



CLIVE CITY COUNCIL
AGENDA, REGULAR MEETING
1900 NW 114th Street
November 14, 2024 6:00 PM

This meeting will be conducted in-person in the City Council Chambers and virtually via Zoom platform. To participate virtually use the following link: <https://us06web.zoom.us/j/87426715772> - Call-in number: (312) 626 6799 - Meeting ID: 874 2671 5772

Call to Order/Roll Call/Pledge of Allegiance

Approval of the Agenda

Citizens Presentation

Clive supports the pillars of Character Counts!, endeavoring at all times to promote and model the principles of trustworthiness, respect, responsibility, fairness, caring and citizenship. In conducting our work, we expect that all participants will act in a respectful manner consistent with these principles.

Consent Items

1. City Manager Memo
2. City Manager Monthly Report - October 2024
3. Assistant City Manager Technology Services October 2024 Monthly Report
4. Administrative Services Monthly Report - October 2024
5. Community Development Monthly Report - October 2024
6. Fire Department Monthly Report - October 2024
7. Leisure Services Monthly Report - October 2024
8. Police Department Monthly Report - October 2024
9. Public Works Monthly Report - October 2024
10. Approve 10/24/2024 City Council Minutes
11. Approve 11/07/2024 City Council Minutes (Work Session)
12. Approve Bill List
13. Approve City Council Calendar - 2025
14. Resolution Approving Change Order #1 - Des Moines Asphalt and Paving - 2024 Residential HMA Pavement Rehabilitation Project - \$720.99
15. Resolution Approving Change Order #1 - Sternquist Construction - Hickman Road & NW 161st Street Phase 2 Intersection Improvement Project - \$1,870.00
16. Resolution Approving Change Order #2 - Alliance Construction Group - NW 114th Street Reconstruction - \$2,800.00

17. Resolution Approving Change Order #4 - Mainline Construction - NW 99th Court Reconstruction - \$25,000.00
18. Approve Pay Request #1 - A+ Lawn and Landscape - 2024 Clive Soil Quality Restoration Cost-Share Program - \$72,153.95
19. Approve Pay Request #4 - Iowa Earth Works - Little Walnut Creek Stream Stabilization East of Alice's Road - \$227,814.04
20. Approve Pay Request #6 - Sternquist Construction - Hickman Road & NW 161st Street Phase 2 Intersection Improvement Project - \$10,324.50
21. Approve Pay Request #7 - Alliance Construction Group - NW 114th Street Reconstruction - \$211,778.01
22. Approve Pay Request #7 - Mainline Construction - NW 99th Court Reconstruction - \$233,663.40
23. Approve Pay Request #10 - Alice's Road Reconstruction Phase 1 - Design - Snyder & Associates - \$122,641.69
24. Approve Pay Request #15 - University Boulevard Pump Station Improvements Project - Snyder & Associates - \$13,066.84
25. Resolution Approving Professional Service Agreement Amendment #1 - Snyder & Associates - University Blvd. Booster Station Facility Upgrade - \$105,100.00
26. Resolution Accepting 1st Amendment to Public Overland Flowage Easement for Verona Hills South Plat 3, Lot 1 - 3505 NW 169th CIR
27. Resolution Accepting 1st Amendment to Surface Water Flowage Easement for Verona Hills South Plat 3, Lot 1 - 3505 NW 169th CIR
28. Resolution Setting Public Hearing (12/12/2024, 6:00 p.m.) - Consideration of 2024/25 Sanitary Sewer Lining Program
29. Resolution Setting Public Hearing (12/12/2024, 6:00 p.m.) - Consideration of 2025-2029 Capital Improvement Program
30. Resolution Approving Annual IDOT Street Financial Report
31. Resolution Approving the State of Iowa FY2024 Annual Financial Report
32. Resolution Approving Debt Certification Forms, Appropriating Funds, and Directing Filing of Certifications
33. Resolution Obligating Urban Renewal Funds - Annual Appropriations - Nebraska Furniture Mart Development
34. Resolution Approving Levying Assessment for Cost of Nuisance Abatement - 1571 NW 93rs Court - Mowing
35. Resolution Temporarily Closing Portions of Emerald Isle Drive
36. Resolution Approving Transfer to Establish a Flexible Spending Account
37. Resolution Approving Pre-Application for Linnan Park to the IDALS WQI Grant Program - \$200,000
38. Resolution Accepting Work 2024 Clive Soil Quality Restoration Cost Share Program
39. Approve Pay Rate - Isaiah Villarreal - Police Officer - \$33.96/Hr - Effective 11/18/2024

40. Approve Pay Rate - Lindsey Phelps - Recreation Coordinator - Aquatics - \$81,204/Yr - Effective 11/18/2024
41. Approve Pay Rate - Alexandra Adams - Human Resources Administrative Specialist - \$60,000/Yr - Effective 12/2/2024

Presentation

1. Introduction of New Recreation Coordinator - Aquatics - Lindsey Phelps
2. Greater Des Moines Partnership Update
3. Process Improvement - Community Development Department - Permitting Software

Action Items

1. Public Hearing - Zoning Ordinance Amendment - Regarding Permitted Uses in Commercial (Schools)
 - a. Consideration of Proposed Ordinance No. 1156 - Zoning Ordinance Amendment Regarding Permitted Uses in Commercial
2. Site Plan Amendment - Tenant and Facade Updates - 10001 University Ave
3. Resolution Approving the Extension of the Rental Housing Program Policy Manual
4. Resolution Approving annual Financial Audit Report FY2024 - Presentation by Brad Theisen, Eide Bailly
5. 1st Consideration of Proposed Ordinance No. 1155 Regarding Provisions Pertaining to Sidewalk Liability
6. Resolution Approving Agreement with Group Creative Services and Studio F. Minus Ltd for Public Art at Greenbelt Landing

Discussion

1. 2025 Clive State Legislative Priorities

Correspondence

Reports

Adjournment



Memo

TO: Mayor and Council members
FROM: Matt McQuillen, City Manager
DATE: November 14, 2024
RE: City Manager Memo

SYNOPSIS:

Attached please find the City Manager's Memo for the November 14, 2024 meeting of the Clive City Council.

Attachments:

1. General Info Memo 11-14-24

MEMO

To: Mayor Edwards and Clive City Council

From: City Manager Matt McQuillen

Date: November 11, 2024

Re: General Information Memo – November 14, 2024 City Council Meeting

The November 14, 2024, City Council meeting will be in-person & virtual:

<https://us06web.zoom.us/j/87426715772>

Consent Agenda – A few items to note on the consent idea. First, staff are requesting the setting of two public hearings for the December 12 meeting to consider bids for the 2024/25 Sanitary Sewer Lining Project and to consider adoption of the 2025-2029 Capital Improvements Plan as proposed during the November 7 CIP workshop. Second, a variety of annual financial reports are ready for filing including the State street finance report, TIF/Urban Renewal report and State annual financial report. Third, staff would like to submit a grant application to the State's IDALS WQI grant program for the stormwater components of the Linnan Park redevelopment project in the amount of \$200,000. Finally, staff have a series of personnel hirings with new Police Officer Isaiah Villareal, new Recreation Coordinator for Aquatics Lindsey Phelps and new HR Administrative Specialist Alexandra Adams. All three of these hires fill previous vacancies in these positions. Staff would recommend approval of the wage rates for Isaiah, Lindsey and Alexandra.

Presentation – We have three presentations scheduled for the November 14 meeting. First, following approval of her wage rate, new Aquatics Recreation Coordinator Lindsey Phelps will be introduced. Second, President/CEO Tiffany Tauscheck of the Greater Des Moines Partnership will be in attendance to provide an update on the activities of the Partnership and Clive's role as an investor in the Partnership. Finally, the Community Development staff will present their annual process improvement presentation on the new Code Enforcement/Building Permit software they implemented recently.

Public Hearing: Zoning Ordinance Amendment for School Uses – A public hearing is scheduled for consideration of an amendment to the Zoning Ordinance to allow School Uses within Commercial Zoning Districts. Included in the packet is a staff memo and background materials for this ordinance amendment consideration. The Planning & Zoning Commission held a public hearing and reviewed the proposed ordinance amendment at their November 7 meeting. Discussion primarily focused on elementary and secondary schools related to open space/outdoor recreation needs, safety of children, and traffic. Commissioners generally raised questions/concerns about the property tax impacts but ultimately decided there are many types of non-profits that could purchase any commercial properties within Clive.

Planning and Zoning Commission recommended approval of the proposed ordinance on a 4-1 vote. The Commission conditioned their recommendation on a 10-year plan being required as part of the special-use permit consideration for elementary and secondary schools. Staff have incorporated the growth plan

recommendation into the attached proposed ordinance. Staff would recommend Council consideration and approval of the first reading of the ordinance amendment.

Site Plan Amendment: 10001 University Ave – The building owner/applicant Buyers Reality LLC has requested a site plan amendment for tenant and façade updates to their building at 10001 University Ave. A recent long-term tenant is leaving the building, and the owner is seeking these updates for future tenant uses, including incorporation of a drive-thru element. P&Z reviewed this amendment at their November 7 meeting and both staff and P&Z would recommend approval.

Rental Housing Program – In August 2024 the City Council identified revisions to the City's Rental Housing Inspection Program as a High Priority on the Policy Agenda for the coming year. Staff is requesting a one-year extension of the existing Rental Housing Inspection Program to allow for time to work through a comprehensive review of the current Program, working with Councilmembers and several other community stakeholders to develop changes to the Program. Included in the agenda packet is a resolution extending the existing Program for one year and a summary of the process staff proposes to work through the comprehensive review and development of a revised Program for implementation later next year.

FY 2023-24 Audit Report – The City's Auditor, Eide Bailly and representative Brad Theisen, will be in attendance to present the final audit report for the fiscal year ending June 30, 2024. As shown in the agenda item and attached final audit, the City ended the fiscal year with positive revenues as compared to expenses. Brad will walk through the highlights of the audit with the Council during the meeting and receive any questions the Council may have on the audit. I am happy to report that the auditor had no noted findings for the audit and is a testament to the great job the City's finance team is doing to manage the City's finances.

Sidewalk Liability: Ordinance Amendment and Repair Program – Due to a recent Iowa Supreme Court case legal counsel is recommending the City Council amend the City Code to reduce the liability to adjacent property owners for sidewalk liability only related to snow and ice removal. Included in the packet are background materials regarding this ordinance amendment to reduce the liability to snow and ice removal only. This agenda item will also include an update from staff on the high costs associated with the citywide sidewalk repair program and the financial impacts to both the City and the property owners where sidewalk repairs are identified. Staff would recommend consideration and approval of the first reading of the ordinance amendment regarding sidewalk liability.

Greenbelt Landing Public Art Commission – Earlier this year staff engaged with Group Creative Services to facilitate a solicitation process for a major public art installation associated with the Greenbelt Landing Project. The \$250,000 art commission is funded through a \$100,000 donation from NCMIC, \$125,000 grant from ICON/Bravo and \$25,000 from the City's Public Art Capital Fund. Group Creative solicited three proposals from major artists from across North America. An interview panel/committee including NCMIC representatives, Parks/Recreation/Arts Board members, the Clive Community Foundation, the Mayor and City staff reviewed and scored the proposals, ultimately recommending the outstanding proposal from [Studio F. Minus](#) based in Toronto, Canada. The art piece called "Aquatic Dance" will be a great compliment to the vision of Greenbelt Landing and staff would recommend your approval of the agreement.

Discussion: 2025 State Legislative Priorities – Staff is ready to present a draft of the 2025 state legislative priorities for the City. A comprehensive revamp to the priorities is proposed based on language proposed to the Greater Des Moines Partnership through its annual Governmental Policy Council work. Assistant City Manager Pete De Kock will provide an overview of the proposed changes and pending City Council feedback bring back the priorities for adoption at your December 12 meeting.



Tentative Upcoming Agenda Items

December 12

- Public Hearing – 2025-2029 Capital Improvements Program Consideration
- Public Hearing – City Hall-Library Phase 1 Project Bids
- Public Hearing – 2025 Sanitary Sewer Lining Project Bids
- Action – 2nd reading of Zoning Ordinance Amendment to allow schools in commercial zones
- Action – Approve 2025 State Legislative Priorities
- Discussion – Berkshire and Boston Parkway Street Trees
- Discussion – State of Clive Water Update/Presentation



Memo

TO: Mayor and Council members

FROM: Matt McQuillen, City Manager

DATE: November 14, 2024

RE: City Manager Monthly Report - October 2024

SYNOPSIS:

Attached please find the City Manager's monthly report for October 2024.

Attachments:

1. CM Report 11-14-24

MEMO

To: Mayor Edwards and Clive City Council

From: City Manager Matt McQuillen

Date: 11/11/24

Re: City Manager’s Report – October 2024

City Manager Expenditure Authorization Report (Up to \$25,000 Per Item)

<u>Consultant/Entity</u>	<u>Amount</u>	<u>Date</u>	<u>Services To Be Provided</u>
Terracon, Inc.	\$5,700	10/30/24	Hazardous Material Testing – City Hall/Library Remodel

Clive Plan 2024-2029-2039

Not Started is Shown in Red In Progress is Shown in Blue Completed is Shown in Green

Policy Agenda Items – Top Priority

Comprehensive Financial Policy and Strategy/CEP Financial Adjustment – Staff has kicked off the budgeting process for the coming year at the staff level, including development of the annual Capital Improvements Plan update. Staff are awaiting the announcement of the residential rollback figure from the Iowa Department of Revenue before engaging the Council on further refinement of the financial strategy for the coming fiscal year’s budget. It is anticipated that the City Manager will engage Council in November regarding the financial strategy and in December seek confirmation on direction and discuss with the Council financial adjustments needed for the Capital Equipment Plan to support rising costs in City vehicle/equipment purchases.

Clive’s Regional Role: Discussion and Framework for the Future – Over the past few months discussions have continued with entities such as DART, the Greater Des Moines Partnership and others on the value add they are providing to Clive for the City resources that are deployed to these entities. In the coming months the City Manager will engage the Council on these various relationships to seek your overall direction on Clive’s role and position within the regional dialogue and membership with these entities.

Financial “Dip” Plan – During the September 26 City Council meeting representatives from Public Financial Management (PFM) presented a scope of services outlining the various components for the City to create a Financial “Dip” Plan for Clive to ensure the City has visibility to our financial future as the City

reaches its built-out condition and manages the legislative changes from the Iowa Legislature. During the September 26 meeting PFM outlined the three main components of scope and the Council authorized the City to move forward with phase 1 of the work to develop a 10-year financial “base” case of the City’s current track on revenues and expenditures based on current service delivery and capital investment strategies. Following completion of phase 1, PFM and staff will report back to the Council on this work before seeking authorization to progress to phase 2 focused on the community comparison/benchmarking exercise. Work on phase 1 is set to begin after the first of the year.

Policy Agenda Items – High Priority

Harbach Center: Vision Concept and Operations – For this item elected officials and staff will continue engagement with the West Des Moines School District on the possibility of joint facilities going forward when the City needs to make major reinvestments in the Harbach Center. Those discussions will start this coming year with the first joint meeting of the City/School group in November. Also, staff will be tasked with reporting on the condition of the Harbach Center building and the success of the programming/building utilization in Spring 2025.

Policy Agenda Items – Moderate Priority

State Agenda Advocacy and Lobbying A. West Metro B. IaCMA – Work has started on this item with the Assistant City Manager coordinating with staff of the West DSM Metro communities on how we can coordinate on legislative strategy and storytelling to our communities and state legislators. In October, the group prioritized the next steps including developing communications showing commonsense partnerships Westside cities are already doing, along with showing the impact of services being reduced/ending due to property tax limitations. In addition, the group wants to work on developing a model taxpayer statement/receipt showing what your City tax dollar goes to in each community.

The City Manager is co-chairing the new Iowa City/County Managers Association (IaCMA) Legislative Affairs Committee to strategize on how cities can work better together and build coalitions with other organizations throughout the state on the value cities bring with the resources we deploy in our communities to help the state’s economy. In November, the IaCMA membership will be asked to react to strategies being considered by the Committee and to encourage member participation.

Policy Agenda Items – Low Priority

86th Street Neighborhood Plan/Activation – Staff continues activation efforts in the 86th Street Neighborhood with short-term focus on establishing a joint City/WDM Schools Group made up of two elected officials for each entity along with the School Superintendent and City Manager. The goal is to grow the relationship and determine joint communication efforts between the two entities specifically focused on the 86th Street Neighborhood/Crestview School. In addition, staff are seeking Bravo grant support for a public art mural project at the Harbach Center and other activities to engage the neighborhood with the upcoming Linnan Park redevelopment. Finally, engagement continued in October with the dominant apartment building owner in the neighborhood on partnership opportunities, including his attendance at the October 29 neighborhood meeting on the Linnan Park redevelopment plans and Harbach Boulevard Phase 2 reconstruction from 86th to 82nd Street which will impact his properties with Right-Of-Way (ROW) needs.



Service Collaboration Strategy and Actions Plan – For this action, the City Manager's Office will work with departments in the spring as a part of the "Dip" Study work to identify potential service collaborations we have yet to pursue with surrounding city jurisdictions. Work on this item has not started yet.

Management Agenda Items – Top Priority

City Hall/Library Security Remodel – The design and cost estimates for the project were presented during the September 12 City Council meeting with the Council providing direction to proceed with Phase 1 of the remodel for the entire upper level of the building. In October the design team took the Council direction and has developed construction documents and plans associated with the phase 1 effort. In November, the City will look to set the public hearing to accept bids for the phase 1 renovations and award those bids in December. The Leisure Services staff currently housed in the upper level of the building have made plans to transition offices over to the Harbach Center during construction and continue to operate the "front of house" of the Library during the anticipated six-month construction schedule from January to July 2025. Over the Christmas/New Years holidays we will have a brief time period where the library will be shut down to allow for the transition of staff and then reopen the library, with temporary walls separating the construction area from the library, on January 6.

Management Agenda Items – High Priority

Westcom New Dispatch Facility – Earlier this year Westcom identified the need for future facility needs associated with the growth of the dispatch staff as the six cities supported by Westcom continue to grow. Initially it was projected that an Owner's Representative would be hired to advise the Westcom communities on the best processes to identify space needs and evaluate potential facility strategies to accommodate the growth. At this point these activities have been put on hold pending additional discussions at the Iowa Legislature regarding property tax reforms as property tax is the primary funding mechanism of Westcom from the member community contributions.

Management In Progress Items

Executive Team: Transitions/Relationships –The Executive Team is always working on relationship building amongst each other and with the newer members. Some specific recent work surrounds a webinar series the Team is going through this year focusing on how we have conversations with each other. In addition, now that Mark Rehberg has been selected as the next Police Chief, work to integrate him into the Executive Team continued in October. The City Manager is planning for a group retreat in January to continue the development of relationships amongst the Executive Team members.





Memo

TO: Mayor and Council members

FROM: Pete De Kock, Assistant City Manager

DATE: November 14, 2024

RE: Assistant City Manager Technology Services October 2024 Monthly Report

SYNOPSIS:

Assistant City Manager Technology Services October 2024 Monthly Report

Attachments:

1. ACM and Tech Services Report October 2024

Assistant City Manager and Tech Services Monthly Report

Target	Milestones	Orig	Rev	Lead	Status	Notes
Leisure Services Sign-Up System: Direction, Funding and Implementation	Recommence research on possible platforms	Oct-24	Oct-24	ACM/LS	In Progress	
	Identify the preferred platform	Nov-24	Nov-24	ACM/LS	Not Started	
	Prepare request for FY 25-26 Budget	Dec-24	Dec-24	ACM/LS	Not Started	
	Budget workshop: FY 25/26	Feb-25	Feb-25	ACM/LS	Not Started	
	CC Decision: FY 25/26 Budget Adoption	Apr-25	Apr-25	ACM/LS	Not Started	
	Platform purchase	Jul-25	Jul-25	ACM/LS	Not Started	
	Project kickoff	Aug-25	Aug-25	ACM/LS	Not Started	
	Implementation completed	Mar-26	Mar-26	ACM/LS	Not Started	
Grant Funding Strategy: Update, Direction and City Actions	Research and submit grant applications w/ priorities	Ongoing	Ongoing	ACM	In Progress	
	During CIP process, identify out year grant projects	Oct-24	Oct-24	ACM	In Progress	
	Research options for adding grant-writing capacity	Nov-24	Nov-24	ACM	In Progress	
	Prepare budget proposal if needed for grant writing	Dec-24	Dec-24	ACM	Not Started	
	Budget workshop: FY 25/26	Feb-25	Feb-25	ACM	Not Started	
	CC Decision: FY 25/26 Budget Adoption	Apr-25	Apr-25	ACM	Not Started	
	If needed, prepare RFP for grant writing services	May-25	May-25	ACM	Not Started	
	Grant writing services begin	Jul-25	Jul-25	ACM	Not Started	
Major Streets/Crosswalks/More Walkable: Goals, Best Practices, Report w/ Options	Establish and communicate trail detours for Hickman	Sep-24	Sep-24	ACM	Done	Detour in place 10/2
	Install and maintain appropriate detour signage	Sep-24	Sep-24	ACM	Done	
	Research best practices in coordination w/ MPO	Mar-25	Mar-25	ACM	Not Started	
	Identify Key crossings throughout Clive	Apr-25	Apr-25	ACM	Not Started	
	CC Presentation: Best Practices and Opportunities	May-25	May-25	ACM	Not Started	
	Potential federal grant applications through MPO	Ongoing	Ongoing	ACM	Not Started	

Assistant City Manager and Tech Services Monthly Report

	Prepare potential FY 26/27 Budget Requests	Dec-25	Dec-25	ACM	Not Started	
State Agenda Advocacy and Lobbying: Goals, Key Issues, Direction and City Actions A. West Metro B. laCMA	A. Coordinate common legislative priorities	Nov-24	Nov-24	CMO	In Progress	
	A. CC Decision: Western Cities Adoption of Priorities	Dec-24	Dec-24	CMO	In Progress	
	A. Create common storytelling assets for Westside	Ongoing	Ongoing	CMO	In Progress	
	A. Execute westside legislative breakfast or alt event	Jan-25	Jan-25	CMO	Not Started	
	B. Initiate laCMA Legislative Affairs Meetings	Aug-24	Aug-24	CMO	Done	
	B. Participate in interviews for ILOC Gov't Affairs Dir	Sep-24	Sep-24	CMO	Done	
	B. Identify a top ten list of entities to build coalition	Nov-24	Nov-24	CMO	In Progress	
	B. Survey laCMA Membership on role of CMS in legis	Dec-24	Dec-24	CMO	Not Started	
	B. Support ILOC with tech support and eval of bills	Ongoing	Ongoing	CMO	Not Started	
	B. laCMA member dialouge on the work at IMMI	Mar-25	Mar-25	CMO	Not Started	
GIS Tech New Position: Direction and Funding	Complete business case for adding position	Nov-24	Nov-24	ACM	In Progress	
	Budget proposal for position	Dec-24	Dec-24	ACM	In Progress	
	Budget workshop: FY 25-26 Budget	Feb-25	Feb-25	ACM	Not Started	
	CC Decision: FY 25-26 Budget	Apr-25	Apr-25	ACM	Not Started	
	Create a job description	Apr-25	Apr-25	ACM	Not Started	
	Promote position and build candidate pool	May-25	May-25	ACM	Not Started	
	Hire and start date	Jul-25	Jul-25	ACM	Not Started	
City Texting Platform to Disseminate Info to Clive Residents, Businesses and Others: Implementation	Select preferred platform, purchase	Sep-24	Sep-24	ACM	Done	Citibot selected as platform
	Platform buildout	Nov-24	Dec-24	ACM	Not Started	
	Execute first phase opt-in campaign ahead of winter	Dec-24	Dec-24	ACM	Not Started	

Assistant City Manager and Tech Services Monthly Report

	Continue executing opt-in campaign	Ongoing	Ongoing	ACM	Not Started	
Water Resources Master Plan Implementation: Next Steps	CC Decision: Manual Amendment PSA w/ consult	Sep-24	Oct-24	ACM	In Progress	
	Decision on stormwater mgmt standards for streets	Nov-24	Nov-24	ACM	Not Started	
	Complete manual amendment drafting	Nov-24	Nov-24	ACM	Not Started	
	CC Decision: Manual Updates Approval	Jan-25	Jan-25	ACM	Not Started	
	State of Clive Water presentation	Jan-25	Jan-25	ACM	Not Started	
	Execute WQI projects along Little Walnut Creek	Apr-25	Apr-25	ACM	Not Started	
	Execute second annual tree sale	May-25	May-25	ACM	Not Started	
	Execute second year of SWAP program	Ongoing	Ongoing	ACM	Not Started	
	Execute 4th year of SQR program	Sep-25	Sep-25	ACM	Not Started	
Dallas County Referendum - Public Education Campaign: Development/Info		Sep-24	Sep-24	ACM	Done	
City-State Legislative Agenda 2025: Approval		Dec-24	Dec-24	ACM	In Progress	
Annual Community Engagement Plan		Jan-25	Jan-25	ACM	Not Started	
Development Review Process Improvement - Multi-Dept, Facilitated by ACM		Feb-25	Feb-25	ACM	In Progress	
City-Federal Legislative Agenda 2025: Approval		May-25	May-25	ACM	Not Started	
Clive's Various e-Newsletters Standardization and Monthly Newsletter		May-25	May-25	ACM	Not Started	
Clark Street Pilot Green Infrastructure Evaluation After Action Report		Oct-24	Dec-24	ACM	In Progress	
State/Federal Lobbying and Grants for 86th Corridor Projects		Ongoing	Ongoing	ACM	In Progress	
Clive Historical Society Assets Transfer and "Mothball" Facility: Completion		Dec-24	Jan-24	ACM	In Progress	
Greenbelt Trail Education Campaign: Safety and Etiquette		May-25	May-25	ACM	Not Started	
Greenbelt Landing Individual Donor (Goal: \$100,000)		Oct-25	Oct-25	ACM	In Progress	
Homeowner Education on Federal Energy Efficiency Grant Program: Campaign		Ongoing	Ongoing	ACM	Not Started	
Home Show Expo 2024 - Shadow Creek West		Sep-24	Sep-24	ACM	Done	

Assistant City Manager and Tech Services Monthly Report

Monthly Highlights

- Meeting with GDMP board chair and staff on 10/2; GDMP final state legislative priorities drafting meeting on 10/10
- Attended GDMP Regional Summit on 10/3
- Coordinated Greenbelt Landing groundbreaking invitations, run of show, and media. The groundbreaking event was on 10/16
- City of Clive/CCF monthly breakfast on 10/18
- Walnut Creek WMA strategic planning meeting on 10/21
- Greater Dallas County Development Alliance annual meeting and lunch on 10/23
- City of Clive/Mid American Energy fall planning meeting on 10/28
- ISWEP I-Storm conference on 10/30 and 10/31
- Led Beggar's Night communications when weather forced communities to delay trick-or-treating

Technology Services Report – October 2024

Dennis Harken, TS/IT Manager, has prepared the following report for the activities of the Technology Services (TS) staff for the month of **October 2024**.

2024-2025 Approved Strategic Goals Status

Project	Status	Notes	Due	Completed
VLANS for Upgraded Wifi and Security Cameras at Public Works	In Progress	Part of a capital project for upgrades to the facility.	Mar 2025	
MIP – Process Improvements	In Progress		Ongoing	
MIP-Reg Qtrly Email Phishing Trng	Ongoing	Usually occurs 1 st month of a new quarter	Ongoing	
MIP-Westcom support – Fiber Ring Project	In Progress	Need to complete connection to Windsor Heights	Nov 2024	
MIP-Computer Replacements: Fire and Police	In Progress		Nov 2024	
MIP-Lucity asset management implementation: Parks	In Progress		Nov 2024	
MIP-Voice to Cloud implementation w/ RingCentral	In Progress	Migration from on-premise Mitel system	Nov 2024	
MIP-GIS Dept Future Planning	Not Started		Dec 2024	
MIP-Annual Security Penetration Testing	Not Started		Jan 2025	
MIP-Disaster Recovery/Business Continuity of Operations Framework Documentation	Not Started		Jan 2025	
MIP-Backup Data Center Implementation	In Progress	DRaaS project	Dec 2024	
MIP-PW Facility WiFi network improvements	Not Started		Jan 2025	
MIP-Technology Subject Matter Experts (SME) Development	Not Started	Identify and document SME for various technology systems	Feb 2025	

Assistant City Manager and Tech Services Monthly Report

MIP-GeoHub/Map Center Centralization	Not Started	Includes decommission of IMAP system	Mar 2025	
MIP-Assist w/ Library Circulation System to the Cloud	Not Started	Subject to FY25/26 funding approval in Mar 2025	Mar 2025	
MIP-GIS System Upgrade	Not Started	Includes a rebuild of integration of on-premises and cloud interconnections	May 2025	
MIP-Breach Reporting and Incident Response Updates	Not Started	Annual review and update of Incident Response Plan documentation	Jun 2025	

Metric #1 – Limit average outstanding Helpdesk tickets with medium or higher priority to 5 or less

- Average medium or higher outstanding tickets since the start of the fiscal year: **0.01%**

Metric #2 – Limit unplanned network interruptions to less than 0.5% of operations.

- Percentage of unplanned interruption since the start of the fiscal year: **0.01%**

Metric #3 – Limit professional fee costs to 5% of the department budget or less.

- Percentage of professional fee costs since the start of the fiscal year: **1.55%**

2024-2025 Miscellaneous Technology Services Project Status

Project	Status	Notes	Due	Completed
Server Operating System Upgrades/ Maintenance	In Progress	Preemption, Sharefile, OOS, & Access Control svrs to Server 2022 as opportunity arises.	Ongoing	
Additional cancellation of old copper analog POTS lines	In Progress		Ongoing	
Migration of City Hall staff to new network switch stack	In Progress	This also includes moving this staff to a new subnet architecture begun with the new CPSC facility.	Ongoing	
Assist CommDev with Citizen Serve project	In Progress		TBD	
Assist Public Works with Citizen Serve project	In Progress		TBD	
Preparation of Harbach Center spaces for staff relocation	In Progress	Network switch replacement to increase port capacity	Dec 2024	
Preparation of Tech Services temporary move to CPSC	In Progress	Storage space identified at CPSC to move Tech storage to CPSC	Dec 2024	

Conferences, Training, Meetings, & Other

- James Kuzhikandathil attended the virtual **FOG/CAD/POG Westcom Meeting** on October 2nd.
- Dennis Harken and James Kuzhikandathil attended the virtual **RingCentral: RingEx Administration Essentials** training on October 16th.



Memo

TO: Mayor and Council members

FROM: Elizabeth Hansen, Director of Administrative Services

DATE: November 14, 2024

RE: Administrative Services Monthly Report - October 2024

SYNOPSIS:

Please see the attached monthly report and supplemental documents.

Attachments:

1. 10-Monthly Report October 2024
2. Water Reconciliation Reports FY 24-25

MEMO

To: Mayor Edwards and Council Members
From: Elizabeth Hansen, Director of Administrative Services
Date: November 8, 2024
Re: Monthly Report – October 2024

Administrator Services Department

General Administration/Finance:

Utility Billing/Xpress Bill Pay (XBP):

- A. To date, 6,938 customers have set up online accounts on the Xpress Bill Pay system. Of those customers, 2,851 have selected the electronic billing feature. All utility customers have XBP accounts and 41% receive electronic statements. Since we reached the 35% goal, now the goal is to maintain that percentage and increase it even more. See specific marketing efforts below.
- B. 348 utility bill reminders were sent, and 31 customers were scheduled to be shut off.
- C. 69 work orders were processed – 16 for new construction and 53 for other work.
- D. 76 warning tags were delivered/service shut offs for non-payment.

Permits/Licenses Purchased:

Permit/License	Quantity	Amount
Mobile Food Vendors	1	
Noise Permits	0	
Solicitor Permits	2	
Open Records Requests	5	
Pet Licenses	8	\$150.00
Parking Tickets	3	\$65.00
Yard Waste Stickers	0	\$0
Miscellaneous Waste Stickers	416	\$940.50

Commerce Bank Revenue Share Amount:

We received the September revenue share report. The City received \$83.41. This amount is going down due to the ACH pay program we are encouraging our vendors to use.

Income Offset Program (IOP) – We received \$967.48 from the State of Iowa IOP in October.

Human Resources:

- A. Recruitments – During October, the NeoGov Insight/OHC system was used for a Police Officer. Below are the hiring and promotions for calendar years 2017 to the present:

	2024	2023	2022	2021	2020	2019	2018	2017
Full Time	13	22	14	15	16	15	9	4
Part-Time	17	7	22	10	1	7	9	7
Seasonal	160	159	132	130	73	130	151	133
Promotional	8	15	7	8	7	4	4	3

- B. Separations –

	As of August 1, 2024 – July 31, 2025
Fire	2 PT - Other employment
Police	1 FT - Other employment, 1 FT – Medical, 1 PT - Other
Public Works	1 FT - Other employment, 1 FT – Retirement
Library	1 PT- Family, 1 FT Retirement
Parks	
Recreation	
Administration	1 FT – Retirement, 1 FT Other Employment

- C. Staff Events – Oktoberfest Employee Appreciation, 3 successful Flu Shot Clinics, we held one of three for the City-wide Healthy Workplace Training

Departmental Projects – Strategic Planning:

Not Started **In Progress** **Completed**

City Clerk Division

2025 Partial Special Census - Since August 2023, staff has been taking the initial steps to conduct a partial special census in April of 2025, that will capture the exponential growth in the Northwest developments of the City. The proposed Memorandum of Agreement has now been approved by Council and the initial cost estimate of \$391,208.00 has been paid to the Census Bureau. Staff is estimating that we will see an increase in our annual revenues of approximately \$218,944.00, thus recouping the cost of the census in just under 2 years. At this point in the process, City Staff have been diligently working with the Bureau's Geography Team to establish a "Boundary and Annexation Survey". This survey process is done to ensure that the Bureau's representation of Clive's boundaries and streets are accurate and up to date. An introductory meeting will be scheduled in the coming weeks with the Chicago Regional Director to begin preparation for the field data collection operation set for next spring, with our Special Census "Day" scheduled for May 15, 2025.

Finance Division

New Utility Billing Rate Structure and Process Improvements –Commercial ERUs were updated and were also part of the June 2024 utility billing. During the implementation of the commercial ERU's staff noticed some irregularities in some of the accounts and have rectified



those with the customers affected. Staff will continue to audit and update as needed once the new ERU Policy is completed and approved by the City Council.

Utility Billing Payment Options –The city currently uses Express Bill Pay receipting utility revenue. The staff has expressed some frustration with the program and seeks a possible alternative. The list of possible replacements has already been narrowed down to four including Xpress Bill Pay to remain as our partner. Staff will proceed with demos in the coming months and would like to have a resolution before the end of the year. Staff has completed a comprehensive review of possible companies that included Xpress Bill Pay, Invoice Cloud, and Civic Systems (Zift). Staff will present a final proposal in the coming months.

Electronic Utility Bills Policy Discussion - This initiative is being led by the Finance Manager with the assistance of the GIS Coordinator and Community Development staff. An initial meeting was held and policy drafting is commencing.

Financial Audit FY 23-24 - Virtual fieldwork for the annual financial audit for the year ending 6/30/24 began the week of September 2 with Eide Bailly. A presentation of the audit and Council approval of the report will be on November 14, 2024.

FY 2025/2026 Budget – Staff kicked off the budget process in September and the first Budget Workshop is scheduled to occur in February 2025.

2024B/2025A Bond Sales - Staff met with PFM for the sale of bonds to fund the capital improvement projects for the 2024/25 construction season. We held our rating call this year with S&P and they determined a rate increase to AAA! The 2024B bonds have been sold to TD Securities and are scheduled to be received on November 14.

Capital Improvement Plan Update – The 2025-2029 CIP is underway with the finance team already meeting individually with project managers and overview meeting with all project managers and City Manager McQuillen. Staff presented the 2025-2029 CIP with the City Council on November 7. Council will be asked to set the public hearing on November 14 for December 12.

Human Resources Division

City Government at Build-Out Staffing Levels: Research, Comparative Analysis, Report with Findings, Options, Direction, and City Action Plan - The first step is to identify the proposed comparison cities, which was approved by the Council Personnel Committee in February 2024. Next, staff will send the communities a request for data. A draft report will be developed and presented to the Personnel Committee in the late fall.

City Training 24-25 Plan Development and Implementation – The human resources staff's goal is to coordinate a 12-month employee training and development plan. To meet the needs of the departments, in addition to staying compliant with state and federal law. The need for training was highlighted through employee surveys and Focus Group trends. Many employees are in new roles throughout the organization, and we are trying to get them the tools they need to succeed.

Citywide and Quarterly Supervisory Training - Staff held a city-wide training on October 30, November 4, and November 6 for all employees, supervisors, and managers. The focus this

quarter is on Bullying, Harassment, and also the Performance Check-In. Quarterly trainings will continue throughout the year.

Safety Training Program and Safety Committee Development with Incident Review – Four areas to be addressed by the Safety Committee are the organization-wide safety manual, electronic Safety Data Sheets, incident review, and a coordinated safety training program. Staff will be reviewing the Safety Committee’s mission statement before meeting again.

Employee Handbook Annual Update – Staff is continually reviewing policies to keep current and in compliance. Notes are made throughout the year and presented as updates each spring, which then is brought to the Council in June. As is the traditional process, changes will be reviewed by the Council Personnel Committee, Executive Team, and Employee Benefits Committee before they are presented for City Council approval.

Employee Benefits and Safety Fair: Conduct December 4th - The third annual Clive Employee Benefits and Safety Fair is being planned at the Clive Public Safety Center on Wednesday, December 4, 2024. Approximately twelve different vendors were invited to participate by setting up a booth and engaging our employees. We have been averaging about 30% of our workforce in attendance each year.

Performance Evaluation Process Adjustments – Mid-Year Check-Ins will be completed in December; journal entries are encouraged throughout the year and staff is preparing to provide training on the 2025 performance evaluation process in late March and early April.

Onboarding Seasonal Employees Process Improvements – HR and Payroll staff met to review all of the issues with Onboarding Seasonal employees from the past couple of years. A proposed task and timeline is being drafted and will be reviewed by both the Administrative Services Department and Leisure Services Department and a meeting is scheduled in early December to discuss the tasks and responsibilities so that change and improvements can be made to the process.

Employee Committee Reorganization – Staff will review all of the mission statements and roles and responsibilities of all employee committees and prepare a recommendation for the City Manager and Council Personnel Committee to consider.

Cross-training UB/Deputy City Clerk/Comm Dev Front Desk – With the lower half of the City Hall Remodel Project placed into Phase II for construction in 2026, the cross-training of duties will be postponed as well.

Transition from TrueNorth to IGHCP – Staff is working with IGHCP to transition from TrueNorth and Workforce Junction to IGHCP “The Trust” and Employee Navigator. We have also been working with The Trust to make improvements to the employee benefit Guidebook. We have also scheduled Flex Savings Account Open Enrollment meetings for staff in November and preparing for that transition from Midwest Benefit to EBS.



RECONCILIATION OF UTILITY BILLINGS, COLLECTIONS, AND DELINQUENCIES

FY24/25

Month of: October 2024

Aged trial balance- Report Date: 9/30/2024 \$ 74,994.21

BILLINGS

Billings for the month of: SEPTEMBER \$ 1,351,877.49

Billings for the month of: OCTOBER \$1,335,841.13

Total billings for the months of September and October (includes penalties and finals) \$ 2,687,718.62

TOTAL BILLINGS \$ 2,762,712.83

LESS COLLECTIONS

Revenues collected for the month of: OCTOBER \$1,386,978.77
(Includes final bill payments, County Treasurer payments, etc.)

Council Write-Offs \$0.00

City Accounts- write-off/adjustments \$0.00

Deposit amounts applied \$2,039.89

Payment adjustments \$0.00

TOTAL COLLECTIONS \$ 1,389,018.66

SUB TOTAL \$ 1,373,694.17

Aging report balance for: 10/31/2024 \$ 1,257,957.19

Aging report (10/31/2024) for accounts 30 days or more past due \$ 81,034.47

Prepared by: Stephanie VandeBerg, Utility Billing Department, 11/7/24



Memo

TO: Mayor and Council members

FROM: Doug Ollendike, Community Development Director

DATE: November 14, 2024

RE: Community Development Monthly Report - October 2024

SYNOPSIS:

Attachments:

1. Com Dev Report - 10-2024

MEMO

To: Honorable Mayor and City Council

From: Doug Ollendike, Community Development Director

Date: November 14, 2024

Re: Community Development Monthly Report

Building Services Division

15 new single-family homes were permitted in September with a total valuation of \$8,065,904. A total of 66 permits were issued which included new construction, remodels, additions, fences, decks, sheds, etc.

7Brew Coffee Shop, located at 15610 Hickman RD, has been delayed with installing the north drive through lane due to private utilities being in the way. A temporary CO has been issued to allow the business to open with an agreement to complete in place for finishing the remaining items.

The site work at Living Faith Church located at 2180 NW 142nd ST is almost wrapped up. They are working through a few storm water issues and should get everything seeded soon. A temporary CO has been issued for this phase of construction.

Amare Vita/MavenCrux is in the final stages with the development work. All residential structures and the clubhouse have been permitted. The majority of the homes are in the final stages of construction and the clubhouse has been issued its final CO.

Vision Electrical and Plumbing's renovations at 2163 NW 111th ST is needing a final inspection and they will be wrapped up with this project.

A building permit has been issued for 12931 University AVE for a new hair salon.

An interior demolition permit has been issued for Krispy Kreme due to a recent fire. Plans are now being reviewed for the restoration of the interior.

Painted Tree Boutiques, a new tenant, located at 11101 University AVE has a building permit to construct interior walls and install new interior finishes.

The Emerald Isle townhome project has been issued a foundation permit for the second building of six units; interior finishing progress is being made on the first building. The street work is scheduled to be completed within the next few weeks.

The permit has been issued for "The McCoy" apartments located at 11040 Hickman RD for the interior bathroom and kitchenette remodel work. Some of the single unit apartments have been inspected on the main level; however, not all units are completed yet.

Kwik Star, located at 16050 Hickman RD has been issued a temporary CO; some corrections to site work is to be completed.

Staff are in the process of reviewing remodel plans for the Genesis Health Club facility located at 10930 Hickman RD. Due to limited funding, this project has scaled back and will be limited to some interior paint, flooring replacements and LED lighting upgrades.

The building permit has been issued for an outpatient surgery center located at 12107 Stratford DR; the framing inspection has been completed. Drywall work and other interior finishes are underway.

The building permit for the new Tasty Taco site at 2249 NW 86th ST has been issued. They are currently working on exterior finishes to include siding, roofing and parking lot repairs. Interior rough in work is also in progress.

The building permit has been issued for the new office building located at 2640 Berkshire PKWY; footing & foundation inspections have been completed.

An addition permit has been issued for the expansion of Edward Jones at 1100 73rd ST. Footing work has started.

Staff have approved an addition and large interior remodel located at 12605 Woodlands PKWY, however the permit has not been issued at this time.

Planning Services Division

The 86th Street Neighborhoods Plan was approved by Council on September 9, 2022. Staff are working on implementation.

The first amendment to the development agreement for the Emerald Isle Townhome development has been approved by Council and the revised site plan/preliminary plat has been administratively approved by staff. The developer has commenced grading and construction activities.

Silver Star car wash has submitted a preliminary plat, site plan, and public improvement construction drawings for the recently rezoned properties generally located at NW 156th ST, Hickman RD, and Emerald Isle DR. The preliminary plat was approved by Council on April 11, 2024, and site plan was approved by Council on May 23, 2024. Construction drawings were conditionally approved subject to acquisition of additional temporary construction easements and approval of an agreement including the cost-share with the City.

Buyers Realty has submitted a preliminary plat to create an additional lot at Westridge Shopping Center. Staff is working with the applicant regarding parking requirements before the preliminary plat can advance through the approval process.

Buyers Realty has submitted a site plan amendment for 10001 University Ave. The project will add a drive through and parking addition. The intent is to split the building into two tenant spaces.

Staff has submitted a request to Norfolk Southern for an abandoned track right-of-way, which will allow Norfolk Southern to determine if the property is eligible to be sold or otherwise



conveyed to the City or adjacent property owners. The request includes the remaining parcels owned by Norfolk Southern that do not include any railroad infrastructure, which are generally located between NW 100th ST and NW 114th ST. Staff are awaiting a response from Norfolk Southern.



1900 NW 114th ST
Clive, IA 50325
(515) 223-6221
www.cityofclive.com

	Oct-23	Oct-24	YTD Total	YTD Total
Building Permit - New Single Family	9	15	101	\$53,903,360
Building Permit - New Townhome	0	0	12	\$4,342,899
Building Permit - New Condominium	0	0	0	\$0
Building Permit - Residential Additions	0	2	29	\$1,784,762
Building Permit - Residential Remodel	0	2	17	\$441,625
Building Permit - New Commercial	0	0	3	\$3,738,481
Building Permit - Commercial Additions	0	0	1	\$670,366
Building Permit - Commercial Remodel	1	3	26	\$5,798,475
FYTD TOTALS				
Building Permit - New Single Family	33	38		
Building Permit - New Townhome	0	0		
Building Permit - New Condominium	0	0		
Building Permit - Residential Additions	4	17		
Building Permit - Residential Remodel	2	5		
Building Permit - New Commercial	2	2		
Building Permit - Commercial Additions	0	1		
Building Permit - Commercial Remodel	11	12		

NEW SINGLE FAMILY

<u>DATE</u>	<u>NO.</u>	<u>STREET</u>	<u>APPLICANT</u>	<u>VALUATION</u>	<u>SUBDIVISION</u>
10/08/2024	17825	TOWNSEND DR	Albe Homes LLC	\$628,407	SHADOW CREEK PLAT 07
10/09/2024	18296	ALDERLEAF DR	Iowa Premier Homes LLC	\$550,220	SHADOW CREEK WEST
10/11/2024	4085	WESTGATE PKWY	DB Homes	\$508,461	SHADOW CREEK PLAT 07
10/11/2024	18241	BAXTER PL	Caliber Homes	\$554,978	SHADOW CREEK WEST
10/14/2024	17778	HAMMONTREE DR	MC Custom Homes	\$555,089	SHADOW CREEK PLAT 07
10/17/2024	16678	WINSTON DR	Showtime Homes	\$697,931	ANGEL PARK PLAT 07
10/17/2024	3992	181ST ST	KRM Development	\$482,071	SHADOW CREEK PLAT 06
10/23/2024	3997	181ST ST	Colonial Homes	\$420,201	SHADOW CREEK PLAT 06
10/24/2024	18258	HIDDEN KNOLL	Eden Custom Homes LLC	\$489,277	SHADOW CREEK WEST
10/24/2024	18274	HIDDEN KNOLL	Eden Custom Homes LLC	\$482,681	SHADOW CREEK WEST
10/25/2024	18148	TANGLEWOOD DR	Sage Homes	\$423,603	SHADOW CREEK PLAT 06
10/25/2024	18136	TANGLEWOOD DR	SJ Home Builders, LLC	\$488,700	SHADOW CREEK PLAT 08
10/29/2024	17665	HAMMONTREE DR	Arkos Custom Homes	\$662,930	SHADOW CREEK PLAT 07
10/31/2024	3960	177TH CT	KRM Development	\$547,419	SHADOW CREEK PLAT 05
10/31/2024	4081	181ST ST	Dizdar Homes	\$573,935	SHADOW CREEK PLAT 06
TOTAL				\$8,065,904	
YTD CALENDAR				\$53,903,359	
YTD FISCAL				\$18,583,727	

NEW TOWNHOME

<u>DATE</u>	<u>NO.</u>	<u>STREET</u>	<u>APPLICANT</u>	<u>VALUATION</u>	<u>SUBDIVISION</u>
TOTAL				\$0	
YTD CALENDAR				\$4,342,899	
YTD FISCAL				\$0	

NEW CONDOMINIUM/MULTI-FAMILY

<u>DATE</u>	<u>NO.</u>	<u>STREET</u>	<u>APPLICANT</u>	<u>VALUATION</u>	<u>SUBDIVISION</u>
TOTAL				\$0	
YTD CALENDAR				\$0	
YTD FISCAL				\$0	

RESIDENTIAL ADDITIONS

<u>DATE</u>	<u>NO.</u>	<u>STREET</u>	<u>APPLICANT</u>	<u>VALUATION</u>	<u>DESCRIPTION</u>
10/16/2024	17618	HAMMONTREE DR	ECOM Investments, LLC	\$27,018	Basement Finish
10/31/2024	12960	PINEVIEW DR	Crossover Construction	\$81,379	Covered Porch
TOTAL				\$108,397	
YTD CALENDAR				\$1,784,762	
YTD FISCAL				\$876,131	

RESIDENTIAL REMODEL

<u>DATE</u>	<u>NO.</u>	<u>STREET</u>	<u>APPLICANT</u>	<u>VALUATION</u>	<u>DESCRIPTION</u>
10/21/2024	3505	169TH CIR	RHC, Inc.	\$23,916	Sunroom
10/23/2024	3652	WESTGATE PKWY	Primetime Remodels	\$13,254	4 Season Porch
TOTAL				\$37,169	
YTD CALENDAR				\$441,625	
YTD FISCAL				\$72,864	



1900 NW 114th ST
Clive, IA 50325
(515) 223-6221
www.cityofclive.com

October 2024
COMMERCIAL PERMIT ACTIVITY

NEW COMMERCIAL

<u>DATE</u>	<u>NO.</u>	<u>STREET</u>	<u>APPLICANT</u>	<u>VALUATION</u>	<u>DESCRIPTION</u>
				TOTAL	\$0
				YTD CALENDAR	\$3,738,481
				YTD FISCAL	\$2,221,113

COMMERCIAL ADDITIONS

<u>DATE</u>	<u>NO.</u>	<u>STREET</u>	<u>APPLICANT</u>	<u>VALUATION</u>	<u>DESCRIPTION</u>
				TOTAL	\$0
				YTD CALENDAR	\$670,366
				YTD FISCAL	\$670,366

COMMERCIAL REMODEL

<u>DATE</u>	<u>NO.</u>	<u>STREET</u>	<u>APPLICANT</u>	<u>VALUATION</u>	<u>DESCRIPTION</u>
10/08/2024	8240	HARBACH BLVD	Bryant Home Improvement	\$37,785	Repair building from car impact
10/14/2024	12931	UNIVERSITY AVE	Superior Contractors LLC	\$135,000	Salon remodel
10/15/2024	10930	HICKMAN RD	Rock Construction	\$0	Demo walls
				TOTAL	\$172,785
				YTD CALENDAR	\$5,798,475
				YTD FISCAL	\$3,023,818

Code Enforcement Activity Report for October 2024

Violation Activity

- Investigated 39 new violations
 - 14 violations initiated through proactive enforcement of common code violations
 - 25 violations initiated through complaints of common code violations
 - 1 violation was abated by the City
- Investigations conducted
 - 39 initial inspections for common code violations
 - 19 follow up inspections
 - 58 total inspections
- October voluntary compliance rate was 97%
- Pulled 11 illegal signs from the City Right of Way
- October Case Breakdown
 - 5-6-2(1(H)): Dense Overgrowth -1
 - 5-6-2(1(I)): Grass and Weeds -8
 - 5-6-2(1(K)): Junk -5
 - 5-6-4: Household Goods and Machinery -4
 - 7-1-8: Debris Deposits Prohibited (Streets) -2
 - 7-1-11: Use of Parkings -4
 - 7-5-5: Overhanging Trees -7
 - 10-1-8(A): Permit Required (work without permit) -1
 - 10-11-1: Erosion Control -3
 - 11-12-22: Signs On Public Property -4

Other Activities

- Continued work on priority issues
 - Continued to grow sidewalk repair program contractor list
 - Continued work on the 2024 Alice's Road Demolition Project
 - Educating violators with personal contact by phone and in person
 - Work with other departments as often as possible to strengthen relationships
 - Continued to look for opportunities to fine tune the Code Enforcement process



Memo

TO: Mayor and Council members

FROM: Clay Garcia, Fire Chief

DATE: November 14, 2024

RE: Fire Department Monthly Report - October 2024

SYNOPSIS:

Fire Department Report - October 2024

Attachments:

1. October 2024 Council Report



Memo

TO: Honorable Mayor, City Council, City Manager

FROM: Clayton Garcia, Fire Chief

DATE: 11/7/2024

RE: October 2024 Monthly Report

Target	Milestones	Status
Storm Debris Policy: Goals, City Role, Best Practices, Options, Direction and City Actions (Wind Event Operations)	Pre-Identify NWS "benchmarks" to initiate action plan	In Progress
	Review current City Damage Assessment Tools	In Progress
	Implement mass notification and website comms	Not Started
	Identify districts or zones for damage assessment	In Progress
	Explore/evaluate Polk County Reg Assessment tool	In Progress
	Identify number of staff members needed for assess	Not Started
	Review draft Polk County Debris Mgmt Plan	Not Started
	CC Work Session: Polk County Debris Mgmt Plan Rev	Not Started
Target	Milestones	Status
Fire-EMS Collaboration with Urbandale - Apparatus Sharing and Paramedicine 28Es	Identify collaboration partner/s	In Progress
	Create, finalize and implement 28E for shared serv	In Progress
	Finalize asset transfer of L325 and Urbandale unit	In Progress
	Outfit new suppression apparatus for Station 32	In Progress
	Complete "audit" of Clive/Urbandale response plan	In Progress
	CC Decision: Shared Services 28E Agreement	In Progress
	Create, finalize maintenance agreement w/ Urb	In Progress
	CC Decision: Maintenance agreement adoption	In Progress
	Prepare 28E (or internal resource) for bariatric care	Not Started
	CC Decision: 28E for bariatric patients' adoption	Not Started
	Complete mini standards of coverage for Station 22	In Progress
	Draft community health coordinator roles/response	Not Started
Management Projects		Status
Fire NFPA Physicals - Add Cancer Screening		In Progress
EMS Write Off Data		Not Started
Fire Staffing Levels/Makeup New Standards: Implementation		In Progress
Fire All FT Staff: Solidification of Roles and Responsibilities: Update		In Progress
Public Safety Radio Replacement: Completion		In Progress
Public Safety Staff Recruitment/Retention Strategy: Continued Implementation		Not Started
Fire Vehicle Spec Process (320)		In Progress



2024 Strategic Plan

Project Status Legend

IP - In Progress

C - Completed

			2024				2025				2026			
			Spring	Summer	Fall	Winter	Spring	Summer	Fall	Winter	Spring	Summer	Fall	Winter
Goal 1A	Improve internal communications - Garcia													
	Critical Task 1A.1	Identify accessible calendar	C	C	C	C	C	C	C	C	C	C	C	C
	Critical Task 1A.2	Audit First Arriving dashboard	IP	IP	C									
	Critical Task 1A.3	Best process for disseminating information	IP	IP	IP									
	Critical Task 1A.4	Identify wants/needs/frequency for communications	IP	IP	IP									
Goal 2A	Identify ways to enhance training - Kallem													
	Critical Task 2A.1	Establish training committee	IP	IP	C									
	Critical Task 2A.2	Opportunities to host regional classes	IP	IP	C									
	Critical Task 2A.3	Communicated external training opportunities	IP	IP	IP									
Goal 3A	Efficient deployment of critical resources - Garcia													
	Critical Task 3A.1	Evaluate apparatus response plan	IP	IP	IP									
	Critical Task 3A.2	Standards of Cover targeted review/updates	IP	IP	IP									
	Critical Task 3A.3	Audit job descriptions for needs/timing	IP	IP	IP									
	Critical Task 3A.4	Collaboration exploration/limited regional standardization	IP	IP	IP									
Goal 4A	Strategies for achieving high standards - Glendy													
	Critical Task 4A.1	Establish new minimum competencies for fire and EMS												
	Critical Task 4A.2	Review existing competencies												
	Critical Task 4A.3	Third-party and consistent evaluator for training												
	Critical Task 4A.4	Identify opportunities for regional involvement in training												
Goal 5A	Continued focus and enhancement of employee wellness - Annis													
	Critical Task 5A.1	Feasibility study on city-funded cancer screenings	IP	IP	IP									
	Critical Task 5A.2	Continuation of PAC mental health program	IP	IP	IP									
	Critical Task 5A.3	Review PAT standards for applicability and accountability	IP	IP	IP									
	Critical Task 5A.4	Enhance Health & Safety Committee	IP	IP	IP									
	Critical Task 5A.5	Revive Peer Support Team	IP	IP	IP									
	Critical Task 5A.6	Financial health education	IP	IP	IP									
Goal 6A	Continued operations without a reduction in services - Morris													
	Critical Task 6A.1	Review minimum staffing certification levels for each shift	IP	IP	IP									
	Critical Task 6A.2	Apparatus equipment audit	IP	IP	IP									
	Critical Task 6A.3	Evaluate community paramedic options	IP	IP	IP									
	Critical Task 6A.4	Identify resources available to community in lieu of EMS	IP	IP	IP									
	Critical Task 6A.5	Identify call types through Westcom outside of FD scope	IP	IP	IP									
	Critical Task 6A.6	Review SUV versus suppression support on EMS calls	IP	IP	IP									
Goal 7A	Continued exploration of collaborative services - Garcia													
	Critical Task 7A.1	Cont'd discussions/execution w/UFD for shared resources	IP	IP	IP									
	Critical Task 7A.2	Update Station 43 Agreement	IP	IP	IP									
	Critical Task 7A.3	Identify opportunities to expand collaborative services	IP	IP	IP									
	Critical Task 7A.4	Consider alignment for merger integration	IP	IP	IP									
	Critical Task 7A.5	Explore a shared community paramedic model	IP	IP	IP									
	Critical Task 7A.6	Develop a sustainable apparatus maintenance program	IP	IP	IP									
Goal 8A	Prepare for a 3–5-year city build-out and reinvestment - Boyle													
	Critical Task 8A.1	Evaluate fire codes for supporting redevelopment	IP	IP										
	Critical Task 8A.2	Explore community education/outreach on aging buildings	IP	IP										
Goal 1B	Review DO/OIC training programs - Kallem													
	Critical Task 1B.1	Create/implement job performance requirements (JPRs)	IP	IP	IP									
	Critical Task 1B.2	Review/update program details (orientation manuals)	IP	IP	IP									
	Critical Task 1B.3	Evaluate the need and frequency for certification courses	IP	IP	IP									
	Critical Task 1B.4	Consider in-house OIC and DO trainings	IP	IP	IP									
Goal 2B	Tell our story, making sure the Clive community knows us - Garcia													
	Critical Task 2B.1	Explore video opportunities	IP	IP	IP									
	Critical Task 2B.2	Review support options from Pete/Molly	IP	IP	IP									
	Critical Task 2B.3	More frequency with social media engagements	IP	IP	IP									
	Critical Task 2B.4	Define strategy with community engagements	IP	IP	IP									
	Critical Task 2B.5	Enhance web presence	IP	IP	IP									
	Critical Task 2B.6	Enhance/create community programs	IP	IP	IP									
	Critical Task 2B.7	Share our regional response model with the community	IP	IP	IP									
	Critical Task 2B.8	Explore trng/development opportunities for interested staff	IP	IP	IP									



2024 Strategic Plan

Project Status Legend

IP - In Progress

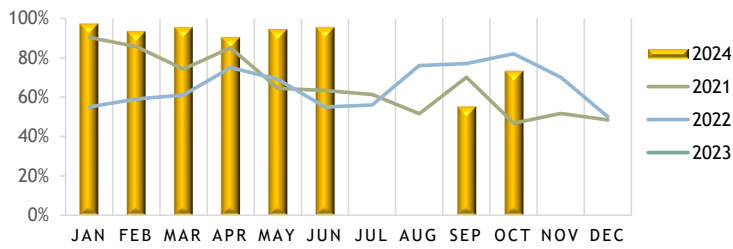
C - Completed

			2024				2025				2026			
			Spring	Summer	Fall	Winter	Spring	Summer	Fall	Winter	Spring	Summer	Fall	Winter
Goal 3B	Retain seasoned employees - Lt's, Union													
	Critical Task 3B.1	Identify strategies to increase retention, employees > 5 yrs	IP	IP	IP									
	Critical Task 3B.2	Maintain compensation parallels with Urbandale Fire	IP	IP	IP									
	Critical Task 3B.3	Establish promotional positions	IP	IP	IP									
	Critical Task 3B.4	Discussions with staff on what would keep them at Clive	IP	IP	IP									
	Critical Task 3B.5	GAP analysis with competing neighbors	IP	IP	IP									
	Critical Task 3B.6	Enhance the exit interview process	IP	IP	IP									
Goal 4B	Audit the commercial occupancy fire inspection program - Boyle													
	Critical Task 4B.1	Identify commercial occupancy fire inspection program goal	C	C	C	C	C							
	Critical Task 4B.2	Collaborate with Community Development	IP	IP	IP									
	Critical Task 4B.3	Operational alignment with neighbors	IP	IP	IP									
Goal 5B	Identify promotional processes and opportunities - Garcia, Claza, Morris, Glendy													
	Critical Task 5B.1	Evaluate Engineer position	IP	IP	IP									
	Critical Task 5B.2	Evaluate Senior Paramedic position	IP	IP	IP									
	Critical Task 5B.3	Evaluate Senior Firefighter level	IP	IP	IP									
Goal 1C	Create meaningful promotional and retirement ceremonies - Martin													
Goal 2C	Increase utilization of EMTs in direct patient care - Morris													

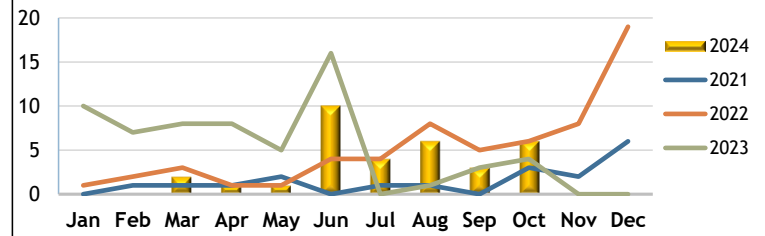


Clive Fire Department Monthly Report October 2024

100% Staffing of On-Duty Shifts



Mandatory Overtime Shifts

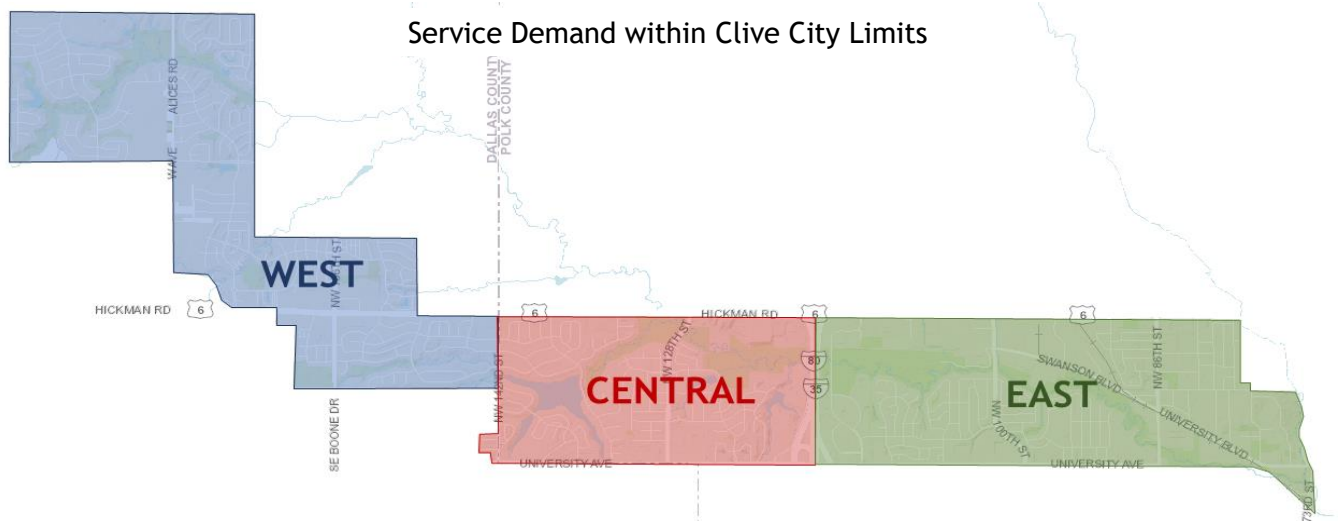


Citizen Satisfaction for Safety in Clive Above Customized and National Benchmarks

Source: 2022 Citizen Satisfaction Survey Results

	Percent Positive	Benchmark	Rank	Rank Percentile
Fire Services	97	Similar	39/317	92%
Emergency Medical Services	95	Similar	29/293	90%
Fire Prevention	92	Similar	21/282	92%
Emergency Preparedness	88	Higher	2/281	99%

Service Demand within Clive City Limits



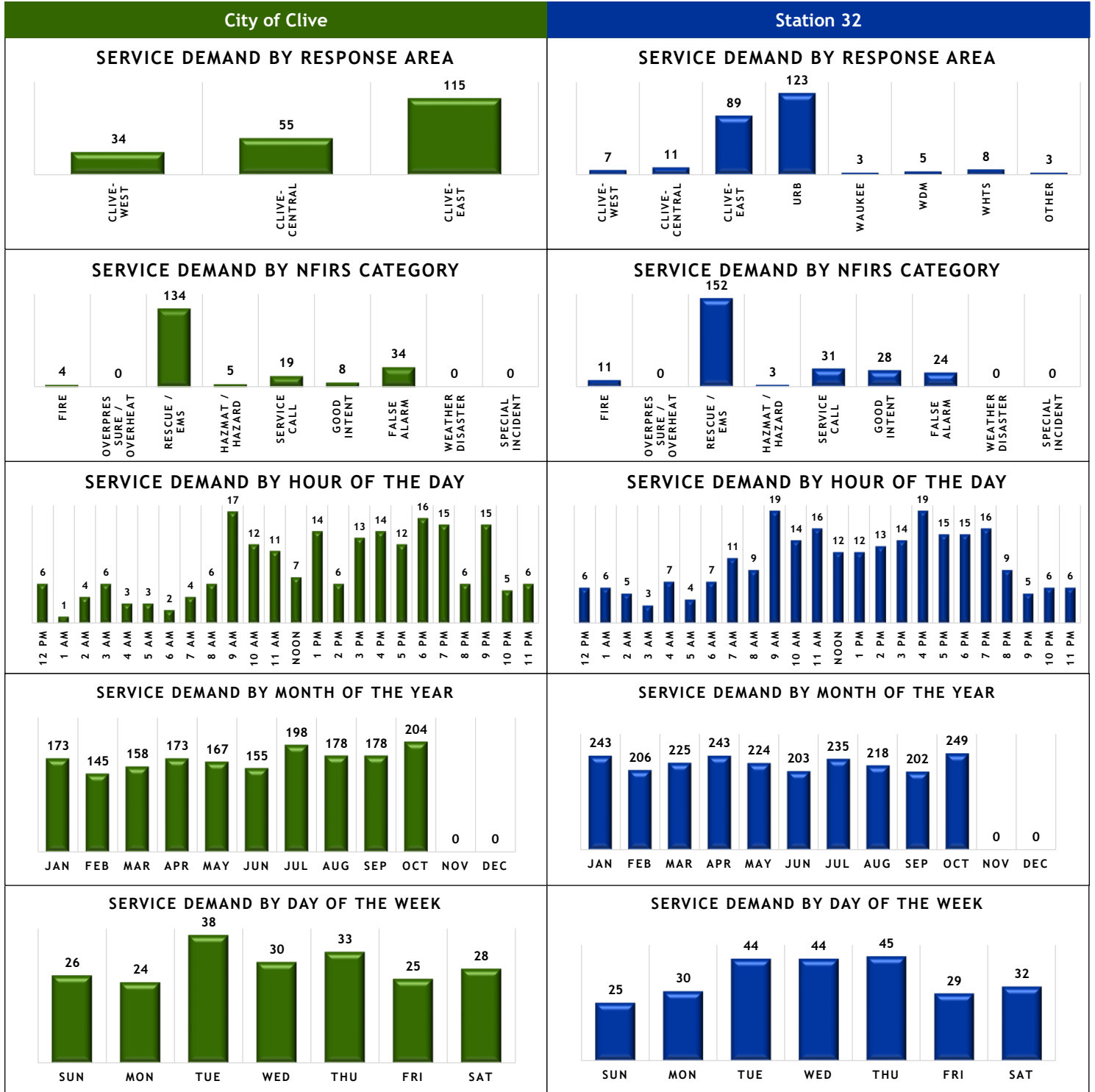
WEST		
EMS	15	7.4%
Fire	19	9.3%
Total	34	16.7%

CENTRAL		
EMS	43	21.1%
Fire	12	5.9%
Total	55	27.0%

EAST		
EMS	76	37.3%
Fire	39	19.1%
Total	115	56.4%

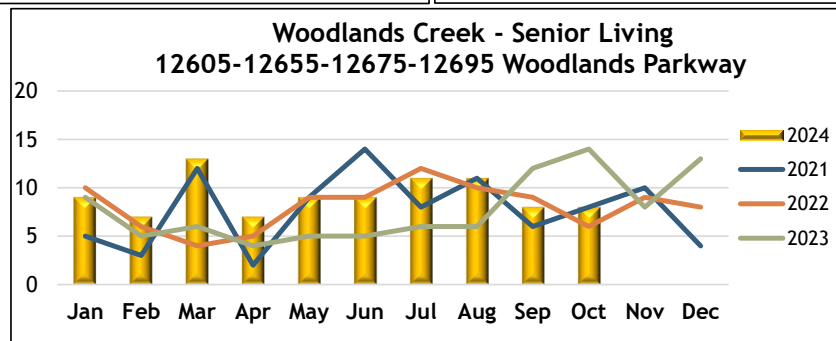
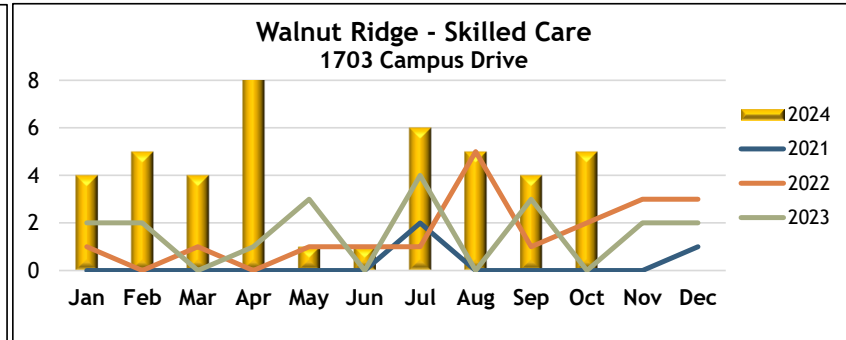
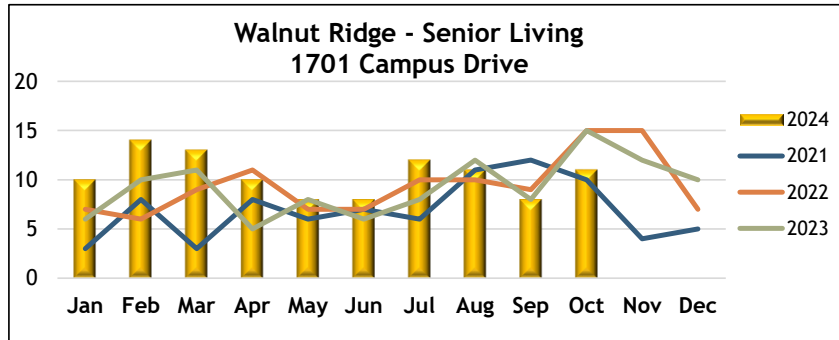
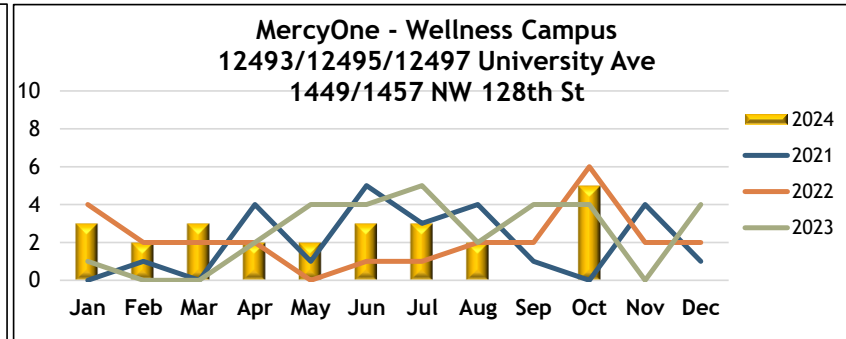
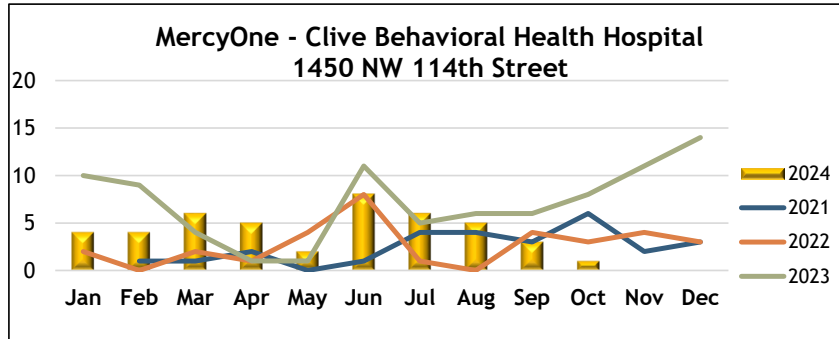
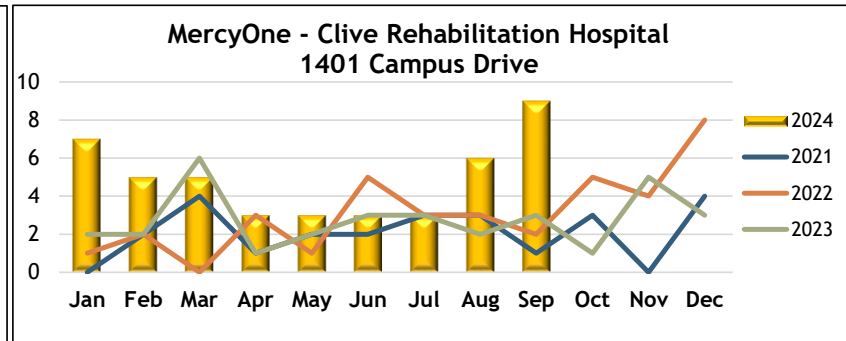
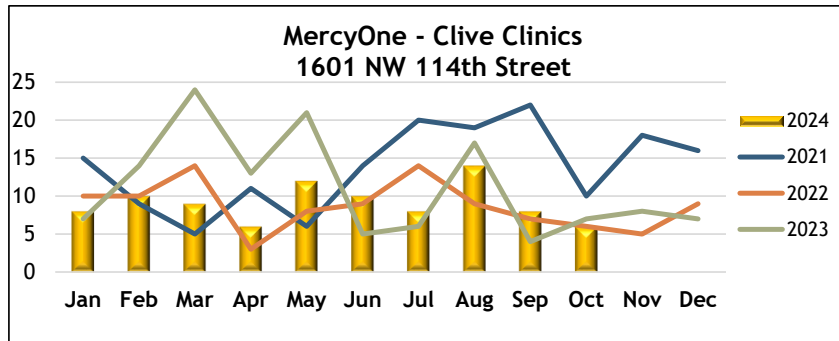


Clive Fire Department
Service Demand
October 2024





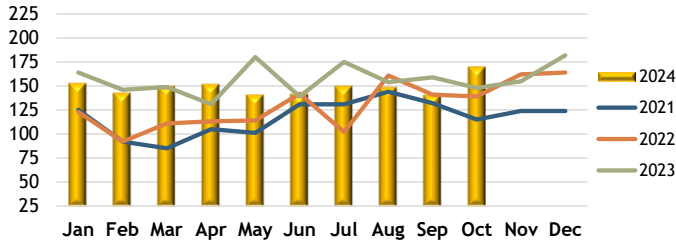
Clive Fire Department Service Demand - EMS October 2024



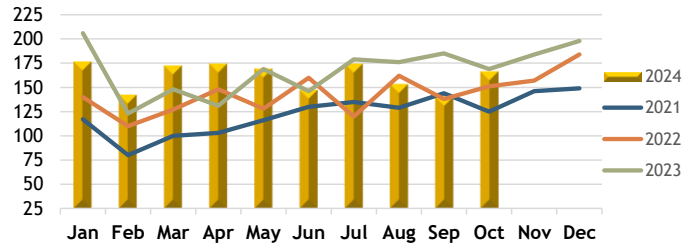


Clive Fire Department Monthly Report October 2024

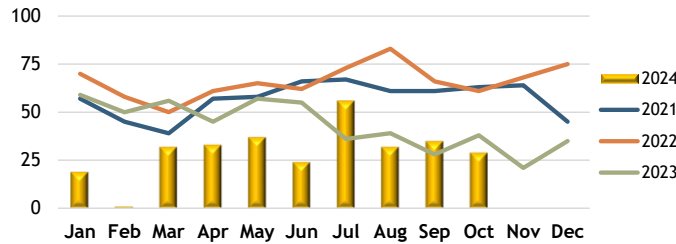
Station 32 Ambulance Responses



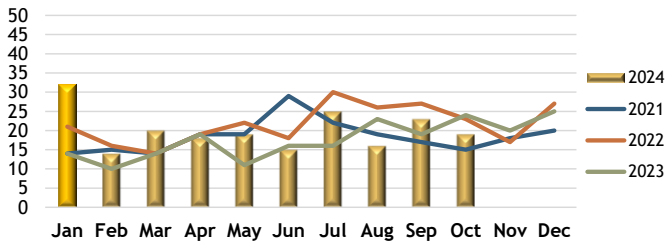
Station 32 Engine/Ladder Responses



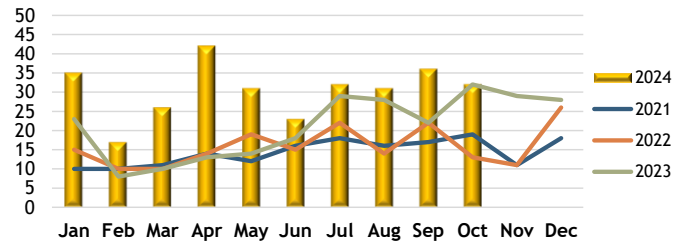
Station 22 Engine Responses into Clive



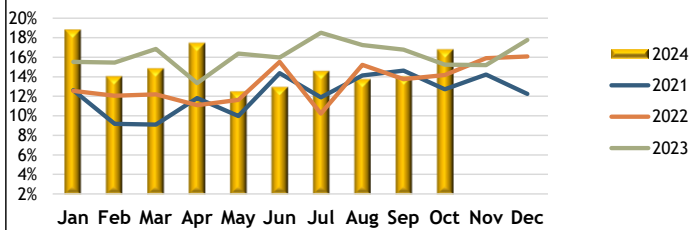
Station 43 Ambulance Responses into Clive



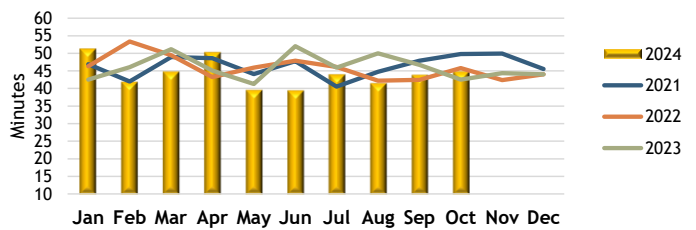
Station 43 Engine Responses into Clive



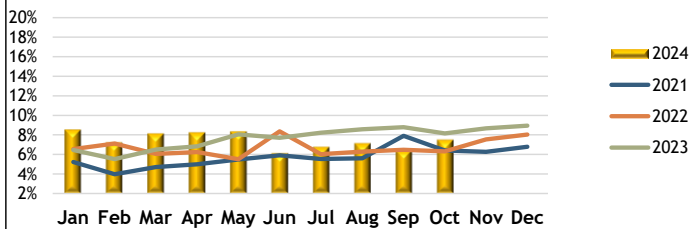
Unit Hour Utilization - Clive Ambulance



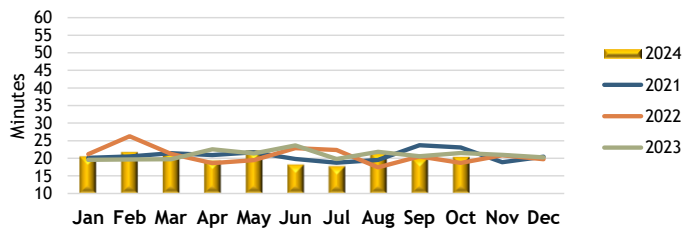
Average Time Committed - Clive Ambulance



Unit Hour Utilization - Clive Suppression



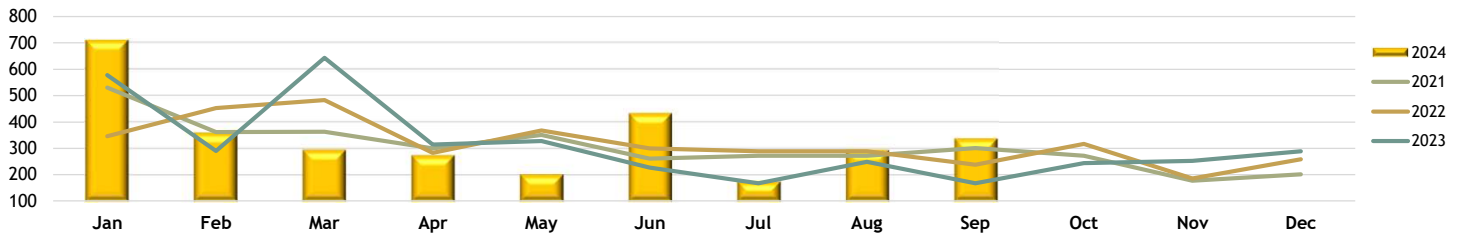
Average Time Committed - Clive Suppression



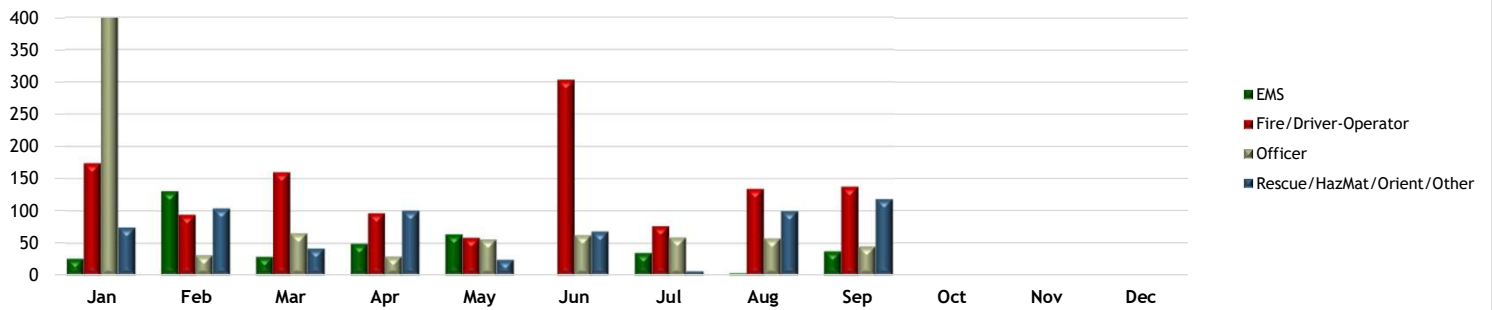


Clive Fire Department Training September 2024

Training Hours - Annual Comparison by Month



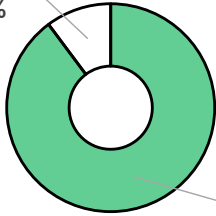
Training Hours - Current Year by Program Area





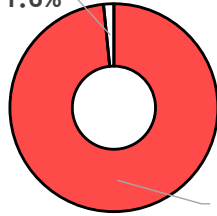
Clive Fire Department Inspection/Prevention Monthly Report October 2024

32 A-Shift
10.2 %



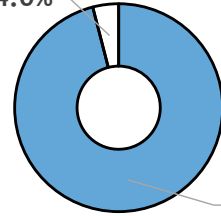
■ YTD Complete ■ YTD Incomplete

32 B-Shift
1.6 %



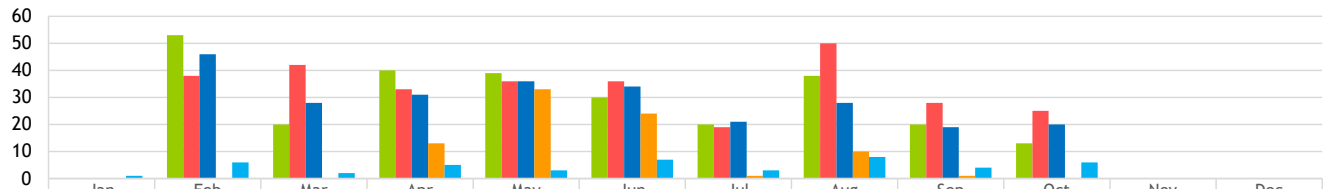
■ YTD Complete ■ YTD Incomplete

32 C-Shift
4.0 %



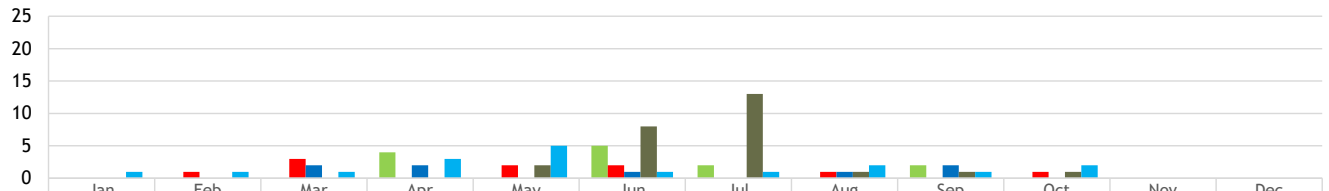
■ YTD Complete ■ YTD Incomplete

Inspections by Shift



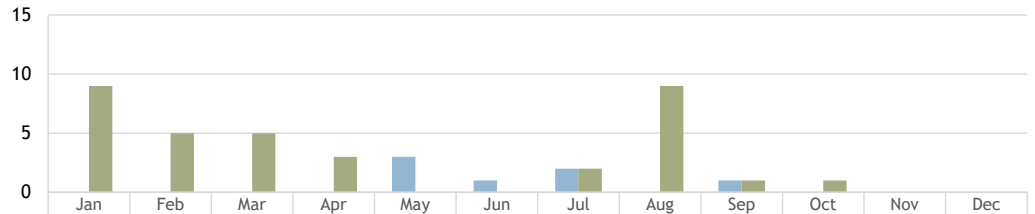
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
32-A	0	53	20	40	39	30	20	38	20	13		
32-B	0	38	42	33	36	36	19	50	28	25		
32-C	0	46	28	31	36	34	21	28	19	20		
43	0	0	0	13	33	24	1	10	1	0		
Fire Prev	1	6	2	5	3	7	3	8	4	6		

Re-Inspections by Shift



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
32-A	0	0	0	4	0	5	2	0	2	0		
32-B	0	1	3	0	2	2	0	1	0	1		
32-C	0	0	2	2	0	1	0	1	2	0		
43	0	0	0	0	2	8	13	1	1	1		
Fire Prev	1	1	1	3	5	1	1	2	1	2		

Public Relations



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Mobile Food Vendor Inspections	0	0	0	0	3	1	2	0	1	0		
Child Safety Seat Installations/Checks	9	5	5	3	0	0	2	9	1	1		

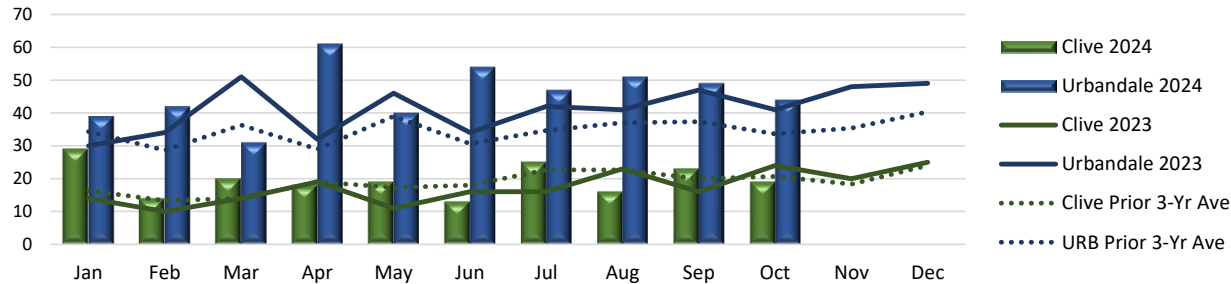


Clive Fire Department
Shared Services Report
October 2024

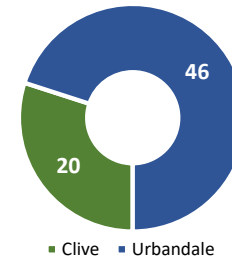
Urbandale - Station 43

Station 43 Became Operational March 10, 2020

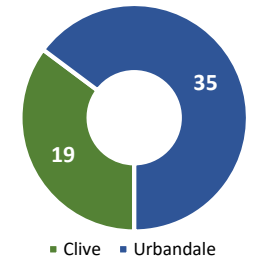
Ambulance



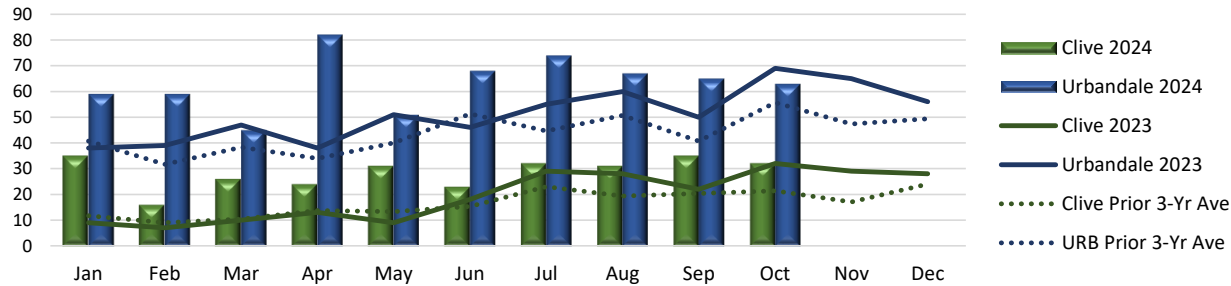
Year to Date Monthly Average



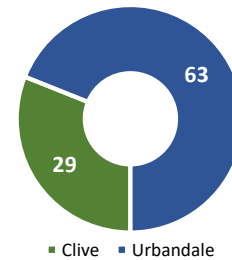
Prior 3-Year Monthly Average



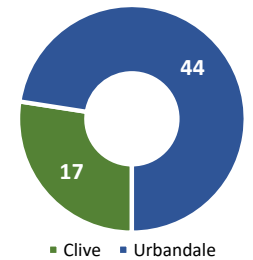
Engine



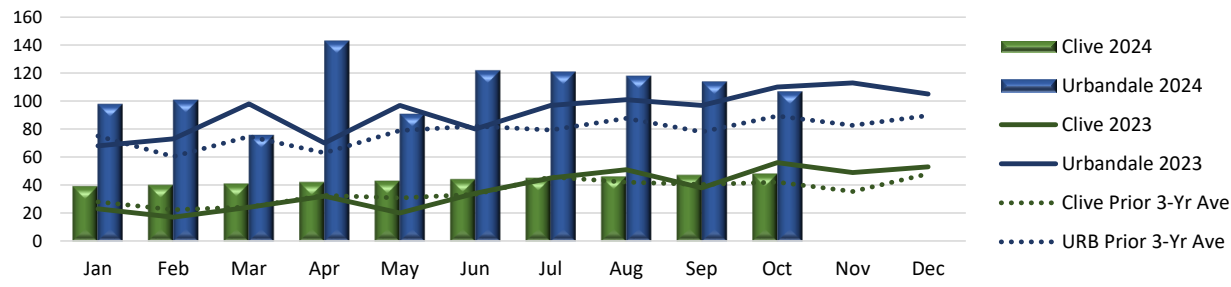
Year to Date Monthly Average



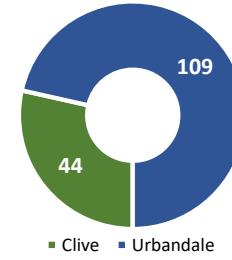
Prior 3-Year Monthly Average



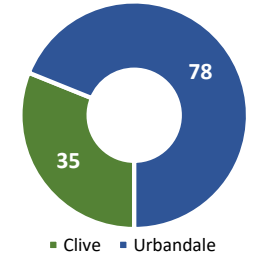
Total (Ambulance & Engine)



Year to Date Monthly Average



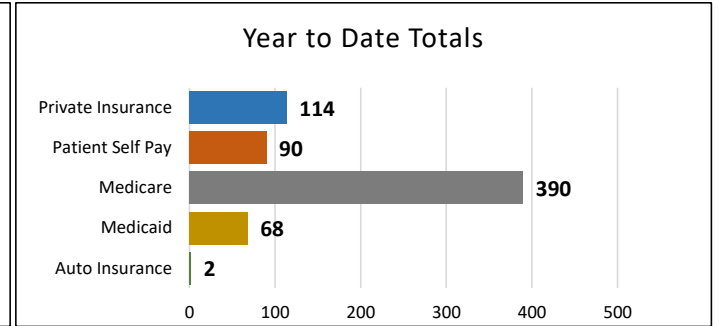
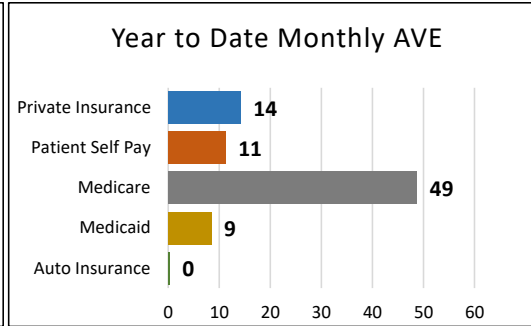
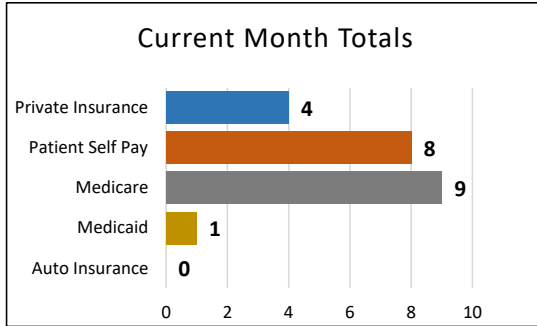
Prior 3-Year Monthly Average



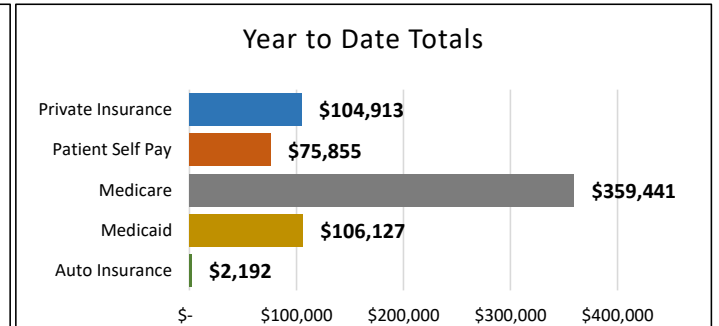
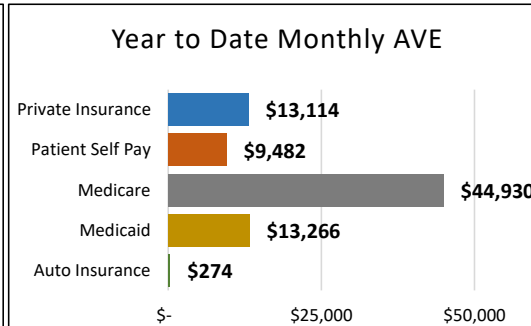
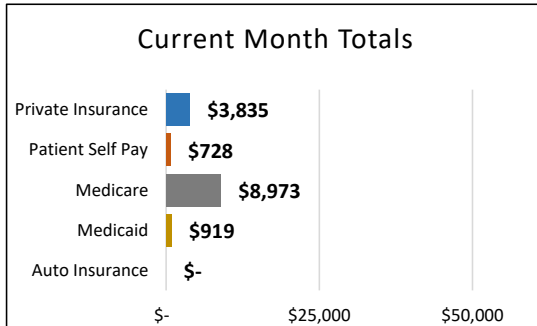


Clive Fire Department
EMS Billing Report
August
2024

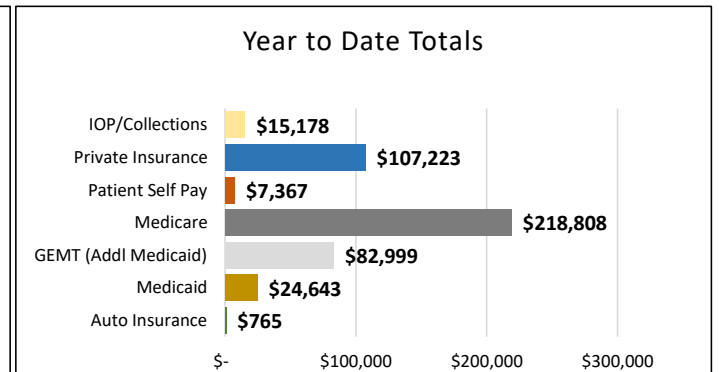
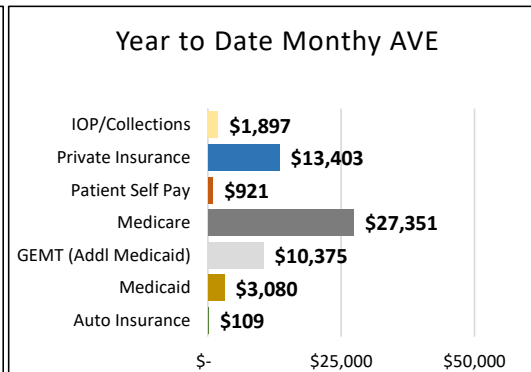
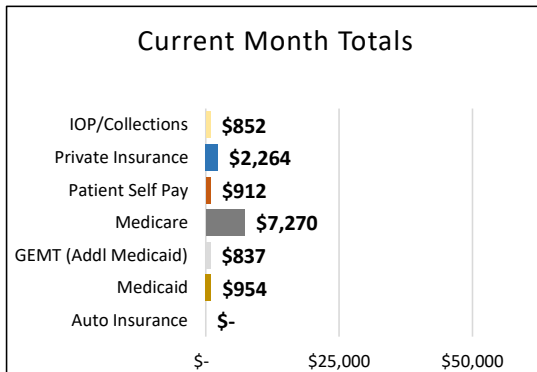
PAYOR BY TRIPS



PAYOR BY
GROSS CHARGES

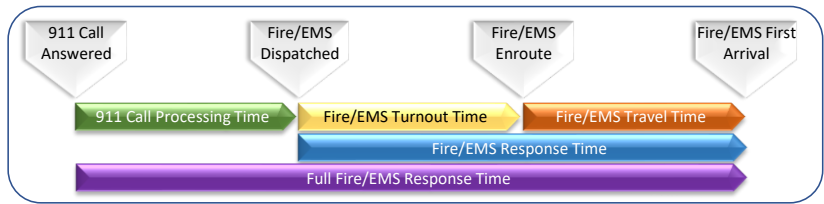


PAYOR BY \$
PAYMENTS



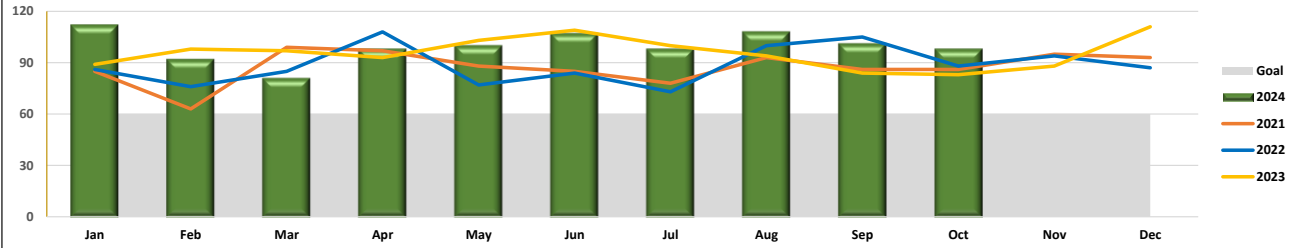


Clive Fire Department
Standard of Cover Performance Report
Performance Area: City of Clive
October 2024



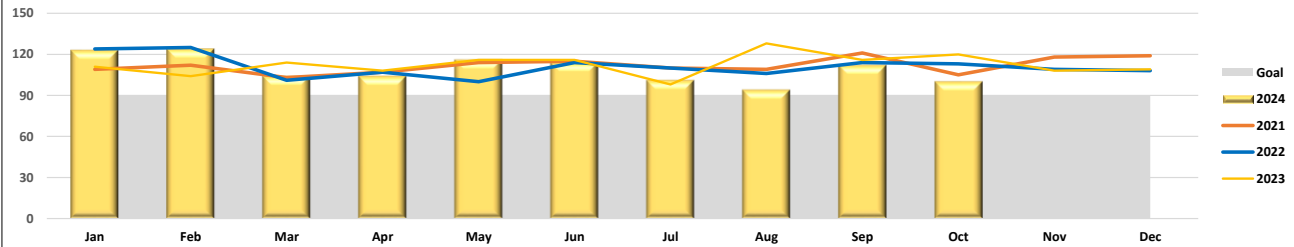
911 Call Processing Time

911 Call Received to Fire/EMS Dispatched
Goal (60 Seconds / 90% of the Time) v Performance (90%)



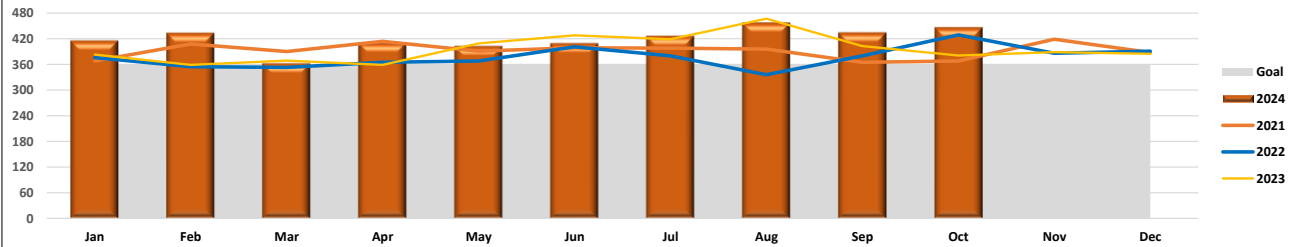
Turnout Time

Fire/EMS Dispatched to Enroute
Goal (90 Seconds / 90% of the Time) v Performance (90%)



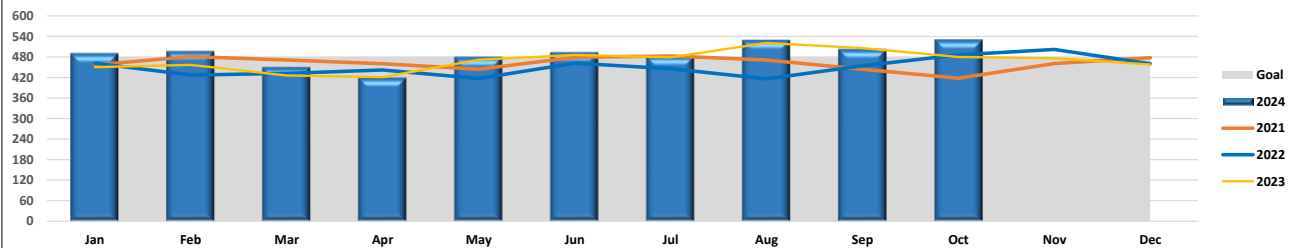
Travel Time

First Arriving Apparatus - Fire/EMS Enroute to Arrival - Emergent Incidents
Goal (360 Seconds [6 minutes] / 90% of the Time) v Performance (90%)



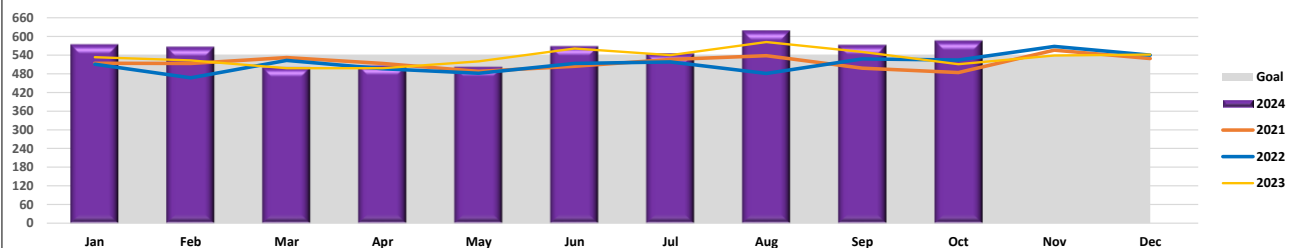
Response Time

First Arriving Apparatus - Fire/EMS Dispatch to Arrival - Emergent Incidents
Goal (480 Seconds [8 Minutes] / 90% of the Time) v 90% Performance (90%)



Total Response Time

911 Call Received to First Apparatus on Scene - Emergent Incidents
Goal (540 Seconds [9 Minutes] / 90% of the Time) v 90% Performance (90%)





Memo

TO: Mayor and Council members

FROM: Richard Brown, Leisure Services Director

DATE: November 14, 2024

RE: Leisure Services Monthly Report - October 2024

SYNOPSIS:

Leisure Services Monthly Report - October 2024

Attachments:

1. City Council Report - October 2024

Leisure Services Department

October 2024 Report



Harbach Center Free Clothing Closet

In October, we hosted our annual free clothing closet at the Harbach Center. The event was organized by Adult Services Librarian Teri Nelson and Public Services Librarian Patty Napier. The donated items included clothing and shoes for all ages. Nearly 100 people attended this year, and all remaining items were donated to Clive Community Services.

Iowa Library Association

This past month, we were able to send Library Assistants Emily Llamas and Kaleb Daft to the Iowa Library Association conference, which was hosted by the metro area libraries. Stephanie Keller and Dee Shalon-Deur were also on hosting committees, helping the event run smoothly. Our staff networked with other libraries and vendors and brought back many ideas to implement in programming and cataloguing.

New Fixtures in the Library

As part of the library's strategic plan, we heard from our patrons that they wanted the library to be easier to "shop". We have added this cube display to the entry of the library for quick shopping and high visibility for our displays. We hope this helps our patrons as well as being an attractive addition to our library entry.



Greenbelt Landing Groundbreaking

On October 16 we officially kicked off the Greenbelt Landing project with a groundbreaking ceremony. Mayor Edwards was joined by council members, city staff and donors to celebrate the beginning of construction.

Clive Healthiest State Walk

There was a great turnout for the Healthiest State Walk on October 2. Thank you to Clive staff and community members for coming together for a good cause and taking a stroll along the Greenbelt Trail.

Indian Hills Woods Ribbon Cutting

On October 3, staff and members of the community gathered to celebrate the ribbon cutting at a renovated Indians Hills Woods. It was a great way to celebrate and welcome community members back to a beautified green space.



Clark Street Landscaping

The Natural Resource team pulled and sprayed weed sprouts in the Clark Street bio-retention cells. Staff also planted 412 Kobold Blazingstar and 42 Blackeye Susan, Coneflower and Little Bluestem to fill in those cells in need of more plant material.

Work East of Alice's Road

The grounds crew spent 384 hours on a variety of tasks including numerous tree removals, tree trimming and the installation of property pin poles along park boundaries east of Alice's Road to our corporate limits of Urbandale to help with resident encroachments into Park property. Staff also completed fall fertilizer applications in our parks, on facility grounds, and right-of-way islands.

Clive Aquatic Center Maintenance

The facilities team power washed and repainted the leisure pool, making it fresh and updated for the 2025 season. Staff also finalized winterized in the facility in preparation colder temperatures.

Volunteer Hours

Recreation hosted 8 volunteers for a total of 8 volunteer hours. The library had 30.75 volunteer hours the main branch and 18.5 at Harbach for a total of 49 volunteer hours. Parks had no volunteer hours for October.



2024-25 Policy Agenda Actions: Top Priority

Target	Milestones	Orig	Rev	Lead	Status
Greenbelt Landing Project: Bid and Construction	CC Decision: All Construction Bids Approval	Sep-24	Sep-24	LS	Done
	Army Corps Permit and EPA NEPA Approvals	Sep-24	Oct-24	LS	In Progress
	Groundbreaking Ceremony	Oct-24	Oct-24	LS	In Progress
	Kickoff small donation campaign	Oct-24	Oct-24	LS	In Progress
	Construction starts	Oct-24	Oct-24	LS	In Progress
	Substantial construction complete	Jul-25	Jul-25	LS	Not Started
	Clive Festival	Jul-25	Jul-25	LS	Not Started
	Construction complete	Oct-25	Oct-25	LS	Not Started
	Development of Programming for New GB Landing	Aug-25	Aug-25	LS	Not Started

2024-25 Policy Agenda Actions: High Priority

Target	Milestones	Orig	Rev	Lead	Status
Leisure Services Sign-Up System: Direction, Funding and Implementation	Recommence research on possible platforms	Oct-24	Oct-24	ACM/LS	In Progress
	Identify the preferred platform	Nov-24	Nov-24	ACM/LS	Not Started
	Prepare request for FY 25-26 Budget	Dec-24	Dec-24	ACM/LS	Not Started
	Budget workshop: FY 25/26	Feb-25	Feb-25	ACM/LS	Not Started
	CC Decision: FY 25/26 Budget Adoption	Apr-25	Apr-25	ACM/LS	Not Started
	Platform purchase	Jul-25	Jul-25	ACM/LS	Not Started
	Project kickoff	Aug-25	Aug-25	ACM/LS	Not Started
	Implementation completed	Mar-26	Mar-26	ACM/LS	Not Started

2024-25 Policy Agenda Actions: Moderate Priority

Target	Milestones	Orig	Rev	Lead	Status
82nd Trail Connection - Land Acquisition, Design and Funding	Develop high level trail alignment concept	Oct-24	Oct-24	LS	In Progress
	CC Presentation: Trail Concept	Oct-24	Nov-24	LS	In Progress
	CC Decision/Funding: Request Funding for Trail Design	Dec-24	Dec-24	LS	Not Started
	Begin Trail design, either in-house or consultant	Jan-25	Jan-25	LS	Not Started
	Design - 50% Complete	Aug-25	Aug-25	LS	Not Started
	Design - 100% complete	Sep-25	Sep-25	LS	Not Started
	Trail Construction Funding: CIP Request	Nov-25	Nov-25	LS	Not Started

2024-25 Policy Agenda Actions: Low Priority

Target	Milestones	Orig	Rev	Lead	Status
Publicly Owned Pond Maintenance - Shadow Creek and Others: Neighborhood Expectations and Engagement	Prepare plan/report for the neighborhood meeting	Sep-24	Sep-24	LS	Done
	Meeting w/ Shadow Creek Pond residents	Sep-24	Sep-24	LS	Done
	Prepare policy statement on pond management	Nov-24	Nov-24	LS	In Progress
	CC Decision: Policy Statement for Adoption	Dec-24	Dec-24	LS	Not Started
	Funding: Prepare funding request for aeration (if need)	Dec-24	Dec-24	LS	Not Started
	Budget Workshop: FY 25-26 Budget Direction	Feb-25	Feb-25	LS	Not Started
	Prepare pond mgmt plan covering all city ponds	Apr-25	Apr-25	LS	Not Started
	CC Decision: FY 25/26 Budget Approval	Apr-25	Apr-25	LS	Not Started
	Communicate mgmt plan to all adjacent property own	May-25	May-25	LS	Not Started
Dog Park: Concept, Best Practices, Options, Locations, Direction and Funding	Report on best practices	Nov-24	Nov-24	LS	Not Started
	Develop a program and concept for a Clive dog park	Feb-25	Feb-25	LS	Not Started
	Identify potential locations for dog park (3)	Apr-25	Apr-25	LS	Not Started
	Develop cost estimates for each potential location (3)	Jun-25	Jun-25	LS	Not Started
	CC Presentation/Direction: Dog Park Concepts	Aug-25	Aug-25	LS	Not Started
Greenbelt Strategic Land Acquisition: Direction and Funding	Develop document of potential land acquisitions	Apr-25	Apr-25	LS	Not Started
	Prioritize highest priority targets for acquisitions	Jun-25	Jun-25	LS	Not Started
	Apply for REAP grant	Aug-25	Aug-25	LS	Not Started
	CC Presentation/Report: Broad Plan and Future Steps	Aug-25	Aug-25	LS	Not Started
	Begin first acquisitions	Oct-25	Oct-25	LS	Not Started
	First Acquisitions completed	Mar-26	Mar-26	LS	Not Started

2024-25 Management Agenda Actions: Top Priority

Target	Milestones	Orig	Rev	Lead	Status
City-Owned Flood Buyout Property - Short-Term Re-Use Strategy for Temporary Park	Survey of potential park uses	Sep-24	Sep-24	LS	Done
	Prepare conceptual plan for temporary park uses	Dec-24	Dec-24	LS	In Progress
	Present conceptual uses to Parks, Rec, Art Board	Jan-25	Jan-25	LS	Not Started
	CC Presentation/Decision: Park Conceptual Plan	Jan-25	Jan-25	LS	Not Started
	Completion of first phase of improvements	Jun-25	Jun-25	LS	Not Started
	Completion of second phase of improvements	TBD	TBD	LS	Not Started

Linnan Park A) Park Redevelopment B) Harbach Blvd - Phase 2 Concepts C) Stormwater Plan	A. Amenity survey for playground, shelter, spray	Sep-24	Sep-24	LS	Done
	A. CC Presentation: Survey Results of concepts	Oct-24	Oct-24	LS	Done
	A. Public Meeting on updated concepts, Harbach	Oct-24	Oct-24	LS	In Progress
	A. 50% Design reviewed by staff	Nov-24	Nov-24	LS	In Progress
	A. 90% Design reviewed by staff	Dec-24	Dec-24	LS	Not Started
	A. Finalize Land Acquisition for Park	Dec-24	Dec-24	LS	Not Started
	A. Funding: Apply for Prairie Meadows Grant	Feb-25	Feb-25	LS	Not Started
	A. Site Plan Submittal	Feb-25	Feb-25	LS	Not Started
	A. Design 100% Plan set completed	Feb-25	Feb-25	LS	Not Started
	A. Bid docs, plans and specifications completed	Mar-25	Mar-25	LS	Not Started
	A. CC Decision: Site Plan, Plans and Specs, Bids	Apr-25	Apr-25	LS	Not Started
	A. Construction Starts	May-25	May-25	LS	Not Started
	A. Groundbreaking ceremony	Jun-25	Jun-25	LS	Not Started
	A. Construction completed	Jun-26	Jun-26	LS	Not Started
	B. Staff presented concepts by SmithGroup/V&K	Sep-24	Sep-24	LS	Done
	B. Revisions of concepts	Oct-24	Oct-24	LS	In Progress
	B. Final concepts from consultant	Nov-24	Nov-24	LS	Not Started
	B. City Staff starts design based off concepts	Jan-25	Jan-25	LS	Not Started
	C. Report: Draft report from consultant delivered	Sep-24	Sep-24	LS	In Progress
	C. Final Report: Consultant delivers final report	Nov-24	Nov-24	LS	Not Started

2024-25 Management Agenda Actions: Low Priority

Target	Milestones	Orig	Rev	Lead	Status
Aquatic Center Programs Strategy: Pool Scholarship Program and Regional Pool Pass	Review local and national best practices/report	Feb-25	Feb-25	LS	Not Started
	Draft proposed scholarship program, eligibility/cost	Jul-25	Jul-25	LS	Not Started
	Direction: Present program to Parks, Rec, Art Board	Aug-25	Aug-25	LS	Not Started
	CC Decision: Aquatic Center Scholarship Prog App	Aug-25	Aug-25	LS	Not Started
	Work w/ Clive Comm Foundation fund development	Aug-25	Aug-25	LS	Not Started
	Program implementation	Jan-26	Jan-26	LS	Not Started
Recreation Revenue Recovery Guidelines: Direction	Research best practices and develop report	Jan-25	Jan-25	LS	Not Started
	Develop proposed guidelines for the program	May-25	May-25	LS	Not Started
	Present proposed guidelines to Parks Board	May-25	May-25	LS	Not Started
	CC Presentation: Proposed policy/guidelines	May-25	May-25	LS	Not Started
	Revise policy based on Parks and CC feedback	Jun-25	Jun-25	LS	Not Started
	Parks Board adoption of guidelines	Aug-25	Aug-25	LS	Not Started
	CC Decision: Recreation Revenue Guidelines Adopt	Sep-25	Sep-25	LS	Not Started



Memo

TO: Mayor and Council members

FROM:

DATE: November 14, 2024

RE: Police Department Monthly Report - October 2024

SYNOPSIS:

Attachments:

1. Monthly Report October 2024



Clive Police Department Monthly Report

October 2024

Compiled : 11/08/2024

All suspects listed herein are
innocent until proven guilty.

Crash leads to injuries on Country Club Blvd.

A vehicle crash on Country Club Boulevard, the morning of October 1st, took place, resulting in injury to the driver of the at fault vehicle.

A Chevrolet Traverse was southbound on Country Club in the 2000 block, when the driver attempted to pass a parked car. Misjudging the distance, the driver of the Traverse struck the parked car, resulting in the Traverse being flipped onto its side.

No other vehicles were involved, but the driver

of the Chevrolet did sustain minor injuries and was transported to the hospital.

The driver was later cited for failure to maintain control. The PD was assisted by fire and EMS for this call.



This Month's Highlights

**Injury crash on
Country Club** /

**BAC of the
Month** /

Soccer Assault 2

**Search Dog capabilities added to
Clive PD** 2

SERT at IaNCA 3

HIRING UPDATE 4

FAST STATS 4

BAC of the month

Early in the morning of October 13th, Officer Thayer made a traffic stop on NW 114th Street for a traffic infraction.

The driver, who was suspected of being intoxicated, was arrested for OWI and taken to the police department, where he consented to a breath test on the Data-master.

His result was a .236%, nearly three times the legal limit.

K9 Dutch continues to stay active... Bites Abby...

10/3: Dutch assisted the Postal Inspectors with a package sniff. 896 grams of Marijuana was located after Dutch alerted to the box. This case is ongoing with the USPS.

10/17: In another assist for the Postal Inspectors, Dutch located 1042 grams of Powder Cocaine, sealed in tin cans. The postal inspectors are typically involved with drug cases that originate with mail delivery, and they rely on local assets to

perform many law enforcement duties. We are fortunate to have tool like Dutch to help our federal partners.

10/21-23: Officer Boes, Dutch and Sgt Kempnich attended a Police K9 Decoy school in Ottumwa. This class was free to agencies who are affiliated with our K9 vendor, Tree Town Kennels. With Officer Boes having interest in becoming a K9 handler herself, this class teaches how to take

bites from K9's and learning how to read a dogs demeanor. Officer Boes is very active assisting in our K9 program and this in house skill will enhance our program.





Sergeants Nielsen and Kempnich attended a joint training session where multiple jurisdictions and disciplines were brought together for an active shooter/critical incident scenario in Des Moines.

Mass casualty type incidents are something that require supporting response, to manage, yet these resources are not always available to any one community.

Without the coordination of the Polk County Emergency Management office, we might not have the ability to practice these types of events. This scenario was focused on Incident Management and the roles of supervisors as they arrive on scene.

Active Threat Training at Willis Auto

One of the services provided by our SERT members is workplace threat assessments and workplace violence training.

Officers Clark and Crannell provided this training to employees at Willis Auto Campus on October 10th.

During this training the two conducted an assessment on the security of the cam-

pus as well as gave ideas on how to prevent workplace violence.

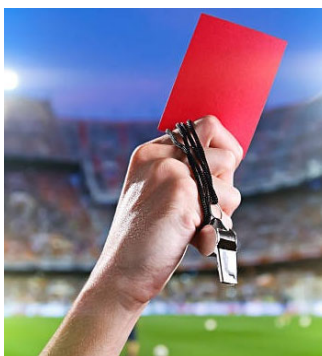


Soccer Match leads to assault on the pitch.

On October 9th, officers were dispatched to the fields at Indian Hills Jr. High on the report of an assault that had occurred. Officer Townes was first to arrive and found that one of the participants had been knocked to the ground and then kicked in the face intentionally by a player from the opposing team. Herbert Sse-

runkuma, was identified as the suspect, and was still on scene. Following the officers investigation, it was determined that Herbert would be arrested for Willful Injury, Causing Bodily Injury. The victim who was intentionally kicked in the face several times was transported to the hospital. Herbert was taken into custody and

transported to Polk County.



Administrative staff locate body of missing person

One of our Administrative Staff, Tasha Snoberger, volunteers for Iowa Task Force 1 and supports their mission with a search dog named Riggs.

Recently, TF-1 was tasked with locating the remains of a missing person near Lake Red Rock in Marion County. While conducting an area search, Riggs be-

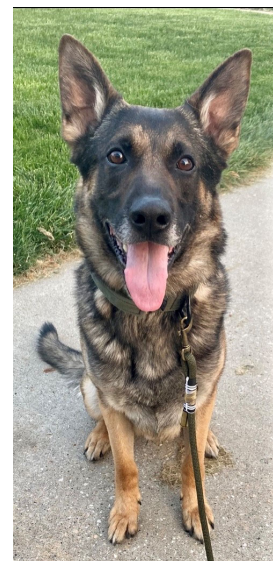
gan to work an odor within their grid of responsibility.

Within 11 minutes of the start of the search, Riggs was able to locate the decomposed remains of the person they were searching for.

It should be noted that this area had already been searched by foot

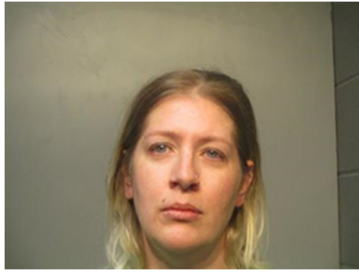
and nothing had been located.

Since that find, Tasha and Riggs have been on stand-by for hurricane recovery operations in Florida and North Carolina. We are supportive of Tasha and Riggs volunteer service with Iowa TF-1 and will continue to support them in any way we can.





Call to Police leads to arrest for Child Endangerment



On October 6th Officer Faulkner, Officer Annis, and Sgt. Nielsen were dispatched to a disturbance call in the 9200 block of Indians Hills Drive. A 13-year-old ran away to a neighbor's house across the street and asked that they call Police for help.

After arriving at the house, Officer Faulkner identified himself as a Clive Police officer and asked the child's mother to come to the door. A few mo-

ments later a male adult stepped outside and spoke with Officer Faulkner. A strong odor of marijuana was coming from the male.

The male then invited Officer Faulkner inside his home when he asked if he could speak with Harrison's mother, Ashley Hill.

Ashley refused to provide her information to officers, at which time she was arrested for interference and child endangerment times two. The children were picked up by the biological father.



CFS at CBH trending down

Calls for service at Clive Behavioral Health have been trending down over time. We continue to work with and meet with staff on a regular basis to address trends that we are seeing, and calls such as incomplete 911's and medical trips are coming up significantly less than last year.

We will continue to evaluate the types of calls and what response they should generate, while ensuring that the staff know that when called, we will come.

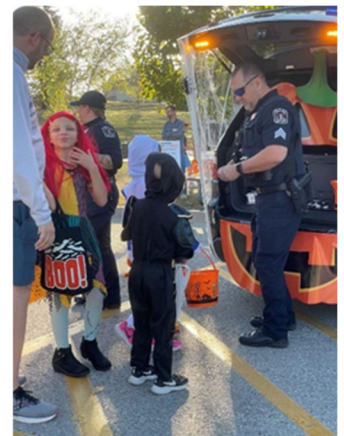
As the hospital continues to increase their case load, we will ensure that our partnership keeps up with the changing dynamic that brings with it.



Trunk or Treat with the Clive chamber

Officer Owen and Sergeant Nielsen participated in the annual trunk or treat this year at Campbell Park. The two decorated a squad car for the event and handed out candy to the kids in attendance. We are always looking for events like these, where officers can positively interact with kids and the community. Both Officer Owen and

Officer Kelly Recchia and the SERT negotiators recently competed in the Iowa Crisis Negotiators competition and took home an impressive 2nd place finish, missing out on 1st place by a mere 4 points. This is an annual training conference that the negotiators take part in and their abilities in crisis communications are tested through exercises and real world scenarios. Congratulations to the entire team!



Sgt. Nielsen have been instrumental in that relationship building.



Clive Police Department
8800 Hickman Rd.
Clive, IA 50325

Call 911
Administrative Phone: 515-278-1312
Westcom Dispatch 24/7 515-222-3321

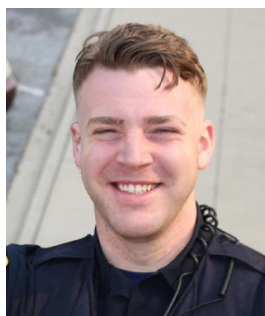


Clive PD Fast Stats Comparison

	2024	2023
Calls for Service	1378	1077
Traffic Citations	218	181
Adult Arrests	52	49
Juvenile Arrests	3	3
Incident Reports	189	164
Injury Crashes	18	7
Property Damage Crashes	47	45

HIRING UPDATE

As we finalized our most recent hiring process, we were able to fill two of our three remaining openings in the patrol division. To help speed up the hiring process, SF2205 allowed the City Council to suspend part of the Civil Service hiring rules. The need to compile a certified list was removed as a requirement for hiring, which essentially allowed the department to pull an applicant and conduct interviews right away, then move forward to the hiring phase. This proved to be invaluable, as we were able to find two applicants immediately and get them into the final stages of hiring, even before the application process closed. Officer Gage Hawk, a certified officer from Illinois started on October 14th. Gage will certify through exam with ILEA and is nearly done with field training. Here is a name you may remember. Maggie Jennett (Selle) who worked for us for several years, before leaving for Waukee, returned to Clive, and is making a quick transition back to patrol. We have all known for some time that we have something special here in the city and Maggie stated that the culture we have is what brought her back to Clive. We will have one more hiring update next month, but look for all three new officers to be sworn in at the December Council meeting.



New Traffic Safety Grant Cycle begins

October 1st began our FY25 Traffic safety Grant through the Governor's Traffic Safety Bureau (GTSB). This partnership has allowed the police department to participate in several joint safety initiatives throughout the metro area, but more importantly, provides funding for overtime, specifically targeting traffic violations like occupant restraints, speed and alcohol related violations. In addition, the GTSB provides funding

to the department for safety related equipment. This year, we will be able to enhance our speed sign program by adding additional radar signs that can be moved throughout the city. This is our most popular program to address neighborhood speed complaints.





Memo

TO: Mayor and Council members

FROM:

DATE: November 14, 2024

RE: Public Works Monthly Report - October 2024

SYNOPSIS:

See attached Public Works Report

Attachments:

1. Public Works Monthly Report - October 2024

Clive Public Works

October 2024

Monthly Report



October Events

- **October 4th**— After 25 years of service, Randy Howell retired from our department.
- **October 10th**— Jonah Crilly presented our department's process improvement the Davit Crane Adapter to City Council.
- **October 18th**— Crews repair a water main break at NW 92nd St.
- **October 23rd and 24th**— Jerry Freestone held the annual snow and ice training for operators.
- **October 24th and 25th**— Pipeline Assessment Certification Program (PACP) held a virtual training. Attending: Trent Christensen and Jeff Nuss.
- **October 24th and 25th**— AWWA held a conference in Coralville. Attending: Kurt Farlow.



ROW Permits in Oct 2024

Type of permit	Number issued
Fiber	1
Cable Drop	51
Right of way	7
Small wireless facilities	0

2023-2024 Clive Strategic Plan

Not Started is shown in Red **In Progress** is Shown in Blue **Completed** is Shown in Green **Changes Shown in Bold**

2024-25 Policy Agenda Actions: Top Priority

Hickman Road & I35/80 Interchange Project (JM) – This is an Iowa DOT project. Clive and Urbandale worked together to add some additional elements to the project. The additional elements include pedestrian and bicycle facilities, stormwater management, aesthetics, and gateway/landscaping improvements. The cities contracted with Snyder and Associates to provide the additional elements for the project along with access management and funding strategy considerations. Most of the elements included in the original Professional Services Agreement with Snyder and Associates were completed and Council approved a Professional Services Agreement (PSA) Amendment for the design of the additional elements at the January 12, 2023, Council Meeting. Snyder is working on the design work for the additional elements for the interchange project. Additionally, staff has confirmed with the IDOT that the \$2.5 M in STBG funds and \$800K in TAP funds received for the project will be credited to Clive and Urbandale's funding contribution. Staff has obtained the easements needed to connect the trail on the north side of Hickman to the Greenbelt Trail. An application for State Recreational Trails (SRT) Grant was submitted. An application for a REAP Grant was submitted for the trail connection to the Clive Greenbelt and staff was notified that the project scored very well but was the first project to NOT receive funding. Staff submitted a Federal Recreational Trails grant application. An application for a \$25M RAISE grant has been submitted. If successful, the grant would cover all of Clive and Urbandale's project costs and any the remaining grant would be used by the Iowa DOT. The first phase of this project was let on July 16, 2024. **The contractor has started work on the first phase of this project. The trial has been closed and will be closed through 2025.** Phase 2 of the project will be let in July of 2025.

Alice's Road Reconstruction: Funding, Planning & Conceptual Design w/ Waukee (JM/JH) – Clive is the lead on this project. Staff reviewed RFQ's and selected Snyder & Associates (Snyder) for the design work. Staff worked with Waukee and Snyder to identify the scope for the Professional Services Agreement (PSA) and Council approved the PSA in the amount of \$1,937,000, at the January 11, 2024, Council meeting. Waukee has submitted STBG grant requests for this project and received \$1.5M that will be utilized in Phase 2. Clive submitted an STBG grant and received \$500,000 for the Phase 3 project. Snyder updated and discussed the project with Clive Council at the April 11, 2024 Council meeting. Snyder updated and discussed the project with Waukee at their May 13th workshop. A Public Meeting was held in Waukee on June 11th. Phase 1 has been divided into two projects, Phase 1A and Phase 1B, with Phase 1A reconstructing Alice's Road from south of Horizon to just south of Dellwood and Phase 1B from south of Dellwood to south of Douglas. In addition, the intersection of Berkshire and Douglas has been broken into a separate phase. The design of that intersection will require a PSA for the work and will be presented to Council this fall. **Snyder and staff have met with property owners to discuss easements and property acquisitions. Staff will discuss the project with Council during the CIP workshop. Phase 1A is planned to be let in February of 2025 with the intent that it will be completed by November of 2025.**

2024-25 Policy Agenda Action: Low Priority

Little Walnut Creek Restoration Project (RT) – At the January 12, 2023, Council Meeting, Council approved a PSA with Stantec for the streambank restoration design, trail design, mitigation banking and ecological restoration and Stantec is currently working on the design elements. The design and construction was coordinated with the construction of the Waukee NE Outfall Sewer. Council approved an amendment to the PSA with Stantec at the May 4, 2023, Council meeting. Staff provided Council with a project update at the August 10, 2023 Council meeting. **The City awarded the east streambank improvements project to Iowa Earth Works at the December 14, 2023 City Council Meeting in the amount of \$762,452.95, which was 51% below the project estimate. The contractor is currently working on the project. Council approved an addendum extending the date for substantial completion to December 31, 2024 to accommodate the delay in obtaining the DNR permit.**

Staff expects final plans for the east trail construction/reconstruction in December of 2024. The City has received 90% plans for the west stream bank improvements and Stantec is working on 90% plans for the west trail . The draft prospectus for the Mitigation Banking has been accepted and Stantec is working on updating the draft banking element of the project. In addition, Stantec is working on the ecological restoration portion of the project.

Current Construction Schedule:	East Streambank work	2023-2024
	East Trail reconstruction	2025
	West Streambank work	2025
	West Trail construction	2026

Street Services Level and Projects Strategy: PCI Data and Study Update (JM) – This includes an update of the PCI data and an update of the maintenance, rehabilitation and reconstruction costs included in the 2017 Study. The project will also include training of Clive’s Civil Engineer for the dTims software used to keep the PCI data.

2024-25 Management Agenda Actions: Low Priority

WRA Parallel Trunk Sewer (JM) – The WRA is preparing to install a parallel trunk sewer that will pass through the Clive greenbelt from NW 73rd Street to west of NW 128th Street where it crosses Hickman Road into Urbandale. Staff met with the WRA’s consultant on August 7, 2023. Staff received 60% plans and met with the Consultant on July 25’ 2024 to go over the plans. The WRA consultant has been working with impacted residents and has changed the alignment due to those discussions. **Staff is currently waiting on the revised 90% plans for Phase 1, from west of I35/80 to the west/northwest. The Consultant will complete the acquisition plats in November and will begin contacting property owners. Phase 1 is planned to be let in July of 2025. The 60% plans for Phase 2 will be provided in January/February of 2025, with the Phase 2 letting planned for the spring of 2026.**

Plan for Converting Radio to Fiber Communications in Water Distribution System (JF/KF) – The City currently utilizes radio communications for meter reads and water system information. **Staff has identified the fiber needed to connect the entire system with fiber and is talking with Waukee and West Des Moines to inquire about the availability of fiber in their systems to provide some redundancy for our fiber system. The plan is to have a plan and an estimate for the 2025 CIP process.**

Public Work Lobby and Breakroom Security (JM/JS) – This includes improvement to the Public Works breakroom, lobby, and security. The plans are being finalized and we will be going through a review process. Construction will be completed in the winter of 24/25.

University Boulevard Pump Station Relocation Project (JH/JC/KF) – This project includes the upgrading of the pump station controls and the covering of the station. Council approved a PSA with Snyder and Associates and the design process started with a kickoff meeting on April 21, 2022. The consultant is working on the project and has identified 2 options. Staff met with Snyder on April 18, 2023, and discussed the options. Snyder met with staff on August 2nd to review the preliminary plans. Staff met with Snyder on March 28, 2024. Snyder is updating the opinion of probable cost (OPC) and will finish preliminary plans in preparation for submitting a mitigation funding grant. Doug Ollendike obtained state assistance on preparation of the grant and staff has started working on the grant application process. **Staff will present an addendum for the design of the pump station relocation to Council on November 14, 2024.**

Snow Removal Policy and Related Ordinances (JM/JF) - This includes a review of the City's Snow Removal Policy and related Ordinances.

Right-of-Way Management (A) Small Wireless Facilities Policies: Revision (JM/JF/JA) – Small Wireless Facilities (SWF) – Council approved the revised policy at the November 9, 2023, Council Meeting. **(B) ROW Policies for Private Infrastructure (JM/JF/JA)** – Staff is working on the fiber/ROW policy.

Herbicide & Pesticide Policy (MS4 Review) (JM/RT) – One of the items identified in the last MS4 review was the need to make sure we are not applying more herbicides and pesticides than are actually needed. Staff will be reviewing our operations to see what changes are needed to ensure we are only applying what is needed and making recommendations on how we should proceed with chemical applications in the future. Staff is reviewing the final draft of the report and will submit the report to the City Manager.

2024-25 Management In Progress

Public Works Certification (JF) – This is an on-going project. Two years ago the City implemented certification incentives for water and wastewater certifications. We continue to work with staff to obtain the available certifications. The City hosted a sanitary sewer collection system certification test and had 9 employees receive their Collection System Grade 1 and 1 received their Grade 2. Another employee has received their Grade 3 water distribution certification.

Staff CDL Training Program (JM/JF) – New requirements for obtaining a Commercial Driver's License (CDL) have been established that include online training and classroom training. The costs and time associated with obtaining a CDL become an issue. In addition, hiring new staff that already have a CDL has become difficult. Staff has researched options and has found a company in Ankeny, CDL Now, that provides the necessary training and provides the truck for their students to drive. The cost is \$1,050 per person, which is less than half of other options. Two Public Works employee have obtained their CDL through this company and based on how well this company has worked, staff will formalize a policy and present it to Council.

Service Work Order Mobile App: Implementation (JF/KF) – **Staff is currently using the app for meter reads. Staff continues to expand the use of the app to new construction and problem lists.**

Large Meter Replacement (KF) – The City was previously replacing large meters that had reached the end of their service life and reached the point where no more needed to be replaced. We are now to the point where we need to start replacing large meters again. Staff continues to work on large meter replacements.

Clive Detention Basins and Ongoing Development Basins Maintenance/Repair Schedule (RT) – Staff has completed inspections of all public basins. Staff still need to inspect the private basins. Staff is working on a maintenance plan.

Lead/Copper Service Line Inventory Survey Completion (KF) - EPA released rule revisions that require cities to complete an inventory of the water services in their communities. The revision requires this inventory to be completed by October 16, 2024. Clive has required all services installed since 1999 to have copper services. This means all services installed prior to 1999 must be inspected. Staff has created a survey that can be completed by homeowners to assist with the identification of the services. Information on the survey was sent out to residents in the October Newsletter. Staff sent out the first postcard campaign to encourage residents to provide the City with information on their services and received a very good response. Staff (Matthew Graham) found documentation of the City requiring copper on residential services starting in 1959. This has reduced the number of properties to inspect to less than 200. **Staff has completed the inventory of all necessary properties submitted the data by the October 15, 2024 deadline. The City has 45 letters to send out to residents with galvanized water lines.**

Traffic Not Stopping at Stop Signs Policy (JM) – Staff is finishing up a draft policy and plans to present it to Council for discussion.

MS4: 2025 Annual Reporting, Annual Inspection, Process Improvement (RT) – This is the annual report that must be submitted to maintain the City's MS4 permit. **Staff is working on the annual report.**

Development Infrastructure Policies/SOP (JM) – Staff is working on these policies.

Informational Handouts for Private Improvements (JM/JH/JF) – Staff is finalizing the handouts.

Railroad Crossing Swanson Blvd Rehab: Evaluation Report (JH/JC) - **Staff is working on identifying funding opportunities and working with CBI on their private spur.**

2024-25 Major Projects

Annual Soil Quality Restoration (SQR) Citywide Cost-Share Program (JM/JMc) - Staff is finalizing the 2024 program.

Annual GridSmart Detection at 128th & Sunset (CS) – This has been completed.

Annual 2024 ACT Cabinet: Installation (JF/CS) - This project included the replacement and relocation of the cabinet at NW 86th & Franklin. This project was a holdover from 2023 that required additional funding due to the relocation and the need for an easement. This work will be completed by the end of 2024.

Clark and NW 101st Crosswalk Replacement: Completion (JF/JS) - Staff has completed the replacement of the crosswalk. Some minor restoration work remains.

Completion of ACT Traffic Cabinets Replacement: Funding (JF/CS) - Staff has included funding for the completion of the replacing/upgrading the remaining traffic cabinets to ACT cabinets in the upcoming CIP.

Annual Berkshire and Boston Street Light LED Relamp (CS) – The 2024 relamp has been completed.

2024 Walk/Don't Walk Countdown Signals: Installation (CS) – **The materials have been received and staff will complete the installation by the end of 2024.**

Public Works/MWA Recycling Pad Signage (JH/JS) – Staff has finalized the design and has submitted the drawings to the MWA to confirm that the design is acceptable to the MWA. Staff has reached out to the MWA to confirm the final design and the MWA has requested another copy of the plans. Final plans have been completed. Staff has completed pouring the pad, sidewalk, and approach. The contractor has installed the fence, and the pad is currently in use. Staff will complete restoration and install signage in the Spring.

Annual 2024 Pavement Rehabilitation Projects (JH/JC) – (A) Residential PCC Patching - This project was awarded at the February 8, 2024 Council meeting, to The Concrete Contracting Company in the amount of \$591,506.25. The preconstruction meeting was held on March 12, 2024. The Contractor has completed the work on this project. Staff is working on closing out the project. **(B) Arterial PCC Patching** – This project was awarded at the February 1, 2024 Council meeting, to The Concrete Contracting Company in the amount of \$985,337.50. **The contractor has completed the work on this project and staff is working on closing out the project.** **(C) Asphalt Overlay** – (A) The project was awarded at the March 14, 2024, to Des Moines Asphalt in the amount of \$508, 646.30. A preconstruction meeting was held on April 18, 2024. The contractor has placed the asphalt overlay, sidewalks, and ramps. The contractor has completed the work on this project. **(B) A second asphalt overlay project on Country Club Boulevard was let and awarded. The contractor plans on completing the PCC patching this year and will place the asphalt in the spring of 2025.**

Hickman Road & NW 161st Street Traffic Signalization Project Design (JH) – This is a shared project between Clive (75%) and Waukee (25%). The City of Clive (Clive) approved a site plan for the construction of a new Fareway store at the intersection of NW 161st Street and Hickman Road. As part of the Iowa DOT review, the DOT required that the intersection be signalized and the first intersection to the east be closed. The DOT said it would allow the store to open prior to the completion of the improvements, but the improvements need to be installed as soon as possible. Staff approved a PSA with Snyder & Associates for the signalization, median modifications, and some improvements on the south side of Hickman. Snyder completed the 90% plans and submitted them to the Iowa DOT for review. Due to new development being proposed on the southeast corner of the intersection, Clive and Waukee have requested that the improvements on the south side of Hickman be removed from this project and the project proceed with the signalization and median improvements. The improvements on the south side of Hickman will be let in a separate project and will include the completion of the street with a divided median from Hickman south to the corporate limit. Bids were received and the contract was awarded at the April 27, 2023, Council Meeting. The work has been completed and the signals are active.

NW 99th Court Reconstruction (JH/JC) – This project was added during the CIP approval process. Staff is waiting on survey needed to start the design of the improvements. Staff held a preliminary public engagement meeting with the residents on September 13, 2023. Staff held a preliminary public engagement meeting with the residents on September 13, 2023. This project was awarded at the February 8, 2024 Council meeting, to Mainline Construction in the amount of \$1,521,703.44. A second public engagement meeting was held with residents on Tuesday, March 5, 2024. The preconstruction meeting was held on March 14, 2024 and the contractor started working on the project on April 29, 2024. **The contractor completed the work on stages 1, 2 and 3 on time and received the incentive for all 3 stages. The contractor is currently working on completing all restoration to receive the overall incentive. The completion date for all work is November 8, 2024.**

Emerald Isle Drive Reconstruction (JH/JC) – **The developer plans to complete the sanitary sewer connection for the car wash this year. Street construction will start in the spring of 2025.**

Public Works Site Improvements Design & Approval (JM) – Staff will develop the plans for proposed future site plan improvements at the Public Works site.

2021-22 Annual Sewer Lining Program (JM) – This project is currently under contract with AccuJet and had a completion date of March 31, 2022. The preconstruction meeting was held on November 29th, 2021. The contractor encountered issues and is struggling to complete the project. There is still 1 sewer main left to line and some spots to touchup on this project. Staff has contacted the contractor and requested immediate completion of the work. The contractor is not responding to our calls. Staff has completed the review of AccuJet's work and is finalizing the identification of the deficiencies. Staff will then work with the City's legal staff to contact the bonding company to complete this project.

2024-25 Annual Sewer Lining Program (JM) – **The Public Hearing will be set at the November 14, 2024, City Council Meeting and will be held at the December 12, 2024 Council Meeting.**

Automatic Valves at Hawthorn, NW 86th and NW 118th – Replace valves and vaults – (KF) – The valves are approaching the end of their service life, and the maintenance has increased. Replacement parts are very difficult to find if they are available at all. The Hawthorn valve has been replaced and the replacement of the other 2 valves has been included in the FY 25 budget. **Staff is working to schedule the install of the valves.**

NW 114th Street Reconstruction (JH/JC) – This project includes the reconstruction of NW 111th /NW 114th from where the pavement currently narrows to the Walnut Creek bridge. The reconstruction will include the addition of a turning lane. Staff has met with the 3 impacted businesses. Staff has completed the final design for this project and bids will be received on January 25, 2024. This project was awarded at the February 1, 2024 Council meeting, to the Alliance Construction Group in the amount of \$1,349,523.50. The preconstruction meeting was held on April 2, 2024 and the contractor started removals on April 23, 2024. The contractor could not start working on utilities until MidAmerican completed their relocation work. MidAmerican did not complete their relocations until Labor day. This project was delayed almost 8 weeks by MidAmerican's relocations. **The contractor has completed stage 1 and stage 2 and the street is now open. The delays caused by MidAmerican will require stage 3 be completed in the spring/summer of 2025.**

Annual City Owned Street Light Pole Painting (2025): Completion (JF/CS) - **This will be completed in the summer of 2025.**

Flashing School Safety Systems at Douglas Ave and Shuler Elementary (JF/CS) - This project includes the replacement of the school zone flashers. The funds to replace of the flashers will be included in the FY 26 budget request.

Forest Ave Water Main Replacement: Completion (JC) – Plans are complete and the project is scheduled to be let in January of 2025.

NW 142nd and University Intersection Replacement (JH) - This is part of the 2025 Arterial PCC Project.

NW 86th Street Light Cabinet Replacement (JF & CS) - **This project includes the replacement of 2 street light cabinets that have rusted out. The new cabinets will be stainless steel and have been ordered.**

Harbach Boulevard Reconstruction Phase 2 – 82nd to 86th: Design & ROW Acquisition (JH/JC) – Staff has developed preliminary plans. This project is currently on hold to allow coordination with the proposed Linnan Park improvements. The conceptual design of this section of Harbach will be completed by a consultant as part of the Linnan Park improvements design. Engineering will complete the final design of the Harbach reconstruction after the consultant provides the conceptual design for the street. The design PSA has been approved and includes the consultant providing the City with 30% plans for the street. Staff is working to find a time in the next 3 weeks to meet with the consultant to review the 30% plans. We will begin working on final plans once we receive the completed 30% plans.



Memo

TO: Mayor and Council members

FROM: Matthew Graham, City Clerk

DATE: November 14, 2024

RE: Approve 10/24/2024 City Council Minutes

SYNOPSIS:

Attachments:

1. cc Minutes 10_24_2024

**CLIVE CITY COUNCIL MEETING MINUTES
REGULAR MEETING
OCTOBER 24, 2024
CITY HALL COUNCIL CHAMBERS**

Call to Order/Roll Call/Pledge of Allegiance

Mayor Edwards presided and called the meeting to order at 6:00 p.m. Council Members present were: Ted Weaver, Srikant Mikkilineni, Susan Judkins, Eric Klein. Absent: Michael McCoy. Public access was provided in-person at City Hall, and via Zoom platform. Information on how to access via Zoom was provided on social media, posted with the agenda at City Hall and on the city website, cityofclive.com.

Approval of the Agenda

Eric Klein moved approval, seconded by Ted Weaver. Roll Call: Ayes: Ted Weaver, Srikant Mikkilineni, Susan Judkins, Eric Klein. Nays: None. Abstained: None. Motion carried.

Citizens Presentation

Comments were provided by Robert Fisher in support of DART.

Presentation

1. DART Update - CEO Amanda Wanke

Consent Items

Eric Klein moved approval, seconded by Ted Weaver. Roll Call: Ayes: Ted Weaver, Srikant Mikkilineni, Susan Judkins, Eric Klein. Nays: None. Abstained: None. Motion carried. 1. City Manager Memo; 2. City Manager Report - September 2024; 3. ACM Tech Services Monthly Report - September 2024; 4. Administrative Services Monthly Report - September 2024; 5. Community Development Monthly Report - September 2024; 6. Leisure Services Monthly Report - September 2024; 7. Public Works Monthly Report - September 2024; 8. Treasurer's Monthly Report - September 2024; 9. Approve 10/10/2024 City Council Minutes; 10. Bill List; 11. Approve Retail Alcohol Sales License Renewal Application - Mi Mexico - 11407 Forest Road; 12. Approve Retail Alcohol Sales License Renewal Application - Front Row - 9956 Swanson Blvd; 13. Approve Retail Alcohol Sales License Renewal Application - Maria's Mexican Food - 15950 Hickman Road; 14. **Resolution 2024-275** Approving Change Order #2 - Iowa Earth Works - Little Walnut Creek Stream Stabilization East of Alice's Road - \$2,250.00; 15. Approve Pay Request #4 - Des Moines Asphalt and Paving - 2024 Residential HMA Pavement Rehabilitation Project - \$20,401.25; 16. Approve Pay Request #4 - J&K Contracting - NW Alderleaf Drive Water Connection - \$2,630.65; 17. Approve Pay Request #5 - The Concrete Company - 2024 Arterial PCC Pavement Rehabilitation Project - \$69,141.05; 18. Approve Pay Request #9 - Indian Hills Trail & Bridge Design - McClure - \$5,669.75; 19. Approve Pay Request #10 (Final) - Indian Hills Trail & Bridge Design - McClure - \$1,388.15; 20. Approve Capital Equipment Purchase - Kubota Tractor - Capital City Equipment - \$66,240.03; 21. **Resolution 2024-276** Approving Purchase Agreement - 7835 Drake Street - \$274,000.00; 22. **Resolution 2024-277** Approving Purchase Agreement - 7825 Drake Street - \$246,000.00; 23. **Resolution 2024-278** Approving Professional Services Agreement for Revisions to the Clive Stormwater Management Manual - McClure Engineering - Not to Exceed \$31,710.00; 24. **Resolution 2024-279** Accepting 1st Amendment to Overland Flowage and Private Storm Sewer Easement for Shadow Creek Plat 6, Lot 29 - 3889 Westgate PKWY; 25. **Resolution 2024-280** Accepting 1st Amendment to Overland Flowage and Private Storm Sewer Easement for Shadow Creek Plat 6, Lot 28 - 3905 Westgate PKWY; 26. **Resolution 2024-281** approving 28E Agreement for Mutual Assistance for Polk County Area Fire/Rescue Services; 27. **Resolution 2024-282** Approving the FY24 Annual Urban Renewal Report; 28. Approve Pay Rate - Margaret Selle - Police Officer - \$37.26/Hr - Effective 10/28/2024.

Action Items

1. **Public Hearing - General Obligation Urban Renewal Bonds, Series 2024B.** Director of Administrative Services Elizabeth Hansen presented the matter to Council and recommended approval. Public Hearing Notice published 10/11/2024 in the Des Moines Register. Eric Klein moved to close the public hearing, seconded by Susan Judkins. Roll Call: Ayes: Ted Weaver, Srikant Mikkilineni, Susan Judkins, Eric Klein. Nays: None. Abstained: None. Motion carried.
 - a. **Resolution 2024-283 awarding General Obligation Urban Renewal Bonds, Series 2024B, authorizing and approving a Loan Agreement, providing for the sale and issuance of Bonds, and providing for the levy of taxes to pay the same.** Eric Klein moved approval, seconded by Susan Judkins. Roll Call: Ayes: Ted Weaver, Srikant Mikkilineni, Susan Judkins, Eric Klein. Nays: None. Abstained: None. Motion carried.
2. **Public Hearing for 2814 W Avenue Demolition Project - Approve Plans, Specifications and Bids.** Public Hearing Notice published 10/07/2024 in the Des Moines Register. Community Development Director Doug Ollendike presented the matter to Council and recommended approval. Eric Klein moved to close the public hearing, seconded by Srikant Mikkilineni. Roll Call: Ayes: Ted Weaver, Srikant Mikkilineni, Susan Judkins, Eric Klein. Nays: None. Abstained: None. Motion carried.
 - a. **Resolution 2024-284 Approving Plans and Specifications.** Eric Klein moved to Approve Plans and Spec, seconded by Srikant Mikkilineni. Roll Call: Ayes: Ted Weaver, Srikant Mikkilineni, Susan Judkins, Eric Klein. Nays: None. Abstained: None. Motion carried.
 - b. **Receipt of Bids.** Eric Klein moved to receive the bids, seconded by Srikant Mikkilineni. Roll Call: Ayes: Ted Weaver, Srikant Mikkilineni, Susan Judkins, Eric Klein. Nays: None. Abstained: None. Motion carried.
 - c. **Resolution 2024-285 Awarding Contract - DW Zinser Company, Inc. - \$29,500.00.** Eric Klein moved to award contract, seconded by Srikant Mikkilineni. Roll Call: Ayes: Ted Weaver, Srikant Mikkilineni, Susan Judkins, Eric Klein. Nays: None. Abstained: None. Motion carried.
3. **Country Club Glen Plat 13, 15925 and 15935 Hickman Road.** Senior Planner Amanda Grutzmacher presented the matter to Council and recommended approval.
 - a. **Approve Site Plan and Preliminary Plat.** Ted Weaver moved approval, seconded by Srikant Mikkilineni. Roll Call: Ayes: Ted Weaver, Srikant Mikkilineni, Susan Judkins, Eric Klein. Nays: None. Abstained: None. Motion carried.
 - b. **Approve Construction Drawings.** Ted Weaver moved approval, seconded by Srikant Mikkilineni. Roll Call: Ayes: Ted Weaver, Srikant Mikkilineni, Susan Judkins, Eric Klein. Nays: None. Abstained: None. Motion carried.
4. **Resolution 2024-286 Approving Professional Consulting Services Related to the University Boulevard Flood Mitigation: Project Scoping Plan - Confluence, Inc.- \$420,430.00.** Community Development Director Doug Ollendike presented the matter to Council and recommended approval. Eric Klein moved approval, seconded by Srikant Mikkilineni. Roll Call: Ayes: Ted Weaver, Srikant Mikkilineni, Susan Judkins, Eric Klein. Nays: None. Abstained: None. Motion carried.
5. **Resolution 2024-287 Approving 2024 Polk County Hazard Mitigation Plan.** Community Development Director Doug Ollendike presented the matter to Council and recommended approval. Ted Weaver moved approval, seconded by Susan Judkins. Roll Call: Ayes: Ted Weaver, Srikant Mikkilineni, Susan Judkins, Eric Klein. Nays: None. Abstained: None. Motion carried.

6. **Resolution 2024-288 Approving Multi-Year Professional Services Agreement for Mass Text Notification and Chatbot Services - Citibot - Year One, \$22,400; \$60,500 over three years.** Assistant City Manager Pete De Kock presented the matter to Council and recommended approval. Srikant Mikkilineni moved approval, seconded by Ted Weaver. Roll Call: Ayes: Ted Weaver, Srikant Mikkilineni, Susan Judkins. Nays: Eric Klein. Abstained: None. Motion carried.

Presentation

1. **78th Street Temporary Park Discussion.** Leisure Services Director Richard Brown and Landscape Architect Michael Gaunt with McClure Engineering presented the matter to Council.

Reports

Assistant City Manager Report was given by Pete De Kock.
Council Member Committee Reports were given.
City Manager Report was given by Matt McQuillen.

The meeting was adjourned at 8:46 p.m.



Matthew D. Graham, City Clerk

John D. Edwards, Mayor



Memo

TO: Mayor and Council members

FROM: Matthew Graham, City Clerk

DATE: November 14, 2024

RE: Approve 11/07/2024 City Council Minutes (Work Session)

SYNOPSIS:

Attachments:

1. cc Minutes 11_07_2024 Special Session

**CLIVE CITY COUNCIL MEETING MINUTES
WORK SESSION
NOVEMBER 7, 2024
CLIVE PUBLIC SAFETY CENTER TRAINING ROOM**

Call to Order/Roll Call

Mayor Edwards presided and called the meeting to order at 6:16 p.m. Council Members present were: Srikant Mikkilineni (remote), Susan Judkins, Erik Klein, Michael McCoy, and Ted Weaver. Absent: none. Also present were Mayor John Edwards, City Manager Matt McQuillen, Assistant City Manager Pete De Kock, as well as several department directors.

Action Items

1. Resolution 2024-289 Setting Date of Public Hearing to Consider Plans, Specifications, and taking of Bids – City Hall-Library Remodel Project Phase 1 (12/12/2024 at 6:00 p.m.). It was moved by Klein, seconded by Weaver to approve the resolution setting the public hearing. Roll call: Ayes: Judkins, Klein, Weaver, Judkins, Mikkilineni, Weaver. Motion carried.

Discussion

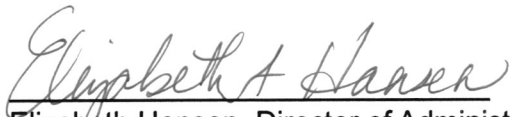
1. Strategic Plan Quarterly Update

City Manager Matt McQuillen provided an update on the Strategic Planning initiatives.

2. Proposed 2025-2029 Capital Improvement Plan (CIP)

The proposed projects for the 2025-2029 Capital Improvements Plan (CIP) were reviewed and discussed.

The meeting was adjourned at 9:35 p.m.



Elizabeth Hansen, Director of Administrative Services

John D. Edwards, Mayor



Memo

TO: Mayor and Council members

FROM: Matthew Graham, City Clerk

DATE: November 14, 2024

RE: Approve Bill List

SYNOPSIS:

Attachments:

1. 20241111100106782

Date Paid	Vendor Name	Description	Amount Paid
11/11/2024	ABOVE & BEYOND OUTDOOR	REFUND DEPOSIT	318.57
11/11/2024	ADVENTURE LIGHTING	LIGHT REPAIR SHOP	115.89
11/01/2024	AFLAC	CURRENT PAY WITHHOLDING AFLAC PRE TAX Pay Period: 10/26/2024	91.32
11/11/2024	AIA CORPORATION	GARCIA CLOTHING ALLOWANCE	94.85
11/11/2024	ALTEC INDUSTRIES INC	BOOM TRUCK REPAIR	1,615.46
11/11/2024	AMAZON CAPITAL SERVICES	SHOP TOOLS	147.89
11/11/2024	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	239.71
11/11/2024	AMAZON CAPITAL SERVICES	YOUTH BASKETBALL EQUIPMENT	76.45
11/11/2024	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	24.97
11/11/2024	AMAZON CAPITAL SERVICES	SUPPLIES	34.79
11/11/2024	AMAZON CAPITAL SERVICES	HARBACH GAMING SUPPLIES	116.13
11/11/2024	AMAZON CAPITAL SERVICES	PARTS	193.24
11/11/2024	AMAZON CAPITAL SERVICES	PARTS	65.60
11/11/2024	AMAZON CAPITAL SERVICES	SUPPLIES	43.98
11/11/2024	AMAZON CAPITAL SERVICES	MEMORY CARD	22.99
11/11/2024	AMAZON CAPITAL SERVICES	C303 ACCESSORIES	60.94
11/11/2024	AMAZON CAPITAL SERVICES	LAPTOP EXTENDER	159.99
11/11/2024	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	75.09
11/11/2024	AMAZON CAPITAL SERVICES	BUILDING STORAGE BOXES	66.65
11/11/2024	AMAZON CAPITAL SERVICES	RECYCLING CONTAINER	13.98
11/11/2024	AMAZON CAPITAL SERVICES	SPRAYER REPAIR	37.04
11/11/2024	AMAZON CAPITAL SERVICES	GLOVE DISPENSER FOR TRUCKS	80.97
11/11/2024	AMAZON CAPITAL SERVICES	HOSE REEL/FITTINGS	201.94
11/11/2024	AMAZON CAPITAL SERVICES	COPIER TONER	348.33
11/11/2024	AMAZON CAPITAL SERVICES	DIAMOND CUT OFF WHEEL	53.18
11/11/2024	AMAZON CAPITAL SERVICES	PERIPHERALS	69.98
11/11/2024	AMAZON CAPITAL SERVICES	PERIPHERALS	137.77
11/11/2024	AMAZON CAPITAL SERVICES	YOUTH BASKETBALL EQUIPMENT	186.06
11/11/2024	AMAZON CAPITAL SERVICES	YOUTH BASKETBALL EQUIPMENT	46.74
11/11/2024	AMAZON CAPITAL SERVICES	TONER	166.01
11/11/2024	AMAZON CAPITAL SERVICES	GROUNDS MAINT	569.95
11/11/2024	AMAZON CAPITAL SERVICES	MAYORS TREE LIGHTING SUPPLIES	215.27
11/11/2024	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	28.78
11/11/2024	AMAZON CAPITAL SERVICES	CHEMICAL SUPPLIES	15.98
11/11/2024	AMAZON CAPITAL SERVICES	SUPPLIES	185.76
11/11/2024	AMAZON CAPITAL SERVICES	BOOTS	129.50
11/11/2024	AMAZON CAPITAL SERVICES	BOOTS	129.50
11/11/2024	AMAZON CAPITAL SERVICES	BOOTS	129.50
11/11/2024	AMAZON CAPITAL SERVICES	BOOTS	129.50
11/11/2024	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	297.35
11/11/2024	AMAZON CAPITAL SERVICES	LAPTOP EXTENDER	159.99
11/01/2024	AMERITAS LIFE INSURANCE GRP- VISION	CURRENT PAY WITHHOLDING VISION INSURANCE Pay Period: 10/26/2024	481.62
11/11/2024	ANDREA SKINNER	REFUND DEPOSIT	12.44
11/11/2024	ARC IMAGING RESOURCES	PLOTTER MAINT	479.00
11/11/2024	ARNOLD MOTOR SUPPLY	CREDIT	12.96-
11/11/2024	ARNOLD MOTOR SUPPLY	CREDIT	81.95-
11/11/2024	ARNOLD MOTOR SUPPLY	#736 REPAIR	24.64
11/11/2024	ARNOLD MOTOR SUPPLY	#738 REPAIR	34.35
11/11/2024	ARNOLD MOTOR SUPPLY	SHOP TOOLS	66.99
11/11/2024	ARNOLD MOTOR SUPPLY	SHIPPING	14.65
11/11/2024	ARNOLD MOTOR SUPPLY	SHOP SUPPLIES	202.59
11/11/2024	ARNOLD MOTOR SUPPLY	#787 REPAIR	51.96
11/11/2024	ARNOLD MOTOR SUPPLY	SHOP TOOLS	29.99
11/11/2024	ARNOLD MOTOR SUPPLY	PARTS	17.15
11/11/2024	ARNOLD MOTOR SUPPLY	PARTS	249.95
11/11/2024	ASCENDANCE TRUCKS MIDWEST., LLC	CLAMP BAND	121.20
11/11/2024	ASCENDANCE TRUCKS MIDWEST., LLC	PARTS	242.23
11/11/2024	AT & T MOBILITY	PATROL CELL PHONES	640.38

Date Paid	Vendor Name	Description	Amount Paid
11/11/2024	AT & T MOBILITY	EMS CELL PHONES	171.09
11/11/2024	ATC GROUP SERVICES, LLC DEPOSITORY	ENVIRONMENTAL ASSESSMENT	1,040.00
11/11/2024	ATC GROUP SERVICES, LLC DEPOSITORY	ENVIRONMENTAL ASSESSMENT	1,040.00
11/11/2024	ATC GROUP SERVICES, LLC DEPOSITORY	ENVIRONMENTAL ASSESSMENT	1,040.00
11/11/2024	ATC GROUP SERVICES, LLC DEPOSITORY	ENVIRONMENTAL ASSESSMENT	1,040.00
11/11/2024	ATC GROUP SERVICES, LLC DEPOSITORY	ENVIRONMENTAL ASSESSMENT	1,040.00
11/11/2024	BAKER & TAYLOR BOOKS	CREDIT BOOKS- ADULT	28.50
11/11/2024	BAKER & TAYLOR BOOKS	BOOKS ADULT-HARBACH	17.10
11/11/2024	BAKER & TAYLOR BOOKS	BOOKS- ADULT	58.00
11/11/2024	BAKER & TAYLOR BOOKS	BOOKS- ADULT	15.96
11/11/2024	BAKER & TAYLOR BOOKS	BOOKS- ADULT	226.55
11/11/2024	BAKER & TAYLOR BOOKS	BOOKS- ADULT	84.67
11/11/2024	BAKER & TAYLOR BOOKS	BOOKS- ADULT	10.80
11/11/2024	BAKER & TAYLOR BOOKS	BOOKS- ADULT	18.00
11/11/2024	BAKER & TAYLOR BOOKS	BOOKS-ADULT-HARBACH	33.63
11/11/2024	BAKER & TAYLOR BOOKS	BOOKS- ADULT	213.38
11/11/2024	BAKER & TAYLOR BOOKS	BOOKS- ADULT	17.09
11/11/2024	BAKER & TAYLOR BOOKS	BOOKS- ADULT	144.59
11/11/2024	BAKER & TAYLOR BOOKS	BOOKS- ADULT	15.39
11/11/2024	BAKER & TAYLOR BOOKS	BOOKS-ADULT-HARBACH	16.52
11/11/2024	BAKER & TAYLOR BOOKS	BOOKS- YOUNG ADULT	44.95
11/11/2024	BAKER & TAYLOR BOOKS	BOOKS ADULT-HARBACH	17.10
11/11/2024	BAKER & TAYLOR BOOKS	BOOKS- ADULT	50.72
11/11/2024	BAKER & TAYLOR BOOKS	BOOKS- ADULT	220.78
11/11/2024	BAKER & TAYLOR BOOKS	BOOKS- ADULT	15.36
11/11/2024	BAKER & TAYLOR BOOKS	BOOKS- ADULT	134.88
11/11/2024	BAKER & TAYLOR BOOKS	BOOKS-ADULT-HARBACH	18.24
11/11/2024	BAKER & TAYLOR BOOKS	BOOKS- ADULT	70.65
11/11/2024	BAKER & TAYLOR BOOKS	BOOKS- ADULT	17.10
11/11/2024	BAKER & TAYLOR BOOKS	BOOKS- ADULT	98.03
11/11/2024	BAKER & TAYLOR BOOKS	BOOKS-ADULT-HARBACH	45.24
11/11/2024	BAKER & TAYLOR BOOKS	YOUTH PROGRAM SUPPLIES	51.15
11/11/2024	BAKER & TAYLOR BOOKS	ADULT BOOKS	75.84
11/11/2024	BAKER & TAYLOR BOOKS	BOOKS-ADULT-HARBACH	19.20
11/11/2024	BAKER & TAYLOR BOOKS	BOOKS- ADULT	113.61
11/11/2024	BAKER & TAYLOR BOOKS	BOOKS ADULT-HARBACH	12.54
11/11/2024	BAKER & TAYLOR BOOKS	BOOKS- ADULT	159.02
11/11/2024	BAKER & TAYLOR BOOKS	BOOKS- ADULT	125.34
11/11/2024	BAUER BUILT INC	E320 TIRE REPAIR	297.04
11/11/2024	BAX SALES INC	PARTS	38.05
11/11/2024	BAX SALES INC	SHOP SUPPLIES	83.78
11/11/2024	BAX SALES INC	PARTS	61.95
11/11/2024	BAX SALES INC	SHOP SUPPLIES	52.25
11/11/2024	BAX SALES INC	SHOP SUPPLIES	71.76
11/11/2024	BAX SALES INC	PARTS	1.32
11/11/2024	BENTLEY RIDGE TREE FARM	TREES & SHRUBS	5,168.00
11/11/2024	BENTLEY RIDGE TREE FARM	TREES	1,126.00
11/11/2024	BENTLEY RIDGE TREE FARM	TREES	1,521.00
11/11/2024	BENTLEY RIDGE TREE FARM	TREES	216.00
11/11/2024	BETH RICHARDSON	REFUND DEPOSIT	7.62
11/11/2024	BOUND TREE MEDICAL LLC	EMS MEDICAL SUPPLIES	170.90
11/11/2024	BOUND TREE MEDICAL LLC	IV SOLUTION	41.93
11/11/2024	BOUND TREE MEDICAL LLC	EMS MEDICAL SUPPLIES	157.93
11/11/2024	BOUND TREE MEDICAL LLC	EMS MEDICAL SUPPLIES	195.10
11/11/2024	BOUND TREE MEDICAL LLC	EMS MEDICAL SUPPLIES	273.16
11/11/2024	BRAVO GREATER DES MOINES	2/7 HOTEL MOTEL OCT 24BER 24	32,672.30
11/11/2024	BULLZEYE INC	CONTRACT JANITORIAL SERVICES	2,445.75
11/11/2024	BULLZEYE INC	CONTRACT JANITORIAL SERVICES	659.17

Date Paid	Vendor Name	Description	Amount Paid
11/11/2024	BULLZEYE INC	CONTRACT JANITORIAL SERVICES	1,441.08
11/11/2024	BULLZEYE INC	CONTRACT JANITORIAL SERVICES	9,911.00
11/11/2024	CARQUEST AUTO PARTS STORES	MIRRORS	144.88
11/11/2024	CENGAGE LEARNING INC / GALE	ADULT LIBRARY BOOKS	63.18
11/11/2024	CENTRAL IOWA OFFICIALS LLC	YOUTH BB OFFICIALS FINAL PAY - 1ST SEASON 2024	17,920.00
11/11/2024	CENTRAL IOWA READY MIX	CONCRETE	869.50
11/11/2024	CENTRAL IOWA READY MIX	CONCRETE	613.00
11/11/2024	CENTRAL IOWA READY MIX	CONCRETE	741.25
11/11/2024	CENTRAL IOWA READY MIX	CONCRETE	624.50
11/11/2024	CENTRAL IOWA READY MIX	CONCRETE	1,055.50
11/11/2024	CENTRAL IOWA READY MIX	CONCRETE	2,653.00
11/11/2024	CENTURY LINK	CAC PHONE LINES	167.42
11/11/2024	CFI SALES INC	#783 TIRE REPAIR	64.00
11/11/2024	CINTAS CORPORATION #22M	LAUNDRY	387.84
11/11/2024	CINTAS CORPORATION #22M	LAUNDRY	387.84
11/11/2024	CINTAS CORPORATION #22M	LAUNDRY	387.84
11/11/2024	CITY OF URBANDALE	SALT STORAGE	1,920.00
11/11/2024	CITY OF WEST DES MOINES	TRAFFIC LIGHTS	4,727.60
11/11/2024	CLIA LABORATORY PROGRAM	CERTIFICATE FEE-#16D0926708	248.00
11/01/2024	COLLECTION SERVICES CENTER	CURRENT PAY WITHHOLDING CHILD SUPPORT Pay Period: 10/26/2024	2,145.19
10/22/2024	CONCRETE COMPANY	2024 PCC PAVEMENT REHAB PAY REQ 5	69,141.05
11/11/2024	CONSOLIDATED COMMUNICATIONS	PHONE SERVICE	143.77
11/11/2024	CONTINENTAL RESEARCH CORPORATION	GROUNDS MAINT	518.60
11/11/2024	CORE & MAIN LP	SUPPLIES	760.49
11/11/2024	CORE & MAIN LP	ADJUSTING RINGS INTAKES	2,757.40
11/11/2024	CORE & MAIN LP	SUPPLIES	1,443.41
11/11/2024	CREATIVE SERVICES OF NEW ENGLAND	MINOR EQUIPMENT - K9 STICKERS	247.95
11/11/2024	CURTIS BARR	MUSICIAN - MAYORS TREE LIGHTING	100.00
11/11/2024	DAKOTA SUPPLY GROUP	FLAGS	160.00
11/11/2024	DAKOTA SUPPLY GROUP	FLAGS	480.00
11/11/2024	DAKOTA SUPPLY GROUP	FLAGS	480.00
11/11/2024	DALLAS COUNTY EXTENSION	PESTICIDE TRAINING	450.00
11/11/2024	DALLAS COUNTY EXTENSION	PESTICIDE TRAINING	495.00
11/11/2024	DCI GROUP	GREENBELT LANDING DESIGN WORK	23,462.90
11/11/2024	DCI GROUP	CITY HALL/LIB RENO - PRE-CON PAY APP 4	3,300.00
11/11/2024	DELL MARKETING LP	COMPUTER REPLACEMENTS	6,899.96
11/11/2024	DEMCO INC	OFFICE SUPPLIES	151.93
11/11/2024	DEMCO INC	OFFICE SUPPLIES-HISTORICAL SOCIETY	351.56
10/22/2024	DES MOINES ASPHALT AND PAVING	RESIDENTIAL HMA PAVEMENT REHAB PAY REQ 4	20,401.25
11/11/2024	DES MOINES WATER WORKS	WATER PURCHASE OCTOBER 2024	254,964.24
11/11/2024	DMF GARDENS	PLANTS	1,950.50
11/11/2024	DORSEY & WHITNEY	2024A ISSUANCE COST	16,001.00
11/11/2024	DTN LLC	TELEVENT	604.80
11/11/2024	DTN LLC	TELEVENT	604.80
11/01/2024	EBS	MEDICAL WITHHOLDING DENTAL INSURANCE - DELTA (EBS) Pay Period: 10/	2,084.25
11/01/2024	EBS	MEDICAL WITHHOLDING MED W 750 FAMILY EXEMPT Pay Period: 10/26/202	7,806.07
11/01/2024	EBS	MEDICAL WITHHOLDING MED W 750 EMPE + 1 EXEMPT Pay Period: 10/26/2	1,571.74
11/01/2024	EBS	MEDICAL WITHHOLDING MED W 750 SINGLE EXEMPT Pay Period: 10/26/202	599.15
11/01/2024	EBS	MEDICAL WITHHOLDING MED - HDHP FAMILY Pay Period: 10/26/2024	1,093.22
11/01/2024	EBS	MEDICAL WITHHOLDING MED-HDHP EMPL +1 Pay Period: 10/26/2024	362.52
11/01/2024	EBS	MEDICAL WITHHOLDING MED HDHP SINGLE Pay Period: 10/26/2024	509.76
11/11/2024	EDENBROS LLC	LEAK DETECTION LISTENING DEVIDE	2,828.97
11/11/2024	EDENBROS LLC	METALLIC PIPE LEAK DETECTION KIT	5,263.97
11/01/2024	EFTPS	FWT/FICA/MEDICARE CURRENT PAY FEDERAL WITHHOLDING TAX Pay Peri	51,329.81
11/01/2024	EFTPS	FWT/FICA/MEDICARE CURRENT PAY SOCIAL SECURITY Pay Period: 10/26/2	30,250.61
11/01/2024	EFTPS	FWT/FICA/MEDICARE CURRENT PAY SOCIAL SECURITY Pay Period: 10/26/2	30,250.61
11/01/2024	EFTPS	FWT/FICA/MEDICARE CURRENT PAY MEDICARE Pay Period: 10/26/2024	7,240.34
11/01/2024	EFTPS	FWT/FICA/MEDICARE CURRENT PAY MEDICARE Pay Period: 10/26/2024	7,240.34

Date Paid	Vendor Name	Description	Amount Paid
11/11/2024	EIDE BAILLY LLP	AUDIT SERVICES	5,000.00
11/11/2024	ELECTRONIC ENGINEERING CO	CHARGERS	192.10
11/11/2024	ELECTRONIC ENGINEERING CO	CHARGERS	192.09
11/11/2024	ELECTRONIC ENGINEERING CO	TOWER SERVICE	32.00
11/11/2024	EMERGENCY APPARATUS	E320 YEARLY NFPA PUMP TEST	1,056.98
11/11/2024	EMERGENCY APPARATUS	L325 YEARLY NFPA PUMP TEST	2,950.40
11/11/2024	EPIC iO TECHNOLOGIES	PHONE LINE	192.38
11/11/2024	EPIC iO TECHNOLOGIES	PROFESSIONAL FEES	2,175.95
11/11/2024	FABIAN RUIZ	PROFESSIONAL FEES - INTERPRETER	70.00
11/11/2024	FABIAN RUIZ	PROFESSIONAL FEES - INTERPRETER	70.00
11/11/2024	FABIAN RUIZ	PROFESSIONAL FEE - INTERPRETER	70.00
11/11/2024	FABIAN RUIZ	PROFESSIONAL FEES - INTERPRETER	70.00
11/11/2024	FACTORY MOTOR PARTS	SHOP SUPPLIES	490.68
11/11/2024	FELD FIRE	4 PAIR-FIRE BOOTS	1,811.00
11/11/2024	FITZ LAWN CARE	NUISANCE ABATEMENT	75.00
11/11/2024	FREEDOM FIRST AID & SAFETY LLC	FIRST AID SUPPLIES	89.65
11/11/2024	FREEDOM FIRST AID & SAFETY LLC	FIRE EXTINGUISHER INSPECT/REFILL	230.59
11/11/2024	FREEDOM FIRST AID & SAFETY LLC	FIRE EXTINGUISHER INSPECT/REFILL	230.59
11/11/2024	FREEDOM FIRST AID & SAFETY LLC	FIRE EXTINGUISHER INSPECT/REFILL	230.59
11/11/2024	FREEDOM FIRST AID & SAFETY LLC	FIRE EXTINGUISHER INSPECT/REFILL	230.58
11/11/2024	FREEDOM TIRE & AUTO	#708 VEHICLE REPAIR	225.00
11/11/2024	GALE STUBBLEFIELD	REFUND DEPOSIT	22.29
11/11/2024	GALLS LLC	UNIFORM ALLOW - A. FAULKNER	178.94
11/11/2024	GALLS LLC	UNIFORM ALLOW - I. MOHAMMAD	20.26
11/11/2024	GALLS LLC	UNIFORM ALLOW - I. MOHAMMAD	178.94
11/11/2024	GALLS LLC	NEW OFFICER UNIFORM - G. HAWK	169.99
11/11/2024	GALLS LLC	UNIFORM ALLOW - B. KEMPNIH	22.65
11/11/2024	GALLS LLC	NEW OFFICER UNIFORM - G. HAWK	454.40
11/11/2024	GALLS LLC	NEW OFFICER UNIFORM - G. HAWK	50.59
11/11/2024	GALLS LLC	NEW OFFICER UNIFORM - G. HAWK	24.37
11/11/2024	GALLS LLC	NEW OFFICER UNIFORM - G. HAWK	79.71
11/11/2024	GALLS LLC	UNIFORM ALLOW - I. MOHAMMAD	42.93
11/11/2024	GALLS LLC	UNIFORM ALLOW - J. LAMP	132.76
11/11/2024	GALLS LLC	UNIFORM ALLOW - K. RECCHIA	120.00
11/11/2024	GALLS LLC	UNIFORM ALLOW - K RECCHIA	85.00
11/11/2024	GENERAL TRAFFIC CONTROLS INC	EQUIPMENT MAINT AND REPAIR	400.00
11/11/2024	GENERAL TRAFFIC CONTROLS INC	EQUIPMENT MAINT AND REPAIR	1,246.00
11/11/2024	GENERAL TRAFFIC CONTROLS INC	DETECTION CAMERAS	214.00
11/11/2024	GENERAL TRAFFIC CONTROLS INC	CAMERA REPAIR	1,785.00
11/11/2024	GLADYS MORALES	REFUND DEPOSIT	52.70
11/11/2024	GRIMES ASPHALT & PAVING	COLD MIX	1,243.10
11/11/2024	GRIMES ASPHALT & PAVING	STREET MAINT SUPPLIES	156.75
11/11/2024	HEARTLAND CO-OP	FORK LIFT PROPANE	39.25
11/11/2024	HI TOUCH BUSINESS SERVICES	BREAKROOM SUPPLIES	69.06
11/11/2024	HI TOUCH BUSINESS SERVICES	OFFICE SUPPLIES	16.36
11/11/2024	HI TOUCH BUSINESS SERVICES	OFFICE SUPPLIES	9.69
11/11/2024	HI TOUCH BUSINESS SERVICES	OFFICE SUPPLIES	16.29
11/11/2024	HI TOUCH BUSINESS SERVICES	OFFICE SUPPLIES	3.19
11/11/2024	HI TOUCH BUSINESS SERVICES	PAPER	68.70
11/11/2024	HI TOUCH BUSINESS SERVICES	PAPER	21.79
11/11/2024	HI TOUCH BUSINESS SERVICES	OFFICE SUPPLIES	165.77
11/11/2024	HI TOUCH BUSINESS SERVICES	PAPER	41.49
11/11/2024	HI TOUCH BUSINESS SERVICES	CREDIT OFFICE SUPPLIES	41.49
11/11/2024	HOME PEST CARE	CAMPBELL CONCESSIONS PEST CONTROL	105.00
11/11/2024	HOTSY CLEANING SYSTEM	HOTSY REPAIR	331.87
11/01/2024	ICMA	LOAN REPAYMENT LOAN REPAYMENT Pay Period: 10/26/2024	743.99
11/01/2024	ICMA RETIREMENT CORP.#457	CURRENT PAY WITHHOLDING ICMA CITY OUT DEF COMP - Pay Period: 10/2	6,613.99
11/01/2024	ICMA RETIREMENT CORP.#457	CURRENT PAY WITHHOLDING ICMA -DEF COMP Pay Period: 10/26/2024	11,030.33

Date Paid	Vendor Name	Description	Amount Paid
11/01/2024	ICMA RETIREMENT CORP.#457	CURRENT PAY WITHHOLDING ICMA ROTH DEF COMP Pay Period: 10/26/202	10,697.01
11/11/2024	IMWCA	WC INSTALL #5	14,739.00
11/11/2024	INFOMAX OFFICE SYSTEMS INC	COPIER MAINT	1,145.92
11/11/2024	INGRAM LIBRARY SERVICES	BOOKS-CHILDREN	122.02
11/11/2024	INGRAM LIBRARY SERVICES	BOOKS-HARBACH-CHILDREN	11.99
11/11/2024	INGRAM LIBRARY SERVICES	BOOKS-HARBACH-CHILDREN	4.79
11/11/2024	INGRAM LIBRARY SERVICES	BOOKS-HARBACH-CHILDREN	10.34
11/11/2024	INGRAM LIBRARY SERVICES	BOOKS-CHILDREN	10.34
11/11/2024	INGRAM LIBRARY SERVICES	BOOKS-CHILDREN	152.71
11/11/2024	INGRAM LIBRARY SERVICES	BOOKS-HARBACH-CHILDREN	18.15
11/11/2024	INGRAM LIBRARY SERVICES	BOOKS-YOUNG ADULT	22.68
11/11/2024	INGRAM LIBRARY SERVICES	BOOKS-YOUNG ADULT	12.07
11/11/2024	INGRAM LIBRARY SERVICES	BOOKS-HARBACH-CHILDREN	19.54
11/11/2024	INGRAM LIBRARY SERVICES	BOOKS-YOUNG ADULT	23.83
11/11/2024	INGRAM LIBRARY SERVICES	BOOKS-CHILDREN	86.27
11/11/2024	INGRAM LIBRARY SERVICES	BOOKS-CHILDREN	8.39
11/11/2024	INGRAM LIBRARY SERVICES	BOOKS-CHILDREN	96.31
11/11/2024	INGRAM LIBRARY SERVICES	BOOKS-YOUNG ADULT	39.27
11/11/2024	INGRAM LIBRARY SERVICES	ADULT FICTION	11.99
11/11/2024	INGRAM LIBRARY SERVICES	BOOKS-CHILDREN	7.79
11/11/2024	INGRAM LIBRARY SERVICES	CHILDREN PROGRAM SUPPLIES	92.80
11/11/2024	INGRAM LIBRARY SERVICES	BOOKS-CHILDREN	136.24
11/11/2024	INGRAM LIBRARY SERVICES	BOOKS-YOUNG ADULT	10.34
11/11/2024	INLAND TRUCK PARTS & SERVICE	#719 VEHICLE REPAIR	9.96
11/11/2024	INTERSTATE ALL BATTERY CENTER	#791 VEHICLE MAINT	166.30
11/11/2024	IOWA DEPARTMENT OF PUBLIC SAFETY	STATE SYSTEM MAINT	1,845.00
11/11/2024	IOWA LEAGUE OF CITIES	SALARY SURVEY	3,500.00
11/11/2024	IOWA PRISON INDUSTRIES	TRAFFIC SIGNS	122.80
11/11/2024	IOWA-DES MOINES SUPPLY INC	SHELTER SUPPLIES	601.34
11/01/2024	IPERS	CURRENT PAY IPERS WITHHOLDING IPERS-ELECTED OFFICIALS Pay Perio	204.59
11/01/2024	IPERS	CURRENT PAY IPERS WITHHOLDING IPERS-REGULAR MEMBERS Pay Perio	19,375.68
11/01/2024	IPERS	CURRENT PAY IPERS WITHHOLDING IPERS-REGULAR MEMBERS Pay Perio	29,078.84
11/01/2024	IPERS	CURRENT PAY IPERS WITHHOLDING IPERS RETIREMENT -FIRE Pay Period:	5,138.14
11/01/2024	IPERS	CURRENT PAY IPERS WITHHOLDING IPERS RETIREMENT -FIRE Pay Period:	7,703.05
11/01/2024	IPERS	CURRENT PAY IPERS WITHHOLDING IPERS-ELECTED OFFICIALS Pay Perio	136.31
10/22/2024	J & K CONTRACTING LLC	NW ALDERLEAF DR WATER CON PAY REQ 4	2,630.65
11/11/2024	J.R. STELZER CO	WATER TOWER WORK	18,250.00
11/11/2024	JENNY HO	REFUND DEPOSIT	12.46
11/11/2024	JOHNSTONE SUPPLY	FILTERS	8.67
11/11/2024	JOHNSTONE SUPPLY	FILTERS	8.66
11/11/2024	JOHNSTONE SUPPLY	FILTERS	8.66
11/11/2024	JOHNSTONE SUPPLY	FILTERS	8.66
11/11/2024	KATHY NAJA	MUSICIAN - MAYOR'S TREE LIGHTING	100.00
11/11/2024	KING DELIVERY SERVICE INC	DELIVERY CHARGES	15.85
11/11/2024	KNESS SIGNS	PARK SIGNAGE	146.00
11/11/2024	KNESS SIGNS	PARK SIGNAGE	129.96
11/11/2024	LIBRARY FURNITURE INTERNATIONAL	MINOR EQUIPMENT	2,295.00
11/11/2024	LIFEMED SAFETY, INC	EQUIPMENT MAINT	1,665.00
11/11/2024	LOGAN CONTRACTORS SUPPLY	PARTS	526.68
11/11/2024	LOGAN CONTRACTORS SUPPLY	STREET MAINT SUPPLIES	90.00
11/11/2024	LOGAN CONTRACTORS SUPPLY	STREET MAINT SUPPLIES	5,001.67
11/11/2024	LOGAN CONTRACTORS SUPPLY	CREDIT	526.68
11/11/2024	LOGAN CONTRACTORS SUPPLY	TRAIL REPAIR	446.40
11/11/2024	LOGAN CONTRACTORS SUPPLY	RING SAW REPAIR	52.90
11/11/2024	LOGAN CONTRACTORS SUPPLY	STREET MAINT SUPPLIES	3,780.00
11/11/2024	LOWES HOME CENTERS INC	SUPPLIES	9.48
11/11/2024	MACQUEEN EQUIPMENT	VALVE KEY EXTENSION REPLACEMENT	536.67
11/11/2024	MACQUEEN EQUIPMENT	L325 MAIN INTAKE REPLACEMENT TIPS	355.86

Date Paid	Vendor Name	Description	Amount Paid
11/11/2024	MACQUEEN EQUIPMENT	LT FIRE HELMET	380.00
11/11/2024	MAIL SERVICES	NEWSLETTER	1,136.14
11/11/2024	MAIL SERVICES	BILLS	832.03
11/11/2024	MAIL SERVICES	POSTAGE	2,546.55
11/11/2024	MAIL SERVICES	REMINDER NOTICES	42.83
11/11/2024	MAIL SERVICES	REMINDER NOTICES	46.90
11/11/2024	MAIL SERVICES	REMINDER NOTICES	48.15
11/11/2024	MAIL SERVICES	POSTAGE	216.46
11/11/2024	MATTHEW TODD	REFUND DEPOSIT	17.10
10/22/2024	MCCLURE	INDIAN HILLS TRAIL/BRIDGE PAY REQ 9	5,669.75
10/22/2024	MCCLURE	INDIAN HILLS TRAIL/BRIDGE PAY REQ 10	1,388.15
11/11/2024	MEDIACOM	LIBRARY INTERNET	294.90
11/11/2024	MEDIACOM	LIBRARY INTERNET	19.95
11/11/2024	MENARDS	GROUNDS MAINT	42.96
11/11/2024	MENARDS	SUPPLIES	25.93
11/11/2024	MENARDS	BUILDING MAINT	69.90
11/11/2024	MENARDS	POOL PAINTING SUPPLIES	215.18
11/11/2024	MENARDS	STREET MAINT SUPPLIES	264.82
11/11/2024	MENARDS	EQUIPMENT DEF	30.96
11/11/2024	MENARDS	LEISURE POOL PAINTING	59.94
11/11/2024	MENARDS	POOL CONCRETE REPAIR	36.46
11/11/2024	MENARDS	OTHER EQUIPMENT	71.72
11/11/2024	MENARDS	PODIUM REPAIR SUPPLIES	27.75
11/11/2024	MENARDS	TRAFFIC SUPPLIES	9.99
11/11/2024	MENARDS	GROUNDS MAINT	692.26
11/11/2024	MENARDS	TV TRUCK TOOL REPLACEMENT	3.59
11/11/2024	MENARDS	EQUIPMENT REPAIR	34.99
11/11/2024	MENARDS	STREET MAINT SUPPLIES	53.21
11/11/2024	MENARDS	LIGHTING REPAIRS	67.10
11/11/2024	MENARDS	LIGHTING PHOTO EYE	30.43
11/11/2024	MENARDS	TRAINING SUPPLIES	19.98
11/11/2024	MENARDS	KITCHEN/SHOP SUPPLIES	55.86
11/11/2024	MENARDS	VEHICLE CAR WASH	22.76
11/11/2024	MERCYONE CLIVE PHARMACY	EMS MEDICATION	248.24
11/11/2024	MERCYONE HEALTH & FITNESS CENTER	WELLNESS COACHING	200.00
11/11/2024	MERCYONE OCCUPATIONAL HEALTH	PHYSICALS, DRUG SCREENS	1,841.00
11/11/2024	METRO WASTE AUTHORITY	GROUNDS MAINT	30.66
11/11/2024	METRO WASTE AUTHORITY	GROUNDS MAINT	21.93
11/11/2024	METRO WASTE AUTHORITY	GROUNDS MAINT	36.40
11/11/2024	METRO WASTE AUTHORITY	SWEEPINGS	84.01
11/11/2024	METRO WASTE AUTHORITY	SWEEPINGS	130.40
11/11/2024	METRO WASTE AUTHORITY	SWEEPINGS	145.20
11/11/2024	METRO WASTE AUTHORITY	SWEEPINGS	122.40
11/11/2024	METRO WASTE AUTHORITY	SWEEPINGS	168.40
11/11/2024	METRO WASTE AUTHORITY	SWEEPINGS	146.80
11/11/2024	METRO WASTE AUTHORITY	COMPOST STICKERS	244.00
11/11/2024	METRO WASTE AUTHORITY	COMPOST STICKERS	122.00
11/11/2024	METRO WASTE AUTHORITY	YARD WASTE STICKERS	300.00
11/11/2024	METRO WASTE AUTHORITY	YARD WASTE BAGS	825.00
11/11/2024	METRO WASTE AUTHORITY	CURB IT - SEPT 24	27,420.46
11/11/2024	METRO WASTE AUTHORITY	CURB IT - OCT 24	27,530.38
11/11/2024	METRO WASTE AUTHORITY	SOLID WASTE SEPT 24	69,870.28
11/11/2024	METRO WASTE AUTHORITY	SOLID WASTE OCT 24	70,199.26
11/11/2024	MIDAMERICAN ENERGY DAV	ELEC/GAS SERVICE PARKS	349.71
11/11/2024	MIDAMERICAN ENERGY DAV	ELEC/GAS SERVICE AQUATIC	470.18
11/11/2024	MIDAMERICAN ENERGY DAV	WATER FACILITIES	426.76
11/11/2024	MIDAMERICAN ENERGY DAV	TRAFFIC LIGHTS	567.88
11/11/2024	MIDAMERICAN ENERGY DAV	STREET LIGHTS	7,951.83

Date Paid	Vendor Name	Description	Amount Paid
11/11/2024	MIDAMERICAN ENERGY DAV	STREET LIGHTS	7,951.83
11/11/2024	MIDAMERICAN ENERGY DAV	CITY HALL ELECTRIC & GAS SERVICE	1,165.89
11/11/2024	MIDAMERICAN ENERGY DAV	PW BUILDING	2,005.18
11/11/2024	MIDAMERICAN ENERGY DAV	ELEC/GAS SERVICE PARKS	19.05
11/11/2024	MIDAMERICAN ENERGY DAV	ELEC/GAS SERVICE PARKS	17.62
11/11/2024	MIDAMERICAN ENERGY DAV	TRAFFIC LIGHTS	112.22
11/11/2024	MIDAMERICAN ENERGY DAV	TRAFFIC LIGHTS	58.04
11/11/2024	MIDAMERICAN ENERGY DAV	ELEC/GAS SERVICE PARKS	12.36
11/11/2024	MIDAMERICAN ENERGY DAV	ELEC/GAS SERVICE PARKS	247.62
11/11/2024	MIDAMERICAN ENERGY DAV	ELEC/GAS SERVICE PARKS	10.32
11/11/2024	MIDAMERICAN ENERGY DAV	ELEC/GAS SERVICE PARKS	10.00
11/11/2024	MIDAMERICAN ENERGY DAV	TRAFFIC LIGHTS	93.19
11/11/2024	MIDAMERICAN ENERGY DAV	ELEC/GAS SERVICE PARKS	10.00
11/11/2024	MIDAMERICAN ENERGY DAV	STREET LIGHTS	58.44
11/11/2024	MIDAMERICAN ENERGY DAV	WATER FACILITIES	13.56
11/11/2024	MIDAMERICAN ENERGY DAV	HARBACH ELECTRIC & GAS SERVICE	1,241.99
11/11/2024	MIDAMERICAN ENERGY DAV	ELEC/GAS SERVICE PARKS	188.59
10/22/2024	MIDWEST GROUP BENEFITS-	Flex Admin Monthly- Apr/May/June	120.00
10/22/2024	MIDWEST GROUP BENEFITS-	Flex Admin Monthly- Apr/May/June	72.00
10/22/2024	MIDWEST GROUP BENEFITS-	Flex Admin Monthly- Apr/May/June	9.60
10/22/2024	MIDWEST GROUP BENEFITS-	Flex Admin Monthly- Apr/May/June	38.40
10/22/2024	MIDWEST GROUP BENEFITS-	Flex Admin Monthly- Apr/May/June	12.00
10/22/2024	MIDWEST GROUP BENEFITS-	Flex Admin Monthly- Apr/May/June	24.00
10/22/2024	MIDWEST GROUP BENEFITS-	Flex Admin Monthly- Apr/May/June	24.00
10/22/2024	MIDWEST GROUP BENEFITS-	Flex Admin Monthly- Apr/May/June	12.00
10/22/2024	MIDWEST GROUP BENEFITS-	Flex Admin Monthly- Apr/May/June	24.00
10/22/2024	MIDWEST GROUP BENEFITS-	Flex Admin Monthly- Apr/May/June	12.00
10/22/2024	MIDWEST GROUP BENEFITS-	Flex Admin Monthly- Apr/May/June	24.00
10/22/2024	MIDWEST GROUP BENEFITS-	Flex Admin Monthly- Apr/May/June	12.00
10/22/2024	MIDWEST GROUP BENEFITS-	Flex Admin Monthly- Apr/May/June	24.00
10/22/2024	MIDWEST GROUP BENEFITS-	Flex Admin Monthly- Apr/May/June	12.00
10/22/2024	MIDWEST GROUP BENEFITS-	Flex Admin Monthly- Apr/May/June	24.00
10/22/2024	MIDWEST GROUP BENEFITS-	Flex Admin Monthly- Apr/May/June	12.00
10/22/2024	MIDWEST GROUP BENEFITS-	Flex Admin Monthly- Apr/May/June	24.00
10/22/2024	MIDWEST GROUP BENEFITS-	Flex Admin Monthly- Apr/May/June	12.00
10/22/2024	MIDWEST GROUP BENEFITS-	Flex Admin Monthly- Apr/May/June	24.00
10/22/2024	MIDWEST GROUP BENEFITS-	Flex Admin Monthly- July/Aug/Sept	36.00
10/22/2024	MIDWEST GROUP BENEFITS-	Flex Admin Monthly- July/Aug/Sept	12.00
10/22/2024	MIDWEST GROUP BENEFITS-	Flex Admin Monthly- July/Aug/Sept	24.00
10/22/2024	MIDWEST GROUP BENEFITS-	Flex Admin Monthly- July/Aug/Sept	36.00
10/22/2024	MIDWEST GROUP BENEFITS-	Flex Admin Monthly- July/Aug/Sept	24.00
10/22/2024	MIDWEST GROUP BENEFITS-	Flex Admin Monthly- July/Aug/Sept	4.00
10/22/2024	MIDWEST GROUP BENEFITS-	Flex Admin Monthly- July/Aug/Sept	24.00
10/22/2024	MIDWEST GROUP BENEFITS-	Flex Admin Monthly- July/Aug/Sept	12.00
10/22/2024	MIDWEST GROUP BENEFITS-	Flex Admin Monthly- July/Aug/Sept	12.00
10/22/2024	MIDWEST GROUP BENEFITS-	Flex Admin Monthly- July/Aug/Sept	24.00
10/22/2024	MIDWEST GROUP BENEFITS-	Flex Admin Monthly- July/Aug/Sept	16.00
10/22/2024	MIDWEST GROUP BENEFITS-	Flex Admin Monthly- July/Aug/Sept	16.00
10/22/2024	MIDWEST GROUP BENEFITS-	Flex Admin Monthly- July/Aug/Sept	120.00
10/22/2024	MIDWEST GROUP BENEFITS-	Flex Admin Monthly- July/Aug/Sept	80.00
10/22/2024	MIDWEST GROUP BENEFITS-	Flex Admin Monthly- July/Aug/Sept	12.00
10/22/2024	MIDWEST GROUP BENEFITS-	Flex Admin Monthly- July/Aug/Sept	48.00
10/22/2024	MIDWEST GROUP BENEFITS-	Flex Admin Monthly- July/Aug/Sept	36.00
11/11/2024	MIDWEST MOM & WIFE, LLC	SUMMER CAMP FAIR	250.00
11/11/2024	MILLER NURSERY	TREES	453.95
11/11/2024	MIRACLE RECREATION EQUIP CO	PLAYGROUND EQUIPMENT	4,285.20
11/11/2024	MISTER CAR WASH	CAR WASHES	275.00
11/01/2024	MUNICIPAL FIRE & POLICE	CURRENT PAY WITHHOLDING MUNICIPAL FIRE & POLICE RETIRE Pay Perio	21,981.87

Date Paid	Vendor Name	Description	Amount Paid
11/01/2024	MUNICIPAL FIRE & POLICE	CURRENT PAY WITHHOLDING MUNICIPAL FIRE & POLICE RETIRE Pay Perio	9,264.20
11/11/2024	NEBRASKA FURNITURE MART	REFRIGERATOR -CH	849.99
11/11/2024	NETWORKS	PROFESSIONAL FEES	75.00
11/11/2024	NETWORKS	HOSTED BACKUP	1,824.36
11/11/2024	NETWORKS	SOFTWARE SUBSCR	19.25
11/11/2024	NETWORKS	PROFFESIONAL FEES	75.00
11/11/2024	NETWORKS	HOSTED EMAIL	1,422.15
11/11/2024	NETWORKS	SOFTWARE SUBSCR	27.00
11/11/2024	NYEMASTER-GOODE	PROSECUTIONS	16,755.00
11/11/2024	NYEMASTER-GOODE	CITY COUNCIL	850.00
11/11/2024	NYEMASTER-GOODE	LEGAL GENERAL	6,881.50
11/11/2024	NYEMASTER-GOODE	LEGAL HR	675.00
11/11/2024	NYEMASTER-GOODE	LEGAL	1,000.00
11/11/2024	NYEMASTER-GOODE	LEGAL	82.50
11/11/2024	ONE SOURCE	BACKGROUND CHECKS	175.00
11/11/2024	OPN ARCHITECTS INC	PAY REQ 7- CITY HALL REMODEL DESIGN SERVICES	35,556.78
11/11/2024	P & P SMALL ENGINES INC	SNOW BLOWER PARTS	7.99
11/11/2024	P & P SMALL ENGINES INC	SMALL EQUIPMENT PARTS	230.98
11/11/2024	PLAYAWAY PRODUCTS LLC	YOUTH MEDIA	224.95
11/11/2024	POLK COUNTY TREASURER	PAY TO OTHER AGENCIES - BLOOD DRAW	150.00
11/11/2024	POLK COUNTY TREASURER	FLOOD PRONE PROPERTY BUY OUT	1,135.00
11/11/2024	RANGEMASTERS	UNIFORM ALLOW - D. HERZOG	35.00
11/11/2024	RANGEMASTERS	NEW OFFICERS UNIFORM- S. PITEO	1,014.00
11/11/2024	RANGEMASTERS	UNIFORM ALLOW - J. NIELSEN	307.06
11/11/2024	RANGEMASTERS	NEW OFFICER UNIFORM - G. HAWK	894.87
11/11/2024	RANGEMASTERS	NEW OFFICERS UNIFORM - G. HAWK	1,523.17
11/11/2024	RANGEMASTERS	UNIFORM ALLOW - A. JONES	28.48
11/11/2024	RANGEMASTERS	UNIFORM ALLOW - A. FAULKNER	109.25
11/11/2024	RANGEMASTERS	UNIFORM ALLOW - J. LAMP	17.09
11/11/2024	RANGEMASTERS	NEW OFFICER UNIFORM - M. JENNETT	212.74
11/11/2024	REB SERVICES	REFUND DEPOSIT	1,548.93
11/01/2024	RELIANCE STANDARD LIFE INSURANCE	VOL LIFE INSURANCE Pay Period: 10/26/2024	1,183.04
11/11/2024	RINGCENTRAL INC	HOSTED VOICE	2,803.59
11/11/2024	RJ THOMAS MFG CO INC	GROUNDS MAINT	438.00
11/11/2024	ROY'S TOWING AND RECOVERY	#716 TOWING	370.00
11/11/2024	SECTOR	OTHER CAPITAL EQUIP - K9	481.00
11/11/2024	SECURITY EQUIPMENT INC	PADLOCKS	62.48
11/11/2024	SECURITY EQUIPMENT INC	PADLOCKS	62.48
11/11/2024	SECURITY EQUIPMENT INC	PADLOCKS	62.48
11/11/2024	SECURITY EQUIPMENT INC	PADLOCKS	62.48
11/11/2024	SECURITY EQUIPMENT INC	PADLOCKS	62.48
11/11/2024	SECURITY EQUIPMENT INC	LOCK REPLACEMENT	13.00
11/11/2024	SHI INTERNATIONAL CORP	SOFTWARE SUBSCRIPTION	2,996.32
11/11/2024	SHREDDER, THE	DOCUMENT DESTRUCTION	72.00
11/11/2024	SHREDDER, THE	HARD DRIVE DESTRUCTION	1,092.00
11/11/2024	SMITHGROUP, INC	GREENBELT LANDING DESIGN WORK	3,203.60
11/11/2024	SMITHGROUP, INC	LINNAN PARK PROJECT PAY REQUEST #11	46,858.80
11/11/2024	SPECTRUM ADVANTAGE LLC	FIBER SPLICING 86TH AND HARBACH	1,964.00
11/11/2024	SPRAYER SPECIALTIES INC	STREET MAINT SUPPLIES	169.28
11/11/2024	STEW HANSEN	C302 VEHICLE MAINT	119.25
11/11/2024	STIVERS FORD	#732 EQUIPMENT REPAIR	160.36
11/11/2024	STIVERS FORD	#707 VEHICLE REPAIR	68.68
11/11/2024	STIVERS FORD	#703 PERSONNEL VEHICLE (OLD #6)	45,609.00
11/11/2024	STIVERS FORD	#738 LOCATE VEHICLE (OLD #44)	45,609.00
11/11/2024	SUPERIOR PEST CONTROL	PEST CONTROL	177.54
11/11/2024	SUPERIOR PEST CONTROL	PEST CONTROL	47.85
11/11/2024	SUPERIOR PEST CONTROL	PEST CONTROL	104.61
11/11/2024	SUPERIOR PEST CONTROL	PEST CONTROL	331.00

Date Paid	Vendor Name	Description	Amount Paid
11/11/2024	SWAIM APPRAISAL SERVICES	APPRAISAL	450.00
11/11/2024	SWAIM APPRAISAL SERVICES	APPRAISAL	450.00
11/11/2024	TERRACON CONSULTANTS INC	ASBESTOS INSPECTION FOR GREENBELT LANDING WORK	4,000.00
11/11/2024	THOMAS BUS SALES	#771 EQUIPMENT REPAIR	980.66
11/11/2024	TITAN MACHINERY	#782 EQUIPMENT MAINT	509.35
11/11/2024	TITAN MACHINERY	#782 EQUIPMENT MAINT	95.98
11/11/2024	TITAN MACHINERY	#782 EQUIPMENT MAINT	464.00
11/11/2024	TK CONCRETE INC	WESTGATE PKWY SIDEWALK	5,650.00
11/11/2024	TNEMEC COMPANY INC	POOL PAINT	1,592.28
11/01/2024	TREAS - STATE OF IA WH TAX	STATE WITHHOLDING STATE WITHHOLDING TAX Pay Period: 10/26/2024	28,018.00
11/11/2024	UNIQUE	MISC CONTRACT WORK- COLLECTION AGENCY	29.55
11/01/2024	UNITED WAY	CURRENT PAY WITHHOLDING UNITED WAY Pay Period: 10/26/2024	162.12
11/11/2024	VALLEY VOCAL MUSIC WDMCS	MAYOR'S TREE LIGHTING	200.00
11/11/2024	VAN DIEST SUPPLY COMPANY	CHEMICALS	1,637.00
11/11/2024	VAN METER INC	ELECTRIC TAPE FOR METERS	135.05
11/11/2024	VAN METER INC	LIGHT BULBS	258.33
11/11/2024	VERIZON	IPADS	1,999.95
11/11/2024	VERIZON	DATA PLANS	1,876.30
11/11/2024	VERIZON	CELL DATA SERVICE	166.63
11/11/2024	VERIZON	CELL DATA SERVICE	55.54
11/11/2024	VERIZON	CELL DATA SERVICE	166.65
11/11/2024	VERIZON	DCU CELL	125.12
11/11/2024	VERIZON	DATA PROCESSING HOT SPOTS	80.02
11/11/2024	VESTIS	UNIFORMS	20.06
11/11/2024	VESTIS	UNIFORMS	53.52
11/11/2024	VESTIS	UNIFORMS	53.52
11/11/2024	VESTIS	UNIFORMS	95.88
11/11/2024	VESTIS	UNIFORMS	100.23
11/11/2024	VESTIS	UNIFORMS	55.94
11/11/2024	VESTIS	UNIFORMS	55.94
11/11/2024	VESTIS	UNIFORMS	20.98
11/11/2024	VESTIS	UNIFORMS	22.40
11/11/2024	VESTIS	UNIFORMS	59.76
11/11/2024	VESTIS	UNIFORMS	59.76
11/11/2024	VESTIS	UNIFORMS	107.07
11/11/2024	WARNER PLASTICS & LINERS INC	PAVEMENT MARKINGS SHEETINGS	320.00
11/11/2024	WEST DES MOINES WATER WORKS	WATER FACILITIES	208.39
11/11/2024	XTREME TREE	TREE REMOVAL	1,580.00
11/11/2024	ZIEGLER INC	GENERATOR MAINT	756.00
11/11/2024	ZIMCO SUPPLY CO	GROUNDS MAINT	740.00
11/11/2024	ZIMCO SUPPLY CO	GROUNDS MAINT	740.00
11/11/2024	ZIMCO SUPPLY CO	CHEMICAL HERBICIDES	188.85
Grand Totals:			1,392,490.22

Date Paid	Vendor Name	Description	Amount Paid

The following expenditures have been reviewed and authorized as being justified and properly due and made in accordance to city guidelines.
This listing has been prepared by Finance Department staff and is being submitted to the City Council for approval.

Bill List Claims	\$	1,392,490.22
(10/22/2024 - 11/11/2024)		
Payroll		
(11/01/2024)		322,166.52
Total	\$	1,714,656.74

Of the total payrolls, \$172.71 are expense reimbursements.


Elizabeth Hansen, Director of Administrative Services

Date: 11/11/2024

Dated: _____

City Council:

- Srikant Mikkilineni
- Eric Klein
- Ted Weaver
- Michael McCoy
- Susan Judkins



Memo

TO: Mayor and Council members

FROM: Matthew Graham, City Clerk

DATE: November 14, 2024

RE: Approve City Council Calendar - 2025

SYNOPSIS:

Attached calendar has been drafted for your approval.

Attachments:

1. CALENDAR 2025 Council

2024

January						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May						
S	M	T	W	T	F	S
					2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June						
S	M	T	W	T	F	S
1	02	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

 Council Meetings

 Work Sessions

 City Holidays

Updated 10/15/2024



Memo

TO: Mayor and Council members

FROM: Jim Hagelie, Engineering Services Administrator

DATE: November 14, 2024

RE: Resolution Approving Change Order #1 - Des Moines Asphalt and Paving - 2024 Residential HMA Pavement Rehabilitation Project - \$720.99

SYNOPSIS:

Staff is recommending approval of Change Order #1 to Des Moines Asphalt and Paving for additional work performed on the above referenced project as follows:

Change Order #1 – \$720.99

This Change Order balances the unit items on the project to account for overruns and underruns and arrive at a final contract amount. Work on the project is now complete and the final contract amount is \$509,367.29.

Please feel free to contact me at 223-6231 prior to the meeting if you have any questions or concerns.

Attachments:

1. DM Asphalt 2024 Overlay Change Order
2. Change Order #1

RESOLUTION NO. _____

RESOLUTION APPROVING CHANGE ORDER NO. 1 FOR
DES MOINES ASPHALT & PAVING
2024 RESIDENTIAL HMA PAVEMENT REHABILITATION PROJECT

WHEREAS, City staff has determined that it is necessary to make the changes set forth in Change Order No. 1 to the contract with Des Moines Asphalt & Paving in regard to the 2024 Residential HMA Pavement Rehabilitation Project (the “Project”); and

WHEREAS, the City Council of the City of Clive, Iowa, is desirous of approving said Change Order No. 1 and authorizing the Mayor to execute same on behalf of the City of Clive, Iowa.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CLIVE, IOWA:

That Change Order No. 1 to the contract with Des Moines Asphalt & Paving, is hereby determined to be in the best interests of the residents of the City of Clive, Iowa, and is hereby accepted and approved by this City Council; and the Mayor is hereby authorized and directed to execute said Change Order No. 1 on behalf of the City of Clive, Iowa.

PASSED AND APPROVED THIS ____ of _____, 2024.

CITY OF CLIVE, IOWA

By: _____
John Edwards, Mayor

ATTEST:

Matthew D. Graham, City Clerk



City of Clive

Change Order Details

2024 RESIDENTIAL HMA PAVEMENT REHABILITATION PROJECT

Description	HMA OVERLAY WITH SOME FULL DEPTH PATCHING, INTAKE REPLACEMENT, AND SIDEWALK REPLACEMENT
Prime Contractor	Des Moines Asphalt and Paving 5550 NE 22nd St. , PO BOX 3365 Des Moines, IA 50316
Change Order	1
Status	Pending
Date Created	10/30/2024
Summary	Balancing Change Order for Final Payment
Change Order Description	Balancing Change Order for Final Payment
Awarded Project Amount	\$508,646.30
Authorized Project Amount	\$508,646.30
Change Order Amount	\$720.99
Revised Project Amount	\$509,367.29

Increases/Decreases

Line Number	Item ID	Unit	Unit Price	Current		Change		Revised	
				Quantity	Amount	Quantity	Amount	Quantity	Amount
Section: 1 - Description									
0010	24-001	EACH	\$4,750.000	2.000	\$9,500.00	-2.000	-\$9,500.00	0.000	\$0.00
STORM SEWER INTAKE, SW-503									
Reason: Balancing Change Order									
0020	24-002	EACH	\$6,875.000	1.000	\$6,875.00	-1.000	-\$6,875.00	0.000	\$0.00
STORM SEWER INTAKE, SW-506									
Reason: Balancing Change Order									
0050	24-005	EACH	\$1,250.000	3.000	\$3,750.00	-1.000	-\$1,250.00	2.000	\$2,500.00
REMOVE INTAKE									
Reason: Balancing Change Order									
0060	24-006	LF	\$30.000	330.000	\$9,900.00	36.000	\$1,080.00	366.000	\$10,980.00
CURB AND GUTTER, PCC, 3.0'									
Reason: Balancing Change Order									
0080	24-008	TON	\$134.000	568.000	\$76,112.00	-10.800	-\$1,447.20	557.200	\$74,664.80
HMA PAVEMENT, INTERLAYER									

Line Number	Item ID	Unit	Unit Price	Current		Change		Revised	
				Quantity	Amount	Quantity	Amount	Quantity	Amount
Reason: Balancing Change Order									
0090	24-009	TON	\$99.000	1,113.000	\$110,187.00	-90.700	-\$8,979.30	1,022.300	\$101,207.70
HMA PAVEMENT, ST SURFACE, 1/2", NO FRICTION									
Reason: Balancing Change Order									
0120	24-012	LF	\$13.000	330.000	\$4,290.00	36.000	\$468.00	366.000	\$4,758.00
REMOVAL OF CURB									
Reason: Balancing Change Order									
0130	24-013	SY	\$55.000	115.000	\$6,325.00	-4.700	-\$258.50	110.300	\$6,066.50
SIDEWALK, PCC, 4"									
Reason: Balancing Change Order									
0160	24-016	SY	\$85.000	478.000	\$40,630.00	238.000	\$20,230.00	716.000	\$60,860.00
FULL DEPTH PATCHES									
Reason: Balancing Change Order									
0210	24-021	SY	\$2.000	1,205.000	\$2,410.00	-1,205.000	-\$2,410.00	0.000	\$0.00
TEMPORARY RECP, TYPE 1									
Reason: Balancing Change Order									

Line Number	Item ID	Unit	Unit Price	Current		Change		Revised	
				Quantity	Amount	Quantity	Amount	Quantity	Amount
0220	24-022	LS	\$1,250.000	1.000	\$1,250.00	0.000	-\$1,250.00	1.000	\$0.00
EROSION CONTROL MULCHING- HYDROMULCHING									
0270	24-027	EACH	\$3,250.000	3.000	\$9,750.00	4.000	\$13,000.00	7.000	\$22,750.00
STORM SEWER INTAKE, SW-501									
Reason: Balancing Change Order									
0280	24-028	EACH	\$4,750.000	1.000	\$4,750.00	-1.000	-\$4,750.00	0.000	\$0.00
STORM SEWER INTAKE, SW-503									
Reason: Balancing Change Order									
0310	24-031	EACH	\$1,250.000	4.000	\$5,000.00	-1.000	-\$1,250.00	3.000	\$3,750.00
REMOVE INTAKE									
Reason: Balancing Change Order									
0330	24-033	TON	\$168.010	130.000	\$21,841.30	-5.510	-\$925.74	124.490	\$20,915.56
HMA PAVEMENT, INTERLAYER									
Reason: Balancing Change Order									
0340	24-034	TON	\$109.000	254.000	\$27,686.00	-2.030	-\$221.27	251.970	\$27,464.73
HMA PAVEMENT, ST SURFACE, 1/2", NO FRICTION									
Reason: Balancing Change Order									

Line Number	Item ID	Unit	Unit Price	Current		Change		Revised	
				Quantity	Amount	Quantity	Amount	Quantity	Amount
0360	24-036	SY	\$85.000	292.000	\$24,820.00	74.000	\$6,290.00	366.000	\$31,110.00
FULL DEPTH PATCHES									
Reason: Balancing Change Order									
0410	24-041	SY	\$2.000	115.000	\$230.00	-115.000	-\$230.00	0.000	\$0.00
TEMPORARY RECP, TYPE 1									
Reason: Balancing Change Order									
0420	24-042	LS	\$1,000.000	1.000	\$1,000.00	0.000	-\$1,000.00	1.000	\$0.00
EROSION CONTROL MULCHING- HYDROMULCHING									
19 items			Totals	\$366,306.30		\$720.99		\$367,027.29	

Mayor, City of Clive	Date
Project Engineer, Jim Hagelie	Date
Field Engineer, Nolan Daft	Date
Contractor, Des Moines Asphalt and Paving	Date



Memo

TO: Mayor and Council members

FROM: Jim Hagelie, Engineering Services Administrator

DATE: November 14, 2024

RE: Resolution Approving Change Order #1 - Sternquist Construction -
Hickman Road & NW 161st Street Phase 2 Intersection Improvement
Project - \$1,870.00

SYNOPSIS:

Staff is recommending approval of Change Order #1 to Sternquist Construction for additional work performed on the above referenced project as follows:

Change Order #1 – \$1,870.00

This Change Order adds a small area of sod at the southeast end of the project at the request of the City of Waukee. The revised contract amount after this change is \$561,325.00.

Please feel free to contact me at 223-6231 prior to the meeting if you have any questions or concerns.

Attachments:

1. Sternquist Change Order 161st
2. Change Order #1

RESOLUTION NO. _____

RESOLUTION APPROVING CHANGE ORDER NO. 1 FOR
STERNQUIST CONSTRUCTION
HICKMAN ROAD & NW 161st STREET PHASE 2 INTERSECTION
IMPROVEMENT PROJECT

WHEREAS, the City staff has determined that it is necessary to make the changes set forth in Change Order No. 1 to the contract with Sternquist Construction in regard to the Hickman Road & NW 161st Street Phase 2 Intersection Improvement Project (the “Project”); and

WHEREAS, the City Council of the City of Clive, Iowa, is desirous of approving said Change Order No. 1 and authorizing the Mayor to execute same on behalf of the City of Clive, Iowa.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CLIVE, IOWA:

That Change Order No. 1 to the contract with Sternquist Construction, is hereby determined to be in the best interests of the residents of the City of Clive, Iowa, and is hereby accepted and approved by this City Council; and the Mayor is hereby authorized and directed to execute said Change Order No. 1 on behalf of the City of Clive, Iowa.

PASSED AND APPROVED THIS ____ of _____, 2024.

CITY OF CLIVE, IOWA

By: _____
John Edwards, Mayor

ATTEST:

Matthew D. Graham, City Clerk



City of Clive

Change Order Details

HICKMAN ROAD (US 6) & 161ST STREET/ SE LEGACT POINTE BLVD

Description	WIDEN LEGACY POINTE TO CREATE A BOULEVARD
Prime Contractor	STERNQUIST CONSTRUCTION INDIANOLA, IA
Change Order	1
Status	Pending
Date Created	10/30/2024
Type	Changed Conditions
Summary	New item
Change Order Description	Adding sod per request of Waukee residents
Awarded Project Amount	\$559,455.00
Authorized Project Amount	\$559,455.00
Change Order Amount	\$1,870.00
Revised Project Amount	\$561,325.00

New Items

Line Number	Item ID	Unit	Quantity	Unit Price	Extension
Section: 1 - Description					
0530	24-109	LS	1.000	\$1,870.000	\$1,870.00
SODDING					
1 item					Total: \$1,870.00

Mayor, City of Clive

Date

Project Engineer, Jim Hagelie

Date

Field Engineer, Nolan Daft

Date

Nick Waterhouse

Digitally signed by Nick Waterhouse
DN: cn=Nick Waterhouse, o=Sternquist Construction, ou,
email=nwaterhouse@sternquistconstruction.com, c=US
Date: 2024.11.05 14:58:26 -06'00'

Contractor, Sternquist Construction

Date



Memo

TO: Mayor and Council members

FROM: Jonathan Cygan, Civil Engineer

DATE: November 14, 2024

RE: Resolution Approving Change Order #2 - Alliance Construction Group - NW 114th Street Reconstruction - \$2,800.00

SYNOPSIS:

Staff is recommending approval of Change Order #2 in the amount of \$2,800.00 to Alliance Construction Group for work performed on the above referenced project.

The change order covers extra work and adjustments for the following items.

1. Additional cost associated with traffic control for winter tear down and reinstallation in 2025.
2. Revised completion date of the total project to account for weather and franchise utility delays outside the control of the Contractor and City. Substantial completion and opening to traffic extended to July 3rd, 2025. Final completion was extended to the Fall of 2025 for sod to be placed at a more ideal time for establishment.

A breakdown of the contract status is as follows:

Original Contract Amount - \$1,352,231.28

Change Order #2 - \$2,800.00

Revised Contract Amount - \$1,355,031.28

Please feel free to contact me at jcygan@cityofclive.com or 515-223-6231 prior to the meeting if you have any questions or concerns.

Attachments:

1. Resolution Change Order
2. Change Order #2

RESOLUTION NO. _____

RESOLUTION APPROVING CHANGE ORDER NO. 2
FOR ALLIANCE CONSTRUCTION GROUP
NW 114th STREET RECONSTRUCTION

WHEREAS, the City staff has determined that it is necessary to make the changes set forth in Change Order No. 2 to the contract with Alliance Construction Group in regard to the NW 114th Street Reconstruction (the “Project”); and

WHEREAS, the City Council of the City of Clive, Iowa, is desirous of approving said Change Order No. 2 and authorizing the Mayor to execute same on behalf of the City of Clive, Iowa.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CLIVE, IOWA:

That Change Order No. 2 to the contract with Alliance Construction Group, is hereby determined to be in the best interests of the residents of the City of Clive, Iowa, and is hereby accepted and approved by this City Council; and the Mayor is hereby authorized and directed to execute said Change Order No. 2 on behalf of the City of Clive, Iowa.

PASSED AND APPROVED THIS _____ day of _____, 2024.

By: _____
John Edwards, Mayor

ATTEST:

By: _____
Matthew D. Graham, City Clerk



City of Clive

Change Order Details

NW 114TH STREET RECONSTRUCTION

Description	Road reconstruction from 200' west of Nw 111th to walnut creek bridge.
Prime Contractor	Alliance Construction Group, LLC 9400 Plum Dr. Urbandale, IA 50322
Change Order	2
Status	Pending
Date Created	10/31/2024
Type	Changed Conditions
Summary	Extending completion date
Change Order Description	Due to the wet spring and unknown ground conditions phase 3 will be completed in 2025. Project shall be substantially complete by July 3rd 2025 with sodding to be complete by October 31st 2025.
Awarded Project Amount	\$1,349,523.50
Authorized Project Amount	\$1,352,231.28
Change Order Amount	\$2,800.00
Revised Project Amount	\$1,355,031.28

New Items

Line Number	Item ID	Unit	Quantity	Unit Price	Extension
Section: 1 - Description					
0610	23-005	LS	1.000	\$2,800.000	\$2,800.00
TEMPORARY TRAFFIC CONTROL					
Reason: Traffic control will need torn down over the winter and reinstalled in the spring of 2025.					
1 item					Total: \$2,800.00

Time Limit Changes

Type	Original Deadline	Current Deadline	Pending Extension	Pending Deadline
Completion Date	11/01/2024	11/01/2024	244.0 Days	07/03/2025
Completion Date				
Reason: Unknow conditions and weather				
1 time limit				

New Time Limits

Type	Pending Deadline	Pending Cost per Day
Completion Date	10/31/2025	\$750.00
(Primary) Completion date for sodding of stage 3		
1 time limit		

Mayor, City of Clive	Date
Project Engineer, Jonathan Cygan	Date
Field Engineer, Nolan Daft	Date
Contractor, Alliance Construction Group	Date



Memo

TO: Mayor and Council members

FROM: Jonathan Cygan, Civil Engineer

DATE: November 14, 2024

RE: Resolution Approving Change Order #4 - Mainline Construction - NW 99th Court Reconstruction - \$25,000.00

SYNOPSIS:

Staff is recommending approval of Change Order #4 in the amount of \$25,000.00 to Mainline Construction, Inc. for work performed on the above referenced project.

The change order covers the incentive payment for stage 3 of the project as outlined in the construction contract. As indicated in the contract a lump sum incentive payment of \$25,000 for each stage of the construction would be awarded if completed in the specified number of calendar days, this stage's specified calendar days was 55 days. Stage 3 started construction on 9/11/2024 and was opened back to traffic on 10/30/2024 for a total of 50 days meeting the requirement of the incentive payment.

A breakdown of the contract status is as follows:

Amended Contract Amount - \$1,602,928.44

Change Order #4 - \$25,000.00

Revised Contract Amount - \$1,627,928.44

Please feel free to contact me at jcygan@cityofclive.com or 515-223-6231 prior to the meeting if you have any questions or concerns.

Attachments:

1. Resolution - Change Order
2. Change Order #4

RESOLUTION NO. _____

RESOLUTION APPROVING CHANGE ORDER NO. 4
FOR MAINLINE CONSTRUCTION, INC.
NW 99th COURT RECONSTRUCTION

WHEREAS, the City staff has determined that it is necessary to make the changes set forth in Change Order No. 4 to the contract with Mainline Construction, Inc. in regard to the NW 99th Court Reconstruction (the “Project”); and

WHEREAS, the City Council of the City of Clive, Iowa, is desirous of approving said Change Order No. 4 and authorizing the Mayor to execute same on behalf of the City of Clive, Iowa.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CLIVE, IOWA:

That Change Order No. 4 to the contract with Mainline Construction, Inc. is hereby determined to be in the best interests of the residents of the City of Clive, Iowa, and is hereby accepted and approved by this City Council; and the Mayor is hereby authorized and directed to execute said Change Order No. 4 on behalf of the City of Clive, Iowa.

PASSED AND APPROVED THIS _____ day of _____, 2024.

By: _____
John Edwards, Mayor

ATTEST:

By: _____
Matthew D. Graham, City Clerk



City of Clive

Change Order Details

Nw 99th Court Reconstruction

Description	Total road reconstruction
Prime Contractor	Mainline Construction PO Box 173 Bondurant, IA 50035
Change Order	4
Status	Pending
Date Created	11/05/2024
Change Order Description	Stage 3 incentive
Awarded Project Amount	\$1,521,703.44
Authorized Project Amount	\$1,602,928.44
Change Order Amount	\$25,000.00
Revised Project Amount	\$1,627,928.44

New Items

Line Number	Item ID	Unit	Quantity	Unit Price	Extension
Section: 1 - Description					

Line Number	Item ID	Unit	Quantity	Unit Price	Extension
0620	24-102	LS	1.000	\$25,000.000	\$25,000.00
Stage 3 to be completed 55 days after the start date of stage 3					
1 item					Total: \$25,000.00

Mayor, City of Clive

Date

Project Engineer, Jonathan Cygan

Date

Field Engineer, Tony Clemenson

Date

Contractor,

Date



Memo

TO: Mayor and Council members

FROM: Pete De Kock, Assistant City Manager

DATE: November 14, 2024

RE: Approve Pay Request #1 - A+ Lawn and Landscape - 2024 Clive Soil Quality Restoration Cost-Share Program - \$72,153.95

SYNOPSIS:

Staff recommends approval of Pay Request #1 to A+ Lawn and Landscape for work completed from September 3 to September 30, 2024, on the 2024 Clive Soil Quality Restoration (SQR) Cost-Share Program. As outlined in the contract, the cost per square foot of SQR installation—including aerating and compost application—was \$.14. The final cost for the installations is \$72,153.95, which is less than the estimated project cost of \$91,000. The lower price is because we treated 516,771 square feet of turf, not the initially projected 650,000 square feet. This is the final pay application for the project, which is now complete.

Services for 2024 Clive Soil Quality Restoration Cost-Share Program

Implementation

Pay Request #1	\$72,153.95
Total Invoiced to Date	\$72,153.95
Total Fee	\$72,153.95
Balance Remaining	\$0

GL# 332-5750-6799

Attachments:

1. A Plus 2024 Invoice



A LAWN & LANDSCAPE
6084 NE 22ND ST
DES MOINES, IA 50313

ATTN: ATTN: PETE / SQR
CITY OF CLIVE SQR
1900 NW 114TH ST
CLIVE, IA 50325-7077



Account Statement

STATEMENT DATE

10/4/2024

ACCOUNT NUMBER

133357

LICENSE NUMBER

AMOUNT DUE

\$72,153.95

Invoices

1644 NW 122nd St, Clive, IA 50325

Scott & Lynn Rhein (Acct #1962)

INVOICE #	PRICE	TAX	DISCOUNT	BILLED	PAID	BALANCE
1706009	\$1,085.00	\$75.95 (7%)	\$0.00	\$1,160.95	\$0.00	\$1,160.95
Clive SQR - Compost • Invoice Due Date: 9/23/2024 • Invoice Date: 9/23/2024						

2113 NW 137th St, Clive, IA 50325

Troy & Jana McCann (Acct #2585)

INVOICE #	PRICE	TAX	DISCOUNT	BILLED	PAID	BALANCE
1703262	\$1,207.20	\$0.00 (7%)	\$0.00	\$1,207.20	\$0.00	\$1,207.20
Clive SQR - Compost • Invoice Due Date: 9/19/2024 • Invoice Date: 9/19/2024						

13900 Hawthorn Dr, Clive, IA 50325

Billy Daniel (Acct #6041)

INVOICE #	PRICE	TAX	DISCOUNT	BILLED	PAID	BALANCE
1699356	\$984.06	\$0.00 (7%)	\$0.00	\$984.06	\$0.00	\$984.06
Clive SQR - Compost • Invoice Due Date: 9/13/2024 • Invoice Date: 9/13/2024						

12231 Wellington Ridge Dr, Clive, IA 50325

Brett Conner (Acct #7536)

INVOICE #	PRICE	TAX	DISCOUNT	BILLED	PAID	BALANCE
1707176	\$470.84	\$32.96 (7%)	\$0.00	\$503.80	\$0.00	\$503.80
Clive SQR - Compost • Invoice Due Date: 9/24/2024 • Invoice Date: 9/24/2024						

12911 Clark St, Clive, IA 50325

Curtis Mann (Acct #7856)

INVOICE #	PRICE	TAX	DISCOUNT	BILLED	PAID	BALANCE
1706235	\$1,346.47	\$0.00 (7%)	\$0.00	\$1,346.47	\$0.00	\$1,346.47
Clive SQR - Compost • Invoice Due Date: 9/23/2024 • Invoice Date: 9/23/2024						

01067000172127



14000 Sheridan St, Clive, IA 50325

Devin & Charon Wagner (Acct #50325)

INVOICE #	PRICE	TAX	DISCOUNT	BILLED	PAID	BALANCE
1699477	\$976.03	\$0.00 (7%)	\$0.00	\$976.03	\$0.00	\$976.03
Clive SQR - Compost • Invoice Due Date: 9/14/2024 • Invoice Date: 9/14/2024						

2140 NW 136th St, Clive, IA 50325

Lily Singh (Acct #15321)

INVOICE #	PRICE	TAX	DISCOUNT	BILLED	PAID	BALANCE
1706818	\$641.68	\$44.92 (7%)	\$0.00	\$686.60	\$0.00	\$686.60
Clive SQR - Compost • Invoice Due Date: 9/24/2024 • Invoice Date: 9/24/2024						

2125 NW 137th St, Clive, IA 50325

Richard Schloerb (Acct #16538)

INVOICE #	PRICE	TAX	DISCOUNT	BILLED	PAID	BALANCE
1703264	\$804.44	\$56.31 (7%)	\$0.00	\$860.75	\$0.00	\$860.75
Clive SQR - Compost • Invoice Due Date: 9/19/2024 • Invoice Date: 9/19/2024						

12369 Sunset Terr, Clive, IA 50325

Daryl & Karen Silrum (Acct #20057)

INVOICE #	PRICE	TAX	DISCOUNT	BILLED	PAID	BALANCE
1706008	\$1,025.05	\$0.00 (7%)	\$0.00	\$1,025.05	\$0.00	\$1,025.05
Clive SQR - Compost • Invoice Due Date: 9/23/2024 • Invoice Date: 9/23/2024						

4267 NW 164th St, Clive, IA 50325

Chris Morgan (Acct #25877)

INVOICE #	PRICE	TAX	DISCOUNT	BILLED	PAID	BALANCE
1696017	\$1,424.95	\$0.00 (7%)	\$0.00	\$1,424.95	\$0.00	\$1,424.95
Clive SQR - Compost • Invoice Due Date: 9/10/2024 • Invoice Date: 9/10/2024						
1711575	\$21.37	\$0.00 (0%)	\$0.00	\$21.37	\$0.00	\$21.37
Finance Charge • Invoice Due Date: 10/1/2024 • Invoice Date: 10/1/2024						

4239 NW 164th St, Clive, IA 50325

Chakrit and Molly Kongtahworn (Acct #35801)

INVOICE #	PRICE	TAX	DISCOUNT	BILLED	PAID	BALANCE
1695685	\$1,612.94	\$112.91 (7%)	\$0.00	\$1,725.85	\$0.00	\$1,725.85
Clive SQR - Compost • Invoice Due Date: 9/9/2024 • Invoice Date: 9/9/2024						
1710534	\$25.89	\$0.00 (0%)	\$0.00	\$25.89	\$0.00	\$25.89
Finance Charge • Invoice Due Date: 9/30/2024 • Invoice Date: 9/30/2024						

16400 Madison Dr, Clive, IA 50325

Adam & Susan Woodruff (Acct #37074)

INVOICE #	PRICE	TAX	DISCOUNT	BILLED	PAID	BALANCE
1702766	\$2,305.72	\$0.00 (7%)	\$0.00	\$2,305.72	\$0.00	\$2,305.72
Clive SQR - Compost • Invoice Due Date: 9/18/2024 • Invoice Date: 9/18/2024						

010670000172127



INVOICE #	PRICE	TAX	DISCOUNT	BILLED	PAID	BALANCE
1701658	\$797.89	\$0.00 (7%)	\$0.00	\$797.89	\$0.00	\$797.89
Clive SQR - Compost • Invoice Due Date: 9/17/2024 • Invoice Date: 9/17/2024						
16437 Oak Brook Dr, Clive, IA 50325				Sanjaya Amaratunga (Acct #51553)		
INVOICE #	PRICE	TAX	DISCOUNT	BILLED	PAID	BALANCE
1697997	\$830.76	\$0.00 (7%)	\$0.00	\$830.76	\$0.00	\$830.76
Clive SQR - Compost • Invoice Due Date: 9/12/2024 • Invoice Date: 9/12/2024						
1713795	\$12.46	\$0.00 (0%)	\$0.00	\$12.46	\$0.00	\$12.46
Finance Charge • Invoice Due Date: 10/3/2024 • Invoice Date: 10/3/2024						
3705 NW 167th St, Clive, IA 50325				Taylor Kraayenbrink (Acct #53773)		
INVOICE #	PRICE	TAX	DISCOUNT	BILLED	PAID	BALANCE
1696580	\$1,278.34	\$0.00 (7%)	\$0.00	\$1,278.34	\$0.00	\$1,278.34
Clive SQR - Compost • Invoice Due Date: 9/10/2024 • Invoice Date: 9/10/2024						
1711576	\$19.18	\$0.00 (0%)	\$0.00	\$19.18	\$0.00	\$19.18
Finance Charge • Invoice Due Date: 10/1/2024 • Invoice Date: 10/1/2024						
3635 NW 167th St, Clive, IA 50325				Katie & Travis Espenhover (Acct #53951)		
INVOICE #	PRICE	TAX	DISCOUNT	BILLED	PAID	BALANCE
1696654	\$789.04	\$55.23 (7%)	\$0.00	\$844.27	\$0.00	\$844.27
Clive SQR - Compost • Invoice Due Date: 9/10/2024 • Invoice Date: 9/10/2024						
1711577	\$12.66	\$0.00 (0%)	\$0.00	\$12.66	\$0.00	\$12.66
Finance Charge • Invoice Due Date: 10/1/2024 • Invoice Date: 10/1/2024						
15102 Wildwood Dr, Clive, IA 50325				Anna Marasco (Acct #58311)		
INVOICE #	PRICE	TAX	DISCOUNT	BILLED	PAID	BALANCE
1699293	\$715.68	\$0.00 (7%)	\$0.00	\$715.68	\$0.00	\$715.68
Clive SQR - Compost • Invoice Due Date: 9/13/2024 • Invoice Date: 9/13/2024						
13320 Ashleaf Dr, Clive, IA 50325				Casey & Gabe Claypool (Acct #60767)		
INVOICE #	PRICE	TAX	DISCOUNT	BILLED	PAID	BALANCE
1700937	\$471.83	\$0.00 (7%)	\$0.00	\$471.83	\$0.00	\$471.83
Clive SQR - Compost • Invoice Due Date: 9/17/2024 • Invoice Date: 9/17/2024						

020670000172127



INVOICE #	PRICE	TAX	DISCOUNT	BILLED	PAID	BALANCE
1694605	\$1,844.08	\$0.00 (7%)	\$0.00	\$1,844.08	\$0.00	\$1,844.08
Clive SQR - Compost • Invoice Due Date: 9/6/2024 • Invoice Date: 9/6/2024						
1709358	\$27.66	\$0.00 (0%)	\$0.00	\$27.66	\$0.00	\$27.66
Finance Charge • Invoice Due Date: 9/27/2024 • Invoice Date: 9/27/2024						
15263 Woodcrest Dr, Clive, IA 50325				Traci & Mike Schaefer (Acct #63717)		
INVOICE #	PRICE	TAX	DISCOUNT	BILLED	PAID	BALANCE
1699848	\$1,377.72	\$0.00 (7%)	\$0.00	\$1,377.72	\$0.00	\$1,377.72
Clive SQR - Compost • Invoice Due Date: 9/16/2024 • Invoice Date: 9/16/2024						
2557 NW 162nd St, Clive, IA 50325				Victor Svecs (Acct #64906)		
INVOICE #	PRICE	TAX	DISCOUNT	BILLED	PAID	BALANCE
1698494	\$1,022.32	\$0.00 (7%)	\$0.00	\$1,022.32	\$0.00	\$1,022.32
Clive SQR - Compost • Invoice Due Date: 9/12/2024 • Invoice Date: 9/12/2024						
1713796	\$15.33	\$0.00 (0%)	\$0.00	\$15.33	\$0.00	\$15.33
Finance Charge • Invoice Due Date: 10/3/2024 • Invoice Date: 10/3/2024						
16898 Tanglewood Dr, Clive, IA 50325				Larry Loss (Acct #65103)		
INVOICE #	PRICE	TAX	DISCOUNT	BILLED	PAID	BALANCE
1694697	\$1,304.59	\$91.32 (7%)	\$0.00	\$1,395.91	\$0.00	\$1,395.91
Clive SQR - Compost • Invoice Due Date: 9/7/2024 • Invoice Date: 9/7/2024						
1710273	\$20.94	\$0.00 (0%)	\$0.00	\$20.94	\$0.00	\$20.94
Finance Charge • Invoice Due Date: 9/28/2024 • Invoice Date: 9/28/2024						
1527 NW 103rd St, Clive, IA 50325				Linda Blaze (Acct #68892)		
INVOICE #	PRICE	TAX	DISCOUNT	BILLED	PAID	BALANCE
1707535	\$606.98	\$0.00 (7%)	\$0.00	\$606.98	\$0.00	\$606.98
Clive SQR - Compost • Invoice Due Date: 9/25/2024 • Invoice Date: 9/25/2024						
14840 Woodcrest Dr, Clive, IA 50325				Tom Ranson (Acct #69212)		
INVOICE #	PRICE	TAX	DISCOUNT	BILLED	PAID	BALANCE
1703752	\$1,696.33	\$0.00 (7%)	\$0.00	\$1,696.33	\$0.00	\$1,696.33
Clive SQR - Compost • Invoice Due Date: 9/19/2024 • Invoice Date: 9/19/2024						

INVOICE #	PRICE	TAX	DISCOUNT	BILLED	PAID	BALANCE
1691527	\$1,343.30	\$0.00 (7%)	\$0.00	\$1,343.30	\$0.00	\$1,343.30
Clive SQR - Compost • Invoice Due Date: 9/3/2024 • Invoice Date: 9/3/2024						
1706209	\$20.15	\$0.00 (0%)	\$0.00	\$20.15	\$0.00	\$20.15
Finance Charge • Invoice Due Date: 9/24/2024 • Invoice Date: 9/24/2024						
2154 NW 136th St, Clive, IA 50325					Merle L. Boeve (Acct #87954)	
INVOICE #	PRICE	TAX	DISCOUNT	BILLED	PAID	BALANCE
1706819	\$744.29	\$0.00 (7%)	\$0.00	\$744.29	\$0.00	\$744.29
Clive SQR - Compost • Invoice Due Date: 9/24/2024 • Invoice Date: 9/24/2024						
12802 Lincoln Ave, Clive, IA 50325					Barbara Hervey (Acct #88026)	
INVOICE #	PRICE	TAX	DISCOUNT	BILLED	PAID	BALANCE
1704233	\$1,638.49	\$0.00 (7%)	\$0.00	\$1,638.49	\$0.00	\$1,638.49
Clive SQR - Compost • Invoice Due Date: 9/20/2024 • Invoice Date: 9/20/2024						
10597 Elmcrest Dr, Clive, IA 50325					Victor Babich (Acct #88610)	
INVOICE #	PRICE	TAX	DISCOUNT	BILLED	PAID	BALANCE
1708447	\$932.90	\$0.00 (7%)	\$0.00	\$932.90	\$0.00	\$932.90
Clive SQR - Compost • Invoice Due Date: 9/25/2024 • Invoice Date: 9/25/2024						
12968 Hickory Ct, Clive, IA 50325					Merrill D Norris (Acct #88849)	
INVOICE #	PRICE	TAX	DISCOUNT	BILLED	PAID	BALANCE
1704725	\$1,340.64	\$93.84 (7%)	\$0.00	\$1,434.48	\$0.00	\$1,434.48
Clive SQR - Compost • Invoice Due Date: 9/20/2024 • Invoice Date: 9/20/2024						
3551 Horton Cir, Clive, IA 50325					Dan Giles (Acct #132693)	
INVOICE #	PRICE	TAX	DISCOUNT	BILLED	PAID	BALANCE
1694686	\$678.69	\$0.00 (7%)	\$0.00	\$678.69	\$0.00	\$678.69
Clive SQR - Compost • Invoice Due Date: 9/7/2024 • Invoice Date: 9/7/2024						
1710274	\$10.18	\$0.00 (0%)	\$0.00	\$10.18	\$0.00	\$10.18
Finance Charge • Invoice Due Date: 9/28/2024 • Invoice Date: 9/28/2024						
16436 Maple St, Clive, IA 50325					Brian Meyers (Acct #133362)	
INVOICE #	PRICE	TAX	DISCOUNT	BILLED	PAID	BALANCE
1698333	\$716.57	\$50.16 (7%)	\$0.00	\$766.73	\$0.00	\$766.73
Clive SQR - Compost • Invoice Due Date: 9/12/2024 • Invoice Date: 9/12/2024						
1713797	\$11.50	\$0.00 (0%)	\$0.00	\$11.50	\$0.00	\$11.50
Finance Charge • Invoice Due Date: 10/3/2024 • Invoice Date: 10/3/2024						

030670000172127



INVOICE #	PRICE	TAX	DISCOUNT	BILLED	PAID	BALANCE
1701054	\$336.98	\$0.00 (7%)	\$0.00	\$336.98	\$0.00	\$336.98
Clive SQR - Compost • Invoice Due Date: 9/17/2024 • Invoice Date: 9/17/2024						

2109 NW 90th St, Clive, IA 50325

Apiram Raengpradub (Acct #133375)

INVOICE #	PRICE	TAX	DISCOUNT	BILLED	PAID	BALANCE
1696279	\$1,065.12	\$0.00 (7%)	\$0.00	\$1,065.12	\$0.00	\$1,065.12
Clive SQR - Compost • Invoice Due Date: 9/10/2024 • Invoice Date: 9/10/2024						

1711578	\$15.98	\$0.00 (0%)	\$0.00	\$15.98	\$0.00	\$15.98
Finance Charge • Invoice Due Date: 10/1/2024 • Invoice Date: 10/1/2024						

3567 NW 164th ST, Clive, IA 50235

Jen & Josh Wade (Acct #133647)

INVOICE #	PRICE	TAX	DISCOUNT	BILLED	PAID	BALANCE
1699065	\$926.52	\$64.86 (7%)	\$0.00	\$991.38	\$0.00	\$991.38
Clive SQR - Compost • Invoice Due Date: 9/13/2024 • Invoice Date: 9/13/2024						

3954 nw 177th ct, Clive, IA 50325

Adam Drake (Acct #135214)

INVOICE #	PRICE	TAX	DISCOUNT	BILLED	PAID	BALANCE
1692123	\$1,257.56	\$88.03 (7%)	\$0.00	\$1,345.59	\$0.00	\$1,345.59
Clive SQR - Compost • Invoice Due Date: 9/4/2024 • Invoice Date: 9/4/2024						

1707259	\$20.18	\$0.00 (0%)	\$0.00	\$20.18	\$0.00	\$20.18
Finance Charge • Invoice Due Date: 9/25/2024 • Invoice Date: 9/25/2024						

18190 Alpine Dr, Clive, IA 50325

Lonnie Yoder (Acct #136454)

INVOICE #	PRICE	TAX	DISCOUNT	BILLED	PAID	BALANCE
1692678	\$1,329.72	\$0.00 (7%)	\$0.00	\$1,329.72	\$0.00	\$1,329.72
Clive SQR - Compost • Invoice Due Date: 9/4/2024 • Invoice Date: 9/4/2024						

1707260	\$19.95	\$0.00 (0%)	\$0.00	\$19.95	\$0.00	\$19.95
Finance Charge • Invoice Due Date: 9/25/2024 • Invoice Date: 9/25/2024						

2119 NW 147th St, Clive, IA 50325

Chuck Greenwood Joan Roberts (Acct #136673)

INVOICE #	PRICE	TAX	DISCOUNT	BILLED	PAID	BALANCE
1700260	\$1,481.57	\$103.71 (7%)	\$0.00	\$1,585.28	\$0.00	\$1,585.28
Clive SQR - Compost • Invoice Due Date: 9/16/2024 • Invoice Date: 9/16/2024						



INVOICE #	PRICE	TAX	DISCOUNT	BILLED	PAID	BALANCE
1698258	\$1,337.89	\$93.65 (7%)	\$0.00	\$1,431.54	\$0.00	\$1,431.54
Clive SQR - Compost • Invoice Due Date: 9/12/2024 • Invoice Date: 9/12/2024						
1713798	\$21.47	\$0.00 (0%)	\$0.00	\$21.47	\$0.00	\$21.47
Finance Charge • Invoice Due Date: 10/3/2024 • Invoice Date: 10/3/2024						
2744 NW 153rd St., Clive, IA 50325					Brad Palmgren (Acct #136677)	
INVOICE #	PRICE	TAX	DISCOUNT	BILLED	PAID	BALANCE
1697114	\$856.25	\$0.00 (7%)	\$0.00	\$856.25	\$0.00	\$856.25
Clive SQR - Compost • Invoice Due Date: 9/11/2024 • Invoice Date: 9/11/2024						
1712740	\$12.84	\$0.00 (0%)	\$0.00	\$12.84	\$0.00	\$12.84
Finance Charge • Invoice Due Date: 10/2/2024 • Invoice Date: 10/2/2024						
13582 Lakeshore Dr, Clive, IA 50325					Mark Miller (Acct #136684)	
INVOICE #	PRICE	TAX	DISCOUNT	BILLED	PAID	BALANCE
1701755	\$482.43	\$0.00 (7%)	\$0.00	\$482.43	\$0.00	\$482.43
Compost Service Work • Invoice Due Date: 9/18/2024 • Invoice Date: 9/18/2024						
1702765	\$2,071.04	\$0.00 (7%)	\$0.00	\$2,071.04	\$0.00	\$2,071.04
Clive SQR - Compost • Invoice Due Date: 9/18/2024 • Invoice Date: 9/18/2024						
12325 Lincoln Ave., Clive, IA 50325					Steven Beckert (Acct #136735)	
INVOICE #	PRICE	TAX	DISCOUNT	BILLED	PAID	BALANCE
1704731	\$1,668.81	\$0.00 (7%)	\$0.00	\$1,668.81	\$0.00	\$1,668.81
Clive SQR - Compost • Invoice Due Date: 9/20/2024 • Invoice Date: 9/20/2024						
14926 Sheridan Cir., Clive, IA 50325					George Phillips (Acct #136736)	
INVOICE #	PRICE	TAX	DISCOUNT	BILLED	PAID	BALANCE
1697188	\$1,274.20	\$0.00 (7%)	\$0.00	\$1,274.20	\$0.00	\$1,274.20
Clive SQR - Compost • Invoice Due Date: 9/11/2024 • Invoice Date: 9/11/2024						
1712741	\$19.11	\$0.00 (0%)	\$0.00	\$19.11	\$0.00	\$19.11
Finance Charge • Invoice Due Date: 10/2/2024 • Invoice Date: 10/2/2024						
2775 Nw 153rd St, Clive, IA 50325					Justin Stoltenberg (Acct #136737)	
INVOICE #	PRICE	TAX	DISCOUNT	BILLED	PAID	BALANCE
1697579	\$1,039.38	\$0.00 (7%)	\$0.00	\$1,039.38	\$0.00	\$1,039.38
Clive SQR - Compost • Invoice Due Date: 9/11/2024 • Invoice Date: 9/11/2024						
1712742	\$15.59	\$0.00 (0%)	\$0.00	\$15.59	\$0.00	\$15.59
Finance Charge • Invoice Due Date: 10/2/2024 • Invoice Date: 10/2/2024						

040670000172127



2151 NW 150th St, Clive, IA 50325

Cam Hawk (Acct #136733)

INVOICE #	PRICE	TAX	DISCOUNT	BILLED	PAID	BALANCE
1709391	\$927.31	\$0.00 (7%)	\$0.00	\$927.31	\$0.00	\$927.31
Clive SQR - Compost • Invoice Due Date: 9/26/2024 • Invoice Date: 9/26/2024						

3493 Horton Cir, Clive, IA 50325

Victoria Smith-Pinney (Acct #136741)

INVOICE #	PRICE	TAX	DISCOUNT	BILLED	PAID	BALANCE
1694571	\$742.71	\$51.99 (7%)	\$0.00	\$794.70	\$0.00	\$794.70
Clive SQR - Compost • Invoice Due Date: 9/6/2024 • Invoice Date: 9/6/2024						
1709359	\$11.92	\$0.00 (0%)	\$0.00	\$11.92	\$0.00	\$11.92
Finance Charge • Invoice Due Date: 9/27/2024 • Invoice Date: 9/27/2024						

16522 Maple Dr, Clive, IA 50325

Kelsi Dahlke (Acct #136742)

INVOICE #	PRICE	TAX	DISCOUNT	BILLED	PAID	BALANCE
1697601	\$698.89	\$48.92 (7%)	\$0.00	\$747.81	\$0.00	\$747.81
Clive SQR - Compost • Invoice Due Date: 9/11/2024 • Invoice Date: 9/11/2024						
1712743	\$11.22	\$0.00 (0%)	\$0.00	\$11.22	\$0.00	\$11.22
Finance Charge • Invoice Due Date: 10/2/2024 • Invoice Date: 10/2/2024						

9880 Carpenter Ave, Clive, IA 50325

Mark & Beth Brauer (Acct #136746)

INVOICE #	PRICE	TAX	DISCOUNT	BILLED	PAID	BALANCE
1710545	\$762.44	\$0.00 (7%)	\$0.00	\$762.44	\$0.00	\$762.44
Clive SQR - Compost • Invoice Due Date: 9/28/2024 • Invoice Date: 9/28/2024						

14663 Summit Dr, Clive, IA 50325

Angela Flom (Acct #136748)

INVOICE #	PRICE	TAX	DISCOUNT	BILLED	PAID	BALANCE
1699425	\$685.50	\$47.99 (7%)	\$0.00	\$733.49	\$0.00	\$733.49
Clive SQR - Compost • Invoice Due Date: 9/14/2024 • Invoice Date: 9/14/2024						

16401 Phoenix Dr, Clive, IA 50325

Ricky Woody (Acct #136749)

INVOICE #	PRICE	TAX	DISCOUNT	BILLED	PAID	BALANCE
1694699	\$1,749.07	\$122.43 (7%)	\$0.00	\$1,871.50	\$0.00	\$1,871.50
Clive SQR - Compost • Invoice Due Date: 9/7/2024 • Invoice Date: 9/7/2024						
1710275	\$28.07	\$0.00 (0%)	\$0.00	\$28.07	\$0.00	\$28.07
Finance Charge • Invoice Due Date: 9/28/2024 • Invoice Date: 9/28/2024						

040670000172127



INVOICE #	PRICE	TAX	DISCOUNT	BILLED	PAID	BALANCE
1692510	\$806.63	\$56.46 (7%)	\$0.00	\$863.09	\$0.00	\$863.09
Clive SQR - Compost • Invoice Due Date: 9/4/2024 • Invoice Date: 9/4/2024						
1707261	\$12.95	\$0.00 (0%)	\$0.00	\$12.95	\$0.00	\$12.95
Finance Charge • Invoice Due Date: 9/25/2024 • Invoice Date: 9/25/2024						
1733 Nw 122nd Ct, Clive, IA 50325				Jill Callahan (Acct #136751)		
INVOICE #	PRICE	TAX	DISCOUNT	BILLED	PAID	BALANCE
1704112	\$86.34	\$6.04 (7%)	\$0.00	\$92.38	\$0.00	\$92.38
Clive SQR - Aeration • Invoice Due Date: 9/20/2024 • Invoice Date: 9/20/2024						
1706817	\$604.37	\$0.00 (7%)	\$0.00	\$604.37	\$0.00	\$604.37
Clive SQR - Compost • Invoice Due Date: 9/24/2024 • Invoice Date: 9/24/2024						
12385 Lincoln Ave, Clive, IA 50325				Mike and Angela Meier (Acct #136752)		
INVOICE #	PRICE	TAX	DISCOUNT	BILLED	PAID	BALANCE
1706007	\$987.42	\$0.00 (7%)	\$0.00	\$987.42	\$0.00	\$987.42
Clive SQR - Compost • Invoice Due Date: 9/23/2024 • Invoice Date: 9/23/2024						
10517 Elmcrest Dr, Clive, IA 50325				Jeff Rader (Acct #136753)		
INVOICE #	PRICE	TAX	DISCOUNT	BILLED	PAID	BALANCE
1708446	\$920.36	\$64.43 (7%)	\$0.00	\$984.79	\$0.00	\$984.79
Clive SQR - Compost • Invoice Due Date: 9/25/2024 • Invoice Date: 9/25/2024						
2762 NW 153rd St, Clive, IA 50325				Andrew Hensel (Acct #136757)		
INVOICE #	PRICE	TAX	DISCOUNT	BILLED	PAID	BALANCE
1699491	\$1,069.60	\$0.00 (7%)	\$0.00	\$1,069.60	\$0.00	\$1,069.60
Clive SQR - Compost • Invoice Due Date: 9/14/2024 • Invoice Date: 9/14/2024						
1700 NW 92nd St, Clive, IA 50325				Brian and Sarah Butzke (Acct #136758)		
INVOICE #	PRICE	TAX	DISCOUNT	BILLED	PAID	BALANCE
1709051	\$1,043.96	\$0.00 (7%)	\$0.00	\$1,043.96	\$0.00	\$1,043.96
Clive SQR - Compost • Invoice Due Date: 9/26/2024 • Invoice Date: 9/26/2024						
13110 Clark St, Clive, IA 50325				Tom Koenig (Acct #136761)		
INVOICE #	PRICE	TAX	DISCOUNT	BILLED	PAID	BALANCE
1704600	\$1,404.24	\$0.00 (7%)	\$0.00	\$1,404.24	\$0.00	\$1,404.24
Clive SQR - Compost • Invoice Due Date: 9/20/2024 • Invoice Date: 9/20/2024						



050670000172127

10402 Maple St, Clive, IA 50325						
INVOICE #	PRICE	TAX	DISCOUNT	BILLED	PAID	BALANCE
1698462	\$832.77	\$0.00 (7%)	\$0.00	\$832.77	\$0.00	\$832.77
Clive SQR - Compost • Invoice Due Date: 9/12/2024 • Invoice Date: 9/12/2024						
1713799	\$12.49	\$0.00 (0%)	\$0.00	\$12.49	\$0.00	\$12.49
Finance Charge • Invoice Due Date: 10/3/2024 • Invoice Date: 10/3/2024						
2094 NW 135th St, Clive, IA 50325					Matt Meyer (Acct #136763)	
INVOICE #	PRICE	TAX	DISCOUNT	BILLED	PAID	BALANCE
1707146	\$864.66	\$0.00 (7%)	\$0.00	\$864.66	\$0.00	\$864.66
Clive SQR - Compost • Invoice Due Date: 9/24/2024 • Invoice Date: 9/24/2024						
10975 Rosewood Dr, Clive, IA 50325					Chris Murphy (Acct #136764)	
INVOICE #	PRICE	TAX	DISCOUNT	BILLED	PAID	BALANCE
1714106	\$1,224.16	\$0.00 (7%)	\$0.00	\$1,224.16	\$0.00	\$1,224.16
Clive SQR - Compost • Invoice Due Date: 10/3/2024 • Invoice Date: 10/3/2024						
10521 Clark St, Clive, IA 50325					Donald Olson (Acct #136765)	
INVOICE #	PRICE	TAX	DISCOUNT	BILLED	PAID	BALANCE
1710544	\$1,694.98	\$0.00 (7%)	\$0.00	\$1,694.98	\$0.00	\$1,694.98
Clive SQR - Compost • Invoice Due Date: 9/28/2024 • Invoice Date: 9/28/2024						
10469 Elmcrest Dr, Clive, IA 50325					Kathy Bertsch (Acct #136766)	
INVOICE #	PRICE	TAX	DISCOUNT	BILLED	PAID	BALANCE
1708445	\$1,026.41	\$0.00 (7%)	\$0.00	\$1,026.41	\$0.00	\$1,026.41
Clive SQR - Compost • Invoice Due Date: 9/25/2024 • Invoice Date: 9/25/2024						
10965 Clark St, Clive, IA 50325					Robert Monserrate (Acct #136767)	
INVOICE #	PRICE	TAX	DISCOUNT	BILLED	PAID	BALANCE
1709390	\$471.83	\$0.00 (7%)	\$0.00	\$471.83	\$0.00	\$471.83
Clive SQR - Compost • Invoice Due Date: 9/26/2024 • Invoice Date: 9/26/2024						
14942 Rosewood Dr, Clive, IA 50325					Don Wente (Acct #136779)	
INVOICE #	PRICE	TAX	DISCOUNT	BILLED	PAID	BALANCE
1701278	\$891.19	\$0.00 (7%)	\$0.00	\$891.19	\$0.00	\$891.19
Clive SQR - Compost • Invoice Due Date: 9/17/2024 • Invoice Date: 9/17/2024						
16874 Airline Dr, Clive, IA 50325					Tami Kelly (Acct #136781)	
INVOICE #	PRICE	TAX	DISCOUNT	BILLED	PAID	BALANCE
1701635	\$471.83	\$0.00 (7%)	\$0.00	\$471.83	\$0.00	\$471.83
Clive SQR - Compost • Invoice Due Date: 9/17/2024 • Invoice Date: 9/17/2024						



1709389 - Clive, IA 50624						
INVOICE #	PRICE	TAX	DISCOUNT	BILLED	PAID	BALANCE
1709389	\$1,283.79	\$0.00 (7%)	\$0.00	\$1,283.79	\$0.00	\$1,283.79
Clive SQR - Compost • Invoice Due Date: 9/26/2024 • Invoice Date: 9/26/2024						

Additional Notes

A finance charge of 1.5% will be made on unpaid balances after 20 days.

Subtotal	\$70,791.84
Taxes	\$1,362.11
Discounts	\$0.00
Billed Total	\$72,153.95
Amount Paid	\$0.00
Amount Due	\$72,153.95

060670000172127







Memo

TO: Mayor and Council members

FROM: Rai Tokuhisa, Water Resource Engineer

DATE: November 14, 2024

RE: Approve Pay Request #4 - Iowa Earth Works - Little Walnut Creek Stream Stabilization East of Alice's Road - \$227,814.04

SYNOPSIS:

Staff recommends approval of Pay Request #4 to Iowa Earth Works for the work performed on the project: Little Walnut Creek Stream Stabilization East of Alice's Road (Resolution 2023-365 passed on 14 DEC 2023). This payment is for work completed between station 26 and 37.

Original Contract Amount	\$ 762,452.95
Change Order #1:	\$ 41,175.00
Total Approved Agreement Amount:	\$ 803,627.95

Item - Council Date	Amount
Pay Request #1 - 3/14/2024	\$ 65,876.00
Pay Request #2 - 5/23/2024	\$ 17,100.00
Pay Request #3 - 6/13/2024	\$ 12,900.00
Pay Request #4 - 11/14/2024	\$ 227,814.04

Paid to date:	\$ 323,690.04
Amount remaining on agreement:	\$ 479,937.91
Total requested to date:	\$ 323,690.04
Total amount due this pay request:	\$ 227,814.04
Amount remaining on agreement after this pay request:	\$ 252,123.87

Please feel free to contact me at 223-6231 or rtokuhisa@cityofclive.com prior to the meeting if you have any questions or concerns.

Attachments:

1. LWC_Pay_Request_#4_jjrtnd



City of Clive

Detailed Payment

Little Walnut Creek, Stream Stabilization, East of Alices Road

Description Little Walnut Creek, Stream Stabilization, East of Alices Road

Payment Number 4

Pay Period 06/06/2024 to 11/02/2024

Prime Contractor Iowa Earth Works
PO Box 112
HUXLEY, IA 50124

Payment Status Pending

Awarded Project Amount \$762,452.95

Authorized Amount \$805,877.95

Section		Item	Unit	Current Paid	Previous Paid	Total Quantity	Total Quantity	Total Quantity	Total Quantity	Total Quantity
Description				Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity
0010	23-001	ACRE	\$7,500.000	9.890	0.000	7.000	7.000	7.000	\$0.00	\$52,500.00
CLEARING & GRUBBING										
0020	23-002	CY	\$7.000	7,663.000	3,831.500	0.000	3,831.500	3,831.500	\$26,820.50	\$26,820.50
TOP SOIL, ON-SITE										

0030	23-003	CY	\$5.000	10.000	7.000	0.000	7.000	7.000	\$35.00	\$35.00
EXCAVATION, CLASS 10										
0040	23-004	CY	\$5.000	10.000	7.000	0.000	7.000	7.000	\$35.00	\$35.00
EXCAVATION, CLASS 13										
0050	23-005	LS	\$2,500.000	1.000	0.250	0.250	0.500	0.500	\$625.00	\$1,250.00
TEMPORARY TRAFFIC CONTROL										
0060	23-006	ACRE	\$660.000	10.300	0.000	0.000	0.000	0.000	\$0.00	\$0.00
SEEDING, CONVENTIONAL, TEMPORARY										
0070	23-007	ACRE	\$1,350.000	9.500	0.750	0.000	0.750	0.750	\$1,012.50	\$1,012.50
SEEDING, CONVENTIONAL, PERMANENT										
0080	23-008	EACH	\$9.900	5,027.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
PLANTS, LIVE STAKES, PERMANENT, ZONE 1										
0090	23-009	EACH	\$74.000	121.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
PLANTS, CONTAINERIZED, 5-10 GAL										
0100	23-010	EACH	\$341.000	38.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
PLANTS, CONTAINERIZED, 15 GAL										
0110	23-011	ACRE	\$396.000	9.500	0.000	0.000	0.000	0.000	\$0.00	\$0.00
FERTILIZING, CONVENTIONAL										
0120	23-012	ACRE	\$1,150.000	9.500	0.000	0.000	0.000	0.000	\$0.00	\$0.00
MULCHING, CONVENTIONAL										
0130	23-013	MGAL	\$179.000	20.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
WATERING										

0140	23-014	LS	\$6,950.000	1.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
PLANTS, WARRANTY, LUMP SUM, SEEDING										
0150	23-015	EACH	\$2.500	5,186.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
PLANTS, WARRANTY, BY COUNT, PLANTINGS										
0160	23-016	LS	\$3,750.000	1.000	0.500	0.000	0.500	0.500	\$1,875.00	\$1,875.00
SWIPP MANAGEMENT										
0170	23-017	SY	\$3.450	5,420.000	2,567.000	0.000	2,567.000	2,567.000	\$8,856.15	\$8,856.15
COIR MAT 700 OR SIMILAR										
0180	23-018	SY	\$3.450	1,000.000	900.000	0.000	900.000	900.000	\$3,105.00	\$3,105.00
RECP, TYPE 1A COIR										
0190	23-019	LF	\$2.950	200.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
WATTLE										
0200	23-020	TON	\$70.000	20.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
ROCK CHECK DAM, EROSION CONTROL STONE										
0210	23-021	LF	\$70.000	140.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
LEVEL SPREADER										
0220	23-022	TON	\$70.000	10.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
RIP-RAP, EROSION CONTROL STONE										
0230	23-023	LF	\$2.950	4,447.000	2,450.000	0.000	2,450.000	2,450.000	\$7,227.50	\$7,227.50
FILTER SOCK										
0240	23-024	LF	\$2.950	2,444.000	618.000	0.000	618.000	618.000	\$1,823.10	\$1,823.10
SILT FENCE										

0250	23-025	TON	\$45.000	66.000	0.000	79.200	79.200	243.390	\$0.00	\$3,564.00
STABILIZED CONSTRUCTION ENTRANCE										
0260	23-026	MGAL	\$150.000	10.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
DUST CONTROL										
0270	23-027	ACRE	\$1,150.000	1.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
EROSION CONTROL MULCHING, CONVENTIONAL										
0280	23-028	CDAY	\$500.000	30.000	3.000	0.000	3.000	3.000	\$1,500.00	\$1,500.00
MAINTENANCE OF STREAMFLOW										
0290	23-029	CDAY	\$500.000	30.000	7.000	0.000	7.000	7.000	\$3,500.00	\$3,500.00
DEWATERING ACTIVE WORK AREA										
0300	23-030	LS	\$45,000.000	1.000	0.500	0.250	0.750	0.750	\$22,500.00	\$33,750.00
CONSTRUCTION SURVEY										
0320	23-032	LS	\$15,000.000	1.000	0.250	0.250	0.500	0.500	\$3,750.00	\$7,500.00
MOBILIZATION, 5%										
0330	23-033	LS	\$5,000.000	1.000	0.700	0.000	0.700	0.700	\$3,500.00	\$3,500.00
COMPREHENSIVE CHANNEL, FLOODPLAIN, AND UPLAND GRADING										
0340	23-034	CY	\$3.000	12,941.000	11,646.900	0.000	11,646.900	11,646.900	\$34,940.70	\$34,940.70
COMPREHENSIVE CHANNEL, FLOODPLAIN, AND UPLAND GRADING, CUT										
0350	23-035	CY	\$3.000	13,388.000	12,049.200	0.000	12,049.200	12,049.200	\$36,147.60	\$36,147.60
COMPREHENSIVE CHANNEL, FLOODPLAIN, AND UPLAND GRADING, FILL										
0360	23-036	SY	\$0.500	25,089.000	12,293.600	0.000	12,293.600	12,293.600	\$6,146.80	\$6,146.80
COMPREHENSIVE CHANNEL, FLOODPLAIN, AND UPLAND GRADING, GRADING										

			Authorized	Current Paid	Previous Paid	Total Paid				
0370	23-037	TON	\$35.000	1,710.000	302.000	0.000	302.000	302.000	\$10,570.00	\$10,570.00
RIFFLE, ON-SITE HARVESTED SAND AND GRAVEL, MIX 1										
0380	23-038	TON	\$70.000	1,140.000	208.970	0.000	208.970	208.970	\$14,627.90	\$14,627.90
RIFFLE, CLASS C REVETMENT, RIP RAP, 75 LB STONE										
0390	23-039	EACH	\$1,000.000	12.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
SWC/TRIB, ROCK STEP POOL INSTALLATION										
0400	23-040	TON	\$35.000	129.900	0.000	0.000	0.000	0.000	\$0.00	\$0.00
SWC/TRIB, ON-SITE HARVESTED SAND & GRAVEL, RIFFLE MIX 1										
0410	23-041	TON	\$70.000	587.000	448.600	0.000	448.600	448.600	\$31,402.00	\$31,402.00
SWC/TRIB, CLASS C REVETMENT, RIFFLE MIX 2										
0420	23-042	TON	\$100.000	316.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
SWC/TRIB, BOULDERS, MINIMUM 3' DIMENSION										
0430	23-043	EACH	\$5,000.000	3.000	1.000	0.000	1.000	1.000	\$5,000.00	\$5,000.00
J-HOOK VANE, INSTALLATION										
0440	23-044	TON	\$100.000	66.000	68.470	0.000	68.470	68.470	\$6,847.00	\$6,847.00
J-HOOK VANE, BOULDERS, MINIMUM 3' DIMENSION										
0450	23-045	TON	\$70.000	98.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
STONE TOE PROTECTION, CLASS B REVETMENT										
0460	23-046	LF	\$15.000	847.000	493.000	0.000	493.000	493.000	\$7,395.00	\$7,395.00
WOOD TOE										
0470	23-047	LF	\$3.200	4,971.000	0.000	4,971.000	4,971.000	4,971.000	\$0.00	\$15,907.20
TREE PROTECTION FENCE										

			ed	Current Paid	Previous Paid	Total Quantity	Total		
					Quantity				
0480	23-048	LF	\$345.000	20.000	0.000	24.000	24.000	51.000	\$8,280.00
TREE TRUNK PROTECTION									
0490	24-2424	LS	\$2,250.000	1.000	0.250	0.000	0.250	0.250	\$562.50
Installing screw into wood stakes.									
Section Totals:								\$239,804.25	\$335,680.45
Total Payments:								\$239,804.25	\$335,680.45

Time Charges

final completion 7/1/2025	07/01/2025	07/01/2025	N/A	\$0.00	N/A	241.0 Days	\$0.00
substantial completion 12/31/2024	12/31/2024	12/31/2024	N/A	\$0.00	N/A	59.0 Days	\$0.00
Total Damages:							\$0.00

Summary

Current Approved Work:	\$239,804.25
Current Stockpile Advancement:	\$0.00
Current Stockpile Recovery:	\$0.00
Current Retainage:	\$11,990.21
Current Retainage Released:	\$0.00
Current Liquidated Damages:	\$0.00
Current Adjustment:	\$0.00
Current Payment:	\$227,814.04
Previous Payment:	\$12,255.00

Approved Work To Date:	\$335,680.45
Stockpile Advancement To Date:	\$0.00
Stockpile Recovery To Date:	\$0.00
Retainage To Date:	\$16,784.02
Retainage Released To Date:	\$0.00
Liquidated Damages To Date:	\$0.00
Adjustments To Date:	\$0.00
Payments To Date:	\$318,896.43
Previous Payments To Date:	\$91,082.39

Mayor, City of Clive

Date



11/5/24

Project Engineer, Rai Tokuhisa

Date



11-6-24

Field Engineer, Nolan Daft

Date



11-4-24

Contractor, Iowa Earth Works

Date

stalled Payment:

11/04/20

title Walnut Creek, Stream Stabilization, East of Alices Road

Page 8 c



Memo

TO: Mayor and Council members

FROM: Jim Hagelie, Engineering Services Administrator

DATE: November 14, 2024

RE: Approve Pay Request #6 - Sternquist Construction - Hickman Road & NW 161st Street Phase 2 Intersection Improvement Project - \$10,324.50

SYNOPSIS:

Staff is recommending approval of a Pay Request to Sternquist Construction for work performed on the above referenced project.

Pay Estimate #6 - \$10,324.50

A breakdown of the contract status is as follows:

Contract Amount	-	\$559,455.00
Paid to Date	-	<u>\$526,938.68</u>
Contract Remaining	-	\$ 32,516.32

Please feel free to contact me at 223-6231 prior to the meeting if you have any questions or concerns.

Attachments:

1. Pay Request #6



City of Clive

Payment Invoice

HICKMAN ROAD (US 6) & 161ST STREET/ SE LEGACT POINTE
BLVD

Description	WIDEN LEGACY POINTE TO CREATE A BOULEVARD
Payment Number	6
Pay Period	09/15/2024 to 11/02/2024
Approval Date	11/14/2024
Prime Contractor	STERNQUIST CONSTRUCTION INDIANOLA, IA
Payment Status	Pending
Awarded Project Amount	\$559,455.00
Authorized Amount	\$559,455.00

Line Number	Item	Unit	Current Paid Quantity	Unit Price	Amount
Section: 1 Description					
0310	24-031	LS	0.500	\$18,775.000	\$9,387.50
TRAFFIC SIGNALS					
0320	24-032	STA	1.500	\$204.000	\$306.00
PAINTED PAVEMENT MARKINGS, HIGH BUILD					
0340	24-034	STA	1.500	\$163.000	\$244.50
GROOVES CUT FOR PAVEMENT MARKINGS					
0370	24-037	LS	1.000	\$612.000	\$612.00
PERMANENT SIGNING MODIFICATIONS					
0420	24-042	LF	238.000	\$0.500	\$119.00
FILTER SOCK, REMOVAL					
0440	24-044	EACH	0.400	\$153.000	\$61.20
INLET PROTECTION DEVICE, DROP-IN					
Project Total:					\$10,867.90

Line Number	Item	Unit	Current Paid Quantity	Unit Price	Amount
0450	24-045	EACH	4.400	\$25.500	\$112.20
INLET PROTECTION DEVICE, MAINT. AND REMOVAL					
0470	24-047	EACH	1.000	\$25.500	\$25.50
INLET PROTECTION DEVICE, MAINT. AND REMOVAL, OPEN-THROAT INTAKE					
					Section Total: \$10,867.90
					Project Total: \$10,867.90

Summary

Current Approved Work:	\$10,867.90	Approved Work To Date:	\$554,672.30
Current Stockpile Advancement:	\$0.00	Stockpile Advancement To Date:	\$0.00
Current Stockpile Recovery:	\$0.00	Stockpile Recovery To Date:	\$0.00
Current Retainage:	\$543.40	Retainage To Date:	\$27,733.62
Current Retainage Released:	\$0.00	Retainage Released To Date:	\$0.00
Current Liquidated Damages:	\$0.00	Liquidated Damages To Date:	\$0.00
Current Adjustment:	\$0.00	Adjustments To Date:	\$0.00
Current Payment:	\$10,324.50	Payments To Date:	\$526,938.68
Previous Payment:	\$137,396.29	Previous Payments To Date:	\$516,614.18

Mayor, City of Clive	Date
Project Engineer, Jim Hagelie	Date
Field Engineer, Nolan Daft	Date
Nick Waterhouse Digitally signed by Nick Waterhouse DN: cn=Nick Waterhouse, o=Sternquist Construction, ou, email=nwaterhouse@sternquistconstruction.com, c=US Date: 2024.11.05 15:00:45 -06'00'	
Contractor, Sternquist Construction	Date



Memo

TO: Mayor and Council members

FROM: Jonathan Cygan, Civil Engineer

DATE: November 14, 2024

RE: Approve Pay Request #7 - Alliance Construction Group - NW 114th Street Reconstruction - \$211,778.01

SYNOPSIS:

Staff is recommending approval of a Pay Request to Alliance Construction Group for work performed on the above referenced project.

Pay Estimate #7 - \$211,778.01

A breakdown of the contract status is as follows:

Amended Contract Amount	-	\$1,352,231.28
Paid to Date	-	<u>\$748,716.84</u>
Contract Remaining	-	\$603,514.44

Please feel free to contact me at 515-223-6231 prior to the meeting if you have any questions or concerns.

Attachments:

1. Pay Request #7



City of Clive

Payment Invoice

NW 114TH STREET RECONSTRUCTION

Description	Road reconstruction from 200' west of Nw 111th to walnut creek bridge.
Payment Number	7
Pay Period	09/29/2024 to 11/02/2024
Approval Date	11/14/2024
Prime Contractor	Alliance Construction Group, LLC 9400 Plum Dr. Urbandale, IA 50322
Payment Status	Pending
Awarded Project Amount	\$1,349,523.50
Authorized Amount	\$1,352,231.28

Line Number	Item	Unit	Current Paid Quantity	Unit Price	Amount
Section: 1 Description					
0010	24-001	CY	793.000	\$40.000	\$31,720.00
OFF SITE TOPSOIL, 8"					
0120	24-012	LF	20.000	\$23.000	\$460.00
SUBDRAIN, TYPE 2, PVC, 8"					
0130	24-013	EA	2.000	\$535.000	\$1,070.00
SUBDRAIN CLEANOUT, TYPE A-1, PVC, 8"					
0140	24-014	EA	1.000	\$460.000	\$460.00
SUBDRAIN OUTLETS AND CONNECTIONS, PVC, 8"					
0310	24-031	SY	1,757.200	\$68.500	\$120,368.20
PCC PAVEMENT, 8", C-SUD					
0340	24-034	SY	487.000	\$47.000	\$22,889.00
Project Total:					\$223,713.70

Line Number	Item	Unit	Current Paid Quantity	Unit Price	Amount
SIDEWALK, PCC, 4"					
0350	24-035	SY	36.000	\$59.000	\$2,124.00
SIDEWALK, PCC, 6"					
0360	24-036	SF	20.000	\$55.000	\$1,100.00
DETECTABLE WARNINGS					
0370	24-037	SY	350.000	\$77.000	\$26,950.00
DRIVEWAY, PAVED, PCC, 7"					
0400	24-040	STA	29.000	\$150.000	\$4,350.00
PAINTED PAVEMENT MARKINGS, DURABLE					
0410	24-041	EA	12.000	\$220.000	\$2,640.00
PAINTED SYMBOLS AND LEGENDS, LTAW					
0420	24-042	STA	9.500	\$220.000	\$2,090.00
PAVEMENT MARKING REMOVAL					
0430	24-043	STA	29.000	\$70.000	\$2,030.00
GROOVES CUT FOR PAVEMENT MARKINGS					
0440	24-044	EA	12.000	\$200.000	\$2,400.00
GROOVES CUT FOR SYMBOLS AND LEGENDS					
0450	24-045	LS	0.250	\$8,750.000	\$2,187.50
TEMPORARY TRAFFIC CONTROL					
0580	24-058	LS	0.250	\$3,500.000	\$875.00
CONCRETE WASHOUT					
Section Total: \$223,713.70					
Project Total: \$223,713.70					

Summary

Current Approved Work:	\$223,713.70	Approved Work To Date:	\$783,116.76
Current Stockpile Advancement:	\$0.00	Stockpile Advancement To Date:	\$92,483.00
Current Stockpile Recovery:	\$0.00	Stockpile Recovery To Date:	\$86,977.08
Current Retainage:	\$11,185.69	Retainage To Date:	\$39,155.84
Current Retainage Released:	\$0.00	Retainage Released To Date:	\$0.00
Current Liquidated Damages:	\$750.00	Liquidated Damages To Date:	\$750.00
Current Adjustment:	\$0.00	Adjustments To Date:	\$0.00
Current Payment:	\$211,778.01	Payments To Date:	\$748,716.84
Previous Payment:	\$203,102.01	Previous Payments To Date:	\$536,938.83

Mayor, City of Clive	Date
Project Engineer, Jonathan Cygan	Date
Field Engineer, Nolan Daft	Date
Contractor, Alliance Construction Group	Date



Memo

TO: Mayor and Council members

FROM: Jonathan Cygan, Civil Engineer

DATE: November 14, 2024

RE: Approve Pay Request #7 - Mainline Construction - NW 99th Court
Reconstruction - \$233,663.40

SYNOPSIS:

Staff is recommending approval of a Pay Request to Mainline Construction LLC. for work performed on the above referenced project.

Pay Estimate #7 - \$233,663.40

A breakdown of the contract status is as follows:

Amended Contract Amount	-	\$1,602,928.44
Paid to Date	-	<u>\$1,518,968.91</u>
Contract Remaining	-	\$83,959.53

Please feel free to contact me at 515-223-6231 prior to the meeting if you have any questions or concerns.

Attachments:

1. Pay Request #7



City of Clive

Payment Invoice

Nw 99th Court Reconstruction

Description Total road reconstruction

Payment Number 7

Pay Period 09/29/2024 to 11/05/2024

Prime Contractor Mainline Construction
PO Box 173
Bondurant, IA 50035

Payment Status Pending

Awarded Project Amount \$1,521,703.44

Authorized Amount \$1,602,928.44

Line Number	Item	Unit	Current Paid Quantity	Unit Price	Amount
Section: 1 Description					
0020	24-002	CY	232.000	\$37.000	\$8,584.00
OFF-SITE TOPSOIL, 8"					
0050	24-005	SY	2,104.470	\$2.500	\$5,261.18
SUBGRADE PREPARATION					
0060	24-006	TON	76.870	\$390.000	\$29,979.30
SUBGRADE TREATMENT, 8% CEMENT					
0070	24-007	SY	2,103.470	\$12.500	\$26,293.38
SUBBASE, MODDIFIED, 6"					
0170	24-017	LF	440.000	\$18.500	\$8,140.00
SUBDRAIN, 8" PVC					
0180	24-018	EA	2.000	\$650.000	\$1,300.00
SUBDRAIN CLEANOUT, TYPE 1-A 8"					
Project Total:					\$245,961.47

Line Number	Item	Unit	Current Paid Quantity	Unit Price	Amount
0190	24-019	EA	2.000	\$280.000	\$560.00
	SUBDRAIN OUTLET AND CONNECTION, 8"				
0340	24-034	SY	2,104.470	\$54.250	\$114,167.50
	PCC PAVEMENT, 7" C-SUD				
0360	24-036	SY	31.440	\$7.000	\$220.08
	REMOVAL OF DRIVEWAY				
0370	24-037	SY	396.410	\$43.450	\$17,224.02
	SIDEWALK, 4" PCC				
0380	24-038	SY	61.740	\$60.600	\$3,741.44
	SIDEWALK, 6" PCC				
0390	24-039	SF	121.000	\$50.500	\$6,110.50
	DETECTABLE WARNINGS				
0400	24-040	SY	264.580	\$63.150	\$16,708.22
	DRIVEWAY, 6" PCC				
0420	24-042	SY	361.900	\$9.000	\$3,257.10
	PAVEMENT REMOVAL				
0450	24-045	LS	0.330	\$3,000.000	\$990.00
	SWPPP-MANAGEMENT				
0470	24-047	LF	2,915.000	\$0.500	\$1,457.50
	FILTER SOCK, 12", MAINTENANCE AND REMOVAL				
0570	24-057	LS	0.330	\$2,325.000	\$767.25
	CONCRETE WASHOUT				
0580	24-058	EA	8.000	\$150.000	\$1,200.00
	MAILBOXES, REMOVE AND REPLACE				
				Section Total: \$245,961.47	
				Project Total: \$245,961.47	

Summary

Current Approved Work:	\$245,961.47	Approved Work To Date:	\$1,598,914.64
Current Stockpile Advancement:	\$0.00	Stockpile Advancement To Date:	\$0.00
Current Stockpile Recovery:	\$0.00	Stockpile Recovery To Date:	\$0.00
Current Retainage:	\$12,298.07	Retainage To Date:	\$79,945.73
Current Retainage Released:	\$0.00	Retainage Released To Date:	\$0.00
Current Liquidated Damages:	\$0.00	Liquidated Damages To Date:	\$0.00
Current Adjustment:	\$0.00	Adjustments To Date:	\$0.00
Current Payment:	\$233,663.40	Payments To Date:	\$1,518,968.91
Previous Payment:	\$156,447.64	Previous Payments To Date:	\$1,285,305.51

Mayor, City of Clive	Date

Project Engineer, Jonathan Cygan	Date

Field Engineer, Tony Clemenson	Date

Contractor,	Date



Memo

TO: Mayor and Council members

FROM: Jeff May, Public Works Director

DATE: November 14, 2024

RE: Approve Pay Request #10 - Alice's Road Reconstruction Phase 1 - Design - Snyder & Associates - \$122,641.69

SYNOPSIS:

Staff recommends approval of Pay Request #10 in the amount of \$122,641.69, to Snyder & Associates, for professional services completed on the design for the Alice's Road Reconstruction – Phase 1 – Design.

See attached Council Letter for Details

Attachments:

1. 11-14-24 - Pay Request #10 - Alice's Road Reconstruction - Phase 1 - Design - Snyder - \$122,641.69
2. CL - 11-14-24 - Pay Request #10 - Alice's Road Reconstruction Design-Phase 1 - Snyder & Associates - \$122,641.69



INVOICE FOR PROFESSIONAL SERVICES

October 31, 2024

Jeff May
City of Clive
Public Works
2123 NW 111th Street
Clive, IA 50325-3755

Invoice No: 123.1396.01 - 10

Email jmay@cityofclive.com

Project 123.1396.01 Alice's Road Reconstruction- Phase 1

Professional Services through September 30, 2024

Division 1

(50% Waukee / 50% Clive)

	Hours	Rate	Amount
Sr. Engineer	17.75	216.00	3,834.00
Land Surveyor VIII	30.25	198.00	5,989.50
Engineer VIII	118.50	198.00	23,463.00
Engineer VI	18.50	178.00	3,293.00
Engineer IV	62.50	153.00	9,562.50
Engineer III	28.00	141.00	3,948.00
Engineer II	57.25	128.00	7,328.00
Lead Technician	144.50	150.00	21,675.00
Technician VII	31.25	124.00	3,875.00
Technician VI	1.50	111.00	166.50
Technician V	27.00	101.00	2,727.00
Technician III	86.50	82.00	7,093.00
Administrative II	.25	77.00	19.25
Total Services	623.75		92,973.75
Total Services			92,973.75

Stantec Consultant Services Inc.			
9/30/2024	Stantec Consultant Services Inc.	Services Through 08/30/2024	893.00
9/30/2024	Stantec Consultant Services Inc.	Services Through 08/30/2024	561.00
Total Consultants			1,454.00

Fleet Mileage	152.09

Billing Limits	Current	Prior	To-Date
Total Billings	94,579.84	540,185.19	634,765.03
Limit			726,500.00
Remaining			91,734.97
Phase Subtotal			\$94,579.84

Division 2

(15% Waukee / 85% Clive)

REMIT TO: SNYDER & ASSOCIATES, INC.

Mailing: PO Box 1159 | Ankeny, IA 50021

Physical: 2727 SW Snyder Blvd. | Ankeny IA 50023

p: 888-964-2020 | f: 515-964-7938

Federal E.I.N. 42-1379015

SNYDER-ASSOCIATES.COM

Project	123.1396.01	Clive-NEAlice'sRd-NEHorizonDrtoMeredithD	Invoice	10

	Hours	Rate	Amount	
Sr. Engineer	1.00	216.00	216.00	
Engineer VIII	3.00	198.00	594.00	
Total Services	4.00		810.00	
Total Services				810.00
Billing Limits	Current	Prior	To-Date	
Total Billings	810.00	95,915.70	96,725.70	
Limit			344,100.00	
Remaining			247,374.30	
		Phase Subtotal		\$810.00

Division 3

(0% Waukee / 100% Clive)

	Hours	Rate	Amount	
Principal Environmental Scientist I	4.25	237.00	1,007.25	
Sr. Engineer	11.50	216.00	2,484.00	
Land Surveyor VIII	14.50	198.00	2,871.00	
Engineer VIII	11.50	198.00	2,277.00	
Right-of-Way Agent II	10.50	128.00	1,344.00	
Engineer II	36.00	128.00	4,608.00	
Technician VII	53.75	124.00	6,665.00	
Technician III	24.00	82.00	1,968.00	
Total Services	166.00		23,224.25	
Total Services				23,224.25

Iowa Title Company-

9/17/2024	Iowa Title Company-	Report of Title	450.00
9/17/2024	Iowa Title Company-	Report of Title	450.00
9/17/2024	Iowa Title Company-	Report of Title	450.00
9/17/2024	Iowa Title Company-	Report of Title	450.00
9/25/2024	Iowa Title Company-	Report of Title	450.00
9/25/2024	Iowa Title Company-	Report of Title	450.00
9/30/2024	Iowa Title Company-	Report of Title	450.00

Stantec Consultant Services Inc.

9/30/2024	Stantec Consultant Services Inc.	Services Through 08/30/2024	790.50

Total Consultants **3,940.50**

Employee Mileage	87.10

Total Expenses **87.10**

Billing Limits	Current	Prior	To-Date	
Total Billings	27,251.85	203,078.51	230,330.36	
Limit			866,400.00	
Remaining			636,069.64	
		Phase Subtotal		\$27,251.85

Amount Due this Invoice **\$122,641.69**

REMIT TO: **SNYDER & ASSOCIATES, INC.**

Mailing: PO Box 1159 | Ankeny, IA 50021

Physical: 2727 SW Snyder Blvd. | Ankeny IA 50023

p: 888-964-2020 | f: 515-964-7938

Federal E.I.N. 42-1379015

SNYDER-ASSOCIATES.COM

Page 2

Page 140 of 502

Project	123.1396.01	Clive-NEAlice'sRd-NEHorizonDrtoMeredithD	Invoice	10

Thank you. We appreciate the opportunity to serve you.

Accounts Receivable Inquiry: ar@snyder-associates.com

Project Manager: Nathan Carhoff

October 14, 2024

Jeff May, P.E.
Public Works Director
City of Clive
2123 NW 111th Street
Clive, IA 50325

RE: INVOICE NO. 10
ALICE'S ROAD RECONSTRUCTION – PHASE 1
NE HORIZON DRIVE TO MEREDITH DRIVE
PROJECT #123.1396

Dear Jeff:

The attached invoice covers work on the project through September 30, 2024.

During this period, our work effort has largely been the same as it was for August, focusing on advancing design and plan production for phase 1A area and storm water management, especially in the Knapp basin.

We met with the Jeun property on September 17, 2024 to explain the project and kickoff right-of-way acquisition on their parcel. Title work has been ordered and received for properties in the Phase 1 area. Upon approval of storm water management, a meeting will be setup to coordinate work within the Knapp basin.

Utility coordination is underway, test hole data has been obtained and reviewed against proposed improvements. Meetings with individual utility companies are being scheduled.

Please contact me with any questions.

Sincerely,

SNYDER & ASSOCIATES, INC.



Nathan Carhoff, P.E.
Project Manager

Enclosure

Alice's Road Reconstruction - Phase 1
Invoice Summary and City Cost Sharing
Snyder Project #123.1396

	Division 1			Division 2			Division 3			Totals		
	Div. Total	Clive	Waukee	Div. Total	Clive	Waukee	Div. Total	Clive	Waukee	Contract Total	Clive	Waukee
		50%	50%		85%	15%		100%	0%			
Invoice #1	\$18,946.03	\$9,473.02	\$9,473.01	\$16,280.21	\$13,838.18	\$2,442.03	\$22,529.45	\$22,529.45	-	\$57,755.69	\$45,840.65	\$11,915.04
Invoice #2	\$28,684.50	\$14,342.25	\$14,342.25	\$7,782.19	\$6,614.86	\$1,167.33	\$17,857.06	\$17,857.06	-	\$54,323.75	\$38,814.17	\$15,509.58
Invoice #3	\$60,433.92	\$30,216.96	\$30,216.96	\$11,943.26	\$10,151.77	\$1,791.49	\$33,524.00	\$33,524.00	-	\$105,901.18	\$73,892.73	\$32,008.45
Invoice #4	\$69,319.72	\$34,659.86	\$34,659.86	\$25,690.00	\$21,836.50	\$3,853.50	\$41,203.75	\$41,203.75	-	\$136,213.47	\$97,700.11	\$38,513.36
Invoice #5	\$78,192.26	\$39,096.13	\$39,096.13	\$6,513.00	\$5,536.05	\$976.95	\$20,341.50	\$20,341.50	-	\$105,046.76	\$64,973.68	\$40,073.08
Invoice #6	\$62,476.47	\$31,238.24	\$31,238.23	\$5,482.00	\$4,659.70	\$822.30	\$22,602.00	\$22,602.00	-	\$90,560.47	\$58,499.94	\$32,060.53
Invoice #7	\$55,843.61	\$27,921.81	\$27,921.80	\$7,698.00	\$6,543.30	\$1,154.70	\$17,468.75	\$17,468.75	-	\$81,010.36	\$51,933.86	\$29,076.50
Invoice #8	\$67,906.96	\$33,953.48	\$33,953.48	\$7,708.75	\$6,552.44	\$1,156.31	\$14,652.25	\$14,652.25	-	\$90,267.96	\$55,158.17	\$35,109.79
Invoice #9	\$98,381.72	\$49,190.86	\$49,190.86	\$6,818.29	\$5,795.55	\$1,022.74	\$12,899.75	\$12,899.75	-	\$118,099.76	\$67,886.16	\$50,213.60
Invoice #10	\$94,579.84	\$47,289.92	\$47,289.92	\$810.00	\$688.50	\$121.50	\$27,251.85	\$27,251.85	-	\$122,641.69	\$75,230.27	\$47,411.42
Total Billed to Date	\$ 634,765.03	\$ 317,382.53	\$ 317,382.50	\$ 96,725.70	\$ 82,216.85	\$ 14,508.85	\$ 230,330.36	\$ 230,330.36	-	\$ 961,821.09	\$ 629,929.74	\$ 331,891.35
Total Contract	\$ 726,500.00	\$ 363,250.00	\$ 363,250.00	\$ 344,100.00	\$ 292,485.00	\$ 51,615.00	\$ 866,400.00	\$ 866,400.00	-	\$ 1,937,000.00	\$ 1,522,135.00	\$ 414,865.00

Memo

TO: Mayor Edwards, Clive City Council Members and
Matt McQuillen

FROM: Jeff May, Public Works Director

DATE: November 14, 2024

RE: Approve Pay Request #10 – Alice’s Road Reconstruction -
Phase 1- Design – Snyder & Associates - \$122,641.69



Public Works Department

At the January 11, 2024 City Council meeting, the Council approved a Professional Services Agreement with Snyder & Associates for the design of the Alice’s Road Reconstruction Project – Phase 1. The Alice’s Road Reconstruction Project includes 4 Phases. The phases are identified per the following:

Phase 1 is the reconstruction of Alice’s Road south of Douglas Parkway and is shared with Waukee on a 50/50 split.

Phase 2 is the reconstruction of the Alice’s Road and Douglas Parkway intersection and the completion of Douglas Parkway from Berkshire Parkway (including the intersection of Berkshire Parkway) to the west corporate limit. Waukee is responsible for 25% of the intersection and possibly some of the Douglas Parkway improvements west of Alice’s Road. Clive is responsible for 75% of the intersection, the improvements west of Alice’s Road, that are not Waukee’s responsibility and 100% of the improvements east of Alice’s Road. The division of responsibility for Phase 2 will be determined as the project design progresses.

Phase 3 is the reconstruction of Alice’s Road from Douglas Parkway to Berkshire Parkway and is 100% the responsibility of Clive.

Phase 4 is the reconstruction of Alice’s Road from Berkshire Parkway to Meredith Drive and includes the crossing of Little Walnut Creek. Phase 4 is 100% the responsibility of Clive.

The Professional Services Agreement (PSA) for Phase 1 includes the final design of Phase 1 plus the conceptual design of Phases 2-4. The design and conceptual design of the future phases will include the roadway, intersection configuration of all intersections, storm sewer, water, sanitary sewer, stormwater management, trails and aesthetics for the entire Alice’s Road corridor. In addition, the conceptual design will include the Douglas Parkway corridor from Berkshire Parkway, including the intersection of Berkshire Parkway, to the west corporate limit. The PSA

will also include work related to right-of-way and easement acquisition and assistance with finding and obtaining grants to assist with the cost of the project.

The PSA for Phase 1 is divided into 3 divisions. The first division includes the work from NE Horizon Drive in Waukee to just south of Douglas Parkway. Division 1 is split 50/50 with Wauke. Division 2 includes the work for the Douglas Parkway intersection and completion of Douglas Parkway in Clive. This Division will be split 85% Clive and 15% Waukee for billing purposes but will be reconciled when the work is complete based on the actual percentages attributed to each community. Division 3 is for work related to Phases 3 and 4 and is 100% Clive responsibility.

Staff recommends approval of Pay Request #10 in the amount of \$122,641.69, to Snyder & Associates, for professional services completed on the design for the Alice's Road Reconstruction – Phase 1 – Design.

Pay Request Summary

	<u>Clive</u>	<u>Waukee</u>	<u>Total</u>
Approved Agreement Amount (1/11/24)	\$ 1,522,135.00	\$ 414,865.00	\$ 1,937,000.00
 Division 1 Approved Agreement Amount	 \$ 363,250.00	 \$ 363,250.00	 \$ 726,500.00
Pay Request #1 (02/22/24)	\$ 9,473.02	\$ 9,473.01	\$ 18,946.03
Pay Request #2 (03/14/24)	\$ 14,342.25	\$ 14,342.25	\$ 28,684.50
Pay Request #3 (04/11/24)	\$ 30,216.96	\$ 30,216.96	\$ 60,433.92
Pay Request #4 (05/23/24)	\$ 34,659.86	\$ 34,659.86	\$ 69,319.72
Pay Request #5 (06/13/24)	\$ 39,096.13	\$ 39,096.13	\$ 78,192.26
Pay Request #6 (07/25/24)	\$ 31,238.24	\$ 31,238.23	\$ 62,476.47
Pay Request #7 (08/08/24)	\$ 27,921.81	\$ 27,921.80	\$ 55,843.61
Pay Request #8 (09/12/24)	\$ 33,953.48	\$ 33,953.48	\$ 67,906.96
Pay Request #9 (10/10/24)	\$ 49,190.86	\$ 49,190.86	\$ 98,381.72
Pay Request #10 (11/14/24)	\$ 47,289.92	\$ 47,289.92	\$ 94,579.84
Amount Requested to Date – Division 1	\$ 270,092.61	\$ 270,092.58	\$ 540,185.19
Amount paid previously – Division 1	\$ 270,092.61	\$ 270,092.58	\$ 540,185.19
Amount due this pay request – Division 1	\$ 47,289.92	\$ 47,289.92	\$ 94,579.84
Amount remaining - Division 1	\$ 45,867.47	\$ 45,867.50	\$ 91,734.97
 Division 2 Approved Agreement Amount	 \$ 292,485.00	 \$ 51,615.00	 \$ 344,100.00
Pay Request #1 (02/22/24)	\$ 13,838.18	\$ 2,442.03	\$ 16,280.21
Pay Request #2 (03/14/24)	\$ 6,614.86	\$ 1,167.33	\$ 7,782.19
Pay Request #3 (04/11/24)	\$ 10,151.77	\$ 1,791.49	\$ 11,943.26
Pay Request #4 (05/23/24)	\$ 21,836.50	\$ 3,853.50	\$ 25,690.00
Pay Request #5 (06/13/24)	\$ 5,536.05	\$ 976.95	\$ 6,513.00
Pay Request #6 (07/25/24)	\$ 4,659.70	\$ 822.30	\$ 5,482.00
Pay Request #7 (08/08/24)	\$ 6,543.30	\$ 1,154.70	\$ 7,698.00
Pay Request #8 (09/12/24)	\$ 6,552.44	\$ 1,156.31	\$ 7,708.75
Pay Request #9 (10/10/24)	\$ 5,795.55	\$ 1,022.74	\$ 6,818.29
Pay Request #10 (11/14/24)	\$ 688.50	\$ 121.50	\$ 810.00
Total Requested to Date – Division 2	\$ 81,528.35	\$ 14,387.35	\$ 95,915.70
Amount paid previously – Division 2	\$ 81,528.35	\$ 14,387.35	\$ 95,915.70

Amount due this pay request – Division 2	\$ 688.50	\$ 121.50	\$ 810.00
Amount remaining - Division 2	\$ 210,268.15	\$ 37,106.15	\$ 247,374.30
Division 3 Approved Agreement Amount	\$ 866,400.00	\$ 0.00	\$ 866,400.00
Pay Request #1 (02/22/24)	\$ 22,529.45	\$ 0.00	\$ 22,529.45
Pay Request #2 (03/14/24)	\$ 17,857.06	\$ 0.00	\$ 17,857.06
Pay Request #3 (04/11/24)	\$ 33,524.00	\$ 0.00	\$ 33,524.00
Pay Request #4 (05/23/24)	\$ 41,203.75	\$ 0.00	\$ 41,203.75
Pay Request #5 (06/13/24)	\$ 20,341.50	\$ 0.00	\$ 20,341.50
Pay Request #6 (07/25/24)	\$ 22,602.00	\$ 0.00	\$ 22,602.00
Pay Request #7 (08/8/24)	\$ 17,468.75	\$ 0.00	\$ 17,468.75
Pay Request #8 (09/12/24)	\$ 14,652.25	\$ 0.00	\$ 14,652.25
Pay Request #9 (10/10/24)	\$ 12,899.75	\$ 0.00	\$ 12,899.75
Pay Request #10 (11/14/24)	\$ 27,251.85	\$ 0.00	\$ 27,251.85
Total Requested to Date – Division 3	\$ 230,330.36	\$ 0.00	\$ 230,330.36
Amount paid previously – Division 3	\$ 203,078.51	\$ 0.00	\$ 203,078.51
Amount due this pay request – Division 3	\$ 27,251.85	\$ 0.00	\$ 27,251.85
Amount remaining - Division 3	\$ 636,069.64	\$ 0.00	\$ 636,069.64
Total Amount Requested to Date	\$ 629,929.74	\$ 331,891.35	\$ 961,821.09
Total Amount Paid Previously	\$ 554,699.471	\$ 284,479.93	\$ 839,179.40
Total Amount due this pay request	\$ 75,230.27	\$ 47,411.42	\$ 122,641.69
Total Amount Remaining on Contract	\$ 892,205.26	\$ 82,973.65	\$ 975,178.91

Please feel free to contact me prior to the meeting at 223-6231 or jmay@cityofclive.com if you have any questions or concerns.



Memo

TO: Mayor and Council members

FROM: Jeff May, Public Works Director

DATE: November 14, 2024

RE: Approve Pay Request #15 - University Boulevard Pump Station Improvements Project - Snyder & Associates - \$13,066.84

SYNOPSIS:

At the March 24, 2022 City Council Meeting, the Council approved a Professional Services Agreement with Snyder & Associates for the design of improvements to the City's water pump station on University Boulevard. The pump station controls are outdated and the electric panels are located outside. The Consultant is working on the design and has submitted a request for pay. Staff recommends approval of Pay Request #15, in the amount of \$13,066.84 to Snyder & Associates, for professional services completed on the design for the University Boulevard Pump Station Improvements Project.

Pay Request Summary

Approved Agreement Amount	\$ 101,800.00
Pay Request #1 (8/11/22)	\$ 1,870.07
Pay Request #2 (8/11/22)	\$ 4,621.50
Pay Request #3 (9/8/22)	\$ 3,361.88
Pay Request #4 (10/13/22)	\$ 2,231.50
Pay Request #5 (1/12/23)	\$ 4,576.50
Pay Request #6 (6/8/23)	\$ 1,886.50
Pay Request #7 (7/13/23)	\$ 1,297.50
Pay Request #8 (8/10/23)	\$ 1,932.75
Pay Request #9 (10/12/23)	\$ 1,257.26
Pay Request #10 (11/9/23)	\$ 1,092.50
Pay Request #11 (1/11/24)	\$ 1,330.00
Pay Request #12 (9/12/24)	\$ 5,811.05
Pay Request #13 (9/12/24)	\$ 5,160.00
Pay Request #14 (10/10/24)	\$ 2,088.25
Pay Request #15 (11/14/24)	\$ 13,066.84
Total Requested to Date	\$ 51,584.10
Amount paid previously	\$ 38,517.26
Amount due this pay request	\$ 13,066.84
Amount remaining on Agreement	\$ 50,215.90

Please feel free to contact me prior to the meeting at 223-6231 or jmay@cityofclive.com if you have any questions or concerns.

Attachments:

1. 11-14-24 - University Boulevard Pump Station Improvements - Snyder & Associates - Pay Request #15 - \$13,066.84

2. 11-14-24 - University Boulevard Pump Station Improvements - Snyder & Associates - Pay Request #15 Progress Report



INVOICE FOR PROFESSIONAL SERVICES

October 31, 2024

Jeff May
City of Clive
Public Works
2123 NW 111th Street
Clive, IA 50325-3755

Invoice No: 122.0393.01 - 15

Email jmay@cityofclive.com
jhagelie@cityofclive.com

Project 122.0393.01 University Blvd. Booster Station Facility Upgrade

Professional Services through September 30, 2024

Basic Services

Administration

Hourly Services

	Hours	Rate	Amount	
Principal Engineer	1.75	209.00	365.75	
Engineer VIII	1.00	174.00	174.00	
Total Services	2.75		539.75	539.75
			Task Subtotal	\$539.75

Billings to Date	Total 4,906.33	Prior 4,366.58	Current 539.75

Survey

Hourly Services

	Hours	Rate	Amount	
Land Surveyor VIII	5.00	174.00	870.00	
Lead Technician	.50	133.00	66.50	
Technician VII	35.50	109.00	3,869.50	
Technician II	9.00	66.00	594.00	
Total Services	50.00		5,400.00	5,400.00

Fleet Mileage				85.09
			Task Subtotal	\$5,485.09

Billings to Date	Total 5,789.77	Prior 304.68	Current 5,485.09

Preliminary Design

Hourly Services

	Hours	Rate	Amount
Principal Engineer	5.50	209.00	1,149.50
Sr. Engineer	23.25	190.00	4,417.50

Project	122.0393.01	Clv-UniversityBlvdBoosterStaFacilUpgrade			Invoice	15
Technician VIII		12.50	118.00	1,475.00		
Total Services		41.25		7,042.00		
						7,042.00
				Task Subtotal		\$7,042.00
Billings to Date	Total	Prior	Current			
	18,186.25	11,144.25	7,042.00			
Final Design						
				Task Subtotal		0.00
Permitting						
				Task Subtotal		0.00
Bidding						
				Task Subtotal		0.00
Conceptual Design						
				Task Subtotal		0.00
Billings to Date	Total	Prior	Current			
	20,769.00	20,769.00	0.00			
Billing Limits		Current	Prior	To-Date		
Total Billings		13,066.84	36,584.51	49,651.35		
Limit				101,800.00		
Remaining				52,148.65		
				Phase Subtotal		\$13,066.84
Additional Services						
City Water Demand Projection Updates						
				Task Subtotal		0.00
Billings to Date	Total	Prior	Current			
	1,932.75	1,932.75	0.00			
Billing Limits		Current	Prior	To-Date		
Total Billings		0.00	1,932.75	1,932.75		
Limit				2,500.00		
Remaining				567.25		
				Phase Subtotal		0.00
				Amount Due this Invoice		<u>\$13,066.84</u>
Billings to Date	Total	Prior	Current			
	51,584.10	38,517.26	13,066.84			

Thank you. We appreciate the opportunity to serve you.

Accounts Receivable Inquiry: ar@snyder-associates.com

Project Manager: Brett Paige

October 31, 2024

Jeff May, P.E.
City of Clive Public Works
2123 NW 111th Street
Clive, IA 50325-3755

RE: UNIVERSITY BLVD. BOOSTER STATION FACILITY UPGRADE
PROGRESS REPORT No. 15

Mr. May,

This is a progress report for the above-referenced project. This report covers work during September 2024, which is reflected on the attached invoices for professional services. Services and tasks performed during this period include the following:

- Project management
- Plan production
- Preliminary design
- Geotechnical scheduling and coordination
- Topographic survey
- FEMA funding coordination

The current schedule for the project is as follows:

- 60% plans to City for review: November 22, 2024
- 90% plans to City for review: January 2025
- FEMA application submittal: January/February 2025
- FEMA review period: January 2025 – July 2025
- Pre-order generator: July 2025
- Final plans: October 2025
- Letting: January 2026
- Complete construction: December 2026

Should you have any questions on this update, please feel free to call or email me at your convenience. Thank you for the opportunity to provide professional services for the City of Clive.

Respectfully,
SNYDER & ASSOCIATES, INC.



Brett Paige, P.E.
Civil Engineer

\\orion\volume\Projects\2022\122.0393.01\Administration\ProgressReport15_1220393.docx



Memo

TO: Mayor and Council members

FROM: Jonathan Cygan, Civil Engineer

DATE: November 14, 2024

RE: Resolution Approving Professional Service Agreement Amendment #1
- Snyder & Associates - University Blvd. Booster Station Facility Upgrade -
\$105,100.00

SYNOPSIS:

At the March 24, 2022 City Council Meeting, the Council approved a Professional Service Agreement with Snyder & Associates for the design of improvements to the City's water pump station on University Boulevard. The pump station controls are outdated, and the electric panels are located outside. The original proposal

With the advent of the City's BRIC application for the University Avenue Buyout Area it was identified that there is an opportunity to relocate the station using grant funds to reduce the flood risk by constructing the new station to the north side of University Avenue.

To complete the design Snyder will provide additional work not originally outlined in the contract. These items include assistance in FEMA BRIC grant application where necessary, stormwater modeling, additional design associated with site development of the station, and design of water utilities to connect back into the existing portable water supply network for the not-to-exceed amount of \$105,100.00 to the original contract.

A budget summary of Contract is listed below.

Original Approved Contract	\$101,800.00
Proposed Amendment #1	\$105,100.00
Total Not-to-Exceed Budget	\$206,900.00
Opinion of Probable Construction Cost of the Station (The design budget is approximately 7% of the anticipated construction which is a typical percentage seen on civil consulting services for construction projects.)	\$2,900,000.00
Revised Proposed Total Remaining	\$155,315.90

Staff recommend approval of Amendment #1 to the not-to-exceed amount of \$105,100.

Please feel free to contact me at 515-223-6231 prior to the meeting if you have any questions or concerns.

Attachments:

1. Resolution - Contract Amendment #1

2. Exhibit A - Contract Supplemental

RESOLUTION NO. _____

RESOLUTION APPROVING AUTHORIZATION FOR CONTRACT AMENDMENT WITH
SNYDER & ASSOCIATES FOR UNIVERSITY BOULEVARD PUMP STATION
IMPROVEMENTS PROJECT

WHEREAS, the City has asked Snyder & Associates to perform certain agreed upon additional services relating to the University Boulevard Pump Station Improvements Project (the “Project”); and

WHEREAS, the City of Clive desires to enter into an agreement with respects to certain aspects of the Project;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CLIVE, IOWA:

That the agreement with Snyder & Associates herewith attached as Exhibit “A”, regarding the Project be and is hereby approved and accepted by this City Council, and the Mayor is hereby authorized and directed to execute said agreement on behalf of the City; and the City Clerk is hereby authorized and directed to attest to the signature of the Mayor to same.

PASSED AND APPROVED this _____ day of _____, 2024.

CITY OF CLIVE, IOWA

By: _____
John Edwards, Mayor

ATTEST:

By: _____
Matthew D. Graham, City Clerk

SUPPLEMENTAL AGREEMENT FOR ADDITIONAL SERVICES # 1

To: Snyder & Associates, Inc.
2727 SW Snyder Blvd.
Ankeny, IA 50023

Attn: Brett Paige
Phone: 515-964-2020
Fax: 515-964-7938

This is authorization for Snyder & Associates, Inc. to proceed with the following described additional services.

Client: City of Clive	
Project Name: University Blvd Booster Station Facility Upgrade	
S&A Project Number: 122.0393	Original Agreement Date: 3/24/2022

DESCRIPTION OF ADDITIONAL SERVICES:

See Attachment 1

- ☐ Lump Sum in the amount of: \$
- ☐ Hourly plus expenses per original agreement or attached fee schedule, **Choose an item.** budget: \$
- ☒ Document attached: Attachment 1

The undersigned, on behalf of the Client, understands and agrees that the services described in this Supplemental are additional services, scope of which is not contained within the original scope of services defined in the original agreement. The Additional Services in this Supplemental are subject to the general conditions contained in the original Professional Services Agreement.

(Type or Print Name above line)

(Client) SNYDER & ASSOCIATES, INC. (Professional)

By: _____
(Authorized Agent)

By: _____
(Authorized Agent)

(Printed or typed signature)

(Printed or typed signature)

Date: _____

Date: _____

Route executed to:

ATTACHMENT NO. 1**SUPPLEMENTAL AGREEMENT NO. 1
TO AGREEMENT FOR PROFESSIONAL SERVICES****University Blvd Booster Station Facility Upgrade**

October 28, 2024

The CONSULTANT shall provide the following additional services for the project.

I. ADDITIONAL SERVICES

- A. Additional project management and administration for extended schedule.
- B. Updated hourly rates for fee schedule included in Attachment 2.
- C. FEMA BRIC grant application assistance.
- D. Stormwater modeling review and analysis.
- E. Additional conceptual design services including additional alternatives and coordination to determine the preferred alternatives.
- F. Additional design services to accommodate the selected 2.5 MGD pump station including two packaged buildings, foundations, retaining wall, and water main from University Boulevard. The location of the proposed pump station will be designed for 1275 NW 75th Street in Clive, Iowa. Changes in location will require additional design services.

II. ADDITIONAL COMPENSATION

- A. The total fees for additional services are equivalent to \$105,100 and shall be billed hourly not to exceed.

III. UPDATED SCHEDULE

Preliminary Plans, Specs, OPC 60%	November 22, 2024
Final Plans, Specs, OPC 90%	January 2025
FEMA BRIC Application Submittal (by others)	February 2025
Final Plans, Specs, OPC 100%	November 2025

ATTACHMENT NO. 2

SNYDER & ASSOCIATES, INC.
2024
STANDARD FEE SCHEDULE

Billing Classification/Level	Billing Rate
Professional	
<i>Engineer, Landscape Architect, Land Surveyor, GIS, Environmental Scientist Project Manager, Planner, Archaeologist, Right-of-Way Agent, Graphic Designer</i>	
Principal II	\$252.00 /hour
Principal I	\$237.00 /hour
Senior	\$216.00 /hour
VIII	\$198.00 /hour
VII	\$187.00 /hour
VI	\$178.00 /hour
V	\$166.00 /hour
IV	\$153.00 /hour
III	\$141.00 /hour
II	\$128.00 /hour
I	\$115.00 /hour
Technical	
<i>CADD, Survey, Construction Observation</i>	
Lead	\$150.00 /hour
Senior	\$144.00 /hour
VIII	\$134.00 /hour
VII	\$124.00 /hour
VI	\$111.00 /hour
V	\$101.00 /hour
IV	\$91.00 /hour
III	\$82.00 /hour
II	\$75.00 /hour
I	\$66.00 /hour
Administrative	
II	\$77.00 /hour
I	\$63.00 /hour
Reimbursables	
Mileage	<i>current IRS standard rate</i>
Outside Services	<i>As Invoiced</i>



Memo

TO: Mayor and Council members

FROM: Kelly Rivera, Administrative Specialist

DATE: November 14, 2024

RE: Resolution Accepting 1st Amendment to Public Overland Flowage Easement for Verona Hills South Plat 3, Lot 1 - 3505 NW 169th CIR

SYNOPSIS:

The owners of 3505 NW 169th CIR have requested approval to install a fence within the Public Overland Flowage Easement on the subject property. Staff have reviewed the request and determined that the fence should not have a negative impact on said easement.

In accordance with the staff requirement, the property owners have executed the attached First Amendment to Public Overland Flowage Easement which outlines additional responsibilities associated with the improvement within the easement area. Staff would recommend that Council approve the document so that it can be recorded with the county.

Please feel free to contact me prior to the meeting at krivera@cityofclive.com or at (515) 223-6221 if you have any questions or concerns.

Attachments:

1. Resolution Accepting 1st Amendment to Public Overland Flowage Easement for Verona Hills Plat 3, Lot 1 - 3505 NW 169th CIR

RESOLUTION NO. _____

RESOLUTION ACCEPTING
FIRST AMENDMENT TO PUBLIC OVERLAND FLOWAGE EASEMENT FOR
LOT 1 IN VERONA HILLS SOUTH PLAT 3
3505 NW 169TH ST

WHEREAS, the owners of Lot 1 in Verona Hills Plat 1 in the City of Clive, Iowa (the “Property”) have submitted to the City of Clive a First Amendment to Public Overland Flowage Easement to permit the installation of a fence within the easement area on the Property; and

WHEREAS, City desires to accept the First Amendment to Public Overland Flowage Easement.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CLIVE, IOWA:

That the First Amendment to Public Overland Flowage Easement (“First Amendment”) regarding Lot 1, Verona Hills Plat 1, is hereby accepted and approved by the City Council of the City of Clive, that the Mayor is hereby authorized to execute such First Amendment on behalf of the City, and the City Clerk to attest to his signature, and that the City Clerk is hereby authorized and directed to file the First Amendment with the Dallas County Recorder.

PASSED AND APPROVED this ____ day of November 2024.

By:

John Edwards, Mayor

ATTEST:

Matthew D. Graham, City Clerk

Preparer Information: Kelly Rivera, 1900 NW 114th ST, Clive, Iowa 50325 Phone (515) 223-6221
Return to: Matthew D. Graham, City Clerk, City of Clive, 1900 NW 114th ST, Clive, Iowa 50325 (515) 223-6220

FIRST AMENDMENT TO PUBLIC OVERLAND FLOWAGE EASEMENT

This First Amendment to Public Overland Flowage Easement ("First Amendment") is entered into by and between John D. Goodhue and Nhu Le Goodhue ("Property Owners") and the City of Clive, Iowa, a municipal corporation (hereinafter called "City").

WHEREAS, Property Owners own that property legally described as:

Lot 1 of Verona Hills South Plat 3 (3505 NW 169th CIR), an Official Plat, formerly a part of Outlot X of Verona Hills Plat 1, now included in and forming a part of the City of Clive, Dallas County, Iowa ("Property").

WHEREAS, Willis A. Van Zee, an Iowa corporation, a predecessor in title to the Property Owners, granted that certain Public Overland Flowage Easement, dated December 9, 2003 recorded on January 6, 2004, in Book 2004, Page 117 for Verona Hills Plat 1, Outlot X, in the real property records of Dallas County, Iowa (the "Easement") to the City, which prohibited the erection of any structure within the easement area, as such real estate is described on Exhibit A, attached hereto and incorporated herein by this reference (hereinafter called "Easement Area").

WHEREAS, the Property Owners desire to install a fence on the Property, which encroaches into the Easement Area, and the City has agreed to consent to the installation of the fence within the Easement Area, subject to the conditions set forth in Section 2 of this Amendment.

NOW, THEREFORE, for and in consideration of the mutual promises and covenants herein contained, the parties hereto do hereby agree as follows:

1. **CITY CONSENT TO INSTALLATION OF FENCE.** The Easement prohibits Property Owners from locating any structure under, over, on, through, across or within the Easement Area without obtaining the prior written consent of the City. Property Owners desire to install a fence within the Easement Area. The City hereby consents to the installation of the fence which location is within the Easement Area, provided that the Property Owners install and maintain the fence such that it does not impede the flow of storm/surface water within the Easement Area.

2. MAINTENANCE AND LIABILITY. The Property Owners acknowledge and agree that in the event that the City exercises its rights under the Easement, including the rights to construct, reconstruct, repair, replace, enlarge, inspect and maintain the area, the City's duty of restoration for the Easement Area shall be limited to grading and replacing grass. In no event shall the City be responsible for any reconstruction, replacement, repair or maintenance of the fence or any improvements or structure located within the Easement Area.

Additionally, the Property Owners acknowledge and agree that the fence's lowest horizontal member shall be a minimum of 4" above grade or shall be open style to allow the conveyance of storm water through the easement. Gates shall be placed within the easement on north and south sides of the property and shall not be blocked with landscaping, etc. The gates shall swing inward and remain unlocked to allow staff access.

3. NO OTHER CHANGE. Except as amended herein, each and every term, condition, warranty and provision of the Easement shall remain in full force and effect, and such are hereby ratified, confirmed and approved by the parties hereto.

4. RUNS WITH THE LAND. This First Amendment shall be deemed to run with the land and shall be binding on the Property Owners and on the Property Owners' heirs, successors and assigns.

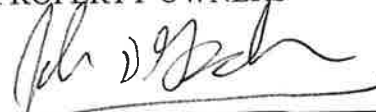
5. APPROVAL BY CITY COUNCIL. This First Amendment shall not be binding until it has received the final approval and acceptance by the City Council by Resolution which approval and acceptance shall be noted on this First Amendment by the City Clerk.

The Property Owner does HEREBY COVENANT with the City that (i) the Property Owners hold said real estate described in this First Amendment by title in fee simple; (ii) that the Property Owners have good and lawful authority to convey the same; and (iii) the Property Owners covenant to WARRANT AND DEFEND the said premises against the claims of all persons whomsoever.

Words and phrases herein, including acknowledgment hereof, shall be construed as in the singular or plural number, and as masculine or feminine gender, according to the context.

Signed this 18th day of October 2024.

PROPERTY OWNERS



John D. Goodhue



Nhu Le Goodhue

STATE OF IOWA)
) SS
COUNTY OF Dallas)

On this 18th day of October 2024, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared John D. Goodhue to me known to be the identical person named in and who executed the foregoing instrument and acknowledged that the person executed the instrument as the voluntary act of the person.



Colleen McMahon
Notary Public in and for the
State of Iowa

My Commission expires Dec. 01, 2026

STATE OF IOWA)
) SS
COUNTY OF Polk)

On this 19th day of October 2024 before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared Nhu Le Goodhue to me known to be the identical person named in and who executed the foregoing instrument and acknowledged that the person executed the instrument as the voluntary act of the person.



Cory Taylor
Notary Public in and for the
State of Iowa

My Commission expires 07-28-2026

CITY OF CLIVE

By: _____
John Edwards, Mayor

Attest:

Matthew D. Graham
City Clerk

STATE OF IOWA)
) SS
COUNTY OF POLK)

On this ____ day of October 2024, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared John Edwards and Matthew D. Graham, to me personally known, and, who, being by me duly sworn, did say that they are the Mayor and the City Clerk, respectively, of the City of Clive, Iowa; that the seal affixed to the foregoing instrument is the corporate seal of the corporation, and that the instrument was signed and sealed on behalf of the corporation, by authority of its City Council, as contained in Resolution No. _____ adopted by the City Council, under Roll Call of the City Council on the 14th day of November 2024, and that John Edwards and Matthew D. Graham acknowledged the execution of the instrument to be their voluntary act and deed and the voluntary act and deed of the corporation, by it voluntarily executed.

Notary Public in and for the
State of Iowa

My Commission expires _____

EXHIBIT A

EASEMENT AREA

A PUBLIC OVERLAND FLOWAGE EASEMENT LOCATED ON LOT 1 OF VERONA HILLS SOUTH PLAT 3 (formerly a part of Outlot X, Verona Hills Plat 1), AN OFFICIAL PLAT IN THE CITY OF CLIVE, DALLAS COUNTY, IOWA THAT IS MORE PARTICULARLY DESCRIBED AS FOLLOWS:

The west 55.00 feet of the north 1,199.000 feet of outlot X



Memo

TO: Mayor and Council members

FROM: Kelly Rivera, Administrative Specialist

DATE: November 14, 2024

RE: Resolution Accepting 1st Amendment to Surface Water Flowage Easement for Verona Hills South Plat 3, Lot 1 - 3505 NW 169th CIR

SYNOPSIS:

The owners of 3505 NW 169th CIR have requested approval to install a fence within the Surface Water Flowage Easement on the subject property. Staff have reviewed the request and determined that the fence should not have a negative impact on said easement.

In accordance with the staff requirement, the property owners have executed the attached First Amendment to Surface Water Flowage Easement which outlines additional responsibilities associated with the improvement within the easement area. Staff would recommend that Council approve the document so that it can be recorded with the county.

Please feel free to contact me prior to the meeting at krivera@cityofclive.com or at (515) 223-6221 if you have any questions or concerns.

Attachments:

1. Resolution Accepting 1st Amendment to Surface Water Flowage Easement for Verona Hills South Plat 3, Lot 1 - 3505 NW 169th CIR

RESOLUTION NO. _____

RESOLUTION ACCEPTING
FIRST AMENDMENT TO SURFACE WATER FLOWAGE EASEMENT FOR
LOT 1 IN VERONA HILLS SOUTH PLAT 3
3505 NW 169TH ST

WHEREAS, the owners of Lot 1 in Verona Hills South Plat 3 in the City of Clive, Iowa (the “Property”) have submitted to the City of Clive a First Amendment to Surface Water Flowage Easement to permit the installation of a fence within the easement area on the Property; and

WHEREAS, City desires to accept the First Amendment to Surface Water Flowage Easement.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CLIVE, IOWA:

That the First Amendment to Surface Water Flowage Easement (“First Amendment”) regarding Lot 1, Verona Hills South Plat 3, is hereby accepted and approved by the City Council of the City of Clive, that the Mayor is hereby authorized to execute such First Amendment on behalf of the City, and the City Clerk to attest to his signature, and that the City Clerk is hereby authorized and directed to file the First Amendment with the Dallas County Recorder.

PASSED AND APPROVED this ____ day of November 2024.

By:

John Edwards, Mayor

ATTEST:

Matthew D. Graham, City Clerk

Preparer Information: Kelly Rivera, 1900 NW 114th ST, Clive, Iowa 50325 Phone (515) 223-6221
Return to: Matthew D. Graham, City Clerk, City of Clive, 1900 NW 114th ST, Clive, Iowa 50325 (515) 223-6220

FIRST AMENDMENT TO SURFACE WATER FLOWAGE EASEMENT

This First Amendment to Surface Water Flowage Easement ("First Amendment") is entered into by and between John D. Goodhue and Nhu Le Goodhue ("Property Owners") and the City of Clive, Iowa, a municipal corporation (hereinafter called "City").

WHEREAS, Property Owners own that property legally described as:

Lot 1 of Verona Hills South Plat 3 (3505 NW 169th CIR), an Official Plat, now included in and forming a part of the City of Clive, Dallas County, Iowa ("Property").

WHEREAS, ECA Investments, LLC, an Iowa corporation, a predecessor in title to the Property Owners, granted that certain Surface Water Flowage Easement, dated September 16, 2013 recorded on October 25, 2013, in Book 2013, Page 19825, in the real property records of Dallas County, Iowa (the "Easement") to the City, which prohibited the erection of any structure within the easement area, as such real estate is described on Exhibit A, attached hereto and incorporated herein by this reference (hereinafter called "Easement Area").

WHEREAS, the Property Owners desire to install a fence on the Property, which encroaches into the Easement Area, and the City has agreed to consent to the installation of the fence within the Easement Area, subject to the conditions set forth in Section 2 of this Amendment.

NOW, THEREFORE, for and in consideration of the mutual promises and covenants herein contained, the parties hereto do hereby agree as follows:

1. **CITY CONSENT TO INSTALLATION OF FENCE.** The Easement prohibits Property Owners from locating any structure under, over, on, through, across or within the Easement Area without obtaining the prior written consent of the City. Property Owners desire to install a fence within the Easement Area. The City hereby consents to the installation of the fence which location is within the Easement Area, provided that the Property Owners install and maintain the fence such that it does not impede the flow of storm/surface water within the Easement Area.

2. MAINTENANCE AND LIABILITY. The Property Owners acknowledge and agree that in the event that the City exercises its rights under the Easement, including the rights to construct, reconstruct, repair, replace, enlarge, inspect and maintain the area, the City's duty of restoration for the Easement Area shall be limited to grading and replacing grass. In no event shall the City be responsible for any reconstruction, replacement, repair or maintenance of the fence or any improvements or structure located within the Easement Area.

Additionally, the Property Owners acknowledge and agree that the fence's lowest horizontal member shall be a minimum of 4" above grade or shall be open style to allow the conveyance of storm water through the easement.

3. NO OTHER CHANGE. Except as amended herein, each and every term, condition, warranty and provision of the Easement shall remain in full force and effect, and such are hereby ratified, confirmed and approved by the parties hereto.

4. RUNS WITH THE LAND. This First Amendment shall be deemed to run with the land and shall be binding on the Property Owners and on the Property Owners' heirs, successors and assigns.

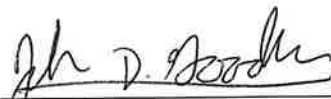
5. APPROVAL BY CITY COUNCIL. This First Amendment shall not be binding until it has received the final approval and acceptance by the City Council by Resolution which approval and acceptance shall be noted on this First Amendment by the City Clerk.

The Property Owner does HEREBY COVENANT with the City that (i) the Property Owners hold said real estate described in this First Amendment by title in fee simple; (ii) that the Property Owners have good and lawful authority to convey the same; and (iii) the Property Owners covenant to WARRANT AND DEFEND the said premises against the claims of all persons whomsoever.

Words and phrases herein, including acknowledgment hereof, shall be construed as in the singular or plural number, and as masculine or feminine gender, according to the context.

Signed this 25th day of October 2024.

PROPERTY OWNERS



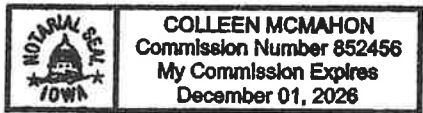
John D. Goodhue



Nhu Le Goodhue

STATE OF IOWA)
) SS
COUNTY OF Dallas)

On this 25 day of October 2024, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared John D. Goodhue to me known to be the identical person named in and who executed the foregoing instrument and acknowledged that the person executed the instrument as the voluntary act of the person.



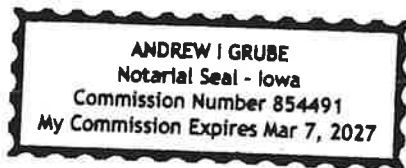
Colleen McMahon

Notary Public in and for the
State of Iowa

My Commission expires Dec. 01, 2026

STATE OF IOWA)
) SS
COUNTY OF Dallas)

On this 26th day of October 2024 before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared Nhu Le Goodhue to me known to be the identical person named in and who executed the foregoing instrument and acknowledged that the person executed the instrument as the voluntary act of the person.



Andrew I Grube

Notary Public in and for the
State of Iowa

My Commission expires 03/07/2027

CITY OF CLIVE

By: _____
John Edwards, Mayor

Attest:

Matthew D. Graham
City Clerk

STATE OF IOWA)
) SS
COUNTY OF POLK)

On this ____ day of November 2024, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared John Edwards and Matthew D. Graham, to me personally known, and, who, being by me duly sworn, did say that they are the Mayor and the City Clerk, respectively, of the City of Clive, Iowa; that the seal affixed to the foregoing instrument is the corporate seal of the corporation, and that the instrument was signed and sealed on behalf of the corporation, by authority of its City Council, as contained in Resolution No. _____ adopted by the City Council, under Roll Call of the City Council on the 14th day of November, 2024, and that John Edwards and Matthew D. Graham acknowledged the execution of the instrument to be their voluntary act and deed and the voluntary act and deed of the corporation, by it voluntarily executed.

Notary Public in and for the
State of Iowa

My Commission expires _____

EXHIBIT A

EASEMENT AREA

A SURFACE WATER FLOWAGE EASEMENT LOCATED ON LOT 1 OF VERONA HILLS SOUTH PLAT 3, AN OFFICIAL PLAT IN THE CITY OF CLIVE, DALLAS COUNTY, IOWA THAT IS MORE PARTICULARLY DESCRIBED AS FOLLOWS:

The east 15.00 feet of the west 70.00 feet of Lot 1



Memo

TO: Mayor and Council members

FROM: Jeff May, Public Works Director

DATE: November 14, 2024

RE: Resolution Setting Public Hearing (12/12/2024, 6:00 p.m.) -
Consideration of 2024/25 Sanitary Sewer Lining Program

SYNOPSIS:

As part of the annual maintenance program the City of Clive (City) Public Works Department contracts for the lining of sanitary sewer mains. The lining helps reduce the amount of Inflow and Infiltration (I&I) into the City's sewer system and provides structural support to the clay sewer mains which extends the service life of the mains.

The Sanitary Sewer Study recommended the City prioritize the lining of clay sewer mains. Last year the Sanitary Sewer Lining Program included 4,509 lf (3,981 lf of 8" mains and 528 lf of 12" mains) of sanitary sewer main. This year's lining program includes 4,578 lf of sewer mains (4,578 lf of 8" mains).

The sanitary sewer mains included in the contract are located in NW 91st Street, NW 92nd Street, and Drake Court. The mains that will be lined are identified on the attached Overview map.

Bids will be received on December 3, 2024 and a Public Hearing will be held at 6:00 p.m., at the regular City Council Meeting on December 12, 2024.

The estimated cost for this project is \$198,120.00.

Please feel free to contact me prior to the meeting at 223-6231 or jmay@cityofclive.com if you have any questions or concerns.

Attachments:

1. Resolution - 11-14-24 - 2024-2025 Sanitary Sewer Lining Program - Set Public Hearing
2. 11-14-24 - Overview Map 2024-2025 Sanitary Sewer Lining Program
3. 11-14-24 - 2024-2025 Sanitary Sewer Lining Bid Docs - Signed

RESOLUTION SETTING DATE OF PUBLIC HEARING TO CONSIDER
PLANS, SPECIFICATIONS AND TAKING OF BIDS FOR
THE 2024-25 SANITARY SEWER LINING PROGRAM

WHEREAS, the City Council of the City of Clive, Iowa (the "City") has determined that it is necessary and desirable to line sanitary sewer mains in the City of Clive, Iowa, as described in the proposed plans and specifications and form of contract for such project (the "Project"), which proposed plans, specifications and form of contract and estimate of cost are on file with the City Clerk; and

WHEREAS, it is necessary to fix a time and place of public hearing on the proposed plans, specifications, taking of bids and awarding of bid for the Project and to advertise for sealed bids for the Project;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CLIVE, IOWA:

1. The detailed plans and specifications, notice of hearing, notice to bidders, form of contract and estimate of cost referred to in the preamble hereof are hereby approved for the purpose of enabling the solicitation of bids.
2. That the amount of the bid security to accompany each bid shall be in an amount which shall conform to the provisions of the notice to bidders approved as part of said specifications.
3. The City Council hereby delegates to the City Clerk the duty of receiving, opening and announcing the results of all bids for the construction or performance of such Project, on the 3rd day of December, 2024, at 2:00 p.m., at the Clive City Hall, Clive, Iowa. The 12th day of December, 2024, at 6:00 p.m., at the Council Chambers, City Hall, is hereby fixed as the time and place of hearing on the proposed plans, specifications, taking of bids and awarding bid for the Project received by the City Clerk in connection therewith.
4. The City Clerk shall publish notice to bidders and notice of hearing, the same being in the form hereinabove approved and substantially as attached to this resolution, which publication shall be made in a legal newspaper of general circulation in the City, which publication shall be not less than 4 days not more than 20 days before the date set for hearing and receiving such bids.

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

PASSED AND APPROVED THIS _____ day of _____, 2024.

By: _____
John Edwards, Mayor

ATTEST:

By: _____
Matthew D. Graham, City Clerk

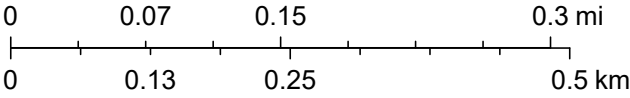
City of Clive Comprehensive Map View



9/13/2024, 3:25:53 PM

- Sanitary Gravity Mains
- Clive - Active
 - Private - Abandoned
 - Private / Other
 - Clive - Abandoned
 - Sanitary Manholes

1:9,028



Esri Community Maps Contributors, Des Moines Area Regional GIS, Iowa DNR, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, US Census Bureau, USDA, USFWS

CITY OF CLIVE
2024/2025 SANITARY SEWER LINING PROGRAM
NOVEMBER 1, 2024

Clive

Distinct by Nature



I HEREBY CERTIFY THAT THIS ENGINEERING DOCUMENT WAS PREPARED BY ME OR UNDER MY DIRECT PERSONAL SUPERVISION AND THAT I AM A DULY REGISTERED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF IOWA.

Jeffrey M. May

11/6/24

SIGNATURE

DATE

Jeffrey M. May

PRINTED OR TYPED NAME

MY REGISTRATION RENEWAL DATE IS DECEMBER 31, 2024

PAGES OR SHEETS COVERED BY THIS SEAL: NTB-1 to NTB-2, ITB-1 to ITB-2, P-1 to P-5, C-1 to C-5, PM-1 to PM-5, NP-1, SP1-1 to SP1-5, SP2-1 to SP2-3, SP3-1, Tabulation, and Location Mapping.

PREPARED BY:

City of Clive, Iowa
Engineering Services Division
2123 NW 111th Street
Clive, IA 50325-3755
(515) 223-6231

**2024/2025 SANITARY SEWER LINING PROGRAM
CITY OF CLIVE, IOWA**

The following documents are a part of this contract. If any part thereof is found to be incomplete or missing, contact the Clive City Clerk immediately. The owner reserves the right to reject any bid based on an incomplete contract document.

Document

Notice to Bidders	NTB-1 to NTB-2
Instructions to Bidders	ITB-1 to ITB-2
Proposal	P-1 to P-5
Contract.....	C-1 to C-5
Performance, Payment and Maintenance Bond.....	PM-1 to PM-5
Notice to Proceed.....	NP-1

Contract Provisions

Part 1 – General Requirements	SP1-1 to SP1-5
Part 2 – Resident Bidder Preference Law	SP2-1 to SP2-3
Part 3 – Title VI Assurances	SP3-1

Tabulation and Location Maps

Project Specifications:

The Statewide Urban Design Standards and Specifications for Public Improvements, most recent edition, and as further modified by subsequent revisions and special provision included in these contract documents shall apply to construction on this project.

**NOTICE TO BIDDERS AND
NOTICE OF PUBLIC HEARING**

**CITY OF CLIVE
2024/2025 SANITARY SEWER LINING PROGRAM**

Time and Place for Filing Sealed Proposals. Sealed bids for the work comprising each improvement as stated below must be filed before 2:00 p.m. on December 3, 2024 in the office of the City Clerk, Clive City Hall, 1900 NW 114th Street, Clive, Iowa 50325-7077.

Time and Place Sealed Proposals Will be Opened and Considered. Sealed proposals will be opened and bids tabulated at 2:00 p.m. on December 3, 2024, in the Council Chambers of the Clive City Hall, 1900 NW 114th Street, for consideration by the Clive City Council at its meeting on December 12, 2024. The City of Clive reserves the right to reject any and all bids. Anyone wishing to attend the bid opening must comply with the City's mask requirements at the time and comply with social distancing practices.

Time for Commencement and Completion of Work. Work on the improvements shall commence upon receipt of the written Notice to Proceed and shall be substantially completed by April 4, 2025. One Hundred Dollars (\$100.00) will be assessed for each calendar day that the work remains incomplete thereafter.

Bid Security. No bid security is required. Performance, payment and maintenance bonds are required.

Contract Documents. Copies of the contract documents are available from the Public Works Department and may be examined at the Public Works Facility, 2123 NW 111th Street, Clive, Iowa. Copies shall be available at no cost. Project documents will be on file for inspection at the following offices after issuance date:

Construction Update Plan Room Network
Des Moines Office
221 Park Street
Des Moines, IA 50303
(515) 288-8904 or 1-800-362-2578

Dodge Data & Analytics
3315 Central Avenue
Hot Springs, AK 71913
1-800-328-4542 Ext. 3628

Public Hearing on Proposed Contract Documents and Estimated Costs for Improvement. A public hearing will be held by the Clive City Council on the proposed contract documents (plans, specifications and form of contract) and estimated cost for the improvements, as bid by the selected bidder, at its meeting at 6:00 pm on December 12, 2024, in said Council Chambers of the City Hall, 1900 NW 114th Street, Clive, Iowa.

Preference of Products and Labor. By virtue of statutory authority, preference will be given to products and provisions grown and coal produced within the State of Iowa, and to Iowa domestic labor, to the extent lawfully required under Iowa statutes.

Resident Bidder Preference Law. Iowa Code 73A.21 outlines the reciprocal resident bidder and labor force preference statute. The Iowa Department of Labor (DOL) has adopted administrative rules to enforce this law. Failure to submit a fully completed Bidder Status Form with the bid may result in the bid being deemed nonresponsive and rejected.

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

Sales Tax. The bidder shall **not** include sales tax in the bid. Rather, the City will issue tax exemption certificates to the successful low bidder after the project has been awarded.

General Nature of Public Improvement. This project includes all materials, equipment, transportation and labor needed to install approximately 4,578 linear feet of continuous sewer lining at various locations in the City of Clive, Iowa. Project items include pipe lining (8" diameter), service reinstatement, traffic control and other minor activities related to the proper installation of the liner. Specific project location along with the kind and approximate quantity of materials to be used shall be as set forth in the Plans and Specifications.

This notice is given by authority of the City of Clive.

Matthew D. Graham, City Clerk

INSTRUCTIONS TO BIDDERS

Project Name 2024/2025 Sanitary Sewer Lining Program

The work comprising the above referenced project shall be constructed in accordance with the Statewide Urban Design Standards and Specifications for Public Improvements, most recent edition, and as further modified by subsequent revisions and special provision included in the contract documents. The terms used in the contract revision of the documents are defined in said Standard Specifications. Before submitting your bid, please review the General Provisions and Covenants, in particular the sections regarding proposal requirements, bonding, contract execution and insurance requirements. Please be certain that all documents have been completed properly, as failure to complete and sign all documents and to comply with the requirements listed below can cause your bid not to be read.

I. BID SECURITY

No bid security is required.

II. SUBMISSION OF THE PROPOSAL AND IDENTITY OF BIDDER

- A. The proposal shall be sealed in an envelope, properly identified as the Proposal with the project title and the name and address of the bidder, and deposited with the Jurisdiction at or before the time and at the place provided in the Notice to Bidders. It is the sole responsibility of the bidder to see that its proposal is delivered to the Jurisdiction prior to the time for opening bids, along with the appropriate bid security sealed in a separate envelope identified as Bid Security and attached to the outside of the bid proposal envelope. Any proposal received after the scheduled time for the receiving of proposals will be returned to the bidder unopened and will not be considered. If the Jurisdiction provides envelopes for proposals and bid security, bidders shall be required to utilize such envelopes in the submission of their bids.
- B. The following documents shall be completed, signed and returned in the Proposal envelope. The bid cannot be read if any of these documents are omitted from the Proposal envelope.

1. PROPOSAL – Complete each of the following parts:

- Part B – Acknowledgment of Addenda, if any have been issued;
- Part C – Bid Items, Quantities and Prices
- Part F – Additional Requirements;
- Part G – Identity of Bidder

The following documents which are proposal attachments, must be completed and attached:

ITEM NO.

DESCRIPTION OF ATTACHMENT

1.	<u>Bidder Status Form (Sheet SP2-2)</u>
2.	<u></u>
3.	<u></u>
4.	<u></u>
5.	<u></u>
6.	<u></u>

(CON'T – INSTRUCTION TO BIDDERS)

- Part G – Identity of Bidder;

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

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

TO: The Honorable Mayor and
Members of the City Council
City of Clive, Iowa

PROPOSAL

PROPOSAL: PART A – SCOPE

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

2024/2025 SANITARY SEWER LINING PROGRAM

This project includes all materials, equipment, transportation and labor needed to install approximately 4,578 linear feet of continuous sewer lining at various locations in the City of Clive, Iowa. Project items include pipe lining (8” diameter), service reinstatement, traffic control and other minor activities related to the proper installation of the liner. Specific project location along with the kind and approximate quantity of materials to be used shall be as set forth in the Plans and Specifications.

PROPOSAL: PART B – ACKNOWLEDGMENT OF ADDENDA

The Bidder hereby acknowledges that all addenda become a part of the contract documents when issued, and that each such addendum has been received and utilized in the preparation of this bid. The Bidder hereby acknowledges receipt of the following addenda by inserting the number of each addendum in the blanks below:

ADDENDUM NUMBER _____ ADDENDUM NUMBER _____

ADDENDUM NUMBER _____ ADDENDUM NUMBER _____

and certifies that said addenda were utilized in the preparation of this bid.

(CON'T – PROPOSAL)

PROPOSAL: PART C – BID ITEMS, QUANTITIES AND PRICES

UNIT BID PRICE CONTRACTS: The Bidder must provide the Unit Bid Price, the Total Bid Price, any Alternate Prices and the Total Construction Costs on the Proposal Attachment: Part C – Bid Items, Quantities, and Prices. In case of discrepancy, the Unit Bid Price governs. The quantities shown on the Proposal Attachment: Part C – Bid Items, Quantities and Prices are approximate only, but are considered sufficiently adequate for the purpose of comparing bids. The Total Construction Cost plus any alternates selected by the Jurisdiction shall be used only for comparison of bids. The Total Construction Cost, including any Add-Alternates, shall be used for determining the sufficiency of the bid security.

BASE BID CONTRACTS: The Bidder must provide any Bid Prices, any Alternate Prices, and the Total of the Base Bid plus any Add-Alternates on the Proposal Attachment: Part C – Bid Items, Quantities, and Prices. The Total of the Base Bid plus any Alternates selected by the Jurisdiction shall be used only for comparison of bids. The Total of the Base Bid plus any Add-Alternates shall be used for determining the sufficiency of the bid security.

PROPOSAL: PART D – GENERAL

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

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

The Bidder hereby agrees to:

1. Enter into a contract, if this proposal is selected, in the form approved by the Jurisdiction, provide proof of registration with the Iowa Division of Labor in accordance with Chapter 91C of the Iowa Code, and furnish a performance, maintenance, and payment bond; and
2. Commence work on the improvements upon receipt of the written Notice to Proceed and to fully complete the project by April 3, 2025; and to pay liquidated damages for noncompliance with said completion provisions at the rate of One Hundred Dollars (\$100.00) for each calendar day thereafter that the work remains incomplete.

(CON'T – PROPOSAL)

PROPOSAL: PART E – NON-COLLUSION AFFIDAVIT

The Bidder hereby certifies:

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

PROPOSAL: PART F – ADDITIONAL REQUIREMENTS

The Bidder hereby agrees to comply with the additional requirements listed below which are included in this proposal and identified as proposal attachments:

<u>ITEM NO.</u>	<u>DESCRIPTION OF ATTACHMENT</u>
1.	Bidder Status Form (Sheet SP2-2)
2.	
3.	
4.	
5.	
6.	

(CON'T - PROPOSAL)

PROPOSAL: PART G – IDENTITY OF BIDDER

The Bidder shall indicate whether the bid is
Submitted by a/an:

- ☐ Individual,
Sole Proprietorship
- ☐ Partnership
- ☐ Corporation
- ☐ Limited Liability Company
- ☐ Joint-venture: all parties must join-in and
execute all documents
- ☐ Other

The Bidder shall enter its Public Registration
Number _____ - _____ issued
By the Iowa Commissioner of Labor Pursuant
Section 91C.5 of the Iowa Code.

Bidder

Signature

By _____
Name (Print/Type)

Title

Street Address

City, State, Zip Code

Telephone Number

**Type or print the name and title of the
company's owner, president, CEO, etc. if
a different person than entered above.**

Name

Title

**NOTE: The signature on this proposal must be an original signature in ink; copies or facsimile
of any signature will not be accepted.**

Subscribed and sworn to before me this _____ day of _____, 20 ____.

Notary Public in and for: State of _____ County of _____

My commission expires _____

PROPOSAL ATTACHMENT: PART C

PROPOSAL

PROPOSAL ATTACHMENT: PART C – BID ITEMS, QUANTITIES AND PRICES

The bidder must provide the Unit Bid Price(s), the Total Bid Price, any Alternate Price(s), and the Total Construction Cost; in case of discrepancy, the Unit Bid Price governs. This is a Unit Bid Price Contract. The quantities shown on the Bid Schedule are approximate only, but are considered sufficiently adequate for the purpose of comparing bids. The Total Construction Cost plus any alternate selected by the Jurisdiction shall be used only for comparison of bids. The Total Construction Cost plus any Add-Alternates shall be used for determining the sufficiency of the bid security.

2023/2024 Sanitary Sewer Lining Program

ITEM	DESCRIPTION	ESTIMATED UNITS	UNIT PRICE	AMOUNT
1.	8" Lining	4,578 LF	\$ _____	\$ _____
2.	Service Reinstatement	115 each	\$ _____	\$ _____
3.	Traffic Control	1.0 LS	\$ _____	\$ _____
			BID TOTAL	\$ _____

NOTE:

IT IS UNDERSTOOD THAT THE ABOVE QUANTITIES ARE ESTIMATED FOR THE PURPOSE OF THIS BID. ALL QUANTITIES ARE SUBJECT TO REVISION BY THE CITY. QUANTITY CHANGES WHICH AMOUNT TO TWENTY (20) PERCENT OR LESS OF THE TOTAL BID SHALL NOT AFFECT THE UNIT PRICE.

THIS PAGE LEFT INTENTIONALLY BLANK

DATE _____

CONTRACT

THIS CONTRACT, made and entered into at Clive, Iowa this _____ day of _____, 20____, by and between the City of Clive by its Mayor, upon order of its City Council hereinafter called the "Jurisdiction", and _____ hereinafter called the "Contractor".

WITNESSETH:

The Contractor hereby agrees to complete the work comprising the below referenced improvement as specified in the contract documents, which are officially on file with the Jurisdiction, in the office of the City Clerk. This contract includes all contract documents. The work under this contract shall be constructed in accordance with the Statewide Urban Design Standards and Specifications for Public Improvements, most recent edition, and as further modified by all special provisions included in said contract documents, and the Contract Attachment which is attached hereto. The Contractor further agrees to complete the work in strict accordance with said contract documents, and to guarantee the work as required by law, for the time required in said contract documents, after its acceptance by the Jurisdiction.

This contract is awarded and executed for completion of the work specified in the contract documents for the bid prices shown on the Contract Attachment: Bid Items, Quantities and Prices which were proposed by the Contractor in its proposal submitted in accordance with the Notice to Bidders and Notice of Public Hearing for the following described improvements:

2024/2025 SANITARY SEWER LINING PROGRAM

This project includes all materials, equipment, transportation and labor needed to install approximately 4,578 linear feet of continuous sewer lining at various locations in the City of Clive, Iowa. Project items include pipe lining (8" diameter), service reinstatement, traffic control and other minor activities related to the proper installation of the liner. Specific project location along with the kind and approximate quantity of materials to be used shall be as set forth in the Plans and Specifications.

(CONT. CONTRACT)

The Contractor agrees to perform said work for and in consideration of the Jurisdiction's payment of the bid amount of _____ dollars (\$_____) which amount shall constitute the required amount of the performance, maintenance, and payment bond. The Contractor hereby agrees to commence work on the improvements upon receipt of the written Notice to Proceed and to fully complete the project by April 3, 2025; and to pay liquidated damages for noncompliance with said completion provisions at the rate of One Hundred Dollars (\$100.00) for each calendar day thereafter that the work remains incomplete.

IN WITNESS WHEREOF, the Parties hereto have executed this instrument, in triplicate on the date first shown written.

JURISDICTION

CONTRACTOR

By _____
John Edwards, Mayor

Contractor

(Seal)
ATTEST:

By _____
Signature

Matthew Graham, City Clerk

Title

Street Address

City, State, Zip Code

Telephone

CONTRACTOR PUBLIC REGISTRATION INFORMATION To Be Provided By:

1. All Contractors: The Contractor shall enter its Public Registration Number _____ issued by the Iowa Commissioner of Labor pursuant to Section 91C.5 of the Iowa Code.
2. Out-of-State Contractors:
 - A. Pursuant to Section 91C.7 of the Iowa Code, an out-of-state contractor, before commencing a contract in excess of five thousand dollars in value in Iowa, shall file a bond with the division of labor services of the department of workforce development. The contractor should contact 515-242-5871 for further information. Prior to contract execution, the City Engineer may forward a copy of this contract to the Iowa Department of Workforce Development as notification of pending construction work. It is the contractor's responsibility to comply with said Section 91C.7 before commencing this work.

(CON'T – CONTRACT)

CORPORATE ACKNOWLEDGMENT

State of _____)
) SS
_____ County)

On this ____ day of _____, 20 ____, before me, the undersigned, a Notary Public in and for the State of _____, personally appeared _____ and _____, to me known, who, being by me duly sworn, did say that they are the _____, and _____, respectively, of the corporation executing the foregoing instrument; that (no seal has been procured by) (the seal affixed thereto is the seal of) the corporation; that said instrument was signed (and sealed) on behalf of the corporation by authority of this Board of Directors; that _____ and _____ acknowledged the execution of the instrument to be the voluntary act and deed of the corporation, by it and by them voluntarily executed.

Notary Public in and for the State of _____
My commission expires _____, 20__

PARTNERSHIP ACKNOWLEDGMENT

State of _____)
) SS
_____ County)

On this ____ day of _____, 20 ____, before me, the undersigned, a Notary Public in and for the State of _____, personally appeared _____ to me personally known, who being by me duly sworn, did say that the person is one of the partners of _____, a partnership, and that the instrument was signed on behalf of the partnership by authority of the partners and the partner acknowledged the execution of the instrument to be the voluntary act and deed of the partnership by it and by the partner voluntarily executed.

Notary Public in and for the State of _____
My commission expires _____, 20__

(CON'T – CONTRACT)

INDIVIDUAL ACKNOWLEDGMENT

State of _____)
) SS
_____ County)

On this _____ day of _____, 20____, before me, the undersigned, a Notary Public in and for the State of _____, personally appeared _____ and _____, to me known to be the identical person(s) named in and who executed the foregoing instrument, and acknowledged that (he) (she) (they) executed the instrument as (his) (her) (their) voluntary act and deed.

Notary Public in and for the State of _____
My commission expires _____, 20____

LIMITED LIABILITY COMPANY ACKNOWLEDGMENT

State of _____)
) SS
_____ County)

On this _____ day of _____, 20____, before me a Notary Public in and for said county, personally appeared _____, to me personally known, who being by me duly sworn did say that person is _____ of said _____, that (the seal affixed to said instrument is the seal of said OR no seal has been procured by the said) _____, and that said instrument was signed and sealed on behalf of the said _____, by authority of its managers and the said _____ acknowledged the execution of said instrument to be the voluntary act and deed of said _____, by it voluntarily executed.

Notary Public in and for the State of _____
My commission expires _____, 20____

(CON'T – CONTRACT ATTACHMENT)

CONTRACT ATTACHMENT: BID ITEMS, QUANTITIES AND PRICES

THIS CONTRACT IS AWARDED AND EXECUTED FOR COMPLETION OF THE WORK SPECIFIED IN THE CONTRACT DOCUMENTS FOR THE BID PRICES TABULATED BELOW AS PROPOSED BY THE CONTRACTOR IN ITS PROPOSAL SUBMITTED IN ACCORDANCE WITH NOTICE TO BIDDERS AND NOTICE OF PUBLIC HEARING. ALL QUANTITIES ARE SUBJECT TO REVISION BY THE JURISDICTION. QUANTITY CHANGES WHICH AMOUNT TO TWENTY (20) PERCENT OR LESS OF THE AMOUNT BID SHALL NOT AFFECT THE UNIT BID PRICE.

ITEM	DESCRIPTION	ESTIMATED UNITS	UNIT PRICE	AMOUNT
1.	8" Lining	4,578 LF	\$ _____	\$ _____
2.	Service Reinstatement	115 each	\$ _____	\$ _____
3.	Traffic Control	1.0 LS	\$ _____	\$ _____
			BID TOTAL	\$ _____

NOTE:

IT IS UNDERSTOOD THAT THE ABOVE QUANTITIES ARE ESTIMATED FOR THE PURPOSE OF THIS BID. ALL QUANTITIES ARE SUBJECT TO REVISION BY THE CITY. QUANTITY CHANGES WHICH AMOUNT TO TWENTY (20) PERCENT OR LESS OF THE TOTAL BID SHALL NOT AFFECT THE UNIT PRICE.

THIS PAGE LEFT INTENTIONALLY BLANK

SURETY BOND NO. _____

PERFORMANCE, PAYMENT AND MAINTENANCE BOND

KNOW ALL BY THESE PRESENTS:

That we, _____, as Principal (hereinafter the "Contractor" or "Principal" and _____, as Surety are held and firmly bound unto _____ City of Clive _____, as Oblige (hereinafter referred to as "the Jurisdiction"), and to all persons who may be injured by any breach of any of the conditions of this Bond in the penal sum of _____ DOLLARS (\$ _____), lawful money of the United States, for the payment of which sum, well and truly to be made, we bind ourselves, our heirs, legal representatives and assigns, jointly or severally, firmly by these presents.

The conditions of the above obligations are such that whereas said Contractor entered into a contract with the Jurisdiction, bearing date the _____ day of _____, 20____, hereinafter the "Contract") wherein said Contractor undertakes and agrees to construct the following described improvements:

2024/2025 SANITARY SEWER LINING PROGRAM

This project includes all materials, equipment, transportation and labor needed to install approximately 4,578 linear feet of continuous sewer lining at various locations in the City of Clive, Iowa. Project items include pipe lining (8" diameter), service reinstatement, traffic control and other minor activities related to the proper installation of the liner. Specific project location along with the kind and approximate quantity of materials to be used shall be as set forth in the Plans and Specifications.

and to faithfully perform all the terms and requirements of said Contract within the time therein specified, in a good and workmanlike manner, and in accordance with the Contract Documents. Provided, however, that one year after the date of acceptance as complete of the work under the above referenced Contract, the maintenance portion of this Bond shall continue in force but the penal sum for maintenance shall be reduced to the sum of

_____ DOLLARS (\$ _____) which is the cost associated with those items shown on the proposal and in the Contract which require a maintenance bond period in excess of one year.

It is expressly understood and agreed by the Contractor and Surety in this bond that the following provisions are a part of this Bond and are binding upon said Contractor and Surety, to-wit:

1. **PERFORMANCE:** The Contractor shall well and faithfully observe, perform, fulfill and abide by each and every covenant, condition and part of said Contract and Contract Documents, by reference made a part hereof, for the above referenced improvements, and shall indemnify and save harmless the Jurisdiction from all outlay and expense incurred by the Jurisdiction by reason of the Contractor's default of failure to perform as required. The Contractor shall also be responsible for the default or failure to perform as required under the Contract and Contract Documents by all its subcontractors, suppliers, agents, or employees furnishing materials or providing labor in the performance of the Contract.

(CON'T – PERFORMANCE, PAYMENT
AND MAINTENANCE BOND)

2. **PAYMENT:** The Contractor and the Surety on this Bond are hereby agreed to pay all just claims submitted by persons, firms, subcontractors, and corporations furnishing materials for or performing labor in the performance of the Contract on account of which this Bond is given, including but not limited to claims for all amounts due for labor, materials, lubricants, oil, gasoline, repairs on machinery, equipment and tools, consumed or used by the Contractor or any subcontractor, wherein the same are not satisfied out of the portion of the contract price which the Jurisdiction is required to retain until completion of the improvement, but the Contractor and Surety shall not be liable to said persons, firms, or corporations unless the claims of said claimants against said portion of the contract price shall have been established as provided by law. The Contractor and Surety hereby bind themselves to the obligations and conditions set forth in Chapter 573, Code of Iowa, which by this reference is made a part hereof as though fully set out herein.
3. **MAINTENANCE:** The Contractor and the Surety on this Bond hereby agree, at their own expense:
 - A. To remedy any and all defects that may develop in or result from work to be performed under the Contract within the period of four (4) years from the date of acceptance of the work under the Contract, by reason of defects in workmanship or materials used in construction of said work;
 - B. To keep all work in continuous good repair; and
 - C. To pay the Jurisdiction's reasonable costs of monitoring and inspection to assure that any defects are remedied, and to repay the Jurisdiction all outlay and expense incurred as a result of Contractor's and Surety's failure to remedy any defect as required by this section.

Contractor's and Surety's agreement herein made extends to defects in workmanship or materials not discovered or known to the Jurisdiction at the time such work was accepted.

4. **GENERAL:** Every Surety on this Bond shall be deemed and held bound, any contract to the contrary notwithstanding, to the following provisions:
 - A. To consent without notice to any extension of time to the Contractor in which to perform the Contract;
 - B. To consent without notice to any change in the Contract or Contract Documents, which thereby increases the total contract price and the penal sum of this bond, provided that all such changes do not, in the aggregate, involve an increase of more than twenty percent of the total contract price, and that this bond shall then be released as to such excess increase; and

(CON'T – PERFORMANCE, PAYMENT
AND MAINTENANCE BOND)

- C. To consent without notice that this Bond shall remain in full force and effect until the Contract is completed, whether completed within the specified contract period, within an extension thereof, or within a period of time after the contract period has elapsed and the liquidated damage penalty is being charged against the Contractor.

The Contractor and every Surety on the bond shall be deemed and held bound, any contract to the contrary notwithstanding, to the following provisions:

- D. That no provision of this Bond or of any other contract shall be valid which limits to less than five years after the acceptance of the work under the Contract the right to sue on this Bond.
- E. That as used herein, the phrase “all outlay and expense” is not to be limited in any way, but shall include the actual and reasonable costs and expenses incurred by the Jurisdiction including interest, benefits and overhead where applicable. Accordingly, “all outlay and expense” would include but not be limited to all contract or employee expense, all equipment usage or rental, materials, testing, outside experts, attorneys fees (including overhead expenses of the Jurisdiction’s staff attorneys), and all costs and expenses of litigation as they are incurred by the Jurisdiction. It is intended the Contractor and Surety will defend and indemnify the Jurisdiction on all claims made against the Jurisdiction on account of Contractor’s failure to perform as required in the Contract and Contract Documents, that all agreements and promises set forth in the Contract and Contract Documents, in approved change orders, and in this Bond will be fulfilled, and that the Jurisdiction will be fully indemnified so that it will be put into the position it would have been in had the Contract been performed in the first instance as required.

In the event the Jurisdiction incurs any “outlay and expense” in defending itself with respect to any claim as to which the Contractor or Surety should have provided the defense, or in the enforcement of the promises given by the Contractor in the Contract, Contract Documents, or approved change orders, or in the enforcement of the promises given by the Contractor and Surety in this Bond, the Contractor and Surety agree that they will make the Jurisdiction whole for all such outlay and expense, provided that the Surety’s obligation under this bond shall not exceed 125% of the penal sum of this bond.

(CON'T – PERFORMANCE, PAYMENT
AND MAINTENANCE BOND)

In the event that any actions or proceedings are initiated with respect to this Bond, the parties agree that the venue thereof shall be Polk County, State of Iowa. If legal action is required by the Jurisdiction to enforce the provisions of this Bond or to collect the monetary obligation incurring to the benefit of the Jurisdiction, the Contractor and the Surety agree, jointly and severally, to pay the Jurisdiction all outlay and expense incurred therefore by the Jurisdiction. All rights, powers, and remedies of the Jurisdiction hereunder shall be cumulative and not alternative and shall be in addition to all rights, powers and remedies given to the Jurisdiction, by law. The Jurisdiction may proceed against surety for any amount guaranteed hereunder whether action is brought against the Contractor or whether Contractor is joined in any such action or actions or not.

NOW THEREFORE, the condition of this obligation is such that if said Principal shall faithfully perform all the promises of the Principal, as set forth and provided in the Contract, in the Contract Documents, and in this Bond, then this obligation shall be null and void, otherwise it shall remain in full force and effect.

When a word, term, or phrase is used in this Bond, it shall be interpreted or construed first as defined in this Bond, the Contract, or the Contract Documents; second, if not defined in the Bond, Contract, or Contract Documents, it shall be interpreted or construed as defined in applicable provisions of the Iowa Code; third, if not defined in the Iowa Code, it shall be interpreted or construed according to its generally accepted meaning in the construction industry; and fourth, if it has no generally accepted meaning in the construction industry, it shall be interpreted or construed according to its common or customary usage.

Failure to specify or particularize shall not exclude terms or provisions not mentioned and shall not limit liability hereunder. The Contract and Contract Documents are hereby made a part of this Bond.

(CON'T – PERFORMANCE, PAYMENT
AND MAINTENANCE BOND)

Witness our hands, in triplicate, this _____ day of _____,

Surety Countersigned By:

PRINCIPAL:

Signature of Iowa Resident Commission Agent as
Prescribed by Chapter 515.52-57, Iowa Code.
(Require only if Attorney-in-Fact is not also an
Iowa Resident Commission Agent).

Contractor

By: _____

Signature

Name of Resident Commission Agent

Title

Company Name

SURETY:

Company Address

Surety Company

City, State, Zip Code

By: _____

Signature Attorney-in-Fact Officer

Company Telephone Number

Name of Attorney-in-Fact Officer

Company Name

Company Address

City, State, Zip Code

Company Telephone Number

NOTE:

1. All signatures on this performance, payment & maintenance bond must be original signatures in ink; copies or facsimile of any signature will not be accepted.
2. This bond must be sealed with the Surety's raised, embossing seal.
3. The Certificate or Power of Attorney accompanying this bond must be valid on its face and sealed with the Surety's raised, embossing seal.
4. The name and signature of the Surety's Attorney-in-Fact/Officer entered on this bond must be exactly as listed on the Certificate or Power of Attorney accompanying this bond.

THIS PAGE LEFT INTENTIONALLY BLANK

**NOTICE TO PROCEED
2024/2025 SANITARY SEWER LINING PROGRAM**

TO: _____

DATE: _____
PROJECT: _____

You are hereby notified to commence WORK in accordance with the Agreement dated _____, on _____, and you are to complete the WORK as follows:

Fully complete the project by _____.

Dated this _____ day of _____, 20____.

FOR: _____ The City of Clive _____

BY: _____

TITLE: _____

ACCEPTANCE OF NOTICE

Receipt of the above NOTICE TO PROCEED is hereby acknowledged by _____

This the _____ day of _____, 20____.

TITLE: _____

THIS PAGE LEFT INTENTIONALLY BLANK

SPECIAL PROVISIONS**FOR****PART 1 – SITE GENERAL REQUIREMENTS**

1. DEFINITION AND INTENT	8. FIELD TESTS
2. WORK REQUIRED	9. PAVEMENT POST PLACEMENT, TESTING, AND ACCEPTANCE
3. PLANS AND SPECIFICATIONS	10. MEASUREMENT AND PAYMENT
4. CONSTRUCTION FACILITIES	11. INCIDENTAL CONTRACT ITEMS
5. SUBMITTALS	12. Work Schedule
6. STANDARDS AND CODES	
7. MATERIAL TESTS	

1 DEFINITION AND INTENT

- 1.1 The Technical Specifications that apply to the materials and construction practices for this project are defined as follows:
- 1.1.1 The Statewide Urban Design Standards and Specifications for Public Improvements, most recent edition, except as modified by these Special Provisions.
- 1.1.2 The intent of the Technical Specifications is to describe the construction desired, performance requirements, and standards of materials and construction.
- 1.2 Owner & Engineer: City of Clive, 2123 NW 111th Street, Clive, Iowa 50325-3755; Phone (515) 223-6231
- 1.3 Procedures outlined herein are not intended to fully cover all special construction procedures but are offered as an aid to Contractor in planning work.
- 1.4 Notify City of Clive and One-Call at least 48 hours before beginning construction.
- 1.5 Cooperate with the City of Clive to minimize inconvenience and to prevent delays in construction or interruption to continuous operation of utility services and site access.
- 1.6 Contractor is expected to provide adequate personnel and equipment to perform work within specified time of construction.

2 WORK REQUIRED

- 2.1 Work under this contract includes all labor, materials and equipment needed to construct the improvements as described in the Notice to Bidders and as shown on the plans.
- 2.2 Items that are not listed as specific bid items, but are required for the proper completion of the work, are incidental to construction.
- 2.3 Contractor shall attend a preconstruction meeting prior to issuance of notice to proceed. The on-site project manager (someone on-site at all times) and person in charge of scheduling and processing payments shall attend the preconstruction meeting.
- 2.4 Notification Requirements:
- 2.4.1 Contractor shall notify the City 10 days prior to starting cleaning activities.
- 2.4.2 City will send out notifications to all impacted residents/businesses 1 week prior to start of cleaning activities. City will allow a 2-week window for cleaning activities. If Contractor fails to complete

cleaning within 2-week window, Contractor will be required to notify all impacted residents/businesses 1 week prior to restarting cleaning activities.

- 2.4.3 Contractor shall provide residents with a 24-hour notice prior to installation of the liner via door hangers (Contractor shall not use mailboxes). If liner is not installed the day following the 24-hour notice, Contractor shall re-notify the impacted residents 24 hours prior to the installation of the liner.
- 2.4.4 Special Notification Requirements: City has a list of residents that have requested notification 24 hours (the day before) prior to cleaning of sewer mains. City will provide Contractor with the list and Contractor will notify residents 24 hours prior to cleaning. If cleaning does not take place in accordance with the notification, Contractor shall re-notify residents.

3 PLANS AND SPECIFICATIONS

- 3.1 The City will furnish 5 (five) sets of plans and specifications to Contractor after award of contract.
- 3.2 Contractor shall provide one set of plans and specifications for each foreman and superintendent in charge of each crew on the job.
- 3.3 Contractor shall keep all sets current by posting document revisions, RFI's, etc., as distributed.
- 3.4 Videos of all sewer mains are available and will be provided upon request. Contact Jeff Nuss, Operations Supervisor, 515-223-6231 to obtain copies of the videos.

4 CONSTRUCTION FACILITIES

- 4.1 Contractor shall provide suitable storage facilities necessary for proper storage of materials and equipment. Materials and equipment shall not be stored within the FEMA designated floodway.
- 4.2 Provide telephone number where Contractor's representative can be reached during working days and on nights and weekends in event of emergency. Contractor's on-site representative will be required to carry an operational mobile telephone.
- 4.3 Provide and maintain suitable sanitary facilities for construction personnel for duration of work; remove upon completion of work
- 4.4 Do not store construction equipment, employee's vehicles, or materials on streets open to traffic. Location for storage of equipment by contractor is subject to approval of Engineer.
- 4.5 The Contractor shall maintain postal service, if applicable, to all properties.

5 SUBMITTALS

- 5.1 Provide construction schedule showing dates of starting and completing phases of the work.
- 5.2 Submit following information for Engineer's review. Provide 3 (three) copies plus copies required by Contractor. This information shall be submitted to the Engineer 30 days prior to utilization of the particular item on this project.
 - 5.2.1 Materials test report as outlined in Parts 7 & 8
 - 5.2.2 Manufacture's data & cut sheets for manholes and frames, handholes and frames, pipe castings, and other special items
 - 5.2.3 Details of proposed methods of sheeting, shoring and bracing
 - 5.2.4 Manufacturer's data for pipe, manholes, covers and frames, castings, and other special items
 - 5.2.5 Portland Cement Concrete (PCC) mix design
 - 5.2.6 Hot Mix Asphalt (HMA) mix design

- 5.2.7 Shop drawings of reinforcing steel
- 5.2.8 Manufacturer's data for pipe bedding material, pipe, electrical conduit and other items that are to be permanently incorporated into the project
- 5.2.9 Such other information as Engineer may request to ensure compliance with contract documents

6 STANDARDS AND CODES

- 6.1 Construct improvements with best present-day construction practice and equipment.
- 6.2 Conform with and test in accordance with applicable sections of the following standards and codes.
 - 6.2.1 American Association of State Highway and Transportation Official (AASHTO)
 - 6.2.2 American Society for Testing and Materials (ASTM)
 - 6.2.3 Iowa Department of Transportation Standard Specifications (Iowa DOT)
 - 6.2.4 American National Standards Institute (ANSI)
 - 6.2.5 American Water Works Association (AWWA)
 - 6.2.6 American Welding Society (AWS)
 - 6.2.7 Federal Specifications (FS)
 - 6.2.8 Iowa Occupational Safety and Health Act of 1972 (OSHA)
 - 6.2.9 Manual of Accident Prevention in Construction by Associated General Contractors of America, Inc. (AGC)
 - 6.2.10 Standards and Codes of the State of Iowa and the ordinances of the City of Clive, Iowa
 - 6.2.11 The City of Clive plumbing, building and electrical codes
 - 6.2.12 Other standards and codes which may be applicable to acceptable standards of the industry for equipment, materials and installation under the contract

7 MATERIALS TESTS

- 7.1 Contractor shall employ and pay for services of an independent testing laboratory for all material and field tests required to show compliance with construction materials with specifications. Contractor shall be responsible to pay for costs of retests due to failure. Contractor shall provide samples and access to the work as necessary for testing. Contractor shall provide 24 hours advance notice for all work that will be performed requiring testing. Selection of testing laboratory subject to approval of Engineer.
- 7.2 Provide material tests as listed herein and as listed in detailed parts of the specifications.
- 7.3 Ship no materials to job site until laboratory tests have been furnished which show compliance of materials with specifications.
- 7.4 Provide gradation and materials certifications for pipe bedding, pipe granular backfill and stabilizing material.
- 7.5 Certify that pipe, manholes, fittings and materials are manufactured with applicable specifications.
- 7.6 Certify that reinforcing steel meets applicable specifications.
- 7.7 Provide hot mix asphalt mix design for review prior to construction. Certify sources of asphaltic cement and aggregates for concrete pavement are Iowa DOT approved. Provide analysis of materials used. Asphalt cement shall be in accordance with ASTM requirements for viscosity graded asphalt cements (D-3881-83) Table 2. AC-10 grade asphaltic cement shall be used in the production of all HMA. Submit all certifications required under the Standard Specifications.
- 7.8 Certify that sources of portland cement and aggregates for pavement are Iowa DOT approved. Provide analysis of materials used. Submit all certifications required under Standard Specifications. At the Contractor's option, the use of maturity testing will be allowed as per requirements of Iowa DOT I.M. 383.

8 FIELD TESTS

- 8.1 Portland cement concrete testing, asphaltic cement concrete testing, subgrade and sewer trench backfill compaction testing by independent testing laboratory retained by the Contractor. Testing shall meet requirements of Standard Specifications.
- 8.2 Contractor to provide assistance in testing procedures including providing necessary concrete, asphalt and excavating holes for testing trench or subgrade compaction.
 - 8.2.1 Determine moisture density relations of soils encountered during construction in accordance with Standard Proctor Method.
 - 8.2.2 Perform soil density and moisture tests on all earthwork at location selected by Engineer to show compliance of compaction procedures with specifications. Intent is to provide sufficient tests to adequately control and represent the compaction procedures.
 - 8.2.3 Trench backfill shall be tested for soil density and moisture every 100 LF of trench, test each lift of fill placed.
 - 8.2.4 If trench backfill or subgrade fail density tests, rework backfill or subgrade and retest until specified density is obtained; Contractor shall pay all costs for reworking retesting backfill.
 - 8.2.5 Additional tests may be made as directed by Engineer or Inspector.
- 8.3 Structural Concrete: prepare two cylinders for every 100 CY or each day concrete is poured, whichever is greater; provide 7-day and 28-day test in accordance with ASTM C39.
- 8.3 Engineer will require changes in mix design, or placement and compaction procedures if asphalt mixture or pavement density fail to meet requirements specified.

9 PAVEMENT POST PLACEMENT, TESTING AND ACCEPTANCE

- 9.1 Post placement (PCC): Thickness – No thickness testing or incentives will apply to this project.
- 9.2 Pavement Smoothness and Defects (PCC) - No smoothness testing or incentives will apply to this project.
- 9.3 Sections with more than one random crack per panel, fractures, spalling or other defects prior to acceptance of the work shall be replaced at no cost to Owner.

10 MEASUREMENT AND PAYMENT

- 10.1 Contract unit or lump sum prices are full compensation for furnishing all materials, equipment, tools, transportation and labor necessary to construct and complete work as specified in the contract documents. No separate payment will be made for work included in this project. All other items of work necessary to complete the construction are incidental to construction.
- 10.2 Bid Item 1: Lining (LF) – This item includes all materials, labor and equipment necessary to install resin-impregnated, cured-in-place pipe lining at locations as indicated on the project maps. All work shall be in accordance with Section 4050 of the Standard Specifications. Basis of payment shall be per linear foot of sanitary sewer main satisfactorily lined. The bid shall include the cost to line each segment separately. If the Contractor desires to line more than one segment at a time, a request may be submitted to the City for consideration. If Bidder's proposed liner requires the use of a pre-liner, the pre-liner shall be considered incidental and the cost of the pre-liner shall be included in their bid. A physical digital copy of the video of the installed liner must be submitted to the City for review, prior to processing of a pay request.
- 10.3 Bid Item 2: Service Reinstatement (Each) – This item includes all materials, labor and equipment necessary to reinstate service lines impacted by lining operations. All work shall be in accordance with Section 4050 of the Standard Specification. Basis of payment shall be per each sanitary service line satisfactorily reinstated. Video of service reinstatement must be submitted to the City for review, prior to processing of pay request.
- 10.4 Bid Item 3: Traffic Control (LS) – This item includes all materials, labor and equipment necessary to furnish, erect, operate, maintain, move and remove traffic control devices as needed or as directed during

construction. Flaggers as required to protect workers and the general public during specific operations shall be considered incidental to this bid item. The Contractor shall at all times conduct the work so as to ensure the least possible obstruction and inconvenience to the general public and property owners in the vicinity of the work. Basis of payment shall be per the lump sum bid price and paid on a percentage of work completed.

11 INCIDENTAL CONTRACT ITEMS

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

- Pre-liner (if needed)
- By-pass pumping (if needed)
- Dewatering and handling storm water flow during construction
- Temporary sheeting and shoring
- Field testing
- Construction fencing
- Excavation and verification of existing utilities
- Pipe structure bedding material
- Maintaining sanitary service to users
- Maintaining water service to users
- Coordination and cooperation with other contractors
- Coordination and cooperation with utility companies
- Coordination and cooperation with affected property owners
- Coordination and cooperation with the City of Clive
- Protection of existing trees and plantings not shown as removals
- Temporary haul roads
- Engineering fabric
- Storm sewer plugs
- Connection of field tiles to the new storm sewers
- Connection of existing storm sewers
- Monitoring weather conditions
- Protection of existing utilities
- Material testing
- Finish grading
- Overhaul
- Dust control
- Full depth saw cutting of existing pavement for smooth connection to existing
- Working backfill to reduce moisture content
- Watering fill to meet density requirements
- Concrete samples and testing
- Proof rolling
- Working fill to reduce moisture content
- Site cleanup and restoration
- Removal of headers

12 WORK SCHEDULE

- 12.1 The City has a noise ordinance prohibiting work activities between the hours of 10 PM and 7 AM. Work on this contract is to be completed between the hours of 7 AM and 10 PM. Consideration of work between 10 PM and 7 AM requires prior approval and will be considered on a case-by-case basis.
- 12.2 Work on this contract is to be completed Monday through Friday. Work on weekends requires prior approval and will be considered on a case-by-case basis.

END OF PART 1

SPECIAL PROVISIONS
FOR
PART 2 – RESIDENT BIDDER PREFERENCE LAW

This project is subject to Iowa Code 73A.21 which outlines the reciprocal resident bidder and labor force preference statute. The Iowa Department of Labor (DOL) has adopted administrative rules to enforce this law. The administrative rules may be found here: <https://www.iowadivisionoflabor.gov/bidder-preference-law>

All Contractors are required to submit the "Bidder Status Form" either at the time of or prior to the bid letting. The form requires the bidder to certify whether the bidder is a resident bidder or a non-resident bidder. A copy of the form is included on the following pages as part of this Special Provision. Additional copies are also available online at: [https://www.iowadivisionoflabor.gov/sites/authoring.iowadivisionoflabor.gov/files/BP.status.form .pdf](https://www.iowadivisionoflabor.gov/sites/authoring.iowadivisionoflabor.gov/files/BP.status.form.pdf)

END OF PART 2

Bidder Status Form

To be completed by all bidders

Part A

Please answer "Yes" or "No" for each of the following:

- ☐ Yes ☐ No My company is authorized to transact business in Iowa.
(To help you determine if your company is authorized, please review the worksheet on the next page).
- ☐ Yes ☐ No My company has an office to transact business in Iowa.
- ☐ Yes ☐ No My company's office in Iowa is suitable for more than receiving mail, telephone calls, and e-mail.
- ☐ Yes ☐ No My company has been conducting business in Iowa for at least 3 years prior to the first request for bids on this project.
- ☐ Yes ☐ No My company is not a subsidiary of another business entity or my company is a subsidiary of another business entity that would qualify as a resident bidder in Iowa.

If you answered "Yes" for each question above, your company qualifies as a resident bidder. Please complete Parts B and D of this form.

If you answered "No" to one or more questions above, your company is a nonresident bidder. Please complete Parts C and D of this form.

To be completed by resident bidders

Part B

My company has maintained offices in Iowa during the past 3 years at the following addresses:

Dates: ____ / ____ / ____ to ____ / ____ / ____ Address: _____
City, State, Zip: _____

Dates: ____ / ____ / ____ to ____ / ____ / ____ Address: _____
City, State, Zip: _____

Dates: ____ / ____ / ____ to ____ / ____ / ____ Address: _____
You may attach additional sheet(s) if needed. City, State, Zip: _____

To be completed by non-resident bidders

Part C

1. Name of home state or foreign country reported to the Iowa Secretary of State:

2. Does your company's home state or foreign country offer preferences to resident bidders, resident labor force preferences or any other type of preference to bidders or laborers? ☐ Yes ☐ No

3. If you answered "Yes" to question 2, identify each preference offered by your company's home state or foreign country and the appropriate legal citation.

You may attach additional sheet(s) if needed.

To be completed by all bidders

Part D

I certify that the statements made on this document are true and complete to the best of my knowledge and I know that my failure to provide accurate and truthful information may be a reason to reject my bid.

Firm Name: _____

Signature: _____ Date: _____

You must submit the completed form to the governmental body requesting bids per 875 Iowa Administrative Code Chapter 156. This form has been approved by the Iowa Labor Commissioner.

309-6001 (09-15)

Worksheet: Authorization to Transact Business

This worksheet may be used to help complete Part A of the Resident Bidder Status form. If at least one of the following describes your business, you are authorized to transact business in Iowa.

- ☐ Yes ☐ No My business is currently registered as a contractor with the Iowa Division of Labor.
- ☐ Yes ☐ No My business is a sole proprietorship and I am an Iowa resident for Iowa income tax purposes.
- ☐ Yes ☐ No My business is a general partnership or joint venture. More than 50 percent of the general partners or joint venture parties are residents of Iowa for Iowa income tax purposes.
- ☐ Yes ☐ No My business is an active corporation with the Iowa Secretary of State and has paid all fees required by the Secretary of State, has filed its most recent biennial report, and has not filed articles of dissolution.
- ☐ Yes ☐ No My business is a corporation whose articles of incorporation are filed in a state other than Iowa, the corporation has received a certificate of authority from the Iowa secretary of state, has filed its most recent biennial report with the secretary of state, and has neither received a certificate of withdrawal from the secretary of state nor had its authority revoked.
- ☐ Yes ☐ No My business is a limited liability partnership which has filed a statement of qualification in this state and the statement has not been canceled.
- ☐ Yes ☐ No My business is a limited liability partnership which has filed a statement of qualification in a state other than Iowa, has filed a statement of foreign qualification in Iowa and a statement of cancellation has not been filed.
- ☐ Yes ☐ No My business is a limited partnership or limited liability limited partnership which has filed a certificate of limited partnership in this state, and has not filed a statement of termination.
- ☐ Yes ☐ No My business is a limited partnership or a limited liability limited partnership whose certificate of limited partnership is filed in a state other than Iowa, the limited partnership or limited liability limited partnership has received notification from the Iowa secretary of state that the application for certificate of authority has been approved and no notice of cancellation has been filed by the limited partnership or the limited liability limited partnership.
- ☐ Yes ☐ No My business is a limited liability company whose certificate of organization is filed in Iowa and has not filed a statement of termination.
- ☐ Yes ☐ No My business is a limited liability company whose certificate of organization is filed in a state other than Iowa, has received a certificate of authority to transact business in Iowa and the certificate has not been revoked or canceled.

SPECIAL PROVISIONS

FOR

PART 3 – TITLE VI ASSURANCES

During performance of this contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "contractor") agree as follows:

1. Compliance with Regulations: The contractor shall comply with the Regulations relative to non-discrimination in Federally assisted programs of the Department of Transportation (hereinafter, "DOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made part of this contract.
2. Nondiscrimination: The contractor, with regard to work performed by it during the contract, shall not discriminate on the grounds of race, color, national origin, sex, age, or disability in the selection and retention of subcontractors, including procurement of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
3. Solicitations for Subcontracts, Including Procurement of Materials and Equipment: In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Regulations relative to non-discrimination on the grounds of race, color, national origin, sex, age, or disability.
4. Information and Reports: The contractor shall provide all information and reports required by the regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the City of Clive, the Iowa Department of Transportation or Federal Highway Administration to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information the contractor shall so certify to the City of Clive, the Iowa Department of Transportation or Federal Highway Administration as appropriate, and shall set forth what efforts it has made to obtain the information.
5. Sanctions for Noncompliance: In the event of the contractor's noncompliance with the nondiscrimination provisions of this contract, the City of Clive shall impose such contract sanctions as it, the Iowa Department of Transportation or Federal Highway Administration may determine to be appropriate, including, but not limited to:
 - i) Withholding payments to the contractor under the contract until the contractor complies, and/or
 - ii) Cancellation, termination or suspension of the contract, in whole or in part.
6. Incorporation of Provisions: The contractor shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The Contractor shall take such action with respect to any subcontract or procurement as the City of Clive, the Iowa Department of Transportation or Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for non-compliance: Provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request the City of Clive or the Iowa Department of Transportation to enter into such litigation to protect the interests of the City of Clive or the Iowa Department of Transportation; and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

END OF PART 3

2024/25 Clive Sewer Rehab

Asset ID	Upstream Manhole	Upstream Manhole Depth	Downstream Manhole	Downstream Manhole Depth	Pipe Size	Length	Taps
SGM05053	SMH05057	9.17'	SMH05058	9.67'	8"	225	7
SGM05054	SMH05058	9.67'	SMH05059	8.42'	8"	300	6
SGM05055	SMH05059	8.42'	SMH05060	9.83'	8"	299	8
SGM05056	SMH05060	9.83'	SMH05061	9'	8"	300	8
SGM05057	SMH05061	9'	SMH05062	8.58'	8"	346	6
SGM05058	SMH05062	8.58'	SMH05063	8.42'	8"	353	10
SGM05059	SMH05063	8.42'	SMH05064	7.88'	8"	350	10
SGM05060	SMH05064	7.88'	SMH05022	7.52'	8"	144	2
SGM05046	SMH05050	9.33'	SMH05051	8.5'	8"	150	6
SGM05047	SMH05051	8.5'	SMH05052	8.08'	8"	350	10
SGM05048	SMH05052	8.08'	SMH05053	8.16'	8"	335	7
SGM05049	SMH05054	7.92'	SMH05053	8.16'	8"	82	2
SGM05050	SMH05053	8.16'	SMH05055	8	8"	352	8
SGM05051	SMH05055	8	SMH05056	7.67	8"	353	10
SGM05052	SMH05056	7.67	SMH05020	11.25	8"	79	2
SGM05028	SMH05033	8.67	SMH05032	9.36	8"	160	6
SGM05027	SMH05032	9.36	SMH05031	12.58	8"	400	7
Total						4578	115

City of Clive Comprehensive Map View



9/13/2024, 3:25:53 PM

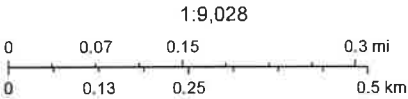
- Sanitary Gravity Mains
- Clive - Active

Private - Abandoned

Private / Other

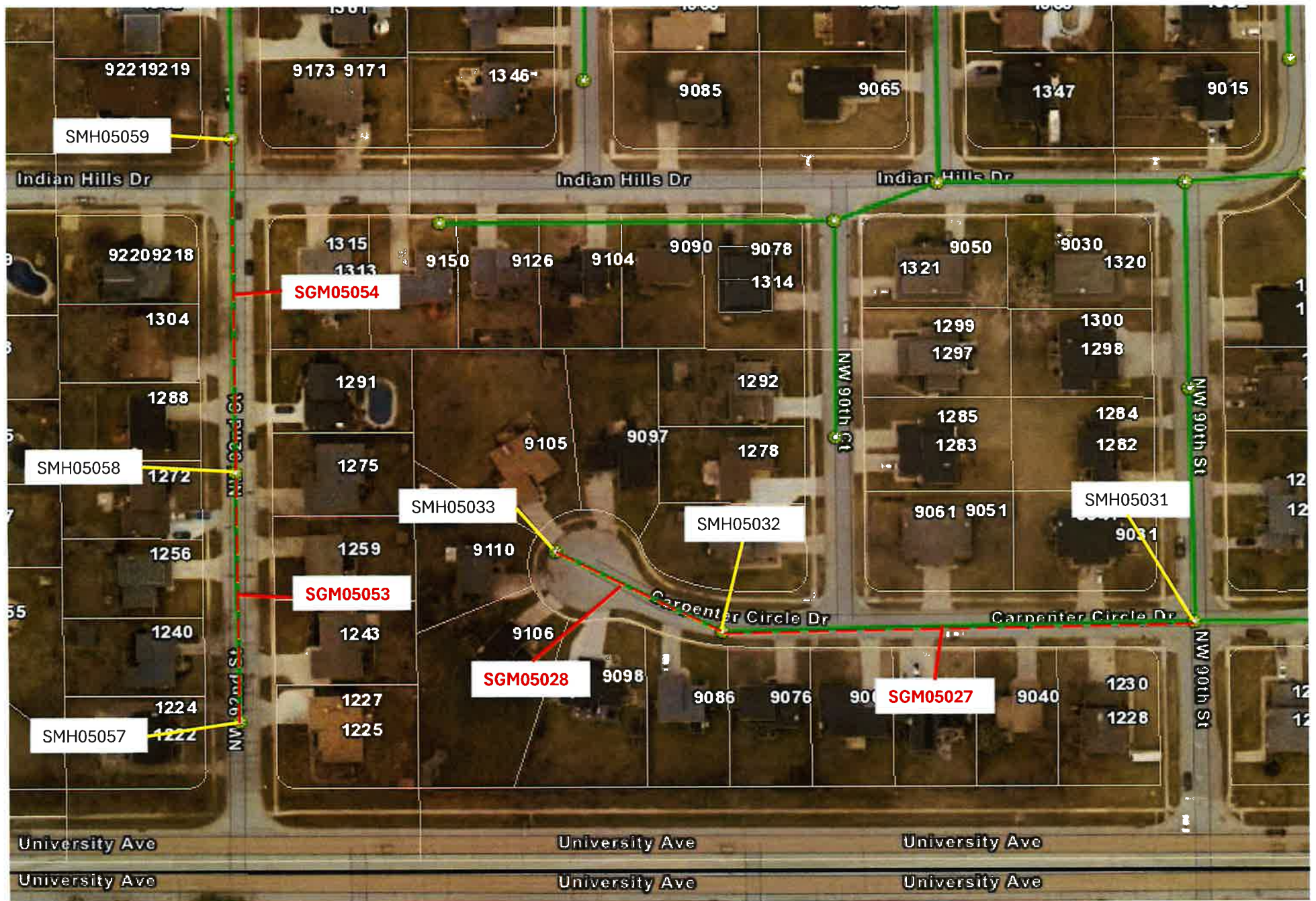
Clive - Abandoned

Sanitary Manholes



Esri Community Maps Contributors, Des Moines Area Regional GIS, Iowa DNR, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, US Census Bureau, USDA, USFWS







Memo

TO: Mayor and Council members

FROM: Elizabeth Hansen, Director of Administrative Services

DATE: November 14, 2024

RE: Resolution Setting Public Hearing (12/12/2024, 6:00 p.m.) -
Consideration of 2025-2029 Capital Improvement Program

SYNOPSIS:

Staff is recommending approval of the attached Resolution setting a Public Hearing for consideration of the City of Clive 2025-2029 Capital Improvement Program (CIP).

Please feel free to contact me at 515-223-6220 or ehansen@cityofclive.com prior to the meeting if you have any questions or need additional information.

Attachments:

1. Resolution setting PH

RESOLUTION NO. _____

RESOLUTION SETTING THE TIME AND PLACE FOR A PUBLIC HEARING FOR
CONSIDERATION OF THE PROPOSED
2025-2029 CAPITAL IMPROVEMENTS PLAN (CIP)

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CLIVE, IOWA:

That the City Clerk is hereby authorized and directed to cause notice to be published and/or mailed as required by law of the time and place for a public hearing on said Proposed 2025-2029 Capital Improvements Plan (CIP) to be at 6:00 pm on the 12th day of December 2024 and that time for filing objections to the proposed CIP will expire upon closing of said hearing on said date.

PASSED AND APPROVED this 14th day of November 2024.

John Edwards, Mayor

ATTEST:

Matthew Graham, City Clerk



Memo

TO: Mayor and Council members

FROM: Elizabeth Hansen, Director of Administrative Services

DATE: November 14, 2024

RE: Resolution Approving Annual IDOT Street Financial Report

SYNOPSIS:

The Annual City Street Financial Report for FY24 is on the agenda for Council consideration. This report is a requirement of the IDOT that requires approval and submission by December 1, 2024.

The road use tax revenue received for FY24 was \$2,627,800 compared to \$2,543,983 last year. The budgeted number was based on a per capita forecast received from IDOT.

The road use tax fund expenses totaled \$2,644,928, compared to \$2,559,707 last year. The ending cash balance on June 30, 2024, was \$2,815,277. This is up slightly from the previous year, which ended at \$1,931,083.

The report's basic components are the financial reporting of revenue and expenses related to street maintenance, construction, administration, and debt. In addition, the state code requires reporting the final total cost of street projects and the cost of city equipment used for maintenance and/or construction work related to streets.

Your approval is recommended.

Attachments:

1. Resolution Approving FY24 SFR
2. FY24 Street Finance Report

RESOLUTION NO. _____

RESOLUTION APPROVING ANNUAL IDOT CITY STREET FINANCIAL REPORT
FOR THE FISCAL YEAR ENDING JUNE 30, 2024

WHEREAS, the Department of Administrative Services has submitted to the City Council of the City of Clive the 2024 City Street Financial Report for the City of Clive, Iowa; AND

WHEREAS, upon review, the City Council finds that the funds for road purposes have been used for their intended purpose.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Clive, Iowa:

That the City Street Finance Report for the period of July 1, 2023, to June 30, 2024, is hereby approved and that the Director of Administrative Services is hereby authorized and directed to file said report with the Iowa Department of Transportation.

PASSED AND APPROVED THIS 14th day of November, 2024.

Matthew D. Graham, City Clerk

John Edwards, Mayor



Bureau of Local Systems
Ames, IA 50010

City Street Finance Report

Fiscal Year 2024

Clive

10/31/2024 2:38:14 PM

Expenses

	General Fund Streets (001)	Road Use (110)	Other Special Revenues	Debt Service (200)	Capital Projects (300)	Utilities (600 & U0)	Grand Total
Salaries - Roads/Streets	\$475,989	\$705,545				\$335,066	\$1,516,600
Benefits - Roads/Streets	\$91,087	\$273,375	\$85,299			\$102,269	\$552,030
Training & Dues	\$12,376	\$15,495				\$8,293	\$36,164
Building & Grounds Maint. & Repair		\$3,640				\$3,736	\$7,376
Vehicle & Office Equip Operation and Repair	\$3,192	\$95,992				\$29,131	\$128,315
Operational Equipment Repair		\$22,495					\$22,495
Other Utilities	\$1,200	\$1,200					\$2,400
Engineering	\$284	\$25,577				\$500	\$26,361
Payments to othe agencies						\$10,345	\$10,345
Rents & Leases		\$1,943				\$500	\$2,443
Street Maintenance Expense		\$68,212					\$68,212
Other Contract Services	\$38,376	\$86,753				\$8,895	\$134,024
Minor Equipment Purchases	\$2,882	\$3,696				\$2,572	\$9,150
Office Supplies	\$2,999						\$2,999
Operating Supplies		\$39					\$39
Postage & Safety	\$426						\$426
Other Supplies	\$1,755	\$101,105				\$3,751	\$106,611



Bureau of Local Systems

Ames, IA 50010

City Street Finance Report

Fiscal Year 2024

Clive

10/31/2024 2:38:14 PM

	General Fund Streets (001)	Road Use (110)	Other Special Revenues	Debt Service (200)	Capital Projects (300)	Utilities (600 & U0)	Grand Total
Vehicles					\$11,820		\$11,820
Other Capital Equipment		\$4,640			\$724,029		\$728,669
Storm Drainage					\$252,897		\$252,897
Street - New Roadway					\$989,675		\$989,675
Street - Preservation					\$2,952,197		\$2,952,197
Street - Safety/ Environment					\$806,779		\$806,779
Principal Payment				\$1,322,251			\$1,322,251
Interest Payment				\$405,419			\$405,419
Bond Registration Fees				\$3,756			\$3,756
Transfer Out	\$1,300,000	\$965,927	\$1,244,000				\$3,509,927
Street Lighting	\$118,659						\$118,659
Traffic Control/Safety	\$161,350						\$161,350
Snow Removal		\$63,273					\$63,273
Highway Engineering	\$917,061						\$917,061
Depreciation & Building Utilities		\$118,309					\$118,309
Snow Removal Salaries		\$56,232					\$56,232
Snow Removal Benefits		\$31,480					\$31,480
Total	\$3,127,636	\$2,644,928	\$1,329,299	\$1,731,426	\$5,737,397	\$505,058	\$15,075,744



Bureau of Local Systems

Ames, IA 50010

City Street Finance Report

Fiscal Year 2024

Clive

10/31/2024 2:38:14 PM

Revenue

	General Fund Streets (001)	Road Use (110)	Other Special Revenues	Debt Service (200)	Capital Projects (300)	Utilities (600 & U0)	Grand Total
Levied on Property	\$2,507,888		\$85,299	\$1,731,426			\$4,324,613
Other Taxes (Hotel, LOST)			\$1,244,000				\$1,244,000
Licenses & Permits	\$18,915						\$18,915
State Revenues - Road Use Taxes		\$2,627,440					\$2,627,440
Charges/fees	\$10,403	\$360				\$505,058	\$515,821
Proceeds from Debt					\$3,240,658		\$3,240,658
Transfer In	\$590,430		\$51,868		\$2,867,629		\$3,509,927
Total	\$3,127,636	\$2,627,800	\$1,381,167	\$1,731,426	\$6,108,287	\$505,058	\$15,481,374



Bureau of Local Systems

Ames, IA 50010

City Street Finance Report

Fiscal Year 2024

Clive

10/31/2024 2:38:14 PM

Bonds/Loans

Bond/Loan Description	Principal Balance As of 7/1	Total Principal Paid	Total Interest Paid	Principal Roads	Interest Roads	Principal Balance As of 6/30
2017	\$560,000	\$185,000	\$11,483	\$96,200	\$5,971	\$375,000
2019A	\$1,735,000	\$340,000	\$72,975	\$85,000	\$18,244	\$1,395,000
2019C	\$1,995,000	\$220,000	\$58,600	\$220,000	\$58,600	\$1,775,000
2021C	\$8,365,000	\$290,000	\$237,744	\$35,579	\$29,168	\$8,075,000
2022A	\$3,485,000	\$360,000	\$157,750	\$324,000	\$141,975	\$3,125,000
2016	\$410,000	\$200,000	\$9,225	\$110,000	\$5,074	\$210,000
2012A	\$312,000	\$312,000	\$9,500	\$312,000	\$9,500	\$0
2020A	\$1,305,000	\$160,000	\$56,950	\$94,400	\$33,601	\$1,145,000
2015A	\$12,514	\$12,514	\$6,500	\$12,514	\$6,500	\$0
2023A	\$3,655,000	\$100,000	\$192,903	\$32,558	\$62,806	\$3,555,000
2024A	\$5,105,000	\$0	\$0	\$0	\$0	\$5,105,000
2023B	\$4,735,000	\$0	\$128,720	\$0	\$33,981	\$4,735,000
Total	\$31,674,514	\$2,179,514	\$942,350	\$1,322,251	\$405,420	\$29,495,000



Bureau of Local Systems

Ames, IA 50010

City Street Finance Report

Fiscal Year 2024

Clive

10/31/2024 2:38:14 PM

Equipment

Description	Model Year	Usage Type	Cost	Purchased Status
Joint & Crack Sealer	2013	Purchased	\$36,450	No Change
Rubber Track Excavator	2016	Purchased	\$89,362	No Change
Tractor w/ Rear Blade	1999	Purchased	\$51,900	No Change
Champion Grader	1998	Purchased	\$70,000	No Change
Case Wheel Loader	2013	Purchased	\$134,420	No Change
Rubber Tire Backhoe (PW)	2014	Purchased	\$93,400	No Change
Full Depth Concrete Saw	2013	Purchased	\$20,995	No Change
Dump Truck/ Sander	2014	Purchased	\$180,000	No Change
Dump Truck/ Sander	2016	Purchased	\$179,400	No Change
Variable Message Sign	2015	Purchased	\$13,594	No Change
Variable Message Sign	2016	Purchased	\$13,344	No Change
Dump Truck/ Sander	2016	Purchased	\$182,914	No Change
Rubber Tire Backhoe	2018	Purchased	\$100,000	No Change
Dump Truck/ Sander	2018	Purchased	\$184,000	No Change
Paint Striper	2018	Purchased	\$12,185	No Change
Ram 1500 Pickup	2020	Purchased	\$25,684	No Change
Dump Truck/ Sander	2020	Purchased	\$192,304	No Change
Ford F250 Pickup	2020	Purchased	\$30,901	No Change
Dump Truck/ Sander	2019	Purchased	\$187,232	No Change
Ram 3500 Pickup	2018	Purchased	\$26,651	No Change
Explorer 4X4	2016	Purchased	\$27,000	No Change



Bureau of Local Systems
Ames, IA 50010

City Street Finance Report

Fiscal Year 2024

Clive

10/31/2024 2:38:14 PM

Description	Model Year	Usage Type	Cost	Purchased Status
Tractor/ Brush Hog Mower	2006	Purchased	\$44,386	No Change
Street Sweeper	2016	Purchased	\$261,000	No Change
International Dump Truck HV507	2022	Purchased	\$207,613	No Change
Ford Ranger	2022	Purchased	\$35,850	No Change
Ford F250	2023	Purchased	\$46,288	No Change
Ford F250	2023	Purchased	\$46,288	No Change
International Dump Truck HV507	2024	Purchased	\$234,983	No Change
Rubber Tire Backhoe (Parks Dept)	2007	Purchased	\$79,900	No Change
Skid Loader	2016	Purchased	\$41,240	No Change
Dump Truck/ Sander	2021	Purchased	\$206,063	No Change
F550 Boom Truck	2020	Purchased	\$134,773	No Change
Ram 3500 Pickup	2021	Purchased	\$30,639	No Change
Jeep Compass SUV	2021	Purchased	\$22,544	No Change



Bureau of Local Systems
Ames, IA 50010

City Street Finance Report

Fiscal Year 2024

Clive

10/31/2024 2:38:14 PM

Street Projects

Project Description	Contract Price	Final Price	Contractor Name



Bureau of Local Systems
Ames, IA 50010

City Street Finance Report

Fiscal Year 2024

Clive

10/31/2024 2:38:14 PM

Summary

	General Fund Streets (001)	Road Use (110)	Other Special Revenues	Debt Service (200)	Capital Projects (300)	Utilities (600 & U0)	Grand Total
Beginning Balance	\$0	\$1,931,083	\$52,336	\$0	\$426,228	\$0	\$2,409,647
SubTotal Expenses (-)	\$1,827,636	\$1,679,001	\$85,299	\$1,731,426	\$5,737,397	\$505,058	\$11,565,817
Transfers Out (-)	\$1,300,000	\$965,927	\$1,244,000				\$3,509,927
Subtotal Revenues (+)	\$2,537,206	\$2,627,800	\$1,329,299	\$1,731,426	\$3,240,658	\$505,058	\$11,971,447
Transfers In (+)	\$590,430		\$51,868		\$2,867,629		\$3,509,927
Ending Balance	\$0	\$1,913,955	\$104,204	\$0	\$797,118	\$0	\$2,815,277

Resolution Number: 2024-

Execution Date: Thursday, November 14, 2024

Signature: Corey Eastman



Memo

TO: Mayor and Council members

FROM: Elizabeth Hansen, Director of Administrative Services

DATE: November 14, 2024

RE: Resolution Approving the State of Iowa FY2024 Annual Financial Report

SYNOPSIS:

The Office of the Auditor of State recommends the Annual Financial Report (AFR) be presented for Council approval. It is required to be published and will be in the Des Moines Register on October 17. The other requirement is submission to the State Auditor's Office along with proof of publication by December 1.

The AFR measures the city's budgetary compliance. The state-mandated legal level of control, the budget detail level at which actual expenditures cannot exceed the authorized appropriations, is the program level. The program level is generally not fund-specific but typically made up of multiple funds or portions of funds. Under the state's regulations, there are nine programs: public safety, public works, health and social services, culture and recreation, community and economic development, general government, debt service, capital projects, and business-type activities.

The City's expenditures for the year ended June 30, 2024, were within the authorized appropriations for all nine of the programs. Your approval is recommended.

Attachments:

1. Resolution approving FY24 AFR
2. FY24 Annual Finance Report

RESOLUTION NO. _____

RESOLUTION OF THE CITY OF CLIVE'S STATE OF IOWA 2024 FINANCIAL
REPORT, DIRECTING THE DIRECTOR OF ADMINISTRATIVE SERVICES FOR
THE CITY OF CLIVE TO FILE THE REPORT WITH THE AUDITOR OF STATE

WHEREAS, the Department of Administrative Services has submitted to the City Council of the City of Clive, the State of Iowa 2024 Finance Report for the City of Clive, Iowa; and

WHEREAS, the report shows total Revenues in the amount of \$74,789,257 and total Expenditures of \$62,932,502 with an ending Fund Balance of \$74,707,146; and

WHEREAS, the report was published in the Des Moines Register on October 17, 2024;

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Clive, Iowa:

That the City of Clive, Iowa, hereby approves the State of Iowa 2024 Financial Report and directs the Director of Administrative Services to submit it to the Auditor of State, this 14th day of November 2024.

PASSED AND APPROVED THIS 14th day of November, 2024.

Matthew D. Graham, City Clerk

John Edwards, Mayor

STATE OF IOWA	
2024	
FINANCIAL REPORT	16207750100000
FISCAL YEAR ENDED	CITY OF CLIVE
JUNE 30, 2024	1900 NW 114th Street
CITY OF CLIVE, IOWA	CLIVE IA 50325-7077
DUE: December 1, 2024	POPULATION: 18601

NOTE - The information supplied in this report will be shared by the Iowa State Auditor's Office, the U.S. Census Bureau, various public interest groups, and State and federal agencies.

ALL FUNDS				
	Governmental (a)	Proprietary (b)	Total Actual (c)	Budget (d)
Revenues and Other Financing Sources				
Taxes Levied on Property	18,259,863		18,259,863	17,971,738
Less: Uncollected Property Taxes-Levy Year	0		0	0
Net Current Property Taxes	18,259,863		18,259,863	17,971,738
Delinquent Property Taxes	0		0	0
TIF Revenues	1,573,391		1,573,391	1,567,603
Other City Taxes	6,274,626	0	6,274,626	5,869,049
Licenses and Permits	746,188	0	746,188	495,300
Use of Money and Property	3,697,221	0	3,697,221	2,739,837
Intergovernmental	4,364,165	0	4,364,165	3,776,261
Charges for Fees and Service	2,973,575	11,687,995	14,661,570	15,209,053
Special Assessments	0	0	0	0
Miscellaneous	1,446,031	925,326	2,371,357	950,786
Other Financing Sources	10,454,884	0	10,454,884	13,910,000
Transfers In	10,948,018	1,437,974	12,385,992	12,585,994
Total Revenues and Other Sources	60,737,962	14,051,295	74,789,257	75,075,621
Expenditures and Other Financing Uses				
Public Safety	9,832,688		9,832,688	10,523,375
Public Works	4,913,983		4,913,983	5,091,191
Health and Social Services	27,734		27,734	36,580
Culture and Recreation	5,247,410		5,247,410	5,543,095
Community and Economic Development	1,512,816		1,512,816	1,631,264
General Government	4,305,157		4,305,157	4,601,087
Debt Service	5,220,200		5,220,200	5,337,692
Capital Projects	10,576,582		10,576,582	15,907,925
Total Governmental Activities Expenditures	41,636,570	0	41,636,570	48,672,209
BUSINESS TYPE ACTIVITIES		8,909,940	8,909,940	9,797,876
Total All Expenditures	41,636,570	8,909,940	50,546,510	58,470,085
Other Financing Uses	0	0	0	
Transfers Out	8,404,408	3,981,584	12,385,992	12,585,994
Total All Expenditures/and Other Financing Uses	50,040,978	12,891,524	62,932,502	71,056,079
Excess Revenues and Other Sources Over (Under) Expenditures/and Other Financing Uses	10,696,984	1,159,771	11,856,755	4,019,542
Beginning Fund Balance July 1, 2023	45,562,182	17,288,209	62,850,391	59,734,147
Ending Fund Balance June 30, 2024	56,259,166	18,447,980	74,707,146	63,753,689

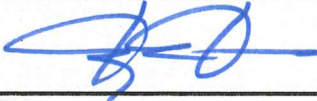
NOTE - These balances do not include the following, which were not budgeted and are not available for city operations:

Non-budgeted Internal Service Funds	Pension Trust Funds
0	0
Private Purpose Trust Funds	Agency Funds
0	0

Indebtedness at June 30, 2024	Amount	Indebtedness at June 30, 2024	Amount
General Obligation Debt	44,390,000	Other Long-Term Debt	0
Revenue Debt	0	Short-Term Debt	0
TIF Revenue Debt	0		
		General Obligation Debt Limit	147,755,668

CERTIFICATION

The forgoing report is correct to the best of my knowledge and belief

 Signature of Preparer Printed name of Preparer Corey Eastman	Publication 10/17/2024
	Phone Number 515.223.6220
Signature of Mayor or Mayor Pro Tem (Name and Title)	Date Signed

CITY OF CLIVE
REVENUE AND OTHER FINANCING SOURCES FOR YEAR ENDED JUNE 30, 2024

NON-GAAP/CASH BASIS

Item Description		General (a)	Special Revenue (b)	TIF Special Revenue (c)	Debt Service (d)	Capital Projects (e)	Permanent (f)	Total Governmental (Sum of (a) through (f)) (g)	Proprietary (h)	Grand Total (Sum of (g) and (h)) (i)	
Section A - Taxes	1										1
Taxes levied on property	2	12,942,596	2,581,148		2,736,119			18,259,863		18,259,863	2
Less: Uncollected Property Taxes - Levy Year	3							0		0	3
Net Current Property Taxes	4	12,942,596	2,581,148		2,736,119	0	0	18,259,863		18,259,863	4
Delinquent Property Taxes	5							0		0	5
Total Property Tax	6	12,942,596	2,581,148		2,736,119	0	0	18,259,863		18,259,863	6
TIF Revenues	7			1,573,391				1,573,391		1,573,391	7
Other City Taxes											
Utility Tax Replacement Excise Taxes	8							0		0	8
Utility Franchise Tax (Chapter 364.2, Code of Iowa)	9	1,262,840						1,262,840		1,262,840	9
Parimutuel Wager Tax	10							0		0	10
Gaming Wager Tax	11							0		0	11
Mobile Home Tax	12							0		0	12
Hotel / Motel Tax	13	921,701						921,701		921,701	13
Other Local Option Taxes	14		4,090,085					4,090,085		4,090,085	14
Total Other City Taxes	15	2,184,541	4,090,085		0	0	0	6,274,626	0	6,274,626	15
Section B - Licenses and Permits	16	746,188						746,188		746,188	16
Section C - Use of Money and Property	17										17
Interest	18	1,147,095		86,353	180,774	2,123,536		3,537,758		3,537,758	18
Rents and Royalties	19	159,463						159,463		159,463	19
Other Miscellaneous Use of Money and Property	20							0		0	20
	21							0		0	21
Total Use of Money and Property	22	1,306,558	0	86,353	180,774	2,123,536	0	3,697,221	0	3,697,221	22
Section D - Intergovernmental	24										24
Federal Grants and Reimbursements	26										26
Federal Grants	27	6,897				1,018,845		1,025,742		1,025,742	27
Community Development Block Grants	28							0		0	28
Housing and Urban Development	29							0		0	29
Public Assistance Grants	30							0		0	30
Payment in Lieu of Taxes	31	24,950						24,950		24,950	31
	32							0		0	32
Total Federal Grants and Reimbursements	33	31,847	0		0	1,018,845	0	1,050,692	0	1,050,692	33

CITY OF CLIVE
REVENUE AND OTHER FINANCING SOURCES FOR YEAR ENDED JUNE 30, 2024

NON-GAAP/CASH BASIS

Item Description		General (a)	Special Revenue (b)	TIF Special Revenue (c)	Debt Service (d)	Capital Projects (e)	Permanent (f)	Total Governmental (Sum of (a) through (f)) (g)	Proprietary (h)	Grand Total (Sum of (g) and (h)) (i)	
Section D - Intergovernmental - Continued	41										41
State Shared Revenues	43										43
Road Use Taxes	44		2,627,800					2,627,800		2,627,800	44
Other state grants and reimbursements	48										48
State grants	49	13,320				113,995		127,315		127,315	49
Iowa Department of Transportation	50					128,304		128,304		128,304	50
Iowa Department of Natural Resources	51							0		0	51
Iowa Economic Development Authority	52							0		0	52
CEBA grants	53							0		0	53
C&I Replacement and Tier I Business Tax Replacement	54	270,985	70,814		54,197			395,996		395,996	54
	55							0		0	55
	56							0		0	56
	57							0		0	57
	58							0		0	58
	59							0		0	59
Total State	60	284,305	2,698,614	0	54,197	242,299	0	3,279,415	0	3,279,415	60
Local Grants and Reimbursements											
County Contributions	63							0		0	63
Library Service	64	34,058						34,058		34,058	64
Township Contributions	65							0		0	65
Fire/EMT Service	66							0		0	66
	67							0		0	67
	68							0		0	68
	69							0		0	69
Total Local Grants and Reimbursements	70	34,058	0	0	0	0	0	34,058	0	34,058	70
Total Intergovernmental (Sum of lines 33, 60, and 70)	71	350,210	2,698,614	0	54,197	1,261,144	0	4,364,165	0	4,364,165	71
Section E -Charges for Fees and Service	72										72
Water	73							0	6,164,026	6,164,026	73
Sewer	74							0	3,729,310	3,729,310	74
Electric	75							0		0	75
Gas	76							0		0	76
Parking	77							0		0	77
Airport	78							0		0	78
Landfill/garbage	79	1,192,927						1,192,927		1,192,927	79
Hospital	80							0		0	80

CITY OF
REVENUE AND OTHER FINANCING SOURCES FOR YEAR ENDED JUNE 30,

NON-GAAP/CASH BASIS

Item Description		General (a)	Special Revenue (b)	TIF Special Revenue (c)	Debt Service (d)	Capital Projects (e)	Permanent (f)	Total Governmental (Sum of (a) through (f)) (g)	Proprietary (h)	Grand Total (Sum of (g) and (h)) (i)	
Section E - Charges for Fees and Service - Continued	81										81
Transit	82							0		0	82
Cable TV	83							0		0	83
Internet	84							0		0	84
Telephone	85							0		0	85
Housing Authority	86							0		0	86
Storm Water	87							0	1,794,659	1,794,659	87
Other:	88										88
Nursing Home	89							0		0	89
Police Service Fees	90	13,125	3,684					16,809		16,809	90
Prisoner Care	91							0		0	91
Fire Service Charges	92	12,225						12,225		12,225	92
Ambulance Charges	93	601,215						601,215		601,215	93
Sidewalk Street Repair Charges	94							0		0	94
Housing and Urban Renewal Charges	95	70,167						70,167		70,167	95
River Port and Terminal Fees	96							0		0	96
Public Scales	97							0		0	97
Cemetery Charges	98							0		0	98
Library Charges	99	7,618						7,618		7,618	99
Park, Recreation, and Cultural Charges	100	1,053,226						1,053,226		1,053,226	100
Animal Control Charges	101							0		0	101
Public Works Fees	102	19,388						19,388		19,388	102
	103							0		0	103
Total Charges for Service	104	2,969,891	3,684	0	0	0	0	2,973,575	11,687,995	14,661,570	104
Section F - Special Assessments	106							0		0	106
Section G - Miscellaneous	107										107
Contributions	108	10,666						10,666		10,666	108
Deposits and Sales/Fuel Tax Refunds	109	20,397						20,397		20,397	109
Sale of Property and Merchandise	110	0						0	175,898	175,898	110
Fines	111	52,326						52,326		52,326	111
Internal Service Charges	112							0		0	112
Sales Tax Collected	113	44,891						44,891	462,382	507,273	113
Reimbursements & Refunds	114	342,816	94,600					437,416	287,046	724,462	114
Revenue Share	115	4,624						4,624		4,624	115
Other Funding Source	116					802,554		802,554		802,554	116
Private Source	117		3,465			69,692		73,157		73,157	117
	118							0		0	118
	119							0		0	119
Total Miscellaneous	120	475,720	98,065	0	0	872,246	0	1,446,031	925,326	2,371,357	120

CITY OF
REVENUE AND OTHER FINANCING SOURCES FOR YEAR ENDED JUNE 30,

NON-GAAP/CASH BASIS

Item Description		General (a)	Special Revenue (b)	TIF Special Revenue (c)	Debt Service (d)	Capital Projects (e)	Permanent (f)	Total Governmental (Sum of (a) through (f)) (g)	Proprietary (h)	Grand Total (Sum of (g) and (h)) (i)	
Total All Revenues (Sum of lines 6, 7, 15,16,22, 71, 104, 106, and 120)	121	20,975,704	9,471,596	1,659,744	2,971,090	4,256,926	0	39,335,060	12,613,321	51,948,381	121
Section H - Other Financing Sources	123										123
Proceeds of capital asset sales	124	682						682		682	124
Proceeds of long-term debt (Excluding TIF internal borrowing)	125	132,156				10,322,046		10,454,202		10,454,202	125
Proceeds of anticipatory warrants or other short-term debt	126							0		0	126
Regular transfers in and interfund loans	127	3,083,960	230,290		1,019,000	5,253,061		9,586,311	1,437,974	11,024,285	127
Internal TIF loans and transfers in	128			15,143	1,346,564			1,361,707		1,361,707	128
	129							0		0	129
	130							0		0	130
Total Other Financing Sources	131	3,216,798	230,290	15,143	2,365,564	15,575,107	0	21,402,902	1,437,974	22,840,876	131
Total Revenues Except for Beginning Balances (Sum of lines 121 and 131)	132	24,192,502	9,701,886	1,674,887	5,336,654	19,832,033	0	60,737,962	14,051,295	74,789,257	132
Beginning Fund Balance July 1, 2023	134	11,229,675	5,379,249	356,605	1,467,446	27,129,207		45,562,182	17,288,209	62,850,391	134
Total Revenues and Other Financing Sources (Sum of lines 132 and 134)	136	35,422,177	15,081,135	2,031,492	6,804,100	46,961,240	0	106,300,144	31,339,504	137,639,648	136

EXPENDITURES P6

CITY OF CLIVE
EXPENDITURES AND OTHER FINANCING USES FOR FISCAL YEAR ENDED JUNE 30, 2024

NON-GAAP/CASH BASIS

Item Description	Line	General (a)	Special Revenue (b)	TIF Special Revenue (c)	Debt Service (d)	Capital Projects (e)	Permanent (f)	Total Governmental (Sum of cols. (a) through (f)) (g)	Proprietary (h)	Grand Total (Sum of col. (g)) (i)	Line
Section A - Public Safety	1										1
Police Department/Crime Prevention	2	4,205,425	977,173					5,182,598		5,182,598	2
Jail	3							0		0	3
Emergency Management	4							0		0	4
Flood control	5							0		0	5
Fire Department	6	2,367,365	95,334					2,462,699		2,462,699	6
Ambulance	7	1,964,011	187,963					2,151,974		2,151,974	7
Building Inspections	8							0		0	8
Miscellaneous Protective Services	9							0		0	9
Animal Control	10	23,025						23,025		23,025	10
Other Public Safety	11	12,392						12,392		12,392	11
	12							0		0	12
	13							0		0	13
Total Public Safety	14	8,572,218	1,260,470		0	0	0	9,832,688		9,832,688	14
Section B - Public Works	15										15
Roads, Bridges, Sidewalks	16	633,792	1,764,328					2,398,120		2,398,120	16
Parking Meter and Off-Street	17							0		0	17
Street Lighting	18	118,659						118,659		118,659	18
Traffic Control Safety	19	161,350						161,350		161,350	19
Snow Removal	20							0		0	20
Highway Engineering	21	917,061	93,462					1,010,523		1,010,523	21
Street Cleaning	22							0		0	22
Airport (if not an enterprise)	23							0		0	23
Garbage (if not an enterprise)	24	1,225,331						1,225,331		1,225,331	24
Other Public Works	25							0		0	25
	26							0		0	26
	27							0		0	27
Total Public Works	28	3,056,193	1,857,790		0	0	0	4,913,983		4,913,983	28
Section C - Health and Social Services	29										29
Welfare Assistance	30							0		0	30
City Hospital	31							0		0	31
Payments to Private Hospitals	32							0		0	32
Health Regulation and Inspections	33							0		0	33
Water, Air, and Mosquito Control	34	11,030						11,030		11,030	34
Community Mental Health	35							0		0	35
Other Health and Social Services	36	16,704						16,704		16,704	36
	37							0		0	37
	38							0		0	38
Total Health and Social Services	39	27,734	0		0	0	0	27,734		27,734	39
Section D - Culture and Recreation	40										40
Library Services	41	1,008,143	59,707					1,067,850		1,067,850	41
Museum, Band, Theater	42	579,067						579,067		579,067	42
Parks	43	1,576,640	150,364					1,727,004		1,727,004	43
Recreation	44	999,849	40,515					1,040,364		1,040,364	44
Cemetery	45							0		0	45
Community Center, Zoo, Marina, and Auditorium	46							0		0	46
Other Culture and Recreation	47	824,683	8,442					833,125		833,125	47
	48							0		0	48
	49							0		0	49
Total Culture and Recreation	50	4,988,382	259,028		0	0	0	5,247,410		5,247,410	50

EXPENDITURES P7

CITY OF
EXPENDITURES AND OTHER FINANCING USES FOR FISCAL YEAR ENDED JUNE 30, -- Continued

NON-GAAP/CASH BASIS

Item description	Line	General (a)	Special Revenue (b)	TIF Special Revenue (c)	Debt Service (d)	Capital Projects (e)	Permanent (f)	Total Governmental (Sum of cols. (a) through (f)) (g)	Proprietary (h)	Grand Total (Sum of col. (g)) (i)	Line
Section E - Community and Economic Development	51										51
Community beautification	52							0		0	52
Economic development	53							0		0	53
Housing and urban renewal	54	340,263	46,747					387,010		387,010	54
Planning and zoning	55	535,838	51,910					587,748		587,748	55
Other community and economic development	56	104,566	18,936					123,502		123,502	56
TIF Rebates	57			414,556				414,556		414,556	57
	58							0		0	58
Total Community and Economic Development	59	980,667	117,593	414,556	0	0	0	1,512,816		1,512,816	59
Section F - General Government	60										60
Mayor, Council and City Manager	61	600,387	58,864					659,251		659,251	61
Clerk, Treasurer, Financial Administration	62	1,325,983	117,866					1,443,849		1,443,849	62
Elections	63	6,805						6,805		6,805	63
Legal Services and City Attorney	64	70,783						70,783		70,783	64
City Hall and General Buildings	65	418,148	35,774					453,922		453,922	65
Tort Liability	66		740,777					740,777		740,777	66
Other General Government	67	874,680	55,090					929,770		929,770	67
	68							0		0	68
	69							0		0	69
Total General Government	70	3,296,786	1,008,371		0	0	0	4,305,157		4,305,157	70
Section G - Debt Service	71				5,220,200			5,220,200		5,220,200	71
	72							0		0	72
	73							0		0	73
Total Debt Service	74	0	0	0	5,220,200	0	0	5,220,200		5,220,200	74
Section H - Regular Capital Projects - Specify	75										75
	76					9,617,388		9,617,388		9,617,388	76
	77							0		0	77
Subtotal Regular Capital Projects	78	0	0		0	9,617,388	0	9,617,388		9,617,388	78
TIF Capital Projects - Specify	79										79
	80					959,194		959,194		959,194	80
	81							0		0	81
Subtotal TIF Capital Projects	82	0	0		0	959,194	0	959,194		959,194	82
Total Capital Projects	83	0	0		0	10,576,582	0	10,576,582		10,576,582	83
Total Governmental Activities Expenditures	84	20,921,980	4,503,252	414,556	5,220,200	10,576,582	0	41,636,570		41,636,570	84
(Sum of lines 14, 28, 39, 50, 59, 70, 74, 83)	85										85

TIF Rebates are expended out of the TIF Special Revenue Fund within the Community and Economic Development program's activity "Other"

EXPENDITURES P8

CITY OF
EXPENDITURES AND OTHER FINANCING USES FOR FISCAL YEAR ENDED JUNE 30, -- Continued

NON-GAAP/CASH BASIS

Item description	Line	General (a)	Special Revenue (b)	TIF Special Revenue (c)	Debt Service (d)	Capital Projects (e)	Permanent (f)	Total Governmental (Sum of cols. (a) through (f)) (g)	Proprietary (h)	Grand Total (Sum of col. (g)) (i)	Line
Section I - Business Type Activities	87										87
Water - Current Operation	88								3,980,921	3,980,921	88
Capital Outlay	89								183,415	183,415	89
Debt Service	90									0	90
Sewer and Sewage Disposal - Current Operation	91								2,218,167	2,218,167	91
Capital Outlay	92									0	92
Debt Service	93									0	93
Electric - Current Operation	94									0	94
Capital Outlay	95									0	95
Debt Service	96									0	96
Gas Utility - Current Operation	97									0	97
Capital Outlay	98									0	98
Debt Service	99									0	99
Parking - Current Operation	100									0	100
Capital Outlay	101									0	101
Debt Service	102									0	102
Airport - Current Operation	103									0	103
Capital Outlay	104									0	104
Debt Service	105									0	105
Landfill/Garbage - Current operation	106									0	106
Capital Outlay	107									0	107
Debt Service	108									0	108
Hospital - Current Operation	109									0	109
Capital Outlay	110									0	110
Debt Service	111									0	111
Transit - Current Operation	112									0	112
Capital Outlay	113									0	113
Debt Service	114									0	114
Cable TV, Telephone, Internet - Current Operation	115									0	115
Capital Outlay	116									0	116
Housing Authority - Current Operation	117									0	117
Capital Outlay	118									0	118
Debt Service	119									0	119
Storm Water - Current Operation	120								514,639	514,639	120
Capital Outlay	121									0	121
Debt Service	122									0	122
Other Business Type - Current Operation	123									0	123
Capital Outlay	124									0	124
Debt Service	125									0	125
Internal Service Funds - Specify	126										126
Vehicles/ Other Capital Equipment	127								2,012,798	2,012,798	127
	128									0	128
Total Business Type Activities	129								8,909,940	8,909,940	129

EXPENDITURES P9

CITY OF CLIVE
EXPENDITURES AND OTHER FINANCING USES FOR FISCAL YEAR ENDED JUNE 30, 2024 -- Continued

NON-GAAP/CASH BASIS

Item description	Line	General (a)	Special Revenue (b)	TIF Special Revenue (c)	Debt Service (d)	Capital Projects (e)	Permanent (f)	Total Governmental (Sum of cols. (a) through (f)) (g)	Proprietary (h)	Grand Total (Sum of col. (g)) (i)	Line
Subtotal Expenditures (Sum of lines 84 and 129)	130	20,921,980	4,503,252	414,556	5,220,200	10,576,582	0	41,636,570	8,909,940	50,546,510	130
Section J - Other Financing Uses Including Transfers Out	131										131
Regular transfers out	132	2,311,208	4,731,493					7,042,701	3,981,584	11,024,285	132
Internal TIF loans/repayments and transfers out	133			1,346,564		15,143		1,361,707		1,361,707	133
	134							0		0	134
Total Other Financing Uses	135	2,311,208	4,731,493	1,346,564	0	15,143	0	8,404,408	3,981,584	12,385,992	135
Total Expenditures and Other Financing Uses (Sum of lines 130 and 135)	136	23,233,188	9,234,745	1,761,120	5,220,200	10,591,725	0	50,040,978	12,891,524	62,932,502	136
	137										137
Ending fund balance June 30, :	138										138
Governmental:	139										139
Nonspendable	140							0		0	140
Restricted	141		5,846,390	270,372	1,583,900	36,369,515		44,070,177		44,070,177	141
Committed	142							0		0	142
Assigned	143	21,102						21,102		21,102	143
Unassigned	144	12,167,887						12,167,887		12,167,887	144
Total Governmental	145	12,188,989	5,846,390	270,372	1,583,900	36,369,515	0	56,259,166		56,259,166	145
Proprietary	146								18,447,980	18,447,980	146
Total Ending Fund Balance June 30,	147	12,188,989	5,846,390	270,372	1,583,900	36,369,515	0	56,259,166	18,447,980	74,707,146	147
Total Requirements (Sum of lines 136 and 147)	148	35,422,177	15,081,135	2,031,492	6,804,100	46,961,240	0	106,300,144	31,339,504	137,639,648	148

OTHER P10

Part III Intergovernmental Expenditures Please report below expenditures made to the State or to other local governments on a reimbursement or cost sharing basis. Include these expenditures in part II. Enter amount.										
Purpose	Amount paid to other local governments					Purpose	Amount paid to State			
Correction						Highways				
Health						All other				
Highways										
Transit Subsidies										
Libraries										
Police protection										
Sewerage	1,796,226									
Sanitation										
All other	1,522,842									
Part IV Wages & Salaries Report here the total salaries and wages paid to all employees of your government before deductions of social security, retirement, etc. Include also salaries and wages paid to employees of any utility owned and operated by your government, as well as salaries and wages of municipal employees charged to construction projects.										
YOU ARE REQUIRED TO ENTER SALARY DOLLARS IN THE Amount areas FOR SALARIES AND WAGES PAID										Amount
Total Salaries and Wages Paid										12,972,792
Part V Debt Outstanding, Issued, and Retired										
Transit subsidies										
A. Long-Term Debt										
Debt During the Fiscal Year			Debt Outstanding JUNE 30, 2024							
Purpose	Line	Debt Outstanding JULY 1, 2023	Issued	Retired	General Obligation	TIF Revenue	Revenue	Other	Interest Paid This Year	
Water Utility	1.									
Sewer Utility	2.									
Electric Utility	3.									
Gas Utility	4.									
Transit-Bus	5.									
Industrial Revenue	6.									
Mortgage Revenue	7.									
TIF Revenue	8.									
Other Purposes / Miscellaneous	9.									
GO	10.	38,695,000	9,840,000	4,145,000	44,390,000				1,270,071	
Parking	11.									
Airport	12.									
Stormwater	13.									
Section 108	14.									
Total Long-Term		38,695,000	9,840,000	4,145,000	44,390,000	0	0	0	1,270,071	
B. Short-Term Debt Amount										
Outstanding as of July 1, 2023										
Outstanding as of JUNE 30, 2024										
Part VI DEBT LIMITATION FOR GENERAL OBLIGATIONS						Amount				
Part VI Actual valuation -- January 1, 2022						2,955,113.374	x.05 = \$	147,755.668.7		
Part VII CASH AND INVESTMENT ASSETS AS OF JUNE 30, 2024										
Type of asset	Amount									
Cash and investments - Include cash on hand, CD's, time, checking and savings deposits, Federal securities, Federal agency securities, State and local government securities, and all other securities. Exclude value of real property.	Bond and interest funds (a)	Bond construction funds (b)	Pension/retirement funds (c)	All other Funds (d)	Total (e)					
				74,707,146	74,707,146					
If you budget on a NON-GAAP CASH BASIS, the amount in the Total above SHOULD EQUAL the above summed amounts on the sheet All Funds P1: Ending fund balance, column C PLUS the amounts in the shaded Note area.										



Memo

TO: Mayor and Council members

FROM: Elizabeth Hansen, Director of Administrative Services

DATE: November 14, 2024

RE: Resolution Approving Debt Certification Forms, Appropriating Funds, and Directing Filing of Certifications

SYNOPSIS:

Attached is the resolution for your consideration approving debt certification forms, authorizing the release of funding in the upcoming fiscal year for the TIF development agreement, and directing the filing of the certifications.

The only development agreement we currently have is with 121 Acquisition Company for the relocation of Nebraska Furniture Mart and the creation of development parcels.

The attached exhibits certify to the County Auditor the City's Tax Increment Financing (TIF) indebtedness for each urban renewal area, including the amount of tax increment financing revenues requested for Fiscal Year 2025.

This certification is required by Iowa Code Section 403.19 and is due to the County Auditor on or before December 1 annually.

Attachments:

1. Annual Appropriation Resolution
2. Exhibit A - Dallas Co TIF Authority Indebtedness Certification
3. Exhibit B - Polk Co TIF Authority Indebtedness Certification

RESOLUTION NO. _____

APPROVING DEBT CERTIFICATION FORMS, APPROPRIATING FUNDS,
AND DIRECTING THE FILING OF CERTIFICATIONS

WHEREAS, Iowa Code Section 403.19 requires that cities certify all loans, advances, indebtedness, and bonds for which the City seeks reimbursement on or before December 1.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Clive, Iowa approves the debt certification forms attached hereto as Exhibits A and B, appropriates the funds listed therein, and directs that the Administrative Services Director file said debt certificates with the Dallas County and Polk County Auditors on or before December 1, 2024.

PASSED AND APPROVED this 14TH day of November 2024.

John Edwards, Mayor

Attest:

Matthew D. Graham, City Clerk

**CODE OF IOWA SECTION 403.19 TAX INCREMENT FINANCING (TIF) INDEBTEDNESS
CERTIFICATION TO COUNTY AUDITOR**

**Due To County Auditor By December 1 Prior To The Fiscal Year TIF Increment Tax Is Requested
Use One Certification Per Urban Renewal TIF Area**

TIF Authority (Name of City or County Operating the TIF): Clive

County (Where TIF is Located): Dallas

Urban Renewal Area Name: Clive Urban Renewal Area

Urban Renewal Area Number: 25016 (Use State five-digit Area Number)

I hereby certify to the County Auditor that for the Urban Renewal Area within the City and/or County named above the TIF Authority has outstanding loans, advances, indebtedness, or bonds, none of which have been previously certified, in the collective amount shown below, all of which qualify for repayment from the special fund referred to in paragraph 2 of Section 403.19 of the Code of Iowa.

Urban Renewal Area Indebtedness Not Previously Certified*: \$ 100,695.74

*There must be attached a **'FORM 1.1'** showing an itemized listing of the dates that individual loans, advances, indebtedness, or bonds were initially approved by the governing body.

The County Auditor shall provide the available TIF increment tax in subsequent fiscal years without further certification until the above-stated amount of indebtedness is paid to the TIF Authority. However, for any fiscal year a TIF Authority may elect to receive less than the available TIF increment tax by certifying the requested amount to the County Auditor on or before the preceding December 1. File **'FORM 2'** with the County Auditor by the preceding December 1 for any fiscal year where all of the TIF increment tax is not requested.

A TIF Authority reducing certified TIF indebtedness by any reason other than application of TIF increment tax received from the County Treasurer shall certify such reduced amounts to the County Auditor no later than December 1 of the year of occurrence. File **'FORM 3'** with the County Auditor when TIF indebtedness has been reduced by any reason other than application of TIF increment tax received from the County Treasurer.

Dated this 7th day of November, 2024

Signature of Authorized Official

515-223-6220
Telephone

TIF INDEBTEDNESS NOT PREVIOUSLY CERTIFIED ELIGIBLE FOR TAX COLLECTIONS NEXT FISCAL YEARTIF Authority: Clive County: DallasUrban Renewal Area Name: Clive Urban Renewal AreaUrban Renewal Area Number: 25016

(Format: XX/XX/20XX)

Individual TIF Indebtedness Type/Description:		Date Approved*:	Total Amount:
1	121 Acquisition Co. - FY26 Rebate	7/12/2018	100,695.74
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			
32			
33			
34			
35			
36			
37			
38			
39			
40			
Total TIF Indebtedness NOT Previously Certified:			100,695.74

* "Date Approved" is the date that the local governing body initially approved the TIF indebtedness.

Urban Renewal Area Number: 25016

	Tax Amount Requested:
Typically There Would Only Be A Single Entry In 'Tax Amount Requested'	
Clive Request for TIF Increment - FY26	885,690
Total TIF Increment Tax Request For This Urban Renewal Area:	885,690

	515-223-6220
Signature of Authorized Official	Telephone

**TIF INDEBTEDNESS HAS BEEN REDUCED BY REASON OTHER THAN APPLICATION OF
TIF INCREMENT TAX RECEIVED FROM THE COUNTY TREASURER
CERTIFICATION TO COUNTY AUDITOR
Use One Certification Per Urban Renewal Area**

TIF Authority: Clive County: Dallas

Urban Renewal Area Name: Clive Urban Renewal Area

Urban Renewal Area Number: 25016

I hereby certify to the County Auditor that for the Urban Renewal Area within the City and/or County named above, the TIF Authority has reduced previously certified indebtedness, by reason other than application of TIF tax received from the County Treasurer, by the total amount as shown below.

(Format: XX/XX/20XX)

Individual TIF Indebtedness Type/Description/Details:	Date Indebtedness Reduced:	Amount Reduced:
1 Interest Income		5,588.00
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
Total Indebtedness Reduction For This Urban Renewal Area:		5,588.00

Dated this 7th day of November, 2024

Signature of Authorized Official _____ Telephone 515-223-6220

**INSTRUCTIONS FOR COMPLETING THE TIF INDEBTEDNESS CERTIFICATION FORMS
USING MICROSOFT EXCEL**

Create an Excel file for each Urban Renewal TIF Area appropriate to be filed with the Polk County Auditor's Office. Name the individual files using the State Urban Renewal Area Name and Number.

FORM 1 - USED AS THE COVER SHEET FOR URBAN RENEWAL AREA INDEBTEDNESS CERTIFICATIONS

Enter the TIF Authority Name (City Name if a City run TIF or Polk County if a County run TIF), the County where the TIF is located, the State Urban Renewal Area Name and Number, all of which flow to the other forms.

'Urban Renewal Area Indebtedness Not Previously Certified' is fed from entries on Form 1.1.

FORM 1.1 - USED FOR ENTERING TIF INDEBTEDNESS NOT PREVIOUSLY CERTIFIED

List individual TIF indebtedness obligations not previously certified to the County Auditor.

List the type of indebtedness such as Rebate Agreement, Internal Loan, G.O. Bond, or TIF Revenue Bond.

If indebtedness is legally structured to be subject to annual appropriation, list only the amount that the TIF Authority has formally obligated to pay next fiscal year.

**FORM 2 - USED ONLY FOR FISCAL YEARS WHERE ALL OF THE LEGALLY AVAILABLE TIF INCREMENT
TAX REVENUE IS NOT WANTED**

File Form 2 with the County Auditor by December 1, prior to any fiscal year, ONLY when for that upcoming fiscal year less than the legally available TIF Increment tax revenue is requested. A total amount is all that is needed.

**FORM 3 - USED WHEN INDEBTEDNESS HAS BEEN REDUCED BY ANY REASON OTHER THAN
APPLICATION OF TIF INCREMENT TAX RECEIVED FROM THE COUNTY TREASURER**

File this form with the County Auditor when TIF indebtedness has been reduced by reasons other than application of TIF increment tax received from the County Treasurer.

Reasons for indebtedness reduction mandating the need to file this form could include, but not be limited to:

- > Interest earnings
- > Reducing previously certified indebtedness which is no longer obligated
- > Error correction
- > Any amounts of Commercial & Industrial Rollback Replacements, applicable to the current tax billing year, that you have allocated, or will allocate, to your TIF Special Revenue Funds pursuant to Iowa Code 441.21A
- > De-certifying balances which are refinanced*

* If balances are refinanced, you will file both a Form 3, to decertify the outstanding balance, and a Form 1 to certify the newly refinanced amount.

MSA Revised 9/14/2022

**CODE OF IOWA SECTION 403.19 TAX INCREMENT FINANCING (TIF) INDEBTEDNESS
CERTIFICATION TO COUNTY AUDITOR**

Due To County Auditor By December 1 Prior To The Fiscal Year TIF Increment Tax Is Requested

Use One Certification Per Urban Renewal TIF Area

TIF Authority (Name of City or County Operating the TIF): Clive

County (Where TIF is Located): Polk

Urban Renewal Area Name: Clive Urban Renewal Area

Urban Renewal Area Number: 77060 (Use State five-digit Area Number)

I hereby certify to the County Auditor that for the Urban Renewal Area within the City and/or County named above the TIF Authority has outstanding loans, advances, indebtedness, or bonds, none of which have been previously certified, in the collective amount shown below, all of which qualify for repayment from the special fund referred to in paragraph 2 of Section 403.19 of the Code of Iowa.

Urban Renewal Area Indebtedness Not Previously Certified*: \$ 5,032,880.00

*There must be attached a **'FORM 1.1'** showing an itemized listing of the dates that individual loans, advances, indebtedness, or bonds were initially approved by the governing body.

The County Auditor shall provide the available TIF increment tax in subsequent fiscal years without further certification until the above-stated amount of indebtedness is paid to the TIF Authority. However, for any fiscal year a TIF Authority may elect to receive less than the available TIF increment tax by certifying the requested amount to the County Auditor on or before the preceding December 1. File **'FORM 2'** with the County Auditor by the preceding December 1 for any fiscal year where all of the TIF increment tax is not requested.

A TIF Authority reducing certified TIF indebtedness by any reason other than application of TIF increment tax received from the County Treasurer shall certify such reduced amounts to the County Auditor no later than December 1 of the year of occurrence. File **'FORM 3'** with the County Auditor when TIF indebtedness has been reduced by any reason other than application of TIF increment tax received from the County Treasurer.

Dated this 7th day of November, 2024

	515-223-6220
Signature of Authorized Official	Telephone

TIF INDEBTEDNESS NOT PREVIOUSLY CERTIFIED ELIGIBLE FOR TAX COLLECTIONS NEXT FISCAL YEAR

TIF Authority: Clive County: Polk

Urban Renewal Area Name: Clive Urban Renewal Area

Urban Renewal Area Number: 77060

(Format: XX/XX/20XX)		
Individual TIF Indebtedness Type/Description:	Date Approved*:	Total Amount:
1 2024B General Obligation Urban Renewal Bond	10/24/2024	5,032,880.00
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
31		
32		
33		
34		
35		
36		
37		
38		
39		
40		
Total TIF Indebtedness NOT Previously Certified:		5,032,880.00

Urban Renewal Area Number: 77060[illegible]

	515-223-6220
Signature of Authorized Official	Telephone

**TIF INDEBTEDNESS HAS BEEN REDUCED BY REASON OTHER THAN APPLICATION OF
TIF INCREMENT TAX RECEIVED FROM THE COUNTY TREASURER
CERTIFICATION TO COUNTY AUDITOR
Use One Certification Per Urban Renewal Area**

TIF Authority: Clive County: Polk

Urban Renewal Area Name: Clive Urban Renewal Area

Urban Renewal Area Number: 77060

I hereby certify to the County Auditor that for the Urban Renewal Area within the City and/or County named above, the TIF Authority has reduced previously certified indebtedness, by reason other than application of TIF tax received from the County Treasurer, by the total amount as shown below.

(Format: XX/XX/20XX)		
Individual TIF Indebtedness Type/Description/Details:	Date Indebtedness Reduced:	Amount Reduced:
1 Interest Income		14,504.00
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
Total Indebtedness Reduction For This Urban Renewal Area:		14,504.00

Dated this 7th day of November, 2024

Signature of Authorized Official

515-223-6220
Telephone



Memo

TO: Mayor and Council members

FROM: Elizabeth Hansen, Director of Administrative Services

DATE: November 14, 2024

RE: Resolution Obligating Urban Renewal Funds - Annual Appropriations - Nebraska Furniture Mart Development

SYNOPSIS:

This resolution is for your consideration to provide the authorization to release funding in the upcoming fiscal year for the TIF development agreements. The only development agreement the city currently has is with 121 Acquisition Company for the relocation of Nebraska Furniture Mart and the creation of development parcels.

The development agreement includes the annual appropriation language. This means the entire total amount of funding obligated per the development agreements does not count against the constitutional debt limit of the City, only the annual amount appropriated.

This resolution is an annual requirement. This outstanding TIF obligation for FY25 is included in the annual certification process completed by December 1, 2022.

Attachments:

1. Annual Appropriation Res - NFM TIF

OBLIGATING FUNDS FROM THE NFM SUBFUND OF THE CITY’S URBAN
RENEWAL TAX REVENUE FUND FOR APPROPRIATION TO THE PAYMENT OF
ANNUAL APPROPRIATION ECONOMIC DEVELOPMENT TAX INCREMENT
PAYMENTS DUE IN THE NEXT SUCCEEDING FISCAL YEAR

WHEREAS, the City of Clive, Iowa (the “City”), pursuant to and in strict compliance with all laws applicable to the City, and in particular the provisions of Chapter 403 of the Code of Iowa, has adopted an Urban Renewal Plan for the Clive Urban Renewal Area (the “Urban Renewal Area”) and has also approved the 2018 Amendment to that Plan, which 2018 Amendment authorized a Development Agreement with 121 Acquisition Company, LLC (the “Development Agreement”); and

WHEREAS, the City Council has adopted an ordinance providing for the division of taxes levied on taxable property in the Urban Renewal Area pursuant to Section 403.19 of the Code of Iowa and establishing the fund referred to in Subsection 2 of Section 403.19 of the Code of Iowa (the “Urban Renewal Tax Revenue Fund”), which fund and the portion of taxes referred to in that subsection may be irrevocably pledged by the City for the payment of the principal and interest on indebtedness incurred under the authority of Section 403.9 of the Code of Iowa to finance or refinance in whole or in part projects in the Urban Renewal Area; and

WHEREAS, in the resolution approving the Development Agreement, the City Council created a subfund of the Urban Renewal Tax Revenue Fund to be called the “NFM Subfund;” and

WHEREAS, payments are scheduled to be made under the Development Agreement from the NFM Subfund in the fiscal year beginning July 1, 2025, in an amount not to exceed the estimated amount of \$100,572.18 (the “FY 2025-26 Payments”); and

WHEREAS, it is now necessary for the City Council to obligate for appropriation to the FY 2025-26 Payments, funds anticipated to be received in the NFM Subfund in the fiscal year beginning July 1, 2025;

NOW, THEREFORE, It Is Resolved by the City Council of the City of Clive, Iowa, as follows:

Section 1. The City Council hereby obligates \$100,572.18 for appropriation from the NFM Subfund for the purpose of making the FY 2025-26 Payments in the fiscal year beginning July 1, 2025.

Section 2. All resolutions or parts of resolutions in conflict herewith are hereby repealed.

PASSED AND APPROVED this 14th day of November 2024.

John Edwards, Mayor

Attest:

Matthew D. Graham, City Clerk



Memo

TO: Mayor and Council members

FROM: Matthew Graham, City Clerk

DATE: November 14, 2024

RE: Resolution Approving Levying Assessment for Cost of Nuisance Abatement - 1571 NW 93rs Court - Mowing

SYNOPSIS:

Whereas the necessary action has been taken to abate a public nuisance caused by a dense overgrowth of grasses/weeds, at the property referenced in Exhibit A. And whereas the City incurred costs for such actions, now therefore staff recommends approval of this resolution to levy assessment for the costs of the public nuisance abatement.

Attachments:

1. assess mowing resolution \$1-\$499
2. assessment schedule-polk.xls

RESOLUTION LEVYING ASSESSMENTS FOR COSTS OF NUISANCE ABATEMENT
AND PROVIDING FOR PAYMENT THEREOF

WHEREAS, pursuant to its powers and duties as set out in Chapter 364 of the Code of Iowa, the City of Clive, after the property owner's(s') failure upon being given notice and opportunity to cure, has performed required action to abate the public nuisance under Section 5-6-2(1, H and/or I) of the Clive Code of Ordinances and now seeks, as provided in Section 364.12 of the Code of Iowa, to assess the costs of such action against the property(s) set out on the attached schedule for collection in the same manner as a property tax.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CLIVE, IOWA:

1. That the attached schedule is hereby approved and adopted with the amounts shown thereon assessed and levied against such property for collection in the same manner as a property tax.
2. That said assessment shall be payable in one installment due on July 1, 20____ without interest. Said assessment shall be payable at the office of the Clive City Clerk, in full or in part and without interest within thirty (30) days after the first publication of the Notice to Property Owner of Filing of the Schedule of Assessments.
3. That the City Clerk be and is hereby directed to certify said schedule to the County Treasurer, and to publish notice of said certification once each week for two consecutive weeks in a newspaper printed wholly in the English language, published in Clive, Iowa, and of general circulation in Clive, Iowa, the first publication of said notice to be made within fifteen (15) days from the approval of this resolution by the Clive City Council, and the City Clerk shall send by regular mail to the property owner whose property is subject to assessment a copy of said notice, said mailing to be on or before the date of the second publication of the notice, all as provided and directed by Section 384.60 of the Code of Iowa.

PASSED AND APPROVED this ____ day of _____, 2024.

By: _____
John Edwards, Mayor

ATTEST:

Matthew D. Graham, City Clerk

**City of Clive
Assessment Schedule
Polk County**

[illegible]



Memo

TO: Mayor and Council members

FROM: Jim Hagelie, Engineering Services Administrator

DATE: November 14, 2024

RE: Resolution Temporarily Closing Portions of Emerald Isle Drive

SYNOPSIS:

As part of the site plan improvements for Midwest Fidelity Partners, 15451 Hickman Road, a portion of Emerald Isle Drive immediately to the north of the proposed car wash site is required to be reconstructed to accommodate a sanitary sewer connection to the City's public main in the roadway. The roadway at the connection point will be temporarily resurfaced for use over the winter prior to the full reconstruction of Emerald Isle Drive commencing in the spring of 2025. The Contractor for the site has requested a road closure between November 18th and November 27th in accordance with the attached Traffic Control Plan to complete the connection. The Contractor is also in the process of notifying residents and businesses of the upcoming closure. Staff will follow up with Police and Fire once the initial closure date has been confirmed.

Please feel free to contact me at 223-6231 prior to the meeting if you have any questions or concerns.

Attachments:

1. street closure Emerald Isle (2)
2. A.1 - Emerald Isle Dr. Closure

RESOLUTION TEMPORARILY CLOSING EMERALD ISLE DRIVE

WHEREAS, Midwest Fidelity Partners (“Developer”) has received approval of a Site Plan for the construction of a car wash (“Development”) at 15451 Hickman Road from the City of Clive, Iowa (“City”); and

WHEREAS, the Developer is required to provide a sanitary sewer connection from the Development site to the City main on Emerald Isle Drive that lies immediately to the north of the Development; and

WHEREAS, in order to complete the connection, a portion of Emerald Isle Drive will need to be removed and replaced which will result in the street being closed to through traffic;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CLIVE, IOWA:

1. Subject to the provisions of paragraphs 2 and 3 below, the City Council of the City of Clive, Iowa, hereby authorizes the closure of a portion of Emerald Isle Drive from November 18, 2024 to November 27, 2024 (or an alternate date as determined by City staff if weather prevents the completion of construction by the specified date).
2. The Developer shall complete the construction operations in a safe and efficient manner to minimize the duration of the closure.
3. The Developer shall complete the construction operations, including proper restoration of all public and adjoining private property, in accordance with the specifications as required by the Public Works Department.

PASSED AND APPROVED THIS _____ day of _____, 2024.

By: _____
John Edwards, Mayor

ATTEST:

By: _____
Matthew D. Graham, City Clerk



Plan #: A.1		Location: Emeral Isle Dr. Closure		Title: Hegg Construction					
Notes: This traffic control plan is for Hegg Construction to perform a tie in at the proposed road closure. This traffic control will be needed for approx. 7 days. All signs and traffic control devices shall comply with the current edition of both the "Manual on Uniform Traffic Control Devices" (MUTCD) and the Iowa DOT traffic control standards. ***** THIS TRAFFIC CONTROL PLAN IS FOR REFERENCE ONLY, WE ARE NOT LICENSED ENGINEERS.*****				On-Site Contact: <table border="1"> <tr> <td>Site Induction:</td> <td>Date Drawn: 2024-10-31T00:00:00</td> </tr> <tr> <td>License #:</td> <td>Drawn By: Mac Campbell - Mcampbell@iowaplains.com</td> </tr> </table>		Site Induction:	Date Drawn: 2024-10-31T00:00:00	License #:	Drawn By: Mac Campbell - Mcampbell@iowaplains.com
Site Induction:	Date Drawn: 2024-10-31T00:00:00								
License #:	Drawn By: Mac Campbell - Mcampbell@iowaplains.com								
Posted Speed:	Reduced Speed:	Revision:	Signature:	Date and Time of Project:					



Memo

TO: Mayor and Council members

FROM: Elizabeth Hansen, Director of Administrative Services

DATE: November 14, 2024

RE: Resolution Approving Transfer to Establish a Flexible Spending Account

SYNOPSIS:

With the recent move of our Flexible Spending Program from Midwest Benefits Group to EBS, it was recommended by our auditors and Lincoln Savings Bank to establish a secondary account just for Flex transactions. A fund has been established, and now a transfer is necessary from the Trust and Agency Fund to the Flex Spending Account.

Staff recommends approval.

Attachments:

1. Transfer-T&A to Flex

RESOLUTION NO. _____

RESOLUTION TO TRANSFER

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CLIVE, IOWA:

The following transfer is hereby authorized:

FROM:

Trust and Agency Fund

(Transfer Out)

168-5750-6910

(Acct. No.)

\$100,000.00

TO:

Flexible Spending Fund

(Transfer In)

173-4620-4-4830-00

(Acct. No.)

\$100,000.00

PURPOSE OF TRANSFER

Establishment of an internal separate flexible spending account for the Flex Program.

PASSED AND APPROVED THIS 14th DAY OF NOVEMBER 2024.

John Edwards, Mayor

Attest:

Matthew D. Graham, City Clerk



Memo

TO: Mayor and Council members

FROM: Richard Brown, Leisure Services Director

DATE: November 14, 2024

RE: Resolution Approving Pre-Application for Linnan Park to the IDALS WQI Grant Program - \$200,000

SYNOPSIS:

A grant application to the Iowa Department of Agriculture and Land Stewardship's Water Quality Initiative (WQI) Grant Program is being developed for implementation of the stormwater elements that are being designed as part of the Linnan Park Renovation Project. The proposed grant application is for \$200,000 and will be used for the construction of bio-swales and an underground stormwater storage vault that is being planned under the great lawn.

Staff recommend approval of the authorization to submit the grant application.

Attachments:

1. Resolution - Linnan Park IDALS WQI Grant
2. WQI-Pre-Application Linnan Park

RESOLUTION APPROVING SUBMISSION OF IOWA DEPARTMENT OF AGRICULTURE
AND LANDSTEWARDSHIP WATER QUALITY IMPROVEMENT (WQI) GRANT FOR
STORMWATER IMPROVEMENTS AT LINNAN PARK

WHEREAS, the City Council of the City of Clive (the “city”) desires to submit an application for the Iowa Department of Agriculture and Land Stewardship Water Quality Improvement program grant in the amount of \$200,000 relating to the Linnan Park project that will construct a stormwater bio-swales and an underground storage vault; and

WHEREAS, the Iowa Department of Agriculture and Land Stewardship Water Quality Improvement grant application must be executed on behalf of the City.

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CLIVE, IOWA:

That the City approves the submission of an application for the Iowa Department of Agriculture and Land Stewardship Water Quality Improvement grant program in regard to development of the Linnan Park project that will construct a stormwater bio-swales and an underground storage vault; the Mayor or his designee is hereby authorized and directed to execute said application on behalf of the city to evidence such approval; and the City staff are authorized to submit the grant application.

PASSED AND APPROVED THIS 14th DAY OF NOVEMBER 2024.

By: _____

John Edwards, Mayor

ATTTEST:

By: _____

Matthew Graham, City Clerk

WATER QUALITY INITIATIVE
TARGETED DEMONSTRATION WATERSHED PROJECTS PRE-
APPLICATION FOR FUNDING ASSISTANCE

Iowa Department of Agriculture & Land Stewardship

Proposal Cover Sheet: (1 page maximum)

Provide the following information on the Proposal Cover Sheet. Additionally, include the title, printed name, and signature of the Authorized Individual (*as applicable*) authorizing submission of the proposal.

1. Project Title: Linnan Park Renovation

Applicant Entity: City of Clive

Contact Person: Richard Brown, Leisure Services Director

Address: 1900 NW 114th Street

Phone: 515-223-5106

E-mail: rbrown@cityofclive.com

Authorized Representative Signature: _____

2. List the name, location, and the importance of the surface water that will benefit from this project:
This project will improve the quality of storm water entering Walnut Creek in the City of Clive, more specifically the project will treat the storm water from Linnan Park, 8500 Alice, Avenue.
3. Include a listing of project partners at the time of pre-application:
None
4. Provide a total budget summary, utilizing the format shown here:

	IDALS Request	Applicant Contributions	Partner Contributions	Total Budget
April 1, 2025 – June 30, 2025	\$0	\$50,000	\$0	\$50,000
July 1, 2025 – June 30, 2026	\$200,000	\$400,000	\$0	\$600,000
July 1, 2026 - December 31, 2026	\$0	\$50,000	\$0	\$50,000
Overall	\$200,000	\$500,000	\$0	\$700,000

Executive Summary (max 125 words):

The Linnan Park Renovation Project will renovate one of Clive's oldest parks and will enhance recreational opportunities and improve water quality for the surrounding neighborhood. The project will construction stormwater bio-swales to infiltrate and filter stormwater from the park and also store excess stormwater in an underground vault before releasing it into the stormwater network and ultimately Walnut Creek. Other park improvements include a new shelter restroom building, playground, splash ground, basketball court and relocated futsal courts.



Memo

TO: Mayor and Council members

FROM: Pete De Kock, Assistant City Manager

DATE: November 14, 2024

RE: Resolution Accepting Work 2024 Clive Soil Quality Restoration Cost Share Program

SYNOPSIS:

A+ Lawn and Landscape has completed work on the 2024 Clive Soil Quality Restoration Cost-Share Program. The work was done from September 3 to September 30, 2024. As outlined in the contract, the cost per square foot of SQR installation—including aerating and compost application—was \$.14. The final cost for the installations is \$72,153.95, which is less than the estimated project cost of \$91,000. The lower price is because we treated 520,482 square feet of turf, not the initially projected 650,000 square feet. Program participants paid \$36,167.06 of the total cost, and the City spent \$36,200.95. Staff will continue to gather feedback from program participants and add households to the 2025 waiting list. Staff will recap the program in the 2024 State of Clive Water presentation at the December 12 Council meeting.

Attachments:

1. Resolution Accepting Work 2024 Clive Soil Quality Restoration Cost Share Program

RESOLUTION NO. _____

RESOLUTION ACCEPTING WORK BY A+ LAWN AND LANDSCAPE ON THE 2024
CLIVE SOIL QUALITY RESTORATION COST-SHARE PROGRAM

WHEREAS, the City entered into a contract with A+ Lawn and Landscape to execute the 2024 Clive Soil Quality Restoration Cost-Share Program (the "Project"); and

WHEREAS, the work to be performed by Quality Cut Lawn Care (the "Work") has now been completed in connection with the Project; and

WHEREAS, in the judgment of City staff, the Work appears to meet the requirements of the plans and specifications for the Project, and City staff has recommended accepting such Work.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CLIVE, IOWA:

The Work performed by A+ Lawn and Landscape on the Project is hereby accepted, and payment for the remaining amount due to the contractor is hereby ordered paid from available funds from which payment for the Work may be made.

PASSED AND APPROVED this 14th day of November, 2024.

By: _____
John D. Edwards, Mayor

ATTEST:

Matthew Graham, City Clerk



Memo

TO: Mayor and Council members

FROM: Mela Nisic, Human Resources Specialist

DATE: November 14, 2024

RE: Approve Pay Rate - Isaiah Villarreal - Police Officer - \$33.96/Hr - Effective 11/18/2024

SYNOPSIS:

The interview panel chose to make a conditional offer of employment to Isaiah Villarreal due to his exceptional leadership skills and strong commitment to customer service. Isaiah demonstrates outstanding problem-solving abilities, allowing him to effectively address challenges and support team success. His proficiency in Spanish enhances his communication skills, enabling him to connect with a diverse range of individuals.

Additionally, Isaiah's experience with continuous improvement practices, such as Lean and 5S, reflects his dedication to efficiency and operational excellence. Isaiah has displayed a strong work ethic, motivation for self-improvement, and an ability to learn quickly. Overall, the panel recognized Isaiah's well-rounded skill set and positive attitude as key factors in their decision to proceed with the hiring process. Isaiah grew up in the Marshalltown, IA community and graduated from Marshalltown High School.

Attachments:

1. OFFER LETTER Villarreal
2. Police Officer 2024
3. Resume_Villarreal

Memo

TO: Isaiah Villarreal
FROM: Matt McQuillen, City Manager
DATE: October 25, 2024
RE: Employment Offer



City Manager

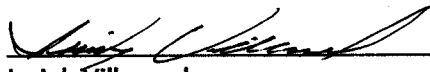
I am pleased to offer you the opportunity to become a Police Officer for the City of Clive. This offer is contingent upon successfully completing a polygraph, MMPI, physical capacity assessment, drug screen, and medical exam.

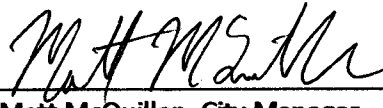
As for all Police Department union staff, the Agreement between the City of Clive and the International Brotherhood of Teamsters Local Union 238 and the Clive Employee Handbook are the controlling documents for police officers. Your base wage will initially be the hourly rate of \$33.96.

Proposed Start Date: November 18, 2024
Your seniority will be based on your date of hire.
Beginning Salary: \$33.96/Hour
Employment Status: Full-Time Union Classified
Supervisor: Police Chief Mark Rehberg

As you review the offer, the labor contract, and our Employee Handbook, please feel free to contact me with questions you may have regarding your employment. If the above is acceptable, please sign in the space provided below and return it at your earliest convenience.

I look forward to you becoming part of the Clive Police Department and hope your employment experience will be enjoyable and rewarding.


Isaiah Villarreal
10/28/24
Date


Matt McQuillen, City Manager
10/26/24
Date

The offer is contingent upon the Clive City Council's approval of the recommended wage rate.



Memo

TO: Mayor and Council members

FROM: Mela Nisic, Human Resources Specialist

DATE: November 14, 2024

RE: Approve Pay Rate - Lindsey Phelps - Recreation Coordinator -
Aquatics - \$81,204/Yr - Effective 11/18/2024

SYNOPSIS:

After a thorough review of six candidates, supplemental questions from three finalists, and background/reference calls, the interview panel and higher management are confident in offering the position to Lindsey Phelps. Lindsey is currently the Senior Program Director of Aquatics at the Walnut Creek and Wellmark YMCA facilities. She currently manages both of those facilities. The panel is convinced that Lindsey would provide Clive with the best skill set in aquatics specific training and the accompanying swim lesson program management that Clive would need and want. Lindsey has an easy-going personality and attitude and experience managing a wider variety of staff.

Attachments:

1. Phelps Signed Offer
2. Rec Coordinator Aquatics Job Description
3. Phelps Resume



MEMO

To: Lindsey Phelps

From: City Manager

Date: October 15, 2024

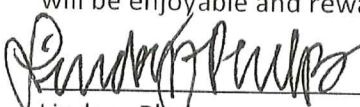
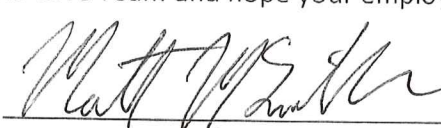
Re: Employment Offer

I am pleased to offer you the opportunity to become a Recreation Coordinator - Aquatics for the City of Clive, Leisure Services Department. This offer is contingent upon successfully completing a drug screen, physical, and an extensive background check. I anticipate, depending upon your acceptance, to have the recommendation before the City Council on November 14, 2024. As for all non-union staff, the Clive Employee Handbook is the controlling document for employees. In summary, the following is proposed:

Proposed Start Date: November 18, 2024
Beginning Salary: \$81,204/Year
Employment Status: Exempt
Director: Richard Brown
Direct Supervisor: Jeff Lucas

When you review the offer and our Employee Handbook, please feel free to contact me with questions you may have regarding your employment. If the above is acceptable, please sign in the space provided below and return it at your earliest convenience.

I look forward to you becoming part of the Clive Team and hope your employment experience will be enjoyable and rewarding.

 10/16/24  10/18/24
Lindsey Phelps Date City Manager Date

The offer is contingent upon the Clive City Council approval of the recommended wage rate.



Memo

TO: Mayor and Council members

FROM: Elizabeth Hansen, Director of Administrative Services

DATE: November 14, 2024

RE: Approve Pay Rate - Alexandra Adams - Human Resources
Administrative Specialist - \$60,000/Yr - Effective 12/2/2024

SYNOPSIS:

After a very successful search and interviewing six strong finalist candidates, staff recommended the hire of Alexandra Adams to join the Clive team as our Administrative Specialist – Human Resources. Alexandra comes to the city with an extensive background in Human Resources and onboarding. Most recently, serving as the Senior Onboarding Specialist at a recruiting company, where she managed talent acquisition across multiple states and led a team. Alexandra has developed training programs, ensured compliance, and supported full-cycle recruitment. Previously, Alexandra worked as a Staff Development Specialist at Children & Families of Iowa, focusing on the training and onboarding process. Her education includes a bachelor's degree in psychology.

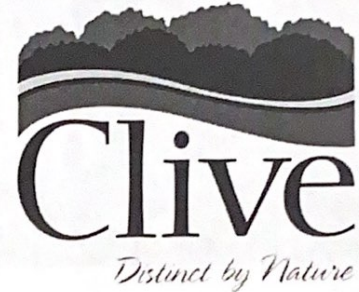
Staff recommends the Council approve an annual salary of \$60,000 effective 12/02/2024.

Attachments:

1. Clive Offer Letter A Adams
2. Resume_Adams
3. Administrative Specialist with Administrative Svc Appendix

Memo

TO: Alexandra Adams
FROM: Matt McQuillen, City Manager
DATE: November 7, 2024
RE: Employment Offer



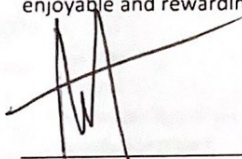
I am pleased to offer you the opportunity to become an Administrative Specialist – Human Resources for the City of Clive. This offer is contingent upon successfully completing a drug screen, physical, and an extensive background check.

I anticipate, dependent upon your acceptance, to have the recommendation before the City Council on November 14, 2024. As for all non-union staff, the Clive Employee Handbook is the controlling document for employees. In summary, the following is proposed:

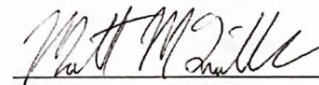
Proposed Start Date:	December 2, 2024
Beginning Salary:	\$28.85/hour
Employment Status:	Non-Exempt
Direct Supervisor:	Elizabeth Hansen, Director of Administrative Services

As you review the offer and our Employee Handbook please feel free to contact me with questions you may have regarding your employment. If the above is acceptable please sign in the space provided below and return at your earliest convenience.

I look forward to you becoming part of the Clive team and hope your employment experience will be enjoyable and rewarding.



Alexandra Adams
11/8/24
Date



Matt McQuillen, City Manager
11/7/24
Date

The offer is contingent upon the Clive City Council approval of the recommended wage rate.



Memo

TO: Mayor and Council members

FROM: Mela Nisic, Human Resources Specialist

DATE: November 14, 2024

RE: Introduction of New Recreation Coordinator - Aquatics - Lindsey Phelps

SYNOPSIS:

Lindsey was the Senior Program Director of Aquatics at the Walnut Creek and Wellmark YMCA facilities. She managed both of those facilities. The panel is convinced that Lindsey would provide Clive with the best skill set in aquatics specific training and the accompanying swim lesson program management that Clive would need and want. Lindsey has an easy-going personality and attitude and experience managing a wider variety of staff.

Attachments:

None



Memo

TO: Mayor and Council members

FROM: Matt McQuillen, City Manager

DATE: November 14, 2024

RE: Greater Des Moines Partnership Update

SYNOPSIS:

Representatives from the Greater Des Moines Partnership, including President/CEO Tiffany Tauscheck, Senior Vice President of Economic Development Stacie LoVan and others will be present at the November 14 meeting to provide an update on the Partnership's activities and the value they bring to the City of Clive as an investor in the Partnership. A particular focus will be on the economic development activities the Partnership provides to Clive and ways we can grow those efforts in the future. Included in the agenda packet is a draft of the Partnership's presentation for your review prior to the meeting. The City is currently in year three of a five year commitment as a Partnership investor at a cost of \$15,000/year paid through Hotel/Motel Tax revenue.

Attachments:

1. Partnership - Clive City Council Presentation 11-14-24

DSMU SA

GREATER DES MOINES PARTNERSHIP

TIFFANY TAUSCHECK

President & CEO, Greater Des Moines Partnership







ABOUT THE PARTNERSHIP

The Greater Des Moines Partnership is the economic and community development organization serving Greater Des Moines (DSM), **united to drive economic growth** with one voice, one mission and as one region.

Together with 23 Affiliate Chambers of Commerce, 6,500+ Business Members and 400+ Investors, The Partnership grows opportunity, creates jobs and promotes the best place to build a business, a career and a future.

THE PARTNERSHIP REPRESENTS

4th

IN THE NATION

Largest regional
Chamber
of Commerce

23

AFFILIATE CHAMBERS

Dual membership
model with Affiliate
Chambers across
the region

11

COUNTIES

Adair, Dallas,
Guthrie, Jasper,
Madison, Marion,
Mahaska, Marshall,
Polk, Poweshiek
and Warren

6,500+

REGIONAL MEMBERS

Supporting
#DSMlocal
businesses

400+

INVESTORS

Supporting
the mission

FIVE-YEAR STRATEGIES

- Economic Development
- Talent
- Positioning DSM for the Future
- Inclusion
- Placemaking
- Storytelling



2024 STRATEGIC PRIORITIES

ECONOMIC DEVELOPMENT

TALENT DEVELOPMENT

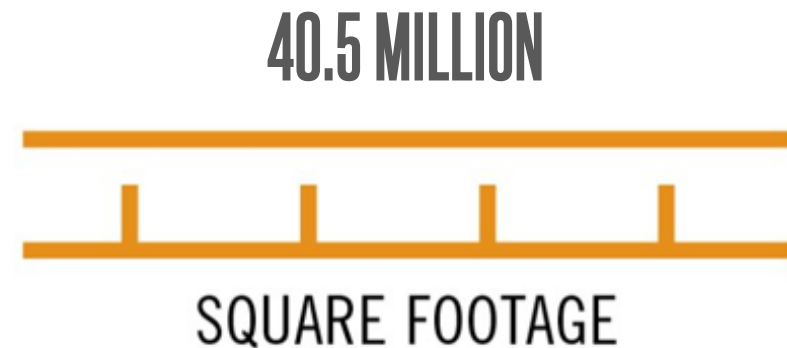
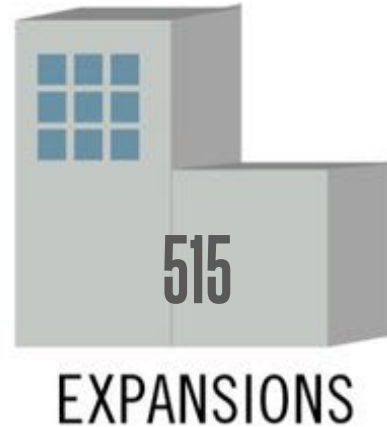
QUALITY OF LIFE PLACEMAKING PROJECTS

GLOBAL DSM TALENT STUDY

ACTIVATING THE CAPITAL CROSSROADS ROADMAP

REGIONAL STORYTELLING

ECONOMIC DEVELOPMENT SINCE 1999



2024 Economic Development Projects

The Greater Des Moines Partnership team worked closely with city, county, state, utility and local economic development officials to assist in the expansion and new location of these businesses:



ECONOMIC DEVELOPMENT GOALS



Assist companies already in our 11-county region physically expand their business within DSM.



Identify and bring businesses outside of our 11-county region and state to DSM – either as a relocation or an expansion.

BUSINESS RETENTION & EXPANSION

- Annual strategy to meet with executives in the DSM region
- Goal: Meet with 150+ unique companies.
- Compile and analyze data for common trends and direction.
- Visits to out-of-state corporate headquarters

80% OF ECONOMIC DEVELOPMENT
GROWTH IS DUE TO LOCAL
EXISTING BUSINESS EXPANSIONS

2023 BRE KEY FINDINGS

THEMES: Business Growth and Innovation, Location and Communities, Workforce and Growth Barriers

77%

Reported a sales increase in 2023

74%

Anticipate new products, services or capabilities over the next two years

Community Strengths

- Location and Access
- Quality of Life/Community
- Successful and Collaborative Business Environment
- Workforce

Growth Barriers

- Lack of Available Workforce
- Lack of Real Estate Options
- Macroeconomic Factors
- Logistics/Supply Chain
- Industry Climate
- Business Climate

Business Recruitment

Collaborative Marketing

IOWA ECONOMIC DEVELOPMENT AUTHORITY

Markets Iowa on a national and international level

GREATER DES MOINES PARTNERSHIP

Markets the DSM region on a national and international level

COMMUNITIES, COUNTIES AND UTILITIES

Participate with IEDA and The Partnership



Targeted Industries

ADVANCED MANUFACTURING

Anderson Erickson Dairy
Musco Sports Lighting
The Wittern Group

INSURANCE AND FINANCIAL SERVICES

NCMIC
Principal
Wells Fargo

AG INNOVATION

Corteva Agriscience
Kemin Industries
Landus

LOGISTICS

Amazon
Ruan Companies
Brown Truck Leasing Corp

DATA CENTERS

Meta
Microsoft
Apple

TECHNOLOGY

Collins Aerospace
John Deere ISG
OpenLoop Health

Site Selection is Critical

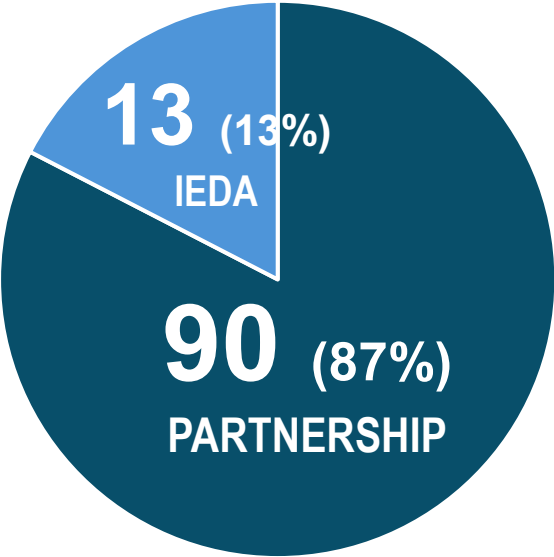
- **Process of Elimination**
- **Risk Aversion**
- **Confidentiality**

MORE THAN **10,000**
ECONOMIC DEVELOPMENT GROUPS
COMPETE NATIONALLY FOR
100-200 MAJOR PROJECTS
EACH YEAR

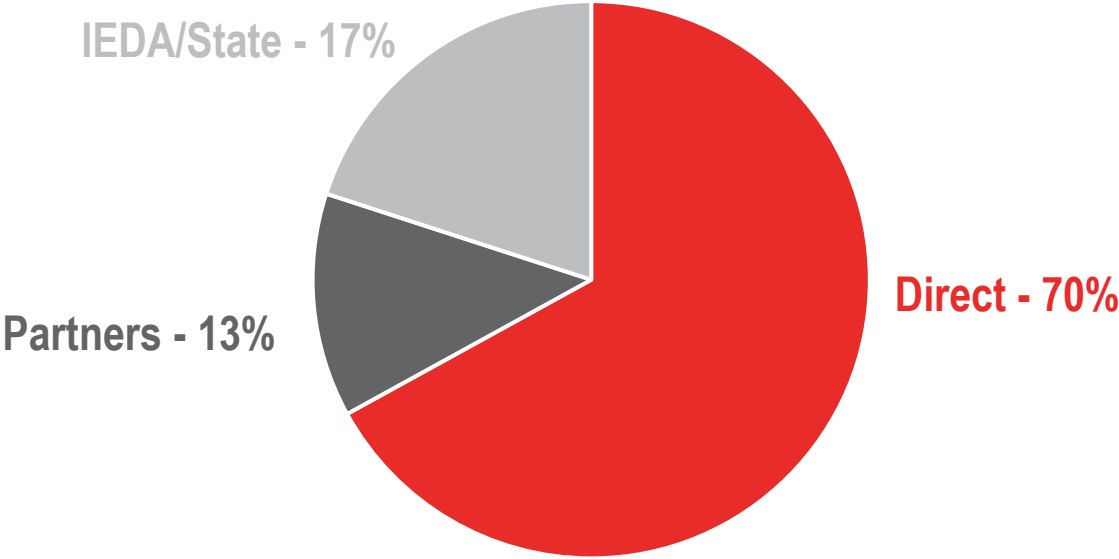
LEAD GENERATION



2024 LEAD SOURCES



2014-2024 LEAD SOURCE HISTORY



RECRUITMENT TRIPS, TRADESHOWS AND CONFERENCES

Tradeshows and Conferences

- ✓ ITC Vegas (November)
- ✓ Economix (December)
- ✓ Area Development Consultants Forum (December)
- ✓ World Agri-Tech Innovation Summit (March)
- ✓ Site Selectors Guild (April)
- ✓ Global Insurance Symposium (April)
- ✓ Pet Food Forum (April/May)
- ✓ SelectUSA (June)
- ✓ Institute of Food Technologists (July)
- ✓ TechHub LIVE (July)
- ✓ Farm Progress Show (August)
- ✓ Site Selectors Guild (September)
- ✓ ICREA Expo (September)
- ✓ ITC Vegas (October)
- ✓ Algae Biomass Summit (October) – Speaking opportunity
- ✓ IPT Credits and Incentives Symposium (October) – Speaking opportunity

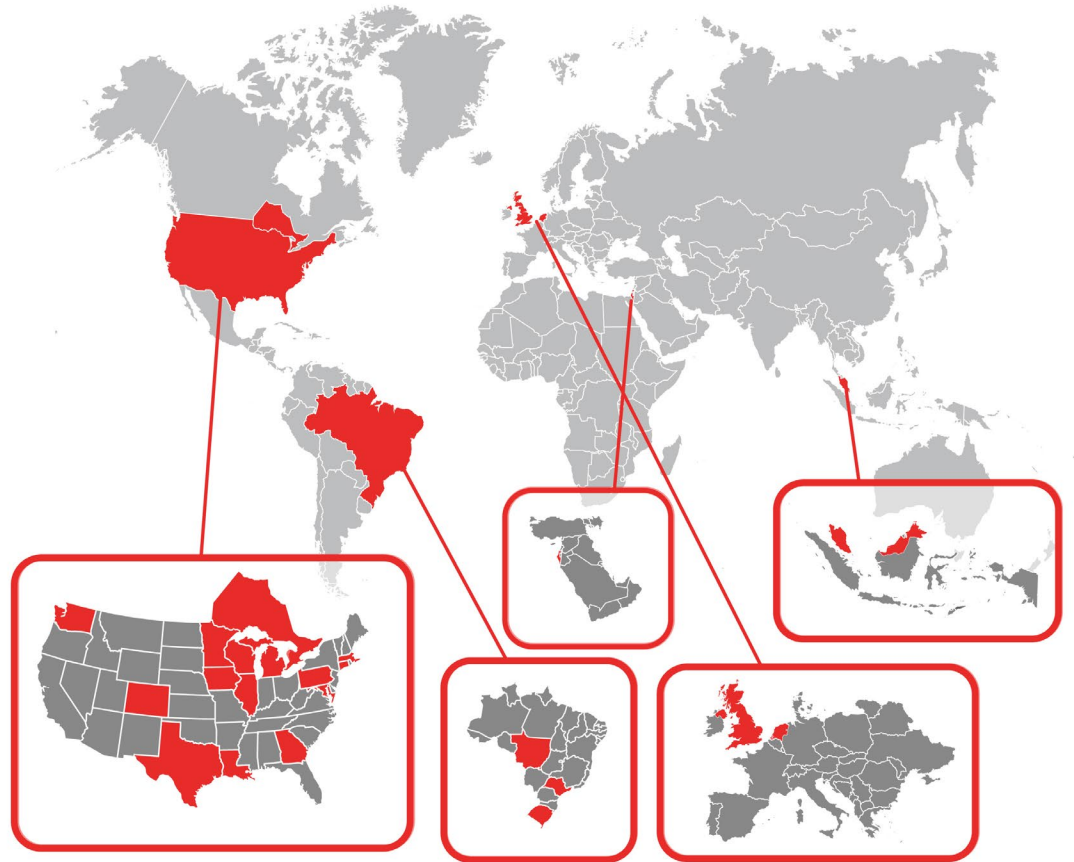
Metro Recruitment Trips

- ✓ Atlanta/Greenville (February)
- ✓ Seattle (March)
- ✓ Dallas (May)
- ✓ Kansas City (August)
- ✓ St. Louis (August)
- ✓ Minneapolis (August)

International Trade Mission

- ✓ Governor's Trade and Investment Mission to India (September)

2024 LEAD GENERATION



2024 leads
originated from
13 states and
6 countries.

2021 Clive Commuting Patterns:

- Worker Inflow: 12,826
 - Worker Outflow: 8,250
 - Net Job Inflow: 4,576
-
- 7.1% of employed Clive residents work in Clive.
-
- 4.7% of people employed in Clive live in Clive.

Source: U.S. Census Bureau



DSM is a Regional Economy

1,097 Clive residents

work for a sample of 8 businesses
whose growth was supported by
Partnership economic development initiatives.

Major Employer	Business Location
Athene	West Des Moines
Corteva	Johnston
EP2	Des Moines
Hy-Vee Headquarters	West Des Moines
John Deere ISG	Urbandale
Michael Foods	Norwalk
Sammons Financial	West Des Moines
Wells Fargo	West Des Moines

Source: Placer.ai (2024)

"Owl Lab's 2023 State of Work report found 66% of U.S. employees who returned to the office to work five days a week or full time, spend an average of \$51 every workday."

- USA Today

TALENT DEVELOPMENT & INCLUSIVE STRATEGIES



DSM Intern Connection



Inclusion Summit

DO SOMETHING

Greater

In Greater Des Moines

- Nearly 220,000 GreaterDSMUSA.com users in 2024.
- 14 million ad impressions in 2024.
- Individuals from **46 states** and **5 continents** moved to the DSM region. Top States: Nebraska, Minnesota and Colorado

TALENT CAMPAIGN MARKETING FUNNEL

PROSPECTS

Targeted based on demographics and behaviors.



DISCOVER

WHAT'S HAPPENING:

A prospect learns about DSM.

CAMPAIGN STEP:

Advertising, Relocation Packet, Connections at Career Fairs



EXPLORE

WHAT'S HAPPENING:

A prospect is digging in to learn more about DSM.

CAMPAIGN STEP:

Website Visit



VET

WHAT'S HAPPENING:

The homework/research phase — does DSM measure up to what I'm looking for? Does it align with my needs and goals?

CAMPAIGN STEP:

Email Drip Campaign



INQUIRE

WHAT'S HAPPENING:

The prospect raises their hand to say "I'm interested".

CAMPAIGN STEP:

Form Fill



DECIDE

WHAT'S HAPPENING:

DSM or Don't? Prospects decide if they are ready to make their move.

NEW RESIDENTS

NEW RESIDENTS



Welcome to DSM USA Receptions



DSM MVPs Program



DMDC TRIP

“It feels like the expectation during DMDC is that everybody simply lets their guard down and makes themselves available for meaningful conversations with whomever they happen to be next to.”

— **Lincoln Dix**
*Vice President, Storey Kenworthy,
2024 Partnership Affiliate
Presidents' Council Chair*

AFFILIATE CHAMBER SUPPORT

- Board Training
- Government Policy Council
- Business Programming
- Regional Summit
- Storytelling and Promotion



SMALL BUSINESS SUPPORT



Scale DSM
Business Accelerator



Spark DSM
Business Incubator



Entrepreneur Field
Days



NO
PARKING
1:00AM
TO 5:00AM
←

GRINNELL

The background image shows a street scene with multi-story buildings and large planters filled with flowers. The entire image is covered with a semi-transparent red overlay. The text 'REGIONAL MOMENTUM' is centered in a large, white, sans-serif font.

REGIONAL MOMENTUM

DSM RANKINGS

#1 PLACE FOR YOUNG
PROFESSIONAL TO LIVE
— *Forbes*, 2023

#12 BEST MIDSIZED CITY
IN THE U.S.
— *Extra Storage Space*, 2023

#3 BEST MARKET FOR RECENT
COLLEGE GRADUATES
— *Zillow*, 2023

TOP 10 TOP METRO FOR NUMBER OF
ECONOMIC DEVELOPMENT PROJECTS
(among metros with a population of 200,000 to 1 million)
— *Site Selection Magazine*, 2023

TOP 10 FASTEST-GROWING
MIDSIZED METRO
— *Site Selection Group*, 2023

#1 BEST MIDSIZED METRO
FOR MILLENNIALS
— *CommercialCafe*, 2023

#7 LOWEST COST OF
LIVING IN THE U.S.
— *RentCafe*, 2023

#4 CLEANEST CITY IN
THE COUNTRY
— *Lawn Starter*, 2023

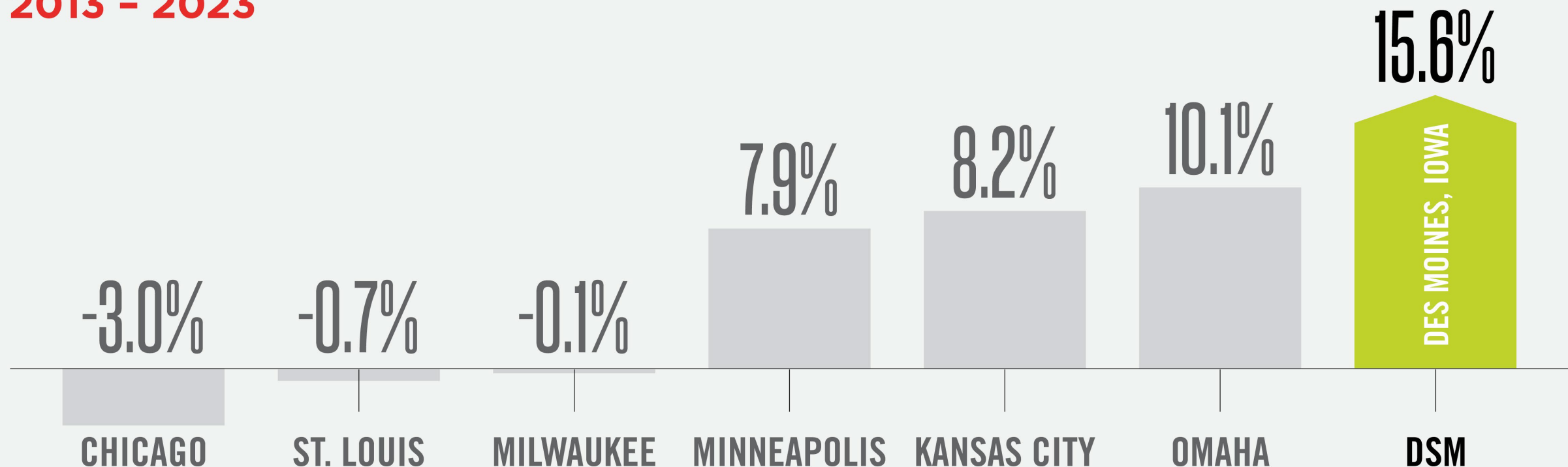
TOP 20 BEST PLACE TO LIVE
IN THE U.S.
— *U.S. News & World Report*, 2023

TOP 5 SMALL CITY FOR
YOUNG GRADUATES
— *Pheabs*, 2023

POPULATION GROWTH

2013 - 2023

Source: U.S. Census Bureau



According to the U.S. Census, an average of 27 people move to Greater Des Moines every day.

ECONOMIC MOMENTUM

- **Latest Moody's Analytics Report**
 - The Greater Des Moines regional “economy is **growing at a steady clip.**”
 - The region’s “economy is projected to **grow more rapidly** than that of the U.S. And longer term, robust population growth will **help our region outperform the U.S.**”
 - The region continues to **outperform the nation** in population growth for ages 25-44.

EVENTS AND ACTIVATIONS



Downtown Farmers'
Market



Regional
Activations



World Food &
Music Festival

COMMUNICATIONS AND MARKETING

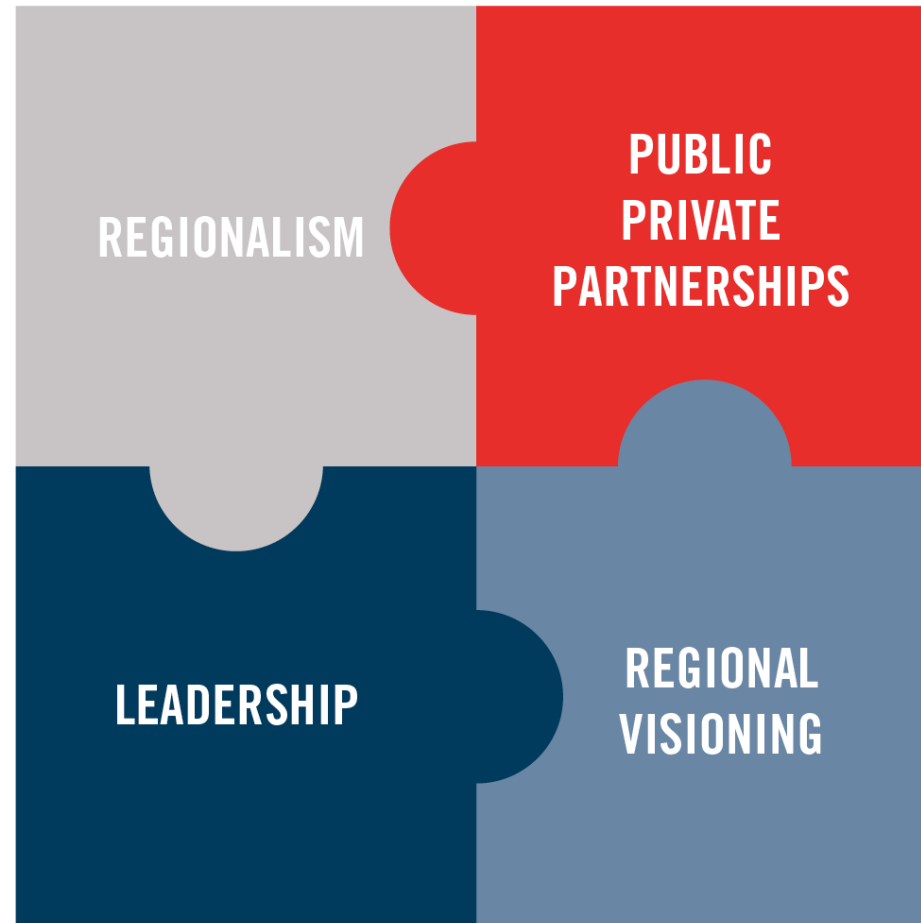
- Telling the Story

Loud, Bold, Broad

- 4,400+ Media Mentions in 2024
- 445+ Regional Stories Shared
- 306,000+ Do Something Greater Campaign Website Users



GREATER DES MOINES' PLAYBOOK



CAPITAL CROSSROADS ROADMAP

CAPITAL CROSSROADS A VISION FORWARD

VISION

Capital Crossroads: Central Iowa's roadmap to opportunity and prosperity for all.

MISSION

Capital Crossroads is a collaboration of regional organizations, leaders, and residents to develop a focused, ambitious, and sustainable roadmap for Central Iowa. It serves as a forum to connect diverse stakeholders and unite their efforts.

CAPITAL CROSSROADS DRIVES ACTION & CREATES IMPACT THROUGH...

-  **Creating** a shared vision
-  **Convening** influencers to evaluate ideas
-  **Coordinating** aligned efforts across communities
-  **Celebrating** and **Communicating** successes and work in progress
-  **Catalyzing** impactful, large-scale initiatives



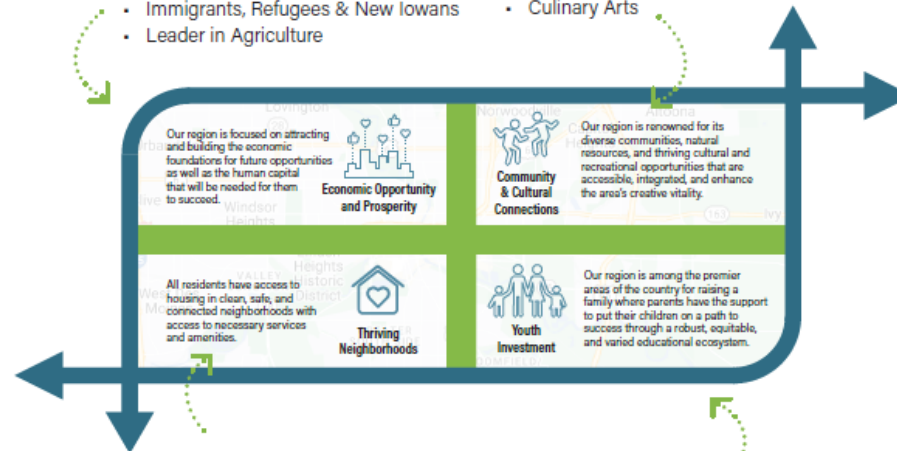
Capital Crossroads Cornerstones were developed to respond to regional trends and deliver the critical outcomes. These Cornerstones are a **focused** grouping of goals and actions that will advance regional collaboration among diverse stakeholder groups.

ECONOMIC OPPORTUNITY AND PROSPERITY

- Job Growth
- Entrepreneurship & Innovation
- Immigrants, Refugees & New Iowans
- Leader in Agriculture

COMMUNITY & CULTURE CONNECTIONS

- Cultural Celebrations
- Parks and Recreation
- Artistic & Creative Expression
- Culinary Arts



THRIVING NEIGHBORHOODS

- Workforce Housing
- Mobility
- Water Quality
- Sustainability

YOUTH INVESTMENT

- Childcare Services
- Early Childhood Education
- Career-Ready Learning

Bringing the Roadmap to Life

Oversight by the Regional Council & Governance Council

Direction from the Cornerstone Coordinating Organizations

Two dedicated staff

Empowered and supported community partners

Simplified and focused priorities

Specific timeframes

Two-year funding cycle

Biennial community convening: CXR DSM

Capital Crossroads Progress Indicators

Capital Crossroads Regional Report

PARTNERSHIP BENEFITS

FOR LOCAL GOVERNMENT INVESTORS

Regional Promotion & Growth	Business & Entrepreneurial Support	Research Support & Tools	Public Policy
Lead generation through national promotion	Expertise to assist growing or contracting businesses	Multiple subscription-based data sources	DMDC (Annual Washington DC Trip)
Economic development response and project management	BRE program identifying regional strengths & challenges	Placer.ai	Government Policy Council participation
Community growth through strong regional economy	Entrepreneurial coaching	JobsEQ workforce and industry analysis reports	Convener and collaboration building
Storytelling locally and nationally.	Talent attraction and development	Online DSM DataHub	Public policy events and information

THANK YOU

Tiffany Tauscheck | ttauscheck@DSMpartnership.com | Connect on Social: @LoveDSM

Greater Des Moines Partnership | DSMpartnership.com | Connect on Social: @DSMpartnership

DSMUSIA





Memo

TO: Mayor and Council members

FROM: Ryan Mayer, Construction Services Administrator

DATE: November 14, 2024

RE: Process Improvement - Community Development Department - Permitting Software

SYNOPSIS:

The Community Development Department initiated a search for permitting software in 2023 which resulted in the selection of Citizenserve. The implementation started in the fall of 2023 and wrapped up early summer of 2024.

Sixteen total staff members (each with a subscription) from Community Development, Public Works and the Fire Department were involved in helping to build the workflows along with participating in the user training provided by Citizenserve.

The software currently organizes all the plan review, permitting and inspection processes for community development along with the rental housing registration, inspection and certificate issuance processes. The Fire Department also uses Citizenserve for permit reviews associated with building projects. Additionally, Public Works is using the software to manage their right-of-way permits and overweight permits.

Some of the many benefits of using this software include:

1. Saves time – For customers and staff

- With an internet connection, staff and customers have the flexibility to complete tasks wherever they are 24/7 (plan submissions, payments, plan reviews, activity updates).
- Automated plan review routes established with individual task lists and can assign tasks to other users when out of the office.
- Online payment options are available through the software and customers can pay anytime.
- Processed roughly 850 total permits through the software (88 single family homes). Time savings for a standard house permit – Project review (5 mins), Inspection reporting (10 mins), final CO/Closeout (5 mins) = 20 mins per permit with a total savings of roughly 29 staff hours.

2. Increased collaboration and data sharing under one platform

- Eliminates department silos – all staff involved in the workflow are working from a single project file.
- All users, including customers, can view task progress anytime.
- Uploads and downloads are completed through the software. All users have the opportunity to work from the most updated submittals/correspondence.

3. Standardized work processes established

- Workflow management provided by the software holds all included staff accountable for their portion of the project.
- Individual task lists are created for each staff user with a deadline created for completion.
- Staff can create configurable reports and metrics to track projects that need attention (expired permits, late registrations, unpaid permits, etc.).
- Total time savings are as yet undetermined, however, we have seen shorter turn around times with plan reviews and project close outs have been quicker

4. Increased transparency

- Email correspondence sent within the software saves a copy in the file for all users to view.
- Staff and customers can view plan review progress through the software.
- Staff and customers can track inspection records to evaluate project compliance.
- Staff and customers can access the portal 24/7 and in remote areas with an internet connection.

Doug Ollendike secured a BRIC grant from FEMA which paid for the implementation of the software. Annual subscription fees are included within department budgets from year to year. For the community development user subscriptions, the associated fees are included in our permit and development fees with the plan to recover the added annual expenses.

Staff and customers are satisfied with the software and look forward to the added benefits the software provides for the years to come.

Thank you for your continued support with the software implementation project.

Attachments:

1. Council Process Improvement 2024

Continuous Improvement Report

Dept: Community Development

Date Completed: 7/1/2024

City Council Presentation Date: 11/14/2024



PROCESS IMPROVEMENT: Implementation of Citizenserve – Online permitting software

In an ever-evolving digital landscape, Clive departments are increasingly seeking efficient and user-friendly solutions to streamline our operations. In 2023, Clive recognized the need to modernize our reviews, permits and registration processes and chose Citizenserve as our online permitting software provider. The implementation and training process started in the fall of 2023 with the bulk of the process wrapped up in early summer 2024.

Community Development, Public Works and the Fire Department are currently using this software to enhance not only city efficiencies and collaboration but also customer efficiencies as well.

Key benefits the software has provided:

1. Saved time – For customers and staff

- Internet connection – online portal open 24/7- submissions, payments, view activity
- Automated review routes established with “my task” lists – Tasks are assignable when out of the office.
- Certificates created by and sent out through the software
- Online payment options through the software
- Processed roughly 850 permits through the software (88 single family) – Time savings – Project intake (0 mins), Plan review (5 mins), Inspection reporting (10 mins), Final CO/project closeout (5 mins.) – Total 20 mins. Per project – 29 hours saved when all are done.

2. Increased collaboration and data sharing under one platform

- Eliminates department silos – all staff and customers working from the same file
- Customers and staff can review task progress anytime
- Uploads and downloads completed through the software – no more paper copies and special trips to the office.

3. Standardized work processes established

- Configurable and automated workflow routes provide a standard process for all permit types including rental housing registrations
- Task lists created with a deadline as projects sequence through the standard processes
- Inspections scheduled and reports recorded within the software

- Configurable reports and metrics provided for all projects – expired permits, waiting to pay, open files, etc.
- Due to the above, shorter turn around times with plan reviews and project close outs noticed.

4. Increased transparency – for customers and staff

- Customer portal allows them 24/7 access to their projects
- Email correspondence sent within the software is saved for all users to view
- Staff and customer user accounts can review all project related activities/progress/inspections

Staff's use of the software has been satisfactory thus far and most team members are continuing to help shape the software to fit the department's needs. Additionally, customers have voiced appreciation with using the software with the added benefit that Urbandale has been using the same software for a year before our implementation. Customers enjoy the 24/7 access, project status updates and online payment options.

As you may recall, Doug Ollendike secured a BRIC grant to pay for the software cost and implementation. Ongoing annual user subscriptions for department users are added to department budgets. Currently, the community development department recoups these department user costs in the building permit fee costs each year. Additional costs for integrating the necessary Citizenserve data to Laserfiche have been covered by both the community development department and IT department.

Ongoing training needs and assistance are provided by Citizenserve through our individual subscription fees. Customer service needs and additional training requests have been addressed promptly and staff are very satisfied with this service.

Currently there are not any additional policy changes or budget requests regarding the software.

We thank you for your continued support with the software implementation project.



Memo

TO: Mayor and Council members

FROM: Amanda Grutzmacher, Senior Planner

DATE: November 14, 2024

RE: Public Hearing - Zoning Ordinance Amendment - Regarding Permitted Uses in Commercial (Schools)

SYNOPSIS:

As previously discussed, with the legislature's adoption of the Students First Act, there is additional interest in new schools. Staff has drafted an ordinance to address schools as permitted uses in commercial districts and to clarify different categories of schools as elementary and secondary, post-secondary, and trade schools. Additional information is provided in the attached staff report.

Planning and Zoning Commission considered the proposed ordinance amendment at their meeting on November 7, 2024. Discussion primarily focused on elementary and secondary schools related to open space/outdoor recreation needs, safety of children, and traffic. Commissioners generally raised questions/concerns about the property tax impacts but ultimately decided there are many types of non-profits that could purchase any commercial properties within Clive.

Planning and Zoning Commission recommended approval of the proposed ordinance on a 4-1 vote. The Commission conditioned their recommendation on a 10-year plan being required as part of the special use permit consideration for elementary and secondary schools. Staff has incorporated the growth plan recommendation into the attached proposed ordinance.

Staff recommends approval of the first consideration of Ordinance 1156 regarding schools as permitted uses in commercial districts.

If you have questions or need additional information prior to the meeting, contact Amanda at 515-223-6221 or agrutzmacher@cityofclive.com

Attachments:

1. Staff report



Staff Report

TO: Planning and Zoning Commission members

FROM:

Amanda Grutzmacher, Senior Planner

DATE: November 7, 2024

RE: Amendment to Zoning Ordinance - Commercial Permitted Uses (Schools)

BACKGROUND

With adoption of Iowa's 2023 Students First Act and expanded funding for private education, there is interest from private schools to open in additional locations throughout the state. Staff has been approached by a Head of School interested in locating within Clive. Clive was identified as a desirable location based on a variety of community factors, including population characteristics, school district boundaries, and the academic performance of neighboring public schools.

The City's current zoning regulations only allow schools in residential districts by a special use permit. Uses identified as requiring a special use permit are considered to be a permitted use as long as they can meet the criteria identified for approval of a special use permit. Applications for special use permits are considered by Board of Adjustment. The conditions for granting a special use permit, generally, are the proposed location, design, and operation:

- Safeguards health, safety, and general welfare,
- Not impair light and air,
- Not unduly increase congestion in the streets or public danger of fire and safety,
- Not negatively impact surrounding property values,
- Not unduly burden public utilities.

Based on these recent changes in education in Iowa, staff inquired with City Council on their interest in considering schools in commercial zoning districts and was instructed to proceed with drafting an amendment to the zoning ordinance for consideration.

COMMERCIAL ZONING DISTRICTS

The City currently has five commercial zoning districts, which each have their own purpose identified in the zoning ordinance.

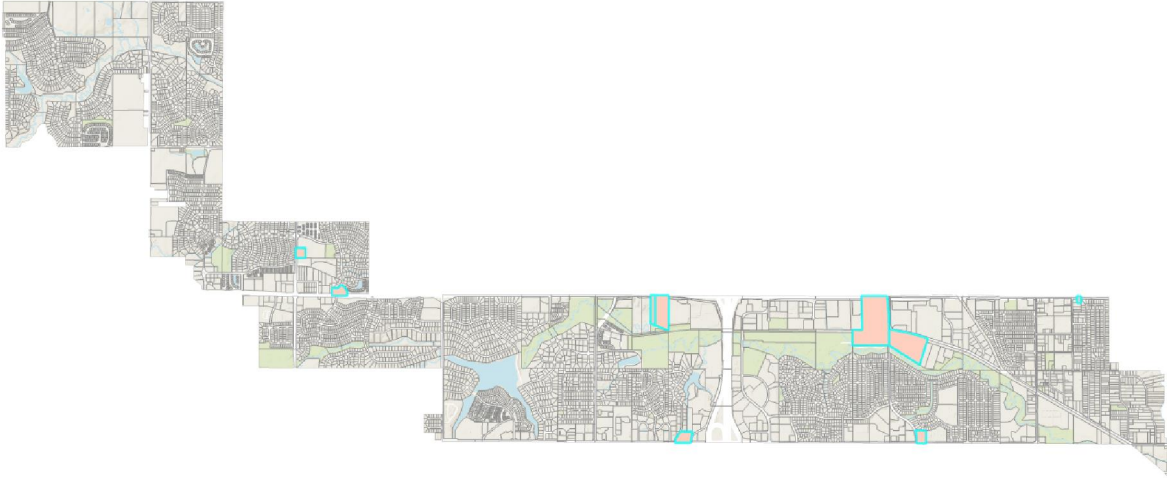
C-1 Convenience Commercial

The Convenience Commercial Zoning Classification is designed to provide for the development of ground that routinely assists the daily needs of the local traveling public.

Areas within the City currently zoned C-1 include:

- Indian Hills Shopping Center,
- Creekside Shopping Center,

- Properties on the west side of NW 100th Street between Hickman Road and the Greenbelt, including properties on Hickman Court,
- Undeveloped property west of Menards and a portion of the outdoor lumber yard,
- North side of Hickman Road and NW 152nd Street intersection,
- 2555 and 2557 NW 156th Street,
- 8170 Hickman Road,
- 11925 University Avenue

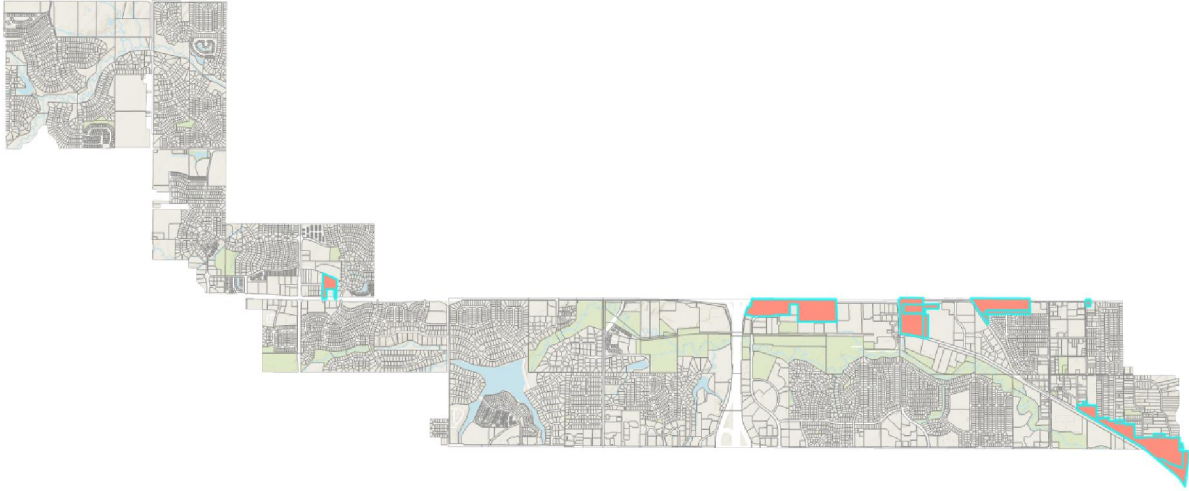


C-2 Community Commercial

The Community Commercial Zoning Classification is designed to accommodate developments that, by nature of business, provide services and commodities that benefit the community at large.

There are six areas within the City currently zoned C-2:

- 8190 Hickman Road,
- University Boulevard and 73rd Street commercial properties,
- Properties on Hickman Road including the Public Safety Facility and west to the railroad,
- Willis Auto Campus properties along Hickman Road and NW 100th Street,
- NW 108th Street properties and west to I-35, excluding properties on the south side of NW 114th Street curve and McCoy apartments,
- Properties on the east side of Emerald Isle Drive, excluding 15205 Hickman Road (former Overhead Door)

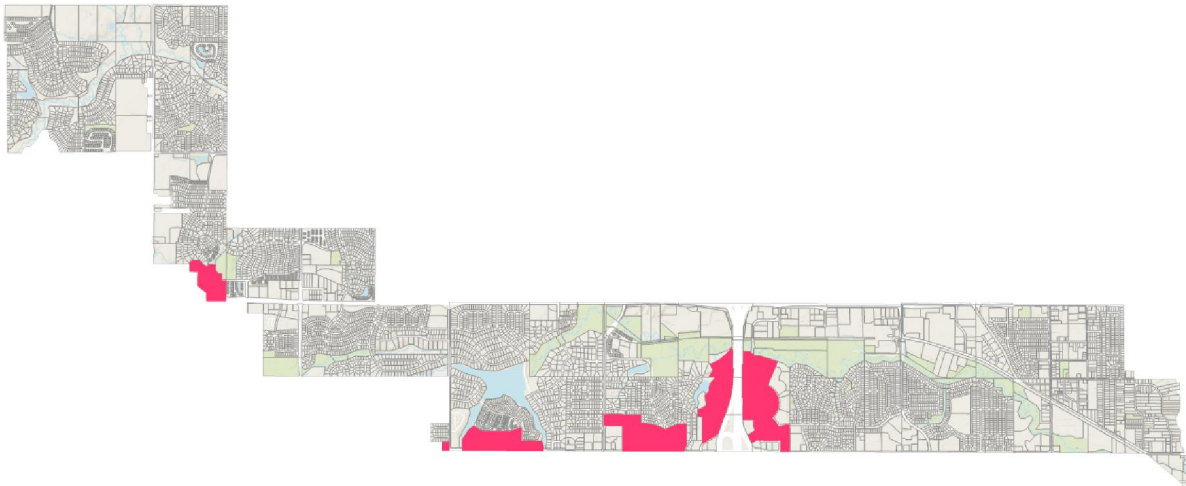


C-3 Planned Office Park Commercial District

The purpose of the C-3 District is to provide certain areas of the City for the development of business, professional, and public service offices, and office buildings as a planned and integrated commercial unit. The C-3 District is designed to be a planned commercial area under single ownership, management, or control, characterized by a grouping of offices and office buildings with various facilities designed to be used in common, such as access drives, parking, loading, lighting, signs, and walks. Any enterprise which cannot wholly enclose its operations within the principal structure shall not be permitted.

There are five areas within the City currently zoned C-3:

- NW 114th Street corridor south of Walnut Creek,
- NW 118th Street corridor south of Walnut Creek,
- Stratford Commons,
- 13000-14000 block of University Avenue, generally,
- Berkshire Commons Office Park



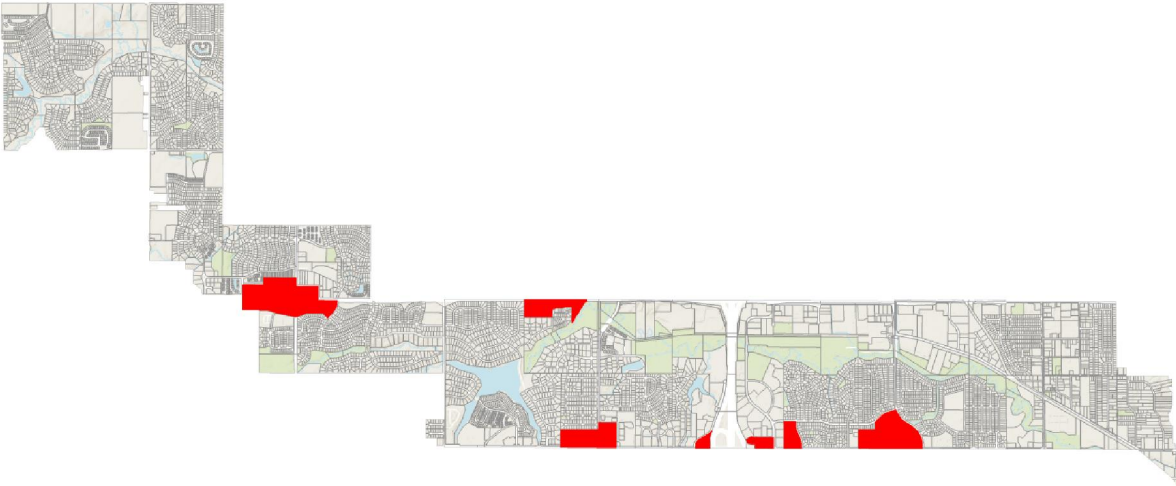
C-4 Planned Shopping Center District

The purpose of the Planned Shopping Center District is to provide land for the orderly and logical development of a complete and intensive shopping center with a broad range of retail and permitted office use, which exhibits a high quality of architectural and

design quality. The development will incorporate high quality materials in unique architectural designs and substantial plantings of trees, shrubs, and other plant materials.

There are six areas within the City currently zoned C-4:

- Westridge Shopping Center and adjacent commercial properties,
- 10901 and 11101 University Avenue,
- Properties on the south side of Forest Avenue,
- Properties on the east side of the University Avenue and NW 118th Street intersection,
- Commercial properties on Hickman Road generally located west of NW 128th Street,
- Commercial properties on Hickman Road generally located around NW 156th Street



C-5 Highway Commercial District

The Highway Commercial District is intended to provide for major business and commercial districts to serve the highway traveling population.

There is one area within the City currently zoned C-5, including Love's Travel Plaza and the east portion of Menards.

CATEGORIES OF SCHOOLS

There are multiple types of schools that the zoning ordinance can consider and may be appropriate in different areas of the City. The North American Industry Classification System (NAICS) identifies seven subcategories under "61 Educational Services," including:

- 6111 Elementary and Secondary Schools;
- 6112 Junior Colleges;
- 6113 Colleges, Universities, and Professional Schools;
- 6114 Business Schools and Computer and Management Training;
- 6115 Technical and Trade Schools;
- 6116 Other Schools and Instruction; and
- 6117 Educational Support Services.

PROPOSED AMENDMENT

Staff recommends the educational industry classifications referenced above be incorporated into the zoning ordinance through addition of definitions and modifications to the permitted uses table. Staff would like the Commission to discuss any concerns they have that may limit appropriate commercial zoning districts for schools.

Addition of Definition and Use for 6111 Elementary and Secondary Schools

Currently, “Schools” is included only in the Residential Permitted Uses Table. Though not explicitly defined in the zoning definitions, staff understands this reference to schools to be conceptualizing elementary and secondary schools (generally serving grades K-12). Elementary (aka primary) or secondary schools include public schools, charter schools, private schools, parochial schools, and military academies.

Within the western metro communities, elementary and secondary schools are generally allowed by special use permit in residential districts in Johnston, Windsor Heights, and Urbandale or as a permitted use in residential districts in Waukee, Grimes, and West Des Moines.

Additionally, Waukee includes elementary and secondary schools as permitted in portions of the Kettlestone development area. West Des Moines and Johnston allow elementary and secondary schools in a variety of commercial districts by special use permit.

Staff’s proposed definition explicitly excludes student housing or dormitories. Student housing would only be permitted within the regulations of the underlying zoning district.

Currently, staff has drafted the proposed ordinance to allow for Elementary and Secondary Schools as a special permitted use in C-1, C-2, C-3, and C-4 Zoning Districts. Elementary and Secondary Schools typically have some level of outdoor recreation area and the C-3 purpose states uses must wholly enclose their operations within the principal structure; however, staffs’ opinion is the special use permit process provides an adequate safeguard and higher standard of review to ensure necessary outdoor spaces are in keeping with the intent of the C-3 district, similar to childcare that is currently allowed by auxiliary use in the C-3 district.

Addition of Definition and Use for Post-Secondary Schools to encompass 6112, 6113, and 6114

In terms of land use impacts and day-to-day operations, Junior Colleges; Colleges, Universities, and Professional Schools; and Business Schools and Computer and Management Training can be grouped into a single category of Post-Secondary Schools. Post-Secondary Schools are not currently defined in the zoning ordinance or identified in any of the Permitted Uses tables.

In recent history, staff is aware of two post-secondary institutions that operated in Clive. William Penn University operated a satellite campus at 1275 NW 128th Street in the C-4 District that closed at the end of 2017 when they relocated to Johnston. ITT Technical

Institute operated a location at 1860 NW 118th Street in the C-3 District that closed in 2016 when ITT filed Chapter 7 bankruptcy. Both institutions were interpreted by staff to be permitted office uses since the land use impacts are generally no different than other types of professional office or services, their operations were fully contained indoors, and they were locating within existing office buildings.

There is little consistency within the western metro communities on where and by what process post-secondary schools are allowed. Generally, most of the communities allow post-secondary schools either as a permitted use or a conditional use in various commercial districts.

Staff's proposed definition explicitly excludes student housing or dormitories, student recreational centers, athletic facilities, and similar supporting uses commonly associated with post-secondary schools. Such supporting uses would be permitted only if the underlying use is permitted within the zoning district, e.g. a student recreation center is permitted where a fitness center would be permitted.

Staff recommends Post-Secondary Schools be identified as a permitted use in the C-1, C-2, C-3, and C-4 zoning districts.

Addition of Definition for 6115 Technical and Trade Schools

The Technical and Trade Schools subcategory includes uses such as cosmetology and barber schools, apprenticeship training, bartending schools, real estate schools, truck driving schools, etc. Generally, these types of schools are appropriate to be located in office and other commercial areas. Staff recommends a definition that identifies Technical and Trade Schools as permitted when the associated land use is allowed, e.g. a barber school would be allowed in any zoning district a barber shop is permitted; a truck driving school would be allowed where related uses such as truck and travel plaza or distribution/warehousing are permitted.

No change to accommodate 6116 Other Schools and Instruction or 6117 Educational Support Services

The Other Schools and Instruction subcategory includes Fine Arts Schools, Sports and Recreation Instruction, Language Schools, Exam Preparation and Tutoring, Automobile Driving Schools, and other Miscellaneous Schools and Instruction like yoga studios. The Educational Support Services subcategory includes uses such as testing services and educational guidance counseling services.

For zoning purposes, staff recommends that these types of instruction and support services are adequately addressed in the Permitted Uses table and no changes are necessary.

SUMMARY

Staff is requesting the Planning and Zoning Commission provide a recommendation to City Council on appropriate commercial zoning districts for Elementary and Secondary Schools and for Post-Secondary Schools.

Attachments:

ORDINANCE NO. ____

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF CLIVE,
IOWA, 2024, BY AMENDING PROVISIONS OF THE ZONING ORDINANCE
REGARDING PERMITTED USES IN COMMERCIAL DISTRICTS

Be It Enacted by the City Council of the City of Clive, Iowa:

SECTION 1. INTERNAL REFERENCES. All references to section numbers in this ordinance shall be to sections contained with Title 11 in the Zoning Ordinance, unless otherwise specified.

SECTION 2. AMENDMENT- COMMERCIAL DISTRICTS. In Title 11, Chapter 7 (entitled “Commercial Districts”), Section 11-7-4 (entitled “PRINCIPAL PERMITTED USES”), is hereby deleted and the following inserted in lieu thereof:

Principal permitted uses for commercially zoned property are listed in the following table. Where a use is not expressly listed below, the community development director shall have authority to determine if the use is compatible and consistent with the surrounding environment.

Permitted Uses - Commercial					
Use	C-1	C-2	C-3	C-4	C-5
Auditoriums	P	P		A	
Automobile and truck travel plaza					P
Automobile sales and display		P			
Automobile supply (retail)	P	P		P	
Automotive repair	P	P		P	
Automotive wash	P	P		P	P
Bakeries	P	P		C	
Banks	P	P	P	P	P
Building material sales yard, lumberyard		P			P

Childcare, including daycare	P	P	A	A	
Commercial entertainment	P	P			P
Consumer fireworks sales	P	P	P	P	P
Convenience stores/gas stations	P	P		P	P
Dance studio	P	P		P	
Domesticated animal boarding/kennels	P	P		A	
Drinking places	P	P	A	A	
Farm machinery and mobile home sales and repair		P			P
Fitness center	P	P	A	P	
Funeral homes and mortuaries	P	P		P	
Grocery store	P	P		P	
Hair salon	P	P	A	P	P
Hospitals	SP	SP	P		
Hotel, motel or motor lodge	P	P	P	P	
Launderette and similar business using only nonflammable solvents	P	P			P
Laundry, repair, dry cleaning and pick up	P	P	A	P	
Libraries	P	P	P	P	
Medical office, clinic	P	P	P	P	
Millwork		P			
Ministorage		P			
Monument sales and engraving		P			
Movie theater	P	P		P	
Museums	P	P	A	P	
Nurseries and greenhouses	P	P			
Nursing homes	SP	SP			
Photographic studios	P	P		P	
Printing and/or publishing house		P			

Professional offices	P	P	P	P	P
Religious institutions	P	P		SP	
Restaurant, fast food	P	P	P	P	P
Restaurant, fast food drive-through	P	P		P	
Restaurant, full service sit down	P	P	P	P	P
Retail	P	P		P	
Schools, Elementary and Secondary	SP	SP	SP	SP	
Schools, Post-Secondary	P	P	P	P	
Sheet metal shop		P			
Small engine/lawn mower repair shop	P	P			
Storage warehouse, provided no outside storage shall be permitted		P			
Utility substations	SP	SP		SP	SP
Veterinary clinic and hospital	P	P		P	
Key: P = Permitted C = Conditional A = Auxiliary SP = Special Permitted Use					

SECTION 3. AMENDMENT- DEFINITIONS. In Title 11, Chapter 2 (entitled “Definitions”), Section 11-2-1-19 (entitled “Words beginning with “S.”), is hereby amended by adding the following words and terms:

EEE. “Schools, Elementary and Secondary” means an educational institution consistent with NAICS Code 6111 Elementary and Secondary Schools and having an established curriculum the same as ordinary given in the local public school system. Student housing or dormitories are not included in this definition.

FFF. “Schools, Post-Secondary” means an educational institution consistent with NAICS Codes 6112 Junior Colleges, 6113 Colleges, Universities, and Professional Schools, and 6114 Business Schools and Computer and Management Training. Student housing or dormitories, student recreational centers, athletic facilities, and similar supporting uses commonly associated with post-secondary schools are not included in this definition.

GGG: "Schools, Technical and Trade" means an educational institution consistent with NAICS Code 6115 Technical and Trade Schools. For zoning purposes, technical and trade schools shall be interpreted to be the same use category as the job specific training it provides.

SECTION 4. AMENDMENT- SPECIAL USE PERMIT. In Title 11, Chapter 3 (entitled "Board of Adjustment"), Section 11-3-6 (entitled "Special Use Permit"), is hereby amended by adding the following:

E. Growth Plan for Elementary and Secondary Schools. In granting a special use permit related to Elementary and Secondary Schools, a growth plan forecasting the student, staff, and facility needs over an approximately 10-year period shall be provided.

SECTION 5. REPEALER. All parts of the "CODE OF ORDINANCES OF THE CITY OF CLIVE, IOWA, 2024" in conflict herewith are hereby repealed.

SECTION 6. SEVERABILITY CLAUSE. If any section, provision, sentence, clause, phrase or part of this Ordinance shall be judged to be invalid or unconstitutional, such adjudication shall not affect the validity of this Ordinance as a whole or any section, subsection, provision, sentence, clause, phrase or part thereof not adjudged invalid or unconstitutional.

SECTION 7. WHEN EFFECTIVE. This Ordinance shall be in effect from and after its final passage, approval and notice of its passage is given as provided by law.

PASSED AND APPROVED by the City Council on the ____ day of _____, 2024.

Matthew Graham, City Clerk

John Edwards, Mayor

Ordinance No. _____ authenticated this ____ day of _____, 2024.

Matthew Graham, City Clerk

John Edwards, Mayor

Officially published on the ____ day of _____, 2024.

CERTIFIED BY:

Matthew Graham, City Clerk



Memo

TO: Mayor and Council members

FROM: Amanda Grutzmacher, Senior Planner

DATE: November 14, 2024

RE: Site Plan Amendment - Tenant and Facade Updates - 10001 University Ave

SYNOPSIS:

The applicant, Civil Design Advantage on behalf of Buyers Realty LLC, has requested approval of a Site Plan Amendment to allow for the construction of drive through and facade updates to the former Beauty Brands building located at 10001 University Avenue. The applicant intends to divide the building into two tenant spaces. Additional information is included in the attached staff report.

The Planning and Zoning Commission reviewed the request at their meeting on November 7, 2024, and recommended approval of the Site Plan Amendment. All staff comments have been addressed. Staff recommends approval of the Site Plan Amendment.

Please feel free to contact me at (515) 223-6221 or at agrutzmacher@cityofclive.com if you have any question or need additional information prior to the meeting.

Attachments:

1. Staff report and attachments
2. Site Plan Amendment



Staff Report

TO: Planning and Zoning Commission members

FROM:

Amanda Grutzmacher, Senior Planner

DATE: November 7, 2024

RE: Site Plan Amendment - Tenant and Facade Updates - 10001 University Ave

GENERAL INFORMATION

Applicant: Civil Design Advantage, on behalf of Buyers Realty

Requested Action: Approval of Site Plan Amendment

Location: 10001 University Ave,
Lot 2, Valley Court Plat 1

LAND USES & ZONING			
Location	Existing Land Use	Land Use Plan Designation	Current Zoning
Subject Property	Commercial - Retail/Services	Commercial - Retail/Services	C-4
North	Commercial - Retail/Services	Commercial - Retail/Services	C-4
East	Commercial - Retail/Services	Commercial - Retail/Services	C-4
South	Commercial - Retail/Services	N/A - West Des Moines	N/A
West	Commercial - Retail/Services	Commercial - Retail/Services	C-4

CASE HISTORY

2004 - Valley Court Plat 1 Final Plat Approved

2004 - Development Plan Approved

2006 - Site Plan Approved

BACKGROUND

The subject site is located at 10001 University Avenue and is approximately 1 acre. The existing building is 6,530 square feet and was constructed in 2006. Until October 2024, Beauty Brands salon and retail occupied the building as a single tenant. The applicant has a purchase agreement for the property and intends to divide the building to create two tenant spaces. Staff understands discussions with potential tenants are ongoing and the prospective tenants are a retail establishment and a fast casual restaurant with order pickup.

ANALYSIS

Building Design & Site Lighting

The building facade is proposed to be modified with a new parapet and updated brick to modernize the architectural design. The proposed materials are in conformance with the Development Standards Manual; however, the front facade is proposed to have

only 50% brick or masonry. The existing facade does provide 60% brick or masonry. There are currently three large areas of glass storefront which are to be maintained with minor revisions to entry locations. The existing storefront and fenestration proportions lend themselves well to a one or three tenant building, but maintaining 60% masonry across two tenant spaces with the updated parapet design is aesthetically challenging. Staff believes the intent of the Development Standards Manual is being met with the proposed changes and recommends approval with the deviation to 50% brick or masonry on the front/south facade.

The existing light standard near the east parking lot entrance will be relocated approximately 20 feet northeast to accommodate the proposed drive through. Site lighting is existing and will not otherwise be updated.

Site Layout & Circulation

The applicant is proposing to construct a drive through to facilitate order pickup from the fast casual restaurant; however, no orders will be placed through the drive through and no menu boards are proposed. To allow for the restaurant use and provide additional flexibility on uses for the site, additional parking is proposed to be constructed in the east portion of the parking lot. The proposed parking conforms to the parking requirement of 6 spaces per 1,000 SF of GFA for a flex space building. The proposed parking addition will be located over the existing property line, and in order to remain in compliance with setback requirements, a final plat will be submitted adjusting the east property line to approximately the existing private drive curb. The neighboring property involved in the final plat is under the same ownership as the applicant, though the subject site may be held under a different LLC. Due to timing of the purchase agreement and acquisition, it was not feasible for the applicant to provide all the necessary legal documents for the final plat to adjust the property line prior to site plan amendment approval; however, the final plat will be approved and recorded prior to issuance of Certificates of Occupancy for the new tenant spaces.

Landscaping & Stormwater Management

Site landscaping will be updated to restore the site to the originally required 16 trees. The relocated dumpster enclosure and drive through requires removal of three existing trees. The tree quantity will be replaced on-site; however, there is not sufficient open space to also replace the removed caliper of tree. Approximately 35" of tree caliper is being removed, and 11.5" of tree caliper is being replanted. The City has allowed for payment in lieu of replacement of additional caliper when space limitations exist and staff recommends a payment in lieu for the remaining 23.5" of caliper of removed trees. The applicant has provided a cost for the additional tree purchases.

With the incremental improvements on the site, full compliance with the Post-Construction Stormwater Management Manual is not required. A contech inlet protection basket will be installed on the storm intake near the dumpster enclosure and drive through to provide additional water quality treatment and prevent solids and debris from entering the storm system.

Utilities

Utility services to the building will not be impacted. Utilities will be split internally to serve the two tenant spaces. A grease interceptor will be added west of the building to

support a restaurant use.

PUBLIC COMMENT

Notice was sent to the surrounding property owners within 310-feet of the subject site on October 30, 2024. To date, staff has not received any public comments.

STAFF RECOMMENDATION

Staff recommends approval of the site plan amendment and all staff comments have been addressed.

Attachments:

1. Review Comment Letters
2. Notice Letter and Mail List
3. 10001 University Site Plan Amendment
4. 10001 University Exterior Elevations



October 11, 2024

Doug Mandernach
4121 NW Urbandale Drive
Urbandale, IA 50322

Re: 10001 UNIVERSITY AVE - drive through and parking addition - Site Plan Amendment

The Community Development Department is in receipt of an application for Site Plan Amendment for the proposed drive through and parking addition located at 10001 UNIVERSITY AVE. Based on the review of the provided submittal materials, staff have the following comments:

- **Architectural and Building Specifications:**

1. Staff appreciates the additional brick added to the south elevation and recognizes the challenge in providing an aesthetically pleasing facade update meeting the 60% masonry requirement across two tenant spaces (as opposed to one or three due to the building dimensions and existing fenestration). Staff believes the intent of the architectural standards are being met and will recommend approval with the deviation of primary materials to 50% on the south facade.

- **Cover Page/General:**

1. Revise the legal description to identify the area to be platted into the lot. Final plat will require full metes and bounds legal description. Please include a metes and bounds legal for the portion of Lot 1 that will be platted into this site.

- **Dimension Plan:**

1. Identify the 5' parking lot setback along the private drive. Staff did not locate the setback.

- **Grading/Topography Plan:**

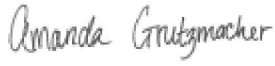
1. Add a note to maintain a minimum 5.5' of cover for the existing water main and service line. Staff did not locate the note.

- **Landscape Plan:**

1. Approximately 35" of tree caliper is being removed and 11.5" of tree caliper is being replanted, leaving 23.5" of caliper left to be addressed. Provide a cost estimate for 23.5" of trees so staff can verify the amount to be paid to the City for replacements elsewhere.

Based on the satisfactory resolution of the above items and resubmittal of the Site Plan Amendment prior to 10/21/2024, it is anticipated that the project would be placed on the 11/07/2024, Planning and Zoning Commission agenda. Please feel free to contact me on the portal or at 515-223-6221 if you have questions or need additional information.

Sincerely,


Amanda Grutzmacher

Amanda Grutzmacher

Senior Planner



October 04, 2024

Doug Mandernach
4121 NW Urbandale Drive
Urbandale, IA 50322

Re: 10001 UNIVERSITY AVE - drive through and parking addition - Site Plan Amendment

The Community Development Department is in receipt of an application for Site Plan Amendment for the proposed drive through and parking addition located at 10001 UNIVERSITY AVE. Based on the review of the provided submittal materials, staff have the following comments:

- **Architectural and Building Specifications:**

1. Add the dumpster enclosure to the architectural elevations. Specify materials matching the building.
2. Revise the south and east elevations to include a minimum of 60% primary material. EIFS is not a primary material. Refer to the Architectural Standards section of the Clive Development Standards Manual at https://cms9files.revize.com/cliveia/services/community_development/Planning%20Services/Clive%20Development%20Standards%20Manual%20III.pdf.

- **Cover Page/General:**

1. Please add the Clive Standard Notes to the plan set. Refer to the Appendix D of the Clive Development Standards Manual at https://cms9files.revize.com/cliveia/services/community_development/Planning%20Services/Clive%20Development%20Standards%20Manual%20III.pdf.
2. Ensure property owner reflects the current owner at time of site plan amendment approval. Currently lists the expected owner (Buyers Realty), which may need to be updated depending on anticipated closing date.
3. Revise the legal description to identify the area to be platted into the lot. Final plat will require full metes and bounds legal description.

- **Delayed Submittal:**

1. The proposed parking addition requires an adjustment to the property line to conform with setback requirements. Proposed ownership of the subject property is the same entity as the adjacent property; therefore, staff will recommend approval of the site plan amendment with condition that no certificates of occupancy shall be issued until the final plat adjusting the property lines is approved and recorded.

- **Dimension Plan:**

1. Adjust the corner of the north sidewalk and drive-through intersection OR verify existing sidewalk pavement is sufficient to withstand regular vehicle crossing and no elevation change exists.
2. Clearly identify the existing property line and clearly label the proposed property line.
3. Adjust the railing around the patio to be setback at least 2' from the edge of the parking stall to accommodate vehicle door swing OR adjust parking stall striping to maintain a 12' stall width.
4. Identify pre-treatment/permanent protection to be installed for the intake near the dumpster enclosure.
5. Identify the 5' parking lot setback along the private drive.
6. Update the relocated pole light label to reflect "Parking Lot Light" and label the mounting height. Additionally, indicate either (1) fixture to match existing or (2) the manufacturer and model number for the proposed light fixture.
7. Identify the water, sanitary, and storm easement at Book 5473 Page 697.
8. The proposed use requires an exterior grease interceptor; identify location on the site plan amendment. Contact Jason Merk with the WRA at JMERK@DMGOV.ORG for additional information on sizing requirements.
9. Drive thru median must be a curbed island, not painted.

- **Grading/Topography Plan:**

1. Add a note to maintain a minimum 5.5' of cover for the existing water main and service line.

- **Landscape Plan:**

1. Update the landscape plan to include plantings in the drive thru island. Tree plantings are not required in this location.
2. Approximately 35" of tree caliper is being removed. Identify replacement tree plantings on-site, as space allows. Remaining tree caliper that cannot feasibly be replaced on-site may be paid to the City for replacements elsewhere.
3. Update landscape note #5 to only include sod.
4. At the time of initial development, the site had 16 trees. Update the landscaping plan to identify at least 16 trees between existing and proposed plantings.

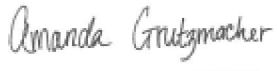
- **Review Comment:**

1. Construction plans will be needed for the building work. To include structural plans for the addition.
2. Final addressing of suite numbers to be approved by the Fire Marshal. Recommend suite 100 and 120
3. Address numbers to be located on the exterior of the building. Size and location need to be approved by the Fire Marshal.

Based on the satisfactory resolution of the above items and resubmittal of the Site Plan Amendment prior to 10/21/2024, it is anticipated that the project would be placed on the 11/07/2024, Planning and Zoning Commission

agenda. Please feel free to contact me on the portal or at 515-223-6221 if you have questions or need additional information.

Sincerely,


AMANDA GRUTZMACHER

Amanda Grutzmacher

Senior Planner



October 30, 2024

Re: 10001 UNIVERSITY AVE - Site Plan Amendment

Dear Property Owner:

Civil Design Advantage, on behalf of Buyers Realty, has submitted a Site Plan Amendment to the City of Clive to construction a drive through and parking addition located at 10001 University Ave.

The Clive Planning and Zoning Commission will tentatively receive public input on this application during their meeting at 5:30 p.m., Nov 07, 2024. You may attend this meeting in person in the **Public Safety Facility Training Room at 8800 Hickman Road**, Clive, IA 50325, or virtually via Zoom. Zoom Meeting ID and call-in number will be published on the agenda for the meeting. Meeting agendas are available on the City's website at http://www.cityofclive.com/connect/boards_and_commissions/

As a neighboring property owner, you are being notified and invited to present your views concerning this application, either verbally by virtually attending the meeting, or in writing. Written comments must be received by the City prior to the Planning and Zoning Commission meeting. Written comments should be addressed to the City of Clive, City Planner, 1900 NW 114th Street, Clive, IA 50325 or by email at the address below.

Following the Planning and Zoning Commission's review and recommendation, the City Council will make a determination on this application. The public meeting has been tentatively scheduled for 6:00 p.m., on Nov 14, 2024. You may attend this meeting in person at the City Council Chambers at 1900 NW 114th Street, Clive, IA 50325, or virtually via Zoom. Zoom Meeting ID and call-in number will be published on the agenda for the meeting. City Council meeting agendas are available on the City's website at http://www.cityofclive.com/connect/city_council/

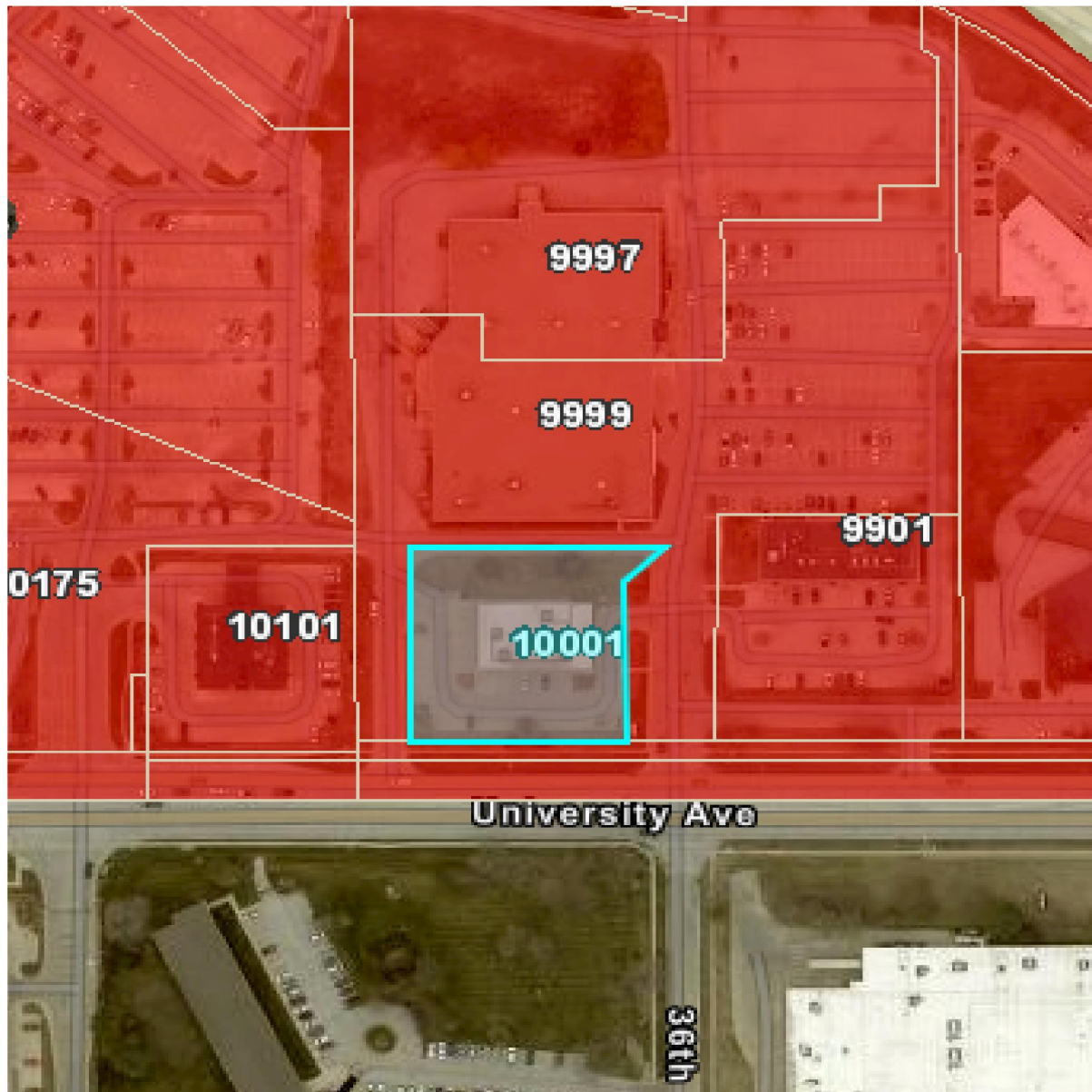
If you know of any interested parties who have not received a copy of this letter, we would appreciate it if you would inform them of the time, date and place of the Planning and Zoning Commission's meeting and City Council's meeting. If you have any questions concerning this application or if you would like additional information, please call the Community Development Department at (515) 223-6221.

Sincerely,

Amanda Grutzmacher

AGRUTZMACHER@CITYOFCLIVE.COM

LOCATION MAP



KNAPP PROPERTIES
5000 WESTOWN PKWY STE 400
WEST DES MOINES, IA 50266-5921

USA, HOME DEPOT
PO BOX 105842
ATLANTA, GA 30348-5842

PROLOGUE PROPERTIES LLC
4600 MADISON AVE STE 1500
KANSAS CITY, MO 64112-3016

VALLEY WEST APARTMENTS LLC
1125 S 103RD ST STE 130
OMAHA, NE 68124-1071

TARGET CORPORATION T-0069
PO BOX 9456
MINNEAPOLIS, MN 55440-9456

GREAT WESTERN BANK
225 S MAIN AVE
SIOUX FALLS, SD 57104-6309

BUYERS REALTY
4350 WESTOWN PKWY STE 100
WEST DES MOINES, IA 50266-1052

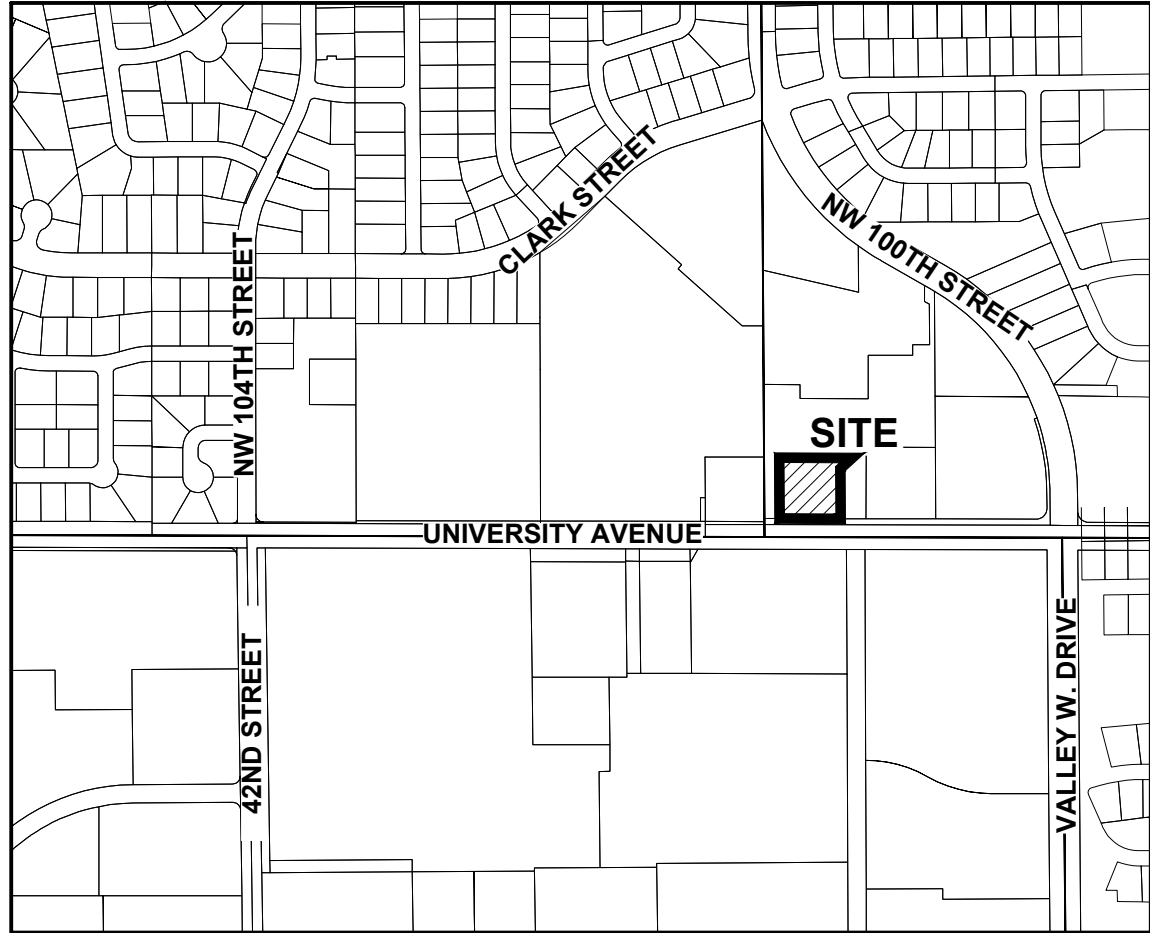
NORWEST BANK DES MOINES
PO BOX 2609
CARLSBAD, CA 92018-2609

IHWOP LLC
4350 WESTOWN PKWY STE 100
WEST DES MOINES, IA 50266-1052

VALLEY COURT DEVELOPMENT LLC
4350 WESTOWN PKWY STE 100
WEST DES MOINES, IA 50266-1052

SITE PLAN FOR:
10001 UNIVERSITY
CLIVE, IOWA

VICINITY MAP
NOT TO SCALE



CLIVE, IOWA

OWNER

PROLOGUE PROPERTIES LLC
4600 MADISON AVE STE 1500
KANSAS CITY, MO 64112-3016
CONTACT: TERRI MEYER

DEVELOPER

BUYERS REALTY
4350 WESTOWN PARKWAY, STE. 100
WEST DES MOINES, IA 50266
CONTACT: RON DANIELS
EMAIL: RON.DANIELS@BUYERSREALTYINC.COM
PH: (515) 277-4000

ENGINEER

CIVIL DESIGN ADVANTAGE
4121 NW URBANDALE DRIVE
URBANDALE, IA 50322
CONTACT: DOUG MANDERNACH
EMAIL: DOUGM@CDA-ENG.COM
PH. (515) 369-4400

SURVEYOR

CIVIL DESIGN ADVANTAGE
4121 NW URBANDALE DRIVE
URBANDALE, IA 50322
CONTACT: CHARLIE MCGLOTHLEN
EMAIL: CHARLIEM@CDA-ENG.COM
PH. (515) 369-4400

ARCHITECT

SIMONSON & ASSOCIATES
1717 INGERSOLL AVE STE. #117
DES MOINES, IA 50309
CONTACT: TODD WISKUS
EMAIL: TWISKUS@SIMONSONASSOC.COM
PH: (515) 440-5626

SUBMITTAL DATES

FIRST SUBMITTAL: 09/27/2024
SECOND SUBMITTAL: 10/09/2024
THIRD SUBMITTAL: 10/28/2024

LEGAL DESCRIPTION

ALL OF LOT 2, VALLEY COURT PLAT 1, AND A PART OF LOT 1, VALLEY COURT PLAT 2, BOTH BEING OFFICIAL PLATS IN THE CITY OF CLIVE, POLK COUNTY, IOWA AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHWEST CORNER OF SAID LOT 2; THENCE NORTH 00°03'33" WEST ALONG THE WEST LINE OF SAID LOT 2, A DISTANCE OF 198.32 FEET TO THE NORTHWEST CORNER OF SAID LOT 2; THENCE NORTH 89°51'32" EAST ALONG THE NORTH LINE OF SAID LOT 2, A DISTANCE OF 236.86 FEET TO THE NORTHEAST CORNER OF SAID LOT 2; THENCE SOUTH 44°49'15" WEST ALONG THE EASTERLY LINE OF SAID LOT 2, A DISTANCE OF 12.67 FEET; THENCE SOUTH 00°26'42" WEST, 190.59 FEET TO THE NORTH RIGHT OF WAY LINE OF UNIVERSITY AVENUE; THENCE NORTH 89°49'52" WEST ALONG SAID NORTH RIGHT OF WAY LINE, 226.25 FEET TO THE POINT OF BEGINNING AND CONTAINING 1.04 ACRES (45,223 SQUARE FEET). THE PROPERTY IS SUBJECT TO ANY AND ALL EASEMENTS OF RECORD.

ZONING

C-4 - PLANNED SHOPPING CENTER COMMERCIAL DISTRICT

PROJECT SITE ADDRESS

10001 UNIVERSITY AVE.
CLIVE, IA 50325

EXISTING/ PROPOSED USE

EXISTING - GENERAL RETAIL

PROPOSED - FLEX SPACE

DEVELOPMENT SUMMARY

AREA: 1.04 ACRES (45,223 SF)

ZONING: C-4

SETBACKS:

FRONT: 60 FEET
SIDE: 25 FEET
REAR: 35 FEET

OPEN SPACE CALCULATION:

TOTAL SITE: = 45,223 (1.04 AC.)
BUILDING = 6,530 SF
PARKING AREAS = 6,769 SF
DRIVEWAYS = 14,661 SF
PATIO = 598 SF
SIDEWALK = 1,996 SF
OPEN SPACE PROVIDED = 14,671 SF (32.4%)

PARKING:

TOTAL REQUIRED = 6 SPACES PER 1,000 SF GFA
= 6 x 6.50
= 39 SPACES (2 ACCESSIBLE)
TOTAL PROVIDED = 40 SPACES (2 ACCESSIBLE)

DATE OF SURVEY

09/24/2024

BENCHMARKS

- CITY OF CLIVE STANDARD BM #10
LOCATED SE OF THE CURVE TRANSITIONING CLARK ST TO NW 97TH STREET BETWEEN THE SIDEWALK AND BACK OF CURB.
ELEV.=866.185
- CITY OF CLIVE STANDARD BM #11
LOCATED WITHIN THE ROUNDABOUT AT THE INTERSECTION OF NW 102ND STREET AND CLARK STREET.
ELEV.=956.093

CONSTRUCTION SCHEDULE

ANTICIPATED START DATE = 10/15/2024
ANTICIPATED FINISH DATE = 05/15/2025

INDEX OF SHEETS

NO.	DESCRIPTION
C0.1	COVER SHEET
C1.1	DETAILS AND STANDARD NOTES
C2.1	TOPOGRAPHIC AND DEMOLITION PLAN
C3.1	DIMENSION PLAN
C4.1	GRADING PLAN
C5.1	LANDSCAPE PLAN

GENERAL LEGEND

PROPOSED

PROPERTY BOUNDARY
SECTION LINE
CENTER LINE
RIGHT OF WAY
BUILDING SETBACK
PERMANENT EASEMENT
TEMPORARY EASEMENT

TYPE SW-501 STORM INTAKE

TYPE SW-502 STORM INTAKE

TYPE SW-503 STORM INTAKE

TYPE SW-505 STORM INTAKE

TYPE SW-506 STORM INTAKE

TYPE SW-512 STORM INTAKE

TYPE SW-513 STORM INTAKE

TYPE SW-401 STORM MANHOLE

TYPE SW-402 STORM MANHOLE

FLARED END SECTION

TYPE SW-301 SANITARY MANHOLE

STORM/SANITARY CLEANOUT

WATER VALVE

FIRE HYDRANT ASSEMBLY

SIGN

DETECTABLE WARNING PANEL

WATER CURB STOP

SANITARY SEWER

SANITARY SERVICE

STORM SEWER

STORM SERVICE

WATERMAIN WITH SIZE

WATER SERVICE

SAWCUT (FULL DEPTH)

SILT FENCE

USE AS CONSTRUCTED

MINIMUM PROTECTION ELEVATION

TOP OF WALL

FORM GRADE OF WALL

--- R/W ---
--- P/E ---
--- T/E ---

--- S --- S --- S ---

--- ST --- ST ---

--- 8"W ---

--- W --- W ---

--- 8"W ---

--- TW ---

--- FGW ---

--- S --- S --- S ---

--- ST --- ST ---

--- 8"W ---

--- W --- W ---

--- 8"W ---

--- TW ---

--- FGW ---

--- S --- S --- S ---

--- ST --- ST ---

--- 8"W ---

--- W --- W ---

--- 8"W ---

--- TW ---

--- FGW ---

--- S --- S --- S ---

--- ST --- ST ---

--- 8"W ---

--- W --- W ---

--- 8"W ---

--- TW ---

--- FGW ---

--- S --- S --- S ---

--- ST --- ST ---

--- 8"W ---

--- W --- W ---

--- 8"W ---

--- TW ---

--- FGW ---

--- S --- S --- S ---

--- ST --- ST ---

--- 8"W ---

--- W --- W ---

--- 8"W ---

--- TW ---

--- FGW ---

--- S --- S --- S ---

--- ST --- ST ---

--- 8"W ---

--- W --- W ---

--- 8"W ---

EXISTING

SANITARY MANHOLE

WATER VALVE BOX

FIRE HYDRANT

WATER CURB STOP

WELL

STORM SEWER MANHOLE

STORM SEWER SINGLE INTAKE

STORM SEWER DOUBLE INTAKE

FLARED END SECTION

DECIDUOUS TREE

CONIFEROUS TREE

DECIDUOUS SHRUB

CONIFEROUS SHRUB

ELECTRIC POWER POLE

GUY ANCHOR

STREET LIGHT

POWER POLE W/ TRANSFORMER

UTILITY POLE W/ LIGHT

ELECTRIC BOX

ELECTRIC TRANSFORMER

ELECTRIC MANHOLE OR VAULT

TRAFFIC SIGN

TELEPHONE JUNCTION BOX

TELEPHONE MANHOLE/VAULT

TELEPHONE POLE

GAS VALVE BOX

CABLE TV JUNCTION BOX

CABLE TV MANHOLE/VAULT

MAIL BOX

BENCHMARK

SOIL BORING

UNDERGROUND TV CABLE

GAS MAIN

FIBER OPTIC

UNDERGROUND TELEPHONE

OVERHEAD ELECTRIC

UNDERGROUND ELECTRIC

FIELD TILE

SANITARY SEWER W/ SIZE

STORM SEWER W/ SIZE

WATER MAIN W/ SIZE

(S)

(W)

(F)

(W)

(W)

(S)

(S)

(S)

(S)

(S)

(S)

(S)

(S)

(S)

(S)

(S)

(S)

(S)

(S)

(S)

(S)

(S)

(S)

(S)

(S)

(S)

(S)

(S)

(S)

(S)

(S)

(S)

(S)

(S)

(S)

(S)

(S)

(S)

(S)

(S)

(S)

(S)

(S)

(S)

(S)

(S)

(S)

(S)

(S)

(S)

(S)

(S)

(S)

(S)



UTILITY WARNING

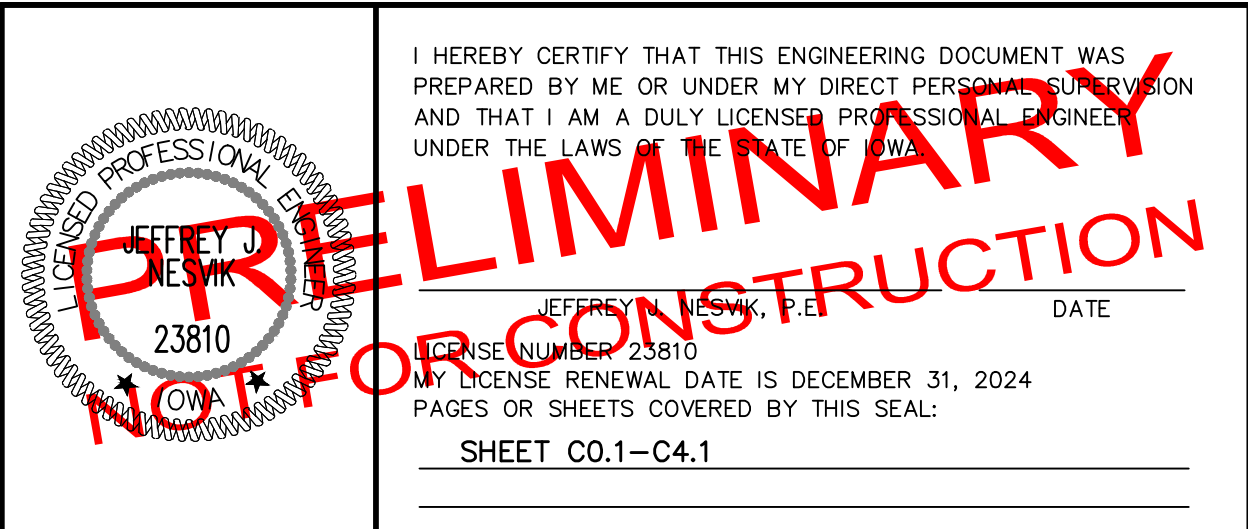
ANY UTILITIES SHOWN HAVE BEEN LOCATED FROM FIELD SURVEY AND RECORDS OBTAINED BY THIS SURVEYOR. THE SURVEYOR MAKES NO GUARANTEE THAT THE UTILITIES SHOWN COMPRISE ALL THE UTILITIES IN THE AREA, EITHER IN SERVICE OR ABANDONED. THE SURVEYOR FURTHER DOES NOT WARRANT THAT THE UTILITIES SHOWN ARE IN THE EXACT LOCATION SHOWN.

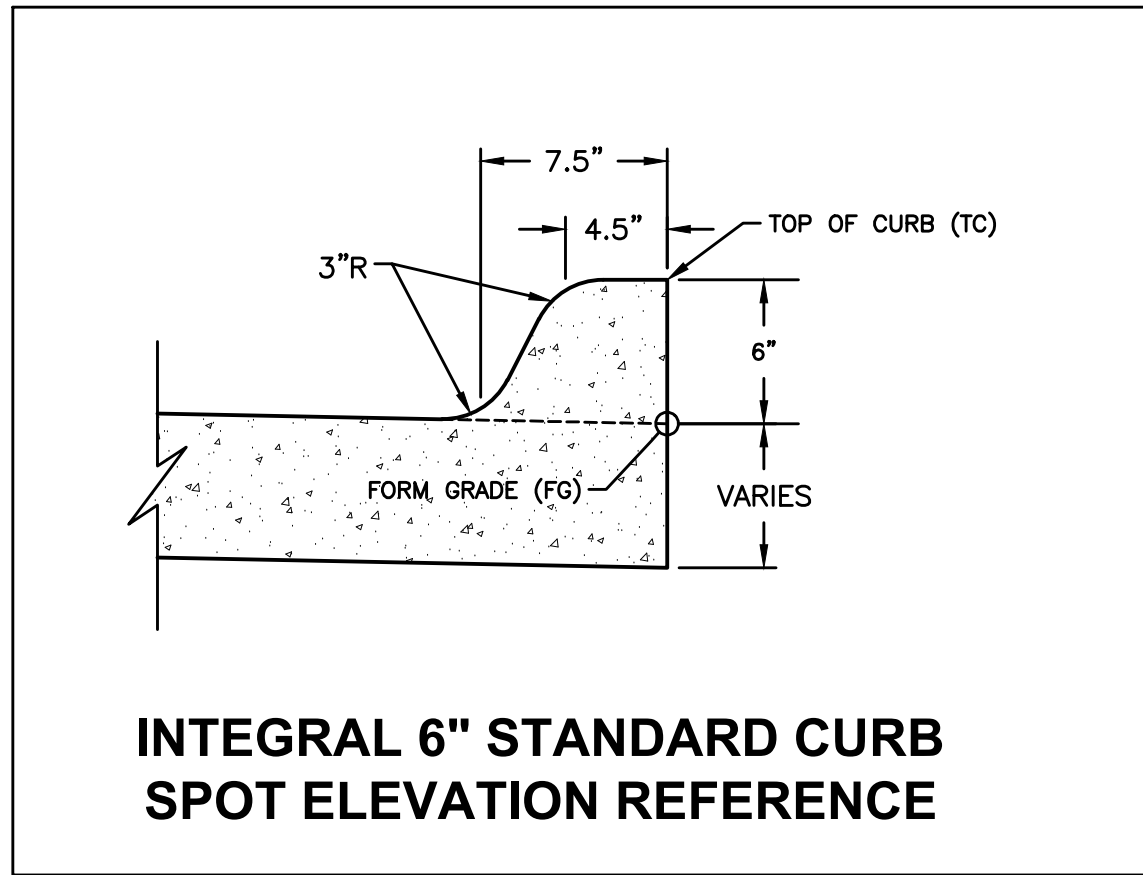


THE PROJECT REQUIRES A CITY OF CLIVE GRADING PERMIT. CIVIL DESIGN ADVANTAGE WILL PROVIDE THE INITIAL STORM WATER POLLUTION PREVENTION PLAN (SWPPP) FOR THE CONTRACTORS USE DURING CONSTRUCTION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR UPDATING THE SWPPP THROUGHOUT CONSTRUCTION AND MEETING LOCAL, STATE AND FEDERAL REQUIREMENTS.

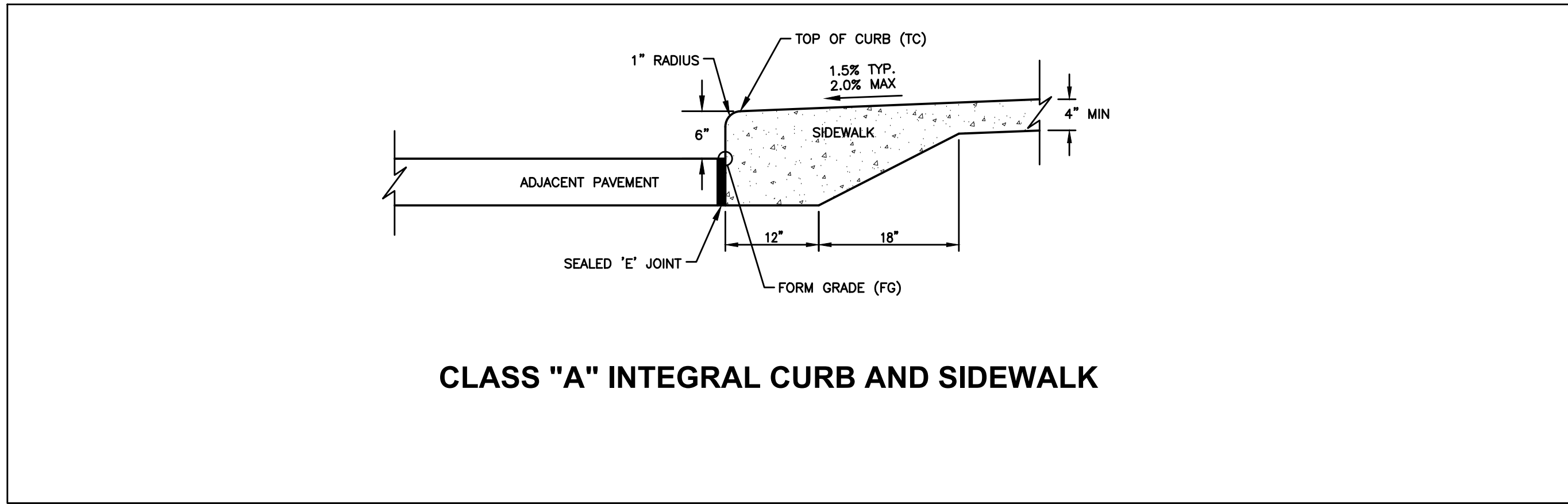
ALL CONSTRUCTION MATERIALS, DUMPSTERS, DETACHED TRAILERS OR SIMILAR ITEMS ARE PROHIBITED ON PUBLIC STREETS OR WITHIN THE PUBLIC R.O.W.

THE 2024 EDITION OF THE SUDAS STANDARD SPECIFICATIONS, THE PUBLIC RIGHTS-OF-WAY ACCESSIBILITY GUIDELINES (PROWAG) AND ALL CITY SUPPLEMENTALS, IF APPLICABLE, SHALL APPLY TO ALL WORK ON THIS PROJECT UNLESS OTHERWISE NOTED.

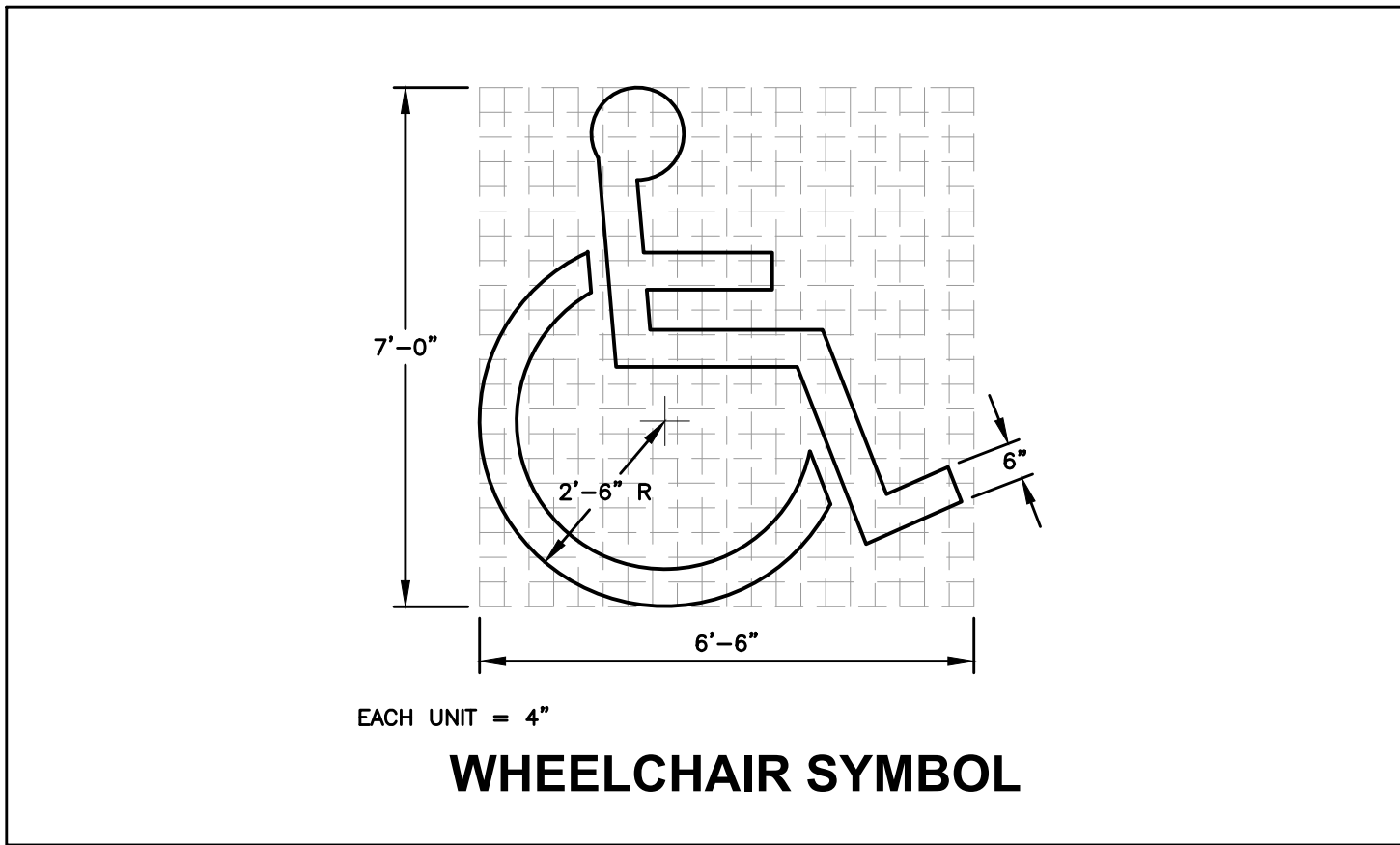




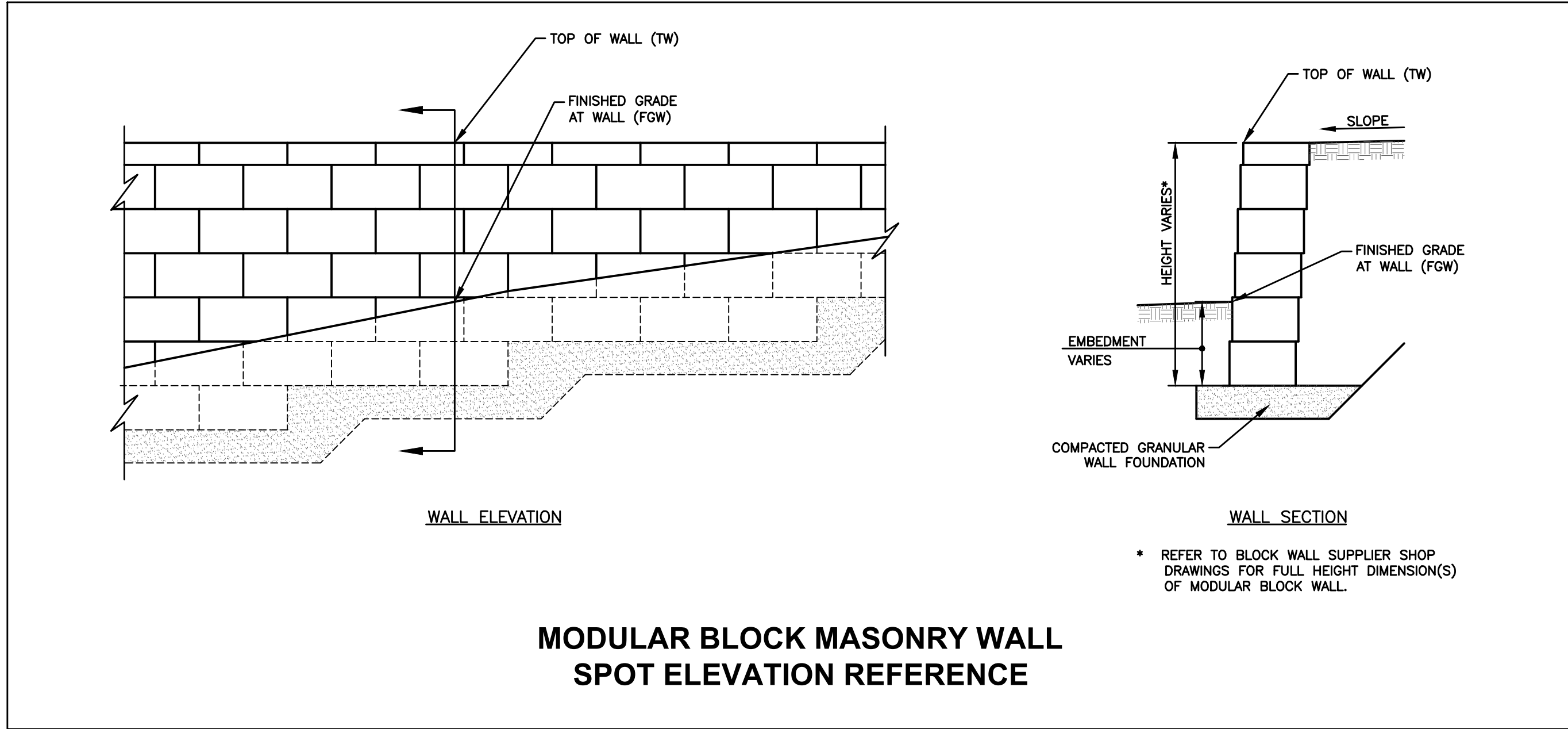
INTEGRAL 6" STANDARD CURB
SPOT ELEVATION REFERENCE



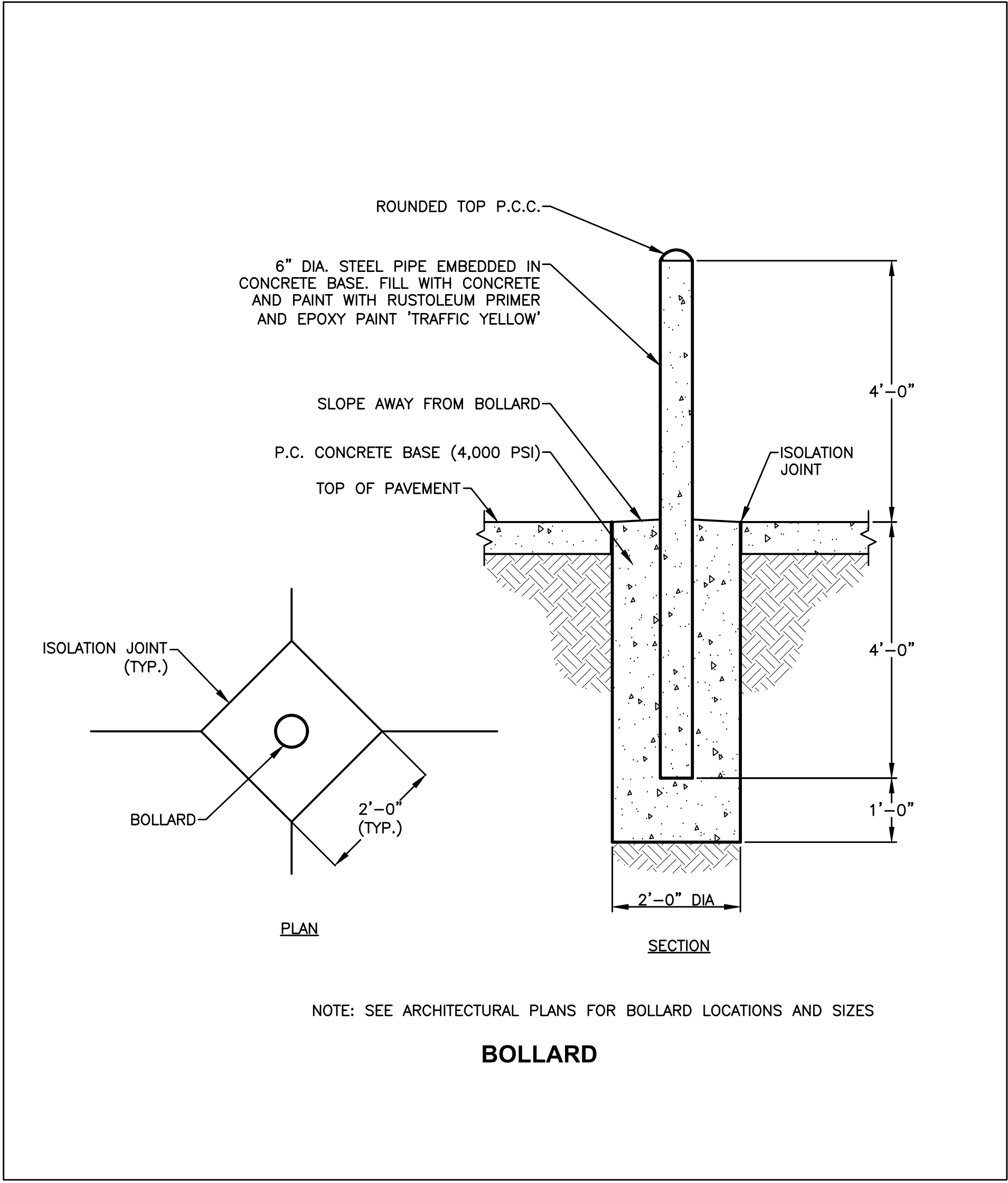
CLASS "A" INTEGRAL CURB AND SIDEWALK



WHEELCHAIR SYMBOL



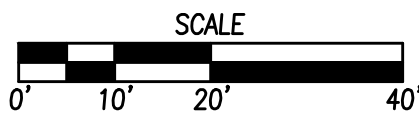
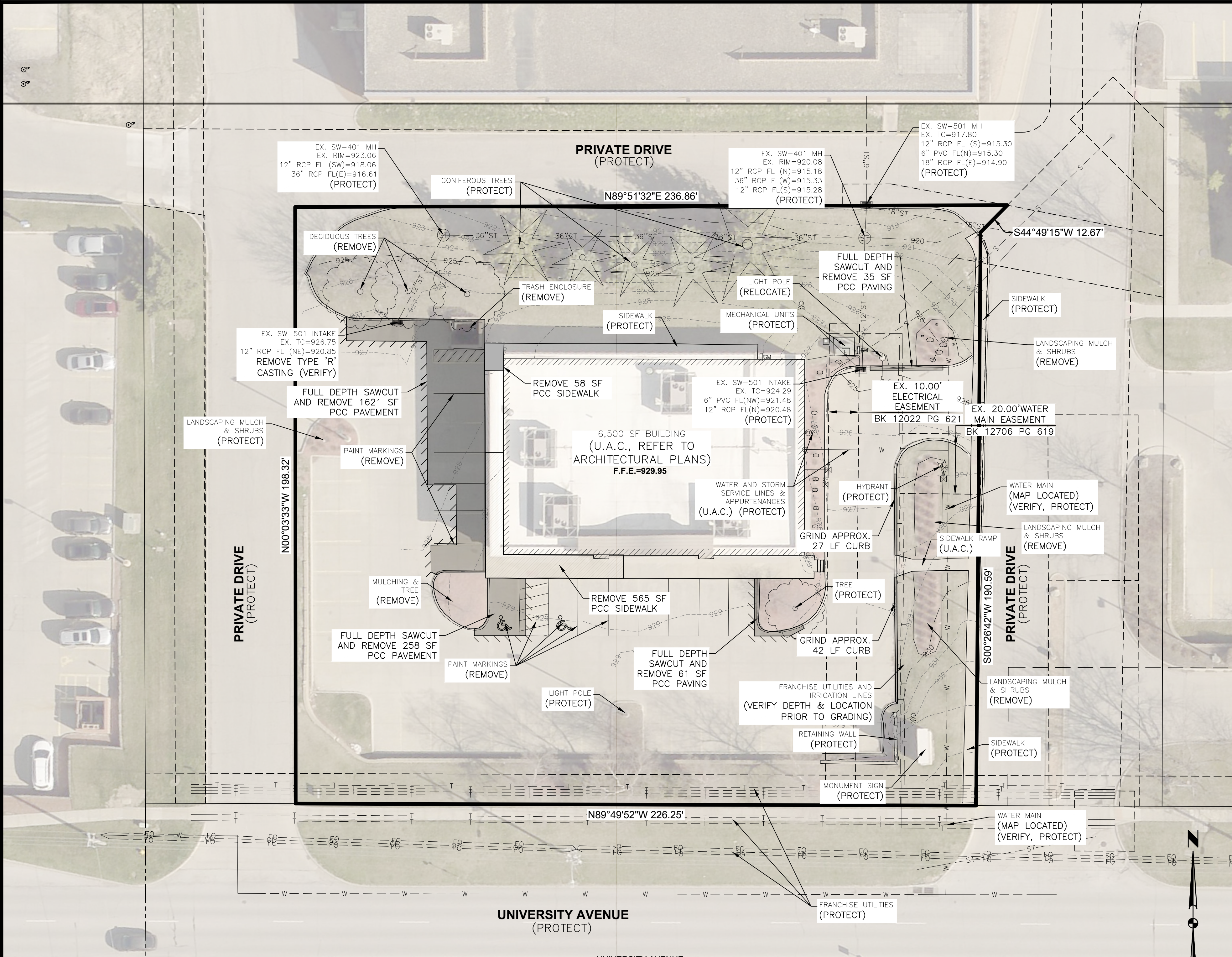
MODULAR BLOCK MASONRY WALL
SPOT ELEVATION REFERENCE



BOLLARD

CITY OF CLIVE STANDARD CONSTRUCTION NOTES

1. ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE CITY OF CLIVE'S DEVELOPMENT REGULATIONS, POLICIES, AND STATEWIDE URBAN DESIGN AND STANDARDS MANUAL (SUDAS).
2. ONE WEEK PRIOR TO CONSTRUCTION OF ANY PUBLIC IMPROVEMENTS, THE CONTRACTOR SHALL NOTIFY THE CITY OF CLIVE.
3. THE CONTRACTOR AND DEVELOPER'S ENGINEER SHALL ATTEND A REQUIRED PRECONSTRUCTION WITH THE CITY PUBLIC WORKS AND ENGINEERING DEPARTMENTS PRIOR TO COMMENCEMENT OF CONSTRUCTION.
4. THE CONTRACTOR SHALL VERIFY THE LOCATION AND PROTECT ALL UTILITIES AND STRUCTURES. DAMAGE TO UTILITIES AND STRUCTURES SHALL BE REPAIRED BY THE CONTRACTOR AT THE CONTRACTOR'S EXPENSE TO THE SATISFACTION OF THE CITY AND THE OWNER.
5. THE CONTRACTOR SHALL BE RESPONSIBLE FOR RECORDING THE AS-BUILT LOCATION OF ALL SANITARY SEWER, SUMP AND WATER MAIN SERVICES AND VERIFYING LOCATIONS ON THE ASBUILT DRAWINGS.
6. RECONNECT ANY FIELD TILE THAT IS INTERCEPTED DURING UTILITY CONSTRUCTION, LOCATION OF FIELD TILE SHALL BE NOTED ON THE AS-BUILT DRAWINGS.
7. THE CONTRACTOR SHALL BE RESPONSIBLE FOR INSTALLING AND MAINTAINING TRAFFIC CONTROL IN ACCORDANCE WITH THE CURRENT VERSION OF MUTCD.
8. PRIOR TO ACCEPTANCE OF THE PUBLIC IMPROVEMENTS, AS-BUILT RECORD DRAWINGS (HORIZONTAL AND VERTICAL AS-BUILT DATA IN STATE PLANE COORDINATES AND NAVD 88 DATUM) FOR ALL WATER, SANITARY SEWER, STORM SEWER PIPING AND ASSOCIATED APPURTENANCES, AND SITE GRADING WILL BE PROVIDED (VOLUME CALCULATIONS FOR ALL STORM WATER DETENTION FACILITIES SHALL ALSO BE PROVIDED).
9. SIDEWALK AND DRIVEWAY APPROACH INSTALLATIONS SHALL BE INSPECTED BY THE CITY OF CLIVE FOLLOWING A MINIMUM 48-HOUR NOTICE.
10. THE OWNER/CONTRACTOR SHALL REMOVE ALL DEBRIS SPILLED ON CITY OF CLIVE RIGHT-OF-WAY AND ADJOINING PROPERTY IMMEDIATELY.
11. AT NO TIME SHALL EQUIPMENT, CONSTRUCTION MATERIAL AND/OR STOCKPILED FILL BE STORED ON CITY OF CLIVE RIGHT-OF-WAY.
12. THE DEVELOPER IS RESPONSIBLE FOR MAINTAINING ALL EROSION AND SEDIMENTATION CONTROL DEVICES THROUGHOUT CONSTRUCTION.
13. OFF-STREET PARKING AND ACCESS DRIVES SHALL BE PROVIDED PRIOR TO CONSTRUCTION FOR CREWS AND EQUIPMENT.
14. ADDITIONAL EROSION AND SEDIMENTATION CONTROL DEVICES MAY BE REQUIRED BY CITY OF CLIVE INSPECTORS BASED ON ACTUAL FIELD CONDITION.
15. PRIOR TO OBTAINING A CERTIFICATE OF OCCUPANCY/FINAL PLAT APPROVAL, ALL UTILITY STRUCTURES, MANHOLES, VALVES, INTAKES SHALL BE RAISED LEVEL WITH FINISH GRADE.
16. ALL UTILITIES, INCLUDING ELECTRICAL AND TELEPHONE SHALL BE LOCATED UNDERGROUND.
17. ALL DISTURBED AREAS SHALL BE SODDED UNLESS OTHER LANDSCAPING IS IDENTIFIED ON THE SITE PLAN.
18. EXISTING LANDSCAPING SHALL BE PROTECTED WITH TEMPORARY SNOW FENCE DURING CONSTRUCTION.
19. ALL TRASH DUMPSTERS SHALL BE SCREENED FROM VIEW WITH APPROVED STRUCTURE.
20. ALL ROOF MOUNTED MECHANICAL UNITS AND/OR TELECOMMUNICATION DEVICES OR GROUND MOUNTED EQUIPMENT SHALL BE SCREENED FROM VIEW WITH APPROVED STRUCTURE OR LANDSCAPING.
21. ALL TOPSOIL MUST MEET CLIVE POST-CONSTRUCTION STORM WATER MANUAL. TOPSOIL SHALL BE MINIMUM 4\"/>
22. ALL TOPSOIL MUST MEET IOWA DEPARTMENT OF NATURAL RESOURCES GENERAL PERIT #2 REQUIREMENTS TO MINIMIZE SOIL COMPACTION, DEFINED AS WORKING THE SOIL PRIOR TO SEEDING/SODDING SUCH THAT A PENETROMETER CAN BE INSERTED INTO THE UPPER 6 INCHES WITH LESS FORCE THAN 200 PSO. AS AN ALTERNATIVE TO THE PENETROMETER TEST, A SOIL WITH BULK DENSITY LESS THAN 1.49 GRAMS/CUBIC CENTIMETER SHALL BE DEEMED COMPLIANT WITH THIS REQUIREMENT.
23. NO PLANT MATERIAL SHALL BE SUBSTITUTED WITHOUT THE PRIOR WRITTEN APPROVAL OF THE CITY OF CLIVE.
24. NO CHANGES TO THE APPROVED PLAN MAY BE MADE WITHOUT THE PRIOR WRITTEN APPROVAL OF THE CITY OF CLIVE.
25. CONTRACTOR, FINANCING AND/OR PROJECT IDENTIFICATION SIGNS SHALL NOT BE INSTALLED ON THE CITY OF CLIVE RIGHT-OF-WAY.
26. VALVES INCLUDED IN STORMWATER MANAGEMENT FACILITIES SHALL BE CLOSED AT THE TIME OF FINAL INSPECTION AND ISSUANCE OF CERTIFICATE OF OCCUPANCY/APPROVAL OF FINAL PLAT.

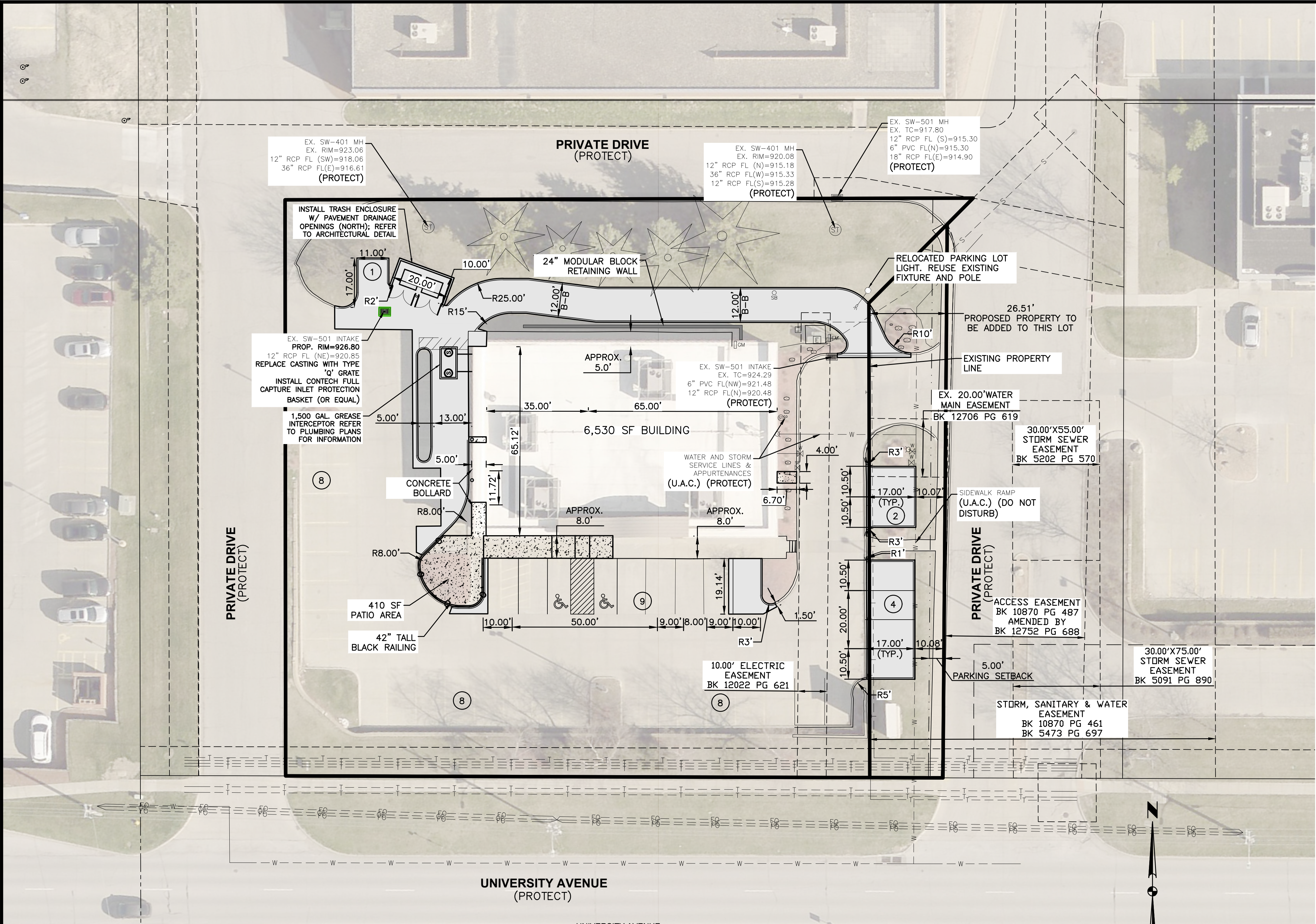


GENERAL NOTES

1. THE 2024 EDITION OF THE SUDAS STANDARD SPECIFICATIONS AND ALL CITY SUPPLEMENTALS, IF APPLICABLE, SHALL APPLY TO ALL WORK ON THIS PROJECT UNLESS OTHERWISE NOTED.
2. ALL WORK SHALL COMPLY WITH ADA ACCESSIBILITY GUIDELINES FOR BUILDINGS AND FACILITIES.
3. ALL WORK SHALL BE IN ACCORDANCE WITH OSHA CODES AND STANDARDS. NOTHING INDICATED ON THE DRAWINGS SHALL RELIEVE THE CONTRACTOR FROM COMPLYING WITH ANY APPROPRIATE SAFETY REGULATIONS.
4. PRIOR TO ANY WORK AT THE SITE, CONTRACTOR SHALL EXAMINE ANY APPLICABLE DRAWINGS AVAILABLE FROM THE OWNER, ENGINEER, AND/OR ARCHITECT, AND CONSULT WITH OWNER'S PERSONNEL AND UTILITY COMPANY REPRESENTATIVES. NO COMPENSATION WILL BE ALLOWED FOR DAMAGE FROM FAILURE TO COMPLY WITH THIS REQUIREMENT.
5. ONE WEEK PRIOR TO CONSTRUCTION WITHIN CITY R.O.W. OR ANY CONNECTION TO PUBLIC SEWERS CONTRACTOR SHALL NOTIFY THE CITY'S CONSTRUCTION DIVISION.
6. ALL CONSTRUCTION WITHIN PUBLIC R.O.W./ EASEMENTS, AND/OR ANY CONNECTION TO PUBLIC SEWERS AND STREETS, SHALL COMPLY WITH THE CITY'S STANDARDS.
7. ALL DIMENSIONS ARE TO BACK OF CURB, BUILDING FACE OR PROPERTY LINE UNLESS OTHERWISE NOTED.
8. CONTRACTOR TO VERIFY BUILDING DIMENSIONS WITH ARCHITECTURAL PLANS.
9. PLACE 3/4 INCH EXPANSION JOINT BETWEEN ALL P.C.C. PAVEMENT/SIDEWALKS AND BUILDING. PLACE 1/2 INCH EXPANSION JOINT BETWEEN SIDEWALKS AND P.C.C. PAVEMENT.
10. REMOVE ALL DEBRIS SPILLED INTO R.O.W. AT THE END OF EACH WORK DAY.
11. ALL PROPERTY PINS SHALL BE PROTECTED FROM GRADING OR OTHER OPERATIONS. ANY PINS DISTURBED SHALL BE RESET AT THE CONTRACTOR'S EXPENSE.
12. DO NOT STORE CONSTRUCTION MATERIALS AND EQUIPMENT IN THE RIGHT OF WAY.
13. THE CONTRACTOR SHALL NOT DISTURB DESIRABLE GRASS AREAS AND DESIRABLE TREES OUTSIDE THE CONSTRUCTION LIMITS. THE CONTRACTOR WILL NOT BE PERMITTED TO PARK OR SERVICE VEHICLES AND EQUIPMENT OR USE THESE AREAS FOR STORAGE OF MATERIALS. STORAGE, PARKING AND SERVICE AREAS WILL BE SUBJECT TO THE APPROVAL OF THE OWNER.
14. THE CONTRACTOR IS RESPONSIBLE FOR REPLACING ANY AREAS OF PAVEMENT OR SIDEWALK NOT TO BE REMOVED THAT IS DAMAGED DUE TO OPERATING EQUIPMENT ON THE PAVEMENT OR SIDEWALK.
15. THE CONTRACTOR MAY BE REQUIRED TO PLACE TEMPORARY WARNING DEVICES AND SAFETY FENCE AT CERTAIN LOCATIONS WHERE REPLACEMENT FEATURES ARE NOT INSTALLED THE SAME DAY, AS DIRECTED BY THE ENGINEER OR THE CITY.
16. THE GENERAL CONTRACTOR SHALL BE RESPONSIBLE FOR THE COORDINATION OF WORK BETWEEN SUPPLIERS AND SUBCONTRACTORS INVOLVED IN THE PROJECT, INCLUDING STAGING OF CONSTRUCTION DETAILS.
17. CONCRETE REMOVAL FOR DRIVEWAY APPROACHES SHALL BE REMOVED TO THE NEAREST TRANSVERSE JOINT. CONTRACTOR SHALL VERIFY REMOVAL LIMITS WITH CITY'S CONSTRUCTION INSPECTOR PRIOR TO ANY CONCRETE REMOVAL.
18. ALL SCOUR STOP SHALL BE INSTALLED BY A CERTIFIED CONTRACTOR ACCORDING TO SCOUR STOP PRODUCT SPECIFICATIONS.
19. ALL PERMITS AND ADDITIONAL FEES REQUIRED TO COMPLETE THE WORK SHALL BE INCLUDED IN THE CONTRACTOR BID.

DEMOLITION NOTES

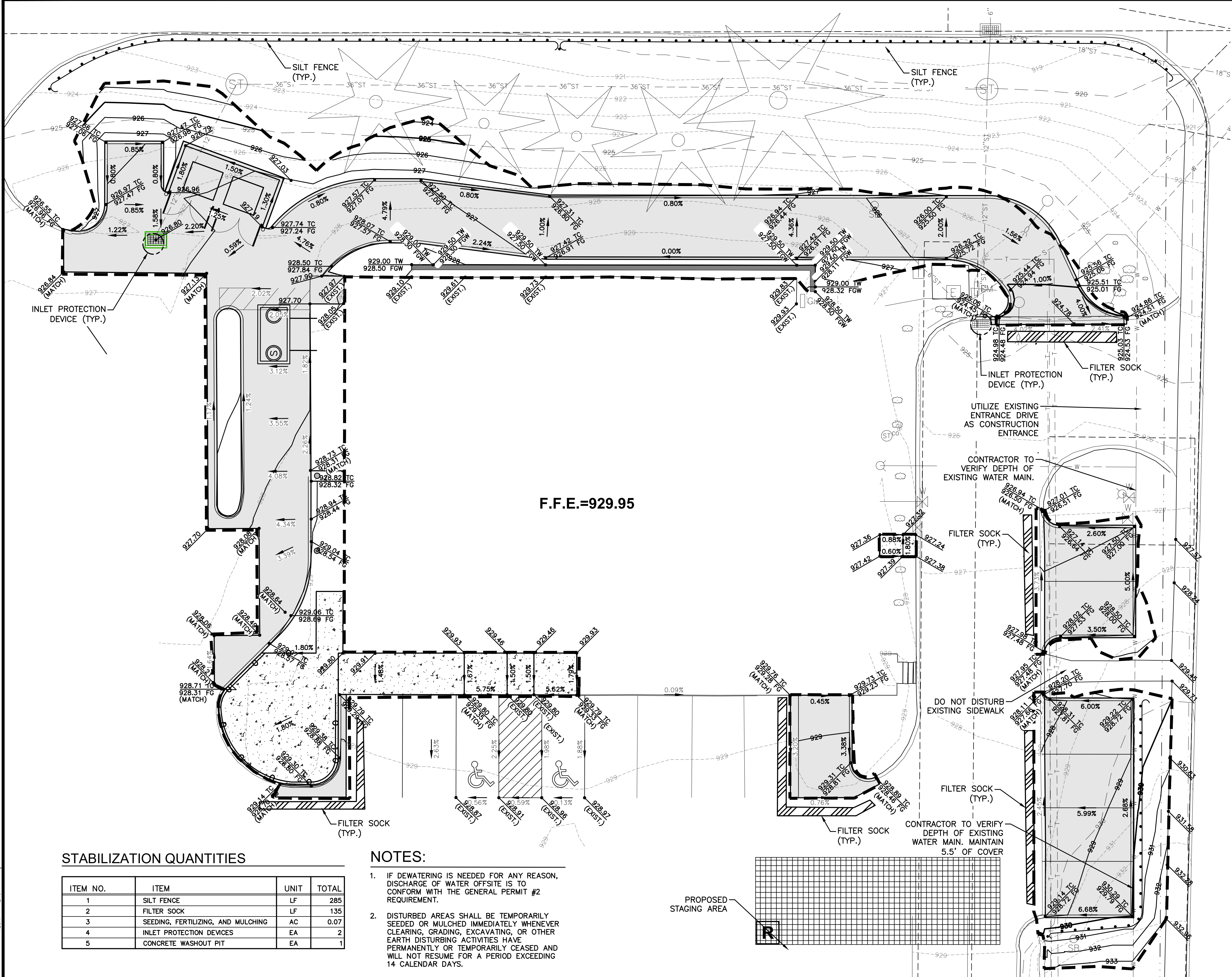
1. PRIOR TO ANY WORK AT THE SITE, CONTRACTOR SHALL EXAMINE ANY APPLICABLE DRAWINGS AVAILABLE FROM THE OWNER OR ENGINEER AND CONSULT WITH OWNER'S PERSONNEL AND UTILITY COMPANY REPRESENTATIVES. NO COMPENSATION WILL BE ALLOWED FOR DAMAGE FROM FAILURE TO COMPLY WITH THIS REQUIREMENT.
2. PRIOR TO DEMOLITION, CONTRACTOR SHALL NOTIFY IN WRITING (48 HRS NOTICE) THE FOLLOWING:
 - A. CITY OF CLIVE
 - B. APPROPRIATE UTILITY COMPANIES
 - C. OWNER
 - D. CIVIL DESIGN ADVANTAGE
 - E. ARCHITECT
3. DO NOT DISTURB EXISTING UTILITIES UNLESS OTHERWISE NOTED. COORDINATE REMOVAL OR ABANDONMENT OF ALL UTILITIES WITH THE APPROPRIATE UTILITY SUPPLIER AND REGULATORY AGENCIES.
4. PROTECT EXISTING UTILITIES THAT ARE TO REMAIN. THE LOCATIONS OF ALL UTILITIES INDICATED ON THE PLANS ARE TAKEN FROM EXISTING RECORDS. THE EXACT LOCATION AND ELEVATION OF ALL UTILITIES MUST BE DETERMINED BY THE CONTRACTOR. IT SHALL BE THE DUTY OF THE CONTRACTOR TO ASCERTAIN WHETHER ANY ADDITIONAL FACILITIES OTHER THAN THOSE SHOWN ON THE PLAN MAY BE PRESENT.
5. BACKFILL ALL EXCAVATIONS WITH COHESIVE MATERIAL COMPACTED TO 95% MAXIMUM STANDARD PROCTOR DRY DENSITY AND MOISTURE RANGE OF OPTIMUM MOISTURE TO 4% ABOVE OPTIMUM MOISTURE. TESTING OF BACKFILL TO BE BY A GEOTECHNICAL ENGINEER EMPLOYED BY THE OWNER. IN THE EVENT OF A TEST FAILURE, ANY RETESTING SHALL BE PAID FOR BY THE CONTRACTOR.
6. FIELD VERIFY EXISTING GRADES AND LOCATION OF EXISTING UTILITIES, CONDUIT, LINES, POLES, TREES, PAVING, BUILDING AND OTHER SITE FEATURES PRIOR TO DEMOLITION AND IMMEDIATELY INFORM THE ENGINEER AND/OR OWNER OF ANY DISCREPANCIES.
7. DEMOLITION NOTES AS SHOWN ON THE PLAN ARE NOT ALL INCLUSIVE. CONTRACTOR TO ABANDON IN PLACE OR REMOVE AND DISPOSE OF ALL EXISTING SITE IMPROVEMENTS ABOVE AND BELOW GROUND TO COMPLY WITH THE GENERAL INTENT OF THIS DOCUMENT.
8. ALL CONSTRUCTION/DEMOLITION DEBRIS SHALL BE DISPOSED OF OFFSITE IN FULL COMPLIANCE WITH CURRENT ENVIRONMENTAL REGULATIONS.
9. CONSTRUCTION LIMITS SHALL BE CONFINED TO THE SITE BOUNDARY AS NOTED. ANY DAMAGE TO PROPERTIES OUTSIDE THE SITE BOUNDARY SHALL BE AT THE SOLE RESPONSIBILITY OF THE CONTRACTOR.
10. ALL WORK SHALL BE IN ACCORDANCE WITH OSHA STANDARDS.
11. NOTHING INDICATED ON THE DRAWINGS SHALL RELIEVE THE CONTRACTOR FROM COMPLYING WITH ANY APPROPRIATE SAFETY REGULATIONS.



SUMMARY OF IMPERVIOUS AREAS

PAVEMENT REMOVAL:	2,563 SF
PAVEMENT REPLACEMENT:	2,101 SF
PROPOSED PAVEMENT AREAS:	3,865 SF
PROPOSED BUILDING AREA INCREASE:	30 SF
TOTAL IMPERVIOUS IMPROVEMENTS (NEW + REPLACED) =	8,559 SF

FILE: H:\2024\2409742\DWG\2409742-SITE.DWG
COMMENTS: 10/28/2024 10:56 AM
DESIGNED BY: JONAS MANDERNACK
PLOTTED BY: JONAS MANDERNACK



STABILIZATION QUANTITIES

ITEM NO.	ITEM	UNIT	TOTAL
1	SILT FENCE	LF	285
2	FILTER SOCK	LF	135
3	SEEDING, FERTILIZING, AND MULCHING	AC	0.07
4	INLET PROTECTION DEVICES	EA	2
5	CONCRETE WASHOUT PIT	EA	1

NOTES:

- IF DEWATERING IS NEEDED FOR ANY REASON, DISCHARGE OF WATER OFFSITE IS TO CONFORM WITH THE GENERAL PERMIT #2 REQUIREMENT.
- DISTURBED AREAS SHALL BE TEMPORARILY SEED OR MULCHED IMMEDIATELY WHENEVER CLEARING, GRADING, EXCAVATING, OR OTHER EARTH DISTURBING ACTIVITIES HAVE PERMANENTLY OR TEMPORARILY CEASED AND WILL NOT RESUME FOR A PERIOD EXCEEDING 14 CALENDAR DAYS.
- STORM SEWERS AND DRAINAGE WAYS SHALL BE PROTECTED FROM CONCRETE SLURRY PRODUCED BY SAWCUTTING AND CONCRETE GRINDING.

DISCHARGE POINT SUMMARY

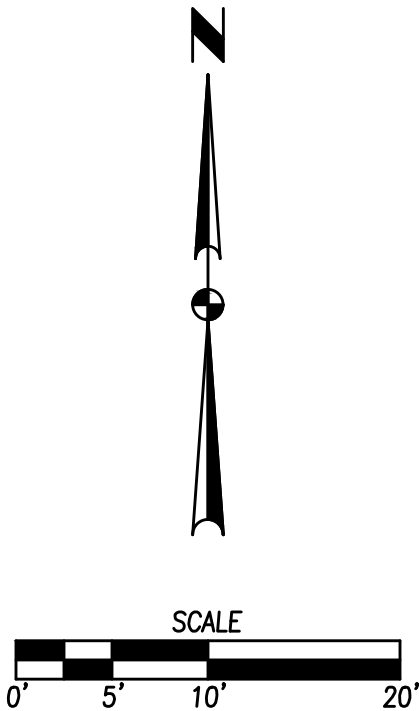
DISCHARGE POINT #1 TO WALNUT CREEK ±4,000 FT	0.18 ACRES
TOTAL AREA DISTURBED TO DISCHARGE POINT	648 CU FT
STORAGE VOLUME REQUIRED (# OF ACRES*3600 CU FT)	
VOLUME PROVIDED IN FILTER SOCK (135 LF @ 2.0 CU FT/LF OF SOCK)	270 CU FT
VOLUME PROVIDED IN SILT FENCE (285 LF @ 4.5 CU FT/LF OF FENCE)	1,283 CU FT
TOTAL VOLUME PROVIDED	1,553 CU FT

SWPPP LEGEND

GRADING LIMITS	-----	AREA TO BE SEED	
FILTER SOCK		UNDISTURBED AREA	
SILT FENCE	-----	STAGING AREA	
INLET PROTECTION	○	CONCRETE WASHOUT PIT	
PORTABLE RESTROOM	R		

GRADING NOTES

- PRIOR TO ANY GRADING, A COPY OF THE NPDES PERMIT SHALL BE PROVIDED TO THE CITY'S BUILDING DIVISION.
- CONTRACTOR SHALL STRIP ALL DELETERIOUS MATERIAL. THE TOP 6" OF TOPSOIL IS TO BE STOCKPILED AND RESPREAD AFTER GRADING IS COMPLETE. CONTRACTOR WILL BE RESPONSIBLE FOR PROVIDING A SUITABLE TOPSOIL STOCKPILE SITE.
- EXCAVATION SHALL BE IN ACCORDANCE WITH THE 2024 EDITION OF THE SUDAS STANDARD SPECIFICATIONS AND ALL CITY SUPPLEMENTALS, IF APPLICABLE.
- MATCH EXISTING GRADES AT PROPERTY LINES AND/OR CONSTRUCTION LIMITS.
- ALL SPOT ELEVATIONS ARE FORM GRADE (FG) OR TOP OF FINISHED SURFACES UNLESS OTHERWISE NOTED.
- SITE SHALL BE GRADED TO PROVIDE POSITIVE DRAINAGE AWAY FROM BUILDINGS.
- SLOPES IN PAVEMENT SHALL BE UNIFORM TO AVOID PONDING.
- THE CONTRACTOR SHALL CONFINE HIS GRADING OPERATIONS TO WITHIN THE CONSTRUCTION LIMITS AND EASEMENTS SHOWN ON THE PLANS. ANY DAMAGE TO PROPERTIES OUTSIDE THE SITE BOUNDARY SHALL BE AT THE SOLE RESPONSIBILITY OF THE CONTRACTOR.
- THE CONTRACTOR SHALL APPLY NECESSARY MOISTURE CONTROL TO THE CONSTRUCTION AREA AND HAUL ROADS TO PREVENT THE SPREAD OF DUST.
- REFER TO SEPARATE STORM WATER POLLUTION PREVENTION PLAN FOR DETAILS ON EROSION CONTROL.
- FINAL FINISH GRADING TO BE APPROVED BY THE ARCHITECT AND CIVIL ENGINEER. MATCH EXISTING GRADES AT THE INTERFACE OF NEW AND EXISTING GRADES OR PAVING.
- SIDEWALKS: MAINTAIN 1% MINIMUM AND 5% MAXIMUM LONGITUDINAL SLOPES ON ALL PAVED WALKWAYS. ALL WALKS TO HAVE 2.0% MAXIMUM TRANSVERSE SLOPE IN THE DIRECTION OF NATURAL DRAINAGE. SAW CUT JOINTS AS SOON AS CONCRETE HAS SET. SAW CUTS TO BE 1/8" TO 1/4" WIDE; DEPTH: LONGITUDINAL T/3, TRANSVERSE T/4.
- THE GRADING OF THE DETENTION FACILITY, INSTALLATION OF THE STORM SEWER SYSTEM (IF APPLICABLE), AND THE INSTALLATION OF THE ORIFICE PLATE (IF APPLICABLE) SHALL BE COMPLETED AND FUNCTIONAL PRIOR TO ANY INCREASE IN IMPERVIOUS SURFACES WITHIN THE SITE OR THE PREVIOUSLY MENTIONED ITEMS SHALL BE GRADED/INSTALLED AS SOON AS PRACTICAL.



GA

DATE

10/09/2024

09/27/2024

REVISIONS

SECOND SUBMITTAL

FIRST SUBMITTAL

4121 NW URBANDALE DRIVE
URBANDALE, IA 50322
PHONE: (515) 369-4400

PM: DAM

ENGINEER: JNNNNN

CLIVE, IOWA

10001 UNIVERSITY
GRADING PLAN

C4.1

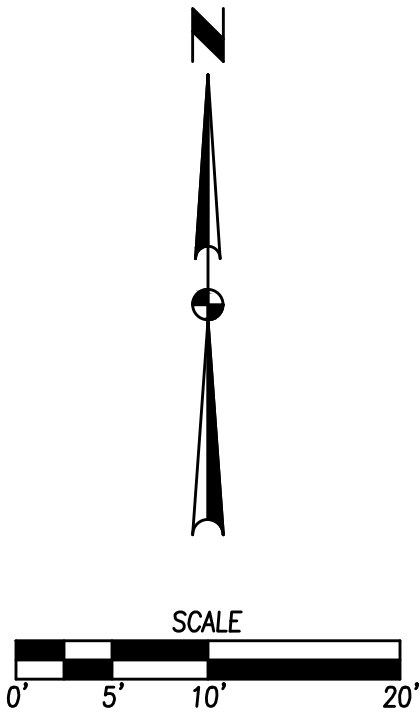
2409.742

GA



LANDSCAPE NOTES

1. LOCATE ALL UTILITIES BEFORE ANY PLANTING BEGINS.
2. THE 2024 EDITION OF THE SUDAS STANDARD SPECIFICATIONS AND ALL CITY SUPPLEMENTALS, IF APPLICABLE, SHALL APPLY TO ALL WORK ON THIS PROJECT UNLESS OTHERWISE NOTED.
3. TYPE, SIZE, AND QUALITY OF PLANT MATERIAL SHALL CONFORM TO THE MOST CURRENT EDITION OF THE AMERICAN STANDARD FOR NURSERY STOCK ANSI Z60.1
4. ALL PLANT MATERIAL SHALL BE HEALTHY SPECIMENS WITHOUT DEFORMITIES, VOIDS AND OPEN SPACES, WITH WELL DEVELOPED BRANCH AND ROOT SYSTEMS; TRUE TO HEIGHT, SHAPE AND CHARACTER OF GROWTH OF THE SPECIES OR VARIETY.
5. SOD ALL DISTURBED AREAS AS DIRECTED BY OWNER.
6. BACKFILL TO TOP OF CURB. (MINUS 1 1/2" FOR SOD)
7. WEED PREVENTER (PRE-EMERGENT) SHALL BE SPREAD OVER SOIL AFTER PLANTING AND BEFORE MULCHING IN ALL PLANTING BEDS PER MANUFACTURER'S RECOMMENDATIONS.
8. SHREDDED HARDWOOD MULCH SHALL BE PLACED AROUND ALL TREES, SHRUBS AND IN ALL PLANTING BEDS TO A (MIN) DEPTH OF 3".
9. ALL EDGING SHALL BE SPADE CUT EDGE.
10. PLANT QUANTITIES ARE SHOWN FOR INFORMATION ONLY, THE DRAWING SHALL PREVAIL IF ANY CONFLICTS ARISE.
11. ALL DEBRIS SPILLED IN THE PUBLIC R.O.W. SHALL BE PICKED UP BY THE CONTRACTOR AT THE END OF EACH WORK DAY.
12. CONTRACTOR SHALL WARRANTY ALL PLANT MATERIALS FOR A PERIOD OF ONE YEAR FROM DATE OF INSTALLATION.
13. CONTRACTOR SHALL VERIFY LOCATION OF EXISTING IRRIGATION LINES AND EQUIPMENT PRIOR TO CONSTRUCTION. REMOVE AND RELOCATE AS REQUIRED.





Memo

TO: Mayor and Council members

FROM: Ryan Mayer, Construction Services Administrator

DATE: November 14, 2024

RE: Resolution Approving the Extension of the Rental Housing Program Policy Manual

SYNOPSIS:

Twelve years ago, Clive adopted its first Rental Housing Program. As you may recall, this program is a statutory requirement for all jurisdictions with a population of 15,000 or more. Per the statutory requirements, the jurisdiction is obligated to adopt a rental housing code, provide a means to conduct rental audit inspections, provide tenant and owner customer support, and provide certificates of compliance to the rental owners. Since the program's inception in 2012, the City has managed the program in-house and has provided the inspection services.

In addition to the statutory requirements above, Clive has added the following city goals to the program:

- Ensure safe and healthy rental housing
- Preserve rental housing stock
- Protect vulnerable tenants
- Maintain neighborhood property values

The program was developed such that the property owners are to annually inspect their units and maintain minimum safety standards (checklist provided by Clive) throughout the year. To keep rental fees in line with our neighboring communities and to keep budget impacts to a minimum, each rental unit receives an audit inspection by City staff once every six years or when a complaint is received, and the issue cannot be resolved between the tenant and owner. Although this 1:6 ratio is roughly twice as long between inspections as our neighboring communities, there has been a 60% decrease in identified deficiencies within our rental housing stock that has gone through our initial audit inspection process.

To date, there are 1853 rental dwelling units, which is approximately 20% of the dwelling units in the city. Since 2018, staff have conducted roughly 1,700 audit inspections and identified 635 deficiencies that were corrected. The most popular deficiencies included: smoke detectors (missing/not functioning), electrical grounding (including GFCI), clutter around mechanical equipment, and deck/balcony deterioration.

Currently, staff invests roughly 700 hours annually into the program. Staff time and other program costs, roughly \$80,000 biannually, are fully offset through the rental registration fees collected on a biannual basis. Additional time spent on the program is recovered through the various fees collected as allowed by the Clive fee schedule. For reference, the current biannual registration fee of \$65.00 equates to a tenant impact of \$2.71 per month.

At the end of this year we will end our second 6-year rental housing cycle. With that said, it is time to complete a comprehensive review of the current program to include the following main topics:

1. Program Functions and Administration

2. Codes/Inspections
3. Tenant/Owner Advocacy

Moving forward, the Community Development Department will be putting together a rental housing discussion group with the following recommended schedule:

- Jan-Feb 2025 – Rental Housing Discussion Group (RHDG) establishment (2-3 Rental owners, 1-2 council members, 1 BCAB member, 1 school employee and 2 Community Development staff)
- Mar-Jun 2025 – RHDG meetings
- July-Aug 2025 – Program update draft/ BCAB presentation
- Sept 2025 – Council presentation and resolution
- Jan 2026 – New program start

At this time, staff recommends an extension of the current rental housing program until the new program rules are established. To address the rental fees due during 2025 and 2026, the following annual fee proposal is recommended:

Rental Type	Fees
Single Family/Townhome/Condo	\$32.50
Duplex	\$32.50 1 st unit & \$16.25 per add'l unit
Apartments	\$32.50 1 st unit/per building & \$16.25 per add'l unit

Please feel free to contact me at (515) 223-6221 or at rmayer@cityofclive.com if you have any questions or need additional information prior to the meeting.

Attachments:

1. Rental Housing Update
2. Rental Housing Program Policy Manual 2025
3. Resolution Approving the Extension of the Rental Housing Program Policy Manual

RENTAL HOUSING PROGRAM OVERVIEW



COMMUNITY DEVELOPMENT 2024

INTRODUCTION AND REFRESH:

STATE CODE SINCE 1981 - POPULATION > 15,000

1. ADOPTION OF HOUSING CODE

2. ESTABLISHMENT OF:

-MEANS FOR REGULAR INSPECTIONS

-COMPLAINT INSPECTIONS

-CERTIFICATION PROGRAM

CLIVE RENTAL HOUSING PROGRAM BEGAN 2-2-2012

RENTAL HOUSING GOALS AND CODE ADOPTION :

PROGRAM GOALS:

- ENSURE SAFE AND HEALTHY HOUSING
- PRESERVE HOUSING STOCK
- PROTECT VULNERABLE TENANTS
- MAINTAIN NEIGHBORHOOD PROPERTY

VALUES

2021 INTERNATIONAL PROPERTY MAINTENANCE CODE

-ESTABLISHES MINIMUM
MAINTENANCE/SAFETY

STANDARDS

- RENTAL REGISTRATION AND RENEWAL EVERY 2 YEARS –
ONLINE NOW THROUGH NEW PERMITTING SOFTWARE
- OWNER SELF INSPECTION WITH ACKNOWLEDGEMENT AGREEMENT
- RENTAL CERTIFICATE ISSUED
- CITY AUDIT INSPECTIONS – APPROXIMATELY 17% PER YEAR
- COMPLAINT INSPECTIONS - 7DAY/20DAY RULES
- FEES BASED ON STAFF TIME INVOLVED- NO FINANCIAL IMPACT ON CITY
- HOUSING PROGRAM REVIEW AFTER 6 YEARS

CURRENT RENTAL HOUSING NUMBERS:

AUG. 2024

Rental Properties – 645 Apts. – 85 Condos – 258 Duplexes – 107 S/F – 138 T/H – 57	Rental Units – 1853 Apts. – 1196 Condos – 258 Duplexes – 204 S/F – 138 T/H - 57

WHATS NEXT?

RENTAL PROGRAM DISCUSSION GROUP (DEEP DIVE)

1. PROGRAM FUNCTIONS AND ADMINISTRATION
2. CODES/INSPECTIONS
3. TENANT/OWNER ADVOCACY

PROGRAM FUNCTIONS AND ADMINISTRATION

FEE STRUCTURE UPDATE

- ARE THERE WAYS TO LOWER FEES
- IMPORTANCE OF HAVING FEES PAY 100% OF PROGRAM

RULES AND POLICY INFORMATION

- AIRBNB'S AND OTHER RENT BY THE ROOM STRATEGIES
- SINGLE LEASE REQUIREMENT EXCESSIVE COMPLAINT PROPERTIES
- IOWA CRIME FREE MULTI-HOUSING PROGRAM

CODES/INSPECTIONS

- LESS OR MORE STRICT CODES
- BALANCE TENANT/OWNER RESPONSIBILITIES FOR COMPLIANCE
- SMOKE/CARBON MONOXIDE ALARMS/FIRE ALARMS/FIRE EXTINGUISHERS/OTHER
 - JAN.1 2025
- INSPECTIONS IN HOUSE VS 3RD PARTY
- FINES FOR OWNERS WHO HAVE MULTIPLE ISSUES
- MAINTENANCE PLANS AND EMERGENCY PLANS

TENANT/OWNER ADVOCACY

- LANGUAGE BARRIERS
- RELATIONSHIPS LINK ESTABLISHED WITH THE SCHOOLS
 - IN PROGRESS
- EDUCATION MATERIALS FOR TENANTS/OWNERS
- CURRENT STATE LAW REVIEW FOR TENANT/OWNER RIGHTS

SCHEDULE.....

RENTAL HOUSING DISCUSSION GROUP (RHDG)

ESTABLISHMENT - JAN-FEB 2025

RHDG MEETINGS - MAR-JUN 2025

PROGRAM UPDATE DRAFT/BCAB PRESENTATION – JULY-
AUG

COUNCIL PRESENTATION AND RESOLUTION – SEPT

NEW PROGRAM START JAN 2026

**RESOLUTION FOR 1 YEAR EXTENSION OF EXISTING
PROGRAM WITH ANNUAL RENEWAL**

RENTAL HOUSING FEE PROPOSAL

RENTAL TYPE	FEES
Single family/ Townhome/ Condo	\$32.50
Duplex	\$32.50 1 st unit & \$16.25 per addt'l unit
Apartments	\$32.50 1 st unit & \$16.25 per addt'l unit

THANK YOU!



CLIVE VS METRO COMMUNITIES

<u>DESCRIPTION</u>	CLIVE	WDM	JOHNSTON	URBANDALE	ANKENY
S/F Fee	\$65	\$66	\$40	\$60	\$60
S/F Cert. Rnwl. Inspection	2 yrs. 6 yrs.	2 yrs. 2 yrs.	1 yr. 2 yrs.	2 yrs. 2 yrs.	2 yrs. 2 yrs.
Duplex Fee	\$97.50	\$85	\$75	\$80	\$90
Duplex Cert.Rnwl. Inspection	2 yrs. 6 yrs.	2 yrs. 2 yrs.	1 yr. 2 yrs.	2 yrs. 2 yrs.	2 yrs. 2 yrs.
M/F Fee	\$65-1 st \$32.50-2 nd	\$66- 1 st Unit	\$40 per structure	\$60- 1 st Unit \$20- 2 nd	\$60- 1 st Unit \$30- 2 nd Unit
S/F – Single Family Renewal	Unit Renewal	M/F – Multi-Family Unit	\$17.50 Cert. Rnwl. Per Unit	Unit Certificate	
M/F Cert. Renewal	2 yrs. 6 yrs.	2 yrs. 2 yrs.	1 yr. 2 yrs.	2 yrs. 2 yrs.	2 yrs. 2 yrs.

INSPECTIONS – HISTORICAL FOCUS

- LIFE SAFETY- MINIMUM CODE STANDARDS
- EXCESSIVE EXTERIOR/INTERIOR
DETERIORATION/BLIGHT
ISSUES ADDRESSED
- PRIMARILY RENTAL OWNER FOCUSED

OBSERVATIONS/LESSONS LEARNED

- BALANCE OF NEW CODES VS OLD CODES
- WINDOW REPLACEMENTS- EGRESS REQUIREMENTS
- SELF INSPECTION SUBMITTAL PROCESS
- REQUIREMENT TO POST RENTAL CERTIFICATES
- NO FEE FOR FAILURE TO SCHEDULE REINSPECTIONS

1. NEW CODE ADOPTION (2018 IPMC)
 - CARBON MONOXIDE DETECTION
 - CODIFY GFCI PROTECTION REQUIREMENTS
 - CODIFY CSST BONDING
2. INSPECTION OPTIONS... KEEP IN HOUSE OR OUTSOURCE
 - 500 HOURS/YR OF STAFF TIME
 - BALANCE WORK LOAD AMONGST BUILDING STAFF
 - OUTSOURCE SAME COST- NO MIDDLE PERSON
3. ROUNDTABLE WITH RENTAL OWNERS (COMPLETED)
 - CONTINUE CLIVE INSPECTION SERVICES
 - RECOMMEND FEE STRUCTURE UPDATE
 - REQUEST ONLINE REGISTRATION PROCESS
4. EDUCATION OPPORTUNITIES-BROCHURES, YOUTUBE, FACEBOOK

NEW RENTAL RATES FOR CONDO

SF/TH/CONDO- 1 HOUR= \$65.00

23% INCREASE

\$2.71 PER MONTH

DUPLEX- 1 HOUR FIRST UNIT= \$65.00

.5 HOURS FOR THE ADD. UNIT=

\$32.50

2.5 % REDUCTION

\$2.03 PER MONTH PER UNIT

APARTMENTS- 1 HOUR FOR FIRST UNIT=

\$65.00

.5 HOURS FOR EACH ADD. UNIT=

\$32.50

10%-14% REDUCTION

\$1.47 PER MONTH PER UNIT

(ASSUME 24

UNIT BUILDING)

INSPECTIONS AND DEFICIENCIES:

1539 INSPECTIONS CONDUCTED 2013-JAN.2018

TOTAL DEFICIENCIES IDENTIFIED – **1635**

NO DEFICIENCIES - **331 UNITS**

TOP 10 DEFICIENCIES:



SMOKE DETECTORS – MISSING/NO BATTERIES



GROUND FAULT CIRCUIT INTERRUPTER OUTLETS (GFCI) MISSING



GROUNDING PLUGS INSTALLED IN CIRCUITS WITHOUT AN EQUIPMENT GROUND



CLUTTER AROUND FURNACE/WATER HEATER



INADEQUATE DISCONNECT FOR FURNACE



COMBUSTION AIR DEFICIENCIES



EXHAUST FANS IN BATHROOMS MISSING OR NOT WORKING



DECK/BALCONY DETERIORATION



NON-COMPLIANT EGRESS WINDOW



HANDRAIL/GUARDRAIL PROTECTION MISSING/NOT ADEQUATE



OTHER NOTABLES:



RENTAL HOUSING PROGRAM POLICY MANUAL 2025

The City of Clive has developed a Housing Program which includes the adoption of a Rental Housing Code and the development of a program that ensures the regular inspection of rental units, inspection of rental units upon complaint and certification of rental units. The City Council adopted the 2021 International Code Council Property Maintenance Code as the basis for the Rental Housing Code.

In support of the Rental Housing Code, the following policies shall be incorporated into the program with respect to all one family dwellings (including single family homes, each side of a duplex or townhome dwelling units):

1. A one-family dwelling shall be permitted to be occupied to the maximum dwelling load permitted provided that all of the occupants shall be bound by a single lease with the property owner for the entire property.
2. A guestroom may be leased to 1 or more occupants subject to the following conditions:
 - In the case that the property owner is a primarily permanent occupant, a maximum of 5 guestrooms may be individually leased as a lodging house. Regardless of the maximum dwelling load permitted, the total maximum occupancy of a lodging house shall not exceed 10.
 - In the case that the property owner is not a primarily permanent occupant, guestrooms may be individually leased provided that the dwelling is compliant with all applicable boarding house code requirements as identified in the City's Building Code.
 - In the case of a lodging house as noted above, demonstration of a properly filed Homestead Exemption application shall be used to identify if the property owner is a primarily permanent occupant.
 - For the purposes of this section guestroom, lodging house and boarding house are defined in the City's Building Code and those definitions will be utilized by the Rental Housing Code.
3. If one or more guestrooms are rented for a period of 90 days in a single calendar year, the dwelling unit shall be considered a rental property and subject to the provisions of the Rental Housing Code.

The City Council has also identified the following program as the preferred means of implementing the Rental Housing Code. A summary of the program is below:

Self-Inspection with Audit: This program will be primarily driven by the individual property owner in that they are responsible to “self inspect” their units and ensure that their units are maintained in accordance with the code. To aid in the self-inspection, the City will provide an inspection checklist for each rental unit and an acknowledgement form that the owner will return with a fee.

To ensure compliance, the City will conduct audit inspections of approximately 17% of the rental units on an annual basis.

Additionally, the City will be involved in the inspection process when a tenant registered complaint is unresolved by the property owner.

Upon identification of non-compliance during the audit inspection or complaint investigation, the City will require corrective action and proceed with enforcement action if corrective action is not undertaken in a timely manner.

Program Implementation

The program will contain three primary paths to compliance: Self inspection, audit inspection and complaint inspection.

The **Self-Inspection** process will involve the property owner registering their rental unit and then completing an inspection of the unit based upon the City provided acknowledgement form. It shall be the property owner’s responsibility to ensure that the unit is fully compliant with all sections of the code throughout the occupancy of the rental unit.

The **Audit Inspection** process will involve the Community Development Department reviewing the submitted inspection reports for each property and selecting approximately 17% of the housing stock to review on an annual basis.

Audit inspections will be conducted throughout the six-year cycle using the following timeline:

Using previous audit inspection dates as a guideline, identify units for an “Audit Inspection” and send notifications providing at least 30 days’ notice.

1st working day of month

Accept appeal applications and establish agenda/notification.

3rd Thursday of month

Building Code Appeals Board

The **Complaint Inspection** process will involve the Community Development Department reviewing rental units following a complaint. A tenant will be required to submit the complaint to the property owner and the property owner will have 7 days to address the complaint unless the complaint is associated with an

emergency condition e.g., electrical outage, deficient heat supply, lack of water supply to the unit, flooding of the unit). If the property owner does not address the complaint or fails to make corrections within 20 days, the Community Development Department will conduct a Complaint Inspection (inspection of the entire unit will be completed).

In the case of an emergency condition, the property owner should address the complaint immediately and make provisions for safe and habitable conditions within 24-hours.

If a code violation is identified during the Complaint Inspection, the property owner will have 30 days to complete the correction or file an appeal.

If an appeal is submitted, the case will be heard by the Building Code Appeals Board at the board's next available meeting.

Fees

The following is a fee schedule for services (re-inspections, complaint inspections, appeal application): Rental units within single family homes, duplexes, and townhomes which have multiple leases for guestrooms will be charged like that of an apartment.

Annual Certificate of Occupancy	
Single Family, condo, townhome	\$32.50
Duplex	\$32.50 /1 st unit, \$16.25/2 nd unit
Apartment	\$32.50 / 1 st unit per building / \$16.25 each additional unit within that building
Failure to Register/ Obtain Rental Certificate (initial or renewal)	\$250.00
Failure to Schedule Audit Inspection	\$250.00
Audit Reinspection (1st re-inspection free)	\$65.00 per hour (1 hour minimum)
Complaint Inspection	\$150.00 (inclusive of 1 re-inspection)
Appeals Application	\$275.00
Late Payment	\$25.00

RESOLUTION NO. _____

RESOLUTION APPROVING THE EXTENSION OF THE RESIDENTIAL RENTAL
HOUSING PROGRAM POLICY MANUAL

WHEREAS, the Iowa Code requires every city with a population of fifteen thousand or more to adopt a housing code which includes a program for regular rental inspections, rental inspections upon receipt of complaints, and certification of inspected rental housing units with the city; and

WHEREAS, the City of Clive adopted a Residential Rental Housing Code in 2011 and implemented the provisions of the Residential Rental Housing Code through the approval of a Residential Rental Housing Program Policy manual; and

WHEREAS, the Clive City Council approved the current version of the Residential Rental Housing Program Policy manual in 2018; and

WHEREAS, the Residential Rental Housing Program Policy manual is updated every 6 years in order to address current housing standards and the evolving programmatic needs of the community; and

WHEREAS, the Clive City Council desires to more fully evaluate the City's Residential Rental Housing Code and the Residential Rental Housing Program Policy over the next 12-months; and

WHEREAS, in order to maintain compliance with the Iowa Code while evaluating the current Residential Rental Housing Code and Residential Housing Program Policy, the Clive City Council desires to extend the use of the current Residential Housing Program Policy until December 31, 2025.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY
OF CLIVE, IOWA:

That the attached Residential Rental Housing Program Policy manual is approved for the 2025 program year and that the Community Development Department is directed to implement the Residential Rental Housing Program accordingly.

PASSED AND APPROVED this 14th day of November, 2024.

By:

John Edwards, Mayor

ATTEST:

Matthew Graham, City Clerk



Memo

TO: Mayor and Council members

FROM: Elizabeth Hansen, Director of Administrative Services

DATE: November 14, 2024

RE: Resolution Approving annual Financial Audit Report FY2024 -
Presentation by Brad Theisen, Eide Bailly

SYNOPSIS:

Attached is the annual financial audit report for FY2024. Brad Theisen of Eide Bailly will join us to present the report and provide a brief overview.

As noted in the Management Discussion and Analysis, starting on page 6 of the report, the city ended the year with an increase of \$11.9 million in combined fund balance compared to the previous year. This is attributed to increased property valuations and bond proceeds received in May 2024 for the capital projects borrowing for the 2024 construction season. The General Fund ending balance was 58.1% of expenditures, adding \$955,000 million to reserves. The City's Financial Policy sets the standard at a minimum of 25%.

The Enterprise funds, consisting of water, sewer, and stormwater, ended the year with a 13% increase in fund balance of \$17.4 million compared to the previous year at \$15.8 million.

There were no noted findings related to statutory reporting requirements.

This was the fifth year of a five-year contract working with Eide Bailly. Onsite fieldwork was accomplished through daily Zoom meetings along with follow-up emails and phone conversations. I am very pleased with the quality of service received from Brad and his team. Eide Bailly also provides online learning opportunities and fantastic support throughout the year as questions come up.

There is a large amount of information within the financial reports and accompanying schedules. The report provides a basic overview and brief background of city operations. If you have questions, please let me know.

The Administrative Services Department strives to maintain good financial controls and separation of duties in place. The report will be forwarded to the State Auditor and can be found on their website, as well as the City's website.

Attachments:

1. Resolution Approving Audit
2. City of Clive 2024 Governance Letter
3. City of Clive 2024 Financial Statements

RESOLUTION NO. _____

RESOLUTION APPROVING INDEPENDENT AUDITOR'S FINANCIAL REPORT
FOR THE FISCAL YEAR ENDING JUNE 30, 2024

WHEREAS, the City Council of Clive awarded a five-year contract for audit services to Eide Bailly LLP on April 27, 2020; and

WHEREAS, Eide Bailly LLP has audited the FY2024 financials and finds them to be substantially in compliance with state laws; and

WHEREAS, Eide Bailly LLP has prepared the FY2024 report to be in compliance with the GASB reporting requirements; and

WHEREAS, the City acknowledges there was one Finding Related to the Financial Statements and no Findings Related to Required Statutory Reporting requirements as reported by the auditing firm, Eide Bailly LLP; and

WHEREAS, representatives of Eide Bailly LLP presented the final report to the Mayor and Council at the November 14, 2024, Council Meeting.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Clive, Iowa:

That the Independent Auditor's Final Financial Report for the FY2024 is hereby approved.

PASSED AND APPROVED THIS 14th day of November 2024.

John Edwards, Mayor

ATTEST:

Matthew D. Graham, City Clerk



October 23, 2024

To the Honorable Mayor and Members of the City Council
City of Clive, Iowa

We have audited the cash basis financial statements of the City of Clive, Iowa, as of and for the year ended June 30, 2024, and have issued our report thereon dated October 23, 2024. Professional standards require that we advise you of the following matters relating to our audit.

Our Responsibility in Relation to the Financial Statement Audit under Generally Accepted Auditing Standards and *Government Auditing Standards*

As communicated in our letter dated June 18, 2024, our responsibility, as described by professional standards, is to form and express an opinion about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in accordance with the cash basis of accounting. Our audit of the financial statements does not relieve you or management of your respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of the City solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

We have provided our comments regarding internal controls during our audit in our Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards* dated October 23, 2024.

Planned Scope and Timing of the Audit

We conducted our audit consistent with the planned scope and timing we previously communicated to you.

Compliance with All Ethics Requirements Regarding Independence

The engagement team, others in our firm, as appropriate, our firm, and other firms utilized in the engagement, if applicable, have complied with all relevant ethical requirements regarding independence.

Qualitative Aspects of the Entity's Significant Accounting Practices

Significant Accounting Policies

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by the City is included in Note 1 to the financial statements. There have been no initial selection of accounting policies and no changes in significant accounting policies or their application during 2024. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments.

The most sensitive accounting estimate affecting the financial statements is net pension liability.

Management's estimate of the net pension liability is based on plan level actuarial reports, allocated to the City using annual employer contributions. We evaluated the key factors and assumptions used to develop the pension related balances in determining that they are reasonable in relation to the financial statements taken as a whole.

Financial Statement Disclosures

Certain financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the City's financial statements relate to pension and retirement benefits.

Significant Difficulties Encountered during the Audit

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

Uncorrected and Corrected Misstatements

For purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole and each applicable opinion unit. Uncorrected misstatements or matters underlying those uncorrected misstatements could potentially cause future-period financial statements to be materially misstated, even though the uncorrected misstatements are immaterial to the financial statements currently under audit. There were no uncorrected or corrected misstatements identified as a result of our audit procedures.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to the City's financial statements or the auditor's report. No such disagreements arose during the course of the audit.

Circumstances that Affect the Form and Content of the Auditor's Report

For purposes of this letter, professional standards require that we communicate any circumstances that affect the form and content of our auditor's report. We included an additional emphasis of matter paragraph to our report to draw attention to the fact the financial statements were prepared using the cash receipts and disbursements basis of accounting.

Representations Requested from Management

We have requested certain written representations from management which are included in the management representation letter dated October 23, 2024.

Management's Consultations with Other Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

Other Significant Matters, Findings, or Issues

In the normal course of our professional association with the City we generally discuss a variety of matters, including the application of accounting principles and auditing standards, significant events or transactions that occurred during the year, operating and regulatory conditions affecting the entity, and operational plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as the City's auditors.

Other Information in Documents Containing Audited Financial Statements

Pursuant to professional standards, our responsibility as auditors for other information, whether financial or nonfinancial, included in the City's Financial Statements, does not extend beyond the financial information identified in the audit report, and we are not required to perform any procedures to corroborate such other information. However, in accordance with such standards, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

Our responsibility also includes communicating to you any information which we believe is a material misstatement of fact. Nothing has come to our attention that caused us to believe that such information, or its manner of presentation, is materially inconsistent with the information, or manner of its presentation, appearing in the financial statements.

This report is intended solely for the information and use of the Mayor, City Council, and management of the City and is not intended to be, and should not be, used by anyone other than these specified parties.

A handwritten signature in cursive script that reads "Eide Bailly LLP".

Dubuque, Iowa



Financial Statements
June 30, 2024

City of Clive, Iowa

Officials	1
Independent Auditor’s Report	2
Management’s Discussion and Analysis	6
Basic Financial Statements	
Government-wide Financial Statement	
Exhibit A – Statement of Activities and Net Position – Cash Basis	13
Governmental Funds Financial Statement	
Exhibit B – Statement of Cash Receipts, Disbursements, and Changes in Cash Balances	14
Exhibit C – Reconciliation of the Statement of Cash Receipts, Disbursements, and Changes in Cash Balances	15
Proprietary Funds Financial Statement	
Exhibit D – Statement of Cash Receipts, Disbursements, and Changes in Cash Balances.....	16
Notes to Financial Statements	17
Other Information	
Schedule 1 – Budgetary Comparison Schedule of Receipts, Disbursements, and Changes in Cash Basis – Budget and Actual (Cash Basis) – All Governmental Funds and Proprietary Funds	39
Notes to Other Information – Budgetary Reporting.....	40
Schedule 2 - City’s Proportionate Share of IPERS Net Pension Liability and IPERS Contributions	41
Schedule 3 – City Proportionate Share of MFPRSI Net Pension Liability and MFPRSI Contributions.....	42
Notes to Other Information – Pension Liability	43
Supplementary Information	
Schedule 4 – Statement of Cash Receipts, Disbursements, and Changes in Cash Balances - Nonmajor Governmental Funds.....	45
Schedule 5 – Statement of Cash Receipts, Disbursements, and Changes in Cash Balances - Nonmajor Enterprise Funds	46
Schedule 6 – Statement of Cash Receipts, Disbursements, and Changes in Cash Balances – Internal Service Funds.....	47
Schedule 7 – Schedule of Indebtedness	48
Schedule 8 – Schedule of Receipts by Source and Disbursements by Function-All Governmental Funds.....	49
Independent Auditor’s Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards	50
Schedule of Findings and Responses	52

Name	Title	Term Expires
John Edwards	Mayor	December 2025
Srikant Mikkilineni	Council Member	December 2027
Eric Klein	Council Member	December 2025
Ted Weaver	Council Member	December 2027
Michael McCoy	Council Member	December 2025
Susan Judkins	Council Member	December 2027
Matt McQuillen	City Manager	Indefinite
Peter De Kock	Assistant City Manager	Indefinite
Matthew Graham	City Clerk	Indefinite
Elizabeth Hansen	Director of Administrative Services	Indefinite
Kristina Stanger	Attorney	Indefinite
Mary Funk	Assistant City Attorney	Indefinite
Neal Westin	Assistant City Attorney	Indefinite
Dana Hempy	Prosecutor	Indefinite



Independent Auditor's Report

To the Honorable Mayor and Members of the City Council
City of Clive, Iowa

Report on the Audit of the Financial Statements

Opinions

We have audited the cash basis financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Clive, Iowa (City) as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the respective cash basis financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Clive, Iowa, as of June 30, 2024, and the respective changes in cash basis financial position, for the year then ended in accordance with the cash basis of accounting described in Note 1 to the financial statements.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the City and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Emphasis of Matter – Basis of Accounting

We draw attention to Note 1 of the financial statements, which describes the basis of accounting. The financial statements are prepared on the cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America. Our opinions are not modified with respect to this matter.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with the cash basis of accounting described in Note 1, and for determining that the cash basis of accounting is an acceptable basis for the preparation of the financial statements in the circumstances. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City's basic financial statements. We previously audited, in accordance with the standards referred to in the "Auditor's Responsibilities for the Audit of the Financial Statements" section of this report, the financial statements for the years ended June 30, 2020 through 2023 (which are not presented herein) and expressed unmodified opinions on those financial statements which were prepared on the basis of cash receipts and disbursements. The financial statements for the five years ended June 30, 2019 (which are not presented herein) were audited by other auditors whose report dated December 6, 2019 stated that they expressed unmodified opinions on those financial statements which were prepared on the basis of cash receipts and disbursements. The supplementary information included in schedules 4 through 8 are presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with GAAS. In our opinion, the supplementary information included in schedules 4 through 8 are fairly stated, in all material respects, in relation to the basic financial statements as a whole on the basis of accounting described in Note 1.

Other Information

Management is responsible for the other information included in the annual report. The other information comprises the Management's Discussion and Analysis and other information as identified in the table of contents, but does not include the basic financial statements and our auditor's report thereon. Our opinions on the basic financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon.

In connection with our audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated October 23, 2024 on our consideration of the City's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control over financial reporting and compliance.

A handwritten signature in cursive script that reads "Eide Sully LLP".

Dubuque, Iowa
October 23, 2024

The City of Clive provides this Management's Discussion and Analysis of its financial statements. This narrative overview and analysis of the financial activities is for the fiscal year ended June 30, 2024. We encourage readers to consider this information in conjunction with the City's financial statements, which follow.

This discussion and analysis is intended to be an easily readable analysis of the City's financial activities based on currently known facts, decisions or conditions. This analysis focuses on current year activities and should be read in conjunction with the audited financial statements.

2024 Financial Highlights

Receipts of the City's governmental activities increased 19% or \$7,935,834 from fiscal year 2023 to fiscal year 2024. Property tax revenue increased by \$741,335 due to growth in assessed property valuation and Tax Increment valuation released to the General Fund. Tax Increment Financing increased by \$26,630 due to an increase in taxable value. Capital contributions decreased by \$479,500 largely due to the previous year receiving a federal American Rescue Plan Act relief. Bond proceeds increased by \$6,372,291 due to the two borrowings in FY24 versus the one borrowing in FY23.

Disbursements of the City's governmental activities decreased 3%, or \$1,284,604 from fiscal year 2023 to fiscal year 2024. In fiscal year 2024, Capital Project expenditures decreased \$1,826,400. Disbursements of the governmental activities relating to Debt Service increased by \$191,475 due to the increase of long-term debt for the second bond issuance in FY24.

The City's total cash basis net position increased 19%, or \$11,864,964 from June 2023 to June 2024. Of this amount, the assets of the governmental activities increased \$10,306,261 and the assets of the business-type activities increased \$1,558,703.

Using This Annual Report

The annual report consists of a series of financial statements and other information as follows:

Management's Discussion and Analysis introduces the basic financial statements and provides an analytical overview of the City's financial activities.

The Government-wide Financial Statement consists of a Cash Basis Statement of Activities and Net Position. This statement provides information about the activities of the City as a whole and presents an overall view of the City's finances.

The Fund Financial Statements tell how governmental services were financed in the short term as well as what remains for future spending. Fund financial statements report the City's operations in more detail than the government-wide statement by providing information about the most significant funds.

Notes to Financial Statements provide additional information essential to a full understanding of the data provided in the basic financial statements.

Supplementary and Other Information further explains and supports the financial statements with a comparison of the City's budget for the year and provides detailed information about the nonmajor governmental funds.

Basis of Accounting

The City maintains its financial records on the basis of cash receipts and disbursements and the financial statements of the City are prepared on that basis. The cash basis of accounting does not give effect to accounts receivable, accounts payable and accrued items. Accordingly, the financial statements do not present financial position and results of operations of the funds in accordance with U.S. generally accepted accounting principles. Therefore, when reviewing the financial information and discussion within this annual report, readers should keep in mind the limitations resulting from the use of the cash basis of accounting.

Reporting the City's Financial Activities

Government-wide Financial Statement

One of the most important questions asked about the City's finances is, "Is the City as a whole better off or worse off as a result of the year's activities?" The Cash Basis Statement of Activities and Net Position reports information which helps answer the question.

The Cash Basis Statement of Activities and Net Position present the City's Net Position. Over time, increases or decreases in the City's Net Position may serve as a useful indicator of whether the financial position of the City is improving or deteriorating.

Governmental funds account for most of the City's basic services and are funded primarily through tax revenues. The City's proprietary funds account for the enterprise funds. Enterprise funds are used to report business-type activities.

The Cash Basis Statement of Activities and Net Position is divided into two kinds of activities - Governmental Activities and Business-type (Proprietary) Activities.

Governmental Activities include:

Public Safety – includes police operations, civil service, emergency management, fire protection, ambulance service and building inspections.

Public Works – includes roads, sidewalks, equipment, street lighting, traffic safety and snow removal.

Health and Social Services – includes water, air, and mosquito control.

Culture and Recreation – includes library services, parks and recreation and golf course.

Community and Economic Development – includes community betterment, economic development and planning and zoning.

General Government – includes mayor, city council, city manager, city clerk, elections, legal services, city hall, insurance and general administration.

Debt Service – includes general obligation and tax increment financing debt.

Capital Projects – includes sidewalks, right-of-way acquisition, street improvements, city service facilities, storm water, and park improvement projects.

The required financial statements for governmental funds include a Statement of Cash Receipts, Disbursements, and Changes in Cash Balances.

Business-type Activities include the water utility, sewer utility, and a storm water utility.

The required financial statements for proprietary funds include a statement of cash receipts, disbursements, and changes in cash balances.

Governmental Activities

For the year ended June 30, 2024, the City's governmental activities were funded as follows:

Receipts of the City's governmental activities increased 19% or \$7,935,834 from fiscal year 2023 to fiscal year 2024. Property tax revenue increased by \$741,335 due to growth in assessed property valuation and Tax Increment valuation released to the General Fund. Tax Increment Financing increased by \$26,630 due to an increase in taxable value. Hotel/Motel tax decreased by \$6,788. Capital contributions decreased by \$479,500 largely due to the previous year receiving a federal American Rescue Plan Act relief. Bond proceeds increased by \$6,372,291 due to the two borrowings in FY24 versus the one borrowing in FY23. Unrestricted interest on investments increased \$2,251,393 due to market fluctuations.

Disbursements of the City's governmental activities decreased 3%, or \$1,284,604 from fiscal year 2023 to fiscal year 2024. In fiscal year 2024 Capital Project Fund expenditures decreased \$1,826,400 due to a delay in a large capital project, such as the greenbelt landing project.

Changes in Cash Basis Net Position of Governmental Activities

	Year Ended June 30,	
	2024	2023
Program Receipts:		
Charges for service	\$ 3,799,607	\$ 3,716,516
Operating grants and contributions	3,369,303	4,281,054
Capital grants and contributions	2,031,625	2,511,125
General Receipts:		
Property tax	18,259,863	17,518,528
Tax increment financing	1,573,391	1,546,761
Commercial/industrial replacement	387,121	451,642
Hotel/motel tax	921,701	928,489
Local option sales tax	4,090,085	4,127,567
Utility franchise fees	1,262,840	1,439,737
Unrestricted interest on investments	3,537,761	1,286,368
Bond proceeds, net	10,454,202	4,081,911
Miscellaneous	101,766	-
Sale of capital assets	170,047	133,780
Total receipts	<u>49,959,312</u>	<u>42,023,478</u>
Program Disbursements:		
Public safety	9,840,035	10,515,690
Public works	4,913,954	4,551,198
Health and social services	27,734	24,654
Culture and recreation	5,247,446	4,886,827
Community and economic development	1,512,817	1,477,549
General government	4,289,612	4,025,359
Debt service	5,220,191	5,028,716
Capital projects	12,582,846	14,409,246
Total disbursements	<u>43,634,635</u>	<u>44,919,239</u>
Change in Cash Basis Net Position Before Transfers	6,324,677	(2,895,761)
Transfers, Net	<u>3,981,584</u>	<u>4,920,026</u>
Change in Cash Basis Net Position	10,306,261	2,024,265
Cash Basis Net Position Beginning of Year	<u>47,274,437</u>	<u>45,250,172</u>
Cash Basis Net Position End of Year	<u>\$ 57,580,698</u>	<u>\$ 47,274,437</u>

Business-type Activities

For the year ended June 30, 2024, the City's business-type activities receipts and disbursements were as follows:

Changes in Cash Basis Net Position of Business-Type Activities

	Year Ended June 30,	
	2024	2023
Receipts:		
Program receipts:		
Charges for service:		
Water	\$ 6,581,718	\$ 5,751,517
Sewer utility	3,729,310	3,487,319
Storm water	1,794,659	1,654,208
Water utility deposits	44,690	41,890
General receipts:		
Miscellaneous	287,046	115,219
Total receipts	<u>12,437,423</u>	<u>11,050,153</u>
Program Disbursements:		
Water	4,093,821	3,831,443
Sewer utility	2,217,167	2,193,215
Storm Water	514,639	432,785
Water utility deposits	71,509	29,864
Total program disbursements	<u>6,897,136</u>	<u>6,487,307</u>
Change in Cash Basis Net Position Before Transfers	5,540,287	4,562,846
Transfers, Net	<u>(3,981,584)</u>	<u>(4,920,026)</u>
Change in Cash Basis Net Position	1,558,703	(357,180)
Cash Basis Net Position Beginning of Year	<u>15,841,122</u>	<u>16,198,302</u>
Cash Basis Net Position End of Year	<u><u>\$ 17,399,825</u></u>	<u><u>\$ 15,841,122</u></u>

Receipts of the City's business-type activities increased 13% or \$1,387,270 from fiscal year 2023 to fiscal year 2024. Charges for Services of the enterprise funds were steady from year to year.

Disbursements for business-type activities increased by 6% or \$409,829. The increase is largely due to Des Moines Water Works' increase in rates and growth.

As of June 30, 2024, the City had cash balances on hand of \$56,257,106 in governmental fund types and \$17,399,825 in enterprise funds. The governmental fund type increased by \$10,692,642 and enterprise funds increased by \$1,558,703, respectively, during fiscal year 2023-2024.

- The General Fund cash balance increased \$954,989 from the prior year to \$12,186,425. The increase is due to the increase of patrons utilizing services such as recreational programming and building permitting, and increased interest rates.
- The Special Revenue Fund, Urban Renewal Tax Increment Fund was established to account for major urban renewal projects. This fund balance is required to be used for tax increment-funded projects.
- The Debt Service Fund cash balance increased by \$116,464 to \$1,583,900.
- The Capital Projects fund cash fund balance increased by \$9,240,311 due to the issuance of bonds in FY24 to finance the Capital Improvement Projects as approved.
- Nonmajor governmental fund balances increased \$142,592 to \$5,194,806. The majority of the increase is the result of expenses for employee benefits coming in lower than budgeted and higher than anticipated Road Use Tax revenue received.

Individual Major Enterprise Fund Analysis

- The Enterprise, Water Fund cash balance increased from \$9,147,958 to \$9,517,501. The increase in expenses is attributed to the inflationary cost of goods, the increase in salaries and benefits, and to cover capital project expenses.
- The Enterprise, Sewer Utility Fund cash balance increased from \$5,976,209 to \$7,010,104. The increase in expenses is attributed to the inflationary cost of goods, the increase in salaries and benefits, and to cover capital project expenses.
- The Enterprise, Nonmajor cash balance increased from \$716,955 to \$872,220. Although there was a rate increase for Stormwater, there was a substantial increase in planned capital investment in stormwater activities.

Budgetary Highlights

Over the course of the year, the City amended its budget two times. The amendments were largely to adjust for salaries and benefits, debt service payments, unexpected revenues, and capital projects.

For the year ended June 30, 2024, total actual receipts were \$3,192,000 over the final budget and total actual disbursements were \$9,932,034 under the final budget. The large difference between budgeted and actual expenditures occurred due to the mid-year salary adjustments for the police department, police pursuit vehicle purchases, property acquisitions, and underestimating the need for capital projects progressing as anticipated.

Debt Outstanding

At June 30, 2024, the City had \$44,605,000 of general obligation bonds outstanding compared to \$38,695,000 of bonds at the end of last year for governmental and business-type activities.

The Constitution of the State of Iowa limits the amount of general obligation debt that cities can issue to 5 percent of the assessed value of all taxable property within the City's corporate limits. The City's outstanding general obligation debt of \$44,605,000 plus its tax increment financing rebate agreements of approximately \$965,000 is well below the City's \$147,755,668 legal debt limit.

More detailed information about the City's long-term liabilities is presented in Note 3 to the financial statements.

Economic Factors

While property taxes are important to the City, they represent approximately 50% of revenue sources excluding other financing sources. TIF revenues comprise 3% of total revenues. Charges for services comprise 24% of total revenues. The City continues to grow and add residential housing at a steady pace. This has added to the property tax base and increased the number of utility customers in the community.

Next Year's Budget and Rates

For the year ending June 30, 2025, the City will begin planning the City Hall /Library Renovation Project, begin construction of the Greenbelt Landing Project, and complete construction of 99th Court and 111th Street Improvements. The total cost of projects for FY25 is approximately \$36 million. The City will perform the annual review of the Capital Improvement Plan. All plans will require the City Council to balance the growth of the community with an appropriate tax levy and charges for services. These projects will be financed with a combination of revenue and general obligation bonds. The City had a corporate tax levy of \$10.14 in 2024. The Fiscal Year 2025 total corporate tax levy was reduced to \$9.92.

Financial Contact

This financial report is designed to provide our citizens, taxpayers, customers, and creditors with a general overview of the City's finances and to show the City's accountability for the money it receives. If you have any questions about this report or need additional financial information, contact Elizabeth Hansen, 1900 NW 114th St., Clive, Iowa 50325.

Elizabeth Hansen
Director of Administrative Services



Basic Financial Statements
June 30, 2024
City of Clive, Iowa

City of Clive, Iowa

Exhibit A – Statement of Activities and Net Position – Cash Basis
As of and for the Year Ended June 30, 2024

	Program Receipts				Net (Disbursements) Receipts and Changes in Cash Basis Net Position		
	Disbursements	Charges for Service	Operating grants, contributions, and restricted interest	Capital grants, contributions, and restricted interest	Governmental Activities	Business-type Activities	Total
Functions/Programs:							
Governmental activities:							
Public safety	\$ 9,840,035	\$ 896,455	\$ 390,650	\$ -	\$ (8,552,930)	\$ -	\$ (8,552,930)
Public works	4,913,954	1,219,288	2,672,259	-	(1,022,407)	-	(1,022,407)
Health and social services	27,734	-	-	-	(27,734)	-	(27,734)
Culture and recreation	5,247,446	989,241	306,394	-	(3,951,811)	-	(3,951,811)
Community and economic development	1,512,817	-	-	-	(1,512,817)	-	(1,512,817)
General government	4,289,612	694,623	-	-	(3,594,989)	-	(3,594,989)
Debt service	5,220,191	-	-	-	(5,220,191)	-	(5,220,191)
Capital projects	12,582,846	-	-	2,031,625	(10,551,221)	-	(10,551,221)
Total governmental activities	43,634,635	3,799,607	3,369,303	2,031,625	(34,434,100)	-	(34,434,100)
Business-type activities:							
Water	4,093,821	6,581,718	-	-	-	2,487,897	2,487,897
Sewer	2,217,167	3,729,310	-	-	-	1,512,143	1,512,143
Storm water	514,639	1,794,659	-	-	-	1,280,020	1,280,020
Water utility deposits	71,509	44,690	-	-	-	(26,819)	(26,819)
Total business-type activities	6,897,136	12,150,377	-	-	-	5,253,241	5,253,241
Total	\$ 50,531,771	\$ 15,949,984	\$ 3,369,303	\$ 2,031,625	(34,434,100)	5,253,241	(29,180,859)
General Receipts and Transfers:							
Property tax levied for:							
General purposes					15,523,744	-	15,523,744
Debt service					2,736,119	-	2,736,119
Tax increment financing					1,573,391	-	1,573,391
Commercial/industrial tax replacement					387,121	-	387,121
Hotel/motel tax					921,701	-	921,701
Local option sales tax					4,090,085	-	4,090,085
Utility franchise fees					1,262,840	-	1,262,840
Unrestricted interest on investments					3,537,761	-	3,537,761
Bond proceeds					9,840,000	-	9,840,000
Premium on bonds sold					614,202	-	614,202
Miscellaneous					101,766	287,046	388,812
Sale of capital assets					170,047	-	170,047
Transfers, net					3,981,584	(3,981,584)	-
Total general receipts and transfers					44,740,361	(3,694,538)	41,045,823
Change in Cash Basis Net Position					10,306,261	1,558,703	11,864,964
Cash Basis Net Position Beginning of Year					47,274,437	15,841,122	63,115,559
Cash Basis Net Position End of Year					\$ 57,580,698	\$ 17,399,825	\$ 74,980,523
Cash Basis Net Position							
Restricted:							
Debt Service					\$ 1,583,900	\$ -	\$ 1,583,900
Urban renewal purposes					270,372	-	270,372
Streets					1,913,955	-	1,913,955
Capital projects					36,369,518	-	36,369,518
Other purposes					3,932,936	-	3,932,936
Unrestricted					13,510,017	17,399,825	30,909,842
Total cash basis net position					\$ 57,580,698	\$ 17,399,825	\$ 74,980,523

City of Clive, Iowa

Exhibit B – Statement of Cash Receipts, Disbursements, and Changes in Cash Balances
Governmental Funds
As of and for the Year Ended June 30, 2024

	Special Revenue			Debt Service	Capital Projects	Nonmajor Governmental Funds	Total
	General	Urban Renewal Tax Increment	Local Option Sales Tax				
Receipts:							
Property tax	\$ 12,942,596	\$ -	\$ -	\$ 2,736,119	\$ -	\$ 2,581,148	\$ 18,259,863
Tax increment financing	-	1,573,391	-	-	-	-	1,573,391
Other City tax	2,184,541	-	4,090,085	-	-	-	6,274,626
Licenses and permits	815,191	-	-	-	-	-	815,191
Use of money and property	1,306,558	86,354	-	180,775	2,123,537	-	3,697,224
Intergovernmental	350,390	-	-	54,197	1,261,144	2,689,379	4,355,110
Charges for service	2,929,685	-	-	-	-	3,684	2,933,369
Miscellaneous	446,743	-	-	-	872,247	107,300	1,426,290
Total receipts	20,975,704	1,659,745	4,090,085	2,971,091	4,256,928	5,381,511	39,335,064
Disbursements:							
Current:							
Public safety	8,579,541	-	-	-	-	1,260,494	9,840,035
Public works	3,056,193	-	-	-	-	1,857,761	4,913,954
Health and social services	27,734	-	-	-	-	-	27,734
Culture and recreation	4,988,382	-	-	-	-	259,064	5,247,446
Community and economic development	980,668	414,556	-	-	-	117,593	1,512,817
General government	3,293,787	-	-	-	-	1,008,370	4,302,157
Debt service:							
Principal	-	-	-	3,818,000	-	-	3,818,000
Interest and fiscal charges	-	-	-	1,402,191	-	-	1,402,191
Capital projects	-	-	-	-	10,576,581	-	10,576,581
Total disbursements	20,926,305	414,556	-	5,220,191	10,576,581	4,503,282	41,640,915
Excess (Deficiency) of Receipts Over (Under) Disbursements	49,399	1,245,189	4,090,085	(2,249,100)	(6,319,653)	878,229	(2,305,851)
Other Financing Sources (Uses):							
Bond proceeds	132,156	-	-	-	9,707,844	-	9,840,000
Premium on bonds sold	-	-	-	-	614,202	-	614,202
Sale of capital assets	682	-	-	-	-	-	682
Transfers in	3,083,960	15,143	-	2,365,564	5,253,061	230,290	10,948,018
Transfers out	(2,311,208)	(1,346,564)	(3,765,567)	-	(15,143)	(965,927)	(8,404,409)
Total other financing sources (uses)	905,590	(1,331,421)	(3,765,567)	2,365,564	15,559,964	(735,637)	12,998,493
Net Change in Cash Balances	954,989	(86,232)	324,518	116,464	9,240,311	142,592	10,692,642
Cash Balances Beginning of Year	11,231,436	356,604	327,567	1,467,436	27,129,207	5,052,214	45,564,464
Cash Balances End of Year	\$ 12,186,425	\$ 270,372	\$ 652,085	\$ 1,583,900	\$ 36,369,518	\$ 5,194,806	\$ 56,257,106
Cash Basis Fund Balances							
Restricted							
Debt service	\$ -	\$ -	\$ -	\$ 1,583,900	\$ -	\$ -	\$ 1,583,900
Urban renewal	-	270,372	-	-	-	-	270,372
Streets	-	-	-	-	-	1,913,955	1,913,955
Capital projects	-	-	-	-	36,369,518	-	36,369,518
Other purposes	-	-	652,085	-	-	3,280,851	3,932,936
Assigned - public art maintenance	21,102	-	-	-	-	-	21,102
Unassigned	12,165,323	-	-	-	-	-	12,165,323
Total cash basis fund balances	\$ 12,186,425	\$ 270,372	\$ 652,085	\$ 1,583,900	\$ 36,369,518	\$ 5,194,806	\$ 56,257,106

Exhibit C – Reconciliation of the Statement of Cash Receipts, Disbursements, and Changes in Cash Balances

Governmental Funds

As of and for the year ended June 30, 2024

Total Governmental Funds Cash Balances	\$ 56,257,106
Amounts Reported for Governmental Activities in the Statement of Activities and Net Position - Cash Basis are Different Because:	
The Internal Service Funds are used by management to charge the costs of partial self funding of deductibles and equipment replacement. The assets of the Internal Service Funds are included in governmental activities in the Statement of Activities and Net Position - Cash Basis	<u>1,323,592</u>
Cash Basis Net Position of Governmental Activities	<u>\$ 57,580,698</u>
Change in Cash Balances	\$ 10,692,642
Amounts Reported for Governmental Activities in the Statement of Activities and Net Position - Cash Basis are Different Because:	
The Internal Service Fund is used by management to charge the costs of equipment replacement to individual funds. The change in cash balances of the Internal Service Fund is reported with governmental activities in the Statement of Activities and Net Position - Cash Basis	<u>(386,381)</u>
Change in Cash Basis Net Position of Governmental Activities	<u>\$ 10,306,261</u>

City of Clive, Iowa

Exhibit D – Statement of Cash Receipts, Disbursements, and Changes in Cash Balances

Proprietary Funds

As of and for the Year Ended June 30, 2024

	Enterprise Funds				Governmental Activities
	Water	Sewer	Nonmajor	Total	Internal Service Funds
Operating Receipts					
Charges for service	\$ 6,581,718	\$ 3,729,310	\$ 1,839,349	\$ 12,150,377	\$ 2,159,994
Miscellaneous	93,151	193,895	-	287,046	6,533
Total operating receipts	6,674,869	3,923,205	1,839,349	12,437,423	2,166,527
Operating Disbursements					
Business-type activities					
Salaries and wages	387,580	255,968	335,066	978,614	-
Employee benefits and costs	150,440	111,269	102,270	363,979	-
Staff development	5,752	6,456	8,293	20,501	-
Repair, maintenance, and utilities	51,829	28,965	32,867	113,661	-
Contractual services	3,124,288	1,803,657	91,749	5,019,694	2,147,449
Commodities	32,060	8,990	6,321	47,371	-
Total operating disbursements	3,751,949	2,215,305	576,566	6,543,820	2,147,449
Operating income	2,922,920	1,707,900	1,262,783	5,893,603	19,078
Non-Operating Receipts (Disbursements):					
Debt service	(118,700)	-	-	(118,700)	-
Capital outlay	(223,172)	(1,862)	(9,582)	(234,616)	(2,012,798)
Sale of capital assets	-	-	-	-	169,365
Net non-operating receipts (disbursements)	(341,872)	(1,862)	(9,582)	(353,316)	(1,843,433)
Excess (Deficiency) of Receipts Over (Under) Disbursements	2,581,048	1,706,038	1,253,201	5,540,287	(1,824,355)
Transfers in	-	-	-	-	1,437,974
Transfers out	(2,211,505)	(672,143)	(1,097,936)	(3,981,584)	-
Net Change in Cash Balances	369,543	1,033,895	155,265	1,558,703	(386,381)
Cash Balances Beginning of Year	9,147,958	5,976,209	716,955	15,841,122	1,709,973
Cash Balances End of Year	\$ 9,517,501	\$ 7,010,104	\$ 872,220	\$ 17,399,825	\$ 1,323,592
Cash Basis Fund Balances					
Unrestricted	\$ 9,517,501	\$ 7,010,104	\$ 872,220	\$ 17,399,825	\$ 1,323,592

Note 1 - Significant Accounting Policies

The City of Clive (the City) is a political subdivision of the State of Iowa located in Polk and Dallas Counties. It was first incorporated in 1956 and operates under the Home Rule provisions of the Constitution of Iowa. The City operates under the Mayor-Council form of government with the Mayor and Council Members elected on a non-partisan basis. The City provides numerous services to citizens, including public safety, public works, health and social services, culture and recreation, community and economic development, and general government services. The City also provides water, sewer, and storm sewer utilities for its citizens.

Reporting Entity

For financial reporting purposes, the City of Clive, Iowa, has included all funds, organizations, agencies, boards, commissions, and authorities. The City has also considered all potential component units for which it is financially accountable, and other organizations for which the nature and significance of their relationship with the City are such that exclusion would cause the City's financial statements to be misleading or incomplete. The Governmental Accounting Standards Board has set forth criteria to be considered in determining financial accountability. These criteria include appointing a voting majority of an organization's governing body, and (1) the ability of the City to impose its will on that organization or (2) the potential for the organization to provide specific benefits to or impose specific financial burdens on the City. The City has no component units which meet the Governmental Accounting Standards Board criteria.

Jointly Governed Organizations

The City participates in several jointly governed organizations that provide goods or services to the citizenry of the City but do not meet the criteria of a joint venture since there is no ongoing financial interest or responsibility by the participating governments. City officials are members of Metro Waste Authority, Des Moines Area Regional Transit Authority, Metropolitan Planning Organization, Greater Des Moines Convention & Visitors Bureau, Bravo Greater Des Moines, Inc., Central Iowa Traffic Safety Task Force, Walnut Creek Watershed Management Authority, Polk County E911 Service Board and Polk County Emergency Management Commission.

Joint Venture

The City participates in a joint venture that provides goods and services to the citizenry of the City and meets the criteria of a joint venture because there is an ongoing financial interest or responsibility by the participating governments. The City is a member of the following joint venture: Des Moines Metropolitan Wastewater Reclamation Authority (Note 4).

Basis of Presentation

Government-wide Financial Statement

The Cash Basis Statement of Activities and Net Position reports information on all of the nonfiduciary activities of the City. For the most part, the effect of interfund activity has been removed from this statement. Governmental activities, which are supported by tax and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for service.

The Cash Basis Statement of Activities and Net Position presents the City's nonfiduciary Net Position. Net Position is reported in the following two categories:

Restricted net position results when constraints placed on the use of cash balances are either externally imposed or imposed by law through constitutional provisions or enabling legislation.

Unrestricted net position consists of cash balances not meeting the definition of the preceding category. Unrestricted net position often has constraints on cash balances imposed by management, which can be removed or modified.

The Cash Basis Statement of Activities and Net Position demonstrates the degree to which the direct disbursements of a given function are offset by program receipts. Direct disbursements are those clearly identifiable with a specific function. Program receipts include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function and 2) grants, contributions, and interest on investments restricted to meeting the operational or capital requirements of a particular function. Property tax and other items not properly included among program receipts are reported instead as general receipts.

Fund Financial Statements

Separate financial statements are provided for governmental funds and proprietary funds. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements. All remaining governmental and proprietary funds are aggregated and reported as nonmajor governmental and proprietary funds.

The City reports the following major governmental funds:

General Fund

The General Fund is the general operating fund of the City. All general tax receipts from general and emergency levies and other receipts not allocated by law or contractual agreement to some other fund are accounted for in this fund. From the fund are paid the general operating disbursements, the fixed charges, and the capital improvement costs not paid from other funds.

Special Revenue

The Urban Renewal Tax Increment Fund is used to account for tax increment financing collections and the repayment of tax increment financing indebtedness.

The Local Option Sales Tax fund is used to account for the City's portion of the elected 1% sales tax. Receipts are used for capital projects and property tax relief.

Capital Project

The Capital Projects Fund is utilized to account for all resources used in the acquisition and construction of capital facilities with the exception of those that are financed through enterprise funds.

Debt Service

The Debt Service Fund is utilized to account for property tax and other receipts to be used for the payment of interest and principal on the City's general long-term debt.

The City reports the following major proprietary funds:

Water Fund

The Enterprise, Water Fund accounts for the operation and maintenance of the City's water system.

Sewer Fund

The Enterprise, Sewer Fund accounts for the operation and maintenance of the City's wastewater treatment and sanitary sewer system.

The City also reports the following additional funds:

Internal Service Funds are utilized to account for the financing of goods or services purchased by one department of the City and provided to other departments or agencies on a cost reimbursement basis. These are composed of the Equipment Replacement Fund and the Self-Funding Insurance Fund. These proprietary funds are reported with governmental activities in the Statement of Activities and Net Position – Cash Basis.

Measurement Focus and Basis of Accounting

The City maintains its financial records on the cash basis of accounting and the financial statements of the City are prepared on that basis. The cash basis of accounting does not give effect to accounts receivable, accounts payable, and accrued items. Accordingly, the financial statements do not present financial position and results of operations of the funds in accordance with accounting principles generally accepted in the United States of America.

Under the terms of grant agreements, the City funds certain programs by a combination of specific cost-reimbursement grants, categorical block grants and general receipts. Thus, when program disbursements are paid, there are both restricted and unrestricted cash basis net position available to finance the program. It is the City's policy to first apply cost-reimbursement grant resources to such programs, followed by categorical block grants and then by general receipts.

When a disbursement in governmental funds can be paid using either restricted or unrestricted resources, the City's policy is generally to first apply the disbursement toward restricted fund balance and then to less-restrictive classifications, assigned and then unassigned fund balances.

Proprietary funds distinguish operating receipts and disbursements from non-operating items. Operating receipts and disbursements generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. All receipts and disbursements not meeting this definition are reported as non-operating receipts and disbursements.

The City has adopted a policy of allocating interest income of all funds to the general fund, the Urban Renewal Tax Increment fund, the Debt Service fund, and the Capital Project fund.

Governmental Cash Basis Fund Balances

In the governmental fund financial statements, cash basis fund balances are classified as follows:

Restricted: Amounts restricted to specific purposes when constraints placed on the use of the resources are either externally imposed by creditors, grantors, or state or federal laws or are imposed by law through constitutional provisions or enabling legislation.

Assigned: Amounts the City Council intends to use for specific purposes.

Unassigned: All amounts not included in the preceding classifications.

Budgets and Budgetary Accounting

The budgetary comparison and related disclosures are reported as Other Information. During the year ended June 30, 2024, disbursements did not exceed the amounts budgeted.

Adoption of New Accounting Standard

As of June 30, 2024, the City adopted GASB Statement No. 100, *Accounting Changes and Error Corrections*. The implementation of this standard requires additional presentation and disclosure requirements for accounting changes and error corrections. The financial statements have been updated to conform to the presentation requirements related to the changes in the financial statements for the year ended June 30, 2024.

Note 2 - Cash and Investments

The City's deposits in banks at June 30, 2024, were entirely covered by federal depository insurance by the State Sinking Fund in accordance with Chapter 12C of the Code of Iowa. This chapter provides for additional assessments against the depositories to insure there will be no loss of public funds.

The City is authorized by statute to invest public funds in obligations of the United States government, its agencies and instrumentalities; certificates of deposit or other evidences of deposit at federally insured depository institutions approved by the City Council; prime eligible bankers acceptances; certain high rated commercial paper; perfected repurchase agreements; certain registered open-end management investment companies; certain joint investment trusts; and warrants or improvement certificates of a drainage district.

Interest Rate Risk

The City's investment policy limits the investment of operating funds (funds expected to be expended in the current budget year or within 15 months of receipt) to instruments that mature within 397 days. Funds not identified as operating funds may be invested in investments with maturities longer than 397 days, but the maturities shall be consistent with the needs and use of the City.

Due to legal and budgetary reasons, the General Fund is assigned a portion of the investment earnings associated with other funds.

Note 3 - Long-Term Debt

The following is a summary of the changes in the outstanding long-term debt of the City for the year ended June 30, 2024:

	Balance Beginning of Year	Issued	Redeemed	Balance End of Year	Due Within One Year
Governmental Activities					
General obligation bonds	\$ 38,513,000	\$ 9,840,000	\$ 3,818,000	\$ 44,535,000	\$ 3,886,000
Business-Type Activities					
General obligation bonds	182,000	-	112,000	70,000	34,000
Total	<u>\$ 38,695,000</u>	<u>\$ 9,840,000</u>	<u>\$ 3,930,000</u>	<u>\$ 44,605,000</u>	<u>\$ 3,920,000</u>

Annual debt service requirements to maturity for general obligation bonds are as follows:

Years Ending June 30,	Governmental activities		Business-type activities		Total	
	General		General			
	Obligation Bonds		Obligation Bonds			
	Principal	Interest	Principal	Interest	Principal	Interest
2025	\$ 3,886,000	\$ 1,604,017	\$ 34,000	\$ 3,500	\$ 3,920,000	\$ 1,607,517
2026	3,819,000	1,433,797	36,000	1,800	3,855,000	1,435,597
2027	3,440,000	1,267,257	-	-	3,440,000	1,267,257
2028	3,655,000	1,113,172	-	-	3,655,000	1,113,172
2029	3,605,000	958,562	-	-	3,605,000	958,562
2030-2034	15,735,000	2,822,740	-	-	15,735,000	2,822,740
2035-2039	10,085,000	821,092	-	-	10,085,000	821,092
Thereafter	310,000	6,200	-	-	310,000	6,200
	\$ 44,535,000	\$ 10,026,837	\$ 70,000	\$ 5,300	\$ 44,605,000	\$ 10,032,137

The City paid \$1,398,791 in interest on debt obligations for the year ended June 30, 2024. Total principal paid on debt for the year ended June 30, 2024 was \$3,930,000. Interest rates on debt obligations range from 1.30% to 6.00%.

Note 4 - Joint Venture and Commitments

The City is a participating community in the Des Moines Metropolitan Wastewater Reclamation Authority (WRA) joint venture. This joint venture provides primary and secondary treatment of sewer flows for the participating communities. The amended and Restated Agreement for the Des Moines Metropolitan Wastewater Reclamation Authority was effective July 1, 2004, with the second amended and restated agreement becoming effective on June 11, 2014. These agreements amended and restated the previous Integrated Community Area (I.C.A.) Agreement to provide continued operation, improvements and expansion. The WRA Agreement establishes an independent bonding authority for the WRA and provides a framework for additional communities to participate.

Annually, the WRA establishes an allocation to all participating communities based on operations, maintenance, debt service and reserve requirements. Allocations are based on wastewater reclamation facility flows and are adjusted prospectively for differences in budgeted flows and actual flows.

The City of Clive retains an ongoing financial responsibility to the WRA since it is obligated in some manner for the debts of the joint venture through the annual allocation. Although the debt of the WRA is to be paid solely and only from WRA revenues, the participating communities in the joint venture cannot withdraw from the joint venture while any of the bonds issued during the time the communities were a participating community are still outstanding. The WRA Sewer Revenue Bonds Series 2021A and 2015E include provisions that place the WRA debt service requirements on the same parity and rank as other debts of the participating communities.

In May of 2024, the WRA issued Sewer Revenue Bonds Series 2024B. In April of 2021, the WRA issued Sewer Revenue Bonds Series 2021A for the purpose of refunding Series 2013B. In May of 2015, the WRA issued Sewer Revenue Bonds Series 2015E for the purpose of refunding Series 2006A. The WRA Agreement requires the debt service of these bonds to be allocated to the participating communities based on the WRA flows of the core communities and expansion communities of each calendar year. As of June 30, 2024, the Series 2024B, 2021A, and Series 2015E bonds has a combined balance of \$77,365,000 and the City of Clive's estimated future allocation based on the WRA flows is currently \$2,972,508.

The WRA Agreement requires the debt service on all State Revolving Loans issued after July 1, 2004 to be allocated to the participating communities based on the WRA flow of the core communities and expansion communities each calendar year. As of June 30, 2024, the outstanding balance of State Revolving Loan issues totaled \$338,825,852 and the City of Clive's estimated future allocation is currently \$12,213,277.

The WRA Agreement does not provide for the determination of equity interest for the participating communities. Withdrawing from the joint venture is a forfeit of all reversionary interest and no compensation will be paid. The City retains a revisionary interest percentage in the net position of the WRA redeemable only in the event the WRA is dissolved. Since there is no specific and measurable equity interest in the WRA agreement, no investment in the joint venture has been reported to the City. During the year ended June 30, 2024, the City paid the WRA \$1,771,956 for operations, maintenance, equipment replacement and debt service payments.

The WRA issues separate financial statements that may be obtained at 3000 Vandalia Road, Des Moines, Iowa 50317-1346.

WRA Facility Cost Reimbursement Agreements

The Cities of Clive and West Des Moines are parties to the WRA Agreement dated February 19, 1979, which imposes costs on both entities as users of the Des Moines WRA Region Wastewater Treatment Plant and the sewer lines and facilities comprising the WRA system. The City of Clive has made certain portions of its sanitary sewer facilities connected to the WRA system available to the City of West Des Moines.

The City of West Des Moines is obligated to reimburse the City of Clive based upon their sewer usage. During the fiscal year ended June 30, 2024, the City of Clive received reimbursements of \$193,895, of which \$95,127 related to the prior year ended June 30, 2023.

Note 5 - Pension and Retirement Systems

Plan Description - IPERS membership is mandatory for employees of the City, except for those covered by another retirement system. Employees of the City are provided with pensions through a cost-sharing multiple employer defined benefit pension plan administered by Iowa Public Employees' Retirement System (IPERS). IPERS issues a stand-alone financial report which is available to the public by mail at 7401 Register Drive, P.O. Box 9117, Des Moines, Iowa 50306-9117 or at www.ipers.org.

IPERS benefits are established under Iowa Code chapter 97B and the administrative rules thereunder. Chapter 97B and the administrative rules are the official plan documents. The following brief description is provided for general informational purposes only. Refer to the plan documents for more information.

Pension Benefits – A Regular member may retire at normal retirement age and receive monthly benefits without an early-retirement reduction. Normal retirement age is age 65, any time after reaching age 62 with 20 or more years of covered employment or when the member's years of service plus the member's age at the last birthday equals or exceeds 88, whichever comes first. These qualifications must be met on the member's first month of entitlement to benefits. Members cannot begin receiving retirement benefits before age 55. The formula used to calculate a Regular member's monthly IPERS benefit includes:

- A multiplier based on years of service.
- The member's highest five-year average salary, except members with service before June 30, 2012, will use the highest three-year average salary as of that date if it is greater than the highest five-year average salary.

Protection occupation members may retire at normal retirement age, which is generally age 55 and may retire any time after reaching age 50 with 22 or more years of covered employment. The formula used to calculate a protection occupation member's monthly IPERS benefit includes:

- 60% of average salary after completion of 22 years of service, plus an additional 1.5% of average salary for years of service greater than 22 but not more than 30 years of service.
- The member's highest three-year average salary.

If a member retires before normal retirement age, the member's monthly retirement benefit will be permanently reduced by an early-retirement reduction. The early-retirement reduction is calculated differently for service earned before and after July 1, 2012. For service earned before July 1, 2012, the reduction is 0.25% for each month the member receives benefits before the member's earliest normal retirement age. For service earned on or after July 1, 2012, the reduction is 0.50% for each month the member receives benefits before age 65.

Generally, once a member selects a benefit option, a monthly benefit is calculated and remains the same for the rest of the member's lifetime. However, to combat the effects of inflation, retirees who began receiving benefits prior to July 1990 receive a guaranteed dividend with their regular November benefit payments.

Disability and Death Benefits - A vested member who is awarded federal Social Security disability or Railroad Retirement disability benefits is eligible to claim IPERS benefits regardless of age. Disability benefits are not reduced for early retirement. If a member dies before retirement, the member's beneficiary will receive a lifetime annuity or a lump-sum payment equal to the present actuarial value of the member's accrued benefit or calculated with a set formula, whichever is greater. When a member dies after retirement, death benefits depend on the benefit option the member selected at retirement.

Contributions - Contribution rates are established by IPERS following the annual actuarial valuation which applies IPERS' Contribution Rate Funding Policy and Actuarial Amortization Method. State statute limits the amount rates can increase or decrease each year to 1 percentage point. IPERS Contribution Rate Funding Policy requires the actuarial contribution rate be determined using the "entry age normal" actuarial cost method and the actuarial assumptions and methods approved by the IPERS Investment Board. The actuarial contribution rate covers normal cost plus the unfunded actuarial liability payment based on a 30-year amortization period. The payment to amortize the unfunded actuarial liability is determined as a level percentage of payroll based on the Actuarial Amortization Method adopted by the Investment Board.

In fiscal year 2024, pursuant to the required rate, Regular members contributed 6.29% of payroll and the City contributed 9.44% of covered payroll, for a total rate of 15.73%. Protection occupation members contributed 6.21% of covered payroll and the City contributed 9.31% of covered payroll, for a total rate of 15.52%.

The City's contributions to IPERS for the year ended June 30, 2024 were \$909,063.

Net Pension Liability - At June 30, 2024, the City reported a liability of \$3,474,651 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2023, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The City's proportion of the net pension liability was based on the City's share of contributions IPERS relative to the contributions of all IPERS participating employers. At June 20, 2023, the City's proportion was .076981%, which was an increase of .011607% from its proportion measured as of June 30, 2022.

There were no non-employer contributing entities to IPERS.

Actuarial Assumptions - The total pension liability (asset) in the June 30, 2023 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Rate of inflation (effective June 30, 2017)	2.60 percent per annum
Rates of salary increase (effective June 30, 2017)	3.25 to 16.25 percent, average, including inflation. Rates vary by membership group.
Long-term investment rate of return (effective June 30, 2017)	7.00 percent compounded annually, net of investment expense including inflation.
Wage growth (effective June 30, 2017)	3.25 percent per annum, based on 2.60 percent inflation and 0.65 percent real wage inflation.

The actuarial assumptions used in the June 30, 2023 valuation were based on the results of a quadrennial experience study covering the period of July 1, 2007 through June 30, 2021.

Mortality rates used in the 2023 valuation were based on the PubG-2010 Employee and Healthy Annuitant Tables with MP-2021 generational adjustments.

The long-term expected rate of return on IPERS' investments was determined using a building-block method in which best-estimate ranges of expected future real rates (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

<u>Asset Class</u>	<u>Asset Allocation</u>	<u>Long-Term Expected Real rate of Return</u>
Core Plus Fixed Income	23.00%	2.69%
Domestic Equity	21.00%	4.56%
Private Equity/Debt	17.00%	10.44%
International Equity	16.50%	6.22%
Private Real Assets	9.00%	3.88%
Global Smart Beta Equity	5.00%	5.22%
Private Credit	4.50%	4.60%
Public Credit	3.00%	4.38%
Cash	1.00%	1.59%
	<u>100%</u>	

Discount Rate

The discount rate used to measure the total pension liability (asset) was 7.00%. The projection of cash flows used to determine the discount rate assumed employee contributions will be made at the contractually required rate and contributions from the City will be made at contractually required rates, actuarially determined. Based on those assumptions, IPERS' fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the long-term expected rate of return on IPERS investments was applied to all periods of projected benefit payments to determine the total pension liability (asset).

Sensitivity of the City's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate - The following presents the City's proportionate share of the net pension liability (asset) calculated using the discount rate of 7.00% percent, as well as what the City's proportionate share of the net pension liability (asset) would be if it were calculated using a discount rate that is 1-percent lower (6.00%) or 1-percent higher (8.00%) than the current rate.

	1% Decrease (6.0%)	Discount Rate (7.0%)	1% Increase (8.0%)
City's proportionate share of the net pension liability (asset)	\$ 8,987,546	\$ 3,474,651	\$ (1,145,773)

IPERS' Fiduciary Net Position - Detailed information about IPERS' fiduciary net position is available in the separately issued IPERS financial report which is available on IPERS' website at www.ipers.org.

Municipal Fire and Police Retirement System of Iowa (MFPRSI)

Plan Description – MFPRSI membership is mandatory for fire fighters and police officers covered by the provisions of Chapter 411 of the Code of Iowa. Employees of the City are provided with pensions through a cost-sharing multiple employer defined benefit pension plan administered by MFPRSI. MFPRSI issues a stand-alone financial report which is available to the public by mail at 7155 Lake Drive, Suite #201, West Des Moines, Iowa 50266 or at www.mfprsi.org.

MFPRSI benefits are established under Chapter 411 of the Code of Iowa and the administrative rules thereunder. Chapter 411 of the Code of Iowa and the administrative rules are the official plan documents. The following brief description is provided for general informational purposes only. Refer to the plan documents for more information.

Pension Benefits – Members with 4 or more years of service are entitled to pension benefits beginning at age 55. Full-service retirement benefits are granted to members with 22 years of service, while partial benefits are available to those members with 4 to 22 years of service based on the ratio of years completed to years required (i.e., 22 years). Members with less than 4 years of service are entitled to a refund of their contribution only, with interest, for the period of employment.

Benefits are calculated based upon the member's highest 3 years of compensation. The average of these 3 years becomes the member's average final compensation. The base benefit is 66% of the member's average final compensation. Members who perform more than 22 years of service receive an additional 2% of the member's average final compensation for each additional year of service, up to a maximum of 8 years. Survivor benefits are available to the beneficiary of a retired member according to the provisions of the benefit option chosen, plus an additional benefit for each child. Survivor benefits are subject to a minimum benefit for those members who chose the basic benefit with a 50% surviving spouse benefit.

Active members at least 55 years of age with 22 or more years of service have the option to participate in the Deferred Retirement Option Program (DROP). The DROP is an arrangement whereby a member who is otherwise eligible to retire and commence benefits opts to continue to work. A member can elect 3-, 4- or 5-year DROP period. When electing to participate in DROP, the member signs a contract stating the member will retire at the end of the selected DROP period. During the DROP period, the member's retirement benefit is frozen and a DROP benefit is credited to a DROP account established for the member. Assuming the member completes the DROP period, the DROP benefit is equal to 52% of the member's retirement benefit at the member's earliest date eligible and 100% if the member delays enrollment for 24 months. At the member's actual date of retirement, the member's DROP account will be distributed to the member in the form of a lump sum or rollover to an eligible plan.

Disability and Death Benefits – Disability benefits may be either accidental or ordinary. Accidental disability is defined as a permanent disability incurred in the line of duty, with benefits equivalent to the greater of 60% of the member's average final compensation of the member's service retirement benefit calculation amount. Ordinary disability occurs outside the call of duty and pays benefits equivalent to the greater of 50% of the member's average final compensation for those with 5 or more years of service or the member's service retirement benefit calculation amount and 25% of average final compensation for those with less than 5 years of service.

Death benefits are similar to disability benefits. Benefits for accidental death are 50% of the average final compensation of the member plus an additional amount for each child, or the provisions for ordinary death. Ordinary death benefits consist of a pension equal to 40% of the average final compensation of the member plus an additional amount for each child, or a lump-sum distribution to the designated beneficiary equal to 50% of the previous year's earnable compensation of the member or equal to the amount of the member's total contributions plus interest.

Benefits are increased annually in accordance with Chapter 411.6 of the Code of Iowa, which provides a standard formula for the increases.

The surviving spouse or dependents of an active member who dies due to a traumatic personal injury incurred in the line of duty receives a \$100,000 lump-sum payment.

Contributions – Member contribution rates are set by state statute. In accordance with Chapter 411 of the Code of Iowa, the contribution rate was 9.40% of earnable compensation for the year ended June 30, 2024.

Employer contribution rates are based upon an actuarially determined normal contribution rate and set by state statute. The required actuarially determined contributions are calculated on the basis of the entry age normal method as adopted by the Board of Trustees as permitted under Chapter 411 of the Code of Iowa. The normal contribution rate is provided by state statute to be the actuarial liabilities of the plan less current plan assets, with such total divided by 1% of the actuarially determined present value of prospective future compensation of all members, further reduced by member contributions and state appropriations. Under the Code of Iowa, the City's contribution rate cannot be less than 17.00% of earnable compensation. The contribution rate was 22.98% for the year ended June 30, 2024.

The City's contributions to MFPRSI for the year ended June 30, 2024 totaled \$552,068.

If approved by State Legislature, state appropriations may further reduce the City's contribution rate, but not below the minimum statutory contribution rate 17.00% of earnable compensation. The State of Iowa, therefore, is considered to be a nonemployer contributing entity in accordance with the provisions of Governmental accounting Standards Board Statement No. 67, *Financial Reporting for Pension Plans*.

There were no state appropriations to MFPRSI during the year ended June 30, 2024.

Net Pension Liability - At June 30, 2024, the City reported a liability of \$4,048,076 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2023 and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The City's proportion of the net pension liability was based on the City's share of contributions to the MFPRSI relative to the contributions of all MFPRSI participating employers. At June 30, 2023, the City's proportion was 0.646452%, which was an increase of 0.023345% from its proportion measured as of June 30, 2022.

Actuarial Assumptions - The total pension liability in the June 30, 2023 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Rate of inflation	3.00%
Salary increases	3.75 to 15.11%, including inflation
Investment rate of return	7.50%, net of investment expense, including inflation

The actuarial assumptions used in the June 30, 2023 valuation were based on the results of an actuarial experience study for the period July 1, 2012 through June 30, 2022.

Mortality rates were based on the RP-2014 Blue Collar Combined Healthy Annuitant Table with males set-forward zero years, females set-forward two years and disabled individuals set-forward three years (male only rates), with generational projection of future mortality improvement with 50% of Scale BB beginning in 2017.

The long-term expected rate of return on MFPRSI investments was determined using a building-block method in which best-estimate ranges of expected future real rates (i.e., expected returns, net of investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The best estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

<u>Asset Class</u>	<u>Long-Term Expected Real rate of Return</u>
Broad fixed income	4.9%
Broad U.S. equity	7.1%
Global equity	7.2%
Broad non-U.S. equity	7.4%
Managed futures	5.2%
Real estate - core	6.8%
Opportunistic real estate	11.1%
Global infrastructure	6.9%
Private credit	10.1%
Private equity	12.10%

Discount Rate - The discount rate used to measure the total pension liability was 7.50%. The projection of cash flows used to determine the discount rate assumed employee contributions will be made at 9.40% of covered payroll and the City's contributions will be made at rates equal to the difference between actuarially determined rates and the member rate. Based on those assumptions, the MFPRSI's fiduciary net position was projected to be available to make all projected future benefit payments to current plan members. Therefore, the long-term expected rate of return on MFPRSI's investments was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of the City's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate - The following presents the City's proportionate share of the net pension liability calculated using the discount rate of 7.50% percent, as well as what the City's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percent lower (6.50%) or 1-percent higher (8.50%) than the current rate.

	<u>1% Decrease (6.5%)</u>	<u>Discount Rate (7.5%)</u>	<u>1% Increase (8.5%)</u>
City's proportionate share of the net pension liability (asset)	\$ 7,089,514	\$ 4,048,076	\$ 1,530,363

MFPRSI's Fiduciary Net Position

Detailed information about MFPRSI's fiduciary net position is available in the separately issued MFPRSI financial report which is available on MFPRSI's website at www.mfprsi.org.

Note 6 - Deferred Compensation

The City offers its employees a deferred compensation plan created in accordance with Internal Revenue Code Section 457, as amended on August 20, 1996. The plan, available to all full-time employees, permits them to defer a portion of their salary until future years. The City will match the employee's contribution up to a maximum between 1 and 3.5 percent. The maximum match will vary based on the employees years of service and if they are a department director or not. The City's contribution shall not exceed the amount of the employee's contribution. Members of the MFPRSI hired after January 1, 2011 are not eligible for the City's contributions. The deferred compensation is held in trust for the exclusive benefit of participants (or their beneficiaries in the event of the participant's death) until termination, retirement, death, or an unforeseeable emergency. The City provides neither administrative service to the plan nor investment advice for the plan. Part time employees who work an average of 20 or more hours per week and have worked for the City longer than one year, are allowed to voluntarily participate in the 457 Plan. The City will not contribute any funds to the plans of part time participants.

Note 7 - Compensated Absences

City employees accumulate a limited amount of earned but unused vacation, sick, and other hours for subsequent use or for payment upon termination or retirement. These accumulations are not recognized as disbursements by the City until used or paid. The City's approximate liability for earned vacation, sick time, comp time and fluctuating holiday termination payments payable to employees at June 30, 2024, primarily relating to the General Fund, is as follows:

<u>Type of Benefit</u>	<u>Amount</u>
Vacation	\$ 498,679
Sick leave	212,248
Other	<u>153,676</u>
Total	<u><u>\$ 864,603</u></u>

Sick leave is payable when used or upon retirement if the employee is over fifty-five years of age. If paid upon retirement, payment is made for up to 50 percent of accrued sick leave, not to exceed 360 hours. This liability has been computed based on rates of pay in effect at June 30, 2024.

Note 8 - Development Agreements

The City has entered into various development agreements for urban renewal projects. These agreements call for the City to make economic development tax rebate payments each year out of incremental taxes received by the City. These arrangements are payable through the fiscal year ending June 30, 2034. Payments totaling \$414,556 were made during the year ended June 30, 2024 under these arrangements. Estimated amounts to be paid in future years on development agreements totaled approximately \$980,000. These obligations (with one exception) are subject to annual appropriation per the respective development agreements and not considered a general obligation of the City for purposes of determining the City's debt limit.

Note 9 - Tax Abatements

Governmental Accounting Standards Board Statement No. 77 defines tax abatements as a reduction in tax revenues that results from an agreement between one or more governments and an individual or entity in which (a) one or more governments promise to forgo tax revenues to which they are otherwise entitled and (b) the individual or entity promises to take a specific action after the agreement has been entered into that contributes to economic development or otherwise benefits the governments or the citizens of those governments.

City Tax Abatements

The City provides tax abatements for urban renewal and economic development projects with tax increment financing as provided for in Chapters 15A and 403 of the Code of Iowa. For these types of projects, the City enters into agreements with developers which require the City, after developers meet the terms of the agreements, to rebate a portion of the property tax paid by the developers, to pay the developers an economic development grant or to pay the developers a predetermined dollar amount. No other commitments were made by the City as part of these agreements.

For the year ended June 30, 2024, the City abated \$124,773 of property tax under the urban renewal and economic development projects.

Note 10 - Construction Contracts

The City has entered into various construction contracts totaling approximately \$27,000,000. The unpaid contract balance as of June 30, 2024, totaled approximately \$6,000,000 which will be paid as work on the projects progress.

Note 11 - Risk Management

The City is a member of the Iowa Communities Assurance Pool, as allowed by Chapter 670.7 of the Code of Iowa. The Iowa Communities Assurance Pool (Pool) is a local government risk-sharing pool whose 800 members include various governmental entities throughout the State of Iowa. The Pool was formed in August 1986 for the purpose of managing and funding third-party liability claims against its members. The Pool provides coverage and protection in the following categories: general liability, automobile liability, automobile physical damage, public officials liability, police professional liability, property, inland marine and boiler/machinery. There have been no reductions in insurance coverage from prior years.

Each member's annual casualty contributions to the Pool fund current operations and provide capital. Annual casualty operating contributions are those amounts necessary to fund, on a cash basis, the Pool's general and administrative expenses, claims, claims expenses and reinsurance expenses estimated for the fiscal year, plus all or any portion of any deficiency in capital. Capital contributions are made during the first six years of membership and are maintained at a level determined by the Board not to exceed 300% of basis rate.

The Pool also provides property coverage. Members who elect such coverage make annual property operating contributions which are necessary to fund, on a cash basis, the Pool's general and administrative expenses, reinsurance premiums, losses and loss expenses for property risks estimated for the fiscal year, plus all or any portion of any deficiency in capital. Any year-end operating surplus is transferred to capital. Deficiencies in operations are offset by transfers from capital and, if insufficient, by the subsequent year's member contributions.

The City's property and casualty contributions to the Pool are recorded as disbursements from its operating funds at the time of payment to the Pool. The City's contributions to the Pool for the year ended June 30, 2024, were \$346,315.

The Pool uses reinsurance and excess risk-sharing agreements to reduce its exposure to large losses. The Pool retains general, automobile, police professional, and public officials' liability risks up to \$500,000 per claim. Claims exceeding \$500,000 are reinsured through reinsurance and excess risk-sharing agreements up to the amount of risk-sharing protection provided by the City's risk-sharing certificate. Property and automobile physical damage risks are retained by the Pool up to \$250,000 each occurrence, each location. Property risks exceeding \$250,000 are reinsured through reinsurance and excess risk-sharing agreements up to the amount of risk-sharing protection provided by the City's risk-sharing certificate.

The Pool's intergovernmental contract with its members provides that in the event a casualty claim, property loss or series of claims or losses exceeds the amount of risk-sharing protection provided by the City's risk-sharing certificate, or in the event a casualty claim, property loss or series of claims or losses exhausts the Pool's funds and any excess risk-sharing recoveries, then payment of such claims or losses shall be the obligation of the respective individual member against whom the claim was made or the loss was incurred. As of June 30, 2024, settled claims have not exceeded the risk pool or reinsurance coverage since the Pool's inception.

Members agree to continue membership in the Pool for a period of not less than one full year. After such period, a member who has given 60 days' prior written notice may withdraw from the Pool. Upon withdrawal, payments for all casualty claims and claims expenses become the sole responsibility of the withdrawing member, regardless of whether a claim was incurred or reported prior to the member's withdrawal. Upon withdrawal, a formula set forth in the Pool's intergovernmental contract with its members is applied to determine the amount (if any) to be refunded to the withdrawing member.

The City also carries commercial insurance purchased from other insurers for coverage associated with worker's compensation insurance. The City assumes liability for any deductibles and claims in excess of coverage in any of the past three fiscal years.

Note 12 - Jointly Governed Organizations and Commitments

Metro Waste Authority

The City, in conjunction with various other municipalities, has created Metro Waste Authority. The Organization was established for the primary purpose of providing for the economic disposal, or collection and disposal, of solid waste produced or generated by each participant. In the event of withdrawal or dissolution, the net assets of the Organization will be prorated among the municipalities. The Organization is governed by a board composed of an elected representative of the governing body of each participating governmental jurisdiction. During the year ended June 30, 2024, the City paid \$1,187,938 to Metro Waste Authority.

Greater Des Moines Convention & Visitors Bureau (CVB)

An agreement was entered into by the City of Clive, various other metro area cities, and the County of Polk to establish an area-wide effort for the promotion of tourism and convention activities in the Greater Des Moines metropolitan area. Each government agrees to remit two-sevenths of their hotel/motel tax revenues for use by the CVB. During the fiscal year ended June 30, 2024, the City of Clive remitted \$263,343 to the CVB.

Des Moines Metropolitan Planning Organization (MPO)

The City in conjunction with three counties and various other metro cities, has created Des Moines Metropolitan Planning Organization (MPO). The MPO is organized as a separate legal entity pursuant to the provisions of Chapter 28E of the Code of Iowa, with the powers and purposes to carry out transportation planning activities for the metropolitan area. The City of Clive remitted to MPO \$22,155 during the year ended June 30, 2024.

Westcom

In August of 2000 the City entered into a joint operation of a centralized dispatch center (Westcom) with the cities of Urbandale and West Des Moines to share certain costs. Westcom was established as an undivided interest ownership arrangement, whereby titles to assets in Westcom are held individually by the City and the other two Des Moines suburbs. Since inception, the Westcom operations have expanded service area to provide dispatch to two additional communities. These two communities are not equity partners, but subscribers to the services provided. The City reported expenditures of \$559,289 and has an undivided interest in assets of the operation, net depreciation, totaling approximately \$100,000 as of June 30, 2024. Westcom issues separate financial statements. Their operations are included in the financial statements of the City of West Des Moines.

Bravo Greater Des Moines (Bravo)

Bravo was formed by a collaboration of central Iowa local governments to provide reliable funding and leadership to the arts, culture and heritage community. Partner communities have entered into agreements with Bravo to remit a portion of their hotel/motel tax revenues. The City of Clive agrees to remit two-sevenths of their hotel/motel tax revenues. During the year ended June 30, 2024, the City of Clive remitted \$263,343 to Bravo.

Urbandale Fire and Emergency Medical Services

The City entered into an agreement with the City of Urbandale for providing fire and emergency medical services in Clive. The City will be responsible for a portion of the annual facility operating costs which will be determined on the basis of population of each city within Dallas County. Annual costs will not include expenses for the facility construction, financing and acquisition or any fire/EMS apparatus stationed at the facility. The agreement may not be terminated by either city prior to June 30, 2025, except by mutual agreement. During the year ended June 30, 2024, the City paid \$964,575 to the City of Urbandale.

Note 13 - Employee Health Insurance Plan

The City self-funds a portion of health insurance deductibles for its employees. The plan is funded by both employee and City contributions and is administered by Employee Benefit Systems (EBS) under an agreement which is subject to automatic renewal. The City self-funds between \$535 per single coverage and \$1,754 per family coverage. Administrative service fees premiums are paid monthly from the City's operating funds to a separate account administered by EBS. During the year ended June 30, 2024, the City paid \$2,159,994 to the account. At June 30, 2024, the account balance was \$274,722.

Note 14 - Other Post-Employment Benefits (OPEB)

All full-time employees who retire or become disabled are offered the following post-employment benefit options:

Health insurance – For employees wishing to voluntarily retire prior to the age of 65 who are a minimum of 55 years of age at the time of retirement; have at least 20 years of service with the City; and wish to remain on the City employee health insurance plan, the City will assist the employee with the cost of single coverage health insurance until the retiree reaches the age eligible to receive Medicare, according to a schedule based upon length of continued regular full-time service to the City.

The City will also provide \$10,000 in life insurance coverage until age 65. Dental and vision coverage can be continued at the expense of the employee.

After the retiree reaches the Medicare eligible age, any dependent the retiree has covered under the City employee health plan may continue his/her coverage under the City's plan for three more years, or until the dependent reaches the Medicare eligible age, whichever occurs first. The retiree is responsible for expenses related to the policy.

Life insurance – the option of converting the employee's City-paid policy from term insurance to whole life insurance at the individual's expense with the City's life insurance carrier. As of July 1, 2011, for those full-time employees retiring with at least ten years of service the City provides \$10,000 in life insurance coverage until the retiree reaches normal Social Security retirement age.

Long-term disability – The option of converting the employee's City-paid group policy to a personal policy at the individual's expense with the City's long-term disability insurance carrier.

The above options, while at the individual's own expense, are included within the City's overall insurance package. Therefore, a portion of the above coverage is being subsidized by the City and its current employees, which results in an implicit subsidy and an OPEB liability, except for long-term disability.

There are 118 active and 12 retired/disabled members in the health plan. Participants must be age 55 or older at retirement.

Funding Policy – The contribution requirements of plan members are established and may be amended by the City. The City currently finances the retiree benefit plan on a pay-as-you-go basis. The most recent active member monthly premiums for the City and plan members vary based on what plan they selected are as follows:

Employee - single	\$535-666
Employee - spouse/child	\$1,265-1,536
Employee - family	\$1,307-1,754

The same monthly premiums apply to retirees. For the year ended June 30, 2024, the City paid \$172,101 with retirees reimbursing the City \$93,825. At June 30, 2024, no assets have been accumulated in a trust that meets the criteria in paragraph four of GASB Statement No. 75.

The City has entered into an agreement with the City Manager which formally identifies the financial obligation of the City to him in the event of an involuntary employment termination. The severance agreement provides for a termination payment equal to six months wages plus six months of benefits. The compensation rate is based upon the compensation paid to the City Manager at the time of termination.

Note 15 - Subsequent Events

Management has evaluated subsequent events through October 23, 2024, the date on which the financial statements were available to be issued.

Note 16 - Prospective Accounting Change

The Governmental Accounting Standards Board (GASB) has issued the following statements not yet implemented by the City. The statements which might impact the City are as follows:

GASB Statement No. 101, *Compensated Absences*, issued June 2022 will be effective for the City beginning with its fiscal year ending June 30, 2025. The objective of this Statement is to better meet the information needs of financial statement users by updating the recognition and measurement guidance for compensated absences.

GASB Statement No. 102, *Certain Risk Disclosures*, issued in December 2023 will be effective for the City beginning with its fiscal year ending June 30, 2025. The objective of this Statement is to provide users of government financial statements with essential information about risks related to a government's vulnerabilities due to certain concentrations or constraints.

GASB Statement No. 103, *Financial Reporting Model Improvement Project*, issued in April 2024 will be effective for the City beginning with its fiscal year ending June 30, 2026. The objective of this Statement is to improve key components of the financial reporting model to enhance its effectiveness in providing information that is essential for decision making and assessing a government's accountability.

The City's management has not yet determined the effect these statements will have on the City's financial statements.

Note 17 - Interfund Transfers

The detail of interfund transfers for the year ended June 30, 2024, is as follows:

Transfer to	Transfer from	Amount
General	Governmental	
	Local Option Sales Tax	\$ 863,783
	Nonmajor Governmental	590,430
	Enterprise	
	Water	662,225
	Sewer	490,430
	Nonmajor Enterprise	477,092
		<u>3,083,960</u>
Special Revenue		
Urban Renewal Tax Increment	Capital Projects	<u>15,143</u>
Debt Service	Special Revenue:	
	Urban Renewal Tax Increment	1,346,564
	Local Option Sales Tax	1,019,000
		<u>2,365,564</u>
Capital Projects	General	1,556,208
	Local Options Sales Tax	1,882,783
	Enterprise	
	Water	1,404,070
	Nonmajor Enterprise	410,000
		<u>5,253,061</u>
Nonmajor Governmental	Nonmajor Governmental	51,868
	Enterprise	
	Water	75,210
	Sewer	51,868
	Nonmajor Enterprise	51,344
		<u>230,290</u>
Internal Service	General	755,000
	Nonmajor Governmental	323,629
	Enterprise	
	Water	70,000
	Sewer	129,845
	Nonmajor Enterprise	159,500
		<u>1,437,974</u>

Transfers generally move resources from the fund statutorily required to collect the resources to the fund statutorily required to disburse the resources.

Note 18 - Conduit Debt

From time to time, the City has issued Industrial Revenue Bonds to provide financial assistance to private-sector entities for the acquisition and construction of industrial and commercial facilities deemed to be in the public interest. The bonds are secured by the property financed and are payable solely from payments received on the underlying mortgage loans. Upon repayment of the bonds, ownership of the acquired facilities transfers to the private-sector entity served by the bond issuance. Neither the City, the State, nor any political subdivision thereof is obligated in any manner for repayment of the bonds. Accordingly, the bond principal and interest does not constitute liabilities of the City.

As of June 30, 2024, there was one Industrial Revenue Bonds outstanding, with a principal amount payable of \$6,708,216.



Other Information
June 30, 2024

City of Clive, Iowa

Schedule 1 – Budgetary Comparison Schedule of Receipts, Disbursements, and Changes in Cash Balances –
Budget and Actual (Cash Basis) – All Governmental Funds and Proprietary Funds

Other Information
Year Ended June 30, 2024

	Governmental Funds Actual	Proprietary Funds Actual	Total Actual	Budgeted Amounts		Final to Actual Variance- Positive (Negative)
				Original	Final	
Receipts:						
Property tax	\$ 18,259,863	\$ -	\$ 18,259,863	\$ 17,971,738	\$ 17,971,738	\$ 288,125
Tax increment financing	1,573,391	-	1,573,391	1,567,603	1,567,603	5,788
Other City tax	6,274,626	-	6,274,626	5,869,049	5,869,049	405,577
Licenses and permits	815,191	-	815,191	495,300	495,300	319,891
Use of money and property	3,697,224	-	3,697,224	1,089,837	2,739,837	957,387
Intergovernmental	4,355,110	-	4,355,110	3,776,261	3,776,261	578,849
Charges for service	2,933,369	12,150,377	15,083,746	14,106,146	15,209,053	(125,307)
Miscellaneous	1,426,290	287,046	1,713,336	950,786	950,786	762,550
Total receipts	<u>39,335,064</u>	<u>12,437,423</u>	<u>51,772,487</u>	<u>45,826,720</u>	<u>48,579,627</u>	<u>3,192,860</u>
Disbursements:						
Public safety	9,840,035	-	9,840,035	10,433,375	10,523,375	683,340
Public works	4,913,954	-	4,913,954	4,971,891	5,091,191	177,237
Health and social services	27,734	-	27,734	36,580	36,580	8,846
Culture and recreation	5,247,446	-	5,247,446	5,330,794	5,543,095	295,649
Community and economic development	1,512,817	-	1,512,817	1,631,264	1,631,264	118,447
General government	4,302,157	-	4,302,157	4,426,587	4,601,087	298,930
Debt service	5,220,191	-	5,220,191	4,916,068	5,337,692	117,501
Capital projects	10,576,581	234,616	10,811,197	9,040,000	15,907,925	5,096,728
Business-type activities	-	6,662,520	6,662,520	8,703,801	9,797,876	3,135,356
Total disbursements	<u>41,640,915</u>	<u>6,897,136</u>	<u>48,538,051</u>	<u>49,490,360</u>	<u>58,470,085</u>	<u>9,932,034</u>
Excess (Deficiency) of Receipts over (Under) Disbursements	(2,305,851)	5,540,287	3,234,436	(3,663,640)	(9,890,458)	13,124,894
Other Financing Sources (Uses), Net	<u>12,998,493</u>	<u>(3,981,584)</u>	<u>9,016,909</u>	<u>8,910,000</u>	<u>13,910,000</u>	<u>(4,893,091)</u>
Excess (Deficiency) of Receipts and Other Financing Sources Over (Under) Disbursements and Other Financing Uses	10,692,642	1,558,703	12,251,345	5,246,360	4,019,542	8,231,803
Balances Beginning of Year	<u>45,564,464</u>	<u>15,841,122</u>	<u>61,405,586</u>	<u>59,734,147</u>	<u>59,734,147</u>	<u>1,671,439</u>
Balances End of Year	<u>\$ 56,257,106</u>	<u>\$ 17,399,825</u>	<u>\$ 73,656,931</u>	<u>\$ 64,980,507</u>	<u>\$ 63,753,689</u>	<u>\$ 9,903,242</u>

The budgetary comparison is presented in accordance with Governmental Accounting Standards Board Statement No. 41 for governments with significant budgetary perspective differences resulting from not being able to present budgetary comparisons for the General Fund and each major Special Revenue Fund.

In accordance with the Code of Iowa, the City Council annually adopts a budget on the cash basis following required public notice and hearing for all funds. The annual budget may be amended during the year utilizing similar statutorily prescribed procedures.

Formal and legal budgetary control is based upon nine major classes of disbursements known as functions, not by fund. These nine functions are: public safety, public works, health and social services, culture and recreation, community and economic development, general government, debt service, capital projects and business-type activities. Function disbursements required to be budgeted include disbursements for the General Fund, the Special Revenue Funds, the Debt Service Fund, the Capital Projects Fund, and the Proprietary Funds. Although the budget document presents function disbursements by fund, the legal level of control is at the aggregated function level, not by fund. During the year, two budget amendments increased budgeted disbursements by \$8,979,725. The budget amendments are reflected in the final budgeted amounts.

During the year ended June 30, 2024, disbursements did not exceed the amounts budgeted.

City of Clive, Iowa

Schedule 2 - City's Proportionate Share of IPERS Net Pension Liability and IPERS Contributions

June 30, 2024

Iowa Public Employees' Retirement System

Fiscal Year Ended	City's proportion of the net pension liability (asset)	City's proportionate share of the net pension liability (asset)	City's covered-payroll	City's proportionate share of the net pension liability as a percentage of its covered-payroll	Plan fiduciary net position as a percentage of the total pension liability (asset)
2024	0.076981%	\$ 3,474,651	\$ 9,470,338	36.69%	90.13%
2023	0.065374%	2,469,937	8,503,505	29.05%	91.40%
2022	0.414169%	(1,429,823)	8,203,960	-17.43%	100.81%
2021	0.078298%	5,500,204	7,776,338	70.73%	82.90%
2020	0.073401%	4,250,373	7,315,361	58.10%	85.45%
2019	0.070981%	4,491,843	6,868,221	65.40%	83.62%
2018	0.068844%	4,585,902	6,495,672	70.60%	82.21%
2017	0.066329%	4,174,306	5,945,175	70.21%	81.82%
2016	0.064405%	3,181,900	6,266,000	50.78%	85.19%
2015	0.061677%	2,446,069	5,889,401	41.53%	87.61%

The amounts presented for each fiscal year were determined as of June 30 of the preceding fiscal year.

Fiscal Year Ended	Statutorily Required Contribution	Contributions in Relation to the Statutorily Required Contribution	Contribution Deficiency (Excess)	City's Covered-Payroll	Contributions as a Percentage of Covered Payroll
2024	\$ 909,063	\$ 909,063	\$ -	\$ 9,645,612	9.42%
2023	891,346	891,346	-	9,470,338	9.41%
2022	800,211	800,211	-	8,503,505	9.41%
2021	782,581	782,581	-	8,203,960	9.54%
2020	739,620	739,620	-	7,776,338	9.51%
2019	702,571	702,571	-	7,315,361	9.60%
2018	627,202	627,202	-	6,868,221	9.13%
2017	593,166	593,166	-	6,495,672	9.13%
2016	543,385	543,385	-	5,945,175	9.14%
2015	537,961	537,961	-	6,266,000	8.59%

Schedule 3 – City Proportionate Share of MFPRSI Net Pension Liability and MFPRSI Contributions

June 30, 2024

Municipal Fire and Police Retirement System of Iowa

Fiscal Year Ended	City's proportion of the net pension liability	City's proportionate share of the net pension liability	City's covered-payroll	City's proportionate share of the net pension liability as a percentage of its covered-payroll	Plan fiduciary net position as a percentage of the total pension liability
2024	0.646452%	\$ 4,048,076	\$ 2,344,112	172.69%	83.53%
2023	0.623107%	3,499,185	2,104,518	166.27%	84.62%
2022	0.599136%	1,345,504	1,953,375	68.88%	93.62%
2021	0.617915%	4,928,492	1,932,864	254.98%	76.47%
2020	0.586662%	3,848,072	1,775,904	216.68%	79.94%
2019	0.604403%	3,598,630	1,756,758	204.84%	81.07%
2018	0.592403%	3,474,296	1,677,363	207.13%	80.60%
2017	0.601412%	3,760,394	1,630,207	230.67%	78.20%
2016	0.590598%	2,774,719	1,586,528	174.89%	83.04%
2015	0.600324%	2,176,164	1,557,470	139.72%	86.27%

The amounts presented for each fiscal year were determined as of June 30 of the preceding fiscal year.

Fiscal Year Ended	Statutorily Required Contribution	Contributions in Relation to the Statutorily Required Contribution	Contribution Deficiency (Excess)	City's Covered-Payroll	Contributions as a Percentage of Covered Payroll
2024	\$ 552,068	\$ 552,068	\$ -	\$ 2,402,385	22.98%
2023	560,243	560,243	-	2,344,112	23.90%
2022	550,963	550,963	-	2,104,518	26.18%
2021	492,764	492,764	-	1,953,375	25.23%
2020	471,812	471,812	-	1,932,864	24.41%
2019	461,389	461,389	-	1,775,904	25.98%
2018	451,136	451,136	-	1,756,758	25.68%
2017	434,772	434,772	-	1,677,363	25.92%
2016	451,265	451,265	-	1,630,207	27.68%
2015	471,114	471,114	-	1,586,528	29.69%

Iowa Public Employees' Retirement System

Changes of Benefit Terms:

There are no significant changes in benefit terms

Changes of Assumptions:

The 2022 valuation implemented the following refinements as a result of a demographic assumption study dated June 16, 2022:

- Changed mortality assumptions to the PubG-2010 Mortality Tables with mortality improvements modeled using Scale MP-2021.
- Adjusted retirement rates.
- Lowered disability rates for regular members only.
- Adjusted termination rates.

The 2018 valuation implemented the following refinements as a result of a demographic assumption study dated June 28, 2018:

- Changed mortality assumptions to the RP-2014 mortality tables with mortality improvements modeled using Scale MP-2017.
- Adjusted retirement rates.
- Lowered disability rates.
- Adjusted the probability of a vested Regular member electing to receive a deferred benefit.
- Adjusted the merit component of the salary increase assumption.

The 2017 valuation implemented the following refinements as a result of an experience study dated March 24, 2017:

- Decreased the inflation assumption from 3.00% to 2.60%.
- Decreased the assumed rate of interest on member accounts from 3.75% to 3.50% per year.
- Decreased the discount rate from 7.50% to 7.00%.
- Decreased the wage growth assumption from 4.00% to 3.25%.
- Decreased the payroll growth assumption from 4.00% to 3.25%.

Municipal Fire and Police Retirement System of Iowa

Changes of Benefit Terms:

There were no significant changes in benefit terms.

Changes of Assumptions:

The 2018 valuation changed postretirement mortality rates to the RP-2014 Blue Collar Healthy Annuitant Table with males set-forward zero years, females set-forward two years and disabled individuals set-forward three years (male only rates), with generational projection of future mortality improvement with 50% of Scale BB beginning in 2017.

The 2017 valuation added five years projection of future mortality improvement with Scale BB.

The 2016 valuation changed postretirement mortality rates to the RP-2000 Blue Collar Combined Healthy Mortality Table with males set-back two years, females set-forward one year and disabled individuals set-forward one year (male only rates), with no projection of future mortality improvement.

The 2015 valuation phased in the 1994 Group Annuity Mortality Table for postretirement mortality. This resulted in a weighting of 1/12 of the 1971 Group Annuity Mortality Table and 11/12 of the 1994 Group Annuity Mortality Table.



Supplementary Information
June 30, 2024

City of Clive, Iowa

City of Clive, Iowa

Schedule 4 – Statement of Cash Receipts, Disbursements, and Changes in Cash Balances

Nonmajor Governmental Funds

As of and for the Year Ended June 30, 2024

	Special Revenue						
	Road Use Tax	Employee Benefits	Police Seizures	Park Donations	Library	Police K9	Total
Receipts:							
Property tax	\$ -	\$ 2,581,148	\$ -	\$ -	\$ -	\$ -	\$ 2,581,148
Intergovernmental	2,627,440	61,939	-	-	-	-	2,689,379
Charges for services	-	-	3,684	-	-	-	3,684
Miscellaneous	360	103,475	-	-	3,365	100	107,300
Total receipts	2,627,800	2,746,562	3,684	-	3,365	100	5,381,511
Disbursements:							
Current:							
Public safety	-	1,252,068	5,216	-	-	3,210	1,260,494
Public works	1,679,000	178,761	-	-	-	-	1,857,761
Culture and recreation	-	258,927	-	-	137	-	259,064
Community and economic development	-	117,593	-	-	-	-	117,593
General government	-	1,008,370	-	-	-	-	1,008,370
Total disbursements	1,679,000	2,815,719	5,216	-	137	3,210	4,503,282
Excess (Deficiency) of Receipts Over (Under) Disbursements	948,800	(69,157)	(1,532)	-	3,228	(3,110)	878,229
Other Financing Sources (Uses):							
Transfers in	-	230,290	-	-	-	-	230,290
Transfers out	(965,927)	-	-	-	-	-	(965,927)
Total other financing sources (uses)	(965,927)	230,290	-	-	-	-	(735,637)
Net Change in Cash Balances	(17,127)	161,133	(1,532)	-	3,228	(3,110)	142,592
Cash Balances Beginning of Year	1,931,082	3,063,123	30,622	8,011	13,717	5,659	5,052,214
Cash Balances End of Year	\$ 1,913,955	\$ 3,224,256	\$ 29,090	\$ 8,011	\$ 16,945	\$ 2,549	\$ 5,194,806
Cash Basis Fund Balances							
Restricted							
Streets	\$ 1,913,955	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,913,955
Other purposes	-	3,224,256	29,090	8,011	16,945	2,549	3,280,851
Total cash basis fund balances	\$ 1,913,955	\$ 3,224,256	\$ 29,090	\$ 8,011	\$ 16,945	\$ 2,549	\$ 5,194,806

City of Clive, Iowa

Schedule 5 – Statement of Cash Receipts, Disbursements, and Changes in Cash Balances
Nonmajor Enterprise Funds
As of and for the Year Ended June 30, 2024

	Enterprise Funds		
	Storm Water	Water Utility Deposits	Total
Operating Receipts			
Charges for service	\$ 1,794,659	\$ 44,690	\$ 1,839,349
Operating Disbursements			
Business-type activities			
Salaries and wages	335,066	-	335,066
Employee benefits and costs	102,270	-	102,270
Staff development	8,293	-	8,293
Repair, maintenance, and utilities	32,867	-	32,867
Contractual services	20,240	71,509	91,749
Commodities	6,321	-	6,321
Total operating disbursements	505,057	71,509	576,566
Non-Operating Disbursements			
Capital outlay	(9,582)	-	(9,582)
Excess (deficiency) of Receipts Over (Under) Disbursements	1,280,020	(26,819)	1,253,201
Transfers out	(1,097,936)	-	(1,097,936)
Net Change in Cash Balances	182,084	(26,819)	155,265
Cash Balances Beginning of Year	327,329	389,626	716,955
Cash Balances End of Year	\$ 509,413	\$ 362,807	\$ 872,220
Cash Basis Fund Balances			
Unrestricted	\$ 509,413	\$ 362,807	\$ 872,220

City of Clive, Iowa

Schedule 6 – Statement of Cash Receipts, Disbursements, and Changes in Cash Balances
Internal Service Funds
As of and for the Year Ended June 30, 2024

	Equipment Replacement	Self-Funding Insurance	Total
Operating Receipts			
Charges for service	\$ -	\$ 2,159,994	\$ 2,159,994
Miscellaneous	6,533	-	6,533
Total operating receipts	6,533	2,159,994	2,166,527
Operating Disbursements			
Contractual services	-	2,147,449	2,147,449
Operating income	6,533	12,545	19,078
Non-Operating Receipts (Disbursements)			
Sale of capital assets	169,365	-	169,365
Capital outlay	(2,012,798)	-	(2,012,798)
Net non-operating disbursements	(1,843,433)	-	(1,843,433)
Excess (Deficiency) of Receipts Over (Under) Disbursements	(1,836,900)	12,545	(1,824,355)
Transfers in	1,437,974	-	1,437,974
Net Change in Cash Balances	(398,926)	12,545	(386,381)
Cash Balances Beginning of Year	1,447,796	262,177	1,709,973
Cash Balances End of Year	\$ 1,048,870	\$ 274,722	\$ 1,323,592
Cash Basis Fund Balances			
Unrestricted	\$ 1,048,870	\$ 274,722	\$ 1,323,592

City of Clive, Iowa
Schedule 7 – Schedule of Indebtedness
Year Ended June 30, 2024

Obligation	Date of Issue	Interest Rates	Amount Originally Issued	Balance Beginning of Year	Issued During Year	Redeemed During Year	Balance End of Year	Interest Paid
General Obligation Bonds:								
Refunding, Series 2012A	3/1/2012	2.00-2.38	\$ 8,730,000	\$ 400,000	\$ -	\$ 400,000	\$ -	\$ 9,500
Emergency Communications Facility, Series 2012B	5/15/2012	3.00	1,240,000	120,000	-	120,000	-	3,600
Essential corporate purpose, Series 2013A	10/31/2013	2.00-3.05	1,970,000	805,000	-	155,000	650,000	22,198
Refunding, Series 2015A	2/25/2015	2.00	2,930,000	325,000	-	325,000	-	6,500
Refunding, Series 2016	9/15/2016	2.00-2.25	1,515,000	410,000	-	200,000	210,000	9,225
Corporate Purpose, Series 2017A	4/13/2017	2.00-2.10	2,150,000	560,000	-	185,000	375,000	11,483
Corporate Purpose, Series 2017B	4/13/2017	3.00	1,300,000	450,000	-	145,000	305,000	13,500
Corporate Purpose and Refunding, Series 2019A	4/11/2019	2.25-5.00	4,205,000	1,735,000	-	340,000	1,395,000	72,975
Urban Renewal Public Safety Facility, Series 2019B	10/15/2019	2.25-3.00	4,510,000	3,750,000	-	200,000	3,550,000	92,705
Urban Renewal Street Improvements, Series 2019C	10/15/2019	2.00-5.00	2,645,000	1,995,000	-	220,000	1,775,000	58,600
Essential corporate purpose, Series 2020A	4/23/2020	3.00-5.00	2,040,000	1,305,000	-	160,000	1,145,000	56,950
Urban Renewal Public Safety Facility, Series 2020B	4/23/2020	2.00-5.00	5,350,000	4,705,000	-	240,000	4,465,000	109,748
Corporate Purpose, Series 2021A	4/22/2021	2.00-5.00	3,020,000	2,010,000	-	245,000	1,765,000	85,050
Urban Renewal Public Safety Facility, Series 2021B	4/22/2021	1.30-5.00	5,100,000	4,620,000	-	245,000	4,375,000	129,640
Urban Renewal Public Safety Facility, Series 2021C	11/16/2021	2.00-5.00	8,640,000	8,365,000	-	290,000	8,075,000	237,744
Corporate Purpose, Series 2022A	4/7/2022	3.00-5.00	4,000,000	3,485,000	-	360,000	3,125,000	157,750
Corporate Purpose, Series 2023A	5/11/2023	5.00	3,655,000	3,655,000	-	100,000	3,555,000	192,903
Urban Renewal City Improvements, Series 2023B	11/15/2023	4.38-6.00	4,735,000	-	4,735,000	-	4,735,000	128,720
Corporate Purpose, Series 2024A	5/23/2024	3.17-5.00	5,105,000	-	5,105,000	-	5,105,000	-
Total General Obligation Bonds				<u>\$ 38,695,000</u>	<u>\$ 9,840,000</u>	<u>\$ 3,930,000</u>	<u>\$ 44,605,000</u>	<u>\$ 1,398,791</u>

City of Clive, Iowa
Schedule 8 – Schedule of Receipts by Source and Disbursements by Function
All Governmental Funds
For the Last Ten Years

	2024	2023	2022	2021	2020	2019	2018	2017	2016	2015
Receipts:										
Property tax	\$ 18,259,863	\$ 17,518,528	\$ 17,087,808	\$ 16,145,023	\$ 14,845,174	\$ 17,531,556	\$ 15,819,589	\$ 15,124,960	\$ 14,846,768	\$ 14,338,469
Tax increment financing	1,573,391	1,546,761	1,375,926	1,175,266	2,407,151	2,737,444	3,176,553	3,869,537	3,650,703	3,370,578
Other City tax*	6,274,626	6,495,793	5,433,265	5,563,120	4,134,950	-	-	-	-	-
Licenses and permits	815,191	913,492	1,119,192	624,130	858,144	719,594	365,399	418,258	336,812	440,782
Use of money and property	3,697,224	1,499,120	222,433	540,753	622,252	928,814	585,388	411,041	146,419	221,847
Intergovernmental	4,355,110	5,265,952	4,672,106	4,101,475	2,923,925	2,997,082	2,913,804	4,678,835	2,129,284	2,483,186
Charges for service	2,933,369	2,691,184	2,446,009	1,949,477	1,807,298	2,020,920	2,127,990	2,110,083	2,100,572	1,910,393
Special assessments	-	1,468	16,211	86,790	40,299	36,953	72,379	52,357	58,965	76,210
Miscellaneous	1,426,290	1,875,489	2,311,388	1,156,188	1,128,310	1,108,325	654,019	594,879	683,583	919,050
Total receipts	<u>\$ 39,335,064</u>	<u>\$ 37,807,787</u>	<u>\$ 34,684,338</u>	<u>\$ 31,342,222</u>	<u>\$ 28,767,503</u>	<u>\$ 28,080,688</u>	<u>\$ 25,715,121</u>	<u>\$ 27,259,950</u>	<u>\$ 23,953,106</u>	<u>\$ 23,760,515</u>
Disbursements:										
Current:										
Public safety	\$ 9,840,035	\$ 10,515,690	\$ 8,621,662	\$ 8,604,904	\$ 8,338,351	\$ 7,608,937	\$ 7,007,676	\$ 6,825,840	\$ 6,372,258	\$ 6,147,795
Public works	4,913,954	4,551,198	4,245,565	4,103,686	3,596,178	3,520,995	3,253,855	2,703,363	2,722,107	2,750,522
Health and social services	27,734	24,654	20,361	9,726	17,293	19,370	26,652	32,919	32,220	24,868
Culture and recreation	5,247,446	4,886,827	4,628,150	3,710,952	3,966,699	4,010,864	3,736,091	3,574,160	3,477,995	3,120,875
development	1,512,817	1,477,549	1,414,143	1,308,009	1,742,385	1,650,969	1,612,949	1,359,857	1,806,010	2,023,832
General government	4,302,157	4,005,858	3,790,884	3,473,384	3,307,820	3,000,712	3,066,747	2,330,844	2,263,824	2,333,937
Debt service	5,220,191	5,028,716	4,733,071	3,975,855	4,627,299	7,962,536	6,009,976	6,436,662	6,420,967	6,246,334
Capital projects	10,576,581	13,397,165	14,353,855	13,825,686	8,178,836	3,437,283	4,780,819	6,246,689	4,262,797	3,040,780
Total disbursements	<u>\$ 41,640,915</u>	<u>\$ 43,887,657</u>	<u>\$ 41,807,691</u>	<u>\$ 39,012,202</u>	<u>\$ 33,774,861</u>	<u>\$ 31,211,666</u>	<u>\$ 29,494,765</u>	<u>\$ 29,510,334</u>	<u>\$ 27,358,178</u>	<u>\$ 25,688,943</u>

* Prior to fiscal year 2020, the Utility Franchise taxes were shown with Property Tax receipts above.



**Independent Auditor's Report on Internal Control over Financial Reporting and on
Compliance and Other Matters Based on an Audit of Financial Statements
Performed in Accordance with *Government Auditing Standards***

To the Honorable Mayor and Members of the City Council
City of Clive, Iowa

We have audited in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States (*Government Auditing Standards*), the financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the City of Clive, Iowa (City), as of and for the year ended June 30, 2024, and the related notes to financial statements, which collectively comprise the City's basic financial statements, and have issued our report thereon dated October 23, 2024. Our report expressed unmodified opinions on the financial statements which were prepared on the basis of cash receipts and disbursements, a basis of accounting other than accounting principles generally accepted in the United States of America.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that have not been identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Comments involving statutory and other legal matters about the City's operations for the year ended June 30, 2024, are based exclusively on knowledge obtained from procedures performed during our audit of the financial statements of the City and are reported in Part III of the accompanying Schedule of Findings and Responses. Since our audit was based on tests and samples, not all transactions that might have had an impact on the comments were necessarily audited. The comments involving statutory and other legal matters are not intended to constitute legal interpretations of those statutes.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in cursive script that reads "Eide Bailly LLP".

Dubuque, Iowa
October 23, 2024

Part I: Findings Related to the Financial Statements:

There were no findings to report.

Part II: Findings and Questioned Costs for Federal Awards

Single audit did not apply for fiscal year 2024.

Part III: Other Findings Related to Statutory Reporting:

2024-IA-A Certified Budget – Disbursements during year ended June 30, 2024 did not exceed the amounts budgeted.

2024-IA-B Questionable Disbursements – We noted no disbursements that fail to meet the requirements of public purpose as defined in an Attorney General’s opinion dated April 25, 1979.

2024-IA-C Travel Expense – No disbursements of City money for travel expenses of spouses of City officials or employees were noted.

2024-IA-D Business Transactions – We noted no business transactions between the City and City officials or employees.

2024-IA-E Restricted Donor Activity – No transactions were noted between the City and City officials, City employees, and restricted donors in compliance with Chapter 68B of the Code of Iowa.

2024-IA-F Bond Coverage – Surety bond coverage of City officials and employees is in accordance with statutory provisions. The amount of coverage should be reviewed annually to ensure that the coverage is adequate for current operations.

2024-IA-G Council Minutes – No transactions were found that we believe should have been approved in the Council minutes but were not.

2024-IA-H Deposits and Investments – No instances of noncompliance with the deposit and investment provisions of Chapters 12B and 12C of the Code of Iowa and the City’s investment policy were noted.

2024-IA-I Annual Urban Renewal Report – The annual urban renewal report was approved and certified to the Iowa Department of Management on or before December 1, 2023.

2024-IA-J Tax Increment Financing – The Special Revenue Tax Increment Financing Fund properly disbursed payments for TIF loans and rebates. Also, the City properly completed the Tax Increment Debt Certificate forms to request TIF property taxes.



Memo

TO: Mayor and Council members

FROM:

DATE: November 14, 2024

RE: 1st Consideration of Proposed Ordinance No. 1155 Regarding Provisions Pertaining to Sidewalk Liability

SYNOPSIS:

A recent decision of the Iowa Supreme Court has resulted in the need for the City to review its code regarding the maintenance of public sidewalks, shared use paths, and rights-of-way. The ruling clarified that, under the Iowa Code, liability for the maintenance of adjacent sidewalks is limited to snow and ice removal only. Currently, the Iowa Code does not impose liability on adjacent property owners for the general maintenance or condition of sidewalks. For additional background, see the July 29, 2024, memo from the City Attorney's Office.

Current Ordinance:

The relevant section of the Clive Code of Ordinances, Title 7, Chapter 2, Section 2, currently reads as follows:

7-2-2 DUTY OF ABUTTING PROPERTY OWNERS

Every property owner is required to maintain, at their own expense, the public sidewalk, shared use path, or public right-of-way on that length and side of the public street or streets to which said property owner's property abuts in accordance with the City's sidewalk/shared use path/public right-of-way inspection and repair policy ("repair policy") approved by the Council. This obligation to maintain includes, without limitation, the duty to keep the public sidewalk, shared use path, or public right-of-way open and in a safe condition free of defects, debris, nuisances, obstructions, or any other hazard, snow and ice, and other obstacles as required by this chapter, and in a reasonable state of repair so as not to present a hazard to persons using the public sidewalk, shared use path, or public right-of-way. Provided, however, that this section shall not be construed to require a property owner to take any action with respect to a public sidewalk, shared use path, or public right-of-way when said action is made necessary by the excavation or other activity of the City or a public utility. **The abutting property owner may be liable for damages caused by failure to abide by this duty.**

Proposed Amendment:

To ensure compliance with the recent Supreme Court ruling, the City Attorney has recommended amending the last sentence of the code to more clearly define the obligations of the abutting property owner and better align the provisions with the Iowa Code:

"The abutting property owner may be liable for damages caused by the failure to use reasonable care in the removal of snow or ice from the sidewalks."

Sidewalk Repair/Replacement Program:

In conjunction with the review of the City code, staff have also evaluated the potential impact of the general maintenance liability shift. Although there may be some greater exposure to sidewalk maintenance liability, staff do not believe that the shift results in the need for any additional risk management resources at this time. Similar to most urban communities in the State, the City currently has a Sidewalk Repair/Replacement Program which incorporates a proactive annual review of sidewalk conditions and facilitates the repair through property owner notification (see approved program policy attached). Additionally, the City maintains general liability insurance coverage in the event that there is an injury claim on public property (\$5,000

deductible). In discussion with the City's insurance provider, staff believe that the City's coverage is sufficient. Over the last 5 years, ICAP has processed 162 sidewalk related claims which has resulted in an average payout of approximately \$12,000 per claim. The City of Clive has not had any sidewalk claims filed in the last 5 years.

Although no amendments to the Sidewalk Repair/Replacement Program are recommended at this time, staff would like to remind the City Council that the cost associated with the repair/replacement of concrete sidewalks is still considerably higher than historical averages. The increased costs will need to be reflected in the upcoming budget (increasing from \$25,000 to \$50,000) and similarly, the invoiced cost of repair to the property owner is anticipated to increase from approximately \$108-\$169 per sidewalk panel to \$352-\$550 per sidewalk panel.

Staff Recommendation:

Staff recommend approval of the attached Ordinance Amending the Clive Code of Ordinances Regarding Provisions Pertaining to Sidewalk Liability.

Attachments:

1. Sidewalk Memo - Attorney
2. Ordinance
3. 2023 Sidewalk & Shared Use Path Inspection and Repair Policy

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE 2024 CODE OF ORDINANCES OF THE CITY OF CLIVE, IOWA, BY AMENDING PROVISIONS PERTAINING TO SIDEWALK LIABILITY

Be It Enacted by the City Council of the City of Clive, Iowa:

SECTION 1. SECTION MODIFIED. Title 7, Chapter 2, Section 2 of the Code of Ordinances of the City of Clive, Iowa, is repealed and the following adopted in lieu thereof:

7-2-2 DUTY OF ABUTTING PROPERTY OWNERS. Every property owner is required to maintain, at their own expense, the public sidewalk, shared use path, or public right-of-way on that length and side of the public street or streets to which said property owner's property abuts in accordance with the City's sidewalk/shared use path/public right-of-way inspection and repair policy ("repair policy") approved by the Council. This obligation to maintain includes, without limitation, the duty to keep the public sidewalk, shared use path, or public right-of-way open and in a safe condition free of defects, debris, nuisances, obstructions, or any other hazard, snow and ice, and other obstacles as required by this chapter, and in a reasonable state of repair so as not to present a hazard to persons using the public sidewalk, shared use path, or public right-of-way. Provided, however, that this section shall not be construed to require a property owner to take any action with respect to a public sidewalk, shared use path, or public right-of-way when said action is made necessary by the excavation or other activity of the City or a public utility. The abutting property owner may be liable for damages caused by the failure to use reasonable care in the removal of snow or ice from the sidewalks.

(Code of Iowa, Sec. 364.12(2)(c))

SECTION 2. SEVERABILITY CLAUSE. 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 3. WHEN EFFECTIVE. This ordinance shall be in effect from and after its final passage, approval and publication as provided by law.

PASSED AND APPROVED by the City Council on the ____ day of _____ 2024.

Matthew D. Graham, City Clerk

John Edwards, Mayor

Ordinance No. _____ authenticated this ____ day of _____ 2024.

Matthew D. Graham, City Clerk

John Edwards, Mayor

Officially published on the ____ day of _____ 2024.

CERTIFIED BY:

Matthew D. Graham, City Clerk

CITY OF CLIVE, IOWA

Public Sidewalk/Shared Use Path Inspection and Repair Policy



INTRODUCTION

A safe, accessible and connected sidewalk and shared use path system is an integral component of what makes the City of Clive a “Great Place to Live: the Premier Location for Families”. Ensuring that the system is designed well and constructed to appropriate standards are key elements in achieving the desired usability of the system for the general public. As important as the design and construction, the periodic maintenance of the system is just as important to reach a useful life in excess of 50-years.

The purpose of the Public Sidewalk/Shared Use Path Inspection and Repair Policy is to establish a standardized and objective process to ensure that the system is safe and able to provide the desired level of service over time.

Iowa Code 364.12(d) and the Clive Code 7-2-2 places on each property owner the responsibility for repair and maintenance of sidewalks and shared use paths. This policy is intended to provide clarity around property owner expectations related to compliance with their responsibility to maintain the system.

KEY DEFINITIONS (Section 7, Chapter 2- Clive City Code):

PROPERTY: Land situated in the city, whether or not improved with buildings or other structures.

PROPERTY OWNER: A person who, alone or with another person or other persons, holds the legal title to property; except, however, where property has been sold on contract to a person who has the present right to possess the property and the contract has been filed for record in the office of the Polk County recorder or the Dallas County recorder, the person so purchasing the property, whether alone or with another person or other persons, is the "property owner" and not the person retaining bare legal title to the property as security for the balance of the purchase price.

PUBLIC SIDEWALK: That portion of a street between the curb line, or the lateral line of a roadway, and the adjacent property line or within easements on private property that is paved or improved and intended for use by pedestrians. In accordance with Section 12-5-9, a public sidewalk must be a minimum of four (4) feet in width. A sidewalk's primary purpose is to provide pedestrians with connections to neighborhoods, shopping centers, businesses and other venues of interest.

SHARED USE PATH: A paved pathway, typically from eight (8) to twelve (12) feet in width, physically separated from motorized vehicular traffic within the roadway right-of-way or within an easement adjacent to the roadway right of way. Primarily used by pedestrians and bicyclists, shared use paths are also used by joggers, skaters, wheelchair users (both nonmotorized and motorized). A shared use path's primary purpose is to provide pedestrians with connections to trails, other neighborhoods, shopping centers, businesses and other venues of interest. In addition, the shared use path may be used for recreational purposes.

DUTY OF ABUTTING PROPERTY OWNERS (Section 7, Chapter 2- Clive City Code):

Every property owner is required to maintain, at his or her own expense, the public sidewalk or the shared use path on that length and side of the public street or streets to which said property owner's property abuts in accordance with the City's Sidewalk/Shared Use Path Inspection and Repair Policy ("Repair Policy") approved by the City Council. This obligation to maintain includes, without limitation, the duty to keep the public sidewalk and a minimum of four (4) feet of the shared use path adjacent to the property owner's property open, free of debris, snow and ice, and other obstacles as required by this chapter and in a reasonable state of repair so as not to present a hazard to persons using the public sidewalk or shared use path; provided, however, that this section shall not be construed to require a property owner to take any action with respect to a public sidewalk or shared use path when said action is made necessary by the excavation or other activity of the City or other utility provider.

ANNUAL INSPECTION PROCESS:

As generally defined in the Sidewalk Repair Program Timeline as shown on Appendix A, the City will be responsible for annually inspecting public sidewalks and shared use paths. It is the City's goal to inspect every sidewalk and shared use path at least once every 8 years. For general community reference and organization of the inspection process, the City will be divided into 4 zones as shown on Appendix B- Sidewalk Repair Program Inspection Zones.

The City will inspect sidewalks and shared use paths, sidewalk ramps and mailbox connectors within the determined zone until approximately 100 properties are identified as needing a sidewalk and/or shared use path repair. In the subsequent year, the City will continue inspecting within that zone until all sidewalks/shared use paths have been inspected. Once the inspections are complete in one zone, the City will move into the next adjacent zone. The annual inspection process will continue each year.

City inspections shall be completed by the Community Development Department to determine if any of the public sidewalks and/or shared use paths need repair based on the standards defined on the Sidewalk/Shared Use Path Repair Criteria listed in Appendix C.

If a sidewalk or shared use path is found to need repair, the City will notify the property owner by mail. The Sidewalk Repair Program Notice will outline the property owner's responsibility to complete the repair and communicate the options for self-repair or City initiated repair.

In early spring following the Sidewalk Repair Program Notice, the City will mail a certified Sidewalk Repair Notice to the property owner. The notice will identify the specific repair needs, a deadline for completion of the repair, and the costs associated with City initiated repair.

It shall be the property owner's choice to complete the required repair themselves (individually or through contracted services) or request that the City complete the repair through the Sidewalk Repair Program.

If the property owner chooses to request that the City complete the repair through the Sidewalk Repair Program, the City will solicit a contractor to complete the repair prior to October 1st.

COMPLAINT INSPECTION PROCESS:

When a sidewalk and/or shared use path complaint is submitted to the City outside of the annual inspection process, the City will review the complaint, determine if a repair is necessary based on the Sidewalk/Shared Use Path Repair Criteria, and, if necessary, mail a certified Notice to Repair to the property owner.

If the repair is not completed with 45 days by the property owner, the City shall cause the repair of the sidewalk/shared use path to be completed as quickly as reasonably possible and the property owner shall be responsible to pay the cost of the repair once it has been completed.

PERMITTING AND REPAIR PROCEDURES:

Any person required to repair a sidewalk or shared use path shall, prior to commencing any work, review the Sidewalk Repair How-to-Guide shown in Appendix "D" and apply for a Sidewalk/Shared Use Path Repair permit shown in Appendix "E" from the Community Development Department. There shall be no cost associated with the application for a Sidewalk/Shared Use Path Repair.

The Community Development Department is authorized to inspect and approve the manner and method of repair of any sidewalk or shared use path subject to this policy. The property owner/contractor completing the repair shall schedule an inspection when the slab has been lifted and subgrade has been brought to the proper elevation, forms have been set for the slab replacement, or the surface has been ground or patched. In the case of slab replacement, an additional inspection shall be called for after the removal of forms; backfill and seeding have been completed.

SHARED USE PATH: Unlike a sidewalk in which the property owner has the option to self-repair or request a City initiated repair, all required repairs to shared use paths shall be completed through the City initiated repair process. This is done because shared use paths and/or trail sections require different specifications and construction procedures than a standard sidewalk.

REPAIR COSTS:

All costs associated with the repair of a sidewalk during the Annual Inspection or Compliant Inspection process shall be responsibility of the property owner. In the event that the property owner chooses to have the City initiate the repair, the City will submit an invoice to the property owner for the actual costs of the repair. The property owner shall have 30 days to pay the invoice to the City.

Any costs associated with repair to a required handicap accessible sidewalk intersection ramp or mailbox connector shall be the City's.

The cost of repair associated with a shared use path, shall be shared equally between the property owner and the City. Upon completion of the repair by the City, an invoice in the amount of 50% of the actual cost of the repair shall be mailed to the property owner. The property owner shall have 30 days to pay the invoice to the City.

Following a Notice to Repair (Compliant Inspection), if the repair is not completed within 45 days by the property owner, the City shall cause the repair of the sidewalk. Upon completion of the repair by the City, an invoice for the actual cost of the repair plus an administrative fee of \$70.00 shall be mailed to the property owner. The property owner shall have 30 days to pay the invoice to the City.

Any unpaid invoices will be collected in the same manner as a property tax assessment. Following notice to the property owner, the City Council may approve an itemized assessment schedule, verifying the repair expenditures, and a legal description of the property adjacent to the sidewalk on which the repair was completed. A \$50 administrative filing fee will be added to any assessment filed with the County.

An assessment in an amount greater than \$500 may be spread over a ten-year period at an interest rate of 7%. Any costs less than \$500 will be assessed in one installment.

UNKNOWN PROPERTY LINES

The City will utilize commonly available parcel and plat information to identify the location of property lines in the determination of which property is associated with a needed repair. It shall be the responsibility of the property owner to notify the City if they believe that the identified repair is not associated with their property. If a repair overlaps a property line, a Notice to Repair will be sent to both properties and they will share in the cost of repair proportionately based on the quantity of repair on each property.

DOCUMENTATION:

The City will maintain Sidewalk Repair Program documentation associated with the annual inspection process, the identification of repair needs and the completion of the repair. The data will be available as a public record and will be utilized by the City to periodically evaluate the performance of the program.

DISCLAIMER:

This Sidewalk/Shared Use Path Inspection and Repair Policy is not intended to create and should not be construed in any manner as creating a guaranty that all hazardous conditions associated with the public sidewalk system are eliminated by the City's efforts to maintain public sidewalks in accordance with this Policy.

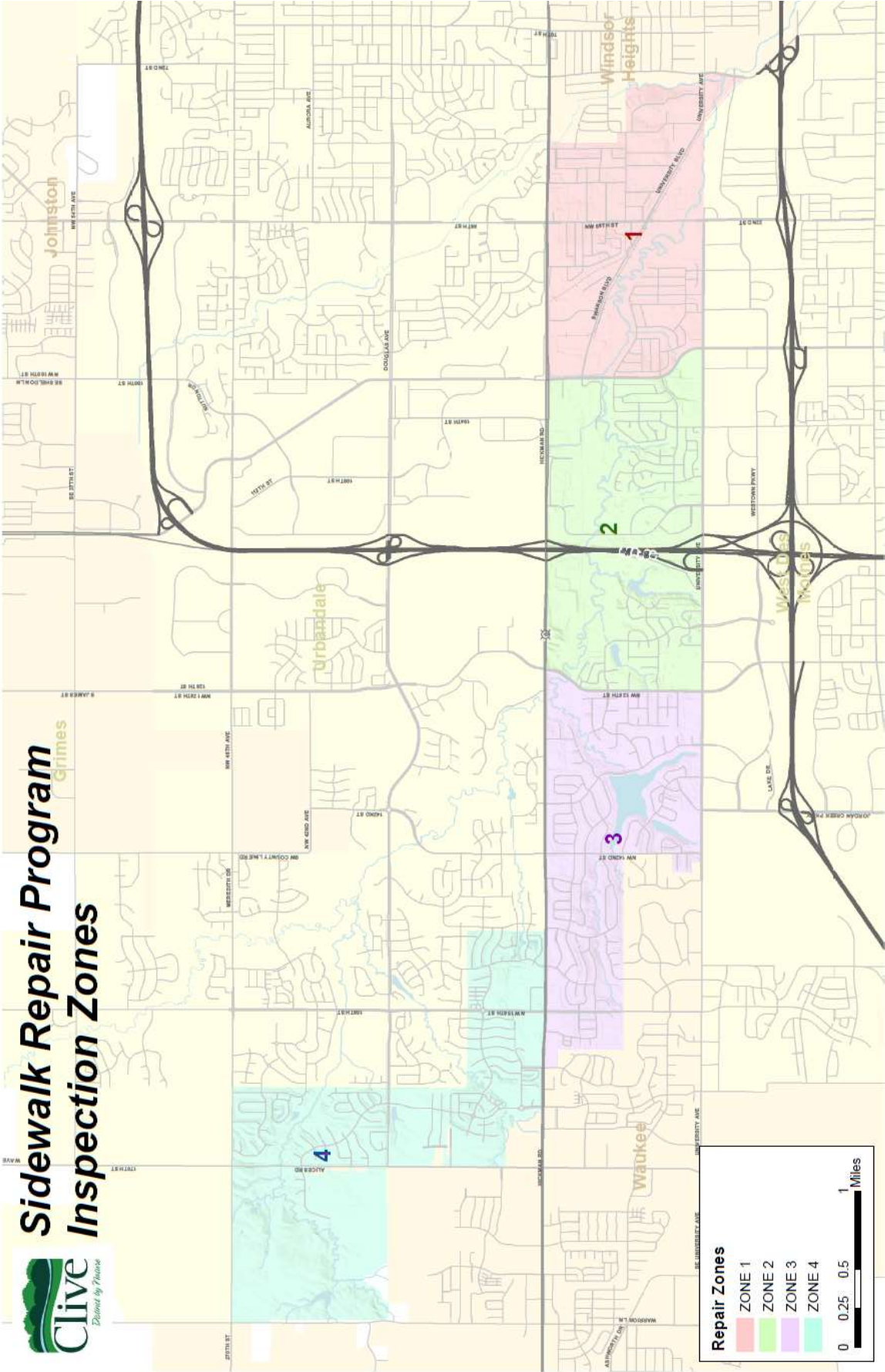
This policy document is intended to be periodically updated to reflect changes in prioritization, program guidance and best management practices as determined by the City Council to be in the best interest of maintaining a safe, accessible and connected sidewalk and shared use path system in the City of Clive.

APPENDIX “A”- SIDEWALK REPAIR PROGRAM TIMELINE

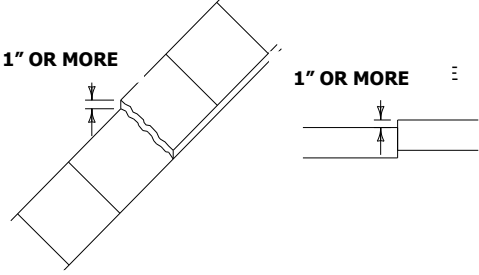
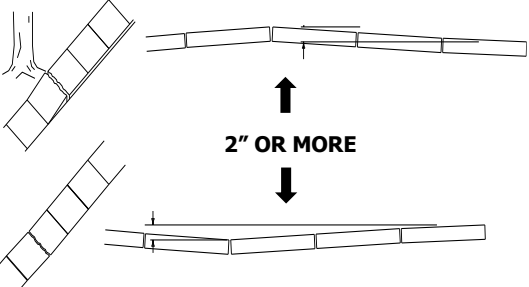
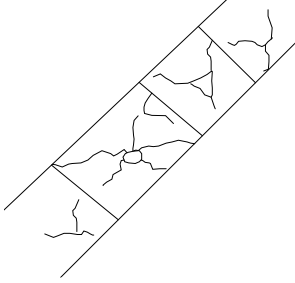
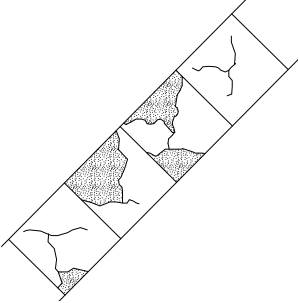
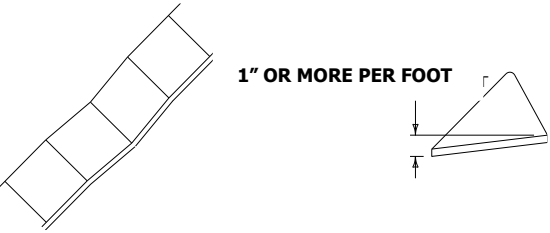
General Timeline For Sidewalk Repair Program- The following timeline will be used by staff to administer the program. The specific dates for individual tasks and deadlines will be determined in July of each program year.

<u>August</u> --	Community Development staff submit City newsletter article identifying general location of Sidewalk Repair Program inspection area (September Newsletter)
<u>Sep-Oct</u> --	CD staff review sidewalk conditions, mark deficiencies, and document repair needs
<u>Nov</u> --	Mail Sidewalk Repair Program notice outlining property owner obligation and repair process
<u>Jan</u> --	Develop Sidewalk Repair Program Request for Proposal, solicit responses and manage Bid Opening
<u>Feb</u> --	Prepare recommendation to award Sidewalk Repair Program contract
<u>March</u> --	Mail Sidewalk Repair Notice to property owner including cost of repair
<u>Mar- May</u> --	Inspect sidewalk repairs completed by property owners
<u>May</u> --	Deadline for property owner to complete repair
<u>June</u> --	Finalize sidewalk repair needs and prepare contractor repair list
<u>June-Sept</u> --	Inspect sidewalk repairs and manage contractor performance
<u>Sept</u> --	Deadline for contractor to complete repair list
<u>Oct-Nov</u> --	Mail Sidewalk Repair Invoice to property owners
<u>Dec</u> --	Mail Sidewalk Repair Invoice Payment Reminder to property owners
<u>Jan</u> --	Submit list of unpaid Sidewalk Repair Invoices to Administrative Services Department to collections through Special Assessment process

APPENDIX “B”- SIDEWALK REPAIR PROGRAM INSPECTION ZONES



APPENDIX "C"- SIDEWALK/SHARED USE PATH REPAIR CRITERIA

	<u>Repair Code "A"</u> The sidewalk has cracked or separated with a vertical edge of (1") one inch or more. <u>Applying patch material as a "ramp" or "fill" transition is prohibited with a Repair Code A, B, or E.</u>	
	<u>Repair Code "B"</u> The sidewalk has raised or settled more than (2") two inches in (12') twelve feet from the normal line of grade of the sidewalk. <u>Applying patch material as a "ramp" or "fill" transition is prohibited with a Repair Code A, B, or E.</u>	
	<u>Repair Code "C"</u> The sidewalk has cracked into more than three pieces per 4'x4' square and sections are distorted or distressed with a vertical height difference of (1/2") one-half inch or more, or a horizontal separation of (1") one inch or more or has cracked and part of the sidewalk is missing, forming holes.	
	<u>Repair Code "D"</u> Sidewalk surface has deteriorated to a degree that the surface is gone causing the accumulation of loose material.	
	<u>Repair Code "E"</u> The sidewalk has settled or for some other reason is sloped or tilted more that (1") one inch per foot toward either side. <u>Applying patch material as a "ramp" or "fill" transition is prohibited with a Repair Code A, B, and E.</u>	

REPAIR CODE A

When inspecting adjacent sidewalk/shared use path panels which fall under the standard repair Code A of the Sidewalk/Shared Use Path Repair Policy, the inspector shall determine the defective sidewalk/shared use path panel(s) to mark for repair/replacement by evaluating the following factors:

1. The sidewalk/shared use path panel(s) that most nearly reflect the proper grade or best condition of the adjacent panels should remain.
2. The overall finished alignment of the sidewalk/shared use path panel(s) when repair is complete should be the most uniform alignment.
3. The sidewalk/shared use path panel(s) that have changed position will be considered for replacement as it has created the hazard and its replacement will provide a more uniform overall sidewalk/shared use path grade.

REPAIR CODES A, B, OR E

Sidewalk/shared use path panel(s) marked as defective under Repair Codes A, B, or E may be repaired without total replacement if the sidewalk panels are in otherwise good condition and in one piece. The sidewalk/shared use path panel(s) may be jacked up and the subgrade excavated or filled and the sidewalk/shared use path panel(s) reset to a safe uniform grade condition. Repositioning existing panels may be done under the direction of the City's designated inspector.

Sidewalks/shared use path panel(s) marked as defective under Repair Code A may also be able to be ground down to eliminated the defect. As noted in the "how to guide", for every 1/4" (inch) of vertical separation 3" (inches) shall be tapered. Applying patch material to provide a "ramp" or "fill" transition is prohibited with Repair Codes A, B, and E.

Please refer to the Sidewalk Inspection Form mailed to you to see if your sidewalk/shared use path panel(s) can be lifted or ground.

REPAIR CODES C OR D

Sidewalk/shared use path panel(s) marked as defective under Repair Codes C or D generally require complete replacement of these conditions. In rare occasions using a patch material may be adequate. Please refer to the Sidewalk Inspection Form mailed to you to see if your marked sidewalk/shared use path panel(s) will need full replacement or if patch material would be allowed.

APPENDIX “D”- SIDEWALK/SHARED USE PATH REPAIR GUIDE

SIDEWALKS/SHARED USE PATHS

FULL PANEL REPLACEMENT GUIDE:

THE PROCESS:

- A. Prior to any work being done, apply for a Sidewalk/Shared Use Path Repair Permit from the Community Development Department.
- B. Prior to any excavation, it is the responsibility of the person doing the work to contact Iowa One Call (811) at least 48 hours before work commences.
- C. The sidewalk contractor or property owner shall contact the Community Development Department at 515-223-6221 to schedule a sidewalk installation (pre-pour) inspection a minimum of 24 hours prior to pouring any concrete. An inspector will review the layout and forms to ensure compliance with the minimum sidewalk design standards.
- D. Upon an approved installation (pre-pour) inspection the sidewalk may be poured and finished. Following the concrete placement and finishing, the sidewalk should be backfilled with clean dirt and any disturbed areas shall have grass seed applied.
- E. Once the sidewalk has been poured and finished, the forms removed, the sidewalk has been backfilled, grass seed has been applied to the disturbed areas, and construction debris removed, a final inspection is required. Contact the Community Development Department at 515-223-6221 to report that the installation has been completed and an inspector will do a final inspection to close out the project.
- F. The sidewalk closure/construction must be completed within 14 days after work has begun.

TRAFFIC CONTROL:

- A. Sidewalks under construction shall be barricaded or fenced to protect pedestrians from all construction activity. All items associated with traffic control shall be promptly removed following construction.

CROSS SLOPE:

- A. In general, for drainage purposes, all sidewalks shall slope to the street at a rate of not more than 1/4" (inch) per foot. On rare occasions when the sidewalk is below the curb height of the street, the sidewalk will be allowed to slope away from the street at a rate not more than 1/4" (inch) per foot.

MATCHING EXISTING WALKS:

- A. The width and location of a new sidewalk shall be varied to match the width and location of existing sidewalks in the area. However, the sidewalk width shall not be reduced to less than 4' (feet).

- B. Sidewalk cross slope may be varied through a gradual transition to match existing adjoining walks. Contact the Community Development Department at 515-223-6221 if existing adjoining walks vary significantly from existing standards.

MATERIAL AND THICKNESS:

- A. Sidewalks shall be constructed of Portland Cement Concrete with not less than 4000 psi mix. Bag concrete is allowed if it has a rating not less than 4000 psi.
- B. Where the sidewalk crosses the driveway, the thickness shall not be less than 6" (inches) thick for residential properties and no less than 7" (inches) thick for commercial properties.
- C. Sidewalks greater than 5'(feet) wide must have a minimum thickness of 5" (inches) or match existing thickness, whichever is greater.

JOINTS AND FINISH:

- A. Sidewalks shall have a uniform texture with a broom finish.
- B. Tooled joints are permissible on sidewalks with less than 6' (feet) width. The joint depth shall be 1/3 the sidewalk thickness. The joint width shall be minimized.
- C. Sawed joints are permissible for all widths of sidewalks. The joint depth shall be 1/3 the sidewalk thickness.
- D. Sidewalk joints shall be spaced evenly to provide a finished look of evenly spaced square panels.
- E. Transverse and longitudinal expansion joints shall be installed around the sidewalk through a driveway to isolate it. Expansion joints shall also be placed at property lines and when the sidewalk is adjacent to curb ramps or the common square of a curb ramp.
- F. Expansion joints shall be constructed by installing a minimum of 1/2" (inch) thick strip of non-extruded, pre-molded joint material for the **full depth** of the concrete. Any expansion material protruding above the finished work shall be carefully trimmed to the level of the abutting concrete.
- G. The contractor shall remove all material which will be displaced by the sidewalk, including all soft, spongy base, and all vegetation or other perishable matter. Sidewalk sub-grade should be brought to a firm, unyielding surface by tamping with a hand tamper. Vibrating tampers will be permitted when granular sub-grade is used. Compacted 3/4" (inch) road stone or approved equal is an acceptable granular sub-grade (sand is prohibited).

LIFTING/MUDJACKING GUIDE:

APPROVED FIX:

- A. Lifting panels is only allowed in special circumstances. The sidewalk inspection report mailed to you will specify whether or not lifting panels is allowed as a fix for your sidewalk. Please review the sidewalk inspection report and contact the Community Development Department at 515-223-6221 if you have any question or concerns.

TRAFFIC CONTROL:

- A. Sidewalks under construction shall be barricaded or fenced to protect pedestrians from all construction activity. All items associated with traffic control shall be promptly removed following construction.

ACCEPTABLE REPAIR:

- A. Final results must be level with adjacent panels and must align with the original linear design grade. This may require raising more than one panel to achieve the desired results.
- B. Final results shall not leave any panels in a condition that is worse than existing condition prior to work being done.

GRINDING TRIP HAZARD GUIDE:

APPROVED FIX:

- A. Grinding is only allowed in special circumstances. The sidewalk inspection report mailed to you will specify whether or not grinding is allowed as a fix for your sidewalk. Please review the sidewalk inspection report and contact the Community Development Department at 515-223-6221 if you have any questions or concerns.

TRAFFIC CONTROL:

- A. Sidewalks under construction shall be barricaded or fenced to protect pedestrians from all construction activity. All items associated with traffic control shall be promptly removed following construction.

ACCEPATABLE REPAIR:

- A. The vertical rise causing the trip hazard must be ground down so that the two adjacent panels are level with one another without any vertical separation between them. The ground concrete taper must be spread and uniform for a smooth transition.
- B. For every 1/4" (inch) of vertical separation 3" (inches) shall be tapered. For example, a 1" (inch) trip hazard would require a 12" (inch) taper.

PATCHING GUIDE:

APPROVED FIX:

- A. Patching is only allowed in special circumstances. The sidewalk inspection report mailed to you will specify whether or not patching is allowed as a fix for your sidewalk.

Please review the sidewalk inspection report and contact the Community Development Department at 515-223-6221 if you have any questions or concerns.

TRAFFIC CONTROL:

- A. Sidewalks under construction shall be barricaded or fenced to protect pedestrians from all construction activity. All items associated with traffic control shall be promptly removed following construction.

ACCEPTABLE REPAIR:

- A. If your sidewalk inspection report states that you are allowed to use patch material to fill holes you must use a pre-mixed vinyl concrete patch product or a pre-mixed cement patch product available at most hardware or box stores.
- B. Completed work must be smooth and level with existing concrete within the panel. The finished work must be done in a way as to not cause a slip hazard.

APPENDIX "E"- SIDEWALK/SHARED USE PATH REPAIR PERMIT



CITY OF CLIVE SIDEWALK/SHARED USE PATH REPAIR PERMIT

Complete and return to the City in the enclosed envelope.

Return to: City of Clive
Community Development Department
1900 NW 114th Street
Clive, Iowa 50325

DATE: _____

PROPERTY ADDRESS: _____

NAME OF PROPERTY OWNER: _____

DAYTIME PHONE: _____

ADDRESS OF PROPERTY OWNER: _____

(IF DIFFERENT THAN ABOVE) _____

☐ I AM HIRING MY OWN CONTRACTOR

CONTRACTOR NAME: _____

ADDRESS/PHONE NO: _____

☐ I REQUEST THE CITY TO PERFORM THE WORK AND BILL ME ACCORDINGLY
(CITY WILL ONLY DO FULL PANEL(S) REPLACEMENT)

=====

☐ I AM PERFORMING THE WORK MYSELF

SCOPE OF WORK IF DOING YOURSELF OR HIRING YOUR OWN CONTRACTOR

☐ REPLACING PANEL ☐ LIFTING PANEL ☐ GRINDING PANEL (ONLY IF APPROVED)

☐ FILLING HOLES WITH APPROVED PATCH (ONLY IF APPROVED) ☐ OTHER (PLEASE EXPLAIN)

All work must be inspected and approved by the Community Development Department. Contact the department at 515-223-6221 a minimum of 24-hours in advance to schedule an inspection.



Memo

TO: Mayor and Council members

FROM: Richard Brown, Leisure Services Director

DATE: November 14, 2024

RE: Resolution Approving Agreement with Group Creative Services and Studio F. Minus Ltd for Public Art at Greenbelt Landing

SYNOPSIS:

The City has been working with Group Creative services to solicit artist proposals for public art associated with the Greenbelt Landing project. Proposals were received from three different artist teams for consideration.

- Warrior Ant Press - Kansas City, Missouri
- Vaughn Bell - Seattle Washington
- Studio F. Minus - Toronto, Ontario, Canada

A committee comprised of the Mayor, representatives from NCMIC, the Clive Community Foundation, the Parks, Recreation and Public Advisory Board, and City Staff to review and score the proposals. The selection committee scored the proposal from Studio F Minus Ltd the highest.

The project has a budget of \$250,000 and is funded by a donation from NCMIC, a Bravo/ICON public art grant and City funding.

Staff has worked to develop an agreement with Group Creative Services and Studio F. Minus Ltd for the development and installation of public art currently called *Aquatic Dance* at Greenbelt Landing and would recommend approval of the agreement.

Attachments:

1. Public Art Contract
2. Resolution - Public Art Agreement Greenbelt Landing

**GREENBELT LANDING ART
PROJECT IMPLEMENTATION**

**AGREEMENT BY AND AMONG GROUP CREATIVE SERVICES, STUDIO F. MINUS LTD.
AND CITY OF CLIVE, IOWA**

THIS AGREEMENT is made on _____, 2024 (the "Effective Date") between Group Creative Services, (hereinafter referred to as "GROUP"), Studio F. Minus Ltd. (hereinafter referred to as "ARTIST") and City of Clive, Iowa, (hereinafter referred to as the "CLIENT").

WHEREAS, GROUP facilitates artful communities by generating meaningful experiences to entertain and delight.

WHEREAS, GROUP aims to place compelling works of art in highly visible public spaces.

WHEREAS, CLIENT engaged the services of Group to actualize public art to promote a new product and give back to the community.

WHEREAS, CLIENT commissioned concepts for public art for Greenbelt Landing, which project has a working budget of \$250,000.

WHEREAS, CLIENT agrees to implement a public art piece currently titled Aquatic Dance (hereinafter referred to as the "Artwork").

WHEREAS, Group developed concepts for the Artwork and shall also be responsible for coordination with ARTIST of its installation and

WHEREAS, CLIENT desires to have the Artwork installed.

NOW, THEREFORE, in consideration of the mutual promises and undertakings contained herein, the parties agree as follows:

1. SCOPE OF SERVICES

1.1 GENERAL

1.1a GROUP and ARTIST will perform all services including furnishing all supplies, materials and equipment, inspecting the site, gaining required permits as necessary for the design, execution, fabrication, transportation, preparation of the site, and installation the Artwork at the site. Notwithstanding the foregoing, CLIENT agrees that it is responsible to pay the cost of all supplies, materials, equipment, and permits, provided that the CLIENT's total cost does not exceed the amount described in Section 2.1.

1.1b GROUP will facilitate the artistic expression, scope, design, color, size, material and texture of the Artwork, subject to review and acceptance by CLIENT's representative or designee, in CLIENT's sole discretion, as set forth in this Agreement.

1.1c CLIENT agrees that the Artwork will be permanent work, using durable materials designed for outdoor installation.

1.1d GROUP will be responsible for facilitating the review approval process for the Artwork.

1.1e The public art will be located in the Greenbelt Landing project east of NW 114th Street at a location designated by CLIENT.

1.1f CLIENT and GROUP hereby agree and consent that GROUP has expended substantial time, expertise, and resources to cultivate its relationship with, recruit, and retain ARTIST for the concept, design, and Artwork contemplated herein. CLIENT hereby agrees and consents that, for the scope of any and all work and during the term of this Agreement, GROUP is and shall remain ARTIST'S exclusive representative.

1. g ARTIST and GROUP have an interdependent relationship insomuch as GROUP shall at all times be the liaison between the ARTIST and the CLIENT. As liaison, GROUP will assist to perform services related to Scope of Services in this Section 1, including obtaining pertinent information from CLIENT on behalf of ARTIST, contracting, permits, and coordinating construction efforts. Additional efforts could include: assisting in communication between parties, publicity/marketing, and connecting with local vendors. When acting on behalf of ARTIST, GROUP and ARTIST shall be jointly liable for all ARTIST obligations under this AGREEMENT, and nothing in this Section 1 shall relieve ARTIST from such obligations.

1.2 PROPOSAL REVIEW

2. a GROUP acknowledges that the ARTIST has carried out a reasonable understanding of the site, interviews and research, in order to prepare a design proposal for the Artwork. Further, ARTIST represents that it has the necessary background materials and information on matters affecting the site and installation of the Artwork.

1.2a 1. CLIENT and GROUP agree that the CLIENT may be required to provide an equitable adjustment for a differing site condition if: (1) ARTIST did not know about the actual condition found at the site; (2) ARTIST could not reasonably have anticipated the actual condition at the site from inspection or general experience; and (3) the actual condition varied from the norm in similar contracting work.

1.2b The ARTIST's draft design which was previously approved through the Request for Proposal (RFP) Process is attached hereto as Schedule A. No later than eight (8) weeks from the Effective Date, GROUP will submit an updated and final design to CLIENT (hereinafter the "Proposal"). The Proposal will specify such materials, textures, colors, dimensions, and weights, and proposed installation methods and include such drawings and other documentation as needed to present a meaningful representation of the concept and design of the proposed Artwork set forth in Schedule A.

1.2c CLIENT will, within thirty (30) days following the submission of the Proposal, notify GROUP with any concerns. During this thirty (30) day period GROUP will be available as reasonably required to communicate with CLIENT regarding the Proposal.

1.2d If CLIENT disapproves of the proposed materials or other elements of the Proposal, it will provide GROUP with a written statement of its reasons for such disapproval. In such event, GROUP, at its sole discretion will determine if either the ARTIST will submit a second recommendation for the Proposal within a reasonable period of time specified by GROUP, not to exceed thirty (30) days, or if this Agreement shall be terminated without any further obligation by CLIENT. If GROUP submits a second recommendation, CLIENT has thirty (30) days following the submittal of a second recommendation to notify GROUP in writing whether it approves or disapproves the recommendations. If CLIENT disapproves of the second recommendation, it may terminate the AGREEMENT or provide the GROUP with a written statement of its reasons for disapproval and allow GROUP one additional opportunity to resolve the issues prior to termination of the AGREEMENT..

1.2e In the event of termination under Paragraph 1.2d of the Agreement the GROUP will retain the proposal and all compensation theretofore paid and neither party will be under any

future obligation to the others in respect of the subject matter thereof.

- 1.2f Although GROUP will have the responsibility and authority for all aspects of the Artwork, GROUP will give appropriate consideration to input received from CLIENT throughout the design and installation process.
- 1.2g Even after the Proposal has been approved via a written approval or through payment of the second installment payment under Section 2.1 of this Agreement, CLIENT may request revisions for other practical (non-aesthetic) reasons.
- 1. h GROUP will receive no revision or redesign fees during the submission and resubmission process, unless otherwise agreed in writing.

1.3 EXECUTION OF THE WORK

- 2. a After written approval of the Proposal or receipt of the second installment payment under Section 2.1 of this Agreement, GROUP will submit a tentative schedule for completion of fabrication and installation of the Artwork.
- 1.3b After approval of the schedule by CLIENT, GROUP through the ARTIST will coordinate fabrication, transportation and installation of the Artwork in accordance with the schedule agreed to between GROUP and CLIENT.
- 1.3c CLIENT will have the right to review the installation of the Artwork at reasonable times during the fabrication thereof to ensure it is moving forward in a timely fashion and is consistent with the Proposal.
- 1.3d GROUP will complete the fabrication and installation of the Artwork in substantial conformity with the Proposal and schedule. Unless otherwise agreed upon by the parties, the public Artwork will be installed on or before August 31, 2025. ARTIST shall provide CLIENT with information required for maintenance of the Artwork.
- 1. e GROUP will present to CLIENT in writing for further review and approval any significant changes in scope, design, color, size, material or texture of the Artwork not permitted by or not in substantial conformity with the Proposal. A significant change is any change in scope, design, color, size, material, texture or location of the site of the Artwork which materially affects installation, maintenance, scheduling for the Artwork or the concept of the Artwork as represented in the Proposal.

1.4 DELIVERY AND INSTALLATION

- 2. a GROUP will notify CLIENT in writing when the fabrication of the Artwork is completed and the ARTIST is ready for its delivery and installation at the site.
- 1.4b GROUP agrees to notify CLIENT representative or designee, no fewer than ten (10) days prior to the ARTIST'S intended time of delivery to determine the particulars of delivery including time, location and agent designated by CLIENT.
- 1.4c GROUP will coordinate delivery and installation of the Artwork at the site in compliance with the schedule.
- 1. d In the event of circumstances or conditions beyond GROUP or ARTIST's reasonable control that render timely performance of ARTIST'S services impossible, impracticable, or unduly burdensome or materially increase the cost to GROUP to perform its obligations under this Agreement including but not limited to adverse conditions at the site, acts of nature; war or warlike operation; acts of government; public emergence; strike or other

labor disturbances; or pandemic, epidemic, or public health crisis, the CLIENT agrees to grant a reasonable extension of time to any deadlines set forth in the schedule, such extension(s) of time to be agreed upon by the Parties and executed under accordance with the Agreement modification waiver.

1.5 POST-INSTALLATION

2. a GROUP will be notified of any dates and times for presentation ceremonies relating to the public Artwork.
1. b CLIENT will arrange for publicity for the completed Artwork in such publications as may be determined by CLIENT.

1.6 DE-INSTALLATION AND REMOVAL

2. a If there is cause for the removal of the Artwork, as determined by CLIENT in its sole discretion, then the Artwork may be removed by CLIENT in accordance with the terms and conditions of this Agreement. If CLIENT removes the Artwork, then CLIENT at its sole discretion may dispose of the Artwork, including the disposal by auction sale or the destruction of the Artwork.

1.7 RISK OF LOSS AND INSURANCE

3. a The risk of loss or damage to the Artwork will be set forth and described in the Insurance Section.

1.8 INDEMNITY

To the extent permitted by law, each party agrees to defend, indemnify and to hold the other parties, their elected officers, agents, employees and successors and assigns, harmless from and against all third party claims, demands actions and/or causes of actions, judgments, settlements, or other costs, including reasonable attorney's fees, which the other parties, their successors and assigns, may incur or sustain by reason of the indemnifying party's breach of this Agreement: (a) with respect to ARTIST, for any alleged or actual infringement of any intellectual or proprietary rights related to the Artwork; or (b) with respect to all parties any violation of any applicable law, rule or regulation or any breach of this Agreement. Each party reserves all rights and defenses under federal and state law for municipalities, including but not limited to Iowa Torts Claims Act. To the extent permitted by law, CLIENT further agrees to indemnify and hold harmless GROUP and ARTIST from any and all third party liabilities, loss, theft, mutilation, vandalism or other damage (including that caused by acts of nature) that may befall the Artwork after installation of the Artwork, and any other injury to persons or property after installation of the Artwork (collectively the "Losses"), so long as such Losses are not the result of the negligent or intentional acts, or failure to comply with the terms of this Agreement, by GROUP or the ARTIST.

2. COMPENSATION AND PAYMENT SCHEDULE

- 2.1. Unless terminated according to the terms of this Agreement, CLIENT will pay GROUP a fee of \$250,000 for the Artwork installation which will constitute full compensation for all fees, services, taxes, tariffs, expenses, and materials to be performed and furnished by GROUP and ARTIST in connection with this Agreement. All undisputed fees will be paid in the following installments, expressed as percentages of such fixed fee, each installment to represent full and final, non-refundable payment for all services, expenses, and materials provided prior to the due date thereof. GROUP will invoice CLIENT for each payment

request.

2.1a Fifteen percent (15%) upon execution of this Agreement; \$37,500

2.1b Seventy-five percent (75%) within thirty (30) days after CLIENT approves the final Proposal, the parties agree to an installation schedule, and GROUP notifies CLIENT the Artwork is ready to fabricate, \$187,500

1. d Ten percent (10%) within thirty (30) days after the Artwork installation is final and accepted by CLIENT; \$25,000

GROUP/ARTIST shall not be liable for any delay in performance as a result of CLIENT'S nonpayment or delay in payment to GROUP of an undisputed invoice.

2. Either party may terminate this Agreement at any time upon written notice to the other party if the other party: (i) breaches any material term hereof and fails to cure such breach within thirty (30) days after receiving written notice of such breach from the non-breaching party; (ii) ceases to do business in the normal course; (iii) becomes or is declared insolvent or bankrupt; (iv) is the subject of any proceeding related to its bankruptcy, liquidation or insolvency (whether voluntary or involuntary) which is not dismissed within sixty (60) calendar days; or (v) makes an assignment of the benefit of creditors. In the event of a termination due to a default by CLIENT, all sums identified above, and for each milestone completed above, shall become immediately due and payable. In the event of a termination due to a default material breach of this Agreement by GROUP (including any action or inaction by ARTIST), all sums previously paid by CLIENT to GROUP shall be immediately refunded to CLIENT.

3. WARRANTIES

3.1 WARRANTIES OF TITLE

3.1.a The ARTIST represents and warrants to CLIENT that: (a) the Artwork is solely the result of the artistic effort of ARTIST's, and the ARTIST is the sole owner of all interest in the Artwork; (b) , the Artwork is unique and original, is not in the public domain, does not contain anything that is obscene, and does not, and will not, infringe upon any copyright or other intellectual property rights of any third party; (c) the Artwork, or a duplicate thereof, has not been, and will not be, accepted for sale elsewhere; and (d) title to the Artwork will be transferred to CLIENT at the time of CLIENT's final acceptance and final payment, free and clear of any liens or other encumbrance from any source whatever, (e) the ARTIST has the right to grant permission to grant permission for use of the Artwork as specified in the Agreement; (f) the ARTIST is not aware of any violation, infringement, or misappropriation of any third party's rights or claims of rights (including existing intellectual property rights, rights or privacy, or any other rights) in the Artwork; and (g) no third-party consents, assignments or licenses are necessary for ARTIST to perform under the Agreement.

3.2 WARRANTIES OF QUALITY AND CONDITION

3.2.a The ARTIST represents and warrants to CLIENT, except as otherwise disclosed to CLIENT in writing in connection with the submission of the Proposal that: (a) the execution and fabrication of the Artwork will be performed in a workmanlike manner, in compliance with all applicable laws and regulations; (b) the Artwork, as fabricated and installed, will be free of defects in material and workmanship, including any defects consisting of "inherent vice" or qualities which cause or accelerate deterioration of the Artwork.

4. INSURANCE

- 4.1. CLIENT agrees to secure at its own cost and expense errors and omissions insurance, or similar forms of commercially reasonable insurance, including self-insurance, to protect against foreseeable risks, errors and omissions in its role for this Agreement.
- 4.2. ARTIST will secure at its own cost and expense errors and omissions insurance, or similar forms of commercially reasonable insurance to protect against foreseeable risks, errors and omissions in its role for this Agreement.
- 4.3. The Parties agree that the CLIENT bears the risk of loss or damage to the Artwork prior to final acceptance by CLIENT.
- 4.4. CLIENT shall be shown as an ADDITIONAL INSURED on ARTIST's general liability policy. The ARTIST and GROUP will be added as an ADDITIONAL INSURED on CLIENT'S general liability policy.

5. OWNERSHIP AND INTELLECTUAL PROPERTY RIGHTS

5.1 Current Title: Aquatic Dance

Title to physical ownership and all other rights in the Artwork granted to CLIENT under this Agreement shall pass to the CLIENT upon the CLIENT's written final acceptance and full and final payment for the Artwork pursuant to Section 2.1 of this Agreement. Notwithstanding the foregoing, CLIENT understands and agrees that consistent with the terms of Section 5.3 herein, no copyright rights in the Artwork are transferred to CLIENT by this Agreement.

5.2 Proposal Documents

One set of the approved Proposal materials prepared by ARTIST (including the digital images documenting the process and completed Artwork) and submitted to CLIENT under this Agreement shall be retained by CLIENT, provided that no rights to fabricate, execute, or install the Artwork or rights to reproduce or distribute said digital copy of any materials will pass to CLIENT without the written consent of ARTIST or as otherwise provided in this Agreement.

5.3 Copyright Ownership

The parties expressly agree that the Artwork (including all draft and approved Proposal Documents and the digital images documenting the process and completed Artwork) is not a "Work for Hire" and the ARTIST shall at all times retain all rights under the Copyright Act of 1976, 17 U.S.C. §101 et seq., as the sole author and owner of the copyright to the same for the duration of the copyright.

5.4 Reproduction Rights

- 5.4a. In view of the intention that the final Artwork shall be unique, and so long as full and final payment for the Artwork has been made pursuant to Section 2.1 of this Agreement, the ARTIST shall not make any additional exact duplicate three-dimensional reproductions of the final Artwork, nor shall the ARTIST grant permission to others to do so except with the written permission of CLIENT. However, nothing shall prevent the ARTIST from creating works in a similar manner and style of artistic expression. ARTIST hereby grants CLIENT a royalty-free, non-exclusive, non-transferable, non-sublicensable limited license to display the Artwork at the site designated by CLIENT, and to print, publish, photograph, sketch, and/or reproduce the Artwork for the purpose of promoting the CLIENT as described in this Agreement. CLIENT shall not be responsible for any third party infringement of ARTIST's copyright

and is not responsible for protecting the intellectual property rights of ARTIST. ARTIST acknowledges that the site where the Artwork will be displayed is a public space that may be depicted by CLIENT and others in photographs, audiovisual works or the like produced at the site and that the Artwork may appear in such works.

- 5.4b. Upon full and final payment by the CLIENT pursuant to Section 2.1 of this Agreement, the ARTIST grants to CLIENT and GROUP an irrevocable, royalty-free license to make two-dimensional reproductions of the Artwork for the purpose of promoting the Artwork, the CLIENT, and/or the project, including, but not limited to, reproductions used in brochures, media publicity, and exhibition catalogues or other similar publications provided that these rights are exercised in a tasteful and professional manner.
- 5.4c. Any merchandizing or other commercial use of such reproductions shall remain subject to the ARTIST'S consent, which may be withheld or delayed at the ARTIST'S sole discretion.
- 5.4d. All reproductions by the CLIENT shall, using CLIENT's best efforts, contain a credit to the ARTIST and a copyright notice in substantially the following form: © Studio F. Minus Ltd., 2024.
- 5.4e. The ARTIST shall use their best efforts in any public showing or resume use of reproductions to give acknowledgment to CLIENT in substantially the following form: "An original artwork commissioned by City of Clive, Iowa."
- 5.4f. The ARTIST shall, at the ARTIST's expense, cause to be registered with the United States Register of Copyrights, a copyright in the Artwork in the ARTIST's name. ARTIST will provide CLIENT with a copy of the copyright registration if requested, and will execute, upon request, any additional papers reasonably needed by CLIENT to meet its recordkeeping requirements or as needed for CLIENT to exercise its rights under the Agreement.

5.5 Release of Rights to Unselected Original Works

CLIENT hereby agrees and understands that the Artwork was selected from a group of three (3) proposed original expressions of creative ideas (the "pitches"), and CLIENT has entered into this contract to gain specific physical ownership rights to the Artwork only. By signature hereto, CLIENT expressly releases any claim of right, title, or interest to the unselected pitches.

6. ARTISTS RIGHTS

6.1 General

- 6.1.a. The ARTIST retains all rights under state and federal laws including §106A of the Copyright Act of 1976 except those specifically provided to CLIENT under this Agreement.
- 6.1b. CLIENT agrees that it will not intentionally alter, modify, change, destroy or damage the Artwork without first obtaining permission from the ARTIST. CLIENT further agrees to take reasonable measures to avoid these from occurring from the gross negligence of CLIENT, its representatives, or employees pursuant to the federal Visual Artists' Rights Act.

CLIENT has the right, at all times, to repair or restore the Artwork if it is damaged. CLIENT shall make reasonable efforts to consult with ARTIST concerning any repair or restoration of the Artwork. Any repair or restoration of the Artwork by CLIENT shall be made in accordance with generally recognized principles of conservation and, where applicable, in

accordance with the maintenance instructions from ARTIST. To maintain the authenticity of the Artwork as attributable to the Artist, CLIENT shall obtain and follow ARTIST's advice for any substantial repairs, such advice not to be unreasonably withheld or delayed. If ARTIST unreasonably withholds or delays such advice, CLIENT may repair or restore the Artwork in any reasonable manner.

1. c. If any substantial alteration or damage to the Artwork occurs, CLIENT shall have thirty (30) days following written notice from ARTIST to reverse the alteration or repair the damage, with the (nonmonetary) aid and/or assistance of the ARTIST if requested by CLIENT. If the alteration is not reversed or the damage repaired within thirty (30) days, the ARTIST shall have the right to disclaim authorship of the Artwork in addition to any remedies he/she may have in law or equity under this Agreement. Upon written request, the CLIENT shall remove the identification plaque and all attributive references to the ARTIST at CLIENT'S own expense within ten (10) days of receipt of the notice. No provision of this Agreement shall obligate the CLIENT to alter or remove any such attributive reference printed or published prior to the CLIENT's receipt of such notice.

6.2 Alteration of Site or Removal of Artwork

2. a. The CLIENT shall notify the ARTIST of any proposed significant alteration of the site that would substantially affect the intended character and appearance of the Artwork. The CLIENT shall consult with the ARTIST in the planning and execution of any such alteration. The CLIENT shall make a reasonable effort to maintain the integrity of the Artwork.
- 6.2b. The CLIENT agrees not to arbitrarily remove or relocate the Artwork without first obtaining the ARTIST's express permission to do so. The ARTIST shall not unreasonably withhold approval of removal or relocation of the Artwork. Should the ARTIST agree to such removal or relocation of the Artwork, the ARTIST shall provide the CLIENT with written handling instructions. In the event that the ARTIST is unable to otherwise give its consent, CLIENT shall make reasonable efforts to obtain consent from the then-current copyright owner.

Notwithstanding anything in this Agreement to the contrary, CLIENT reserves the right to alter the location of the Artwork or remove the Artwork from public display as described in this paragraph, to the extent required or necessitated by community development and planning. ARTIST will be notified in advance of CLIENT's plans, CLIENT will seek a suitable alternate space if available, and CLIENT will consult with ARTIST to preserve the integrity of the Artwork. Upon CLIENT's decision to remove the Artwork without intentions for further display, CLIENT will inform Artist at least sixty (60) days in advance and offer ARTIST the opportunity to remove work at ARTIST's cost, in which case title will transfer to ARTIST upon removal. The CLIENT acknowledges the Artwork's fabrication and installation was done with consultation of a structural engineer and highly trained fabricators. As such a structural engineer will need to provide guidance and oversee the removal or relocation. If the ARTIST is not involved in the relocation or removal of the Artwork then the ARTIST will no longer be responsible for any future failure, liability, warranty or other issues that arise during or after the removal or relocation of the Artwork.

6.3 Maintenance

Following installation and forevermore, CLIENT will be solely responsible for maintenance of the Artwork. A proposed maintenance schedule and estimated budget will be provided by GROUP. ARTIST shall provide CLIENT with any information that CLIENT may reasonably require, and will render any (nonmonetary) assistance reasonably required, by CLIENT in maintaining the Artwork.

7. ARTIST AS INDEPENDENT CONTRACTOR

The ARTIST will perform all work under this Agreement as an independent contractor and not as an agent or an employee of GROUP or CLIENT. The ARTIST will not be supervised by any employee or official of GROUP or CLIENT, nor will the ARTIST exercise supervision over any employee or official of GROUP or CLIENT.

8. TERMINATION

If either party to this Agreement will willfully or negligently fail to fulfill in a timely and proper manner, or otherwise violate, any of the covenants, agreements or stipulations material to this Agreement, the other party will thereupon have the right to terminate this Agreement by giving written notice to the defaulting party of its intent to terminate specifying the grounds for termination. The defaulting party will have thirty (30) days after receipt of the notice to cure the default. If it is not cured, then this Agreement will terminate. In the event of default by CLIENT, CLIENT will promptly compensate the GROUP for all services performed by the GROUP prior to termination and for each milestone reached in compensation schedule set forth in Section 2 "Compensation and Payment Schedule," above. In the event of default by the GROUP, all finished and unfinished drawings, sketches, photographs, and other work products prepared and submitted or prepared in connection with Proposal will, at the exercise of CLIENT's written intention to take option, become the property of CLIENT, provided that CLIENT has fully compensated GROUP pursuant to the installment schedule set forth in Section 2.1 and provided that CLIENT will have no right to fabricate, execute, or install the Artwork, nor reproduce or distribute said digital copy of any materials without the written consent of ARTIST. In the event that CLIENT does not exercise its option within 30 days of termination, the option shall terminate, and all rights shall be forfeited to either GROUP or ARTIST, as the case may be.

9. ENTIRE AGREEMENT, ASSIGNMENT, MODIFICATION, WAIVER, SEVERABILITY, CONSTRUCTION, AND SURVIVAL

This Agreement together with all Schedules hereto constitutes the entire Agreement between the parties and supersedes all prior and contemporaneous agreements related to this matter. Neither ARTIST nor GROUP may assign their rights or obligations under this Agreement without the consent of CLIENT, which may be withheld in CLIENT's sole discretion. There are no other written or oral agreements, representations or understandings with respect to the subject matter of this Agreement. No alteration, change, or modification of the terms of the Agreement will be valid unless made in writing and signed by all parties hereto. No waiver will be binding on a party unless it is in writing and signed by the party making the waiver. A party's waiver of a breach of a provision of this Agreement will not be a waiver of any other provision or a waiver of a subsequent breach of the same provision. If any provision of this Agreement shall be determined to be illegal and unenforceable by any court of law or any competent governmental authorities, such provision shall be severed herefrom and the remaining provisions shall be enforceable in accordance with their terms so long as this Agreement without such terms or provisions does not fail of its essential purpose or purposes. This Agreement shall be interpreted as if the parties hereto collectively prepared it. Notwithstanding anything to the contrary contained in this Agreement, the following sections shall survive Termination of this Agreement for as long as permitted by law: Indemnifications and Insurance, Artist's Rights, Ownership and Intellectual Property Rights and any other right or obligation of the Parties which, by its nature, should survive termination or expiration of this Agreement.

10. CHOICE OF LAW, FORUM SELECTION, AND ATTORNEY FEES

The parties agree and stipulate that any disputes arising under this Agreement shall be resolved by the laws of the State of Iowa and that the proper venue shall be solely in the state and federal courts located in Polk County, Iowa. The parties also agree and waive any right to jury trial for any disputes arising under this Agreement. The parties reserve all rights and defenses under federal and state law for municipalities, including but not limited to Iowa Torts Claims Act.

11. NOTICES

All notices, requests, demands and other communications which are required or permitted to be given under this Agreement will be in writing and will be deemed to have been duly given upon the delivery or receipt thereof, as the case may be, if delivered personally or sent by registered or certified mail, return receipt requested, postage prepaid, as follows, with email appropriate only appropriate for notices pursuant to Section 1.2:

if the GROUP, to: Group Creative Services, Teva Dawson
1424 48th Street, Des Moines, IA
Teva@GroupCreatives.com

if CLIENT, to: Richard Brown, City of Clive
1900 NW 114th Street, Clive, IA 50325
rbrown@cityofclive.com

if ARTIST, to: Brad Hinson, Studio F Minus
511 Clinton St, Toronto ON
brad@studiofminus.com

This Agreement is executed as of the day and year first written above.

City of Clive, CLIENT

By: _____ Date _____
John Edwards, Mayor

Group Creative Services, GROUP

By: _____ Date _____
Teva Dawson

Studio F. Minus Ltd., ARTIST

By: _____ Date _____
Brad Hindson

SCHEDULE A

Draft design as previously approved through the Request for Proposal (RFP) Process

AQUATIC DANCE:

EXPLORING THE CONNECTION
BETWEEN THE LIVELY NATURE OF
WATER AND THE LIFE IT BRINGS

A PUBLIC ART CONCEPT FOR
GREENBELT LANDING

MAY 12, 2024

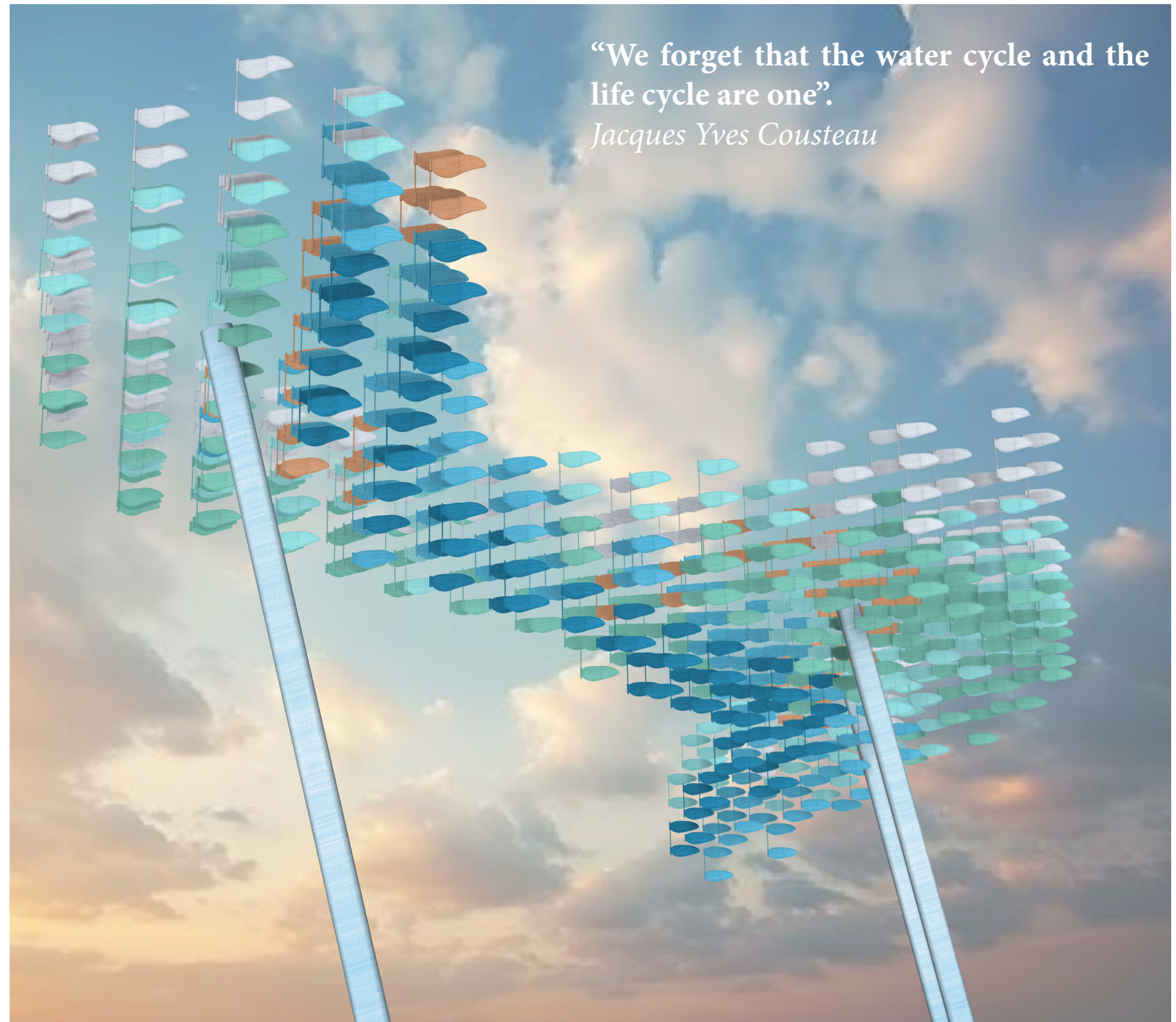
STUDIO F MINUS

www.studiofminus.com

brad@studiofminus.com

(416) 799-3932

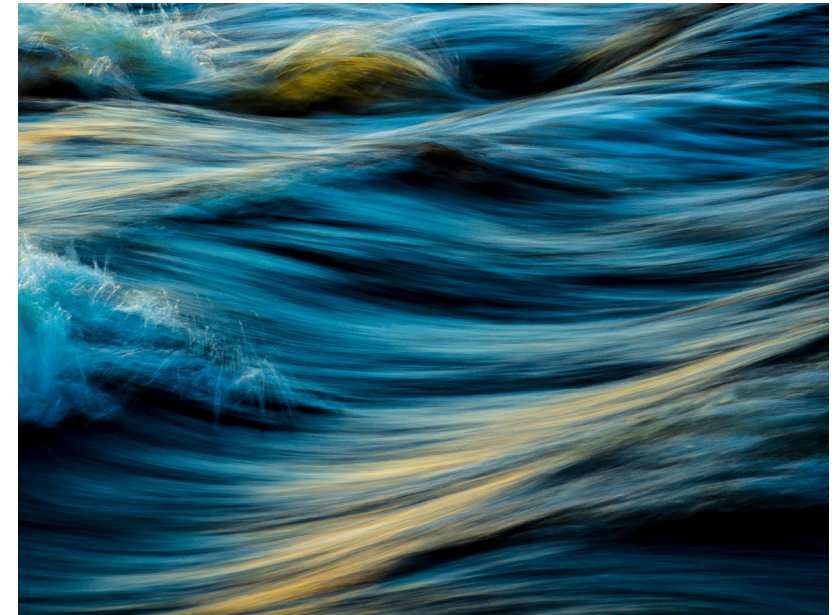
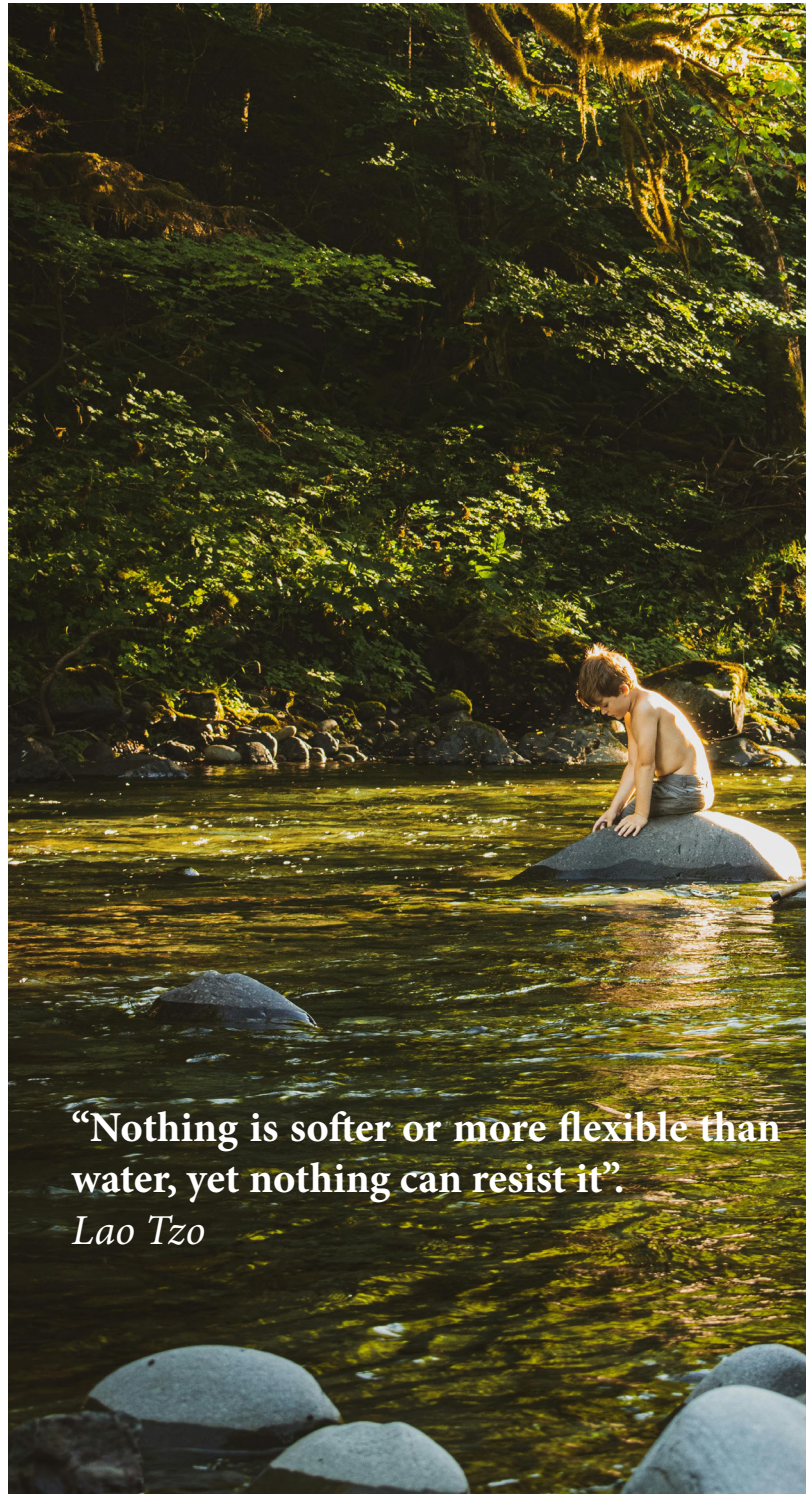
511 Clinton St. Toronto, ON



ARTIST STATEMENT

Studio F Minus’ artistic practice focuses on creating kinetic sculptures that explore the interplay between natural phenomena and the made form, emphasizing the vital role of natural elements in our lives. “Aquatic Dance” epitomizes this vision by merging the dynamic qualities of wind and water through art. Resembling a lively segment of a river, this sculpture transforms environmental stimuli into a visual narrative about the fluidity and power of water.

This work is inspired by the need for harmony with our natural surroundings and the critical balance required to sustain and manage our precious water resources. It serves as a reminder and educator about the importance of water in Clive’s Walnut Creek, highlighting both its nurturing presence and its formidable power. Our aim is to provoke thought and foster appreciation for water’s dual role as both a life-giving and a life-challenging force, emphasizing the community’s responsibility as stewards of this precious resource.



CONCEPT

Aquatic Dance visually represents the dynamic interactions between weather conditions and water flow in Walnut Creek, adjacent to its installation site. Each paddle’s movement responds to the wind’s direction and intensity, simulating how natural water bodies react to environmental changes. This responsive motion reflects the creek’s own ebb and flow, particularly during extreme weather, illustrating the impact of such conditions on local water management and quality.

The sculpture serves as an educational tool, promoting awareness of sustainable water practices and the importance of ecological stewardship. By visually interpreting the effects of wind on water, it encourages viewers to consider how natural and human-induced changes affect our water resources. Aquatic Dance aims to foster a connection between the community and their environment, highlighting the crucial role of water in sustaining both ecological balance and human life.

This revised approach keeps the description focused on the physical attributes and placement of the sculpture, while the concept emphasizes its thematic significance and educational purpose, avoiding overlap between the two sections.



DESIGN

Rising twenty seven feet, “Aquatic Dance” is a kinetic sculpture water and the life it provides. This form is divided into two components: a shimmering representation of a segment of water passage, and 6 blue lines that represent sunbeams as they shine through the depths of the water, guiding the viewer’s attention upwards.

Constructed from over eight hundred anodized aluminum paddles, each simultaneously shaped in the essence of a water wave and a freshwater fish. These wave formed paddles feature a tinted reflective surface, capturing all the hues of the creek. The typical industrial image of aluminum is thus challenged by infusing it with movement and a spectrum of colors.

This piece utilizes natural elements like sunlight and wind to animate the aluminum, making the material come alive with movement and change. The individual paddles are engineered to pivot in response to the wind, mimicking the swimming motion of aquatic life and the rolling ripples of water streams.

The visual experience of “Aquatic Dance” varies dramatically with the changing conditions of light, weather, and time, ensuring that each viewing is unique. This variability makes the sculpture an intriguing subject for both regular passersby and tourists, offering new perspectives and details with each visit.

ANIMATION

The sculpture changes colors like a chameleon, glowing bright blue on sunny days, pink and purple at dawn, orange and red during autumn sunsets, and twinkling like stars at night. This color-shifting mirrors the surface of water and that of its more than a dozen fish inhabitants.

When the wind shifts, the sculptures paddles change directions mimicking the the fish that populate the creek. Fish are the ambassadors of the aquatic life for the creek. The heath of the river and environment can be examined by observing the health of these creatures. An animated and active life for organisms in the creek speaks volumes to the health of the local environment.

The sculpture is brought to life by the wind.

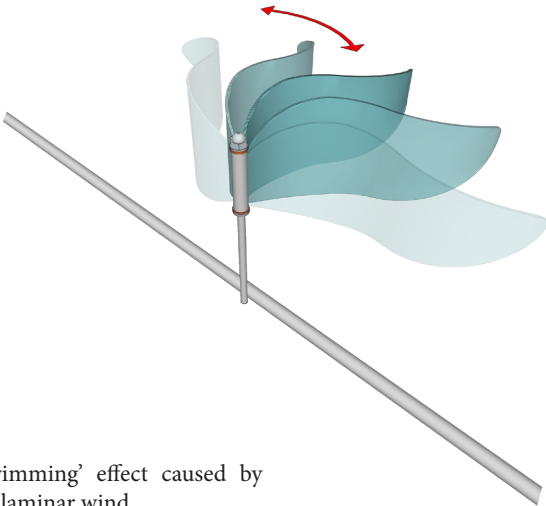
On moderate weather days, each paddle moves independently, making the sculpture resemble a river flowing. This effect is achieved by designing the paddles to face and oscillate in the wind at typical speeds, mimicking the parastalstic action of a rivers

motion as it moves and swells over the uneven surface of the creek bed and motion based on aerodynamics and engineering principles.

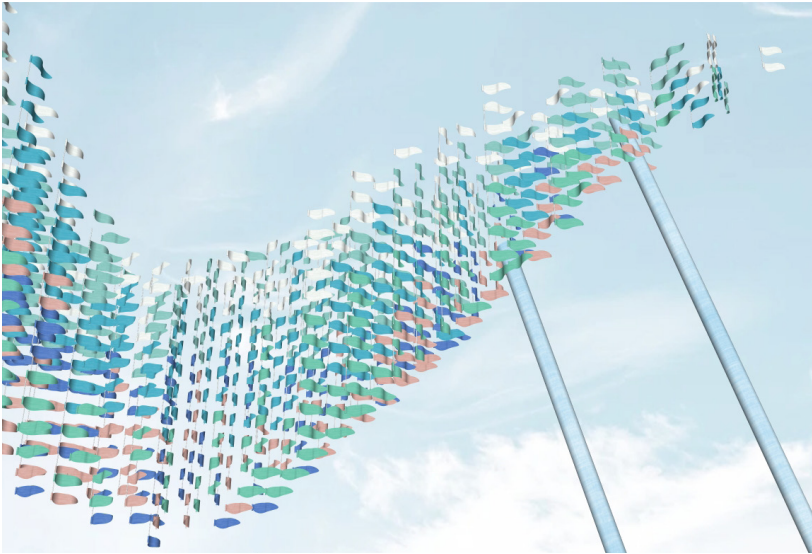
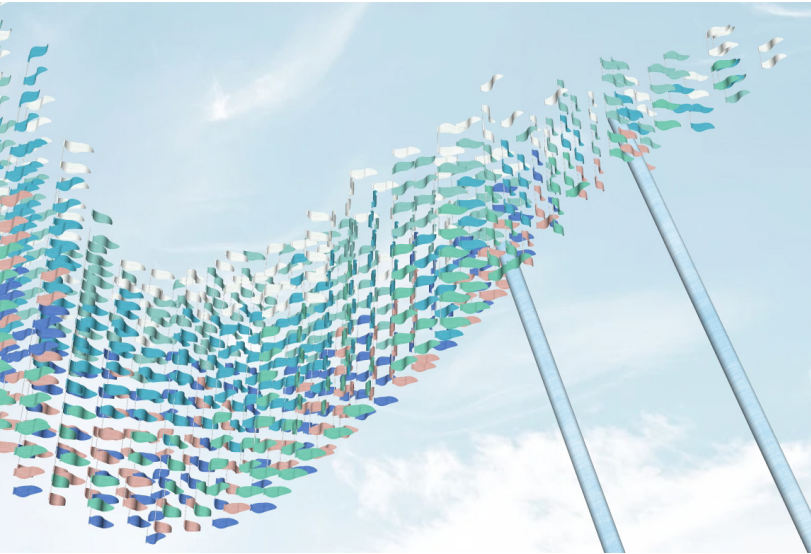
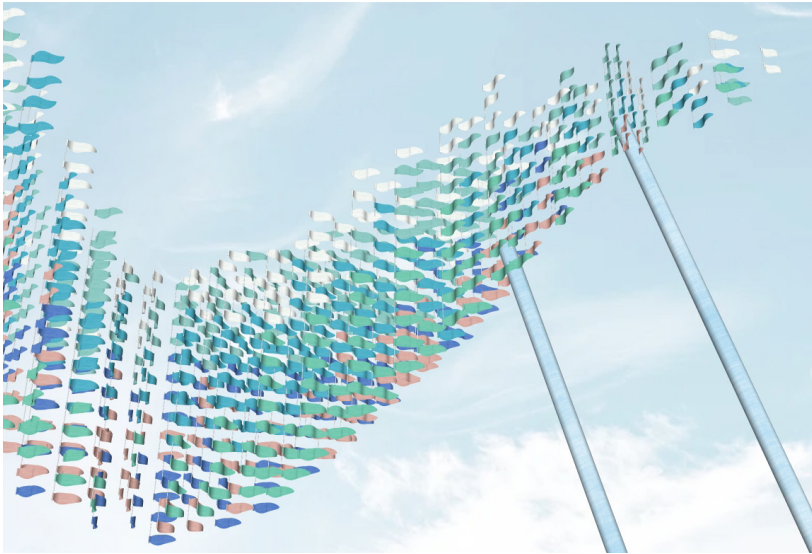
During strong winds, the sculpture becomes even more dynamic, with waves of color and sparkles passing through as the paddles move faster and in various directions.

This interactivity not only reflects the current weather but also symbolizes water levels and activity as a marker of environmental health. The changing appearance of the sculpture with the wind serves as a living illustration of how weather and environmental conditions are interconnected.

WIND PADDLE ROTATION

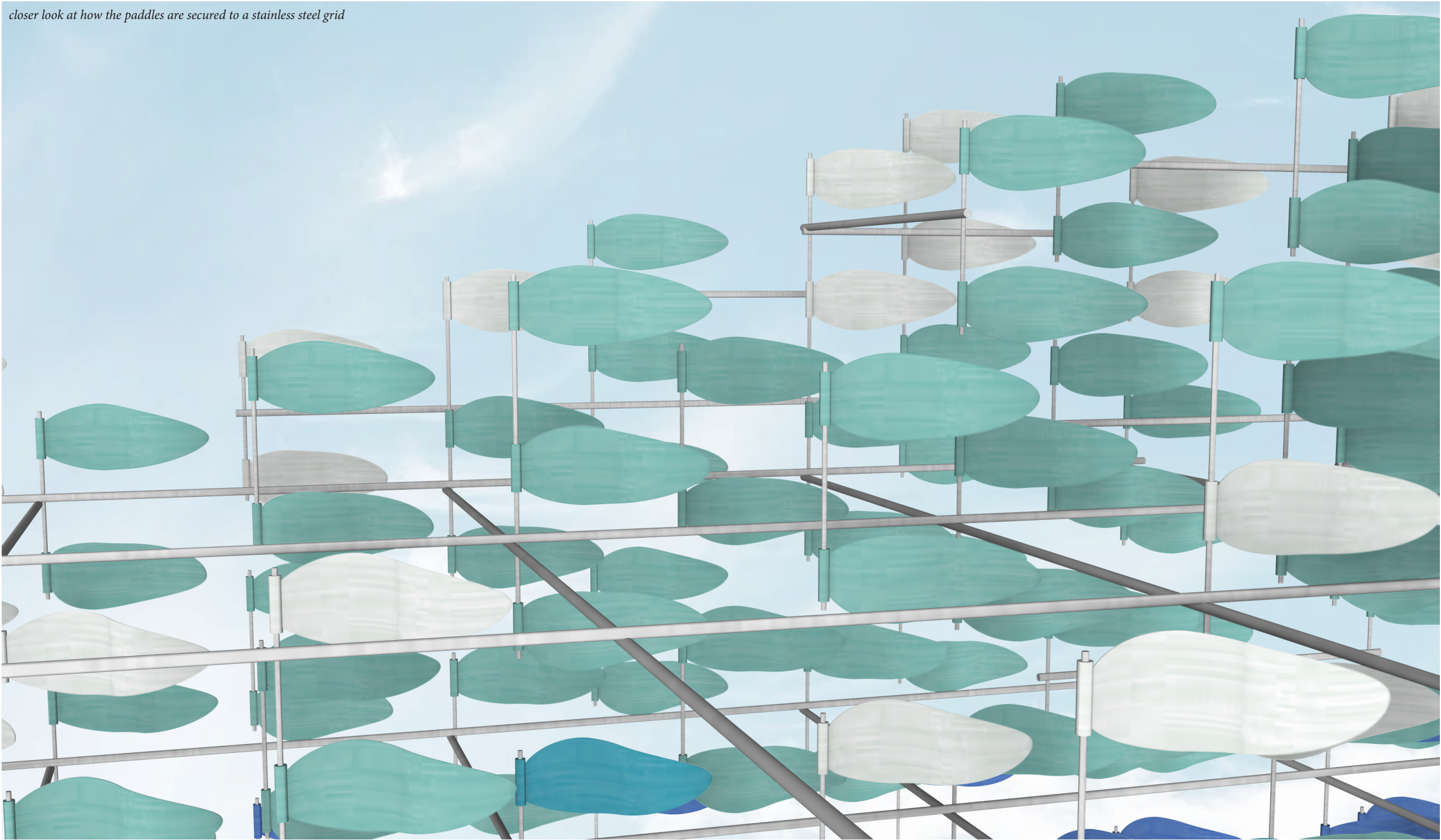


The 'swimming' effect caused by average laminar wind.



The three images above depict a gust of wind blowing through the sculpture, creating a a wave of color that sweep across the sculpture

closer look at how the paddles are secured to a stainless steel grid



view looking up

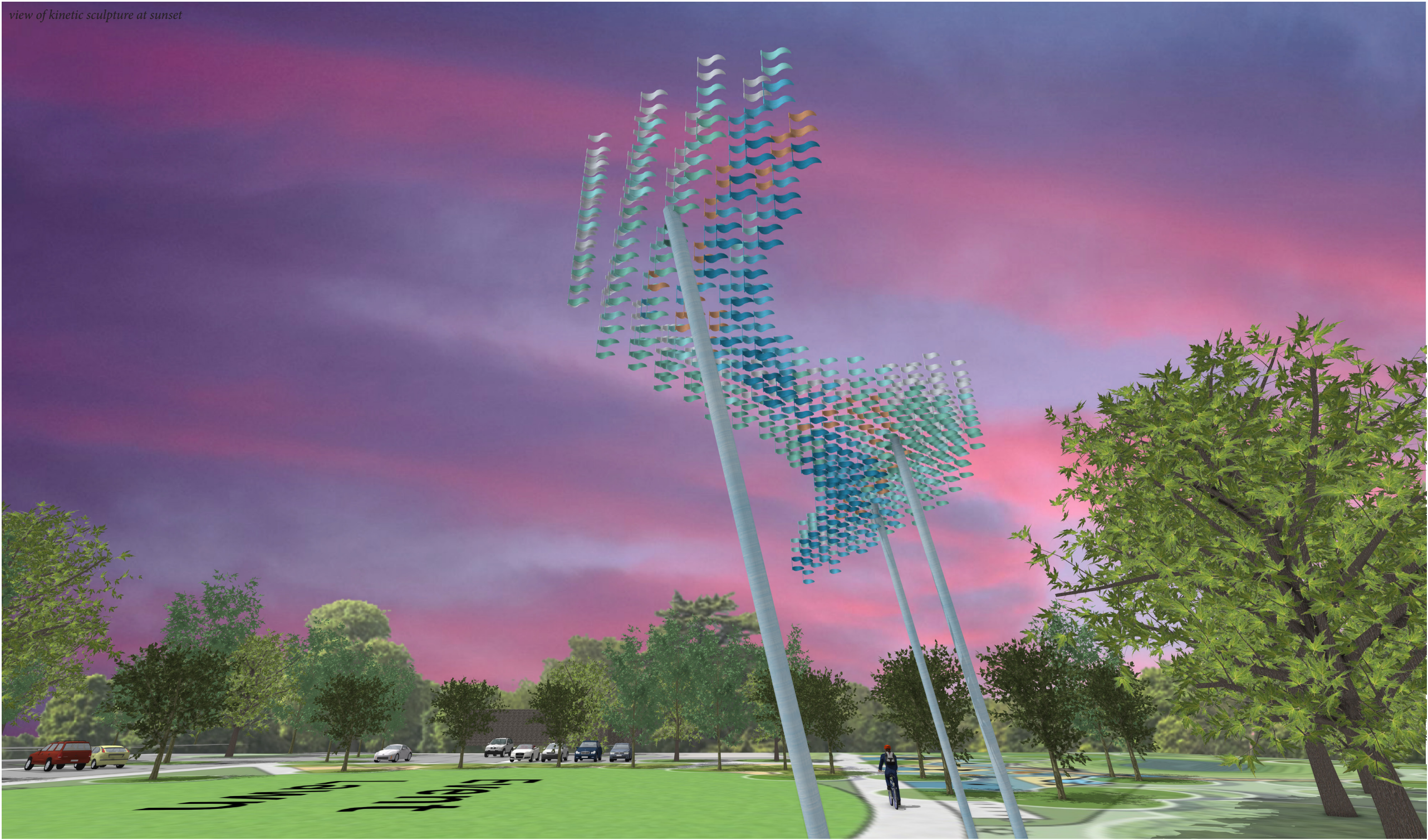


the kinetic sculpture promises to be a beacon calling the attention of those using the path with its scale and shimmering moving paddles

view from the greenbelt path



view of kinetic sculpture at sunset



SHADOW & TIME

This animated dialogue between wind, light and sculpture will also project down to the surface of the plaza, where the shadows and dappled light will dance on the paving and seating areas below – resulting in a lovely place to sit, and take a moment, reflect and contemplate.

In summary, we are very excited to propose “Aquatic Dance” for installation at Clive’s Greenbelt Landing.

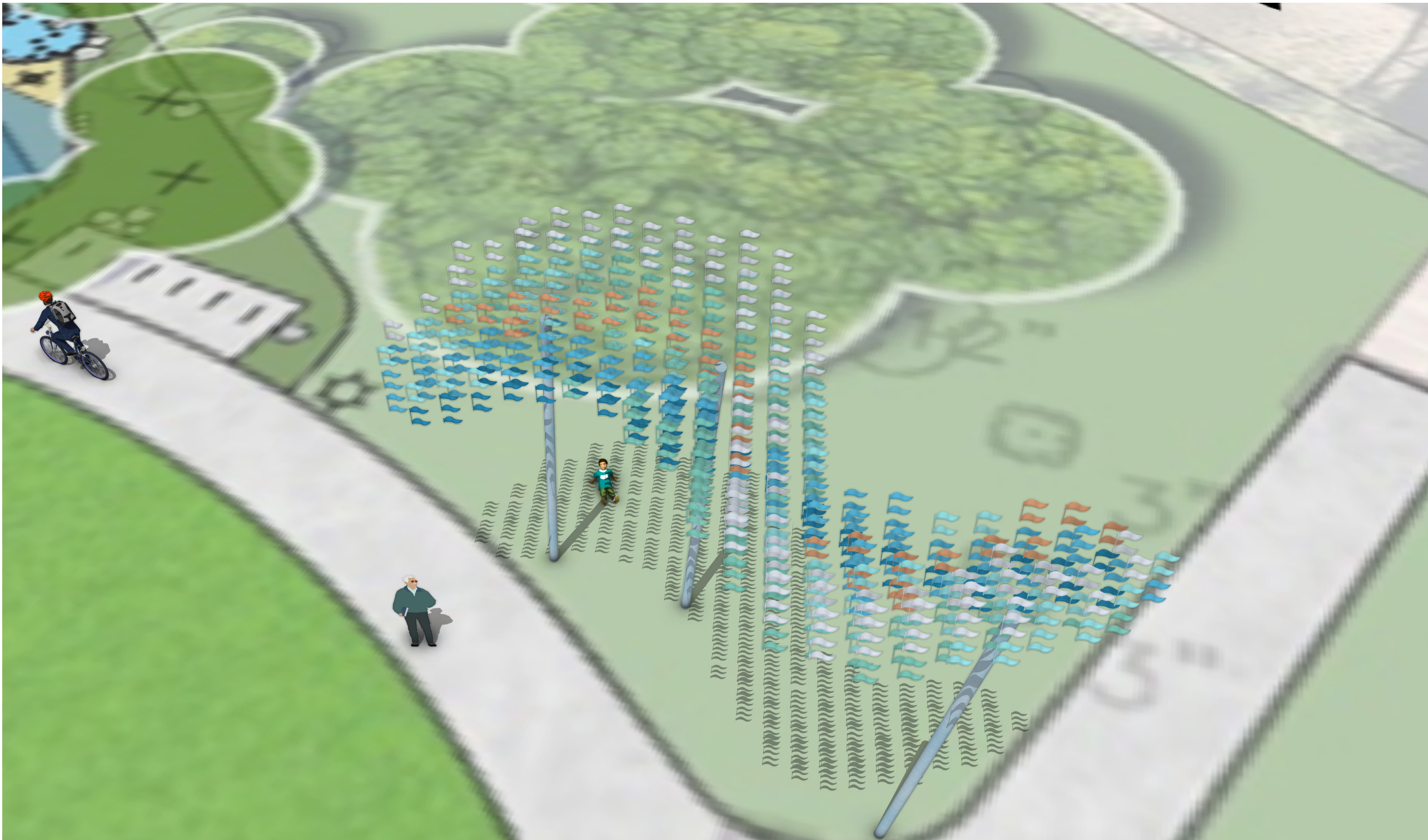
“Aquatic Dance” will be a strong addition to Clive’s portfolio of public art, as it references other pieces in Clive’s collection that communicate the importance of water conservation and its monumental scale it will set the new bar for future works.

work and pallet of robust materials, while simultaneously pushing the expectations of those traditional qualities in a way that results in a sculpture that is light, airy, and whimsical. The monumental scale of this piece will set the new bar for future works as well as denoting the Greenbelt access point.

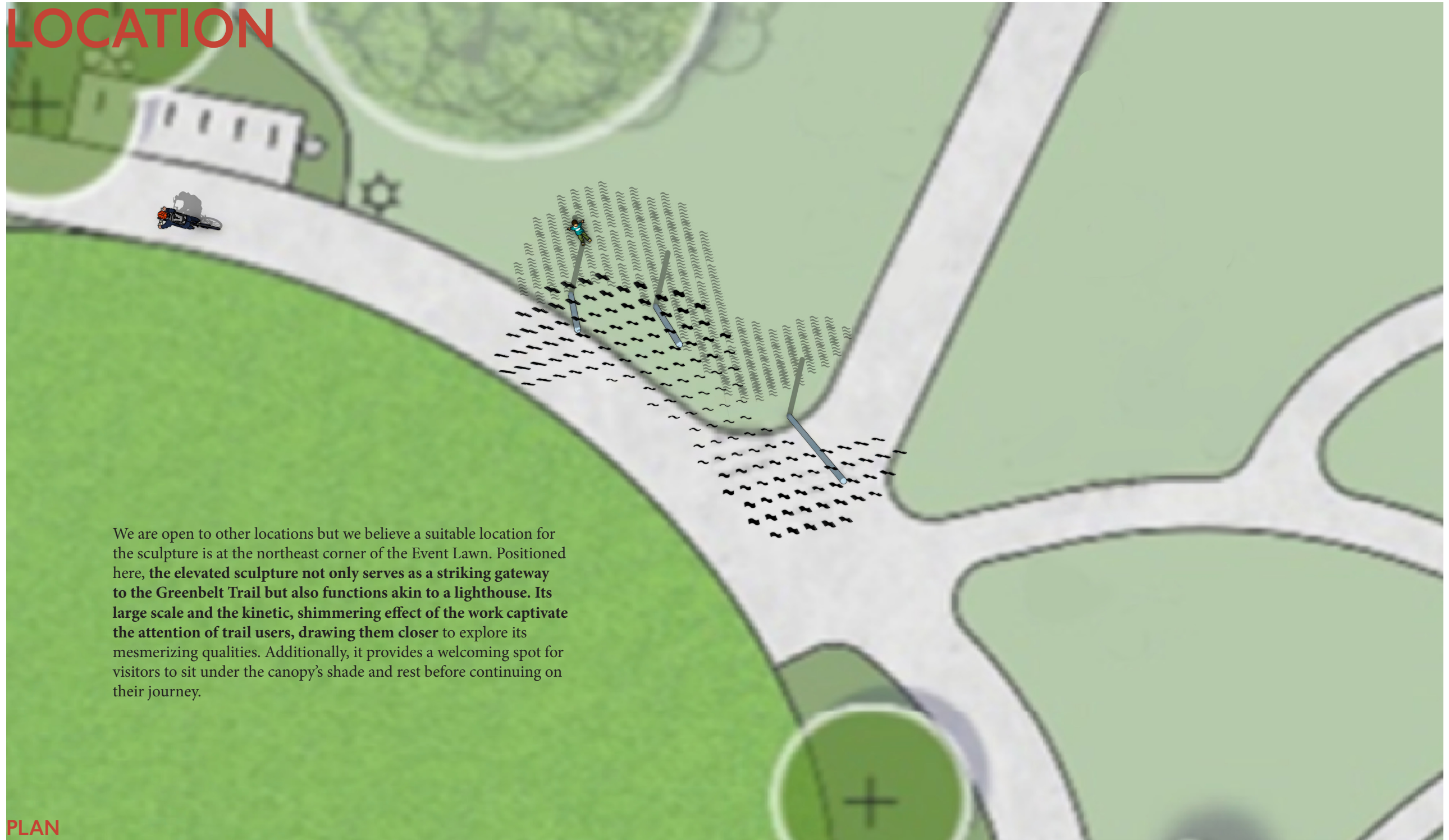
We feel it will quickly become a character landmark for Greenbelt Landing, as a symbol of vitality and life and a commitment to the preservation of our environment. We are confident it will be a favorite to visitors and residents alike.



Graphic shadows extend the reach of the art work down onto the ground, animating it over the course of the day and creating dappled shadeover areas of possible seating

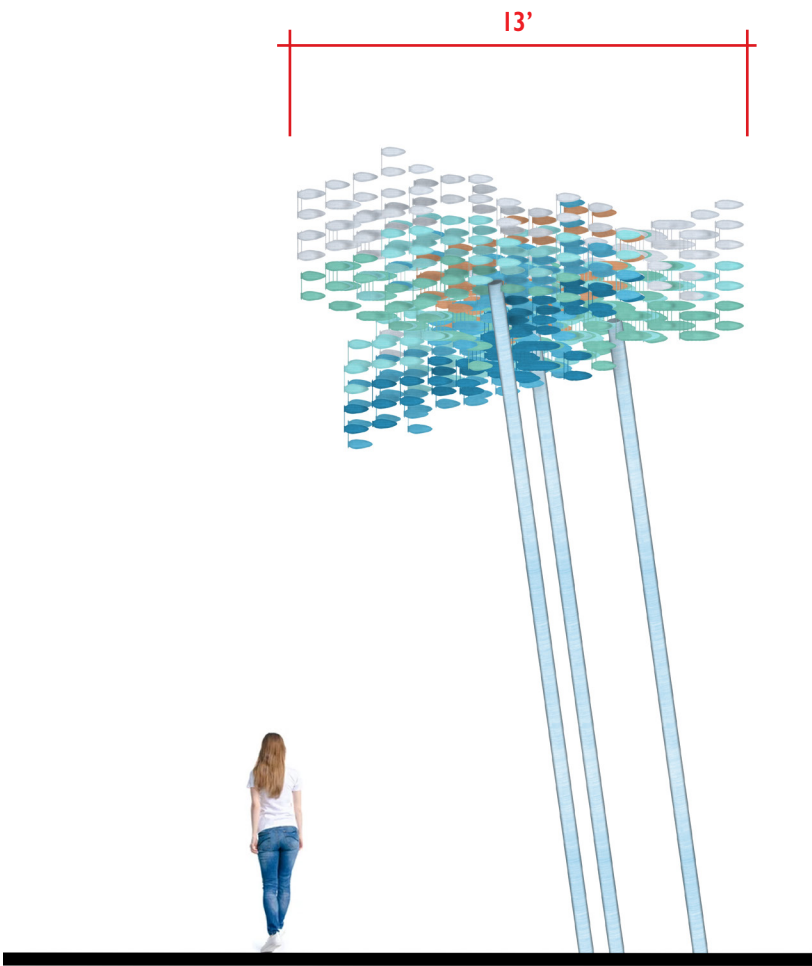


LOCATION

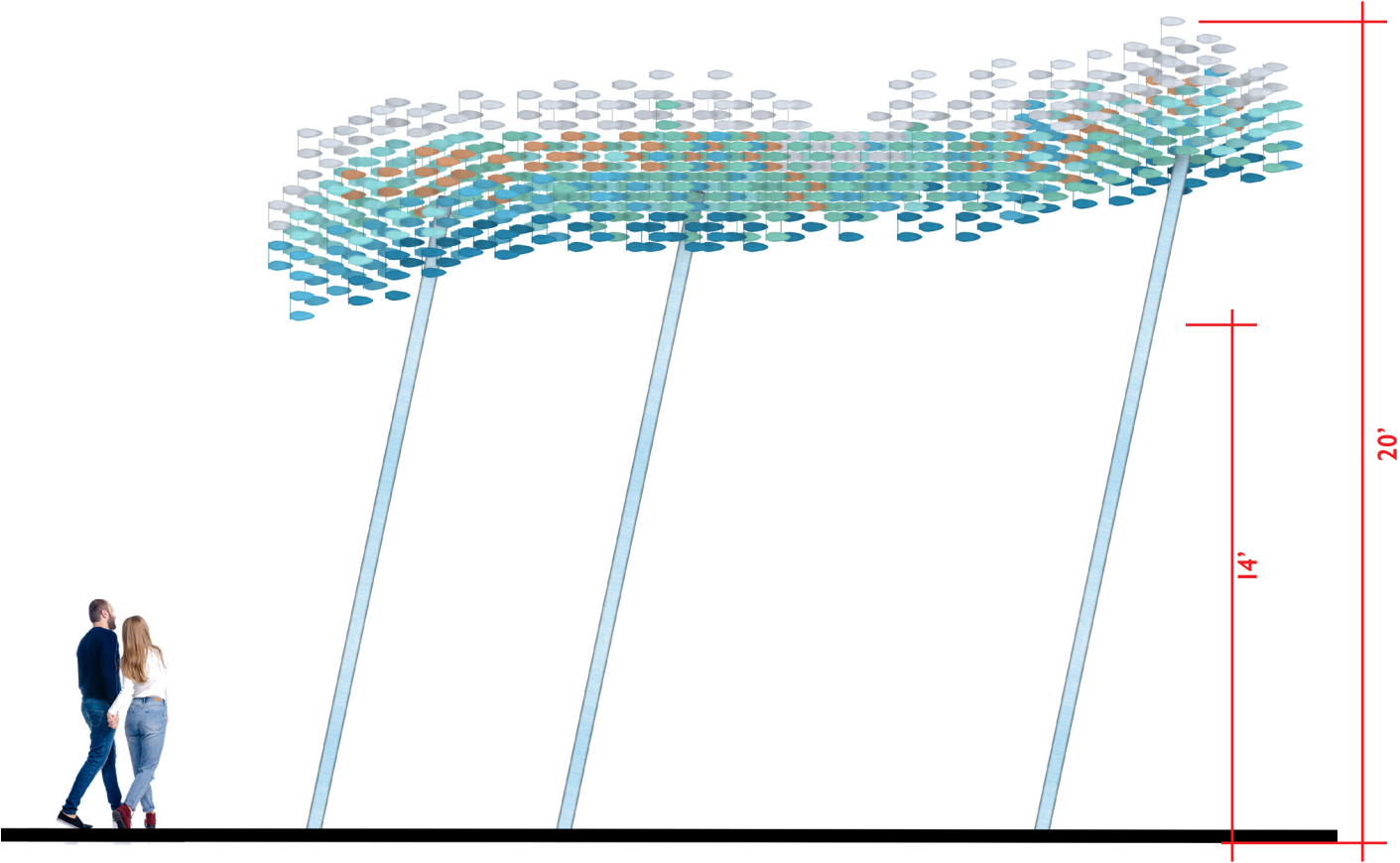


We are open to other locations but we believe a suitable location for the sculpture is at the northeast corner of the Event Lawn. Positioned here, **the elevated sculpture not only serves as a striking gateway to the Greenbelt Trail but also functions akin to a lighthouse. Its large scale and the kinetic, shimmering effect of the work captivate the attention of trail users, drawing them closer to explore its mesmerizing qualities.** Additionally, it provides a welcoming spot for visitors to sit under the canopy's shade and rest before continuing on their journey.

PLAN & ELEVATIONS



PLAN



NORTH ELEVATION

MATERIALS & FABRICATION

“Aquatic Dance” is made up of roughly eight hundred individual, anodized aluminum, weather-vane-like paddles. The paddles are mirror finish and dye colored and anodized. All the paddles are connected to a brushed-finish stainless-steel armature, raised and supported on 3 sides by epoxy painted structural steel poles. These poles in turn are anchored to reinforced concrete piers below grade.



finish examples colored anodized aluminum.

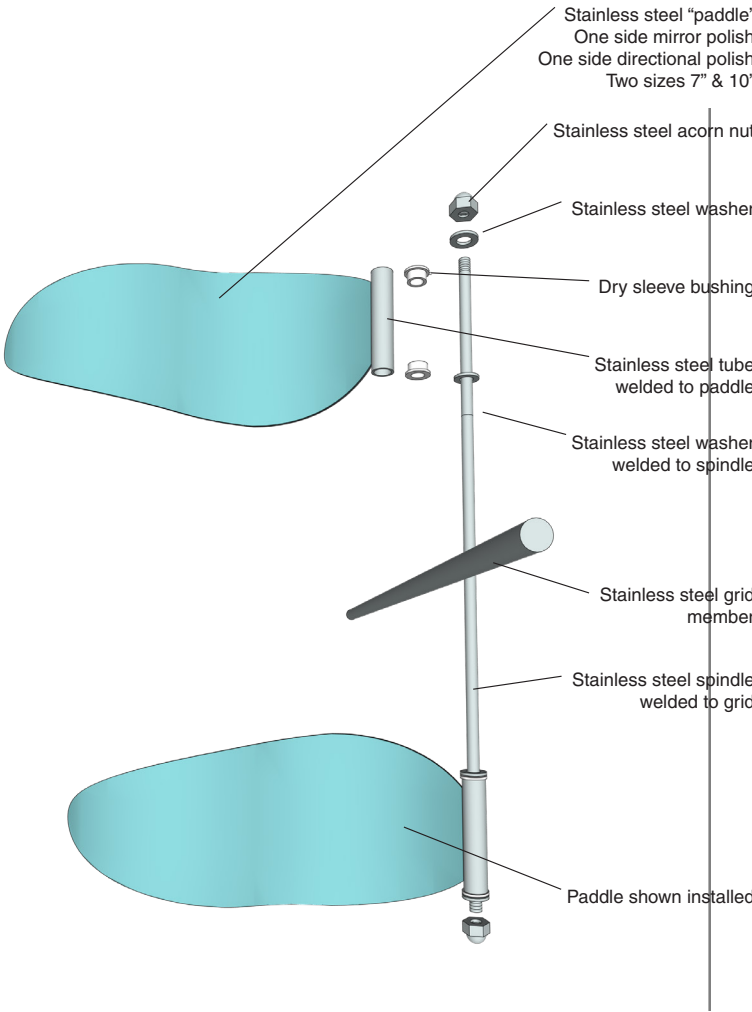
The entire sculpture is virtually maintenance free, both because its almost completely out of reach for graffiti and tampering and because of its mindful detailing. The paddles consist of only three simple parts: 1. A tapered elipse pressed to create a wave profile welded to a aluminum round tube then the whole unit is anodized. 2. A pair of outdoor rated, extremely long wearing, silent, dry sleeve bushings, pressed into either end of the stainless tube and 3. Stainless-steel spindles, welded to the grid structure, that allow the bushings to rotate effortlessly.

Unlike traditional bearings, these dry bushings don’t require maintenance and they can’t seize or squeak. Although they have been qualified by the manufacturer for decades of continual use, and tested in our past work “Composition for Wind”, in the case that they ever do need replacement they can be simply pressed out and replaced without detriment or substantial down time to the rest of the sculpture.

Anodized aluminum (the metal used in the paddles), chosen here primarily for its light weight, reflective properties and its ability to be tinted yet still reflective, has the great added benefit of excellent durability. The brushed Stainless Steel used for the grid work armatures to support the paddles also provide excellent durability with the added strength to ensure the grid is as minimal as possible. Both anodized aluminum and stainless steel are commonly used in outdoor applications without issue, and in this application, objects with these finishes will be well out of reach.

The poles will be finished in the most durable, colour stable, graffiti resistant, two-part epoxy paint produced by PPG. We have used this product on many outdoor sculptures with excellent results. Additionally we will topcoat the coloured finish with a durable sacrificial clear coat for added protection.

With exception of the laser cutting of the aluminum paddles, the majority of the fabrication and finishing of “Aquatic Dance” will be completed by Studio F Minus in our studio.



TYPICAL WIND “PADDLE” DETAIL

PROOF OF CONCEPT



view from the south



final assembly before installation.

Studio F Minus's **COMPOSITION FOR WIND** was completed in 2021 has been dancing in the wind - with its components performing as designed without issue. The sculpture was installed in Mississauga Ontario near the waters edge. Mississauga experiences extreme temperatures and is particularly windy in this location. See link below to see more project details.

<https://www.studiofminus.com/composition-for-wind>

TECHNICAL & MAINTENANCE



“Composition for Wind” is a pastel painted, wind sculpture by SFM. It has been operating without issue since installation over two years ago.

ENGINEERING

Given the large scale and foundation requirements of this art work, SFM will be enlisting the services of Blackwell Engineering, whose structural review and input on our work over the years has resulted in a portfolio of structurally sound, trouble-free outdoor public sculptures.

INSTALLATION

The installation of the artwork will be straightforward. The most site intensive stage will be the excavation for, and pouring of, the three reinforced concrete pile foundations. SFM will coordinate this with Blackwell Engineering and the team early on, such that they are in place before the pouring of the plaza.

The poles and the completed artwork will be transported by flatbet truck to site on purpose-built pallets, craned into place and fastened down with concealed/tamperproof hardware. SFM will coordinate all the necessary equipment and the required safety measures including hording or fencing as necessary.

MAINTENANCE

Having installed sculptures using these materials and methods before, we can confidently say that maintenance of this artwork will be minimal, benefiting from an annual hose down if required.

The mirror polished anodized aluminum is very robust even in situations where it is directly accessible to the public. Here it is far out of reach. The stainless steel grid system will be maintenance free.

We used the same dry sleeve bearings on our previous project “Composition For Wind” which has been operating non-stop without fail or issue through all kinds of weather since it’s installation in 2021.

The extremely durable high gloss painted finish on the poles resists dirt build up, corrosion from salt and other snow melt products, UV exposure, and most graffiti mediums can be removed with soap or mild solvents. In the case severe vandalism to either of the poles, resulting in deep gouges or scratches, the epoxy paint finish, unlike powder coat, is easily touched up on site and the sacrificial clear coat top layer provides a further level of protection.

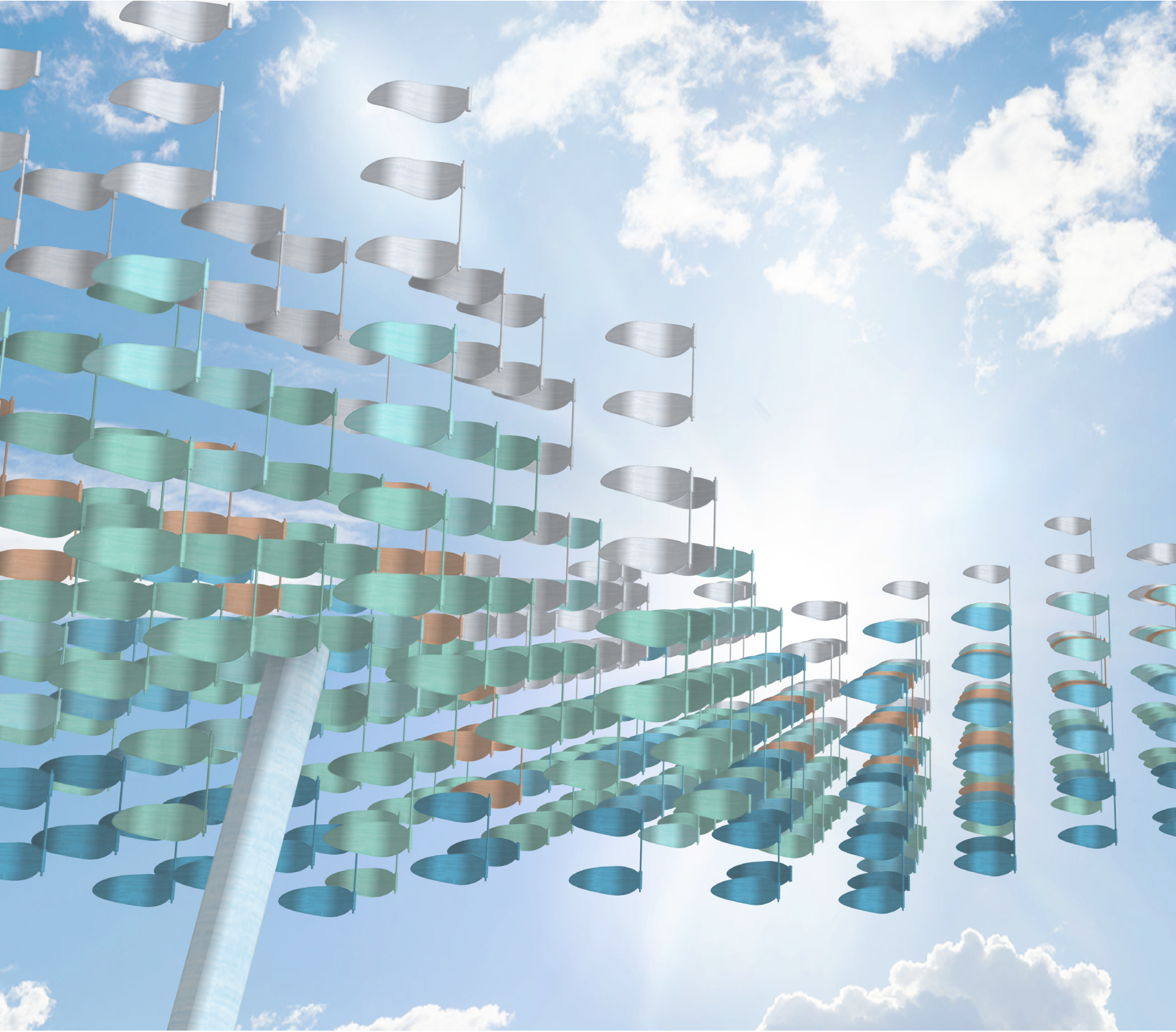
PROPOSED SCHEDULE

PROPOSED SCHEDULE

Contract Finalization	May 2024
Design Developement	July 2024
Fabrication Drawings w/ Engineer's Stamp	Aug 2024
Foundation Installation (to be coordinated)	August 2024-March 2025
Material Procurment	February 2025
Fabrication	March 2025
Finishing	May 2025

Installation & Handover

Summer 2025



THANK YOU FOR YOUR
CONSIDERATION OF

AQUATIC DANCE:

EXPLORING THE CONNECTION
BETWEEN THE LIVELY NATURE OF
WATER AND THE LIFE IT BRINGS

A PUBLIC ART CONCEPT FOR
GREENBELT LANDING

STUDIO F MINUS

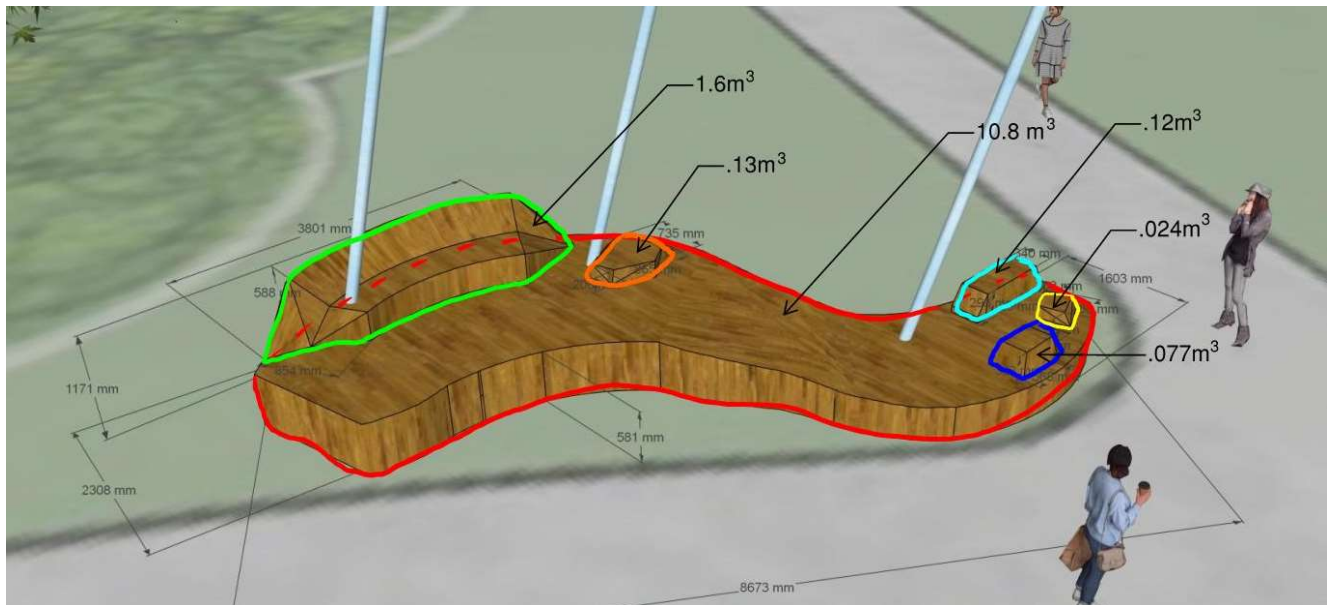
GREENBELT LANDING PUBLIC ART DIMENSION AND VOLUME ANALYSIS

June 10, 2024

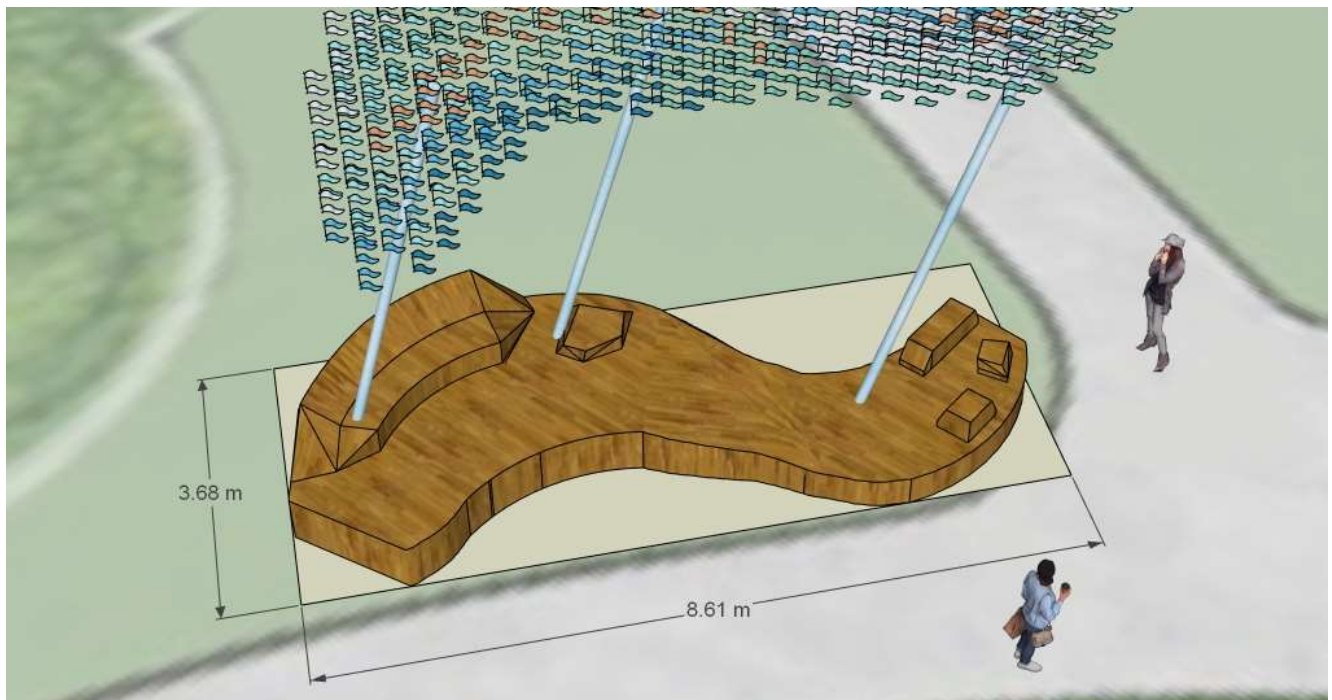
Attached is an estimate for the size and volume of the art sculpture base scheduled to be installed in the northwest corner of the new Greenbelt Landing project. The projections are early estimates as the project is still in the early stages of design development.

As such, we have taken the numbers and added a contingency to allow for adjustments with the understanding that the numbers can be reduced without issue after the flood study but would be difficult for the numbers to increase.





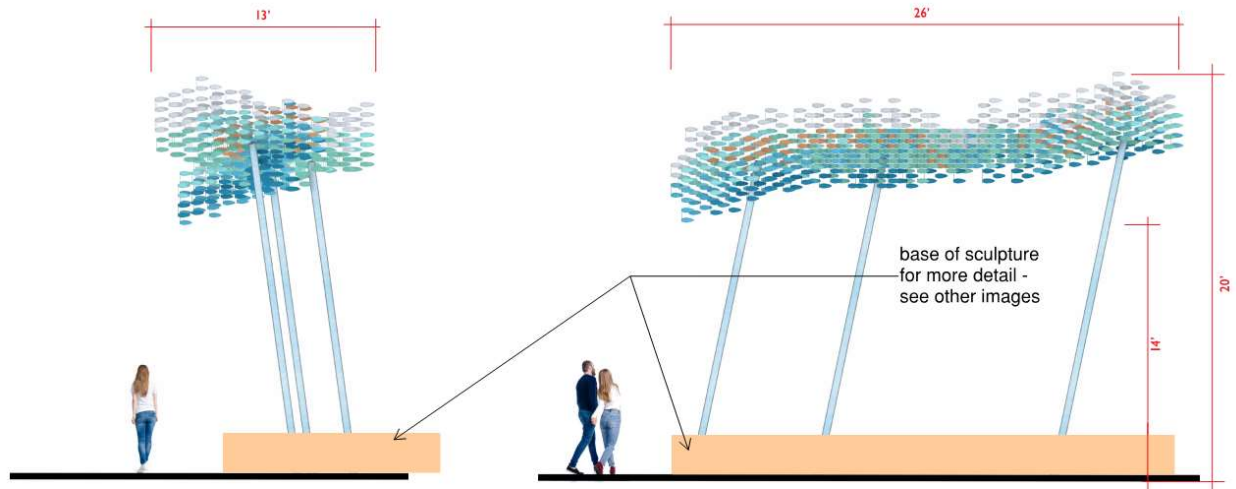
The total volume of the sculpture's base is estimated to be 15.3 m3 (includes a 20% contingency).



The footprint of the base is a novel shape covering a zone of around 4m x 9m (rounded up).

PLAN & ELEVATIONS

Dimensions of the raised portion of the sculpture



PLAN

NORTH ELEVATION

RESOLUTION NO. _____

RESOLUTION APPROVING AGREEMENT WITH GROUP CREATIVE SERVICES AND
STUDIO F. MINUS LTD FOR PUBLIC ART AT GREENBELT LANDING

WHEREAS, the City continues to look for ways to provide opportunities for display and appreciation of the public art throughout the community; and

WHEREAS, the City has worked with Group Creative Services to develop a list of potential artists for the development of public art associated with the Greenbelt Landing project; and

WHEREAS, the City received proposals and concepts from three artists; and

WHEREAS, through a selection committee comprised of City staff, representatives from NCMIC, the Clive Community Foundation and the Parks, Recreation and Public Art Board the proposal from F-Minus Ltd is being recommended as the artist that should develop and install the public art as part of the Greenbelt Landing project.

WHEREAS, the project has a \$250,000 working budget funded through a donation from NCMIC, a public art grant from Bravo and ICON and city funding; and

WHEREAS, the City has negotiated an agreement with Group Creative and F-Minus Ltd to implement a public art piece currently titled *Aquatic Dance* for placement at Greenbelt Landing; and

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CLIVE, IOWA:

That the Agreement with Group Creative Services and Studio F. Minus Ltd is hereby approved and accepted by this City Council; and the Mayor is hereby authorized and directed to execute said agreement on behalf of the City; and the City Clerk is hereby authorized and directed to attest to the signature of the Mayor.

PASSED AND APPROVED THIS 14TH DAY OF NOVEMBER, 2024.

By: _____
John Edwards, Mayor

ATTEST:

By: _____
Matthew D. Graham, City Clerk



Memo

TO: Mayor and Council members

FROM: Pete De Kock, Assistant City Manager

DATE: November 14, 2024

RE: 2025 Clive State Legislative Priorities

SYNOPSIS:

Staff has prepared draft state legislative priorities for the 2025 Iowa General Assembly. The proposed priorities build upon the City's past policy proposals, focusing on property taxes and other municipal revenue sources. Assistant City Manager Pete De Kock will review the document with the Council and incorporate their changes. The final legislative priorities document will be on the Council's agenda for approval at the December 12 meeting. A red-line version of the proposal is attached, showing differences between the 2024 and 2025 priorities, as well as a clean version that is easier to read.

Attachments:

1. 2025 Clive Legislative Priorities CLEAN 11.4.23
2. 2025 Clive Legislative Priorities RED LINE 11.4.23

Memo

TO: Mayor Edwards and Clive City Council
FROM: Assistant City Manager Pete De Kock
DATE: 11/11/24
RE: City of Clive 2025 State Legislative Priorities



City of Clive 2025 State Legislative Priorities

- 1) **Build a competitive tax environment that delivers value for taxes paid and promotes growth.** This environment should enable investments in public infrastructure and sustainable services and create workforce-attracting amenities. Property taxes, in particular, should be predictable for taxpayers and cities.
- 2) **Ensure the taxable valuation of newly developed or redeveloped property is sufficient to pay for the expanded public services and infrastructure serving the development, thereby eliminating a barrier to sustainable economic growth.**
- 3) **Protect local government tools to incentivize economic development, specifically tax increment financing (TIF) and Local Option Sales and Services Taxes (LOSST).**
- 4) Preserve the ability of cities to maintain strong bond ratings to minimize borrowing costs.
- 5) Promote strategies to increase taxpayers' and other stakeholders' understanding of how public investments create value and economic vitality in Iowa. Specifically, the Truth in Taxation mailing should be improved so taxpayers understand what portion of their property taxes are going to various taxing entities and how those entities invest tax dollars.
- 6) **Develop revenue-generating flexibility and cost-saving measures for Iowa local governments to decrease dependence on property taxes.** This includes targeted and sufficient funding for state agencies and programs that cities use to build high-quality infrastructure and improve service delivery. It also means improving state programs and policies that can delay infrastructure projects and add costs to service delivery. For example, the state should consider supporting tuition payments for individuals attending the law enforcement academy.
- 7) Advocate for fair pension contributions for all public employees and employers. The IPERS formula of employer/employee contribution percentages is fair. The Municipal Fire and Police Pension System of Iowa (MFPSI) should use a similar formula.
- 8) **Advocate for cities' authority to make decisions at the local level that affect community conditions, such as fireworks control zoning, utility rates, and building codes.**

- 9) Modernize and set consistent requirements for municipal public notice publications and clarify public record policy regarding government social media and website content.
- 10) Amend state rules so that if a municipal snowplow operator hits a vehicle or other property during spreading and plowing activities, that traffic incident is not reported on the operator's driving record.
- 11) Develop a comprehensive state water resources excellence plan and provide additional resources to rural and urban stakeholders to increase flood resilience and achieve meaningful water quality and quantity results.
 - a. Support sustainable Iowa Water Land & Legacy (IWLL) funding without taking Local Option Sales and Services Tax (LOSST) control away from cities where voters have approved the tax for specific purposes.
 - b. Support increased funding for the Iowa REAP and Water Quality Initiative Urban Conservation Projects grant program.
 - c. Support annual Iowa Department of Natural Resources (DNR) funding for updates to the Iowa Stormwater Management Manual.
 - d. Enact strategies for preventing and mitigating perfluoroalkyl and poly-fluoroalkyl substances (PFAS), harmful algal blooms (HABs), and other pollutants that threaten drinking water supplies, aquatic habitats, and recreation opportunities.
 - e. Direct the Iowa Department of Transportation to become a Municipal Separate Storm Sewer System (MS4) permitted entity.
 - f. Support state funding for the Iowa Flood Center.
 - g. Research strategies for partnering with cities and other entities to dispose of PFAS chemicals, such as firefighting foams, safely.
 - h. Direct the Iowa DNR to create an efficient state permitting process for stream restoration projects that compliments the U.S. Army Corps of Engineers process.
 - i. Support the creation of the Statewide Hydrologic Network, which will enhance flood monitoring and prediction.
 - j. Support state funding for watershed coordinator salaries.

Memo

TO: Mayor Edwards and Clive City Council
FROM: Assistant City Manager Pete De Kock
DATE: 11/11/24
RE: City of Clive 202~~54~~ State Legislative Priorities



Clive Legislative Values Shared with Other Iowa Municipalities*

1. **Local control.** Home Rule is the right to make local decisions at the local level — where decisions are made closest to those affected and can be tailored to fit unique conditions, needs, and concerns free from state interference.
2. **Financial Stability.** The commitment to reimburse local governments for lost resources due to state action must be maintained to prevent an increased burden on property taxpayers or a reduction in city services. Mandates imposed on local governments must include appropriate funding mechanisms. Local governments need diversified revenue options that are fair and related to cost drivers.
3. **Economic Development.** Maintaining the flexibility of economic development tools is essential for economic growth in cities of all sizes and is vital to the success and advancement of the State of Iowa and its economy. Iowa needs more tools and funding to promote quality of life, community vitality, economic development, and to address housing needs.
4. **Infrastructure.** Iowa's infrastructure needs repair and upgrade. It is vital that cities of all sizes have the resources to meet the infrastructure, technology, and human needs necessary to connect, transport, and grow.
5. **Public Safety.** Safety is essential to the health, stability, and vitality of communities. Cities must have the human and economic resources, tools, and technology to provide appropriate public safety services for their communities and citizens.

City of Clive 202~~53~~ State Legislative Priorities

- 1) Build a competitive tax environment that delivers value for taxes paid and promotes growth. This environment should enable investments in public infrastructure and sustainable services and create workforce-attracting amenities. Property taxes, in particular, should be predictable for taxpayers and cities.

- 2) Ensure the taxable valuation of newly developed or redeveloped property is sufficient to pay for the expanded public services and infrastructure serving the development, thereby eliminating a barrier to sustainable economic growth.
- 3) Protect local government tools to incentivize economic development, specifically tax increment financing (TIF) and Local Option Sales and Services Taxes (LOSST).
- 4) Preserve the ability of cities to maintain strong bond ratings to minimize borrowing costs.
- 5) Promote strategies to increase taxpayers' and other stakeholders' understanding of how public investments create value and economic vitality in Iowa. Specifically, the Truth in Taxation mailing should be improved so taxpayers understand what portion of their property taxes are going to various taxing entities and how those entities invest tax dollars.
- 6) Develop revenue-generating flexibility and cost-saving measures for Iowa local governments to decrease dependence on property taxes. This includes targeted and sufficient funding for state agencies and programs that cities use to build high-quality infrastructure and improve service delivery. It also means improving state programs and policies that can delay infrastructure projects and add costs to service delivery. For example, the state should consider supporting tuition payments for individuals attending the law enforcement academy.
- 7) Advocate for fair pension contributions for all public employees and employers. The IPERS formula of employer/employee contribution percentages are fair. The Municipal Fire and Police Pension System of Iowa (MFPSI) should use a similar formula.
- 8) Advocate for cities' authority to make decisions at the local level that affect community conditions, such as fireworks control zoning, utility rates, and building codes.
- 9) Modernize and set consistent requirements for municipal public notice publications and clarify public record policy regarding government social media and website content.
- 10) Amend state rules so that if a municipal snowplow operator hits a vehicle or other property during spreading and plowing activities, that traffic incident is not reported on the operator's driving record.
- 11) Develop a comprehensive state water resources excellence plan and provide additional resources to rural and urban stakeholders to increase flood resilience and achieve meaningful water quality and quantity results.
 - a. Support sustainable Iowa Water Land & Legacy (IWLL) funding without taking Local Option Sales and Services Tax (LOSST) control away from cities where voters have approved the tax for specific purposes.
 - b. Support increased funding for the Iowa REAP and Water Quality Initiative Urban Conservation Projects grant program.
 - c. Support annual Iowa Department of Natural Resources (DNR) funding for updates to the Iowa Stormwater Management Manual.
 - d. Enact strategies for prevention and mitigation of perfluoroalkyl and polyfluoroalkyl substances (PFAS), harmful algal blooms (HABs) and other pollutants that threaten drinking water supplies, aquatic habitats and recreation opportunities.

- e. Direct the Iowa Department of Transportation to become a Municipal Separate Storm Sewer System (MS4) permitted entity.
 - f. Support state funding for the Iowa Flood Center.
 - g. Research strategies to partner with cities and other entities to safely dispose of PFAS chemicals, like firefighting foams.
 - h. Direct the Iowa DNR to create an efficient state permitting process for stream restoration projects that compliments the U.S. Army Corps of Engineers process.
 - i. Support the creation of the Statewide Hydrologic Network, which will enhance flood monitoring and prediction.
 - j. Support state funding for watershed coordinator salaries.
- ~~1) Advocate for fair pension contributions for all public employees and employers.~~
- ~~a. The IPERS formula of employer/employee contribution percentages is fair. The Municipal Fire and Police Pension System of Iowa (MFPSI) should use a similar formula.~~
- ~~2) Develop revenue-generating flexibility and cost-saving measures for Iowa local governments to decrease dependence on property taxes.~~
- ~~a. With the implementation of the new property tax system and elimination of other state transfers to municipalities, the state should provide flexibility for Iowa cities to generate revenues to support critical community services and the quality of life desired by residents. This is necessary to succeed in our joint economic development, workforce attraction, and retention efforts.~~
- ~~i. Maintain flexibility in the Urban Renewal/Tax Increment Financing program.~~
- ~~ii. If state leaders intend to change the property tax system further, they should respect that voters empower their city councils to set the municipal property tax levy within specific parameters and wisely spend those funds. State elected officials should engage leaders representing municipalities of all sizes at each step in the legislative process.~~
- ~~3) Develop a comprehensive state water resources excellence plan and provide additional resources to rural and urban stakeholders to increase flood resilience and achieve meaningful water quality and quantity results.~~
- ~~a. Support sustainable Iowa Water Land & Legacy (IWLL) funding without taking Local Option Sales and Services Tax (LOSST) control away from cities where voters have approved the tax for specific purposes.~~
- ~~b. Support increased funding for the Iowa REAP and Water Quality Initiative Urban Conservation Projects grant program.~~
- ~~c. Support annual Iowa Department of Natural Resources (DNR) funding for updates to the Iowa Stormwater Management Manual.~~
- ~~d. Direct the Iowa Department of Transportation to become a Municipal Separate Storm Sewer System (MS4) permitted entity.~~

- e. ~~Support state funding for the Iowa Flood Center.~~
 - f. ~~Research strategies to partner with cities and other entities to secure PFAS chemicals, particularly firefighting foams.~~
 - g. ~~Direct the Iowa DNR to create an efficient state permitting process for stream restoration projects that compliments the U.S. Army Corps of Engineers process.~~
 - h. ~~Support the creation of the Statewide Hydrologic Network, which will enhance flood monitoring and prediction.~~
 - i. ~~Support state funding for watershed coordinator salaries.~~
- 4) ~~Reinforce outdoor quality of life programs and direct state funding to encourage unique and desirable places to live and attract the workforce Iowa needs.~~
 - 5) ~~Advocate for and sustain Home Rule and each city's authority to make decisions at the local level, such as fireworks control, property tax expenditure limitations, public health emergency responses, land use, zoning, building codes, and other areas that affect conditions in a community.~~
 - 6) ~~Support increased state funding to increase capacity at the Iowa Law Enforcement Academy.~~
 - 7) ~~Support SF 546, which would modernize requirements for municipal public notice publications.~~