



CLIVE CITY COUNCIL
AGENDA, REGULAR MEETING
8800 Hickmam Road
February 6, 2025 6:00 PM

This meeting will be conducted in-person in the Clive Public Safety Center Training Room and virtually via Zoom platform. To participate virtually use the following link: <https://us06web.zoom.us/j/82159859382> - or call-in at: (312) 626-6799 - Meeting ID: 821 5985 9382

Call to Order/Roll Call/Pledge of Allegiance

Approval of the Agenda

Proclamation

1. 2025 Beggar's Night Continuing Proclamation

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.

Presentation

1. Greater Dallas County Development Alliance - Executive Director Rachel Wacker

Consent Items

1. City Manager's Memo
2. City Manager Report - December 2024
3. Assistant City Manager Tech Services Monthly Report - December 2024
4. Administrative Services Monthly Report - December 2024
5. Community Development Monthly Report - December 2024
6. Fire Department Monthly Report - December 2024
7. Leisure Services Monthly Report - December 2024
8. Police Department Monthly Report - December 2024
9. Public Works Report - December 2024
10. Treasurer's Monthly Report - December 2024
11. Approve 01/09/2025 City Council Minutes
12. Bill List
13. Approve Amended Mayoral Appointments to Regional Boards and Commissions - 2025

14. Approve Retail Alcohol Sales License Renewal Application - Ducktail Lounge - 1809 NW 86th Street
15. Approve Retail Alcohol Sales License Renewal Application - Country Inn & Suites - 1350 NW 118th Street
16. Approve Retail Alcohol Sales License Renewal Application - Git-N-Go Convenience Store #43 - 11408 Forest Avenue
17. Approve New Retail Smoking Device Sales License - Greenleaf Tobacco & Vape - 1300 NW 100th Street, Unit B
18. Approve Pay Request #1 - DCI Group - City Hall-Library Remodel Project Phase 1 - \$28,661.01
19. Approve Pay Request #3 - Keystone Construction Services LLC - Greenbelt Landing Construction Project - \$47,844.37
20. Approve Pay Request #3 - Central Iowa Mechanical - Greenbelt Landing Construction Project - \$39,160.16
21. Approve Pay Request #3 - Air-Con Mechanical Corp. - Greenbelt Landing Construction Project - \$8,787.50
22. Approve Pay Request #3 - Confluence, Inc. - University Boulevard Flood Mitigation: Project Scoping Plan - \$27,076.40
23. Approve Pay Request #6 - Iowa Earth Works - Little Walnut Creek Stream Stabilization East of Alice's Road - \$49,448.64
24. Approve Pay Request #7 - RDG - Cirkseena Park CA Services - \$1,637.55
25. Approve Pay Request #10 - Alliance Construction Group - NW 114th Street Reconstruction - \$5,796.90
26. Approve Pay Request #18 - Snyder and Associates - University Boulevard Pump Station Improvements Project - \$21,801.71
27. Resolution Approving Amendments #3 and #4 to Professional Services Agreement - OPN Architects - City Hall & Library Remodel Project - \$117,500.00
28. Approve Quote for Electrical Services for Public Works Building Remodel - Vision Electric and Plumbing - \$2,535.47
29. Approve Quote for Plumbing Fixtures for Public Works Building Remodel - Vision Electric and Plumbing - \$19,666.33
30. Approve Quote for Plumbing Services for Public Works Building Remodel - Vision Electric and Plumbing - \$37,965.97
31. Resolution Accepting Work - Hickman Road & NW 161st Street Phase 2 Intersection Improvement Project
32. Resolution Accepting 1st Amendment to Private Storm Sewer and Overland Flowage Easement for Berkshire North Plat 9, Lot 11 - 16712 Wilden Drive
33. Resolution Approving Polk County Community Sponsorship Grant Application - Clive Festival - \$5,000.00
34. Resolution Setting Public Hearing (3/13/2025, 6:00 p.m.) - 2025 Residential PCC Pavement Rehabilitation Project

35. Resolution Setting Public Hearing (3/13/2025, 6:00 p.m.) - Little Walnut Creek Trail Reconstruction East of Alice's Road
36. Receive & File Board of Adjustment Meeting Minutes - 04/30/2024
37. Resolution Amending Seasonal Employee Handbook
38. Approve Pay Rate - Jett Jorgensen - Police Officer - \$33.96/Hr - Effective 2/18/2025
39. Approve Pay Rate - Kaleb Randel - Engineering Inspection Technician - \$34.16/Hr - Effective 2/18/2025
40. Approve Pay Rate - Ty Anderson - Public Works Operations Specialist - \$27.07/Hr - Effective 2/10/2025

Action Items

1. Public Hearing - FY 24/25 Budget Amendment #1
 - a. Resolution Approving FY 24/25 Budget Amendment #1
2. 1st Consideration of Proposed Ordinance 1157 Amending Chapter 5.4D.2 of the Clive City Code to Update a Reference to Open Container Regulations

Discussion

1. Off-Street Parking and Circulation Discussion
2. Policy Discussion- Parkway Street Tree Maintenance
3. Clive Strategic Plan Quarterly Update - 1st Quarter 2025

Correspondence

1. Correspondences Regarding BRAVO Partnership Appreciation
2. Altoona and Norwalk - Notices of Withdrawal from BRAVO
3. Lions Club Letter of Appreciation - Holiday Food Baskets
4. Iowa Gaming Association FY24 Appropriations and Outlays
5. IDOT Notification Regarding I80 Pavement Repairs

Reports

Adjournment



CITY OF CLIVE, IOWA MAYORAL CONTINUING PROCLAMATION

TRICK-OR-TREAT NIGHT – 2025 and Forward

WHEREAS, each year the Mayor has proclaimed Beggar's Night as part of the annual observance of Halloween; and

WHEREAS, a tradition had evolved in the Greater Des Moines area where youngsters went out trick-or-treating on the evening prior to Halloween (Beggar's Night); and

WHEREAS, this tradition has evolved and it is felt now to be in the best interest of the community that trick-or-treating be observed on the same date as Halloween throughout the area; and

WHEREAS, the City of Clive staff has surveyed Clive residents as well as communities in the metropolitan area and found that October 31 is the preferred night for trick-or-treating and observance of Halloween.

NOW, THEREFORE, I, John Edwards, Mayor of the City of Clive, do hereby proclaim that each year, the evening of October 31 as Trick-or-Treat Night in Clive, Iowa. I further request all residents of Clive open their doors to children of the community between the hours of 6:00 p.m. and 8:00 p.m. on that date and to make the celebration as safe and enjoyable as possible.

IN WITNESS WHEREOF, I have hereunto set my hand and have affixed the Official Seal of Clive, Iowa on this _____ day of _____, 2025.

John Edwards, Mayor



Memo

TO: Mayor and Council members

FROM: Matt McQuillen, City Manager

DATE: February 6, 2025

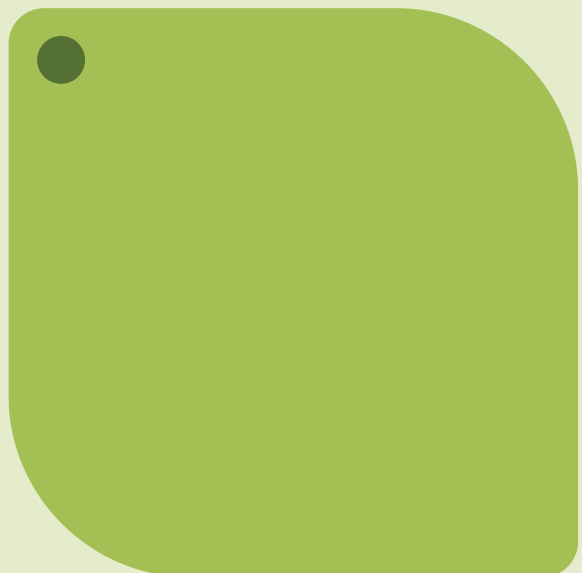
RE: Greater Dallas County Development Alliance - Executive Director Rachel Wacker

SYNOPSIS:

Executive Director Rachel Wacker from the Greater Dallas County Development Alliance will be in attendance at the February 6 meeting to provide a presentation to the City Council on the potential for Clive to join as a member of the Alliance and the work Alliance would do on Clive's behalf in the first years as a member.

Attachments:

1. GDCDA Clive Overview Presentation 2-6-25



GREATER DALLAS COUNTY
Development Alliance



OVERVIEW

- GDCDA is a 501c(6) that catalyzes collaboration between public and private stakeholders.
- We support shared visions for sustainable development and prosperity.
- The Alliance's strategic network brings value to research and execution of economic development planning.





Dallas County at a Glance



- Dallas County's GDP was \$8 billion in 2022—the #7 highest out of 99 counties in the state.
- Fastest Growing County in the State and 4th fastest in the Nation.
- Overall Population is 108,798 with a projected 2028 population being 121,815.
- Clive's Dallas County population is currently 7,567



GREATER DALLAS COUNTY
Development Alliance

WE WANT TO EMPOWER DECISION MAKING

- We focus on strategic locations, infrastructure, and workforce.
- Promote pro-business policies and quality of life.
- We are a centralized resource hub for informed choices.



Scope of Services

- Attraction and Quality of Place
 - Marketing local culture, heritage, and natural attractions to boost the hospitality and service industries and build awareness for new movers.
- Urban Renewal And Revitalization
 - Adaptive reuse of buildings, creating mixed-use developments, and increasing taxable valuations
- Community Engagement and Visioning
 - Ensuring that development plans align with the desires and values of the local population.



FOCUS AREAS OF INTEREST



- Capital investment
- Job Creation
- Workforce
- Finance and Incentive Resources and Policy
- Site Preparedness and Marketing



GREATER DALLAS COUNTY
Development Alliance



FOCUS AREAS OF INTEREST



- Small Business Support
- Childcare
- Quality of Place
- Affordable Housing



GREATER DALLAS COUNTY
Development Alliance

WHY OUR WORK MATTERS

- **Preparedness**
 - Community planning for resilience during downturns and disaster events
 - Buildings, sites, and community information for rapid response to requests for information
- **Community Engagement**
- **Valuable network for leveraging resources and idea sharing**
- **Access to data**
- **Subject matter expertise**



GREATER DALLAS COUNTY
Development Alliance

Goal 1

Key Business & Employer Assessment

Create a list of targeted companies and employers in Clive

- Meet with targeted employers to evaluate the state of Clive's business climate and seek feedback to challenges and opportunities.
- Gather quantitative data to generate a report to present to Clive on state of business and industry climate
- Identify if a company/businesses is emerging, expanding, at risk, or declining, and provide resources, necessary to aid them

Develop a baseline of targeted businesses to meet with every year to evaluate industry business climate.

Goal 2

DIP Study Research Assistance

Identify case studies/comparable cities to Clive in the sense that they are reaching the city limits for development opportunity.

- Facilitate conversation with Cities, virtually or on-site, to gather insight and best practice for revitalization and revenue sustainability
- Contribute to ongoing discussion regarding DIP study to identify a timeline for completion of DIP study.

The Alliance will report findings and site examples from visits to include in DIP Study report

Goal 3

To Stimulate Economic Growth and Diversification

Align project planning with the Clive economic goals by implementing an action plan based on the strategic direction from the city.

- Identify potential commercial development sites
- Establish working relationships with property owners to include their input in the planning process.
- Locate resources that align with the economic priorities
- Support multi-community collaboration on infrastructure improvements that drive long-term development

Increased investment in Clive through targeted grant acquisition



Proposed Compensation



The Alliance charges communities on a per capita basis. By doing so, the Alliance ensures equity with a fair, transparent, and efficient way to generate revenue, supporting our operations and providing value to all members.

Clive has **7,567** residents in the Dallas County portion.

The per capita rate is **\$2.50**

Proposed Cost for Annual Membership: \$18,917.50

Thank You!

Rachel Wacker
Executive Director

rwacker@dallacounty-ia.org

www.dallascounty-ia.org





Memo

TO: Mayor and Council members
FROM: Matt McQuillen, City Manager
DATE: February 6, 2025
RE: City Manager's Memo

SYNOPSIS:

Attached please find the City Manager's Memo for the February 6, 2025 meeting of the Clive City Council.

Attachments:

1. General Info Memo 2-6-25

MEMO

To: Mayor Edwards and Clive City Council

From: City Manager Matt McQuillen

Date: February 3, 2025

Re: General Information Memo – February 6, 2025 City Council Meeting

The February 6, 2025, City Council meeting will be in-person in the training room at the Clive Public Safety Center & virtually at: <https://us06web.zoom.us/j/82159859382>

Consent Agenda – A few items to note on the consent idea. First, staff continues to make progress on renovations at City facilities including renovations at the Public Works Facility. Most of the renovation work is being completed by Public Works staff, however some of the electrical and plumbing work needed to be completed by certified contractors with the contracts for that work included for approval. Second, staff is ready to amend the design contract with OPN Architects to complete construction drawings for phase 2 of the City Hall/Library renovations as the phase 1 work is well underway and construction crews should be ready to work on phase 2 by late summer/early fall.

Third, staff is ready to set public hearings for two additional public infrastructure projects to be bid out with the annual residential PCC pavement rehab project and replacing the Greenbelt Trail along Little Walnut Creek east of Alice's Road. As the Council will recall, this trail section was torn up during the installation of the sanitary sewer for Waukee through this stretch and the stabilization of Little Walnut Creek, for which work continues into the spring. Both public hearings will be at the March 13 meeting. Finally, staff is ready to fill three vacancies for Police Officer, Engineering Inspection Technician and Public Works Operations Specialist. The Police Officer hire of Jett Jorgensen will complete the filling of vacancies following a series of hiring this past year in the Police Department.

Proclamation/Presentation – At the beginning of the February 6 meeting the Mayor is set to make a proclamation to move trick-or-treating in October from the previous "Beggars Night" to be on Halloween, or October 31st each year. This change aligns with other Des Moines Metro communities who are making the change after Clive and others polled residents following this year's trick-or-treating. Next, Rachel Wacker from the Greater Dallas County Development Alliance will be in attendance to provide a presentation on services that Clive could utilize if we become a member of the Alliance in the coming year. The City Council will be considering membership as a part of this year's budget process, therefore staff wanted to provide Rachel with an opportunity to outline the potential benefits Clive could experience as an Alliance member.

Public Hearing: FY 24/25 Budget Amendment #1 – February 6 is the date for a public hearing on the first amendment to the current fiscal year's budget (FY 24/25). As outlined in the agenda packet, this budget amendment accounts for higher expenses in police wages due to overtime needs associated with vacant patrol positions over the past year and a number of revenue/transfer modifications to complete the

accounting for the ARPA funds for the flood prone property buyout program. Following the public hearing staff would recommend approval of the first amendment to the FY 24/25 Budget.

Ordinance Clean-Up for Open Container Reference – City Clerk Matthew Graham recently caught a code reference that needed to be updated following the recent larger update to the City Code. Included in the packet are details of this code clean-up item and the City Clerk would recommend waiving the required three readings and proceeding to full adoption of this code amendment.

Discussion Items – At the end of the February 6 meeting the Community Development staff have two discussion items to review with the City Council regarding future recommendations for adjustments to the parking provisions of the City's Zoning Code and for feedback on how to address maintenance for parkway street trees. Background materials for both items are included in the packet for your review prior to the meeting and staff will have a brief presentation on both items. Lastly, the City Manager will provide a quarterly report on the progress made to date on the various strategic planning priorities. Please let the City Manager know if you have any specific items you wish to have featured during the discussion.

Tentative Upcoming Agenda Items

February 13

- Public Hearing – 2025 NW 138th Street HMA Overlay Project
- Public Hearing – Alice's Road Reconstruction Project Phase 1A
- Public Hearing – Intent to Commence a Public Improvement Project to Construct the Alice's Road Improvements Phase 1A Project and to Acquire Land for the Project, if Necessary, by Eminent Domain
- Public Hearing – 2025 Arterial PCC pavement Rehabilitation Project
- Presentation – FY 25-26 Budget Workshop #1: Road Use Tax & Municipal Utility Funds

February 27

- Public Hearing – Forest Avenue Water Main Replacement Project
- Presentation – FY 25-26 Budget Workshop #2: General Fund and Trust & Agency Fund





Memo

TO: Mayor and Council members

FROM: Matt McQuillen, City Manager

DATE: February 6, 2025

RE: City Manager Report - December 2024

SYNOPSIS:

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

Attachments:

1. CM Report 2-6-25

MEMO

To: Mayor Edwards and Clive City Council

From: City Manager Matt McQuillen

Date: 2/3/25

Re: City Manager's Report – December 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	\$5,355	1/14/25	Special Testing and Inspections for CH-Library Phase 1
OPN Architects, Inc.	\$8,500	1/14/25	Contract Amendment #2 for City Hall-Library Remodel Design for Exterior Signage

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 – The budget development process is underway with the adoption of the annual Capital Improvements Plan update occurring back in December. The City Manager has nearly completed the proposed FY 25-26 Operating Budget for City Council consideration during the February budget workshops. In December staff brought forward the purchase agreement for the Fire Engine replacement and will have a future budget transfer to set aside the funds for this purchase while the City awaits apparatus delivery.

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 November and December, the City Manager engaged with 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. In addition to these discussions, the City Manager is also engaging with his colleagues on these discussions more broadly across multiple metro area communities.

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. Staff and PFM kicked off these efforts in late January and the work will ramp up in February and March as the budget proposal for FY 25-26 is completed. Following the 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.

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. In November those discussions started with the first joint meeting of the City/School group, which included participation by Councilmembers McCoy and Mikkilineni, as well as the City Manager. The second meeting occurred on January 27. 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 December, work continued developing communications showing common sense partnerships Westside cities are already doing, along with showing the impact of services being reduced/ending due to property tax limitations. You have seen several news articles about impacts on cities from recent property tax reforms, including specific information from some Westside cities. 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. Also, in December the Council adopted Clive’s legislative priorities and the Mayor and staff have been sharing those with Clive’s state legislators in late December and early January.

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 December, meetings were held with the Iowa League of Cities to coordinate approaches on property tax reform as the legislative session started in January.

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 implement joint communication efforts between the two entities specifically focused on the 86th Street Neighborhood/Crestview School. The first of these joint communications/newsletters are set to be distributed in late January/early February. In addition, staff received Bravo grant support for a public art mural project at the Harbach Center and are currently working on a Call to Artists for this project. Finally, engagement continued in December with the dominant apartment building owner in the neighborhood on partnership opportunities, including the drafting of easements that will be needed for the reconstruction of Linnan Park. Staff has received support from the property owner and final easement legal documents are being drafted for property owner signature and then City Council approval in February.

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 December, the City Council held a public hearing to consider bids for the phase 1 renovations and construction contracts for Phase 1 were awarded. Also in December, the Leisure Services and Technology Services teams previously housed in the upper level of the building moved over to the Harbach Center during construction and the Library had a brief closure in late December and then the "front of house" was reopened in early January. Demolition of Phase 1 is nearly complete and construction is projected to be completed by July with the City Council utilizing the training room at CSPC as the temporary City Council Chambers.

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 included a webinar series the Team went through focusing on how we have conversations with each other. In addition, the City Manager held a group retreat in mid-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: February 6, 2025

RE: Assistant City Manager Tech Services Monthly Report - December 2024

SYNOPSIS:

Attached please find the monthly report for December 2024 for the Assistant City Manager and Tech Services.

Attachments:

1. December 2024 ACM and Tech Services Report

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	Done	
	Identify the preferred platform	Nov-24	Nov-24	ACM/LS	In Progress	
	Prepare request for FY 25-26 Budget	Dec-24	Dec-24	ACM/LS	Done	
	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	Done	
	Research options for adding grant-writing capacity	Nov-24	Nov-24	ACM	Done	
	Prepare budget proposal if needed for grant writing	Dec-24	Dec-24	ACM	Done	
	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	In Progress	
	Identify Key crossings throughout Clive	Apr-25	Apr-25	ACM	In Progress	
	CC Presentation: Best Practices and Opportunities	May-25	May-25	ACM	Not Started	
	Potential federal grant applications through MPO	Ongoing	Ongoing	ACM	In Progress	

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	Done	
	A. CC Decision: Western Cities Adoption of Priorities	Dec-24	Dec-24	CMO	Done	
	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	Cancelled	
	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	In Progress	
	B. Support ILOC with tech support and eval of bills	Ongoing	Ongoing	CMO	In Progress	
	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	Done	
	Budget proposal for position	Dec-24	Dec-24	ACM	Done	
	Budget workshop: FY 25-26 Budget	Feb-25	Feb-25	ACM	Cancelled	Position will not be included In proposed FY25/26 budget
	CC Decision: FY 25-26 Budget	Apr-25	Apr-25	ACM	Cancelled	
	Create a job description	Apr-25	Apr-25	ACM	Done	
	Promote position and build candidate pool	May-25	May-25	ACM	Cancelled	
	Hire and start date	Jul-25	Jul-25	ACM	Cancelled	
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	Done	
	Execute first phase opt-in campaign ahead of winter	Dec-24	Dec-24	ACM	Done	
	Continue executing opt-in campaign	Ongoing	Ongoing	ACM	Done	
	CC Decision: Manual Amendment PSA w/ consult	Sep-24	Oct-24	ACM	Done	

Assistant City Manager and Tech Services Monthly Report

Water Resources Master Plan Implementation: Next Steps	Decision on stormwater mgmt standards for streets	Nov-24	Feb-25	ACM	In Progress	
	Complete manual amendment drafting	Nov-24	Feb-25	ACM	In Progress	
	CC Decision: Manual Updates Approval	Jan-25	Mar-25	ACM	Not Started	
	State of Clive Water presentation	Jan-25	Dec-24	ACM	Done	
	Execute WQI projects along Little Walnut Creek	Apr-25	Apr-25	ACM	In Progress	
	Execute second annual tree sale	May-25	May-25	ACM	In Progress	
	Execute second year of SWAP program	Ongoing	Ongoing	ACM	In Progress	
	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	Done	
Annual Community Engagement Plan		Jan-25	Jan-25	ACM	Done	
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	In Progress	
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	Feb-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	

Monthly Highlights

- Attended GovAI Coalition summit in San Jose, California December 3 to December 6
- Attended MFPR Summit on 411 pension plan and other public safety pension comparisons 12/10
- Mayor/Manager luncheon on 12/13
- West side managers collaboration meeting on legislative priorities 12/18

Assistant City Manager and Tech Services Monthly Report

- Greenie build and soft launch throughout the month
- Scheduled and executed meetings with state delegation throughout the month

Technology Services Report – December 2024

Dennis Harken, TS/IT Manager, has prepared the following report for the activities of the Technology Services (TS) staff for **December 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	Done		Nov 2024	Nov 2024
MIP-Lucity asset management implementation: Parks	In Progress		Nov 2024	
MIP-Voice to Cloud implementation w/ RingCentral	Done	Migration from on-premise Mitel system	Nov 2024	Nov 2024
MIP-GIS Dept Future Planning	Not Started		Dec 2024	
MIP-Annual Security Penetration Testing	In Progress	Potential vendors are being vetted.	Jan 2025	
MIP-Disaster Recovery/Business Continuity of Operations Framework Documentation	Not Started		Jan 2025	
MIP-Backup Data Center Implementation	In Progress	UPDATE – replication has begun	Dec 2024	
MIP-PW Facility WiFi network improvements	In Progress	Work has begun	Jan 2025	
MIP-Technology Subject Matter Experts (SME) Development	Not Started	Identify and document SME for various technology systems	Feb 2025	
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%**

Assistant City Manager and Tech Services Monthly Report

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: **4.22%**

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 the 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	Done	Network switch replacement to increase port capacity	Dec 2024	Dec 2024
Preparation of Tech Services temporary move to CPSC	Done	Storage space identified at CPSC to move Tech storage to CPSC	Dec 2024	Dec 2024
Replacement of domain controllers at City Hall	In Progress	NEW - Replacement of 1 physical and 1 virtual domain controller with a new physical domain controller.	Jan 2025	
Security Cameras for Public Works facility	In Progress	Cameras and hardware ordered	Feb 2025	
Firewall replacement at City Hall	In Progress	NEW - Replacement of aging firewall at City Hall. The new firewall will have redundancy.	Jan 2025	
Relocation of Mediacom router from main Library to City Hall server room	In Progress	NEW – relocation of the existing router to a new location in the server room due to renovation	Jan 2025	

Conferences, Training, Meetings, & Other

- None for December



Memo

TO: Mayor and Council members

FROM: Elizabeth Hansen, Director of Administrative Services

DATE: February 6, 2025

RE: Administrative Services Monthly Report - December 2024

SYNOPSIS:

Please see the attached report and supplemental information.

Attachments:

1. 12-DAS Monthly Report December 2024
2. Dec 24 Admin Report Materials

MEMO

To: Mayor Edwards and Council Members
From: Elizabeth Hansen, Director of Administrative Services
Date: January 15, 2025
Re: Monthly Report – December 2024

Administrator Services Department

General Administration/Finance:

Utility Billing/Xpress Bill Pay (XBP):

- A. To date, 6,825 customers have set up online accounts on the Xpress Bill Pay system. Of those customers, 2,773 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. 362 utility bill reminders were sent and 29 customers were scheduled to be shut off this month.
- C. 135 work orders were processed – 0 for new construction so 135 were for other work.
- D. 73 warning tags were delivered/service shut-offs for non-payment.

Permits/Licenses Purchased:

Permit/License	Quantity	Amount
Mobile Food Vendors	0	
Noise Permits	1	
Solicitor Permits	0	
Open Records Requests	5	
Pet Licenses	219	\$4,689.00
Parking Tickets	1	\$15
Yard Waste Stickers	0	\$0
Miscellaneous Waste Stickers	242	\$658.50

Commerce Bank Revenue Share Amount:

We received the November revenue share report. The City received \$36.34. This amount is going down due to the ACH pay program we are encouraging our vendors to use.

Income Offset Program (IOP) – We received \$890.55 from the State of Iowa IOP in December.

Human Resources:

A. During December, the NeoGov Insight/OHC system was used for Parks Operations Supervisor, Parks Operations Specialist, Parks Maintenance I, Engineering Inspection Technician, Engineering Inspection Technician II, and Aquatics Seasonal Positions. Parks Operations Supervisor, Parks Operations Specialist, Engineering Inspection Technician, and Engineering Inspection Technician II positions closed in December, while the remaining will stay open during Spring. Below are the hiring and promotions for calendar years 2017 to the present:

B. Hires -

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

In summary for December 1-31, 2024:

Hires (2):

- Alexandra Adams, FT – HR Administrative Specialist – Administrative Services – 12/02/24
- Ryan Pfaff, FT – Parks Operations Supervisor – Parks – 12/16/24

C. 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	2 FT – Other employment
Recreation	
Administration	1 FT – Retirement, 1 FT Other Employment

In summary for December 1-31, 2024:

Separations (2):

- Riley Madole, FT – Parks Operations Specialist – Parks - 12/02/24
- Corbin Nolan, Seasonal – Park Maintenance II – Parks - 12/20/24

D. Staff Events (4):

- Employee Safety & Benefits Fair – 12/6/24 – to provide employees the opportunity to learn more about our benefits and interact with our vendors.
- Seasonal Onboarding Meeting – 12/10/24 – to outline the Seasonal Hiring Process, begin posting jobs, and assess needs of each department.
- On-Site Audiograms – 12/12/24 & 12/13/24 - to complete annual audiograms to evaluate hearing safety.
- Employee Appreciation (Holiday Party) – 12/13/24 – to show appreciation to staff and boost employee satisfaction.

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. The audit was approved by City Council 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 were 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 after the first of the new year.

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 was 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 was held at the Clive Public Safety Center on Wednesday, December 4, 2024. Ten different vendors participated by setting up a booth and engaging approximately 70 of our employees.

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 were proposed. Both the Administrative Services Department and Leisure Services Department will be meeting in December to discuss the tasks and responsibilities so that changes and improvements can be made to the process. HR staff also held a training session on NeoGov with Leisure Services staff in January.

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.

**Council Fiscal YTD Revenue Report
December 2024**

Account Number	Account Title	2023-24 Pri Year Actual	2024-25 Approved Budget	Cur YTD Actual	Current YTD Uncollected Revenues	Budget % Collected
001-4000-0-0000-00	NON-PROGRAM GENERAL REVENUE	20,176,200	20,763,181	11,874,178	8,889,003	57.19%
001-4110-0-0000-00	POLICE DEPARTMENT	62,146	82,000	22,101	59,899	26.95%
001-4150-0-0000-00	FIRE PROTECTION	43,405	9,500	3,520	5,980	37.05%
001-4160-0-0000-00	RESCUE DEPARTMENT	747,854	650,500	266,687	383,813	41.00%
001-4190-0-0000-00	ANIMAL CONTROL	19,416	18,000	2,351	15,649	13.06%
001-4210-0-0000-00	ROADWAY MAINTENANCE	29,318	36,000	7,223	28,777	20.06%
001-4290-0-0000-00	SOLID WASTE COLLECT & DISPOSAL	1,200,373	1,193,682	607,010	586,672	50.85%
001-4410-0-0000-00	LIBRARY SERVICES	42,254	46,872	35,367	11,505	75.45%
001-4430-0-0000-00	PARKS & PLAYGROUNDS	30,836	42,000	9,370	32,630	22.31%
001-4440-0-0000-00	RECREATION	459,988	430,500	239,215	191,285	55.57%
001-4470-0-0000-00	PUBLIC ART PROGRAM	0	0	4,000	-4,000	0.00%
001-4499-0-0000-00	SWIMMING POOLS	689,773	737,700	211,004	526,696	28.60%
001-4530-0-0000-00	BUILDING & HOUSING SAFETY	70,297	100,000	43,890	56,110	43.89%
001-4540-0-0000-00	PLANNING & ZONING	620,645	348,500	309,467	39,033	88.80%
	GENERAL FUND	24,192,505	24,458,435	13,635,382	10,823,053	55.75%
					0	
110-4210-0-0000-00	ROADWAY MAINTENANCE	2,627,800	2,745,992	1,346,071	1,399,921	49.02%
					0	
121-4699-0-0000-00	LOSST	4,090,085	3,700,000	2,076,740	1,623,260	56.13%
					0	
600-4810-0-0000-00	WATER	6,674,868	5,747,014	4,250,038	1,496,976	73.95%
610-4815-0-0000-00	SANITARY SEWERS	3,923,205	3,741,388	2,111,565	1,629,823	56.44%
740-4865-0-0000-00	STORM SEWERS	1,794,659	1,931,970	919,812	1,012,158	47.61%
810-4930-0-0000-00	INTERNAL SERVICE-CAP EQUIP REP	1,613,872	1,532,060	129,911	1,402,149	8.48%
					0	
		44,916,992	43,856,859	24,469,518	19,387,341	55.79%

**Council Fiscal YTD Expense Report
December 2024**

Account Number	Account Title	2023-24 Pri Year Actual	2024-25 Approved Budget	Cur YTD Actual	Current YTD Unexpended	Budget % Used
001-5110-0000	POLICE DEPARTMENT	4,205,425	4,517,826	2,099,920	2,417,906	46.48%
001-5150-0000	FIRE PROTECTION	2,367,365	2,499,994	1,403,030	1,096,964	56.12%
001-5160-0000	RESCUE DEPARTMENT	1,964,011	2,180,152	1,130,092	1,050,060	51.84%
001-5180-0000	DISASTER CONTROL DEPARTMENT	12,392	16,515	72	16,443	0.44%
001-5190-0000	ANIMAL CONTROL	23,025	20,000	16,468	3,532	82.34%
001-5210-0000	PUBLIC WORKS ADMINISTRATION	633,792	652,699	320,838	331,861	49.16%
001-5230-0000	STREET LIGHTING	118,659	224,000	66,717	157,283	29.78%
001-5240-0000	TRAFFIC SAFETY DEPARTMENT	161,350	252,083	67,014	185,069	26.58%
001-5260-0000	ENGINEERING	917,061	985,015	476,628	508,387	48.39%
001-5290-0000	SOLID WASTE COLLECT & DISPOSAL	1,225,331	1,175,575	587,954	587,621	50.01%
001-5350-0000	MOSQUITO CONTROL DEPARTMENT	11,030	14,330	4,920	9,410	34.34%
001-5399-0000	WELLNESS PROGRAM	16,704	23,250	1,400	21,850	6.02%
001-5410-0000	LIBRARY SERVICES	1,008,143	1,085,025	532,150	552,875	49.04%
001-5420-0000	MUSEUMS & CENTERS	579,067	624,349	379,811	244,538	60.83%
001-5430-0000	PARKS & PLAYGROUNDS	1,576,640	1,749,392	896,189	853,203	51.23%
001-5440-0000	RECREATION	850,542	849,842	444,649	405,193	52.32%
001-5460-0000	RECREATION	149,307	286,728	101,668	185,060	35.46%
001-5470-0000	PUBLIC ART PROGRAM	9,251	-	2,879	-2,879	#DIV/0!
001-5499-0000	SWIMMING POOLS	815,432	852,007	480,081	371,926	56.35%
001-5530-0000	BUILDING & HOUSING SAFETY	340,263	395,075	180,464	214,611	45.68%
001-5540-0000	PLANNING & ZONING	535,838	607,009	295,243	311,766	48.64%
001-5550-0000	CODE ENFORCEMENT	104,566	112,118	55,706	56,412	49.69%
001-5609-0000	LEGISLATIVE (COUNCIL & MAYOR)	73,320	86,331	40,529	45,802	46.95%
001-5610-0000	EXEC. & ADM. (MGR, ASST MGR)	527,068	609,252	304,724	304,528	50.02%
001-5615-0000	HUMAN RESOURCES	379,078	405,938	206,966	198,972	50.98%
001-5620-0000	FINANCIAL ADMINISTRATION	3,258,112	3,149,083	3,115,578	33,505	98.94%
001-5630-0000	ELECTIONS	6,805	-	-	0	0.00%
001-5640-0000	LEGAL SERVICES	70,783	60,000	44,742	15,259	74.57%
001-5650-0000	CITY HALL	418,148	516,349	194,816	321,533	37.73%
001-5651-0000	MISCELLANEOUS UNALLOCATED	60,925	77,250	9,933	67,317	12.86%
001-5698-0000	IT	813,756	995,653	561,400	434,253	56.39%
001-5699-0000	PERS SERV. (CIVIL SERVICE)	-	-	-	0	0.00%
	GENERAL FUND	23,233,187	25,022,840	14,022,579	11,000,261	56.04%
					0	
110-5210-0000	ROADWAY MAINTENANCE	2,644,926	2,973,769	989,975	1,983,794	33.29%
					0	
121-5699-0000	LOCAL OPTION SALES/SERVICE TAX	3,765,567	3,950,000	324,518	3,625,482	0.00%
					0	
600-5810-0000	WATER	6,305,324	6,220,676	3,712,593	2,508,083	59.68%
610-5815-0000	SANITARY SEWERS	2,889,310	4,402,245	1,327,923	3,074,322	30.16%
740-5865-0000	STORM SEWERS	1,612,575	1,921,585	448,376	1,473,209	23.33%
810-5910-0000	INTERNAL SERVICE-CAPITAL EQUIP	2,012,798	2,000,000	1,418,375	581,625	70.92%
					0	
		42,463,687	46,491,115	22,244,340	24,246,775	47.85%

RECONCILIATION OF UTILITY BILLINGS, COLLECTIONS, AND DELINQUENCIES

FY24/25

Month of: **December 2024**

Aged trial balance- Report Date: 11/30/2024 \$ 81,034.47

BILLINGS

Billings for the month of: NOVEMBER \$ 1,022,503.32

Billings for the month of: DECEMBER \$ 898,558.48

Total billings for the months of November & December (includes penalties and finals) \$ 1,921,061.80

TOTAL BILLINGS \$ 2,002,096.27

LESS COLLECTIONS

Revenues collected for the month of: DECEMBER \$1,015,968.59
(Includes final bill payments, County Treasurer payments, etc.)

Council Write-Offs \$0.00

City Accounts- write-off/adjustments \$0.00

Deposit amounts applied \$920.43

Payment adjustments \$0.00

TOTAL COLLECTIONS \$ 1,016,889.02

SUB TOTAL \$ 985,207.25

Aging report balance for: 12/31/2024 \$ 845,825.60

Aging report (12/31/24) for accounts 30 days or more past due \$ 92,157.89

Prepared by: Stephanie VandeBerg, Utility Billing Department, 01/06/25



Memo

TO: Mayor and Council members

FROM: Doug Ollendike, Community Development Director

DATE: February 6, 2025

RE: Community Development Monthly Report - December 2024

SYNOPSIS:

Attachments:

1. Com Dev Report - 12-2024

MEMO

To: Honorable Mayor and City Council

From: Doug Ollendike, Community Development Director

Date: February 6, 2025

Re: Community Development Monthly Report

Building Services Division

3 new single-family homes were permitted in December with a valuation of \$1,645,440. A total of 26 permits were issued which included new construction, remodels, additions, fences, decks, sheds, etc.

Commercial Permits Issued

The site work at Living Faith Church located at 2180 NW 142nd ST is wrapped up. Storm water staff are still reviewing as-built conditions. A temporary CO has been issued.

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. The project lead was laid off for the winter so hopeful we can final in early spring.

Amare Vita/MavenCrux is in the final stages with the development work. They are currently working on replacing a section of storm sewer. A few of the homes are yet to be constructed out there. We expect these to be completed after more sales have been made.

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

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.

The Emerald Isle townhome project has full permits for the second building of six units; interior finishing progress is being made on the both buildings. The street work is now scheduled to be completed in the Spring of 2025.

The final inspection has been completed for the outpatient surgery center located at 12107 Stratford DR. A site plan amendment for exterior finishes must be approved before the project can be CO'd.

The final inspection for the new Tasty Taco site at 2249 NW 86th ST has been done, however there are outstanding site items yet to be done.

The permit for Silverstar Carwash at 15451 Hickman RD has been issued and plumbing inspections have been conducted. Block walls are now being constructed.

The remodel for interior improvements to the assisted living facility at 1701 Campus DR has been inspected for framing.

The building permit has been issued for the new office building located at 2640 Berkshire PKWY; the framing inspection has now been completed.

An addition permit has been issued for the expansion of Edward Jones at 1100 73rd ST; framing and rough-ins have been completed.

A temporary CO has been issued Painted Tree Boutiques, located at 11101 University AVE. The site must be updated with parking lot striping and replacement of missing trees.

A building permit has been issued for 12931 University AVE for a new hair salon; final inspections have been done, but items are outstanding.

The permit has been issued for Greenbelt Landing.

Staff have issued a permit for an addition and large interior remodel located at 12605 Woodlands PKWY; work has not commenced at this time.

A permit for Starbucks located at 15935 Hickman RD has been issued; a framing inspection has been conducted.

A remodel permit for the former Beauty Brands has been issued to split the building into two tenant spaces. A tenant remodel permit has been received for Chipotle which is still being reviewed.

Commercial Projects Under Review

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. A demolition permit has been issued for the removal of interior walls.

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.

Staff are still in the process of reviewing plans for the remodel of portions of City Hall.

Planning Services Division

The 86th Street Neighborhoods Plan was approved by Council on September 9, 2022. Staff are working on implementation. Planning staff has worked with a commercial property owner to create a proposed outlot for acquisition of land needed for future construction of the 82nd Street trail.

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. Staff has reached out to the applicant regarding next steps prior to anticipated spring construction of the public improvements and is awaiting a response.

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 Avenue façade and parking updates. The amendment was approved at the November 14, 2024, Council meeting. Exterior improvements are currently under construction.

Downing Construction has submitted a site plan amendment for exterior façade changes at 12107 Stratford Drive for Soma Cosmetics that will be presented at the February 4 Planning and Zoning and February 13 Council meetings.

Staff will lead discussion on proposed updates to the Off-Street Parking and Circulation Requirements at the February 6 Council meeting. Staff anticipate setting public hearing at the February 13 Council meeting for consideration of the updated Chapter 13 in March.

Staff have 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.co

	Dec-23	Dec-24	YTD Total	Dec-24	YTD Total
Building Permit - New Single Family	1	3	107	\$1,645,440	\$56,929,789
Building Permit - New Townhome	0	0	12	\$0	\$4,342,899
Building Permit - New Condominium	0	0	0	\$0	\$0
Building Permit - Residential Additions	0	3	34	\$176,067	\$2,167,597
Building Permit - Residential Remodel	2	4	24	\$162,747	\$925,831
Building Permit - New Commercial	0	0	5	\$0	\$4,113,481
Building Permit - Commercial Additions	0	0	1	\$0	\$670,366
Building Permit - Commercial Remodel	3	3	30	\$4,015,100	\$10,410,361
FYTD TOTALS					
Building Permit - New Single Family	40	44		\$21,610,156	
Building Permit - New Townhome	0	0		\$0	
Building Permit - New Condominium	0	0		\$0	
Building Permit - Residential Additions	9	22		\$1,258,966	
Building Permit - Residential Remodel	5	12		\$557,070	
Building Permit - New Commercial	2	4		\$2,596,113	
Building Permit - Commercial Additions	0	1		\$670,366	
Building Permit - Commercial Remodel	16	16		\$7,635,704	



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December 2024
RESIDENTIAL PERMIT ACTIVITY

/ SINGLE FAMILY

<u>DATE</u>	<u>NO.</u>	<u>STREET</u>	<u>APPLICANT</u>	<u>VALUATION</u>	<u>SUBDIVISION</u>
12/03/2024	4038	181ST ST	Albe Homes LLC	\$742,606	SHADOW CREEK PLAT 06
12/02/2024	18190	TANGLEWOOD DR	Arko's Custom Homes, LLC	\$499,211	SHADOW CREEK PLAT 06
12/02/2024	17987	ALPINE DR	Clearview Homes, LLC	\$403,624	SHADOW CREEK PLAT 10
TOTAL				\$1,645,440	
YTD CALENDAR				\$56,929,789	
YTD FISCAL				\$21,610,157	

W 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	

MINIUM/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	

ENTIAL ADDITIONS

<u>DATE</u>	<u>NO.</u>	<u>STREET</u>	<u>APPLICANT</u>	<u>VALUATION</u>	<u>DESCRIPTION</u>
12/06/2024	17422	BERKSHIRE PKWY	Iowa 80 Builders	\$35,832	Covered Deck
12/02/2024	2549	160TH ST	Custom Decks, LLC	\$47,396	Covered Deck
12/31/2024	17725	TOWNSEND DR	Colonial Homes	\$92,839	Dining Room & Loft Addition
TOTAL				\$176,067	
YTD CALENDAR				\$2,167,597	
YTD FISCAL				\$1,258,966	

ENTIAL REMODEL

<u>DATE</u>	<u>NO.</u>	<u>STREET</u>	<u>APPLICANT</u>	<u>VALUATION</u>	<u>DESCRIPTION</u>
12/19/2024	2549	162ND ST	Trey Johnson	\$57,747	Remodel
12/06/2024	13111	WOODLANDS PKWY	Revived Interiors	\$25,000	Basement Remodel
12/05/2024	15010	WILDWOOD DR	Oakwood Builders Group	\$50,000	Remodel
12/18/2024	10807	LINCOLN AVE	Camken, Inc. dba Superior Exteri	\$30,000	Updated roof profile
TOTAL				\$162,747	
YTD CALENDAR				\$925,831	
YTD FISCAL				\$557,070	



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December 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	\$4,113,481
				YTD FISCAL	\$2,596,113

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>
12/10/2024	10001	UNIVERSITY AVE	Diamond Company	\$715,100	Facade remodel and addition
12/12/2024	2123	111TH ST	City of Clive	\$300,000	Remodel
12/26/2024	1900	114TH ST	City of Clive	\$3,000,000	City Hall Renovations
				TOTAL	\$4,015,100
				YTD CALENDAR	\$10,410,361
				YTD FISCAL	\$7,635,704

Code Enforcement Activity Report for December 2024

Violation Activity

- Investigated 34 new violations
 - 14 violations initiated through proactive enforcement of common code violations
 - 20 violations initiated through complaints of common code violations
 - 0 violations were abated by the City
- Investigations conducted
 - 34 initial inspections for common code violations
 - 12 follow up inspections
 - 46 total inspections
- December voluntary compliance rate was 100%
- Pulled 9 illegal signs from the City Right of Way
- December Case Breakdown

5-6-2(1(K)): Junk	-7
5-6-4: Household Goods and Machinery	-3
5-7-6: At Large Prohibited	-1
5-7-7: Damage or Interference	-1
6-4-2: Parking For Certain Purposes Illegal	-1
7-1-11: Use of Parkings	-1
7-5-5: Overhanging Trees	-4
7-6-7: Destruction of Natural Environment	-1
7-6-8(2): Private Improvements In a City Park	-1
8-4-3: Scope and Responsibilities For Storm Water Utility	-2
8-5-3: Sanitary Disposal Required	-3
8-5-6: Yard Waste Management	-1
8-5-10(B): Solid Waste Storage Containers	-3
11-12-4: Prohibited Signs and Conditions	-1
11-12-20(A): Residential Commercial Signs	-1
11-13-5(12): Off Street Parking Regulations	-2
11-15-8(1): Maintenance of Approved Site Plan	-1

MS4 Quarterly Erosion Control Inspections:

Public-	-6
Private-	-12

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: February 6, 2025

RE: Fire Department Monthly Report - December 2024

SYNOPSIS:

Fire Department Monthly Report - December 2024

Attachments:

1. Fire Department Monthly Report - December 2024



Memo

TO: Honorable Mayor, City Council, City Manager

FROM: Clayton Garcia, Fire Chief

DATE: 1/2/2025

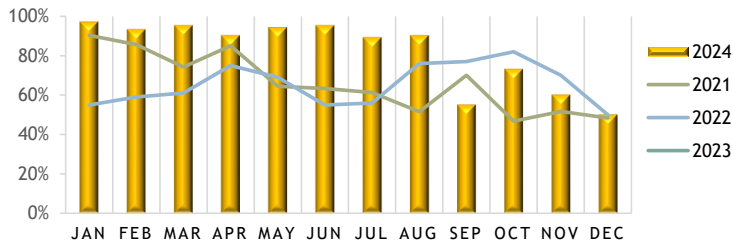
RE: December 2024 Monthly Report

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	In Progress
	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	Completed
	Complete mini standards of coverage for Station 22	In Progress
	Draft community health coordinator roles/response	Not Started
Management Projects		Status
Fire Dept NFPA Physicals - Add Cancer Screening		In Progress
EMS Write Off Data		Not Started
Fire Staffing Levels/Makeup New Standards: Implementation		In Progress
Hire 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

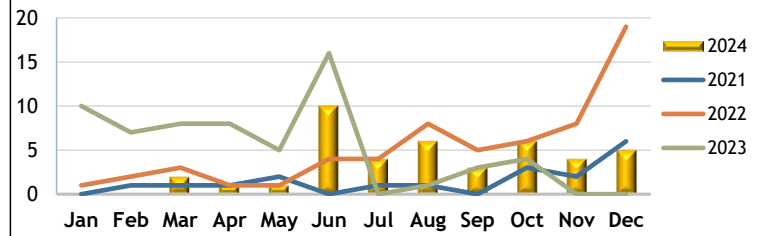


Clive Fire Department Monthly Report December 2024

100% Staffing of On-Duty Shifts



Mandatory Overtime Shifts

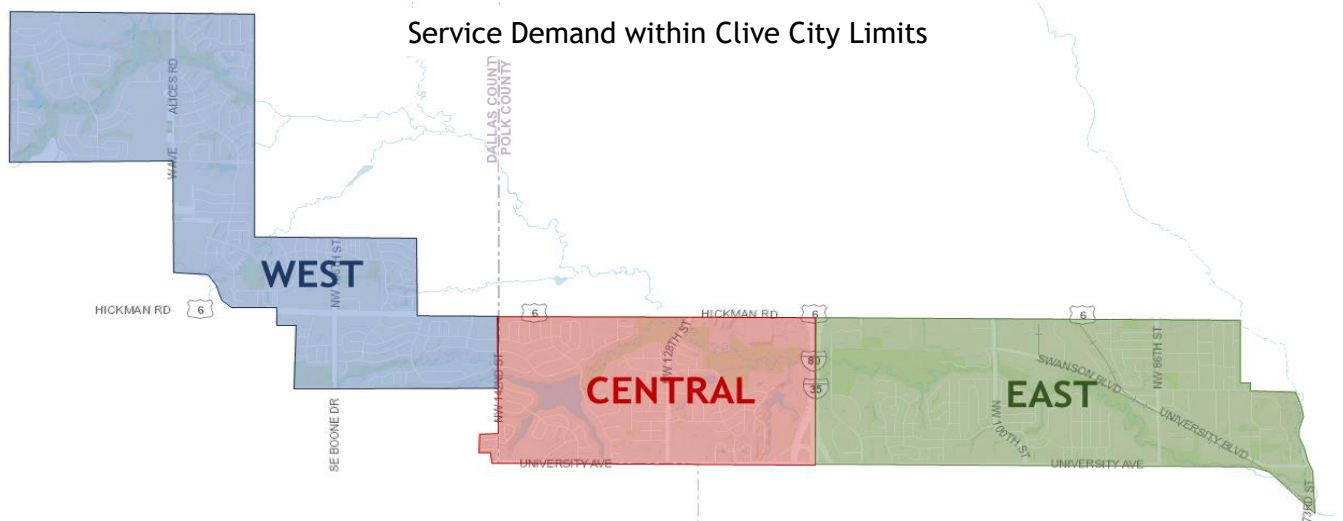


Citizen Satisfaction for Safety in Clive Above Customized and National Benchmarks

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



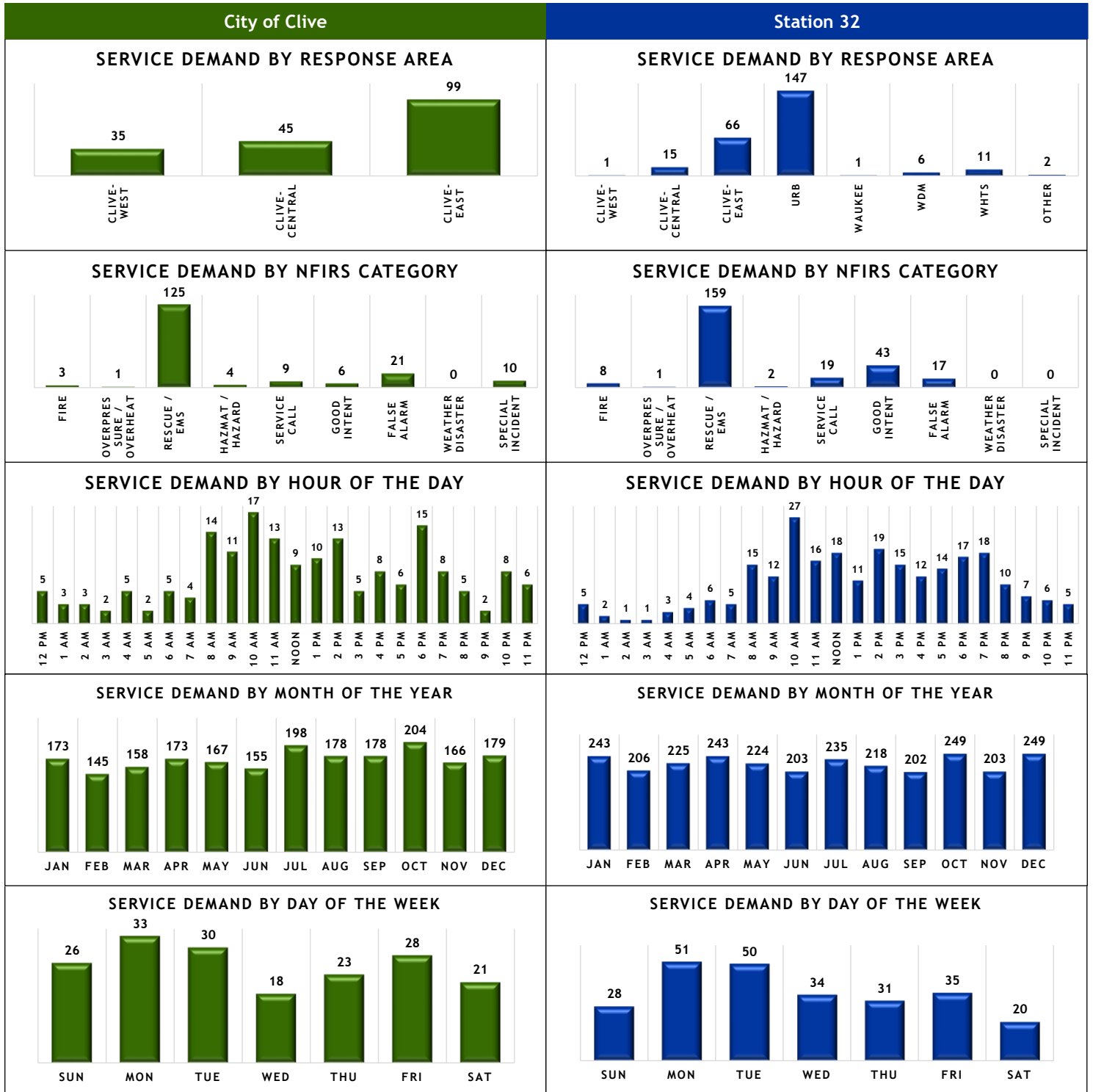
WEST		
EMS	21	11.7%
Fire	14	7.8%
Total	35	19.6%

CENTRAL		
EMS	34	19.0%
Fire	11	6.1%
Total	45	25.1%

EAST		
EMS	70	39.1%
Fire	29	16.2%
Total	99	55.3%

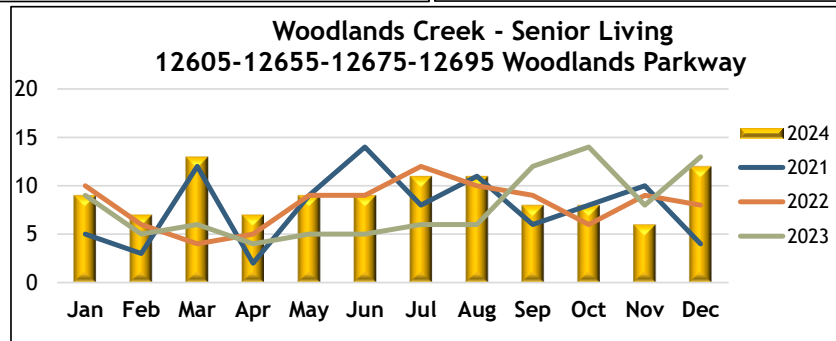
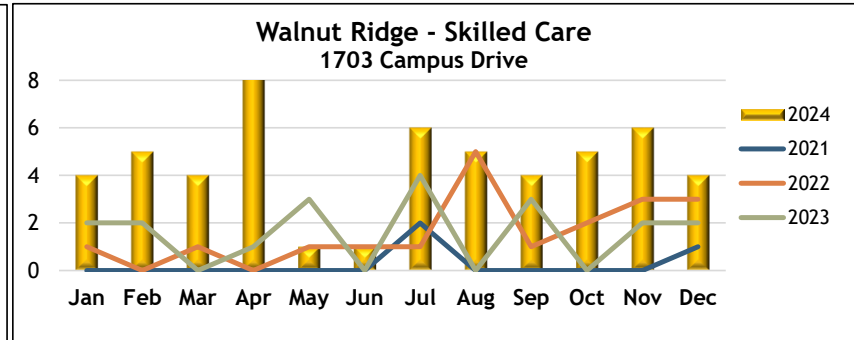
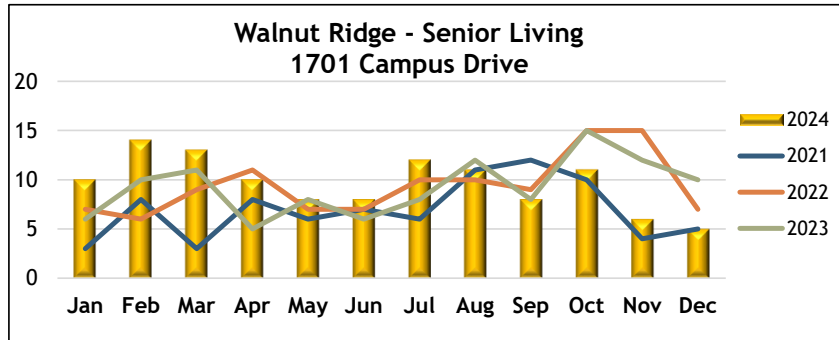
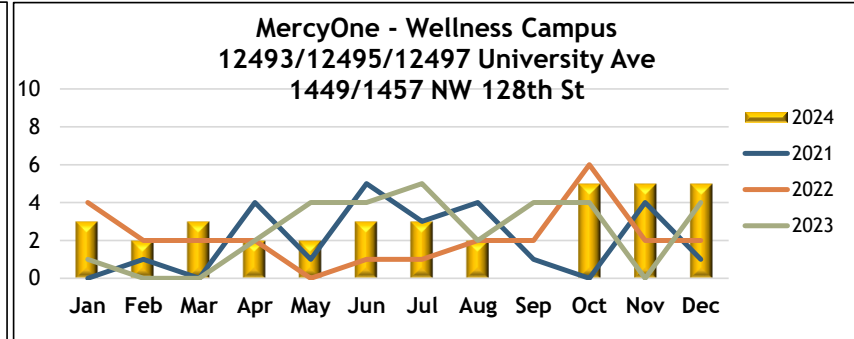
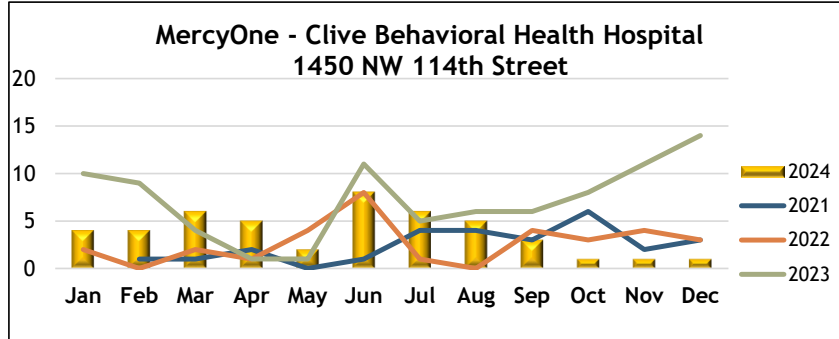
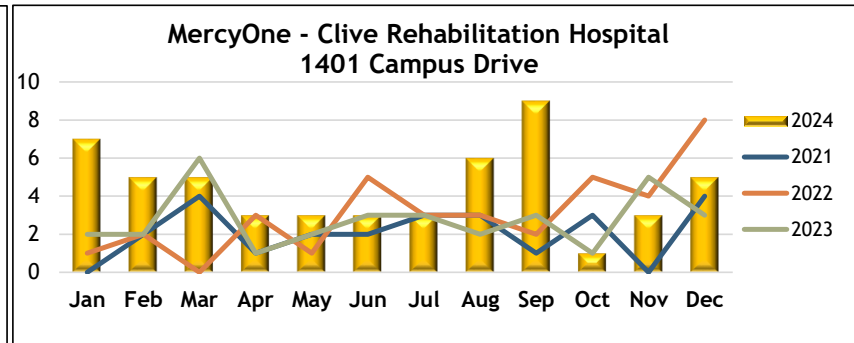
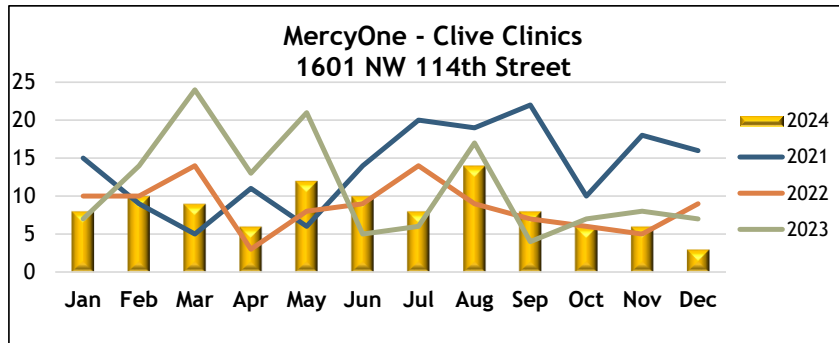


Clive Fire Department
Service Demand
December 2024





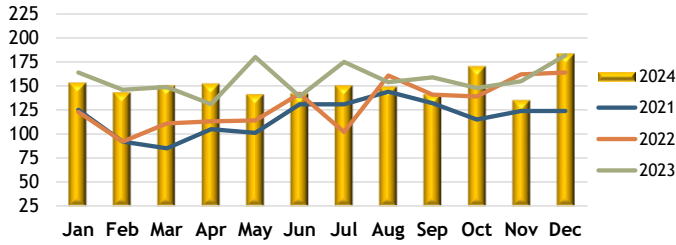
Clive Fire Department Service Demand - EMS December 2024



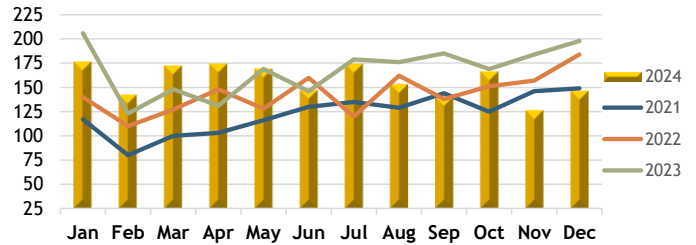


Clive Fire Department Monthly Report December 2024

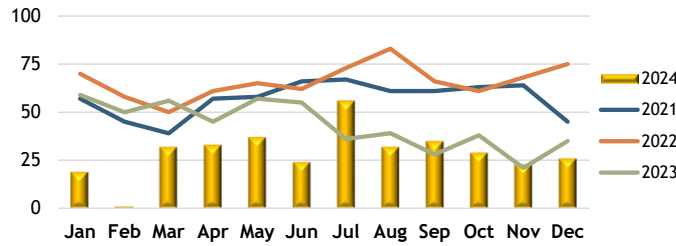
Station 32 Ambulance Responses



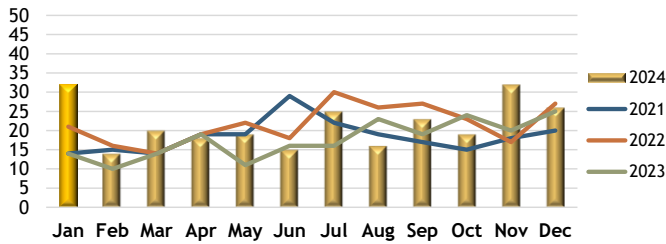
Station 32 Engine/Ladder Responses



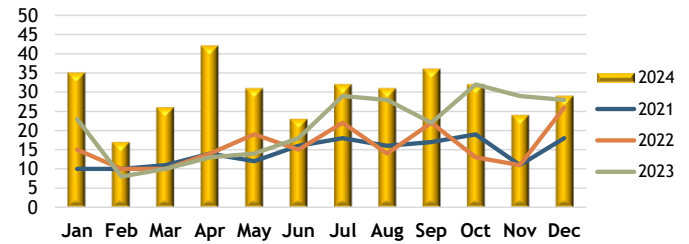
Station 22 Engine Responses into Clive



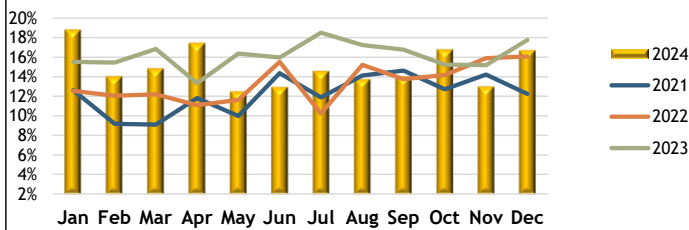
Station 43 Ambulance Responses into Clive



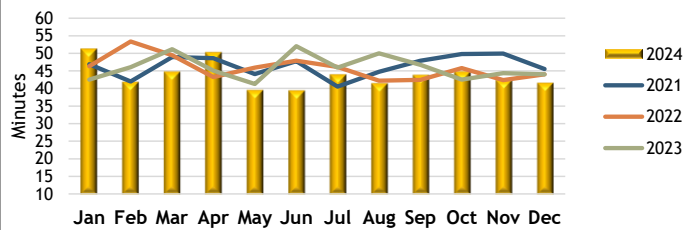
Station 43 Engine Responses into Clive



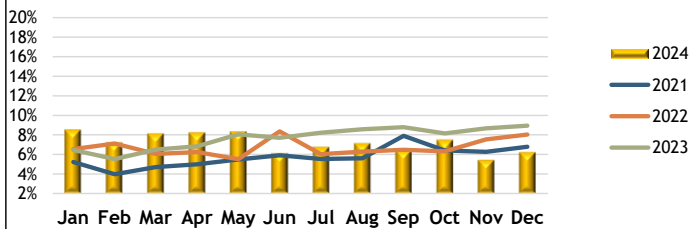
Unit Hour Utilization - Clive Ambulance



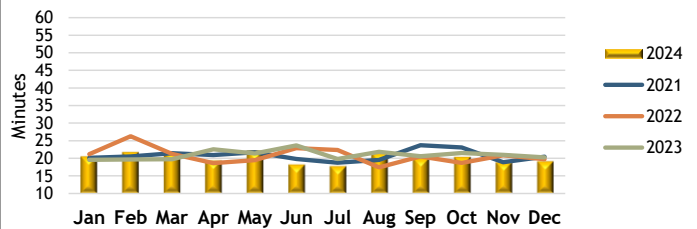
Average Time Committed - Clive Ambulance



Unit Hour Utilization - Clive Suppression



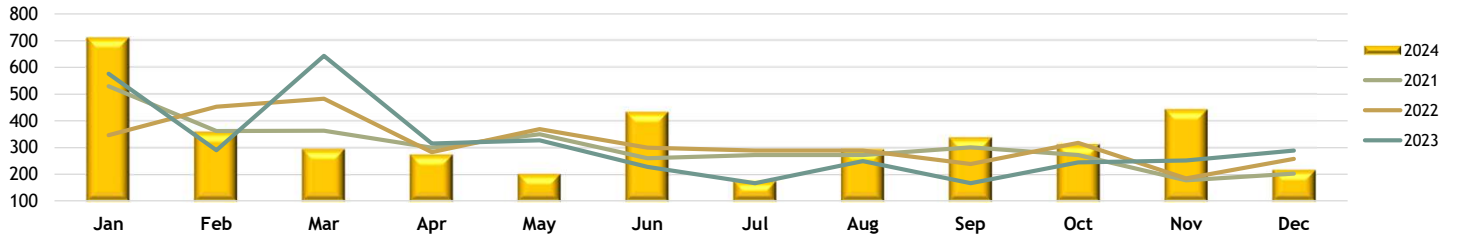
Average Time Committed - Clive Suppression



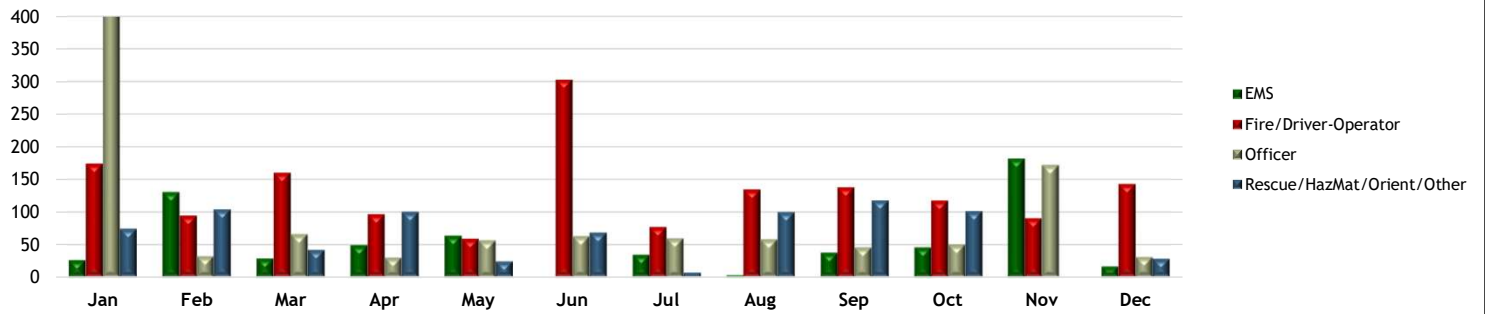


Clive Fire Department Training December 2024

Training Hours - Annual Comparison by Month



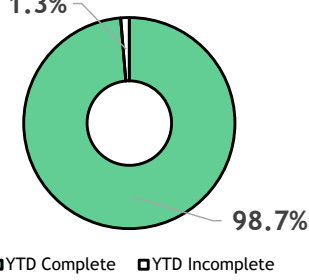
Training Hours - Current Year by Program Area



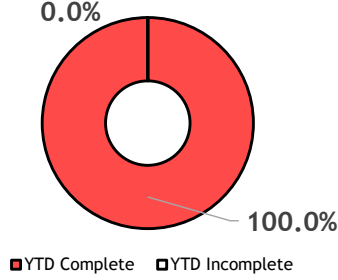


Clive Fire Department Inspection/Prevention Monthly Report December 2024

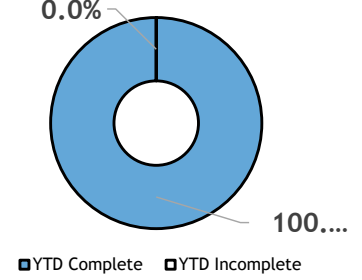
32 A-Shift



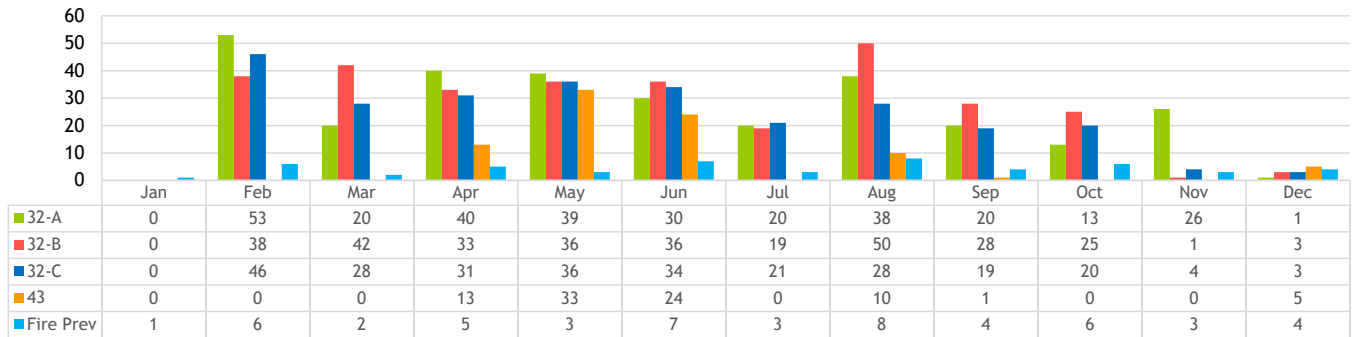
32 B-Shift



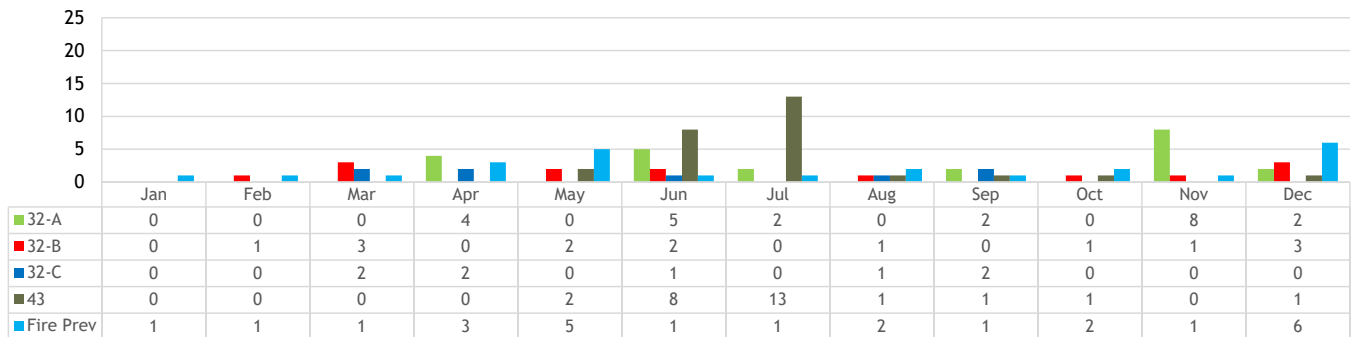
32 C-Shift



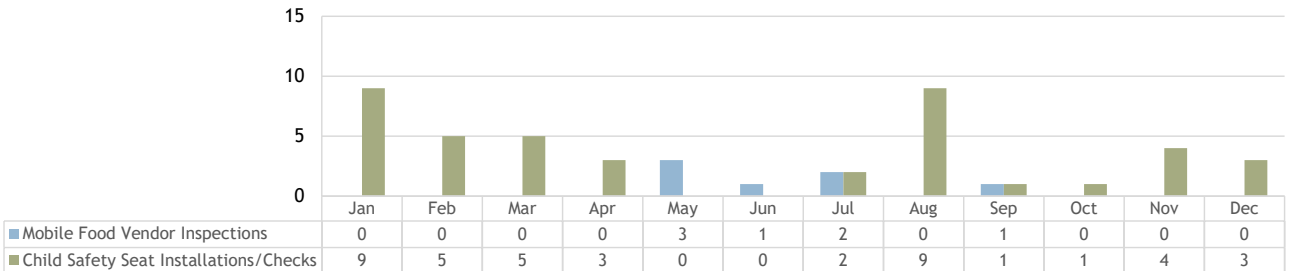
Inspections by Shift



Re-Inspections by Shift



Public Relations



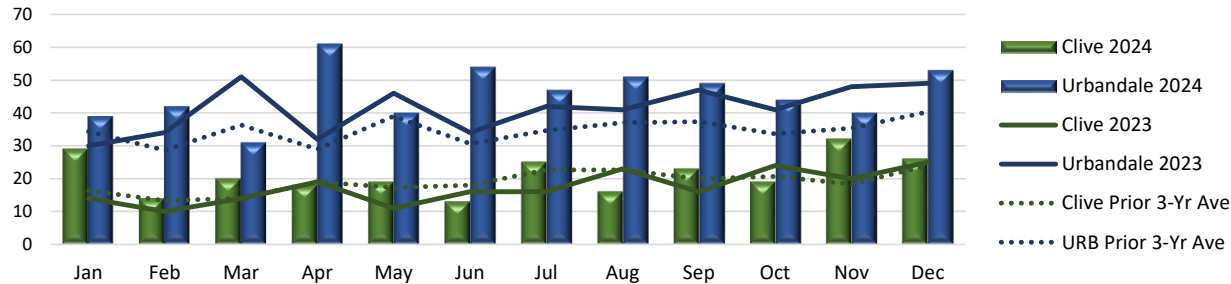


Clive Fire Department
Shared Services Report
December 2024

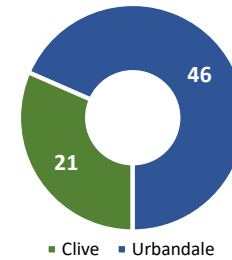
Urbandale - Station 43

Station 43 Became Operational March 10, 2020

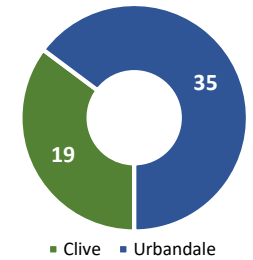
Ambulance



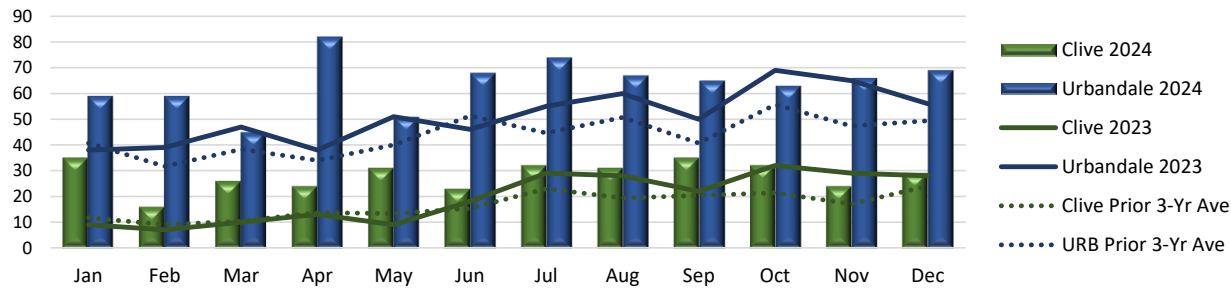
Year to Date Monthly Average



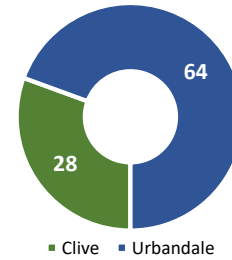
Prior 3-Year Monthly Average



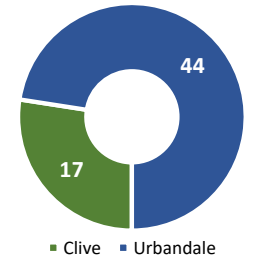
Engine



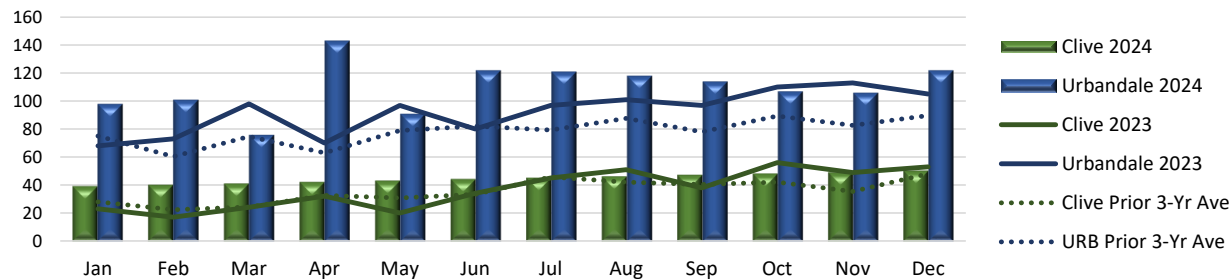
Year to Date Monthly Average



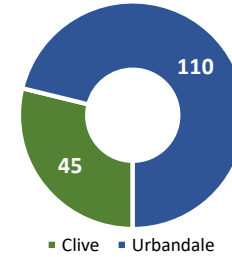
Prior 3-Year Monthly Average



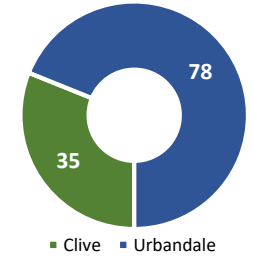
Total (Ambulance & Engine)



Year to Date Monthly Average



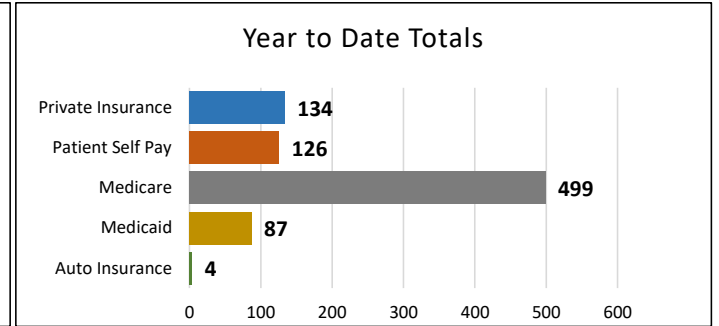
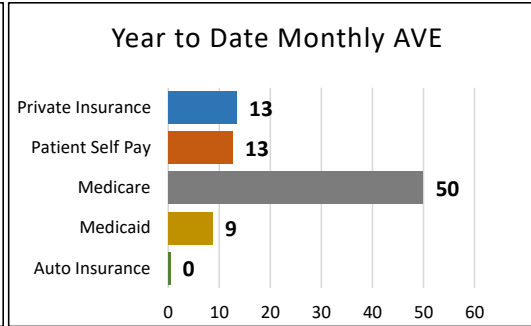
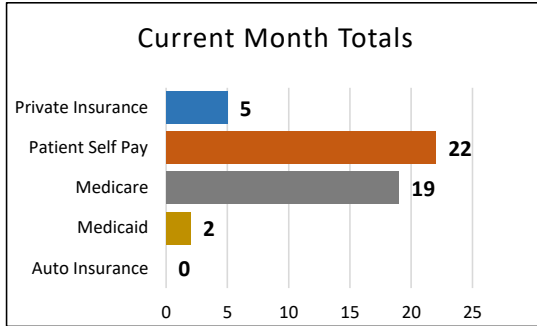
Prior 3-Year Monthly Average



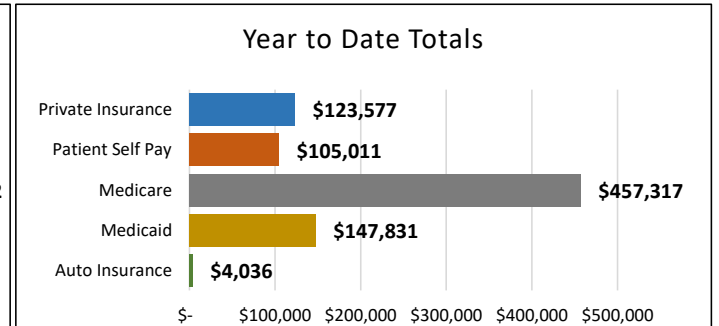
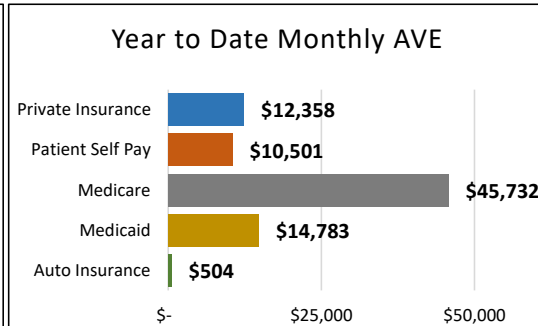
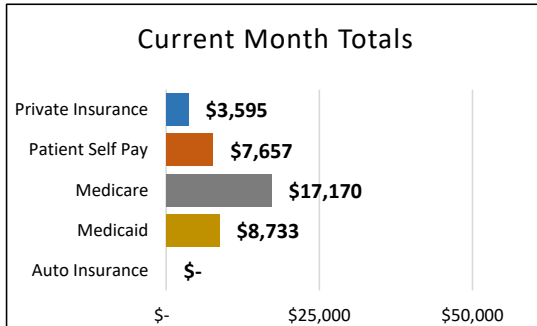


Clive Fire Department
EMS Billing Report
October
2024

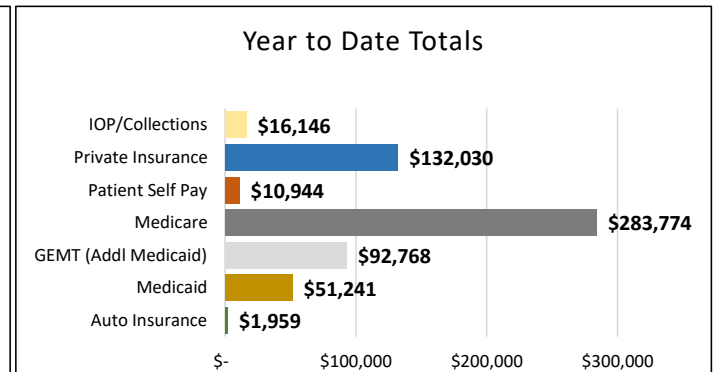
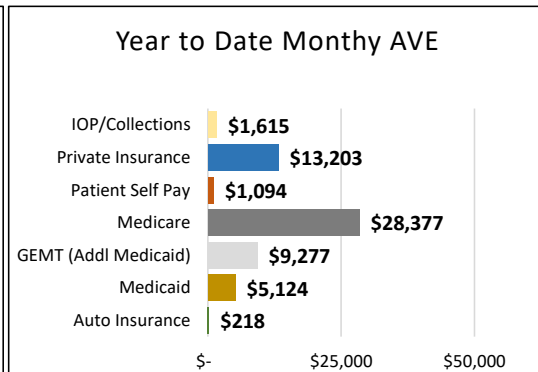
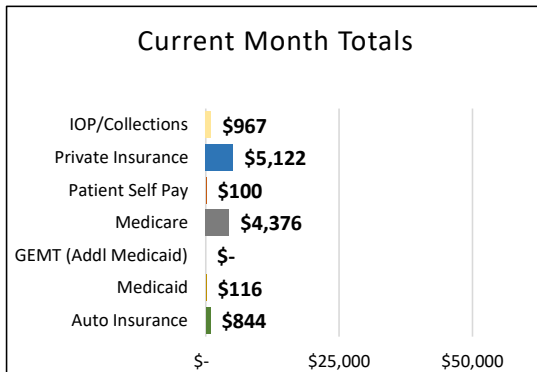
PAYOR BY TRIPS



PAYOR BY
GROSS CHARGES

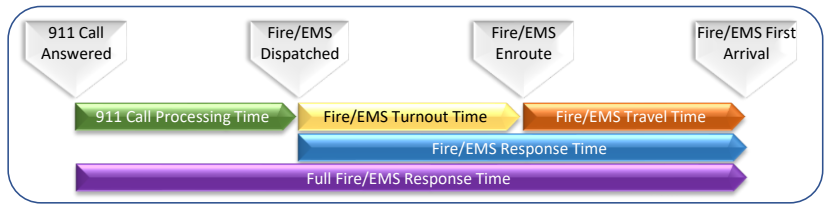


PAYOR BY \$
PAYMENTS



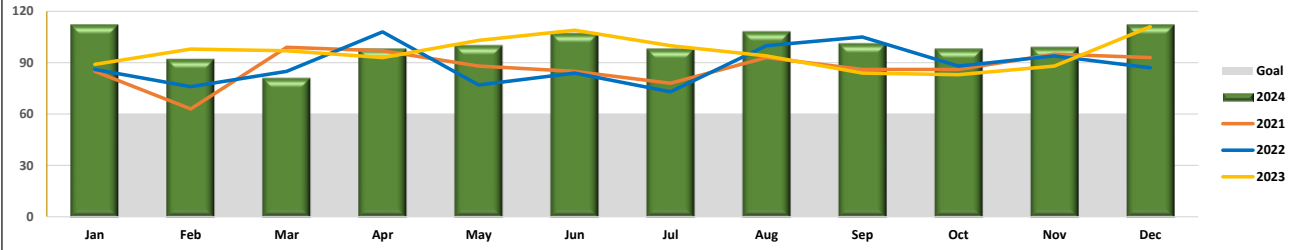


Clive Fire Department
Standard of Cover Performance Report
Performance Area: City of Clive
December 2024



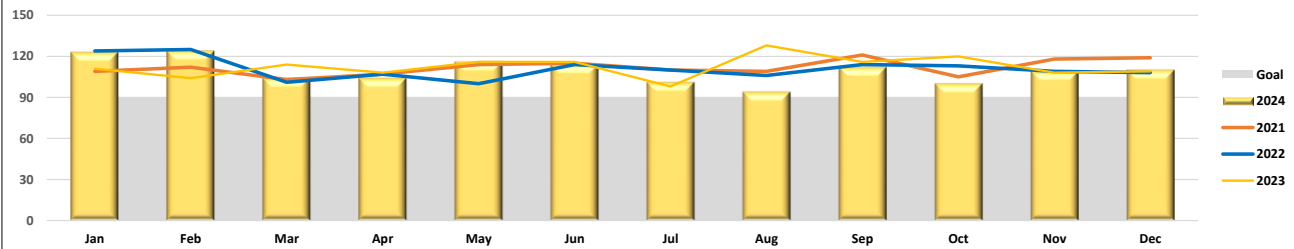
911 Call Processing Time

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



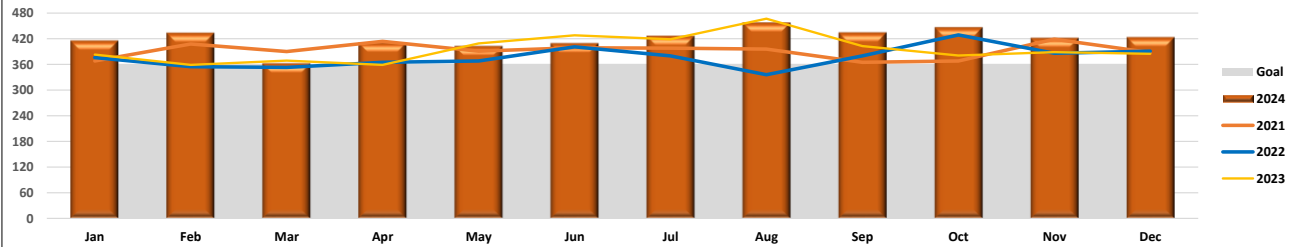
Turnout Time

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



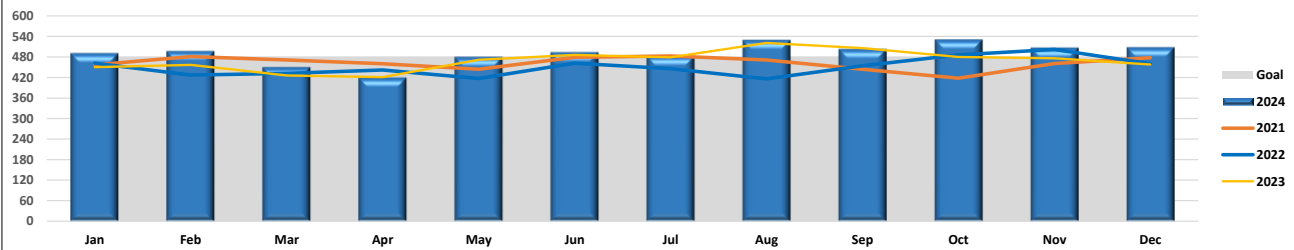
Travel Time

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



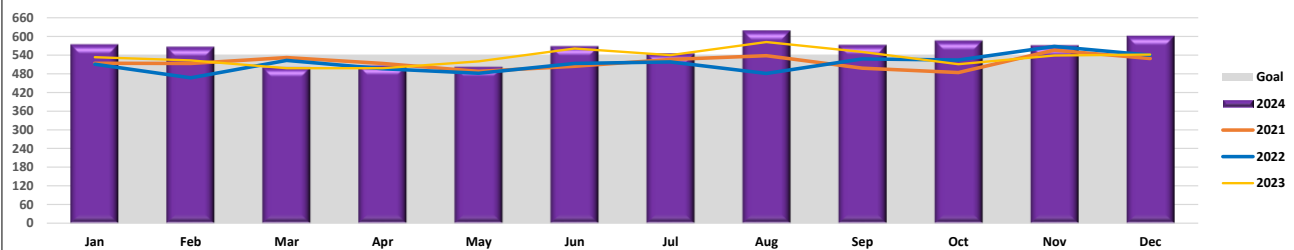
Response Time

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:

DATE: February 6, 2025

RE: Leisure Services Monthly Report - December 2024

SYNOPSIS:

Please see the attached monthly report.

Attachments:

1. Leisure Services Monthly Report - December 2024

Leisure Services Department

December 2024



Mayor's Tree Lighting

On Friday, December 6th, the City of Clive, Clive Chamber of Commerce, Parks & Recreation Department, and the Clive Public Library kicked off the holiday season with the annual Mayor's Tree Lighting.

The last program offered in the community room before being remodeled saw almost 700 people. Visitors were able to take a lighted hayrack ride, feed the goats, see a bell choir perform, take a photo with Santa and enjoy crafts and cocoa before the tree was lit.

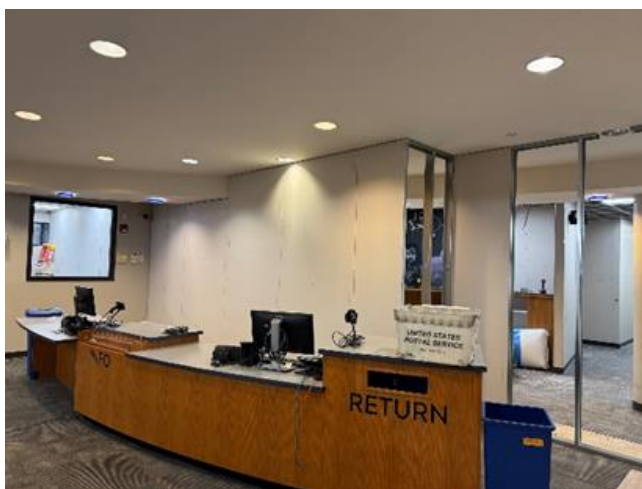
Special thanks to Mayor Edwards for helping kick off the season with a countdown to the tree lighting, as well as all the staff & volunteers who put in so much work to make the event go well.



Phase One of City Hall Remodel

We are in phase one of the City Hall remodel. On Monday, December 23rd, the Clive Library was closed so crews could build the temporary wall and relocate the circulation desk. Parks, Library, and Construction staff worked together to ensure that the library remained functioning for both staff and patrons. During this December library closure, staff were moved to the Harbach location to fulfill holds and answer phones, and they worked extended hours to meet patron demand.

Parks and Recreation's offices settled at the temporary Harbach Location and were open and serving patrons during employees moving and the work to construct the wall at City Hall.



Saturday Specials at Harbach

Recreation hosted its Saturday Specials program at Harbach on December 7. The program is free to the public, but participants are asked to bring one non-perishable food item or paper product for donation to Clive Community Services. The event was well-attended as usual with over 200 participants, and 60 items collected.

Harbach Bingo Programs

In December the Library hosted two very popular bingo programs for families, based on beloved children's programs Bluey and Pokémon. Heeler Family Bingo was posted on a local parenting blog, and we added an additional program slot to accommodate the 71 participants. Pokémon Bingo had 81 participants. Games were played for book prizes and participants enjoyed snacks and beverages.

Pool Pass Sales

Pool Pass sales kicked off in December with a 10% discount that will be offered through the end of March. While the pool pass process is typically completed online, during the holiday season several people wish to purchase the passes as surprise gifts for friends and family. Admin staff helps those purchasing gifts and creates certificates to be given in lieu of the printed passes. We have sold over \$19,000 in pool passes since December 1.

Work at Shadow Creek

The Natural Resource team installed a culvert on the south side of the property in preparation for the mulch trail being created around Shadow Creek Pond. This area has drainage from multiple properties that has caused the area to be constantly wet, while also having a large amount of flowing water during rain. This culvert will allow residents to walk over the drainage area without having to walk through water or mud and will prevent issues with the mulch trail being washed out.



Volunteers

Recreation hosted 20 volunteers, 8 for goats and 12 for the mayor's tree lighting bringing the total to 40 total volunteer hours. The library had 14.25 volunteer hours at the Clive Public Library main branch and 24 hours at the Harbach Center for a total of 38.25 hours. There were no volunteer hours for Parks in December.

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	Apr-25	LS	In Progress
	Groundbreaking Ceremony	Oct-24	Oct-24	LS	Done
	Kickoff small donation campaign	Oct-24	Oct-24	LS	Done
	Construction starts	Oct-24	Oct-24	LS	Done
	Substantial construction complete	Jul-25	Oct-25	LS	In Progress
	Clive Festival	Jul-25	Jul-26	LS	Not Started
	Construction complete	Oct-25	May-25	LS	Not Started
	Development of Programming for New GB Landing	Aug-25	Dec-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	Done
	Identify the preferred platform	Nov-24	Mar-25	ACM/LS	In Progress
	Prepare request for FY 25-26 Budget	Dec-24	Dec-24	ACM/LS	Done
	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	Done
	CC Presentation: Trail Concept	Oct-24	Nov-24	LS	Done
	CC Decision/Funding: Request Funding for Trail Design	Dec-24	Dec-24	LS	Done
	Begin Trail design, either in-house or consultant	Jan-25	Mar-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	Feb-25	LS	In Progress
	CC Decision: Policy Statement for Adoption	Dec-24	Mar-25	LS	Not Started
	Funding: Prepare funding request for aeration (if need)	Dec-24	Dec-24	LS	N/A
	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	Mar-25	LS	In Progress
	Develop a program and concept for a Clive dog park	Feb-25	Apr-25	LS	In Progress
	Identify potential locations for dog park (3)	Apr-25	Apr-25	LS	In Progress
	Develop cost estimates for each potential location (3)	Jun-25	Jun-25	LS	In Progress
	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	Done
	Present conceptual uses to Parks, Rec, Art Board	Jan-25	Jan-25	LS	Done
	CC Presentation/Decision: Park Conceptual Plan	Jan-25	Jan-25	LS	Done
	Completion of first phase of improvements	Jun-25	Jun-25	LS	In Progress
	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	Done
	A. 50% Design reviewed by staff	Nov-24	Nov-24	LS	Done
	A. 90% Design reviewed by staff	Dec-24	Feb-25	LS	In Progress
	A. Finalize Land Acquisition for Park	Dec-24	Feb-25	LS	In Progress
	A. Funding: Apply for Prairie Meadows Grant	Feb-25	Feb-25	LS	In Progress
	A. Site Plan Submittal	Feb-25	Jan-25	LS	Done
	A. Design 100% Plan set completed	Feb-25	Feb-25	LS	In Progress
	A. Bid docs, plans and specifications completed	Mar-25	Mar-25	LS	In Progress
	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	Nov-24	LS	Done
	B. Final concepts from consultant	Nov-24	Dec-24	LS	Done
	B. City Staff starts design based off concepts	Jan-25	Jan-25	LS	Done
	C. Report: Draft report from consultant delivered	Sep-24	Dec-24	LS	Done
	C. Final Report: Consultant delivers final report	Nov-24	Dec-24	LS	Done

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	In Progress
	Draft proposed scholarship program, eligibility/cost	Jul-25	Jul-25	LS	In Progress
	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	Mar-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: Mark Rehberg, Captain / Operations Commander

DATE: February 6, 2025

RE: Police Department Monthly Report - December 2024

SYNOPSIS:

Police Department monthly report for December 2024

Attachments:

1. Dec 24 Monthly



Clive Police Department

Monthly Report

December 2024





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Mission, Vision & Values

Mission

“To provide exceptional police services while ensuring the safety, security and well-being of all of our citizens”.

Vision Statement

The 29 Certified Police Officers and four civilian employees of the Clive Police Department serve the City through excellent community policing, fair and timely investigations, regular patrols of Clive neighborhoods, and multiple public education and partnership programs. Crime prevention and community safety require good collaboration among police, residents, and businesses.

Values

Committed - Striving for accountability, effectiveness, and equality.

Professional - Taking pride in our actions, duties, development, and appearance.

Determined - A team that is resolute and purposeful in action.

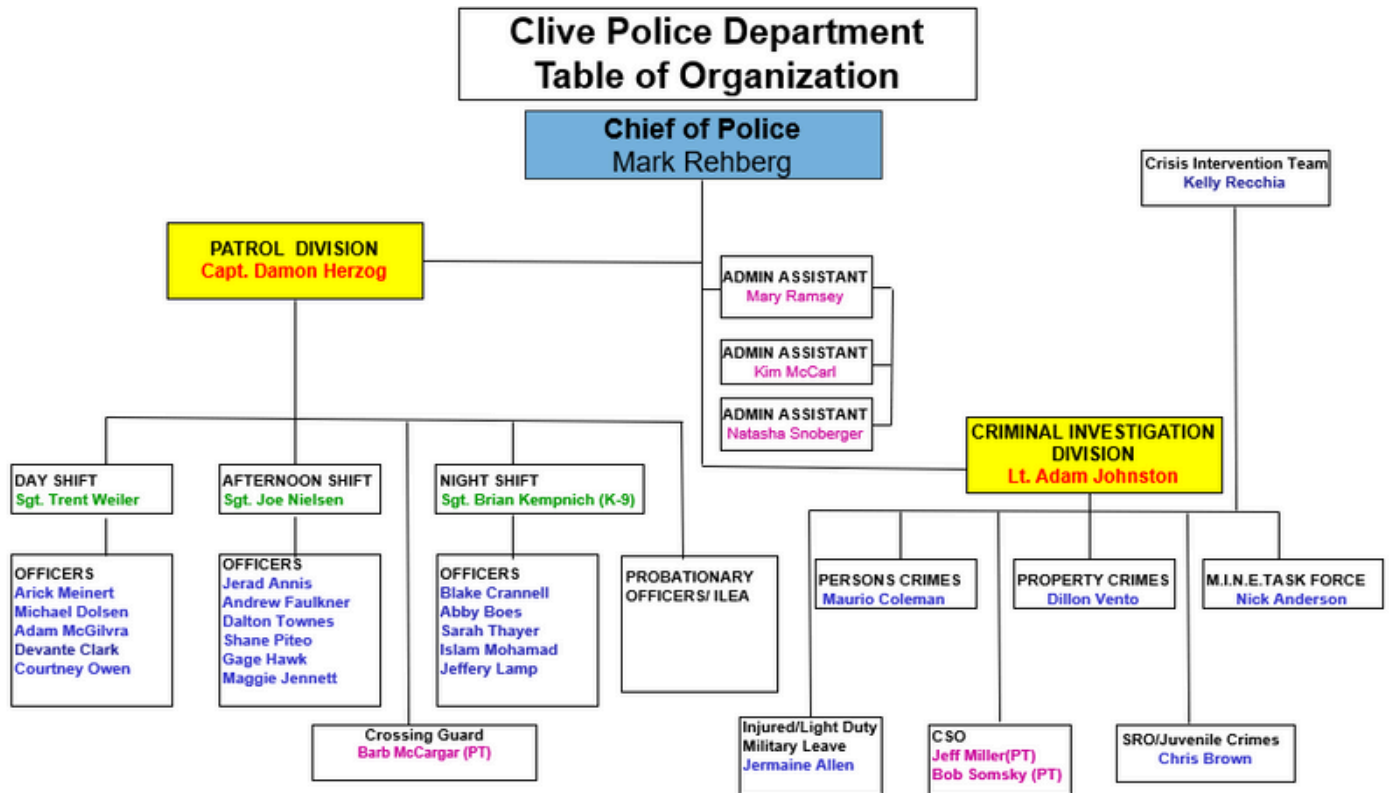


Committed - Professional - Determined

“WE COME WHEN WE ARE CALLED”



Organization & Staffing



Staffing

Sworn Staffing Summary (Current)	
Total Authorized Commissioned	29
Current Operating Commissioned	27
Officers in PTO training	0
Recruit Officers in Academy	0
Military Leave	1
Officers still need to Recruit	1

Sworn Staffing by Assignment		
Assignment	Assigned	Vacant
Command Staff	3	0
Investigations	3	0
School Resource Officers	1	0
Patrol Officers/Sergeants	20	2

Calls for Service and Dispatch Area

Dispatch Incident Distribution					
Agency	December		YTD		
	2023	2024	2023	2024	%
Calls for Service	1179	1162	15,596	19,056	22%
Incident reports	147	166	1768	1928	9%
Adult Arrests	55	47	544	643	15%
Juvenile Arrests	7	4	40	47	18%
Traffic Citations/Warnings	340	179	2636	3071	17%
FLOCK Generated Case	--	13	--	117	--

Crash Data

Crashes					
Crash Type	December		YTD		
	2023	2024	2023	2024	% Change
Fatal	0	0	0	0	0%
Injury	8	7	77	78	0%
Property Damage	43	40	467	471	1%
Total	51	47	544	549	1%

Special Unit Activity

Crisis Intervention Team (CIT)				
Response Type	December		YTD	
	2023	2024	2023	2024
Welfare Check	--	5	32	24
Mental Health-related Calls	--	11	17	44
Other Calls	--	1	28	17
Total	--	17	77	65

Highlights & Outreach



Clive Police Officers Recognized for Outstanding Work

Last month the Clive Police Department presented a Commendation and a Chief's Award Challenge Coin to officers Abby Boes and Sarah Thayer for their work in stopping a vehicle for a traffic violation and locating illicit drugs. They were on midnight patrol when they conducted a routine traffic violation stop. Following a K9 sniff and alert, the two officers conducted a search of the car and located nearly two pounds of illicit drugs. They were recognized for their efforts and presented with a Commendation and a Chief's Award challenge coin.

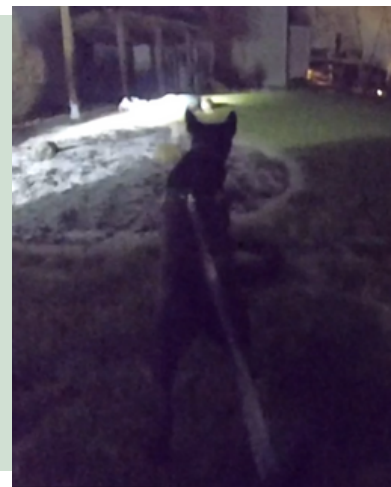


Construction Zone Rollover

On 12/13/24, a tractor/trailer heading northbound hit the center median in the I80/35 construction zone. There were several other vehicles damaged as a result, but fortunately no major injuries were reported. The crash resulted in a ramp closure and took several hours to clear.

Federal Search Warrant Executed in Clive

On 12-18-24 the FBI executed several search warrants in the Des Moines Metro. One of the search warrants was at a residence on Lakeview Drive. Officer Devante Clark, K9 Dutch, and Sergeant Kempnich assisted the SERT team in making entry and securing the residence. While making entry a male ran out the basement where K9 Dutch was waiting. When the male saw Dutch he quickly gave up and laid down on the ground.



Highlights & Outreach

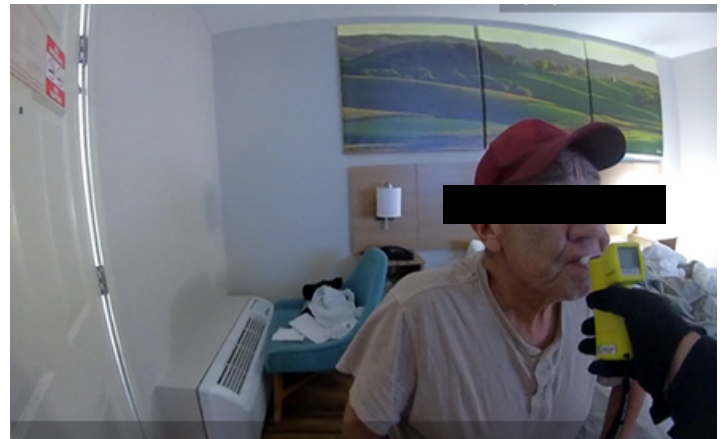
Police car stuck during investigation

On 12-24-24, Officers Annis and Hawk were dispatched to Interstate 80 on a two car accident. As officer Annis was attending to the crash, Officer Hawk pulled to the inside lane to remove debris from the roadway. As Officer Hawk was positioning his patrol vehicle a passing vehicle struck his patrol car deploying the side airbags. Officer Hawk was fine from the crash.



BAC of the Month

On 12-18-24 Officer Annis and Sgt Nielsen went on a mental health check at Days Inn. A male was confused and hallucinating. After checking on the male subject, we determined he was heavy intoxicated. The male blew a .410 on the preliminary breath test and was transported to a local hospital for evaluation.



Shop With A Cop

Officers Faulkner and Owen both represented the Clive PD at the annual Shop with a Cop event, hosted by the Dallas County Sheriffs Office. This yearly event is always a favorite for our officers and allows them to give back to the community during the holidays.



Joe Nielsen, Sergeant

Sgt. Nielsen joined the Clive Police Department in 2006. He formerly worked for the Windsor Heights PD. He has prior assignments in patrol, criminal investigations, and as a school resource officer. Additionally, he has served as a field training officer and a self-defense instructor. Sgt. Nielsen holds a Bachelor's Degree in Criminology from the University of Northern Iowa. He is married and has two children. Sgt. Nielsen is currently assigned as the Second Watch shift supervisor.



Memo

TO: Mayor and Council members

FROM:

DATE: February 6, 2025

RE: Public Works Report - December 2024

SYNOPSIS:

Attachments:

1. December 2024 Monthly Report

Clive Public Works

December 2024

Monthly Report



December Events

- **December 1**—First snow event and operators used their new radio numbers.
- **December 4**— Entire department training on AED and CPR with Assistant Chief Kallem co-presenting.
- **December 9-11**— Jerry Freestone received his IMSA certification.
- **December 16th**— Crews repaired a water main break at the 1800 block of NW 80th Pl. We received a nice thank you card from the resident.
- **December 18**— Department held their annual Christmas potluck and white elephant gift exchange.

ROW Permits in December 2024

Type of permit	Number issued
Fiber	0
Cable Drop	11
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 trail 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 discussed the project with Council during the November 7, 2024 CIP workshop. Staff is currently working with the consultant on acquisition documents. **Snyder has completed 2 of the acquisitions and appears to be close on the remaining acquisitions. A Public Hearing has been set for February 13, 2025 for the Eminent Domain Process. Staff is hopeful that we will not need to use that process. The letting for Phase 1A will be on February 4, 2025 and the project will be on the February 13, 2025 Council agenda for award. is planned to be let in February of 2025 with the intent that it will be completed by November of 2025.**

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. **Staff will include a Professional services agreement for the update on the December 12, 2024 Council Agenda.**

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. **Staff is currently reviewing the 90% plans.**

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 finalized, and staff is obtaining permits and starting preparation for the remodel. **Work is underway on this project.** 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. **Council approved an addendum for the design of the pump station relocation at the November 14, 2024 Council meeting and staff is currently working on preparation of a BRIC Grant submittal.**

Snow Removal Policy and Related Ordinances (JM/JF) - This includes a review of the City's Snow Removal Policy and related Ordinances. Staff plans to collect data over the 24/25 winter.

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 sent 45 letters to residents with potential galvanized water lines. Staff is currently inspecting the water services of the recipients of the letters as they call with questions.

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 that will be submitted in December of 2024.**

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

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

5-Year Implementation Plan of Recommendations of 2016 Watershed MP (RT) – Staff is working on the recommendations.

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

Stormwater Sewer Shed Development: Review (RT) - **Staff will complete the review of the stormwater sewer shed.**

Harbach District 1/Harbach Blvd Stormwater Pilot Program: Re-Evaluation (RT) - Staff will review the Pilot Program.

2024-25 Major Projects

Annual Soil Quality Restoration (SQR) Citywide Cost-Share Program (JM/JMc) - **The 2024 program is complete.**

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 now be completed in the Spring of 2025.**

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 included funding for completing the replacement/upgrade of the remaining traffic cabinets to ACT cabinets in the CIP approved on December 12, 2024.

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) Annual HMA Project** - 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) Country Club Boulevard** - A second asphalt overlay project on Country Club Boulevard was let and awarded. The contractor will not start on this project until 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 has completed the restoration on this project but did not meet the completion date for all work (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.

Annual Stormwater Restoration Projects: Completion (RT) – PW staff is finalizing the work on this project which included a WQI Grant for work on a basin north of Little Walnut Creek and South of NW 168th Street.

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 was set at the November 14, 2024, City Council Meeting. Bids were received on December 3, 2024 and will be presented to Council at the December 12, 2024 Council Meeting. **The Contractor is working on the project.**

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.

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

Annual 2025 ACT Cabinet: Installation (JF/CS) - This project will include the replacement of the cabinet at NW 100th and Clark. This work will be completed in the summer of 2025.

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.

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



Memo

TO: Mayor and Council members

FROM: Elizabeth Hansen, Director of Administrative Services

DATE: February 6, 2025

RE: Treasurer's Monthly Report - December 2024

SYNOPSIS:

Please see the attached monthly report.

Attachments:

1. Dec 24 Treasurer's Report

To the Mayor and City Council:

TREASURER'S MONTHLY REPORT - CITY OF CLIVE

December 31, 2024

The following is the statement of Receipts, Cash and Investments of all funds of the City for the Month of December

CASH

FUND	Clerks' Balance Last Report	Revenue	Expenditures	Flex PR Clearing - Net Change	Clerk's Balance	Outstanding Checks	Treasurer's Balance
GENERAL	13,611,985.62	621,001.26	2,509,547.02	(61,042.54)	11,662,397.32	142,323.45	11,520,073.87
ROAD USE	2,181,721.58	213,436.56	125,107.30	-	2,270,050.84	649.59	2,269,401.25
LOCAL OPTION SALES TAX	2,103,036.18	301,270.29	0.00	-	2,404,306.47	-	2,404,306.47
TIF	1,220,139.72	18,065.81	137,854.72	-	1,100,350.81	-	1,100,350.81
POLICE K-9	30,366.89	400.00	1,239.58	-	29,527.31	247.95	29,279.36
TRUST & AGENCY	3,098,844.34	48,433.44	213,373.52	-	2,933,904.26	30,098.71	2,903,805.55
POLICE SEIZURES	19,781.88	0.00	0.00	-	19,781.88	-	19,781.88
SERT	0.00	0.00	0.00	-	0.00	-	0.00
DEBT SERVICE	2,344,650.61	53,379.57	1,900.00	-	2,396,130.18	-	2,396,130.18
CAPITAL PROJECTS	37,548,939.39	143,425.76	1,122,979.87	-	36,569,385.28	-	36,569,385.28
SPECIAL ASSESSMENT	0.00	0.00	0.00	-	0.00	-	0.00
WATER UTILITY	9,804,365.08	510,979.08	268,386.29	-	10,046,957.87	1,125.59	10,045,832.28
WATER UTILITY DEPOSIT	363,446.83	2,250.00	1,914.70	-	363,782.13	1,791.42	361,990.71
WATER IMPROVEMENT	7,988.15	0.00	0.00	-	7,988.15	-	7,988.15
SEWER UTILITY	7,656,139.50	342,538.37	204,930.79	-	7,793,747.08	222.39	7,793,524.69
STORM WATER	877,885.89	153,638.88	50,676.46	-	980,848.31	18,028.36	962,819.95
INTERNAL SERVICES	-152,131.40	7,138.13	95,301.21	-	-240,294.48	42,200.00	-282,494.48
SUBTOTAL	80,717,160.26	2,415,957.15	4,733,211.46	(61,042.54)	78,338,863.41	236,687.46	78,102,175.95
PETTY CASH	700.00	0.00			700.00		700.00
TOTAL COMB CASH	80,717,860.26	2,415,957.15	4,733,211.46	(61,042.54)	78,339,563.41	236,687.46	78,102,875.95
EBS- PSF FUNDING	275,722.00	0.00	0.00	-	275,722.00	-	275,722.00
EBS- FLEX FUNDING*	98,384.55	300.10	0.00	-	98,684.65	-	98,684.65
GRAND TOTAL	80,993,582.26	2,415,957.15	4,733,211.46	(61,042.54)	78,615,285.41	236,687.46	78,378,597.95

I hereby certify that the above statement is true and correct.

The above indicated Clerk's balance agrees with those upon the Clerk's books.


 Finance Manager


 Elizabeth A. Hansen
 Director of Administrative Services/ Treasurer

CITY OF CLIVE
COMBINED CASH INVESTMENT
DECEMBER 31, 2024

COMBINED CASH ACCOUNTS

999-10100	CASH	78,315,428.38	
999-10101	PETTY CASH	700.00	
999-10106	EBS- PSF	275,722.00	
999-10110	XPRESS DEPOSIT ACCOUNT	23,435.03	
	TOTAL COMBINED CASH		78,615,285.41
	TOTAL ALLOCATED CASH		(78,615,285.41)
	TOTAL UNALLOCATED CASH		.00

CASH ALLOCATION RECONCILIATION

1	ALLOCATION TO GENERAL FUND		11,662,397.32
110	ALLOCATION TO ROAD USE TAX		2,270,050.84
121	ALLOCATION TO LOCAL OPTION SALES TAX		2,404,306.47
123	ALLOCATION TO TIF FUND		1,100,350.81
167	ALLOCATION TO POLICE K9	29,527.31	
168	ALLOCATION TO T & A FUND - BENEFITS & INSUR	2,885,041.55	
169	ALLOCATION TO T & A FUND - LIBRARY	20,341.59	
170	ALLOCATION TO T & A FUND - PUBLIC ART MAINT	21,102.00	
172	ALLOCATION TO PSF- EBS ACCOUNT	275,722.00	
174	ALLOCATION TO T & A FUND - PARK RESERVE	8,011.31	
	TOTAL T&A		3,239,745.76
177	ALLOCATION TO FORFEITURES/EQUITABLE SHARING		(592.19)
178	ALLOCATION TO POLICE SEIZURES		19,781.88
200	ALLOCATION TO DEBT SERVICE		2,396,130.18
330	ALLOCATION TO CAP PJTS - TIF PROJECTS	23,263.39	
331	ALLOCATION TO CAP PJTS - AMERICAN RESCUE PLN	428,830.62	
332	ALLOCATION TO CAP PJTS - SOIL QUALITY RES	(28,021.05)	
334	ALLOCATION TO CAP PJTS-TRAFFIC IMPROVE & SAF	161,890.53	
337	ALLOCATION TO CAP PJTS - PUBLIC SAFETY FACIL	24,839.15	
338	ALLOCATION TO CAP PJTS - PW ROOF AND DOORS	185,639.45	
339	ALLOCATION TO CAP PJTS -NW 86TH LAND ACQ	86,398.85	
340	ALLOCATION TO CAP PJTS- UNIV BLVD FLD MIT PL	257.16	
341	ALLOCATION TO CAP PJTS - FLOOD ALERT	38,330.39	
342	ALLOCATION TO CAP PJTS - FLOOD PRONE PROPERT	3,403,897.71	
345	ALLOCATION TO CAP PJTS - EMERALD ISLE DEVEL	368,008.97	
346	ALLOCATION TO CAP PJTS - 2022 HMGP SUBAWARD	506,423.50	
348	ALLOCATION TO CAP PJTS - FLD BUYOUT TEMP PK	221,692.00	
350	ALLOCATION TO CAP PJTS- CITY FACILITY IMPR	4,050,381.43	
351	ALLOCATION TO CAP PJTS - CODE ENF PROJ	(23,250.00)	
356	ALLOCATION TO CAP PJTS - WEST PET	18,618.91	
357	ALLOCATION TO CAP PJTS - WATER RESOURCE GRTS	4,542.05	
358	ALLOCATION TO CAP PJTS - TREE SALE	4,199.80	
366	ALLOCATION TO CAP PJTS-PORTER SHELTER AREA	209,588.00	
369	ALLOCATION TO CAP PJTS - CAMPBELL REC AREA	31,977.00	
371	ALLOCATION TO CAP PJTS - N NEIGHB PK LAND	66,394.90	
372	ALLOCATION TO CAP PJTS -CANARY PARK DEVELOP	24,199.22	
374	ALLOCATION TO CAP PJTS - GREENBELT LANDING	6,820,000.15	
375	ALLOCATION TO CAP PJTS - GREENBELT MGMT PLAN	152,266.90	
382	ALLOCATION TO CAP PJTS - 86TH ST IMPL PLAN	40,000.00	

CITY OF CLIVE
COMBINED CASH INVESTMENT
DECEMBER 31, 2024

387	ALLOCATION TO CAP PJTS - LINNAN PK	4,296,954.83	
388	ALLOCATION TO CAP PJTS - INDIAN HILLS PARK	197,946.60	
389	ALLOCATION TO CAP PJTS - LITTLE WALNUT CREEK	7,911,298.00	
390	ALLOCATION TO CAP PJTS - CIRKSENA PARK	66,879.60	
391	ALLOCATION TO CAP PJTS - TRAIL PAVE/PARK CAP	22,638.53	
392	ALLOCATION TO CAP PJTS -CITY WIDE SIGN PROG	37,920.83	
393	ALLOCATION TO CAP PJTS - WALNUT HILLS STORMW	(18,883.57)	
395	ALLOCATION TO CAP PJTS - HARBACH RECON	110,610.07	
396	ALLOCATION TO CAP PJTS - NW 128TH & HICKMAN	881,219.15	
398	ALLOCATION TO CAP PJTS - MEREDITH/ALICE RD	287,669.05	
399	ALLOCATION TO CAP PJTS - NW161ST/HICKMAN RD	(448,147.57)	
400	ALLOCATION TO CAP PJTS - NW161ST/HICKMAN LP	582,139.72	
427	ALLOCATION TO CAP PJTS - STORM WATER CAPITAL	97,034.39	
429	ALLOCATION TO CAP PJTS - SEWER REHAB	180,092.17	
430	ALLOCATION TO CAP PJTS - METER/VALVE CHG OUT	(12,243.46)	
433	ALLOCATION TO CAP PJTS - SEWER CAPITAL	512,623.88	
435	ALLOCATION TO CAP PJTS - WATER CAPITAL	391,482.80	
436	ALLOCATION TO CAP PJTS - UNIV BLVD PUMP STAT	150,000.00	
454	ALLOCATION TO CAP PJTS - NORTH NEIGHBOR IMPR	155,753.98	
457	ALLOCATION TO CAP PJTS - N NEIGH ARTERIAL RD	793,256.55	
462	ALLOCATION TO CAP PJTS - HICKMAN I-35/80 INT	317,310.67	
464	ALLOCATION TO CAP PJTS -ALICES RD IMPROV	3,825,125.33	
465	ALLOCATION TO CAP PJTS - NW 142ND ST PAVE RE	120,930.19	
468	ALLOCATION TO CAP PJTS - N NEIGHBOR ST LIGHT	2,656.01	
471	ALLOCATION TO CAP PJTS - 111TH & HICKMAN INT	700,713.40	
476	ALLOCATION TO CAP PJTS - FRANCHISE ST PROJ	(1,246,061.13)	
480	ALLOCATION TO CAP PJTS - NW 99TH CT RECON	(792,997.20)	
482	ALLOCATION TO CAP PJTS-DEVELOPMENT PLANNING	8,289.65	
483	ALLOCATION TO CAP PJTS- AIRPORT TERMINAL	517,260.00	
485	ALLOCATION TO CAP PJTS - PUBLIC ART CAPITAL	99,543.78	
TOTAL PROJECTS			36,569,385.28
TOTAL SPECIAL ASSESMENTS			.00
600	ALLOCATION TO WATER UTILITY FUND	10,046,957.87	
601	ALLOCATION TO WATER UTILITY DEPOSIT FUND	363,782.13	
604	ALLOCATION TO WATER IMPROVEMENT FUND	7,988.15	
610	ALLOCATION TO SEWER UTILITY FUND	7,793,747.08	
740	ALLOCATION TO STORM WATER FUND	980,848.31	
810	ALLOCATION TO INTERNAL SERVICE FUND	(240,294.48)	
830	ALLOCATION TO PETTY CASH FUND	700.00	
TOTAL			18,953,729.06
TOTAL ESCROW ACCOUNT			.00
TOTAL ALLOCATIONS TO OTHER FUNDS			78,615,285.41
ALLOCATION FROM COMBINED CASH FUND - 999-10111		(78,615,285.41)	
ZERO PROOF IF ALLOCATIONS BALANCE			.00



Memo

TO: Mayor and Council members

FROM: Matthew Graham, City Clerk

DATE: February 6, 2025

RE: Approve 01/09/2025 City Council Minutes

SYNOPSIS:

Attachments:

1. cc Minutes 01_09_2025

**CLIVE CITY COUNCIL MEETING MINUTES
REGULAR MEETING
JANUARY 9, 2025
CLIVE PUBLIC SAFETY CENTER TRAINING ROOM**

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, Michael McCoy (via Zoom, arrived at 6:04 p.m.), Srikant Mikkilineni, Susan Judkins, Eric Klein. Absent: None. 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.

Presentation

1. Presentation - ICON Water Trail Update from ICON Executive Director Stephanie Oppel

Consent Items

Eric Klein moved approval, seconded by Ted Weaver. Roll Call: Ayes: Ted Weaver, Michael McCoy, Srikant Mikkilineni, Susan Judkins, Eric Klein. Nays: None. Abstained: None. Motion carried. 1. City Manager Memo; 2. Treasurer's Report - November 2024; 3. Approve 12/05/2024 City Council Work Session Minutes; 4. Approve 12/12/2024 City Council Minutes; 5. Bill List; 6. Approve New Cigarette/Tobacco/Nicotine/Vapor Permit - Maitham Sport, 9944 Swanson Blvd.; 7. Approve Retail Alcohol Sales License Renewal Application - World Liquor & Tobacco - 1775 NW 86th Street; 8. Approve Retail Alcohol Sales License Renewal Application - Board and Brush Creative Studio - 12871 University Avenue, Suite 150; 9. Approve Retail Alcohol Sales License Renewal Application - Cosi Cucina - 1975 NW 86th Street; 10. **Resolution 2025-001** Approving Change Order #3 - Iowa Earth Works - Little Walnut Creek Stream Stabilization East of Alice's Road - \$29,700.00; 11. **Resolution 2025-002** Approving Change Order #4 - Alliance Construction Group - NW 114th Street Reconstruction - \$4,452.00; 12. **Resolution 2025-003** Approving Change Order #6 - Mainline Construction Inc. - NW 99th Court Reconstruction - (\$-36,017.70); 13. Approve Pay Request #1 - D.W. Zinser - 2814 W Avenue Demolition Project - \$28,025.00; 14. Approve Pay Request #2 - Confluence, Inc. - University Boulevard Flood Mitigation: Project Scoping Plan - \$24,089.42; 15. Approve Pay Request #6 (Retainage Release) - The Concrete Company - 2024 Arterial PCC Pavement Rehabilitation Project - \$21,060.83; 16. Approve Pay Request #8 for the Public Works Building Improvements Project - Design - Shive-Hattery - \$7,400.00; 17. Approve Pay Request #9 - Alliance Construction Group - NW 114th Street Reconstruction - \$11,328.75; 18. Approve Pay Request #9 - Mainline Construction Inc. - NW 99th Court Reconstruction - \$58,178.44; 19. Approve Pay Request #17 - Snyder & Associates - University Boulevard Pump Station Improvements Project - \$4,146.25; 20. Approve Payment - Citibot - Greenie Virtual Assistant Build and Deployment - \$22,400.00; 21. **Resolution 2025-004** Approving a Professional Services Agreement - Douglas Parkway and Berkshire Parkway Signalization Project - Snyder & Associates - \$43,900.00; 22. **Resolution 2025-005** Approving an Amendment to the Professional Services Agreement with Snyder & Associates, Inc. - US 6 (Hickman Road) & NW 161st Street/Legacy Pointe Boulevard Intersection Improvements Project - Phase 2 - \$21,000.00; 23. **Resolution 2025-006** Awarding Construction Contract - MidAmerican Glazing - Aluminum & Glazing Package - City Hall & Library Renovation Project Phase 1 - \$29,100.00; 24. **Resolution 2025-007** Approving Nuisance Abatement - 1524/1526 NW 86th Street - Junk Removal; 25. **Resolution 2025-008** Approving a Surface Transportation Block Grant Application for the Alice's Road Reconstruction - Phase 4 - \$2,500,000; 26. **Resolution 2025-009** Approving Grant Agreement - Bravo Public Art Grant - Harbach Center Bay Doors Mural - \$13,500; 27. **Resolution 2025-010** Setting Public Hearing (02/06/25, 6:00 p.m.) - Budget Amendment #1 FY24/25; 28. **Resolution 2025-011** Setting Public Hearing (2/27/2025, 6:00 p.m.) - Forest Avenue Water Main Replacement Project; 29. **Resolution 2025-012** Setting Public Hearing (2/13/2025, 6:00 p.m.) -

2025 NW 138th Street HMA Overlay Project; 30. **Resolution 2025-013** Setting Public Hearing (2/13/25, 6:00 p.m.) - Alice's Road Reconstruction Project - Phase 1A; 31. **Resolution 2025-014** Setting Public Hearing (2/13/25 - 6:00 p.m.) - 2025 Arterial PCC Pavement Rehabilitation Project; 32. **Resolution 2025-015** Amending Seasonal Employee Pay Matrix.

Action Items

1. **3rd Consideration of Proposed Ordinance No. 1155 - Regarding Provisions Pertaining to Sidewalk Liability.** Code Enforcement Officer Mark Mertens presented the matter to the Council and recommended approval. Eric Klein moved approval, seconded by Sunsan Judkins. Roll Call: Ayes: Ted Weaver, Michael McCoy, Srikant Mikkilineni, Susan Judkins, Eric Klein. Nays: None. Abstained: None. Motion carried.
Mayor Edwards declared Ordinance No. 1155 enacted.
2. **3rd Consideration of Proposed Ordinance No. 1156 - Zoning Ordinance Amendment Regarding Permitted Uses in Commercial Districts.** Senior Planner Amanda Grutzmacher presented the matter to the Council and recommended approval. Eric Klein moved approval, seconded by Srikant Mikkilineni. Roll Call: Ayes: Ted Weaver, Michael McCoy, Srikant Mikkilineni, Susan Judkins, Eric Klein. Nays: None. Abstained: None. Motion carried.
Mayor Edwards declared Ordinance No. 1156 enacted.
3. **Resolution 2025-016 Setting Date of Public Hearing (2/13/25, 6:00 p.m.) and Authorizing Mailing and Publication of Notice of Intent to Commence a Public Improvement Project to Construct the Alice's Road Improvements Phase 1A Project and to Acquire Land for the Project, If Necessary, By Eminent Domain.** Public Works Director Jeff May presented the matter to the Council and recommended approval. Ted Weaver moved approval, seconded by Srikant Mikkilineni. Roll Call: Ayes: Ted Weaver, Michael McCoy, Srikant Mikkilineni, Susan Judkins, Eric Klein. Nays: None. Abstained: None. Motion carried.

Presentation

1. **2025 Clive Community Engagement Plan and draft Clive Communications Policy.** Assistant City Manager Pete De Kock presented the matter to the Council and facilitated discussion.
2. **Clive Fire Department Collaboration Update.** Fire Chief Clay Garcia presented the matter to the Council and facilitated discussion.

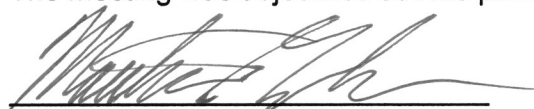
Correspondence

1. Indianola - Resolution of Withdrawal from CVB
2. CIWW - Resolution In Appreciation
3. Correspondences Regarding BRAVO Partnership Appreciation

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 7:26 p.m.



Matthew D. Graham, City Clerk

John D. Edwards, Mayor



Memo

TO: Mayor and Council members

FROM: Matthew Graham, City Clerk

DATE: February 6, 2025

RE: Bill List

SYNOPSIS:

Attachments:

1. 1_29_2024 Bill List

Date Paid	Vendor Name	Description	Amount Paid
02/03/2025	1809 DESIGN	CLIVE CONNECTED CREATION	1,250.00
02/03/2025	1809 DESIGN	CLIVE CONNECTED CREATION	1,250.00
02/03/2025	ACCURATE HYDRAULICS	#788 EQUIPMENT REPAIR	2,073.91
02/03/2025	ACCURO SOLUTIONS, LLC	411 MED CLAIM ADMIN	153.84
02/03/2025	ACCURO SOLUTIONS, LLC	411 MED CLAIM ADMIN	153.84
02/03/2025	ACCURO SOLUTIONS, LLC	411 MED CLAIM ADMIN	120.62
02/03/2025	ACME TOOLS	TOOL REPLACEMENT	79.00
02/03/2025	ACME TOOLS	TOOLS	3.45
02/03/2025	ADVENTURE LIGHTING	LIGHTING REPAIR, LED DRIVER	266.55
01/10/2025	AFLAC	CURRENT PAY WITHHOLDING AFLAC PRE TAX Pay Period: 1/4/2025	91.32
01/24/2025	AFLAC	CURRENT PAY WITHHOLDING AFLAC PRE TAX Pay Period: 1/18/2025	91.32
02/03/2025	AGTERRA TECHNOLOGIES INC	SUBSCRIPT RENEWAL	600.00
02/03/2025	AIA CORPORATION	UNIFORM ALLOWANCE - MARTIN	54.85
01/08/2025	ALLIANCE CONSTRUCTION GROUP LLC	NW 114TH ST RECON PAY REQ 9	11,328.75
02/03/2025	AMAZON CAPITAL SERVICES	INK CARTRIDGES	245.78
02/03/2025	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	89.06
02/03/2025	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	319.69
02/03/2025	AMAZON CAPITAL SERVICES	HARDWARE	195.90
02/03/2025	AMAZON CAPITAL SERVICES	SUPPLIES	41.04
02/03/2025	AMAZON CAPITAL SERVICES	C301 HEATER	33.98
02/03/2025	AMAZON CAPITAL SERVICES	EQUIP REPAIR	107.41
02/03/2025	AMAZON CAPITAL SERVICES	GLOVES	46.00
02/03/2025	AMAZON CAPITAL SERVICES	PASS PRINTING SUPPLIES	475.00
02/03/2025	AMAZON CAPITAL SERVICES	HARBACH CAMERA SYSTEM	739.97
02/03/2025	AMAZON CAPITAL SERVICES	PRINTER INK	97.95
02/03/2025	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	54.40
02/03/2025	AMAZON CAPITAL SERVICES	WIRE CONNECTORS FOR MTUS	684.00
02/03/2025	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES (HARBACH)	20.97
02/03/2025	AMAZON CAPITAL SERVICES	HARBACH GAMING LOUNGE GAMES	368.52
02/03/2025	AMAZON CAPITAL SERVICES	WHITEBOARD/PENS	35.29
02/03/2025	AMAZON CAPITAL SERVICES	EQUIPMENT	56.10
02/03/2025	AMAZON CAPITAL SERVICES	PW REMODEL	216.31
02/03/2025	AMAZON CAPITAL SERVICES	PPE EQUIPMENT	46.94
02/03/2025	AMAZON CAPITAL SERVICES	LEADERSHIP WORKBOOKS	52.97
02/03/2025	AMAZON CAPITAL SERVICES	CUPS	351.40
02/03/2025	AMAZON CAPITAL SERVICES	PW REMODEL	452.77
02/03/2025	AMAZON CAPITAL SERVICES	UNIFORM ALLOWANCE - FIRE	89.00
02/03/2025	AMAZON CAPITAL SERVICES	HARDWARE	79.91-
02/03/2025	AMAZON CAPITAL SERVICES	C301 HEATER RETURN	33.98-
02/03/2025	AMAZON CAPITAL SERVICES	TRASH CAN	166.95
02/03/2025	AMAZON CAPITAL SERVICES	RETURN MINI FRIDGE	38.84-
02/03/2025	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	32.97
02/03/2025	AMAZON CAPITAL SERVICES	MICROWAVES	1,679.94
02/03/2025	AMAZON CAPITAL SERVICES	C301 HEATER	36.98
02/03/2025	AMAZON CAPITAL SERVICES	FLOOR SCRUBBER PADS	44.26
02/03/2025	AMAZON CAPITAL SERVICES	SUPPLIES	52.48
02/03/2025	AMAZON CAPITAL SERVICES	SUPPLIES	134.66
01/10/2025	AMERITAS LIFE INSURANCE GRP- VISION	CURRENT PAY WITHHOLDING VISION INSURANCE Pay Period: 1/4/2025	551.42
01/24/2025	AMERITAS LIFE INSURANCE GRP- VISION	CURRENT PAY WITHHOLDING VISION INSURANCE Pay Period: 1/18/2025	558.40
02/03/2025	ARNOLD MOTOR SUPPLY	SHOP SUPPLIES	364.98
02/03/2025	ARNOLD MOTOR SUPPLY	PARTS	227.02
02/03/2025	ARNOLD MOTOR SUPPLY	TOOLS	120.90
02/03/2025	ARNOLD MOTOR SUPPLY	SHOP SUPPLIES	187.99
02/03/2025	ARNOLD MOTOR SUPPLY	SHOP SUPPLIES	100.36
02/03/2025	ARNOLD MOTOR SUPPLY	SHOP SUPPLIES	30.18
02/03/2025	ARNOLD MOTOR SUPPLY	PARTS	7.98
02/03/2025	ARNOLD MOTOR SUPPLY	VEHICLE MAINT #731	5.40
02/03/2025	ARNOLD MOTOR SUPPLY	PARTS	5.40

Date Paid	Vendor Name	Description	Amount Paid
02/03/2025	ARNOLD MOTOR SUPPLY	SHOP SUPPLIES	22.49
02/03/2025	ARNOLD MOTOR SUPPLY	EQUIPMENT MAINT	517.72
02/03/2025	AT & T MOBILITY	PATROL CELL PHONES	640.38
02/03/2025	AT & T MOBILITY	EMS CELL PHONES	176.15
02/03/2025	AT & T MOBILITY	GPS DATA PLAN	35.29
02/03/2025	AUREON COMMUNICATIONS	INTERNET	688.00
02/03/2025	AUREON COMMUNICATIONS	CANCELLATION LINE	13.71
02/03/2025	BAKER & TAYLOR BOOKS	CREDIT ADULT BOOKS	27.54-
02/03/2025	BAKER & TAYLOR BOOKS	CREDIT ADULT BOOKS	18.04-
02/03/2025	BAKER & TAYLOR BOOKS	CREDIT ADULT BOOKS	95.35-
02/03/2025	BAKER & TAYLOR BOOKS	CREDIT ADULT BOOKS	13.10-
02/03/2025	BAKER & TAYLOR BOOKS	CREDIT ADULT BOOKS	17.10-
02/03/2025	BAKER & TAYLOR BOOKS	CREDIT ADULT BOOKS	5.99-
02/03/2025	BAKER & TAYLOR BOOKS	ADULT BOOKS	60.38
01/06/2025	BAKER & TAYLOR BOOKS	BOOKS- ADULT	105.67
02/03/2025	BAKER & TAYLOR BOOKS	BOOKS- ADULT	36.30
02/03/2025	BAKER & TAYLOR BOOKS	BOOKS- ADULT	209.79
02/03/2025	BAKER & TAYLOR BOOKS	ADULT BOOKS	84.32
02/03/2025	BAKER & TAYLOR BOOKS	BOOKS- ADULT	153.70
02/03/2025	BAKER & TAYLOR BOOKS	BOOKS- ADULT	132.23
02/03/2025	BAKER & TAYLOR BOOKS	ADULT BOOKS	128.21
02/03/2025	BAKER & TAYLOR BOOKS	BOOKS ADULT-HARBACH	66.69
02/03/2025	BAKER & TAYLOR BOOKS	BOOKS- ADULT	51.63
02/03/2025	BAKER & TAYLOR BOOKS	ADULT BOOKS	17.10
02/03/2025	BAKER & TAYLOR BOOKS	ADULT BOOKS	61.52
02/03/2025	BAKER & TAYLOR BOOKS	ADULT BOOKS	239.83
02/03/2025	BAKER & TAYLOR BOOKS	BOOKS- ADULT	131.64
02/03/2025	BAKER & TAYLOR BOOKS	BOOKS- ADULT	126.84
02/03/2025	BAKER & TAYLOR BOOKS	BOOKS ADULT-HARBACH	19.20
02/03/2025	BAKER & TAYLOR BOOKS	BOOKS ADULT-HARBACH	15.95
02/03/2025	BAKER & TAYLOR BOOKS	BOOKS- ADULT	151.03
02/03/2025	BAKER & TAYLOR BOOKS	BOOKS- ADULT	64.69
02/03/2025	BAKER & TAYLOR BOOKS	BOOKS- ADULT	111.70
02/03/2025	BAKER & TAYLOR BOOKS	BOOKS-ADULT-HARBACH	11.40
02/03/2025	BAKER & TAYLOR BOOKS	BOOKS- ADULT	117.38
02/03/2025	BAKER & TAYLOR BOOKS	BOOKS ADULT-HARBACH	52.42
02/03/2025	BAKER & TAYLOR BOOKS	BOOKS- ADULT	158.16
02/03/2025	BAKER & TAYLOR BOOKS	BOOKS-ADULT-HARBACH	15.96
02/03/2025	BAKER & TAYLOR BOOKS	ADULT BOOKS	241.79
02/03/2025	BAKER & TAYLOR BOOKS	BOOKS- ADULT	16.52
02/03/2025	BAKER & TAYLOR BOOKS	BOOKS ADULT-HARBACH	16.52
02/03/2025	BAKER & TAYLOR BOOKS	BOOKS- ADULT	46.72
02/03/2025	BAKER & TAYLOR BOOKS	LIBRARY MEDIA	14.66
02/03/2025	BAKER GROUP	HVAC REPAIRS	504.00
02/03/2025	BAKER GROUP	HVAC CONTRACT	4,959.00
02/03/2025	BAKER GROUP	HVAC CONTRACT	4,251.00
02/03/2025	BAKER GROUP	HVAC CONTRACT	7,303.35
02/03/2025	BAKER GROUP	HVAC CONTRACT	1,968.38
02/03/2025	BAKER GROUP	HVAC CONTRACT	4,303.27
02/03/2025	BAKER GROUP	HVAC #20 REPAIRS	4,015.31
02/03/2025	BAKER GROUP	PW CAMERA HARDWARE	34,473.00
02/03/2025	BAX SALES INC	REMODEL SUPPLIES	12.64
02/03/2025	BAX SALES INC	SHOP STOCK	28.15
02/03/2025	BAX SALES INC	SHOP SUPPLIES	139.00
02/03/2025	BAX SALES INC	REMODEL SUPPLIES	2.85
02/03/2025	BEFORE AND AFTER THE BIRTH LLC	MISC CONTRACT WORK-CHILDREN	210.00
02/03/2025	BLANE MARTINS	REFUND DEPOSIT	70.18
02/03/2025	BOOT BARN INC	WINTER COVERALLS	125.99

Date Paid	Vendor Name	Description	Amount Paid
02/03/2025	BOUND TREE MEDICAL LLC	MEDICAL SUPPLIES	30.32
02/03/2025	BOUND TREE MEDICAL LLC	MEDICAL SUPPLIES	147.99
02/03/2025	BOUND TREE MEDICAL LLC	MEDICAL SUPPLIES	140.65
02/03/2025	BOUND TREE MEDICAL LLC	EMS MEDICAL SUPPLIES	323.76
02/03/2025	BOUND TREE MEDICAL LLC	EMS MEDICAL SUPPLIES	60.45
02/03/2025	BOUND TREE MEDICAL LLC	EMS MEDICAL SUPPLIES	287.28
02/03/2025	BRAVO GREATER DES MOINES	2/7 HOTEL MOTEL DEC 24	18,126.83
02/03/2025	BRAVO GREATER DES MOINES	2/7 HOTEL MOTEL JAN 25	22,302.31
02/03/2025	BRILLIANT BORDERS	SIDEWALK SNOW REMOVAL	426.40
02/03/2025	BRILLIANT BORDERS	SIDEWALK SNOW REMOVAL	485.00
02/03/2025	BULLZEYE INC	CONTRACT CUSTODIAL SERVICES	2,445.75
02/03/2025	BULLZEYE INC	CONTRACT CUSTODIAL SERVICES	692.67
02/03/2025	BULLZEYE INC	CONTRACT CUSTODIAL SERVICES	1,474.58
02/03/2025	BULLZEYE INC	CONTRACT CUSTODIAL SERVICES	9,911.00
02/03/2025	BULLZEYE INC	FIRE CUSTODIAL SUPPLIES	226.68
02/03/2025	CALEB BAKER	REFUND DEPOSIT	35.86
02/03/2025	CAPITAL CITY EQUIPMENT CO	FORESTRY MULCHER TEETH	1,265.70
02/03/2025	CARQUEST AUTO PARTS STORES	SHOP STOCK	35.34
02/03/2025	CARQUEST AUTO PARTS STORES	SHOP STOCK	134.82
02/03/2025	CDW GOVERNMENT INC	PERIPHERALS	44.88
02/03/2025	CDW GOVERNMENT INC	PERIPHERALS	44.88
02/03/2025	CDW GOVERNMENT INC	PERIPHERALS	391.36
02/03/2025	CDW GOVERNMENT INC	MISC HARDWARE	44.88
02/03/2025	CDW GOVERNMENT INC	SUPPLIES	467.76
02/03/2025	CDW GOVERNMENT INC	REFUND MISC HARDWARE	44.88
02/03/2025	CDW GOVERNMENT INC	SOFTWARE SUBSCRIPTION	206.85
02/03/2025	CENGAGE LEARNING INC / GALE	ADULT LIBRARY BOOKS	48.08
02/03/2025	CENGAGE LEARNING INC / GALE	ADULT LIBRARY BOOKS	23.39
02/03/2025	CENTURY LINK	CAC PHONE LINES	168.78
02/03/2025	CFI SALES INC	TIRE REPAIR	128.24
02/03/2025	CHERLY SWALWELL-HUGHES	PATIENT OVERPAID ON ACCOUNT	671.13
02/03/2025	CINTAS CORPORATION #22M	LAUNDRY	356.36
02/03/2025	CINTAS CORPORATION #22M	LAUNDRY	356.36
02/03/2025	CINTAS CORPORATION #22M	PARKS LAUNDRY & UNIFORM	356.36
02/03/2025	CINTAS CORPORATION #22M	LAUNDRY	356.36
01/21/2025	CITIBOT INC	PROFESSIONAL SERVICES	22,400.00
02/03/2025	CITY OF DES MOINES	WRA JANUARY 2025	159,309.50
02/03/2025	CITY OF WEST DES MOINES	TRAFFIC LIGHTS	1,369.52
02/03/2025	CITY OF WEST DES MOINES	WESTCOM 1/25	48,088.34
02/03/2025	CITY OF WEST DES MOINES	WESTCOM 7/24-12/24	288,530.04
02/03/2025	CIVIC SYSTEMS LLC	FINANCIAL SOFTWARE MAINT	12,420.00
01/10/2025	CLIVE COMMUNITY SERVICES	CURRENT PAY WITHHOLDING CLIVE COMM SERVICES Pay Period: 1/4/2025	37.20
01/24/2025	CLIVE COMMUNITY SERVICES	CURRENT PAY WITHHOLDING CLIVE COMM SERVICES Pay Period: 1/18/2025	37.20
02/03/2025	CLIVE POWER EQUIPMENT	EQUIPMENT MAINT	52.98
02/03/2025	CLIVE POWER EQUIPMENT	EQUIPMENT	11.94
02/03/2025	CLIVE POWER EQUIPMENT	EQUIPMENT REPAIR	20.99
01/10/2025	COLLECTION SERVICES CENTER	CURRENT PAY WITHHOLDING CHILD SUPPORT Pay Period: 1/4/2025	2,145.19
01/24/2025	COLLECTION SERVICES CENTER	CURRENT PAY WITHHOLDING CHILD SUPPORT Pay Period: 1/18/2025	2,145.19
02/03/2025	COMMERCE BANK	MARKETING__ BELIEU	239.98
02/03/2025	COMMERCE BANK	CONFERENCE EXPENSE__ BOYLE	599.00
02/03/2025	COMMERCE BANK	VEHICLE MAINT__ BOYLE	89.98
02/03/2025	COMMERCE BANK	CONFERENCE EXPENSE__ BOYLE	1,105.50
02/03/2025	COMMERCE BANK	CLOTHING ALLOWANCE__ BROWN	651.47
02/03/2025	COMMERCE BANK	TRAINING__ BROWN	399.00
02/03/2025	COMMERCE BANK	ASCE MEMBERSHIP__ CYGAN	291.00
02/03/2025	COMMERCE BANK	CONFERENCE EXPENSE__ CYGAN	345.96
02/03/2025	COMMERCE BANK	TRAINING__ CYGAN	300.00
02/03/2025	COMMERCE BANK	CONFERENCE EXPENSE__ DE KOCK	820.39

Date Paid	Vendor Name	Description	Amount Paid
02/03/2025	COMMERCE BANK	GFOA ANNUAL MEMBERSHIP__ EASTMAN	150.00
02/03/2025	COMMERCE BANK	SHIPPING EXPENSE__ FARLOW	111.82
02/03/2025	COMMERCE BANK	CONFERENCE EXPENSE__ FREESTONE	359.23
02/03/2025	COMMERCE BANK	PUBLIC RELATIONS__ GARCIA	14.99
02/03/2025	COMMERCE BANK	CONTRACT WORK__ GARCIA	98.10
02/03/2025	COMMERCE BANK	CONTRACT WORK__ GIBBS	25.00
02/03/2025	COMMERCE BANK	YOUTH BB GYM RENTAL__ GIBBS	4,335.00
02/03/2025	COMMERCE BANK	IIMC MEMBERSHIP__ GRAHAM	195.00
02/03/2025	COMMERCE BANK	RECORDING FEES__ GRAHAM	116.92
02/03/2025	COMMERCE BANK	PESTICIDE LICENSE__ GRANT	15.00
02/03/2025	COMMERCE BANK	PESTICIDE LICENSE__ GUNN	15.00
02/03/2025	COMMERCE BANK	MEETING EXPENSE__ HANSEN	34.37
02/03/2025	COMMERCE BANK	GFOA ANNUAL MEMBERSHIP__ HANSEN	190.00
02/03/2025	COMMERCE BANK	MAINT CONTRACT__ HARKEN	990.00
02/03/2025	COMMERCE BANK	SUBSCRIPTIONS__ HERZOG	156.00
02/03/2025	COMMERCE BANK	ISFSI MEMBERSHIP__ KALLEM	115.00
02/03/2025	COMMERCE BANK	TRAINING__ KALLEM	550.00
02/03/2025	COMMERCE BANK	OFFICE SUPPLIES__ KELLER	76.98
02/03/2025	COMMERCE BANK	REFUND TAX__ KELLER	10.08-
02/03/2025	COMMERCE BANK	CONFERENCE EXPENSE__ KELLER	1,255.00
02/03/2025	COMMERCE BANK	MARKETING__ KELLER	53.45
02/03/2025	COMMERCE BANK	YOUTH PROGRAM SUPPLIES__ KELLER	11.76
02/03/2025	COMMERCE BANK	MAINT CONTRACT__ KUZHIKANDATHIL	684.00
02/03/2025	COMMERCE BANK	CAR WASH__ LASS	12.00
02/03/2025	COMMERCE BANK	TRAINING__ LASS	309.00
02/03/2025	COMMERCE BANK	CONTRACT WORK HARBACH__ LUCAS	976.68
02/03/2025	COMMERCE BANK	ADVERTISING__ LUCAS	282.00
02/03/2025	COMMERCE BANK	OFFICE SUPPLIES__ LUCAS	489.19
02/03/2025	COMMERCE BANK	PE LICENSE RENEWAL__ MAY	100.00
02/03/2025	COMMERCE BANK	MEETING EXPENSE__ MAY	17.42
02/03/2025	COMMERCE BANK	TRAINING__ MAYER	1,942.80
02/03/2025	COMMERCE BANK	MEMBERSHIP EXPENSE__ MAYER	40.00
02/03/2025	COMMERCE BANK	EMPLOYEE APPRECIATION __ MCCARL	29.43
02/03/2025	COMMERCE BANK	MEETING EXPENSE__ MCQUILLEN	14.98
02/03/2025	COMMERCE BANK	TRAINING__ MCQUILLEN	429.00
02/03/2025	COMMERCE BANK	EMPLOYEE APPRECIATION __ MEASE	665.78
02/03/2025	COMMERCE BANK	POSTAGE__ MEASE	146.00
02/03/2025	COMMERCE BANK	SUPPLIES__ MEASE	55.00
02/03/2025	COMMERCE BANK	SUPPLIES__ MEASE	39.96
02/03/2025	COMMERCE BANK	TRAINING__ MERTENS	84.00
02/03/2025	COMMERCE BANK	ADULT LIBRARY BOOKS__ NELSON	327.63
02/03/2025	COMMERCE BANK	LIBRARY MEDIA__ NELSON	378.26
02/03/2025	COMMERCE BANK	OFFICE SUPPLIES__ NELSON	233.37
02/03/2025	COMMERCE BANK	ADULT PROGRAM SUPPLIES__ NELSON	74.51
02/03/2025	COMMERCE BANK	ADULT LIBRARY BOOKS HARBACH__ NELSON	13.60
02/03/2025	COMMERCE BANK	LIBRARY MEDIA HARBACH__ NELSON	79.85
02/03/2025	COMMERCE BANK	OFFICE SUPPLIES HARBACH__ NELSON	6.74
02/03/2025	COMMERCE BANK	CHILDREN BOOKS__ NELSON	24.95
02/03/2025	COMMERCE BANK	RENOVATIONS__ NELSON	20.87
02/03/2025	COMMERCE BANK	SHRM MEMBERSHIP__ NISIC	837.98
02/03/2025	COMMERCE BANK	TRAINING__ NIXON	136.00
02/03/2025	COMMERCE BANK	MEMBERSHIP EXPENSE__ OLLENDIKE	120.00
02/03/2025	COMMERCE BANK	PESTICIDE LICENSE__ PASCO	30.00
02/03/2025	COMMERCE BANK	TRAINING__ PFAFF	700.00
02/03/2025	COMMERCE BANK	APPLICATOR CERTIFICATION__ PFAFF	15.00
02/03/2025	COMMERCE BANK	CONTRACT WORK__ PHELPS	975.00
02/03/2025	COMMERCE BANK	SUPPLIES__ POTRATZ	22.24
02/03/2025	COMMERCE BANK	SUSTENANCE SUPPLIES__ RAMSEY	49.95

Date Paid	Vendor Name	Description	Amount Paid
02/03/2025	COMMERCE BANK	EQUIPMENT__ REHBERG	385.26
02/03/2025	COMMERCE BANK	UNIFORM ALLOWANCE__ REHBERG	58.05
02/03/2025	COMMERCE BANK	DUES__ REHBERG	345.00
02/03/2025	COMMERCE BANK	TRAINING__ RIVERA	370.20
02/03/2025	COMMERCE BANK	SUPPLIES__ RIVERA	992.16
02/03/2025	COMMERCE BANK	GOAT SUPPLIES__ ROLFES	301.79
02/03/2025	COMMERCE BANK	SUPPLIES__ SALTMARSH	30.00
02/03/2025	COMMERCE BANK	YOUTH COLLECTION__ SHALON-DEUR	67.39
02/03/2025	COMMERCE BANK	YOUTH COLLECTION HARBACH__ SHALON-DEUR	19.95
02/03/2025	COMMERCE BANK	YOUTH PROGRAM SUPPLIES__ SHALON-DEUR	509.18
02/03/2025	COMMERCE BANK	YOUTH PROGRAM SUPPLIES HARBACH__ SHALON-DEUR	178.79
02/03/2025	COMMERCE BANK	PRINTING__ SNOBERGER	94.93
02/03/2025	COMMERCE BANK	VEHICLE MAINT__ SOMSKY	3,317.59
02/03/2025	COMMERCE BANK	OFFICE SUPPLIES__ SOMSKY	36.40
02/03/2025	COMMERCE BANK	EQUIPMENT__ SOMSKY	277.50
02/03/2025	COMMERCE BANK	VEHICLE REPAIR__ SOMSKY	328.62
02/03/2025	COMMERCE BANK	PW REMODEL__ STEVENS	1,290.65
02/03/2025	COMMERCE BANK	PESTICIDE LICENSE__ SWENSON	15.00
02/03/2025	COMMERCE BANK	GCMOA__ VENEMA	22.23
02/03/2025	COMMERCE BANK	OFFICE SUPPLIES__ VENEMA	23.39
02/03/2025	COMMERCE BANK	POSTAGE__ VENEMA	43.80
02/03/2025	COMMERCE BANK	EQUIPMENT__ WEILER	369.18
01/08/2025	CONCRETE COMPANY	2024 PCC PAVEMENT REHAB PAY REQ 6	21,060.83
01/08/2025	CONFLUENCE	UNIVERSITY BLVD FLOOD MIT PAY REQ 2	24,089.42
02/03/2025	CONSENSUS CLOUD SOLUTIONS, LLC	HOSTED FAX	92.97
02/03/2025	CONSOLIDATED COMMUNICATIONS	PHONES LINES	1,183.41
02/03/2025	CONSOLIDATED ELECTRICAL DISTRI, IN	PW REMODEL	109.02
02/03/2025	CONSOLIDATED ELECTRICAL DISTRI, IN	PW REMODEL	181.70
02/03/2025	CONSOLIDATED ELECTRICAL DISTRI, IN	CREDIT	179.95-
02/03/2025	CONSOLIDATED ELECTRICAL DISTRI, IN	PW REMODEL	71.68
02/03/2025	CROWN TROPHY	FALL SPORTS AWARDS (RE-ORDER)	17.75
02/03/2025	CUSTOM AWARDS & EMBROIDERY	CIRKSENA BENCH PLAQUE	160.00
01/08/2025	D.W. ZINSER COMPANY INC	2814 W AVE DEMOLITION PAY REQ 1	28,025.00
02/03/2025	DCI GROUP	DCI GREENBELT LANDING CONSTRUCTION	44,275.46
02/03/2025	DENISE FORNEY	MISC CONTRACT WORK-CHILDREN	150.00
02/03/2025	DEPT OF INSPECTIONS AND APPEAL	CAMPBELL CONCESSIONS PERMIT 2025-26	150.00
02/03/2025	DEPT OF INSPECTIONS AND APPEAL	CLIVE FESTIVAL BINGO	15.00
02/03/2025	DEPT OF INSPECTIONS, APPEALS, LICENSING	BOILER INSPECTIONS	21.52
02/03/2025	DEPT OF INSPECTIONS, APPEALS, LICENSING	BOILER INSPECTIONS	5.80
02/03/2025	DEPT OF INSPECTIONS, APPEALS, LICENSING	BOILER INSPECTIONS	12.68
02/03/2025	DES MOINES REGISTER	NEWSPAPER SUBSCRIPTION	5.97
02/03/2025	DES MOINES STAMP MFG.CO.	NAME PLATES	35.00
02/03/2025	DES MOINES STEEL CO INC	BEAM FOR PUMP INSTALL	108.00
01/08/2025	DES MOINES WATER WORKS	WATER PURCHASE DECEMBER 2024	183,930.78
02/03/2025	DES MOINES WATER WORKS	WATER PURCHASE JANUARY 2025	68,246.00
02/03/2025	DES MOINES WATER WORKS	TESTING	1,170.00
02/03/2025	DINGES FIRE COMPANY	EQUIPMENT	4,861.32
02/03/2025	DINGES FIRE COMPANY	WARRANTY REPAIR WORK ON 5 SECTIONS OF HOSE	428.57
02/03/2025	DITCH WITCH OF MINNESOTA/IOWA	CCTV PARTS	489.20
02/03/2025	DITCH WITCH OF MINNESOTA/IOWA	CCTV TRANSPORT REPAIR	809.39
02/03/2025	DOOSAN BOBCAT NORTH AMERICA, INC	BOBCAT ANGLE SWEEPER BROOM	6,192.44
02/03/2025	EAGLE INVESTMENTS	REFUND DEPOSIT	50.00
02/03/2025	EAGLE INVESTMENTS	REFUND OVERPAYMENT	20.44
02/03/2025	EARL MAY SEED & NURSERY	15 BAGS PEAT MOSS	337.36
12/31/2024	EBS	Medical / Dental Ins - Dec	15,219.21
12/31/2024	EBS	Medical / Dental Ins - Dec	36,385.54
12/31/2024	EBS	Medical / Dental Ins - Dec	6,762.01
12/31/2024	EBS	Medical / Dental Ins - Dec	16,168.61

Date Paid	Vendor Name	Description	Amount Paid
12/31/2024	EBS	Medical / Dental Ins - Dec	6,458.76
12/31/2024	EBS	Medical / Dental Ins - Dec	4,974.85
12/31/2024	EBS	Medical / Dental Ins - Dec	6,212.54
12/31/2024	EBS	Medical / Dental Ins - Dec	13,189.55
12/31/2024	EBS	Medical / Dental Ins - Dec	4,094.63
12/31/2024	EBS	Medical / Dental Ins - Dec	3,725.44
12/31/2024	EBS	Medical / Dental Ins - Dec	3,712.15
12/31/2024	EBS	Medical / Dental Ins - Dec	1,564.43
12/31/2024	EBS	Medical / Dental Ins - Dec	2,468.14
12/31/2024	EBS	Medical / Dental Ins - Dec	663.05
12/31/2024	EBS	Medical / Dental Ins - Dec	9,653.15
12/31/2024	EBS	Medical / Dental Ins - Dec	1,601.10
12/31/2024	EBS	Medical / Dental Ins - Dec	16,293.91
12/31/2024	EBS	Medical / Dental Ins - Dec	4,693.29
12/31/2024	EBS	Medical / Dental Ins - Dec	5,903.21
12/31/2024	EBS	Medical / Dental Ins - Dec	5,921.80
12/31/2024	EBS	Medical / Dental Ins - Dec	3,295.16
12/31/2024	EBS	Vision Ins - Dec	111.36
12/31/2024	EBS	Vision Ins - Dec	310.92
12/31/2024	EBS	Vision Ins - Dec	64.07
12/31/2024	EBS	Vision Ins - Dec	191.33
12/31/2024	EBS	Vision Ins - Dec	46.40
12/31/2024	EBS	Vision Ins - Dec	55.68
12/31/2024	EBS	Vision Ins - Dec	49.49
12/31/2024	EBS	Vision Ins - Dec	105.17
12/31/2024	EBS	Vision Ins - Dec	30.93
12/31/2024	EBS	Vision Ins - Dec	27.84
12/31/2024	EBS	Vision Ins - Dec	37.12
12/31/2024	EBS	Vision Ins - Dec	9.28
12/31/2024	EBS	Vision Ins - Dec	27.84
12/31/2024	EBS	Vision Ins - Dec	9.28
12/31/2024	EBS	Vision Ins - Dec	64.96
12/31/2024	EBS	Vision Ins - Dec	18.56
12/31/2024	EBS	Vision Ins - Dec	148.64
12/31/2024	EBS	Vision Ins - Dec	27.84
12/31/2024	EBS	Vision Ins - Dec	46.40
12/31/2024	EBS	Vision Ins - Dec	37.12
12/31/2024	EBS	Vision Ins - Dec	55.68
12/31/2024	EBS	Life, LTD, AD&D Ins - Dec	317.30
12/31/2024	EBS	Life, LTD, AD&D Ins - Dec	477.13
12/31/2024	EBS	Life, LTD, AD&D Ins - Dec	195.77
12/31/2024	EBS	Life, LTD, AD&D Ins - Dec	465.11
12/31/2024	EBS	Life, LTD, AD&D Ins - Dec	192.92
12/31/2024	EBS	Life, LTD, AD&D Ins - Dec	251.66
12/31/2024	EBS	Life, LTD, AD&D Ins - Dec	189.30
12/31/2024	EBS	Life, LTD, AD&D Ins - Dec	359.84
12/31/2024	EBS	Life, LTD, AD&D Ins - Dec	117.72
12/31/2024	EBS	Life, LTD, AD&D Ins - Dec	111.72
12/31/2024	EBS	Life, LTD, AD&D Ins - Dec	170.16
12/31/2024	EBS	Life, LTD, AD&D Ins - Dec	34.31
12/31/2024	EBS	Life, LTD, AD&D Ins - Dec	171.37
12/31/2024	EBS	Life, LTD, AD&D Ins - Dec	33.57
12/31/2024	EBS	Life, LTD, AD&D Ins - Dec	258.57
12/31/2024	EBS	Life, LTD, AD&D Ins - Dec	53.45
12/31/2024	EBS	Life, LTD, AD&D Ins - Dec	19.00
12/31/2024	EBS	Life, LTD, AD&D Ins - Dec	135.89
12/31/2024	EBS	Life, LTD, AD&D Ins - Dec	146.78
12/31/2024	EBS	Life, LTD, AD&D Ins - Dec	121.63

Date Paid	Vendor Name	Description	Amount Paid
12/31/2024	EBS	Life, LTD, AD&D Ins - Dec	148.45
12/31/2024	EBS	Flex Admin - Dec	9.20
12/31/2024	EBS	Flex Admin - Dec	41.40
12/31/2024	EBS	Flex Admin - Dec	2.76
12/31/2024	EBS	Flex Admin - Dec	11.04
12/31/2024	EBS	Flex Admin - Dec	4.60
12/31/2024	EBS	Flex Admin - Dec	4.60
12/31/2024	EBS	Flex Admin - Dec	9.20
12/31/2024	EBS	Flex Admin - Dec	4.60
12/31/2024	EBS	Flex Admin - Dec	4.60
12/31/2024	EBS	Flex Admin - Dec	4.60
12/31/2024	EBS	Flex Admin - Dec	18.40
12/31/2024	EBS	Flex Admin - Dec	4.60
12/31/2024	EBS	Flex Admin - Dec	4.60
12/31/2024	EBS	Flex Admin - Dec	32.20
12/31/2024	EBS	Flex Admin - Dec	13.80
12/31/2024	EBS	Flex Admin - Dec	4.60
01/10/2025	EBS	MEDICAL WITHHOLDING DENTAL INSURANCE - DELTA (EBS) Pay Period: 1/4	2,250.99
01/10/2025	EBS	MEDICAL WITHHOLDING MED W 750 FAMILY EXEMPT Pay Period: 1/4/2025	8,056.73
01/10/2025	EBS	MEDICAL WITHHOLDING MED W 750 EMPE + 1 EXEMPT Pay Period: 1/4/202	1,823.22
01/10/2025	EBS	MEDICAL WITHHOLDING MED W 750 SINGLE EXEMPT Pay Period: 1/4/2025	622.98
01/10/2025	EBS	MEDICAL WITHHOLDING MED - HDHP FAMILY Pay Period: 1/4/2025	1,290.70
01/10/2025	EBS	MEDICAL WITHHOLDING MED-HDHP EMPL +1 Pay Period: 1/4/2025	362.52
01/10/2025	EBS	MEDICAL WITHHOLDING MED HDHP SINGLE Pay Period: 1/4/2025	509.76
01/24/2025	EBS	MEDICAL WITHHOLDING DENTAL INSURANCE - DELTA (EBS) Pay Period: 1/1	2,278.78
01/24/2025	EBS	MEDICAL WITHHOLDING MED W 750 FAMILY EXEMPT Pay Period: 1/18/2025	8,056.73
01/24/2025	EBS	MEDICAL WITHHOLDING MED W 750 EMPE + 1 EXEMPT Pay Period: 1/18/20	1,823.22
01/24/2025	EBS	MEDICAL WITHHOLDING MED W 750 SINGLE EXEMPT Pay Period: 1/18/2025	762.81
01/24/2025	EBS	MEDICAL WITHHOLDING MED - HDHP FAMILY Pay Period: 1/18/2025	1,290.70
01/24/2025	EBS	MEDICAL WITHHOLDING MED-HDHP EMPL +1 Pay Period: 1/18/2025	362.52
01/24/2025	EBS	MEDICAL WITHHOLDING MED HDHP SINGLE Pay Period: 1/18/2025	509.76
01/10/2025	EFTPS	FWT/FICA/MEDICARE CURRENT PAY FEDERAL WITHHOLDING TAX Pay Peri	53,149.67
01/10/2025	EFTPS	FWT/FICA/MEDICARE CURRENT PAY SOCIAL SECURITY Pay Period: 1/4/202	31,747.44
01/10/2025	EFTPS	FWT/FICA/MEDICARE CURRENT PAY SOCIAL SECURITY Pay Period: 1/4/202	31,747.44
01/10/2025	EFTPS	FWT/FICA/MEDICARE CURRENT PAY MEDICARE Pay Period: 1/4/2025	7,456.23
01/10/2025	EFTPS	FWT/FICA/MEDICARE CURRENT PAY MEDICARE Pay Period: 1/4/2025	7,456.23
01/24/2025	EFTPS	FWT/FICA/MEDICARE CURRENT PAY FEDERAL WITHHOLDING TAX Pay Peri	50,615.98
01/24/2025	EFTPS	FWT/FICA/MEDICARE CURRENT PAY SOCIAL SECURITY Pay Period: 1/18/20	31,100.31
01/24/2025	EFTPS	FWT/FICA/MEDICARE CURRENT PAY SOCIAL SECURITY Pay Period: 1/18/20	31,100.31
01/24/2025	EFTPS	FWT/FICA/MEDICARE CURRENT PAY MEDICARE Pay Period: 1/18/2025	7,273.45
01/24/2025	EFTPS	FWT/FICA/MEDICARE CURRENT PAY MEDICARE Pay Period: 1/18/2025	7,273.45
02/03/2025	ELECTRONIC ENGINEERING CO	TOWER SERVICE	32.00
02/03/2025	ELECTRONIC ENGINEERING CO	TOWER SERVICE	32.00
02/03/2025	EMMONS & OLIVER RESOURCES INC	CULTURAL AND ARCHAEOLOGICAL REVIEW	2,000.00
02/03/2025	EMS MANAGEMENT & CONSULTANTS INC	DECEMBER EMS BILLING FEE	1,859.04
02/03/2025	EPIC iO TECHNOLOGIES	PHONE LINES	155.35
02/03/2025	ESTEFANY JHOANY LINARES-CR	INTERPRETER	70.00
02/03/2025	ESTEFANY JHOANY LINARES-CR	INTERPRETER	70.00
02/03/2025	FASTSIGNS	NEW CAR SETUP -GRAPHICS - CEP	850.00
02/03/2025	FASTSIGNS	NEW CAR SETUP -GRAPHICS #211	850.00
02/03/2025	FASTSIGNS	TRAINING ROOM AND ENTRYWAY SIGNAGE	193.39
02/03/2025	FASTSIGNS	DECALS	30.47
02/03/2025	FASTSIGNS	HELMET/MAGNET/LOCKER NAME TAGS	27.00
02/03/2025	FERGUSON ENTERPRISES INC	BUILDING MAINT	13.24
02/03/2025	FERGUSON ENTERPRISES INC	BUILDING MAINT	13.25
02/03/2025	FERGUSON ENTERPRISES INC	BUILDING MAINT	13.25
02/03/2025	FERGUSON ENTERPRISES INC	BUILDING MAINT	13.25
02/03/2025	FIRE SERVICE TRAINING BUREAU	FIRE INSPECTOR 1 CERTIFICATE-LUNDQUIST	50.00

Date Paid	Vendor Name	Description	Amount Paid
02/03/2025	FOUNDATION BUILDING MATERIALS	PW REMODEL	416.40
02/03/2025	FOUNDATION BUILDING MATERIALS	PW REMODEL	1,930.24
02/03/2025	FREEDOM FIRST AID & SAFETY LLC	SAFETY EQUIPMENT	16.01
02/03/2025	FREEDOM FIRST AID & SAFETY LLC	SAFETY EQUIPMENT	16.03
02/03/2025	FREEDOM FIRST AID & SAFETY LLC	SAFETY EQUIPMENT	16.03
02/03/2025	FREEDOM FIRST AID & SAFETY LLC	SAFETY EQUIPMENT	16.03
02/03/2025	FREEDOM FIRST AID & SAFETY LLC	FIRST AID SUPPLIES	51.35
02/03/2025	FURRY FRIENDS REFUGE	ANIMAL CONTROL SERVICES APR/JUNE 2024	580.00
02/03/2025	FURRY FRIENDS REFUGE	ANNUAL USER FEE FY23/24	2,625.00
02/03/2025	FURRY FRIENDS REFUGE	ANIMAL CONTROL SERVICES JULY-SEPT 2024	1,430.00
02/03/2025	GALLS LLC	CHIEF GARCIA UNIFORM ACCESSORIES	12.48
02/03/2025	GALLS LLC	CHIEF MORRIS CLASS A WHITE SHIRT	89.47
02/03/2025	GALLS LLC	CHIEF MORRIS UNIFORM	168.27
02/03/2025	GALLS LLC	UNIFORM ALLOW - A. BOES	44.63
02/03/2025	GALLS LLC	CHIEF MORRIS CLASS A DRESS COAT	520.93
02/03/2025	GANNETT IOWA LOCALIQ	PH NOTICES	88.12
02/03/2025	GANNETT IOWA LOCALIQ	MINUTES	523.40
02/03/2025	GRAINGER	REPLACEMENT SUMP PUMPS	547.42
02/03/2025	GROUP CREATIVE SERVICES	PAYMENT 1 FOR AQUATIC DANCE PUBLIC ART AT GREENBELT LANDING	37,500.00
02/03/2025	GTR DM CONVENTION & VISITORS B	2/7 HOTEL MOTEL JANUARY 25	22,302.31
01/27/2025	HEAVEN ASHA ROSE WRIGHT	REIMBURSE RESTITUTION	2,999.50
02/03/2025	HI TOUCH BUSINESS SERVICES	SUPPLIES	62.88
02/03/2025	HI TOUCH BUSINESS SERVICES	OFFICE SUPPLIES	243.84
02/03/2025	HI TOUCH BUSINESS SERVICES	OFFICE SUPPLIES	83.46
02/03/2025	HI TOUCH BUSINESS SERVICES	OFFICE SUPPLIES	24.03
02/03/2025	HI TOUCH BUSINESS SERVICES	SHOP SUPPLIES	35.19
02/03/2025	HILLTOP TIRE SERVICE	TIRE REPAIR	34.24
02/03/2025	HOUSBY HEAVY EQUIPMENT	#788 REPAIR	1,345.63
02/03/2025	HUMANA-MEDICARE	OVERPAYMENT ON PATIENT ACCOUNT	268.13
01/17/2025	I.S.C.I.A.	CONF REGISTRATION - JENNETT	175.00
01/10/2025	ICMA	LOAN REPAYMENT LOAN REPAYMENT Pay Period: 1/4/2025	781.79
01/24/2025	ICMA	LOAN REPAYMENT LOAN REPAYMENT Pay Period: 1/18/2025	781.79
01/10/2025	ICMA RETIREMENT CORP.#457	CURRENT PAY WITHHOLDING ICMA CITY OUT DEF COMP - Pay Period: 1/4/2	6,575.89
01/10/2025	ICMA RETIREMENT CORP.#457	CURRENT PAY WITHHOLDING ICMA -DEF COMP Pay Period: 1/4/2025	11,430.23
01/10/2025	ICMA RETIREMENT CORP.#457	CURRENT PAY WITHHOLDING ICMA ROTH DEF COMP Pay Period: 1/4/2025	10,632.03
01/24/2025	ICMA RETIREMENT CORP.#457	CURRENT PAY WITHHOLDING ICMA CITY OUT DEF COMP - Pay Period: 1/18/	6,599.22
01/24/2025	ICMA RETIREMENT CORP.#457	CURRENT PAY WITHHOLDING ICMA -DEF COMP Pay Period: 1/18/2025	11,453.56
01/24/2025	ICMA RETIREMENT CORP.#457	CURRENT PAY WITHHOLDING ICMA ROTH DEF COMP Pay Period: 1/18/2025	10,788.20
02/03/2025	IMAGE SOLUTIONS	LOGOED APPAREL CH	16.50
02/03/2025	IMAGE SOLUTIONS	LOGOED APPAREL FD	60.00
02/03/2025	IMAGE SOLUTIONS	LOGOED APPAREL PD	92.00
02/03/2025	IMAGE SOLUTIONS	LOGOED APPAREL PARKS	200.00
02/03/2025	IMAGE SOLUTIONS	LOGOED APPAREL PW	672.50
02/03/2025	INFOMAX OFFICE SYSTEMS INC	COPIER MAINT	1,061.73
02/03/2025	INFOMAX OFFICE SYSTEMS INC	PROFESSIONAL FEES	312.50
02/03/2025	INFOMAX OFFICE SYSTEMS INC	PLOTTER PAPER	68.77
02/03/2025	INFOMAX OFFICE SYSTEMS INC	COPIER MAINT	989.50
02/03/2025	INGRAM LIBRARY SERVICES	BOOKS-CHILDREN	189.58
02/03/2025	INGRAM LIBRARY SERVICES	BOOKS-YOUNG ADULT	20.98
02/03/2025	INGRAM LIBRARY SERVICES	BOOKS-HARBACH-CHILDREN	8.44
02/03/2025	INGRAM LIBRARY SERVICES	BOOKS-CHILDREN	12.64
02/03/2025	INGRAM LIBRARY SERVICES	BOOKS-CHILDREN	3.59
02/03/2025	INGRAM LIBRARY SERVICES	BOOKS-HARBACH-CHILDREN	11.24
02/03/2025	INGRAM LIBRARY SERVICES	BOOKS-CHILDREN	111.46
02/03/2025	INGRAM LIBRARY SERVICES	BOOKS-CHILDREN	186.44
02/03/2025	INGRAM LIBRARY SERVICES	BOOKS-YOUNG ADULT	19.03
02/03/2025	INGRAM LIBRARY SERVICES	BOOKS-HARBACH-CHILDREN	11.24
02/03/2025	INGRAM LIBRARY SERVICES	BOOKS-YOUNG ADULT	70.65

Date Paid	Vendor Name	Description	Amount Paid
02/03/2025	INGRAM LIBRARY SERVICES	BOOKS-HARBACH-CHILDREN	40.04
02/03/2025	INGRAM LIBRARY SERVICES	BOOKS-CHILDREN	446.06
02/03/2025	INTERSTATE ALL BATTERY CENTER	BATTERIES	19.40
02/03/2025	INTERSTATE ALL BATTERY CENTER	BATTERIES	393.70
02/03/2025	IOWA INTERNATIONAL CENTER	PROFESSIONAL FEES - INTERPRETER	47.15
02/03/2025	IOWA INTERSTATE RAILROAD LTD	RR MAINTENANCE FEE OCTOBER 2024	685.44
02/03/2025	IOWA INTERSTATE RAILROAD LTD	RR MAINT FEE NOVEMBER 2024	685.44
02/03/2025	IOWA INTERSTATE RAILROAD LTD	RR MAINT FEE DECEMBER 2024	685.44
02/03/2025	IOWA INTERSTATE RAILROAD LTD	RR MAINTENANCE FEE 2025 ANNUAL	8,641.92
02/03/2025	IOWA MEDICAID	FEBRUARY 2025 STATE SHARE OF GEMT	12,800.64
02/03/2025	IOWA ONE CALL	LOCATES	322.35
02/03/2025	IOWA ONE CALL	LOCATES	322.35
02/03/2025	IOWA-DES MOINES SUPPLY INC	TRASH CAN LINERS	249.58
01/10/2025	IPERS	CURRENT PAY IPERS WITHHOLDING IPERS-ELECTED OFFICIALS Pay Perio	204.59
01/10/2025	IPERS	CURRENT PAY IPERS WITHHOLDING IPERS-REGULAR MEMBERS Pay Perio	19,125.23
01/10/2025	IPERS	CURRENT PAY IPERS WITHHOLDING IPERS-REGULAR MEMBERS Pay Perio	28,703.08
01/10/2025	IPERS	CURRENT PAY IPERS WITHHOLDING IPERS RETIREMENT -FIRE Pay Period:	6,175.91
01/10/2025	IPERS	CURRENT PAY IPERS WITHHOLDING IPERS RETIREMENT -FIRE Pay Period	9,258.93
01/10/2025	IPERS	CURRENT PAY IPERS WITHHOLDING IPERS-ELECTED OFFICIALS Pay Perio	136.31
01/24/2025	IPERS	CURRENT PAY IPERS WITHHOLDING IPERS RETIREMENT -FIRE Pay Period:	8,216.12
01/24/2025	IPERS	CURRENT PAY IPERS WITHHOLDING IPERS-REGULAR MEMBERS Pay Perio	19,288.68
01/24/2025	IPERS	CURRENT PAY IPERS WITHHOLDING IPERS-REGULAR MEMBERS Pay Perio	28,948.29
01/24/2025	IPERS	CURRENT PAY IPERS WITHHOLDING IPERS RETIREMENT -FIRE Pay Period:	5,480.34
02/03/2025	JOHN WEILER	CABIN FEVER RELIEVER ICE SCULPTING	600.00
02/03/2025	KELLY BROWN	REFUND DEPOSIT	14.36
02/03/2025	KING DELIVERY SERVICE INC	DELIVERY CHARGES	11.75
02/03/2025	KING'S THRONE, LLC	PW REMODEL	425.00
02/03/2025	KNOCKERBALL 118	HARBACH SAT SPECIALS JAN 18	700.00
02/03/2025	KNOCKERBALL 118	HARBACH SAT SPECIALS FEB 15	700.00
02/03/2025	KSU SALINA	TRAINING	5,700.00
02/03/2025	L TRON CORPORATION	PD CAR SCANNER	414.00
02/03/2025	LIBRARY FURNITURE INTERNATIONAL	CAPITAL EQUIPMENT	3,254.00
02/03/2025	LINDE GAS & EQUIPMENT INC	RENTAL ON OXYGEN TANKS AND OXYGEN REFILL	1,055.46
02/03/2025	LOGAN CONTRACTORS SUPPLY	BLUE PAINT	648.00
02/03/2025	LOGAN CONTRACTORS SUPPLY	MARKING PAINT HAND WAND	157.60
02/03/2025	LOGAN CONTRACTORS SUPPLY	CREDIT SUPPLIES	540.00
02/03/2025	LOGAN CONTRACTORS SUPPLY	RING SAW REPAIR	1,036.68
02/03/2025	LOGAN CONTRACTORS SUPPLY	SURFACE GRINDER	343.85
02/03/2025	LOWES HOME CENTERS INC	FLOOR DRAIN MAINT	97.22
02/03/2025	MACQUEEN EQUIPMENT	JET TRUCK REPAIR	34,878.85
02/03/2025	MAIL SERVICES	NEWSLETTER	1,073.68
02/03/2025	MAIL SERVICES	POSTAGE	2,525.86
02/03/2025	MAIL SERVICES	BILLS	824.70
02/03/2025	MAIL SERVICES	SNOW/ICE/GREENIE POSTCARD	4,075.49
01/08/2025	MAINLINE CONSTRUCTION INC	NW 99TH CT RECON PAY REQ 9	58,178.44
02/03/2025	MARTIN MARIETTA MATERIALS	WATER MAIN BREAK 1" ROCK PIPE BEDDING	1,796.60
02/03/2025	MEDIACOM	LIBRARY INTERNET	304.90
02/03/2025	MEDIACOM	LIBRARY INTERNET	19.95
02/03/2025	MENARDS	PARTS	11.92
02/03/2025	MENARDS	MAYORS TREE LIGHTING SUPPLIES	74.57
02/03/2025	MENARDS	SAFETY EQUIPMENT	12.36
02/03/2025	MENARDS	WALNUT HILLS STORM WATER IMPROVEMENT	12.99
02/03/2025	MENARDS	BUILDING MAINT	11.25
02/03/2025	MENARDS	BUILDING MAINT	11.25
02/03/2025	MENARDS	BUILDING MAINT	11.25
02/03/2025	MENARDS	BUILDING MAINT	11.24
02/03/2025	MENARDS	BOOT DRYER	60.24
02/03/2025	MENARDS	SHOP SUPPLIES	21.96

Date Paid	Vendor Name	Description	Amount Paid
02/03/2025	MENARDS	SUPPLIES	3.65
02/03/2025	MENARDS	REMODEL SUPPLIES	212.89
02/03/2025	MENARDS	PW REMODEL	46.11
02/03/2025	MENARDS	GLOVES	109.67
02/03/2025	MENARDS	CONFERENCE ROOM TV INSTALLATION	83.66
02/03/2025	MENARDS	ELECTRICAL & INTERNET SUPPLIES	16.49
02/03/2025	MENARDS	ASSORTED SCREWS	11.97
02/03/2025	MENARDS	REMODEL SUPPLIES	7.68
02/03/2025	MENARDS	REMODEL SUPPLIES	259.22
02/03/2025	MENARDS	REMODEL SUPPLIES	25.65
02/03/2025	MENARDS	SHOP STOCK	5.74
02/03/2025	MENARDS	REMODEL SUPPLIES	408.85
02/03/2025	MENARDS	EQUIP REPAIR	20.59
02/03/2025	MENARDS	SUPPLIES	47.93
02/03/2025	MENARDS	REMODEL SUPPLIES	411.56
02/03/2025	MENARDS	REMODEL SUPPLIES	18.54
02/03/2025	MENARDS	BUILDING MAINT	131.94
02/03/2025	MENARDS	REMODEL SUPPLIES	222.15
02/03/2025	MENARDS	REMODEL SUPPLIES	150.93
02/03/2025	MENARDS	SUPPLIES	14.92
02/03/2025	MENARDS	SUPPLIES	71.22
02/03/2025	MENARDS	REMODEL SUPPLIES	55.93
02/03/2025	MENARDS	BUILDING MAINT	85.20
02/03/2025	MENARDS	REMODEL SUPPLIES	158.10
02/03/2025	MENARDS	CREDIT	304.15
02/03/2025	MENARDS	BUILDING MAINT	176.98
02/03/2025	MENARDS	SHOP SUPPLIES	15.04
02/03/2025	MENARDS	SUPPLIES	19.14
02/03/2025	MENARDS	PW REMODEL	64.84
02/03/2025	MENARDS	PW REMODEL	2.78
02/03/2025	MENARDS	PW REMODEL	352.26
02/03/2025	MENARDS	EQUIPMENT MAINT	32.31
02/03/2025	MENARDS	PW REMODEL	247.82
02/03/2025	MENARDS	DEER REPELLENT	35.99
02/03/2025	MENARDS	METAL SAW BLADES	17.48
02/03/2025	MENARDS	OFFICE SUPPLIES	4.98
02/03/2025	MENARDS	#788 WING CART	75.96
02/03/2025	MENARDS	PW REMODEL	55.81
02/03/2025	MENARDS	PW RACK	129.96
02/03/2025	MENARDS	TV TRUCK	14.99
02/03/2025	MENARDS	FLOOR GRATE MAINT	62.91
02/03/2025	MENARDS	PW REMODEL	11.18
02/03/2025	MENARDS	OFFICE SUPPLIES	4.59
02/03/2025	MENARDS	PW REMODEL	3.84
02/03/2025	MENARDS	PW REMODEL	25.97
02/03/2025	MENARDS	SUPPLIES	26.60
02/03/2025	MENARDS	PW REMODEL	3.38
02/03/2025	MENARDS	PW REMODEL	38.38
02/03/2025	MENARDS	BUILDING REPAIRS HARBACH	169.06
02/03/2025	MENARDS	OIL DRY	64.90
02/03/2025	MENARDS	SHOP STOCK	39.39
02/03/2025	MENARDS	OIL DRY	64.90
02/03/2025	MENARDS	EQUIPMENT MAINT	12.97
02/03/2025	MENARDS	BUILDING MAINT DRAWER GUIDES	34.98
02/03/2025	MENARDS	PW REMODEL	112.31
02/03/2025	MERCYONE CLIVE PHARMACY	EMS MEDICATION	139.51
02/03/2025	MERCYONE HEALTH & FITNESS CENTER	WELLNESS COACHING	360.00
02/03/2025	MERCYONE OCCUPATIONAL HEALTH	PHYSICALS & DRUG SCREENS	991.00

Date Paid	Vendor Name	Description	Amount Paid
02/03/2025	MERCYONE OCCUPATIONAL HEALTH	PHYSICALS & DRUG SCREENS	552.00
02/03/2025	METRO WASTE AUTHORITY	COMPOST STICKERS	4,514.00
02/03/2025	METRO WASTE AUTHORITY	COMPOST STICKERS	11,224.00
02/03/2025	METRO WASTE AUTHORITY	COMPOST STICKERS	11,468.00
02/03/2025	METRO WASTE AUTHORITY	COMPOST STICKERS	610.00
02/03/2025	METRO WASTE AUTHORITY	COMPOST STICKERS	366.00
02/03/2025	METRO WASTE AUTHORITY	YARD WASTE STICKERS	300.00
02/03/2025	METRO WASTE AUTHORITY	LARGE ITEM STICKERS	700.00
02/03/2025	METRONET	INTERNET PS	822.67
02/03/2025	MIDAMERICAN ENERGY DAV	WATER FACILITIES	704.54
02/03/2025	MIDAMERICAN ENERGY DAV	TRAFFIC LIGHTS	615.78
02/03/2025	MIDAMERICAN ENERGY DAV	STREET LIGHTS	16,345.35
02/03/2025	MIDAMERICAN ENERGY DAV	ELEC/GAS SERVICE	223.47
02/03/2025	MIDAMERICAN ENERGY DAV	ELEC/GAS SERVICE	1,231.25
02/03/2025	MIDAMERICAN ENERGY DAV	TRAFFIC LIGHTS	24.46
02/03/2025	MIDAMERICAN ENERGY DAV	TRAFFIC LIGHTS	25.04
02/03/2025	MIDAMERICAN ENERGY DAV	TRAFFIC LIGHTS	104.45
02/03/2025	MIDAMERICAN ENERGY DAV	ELEC/GAS SERVICE	3,675.06
02/03/2025	MIDAMERICAN ENERGY DAV	PW BUILDING	945.81
02/03/2025	MIDAMERICAN ENERGY DAV	ELEC/GAS SERVICE	4,147.04
02/03/2025	MIDAMERICAN ENERGY DAV	ELEC/GAS SERVICE	1,117.70
02/03/2025	MIDAMERICAN ENERGY DAV	ELEC/GAS SERVICE	2,443.52
02/03/2025	MIDAMERICAN ENERGY DAV	ELEC/GAS SERVICE	118.23
02/03/2025	MIDAMERICAN ENERGY DAV	ELEC/GAS SERVICE	510.85
02/03/2025	MIDAMERICAN ENERGY DAV	ELEC/GAS SERVICE	13.24
02/03/2025	MIDAMERICAN ENERGY DAV	ELEC/GAS SERVICE	431.66
02/03/2025	MIDAMERICAN ENERGY DAV	ELEC/GAS SERVICE	10.17
02/03/2025	MIDAMERICAN ENERGY DAV	ELEC/GAS SERVICE	22.26
02/03/2025	MIDAMERICAN ENERGY DAV	WATER FACILITIES	17.00
02/03/2025	MIDAMERICAN ENERGY DAV	ELEC/GAS SERVICE	2,247.73
02/03/2025	MIDAMERICAN ENERGY DAV	ELEC/GAS SERVICE	170.99
02/03/2025	MIDWEST TAPE, LLC	EBOOK HOOPLA FLEX	499.96
02/03/2025	MIDWEST TAPE, LLC	EBOOK HOOPLA FLEX	85.38
02/03/2025	MIDWEST TAPE, LLC	EBOOK HOOPLA FLEX	169.00
02/03/2025	MIDWEST TAPE, LLC	EBOOK HOOPLA FLEX	42.75
02/03/2025	MISTER CAR WASH	CAR WASHES	260.00
02/03/2025	MUNICIPAL COLLECTIONS OF AMERICA	IOP COLLECTIONS	90.90
02/03/2025	MUNICIPAL COLLECTIONS OF AMERICA	IOP COLLECTIONS	2,341.27
01/10/2025	MUNICIPAL FIRE & POLICE	CURRENT PAY WITHHOLDING MUNICIPAL FIRE & POLICE RETIRE Pay Perio	22,833.21
01/10/2025	MUNICIPAL FIRE & POLICE	CURRENT PAY WITHHOLDING MUNICIPAL FIRE & POLICE RETIRE Pay Perio	9,623.01
01/24/2025	MUNICIPAL FIRE & POLICE	CURRENT PAY WITHHOLDING MUNICIPAL FIRE & POLICE RETIRE Pay Perio	21,959.11
01/24/2025	MUNICIPAL FIRE & POLICE	CURRENT PAY WITHHOLDING MUNICIPAL FIRE & POLICE RETIRE Pay Perio	9,254.62
02/03/2025	NAPA DISTRIBUTION CENTER	PARTS	7.79
02/03/2025	NAPA DISTRIBUTION CENTER	SHOP TOOLS	.90
02/03/2025	NAPA DISTRIBUTION CENTER	SHOP STOCK	19.38
02/03/2025	NAPA DISTRIBUTION CENTER	EQUIPMENT MAINT	72.31
02/03/2025	NAPA DISTRIBUTION CENTER	EQUIPMANT MAINT	19.25
02/03/2025	NAPA DISTRIBUTION CENTER	EQUIPTMENT MAINT	60.88
02/03/2025	NAPA DISTRIBUTION CENTER	EQUIPMENT MAINT	30.44
02/03/2025	NETWORKS	HOSTED EMAIL	1,422.15
02/03/2025	NETWORKS	SOFTWARE SUBSCRIPTION	27.00
02/03/2025	NETWORKS	MAINT SUBSCRIPTION	6,248.00
02/03/2025	NETWORKS	SOFTWARE SUBSCRIPTION	7.70
02/03/2025	NORTHLAND PRODUCTS CO	CREDIT	22.00-
02/03/2025	NORTHLAND PRODUCTS CO	SHOP SUPPLIES	194.51
02/03/2025	NORTHLAND PRODUCTS CO	PARTS	352.95
02/03/2025	NYEMASTER-GOODE	PROSECUTIONS	7,697.00
02/03/2025	NYEMASTER-GOODE	CITY COUNCIL	850.00

Date Paid	Vendor Name	Description	Amount Paid
02/03/2025	NYEMASTER-GOODE	LEGAL GENERAL	3,787.00
02/03/2025	NYEMASTER-GOODE	LEGAL	3,256.00
02/03/2025	NYEMASTER-GOODE	LEGAL	175.00
02/03/2025	NYEMASTER-GOODE	LEGAL	575.00
02/03/2025	NYEMASTER-GOODE	LEGAL HR	1,625.00
02/03/2025	OPN ARCHITECTS INC	CH REMODEL DESIGN SERVICES PAY REQ 9	9,761.65
02/03/2025	OVERHEAD DOOR COMPANY	GARAGE DOOR REPAIR	130.00
02/03/2025	P & P SMALL ENGINES INC	SMALL EQUIPMENT PARTS	81.99
02/03/2025	P & P SMALL ENGINES INC	EQUIPMENT MAINT	193.95
12/31/2024	PAYMENTECH - CHASE BANK	Dec CC Fees	1,971.20
12/31/2024	PAYMENTECH - CHASE BANK	Dec CC Fees	1,576.96
12/31/2024	PAYMENTECH - CHASE BANK	Dec CC Fees	394.24
12/31/2024	PAYMENTECH - CHASE BANK	Dec CC Fees	31.01
12/31/2024	PAYMENTECH - CHASE BANK	Dec CC Fees	8.61
12/31/2024	PAYMENTECH - CHASE BANK	Dec CC Fees	255.19
12/31/2024	PAYMENTECH - CHASE BANK	Dec CC Fees	255.19
12/31/2024	PAYMENTECH - CHASE BANK	Dec CC Fees	758.33
12/31/2024	PAYMENTECH - CHASE BANK	Dec CC Fees	35.34
12/31/2024	PAYMENTECH - CHASE BANK	Dec CC Fees	18.03
02/03/2025	PAYPAL INC VPS	DATA PROCESSING-ECOMMERCE	54.10
02/03/2025	PER MAR SECURITY SERVICES	BUILDING REPAIR	65.00
02/03/2025	PER MAR SECURITY SERVICES	SECURITY SERVICES	914.52
02/03/2025	PER MAR SECURITY SERVICES	SECURITY SERVICES	782.88
02/03/2025	PER MAR SECURITY SERVICES	SECURITY SERVICES	914.40
02/03/2025	PER MAR SECURITY SERVICES	SECURITY SERVICES	2,160.00
02/03/2025	PFM ASSET MANAGEMENT LLC	2019B AND 2019C ARBITRAGE REPORT	2,500.00
02/03/2025	PHIL DICKEY	MARTIAL ARTS INSTRUCTION	585.00
02/03/2025	PLAYAWAY PRODUCTS LLC	YOUTH MEDIA	240.70
02/03/2025	POLK COUNTY EMERGENCY	POLK CO EMA 28E	5,517.00
02/03/2025	POOLEQUIP LLC	3X4 SAFETY PAD	1,445.02
02/03/2025	PSYCHOLOGY ASSOCIATES	PROFESSIONAL FEES	300.00
02/03/2025	QUADIENT INC	POSTAGE ACCT 8124352	3,000.00
02/03/2025	QUALITY RESOURCE GROUP INC	GOAT HATS	683.76
02/03/2025	RANGEMASTERS	NEW OFFICER UNIFORM - G. HAWK	1,014.00
02/03/2025	REGENTS OF THE UNIV OF MINNESOTA	DATA PROCESSING	1,950.00
01/10/2025	RELIANCE STANDARD LIFE INSURANCE	VOL LIFE INSURANCE Pay Period: 1/4/2025	1,198.20
01/24/2025	RELIANCE STANDARD LIFE INSURANCE	VOL LIFE INSURANCE Pay Period: 1/18/2025	1,198.20
02/03/2025	RINGCENTRAL INC	HOSTED VOICE	2,694.98
02/03/2025	ROE CONSULTING LLC	PREPARE AND FILE FY24 GEMT COST REPORT	5,000.00
02/03/2025	SAM SALURI	WITNESS FEES	12.00
02/03/2025	SECURITY EQUIPMENT INC	DOOR RELAY	17.00
02/03/2025	SECURITY EQUIPMENT INC	LOCKS	17.00
02/03/2025	SECURITY EQUIPMENT INC	LOCK SET & DUPLICATE KEY	17.00
01/08/2025	SHIVE-HATTERY	PW BUILDING IMPROVEMENT PAY REQ 8	7,400.00
02/03/2025	SHREDDER, THE	DOCUMENT DESTRUCTION	1,536.00
02/03/2025	SHREDDER, THE	DOCUMENT DESTRUCTION	138.00
02/03/2025	SIOUX SALES COMPANY	UNIFORM REPLACEMENT - K. RECCHIA	800.00
02/03/2025	SIOUX SALES COMPANY	UNIFORM REPLACEMENT - K. RECCHIA	630.00
01/08/2025	SNYDER & ASSOCIATES	UNIVERSITY BLVD PUMP STATION PAY REQ 17	4,146.25
02/03/2025	SO BRIGHT PRODUCTIONS	CLIVE FESTIVAL STAGE DEPOSIT	2,000.00
02/03/2025	STEAM STARZ LLC	STEAM STARZ	663.00
02/03/2025	STIVERS FORD	CAPITAL EQUIP PARKS TRUCK # 429	57,441.50
02/03/2025	SUPERIOR PEST CONTROL	PEST CONTROL	250.00
02/03/2025	SUPERIOR PEST CONTROL	PEST CONTROL	177.54
02/03/2025	SUPERIOR PEST CONTROL	PEST CONTROL	47.85
02/03/2025	SUPERIOR PEST CONTROL	PEST CONTROL	104.61
02/03/2025	SUPERIOR PEST CONTROL	PEST CONTROL	331.00
02/03/2025	TERRACON CONSULTANTS INC	HAZARDOUS INSPECTION PAY REQ 2	1,122.88

Date Paid	Vendor Name	Description	Amount Paid
02/03/2025	TERRACON CONSULTANTS INC	ASBESTOS ABATEMENT PAY REQ	9,670.94
02/03/2025	TIM STELTER	REFUND DEPOSIT	13.97
02/03/2025	TOM MALMANGER	REFUND DEPOSIT	50.00
02/03/2025	TONY MORO POWDER COAT & BLASTING	SIGNS	85.00
01/10/2025	TREAS - STATE OF IA WH TAX	STATE WITHHOLDING STATE WITHHOLDING TAX Pay Period: 1/4/2025	29,453.00
01/24/2025	TREAS - STATE OF IA WH TAX	STATE WITHHOLDING STATE WITHHOLDING TAX Pay Period: 1/18/2025	27,860.00
02/03/2025	UNIQUE	MISC CONTRACT WORK- COLLECTION AGENCY	9.85
01/10/2025	UNITED WAY	CURRENT PAY WITHHOLDING UNITED WAY Pay Period: 1/4/2025	40.46
01/24/2025	UNITED WAY	CURRENT PAY WITHHOLDING UNITED WAY Pay Period: 1/18/2025	40.46
02/03/2025	VAN METER INC	PW REMODEL	198.76
02/03/2025	VAN METER INC	TOOL	137.82
02/03/2025	VAN METER INC	TOOL	137.82
02/03/2025	VAN METER INC	TOOL	137.82
02/03/2025	VAN METER INC	TOOL	137.81
02/03/2025	VAN METER INC	CREDIT	123.03
02/03/2025	VAN METER INC	PW REMODEL	308.59
02/03/2025	VAN METER INC	PW REMODEL	841.35
02/03/2025	VAN METER INC	PW REMODEL	115.51
02/03/2025	VAN METER INC	PW REMODEL	359.93
02/03/2025	VENDNOVATION, LLC	SOFTWARE LICENSE	500.00
02/03/2025	VERIZON	DCU CELL	375.42
02/03/2025	VERIZON	DATA PLANS	1,118.44
02/03/2025	VERIZON	CELL DATA SERVICE	256.62
02/03/2025	VERIZON	CELL DATA SERVICE	55.55
02/03/2025	VERIZON	CELL DATA SERVICE	166.67
02/03/2025	VESTIS	UNIFORMS	18.19
02/03/2025	VESTIS	UNIFORMS	53.88
02/03/2025	VESTIS	UNIFORMS	53.88
02/03/2025	VESTIS	UNIFORMS	98.53
02/03/2025	VESTIS	UNIFORMS	20.19
02/03/2025	VESTIS	UNIFORMS	53.88
02/03/2025	VESTIS	UNIFORMS	53.88
02/03/2025	VESTIS	UNIFORMS	96.53
02/03/2025	VESTIS	UNIFORMS	96.32
02/03/2025	VESTIS	UNIFORMS	53.67
02/03/2025	VESTIS	UNIFORMS	53.67
02/03/2025	VESTIS	UNIFORMS	20.34
02/03/2025	VESTIS	UNIFORMS	90.11
02/03/2025	VESTIS	UNIFORMS	50.29
02/03/2025	VESTIS	UNIFORMS	50.29
02/03/2025	VESTIS	UNIFORMS	18.87
02/03/2025	WALSH DOOR & HARDWARE	DOOR FRAMES	1,020.00
02/03/2025	WASTE SOLUTIONS OF IOWA	CITY HALL RENOVATIONS	504.35
02/03/2025	WEST DES MOINES WATER WORKS	WATER FACILITIES	208.39
01/17/2025	WEX BANK	FUEL	96.54
01/17/2025	WEX BANK	FUEL	38.91
01/17/2025	WEX BANK	FUEL	1,242.88
01/17/2025	WEX BANK	FUEL	820.21
01/17/2025	WEX BANK	FUEL	1,792.43
01/17/2025	WEX BANK	FUEL	5,792.96
01/17/2025	WEX BANK	FUEL	579.09
01/17/2025	WEX BANK	FUEL	1,041.17
01/17/2025	WEX BANK	FUEL	698.34
01/17/2025	WEX BANK	FUEL	1,020.61
01/17/2025	WEX BANK	FUEL	216.53
01/17/2025	WEX BANK	FUEL	172.11
01/17/2025	WEX BANK	FUEL	384.41
02/03/2025	WORKFORCE SOLUTIONS	TRAINNG WITH PD	700.00

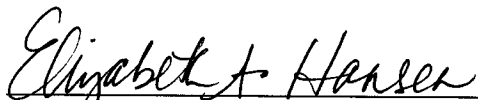
Date Paid	Vendor Name	Description	Amount Paid
02/03/2025	WRIGHT OUTDOOR SOLUTIONS INC	TREE LIGHTING REMOVAL	485.00
12/31/2024	XPRESS BILL PAY	Tran Fees- UB	1,024.79
12/31/2024	XPRESS BILL PAY	Tran Fees- UB	819.83
12/31/2024	XPRESS BILL PAY	Tran Fees- UB	204.96
12/31/2024	XPRESS BILL PAY	Tran Fees- PD	6.24
12/31/2024	XPRESS BILL PAY	Tran Fees- Rec	14.04
12/31/2024	XPRESS BILL PAY	Tran Fees- Pool	14.04
12/31/2024	XPRESS BILL PAY	Tran Fees- CD	65.13
12/31/2024	XPRESS BILL PAY	Tran Fees- PW	2.73
12/31/2024	XPRESS BILL PAY	Tran Fees- Admin	27.19
Grand Totals:			2,369,284.85

Date Paid	Vendor Name	Description	Amount Paid
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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	\$	2,369,284.85
(1/7/2025 - 2/03/2025)		
Payroll		
(1/10/2025)		335,072.25
Payroll		
(1/24/2024)		327,247.36
Total	\$	3,031,604.46

Of the total payrolls, \$545.95 are expense reimbursements.


Elizabeth Hansen, Director of Administrative Services

Date:

2/3/2025

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: February 6, 2025

RE: Approve Amended Mayoral Appointments to Regional Boards and Commissions - 2025

SYNOPSIS:

Attached for your approval is an amendment to the 2025 appointments of Staff and Council Members to regional boards and commissions. This amendment adds Mayor Edwards as an additional alternate to the MPO Policy Committee.

Attachments:

1. 2025 Mayoral Regional Board Appointments

MAYOR APPOINTMENTS 2025
02-06-2025

<u>Mayor Pro-Tem</u>	Michael McCoy
<u>City Ambassador</u>	Eric Klein
<u>Animal Review Committee</u>	Ted Weaver, Srikant Mikkilineni, Matt McQuillen
<u>Bravo Greater Des Moines</u>	Susan Judkins, Rep, Pete De Kock, Alt.
<u>Central Iowa Code Consortium</u>	Ryan Mayer, Rep.
<u>SUDAS Central Region Committee</u>	Jeff May, Rep., Jim Hagelie, Alt.
<u>Central Iowa Water Trails Board/ICON</u>	Ted Weaver, Rep., Pete De Kock, Alt.
<u>Central Iowa Water Works</u>	John Edwards, Rep., Matt McQuillen, Alt.
<u>Central Iowa Water Works Long-Range Planning Committee</u>	Jeff May, Rep., Jerry Freestone, Alt.
<u>Central Iowa Water Works Technical Committee</u>	Jeff May, Rep., Jerry Freestone, Alt.
<u>Clive Community Foundation</u>	Ted Weaver, Rep., Richard Brown, Alt.
<u>Catch Des Moines/CVB</u>	Eric Klein, Rep., John Edwards, Alt.
<u>County E911 Board</u>	Mark Rehberg, Rep., Clay Garcia, Alt. – Dallas Clay Garcia, Rep., Mark Rehberg, Alt. – Polk
<u>Dallas County Emergency Management Commission</u>	Eric Klein, Rep., John Edwards, Alt. Mark Rehberg, Alt.
<u>Dallas County Housing Trust Fund Board</u>	Ryan Mayer
<u>DART</u>	Srikant Mikkilineni, Rep., Michael McCoy, Alt.
<u>Iowa Stormwater Education Partnership (ISWEP)</u>	Pete De Kock, Rep., Rai Tokuhisa, Alt.
<u>Metro Advisory Council</u>	John Edwards, Rep., Eric Klein, Rep.
<u>Metro Waste Authority</u>	Ted Weaver, Rep., John Edwards, Alt.
<u>MILAG</u>	John Edwards, Rep., Michael McCoy, Alt.
<u>MPO Policy Group</u>	Ted Weaver, Rep., Eric Klein, Alt., John Edwards, Alt.
<u>MPO Transportation Technical Committee</u>	Jeff May, Rep., Jim Hagelie, Alt.
<u>Local Hazard Mitigation Team</u>	Richard Brown, Jeff May, Clay Garcia, Doug Ollendike
<u>North Raccoon River WMA</u>	Susan Judkins, Rep., Pete De Kock, Alt.
<u>Personnel Committee</u>	John Edwards, Ted Weaver, Susan Judkins

- Continued -

Polk County Emergency Management Commission

[John Edwards](#), Rep., [Eric Klein](#), Alt. Clay Garcia, Alt.,
Mark Rehberg, Alt.

Polk County Homeless Coordinating Council

[Susan Judkins](#), Rep., [Ted Weaver](#), Alt.

Walnut Creek Watershed Management Authority

[Susan Judkins](#), Rep., [Srikant Mikkilineni](#), Alt. Rai
Tokuhisa, Alt.

WRA Management Agency

[Michael McCoy](#), Rep., Matt McQuillen, Alt.

WRA Technical Agency

Jeff May, Rep., Jim Hagelie, Alt.



Memo

TO: Mayor and Council members

FROM: Matthew Graham, City Clerk

DATE: February 6, 2025

RE: Approve Retail Alcohol Sales License Renewal Application - Ducktail Lounge - 1809 NW 86th Street

SYNOPSIS:

Staff recommends approval.

Attachments:

1. Ducktail Lounge 03_01_2025



Memo

TO: Mayor and Council members

FROM: Matthew Graham, City Clerk

DATE: February 6, 2025

RE: Approve Retail Alcohol Sales License Renewal Application - Country Inn & Suites - 1350 NW 118th Street

SYNOPSIS:

Staff recommends approval.

Attachments:

1. Country Inn & Suites 03_25_2025



Memo

TO: Mayor and Council members

FROM: Matthew Graham, City Clerk

DATE: February 6, 2025

RE: Approve Retail Alcohol Sales License Renewal Application - Git-N-Go Convenience Store #43 - 11408 Forest Avenue

SYNOPSIS:

Staff recommends approval.

Attachments:

1. Git- N-Go Convenience Store #43 02_25_2025



Memo

TO: Mayor and Council members

FROM: Matthew Graham, City Clerk

DATE: February 6, 2025

RE: Approve New Retail Smoking Device Sales License - Greenleaf Tobacco & Vape - 1300 NW 100th Street, Unit B

SYNOPSIS:

Staff recommends approval.

Attachments:

1. Greenleaf Tobacco & Vape



Memo

TO: Mayor and Council members

FROM: Matt McQuillen, City Manager

DATE: February 6, 2025

RE: Approve Pay Request #1 - DCI Group - City Hall-Library Remodel
Project Phase 1 - \$28,661.01

SYNOPSIS:

Staff recommends approval of Pay Request #1 to DCI Group for construction management services completed to date for phase 1 of the City Hall/Library Remodel Project. The demolition portion of the project is nearly complete and HVAC/electrical rough-ins have started.

Construction Management Services (Fee and Staff Costs)

Estimated Contract Amount \$ 200,447.10 (Contract Approved 12/12/24)

Pay Request #1 **\$ 21,226.73**

Balance Remaining \$ 179,220.37

General Conditions/Reimbursements

Estimated Contract Amount \$ 53,926.53 (Contract Approved 12/12/24)

Pay Request #1 **\$ 7,434.28**

Balance Remaining \$ 46,492.25

Total – Pay Request #1 **\$ 28,661.01**

Acct # 350-5750-6407

Attachments:

1. DCI Invoice 1 - CH-Lib Phase 1 CMA 2-6-25



220 SE 6th Street, Suite 200
Des Moines, IA 50309

City of Clive
Attn: Matt McQuillen
1900 NW 114th Street
Clive, IA 50325

INVOICE # 7

Date: 12/31/2024
Invoice #: 23-048-07

CM Services performed:
Clive City Hall Renovation

Period Completed:
December 2024

Vendor:	Description	Amount
DCI Group	Construction	\$ 12,320.00
DCI Group	Fee	\$ 8,906.73
DCI Group	Project Reimbursables	\$ 7,434.28
TOTAL DUE:		<u>\$ 28,661.01</u>

By: _____

Date: _____

DCI GROUP						App # : 7	
						App Date: December-24	
Description of Work	Scheduled Value	Changes	Revised Value	WORK COMPLETED		Total Completed	Balance Remaining
				Previous	This Period		
Clive City Hall Renovation							
Preconstruction	\$ 37,112.00	\$ -	\$ 37,112	\$ 37,112.00	\$ -	\$ 37,112.00	\$ -
Construction - Staff	\$ 132,600.00	\$ -	\$ 132,600	\$ -	\$ 12,320.00	\$ 12,320.00	\$ 120,280.00
CM Fee	\$ 62,347.10	\$ -	\$ 62,347	\$ -	\$ 8,906.73	\$ 8,906.73	\$ 53,440.37
Reimbursables	\$ 59,426.53	\$ -	\$ 59,427	\$ -	\$ 7,434.28	\$ 7,434.28	\$ -
TOTAL	\$ 291,485.63	\$ -	\$ 291,485.63	\$ 37,112.00	\$ 28,661.01	\$ 65,773.01	\$ 173,720.37

Clive City Hall Renovation								
Construction								
Personnel	Hourly Rate	Contract	Previous	This Period	Total	Balance	Cost	
Project Executive	\$ 150.00	156	0	17	17	139	\$	2,550.00
Project Manager	\$ 110.00	390	0	44	44	346	\$	4,840.00
Project Engineer	\$ 85.00	780	0	88	88	692	\$	7,480.00
Total							\$	12,320.00

Reimbursables				
Vendor	Description	Invoice #	Amount	
DCI Group	Software		\$	871.93
DCI Group	Safety		\$	500.00
Beeline Blue	Plan Copies	45101	\$	562.35
Sidekick Development	Owner's Rep Services	1467	\$	5,500.00
			\$	-
			Total	\$ 7,434.28

Beeline + Blue
 2507 Ingersoll Ave
 Des Moines, IA 50312
 T +1515.244.1611
 www.beelineandblue.com

DCI Group
 220 SE 6th St.
 Suite 200
 Des Moines IA 50309

Attention: Janae Brown
Customer: #17281
Phone: (515) 244-5043

Invoice No.	INV045101
Pages	1 of 3
P.O. NO	
Issue Date	12/05/24
Due Date	01/04/25
Amount Due	\$562.35

Invoice Summary

City of Clive City Hall & Library Renovation - 24811\Specs

Quote No. Q052032 Job No. J045469-01

	Size	Quantity	Amount
DCI Group\241205 City of Clive City Hall & Library Renovation - 24811\Specs	8.5x11	2	\$113.83

Print two (2) sets of the specifications.

Ordered by: Josip Juric

Deliver to DCI Group

PROJECT NAME: City of Clive City Hall & Library Renovation - 24811\Specs

Shipping	8.5x11	4	\$8.00
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To receive email invoices and statements please send an email with the contact information to ap@beelineandblue.com.
 Thank you for your business! Questions or concerns about this invoice? Please call (515) 244-1611 Ext 2224.

PAYMENT TERMS
30 Days from invoice date

Beeline + Blue
 2507 Ingersoll Ave
 Des Moines, IA 50312
 T +1515.244.1611
 www.beelineandblue.com

DCI Group
 220 SE 6th St.
 Suite 200
 Des Moines IA 50309

Attention: Janae Brown
Customer: #17281
Phone: (515) 244-5043

Invoice No.	INV045101
Pages	2 of 3
P.O. NO	
Issue Date	12/05/24
Due Date	01/04/25
Amount Due	\$562.35

City of Clive City Hall & Library Renovation - 24811\Plans - 11x17

Quote No. Q052032 Job No. J045469-01	Size	Quantity	Amount
DCI Group\241205 City of Clive City Hall & Library Renovation - 24811\Plans	11x17	1	\$161.70

Print one (1) copy of 77 originals reduced to 11x17 in color on 20# bond paper.

Ordered by: Josip Juric

Deliver to DCI Group

PROJECT NAME: City of Clive City Hall & Library Renovation - 24811\Plans - 11x17

City of Clive City Hall & Library Renovation - 24811\Plans - 30x42

Quote No. Q052032 Job No. J045469-01	Size	Quantity	Amount
DCI Group\241205 City of Clive City Hall & Library Renovation - 24811\Plans	30x42	1	\$242.55

Print one (1) copy of 77 originals at 30x42 in color on 20# bond paper.

Ordered by: Josip Juric

Deliver to DCI Group

PROJECT NAME: City of Clive City Hall & Library Renovation - 24811\Plans - 30x42

To receive email invoices and statements please send an email with the contact information to ap@beelineandblue.com.
 Thank you for your business! Questions or concerns about this invoice? Please call (515) 244-1611 Ext 2224.

PAYMENT TERMS
30 Days from invoice date



Invoice

Beeline + Blue
2507 Ingersoll Ave
Des Moines, IA 50312
T +1515.244.1611
www.beelineandblue.com

DCI Group
220 SE 6th St.
Suite 200
Des Moines IA 50309

Attention: Janae Brown
Customer: #17281
Phone: (515) 244-5043

Invoice No.	INV045101
Pages	3 of 3
P.O. NO	
Issue Date	12/05/24
Due Date 01/04/25	
Amount Due \$562.35	

Subtotal	\$526.08
Tax	\$36.27
Total Price	\$562.35

Ship To: Josip Juric, DCI Group, 220 SE 6th St., Suite 200, Des Moines, IA 50309, United States

To receive email invoices and statements please send an email with the contact information to ap@beelineandblue.com.
Thank you for your business! Questions or concerns about this invoice? Please call (515) 244-1611 Ext 2224.

PAYMENT TERMS
30 Days from invoice date

Sidekick Development
1104 S Atticus St
West Des Moines, IA
50266-6773 USA
angie@sidekickdevelopment.com



INVOICE

BILL TO	INVOICE	1467
DCI	DATE	12/03/2024
	TERMS	Net 30
	DUE DATE	01/02/2025

SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
Owners Representation	Pre Construction Clive City Hall Phase I Remodel	1	5,500.00	5,500.00
BALANCE DUE				\$5,500.00



Memo

TO: Mayor and Council members

FROM: Alyssa Welling, Administrative Assistant

DATE: February 6, 2025

RE: Approve Pay Request #3 - Keystone Construction Services LLC -
Greenbelt Landing Construction Project - \$47,844.37

SYNOPSIS:

Staff recommends approval of Pay Request #3 to Keystone Construction LLC for the work completed to date on the Greenbelt Landing Project.

Total contract amount: **\$2,518,000.00**

Pay Request #3: **\$47,844.37**

Total Requested to Date: **\$227,044.54**

Remaining contract amount: **\$2,290,955.46**

Attachments:

1. Keystone Pay App 03
2. Certified Payroll Report Job 2419 12.1.24
3. December Partial Lien Waiver

TO CONTRACTOR:

DCI Group, Inc.
220 SE 6th Street, Suite 200
Des Moines, Iowa 50309

PROJECT:

Clive - Greenbelt Landing
1900 NW 114th St
Clive, Iowa 50325

APPLICATION NO: 3**INVOICE NO:** #03**PERIOD:** 12/01/24 - 12/31/24**PROJECT NO:** 23046**CONTRACT NO:** SC-002 Clive Greenbelt
Landing**CONTRACT DATE:** 09/26/2024**CERTIFICATE DATE:** 12/30/2024**SUBMITTED DATE:****FROM SUBCONTRACTOR:**

Keystone Construction Services LLC
3361 178th Ct
Norwalk, Iowa 50211

SUBCONTRACT FOR: Keystone Construction - BP #6**SUBCONTRACTOR'S APPLICATION FOR PAYMENT**

Application is made for payment, as shown below, in connection with the Subcontract. Continuation Sheet is attached.

1.	Original Contract Sum	\$2,518,000.00
2.	Net change by change orders	\$0.00
3.	Contract Sum to date (Line 1 ± 2)	\$2,518,000.00
4.	Total completed and stored to date (Column G on detail sheet)	\$238,994.26
5.	Retainage:	
	a. 5.00% of completed work	\$2,667.75
	b. 5.00% of stored material	\$9,281.97
	Total retainage (Line 5a + 5b or total in column I of detail sheet)	\$11,949.72
6.	Total earned less retainage (Line 4 less Line 5 Total)	\$227,044.54
7.	Less previous certificates for payment (Line 6 from prior certificate)	\$179,200.17
8.	Current payment due:	\$47,844.37
9.	Balance to finish, including retainage (Line 3 less Line 6)	\$2,290,955.46

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner/Client:	\$0.00	\$0.00
Total approved this month:	\$0.00	\$0.00
Totals:	\$0.00	\$0.00
Net change by change orders:	\$0.00	

The undersigned certifies that to the best of the Subcontractor's knowledge, information and belief, the Work covered by this Application for Payment has been completed in accordance with the Subcontract Documents, that all amounts have been paid by the Subcontractor for Work which previous Certificates for payment were issued and payments received from the Owner/Client, and that current payments shown herein is now due.

SUBCONTRACTOR: Keystone Construction Services LLC

By: _____ Date: _____

State of:

County of:

Subscribed and sworn to before
me this _____ day of _____

Notary Public:

My commission expires:

David Bruce Morrow

Digitally signed by David Bruce
Morrow
DN: C=US,
E=bruce.morrow@smithgroup.com,
CN=David Bruce Morrow
Reason: I have reviewed this
document
Date: 2025.01.02 08:01:39-06'00'

Drew Johnson

Digitally signed by Drew Johnson
DN: C=US,
E=drewj@dcigroup-us.com,
CN=Drew Johnson
Date: 2025.01.03 14:18:39-06'00'

Reviewed prior to submission of Lien
Waiver

Document SUMMARY SHEET, APPLICATION AND CERTIFICATE FOR PAYMENT, containing

Contractor's signed Certification is attached.

Use Column I on Contracts where variable retainage for line items apply.

APPLICATION NUMBER: 3

APPLICATION DATE: 12/23/2024

PERIOD: 12/01/24 - 12/31/24

Contract Lines

A		B	C	D	E	F	G		H	I
ITEM NO.	BUDGET CODE	DESCRIPTION OF WORK	SCHEDULED VALUE	APPROVED WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G / C)	BALANCE TO FINISH (C - G)	RETAINAGE
				FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
1	6-60500.000.Subcontract BP# 6 General	General Requirements	\$341,983.73	\$42,885.00	\$2,000.00	\$0.00	\$44,885.00	13.12%	\$297,098.73	\$2,244.25
2	6-60500.000.Subcontract BP# 6 General	Temp Facilities and Controls	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$20,000.00	\$0.00
3	6-60500.000.Subcontract BP# 6 General	Demolition	\$23,465.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00	21.31%	\$18,465.00	\$250.00
4	6-60500.000.Subcontract BP# 6 General	Cast-in-Place Concrete	\$335,919.83	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$335,919.83	\$0.00
5	6-60500.000.Subcontract BP# 6 General	Unit Masonry	\$65,987.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$65,987.00	\$0.00
6	6-60500.000.Subcontract BP# 6 General	Cast Stone Masonry	\$19,050.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$19,050.00	\$0.00
7	6-60500.000.Subcontract BP# 6 General	Structural Steel Framing	\$367,700.00	\$0.00	\$0.00	\$10,400.00	\$10,400.00	2.83%	\$357,300.00	\$520.00
8	6-60500.000.Subcontract BP# 6 General	Rough Carpentry	\$10,346.50	\$0.00	\$1,700.00	\$0.00	\$1,700.00	16.43%	\$8,646.50	\$85.00
9	6-60500.000.Subcontract BP# 6 General	Finish Carpentry	\$49,682.19	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$49,682.19	\$0.00
10	6-60500.000.Subcontract BP# 6 General	Wood Decking	\$550,987.04	\$0.00	\$0.00	\$137,746.76	\$137,746.76	25.00%	\$413,240.28	\$6,887.34
11	6-60500.000.Subcontract BP# 6 General	Weather Barriers	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$2,000.00	\$0.00
12	6-60500.000.Subcontract BP# 6 General	Asphalt Shingles	\$31,170.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$31,170.00	\$0.00
13	6-60500.000.Subcontract BP# 6 General	Metal Wall Panels	\$22,875.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$22,875.00	\$0.00
14	6-60500.000.Subcontract BP# 6 General	Thermoplastic Membrane Roofing	\$17,579.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$17,579.00	\$0.00
15	6-60500.000.Subcontract BP# 6 General	Joint Sealants	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,500.00	\$0.00
16	6-60500.000.Subcontract BP# 6 General	Hollow Metal Doors and Frames	\$32,508.95	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$32,508.95	\$0.00
17	6-60500.000.Subcontract BP# 6 General	Aluminum-Framed Storefronts	\$66,810.00	\$0.00	\$1,770.00	\$0.00	\$1,770.00	2.65%	\$65,040.00	\$88.50
18	6-60500.000.Subcontract BP# 6 General	Gypsum Board Assemblies	\$217,630.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$217,630.00	\$0.00
19	6-60500.000.Subcontract BP# 6 General	Tiling	\$97,740.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$97,740.00	\$0.00
20	6-60500.000.Subcontract BP# 6 General	Resilient Flooring	\$600.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$600.00	\$0.00
21	6-60500.000.Subcontract BP# 6 General	Painting	\$40,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$40,500.00	\$0.00
22	6-60500.000.Subcontract	Dimensional Letter Signage	\$3,898.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$3,898.00	\$0.00

A		B	C	D	E	F	G		H	I
ITEM NO.	BUDGET CODE	DESCRIPTION OF WORK	SCHEDULED VALUE	APPROVED WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G / C)	BALANCE TO FINISH (C - G)	RETAINAGE
				FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
	BP# 6 General									
23	6-60500.000.Subcontract BP# 6 General	Specialties	\$4,416.19	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$4,416.19	\$0.00
24	6-60500.000.Subcontract BP# 6 General	Toilet Compartments	\$6,618.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$6,618.00	\$0.00
25	6-60500.000.Subcontract BP# 6 General	Toilet/Bath/Laundry Access	\$4,950.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$4,950.00	\$0.00
26	6-60500.000.Subcontract BP# 6 General	Manufactured Fireplaces	\$49,990.00	\$0.00	\$0.00	\$37,492.50	\$37,492.50	75.00%	\$12,497.50	\$1,874.63
27	6-60500.000.Subcontract BP# 6 General	Fire Protection Specialties	\$322.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$322.00	\$0.00
28	6-60500.000.Subcontract BP# 6 General	Closet and Utility Shelving	\$5,454.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$5,454.00	\$0.00
29	6-60500.000.Subcontract BP# 6 General	Residential Kitchen Appliances	\$4,422.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$4,422.00	\$0.00
30	6-60500.000.Subcontract BP# 6 General	Projectors	\$10,565.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$10,565.00	\$0.00
31	6-60500.000.Subcontract BP# 6 General	Window Shades	\$14,488.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$14,488.00	\$0.00
32	6-60500.000.Subcontract BP# 6 General	Residential Casework	\$18,552.57	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$18,552.57	\$0.00
33	6-60500.000.Subcontract BP# 6 General	Decorative Metal Fences - Gates	\$48,710.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$48,710.00	\$0.00
34	6-60500.000.Subcontract BP# 6 General	Site Improvements	\$29,580.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$29,580.00	\$0.00
TOTALS:			\$2,518,000.00	\$42,885.00	\$10,470.00	\$185,639.26	\$238,994.26	9.49%	\$2,279,005.74	\$11,949.72

Grand Totals

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	APPROVED WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G / C)	BALANCE TO FINISH (C - G)	RETAINAGE
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
GRAND TOTALS:		\$2,518,000.00	\$42,885.00	\$10,470.00	\$185,639.26	\$238,994.26	9.49%	\$2,279,005.74	\$11,949.72

Certified Payroll Report

Report Period: 11/18/2024 to 12/01/2024
Payroll#: 25

Company: Keystone Construction Services, LLC.
1650 NW Gettysburg LN
Waukee IA 50263

Project: Greenbelt Landing
1801 NW 114th St
Clive IA 50325

Chk: DD	Chk Date: 12/13/2024	From: 11/18/2024	To: 12/01/2024	Fed Allow: 0	State Allow: 0				
Ssn: 479-33-8409		Med/FICA	FedWh	State	SDI	Other			
Cody L Kynion		205.96	219.30	95.51	0.00	269.00			
1511 Fair View Dr		Wages	Add Ons	Deduct	Net				
Dallas Center IA 50063		2,692.31	0.00	789.77	1,902.54				
Phone: 515-777-9314	Heritage:		Gender: Male						
		[----- Wages -----]	[----- Benefits -----]						
Date	Trade	Type	Hours	Rate	Base	Vacation	Pension	Health	Other
	Superintendent	Reg	10.00						
	This Job:		10.00						

Chk: DD	Chk Date: 12/13/2024	From: 11/18/2024	To: 12/01/2024	Fed Allow: 0	State Allow: 0				
Ssn: 481-33-8164		Med/FICA	FedWh	State	SDI	Other			
Matthew F Stickels		151.16	152.63	66.13	0.00	68.00			
602 W Webster		Wages	Add Ons	Deduct	Net				
Osceola IA 50213		1,975.95	0.00	437.92	1,538.03				
Phone:	Heritage:		Gender: Male						
		[----- Wages -----]	[----- Benefits -----]						
Date	Trade	Type	Hours	Rate	Base	Vacation	Pension	Health	Other
	Laborer	Reg	34.50	30.1000	1,038.45				
	This Job:		34.50		1,038.45				

Chk: DD	Chk Date: 12/13/2024	From: 11/18/2024	To: 12/01/2024	Fed Allow: 0	State Allow: 0				
Ssn: 482-13-4979		Med/FICA	FedWh	State	SDI	Other			
Travis H Mumford		323.66	453.09	192.83	0.00	100.00			
1108 Rosewood Dr		Wages	Add Ons	Deduct	Net				
Altoona IA 50009		4,230.77	0.00	1,069.58	3,161.19				
Phone: 515-987-1679	Heritage:		Gender: Male						
		[----- Wages -----]	[----- Benefits -----]						
Date	Trade	Type	Hours	Rate	Base	Vacation	Pension	Health	Other
	Superintendent	Reg	29.50						
	This Job:		29.50						

Certified Payroll Report

Report Period: 11/18/2024 to 12/01/2024

Continued...

Chk: DD	Chk Date: 12/13/2024	From: 11/18/2024	To: 12/01/2024	Fed Allow: 0	State Allow: 0	
Ssn: 480-35-1516		Med/FICA	FedWh	State	SDI	Other
Richard W Donaldson		100.08	80.66	33.66	0.00	0.00
508 Sunflower Lane		Wages	Add Ons	Deduct	Net	
Osceola IA 50213		1,308.15	0.00	214.40	1,093.75	
Phone: 641-414-6472	Heritage:		Gender: Male			

Date	Trade	Type	[----- Wages -----]			[----- Benefits -----]			
			Hours	Rate	Base	Vacation	Pension	Health	Other
	Laborer	Reg	31.50	30.1000	948.15				
		This Job:	31.50		948.15				

This Job:	105.50	1,986.60
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STATEMENT OF COMPLIANCE

(CERTIFICATION UNDER PENALTY OF PERJURY)

Date 12/23/2024 at Waukeee, IA

I, _____ do certify under penalty of perjury:

1) That all of the information in this report is true and correct.

2) That I pay or supervise the payment of the persons employed by Keystone Construction Services, LLC. on the Greenbelt Landing , that during the payroll of 11/18/2024 to 12/01/2024 all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly from the full wages earned by any person, other than permissible deductions, as described below:

FICA (Social Security), Medicare, Federal Income Taxes, State Income Taxes, State Disability (SDI), Court Ordered Wage Attachments, 401K Plans

3) That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rate for laborers or mechanics contained therein are not less than the applicable wage rates contained in any wage determination incorporated into the contract; that the classifications set forth therein for each laborer or mechanic conform with the work he performed.

4) That any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with a state apprenticeship agency.

5) That:

a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS, OR PROGRAMS

In addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced payroll, payments of fringe benefits as listed in the contract have been or will be made to the appropriate programs for the benefit of such employees.

b) WHERE FRINGE BENEFITS ARE PAID IN CASH

Each laborer or mechanic listed in the above referenced payroll has been paid as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount of the required fringe benefits as listed in the contract, except as noted in section 5(c) below:

c) EXCEPTIONS

EXCEPTION (Trade)	EXPLANATION
Remarks	
Name and Title	Signature

Certified Payroll Report

Report Period: Payroll Total For All Jobs
Payroll#: 25

Company: Keystone Construction Services, LLC.
1650 NW Gettysburg LN
Waukee IA 50263

Project: All Jobs

Payroll Totals for All Reported Checks:

Taxable Wages:	10,207.18
Employee Fica/Medicare:	780.86
Federal Income Tax:	905.68
State Income Tax:	388.13
Disability Insurance:	
Other Deductions:	437.00
Net Pay:	7,695.51

STATEMENT OF COMPLIANCE

(CERTIFICATION UNDER PENALTY OF PERJURY)

Date 12/23/2024 at Waukeee, IA

I, _____ do certify under penalty of perjury:

1) That all of the information in this report is true and correct.
2) That I pay or supervise the payment of the persons employed by Keystone Construction Services, LLC.
on the All Jobs _____, that during the payroll of 11/18/2024 to 12/01/2024
all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be
made either directly or indirectly from the full wages earned by any person, other than permissible deductions, as
described below:

FICA (Social Security), Medicare, Federal Income Taxes, State Income Taxes, State Disability (SDI),
Court Ordered Wage Attachments, 401K Plans

3) That any payrolls otherwise under this contract required to be submitted for the above period are correct and
complete; that the wage rate for laborers or mechanics contained therein are not less than the applicable wage rates
contained in any wage determination incorporated into the contract; that the classifications set forth therein for each
laborer or mechanic conform with the work he performed.

4) That any apprentices employed in the above period are duly registered in a bona fide apprenticeship program
registered with a state apprenticeship agency.

5) That:

a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS, OR PROGRAMS

In addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced
payroll, payments of fringe benefits as listed in the contract have been or will be made to the appropriate
programs for the benefit of such employees.

b) WHERE FRINGE BENEFITS ARE PAID IN CASH

Each laborer or mechanic listed in the above referenced payroll has been paid as indicated on the
payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount
of the required fringe benefits as listed in the contract, except as noted in section 5(c) below:

c) EXCEPTIONS

EXCEPTION (Trade)	EXPLANATION
Remarks	
Name and Title	Signature

Certified Payroll Report

Report Period: 11/04/2024 to 11/17/2024
Payroll#: 24

Company: Keystone Construction Services, LLC.
1650 NW Gettysburg LN
Waukee IA 50263

Project: Greenbelt Landing
1801 NW 114th St
Clive IA 50325

Chk: DD	Chk Date: 11/29/2024	From: 11/04/2024	To: 11/17/2024	Fed Allow: 0	State Allow: 0				
Ssn: 481-33-8164		Med/FICA	FedWh	State	SDI	Other			
Matthew F Stickels		167.02	177.51	77.95	0.00	68.00			
602 W Webster		Wages	Add Ons	Deduct	Net				
Osceola IA 50213		2,183.25	0.00	490.48	1,692.77				
Phone:	Heritage:		Gender: Male						
		[----- Wages -----]	[----- Benefits -----]						
Date	Trade	Type	Hours	Rate	Base	Vacation	Pension	Health	Other
	Laborer	Reg	3.50	30.1000	105.35				
10/24/2024	Laborer	Reg	15.00	5.1000	76.50				
10/25/2024	Laborer	Ovt	1.00	7.6500	7.65				
	This Job:		19.50		189.50				

Chk: DD	Chk Date: 11/29/2024	From: 11/04/2024	To: 11/17/2024	Fed Allow: 0	State Allow: 0				
Ssn: 480-35-1516		Med/FICA	FedWh	State	SDI	Other			
Richard W Donaldson		125.40	120.39	50.81	0.00	0.00			
508 Sunflower Lane		Wages	Add Ons	Deduct	Net				
Osceola IA 50213		1,639.25	0.00	296.60	1,342.65				
Phone: 641-414-6472	Heritage:		Gender: Male						
		[----- Wages -----]	[----- Benefits -----]						
Date	Trade	Type	Hours	Rate	Base	Vacation	Pension	Health	Other
	Laborer	Reg	15.00	15.1000	226.50				
10/24/2024	Laborer	Reg	15.00	15.1000	226.50				
10/25/2024	Laborer	Ovt	2.50	22.6200	56.55				
	This Job:		17.50		283.05				
This Job:			37.00		472.55				

STATEMENT OF COMPLIANCE

(CERTIFICATION UNDER PENALTY OF PERJURY)

Date 12/23/2024 at Waukeee, IA

I, _____ do certify under penalty of perjury:

1) That all of the information in this report is true and correct.

2) That I pay or supervise the payment of the persons employed by Keystone Construction Services, LLC. on the Greenbelt Landing , that during the payroll of 11/04/2024 to 11/17/2024 all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly from the full wages earned by any person, other than permissible deductions, as described below:

FICA (Social Security), Medicare, Federal Income Taxes, State Income Taxes, State Disability (SDI), Court Ordered Wage Attachments, 401K Plans

3) That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rate for laborers or mechanics contained therein are not less than the applicable wage rates contained in any wage determination incorporated into the contract; that the classifications set forth therein for each laborer or mechanic conform with the work he performed.

4) That any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with a state apprenticeship agency.

5) That:

a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS, OR PROGRAMS

In addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced payroll, payments of fringe benefits as listed in the contract have been or will be made to the appropriate programs for the benefit of such employees.

b) WHERE FRINGE BENEFITS ARE PAID IN CASH

Each laborer or mechanic listed in the above referenced payroll has been paid as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount of the required fringe benefits as listed in the contract, except as noted in section 5(c) below:

c) EXCEPTIONS

EXCEPTION (Trade)	EXPLANATION
Remarks	
Name and Title	Signature

Certified Payroll Report

Report Period: Payroll Total For All Jobs
Payroll#: 24

Company: Keystone Construction Services, LLC.
1650 NW Gettysburg LN
Waukee IA 50263

Project: All Jobs

Payroll Totals for All Reported Checks:

Taxable Wages:	3,822.50
Employee Fica/Medicare:	292.42
Federal Income Tax:	297.90
State Income Tax:	128.76
Disability Insurance:	
Other Deductions:	68.00
Net Pay:	3,035.42

STATEMENT OF COMPLIANCE

(CERTIFICATION UNDER PENALTY OF PERJURY)

Date 12/23/2024 at Waukeee, IA

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1) That all of the information in this report is true and correct.
2) That I pay or supervise the payment of the persons employed by Keystone Construction Services, LLC.
on the All Jobs _____, that during the payroll of 11/04/2024 to 11/17/2024
all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be
made either directly or indirectly from the full wages earned by any person, other than permissible deductions, as
described below:

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complete; that the wage rate for laborers or mechanics contained therein are not less than the applicable wage rates
contained in any wage determination incorporated into the contract; that the classifications set forth therein for each
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programs for the benefit of such employees.

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payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount
of the required fringe benefits as listed in the contract, except as noted in section 5(c) below:

c) EXCEPTIONS

EXCEPTION (Trade)	EXPLANATION
Remarks	
Name and Title	Signature

Certified Payroll Report

Report Period: 11/18/2024 to 12/01/2024
Payroll#: 25

Company: Keystone Construction Services, LLC.
1650 NW Gettysburg LN
Waukee IA 50263

Project: Greenbelt Landing
1801 NW 114th St
Clive IA 50325

Chk: DD	Chk Date: 12/13/2024	From: 11/18/2024	To: 12/01/2024	Fed Allow: 0	State Allow: 0				
Ssn: 479-33-8409		Med/FICA	FedWh	State	SDI	Other			
Cody L Kynion		205.96	219.30	95.51	0.00	269.00			
1511 Fair View Dr		Wages	Add Ons	Deduct	Net				
Dallas Center IA 50063		2,692.31	0.00	789.77	1,902.54				
Phone: 515-777-9314	Heritage:		Gender: Male						
		[----- Wages -----]	[----- Benefits -----]						
Date	Trade	Type	Hours	Rate	Base	Vacation	Pension	Health	Other
	Superintendent	Reg	10.00						
	This Job:		10.00						

Chk: DD	Chk Date: 12/13/2024	From: 11/18/2024	To: 12/01/2024	Fed Allow: 0	State Allow: 0				
Ssn: 481-33-8164		Med/FICA	FedWh	State	SDI	Other			
Matthew F Stickels		151.16	152.63	66.13	0.00	68.00			
602 W Webster		Wages	Add Ons	Deduct	Net				
Osceola IA 50213		1,975.95	0.00	437.92	1,538.03				
Phone:	Heritage:		Gender: Male						
		[----- Wages -----]	[----- Benefits -----]						
Date	Trade	Type	Hours	Rate	Base	Vacation	Pension	Health	Other
	Laborer	Reg	34.50	30.1000	1,038.45				
	This Job:		34.50		1,038.45				

Chk: DD	Chk Date: 12/13/2024	From: 11/18/2024	To: 12/01/2024	Fed Allow: 0	State Allow: 0				
Ssn: 482-13-4979		Med/FICA	FedWh	State	SDI	Other			
Travis H Mumford		323.66	453.09	192.83	0.00	100.00			
1108 Rosewood Dr		Wages	Add Ons	Deduct	Net				
Altoona IA 50009		4,230.77	0.00	1,069.58	3,161.19				
Phone: 515-987-1679	Heritage:		Gender: Male						
		[----- Wages -----]	[----- Benefits -----]						
Date	Trade	Type	Hours	Rate	Base	Vacation	Pension	Health	Other
	Superintendent	Reg	29.50						
	This Job:		29.50						

Certified Payroll Report

Report Period: 11/18/2024 to 12/01/2024

Continued...

Chk: DD	Chk Date: 12/13/2024	From: 11/18/2024	To: 12/01/2024	Fed Allow: 0	State Allow: 0	
Ssn: 480-35-1516		Med/FICA	FedWh	State	SDI	Other
Richard W Donaldson		100.08	80.66	33.66	0.00	0.00
508 Sunflower Lane		Wages	Add Ons	Deduct	Net	
Osceola IA 50213		1,308.15	0.00	214.40	1,093.75	
Phone: 641-414-6472	Heritage:		Gender: Male			

Date	Trade	Type	[----- Wages -----]			[----- Benefits -----]			
			Hours	Rate	Base	Vacation	Pension	Health	Other
	Laborer	Reg	31.50	30.1000	948.15				
		This Job:	31.50		948.15				

This Job:	105.50	1,986.60
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STATEMENT OF COMPLIANCE

(CERTIFICATION UNDER PENALTY OF PERJURY)

Date 12/23/2024 at Waukeee, IA

I, _____ do certify under penalty of perjury:

1) That all of the information in this report is true and correct.
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3) That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rate for laborers or mechanics contained therein are not less than the applicable wage rates contained in any wage determination incorporated into the contract; that the classifications set forth therein for each laborer or mechanic conform with the work he performed.

4) That any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with a state apprenticeship agency.

5) That:

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c) EXCEPTIONS

EXCEPTION (Trade)	EXPLANATION
Remarks	
Name and Title	Signature

Certified Payroll Report

Report Period: Payroll Total For All Jobs
Payroll#: 25

Company: Keystone Construction Services, LLC.
1650 NW Gettysburg LN
Waukee IA 50263

Project: All Jobs

Payroll Totals for All Reported Checks:

Taxable Wages:	10,207.18
Employee Fica/Medicare:	780.86
Federal Income Tax:	905.68
State Income Tax:	388.13
Disability Insurance:	
Other Deductions:	437.00
Net Pay:	7,695.51

STATEMENT OF COMPLIANCE

(CERTIFICATION UNDER PENALTY OF PERJURY)

Date 12/23/2024 at Waukeee, IA

I, _____ do certify under penalty of perjury:

1) That all of the information in this report is true and correct.

2) That I pay or supervise the payment of the persons employed by Keystone Construction Services, LLC.
on the All Jobs _____, that during the payroll of 11/18/2024 to 12/01/2024
all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be
made either directly or indirectly from the full wages earned by any person, other than permissible deductions, as
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payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount
of the required fringe benefits as listed in the contract, except as noted in section 5(c) below:

c) EXCEPTIONS

EXCEPTION (Trade)	EXPLANATION
Remarks	
Name and Title	Signature



CONDITIONAL LIEN WAIVER AND RELEASE UPON PROGRESS PAYMENT

KNOW ALL MEN BY THESE PRESENTS:

Upon receiving progress payment in the sum of **\$10,470.00** for the job City of Clive Greenbelt Landing, receipt of which is hereby acknowledged, hereby waives, releases, satisfies all lien rights, claims or demands of any kind whatsoever, against the City of Clive, its successors and assigns, which the undersigned now has. This release covers a progress payment for labor, services, equipment or materials furnished to the City of Clive through **December 31, 2024**, only and does not cover any retention retained before or after the release date.

The undersigned warrants that he either has already paid or will use the monies he receives from this progress payment to promptly pay in full all of his laborers, subcontractors, materialmen and suppliers for all work, materials, equipment or services provided for or to the above referenced project up to the date of this waiver.

Dated: **January 2, 2025**

Company Name: **Keystone Construction Services, LLC.**

By: **Justin Menke**

Title: **President**

Signature: 



Memo

TO: Mayor and Council members

FROM: Alyssa Welling, Administrative Assistant

DATE: February 6, 2025

RE: Approve Pay Request #3 - Central Iowa Mechanical - Greenbelt Landing Construction Project - \$39,160.16

SYNOPSIS:

Staff recommends approval of Pay Request #3 to Central Iowa Mechanical for the work completed to date on the Greenbelt Landing Project.

Total contract amount: **\$259,869.00**

Pay Request #3: **\$39,160.16**

Total Requested to Date: **\$54,150.97**

Remaining contract amount: **\$205,718.03**

Attachments:

1. CIM Pay App 03
2. 0318_001 Payroll Report

TO CONTRACTOR:

DCI Group, Inc.
220 SE 6th Street, Suite 200
Des Moines, Iowa 50309

PROJECT:

Clive - Greenbelt Landing
1900 NW 114th St
Clive, Iowa 50325

APPLICATION NO: 3

INVOICE NO: 2490850-3

PERIOD: 12/01/24 - 12/31/24

PROJECT NO: 23046

CONTRACT NO: SC-001 Clive Greenbelt
Landing

CONTRACT DATE: 09/12/2024

CERTIFICATE DATE: 12/30/2024

SUBMITTED DATE:

FROM SUBCONTRACTOR:

Central Iowa Mechanical
1720 Fuller Road
West Des Moines, Iowa 50265

SUBCONTRACT FOR: Central Iowa Mechanical - BP 22

SUBCONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Subcontract. Continuation Sheet is attached.

1.	Original Contract Sum	\$259,869.00
2.	Net change by change orders	\$0.00
3.	Contract Sum to date (Line 1 ± 2)	\$259,869.00
4.	Total completed and stored to date (Column G on detail sheet)	\$57,001.03
5.	Retainage:	
	a. 5.00% of completed work	\$2,850.06
	b. 0.00% of stored material	\$0.00
	Total retainage (Line 5a + 5b or total in column I of detail sheet)	\$2,850.06
6.	Total earned less retainage (Line 4 less Line 5 Total)	\$54,150.97
7.	Less previous certificates for payment (Line 6 from prior certificate)	\$14,990.81
8.	Current payment due:	\$39,160.16
9.	Balance to finish, including retainage (Line 3 less Line 6)	\$205,718.03

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner/Client:	\$0.00	\$0.00
Total approved this month:	\$0.00	\$0.00
Totals:	\$0.00	\$0.00
Net change by change orders:	\$0.00	

The undersigned certifies that to the best of the Subcontractor's knowledge, information and belief, the Work covered by this Application for Payment has been completed in accordance with the Subcontract Documents, that all amounts have been paid by the Subcontractor for Work which previous Certificates for payment were issued and payments received from the Owner/Client, and that current payments shown herein is now due.

SUBCONTRACTOR: Central Iowa Mechanical

By: _____ Date: _____

State of:

County of:

Subscribed and sworn to before
me this _____ day of _____

Notary Public:

My commission expires:

David Bruce Morrow

Digitally signed by David Bruce
Morrow
DN: C=US,
E=bruce.morrow@smithgroup.com,
CN=David Bruce Morrow
Reason: I have reviewed this
document
Date: 2025.01.02 08:00:03-06'00'

Drew Johnson

Digitally signed by Drew
Johnson
DN: C=US,
E=drewj@dcigroup-us.com,
CN=Drew Johnson
Date: 2025.01.03
14:19:11-06'00'

Reviewed prior to to submission of
Certified Wages

Document SUMMARY SHEET, APPLICATION AND CERTIFICATE FOR PAYMENT, containing

Contractor's signed Certification is attached.

Use Column I on Contracts where variable retainage for line items apply.

APPLICATION NUMBER: 3

APPLICATION DATE: 12/27/2024

PERIOD: 12/01/24 - 12/31/24

Contract Lines

A		B	C	D	E	F	G		H	I
ITEM NO.	BUDGET CODE	DESCRIPTION OF WORK	SCHEDULED VALUE	APPROVED WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	%(G / C)	BALANCE TO FINISH (C - G)	RETAINAGE
				FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
1	22-220000.000.Subcontract BP #22 Mechanical	Mobilization	\$13,468.00	\$9,191.91	\$4,276.09	\$0.00	\$13,468.00	100.00%	\$0.00	\$673.40
2	22-220000.000.Subcontract BP #22 Mechanical	Bonds and permits	\$3,798.00	\$3,798.00	\$0.00	\$0.00	\$3,798.00	100.00%	\$0.00	\$189.90
3	22-220000.000.Subcontract BP #22 Mechanical	Demo work	\$26,424.00	\$2,789.90	\$15,896.40	\$0.00	\$18,686.30	70.72%	\$7,737.70	\$934.32
4	22-220000.000.Subcontract BP #22 Mechanical	Plumbing Rough in	\$32,785.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$32,785.00	\$0.00
5	22-220000.000.Subcontract BP #22 Mechanical	HVAC rough in	\$33,954.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$33,954.00	\$0.00
6	22-220000.000.Subcontract BP #22 Mechanical	Concrete pads	\$7,790.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$7,790.00	\$0.00
7	22-220000.000.Subcontract BP #22 Mechanical	HVAC Equipment setting	\$90,915.00	\$0.00	\$21,048.73	\$0.00	\$21,048.73	23.15%	\$69,866.27	\$1,052.44
8	22-220000.000.Subcontract BP #22 Mechanical	Plumbing fixtures	\$11,154.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$11,154.00	\$0.00
9	22-220000.000.Subcontract BP #22 Mechanical	HVAC Trim out	\$2,549.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$2,549.00	\$0.00
10	22-220000.000.Subcontract BP #22 Mechanical	HVAC Start up	\$3,045.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$3,045.00	\$0.00
11	22-220000.000.Subcontract BP #22 Mechanical	Temperature controls	\$20,460.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$20,460.00	\$0.00
12	22-220000.000.Subcontract BP #22 Mechanical	Test and Balance	\$3,940.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$3,940.00	\$0.00
13	22-220000.000.Subcontract BP #22 Mechanical	Insulation	\$7,300.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$7,300.00	\$0.00
14	22-220000.000.Subcontract BP #22 Mechanical	De mobilization	\$2,287.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$2,287.00	\$0.00
TOTALS:			\$259,869.00	\$15,779.81	\$41,221.22	\$0.00	\$57,001.03	21.93%	\$202,867.97	\$2,850.06

Grand Totals

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	APPROVED WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G / C)	BALANCE TO FINISH (C - G)	RETAINAGE
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
GRAND TOTALS:		\$259,869.00	\$15,779.81	\$41,221.22	\$0.00	\$57,001.03	21.93%	\$202,867.97	\$2,850.06

WAIVER OF LIEN TO DATE

STATE OF Iowa

Project Name: **Clive Greenbelt Landing**

COUNTY OF Polk

WHEREAS, the undersigned has contracted with The DCI Group for **The City of Clive - Clive Greenbelt Landing project**, having furnished material or labor for, or performed labor upon, a building or land for improvement, alteration or repair thereof, situated on or being real estate described as (legal description or street address of premises): **The City of Clive - Clive Greenbelt Landing: 1900 NW 114th Clive, IA 50325**

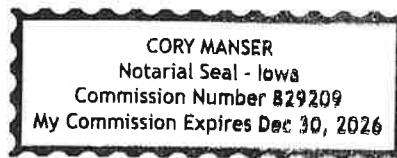
The undersigned, for and in consideration of the sum of **\$41,221.22** Dollars as a partial payment for its furnishing of labor and material for the above-referenced Project, the receipt of which is hereby acknowledged, does hereby waive, release, and discharge any lien claim or lien right it has or could have under the statutes of the State of Iowa to the extent of the partial payment made in exchange for this partial lien release against the above described premises, for material furnished or labor performed to this date. The undersigned states that this partial lien release is not intended to and does not release any lien claims or rights for work, labor, or materials for which payment has not yet been received by the undersigned.

Dated at **Des Moines, IA**, on the 20 day of **December, 2024**.



James Keller
Vice President

Central Iowa Mechanical



Notary:





CENTRAL IOWA MECHANICAL
1720 FULLER ROAD
WEST DES MOINES, IA 50265
515-243-8126

INVOICE

Invoice #: 2490850-3
Client ID #: 1540
Date: 12/20/2024
Due Date: 02/03/2025

DCI Group
220 SE 6th Street Suite 200
Des Moines IA 50309

Remarks:
Clive Greenbelt Landing
City of Clive
1900 NW 114th
Clive IA 50325

Call Description: AIA #3

Amount Due: \$39,160.16

Completed Date:

Terms:

Client PO #:

Net 30 Days

Description	Amount
AIA #3	
Mobilization	4,276.09
Demo	15,896.40
Stored Material	21,048.73

Notes:

**Please visit www.cimech.com
for online payment options.**



PAY BILL ONLINE

Non-Taxable Amount:	41,221.22
Taxable Amount:	0.00
Sales Tax:	0.00
Retention:	2,061.06
Paid:	0.00
Amount Due:	39,160.16

A credit card fee will be assessed.

Department of Labor

Report Period: 11/18/2024 to 11/24/2024
Payroll#: 48

Company: Central Iowa Mechanical
1720 Fuller Road
West Des Moines IA 50265

Project: Clive Greenbelt Landing
City of Clive
1900 NW 114th
Clive IA 50325

Employee Information	No of Dep	Work Classification	M	T	W	T	F	S	S	Total Hours	Rate of Pay	Gross Amount	FICA	Fed Tax	State Tax	SDI	Other	Total Wage	Net Payroll Check #
Chambers Damon J			11/18	11/19	11/20	11/21	11/22	11/23	11/24										
479-02-7121																			
504 10th St			S	5.00	2.00					7.00	46.66	326.62							
Dallas Center IA 50063										Total Payroll for Employee:									
												1,539.78	117.80	172.24	66.46		71.61	428.11	112824
																		1,111.67	
Mangra James E			45 Journey	D															
480-21-3916			O																
2621 E 39th Court			S	2.00						2.00	43.61	87.22							
Des Moines IA 50317										Total Payroll for Employee:									
												1,744.40	133.45	188.41	78.12		114.70	514.68	112824
																		1,229.72	
Kenworthy Jack C			45 1st Year	D															
479-35-1720			O																
1305 2nd Ave SW			S				8.00			8.00	22.72	181.76							
Altoona IA 50009										Total Payroll for Employee:									
												908.80	69.52	70.91	30.49		69.83	240.75	112824
																		668.05	
Total For All Employees:				D															
				O															
				S	5.00	2.00	2.00	8.00		17.00		595.60							
										Total Payroll for All Employees:									
												4,192.98	320.77	431.56	175.07		256.14	1,183.54	3,009.44

Date 12/30/2024

I, Jason Hayes Vice Pres. (Name Of Signatory Party) (Title)

do hereby state:

(1) That I pay or supervise the payment of the persons employed by

Central Iowa Mechanical (Contractor or Subcontractor) on the

Clive Greenbelt Landing; that during the payroll period of 11/18/2024 to 11/24/2024 (Building or Work)

all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of said

Central Iowa Mechanical from the full (Contractor or Subcontractor)

weekly wages earned by any person and that no deductions have been made either directly or indirectly from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 CFR Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108, 72 Stat. 967; 76 Stat. 357; 40 U.S.C. 276c), and described below:

FICA (Social Security), Medicare, Federal Income Taxes, State Income Taxes, State Disability (SDI), Court Ordered Wage Attachments, 401K Plans

(2) That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for laborers or mechanics contained therein are not less than the applicable wage rates contained in any wage determination incorporated into the contract; that the classifications set forth therein for each laborer or mechanic conform with the work he performed.

(3) That any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with a state apprenticeship agency recognized by the Bureau of Apprenticeship and Training, United States Department of Labor, or if no such recognized agency exists in a state, are registered with the Bureau of Apprenticeship and Training, United States Department of Labor.

(4) That:

a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS, OR PROGRAMS

In addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced payroll, payments of fringe benefits as listed in the contract have been or will be made to the appropriate programs for the benefit of such employees, except as noted in Section 4(c) below.

b) WHERE FRINGE BENEFITS ARE PAID IN CASH

Each laborer or mechanic listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount of the required fringe benefits as listed in the contract, except as noted in Section 4(c) below.

c) EXCEPTIONS

Exception (Craft)	Explanation

Remarks:

Name and Title	Signature
Jason Hayes, V.P.	
THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. SEE SECTION 1001 OF TITLE 18 AND SECTION 231 OF TITLE 31 OF THE UNITED STATES CODE.	

Department of Labor

Report Period: 11/25/2024 to 12/01/2024
Payroll#: 49

Company: Central Iowa Mechanical
1720 Fuller Road
West Des Moines IA 50265

Project: Clive Greenbelt Landing
City of Clive
1900 NW 114th
Clive IA 50325

Employee Information	No of Dep	Work Classification	M	T	W	T	F	S	S	Total Hours	Rate of Pay	Gross Amount	FICA	Fed Tax	State Tax	Other	Total Wage	Net Payroll Check #
			11/25	11/26	11/27	11/28	11/29	11/30	12/01									
Mangra James E		45 Journey	D															
480-21-3916		O																
2621 E 39th Court		S			3.00					3.00	43.61	130.83						
Des Moines IA 50317																		
Total Payroll for Employee:												1,395.52	106.75	111.65	58.24	83.82	360.46	120524
																		1,035.06
Kenworthy Jack C		45 1st Year	D															
479-35-1720		O																
1305 2nd Ave SW		S	8.00	8.00	8.00					24.00	22.72	545.28						
Altoona IA 50009																		
Total Payroll for Employee:												727.04	55.62	49.09	20.34	50.15	175.20	120524
																		551.84
Longcor Karter J		45 Journey	D															
485-25-0703		O																
1251E 28th Street		S			3.50					3.50	41.31	144.59						
Norwalk IA 50211																		
Total Payroll for Employee:												1,259.96	96.38	74.89	50.51	80.93	302.71	120524
																		957.25
Total For All Employees:			D															
			O															
			S	8.00	8.00	14.50				30.50		820.70						
Total Payroll for All Employees:												3,382.52	258.75	235.63	129.09	214.90	838.37	2,544.15

Date 12/30/2024

I, Jason Hayes Vice Pres.
(Name Of Signatory Party) (Title)

do hereby state:

(1) That I pay or supervise the payment of the persons employed by

Central Iowa Mechanical (Contractor or Subcontractor) on the

Clive Greenbelt Landing; that during the payroll period of 11/25/2024 to 12/01/2024
(Building or Work)

all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of said

Central Iowa Mechanical from the full
(Contractor or Subcontractor)

weekly wages earned by any person and that no deductions have been made either directly or indirectly from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 CFR Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108, 72 Stat. 967; 76 Stat. 357; 40 U.S.C. 276c), and described below:

FICA (Social Security), Medicare, Federal Income Taxes, State Income Taxes, State Disability (SDI), Court Ordered Wage Attachments, 401K Plans

(2) That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for laborers or mechanics contained therein are not less than the applicable wage rates contained in any wage determination incorporated into the contract; that the classifications set forth therein for each laborer or mechanic conform with the work he performed.

(3) That any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with a state apprenticeship agency recognized by the Bureau of Apprenticeship and Training, United States Department of Labor, or if no such recognized agency exists in a state, are registered with the Bureau of Apprenticeship and Training, United States Department of Labor.

(4) That:

a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS, OR PROGRAMS

☒ In addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced payroll, payments of fringe benefits as listed in the contract have been or will be made to the appropriate programs for the benefit of such employees, except as noted in Section 4(c) below.

b) WHERE FRINGE BENEFITS ARE PAID IN CASH

☐ Each laborer or mechanic listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount of the required fringe benefits as listed in the contract, except as noted in Section 4(c) below.

c) EXCEPTIONS

Exception (Craft)	Explanation

Remarks:

Name and Title	Signature
Jason Hayes, V.P.	
THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. SEE SECTION 1001 OF TITLE 18 AND SECTION 231 OF TITLE 31 OF THE UNITED STATES CODE.	

Department of Labor

Report Period: 12/02/2024 to 12/08/2024
Payroll#: 50

Company: Central Iowa Mechanical
1720 Fuller Road
West Des Moines IA 50265

Project: Clive Greenbelt Landing
City of Clive
1900 NW 114th
Clive IA 50325

Employee Information	No of Dep	Work Classification	M	T	W	T	F	S	S	Total Hours	Rate of Pay	Gross Amount	FICA	Fed Tax	State Tax	SDI	Other	Total	Net Wage	Payroll Check #
			12/02	12/03	12/04	12/05	12/06	12/07	12/08											
Nelson Ryan C	2	45 Journey D																		
482-13-0193		O																		
22829 80th Ave		S		2.00	2.00					4.00	44.61	178.44								
New Virginia IA 50210																				
Total Payroll for Employee:												1,516.74	116.03	115.63	48.37	103.12		383.15	1,133.59	121224
Sheets Matthew A	2	45 General D																		
483-74-7417		O																		
121451 158th ave		S		0.50						0.50	47.86	23.93								
Indianola IA 50125																				
Total Payroll for Employee:												1,914.40	146.45	364.27	153.81	177.20		841.73	1,072.67	121224
Chambers Damon J		33 Foreman D																		
479-02-7121		O																		
504 10th St		S		1.00			1.00			2.00	46.66	93.32								
Dallas Center IA 50063																				
Total Payroll for Employee:												1,446.46	110.67	151.71	61.14	67.27		390.79	1,055.67	121224
Mangra James E		45 Journey D																		
480-21-3916		O																		
2621 E 39th Court		S		8.00	8.00	8.00				24.00	43.61	1,046.64								
Des Moines IA 50317																				
Total Payroll for Employee:												1,459.72	106.77	111.65	58.24	99.26		375.92	1,083.80	121224

Department of Labor

Report Period: 12/02/2024 to 12/08/2024

Continued...

Employee Information	No of Dep	Work Classification	M	T	W	T	F	S	S	Total Hours	Rate of Pay	Gross Amount	FICA	Fed Tax	State Tax	SDI	Other	Total	Net Wage	Payroll Check #
Adams Mason L		45 2nd Year	D																	
479-25-7107		O																		
3331 Brook Run Drive		S	8.00	8.00	1.00					9.00	24.79	223.11								
Des Moines IA 50317																				
										Total Payroll for Employee:		793.28	60.69	57.04	23.91		66.66	208.30	584.98	121224
Kenworthy Jack C		45 1st Year	D																	
479-35-1720		O																		
1305 2nd Ave SW		S	8.00	8.00	8.00	8.00				32.00	22.72	727.04								
Altoona IA 50009																				
										Total Payroll for Employee:		973.00	69.52	70.91	30.49		69.83	240.75	732.25	121224
Reed Robbi W		45 PreApp <	D																	
484-35-9757		O																		
4115 Pamela Court		S	4.00							4.00	20.66	82.64								
West Des Moines IA 50266																				
										Total Payroll for Employee:		661.12	50.57	41.18	17.17		34.43	143.35	517.77	121224
Chambers Tucker D		33 Helper	D																	
480-33-0206		O																		
504 10th Street		S					1.00			1.00	19.44	19.44								
Dallas Center IA 50063																				
										Total Payroll for Employee:		622.08	47.59	36.50	15.28		1.60	100.97	521.11	121224
Page Norman E		Office All Be	D																	
480-84-3112		O																		
2023 SW Westwood Street		S			2.00					2.00	50.00	100.00								
Ankeny IA 50023																				
										Total Payroll for Employee:		2,000.00	153.00	188.70	117.69			459.39	1,540.61	121224

Report Period: 12/02/2024 to 12/08/2024

[illegible]

D O S

2,494.56		
11,386.80	1,137.59	3,144.35
861.29	526.10	619.37
		8,242.45

Total Payroll for All Employees:

Date 12/30/2024

I, Jason Hayes (Name Of Signatory Party) Vice Pres. (Title)

do hereby state:

(1) That I pay or supervise the payment of the persons employed by

Central Iowa Mechanical (Contractor or Subcontractor) on the

Clive Greenbelt Landing (Building or Work); that during the payroll period of 12/02/2024 to 12/08/2024

all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of said

Central Iowa Mechanical (Contractor or Subcontractor) from the full

weekly wages earned by any person and that no deductions have been made either directly or indirectly from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 CFR Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108, 72 Stat. 967; 76 Stat. 357; 40 U.S.C. 276c), and described below:

FICA (Social Security), Medicare, Federal Income Taxes, State Income Taxes, State Disability (SDI), Court Ordered Wage Attachments, 401K Plans

(2) That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for laborers or mechanics contained therein are not less than the applicable wage rates contained in any wage determination incorporated into the contract; that the classifications set forth therein for each laborer or mechanic conform with the work he performed.

(3) That any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with a state apprenticeship agency recognized by the Bureau of Apprenticeship and Training, United States Department of Labor, or if no such recognized agency exists in a state, are registered with the Bureau of Apprenticeship and Training, United States Department of Labor.

(4) That:

a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS, OR PROGRAMS

In addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced payroll, payments of fringe benefits as listed in the contract have been or will be made to the appropriate programs for the benefit of such employees, except as noted in Section 4(c) below.

b) WHERE FRINGE BENEFITS ARE PAID IN CASH

Each laborer or mechanic listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount of the required fringe benefits as listed in the contract, except as noted in Section 4(c) below.

c) EXCEPTIONS

Exception (Craft)	Explanation

Remarks:

Name and Title	Signature
Jason Hayes, V.P.	
THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. SEE SECTION 1001 OF TITLE 18 AND SECTION 231 OF TITLE 31 OF THE UNITED STATES CODE.	

Department of Labor

Report Period: 12/09/2024 to 12/15/2024
Payroll#: 51

Company: Central Iowa Mechanical
1720 Fuller Road
West Des Moines IA 50265

Project: Clive Greenbelt Landing
City of Clive
1900 NW 114th
Clive IA 50325

Employee Information	No of Dep	Work Classification	M	T	W	T	F	S	S	Total Hours	Rate of Pay	Gross Amount	FICA	Fed Tax	State Tax	SDI	Other	Total	Net Wage	Payroll Check #
			12/09	12/10	12/11	12/12	12/13	12/14	12/15											
Sheets Matthew A	2	45 General	D																	
483-74-7417		O																		
121451 158th ave		S	0.50		0.50					1.00	47.86	47.86								
Indianola IA 50125																				
Total Payroll for Employee:												1,722.96	131.81	322.15	142.90		159.48	756.34	966.62	121924
Mangra James E		45 Journey	D																	
480-21-3916		O																		
2621 E 39th Court		S			3.00					3.00	43.61	130.83								
Des Moines IA 50317																				
Total Payroll for Employee:												1,395.52	106.75	111.65	58.24		99.26	375.90	1,019.62	121924

Total For All Employees:

D																				
O												178.69								
S	0.50		0.50		3.00					4.00		3,118.48	238.56	433.80	201.14		258.74	1,132.24	1,986.24	
Total Payroll for All Employees:																				

Date 12/30/2024

I, Jason Hayes Vice Pres. (Name Of Signatory Party) (Title)

do hereby state:

(1) That I pay or supervise the payment of the persons employed by

Central Iowa Mechanical (Contractor or Subcontractor) on the

Clive Greenbelt Landing 12/09/2024 to 12/15/2024 (Building or Work)

all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of said

Central Iowa Mechanical from the full (Contractor or Subcontractor)

weekly wages earned by any person and that no deductions have been made either directly or indirectly from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 CFR Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108, 72 Stat. 967; 76 Stat. 357; 40 U.S.C. 276c), and described below:

FICA (Social Security), Medicare, Federal Income Taxes, State Income Taxes, State Disability (SDI), Court Ordered Wage Attachments, 401K Plans

(2) That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for laborers or mechanics contained therein are not less than the applicable wage rates contained in any wage determination incorporated into the contract; that the classifications set forth therein for each laborer or mechanic conform with the work he performed.

(3) That any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with a state apprenticeship agency recognized by the Bureau of Apprenticeship and Training, United States Department of Labor, or if no such recognized agency exists in a state, are registered with the Bureau of Apprenticeship and Training, United States Department of Labor.

(4) That:

a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS, OR PROGRAMS

In addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced payroll, payments of fringe benefits as listed in the contract have been or will be made to the appropriate programs for the benefit of such employees, except as noted in Section 4(c) below.

b) WHERE FRINGE BENEFITS ARE PAID IN CASH

Each laborer or mechanic listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount of the required fringe benefits as listed in the contract, except as noted in Section 4(c) below.

c) EXCEPTIONS

Exception (Craft)	Explanation

Remarks:

Name and Title Jason Hayes, V.P.	Signature 
THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. SEE SECTION 1001 OF TITLE 18 AND SECTION 231 OF TITLE 31 OF THE UNITED STATES CODE.	

Department of Labor

Report Period: 12/16/2024 to 12/22/2024
Payroll#: 52

Company: Central Iowa Mechanical
1720 Fuller Road
West Des Moines IA 50265

Project: Clive Greenbelt Landing
City of Clive
1900 NW 114th
Clive IA 50325

Employee Information	No of Dep	Work Classification	M	T	W	T	F	S	S	Total Hours	Rate of Pay	Gross Amount	FICA	Fed Tax	State Tax	SDI	Other	Total Wage	Net Payroll Check #
			12/16	12/17	12/18	12/19	12/20	12/21	12/22										
Chambers Damon J	33	Foreman	D																
479-02-7121		O																	
504 10th St		S			7.00		1.00			8.00	46.66	373.28							
Dallas Center IA 50063																			
Total Payroll for Employee:												1,633.10	124.93	192.77	71.78		75.95	465.43	122624
Chambers Tucker D	33	Helper	D																
480-33-0206		O																	
504 10th Street		S			7.00					7.00	19.44	136.08							
Dallas Center IA 50063																			
Total Payroll for Employee:												622.08	47.59	36.50	15.28		1.60	100.97	122624
Page Norman E		Office All Be	D																
480-84-3112		O																	
2023 SW Westwood Street		S	4.00							4.00	50.00	200.00							
Ankeny IA 50023																			
Total Payroll for Employee:												2,000.00	153.00	188.70	117.69			459.39	122624
Total For All Employees:			D																
			O																
			S	4.00	14.00		1.00			19.00		709.36							
Total Payroll for All Employees:												4,255.18	325.52	417.97	204.75		77.55	1,025.79	3,229.39

Date 12/30/2024

I, Jason Hayes Vice Pres. (Name Of Signatory Party) (Title)

do hereby state:

(1) That I pay or supervise the payment of the persons employed by

Central Iowa Mechanical (Contractor or Subcontractor) on the

Clive Greenbelt Landing; that during the payroll period of 12/16/2024 to 12/22/2024 (Building or Work)

all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of said

Central Iowa Mechanical from the full (Contractor or Subcontractor)

weekly wages earned by any person and that no deductions have been made either directly or indirectly from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 CFR Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108, 72 Stat. 967; 76 Stat. 357; 40 U.S.C. 276c), and described below:

FICA (Social Security), Medicare, Federal Income Taxes, State Income Taxes, State Disability (SDI), Court Ordered Wage Attachments, 401K Plans

(2) That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for laborers or mechanics contained therein are not less than the applicable wage rates contained in any wage determination incorporated into the contract; that the classifications set forth therein for each laborer or mechanic conform with the work he performed.

(3) That any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with a state apprenticeship agency recognized by the Bureau of Apprenticeship and Training, United States Department of Labor, or if no such recognized agency exists in a state, are registered with the Bureau of Apprenticeship and Training, United States Department of Labor.

(4) That:

a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS, OR PROGRAMS

☒ In addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced payroll, payments of fringe benefits as listed in the contract have been or will be made to the appropriate programs for the benefit of such employees, except as noted in Section 4(c) below.

b) WHERE FRINGE BENEFITS ARE PAID IN CASH

☐ Each laborer or mechanic listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount of the required fringe benefits as listed in the contract, except as noted in Section 4(c) below.

c) EXCEPTIONS

Exception (Craft)	Explanation

Remarks:

Name and Title	Signature
Jason Hayes, V.P.	
THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. SEE SECTION 1001 OF TITLE 18 AND SECTION 231 OF TITLE 31 OF THE UNITED STATES CODE.	



Memo

TO: Mayor and Council members

FROM: Alyssa Welling, Administrative Assistant

DATE: February 6, 2025

RE: Approve Pay Request #3 - Air-Con Mechanical Corp. - Greenbelt Landing Construction Project - \$8,787.50

SYNOPSIS:

Staff recommends approval of Pay Request #3 to Air-Con Mechanical Corp. for the work completed to date on the Greenbelt Landing Project.

Total contract amount: **\$388,703.00**

Pay Request #3: **\$8,787.50**

Total Requested to Date: **\$23,642.65**

Remaining contract amount: **\$365,060.35**

Attachments:

1. AirCon Pay App 03
2. N-2132 DCI Greenbelt - Certified Payroll #2 (1)
3. N-2132 DCI Greenbelt Certified Payroll 5 & 6

TO CONTRACTOR:

DCI Group, Inc.
220 SE 6th Street, Suite 200
Des Moines, Iowa 50309

PROJECT:

Clive - Greenbelt Landing
1900 NW 114th St
Clive, Iowa 50325

APPLICATION NO: 3

INVOICE NO: 1832

PERIOD: 12/01/24 - 12/31/24

PROJECT NO: 23046

CONTRACT NO: SC-003 Clive Greenbelt
Landing

CONTRACT DATE: 09/12/2024

CERTIFICATE DATE: 12/30/2024

SUBMITTED DATE:

FROM SUBCONTRACTOR:

Air-Con Mechanical Corp.
3121 SE 14th Street
Des Moines, Iowa 50320

SUBCONTRACT FOR: AirCon Mechanical - BP #26

SUBCONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Subcontract. Continuation Sheet is attached.

1.	Original Contract Sum	\$388,703.00
2.	Net change by change orders	\$0.00
3.	Contract Sum to date (Line 1 ± 2)	\$388,703.00
4.	Total completed and stored to date (Column G on detail sheet)	\$24,887.00
5.	Retainage:	
	a. 5.00% of completed work	\$1,244.35
	b. 0.00% of stored material	\$0.00
	Total retainage (Line 5a + 5b or total in column I of detail sheet)	\$1,244.35
6.	Total earned less retainage (Line 4 less Line 5 Total)	\$23,642.65
7.	Less previous certificates for payment (Line 6 from prior certificate)	\$14,855.15
8.	Current payment due:	\$8,787.50
9.	Balance to finish, including retainage (Line 3 less Line 6)	\$365,060.35

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner/Client:	\$0.00	\$0.00
Total approved this month:	\$0.00	\$0.00
Totals:	\$0.00	\$0.00
Net change by change orders:	\$0.00	

The undersigned certifies that to the best of the Subcontractor's knowledge, information and belief, the Work covered by this Application for Payment has been completed in accordance with the Subcontract Documents, that all amounts have been paid by the Subcontractor for Work which previous Certificates for payment were issued and payments received from the Owner/Client, and that current payments shown herein is now due.

SUBCONTRACTOR: Air-Con Mechanical Corp.

By: _____ Date: _____

State of:

County of:

Subscribed and sworn to before
me this _____ day of _____

Notary Public:

My commission expires:

Digitally signed by David Bruce Morrow
DN: C=US,
E=bruce.morrow@smithgroup.com,
CN=David Bruce Morrow
Reason: I have reviewed this document
Date: 2025.01.02 08:00:36-06'00'

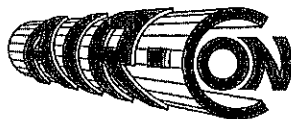
Digitally signed by Drew Johnson
DN: C=US,
E=drewj@dcigroup-us.com,
CN=Drew Johnson
Date: 2025.01.03 14:19:34-06'00'

Document SUMMARY SHEET, APPLICATION AND CERTIFICATE FOR PAYMENT, containing
Contractor's signed Certification is attached.
Use Column I on Contracts where variable retainage for line items apply.

APPLICATION NUMBER: 3
APPLICATION DATE: 12/27/2024
PERIOD: 12/01/24 - 12/31/24

Contract Lines										
A	B		C	D	E	F	G		H	I
ITEM NO.	BUDGET CODE	DESCRIPTION OF WORK	SCHEDULED VALUE	APPROVED WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	%(G / C)	BALANCE TO FINISH (C - G)	RETAINAGE
				FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
1	26-260000.000.Subcontract BP #26 - Electrical	Mobilization	\$2,500.00	\$2,500.00	\$0.00	\$0.00	\$2,500.00	100.00%	\$0.00	\$125.00
2	26-260000.000.Subcontract BP #26 - Electrical	Gear/Feeders	\$40,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$40,000.00	\$0.00
3	26-260000.000.Subcontract BP #26 - Electrical	Lighting	\$112,000.00	\$5,600.00	\$5,600.00	\$0.00	\$11,200.00	10.00%	\$100,800.00	\$560.00
4	26-260000.000.Subcontract BP #26 - Electrical	Lighting Controls	\$9,800.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$9,800.00	\$0.00
5	26-260000.000.Subcontract BP #26 - Electrical	Power	\$73,000.00	\$3,650.00	\$3,650.00	\$0.00	\$7,300.00	10.00%	\$65,700.00	\$365.00
6	26-260000.000.Subcontract BP #26 - Electrical	Data	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$20,000.00	\$0.00
7	26-260000.000.Subcontract BP #26 - Electrical	Fire Alarm	\$9,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$9,500.00	\$0.00
8	26-260000.000.Subcontract BP #26 - Electrical	Site Lighting	\$58,703.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$58,703.00	\$0.00
9	26-260000.000.Subcontract BP #26 - Electrical	Underground	\$24,313.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$24,313.00	\$0.00
10	26-260000.000.Subcontract BP #26 - Electrical	Bonds	\$3,887.00	\$3,887.00	\$0.00	\$0.00	\$3,887.00	100.00%	\$0.00	\$194.35
11	26-260000.000.Subcontract BP #26 - Electrical	Engineering	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$5,000.00	\$0.00
12	26-260000.000.Subcontract BP #26 - Electrical	Concrete Bases	\$30,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$30,000.00	\$0.00
TOTALS:			\$388,703.00	\$15,637.00	\$9,250.00	\$0.00	\$24,887.00	6.40%	\$363,816.00	\$1,244.35

Grand Totals										
A	B		C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK		SCHEDULED VALUE	APPROVED WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G / C)	BALANCE TO FINISH (C - G)	RETAINAGE
				FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
GRAND TOTALS:			\$388,703.00	\$15,637.00	\$9,250.00	\$0.00	\$24,887.00	6.40%	\$363,816.00	\$1,244.35



ELECTRIC, LLC

3121 S.E. 14th Street - Des Moines, IA. - 50320
(515) 243-5500 - FAX (515) 243-0126

PARTIAL LIEN WAIVER

Project: #SC-003 Clive Greenbelt Landing: Air Con Mechanical - BP #26
(N-24-2132)

WHEREAS THE UNDERSIGNED (☒) Contractor (☐) Subcontractor (☐)
Supplier (☐) Architect/Engineer _____ has provided labor, services, materials,
or equipment for the above project under an agreement with:

OWNER: DCI Group
220 SE 6th Street Suite 200
Des Moines, Iowa 50309

The undersigned does hereby waive and release all bond claims, liens, or project owner and
any sureties, for labor, services, material or equipment, as provided by the undersigned, but
only to the extent of payment received, as indicated and as limited below:

(☒) **CONDITIONAL Release:** This waiver and release is contingent upon receipt of
payment and final bank clearance of said remittance in the amount of \$8,787.50 (Invoice 1832
Draw # 3). The remittance identified as payment and endorsed by the undersigned marked
"Paid" or otherwise canceled by the bank against which said remittance was drawn, shall
constitute conclusive proof that said invoice or pay request was paid and that payment thereof
was received by the Undersigned, and thereupon this waiver and release shall become effective
automatically without the requirement of any further act, acknowledgment or receipt on the part
of the Undersigned.

(☐) **UNCONDITIONAL Release:** The undersigned acknowledges receipt of payment in
the amount of \$ _____ for labor, services, materials or equipment as described herein and does
hereby grant this release unconditionally.

Joe Davis Signature
Joe Davis Print Name
Vice-President Title
12-18-24 Date

CERTIFIED PAYROLL FORM

Air-Con Electric, LLC
 3121 SE 14th Street
 Des Moines, Iowa 50320
 4
 12/10/2024

Project and Location: DCI Greenbelt
 Project or Contract #: SC-003 Clive Greenbelt Landing
 Air-Con Mech Job #: N-24-2132

Payroll Number:
 For Week Ending:

NAME, ADDRESS, AND SS# OF EMPLOYEE	# WITH OLDIN G EXEM PTION S	OT OR REG	DAY & DATE										TOTAL HOURS	RATE OF PAY	GROSS AMOUNT EARNED (project)	GROSS AMOUNT EARNED (total)	DEDUCTIONS					NET WAGES PAID FOR WEEK
			12	12	12	12	12	12	12	12	12	12					FICA	FWH	SWH	OTHER	TOTAL DEDUCTIO NS	
			4	5	6	7	8	9	10													
No Hours Worked This Period		OT										0.00		\$ -						\$ -	\$ -	
		REG										0.00		\$ -						\$ -	\$ -	
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		REG										0.00		\$ -						\$ -	\$ -	

Page 163

Date: 12/11/2024

I, do hereby state:

(1) That I pay or supervise the payment of the persons employed by **Air-Con Electric, LLC** on the **Clive Greenbelt Landing SC-003** project; that during the payroll period from **12/4/2024** to **12/10/2024** all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of said Air-Con Mechanical Corporation from the full weekly wages earned by any person and that no deductions have been made either directly or indirectly from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 CFR Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108, 72 Stat. 967; 76 Stat. 357; 40 U.S.C. 276c), and described:

(2) That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for laborers or mechanics contained therein are not less than the applicable wage rates contained in any wage determination incorporated into the contract; that the classifications set forth therein for each laborer or mechanic conform with the work he performed.

(3) That any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with a State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, United States Department of Labor, or if no such recognized agency exists in a State, are registered with the Bureau of Apprenticeship and Training, United States Department of Labor.

(4) That:

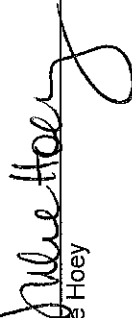
(a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS OR PROGRAMS
☒ in addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced payroll, payments of fringe benefits as listed in the contract have been or will be made to appropriate programs for the benefit of such employees, except as noted in Section 4c below.

(b) WHERE FRINGE BENEFITS ARE PAID IN CASH
☐ each laborer or mechanic listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount of the required fringe benefits as listed in the contract, except as noted in Section 4c below.

(c) EXCEPTIONS
EXCEPTION (CRAFT) EXPLANATION

REMARKS Air-Con Electric, LLC Job# N-24-2132

SIGNATURE
NAME & TITLE


Julie Hoe

THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. SEE SECTION 1001 OF TITLE 18 AND SECTION 231 OF TITLE 31 OF THE UNITED STATES CODE.

CERTIFIED PAYROLL FORM

Air-Con Electric, LLC
3121 SE 14th Street
Des Moines, Iowa 50320
3
12/3/2024

Project and Location: DCI Greenbelt
Project or Contract #: SC-003 Clive Greenbelt Landing
Air-Con Mech Job #: N-24-2132

Payroll Number:
For Week Ending:

NAME, ADDRESS, AND SS# OF EMPLOYEE	# WITH OLDIN G EXEM PTION S	OT OR REG	DAY & DATE							TOTAL HOURS	RATE OF PAY	GROSS AMOUNT EARNED (project)	GROSS AMOUNT EARNED (total)	DEDUCTIONS					NET WAGES PAID FOR WEEK
			11	11	11	11	11	12	12	12				FICA	FWH	SWH	OTHER	TOTAL DEDUCTIO NS	
J. Denny xxx-xx 5888 Foreman		OT										\$ -	\$ 1,853.00	\$ -	\$ 141.37		\$ 203.28	\$ 344.65	\$ 1,508.35
		REG						4.00			\$ 46.20	\$ 184.80							
N. Klisares xxx-xx-2304 Construction Wireman		OT										\$ -	\$ 711.20	\$ 47.19	\$ 54.41	\$ 20.35	\$ 78.23	\$ 200.18	\$ 511.02
		REG						4.00			\$ 17.78	\$ 71.12							
		OT										\$ -						\$ -	\$ -
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8.00

Date: 12/4/2024

I, do hereby state:

(1) That I pay or supervise the payment of the persons employed by **Air-Con Electric, LLC** on the **Clive Greenbelt Landing SC-003** project; that during the payroll period from **11/27/2024** to **12/3/2024** all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of said Air-Con Mechanical Corporation from the full weekly wages earned by any person and that no deductions have been made either directly or indirectly from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 CFR Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108, 72 Stat. 967; 76 Stat. 357; 40 U.S.C. 276c), and described:

(2) That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for laborers or mechanics contained therein are not less than the applicable wage rates contained in any wage determination incorporated into the contract; that the classifications set forth therein for each laborer or mechanic conform with the work he performed.

(3) That any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with a State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, United States Department of Labor, of if no such recognized agency exists in a State, are registered with the Bureau of Apprenticeship and Training, United States Department of Labor.

(4) That:

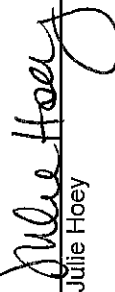
(a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS OR PROGRAMS
☒ in addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced payroll, payments of fringe benefits as listed in the contract have been or will be made to appropriate programs for the benefit of such employees, except as noted in Section 4c below.

(b) WHERE FRINGE BENEFITS ARE PAID IN CASH
☐ each laborer or mechanic listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount of the required fringe benefits as listed in the contract, except as noted in Section 4c below.

(c) EXCEPTIONS
EXCEPTION (CRAFT) EXPLANATION

REMARKS Air-Con Electric, LLC Job# N-24-2132

SIGNATURE
NAME & TITLE


Julie Hoey

THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. SEE SECTION 1001 OF TITLE 18 AND SECTION 231 OF TITLE 31 OF THE UNITED STATES CODE.

CERTIFIED PAYROLL FORM

Air-Con Electric, LLC
3121 SE 14th Street
Des Moines, Iowa 50320
5
12/17/2024

Project and Location: DCI Greenbelt
Project or Contract #: SC-003 Clive Greenbelt Landing
Air-Con Mech Job #: N-24-2132

Payroll Number:
For Week Ending:

NAME, ADDRESS, AND SS# OF EMPLOYEE	# WITH OLDIN G EXEM PTION S	OT OR REG	DAY & DATE							TOTAL HOURS	RATE OF PAY	GROSS AMOUNT EARNED (project)	GROSS AMOUNT EARNED (total)	DEDUCTIONS				TOTAL DEDUCTIO NS	NET WAGES PAID FOR WEEK
			12	12	12	12	12	12	12					FICA	FWH	SWH	OTHER		
			11	12	12	13	14	15	16					17					
No Hours Worked This Period		OT								0.00		\$ -					\$ -	\$ -	
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		REG								0.00		\$ -					\$ -	\$ -	

Page 1

0.00

Date: 12/18/2024

I, do hereby state:

(1) That I pay or supervise the payment of the persons employed by **Air-Con Electric, LLC** on the **Clive Greenbelt Landing SC-003** project; that during the payroll period from **12/11/2024** to **12/17/2024** all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of said Air-Con Mechanical Corporation from the full weekly wages earned by any person and that no deductions have been made either directly or indirectly from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 CFR Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108, 72 Stat. 967; 76 Stat. 357; 40 U.S.C. 276c), and described:

(2) That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for laborers or mechanics contained therein are not less than the applicable wage rates contained in any wage determination incorporated into the contract; that the classifications set forth therein for each laborer or mechanic conform with the work he performed.

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(4) That:

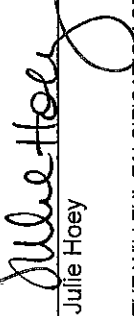
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☒ in addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced payroll, payments of fringe benefits as listed in the contract have been or will be made to appropriate programs for the benefit of such employees, except as noted in Section 4c below.

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(c) EXCEPTIONS
EXCEPTION (CRAFT) EXPLANATION

REMARKS Air-Con Electric, LLC Job# N-24-2132

SIGNATURE
NAME & TITLE


Julie Hoey

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CERTIFIED PAYROLL FORM

Air-Con Electric, LLC
3121 SE 14th Street
Des Moines, Iowa 50320
6
12/24/2024

Project and Location: DCI Greenbelt
Project or Contract #: SC-003 Clive Greenbelt Landing
Air-Con Mech Job #: N-24-2132

Payroll Number:
For Week Ending:

NAME, ADDRESS, AND SS# OF EMPLOYEE	# WITH OLDIN G EXEM PTION S	OT OR REG	DAY & DATE							TOTAL HOURS	RATE OF PAY	GROSS AMOUNT EARNED (project)	GROSS AMOUNT EARNED (total)	DEDUCTIONS					NET WAGES PAID FOR WEEK
			12	12	12	12	12	12	12					FICA	FWH	SWH	OTHER	TOTAL DEDUCTIO NS	
J. Denny xxx-xx-5888 General Foreman		OT								0.00		\$ -	\$ 1,848.00	\$ -	\$ 141.37	\$ -	\$ 203.28	\$ 344.65	\$ 1,503.35
		REG								8.00	\$ 46.20	\$ 369.60							
N. Klisares xxx-xx-2304 Construction Wireman		OT								0.00		\$ -	\$ 711.20	\$ 47.19	\$ 54.41	\$ 20.35	\$ 78.23	\$ 200.18	\$ 511.02
		REG								8.00	\$ 17.78	\$ 142.24							
		OT								0.00		\$ -						\$ -	\$ -
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Date: 12/25/2024

I, do hereby state:

(1) That I pay or supervise the payment of the persons employed by **Air-Con Electric, LLC** on the **Clive Greenbelt Landing SC-003** project; that during the payroll period from **12/18/2024** to **12/24/2024** all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of said Air-Con Mechanical Corporation from the full weekly wages earned by any person and that no deductions have been made either directly or indirectly from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 CFR Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108, 72 Stat. 967; 76 Stat. 357; 40 U.S.C. 276c), and described:

(2) That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for laborers or mechanics contained therein are not less than the applicable wage rates contained in any wage determination incorporated into the contract; that the classifications set forth therein for each laborer or mechanic conform with the work he performed.

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(4) That:

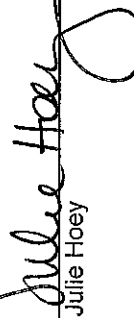
(a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS OR PROGRAMS
☒ in addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced payroll, payments of fringe benefits as listed in the contract have been or will be made to appropriate programs for the benefit of such employees, except as noted in Section 4c below.

(b) WHERE FRINGE BENEFITS ARE PAID IN CASH
☐ each laborer or mechanic listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount of the required fringe benefits as listed in the contract, except as noted in Section 4c below.

(c) EXCEPTIONS
EXCEPTION (CRAFT) EXPLANATION

REMARKS Air-Con Electric, LLC Job# **N-24-2132**

SIGNATURE
NAME & TITLE


Julie Hoey

THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. SEE SECTION 1001 OF TITLE 18 AND SECTION 231 OF TITLE 31 OF THE UNITED STATES CODE.

CERTIFIED PAYROLL FORM

Air-Con Electric, LLC
3121 SE 14th Street
Des Moines, Iowa 50320
2
1/26/2024

Project and Location: DCI Greenbelt
Project or Contract #: SC-003 Clive Greenbelt Landing
Air-Con Mech Job #: N-24-2132

Payroll Number:
For Week Ending:

NAME, ADDRESS, AND SS# OF EMPLOYEE	#	WITH OLDIN G EXEM PTION \$	OT OR REG	DAY & DATE							TOTAL HOURS	RATE OF PAY	GROSS AMOUNT EARNED (project)	GROSS AMOUNT EARNED (total)	DEDUCTIONS					NET WAGES PAID FOR WEEK
				11	11	11	11	11	11	11					FICA	FWH	SWH	OTHER	TOTAL DEDUCTIONS	
J. Denny xxx-xx 5888 Foreman			OT								0.00		\$ -	\$ 2,060.90	\$ -	\$ 157.27	\$ -	\$ 226.15	\$ 383.42	\$ 1,677.48
			REG	1.00							1.00	\$ 46.20	\$ 46.20							
N. Klisares xxx-xx-2304 Construction Wireman			OT								0.00		\$ -	\$ 711.20	\$ 47.19	\$ 54.40	\$ 20.35	\$ 78.23	\$ 200.17	\$ 511.03
			REG								1.00	\$ 17.78	\$ 17.78							
			OT								0.00		\$ -						\$ -	\$ -
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			REG								0.00		\$ -						\$ -	\$ -
			OT								0.00		\$ -						\$ -	\$ -
			REG								0.00		\$ -						\$ -	\$ -
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			REG								0.00		\$ -						\$ -	\$ -
			OT								0.00		\$ -						\$ -	\$ -
			REG								0.00		\$ -						\$ -	\$ -

Date: 11/27/2024

I, do hereby state:

(1) That I pay or supervise the payment of the persons employed by **Air-Con Electric, LLC** on the **11/26/2024** project; that during the payroll period from **11/20/2024** to **11/26/2024** all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of said Air-Con Mechanical Corporation from the full weekly wages earned by any person and that no deductions have been made either directly or indirectly from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 CFR Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108, 72 Stat. 967; 76 Stat. 357; 40 U.S.C. 276c), and described:

(2) That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for laborers or mechanics contained therein are not less than the applicable wage rates contained in any wage determination incorporated into the contract; that the classifications set forth therein for each laborer or mechanic conform with the work he performed.

(3) That any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with a State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, United States Department of Labor, or if no such recognized agency exists in a State, are registered with the Bureau of Apprenticeship and Training, United States Department of Labor.

(4) That:

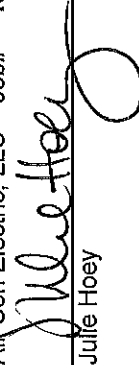
(a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS OR PROGRAMS
☒ in addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced payroll, payments of fringe benefits as listed in the contract have been or will be made to appropriate programs for the benefit of such employees, except as noted in Section 4c below.

(b) WHERE FRINGE BENEFITS ARE PAID IN CASH
☐ each laborer or mechanic listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount of the required fringe benefits as listed in the contract, except as noted in Section 4c below.

(c) EXCEPTIONS
EXCEPTION (CRAFT) EXPLANATION

REMARKS Air-Con Electric, LLC Job# N-24-2132

SIGNATURE
NAME & TITLE


Julie Hoey

THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. SEE SECTION 1001 OF TITLE 18 AND SECTION 231 OF TITLE 31 OF THE UNITED STATES CODE.

CERTIFIED PAYROLL FORM

Air-Con Electric, LLC
 3121 SE 14th Street
 Des Moines, Iowa 50320
 5
 12/17/2024

Project and Location: DCI Greenbelt
 Project or Contract #: SC-003 Clive Greenbelt Landing
 Air-Con Mech Job #: N-24-2132

Payroll Number:
 For Week Ending:

NAME, ADDRESS, AND SS# OF EMPLOYEE	# WITH OLDIN G EXEM PTION S	OT OR REG	DAY & DATE							TOTAL HOURS	RATE OF PAY	GROSS AMOUNT EARNED (project)	GROSS AMOUNT EARNED (total)	DEDUCTIONS				NET WAGES PAID FOR WEEK	
														FICA	FWH	SWH	OTHER		TOTAL DEDUCTIO NS
			12 11	12 12	12 13	12 14	12 15	12 16	12 17										
No Hours Worked This Period		OT								0.00		\$ -						\$ -	-
		REG								0.00		\$ -					\$ -	-	
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		REG								0.00		\$ -					\$ -	-	

Page 1

0.00

Date: 12/18/2024

I, do hereby state:

(1) That I pay or supervise the payment of the persons employed by **Air-Con Electric, LLC** on the **Clive Greenbelt Landing SC-003** project; that during the payroll period from **12/11/2024** to **12/17/2024** all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of said Air-Con Mechanical Corporation from the full weekly wages earned by any person and that no deductions have been made either directly or indirectly from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 CFR Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108, 72 Stat. 967; 76 Stat. 357; 40 U.S.C. 276c), and described:

(2) That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for laborers or mechanics contained therein are not less than the applicable wage rates contained in any wage determination incorporated into the contract; that the classifications set forth therein for each laborer or mechanic conform with the work he performed.

(3) That any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with a State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, United States Department of Labor, or if no such recognized agency exists in a State, are registered with the Bureau of Apprenticeship and Training, United States Department of Labor.

(4) That:

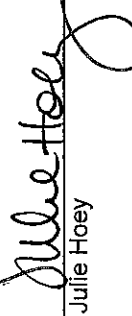
(a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS OR PROGRAMS
☒ in addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced payroll, payments of fringe benefits as listed in the contract have been or will be made to appropriate programs for the benefit of such employees, except as noted in Section 4c below.

(b) WHERE FRINGE BENEFITS ARE PAID IN CASH
☐ each laborer or mechanic listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount of the required fringe benefits as listed in the contract, except as noted in Section 4c below.

(c) EXCEPTIONS
EXCEPTION (CRAFT) EXPLANATION

REMARKS Air-Con Electric, LLC Job# N-24-2132

SIGNATURE
NAME & TITLE


Julie Hoey

THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. SEE SECTION 1001 OF TITLE 18 AND SECTION 231 OF TITLE 31 OF THE UNITED STATES CODE.

CERTIFIED PAYROLL FORM

Air-Con Electric, LLC
 3121 SE 14th Street
 Des Moines, Iowa 50320
 6
 12/24/2024

Project and Location: DCI Greenbelt
 Project or Contract #: SC-003 Clive Greenbelt Landing
 Air-Con Mech Job #: N-24-2132

Payroll Number:
 For Week Ending:

NAME, ADDRESS, AND SS# OF EMPLOYEE	# WITH OLDIN G EXEM PTION S	OT OR REG	DAY & DATE							TOTAL HOURS	RATE OF PAY	GROSS AMOUNT EARNED (project)	GROSS AMOUNT EARNED (total)	DEDUCTIONS					NET WAGES PAID FOR WEEK
			12 18	12 19	12 20	12 21	12 22	12 23	12 24					FICA	FWH	SWH	OTHER	TOTAL DEDUCTIO NS	
J. Denny xxx-xx-5888 General Foreman		OT							0.00		\$ -	\$ 1,848.00	\$ -	\$ 141.37	\$ -	\$ 203.28	\$ 344.65	\$ 1,503.35	
		REG							8.00	\$ 46.20	\$ 369.60								
N. Klisares xxx-xx-2304 Construction Wireman		OT							0.00		\$ -	\$ 711.20	\$ 47.19	\$ 54.41	\$ 20.35	\$ 78.23	\$ 200.18	\$ 511.02	
		REG							8.00	\$ 17.78	\$ 142.24								
		OT							0.00		\$ -						\$ -	\$ -	
		REG							0.00		\$ -						\$ -	\$ -	
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		REG							0.00		\$ -						\$ -	\$ -	

Page

16.00

Date: 12/25/2024

I, do hereby state:

(1) That I pay or supervise the payment of the persons employed by **Air-Con Electric, LLC** on the **Clive Greenbelt Landing SC-003** project; that during the payroll period from **12/18/2024** to **12/24/2024** all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of said Air-Con Mechanical Corporation from the full weekly wages earned by any person and that no deductions have been made either directly or indirectly from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 CFR Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108, 72 Stat. 967; 76 Stat. 357; 40 U.S.C. 276c), and described:

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(4) That:

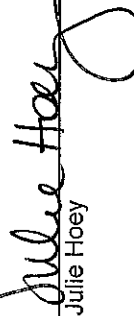
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(c) EXCEPTIONS
EXCEPTION (CRAFT) EXPLANATION

REMARKS Air-Con Electric, LLC Job# **N-24-2132**

SIGNATURE
NAME & TITLE


Julie Hoey

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Memo

TO: Mayor and Council members

FROM: Doug Ollendike, Community Development Director

DATE: February 6, 2025

RE: Approve Pay Request #3 - Confluence, Inc. - University Boulevard
Flood Mitigation: Project Scoping Plan - \$27,076.40

SYNOPSIS:

Staff recommends approval of Pay Request #3 to Confluence, Inc. for work completed on the University Boulevard Flood Mitigation: Project Scoping Plan.

Original Contract Amount-	\$420,430.00
Pay Request #1-	\$2,400.00
Pay Request #2-	\$24,089.42
Pay Request #3-	\$27,076.40
Contract Balance-	\$366,864.18

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

Attachments:

1. Pay Request #3_Invoice

Confluence, Inc
525 17th Street
Des Moines, IA 50309
515.288.4875

APPROVED FOR PAYMENT

BY 33000000
DATE 1/27/2025
ACCT # 349-5750-6407
ITEM PAY REQUEST #3

UNIVERSITY BLVD Flood Mitigation: Project
Scoping Plan

City of Clive, IA
1900 NW 114th Street
Clive, IA 50325-7077
Doug Olendike

Invoice number 31076
Date 01/27/2025

Project **24278 University Boulevard Flood
Mitigation Planning**

Professional Services through January 20, 2025

Send invoice to: dollendike@cityofclive.com

Invoice Summary

Description	Contract Amount	Prior Billed	Total Billed	Current Billed
TASK 1 - PROJECT MANAGEMENT	81,385.00	7,726.50	14,275.00	6,548.50
TASK 2 - PROJECT UNDERSTANDING	65,010.00	16,938.92	27,270.79	10,331.87
TASK 3 - TECHNICAL ANALYSIS & BCA UPDATE	84,455.00	1,824.00	11,760.03	9,936.03
TASK 4 - MITIGATION PROJECT EXPLORATION	189,580.00	0.00	260.00	260.00
REIMBURSABLE EXPENSES	0.00	0.00	0.00	0.00
Total	420,430.00	26,489.42	53,565.82	27,076.40

Task 1 - Project Management

Professional Fees

Billed
Amount
4,305.00

Consultant

Billed
Amount

Barr Engineering Company
Dewberry Engineers Inc.

1,188.50
1,055.00

Phase subtotal

6,548.50

Task 2 - Project Understanding

Professional Fees

Billed
Amount
890.00

Consultant

Billed
Amount

Barr Engineering Company
Dewberry Engineers Inc.

6,924.37
2,517.50

Phase subtotal

10,331.87

City of Clive, IA
Project 24278 University Boulevard Flood Mitigation Planning

Invoice number 31076
Date 01/27/2025

Task 3 - Technical Analysis & BCA Update

Consultant		Billed Amount
Barr Engineering Company		1,855.50
Snyder and Associates, Inc.		8,080.53
	Phase subtotal	9,936.03

Task 4 - Mitigation Project Exploration

Professional Fees		Billed Amount
		260.00
	Invoice total	27,076.40

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
31076	01/27/2025	27,076.40	27,076.40				
	Total	27,076.40	27,076.40	0.00	0.00	0.00	0.00



Memo

TO: Mayor and Council members

FROM: Rai Tokuhisa, Water Resource Engineer

DATE: February 6, 2025

RE: Approve Pay Request #6 - Iowa Earth Works - Little Walnut Creek Stream Stabilization East of Alice's Road - \$49,448.64

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).

Original Contract Amount	\$ 762,452
Change Order #1:	\$ 41,175
Change Order #2:	\$ 2,250
Change Order #3:	\$ 29,700
Total Approved Agreement Amount:	\$ 835,577

Item - Council Date	Amount
Pay Request #1 - 3/14/2024	\$ 65,876
Pay Request #2 - 5/23/2024	\$ 17,100
Pay Request #3 - 6/13/2024	\$ 12,900
Pay Request #4 - 11/14/2024	\$ 227,814
Pay Request #5 - 12/12/2024	\$ 170,562
Pay Request #6 - 2/6/2025	\$ 49,448

Paid to date:	\$ 494,252
Amount remaining on construction agreement:	\$ 341,325
Total requested to date:	\$ 543,767
Total amount due this pay request:	\$ 49,448
Amount remaining on construction agreement after this pay request:	\$ 291,819

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. Payment_Invoice_Little_Walnut_Creek__Stream_Stabilization__East_of_Alices_Road



City of Clive

Payment Invoice

Little Walnut Creek, Stream Stabilization, East of Alices Road

Description	Little Walnut Creek, Stream Stabilization, East of Alices Road
Payment Number	6
Pay Period	12/01/2024 to 01/18/2025
Approval Date	02/13/2025
Prime Contractor	Iowa Earth Works PO Box 112 HUXLEY, IA 50124
Payment Status	Pending
Awarded Project Amount	\$762,452.95
Authorized Amount	\$835,577.95

Line Number	Item	Unit	Current Paid Quantity	Unit Price	Amount
Section: 1 Description					
0010	23-001	ACRE	2.890	\$7,500.000	\$21,675.00
CLEARING & GRUBBING					
0170	23-017	SY	98.000	\$3.450	\$338.10
COIR MAT 700 OR SIMILAR					
0180	23-018	SY	98.000	\$3.450	\$338.10
RECP, TYPE 1A COIR					
0500	23-057	Acre	9.000	\$3,300.000	\$29,700.00
Hydro-Mulch					
Section Total:					\$52,051.20
Project Total:					\$52,051.20

Summary

Current Approved Work:	\$52,051.20
Current Stockpile Advancement:	\$0.00
Current Stockpile Recovery:	\$0.00
Current Retainage:	\$2,602.56
Current Retainage Released:	\$0.00
Current Liquidated Damages:	\$0.00
Current Adjustment:	\$0.00
Current Payment:	\$49,448.64
Previous Payment:	\$170,562.37

Approved Work To Date:	\$567,270.99
Stockpile Advancement To Date:	\$0.00
Stockpile Recovery To Date:	\$0.00
Retainage To Date:	\$28,363.55
Retainage Released To Date:	\$0.00
Liquidated Damages To Date:	\$0.00
Adjustments To Date:	\$0.00
Payments To Date:	\$538,907.44
Previous Payments To Date:	\$489,458.80

Mayor, City of Clive	Date
----------------------	------

Project Engineer, Rai Tokuhisa	Date
--------------------------------	------

Field Engineer, Nolan Daft	Date
----------------------------	------

Contractor, Iowa Earth Works	Date
------------------------------	------



Memo

TO: Mayor and Council members

FROM: Jeff Lucas, Recreation Manager

DATE: February 6, 2025

RE: Approve Pay Request #7 - RDG - Cirksena Park CA Services - \$1,637.55

SYNOPSIS:

Staff is recommending approval of Pay Request #7 to RDG for the Construction Services Administration for the Cirksena Park project.

Original Contract	32,575.00	
Pay Requests	Amount	Date Paid
1	7,142.46	12/15/2023
2	5,872.41	1/12/2024
3	8,143.41	3/18/2024
4	4,886.25	3/28/2024
5	1,635.35	4/23/2024
6	1,637.66	6/25/2024
Paid To Date	29,317.54	
Pay Request #7	1,628.75	2/6/2024
Total Paid	30,946.29	
Contract Remaining	1,628.71	

Attachments:

1. Pay Request #6



Remit To:
RDG Planning & Design
301 Grand Avenue
Des Moines, Iowa 50309
Questions: invoicing@rdgusa.com

COPY

Richard Brown
City of Clive
1900 NW 114th Street
Clive, IA 50325

September 30, 2024
Project No: R3004.401.01
Invoice No: 58093

Project R3004.401.01 City of Clive - Shadow Creek Landing - CA Services

Professional Services through September 30, 2024

Fee

Billing Phase	Fee	Billed %	Earned	Prior Fee	Current Fee	
Fee	32,575.00	95.00	30,946.25	29,317.50	1,628.75	
Total Fee	32,575.00		30,946.25	29,317.50	1,628.75	
Total Fee						1,628.75

Reimbursable Expenses

Printing					8.80	
Total Reimbursables					8.80	8.80
Total this Invoice						\$1,637.55



Billing Backup

Thursday, January 16, 2025

RDG Planning & Design, Inc.

Invoice 58093 Dated 9/30/2024

2:58:07 PM

Project

R3004.401.01

City of Clive - Shadow Creek Landing - CA Services

Reimbursable Expenses

Printing				
JE	0924PRT	9/30/2024	RDG In-House Printing / September 2024	8.80
Total Reimbursables				8.80
Total this Project				\$8.80
Total this Report				\$8.80



Memo

TO: Mayor and Council members

FROM: Jonathan Cygan, Civil Engineer

DATE: February 6, 2025

RE: Approve Pay Request #10 - Alliance Construction Group - NW 114th Street Reconstruction - \$5,796.90

SYNOPSIS:

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

Pay Estimate #10 - \$5,796.90

A breakdown of the contract status is as follows:

Amended Contract Amount	- \$1,360,583.28
Paid to Date	- <u>\$786,198.12</u>
Contract Remaining	- \$574,385.16

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. Pay Request #10



City of Clive

Payment Invoice

NW 114TH STREET RECONSTRUCTION

Description	Road reconstruction from 200' west of Nw 111th to walnut creek bridge.
Payment Number	10
Pay Period	12/29/2024 to 01/27/2025
Approval Date	02/13/2025
Prime Contractor	Alliance Construction Group, LLC 9400 Plum Dr. Urbandale, IA 50322
Payment Status	Pending
Awarded Project Amount	\$1,349,523.50
Authorized Amount	\$1,360,583.28

Line Number	Item	Unit	Current Paid Quantity	Unit Price	Amount
Section: 1 Description					
0380	24-038	SY	58.700	\$60.000	\$3,522.00
TEMPORARY DRIVEWAY, PAVED, HMA, 4"					
0480	24-048	LS	0.170	\$1,500.000	\$255.00
SWPPP MANAGEMENT					
0500	24-050	LF	800.000	\$0.500	\$400.00
FILTER SOCK, 12", MAINTENANCE AND REMOVAL					
0560	24-056	LS	0.070	\$9,000.000	\$630.00
CONSTRUCTION SURVEY					
0580	24-058	LS	0.170	\$3,500.000	\$595.00
CONCRETE WASHOUT					
0610	23-005	LS	0.250	\$2,800.000	\$700.00
Project Total: \$6,102.00					

Line Number	Item	Unit	Current Paid Quantity	Unit Price	Amount
TEMPORARY TRAFFIC CONTROL					
					Section Total: \$6,102.00
					Project Total: \$6,102.00

Summary

Current Approved Work:	\$6,102.00	Approved Work To Date:	\$821,781.26
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:	\$305.10	Retainage To Date:	\$41,089.06
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:	\$5,796.90	Payments To Date:	\$786,198.12
Previous Payment:	\$11,328.75	Previous Payments To Date:	\$780,401.22

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: February 6, 2025

RE: Approve Pay Request #18 - Snyder and Associates - University Boulevard Pump Station Improvements Project - \$21,801.71

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 #18, in the amount of \$21,801.71 to Snyder & Associates, for professional services completed on the design for the University Boulevard Pump Station Improvements Project.

AGREEMENT

Original Approved Agreement Amount (3/24/22)	\$ 101,800.00
<u>Approved Amendment #1 (11/14/24)</u>	<u>\$ 105,100.00</u>
Current Approved Agreement Amount	\$ 206,900.00

PAY REQUEST SUMMARY

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
Pay Request #16 (12/12/24)	\$ 10,988.30
Pay Request #17 (1/9/25)	\$ 4,146.25
<u>Pay Request #18 (2/6/25)</u>	<u>\$ 21,801.71</u>
Total Requested to Date	\$ 88,520.36
Amount paid previously	\$ 66,718.65
Amount due this pay request	\$ 21,801.71

Amount remaining on Amended Agreement

\$ 118,379.64

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

Attachments:

1. Progress Report #18
2. Pay Request #18

January 29, 2025

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. 18

Mr. May,

This is a progress report for the above-referenced project. This report covers work during December 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 – 60% drawings
- Preliminary design – civil, structural, geotech, electrical, fiber
- Geotechnical reporting
- Environmental permitting
- FEMA funding coordination

The current schedule for the project is shown below.

- ~~30% plans to City for review: November 22, 2024~~ December 10, 2024
- 60% plans to City for review: February 7, 2025
- FEMA application submittal: January/February 2025
- FEMA review period: January 2025 – July 2025
- Pre-order generator: ~~July~~ Fall 2025
- 90% plans, specs, OPC: September 2025
- Final plans, specs, OPC: October 2025
- Letting: January 2026
- Complete construction: December 2026

We are currently 44% billed through the invoicing period described above. 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.



V:\Projects\2022\122.0393.01\Administration\ProgressReport18_1220393.docx

Brett Paige, P.E.
Civil Engineer



INVOICE FOR PROFESSIONAL SERVICES

January 29, 2025

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

Invoice No: 122.0393.01 - 18

Email jmay@cityofclive.com; jcygan@cityofclive.com
jhagelie@cityofclive.com

Project 122.0393.01 University Blvd. Booster Station Facility Upgrade

Professional Services through December 31, 2024

Basic Services

Administration
Hourly Services

	Hours	Rate	Amount
Principal Engineer	.50	209.00	104.50
Total Services	.50		104.50
			104.50

Fleet Mileage			25.46
		Task Subtotal	\$129.96

Billings to Date	Total 6,968.54	Prior 6,838.58	Current 129.96
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Survey
Hourly Services

	Hours	Rate	Amount
Technician VI	1.00	98.00	98.00
Total Services	1.00		98.00
			98.00

		Task Subtotal	\$98.00
Billings to Date	Total 8,066.82	Prior 7,968.82	Current 98.00

Preliminary Design
Hourly Services

	Hours	Rate	Amount
Principal Engineer	5.25	209.00	1,097.25
Sr. Engineer	4.00	190.00	760.00
Engineer VIII	4.00	174.00	696.00
Engineer IV	7.50	136.00	1,020.00
Engineer I	41.00	99.00	4,059.00
Lead Technician	26.50	133.00	3,524.50
Sr. Technician	12.00	127.00	1,524.00

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	122.0393.01	Clv-UniversityBlvdBoosterStaFacilUpgrade			Invoice	18
Technician VII		77.50	109.00	8,447.50		
Total Services		177.75		21,128.25		
						21,128.25
				Task Subtotal		\$21,128.25
	Total	Prior	Current			
Billings to Date	49,614.50	28,486.25	21,128.25			
Final Design						
				Task Subtotal		0.00
Permitting						
Hourly Services						
		Hours	Rate	Amount		
Environmental Scientist I		4.50	99.00	445.50		
Total Services		4.50		445.50		
						445.50
				Task Subtotal		\$445.50
	Total	Prior	Current			
Billings to Date	445.50	0.00	445.50			
Bidding						
				Task Subtotal		0.00
Conceptual Design						
				Task Subtotal		0.00
	Total	Prior	Current			
Billings to Date	20,959.00	20,959.00	0.00			
FEMA Grant Assistance						
				Task Subtotal		0.00
	Total	Prior	Current			
Billings to Date	533.25	533.25	0.00			
Billing Limits						
		Current	Prior	To-Date		
Total Billings		21,801.71	64,785.90	86,587.61		
Limit				204,967.00		
Remaining				118,379.39		
				Phase Subtotal		\$21,801.71
Additional Services						
City Water Demand Projection Updates						
				Task Subtotal		0.00
	Total	Prior	Current			
Billings to Date	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				1,932.75		
				Phase Subtotal		0.00
				Amount Due this Invoice		<u><u>\$21,801.71</u></u>
	Total	Prior	Current			

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	122.0393.01	Clv-UniversityBlvdBoosterStaFacilUpgrade	Invoice	18
Billings to Date		88,520.36	66,718.65	21,801.71

Thank you. We appreciate the opportunity to serve you.

Accounts Receivable Inquiry: ar@snyder-associates.com

Project Manager: Brett Paige



Memo

TO: Mayor and Council members

FROM: Matt McQuillen, City Manager

DATE: February 6, 2025

RE: Resolution Approving Amendments #3 and #4 to Professional Services Agreement - OPN Architects - City Hall & Library Remodel Project - \$117,500.00

SYNOPSIS:

Last year the City contracted with OPN Architects for the design and engineering services associated with the City Hall & Library Remodel Project. Since initiation of the project the remodel work has been separated into two phases of construction with Phase 1 already underway on the upper level of the building. As design and construction drawing development progressed for Phase 1 it was determined substantial more design and engineering effort was needed than originally planned for in the project scope last spring. In addition, the costs and needs associated with the HVAC systems on both phases has increased the scope of the engineering portion of the design contract.

Therefore, the City Manager requested OPN provide amendments to the design contract to ensure sufficient scope and costs are accounted for to complete the phase 2 detailed design and construction drawings to be bid out later in 2025. Below is a tracking of the original design fee for the project and amendments #1 and #2 that have been previously approved by the City Manager through his purchasing authority. For Phase 2, the conceptual design has already been completed as a part of the Phase 1 work, therefore what is left is detailed design, production of bidding documents, construction administration and electrical plans to ensure the building is on full generator back-up as the south 1/3rd of the building is not on back-up generation currently.

City Hall Remodel - Design and Engineering Services Tracking

• Original Design Fee	\$203,500	Approved by City Council 4/11/24
• Amendment #1	10,000	Approved by CM 12/2/24 - Additional structural engineering for stairs transition
• Amendment #2	8,500	Approved by CM 1/14/25 - Additional scope for new signage design on exterior of entire building
• Amendment #3 (Proposed)	109,000	Accounting for additional design/engineering services scope for Phase 2 of project
• Amendment #4 (Proposed)	8,500	Additional engineering services to add a second smaller generator for Library electrical panel

With these proposed #3 and #4 amendments adding \$117,500 to the total not-to-exceed cost of design services for the City Hall & Library Remodel project, the updated total would be \$339,000. Based on a projected construction cost of roughly \$4 million for both phases of the remodel work this equates to 8.5% of the construction cost for these design services, well in-line with industry standards for such a project.

The City Manager would recommend your consideration and approval of amendments #3 and #4 for the professional services agreement with OPN Architects to complete the City Hall & Library remodel project. OPN and the KCL engineering team has been great to work with on

this project and staff looks forward to continuing this work through Phase 2. At this time staff is anticipating bidding phase 2 of the work in Summer 2025 with construction starting on the lower level in early fall 2025.

Attachments:

1. Res Approving OPN Amend 3 and 4 - City Hall Design 2-6-25
2. G802-2019 - Amendment 003 to Professional Services Agreement - Phase 2 -
Final_Signed OPN
3. G802-2019 - Amendment 004 to Professional Services Agreement - Generator -
Final_Signed OPN

RESOLUTION NO. _____

RESOLUTION APPROVING AMENDMENT #3 AND #4 TO PROFESSIONAL SERVICES AGREEMENT WITH OPN ARCHITECTS FOR ARCHITECTURAL AND ENGINEERING SERVICES FOR THE CLIVE CITY HALL AND LIBRARY REMODEL PROJECT

WHEREAS, the City has identified a priority to remodel the City Hall and Library facility for security and improvement purposes (the “Project”); and

WHEREAS, the City issued a Request for Proposals (RFP) for the design and engineering services for the Project; and

WHEREAS, the City contracted with OPN Architects for design and engineering services associated with the Project; and

WHEREAS, two amendments are necessary due to the additional scope and needs of Phase 2 of the Project.

NOW, THEREFORE, be it resolved by the City Council of Clive, Iowa that the Mayor is authorized to sign and the City Manager is authorized to execute the attached amendments #3 and #4 to the professional services agreement with OPN Architects for Clive City Hall and Library Remodel Project.

PASSED AND APPROVED this 6th day of February, 2025.

CITY OF CLIVE, IOWA

By: _____
John Edwards, Mayor

ATTEST:

By: _____
Matthew Graham, City Clerk



AIA®

Document G802® – 2017

Amendment to the Professional Services Agreement

PROJECT: *(name and address)*

Clive City Hall renovation
1900 NW 114th St.
Clive, IA 50325

AGREEMENT INFORMATION:

Date: April 12, 2027

AMENDMENT INFORMATION:

Amendment Number: 003

Date: January 10, 2025

OWNER: *(name and address)*

City of Clive
1900 NW 114th St.
Clive, IA 50325

ARCHITECT: *(name and address)*

OPN Architects, Inc.
100 Court Avenue, Suite 100
Des Moines, Iowa 50309

The Owner and Architect amend the Agreement as follows:

OPN to provide full design services for the phase two lower level of city administration. The original Schematic Design will be used. Design team to provide services from Design Development through Construction Administration as outlined in the original contract as it relates to the lower level work.

The Architect's compensation and schedule shall be adjusted as follows:

Compensation Adjustment:

Original Design Fee: \$203,500

Design Fee with previous amendments: \$221,500

002 Fee amendment: \$109,000

Updated Design Fee: \$330,500

Schedule Adjustment:

Adjust projected Construction start of phase 2, to September 2025

SIGNATURES:

OPN Architects, Inc.

ARCHITECT *(Firm name)*

SIGNATURE

Joe Feldmann, AIA, Associate
Principal

PRINTED NAME AND TITLE

DATE

City of Clive

OWNER *(Firm name)*

SIGNATURE

PRINTED NAME AND TITLE

DATE



AIA[®]

Document G802[®] – 2017

Amendment to the Professional Services Agreement

PROJECT: *(name and address)*

Clive City Hall renovation
1900 NW 114th St.
Clive, IA 50325

AGREEMENT INFORMATION:

Date: April 12, 2027

AMENDMENT INFORMATION:

Amendment Number: 004

Date: January 10, 2025

OWNER: *(name and address)*

City of Clive
1900 NW 114th St.
Clive, IA 50325

ARCHITECT: *(name and address)*

OPN Architects, Inc.
100 Court Avenue, Suite 100
Des Moines, Iowa 50309

The Owner and Architect amend the Agreement as follows:

Provide design services to add a second generator to the remaining Library panels. This will provide the entire building with backup power.

The Architect's compensation and schedule shall be adjusted as follows:

Compensation Adjustment:

Original Design Fee: \$203,500

Design Fee with previous amendments: \$330,500

002 Fee amendment: \$8,500

Updated Design Fee: \$339,000

Schedule Adjustment:

Adjust projected Construction start of phase 2, to September 2025

SIGNATURES:

OPN Architects, Inc.

ARCHITECT *(Firm name)*

SIGNATURE

Joe Feldmann, AIA, Associate
Principal

PRINTED NAME AND TITLE

01-10-2025

DATE

City of Clive

OWNER *(Firm name)*

SIGNATURE

PRINTED NAME AND TITLE

DATE



Memo

TO: Mayor and Council members

FROM: Jeff May, Public Works Director

DATE: February 6, 2025

RE: Approve Quote for Electrical Services for Public Works Building Remodel - Vision Electric and Plumbing - \$2,535.47

SYNOPSIS:

Public Works is in the process of remodeling the Public Works building. The remodel is being completed by Public Works staff. As part of the renovations, staff needed an electrical panel set for the breakroom and locker rooms. Since Vision Electric and Plumbing is located next door to the Public Works building and had the ability to complete the work on the needed timeline, staff requested a quote from them for the electrical work.

Vision Electric and Plumbing provided a quote for the work. Staff recommends approval of the quote from Vision Electric and Plumbing in the amount of \$2,535.47 to complete the necessary electrical work.

Please feel free to contact Jeff May, Public Works Director, prior to the meeting at 223-6231 or jmay@cityofclive.com if you have any questions or concerns.

Attachments:

1. 02-06-25 - Proposal-Electrical-Vision - \$2,535.47



PHONE: 515-957-9370

2163 NW 111th St Clive, IA 50325

FAX: 515-957-9376

ELECTRICAL QUOTE PROPOSAL

**PROJECT NAME: CLIVE PUBLIC WORKS 2ND FLOOR BREAK ROOM
REMODEL – ELECTRICAL PANEL**

BID DATE: 12/20/2025

**PROJECT LOCATION: CLIVE PUBLIC WORKS
2123 NW 111TH STREET
CLIVE, IA 50325**

ATTENTION: JASON STEVENS (ROAD MAINTENANCE SUPERVISORS PUBLIC WORKS)

VISION ESTIMATOR: JEFF VAN HOUTEN – (515) 240-3786

We are pleased to offer our proposal for the following scope of work:

- A. INSTALL 100 AMP 2 POLE BREAKER IN EXISTING PANEL
- B. RUN 1 ¼" EMT CONDUIT FROM EXISTING PANEL TO NEW PANEL LOCATION 2ND FLR
- C. INSALL NEW 100 AMP 120/240V PANEL ON 2ND FLR WALL
- D. LABOR AND EQUIPMENT TO INSTALL
- E. NO TAXES WERE INCLUDED IN PRICE
- F. PERMIT (NO FEES WERE INCLUDED)
- G. GROUNDING PER NEC 2023

TOTAL PRICE: \$ 2,535.47

It is our understanding that the following items will be furnished, installed, or performed **by others** and is **not** included in our scope of work.

- A. ANY O.T. OR WEEKEND RATES
- B. ANY EXPEDITED SHIPPING OR FEES
- C. NO TAXES WERE INCLUDED
- D. NO PERMIT FEES
- E. NO BRANCH CIRCUIT WIRING

The Vision Electric team thanks you for your consideration of our proposal.

Please note all information above is confidential and exclusive to the party to whom it is furnished by Vision Electric. It is expected that it will not be shared with any parties not specifically approved by Vision Electric.

All proposals are good for 15 days after the above listed bid date, at which time they would need to be re-evaluated for any pricing cost changes. Upon acceptance, a schedule of values and billing terms form will be sent and will need to be signed prior to contract being signed.

Any deviations in project schedule from dates listed above may result in increased cost due to over-time or travel/per diem expenses. If project is delayed due to equipment/material availability issues, project may be subject to extra mobilization or demobilization charges.



Memo

TO: Mayor and Council members

FROM: Jeff May, Public Works Director

DATE: February 6, 2025

RE: Approve Quote for Plumbing Fixtures for Public Works Building Remodel - Vision Electric and Plumbing - \$19,666.33

SYNOPSIS:

Public Works is in the process of remodeling the Public Works building. The remodel is being completed by Public Works staff. As part of the renovations, new fixtures were needed for the locker rooms and breakroom. Vision Electric and Plumbing was the only company to respond to our request for quotes. Since Vision Electric and Plumbing was going to be completing the plumbing for the improvements, staff ordered the fixtures through Vision Electric and Plumbing to make sure the plumbing was installed correctly for the fixtures that would be installed by PW staff.

Vision Electric and Plumbing provided a quote for the fixtures. Staff recommends approval of the quote from Vision Electric and Plumbing in the amount of \$19,666.33 for the fixtures needed for the remodel. .

Please feel free to contact Jeff May, Public Works Director, prior to the meeting at 223-6231 or jmay@cityofclive.com if you have any questions or concerns.

Attachments:

1. 02-06-25 - Proposal for Plumbing Fixtures for PW Remodel - Vision Electric and Plumbing - \$19,666.33



515-957-9370

2163 NW 111th St. Clive, IA 50325

PLUMBING PROPOSAL

PROJECT NAME: CITY OF CLIVE PUBLIC WORKS BUILDING PLUMBING FIXTURES

BID DATE: 1/27/2025

PROJECT LOCATION: 2123 NW 111TH ST CLIVE, IOWA, 50325

ATTN: JASON STEVENS

VISION ESTIMATOR: Dan Needels

515-745-2667

Dann@visionelectricus.com

We are pleased to offer our proposal for the following base bid scope of work per plumbing drawing dated 10/31/2024.

Inclusions:

Install new Sanitary piping for new second floor restroom area layout. Core drilling floor for water lines and sanitary/ vent piping. Wall clean out provided. New laundry boxes with hammer arrestors, kitchen sink drain and water lines.

Tie onto the existing sanitary and domestic water lines and reroute to new location. Water hammer arrestor provided.

Keep down time for the first-floor restroom at a minimum.

Replace existing recirculation pump with new, same style. We will warranty the faulty pump when it arrives and install for free under warranty.

Supply new fixtures, City of Clive will install. We will have a few more hours of labor and small amount of material to rough in shower valve when ADA shower arrives.

All fixtures will have a 1-year warranty against defect. All work will be tested and inspected by the local plumbing authority having jurisdiction.

Core drill rental included in cost.

TAXES REMOVED FROM COST

COST FOR FIXTURES, SINKS, SHOWER, TOILETS, LAVS..... \$ 18,861.33

COST TO INSTALL ADA SHOWER AND VALVES, LABOR AND MATERIAL..... \$ 805.00

The Vision Electric team thanks you for your consideration of our proposal.

Please note all information above is confidential and exclusive to the party to whom it is furnished by Vision Electric.

It is expected that it will not be shared with any parties not specifically approved by Vision Electric.

All proposals are good for 30 days (with the exception below) after the above listed bid date, at which time they would need to be re-evaluated for any pricing cost changes.

Any unforeseen cost increases directly associated with the CORONAVIRIS national emergency would also be cause for possible additional fees being added to this proposal.

This could also affect material availability, lead times and completion schedule extensions.

Thank you for your consideration.



Memo

TO: Mayor and Council members

FROM: Jeff May, Public Works Director

DATE: February 6, 2025

RE: Approve Quote for Plumbing Services for Public Works Building Remodel - Vision Electric and Plumbing - \$37,965.97

SYNOPSIS:

Public Works is in the process of remodeling the Public Works building. The remodel is being completed by Public Works staff. As part of the renovations, staff needed to have new plumbing installed through the concrete beams and existing water lines rerouted. Staff requested quotes from Vision Electric and Plumbing and Rhiner's Plumbing. Vision Electric and Plumbing was the only contractor to reply due to the timing for completion of the work to allow staff to complete the work before spring.

Vision Electric and Plumbing provided a quote for the work. Staff recommends approval of the quote from Vision Electric and Plumbing in the amount of \$37,965.97 to complete the necessary plumbing work.

Please feel free to contact Jeff May, Public Works Director, prior to the meeting at 223-6231 or jmay@cityofclive.com if you have any questions or concerns.

Attachments:

1. 02-06-25 - Proposal for Plumbing Work for PW Remodel - Vision Electric and Plumbing - \$37,965.97



515-957-9370

2163 NW 111th St. Clive, IA 50325

PLUMBING PROPOSAL

PROJECT NAME: CITY OF CLIVE PUBLIC WORKS BUILDING PLUMBING

BID DATE: 1/27/2025

PROJECT LOCATION: 2123 NW 111TH ST CLIVE, IOWA, 50325

ATTN: JASON STEVENS

VISION ESTIMATOR: Dan Needels

515-745-2667

Dann@visionelectricus.com

We are pleased to offer our proposal for the following base bid scope of work per plumbing drawing dated 10/31/2024.

Inclusions:

Install new Sanitary piping for new second floor restroom area layout. Core drilling floor for water lines and sanitary/ vent piping. Wall clean out provided. New laundry boxes with hammer arrestors, kitchen sink drain and water lines.

Tie onto the existing sanitary and domestic water lines and reroute to new location. Water hammer arrestor provided.

Keep down time for the first-floor restroom at a minimum.

Replace existing recirculation pump with new, same style. We will warranty the faulty pump when it arrives and install for free under warranty.

Supply new fixtures, City of Clive will install. We will have a few more hours of labor and small amount of material to rough in shower valve when ADA shower arrives.

All fixtures will have a 1-year warranty against defect. All work will be tested and inspected by the local plumbing authority having jurisdiction.

Core drill rental included in cost.

Taxes have been taking off.

BASE BID FOR PLUMBING LABOR AND MATERIALS..... \$ 37,965.97

The Vision Electric team thanks you for your consideration of our proposal.

Please note all information above is confidential and exclusive to the party to whom it is furnished by Vision Electric.

It is expected that it will not be shared with any parties not specifically approved by Vision Electric.

All proposals are good for 30 days (with the exception below) after the above listed bid date, at which time they would need to be re-evaluated for any pricing cost changes.

Any unforeseen cost increases directly associated with the CORONAVIRIS national emergency would also be cause for possible additional fees being added to this proposal.

This could also affect material availability, lead times and completion schedule extensions.

Thank you for your consideration.



Memo

TO: Mayor and Council members

FROM: Jim Hagelie, Engineering Services Administrator

DATE: February 6, 2025

RE: Resolution Accepting Work - Hickman Road & NW 161st Street Phase 2 Intersection Improvement Project

SYNOPSIS:

Staff is recommending final acceptance of the public improvements on the above referenced project. Work on the project is now complete and all punch list items have been addressed to the satisfaction of City staff. A final Pay Request releasing the remaining retainage amount of \$11,139.60 will be processed within 30 days of acceptance.

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

Attachments:

1. Accepting Work_Sternquist_2025

RESOLUTION NO. _____

RESOLUTION ACCEPTING WORK FOR THE
HICKMAN ROAD & NW 161st STREET PHASE 2
INTERSECTION IMPROVEMENT PROJECT

WHEREAS, the City entered into an agreement in connection with the Hickman Road & NW 161st Street Intersection Improvement Project (the "Project"); and

WHEREAS, the work has now been completed under the Project; and

WHEREAS, in the judgment of the City Council, the work appears to meet the requirements of the plans and specifications for the Project, and City staff has recommended the acceptance of such Project.

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

The work on the Project is hereby accepted, and except for the remaining retainage to be held by the City for not less than thirty (30) days after acceptance of the Project, the amount due to the contractor is hereby ordered paid from available funds from which payment for the Project may be made.

PASSED AND APPROVED this ____ day of _____, 2025.

By: _____
John Edwards, Mayor

ATTEST:

Matthew D. Graham, City Clerk



Memo

TO: Mayor and Council members

FROM: Kelly Rivera, Administrative Specialist

DATE: February 6, 2025

RE: Resolution Accepting 1st Amendment to Private Storm Sewer and Overland Flowage Easement for Berkshire North Plat 9, Lot 11 - 16712 Wilden Drive

SYNOPSIS:

The owner of 16712 Wilden DR has requested approval to install a fence within the Private Storm Sewer and Overland Flowage Easement on the subject property. The installation of the fence has been reviewed by city staff and it has been determined that the installation will not affect the city's ability to maintain the infrastructure within the easement.

The property owner has executed a First Amendment to Private Storm Sewer and Overland Flowage Easement and staff recommends that Council approve the document so that it may 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 Private Storm Sewer and Overland Flowage Easement for Berkshire North Plat 9, Lot 11 - 16712 W

RESOLUTION NO. _____

RESOLUTION ACCEPTING
FIRST AMENDMENT TO PRIVATE STORM SEWER AND
OVERLAND FLOWAGE EASEMENT FOR
LOT 11 IN BERKSHIRE NORTH PLAT 9
16712 WILDEN DR

WHEREAS, the owner of Lot 11 in Berkshire North Plat 9 in the City of Clive, Iowa (the “Property”) has submitted to the City of Clive a First Amendment to Private Storm Sewer and 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 Private Storm Sewer and Overland Flowage Easement.

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

That the First Amendment to Private Storm Sewer and Overland Flowage Easement (“First Amendment”) regarding Lot 11, Berkshire North Plat 9, 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 February 2025.

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 PRIVATE STORM SEWER AND
OVERLAND FLOWAGE EASEMENT**

This First Amendment to Private Storm Sewer and Overland Flowage Easement ("First Amendment") is entered into by and between Laura Beth Schiltz ("Property Owner") and the City of Clive, Iowa, a municipal corporation (hereinafter called "City").

WHEREAS, Property Owner owns that property legally described as:

Lot 11 of Berkshire North Plat 9 (16712 Wilden DR), an Official Plat, now included in and forming a part of the City of Clive, Dallas County, Iowa ("Property").

WHEREAS, Berkshire Plat 9 Joint Venture, an Iowa corporation, a predecessor in title to the Property Owner, granted that certain Private Storm Sewer and Overland Flowage Easement, dated July 31, 2018 recorded on August 3, 2018, in Book 2018, Page 14576, 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 Owner desires 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 Owner from locating any structure under, over, on, through, across or within the Easement Area without obtaining the prior written consent of the City. Property Owner desires 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 Owner installs and

maintains the fence such that it does not impede the flow of storm/surface water within the Easement Area.

2. MAINTENANCE AND LIABILITY. The Property Owner acknowledges and agrees 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 easement area(s), 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 Owner acknowledges and agrees 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. A gate shall be placed within the easement on east side of the property and shall not be blocked with landscaping, etc. The gate shall swing inward and shall 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 Owner and on the Property Owner's 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 Owner holds said real estate described in this First Amendment by title in fee simple; (ii) that the Property Owner has good and lawful authority to convey the same; and (iii) the Property Owner covenants 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 13th day of January 2025.

PROPERTY OWNER



Laura Beth Schiltz

STATE OF IOWA)
) SS
COUNTY OF POLK)

On this 13th day of January 2025, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared Laura Beth Schiltz, 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.



Kelly Rivera

Notary Public in and for the
State of Iowa

CITY OF CLIVE

By: _____
John Edwards, Mayor

Attest:

Matthew D. Graham
City Clerk

STATE OF IOWA)
) SS
COUNTY OF POLK)

On this ____ day of February 2025, 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 6th day of February 2025, 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 PRIVATE STORM SEWER AND OVERLAND FLOWAGE EASEMENT
LOCATED ON LOT 11 OF BERKSHIRE NORTH PLAT 9, AN OFFICIAL PLAT IN
THE CITY OF CLIVE, DALLAS COUNTY, IOWA THAT IS MORE
PARTICULARLY DESCRIBED AS FOLLOWS:

The Southerly 20.00 feet of Lot 11



Memo

TO: Mayor and Council members

FROM: Jeff Lucas, Recreation Manager

DATE: February 6, 2025

RE: Resolution Approving Polk County Community Sponsorship Grant
Application - Clive Festival - \$5,000.00

SYNOPSIS:

Staff recommends approval of the Polk County Community Sponsorship grant application. If the grant is successful, the \$5,000 will help fund Clive's annual summer event. Clive Festival will be held July 18-19, 2025.

Note: In the past, the City of Clive has been awarded Community Betterment grant funds. Polk County staff have advised Clive staff that Clive Festival better aligns with the Sponsorship Grant.

Attachments:

1. Polk County Community Sponsorship Grant Resolution_2025

RESOLUTION NO. _____

**RESOLUTION APPROVING SUBMISSION OF POLK COUNTY COMMUNITY
SPONSORSHIP GRANT RELATING TO CLIVE PARKS AND RECREATION AND
CLIVE FESTIVAL**

WHEREAS, the City Council of the City of Clive (the “City”) desires to submit an Application for a Polk County Community Sponsorship Grant relating to funding for activities as part of Clive Festival events; and

WHEREAS, the Polk County Community Sponsorship 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 a Polk County Community Sponsorship Grant in the amount of \$5,000 regarding funding for activities during Clive Festival; the Mayor or his designee is hereby authorized and directed to execute said application on behalf of the City to evidence such approval; and City staff are authorized to file the grant application with Polk County.

PASSED AND APPROVED THIS 6th day of February, 2025.

By: _____
John Edwards, Mayor

ATTEST:

By: _____
Matthew Graham



Memo

TO: Mayor and Council members

FROM: Jim Hagelie, Engineering Services Administrator

DATE: February 6, 2025

RE: Resolution Setting Public Hearing (3/13/2025, 6:00 p.m.) - 2025 Residential PCC Pavement Rehabilitation Project

SYNOPSIS:

Staff has recently completed plans and specifications for full depth PCC patching on the following residential roadways: NW 145th Street, NW 149th Street, Hawthorn Drive and NW 152nd Street. The bid letting for the above referenced project will be held on March 4, 2025. As a result, staff recommends setting the public hearing for the project for 6:00 pm on March 13, 2025 with Council approval and award anticipated to follow.

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

Attachments:

1. hrg 2025 Residential PCC

RESOLUTION SETTING DATE OF PUBLIC HEARING TO CONSIDER
PLANS, SPECIFICATIONS AND TAKING OF BIDS FOR
THE 2025 RESIDENTIAL PCC PAVEMENT REHABILITATION PROJECT

WHEREAS, the City Council of the City of Clive, Iowa (the "City") has determined that it is necessary and desirable to construct certain PCC pavement rehabilitation improvements on certain residential roadways 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 4th day of March 2025, at 2:00 p.m., at the Clive City Hall, Clive, Iowa. The 13th day of March, 2025, 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 of public 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 the public hearing.

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 _____, 2025.

By: _____
John Edwards, Mayor

ATTEST:

By: _____
Matthew D. Graham, City Clerk



Memo

TO: Mayor and Council members

FROM: Rai Tokuhisa, Water Resource Engineer

DATE: February 6, 2025

RE: Resolution Setting Public Hearing (3/13/2025, 6:00 p.m.) - Little Walnut Creek Trail Reconstruction East of Alice's Road

SYNOPSIS:

JEO Consulting Group and Stantec Inc. has recently completed plans and specifications for the Little Walnut Creek Trail Reconstruction East of Alice's Road Project. The project will restore about 3,300 feet of HMA trail previously removed for the construction of a sanitary sewer. Trail restoration work will begin in the summer of 2025.

Attachments:

1. Resolution - LWC Trail East - Plans

RESOLUTION SETTING DATE OF PUBLIC HEARING TO CONSIDER
PLANS, SPECIFICATIONS AND TAKING OF BIDS FOR THE
LITTLE WALNUT CREEK TRAIL RECONSTRUCITON EAST OF ALICE’S ROAD
PROJECT

WHEREAS, the City Council of the City of Clive, Iowa (the “City”) has determined that it is necessary and desirable to construct certain improvements for Little Walnut Creek Trail Reconstruction East of Alice's Road Project in the City of Clive, Iowa, as described in the proposed plans and 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 5th day of March 2025, at 2:00 p.m., at the Clive City Hall Lobby, Clive, Iowa. The 14th day of March 2025, at 6:00 p.m., at the City of Clive Public Safety Center, 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 _____, 2025.

By: _____
John Edwards, Mayor

ATTEST:

By: _____
Matthew D. Graham, City Clerk



Memo

TO: Mayor and Council members

FROM: Kelly Rivera, Administrative Specialist

DATE: February 6, 2025

RE: Receive & File Board of Adjustment Meeting Minutes - 04/30/2024

SYNOPSIS:

The attached minutes were approved at the most recent BOA meeting. Staff requests that the minutes be received and filed.

Should you have any questions, please contact me at (515) 223-6221 or at krivera@cityofclive.com.

Attachments:

1. BOA Minutes 04232024

**BOARD OF ADJUSTMENT MINUTES
SPECIAL MEETING
April 23, 2024**

This meeting was held in the Clive City Council Chambers. Public access was provided in-person at City Hall and via Zoom. Information on how to access via Zoom was provided on the city's website and on the agenda. The recording of the meeting is available on the city's website at:

https://www.cityofclive.com/boards_and_commissions/board_of_adjustment.php

FORTE CALLED THE MEETING TO ORDER AT 5:41 P.M.

PRESENT: ROSIE FITZGERALD, BREANNE HOCKER, PATRICIA HEMPHILL,
ROBERT FORTE

ABSENT: TERRY BROWN

STAFF: OLLENDIKE, PURVIS, RIVERA

MOTION WAS MADE BY HEMPHILL, SECONDED BY FITZGERALD to approve the March 19, 2024 minutes

VOTE: YES – UNANIMOUS

Case #BOA24-000005: 2249 NW 86th ST, Variance to Section11-13-8: Number of Parking Spaces Required

The subject property started out as a restaurant and over the years has had many different uses and tenants. Additions to the building, changes to parking regulations, and modifications to NW 86th ST have reduced the available parking for the current owner/tenant, Tasty Tacos. The parking would limit a wide variety of uses, thus limiting the viability of many businesses, particularly restaurants.

MOTION WAS MADE BY HEMPHILL, SECONDED BY FITZGERLAND to grant the variance as requested to Case #BOA24-000005: 2249 NW 86th ST

VOTE: YES – UNANIMOUS

Being no further business before the Board, the meeting was adjourned at 6:02 pm.



Memo

TO: Mayor and Council members

FROM: Elizabeth Hansen, Director of Administrative Services

DATE: February 6, 2025

RE: Resolution Amending Seasonal Employee Handbook

SYNOPSIS:

The last revision of the seasonal employee handbook occurred in 2022. The 2025 Seasonal Employee Handbook removes the requirement to have a pre-employment drug screening due to no findings in five years, the extreme costs, and the additional steps required to have the test completed. A few other additions were excerpts from the full-time employee handbook that should also be included for seasonal employees.

Attachments:

1. Seasonal Employee Handbook Redlined
2. Seasonal Employee Handbook Update 1.28.25 Final.Clean
3. Resolution Approving Seasonal Employee Handbook - 2025



Seasonal Employee Handbook

Council Approved 02/06/20250



Amended for content and formatting **February 2025**

(This manual is a compilation of excerpts from the City of Clive Employee Handbook as adopted November 2021 and henceforth amended. When a conflict arises or a situation is not addressed, the City of Clive Employee Handbook will prevail. A copy of the Employee Handbook in its entirety is available in miPay and on Clive365.)

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*Jump in &
make a
splash!*



ARTICLE I – INTRODUCTION

1.1 Purpose and Intent

The City of Clive's Employee Handbook describes the official policies and procedures guiding the City's actions regarding personnel matters. It is intended to guide and direct staffing and personnel management under routine situations. The handbook will provide clear policies and procedures for a professional working environment in which roles and responsibilities are understood and accepted.

This handbook does not constitute or create a contract of employment. Rather, this handbook has been prepared to acquaint you with the City of Clive's employment policies, your responsibilities as an employee, and the many benefits and privileges our employees may enjoy. It is presented as a matter of information only. While the City believes wholeheartedly in the plans, policies, and procedures described, it is committed to reviewing them continually and reserves the right to change or terminate any or all of them at any time.

As a City employee, you are employed at will. As an at-will employee, you retain the right to terminate your employment at any time, for any reason, and the City retains the same right. No policy or practice of the City should be construed to change this relationship. Only the City Council has the right to modify or change this practice.

The personnel policies of the City of Clive are intended to:

- *Increase understanding* and eliminate the need for personal decisions on policy matters.
- *Establish and maintain* uniform personnel practices for recruitment, classification, employee status, assignment, and benefits changes. Each member of management is responsible for administering these policies consistently and impartially.
- *Establish and maintain* uniform timekeeping and payroll practices regarding hours worked, deductions, and application of adjustments.
- *Assist in planning* for the personnel requirements of current and future City departments.

1.2 Authority – Distribution

The authority to approve personnel policy is vested with the City Council. The City Manager is responsible for recommending changes to the Mayor and City Council for approval. The City Council reserves the right to modify or abolish these policies, services, and benefits and reserves the right to adopt new policies, services, and benefits.

The City Manager is responsible for the day-to-day administration of the personnel program and has overall authority and responsibility to administer the City personnel policy.

The Employee Handbook provides department directors, supervisors, and employees with an essential personnel tool. It is designed to serve as a source of information that can be looked to with authority and completeness. Upon hire with the City, all full and part-time employees shall receive a personal copy of this handbook, and all other employees shall always have an electronic copy available. All employees must sign a form stating they have been asked to read the handbook, understand its contents, and agree to abide by its policies. The most current version of the Employee Handbook is available through Clive365, the City's Intranet site, and the City's benefits portal.

ARTICLE II – AFFIRMATIVE ACTION, EQUAL EMPLOYMENT, HOSTILE WORK ENVIRONMENT POLICY

2.1 Affirmative Action/Equal Employment/Hostile Work Environment Policy

The Equal Employment Opportunity/Affirmative Action Policy Plan of the City of Clive is in accordance with the rules, regulations, and guidelines set forth by federal, state, and local laws. The policy provides for the implementation of the city's policy as it relates to equal employment opportunity and establishes the goal of equal opportunity for individuals regardless of race, creed, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or any other classification protected by law, with respect to the terms, benefits, and conditions of employment.

It is the policy of the City of Clive to provide equal opportunity to all employees, applicants, and program beneficiaries; to provide equal opportunity for advancement of employees; to provide program and employment facilities which are accessible to the disabled; and to administer its programs in a manner which does not discriminate against any employee, applicant for employment, or any program beneficiary.

The City prohibits discrimination in its employment. Any person who feels that they has been denied employment opportunities or benefits because of race, creed, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or any other protected class status, has the right to contact reporting hotline at (866) 912-5378 or by visiting www.eidebailly.com/hotline.

The City has the ultimate responsibility for the overall administration of the Equal Employment Opportunity/Affirmative Action Policy. This includes responsibility for integrating equal opportunity into all parts of personnel and program management; reviewing all policies and procedures as they affect equal opportunity and affirmative action; and ensuring compliance with relevant federal and state statutes.

Failure of any employee to perform in a manner consistent with this policy will constitute grounds for reprimand, suspension, demotion, or dismissal from city employment as deemed appropriate.

It is the policy of the City of Clive to provide all employees with a work environment free of any form of discrimination or harassment. Under this policy, it is considered as misconduct for an employee or individual to engage in unwelcome sexual advances, requests for sexual favors, verbal or physical conduct of a sexual nature, or any other conduct that might be construed as a racial, sexual, ethnic, or religious slur. Persons committing such misconduct will be subject to immediate, appropriate, and effective corrective action reasonably calculated to end the harassment.

Any employee who believes he or she has been discriminated against or has been the victim of a hostile work environment, should report the discrimination or harassment to their supervisor, department director, or the City Manager and be willing to give specific names, events, dates, times, and places where the discrimination or hostile work environment occurred. Any supervisor or department director notified of such behavior will immediately notify the City Manager. Any questions

regarding the City of Clive's policy, state or federal law, or complaints regarding any form of harassment should be addressed to the City Manager. For the mutual protection of all, it is imperative that every harassment claim filed be filed in good faith. A bad faith claim is one that has no other purpose than to harass or cause another person pain. Any employee, applicant, or program beneficiary who files a false or bad faith claim of harassment shall be subject to immediate, appropriate, and effective corrective action. The City of Clive will not tolerate retaliation against any employee who complains about discrimination or harassment under this policy, participates in an investigation under this policy, registers opposition to a discriminatory or harassing situation, or files a complaint alleging discrimination or harassment.

ARTICLE III – EMPLOYMENT OPPORTUNITY

3.1 Employment Opportunity

It is the policy of the City of Clive to provide equal opportunity in employment without regard to race, creed, color, religion, sex, sexual orientation, gender identity, national origin, age, or disability.

State or federal law shall take precedent over this policy manual in the event that a conflict between municipal and state or federal law occurs. Ordinances of the city shall supersede this policy manual in the event that a conflict occurs. Nothing in these policies and procedures shall be construed to interfere with or supersede civil service rules and procedures that govern police officers.

Any applicant presenting a false statement of material facts, attempting deception or fraud in their application, shall be rejected for the position for which he or she is applying, or has applied for or is currently working.

ARTICLE IV– HARASSMENT, AND ILLEGAL DRUG INVOLVEMENT

4.1 Harassment

With specific reference to sexual harassment, it is the policy of the City of Clive, Iowa, to strictly prohibit harassment based on sex, and to maintain a professional and quality working environment for all employees. Unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made, either explicitly or implicitly, as a term or condition of an individual's employment
- Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Harassment also encompasses harassment of subordinates or co-workers-based race, creed, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or any other classification protected by law.

Examples of harassment include, but are not limited to, the following:

- Threats
- Offensive jokes, gestures, remarks, or innuendo
- Subjecting employees to ridicule, invasions of psychological space, demeaning terms for one's sex, terms of endearment, slurs, or derogatory actions
- Basing employment decisions or practices on submission to harassment
- Refusal to cooperate with employees in performing work assignments
- Actions that are sexual in nature
- Speculation or inquiries about another person's sex life
- Display of sexually explicit material in the workplace
- Abusing the dignity of an employee through insulting or degrading remarks or conduct, subjecting an employee to demeaning or degrading activities in order to gain acceptance
- Disciplining or terminating an employee because of work incompatibility that is caused by prohibited discrimination
- Retaliation for having filed a harassment charge or having assisted or participated in any manner of harassment investigation or hearing. Retaliation may include but is not limited to open hostility or expressions of hate; excluding a person from the group more closely monitoring or watching an employee's work performance; assigning employees to do demeaning work which they are not normally assigned to do; and "hate mail."

4.2 Action to Prevent

The city will investigate and take appropriate corrective action to prevent such unwanted conduct from occurring, and deal with all such reported incidents in a fair, impartial, and expedient manner. All complaints or incidents will be investigated on a case-by-case basis. Reporting can be done by calling 866-912-5378 during business hours (CT) or by emailing to www.eidebailly.com/hotline in addition to department directors, Human Resources and the City Manager.

4.3 Employee's Duty to Prevent

To carry out the policy enunciated herein and to prevent the actions prohibited in this policy, it is essential that the employee promptly notify the appropriate person, as previously outlined, of any harassment, and that person take immediate corrective action in response to such notification.

It is each employee's responsibility to help eliminate all forms of harassment and unwanted conduct by informing the perpetrator that the conduct is unwelcome and by reporting it to their supervisor. If the perpetrator is the employee's immediate supervisor, the employee is authorized to proceed to the next level of supervision in the chain of command. Any employee or applicant who feels that they have been a victim of harassment should at all times report the incident.

Upon receipt of a complaint of harassment, the City will immediately conduct an internal investigation regarding the complaint. Those investigating the complaint are to thoroughly document and retain the documentation to ensure the reliability of the investigation. Also, the information regarding the complaint being filed needs to be provided to Human Resources, ensuring that the department director and City Manager are made aware of the complaint. If the complaint is found to have substance, immediate, appropriate, and effective corrective action reasonably calculated to end the harassment is to be taken against the responsible employee, individual, or firm. The corrective action

may include, but is not limited to, an oral or written reprimand, and termination of employment, being barred from doing business with the City of Clive, or any other action deemed necessary.

It is each supervisor's responsibility to prevent such behavior from occurring within their work jurisdiction and to respond appropriately to the report or personal observation of violations. Each complaint is to be taken seriously and investigated thoroughly.



4.4 Harassment Complaint Procedure

Any complaint of harassment will receive the immediate attention of the supervisor, department director, Human Resources, and/or City Manager. Any city employee having a harassment complaint against a City Council person, board or committee member, or the Mayor is to inform the City Manager who will investigate and cause it to be brought to the attention of the council person, board or committee member, or Mayor and determine if there is a need for corrective action.

Because of the sensitive nature, complaints of harassment will be investigated with particular care and should remain, to the extent possible, as confidential as possible. Unless circumstances make it impossible, every effort will be made to not require the accuser or accused to meet face-to-face regarding the complaint.

Minimal information from the investigation or its outcome will be released without the employee or their designated representative's permission. The purpose of this provision is to protect the

confidentiality of the employee who files a complaint under federal or state statute. This is to encourage the reporting of any incidents of harassment, and to protect the reputation of any individual wrongfully charged with harassment.

4.5 Illegal Drug and Substance Involvement

The City of Clive views illegal drug involvement and substance abuse by employees, both on and off the job, as being a significant threat to the safety of fellow employees, the public, and to the maintenance of a safe and productive work environment.

Furthermore, tolerance of illegal drug involvement and substance abuse by its own employees adversely affects the ability of the City to fulfill a major public responsibility, as a local government entity charged with the duties of enforcing drug and substance laws and of dealing with the issues they cause. The City is to serve as force in deterring and, where possible, stopping substance abuse, trafficking, and illegal use of drugs in the community. Therefore, the following rules governing the conduct of employees are prescribed:

Employees, other than law enforcement officials, who discover apparently illegal drugs, substances, or alcoholic beverages while on the job and on public property or in city vehicles, shall immediately notify their supervisor. The supervisor shall secure the area where such items are allegedly located and notify the City Manager and police department. Law enforcement officers who discover apparently illegal drugs, substances, or alcoholic beverages or have such items turned over to them, shall handle and maintain the items as police evidence in accordance with regulations issued by proper authorities.

Off-the-Job Conduct: Any manufacturing, processing, distributing, or sale (including possession with the intent to deliver) of illegal drugs or substances while off the job is **absolutely** prohibited. A determination regarding whether to discipline an employee for violating the above prohibition may be delayed until the conclusion of a criminal prosecution although a criminal conviction is not necessarily required to enforce discipline. The use or personal possession of illegal drugs or substances while off the job may subject an employee to disciplinary action, which may include discharge.

4.6 Testing for Illegal Substances

The City of Clive recognizes that the abuse of alcohol and use of illegal drugs by any employee of the City threatens the health and safety of that employee, the employee's co-workers and the City. The City also recognizes that employees should be able to work in an alcohol and drug-free environment, and to work with other employees who are alcohol and drug-free. The City has, therefore, adopted this drug testing policy.

Nothing in this drug testing policy is intended, nor should it be construed by the employee, to alter the at-will employment relationship between the City and its employees. Either the City or the employee may terminate the employment relationship with or without cause, and with or without notice, at any time. The City also reserves the right to modify or terminate the provisions of this testing policy at any time, with or without prior notice.

4.7 Definitions

The following terms, when used in this policy, are defined as follows:

"Drug": A substance considered a controlled substance and included in schedule I, II, III, IV, or V under the federal Controlled Substances Act, 21 U.S.C. § 801, et. seq.

"Employee": A person employed by the City, including the city manager, department directors, supervisors, managers, and officers of the City who are actively involved in the day-to-day operations of the business.

"Good Faith": A reasonable reliance on facts, or that which is held out to be factual, without the intent to be deceived, and without reckless, malicious, or negligent disregard for the truth.

"Prospective Employee": A person who applies, whether orally or in writing, for employment with the City, and who is determined to be minimally qualified, having passed the first round of applicant screening.

"Reasonable Suspicion Drug Testing": Drug testing based upon evidence that an employee is using or has used drugs in violation of this policy drawn from specific objective and articulable facts

and reasonable inferences drawn from those facts in light of experience. For purposes of this policy, facts and inferences may be based upon, but are not limited to, any of the following:

- observable phenomena while at work such as direct observation of drug use or abuse or of the physical symptoms or manifestations of being impaired due to drug use.
- abnormal conduct or erratic behavior while at work or a significant deterioration in work performance.
- a report of drug use provided by a reliable and credible source.
- evidence that an individual has tampered with any drug test during the individual's employment with the City.
- evidence that an employee has caused an accident while at work which resulted in an injury to a person that, if suffered by an employee, a record or report could be required by Chapter 88 of the Iowa Code, or resulted in damage to property, including to equipment, in an amount reasonably estimated at the time of the accident to exceed five thousand (\$5,000) dollars; or
- evidence that an employee has manufactured, sold, distributed, solicited, possessed, used, or transferred drugs while working or while on the employer's premises or while operating any of the employer's vehicles, machinery, or equipment.

"Sample": A sample from the human body capable of revealing the presence of drugs or their metabolites, which shall include only urine, saliva, breath, and blood. "Sample" only includes blood when a blood test was administered by or at the direction of a person providing treatment to an employee involved in a **workplace** accident. A blood sample cannot be administered at the request or suggestion of the employer.

"Legal Drug": A prescription medication prescribed for the employee consuming the medication and being taken in the amount prescribed by the employee's treating physician, and in accordance with the prescribed directions, or over-the-counter medication being taken and used for its intended purpose and in accordance with any applicable directions.

"Under the Influence of Alcohol": Being under the influence of alcohol shall mean having an alcohol concentration level of .02 grams of alcohol, or greater, per two hundred ten liters of breath, or its equivalent.

"Safety-sensitive-Roles": Positions where operating heavy-machinery, drivers, working with hazardous tools or equipment, or working on elevated platforms (excluding lifeguard stands or similar positions in aquatics roles), or working at heights that could cause considerable risk of safety-related injuries.

4.8 Prohibited Conduct

The City strictly prohibits the use, possession, consumption, sale, transfer (or any attempt to sell or transfer) of alcohol or any illegal or unauthorized drug including any "look alike" substance or being under the influence of alcohol or any illegal or unauthorized drug, during work time. Any employee engaging in such activity shall be subject to discipline up to and including the immediate termination of their employment with the City. Furthermore, the City reserves the right to immediately discharge any employee who tests positive for alcohol or drug use pursuant to the procedures outlined in this policy, and to the extent permitted by Iowa law, without first offering the employee substance abuse evaluation, treatment, rehabilitation, or any related service.

An employee may use, possess, and be under the influence of a legal drug while on the City's premises or property or during working time provided the medication is kept in the container or packaging in which it was received from the pharmacy, and provided the prescription or over-the-counter drug will not impair the employee's work performance or present a safety risk to the employee, others or property. The City reserves the right to take appropriate action (including relieving the employee from their work duties) if an employee's use of legal drugs either impair or are likely to impair the employee's ability to perform their work assignments.

Failure to submit to any drug testing under this policy including, but not necessarily limited to, an employee's failure to report in a timely manner to a collection site, sign any required consent form or otherwise fully cooperate in the collection of any authorized sample, is strictly prohibited, and will be treated by the City the same as a confirmed positive drug test.

Any action taken against an employee or prospective employee pursuant to this policy based on a drug test will be based only on the results of the drug test.

4.9 When Drug Testing May Be Conducted

The City reserves the right to conduct any form of drug or alcohol testing permitted under Iowa law. The testing methods the City may use to test employees or prospective employees for drug or alcohol use include, but are not necessarily limited to, the following methods:

A. Pre-employment Testing.

Prospective employees, who are determined to be minimally qualified and have passed at least the first round of applicant screening, or to whom a conditional offer of employment has been made, may be required to submit to pre-employment drug testing. **Pre-employment drug testing is mandatory for prospective employees applying for positions in safety-sensitive roles. To be considered qualified for employment with the City, prospective employees in safety-sensitive roles must obtain a negative test result.**

When drug testing is required, the testing shall screen, at a minimum, for the presence of the following substances or similar substances:

Cocaine	Amphetamines
Marijuana	Opiates
Phencyclidine (PCP)	

The City reserves the right to test for the presence of any additional illegal substances including but not limited to:

Propoxyphene	Methadone
Benzodiazepines	Barbiturates
Quaaludes	

Prospective employees will be given an opportunity to provide any information which may be considered relevant to the test, including identifying prescription or non-prescription drugs currently or recently used, or other relevant medical information.

A prospective employee who receives a confirmed positive drug test result will not be considered qualified for employment in the City and will not be allowed to re-apply or be considered for a position with the City for a period of two years. A prospective employee's refusal to submit to drug testing shall be viewed as a confirmed positive drug test.

B. Reasonable Suspicion Testing.

Any employee for whom a reasonable suspicion exists that the employee is under the influence of alcohol, or an illegal or unauthorized substance will be subject to alcohol or drug testing. A test result indicating an alcohol concentration level of greater than .02 grams of alcohol per two hundred ten liters of breath, or its equivalent, shall be considered a positive test result within the meaning of this policy. Any employee who refuses to submit to testing under this provision will be deemed to have received a confirmed positive drug test. Reasonable suspicion testing is defined in 4.7 of Article IV.

If drug testing is required, the testing shall screen, **at a minimum**, for the presence of the following substances or similar substances:

Cocaine	Amphetamines
Marijuana	Opiates
Phencyclidine (PCP)	

The City reserves the right to test for the presence of any additional illegal substances including but not limited to:

Propoxyphene	Methadone
Benzodiazepines	Barbiturates
Quaaludes	

Employees will be given an opportunity to provide any information that may be considered relevant to the test, including identifying prescription or non-prescription drugs currently or recently used, or other relevant medical information.

If the employee being tested holds a position involving duties that could subject the employee, others, or property to injury or damage, the employee will be removed from their normal work duties and will be placed in a job that will not subject the employee, others, or property to injury or damage until the results of the reasonable suspicion drug test are received. If the employee's reasonable suspicion drug test is confirmed positive in violation of this policy, the employee will be terminated from employment immediately.

C. Regulatory Testing

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Regulations promulgated by the Department of Transportation or any other state or federal regulatory agency may require the City to maintain a drug testing program that includes the mandatory alcohol and drug testing of certain employees. The testing program includes random, post-accident, reasonable suspicion, and other forms of drug and alcohol testing. The City maintains a separate policy for those employees who are covered by the DOT's provisions.

The City also reserves the right to conduct any other form of drug or alcohol testing required by federal law or regulation, or by law enforcement.

D. Post-Accident Testing.

The City may conduct drug or alcohol testing when investigating accidents in the workplace in which the accident resulted in an injury to a person for which injury, if suffered by an employee, a record or report could be required under Chapter 88 of the Iowa Code, or resulted in damage to property, including to equipment, in an amount reasonably estimated at the time of the accident to exceed five thousand dollars.

The City shall follow the same procedures and methods it uses with respect to reasonable suspicion drug or alcohol testing when conducting post-accident drug or alcohol testing and shall test for the same substances.

E. Alcohol Testing.

Alcohol breath tests shall be conducted pursuant to the requirements governing evidential breath testing devices, alcohol screening devices, and the qualifications for personnel administering the initial confirmatory test consistent with regulations adopted as of January 1, 1999 by the United States Department of Transportation governing alcohol testing required to be conducted pursuant to the Federal Omnibus Transportation Employee Testing Act of 1993. If the City elects to use a breath test for purposes of determining the presence of alcohol, it will not provide for a split specimen at the time the sample is collected, and it will not be reviewed by the Medical Review Officer.

4.10 Suspensions

The City reserves the right to suspend a current employee, with or without pay, following a drug or alcohol test, but prior to receipt of the final results of the drug or alcohol test. If an employee is suspended without pay, and the confirmed test results are negative, the City shall reinstate the employee, with back pay with interest, provided other reasons do not exist to terminate the employee's employment. The City shall have sole discretion to determine if

sufficient reasons exist to terminate the employment relationship with or without a confirmed positive test result.

4.11 Confidentiality

The City shall regard as confidential all communications it receives that pertain to the drug test results of an employee or prospective employee, or any information the City otherwise receives through its drug testing program. The City, however, reserves the right to disclose the results of a drug or alcohol test, or other related information, under the following circumstances:

- A. In an administrative agency or judicial proceeding under workers' compensation laws, or unemployment compensation laws, or under common or statutory laws where any action taken by the City based on a positive test result as defined by this policy is either relevant or challenged.
- B. To any federal agency or other unit of the federal government as required under federal law, regulation, or order, or in accordance with compliance requirements of a federal government contract.
- C. To any state agency authorized to license individuals if the employee tested is licensed by that agency and the rules of that agency require such disclosure.
- D. To a substance abuse evaluation or treatment facility or professional for the purpose of evaluation or treatment of the employee.



4.12 Access to Records

Employees or prospective employees who are subject to a drug or alcohol test pursuant to this policy, and for whom a positive test result is obtained, shall be given access to any records relating to the employee's drug or alcohol test, including records of the laboratory where the testing was conducted, and any records relating to the medical review officer selected by the City to interpret the test result.

Notwithstanding the above, a prospective employee shall be entitled to records under this section only if the prospective employee requests the records within fifteen calendar days from the date the City provides the prospective employee with written notice of their test result as required by Iowa law. The City shall not release any records concerning a positive test result obtained by a prospective employee unless the records are requested within that fifteen-day period.

All requests for drug or alcohol testing records shall be made in writing and addressed to the attention of **City of Clive Human Resources Department, 1900 NW 114th Street, Clive, IA 50325.**



4.13 Training

The City will provide appropriate training relevant to the employee's position.

ARTICLE V – WORK CONDITIONS

5.1 Meal Breaks and Rest Periods

The supervisors will establish meal breaks and rest periods. The rest period is not an employee's right may never be used as a valid reason for failure to perform tasks that have been directed by management.

Every employee who works six consecutive hours or more in one day will be provided with a minimum of at least a one-half hour lunch period.

Each employee shall also be scheduled for one fifteen-minute break during the first four hours of their shift and one fifteen-minute break during the second four hours of their shift. Lunch and break periods combined may not exceed sixty minutes in any one work shift.

5.2 Smoke Free Workplace

The State of Iowa adopted the Chapter 14D "Smoke Free Air Act" to regulate smoking in public places, places of employment, and outdoor areas in order to protect the public health of employees. The Act basically prohibits smoking on or in all City of Clive indoor and outdoor facilities and grounds or City of Clive vehicles.

5.3 Dress Code

Employees are expected at all times to present a job appropriate image to the public. A neat and clean personal appearance, like proper maintenance of work areas, is an ongoing requirement of employment within the City.

Any employees who have regular contact with the public must comply with the following personal appearance standards:

- Clothing should not have inappropriate advertising or slogans, as determined by the City Manager. Jeans that are not ripped, tattered or worn-out may be worn on occasion with the approval of the City Manager or designee.
- Tattoos and body piercings (other than earrings) are allowed but may be required to be

covered if there is a complaint by an employee or a member of the public. The complaint must be investigated by the Human Resources Director and result in “founded” conclusion. A “founded” conclusion is one in which it is determined that the tattoo or body piercings are unsafe, disruptive, offensive, or otherwise inappropriate when considering the circumstances, job duties and work environment.

- All employees are expected to maintain a basic and proper level of hygiene, regardless of position within the City. Excessive perfume or cologne should be avoided in consideration of other employees and the public.

5.4 Time Records

Each employee is responsible for completing a time record for hours worked and submitting it to their department head or supervisor. Anyone who knowingly falsifies a record of hours or knowingly approves a falsified time record shall be subject to disciplinary action.

5.5 Hazardous Materials

An employee has the right to review and make copies of Safety Data Sheets (SDS) kept on file with the city of materials they may be exposed to while performing their duties.



ARTICLE VI – POLICY AND OPERATIONAL MATTERS

6.1 Accidental On-the-Job Injuries or Illnesses

The City of Clive has a sincere concern for ensuring the health and safety of its employees while they are engaged in their daily working operations. The efficiency of city government operations is directly related to the competence and wellbeing of all employees. The city acknowledges its obligation, as an employer, to provide safe working conditions for employees, and, as a governmental unit, to provide a safe environment for the public that benefits from these services. Employees are to promptly report any on-the-job hazard to their supervisor. Should the City Manager determine that a particular work site is too dangerous to continue working at or in, they have the authority to stop or close the site until the matter is remedied. All employees are to adhere to city safety policies and if found to have violated any of them, they shall be subject to disciplinary action.

- A. All accidental on-the-job injuries or illnesses, whether requiring medical attention or not, shall be reported by the employee to the department director or supervisor on duty as soon as possible, but not later than 24 hours after the accident occurred. The employee (or director/supervisor acting on behalf of injured employee) should contact **Company Nurse** (1-888-770-0928) to report any workplace injury or illness. If an injury or illness is serious or life-threatening, call 911 first, and attend to the injury. If not life threatening, the call to Company Nurse will evaluate the injury or illness and recommend either home care treatment or refer employee to a medical facility to seek immediate medical treatment. If the employee is referred for medical treatment, Company Nurse will send information to the medical facility prior to the employee's arrival, and the employee should not provide personal insurance information to the medical facility staff. Following medical treatment, the employee must provide a report to their supervisor including any documentation received from the medical facility staff including return to work instructions if applicable. The department director shall, as soon as possible, follow up with the City Manager and/or Human Resources. Within 24 hours, the employee, with the assistance of Human Resources, shall fill out any additional forms necessary for reporting the injury or illness. If an employee is immediately hospitalized ~~as a result~~because of an accidental injury or illness incurred while on the job, the department director or supervisor on duty shall notify the City Manager and Human Resources as soon as possible. Any employee failing to report such an injury or illness, as described in this paragraph, shall be subject to disciplinary action.
- B. Employees incurring on-the-job injury or illness during normal working hours (Monday through ~~Friday-Thursday~~ / 7 a.m. to 4 p.m. ~~and Friday 7 a.m. to 12 p.m. (noon)~~) and requiring medical care shall seek treatment at MercyOne Occupational Health-East, 2525



E. Euclid Ave, Des Moines. If an injury or illness occurs at any time other than normal working hours, the employee shall be taken to the MercyOne Urgent Care 1601 NW 114th St, Clive (Monday-Friday/ 7 a.m. - 7 p.m. and Saturday-Sunday/ 9:00 a.m. – 4 p.m.). ~~If the clinic is not available the employee shall be taken to MercyOne West Des Moines Emergency Care, 1755 59th Pl, West Des Moines, 50266.~~ If the injury or illness is a medical emergency, the employee shall be taken to the nearest hospital.

When an on-the-job injury or illness requires a prescription by a physician, the employee will utilize the program developed by ~~Splashlight and IMWCA~~ our Worker's Compensation carrier. Any prescription ~~that~~ needed to be filled other than normal working hours shall be filled by the hospital emergency room where the employee was seen.

When seeking medical care or prescriptions for on-the-job injury or illnesses, the employee must inform the attending physician or pharmacist that the injury/illness is a workers' compensation incident to eliminate any confusion about financial responsibility.

6.2 Political Activity

To serve the best interest of the employee, taxpayers, and the city government, it is the policy of the City of Clive to restrict certain types of political activity without infringing upon the employee's right to exercise their suffrage as citizens. The purpose is to safeguard the employee from ~~pressure~~ financially or otherwise support any political party or person. Another important reason is to safeguard the interest of the public who all municipal employees must serve without political bias and without regard to their political opinions or affiliations.

This policy has been developed not to restrict one's constitutional rights, but to dramatize and protect the neutrality of public service personnel.

A. Therefore, employees are prohibited from:

1. Using their official authority or influence for the purpose of interfering with or affecting the result of an election or a nomination for office.
2. Directly or indirectly coercing, attempting to coerce, commanding, or advising a state or local officer or employee to pay, lend, or contribute anything of value to a party, committee organization, agency, or person for political purposes.
3. Having political campaign items in their offices, city facilities, in city vehicles, or to wear such items on their person while on duty. Campaign items that have been retrieved due to having been illegally placed on city property and are being transported for disposal are exempt. Employees are allowed to have campaign bumper stickers on their personal vehicles.

B. The use of the following in political advertisements is prohibited, and city employees shall not facilitate or accommodate such use:

1. City property not normally accessible to the public; and
2. Employees in uniforms that display city insignia and logos or any use of city employees while on city time; and

3. City equipment.

In practice, this means that candidates will be prohibited from attending city staff meetings. Also, they will be requested not to use film footage of such attendance that may have been taken during meetings prior to the start of their campaign, filming for political purposes on city property not normally accessible to the public will be prohibited, filming of city equipment for political purposes would be prohibited, including the use of police and fire vehicles, and that city employees will be prohibited from appearing in political advertisements wearing city equipment or city insignia or logos.

6.3 Outside Employment

Employees shall not engage in any off-duty employment that is or may result in direct conflict with their job responsibilities for the City of Clive.

6.4 Purchasing Policy

All items purchased for the city must be properly authorized. Failure to obtain approval encourages waste, fraud, and abuse. Consequently, employees found not abiding by the policy will be subject to disciplinary action, up to and including dismissal.



6.5 Gifts or Gratuities

The requirements imposed by the Code of Iowa shall apply to all gifts to elected or appointed officials and city employees or their families. City services are not to be extended by employees in exchange for special awards, gifts or other remuneration from outside individuals or organizations.

6.6 Use of City-Owned Vehicles

City vehicles shall be used in the most economical and efficient manner, solely for the performance of city business. No city-owned vehicles shall be used for personal benefit or personal business, unless authorized by the City Manager.

When extended trips are required, authorization may be given by the City Manager allowing an employee to use their own automobile for official city travel. Motor vehicle driving records will be checked no less than annually for each employee required to drive as part of their duties.

6.7 Use of Private Automobiles

If the city employee is required to use private transportation to fulfill the job requirements of employment by the city, a mileage reimbursement is authorized for all trips approved by the appropriate department director. Whenever practicable, employees shall use city vehicles. When the use of private vehicles is authorized, the mileage allowance shall be computed at the rate established by the Internal Revenue. Proof of insurance is required of all employees using their personal vehicle for city business.

Safety belts must be properly ~~worn at all times~~ **always worn** in both city-owned vehicles and when using privately owned vehicles for city business. Safety belt usage is Iowa law as well as a policy of the City of Clive.

6.8 Reimbursement for Loss of Personal Items

The City of Clive will not reimburse any employee in any manner or form, any personal objects, possessions, or clothing that are lost or damaged, either while on duty or off duty, unless the employee can prove liability rests with the city. Personal objects are defined as possessions and clothes purchased and maintained by the employee and not purchased or maintained by the city.

In order that all employee requests might be processed in accordance with the foregoing policy, all departments shall use the following procedures:

- A. The employee shall submit to their department head a request for reimbursement along with a full description of what contributed to the loss and the extent to which the city or one of its employees was liable or responsible for the loss sustained. The statement is to include substantiation as to why the personal item was necessary to have at work.

6.9 Press Releases

To ensure accuracy in the city's press releases and documents intended for widespread public or staff distribution, all such releases must be reviewed and approved by the City Manager or Assistant City Manager.

6.10 Use of City Telephones

- A. Employees shall observe the rules of telephone courtesy in receiving and placing calls.
- B. Employees are permitted to use city telephones for personal reasons only in cases of absolute necessity. This is a privilege and not a right and may be withdrawn by the department head if abused through excessive use, or if telephoning causes interference with work duties.
- C. Employees shall discourage people from telephoning them at work for personal matters.

6.11 Solicitation, Selling, and Peddling Among Employees

Unless authorized by the City Manager, solicitation among city employees during working hours for charitable or any other purpose, and selling of tickets, chances, magazines, or merchandise of any kind is only allowed on employee break room tables, employee bulletin boards, or in the employee newsletter. Employees shall not engage in oral solicitation for any purpose during working time. These restrictions apply to all solicitation, selling, or peddling of every nature, whether by city employees or non-employees.

6.12 Clive Name

Employees may not use the City's name or represent themselves as the City to enter any type of contest.



6.13 Punctuality

Employees are expected to report promptly at their designated starting time at their assigned workstation and be ready to begin work at that time.

If an employee knows that they will be fifteen or more minutes late, the employee must notify their immediate supervisor prior to coming to work, if possible, and state the reason for the tardiness and the approximate time when they expect to report to work. If an employee is habitually late, wages will be deducted in one-quarter-hour increments and may be subject to disciplinary action.

6.14 Unexcused Absenteeism & Tardiness

If an employee fails to furnish their supervisor with a reasonable explanation for missing work or for tardiness, or for missing work without available time off, the absence will be recorded as an "unexcused" absence in the employee's personnel file. The employee will not be allowed to utilize any accrued vacation days, personal days, or sick days to receive pay for that day, and therefore, will not be paid for the unexcused absence.

Employee attendance records that show poor attendance or tardiness are to be reviewed by the supervisor and/or department head, and where such attendance is deemed unacceptable, the supervisor or department head shall have the authority to issue a formal reprimand or recommend to the City Manager dismissal of the employee. All written reprimands shall be forwarded to Human Resources for inclusion in the employee's personnel file. Any recommendation for dismissal shall be sent to the City Manager.

6.15 Resignations

It is the responsibility of an employee who plans to resign to notify his/her department director or the City Manager in writing in advance as follows:

- At least two weeks' notice for all regular employees.
- At least one week's notice for all seasonal employees.
- At least four weeks' notice for the position of department supervisor, department director, or above

If an employee does not report for scheduled work hours three consecutive days/shifts, without communication, to their supervisor the City will consider

their actions to be a voluntary resignation.

6.16 Changes of Name, Address, Marital or Family Status

The City Clerk's office must be advised by the employee of any change in personal status for the following reasons:

- A. Correct personal information will ensure up to date the proper reporting of wage information to the state and federal government; and
- B. The information may be used on the employee's behalf in case of an emergency or illness.

ARTICLE VII - E-MAIL AND INTERNET USAGE

Electronic email is pervasively used in almost all business industry and government agencies and is often the primary communication and awareness method within an organization. At the same time, misuse of email can pose many legal, privacy and security risks. It is therefore important for users to understand the appropriate use of electronic communications.

7.1 Purpose

The purpose of this email policy is to ensure the proper use of the City of Clive's email system and make users aware of what the City deems as acceptable and unacceptable use of its email system. This policy outlines the minimum requirements for use of email within the City of Clive Network.

7.2 Use

All use of email must be consistent with City of Clive policies and procedures of ethical conduct, safety, compliance with applicable laws and proper business practices.

A City of Clive email account should be used primarily for city business-related purposes; personal communication is permitted on a limited basis, but non-City related commercial uses are prohibited.

Email is to be considered a City business record if there exists a legitimate and ongoing business reason to preserve the information contained in the email.

Email that is identified as a City of Clive business record shall be retained according to City of Clive Record Retention Schedule.

The City of Clive email system shall not to be used for the creation or distribution of any messages that would violate the City's policies, including but not limited to messages that are defamatory, discriminatory, harassing, or retaliatory or reveal confidential or proprietary information. The City prohibits the use of its City email addresses for political purposes (campaigns, advocacy for ballot issues, etc.). Employees who receive any emails with this

content from any City of Clive employee should report the matter to their supervisor immediately.

Users are prohibited from forwarding City of Clive email to a third-party email system (noted below).

Users are prohibited from using third-party email systems and storage servers such as Google, Yahoo, and MSN Hotmail etc. to conduct City business, to create or memorialize any binding transactions, or to store or retain email on behalf of the City of Clive. Such communications and transactions must be conducted through proper channels using City-approved documentation.

Using a reasonable amount of City of Clive resources for personal emails is acceptable, but non-work-related email shall be saved in a separate folder from work related email. Sending chain letters, personal solicitations or joke emails from a City email account is prohibited.

City of Clive employees shall have no expectation of privacy in anything they store, send or receive on the City's email system or any server or hardware maintained by the City.

The City of Clive is not obligated to monitor email messages; however, the City reserves the right to review, monitor, audit and disclose, without prior notification to employees, any and all communications and data created, received or stored on City equipment. Employees shall have no right to expect confidentiality or privacy, even in private messages involving City equipment.

7.3 Compliance

The Technology Services team will verify compliance to this policy through various methods, including but not limited to, periodic walk-throughs, business tool reports, internal and external audits, and feedback to Technology Services and department director.

Any exception to the policy must be approved by the Technology Services team in advance.

Human Resources is responsible for ensuring that a user acknowledgement has been signed by all users acknowledging this Acceptable User Policy before providing access to the City's computing resources.

An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

7.4 Internet

Internet/intranet/extranet access is granted exclusively for employees and other approved users for the purpose of conducting approved business purposes.

7.5 Authorized and Unauthorized Usage

Personal or incidental use is authorized for limited purposes and will be subject to the following guidelines:

The use must not constitute a conflict of interest. Personal business or use for personal gain constitutes a conflict of interest; usage for such a purpose is prohibited.

Personal use is on personal time (hours not charged to the employer) and must not interfere with City business or normal work activities, and not adversely affect performance of the employee, surrounding employees, the organization, or City business functions.

Illegal, obscene, pornographic, or discriminatory material must not be accessed, viewed, downloaded, or sent. NOTE: Members of criminal investigative teams within the City's police department are exempt from this unauthorized use if access is necessary to fulfill the function of their job duties.

Use must not involve any illegal or unethical activity (*e.g.*, gambling, sites containing pirated software, movies, games, or illegal hacking/cracking tools).

Transmitting or sending sensitive or proprietary information, including software applications or personal information, to unauthorized persons or organizations is prohibited. Authorization for any transmission of personally identifiable information ("PII") must be approved by a supervisor before transmission and done using authorized protocols (*e.g.*, encryption, VPN, SSL).

Downloading or sending unapproved software, computer viruses, malicious code, or any unauthorized attempts to access another person's data or the City's intranet are prohibited.

The addition of any hardware that would allow additional access to the Internet is prohibited.

Users should not bring/use personal computers or data storage devices (such as CDs/DVDs, external hard drives, USB or flash drives, or other data storage media) to connect them to the City's internal network systems without permission from Technology Services. Personal electronic devices are subject to inspection; if a user does not wish their personal computer or other devices inspected, then the user should not bring those items to work. NOTE: This does not include personal device connections to city-owned PUBLIC wi-fi connections for training and education, emergency management, etc.

Users may not download software from any outside systems without permission from the Technology Services. Users should not use any externally provided software without first getting approval from Technology Services. Users should not download unapproved or unauthorized software from the Internet. Users are responsible for determining the sensitivity and need for further encryption to secure City confidential or sensitive information before posting, transmitting, or sending it via the Internet. If unsure, the user is responsible for contacting Technology Services.

Privacy and Monitoring

By using the Internet access provided by City, users agree to this policy and acknowledge that records of Internet access, such as sites visited, images reviewed, and email sent, may be recorded, and monitored by Technology Services at any time with no expectation of privacy and that:

The City owns the rights to all data and files in City computers, network, or other information systems, subject to applicable laws. Users may not access networks, servers, drives, folders, or files to which the user has not been granted authorization. Users may not destroy, delete, erase, or conceal files or other data, or otherwise make files or data unavailable or inaccessible. In addition, users may not access another employee's computer, computer files, or electronic mail without authorization from their supervisor.

The City licenses the use of certain commercial software application programs from third parties for business purposes. Third parties retain the ownership and distribution rights to this software. Users may not distribute licensed software for personal use.

Electronic mail ("email") messages sent and received using our equipment or Internet access are not private and are subject to viewing, downloading, inspection, release, and archiving by us. The City has the right to inspect files stored in "private" areas of the City network or on individual computers or storage media that use City resources, to assure compliance with City policies and applicable state and federal laws. The City reserves the right to review, monitor, audit and disclose, without prior notification to employees, all electronic mail messages (including personal/private/instant messaging systems) created, received, or stored on City equipment. Employees shall have no right to expect confidentiality or privacy, even in private messages involving City equipment.

Reporting of Internet Abuse

Employees are encouraged to report any concerns regarding behavior that may violate this or any City technology policy, to a supervisor or Technology Services. It is everyone's responsibility to ensure the City's resources are used properly. No employee will be reprimanded or retaliated against for making good faith complaints.

If an employee would prefer to make an anonymous complaint, Eide Bailly LLP, the City's audit firm, provides employees the ability to anonymously report wrongful behavior such as abusive or unauthorized Internet activity possibly originating from the City's network. Reporting can be done by calling 866-912-5378 during business hours (CT) or by emailing to www.eidebailly.com/hotline. Complaints of abuse will be forwarded to Technology Services if applicable for investigation.

Social Media/Open Forums Use-Limited to Personal Time

The City supports self-expression, including the right to express oneself to others via Internet blogs, social web pages, posting on open forums, or speaking during public events. Online social networking sites and other online communication platforms and technologies, such as Facebook, LinkedIn, Twitter, YouTube and blogs, are primarily aimed at personal relationships and communications among individuals. While users may use these media to communicate with friends and family outside of work, users should be mindful that whatever users publish will be public for a long time and is available to City and vendors, customers, and citizens to view. Some points that the City encourages users to consider when writing or expressing themselves publicly:

- Conduct themselves in a professional and businesslike manner, even if the communication is personal in nature.

- Do not reference or discuss the City's suppliers, vendors, customers, associates, contractors, potential business relationships or opportunities, competitors, or any entity in which the City does business, or anything that might adversely impact the City's business relationships.
- Do not make statements about the City's financial performance.
- Do not use these media outlets for City marketing or public relations.
- When users are participating in social networking sites, users must be transparent that their thoughts are their own. Unless the City officially designates the user, in writing, to speak or write for the City, users should never state that they write or speak on behalf of the City or that their viewpoints are the same as the City, and users should make this clear to those reading or listening to their points of view. Users may consider a disclaimer to this effect but note that it may not excuse improper or illegal conduct.
- Do not disclose private, internal-use only, copyrighted, or confidential information belonging to the City or third parties, including employees, associates, suppliers, vendors, competitors, customers, or any other person or entity that associates or does business with the City. Such information includes personally identifying information (such as telephone numbers, Social Security numbers, credit or debit card numbers, or financial account numbers). Users should also not mention customers, vendors, potential business relationships or opportunities, or competitors in their social media activity. Users should use common sense and courtesy and should strictly follow the City's policy on preserving confidential information.
- For social networking sites such as LinkedIn where personal and professional references are the focus: If users are representing themselves as a City employee, users may not provide professional references about any current or former employee, contractor, vendor, or contingent worker. Users may provide a personal reference or recommendation for current or former City employees, contractors, vendors, and contingent works provided (1) the statements made, and information provided in the reference are factually accurate, and (2) users include the disclaimer "This reference is being made by me in a personal capacity. It is not intended and should not be construed as a reference from City or any of its affiliated entities."

In addition to City rules on confidentiality, the City requests that users follow all other applicable guidelines when commenting in an open forum.

What users write or say, and how users write or say something, is up to each user. However, the City provides notice that it reserves the right to read what users write or say publicly and decide if it meets the professional standards of the City or damages the City. Written or stated comments harmful or damaging to the City or to its employees, associates, suppliers, vendors, customers, or any other person or entity that associates or does business with the City may lead to discipline up to and including termination-even if done on an employee's own time and while using the employee's own devices. This provision does not in any way restrict users' right to engage in protected activity under Section 7 of the National Labor Relations Act.

Do not use vulgar, obscene, threatening, discriminatory, or defamatory language, including but not limited to language or content based on any protected class, status, or characteristic. Prohibited language or content also includes soliciting sex or otherwise violating the laws regarding minors and their protection. Users that violate child protection laws, including

solicitation of sex from minors, or posting of illegal pornographic material, will be subject to discipline including, but not limited to, termination of employment.

7.6 Compliance

Violations of this policy may lead to the suspension or revocation of system privileges and/or disciplinary action up to and including termination of employment. The City reserves the right to advise appropriate law enforcement authorities of any violation of law.

Any exception to this policy must be approved by Technology Services.

Human Resources is responsible for ensuring that a user acknowledgement has been signed by all users acknowledging this Acceptable Use Policy before providing access to City's sensitive computing resources.

Technology Services will verify compliance with this policy through various methods, including, for example, business tool reports and audits.

Nothing contained in this policy shall be interpreted as interfering with an employee's rights under Section 7 of the National Labor Relations Act or the Public Employment Relations Act.

ARTICLE VIII - DISCIPLINARY ACTION AND GRIEVANCE PROCEDURE



Whenever an employee violates any of the policies, regulations, or code of ethics outlined in this employee handbook, the department head or supervisor may institute disciplinary action in any of the categories listed below, depending on the seriousness of the offense committed. These disciplinary procedures are merely guidelines. They are not listed in any particular order and there is no requirement that any particular disciplinary action precede any other action. The city may choose to implement any of the procedures listed, including immediate discharge at any time, depending on the seriousness of the violation. The city reserves the right to change, alter, or terminate any of the disciplinary procedures at any time.

8.1 Oral Reprimands

The employee shall be counseled concerning the unsatisfactory areas of work. Only the department supervisor, department head, or the City Manager may issue oral reprimands. Oral reprimands shall be documented as a record of conversation in the employee's personnel file. The employee will be notified of such action and will be asked to sign the documentation before it is placed in the personnel file. The supervisor issuing the oral reprimand shall also sign and date the record of conversation.

If the employee refuses to sign the record of conversation, such refusal shall be noted on the document, signed by the supervisor, initialed by the City Manager, and placed in the employee's personnel file.

8.2 Written Reprimands

A written reprimand shall include a statement of the problem and a notation to the effect that the problem was discussed with the employee in question. A copy of the written reprimand shall be included in the employee's personnel file. The employee will be notified of such action and will be asked to sign the documentation before it is placed in the personnel file. Only a department head, supervisor, or the City Manager may issue written reprimands, and they are to sign and date the document.

If the employee refuses to sign the written reprimand, such refusal shall be noted on the document, signed by the supervisor, initiated by the City Manager, and placed in the employee's personnel file.

8.3 Discharge

Any recommendation for the discharge of a city employee must be made to the City Manager. The City Manager will decide whether to terminate the employee or if other action should be taken to remedy the situation. The employee may be given a letter of termination outlining the reason(s) being given for the discharge.

It should be emphasized that department supervisors, department heads, or the City Manager are not required to go through all the procedures (oral reprimand, written reprimand and discharge) outlined. Discipline may begin at any level depending on the seriousness of the offense committed. In addition, the department supervisor, department head, or the City Manager may repeat any of the first three procedures when they feel it is necessary, so long as the discipline is commensurate with the offense committed. If there is any doubt what step to begin with, the City Manager should be consulted.

8.4 Disciplinary Action

The form and degree of disciplinary action shall be commensurate with the seriousness of the events or conditions giving rise to the need for discipline. Progressive discipline should be practiced with regard to the disciplining of employees who violate rules and regulations contained herein.

The following list of offenses may result in a city employee disciplinary action. The list is not all inclusive and exhaustive but instead merely illustrates the type of behavior that may result in disciplinary action:

- A. inefficiency, insubordination, incompetence, failure to perform required duties, narcotic addiction, dishonesty, un-rehabilitated alcoholism, negligence, conduct adversely affecting the employee's performance, charged with a felony offense or conviction thereof, conviction of a crime involving moral turpitude, conduct unbecoming of a public employee, or misconduct.

8.5 Code of Ethics/Rules of Conduct Applicable to All Employees

The employment of every employee shall be contingent upon acceptable conduct, satisfactory performance of duties, and compliance with personnel rules and regulations. The following lists are not exhaustive or exclusive, but rather examples of actions that may result in the employee receiving disciplinary action:

- A. The employee is incompetent, negligent, or inefficient in the performance of their duties.
- B. The employee has been abusive in their attitude, language, or has been abusive in their conduct toward fellow employees, superiors, or the public.
- C. The employee has violated any lawful or official regulation, order or rule, or failed to obey any lawful and reasonable direction given to him/her by their supervisor.
- D. The employee has taken for personal use a fee, gift, or other valuable thing in the course of work or in connection with employment without reporting its receipt to their department head and the manager.
- E. The employee, through negligence or willful misconduct, has caused damage to public property or waste of public supplies.
- F. The employee has been absent without leave or has failed to report upon the expiration of an approved leave of absence.
- G. The employee has directly or indirectly participated in a local political campaign in any manner as to violate any of the regulations set forth in the political activity section of this manual.
- H. The employee has solicited private business for personal reasons during working hours or has used their city position to try to secure or to conduct private business.
- I. The employee has made a false statement in their application for employment.
- J. The employee has hindered the regular operation of the department due to absenteeism, tardiness, or has absented himself/herself from duty during regular working hours.
- K. Reporting to work under the influence of alcohol or a controlled substance/s, possessing, distributing or consuming alcohol or a controlled substance/s while on duty. If an off-duty employee is called in to work, and they advise the supervisor that they have been socially consuming alcoholic beverages or taken a medication that may diminish their capacity, the employee shall not be required to report of duty.

- L. The employee has used city vehicles or equipment without proper authorization.
- M. The employee has been involved and at fault in an avoidable accident on the job in a city vehicle or on city property.
- N. The employee has operated city vehicles in an unlawful or hazardous manner.
- O. The employee has misappropriated city funds, appropriated city property for personal use without permission, or illegally disposed of city property.
- P. The employee has demonstrated conduct unbecoming an employee of the city while on or off duty.
- Q. The employee has submitted a false report of their conduct of service.
- R. The employee has submitted a false report against another employee.
- S. The employee fails to meet certain standards of conduct or work performance.
- T. The employee has been dishonest, stole, or acted in a fraudulent manner.
- U. The employee has been insubordinate, refusing to follow orders and instructions directly related to the performance of their job.
- V. Outside employment that is inconsistent with the city's goals, objectives, and policies, and/or that reflects negatively on the city's operations.
- W. Violation of the state gift laws as they apply to public employees.
- X. Creating unsafe or unsanitary conditions.
- Y. Smoking in prohibited areas.
- Z. Refusal to work overtime when a reasonable request is made that allows the employee sufficient time to alter personal plans. If the request to work overtime is due to an emergency situation, the employee needs to be made aware of the importance of the request and barring extreme personal circumstances, they are expected to report for work.
- AA. Unauthorized removal of city or a fellow worker's property
- BB. Failure to follow procedures outlined in this Employee Handbook
- CC. Fighting or horseplay on the job.
- DD. Representing their personal opinion/s as those of the City of Clive

- EE. Creating strife, discord, and disharmony among city employees by constant and repeated negative statements, criticism, or attitude.
- FF. Sleeping while on duty.
- GG. Display of any type of violence in the workplace.
- HH. Any other action or failure to act which adversely affects the city, its officers, or employees.
- II. Failure to maintain appropriate Iowa driver's license as required by their job description.
- JJ. Failure to follow established safety policies and guidelines established by their department
- KK. Submits or provides false information.

In addition, all employees must observe the following rules:

- A. All employees shall be courteous at all times in dealing with the public. Employees should listen carefully to complaints and refer them to the proper person for appropriate action.
- B. All employees shall follow established safety policies and guidelines established by their department.
- C. Any employee involved in a reportable accident involving city equipment or private vehicle if driven for city business should immediately notify the police and the department head. Vehicles should not be moved until police arrive and take charge of the scene.
- D. City vehicles shall be used only for city business. No city vehicle shall be used after working hours unless permission is obtained from the City Manager. All city equipment shall be restricted to assigned departments and shall not be borrowed to another department unless permission is obtained from the proper department head. No city vehicles shall be used for personal errands, personal transportation, or other such business unless permission is obtained from the City Manager.

- E. Uniforms provided for employees shall be worn only during working hours or for official city business outside working hours. Uniforms may be worn to or from work, unless department rules specify otherwise, but are not to be worn for any personal activities.





Seasonal Employee Handbook

Amended for content and formatting February 2025

(This manual is a compilation of excerpts from the City of Clive Employee Handbook as adopted in November 2021 and henceforth amended. When a conflict arises or a situation is not addressed, the City of Clive Employee Handbook will prevail. A copy of the Employee Handbook in its entirety is available in miPay and on Clive365.)



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*Jump in &
make a
splash!*



ARTICLE I – INTRODUCTION

1.1 Purpose and Intent

The City of Clive's Employee Handbook describes the official policies and procedures guiding the City's actions regarding personnel matters. It is intended to guide and direct staffing and personnel management in routine situations. The handbook will provide clear policies and procedures for a professional working environment in which roles and responsibilities are understood and accepted.

This handbook does not constitute or create a contract of employment. Rather, this handbook has been prepared to acquaint you with the City of Clive's employment policies, your responsibilities as an employee, and the many benefits and privileges our employees may enjoy. It is presented as a matter of information only. While the City believes wholeheartedly in the plans, policies, and procedures described, it is committed to reviewing them continually and reserves the right to change or terminate any or all of them at any time.

As a City employee, you are employed at will. As an at-will employee, you retain the right to terminate your employment at any time, for any reason, and the City retains the same right. No policy or practice of the City should be construed to change this relationship. Only the City Council has the right to modify or change this practice.

The personnel policies of the City of Clive are intended to:

- *Increase understanding* and eliminate the need for personal decisions on policy matters.
- *Establish and maintain* uniform personnel practices for recruitment, classification, employee status, assignment, and benefits changes. Each member of management is responsible for administering these policies consistently and impartially.
- *Establish and maintain* uniform timekeeping and payroll practices regarding hours worked, deductions, and application of adjustments.
- *Assist in planning* for the personnel requirements of current and future City departments.

1.2 Authority – Distribution

The authority to approve personnel policy is vested with the City Council. The City Manager is responsible for recommending changes to the Mayor and City Council for approval. The City Council reserves the right to modify or abolish these policies, services, and benefits and reserves the right to adopt new policies, services, and benefits.

The City Manager is responsible for the day-to-day administration of the personnel program and has overall authority and responsibility to administer the City personnel policy.

The Employee Handbook provides department directors, supervisors, and employees with an essential personnel tool. It is designed to serve as a source of information that can be looked upon with authority and completeness. Upon hire with the City, all full and part-time employees shall receive a personal copy of this handbook, and all other employees shall always have an electronic copy available. All employees must sign a form stating they have been asked to read the handbook, understand its contents, and agree to abide by its policies. The most current version of the Employee Handbook is available through Clive365, the City's Intranet site, and the City's benefits portal.

ARTICLE II – AFFIRMATIVE ACTION, EQUAL EMPLOYMENT, HOSTILE WORK ENVIRONMENT POLICY

2.1 Affirmative Action/Equal Employment/Hostile Work Environment Policy

The Equal Employment Opportunity/Affirmative Action Policy Plan of the City of Clive is in accordance with the rules, regulations, and guidelines set forth by federal, state, and local laws. The policy provides for the implementation of the city's policy as it relates to equal employment opportunity and establishes the goal of equal opportunity for individuals regardless of race, creed, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or any other classification protected by law, with respect to the terms, benefits, and conditions of employment.

It is the policy of the City of Clive to provide equal opportunity to all employees, applicants, and program beneficiaries; to provide equal opportunity for advancement of employees; to provide program and employment facilities which are accessible to the disabled; and to administer its programs in a manner which does not discriminate against any employee, applicant for employment, or any program beneficiary.

The City prohibits discrimination in its employment. Any person who feels that they has been denied employment opportunities or benefits because of race, creed, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or any other protected class status, has the right to contact reporting hotline at (866) 912-5378 or by visiting www.eidebailly.com/hotline.

The City has the ultimate responsibility for the overall administration of the Equal Employment Opportunity/Affirmative Action Policy. This includes responsibility for integrating equal opportunity into all parts of personnel and program management; reviewing all policies and procedures as they affect equal opportunity and affirmative action; and ensuring compliance with relevant federal and state statutes.

Failure of any employee to perform in a manner consistent with this policy will constitute grounds for reprimand, suspension, demotion, or dismissal from city employment as deemed appropriate.

It is the policy of the City of Clive to provide all employees with a work environment free of any form of discrimination or harassment. Under this policy, it is considered as misconduct for an employee or individual to engage in unwelcome sexual advances, requests for sexual favors, verbal or physical conduct of a sexual nature, or any other conduct that might be construed as a racial, sexual, ethnic, or religious slur. Persons committing such misconduct will be subject to immediate, appropriate, and effective corrective action reasonably calculated to end the harassment.

Any employee who believes he or she has been discriminated against or has been the victim of a hostile work environment, should report the discrimination or harassment to their supervisor, department director, or the City Manager and be willing to give specific names, events, dates, times, and places where the discrimination or hostile work environment occurred. Any supervisor or department director notified of such behavior will immediately notify the City Manager. Any questions

regarding the City of Clive's policy, state or federal law, or complaints regarding any form of harassment should be addressed to the City Manager. For the mutual protection of all, it is imperative that every harassment claim filed be filed in good faith. A bad faith claim is one that has no other purpose than to harass or cause another person pain. Any employee, applicant, or program beneficiary who files a false or bad faith claim of harassment shall be subject to immediate, appropriate, and effective corrective action. The City of Clive will not tolerate retaliation against any employee who complains about discrimination or harassment under this policy, participates in an investigation under this policy, registers opposition to a discriminatory or harassing situation, or files a complaint alleging discrimination or harassment.

ARTICLE III – EMPLOYMENT OPPORTUNITY

3.1 Employment Opportunity

It is the policy of the City of Clive to provide equal opportunity in employment without regard to race, creed, color, religion, sex, sexual orientation, gender identity, national origin, age, or disability.

State or federal law shall take precedent over this policy manual in the event that a conflict between municipal and state or federal law occurs. Ordinances of the city shall supersede this policy manual in the event that a conflict occurs. Nothing in these policies and procedures shall be construed to interfere with or supersede civil service rules and procedures that govern police officers.

Any applicant presenting a false statement of material facts, attempting deception or fraud in their application, shall be rejected for the position for which he or she is applying, or has applied for or is currently working.

ARTICLE IV– HARASSMENT, AND ILLEGAL DRUG INVOLVEMENT

4.1 Harassment

With specific reference to sexual harassment, it is the policy of the City of Clive, Iowa, to strictly prohibit harassment based on sex, and to maintain a professional and quality working environment for all employees. Unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made, either explicitly or implicitly, as a term or condition of an individual's employment
- Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Harassment also encompasses harassment of subordinates or co-workers-based race, creed, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or any other classification protected by law.

Examples of harassment include, but are not limited to, the following:

- Threats
- Offensive jokes, gestures, remarks, or innuendo
- Subjecting employees to ridicule, invasions of psychological space, demeaning terms for one's sex, terms of endearment, slurs, or derogatory actions
- Basing employment decisions or practices on submission to harassment
- Refusal to cooperate with employees in performing work assignments
- Actions that are sexual in nature
- Speculation or inquiries about another person's sex life
- Display of sexually explicit material in the workplace
- Abusing the dignity of an employee through insulting or degrading remarks or conduct, subjecting an employee to demeaning or degrading activities in order to gain acceptance
- Disciplining or terminating an employee because of work incompatibility that is caused by prohibited discrimination
- Retaliation for having filed a harassment charge or having assisted or participated in any manner of harassment investigation or hearing. Retaliation may include but is not limited to open hostility or expressions of hate; excluding a person from the group more closely monitoring or watching an employee's work performance; assigning employees to do demeaning work which they are not normally assigned to do; and "hate mail."

4.2 Action to Prevent

The city will investigate and take appropriate corrective action to prevent such unwanted conduct from occurring, and deal with all such reported incidents in a fair, impartial, and expedient manner. All complaints or incidents will be investigated on a case-by-case basis. Reporting can be done by calling 866-912-5378 during business hours (CT) or by emailing to www.eidebailly.com/hotline in addition to department directors, Human Resources and the City Manager.

4.3 Employee's Duty to Prevent

To carry out the policy enunciated herein and to prevent the actions prohibited in this policy, it is essential that the employee promptly notify the appropriate person, as previously outlined, of any harassment, and that person take immediate corrective action in response to such notification.

It is each employee's responsibility to help eliminate all forms of harassment and unwanted conduct by informing the perpetrator that the conduct is unwelcome and by reporting it to their supervisor. If the perpetrator is the employee's immediate supervisor, the employee is authorized to proceed to the next level of supervision in the chain of command. Any employee or applicant who feels that they has been a victim of harassment should at all times report the incident.

Upon receipt of a complaint of harassment, the City will immediately conduct an internal investigation regarding the complaint. Those investigating the complaint are to thoroughly document and retain the documentation to ensure the reliability of the investigation. Also, the information regarding the complaint being filed needs to be provided to Human Resources, ensuring that the department director and City Manager are made aware of the complaint. If the complaint is found to have substance, immediate, appropriate, and effective corrective action reasonably calculated to end the harassment is to be taken against the responsible employee, individual, or firm. The corrective action

may include, but is not limited to, an oral or written reprimand, and termination of employment, being barred from doing business with the City of Clive, or any other action deemed necessary.

It is each supervisor's responsibility to prevent such behavior from occurring within their work jurisdiction and to respond appropriately to the report or personal observation of violations. Each complaint is to be taken seriously and investigated thoroughly.



4.4 Harassment Complaint Procedure

Any complaint of harassment will receive the immediate attention of the supervisor, department director, Human Resources, and/or City Manager. Any city employee having a harassment complaint against a City Council person, board or committee member, or the Mayor is to inform the City Manager who will investigate and cause it to be brought to the attention of the council person, board or committee member, or Mayor and determine if there is a need for corrective action.

Because of the sensitive nature, complaints of harassment will be investigated with particular care and should remain, to the extent possible, as confidential as possible. Unless circumstances make it impossible, every effort will be made to not require the accuser or accused to meet face-to-face regarding the complaint.

Minimal information from the investigation or its outcome will be released without the employee or their designated representative's permission. The purpose of this provision is to protect the

confidentiality of the employee who files a complaint under federal or state statute. This is to encourage the reporting of any incidents of harassment, and to protect the reputation of any individual wrongfully charged with harassment.

4.5 Illegal Drug and Substance Involvement

The City of Clive views illegal drug involvement and substance abuse by employees, both on and off the job, as being a significant threat to the safety of fellow employees, the public, and to the maintenance of a safe and productive work environment.

Furthermore, tolerance of illegal drug involvement and substance abuse by its own employees adversely affects the ability of the City to fulfill a major public responsibility, as a local government entity charged with the duties of enforcing drug and substance laws and of dealing with the issues they cause. The City is to serve as force in deterring and, where possible, stopping substance abuse, trafficking, and illegal use of drugs in the community. Therefore, the following rules governing the conduct of employees are prescribed:

Employees, other than law enforcement officials, who discover apparently illegal drugs, substances, or alcoholic beverages while on the job and on public property or in city vehicles, shall immediately notify their supervisor. The supervisor shall secure the area where such items are allegedly located and notify the City Manager and police department. Law enforcement officers who discover apparently illegal drugs, substances, or alcoholic beverages or have such items turned over to them, shall handle and maintain the items as police evidence in accordance with regulations issued by proper authorities.

Off-the-Job Conduct: Any manufacturing, processing, distributing, or sale (including possession with the intent to deliver) of illegal drugs or substances while off the job is prohibited. A determination regarding whether to discipline an employee for violating the above prohibition may be delayed until the conclusion of a criminal prosecution although a criminal conviction is not necessarily required to enforce discipline. The use or personal possession of illegal drugs or substances while off the job may subject an employee to disciplinary action, which may include discharge.

4.6 Testing for Illegal Substances

The City of Clive recognizes that the abuse of alcohol and use of illegal drugs by any employee of the City threatens the health and safety of that employee, the employee's co-workers and the City. The City also recognizes that employees should be able to work in an alcohol and drug-free environment, and to work with other employees who are alcohol and drug-free. The City has, therefore, adopted this drug testing policy.

Nothing in this drug testing policy is intended, nor should it be construed by the employee, to alter the at-will employment relationship between the City and its employees. Either the City or the employee may terminate the employment relationship with or without cause, and with or without notice, at any time. The City also reserves the right to modify or terminate the provisions of this testing policy at any time, with or without prior notice.

4.7 Definitions

The following terms, when used in this policy, are defined as follows:

"Drug": A substance considered a controlled substance and included in schedule I, II, III, IV, or V under the federal Controlled Substances Act, 21 U.S.C. § 801, et. seq.

"Employee": A person employed by the City, including the city manager, department directors, supervisors, managers, and officers of the City who are actively involved in the day-to-day operations of the business.

"Good Faith": A reasonable reliance on facts, or that which is held out to be factual, without the intent to be deceived, and without reckless, malicious, or negligent disregard for the truth.

"Prospective Employee": A person who applies, whether orally or in writing, for employment with the City, and who is determined to be minimally qualified, having passed the first round of applicant screening.

"Reasonable Suspicion Drug Testing": Drug testing based upon evidence that an employee is using or has used drugs in violation of this policy drawn from specific objective and articulable facts

and reasonable inferences drawn from those facts in light of experience. For purposes of this policy, facts and inferences may be based upon, but are not limited to, any of the following:

- observable phenomena while at work such as direct observation of drug use or abuse or of the physical symptoms or manifestations of being impaired due to drug use.
- abnormal conduct or erratic behavior while at work or a significant deterioration in work performance.
- a report on drug use provided by a reliable and credible source.
- evidence that an individual has tampered with any drug test during the individual's employment with the City.
- evidence that an employee has caused an accident while at work which resulted in an injury to a person that, if suffered by an employee, a record or report could be required by Chapter 88 of the Iowa Code, or resulted in damage to property, including to equipment, in an amount reasonably estimated at the time of the accident to exceed five thousand (\$5,000) dollars; or
- evidence that an employee has manufactured, sold, distributed, solicited, possessed, used, or transferred drugs while working or while on the employer's premises or while operating any of the employer's vehicles, machinery, or equipment.

"Sample": A sample from the human body capable of revealing the presence of drugs or their metabolites, which shall include only urine, saliva, breath, and blood. "Sample" only includes blood when a blood test was administered by or at the direction of a person providing treatment to an employee involved in a workplace accident. A blood sample cannot be administered at the request or suggestion of the employer.

"Legal Drug": A prescription medication prescribed for the employee consuming the medication and being taken in the amount prescribed by the employee's treating physician, and in accordance with the prescribed directions, or over-the-counter medication being taken and used for its intended purpose and in accordance with any applicable directions.

"Under the Influence of Alcohol": Being under the influence of alcohol shall mean having an alcohol concentration level of .02 grams of alcohol, or greater, per two hundred ten liters of breath, or its equivalent.

"Safety-sensitive Roles": Positions where operating heavy-machinery, drivers, working with hazardous tools or equipment, or working on elevated platforms (excluding lifeguard stands or similar positions in aquatics roles), or working at heights that could cause considerable risk of safety-related injuries.

4.8 Prohibited Conduct

The City strictly prohibits the use, possession, consumption, sale, transfer (or any attempt to sell or transfer) of alcohol or any illegal or unauthorized drug including any "look alike" substance or being under the influence of alcohol or any illegal or unauthorized drug, during work time. Any employee engaging in such activity shall be subject to discipline up to and include the immediate termination of their employment with the City. Furthermore, the City reserves the right to immediately discharge any employee who tests positive for alcohol or drug use pursuant to the procedures outlined in this policy, and to the extent permitted by Iowa law, without first offering the employee substance abuse evaluation, treatment, rehabilitation, or any related service.

An employee may use, possess, and be under the influence of a legal drug while on the City's premises or property or during working time provided the medication is kept in the container or packaging in which it was received from the pharmacy, and provided the prescription or over-the-counter drug will not impair the employee's work performance or present a safety risk to the employee, others or property. The City reserves the right to take appropriate action (including relieving the employee from their work duties) if an employee's use of legal drugs either impair or are likely to impair the employee's ability to perform their work assignments.

Failure to submit to any drug testing under this policy including, but not necessarily limited to, an employee's failure to report in a timely manner to a collection site, sign any required consent form or otherwise fully cooperate in the collection of any authorized sample, is strictly prohibited, and will be treated by the City the same as a confirmed positive drug test.

Any action taken against an employee or prospective employee pursuant to this policy based on a drug test will be based only on the results of the drug test.

4.9 When Drug Testing May Be Conducted

The City reserves the right to conduct any form of drug or alcohol testing permitted under Iowa law. The testing methods the City may use to test employees or prospective employees for drug or alcohol use include, but are not necessarily limited to, the following methods:

A. Pre-employment Testing.

Prospective employees, who are determined to be minimally qualified and have passed at least the first round of applicant screening, or to whom a conditional offer of employment has been made, may be required to submit to pre-employment drug testing. Pre-employment drug testing is mandatory for prospective employees applying for positions in safety-sensitive roles. To be considered qualified for employment with the City, prospective employees in safety-sensitive roles must obtain a negative test result.

When drug testing is required, the testing shall screen, at a minimum, for the presence of the following substances or similar substances:

Cocaine	Amphetamines
Marijuana	Opiates
Phencyclidine (PCP)	

The City reserves the right to test for the presence of any additional illegal substances including but not limited to:

Propoxyphene	Methadone
Benzodiazepines	Barbiturates
Quaaludes	

Prospective employees will be given an opportunity to provide any information which may be considered relevant to the test, including identifying prescription or non-prescription drugs currently or recently used, or other relevant medical information.

A prospective employee who receives a confirmed positive drug test result will not be considered qualified for employment in the City and will not be allowed to re-apply or be considered for a position with the City for a period of two years. A prospective employee's refusal to submit to drug testing shall be viewed as a confirmed positive drug test.

B. Reasonable Suspicion Testing.

Any employee for whom a reasonable suspicion exists that the employee is under the influence of alcohol, or an illegal or unauthorized substance will be subject to alcohol or drug testing. A test result indicating an alcohol concentration level of greater than .02 grams of alcohol per two hundred ten liters of breath, or its equivalent, shall be considered a positive test result within the meaning of this policy. Any employee who refuses to submit to testing under this provision will be deemed to have received a confirmed positive drug test. Reasonable suspicion testing is defined in 4.7 of Article IV.

If drug testing is required, the testing shall screen, at a minimum, for the presence of the following substances or similar substances:

Cocaine	Amphetamines
Marijuana	Opiates
Phencyclidine (PCP)	

The City reserves the right to test for the presence of any additional illegal substances including but not limited to:

Propoxyphene	Methadone
Benzodiazepines	Barbiturates
Quaaludes	

Employees will be given an opportunity to provide any information that may be considered relevant to the test, including identifying prescription or non-prescription drugs currently or recently used, or other relevant medical information.

If the employee being tested holds a position involving duties that could subject the employee, others, or property to injury or damage, the employee will be removed from their normal work duties and will be placed in a job that will not subject the employee, others, or property to injury or damage until the results of the reasonable suspicion drug test are received. If the employee's reasonable suspicion drug test is confirmed positive in violation of this policy, the employee will be terminated from employment immediately.

C. Regulatory Testing

Regulations promulgated by the Department of Transportation or any other state or federal regulatory agency may require the City to maintain a drug testing program that includes the

mandatory alcohol and drug testing of certain employees. The testing program includes random, post-accident, reasonable suspicion, and other forms of drug and alcohol testing. The City maintains a separate policy for those employees who are covered by the DOT's provisions.

The City also reserves the right to conduct any other form of drug or alcohol testing required by federal law or regulation, or by law enforcement.

D. Post-Accident Testing.

The City may conduct drug or alcohol testing when investigating accidents in the workplace in which the accident resulted in an injury to a person for which injury, if suffered by an employee, a record or report could be required under Chapter 88 of the Iowa Code, or resulted in damage to property, including to equipment, in an amount reasonably estimated at the time of the accident to exceed five thousand dollars.

The City shall follow the same procedures and methods it uses with respect to reasonable suspicion drug or alcohol testing when conducting post-accident drug or alcohol testing and shall test for the same substances.

E. Alcohol Testing.

Alcohol breath tests shall be conducted pursuant to the requirements governing evidential breath testing devices, alcohol screening devices, and the qualifications for personnel administering the initial confirmatory test consistent with regulations adopted as of January 1, 1999 by the United States Department of Transportation governing alcohol testing required to be conducted pursuant to the Federal Omnibus Transportation Employee Testing Act of 1993. If the City elects to use a breath test for purposes of determining the presence of alcohol, it will not provide for a split specimen at the time the sample is collected, and it will not be reviewed by the Medical Review Officer.

4.10 Suspensions

The City reserves the right to suspend a current employee, with or without pay, following a drug or alcohol test, but prior to receipt of the final results of the drug or alcohol test. If an employee is suspended without pay, and the confirmed test results are negative, the City shall reinstate the employee, with back pay with interest, provided other reasons do not exist to terminate the employee's employment. The City shall have sole discretion to determine if

sufficient reasons exist to terminate the employment relationship with or without a confirmed positive test result.

4.11 Confidentiality

The City shall regard as confidential all communications it receives that pertain to the drug test results of an employee or prospective employee or any information the City otherwise receives through its drug testing program. The City, however, reserves the right to disclose the results of a drug or alcohol test, or other related information, under the following circumstances:

- A. In an administrative agency or judicial proceeding under workers' compensation laws, unemployment compensation laws, or common or statutory laws where any action taken by the City based on a positive test result as defined by this policy is either relevant or challenged.
- B. To any federal agency or other unit of the federal government as required under federal law, regulation, or order, or in accordance with compliance requirements of a federal government contract.
- C. To any state agency authorized to license individuals if the employee tested is licensed by that agency and the rules of that agency require such disclosure.
- D. To a substance abuse evaluation or treatment facility or professional for the purpose of evaluation or treatment of the employee.



4.12 Access to Records

Employees or prospective employees who are subject to a drug or alcohol test pursuant to this policy, and for whom a positive test result is obtained, shall be given access to any records relating to the employee's drug or alcohol test, including records of the laboratory where the testing was conducted, and any records relating to the medical review officer selected by the City to interpret the test result.

Notwithstanding the above, a prospective employee shall be entitled to records under this section only if the prospective employee requests the records within fifteen calendar days from the date the City provides the prospective employee with written notice of their test result as required by Iowa law. The City shall not release any records concerning a positive test result obtained by a prospective employee unless the records are requested within that fifteen-day period.

All requests for drug or alcohol testing records shall be made in writing and addressed to the attention of **City of Clive Human Resources Department, 1900 NW 114th Street, Clive, IA 50325.**



4.13 Training

The City will provide appropriate training relevant to the employees' position.

ARTICLE V – WORK CONDITIONS

5.1 Meal Breaks and Rest Periods

The supervisors will establish meal breaks and rest periods. The rest period is not an employee's right and may never be used as a valid reason for failure to perform tasks that have been directed by management.

Every employee who works six consecutive hours or more in one day will be provided with a minimum of at least a one-half hour lunch period.

Each employee shall also be scheduled for one fifteen-minute break during the first four hours of their shift and one fifteen-minute break during the second four hours of their shift. Lunch and break periods combined may not exceed sixty minutes in any one work shift.

5.2 Smoke Free Workplace

The State of Iowa adopted the Chapter 14D "Smoke Free Air Act" to regulate smoking in public places, places of employment, and outdoor areas in order to protect the public health of employees. The Act basically prohibits smoking on or in all City of Clive indoor and outdoor facilities and grounds or City of Clive vehicles.

5.3 Dress Code

Employees are expected at all times to present a job appropriate image to the public. A neat and clean personal appearance, like proper maintenance of work areas, is an ongoing requirement of employment within the City.

Any employees who have regular contact with the public must comply with the following standards of personal appearance:

- Clothing should not have inappropriate advertising or slogans, as determined by the City Manager. Jeans that are not ripped, tattered or worn-out may be worn on occasion with the approval of the City Manager or designee.
- Tattoos and body piercings (other than earrings) are allowed but may be required to be

covered if there is a complaint by an employee or a member of the public. The complaint must be investigated by the Human Resources Director and result in “founded” conclusion. A “founded” conclusion is one in which it is determined that the tattoo or body piercings are unsafe, disruptive, offensive, or otherwise inappropriate when considering the circumstances, job duties and work environment.

- All employees are expected to maintain a basic and proper level of hygiene, regardless of position within the City. Excessive perfume or cologne should be avoided in consideration of other employees and the public.

5.4 Time Records

Each employee is responsible for completing a time record for hours worked and submitting it to their department head or supervisor. Anyone who knowingly falsifies a record of hours or knowingly approves a falsified time record shall be subject to disciplinary action.

5.5 Hazardous Materials

An employee has the right to review and make copies of Safety Data Sheets (SDS) kept on file with the city of materials they may be exposed to while performing their duties.



ARTICLE VI – POLICY AND OPERATIONAL MATTERS

6.1 Accidental On-the-Job Injuries or Illnesses

The City of Clive has a sincere concern for ensuring the health and safety of its employees while they are engaged in their daily working operations. The efficiency of city government operations is directly related to the competence and wellbeing of all employees. The city acknowledges its obligation, as an employer, to provide safe working conditions for employees, and, as a governmental unit, to provide a safe environment for the public that benefits from these services. Employees are to promptly report any on-the-job hazard to their supervisor. Should the City Manager determine that a particular work site is too dangerous to continue working at or in, they have the authority to stop or close the site until the matter is remedied. All employees have to adhere to city safety policies and if found to have violated any of them, they shall be subject to disciplinary action.

- A. All accidental on-the-job injuries or illnesses, whether requiring medical attention or not, shall be reported by the employee to the department director or supervisor on duty as soon as possible, but not later than 24 hours after the accident occurred. The employee (or director/supervisor acting on behalf of injured employee) should contact **Company Nurse** (1-888-770-0928) to report any workplace injury or illness. If an injury or illness is serious or life-threatening, call 911 first, and attend to the injury. If not life threatening, the call to Company Nurse will evaluate the injury or illness and recommend either home care treatment or refer employee to a medical facility to seek immediate medical treatment. If the employee is referred for medical treatment, Company Nurse will send information to the medical facility prior to the employee's arrival, and the employee should not provide personal insurance information to the medical facility staff. Following medical treatment, the employee must provide a report to their supervisor including any documentation received from the medical facility staff including return to work instructions if applicable. The department director shall, as soon as possible, follow up with the City Manager and/or Human Resources. Within 24 hours, the employee, with the assistance of Human Resources, shall fill out any additional forms necessary for reporting the injury or illness. If an employee is immediately hospitalized because of an accidental injury or illness incurred while on the job, the department director or supervisor on duty shall notify the City Manager and Human Resources as soon as possible. Any employee failing to report such an injury or illness, as described in this paragraph, shall be subject to disciplinary action.
- B. Employees incurring on-the-job injury or illness during normal working hours (Monday through Thursday / 7 a.m. to 4 p.m. and Friday 7 a.m. to 12 p.m. (noon)) and requiring medical care shall seek treatment at MercyOne Occupational Health-East, 2525 E.



Euclid Ave, Des Moines. If an injury or illness occurs at any time other than normal working hours, the employee shall be taken to the MercyOne Urgent Care 1601 NW 114th St, Clive (Monday-Friday/ 7 a.m. - 7 p.m. and Saturday-Sunday/ 9:00 a.m. – 4 p.m.). . If the injury or illness is a medical emergency, the employee shall be taken to the nearest hospital.

When an on-the-job injury or illness requires a prescription by a physician, the employee will utilize the program developed by IMWCA our Worker's Compensation carrier. Any prescription that needed to be filled other than normal working hours shall be filled by the hospital emergency room where the employee was seen.

When seeking medical care or prescriptions for on-the-job injury or illnesses, the employee must inform the attending physician or pharmacist that the injury/illness is a workers' compensation incident to eliminate any confusion about financial responsibility.

6.2 Political Activity

To serve the best interest of the employee, taxpayers, and the city government, it is the policy of the City of Clive to restrict certain types of political activity without infringing upon the employee's right to exercise their suffrage as citizens. The purpose is to safeguard the employee from pressure financially or otherwise support any political party or person. Another important reason is to safeguard the interest of the public who all municipal employees must serve without political bias and without regard to their political opinions or affiliations.

This policy has been developed not to restrict one's constitutional rights, but to dramatize and protect the neutrality of public service personnel.

- A. Therefore, employees are prohibited from:
 - 1. Using their official authority or influence for the purpose of interfering with or affecting the result of an election or a nomination for office.
 - 2. Directly or indirectly coercing, attempting to coerce, commanding, or advising a state or local officer or employee to pay, lend, or contribute anything of value to a party, committee organization, agency, or person for political purposes.
 - 3. Having political campaign items in their offices, city facilities, in city vehicles, or to wear such items on their person while on duty. Campaign items that have been retrieved due to having been illegally placed on city property and are being transported for disposal are exempt. Employees are allowed to have campaign bumper stickers on their personal vehicles.
- B. The use of the following in political advertisements is prohibited, and city employees shall not facilitate or accommodate such use:
 - 1. City property not normally accessible to the public; and
 - 2. Employees in uniforms that display city insignia and logos or any use of city employees while on city time; and
 - 3. City equipment.

In practice, this means that candidates will be prohibited from attending city staff meetings. Also, they will be requested not to use film footage of such attendance that may have been taken during meetings prior to the start of their campaign, filming for political purposes on city property not normally accessible to the public will be prohibited, filming of city equipment for political purposes would be prohibited, including the use of police and fire vehicles, and that city employees will be prohibited from appearing in political advertisements wearing city equipment or city insignia or logos.

6.3 Outside Employment

Employees shall not engage in any off-duty employment that is or may result in direct conflict with their job responsibilities for the City of Clive.

6.4 Purchasing Policy

All items purchased for the city must be properly authorized. Failure to obtain approval encourages waste, fraud, and abuse. Consequently, employees found not abiding by the policy will be subject to disciplinary action, up to and including dismissal.



6.5 Gifts or Gratuities

The requirements imposed by the Code of Iowa shall apply to all gifts to elected or appointed officials and city employees or their families. City services are not to be extended by employees in exchange for special awards, gifts or other remuneration from outside individuals or organizations.

6.6 Use of City-Owned Vehicles

City vehicles shall be used in the most economical and efficient manner, solely for the performance of city business. No city-owned vehicles shall be used for personal benefit or personal business, unless authorized by the City Manager.

When extended trips are required, authorization may be given by the City Manager allowing an employee to use their own automobile for official city travel. Motor vehicle driving records will be checked no less than annually for each employee required to drive as part of their duties.

6.7 Use of Private Automobiles

If the city employee is required to use private transportation to fulfill the job requirements of employment by the city, a mileage reimbursement is authorized for all trips approved by the appropriate department director. Whenever practicable, employees shall use city vehicles. When the use of private vehicles is authorized, the mileage allowance shall be computed at the rate established by the Internal Revenue. Proof of insurance is required of all employees using their personal vehicle for city business.

Safety belts must be properly always worn in both city-owned vehicles and when using privately owned vehicles for city business. Safety belt usage is Iowa law as well as a policy of the City of Clive.

6.8 Reimbursement for Loss of Personal Items

The City of Clive will not reimburse any employee in any manner or form, any personal objects, possessions, or clothing that are lost or damaged, either while on duty or off duty, unless the employee can prove liability rests with the city. Personal objects are defined as possessions and clothes purchased and maintained by the employee and not purchased or maintained by the city.

In order that all employee requests might be processed in accordance with the foregoing policy, all departments shall use the following procedures:

- A. The employee shall submit to their department head a request for reimbursement along with a full description of what contributed to the loss and the extent to which the city or one of its employees was liable or responsible for the loss sustained. The statement is to include substantiation as to why the personal item was necessary to have at work.

6.9 Press Releases

To ensure accuracy in the city's press releases and documents intended for widespread public or staff distribution, all such releases must be reviewed and approved by the City Manager or Assistant City Manager.

6.10 Use of City Telephones

- A. Employees shall observe the rules of telephone courtesy in receiving and placing calls.
- B. Employees are permitted to use city telephones for personal reasons only in cases of absolute necessity. This is a privilege and not a right and may be withdrawn by the department head if abused through excessive use, or if telephoning causes interference with work duties.
- C. Employees shall discourage people from telephoning them at work for personal matters.

6.11 Solicitation, Selling, and Peddling Among Employees

Unless authorized by the City Manager, solicitation among city employees during working hours for charitable or any other purpose, and selling tickets, chances, magazines, or merchandise of any kind is only allowed on employee break room tables, employee bulletin boards, or in the employee newsletter. Employees shall not engage in oral solicitation for any purpose during working time. These restrictions apply to all solicitation, selling, or peddling of every nature, whether by city employees or non-employees.

6.12 Clive Name

Employees may not use the City's name or represent themselves as the city to enter any type of contest.

6.13 Punctuality

Employees are expected to report promptly at their designated starting time at their assigned workstation and be ready to begin work at that time.



If an employee knows that they will be fifteen or more minutes late, the employee must notify their immediate supervisor prior to coming to work, if possible, and state the reason for the tardiness and the approximate time they expect to report to work. If an employee is habitually late, wages will be deducted in one-quarter-hour increments and may be subject to disciplinary action.

6.14 Unexcused Absenteeism & Tardiness

If an employee fails to furnish their supervisor with a reasonable explanation for missing work or for tardiness, or for missing work without available time off, the absence will be recorded as an "unexcused" absence in the employee's personnel file. The employee will not be allowed to utilize any accrued vacation days, personal days, or sick days to receive pay for that day, and therefore, will not be paid for the unexcused absence.

Employee attendance records that show poor attendance or tardiness are to be reviewed by the supervisor and/or department head, and where such attendance is deemed unacceptable, the supervisor or department head shall have the authority to issue a formal reprimand or recommend the City Manager dismissal of the employee. All written reprimands shall be forwarded to Human Resources for inclusion in the employee's personnel file. Any recommendation for dismissal shall be sent to the City Manager.

6.15 Resignations

It is the responsibility of an employee who plans to resign to notify his/her department director or the City Manager in writing in advance as follows:

- At least two weeks' notice for all regular employees.
- At least one week's notice for all seasonal employees.
- At least four weeks' notice for the position of department supervisor, department director, or above

If an employee does not report for scheduled work hours three consecutive days/shifts, without communication, to their supervisor the City will consider

their actions to be a voluntary resignation.

6.16 Changes of Name, Address, Marital or Family Status

The City Clerk's office must be advised by the employee of any change in personal status for the following reasons:

- A. Correct personal information will ensure up to date the proper reporting of wage information to the state and federal government; and
- B. The information may be used on the employee's behalf in case of an emergency or illness.

ARTICLE VII - E-MAIL AND INTERNET USAGE

Electronic email is pervasively used in almost all business industry and government agencies and is often the primary communication and awareness method within an organization. At the same time, misuse of email can pose many legal, privacy and security risks. It is therefore important for users to understand the appropriate use of electronic communications.

7.1 Purpose

The purpose of this email policy is to ensure the proper use of the City of Clive's email system and make users aware of what the City deems as acceptable and unacceptable use of its email system. This policy outlines the minimum requirements for use of email within the City of Clive Network.

7.2 Use

All use of email must be consistent with City of Clive policies and procedures of ethical conduct, safety, compliance with applicable laws and proper business practices.

A City of Clive email account should be used primarily for city business-related purposes; personal communication is permitted on a limited basis, but non-City related commercial uses are prohibited.

Email is to be considered a City business record if there exists a legitimate and ongoing business reason to preserve the information contained in the email.

Email that is identified as a City of Clive business record shall be retained according to City of Clive Record Retention Schedule.

The City of Clive email system shall not to be used for the creation or distribution of any messages that would violate the City's policies, including but not limited to messages that are defamatory, discriminatory, harassing, or retaliatory or reveal confidential or proprietary information. The City prohibits the use of its City email addresses for political purposes (campaigns, advocacy for ballot issues, etc.). Employees who receive any emails with this

content from any City of Clive employee should report the matter to their supervisor immediately.

Users are prohibited from forwarding City of Clive email to a third-party email system (noted below).

Users are prohibited from using third-party email systems and storage servers such as Google, Yahoo, and MSN Hotmail etc. to conduct City business, to create or memorialize any binding transactions, or to store or retain email on behalf of the City of Clive. Such communications and transactions must be conducted through proper channels using City-approved documentation.

Using a reasonable amount of City of Clive resources for personal emails is acceptable, but non-work-related email shall be saved in a separate folder from work related email. Sending chain letters, personal solicitations or joke emails from a City email account is prohibited.

City of Clive employees shall have no expectation of privacy in anything they store, send or receive on the City's email system or any server or hardware maintained by the City.

The City of Clive is not obligated to monitor email messages; however, the City reserves the right to review, monitor, audit and disclose, without prior notification to employees, any and all communications and data created, received or stored on City equipment. Employees shall have no right to expect confidentiality or privacy, even in private messages involving City equipment.

7.3 Compliance

The Technology Services team will verify compliance with this policy through various methods, including but not limited to, periodic walk-throughs, business tool reports, internal and external audits, and feedback to Technology Services and department director.

Any exception to the policy must be approved by the Technology Services team in advance.

Human Resources is responsible for ensuring that a user acknowledgement has been signed by all users acknowledging this Acceptable User Policy before providing access to the City's computing resources.

An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

7.4 Internet

Internet/intranet/extranet access is granted exclusively for employees and other approved users for the purpose of conducting approved business purposes.

7.5 Authorized and Unauthorized Usage

Personal or incidental use is authorized for limited purposes and will be subject to the following guidelines:

The use must not constitute a conflict of interest. Personal business or use for personal gain constitutes a conflict of interest; usage for such a purpose is prohibited.

Personal use is on personal time (hours not charged to the employer) and must not interfere with City business or normal work activities, and not adversely affect performance of the employee, surrounding employees, the organization, or City business functions.

Illegal, obscene, pornographic, or discriminatory material must not be accessed, viewed, downloaded, or sent. NOTE: Members of criminal investigative teams within the City's police department are exempt from this unauthorized use if access is necessary to fulfill the function of their job duties.

Use must not involve any illegal or unethical activity (*e.g.*, gambling, sites containing pirated software, movies, games, or illegal hacking/cracking tools).

Transmitting or sending sensitive or proprietary information, including software applications or personal information, to unauthorized persons or organizations is prohibited. Authorization for any transmission of personally identifiable information ("PII") must be approved by a supervisor before transmission and done using authorized protocols (*e.g.*, encryption, VPN, SSL).

Downloading or sending unapproved software, computer viruses, malicious code, or any unauthorized attempts to access another person's data or the City's intranet are prohibited.

The addition of any hardware that would allow additional access to the Internet is prohibited.

Users should not bring/use personal computers or data storage devices (such as CDs/DVDs, external hard drives, USB or flash drives, or other data storage media) to connect them to the City's internal network systems without permission from Technology Services. Personal electronic devices are subject to inspection; if a user does not wish their personal computer or other devices inspected, then the user should not bring those items to work. NOTE: This does not include personal device connections to city-owned PUBLIC wi-fi connections for training and education, emergency management, etc.

Users may not download software from any outside systems without permission from the Technology Services. Users should not use any externally provided software without first getting approval from Technology Services. Users should not download unapproved or unauthorized software from the Internet. Users are responsible for determining the sensitivity and need for further encryption to secure City confidential or sensitive information before posting, transmitting, or sending it via the Internet. If unsure, the user is responsible for contacting Technology Services.

Privacy and Monitoring

By using the Internet access provided by City, users agree to this policy and acknowledge that records of Internet access, such as sites visited, images reviewed, and email sent, may be recorded, and monitored by Technology Services at any time with no expectation of privacy and that:

The City owns the rights to all data and files in City computers, network, or other information systems, subject to applicable laws. Users may not access networks, servers, drives, folders, or files to which the user has not been granted authorization. Users may not destroy, delete, erase, or conceal files or other data, or otherwise make files or data unavailable or inaccessible. In addition, users may not access another employee's computer, computer files, or electronic mail without authorization from their supervisor.

The City licenses the use of certain commercial software application programs from third parties for business purposes. Third parties retain the ownership and distribution rights to this software. Users may not distribute licensed software for personal use.

Electronic mail ("email") messages sent and received using our equipment or Internet access are not private and are subject to viewing, downloading, inspection, release, and archiving by us. The City has the right to inspect files stored in "private" areas of the City network or on individual computers or storage media that use City resources, to assure compliance with City policies and applicable state and federal laws. The City reserves the right to review, monitor, audit and disclose, without prior notification to employees, all electronic mail messages (including personal/private/instant messaging systems) created, received, or stored on City equipment. Employees shall have no right to expect confidentiality or privacy, even in private messages involving City equipment.

Report on Internet Abuse

Employees are encouraged to report any concerns regarding behavior that may violate this or any City technology policy, to a supervisor or Technology Services. It is everyone's responsibility to ensure the City's resources are used properly. No employee will be reprimanded or retaliated against for making good faith complaints.

If an employee would prefer to make an anonymous complaint, Eide Bailly LLP, the City's audit firm, provides employees the ability to anonymously report wrongful behavior such as abusive or unauthorized Internet activity possibly originating from the City's network. Reporting can be done by calling 866-912-5378 during business hours (CT) or by emailing to www.eidebailly.com/hotline. Complaints of abuse will be forwarded to Technology Services if applicable for investigation.

Social Media/Open Forums Use-Limited to Personal Time

The City supports self-expression, including the right to express oneself to others via Internet blogs, social web pages, posting on open forums, or speaking during public events. Online social networking sites and other online communication platforms and technologies, such as Facebook, LinkedIn, Twitter, YouTube and blogs, are primarily aimed at personal relationships and communications among individuals. While users may use these media to communicate with friends and family outside of work, users should be mindful that whatever users publish will be public for a long time and is available to City and vendors, customers, and citizens to view. Some points that the City encourages users to consider when writing or expressing themselves publicly:

- Conduct themselves in a professional and businesslike manner, even if the communication is personal in nature.

- Do not reference or discuss the City's suppliers, vendors, customers, associates, contractors, potential business relationships or opportunities, competitors, or any entity in which the City does business, or anything that might adversely impact the City's business relationships.
- Do not make statements about the City's financial performance.
- Do not use these media outlets for City marketing or public relations.
- When users are participating in social networking sites, users must be transparent that their thoughts are their own. Unless the City officially designates the user, in writing, to speak or write for the City, users should never state that they write or speak on behalf of the City or that their viewpoints are the same as the City, and users should make this clear to those reading or listening to their points of view. Users may consider a disclaimer to this effect but note that it may not excuse improper or illegal conduct.
- Do not disclose private, internal-use only, copyrighted, or confidential information belonging to the City or third parties, including employees, associates, suppliers, vendors, competitors, customers, or any other person or entity that associates or does business with the City. Such information includes personally identifying information (such as telephone numbers, Social Security numbers, credit or debit card numbers, or financial account numbers). Users should also not mention customers, vendors, potential business relationships or opportunities, or competitors in their social media activity. Users should use common sense and courtesy and should strictly follow the City's policy on preserving confidential information.
- For social networking sites such as LinkedIn where personal and professional references are the focus: If users are representing themselves as a City employee, users may not provide professional references about any current or former employee, contractor, vendor, or contingent worker. Users may provide a personal reference or recommendation for current or former City employees, contractors, vendors, and contingent works provided (1) the statements made, and information provided in the reference are factually accurate, and (2) users include the disclaimer "This reference is being made by me in a personal capacity. It is not intended and should not be construed as a reference from City or any of its affiliated entities."

In addition to City rules on confidentiality, the City requests that users follow all other applicable guidelines when commenting in an open forum.

What users write or say, and how users write or say something, is up to each user. However, the City provides notice that it reserves the right to read what users write or say publicly and decide if it meets the professional standards of the City or damages the City. Written or stated comments harmful or damaging to the City or to its employees, associates, suppliers, vendors, customers, or any other person or entity that associates or does business with the City may lead to discipline up to and including termination-even if done on an employee's own time and while using the employee's own devices. This provision does not in any way restrict users' right to engage in protected activity under Section 7 of the National Labor Relations Act.

Do not use vulgar, obscene, threatening, discriminatory, or defamatory language, including but not limited to language or content based on any protected class, status, or characteristic. Prohibited language or content also includes soliciting sex or otherwise violating the laws regarding minors and their protection. Users that violate child protection laws, including

solicitation of sex from minors, or posting of illegal pornographic material, will be subject to discipline including, but not limited to, termination of employment.

7.6 Compliance

Violations of this policy may lead to the suspension or revocation of system privileges and/or disciplinary action up to and including termination of employment. The City reserves the right to advise appropriate law enforcement authorities of any violation of law.

Any exception to this policy must be approved by Technology Services.

Human Resources is responsible for ensuring that a user acknowledgement has been signed by all users acknowledging this Acceptable Use Policy before providing access to City's sensitive computing resources.

Technology Services will verify compliance with this policy through various methods, including, for example, business tool reports and audits.

Nothing contained in this policy shall be interpreted as interfering with an employee's rights under Section 7 of the National Labor Relations Act or the Public Employment Relations Act.

ARTICLE VIII - DISCIPLINARY ACTION AND GRIEVANCE PROCEDURE



Whenever an employee violates any of the policies, regulations, or code of ethics outlined in this employee handbook, the department head or supervisor may institute disciplinary action in any of the categories listed below, depending on the seriousness of the offense committed. These disciplinary procedures are merely guidelines. They are not listed in any particular order and there is no requirement that any particular disciplinary action precede any other action. The city may choose to implement any of the procedures listed, including immediate discharge at any time, depending on the seriousness of the violation. The city reserves the right to change, alter, or terminate any of the disciplinary procedures at any time.

8.1 Oral Reprimands

The employee shall be counseled concerning the unsatisfactory areas of work. Only the department supervisor, department head, or the City Manager may issue oral reprimands. Oral reprimands shall be documented as a record of conversation in the employee's personnel file. The employee will be notified of such action and will be asked to sign the documentation before it is placed in the personnel file. The supervisor issuing the oral reprimand shall also sign and date the record of the conversation.

If the employee refuses to sign the record of the conversation, such refusal shall be noted on the document signed by the supervisor, initialed by the City Manager, and placed in the employee's personnel file.

8.2 Written Reprimands

A written reprimand shall include a statement of the problem and a notation on the effect that the problem was discussed with the employee in question. A copy of the written reprimand shall be included in the employee's personnel file. The employee will be notified of such action and will be asked to sign the documentation before it is placed in the personnel file. Only a department head, supervisor, or the City Manager may issue written reprimands, and they are to sign and date the document.

If the employee refuses to sign the written reprimand, such refusal shall be noted on the document signed by the supervisor, initiated by the City Manager, and placed in the employee's personnel file.

8.3 Discharge

Any recommendation for the discharge of a city employee must be made to the City Manager. The City Manager will decide whether to terminate the employee or if other action should be taken to remedy the situation. The employee may be given a letter of termination outlining the reason(s) being given for the discharge.

It should be emphasized that department supervisors, department heads, or the City Manager are not required to go through all the procedures (oral reprimand, written reprimand and discharge) outlined. Discipline may begin at any level depending on the seriousness of the offense committed. In addition, the department supervisor, department head, or the City Manager may repeat any of the first three procedures when they feel it is necessary, so long as the discipline is commensurate with the offense committed. If there is any doubt what step to begin with, the City Manager should be consulted.

8.4 Disciplinary Action

The form and degree of disciplinary action shall be commensurate with the seriousness of the events or conditions giving rise to the need for discipline. Progressive discipline should be practiced with regard to the disciplining of employees who violate rules and regulations contained herein.

The following list of offenses may result in a city employee disciplinary action. The list is not all inclusive and exhaustive but instead merely illustrates the type of behavior that may result in disciplinary action:

- A. Inefficiency, insubordination, incompetence, failure to perform required duties, narcotic addiction, dishonesty, un-rehabilitated alcoholism, negligence, conduct adversely affecting the employee's performance, charged with a felony offense or conviction thereof, conviction of a crime involving moral turpitude, conduct unbecoming of a public employee, or misconduct.

8.5 Code of Ethics/Rules of Conduct Applicable to All Employees

The employment of every employee shall be contingent upon acceptable conduct, satisfactory performance of duties, and compliance with personnel rules and regulations. The following lists are not exhaustive or exclusive, but rather examples of actions that may result in the employee receiving disciplinary action:

- A. The employee is incompetent, negligent, or inefficient in the performance of their duties.
- B. The employee has been abusive in their attitude, language, or has been abusive in their conduct toward fellow employees, superiors, or the public.
- C. The employee has violated any lawful or official regulation, order or rule, or failed to obey any lawful and reasonable direction given to him/her by their supervisor.
- D. The employee has taken for personal use a fee, gift, or other valuable thing in the course of work or in connection with employment without reporting its receipt to their department head and the manager.
- E. The employee, through negligence or willful misconduct, has caused damage to public property or waste of public supplies.
- F. The employee has been absent without leave or has failed to report upon the expiration of an approved leave of absence.
- G. The employee has directly or indirectly participated in a local political campaign in any manner to violate any of the regulations set forth in the political activity section of this manual.
- H. The employee has solicited private business for personal reasons during working hours or has used their city position to try to secure or to conduct private business.
- I. The employee has made a false statement in their application for employment.
- J. The employee has hindered the regular operation of the department due to absenteeism, tardiness, or has absented himself/herself from duty during regular working hours.
- K. Reporting to work under the influence of alcohol or a controlled substance/s, possessing, distributing or consuming alcohol or a controlled substance/s while on duty. If an off-duty employee is called in to work, and they advise the supervisor that they have been socially consuming alcoholic beverages or taken a medication that may diminish their capacity, the employee shall not be required to report of duty.

- L. The employee has used city vehicles or equipment without proper authorization.
- M. The employee has been involved and at fault in an avoidable accident on the job in a city vehicle or on city property.
- N. The employee has operated city vehicles in an unlawful or hazardous manner.
- O. The employee has misappropriated city funds, appropriated city property for personal use without permission, or illegally disposed of city property.
- P. The employee has demonstrated conduct unbecoming an employee of the city while on or off duty.
- Q. The employee has submitted a false report of their conduct of service.
- R. The employee has submitted a false report against another employee.
- S. The employee fails to meet certain standards of conduct or work performance.
- T. The employee has been dishonest, stole, or acted in a fraudulent manner.
- U. The employee has been insubordinate, refusing to follow orders and instructions directly related to the performance of their job.
- V. Outside employment that is inconsistent with the city's goals, objectives, and policies, and/or that reflects negatively on the city's operations.
- W. Violation of the state gift laws as they apply to public employees.
- X. Creating unsafe or unsanitary conditions.
- Y. Smoking in prohibited areas.
- Z. Refusal to work overtime when a reasonable request is made that allows the employee sufficient time to alter personal plans. If the request to work overtime is due to an emergency situation, the employee needs to be made aware of the importance of the request and barring extreme personal circumstances, they are expected to report for work.
- AA. Unauthorized removal of city or a fellow worker's property
- BB. Failure to follow procedures outlined in this Employee Handbook
- CC. Fighting or horseplay on the job.
- DD. Representing their personal opinion/s as those of the City of Clive

- EE. Creating strife, discord, and disharmony among city employees by constant and repeated negative statements, criticism, or attitude.
- FF. Sleeping while on duty.
- GG. Display of any type of violence in the workplace.
- HH. Any other action or failure to act which adversely affects the city, its officers, or employees.
- II. Failure to maintain appropriate Iowa driver's license as required by their job description.
- JJ. Failure to follow established safety policies and guidelines established by their department
- KK. Submits or provides false information.

In addition, all employees must observe the following rules:

- A. All employees shall be courteous at all times in dealing with the public. Employees should listen carefully to complaints and refer them to the proper person for appropriate action.
- B. All employees shall follow established safety policies and guidelines established by their department.
- C. Any employee involved in a reportable accident involving city equipment or private vehicle if driven for city business should immediately notify the police and the department head. Vehicles should not be moved until police arrive and take charge of the scene.
- D. City vehicles shall be used only for city business. No city vehicle shall be used after working hours unless permission is obtained from the City Manager. All city equipment shall be restricted to assigned departments and shall not be borrowed from another department unless permission is obtained from the proper department head. No city vehicles shall be used for personal errands, personal transportation, or other such business unless permission is obtained from the City Manager.

- E. Uniforms provided for employees shall be worn only during working hours or for official city business outside working hours. Uniforms may be worn to or from work, unless department rules specify otherwise, but are not to be worn for any personal activities.



RESOLUTION NO. _____

**RESOLUTION APPROVING REVISIONS TO THE
CITY OF CLIVE SEASONAL EMPLOYEE HANDBOOK**

WHEREAS, the Clive City Council has considered and adopted a Seasonal Employee Handbook; and

WHEREAS, the city manager has presented to the city council recommended revisions with respect to the Seasonal Employee Handbook, an

WHEREAS, the city council desires to modify the Seasonal Employee Handbook as recommended by the city manager.

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

That the revisions recommended by the city manager and set forth in the attachment are hereby approved for use in the City of Clive from and after February 6, 2025; and the city manager is hereby authorized and directed to make said changes to the City of Clive Seasonal Employee Handbook to be effective from and after February 6, 2025.

PASSED AND APPROVED THIS 6th DAY OF FEBRUARY 2025.

By _____
John Edwards, Mayor

ATTEST:

Matthew Graham, City Clerk



Memo

TO: Mayor and Council members

FROM: Mela Nisic, Human Resources Specialist

DATE: February 6, 2025

RE: Approve Pay Rate - Jett Jorgensen - Police Officer - \$33.96/Hr - Effective 2/18/2025

SYNOPSIS:

Staff recommends the hire of Jett Jorgensen from the Clive Civil Service certified police officer list. Jett has over four years experience working as a seasonal patrol officer for the Iowa DNR Big Creek State Park. He has relevant experience that will aid him in the daily duties as a Police Officer for Clive. Jett will be enrolled in the May 5, 2025 Iowa Law Enforcement Academy beginning May 5, 2025. Staff recommends approval of a starting wage of \$33.96 per hour, start pay on the police officer pay scale.

Attachments:

1. Jorgensen Offer
2. Jorgensen Resume
3. Police Officer 2024



Memo

TO: Mayor and Council members

FROM: Mela Nisic, Human Resources Specialist

DATE: February 6, 2025

RE: Approve Pay Rate - Kaleb Randel - Engineering Inspection Technician
- \$34.16/Hr - Effective 2/18/2025

SYNOPSIS:

After an open recruitment process Kaleb Randel was recommended by staff to become our next Engineering Inspection Technician. Kaleb is filling in the vacancy on the team by the departure of Jared Eslinger in late August.

Most recently Kaleb has been employed by Construction Materials Testing as a Engineering Technician working with Tony Clemenson our Sr. Engineering Inspector. Staff recommends approval of the \$34.16/hour pay rate effective 2/18/2025.

Attachments:

1. Randel - Offer
2. Randel Resume
3. Job Description_Engineering Inspection Technician



Memo

TO: Mayor and Council members

FROM: Mela Nisic, Human Resources Specialist

DATE: February 6, 2025

RE: Approve Pay Rate - Ty Anderson - Public Works Operations Specialist
- \$27.07/Hr - Effective 2/10/2025

SYNOPSIS:

After a careful vetting of the candidates, Ty Anderson was recommended for hire. Ty has been employed as the Driver for a building materials and construction products company in Urbandale, Foundation Building Materials. Ty has knowledge working with heavy equipment as well as good leadership experience. The Public Works is eager to welcome Ty to the team who will replace the vacancy left by Operations Specialist, Bryce Boston, who is moving to Parks Division.

Attachments:

1. Resume Anderson
2. Job Description Operations Specialist
3. ANDERSON, TY OFFER

Memo

TO: Ty Anderson
FROM: Matt McQuillen, City Manager
DATE: January 24, 2025
RE: Employment Offer



It is my pleasure to offer you the opportunity to become the Operations Specialist for the City of Clive, Public Works Department. This offer is contingent upon completing a drug screen, physical, and an extensive background check.

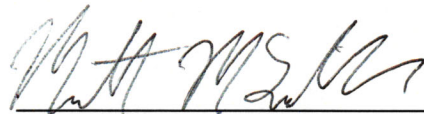
I anticipate, dependent upon your acceptance, to have the recommendation before the City Council on February 6, 2025. As for all non-union staff, the Clive Employee Handbook is the controlling document for employees. In summary, the following is proposed:

Proposed Start Date:	February 10, 2025
Beginning Wage:	\$27.07/hour
Employment Status:	Non-Exempt
Department Head:	Jeff May, Public Works Director
Direct Supervisor:	Jerry Freestone, Public Works Operations Administrator

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 Public Works Team and hope your employment experience will be enjoyable and rewarding.

Ty Anderson - electronically
Ty Anderson
Date


Matt McQuillen, City Manager
Date

The offer is contingent upon the Clive City Council's approval of the recommended wage rate.



Memo

TO: Mayor and Council members

FROM: Elizabeth Hansen, Director of Administrative Services

DATE: February 6, 2025

RE: Public Hearing - FY 24/25 Budget Amendment #1

SYNOPSIS:

Attached is the resolution amending the FY25 budget. Listed below are highlights of the amendment by the budget program. The budget amendment does not affect the existing tax rate. The state requires an amendment to the current budget as these transactions will exceed our approved budget amounts in those programs.

On the public hearing notice, focus on the column labeled "Current Amendment" that reflects the adjustments proposed:

Revenues

Use of Money & Property – Interest on cash investments is anticipated to exceed budgeted amount.

Charges for Service – Metered water sales have exceeded the budgeted amount due to higher usage during warmer months and drier conditions.

Expenditures

Public Safety – The additional funds are to cover the cost of higher wages due to understaffing and the building maintenance costs for the CPSC for utilities and maintenance contracts.

Public Works – This fund was increased due to the underestimated number of garbage customers and the number of customers that utilize two bins and additional supplies for projects.

Culture and Recreation – Disbursement of funds for Culture and Recreation increased to allocate funds for additional staffing needs at the Harbach Center and the anticipated startup costs for the aquatic center.

General Government – Disbursement of funds for the increased cost of property and liability insurance, SMP rating for bond issuance, publication costs and additional training opportunities.

Debt Service – Disbursement of funds for the 2024A and 2024B GO bond payments.

Business Type/Enterprise – Additional funds are needed to cover metered water sales and the payment for shared water tower costs with West Des Moines.

The Director of Administrative Services has reviewed the budget for FY25 and proposes a total amendment of \$9,792,779 with \$7,792,779 in transfers and a total expenditure increase in the amount of \$10,825,421; and an ending fund balance of -\$1,032,642. However, in the far-right column under "Total Budget After Current Amendment", it shows an overall ending fund balance will be \$31,892,891.

The notice of the public hearing was published on January 24, 2025. Following approval, the amendment will be filed with the Polk County Auditor and Iowa Department of Management.

If you have any questions or would like further details, please let me know.

Attachments:

None



Memo

TO: Mayor and Council members

FROM: Elizabeth Hansen, Director of Administrative Services

DATE: February 6, 2025

RE: Resolution Approving FY 24/25 Budget Amendment #1

SYNOPSIS:

Attached is the resolution amending the FY25 budget. Listed below are highlights of the amendment by the budget program. The budget amendment does not affect the existing tax rate. The state requires an amendment to the current budget as these transactions will exceed our approved budget amounts in those programs.

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The notice of the public hearing was published on January 24, 2025. Following approval, the amendment will be filed with the Polk County Auditor and Iowa Department of Management.

If you have any questions or would like further details, please let me know.

Attachments:

1. Res Approving Amendment #1
2. PH Notice

RESOLUTION NO. _____

RESOLUTION ADOPTING THE BUDGET AMENDMENT #1
FOR THE FISCAL YEAR ENDING JUNE 30, 2025

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

WHEREAS, the City of Clive is required to file an annual budget amendment if necessary, and,

WHEREAS, the City of Clive published notice of the proposed budget amendment for FY25 in the Des Moines Register on January 24, 2025, and,

WHEREAS, the Director of Administrative Services has reviewed the budget for FY25 and proposes a total expense increase of \$10,825,421 and an ending fund balance of -\$1,032,642.

NOW THEREFORE BE IT RESOLVED the budget amendment for the fiscal year ending June 30, 2025, has been published, and the Director of Administrative Services is directed to make the filings required by law and to prepare the books in accordance with the summary and details as adopted.

PASSED AND APPROVED THIS 6th DAY OF FEBRUARY 2025.

By: _____
John Edwards, Mayor

ATTEST:

By: _____
Matthew D. Graham, City Clerk

NOTICE OF PUBLIC HEARING - AMENDMENT OF CURRENT BUDGET

City of CLIVE

Fiscal Year July 1, 2024 - June 30, 2025

The City of CLIVE will conduct a public hearing for the purpose of amending the current budget for fiscal year ending June 30, 2025

Meeting Date/Time: 2/6/2025 06:00 PM **Contact:** Elizabeth A. Hansen **Phone:** (515) 223-6220

Meeting Location: This meeting will be conducted in-person in the Clive Public Safety Center Training Room, 8800 Hickman Road, and virtually via Zoom platform. Please visit www.cityofclive.com for the virtual link.

There will be no increase in taxes. Any residents or taxpayers will be heard for or against the proposed amendment at the time and place specified above. A detailed statement of: additional receipts, cash balances on hand at the close of the preceding fiscal year, and proposed disbursements, both past and anticipated, will be available at the hearing. Budget amendments are subject to protest. If protest petition requirements are met, the State Appeal Board will hold a local hearing. For more information, consult <https://dom.iowa.gov/local-gov-appeals>.

REVENUES & OTHER FINANCING SOURCES		Total Budget as Certified or Last Amended	Current Amendment	Total Budget After Current Amendment
Taxes Levied on Property	1	18,790,077	0	18,790,077
Less: Uncollected Delinquent Taxes - Levy Year	2	0	0	0
Net Current Property Tax	3	18,790,077	0	18,790,077
Delinquent Property Tax Revenue	4	0	0	0
TIF Revenues	5	2,004,220	0	2,004,220
Other City Taxes	6	6,321,181	0	6,321,181
Licenses & Permits	7	429,300	0	429,300
Use of Money & Property	8	2,449,163	700,000	3,149,163
Intergovernmental	9	3,379,670	0	3,379,670
Charges for Service	10	14,682,454	1,300,000	15,982,454
Special Assessments	11	0	0	0
Miscellaneous	12	3,180,846	0	3,180,846
Other Financing Sources	13	4,480,000	0	4,480,000
Transfers In	14	13,719,286	7,792,779	21,512,065
Total Revenues & Other Sources	15	69,436,197	9,792,779	79,228,976
EXPENDITURES & OTHER FINANCING USES				
Public Safety	16	10,690,484	319,578	11,010,062
Public Works	17	5,347,824	192,000	5,539,824
Health and Social Services	18	37,580	0	37,580
Culture and Recreation	19	5,760,895	211,773	5,972,668
Community and Economic Development	20	1,605,149	0	1,605,149
General Government	21	4,715,599	143,229	4,858,828
Debt Service	22	4,960,195	813,202	5,773,397
Capital Projects	23	36,657,500	0	36,657,500
Total Government Activities Expenditures	24	69,775,226	1,679,782	71,455,008
Business Type/Enterprise	25	9,483,113	1,352,860	10,835,973
Total Gov Activities & Business Expenditures	26	79,258,339	3,032,642	82,290,981
Transfers Out	27	13,719,286	7,792,779	21,512,065
Total Expenditures/Transfers Out	28	92,977,625	10,825,421	103,803,046
Excess Revenues & Other Sources Over (Under) Expenditures/Transfers Out	29	-23,541,428	-1,032,642	-24,574,070
Beginning Fund Balance July 1, 2024	30	56,466,961	0	56,466,961
Ending Fund Balance June 30, 2025	31	32,925,533	-1,032,642	31,892,891

Explanation of Changes: Expenses are projected to increase due to higher wages and benefits, primarily in departments that have experienced understaffing, resulting in overtime compensation. Additionally, transfers will rise as part of account reconciliation efforts and to allocate funds for the purchase of a new fire engine. Revenues are expected to increase due to higher water sales and greater interest earned on cash investments.



Memo

TO: Mayor and Council members

FROM: Matthew Graham, City Clerk

DATE: February 6, 2025

RE: 1st Consideration of Proposed Ordinance 1157 Amending Chapter 5.4D.2 of the Clive City Code to Update a Reference to Open Container Regulations

SYNOPSIS:

This code amendment is simply to correct an invalid reference and staff is recommending that Council suspends the rule requiring 3 reading and moves directly to adoption.

In our code we have 5-4D-2 Alcohol Consumption and Intoxication, which says “3. Open Containers in Motor Vehicles. See Section **6-2-16** of this Code.” However 6-2-16 no longer exists, as it was integrated with 6-2-1 and the reference in 5-4D-2 should actually be 6-2-1 (50 & 51).

Attachments:

1. Ordinance 1157 AN ORDINANCE AMENDING CHAPTER 5.4D.2 OF THE CLIVE CITY CODE TO UPDATE A REFERENCE TO OPEN CONTAINER REGULATIONS

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE 2024 CODE OF ORDINANCES OF THE
CITY OF CLIVE, IOWA, BY AMENDING SUBSECTION 3 OF 5-4D-2 OF THE
CLIVE CITY CODE TO UPDATE A REFERENCE TO OPEN CONTAINER
REGULATIONS

WHEREAS, the Clive City Code currently references Section 6-2-16 in
Chapter 5-4D-2 concerning open containers in motor vehicles; and

WHEREAS, Section 6-2-16 has been removed and its provisions integrated
into Section 6-2-1 of the Clive City Code; and

WHEREAS, it is necessary to update this reference for accuracy and
consistency within the Code;

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

SECTION 1. AMENDMENT. Section 5-4D-2, Subsection 3 is hereby deleted
in its entirety and the following new Subsection 3 of 5-4D-2 is inserted in lieu thereof:

3. Open Containers in Motor Vehicles. See Section 6-2-1, Subsections 50 and
51 of this Code.

SECTION 2. REPEALER. All parts of the "CLIVE CITY CODE 2024" in
conflict herewith are hereby repealed.

SECTION 3. SEVERABILITY CLAUSE. If any section, provision, sentence,
clause, phrase or part of this Ordinance shall be adjudged 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 4. 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 _____ 2025.

Matthew D. Graham, City Clerk

John Edwards, Mayor

Ordinance No. _____ authenticated this ____ day of _____ 2025.

Matthew D. Graham, City Clerk

John Edwards, Mayor

Officially published on the ____ day of _____ 2025 in the Des Moines Register.

CERTIFIED BY:

Matthew D. Graham, City Clerk



Memo

TO: Mayor and Council members

FROM: Amanda Grutzmacher, Senior Planner

DATE: February 6, 2025

RE: Off-Street Parking and Circulation Discussion

SYNOPSIS:

Background

As the Council is aware, Clive is in a unique position of being a (nearly) built-out, landlocked community. There are a few developable areas remaining that could support new commercial development and new residential development. Going forward development will focus primarily on infill and redevelopment opportunities. Staff has been working on revisions to the zoning ordinance to modernize requirements and prepare for the shift to infill and redevelopment.

Over the past 20 years, a push within sectors of the planning profession to minimize, and in some cases eliminate, off-street parking requirements has spread across the country. The High Cost of Free Parking by Donald Shoup was published in 2005 and changed the discourse on parking policy. Early on, Shoup's recommendations were primarily applicable to traditional city centers; more urbanized and walkable neighborhoods; and neighborhoods with robust public transportation. Parking reform has continued to gain traction and there is evidence to support that changes to regulations outside of city centers are also beneficial to communities, residents, and businesses. The City of Clive is unlike other communities in the metro in that the limited amount of remaining greenfield development means the vast majority of commercial land within the City is developed and already has established off-street parking. Staff believe the City can provide additional flexibility for infill and redevelopment opportunities by reducing parking minimums without causing development that results in negative impacts to surrounding properties due to lack of parking.

The Case for Parking Policy Reform

A summary of key points in the parking policy reform conversation include:

- Parking minimums in zoning became widespread during the 1960s. Parking minimums are usually based on a theoretical peak parking demand based on square feet of building area. The numerical requirements tend to be arbitrary and carry over from decade to decade, with little consideration of actual parking need.
- Requiring minimum parking results in larger parking lots. Larger parking lots results in buildings being farther from roads and sidewalks, increases initial development costs, and increases operations and maintenance costs.
- Buildings farther from roads and sidewalks results in larger property frontages and wider roads, which impacts transit options due to inefficient public transportation and walkability. Limited transit options result in more personal vehicle demand and daily trips, higher costs for households, and negative impacts on workforce availability.
- Arbitrary parking minimums result in an oversupply of off-street parking which increases initial development costs due to larger lot sizes, stormwater management impacts due to larger impervious surface, more parking lot lights, longer utility services to reach public mains, larger building signs to maintain visibility, etc.
- Oversupply of off-street parking increases operations and maintenance costs for things like parking lot striping and repairs, parking lot lighting upkeep, snow removal, landscape islands, etc. Higher development and operations and maintenance costs

results in higher lease rates, which limit potential businesses and services and increase costs to end users.

- Oversupply of off-street parking increases public utility and street costs for municipalities, which impacts tax levy rates and funding availability for other projects and services.
- Buildings generate taxable value. Parking lots do not.
- Reduction or elimination of parking minimums does not eliminate parking; vehicle access and circulation remains an important part of development.
- Parking policy reform allows developers and businesses flexibility in their site design.

Discussion of Off-Street Parking and Circulation Requirements

At the meeting, Staff will present proposed updates to the off-street parking and circulation requirements for discussion. The key updates staff are currently considering include:

- Significant reduction in the required number of parking spaces for most land uses.
- Clarify and simplify approval requirements for shared parking and distinguish between simultaneous and multiple use buildings.
- Minimum stall widths. Keep the 10' standard, eliminate the 9' exception for office uses.
- Reduction to 20' minimum width for non-residential driveways (not drive aisles).
- Increase the size of parking lot islands to accommodate sufficient planting space for trees and provide additional flexibility for sidewalk connections and stormwater management.
- Consolidate parking lot setbacks to 15' from street rights-of-way. C-1, C-2, M-1, and M-2 currently require 10' setback.
- Consolidate TC parking lot standards into Chapter 13 Off-Street Parking and Circulation.

If you have questions or need additional information prior to the meeting, contact Amanda at agrutzmacher@cityofclive.com or 515-223-6221.

Attachments:

1. Parking Policy Reform Presentation

Off-Street Parking Requirements Discussion

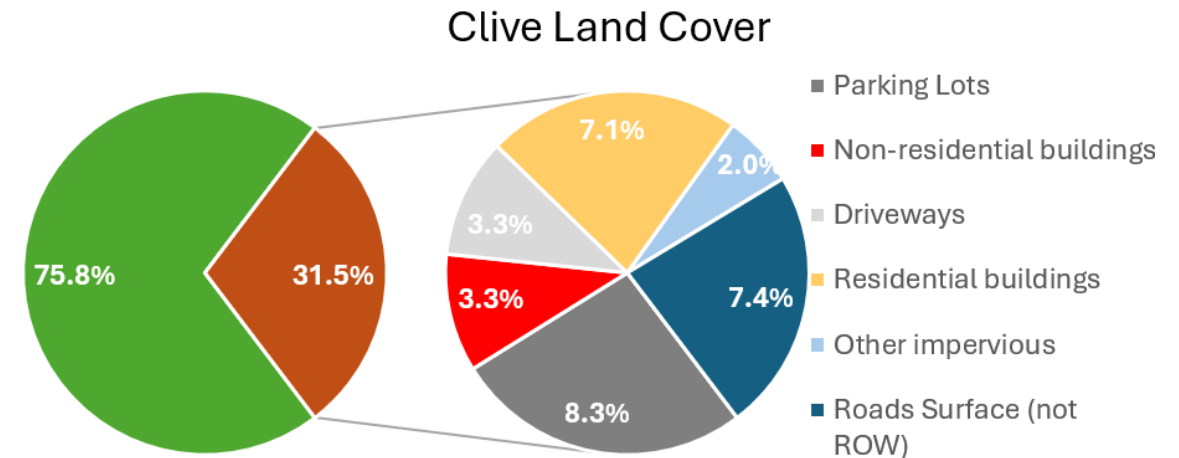
February 6, 2025

The problem with parking policy

- Based on theoretical peak parking demand
- Arbitrary and not reviewed regularly
- Today results in larger underused parking lots
- Increases initial development costs and O&M
- Increases public utility and street maintenance costs
- Buildings generate taxable value, parking lots do not

Parking by the numbers

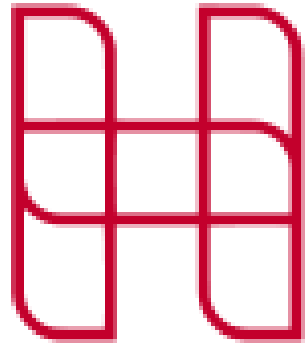
- Average parking space costs \$3,000 to construct
- Parking space 170 - 200 sq. ft. + drive aisles
- Parking lots cover 415 acres of Clive's land area
- Parking lots occupy 2.5x the land area of the buildings they serve



Projects that exceeded 125% parking minimum



Projects that increased parking or got a variance



Placer.AI data

Shopping Center	Annual Visits	Median Visit Length	AM Peak	PM Peak	Existing Parking
Westridge	1.6M	18 minutes	637	675	842
Huntington Ridge & Commerce Park	596.8k	18 minutes	295	368	541
Country Club Market Place	783.4k	12 minutes	301	231	260
Country Club Square	452.2k	9 minutes	134	137	255

Country Club Square

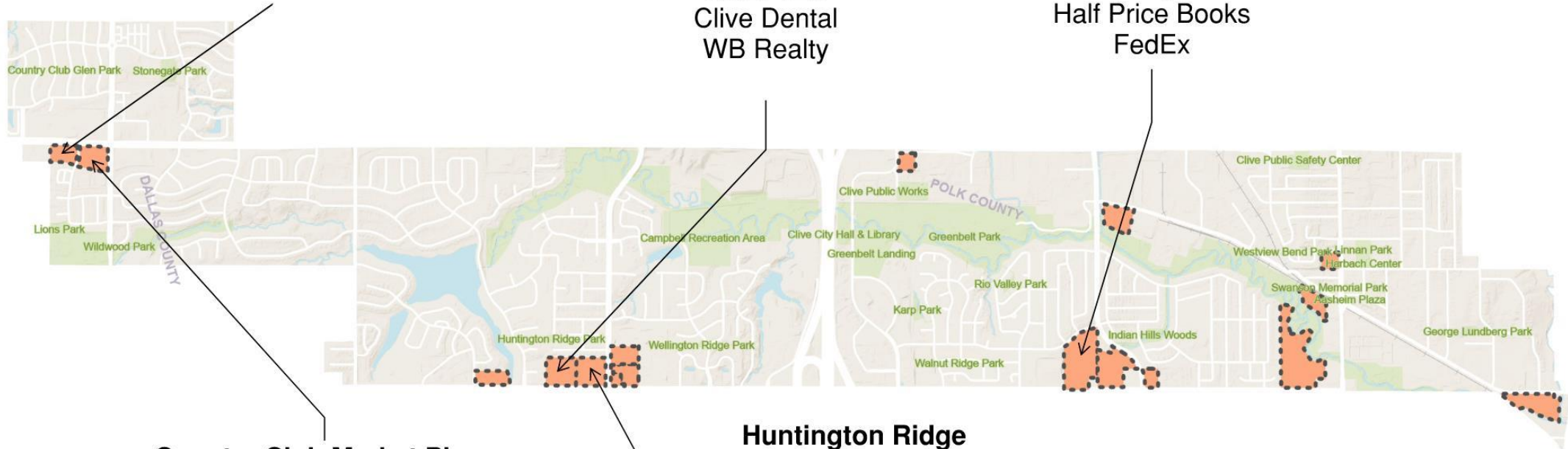
John & Nick's
Brakes Plus
Wendy's
UPS Store
Maria's Mexican Food
American Family Insurance

Commerce Park

Iowa Lottery
Vision Bank
Zoom Room Dog
Training
GOLFTEC
Clive Dental
WB Realty

Westridge

Starbucks
Kohl's
Fareway
Firehouse Subs
Burlington
Half Price Books
FedEx



Country Club Market Place

7 Brew
Stylin' Paws
BMO Bank
Sarpino's
Clive Laser Wash
Hoyng Insurance
Sun Tan City

Huntington Ridge

Aura
Anglo
Zuzap
Coopers Hawk
Mandarin Grill
Jimmy John's
Jersey Mike's
Board & Brush

Shopping Center Parking Comparison

Shopping Center	Parking within Development	Current Ordinance Parking Minimum	Proposed Parking Minimum
Westridge Shopping Center	842	860	511
University Park Shopping Center*	854	885	538
Country Club Market Place	260	346	232
Swanson Depot*	238	315	153
Huntington Ridge	425	564	356
Country Club Square	255	250	163
West University Plaza	207	296	220

**University Park qualifies for the Town Center Shared Parking Calculation which reduces their required parking to 751 spaces based on the current tenants.*

**Swanson Depot qualifies for the Town Center Shared Parking Calculation which reduces their required parking to 289 spaces based on the current tenants.*

Draft Revised parking minimums examples

- 2.5 /1,000 sf office, retail, coffee shops
- 5 /1,000 sf meeting halls
- 10 /1,000 sf other assembly uses and restaurants with seating

Other discussion items

- Clarify approval requirements for shared parking
- Keep 10' stall width
- Eliminate 9' stall width exception for office uses
- Allow non-residential driveways at 20' minimum
- Parking lot islands
- Consolidate parking lot setbacks to 15' from street rights-of-way. 10' current requirement in C-1, C-2, M-1, M-2
- Consolidate TC parking lot standards



Memo

TO: Mayor and Council members

FROM: Mark Mertens, Code Enforcement Officer

DATE: February 6, 2025

RE: Policy Discussion- Parkway Street Tree Maintenance

SYNOPSIS:

There are challenges associated with maintaining street trees along City Parkways and staff are seeking guidance on whether to allocate additional resources for their care. Please see attached memo for additional supporting information.

Attachments:

1. Memo

MEMO

To: The Mayor and City Council Members

From: Mark Mertens, Code Enforcement Officer

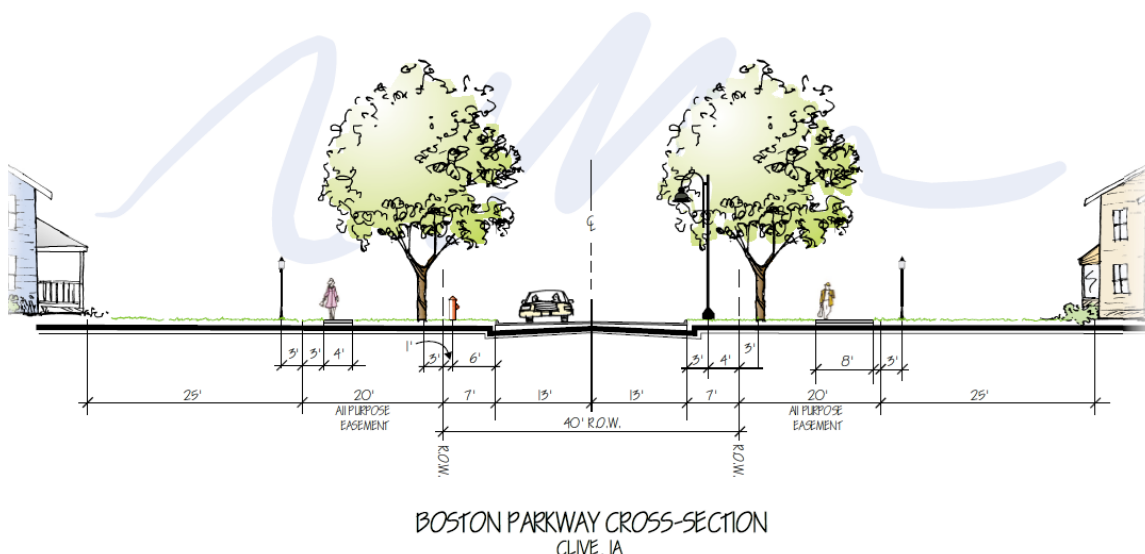
Date: 2/6/2025

Re: Parkway Street Tree Maintenance

Background:

Since the approval of the first Northern Neighborhoods Master Plan in 2000, major neighborhood collector streets—such as Boston Parkway, Berkshire Parkway, Devonshire Parkway, and Westgate Parkway—have been designed with a distinct streetscape plan that incorporates street trees as a defining element of neighborhood character. The inclusion of street trees in the master plan reflects their recognized importance in providing significant environmental, social, and economic benefits:

- **Environmental Benefits:** Trees improve air quality, reduce urban heat islands, manage stormwater, sequester carbon, and support biodiversity.
- **Social Benefits:** Trees enhance aesthetics, promote mental and physical health, reduce noise, and foster community interactions.
- **Economic Benefits:** They increase property values, reduce energy costs through shading and windbreaks, and boost local economies by creating more inviting public spaces.



As illustrated in the cross-section above, the "Parkway" streets envisioned in the master plan featured distinctive design elements, including corner lot homes facing the Parkway, narrower

street widths, decorative streetlights, an 8-foot multi-use trail, and street trees. These streetscape components were intentionally designed to distinguish the neighborhood from other standard single-family developments in the western suburbs that were occurring at the time. Moreover, the design was carefully calibrated to foster a slower, more pedestrian-friendly neighborhood collector roadway environment.

While there have been some implementation challenges over the years, the original concept of the Parkway design is widely regarded as successful. Over the past 20+ years of development in the Northern Neighborhoods, approximately 1,053 Parkway street trees have been planted by homebuilders during the construction of around 265 homes. For context, photos below illustrate various stages of Parkway development. The trees along Shadow Creek North were planted within the past one to two years, while those in the Shadow Creek area have been established for approximately 10 years. In contrast, the mature trees in the Country Club Glen area have been growing for about 20 years.

Standard Neighborhood Collector (Clark Street)	Early Stage- Westgate Parkway (Shadow Creek North)
	
Mid Life Stage- Berkshire Parkway (Shadow Creek)	Mature Stage- Boston Parkway (Country Club Glen)



Although the street trees along the Parkways are often perceived as public assets due to their proximity to the roadway, they are actually located entirely on private property. The original Parkway design addressed concerns about placing trees in the City's right-of-way by using a narrower road right-of-way (40 feet instead of the typical 60 feet). This reduced width results in the street trees being situated on private property rather than within the City right-of-way. To ensure proper installation by homebuilders, the area where the street trees are located is designated as a City Improvements Easement, granted to the City by the original subdivision developer. This easement establishes the obligation for tree installation, maintenance, and replacement while also granting the City the authority to address these issues if a property owner fails to do so.

The installation of street trees has generally not been an issue, as homebuilders are required to complete the landscaping before a Certificate of Occupancy is issued. However, once ownership transfers to homeowners, the maintenance of these trees—such as nurturing, preventative pruning, and shaping—has proven more challenging. Many homeowners assume that street trees require no more care than other trees in their yard and largely neglect them. However, street trees require additional attention due to their unique environment. Proper maintenance is essential to ensure the tree canopy accommodates both vehicles on the road and pedestrians on the sidewalk. This is best achieved through preventative pruning during the tree's early growth years. Unfortunately, this early effort is often overlooked by property owners, leading to less desirable growth patterns and more costly trimming later on.

In addition to ongoing street tree maintenance, challenges have arisen with the removal of dead or dying trees and the replacement of those removed. Currently, approximately 40 dead or dying street trees are located along the Parkways. As private property assets under the City Improvement Easement, property owners are responsible for removing dead trees and replacing them in accordance with the original subdivision Landscaping Plan. Once informed that the trees are private property assets, many homeowners take the necessary steps to remove them. Many

also replace the removed trees; however, there are still approximately 180 missing street trees along the Parkways.

As noted, the responsibility for trimming, maintaining, removing dead trees, and replacing missing street trees rests with the adjacent property owners. However, many fail to fulfill these obligations, placing a significant burden on Code Enforcement. This has resulted in dead, missing, or poorly maintained trees, creating safety hazards and diminishing the Parkways' aesthetic and environmental value.

Discussion Points:

The original concept and initial implementation of the Parkway street tree program have been successful in providing significant social, environmental, and economic benefits to the Northern Neighborhoods. As the City moves beyond the design and installation phases, staff believes it is an appropriate time to reflect on the program and evaluate the City's role in the ongoing maintenance of these street trees. There are three primary maintenance issues: 1) annual shaping and roadway/sidewalk overhang maintenance, 2) dead tree and stump removal, and 3) restoring the tree pattern through replacements. **While each issue has unique challenges in terms of efficient resolution, they ultimately raise the question: does the value of the private property Parkway street trees justify the allocation of City resources moving forward?**

If the answer is no, staff will focus on addressing complaints related to roadway/sidewalk encroachments and will handle dead tree removals on a case-by-case basis. Property owners will be informed of their responsibility to replace the street trees, though enforcement actions will be limited.

If the answer is yes, staff will require additional time to evaluate options and present a specific recommendation to the City Council. This evaluation will include a comprehensive review of the streetscape design (including tree species), the maintenance program (defining roles for both the City and property owners), the replacement program (exploring partnership opportunities), and community education (for both City staff and property owners).

We look forward to the discussion. Please feel free to contact me at 515-223-6221 or via email at mmertens@cityofclive.com if you have any questions or need further information before the meeting.



CITY PARKWAYS



PARKWAY TREE DATA
(as of June 2024)

Total Trees Required (1,053):

- **Overstory:** 587 (497 Residential / 19 City / 37 Commercial / 34 Association)
- **Evergreen/Pine:** 286 (231 Residential / 8 City / 12 Commercial / 35 Association)
- **Ornamental:** 180 (168 Residential / 0 City / 8 Commercial / 4 Association)

Tree Health:

- **Overstory Trees-**
 - Dead: 15 (10 Residential / 2 City / 1 Commercial / 2 Association)
 - Dying: 13 (11 Residential / 0 City / 1 Commercial / 1 Association)
- **Evergreen/Pine Trees-**
 - Dead: 3 (2 Residential / 0 City / 0 Commercial / 1 Association)
 - Dying: 5 (2 Residential / 0 City / 1 Commercial / 2 Association)
- **Ornamental Trees-**
 - Dead: 1 (1 Residential / 0 City / 0 Commercial / 0 Association)
 - Dying: 1 (1 Residential / 0 City / 0 Commercial / 0 Association)

Currently Missing Trees (191 Total- 88 Individual Property Owners):

- **Overstory-** 71 (54 Residential / 2 City / 3 Commercial / 12 Association)
- **Evergreen/Pine-** 65 (55 Residential / 0 City / 1 Commercial / 9 Association)
- **Ornamental-** 55 (53 Residential / 0 City / 2 Commercial / 0 Association)

Future Communication Required with Individual Property Owners:

- **109 individual properties which is 41% of all properties with Parkway trees-**
 - Missing Trees: 182 (85 Residential / 0 City / 2 Commercial / 1 Association)
 - Dead Trees: 19 (11 Residential / 1 City / 1 Commercial / 3 Association)
 - Dying Trees: 19 (13 Residential / 0 City / 2 Commercial / 2 Association)



Memo

TO: Mayor and Council members

FROM: Matt McQuillen, City Manager

DATE: February 6, 2025

RE: Clive Strategic Plan Quarterly Update - 1st Quarter 2025

SYNOPSIS:

During the February 6 meeting the City Manager will provide an update on the actions completed or in progress on the various top and high priority items in the Clive Strategic Plan. Included in the agenda packet is the action item spreadsheet noting the progress on a variety of items. The City Manager will note a few items to highlight, but please be sure to come with any questions you may have on other items.

Attachments:

1. 2024-25 Strategic Plan Update - Feb 2025

2024-25 Policy Agenda Actions: Top Priority

Target	Milestones	Orig	Rev	Lead	Status
Comprehensive Financial Policy and Strategy: Report, Direction and Tax Rate (CEP Revamp/Financial Adjustment)	Briefing: Updated financial strategy with Council aff	Oct-24	Dec-24	CM	Done
	Kickoff FY 25-26 Budget Development Process	Oct-24	Oct-24	CM	Done
	CC Pres/Decision: CEP One-Time Financial Adjustment	Oct-24	Dec-24	CM	Done
	Departmental Budget Submittals	Nov-24	Nov-24	CM	Done
	Development of City Manager's Proposed Budget	Jan-25	Jan-25	CM	Done
	Budget Workshops: FY 25/26 budget	Feb-25	Feb-25	CM	In Progress
	State Required Mailing by County, City Tax Rate	Mar-25	Mar-25	CM	Not Started
	State Mandated Budget Public Meeting	Mar-25	Mar-25	CM	Not Started
	Decision: Budget PH and Approve FY 25-26 Budget	Apr-25	Apr-25	CM	Not Started
	FY 25-26 Budget Begins	Jul-25	Jul-25	CM	Not Started
Financial "Dip" Plan: Report with Options and Recommendations, Direction, Funding and City Actions	Internal staff meeting/refinement w/ PFM scope	Sep-24	Sep-24	CMO	Done
	CC Pres/Decision: PFM Scope of Services	Oct-24	Oct-24	CMO	Done
	PFM work initiates with CMO/Financial team/depts	Feb-25	Feb-25	CMO	In Progress
	Draft financial model developed and benchmarks	Jun-25	Jun-25	CMO	Not Started
	CC Presentation: Draft Financial Model/Benchmarks	Jul-25	Jul-25	CMO	Not Started
	Determine next steps during 2025 strategic planning	Aug-25	Aug-25	CMO	Not Started
Clive's Regional Role: Discussion and Framework for the Future A. CIWW B. Bravo C. Catch Des Moines D. Partnership/GDCDA E. Iowa League	Meeting w/ Partnership regarding Clive's ROI/Legis	Sep-24	Sep-24	CM	Done
	CC Briefing: Discussion/Assessment of Regional Role	Dec-24	Dec-24	CM	Done
	Mayor/Council dialoge with colleagues	Feb-25	Feb-25	CM	Done
	Budget Workshop: FY 25/26 regional budget alloc	Feb-25	Feb-25	CM	In Progress
	CC Decision: FY 25/26 Budget Adoption	Apr-25	Apr-25	CM	Not Started
	CIWW Rep advocating regarding role of water irrigate	Ongoing	Ongoing	CM	Not Started
Hickman Road/I-35 Interchange Project (IDOT Project): A) NW 108th Intersection/Frontage Road B) Project Design/Construction C) Access Mgmt Agreeemnt w/ Urbandale and IDOT	A. CC Presentation: 108th Signalization Project	Sep-24	Nov-24	PW	Done
	A. CC Decision: Proposed New 108th Signal Approval	Oct-24	Nov-24	PW	Done
	A. Installation of traffic signals at NW 108/Hickman	2025	2025	PW	N/A
	B. Prepare Draft Interchange Maintenance Agr w/ Ur	Sep-24	Feb-25	PW	In Progress
	B. CC Decision: Interchange maint agreement	May-25	May-25	PW	Not Started
	B. Phase 1 Public Engagement Detours - Trails/Street	Ongoing	Ongoing	PW	In Progress
	B. Start of Phase 1 Construction	Sep-24	Sep-24	PW	Done
	B. Completion of Phase 1 construction	Dec-25	Dec-25	PW	In Progress
	B. Public Engagement - Phase 2 Construction	Mar-25	Mar-25	PW	Not Started
	B. Final Design - Phase 2	Jun-25	Jun-25	PW	Not Started
	B. Phase 2 Letting	Jul-25	Jul-25	PW	Not Started
	B. Phase 2 Public Engagement Detours - Trails/Street	Ongoing	Ongoing	PW	Not Started
	B. Start of Phase 2 Construction	Jun-25	Jun-25	PW	Not Started
	B. Completion of Phase 2 Construction	Dec-26	Dec-26	PW	Not Started
	B. Public Engagement - Phase 3 Construction	Mar-26	Mar-26	PW	Not Started
	B. Phase 3 Letting	Jul-26	Jul-26	PW	Not Started
	C. Prepare Draft and negotiate access mgmt agre	Oct-25	Oct-25	PW	Not Started
	C. CC Decision: Access Management Agreement	Nov-25	Nov-25	PW	Not Started
	A. Stormwater management - identify needs - Ph 1-5	Dec-24	Feb-25	PW	In Progress
	A. Storm sewer conceptual design - Ph 1-4	Dec-24	Feb-25	PW	In Progress
	A. Identify property acquisition/easement needs - 1-2	Sep-24	Sep-24	PW	Done
	A. CC Present: LWC Crossing Options and Recommend	Oct-24	Jan-26	PW	In Progress

Alice's Road Corridor Plan: A) Conceptual Design B) Phase 1A C) Phase 1B D) Berkshire & Douglas Intersection E) Phase 2 - Design	A. PEL Study Completed	Dec-25	Dec-25	PW	In Progress
	B. Acquisition/Easement Needs	Aug-24	Nov-24	PW	Done
	B. Phase 1A - Preliminary Plans	Sep-24	Sep-24	PW	Done
	B. CC Presentation: Phase 1A Design, STM Disc, Dir	Sep-24	Dec-25	PW	Not Started
	B. Phase 1A Public Engagement - Proposed Construct	Oct-24	Oct-24	PW	Done
	B. Phase 1A 28E w/ Waukee	Nov-24	Feb-25	PW	Not Started
	B. CC Decision: Phase 1A: Easement Acquisitions Com	Nov-24	Nov-24	PW	Done
	B. CC Decision: Phase 1A Funding	Dec-24	Dec-24	PW	Done
	B. CC Decision: Phase 1A Final Plans	Dec-24	Feb-25	PW	In Progress
	B. Phase 1A - Project Letting	Jan-25	Feb-25	PW	In Progress
	C. CC Decision: Phase 1B Intersection Control	Feb-25	Feb-25	PW	In Progress
	C. Identify Easement Acquisitions	Apr-25	Apr-25	PW	In Progress
	C. Preliminary Plans	Jul-25	Mar-25	PW	In Progress
	C. CC Decision: Design, STM Discussions and Direct	Aug-25	Apr-25	PW	Not Started
	C. Public Engagement - Proposed Construction	Oct-25	Aug-25	PW	Not Started
	C. CC Decision: 28E w/ Waukee	Nov-25	Oct-25	PW	Not Started
	C. CC Decision: Easement Acquisitions Completed	Nov-25	Oct-25	PW	Not Started
	C. CC Decision: Funding	Nov-25	Oct-25	PW	Not Started
	C. CC Decision: Final Plans	Dec-25	Oct-25	PW	Not Started
	C. Project Letting	Jan-26	Oct-25	PW	Not Started
	D. CC Decision: Berkshire & Douglas - PSA Design	Oct-24	Dec-24	PW	Done
	D. Berkshire & Douglas - Grant Funding	Ongoing	Ongoing	PW	NA
	D. CC Decision: Berkshire & Douglas - Int Control	Dec-24	Dec-24	PW	Done
	D. Identify Acquisition/Easement Needs	Jan-25	Feb-25	PW	Not Started
	D. Preliminary Plans	Mar-25	Feb-25	PW	Not Started
	D. CC Decision: Design, STM Discussion/Direction	Mar-25	Mar-25	PW	Not Started
	D. Public Engagement - Proposed Construction	Apr-25	Mar-25	PW	Not Started
	D. CC Decision: Easement Acquisitions Completed	May-25	Apr-25	PW	Not Started
	D. CC Decision: Funding	Dec-24	Dec-24	PW	Done
	D. CC Decision: Final Plans	Jun-25	Apr-25	PW	Not Started
	D. Project Letting	Jul-25	May-25	PW	Not Started
	D. Public Engagement - Proposed Construction	Aug-25	May-25	PW	Not Started
	D. Start Construction	Aug-25	Jun-25	PW	Not Started
	D. Completed Construction	Jul-26	Aug-25	PW	Not Started
	E. Phase 2 - ICAAP Grant Preparation/Application	Jun-25	Jun-25	PW	Not Started
	E. CC Decision: Phase 2 PSA Design Approval	Dec-25	Dec-25	PW	Not Started
	E. Phase 2 - ICAAP Grant Application	Sep-25	Sep-25	PW	Not Started
	E. Phase 2 - Grant Funding	Ongoing	Ongoing	PW	Not Started
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	Apr-25	LS	In Progress
	Groundbreaking Ceremony	Oct-24	Oct-24	LS	Done
	Kickoff small donation campaign	Oct-24	Oct-24	LS	Done
	Construction starts	Oct-24	Oct-24	LS	Done
	Substantial construction complete	Jul-25	Oct-25	LS	In Progress
	Clive Festival	Jul-25	Jul-26	LS	Not Started
	Construction complete	Oct-25	May-25	LS	Not Started
	Development of Programming for New GB Landing	Aug-25	Dec-25	LS	Not Started

2024-25 Policy Agenda Actions: High Priority

Target	Milestones	Orig	Rev	Lead	Status
Rental Housing Registration and Inspection Program: Program Goal, Options, Direction and Funding	BCAB Discussion	Sep-24	Sep-24	CD	Done
	CC Decision: Program Renewal Approval (1 Year Ext)	Oct-24	Nov-24	CD	Done
	Property owner communication	Nov-24	Nov-24	CD	Done
	Establish Rental Housing Program Workgroup	Jan-25	Jan-25	CD	Done
	Staff research/workgroup discussion	Apr-25	Apr-25	CD	In Progress
	New program draft	Jul-25	Jul-25	CD	Not Started
	BCAB Presentation/Discussion of new program draft	Aug-25	Aug-25	CD	Not Started
	CC Review: Rental Housing Program	Sep-25	Sep-25	CD	Not Started
	CC Decision: Rental Housing Program Adoption	Sep-25	Sep-25	CD	Not Started
	Property Owner Coordination	Dec-25	Dec-25	CD	Not Started
Leisure Services Sign-Up System: Direction, Funding and Implementation	Recommence research on possible platforms	Oct-24	Oct-24	ACM/LS	Done
	Identify the preferred platform	Nov-24	Mar-25	ACM/LS	In Progress
	Prepare request for FY 25-26 Budget	Dec-24	Dec-24	ACM/LS	Done
	Budget workshop: FY 25/26	Feb-25	Feb-25	ACM/LS	In Progress
	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	Done
	Research options for adding grant-writing capacity	Nov-24	Nov-24	ACM	Done
	Prepare budget proposal if needed for grant writing	Dec-24	Dec-24	ACM	Done
	Budget workshop: FY 25/26	Feb-25	Feb-25	ACM	In Progress
	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
Harbach Center: Vision Concept and Operations	Utilize Harbach as relocation space for City Hall proj	Apr-25	Apr-25	CM	Done
	Develop concepts with WDM Schools for shared loc	Apr-25	Apr-25	CM	In Progress
	Parks/Facilities Team develops report on bldg status	May-25	May-25	CM	Not Started
	Library/Rec Team develops report on bldg utilization	Jul-25	Jul-25	CM	Not Started
	CC Presentation: Potential School Collaborations, Rep	Aug-25	Aug-25	CM	Not Started
Accessory Dwelling Units: Goals/Outcomes, Best Practices, Report with Options, Direction	Internal staff research	Jan-25	Feb-25	CD	In progress
	CC Presentation: Options	Feb-25	Mar-25	CD	Not Started
	ADU community engagement plan	Apr-25	Apr-25	CD	Not Started
	Draft ADU ordinance	Jul-25	Jul-25	CD	Not Started
	P&Z Consideration	Oct-25	Oct-25	CD	Not Started
	CC Decision: Accessory Dwelling Units	Nov-25	Nov-25	CD	Not Started
	Community education (permitting)	Jan-26	Jan-26	CD	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
	Install and maintain appropriate detour signage	Sep-24	Sep-24	ACM	Done
	Research best practices in coordination w/ MPO	Mar-25	Mar-25	ACM	In Progress
	Identify Key crossings throughout Clive	Apr-25	Apr-25	ACM	In Progress
	CC Presentation: Best Practices and Opportunities	May-25	May-25	ACM	Not Started
	Potential federal grant applications through MPO	Ongoing	Ongoing	ACM	In Progress
	Prepare potential FY 26/27 Budget Requests	Dec-25	Dec-25	ACM	Not Started

2024-25 Policy Agenda Actions: Moderate Priority

Target	Milestones	Orig	Rev	Lead	Status
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	Done
	A. CC Decision: Western Cities Adoption of Priorities	Dec-24	Dec-24	CMO	Done
	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	N/A
	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	Done
	B. Survey laCMA Membership on role of CMS in legis	Dec-24	Dec-24	CMO	Done
	B. Support ILOC with tech support and eval of bills	Ongoing	Ongoing	CMO	In Progress
	B. laCMA member dialouge on the work at IMMI	Mar-25	Mar-25	CMO	Not Started
82nd Trail Connection - Land Acquisition, Design and Funding	Develop high level trail alignment concept	Oct-24	Oct-24	LS	Done
	CC Presentation: Trail Concept	Oct-24	Nov-24	LS	Done
	CC Decision/Funding: Request Funding for Trail Design	Dec-24	Dec-24	LS	Done
	Begin Trail design, either in-house or consultant	Jan-25	Mar-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
Little Walnut Creek Stream Restoration: Trail and Sewer Partnerships with City of Waukeg, Design, Neighborhood Engagement, Construction, Funding A) East Stream B) East Trail C) West Stream D) West Trail E. Mitigation Banking Instrument F. Eco-Restoration	A. East Stream Construction	Dec-24	Apr-25	PW	In Progress
	A. East Stream Final Completion (vegetation)	Jul-25	Jul-25	PW	Not Started
	B. CC Presentation: East Trail Out to Bid	Nov-24	Feb-25	PW	Not Started
	B. East Trail Final Plans	Dec-24	Feb-25	PW	Not Started
	B. East Trail Letting	Jan-25	Mar-25	PW	Not Started
	B. CC Decision: Award East Trail Construct Contract	Feb-25	Mar-25	PW	Not Started
	B. East Trail Construction	Jun-25	Sep-25	PW	Not Started
	C. West Stream Bank & Trail Permits, DNR, USACE	Jul-25	Jul-25	PW	In Progress
	C. West Stream 95% Plans (pre-permit)	Oct-24	Oct-24	PW	Done
	C. West Stream Bank Public Engagement	Mar-25	Mar-25	PW	Not Started
	C. CC Presentation: West Stream Bank Improvements	Apr-25	Apr-25	PW	Not Started
	C. West Stream Bank 100% Plans (post-permit)	Jul-25	Oct-25	PW	Not Started
	C. West Stream Bank Letting	Aug-25	Nov-25	PW	Not Started
	C. CC Decision: Award West Stream Bank Contract	Aug-25	Dec-25	PW	Not Started
	C. West Stream Bank Public Engagement Pre-Con	Sep-25	Oct-25	PW	Not Started
	C. West Stream Bank Construction	Mar-26	Aug-26	PW	Not Started
	C. West Stream Bank Final Completion (vegetation)	Jul-26	Aug-26	PW	Not Started
	D. West Trail 95% Plans (pre-permit)	Sep-24	Nov-24	PW	Done
	D. CC Presentation: West Trail	Mar-25	Mar-25	PW	Not Started
	D. West Trail 100% Plans (post-permit)	Apr-25	Jul-25	PW	Not Started
	D. West Trail Letting	Jul-25	Jan-26	PW	Not Started
	D. CC Decision: Award West Trail	Jan-26	Jan-26	PW	Not Started
	D. West Trail Public Engagement Pre-Con	Jan-26	Jan-26	PW	Not Started
	D. West Trail Construction	Jul-26	Jul-26	PW	Not Started
	E. Internal Discussion on MBI - How, ROI	Sep-24	Feb-25	PW	In Progress
	E. CC Decision: Move Forward with MBI	Oct-24	Mar-25	PW	In Progress
	E. MBI - 1st Draft	Dec-24	Mar-25	PW	Not Started
	E. MBI - Public Meeting (Stream, Trail)	Jan-25	Mar-25	PW	Not Started
	E. CC Presentation: MBI	Jan-25	Mar-25	PW	Not Started
	E. MBI - 2nd Draft	Feb-25	May-25	PW	Not Started
	E. CC Decision: MBI Approval	Mar-25	Apr-25	PW	Not Started
	E. Mitigation Bank Construction	2025	2025	PW	Not Started
	E. Mitigation Bank Available	2030	2030	PW	Not Started
	F. Forest Mulch honeysuckle throughout corridor	Dec-24	Dec-25	LS	Not Started
	F. Engage contract w/ consultant to support tasks	Nov-24	Feb-25	LS	Not Started
	F. Protection of landmark trees prior to stream	Dec-24	Dec-25	LS	Not Started
	F. Invasive tree removals w/ stream work	Apr-25	Mar-26	LS	Not Started
	F. Invasive species removal throughtout corridor	Dec-25	Mar-26	LS	Not Started
	F. Plant trees and shrubs outside stream limits	Nov-25	Sep-26	LS	Not Started
	F. Seed distrubed areas outside stream limits	Dec-25	Sep-26	LS	Not Started

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	Feb-25	LS	In Progress
	CC Decision: Policy Statement for Adoption	Dec-24	Mar-25	LS	Not Started
	Funding: Prepare funding request for aeration (if need)	Dec-24	Dec-24	LS	N/A
	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
86th Street Neighborhoods Revitalization Plan: Neighborhood Activation	Create a small task force/cmte w/ School District	Oct-24	Oct-24	CM	Done
	Work w/ School District to develop joint comms	Dec-24	Jan-25	CM	Done
	Implement joint comms approach	Feb-25	Feb-25	CM	In Progress
	Public Art Mural (Grant App) at Harbach Center	Jul-25	Jul-25	CM	In Progress
	2nd Annual Back to School Bash event w/ School Dist	Aug-25	Aug-25	CM	Not Started
	Engage dominant MF property owner to secure sup	Ongoing	Ongoing	CM	In Progress
	CC Presentation: Report on Activities and Next Steps	Aug-25	Aug-25	CM	Not Started
Police Staffing: Update Report, Options and Direction A. CIT Direction B. Computer Forensics	A. Resolution to state funding model for Dallas Cty	Jan-25	Feb-25	PD	In Progress
	A. Develop report on CIT effectiveness based on data	Jan-25	Feb-25	PD	In Progress
	A. Budget Workshop: FY 25/26 CIT contingencies	Feb-25	Feb-25	PD	In Progress
	A. CC Decision: FY 25/26 Budget Adoption	Apr-25	Apr-25	PD	Not Started
	B. Develop budget proposal for transition to FT pos	Dec-24	Dec-24	PD	Not Started
	B. Budget workshop: FY 25/26 budget proposal	Feb-25	Feb-25	PD	Not Started
	B. CC Decision: FY 25/26 Budget Adoption	Apr-25	Apr-25	PD	Not Started
Service Collaboration Strategy and Actions Plan	Engage each dept to develop a list of opportunities	Dec-23	May-24	CM	Not Started
	Develop a report to describe those opportunities	Mar-24	May-24	CM	Not Started
	CC Presentation: Service Collaboration Strategy Report	Jul-24	Jul-24	CM	Not Started
Housing Preservation Strategy/Policies/Programs - Aging Housing Data Collection, Goals/Outcomes	Staff Update to housing conditions data	Mar-25	Mar-25	CD	Not Started
	Staff research on best practices	Jun-25	Jun-25	CD	Not Started
	Develop presentation/input	Jun-25	Jun-25	CD	Not Started
	CC Presentation: Housing Preservation Strategy Disc	Jul-25	Jul-25	CD	Not Started
Dog Park: Concept, Best Practices, Options, Locations, Direction and Funding	Report on best practices	Nov-24	Mar-25	LS	In Progress
	Develop a program and concept for a Clive dog park	Feb-25	Apr-25	LS	In Progress
	Identify potential locations for dog park (3)	Apr-25	Apr-25	LS	In Progress
	Develop cost estimates for each potential location (3)	Jun-25	Jun-25	LS	In Progress
	CC Presentation/Direction: Dog Park Concepts	Aug-25	Aug-25	LS	Not Started
GIS Tech New Position: Direction and Funding	Complete business case for adding position	Nov-24	Nov-24	ACM	Done
	Budget proposal for position	Dec-24	Dec-24	ACM	Done
	Budget workshop: FY 25-26 Budget	Feb-25	Feb-25	ACM	In Progress
	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

Storm Debris Policy: Goals, City Role, Best Practices, Options, Direction and City Actions (Wind Event Operations)	Pre-Identify NWS "benchmarks" to initiate action plan	Nov-24	Mar-25	FD	In Progress
	Review current City Damage Assessment Tools	Nov-24	Mar-25	FD	In Progress
	Implement mass notification and website comms	Dec-24	Mar-25	FD	In Progress
	Identify districts or zones for damage assessment	Dec-24	Mar-25	FD	In Progress
	Explore/evaluate Polk County Reg Assessment tool	Feb-25	Mar-25	FD	In Progress
	Identify number of staff members needed for assess	Mar-25	Mar-25	FD	In Progress
	Review draft Polk County Debris Mgmt Plan	Mar-25	Mar-25	FD	In Progress
	CC Work Session: Polk County Debris Mgmt Plan Rev	Apr-25	Mar-25	FD	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
Sidewalk Safety Program: Implement Updated Ord	Internal staff/legal discussion on liability question	Sep-24	Sep-24	CD	Done
	If no higher liability exists, revise program for CIP	Nov-24	Nov-24	CD	Done
	CC Report: If higher liability exists, research options	Dec-24	Dec-24	CD	NA
	If higher liability exists, develop new program	Mar-25	Mar-25	CD	NA
	CC Decision: If higher liability exists, new program ap	Apr-25	Apr-25	CD	NA
Street Services Level and Projets Strategy: PCI Data, Update Study	Approve PSA, Budget Amendment	Nov-24	Nov-24	PW	Done
	Prepare Preliminary Report	Mar-25	Mar-25	PW	In Progress
	CC Presentation: Updated PCI Report	Mar-25	Mar-25	PW	Not Started
	Final Report	Apr-25	Apr-25	PW	Not Started
	CC Discussion: PCI Report Recommendations	Aug-25	Aug-25	PW	Not Started
	Update of CIP	Nov-25	Nov-25	PW	Not Started
	Complete Training of Clive CE	Apr-25	Apr-25	PW	Not Started
Median Safety Ordinance/Roadside Solicitation: Direction and Development	Complete research w/ PW on narrow medians	Oct-24	Feb-25	PD	In Progress
	Work w/ legal counsel to finalize ord amendment	Nov-24	Feb-25	PD	Not Started
	CC Presentation: Discussion of proposed ordinance	Jan-25	Apr-25	PD	Not Started
	Contact WDM, Urbandale and Waukee re: coord	Mar-25	Apr-25	PD	Not Started
	CC Decision: Median Safety Ordinance Amendment	Apr-25	Apr-25	PD	Not Started

2024-25 Management Agenda Actions: Top Priority

Target	Milestones	Orig	Rev	Lead	Status
Fire-EMS Collaboration with Urbandale - Apparatus Sharing and Paramedicine 28Es	Identify collaboration partner/s	Dec-24	Jan-25	FD	Done
	Create, finalize and implement 28E for shared serv	Nov-24	Mar-25	FD	In Progress
	Finalize asset transfer of L325 and Urbandale unit	Dec-24	Mar-25	FD	In Progress
	Outfit new suppression apparatus for Station 32	May-25	May-25	FD	In Progress
	Complete "audit" of Clive/Urbandale response plan	Dec-24	Mar-25	FD	In Progress
	CC Decision: Shared Services 28E Agreement	Mar-25	Mar-25	FD	In Progress
	Create, finalize maintenance agreement w/ Urb	Dec-24	Feb-25	FD	In Progress
	CC Decision: Maintenance agreement adoption	Jan-25	Mar-25	FD	In Progress
	Prepare 28E (or internal resource) for bariatric care	Mar-25	Mar-25	FD	N/A
	CC Decision: 28E for bariatric patients adoption	Apr-25	Apr-25	FD	N/A
	Complete mini standards of coverage for Station 22	Feb-25	Aug-25	FD	In Progress
	Draft community health coordinator roles/response	Apr-25	Apr-25	FD	In Progress
Collective Bargaining and Negotiations: Direction and Contract Approval	PD and FD union recertification vote process done	Oct-24	Nov-24	AS	Done
	Staff research to prep for negotiations	Oct-24	Dec-24	AS	Done
	Initiate collective bargaining	Dec-24	Jan-25	AS	Done
	Negotiate agreements	Mar-25	Mar-25	AS	In Progress
	CC Pres/Decision: Collective bargaining agreements	Apr-25	Apr-25	AS	Not Started
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	Done
	Present conceptual uses to Parks, Rec, Art Board	Jan-25	Jan-25	LS	Done
	CC Presentation/Decision: Park Conceptual Plan	Jan-25	Jan-25	LS	Done
	Completion of first phase of improvements	Jun-25	Jun-25	LS	In Progress
	Completion of second phase of improvements	TBD	TBD	LS	Not Started
City Hall/Library Renovation Project - Completion	CC Presentation/Decision: Full Remodel/Phasing	Sep-24	Sep-24	CM	Done
	Based on CC Direction, adjust schedule/phasing	Sep-24	Sep-24	CM	Done
	Develop financial plan for remaining phase	Nov-24	Nov-24	CM	Done
	CC Decision: CIP consideration/app for funding	Dec-24	Dec-24	CM	Done
	Complete detailed design and construction drawing	Dec-24	Dec-24	CM	Done
	CC Decision: Bid Phase 1 Construction, DCI Contract	Jan-25	Dec-24	CM	Done
	Relocate staff and begin Phase 1 construction	Jan-25	Jan-25	CM	Done
	Complete Phase 1 construction	May-25	May-25	CM	In Progress
	Finalize detailed design/construction for Phase 2	Jul-25	Jul-25	CM	In Progress
	Finalize financing plan for Phase 2	Aug-25	Aug-25	CM	Not Started

University Flood Mitigation A) Local Buyouts B) 2022 HMGP Project C) 2022 FMA Project D) 2023 FMA Swift Current E) 2024 BRIC Project Scoping F) 2024 HMGP Proejct	A. Allocation funding (CIP)	Nov-24	Nov-24	CD	Done
	A. Property owner outreach	Dec-24	Dec-24	CD	Done
	A. CC Decision: Purchase Agreement Approval	TBD	TBD	CD	On-going
	B. CC Decision: Purchase Agreement Approval	TBD	TBD	CD	Not Started
	B. Complete asbestos abatement	TBD	TBD	CD	Not Started
	B. Complete demolition	TBD	TBD	CD	Not Started
	C. CC Decision: Sub-Award Agreement Approval	Oct-24	Oct-24	CD	Not Started
	C. CC Decision: Purchase Agreement Approval	Jan-25	Jan-25	CD	Not Started
	C. Complete asbestos abatement	TBD	TBD	CD	Not Started
	C. Complete demolition	TBD	TBD	CD	Not Started
	D. CC Decision: Sub-Award Agreement Approval	Nov-24	Mar-25	CD	In Progress
	D. CC Decision: Purchase Agreement Approval	Feb-25	May-25	CD	Not Started
	D. Complete asbestos abatement	TBD	TBD	CD	Not Started
	D. Complete demolition	TBD	TBD	CD	Not Started
	E. RFQ solicitation	Sep-24	Sep-24	CD	Done
	E. CC Decision: PSA approval	Oct-24	Oct-24	CD	Done
	E. Project kickoff	Nov-24	Nov-24	CD	Done
	E. CC Review: Plan Approval	Oct-25	Oct-25	CD	Not Started
City Texting Platform to Disseminate Info to Clive Residents, Businesses and Others: Implementation	F. Develop application	Nov-24	Nov-24	CD	Done
	F. CC Decision: Application Submission Approval	Dec-24	Dec-24	CD	Done
	Select preferred platform, purchase	Sep-24	Oct-24	ACM	Done
	Platform buildout	Nov-24	Nov-24	ACM	Done
	Execute first phase opt-in campaign ahead of winter	Dec-24	Dec-24	ACM	Done
	Continue executing opt-in campaign	Ongoing	Ongoing	ACM	In Progress

2024-25 Management Agenda Actions: High Priority

Target	Milestones	Orig	Rev	Lead	Status
Non-Union Compensation Study: Budget FY 25-26 Funding	Research options for study and employee survey	Oct-24	Oct-24	AS	Done
	Prepare budget proposal for study/survey costs	Nov-24	Nov-24	AS	Done
	Budget workshop: FY 25-26 budget request	Feb-25	Feb-25	AS	Not Started
	CC Decision: FY 25/26 Budget Adoption	Apr-25	Apr-25	AS	Not Started
	Engage potential consultants	Aug-25	Aug-25	AS	Not Started
	Implement employee survey	Aug-25	Aug-25	AS	Not Started
	Compile survey results and finalzie comp study	Sep-25	Sep-25	AS	Not Started
	CC Presentation: Results w/ Council Personnel Cmte	Oct-25	Oct-25	AS	Not Started

University Flood Mitigation A) Local Buyouts B) 2022 HMGP Project C) 2022 FMA Project D) 2023 FMA Swift Current E) 2024 BRIC Project Scoping F) 2024 HMGP Proejct	A. Allocation funding (CIP)	Nov-24	Nov-24	CD	In Progress
	A. Property owner outreach	Dec-24	Dec-24	CD	Not Started
	A. CC Decision: Sub-award agreement approval	TBD	TBD	CD	Not Started
	B. CC Decision: Purchase Agreement Approval	TBD	TBD	CD	In Progress
	B. Complete asbestos abatement	TBD	TBD	CD	Not Started
	B. Complete demolition	TBD	TBD	CD	Not Started
	C. CC Decision: Sub-Award Agreement Approval	Oct-24	Oct-24	CD	In Progress
	C. CC Decision: Purchase Agreement Approval	Jan-25	Jan-25	CD	Not Started
	C. Complete asbestos abatement	TBD	TBD	CD	Not Started
	C. Complete demolition	TBD	TBD	CD	Not Started
	D. CC Decision: Sub-Award Agreement Approval	Nov-24	Nov-24	CD	In Progress
	D. CC Decision: Purchase Agreement Approval	Feb-25	Feb-25	CD	Not Started
	D. Complete asbestos abatement	TBD	TBD	CD	Not Started
	D. Complete demolition	TBD	TBD	CD	Not Started
	E. RFQ solicitation	Sep-24	Sep-24	CD	Done
	E. CC Decision: PSA approval	Oct-24	Oct-24	CD	In Progress
	E. Project kickoff	Nov-24	Nov-24	CD	Not Started
	E. CC Review: Plan Approval	Oct-25	Oct-25	CD	Not Started
Water Resouces Master Plan Implementation: Next Steps	F. Develop application	Nov-24	Nov-24	CD	In Progress
	F. CC Decision: Application Submission Approval	Dec-24	Dec-24	CD	Not Started
	CC Decision: Manual Amendment PSA w/ consult	Sep-24	Oct-24	ACM	Done
	Decision on stormwater mgmt standards for streets	Nov-24	Feb-25	ACM	In Progress
	Complete manual amendment drafting	Nov-24	Feb-25	ACM	In Progress
	CC Decision: Manual Updates Approval	Jan-25	Mar-25	ACM	Not Started
	State of Clive Water presentation	Jan-25	Jan-25	ACM	Done
	Execute WQI projects along Little Walnut Creek	Apr-25	Apr-25	ACM	In Progress
	Execute second annual tree sale	May-25	May-25	ACM	Not Started
New Utility Billing Rate Structure and Process Improvements - A) Clean Up of Accounts, B) Title 8/Ordinances C) Utility Rates Review and Adoption, D) ERU Policy for Accounts	Execute second year of SWAP program	Ongoing	Ongoing	ACM	In Progress
	Execute 4th year of SQR program	Sep-25	Sep-25	ACM	In Progress
	A. Work order process for new construction imp	Oct-24	Feb-25	AS	In Progress
	A. Multi-meter location-based data push to Aclara	Oct-24	Feb-25	AS	In Progress
	B. PW review of draft materials provided	Oct-24	Feb-25	AS	In Progress
	B. PW Drafts redlines of Title 8 and Policy	Dec-24	Feb-25	AS	Not Started
	B. Iowa codification review of changes	Jan-25	Feb-25	AS	Not Started
	B. CC Pres/Decision: Title 8 ordinance changes	Apr-25	Apr-25	AS	Not Started
	C. Review utility cash flow with PFM	Sep-24	Sep-24	AS	Done
	C. Finance review with City Manager	Nov-24	Dec-24	AS	Done
	C. Budget workshop: FY 25/26 proposed rates	Feb-25	Feb-25	AS	Not Started
	C. CC Decision: FY 25/26 Utility Rates	Apr-25	Apr-25	AS	Not Started
	D. Review internal policy development PW, CD, GIS	Dec-24	Dec-24	AS	Done
	D. Prepare draft policy developed and CM review	Feb-25	Feb-25	AS	In Progress
Polk County Hazards Mitigation Planning Process: Adoption	D. CC Presentation/Decision: Draft ERU Policy	Apr-25	Apr-25	AS	Not Started
	D. Adjust customer accounts based on new policy	Jun-25	Jun-25	AS	Not Started
	Polk County EMA approval of updated plan	Nov-24	Nov-24	CD	Done
	Community meeting on updated plan	Nov-24	Nov-24	CD	Done
	CC Decision: Polk County Hazard Mitigation Plan	Dec-24	Oct-24	CD	Done

Westcom New Dispatch Facility: Financing Options and Policy Direction	Westcom hires OR to assist w/ facility strategy	Oct-24	May-25	CM	Delayed
	Westcom hires design team to develop concepts	Feb-25	Jun-25	CM	Delayed
	WDM Finance works w/ bond counsel on options	Feb-25	Jun-25	CM	Delayed
	Westcom Mgt Cmte reviews/confirms results	May-25	Jul-25	CM	Delayed
	CC Presentation: Westcom City Councils Facility Plan	Jun-25	Aug-25	CM	Delayed

2024-25 Management Agenda Actions: Moderate Priority

Target	Milestones	Orig	Rev	Lead	Status
City Gov't Built-Out Staffing Levels: Presentation w/ Findings and Options	Complete report of comparison cities staffing levels	Aug-24	Dec-24	AS	Done
	Pres/Discussion of findings w/ Executive Team	Sep-24	Jan-25	AS	Done
	CC Presentation: Report to Council Personnel Cmte	Sep-24	Jan-25	AS	Done
	CC Report: Building staffing levels comparison	Oct-24	Feb-25	AS	In Progress
Horizon Center: Incremental Business Music Festival Camp	Coordinate w/ property owner (Site Plan Issues)	Dec-24	TBD	CD	In Progress
	Site Plan/Building Renovation Review	Jun-25	TBD	CD	Not Started
	CC Decision: Camping Private Property Direction	TBD	TBD	CD	Done

2024-25 Management Agenda Actions: Low Priority

Target	Milestones	Orig	Rev	Lead	Status
WRA Parallel Trunk Sewer Installation: Impacts to Greenbelt	Clive Property Acquisition - Preparation of plats	Sep-24	Nov-24	PW	Done
	86th St Connections/Development	Oct-24	Oct-24	PW	Done
	CC Presentation: Alignment and Property Impacts	Nov-24	Mar-25	PW	In Progress
	Final Plans	Dec-24	May-25	PW	Not Started
	Acquisition of easements	Feb-25	Jul-25	PW	In Progress
	Letting	Jul-25	Jul-25	PW	Not Started
	WRA Construction - Phase 1 West of I 35/80	Dec-26	Sep-25	PW	Not Started
	Phase 2 East of I 35/80 (73rd St to W of I 35/80)	Aug-28	Aug-28	PW	Not Started
	Additional Opportunities - Indian Hills Re-meander	TBD	TBD	PW	Not Started
	Funding - Identify funding needs for WRA Work	TBD	TBD	PW	Not Started
Plan for Converting Radio to Fiber Comms in Water Distribution System	Identification of scope	Sep-24	Feb-25	PW	In Progress
	Preparation of proposal with estimates of cost	Oct-24	Mar-25	PW	Not Started
	CC Presentation: Proposal discussion/direction	Oct-24	Apr-25	PW	Not Started
	Identification of funding and program in CIP	Nov-24	Nov-25	PW	Not Started
	CC Decision: Project Approval	Dec-24	Dec-25	PW	Not Started
	Final Plans	TBD	TBD	PW	Not Started
	Construction	TBD	TBD	PW	Not Started
Aquatic Center Programs Strategy: Pool Scholarship Program and Regional Pool Pass	Review local and national best practices/report	Feb-25	Feb-25	LS	In Progress
	Draft proposed scholarship program, eligibility/cost	Jul-25	Jul-25	LS	In Progress
	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

Public Works Lobby and Breakroom Security Remodel: Direction and Funding	Final design w/ OPC	Sep-24	Nov-24	PW	Done
	CC Presentation: Discussion, Funding, Direction	Oct-24	Nov-24	PW	Done
	Create temporary locker room and break area	Nov-24	Nov-24	PW	Done
	Demolition	Nov-24	Nov-24	PW	Done
	Framing	Dec-24	Dec-24	PW	Done
	Electrical, Plumbing and HVAC rough-in (contract)	Dec-24	Feb-25	PW	In Progress
	Construction completed - in-house work	Mar-25	Mar-25	PW	Not Started
Community Rating System for Upgrade to Class 4	ISP Verification Discussion	Nov-24	Nov-24	CD	Done
	Polk County Hazard Mitigation Plan Approval	Dec-24	Dec-24	CD	Done
	Submit Application	Jan-25	Jan-25	CD	Done
University Blvd Pump Station Relocation Project: Grant App, Design and Funding	Finalize location for new Pump Station	Sep-24	Jun-25	PW	In Progress
	Supplemental PSA	Sep-24	Dec-24	PW	Done
	Preliminary Plans	Nov-24	Feb-25	PW	Done
	CC Decision: Hazard Mitigation Grant Application	Dec-24	Feb-25	PW	In Progress
	Hazard Mitigation Grant Application Results	Jul-25	Jul-25	PW	Not Started
	CC Decision: Order Generator (\$100K) Approval	Jul-25	Jul-25	PW	Not Started
	Final Plans	Oct-25	Oct-25	PW	Not Started
	CC Decision: Funding Approval	Nov-25	Nov-25	PW	Not Started
	Project letting	Jan-26	Jan-26	PW	Not Started
	CC Decision: Award contract	Jul-26	Jul-26	PW	Not Started
	Construction	Dec-26	Dec-26	PW	Not Started
Management and Employee Succession Planning Program: Update Report	Review strategic issue memo w/ Department Dirs	Mar-25	Mar-25	AS	Not Started
	Create projection report for all employees	Apr-25	Apr-25	AS	Not Started
	CC Report: Council Personnel Committee	May-25	May-25	AS	Not Started
	CC Report: Updated strategic issue memo to M/CC	Aug-25	Aug-25	AS	Not Started
Recreation Revenue Recovery Guidelines: Direction	Research best practices and develop report	Jan-25	Mar-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
Snow Removal Policy and Related Ordinances: Review and Direction	Complete research approaches by other cities	Oct-24	Feb-25	PW	In Progress
	Internal Disc w/ Police/Fire/Parks/Comms	Apr-25	Apr-25	PW	Not Started
	Prepare report on current snow policy, alternatives	Jun-25	Jun-25	PW	Not Started
	CC Presentation: Snow Removal Report, Direction	Jul-25	Jul-25	PW	Not Started
	Update/Draft ordinance changes (if any)	Aug-25	Aug-25	PW	Not Started
	CC Decision: Ordinance Approval (if any)	Oct-25	Oct-25	PW	Not Started
Right-of-Way Management Policy	Complete Draft ROW Policy	Feb-25	Apr-25	PW	In Progress
	Review of draft policy by legal counsel	Mar-25	May-25	PW	Not Started
	CC Presentation/Decision: Policy for private infra	Apr-25	Jun-25	PW	Not Started
	Update forms and processes	May-25	Jul-25	PW	Not Started
	Implementation	Jun-25	Sep-25	PW	Not Started
Herbicide and Pesticide Policy: Report and Direction (MS4 Review)	Internal Discussion w/ Parks	Oct-24	Feb-25	PW	In Progress
	Final Report	Nov-24	Mar-25	PW	Not Started
	CC Presentation: Herbicide and Pesticide Policy	Jan-25	Mar-25	PW	Not Started
	Implementation of new recommendations (if any)	Mar-25	Apr-25	PW	Not Started

2024-25 Management In Progress

Management Projects	Orig	Rev	Who	Status
Citywide Process Improvements: Departmental Reports	Ongoing	Ongoing	TS	In Progress
Regular Quarterly Email Phishing Campaigns	Ongoing	Ongoing	TS	In Progress
Executive Team - Team member transition/retirements, relationship building	Ongoing	Ongoing	CM	In Progress
Police Short-Term Critical Staffing Shortages with Creative Scheduling/Overtime	Ongoing	Ongoing	PD	In Progress
Public Works Certification - Water Distribution, Sewer Collect, Traffic Tech	Ongoing	Ongoing	PW	In Progress
Quarterly Supervisory Training Program	Ongoing	Ongoing	AS	In Progress
Mentoring and Developing HR Specialist and HR Administrative Specialist	Ongoing	Ongoing	AS	In Progress
Human Resources Roadshow and Office Hours	Ongoing	Ongoing	AS	In Progress
Dallas County Referendum - Public Education Campaign: Development/Info	Sep-24	Oct-24	ACM	Done
Westcom Support - Fiber Connectivity Project	Oct-24	Apr-25	TS	In Progress
Fire NFPA Physicals - Add Cancer Screening	Oct-24	Mar-25	FD	In Progress
Computer replacements: Fire and Police	Nov-24	Nov-24	TS	Done
Lucity system/asset management implementation: Parks	Nov-24	Apr-25	TS	In Progress
Staff CDL Training Program - Development and Implementation	Nov-24	Feb-25	PW	In Progress
Recruitment and New Employee Orientation Process Improvements	Nov-24	Mar-25	AS	Not Started
Voice-to-Cloud System with RingCentral: Implementation	Nov-24	Nov-24	TS	Done
City-State Legislative Agenda 2025: Approval	Dec-24	Dec-24	ACM	Done
Police Leadership Transition: Update and Direction	Dec-24	Dec-24	PD	Done
Records Management: Preparation for Move/City Hall Remodel	Dec-24	Dec-25	AS	In Progress
Onboarding Seasonal Employees Process Improvements: Completion w/ LS	Dec-24	Dec-24	AS	Done
Employee Committees Reorganization: Completion	Dec-24	Mar-25	AS	Not Started
GIS Department Future Planning	Dec-24	Jul-25	TS	In Progress
Technology/Information Annual Security Penetration Testing	Dec-24	Mar-25	TS	Not Started
City Training Plan and Start Implementation: 2024-2025 Plan	Dec-24	Mar-25	AS	In Progress
Financial Audit FY 23-24: Completion	Dec-24	Dec-24	AS	Done
Annual Capital Improvement Plan 2025: Update	Dec-24	Dec-24	AS	Done
Disaster Recovery/Business Continuity of Operations Framework: Document	Dec-24	Mar-25	TS	Not Started
Employee Benefits and Safety Fair	Dec-24	Dec-24	AS	Done
Back-Up Data Center: Implementation	Dec-24	Jan-25	TS	Done
Utility Billing Payment Options: Research and Report	Jan-25	Jan-25	AS	Done
Transition from Broker TrueNorth to IGHCP	Jan-25	Jan-25	AS	Done
Public Works Facility Wi-Fi Network Improvements	Jan-25	Mar-25	TS	In Progress
EMS Write Off Data	Jan-25	Feb-25	FD	Not Started
Annual Community Engagement Plan	Jan-25	Jan-25	ACM	Not Started
Fire Staffing Levels/Makeup New Standards: Implementation	Jan-25	Mar-25	FD	In Progress
City Led Community Volunteer Program: Update Report	Feb-25	Feb-25	LS	Not Started
Technology Subject Matter Experts Development	Feb-25	Mar-25	TS	Not Started
Development Review Process Improvement - Multi-Dept, Facilitated by ACM	Feb-25	Feb-25	ACM	In Progress
Electronic Utility Bills: Policy, Direction	Mar-25	Mar-25	AS	In Progress
GeoHub/Map Center Centralization	Mar-25	Mar-25	TS	Not Started
Service Work Order Mobile App: Implementation	Mar-25	Mar-25	PW	Not Started
Annual Performance Evaluation Process Adjustments - Implementation	Mar-25	Mar-25	AS	Done
Fire All FT Staff: Solidification of Roles and Responsibilities: Update	Mar-25	Mar-25	FD	In Progress

Public Safety Radio Replacement: Completion	Mar-25	Mar-25	FD/PD	In Progress
Moving Library Circulation System from On-Prem to Cloud - FY 25/26 Funding	Mar-25	Mar-25	LS/TS	Not Started
Public Safety Staff Recruitment/Retention Strategy: Continued Implementation	Mar-25	Mar-25	PD/FD	Not Started
Budget FY 25-26: Development	Apr-25	Apr-25	AS	In Progress
Cross Training between AS and CD for City Hall Reception: Completion	Apr-25	Apr-25	AS/CD	Not Started
City-Federal Legislative Agenda 2025: Approval	May-25	May-25	ACM	Not Started
2024B/2025A Bond Sales: Completion (Including New Bond Rating)	May-25	May-25	AS	In Progress
Clive's Various e-Newsletters Standardization and Monthly Newsletter	May-25	May-25	ACM	Not Started
GIS System Upgrade	May-25	May-25	TS	Not Started
Breach Reporting Plan and Incident Response Team: Update	Jun-25	Jun-25	TS	Not Started
Employee Handbook: Annual Update	Jun-25	Jun-25	AS	Not Started
Fire Department Strategic Plan: Implementation	Jun-25	Jun-25	FD	In Progress
Fire Officer Development Program (All Officers)	Jun-25	Jun-25	FD	Not Started
Fire Company Officer Development Program (Acting Officers in Charge)	Jun-25	Jun-25	FD	Not Started
Fire Executive Leadership Development/Class/Course/Retreat	Jun-25	Jun-25	FD	Not Started
Fire Vehicle Spec Process (320)	Jun-25	Nov-24	FD	Done
Safety Training Program: Development (w/ incident review)	Jul-25	Jul-25	AS	Not Started
Part-Time to Full-Time Library Staffing - 2nd position conversion: Completion	Jul-25	Jul-25	LS	Not Started
City Council Elections - Candidate Support/Info, Update Orientation Guide	Jul-25	Jul-25	AS	Not Started
Three New Police Officers: Hiring and Training	Jul-25	Jul-25	PD	In Progress
Partial Special Census 2025: Completion	Aug-25	Aug-25	AS	Not Started
Large Meter Replacement	Ongoing	Ongoing	PW	In Progress
Clive Detention Basins and Ongoing Development of Repair Schedule	Ongoing	Ongoing	PW	In Progress
Clive Public Safety Center: Maintenance Plan	Oct-24	Mar-25	LS	In Progress
Clark Street Pilot Green Infrastructure Evaluation After Action Report	Oct-24	Nov-24	ACM	Not Started
Lead/Copper Service Line Inventory Survey: Completion	Oct-24	Oct-24	PW	Done
Berkshire Boston Parkway Tree: Update Report	Oct-24	Feb-25	CD	In Progress
"Traffic Not Stopping at Stop" Signs Policy: Direction	Nov-24	Mar-25	PW	In Progress
Alice's Road ROW Demolitions: Completion	Dec-24	Dec-24	CD	Done
MS4: Annual Reporting, Annual Inspection, Process Improvement	Dec-24	Dec-24	PW	Done
Indian Hills Woods Flood Mitigation Grant Application	Dec-24	Dec-24	CD	Done
Development Infrastructure Policies/SOP (Water, Sewer, Streets, Stormwater)	Feb-25	Feb-25	PW	In Progress
Information Handout for Private Improvements	Feb-25	Feb-25	PW	In Progress
Metro Park West Flood Hazard Mitigation Plan: Implementation (Grant Funded)	Feb-25	Mar-25	CD	In Progress
5-Year Implementation Plan of Recommendations of 2016 Watershed MP	Mar-25	Mar-25	PW	Not Started
Work Order System for Facilities: Direction and Funding	Mar-25	Mar-25	LS	Not Started
Railroad Crossing Swanson Blvd Rehab: Evaluation Report	May-25	May-25	PW	Not Started
Stormwater Sewer Sheds Development: Review	Jun-25	Jun-25	PW	Not Started
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	Mar-25	ACM	In Progress
Harbach District 1/Harbach Blvd Stormwater Pilot Program: Re-Evaluation	Apr-25	Apr-25	PW	Not Started
Safety Review of 90th Street Trail Connection: Assessment, Modification, Fund	Aug-25	Aug-25	LS	Not Started
Greenbelt Vegetation Management Study - Phase 2	Sep-24	Nov-24	LS	Done
Invasive Plants and Vegetation Management: Phase 1 Implementation	Dec-24	Feb-25	LS	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
Development facilitation - Dehner Distillery, Shadow Creek Area, Emerald Isle	Ongoing	Ongoing	CD	In Progress

Library Strategic Plan: Implementation	Ongoing	Ongoing	LS	In Progress
Landscape Management Plan: Development	Ongoing	Ongoing	LS	Not Started
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
Library fine free: annual report	Dec-24	Feb-25	LS	Not Started
Development Standards Manual/Zoning Ordinance Update: M/CC Direction	Feb-25	Feb-25	CD	In Progress
Neighborhood Trail Closure Gates: Installation	May-25	May-25	LS	Not Started
Substantial Damage/Substantial Improvement Management Plan	Jul-25	Jul-25	CD	Not Started
Clive Festival 2025 - 50th Anniversary	Jul-25	Jul-25	LS	Not Started

2024-25 Major Projects

Capital Projects	Orig	Rev	Who	Status
Annual Soil Quality Restoration (SQR) Citywide Cost-Share Program	Nov-24	Nov-24	PW	Done
New ATC Cabinet: Installtion - Installation	Nov-24	Mar-25	PW	In Progress
Clark and NW 101st Crosswalk Replacement: Completion	Nov-24	Nov-24	PW	Done
Traffic Cabinets w/ ATC Cabinets Replacement: Funding	Nov-24	Dec-24	PW	Done
Annual Street Light LED Revamp: Completion	Dec-24	Dec-24	PW	Done
Annual Walk/Don't Walk Countdown Signals: Installation/Completion	Dec-24	May-25	PW	Not Started
Public Works/MWA Recycling Pad Signage: Completion	Dec-24	Feb-25	PW	In Progress
Annual 2024 Pavement Rehabilitation Projects: Completion	Dec-24	Dec-24	PW	Done
Hickman Road and NW 161st Phase 2 Project - SE Legacy Drive Completion	Dec-24	Dec-24	PW	Done
99th Court Reconstruction Construction	Dec-24	Dec-24	PW	Done
Emerald Isle Drive Reconstruction - Consultant Coordination and final design	Dec-24	Dec-24	PW	Done
Annual Stormwater Restoration Projects:	Jan-25	Apr-25	PW	In Progress
VLANS for Upgraded Wifi and Security Cameras at Public Works: Completion	Mar-25	Mar-25	TS	In Progress
Annual Sanitary Sewer Lining Project	May-25	May-25	PW	In Progress
Park Maintenance Lean-To: Construction	Jun-25	Jun-25	LS	Not Started
Automatic Values at 86th St, 118th St Vaults and Values Replace	Jul-25	Jul-25	PW	In Progress
NW 114th St Reconstruction - Completion	Jul-25	Jul-25	PW	In Progress
Annual Clive Street Light Painting: Completion 2025	Aug-25	Aug-25	PW	Not Started
Flashing School Safety Systems at Douglas Ave and Shuler Elementary	Aug-25	Aug-25	PW	Not Started
Public Works Site Improvements: Design and Approval	Sep-25	Sep-25	PW	In Progress
Forest Ave Water Main Replacement: Completion	Oct-25	Oct-25	PW	Not Started
NW 142nd St and University Intersection Replacement: Completion	Nov-25	Nov-25	PW	Not Started
Street Light Cabinets on 86th St Replacement (2)	Dec-25	Dec-25	PW	Not Started
Harbach Blvd Reconstruction Phase 2 - 82nd to 86th Preliminary Design (V&K)	Dec-24	Dec-24	PW	Done
Annual Greenbelt Trail Maintenance Projects (73rd - 100th)	Aug-25	Aug-25	LS	Not Started
Cirksena Park: Completion	May-25	May-25	LS	In Progress
Canary Park detention drainage improvements	Jul-25	Jul-25	LS	Not Started
Neighborhood park signs annual replacement program: Trail/911 Safety Signs	Jul-25	Jul-25	LS	Not Started
Campbell Park Dugouts: Funding	Dec-25	Dec-25	LS	Not Started



January 7, 2025

City of Clive
1900 NW 114th St
Clive IA 50325

Dear City Council

On behalf of the entire DMGMC Chorus and Board, I want to thank BRAVO for your continued support of the Des Moines Gay Men's Chorus. Because of you, we have been able to dedicate, support, and promote the LGBTQ+ community through the transformative medium of "music that matters" to Greater Des Moines.

As DMGMC prepares to celebrate our 25th anniversary, we continue to prioritize key strategic goals, including our commitment to Inclusivity, Diversity, and Access (IDEA), building community partnerships, and expanding outreach efforts. With your support, we've cultivated meaningful relationships and launched programs that enhance accessibility, diversify our initiatives, and foster collaborations with a wide range of non-profit and for-profit organizations.

Thank you for investing in the arts. We are committed to using these resources thoughtfully to create meaningful and impactful opportunities for the community. Through key partnerships with organizations like Iowa Safe Schools and Capital City Pride, we are expanding access to arts programs, especially for those who may not have the resources to participate otherwise. These collaborations help bridge the gap in access to quality arts education and programming, particularly for underserved communities. By supporting these partnerships, you play a crucial role in making the arts more inclusive and accessible to all.

Once again thank you for your unwavering support of DMGMC. Because of you we continue to fulfill our mission: "The Des Moines Gay Men's Chorus is a community champion singing to promote harmony, ignite hearts, and move minds." Thank You! We hope to see you at one of our events this season!

Sincerely,

Liz Cooney, Board President

We sing music that matters.



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FRK Architects + Engineers

Executive Director
Laura Porter

January 10, 2025

Attn: City Clerk
Mayor Edwards & Members of the City Council
1900 NW 114th St
Clive, IA 50325

Dear Mayor Edwards & Members of the City Council,

On behalf of the Iowa Architectural Foundation, thank you for your generous 2025 support through BRAVO Greater Des Moines.

Last year, BRAVO's grant support enabled IAF to reach over 19,000 individuals through in-person tours, seminars, youth education initiatives, and expanded virtual programs. We are thrilled to share that our architectural tours of downtown Des Moines once again drew attendees from near and far, including visitors from San Antonio, Texas and Miami, Florida. Participants continue to express how our programs transform their perceptions of the built environment; as one noted, *"I now walk around studying the shapes, styles, materials of buildings on my walks."*

These testimonials reflect the core of IAF's mission: to inspire Greater Des Moines residents to view their surroundings as cultural landmarks and sources of pride. Through BRAVO's investment, our programs create ripples of appreciation and stewardship, culminating in beautifully designed and carefully preserved neighborhoods, homes, parks, and public spaces—elevating the quality of life for all.

Since 1989, the Iowa Architectural Foundation has been the state's sole arts and culture organization dedicated to celebrating Iowa's architectural legacy, both historic and contemporary. As we enter our thirty-sixth year, we honor the milestones we've achieved and look forward to building an even brighter future for Greater Des Moines.

In 2025, we are excited to continue expanding our educational programs. This includes launching new resources for K-12 teachers, growing our youth summer camp, and introducing new tour routes and stories to engage families and young people in exploring Des Moines' unique landmarks. We believe that cultivating the next generation of architecture enthusiasts will help ensure a vibrant, sustainable, and design-conscious community.

To stay updated on our 2025 programs, we invite you to follow us on Facebook or visit www.iowaarchfoundation.org. Don't miss our BRAVO-funded ArchiTreasures video series on YouTube, showcasing Iowa's architectural gems. Finally, watch for exciting Architecture Month events to launch this April. We hope to see you there!

Thank you for your partnership in making these programs possible.

With gratitude,

Laura Porter
Executive Director

THANK YOU

Dear Mayor Edwards and City
Council of Clive,

On behalf of the Des Moines
Concert Handbells, I would like
to thank your city for your contribution
to Bravo. Our group was a recipient
of a Bravo grant which supports
arts, cultural and heritage nonprofit
organizations in Central Iowa. This
will help us continue to offer free
concerts to the public of the
innovative handbell and chime
music that we are known for.
Again, we thank you.

Kris Shay, Secretary
Des Moines Concert Handbells

December 18, 2024

DES MOINES METRO OPERA

John Edwards
Attn: City Clerk
1900 NW 114th St
Clive, IA 50325

Dear John,

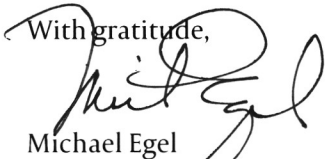
On behalf of Des Moines Metro Opera's Board of Directors, artists, patrons, volunteers and staff members, please accept our sincerest thanks to you and the City of Clive for your investment in BRAVO Greater Des Moines and their Cultural Leadership Grant program. Your involvement helps provide vital operational support to Des Moines Metro Opera, including our flagship mainstage Summer Festival, nationally recognized state-wide educational programs, community-enriching civic engagement efforts, and our innovative 2nd Stages Series. Each of these programs enables the Greater Des Moines area, improving the quality of life for local residents and makes the region more attractive for those seeking to relocate here.

Last year, DMMO attracted audiences from across the Midwest and the nation, welcoming patrons from 40 states and Washington, D.C. Around 40% of our audiences travel to the region from outside of Central Iowa; according to Opera America, DMMO is second in the nation among summer opera festivals in the number of visitors attracted to performances from outside its home state. DMMO recently received international recognition with a nomination for Festival of the Year at the 2024 International Opera Awards, having been chosen from festivals all over the world. Though many of our attendees come from outside the Greater Des Moines region, their impact is local – in 2022 the total economic impact of Des Moines Metro Opera's expenditures and those of our nonlocal attendees totaled nearly \$12 million. For every dollar invested in DMMO, the impact is more than doubled in the local economy.

DMMO is proud to call Central Iowa home and is grateful to be able to contribute to the vibrancy of our community. Like BRAVO, we believe the arts help build a common language that allows people with different views and perspectives to come together. Through our programming, we build bridges within the communities we serve, utilizing the unique ability of the arts to increase understanding and unity within the diverse groups of people who call Central Iowa home. In 2024, DMMO welcomed more than 7,500 patrons from households located in BRAVO's 17 local government partner municipalities to our productions and events. Our primary arts education program, OPERA Iowa, also impacted multiple schools and over 26,000 students in BRAVO government partner municipalities.

As you may know, Des Moines was named one of SMU Data Arts' top 10 most arts-vibrant medium-sized communities in the nation. Achieving this level of arts and culture vibrancy in our community simply wouldn't be possible without the support of reliable and sustainable funding such as that provided by BRAVO Greater Des Moines. Thank you for your continued investment in BRAVO, in our communities, and in Des Moines Metro Opera.

With gratitude,


Michael Egel

The Linda Koehn General and Artistic Director



January 2025

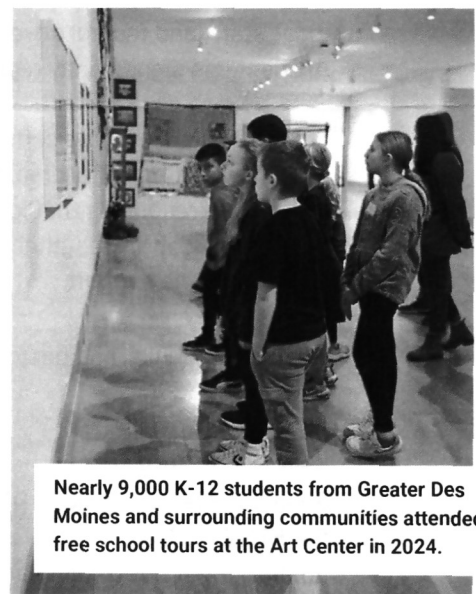
Mr. John Edwards
City of Clive
1900 NW 114th St
Clive, IA 50325

Dear Honorable Mayor Edwards:

On behalf of the Des Moines Art Center's Board of Trustees, staff, exhibiting artists, and thousands of visitors, including constituents from your community, we would like to extend our heartfelt gratitude for your generous support through Bravo Greater Des Moines' Operating Grant Program. Your dedication to building a strong community with a vibrant arts culture helps provide a space for innovative ideas, business growth, and inspiration for all residents.

One of the most significant outcomes of this grant, made possible by your commitment, is helping to sustain our free admission policy. This allows the Art Center to remain one of the only cultural organizations in the greater Des Moines community and one of only a third of art museums in the country to welcome guests free of charge. As the price of daily expenses rises, in other words, the cost of entrance to the Des Moines Art Center will remain free for the residents of your community, thanks to the grant from Bravo. For many art museums, ticket sales for admission help cover the cost of personnel, maintenance, and energy and lighting bills, for instance, to keep the doors open. **By supporting free admission, this grant is helping to make the Art Center's world-class museum, sculpture park, and community programs accessible to those who might not otherwise be able to afford a ticket, which can cost as much as \$30 a person at other museums.**

For example, every year nearly 9,000 K-12 students come to the Art Center to take part in our free **School Tours Program**, including all fourth graders in Des Moines, Indianola, Southeast Polk, Waukee, and West Des Moines Public Schools. To ensure every student can participate, regardless of their family's financial situation, the Art Center covers transportation costs. These tours are an invaluable resource for teachers, helping to bring classroom lessons to life while fostering creativity, critical thinking, and empathy. For many students, this is their first visit to an art museum — a transformative experience that can spark a lifelong interest in the many learning and engagement opportunities offered through the arts. These tours also ignite so much excitement that students can't wait to bring their families back for another visit, sharing their newfound love of art with others.



Nearly 9,000 K-12 students from Greater Des Moines and surrounding communities attended free school tours at the Art Center in 2024.

DES
MOINES
ART
CENTER

Dear Docent,
Thank you for taking us
on a tour at the Des
Moines art center.
I learned that new
paintings come into the
art center so im excited
to come back!
Sincerely
David
Hillside elementary

Two of the many thank you notes received from
fourth graders from Hillside Elementary School in
West Des Moines following a School Tour.

Dear Docent
Thank you for taking us on a
tour
My favorite part of
the tour was The boat
because It's may be historical
Fiction or Based on a true story
Sincerely,
Rose ^{Schnein} 46
HILLSIDE

Through our **Community Access Program**, we also collaborate with 37 local social service agencies, schools, and nonprofits to bring the Art Center to more than 2,000 individuals who face cultural, economic, or physical barriers to participation. From children with special education needs to Veterans with post-traumatic stress, this program significantly improves their quality of life. For example, Veterans living at Community Care of Pleasant Hill, a local resident care center, have shared that the art classes offered at their facility help them to make new friends, develop supportive relationships, and gain a sense of belonging and community not found elsewhere.

The Art Center not only provides our community's residents with opportunities for social connection with each other and the world, an important benefit that has been proven to support overall well-being, but we are also an important **catalyst for economic development** in the region. According to *Arts & Economic Prosperity*, a national study on economic impact, arts and culture organizations in Greater Des Moines support 5,439 jobs, provide \$208.7 million in personal income to residents, and generate \$66.9 million in tax revenue to local, state, and federal government. As the largest art museum in Greater Des Moines, the Art Center is significantly represented in these numbers.

We are grateful for your commitment and belief in the power of art and culture. The impact of this grant means children, families, and individuals in your community have access to meaningful resources that ignite imagination, expand creative thinking, build new connections, and strengthen their ties to the place they call home. Thank you once again for your invaluable support.

With many thanks, and best wishes,


Kelly Baum, PhD
John and Mary Pappajohn Director
Ph: 515.271.0322
Email: kbaum@desmoinesartcenter.org


Caleb Hegna
Senior Director of Development
Ph: 515.271.0338
Email: chegna@desmoinesartcenter.org

December 13, 2025

Mayor John Edwards
City of Clive
1900 NW 114th St
Clive, IA 50325



Dear Mayor Edwards,

Your annual investment in Bravo Greater Des Moines is essential to the health and financial well-being of numerous non-profit organizations across our metro area. As a Bravo Community Betterment Grant recipient, we are deeply grateful for your support.

The Des Moines Arts Festival is one of the most respected festivals in the world, showcasing 195 of the nation's top visual artists. Each year, the Festival attracts over 200,000 guests, celebrating arts, culture, and community. It provides a platform for local musicians, visual artists, non-profit organizations, and food vendors. Recognized as one of the country's premier art shows, the Festival plays a crucial role for professional visual artists. In January 2024, we received 895 applications for the 180 available spaces at the upcoming event. Beyond its cultural significance, the Festival is a major tourism draw, with an estimated economic impact of \$8.2 million.

The Festival's success is made possible by the talented contributions of dozens of local musicians, 25 non-profit partners, numerous food vendors, and hundreds of dedicated volunteers, all coming together to create a must-attend summer event for Central Iowa.

In addition to the Festival, we founded a sister organization called ARTSwork. ARTSwork produces programs designed to support arts and culture organizations and creative entrepreneurs. These initiatives include the Iowa Artist Directory, Creatives' Breakfast Club, MicroGrant Dinner, and Artist Connect. Each program strengthens our vibrant and creative community through collaboration and artistic expression.

There is still so much more to accomplish. We are thrilled to continue this important work and have your ongoing commitment to supporting arts and culture.

Thank you for your partnership!

Sincerely,

Stephen King, MA, CFEE
Executive Director
Des Moines Arts Festival/ARTSwork

John Edwards, Mayor
City of Clive
1900 NW 114th St
Clive IA 50325

Dear John,

As a business owner in Clive and member of the Des Moines Performing Arts (DMPA) board, I'm writing to express immense gratitude for the contribution the City of Clive makes to Bravo Greater Des Moines. Our contribution supports the mission-driven initiatives at DMPA, including its Applause Series, Iowa High School Musical Theater Awards, Summer Camps, Free Outdoor Family Events, and Access Broadway. DMPA's education and community programs ignite creativity, nurture curiosity, and help individuals see the world – and their role in it – in new and meaningful ways. Our contribution plays a vital role in ensuring more than 70,000 students, their families, and educators from Central Iowa enjoy the opportunity to experience the profound impact of live theater, seeing themselves reflected in the artists on stage with financial barriers of ticket cost and transportation removed.

I am proud to call Central Iowa home and grateful to contribute to its vibrancy and quality of life. The arts play a critical role in fostering vibrant and inclusive communities where people want to live, work, and play. DMPA ensures that arts and culture are accessible to everyone, and it enriches public life in social, cultural, educational, and economic ways as it serves more than 300,000 individuals in Central Iowa each year by providing live theater and music. Here are a few ways the Clive community engaged with and supported DMPA's programming during the 2023-2024 season:

- 8,438 people from Clive attended at least one event in one of DMPA's venues.
- 647 of those attendees are season ticket holders.
- 846 students and educators attended an Applause Series performance for only \$1.
- 231 Clive households care so deeply about the mission at DMPA that they make a personal donation.

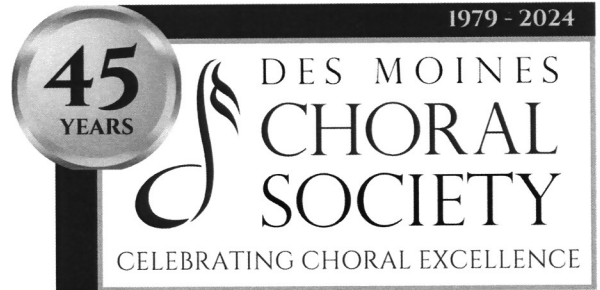
Like Bravo, DMPA believes the arts help build a common language that allows people with different views and perspectives to come together. Through arts programming, we build bridges into and within the communities we serve, utilizing the unique ability of the arts to increase understanding and unity among the diverse groups of people who call Central Iowa home.

You may know that Des Moines was recently named one of SMU Data Arts' top 10 most arts-vibrant medium-sized communities in the nation. Such vibrancy wouldn't be possible without the support of reliable and sustainable funding like that provided by Bravo Greater Des Moines. Thank you for your continued investment in Bravo and in our communities. We are honored to be recognized as a recipient of Bravo's Cultural Leadership Grant. Thank you for being an essential part of our journey and for helping us bring the magic of live theater to the hearts and minds of our community.

With gratitude,



Rich Willis
Director, DMPA Board of Directors
Willis Automotive, Clive



January 10, 2025

City of Clive
ATTN: City Clerk
1900 NW 114th Street
Clive, IA 50325

Thank you so very much! The Des Moines Choral Society Board of Directors is very appreciative of your continued support of our organization during the 2024-2025 season through Bravo Greater Des Moines grants.

The Choral Society is currently celebrating our 45th season recently performing our Christmas with the Choral Society at St. Ambrose Cathedral. Our next concert, "A Celebration in Song," will be held Saturday, February 15 at 7:30 pm at St. Ambrose Cathedral. In addition to the Choral Society, the concert will include the Iowa State Singers and the Luther College Nordic choir. On April 5 and 6, the Choral Society will perform Carmina Burana with the Des Moines Symphony. Our season will conclude with a 45th Anniversary Celebration Concert, Saturday, May 3 at St. Ambrose Cathedral with guest director Rene' Clausen.

The Des Moines Choral Society can only continue to grow and provide top tier performances for Central Iowa audiences through grants such as those provided by Bravo Greater Des Moines. Thank you again for supporting the Choral Society and the arts and allowing us to continue to be recognized as "one of Iowa's artistic treasures."

Sincerely,

LaVonne A. Short
Office Administrator
Des Moines Choral Society

In accordance with IRS regulations for 501(c) (3) non-profit organization, this letter is the acknowledgement of your contribution. No goods or services were received in exchange for this donation. Therefore, the entire amount should be tax-deductible.

"Something to sing about!"



January 17, 2025

John Edwards
Jedwards@cityofclive.com

Dear John,

On behalf of Des Moines Young Artists' Theatre, I would like to extend our deepest gratitude for the generous grant funding provided by the City of Clive. We are honored to be a 2024-2025 Bravo Grant Award Recipient. Your support plays a vital role in empowering us to continue our mission of introducing students and their families to the transformative power of live theatre and the arts.

Thanks to your support, we are excited to expand our programs and provide opportunities for even more young artists to participate in our shows and educational opportunities. Please know that your investment in Des Moines Young Artists' Theatre will have a lasting impact as it allows us to continue to nurture the next generation of artists to be free-thinking, open-minded, risk-taking artists who use their awareness of their community, society, and world to create thought-provoking and challenging works of art to promote social change.

Thank you once again for your belief in our work and for your incredible generosity.

With heartfelt appreciation,

A handwritten signature in blue ink that reads 'Abigail Wallace'.

Abigail Wallace
President
Des Moines Young Artists' Theatre



GREATER DES MOINES
REGIONAL ARTS COUNCIL

January 6, 2025

Matt McQuillen
City Manager
City of Clive
1900 NW 114th St
Clive, IA 50325

Dear Matt,

Per the terms of Bravo Greater Des Moines' current 28E agreement with the City of Clive, enclosed please find the following:

Resolution from the City of Altoona to give notice to Bravo Greater Des Moines that the City of Altoona intends to withdraw from their 28E agreement with Bravo, passed December 16, 2024.

Resolution from the City of Norwalk to give notice to Bravo Greater Des Moines that the City of Norwalk intends to withdraw from their 28E agreement with Bravo, passed December 19, 2024.

Delivery of this notice triggers an 18-month window in which the City of Altoona and the City of Norwalk will continue their full commitment to Bravo, making the effective date of the termination July 1, 2026. During this time, Bravo will work closely with all our 28E partner communities to understand concerns and opportunities to maintain relationships and maximize the impact of arts, culture and heritage on all regional priorities.

Please don't hesitate to reach out with any questions. I would welcome the opportunity to speak with you and other members of your community at any time about the essential role Bravo plays and how we may continue to work together moving forward.

All best,

Sally Dix
President, Bravo Greater Des Moines
sally@bravogreaterdesmoines.org

cc via email:

Susan Judkins, City of Clive representative to the Bravo Board of Directors
Kathleen K. Law, Nyemaster Goode Law Firm



December 19, 2024

RE: City of Altoona membership in BRAVO Greater Des Moines, INC.

Please see attached a resolution that was pass by a vote of 3-2 on Monday, December 16, 2024. The resolution is the formal notice to BRAVO Greater Des Moines, INC. per the 28E agreement signed July 18, 2011, that the City of Altoona is giving it's notice to withdrawal from BRAVO Greater Des Moines, LLC. This notice will be effective after June 30, 2026.

Respectfully submitted

A handwritten signature in cursive script, appearing to read "Randy Pierce".

Randy Pierce
City Administrator, City of Altoona

ALTOONA

RESOLUTION # 12-16-2024 # 07

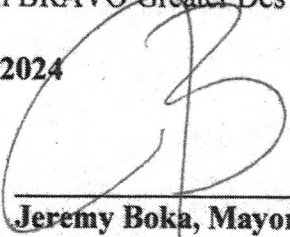
A RESOLUTION TO AUTHORIZE THE CITY OF
ALTOONA TO GIVE NOTICE TO BRAVO
GREATER DES MOINES, INC THAT THE CITY OF
ALTOONA INTENTIONS TO WITHDRAWAL
FROM THIS 28E AGREEMENT

BE IT RESOLVED BY THE ALTOONA CITY COUNCIL to authorize the City of
Altoona to give notice of withdrawal from the above referenced Agreement with
BRAVO Greater Des Moines, INC.

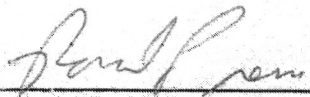
BE IT FURTHER RESOLVED That the Mayor and City Administrator be authorized
to give such notice on behalf of the City of Altoona.

THEREFORE BE IT FURTHER RESOLVED That above mentioned withdrawal will
be effective after June 30, 2026 from BRAVO Greater Des Moines, INC.

Passed this 16th day of December, 2024


Jeremy Boka, Mayor Pro Tem

Attest:


Randy Pierce, City Clerk

Council member Duer introduced and moved for the adoption of
RESOLUTION #12-16-2024#07. Seconded by Dunwoody.

VOTE:	AYES	NAYS	ABSENT
Boka	✓		
Duer	✓		
Dunwoody	✓		
Evans		✓	
Stewart		✓	



RECEIVED DEC 26 2024

Tom Phillips
Mayor

City of Norwalk
705 North Avenue
Norwalk, Iowa 50211

December 23, 2024

BRAVO Greater Des Moines, Inc.
Attn: MD Isley
1915 Grand Ave.
Des Moines, IA 50309

RE: Termination of Participation in 28E Agreement

To Whom it may concern,

I hope this letter finds you well. This correspondence serves as formal notification from the City of Norwalk, Iowa, to BRAVO Greater Des Moines, Inc. of the termination of our participation in the 28E Agreement. As outlined in the terms of the agreement, we are providing notice of our decision to end the City of Norwalk's involvement, effective December 23, 2024.

We have greatly valued our partnership with BRAVO Des Moines and the positive impact it has had on the arts and culture within our community. However, after careful consideration, the City of Norwalk has determined that it is in our best interest to discontinue this participation moving forward.

Please consider this letter as our official notice under the provisions of the agreement. As of the specified date, the City of Norwalk will no longer be a party to the 28E Agreement, and all associated responsibilities and benefits will conclude.

If there are any outstanding matters or formalities to address before the termination date, please let us know, and we will make every effort to resolve them promptly.

Thank you for your understanding and partnership over the years. We wish BRAVO Des Moines continued success in your future endeavors.

Sincerely,

A handwritten signature of Tom Phillips in black ink.

Tom Phillips
Mayor

CC BRAVO Greater Des Moines, Inc.
Nyemaster Goode Law Firm
Attn: Kathleen K. Law
700 Walnut Street, Suite 1600
Des Moines, IA 50309

705 North Ave, Norwalk, IA 50211
Email: mayor@norwalk.iowa.gov

RESOLUTION NO. 24421

Resolution to authorize the City of Norwalk to give notice to Bravo Des Moines, Inc. of its intent to withdraw from the 28E Agreement

WHEREAS, the City of Norwalk is part of a 28E Agreement with Bravo Des Moines, Inc., which aims to increase cultural awareness, advocacy, funding, and collaboration among cultural organizations; and

WHEREAS, the City of Norwalk is required to contribute two-sevenths of its future hotel-motel taxes to Bravo Des Moines, Inc. as part of this collaboration. Norwalk is contributing one thousand dollars per year in lieu of hotel-motel taxes since no hotels existed at the time of the membership agreement; and

WHEREAS, through House File 718, signed into Iowa law in 2023, the Iowa Legislature has required Cities to eliminate services and benefits which their citizens previously enjoyed. The contract helping to fund Bravo, along with other services previously demanded by City taxpayers, has fallen victim to House File 718; and

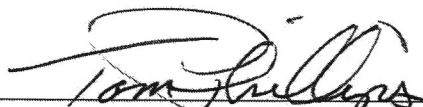
WHEREAS, the City of Norwalk must make responsible decisions regarding which fee-based memberships to participate in and base those decisions on the overall value and return on investment to the community; and

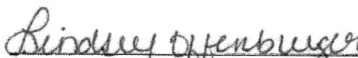
WHEREAS, it is in the best interest of the City to withdraw from the 28E Agreement with Bravo Des Moines, Inc.;

NOW, THEREFORE, It Is Resolved by the City Council of the City of Norwalk, Iowa, as follows:

Section 1. The City Council hereby authorizes the City to withdraw from the 28E Agreement with Bravo Des Moines, Inc. and provide notice accordingly.

Passed and approved this 19th day of December, 2024.


Tom Phillips, Mayor


Attest: Lindsey Offenburger, City Clerk

ROLL CALL VOTE:

	Aye	Nay	Abstain	Absent
Baker	☒	☐	☐	☐
Brown	☒	☐	☐	☐
Kuhl	☒	☐	☐	☐
Livingston	☒	☐	☐	☐
Meinecke	☒	☐	☐	☐



December 2024

Dear Clive Lions Club Holiday Basket Contributor.

I would like to personally thank each one of you for your generous contribution to this year's program. This marked our 32nd year of involvement in providing Holiday Food Baskets to deserving families in the surrounding Clive area.

We delivered overflowing baskets to 85 Clive and area families on December 14th. Over 400 individuals were included in the families and the feeling was unbelievable and I want you to share in that feeling.

The Clive Lions Club, part of Lions International, is a community organization which is involved in many worthwhile endeavors. We support eye health (glasses and testing), blood bank, Clive Community Services food bank and numerous other community activities.

Giving back to the community and assisting the less fortunate is key to a vibrant city. Everyone can give back in their own way and your support of this year's Holiday Basket program is one truly effective way. Next year will be our 33rd year and we hope we can count on your continued support.

The Clive Lions welcomes new members, and you can learn more about us by choosing one of the following:

Website: clubs.iowalions.org/Clive

Facebook: <https://www.facebook.com/pg/Clive-Lions-Club>

Email: brown.brad@principal.com or phone: 515-988-0388

All Clive Lion members want to thank you for this year's success, and we wish you a Merry Christmas and Happy New Year.

Brad Brown - President of Clive Lions Club



Thank you

Your generous donation helped the **Clive Lions Club** deliver Holiday Baskets to 85 Clive families. (Dec 14, 2024). Without you we could not do this. What a difference it made to over 450 people.

In appreciation of your support please accept this original signed print "Vibrant Garden " by local DesMoines artist Emily Johnson.

Thank you



E. Johnson 2024

Reinvesting in Iowa



Iowa Gaming Association

Ameristar

Casino Hotel

Council Bluffs

Casino Queen

Marquette

Catfish Bend Casino

Burlington

Diamond Jo Casino

Dubuque

**Diamond Jo Worth
Casino**

Northwood

**Grand Falls Casino
Resort**

Larchwood

**Hard Rock Hotel &
Casino**

Sioux City

**Harrah's Council
Bluffs Casino &
Hotel**

Council Bluffs

Horseshoe Casino

Council Bluffs

**Isle Casino Hotel
Bettendorf**

Bettendorf

**Isle Casino Hotel
Waterloo**

Waterloo

Lakeside Hotel Casino

Osceola

Prairie Meadows

Altoona

Q Casino

Dubuque

Rhythm City Casino

Davenport

**Riverside Casino
and Golf Resort**

Riverside

**Wild Rose Casino
Resort**

Clinton

**Wild Rose Casino
Resort**

Emmetsburg

**Wild Rose Casino
Resort**

Jefferson

December 2024

TO: Members of the Iowa League of Cities

FROM: Wes Ehrecke, President & CEO

The Iowa Gaming Association (IGA) appreciated the opportunity to be a sponsor at the recent League of Cities annual convention; and applauds your industry's advocacy efforts!

As a valuable resource and a worthwhile future reference; enclosed you will find two updated collateral pieces intended to heighten awareness of the many economic and entertainment benefits Iowa's 19 commercial casinos (not tribal or Lottery) provide:

- The 2-page 'pie chart' that summarizes the many visionary projects and programs the Iowa Legislature allocated dollars during this past 2024 session and fiscal year; the gaming industry helped fund many worthy initiatives with nearly \$354 million from the casinos' gaming tax revenue!
- The 4-page piece highlights the 19 casino locations and their many amenities beyond the gaming floor to tout how each property is a premier entertainment destination for their respective community and region.
 - ❖ This summary also touts that the gaming industry continues to be resilient and remains collectively strong with an annual Iowa economic impact of over \$1 billion when combining:
 - stable employment with over \$274 million in wages and benefits for nearly 6800 employees
 - a successful Buy Iowa First program purchasing more than \$636 million of products and services from Iowa based companies
 - \$126 million in donations including contributed for charitable grants to thousands of beneficial non-profit projects
 - significant gaming tax revenue generated for the legislature and communities including combined \$494 million in federal-state-county-local taxes paid.

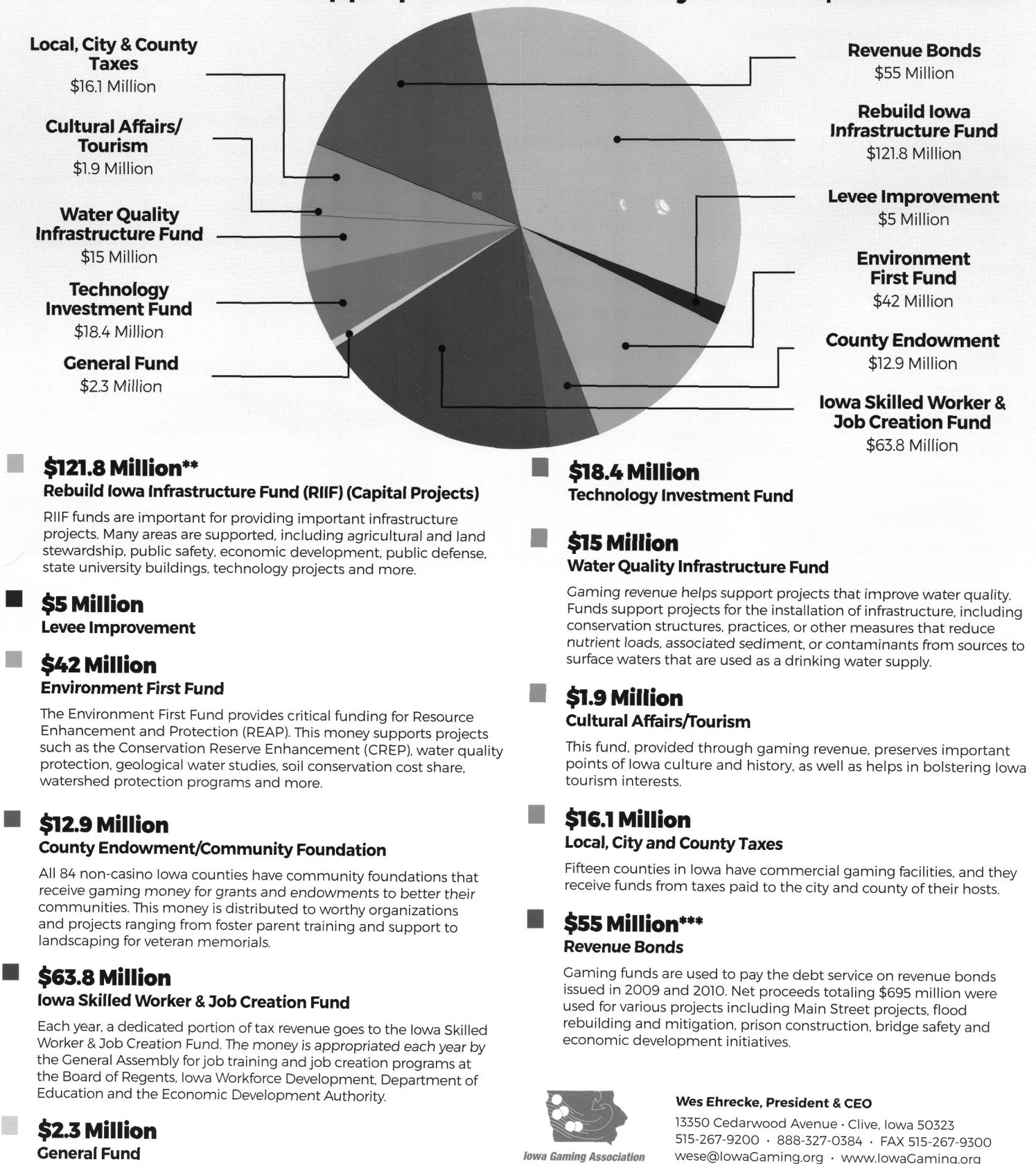
I offer to be a resource for any gaming-related questions.

Enclosures

P.S. For added information, visit www.iowagaming.org for more links to pertinent information.

Gaming Revenues Benefit Iowa

Estimated FY 2024 Appropriations and Outlays. Total = \$353.9 Million*



* The gaming industry pays an additional \$17 million to the state for regulatory-related costs associated with the Department of Public Safety and the Iowa Racing and Gaming Commission.

** \$3.8 million of wagering tax revenue is first allocated to the Federal Subsidy Holdback Fund that will help pay the debt service on the 2009 Revenue Bonds if the federal subsidy on the Build America Bonds is not received. Once the subsidy is received, that amount is transferred to the RIIF.

*** Anything unneeded for debt service on revenue bonds transfers back to the RIIF. For FY 2024, that amount is estimated at \$10.7 million.

Source: Legislative Services Agency, June 2024



Iowa Gaming Association

Wes Ehrecke, President & CEO

13350 Cedarwood Avenue • Clive, Iowa 50323
 515-267-9200 • 888-327-0384 • FAX 515-267-9300
 wese@IowaGaming.org • www.IowaGaming.org

Rebuild Iowa Infrastructure Fund (RIIF), \$121.8† (multiple sources)

- **Administrative Services, \$22.2m**
- **Agricultural & Land Stewardship, \$24.2m**
 - Water Quality Initiative
 - Renewable Fuels Infrastructure Fund
- **Department for the Blind, \$232k**
- **Department of Corrections, \$4.9m**
- **Economic Development, \$17.5m**
 - Community Attraction & Tourism Grants
 - Destination Iowa
- **Education, \$5.7m**
- **Iowa Communications Network, \$578k**
- **Iowa Ethics and Campaign Disclosure Board, \$66k**
- **Health and Human Services, \$6.3m**
- **Iowa Finance Authority, \$3m**
- **Judicial Branch, \$100k**
- **Legislative Branch, \$500k**
- **Department of Natural Resources, \$22.9m**
- **Public Defense, \$8.2m**
- **Public Safety, \$9.3m**
- **Regents, \$45.9m**
 - ISU Student Innovation Center & Veterinary Lab
 - Tuition Replacement
- **State Fair Barn Restoration, \$6m**
- **Transportation, \$16.9m**
- **Treasurer, \$1.1m**

Levee Improvement, \$5m

Environment First Fund, \$42m

- **Department of Agriculture, \$17.3m**
 - Soil Conservation Cost Share
 - Soil & Water Conservation Fund
 - Water Quality Initiative
 - Conservation Reserve Enhancement (CREP)
- **Department of Natural Resources, \$24m**
 - REAP Program
 - Park Operations & Maintenance
 - Water Quality Monitoring Stations
 - Animal Feeding Operations
- **Board of Regents, \$695k**

Water Quality Infrastructure Fund, \$15m

Cultural Affairs/Tourism, \$1.9m

Iowa Skilled Worker & Job Creation Fund, \$63.8m

- **Economic Development Authority, \$12.8m**
 - High Quality Jobs
 - Empower Rural Iowa Housing Needs & Innovation
- **Department of Education, \$34m**
 - Workforce Training & Economic Development Funds
 - ACE Infrastructure
 - PACE & Regional Sectors
 - Gap Tuition Assistance Fund
- **Iowa Workforce Development, \$7.9m**
- **Board of Regents, \$9.1m**
 - Regents Innovation Fund
 - ISU - Economic Development
 - UI - Economic Development
 - UI - Entrepreneurship & Economic Growth
 - UNI - Economic Development

General Fund, \$2.3m

Revenue Bonds, \$55m***

Technology Reinvestment Fund, \$18.4m

- **Attorney General's Office, \$279k**
- **Department of Corrections, \$2.2m**
- **Department of Education, \$3.7m**
- **Department of Homeland Security, \$400k**
- **Department of Health and Human Services, \$3.3m**
- **Judicial Branch, \$690k**
- **Department of Management, \$3.9m**
- **Department of Revenue, \$4.1m**
- **Board of Parole, \$20k**
- **Auditor of State \$293k**
- **Law Enforcement Academy, \$100k**

County Endowment/Community Foundation, \$12.9m

Local, City and County Taxes, \$16.1m

Qualified community foundations in 84 non-casino counties each receive a proportionate share for grants and endowments to benefit thousands of worthy organizations and projects. For more detailed information and an annual report, please visit www.iowaGaming.org.

† Some programs are partially funded with non-gaming revenue. *** Anything unneeded for debt service on revenue bonds transfers back to the RIIF. For FY 2024, that amount is estimated at \$10.7 million.

January 13, 2025

County: Dallas

Project Number: MPIN-080-1(722)121--0N-25

Location: I80

Type of Work: Pavement Repairs

Proposed Project Letting: 03-18-2025

Matt McQuillen
Clive, City Manager
1900 NW 114th St
Clive, IA 50325

Dear Matt McQuillen:

This is official notification to the City Council that the Iowa Department of Transportation (DOT) proposes to let a project as referenced above. The project, or a portion thereof, is located near your city. The project consists of pavement repairs on I80 from west of Jordan Creek Parkway to Jasper County and is proposed for construction during 2025. The project will not require the road to be detoured. The Resident Construction Engineer Frank Leong of Grimes, IA 515-986-2863 will oversee this project.

The work will be done in accordance with the current Form 810034 "Agreement for Primary Road Extension Maintenance and Operation". Project costs will be paid from the Primary Road Fund and no charges will be made against the city.

We would appreciate this project notification being included on your next City Council meeting agenda as a matter of information for the council members. Please consider including in any newsletters or mailings to the public, as well. If you have any questions concerning the work involved, please contact Ben Adey 515-239-1194 as soon as possible to expedite any possible changes.

Sincerely,



Jeremey Vortherms, P.E.
Assistant District 1 Engineer

JV/jmr
Enclosure

cc: Doug Heeren, Local Systems Bureau, w/enc.
Frank Leong, Grimes RCE
Ben Adey, South Area Engineer
Agreement/Project file w/enc.

Project Location:

