



## **CLIVE CITY COUNCIL**

AGENDA, REGULAR MEETING

8800 Hickman Road

June 26, 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/84042990031> - or call-in at: (312) 626-6799 - Meeting ID: 840 4299 0031

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### **Call to Order/Roll Call/Pledge of Allegiance**

### **Approval of the Agenda**

#### **Citizens Presentation**

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

#### **Presentation**

1. Clive Festival Update

#### **Consent Items**

1. City Manager Memo
2. City Manager Report - May 2025
3. Assistant City Manager Tech Services Report - May 2025
4. Administrative Services Report - May 2025
5. Community Development Report - May 2025
6. Fire Department Report - May 2025
7. Leisure Services Report - May 2025
8. Police Department Report - May 2025
9. Public Works Report - May 2025
10. Treasurer's Report - May 2025
11. Approve 06/12/2025 City Council Meeting Minutes
12. Bill List
13. Resolution Authorizing Write-Off of Uncollectible Library Accounts
14. Resolution Authorizing and Directing the City Clerk to Write-Off as Uncollectible Certain Parking Citations
15. Resolution Authorizing and Directing to Write-Off Uncollectible Utility Accounts

16. Resolution Approving Temporary Street Closing - Block Party - 122nd Street Between NW 123rd Street and Sunset Terrace - Saturday, July 12, 2025 - 10:00 a.m. - 10:00 p.m.
17. Resolution Approving Temporary Street Closing - Block Party - NW 155th Ct. - Friday, July 11, 2025 - 5:00 p.m. - 11:00 p.m.
18. Resolution Approving Temporary Street Closing - Block Party - NW 101st St. - Thursday, July 3, 2025 - 5:00 p.m. - 10:00 p.m.
19. Resolution Approving Temporary Street Closing - Block Party - Northwest Drive from 81st St. to NW 80th Ct. - Saturday, July 5, 2025 - 4:00 p.m. - 11:00 p.m.
20. Resolution Approving Temporary Street Closing - Block Party - NW 152nd Ct. - Saturday, July 5, 2025 - 4:00 p.m. - 11:00 p.m.
21. Resolution Approving Change Order #1 - Boulder Contracting, LLC - NW 114th Street Bridge Repair Project - \$12,000.00
22. Resolution Approving Change Order #1 - Iowa Signal, Inc. - Douglas Parkway and Berkshire Parkway Traffic Signalization Project - \$22,732.90
23. Resolution Approving Change Order #2 - Indian Hills Trail & Bridge Project Credit - (-\$12,103.00)
24. Resolution Approving Change Order # 3 - Indian Hills Trail & Bridge Project Credit - (-\$215.00)
25. Approve Pay Request #4 - Des Moines Asphalt and Paving - Country Club Boulevard HMA Pavement Rehabilitation Project - \$83,484.63
26. Approve Pay Request #6 - DCI Group - Construction Management Services - City Hall/Library Remodel Phase 1 Project - \$23,956.18
27. Approve Final Pay Request # 7-Indian Hills Trail & Bridge Project-Absolute Concrete-\$7,531.55
28. Approve Purchase - Dell Technologies - Administrative Services and Public Works Staff Computer Replacements - \$44,589.44
29. Resolution Awarding Contract - Project 7 Design - \$5,000
30. Resolution Setting Public Hearing for the 2025 Clive Soil Quality Restoration Cost-Share Program (7-24-25 6:00 PM)
31. Approve SwAP Project 2025-01 Payment Request - Julie Merefeld - \$950.27
32. Resolution Accepting 1st Amendment to Overland Flowage and Private Storm Sewer Easement for Shadow Creek Plat 4, Lot 60 - 3558 NW 177th Street
33. Resolution Accepting 1st Amendment to Public Storm Sewer Line Easement for Shadow Creek Plat 4, Lot 60 - 3558 NW 177th Street
34. Resolution Approving Amended Job Descriptions For Full-Time Positions
35. Resolution Amending Employee Handbook - Effective 07/01/2025
36. Resolution Approving City of Clive Employee Committees

### **Action Items**

1. Public Hearing - Zoning Ordinance Amendment - Accessory Dwelling Units



- a. Consideration of Proposed Ordinance No. 1164 - Zoning Ordinance Amendment Regarding Accessory Dwelling Units
2. Approve Renewal - Property and Liability Insurance - ICAP - \$501,796.00
3. 2nd Consideration of Proposed Ordinance 1163 Amending the 2024 Code of Ordinances of the City of Clive, Iowa, by Amending Title 5, Chapter 4B, Section 2 ("Consumer Fireworks") and Title 10, Chapter 8, Section 12 to confirm with recent state law changes.

## **Discussion**

1. Clive's Future Water Purchase Capacity Needs

## **Reports**

## **Correspondence**

## **Adjournment**



## Memo

**TO:** Mayor and Council members

**FROM:** Richard Brown, Leisure Services Director

**DATE:** June 26, 2025

**RE:** Clive Festival Update

### **SYNOPSIS:**

Staff will provide an overview of the upcoming Clive Festival to be held July 18-19, 2025.

### Attachments:

1. Clive Festival Update



# CLIVE FESTIVAL

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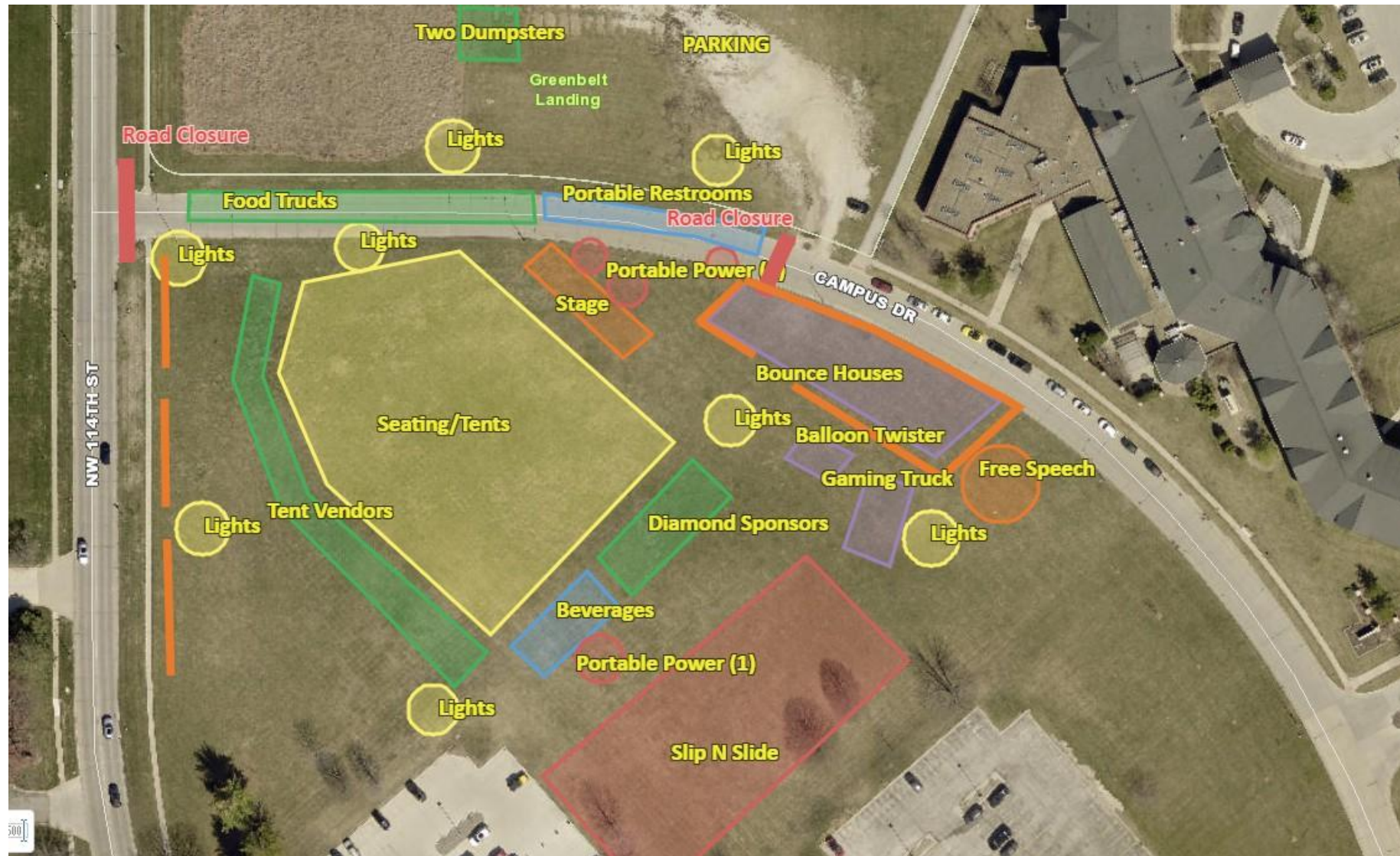
July 18-19, 2025

[www.clivefestival.com](http://www.clivefestival.com)

# 2025 Event Modifications

- Giant Waterslide postponed.
- Clive Running Festival moved to Campbell Park.
- No Lion's Club pancake breakfast.
- Lots of portable power & lighting needed.
- No helicopter landing.
- Kids for Art in Clive moved to Harbach Center.
- Bingo moved to Walnut Ridge Senior Community.

# EVENT SITE MAP





# EVENT SCHEDULE HIGHLIGHTS

## FRIDAY, JULY 18

- Bounce Houses
- Greenbelt Goats
- Beverages & Food Trucks
- CAC Extended Hours Until 8pm
- Live Music (5:30pm-11:00pm)
- Fireworks Teaser



## SATURDAY, JULY 19

- Clive Running Festival
  - No Pancake Breakfast due to the site.
- Touch a Truck & Community Art
- Cardboard Boat Regatta
- Family Bingo
- Bounce Houses & Game Truck
- Greenbelt Goats
- CAC Extended Hours Until 8pm
- Beverages & Food Trucks
- Live Music (5:00-11:30pm)
- Thunder Over Clive Fireworks





# CLIVE FESTIVAL

## LIVE MUSIC LINEUP

**Friday, July 18**

• 5:30–8:00pm

**Recoil Rocks**



• 8:30–11:00pm

**Gimikk**



**Saturday, July 19**

• 5:00–7:30pm

**Bad Friends**



• 8:00–11:00pm

**Toaster**



## LIVE MUSIC LINEUP

# FUNDRAISING UPDATE



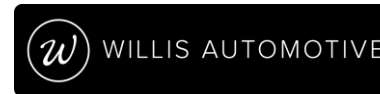
- **Cash Sponsorships**

- 2025 - \$18,500 To Date
- 2024 - \$30,500
- 2023 - \$29,000
- 2022 - \$22,000

**\$6,000 – Fireworks**



**\$2,500 – Diamond**



**Other Major Supporters**



*8 Light Towers, 1 Diesel Trailered Generator*

**\*Polk County did not award the Clive Festival grant funding this year. Lincoln Savings Bank went from \$7,500 title sponsor to \$2,500 diamond sponsor.**

**\*Subtractions from 2024 = \$18,000.** Smart Honda (\$5,000), Polk County (\$5,000), Walter Roofing (\$3,000 waterslide), Lincoln Savings Bank (\$7,500 to \$2,500)

**\*Associate Sponsors: Some TBD. Confirmed 2025 -** Luana Savings Bank (\$1,000), Walnut Ridge Senior Living (\$1,000), Casey's (\$500)

**\*In-Kind Sponsors:** Horizon Events Center (portable fencing), Ankeny Sanitation, A King's Throne, UNITS of Central Iowa.





# MAJOR EXPENSES

- Fireworks - \$16,000
  - New Vendor – J&M Displays.
- Stage, Sound, Banners - \$7,500
- Live Music - \$6,250
- Beverages & Ice - \$6,500 (\$15,000 revenue)
- Clive Chamber Agreement – 15% of sponsors
  - 2024 – \$3,000
- *Profit/Loss*
  - 2024: +4,500
  - 2023: +4,300
  - Weather helps drive attendance and beverage sales.



We hope to see you July 18-19!

*[www.clivefestival.com](http://www.clivefestival.com)*





## Memo

**TO:** Mayor and Council members  
**FROM:** Matt McQuillen, City Manager  
**DATE:** June 26, 2025  
**RE:** City Manager Memo

### **SYNOPSIS:**

Attached please find the City Manager's Memo for the June 26, 2025 meeting of the Clive City Council.

### Attachments:

1. General Info Memo 6-26-25

## MEMO

**To: Mayor Edwards and Clive City Council**

**From: City Manager Matt McQuillen**

**Date: June 23, 2025**

**Re: General Information Memo – June 26, 2025 City Council Meeting**

The June 26, 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/84042990031>

**Consent Agenda** – A few of items to note on the consent idea. First, the Human Resources Team has worked with the Executive Team, Council Personnel Committee and legal counsel to provide recommendations to update the City's Employee Handbook. Included in the consent agenda is a memo outlining these proposed updates to the Handbook. These changes were reviewed with legal counsel and the Council Personnel Committee, both recommending your approval. In addition, the HR Team has created minor updates and changes to the roles and responsibilities for the various Employee Committees/ The main change is the combining of the Employee Benefits and Wellness Committees into one Committee to research and provide recommendations for both areas together. Finally, staff is ready to set the date for the public hearing to consider bids for the 2025 Soil Quality Restoration Cost-Share project. Like past years this is a citywide effort to encourage soil quality restoration through cost sharing with property owners. The bid letting would occur on July 16 with a public hearing at your July 24 meeting.

**Presentation** – With the Clive Festival less than one month away, City staff will provide a brief update at the beginning of the meeting of the plans for the 2025 Clive Festival as the festival will be in a temporary location in the greenspace to the south of Campus Drive and east of NW 114<sup>th</sup> Street due to the on-going Greenbelt Landing construction project.

**Public Hearing: Accessory Dwelling Unit Ordinance** – A public hearing is scheduled for the June 26 City Council meeting to consider the first reading of an ordinance amendment to the City's Zoning Code to outline regulations regarding Accessory Dwelling Units (ADUs) in Clive. As outlined in previous meetings, the City Council had identified the creation of an ordinance amendment to allow for ADUs in Clive as a strategic planning priority for 2025, during which the State of Iowa approved SF 592 regarding ADUs and pre-empting certain aspects of what could and could not be included for ADU regulations in Iowa. Staff has reviewed SF 592 and have made the necessary changes to ensure the City of Clive follows this new state law through the proposed ordinance amendment. During the meeting, staff will walk through the proposed changes outlining in this amendment. On June 3, the Clive Planning & Zoning Commission reviewed the proposed ordinance amendment and would recommend approval. The Clive Building Code Appeals Board met on June 19 to also review the changes and would recommend approval.

**ICAP Insurance Renewal** – As discussed during the recent budget development process, the City has faced significant increases in premium costs for the City's property and liability insurance policy through the

Iowa Communities Assurance Pool (ICAP). The City's latest policy renewal with ICAP has been developed and staff would like to review it with the Council. Overall, the City is expected to see a much more modest increase in the overall P&L policy renewal and coupled with a combining of the City's Cybersecurity insurance policy, an overall decrease in these insurance costs for the coming year. City Clerk Matthew Graham will review the policy renewal and staff from ICAP will also be attendance. Staff would recommend your consideration and approval of the FY 2025-26 renewal with ICAP.

**Fireworks Ordinance Amendment** – Due to the passage of Senate File 303 during the 2025 Iowa Legislative Session, the City must adjust our Code of Ordinances to conform with the new law regarding the use of consumer fireworks within the community. Currently Clive prohibits the use of consumer fireworks within the City limits, however SF 303 now pre-empts cities in Iowa from prohibiting the use of fireworks during certain times on July 3, 4 and December 31. Prior to the new state law going into effect on July 1, the City Attorney has drafted an ordinance amendment to ensure compliance with state law by the effective date. Included in the agenda packet are draft redline and clean versions of the ordinance amendment for your review along with a detailed explanation from the City Attorney of what is being proposed and the limitations that are still in effect in state law given this new state legislation. Following approval of the first reading at the June 12 meeting, staff would recommend you waive the rules and proceed to the 3<sup>rd</sup> and final consideration of the ordinance at the June 26 meeting.

**Discussion Item** – Staff has one discussion item for the Council on June 26<sup>th</sup> and it is related to future water capacity needs for the City of Clive. Earlier this spring, Central Iowa Water Works (CIWW) asked each member entity to review previous study work that had been completed to date through various engineering consultants (HDR for CIWW and Synder & Associates for Clive four years ago) to provide a preliminary number of maximum water capacity need for each member entity. As the CIWW Board works to start construction on additional water production capacity beyond the currently under construction 10 MGD expansion of the Saylorville Treatment Plant, the CIWW Board wants to confirm entity water demand projections. Included in the agenda packet is a memo Assistant City Manager Pete De Kock has crafted to wrestle with this question for Clive and an initial recommendation of what to request for Clive as we reach our built-out condition in these next few years.

### **Tentative Upcoming Agenda Items**

#### *July 10*

- Action – 2<sup>nd</sup> Reading - Accessory Dwelling Unit Ordinance
- Action – Setting Public Hearing for City Hall/Library Phase 2 Construction
- Action – Crisis Intervention Team Updated Contract with Iowa Primary Care Association
- Presentation – Mid-Year City Communications Check-In
- Discussion – Stormwater Management Manual Amendments

#### *July 24*

- Public Hearing – 2025 Soil Quality Restoration Project
- Action – 3<sup>rd</sup> Reading - Accessory Dwelling Unit Ordinance
- Action – Dehner Distillery Site Plan
- Presentation – Clive Capital Projects Update (Alice's Road, Road Rehb, Greenbelt Landing, etc.)







## Memo

**TO:** Mayor and Council members  
**FROM:** Matt McQuillen, City Manager  
**DATE:** June 26, 2025  
**RE:** City Manager Report - May 2025

### **SYNOPSIS:**

Attached please find the City Manager's monthly report for May 2025.

### Attachments:

1. CM Report 6-26-25

## MEMO

**To: Mayor Edwards and Clive City Council**

**From: City Manager Matt McQuillen**

**Date: 6/26/25**

**Re: City Manager's Report – May 2025**

### 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>                                                                                                                                                                                                                                                              |
|--------------------------|---------------|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| OPN Architects           | \$5,500       | 5/20/25     | Design Contract Amendment #5 to Add Structural Design for Phase 2 Remodel to Support HVAC Strategy                                                                                                                                                                                          |
| Air-Con Electric         | \$21,400.56   | 6/3/25      | GB Landing CO #2 – Code required oven hood modifications, underground conduit damage/repairs due to too shallow previous utilities, light control panel refeed                                                                                                                              |
| Absolute Group           | \$22,387.10   | 6/3/25      | GB Landing CO #2 – Concrete price increase due to delayed paving of parking lot, additional sidewalk removal and replacement, asphalt patching due to delay in sanitary sewer connection later this summer, weekend work of crews to meet parking lot deadline for Aquatics Center opening. |
| Central Iowa Mechanical  | \$2,946.22    | 6/5/25      | GB Landing CO #2 – Additional code required fireplace venting and exhaust adjustments                                                                                                                                                                                                       |
| All Makes                | \$5,571.62    | 6/16/15     | City Hall/Library Remodel Phase 1 – Additional furniture purchases left off initial order - Chambers podium, Library circulation task chairs and under cabinet storage                                                                                                                      |

### 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 has been completed with the adoption of the annual Capital Improvements Plan update occurring back in December and the presentation of 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 utilizing current fiscal year cash reserves for the purchase and will have a budget transfer to set aside the funds for this purchase while the City awaits apparatus delivery. Final steps in the process of the Budget Public Meeting on March 27 and the City Council's public hearing and formal consideration and adoption of the FY 25-26 Budget at the April 10 meeting have been completed therefore this item is considered complete.

**Clive's Regional Role: Discussion and Framework for the Future** – Over the past year discussions occurred 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 April the City Manager Group finalized draft amendments to the 28E agreements for Catch Des Moines/CVB and Bravo Greater Des Moines. Approvals of the amendments started in late April and continued into May with Clive's approval on May 22, completing this item for this strategic planning cycle.

**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 has now ramped up this spring. Meetings with individual departments occurred in April to collect information and discuss the draft financial model. Staff and the PFM team are on track to present a final report and 10-year financial model for discussion during strategic planning in August.

#### 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 and the next meeting occurred on April 28 with Mayor Edwards replacing Mikkilineni on the Committee. Also, staff will be tasked with reporting on the condition of the Harbach Center building and the success of the programming/building utilization later this summer.

#### Policy Agenda Items – Moderate Priority

**State Agenda Advocacy and Lobbying A. West Metro B. IaCMA** – The Assistant City Manager coordinating with staff of the West DSM Metro communities on how we can coordinate budget and property



tax storytelling to our communities and state legislators earlier this spring. In April communications continued showing common sense partnerships metro cities are already doing, along with showing the impact of services being reduced/ending due to property tax limitations being deployed by West DSM Metro cities as all of these cities were finalizing their budgets for the coming fiscal year.

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 May, conversations with the Iowa League of Cities and other IaCMA members to coordinate approaches, analysis and strategy on property tax reform continued up to the last moments of the legislative session as proposals on both property tax reform and tax increment financing (TIF) were being actively discussed up to the end of the session. This work will continue over the interim months prior to the 2026 session as cities coordinate proactive proposals on property tax and TIF reform.

#### Policy Agenda Items – Low Priority

**86<sup>th</sup> Street Neighborhood Plan/Activation** – Staff continues activation efforts in the 86<sup>th</sup> 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 between the two entities specifically focused on the 86<sup>th</sup> Street Neighborhood/Crestview School. The first joint newsletter was distributed in late-February. In addition, staff received Bravo grant support for a public art mural project at the Harbach Center and received 17 proposals in April for the project. This June Linnan Park reconstruction will be starting, the next neighborhood newsletter was sent in late May and the late summer Back-to-School Bash with the WDM School District is on August 8.

**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 started this spring in coordination with the initial departmental meetings/interviews by the PFM team in coordination with the "Dip" Study. Initial conversations of future opportunities occurred and will continue to be explored as the "Dip" study project progresses.

#### Management Agenda Items – Top Priority

**City Hall/Library Security Remodel** – 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. Phase 1 construction is nearing completion with the construction crews moving to finishes and casework. The library has been reopened following the installation of the new circulation desk and new entrance to the main library. Phase 1 is projected to be completed by the end of July with the City Council utilizing the training room at CSPC as the temporary City Council Chambers. Design efforts for Phase 2 ramped up in May with a goal to have final design plans completed by the end of June to prepare for a bidding schedule later this summer.



#### 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 further conversations amongst the member communities on the level of this investment and funding support for Westcom.

#### 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. In May, as a part of the City Manager's performance review, the Executive Team contributed to the review process as a part of interviews with the City Manager's Executive Coach.





## Memo

**TO:** Mayor and Council members

**FROM:** Pete De Kock, Assistant City Manager

**DATE:** June 26, 2025

**RE:** Assistant City Manager Tech Services Report - May 2025

### **SYNOPSIS:**

Assistant City Manager Tech Services Report - May 2025

### Attachments:

1. May 2025 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 | Done        |                                                         |
|                                                                                  | 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 | Done        |                                                         |
|                                                                                  | CC Decision: FY 25/26 Budget Adoption                | Apr-25  | Apr-25  | ACM/LS | Done        |                                                         |
|                                                                                  | Platform purchase                                    | Jul-25  | Jul-25  | ACM/LS | NA          |                                                         |
|                                                                                  | Project kickoff                                      | Aug-25  | Aug-25  | ACM/LS | NA          |                                                         |
|                                                                                  | Implementation completed                             | Mar-26  | Mar-26  | ACM/LS | NA          |                                                         |
| Grant Funding Strategy: Update, Direction and City Actions                       | Research and submit grant applications w/ priorities | Ongoing | Ongoing | ACM    | Done        |                                                         |
|                                                                                  | 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    | Done        | Decision not to move forward with outside grant writing |
|                                                                                  | CC Decision: FY 25/26 Budget Adoption                | Apr-25  | Apr-25  | ACM    | Done        |                                                         |
|                                                                                  | If needed, prepare RFP for grant writing services    | May-25  | May-25  | ACM    | Done        |                                                         |
|                                                                                  | Grant writing services begin                         | Jul-25  | Jul-25  | ACM    | Done        |                                                         |
| 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    | Done        |                                                         |
|                                                                                  | Identify Key crossings throughout Clive              | Apr-25  | Apr-25  | ACM    | Done        |                                                         |
|                                                                                  | CC Presentation: Best Practices and Opportunities    | May-25  | May-25  | ACM    | In Progress | Presentation scheduled for first June meeting           |
|                                                                                  | 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 |                                                         |
| State Agenda Advocacy and Lobbying: Goals, Key                                   | A. Coordinate common legislative priorities          | Nov-24  | Nov-24  | CMO    | Done        |                                                         |

## Assistant City Manager and Tech Services Monthly Report

|                                                                                                     |                                                           |         |         |     |             |                                                          |
|-----------------------------------------------------------------------------------------------------|-----------------------------------------------------------|---------|---------|-----|-------------|----------------------------------------------------------|
| Issues, Direction and City Actions A. West Metro B. laCMA                                           | A. CC Decision: Western Cities Adoption of Priorities     | Dec-24  | Dec-24  | CMO | Done        |                                                          |
|                                                                                                     | A. Create common storytelling assets for Westside         | Ongoing | Ongoing | CMO | Done        |                                                          |
|                                                                                                     | 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 | 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 | Done        |                                                          |
|                                                                                                     | B. laCMA member dialouge on the work at IMMI              | Mar-25  | Mar-25  | CMO | Done        |                                                          |
| 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        |                                                          |
| Water Resouces Master Plan Implementation: Next Steps                                               | CC Decision: Manual Amendment PSA w/ consult              | Sep-24  | Oct-24  | ACM | Done        |                                                          |
|                                                                                                     | Decision on stormwater mgmt standards for streets         | Nov-24  | May-25  | ACM | In Progress | Being incorporated in storm-water manual update          |
|                                                                                                     | Complete manual amendment drafting                        | Nov-24  | May-25  | ACM | In Progress |                                                          |

## Assistant City Manager and Tech Services Monthly Report

|                                                                              |                                                |         |         |     |             |  |
|------------------------------------------------------------------------------|------------------------------------------------|---------|---------|-----|-------------|--|
|                                                                              | CC Decision: Manual Updates Approval           | Jan-25  | Jul-25  | ACM | In Progress |  |
|                                                                              | 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  | Apr-25  | ACM | Done        |  |
|                                                                              | Execute second year of SWAP program            | Ongoing | Ongoing | ACM | Ongoing     |  |
|                                                                              | Execute 4th year of SQR program                | Sep-25  | Sep-25  | ACM | In Progress |  |
| 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 | Ongoing     |  |
| City-Federal Legislative Agenda 2025: Approval                               |                                                | May-25  | May-25  | ACM | Done        |  |
| Clive's Various e-Newsletters Standardization and Monthly Newsletter         |                                                | May-25  | Jul-25  | ACM | In Progress |  |
| Clark Street Pilot Green Infrastructure Evaluation After Action Report       |                                                | Oct-24  | Jul-25  | ACM | In Progress |  |
| State/Federal Lobbying and Grants for 86th Corridor Projects                 |                                                | Ongoing | Ongoing | ACM | Ongoing     |  |
| Clive Historical Society Assets Transfer and "Mothball" Facility: Completion |                                                | Dec-24  | Mar-24  | ACM | Done        |  |
| Greenbelt Trail Education Campaign: Safety and Etiquette                     |                                                | May-25  | May-25  | ACM | Ongoing     |  |
| 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 | Cancelled   |  |
| Home Show Expo 2024 - Shadow Creek West                                      |                                                | Sep-24  | Sep-24  | ACM | Done        |  |

### Monthly Highlights

- Work throughout the month on the stormwater manual update; presentation of proposed policy changes scheduled for first July Council meeting
- Back to School Bash kickoff meeting with WDMCS on 5.5
- Planning and communications throughout month on stormwater utility billing changes
- Walnut Creek WMA meeting on 5.12 to discuss updated watershed goals for member communities
- Presentation to Shuler Elementary 5<sup>th</sup> grade classes on the Walnut Creek Watershed 5.15
- Dallas County Mayor's meeting, 5.16
- CIWW Best Practices Committee and Exec Committee meetings throughout month

## Assistant City Manager and Tech Services Monthly Report

### Technology Services Report – May 2025

Dennis Harken, TS/IT Manager, has prepared the following report for the activities of the Technology Services (TS) staff for the month of **May 2025**.

### 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.                     | May 2025 |           |
| MIP – Process Improvements                                                      | In Progress |                                                                             | Ongoing  |           |
| MIP-Reg Qtrly Email Phishing Trng                                               | Ongoing     | Usually occurs 1 <sup>st</sup> month of a new quarter                       | Ongoing  |           |
| MIP-Westcom support – Fiber Ring Project                                        | In Progress | Need to complete connection to Windsor Heights                              | On Hold  |           |
| MIP-Computer Replacements: Fire and Police                                      | Done        |                                                                             | Nov 2024 | Nov 2024  |
| MIP-Lucity asset management implementation: Parks                               | In Progress |                                                                             | Jun 2025 |           |
| 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 |                                                                             | Jun 2025 |           |
| MIP-Annual Security Penetration Testing                                         | Done        | COMPLETED                                                                   | Mar 2025 | Feb 2025  |
| MIP-Disaster Recovery/Business Continuity of Operations Framework Documentation | Not Started |                                                                             | Jun 2025 |           |
| MIP-Backup Data Center Implementation                                           | Done        | COMPLETED – replication has begun                                           | Dec 2024 | Jan 2025  |
| MIP-PW Facility WiFi network improvements                                       | In Progress | Work has begun                                                              | May 2025 |           |
| MIP-Technology Subject Matter Experts (SME) Development                         | In Progress | Identify and document SME for various technology systems                    | Jun 2025 |           |
| MIP-GeoHub/Map Center Centralization                                            | Not Started | Includes decommission of IMAp system                                        | Jun 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                                                          | In Progress | Includes a rebuild of integration of on-premises and cloud interconnections | Jun 2025 |           |
| MIP-Breach Reporting and Incident Response Updates                              | Not Started | Annual review and update of Incident Response Plan documentation            | Jun 2025 |           |
|                                                                                 |             |                                                                             |          |           |

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

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

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

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

## Assistant City Manager and Tech Services Monthly Report

### 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: **7.56%**

### 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                                | Done        |                                                                                                                                                         | TBD      | Jan 2025  |
| 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                           | Done        | <b>Completed</b> - Replacement of 1 physical and 1 virtual domain controller with a new physical domain controller.                                     | Jan 2025 | May 2025  |
| Security Cameras for Public Works facility                               | In Progress | Waiting on cabling by PW.                                                                                                                               | Apr 2025 |           |
| Firewall replacement at City Hall                                        | Done        | <b>NEW</b> - Replacement of aging firewall at City Hall. The new firewall will have redundancy.                                                         | Jan 2025 | Apr 2025  |
| Relocation of Mediacom router from main Library to City Hall server room | Done        | <b>NEW</b> – relocation of the existing router to a new location in the server room due to renovation                                                   | Jan 2025 | Jan 2025  |
| Replacement of Harbach Tech Room computers                               | Done        | These old desktops need to be replaced again. 2 done and 1 to go.                                                                                       | Mar 2025 | Mar 2025  |
| Aquatics Center technology setup                                         | Done        | Annual setup of computers and phones at Aquatics Center                                                                                                 | Apr 2025 |           |
| Setup of computers for the new Library circulation desk                  | Done        |                                                                                                                                                         | May 2025 | May 2025  |
| Organization of the City Hall server cabinet to prep for AV equipment    | In Progress |                                                                                                                                                         | May 2025 |           |
| Preparation for power outage at City Hall/Library                        | Done        | Power outage scheduled for May 17 <sup>th</sup> . Powering down hardware on the night before and returning for power start-up on May 17 <sup>th</sup> . | May 2025 | May 2025  |
|                                                                          |             |                                                                                                                                                         |          |           |

### Conferences, Training, Meetings, & Other

- Dennis Harken attended the virtual webinar **What's New in RingEX** on May 2025 on May 22<sup>nd</sup>.
- Dennis Harken attended the virtual webinar **Entra ID security for your Microsoft 365 environment** on May 28<sup>th</sup>.





## Memo

**TO:** Mayor and Council members

**FROM:** Elizabeth Hansen, Director of Administrative Services

**DATE:** June 26, 2025

**RE:** Administrative Services Report - May 2025

### **SYNOPSIS:**

Please see the attached report and supplemental documents.

### Attachments:

1. 5-Monthly Report May.2025
2. May 25 Admin Report and Materials

## MEMO

**To:** Mayor Edwards and Council Members

**From:** Elizabeth Hansen, Director of Administrative Services

**Date:** June 16, 2025

**Re:** Monthly Report – May 2025

### Administrator Services Department

#### General Administration/Finance:

##### Utility Billing/Xpress Bill Pay (XBP):

- A. To date, 6,810 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. 351 utility bill reminders were sent, and 27 customers were scheduled to be shut off this month.
- C. 95 work orders were processed – 14 for new construction so 81 were for other work.
- D. 76 warning tags were delivered/service shut-offs for non-payment.

##### Permits/Licenses Purchased:

| Permit/License               | Quantity | Amount     |
|------------------------------|----------|------------|
| Mobile Food Vendors          | 17       |            |
| Noise Permits                | 0        |            |
| Solicitor Permits            | 1        |            |
| Open Records Requests        | 9        |            |
| Pet Licenses                 | 77       | \$1,136.00 |
| Parking Tickets              | 1        | \$15.00    |
| Yard Waste Stickers          | 32       | \$4,096.00 |
| Miscellaneous Waste Stickers | 295      | \$663.00   |

**Income Offset Program (IOP)** – We received \$7,677.89 from State of Iowa for IOP and from MCOA in May.

**\*\*\*New monthly finance reports:** This report includes the updated year-to-date financial reports, the monthly interest report, and the usual water reconciliation report. Staff worked with the City Manager to make sure the reports are clear and complete.

**Human Resources:**

A. During May, the NeoGov Insight/OHC system was used for advertising SR Public Works Operations Specialist, Parks Operations Specialist – Mechanic, and PT Fire positions (ongoing). Below are the hiring and promotions for calendar years 2017 to the present:

**B. Hires -**

|                    | <b>2025</b> | <b>2024</b> | <b>2023</b> | <b>2022</b> | <b>2021</b> | <b>2020</b> | <b>2019</b> | <b>2018</b> | <b>2017</b> |
|--------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| <b>Full Time</b>   | 5           | 14          | 22          | 14          | 15          | 16          | 15          | 9           | 4           |
| <b>Part-Time</b>   | 2           | 10          | 7           | 22          | 10          | 1           | 7           | 9           | 7           |
| <b>Seasonal</b>    | 151         | 159         | 159         | 132         | 130         | 73          | 130         | 151         | 133         |
| <b>Promotional</b> | 1           | 9           | 15          | 7           | 8           | 7           | 4           | 4           | 3           |

**C. Separations –**

|                       | <b>As of August 1, 2024 – July 31, 2025</b>           |
|-----------------------|-------------------------------------------------------|
| <b>Fire</b>           | 2 PT - Other employment<br>1FT – went to PT           |
| <b>Police</b>         | 1 FT - Other employment, 2 FT – Medical, 1 PT - Other |
| <b>Public Works</b>   | 2 FT - Other employment, 2 FT – Retirement            |
| <b>Library</b>        | 1 PT- Family, 1 FT Retirement                         |
| <b>Parks</b>          | 3 FT – Other employment, 1 FT Retirement              |
| <b>Recreation</b>     | 1 Seasonal                                            |
| <b>Administration</b> | 1 FT – Retirement, 1 FT Other Employment              |

**D. Staff Events:**

- Off-Site HR Hours – Employee Communication – 5/2/25, 5/9/25, 5/16/25, 5/23/25

**Departmental Projects – Strategic Planning:**

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

**City Clerk Division**

**2025 Partial Special Census** - Since August 2023, staff have been taking steps to conduct a partial special census in April of 2025. However, this was put on hold for the time being due to the federal hiring freeze. Staff and elected officials worked with state and federal officials to request an exception to this hiring freeze, as the cost of employing Census workers has already been funded with \$391,208.00 of local (not federal) money. The exception was granted, however, it will not begin until October 2025. Staff have participated in 2 planning meetings.

## **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 presented an ERU Policy during the budget workshops and approval will be considered by the City Council in April. New commercial accounts have been created and are currently being reviewed for accuracy. Staff is working on a letter to be distributed to all commercial accounts and commercial property owners. New rates will go into effect upon the publication of the ordinances following council approval. Bills going out on June 1, 2025 will have the new rates and commercial property owners will be receiving their first bill for storm water as outlined in the ERU Methodology (Policy).

***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 have presented a final draft of a proposal to move our payment processing to Zift. Implementation will be at a later date.

***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. Options have been presented to city leadership in January/February 2025.

***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 Budget Workshops were in February 2025. The City Council will consider approving the FY 2025-26 budget in April.

***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. The 2025A bond sale is underway to fund the CIP for the 2025/26 construction season. The rating call with S&P will be in March and the sale is expected to occur in April. Closing is planned for in early May.

***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. The plan has been reviewed by the Directors and training will be scheduled for 2025.

***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. Supervisor Training was held in April. The next city-wide training is in late July.

***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 met in early June and their next meeting is in September. City-wide Staff Training is in late July.

***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. A draft has been provided to the City Council Personnel Committee and Employee Benefits and Wellness Committee for review. Council to consider adoption of the handbook changes on June 26, 2025.

***Employee Benefits and Safety Fair: Conduct December 4<sup>th</sup>*** - 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 has researched if improvements can be made and has prepared training on the 2025 performance evaluation process, which will be conducted 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 met 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. Implementation is underway.

**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. City Council to consider reorganizing the committees on June 26, 2025.

**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 are preparing for the transition from Midwest Benefit to EBS. Open Enrollment for Health, Vision and Dental insurance is late April to mid-May.





Council Year to Date Report  
EXPENDITURES

| FUND                               | FY 2023-24<br>ACTUAL | FY 2024-25<br>BUDGET | FY 2024-25<br>AMENDED BUDGET | CURRENT<br>YTD    | CURRENT YTD<br>UNEXPENDED | BUDGET %<br>EXPENDED |
|------------------------------------|----------------------|----------------------|------------------------------|-------------------|---------------------------|----------------------|
| <b>GENERAL</b>                     | <b>25,669,499</b>    | <b>25,082,840</b>    | <b>30,327,075</b>            | <b>25,669,499</b> | <b>4,657,576</b>          | <b>84.64%</b>        |
| POLICE DEPARTMENT                  | 4,425,422            | 4,517,826            | 4,748,554                    | 4,425,422         | 323,132                   | 93.20%               |
| FIRE PROTECTION                    | 2,312,823            | 2,499,994            | 2,537,444                    | 2,312,823         | 224,621                   | 91.15%               |
| RESCUE DEPARTMENT                  | 2,162,907            | 2,180,152            | 2,205,852                    | 2,162,907         | 42,945                    | 98.05%               |
| DISASTER CONTROL DEPARTMENT        | 11,534               | 16,515               | 16,515                       | 11,534            | 4,981                     | 69.84%               |
| ANIMAL CONTROL                     | 16,468               | 20,000               | 20,000                       | 16,468            | 3,532                     | 82.34%               |
| PUBLIC WORKS ADMINISTRATION        | 589,904              | 652,699              | 654,699                      | 589,904           | 64,795                    | 90.10%               |
| STREET LIGHTING                    | 158,177              | 224,000              | 224,000                      | 158,177           | 65,823                    | 70.61%               |
| TRAFFIC SAFETY DEPARTMENT          | 139,367              | 252,083              | 262,083                      | 139,367           | 122,716                   | 53.18%               |
| ENGINEERING                        | 902,986              | 985,015              | 985,015                      | 902,986           | 82,029                    | 91.67%               |
| SOLID WASTE COLLECT & DISPOSAL     | 1,180,586            | 1,175,575            | 1,306,075                    | 1,180,586         | 125,489                   | 90.39%               |
| MOSQUITO CONTROL DEPARTMENT        | 10,450               | 14,330               | 14,330                       | 10,450            | 3,880                     | 72.93%               |
| WELLNESS PROGRAM                   | 5,320                | 23,250               | 23,250                       | 5,320             | 17,930                    | 22.88%               |
| LIBRARY SERVICES                   | 976,719              | 1,085,025            | 1,116,147                    | 976,719           | 139,428                   | 87.51%               |
| MUSEUMS & CENTERS                  | 556,593              | 624,349              | 725,000                      | 556,593           | 168,407                   | 76.77%               |
| PARKS & PLAYGROUNDS                | 1,563,027            | 1,749,392            | 1,754,392                    | 1,563,027         | 191,365                   | 89.09%               |
| RECREATION                         | 772,123              | 849,842              | 853,342                      | 772,123           | 81,219                    | 90.48%               |
| RECREATION                         | 190,770              | 286,728              | 307,728                      | 190,770           | 116,958                   | 61.99%               |
| PUBLIC ART PROGRAM                 | 1,716                | -                    | 3,000                        | 1,716             | 1,284                     | 57.19%               |
| SWIMMING POOLS                     | 663,983              | 852,007              | 897,007                      | 663,983           | 233,024                   | 74.02%               |
| BUILDING & HOUSING SAFETY          | 340,210              | 395,075              | 395,075                      | 340,210           | 54,865                    | 86.11%               |
| PLANNING & ZONING                  | 534,670              | 607,009              | 607,009                      | 534,670           | 72,339                    | 88.08%               |
| CODE ENFORCEMENT                   | 101,121              | 112,118              | 112,118                      | 101,121           | 10,997                    | 90.19%               |
| LEGISLATIVE (COUNCIL & MAYOR)      | 69,031               | 86,331               | 89,331                       | 69,031            | 20,300                    | 77.28%               |
| EXEC. & ADM. (MGR, ASST MGR)       | 603,931              | 609,252              | 623,252                      | 603,931           | 19,321                    | 96.90%               |
| HUMAN RESOURCES                    | 325,225              | 405,938              | 440,438                      | 325,225           | 115,213                   | 73.84%               |
| FINANCIAL ADMINISTRATION           | 5,608,059            | 3,209,083            | 7,727,167                    | 5,608,059         | 2,119,108                 | 72.58%               |
| ELECTIONS                          | -                    | -                    | -                            | -                 | -                         | 0.00%                |
| LEGAL SERVICES                     | 71,346               | 60,000               | 75,000                       | 71,346            | 3,654                     | 95.13%               |
| CITY HALL                          | 378,048              | 516,349              | 516,349                      | 378,048           | 138,301                   | 73.22%               |
| MISCELLANEOUS UNALLOCATED          | 13,214               | 77,250               | 77,250                       | 13,214            | 64,036                    | 17.10%               |
| IT                                 | 983,772              | 995,653              | 1,009,653                    | 983,772           | 25,881                    | 97.44%               |
| PERS SERV. (CIVIL SERVICE)         | -                    | -                    | -                            | -                 | -                         | 0.00%                |
| <b>ROADWAY MAINTENANCE</b>         | <b>2,701,522</b>     | <b>2,973,769</b>     | <b>3,023,269</b>             | <b>2,701,522</b>  | <b>321,747</b>            | <b>89.36%</b>        |
| <b>LOCAL OPTIONS SALES TAX</b>     | <b>2,224,518</b>     | <b>3,950,000</b>     | <b>3,950,000</b>             | <b>2,224,518</b>  | <b>1,725,482</b>          | <b>56.32%</b>        |
| <b>WATER</b>                       | <b>6,575,319</b>     | <b>6,270,676</b>     | <b>6,879,176</b>             | <b>6,575,319</b>  | <b>303,857</b>            | <b>95.58%</b>        |
| <b>SANITARY SEWERS</b>             | <b>4,067,616</b>     | <b>4,402,245</b>     | <b>4,402,245</b>             | <b>4,067,616</b>  | <b>334,629</b>            | <b>92.40%</b>        |
| <b>STORM SEWERS</b>                | <b>977,298</b>       | <b>1,921,585</b>     | <b>2,079,075</b>             | <b>977,298</b>    | <b>1,101,777</b>          | <b>47.01%</b>        |
| <b>INTERNAL SERVICE- Cap Equip</b> | <b>1,892,313</b>     | <b>2,000,000</b>     | <b>2,100,000</b>             | <b>1,892,313</b>  | <b>207,687</b>            | <b>90.11%</b>        |
| <b>TOTAL*</b>                      | <b>44,108,085</b>    | <b>46,601,115</b>    | <b>52,760,840</b>            | <b>44,108,085</b> | <b>8,652,755</b>          | <b>83.60%</b>        |

REVENUES

| FUND                               | FY 2024<br>ACTUAL    | FY 2024-25<br>BUDGET | FY 2024-25<br>AMENDED BUDGET | CURRENT<br>YTD       | CURRENT YTD<br>UNCOLLECTED | BUDGET %<br>COLLECTED |
|------------------------------------|----------------------|----------------------|------------------------------|----------------------|----------------------------|-----------------------|
| <b>GENERAL</b>                     | <b>24,822,898.50</b> | <b>24,458,435.00</b> | <b>27,036,510.00</b>         | <b>24,822,898.50</b> | <b>2,213,611.50</b>        | <b>91.81%</b>         |
| NON-PROGRAM GENERAL REVENUE        | 21,248,850.71        | 20,763,181.00        | 23,341,256.00                | 21,248,850.71        | 2,092,405.29               | 91.04%                |
| POLICE DEPARTMENT                  | 50,604.67            | 82,000.00            | 82,000.00                    | 50,604.67            | 31,395.33                  | 61.71%                |
| FIRE PROTECTION                    | 8,410.00             | 9,500.00             | 9,500.00                     | 8,410.00             | 1,090.00                   | 88.53%                |
| RESCUE DEPARTMENT                  | 786,437.70           | 650,500.00           | 650,500.00                   | 786,437.70           | (135,937.70)               | 120.90%               |
| ANIMAL CONTROL                     | 17,700.70            | 18,000.00            | 18,000.00                    | 17,700.70            | 299.30                     | 98.34%                |
| ROADWAY MAINTENANCE                | 20,376.42            | 36,000.00            | 36,000.00                    | 20,376.42            | 15,623.58                  | 56.60%                |
| SOLID WASTE COLLECT & DISPOSAL     | 1,147,822.69         | 1,193,682.00         | 1,193,682.00                 | 1,147,822.69         | 45,859.31                  | 96.16%                |
| LIBRARY SERVICES                   | 39,454.01            | 46,872.00            | 46,872.00                    | 39,454.01            | 7,417.99                   | 84.17%                |
| PARKS & PLAYGROUNDS                | 14,522.75            | 42,000.00            | 42,000.00                    | 14,522.75            | 27,477.25                  | 34.58%                |
| RECREATION                         | 476,432.73           | 430,500.00           | 430,500.00                   | 476,432.73           | (45,932.73)                | 110.67%               |
| PUBLIC ART PROGRAM                 | 4,185.00             | -                    | -                            | 4,185.00             | (4,185.00)                 | 0.00%                 |
| SWIMMING POOLS                     | 485,069.07           | 737,700.00           | 737,700.00                   | 485,069.07           | 252,630.93                 | 65.75%                |
| BUILDING & HOUSING SAFETY          | 64,680.80            | 100,000.00           | 100,000.00                   | 64,680.80            | 35,319.20                  | 64.68%                |
| PLANNING & ZONING                  | 458,351.25           | 348,500.00           | 348,500.00                   | 458,351.25           | (109,851.25)               | 131.52%               |
| <b>ROADWAY MAINTENANCE</b>         | <b>2,350,996</b>     | <b>2,745,992</b>     | <b>2,745,992</b>             | <b>2,350,996</b>     | <b>394,996</b>             | <b>85.62%</b>         |
| <b>LOCAL OPTIONS SALES TAX</b>     | <b>3,827,842</b>     | <b>3,700,000</b>     | <b>3,700,000</b>             | <b>3,827,842</b>     | <b>(127,842)</b>           | <b>103.46%</b>        |
| <b>WATER</b>                       | <b>6,337,092</b>     | <b>5,789,014</b>     | <b>7,089,014</b>             | <b>6,337,092</b>     | <b>751,922</b>             | <b>89.39%</b>         |
| <b>SANITARY SEWERS</b>             | <b>3,877,141</b>     | <b>3,741,388</b>     | <b>3,741,388</b>             | <b>3,877,141</b>     | <b>(135,753)</b>           | <b>103.63%</b>        |
| <b>STORM SEWERS</b>                | <b>1,700,986</b>     | <b>1,931,970</b>     | <b>1,931,970</b>             | <b>1,700,986</b>     | <b>230,984</b>             | <b>88.04%</b>         |
| <b>INTERNAL SERVICE- Cap Equip</b> | <b>1,550,073</b>     | <b>1,532,060</b>     | <b>1,532,060</b>             | <b>1,550,073</b>     | <b>(18,013)</b>            | <b>101.18%</b>        |
| <b>TOTAL*</b>                      | <b>44,467,027.81</b> | <b>43,898,859.00</b> | <b>47,776,934.00</b>         | <b>44,467,027.81</b> | <b>3,309,906.19</b>        | <b>93.07%</b>         |

\*The totals shown in the above charts reflect only a portion of the City's overall budget

May 31, 2025

**Cash and Interest Breakdown**

| May-25                | LSB Operating    | LSB Operating ICS | LSB Flex Funds | LSB Flex Funds ICS | Lincoln CD 11-29-2024 |               | Lincoln CD 11/29/2024 |
|-----------------------|------------------|-------------------|----------------|--------------------|-----------------------|---------------|-----------------------|
|                       | LSB (1254)       | LSB ICS (1254)    | LSB (8776)     | LSB ICS (8776)     | Express Bill Pay      | 3001048949    | 3001049019            |
| Beg Balance           | \$ 250,000.00    | \$ 80,922,008.68  | \$ 20,000.00   | \$ 73,580.64       | \$339,342.50          | \$ 500,000.00 | \$ 467,407.67         |
| <b>Revenues</b>       |                  |                   |                |                    |                       |               |                       |
| Interest              | \$ 863.01        | \$ 300,085.50     | \$ -           | \$ 263.32          | \$ -                  | \$ -          | \$ -                  |
| Revenue               | \$ 18,060,051.67 | \$ 7,452,858.04   | \$ 8,038.37    | \$ 2,963.21        | \$340,314.48          | \$ -          | \$ -                  |
| Adjustments           | \$ -             | \$ -              | \$ -           | \$ -               | \$ -                  | \$ -          | \$ -                  |
| Rev Sub Totals        | \$ 18,060,914.68 | \$ 7,752,943.54   | \$ 8,038.37    | \$ 3,226.53        | \$ 340,314.48         | \$ -          | \$ -                  |
| <b>Expenditures</b>   |                  |                   |                |                    |                       |               |                       |
| Expenses              | \$ 18,060,914.68 | \$ 8,358,471.25   | \$ 8,038.37    | \$ 4,859.43        | \$666,111.67          | \$ -          | \$ -                  |
| Adjustments           | \$ -             | \$ -              | \$ -           | \$ -               | \$ -                  | \$ -          | \$ -                  |
| Exp Sub Totals        | \$ 18,060,914.68 | \$ 8,358,471.25   | \$ 8,038.37    | \$ 4,859.43        | \$ 666,111.67         | \$ -          | \$ -                  |
| Statement End Balance | \$ 250,000.00    | \$ 80,316,480.97  | \$ 20,000.00   | \$ 71,947.74       | \$ 13,545.31          | \$ 500,000.00 | \$ 467,407.67         |
| <b>Adjustments</b>    |                  |                   |                |                    |                       |               |                       |
| Outstanding Sweep     | \$ -             | \$ -              | \$ -           | \$ -               | \$ -                  | \$ -          | \$ -                  |
|                       | \$ -             | \$ -              | \$ -           | \$ -               | \$ -                  | \$ -          | \$ -                  |
|                       | \$ -             | \$ -              | \$ -           | \$ -               | \$ -                  | \$ -          | \$ -                  |
|                       | \$ -             | \$ -              | \$ -           | \$ -               | \$ -                  | \$ -          | \$ -                  |
| Adj Totals            | \$ 250,000.00    | \$ 80,316,480.97  | \$ 20,000.00   | \$ 71,947.74       | \$ 13,545.31          | \$ 500,000.00 | \$ 467,407.67         |

**Interest Worksheet Report**

May 31, 2025

|                          | LSB Operating | LSB Operating ICS | Other | LSB Flex  | Total         |
|--------------------------|---------------|-------------------|-------|-----------|---------------|
| <b>Interest Received</b> | \$ 863.01     | \$ 300,085.50     | \$ -  | \$ 263.32 | \$ 301,211.83 |

| Interest Spread         | GL Acct / Fund # | GL Acct/ Fund Bal | % of Total Balance | Interest Deposited |
|-------------------------|------------------|-------------------|--------------------|--------------------|
| Flex Funding (EBS)      | 173              |                   | 100.00%            | \$ 263.32          |
|                         |                  |                   |                    | \$ 300,948.51      |
| General Fund            | 001-4000-4-4300  | 9,357,562.88      | 16.36%             | 49,232.79          |
| Debt Service            | 200-4710-4-4300  | (1,091,004.60)    | -1.91%             | (5,740.08)         |
| Water Fund (Utl)        | 600-4810-3-4300  | 9,540,968.65      | 16.68%             | 50,197.74          |
| Sewer Fund (Utl)        | 610-4815-3-4300  | 6,994,549.03      | 12.23%             | 36,800.30          |
| Storm Water Fund (Utl)  | 740-4865-3-4300  | 1,250,203.08      | 2.19%              | 6,577.67           |
| Capital Project Funding |                  |                   |                    |                    |
| TIF - start in Jan 2017 | 123-4520-4-4300  | 1,827,684.36      | 3.20%              | 9,615.97           |
| American Rescue Plan    | 331-4750-3-4300  | 438,585.59        | 0.77%              | 2,307.52           |
| City Facility Improv    | 350-4750-3-4300  | 3,564,020.82      | 6.23%              | 18,751.32          |
| Greenbelt Landing       | 374-4750-3-4300  | 5,507,640.87      | 9.63%              | 28,977.26          |
| Linnan Park             | 387-4750-3-4300  | 5,022,101.84      | 8.78%              | 26,422.70          |
| NN PHASE III TRL        | 389-4750-3-4300  | 8,037,909.74      | 14.05%             | 42,289.72          |
| 2025 FIRE ENGINE        | 354-4750-3-4300  | 838,898.38        | 1.47%              | 4,413.68           |
| Storm Water             | 427-4750-3-4300  | 99,239.42         | 0.17%              | 522.13             |
| Sewer Cap               | 433-4750-3-4300  | 320,656.74        | 0.56%              | 1,687.07           |
| Water Cap               | 435-4750-3-4300  | 357,057.57        | 0.62%              | 1,878.58           |
| Alice's Rd Improv       | 464-4750-3-4300  | 4,573,293.11      | 8.00%              | 24,061.39          |
| NW 111th St Recon       | 471-4750-3-4300  | 561,222.83        | 0.98%              | 2,952.75           |
| Franchise               | 476-4750-3-4300  | -                 | 0.00%              | -                  |
| <b>Totals</b>           |                  | 57,200,590.31     | 100.00%            | 300,948.51         |

## RECONCILIATION OF UTILITY BILLINGS, COLLECTIONS, AND DELINQUENCIES

FY24/25

Month of: **MAY 2025**

Aged trial balance- Report Date: 4/30/2025 \$ 948,302.36

### **BILLINGS**

Billings for the month of: APRIL \$ 1,012,584.36

Billings for the month of: MAY \$ 1,088,578.49

Total billings for the months of April & May, 2025 (includes penalties and finals) \$ 2,101,162.85

**TOTAL BILLINGS** \$ 3,049,465.21

### **LESS COLLECTIONS**

Revenues collected for the month of: MAY \$912,898.06  
(Includes final bill payments, County Treasurer payments, etc.)

Council Write-Offs \$0.00

City Accounts- write-off/adjustments \$0.00

Deposit amounts applied \$2,186.57

Payment adjustments \$0.00

**TOTAL COLLECTIONS** \$ 915,084.63

**SUB TOTAL** \$ 2,134,380.58

Aging report balance for: 5/31/2025 \$ 1,027,631.68

Aging report (05/31/25) for accounts 30 days or more past due \$ 81,694.47

Prepared by: Stephanie VandeBerg, Utility Billing Department, 06/12/25



## Memo

**TO:** Mayor and Council members

**FROM:** Doug Ollendike, Community Development Director

**DATE:** June 26, 2025

**RE:** Community Development Report - May 2025

### SYNOPSIS:

#### Attachments:

1. Com Dev Report - 05-2025

## **MEMO**

**To: Honorable Mayor and City Council**

**From: Doug Ollendike, Community Development Director**

**Date: June 20, 2025**

**Re: Community Development Monthly Report**

### **Building Services Division**

5 new single-family homes were permitted in May with a valuation of \$2,705,755. A total of 63 permits were issued which included new construction, remodels, additions, fences, decks, sheds, etc.

### ***Commercial Permits Issued***

Vision Electrical and Plumbing's renovations at 2163 NW 111<sup>th</sup> 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 conduct the final inspection soon.

Amare Vita/MavenCrux has finished up the final piece of storm sewer work. A few of the homes are yet to be constructed out there. We expect these to be completed after more sales have been made.

The permit has been issued for "The McCoy" apartments located at 11040 Hickman RD for the interior bathroom and kitchenette remodel work. All of the interior units have been inspected and the owner is still working on exterior improvement obligations.

The Emerald Isle townhome project has full permits for the second building of six units; interior finishing progress is being made on the first building and rough ins are being completed on the 2<sup>nd</sup> building. The street work has been completed.

The final inspection has been conducted for Silverstar Carwash at 15451 Hickman RD. A temporary CO has been issued until such a time as some of the improvements can be completed with the Emerald Isle Drive Street project.

A building permit has been issued for 12931 University AVE for a new hair salon; final inspections have been done; however, they are still waiting on some electrical equipment to arrive.

The permit has been issued for Greenbelt Landing. Interior work along with exterior work is in full swing on the building remodel.

Staff has issued a permit for an addition and large interior remodel located at 12605 Woodlands PKWY; finish work has been started.

A permit for the Starbucks shell building and tenant finish located at 15935 Hickman RD has been issued and the shell project has been inspected up to framing; the project has been on hold due to contractor availability.

A remodel permit for the former Beauty Brands has been issued to split the building into two tenant spaces. A final inspection has been completed on the Chipotle tenant finish and we are awaiting plans for the second tenant space within the next few weeks. The shell building remodel is still finishing their improvements.

The building permit has been issued for a locker room remodel and minor exterior modifications at the Genesis Health and Fitness Club (10930 Hickman RD).

An addition permit has been submitted for Weissenburger Investments located at 16400 Sheridan RD; staff is currently reviewing the plans.

A demolition permit to remove and replace interior finishes in the restrooms at the Love's Truck stop (11820 Hickman Rd) is being reviewed by building staff.

A permit application has been submitted for Indian Hills School (9401 Indian Hills Dr.) for adding a seclusion/isolation room.

### **Planning Services Division**

The 86<sup>th</sup> 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 82<sup>nd</sup> 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. Staff anticipates a final plat will be approved in the coming months.

SilverStar car wash has submitted a preliminary plat, site plan, and public improvement construction drawings for properties generally located at NW 156<sup>th</sup> 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 is continuing to work with the applicant to gather all necessary documents and agreements prior to commencement of the Emerald Isle Drive public improvements.

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. A final plat will be submitted to adjust the east property line; however, legal proceedings related to the Joann's bankruptcy have this process delayed.

Weissenburger Investments & Financial Planning has submitted a site plan amendment for a building addition at 16400 Sheridan Avenue; it has been approved by P&Z.



Horizon Events Center has submitted a site plan amendment to construct additional parking in place of the existing tennis courts. Staff has completed an initial review and is awaiting resubmittal from the applicant.

Dehner Distillery has submitted a site plan and preliminary plat for the former Ruan lots on NW 86<sup>th</sup> Street. Staff is continuing to work with the applicant and anticipates bringing forward the site plan in conjunction with a development agreement regarding stormwater management and street light installations.

Staff is awaiting final state action regarding Accessory Dwelling Units and will provide additional information once available.

Staff is finalizing recommendations for Off-Street Parking and Circulation requirements and anticipates setting public hearing at an upcoming Council meeting.

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 100<sup>th</sup> ST and NW 114<sup>th</sup> ST. Staff are awaiting a response from Norfolk Southern.

#### **Zoning Compliance Certifications Issued**

|            |                                             |       |                 |
|------------|---------------------------------------------|-------|-----------------|
| 05/01/2025 | Snack & Go                                  | 15700 | HICKMAN RD      |
| 05/09/2025 | Stockpile Sports Cards and Tattoo Shop      | 8345  | UNIVERSITY BLVD |
| 05/21/2025 | Crepe and coffee shop                       | 8550  | HARBACH BLVD    |
| 05/21/2025 | Liquor Store Fried Chicken & Pizzas kitchen | 1829  | 86TH ST         |
| 05/30/2025 | The 4 Elements Spa                          | 8421  | UNIVERSITY BLVD |



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|                                         | May-24 | May-25 | YTD<br>Total | May-25       | YTD<br>Total |
|-----------------------------------------|--------|--------|--------------|--------------|--------------|
| Building Permit - New Single Family     | 8      | 5      | 22           | \$2,705,755  | \$12,423,096 |
| Building Permit - New Townhome          | 0      | 0      | 0            | \$0          | \$0          |
| Building Permit - New Condominium       | 0      | 0      | 0            | \$0          | \$0          |
| Building Permit - Residential Additions | 1      | 5      | 19           | \$212,725    | \$909,222    |
| Building Permit - Residential Remodel   | 1      | 0      | 9            | \$0          | \$206,700    |
| Building Permit - New Commercial        | 0      | 0      | 0            | \$0          | \$0          |
| Building Permit - Commercial Additions  | 0      | 0      | 0            | \$0          | \$0          |
| Building Permit - Commercial Remodel    | 6      | 1      | 11           | \$180,814    | \$1,581,478  |
| <b>FYTD TOTALS</b>                      |        |        |              |              |              |
| Building Permit - New Single Family     | 97     | 66     |              | \$34,033,252 |              |
| Building Permit - New Townhome          | 6      | 0      |              | \$0          |              |
| Building Permit - New Condominium       | 0      | 0      |              | \$0          |              |
| Building Permit - Residential Additions | 16     | 41     |              | \$2,168,189  |              |
| Building Permit - Residential Remodel   | 15     | 21     |              | \$763,771    |              |
| Building Permit - New Commercial        | 3      | 4      |              | \$2,596,113  |              |
| Building Permit - Commercial Additions  | 0      | 1      |              | \$670,366    |              |
| Building Permit - Commercial Remodel    | 28     | 27     |              | \$9,217,182  |              |



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May 2025  
RESIDENTIAL PERMIT ACTIVITY

NEW SINGLE FAMILY

| <u>DATE</u>  | <u>NO.</u> | <u>STREET</u> | <u>APPLICANT</u>          | <u>VALUATION</u> | <u>SUBDIVISION</u>   |
|--------------|------------|---------------|---------------------------|------------------|----------------------|
| 05/02/2025   | 17727      | HAMMONTREE DR | DesignCo                  | \$613,908        | SHADOW CREEK PLAT 07 |
| 05/05/2025   | 3957       | 177TH CT      | KRM Development           | \$690,985        | SHADOW CREEK PLAT 05 |
| 05/19/2025   | 18257      | ALPINE DR     | Greenland Homes IA INC    | \$309,643        | SHADOW CREEK PLAT 09 |
| 05/19/2025   | 18205      | ALDERLEAF DR  | GM Construction Inc       | \$655,914        | SHADOW CREEK WEST    |
| 05/22/2025   | 17643      | VALLEYVIEW DR | Truview Enterprises, Inc. | \$435,305        | SHADOW CREEK PLAT 05 |
| TOTAL        |            |               |                           | \$2,705,755      |                      |
| YTD CALENDAR |            |               |                           | \$12,423,096     |                      |
| YTD FISCAL   |            |               |                           | \$34,033,252     |                      |

NEW TOWNHOME

| <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              |                    |

NEW CONDOMINIUM/MULTI-FAMILY

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

RESIDENTIAL ADDITIONS

| <u>DATE</u>  | <u>NO.</u> | <u>STREET</u> | <u>APPLICANT</u>                 | <u>VALUATION</u> | <u>DESCRIPTION</u>      |
|--------------|------------|---------------|----------------------------------|------------------|-------------------------|
| 05/01/2025   | 14783      | SUMMIT DR     | Reese Builders, Inc              | \$53,146         | 4-Season Room           |
| 05/12/2025   | 18026      | ALPINE DR     | Greenland Homes IA INC           | \$52,029         | Basement Finish         |
| 05/21/2025   | 1716       | 131ST ST      | Caden's Contracting              | \$47,952         | Covered deck            |
| 05/27/2025   | 2225       | 149TH ST      | Euro Marble and Tile LLC dba Rei | \$49,224         | Basement Finish         |
| 05/27/2025   | 4078       | Westgate PKWY | Terminus Construction LLC        | \$10,374         | Partial Basement Finish |
| TOTAL        |            |               |                                  | \$212,725        |                         |
| YTD CALENDAR |            |               |                                  | \$909,222        |                         |
| YTD FISCAL   |            |               |                                  | \$2,168,188      |                         |

RESIDENTIAL REMODEL

| <u>DATE</u>  | <u>NO.</u> | <u>STREET</u> | <u>APPLICANT</u> | <u>VALUATION</u> | <u>DESCRIPTION</u> |
|--------------|------------|---------------|------------------|------------------|--------------------|
| TOTAL        |            |               |                  | \$0              |                    |
| YTD CALENDAR |            |               |                  | \$206,700        |                    |
| YTD FISCAL   |            |               |                  | \$763,770        |                    |



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May 2025  
COMMERCIAL PERMIT ACTIVITY

**NEW COMMERCIAL**

| <u>DATE</u> | <u>NO.</u> | <u>STREET</u> | <u>APPLICANT</u> | <u>VALUATION</u>    | <u>DESCRIPTION</u> |
|-------------|------------|---------------|------------------|---------------------|--------------------|
|             |            |               |                  | <b>TOTAL</b>        | <b>\$0</b>         |
|             |            |               |                  | <b>YTD CALENDAR</b> | <b>\$0</b>         |
|             |            |               |                  | <b>YTD FISCAL</b>   | <b>\$2,596,113</b> |

**COMMERCIAL ADDITIONS**

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

**COMMERCIAL REMODEL**

| <u>DATE</u> | <u>NO.</u> | <u>STREET</u> | <u>APPLICANT</u> | <u>VALUATION</u>    | <u>DESCRIPTION</u> |
|-------------|------------|---------------|------------------|---------------------|--------------------|
| 05/20/2025  | 15935      | HICKMAN RD    | Edge Commercial  | \$180,814           | Starbucks          |
|             |            |               |                  | <b>TOTAL</b>        | <b>\$180,814</b>   |
|             |            |               |                  | <b>YTD CALENDAR</b> | <b>\$1,581,478</b> |
|             |            |               |                  | <b>YTD FISCAL</b>   | <b>\$9,217,182</b> |

## Code Enforcement Activity Report for May 2025

### Violation Activity

- Investigated 86 new violations
  - 49 violations initiated through proactive enforcement of common code violations
  - 37 violations initiated through complaints of common code violations
  - 1 violation was abated by the City
- Investigations conducted
  - 86 initial inspections for common code violations
  - 62 follow up inspections
  - 148 total inspections
- May voluntary compliance rate was 98%
- Pulled 64 illegal signs from the City Right of Way
- May Case Breakdown

|                                                      |     |
|------------------------------------------------------|-----|
| 5-6-2(1(G)): Nuisances: Blocking Public/Private Ways | -1  |
| 5-6-2(1(H)): Nuisances: Dense Overgrowth             | -2  |
| 5-6-2(1(I)): Nuisances: Tall Grass and Weeds         | -50 |
| 5-6-2(1(K)): Junk                                    | -4  |
| 5-6-2(14): Dilapidated Buildings                     | -2  |
| 5-6-3: Building Maintenance                          | -2  |
| 5-6-4: Household Goods and Machinery                 | -1  |
| 6-4-2: Parking for Certain Purposes Illegal          | -1  |
| 6-4-3(A4): Parking Over Sidewalk                     | -1  |
| 7-1-8: Debris Deposits Prohibited                    | -1  |
| 7-5-5: Overhanging Trees                             | -1  |
| 7-5-7(A): Removal of Trees and Stumps                | -3  |
| 7-6-7: Destruction of Natural Environment            | -1  |
| 7-6-8(2): Private Improvements In a City Park        | -1  |
| 8-4-3: Responsibility For Storm Water Utility        | -1  |
| 8-4-5(B): Possible Illicit Discharge (Pool Water)    | -1  |
| 8-5-3: Sanitary Disposal Required                    | -1  |
| 8-5-6: Yard Waste Removal                            | -3  |
| 10-10-11(B): Pool Wastewater Disposal                | -1  |
| 10-11-1: Erosion Control                             | -4  |
| 11-4-8: Accessory Structures: Permit Required        | -1  |
| 11-4-12: Home Occupations                            | -1  |
| 11-13-5(12-A): Off Street Parking Regulations        | -1  |
| 11-14-5: Maintenance Per Approved Site Plan          | -1  |

### Other Activities

- Continued work on priority issues
  - Continued work on parkway tree study and plan
  - Continued work on 2025 Sidewalk Repair Program
  - 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:** June 26, 2025

**RE:** Fire Department Report - May 2025

### **SYNOPSIS:**

Fire Department Report - May 2025

### Attachments:

1. May 2025 Council Report



# Memo

**TO:** Honorable Mayor, City Council, City Manager

**FROM:** Clayton Garcia, Fire Chief

**DATE:** 6/12/2025

**RE:** May 2025 Monthly Report

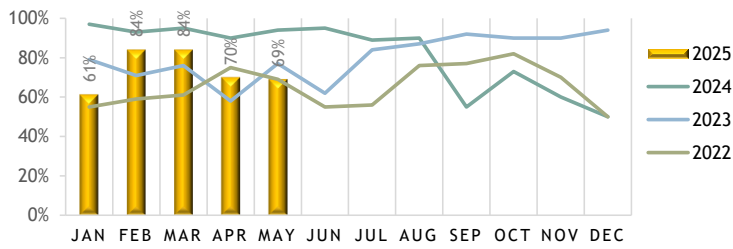
| Target                                                                                                             | Milestones                                            | Status      |
|--------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|-------------|
| 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                      | Completed   |
|                                                                                                                    | Create, finalize and implement 28E for shared serv    | Completed   |
|                                                                                                                    | Finalize asset transfer of L325 and Urbandale unit    | Completed   |
|                                                                                                                    | Outfit new suppression apparatus for Station 32       | In Progress |
|                                                                                                                    | Complete "audit" of Clive/Urbandale response plan     | In Progress |
|                                                                                                                    | CC Decision: Shared Services 28E Agreement            | Completed   |
|                                                                                                                    | Create, finalize maintenance agreement w/ Urb         | Completed   |
|                                                                                                                    | CC Decision: Maintenance agreement adoption           | Completed   |
|                                                                                                                    | Prepare 28E (or internal resource) for bariatric care | Completed   |
|                                                                                                                    | 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                                                                                                 |                                                       | Completed   |
| Fire Staffing Levels/Makeup New Standards: Implementation                                                          |                                                       | Completed   |
| Hire All FT Staff: Solidification of Roles and Responsibilities: Update                                            |                                                       | Completed   |
| Public Safety Radio Replacement: Completion                                                                        |                                                       | Completed   |
| Public Safety Staff Recruitment/Retention Strategy: Continued Implementation                                       |                                                       | In Progress |
| Fire Vehicle Spec Process (320)                                                                                    |                                                       | In Progress |



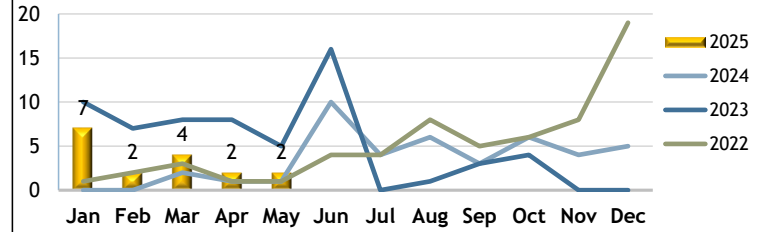


# Clive Fire Department Monthly Report May 2025

## 100% Staffing of On-Duty Shifts



## Mandatory Overtime Shifts

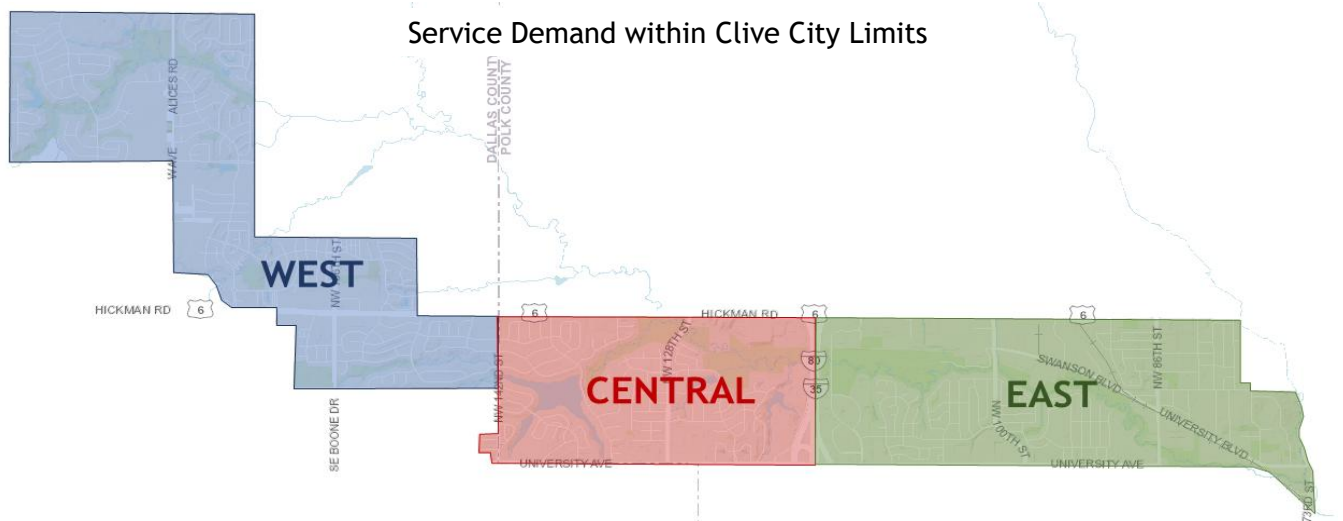


## Citizen Satisfaction for Safety in Clive Above Customized and National Benchmarks

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



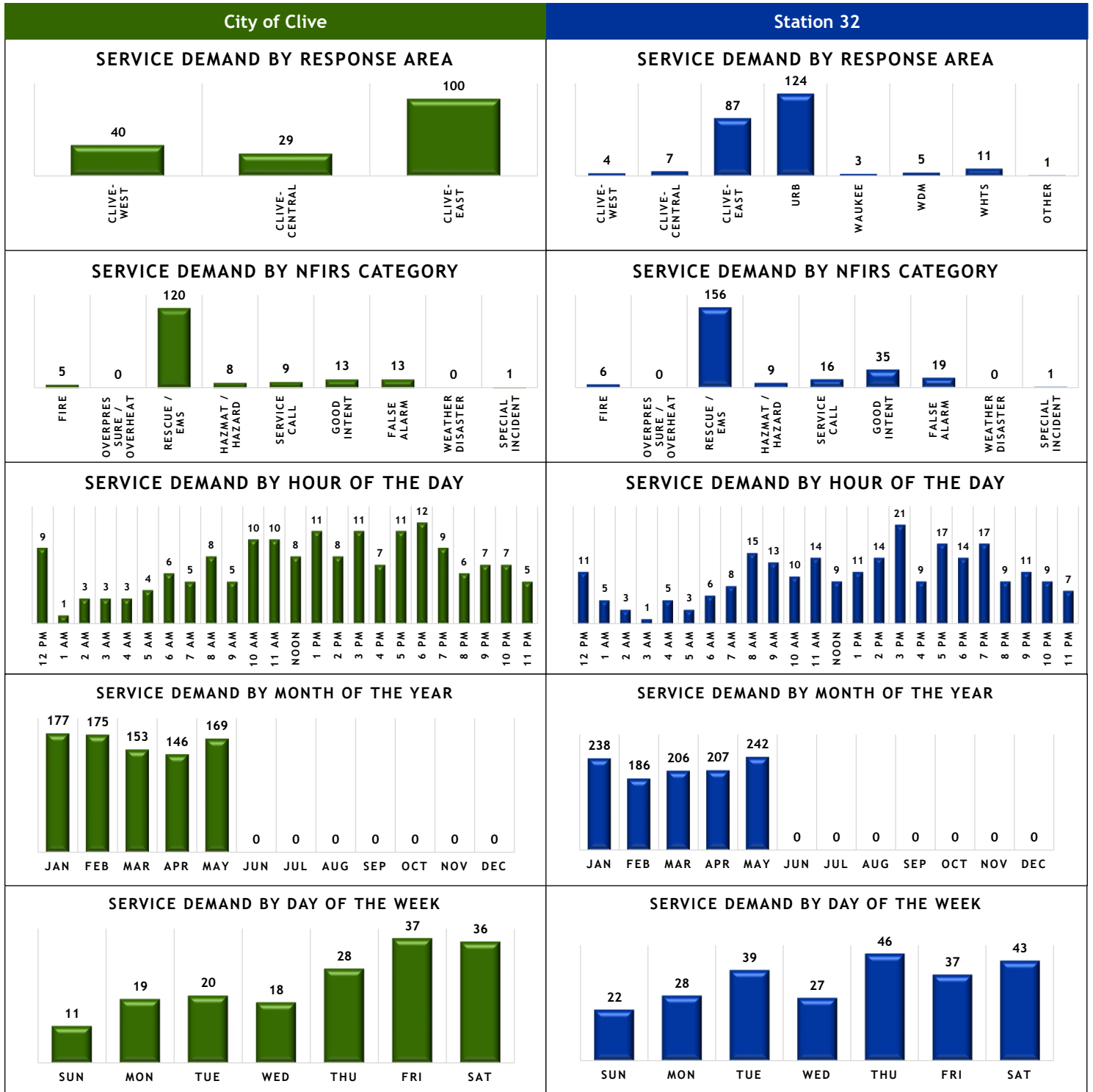
| WEST  |    |       |  |
|-------|----|-------|--|
| EMS   | 31 | 18.3% |  |
| Fire  | 9  | 5.3%  |  |
| Total | 40 | 23.7% |  |

| CENTRAL |    |       |  |
|---------|----|-------|--|
| EMS     | 19 | 11.2% |  |
| Fire    | 10 | 5.9%  |  |
| Total   | 29 | 17.2% |  |

| EAST  |     |       |  |
|-------|-----|-------|--|
| EMS   | 70  | 41.4% |  |
| Fire  | 30  | 17.8% |  |
| Total | 100 | 59.2% |  |

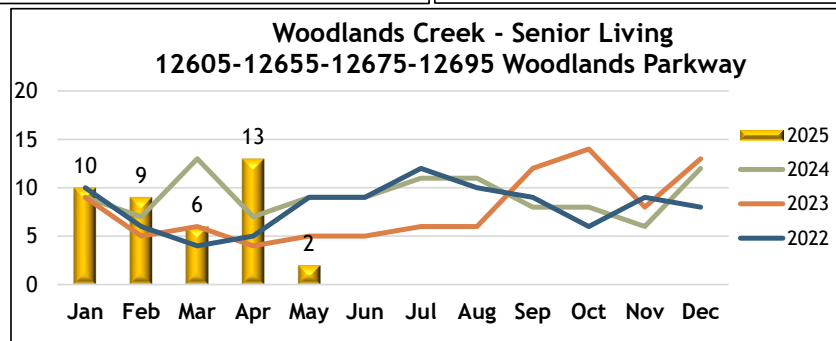
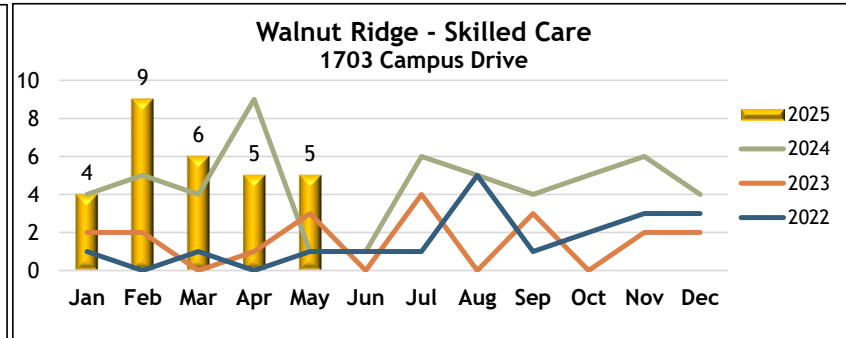
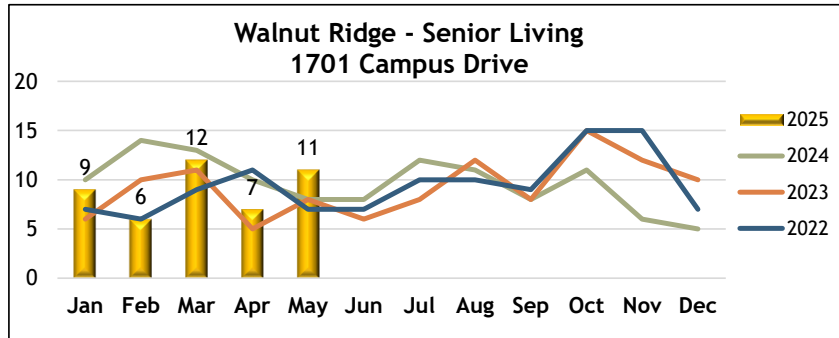
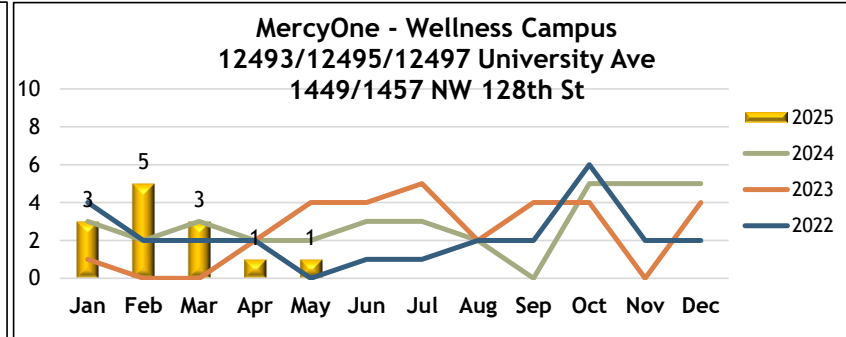
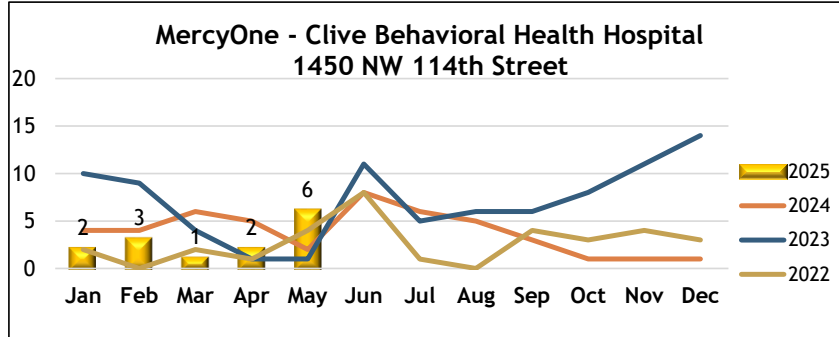
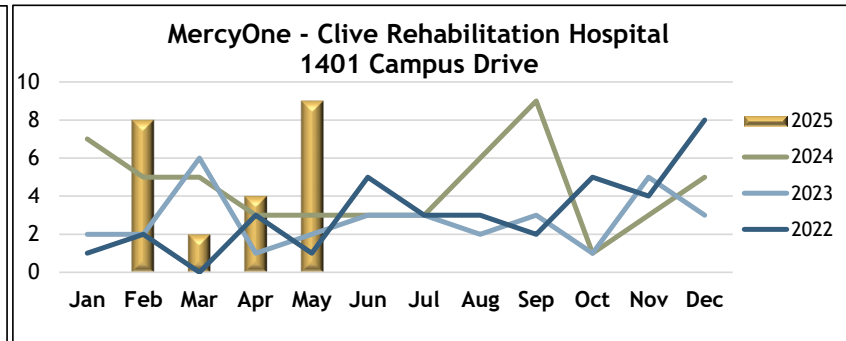
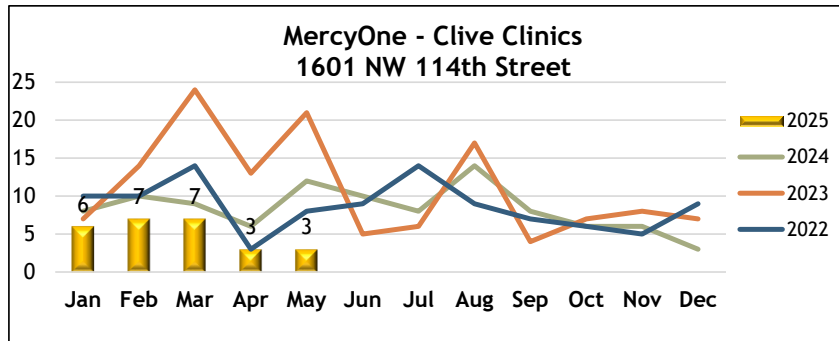


Clive Fire Department  
Service Demand  
May 2025





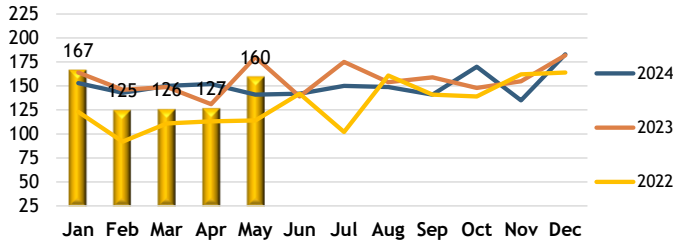
# Clive Fire Department Service Demand - EMS May 2025



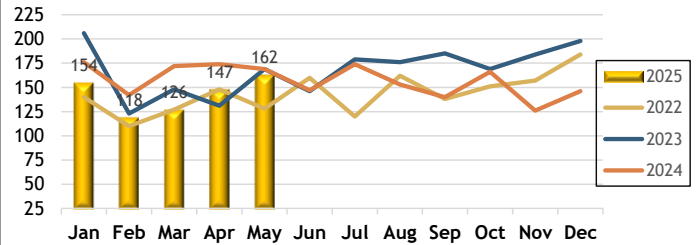


# Clive Fire Department Monthly Report May 2025

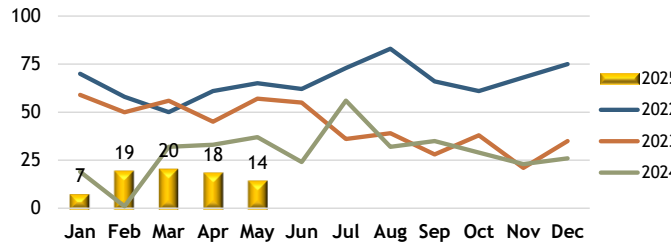
### Station 32 Ambulance Responses



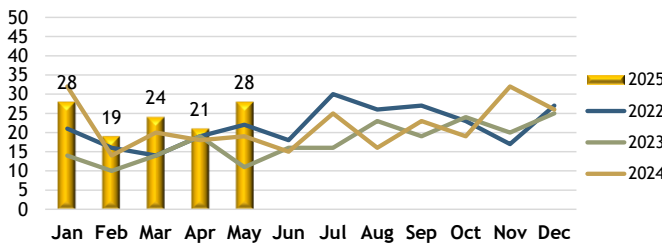
### Station 32 Engine/Ladder Responses



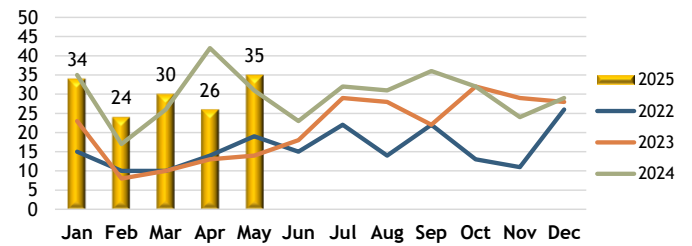
### Station 22 Engine Responses into Clive



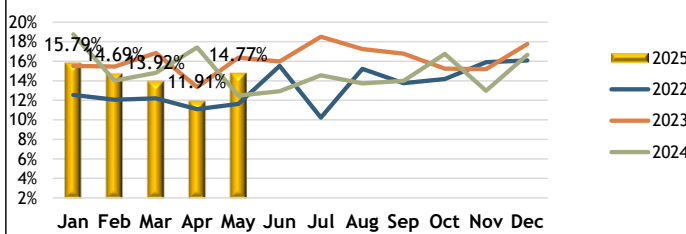
### Station 43 Ambulance Responses into Clive



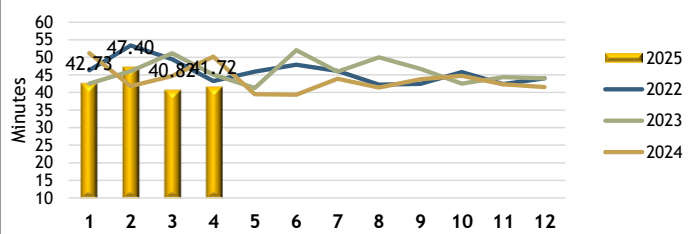
### Station 43 Engine Responses into Clive



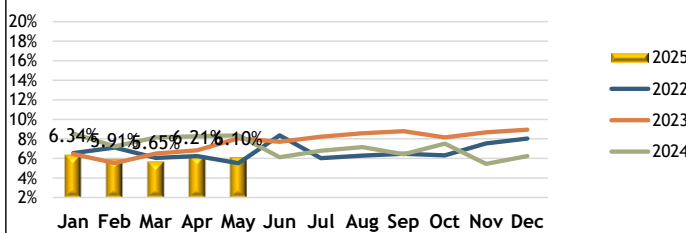
### Unit Hour Utilization - Clive Ambulance



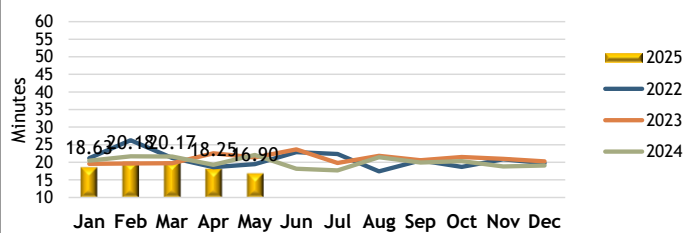
### Average Time Committed - Clive Ambulance



### Unit Hour Utilization - Clive Suppression



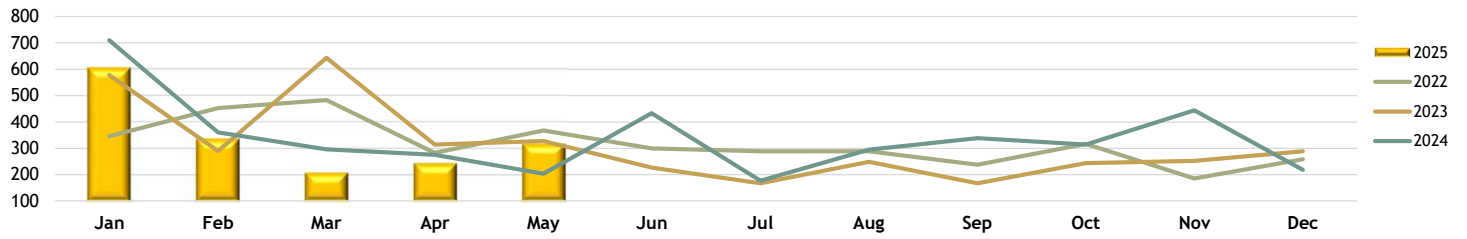
### Average Time Committed - Clive Suppression





# Clive Fire Department Training May 2025

## Training Hours - Annual Comparison by Month

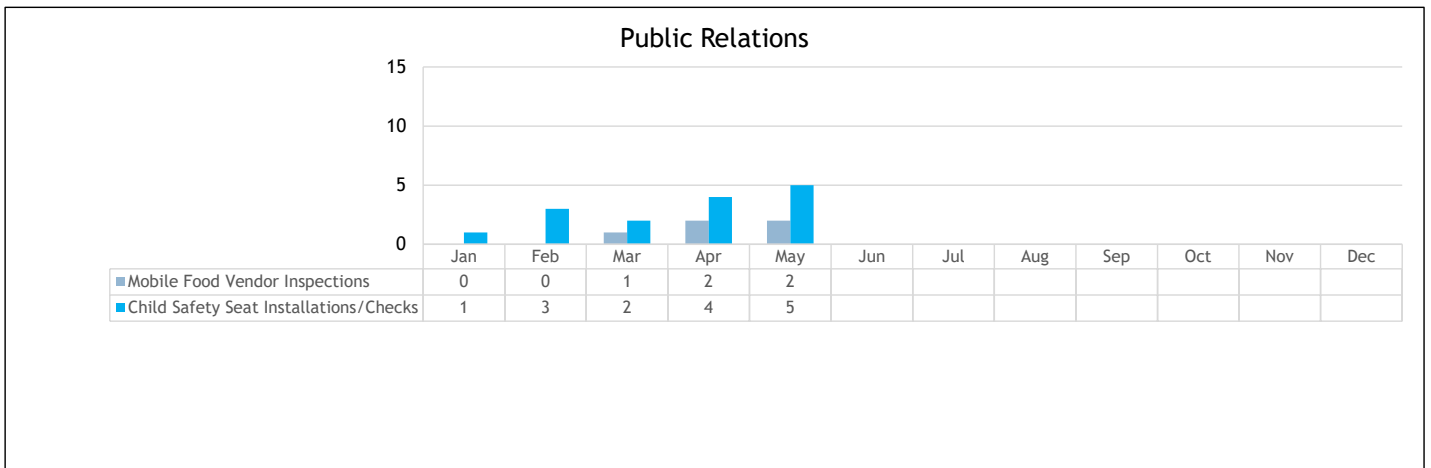
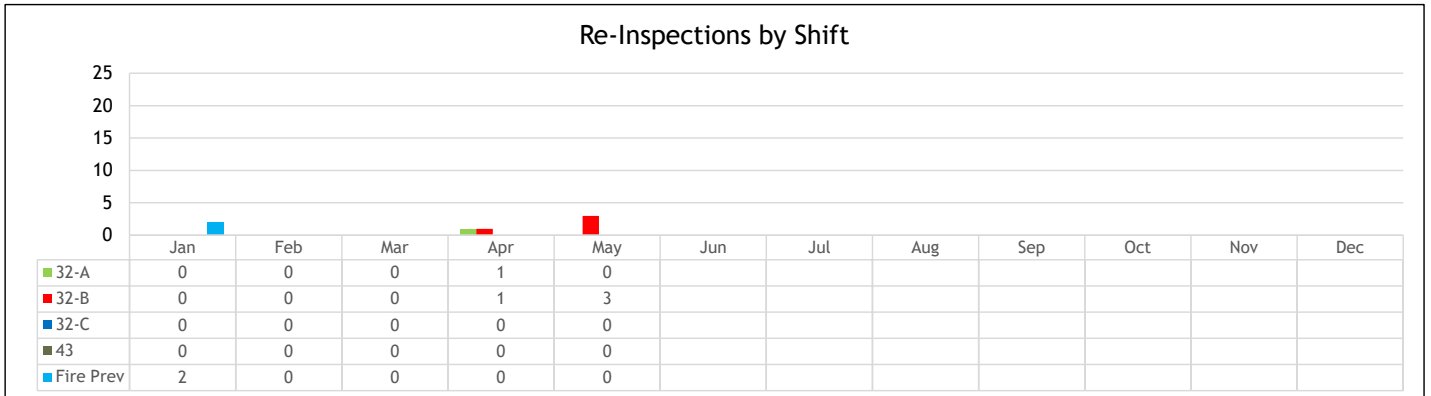
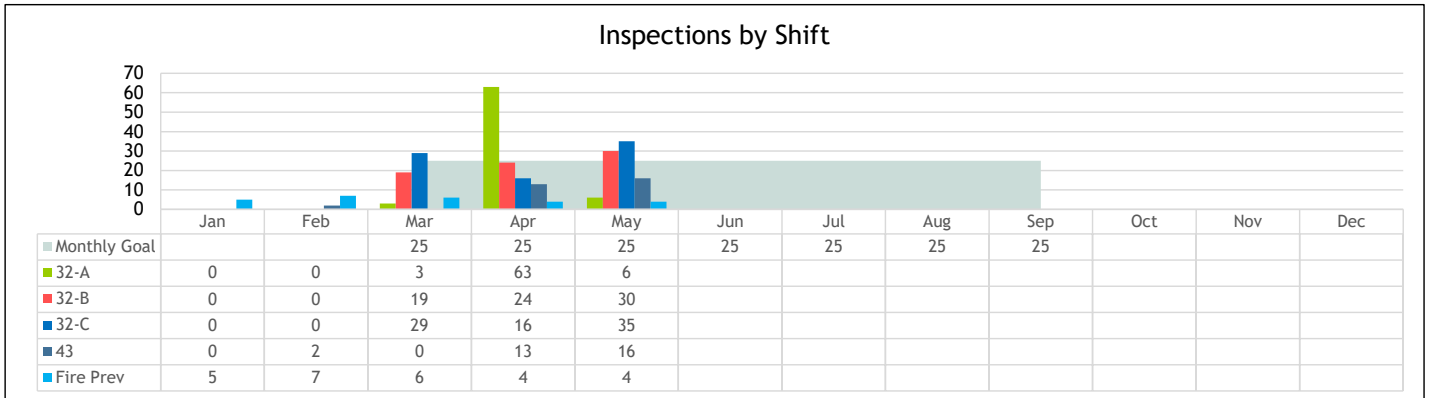
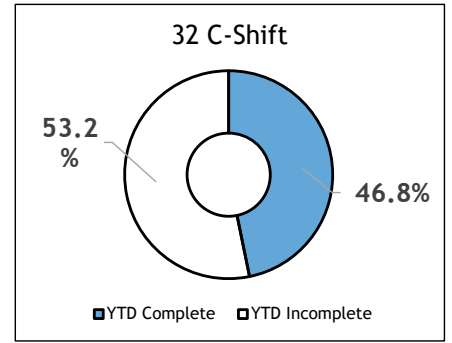
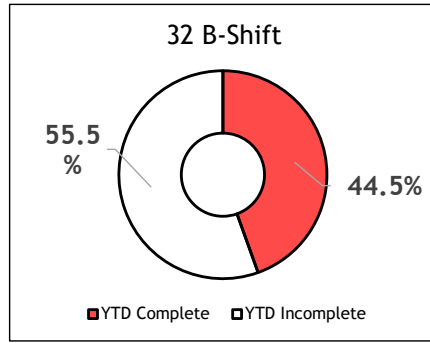
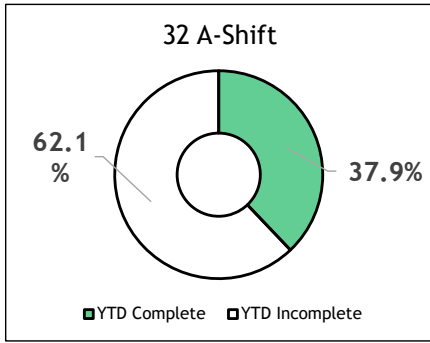


## Training Hours - Current Year by Program Area





# Clive Fire Department Inspection/Prevention Monthly Report May 2025



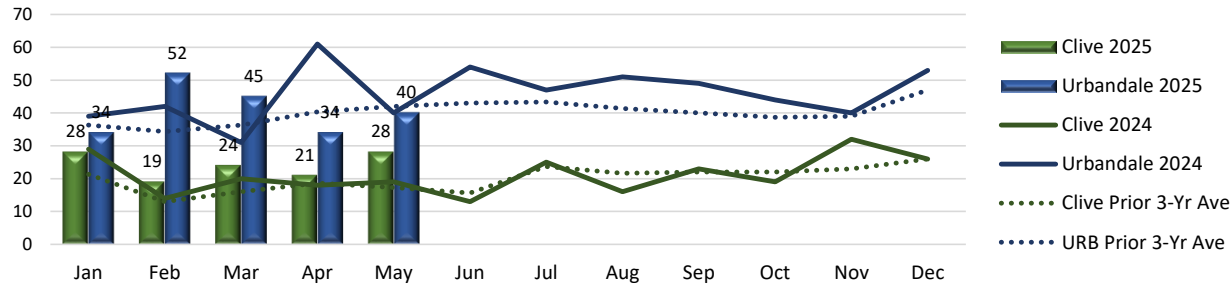


Clive Fire Department  
Shared Services Report  
May 2025

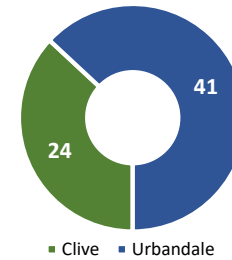
## Urbandale - Station 43

Station 43 Became Operational March 10, 2020

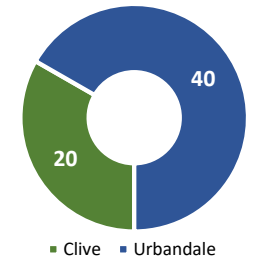
### Ambulance



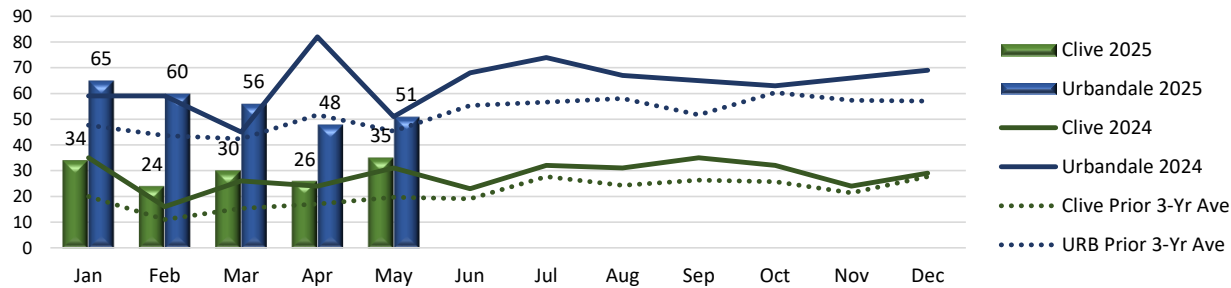
#### Year to Date Monthly Average



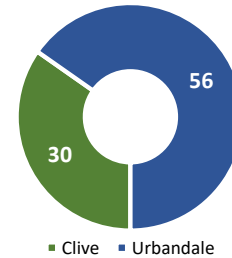
#### Prior 3-Year Monthly Average



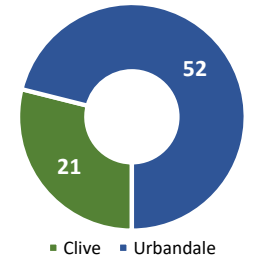
### Engine



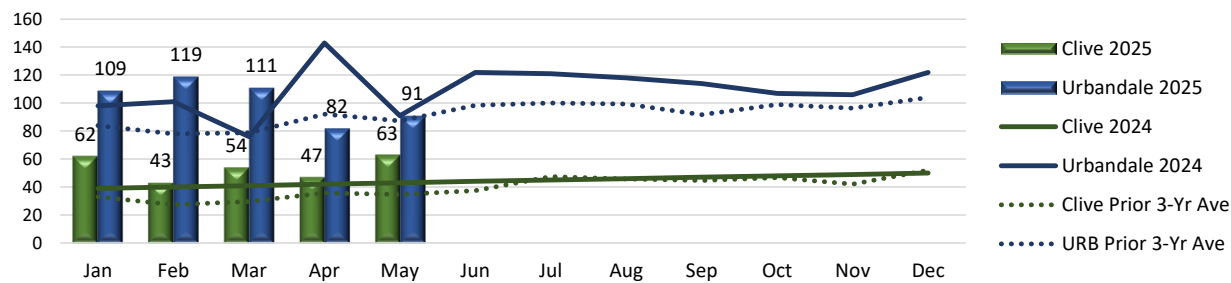
#### Year to Date Monthly Average



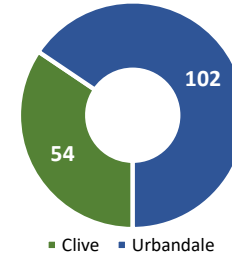
#### Prior 3-Year Monthly Average



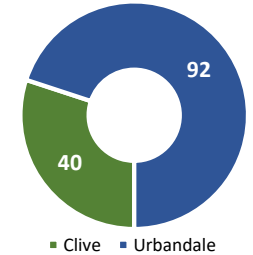
### Total (Ambulance & Engine)



#### Year to Date Monthly Average



#### Prior 3-Year Monthly Average





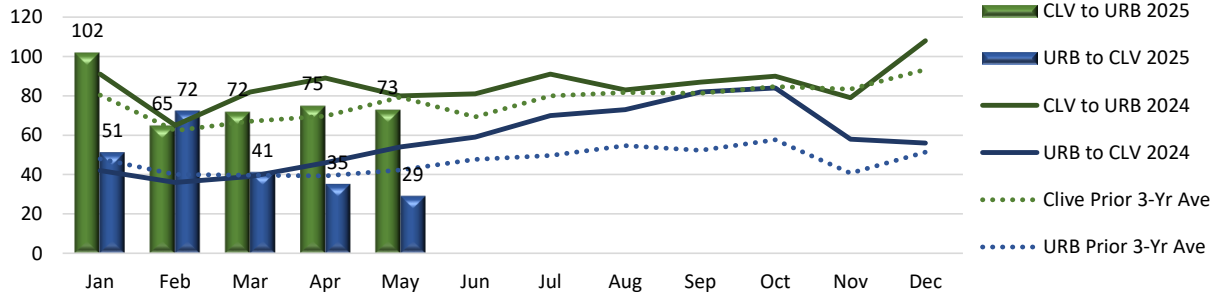


Clive Fire Department  
Shared Services Report  
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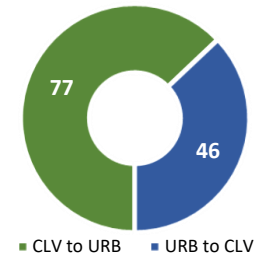
## Clive / Urbandale - Closest Unit Response

*Does Not Include Station 43*

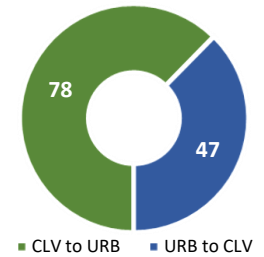
### Ambulance



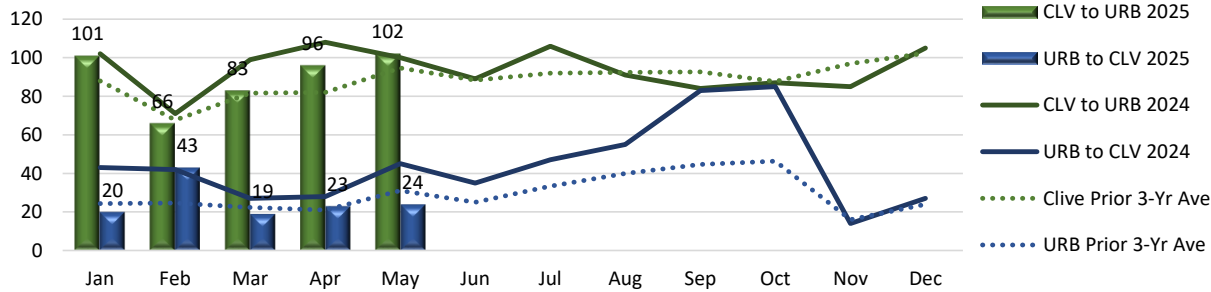
#### Year to Date Monthly Average



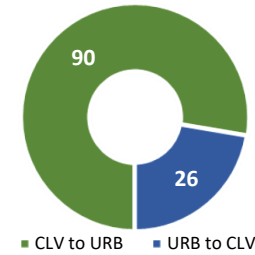
#### Prior 3-Year Monthly Average



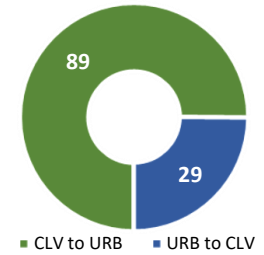
### Engine



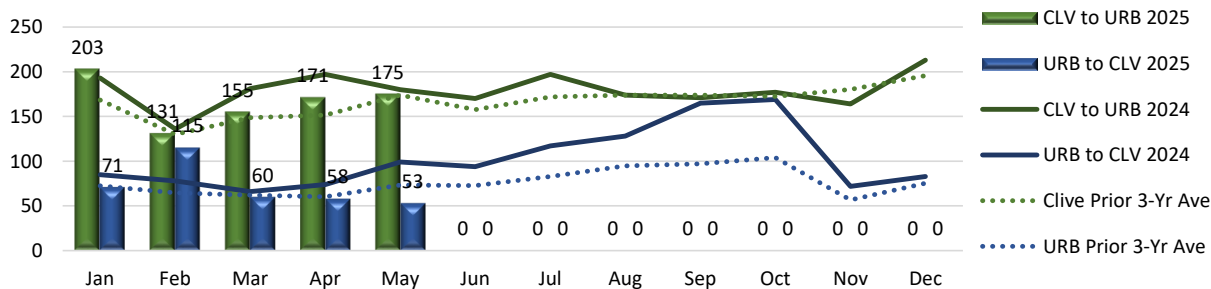
#### Year to Date Monthly Average



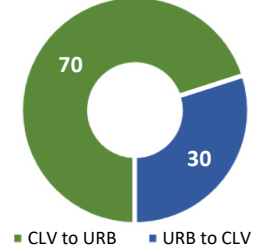
#### Prior 3-Year Monthly Average



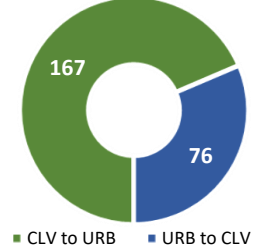
### Total (Ambulance & Engine)



#### Year to Date Monthly Average



#### Prior 3-Year Monthly Average



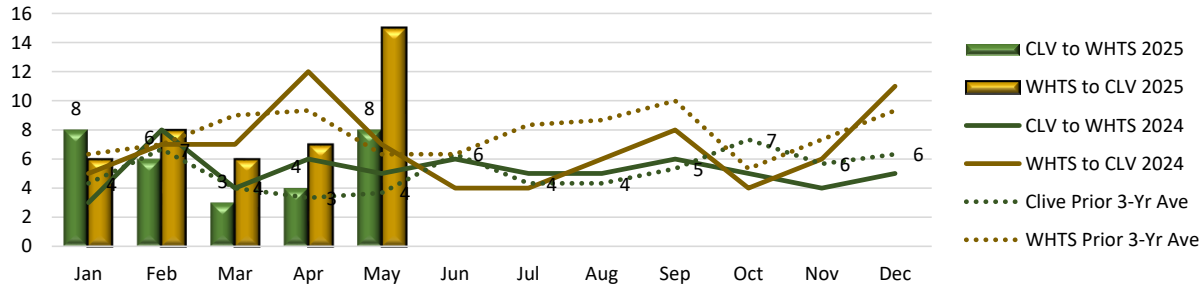


Clive Fire Department  
Shared Services Report  
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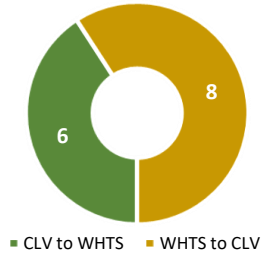
## Clive / Windsor Heights - Closest Unit Response

WHTS Joined Westcom 9/22/21 - CUR Initiated 10/15/21

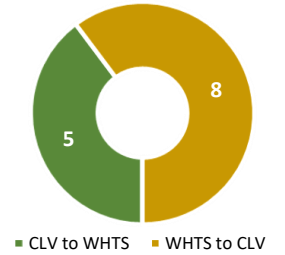
### Ambulance



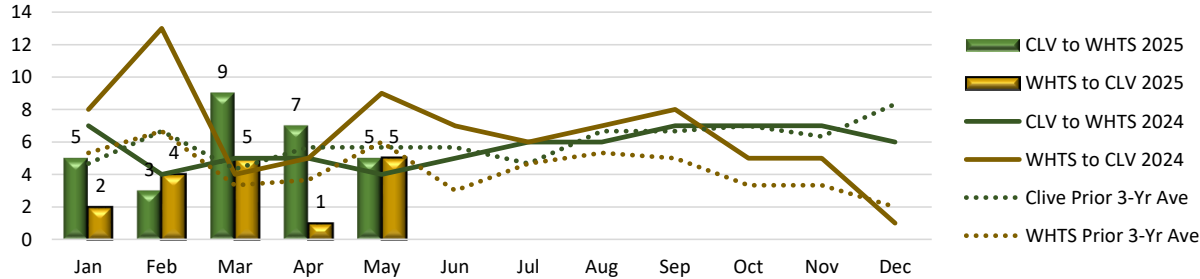
#### Year to Date Monthly Average



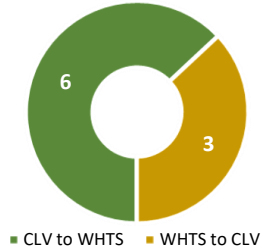
#### Prior 3-Year Monthly Average



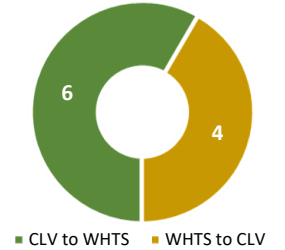
### Engine



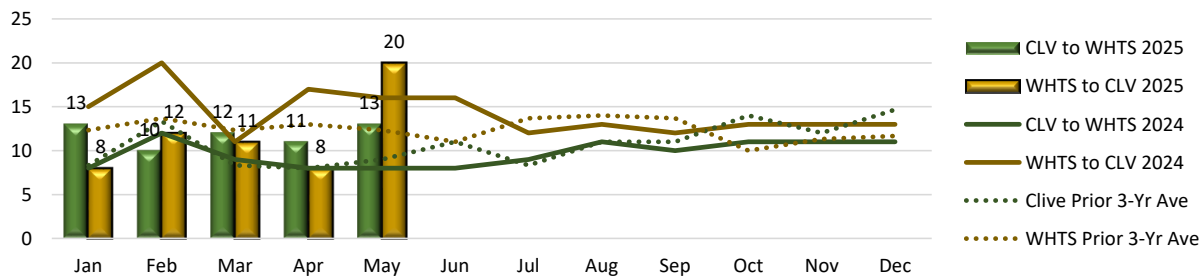
#### Year to Date Monthly Average



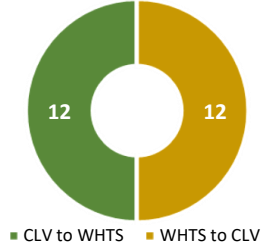
#### Prior 3-Year Monthly Average



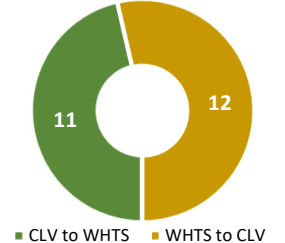
### Total (Ambulance & Engine)



#### Year to Date Monthly Average



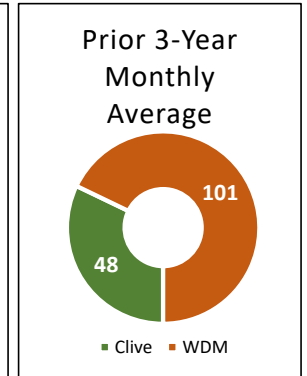
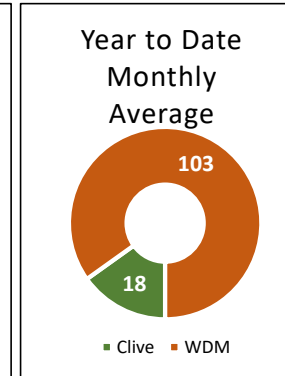
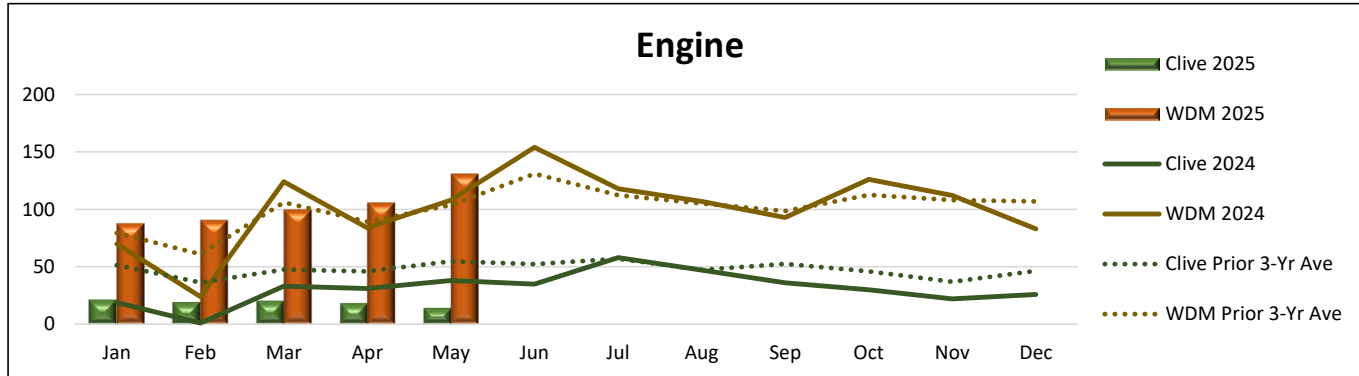
#### Prior 3-Year Monthly Average





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Shared Services Report  
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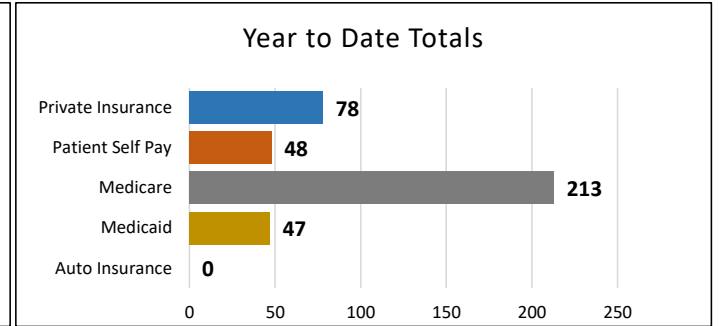
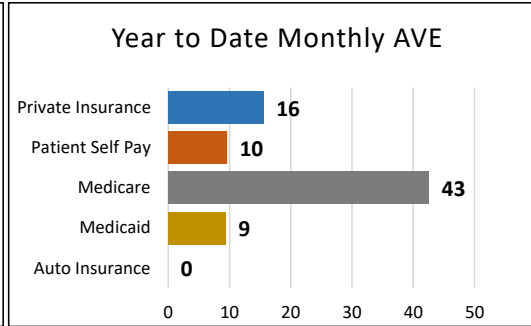
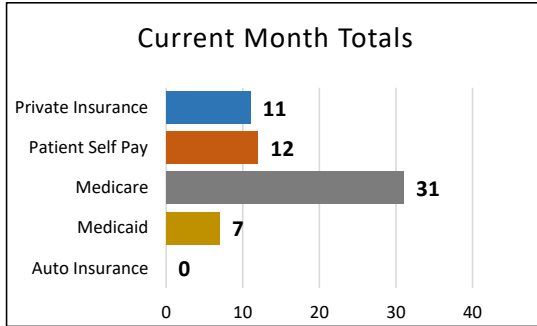
## West Des Moines - Station 22



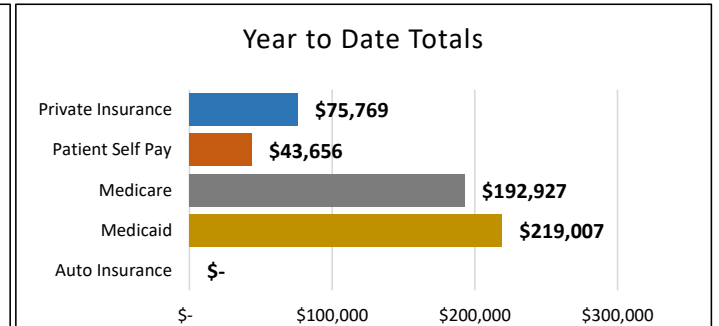
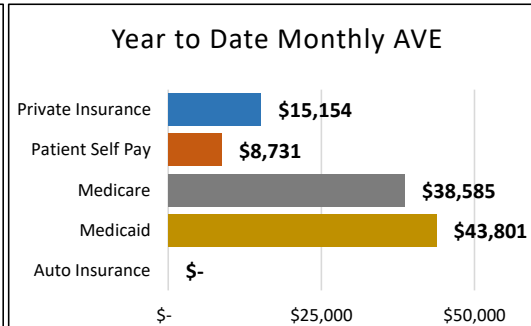
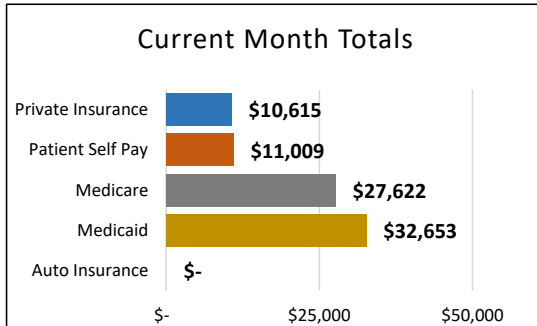


Clive Fire Department  
EMS Billing Report  
May  
2025

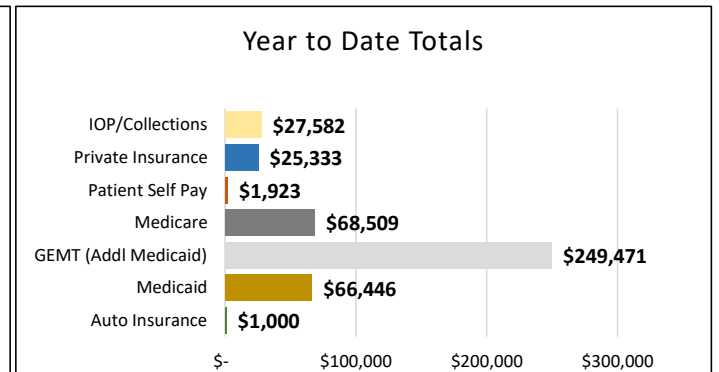
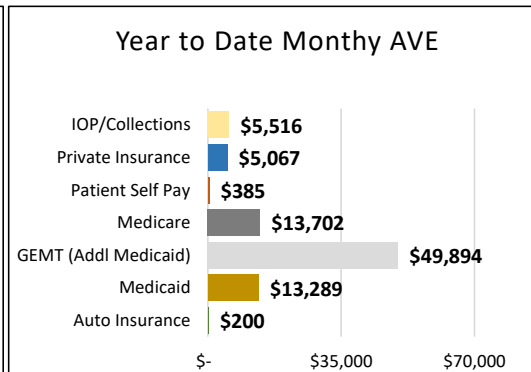
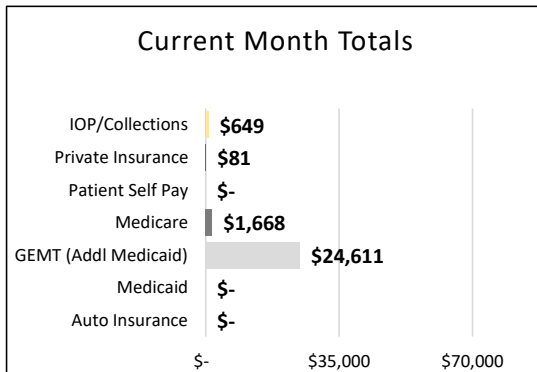
PAYOR BY TRIPS



PAYOR BY  
GROSS CHARGES



PAYOR BY \$  
PAYMENTS





## Memo

**TO:** Mayor and Council members

**FROM:** Richard Brown, Leisure Services Director

**DATE:** June 26, 2025

**RE:** Leisure Services Report - May 2025

### **SYNOPSIS:**

See attached report.

### Attachments:

1. City Council Report - May 2025

# Leisure Services Department

May 2025



## Construction at Clive Public Library

During the month of May, the Clive Public Library main branch was closed for the installation of new entrance doors. During this time the new circulation desk was placed and the work previously done on the hold shelf area was able to be finished and revealed for the opening. The new desk and shelf reveal, allows patrons visiting the Library after its closure to see some of the work that has been going on behind the construction wall!

## Chalk the Walk – Summer Kickoff

Staff hosted a Summer Kickoff at Harbach Public Library. Visitors were able to sign up for summer reading, setting kids and parents up for a season of learning. There were ice pops, crafts and chalk for participants to decorate the sidewalk outside of the Harbach Bay Doors.

## Food Truck Fridays Kick Off

The popular Campbell Park program held its first event of the 2025 season, on May 9 with music from Damon Dotson. This year's Food Truck Fridays have hosted 4 to 6 food trucks each night with music from 6 different local bands. All 2025 events have had high turn outs as this continues to be an excellent way for residents and visitors to get out of the house for a family-friendly weekend event.

## Campbell Park Soccer Goals Ribbon Cutting

A Clive teen who attends Valley Southwoods wrote the Mayor asking about soccer goals at Campbell. Mayor Edwards agreed, and the family donated funds to pay for for one soccer goal, while the City paid for the other. This new addition has been a popular attraction at Campbell Park.

## Clive Aquatic Center Open for 2025 Season

The Clive Aquatic Center opened for the 2025 season on Saturday, May 31. With the changes to the parking lot and the closure of 114<sup>th</sup> Street from Hickman, Leisure Services staff is working hard to make summer at the pool as easy and fun as possible. We have seen several days with high temperatures and subsequently high numbers at the facility.







### Cirkseena Park Ribbon Cutting

Last week, we officially opened Cirkseena Park, named in honor of former Clive Mayor Scott Cirkseena who was able to join us and cut the ribbon. Clive staff and community members gathered to open the new park space. Thank you to the Clive Parks and Recreation and Aquatics Team and Scott and his family for celebrating with us!

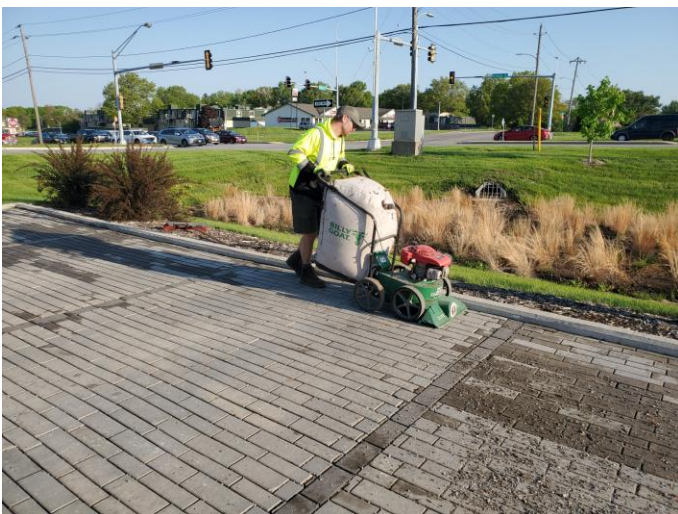
### Prescribed Burn

The Natural Resource and Parks team performed a prescribed burn of the Aquatic Center prairie. This prairie was last burned in 2019 and with the current conditions, the controlled use of fire was a natural management tool to maintain the health of the prairie. This process would normally happen naturally, but controlled burning offers a safe way to implement this essential part of plant and animal life cycles, managing invasive weed and grasses, like reed canary grass. It also helps maintain a rich diversity of wildflowers and grasses by removing the excess dead material that accumulates over the years that prevents new growth and chokes out existing perennial plants.



### Aquatic Center Preparations

Staff continued to prepare the Aquatic Center for the season opening consisting of replacing lighting within the Lazy River, replacing sections of piping in the pump house, filling the pools, chemical balancing, pump house organization and other improvements along with fixing other maintenance related issues throughout the facility and grounds.



### Clive Public Safety Center Permeable Pavers

The grounds crew, with an assist from Public Works, removed debris and dirt from the permeable pavers at the Clive Public Safety Center. The work will be performed annually to insure proper drainage in the parking lot. Once the loose debris, dirt, and stones were removed staff swept 20 bags of new granite chips into the joints to create the porous space needed for infiltration.

### Volunteers

Recreation hosted 32 volunteers, 8 for goats and 24 volunteers for a total of 44 hours. The library had volunteers solely at the Harbach Center for a total of 13.75 hours. There were no volunteer hours for the Parks division in May.



## 2024-25 Policy Agenda Actions: Low Priority

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

## 2024-25 Management Agenda Actions: Top Priority

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

## 2024-25 Policy Agenda Actions: Top Priority

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

## 2024-25 Policy Agenda Actions: High Priority

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

## 2024-25 Policy Agenda Actions: Moderate Priority

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



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

## **2024-25 Management Agenda Actions: Low Priority**

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

## 2024-25 Management In Progress

| Management Projects                                                           | Orig    | Rev     | Who   | Status      |
|-------------------------------------------------------------------------------|---------|---------|-------|-------------|
| City Led Community Volunteer Program: Update Report                           | Feb-25  | Feb-25  | LS    | Not Started |
| Technology Subject Matter Experts Development                                 | Feb-25  | Feb-25  | TS    | Not Started |
| Moving Library Circulation System from On-Prem to Cloud - FY 25/26 Funding    | Mar-25  | Mar-25  | LS/TS | Not Started |
| Part-Time to Full-Time Library Staffing - 2nd position conversion: Completion | Jul-25  | Jul-25  | LS    | Not Started |
| Clive Public Safety Center: Maintenance Plan                                  | Oct-24  | Oct-24  | LS    | In Progress |
| Work Order System for Facilities: Direction and Funding                       | Mar-25  | Mar-25  | LS    | 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  | Sep-24  | LS    | In Progress |
| Invasive Plants and Vegetation Management: Phase 1 Implementation             | Dec-24  | Dec-24  | LS    | In Progress |
| Library Strategic Plan: Implementation                                        | Ongoing | Ongoing | LS    | In Progress |
| Landscape Management Plan: Development                                        | Ongoing | Ongoing | LS    | Not Started |
| Library fine free: annual report                                              | Dec-24  | Dec-24  | LS    | Not Started |
| Neighborhood Trail Closure Gates: Installation                                | May-25  | May-25  | LS    | Not Started |
| Clive Festival 2025 - 50th Anniversary                                        | Jul-25  | Jul-25  | LS    | Not Started |

## 2024-25 Major Projects

| Capital Projects                                                           | Orig   | Rev    | Who | Status      |
|----------------------------------------------------------------------------|--------|--------|-----|-------------|
| Park Maintenance Lean-To: Construction                                     | Jun-25 | Jun-25 | LS  | Not Started |
| 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 |



## Memo

**TO:** Mayor and Council members

**FROM:** Mark Rehberg, Captain / Operations Commander

**DATE:** June 26, 2025

**RE:** Police Department Report - May 2025

### **SYNOPSIS:**

Monthly police department report for May 2025.

### Attachments:

1. May 25





Clive Police Department

Monthly Report

May 2025





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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.

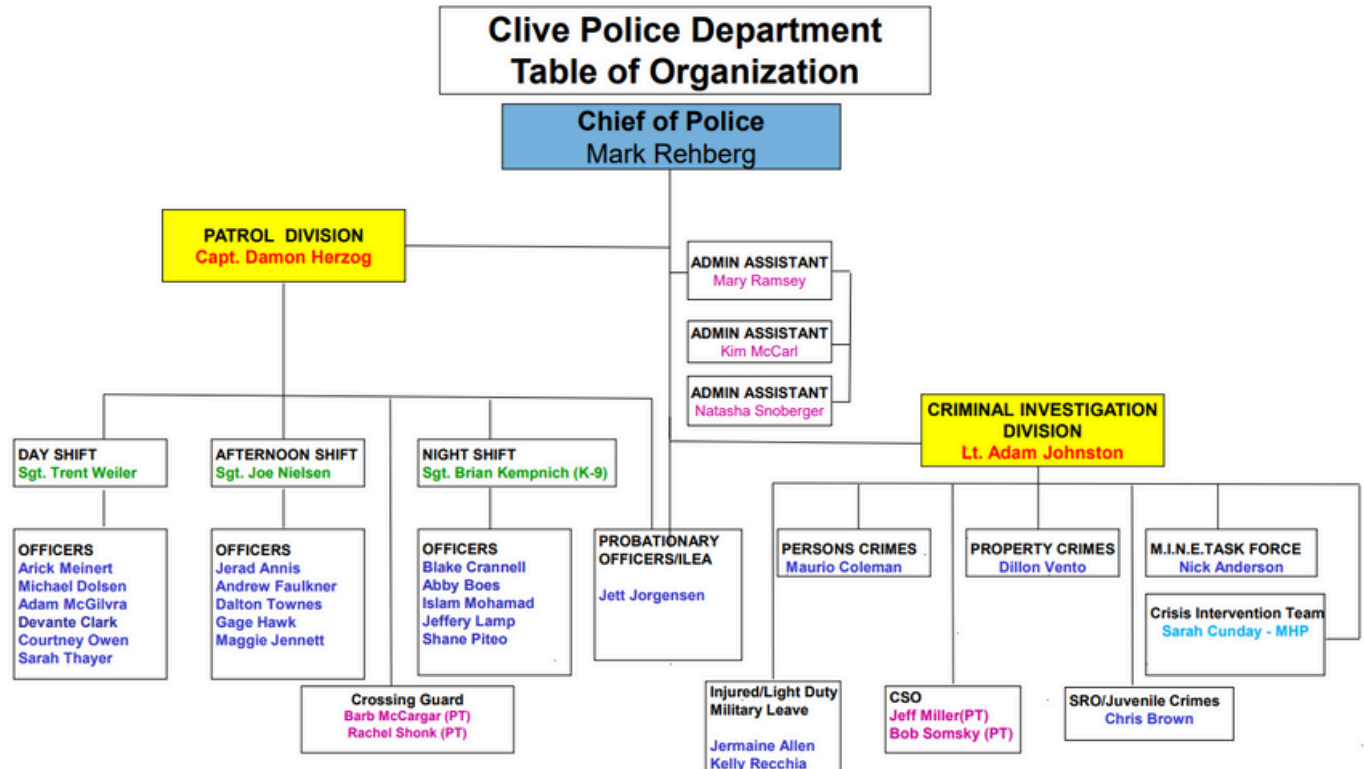


Committed - Professional - Determined

**“WE COME WHEN WE ARE CALLED”**



# Organization & Staffing



## Staffing

### Sworn Staffing Summary (Current)

|                                  |    |
|----------------------------------|----|
| Total Authorized Commissioned    | 29 |
| Current Operating Commissioned   | 27 |
| Officers in Field Training       | 0  |
| Probationary Officers in Academy | 1  |
| Military Leave                   | 1  |
| Officers still need to Recruit   | 0  |

### Sworn Staffing by Assignment

| Assignment               | Assigned | Vacant |
|--------------------------|----------|--------|
| Command Staff            | 3        | 0      |
| Patrol Sergeants         | 3        | 0      |
| Patrol Officers          | 16       | 2      |
| Detectives               | 3        | 0      |
| School Resource Officers | 1        | 0      |
| Crisis Intervention      | 1        | 0      |
| ILEA/ Military Leave     | 2        | 0      |

# Calls for Service and Dispatch Area

| Dispatch Incident Distribution |      |      |      |      |      |
|--------------------------------|------|------|------|------|------|
| Agency                         | May  |      | YTD  |      |      |
|                                | 2024 | 2025 | 2024 | 2025 | %    |
| Calls for Service              | 1498 | 1156 | 6430 | 6009 | -7%  |
| Incident reports               | 142  | 175  | 739  | 784  | 6%   |
| Adult Arrests (On view)        | 51   | 40   | 267  | 205  | -23% |
| Juvenile Arrests (On view)     | 4    | 2    | 17   | 10   | -70% |
| Traffic Citations/Warnings     | 348  | 228  | 1491 | 1350 | -10% |

## Crash Data

| Motor Vehicle Crash (MVC) |      |      |      |      |          |
|---------------------------|------|------|------|------|----------|
| Crash Type                | May  |      | YTD  |      |          |
|                           | 2024 | 2025 | 2024 | 2025 | % Change |
| Fatal                     | 0    | 0    | 0    | 0    | 0%       |
| Injury                    | 6    | 5    | 29   | 24   | -21%     |
| Property Damage           | 40   | 58   | 179  | 249  | 28%      |
| Total                     | 43   | 56   | 162  | 210  | 23%      |

## Special Unit Activity

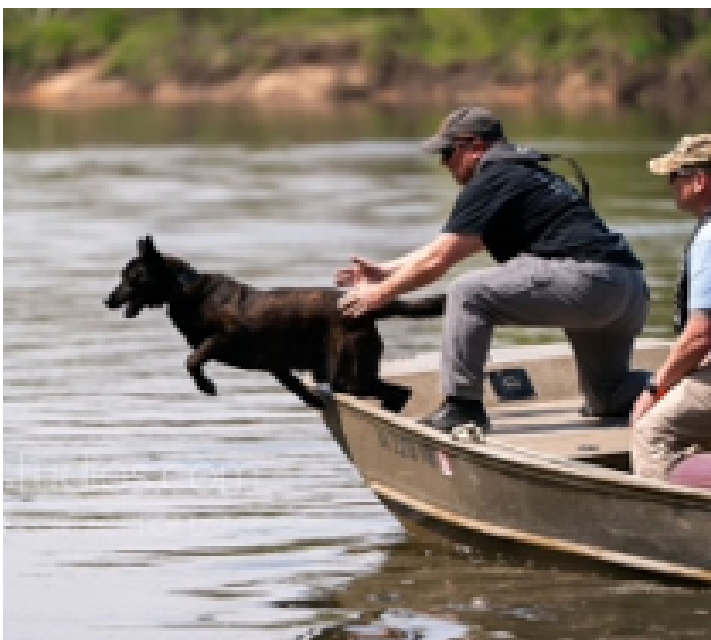
| Crisis Intervention Team (CIT) |           |           |           |            |
|--------------------------------|-----------|-----------|-----------|------------|
| Response Type                  | May       |           | YTD       |            |
|                                | 2024      | 2025      | 2024      | 2025       |
| Mental Health-related Calls    | 22        | 15        | 65        | 94         |
| Diversion/Referral             | 7         | 7         | 10        | 37         |
| Clive Behavioral               | 5         | 5         | 18        | 24         |
| Ed Thomas Notification         | 0         | 0         | 0         | 3          |
| <b>Total</b>                   | <b>33</b> | <b>39</b> | <b>93</b> | <b>158</b> |

# K9 Deployments and Activity

| K9 Deployments     |      |      |      |      |
|--------------------|------|------|------|------|
| Deployment Purpose | May  |      | YTD  |      |
|                    | 2024 | 2025 | 2024 | 2025 |
| Narcotics Search   | --   | 12   | --   | 94   |
| Tracking           | --   | 2    | --   | 6    |
| Total Arrests      | --   | 10   | --   | 50   |

| Evidence Located   |          |                   |  |
|--------------------|----------|-------------------|--|
| Drug Type/Quantity | May 2025 |                   |  |
| Methamphetamine    | 28 g     | U. S. Currency    |  |
| Marijuana          | 458 g    | Items of Evidence |  |
| Heroin             | .5 g     |                   |  |
| Fentanyl           | .6 g     |                   |  |

*May 5 - 9 Dutch was re-certified in narcotics detection and patrol tactics through Dogs for Law Enforcement (DLE), by training in various scenarios and environments.*



*Clive Police Department*

*Monthly Report - May 2025*

## Group A and B Offenses



In the context of the FBI's Uniform Crime Reporting (UCR) system, "Group A offenses" refer to a category of more serious crimes like murder, robbery, rape, and burglary, which are reported for every incident by law enforcement agencies, while "Group B offenses" are less serious crimes where only arrest data is reported to the UCR system; essentially, Group A offenses are considered more significant crimes than Group B offenses.

## Clearance Rate

| Group A Crimes     |        |        |      |      |          |
|--------------------|--------|--------|------|------|----------|
| Type               | April  |        | YTD  |      |          |
|                    | 2024   | 2025   | 2024 | 2025 | % Change |
| Crimes v. Persons  | 18     | 16     | 66   | 64   | 0%       |
| Crimes v. Property | 31     | 20     | 138  | 121  | -12%     |
| Crimes v Society   | 14     | 11     | 71   | 72   | 0%       |
| Total "A" Offences | 47     | 63     | 272  | 273  | 0%       |
| Hate Crimes        | --     | --     | --   | --   | --       |
| LEOKA              | --     | 2      | --   | 3    |          |
| Clearance Rate     | 44.68% | 57.14% | --   | --   |          |



# Highlights & Outreach

## Construction zone mayhem

*On May 28th Officer Hawk, Officer Faulkner, and Officer Annis was dispatched to the 2000 block of 18035 westbound. Upon arrival it was learned that a truck was towing a vehicle transport trailer with 2 vehicles cargo strapped to the trailer. The straps securing a unit broke or became loose, causing white van to slide off the trailer while truck was traveling westbound. As the vehicle fell off it traveled across the outer lane of traffic and struck the concrete barriers.*



## Clive named Compassionate Police Department by PETA

*On May 2nd Officer Hawk was dispatched on a wildlife trip at 16050 Hickman Road. A baby duckling needed rescue from a storm drain. Officer Hawk was able to rescue the duckling and ensured it was reunited with it's mama. A Facebook post was made receiving 3400 likes and making the incident on local media. Officer Hawk was presented with a PETA award for his actions.*

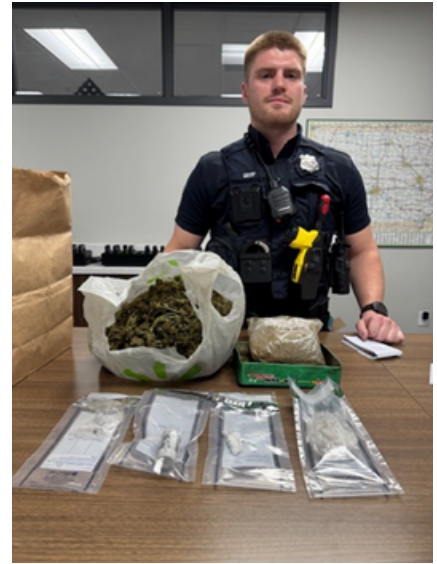




## Traffic stop leads to drug arrest

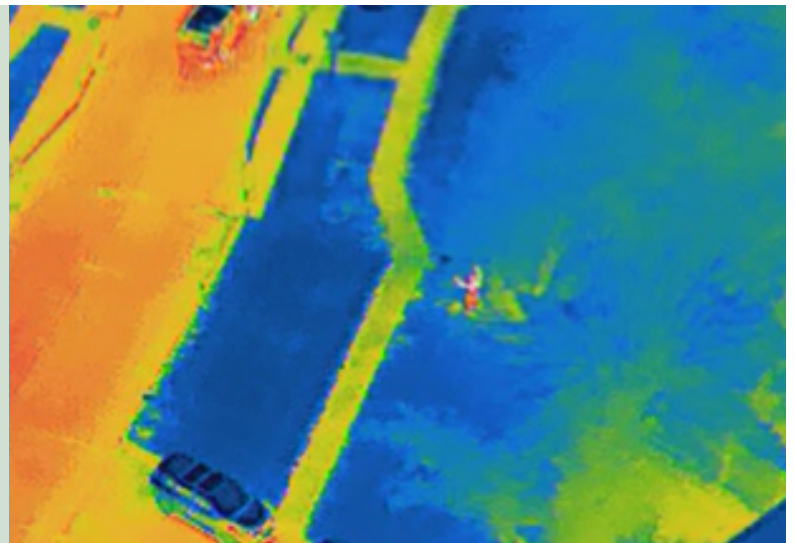
Officer Lamp was on patrol when he stopped a vehicle from California for a traffic violation. While speaking to the driver, Officer Lamp developed reasonable suspicion that a crime was occurring, so he called for K9 Dutch and Sgt Kempnich.

After alerting on the vehicle, a search was conducted, which revealed nearly 500 grams of marijuana, 13 grams of methamphetamine and Fentanyl. The driver, Steven Gallegos, was arrested and taken to the Polk County Jail.



## Drone Pilot captures auto theft suspect

Officers Mohammad, Piteo and Lamp were able to locate a vehicle theft suspect at 1230 Forest Circle. Drone Pilot Lamp utilized the thermal camera and found the suspect in the area where the theft occurred. He can be seen in orange in the attached photo.



## Officer Owen completes FBI Investigation course



Officer Owen, recently attended an Investigations Course presented by the FBI - Omaha Field Office. Courtney is currently assigned to patrol but has a goal of working in criminal Investigations as a detective. This course will help prepare her for the role. Partnering with Federal Agencies, especially for training, provides an opportunity to network and build skills that will improve our departments ability to serve the community.



# ***Clive PD holds first Police Week Memorial event***



***Thanks to everyone that came out to support us for our very first Police Week Event. Make sure you spread the word and come back next year for an even bigger and better event!!!***



***Clive Police Department***

***Monthly Report - May 2025***





### **Police Officer Jerad Annis**

Officer Annis joined the Clive Police Department in August of 2021, following his enlistment in the Marine Corps, where he served as a Light Armored Reconnaissance Marine. He followed his brother Jeremy, who serves on the Clive Fire Department. Assigned to the patrol division, Jerad has already made a significant contribution to the department. He serves as a field training officer, training new police officers who join us. He has also recently been certified as a firearms and patrol rifle instructor for the department. In recognition of his commitment and contribution to the department, he was nominated by his peers for the 2025 Optimist Respect for Law Award. Jerad is currently assigned to the afternoon shift where he often serves as the Officer In Charge.



## Memo

**TO:** Mayor and Council members

**FROM:** Tiernyn Potratz, Administrative Assistant

**DATE:** June 26, 2025

**RE:** Public Works Report - May 2025

### **SYNOPSIS:**

Public Works Report - May 2025

### Attachments:

1. May 2025 Monthly Report

# Clive Public Works

## May 2025

### Monthly Report



#### May Events

- **May 7th**— Operations staff participated in Confined Space training.
- **May 20th**— Polk County Water Quality snapshot with Rai Tokuhisa and Landon Berry
- **May 21st**— Public Works Week training and lunch.
- **May 21st-23rd**— Reclamite overlay on NW 101st-103rd Streets, Country Club Blvd, Hawthorn Dr, and NW 145th St.
- **May 27th**— Operations staff began summer hours at 6:30 a.m.—3:00 p.m.

#### Right of Way Permits

| Type       | Number issued |
|------------|---------------|
| Metro ROW  | 9             |
| Fiber      | 1             |
| Cable Drop | 56            |

## **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. The Contractor closed Hickman Road overnight for a few nights to remove part of the bridge (This was the noisy overnight work). The southbound on-ramp from Hickman to I35/80 and the southbound off-ramp from I35/80 to University were closed on Monday, April 21, 2025. In addition, the northbound on-ramp from Hickman to I35/80 has also been closed. The contractor will have 120 working days to complete the work. The ramps will be closed until around early September, depending on weather.

**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 13<sup>th</sup> workshop. A Public Meeting was held in Waukee on June 11<sup>th</sup>. 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



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. A Public Hearing was held at the February 13, 2025 Council meeting for the Eminent Domain Process. That Public Hearing was continued to the February 27, 2025 Council meeting. All acquisitions have now been acquired. The Public Hearing at the February 27, 2025 Council meeting will be open and closed without any action. The letting for Phase 1A was held on February 4, 2025 and the project was awarded to Concrete Technologies, Inc. (CTI), in the amount of \$4,294,120.31, at the February 13, 2025 Council meeting. Message boards were put out on March 17 notifying the Public of the upcoming closure. Alice’s Road was closed the week of March 24 for the start of construction. The project is scheduled to be completed by November of 2025.

Clive has worked with Waukee to move all Federal funding to Phase 4 and included the intersection of Berkshire and Alice’s in Phase 4. Clive is currently working with Waukee and the consultant to identify the extents of Phases 1B, 2 and 3.

**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. Council approved an addendum extending the date for substantial completion to December 31, 2024 to accommodate the delay in obtaining the DNR permit. The contractor did not complete the work in 2024. The contractor has completed the work on the east streambank. A walkthrough was completed the week of April 14, 2025. Restoration and punch list items remain.

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.

The East Trail project has been let and was awarded to Howrey Construction in the amount of \$807,787.50 at the March 13, 2025 Council meeting. This work is currently scheduled to start in June.

|                                |                           |                                  |
|--------------------------------|---------------------------|----------------------------------|
| Current Construction Schedule: | East Streambank work      | Completed except for restoration |
|                                | East Trail reconstruction | Awarded—Starts in June           |
|                                | 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. Council approved the Professional Services Agreement for the update at the December 12, 2024 Council meeting. A kickoff meeting for the update was held on January 6, 2025. HR Green is working on the update conducted a progress meeting on Friday, March 21, 2025. HR Green presented draft report to staff on May 15, 2025 and Staff provided comments. **HR updated the report, and Staff has received the revised final draft report and is currently reviewing the report.**

## **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 73<sup>rd</sup> Street to west of NW 128<sup>th</sup> 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 has reviewed the 90% plans and provided comments. Snyder has let us know they plan to start property acquisitions. The City has received easement documents for the acquisitions the WRA needs from the City. Staff will forward them to Council after an agreement is reached for the payment for trees.

**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 working on the remodel. Construction of the breakroom and locker room improvements has been completed. Work on lobby security improvements and the replacement of the breakroom windows remains.

**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 2<sup>nd</sup> 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. The BRIC grant program has been discontinued. Staff is working on another funding opportunity for the project. Work continues on the design.

**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.

## **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 has completed a draft policy and is currently reviewing the draft policy prior to finalizing it and presenting it to Council.

**Service Work Order Mobile App: Implementation (JF/KF)** – Staff is currently using the app for meter reads. This is now completed.

**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. 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 working on a draft policy and plans to present it to Council for discussion. This project has grown to include a look at all stop signs in the City and staff is currently comparing what is in the field to what is in the Code. **Staff has completed the field survey and is currently working on a draft report.**

**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. The report has been submitted for 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 128<sup>th</sup> & 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 86<sup>th</sup> & Franklin. This project was a holdover from 2023 that required additional funding due to the relocation and the need for an easement. This work has been completed.

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

**Clark and NW 101<sup>st</sup> 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.

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

**2024 Walk/Don't Walk Countdown Signals: Installation (CS)** – The materials have been received and staff will complete the installation by the end of 2025.

**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. The MWA provided signage has been installed and this project is complete.

**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.

**2024 Annual Pavement Rehabilitation Projects (JH/JC)** – **Asphalt Overlay - Country Club Boulevard** – This is the work remaining from the 2024 Annual Pavement Rehabilitation Projects. A second asphalt overlay project on Country Club Boulevard was let and awarded to Des Moines Asphalt in the amount of \$626,036.25 at the June 27, 2024 Council meeting. **The contractor has completed the project. Restoration remains.**

**2025 Annual Pavement Rehabilitation Projects (JH/JC)** – **(A) Residential PCC Patching** – Staff has completed plans for this project and the project was awarded to The Concrete Company in the amount of \$634,965.00 at the March 13, 2025 Council Meeting. Contractor intends to start work this summer. **(B) Arterial PCC Patching** – This project was let on February 4, 2025 and was awarded to SKOL Trucking, LLC, in the amount of \$418,691.00 at the February 13, 2025 Council meeting. The Contractor is tentatively planning to complete this work in June. **(C) Asphalt Overlay** – This project was let on February 4, 2025 and was awarded to Caliber Concrete in the amount of \$770,789.72 at the February 13, 2025 Council meeting. The contractor has completed the PCC patching and staff is working to schedule the placement of the asphalt overlay.

**Hickman Road & NW 161<sup>st</sup> 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 161<sup>st</sup> 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 99<sup>th</sup> 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). **This project is complete.**

**Emerald Isle Drive Reconstruction (JH/JC)** – The developer plans to complete the sanitary sewer connection for the car wash this year. **The Contractor has started construction on this project.**

**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 168<sup>th</sup> Street. Restoration remains.

**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 29<sup>th</sup>, 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 has completed the project and the project was accepted at the February 13, 2025 City Council meeting.

**Automatic Valves at Hawthorn, NW 86<sup>th</sup> and NW 118<sup>th</sup> – 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 is included in the FY 25 budget. The valves have been received and Staff is working to schedule the install of the valves.

**NW 114<sup>th</sup> Street Reconstruction (JH/JC)** – This project includes the reconstruction of NW 111<sup>th</sup> /NW 114<sup>th</sup> 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 have resulted in stage 3 being completed in the spring/summer of 2025. The contractor closed NW 114<sup>th</sup> Street on March 31<sup>st</sup> and is currently working on stage 3. **Pavement markings are the only remaining item and staff anticipates the street being opened prior to the July 4<sup>th</sup> completion date.**

**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.

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

**Forest Ave Water Main Replacement: Completion (JC)** – Plans are complete and the project was let on February 18, 2025. The project was awarded to the Absolute Group in the amount of \$388,066.50 at the February 27, 2025 Council meeting. **The contractor has started work on the project.**

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

**NW 86<sup>th</sup> 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 installed.

**Harbach Boulevard Reconstruction Phase 2 – 82<sup>nd</sup> to 86<sup>th</sup>: 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 has received the 30% plans and staff is working on the design.

**Douglas and Berkshire Intersection Signalization Project (JH)** - This project was let on April 17, 2025 and awarded to Iowa Signal, Inc, in the amount of \$235,174.00 pm April 24, 2025. The project is scheduled to be started after school is out and completed prior to the start of the next school year. The contractor has started working on the project.



## Memo

**TO:** Mayor and Council members

**FROM:** Elizabeth Hansen, Director of Administrative Services

**DATE:** June 26, 2025

**RE:** Treasurer's Report - May 2025

### **SYNOPSIS:**

Please see the attached report.

### Attachments:

1. May 25 Treasurer's Report

To the Mayor and City Council:

## TREASURER'S MONTHLY REPORT - CITY OF CLIVE

May 31, 2025

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

### CASH

| FUND                   | Clerks' Balance Last Report | Revenue       | Expenditures  | Flex PR Clearing -Net Change | Clerk's Balance | Outstanding Checks | Treasurer's Balance |
|------------------------|-----------------------------|---------------|---------------|------------------------------|-----------------|--------------------|---------------------|
| GENERAL                | 12,364,139.23               | 1,087,379.09  | 1,871,154.59  | 478,595.53                   | 12,058,959.26   | 542,924.58         | 11,516,034.68       |
| ROAD USE               | 1,554,079.96                | 209,432.30    | 131,521.77    | -                            | 1,631,990.49    | 1,880.34           | 1,630,110.15        |
| LOCAL OPTION SALES TAX | 1,898,249.69                | 357,158.52    | 0.00          | -                            | 2,255,408.21    | -                  | 2,255,408.21        |
| TIF                    | 1,942,675.66                | 91,989.42     | 206,980.72    | -                            | 1,827,684.36    | 206,980.72         | 1,620,703.64        |
| POLICE K-9             | 5,923.41                    | 175.00        | 0.00          | -                            | 6,098.41        | -                  | 6,098.41            |
| TRUST & AGENCY         | 3,334,985.85                | 148,066.22    | 311,666.35    | -                            | 3,171,385.72    | 31,807.07          | 3,139,578.65        |
| POLICE SEIZURES        | 19,872.69                   | 10,287.00     | 0.00          | -                            | 30,159.69       | -                  | 30,159.69           |
| DEBT SERVICE           | 3,684,731.57                | 149,415.71    | 4,925,151.88  | -                            | -1,091,004.60   | -                  | -1,091,004.60       |
| CAPITAL PROJECTS       | 36,627,336.87               | 6,457,893.95  | 2,380,778.46  | -                            | 40,704,452.36   | 242,451.61         | 40,462,000.75       |
| SPECIAL ASSESSMENT     | 0.00                        | 0.00          | 0.00          | -                            | 0.00            | -                  | 0.00                |
| WATER UTILITY          | 9,469,570.95                | 413,449.55    | 342,051.85    | -                            | 9,540,968.65    | 977.82             | 9,539,990.83        |
| WATER UTILITY DEPOSIT  | 371,345.72                  | 3,000.00      | 6,024.88      | -                            | 368,320.84      | 3,878.97           | 364,441.87          |
| WATER IMPROVEMENT      | 7,988.15                    | 0.00          | 0.00          | -                            | 7,988.15        | -                  | 7,988.15            |
| SEWER UTILITY          | 6,872,197.74                | 335,539.24    | 213,187.95    | -                            | 6,994,549.03    | 222.92             | 6,994,326.11        |
| STORM WATER            | 1,160,303.40                | 156,598.81    | 66,699.13     | -                            | 1,250,203.08    | 17,962.45          | 1,232,240.63        |
| INTERNAL SERVICES      | 1,289,028.06                | 12,387.95     | 875.40        | -                            | 1,300,540.61    | 314.00             | 1,300,226.61        |
| SUBTOTAL               | 80,602,428.95               | 9,432,772.76  | 10,456,092.98 | 478,595.53                   | 80,057,704.26   | 1,049,400.48       | 79,008,303.78       |
| PETTY CASH             | 700.00                      | 0.00          |               |                              | 700.00          |                    | 700.00              |
| TOTAL COMB CASH        | 80,603,128.95               | 9,432,772.76  | 10,456,092.98 | 478,595.53                   | 80,058,404.26   | 1,049,400.48       | 79,009,003.78       |
| EBS- PSF FUNDING       | 275,722.00                  | 2,030,310.26  | 1,963,144.00  | -                            | 342,888.26      | -                  | 342,888.26          |
| EBS- FLEX FUNDING*     | 93,580.64                   | 0.00          | 0.00          | -                            | 93,580.64       | -                  | 93,580.64           |
| GRAND TOTAL            | 80,878,850.95               | 11,463,083.02 | 12,419,236.98 | 478,595.53                   | 80,401,292.52   | 1,049,400.48       | 79,351,892.04       |

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

  
 Director of Administrative Services/ Treasurer

CITY OF CLIVE  
COMBINED CASH INVESTMENT  
MAY 31, 2025

COMBINED CASH ACCOUNTS

|                        |                        |               |                  |
|------------------------|------------------------|---------------|------------------|
| 999-10100              | CASH                   | 80,040,117.85 |                  |
| 999-10101              | PETTY CASH             | 700.00        |                  |
| 999-10106              | EBS- PSF               | 342,888.26    |                  |
| 999-10110              | XPRESS DEPOSIT ACCOUNT | 17,586.41     |                  |
|                        |                        |               |                  |
| TOTAL COMBINED CASH    |                        |               | 80,401,292.52    |
| TOTAL ALLOCATED CASH   |                        |               | ( 80,401,292.52) |
|                        |                        |               |                  |
| TOTAL UNALLOCATED CASH |                        |               | .00              |

CASH ALLOCATION RECONCILIATION

|           |                                              |              |                 |
|-----------|----------------------------------------------|--------------|-----------------|
| 1         | ALLOCATION TO GENERAL FUND                   |              | 12,058,959.26   |
| 110       | ALLOCATION TO ROAD USE TAX                   |              | 1,631,990.49    |
| 121       | ALLOCATION TO LOCAL OPTION SALES TAX         |              | 2,255,408.21    |
| 123       | ALLOCATION TO TIF FUND                       |              | 1,827,684.36    |
| 167       | ALLOCATION TO POLICE K9                      | 6,098.41     |                 |
| 168       | ALLOCATION TO T & A FUND - BENEFITS & INSUR  | 3,120,699.28 |                 |
| 169       | ALLOCATION TO T & A FUND - LIBRARY           | 22,165.32    |                 |
| 170       | ALLOCATION TO T & A FUND - PUBLIC ART MAINT  | 21,102.00    |                 |
| 172       | ALLOCATION TO PSF- EBS ACCOUNT               | 342,888.26   |                 |
| 174       | ALLOCATION TO T & A FUND - PARK RESERVE      | 8,011.31     |                 |
|           |                                              |              |                 |
| TOTAL T&A |                                              |              | 3,520,964.58    |
|           |                                              |              |                 |
| 177       | ALLOCATION TO FORFEITURES/EQUITABLE SHARING  |              | ( 592.19)       |
| 178       | ALLOCATION TO POLICE SEIZURES                |              | 30,159.69       |
| 200       | ALLOCATION TO DEBT SERVICE                   |              | ( 1,091,004.60) |
| 330       | ALLOCATION TO CAP PJTS - TIF PROJECTS        | 23,263.39    |                 |
| 331       | ALLOCATION TO CAP PJTS - AMERICAN RESCUE PLN | 438,585.59   |                 |
| 332       | ALLOCATION TO CAP PJTS - SOIL QUALITY RES    | 21,978.95    |                 |
| 334       | ALLOCATION TO CAP PJTS-TRAFFIC IMPROVE & SAF | 714,345.20   |                 |
| 337       | ALLOCATION TO CAP PJTS - PUBLIC SAFETY FACIL | 24,839.15    |                 |
| 338       | ALLOCATION TO CAP PJTS - PW ROOF AND DOORS   | 33,472.83    |                 |
| 339       | ALLOCATION TO CAP PJTS -NW 86TH LAND ACQ     | 86,398.85    |                 |
| 340       | ALLOCATION TO CAP PJTS- UNIV BLVD FLD MIT PL | 2,657.16     |                 |
| 341       | ALLOCATION TO CAP PJTS - FLOOD ALERT         | 38,330.39    |                 |
| 342       | ALLOCATION TO CAP PJTS - FLOOD PRONE PROPERT | 2,308,660.46 |                 |
| 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  | 175,184.26   |                 |
| 349       | ALLOCATION TO CAP PJTS - UNIV BLVD FLD MIT   | ( 86,864.16) |                 |
| 350       | ALLOCATION TO CAP PJTS- CITY FACILITY IMPR   | 3,564,020.82 |                 |
| 351       | ALLOCATION TO CAP PJTS - CODE ENF PROJ       | ( 23,250.00) |                 |
| 354       | ALLOCATION TO CAP PJTS -2025 FIRE ENGINE     | 838,898.38   |                 |
| 356       | ALLOCATION TO CAP PJTS - WEST PET            | 18,618.91    |                 |
| 357       | ALLOCATION TO CAP PJTS - WATER RESOURCE GRTS | 542.05       |                 |
| 358       | ALLOCATION TO CAP PJTS - TREE SALE           | 9,638.30     |                 |
| 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   | 5,507,640.87 |                 |



CITY OF CLIVE  
COMBINED CASH INVESTMENT  
MAY 31, 2025

|                          |                                              |                 |               |
|--------------------------|----------------------------------------------|-----------------|---------------|
| 375                      | ALLOCATION TO CAP PJTS - GREENBELT MGMT PLAN | 142,792.11      |               |
| 381                      | ALLOCATION TO CAP PJTS -82ND ST TRL PROJ     | ( 30,000.00)    |               |
| 382                      | ALLOCATION TO CAP PJTS - 86TH ST IMPL PLAN   | 40,000.00       |               |
| 387                      | ALLOCATION TO CAP PJTS - LINNAN PK           | 5,022,101.84    |               |
| 388                      | ALLOCATION TO CAP PJTS - INDIAN HILLS PARK   | 180,433.51      |               |
| 389                      | ALLOCATION TO CAP PJTS - LITTLE WALNUT CREEK | 8,037,909.74    |               |
| 390                      | ALLOCATION TO CAP PJTS - CIRKSENA PARK       | 60,659.92       |               |
| 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 | ( 52,171.57)    |               |
| 395                      | ALLOCATION TO CAP PJTS - HARBACH RECON       | 110,610.07      |               |
| 396                      | ALLOCATION TO CAP PJTS - NW 128TH & HICKMAN  | 881,219.15      |               |
| 399                      | ALLOCATION TO CAP PJTS - NW161ST/HICKMAN RD  | ( 484,106.73)   |               |
| 400                      | ALLOCATION TO CAP PJTS - NW161ST/HICKMAN LP  | 894,254.84      |               |
| 427                      | ALLOCATION TO CAP PJTS - STORM WATER CAPITAL | 99,239.42       |               |
| 429                      | ALLOCATION TO CAP PJTS - SEWER REHAB         | 228,232.79      |               |
| 430                      | ALLOCATION TO CAP PJTS - METER/VALVE CHG OUT | 65,186.42       |               |
| 433                      | ALLOCATION TO CAP PJTS - SEWER CAPITAL       | 320,656.74      |               |
| 435                      | ALLOCATION TO CAP PJTS - WATER CAPITAL       | 357,057.57      |               |
| 436                      | ALLOCATION TO CAP PJTS - UNIV BLVD PUMP STAT | 122,646.00      |               |
| 440                      | ALLOCATION TO CAP PJTS -ALICES RD PH1 (1A)   | 2,118,569.06    |               |
| 442                      | ALLOCATION TO CAP PJTS -ALICES RD PHASE 2    | 1,195,221.95    |               |
| 445                      | ALLOCATION TO CAP PJTS -ALICES RD PHASE 5    | 224,862.25      |               |
| 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     | 4,573,293.11    |               |
| 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 | 561,222.83      |               |
| 476                      | ALLOCATION TO CAP PJTS - FRANCHISE ST PROJ   | ( 1,054,876.20) |               |
| 480                      | ALLOCATION TO CAP PJTS - NW 99TH CT RECON    | 123,824.36      |               |
| 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  | 86,043.78       |               |
| TOTAL PROJECTS           |                                              |                 | 40,704,452.36 |
| TOTAL SPECIAL ASSESMENTS |                                              |                 | .00           |
| 600                      | ALLOCATION TO WATER UTILITY FUND             | 9,540,968.65    |               |
| 601                      | ALLOCATION TO WATER UTILITY DEPOSIT FUND     | 368,320.84      |               |
| 604                      | ALLOCATION TO WATER IMPROVEMENT FUND         | 7,988.15        |               |
| 610                      | ALLOCATION TO SEWER UTILITY FUND             | 6,994,549.03    |               |
| 740                      | ALLOCATION TO STORM WATER FUND               | 1,250,203.08    |               |
| 810                      | ALLOCATION TO INTERNAL SERVICE FUND          | 820,621.61      |               |
| 820                      | ALLOCATION TO INTERNAL SERVICE FUND          | 479,919.00      |               |
| 830                      | ALLOCATION TO PETTY CASH FUND                | 700.00          |               |

CITY OF CLIVE  
COMBINED CASH INVESTMENT  
MAY 31, 2025

|                                                |                  |               |
|------------------------------------------------|------------------|---------------|
| TOTAL                                          |                  | 19,463,270.36 |
| TOTAL ESCROW ACCOUNT                           |                  | .00           |
| TOTAL ALLOCATIONS TO OTHER FUNDS               | 80,401,292.52    |               |
| ALLOCATION FROM COMBINED CASH FUND - 999-10111 | ( 80,401,292.52) |               |
| ZERO PROOF IF ALLOCATIONS BALANCE              |                  | .00           |



## Memo

**TO:** Mayor and Council members

**FROM:** Matthew Graham, City Clerk

**DATE:** June 26, 2025

**RE:** Approve 06/12/2025 City Council Meeting Minutes

### SYNOPSIS:

#### Attachments:

1. cc Minutes 06\_12\_2025

**CLIVE CITY COUNCIL MEETING MINUTES  
REGULAR MEETING  
JUNE 12, 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, Susan Judkins, Eric Klein, Breanne Hocker. 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, Michael McCoy, Susan Judkins, Eric Klein, Breanne Hocker. Nays: None. Abstained: None. Motion carried.

**Presentation**

1. Introduction of New Deputy City Clerk - Madison Wirth
2. Walnut Creek Watershed Draft 5-Year Implementation Plan - John Swanson

**Consent Items**

Eric Klein moved approval with the exclusion of item 6 for separate consideration, seconded by Ted Weaver. Roll Call: Ayes: Ted Weaver, Michael McCoy, Susan Judkins, Eric Klein, Breanne Hocker. Nays: None. Abstained: None. Motion carried. 1. City Manager Memo; 2. Approve 05/22/2025 City Council Minutes; 3. Bill List; 4. Approve Cigarette/Tobacco/Nicotine/Vapor Permit Renewal (Listing in Packet); 5. Approval Device Retailer License; 7. **Resolution 2025-163** Accepting Work - NW 99th Court Reconstruction Project; 8. Approve Pay Request #2 - Boulder Contracting, LLC - NW 114th Street Bridge Repair Project - \$46,344.42; 9. Approve Pay Request #2 - Absolute Group - Greenbelt Landing Construction Project - \$348,964.38; 10. Approve Pay Request #3 - Concrete Technologies, Inc. - Alice's Road Phase 1A Reconstruction Project - \$265,693.71; 11. Approve Pay Request #3 - Caliber Concrete LLC - 2025 NW 138th St HMA Overlay Project - \$215,094.93; 12. Approve Pay Request #3 - Mid-American Glazing - City Hall/Library Remodel Phase 1 Project - \$5,376.05; 13. Approve Pay Request #4 - Elite Fire Sprinkler Systems - City Hall/Library Remodel Phase 1 Project - \$1,520.00; 14. Approve Pay Request #4 - DeVries Electric - City Hall/Library Remodel Phase 1 Project - \$88,331.00; 15. Approve Pay Request #5 - Calhoun-Burns & Associates - 2025 Bridge Maintenance Repair Program - \$2,266.50; 16. Approve Pay Request #5 - Dahl Air Conditioning & Heating - City Hall/Library Remodel Phase 1 Project - \$16,882.45; 17. Approve Pay Request #5 - On Track Construction, LLC - Greenbelt Landing Construction Project - \$136,016.25; 18. Approve Pay Request #5 - Keystone Construction - City Hall/Library Remodel Phase 1 Project - \$175,460.43; 19. Approve Pay Request #7 - University Boulevard Flood Mitigation - Project Scoping Plan - Confluence, Inc. - \$42,659.50; 20. Approve Pay Request #7 - Air-Con Mechanical Corp. - Greenbelt Landing Construction Project - \$67,806.35; 21. Approve Pay Request #8 - Keystone Construction Services LLC - Greenbelt Landing Construction Project - \$336,589.36; 22. Approve Pay Request #8 - Central Iowa Mechanical - Greenbelt Landing Construction Project - \$10,001.60; 23. Approve Pay Request #13 - Alliance Construction Group - NW 114th Street Reconstruction - \$323,324.92; 24. Approve Pay Request #14 - Alice's Road Reconstruction - Phase 1-Design - Snyder & Associates - \$20,090.25; 25. Approve Pay Request #21 - Snyder and Associates - University Boulevard Pump Station Improvements Project - \$1,713.50; 26. **Resolution 2025-164** Accepting Satisfaction of Agreement to Complete Site Improvements for Country Club West Plat 01, Lot 02 - 2180 NW 142nd Street; 27. **Resolution 2025-165** Accepting Satisfaction of Agreement to Complete Site Improvements for Berkshire Commons Office Park Plat 01, Lot 05 - 2640 Berkshire Parkway; 28. **Resolution 2025-166** Approving Final Plat - Valley Court Plat 3; 29. **Resolution 2025-167** Accepting 1st Amendment to Overland

Flowage and Private Storm Sewer Easement for Shadow Creek Plat 6, Lot 19 - 17963 Creekside Drive; 30. **Resolution 2025-168 through Resolution 2025-180** Approving FY25 Budget Transfers (listing in packet); 31. **Resolution 2025-181** Approving Amended Job Descriptions For Full-Time Positions; 32. **Resolution 2025-182** Amending Staff Pay Rates for FY 2025-2026; 33. Approve Pay Rate - Chase Berry - PW Senior Operations Specialist - ROW - \$33.66/Hr - Effective 6/22/2025

**Consent Item #6 Resolution 2025-162 Approving Change Order #3 - Keystone Construction Services - Greenbelt Landing - \$32,774.98.** Leisure Services Director Richard Brown addressed the matter with the Council and answered questions. Eric Klein moved approval, seconded by Michael McCoy. Roll Call: Ayes: Ted Weaver, Michael McCoy, Susan Judkins, Eric Klein, Breanne Hocker. Nays: None. Abstained: None. Motion carried.

#### **Action Items**

1. **Approve Support for Des Moines MPO's Application to the U.S. Department of Transportation's Safe Streets and Roads for All (SS4A) Grant Program.** Assistant City Manager Pete De Kock introduced the matter to the Council. Dylan Mullenix provided a presentation and facilitated discussion.
  - a. **Resolution 2025-183 Approving Support for the MPO's Application to the U.S. Department of Transportation's Safe Streets and Roads For All (SS4A) Grant Program - NW 86th Street Improvements Project.** Eric Klein moved approval, seconded by Susan Judkins. Roll Call: Ayes: Ted Weaver, Michael McCoy, Susan Judkins, Eric Klein, Breanne Hocker. Nays: None. Abstained: None. Motion carried.
  - b. **Resolution 2025-184 Approving Support for the MPO's Application to the U.S. Department of Transportation's Safe Streets and Roads For All (SS4A) Grant Program - University Avenue Safety Audit.** Eric Klein moved approval, seconded by Susan Judkins. Roll Call: Ayes: Ted Weaver, Michael McCoy, Susan Judkins, Eric Klein, Breanne Hocker. Nays: None. Abstained: None. Motion carried.
2. **1st Consideration of Proposed Ordinance 1163 Amending the 2024 Code of Ordinances of the City of Clive, Iowa, by Amending Title 5, Chapter 4B, Section 2 ("Consumer Fireworks") and Title 10, Chapter 8, Section 12 to confirm with recent state law changes.** City Attorney Kristina Stanger presented the matter to the Council for their consideration. Ted Weaver moved approval, seconded by Eric Klein. Roll Call: Ayes: Ted Weaver, Michael McCoy, Susan Judkins, Eric Klein, Breanne Hocker. Nays: None. Abstained: None. Motion carried.
3. **Resolution 2025-185 Approving City Manager Employment Agreement - July 1, 2025 to June 30, 2028.** Council Member Weaver presented the matter to the Council and recommended approval. Ted Weaver moved approval, seconded by Breanne Hocker. Roll Call: Ayes: Ted Weaver, Michael McCoy, Susan Judkins, Eric Klein, Breanne Hocker. Nays: None. Abstained: None. Motion carried.
4. **Formation of Objection Committee to Review Objection to Petition for Special Election.** Council Member Weaver presented the matter to the Council and outlined the next steps in the process.
  - a. **Motion to Appoint a Council Member to Serve on the Objections Committee.** Eric Klein moved approval, seconded by Susan Judkins. Roll Call: Ayes: Ted Weaver, Michael McCoy, Susan Judkins, Eric Klein, Breanne Hocker. Nays: None. Abstained: None. Motion carried.

#### **Correspondence**

1. Notice of Application for Voluntary Annexation of Property to the City of Urbandale



**Reports**

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

The meeting was adjourned at 8:44 p.m.

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Matthew D. Graham, City Clerk

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John D. Edwards, Mayor



## Memo

**TO:** Mayor and Council members

**FROM:** Matthew Graham, City Clerk

**DATE:** June 26, 2025

**RE:** Bill List

### SYNOPSIS:

#### Attachments:

1. 20250623102733801

| Date Paid  | Vendor Name                         | Description                                                   | Amount Paid |
|------------|-------------------------------------|---------------------------------------------------------------|-------------|
| 06/13/2025 | ABSOLUTE GROUP                      | GREENBELT LANDING CONSTRUCT PJCT PAY REQ 2                    | 348,964.38  |
| 06/23/2025 | ACCESS SYSTEMS                      | MANAGED PRINT                                                 | 1,832.29    |
| 06/23/2025 | ACCO                                | POOL CHEMICALS                                                | 2,754.80    |
| 06/23/2025 | ACCO                                | PH CHEMTROL PROBE                                             | 395.00      |
| 06/23/2025 | ACCO                                | CHEMTROL ORP PROBE                                            | 425.00      |
| 06/23/2025 | ACCURO SOLUTIONS, LLC               | 411 MED CLAIM ADMIN                                           | 101.65      |
| 06/23/2025 | ACLARA TECHNOLOGIES LLC             | MOBILE PROGRAMMER                                             | 2,205.00    |
| 06/23/2025 | ACLARA TECHNOLOGIES LLC             | MOBILE PROGRAMMER                                             | 5,725.00    |
| 06/23/2025 | ACME TOOLS                          | MISC SUPPLIES                                                 | 748.00      |
| 06/13/2025 | AFLAC                               | CURRENT PAY WITHHOLDING AFLAC PRE TAX Pay Period: 6/7/2025    | 91.32       |
| 06/23/2025 | AG EXPRESS ELECTRONICS              | TRAILER PLUG SUPPLIES                                         | 36.57       |
| 06/13/2025 | AIR-CON MECHANICAL CORP             | GREENBELT LANDING CONSTRUCT PRJCT PAY REQ 7                   | 67,806.35   |
| 06/13/2025 | ALLIANCE CONSTRUCTION GROUP LLC     | NW 114TH ST RECON PAY REQ 13                                  | 323,324.92  |
| 06/23/2025 | AMAZON CAPITAL SERVICES             | OFFICE SUPPLIES                                               | 814.41      |
| 06/23/2025 | AMAZON CAPITAL SERVICES             | SUPPLIES                                                      | 148.68      |
| 06/23/2025 | AMAZON CAPITAL SERVICES             | FIRST AID MEDICATION                                          | 10.19       |
| 06/23/2025 | AMAZON CAPITAL SERVICES             | SUPPLIES                                                      | 110.99      |
| 06/23/2025 | AMAZON CAPITAL SERVICES             | BACKPACK SPRAYER BUCKLES                                      | 14.98       |
| 06/23/2025 | AMAZON CAPITAL SERVICES             | OFFICE SUPPLIES                                               | 51.95       |
| 06/23/2025 | AMAZON CAPITAL SERVICES             | FSS SUPPLIES                                                  | 34.97       |
| 06/23/2025 | AMAZON CAPITAL SERVICES             | EQUIPMENT                                                     | 649.78      |
| 06/23/2025 | AMAZON CAPITAL SERVICES             | EQUIPMENT                                                     | 558.32      |
| 06/23/2025 | AMAZON CAPITAL SERVICES             | EQUIPMENT MAINT                                               | 23.98       |
| 06/23/2025 | AMAZON CAPITAL SERVICES             | BUIDLING MAINT SUPPLIES                                       | 43.68       |
| 06/23/2025 | AMAZON CAPITAL SERVICES             | WASP SPRAY FOR CAC                                            | 42.80       |
| 06/23/2025 | AMAZON CAPITAL SERVICES             | PERIPHERALS                                                   | 540.54      |
| 06/23/2025 | AMAZON CAPITAL SERVICES             | SUPPLIES                                                      | 166.89      |
| 06/23/2025 | AMAZON CAPITAL SERVICES             | FIRST AID SUPPLIES                                            | 42.97       |
| 06/23/2025 | AMAZON CAPITAL SERVICES             | EQUIPMENT MAINT                                               | 271.98      |
| 06/23/2025 | AMAZON CAPITAL SERVICES             | EQUIPMENT                                                     | 759.01      |
| 06/13/2025 | AMERITAS LIFE INSURANCE GRP- VISION | CURRENT PAY WITHHOLDING VISION INSURANCE Pay Period: 6/7/2025 | 488.60      |
| 06/23/2025 | APWA                                | PWX CONFERENCE REGISTRATION JASON STEVENS                     | 884.00      |
| 06/23/2025 | APWA                                | PWX CONFERENCE REGISTRATION FREESTONE                         | 884.00      |
| 06/23/2025 | ARNOLD MOTOR SUPPLY                 | PARTS                                                         | 110.37      |
| 06/23/2025 | ARNOLD MOTOR SUPPLY                 | PARTS                                                         | 26.38       |
| 06/23/2025 | ARNOLD MOTOR SUPPLY                 | #735 FUEL PUMP                                                | 310.58      |
| 06/23/2025 | AT & T MOBILITY                     | GPS DATA PLAN                                                 | 35.29       |
| 06/23/2025 | ATLANTIC BOTTLING                   | CAMPBELL CONCESSIONS                                          | 107.83      |
| 06/23/2025 | ATLANTIC BOTTLING                   | CAMPBELL CONCESSIONS                                          | 172.42      |
| 06/23/2025 | ATLANTIC BOTTLING                   | CAC CONCESSIONS                                               | 136.36      |
| 06/23/2025 | ATLANTIC BOTTLING                   | CAMPBELL CONCESSIONS                                          | 491.42      |
| 06/23/2025 | ATLANTIC BOTTLING                   | CAC CONCESSIONS                                               | 413.19      |
| 06/23/2025 | AUREON COMMUNICATIONS               | RECREATION CANCELLATION LINE                                  | 6.39        |
| 06/23/2025 | AUREON COMMUNICATIONS               | INTERNET CH                                                   | 972.60      |
| 06/23/2025 | BAKER & TAYLOR BOOKS                | BOOKS ADULT-HARBACH                                           | 50.16       |
| 06/23/2025 | BAKER & TAYLOR BOOKS                | ADULT BOOKS                                                   | 81.03       |
| 06/23/2025 | BAKER & TAYLOR BOOKS                | BOOKS ADULT-HARBACH                                           | 48.97       |
| 06/23/2025 | BAKER & TAYLOR BOOKS                | BOOKS- ADULT                                                  | 70.66       |
| 06/23/2025 | BAKER & TAYLOR BOOKS                | BOOKS- ADULT                                                  | 146.96      |
| 06/23/2025 | BAKER & TAYLOR BOOKS                | BOOKS ADULT-HARBACH                                           | 35.34       |
| 06/23/2025 | BAKER & TAYLOR BOOKS                | BOOKS- ADULT                                                  | 53.00       |
| 06/23/2025 | BAKER & TAYLOR BOOKS                | BOOKS- ADULT                                                  | 133.56      |
| 06/23/2025 | BAKER & TAYLOR BOOKS                | BOOKS-ADULT-HARBACH                                           | 17.10       |
| 06/23/2025 | BAKER & TAYLOR BOOKS                | BOOKS- ADULT                                                  | 116.37      |
| 06/23/2025 | BAKER & TAYLOR BOOKS                | BOOKS ADULT-HARBACH                                           | 33.62       |
| 06/23/2025 | BAKER & TAYLOR BOOKS                | BOOKS- ADULT                                                  | 84.91       |
| 06/23/2025 | BAKER & TAYLOR BOOKS                | BOOKS ADULT-HARBACH                                           | 51.86       |
| 06/23/2025 | BAKER & TAYLOR BOOKS                | ADULT BOOKS                                                   | 102.73      |

| Date Paid  | Vendor Name                | Description                                                      | Amount Paid |
|------------|----------------------------|------------------------------------------------------------------|-------------|
| 06/23/2025 | BAKER & TAYLOR BOOKS       | BOOKS- ADULT                                                     | 81.50       |
| 06/23/2025 | BAKER & TAYLOR BOOKS       | BOOKS-ADULT-HARBACH                                              | 79.52       |
| 06/23/2025 | BAKER & TAYLOR BOOKS       | BOOKS- ADULT                                                     | 106.96      |
| 06/23/2025 | BAKER & TAYLOR BOOKS       | BOOKS ADULT-HARBACH                                              | 41.39       |
| 06/23/2025 | BAKER & TAYLOR BOOKS       | BOOKS- ADULT                                                     | 93.27       |
| 06/23/2025 | BAKER & TAYLOR BOOKS       | BOOKS- ADULT                                                     | 101.22      |
| 06/23/2025 | BAKER & TAYLOR BOOKS       | BOOKS ADULT-HARBACH                                              | 17.09       |
| 06/23/2025 | BAKER & TAYLOR BOOKS       | BOOKS- ADULT                                                     | 167.01      |
| 06/23/2025 | BAKER & TAYLOR BOOKS       | BOOKS-ADULT-HARBACH                                              | 49.19       |
| 06/23/2025 | BAKER & TAYLOR BOOKS       | BOOKS- ADULT                                                     | 107.14      |
| 06/23/2025 | BAKER GROUP                | THERMOSTAT CALIBRATION                                           | 265.50      |
| 06/23/2025 | BAX SALES INC              | TRAFFIC SUPPLIES                                                 | 16.80       |
| 06/23/2025 | BENTLEY RIDGE TREE FARM    | TREES                                                            | 526.00      |
| 06/23/2025 | BLANK PARK ZOO             | FSS TRIP                                                         | 125.00      |
| 06/23/2025 | BOLTON & HAY INC           | CAC CONCESSION SLUSHIE MIX                                       | 102.12      |
| 06/23/2025 | BOTACH INC                 | EQUIPMENT                                                        | 2,059.92    |
| 06/13/2025 | BOULDER CONTRACTING LLC    | NW 114TH BRIDGE REPAIR PAY REQ 2                                 | 46,344.42   |
| 06/23/2025 | BOUND TREE MEDICAL LLC     | EMS MEDICAL SUPPLIES                                             | 531.21      |
| 06/23/2025 | BOUND TREE MEDICAL LLC     | EMS MEDICAL SUPPLIES                                             | 296.74      |
| 06/23/2025 | BRIAN HERRIN               | FOOD TRUCK FRI - SEPT 5                                          | 750.00      |
| 06/23/2025 | BULLDOG SOCCER ACADEMY     | SOCCER CAMP INSTRUCTION                                          | 1,732.50    |
| 06/23/2025 | BUSINESS LETTER, THE       | ENVELOPES FOR PW                                                 | 430.00      |
| 06/13/2025 | CALHOUN-BURNS & ASSOCIATES | 2025 BRIDGE MAINT PAY REQ 5                                      | 2,266.50    |
| 06/13/2025 | CALIBER CONCRETE LLC       | NW 138TH OVERLAY PAY REQ 3                                       | 215,094.93  |
| 06/23/2025 | CANDICE MCMAINS            | MISC CONTR WORK-ADULT                                            | 75.00       |
| 06/23/2025 | CAPITAL CITY EQUIPMENT CO  | EQUIPMENT REPAIR                                                 | 396.74      |
| 06/23/2025 | CDW GOVERNMENT INC         | FIREWALL MAINT                                                   | 9,575.30    |
| 06/13/2025 | CENTRAL IOWA MECHANICAL    | GREENBELT LANDING CONSTRUCT PJCT PAY REQ 8                       | 10,001.60   |
| 06/23/2025 | CENTURY LINK               | CAC PHONE LINES                                                  | 348.88      |
| 06/23/2025 | CHIROPRACTIC IN MOTION     | 411 MED CLAIM                                                    | 130.50      |
| 06/23/2025 | CINTAS CORPORATION #22M    | PARKS LAUNDRY & UNIFORM SERVICE                                  | 363.33      |
| 06/23/2025 | CINTAS CORPORATION #22M    | PARKS LAUNDRY & UNIFORM SERVICE                                  | 360.76      |
| 06/23/2025 | CITY OF WEST DES MOINES    | WESTCOM 6/25                                                     | 48,088.34   |
| 06/13/2025 | CLIVE COMMUNITY SERVICES   | CURRENT PAY WITHHOLDING CLIVE COMM SERVICES Pay Period: 6/7/2025 | 37.20       |
| 06/13/2025 | COLLECTION SERVICES CENTER | CURRENT PAY WITHHOLDING CHILD SUPPORT Pay Period: 6/7/2025       | 1,775.96    |
| 06/23/2025 | COMMERCE BANK              | CONFERENCE EXPENSE__ BELIEU                                      | 149.20      |
| 06/23/2025 | COMMERCE BANK              | SUPPLIES__ BELIEU                                                | 4.82        |
| 06/23/2025 | COMMERCE BANK              | PRINTING__ BELIEU                                                | 168.17      |
| 06/23/2025 | COMMERCE BANK              | CONFERENCE EXPENSE__ BOYLE                                       | 1,218.19    |
| 06/23/2025 | COMMERCE BANK              | CLOTHING ALLOWANCE__ BROWN                                       | 193.72      |
| 06/23/2025 | COMMERCE BANK              | EQUIPMENT__ BROWN                                                | 65.08       |
| 06/23/2025 | COMMERCE BANK              | NOTARY RENEWAL__ COLEMAN                                         | 30.00       |
| 06/23/2025 | COMMERCE BANK              | TRAINING__ COLEMAN                                               | 28.52       |
| 06/23/2025 | COMMERCE BANK              | EQUIPMENT__ COLEMAN                                              | 475.95      |
| 06/23/2025 | COMMERCE BANK              | CLOTHING ALLOWANCE__ COLEMAN                                     | 209.00      |
| 06/23/2025 | COMMERCE BANK              | CONFERENCE EXPENSE__ DE KOCK                                     | 1,478.96    |
| 06/23/2025 | COMMERCE BANK              | METRO FINANCE LUNCH__ EASTMAN                                    | 33.00       |
| 06/23/2025 | COMMERCE BANK              | CONFERENCE EXPENSE__ FARLOW                                      | 62.29       |
| 06/23/2025 | COMMERCE BANK              | DUES__ FARLOW                                                    | 654.45      |
| 06/23/2025 | COMMERCE BANK              | MEETING EXPENSE__ FREESTONE                                      | 312.97      |
| 06/23/2025 | COMMERCE BANK              | MEMBERSHIP RENEWAL__ FREESTONE                                   | 93.04       |
| 06/23/2025 | COMMERCE BANK              | PUBLIC EDUCATION__ GARCIA                                        | 14.99       |
| 06/23/2025 | COMMERCE BANK              | MEETING EXPENSE__ GARCIA                                         | 20.54       |
| 06/23/2025 | COMMERCE BANK              | CONTRACT WORK__ GARCIA                                           | 88.80       |
| 06/23/2025 | COMMERCE BANK              | CHATGPT SUBSCRIPTION__ GARCIA                                    | 20.00       |
| 06/23/2025 | COMMERCE BANK              | SUPPLIES__ GIBBS                                                 | 19.96       |
| 06/23/2025 | COMMERCE BANK              | FSS FIELDTRIPS__ GIBBS                                           | 265.00      |
| 06/23/2025 | COMMERCE BANK              | CONCESSION SUPPLIES__ GIBBS                                      | 859.13      |

| Date Paid  | Vendor Name   | Description                      | Amount Paid |
|------------|---------------|----------------------------------|-------------|
| 06/23/2025 | COMMERCE BANK | SUBSCRIPTION__ GIBBS             | 82.99       |
| 06/23/2025 | COMMERCE BANK | VEHICLE REPAIR__ GLENDY          | 1,184.31    |
| 06/23/2025 | COMMERCE BANK | MEETING EXPENSE__ GRAHAM         | 59.76       |
| 06/23/2025 | COMMERCE BANK | CLIVE FEST LICENSE__ GRAHAM      | 74.96       |
| 06/23/2025 | COMMERCE BANK | RECORDING FEES__ GRAHAM          | 50.82       |
| 06/23/2025 | COMMERCE BANK | MAYORS ASSOC MEMBERSHIP__ GRAHAM | 30.00       |
| 06/23/2025 | COMMERCE BANK | AI SUBSCRIPTION__ GRAHAM         | 20.00       |
| 06/23/2025 | COMMERCE BANK | TRAINING__ GRUTZMACHER           | 117.37      |
| 06/23/2025 | COMMERCE BANK | OFFICE SUPPLIES__ HANSEN         | 14.99       |
| 06/23/2025 | COMMERCE BANK | RETIREMENT SUPPLIES__ HANSEN     | 167.93      |
| 06/23/2025 | COMMERCE BANK | MEETING EXPENSE__ HANSEN         | 163.85      |
| 06/23/2025 | COMMERCE BANK | SUPPLIES__ HARKEN                | 59.97       |
| 06/23/2025 | COMMERCE BANK | SUBSCRIPTION__ HERZOG            | 81.00       |
| 06/23/2025 | COMMERCE BANK | EQUIPMENT__ HERZOG               | 459.41      |
| 06/23/2025 | COMMERCE BANK | MEETING EXPENSE__ HERZOG         | 120.47      |
| 06/23/2025 | COMMERCE BANK | UNIFORM ALLOWANCE__ HERZOG       | 2,077.60    |
| 06/23/2025 | COMMERCE BANK | CONFERENCE EXPENSE__ KALLEM      | 408.64      |
| 06/23/2025 | COMMERCE BANK | MEMBERSHIP RENEWAL__ KALLEM      | 99.00       |
| 06/23/2025 | COMMERCE BANK | TRAINING__ KALLEM                | 7.44        |
| 06/23/2025 | COMMERCE BANK | MARKETING__ KELLER               | 42.76       |
| 06/23/2025 | COMMERCE BANK | YOUTH PROGRAM SUPPLIES__ KELLER  | 11.76       |
| 06/23/2025 | COMMERCE BANK | CONFERENCE EXPENSE__ KEMPNIH     | 492.59      |
| 06/23/2025 | COMMERCE BANK | MAINT CONTRACTS__ KUZHIKANDATHIL | 25.25       |
| 06/23/2025 | COMMERCE BANK | SUPPLIES__ LASS                  | 169.58      |
| 06/23/2025 | COMMERCE BANK | SUBSCRIPTION__ LIBRARY STAFF     | 184.95      |
| 06/23/2025 | COMMERCE BANK | YOUTH PROGRAM SUPPLIES__ LLAMAS  | 825.00      |
| 06/23/2025 | COMMERCE BANK | CAPITAL EQUIPMENT__ LUCAS        | 2,543.31    |
| 06/23/2025 | COMMERCE BANK | CLIVE FEST OPERATIONS__ LUCAS    | 52.75       |
| 06/23/2025 | COMMERCE BANK | CONCESSION SUPPLIES__ LUCAS      | 25.56       |
| 06/23/2025 | COMMERCE BANK | EQUIPMENT MAINT__ LUCAS          | 2,639.99    |
| 06/23/2025 | COMMERCE BANK | CONFERENCE EXPENSE__ LUCAS       | 498.68      |
| 06/23/2025 | COMMERCE BANK | SUPPLIES__ LUCAS                 | 1,100.00    |
| 06/23/2025 | COMMERCE BANK | ADVERTISING__ LUCAS              | 422.40      |
| 06/23/2025 | COMMERCE BANK | CONFERENCE EXPENSE__ LUCAS       | 1,096.18    |
| 06/23/2025 | COMMERCE BANK | CONFERENCE EXPENSE__ LUCAS       | 412.68      |
| 06/23/2025 | COMMERCE BANK | CONFERENCE EXPENSE__ LUCAS       | 825.35      |
| 06/23/2025 | COMMERCE BANK | SUPPLIES__ LUCAS                 | 374.33      |
| 06/23/2025 | COMMERCE BANK | MEMBERSHIP RENEWAL__ MAY         | 169.00      |
| 06/23/2025 | COMMERCE BANK | MEETING EXPENSE__ MCQUILLEN      | 23.67       |
| 06/23/2025 | COMMERCE BANK | MEETING EXPENSE__ MEASE          | 370.29      |
| 06/23/2025 | COMMERCE BANK | SUSTENANCE__ MEASE               | 73.08       |
| 06/23/2025 | COMMERCE BANK | SUPPLIES__ MEASE                 | 30.96       |
| 06/23/2025 | COMMERCE BANK | EQUIPMENT__ MILLER               | 102.47      |
| 06/23/2025 | COMMERCE BANK | DUES__ MORRIS                    | 25.00       |
| 06/23/2025 | COMMERCE BANK | ADULT PROGRAM SUPPLIES__ NAPIER  | 160.00      |
| 06/23/2025 | COMMERCE BANK | ADULT PROGRAM SUPPLIES__ NAPIER  | 84.90       |
| 06/23/2025 | COMMERCE BANK | ADULT PROGRAM SUPPLIES__ NAPIER  | 40.00       |
| 06/23/2025 | COMMERCE BANK | YOUTH PROGRAM SUPPLIES__ NAPIER  | 325.00      |
| 06/23/2025 | COMMERCE BANK | ADULT LIBRARY BOOKS__ NELSON     | 1,482.50    |
| 06/23/2025 | COMMERCE BANK | MEDIA__ NELSON                   | 576.92      |
| 06/23/2025 | COMMERCE BANK | OFFICE SUPPLIES__ NELSON         | 149.69      |
| 06/23/2025 | COMMERCE BANK | YOUTH PROGRAM SUPPLIES__ NELSON  | 50.00       |
| 06/23/2025 | COMMERCE BANK | ADULT PROGRAM SUPPLIES__ NELSON  | 1,523.24    |
| 06/23/2025 | COMMERCE BANK | ADULT LIBRARY BOOKS__ NELSON     | 296.99      |
| 06/23/2025 | COMMERCE BANK | MEDIA__ NELSON                   | 59.89       |
| 06/23/2025 | COMMERCE BANK | SUPPLIES__ NELSON                | 213.83      |
| 06/23/2025 | COMMERCE BANK | SUPPLIES__ NELSON                | 9.98        |
| 06/23/2025 | COMMERCE BANK | ADULT PROGRAM SUPPLIES__ NELSON  | 220.60      |

| Date Paid  | Vendor Name                      | Description                              | Amount Paid |
|------------|----------------------------------|------------------------------------------|-------------|
| 06/23/2025 | COMMERCE BANK                    | TRAINING__ NISIC                         | 799.90      |
| 06/23/2025 | COMMERCE BANK                    | CONFERENCE EXPENSE__ NUSS                | 30.00       |
| 06/23/2025 | COMMERCE BANK                    | TRAINING__ NUSS                          | 90.00       |
| 06/23/2025 | COMMERCE BANK                    | MEMBERSHIP RENEWAL__ NUSS                | 126.08      |
| 06/23/2025 | COMMERCE BANK                    | MEMBERSHIP RENEWAL__ OLLENDIKE           | 204.00      |
| 06/23/2025 | COMMERCE BANK                    | CONFERENCE EXPENSE__ OLLENDIKE           | 701.60      |
| 06/23/2025 | COMMERCE BANK                    | BRIDGE RSILING PAINT__ PFAFF             | 275.19      |
| 06/23/2025 | COMMERCE BANK                    | CONTRACT WORK__ PHELPS                   | 1,692.00    |
| 06/23/2025 | COMMERCE BANK                    | JANITORIAL SUPPLIES__ PHELPS             | 73.65       |
| 06/23/2025 | COMMERCE BANK                    | CONFERENCE EXPENSE__ PHELPS              | 1,077.18    |
| 06/23/2025 | COMMERCE BANK                    | CONCESSION SUPPLIES__ PHELPS             | 1,693.99    |
| 06/23/2025 | COMMERCE BANK                    | EQUIPMENT__ PHELPS                       | 484.00      |
| 06/23/2025 | COMMERCE BANK                    | SUPPLIES__ PHELPS                        | 274.15      |
| 06/23/2025 | COMMERCE BANK                    | MEETING EXPENSE__ PHILIPS                | 350.00      |
| 06/23/2025 | COMMERCE BANK                    | SUPPLIES__ POTRATZ                       | 153.00      |
| 06/23/2025 | COMMERCE BANK                    | TRAINING__ PURVIS                        | 72.00       |
| 06/23/2025 | COMMERCE BANK                    | SUPPLIES__ PURVIS                        | 545.22      |
| 06/23/2025 | COMMERCE BANK                    | NOTARY RENEWAL__ RAMSEY                  | 30.00       |
| 06/23/2025 | COMMERCE BANK                    | TRAINING__ RAMSEY                        | 550.00      |
| 06/23/2025 | COMMERCE BANK                    | SUSTENANCE__ RAMSEY                      | 129.16      |
| 06/23/2025 | COMMERCE BANK                    | REFUND TRAINING__ REHBERG                | 199.00-     |
| 06/23/2025 | COMMERCE BANK                    | REFUND TRAINING__ REHBERG                | 199.00-     |
| 06/23/2025 | COMMERCE BANK                    | SUBSCRIPTION__ REHBERG                   | 567.00      |
| 06/23/2025 | COMMERCE BANK                    | CONFERENCE EXPENSE__ REHBERG             | 438.94      |
| 06/23/2025 | COMMERCE BANK                    | SUPPLIES__ RIVERA                        | 1,994.63    |
| 06/23/2025 | COMMERCE BANK                    | GOAT SUPPLIES__ RUNKEL                   | 367.08      |
| 06/23/2025 | COMMERCE BANK                    | YOUTH PROGRAM SUPPLIES__ SHALON-DEUR     | 2,573.59    |
| 06/23/2025 | COMMERCE BANK                    | YOUTH PROGRAM SUPPLIES__ SHALON-DEUR     | 792.37      |
| 06/23/2025 | COMMERCE BANK                    | CHILDREN BOOKS__ SHALON-DEUR             | 30.20       |
| 06/23/2025 | COMMERCE BANK                    | ADULT PROGRAM SUPPLIES__ SHALON-DEUR     | 180.00      |
| 06/23/2025 | COMMERCE BANK                    | ADULT PROGRAM SUPPLIES__ SHALON-DEUR     | 20.00       |
| 06/23/2025 | COMMERCE BANK                    | SUSTENANCE__ SNOBERGER                   | 258.63      |
| 06/23/2025 | COMMERCE BANK                    | VEHICLE REPAIR__ SOMSKY                  | 1,622.90    |
| 06/23/2025 | COMMERCE BANK                    | EQUIPMENT__ SOMSKY                       | 106.19      |
| 06/23/2025 | COMMERCE BANK                    | MEMBERSHIP RENEWAL__ STEVENS             | 93.04       |
| 06/23/2025 | COMMERCE BANK                    | CAPITAL IMPROVEMENT__ THIELEN            | 7.49        |
| 06/23/2025 | COMMERCE BANK                    | CONFERENCE EXPENSE__ TOKUHISA            | 486.36      |
| 06/23/2025 | COMMERCE BANK                    | WALNUT HILLS IMPROVEMENTS__ TOKUHISA     | 484.74      |
| 06/23/2025 | COMMERCE BANK                    | SUSTENANCE__ VENEMA                      | 79.98       |
| 06/23/2025 | COMMERCE BANK                    | OFFICE SUPPLIES__ VENEMA                 | 34.78       |
| 06/23/2025 | COMMERCE BANK                    | OFFICE SUPPLIES__ VENTO                  | 15.90       |
| 06/23/2025 | COMMERCE BANK                    | EQUIPMENT__ VENTO                        | 270.00      |
| 06/23/2025 | COMMERCE BANK                    | UNIFORM ALLOWANCE__ VENTO                | 939.85      |
| 06/23/2025 | COMMERCE BANK                    | CONFERENCE EXPENSE__ VENTO               | 195.00      |
| 06/23/2025 | COMMERCE BANK                    | EQUIPMENT MAINT__ WEILER                 | 5.68        |
| 06/13/2025 | CONCRETE TECHNOLOGIES INC        | ALICE RD RECON PAY REQ 3                 | 265,693.17  |
| 06/13/2025 | CONFLUENCE                       | UNIVERSITY BLVD FLOOD MIT PAY REQ 7      | 42,659.50   |
| 06/23/2025 | CONSENSUS CLOUD SOLUTIONS, LLC   | HOSTED FAX                               | 92.97       |
| 06/23/2025 | CONSTRUCTION MATERIALS TESTING   | CITY HALL PARKING LOT CORES              | 3,803.00    |
| 06/23/2025 | CONTINENTAL FIRE SPRINKLER CO    | REPAIRS TO SPRINKLER SYSTEM              | 331.29      |
| 06/23/2025 | COPY SYSTEMS                     | OFFICE SUPPLIES                          | 39.32       |
| 06/23/2025 | CORELL CONTRACTOR INC            | #781 REPAIR                              | 1,000.00    |
| 06/23/2025 | CORRECTIVE ASPHALT MATERIALS LLC | RECLAMITE MALTENE ASPHALT APPLICATION    | 21,955.70   |
| 06/23/2025 | CUSTOM AWARDS & EMBROIDERY       | NAMEPLATE - HOCKER                       | 35.00       |
| 06/23/2025 | CY CHANDARONG                    | CLIVE FESTIVAL - FRI HEADLINER FINAL     | 1,250.00    |
| 06/13/2025 | DAHL HEATING & AIR CONDITIONING  | CH/LIB RENOVATION PAY REQ 5              | 16,882.45   |
| 06/23/2025 | DCI GROUP                        | GREENBELT LANDING CONSTRUCTION DIRT WORK | 46,979.82   |
| 06/23/2025 | DCI GROUP                        | CH-LIB PRE CON SERVICES PAY REQ 1        | 6,441.60    |



| Date Paid  | Vendor Name                 | Description                           | Amount Paid |
|------------|-----------------------------|---------------------------------------|-------------|
| 06/23/2025 | DELL MARKETING LP           | PERIPHERALS                           | 88.74       |
| 06/23/2025 | DELL MARKETING LP           | PERIPHERALS                           | 816.48      |
| 06/23/2025 | DES MOINES URBAN EXPERIENCE | MISC CONTRACT WORK                    | 300.00      |
| 06/23/2025 | DES MOINES WATER WORKS      | TESTING                               | 1,528.47    |
| 06/23/2025 | DESERT SNOW LLC             | TRAINING - ANNIS, BOES, LAMP & THAYER | 2,796.00    |
| 06/13/2025 | DEVRIES ELECTRIC            | CH/LIB RENOVATION PAY REQ 4           | 88,331.00   |
| 06/23/2025 | DOLL DISTRIBUTING LLC       | CAMPBELL CONCESSIONS                  | 827.40      |
| 06/23/2025 | DOLL DISTRIBUTING LLC       | CAMPBELL CONCESSIONS                  | 549.60      |
| 05/30/2025 | EBS                         | Medical / Dental Ins -May             | 13,302.98   |
| 05/30/2025 | EBS                         | Medical / Dental Ins -May             | 33,653.81   |
| 05/30/2025 | EBS                         | Medical / Dental Ins -May             | 6,595.50    |
| 05/30/2025 | EBS                         | Medical / Dental Ins -May             | 15,502.60   |
| 05/30/2025 | EBS                         | Medical / Dental Ins -May             | 6,458.76    |
| 05/30/2025 | EBS                         | Medical / Dental Ins -May             | 5,689.40    |
| 05/30/2025 | EBS                         | Medical / Dental Ins -May             | 6,207.94    |
| 05/30/2025 | EBS                         | Medical / Dental Ins -May             | 12,533.32   |
| 05/30/2025 | EBS                         | Medical / Dental Ins -May             | 4,090.03    |
| 05/30/2025 | EBS                         | Medical / Dental Ins -May             | 663.03      |
| 05/30/2025 | EBS                         | Medical / Dental Ins -May             | 3,725.44    |
| 05/30/2025 | EBS                         | Medical / Dental Ins -May             | 3,712.15    |
| 05/30/2025 | EBS                         | Medical / Dental Ins -May             | 1,564.43    |
| 05/30/2025 | EBS                         | Medical / Dental Ins -May             | 2,468.14    |
| 05/30/2025 | EBS                         | Medical / Dental Ins -May             | 1,326.08    |
| 05/30/2025 | EBS                         | Medical / Dental Ins -May             | 9,653.15    |
| 05/30/2025 | EBS                         | Medical / Dental Ins -May             | 1,601.10    |
| 05/30/2025 | EBS                         | Medical / Dental Ins -May             | 14,849.89   |
| 05/30/2025 | EBS                         | Medical / Dental Ins -May             | 4,693.29    |
| 05/30/2025 | EBS                         | Medical / Dental Ins -May             | 5,903.21    |
| 05/30/2025 | EBS                         | Medical / Dental Ins -May             | 5,921.80    |
| 05/30/2025 | EBS                         | Medical / Dental Ins -May             | 3,357.09    |
| 05/30/2025 | EBS                         | Vision Ins - May                      | 102.08      |
| 05/30/2025 | EBS                         | Vision Ins - May                      | 951.06      |
| 05/30/2025 | EBS                         | Vision Ins - May                      | 50.11       |
| 05/30/2025 | EBS                         | Vision Ins - May                      | 135.49      |
| 05/30/2025 | EBS                         | Vision Ins - May                      | 46.40       |
| 05/30/2025 | EBS                         | Vision Ins - May                      | 64.96       |
| 05/30/2025 | EBS                         | Vision Ins - May                      | 49.49       |
| 05/30/2025 | EBS                         | Vision Ins - May                      | 95.89       |
| 05/30/2025 | EBS                         | Vision Ins - May                      | 30.93       |
| 05/30/2025 | EBS                         | Vision Ins - May                      | 9.28        |
| 05/30/2025 | EBS                         | Vision Ins - May                      | 27.84       |
| 05/30/2025 | EBS                         | Vision Ins - May                      | 37.12       |
| 05/30/2025 | EBS                         | Vision Ins - May                      | 9.28        |
| 05/30/2025 | EBS                         | Vision Ins - May                      | 27.84       |
| 05/30/2025 | EBS                         | Vision Ins - May                      | 18.56       |
| 05/30/2025 | EBS                         | Vision Ins - May                      | 64.96       |
| 05/30/2025 | EBS                         | Vision Ins - May                      | 18.56       |
| 05/30/2025 | EBS                         | Vision Ins - May                      | 148.64      |
| 05/30/2025 | EBS                         | Vision Ins - May                      | 27.84       |
| 05/30/2025 | EBS                         | Vision Ins - May                      | 46.40       |
| 05/30/2025 | EBS                         | Vision Ins - May                      | 37.12       |
| 05/30/2025 | EBS                         | Vision Ins - May                      | 55.68       |
| 05/30/2025 | EBS                         | Life, LTD, AD&D Ins - May             | 294.40      |
| 05/30/2025 | EBS                         | Life, LTD, AD&D Ins - May             | 445.36      |
| 05/30/2025 | EBS                         | Life, LTD, AD&D Ins - May             | 190.05      |
| 05/30/2025 | EBS                         | Life, LTD, AD&D Ins - May             | 442.22      |
| 05/30/2025 | EBS                         | Life, LTD, AD&D Ins - May             | 192.92      |
| 05/30/2025 | EBS                         | Life, LTD, AD&D Ins - May             | 251.66      |

| Date Paid  | Vendor Name                      | Description                                                        | Amount Paid |
|------------|----------------------------------|--------------------------------------------------------------------|-------------|
| 05/30/2025 | EBS                              | Life, LTD, AD&D Ins - May                                          | 189.30      |
| 05/30/2025 | EBS                              | Life, LTD, AD&D Ins - May                                          | 333.48      |
| 05/30/2025 | EBS                              | Life, LTD, AD&D Ins - May                                          | 117.72      |
| 05/30/2025 | EBS                              | Life, LTD, AD&D Ins - May                                          | 32.04       |
| 05/30/2025 | EBS                              | Life, LTD, AD&D Ins - May                                          | 111.72      |
| 05/30/2025 | EBS                              | Life, LTD, AD&D Ins - May                                          | 170.16      |
| 05/30/2025 | EBS                              | Life, LTD, AD&D Ins - May                                          | 34.31       |
| 05/30/2025 | EBS                              | Life, LTD, AD&D Ins - May                                          | 171.37      |
| 05/30/2025 | EBS                              | Life, LTD, AD&D Ins - May                                          | 57.66       |
| 05/30/2025 | EBS                              | Life, LTD, AD&D Ins - May                                          | 258.57      |
| 05/30/2025 | EBS                              | Life, LTD, AD&D Ins - May                                          | 53.45       |
| 05/30/2025 | EBS                              | Life, LTD, AD&D Ins - May                                          | 18.00       |
| 05/30/2025 | EBS                              | Life, LTD, AD&D Ins - May                                          | 135.89      |
| 05/30/2025 | EBS                              | Life, LTD, AD&D Ins - May                                          | 146.78      |
| 05/30/2025 | EBS                              | Life, LTD, AD&D Ins - May                                          | 121.63      |
| 05/30/2025 | EBS                              | Life, LTD, AD&D Ins - May                                          | 148.45      |
| 05/30/2025 | EBS                              | Flex Admin - May                                                   | 9.20        |
| 05/30/2025 | EBS                              | Flex Admin - May                                                   | 41.40       |
| 05/30/2025 | EBS                              | Flex Admin - May                                                   | 9.20        |
| 05/30/2025 | EBS                              | Flex Admin - May                                                   | 18.40       |
| 05/30/2025 | EBS                              | Flex Admin - May                                                   | 4.60        |
| 05/30/2025 | EBS                              | Flex Admin - May                                                   | 4.60        |
| 05/30/2025 | EBS                              | Flex Admin - May                                                   | 13.80       |
| 05/30/2025 | EBS                              | Flex Admin - May                                                   | 4.60        |
| 05/30/2025 | EBS                              | Flex Admin - May                                                   | 9.20        |
| 05/30/2025 | EBS                              | Flex Admin - May                                                   | 4.60        |
| 05/30/2025 | EBS                              | Flex Admin - May                                                   | 13.80       |
| 05/30/2025 | EBS                              | Flex Admin - May                                                   | 4.60        |
| 05/30/2025 | EBS                              | Flex Admin - May                                                   | 32.20       |
| 05/30/2025 | EBS                              | Flex Admin - May                                                   | 13.80       |
| 05/30/2025 | EBS                              | Flex Admin - May                                                   | 4.60        |
| 06/13/2025 | EBS                              | MEDICAL WITHHOLDING DENTAL INSURANCE - DELTA (EBS) Pay Period: 6/7 | 2,144.74    |
| 06/13/2025 | EBS                              | MEDICAL WITHHOLDING MED W 750 FAMILY EXEMPT Pay Period: 6/7/2025   | 7,698.68    |
| 06/13/2025 | EBS                              | MEDICAL WITHHOLDING MED W 750 EMPE + 1 EXEMPT Pay Period: 6/7/202  | 1,613.17    |
| 06/13/2025 | EBS                              | MEDICAL WITHHOLDING MED W 750 SINGLE EXEMPT Pay Period: 6/7/2025   | 844.51      |
| 06/13/2025 | EBS                              | MEDICAL WITHHOLDING MED - HDHP FAMILY Pay Period: 6/7/2025         | 1,050.91    |
| 06/13/2025 | EBS                              | MEDICAL WITHHOLDING MED-HDHP EMPL +1 Pay Period: 6/7/2025          | 342.00      |
| 06/13/2025 | EBS                              | MEDICAL WITHHOLDING MED HDHP SINGLE Pay Period: 6/7/2025           | 529.92      |
| 06/13/2025 | EFTPS                            | FWT/FICA/MEDICARE CURRENT PAY FEDERAL WITHHOLDING TAX Pay Peri     | 55,416.07   |
| 06/13/2025 | EFTPS                            | FWT/FICA/MEDICARE CURRENT PAY SOCIAL SECURITY Pay Period: 6/7/202  | 37,069.43   |
| 06/13/2025 | EFTPS                            | FWT/FICA/MEDICARE CURRENT PAY SOCIAL SECURITY Pay Period: 6/7/202  | 37,069.43   |
| 06/13/2025 | EFTPS                            | FWT/FICA/MEDICARE CURRENT PAY MEDICARE Pay Period: 6/7/2025        | 8,708.12    |
| 06/13/2025 | EFTPS                            | FWT/FICA/MEDICARE CURRENT PAY MEDICARE Pay Period: 6/7/2025        | 8,708.12    |
| 06/13/2025 | ELITE FIRE SPRINKLER SYSTEMS     | CH/LIB RENOVATION PAY REQ 4                                        | 1,520.00    |
| 06/23/2025 | EMS MANAGEMENT & CONSULTANTS INC | MAY 2025 EMS BILLING PAYMENT                                       | 1,930.17    |
| 06/23/2025 | ET&T DISTRIBUTORS, INC           | 16 LOUNGE CHAIRS                                                   | 5,249.26    |
| 06/23/2025 | ET&T DISTRIBUTORS, INC           | 38 LOUNGE CHAIRS                                                   | 11,111.34   |
| 06/23/2025 | FABIAN RUIZ                      | INTERPRETER FEES                                                   | 70.00       |
| 06/23/2025 | FABIAN RUIZ                      | INTERPRETER FEES                                                   | 70.00       |
| 06/23/2025 | FABIAN RUIZ                      | PROFESSIONAL FEES - INTERPRETER                                    | 70.00       |
| 06/23/2025 | FASTENAL COMPANY                 | BUILDING MAINT                                                     | 27.11       |
| 06/23/2025 | FASTENAL COMPANY                 | WHITE PAINT                                                        | 223.71      |
| 06/23/2025 | FASTENAL COMPANY                 | BLUE PAINT                                                         | 202.00      |
| 06/23/2025 | FASTENAL COMPANY                 | GREEN PAINT                                                        | 98.33       |
| 06/23/2025 | FASTSIGNS                        | PARK SIGNS-DEPOSIT                                                 | 9,511.32    |
| 06/23/2025 | FELLER EXPRESS LLC               | MISC CONTRACT WORK                                                 | 350.00      |
| 06/23/2025 | FILTER SHOP INC, THE             | MISC SUPPLIES                                                      | 141.60      |
| 06/23/2025 | FIRE SMART PROMOTIONS            | 400 KID FIRE HELMETS                                               | 456.00      |

| Date Paid  | Vendor Name                     | Description                                                        | Amount Paid |
|------------|---------------------------------|--------------------------------------------------------------------|-------------|
| 06/23/2025 | FREEDOM FIRST AID & SAFETY LLC  | FIRST AID SUPPLIES                                                 | 212.60      |
| 06/23/2025 | GALLS LLC                       | LT ANNIS CLASS A DOUBLE BREASTED COAT                              | 539.23      |
| 06/23/2025 | GALLS LLC                       | LT ANNIS CLASS A SHIRT                                             | 66.04       |
| 06/23/2025 | GALLS LLC                       | UNIFORM ALLOW - A. MEINERT                                         | 133.80      |
| 06/23/2025 | GALLS LLC                       | UNIFORM ALLOW - VEST REPLACEMENT - A. MEINERT                      | 800.00      |
| 06/23/2025 | GALLS LLC                       | UNIFORM ALLOW - A. MEINERT                                         | 380.48      |
| 06/23/2025 | GALLS LLC                       | MORRIS CLASS A BADGE SEWING CHARGE                                 | 5.99        |
| 06/23/2025 | GAME ONE                        | UNIFORM SHIRTS                                                     | 879.16      |
| 06/23/2025 | GANNETT IOWA LOCALIQ            | LEGAL PUB                                                          | 26.80       |
| 06/23/2025 | GANNETT IOWA LOCALIQ            | MINS                                                               | 677.00      |
| 06/23/2025 | GANNETT IOWA LOCALIQ            | ORDINANCE PUB                                                      | 183.45      |
| 06/23/2025 | GANNETT IOWA LOCALIQ            | PH NOTICES                                                         | 29.20       |
| 06/23/2025 | GENERAL TRAFFIC CONTROLS INC    | BATTERY BACK-UP SYSTEM REPLACEMENT                                 | 4,270.00    |
| 06/23/2025 | GENERAL TRAFFIC CONTROLS INC    | BATTERY BACK-UP SYSTEM                                             | 1,900.00    |
| 06/23/2025 | GENERAL TRAFFIC CONTROLS INC    | BATTERY BACK-UP SYSTEM                                             | 1,940.00    |
| 06/23/2025 | GENERAL TRAFFIC CONTROLS INC    | ATC CABINET SPARE PARTS                                            | 2,931.00    |
| 06/23/2025 | GENERAL TRAFFIC CONTROLS INC    | BRACKETS FOR SIGNS/SIGNING PROJECTS                                | 9,160.18    |
| 06/23/2025 | GRAINGER                        | RAISED PAVEMENT MARKINGS FOR ISLANDS                               | 868.64      |
| 06/23/2025 | HD SUPPLY                       | JANITORIAL SUPPLIES                                                | 382.76      |
| 06/23/2025 | HD SUPPLY                       | JANITORIAL SUPPLIES                                                | 205.76      |
| 06/23/2025 | HI TOUCH BUSINESS SERVICES      | OFFICE SUPPLIES                                                    | 43.34       |
| 06/23/2025 | HOUSBY HEAVY EQUIPMENT          | #788 BATTERY BOX                                                   | 284.00      |
| 06/23/2025 | HR GREEN                        | PROFESSIONAL FEES                                                  | 4,661.25    |
| 06/13/2025 | ICMA                            | LOAN REPAYMENT LOAN REPAYMENT Pay Period: 6/7/2025                 | 533.76      |
| 06/13/2025 | ICMA RETIREMENT CORP.#457       | CURRENT PAY WITHHOLDING ICMA CITY OUT DEF COMP - Pay Period: 6/7/2 | 6,543.13    |
| 06/13/2025 | ICMA RETIREMENT CORP.#457       | CURRENT PAY WITHHOLDING ICMA -DEF COMP Pay Period: 6/7/2025        | 27,963.45   |
| 06/13/2025 | ICMA RETIREMENT CORP.#457       | CURRENT PAY WITHHOLDING ICMA ROTH DEF COMP Pay Period: 6/7/2025    | 10,836.62   |
| 06/23/2025 | IEMSA                           | REGIONAL EMS BILLING CONFERENCE                                    | 285.00      |
| 06/23/2025 | IEMSA                           | REGIONAL EMS BILLING CONFERENCE                                    | 275.00      |
| 06/23/2025 | IMPACT CANOPY                   | IMPACT CANOPY 10X10                                                | 548.00      |
| 06/23/2025 | INGRAM LIBRARY SERVICES         | BOOKS-CHILDREN                                                     | 245.25      |
| 06/23/2025 | INGRAM LIBRARY SERVICES         | BOOKS-HARBACH-CHILDREN                                             | 47.75       |
| 06/23/2025 | INGRAM LIBRARY SERVICES         | BOOKS-YOUNG ADULT                                                  | 61.67       |
| 06/23/2025 | INGRAM LIBRARY SERVICES         | BOOKS-YOUNG ADULT                                                  | 90.01       |
| 06/23/2025 | INGRAM LIBRARY SERVICES         | BOOKS-CHILDREN                                                     | 104.02      |
| 06/23/2025 | INGRAM LIBRARY SERVICES         | BOOKS-HARBACH-CHILDREN                                             | 21.83       |
| 06/23/2025 | INGRAM LIBRARY SERVICES         | BOOKS-HARBACH-CHILDREN                                             | 51.52       |
| 06/23/2025 | INGRAM LIBRARY SERVICES         | BOOKS-CHILDREN                                                     | 272.60      |
| 06/23/2025 | INGRAM LIBRARY SERVICES         | BOOKS-HARBACH-YOUNG ADULT                                          | 18.73       |
| 06/23/2025 | INGRAM LIBRARY SERVICES         | BOOKS-YOUNG ADULT                                                  | 30.42       |
| 06/23/2025 | INGRAM LIBRARY SERVICES         | BOOKS-HARBACH-CHILDREN                                             | 8.44        |
| 06/23/2025 | INGRAM LIBRARY SERVICES         | BOOKS-CHILDREN                                                     | 390.94      |
| 06/23/2025 | INGRAM LIBRARY SERVICES         | BOOKS-CHILDREN                                                     | 1,082.81    |
| 06/23/2025 | INGRAM LIBRARY SERVICES         | BOOKS-YOUNG ADULT                                                  | 11.49       |
| 06/23/2025 | INGRAM LIBRARY SERVICES         | BOOKS-CHILDREN                                                     | 38.13       |
| 06/23/2025 | INGRAM LIBRARY SERVICES         | BOOKS-HARBACH-CHILDREN                                             | 11.49       |
| 06/23/2025 | INGRAM LIBRARY SERVICES         | BOOKS-CHILDREN                                                     | 209.36      |
| 06/23/2025 | INGRAM LIBRARY SERVICES         | BOOKS-YOUNG ADULT                                                  | 89.48       |
| 06/23/2025 | INGRAM LIBRARY SERVICES         | BOOKS-CHILDREN                                                     | 156.27      |
| 06/23/2025 | INGRAM LIBRARY SERVICES         | BOOKS-CHILDREN                                                     | 249.99      |
| 06/23/2025 | INGRAM LIBRARY SERVICES         | BOOKS-YOUNG ADULT                                                  | 33.95       |
| 06/23/2025 | INTERSTATE ALL BATTERY CENTER   | BATTERY REPLACEMENT 156TH/HICKMAN                                  | 699.90      |
| 06/23/2025 | IOWA COMMUNITIES ASSURANCE POOL | CIRKSENA PARK COVERAGE                                             | 41.00       |
| 06/23/2025 | IOWA DOT                        | POST FOR SIGNS                                                     | 1,209.00    |
| 06/23/2025 | IOWA LAW ENFORCEMENT ACADEMY    | TRAINING - J. JORGENSEN                                            | 5,225.00    |
| 06/23/2025 | IOWA LAW ENFORCEMENT ACADEMY    | TRAINING - G. HAWK                                                 | 2,950.00    |
| 06/23/2025 | IOWA LEAGUE OF CITIES           | LEAGUE DUES                                                        | 8,622.00    |
| 06/23/2025 | IOWA ONE CALL                   | LOCATES                                                            | 355.35      |

| Date Paid  | Vendor Name                    | Description                                                      | Amount Paid |
|------------|--------------------------------|------------------------------------------------------------------|-------------|
| 06/23/2025 | IOWA ONE CALL                  | LOCATES                                                          | 355.35      |
| 06/13/2025 | IPERS                          | CURRENT PAY IPERS WITHHOLDING IPERS-ELECTED OFFICIALS Pay Perio  | 251.86      |
| 06/13/2025 | IPERS                          | CURRENT PAY IPERS WITHHOLDING IPERS-REGULAR MEMBERS Pay Perio    | 20,304.84   |
| 06/13/2025 | IPERS                          | CURRENT PAY IPERS WITHHOLDING IPERS-REGULAR MEMBERS Pay Perio    | 30,473.38   |
| 06/13/2025 | IPERS                          | CURRENT PAY IPERS WITHHOLDING IPERS RETIREMENT -FIRE Pay Period: | 5,719.23    |
| 06/13/2025 | IPERS                          | CURRENT PAY IPERS WITHHOLDING IPERS RETIREMENT -FIRE Pay Period: | 8,574.21    |
| 06/13/2025 | IPERS                          | CURRENT PAY IPERS WITHHOLDING IPERS-ELECTED OFFICIALS Pay Perio  | 167.81      |
| 06/23/2025 | JOHNSTONE SUPPLY               | BUILDING REPAIRS                                                 | 21.20       |
| 06/13/2025 | KEYSTONE CONSTRUCTION SERVICES | CH/LIB REMODEL PAY REQ 5                                         | 175,460.43  |
| 06/13/2025 | KEYSTONE CONSTRUCTION SERVICES | GREENBELT LANDING PAY REQ 8                                      | 336,589.36  |
| 06/23/2025 | KING'S MATERIAL, INC           | PERMEABLE PARKING LOT CHIP STONE                                 | 16.85       |
| 06/23/2025 | KING'S MATERIAL, INC           | PERMEABLE PARKING LOT CHIP STONE                                 | 4.54        |
| 06/23/2025 | KING'S MATERIAL, INC           | PERMEABLE PARKING LOT CHIP STONE                                 | 9.93        |
| 06/23/2025 | KING'S MATERIAL, INC           | PERMEABLE PARKING LOT CHIP STONE                                 | 89.36       |
| 06/23/2025 | KING'S MATERIAL, INC           | PERMEABLE PARKING LOT CHIP STONE                                 | 151.65      |
| 06/23/2025 | KING'S MATERIAL, INC           | PERMEABLE PARKING LOT CHIP STONE                                 | 40.87       |
| 06/23/2025 | LINDE GAS & EQUIPMENT INC      | OXYGEN TANK RENTAL                                               | 344.32      |
| 06/23/2025 | LOGAN CONTRACTORS SUPPLY       | STREET MAINT SUPPLIES                                            | 3,780.00    |
| 06/23/2025 | LOGAN CONTRACTORS SUPPLY       | STREET MAINT SUPPLIES                                            | 3,780.00    |
| 06/23/2025 | LOGAN CONTRACTORS SUPPLY       | REPLACEMENT CONCRETE SCREED                                      | 11,484.00   |
| 06/23/2025 | LOGOED APPAREL & PROMOTIONS    | UNIFORMS                                                         | 288.81      |
| 06/23/2025 | LOGOED APPAREL & PROMOTIONS    | UNIFORMS                                                         | 288.81      |
| 06/23/2025 | LOGOED APPAREL & PROMOTIONS    | UNIFORMS                                                         | 288.81      |
| 06/23/2025 | LOGOED APPAREL & PROMOTIONS    | UNIFORMS                                                         | 288.81      |
| 06/23/2025 | LOGOED APPAREL & PROMOTIONS    | UNIFORMS                                                         | 1,470.94    |
| 06/23/2025 | LOUNSBURY SAND & GRAVEL        | STREET MAINT SUPPLIES                                            | 1,452.77    |
| 06/23/2025 | LOWES HOME CENTERS INC         | MISC TRAFFIC                                                     | 191.58      |
| 06/23/2025 | MACQUEEN EQUIPMENT             | SONETICS BATTERY REPLACEMENT                                     | 60.95       |
| 06/23/2025 | MACQUEEN EQUIPMENT             | SWEEPER O-RING                                                   | 20.77       |
| 06/23/2025 | MAIL SERVICES                  | STORM WATER BILLING                                              | 138.93      |
| 06/23/2025 | MAIL SERVICES                  | POSTAGE                                                          | 201.48      |
| 06/23/2025 | MAIL SERVICES                  | NEWSLETTER                                                       | 1,135.56    |
| 06/23/2025 | MAIL SERVICES                  | POSTAGE                                                          | 2,515.74    |
| 06/23/2025 | MAIL SERVICES                  | BILLING                                                          | 861.89      |
| 06/23/2025 | MARTIN BROS                    | CONCESSION SUPPLIES                                              | 1,026.76    |
| 06/23/2025 | MARTIN BROS                    | CONCESSION SUPPLIES                                              | 63.00       |
| 06/23/2025 | MARTIN BROS                    | CAC CONCESSIONS                                                  | 1,190.75    |
| 06/23/2025 | MARTIN BROS                    | CAC CONCESSIONS                                                  | 1,942.76    |
| 06/23/2025 | MEDIACOM                       | LIBRARY INTERNET                                                 | 19.95       |
| 06/23/2025 | MEDIACOM                       | LIBRARY INTERNET                                                 | 304.90      |
| 06/23/2025 | MENARDS                        | TRUCK CLEANING SUPPLIES                                          | 63.41       |
| 06/23/2025 | MENARDS                        | TRAFFIC SUPPLIES                                                 | 8.97        |
| 06/23/2025 | MENARDS                        | PLUMBING AND GASKET PARTS                                        | 107.22      |
| 06/23/2025 | MENARDS                        | EQUIPMENT MAINT                                                  | 39.63       |
| 06/23/2025 | MENARDS                        | TENT STAKES AND GLOVES                                           | 46.00       |
| 06/23/2025 | MENARDS                        | PROPERTY PIN                                                     | 162.80      |
| 06/23/2025 | MENARDS                        | GFCI OUTLET & PIPING                                             | 63.23       |
| 06/23/2025 | MENARDS                        | GARAGE BAY THERMOSTAT                                            | 44.79       |
| 06/23/2025 | MENARDS                        | CREDIT GARAGE BAY THERMOSTAT                                     | 44.79-      |
| 06/23/2025 | MENARDS                        | BUILDING MAINT                                                   | 79.87       |
| 06/23/2025 | MENARDS                        | SEED                                                             | 29.99       |
| 06/23/2025 | MENARDS                        | PLANTS                                                           | 236.26      |
| 06/23/2025 | MENARDS                        | CAPITAL IMPROVEMENTS                                             | 5,473.40    |
| 06/23/2025 | MENARDS                        | SUPPLIES                                                         | 11.97       |
| 06/23/2025 | MENARDS                        | MISC WATER SUPPLIES                                              | 35.93       |
| 06/23/2025 | MENARDS                        | GLOVES                                                           | 19.94       |
| 06/23/2025 | MENARDS                        | BOARD & COAT HOOKS                                               | 57.78       |
| 06/23/2025 | MENARDS                        | CAC PUMP ROOM SUPPLIES                                           | 239.12      |

| Date Paid  | Vendor Name                      | Description                                                      | Amount Paid |
|------------|----------------------------------|------------------------------------------------------------------|-------------|
| 06/23/2025 | MENARDS                          | PW REMODEL DRYER VENT                                            | 16.99       |
| 06/23/2025 | MENARDS                          | MASTIC SUPPLIES                                                  | 53.95       |
| 06/23/2025 | MENARDS                          | MULTI TOOL BLADES                                                | 24.98       |
| 06/23/2025 | MENARDS                          | BUILDING MAINT                                                   | 32.47       |
| 06/23/2025 | MENARDS                          | BUILDING MAINT                                                   | 32.47       |
| 06/23/2025 | MENARDS                          | BUILDING MAINT                                                   | 32.47       |
| 06/23/2025 | MENARDS                          | BUILDING MAINT                                                   | 32.48       |
| 06/23/2025 | MENARDS                          | MISC WATER SUPPLIES                                              | 90.96       |
| 06/23/2025 | MENARDS                          | BUILDING MAINT                                                   | 68.68       |
| 06/23/2025 | MENARDS                          | INTAKE REPAIR SUPPLIES                                           | 71.92       |
| 06/23/2025 | MENARDS                          | BUILDING MAINT                                                   | 51.96       |
| 06/23/2025 | MENARDS                          | ELECTRICAL SUPPLIES                                              | 7.69        |
| 06/23/2025 | MENARDS                          | WELDED WIRE                                                      | 119.76      |
| 06/23/2025 | MENARDS                          | INTAKE REPAIR SUPPLIES                                           | 80.91       |
| 06/23/2025 | MERCYONE HEALTH & FITNESS CENTER | WELLNESS COACHING                                                | 320.00      |
| 06/23/2025 | MERCYONE OCCUPATIONAL HEALTH     | PHYSICALS & DRUG SCREENS                                         | 3,285.00    |
| 06/23/2025 | METRO WASTE AUTHORITY            | COMPOST STICKERS 4/25                                            | 8,064.00    |
| 06/23/2025 | METRO WASTE AUTHORITY            | COMPOST STICKERS 5/25                                            | 4,096.00    |
| 06/23/2025 | METRONET                         | INTERNET PS                                                      | 742.25      |
| 06/13/2025 | MID AMERICAN GLAZING             | CH/LIB RENOVATION PAY REQ 3                                      | 5,376.05    |
| 06/23/2025 | MIDAMERICAN ENERGY DAV           | WATER FACILITIES                                                 | 586.67      |
| 06/23/2025 | MIDAMERICAN ENERGY DAV           | TRAFFIC LIGHTS                                                   | 553.52      |
| 06/23/2025 | MIDAMERICAN ENERGY DAV           | TRAFFIC LIGHTS                                                   | 27.12       |
| 06/23/2025 | MIDAMERICAN ENERGY DAV           | TRAFFIC LIGHTS                                                   | 29.86       |
| 06/23/2025 | MIDAMERICAN ENERGY DAV           | TRAFFIC LIGHTS                                                   | 54.31       |
| 06/23/2025 | MIDAMERICAN ENERGY DAV           | STREET LIGHTS                                                    | 15,726.82   |
| 06/23/2025 | MISTER CAR WASH                  | CAR WASHES                                                       | 471.00      |
| 06/23/2025 | MOWTIVATED LAWN CARE             | NUISANCE ABATEMENT                                               | 65.00       |
| 06/13/2025 | MUNICIPAL FIRE & POLICE          | CURRENT PAY WITHHOLDING MUNICIPAL FIRE & POLICE RETIRE Pay Perio | 21,604.62   |
| 06/13/2025 | MUNICIPAL FIRE & POLICE          | CURRENT PAY WITHHOLDING MUNICIPAL FIRE & POLICE RETIRE Pay Perio | 9,105.22    |
| 06/23/2025 | NEBRASKA FURNITURE MART          | PW REMODEL WASHER/DRYER                                          | 2,613.94    |
| 06/23/2025 | NETWORKS                         | HOSTED BACKUP                                                    | 5,047.84    |
| 06/23/2025 | NETWORKS                         | HOSTED EMAIL                                                     | 1,422.15    |
| 06/23/2025 | NORSOLV                          | SUPPLIES                                                         | 271.95      |
| 06/23/2025 | NORTHLAND PRODUCTS CO            | CREDIT                                                           | 22.00-      |
| 06/23/2025 | NORTHLAND PRODUCTS CO            | WASHER FLUID                                                     | 172.40      |
| 06/23/2025 | NORTHLAND PRODUCTS CO            | FLEET OIL CHANGES                                                | 662.45      |
| 06/13/2025 | ON TRACK CONSTRUCTION            | GREENBELT LANDING CONSTRUCT PRCT PAY REQ 5                       | 136,016.25  |
| 06/23/2025 | ONE SOURCE                       | BACKGROUND CHECKS                                                | 45.00       |
| 06/23/2025 | ONE SOURCE                       | BACKGROUND CHECKS                                                | 1,275.00    |
| 06/23/2025 | OPN ARCHITECTS INC               | CH REMODEL DESIGN PAY REQ 14                                     | 34,358.37   |
| 06/23/2025 | OREILLY AUTOMOTIVE INC           | VEHICLE CLEANING PRODUCT                                         | 18.98       |
| 06/23/2025 | P J IOWA LC                      | CAC CONCESSIONS PIZZA                                            | 385.44      |
| 06/23/2025 | P J IOWA LC                      | CAC CONCESSIONS                                                  | 754.38      |
| 06/23/2025 | PETERBILT OF DES MOINES          | E320 OIL LEAK REPAIR, OIL CHANGE                                 | 4,567.43    |
| 06/23/2025 | PHIL DICKEY                      | SUMMER MARTIAL ARTS INSTRUCTION                                  | 670.00      |
| 06/23/2025 | PLAYAWAY PRODUCTS LLC            | YOUTH MEDIA                                                      | 269.95      |
| 06/23/2025 | PLAYAWAY PRODUCTS LLC            | YOUTH MEDIA                                                      | 277.08      |
| 06/23/2025 | PROJECT 7 DESIGN, INC            | CITY HALL REMODEL GLASS ART FINALIST PAYMENT                     | 5,000.00    |
| 06/23/2025 | QUALITY STRIPING INC             | 156TH ST DURABLE PAVEMENT MARKINGS                               | 28,210.00   |
| 06/23/2025 | RECREONICS                       | RING BUOY FOR CAC                                                | 125.30      |
| 06/23/2025 | RECREONICS                       | LANE ROPES                                                       | 1,890.60    |
| 06/23/2025 | REDD MUSIC ENTERTAINMENT         | FOOD TRUCK FRI - SEPT 12                                         | 850.00      |
| 06/13/2025 | RELIANCE STANDARD LIFE INSURANCE | VOL LIFE INSURANCE Pay Period: 6/7/2025                          | 1,214.55    |
| 06/23/2025 | RES GREAT LAKES, LLC             | GOAT VEGETATION MONITORING                                       | 2,458.75    |
| 06/23/2025 | SHONDRA RENEE MCLAUGHLIN         | CLIVE FESTIVAL - FRI 7/18                                        | 800.00      |
| 06/23/2025 | SHREDDER, THE                    | DOCUMENT DESTRUCTION                                             | 72.00       |
| 06/23/2025 | SIRCHIE ACQUISITION COMPANY      | EQUIPMENT                                                        | 199.95      |

| Date Paid     | Vendor Name                        | Description                                                  | Amount Paid  |
|---------------|------------------------------------|--------------------------------------------------------------|--------------|
| 06/23/2025    | SIRCHIE ACQUISITION COMPANY        | EQUIPMENT                                                    | 135.61       |
| 06/13/2025    | SNYDER & ASSOCIATES                | UNIVERSITY BLVD PUMP STATION PAY REQ 21                      | 1,713.50     |
| 06/13/2025    | SNYDER & ASSOCIATES                | ALICE RD RECON PAY REQ 14                                    | 20,090.25    |
| 06/23/2025    | STACIE COUVILLON                   | CLIVE OUTDOOR YOGA - JULY 23                                 | 75.00        |
| 06/23/2025    | STACIE COUVILLON                   | CLIVE OUTDOOR YOGA - JULY 2                                  | 75.00        |
| 06/23/2025    | STACIE COUVILLON                   | CLIVE OUTDOOR YOGA - AUG 13                                  | 75.00        |
| 06/23/2025    | STEAM STARZ LLC                    | STEAM STARZ                                                  | 1,530.00     |
| 06/23/2025    | STEVEN RADKE                       | CLIVE FESTIVAL - SAT HEADLINER                               | 1,750.00     |
| 06/23/2025    | STEW HANSEN                        | VEHICLE OPERATIONS                                           | 425.00       |
| 06/23/2025    | STIVERS FORD                       | #707 VEHICLE REPAIR                                          | 378.95       |
| 06/23/2025    | STIVERS FORD                       | #703 EQUIPMENT REPAIR                                        | 418.00       |
| 06/23/2025    | STONE CROSS LAWN AND LANDSCAPE LLC | CONTRACT MOWING SERVICES                                     | 18,880.00    |
| 06/23/2025    | STONE CROSS LAWN AND LANDSCAPE LLC | MOWING                                                       | 8,118.50     |
| 06/23/2025    | TERRACON CONSULTANTS INC           | GREENBELT LANDING CONSTRUCTION DIRTWORK                      | 6,782.00     |
| 06/23/2025    | TERRACON CONSULTANTS INC           | ASBESTOS CONSULTING CH REMODEL PAY REQ 1                     | 1,425.00     |
| 06/23/2025    | THELMAS LLC                        | CAC CONCESSIONS                                              | 475.20       |
| 06/13/2025    | TREAS - STATE OF IA WH TAX         | STATE WITHHOLDING STATE WITHHOLDING TAX Pay Period: 6/7/2025 | 25,765.00    |
| 06/23/2025    | TRIPLETT OFFICE SOLUTIONS          | CITY FLAG DISPLAY                                            | 2,439.53     |
| 06/23/2025    | TRUCK CENTER COMPANIES-DES MOINES  | JET TRUCK A/C REPAIR                                         | 1,695.80     |
| 06/23/2025    | UNIQUE                             | MISC CONTRACT WORK- COLLECTION AGENCY                        | 9.85         |
| 06/13/2025    | UNITED WAY                         | CURRENT PAY WITHHOLDING UNITED WAY Pay Period: 6/7/2025      | 40.46        |
| 06/23/2025    | VESTIS                             | UNIFORMS                                                     | 21.73        |
| 06/23/2025    | VESTIS                             | UNIFORMS                                                     | 57.98        |
| 06/23/2025    | VESTIS                             | UNIFORMS                                                     | 57.98        |
| 06/23/2025    | VESTIS                             | UNIFORMS                                                     | 103.88       |
| 06/23/2025    | WALTER ROOFING                     | CAMPBELL GAZEBO & CONCESSION ROOFING                         | 10,034.68    |
| 06/23/2025    | WEST DES MOINES WATER WORKS        | WATER FACILITIES                                             | 208.39       |
| 06/23/2025    | WEX BANK                           | FUEL                                                         | 124.98       |
| 06/23/2025    | WEX BANK                           | FUEL                                                         | 86.85        |
| 06/23/2025    | WEX BANK                           | FUEL                                                         | 848.70       |
| 06/23/2025    | WEX BANK                           | FUEL                                                         | 699.65       |
| 06/23/2025    | WEX BANK                           | FUEL                                                         | 2,694.53     |
| 06/23/2025    | WEX BANK                           | FUEL                                                         | 5,196.08     |
| 06/23/2025    | WEX BANK                           | FUEL                                                         | 643.94       |
| 06/23/2025    | WEX BANK                           | FUEL                                                         | 1,002.48     |
| 06/23/2025    | WEX BANK                           | FUEL                                                         | 1,109.18     |
| 06/23/2025    | WEX BANK                           | FUEL                                                         | 1,113.78     |
| 06/23/2025    | WEX BANK                           | FUEL                                                         | 182.20       |
| 06/23/2025    | WEX BANK                           | FUEL                                                         | 630.11       |
| 06/23/2025    | WEX BANK                           | FUEL                                                         | 412.27       |
| 06/13/2025    | WHITE FOX FARMS, LLC               | LITTLE WALNUT CREEK IMPROVEMENTS                             | 10,540.00    |
| 06/23/2025    | ZIMCO SUPPLY CO                    | BROAD LEAF HERBICIDE CONTROL                                 | 188.85       |
| Grand Totals: |                                    |                                                              | 3,168,209.89 |



| Date Paid | Vendor Name | Description | Amount Paid |
|-----------|-------------|-------------|-------------|
|-----------|-------------|-------------|-------------|

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

Bill List Claims           \$       3,168,209.89  
(6/10/2025 - 6/23/2025)

Payroll  
(6/13/2025)                       397,453.76

Total                       \$       3,565,663.65

Of the total payrolls, \$1073.06 are expense reimbursements.

  
Elizabeth Hansen, Director of Administrative Services

Date: 6/23/2025

Dated: \_\_\_\_\_

City Council:

Breanne Hocker \_\_\_\_\_

Eric Klein \_\_\_\_\_

Ted Weaver \_\_\_\_\_

Michael McCoy \_\_\_\_\_

Susan Judkins \_\_\_\_\_



## Memo

**TO:** Mayor and Council members

**FROM:** Stephanie Keller, Library Manager

**DATE:** June 26, 2025

**RE:** Resolution Authorizing Write-Off of Uncollectible Library Accounts

### SYNOPSIS:

Attached are Clive Public Library debt write-offs. The library debt write-off total for FY2024- 25 is \$1296.27. The criterion is "10 years from the incurrence of the original fine."

Patron 25033 had replacement charges totaling \$193.92 from 12 titles. All the titles on the patron's account range in cost from \$16 to \$9.00 in replacement charges. The original charge to this patron was from June 14, 2015. The patron was sent to the collection agency on September 10, 2015.

Patron 24739 had replacement charges totaling \$128.70 from 9 titles. All the titles on the patron's account range in cost from \$22 to \$6.00 in replacement charges. The original charge to this patron was from June 4, 2015. The patron was sent to the collection agency on August 20, 2015.

Patron 24811 had replacement charges totaling \$114.00 from 12 titles. All the titles on the patron's account range in cost from \$20 to \$5.00 in replacement charges. The original charges to this patron were from February 26, 2015.

### Attachments:

1. Debt Write off Resolution 25.5.12
2. 2025 write off

Resolution No. \_\_\_\_\_

RESOLUTION AUTHORIZING AND DIRECTING THE CITY TREASURER TO WRITE-OFF AS UNCOLLECTIBLE CERTAIN LIBRARY ACCOUNTS

WHEREAS, the City Clerk has reviewed the list of library accounts showing balances due, payable, and delinquent as uncollected bad debts, specifically those such accounts closed by collection agencies, all efforts exhausted and such bankruptcy accounts, if any, or accounts under \$30.00 as shown on Exhibit A hereto: and

WHEREAS, based upon the advice of the City Clerk and a review of Exhibit A, the Clive City Council believes that it is in the best interest of the City to write off said due, payable, and delinquent library accounts as uncollectible bad debts.

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

That the City Clerk of the City of Clive, Iowa, is hereby authorized and directed to write-off the official books and records of the City of Clive, Iowa, the library accounts shown on Exhibit A, attached hereto, and by the reference incorporated herein, as uncollectible bad debts, after reference incorporated herein, as uncollectible bad debts, after applying and setting-off any deposit held by the City, therefore.

PASSED AND APPROVED THIS 26<sup>th</sup> DAY OF JUNE, 2025.

\_\_\_\_\_  
John Edwards, Mayor

ATTEST:

\_\_\_\_\_  
Matthew Graham, City Clerk

|       |     |                  |      |
|-------|-----|------------------|------|
| 11493 | 0.2 | 5/8/2015 9:00    | 2025 |
| 2308  | 0.2 | 11/1/2015 14:28  | 2025 |
| 669   | 0.2 | 3/16/2015 9:27   | 2025 |
| 3601  | 0.4 | 11/24/2015 10:48 | 2025 |
| 20799 | 0.4 | 9/21/2015 8:25   | 2025 |
| 12723 | 0.6 | 1/5/2015 7:52    | 2025 |
| 7158  | 0.8 | 3/21/2015 9:10   | 2025 |
| 24148 | 1   | 8/19/2015 11:40  | 2025 |
| 11521 | 1   | 11/24/2015 16:50 | 2025 |
| 17407 | 1.2 | 9/24/2015 13:43  | 2025 |
| 13091 | 1.2 | 1/24/2015 14:42  | 2025 |
| 13650 | 1.2 | 11/2/2015 16:31  | 2025 |
| 4716  | 1.4 | 8/25/2015 11:20  | 2025 |
| 22528 | 1.4 | 8/27/2015 12:14  | 2025 |
| 18820 | 1.6 | 11/17/2015 11:55 | 2025 |
| 2441  | 1.6 | 10/22/2015 11:55 | 2025 |
| 13404 | 1.8 | 2/28/2015 13:22  | 2025 |
| 4921  | 1.8 | 5/6/2015 18:36   | 2025 |
| 6333  | 1.8 | 10/3/2015 13:50  | 2025 |
| 25620 | 1.8 | 10/22/2015 8:26  | 2025 |
| 14269 | 2   | 8/29/2015 14:58  | 2025 |
| 20899 | 2   | 8/2/2015 12:37   | 2025 |
| 25477 | 2.6 | 8/31/2015 16:51  | 2025 |
| 25496 | 2.8 | 12/5/2015 12:38  | 2025 |
| 21961 | 3   | 9/8/2015 19:17   | 2025 |
| 5912  | 3   | 9/18/2015 22:20  | 2025 |
| 24216 | 3.2 | 1/26/2015 19:53  | 2025 |
| 25617 | 3.4 | 11/2/2015 19:28  | 2025 |
| 318   | 3.4 | 8/23/2015 12:25  | 2025 |
| 25242 | 3.4 | 8/12/2015 9:11   | 2025 |
| 25720 | 3.4 | 12/22/2015 16:12 | 2025 |
| 23735 | 4   | 6/10/2015 20:05  | 2025 |
| 18920 | 4.2 | 1/7/2015 10:26   | 2025 |
| 24860 | 4.8 | 3/13/2015 11:49  | 2025 |
| 25650 | 5.2 | 12/4/2015 12:27  | 2025 |
| 17186 | 5.4 | 4/2/2015 14:27   | 2025 |
| 25625 | 5.6 | 11/2/2015 16:32  | 2025 |
| 25631 | 5.6 | 11/3/2015 15:41  | 2025 |
| 18919 | 5.6 | 3/24/2015 10:13  | 2025 |
| 24977 | 5.8 | 7/18/2015 15:01  | 2025 |
| 3248  | 5.8 | 9/22/2015 8:42   | 2025 |
| 21052 | 5.8 | 5/22/2015 13:14  | 2025 |
| 9305  | 6   | 6/16/2015 11:28  | 2025 |
| 5699  | 6   | 12/15/2015 17:06 | 2025 |
| 23805 | 6.4 | 4/27/2015 15:56  | 2025 |
| 24266 | 6.6 | 1/3/2015 15:24   | 2025 |

|       |       |                  |      |
|-------|-------|------------------|------|
| 10838 | 6.6   | 11/12/2015 11:11 | 2025 |
| 25093 | 6.6   | 11/12/2015 8:35  | 2025 |
| 24852 | 6.96  | 12/10/2015 19:00 | 2025 |
| 22887 | 7.6   | 5/14/2015 15:13  | 2025 |
| 24877 | 7.8   | 4/2/2015 16:48   | 2025 |
| 25381 | 8     | 10/1/2015 16:01  | 2025 |
| 17790 | 8.2   | 8/25/2015 19:15  | 2025 |
| 24737 | 8.4   | 1/26/2015 10:33  | 2025 |
| 3595  | 8.4   | 7/7/2015 16:18   | 2025 |
| 15978 | 8.6   | 6/1/2015 11:07   | 2025 |
| 25754 | 8.8   | 12/19/2015 14:43 | 2025 |
| 14321 | 8.8   | 5/11/2015 11:26  | 2025 |
| 9746  | 8.8   | 6/28/2015 16:30  | 2025 |
| 18945 | 9     | 7/1/2015 2:45    | 2025 |
| 25220 | 9     | 7/13/2015 15:35  | 2025 |
| 21210 | 9.4   | 4/18/2015 8:23   | 2025 |
| 13871 | 9.4   | 12/31/2015 8:34  | 2025 |
| 25359 | 9.6   | 10/12/2015 19:21 | 2025 |
| 25112 | 9.6   | 9/24/2015 13:50  | 2025 |
| 23461 | 10    | 11/3/2015 17:34  | 2025 |
| 15255 | 10    | 3/13/2015 13:05  | 2025 |
| 25665 | 10.2  | 12/1/2015 12:00  | 2025 |
| 14219 | 10.4  | 12/10/2015 16:09 | 2025 |
| 24749 | 10.4  | 9/28/2015 17:00  | 2025 |
| 15022 | 10.4  | 5/6/2015 16:55   | 2025 |
| 20988 | 11    | 11/19/2015 16:33 | 2025 |
| 25436 | 11.2  | 11/25/2015 12:03 | 2025 |
| 25082 | 11.6  | 6/12/2015 18:02  | 2025 |
| 18846 | 12    | 10/11/2015 12:13 | 2025 |
| 18734 | 12.15 | 5/5/2015 14:58   | 2025 |
| 25358 | 12.4  | 8/15/2015 17:01  | 2025 |
| 24793 | 13    | 4/2/2015 16:45   | 2025 |
| 17904 | 13.6  | 5/29/2015 16:02  | 2025 |
| 24996 | 13.6  | 10/5/2015 17:11  | 2025 |
| 4727  | 13.6  | 11/18/2015 12:11 | 2025 |
| 25418 | 14    | 8/14/2015 8:47   | 2025 |
| 24986 | 14.99 | 6/18/2015 16:56  | 2025 |
| 7461  | 15    | 5/13/2015 11:42  | 2025 |
| 25463 | 15.4  | 8/31/2015 11:14  | 2025 |
| 25181 | 15.6  | 6/22/2015 11:49  | 2025 |
| 25196 | 15.99 | 12/18/2015 9:49  | 2025 |
| 23920 | 16    | 3/2/2015 8:09    | 2025 |
| 24951 | 17.15 | 4/22/2015 20:08  | 2025 |
| 15946 | 17.4  | 1/13/2015 16:54  | 2025 |
| 18789 | 17.8  | 1/21/2015 16:06  | 2025 |
| 20381 | 17.95 | 9/5/2015 8:39    | 2025 |

|       |        |                  |      |
|-------|--------|------------------|------|
| 17264 | 18     | 7/21/2015 13:48  | 2025 |
| 18066 | 18.17  | 9/28/2015 7:04   | 2025 |
| 3298  | 18.94  | 6/11/2015 13:42  | 2025 |
| 25380 | 19     | 8/10/2015 11:10  | 2025 |
| 16181 | 19.2   | 9/8/2015 8:52    | 2025 |
| 21085 | 19.4   | 8/26/2015 15:30  | 2025 |
| 11865 | 20.4   | 8/13/2015 16:17  | 2025 |
| 24613 | 20.95  | 1/9/2015 9:34    | 2025 |
| 7817  | 21     | 12/12/2015 16:31 | 2025 |
| 12311 | 21     | 8/3/2015 8:24    | 2025 |
| 24964 | 22.8   | 5/17/2015 12:41  | 2025 |
| 25603 | 24     | 10/16/2015 9:07  | 2025 |
| 24660 | 24.4   | 3/23/2015 9:49   | 2025 |
| 15929 | 26.2   | 6/7/2015 13:45   | 2025 |
| 24985 | 28.07  | 6/18/2015 16:56  | 2025 |
| 24971 | 29     | 5/27/2015 9:07   | 2025 |
| 18143 | 29.6   | 3/2/2015 17:03   | 2025 |
| 18668 | 29.99  | 4/9/2015 14:05   | 2025 |
| 18565 | 32     | 5/18/2015 16:35  | 2025 |
| 24892 | 32.48  | 9/17/2015 16:13  | 2025 |
| 24829 | 32.6   | 2/21/2015 16:40  | 2025 |
| 18204 | 33.6   | 7/16/2015 16:17  | 2025 |
| 9502  | 36     | 8/20/2015 11:51  | 2025 |
| 25215 | 36.8   | 7/20/2015 17:29  | 2025 |
| 25688 | 38.2   | 12/14/2015 18:08 | 2025 |
| 20343 | 40.09  | 4/9/2015 14:05   | 2025 |
| 24765 | 40.93  | 5/21/2015 17:13  | 2025 |
| 23662 | 41.4   | 8/24/2015 15:01  | 2025 |
| 18187 | 42.25  | 8/12/2015 11:24  | 2025 |
| 25157 | 44.09  | 6/29/2015 11:44  | 2025 |
| 17346 | 44.15  | 5/21/2015 8:51   | 2025 |
| 25207 | 47     | 7/23/2015 16:25  | 2025 |
| 24103 | 94.15  | 5/6/2015         |      |
| 24811 | 114    | 2/26/2015        |      |
| 24739 | 128.7  | 6/4/2015         |      |
| 25033 | 193.92 | 6/14/2015        |      |





## Memo

**TO:** Mayor and Council members

**FROM:** Matthew Graham, City Clerk

**DATE:** June 26, 2025

**RE:** Resolution Authorizing and Directing the City Clerk to Write-Off as Uncollectible Certain Parking Citations

### **SYNOPSIS:**

Before you tonight is a resolution to write-of as uncollectible, certain parking citations.

Exhibit A attached hereto, outlines outstanding parking fines that are greater than 5 years past due, have had all collection efforts exhausted, and have been deemed by staff to be uncollectible.

### Attachments:

1. Resolution - 2025 Parking Ticket Write-Off
2. Exhibit

RESOLUTION NO. \_\_\_\_\_

RESOLUTION AUTHORIZING AND DIRECTING THE CITY CLERK TO WRITE-OFF AS  
UNCOLLECTIBLE CERTAIN PARKING CITATIONS

WHEREAS, the City Clerk has reviewed the list of parking citations showing balances due, payable and delinquent as of June 01, 2025.

WHEREAS, the City Clerk has informed the Clive City Council that it is advisable for the City to write-off certain such accounts which are presently due, payable and delinquent as uncollected bad debts as shown on Exhibit A attached hereto: and

WHEREAS, based upon the advice of the City Clerk and a review of Exhibit A, the Clive City Council believes that it is in the best interest of the City to write-off said due, payable and delinquent parking citations as uncollectible bad debts.

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

That the City Clerk of the City of Clive, Iowa, is hereby authorized and directed to write-off the official books and records of the City of Clive, Iowa, the parking citations shown on Exhibit A, attached hereto, and by this reference incorporated herein, as uncollectible bad debts.

PASSED AND APPROVED THIS 26th DAY OF JUNE, 2025

\_\_\_\_\_  
John D. Edwards, Mayor

ATTEST:

\_\_\_\_\_  
Matthew D. Graham, City Clerk

**2019 PARKING TICKET WRITE-OFF**

| DATE      | TICKET # | AMOUNT    |
|-----------|----------|-----------|
| 1/16/2017 | 15695    | \$ 30.00  |
| 1/11/2019 | 018306   | \$ 20.00  |
| 1/18/2019 | 017802   | \$ 30.00  |
| 1/18/2019 | 017804   | \$ 30.00  |
| 1/18/2019 | 017805   | \$ 30.00  |
| 1/18/2019 | 018244   | \$ 30.00  |
| 1/18/2019 | 018246   | \$ 30.00  |
| 1/18/2019 | 018248   | \$ 30.00  |
| 1/22/2019 | 017221   | \$ 30.00  |
| 1/22/2019 | 017816   | \$ 30.00  |
| 1/23/2019 | 017222   | \$ 30.00  |
| 2/7/2019  | 017742   | \$ 30.00  |
| 2/7/2019  | 017903   | \$ 30.00  |
| 2/7/2019  | 017907   | \$ 30.00  |
| 2/7/2019  | 017935   | \$ 30.00  |
| 2/7/2019  | 017939   | \$ 30.00  |
| 2/7/2019  | 017940   | \$ 30.00  |
| 2/8/2019  | 018219   | \$ 30.00  |
| 2/10/2019 | 017664   | \$ 30.00  |
| 2/11/2019 | 017910   | \$ 30.00  |
| 2/11/2019 | 017943   | \$ 30.00  |
| 2/17/2019 | 016746   | \$ 30.00  |
| 2/17/2019 | 016829   | \$ 30.00  |
| 2/17/2019 | 017093   | \$ 30.00  |
| 2/17/2019 | 017895   | \$ 30.00  |
| 2/19/2019 | 015314   | \$ 30.00  |
| 2/20/2019 | 018665   | \$ 30.00  |
| 2/20/2019 | 018671   | \$ 30.00  |
| 2/20/2019 | 018674   | \$ 30.00  |
| 2/22/2019 | 017754   | \$ 20.00  |
| 2/24/2019 | 018330   | \$ 30.00  |
| 5/10/2019 | 017619   | \$ 55.00  |
| 5/19/2019 | 017821   | \$ 55.00  |
| 5/19/2019 | 017822   | \$ 55.00  |
| 5/19/2019 | 017824   | \$ 55.00  |
| 5/18/2019 | 017620   | \$ 20.00  |
| 5/23/2019 | 017825   | \$ 105.00 |
| 6/1/2019  | 018309   | \$ 20.00  |
| 6/2/2021  | 018345   | \$ 20.00  |
| 6/3/2019  | 018346   | \$ 55.00  |
| 6/4/2019  | 018348   | \$ 55.00  |
| 6/5/2019  | 015317   | \$ 55.00  |
| 6/12/2019 | 018350   | \$ 20.00  |
| 7/1/2019  | 018224   | \$ 20.00  |
| 8/4/2019  | 018325   | \$ 105.00 |

|            |        |           |
|------------|--------|-----------|
| 8/16/2019  | 015321 | \$ 20.00  |
| 9/3/2019   | 017780 | \$ 20.00  |
| 9/4/2019   | 017982 | \$ 20.00  |
| 10/14/2019 | 017781 | \$ 105.00 |
| 12/12/2019 | 017983 | \$ 20.00  |

**TOTAL        \$        1,790.00**



## Memo

**TO:** Mayor and Council members

**FROM:** Matthew Graham, City Clerk

**DATE:** June 26, 2025

**RE:** Resolution Authorizing and Directing to Write-Off Uncollectible Utility Accounts

### SYNOPSIS:

Attached for your consideration is a resolution authorizing staff to write-off certain uncollectible utility accounts. Staff recommends approval.

### Attachments:

1. Resolution 2025 Utility Write-Offs
2. Write Offs 2025

RESOLUTION NO. \_\_\_\_\_

RESOLUTION AUTHORIZING AND DIRECTING THE  
DIRECTOR OF ADMINISTRATIVE SERVICES TO WRITE-  
OFF UNCOLLECTIBLE UTILITY ACCOUNTS

WHEREAS, the Director of Administrative Services has reviewed the list of Utility accounts showing balances due, payable and delinquent as of June 26, 2025; and

WHEREAS, the Director of Administrative Services has informed the Clive City Council that it is advisable for the City to write-off certain such accounts which are presently due, payable and delinquent as uncollected bad debts as shown on Exhibit A attached hereto; and

WHEREAS, based upon the advice of the Director of Administrative Services and a review of Exhibit A, the Clive City Council believes that it is in the best interest of the City to write-off said due, payable and delinquent Utility accounts as uncollectible bad debts.

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

That the Director of Administrative Services of the City of Clive, Iowa, is hereby authorized and directed to write-off the official books and records of the City of Clive, Iowa, the Utility accounts shown on Exhibit A, attached hereto, and by this reference incorporated herein, as uncollectible bad debts.

PASSED AND APPROVED THIS 26<sup>th</sup> DAY OF JUNE, 2025

\_\_\_\_\_  
John D. Edwards, Mayor

ATTEST:

\_\_\_\_\_  
Matthew D. Graham, City Clerk



July-25

Clive Utility Department (Water/Sewer/Garbage etc.)

2025 Write-Off List

| Month/Year Finaled | Account #               | Reason     | Write Off Amount  |
|--------------------|-------------------------|------------|-------------------|
| Oct-21             | 5-31103-00              | Under \$30 | \$0.45            |
| Dec-23             | 3-21401-00              | Under \$30 | \$1.18            |
| Apr-23             | 7-30902-18              | Under \$30 | \$3.65            |
| Mar-21             | 3-05800-00              | Under \$30 | \$2.79            |
| Apr-21             | 5-96506-01              | Under \$30 | \$0.78            |
| May-21             | 8-12600-01              | Under \$30 | \$24.53           |
| May-21             | 7-01201-00              | Under \$30 | \$1.04            |
| Jun-21             | 7-68300-03              | Under \$30 | \$14.67           |
| Jun-21             | 2-32502-06              | Under \$30 | \$1.32            |
| Jul-21             | 1-14300-00              | Under \$30 | \$1.52            |
| Aug-21             | 2-16010-15              | Under \$30 | \$2.57            |
| Aug-21             | 6-11202-05              | Under \$30 | \$0.30            |
| Aug-21             | 7-02001-00              | Under \$30 | \$1.52            |
| Sep-21             | 5-33301-02              | Under \$30 | \$1.32            |
| Sep-21             | 2-21301-00              | Under \$30 | \$0.83            |
| Sep-21             | 1-48200-01              | Under \$30 | \$0.27            |
| Jan-22             | 6-88101-02              | Under \$30 | \$19.62           |
| Mar-22             | 6-53001-00              | Under \$30 | \$23.69           |
| Mar-22             | 2-39801-00              | Under \$30 | \$0.25            |
| Apr-22             | 1-28316-15              | Under \$30 | \$3.78            |
| Apr-22             | 7-24601-02              | Under \$30 | \$0.10            |
| Jun-22             | 8-11700-01              | Under \$30 | \$1.14            |
| Jul-22             | 8-76700-01              | Under \$30 | \$0.77            |
| Jul-22             | 9-50000-01              | Under \$30 | \$0.77            |
| Oct-22             | 6-11601-05              | Under \$30 | \$0.80            |
| Dec-22             | 3-12010-16              | Under \$30 | \$3.31            |
| Mar-23             | 2-66701-05              | Under \$30 | \$0.88            |
| Jun-23             | 2-52100-02              | Under \$30 | \$1.51            |
| Jul-23             | 9-11700-01              | Under \$30 | \$1.38            |
| Jul-23             | 3-00302-09              | Under \$30 | \$3.76            |
| Aug-23             | 6-76601-07              | Under \$30 | \$1.37            |
| Oct-23             | 6-61901-01              | Under \$30 | \$0.14            |
| Nov-23             | 1-41102-15              | Under \$30 | \$0.66            |
| Nov-23             | 1-02210-09              | Under \$30 | \$0.55            |
| Jan-24             | 9-13000-01              | Under \$30 | \$1.57            |
| Jan-24             | 1-50600-07              | Under \$30 | \$10.14           |
| Feb-24             | 2-40704-01              | Under \$30 | \$1.57            |
| Apr-24             | 7-14602-03              | Under \$30 | \$20.75           |
| Apr-24             | 7-56401-00              | Under \$30 | \$0.33            |
| May-24             | 9-30700-01              | Under \$30 | \$20.05           |
| Aug-24             | 2-83601-00              | Under \$30 | \$14.27           |
| Oct-17             | 2-14500-00              | Bankruptcy | \$41.90           |
| Oct-17             | 2-14100-00              | Bankruptcy | \$473.35          |
| Jan-19             | 2-54900-01              | Bankruptcy | \$464.93          |
| Feb-19             | 2-54900-02              | Bankruptcy | \$241.38          |
| Dec-19             | 5-13901-00              | Bankruptcy | \$2,718.94        |
| Feb-20             | 4-01000-01              | Bankruptcy | \$1,727.35        |
| Feb-20             | 2-14600-00              | Bankruptcy | \$144.55          |
| Sep-23             | 9-41500-00              | Bankruptcy | \$23.88           |
| Apr-24             | 9-73400-00              | Bankruptcy | \$226.49          |
| Apr-24             | 9-77400-00              | Bankruptcy | \$232.12          |
|                    |                         |            |                   |
| <b>Exhibit "A"</b> | <b>Total Write Offs</b> |            | <b>\$6,486.79</b> |
|                    |                         |            |                   |



## Memo

**TO:** Mayor and Council members

**FROM:** Tiffany Belieu, Administrative Specialist

**DATE:** June 26, 2025

**RE:** Resolution Approving Temporary Street Closing - Block Party - 122nd Street Between NW 123rd Street and Sunset Terrace - Saturday, July 12, 2025 - 10:00 a.m. - 10:00 p.m.

### SYNOPSIS:

Find attached application and resolution for block party.

### Attachments:

1. Murphy Block Party Application 07-12-25
2. Murphy Block Party Resolution 7-12-25

RESOLUTION NO. \_\_\_\_\_

**RESOLUTION TEMPORARILY CLOSING**

**WHEREAS**, the residents living at 1471 NW 122<sup>nd</sup> Street, Clive, petitioned the City Council to close 122<sup>nd</sup> Street from NW 123<sup>rd</sup> to Sunset Terrace on Saturday, July 12 between the hours of 10:00 a.m. – 10:00 p.m. and:

**WHEREAS**, said request is made in an effort by said residents to increase the safety of residents and children attending a block party to be given by them on said date and at such time at 122<sup>nd</sup> Street between NW 123<sup>rd</sup> and Sunset Terrace.

**WHEREAS**, the closing of this section of street will not create undue problems for local traffic.

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

1. Subject to the provisions of paragraphs 2 and 3 below having first been met, the City Council of the City of Clive of Clive, Iowa, hereby closes 122<sup>nd</sup> Street between NW 123<sup>rd</sup> Street and Sunset Terrace between 10:00 a.m. and 10:00 p.m. to through traffic.
2. This resolution shall be of no force and effect unless one or more residents living at 1471 NW 122<sup>nd</sup> Street shall first obtain those barricades of the type and number required by the Director of Public Works of the City of Clive, Iowa. Said delivery to be a time and place designated by Director.
3. No immobile obstacles that would limit or significantly slow access to emergency vehicles shall be placed in the traveled portion of the street, nor should any property owner be denied access to their property during the period when said streets are closed.

**PASSED AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_ 2025.**

\_\_\_\_\_  
John Edwards, Mayor

ATTEST:

\_\_\_\_\_  
Matthew Graham, City Clerk



## Memo

**TO:** Mayor and Council members

**FROM:** Tiffany Belieu, Administrative Specialist

**DATE:** June 26, 2025

**RE:** Resolution Approving Temporary Street Closing - Block Party - NW  
155th Ct. - Friday, July 11, 2025 - 5:00 p.m. - 11:00 p.m.

### SYNOPSIS:

Find attached application and resolution for block party.

### Attachments:

1. Reid Block Party Application 7-11-2025
2. Reid Block Party Resolution 7-11-2025

RESOLUTION NO. \_\_\_\_\_

**RESOLUTION TEMPORARILY CLOSING**

**WHEREAS**, the residents living at 1843 NW 155<sup>th</sup> Ct., Clive, petitioned the City Council to close NW 155<sup>th</sup> Ct. on Friday, July 11, between the hours of 5:00 p.m. – 11:00 p.m. and:

**WHEREAS**, said request is made in an effort by said residents to increase the safety of residents and children attending a block party to be given by them on said date and at such time on NW 155<sup>th</sup> Ct.

**WHEREAS**, the closing of this section of street will not create undue problems for local traffic.

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

1. Subject to the provisions of paragraphs 2 and 3 below having first been met, the City Council of the City of Clive of Clive, Iowa, hereby closes NW 155<sup>th</sup> Ct. 5:00 p.m. and 11:00 p.m. to through traffic.
2. This resolution shall be of no force and effect unless one or more residents living at 1843 NW 155<sup>th</sup> Ct. shall first obtain those barricades of the type and number required by the Director of Public Works of the City of Clive, Iowa. Said delivery to be a time and place designated by Director.
3. No immobile obstacles that would limit or significantly slow access to emergency vehicles shall be placed in the traveled portion of the street, nor should any property owner be denied access to their property during the period when said streets are closed.

**PASSED AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_ 2025.**

\_\_\_\_\_  
John Edwards, Mayor

ATTEST:

\_\_\_\_\_  
Matthew Graham, City Clerk



## Memo

**TO:** Mayor and Council members

**FROM:** Tiffany Belieu, Administrative Specialist

**DATE:** June 26, 2025

**RE:** Resolution Approving Temporary Street Closing - Block Party - NW  
101st St. - Thursday, July 3, 2025 - 5:00 p.m. - 10:00 p.m.

### SYNOPSIS:

Find attached application and resolution for block party.

### Attachments:

1. Weirup Block Party Application 7-03-25
2. Weirup Block Party Resolution 07-03-25



RESOLUTION NO. \_\_\_\_\_

**RESOLUTION TEMPORARILY CLOSING**

**WHEREAS**, the residents living at 1693 NW 101<sup>st</sup> St., Clive, petitioned the City Council to close NW 101<sup>st</sup> St. on Thursday, July 3, between the hours of 5:00 p.m. – 10:00 p.m. and:

**WHEREAS**, said request is made in an effort by said residents to increase the safety of residents and children attending a block party to be given by them on said date and at such time on NW 101<sup>st</sup> St.

**WHEREAS**, the closing of this section of street will not create undue problems for local traffic.

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

1. Subject to the provisions of paragraphs 2 and 3 below having first been met, the City Council of the City of Clive of Clive, Iowa, hereby closes NW 101<sup>st</sup> St. from 5:00 p.m. and 10:00 p.m. to through traffic.
2. This resolution shall be of no force and effect unless one or more residents living at 1693 NW 101<sup>st</sup> St. shall first obtain those barricades of the type and number required by the Director of Public Works of the City of Clive, Iowa. Said delivery to be a time and place designated by Director.
3. No immobile obstacles that would limit or significantly slow access to emergency vehicles shall be placed in the traveled portion of the street, nor should any property owner be denied access to their property during the period when said streets are closed.

**PASSED AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_ 2025.**

\_\_\_\_\_  
John Edwards, Mayor

ATTEST:

\_\_\_\_\_  
Matthew Graham, City Clerk



## Memo

**TO:** Mayor and Council members

**FROM:** Tiffany Belieu, Administrative Specialist

**DATE:** June 26, 2025

**RE:** Resolution Approving Temporary Street Closing - Block Party -  
Northwest Drive from 81st St. to NW 80th Ct. - Saturday, July 5, 2025 - 4:00  
p.m. - 11:00 p.m.

### SYNOPSIS:

Find attached application and resolution for block party.

### Attachments:

1. Storbeck 7-11-2025
2. Storbeck Block Party Resolution 07-11-25

RESOLUTION NO. \_\_\_\_\_

**RESOLUTION TEMPORARILY CLOSING**

**WHEREAS**, the residents living at 1941 NW 81<sup>st</sup> St., Clive, petitioned the City Council to close Northwest Drive from 81<sup>st</sup> St. to NW 80<sup>th</sup> Ct. on Friday, July 11, between the hours of 4:00 p.m. – 11:00 p.m. and:

**WHEREAS**, said request is made in an effort by said residents to increase the safety of residents and children attending a block party to be given by them on said date and at such time on Northwest Drive from 81<sup>st</sup> Street to NW 80<sup>th</sup> Ct.

**WHEREAS**, the closing of this section of street will not create undue problems for local traffic.

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

1. Subject to the provisions of paragraphs 2 and 3 below having first been met, the City Council of the City of Clive of Clive, Iowa, hereby closes Northwest Drive from 81<sup>st</sup> St. to NW 80<sup>th</sup> Ct. from 4:00 p.m. and 11:00 p.m. to through traffic.
2. This resolution shall be of no force and effect unless one or more residents living at 1941 NW 81<sup>st</sup> St. shall first obtain those barricades of the type and number required by the Director of Public Works of the City of Clive, Iowa. Said delivery to be a time and place designated by Director.
3. No immobile obstacles that would limit or significantly slow access to emergency vehicles shall be placed in the traveled portion of the street, nor should any property owner be denied access to their property during the period when said streets are closed.

**PASSED AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_ 2025.**

\_\_\_\_\_  
John Edwards, Mayor

ATTEST:

\_\_\_\_\_  
Matthew Graham, City Clerk



## Memo

**TO:** Mayor and Council members

**FROM:** Tiffany Belieu, Administrative Specialist

**DATE:** June 26, 2025

**RE:** Resolution Approving Temporary Street Closing - Block Party - NW  
152nd Ct. - Saturday, July 5, 2025 - 4:00 p.m. - 11:00 p.m.

### **SYNOPSIS:**

Find attached application and resolution for block party.

### Attachments:

1. Stephas Block Party Application 7-05-2025
2. Stephas Block Party 07-15-25

RESOLUTION NO. \_\_\_\_\_

**RESOLUTION TEMPORARILY CLOSING**

**WHEREAS**, the residents living at 1820 NW 152<sup>nd</sup> Ct., Clive, petitioned the City Council to close NW 152<sup>nd</sup> Ct. on Friday, July 5, between the hours of 4:00 p.m. – 11:00 p.m. and:

**WHEREAS**, said request is made in an effort by said residents to increase the safety of residents and children attending a block party to be given by them on said date and at such time on NW 152<sup>nd</sup> Ct.

**WHEREAS**, the closing of this section of street will not create undue problems for local traffic.

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

1. Subject to the provisions of paragraphs 2 and 3 below having first been met, the City Council of the City of Clive of Clive, Iowa, hereby closes NW 152<sup>nd</sup> Ct. from 4:00 p.m. and 11:00 p.m. to through traffic.
2. This resolution shall be of no force and effect unless one or more residents living at 1820 NW 152<sup>nd</sup> Ct. shall first obtain those barricades of the type and number required by the Director of Public Works of the City of Clive, Iowa. Said delivery to be a time and place designated by Director.
3. No immobile obstacles that would limit or significantly slow access to emergency vehicles shall be placed in the traveled portion of the street, nor should any property owner be denied access to their property during the period when said streets are closed.

**PASSED AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_ 2025.**

\_\_\_\_\_  
John Edwards, Mayor

ATTEST:

\_\_\_\_\_  
Matthew Graham, City Clerk



## Memo

**TO:** Mayor and Council members

**FROM:** Jim Hagelie, Engineering Services Administrator

**DATE:** June 26, 2025

**RE:** Resolution Approving Change Order #1 - Boulder Contracting, LLC -  
NW 114th Street Bridge Repair Project - \$12,000.00

### SYNOPSIS:

Staff is recommending approval of Change Order #1 to Boulder Contracting, LLC associated with ongoing construction on the above referenced project as follows:

Change Order #1 – \$12,000.00

This Change Order increases the existing Beam End Repair bid item quantity after a field review was conducted with the Contractor and Bridge Consultant during construction. Two new bid items related to gland installation at the expansion joints and the need for on-site welding have also been added due to changed conditions in the field. The revised contract amount after this change is \$166,007.66.

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

### Attachments:

1. Resolution
2. Change Order #1

RESOLUTION NO. \_\_\_\_\_

RESOLUTION APPROVING CHANGE ORDER NO. 1  
FOR BOULDER CONTRACTING, LLC  
NW 114<sup>th</sup> STREET BRIDGE REPAIR PROJECT

WHEREAS, City staff has determined that it is necessary to make the changes set forth in Change Order No. 1 to the contract with Boulder Contracting, LLC in regard to the NW 114<sup>th</sup> Street Bridge Repair Project (the “Project”); and

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

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

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

PASSED AND APPROVED THIS \_\_\_\_ of \_\_\_\_\_, 2025.

CITY OF CLIVE, IOWA

By: \_\_\_\_\_  
John Edwards, Mayor

ATTEST:

\_\_\_\_\_  
Matthew D. Graham, City Clerk





# City of Clive

## Change Order Details

### NW 114th STREET BRIDGE REPAIR

|                                  |                                                                                                                                                                     |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Description</b>               | NW 114th St bridge repair.                                                                                                                                          |
| <b>Prime Contractor</b>          | Boulder Contracting, LLC<br>606 E 1st ST<br>Grundy Center, IA 50638                                                                                                 |
| <b>Change Order</b>              | 1                                                                                                                                                                   |
| <b>Status</b>                    | Pending                                                                                                                                                             |
| <b>Date Created</b>              | 06/03/2025                                                                                                                                                          |
| <b>Type</b>                      | Changed Conditions                                                                                                                                                  |
| <b>Summary</b>                   | Additional work was needed                                                                                                                                          |
| <b>Change Order Description</b>  | During inspection two more beam ends were identified for repair along with a different gland size. During repairs broken joint steel was found and needed repaired. |
| <b>Awarded Project Amount</b>    | \$154,007.66                                                                                                                                                        |
| <b>Authorized Project Amount</b> | \$154,007.66                                                                                                                                                        |
| <b>Change Order Amount</b>       | \$12,000.00                                                                                                                                                         |
| <b>Revised Project Amount</b>    | \$166,007.66                                                                                                                                                        |

Increases/Decreases

| Line Number              | Item ID      | Unit | Unit Price  | Current  |            | Change   |            | Revised  |             |
|--------------------------|--------------|------|-------------|----------|------------|----------|------------|----------|-------------|
|                          |              |      |             | Quantity | Amount     | Quantity | Amount     | Quantity | Amount      |
| Section: 1 - Description |              |      |             |          |            |          |            |          |             |
| 0050                     | 2426-6772013 | EACH | \$4,850.000 | 1.000    | \$4,850.00 | 2.000    | \$9,700.00 | 3.000    | \$14,550.00 |
| REPAIR BEAM ENDS         |              |      |             |          |            |          |            |          |             |
| 1 item                   |              |      | Totals      |          | \$4,850.00 |          | \$9,700.00 |          | \$14,550.00 |

New Items

| Line Number              | Item ID | Unit | Quantity | Unit Price  | Extension         |
|--------------------------|---------|------|----------|-------------|-------------------|
| Section: 1 - Description |         |      |          |             |                   |
| 0130                     | 25-126  | LS   | 1.000    | \$1,600.000 | \$1,600.00        |
| Joint gland material     |         |      |          |             |                   |
| 0140                     | 25-127  | LS   | 1.000    | \$700.000   | \$700.00          |
| Welding of joint steel   |         |      |          |             |                   |
| 2 items                  |         |      |          |             | Total: \$2,300.00 |

|                                             |             |
|---------------------------------------------|-------------|
| <b>Mayor, City of Clive</b>                 | <b>Date</b> |
| <b>Project Engineer, Jim Hagelie</b>        | <b>Date</b> |
| <b>Field Engineer, Nolan Daft</b>           | <b>Date</b> |
| <b>Contractor, Boulder Contracting, LLC</b> | <b>Date</b> |



## Memo

**TO:** Mayor and Council members

**FROM:** Jim Hagelie, Engineering Services Administrator

**DATE:** June 26, 2025

**RE:** Resolution Approving Change Order #1 - Iowa Signal, Inc. - Douglas Parkway and Berkshire Parkway Traffic Signalization Project - \$22,732.90

### SYNOPSIS:

Work on the Douglas Parkway and Berkshire Parkway Traffic Signalization Project has started. The project includes the installation of traffic signals at the intersection. The project includes cell phone communications to connect the new signals to Public Works until fiber is installed when Douglas is completed to Alice's Road. Staff has been working with Waukee Schools on an agreement to use their existing fiber to connect to our system at Hickman and Berkshire. Waukee Schools has agreed to provide the City with 2 pairs of fiber in their duct. In exchange, the City will provide fiber for Waukee Schools over to Alice's Road in our duct when it is installed as part of the Douglas Parkway project. The Waukee School fiber would provide the City with a redundant path when the Douglas project is complete and allow the City to remove the cellular communications at that time. The City is working on the formal agreement that will be presented to Council for approval.

This change order is for the installation of ducts, handholds and splices to connect to the Waukee Schools fiber that will provide a connection from the Douglas and Berkshire intersection to Public Works.

Staff is recommending approval of Change Order #1 to Iowa Signal Inc. associated with ongoing construction on the above-referenced project as follows:

Change Order #1 – \$22,732.90

This Change Order includes costs associated with making a permanent fiber connection for signal operations at this intersection. The connection will be made to nearby fiber infrastructure owned by the Waukee Community School District. The revised contract amount after this change is \$257,906.90.

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

### Attachments:

1. Resolution
2. Change Order #1
3. Quote

RESOLUTION NO. \_\_\_\_\_

RESOLUTION APPROVING CHANGE ORDER NO. 1  
FOR IOWA SIGNAL, INC  
DOUGLAS PARKWAY AND BERKSHIRE PARKWAY  
TRAFFIC SIGNALIZATION PROJECT

WHEREAS, City staff has determined that it is necessary to make the changes set forth in Change Order No. 1 to the contract with Iowa Signal, Inc. in regard to the Douglas Parkway and Berkshire Parkway Traffic Signalization Project (the “Project”); and

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

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

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

PASSED AND APPROVED THIS \_\_\_\_ of \_\_\_\_\_, 2025.

CITY OF CLIVE, IOWA

By: \_\_\_\_\_  
John Edwards, Mayor

ATTEST:

\_\_\_\_\_  
Matthew D. Graham, City Clerk



# City of Clive

## Change Order Details

### Douglas and Berkshire Parkway Traffic Signals

|                                  |                                                               |
|----------------------------------|---------------------------------------------------------------|
| <b>Description</b>               | New Traffic signals                                           |
| <b>Prime Contractor</b>          | Iowa Signal, Inc.<br>3711 SE Capitol Cir.<br>Grimes, IA 50111 |
| <b>Change Order</b>              | 1                                                             |
| <b>Status</b>                    | Pending                                                       |
| <b>Date Created</b>              | 06/19/2025                                                    |
| <b>Type</b>                      | Changed Conditions                                            |
| <b>Summary</b>                   | Fiber optics Connection                                       |
| <b>Change Order Description</b>  | Fiber optic connection for City.                              |
| <b>Awarded Project Amount</b>    | \$235,174.00                                                  |
| <b>Authorized Project Amount</b> | \$235,174.00                                                  |
| <b>Change Order Amount</b>       | \$22,732.90                                                   |
| <b>Revised Project Amount</b>    | \$257,906.90                                                  |

New Items

| Line Number              | Item ID | Unit | Quantity | Unit Price   | Extension          |
|--------------------------|---------|------|----------|--------------|--------------------|
| Section: 1 - Description |         |      |          |              |                    |
| 0220                     | 25-100  | LS   | 1.000    | \$22,732.900 | \$22,732.90        |
| Fiber optic Connection   |         |      |          |              |                    |
| 1 item                   |         |      |          |              | Total: \$22,732.90 |

|                                |      |
|--------------------------------|------|
| Mayor, City of Clive           | Date |
| Project Engineer, Jim Hagelie  | Date |
| Field Engineer, Tony Clemenson | Date |
| Contractor, Iowa Signal        | Date |



**Iowa Signal Inc.**3711 SE Capitol Circle  
Grimes, Ia 50111

Phone # 515-249-5076

wayne@iowasignal.com

| Date      | Estimate # |
|-----------|------------|
| 6/18/2025 | 123        |

| Name / Address                                           |
|----------------------------------------------------------|
| City of Clive<br>1900 NW 114th Street<br>Clive, IA 50325 |

|                                                                             |       |          | Project            |
|-----------------------------------------------------------------------------|-------|----------|--------------------|
| Description                                                                 | Qty   | Rate     | Total              |
| Clive Douglas Parkway & Berkshire Parkway Change Order:<br>Fiber Connection |       |          |                    |
| Type III Handholes                                                          | 2     | 2,750.00 | 5,500.00           |
| 2" Bored                                                                    | 110   | 8.00     | 880.00             |
| 2-2" Bored                                                                  | 480   | 16.00    | 7,680.00           |
| 12 SM Fiber                                                                 | 1,150 | 3.00     | 3,450.00           |
| Tracer                                                                      | 1,110 | 0.50     | 555.00             |
| Pull Tape                                                                   | 1,110 | 0.50     | 555.00             |
| Splice Case                                                                 | 2     | 423.50   | 847.00             |
| Splice                                                                      | 12    | 49.50    | 594.00             |
| Fiber Enclosure                                                             | 1     | 192.50   | 192.50             |
| Panel                                                                       | 1     | 385.00   | 385.00             |
| Terminations                                                                | 16    | 82.50    | 1,320.00           |
| On-reel testing - per fiber                                                 | 12    | 13.20    | 158.40             |
| Final testing - per fiber termination                                       | 16    | 38.50    | 616.00             |
| Quote is only valid for 30 days.                                            |       |          |                    |
| <b>Total</b>                                                                |       |          | <b>\$22,732.90</b> |

Signature \_\_\_\_\_



## Memo

**TO:** Mayor and Council members

**FROM:** Jeff Thielen, Parks Manager

**DATE:** June 26, 2025

**RE:** Resolution Approving Change Order #2 - Indian Hills Trail & Bridge Project Credit - (-\$12,103.00)

### SYNOPSIS:

Staff is recommending approval of Change Order # 2 credit in the amount of (-\$12,103.00) for unnecessary Compost, Core Aeration, Seed, Fertilizer and Filter Sock in the scope of work.

#### Contract Breakdown:

Original Contract Amount - \$384,540.55

Change Order # 1 - \$4,355.04

Change Order # 2 - (\$12,103.00)-Credit

Total Contract Amount - \$376,792.59

Pay Request # 1: \$11,962.70

Pay Request # 2: \$36,363.51

Pay Request # 3: \$246,675.21

Pay Request # 4: \$37,466.22

Pay Request # 5: \$23,381.07

Pay Request # 6: \$13,197.33

Final Pay Request # 7: \$7,531.55

Payments to Date: \$376,577.59

Contract Remaining: \$215.00

#### Attachments:

1. Resolution Approving Change Order #2 - Indian Hills Trail & Bridge Project
2. Change Order # 2 (-\$12,102.00)-Credit Detail-Indian Hills Trail & Bridge Project.docx

RESOLUTION NO. \_\_\_\_\_

RESOLUTION APPROVING CHANGE ORDER NO. 2 FOR CREDIT ON  
INDIAN HILLS TRAIL & BRIDGE PROJECT

WHEREAS, City staff has determined that it is necessary to make the changes set forth in Change Order No. 2 Credit to the contract with Absolute Concrete in regard to the Indian Hills Trail & Bridge Construction Project (the "Project"); and

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

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

That Change Order #2 to the Indian Hills Trail & Bridge Project contract with Absolute Concrete, is hereby determined to be in the best interests of the residents of Clive, Iowa and is hereby accepted and approved by this City Council; and the Mayor is hereby authorized and directed to execute said Change Order #2 on behalf of City of Clive, Iowa.

PASSED AND APPROVED this \_\_\_\_ day of \_\_\_\_\_, 2025.

By \_\_\_\_\_  
John Edwards, Mayor

ATTEST:

\_\_\_\_\_  
Matthew Graham, City Clerk



City of Clive  
Change Order Details  
INDIAN HILLS TRAIL

---

|                                  |                                                                     |
|----------------------------------|---------------------------------------------------------------------|
| <b>Description</b>               | NEW TRAIL AND PEDESTRIAN BRIDGE                                     |
| <b>Prime Contractor</b>          | Absolute Concrete<br>505 1st Street, PO Box 148<br>Slater, IA 50244 |
| <b>Change Order</b>              | 2                                                                   |
| <b>Status</b>                    | Draft                                                               |
| <b>Date Created</b>              | 06/12/2025                                                          |
| <b>Summary</b>                   | Balancing Change Order for Final Payment                            |
| <b>Change Order Description</b>  | Balancing Change Order for Final Payment                            |
| <b>Awarded Project Amount</b>    | \$384,540.55                                                        |
| <b>Authorized Project Amount</b> | \$388,895.59                                                        |
| <b>Change Order Amount</b>       | -\$12,103.00                                                        |
| <b>Revised Project Amount</b>    | \$376,792.59                                                        |

Change Order Details:  
INDIAN HILLS TRAIL

06/12/2025  
Page 1 of 4

## Increases/Decreases

| Line Number                                                                  | Item ID | Unit | Unit Price  | Current   |            | Change     |             | Revised   |            |
|------------------------------------------------------------------------------|---------|------|-------------|-----------|------------|------------|-------------|-----------|------------|
|                                                                              |         |      |             | Quantity  | Amount     | Quantity   | Amount      | Quantity  | Amount     |
| Section: 1 - Description                                                     |         |      |             |           |            |            |             |           |            |
| 0050                                                                         | 24-005  | CY   | \$250.000   | 4.000     | \$1,000.00 | -4.000     | -\$1,000.00 | 0.000     | \$0.00     |
| COMPOST                                                                      |         |      |             |           |            |            |             |           |            |
| Reason: Balancing Change Order                                               |         |      |             |           |            |            |             |           |            |
| 0060                                                                         | 24-006  | SF   | \$1.000     | 2,100.000 | \$2,100.00 | -2,100.000 | -\$2,100.00 | 0.000     | \$0.00     |
| DEEP CORE AERATION, SOIL QUALITY RESTORATION                                 |         |      |             |           |            |            |             |           |            |
| Reason: Balancing Change Order                                               |         |      |             |           |            |            |             |           |            |
| 0220                                                                         | 24-022  | AC   | \$1,000.000 | 0.810     | \$810.00   | -0.810     | -\$810.00   | 0.000     | \$0.00     |
| CONVENTIONAL SEEDING, SEEDING AND FERTILIZING (TYPE4)                        |         |      |             |           |            |            |             |           |            |
| Reason: Balancing Change Order                                               |         |      |             |           |            |            |             |           |            |
| 0240                                                                         | 24-024  | AC   | \$4,000.000 | 0.250     | \$1,000.00 | -0.070     | -\$280.00   | 0.180     | \$720.00   |
| CONVENTIONAL SEEDING, SEEDING AND FERTILIZING (LOW MAINTENANCE FESCUE BLEND) |         |      |             |           |            |            |             |           |            |
| Reason: Balancing Change Order                                               |         |      |             |           |            |            |             |           |            |
| 0260                                                                         | 24-026  | LF   | \$2.000     | 2,450.000 | \$4,900.00 | -316.000   | -\$632.00   | 2,134.000 | \$4,268.00 |
| FILTER SOCK, 9" DIAMETER                                                     |         |      |             |           |            |            |             |           |            |

Change Order Details:  
INDIAN HILLS TRAIL

08/12/2025  
Page 2 of 4

| Line Number                                  | Item ID | Unit | Unit Price  | Current   |             | Change   |              | Revised   |            |
|----------------------------------------------|---------|------|-------------|-----------|-------------|----------|--------------|-----------|------------|
|                                              |         |      |             | Quantity  | Amount      | Quantity | Amount       | Quantity  | Amount     |
| Reason: Balancing Change Order               |         |      |             |           |             |          |              |           |            |
| 0270                                         | 24-027  | LF   | \$1.000     | 2,450.000 | \$2,450.00  | -316.000 | -\$316.00    | 2,134.000 | \$2,134.00 |
| FILTER SOCK REMOVAL                          |         |      |             |           |             |          |              |           |            |
| Reason: Balancing Change Order               |         |      |             |           |             |          |              |           |            |
| 0290                                         | 24-029  | AC   | \$4,000.000 | 1.620     | \$6,480.00  | -1.380   | -\$5,520.00  | 0.240     | \$960.00   |
| EROSION CONTROL MULCHING, HYDROMULCHING, BFM |         |      |             |           |             |          |              |           |            |
| Reason: Balancing Change Order               |         |      |             |           |             |          |              |           |            |
| 0300                                         | 24-030  | SY   | \$17.000    | 85.000    | \$1,445.00  | -85.000  | -\$1,445.00  | 0.000     | \$0.00     |
| HARDWOOD MULCH                               |         |      |             |           |             |          |              |           |            |
| Reason: Balancing Change Order               |         |      |             |           |             |          |              |           |            |
| 8 items                                      |         |      | Totals      |           | \$20,185.00 |          | -\$12,103.00 |           | \$8,082.00 |

Change Order Details  
INDIAN HILLS TRAIL

06/12/2025  
Page 3 of 4

\_\_\_\_\_  
Mayor, City of Clive

\_\_\_\_\_  
Date



6/12/25

Project Manager, Jeff Thielen

\_\_\_\_\_  
Date



6/16/25

Field Engineer, Tony Clemenson

\_\_\_\_\_  
Date



6-13-25

Contractor,

\_\_\_\_\_  
Date





## Memo

**TO:** Mayor and Council members

**FROM:** Jeff Thielen, Parks Manager

**DATE:** June 26, 2025

**RE:** Resolution Approving Change Order # 3 - Indian Hills Trail & Bridge Project Credit - (-\$215.00)

### SYNOPSIS:

Staff is recommending approval of Change Order # 3 credit in the amount of (-\$215.00) for unnecessary soil testing in scope of work.

#### Contract Breakdown:

Original Contract Amount - \$384,540.55

Change Order # 1 - \$4,355.04

Change Order # 2 - (\$12,103.00)-Credit

Change Order # 3 - (\$215.00)-Credit

Total Contract Amount - \$376,577.59

Pay Request # 1: \$11,962.70

Pay Request # 2: \$36,363.51

Pay Request # 3: \$246,675.21

Pay Request # 4: \$37,466.22

Pay Request # 5: \$23,381.07

Pay Request # 6: \$13,197.33

Final Pay Request # 7: \$7,531.55

Payments to Date: \$376,577.59

Contract Remaining: \$00.00

#### Attachments:

1. Resolution Approving Change Order #3 - Indian Hills Trail & Bridge Project
2. Change Order # 3 (-\$215.00) Credit Detail-Indian Hills Trail & Bridge Project

RESOLUTION NO. \_\_\_\_\_

RESOLUTION APPROVING CHANGE ORDER NO. 3 FOR CREDIT ON  
INDIAN HILLS TRAIL & BRIDGE PROJECT

WHEREAS, City staff has determined that it is necessary to make the changes set forth in Change Order No. 3 Credit to the contract with Absolute Concrete in regard to the Indian Hills Trail & Bridge Construction Project (the "Project"); and

WHEREAS, the City Council of the City of Clive, Iowa, is desirous of approving said Change Order No. 3 and authorizing the Mayor to execute the same on behalf of the City of Clive, Iowa;

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

That Change Order #3 to the Indian Hills Trail & Bridge Project contract with Absolute Concrete, is hereby determined to be in the best interests of the residents of Clive, Iowa and is hereby accepted and approved by this City Council; and the Mayor is hereby authorized and directed to execute said Change Order #3 on behalf of City of Clive, Iowa.

PASSED AND APPROVED this \_\_\_\_ day of \_\_\_\_\_, 2025.

By \_\_\_\_\_  
John Edwards, Mayor

ATTEST:

\_\_\_\_\_  
Matthew Graham, City Clerk



# City of Clive

## Change Order Details

### INDIAN HILLS TRAIL

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|                                  |                                                                     |
|----------------------------------|---------------------------------------------------------------------|
| <b>Description</b>               | NEW TRAIL AND PEDESTRIAN BRIDGE                                     |
| <b>Prime Contractor</b>          | Absolute Concrete<br>505 1st Street, PO Box 148<br>Slater, IA 50244 |
| <b>Change Order</b>              | 3                                                                   |
| <b>Status</b>                    | Approved                                                            |
| <b>Date Created</b>              | 06/18/2025                                                          |
| <b>Awarded Project Amount</b>    | \$384,540.55                                                        |
| <b>Authorized Project Amount</b> | \$376,792.59                                                        |
| <b>Change Order Amount</b>       | -\$215.00                                                           |
| <b>Revised Project Amount</b>    | \$376,577.59                                                        |

**Increases/Decreases**

| Line Number              | Item ID | Unit | Unit Price | Change   |           | Revised  |        |
|--------------------------|---------|------|------------|----------|-----------|----------|--------|
|                          |         |      |            | Quantity | Amount    | Quantity | Amount |
| Section: 1 - Description |         |      |            |          |           |          |        |
| 0070                     | 24-007  | LS   | \$215.000  | 0.000    | -\$215.00 | 1.000    | \$0.00 |
| SOIL TESTING             |         |      |            |          |           |          |        |
| 1 item                   |         |      | Totals     |          | -\$215.00 |          | \$0.00 |

Change Order Details:  
NDIAN HILLS TRAIL

06/18/2025  
Page 2 of 3

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**Mayor, City of Clive**

**Date**



6/16/25

**Project Manager, Jeff Thielen**

**Date**



6/16/25

**Field Engineer, Tony Clemenson**

**Date**



6-17-25

**Contractor,**

**Date**



## Memo

**TO:** Mayor and Council members

**FROM:** Jim Hagelie, Engineering Services Administrator

**DATE:** June 26, 2025

**RE:** Approve Pay Request #4 - Des Moines Asphalt and Paving - Country Club Boulevard HMA Pavement Rehabilitation Project - \$83,484.63

### SYNOPSIS:

Staff is recommending approval of a Pay Request to Des Moines Asphalt and Paving for work performed on the above referenced project.

Pay Estimate #4 - \$83,484.63

A breakdown of the contract status is as follows:

|                    |   |                     |
|--------------------|---|---------------------|
| Contract Amount    | - | \$626,036.25        |
| Paid to Date       | - | <u>\$572,881.87</u> |
| Contract Remaining | - | \$ 53,154.38        |

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

### Attachments:

1. Pay Request #4



# City of Clive

## Payment Invoice

Country Club BLVD HMA Pavement Rehabilitation

|                               |                                                                                         |
|-------------------------------|-----------------------------------------------------------------------------------------|
| <b>Description</b>            | Full depth PCC patching and HMA overlay                                                 |
| <b>Payment Number</b>         | 4                                                                                       |
| <b>Pay Period</b>             | 05/11/2025 to 06/14/2025                                                                |
| <b>Prime Contractor</b>       | Des Moines Asphalt and Paving<br>5550 NE 22nd St. , PO BOX 3365<br>Des Moines, IA 50316 |
| <b>Payment Status</b>         | Pending                                                                                 |
| <b>Awarded Project Amount</b> | \$626,036.25                                                                            |
| <b>Authorized Amount</b>      | \$626,036.25                                                                            |

| Line Number                             | Item         | Unit | Current Paid Quantity | Unit Price  | Amount             |
|-----------------------------------------|--------------|------|-----------------------|-------------|--------------------|
| <b>Section: 1 Description</b>           |              |      |                       |             |                    |
| 0050                                    | 2435-0600010 | EACH | 11.000                | \$2,985.000 | \$32,835.00        |
| MANHOLE ADJUSTMENT, MINOR               |              |      |                       |             |                    |
| 0070                                    | 2512-1725306 | LF   | 311.500               | \$58.000    | \$18,067.00        |
| CURB AND GUTTER, P.C. CONCRETE, 3.0 FT. |              |      |                       |             |                    |
| 0120                                    | 25-010       | SY   | 260.700               | \$16.000    | \$4,171.20         |
| REMOVAL OF SIDEWALK                     |              |      |                       |             |                    |
| 0130                                    | 25-011       | LF   | 311.500               | \$16.000    | \$4,984.00         |
| REMOVAL OF CURB                         |              |      |                       |             |                    |
| 0140                                    | 25-012       | SY   | 112.200               | \$58.000    | \$6,507.60         |
| SIDEWALK, PCC, 4".                      |              |      |                       |             |                    |
| 0150                                    | 25-013       | SY   | 106.440               | \$79.000    | \$8,408.76         |
| SIDEWALK, PCC, 6".                      |              |      |                       |             |                    |
| <b>Project Total:</b>                   |              |      |                       |             | <b>\$87,878.56</b> |



| Line Number | Item                      | Unit | Current Paid Quantity | Unit Price   | Amount                            |
|-------------|---------------------------|------|-----------------------|--------------|-----------------------------------|
| 0160        | 25-014                    | SF   | 160.000               | \$53.000     | \$8,480.00                        |
|             | DETECTABLE WARNING        |      |                       |              |                                   |
| 0200        | 25-017                    | LS   | 0.250                 | \$17,700.000 | \$4,425.00                        |
|             | TEMPORARY TRAFFIC CONTROL |      |                       |              |                                   |
|             |                           |      |                       |              | <b>Section Total: \$87,878.56</b> |
|             |                           |      |                       |              | <b>Project Total: \$87,878.56</b> |

### Summary

|                                       |              |                                       |              |
|---------------------------------------|--------------|---------------------------------------|--------------|
| <b>Current Approved Work:</b>         | \$87,878.56  | <b>Approved Work To Date:</b>         | \$603,033.55 |
| <b>Current Stockpile Advancement:</b> | \$0.00       | <b>Stockpile Advancement To Date:</b> | \$0.00       |
| <b>Current Stockpile Recovery:</b>    | \$0.00       | <b>Stockpile Recovery To Date:</b>    | \$0.00       |
| <b>Current Retainage:</b>             | \$4,393.93   | <b>Retainage To Date:</b>             | \$30,151.68  |
| <b>Current Retainage Released:</b>    | \$0.00       | <b>Retainage Released To Date:</b>    | \$0.00       |
| <b>Current Liquidated Damages:</b>    | \$0.00       | <b>Liquidated Damages To Date:</b>    | \$0.00       |
| <b>Current Adjustment:</b>            | \$0.00       | <b>Adjustments To Date:</b>           | \$0.00       |
| <b>Current Payment:</b>               | \$83,484.63  | <b>Payments To Date:</b>              | \$572,881.87 |
| <b>Previous Payment:</b>              | \$197,168.69 | <b>Previous Payments To Date:</b>     | \$489,397.24 |

|                                                    |             |
|----------------------------------------------------|-------------|
| <b>Mayor, City of Clive</b>                        | <b>Date</b> |
| <b>Project Engineer, Jim Hagelie</b>               | <b>Date</b> |
| <b>Field Engineer, Nolan Daft</b>                  | <b>Date</b> |
| <b>Contractor, Des Moines Asphalt &amp; Paving</b> | <b>Date</b> |



## Memo

**TO:** Mayor and Council members

**FROM:** Matt McQuillen, City Manager

**DATE:** June 26, 2025

**RE:** Approve Pay Request #6 - DCI Group - Construction Management Services - City Hall/Library Remodel Phase 1 Project - \$23,956.18

### SYNOPSIS:

Staff recommend approval of Pay Request #6 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 complete. HVAC/electrical rough-ins are nearly complete and new walls are nearing completion. Work on the transition zone between the remodel area and library is complete with the new entrance and circulation desk being installed. Work is now focused on finishing all the areas.

### Construction Management Services (Fee and Staff Costs)

|                           |                     |                              |
|---------------------------|---------------------|------------------------------|
| Estimated Contract Amount | \$ 194,947.10       | (Contract Approved 12/12/24) |
| Pay Request #1            | \$ 21,226.73        | Approved 2-6-25              |
| Pay Request #2            | \$ 21,786.73        | Approved 2-27-25             |
| Pay Request #3            | \$ 20,106.73        | Approved 3-27-25             |
| Pay Request #4            | \$ 20,666.73        | Approved 4-24-25             |
| Pay Request #5            | \$ 21,226.73        | Approved 5-22-25             |
| <b>Pay Request #6</b>     | <b>\$ 21,226.73</b> |                              |
| Balance Remaining         | \$ 68,706.73        |                              |

### General Conditions/Reimbursements

|                           |                    |                              |
|---------------------------|--------------------|------------------------------|
| Estimated Contract Amount | \$ 53,926.53       | (Contract Approved 12/12/24) |
| Pay Request #1            | \$ 7,434.28        | Approved 2-6-25              |
| Pay Request #2            | \$ 17,010.45       | Approved 2-27-25             |
| Pay Request #3            | \$ 2,564.38        | Approved 3-27-25             |
| Pay Request #4            | \$ 2,627.79        | Approved 4-24-25             |
| Pay Request #5            | \$ 2,106.81        | Approved 5-22-25             |
| <b>Pay Request #6</b>     | <b>\$ 2,729.45</b> |                              |
| Balance Remaining         | \$ 22,081.16       |                              |

**Total – Pay Request #6**                      **\$ 23,956.18**

Acct # 350-5750-6407

Attachments:

1. DCI Invoice 6 - CH-Lib Phase 1 CMA 6-26-25



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

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

## INVOICE # 12

Date: 5/31/2025  
Invoice #: 23-048-12

**CM Services performed:**  
Clive City Hall Renovation

**Period Completed:**  
May 2025

| Vendor:    | Description           | Amount              |
|------------|-----------------------|---------------------|
| DCI Group  | Construction          | \$ 12,320.00        |
| DCI Group  | Fee                   | \$ 8,906.73         |
| DCI Group  | Project Reimbursables | \$ 2,729.45         |
| TOTAL DUE: |                       | <u>\$ 23,956.18</u> |

By: \_\_\_\_\_

Date: \_\_\_\_\_

|                            |                 |         |               |                |              |                  |                   |
|----------------------------|-----------------|---------|---------------|----------------|--------------|------------------|-------------------|
| DCI GROUP                  |                 |         |               |                |              | App # : 12       |                   |
|                            |                 |         |               |                |              | App Date: May-25 |                   |
|                            |                 |         |               |                |              |                  |                   |
| 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    | \$ 60,480.00   | \$ 12,320.00 | \$ 72,800.00     | \$ 59,800.00      |
| CM Fee                     | \$ 62,347.10    | \$ -    | \$ 62,347     | \$ 44,533.64   | \$ 8,906.73  | \$ 53,440.37     | \$ 8,906.73       |
| Reimbursables              | \$ 59,426.53    | \$ -    | \$ 59,427     | \$ 31,743.72   | \$ 2,729.45  | \$ 34,473.18     | \$ -              |
| TOTAL                      | \$ 291,485.63   | \$ -    | \$ 291,485.63 | \$ 173,869.37  | \$ 23,956.18 | \$ 197,825.55    | \$ 68,706.73      |

| Clive City Hall Renovation |             |          |          |             |       |         |      |              |
|----------------------------|-------------|----------|----------|-------------|-------|---------|------|--------------|
| Construction               |             |          |          |             |       |         |      |              |
| Personnel                  | Hourly Rate | Contract | Previous | This Period | Total | Balance | Cost |              |
| Project Executive          | \$ 150.00   | 156      | 85       | 18          | 103   | 53      | \$   | 2,700.00     |
| Project Manager            | \$ 110.00   | 390      | 216      | 44          | 260   | 130     | \$   | 4,840.00     |
| Project Engineer           | \$ 85.00    | 780      | 432      | 88          | 520   | 260     | \$   | 7,480.00     |
| Total                      |             |          |          |             |       |         |      | \$ 12,320.00 |

| Reimbursables   |                 |           |        |          |
|-----------------|-----------------|-----------|--------|----------|
| Vendor          | Description     | Invoice # | Amount |          |
| DCI Group       | Software        | DCI GC's  | \$     | 871.93   |
| DCI Group       | Safety          | DCI GC's  | \$     | 500.00   |
| Morgan Oaks     | Dumpster        | 20955     | \$     | 537.96   |
| Morgan Oaks     | Dumpster        | 20816     | \$     | 598.86   |
| A King's Throne | Portable Toilet | 158582    | \$     | 220.70   |
|                 |                 |           | \$     | -        |
|                 |                 |           | \$     | -        |
| Total           |                 |           | \$     | 2,729.45 |



**A King's Throne**  
**450 NE 44th Avenue**  
**Des Moines, IA 50313**  
**515-288-5464**  
**invoicing@akingsthron.com**

# Invoice

| Date      | Invoice # |
|-----------|-----------|
| 5/12/2025 | CRO158582 |

| Bill To                                                              |
|----------------------------------------------------------------------|
| DCI Group Inc.<br>220 Southeast 6th Street<br>Des Moines, Iowa 50309 |

| Service Address                                                                |
|--------------------------------------------------------------------------------|
| DCI Group 1900 NW 114th St<br>1900 Northwest 114th Street<br>Clive, Iowa 50325 |

| P.O. No. | Terms  | Due Date |
|----------|--------|----------|
|          | Net 28 | 6/9/2025 |

| Quantity                                                                                                           | Description                                          | Rate  | Amount |
|--------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|-------|--------|
| 2                                                                                                                  | Service of Construction Unit (5/12/2025 to 6/8/2025) | 90.00 | 180.00 |
| 2                                                                                                                  | Environmental Fee                                    | 15.00 | 30.00  |
| 2                                                                                                                  | Rental of Construction Unit (5/12/2025 to 6/8/2025)  | 5.00  | 10.00T |
|                                                                                                                    | Sales Tax                                            | 7.00% | 0.70   |
| <p style="text-align: center;">To Pay Online<br/> <a href="http://www.akingsthron.com">www.akingsthron.com</a></p> |                                                      |       |        |

Credit Card Payments will incur a 3.95% surcharge ACH Payments - no charge

|                    |                 |
|--------------------|-----------------|
| Payments/Credits   | \$0.00          |
| Total              | \$220.70        |
| <b>Balance Due</b> | <b>\$220.70</b> |

Late Fee \$5 per 28 days past due/ Rtn ck & decline card fee \$30 / Prices subject to change at anytime



## Morgan Oaks Roll-Offs

James Bickford  
PO Box 42305  
Urbandale, IA 50323

<http://www.morganoaksrolloffs.com>  
[james@morganoaksrolloffs.com](mailto:james@morganoaksrolloffs.com)

## Invoice #20816

**Bill To:**  
DCI Group  
220 SE 6th Street  
Suite 200  
Des Moines, IA 50309  
Attn: Mike

**Job Site:**  
1900 NW 114th St  
Clive, IA 50325

**Work Order #:** 31726  
**Date:** May 6, 2025  
**Due:** Jun 5, 2025  
**Terms:**  
**PO:**

| Date       | Item/Description                                 | Qty  | Rate   | Amount          |
|------------|--------------------------------------------------|------|--------|-----------------|
| 5/5        | 30yd - Standard Standard Pricing - 30 In: Apr 15 | 1    | 250.00 | 250.00          |
| 5/5        | Fuel Surcharge-Tier 2 Fuel Surcharge. In: Apr 15 | 1    | 20.00  | 20.00           |
| 5/5        | Landfill Fee Per Ton. Weight: 5.67               | 5.67 | 58.00  | 328.86          |
| Sub Total: |                                                  |      |        | 598.86          |
| Total:     |                                                  |      |        | <b>\$598.86</b> |

## Payments:

| Date                           | Payment ID | Method | Reference | Amount          |
|--------------------------------|------------|--------|-----------|-----------------|
| Open balance ( this invoice ): |            |        |           | <b>\$598.86</b> |

James Bickford  
PO Box 42305  
Urbandale, IA  
50323

<http://www.morganoaksrolloffs.com>  
[james@morganoaksrolloffs.com](mailto:james@morganoaksrolloffs.com)

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## Morgan Oaks Roll-Offs

James Bickford  
PO Box 42305  
Urbandale, IA 50323

<http://www.morganoaksrolloffs.com>  
[james@morganoaksrolloffs.com](mailto:james@morganoaksrolloffs.com)

## Invoice #20955

**Bill To:**  
DCI Group  
220 SE 6th Street  
Suite 200  
Des Moines, IA 50309  
Attn: Mike

**Job Site:**  
1900 NW 114th St  
Clive, IA 50325

**Work Order #:** 31858  
**Date:** May 21, 2025  
**Due:** Jun 20, 2025  
**Terms:**  
**PO:**

| Date       | Item/Description                                | Qty  | Rate   | Amount          |
|------------|-------------------------------------------------|------|--------|-----------------|
| 5/20       | 30yd - Standard Standard Pricing - 30 In: May 5 | 1    | 250.00 | 250.00          |
| 5/20       | Fuel Surcharge-Tier 2 Fuel Surcharge. In: May 5 | 1    | 20.00  | 20.00           |
| 5/20       | Landfill Fee Per Ton. Weight: 4.62              | 4.62 | 58.00  | 267.96          |
| Sub Total: |                                                 |      |        | 537.96          |
| Total:     |                                                 |      |        | <b>\$537.96</b> |

## Payments:

| Date                           | Payment ID | Method | Reference | Amount          |
|--------------------------------|------------|--------|-----------|-----------------|
| Open balance ( this invoice ): |            |        |           | <b>\$537.96</b> |

James Bickford  
PO Box 42305  
Urbandale, IA  
50323

<http://www.morganoaksrolloffs.com>  
[james@morganoaksrolloffs.com](mailto:james@morganoaksrolloffs.com)

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| Clive City Hall & Library Renovation - General Conditions Estimate - 11/13/2024 |                                                   |       |      |                |             |            |                          |              |
|---------------------------------------------------------------------------------|---------------------------------------------------|-------|------|----------------|-------------|------------|--------------------------|--------------|
| Code                                                                            | Description                                       | QTY   | Unit | Mat Cost       | Labor Cost  | Other Cost | Line Item Total          |              |
| 01.0004 Company Related Project Support Tools                                   |                                                   |       |      |                |             |            |                          |              |
| 01.0004.0030                                                                    | Project Software                                  | 0.2   | PCT  | \$3,051,764.58 | \$ -        | \$ -       | \$ -                     | 6,103.53     |
|                                                                                 |                                                   |       |      |                |             |            | Subtotal                 | \$ 6,103.53  |
| 01.0005 Project Office Related                                                  |                                                   |       |      |                |             |            |                          |              |
| 01.0005.0050                                                                    | Drinking Water Job Trailer & Field                | 7     | MO   | \$ 85.00       | \$ -        | \$ -       | \$ -                     | 595.00       |
| 01.0005.0060                                                                    | Job site office supplies                          | 7     | MO   | \$ 200.00      | \$ -        | \$ -       | \$ -                     | 1,400.00     |
| 01.0005.0110                                                                    | Plan Copies                                       | 1     | LS   | \$ 5,000.00    | \$ -        | \$ -       | \$ -                     | 5,000.00     |
| 01.0005.0120                                                                    | Handwash Station                                  | 7     | MO   | \$ 250.00      | \$ -        | \$ -       | \$ -                     | 1,750.00     |
| 01.0005.0120                                                                    | Temporary Toilet                                  | 7     | MO   | \$ 150.00      | \$ -        | \$ -       | \$ -                     | 1,050.00     |
|                                                                                 |                                                   |       |      |                |             |            | Subtotal                 | \$ 9,795.00  |
| 01.0008 Safety                                                                  |                                                   |       |      |                |             |            |                          |              |
| 01.0008.0010                                                                    | Safety                                            | 7     | MO   | \$ 500.00      | \$ -        | \$ -       | \$ -                     | 3,500.00     |
|                                                                                 |                                                   |       |      |                |             |            | Subtotal                 | \$ 3,500.00  |
| 01.0009 Cleanup and Waste Management                                            |                                                   |       |      |                |             |            |                          |              |
| 01.0009.0030                                                                    | Cleanup and General Labor - Construction Progress | 13528 | LS   | \$ 0.50        | \$ 1.00     | \$ -       | \$ -                     | 13,528.00    |
| 01.0009.0110                                                                    | Final Cleaning Labor                              | 1     | LS   | \$ -           | \$20,000.00 | \$ -       | \$ -                     | 20,000.00    |
|                                                                                 |                                                   |       |      |                |             |            | Subtotal                 | \$ 33,528.00 |
| 01.0011 Cost of Work Related                                                    |                                                   |       |      |                |             |            |                          |              |
| 01.0011.0010                                                                    | Misc. Tools & Equipment                           | 1     | LS   | \$ 1,000.00    | \$ -        | \$ -       | \$ -                     | 1,000.00     |
|                                                                                 |                                                   |       |      |                |             |            | Subtotal                 | \$ 1,000.00  |
|                                                                                 |                                                   |       |      |                |             |            | General Conditions Total |              |
|                                                                                 |                                                   |       |      |                |             |            | \$                       | 53,926.53    |

Project Software - Billed  
\$871.93/month

Project Safety - Billed  
\$500/month



Billing monthly on  
invoices #7 through #13



## Memo

**TO:** Mayor and Council members

**FROM:** Jeff Thielen, Parks Manager

**DATE:** June 26, 2025

**RE:** Approve Final Pay Request # 7-Indian Hills Trail & Bridge Project-Absolute Concrete-\$7,531.55

### SYNOPSIS:

Staff is recommending approval of final pay request # 7 to Absolute Concrete for work completed to date on the Indian Hills Trail and Bridge Project - Absolute Concrete - \$7,531.55

#### Contract Breakdown:

Original Contract Amount - \$384,540.55

Change Order # 1 - \$4,355.04

Change Order # 2 - (\$12,103.00)-Credit

Change Order # 3 - (\$215.00)-Credit

Total Contract Amount - \$376,577.59

Pay Request # 1: \$11,962.70

Pay Request # 2: \$36,363.51

Pay Request # 3: \$246,675.21

Pay Request # 4: \$37,466.22

Pay Request # 5: \$23,381.07

Pay Request # 6: \$13,197.33

Final Pay Request # 7: \$7,531.55

Payments to Date: \$376,577.59

Contract Remaining: \$00.00

#### Attachments:

1. Absolute Concrete Final Pay Request # 7 \$7,531.55



City of Clive  
Payment Invoice  
INDIAN HILLS TRAIL

Description NEW TRAIL AND PEDESTRIAN BRIDGE  
Payment Number 7  
Pay Period 03/02/2025 to 06/14/2025  
Approval Date 06/26/2025  
Prime Contractor Absolute Concrete  
505 1st Street, PO Box 148  
Slater, IA 50244  
Payment Status Pending  
Awarded Project Amount \$384,540.55  
Authorized Amount \$376,577.59

APPROVED FOR PAYMENT

BY off  
DATE 6/18/25  
ACCT # 388-5750-6407  
ITEM Indian Hills Trail  
and bridge Project  
Final Pay Request #7

| Line Number | Item | Unit | Current Paid Quantity | Unit Price | Amount                |
|-------------|------|------|-----------------------|------------|-----------------------|
|             |      |      |                       |            | Project Total: \$0.00 |

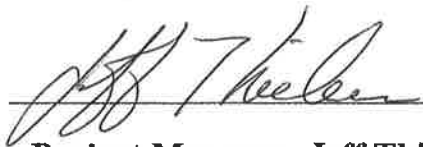
## Summary

|                                |             |                                |              |
|--------------------------------|-------------|--------------------------------|--------------|
| Current Approved Work:         | \$0.00      | Approved Work To Date:         | \$376,577.59 |
| Current Stockpile Advancement: | \$0.00      | Stockpile Advancement To Date: | \$0.00       |
| Current Stockpile Recovery:    | \$0.00      | Stockpile Recovery To Date:    | \$0.00       |
| Current Retainage:             | -\$7,531.55 | Retainage To Date:             | \$0.00       |
| 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:               | \$7,531.55  | Payments To Date:              | \$376,577.59 |
| Previous Payment:              | \$13,197.33 | Previous Payments To Date:     | \$369,046.04 |

---

**Mayor, City of Clive**

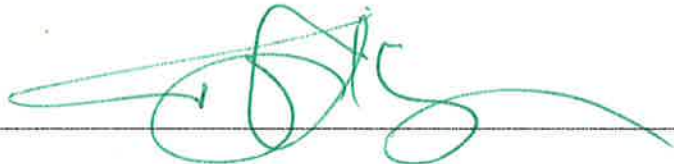
**Date**



6/16/25

**Project Manager, Jeff Thielen**

**Date**



6/16/25

**Field Engineer, Tony Clemenson**

**Date**



6-17-25

**Contractor,**

**Date**



## Memo

**TO:** Mayor and Council members

**FROM:** Dennis Harken, Information Technology Manager

**DATE:** June 26, 2025

**RE:** Approve Purchase - Dell Technologies - Administrative Services and Public Works Staff Computer Replacements - \$44,589.44

### SYNOPSIS:

The Administrative Services and Public Works staff are scheduled for computer replacements for FY26. The management team continues to support that more of our city staff should use laptop configurations so that they have the ability to work remotely. Technology Services is again making this laptop implementation a priority for computer replacements this year.

Attached are the purchase quotes from our vendor, **Dell Technologies**, for the purchase of 20 Dell Pro 16 laptops and 4 Dell Precision 7680 laptops to be distributed between the two departments. The total cost is **\$44,589.44**. These laptops would be purchased after the start of the fiscal year on July 1, 2025.

Staff is recommending the approval of the laptop hardware from Dell Technologies.

### Attachments:

1. Quote-Dell Pro 16 Plus
2. Quote-Precision 7680 Laptops



Your quote is ready for purchase.

Complete the purchase of your personalized quote through our secure online checkout before the quote expires on **Jul. 13, 2025**.

You can download a copy of this quote during checkout.

Place your order

|                      |                       |            |                         |
|----------------------|-----------------------|------------|-------------------------|
| Quote Name:          | Pro 16 Plus           | Sales Rep  | Jillian Jeane           |
| Quote No.            | 3000191297991.2       | Phone      | 1(800) 4563355, 6178457 |
| Total                | \$26,767.00           | Email      | Jillian.Jeane@dell.com  |
| Customer #           | 5844589               | Billing To | ACCOUNTS PAYABLE        |
| Quoted On            | Jun. 13, 2025         |            | CITY OF CLIVE           |
| Expires by           | Jul. 13, 2025         |            | 1900 NW 114TH ST        |
| Contract Name        | Dell NASPO Computer   |            | CLIVE, IA 50325-7039    |
|                      | Equipment PA - Iowa   |            |                         |
| Contract Code        | C000001119045         |            |                         |
| Customer Agreement # | 23026 / 2024-BUS-0122 |            |                         |
| Deal ID              | 28928003              |            |                         |

Message from your Sales Rep

Please use the Order button to securely place the order with your preferred payment method online. You may contact your Dell sales team if you have any questions. Thank you for shopping with Dell.

Regards,  
Jillian Jeane

Shipping Group

| Shipping To                                                                             | Shipping Method   |
|-----------------------------------------------------------------------------------------|-------------------|
| DENNIS HARKEN<br>CITY OF CLIVE<br>1900 NW 114TH ST<br>CLIVE, IA 50325<br>(515) 867-5087 | Standard Delivery |

| Product                             | Unit Price | Quantity | Subtotal    |
|-------------------------------------|------------|----------|-------------|
| Dell Pro 16 Plus (PB16250) BTX Base | \$1,338.35 | 20       | \$26,767.00 |

---

|                     |             |
|---------------------|-------------|
| Subtotal:           | \$26,767.00 |
| Shipping:           | \$0.00      |
| Non-Taxable Amount: | \$26,767.00 |
| Taxable Amount:     | \$0.00      |
| Estimated Tax:      | \$0.00      |

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Total: \$26,767.00

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Shipping Group Details

| Shipping To                                                                             | Shipping Method   |
|-----------------------------------------------------------------------------------------|-------------------|
| DENNIS HARKEN<br>CITY OF CLIVE<br>1900 NW 114TH ST<br>CLIVE, IA 50325<br>(515) 867-5087 | Standard Delivery |

|                                                                                                                                   | Unit Price        | Quantity  | Subtotal           |
|-----------------------------------------------------------------------------------------------------------------------------------|-------------------|-----------|--------------------|
| <b>Dell Pro 16 Plus (PB16250) BTX Base</b>                                                                                        | <b>\$1,338.35</b> | <b>20</b> | <b>\$26,767.00</b> |
| Estimated delivery if purchased today:<br>Jun. 18, 2025<br>Contract # C000001119045<br>Customer Agreement # 23026 / 2024-BUS-0122 |                   |           |                    |

| Description                                                                   | SKU      | Unit Price | Quantity | Subtotal |
|-------------------------------------------------------------------------------|----------|------------|----------|----------|
| Dell Pro 16 Plus (PB16250) BTX Base                                           | 210-BPCM | -          | 20       | -        |
| Intel(R) Core(TM) Ultra 7 265U vPro(R) (12 TOPS NPU, 12 cores, up to 5.3 GHz) | 379-BFXR | -          | 20       | -        |
| Windows 11 Pro                                                                | 619-BBQD | -          | 20       | -        |
| 16 GB: 1 x 16 GB, DDR5, 5600 MT/s (5200 MT/s with Intel Core processors)      | 370-BCNG | -          | 20       | -        |
| Integrated Intel® graphics for Intel® Core™ Ultra 7 265U vPro® processor      | 338-CRJC | -          | 20       | -        |
| 512 GB SSD                                                                    | 400-BSLJ | -          | 20       | -        |
| English, French, Spanish, Brazilian Portuguese                                | 619-BBPD | -          | 20       | -        |
| 16", Non-Touch, FHD+, 300 nit, 45% NTSC, Anti-Glare, FHD+IR Cam               | 391-BJPT | -          | 20       | -        |
| No Fingerprint Reader, No Smart Card Reader, includes RJ-45                   | 346-BLJP | -          | 20       | -        |
| FHD HDR + IR Camera, Facial Recognition, TNR, Camera Shutter, Microphone      | 319-BBKH | -          | 20       | -        |
| English US backlit Copilot key keyboard with numeric keypad                   | 583-BMQF | -          | 20       | -        |
| Intel® AX211 WLAN Driver                                                      | 555-BLRW | -          | 20       | -        |
| Intel® Wi-Fi 6E AX211, 2x2, 802.11ax, Bluetooth® 5.3 card                     | 555-BLLZ | -          | 20       | -        |
| 3-cell, 55 Wh, ExpressCharge Capable, ExpressCharge Boost Capable             | 451-BDKX | -          | 20       | -        |
| 65W AC adapter, USB Type-C                                                    | 492-BDTG | -          | 20       | -        |
| E4 Power Cord 1M for US                                                       | 537-BBDO | -          | 20       | -        |
| Quick Start Guide                                                             | 340-DTVS | -          | 20       | -        |
| Documentation                                                                 | 340-DNBV | -          | 20       | -        |
| ENERGY STAR Qualified                                                         | 387-BBLW | -          | 20       | -        |
| Fixed Hardware Configuration                                                  | 998-HLJM | -          | 20       | -        |
| Dell Pro 16 Plus Min Packaging                                                | 340-DSMM | -          | 20       | -        |
| POD Label                                                                     | 389-EDJB | -          | 20       | -        |
| EPEAT 2018 Registered (Gold)                                                  | 379-BDZB | -          | 20       | -        |
| Intel Core Ultra 7 vPro Processor Label                                       | 389-FJMJ | -          | 20       | -        |
| Intel(R) Rapid Storage Technology Driver                                      | 409-BCYN | -          | 20       | -        |
| No WWAN (WLAN only) Tray                                                      | 321-BLQH | -          | 20       | -        |

|                                                                |          |   |    |   |
|----------------------------------------------------------------|----------|---|----|---|
| Intel® vPro® Enterprise Technology Enabled                     | 631-BCCF | - | 20 | - |
| Intel(R) Connectivity Performance Suite                        | 640-BBTF | - | 20 | - |
| Dell Limited Hardware Warranty                                 | 714-0464 | - | 20 | - |
| Onsite/In-Home Service After Remote Diagnosis, 1 Year          | 714-6658 | - | 20 | - |
| Onsite/In-Home Service After Remote Diagnosis, 2 Year Extended | 714-6668 | - | 20 | - |
| Dell Limited Hardware Warranty Extended Year(s)                | 975-3461 | - | 20 | - |
| Extended Battery Service for Years 2 and 3 of System Life      | 717-1706 | - | 20 | - |
| Activate Your Microsoft 365 For A 30 Day Trial                 | 630-ABBT | - | 20 | - |
| Dell Additional SW - Dell Pro Laptop                           | 658-BFVB | - | 20 | - |

|                       |                    |
|-----------------------|--------------------|
| <b>Subtotal:</b>      | <b>\$26,767.00</b> |
| <b>Shipping:</b>      | <b>\$0.00</b>      |
| <b>Estimated Tax:</b> | <b>\$0.00</b>      |
| <b>Total:</b>         | <b>\$26,767.00</b> |

## Important Notes

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### Terms of Sale

This Quote will, if Customer issues a purchase order for the quoted items that is accepted by Supplier, constitute a contract between the entity issuing this Quote ("Supplier") and the entity to whom this Quote was issued ("Customer"). Unless otherwise stated herein, pricing is valid for thirty days from the date of this Quote. All products, pricing, and other information is based on the latest information available and is subject to change for any reason, including but not limited to tariffs imposed by government authorities. Supplier reserves the right to cancel this Quote and Customer purchase orders arising from pricing errors. Taxes and/or freight charges listed on this Quote are only estimates. The final amounts shall be stated on the relevant invoice. Additional freight charges will be applied if Customer requests expedited shipping. Please indicate any tax exemption status on your purchase order and send your tax exemption certificate to [Tax\\_Department@dell.com](mailto:Tax_Department@dell.com) or [ARSalesTax@emc.com](mailto:ARSalesTax@emc.com), as applicable.

**Governing Terms:** This Quote is subject to: (a) a separate written agreement between Customer or Customer's affiliate and Supplier or a Supplier's affiliate to the extent that it expressly applies to the products and/or services in this Quote or, to the extent there is no such agreement, to the applicable set of Dell's Terms of Sale (available at [www.dell.com/terms](http://www.dell.com/terms) or [www.dell.com/oemterms](http://www.dell.com/oemterms)), or for cloud/as-a-Service offerings, the applicable cloud terms of service (identified on the Offer Specific Terms referenced below); and (b) the terms referenced herein (collectively, the "Governing Terms"). Different Governing Terms may apply to different products and services on this Quote. The Governing Terms apply to the exclusion of all terms and conditions incorporated in or referred to in any documentation submitted by Customer to Supplier.

**Supplier Software Licenses and Services Descriptions:** Customer's use of any Supplier software is subject to the license terms accompanying the software, or in the absence of accompanying terms, the applicable terms posted on [www.Dell.com/eula](http://www.Dell.com/eula). Descriptions and terms for Supplier-branded standard services are stated at [www.dell.com/servicecontracts/global](http://www.dell.com/servicecontracts/global) or for certain infrastructure products at [www.dell.com/en-us/customer-services/product-warranty-and-service-descriptions.htm](http://www.dell.com/en-us/customer-services/product-warranty-and-service-descriptions.htm).

**Offer-Specific, Third Party and Program Specific Terms:** Customer's use of third-party software is subject to the license terms that accompany the software. Certain Supplier-branded and third-party products and services listed on this Quote are subject to additional, specific terms stated on [www.dell.com/offerspecificterms](http://www.dell.com/offerspecificterms) ("Offer Specific Terms").

**In case of Resale only:** Should Customer procure any products or services for resale, whether on standalone basis or as part of a solution, Customer shall include the applicable software license terms, services terms, and/or offer-specific terms in a written agreement with the end-user and provide written evidence of doing so upon receipt of request from Supplier.

**In case of Financing only:** If Customer intends to enter into a financing arrangement ("Financing Agreement") for the products and/or services on this Quote with Dell Financial Services LLC or other funding source pre-approved by Supplier ("FS"), Customer may issue its purchase order to Supplier or to FS. If issued to FS, Supplier will fulfill and invoice FS upon confirmation that: (a) FS intends to enter into a Financing Agreement with Customer for this order; and (b) FS agrees to procure these items from Supplier. Notwithstanding the Financing Agreement, Customer's use (and Customer's resale of and the end-user's use) of these items in the order is subject to the applicable governing agreement between Customer and Supplier, except that title shall transfer from Supplier to FS instead of to Customer. If FS notifies Supplier after shipment that Customer is no longer pursuing a Financing Agreement for these items, or if Customer fails to enter into such Financing Agreement within 120 days after shipment by Supplier, Customer shall promptly pay the Supplier invoice amounts directly to Supplier.

Customer represents that this transaction does not involve: (a) use of U.S. Government funds; (b) use by or resale to the U.S. Government; or (c) maintenance and support of the product(s) listed in this document within classified spaces. Customer further represents that this transaction does not require Supplier's compliance with any statute, regulation or information technology standard applicable to a U.S. Government procurement.

For certain products shipped to end users in California, a State Environmental Fee will be applied to Customer's invoice. Supplier encourages customers to dispose of electronic equipment properly.

Electronically linked terms and descriptions are available in hard copy upon request.



A quote for your consideration.

To retrieve this eQuote online, log in to your [Dell Premier Page](#) and search for your eQuote number under “Quotes” in the top menu bar.

|                            |                                              |
|----------------------------|----------------------------------------------|
| Quote No.:                 | 3000191204118                                |
| Total (USD):               | \$17,822.44                                  |
| eQuote Name:               | Prec 7680 Eng                                |
| eQuote Creator:            | dharken@cityofclive.com                      |
| Quoted On:                 | Jun. 12, 2025                                |
| Expires By:                | Jul. 12, 2025                                |
| Company Name:              | -                                            |
| Customer Number:           | 5844589                                      |
| Phone:                     | 5152236221                                   |
| Premier Page Name:         | CLIVE, IOWA NASPO ValuePoint 16070 / WN12AGW |
| Contract Name:             | Dell NASPO Computer Equipment PA - Iowa      |
| Contract Code:             | C000001119045                                |
| Customer Agreement Number: | 23026 / 2024-BUS-0122                        |

Billing Address:

-

HARKEN DENNIS  
1900 NW 114TH ST  
CLIVE , IA 50325-7077

| Pricing Summary            |     |              |                       |             |
|----------------------------|-----|--------------|-----------------------|-------------|
|                            | Qty | Unit Price   | Discounted Unit Price | Subtotal    |
| Precision 7680 Workstation | 4   | \$7,682.09   | \$4,455.61            | \$17,822.44 |
| Premier discount           |     | - \$3,226.48 |                       |             |
|                            |     |              | Subtotal:             | \$17,822.44 |
|                            |     |              | Shipping:             | \$0.00      |
|                            |     |              | Estimated Tax:        | \$0.00      |
|                            |     |              | Total (USD):          | \$17,822.44 |

Shipping Address:

City of Clive  
Harken Dennis  
1900 NW 114th St  
Clive , IA 50325

Shipping Method:

FREE Standard Delivery

Product Details

|                                                                                   |                                                                          | Qty | Unit Price | Subtotal    |
|-----------------------------------------------------------------------------------|--------------------------------------------------------------------------|-----|------------|-------------|
|  | <b>Precision 7680 Workstation (210-BGNV)</b><br>Order Code: s004p7680usr | 4   | \$4,455.61 | \$17,822.44 |

| Module                            | Description                                                                                          | Product Code | SKU      | Qty |
|-----------------------------------|------------------------------------------------------------------------------------------------------|--------------|----------|-----|
| Base                              | Dell Mobile Precision Workstation 7680 BTX                                                           | G08VYXC      | 210-BGNV | 1   |
| Processor                         | 13th Gen Intel® Core™ i9-13950HX, vPro® (36MB cache, 24 cores, 32 threads, up to 5.5 GHz Turbo, 55W) | GKCAS0V      | 379-BFCV | 1   |
| Operating System                  | Windows 11 Pro, English, Brazilian Portuguese, French, Spanish                                       | GA762ER      | 619-ARSE | 1   |
| Systems Management                | Intel vPro Enterprise Technology Enabled                                                             | GZIB7V6      | 631-BBCZ | 1   |
| Memory                            | 64GB, 1x64GB 5200MT/s CAMM, non-ECC                                                                  | GBIW6XS      | 370-BBCG | 1   |
| Graphics                          | NVIDIA RTX™ 3500 Ada 12GB GDDR6                                                                      | GOS94AP      | 490-BJDQ | 1   |
| Storage                           | 1 TB, M.2 2280, Gen 4 PCIe NVMe, SSD                                                                 | G6AHEB1      | 400-BPJD | 1   |
| Additional Storage                | No Additional Hard Drive                                                                             | GBAK075      | 401-AAGM | 1   |
| 3rd Storage                       | No Additional Hard Drive                                                                             | GBAK075      | 401-AAGM | 1   |
| Raid Connectivity                 | NO RAID                                                                                              | G0UXYJZ      | 780-BBFE | 1   |
| Power Cord                        | E5 Power cord 1M US                                                                                  | GBSC2GX      | 450-ALLF | 1   |
| Wireless                          | Intel® Wi-Fi 6E AX211, 2x2, 802.11ax, Bluetooth® wireless card                                       | GF9TP6I      | 555-BHLT | 1   |
| Keyboard                          | English US backlit keyboard with numeric keypad, 99-key                                              | GA6KDNO      | 583-BHBG | 1   |
| Mouse                             | No Mouse                                                                                             | G8043UZ      | 570-AADK | 1   |
| ENERGY STAR                       | ENERGY STAR Qualified                                                                                | G1CNA0R      | 387-BBQJ | 1   |
| EPEAT 2018                        | EPEAT 2018 Registered (Gold)                                                                         | GBU8CHM      | 379-BDZB | 1   |
| Wireless Driver                   | Intel AX211 WLAN driver                                                                              | GPSYD1C      | 555-BJLC | 1   |
| Documentation                     | Safety and Regulatory Documents English,French,Dutch                                                 | GDJVQ4P      | 340-AGIK | 1   |
| Placemat                          | Quick Setup Guide for Mobile Precision 7680                                                          | GBC689N      | 340-DJQH | 1   |
| Packaging                         | Min Model 240W BTS                                                                                   | GX17MDP      | 340-DJRN | 1   |
| FGA Module                        | 7680_1HFY24_004/US/BTS                                                                               | FG0009       | 998-GDXP | 1   |
| Primary Battery                   | 6 Cell, 93 Wh, Lithium Ion Polymer                                                                   | G7ST0Q6      | 451-BDDW | 1   |
| Chassis Options                   | 13th Gen Intel® Core™ i9-13950HX, vPro® (24 cores, up to 5.5 GHz, 55 W)                              | GSQ0AUJ      | 329-BJDM | 1   |
| Camera                            | FHD/IR Camera, ExpressSign-In, Intelligent privacy, Camera Shutter, Mic                              | G0FNEZ5      | 319-BBIX | 1   |
| Back Cover                        | SSD door, Smartcard slot - Performance chassis                                                       | GOH4N9T      | 354-BBFQ | 1   |
| Transportation from ODM to region | BTS Shipment                                                                                         | GAJR0GO      | 800-BBGG | 1   |
| EAN/UPC Label                     | POD Label                                                                                            | GAX83SM      | 389-EDJB | 1   |
| Power Supply                      | 240W AC adapter                                                                                      | GPVNLS5      | 492-BDGP | 1   |
| Processor Label                   | Intel® Core™ i9 vPro Enterprise Label                                                                | GJU49X8      | 389-EDDK | 1   |

|                                            |                                                                                                         |         |                                             |   |
|--------------------------------------------|---------------------------------------------------------------------------------------------------------|---------|---------------------------------------------|---|
| Intel<br>Responsiveness                    | Intel® Rapid Storage Technology Driver                                                                  | GQHX8OB | 409-BCXJ                                    | 1 |
| Technologies                               |                                                                                                         |         |                                             |   |
| Mobile<br>Broadband                        | No Mobile Broadband Card                                                                                | GR957IY | 556-BBCD                                    | 1 |
| PalmRest                                   | Contacted Smartcard only, no NFC reader, no Fingerprint reader                                          | G4UHTFA | 346-BJJQ                                    | 1 |
| Display                                    | 16" FHD+ 1920x1200 WLED, WVA, 60Hz, anti-glare, Non-touch, 100% DCI-P3, 500 nits,<br>IR Camera with Mic | GEL024C | 391-BHNL                                    | 1 |
| ICPS                                       | Intel® Connectivity Performance Suite for Evo/vPro                                                      | GPTF6I1 | 640-BBTB                                    | 1 |
| Standard<br>Hardware<br>Support Service    | 3Y ProSupport Next Business Day Onsite Service after remote diagnosis with HW-SW<br>Support             | G9LNPGY | 812-3147,812-<br>3158,812-3159,989-<br>3449 | 1 |
| Office<br>Productivity<br>Software         | Activate Your Microsoft 365 For A 30 Day Trial                                                          | GC7OFJV | 658-BCSB                                    | 1 |
| Dell Application<br>Software               | Dell Additional Software                                                                                | GCUA4G1 | 658-BFPP                                    | 1 |
| Protect your<br>new PC                     | No anti-virus software                                                                                  | GD4K19S | 650-AAAM                                    | 1 |
| Operating<br>System<br>Recovery<br>Options | OS-Windows Media Not Included                                                                           | GLA9OQ1 | 620-AALW                                    | 1 |
| Windows<br>AutoPilot                       | No AutoPilot                                                                                            | GYEO2AP | 340-CKSZ                                    | 1 |

## Need Help?



We're here to answer any of your Order Support questions. [Contact Us.](#)

CONNECT WITH DELL:



## Terms of Sale

This Quote will, if Customer issues a purchase order for the quoted items that is accepted by Supplier, constitute a contract between the entity issuing this Quote ("Supplier") and the entity to whom this Quote was issued ("Customer"). Unless otherwise stated herein, pricing is valid for thirty days from the date of this Quote. All products, pricing, and other information is based on the latest information available and is subject to change for any reason, including but not limited to tariffs imposed by government authorities. Supplier reserves the right to cancel this Quote and Customer purchase orders arising from pricing errors. Taxes and/or freight charges listed on this Quote are only estimates. The final amounts shall be stated on the relevant invoice. Additional freight charges will be applied if Customer requests expedited shipping. Please indicate any tax exemption status on your purchase order and send your tax exemption certificate to [Tax\\_Department@dell.com](mailto:Tax_Department@dell.com) or [ARSalesTax@emc.com](mailto:ARSalesTax@emc.com), as applicable.

**Governing Terms:** This Quote is subject to: (a) a separate written agreement between Customer or Customer's affiliate and Supplier or a Supplier's affiliate to the extent that it expressly applies to the products and/or services in this Quote or, to the extent there is no such agreement, to the applicable set of Dell's Terms of Sale (available at [www.dell.com/terms](http://www.dell.com/terms) or [www.dell.com/oemterms](http://www.dell.com/oemterms)), or for cloud/as-a-Service offerings, the applicable cloud terms of service (identified on the Offer Specific Terms referenced below); and (b) the terms referenced herein (collectively, the "Governing Terms"). Different Governing Terms may apply to different products and services on this Quote. The Governing Terms apply to the exclusion of all terms and conditions incorporated in or referred to in any documentation submitted by Customer to Supplier.

**Supplier Software Licenses and Services Descriptions:** Customer's use of any Supplier software is subject to the license terms accompanying the software, or in the absence of accompanying terms, the applicable terms posted on [www.Dell.com/eula](http://www.Dell.com/eula). Descriptions and terms for Supplier-branded standard services are stated at [www.dell.com/servicecontracts/global](http://www.dell.com/servicecontracts/global) or for certain infrastructure products at [www.dellemc.com/en-us/customer-services/product-warranty-and-service-descriptions.htm](http://www.dellemc.com/en-us/customer-services/product-warranty-and-service-descriptions.htm).

**Offer-Specific, Third Party and Program Specific Terms:** Customer's use of third-party software is subject to the license terms that accompany the software. Certain Supplier-branded and third-party products and services listed on this Quote are subject to additional, specific terms stated on [www.dell.com/offeringspecificterms](http://www.dell.com/offeringspecificterms) ("Offer Specific Terms").

**In case of Resale only:** Should Customer procure any products or services for resale, whether on standalone basis or as part of a solution, Customer shall include the applicable software license terms, services terms, and/or offer-specific terms in a written agreement with the end-user and provide written evidence of doing so upon receipt of request from Supplier.

**In case of Financing only:** If Customer intends to enter into a financing arrangement ("Financing Agreement") for the products and/or services on this Quote with Dell Financial Services LLC or other funding source pre-approved by Supplier ("FS"), Customer may issue its purchase order to Supplier or to FS. If issued to FS, Supplier will fulfill and invoice FS upon confirmation that: (a) FS intends to enter into a Financing Agreement with Customer for this order; and (b) FS agrees to procure these items from Supplier. Notwithstanding the Financing Agreement, Customer's use (and Customer's resale of and the end-user's use) of these items in the order is subject to the applicable governing agreement between Customer and Supplier, except that title shall transfer from Supplier to FS instead of to Customer. If FS notifies Supplier after shipment that Customer is no longer pursuing a Financing Agreement for these items, or if Customer fails to enter into such Financing Agreement within 120 days after shipment by Supplier, Customer shall promptly pay the Supplier invoice amounts directly to Supplier.

Customer represents that this transaction does not involve: (a) use of U.S. Government funds; (b) use by or resale to the U.S. Government; or (c) maintenance and support of the product(s) listed in this document within classified spaces. Customer further represents that this transaction does not require Supplier's compliance with any statute, regulation or information technology standard applicable to a U.S. Government procurement.

For certain products shipped to end users in California, a State Environmental Fee will be applied to Customer's invoice. Supplier encourages customers to dispose of electronic equipment properly.

Electronically linked terms and descriptions are available in hard copy upon request.

Dell Marketing LP. U.S. only. Dell Marketing LP. is located at One Dell Way, Mail Stop 8129, Round Rock, TX 78682



## Memo

**TO:** Mayor and Council members

**FROM:** Tiffany Belieu, Administrative Specialist

**DATE:** June 26, 2025

**RE:** Resolution Awarding Contract - Project 7 Design - \$5,000

### **SYNOPSIS:**

Find attached the resolution and contract for Project 7 Design.

### Attachments:

1. Artist Contract Project 7 Design
2. Project 7 Contract Resolution'



CITY OF CLIVE PUBLIC ART PROGRAM  
***City Hall Remodel Glass Art Design***  
AGREEMENT BY AND BETWEEN CITY AND ARTIST

This Agreement, made this \_\_\_\_ day of \_\_\_\_\_, 2025 by and between the City of Clive, a municipal corporation, (hereinafter referred to as the “City”) and Project 7 Design, (hereinafter referred to as the “Artist”).

**WITNESSETH:**

**WHEREAS**, the City desires to commission a certain work of art (the “Artwork”), which has been conceived and designed by the Artist, to be placed at Clive City Hall at 1900 NW 114<sup>th</sup> Street (hereinafter referred to as the “Site”), Clive, Iowa; and

**WHEREAS**, the Artist desires to carry out this commission, and upon installation, City desires to accept ownership of the Work from Artist according to the terms of this Agreement and consideration detailed below.

**NOW, THEREFORE**, in consideration of the mutual promises and undertakings contained herein, the parties agree as follows:

**ARTICLE 1: SCOPE OF SERVICES**

**1.1 General**

- a) The Artist shall provide the complete design file for City hired contractor to produce and provide consultation on the installation of the Artwork at the site if necessary.
- b) The Artist shall determine the artistic expression, and design of the Artwork, subject to review and acceptance by the City as set forth in this Agreement.

**1.2 Execution of the Work**

- a) The Artwork shall be created and delivered digitally by the Artist in substantial conformity with the graphical rendition and the proposal as presented during the artist’s presentation to the Final Artist-Selection Panel on Friday, April 19, 2025, subject to minor changes as necessary to the material or the production process as determined by Artist.

**1.3 Delivery and Installation**

- a) The Artist shall send the Artwork via digital file.
- b) Final acceptance shall be effective as of the date of the City’s notification of final acceptance, or within 30 days of final file delivery.

**1.4 Risk of Loss**

- a) The risk of loss or damage to the Artwork shall be borne by the City hired installer until final installation is complete. After the complete installation of the Artwork, the risk of loss or damage to the Artwork shall be borne by the City.

**1.5 Indemnity**

- a) The Artist agrees to indemnify and hold harmless the City from any liabilities, willful or non-willful acts of negligence by the Artist or the Artist’s agents, or any or all elements of loss, theft, mutilation, vandalism or other damage (including those caused by acts of God) that may befall the Artwork during any activities related to the planning, creation, or delivery of the Artwork.

- b) Upon final installation of the Artwork, the City shall, to the extent permitted by law, indemnify and hold harmless the Artist from claims or liabilities relating to the maintenance of the site at which the Artwork is installed, which claims or liabilities arise from and after the date of final installation of the Artwork.

**1.6 Title**

- a) Title of the Artwork shall pass to the City upon final acceptance.

**ARTICLE 2: COMPENSATION AND PAYMENT SCHEDULE**

**2.1 Fixed Fee**

- a) The City shall pay the Artist a fixed rate of \$5,000 which shall constitute full compensation for all fees, services, expenses, and materials to be performed and furnished by the Artist under this agreement. The fee shall be paid in the following installments, expressed as percentages of such a fixed fee, each installment to represent full and final, non-refundable payment for all services and materials provided prior to the due date thereof:
  - 1) One hundred percent (100%) within thirty (30) days upon execution of this agreement.

**2.2 Artist's Expenses**

- a) The Artist shall be responsible for the payment of all mailing or shipping charges on submissions to the City and the costs of all travel by the Artist and the Artist's agents and employees necessary for the proper performance of the services required under this agreement.

**2.3 Invoices**

- a) The Artist shall submit an invoice to the City for each scheduled payment as described in section 2.1.

**ARTICLE 3: TIME OF PERFORMANCE**

**3.1 Duration**

- a) The services to be required of the Artist as set forth in Article 1 shall be completed in accordance with the schedule for completion of the Artwork as proposed by the Artist and approved by the City pursuant Section 1.2, provided that such time limits may be extended or otherwise modified by written agreement between the Artist and the City.

**3.2 Time Extensions**

- a) The City shall always grant a reasonable extension of time to the Artist in the event that there is a delay on the part of the Artist in performing its obligations under this Agreement or in completing the underlying capital projects, or if conditions beyond the Artist's control or Acts of God render timely performance of the Artist's services impossible or unexpectedly burdensome. Likewise the Artist shall always grant a reasonable extension of time to the City in the event that there is a delay on the part of the City in performing its obligations under this Agreement, or if conditions beyond the City's control or Acts of God render timely performance of the City's services impossible or unexpectedly burdensome. Failure to fulfill contractual obligations due to conditions beyond either party's reasonable control will not be considered a breach of contract; provided that such obligations shall be suspended only for the duration of such condition.

## **ARTICLE 4: WARRANTIES**

### **4.1 Warranties of Title**

- a) The Artist represents and warrants that:
  - 1) The Artwork is solely the result of the artistic effort of the Artist;
  - 2) Except as otherwise disclosed in writing to the City, the Artwork is unique and original and does not infringe upon any copyright;
  - 3) That the Artwork, or a duplicate thereof, has not been accepted for sale elsewhere;
  - 4) The Artwork is free and clear of any liens from any source whatsoever.

## **ARTICLE 5: INSURANCE**

### **5.1 Artist Insurance**

- a) The Artist and all employees of the Artist shall each effect and maintain insurance to protect the Artist from claims under workers compensation acts; claims for damages because of bodily injury including personal injury, sickness or disease, or death of any of their employees or of any person other than their employees; and from claims for damages because of injury to or destruction of tangible property; including loss of use resulting there from; and from claims arising out of their performance of professional services caused by errors, omissions, or negligent acts for which the Artist is legally liable.

## **ARTICLE 6: REPRODUCTION RIGHTS**

### **6.1 General**

- a) The Artist retains all rights under the Copyright Act of 1976, 17 U.S.C., 101 et. seq., and all other rights in and to the Artwork except ownership and possession, except as such rights are limited by this Section 6.1.
- b) In view of the intention that the Artwork in its final dimension shall be unique, the Artist shall not make any additional duplicate reproductions of the final Artwork, nor shall the Artist grant permission to others to do so except with the written permission of the City. The Artist grants to the City and its assigns a royalty-free, irrevocable license to make two dimensional reproductions of the Artwork for purposes including, but not limited to, reproductions used in advertising, calendars, posters, brochures, media, publicity, catalogues, city, educational and development projects, or other similar publications, provided that these rights are exercised in a professional manner.

### **6.2 Notice**

- a) All reproductions by the City shall contain a credit to the Artist and a copyright notice substantially in the following form: © [Artist's Name], year of publication.

### **6.3 Credit to Owner**

- a) The Artist shall use best efforts to give a credit reading substantially, "An original artwork owned and commissioned by City of Clive, Iowa" in any public showing under the Artist's control of reproductions of the Artwork.

## **ARTICLE 7: ARTIST'S RIGHTS**

### **7.1 Identification**

- a) The City shall, at its expense, prepare and install at the site a plaque identifying the Artist, the title of the Artwork, the year of completion, and the City of Clive Public Art Program; and shall reasonably maintain such notice to the extent it may be practicable.

### **7.2 Maintenance**

- a) The City recognizes that maintenance of the Artwork on a regular basis is essential to the integrity of the Artwork. The City shall reasonably assure that the Artwork is properly maintained and protected.

### **7.3 Alteration of the Work or of the Site**

- a) Except as provided under subsection 7.3(b), below, The City agrees that it will not intentionally damage, alter, modify, or change the Artwork without the prior written approval of the Artist.
- b) The City reserves the right to alter the location of the Artwork; relocate the Artwork to another site; and remove the Artwork from public display as necessitated by city public works or development. The following provisions shall apply to relocation or removal:
  - 1) While the City shall attempt to remove Artwork in such a way as to not affect the Artwork, it is the parties' understanding that such removal may result in damage, alternation, modification, destruction, distortion, or other changes in the Artwork. The Artist acknowledges that this provision shall qualify under 17 U.S. C. Section 113, (d) so as to waive rights under 17 U.S.C. Section 106A.
  - 2) If, at the time of removal, it is determined that the Artwork may be removed without damage, alteration, modification, destruction, distortion, or other change, the City shall give notice as required by 17 U.S.C. Section 113 (d) (2) and (3).
  - 3) On completion of the Artwork, the Artist agrees to file the records, including Artist's identity and address, with the Register of Copyrights as provided under 17 U.S.C. Section 113 (d) (3). The Artist further agrees to update information with the Register of Copyrights to permit notification of intent to remove the Artwork.

### **7.4 Permanent Record**

- a) The City shall maintain on permanent file a record of this Agreement and the location and disposition of the Artwork.

## **ARTICLE 8: ARTIST AS INDEPENDENT CONTRACTOR**

- a) The Artist shall perform all work under this Agreement as an independent contractor and not as an agent or an employee of the City. The Artist shall not be supervised by any employee or official of the City, nor shall the Artist exercise supervision over any employee or official of the City.

## **ARTICLE 9: ASSIGNMENTS, TRANSFER, SUBCONTRACTING**

### **9.1 Transfer of Agreement**

- a) Neither this Agreement nor any interest herein shall be transferred by the Artist. Any such transfer shall be null and void and shall be cause to annul this Agreement.

### **9.2 Subcontracting by Artist**

- a) The Artist may subcontract portions of the services to be provided hereunder at the Artist's expense provided that said subcontracting shall not negatively affect the design, appearance, or visual quality of the Proposal and shall be carried out under the personal supervision of the Artist. The Artist must obtain approval from the City prior to hiring any subcontractor who will assist with the installation process. This approval may be achieved via electronic correspondence.

#### **ARTICLE 10: TERMINATION**

If either party to this agreement shall willfully or negligently fail to fulfill in a timely and proper manner, or otherwise violate, any of the covenants, agreements, or stipulations material to this agreement, the other party shall thereupon have the right to terminate this agreement by giving written notice to the defaulting party of its intent to terminate specifying the grounds for termination. The defaulting party shall have thirty (30) days after receipt of the notice to cure the default. If it is not cured, then this agreement shall terminate. In the event of default by the City, the City shall promptly compensate the Artist for all services performed by the Artist prior to termination. In the event of default by the Artist, all finished and unfinished drawings, sketches, photographs, and other work products prepared and submitted or prepared for submission by the Artist under this agreement shall at the City's option become its property, provided that no right to fabricate or execute the Artwork shall pass to the City and the City shall compensate the Artist pursuant to Article 2 for all services performed by the Artist prior to termination; or the Artist shall refund all amounts paid by the City in exchange for all finished and unfinished related Artworks. Notwithstanding the previous sentence, the Artist shall not be relieved of liability to the City for damages sustained by the City by virtue of any breach of this Agreement by the Artist, and the City may reasonably withhold payments to the Artist until such time as the exact amount of such damages due the City from the Artist is determined.

#### **ARTICLE 11: COMPLIANCE**

- a) The Artist shall be required to comply with Federal, State, and City statutes, ordinances, and regulations applicable to the performance of the Artist's services under this agreement.

#### **ARTICLE 12: ENTIRE AGREEMENT**

- a) This writing embodies the entire agreement and understanding between the parties hereto, and there are no other agreements and understandings, oral or written, with reference to the subject matter hereof that are not merged herein and superseded hereby.

#### **ARTICLE 13: MODIFICATION**

- a) No alternation, change, or modification of the terms of the Agreement shall be valid unless made in writing and signed by both parties hereto and approved by appropriate action of the City.

#### **Article 14: Notices**

- a) All notices, requests, demands and other communications which are required or permitted to be given under this Agreement shall be in writing and shall be deemed to have been duly given upon the delivery or receipt thereof, as the case may be, if delivered personally or sent by registered or certified mail, return receipt requested, postage prepaid, as follows:

- 1) **if to the City, to:**  
Clive City Hall

City of Clive Public Art Program

Richard Brown, Leisure Services Director  
1900 NW 114<sup>th</sup> Street  
Clive, IA 50325

- 2) **if the Artist to:**  
Katherine Hutchison  
c/o Project 7 Design  
222 E. 3<sup>rd</sup> Street  
Des Moines, IA 50309

**ARTICLE 15: ADDITIONAL AGREEMENTS**

- a) The Artist shall recognize the City or designee as its duly authorized representative of the City.

This agreement is executed on day and year first written above.

**ARTIST**

 06.09.25  
Katherine Hutchison Date

**City**

\_\_\_\_\_  
City of Clive, Mayor Date

CITY OF CLIVE, IOWA  
RESOLUTION APPROVING ARTIST CONTRACT FOR THE CREATION OF A DIGITAL  
ART FILE FOR CITY HALL REMODEL WINDOW PROJECT

WHEREAS, the City continues to look for ways to provide opportunities for display and appreciation of the public art throughout the community; and

WHEREAS, the City worked alongside its Park, Recreation and Public Art Board, to determine the best fit for the space; and

WHEREAS, the Board sought proposals from artists for consideration; and

WHEREAS, through a selection committee the Board has identified Project 7 Design as the finalist for the project;

NOW, THEREFORE, be it resolved by the City Council of Clive that the professional services contract with Project 7 for the City Hall Remodel Window Project is hereby approved, and the Mayor is authorized to sign said contracts on behalf of the City.

PASSED AND APPROVED this 26<sup>th</sup> day of June, 2025

CITY OF CLIVE, IOWA

By: \_\_\_\_\_  
John Edwards, Mayor

ATTEST:

By: \_\_\_\_\_  
Matthew Graham, City Clerk



## Memo

**TO:** Mayor and Council members

**FROM:** Pete De Kock, Assistant City Manager

**DATE:** June 26, 2025

**RE:** Resolution Setting Public Hearing for the 2025 Clive Soil Quality Restoration Cost-Share Program (7-24-25 6:00 PM)

### SYNOPSIS:

Over the past months, staff have engaged Clive residents who want to participate in the 2025 Clive Soil Quality Restoration (SQR) Cost-Share Program. Dozens of households have indicated interest and completed an initial application. We aim to complete approximately 650,000 square feet of SQR across approximately 80 properties. Additionally, we are recruiting approximately 30 households in the Angel Park neighborhood, whose applications will be supported by grant funding from the Iowa Department of Agriculture and Land Stewardship (IDALS). This would increase the total 2025 program scope to over 100 households and approximately 850,000 square feet. We are now ready to select a contractor to execute the SQR installations in September. Funding for the project will come from the participating residents, the Clive Water Utility, and the IDALS grant. The bid lettering for the project will be held on July 16, 2025. Staff recommend setting the public hearing for the project at 6:00 on July 24, 2025, with an anticipated Council approval and award to follow.

### Attachments:

1. Resolution Setting Public Hearing 2025 Clive Soil Quality Restoration Cost Share Program
2. Clive 2025 SQR Cost Share Program Notebid
3. Clive 2025 SQR Cost Share Program Plan FINAL



RESOLUTION NO. \_\_\_\_\_

RESOLUTION SETTING DATE OF PUBLIC HEARING TO CONSIDER PLANS,  
SPECIFICATIONS, AND TAKING BIDS FOR THE 2025 CLIVE SOIL QUALITY  
RESTORATION COST-SHARE PROGRAM

WHEREAS, the City Council of the City of Clive, Iowa (the "City") has determined that it is necessary and desirable to execute the 2025 Clive Soil Quality Restoration Cost-Share Program in the City of Clive, Iowa, as described in the proposed plans, specifications, and form of contract for such project (the "Project"), which proposed plans, specifications, 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 for the public hearing on the proposed plans, specifications, taking of bids, and awarding of a 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. 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 16th day of July, 2025, at 2:00 p.m., at the Clive City Hall, Clive, Iowa. The 24th day of July, 2025, at 6:00p.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 of a bid for the Project received by the City Clerk in connection therewith.
3. 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.
4. 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

## **NOTICE TO BIDDERS**

### **CITY OF CLIVE 2025 SOIL QUALITY RESTORATION COST-SHARE PROGRAM**

**Time and Place for Filing Sealed Proposals.** Sealed bids for the work comprising each improvement, as stated below, must be filed before 2:00 p.m. on July 16, 2025, in the office of the City Clerk, Clive City Hall, 1900 NW 114<sup>th</sup> Street, Clive, Iowa 50325-7077

**Time and Place Sealed Proposals Will be Opened and Considered.** Sealed proposals will be opened, and bids tabulated at 2:00 p.m. on July 16, 2025, in the Clive City Hall lobby for consideration by the Clive City Council at its meeting on July 24, 2025. The City of Clive reserves the right to reject any and all bids.

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

**Time for Commencement and Completion of Work.** Work on the improvements shall be commenced upon receipt of the written Notice to Proceed and shall be substantially completed by October 3, 2025. Substantial completion will be achieved upon completed deep tine aeration and compost application. Liquidated damages for noncompliance with said substantial completion provisions will be assessed at the rate of Two Hundred and Fifty Dollars (\$250.00) for each calendar day thereafter that the work remains incomplete. The remaining punch list items shall be completed by November 3, 2025. Liquidated damages for noncompliance with said completion provisions will be assessed at the rate of Two Hundred and Fifty Dollars (\$250.00) for each calendar day thereafter that the work remains incomplete.

**Bid Security.** Each bidder shall accompany its bid with bid security as defined in Section 26.8 of the Iowa Code and as outlined in the Instruction to Bidders in an amount equal to Ten (10) percent of the total bid amount.

**Contract Documents.** Copies of the contract documents are available from the City of Clive and may be examined at Clive City Hall, 1900 NW 114<sup>th</sup> Street, Clive, Iowa. Copies shall be available at no cost. Project documents will be on file for inspection at the following offices after issuance date:

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

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

**Public Hearing on Proposed Contract Documents and Estimated Costs for Improvement.** A public hearing will be held by the Clive City Council on the proposed contract documents (plans,

specifications, and form of contract) and estimated cost for the improvements, as bid by the selected bidder, at its meeting at 6:00 pm on July 24, 2025, in the temporary Council Chamber at the Clive Public Safety Center, 1800 Hickman Road, Clive, IA.

Preference of Products and Labor. Preference shall be given to domestic construction materials by the contractor, subcontractors, material, and suppliers in performance of the contract and, further, by virtue of statutory authority, preference will be given to products and provisions grown and coal produced within the State of Iowa, and to Iowa domestic labor, to the extent lawfully required under Iowa statutes.

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

Sales Tax. The bidder shall not include sales tax in the bid. The City of Clive will distribute tax exemption certificates and authorization letters to the Contractor and all Subcontractors who are identified. The Contractor and Subcontractors may make copies of the tax exemption certificates and provide a copy to each supplier providing construction materials. These tax exemption certificates and authorization letters are applicable only for this specific project under the Contract.

General Nature of Public Improvement. This project includes all materials, equipment, transportation, and labor needed to complete soil quality restorations over existing residential properties in the City of Clive, Iowa. Project items include compost purchase, compost hauling, mobilization, deep tine aeration, compost application, and pre/post application communication with homeowners. Specific project locations, along with the kind and approximate quantity of materials to be used, shall be as set forth in the Plans and Specifications.

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

---

Matthew D. Graham, City Clerk

## **INSTRUCTIONS TO BIDDERS**

Project Name 2025 Soil Quality Restoration Cost-Share Program

City of Clive Project Identification SW-01

The work comprising the above-referenced project shall be constructed in accordance with the most recent edition of the Iowa Stormwater Management Manual. The terms used in the contract revision of the documents are defined in said Standard Specifications. Before submitting your bid, please review the General Provisions and Covenants, in particular the sections regarding proposal requirements and award of contract. Please be certain that all documents have been completed properly, as failure to complete and sign all documents and to comply with the requirements listed below can cause your bid to not be read.

### **I. BID SECURITY**

- A. The bid security must be in the minimum amount of 10% of the total bid amount, including all add alternates (do not deduct the amount of deduct alternates). Bid security shall be in the form of a cashier's check, a certified check, or a bank money order drawn on an FDIC-insured bank in Iowa or drawn on an FDIC-insured bank chartered under the laws of the United States; or a certified share draft drawn on a credit union in Iowa or chartered under the laws of the United States, or a bid bond executed by a corporation authorized to contract as a surety in Iowa or satisfactory to the Jurisdiction.
- B. The bid bond must be submitted on the enclosed Bid Bond form, as no other bid bond forms are acceptable. All signatures on the bid bond must be original signatures in ink; a facsimile (fax) of any signature on the bid bond is not acceptable.
- C. Bid security other than said bid bond shall be in accordance with Chapter 26 of the Iowa Code.

### **II. SUBMISSION OF THE PROPOSAL AND IDENTITY OF BIDDER**

- A. The proposal shall be sealed in an envelope, properly identified as the Proposal with the project title and the name and address of the bidder, and deposited with the Jurisdiction at or before the time and at the place provided in the Notice to Bidders. It is the sole responsibility of the bidder to see that its proposal is delivered to the Jurisdiction prior to the time for opening bids, along with the appropriate bid security sealed in a separate envelope identified as Bid Security and attached to the outside of the bid proposal envelope. Any proposal received after the scheduled time for the receiving of proposals will be returned to the bidder unopened and will not be considered.
- B. The Bidder Status Form is required by the Iowa Labor Commissioner, pursuant to Iowa Administrative Code rule 875-156.2(1). The bidder must complete the form and submit it with the proposal. Failure to provide the Bidder Status Form with the bid may result in the bid being deemed non-responsive and may result in the bid being rejected. If the bidder does not qualify as a resident bidder, the nonresident bidder shall specify on the Bidder Status Form whether any preference to resident bidders, including but not limited to any preference to bidders, the imposition of any type of labor force presence or any other form of preferential treatment to bidders or laborers from that state or foreign country is in effect in the nonresident bidder's state or country of domicile at the time of the bid submittal. Application of the preference against a non-resident bidder shall be in accordance with the information filed with the Proposal on the Bidder Status Form.

- C. The following documents shall be completed, signed, and returned in the Proposal envelope. The bid cannot be read if any of these documents are omitted from the Proposal envelope.

1. PROPOSAL – Complete each of the following parts:

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

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

| <u>ITEM NO.</u> | <u>DESCRIPTION OF ATTACHMENT</u> |
|-----------------|----------------------------------|
| 1.              | Bidder Status Form               |
| 2.              |                                  |
| 3.              |                                  |

- Part G – Identity of Bidder;

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

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

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

## **PROPOSAL**

### **PROPOSAL: PART A – SCOPE**

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

### **2025 SOIL QUALITY RESTORATION COST-SHARE PROGRAM**

This project includes materials, equipment, transportation, and labor needed to complete soil quality restorations over existing residential properties in the City of Clive, Iowa. Project items include compost purchasing, hauling, mobilization, deep tine aeration, compost application, and pre/post application communication with homeowners. Specific project location, along with the kind and approximate quantity of materials to be used, shall be as set forth in the Plans and Specifications.

### **PROPOSAL: PART B – ACKNOWLEDGMENT OF ADDENDA**

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

ADDENDUM NUMBER \_\_\_\_\_ ADDENDUM NUMBER \_\_\_\_\_

ADDENDUM NUMBER \_\_\_\_\_ ADDENDUM NUMBER \_\_\_\_\_

### **PROPOSAL: PART C – BID ITEMS, QUANTITIES AND PRICES**

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

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

## **PROPOSAL: PART D – GENERAL**

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

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

The Bidder hereby agrees to:

1. Enter into a contract, if this proposal is selected, in the form approved by the Jurisdiction, provide proof of registration with the Iowa Division of Labor in accordance with Chapter 91C of the Iowa Code, and furnish a performance, maintenance, and payment bond; and
2. Forfeit bid security, not as a penalty but as liquidated damages, upon failure to enter into such contract and/or to furnish said bond; and
3. Commence work on this project upon receipt of the written Notice to Proceed; and
4. Substantially complete the project on or before October 3, 2025; and
5. Fully complete the project on or before November 3, 2025; and
6. Liquidated damages for noncompliance with said completion provisions will be assessed at the rate of Two Hundred and Fifty Dollars (\$250.00) for each calendar day thereafter that the work remains incomplete.

## **PROPOSAL: PART E – NON-COLLUSION AFFIDAVIT**

The Bidder hereby certifies:

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

(CON'T – PROPOSAL)

Clive Project No. SW-01

## **PROPOSAL: PART F – ADDITIONAL REQUIREMENTS**



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

**ITEM NO.**

**DESCRIPTION OF ATTACHMENT**

|    |                    |
|----|--------------------|
| 1. | Bidder Status Form |
| 2. |                    |
| 3. |                    |

**PROPOSAL: PART G – IDENTITY OF BIDDER**

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

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

\_\_\_\_\_  
Bidder

\_\_\_\_\_  
Signature

By \_\_\_\_\_  
Name (Print/Type)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Telephone Number

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

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

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

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

(CON'T - PROPOSAL)

Clive Project No. SW-01

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Notary Public in and for: State of \_\_\_\_\_ County of \_\_\_\_\_

My commission expires \_\_\_\_\_

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

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

| ITEM | DESCRIPTION              | ESTIMATED<br>UNITS | UNIT PRICE                     | AMOUNT                         |
|------|--------------------------|--------------------|--------------------------------|--------------------------------|
| 1.   | Soil Quality Restoration | <u>850,000 SF</u>  | \$ <u>                    </u> | \$ <u>                    </u> |
|      |                          |                    | BID TOTAL                      | \$ <u>                    </u> |

**NOTE:**

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

## **BID BOND**

KNOW ALL BY THESE PRESENTS:

That we, \_\_\_\_\_, as Principal, and \_\_\_\_\_, as Surety, are held and firmly bound unto CITY OF CLIVE, as Obligee, (hereinafter referred to as "the Jurisdiction"), in the penal sum of \_\_\_\_\_ dollars (\$\_\_\_\_\_), lawful money of the United States, for which payment said Principal and Surety bind themselves, their heirs, executors, administrators, successors, and assigns jointly and severally, firmly by these presents.

The condition of the above obligation is such that whereas the Principal has submitted to the Jurisdiction a certain proposal, in a separate envelope, and hereby made a part hereof, to enter into a contract in writing, for the following described improvements;

### **2025 SOIL QUALITY RESTORATION COST-SHARE PROGRAM**

This project includes all materials, equipment, transportation, and labor needed to complete soil quality restorations over existing residential properties in the City of Clive, Iowa. Project items include compost purchase, compost hauling, mobilization, deep tine aeration, compost application, and pre/post application communication with homeowners. Specific project locations, along with the kind and approximate quantity of materials to be used, shall be as set forth in the Plans and Specifications.

The Surety hereby stipulates and agrees that the obligations of said Surety and its bond shall be in no way impaired or affected by any extension of the time within which the Jurisdiction may accept such bid or execute such Contract, and said Surety does hereby waive notice of any such extension.

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

NOW, THEREFORE, if said proposal by the Principal is accepted, the Principal shall enter into a contract with Jurisdiction in accordance with the terms of such proposal, including the provision of insurance and of a bond as may be specified in the contract documents, with good and sufficient surety for the faithful performance of such contract, for the prompt payment of labor and material furnished in the prosecution thereof, and for the maintenance of said improvements as may be required therein, then this obligation shall become null and void; otherwise, the Principal shall pay to the Jurisdiction the full amount of the bid bond, together with court costs, attorney's fees, and any other expense of recovery.

Signed and sealed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**SURETY:**

By \_\_\_\_\_  
Surety Company  
\_\_\_\_\_  
Signature Attorney-in-Fact/Officer  
\_\_\_\_\_  
Name of Attorney-in-Fact/Officer  
\_\_\_\_\_  
Company Name  
\_\_\_\_\_  
Company Address  
\_\_\_\_\_  
City, State, Zip Code  
\_\_\_\_\_  
Company Telephone Number

**PRINCIPAL:**

By \_\_\_\_\_  
Bidder  
\_\_\_\_\_  
Signature  
\_\_\_\_\_  
Name (Print/Type)  
\_\_\_\_\_  
Title  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
City, State, Zip Code  
\_\_\_\_\_  
Telephone Number

NOTE: All signatures on this bid bond must be original signatures in ink; copies or facsimiles of any signature will not be accepted. This bond must be sealed with the Surety's raised, embossing seal. The Certificate or Power of Attorney accompanying this bond must be valid on its face and sealed with the Surety's raised, embossing seal.

CONTRACT NO. SW-01  
DATE \_\_\_\_\_

**CONTRACT**

THIS CONTRACT, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2025, by and between the City of Clive, Iowa, by its Mayor, upon order of its City Council hereinafter called the "Jurisdiction", and, \_\_\_\_\_ hereinafter called the "Contractor".

WITNESSETH:

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

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

**2025 SOIL QUALITY RESTORATION COST-SHARE PROGRAM**

This project includes all materials, equipment, transportation, and labor needed to complete soil quality restorations over existing residential properties in the City of Clive, Iowa. Project items include compost purchase, compost hauling, mobilization, deep tine aeration, compost application, and pre/post application communication with homeowners. Specific project location, along with the kind and approximate quantity of materials to be used, shall be as set forth in the Plans and Specifications.

The Contractor agrees to perform said work for and in consideration of the Jurisdiction's payment of the bid amount of \_\_\_\_\_ dollars (\$ \_\_\_\_\_) which amount shall constitute the required amount of the performance, maintenance, and payment bond. The Contractor hereby agrees to commence work upon receipt of the written Notice to Proceed and to substantially complete the project by October 3, 2025. Liquidated damages for noncompliance with said substantial completion provisions will be assessed at the rate of Two Hundred and Fifty Dollars (\$250.00) for each calendar day thereafter that the work remains incomplete. The remaining punch list items shall be completed by November 3, 2025. Liquidated damages for noncompliance with said completion provisions will be assessed at the rate of Two Hundred and Fifty Dollars (\$250.00) for each calendar day thereafter that the work remains incomplete.

(CON'T – PROPOSAL)

Clive Project No. SW-01

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

JURISDICTION

CONTRACTOR

By \_\_\_\_\_  
John Edwards, Mayor

\_\_\_\_\_  
Contractor

(Seal)  
ATTEST:

By \_\_\_\_\_  
Signature

\_\_\_\_\_  
Matthew D. Graham, City Clerk

\_\_\_\_\_  
Title

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Telephone

CONTRACTOR PUBLIC REGISTRATION INFORMATION To Be Provided By:

1. All Contractors: The Contractor shall enter its Public Registration Number \_\_\_\_\_ - \_\_\_\_\_ issued by the Iowa Commissioner of Labor pursuant to Section 91C.5 of the Iowa Code.

2. Out-of-State Contractors:

A. Pursuant to Section 91C.7 of the Iowa Code, an out-of-state contractor, before commencing a contract in excess of five thousand dollars in value in Iowa, shall file a bond with the Division of labor services of the Department of Workforce Development. The contractor should contact 515-242-5871 for further information. Prior to contract execution, the City Engineer may forward a copy of this contract to the Iowa Department of Workforce Development as notification of pending construction work. It is the contractor's responsibility to comply with said Section 91C.7 before commencing this work.

B. Prior to entering into a contract, the designated low bidder, if it is a corporation organized under the laws of a state other than Iowa, shall file a certificate with the Jurisdictional Engineer from the Secretary of State of the State of Iowa showing that it has complied with all the provisions of Chapter 490 of the Code of Iowa, or as amended, governing foreign corporations. For further information, contact the Iowa Secretary of State Office at 515-281-5204.

Bond No. \_\_\_\_\_

Name of Surety \_\_\_\_\_

(CON'T – CONTRACT)

Clive Project No. SW-01

CORPORATE ACKNOWLEDGMENT

State of \_\_\_\_\_ )  
 ) SS  
\_\_\_\_\_ County)

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

\_\_\_\_\_  
Notary Public in and for the State of \_\_\_\_\_  
My commission expires \_\_\_\_\_, 20\_\_\_\_

**NOTE: All signatures on this contract must be original signatures in ink; copies or facsimiles of any signatures will not be accepted.**



**CONTRACT ATTACHMENT: BID ITEMS, QUANTITIES AND PRICES**

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

| ITEM | DESCRIPTION              | ESTIMATED<br>UNITS | UNIT PRICE                     | AMOUNT                         |
|------|--------------------------|--------------------|--------------------------------|--------------------------------|
| 1.   | Soil Quality Restoration | <u>850,000 SF</u>  | \$ <u>                    </u> | \$ <u>                    </u> |
|      |                          |                    | BID TOTAL                      | \$ <u>                    </u> |

**NOTE:**

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

SURETY BOND NO. \_\_\_\_\_

PERFORMANCE AND PAYMENT BOND

KNOW ALL BY THESE PRESENTS:

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

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

**2025 SOIL QUALITY RESTORATION COST-SHARE PROGRAM**

*This project includes all materials, equipment, transportation, and labor needed to complete soil quality restorations over existing residential properties in the City of Clive, Iowa. Project items include compost purchase, compost hauling, mobilization, deep tine aeration, compost application, and pre/post application communication with homeowners. Specific project location, along with the kind and approximate quantity of materials to be used, shall be as set forth in the Plans and Specifications.*

And to faithfully perform all the terms and requirements of said Contract within the time therein specified, in a good and workmanlike manner, and in accordance with the Contract Documents. Provided, however, that one year after the date of acceptance as complete of the work under the above-referenced Contract, the maintenance portion of this Bond shall continue in force, but the penal sum for maintenance shall be reduced to the sum of \_\_\_\_\_ DOLLARS (\$ \_\_\_\_\_) which is the cost associated with those items shown on the proposal and in the Contract which require a maintenance bond period in excess of one year.

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

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

2. PAYMENT: The Contractor and the Surety on this Bond are hereby agreed to pay all just claims submitted by persons, firms, subcontractors, and corporations furnishing materials for or performing labor in the performance of the Contract on account of which this Bond is given, including but not limited to claims for all amounts due for labor, materials, lubricants, oil, gasoline, repairs on machinery, equipment, and tools, consumed or used by the Contractor or any subcontractor, wherein the same are not satisfied out of the portion of the contract price which the Jurisdiction is required to retain until completion of the improvement, but the Contractor and Surety shall not be liable to said persons, firms, or corporations unless the claims of said claimants against said portion of the contract price shall have been established as provided by law. The Contractor and Surety hereby bind themselves to the obligations and conditions set forth in Chapter 573, Code of Iowa, which by this reference is made a part hereof as though fully set out herein.
4. GENERAL: Every Surety on this Bond shall be deemed and held bound, any contract to the contrary notwithstanding, to the following provisions:
  - A. To consent without notice to any extension of time to the Contractor in which to perform the Contract;
  - B. To consent without notice to any change in the Contract or Contract Documents, which thereby increases the total contract price and the penal sum of this bond, provided that all such changes do not, in the aggregate, involve an increase of more than twenty percent of the total contract price and that this bond shall then be released as to such excess increase; and
  - C. To consent without notice that this Bond shall remain in full force and effect until the Contract is completed, whether completed within the specified contract period, within an extension thereof, or within a period of time after the contract period has elapsed and the liquidated damage penalty is being charged against the Contractor.
  - D. That no provision of this Bond or of any other contract shall be valid, which limits to less than five years after the acceptance of the work under the Contract the right to sue on this Bond.

- E. That as used herein, the phrase “all outlay and expense” is not to be limited in any way but shall include the actual and reasonable costs and expenses incurred by the Jurisdiction, including interest, benefits, and overhead where applicable. Accordingly, “all outlay and expense” would include but not be limited to all contract or employee expenses, all equipment usage or rental, materials, testing, outside experts, attorneys’ fees (including overhead expenses of the Jurisdiction’s staff attorneys), and all costs and expenses of litigation as they are incurred by the Jurisdiction. It is intended the Contractor and Surety will defend and indemnify the Jurisdiction on all claims made against the Jurisdiction on account of Contractor’s failure to perform as required in the Contract and Contract Documents, that all agreements and promises set forth in the Contract and Contract Documents, in approved change orders, and in this Bond will be

fulfilled, and that the Jurisdiction will be fully indemnified so that it will be put into the position it would have been in had the Contract been performed in the first instance as required.

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

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

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

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

(CON'T – PERFORMANCE AND PAYMENT BOND)

Clive Project No. SW-01

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

Witness our hands, in triplicate, this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Surety Countersigned By:

**PRINCIPAL:**

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

\_\_\_\_\_  
Contractor

By: \_\_\_\_\_

\_\_\_\_\_  
Signature

Name of Resident Commission Agent

Title

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Company Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Company Telephone Number

**SURETY:**

\_\_\_\_\_  
Surety Company

By: \_\_\_\_\_  
Signature Attorney-in-Fact Officer

\_\_\_\_\_  
Name of Attorney-in-Fact Officer

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Company Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Company Telephone Number

**NOTE:** All signatures on this performance & payment bond must be original signatures in ink. Copies or facsimiles of any signature will not be accepted. This bond must be sealed with the Surety's raised, embossing seal, and the Certificate or Power of Attorney accompanying this bond must be valid on its face and sealed with the Surety's raised, embossing seal.

**NOTICE TO PROCEED**  
**2025 Soil Quality Restoration Cost-Share Program**

TO: \_\_\_\_\_ DATE: \_\_\_\_\_  
\_\_\_\_\_  
PROJECT: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Fully complete the project by \_\_\_\_\_.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

FOR: The City of Clive

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

**ACCEPTANCE OF NOTICE**

Receipt of the above NOTICE TO PROCEED is hereby acknowledged by \_\_\_\_\_

\_\_\_\_\_

This the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

TITLE: \_\_\_\_\_

## **2025 CLIVE SOIL QUALITY RESTORATION COST-SHARE PROGRAM – PLAN OVERVIEW**

### **Background**

The City of Clive is implementing its 2025 Soil Quality Restoration Cost-Share program. Through this program, residential homeowners have submitted applications to the City to complete soil quality restoration (SQR) projects on existing turf yards. Rather than requiring homeowners to hire individual Contractors like traditional cost-share programs, the City is instead bundling all the projects together with a single Contractor that the City hires. The program aims to improve installation efficiency and simplify the implementation process for Clive residents. Through the program, homeowners are eligible for a 50% cost-share up to \$1,000.

### **Location and Timeline**

This year, the City aims to complete approximately 850,000 square feet of SQR across approximately 100 properties. Over 100 households have already expressed interest in participating. With limited exceptions, participating households must complete SQR on all existing turf grass on their property, including the City right-of-way. All properties will be measured using aerial mapping and, if necessary, site verification by staff. Following the public bidding process, households will be notified of their final cost and provided a 30-day window to provide payment to the City of Clive. If homeowners opt out of the program after receiving a cost notification, residents on the waiting list will be invited to fill the open positions. The Contractor is expected to work with the City to develop an implementation schedule grouping households by geographical location.

Depending on weather conditions, the Contractor shall start SQR applications on Tuesday, September 2. The start date may be earlier if weather conditions are optimal. SQR applications will be completed by October 3, and the project will be finished by November 3, 2025.

### **Communication Requirements**

Communication is a vital part of the Clive Soil Quality Restoration Cost-Share Program. The Contractor is expected to communicate closely with homeowners and the City. At a minimum, the Contractor will help plan and participate in a pre-project webinar with participating homeowners, provide a pre-project checklist and notification to homeowners 7-14 days before application, and serve as the primary point of contact for homeowners immediately before and following applications to address any issues that arise. Issues may include damaged property, raking over-applied compost, and answering follow-up questions. The Contractor must also maintain regular, timely, and accurate communication with City staff regarding the scheduling, completion, and any casework with specific households, using Google Sheets.

**\*\*\* The Contractor shall submit a communication plan with the bid, limited to at most two pages.**

### **Specifications**

Compost applications shall follow the requirements outlined in Section 2E-6 of the Iowa Stormwater Management Manual, Soil Quality Management and Restoration. Method 8 shall be used to apply soil quality restoration over existing turf, with compost applied at a depth of 1/2" to 3/4", dependent upon site characteristics.

An aerator that can pull at least an approximately 3" plug will be required for applications, though the actual plug pulled will be affected by site conditions. Per direction in the Iowa Stormwater Management Manual, a longer plug is desirable.

Households must have the option to add overseeding to their specific SQR application, *which the Contractor will explain during the recorded pre-project webinar*. Overseeding costs will be paid in full by the property owner and will not be eligible for City cost-share funds. The property owners must be billed separately for overseeding.

Private property damaged by SQR activities shall be restored to original condition by the Contractor, or better, to the satisfaction of the owner and the Contractor. All associated restoration costs shall be included in the bid.

#### **Compost Availability, Hauling, and Storage**

The City of Clive has reserved 1200 cubic yards of compost with Metro Waste Authority. The Contractor will be responsible for all compost purchasing, hauling, scheduling, and storage associated with project implementation. Storage must be done in a way to maintain the integrity of the product and the storage site. If compost is delivered to homes before application, the Contractor shall be responsible for traffic control measures and all cleanup.





## Memo

**TO:** Mayor and Council members

**FROM:** Julia McGuire, Administrative Assistant

**DATE:** June 26, 2025

**RE:** Approve SwAP Project 2025-01 Payment Request - Julie Merefeld - \$950.27

### SYNOPSIS:

The City created the SwAP to incentivize stormwater management on private property. Applicants can receive up to 50% of the improvement costs, up to \$4,000, as a reimbursement. Staff works with residents and their contractors to identify eligible costs.

Julie Merefeld has submitted a request that is eligible for a 25% reimbursement for the practice of native landscaping.

### Attachments:

1. SwAP Project 2025-001
2. SwAP Project 2025-001 Check Request dated
3. Julie Merefeld FINAL Invoice PAID IN FULL.docx - Google Docs



**CITY OF CLIVE  
PUBLIC WORKS**  
2123 NW 111TH ST  
Clive, IA 50325  
Phone (515) 223-6231  
www.cityofclive.com  
return to  
waterresources@cityofclive.com

## SwAP Project 2025-001

| APPLICATION DATE | AMOUNT REQUESTED                                                    |
|------------------|---------------------------------------------------------------------|
| 2/26/2025        | \$325.27 plants + \$625 contractor<br>= \$950.27 pending inspection |

### PROJECT TOTAL COST

**\$5,451.61**

\$75 MAX PER RAIN BARREL

25-50% MATCH ON OTHER PROJECTS with project maximums

### ATTACH MAP / SKETCH OF PROJECT

- ☐ rain barrel or cistern
- ☐ rain garden
- ☐ permeable pavers
- ☒ native landscaping
- ☐ erosion and drainage control
- ☐ other, describe:

### PROJECT INFORMATION

#### ADDRESS

1422 NW 131st St

#### HOME OWNER NAME

Mark and Julie Merfeld

#### OWNER PHONE + EMAIL ADDRESS

515-229-4998 merfeld@mchsi.com

#### APPLICANT NAME

Julie Merfeld

### CONTRACTOR INFORMATION

#### COMPANY NAME

Jenny Gardens Iowa LLC

#### ADDRESS

730 51st St

#### CITY, STATE, ZIP

Des Moines, IA 50312

#### PHONE

515-321-1410

#### PROJECT CONTACT / PHONE

Jenny McCoy 515-321-1410

#### PROJECT CONTACT E-MAIL ADDRESS

jennygardensiowa@gmail.com

#### PROJECT DESCRIPTION

redesign garden with native plants

### CONDITIONS

Notify Iowa OneCall (811) prior to disturbing ground.  
One grant per year per address.  
City approval required prior to commencement of work. Project installation without City approval is not guaranteed reimbursement.  
All receipts and pictures of the installation must be submitted for reimbursement. Reimbursement coincides with City Council meeting schedule.  
The City may require access to property for evaluation before, during, and after construction.  
The City is not liable for personal injury or property damage resulting from work, nor does it guarantee results

I hereby acknowledge that I have read this application and state that the information supplied with this application is correct and agree to comply with all city ordinances and state laws regulating the proposed work.

Julie Merfeld

Printed Applicant Name

Signature of Applicant

### PROJECT DESCRIPTION

ISWEP/ISWMM page number: \_\_\_\_\_

Existing garden space does not receive stormwater runoff so max reimbursement rate is 25% for native landscaping. Replace most of existing plants with perennials, of which 85% are native plants listed with both the USDA and ISWEP. Labor for contractor @ 25% = \$625

### PROJECT DESCRIPTION + TIMELINE

Fall 2024: met with Jenny Gardens for planning and designing  
Fall 2024: removed entire garden with the exception of hostas and bleeding hearts in the north half. Planted grass in the south 50% of the garden  
May 2025: Jenny Gardens and myself will put in the ground the plants she has purchased.



☒ Approved ☐ Approved with conditions (see review letter)

*Julia McCoy*

Authorized Representative

3/24/2025

Date

**\*\*Reimbursement is not approved until completed project is approved\*\***



| plant name                                | Cost               | Julia<br>Notes                   | Assumed Full Name                      | Eligibility | Edible? |
|-------------------------------------------|--------------------|----------------------------------|----------------------------------------|-------------|---------|
| aquilegia                                 | \$ 84.00           |                                  | Aquilegia canadensis L.                | YES         |         |
| echinacea                                 | \$ 44.00           |                                  | Echinacea purpurea (L.) Moench         | YES         |         |
|                                           |                    | definitely                       |                                        |             |         |
| geranium                                  | \$ 194.00          | allowed                          | Geranium maculatum L.                  | YES         |         |
| mondarda                                  | \$ 64.00           |                                  | Monarda bradburiana Beck               | YES         |         |
| penstemon                                 | \$ 32.00           |                                  | Penstemon digitalis Nutt. ex Sims      | YES         |         |
| polygonum                                 | \$ 88.00           |                                  | Polygonum reptans L.                   | YES         |         |
| symphyotrichum                            | \$ 31.50           |                                  | Symphyotrichum novae-angliae (L.) G.   | YES         |         |
| agastache                                 | \$ 36.00           |                                  | Agastache foeniculum                   | YES         |         |
|                                           |                    | possibly                         |                                        |             |         |
| carex                                     | \$ 497.50          | allowed                          | Carex woodii                           | YES         |         |
| rudbeckia                                 | \$ 57.75           |                                  | Rudbeckia hirta                        | YES         |         |
| solidago                                  | \$ 36.00           |                                  | Solidago flexicaulis                   | YES         |         |
| amsonia                                   | \$ 31.50           |                                  | Amsonia hubrichtii Woodson             | NO          | NO      |
| pycnanthemum                              | \$ 7.15            |                                  | Pycnanthemum muticum                   | NO          | NO      |
| heuchera                                  | \$ 160.00          |                                  | Heuchera americana L. Electric lime is | NO          | NO      |
| <b>PROJECT TOTAL</b>                      | <b>\$ 1,363.40</b> |                                  |                                        |             |         |
| subtotal native                           | \$ 1,164.75        | 85% << more than 75%, OK         |                                        |             |         |
| subtotal non-native                       | \$ 198.65          | 15% << greater than 10%, use 10% |                                        |             |         |
| eligible non-native, non-edible (max 10%) | \$ 136.34          |                                  |                                        |             |         |
| <b>TOTAL ELIGIBLE COSTS</b>               | <b>\$ 1,301.09</b> |                                  |                                        |             |         |
| <b>Clive Contribution</b>                 |                    |                                  |                                        |             |         |
| 25% reimbursement                         | \$ 325.27          |                                  |                                        |             |         |
| 50% reimbursement                         | \$ 650.55          |                                  |                                        |             |         |



## Check Request

Account # 357-5750-6799

Amount \$ 950.27

For: SwAP Project 2025-001

\$325.27 for 25% of native plants on high ground + \$625 for 25% contractor  
labor

Payable to: Julie Merfeld

**Mail To/Routing Instructions:**

Julie Merfeld

1422 NW 131st St

Clive, IA 50325

Signed: 

Date: 6/11/2025



730 51st St.  
Des Moines, IA 50312  
Jennygardensiowa.com

**FINAL INVOICE**  
Julie Merfeld Residence

**May 17, 2025**

| Common Name             | Taxa                         | Cultivar          | Quantity | Est. Price | Final Price |
|-------------------------|------------------------------|-------------------|----------|------------|-------------|
| Anise Hyssop            | Agastache foeniculum         |                   | 9.00     | \$36.00    | \$54.00     |
| Hubricht's Bluestar     | Amsonia hubrichtii           |                   | 6.00     | \$31.50    | \$31.50     |
| Red Columbine           | Aquilegia canadensis         |                   | 21.00    | \$84.00    | \$84.00     |
| Pretty Sedge            | Carex woodii                 |                   | 250.00   | \$497.50   | \$398.00    |
| Coneflower              | Echinacea purpurea           |                   | 11.00    | \$44.00    | \$66.00     |
| Cranesbill Geranium     | Geranium maculatum           | 'Boom Chocolatta' | 22.00    | \$194.70   | \$194.70    |
| Coralbells              | Heuchera                     | 'Electric Lime'   | 16.00    | \$160.00   | \$160.00    |
| Bradbury's Monarda      | Monarda bradburiana          |                   | 16.00    | \$64.00    | \$64.00     |
| Beardtongue             | Penstemon digitalis          | 'Pocahontas'      | 16.00    | \$32.00    | \$32.00     |
| Jacob's Ladder          | Polemonium reptans           |                   | 22.00    | \$88.00    | \$88.00     |
| Christmas Fern          | Polystichum acrostichoides   |                   | 16.00    | \$135.20   | \$135.20    |
| Black-Eyed Susan        | Rudbeckia hirta              |                   | 11.00    | \$57.75    | \$57.75     |
| Clustered Mountain Mint | Pycnanthemum muticum         |                   | 5.00     | \$7.15     | \$7.15      |
| Autumn Moor Grass       | Sesleria autumnalis          |                   | 250.00   | \$450.00   | \$291.60    |
| Zig Zag Goldenrod       | Solidago flexicaulis         |                   | 9.00     | \$36.00    | \$36.00     |
| New England Aster       | Symphyotrichum novae-angliae | 'Purple Dome'     | 6.00     | \$31.50    | \$31.50     |

-continued-

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| Category     | Paid              | Updated Totals    | Difference        |
|--------------|-------------------|-------------------|-------------------|
| Plants       | \$1,949.30        | \$1,731.40        | (\$217.90)        |
| Shipping     | \$240.13          | \$275.98          | \$35.85           |
| Soil Builder | \$0               | \$17.00           | \$17.00           |
| Markup       | \$584.79          | \$607.31          | \$22.52           |
| Jenny Fee    | \$0               | \$2,500.00        | \$2,500.00        |
| Tax          | \$177.39          | \$359.22          | \$181.83          |
| <b>TOTAL</b> | <b>\$2,951.61</b> | <b>\$5,490.91</b> | <b>\$2,539.30</b> |

**TOTAL DUE: 2,539.30 - \$200 initial deposit = 2,339.30**

**PAID IN FULL. BALANCE DUE: \$0**

*Accepted forms of payment include check made out to Jenny Gardens, cash,  
Zelle, Venmo (@jennygardens), Paypal*

*Thank you for your business and your trust!*



## Memo

**TO:** Mayor and Council members

**FROM:** Kelly Rivera, Administrative Specialist

**DATE:** June 26, 2025

**RE:** Resolution Accepting 1st Amendment to Overland Flowage and Private Storm Sewer Easement for Shadow Creek Plat 4, Lot 60 - 3558 NW 177th Street

### SYNOPSIS:

The owners of 3558 NW 177th Street have requested approval to install a fence within the Overland Flowage and Private Storm Sewer Easement on the subject property. Staff have reviewed the request and determined that the fence should not have a negative impact on said easement.

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

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

### Attachments:

1. Resolution Accepting 1st Amendment to Overland Flowage and Private Storm Sewer Easement for Shadow Creek Plat 4, Lot 60



RESOLUTION NO. \_\_\_\_\_

RESOLUTION ACCEPTING  
FIRST AMENDMENT TO OVERLAND FLOWAGE AND  
PRIVATE STORM SEWER EASEMENT FOR  
LOT 60 IN SHADOW CREEK PLAT 4  
3558 NW 177TH ST

WHEREAS, the owners of Lot 60 in Shadow Creek Plat 4 in the City of Clive, Iowa (the “Property”) have submitted to the City of Clive a First Amendment to Overland Flowage and Private Storm Sewer 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 Overland Flowage and Private Storm Sewer Easement.

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

That the First Amendment to Overland Flowage and Private Storm Sewer Easement (“First Amendment”) regarding Lot 60, Shadow Creek Plat 4, 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 June 2025.

By:

\_\_\_\_\_  
John Edwards, Mayor

ATTEST:

\_\_\_\_\_  
Matthew D. Graham, City Clerk

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

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**FIRST AMENDMENT TO OVERLAND FLOWAGE AND  
PRIVATE STORM SEWER EASEMENT**

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

WHEREAS, Property Owners own that property legally described as:

Lot 60 of Shadow Creek Plat 4 (3558 NW 177<sup>th</sup> ST), an Official Plat, now included in and forming a part of the City of Clive, Dallas County, Iowa ("Property").

WHEREAS, Clive Lots, LLC, an Iowa corporation, a predecessor in title to the Property Owners, granted that certain Overland Flowage and Private Storm Sewer Easement, dated November 5, 2018 recorded on November 14, 2018, in Book 2018, Page 21437, 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.

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

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

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

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

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

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

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

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

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

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

Signed this 18<sup>th</sup> day of June 2025.

PROPERTY OWNERS

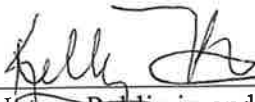
  
Tyler Waltz

  
Erinn Waltz

STATE OF IOWA     )  
                                      ) SS  
COUNTY OF POLK    )

On this 18<sup>th</sup> day of June 2025, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared Tyler Waltz 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.



  
\_\_\_\_\_  
Notary Public in and for the  
State of Iowa

STATE OF IOWA     )  
                                      ) SS  
COUNTY OF POLK    )

On this 18<sup>th</sup> day of June 2025, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared Erinn Waltz 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.



  
\_\_\_\_\_  
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 June 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 26<sup>th</sup> day of June, 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 \_\_\_\_\_



## Memo

**TO:** Mayor and Council members

**FROM:** Kelly Rivera, Administrative Specialist

**DATE:** June 26, 2025

**RE:** Resolution Accepting 1st Amendment to Public Storm Sewer Line Easement for Shadow Creek Plat 4, Lot 60 - 3558 NW 177th Street

### SYNOPSIS:

The owners of 3558 NW 177th Street have requested approval to install a fence within the Public Storm Sewer Line Easement on the subject property. The project has been reviewed by City staff which have determined that the installation will not affect the City's ability to maintain the public storm sewer line within the easement.

The property owners have executed a First Amendment to Public Storm Sewer Line Easement and staff recommend 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](mailto:krivera@cityofclive.com) or at (515) 223-6221 if you have any questions or concerns.

### Attachments:

1. Resolution Accepting 1st Amendment to Public Storm Sewer Line Easement for Shadow Creek Plat 4, Lot 60 - 3558 NW 177th S

RESOLUTION NO. \_\_\_\_\_

RESOLUTION ACCEPTING  
FIRST AMENDMENT TO PUBLIC STORM SEWER LINE EASEMENT FOR  
LOT 60 IN SHADOW CREEK PLAT 4  
3558 NW 177TH ST

WHEREAS, the owners of Lot 60 in Shadow Creek Plat 4 in the City of Clive, Iowa (the "Property") have submitted to the City of Clive a First Amendment to Public Storm Sewer Line Easement to permit the installation of a fence within the easement area on the Property; and

WHEREAS, City desires to accept the First Amendment to Public Storm Sewer Line Easement.

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

That the First Amendment to Public Storm Sewer Line Easement ("First Amendment") regarding Lot 60, Shadow Creek Plat 4, 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 June 2025.

By:

\_\_\_\_\_  
John Edwards, Mayor

ATTEST:

\_\_\_\_\_  
Matthew D. Graham, City Clerk

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

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### **FIRST AMENDMENT TO PUBLIC STORM SEWER LINE EASEMENT**

This First Amendment to Public Storm Sewer Line Easement (“First Amendment”) is entered into by and between Tyler Waltz and Erinn Waltz (“Property Owners”) and the City of Clive, Iowa, a municipal corporation (hereinafter called “City”).

WHEREAS, Property Owners own that property legally described as:

Lot 60 of Shadow Creek Plat 4 (3558 NW 177<sup>th</sup> ST), an Official Plat, now included in and forming a part of the City of Clive, Dallas County, Iowa (“Property”).

WHEREAS, Clive Lots, LLC, an Iowa corporation, a predecessor in title to the Property Owners, granted that certain Public Storm Sewer Line Easement, dated November 5, 2018 recorded on November 14, 2018, in Book 2018, Page 21434, 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.

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

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

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



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

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

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

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

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

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

Signed this 18<sup>th</sup> day of June 2025.

PROPERTY OWNERS

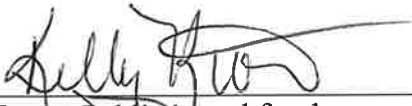
  
Tyler Waltz

  
Erinn Waltz

STATE OF IOWA     )  
                                      ) SS  
COUNTY OF POLK    )

On this 18<sup>th</sup> day of June 2025, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared Tyler Waltz 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.



  
\_\_\_\_\_  
Notary Public in and for the  
State of Iowa

STATE OF IOWA     )  
                                      ) SS  
COUNTY OF POLK    )

On this 18<sup>th</sup> day of June 2025, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared Erinn Waltz 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.



  
\_\_\_\_\_  
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 June 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 26<sup>th</sup> day of June 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 \_\_\_\_\_



## Memo

**TO:** Mayor and Council members

**FROM:** Mela Nisic, Human Resources Specialist

**DATE:** June 26, 2025

**RE:** Resolution Approving Amended Job Descriptions For Full-Time Positions

### **SYNOPSIS:**

Resolution to approve the updated job descriptions for the Fire EMT (Full-Time), Fire Driver Operator (Supplemental Pay), and Police Officer job descriptions along with the associated appendix for the Police Detective position with the City of Clive.

### **Attachments:**

1. Resolution Approving Amended Job Description June 26 2025
2. Fire EMT FT
3. Fire Driver Operator Supplemental Pay
4. Police Officer
5. Police Detective Appendix

RESOLUTION NO. \_\_\_\_\_

RESOLUTION APPROVING AMENDED JOB DESCRIPTIONS FOR VARIOUS FULL-TIME POSITIONS

WHEREAS, as an ongoing personnel matter, the City of Clive is desirous of approving the Fire EMT (Full-Time), Fire Operator/Driver (Supplemental Pay), and Police Officer job descriptions along with the associated appendix for the Police Detective position with the City of Clive.

WHEREAS, the City has prepared job descriptions for the Fire EMT (Full-Time), Fire Operator/Driver (Supplemental Pay), and Police Officer job descriptions, along with the associated appendix for the Police Detective position with the City of Clive. WHEREAS, after reviewing such job descriptions, the City Council desires to approve such job descriptions.

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

That the amended and new job descriptions for the Fire EMT Full-Time, Fire Operator/Driver (Supplemental Pay), and Police Officer, along with the associated appendix for the Police Detective presented to the City Council on this date are hereby approved by the City Council.

PASSED AND APPROVED this 26th day of June 2025.

\_\_\_\_\_  
John Edwards, Mayor

ATTEST:

\_\_\_\_\_  
Matthew Graham, City Clerk

**POSITION**

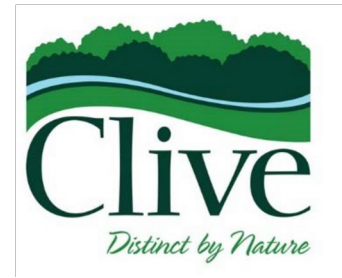
EMT-Basic – Full Time

**FLSA CLASSIFICATION**

Non-Exempt

**FACILITY AND WORK AREA**

Clive Fire Department Response District and Clive Fire Station

**JOB SUMMARY**

Under the general supervision of the shift Lieutenant/Acting Officer and Chief Officers, provide emergency medical care to sick and injured people; help in rescue situations, protect life and property; help with fire prevention activities (public education, fire inspections, etc.), maintain equipment, and building upkeep.

**JOB FUNCTIONS (order does not indicate importance of function)**Routine Tasks, Responsibilities, Required Knowledge, Skills, and Abilities

- Assure the City and Department's mission, core values, goals, and objectives are initiated, followed, and supported.
- Act with honesty, integrity, trustworthiness, and dependability, always.
- Ability to take initiative
- Respond to emergencies (medical, rescue, alarms, disasters, etc.) within the scope of certification and under guidance of current protocols, SOGs, SOPs, lieutenants, Acting Officer in Charge (AOIC), Medical Director, and Chief Officers.
- Operate, check, and maintain medical and general equipment, apparatus, and facilities.
- Safely operate all emergency response vehicles within department SOGs, SOPs, and any applicable local, state, or federal regulations.
- Complete and properly file the required records and reports for the department in a timely manner as deemed by the Chief Officers (i.e. including but not limited to inspections and medical records and reports).
- Communicate with the use of radio, portable telephone, or other electronic devices and apps.
- Participates in training, drills, demonstrations, and courses in emergency medical care, fire grounds and other emergency techniques and skills to maintain certifications and competencies.
- Participate in quality assurance programs.
- Provide effective and professional communication with the public, personnel, neighboring agencies, dispatch, law enforcement, hospital staff, or anyone that contact is made.
- Ability to solve problems with sound judgment and a systematic approach to making decisions with several abstract and concrete variables using logical and scientific thinking.
- Aptitude for community relations, education, and risk reduction activities to improve community safety and maintain a positive public image of the department (i.e. including but not limited to tours, visits, and public education).
- Understand and adhere to all department SOGs, SOPs, policies, verbal and written directives, and all applicable local, state, and federal laws for operations.

- Create and participate in a team environment by actively supporting efforts to facilitate cooperation, collaboration, and good communication between all department personnel, other departments, and the community.
- Prioritize the safety of yourself, your coworkers, and the public in all operations.
- Participate in precepting, mentoring, and instructing, including but not limited to current personnel, new personnel, students, and those doing ride time.
- Regularly handle confidential information in a sensitive manner and follow all HIPAA regulations and department policies, procedures, and practices regarding patient privacy.
- Ensure assignments and tasks are completed in a timely manner.
- Meet all deadlines, which includes but is not limited to training, classes, payroll, and time off requests.
- Regular and prompt attendance is required.
- Other duties as assigned or apparent.

## **PHYSICAL AND ENVIRONMENTAL CHARACTERISTICS**

### Physical Characteristics of the Job

This position can be classified as heavy work and could require the following but not limited to exertion of fifty (50) to one hundred (100) pounds of force occasionally, and/or twenty-five (25) to fifty (50) pounds of force frequently, and/or ten (10) to twenty (20) pounds of force constantly. However, occasionally the employee may be forced to push, pull, or lift extremely heavy objects such as a human or a motor vehicle. Must be able to climb, balance, stoop, kneel, crawl, reach, stand, walk, and have the ability to read, write, and comprehend the English language.

### Hazards and Working Conditions

The work is performed both inside and outside and can include hazardous work conditions. The list includes but is not limited to the worker being exposed to darkness, poor lighting and bright lights; fumes/odors/chemicals; isolation, moving machinery, noise, visual strain, unprotected heights, wearing a respirator, working on uneven ground, mechanical hazards, biological hazards; medical and bodily injury; traffic, fire, and electrical hazards; and exposure to violent behavior. Also, the work may expose the employee to significant work pace pressure, and irregular hours.

## **EQUIPMENT AND MATERIALS USED**

This includes but not limited to emergency response trucks, attachments, cars, light trucks, air compressor, pumps, saws, grinder, ladder, pick-ax, generator, chains, extension cords, measuring equipment, hazardous chemicals and materials, computer hardware and software, hoses, oils, traffic control equipment, MSDS documentation, City of Clive Code of Ordinances, Code of Iowa, Iowa DNR Rules, Iowa EMS Rules, International Fire Code, NFPA Standards, Federal Register, Personnel Policy Manual, typewriter, calculator, photographic equipment, fax machine, photocopier, telephone, mobile and portable radios.

## **EDUCATION, TRAINING**

### Education Required:

High school diploma, HiSET (formerly known as GED), or high school equivalency diploma

### Training Required

EMT certified through the State of Iowa

### Required Qualifications

- Must be at least 18 years of age
- Must pass the Central Iowa Fire and EMS Testing Consortium physical ability test or equivalent.
- Must pass the Central Iowa Fire and EMS Testing Consortium written test with 70% or higher.
- Pass a physical fitness examination by a medical agency approved by the Clive Fire Department.
- Must meet City of Clive's residency requirement.

The City of Clive retains the authority to change the job duties included in this job description at any time. The list of duties is not exhaustive, and various requirements are subject to possible modification as reasonable accommodation for a qualified individual.



**POSITION**

Driver/Operator – Supplemental Pay

**FLSA CLASSIFICATION**

Non-Exempt

**FACILITY AND WORK AREA**

Clive Fire Department Response Areas

**JOB SUMMARY**

Under the general supervision of the shift Lieutenant/Officer in Charge, the engineer shall perform various tasks associated with operating the fire suppression apparatus for all daily operations. The Driver/Operator shall be assigned as the Engineer of the fire suppression apparatus while on shift unless deemed appropriate by the Lieutenant/Officer in Charge.

**JOB FUNCTIONS****Examples of Essential Job Functions**

- Responds to fire and rescue calls and performs suppression, rescue, and ventilation in compliance with the department's Standard Operating Guides (SOGs) and directives.
- Ensures the primary and reserve apparatus are always operational. This includes all equipment aboard, all mechanical equipment.
- Maintains knowledge of all roads and streets in Clive's response area, including any areas of mutual aid response to include road closures and alternative routes.
- Ensures apparatus are clean, functional, and always maintained. This includes all testing and maintenance testing of all equipment aboard.
- Ensures monthly and/or quarterly maintenance is performed and recorded of all suppression equipment, i.e., extrication equipment, fans, saws, etc.
- Accountable for the safe operation of the apparatus always, and for the personnel on the apparatus.
- Ensures safety and road laws are always obeyed by all staff.
- Ensures proficient operation of all water pumping systems.
- Act as a trainer for all Driver/Operators and Driver/Operators in training to include but not limited to annual Job Performance Requirements (JPR).

## Other Job Functions

### Routine Tasks, Responsibilities, Required Knowledge, Skills, and Abilities

- Assures the City and Department's mission, core values, goals, and objectives are initiated, followed, and supported.
- Always acts with honesty, integrity, trustworthiness, and dependability.
- Demonstrates the ability to take initiative and act proactively.
- Responds to emergencies (medical, fire, rescue, alarms, disasters, etc.) within the scope of certification and under guidance of current protocols, lieutenants, Officer in Charge (OIC), Medical Director, SOGs, Standard Operating Procedures (SOPs), and Chief Officers.
- Operator understands building construction and fire behavior, knowledge of appropriate training standards, and hazardous material response.
- Operates, checks, and maintains fire, medical, and general equipment, apparatus, and facilities.
- Safely operates all emergency response vehicles within department SOGs, SOPs, and any applicable local, state, or federal regulations.
- Completes and properly files the required records and reports for the department in a timely manner as deemed by the Chief Officers (i.e. including but not limited to fire, inspections, medical records and reports).
- Communicates with the use of radio, portable telephone, or other electronic devices and apps.
- Participates in training, drills, demonstrations, and courses in emergency medical care, firefighting and other emergency techniques and skills to maintain certifications and competencies.
- Participates in quality assurance programs.
- Communicates effectively and professionally with the public, team members, neighboring agencies, dispatch, law enforcement, hospital staff, and all other points of contact.
- Demonstrates strong problem-solving skills, using sound judgment and a systematic approach to make decisions based on both abstract and concrete variables through logical and scientific thinking.
- Actively engages in community relations, education, and risk reduction activities to improve community safety and promote a positive public image of the department (i.e. including but not limited to tours, visits, and public education).
- Understands and adheres to all department SOGs, SOPs, policies, verbal and written directives, and all applicable local, state, and federal laws for operations.
- Creates and participates in a team environment by actively supporting efforts to facilitate cooperation, collaboration, and good communication between all department personnel, other departments, and the community.
- Consistently operates with the safety of self, coworkers, and the public as a top priority.
- Participates in precepting, mentoring, and instructing, including but not limited to current personnel, new personnel, students, and those individuals completing ride longs.
- Regularly handles confidential information in a sensitive manner and follow all HIPAA regulations and department policies, procedures, and practices regarding patient privacy.
- Ensures assignments and tasks are completed in a timely manner.

- Meets all deadlines this includes but is not limited to training, classes, payroll, and time off requests.
- Regular and prompt attendance is required.
- Other duties as assigned or apparent.

## **PHYSICAL AND ENVIRONMENTAL CHARACTERISTICS**

### Physical Characteristics of the Job

This position can be classified as heavy work requiring exertion of up to fifty (50) to one hundred (100) pounds of force occasionally, and/or twenty-five (25) to fifty (50) pounds of force frequently, and/or ten (10) to twenty (20) pounds of force constantly. However, occasionally the employee may be forced to push, pull, or lift extremely heavy objects such as a human or a motor vehicle.

### Hazards and Working Conditions

The work is performed both inside and outside and includes seasonal exposure to cold and heat. The worker is also exposed to darkness and poor lighting, fumes/odors, isolation, moving machinery, noise, visual strain, unprotected heights, wearing a respirator, working on uneven ground, mechanical hazards, biological hazards, medical and bodily injury. Also, the work may expose the employee to significant work pace pressure, and irregular hours.

## **EQUIPMENT AND MATERIALS USED**

Emergency response trucks and attachments, car/light truck, air compressor, pumps, saws, grinder, ladder, pick-ax, generator, chains, extension cords, measuring equipment, hazardous chemicals and materials, computer hardware and software, hoses, oils, traffic control equipment, MSDS documentation, City of Clive Code of Ordinances, Code of Iowa, Iowa DNR Rules, Iowa EMS Rules, Uniform Fire Code, NFPA Standards, Federal Register, Personnel Policy Manual, typewriter, calculator, photographic equipment, fax machine, photocopier, telephone, mobile and portable radio.

## **EDUCATION, TRAINING AND EXPERIENCE**

### Training Required

- Valid Iowa Driver's License.
- IFSAC/Pro-Board Driver/Operator certification.
- IFSAC/Pro-Board Fire fighter II certification.
- State of Iowa EMT-Basic and CPR certification.
- Hazmat Operations certification.
- NIMS- 100, 200, 700, 800.

### Experience Required

3 years of full-time experience as a firefighter, including at least 2 years of service with the City of Clive.

### Required Qualifications

- Must be at least 18 years of age
- Shall generally be available for off-hour meetings, phone calls and special assignments
- Must pass the department physical ability test
- Pass a physical fitness examination by a medical agency approved by the Clive Fire Department
- Must meet City of Clive's residency requirements

The City of Clive retains the authority to change the job duties included in this job description at any time. The list of duties is not exhaustive, and various requirements are subject to possible modification as reasonable accommodation for a qualified individual.

**POSITION**

Police Officer

**FSLA CLASSIFICATION**

Non-Exempt

**FACILITY AND WORK AREA**

City of Clive Police Department plus other sites and locations generally within the City of Clive.

**JOB SUMMARY**

Under general supervision of a police sergeant, serves the citizens of Clive by providing protection for life, property and the civil and constitutional rights of citizens, by actively participating in enforcement of laws and crime prevention activities. Patrols assigned areas to enforce local, county, state and federal criminal, motor vehicle and related laws, ordinances and codes. Provides visible deterrent to criminals while concurrently providing security to citizens.

**JOB FUNCTIONS**Examples of Essential Job Functions

- Patrol, using a squad car, Utility Task Vehicle (UTV), bicycle or on foot, the entire community to identify violations of the law, and to be a visible deterrent to crime.
- Provides assistance to the public as needed; responds to all complaints and appears on the scene of crimes, emergencies, disturbances or criminal acts.
- Assists other officers, provides back-up when requested and cooperates with other law enforcement agencies and City departments.
- Operates speed detection equipment; enforces traffic and criminal laws; arrests violators of the law for violation of local ordinances or state statutes using standard operating procedures and policies.
- Mandatory reporter for suspected child abuse situations.
- Prepares incident reports, arrest reports, accident reports and daily logs pertaining to that day's activities; familiarizes self with the activities of the previous shift by reading daily logs, incident reports, arrest records, etc.
- Conducts building security checks on required residences; conducts door and security checks on area businesses, City buildings, parks and playgrounds.
- Notifies necessary personnel of situations needing attention within the city.
- Monitors inclement weather conditions.
- Conducts bar checks to ensure compliance and to deter intoxication, disturbances and liquor law violations.
- Responds to citizen concerns and inquiries; addresses inquiry or refers citizens in need of assistance to appropriate persons or agencies.
- As approved, attends workshops and seminars to update knowledge and skills.
- Appears in response to subpoenas at hearings or in court to supply evidence and give testimony.
- Performs public relations activities by giving presentations to community organizations, civic groups and at schools as requested and directed.
- Maintains familiarity with the City of Clive; often performs assigned patrols on foot to increase visibility and to promote a positive image of the department.

- Keeps the police sergeant on duty informed of departmental operations and developments that he/she will need to know to effectively coordinate the management of the Police Department.
- Inspects firearms and other weapons to ensure they are clean and operational; inspects first aid equipment and supplies to ensure that they are ready and available.
- Investigates accidents and crime scenes including interviewing victims, talking to witnesses, completing field reports, fingerprinting and photographing.
- Remains observant for problems relating to public property; notes damage to public property and reports problems to the proper department, or briefs officer following on the next shift.
- Mediates and/or counsels persons in situations where persons are in dispute or disagreement.
- Interviews witnesses and suspects.
- Locates stray or abandoned animals for transport by Polk County Animal Control to the designated shelter.
- Performs many duties involving confidential data.
- Maintains radio contact with dispatcher.
- Provides first aid and requests additional assistance to provide medical attention.
- Investigates death scenes and notifies medical examiner as necessary.
- Processes persons arrested through the booking facility. As required by law, photographs, fingerprints and prepares arrest bulletin and identification file on each detainee. Logs telephone calls. Determines detainees' threat level and medical needs.
- Monitors condition of equipment and patrol car; keeps all items in proper working condition; reports needed repairs to the duty police sergeant or ranking officer on duty.
- Inspects, cleans and maintains weapons in proper working condition.
- Regular attendance is essential for this position.

#### Other Job Functions

- Provides police support for school functions, public gatherings, funerals, etc.
- Assists other city departments as necessary.
- Other duties as apparent or assigned.

### **PHYSICAL AND ENVIROMENTAL CHARACTERISTICS**

#### Required Physical Activities

Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, running, pushing, pulling, lifting, finger dexterity, grasping, hearing, talking.

#### Physical Characteristics of the Job

This position can be classified as heavy work requiring exertion of up to fifty (50) to one hundred (100) pounds of force occasionally, and/or twenty-five (25) to fifty (50) pounds of force frequently, and/or ten (10) to twenty (20) pounds of force constantly. However, occasionally the employee may be forced to push, pull or lift extremely heavy objects such as a human or a motor vehicle.

#### Environmental Conditions

The work is performed both inside and outside including seasonal exposure to cold and heat. The worker is also exposed to darkness or poor lighting, dirt/dust, isolation, noise, visual strain, wetness/humidity, traffic hazards, firearms and bodily injury. Also, the work may expose the employee to dangerous and/or stressful situations and circumstances, unpleasant social situations, significant work-pace pressure and irregular work hours.

### Vision Requirements

The minimum for those whose work is involved primarily with extensive reading, preparing, analyzing text and/or data, and the use of a computer terminal. The candidate must have uncorrected vision of not less than 20/100 in both eyes, corrected to 20/20, and color vision consistent with the Occupational demands of law enforcement.

### Hearing Requirements

Have normal hearing in each ear (hearing aids are acceptable if a candidate can demonstrate sufficient hearing proficiency to perform all necessary duties of a law enforcement officer).

### Equipment and Materials Used

Firearms, ASP baton, handcuffs, mobile and portable radio, telephone, body camera, police vehicle and attachments, computer hardware and software, speed measurement equipment, first aid equipment, City of Clive Code of Ordinances, Code of Iowa, Federal Register, calculator, FAX machine, pepper spray, TASER, DataMaster, Preliminary Breath Test (PBT).

## **EMPLOYMENT STANDARDS**

### Required Knowledge, Skills and Abilities

- Ability to use scientific or logical thinking to solve problems with several abstract and concrete variables.
- Ability to perform arithmetic, algebraic and geometric calculations.
- Ability to interview persons in order to obtain information; ability to guide people and to provide basic information.
- Ability to write clear, concise, grammatically correct reports; ability to use a mobile radio and telephone.
- Ability to compose original correspondence; some knowledge of legal terminology.
- Ability to have a substantial amount of contact with people.
- Ability to work independently with little guidance.
- Ability to address issues and to maintain the confidentiality of information.
- Ability to establish and maintain effective working relationships with co-workers and the public; ability to handle a wide array of social situations.
- Considerable knowledge of municipal, state and federal law; especially motor vehicle traffic laws, City ordinances and State codes.
- Ability to effectively work with the Chief of Police, Captain, Lieutenant, police sergeants, fellow officers, police office staff and the public at large on the telephone and in person; ability to work amicably as a team to accomplish individual and group assignments and goals.
- Ability to learn the use and care of small firearms.
- Ability to safely and effectively drive an automobile.
- Ability to recall names, faces and details of specific incidents.
- Ability to perform all job duties safely and in accordance with applicable rules, guidelines, policies and training.

### Education, Training and Experience

Education Required: High school diploma, HiSET (formerly known as GED), or high school equivalency diploma

Education Preferred: Associate's degree (or equivalent) majoring in criminal justice

Training Required: Certification from the Iowa Law Enforcement Academy within one year from initial date of employment

Required Special Qualifications

- Candidates must be 21 years of age by the time they go to the Iowa Law Enforcement Academy (ILEA).
- Shall possess and maintain a valid State of Iowa driver's license and have a good driving record for the past three years.
- Shall possess and maintain a professional permit to carry a weapon as issued by the State of Iowa; shall obtain Firearms Competence Certification. Shall qualify annually with handgun and shotgun.
- Shall obtain and maintain American Heart Association CPR and basic first aid or first responder certifications.
- Shall establish residency within a thirty-mile radius of City Hall, 1900 NW 114 Street, Clive, IA within the first six (6) months of employment.
- Shall generally be available for off-hour emergencies and/or work assignments.
- Within the first year of employment the employee shall successfully complete certification process as an Iowa Law Enforcement Officer. Attendance at ILEA requires on-site residency Mon-Fri. Officers will be excused from the end of the training day on Fridays, due back before start of first class on Monday's during the training program.
- Shall be certified as eligible on the Civil Service hiring list for police officers.
- Must meet or exceed the minimum physical fitness standards for Iowa law enforcement officers as established by the Iowa Law Enforcement Academy.
- Must pass the Municipal Fire and Police Retirement Systems medical protocol.
- Upon hire, or completion of ILEA Basic for a non-pre-certified police officer, shall successfully complete a Field Training Program.

The City of Clive retains the authority to change the job duties included in this job description at any time. The list of duties is not exhaustive and various requirements are subject to possible modification as a reasonable accommodation for a qualified individual.



**APPENDIX TO:** Police Officer

**ASSIGNMENT:** Detective – Criminal Investigations

**REPORTS TO:** Investigations Lieutenant



Additional Essential Job Functions

- Respond, as required, to in-progress calls requiring immediate law enforcement assistance.
- Initiates and follows-up on criminal and special investigations, including domestic violence, burglaries, thefts, Financial Crimes, Cyber Crimes, kidnappings, robberies, assaults, homicides and the enforcement of City, County, and State laws.
- Prepares case documentation for filing with the County Attorney's Office and presents case evidence in Court as required.
- Receives calls from and assists other law enforcement agencies in emergencies or with requests for assistance with investigations.
- Coordinates with supervisor on progress and problems concerning assigned cases.
- Coordinates crime scene investigations.
- Maintains records on investigative assignments.
- May perform duties in other areas of the Police Department, when called upon to do so.
- Assists other Detectives with follow-up investigations and is actively involved in the routine gathering of evidence, questioning of witnesses, and apprehension of suspects.
- Assists rotational Detectives in preparing case reports for trial and preparing for appearances in court to present evidence testimony.
- Maintains, facilitates and actively participates in the achievement of the Clive Police Department Mission, Goals and Values.
- Provides information and guidance to the public/victims regarding case status and processes.
- May review reports submitted by officers and/or other Detectives to ensure completeness.
- Maintain certifications that are vital to performance of the assignment.

Other Job Duties

- Draw logical conclusions from information and make proper recommendations.
- Gather, assemble, analyze, and evaluate facts and evidence
- Interpret and apply laws and regulations.
- Train and mentor rotational Detectives in the full range of investigative procedures.
- Analyze situations quickly, accurately, and take effective courses of action.
- Demonstrate keen powers of observation and memory.
- Meet established standards of physical endurance, agility, and vision.
- Establish and maintain cooperative relationships with those contacted during work.
- Practically apply the philosophy of Community Policing, toward achieving the organizational mission statement.



## Memo

**TO:** Mayor and Council members

**FROM:** Elizabeth Hansen, Director of Administrative Services

**DATE:** June 26, 2025

**RE:** Resolution Amending Employee Handbook - Effective 07/01/2025

### SYNOPSIS:

It is a strategic goal of the City to review the Employee Handbook on an annual basis. This year, the Human Resources team is proposing many changes, as you will see in the attached Employee Handbook Updates Memo, which coordinates with a Redlined version and a Cleaned version of the Employee Handbook.

These drafted documents were shared and discussed with the Executive Team in April and May, with the Council Personnel Committee on June 17, and the Employee Benefits Committee on June 19. Furthermore, the City Attorney, Mary Funk, reviewed the proposed changes and included a couple of minor changes as well.

The Council Personnel Committee recommends approval.

### Attachments:

1. Resolution Approving - Employee Handbook - 2025
2. Employee Handbook Updates Memo
3. Employee Handbook 2025 -Redlned
4. Employee Handbook 2025 - Clean

RESOLUTION NO. \_\_\_\_\_

**RESOLUTION APPROVING REVISIONS TO THE  
CITY OF CLIVE EMPLOYEE HANDBOOK 2025**

WHEREAS, the Clive City Council has considered and adopted the City of Clive Employee Handbook; and

WHEREAS, the city manager has presented to the city council recommended revisions with respect to the Employee Handbook, a copy of which is attached hereto and by this reference incorporated herein; and

WHEREAS, the city council desires to modify the 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 for the attachment are hereby approved for use in the City of Clive from and after July 1, 2025; and the City Manager is hereby authorized and directed to make said changes to the City of Clive Employee Handbook to be effective from and after July 1, 2025.

PASSED AND APPROVED this 26th day of June 2025.

By \_\_\_\_\_  
John Edwards, Mayor

ATTEST:

\_\_\_\_\_  
Matthew D. Graham, City Clerk

## MEMO

**To:** City Manager, Assistant City Manager, Department Directors

**From:** Elizabeth Hansen, Director of Administrative Services

**Date:** June 20, 2025

**Re:** Employee Handbook Updates

It is not only a requirement of the Administrative Services Human Resources Division to update the Employee Handbook due to labor laws and regulations that change frequently, but it is also important as the city evolves, so do our policies.

Over the past year or so, the Human Resources team has noted many handbook sections that need clarification to better serve our employees, to ensure that all employees have access to the latest information. A well-maintained handbook helps set expectations, reduce misunderstandings, and improve communication between management and staff. We also had new issues emerging throughout the year that needed to be incorporated into the handbook to address current workplace realities.

An outdated handbook can lead to legal risks if employees are misinformed or if the city does not follow its policies. Regular updates help minimize the risk of disputes related to policy enforcement or interpretation.

When the handbook is updated, Human Resources will review the changes with the employees at a city-wide training session to be held in July. These training sessions will help foster a sense of fairness and attention to the employees' needs because it shows that we value our workforce and are invested in maintaining a positive work environment.

The proposed amendments as you follow the redlined handbook version, by section are as follows:

| Page(s) | Front Page        | Spacing, resolution, and date updates                                                                                                    |
|---------|-------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| 2-5     | Table of Contents | Reworded a couple of titles<br><br>Removed sections 2.9 and 6.9 due to duplications<br><br>Merging sections 7.1 and 7.2, renumbering all |
| 10-15   | Definitions       | Spacing throughout                                                                                                                       |

|       |                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-------|-----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|       |                                               | <p>Moved the Employee Definition from the middle of this section to where it should be alphabetically.</p> <p>Added definitions:<br/> Regular Part-time Employees: An employee who is appointed to a permanent position, with no specified end date, and regularly works fewer than 30 hours per week.</p> <ul style="list-style-type: none"> <li>• “Regular” refers to the nature of the appointment, not the number of hours. It means the position is ongoing, not temporary or seasonal.</li> <li>• "Part-time" means the employee works less than full-time, but on a regular and scheduled basis.</li> <li>• Eligibility for benefits varies depending on the number of hours worked. See Benefit-Eligible Part-Time Employee.</li> </ul> <p>Benefit-Eligible Part-Time Employee: A benefit-qualifying part-time employee works a consistent schedule, typically 20 or more hours per week, and meets the minimum hour requirements set by the employer or law to receive some or all employment benefits, often on a prorated basis.</p> <p>Non-emergency Employee Management Personnel</p> |
| 15-16 | Equal Employment and Hostile Work Environment | <p>Added “pregnant workers” per the Pregnant Workers Fairness Act (PWFA) to protected classes.</p> <p>Removed Affirmative Action, per City Attorney</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 20    | 1.12 Payroll                                  | Spelling error                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 21    | 1.15 Work Schedule                            | Administration from 8:00 a.m. to 5:00 p.m. changed to 8:00 a.m. to 4:30 p.m., as is the Community Development and Parks/Recreation Departments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 22-23 | 1.17 Call-In Pay                              | Spacing and indenting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 23    | 1.18 Compensatory Time                        | Rewrote for clarity - last sentence of first paragraph to read “At the employee’s anniversary date, forty hours of combined                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

|       |                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-------|----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|       |                                        | <p>compensatory and vacation time may be rolled over.</p> <p>The second paragraph should not include holidays, but read “At the Fire Lieutenant’s anniversary date, 120 hours of combined compensatory and vacation time may be rolled over.”</p> <p>To match the union contract, add “At the Police Sergeant’s anniversary date, 60 hours of compensatory time may be rolled over.</p>                                                                                                                                                                                                                                                                            |
| 23    | 1.19 Call-in Pay for Booking Personnel | Replace Jail Matrons or Jail Monitors with Booking Personnel                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 24-25 | 2.1 Holidays                           | Clarified that four floating holidays, “equating to 32 hours,”...                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 26-27 | 2.2 Vacation Leave                     | <p>Update the Chart (and section) to have Days and Hours of Annual Leave.</p> <p>Clarifying “Non-union employees may be allowed to carry over...”</p> <p>To match the union contract, add a paragraph right after: “At the Fire Lieutenant’s anniversary date, 120 hours of combined compensatory and vacation time may be rolled over.”</p>                                                                                                                                                                                                                                                                                                                       |
| 27-30 | 2.4 Sick Leave                         | <p>Clarifying by rewriting the last sentence of the first paragraph. Should read “Benefit-qualifying part-time employees, not including 12-24 hour shift employees, so long as the leave is during their regular scheduled workday, shall be granted sick leave and shall accrue sick leave according to the guidelines detailed in section 3.18.”</p> <p>Removed a sentence that did not make sense and had no context.</p> <p>Staff referenced a form needed to request the transfer of sick leave.</p> <p>For consistency with our wellness program, staff added a sentence to the last paragraph: “For non-union employees, sick leave will be allowed for</p> |

|       |                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-------|-----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|       |                                   | <p>scheduled appointments to attend wellness coaching sessions.”</p> <p><b>Family Sick Leave</b><br/> Clarified that the benefit is for benefit-qualifying part-time employees and allowed so long as the leave is during their regular scheduled workday. Also, the number of sick days used for family illness is per episode.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 30-31 | 2.6 Bereavement and Funeral Leave | <p>Recommend that benefit-qualifying part-time employees get bereavement leave, so long as the leave is during their regular scheduled workday.</p> <p>Added hours to equate to the days and to be taken in 4-hour increments rather than 8.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 31    | 2.7 Jury Leave                    | <p>Updated the section to include that benefit-qualifying part-time employees selected for jury duty shall receive a paid leave of absence for the active time spent on such duty, so long as the leave is during their regular scheduled workday.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 31-33 | 2.8 Leave of Absence              | <p>Rewrote the Leave of Absence policy to be consistent with metro cities:</p> <p>Summary:</p> <ol style="list-style-type: none"> <li>1. Regular full-time and benefit-qualifying part-time employees</li> <li>2. After completing their probationary period.</li> <li>3. Up to 90 days from employment, upon written request to the department director and subsequent approval of the City Manager</li> <li>4. The requesting employee shall state the reasons why, in their opinion, the request should be granted, the date when he/she desire the leave to begin, and the probable date of return.</li> <li>5. The request shall be submitted no later than ten (10) business days prior to the date of the anticipated absence, whenever possible.</li> <li>6. May approve or reject such request based on the operating requirements of the department,</li> </ol> |

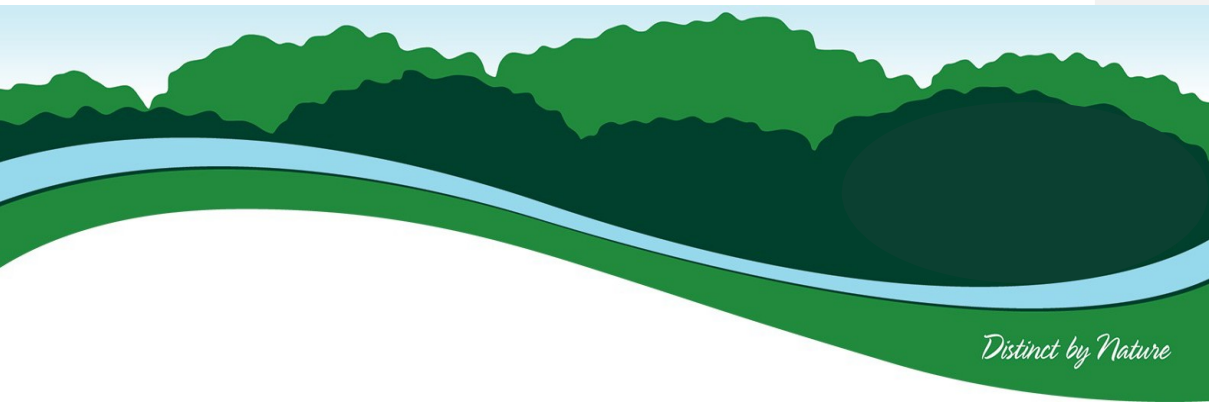
|       |                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-------|-----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|       |                                         | <p>taking into consideration the division's work units, workload, availability of temporary substitute employees, the performance and attendance record of the individual, and the reason for the request.</p> <p>7. Except for FMLA granted leave, benefits, including vacation leave, sick leave, holidays, or other forms of indirect compensation, will not accrue. The employee may continue to be covered by group medical, dental, vision, and life insurance, but will be responsible for paying one hundred percent (100%) of the premium costs.</p> <p>8. During an unpaid leave:</p> <ul style="list-style-type: none"> <li>• Does not earn vacation or sick leave.</li> <li>• Does not collect sick leave benefits in the event they become ill.</li> <li>• Does not contribute to retirement programs.</li> <li>• Must reimburse the City for all group hospital and medical insurance premiums paid while on leave (except for FMLA granted leave), if coverage is desired to be continuous.</li> <li>• Must reimburse the City for all coverage under group life and disability insurance, except for MFPRSI-covered employees, if coverage is desired to be continuous.</li> </ul> |
| 32-33 | 2.9 Family AND Medical Leave of Absence | <p>This section was a duplicate, and it was advised to be removed.</p> <p>The section is renumbered.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 33    | 2.10 Lactation Accommodation Policy     | <p>Removed the legal reference to simply state what the City shall do to accommodate, per legal counsel.</p> <p>Renumbers section.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 35-37 | 2.12 Major Life Event Leave             | Spacing                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |



|       |                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-------|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|       |                                     | Changed the error of Major Life Event Leave taken under this section will run <del>concurrently</del> consecutively to bereavement leave.                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 38-39 | 3.5 Long-Term Disability            | Last paragraph, change error or section 9.16 to 3.1.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 39    | 3.6 Wellness                        | As stated in the sick leave sections, to capture the wellness benefit in both places, staff added a paragraph for non-union employees, sick leave will be allowed for scheduled appointments to attend wellness coaching sessions.<br><br>Remove Hepatitis B from this section. See proposed 6.14 below                                                                                                                                                                                                                                                                   |
| 40    | 3.8 Foreign Language Cash Incentive | Add "Full-time and benefit-qualifying employees, replacing staff.<br><br>Change the to "their" and spacing.<br><br>Added a sentence that if an employee fluently speaks more than one language other than English, a request form will need to be completed for each one.                                                                                                                                                                                                                                                                                                 |
| 44    | 3.13 Reimbursement of CDL Fees      | Add "Full-time" in front of employees.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 44    | 3.14 State Retirement Systems       | Spacing at the bottom of the section.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 45-46 | 3.16 Retiree Health Insurance       | Added a sentence to the end of the paragraph stating the spouse is not eligible if eligible for Medicare.<br><br>Added language to the final paragraph duplicated from the retiree enrollment guide that "After the retiree reaches Medicare eligibility age, any dependent or spouse covered under the City employee health plan may continue his or her coverage under COBRA for up to three additional years (36 months), or until the dependent becomes Medicare eligible, whichever comes first. The retiree is responsible for all expenses related to the policy." |
| 46-50 | 3.18 Part-time Employee Benefits    | Reformatted the entire section because it had benefits for all part-time employees intermingled with benefit-qualifying part-time employees, and then more sections for all part-time employees again.                                                                                                                                                                                                                                                                                                                                                                    |
|       | All Part-time Employees             | A.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

|       |                                        |                                                                                                                                                                                                                                                      |
|-------|----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|       | Service Credit                         | A.1.                                                                                                                                                                                                                                                 |
|       | Retention Incentive Program            | A.2.<br>Change Table Column 2 to Read One-Time Award<br><br>Section missing intended language that the award should have been 50% of the full-time award.                                                                                            |
|       | IPERS Retirement                       | A. 3.                                                                                                                                                                                                                                                |
|       | Benefit-Qualifying Part-time Employees | B.                                                                                                                                                                                                                                                   |
|       | Vacation Leave                         | B.1.<br>Remove the 6 months & Probation Release row. This is not accurate or practiced.                                                                                                                                                              |
|       | Sick Leave                             | B.2.<br>First bullet, remove the word hiring. We do not provide the benefit upon hire.<br><br>Third bullet, remove regular (part-time) and replace with benefit-qualifying                                                                           |
|       | City Holidays                          | B.3.<br>Spacing                                                                                                                                                                                                                                      |
|       | Floating Holidays                      | B.4.<br>Add the word part-time behind the benefit-qualifying<br><br>Spacing                                                                                                                                                                          |
|       | Unpaid Leave                           | Move to A.4. for all part-time employees                                                                                                                                                                                                             |
|       | Overtime                               | Move to A.5. for all part-time employees                                                                                                                                                                                                             |
|       | Deferred Comp                          | Move to B.5. for Benefit-qualifying part-time employees                                                                                                                                                                                              |
|       | Jury Duty                              | Move to B.6. for Benefit-qualifying part-time employees                                                                                                                                                                                              |
|       | Transition to Full-time Employment     | Move to B.7. for Benefit-qualifying part-time employees                                                                                                                                                                                              |
|       | Part-time 12-24 Hour Shift Workers     | C.                                                                                                                                                                                                                                                   |
|       | Health Ins Participation               | C.1.                                                                                                                                                                                                                                                 |
|       | Deferred Comp                          | C.2.                                                                                                                                                                                                                                                 |
|       | Seasonal/Intern                        | D.                                                                                                                                                                                                                                                   |
| 50-52 | 4.1 Recruitment & Hiring Process       | This section now includes a Veterans Preference reference. Staff separated the internal job postings from the external postings since the process was different for each. Staff made edits to each section to coordinate with our current practices. |
| 51    | 4.2 Selection                          | Remove Manager (from HR)                                                                                                                                                                                                                             |
| 53    | 4.8 Citizenship and Residence          | Renumber the section.                                                                                                                                                                                                                                |

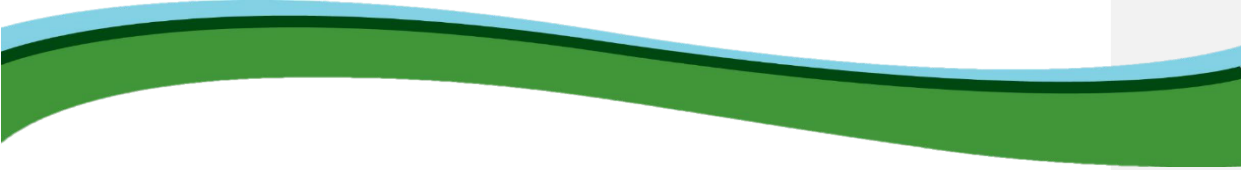
|       |                                                             |                                                                                                                                                                     |
|-------|-------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|       |                                                             | Residency Requirements. Remove the Fire Chief and Police Chief from the first paragraph.                                                                            |
| 54    | 4.11 Changes of Name, Address, Marital or Family Status     | Space added in the title<br><br>HR (rather than HR Manager) and Finance must be advised by the employee of any change in personal information to ensure up to date. |
| 57-58 | 4.16 Promotion/Transfer                                     | Remove the first sentence since we do not post in each department, and applications are filed electronically.                                                       |
| 58    | 4.17 Re-Employment                                          | Added "with the City"                                                                                                                                               |
| 59    | 4.21 Records                                                | HR Department rather than HR Manager                                                                                                                                |
| 60    | 4.23 Meal Breaks And Rest Periods                           | Increased the per diem meal reimbursement from \$8.00 to \$15.00.                                                                                                   |
| 61-67 | 4.27 Electronic Communication                               | Format throughout (A – I)                                                                                                                                           |
|       | H. Social Media                                             | Second bullet, spacing<br><br>Last paragraph in the section, spacing                                                                                                |
|       | I. Compliance                                               | Move to new section C. due to a duplicate.                                                                                                                          |
| 67    | 4.28 Genetic Information Nondiscrimination Act              | Formatting                                                                                                                                                          |
| 68-77 | 4.29 Alternative Work Agreements (AWA)                      | 67-Reworked remote work to include 2 other alternative work schedules.                                                                                              |
| 78-79 | 6.3 Workers' Compensation: Occupational Exposure and Injury | Moved 6.4 to 6.3. Renamed the title. HR Department rather than HR Manager. Referred to the name of the actual Work Comp form and procedures in 6.4.                 |
| 79    | 6.4 Workers' Compensation Procedure                         | Separated the Work Comp Injury in 6.3 from the Procedures in 6.4.                                                                                                   |
| 79-82 | 6.5 Transitional Duty                                       | Reformatted.                                                                                                                                                        |
| 84    | 6.10 Smokefree Air                                          | Grammatical                                                                                                                                                         |
| 87    | 6.14 Hepatitis B                                            | Moved from Wellness section to own section here.                                                                                                                    |
| 95    | 8.5 Press Releases                                          | Updated the section to refer to the Communications Specialist and referred to the Communications Policy and Toolkit.                                                |
| 95-96 | 8.6 Use of City Telephones                                  | Remove the last bullet                                                                                                                                              |



Distinct by Nature

# City of Clive

## Employee Handbook



Amended by the Clive City Council  
Resolution No.  
On ~~November 9~~ June 25, 2025~~3~~

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## STAFF APPRECIATION

Let me start off with saying thank you. Thank you so much for joining the incredible staff of the City of Clive. It is truly an honor to serve as your City Manager and express my deepest appreciation for the dedication and commitment you all bring to this great city.

I want to acknowledge the work you do, but to also recognize the collective impact you have on the lives of every citizen in Clive. From the early morning hours to the late nights, you work tirelessly to ensure that our community thrives and prospers.

In the face of challenges, you remain steadfast, displaying an unwavering commitment to the betterment of our city. Whether it's maintaining our infrastructure, providing essential services, ensuring public safety, or engaging with our vibrant community, you do so with an unparalleled sense of duty and a deep understanding of the impact your work has on the lives of our residents.

The progress we have achieved together is a testament to your efforts. Clive has become a model city, renowned for its strong community bonds, its forward-thinking approach, and its ability to adapt to change. This progress did not happen by chance; it is the result of your hard work, your innovative ideas, and your unwavering dedication.

But I want to recognize more than just the work you do. I want to acknowledge the people behind the titles—the mothers, fathers, sons, daughters, friends, and neighbors who make up the fabric of this remarkable team. You bring your unique perspectives, your diverse talents, and your passion for service to the table, creating a rich collection of skills that fuel the success of our city.

As your City Manager, I am deeply grateful for the privilege of working with such an exceptional group of individuals. Your dedication is inspiring, and your commitment to public service is a shining example for communities across the nation. You are the backbone of Clive, and it is because of your hard work that we continue to reach new heights and overcome challenges.

In closing, let me assure you that your work does not go unnoticed. Your efforts have touched the lives of countless individuals, and you have made a lasting impact on our city. You are the change agents, the champions of progress, and the unsung heroes who make Clive the incredible place it is. So, thank you. Thank you for your unwavering commitment. Thank you for your dedication to service. And thank you for being the heart and soul of the City of Clive.

Matt McQuillen  
City Manager

## MISSION & VISION STATEMENT

### OUR MISSION

is to provide

**HIGH QUALITY, CUSTOMER VALUED  
MUNICIPAL SERVICES** in a

**FINANCIALLY RESPONSIBLE MANNER**

through a **DEDICATED WORKFORCE**

resulting in **SATISFIED CUSTOMERS**

and a **SUSTAINABLE CLIVE COMMUNITY**

**COST  
EFFECTIVE DELIVERY**

**FORWARD  
THINKING**

**CONTINUOUS  
IMPROVEMENT**

*Clive 2035 is a BEAUTIFUL and SAFE City with GREAT RESIDENTIAL  
NEIGHBORHOODS through buildout.*

*Clive 2035 provides EXCEPTIONAL FAMILY LIVING and OPPORTUNITIES FOR  
PERSONAL WELLNESS.*

*Clive 2035 has the DISTINCTIVE CLIVE GREENBELT, and a REVITALIZED  
86th CORRIDOR/NEIGHBORHOOD.*

## HOW WE INVEST IN OUR PEOPLE

In Clive, we believe in excellent public service and good governance. We take pride in our work because we create and sustain a beautiful, safe, fair, and hope-filled community. The community appreciates our efforts, evidenced by the consistently high approval ratings in Clive's resident surveys.

Delivering the excellent services Clive residents, businesses, and visitors deserve requires an exceptional workforce. We are committed to retaining, attracting, and developing high-performing employees who do their best, excel in their profession, support their teammates, and enjoy a healthy work-life balance.

We are committed to competitive pay rates updated annually based on the cost of living for our area, and we conduct regular salary and benefits studies to ensure our competitiveness with neighboring cities. We provide generous benefits, including:

- *Merit pay for performance*
- *Time off for our employees to enjoy life and be present for friends, family, and others they care for*
- *Excellent health insurance and wellness incentives for employees and families*
- *Strong retirement and deferred compensation packages*
- *Retention incentives*
- *Investments in equipment, skills training, and career development and advancement so employees are successful*

We fairly administer pay and benefits and provide equal pay for equal work. We strive to be a welcoming organization seeking a diverse workforce reflective of the community we serve and diligently follow all employment laws, including those related to protected classes. We are financially responsible while valuing the workforce we need to serve the entire Clive community; and we adapt as the needs of the Clive community and our employees evolve.

## INTRODUCTION

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.

## OFFICIAL STATUS OF THE EMPLOYEE HANDBOOK

The handbook shall be the official policy of the City of Clive and shall be observed by all employees and elected or appointed municipal officials.

This handbook shall apply to all City of Clive employees. However, whenever the policies, terms, conditions, or language of this handbook conflict with those of a collective bargaining agreement or any other employment contract, the policies, terms, conditions, and language of the collective bargaining agreement or employment contract supersede those of this handbook.

The City Manager shall approve the department rules and regulations handbook. In the event of conflicting policies between handbooks, the City's Employee Handbook shall have precedence and be the controlling document. This handbook and its supplements shall remain in force unless amended by the City Council.

**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](#).

**DEFINITIONS**

For this handbook, the following words shall have the meaning indicated:

**Affirmative Action** – Those actions appropriate to ensure equal employment opportunity and to overcome the effects of past or present practices, policies, or other barriers to equal employment opportunity.

**Anniversary Date** - The date from which salary and leave benefits are calculated. For salary purposes, the anniversary date shall be calculated as follows:

- A. For all employees, the salary review and adjustment anniversary date will be July 1st of each year. An employee promoted, transferred, or demoted to another position with the City shall have a revised salary, effective as of the date of the promotion, transfer, or demotion.
- B. For leave purposes, the anniversary date shall be the date of initial regular employment. No credit shall be given for service as a temporary employee when determining an employee's anniversary date for determining leave.

**Appointment** - The offer of and acceptance of a position on a regular or temporary basis. An appointment may be withdrawn at any time, with or without cause.

**City** - The City of Clive, Iowa.

**Compensation** - The salary, wage, allowance, and all other forms of valuable consideration, earned by or paid to any employee because of service in any position, not including any

allowance authorized and/or incurred incident to employment.

**Compensatory Time-Off** – Time off with pay to compensate employees for overtime worked. This time off may be taken at a time that is mutually acceptable to the employee and the employer.

**Corrective Action** - Imposition of certain personnel action (i.e.: warning, reprimand, suspension, demotion, termination, transfer) because of poor performance or personal misconduct with the intent to cause a change in future behavior &/or performance.

**Demotion** - The assignment of an employee to a position of employment requiring less responsibility or skill and having a lower salary than the former position.

**Department Director** - An employee who oversees, gives counsel and direction, for a department of the City and evaluates the job performance of their staff.

**Disability** - The physical or mental condition of a person that constitutes a handicap. It may or may not be related to such a person's ability to perform the essential duties of a particular job description without the City experiencing undue hardship in making necessary modifications to meet the needs of the individual.

**Discharge** - An employer-initiated termination/separation of an employee due either to layoff or termination/separation.

**Employee** - An employee is one who is hired for an unspecified term of employment, is paid wages and is issued a W2 to reflect compensation paid. An employee may be employed on either a full-time or part-time basis. -and has completed the probationary period. -An employee may be employed on either a full-time or part-time basis. (For sworn personnel initially hired as uncertified officers, the probationary period shall be extended to commence after successful completion of certification by the State of Iowa.) During the probationary period, the employee has an opportunity to demonstrate proper attitudes and abilities for the position in which they are employed. The employee may be dismissed without prior notice or obligation during this period. However, the satisfactory completion of such probationary period of employment shall not be construed as any waiver of the City's absolute right at any time thereafter to terminate the employment of any of its employees with or without cause. Civil Service statutes will govern police officers.

**Equal Employment Opportunity** - To not allow any personnel decision or action to be unlawfully influenced in any manner by consideration of an individual's race, creed, color, religion, sex, gender identity, sexual orientation, veteran status, national origin, age, or disability.

**Exempt** - Exempt employees are those employees who are not subject to the Fair Labor

Standards' Act [provisions on minimum wages and overtime compensation](#). ~~They are~~ are compensated on a fixed salary basis, regardless of the number of hours worked. The exemptions are based on job activities, responsibilities, and allowance for time off without reduction in pay. Exempt employees are not eligible for overtime pay or compensatory time.

**Fringe Benefits** - Employee compensation other than wages, such as, but not limited to medical insurance, life insurance, holiday pay, vacation, sick leave, retirement, jury duty leave, emergency leave, military leave, bereavement leave, or deferred compensation.

**Full-time Employee** - An employee who is scheduled to work a minimum of forty hours per week with a minimum of 2,080 hours per year. Full-time equivalents are exempt from this full-time status.

**Fire Lieutenants** – Fire Department employees working 24-hour shifts, supervising a crew and overtime eligible.

**Grievance** - A dispute between the employer and the employee regarding the interpretation, application, or violation of any of the express terms and provisions of this handbook.

**Immediate Family** - Relatives including husband, wife, children, adopted children, stepchildren, brother, sister, half-brother, half-sister, stepbrother, stepsister, father, mother, father/mother-in-law, son/daughter-in-law, brother/sister-in-law, stepfather, stepmother, grandparents, grandchildren, and guardians.

**Job Description** - A group of specific duties, tasks, and responsibilities grouped and assigned to a position or job classification to be performed by an employee.

**Layoff/Reduction in Force** - The separation of an employee from the City because of a reduction in workload or funds.

**Leave** - An approved absence from work as provided by these rules and policies (i.e., sick, vacation, and bereavement leave).

[Management Personnel - Individuals who are responsible for overseeing and directing the work of others, including planning, organizing, and supervising employees to achieve goals. They play a crucial role in areas like recruitment, training, performance management, and ensuring compliance with labor laws.](#)

**Major Life Events** – An event, such as, adoption, birth, and death which have significant impact on an employee.

**Meal Break** - An unpaid period, generally taken near the middle of the shift or workday. The department director, considering department needs, shall schedule lunch periods. Such periods will not be more than one hour or less than thirty minutes. Public Safety officers shall not be relieved during their break period from their responsibility to handle police, fire, or

other emergency calls.

**Municipal Officer** - City Manager, City Clerk, Fire Chief, and Police Chief. These municipal officers are considered employees of the City and are governed by the Employee Handbook.

Non-emergency employee - a non-emergency employee is someone whose job duties do not primarily involve immediate emergency response or handling.

**Non-exempt** – Non-exempt employees are those employees who are not exempted under the Fair Labor Standards Act. Non-exempt employees shall be paid not less than one and one-half times such employee's rate of pay for each hour worked more than forty hours in a workweek. Police officers will only be remunerated for overtime hours if hours are beyond their normal shift. Full-time, non-salaried firefighters will be remunerated for overtime hours if beyond 212 hours in a 28-day cycle.

**Part-Time Firefighter/Medic** - A firefighter or medical personnel who is assigned to be on call at the fire station to ensure there are sufficient personnel to answer emergency calls during designated time periods. A Part-Time Firefighter/Medic may receive regular hourly pay for up to 53 hours per week for all fire department activities yet is not considered a full-time employee. Any time worked over 53 hours in a week will be considered overtime. They will be eligible for IPERS retirement benefits and if averaging over 30 hours per week between April 1-March 31 healthcare will be available beginning July 1.

**Part-Time Employee** - An employee who works less than thirty hours per week and is anticipated to not work beyond a six-month period.

- a) Benefit-Qualifying Part-Time Employees – A benefit-qualifying part-time employee is one who works a consistent schedule, typically 20 or more hours per week, and meets the minimum hour requirements set by the employer or law to receive some or all employment benefits, often on a prorated basis.
- b) For purposes of this section, benefits shall mean bereavement leave, floating holidays, vacations, sick leave, deferred compensation, and jury duty leave.

**RegularPermanent Part-time Employees:** An employee who is appointed to a permanent position, with no specified end date, and regularly works fewer than 30 hours per week.

- “RegularPermanent” refers to the nature of the appointment, not the number of hours. It means the position is ongoing, not temporary or seasonal.
- “Part-time” means the employee works less than full-time, but on a regular and scheduled basis.
- Eligibility for benefits varies depending on the number of hours worked. See Benefit-Qualifying Part-Time Employee.

**Probationary Period** - A working test period lasting a minimum of six calendar months (police officers – nine months’ probationary period from the date of hire or certification from the ILEA, whichever is the later of the two), beginning upon initial appointment or promotion. During this time, an employee is required to demonstrate their capability to perform the duties of the



position to which they are appointed, and work with other staff in a harmonious manner. This period may be extended if deemed necessary by the City Manager. Any employee may be terminated at any time for any reason during probation, and the employee shall have no right of appeal. All employees of the City are employed "at will" and employment may be terminated at any time with or without cause. Civil Service statutes will govern police officers.

**Promotion** - The assignment of an employee, by the City Manager, to a position requiring greater responsibilities &/or skills than the former position.

~~**Employee** – An employee is one who is hired for an unspecified term of employment and has completed the probationary period. An employee may be employed on either a full-time or part-time basis. (For sworn personnel initially hired as uncertified officers, the probationary period shall be extended to commence after successful completion of certification by the State of Iowa.) During the probationary period, the employee has an opportunity to demonstrate proper attitudes and abilities for the position in which they are employed. The employee may be dismissed without prior notice or obligation during this period. However, the satisfactory completion of such probationary period of employment shall not be construed as any waiver of the City's absolute right at any time thereafter to terminate the employment of any of its employees with or without cause. Civil Service statutes will govern police officers.~~

**Resignation** - The action taken by an employee ending employment with the City. It will also be considered a voluntary resignation if an employee does not report for their scheduled hours three days/shifts consecutively without communication to their supervisor.

**Rest Period** - A paid fifteen-minute interruption of work for purposes of rest and safety during the first four hours of the work shift, and fifteen minutes of rest during the second four hours of the work shift.

**Retirement** – The separation of an employee from the service of the City who is eligible for and receives benefits from a recognized retirement system.

**Seasonal Employee** – An employee hired for a stated term of employment as determined by a specific job assignment/s examples include but are not limited to interns, aquatic staff and seasonal park maintenance. Seasonal employees may work up to forty hours per week for a pre-determined period, normally ~~six months~~ six months or less. They are not entitled to the fringe benefits received by other employees. Seasonal employees are at-will employees, in that they can quit or be terminated from employment at any time without progressive discipline or cause.

**Supervisor** – A person who oversees and gives direction to their staff as authorized within the organizational chart.

**Suspension** – A temporary removal of an employee from duty with or without pay.

**Transfer** – The movement of an employee from one position, by the City Manager, to another

that has the same salary range and level of responsibility.

**Workday** – An employee’s scheduled daily hours of employment.

**Workweek** – An employee’s schedule of work hours within an appointed week.

## **AFFIRMATIVE ACTION, EQUAL EMPLOYMENT, HOSTILE WORK ENVIRONMENT**

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 government 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 ~~he/she has~~[they have](#) been denied employment opportunities or benefits because of race, creed, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, [pregnant workers](#), or any other protected class status, has the right to contact the reporting hotline at (866) 912-5378 or by visiting [www.eidebailly.com/hotline](http://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 his/her 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.

## **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 handbook if a conflict between municipal and state or federal law occurs. Ordinances of the City shall supersede this policy handbook if 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 they are applying.

## **COMPENSATION**

### **1.1 CLASSIFICATION OF EMPLOYMENT**

All employees shall be recommended by the appropriate department director/human resources and hired at the discretion of the City Manager except for the City Clerk and the City attorney. The City Clerk is recommended by the City Manager and appointed by the City Council. The Council shall appoint by majority vote a City attorney and assistants to serve at the discretion of the Council. The City attorney and assistants shall receive such compensation as established by resolution of the Council.

Classification Categories: All employees, exempt or non-exempt, at the time of hiring will be advised of their classification into one of the following categories: Full-Time, Part-Time, and Seasonal.

An employee's classification, working hours, and benefits depend on the job requirements of the employee's job and whether the employee is a regular or seasonal employee, full-time or part-time, or an exempt or non-exempt employee. If an employee is promoted, transferred, or demoted, their classification, working hours, and benefits may change.

The City classification plan shall consist of classifications and titles as approved and adopted by the City Council. The City Manager shall be responsible for administering and updating the plan and making assignments to appropriate classifications based upon an individual's duties and responsibilities.

Newly appointed employees will normally be hired at the minimum entry pay level approved annually for each position. Appointments may be made above the minimum pay level based upon the individual's qualifications, experience, approval of the City Manager, and subject to council approval.

Pay levels and classifications are established for positions within the City. The minimum pay levels established are subject to update upon recommendation by the City Manager and approval by the City Council. The recommended salary and wage increase generally will be submitted to the City Council for approval within sixty days prior to implementation of the new fiscal budget period beginning July 1 of each year. Pay periods are bi-weekly totaling 26 pay periods per year. To determine gross bi-weekly pay, divide the annual wage by 26.

#### **1.2 NON-EXEMPT STAFF**

Full-time salaries and wages for these positions will generally be computed on a basis of forty hours per week or a total of 2,080 hours per work year. Overtime hours will be computed on a basis of eight (8) hours worked in a workday. Overtime hours will be computed based on regular hourly wage plus one-half the regular hourly wage which may include longevity and education pay if applicable. The workday includes hours worked. All paid leave shall count as time worked for the purposes of computing overtime.

#### **1.3 SNOW SEASON**

Each year during the designated snow season December 1-March 15, the public works and parks department operations specialists and supervisors will be required to be on-call for snow and ice on a regular basis. Operations specialists will be assigned to rotating shifts for on-call purposes. Normally, the operations specialists will be scheduled to be on-call for seven consecutive days beginning on Mondays at the start of the business day and continuing through the following Monday at the start of the business day. If the operations specialists who are on-call are called out for duty during their seven-day shift, they will be relieved from their on-call status and the next group of operations specialists will be on-call. The operations specialists remain on-call until they are either called out for duty or until they complete the shift in which they are currently assigned, which would normally end the following Monday at the start of the business day. In situations, however, where the operations specialists who are on-call are called out for duty after midnight on a Saturday, the next shift of operations specialists who are now on-call will remain on-call until they are called out for duty or until the start of the business day of the second Monday following the beginning of their shift.

Operations specialists who are on-call must always carry a cellular phone or radio with them when they are not at home. The radios to be used for this purpose will be furnished by the City. Operations specialists may also use personal cell phones or pagers for call-out purposes at their own expense. When there is a threat of inclement weather (meaning a forecast of any threat of snow and/or ice accumulation or possible re-freeze conditions), the operations specialists who are on-call must remain within a 30 miles radius of City Hall, 1900 NW 114th Street, Clive, IA so they are available to respond to calls. When no threat of inclement weather exists, operations specialists who are on call are under no geographic or time restrictions so long as they are accessible by radio, phone, pager, or otherwise, in case of an emergency. Failing to be accessible while on-call, within the guidelines set forth in this policy, will be considered a violation of this policy and may subject the operations specialist to discipline.

During emergency operations, employees may be directed to go home and rest after 12 hours of continuous work. Employees may be called back after 8 hours off. Employees directed to go home after a minimum of 12 hours of continuous work or directed to go home to return later due to emergency work only, will be paid for their normal 8-hour workday.

During the designated snow season, public works and parks employees may request to be "not available for call-out" during snow removal operations within any 24-hour period, 7 days a week. The department director will determine the number of operation specialists that may be "not available" at any given time. Notice must be given within three working days of the time requested and must be approved by the appropriate department director or supervisor. Time spent on-call is not considered hours worked and will not be paid time. Operations specialists will be paid for any time they are called out for duty.

#### **1.4 FIRE LIEUTENANTS**

##### **Hours of Work**

A normal shift for an employee shall consist of twenty-four (24) hours' paid time starting at times established by the Fire Chief. The normal schedule of work will be: twenty-four (24) hours on duty followed by forty-eight (48) hours off duty. Full-time personnel will be assigned to one of three rotating 24-hour shifts (A, B or C). The start of all shifts will be at 0600 and all full-time employees are expected to be clocked in and in uniform prior to that time. Full-time personnel are strongly encouraged to arrive early for their scheduled shift to ensure a proper transition between the two shifts. Assuming proper coverage, off-going personnel will be relieved at shift change unless they are held over from an ongoing emergency call for service, completion of an incident report or restocking of an ambulance. Off-going personnel may not leave the fire station until they have been properly relieved by personnel (either full-time or part-time) that maintain our staffing level.

##### **Hours Worked Annually**

Number of hours worked per year = 365 days/3 shift groups = 121.666 shifts scheduled per employee X 24 hours per shift = 2,920 hours.

**Hourly Rate** - Annual wage base/2756 hours.

**Work Period**

In accordance with Section 7(k) of the Fair Labor Standards Act, the work period for Twenty-Four (24) Hour Fire Personnel shall consist of twenty-eight (28) days. The work period begins on a Sunday and ends on a Saturday.

During unscheduled hours, employees may respond to any request for extra emergency assistance.

**1.5 SALARIED EMPLOYEES**

Salaried employees receive bi-weekly compensation based upon the required hours necessary to perform the duties of the position held, not based on hours worked. As exempt employees, they are not eligible for overtime. Bi-weekly payroll checks shall be computed so 26 equal payments are made to the individual annually as approved by the City Council upon recommendation of the City Manager. In the event the salary must be prorated, the pro-rata computation shall be based upon a per-day basis using a five-day workweek as the standard.

**1.6 PAYROLL AND PAY PERIODS**

Payroll checks will be electronically deposited by the Administrative Services' office on Friday of every other week. In computing regular and overtime hours for payroll checks, all records of hours worked shall be submitted to the Finance Manager no later than Monday immediately preceding Friday's payroll check issuance.

**1.7 SALARY SCHEDULE**

To carry out a policy of equity regarding compensation and work, as well as to provide a systematic means for dealing with personnel matters, a salary schedule is established and will be reviewed and approved annually by the City Council.

**1.8 RATES OF PAY**

The City Council shall annually establish the minimum entry-level rate of pay (salary scale) for each position. Such salary scales will be determined by considering: the duties, responsibilities, and requirements for each position; the prevailing rates of pay (including indirect pay for fringe benefits) for similar work within the City's recruitment area for that position; cost of living adjustment; and the City's ability to pay such wages.

**1.9 SALARY ADJUSTMENTS**

The City Council shall annually review and determine the percentage salary increase for employees. The City Manager shall be responsible for administering job evaluations and salary adjustments.

The salary to be paid shall be determined annually through the evaluation of each employee's job performance by appropriate supervisory personnel review and recommendation by the employee's department director. Evaluations are to be completed each year by approximately May 31st. All salary adjustments shall be limited by such amounts and/or percentages as may be determined by the City Council. The employees will receive a raise percentage based upon

their current compensation compared to the market scale and score received on the most recent performance evaluation as approved by the City Council through a pay plan matrix for compensation. Increases will be effective at the start of the pay period that includes July 1st. All pay increases must be approved by the City Manager and the City Council.

#### **1.10 TOTAL REMUNERATION**

Any salary rate established for an employee shall be the total remuneration for the employee, but not to be construed as including overtime, group medical insurance benefits, life insurance, pension, or reimbursement of uniforms and official travel. Except as otherwise provided, no employee shall receive pay from the City in addition to the salary authorized for services rendered by him/her, either in the discharge of ordinary duties or any additional duties which may be imposed upon the employee, or which [he/she/they](#) may undertake or volunteer to perform. Under no circumstances may City services be extended by employees in exchange for special rewards, gifts, or other remuneration from someone else.

#### **1.11 TEMPORARY PAY INCREASE**

If an employee's duties are expanded temporarily, the City Manager may grant an increase in pay to the employee during the time the employee is responsible for the additional duties.

#### **1.12 PAYROLL**

Payroll checks will be electronically deposited by the Administrative ~~Services'~~Services office on Friday of every other week. In computing regular and overtime hours for payroll checks, all records of hours worked shall be submitted to the Accounting Specialist no later than Monday immediately preceding Friday's payroll check issuance. If not, the hours will be carried over to the next scheduled pay period. When payroll checks are issued every other week, every eleventh or twelfth year there is a 27th payroll. In the event of the 27th payroll, salaried exempt employees will receive a normal paycheck as well as hourly non-exempt employees who receive pay for hours worked.

Other Types of Taxable Income – In accordance with the IRS Fringe Benefit Guide and the City of Clive Taxable Fringe Benefit Policy (effective 1/1/2016), the City is required to tax employees on certain types of payments. For example: on the spot awards such as gift cards, wellness incentive, some uniforms/clothing, some meals under certain circumstances, and other items as defined by the IRS. The IRS allows the City to accumulate and tax these items once per year for any twelve-month period. These items are paid throughout the year in gross amounts, particularly for uniforms/clothing and meals. Once per year, as allowed by the IRS, these amounts will appear on the employee's pay stub under the category of "tax fringe".

#### **1.13 NEW APPOINTMENTS**

Upon initial appointment to a position, the employee will receive the minimum salary for the position, unless the individual selected possesses sufficient qualifications and experience relevant to the position in which case the City Manager may recommend a higher salary.

#### **1.14 THE "WORKDAY"**

Department directors shall establish, with the approval of the City Manager, the working

schedules for their departments. For all regular employees, a normal workweek shall begin at 12:01 a.m. on Sunday and end Saturday at midnight. Exceptions will be made for services that are on continual call. Established work hours are not a guarantee for the hours specified. It is an essential job function for all staff to have regular attendance.

**1.15 WORK SCHEDULE**

Due to the diverse services provided by the City (24 hours-a-day, 7 days-a-week), the hours of work will be determined by employees’ managers or supervisors based on ~~status~~the statuses of employees and their abilities to ensure quality service to the public and efficient operation of the departments.

All employees are expected to observe the hours set within your department and/or your position. However, alternatives to the work schedule may be approved. An alternative schedule may include: 1) Giving alternative days off during a week other than the typical Saturday and Sunday, 2) Working a schedule other than an eight-hour day, or 3) Starting and ending the workday or taking shorter lunch breaks than is typical in your area. Any special arrangement from the traditional schedule needs to be agreed to by your immediate supervisor, Department Director, and City Manager. Foremost in the decision to change an hourly employee's schedule will be the ability to meet operational requirements and customer service needs.

Unless otherwise authorized by the City Manager, the following work schedules and office hours shall be generally adhered to:

|                              |                                                                                         |
|------------------------------|-----------------------------------------------------------------------------------------|
| <b>Administration</b>        | <b>8:00 a.m. to <del>4:30</del>00 p.m.</b>                                              |
| <b>Community Development</b> | <b>8:00 a.m. to 4:30 p.m.</b>                                                           |
| <b>Fire/Rescue</b>           | <b>8:00 a.m. to 5:00 p.m.</b>                                                           |
| <b>Library</b>               | <b>9 a.m. to 8 p.m. M-Th, 9 a.m. to 6 p.m. F, 9 a.m. to 5 p.m. Sat, 1 to 5 p.m. Sun</b> |
| <b>Parks/Recreation</b>      | <b>8:00 a.m. to 4:30 p.m. (office)<br/>7:30 a.m. to 4:00 p.m. (maintenance shop)</b>    |
| <b>Police Department</b>     | <b>8:00 a.m. to 5:00 p.m.</b>                                                           |
| <b>Public Works</b>          | <b>7:00 a.m. to 3:30 p.m.</b>                                                           |

If, due to an emergency or weekend duty, a full-time employee is called to work during traditionally off-work hours, the employee will be paid for a minimum of two hours of work. If this emergency call lasts longer than two hours, regular pay policies apply. If an additional call-out is required within the same two-hour period, additional time will not be paid except for that worked more than the two-hour minimum. If an additional call-out occurs after the initial two-hour period, an additional two-hour period begins again.

**1.16 RETENTION INCENTIVE PROGRAM**

This program demonstrates an investment in the full-time long-term employee and saves the City the expense of recruiting and training ~~a new employee~~new employees. The employee will be given one-time awards of:



| <i>Years of Service</i> | <i>One-time Award Amounts</i> |
|-------------------------|-------------------------------|
| <b>5 years</b>          | \$250                         |
| <b>10 years</b>         | \$500                         |
| <b>15 years</b>         | \$750                         |
| <b>20 years</b>         | \$1000                        |
| <b>25 years</b>         | \$1500                        |
| <b>30 years</b>         | \$2000                        |
| <b>35 years</b>         | \$2500                        |

Incentives will be paid during the pay period in which their anniversary falls for employees reaching the outlined years of service during that calendar year and who are still employed by the City of Clive. Per the Internal Revenue Service, the employee receiving this benefit will be taxed on the dollar value of the incentive when the benefit is received. Note: the incentive is granted once every five years.

#### **1.17 CALL-IN PAY/OVERTIME**

Nonexempt employees are not permitted to work more than their regularly scheduled hours without their supervisor's advance approval. All overtime hours worked must be reported by the employee and recorded by the employee in the timekeeping system. Employees must be compensated for time actually worked beyond the employee's prescribed threshold number of hours in a week, including job-related activities (which benefit the City) performed during an employee's "off-the-clock" time, such as: taking work home, working through lunch, working before or after regular shifts, taking care of work-related equipment, job-related "volunteer" work, or making/receiving job-related telephone calls, text messages, emails, or other forms of communication at home, on mobile devices, or by other means, etc. Working overtime, including in the above-listed situations, without prior supervisor authorization; failing to work scheduled overtime; or failing to report overtime hours may result in disciplinary action, up to and including termination.

Nonexempt employees who are asked to engage in compensable job-related activities, from outside of their usual workplace via electronic means, i.e., answering email, text messaging, conducting phone communications, etc., outside of their normal working hours, will be paid for the actual time spent, or at least a minimum of 15 minutes of work. Nonexempt employees who are asked to physically report to work outside of their normal working hours will be paid for a minimum of two hours of work unless the overtime is contiguous with the employee's normal workday hours. Any employee who is called in to work less than two hours before the start of their normal workday or requested to stay after work will be paid for those overtime hours of actual work only, with no minimum.

Listed below are two examples, using the employee's normal workday beginning at 8:00 a.m.:

**Example One:** Employee is asked to report to work at 7:00 a.m. Employees will be paid for one hour of overtime work (7:00 a.m. to 8:00 a.m. = 1-hour overtime.)

**Example Two:** Employee is asked to report to work at 5:00 a.m. Employees work until 6:00 a.m. Employees will be paid for two hours of overtime work (5:00 a.m. to 6:00 a.m. = two hours of overtime work per policy because the call-in occurred more than two hours before the normal working hours.)

Non-exempt employees receive various wage supplements in addition to their base wages. Under the FLSA, any money received by an employee “for work” is part of the employee’s regular rate of pay. Wage supplements are considered compensation for work and are factored into the regular rate and overtime calculated accordingly.

Union (PD) – overtime rate is calculated on base salary + shift, longevity, and education pay.  
Union (Fire) and Non-Union – overtime rate is calculated on base salary + education and longevity pay.

These calculations are adjusted as applicable July 1st each year.

#### 1.18 COMPENSATORY TIME

Full-time, non-exempt employees may accumulate and use compensatory time. The maximum compensatory hours to be saved at any time will be forty hours (26.67 hours worked). Employees may accumulate hours, use hours as time off, and accumulate more compensatory time, if the balance of hours accumulated remains at or below forty hours. Any overtime hours will be paid as time and one-half if forty hours are already saved. Any compensatory hours rolled over to the following fiscal year must be used as time off, unless the employee is terminated, retires, or quits. In that case, the hours of compensatory time will be paid at the current rate of pay. ~~No more than forty hours of compensatory, and vacation time combined may be rolled over at the employee’s anniversary date.~~ At the employee’s anniversary date, a maximum of 40 hours of combined compensatory time and vacation time may be rolled over.

~~Fire lieutenants may carry over no more than 120 hours of holiday and compensatory time combined.~~ At the Fire Lieutenant’s anniversary date, a maximum of 120 hours of combined compensatory and vacation time may be rolled over. ~~At the Police Sergeant’s anniversary date, 60 hours of compensatory time may be rolled over.~~

#### 1.19 CALL-IN PAY FOR ~~BOOKING PERSONNEL~~ **JAIL MONITORS**

~~Full-time~~ Full-time City employees who also serve as ~~jail matrons or jail monitors~~ booking personnel will be paid at their regular overtime salary rate. A minimum of two hours will be paid for each call outside of normal work hours. The two-hour minimum will not apply for ~~jail matron/monitor~~ booking personnel assignments that extend beyond the normal workday or for scheduled training. In those instances, the overtime rate will apply for actual time spent beyond normal work hours and the actual training time.

#### 1.20 ATTENDANCE AT MEETINGS

Any City employee other than the City Manager, Assistant City Manager, department directors, or other salaried employees whose presence is required at a meeting of the City Council or any board, commission, or committee of the City which occurs outside of regular working hours,

shall be reimbursed a minimum of two hours of work, for time spent at such meeting/s at a rate equal to one and one-half of their regular hourly rate.

**LEAVE BENEFITS**

**2.1 HOLIDAYS**

All full-time employees shall be entitled to the following holidays with pay:

|                         |                                 |
|-------------------------|---------------------------------|
| <b>New Year's Day</b>   | <b>Thanksgiving Day</b>         |
| <b>Presidents' Day</b>  | <b>Day after Thanksgiving</b>   |
| <b>Memorial Day</b>     | <b>Christmas Eve Day</b>        |
| <b>Independence Day</b> | <b>Christmas Day</b>            |
| <b>Labor Day</b>        | <b>Four Floating Holidays *</b> |

\*The four floating holidays, equaling 32 hours, will be applied to the employee's accrued time on July 1st of each fiscal year. New hires will receive 2.67 hours of floating holiday time for each month worked during the fiscal year. This time will be calculated and banked from the date of hire. Floating holidays may be taken at a mutually agreed upon time with sufficient notice to the department director. Floating holidays must be used on or before June 30th of each fiscal year. Floating holidays will not be paid out or carried over.

During snow and ice season, December 1-March 15, staff who are required to be on-call during a national holiday will receive a \$1.00 per hour on-call pay for the actual day of the holiday only, which is not necessarily the same day as when the City is taking the holiday.

All staff required to work on a City holiday occurring during the work week shall receive double-time pay AND an equivalent amount of time off. Example: an employee works 8 hours on a holiday. Employees will receive 8 hours double-time pay AND 8 hours off. An employee will only be paid double-time pay for those hours worked on the holiday. Example: Employee works 5 hours on a holiday. Employees will receive 5 hours double-time pay, 3 hours holiday pay, AND 5 hours off. If an employee works over 8 hours on a City holiday, the employee will receive triple-time pay for time worked over 8 hours but will not receive any additional time off.

As a condition for receiving double-time for the holidays, the employee must not have used any sick leave on either the scheduled day of work preceding or following the holiday. Double-time pay must be granted if a doctor's excuse is presented should one of those days be missed due to illness. If a doctor's excuse is not provided, the overtime will be paid at a rate of time and one-half. Pre-approved vacation used the preceding or following day of the holiday worked will not negate the additional pay for working the holiday.

Any employee shall forfeit the right to payment for any holiday if they have an unexcused absence on the working day immediately preceding or following such holiday.

When a holiday enumerated in this section falls on Sunday, the following Monday shall be

observed. When a holiday enumerated falls on Saturday, the preceding Friday shall be observed.

If a holiday falls on an employee's regularly scheduled time off, [he/she/they](#) shall be entitled to a day off in compensation.

**Clarification of the above for employees receiving Saturday and Sunday as their normal day off and the holiday falls on a Saturday or Sunday:**

An employee who has a regular scheduled day off on Saturday or Sunday shall receive a City holiday of either Friday or Monday as set by the City Manager. This shall become their paid holiday.

- A. If an employee is called out to work on the National holiday – employee will be paid double time only since their City holiday is either Friday or Monday. Their City Holiday was not interrupted so they received their holiday off.
- B. If an employee is called out on a City designated holiday, the City will pay 1.5 times the normal wage rate plus receive time off equal to the amount of time they were called in for the interruption of their City holiday.

**Fire Personnel**

The following holidays are recognized for Twenty-Four (24) Hour Fire Personnel:

|                         |                               |
|-------------------------|-------------------------------|
| <b>New Year's Day</b>   | <b>Thanksgiving Day</b>       |
| <b>Presidents' Day</b>  | <b>Day after Thanksgiving</b> |
| <b>Memorial Day</b>     | <b>Christmas Eve Day</b>      |
| <b>Independence Day</b> | <b>Christmas Day</b>          |
| <b>Labor Day</b>        |                               |

The day the national holiday falls shall be observed as a holiday. (As an example, the New Year's Day holiday will be the 24-hour shift starting at shift change on January Lieutenants will be expected to work all recognized holidays that fall upon their regular shift day unless authorized in advance to use other paid leave time on that day. If a fire lieutenant works a national holiday, they may elect to be paid 24 hours or bank 24 hours holiday time in addition to regular pay for all recognized holiday hours worked. Additionally, they receive twelve (12) hours of Holiday Time for recognized national holidays that are not worked.

**Floating Holidays for Fire Personnel**

Two floating holidays (48-hours of floating holiday time) will be applied to Fire Lieutenants accrued time on July 1 of each year. Floating holidays may be taken at a mutually agreed upon time with sufficient notice to the department director. Floating holidays must be used on or before June 30th of each year.

Police Sergeants will be allowed to rollover forty (40) hours of holiday time into the next fiscal year. The carried over holiday time must be used within 60 days of July 1st.

## 2.2 VACATION LEAVE

Vacation leave is a means whereby an employee may accumulate leave time on an earned, annual basis. All full-time employees will receive vacation leave time as follows:

**Years of Consecutive Service Days of Annual Leave Accrual**

| <i>Years of Consecutive Service Days*</i> | <i><u>Days of Annual Leave Accrual</u></i> | <i><u>Hours of Annual Leave Accrual</u></i> |
|-------------------------------------------|--------------------------------------------|---------------------------------------------|
| <b>6 months &amp; probation release</b>   | 5                                          | <u>40</u>                                   |
| <b>1 year</b>                             | 10                                         | <u>80</u>                                   |
| <b>5 years</b>                            | 15                                         | <u>120</u>                                  |
| <b>10 years</b>                           | 20                                         | <u>160</u>                                  |
| <b>16 years</b>                           | 21                                         | <u>168</u>                                  |
| <b>17 years</b>                           | 22                                         | <u>176</u>                                  |
| <b>18 years</b>                           | 23                                         | <u>184</u>                                  |
| <b>19 years</b>                           | 24                                         | <u>192</u>                                  |
| <b>20 years</b>                           | 25                                         | <u>200</u>                                  |

\*one day of leave = 8 hours

The following policies and procedures pertain to vacation benefits:

After completion of the six-month probation period, each new hire will receive 40 hours of vacation~~5 days of vacation~~, or 48 hours for Fire Lieutenants. If an employee quits or is terminated for any reason before the employee's one-year anniversary there is no payout of unused vacation.

Departments will schedule vacation leave regarding the department operating requirements and responsibilities, and as possible, at the request of the employees. Vacation should be requested as early as possible prior to the time vacation is desired. In the event a municipal holiday occurs during an employee's scheduled vacation, such holiday shall not be charged as vacation leave.

Time lost due to occupational accident or disease will be considered as time worked.

Vacation money may not be paid to employees who work in-lieu of their vacation unless recommended by the City Manager and approved by the City Council.

If an employee becomes ill while on vacation, the employee may, upon advising and receiving permission from their supervisor, change the time ill to sick leave instead of vacation.

Any full-time employee resigning or terminating employment with the City, after one year of consecutive employment, shall be compensated for vacation leave earned and unused to the date of their termination.

Employees not covered by a collective bargaining agreement may be allowed to ~~carry-over~~carry over a maximum of 40 hours of vacation and compensatory time combined beyond their anniversary date. All other vacation leave time must be used on or prior to an employee's anniversary date. All hours beyond the allowed carry-over will be forfeited. Vacation leave accruals will appear on an employee's pay stub for the pay period in which their anniversary occurs.

At the Fire Lieutenant's anniversary date, 120 hours of combined compensatory and vacation time may be rolled over.

After five (5) years of satisfactory or above service to the City of Clive, department directors will be recognized for their prior municipal government service. The director will be given 50% credit of previous public service plus the years of service in their current position for the combined years of service to be used for the vacation leave. For example, Sue Smith Director of Leisure Services has completed her fifth year of service for the City of Clive plus she receives 50% credit for the 20 years worked for Anytown, USA. Her new vacation leave calculation in year six would be twenty days.

Fire Lieutenants will accumulate annual leave/vacation time per the following schedule:

| <i>Years of Consecutive Service</i>        | <i>Hours of Annual Leave Accrual</i> |
|--------------------------------------------|--------------------------------------|
| <b>6 months &amp; probationary release</b> | 48                                   |
| <b>1-4</b>                                 | 120                                  |
| <b>5-9</b>                                 | 168                                  |
| <b>10-11</b>                               | 192                                  |
| <b>12</b>                                  | 216                                  |
| <b>13-15</b>                               | 240                                  |
| <b>16</b>                                  | 240                                  |
| <b>17</b>                                  | 240                                  |
| <b>18</b>                                  | 240                                  |
| <b>19</b>                                  | 264                                  |
| <b>20</b>                                  | 288                                  |

### 2.3 MERIT VACATION

Department directors and the Assistant City Manager will be granted three (3) administrative leave days annually each July 1. They are for use by the department director, or they may offer all or a portion of it to staff members as an incentive. The department director or staff must use Merit Vacation leave on or by June 30 each year. It is payable at the time of separation from the City of Clive.

### 2.4 SICK LEAVE

Full-time employees shall earn sick leave at the rate of one day per month for a total of twelve working days per year. Each employee, upon hiring, shall receive six days of sick leave

automatically. Fire Lieutenants shall earn sick leave at the rate of 12 hours per month (or 6 days per year) for a total of 144 hours per year. Upon hiring, Fire Lieutenants shall receive 72 hours of sick leave automatically. There shall be no maximum on the number of accrued hours of sick leave. Benefit qualifying part-time employees, not including 12-24 hour shift employees, so long as the leave is during their regularly scheduled workday, shall be granted sick leave and shall accrue sick leave upon hire and shall accrue sick leave according to the guidelines detailed in section 3.18.

No payment of accrued and unused sick leave shall be made upon separation from City employment, except in the case of retirement of a full-time employee. In such cases, payback of 50% of such accrued sick leave, not exceeding 360 hours of payback, shall be made to the retiring full-time employee. Example 1: Full-time employee retires with 800 hours of accrued sick leave. 50% of 800 hours (400 hours) exceeds the eligible limit of 360 hours. This employee will receive payback on the first 360 hours of the accrued leave. Example 2: Full-time employee retires with 500 hours of accrued sick leave. 50% of 500 hours (250 hours) is under the 360-hour threshold, so the employee will receive payback on 250 hours of accrued sick leave.

If an employee is eligible to receive disability benefits for non-work-related illness or injury under the City's long-term disability policy, sick leave shall not be paid to an employee while receiving such benefits.

For absences of three or more consecutive days, a doctor's signature may be required before the employee may resume work. Additionally, the employee's supervisor must inform the Human Resources Manager when an employee is out on sick leave for three or more consecutive days to follow the Family and Medical Leave of Absence section of this handbook (Section 2.9).

Sick leave shall not be used as vacation.

At the discretion of a department director, any employee absents from work because of a claimed illness on a scheduled workday immediately before or immediately after normal days off, holidays or vacation days, may be required to supply a doctor's certification of illness for the absent workday/s before becoming eligible for sick leave pay for the absent workday/s.

Disabilities caused or contributed to by pregnancy and recovery there from shall be covered by accumulated sick leave.

In case of absence due to illness or emergency, the department director should be notified as soon as possible.

For purposes of computing hours worked, planned/approved leave will count as time worked.

If an employee's sickness or disability extends beyond the employee's accrued sick, vacation leave, and accrued compensatory time, the City Manager may grant an unpaid leave of absence. Such leave must conform to the unpaid leave policy.

No employee shall be entitled to sick leave while absent from duty due to the following causes. Sickness or disability sustained while on a leave of absence without pay, unless it can be shown that the condition existed prior to the leave of absence.

~~inability to properly perform required duties because of intemperance, intoxication, or unlawful use of drugs, except for City-approved formal treatment thereof.~~

Commented [AA1]: This sentence doesn't make sense.

Employees wishing to receive leave from other employees need to submit a [“Request to Receive Transferred Sick Leave”](#) form to receive transferred leave from their department and others. The request is recommended for approval or denial by the employee's department director and the City Manager. All personal time, including vacation, comp time, and holidays must be exhausted prior to requesting donated sick leave. Donated leave can only be used for personal illness and not family illness. During the time an employee is using donated leave, the City's matching contribution to that employee's deferred compensation program will not continue while the employee is receiving contributed donated leave.

Employees who wish to voluntarily donate sick leave may do so in four-hour increments using the [“Request to Donate Sick Leave”](#) form. Any individual employee may transfer up to a maximum of 24-hours of sick leave in a calendar year.

At the end of the absence, any remaining transferred leave will be transferred back to the employees who donated it on a prorated basis, rounding to the nearest ½ hour.

The maximum amount of transferred leave cannot exceed the number of days until the employee is eligible for long-term disability (LTD) benefits.

At the City Manager's discretion, non-emergency employees (such as employees other than police officers, firefighters/medics, and snow removal staff) may be excused from work due to inclement weather. All full-time and part-time employees who are absent from work due to inclement weather must claim sick, vacation, compensatory, or nonpaid leave for the number of hours scheduled and normally worked that day.

After an employee has accumulated more than 1,200 hours (1680 hours for Fire Lieutenants) of sick leave, the employee is allowed the option of trading the excess hours over 1,200 (1,680 for Fire Lieutenants) for time off at the rate of four hours sick leave for one hour of time off. As a mutual protection for the employee and the City, the City Manager may require an employee to submit to a physical examination by a designated physician when, in the manager's opinion, the performance of the employee may have become limited or weakened by virtue of impaired health. This physical examination shall be at the expense of the City.

Other uses of sick leave may include any form of preventative medicine or treatment that requires the employee to take time off during normal working hours to see a doctor, for medical tests, dental, chiropractic, or any other similar professional medical attention. Such usage must be approved by the employee's supervisor prior to leaving the workstation. [For](#)



non-union employees, sick leave will be allowed for scheduled appointments to attend wellness coaching sessions.

#### **Family Sick Leave**

Employees are encouraged to care for their family members when the necessity arises. The number of days of sick leave allowed for family illness or injury will be limited to three workdays per episode for full and benefit-qualifying part-time employees, so long as the leave is during their regular scheduled workday, except for Fire Lieutenants, where family sickness would be allowed for one entire 24-hour shift only. In the event of a dire emergency, the number of sick days used for family illness per episode may be increased with the permission of the City Manager.

Any employee who is proven to have fraudulently used their sick leave compensation from the City will be subject to disciplinary action up to and including dismissal.

#### **2.5 MILITARY LEAVE**

The City shall comply with the statute granting leave of absence for military leave in accordance with the provisions of Section 29A.28, the Iowa Code, as the same may be amended from time to time. Any employee, when ordered by proper authority to active state or federal service, is entitled to a leave of absence from the City for the period of such active state or federal service, without loss of status or efficiency rating. The City will pay the employee's regular earnings for the first thirty days of the calendar year.

#### **2.6 BEREAVEMENT AND FUNERAL LEAVE**

In case of death in the immediate family, a full-time or benefit-qualifying part-time employee, so long as it occurs during a regularly scheduled workday, may be granted a leave of absence with pay of up to five calendar days, or forty hours. "Immediate family" shall include husband, wife, children, adopted children, stepchildren, brother, sister, half-brother, half-sister, stepbrother, stepsister, father, mother, father/mother-in-law, son/daughter-in-law, brother/sister-in-law, stepfather, stepmother, grandparents, grandchildren, and guardians.

The full-time or benefit-qualifying part-time employee, so long as it occurs during a regularly scheduled workday, may be granted a leave of absence with pay of one day, or eight hours, in case of the death of aunts, uncles, nieces, or nephews of the employee or spouse.

At the supervisor's sole discretion, an employee is not required to use the time off allowed under this policy on consecutive days, but the time off must-may be taken in full-day four-hour increments.

One-half day off with pay, at the department director's discretion, will be allowed to employees who attend the funeral of a fellow City of Clive employee or former City of Clive employee.

Fire Lieutenants - In case of death in the immediate family, Lieutenants may be granted a leave of absence with pay up to two shift days. "Immediate family" shall include husband, wife, children, adopted children, stepchildren, brother, sister, half-brother, half-sister, stepbrother,

stepsister, father, mother, father/mother-in-law, son/daughter-in-law, brother/sister-in-law, stepfather, stepmother, grandparents, grandchildren, and guardians.

The Fire Lieutenants may be granted a leave of absence with pay of 8 hours in case of the death of aunts, uncles, nieces, or nephews. The department director may allow one additional day depending upon the functions required of the employee.

At the supervisor's sole discretion, an employee is not required to use the time off allowed under this policy on consecutive days, but the time off must be taken in full day increments.

Four-hours off with pay, at the Fire Chief's discretion, will be allowed to Fire Lieutenants who attend the funeral of a fellow City of Clive employee or former City of Clive employee.

## 2.7 JURY LEAVE

Any full-time employee and benefit-qualifying part-time employee who is selected for jury duty shall receive a paid leave of absence for the active time spent on such duty so long as it occurs during a regularly scheduled workday.

City employees required to appear in court on behalf of the City or is required by the courts for purposes other than personal during regularly scheduled work hours, shall receive their normal earnings and expenses from the City. Any compensation paid to an employee by the courts shall be turned over to the City, except for meal and travel expenses.

## 2.8 LEAVE OF ABSENCE

Regular full-time and benefit-qualifying part-time employees may request an unpaid leave of absence after successfully completing their probationary period. A department director may grant an unpaid leave of absence for a period of up to ten days per year for any employee who needs time off for personal reasons. Sick leave or vacation benefits do not accrue during an unpaid leave exceeding five consecutive days. A regular full-time employee may ~~desireing~~ a non-FMLA-related unpaid leave of absence for up to 90 days from employment, upon written request to the department director and subsequent approval of the City Manager, be granted a leave of absence not to exceed ~~ninety~~ 90 days in duration without pay or the accrual of any benefits. The requesting employee requesting shall state the reasons why, in his/her their opinion, the request should be granted, the date when he/she they desires the leave to begin, and the probable date of return. The request shall be submitted no later than ten (10) days prior to the date of the anticipated absence whenever possible. The City Manager, upon the recommendation of the department director, may approve or reject such request based on the operating requirements of the department, taking into consideration the division's work units, workload, availability of temporary substitute employees, the performance and attendance record of the individual, and the reason for the request.

Any unpaid leave of absence shall not exceed ninety days in duration unless an extension is approved by the City Manager. Except for FMLA granted leave, benefits including vacation leave, sick leave, holidays or other forms of indirect compensation will not accrue and t- The employee may continue to be covered by group medical, dental, vision, and life insurance, but

will be responsible for paying one hundred percent (100%) of the premium costs, for one of the following reasons:

- To enable the employee to engage in a course of study that enhances his/her usefulness to the City service.
- To enable an employee to take another position within the City service on a temporary basis.
- Other equally good reasons considered valid by the department director with concurrence by the City Manager

In cases of extended sick leave, when the employee's sick leave, compensatory, and vacation time has been used up.

Any request for extension of leave shall be subject to all requirements of the original request.

The requesting employee shall state the reasons why, in his/her opinion, the request should be granted, the date when he/she desires the leave to begin, and the probable date of return. Additionally, the employee needs to state the benefit to the City in granting such a leave.

The City Manager, upon the recommendation of the department director, may approve or reject such request based on the operating requirements of the department, availability of temporary substitute employees, the performance and attendance record of the individual, and the reason for the request.

Employees wishing to take such leaves of absence must realize that all positions in the City are subject to elimination. Thus, absolute assurance of reinstatement cannot be given. However, if the position is still in existence and is vacant at the conclusion of the period, the employee may resume his/her same status therein. If the position no longer exists or is filled, an attempt will be made to place the employee in a comparable position as soon as possible. During an unpaid leave exceeding five consecutive days, an employee:

- Does not earn vacation or sick leave.
- Does not collect sick leave benefits in the event they become ill.
- Does not contribute to retirement programs.
- Must reimburse the City for all group hospital and medical insurance premiums paid while on leave (except for FMLA granted leave), if coverage is desired to be continuous.
- Must reimburse the City for all coverage under group life and disability insurance, except FMLA granted leave and for MFPRSI-covered employees, if coverage is desired to be continuous.

## 2.9 FAMILY AND MEDICAL LEAVES OF ABSENCE

EMPLOYEES WHO QUALIFY FOR A LEAVE UNDER THE FAMILY AND MEDICAL LEAVE ACT OF 1993, THE CITY WILL GRANT A LEAVE OF ABSENCE TO REGULAR FULL-TIME AND REGULAR PART-TIME EMPLOYEES (WHO MEET ONE OF

THE REQUIREMENTS DESCRIBED BELOW) FOR:

- ~~THE CARE OF A CHILD AFTER BIRTH OR PLACEMENT WITH THE EMPLOYEE FOR ADOPTION OR FOSTER CARE.~~
- ~~THE CARE OF A FAMILY MEMBER (SPOUSE, CHILD, OR PARENT) WITH A SERIOUS HEALTH CONDITION.~~
- ~~AN EMPLOYEE'S OWN SERIOUS HEALTH CONDITION THAT MAKES THE EMPLOYEE UNABLE TO PERFORM THE FUNCTIONS OF THE EMPLOYEE'S JOB, OR INCAPACITY DUE TO THE EMPLOYEE'S PREGNANCY OR PRENATAL MEDICAL CARE.~~
- ~~ANY QUALIFYING EXIGENCY (AS DEFINED BELOW) ARISING OUT OF THE FACT THAT A FAMILY MEMBER (SPOUSE, SON, DAUGHTER, OR PARENT) IS SERVING IN ANY BRANCH OF THE ARMED FORCES, INCLUDING THE NATIONAL GUARD OR RESERVES ON ACTIVE DUTY OR HAS BEEN NOTIFIED OF AN IMPENDING CALL OR ORDER TO ACTIVE DUTY IN SUPPORT OF A CONTINGENCY OPERATION.~~
- ~~THE CARE OF A SERVICE MEMBER WITH A SERIOUS INJURY OR ILLNESS IF THE EMPLOYEE IS THE SPOUSE, CHILD, PARENT OR NEXT OF KIN OF THE SERVICE MEMBER.~~

~~LEAVES WILL BE GRANTED FOR A PERIOD OF UP TO TWELVE WEEKS (OR UP TO 26 WEEKS IN THE CASE OF CARE FOR A SERVICE MEMBER, AS DISCUSSED BELOW) IN ANY TWELVE-MONTH PERIOD. THE TWELVE-MONTH PERIOD IS A ROLLING PERIOD, MEASURED FROM THE DATE QUALIFYING LEAVE IS FIRST TAKEN. FOR POLICY DETAILS REFER TO FMLA.~~

#### SWORN LAW ENFORCEMENT

~~TO MAINTAIN CONSISTENCY AND EQUITY AMONG THE SWORN LAW ENFORCEMENT PERSONNEL, THE FOLLOWING CONTRACTUAL BENEFITS AND REQUIREMENTS APPLY TO STAFF AS INDICATED:~~

| <del>BENEFIT:</del>                 | <del>APPLIES TO:</del>                                 |
|-------------------------------------|--------------------------------------------------------|
| <del>SHIFT DIFFERENTIAL</del>       | <del>OFFICERS &amp; SERGEANTS</del>                    |
| <del>COURT TIME</del>               | <del>OFFICERS &amp; SERGEANTS</del>                    |
| <del>PHYSICAL FITNESS TESTING</del> | <del>OFFICERS</del>                                    |
| <del>CLOTHING ALLOWANCE</del>       | <del>OFFICERS, SERGEANTS, LIEUTENANT &amp; CHIEF</del> |
| <del>ON-CALL PAY</del>              | <del>OFFICERS &amp; SERGEANTS</del>                    |
| <del>LONGEVITY</del>                | <del>OFFICERS &amp; SERGEANTS</del>                    |

#### 2.10-09 LACTATION ACCOMMODATION POLICY

~~Under the Patient Protection and Affordable Care Act signed into federal law in 2010, the Fair Labor Standards Act was amended to require employers to~~ the City will provide rest breaks to mothers who wish to express breast milk for theirher nursing child for one year after the child's birth. An employee who has a need forneeds lactation accommodations should inform hertheir supervisor or Department Director and discuss any relevant workload or scheduling issues. Each Department will work with employees to arrange for a room or location within proximity to the employee's work area, other than a bathroom, where the mother can express milk in privacy. Lactation breaks will typically be between 15 and 20 minutes in length and may be taken as frequently as necessary.

#### 2.11-10 PARENTAL LEAVE

##### Purpose

As an employer, the City of Clive intends to support work-life balance and provide opportunities for an employee's family to thrive. Knowing that during events such as birth and adoption, an employee's focus needs to be with their family members, this policy provides paid leave benefits to support and ease the burden on employees. Parental Leave is intended to provide an opportunity for the City of Clive full-time employees to take up to a maximum of 320 hours for the birthing parent and 160 hours for the non-birthing or adopting parent(s) or equivalent

hours commensurate with the full-time position if scheduled above 40 work hours per week (such as Fire Lieutenants). For benefit-qualifying part-time employees, up to a maximum of 232 hours (the number of hours in their regular schedule up to eight weeks of leave) for birthing parents and a maximum of 116 hours (the number of hours in their regular schedule up to four weeks) for the non-birthing parent or the adopting parent of paid leave to support family members, provide care, and bond with new family members.

#### **Eligibility**

Employees must either be full-time or part-time benefit-qualifying employees at the time of the request for paid leave. If both parents are employees of the City of Clive, they each will receive the full benefit they are eligible for under Parental Leave.

Employees in any of the following circumstances do not qualify for paid Parental Leave under this policy but may be eligible for other paid leaves, such as family sick leave, bereavement, or major life event leave: miscarriage, stillbirth, or death of a child; being named as a guardian, entering a foster parent arrangement; adopting a spouse's child; and employees who are on administrative, long-term disability or military leave.

Members covered under a collective bargaining agreement are eligible as negotiated in their respective contracts.

#### **Leave and Benefit Amounts**

Approved Parental Leave will be available once approved by the department director and human resources. The leave shall be paid at 100% of the employee's regular pay rate. For the duration of the leave, employees are eligible to receive the City of Clive paid benefits and accrue all forms of leave at their regular accrual rates as if they were in active pay status. The City will continue paying the employer's portion of health, dental, vision, and life insurance premiums during approved Parental Leave.

#### **Benefit Limitations**

Parental Leave benefits are limited to 320/160 hours full-time or equivalent hours commensurate with the full-time position if scheduled above 40 work hours per week and 232/116 hours benefit-qualifying~~eligible~~ part-time in any rolling 12-month period. Leave for non-birthing or adoptive parents may be taken intermittently; for example, a non-birthing parent may take two weeks at birth and another two weeks when the birthing parent returns to work. Leave for birthing parents generally must be taken as a continuous block of time. However, if a birthing parent desires a gradual return to work, upon request to Human Resources and depending on the employee's position, the City may approve the last two weeks of leave to be on a reduced schedule. This means an employee could return to work on a part-time basis for four weeks while still utilizing FMLA leave for the non-working hours. The benefit must be used within 12 months following the first use of this leave. Leave may not be used in less than 4-hour increments.

#### **Coordination with Other Policies**

Paid Parental Leave taken under this policy will run concurrently with unpaid leave under the

Family and Medical Leave Act (FMLA).

Once this paid Parental Leave is exhausted, an employee who remains on FMLA leave, must concurrently use paid sick, vacation, floating holiday, and compensatory time. If all paid leave has been utilized, the employee may go into an unpaid leave status, may be eligible for donated sick leave, or may be eligible for Major Life Event Leave.

#### **Policy Administration and Appeal**

Administration of this policy shall be the responsibility of the Human Resources staff. Any unused Parental Leave will be forfeited at the end of the 12 months following the first use of the leave. Upon termination of the employee's employment with the City, they will not be paid for any unused Parental Leave for which they were eligible.

### **2.12-11 MAJOR LIFE EVENT LEAVE**

#### **Purpose**

This policy, to be utilized as a pilot program for two years starting January 1, 2024, provides paid leave benefits to support and ease the burden on employees with major life events, such as serious illness, death, and other extreme occurrences. Major Life Event Leave is intended to provide an opportunity for the City of Clive full-time employees to take up to a maximum of one hundred and sixty hours (160) or equivalent hours commensurate with the full-time position if scheduled above 40 work hours per week (such as Fire Lieutenants) and benefit qualifying part-time employees up to a maximum of eighty (80) hours of paid leave for a demonstrated need to support family members, provide care, or manage a Major Life Event.

#### **Eligibility**

Employees must either be full-time or part-time benefit-qualifying\* employees at the time of the request for paid leave.

Members covered under a collective bargaining agreement are eligible as negotiated in their respective contracts.

#### **Categories of Eligible Major Life Events**

##### **1. Spouse, Parent, or Child's Serious Health Condition**

Employees who desire to use such leave to care for a spouse, parent, or child with a serious health condition must either submit a request for FMLA (separate documentation is not required), as provided in the City's FMLA policy, or if not yet eligible for FMLA, an employee may submit a request form to Human Resources within five (5) workdays of the onset of leave. The request must include a statement by the employee identifying the date supporting documentation was requested from the medical provider and, to the best of the employee's knowledge, the following:

- The nature of the illness/health condition
- The anticipated period of recovery

- The extent and nature of care required by the employee.

For the purposes of this Section, the definition of serious health condition is generally defined the same as FMLA regulations such as an illness, injury, impairment, or physical or mental condition which requires inpatient care or continuing medical treatment or supervision by a healthcare provider and that will require the prolonged or extended absence of the employee to provide care. Examples include but are not limited to conditions such as cancer, heart attacks, strokes, severe injuries, and Alzheimer's disease. Serious health conditions related to typical pregnancy, birth and delivery, or postnatal care shall be covered under Section 2.12 Parental Leave and are not eligible for additional leave under this Section. Cosmetic procedures and short-term conditions for which treatment and recovery are very brief such as the common cold, the flu, earaches, upset stomach, headaches (other than migraines), routine dental or orthodontia problems, etc., are not considered serious health conditions under this policy.

## 2. Events Leading Up to and Following the Death of an Immediate Family Member

This subcategory of Major Life Event Leave is intended to provide time for employees who need to serve as a primary caregiving role to assist immediate family members, as defined in Section 2.6 of the Employee Handbook, in preparation for the final stage of life, hospice, palliative care, funeral preparations, or after-death responsibilities. Employees who desire to use such leave may submit a request to their Department Director for review. The Department Director shall make a recommendation to the City Manager for final approval of leave. The department director and employee shall identify an interim plan to be included with the department director's recommendation to the City Manager indicating how essential job functions will still be accomplished during these absences, e.g. remote work, flex time, duties shifted to specific staff, etc. The request must include, to the best of the employee's knowledge, the following:

- The nature of care being provided
- The anticipated period of care
- Frequency and length of absences, e.g. 1 day a week, afternoons, etc.

~~\*Benefit-qualifying part-time employees average 20 hours or more per week after one year of service.~~

Major Life Event Leave taken under this section will run ~~concurrently-consecutively~~ with bereavement leave, as provided in Section 2.6 of the Employee Handbook.

## 3. Other Extenuating Major Life Event Situations

The City recognizes that employees and their families may experience major life events that are rare and not covered by the two preceding categories or other city policies, but significantly impact an employee's life and should be considered. Employees wishing to request such leave to address major life events not included in the above categories may submit a request form to Human Resources. The request must include a statement by the employee identifying the following:

- The nature of the major life event
- The anticipated period of leave needed relating to the major life event

The City Manager shall review requests for Major Life Event leave under this category. The City

Manager's decision on eligibility for major life events under this category shall be the final decision. Non-exhaustive examples of the types of major life events this category is intended to assist with include the death of an ex-spouse when you need to support your children through the event; an illness of a close family friend who has no family; divorce; victim of violent crime; recovery from fire or other natural disasters; or an employee's serious illness as defined in this policy with extenuating circumstances.

#### **Leave and Benefit Amounts**

Major Life Event Leave will be available following recommendation by the Department Director to the City Manager, and approval by the City Manager. The Major Life Event Leave shall be paid at 100% of the employee's regular pay rate. For the duration of Major Life Event Leave, employees are eligible to receive the City of Clive paid benefits and accrue all forms of leave at their regular accrual rates as if they were in active pay status. The City will continue paying the employer's portion of health, dental, vision, and life insurance premiums during approved Major Life Event Leave.

#### **Benefit Limitations**

Major Life Event Leave benefits are limited to a maximum of one hundred and sixty hours (160) or equivalent hours commensurate with the full-time position if scheduled above 40 work hours per week and benefit qualifying part-time employees up to eighty (80) hours of paid leave. Such leave may be taken intermittently but shall be used in not less than four (4) hour increments. Employees shall be allowed to use such leave for multiple qualifying events during the benefit cycle up to the cumulative total hours of eligible Major Life Event leave. Major Life Event leave availability shall be calculated as a rolling 12-month period measured forward from the date of any Major Life Event Leave usage. The remaining leave is the balance of the total eligible hours not used during the previous 12-month period for the Major Life Event leave. Final determination of hours granted under this policy shall be dependent upon eligibility.

#### **Coordination with Other Policies**

If the employee is eligible for Family and Medical Leave Act (FMLA) Leave or becomes eligible during the major life event, the paid Major Life Event Leave taken under this policy will run concurrently with leave under FMLA. If an employee experiences a qualifying Major Life Event but has utilized a portion of or the entire eligible time off under the Family and Medical Leave Act during the 12-month rolling period, the employee shall remain eligible to utilize their total eligible hours of Major Life Event leave.

Once Major Life Event Leave is exhausted, sick (if eligible), vacation, floating holiday, and compensatory time will be used. If all paid leave has been utilized, the employee may go into an unpaid leave status.

#### **Policy Administration**

Administration of this policy shall be the responsibility of the Human Resources staff. Any unused Major Life Event Leave shall not be rolled over to a future 12-month rolling period. Upon termination of employment with the City, the employee shall not be paid for any unused Major Life Event Leave for which they were eligible.



## EMPLOYEE BENEFITS

### 3.1 HEALTH INSURANCE

The City will contribute a monthly amount toward group health insurance for each eligible employee and their dependents. For detailed information on the plans offered, please see the Summary Plan Descriptions available from Human Resources or visit

<http://Cityofclive.mybenefitportal.com/>.

### 3.2 DENTAL/VISION INSURANCE

The City will provide dental and vision insurance for each regular full-time employee. In addition, the City will make payroll deduction available for employees who wish to take family coverage (with orthodontia). Eligibility is effective the first day of the month following the month of hire.

### 3.3 FLEXIBLE SPENDING ACCOUNT

Full-time employees may elect to participate in the City's 125 Flexible Spending Account (FSA). For more information, please visit the [City of Clive benefit portal](#).

### 3.4 LIFE INSURANCE

The City will cover regular full-time employees with a term life insurance policy equal to one time the employee's salary plus \$ 10,000, at no cost to the employee. Eligibility is effective the first day of the month following the month of hire. Per the Internal Revenue Service, when the total amount of a term life insurance policy exceeds \$50,000, the City's imputed cost of coverage more than \$50,000 must be included in the employee's annual income and is subject to Social Security and Medicare taxes. Check the employee benefits portal at <http://cityofclive.mybenefitportal.com/> for the complete plan document.

#### Exception

In the case of employees who have attained the age of seventy and remain in service to the City, due to actuarial differences beyond the control of the City, the City may not always be able to maintain their participation in the above-group benefit plans. To the extent that the City is unable to maintain participation in the group plans enumerated above for an employee past age 70, the City shall make available funding for an employee benefit program which shall be at least equal in amount to that contributed by the City for similarly-situated employees under age 70 who are participating in the above-group benefits plans. Due to actuarial differences beyond the control of the City and the unavailability of certain benefits to persons over age 70, individual plans may be offered to employees over age 70, which shall be subject to the approval of any affected employee and the City Council.

### 3.5 LONG-TERM DISABILITY

The City will provide a long-term disability policy for regular full-time employees other than sworn police officers who have coverage through Municipal Fire & Police Retirement System of Iowa. For detailed information on the plans offered, please see the Summary Plan Descriptions available from Human Resources.

A regular employee who suffers an off-the-job injury or illness will be required to use accrued benefits (including sick leave, vacation, compensatory, and holidays) until exhausted during the leave period. FMLA leave (if applicable) will run concurrently with paid leave. An employee on disability leave will be permitted to continue his/her coverage under the group health insurance and/or life insurance at his/her own expense. Employees on FMLA leave will be entitled to continue his/her coverage under the group health insurance provided in Section [3.19-16](#) of this handbook.

### 3.6 WELLNESS

The wellness program demonstrates the City's concern for the wellbeing of its employees and their families and is designed to improve employee morale leading to increased productivity. A wellness program offers the potential for reduced sick leave and loss of time through absenteeism. The City encourages the use of local wellness resources when possible. For non-union employees, not subject to a collective bargaining agreement, sick leave will be allowed for scheduled appointments to attend wellness coaching sessions.

*Examples of eligible programs include, but are not limited to, the following:*

- Flu Vaccines (available to all staff)
- Position-Required Physicals (all firefighters)
- Exercise Rooms at the Public Safety Center and Clive City Hall/Library ([Waiver Form for All Staff.](#))
- Participation in the City Council approved Employee Wellness Program.
- Hepatitis B Vaccinations – for more information and forms refer to Hepatitis B [in section 6.15.](#)

#### **Hepatitis B**

~~For employees who may be exposed, the City offers Hepatitis B vaccinations at no cost to the employee. All employees will be required to sign and return the Hepatitis B Employee Vaccination Decision Form (See Appendix). Information pertaining to the disease, the vaccine and side effects, along with the Decision form are included in the appendix.~~

~~All new regular full and part-time employees will be required to return this form prior to the completion of their first month of employment with the City.~~

~~All employees consenting to receiving the vaccination are required to receive the first dose of the vaccination within 30 days of signing the consent form. The vaccinations will then be given according to the following schedule:~~

- ~~\_\_\_\_\_ 1st dose: \_\_\_\_\_ Elected Date~~
- ~~\_\_\_\_\_ 2nd dose: \_\_\_\_\_ One Month Later~~
- ~~\_\_\_\_\_ 3rd dose: \_\_\_\_\_ Six Months after the First Dose~~

~~Any employee electing to take, but failing to complete, the series within six months of receiving the first dose will be suspended without pay until he/she has completed the series. This~~

suspension may be reviewed and possibly waived by the City Manager due to extreme mitigating circumstances. If employment with the City ends during the series of vaccinations, the employee is responsible for completion of the series and any costs involved.

#### **Aquatic Center Passes and Recreation Programs**

In an effort to promote work/life balance for employees effective December 1, 2023 employees will be able to purchase aquatic center passes and Clive recreation programs for 50% of the resident rate.

#### **3.7 EMPLOYEE ASSISTANCE**

Recognizing that employees' personal problems can damage or interfere with job performance, the City provides an Employee Assistance Program (EAP) to give confidential therapy and counseling to all employees and their families for marital, familial, emotional, psychological, and financial problems, as well as for overcoming drug and alcohol dependency.

Employees may call the EAP therapist themselves to arrange counseling, or they may be referred to the therapist by a supervisor. All counseling is strictly confidential, and, in the case of a supervisor referral, the supervisor will only be notified that contact has occurred between the employee and the counselor.

Using the EAP services does not protect an employee from enforcement of this policy or in any way prevent testing or prevent the City from enforcing appropriate consequences for employees who violate this policy.

#### **3.8 FOREIGN LANGUAGE CASH INCENTIVE**

Regular staff full-time and benefit-qualifying employees meeting the basic standards for fluency in languages other than English, who have been approved by their department director and/or City Manager by November 1 of each year, and who are willing to use their ability to interpret on an as-needed basis at their customary hourly rate, will receive an annual \$ 250 cash incentive for each language they are fluent in, so long as a request form is completed for each one. Such pay, reflecting the current calendar year, shall be paid out the first payroll in December of each year as a lump sum.

#### **3.9 EDUCATIONAL INCENTIVE PAY**

Each full-time employee (upon completing their probationary period), exclusive of management personnel or personnel in positions requiring an Associate of Arts, Bachelor's, or Master's Degree as an entry-level-qualification, are eligible to receive educational incentive pay in recognition of their enhanced value to the City. If an employee chooses to receive educational incentive pay under this Section, the employee is not eligible for financial assistance for academic training as outlined in Section 3.10.

#### **Such pay shall be conditioned upon the following:**

- A. The degree relates directly to the employee's current job duties or to a job within the City to which the employee could reasonably be promoted. An employee planning to obtain a degree they consider eligible under this program should obtain prior

confirmation from their department director.

- B. The degree obtained is either an associate degree, bachelor's degree, or master's degree from an accredited four-year or two-year college.
- C. The coursework was completed on the employee's own time unless otherwise approved.
- D. The employee obtained at least a 2.0 final grade point average on a 4.0 scale for an associate degree or bachelor's degree. Or the employee obtained at least a 3.0 final grade point average on a 4.0 scale for a master's degree. Proof of completion of the degree shall be in the form of a certified transcript from the college attended.
- E. The employee's department director and the City Manager shall determine eligibility under this incentive pay program.

Educational incentive pay, which shall be effective upon approval by the City Manager, shall be in addition to base pay received by the employee, and shall be included in the regular hourly rate for the purposes of computing over-time pay. Such pay shall be paid out in the first payroll of December of each year as a lump sum. Per the Internal Revenue Service, the employee receiving this benefit may be taxed on the dollar value of the incentive received.

The award of educational incentive pay shall be as follows:

| COLLEGE<br>DEGREE                       | SEMESTER HOURS<br>COMPLETED | QUARTER HOURS<br>COMPLETED | ANNUAL<br>PAY |
|-----------------------------------------|-----------------------------|----------------------------|---------------|
| Associate of Arts<br>or Science (AA/AS) | 64                          | 96                         | \$550         |
| Bachelor of Arts<br>or Science (BA/BS)  | 124                         | 186                        | \$900         |
| Master's Degree                         | n/a                         | n/a                        | \$1000        |

For example, if an employee is receiving the associate degree incentive benefit level and decides to obtain a bachelor's degree instead, the employee must choose between either receiving credit hour assistance or the bachelor's degree incentive pay. For example, if the employee elects to receive credit hour assistance, the employee will be frozen at the associate degree incentive pay level. If, on the other hand, the employee chooses not to receive credit hour assistance, the employee is eligible for the bachelor's degree incentive pay upon earning the degree.

### 3.10 ADVANCED EDUCATION FINANCIAL ASSISTANCE

Financial assistance for academic training sets forth the conditions and procedures whereby regular

full-time employees who have enhanced their value to the City through academic instruction may receive reimbursement from the City for a portion of their educational expense. This policy does not apply to conferences and technical short courses that provide specific job training. Technical conferences and short courses, when authorized, will be paid for from accounts for training expenses. If the technical conference or short course is held within the State of Iowa, the department director may authorize attendance. If the technical conference or short course is held outside the State of Iowa, the City Manager must authorize attendance. Additionally, this policy does not apply to post-graduate coursework.

If an employee chooses to receive financial assistance from the City for academic training under the Advanced Education Financial Assistance policy, the employee is not eligible for Educational Incentive Pay. For detailed information and appropriate forms follow the link to Clive365, [Education Tuition Reimbursement Request](#).

### **3.11 CELL PHONE REIMBURSEMENT**

The City will provide a monthly cell phone reimbursement to those employees who are required to be available outside of office hours, recommended by their department director and approved by the City Manager. The full policy is available in the Financial Policy Handbook found in the employee intranet.

### **3.12 ATTENDANCE AT CONFERENCES, SEMINARS, AND TECHNICAL MEETINGS**

- A. Attendance at professional conferences, seminars, and technical meetings shall be considered part of the employee's normal duties if attendance is approved by the department director or the City Manager. Hours at the conference and travel time will be compensated.

Department directors and the Assistant City Manager may attend out-of-region conferences/training seminars with the approval of the City Manager. Out-of-region is defined as locations other than the state of Iowa and its bordering states. All other staff members may attend out-of-region conferences/training seminars as recommended and approved by the City Manager and their department director. Staff members may attend in-state conferences/training seminars as approved by the appropriate department director.

- B. It is the policy of the City to reimburse officials and employees for actual meal expenses incurred while traveling outside of the Metro Area, away from home overnight on City business and for actual meal expenses that are for the convenience of the employer, such as attending a meeting that is conducted during a meal. This policy establishes guidelines of reimbursement for meal expenses, what is needed from the employee to request reimbursement of a meal expense, when a meal is/is not eligible for reimbursement, when a reimbursement request may be reviewed, and how this policy relates to an individual department policy.

- 1. Meal expenses will be considered for reimbursement by the City Manager or

designee for meals purchased by an employee attending a conference, meeting, training, or seminar that is located outside of the "Metro Area." "Metro Area" is any place or City within a 30-mile radius of the intersection of Hickman Road and I-35/80, including any City which partially falls within that radius.

2. Meal expenses will be considered for reimbursement by the City Manager or designee for meals purchased by an employee while traveling to/from or during a conference, meeting, training, or seminar that necessitates one or more overnight stays, as approved by the City Manager or designee.
3. Meal expenses incurred by an employee while attending a conference, meeting, training, or seminar within the "Metro Area" will typically not be considered for reimbursement. "Metro Area" is any place or City within a 30-mile radius of the intersection of Hickman Road and I-35/80, including any City which partially falls within that radius. However, a meal that an employee purchases when attending a "meal meeting" for the convenience of the employer, regardless of location, whose main purpose of the meeting is the active conduct of business, which means, business is being discussed during the entire meal process may be considered for reimbursement.
4. Employees must submit original receipts with their reimbursement request. The receipt must show the amount of the expense, the date of the expense, the location of the expense, and business reason for the expense. These receipts must be the original, fully itemized, receipt identifying the amount of any applicable tips or gratuity, what was purchased and from whom. Tips may be added up to 20% of the total cost, as appropriate. Debit card or charge card receipts are not acceptable on their own but should be attached to the itemized receipt.
5. The City will not reimburse employees for the purchase of alcoholic beverages or snacks.
6. The use of a City issued credit card or "Purchasing" card is appropriate for the purchasing of meals deemed reimbursable by this policy.
7. Reimbursement requests may be reviewed by Management prior to issuance and may be reviewed by City auditors and/or IRS auditors for compliance with City policy and/or IRS regulations. These reviews may involve review of receipts for location of vendor, items to be reimbursed, advance travel authorization, the business purpose, and may involve obtaining further clarification from the department head and/or the employee.
8. Individual departments may institute departmental policies that are more restrictive, but individual department policies cannot be less restrictive, unless mandated by State or Federal guidelines.

### 3.13 REIMBURSEMENT OF COMMERCIAL DRIVER'S LICENSE (CDL) FEES

Full-Time Employees will be reimbursed for CDL fees paid over and above the cost of a non-commercial operator's license if they are required to have the CDL endorsement as a condition of their job description.

### 3.14 STATE RETIREMENT SYSTEMS

All employees shall participate in a retirement program governed by the policies and benefits as prescribed by the various retirement and pension programs. Both the City and the employee shall contribute an amount prescribed by the policy or statute. The current retirement programs and participants are Iowa Public Employees' Retirement System (IPERS), Social Security (FICA) and Municipal Fire & Police Retirement System of Iowa (MFPRSI).

An authorized agent or officer of the pension plan shall be responsible for contacting the employee to explain the benefits, policies, and procedures of the program. For more information and details, please contact Human Resources.

Pursuant to the Iowa Public Employees Retirement System (Iowa Code Section 97B) and the Iowa Civil Rights Act (Iowa Code Chapter 216), those employees of the City who are members of the Iowa Public Employees Retirement System may remain in service beyond the date the member attains the age of sixty-five until attaining the age of seventy. However, after attaining the age of seventy, the member may remain in service to the City for periods as the City Council approves, and the member shall retire on the first day of the month following the last approved period.

All employees of the City who are not members of the Iowa Public Employees Retirement System and are covered by other retirement plans or provisions of the Iowa Code shall be required to retire in accordance with the retirement plan and statutes applicable to them.

### 3.15 DEFERRED COMPENSATION

A deferred compensation program (Section 457 of the Internal Revenue Code) with the ICMA Retirement Corporation is available to employees who wish to defer a portion of their salary.

*The City will match up to a percent of annual base wage during the pay period, including the employee's following anniversary:*

| <i>On Anniversary</i> | <i>Percent</i> |
|-----------------------|----------------|
| <b>1-4</b>            | 1              |
| <b>5-9</b>            | 1.5            |
| <b>10-14</b>          | 2              |
| <b>15-19</b>          | 2.5            |
| <b>20+</b>            | 3.5            |

*For department directors, the City will match up to a percent of annual base wage:*

| <i>On Anniversary</i> | <i>Percent</i> |
|-----------------------|----------------|
| <b>1-4</b>            | 1              |

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|              |     |
|--------------|-----|
| <b>5-9</b>   | 2   |
| <b>10-14</b> | 2.5 |
| <b>15-19</b> | 3   |
| <b>20+</b>   | 3.5 |

The City's contribution shall not exceed the amount of the employee's contribution. Members of the Municipal Fire & Police Retirement System of Iowa hired after January 1, 2011, are not eligible for the City's contribution.

### 3.16 RETIREE HEALTH INSURANCE

For employees wishing to voluntarily retire who are a minimum of 55 years of age at the time of retirement; have at least 21 years of service with the City; and wish to remain on the City employee health insurance plan, the City will assist the employee with the cost of single coverage health insurance until the retiree is eligible to receive Medicare benefits, according to the following schedule based upon length of continued regular full-time service to the City:

| <i>Years of Service</i>   | <i>Percentage of Single Coverage by City</i> |
|---------------------------|----------------------------------------------|
| <b>Less than 21 years</b> | 0%                                           |
| <b>21 years</b>           | 10%                                          |
| <b>22 years</b>           | 20%                                          |
| <b>23 years</b>           | 30%                                          |
| <b>24 years</b>           | 40%                                          |
| <b>25 years</b>           | 50%                                          |
| <b>26 years</b>           | 60%                                          |
| <b>27 years</b>           | 70%                                          |
| <b>28 years</b>           | 80%                                          |
| <b>29 years</b>           | 90%                                          |
| <b>30 or more years</b>   | 100%                                         |

As of January 1, 2022, there will be no monthly proration of years of service for percent of City's contribution.

At the time of retirement, the employee may elect to cover or continue coverage for dependents for health, dental and/or vision at the expense of the employee subject to the provision of this section. Employee's spouse is not eligible for coverage if they are eligible for Medicare.

Once an employee is a retiree, they will no longer be allowed to add dependents to any City of Clive insurance plans (health, dental, or vision) in place nor will they be allowed to bring the dependent back on if previously dropped from coverage. The only status change available to a retiree is to drop from a family plan to a single plan due to 1) change of status; 2) dependent is eligible for Medicare; 3) death of dependent; 4) dependent is no longer a fulltime student; or 5) dependent has reached the age of 26. After the retiree reaches Medicare eligibility age, any



dependent or spouse covered under the City employee health plan may continue his or her coverage under COBRA for up to three additional years (36 months), or until the dependent becomes Medicare eligible, whichever comes first. The retiree is responsible for all expenses related to the policy.

### 3.17 RETIREE LIFE INSURANCE

After the retiree reaches Medicare eligible age, any dependent the retiree has covered under the City employee health plan may continue his/her coverage under the City's plan for three more years, or until the dependent reaches Medicare eligibility, whichever occurs first. The retiree is responsible for expenses related to the policy.

As of July 1, 2011, for those full-time employees retiring with at least ten years of service the City will provide \$10,000 in life insurance coverage until employee reaches normal Social Security retirement age.

### 3.18 PART-TIME EMPLOYEE BENEFITS

All part-time employees are a valued part of the Clive team and are recognized for their important role in providing quality service to Clive residents, businesses, and visitors.

#### A. ALL PART-TIME EMPLOYEES

##### 1. SERVICE CREDIT

All years of service will count toward the City's incremental (5, 10, 15, 20 25, 30) Service Awards. Awards will be distributed during the anniversary month of the employee.

5 years = \$30, 10 years = \$50, 15 years = \$75, 20 years = \$100, 25 years = \$150, 30 years = \$200.

##### 2. RETENTION INCENTIVE PROGRAM

A token of appreciation for the committed employee recognizing the importance of continuing service to the community. The employee will be given a one-time award of:

| Years of Consecutive Service | Hours of Annual Vacation Leave |
|------------------------------|--------------------------------|
|                              | Accrual One-Time Award Amount  |
| After 5 years                | \$250                          |
| After 10 years               | \$500                          |
| After 15 years               | \$750                          |
| After 20 years               | \$1,000                        |
| After 25 years               | \$1,500                        |
| After 30 years               | \$2,000                        |
| After 35 years               | \$2,500                        |

Incentives will be paid during the pay period in which the employee's anniversary falls when reaching incremental years of service and is still employed by the City of Clive. Per the Internal Revenue Service, the employee receiving this benefit will be taxed on the dollar value of the incentive. The incentive is granted once every five years.

### 3. IPERS RETIREMENT

All hours worked will count toward the eligibility of IPERS (Iowa Public Employees' Retirement System).

### 4. UNPAID LEAVE

If a person takes unpaid leave that has been authorized by the department director, the lack of hours worked for that day/s is included in computing the average hours worked per week.

- If a person takes unpaid leave that has been authorized by the department director, all paid vacation time must be used prior to the unpaid leave.

### 5. OVERTIME

Should part-time employees work more than 40 hours in a one-week period (Sunday through Saturday), they will be paid overtime at a rate of one and one-half times their regular rate.

## B. Benefit-Qualifying Employees Averaging 20 Hours or More Per Week Not Including 12-24 Hour Shift Employees **BENEFIT-QUALIFYING EMPLOYEES AVERAGING 20 HOURS OR MORE PER WEEK, NOT INCLUDING 12-24 HOUR SHIFT EMPLOYEES**

Regular part-time employees averaging 20 hours per week over one (1) consecutive year shall be considered benefit-qualifying part-time employees and will be granted floating holidays, vacations, ~~and~~ sick leave, deferred compensation, and jury duty leave.

### 1. ~~Vacation Leave~~ **VACATION LEAVE:**

| Years of Consecutive Service                | Hours of Annual Vacation Leave<br><del>Accrual</del> <b>Accrual</b> |
|---------------------------------------------|---------------------------------------------------------------------|
| <del>6 Months &amp; Probation Release</del> | <del>20</del>                                                       |
| <b>1 Year</b>                               | 40                                                                  |
| <b>5 Years</b>                              | 60                                                                  |
| <b>10 Years</b>                             | 80                                                                  |
| <b>16 Years</b>                             | 84                                                                  |
| <b>17 Years</b>                             | 88                                                                  |
| <b>18 Years</b>                             | 92                                                                  |

|          |     |
|----------|-----|
| 19 Years | 96  |
| 20 Years | 100 |

- After ~~completing the 6-month probation period~~qualifying for benefits, each ~~benefit-qualifying~~benefit-qualifying employee will receive 20 hours of vacation.
- Benefit-qualifying part-time employees are allowed to carry over a maximum of 20 hours of vacation beyond their anniversary date.
- Any benefit-qualifying part-time employee resigning or terminating employment with the City shall be compensated for vacation leave earned and unused to their termination date.

## 2. ~~Sick Leave~~SICK LEAVE:

| Months of Consecutive Service | Hours of Annual Sick Leave<br><del>Accrual</del> <u>Accrual</u> |
|-------------------------------|-----------------------------------------------------------------|
| Hire date                     | 24                                                              |
| Subsequent months             | 4                                                               |

- Each benefit-qualifying part-time employee, upon ~~hiring~~/qualifying, shall receive 24 hours of sick leave automatically. There shall be no maximum on the number of accrued hours of sick leave.
- All benefit-qualifying part-time employees shall earn sick leave at the rate of four (4) hours per month for a total of 48 hours per year.
- No accrued and unused sick leave payment shall be made upon separation from City employment except in the case of retirement of a ~~benefit-qualifying~~regular part-time employee. In such cases, payback of 50% of such accrued sick leave, not exceeding 180 hours of payback, shall be made to the retiring part-time employee.
- The number of sick leave hours allowed for family sickness will be limited to eight (8) hours per episode for benefit-qualifying part-time employees.

## 3. ~~City Holidays~~CITY HOLIDAYS:

Benefit-qualifying part-time employees shall be paid 4 hours of holiday pay for designated City holidays if it falls on their regularly scheduled workday. City Holidays are as follows:

|                  |                        |
|------------------|------------------------|
| New Year's Day   | Thanksgiving Day       |
| Presidents' Day  | Day after Thanksgiving |
| Memorial Day     | Christmas Eve Day      |
| Independence Day | Christmas Day          |
| Labor Day        |                        |

When the above-mentioned holiday falls on Sunday, the following Monday shall be observed. When the above-mentioned holiday falls on Saturday, the preceding Friday shall be observed.

#### **4. FLOATING HOLIDAY**

Each benefit-qualifying **part-time** employee shall receive sixteen (16) hours of the floating holiday to be applied to the accrued time on July 1st of each fiscal year.

- Current hires will receive 1.33 hours of floating holiday time for each month worked during the fiscal year. This time will be calculated and banked from the date of hire.
- Floating holidays may be taken at a mutually agreed upon time with sufficient notice to the department director.
- Floating holidays must be used on or before June 30th of each fiscal year. Floating holidays will not be paid out or carried over.
- Any part-time employee resigning or terminating employment with the City, after one year of consecutive employment, shall be compensated for Floating Holiday leave earned and unused to their termination date.

#### **UNPAID LEAVE**

~~If a person takes unpaid leave that has been authorized by the department director, the lack of hours worked for that day/s is included in computing the average hours worked per week.~~

- ~~• If a person takes unpaid leave that has been authorized by the department director, all paid vacation time must be used prior to the unpaid leave.~~

#### **OVERTIME**

~~Should part-time employees work more than 40 hours in a one-week period (Sunday through Saturday), they will be paid overtime at a rate of one and one-half times their regular rate.~~

#### **5. DEFERRED COMPENSATION**

Part-time employees who work an average of 20 or more hours per week (and have worked for the City longer than one year) are allowed to voluntarily participate in the 457 Plan. The City of Clive will not contribute financially to the plans of a part-time benefit qualifying employee.

#### **6. JURY DUTY**

Paid Jury Duty leave will be granted if it occurs on a normally scheduled shift. Refer to section 2.7 Jury Leave in the City of Clive Employee Handbook.

#### **7. TRANSITION TO FULL-TIME EMPLOYMENT**

Benefit-qualifying part-time employees shall be able to use two years of City part-time employment to equal one year of full-time service for vacation accrual, deferred compensation contribution determination, and the retirement health insurance benefit.

### **C. PART-TIME 12-24 HOUR SHIFT WORKERS**

— **HEALTH INSURANCE PARTICIPATION:** Part-Time firefighter/paramedic/EMT employees

1. will be eligible to participate in the City of Clive health plan if averaging 30 hours or more per week from April 1-March 31 (Clive's ACA Lookback Period). Coverage will be effective July 1 if the employee enrolls and pays the employee's share of the health insurance premium. Eligible employees will be invited to the annual health insurance informational meetings held each spring.

2. **DEFERRED COMPENSATION:** Part-time employees who work an average of 20 or more hours per week (and have worked for the City longer than one year) are allowed to voluntarily participate in the 457 Plan. The City of Clive will not contribute financially to the plans of part-time employees.

**D. SEASONAL/INTERN:** Seasonal employees, including interns, shall receive no paid leave and no benefits beyond IPERS eligibility.

### **3.19 YEARS OF SERVICE AWARD**

The City of Clive recognizes the commitment their employees make to the Clive community and the efforts they put forth daily to provide excellent service to the community. The Clive City Council recognizes the pride employees take in their work and annually rewards committed employees. Employees are recognized every fifth anniversary for their years of service in our organization. As a reward for their years of service recognized employees will receive credit toward purchases at the online Clive Store.

5 years = \$30, 10 years = \$50, 15 years = \$75, 20 years = \$100, 25 years = \$150, 30 years = \$200

### **3.20 MERIT AWARD**

Throughout the year challenges may be put forth to employees to perform above and beyond their normal duties. Or there may be competition among a group of employees as proposed by the City Manager. The public, a supervisor or co-worker may nominate an employee for recognition of their service. As a reward for above average performance, a competition, or recognition employees will receive additional paid time off as awarded by the City Manager on a quarterly basis.

## **EMPLOYEE POLICIES**

### **4.1 RECRUITMENT & HIRING PROCESS**

The City's recruitment and hiring policy is to recruit and employ qualified applicants fairly and equitably. Application procedures for open positions will follow all applicable federal and state laws, including Iowa Veterans' Preference statutes (Iowa Code Chapter 25 C). ~~Employee application procedures for open positions will comply with state veteran's preference statutes and will also~~ will adhere to the following process:

- A. Any external/public open position announcement will be available to all employees by posting the notice on the city's website and other internet sources for at least ten days.
- A-B. Internal Job Postings will be shared with all employees via an internal link sent to their email and will be open for a minimum of ten days.
- B-C. Any member of the current staff who possesses at least the minimum qualifications required for the vacant position and has given satisfactory service to the City may apply ~~for appointment~~ to the vacant position.
- C-D. Existing employees wishing to apply for the vacancy ~~shall file an application with the City Manager or must submit an application~~ as indicated on the position ~~posting announcement.~~
- D-E. Each employee applicant will be reviewed in accordance with the selection procedures applying to ~~all external~~ applicants, ensuring consistent and nondiscriminatory evaluation.
- E. ~~At the City Manager's discretion, recruiting from outside the existing staff may proceed following the posting of the opening, notifying existing employees of the position vacancy. All applicants will then be jointly processed according to established recruiting procedures.~~
- F. Recruitment activities will be used that are designed to reach and attract ~~job candidates from all sources.~~ a broad and diverse pool of qualified candidates.
- G. Preference will be given to existing employee candidates when their qualifications are equal to or greater than those of outside applicants. Employees interviewing for a role within their current department during regular work hours will be paid for the time spent in the interview. Prior notice must be given to the employee's supervisor. Only time during scheduled work hours is compensable.
- H. At the City Manager's discretion, a current employee may be promoted to an open position without advertising or posting the vacancy, in accordance with applicable law opening.
- I. In the event of extenuating circumstances, where the ~~usual standard~~ recruitment process would pose a hardship, the City Manager may ~~recruit or proceed with the recruitment of a~~ qualified candidate for a position without advertisement of the opening.
- H-J. In accordance with Iowa Code § 35C, eligible veterans who meet the minimum qualifications for a position shall be given preference in hiring. the Code of Iowa, p Proper documentation must be submitted during the application process to claim veterans' preference.

Advertisements for positions may be published in ~~the Des Moines Register and in other local~~ publications, websites, or media as deemed appropriate by the City Manager or City Council.

~~In cases where individuals who are referred or~~ have been recommended as potential candidates for employment will be given the same fair and objective consideration as all other applicants, ~~such people will be given the same consideration as any other applicant~~ - no more, no less — in accordance with the City's recruitment and selection procedures.

#### **4.2 SELECTION**

The appropriate department director/Human Resources ~~Manager~~ and the City Manager shall determine who is the best qualified applicant from those interviewed for a position based upon a written rating of experience and education, job-related performance test, if applicable, oral interviews, background check, or any combination thereof, which is appropriate for the position being filled. These measurement criteria shall relate to those matters that will fairly test the capacity and fitness of the applicant to perform the duties of the position. Selection for employment shall be based ~~solely based~~ solely on experience, competency, training, and other qualifications as outlined in the job description and will conform to the City's equal employment opportunity policy.

#### **4.3 VETERAN'S PREFERENCE**

The City will comply with the applicable provisions of the Code of Iowa concerning veteran's preference.

#### **4.5 EXAMINATION AND BACKGROUND CHECKS**

At the City's expense, all new prospective regular full-time, regular part-time, and paid-on-call employees must satisfactorily pass a medical examination and drug screen before hiring is finalized. Prospective employees may also be required to satisfactorily pass a functional capacity test. Physical examinations and functional capacity testing will be conducted post-conditional offer of employment and will be conducted by a physician designated by the City of Clive, unless otherwise approved by the City Manager. Results of the examination, as well as other pertinent information, shall be documented and provided to the City.

Additionally, for all new employees the City will complete at its expense a complete criminal background check and driving record check. For employment purposes and with written consent, the City of Clive may obtain various consumer reports about prospective employees from one or more consumer reporting agencies. A consumer report, including a credit history report, may also include information regarding the prospective employee's character, general reputation, personal characteristics, and mode of living, and it may be used in determining eligibility for employment.

After a conditional offer of employment has been made, the City may investigate worker's compensation claims through Iowa Workforce Development. The City may only use the information gathered through a worker's compensation investigation when an injury might interfere with one's ability to perform required duties or would pose a significant risk of substantial harm that cannot be reduced or eliminated with a reasonable accommodation.

Under the federal Americans with Disabilities Act, the City cannot and will not use medical information or the fact an applicant filed a workers' compensation claim to discriminate against applicants.

#### **4.6 ORAL AND WRITTEN EXAMINATIONS**

As a tool in evaluating an applicant, certain oral and/or written examinations may be required. The subject matter for these tests will ensure the degree to which candidates have identifiable characteristics that have been determined to be important for successful performance of the job applied for.

#### **4.7 PROBATIONARY PERIOD**

The probationary period shall be regarded as an integral part of the evaluation process and shall be utilized for observing the employee's work and for securing the most effective adjustment of the employee to his/her position. During the probationary period, the employee has an opportunity to demonstrate the proper attitude and abilities for the position in which ~~he/she is~~ they are employed.

All full-time and part-time employees shall be required to serve a probationary period of a minimum of six consecutive months immediately upon appointment, demotion, promotion, or re-employment.

At least ten days prior to the expiration of an employee's probationary period, the employee's supervisor signs the "Probationary Release" form if the employees are to be placed in regular status. The City Manager will review the recommendation and determine whether to grant the individual regular status, extend the probationary period, or separate the employee.

City employees, except those employees governed by the civil service rules, are employed at-will. The existence of a probationary period does not alter the at-will employment relationship. Consistent with the at-will relationship, any non-civil service employee may be removed or discharged from his/her employment with the City at any time, including during the probationary period, for any non-discriminatory reason. An individual discharged during this probationary period has no right of appeal. A person removed or discharged during a probationary period shall, at the time of removal or discharge, be given a notice in writing stating the reason/s for the removal or dismissal. The satisfactory completion of such probationary period shall not alter the at-will employment status of the employee and shall not be construed as any waiver of the City's absolute right at any time thereafter to remove or discharge any employee at any time, for any non-discriminatory reason, with or without cause.

An employee who successfully completes a probationary period shall receive regular status in his/her classification.

#### **4.8 CITIZENSHIP AND RESIDENCE**

*General Personnel.* For general personnel, United States citizenship is not an absolute requisite for City employment. However, non-citizens must show proof of eligibility for employment while in the United States.



**AB.** *Sworn Personnel.* United States citizenship is required of all applicants for full and part-time sworn positions within the police department.

**BC.** *Residency Requirements.* The City Manager ~~and~~, Assistant City Manager, ~~Fire Chief, and Police Chief~~ shall reside within the City of Clive within two years of the date of hire.

Other emergency personnel, defined as police officers, firefighters/medics, public works director and operation administrator, parks manager, public works and parks ~~crew~~ ~~leaders~~ ~~supervisors~~, and operations specialists shall reside within a thirty-mile radius of City Hall, 1900 NW 114 Street, Clive, IA.

#### **4.9 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 ~~he/she~~ ~~they~~ will be fifteen or more minutes late, the employee must notify his/her immediate supervisor prior to coming to work, if possible, and state the reason for the tardiness and the approximate time when ~~he/she~~ ~~they~~ expects to report to work. If a non-exempt employee is habitually late, wages will be deducted in one-quarter-hour increments and, whether exempt or not, may be subject to disciplinary action.

#### **4.10 UNEXCUSED ABSENTEEISM & TARDINESS**

If an employee fails to furnish his/her 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. If an absence is unexcused, 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 director, and where such attendance is deemed unacceptable, the supervisor or department director shall have the authority to issue a formal reprimand and/or suspension without pay or recommend to the City Manager dismissal of the employee. All written reprimands and suspensions shall be forwarded to the Human Resources Manager for inclusion in the employee's personnel file. Any recommendation for dismissal shall be sent to the City Manager.

#### **4.11 CHANGES OF NAME, ADDRESS, MARITAL OR FAMILY STATUS**

~~The~~ Human Resources ~~and Finance Departments~~ ~~Manager~~ must be advised by the employee of any change in personal status for the following reasons:

Correct personal information will ensure up-to-date and accurate coverage on the retirement, insurance, and other benefit plans, and the proper reporting of wage information to the state and federal government.

#### 4.12 EMPLOYMENT OF RELATIVES

The City of Clive wants to ensure that City practices do not create situations such as conflict of interest or favoritism. This extends to practices that involve employee hiring, promotion, and transfer. Close relatives, partners, those in a dating relationship, and members of the same household are not permitted to be in positions that have a reporting responsibility to each other. Close relatives are defined as husband, wife, domestic partner, father, mother, father-in-law, mother-in-law, grandfather, grandmother, son, son-in-law, daughter, daughter-in-law, uncle, aunt, nephew, niece, brother, sister, brother-in-law, sister-in-law, step relatives, first cousins and domestic partner relatives.

If an employee begins a dating relationship, or becomes a relative, partner or member of the same household with an employee who is in a supervisory position to the employee, that employee is required to inform his/her supervisor and the City Manager of the relationship.

The City of Clive reserves the right to apply this policy to situations where there is a conflict or the potential for conflict because of the relationship between employees, even if there is no direct-reporting relationship or authority involved. Exceptions to this policy may be granted by the City Manager for part-time or seasonal employees.

#### 4.13 DRESS CODE

Employees are always expected to present a professional, business-like image to the public. A favorable personal appearance, like proper maintenance of work areas, is an ongoing requirement of employment with the City. Radical departures from conventional dress or personal grooming and hygiene standards are not permitted.

Any employees who have regular contact with the public must comply with the following personal appearance standards:

- Employees are expected to dress in a manner that is normally acceptable in similar business establishments.
- Clothing must be clean, pressed and wrinkle-free, not excessively worn or faded and without holes or frayed areas.
- The unauthorized wearing of suggestive attire or of dungarees, shorts, T-Shirts, and similar items of casual attire is not permitted, as they do not present a businesslike 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.
- Hair should be clean, combed, and neatly trimmed or arranged. Shaggy, unkempt hair is not permissible regardless of length.
- Sideburns, mustaches, and beards should be neatly trimmed.
- 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 ~~Department~~<sup>Director</sup> and result

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in “founded” conclusion. A “founded” conclusion is one in which it is determined that tattoos or body piercings are unsafe, disruptive, offensive, or otherwise inappropriate when considering the circumstances, job duties and work environment.

- The personal appearance of employees who do not regularly meet the public is to be governed by the requirements of safety, comfort, and consideration for co-workers, but should still be as neat and business-like as working conditions permit.
- 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.
- Certain employees may be required to meet special dress, grooming, and/or hygiene standards depending on the nature of their department and job. For example, the wearing of shorts by staff during warm weather conditions is at the discretion of the Department Director and must be included in the Department’s regulations. Departmental-specific policies will be developed by the Department Director and approved by the City Manager.

#### **4.14 TIME RECORDS**

Each employee is responsible for completing a time record for hours worked and submitting it to his/her department director or supervisor. Department directors shall review time records to verify hours, department and function numbers, and appropriate signatures before approving the time record. Approved time records are then submitted to the Administrative Services office. Time records not submitted to the Administrative Services office, allowing sufficient time for processing, could result in a delay of payment. Anyone who knowingly falsifies a record of hours or knowingly approves a falsified time record shall be subject to disciplinary action.

#### **4.15 ATTENDANCE AT CONFERENCES, SEMINARS, AND TECHNICAL MEETINGS**

Attendance at professional conferences, seminars, and technical meetings shall be considered part of the employee's normal duties if attendance is approved by the department director or the City Manager. Hours at the conference and travel time will be compensated.

Department directors and the Assistant City Manager may attend out-of-region conferences/training seminars with the approval of the City Manager. Out-of-region is defined as locations other than the state of Iowa and its bordering states. All other staff members may attend out-of-region conferences/training seminars as recommended and approved by the City Manager and their department director. Staff members may attend in-state conferences/training seminars as approved by the appropriate department director.

It is the policy of the City to reimburse officials and employees for actual meal expenses incurred while traveling outside of the Metro Area, away from home overnight on City business and for actual meal expenses that are for the convenience of the employer, such as attending a meeting that is conducted during a meal. This policy establishes guidelines of reimbursement for meal expenses, what is needed from the employee to request reimbursement of a meal expense, when a meal is/is not eligible for reimbursement, when a reimbursement request may be reviewed, and how this policy relates to an individual department policy.

Meal expenses will be considered for reimbursement by the City Manager or designee for meals purchased by an employee attending a conference, meeting, training, or seminar that is located outside of the "Metro Area." "Metro Area" is any place or City within a 30-mile radius of the intersection of Hickman Road and I-35/80, including any City which partially falls within that radius.

Meal expenses will be considered for reimbursement by the City Manager or designee for meals purchased by an employee while traveling to/from or during a conference, meeting, training, or seminar that necessitates one or more overnight stays, as approved by the City Manager or designee.

Meal expenses incurred by an employee while attending a conference, meeting, training, or seminar within the "Metro Area" will typically not be considered for reimbursement. "Metro Area" is any place or City within a 30-mile radius of the intersection of Hickman Road and I-35/80, including any City ~~which that~~ partially falls within that radius. However, a meal that an employee purchases when attending a "meal meeting" for the convenience of the employer, regardless of location, whose main purpose of the meeting is the active conduct of business, which means, business is being discussed during the entire meal process may be considered for reimbursement.

Employees must submit original receipts with their reimbursement request. The receipt must show the amount of the expense, the date of the expense, the location of the expense, and business reason for the expense. These receipts must be the original, fully itemized, receipt identifying the amount of any applicable tips or gratuity, what was purchased and from whom. Tips may be added up to 20% of the total cost, as appropriate. Debit card or charge card receipts are not acceptable on their own but should be attached to the itemized receipt.

The City will not reimburse employees for the purchase of alcoholic beverages or snacks.

The use of a City issued credit card or "Purchasing" card is appropriate for the purchasing of meals deemed reimbursable by this policy.

Reimbursement requests may be reviewed by Management prior to issuance and may be reviewed by City auditors and/or IRS auditors for compliance with City policy and/or IRS regulations. These reviews may involve [a](#) review of receipts for location of vendor, items to be reimbursed, advance travel authorization, the business purpose, and may involve obtaining further clarification from the department head and/or the employee.

Individual departments may institute departmental policies that are more restrictive, but individual department policies cannot be less restrictive, unless mandated by State or Federal guidelines.

#### **4.16 PROMOTION/TRANSFER**

~~Vacant job openings will be posted in each department, in addition to any public advertisement~~

~~of the vacancy that may be placed.~~ All qualified employees wishing to apply for the vacancy shall file an application ~~with the City Manager or~~ as indicated on the posting. All applicants will then be jointly processed according to established selection procedures, as indicated in this handbook or civil service procedures for civil service positions.

A promotion/transfer shall be treated the same way as a new appointment insofar as it is necessary to successfully complete the probationary period. If the promoted employee does not complete the probationary period successfully, ~~he/she/they~~ may be reinstated in his/her former position at the last held status if the position is available.

The period for returning an employee to his/her previous position may be extended up to an additional six months provided such an action is approved by the department director and the City Manager.

An employee who is returned to his/her previous position shall receive a reduction in pay equivalent to the increase received at the time of promotion.

#### **4.17 RE-EMPLOYMENT**

All former employees are considered new hires and have no accumulated rights or benefits from previous employment with the City.

#### **4.18 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.

#### **4.19 REDUCTION IN FORCE**

When it becomes necessary to reduce the number of employees because of a shortage of work or limitation of funds, layoff of employees will be accomplished with due consideration to status, length of service, performance evaluations, and Civil Service mandates on seniority.

#### **4.20 OFFICIAL PERSONNEL FILES**

The Administrative Services office shall be responsible for maintaining the official personnel file for each employee. These files shall be confidential and shall contain the complete history of each employee during employment by the City. Each file shall consist of, but is not limited to: inventory of contents, commendations, reprimands, performance evaluations, promotion, transfer, accidents or damage involving City property, employment application and education, or special training received at City expense.

*Employees have the following rights as they pertain to their own personnel file. The right to:*

- Have access to the file at any reasonable time and with proper supervision.
- Have a copy of items placed in his/her personnel file.
- Have the opportunity to respond to unfavorable information.
- Know how information is being used internally, and
- Reasonable precautions, assuring the employee that the information will not be misused.

An employee shall not have access to employment references written for the employee. Employees may examine their personnel files and obtain copies of its contents by contacting the City Manager. Appointments for reviewing an employee's personnel file will be set at a date and time that is reasonable and convenient for both the employee and the City Manager or his/her representative. Requests for such examination shall be in writing, and the examination shall be in the presence of the City Manager or his/her representative. All copies made for the employee shall have each page marked "copy." The Administrative Services office may assess a reasonable fee for copies provided.

The employee shall sign a form stating the date and time he/she/they began to examine the personnel file, and the time when the file was returned to the City Clerk. At no time can the personnel file be removed from the City Hall. No employee or former employee is to be allowed to remove or alter the contents of any file.

**The information may be used on the employee's behalf in case of an emergency or illness.**

#### **4.21 RECORDS**

The City shall maintain original copies of service records for each employee through the Administrative Services office. The service record will indicate the individual's name, title of position held, the department to which it was assigned, salary history, changes in employee status, and other pertinent information. Each employee shall promptly report all changes of name, address, and telephone number to the Human Resources ~~Manager-Department~~ and the employee's department director.

Any temporary or long-term change in the employment status of an employee shall be reported by the department director to the Human Resources ~~Manager-Department~~ and City Manager.

All employee personnel records shall be kept and maintained in accordance with State law. Employment applications for persons who have not been hired must be retained for a period of five years.

#### **4.22 REFERENCES**

Only the City Manager or his/her/their designee is authorized to release information regarding job references.

#### **4.23 MEAL BREAKS AND REST PERIODS**

The supervisors will establish meal breaks and rest periods. The rest period is not an employee right and the period may never be used as a valid reason for failure to perform tasks that have been directed by management.

Every employee, except public safety personnel, who work six consecutive hours or more in one day will be provided a minimum of at least a one-half hour lunch period. No employee may work through lunch and be excused from work early or paid for such time except with the permission of the department director, which may be granted on an infrequent basis.

Each employee shall be allowed an unpaid lunch period to be scheduled generally in the middle of the work shift. Lunch periods shall be scheduled by the department director, considering department needs. Such periods will not be more than one hour or less than thirty minutes. 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.

Police officers and firefighters/medics shall not be relieved during their break period/s from their responsibility to handle police, fire, or other emergency calls.

For non-scheduled emergency work where any regular employee works five (5) or more consecutive hours outside of their regular shift, they shall receive an \$~~158~~.00 per diem meal voucher or compensation.

#### **4.24 OUTSIDE EMPLOYMENT**

Full-time 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. Those full-time employees who have outside employment or self-employment must notify their supervisor of the situation and advise of any potential conflicts. Police departmental rules and regulations govern off-duty employment by police officers.

#### **4.25 USE OF CITY-OWNED VEHICLES**

City-owned vehicles will be provided to those employees or their designated representatives who are subject to emergency calls. Employees provided with vehicles include the Fire Chief, Police Chief, on-call detectives and narcotics officers, Public Works Director, Public Works Operations Administrator, and fire duty officer. It is beneficial to the City to have these employees take City vehicles home. Since the City requires the above-mentioned employees to commute in a City vehicle, the value of their commute is included in their income. Under a special IRS rule, the value of each one-way commute (from home to work or from work to home) is \$1.50. The employee should keep records to verify the number of commuting trips made. The total value of all commuting trips will be reported on the employee's W-2 form each year.

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 his/her own automobile for official City travel. Reimbursement to the employee for use of his/her own automobile shall be at the rate per mile authorized by the City Council. Motor vehicle driving records will be checked no less than annually for each employee required to drive as part of his/her duties.

#### **4.26 USE OF PRIVATE VEHICLES**

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. Use of a private motorcycle for work purposes is strictly prohibited.

Whenever practicable, employees shall use City vehicles, and the most direct route should be used. When the use of private vehicles is authorized to fulfill job requirements the mileage reimbursement shall be computed at the rate established by the Internal Revenue Service. The per mile reimbursement includes all costs incurred in connection with the operation of the vehicle. When the use of private vehicles is authorized to fulfill job requirements outside of the State of Iowa pre-authorization is required by the City Manager. Proof of insurance is required of all employees using their personal vehicle for City business.

All employees operating official vehicles, equipment, personal and rental cars on official business and other occupants are required to wear seat belts and shoulder restraints. Employees are also prohibited from riding in or on parts of a vehicle not designed for human occupancy. This includes but is not limited to pick-up and truck boxes, fenders, steps, and bumpers. The only exception to this policy is when the driver and front seat occupants are engaged in work requiring frequent exiting of the vehicle, provided they travel at a speed not exceeding 25 mph. Failure to comply with these rules is a violation of City safety policies, which is cause for disciplinary action.

#### **4.27 ELECTRONIC COMMUNICATION**

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.

##### **A. 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.

##### **B. 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, 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.

### **C. Compliance**

The Technology Services [team-Department](#) 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~~[Department](#) 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. (See Appendix for the Internet Acceptable Use and Email Acceptable Use Acknowledgement form)~~

~~An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.~~

~~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 the 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. (See Appendix for Internet Acceptable Use and Email Acceptable Use Acknowledgement form)~~

~~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.~~

#### **D. Internet**

Internet/intranet/extranet access is granted exclusively for employees and other approved users for the purpose of conducting approved business purposes.

#### **E. 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, Warez 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 prior to 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 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 his or her 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 the purposes of 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 prior to posting, transmitting, or sending it via the Internet. If unsure, the user is responsible for contacting Technology Services.

#### **F. 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. 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.

#### **G. 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, EideBailly 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](http://www.eidebailly.com/hotline). Complaints of abuse will be forwarded to Technology Services if applicable for investigation.

#### **H. 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 and 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 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:~~ 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 the 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-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.

#### **I. 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 the 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. (See Appendix for Internet Acceptable Use and Email Acceptable Use Acknowledgement form)~~

~~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.~~

#### **4.28 GENETIC INFORMATION NONDISCRIMINATION ACT**

The City complies with Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA), which protects applicants and employees from discrimination based on genetic information in hiring, promotion, termination, pay, fringe benefits, and all other terms and conditions of employment. "Genetic information" includes information about genetic tests of applicants, employees, or their family members; the manifestation of diseases and disorders in family members (family medical history); and requests for or receipt of genetic services by applicants, employees, or their family members.

In accordance with GINA, the City does not intentionally collect, maintain, or use genetic information about applicants or employees or their family members in any decision concerning whether to hire an applicant or the terms, conditions, or any aspect of employment of an employee. GINA permits certain limited circumstances under which an employer may acquire genetic information, such as:

- ~~I~~inadvertently obtaining the information
- ~~A~~acquiring genetic information in connection with a wellness program and certain privacy precautions are taken.
- ~~R~~equiring family medical history in compliance with Family and Medical Leave Act (FMLA) certification provisions
- ~~A~~acquiring the information through publicly available documents containing family medical history information
- ~~C~~onducting genetic monitoring of biological effects of toxic substances in the workplace and certain privacy precautions are taken; or
- ~~P~~roviding DNA analysis services for law enforcement and the information is necessary

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to rule out employee sample contamination.

Any genetic information collected in connection with the approved circumstances outlined above will be maintained in the same type of separate confidential files required for medical information under the Americans with Disabilities Act. Genetic information may not be disclosed without employee consent except in very limited circumstances.

If you believe or suspect the City has acquired, disclosed, or used genetic information in violation of GINA, or has otherwise discriminated against any applicant or employee based on genetic information, promptly report the suspected violation to your supervisor, department or division manager, or the Human Resources Manager. There is no need to follow any formal chain of command when filing a complaint or when discussing or expressing any issue of concern regarding an alleged violation of GINA or alleged discrimination based on genetic information. You may bypass anyone in your direct chain of command and file your complaint or discuss or express any issue of concern with the Human Resources Manager at any time.

The City prohibits any form of retaliation against any employee for filing a complaint under this policy or for assisting or participating in a complaint investigation. Violation of this anti-retaliation policy will result in disciplinary action against the offending employee, up to and including possible termination of employment.

#### **4.29 ALTERNATIVE WORK ARRANGEMENT (AWA) POLICYREMOTE WORK**

Remote work allows employees to work at home or at other approved locations for all or part of their work week. The City of Clive (the City) considers remote work to be a viable work option when both the employee and the assigned job duties are suited to such an arrangement. Remote work may be appropriate for some employees and job classifications, but not for others. Remote work is not an entitlement, it is not a City-wide benefit, and it in no way changes the terms and conditions of employment with the City.

##### **Procedures**

Remote work can be informal, such as working from home for a short-term project or during business travel, or a more formalized, set schedule of working away from the office as described below. Either an employee or a supervisor can suggest remote work as a possible work arrangement. If a set schedule is approved for telecommuting, no more than 1-2 days of the employee's normally scheduled hours during a week will be worked remotely from home, unless authorized by the City Manager. Each department will maintain the following fundamental principles during normal business hours and operations:

- Maintain in-person public answering points.
- Maintain a high level of customer service.
- Maintain business continuity.
- Maintain at least the same level of productivity from employees who work remotely as if they were onsite. Remote work cannot have a detrimental impact to other employees' work or the work of the department.

- Generally, will be allowed at the discretion of the supervisor, unless the absence is due to inclement weather, illness, or injury of an employee or family member.

Any remote work arrangements are on a trial basis for ninety (90) days and may be discontinued at any time during that period at the request of either the employee or the employer. Every effort will be made to provide appropriate notice of such changes to accommodate commuting, childcare, and other issues that may arise from the termination of a remote work arrangement. There may be instances, however, when very little notice is possible due to pandemic circumstances and/or business emergencies related to the conditions of the physical facilities such as building damage, natural disaster/storm events, etc.

### Eligibility

Generally, individuals requesting remote work arrangements must have been employed with the City of Clive for a minimum of 12 months of continuous, regular employment and must have a satisfactory performance record. ***Exceptions to the 12 months of continuous service requirement may be made at the discretion of the City Manager.***

Before entering into any remote work agreement, the employee, and appropriate Department Director, with the assistance of Human Resources, will evaluate the suitability of such an arrangement, reviewing the following areas:

- Employee suitability. The employee and supervisor will assess the needs and work habits of the employee. Employees must be in good standing, performing satisfactorily or higher.
- Job responsibilities. The employee and supervisor will discuss the job responsibilities and determine if the job is appropriate for a remote work arrangement.
- Equipment needs, workspace design considerations, and scheduling issues. The employee and supervisor will review the physical workspace needs and the appropriate location for remote work.
- Appropriate training, as determined by Human Resources, has been given to the supervisor and employee to ensure accountability for the remote work period.

If the employee and supervisor agree, and the Human Resources Department concurs, a remote work agreement will be prepared and signed by all parties, and a three-month trial period will commence.

Evaluation of employee performance during the trial period will include regular interaction by phone, e-mail, and virtual meetings (Zoom, Google Meeting, etc.) between the employee and the supervisor, and weekly face-to-face meetings (either in person or virtually) to discuss work progress and any issues. At the end of the trial period, the employee and supervisor will each complete an informal evaluation of the arrangement and make recommendations about continuance or modifications. Evaluation of remote work performance beyond the trial period will be consistent with that received by employees working at the office in both content and frequency.



Appropriate communication between the employee and supervisor will be agreed to as part of the discussion process and will be more formal during the trial period. After the conclusion of the trial period, the manager and employee will communicate at a level consistent with employees working at the office or in a manner and frequency that is appropriate for the job and the individuals involved.

Remote work is not designed to be a replacement for appropriate childcare, other familial caregiving commitments, or because of an employee's inability to report to work (such as loss of a driver's license due to suspension, revocation, etc.). Unique exceptions may be made for employees with caregiving responsibilities as determined by the City Manager. The focus of the arrangement will remain on job performance and meeting City service delivery demands. Prospective remote workers are encouraged to discuss the expectations of remote work with family members before entering a trial period.

The employee will comply with all City of Clive rules, policies, practices, and instructions that would apply if the employee were working at the employer's work location.

#### **Equipment**

The City will determine the appropriate equipment and office supplies needed for each remote work arrangement with information supplied by the employee and the supervisor. Technology Services will serve as the primary resource in this matter. Equipment supplied by the City will be maintained by the City. Equipment supplied by the employee, if deemed appropriate, will be maintained by the employee. The City accepts no responsibility for damage or repairs to employee-owned equipment. Equipment supplied by the City is to be used for City business only. Employees must sign an inventory of all City-owned property received via the remote work agreement and agree to take appropriate action to protect the items from damage or theft. If City-owned equipment is damaged/destroyed due to misuse or negligence in caring for the equipment, the City will request reimbursement from the employee. Employees will be required to sign a receipt of itemized equipment and an agreement to reimburse the City or to authorize a payroll deduction to cover any such loss or damage. Upon termination of employment, all City property will be returned to the City.

The employee will establish an appropriate work environment within their home. For employees approved for a set schedule of remote work, the expectation is they work from their homes. ***A set schedule of remote work is NOT designed for the employees to work in other locations outside their own residences.*** The City will not be responsible for costs associated with the setting up of the employee's home office.

The employee will be responsible for securing and maintaining reliable internet service with sufficient capacity (at least 20 MBS) to support the employee's required job duties with minimal disruption. The employee must use a City-provided laptop to work remotely. If the employee does not have a City-provided laptop, one can be checked out by Tech Services.

#### **Security**

Consistent with the City's expectations of information security for employees working at the office, remote work employees will be expected to ensure the protection of proprietary information accessible from their home office. Care should be taken that no other household

members or visitors to the employee's household are allowed to use or access City-owned computers, laptops, keyboards, monitors, etc. Employees must abide by all computer usage policies as if they were working in the office.

The employee will not make any changes to security or administrative settings on City equipment. The employee understands that all tools and resources provided by the City shall always remain the property of the City.

### **Safety**

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. Injuries sustained in a home office location and in conjunction with their regular work duties may be covered by the City's workers' compensation policy. Employees are responsible for notifying the employer of such injuries exactly as they would if they were physically at work, utilizing the first report of injury via the City's workers compensation protocol, and completing an incident report as soon as possible.

Under no circumstances should employees arrange to meet with third-party vendors, City business partners, etc. in their homes; those types of face-to-face meetings, when necessary, are to be scheduled at a City facility. The employee will allow the employer to have access to the remote work location for the purpose of assessing safety and security, upon reasonable notice by the City.

### **Time Worked**

Generally, employees should be available via phone and email during their normal work hours. Any employee approved for remote work is subject to being recalled from remote work and should be prepared to report to their normal physical work location upon request of their supervisor or department director.

The employee will remain accessible and productive during scheduled work hours and available via phone call, email, or virtual meetings. At the beginning of the shift, the office phone is forwarded to the cell phone, and the camera is on during Zoom/Google Meet meetings. Remote workers will record all hours worked, including meal periods (of at least 30 minutes) taken in accordance with regular timekeeping practices. Employees will be required to accurately record all hours worked using miPay, as well as any hours not worked due to taking vacation, personal, sick, or compensatory time away. This is especially important for those employees who are not exempt from the overtime requirements of the Fair Labor Standards Act. Hours worked more than those scheduled per day and per workweek require the advance approval of the remote worker's supervisor. Failure to comply with this requirement may result in the immediate termination of the remote work agreement and disciplinary action. It is the employee's responsibility to determine any income tax implication of maintaining a home office. The City will not provide tax guidance, nor will it assume any additional tax liabilities. The employee is encouraged to consult with a tax professional to discuss any income tax implications of working remotely.

### **Ad Hoc Arrangements**

Temporary remote work may be approved for circumstances such as inclement weather, special projects, or business travel. Approval of temporary arrangements may be at the discretion of the supervisor with potential review and approval by the City Manager on an as-needed basis only, with no expectation of ongoing continuance.

Other informal, short-term arrangements may be made for employees on family or medical leave (FMLA or sick leave) to the extent practical for the employee and the City, and safe for the employee with the consent of the employee's health care provider, if appropriate.

All informal remote work arrangements are made on a case-by-case basis, focusing first on the business needs of the City.

Refer to Clive365 for the "Remote Work Agreement."

#### **Purpose**

The City of Clive supports a flexible and positive work environment. This policy is designed to help employees balance work and personal life, improve job satisfaction and performance, and support employee retention—all while continuing to provide high-quality city services.

Remote work allows employees to work at home or other approved locations for all or part of their work week. The City of Clive (the City) considers remote work to be a viable work option when both the employee and the assigned job duties are suited to such an arrangement. Remote work may be appropriate for some employees and job classifications, but not for others. Remote work is not an entitlement, it is not a city-wide benefit, and it in no way changes the terms and conditions of employment with the City.

#### **Eligibility**

Generally, full-time employees requesting Alternative Work Arrangements (AWA) must have been employed with the City of Clive for a minimum of 12 months of continuous, regular employment, must occupy roles suitable for flexible or remote scheduling, as determined by the Department Director, and must have a satisfactory performance record. **Exceptions to the 12 months of continuous service requirement may be made at the discretion of the City Manager.**

Before entering into any [Alternative Work Arrangements](#) AWA agreement, the employee and the appropriate Department Director, with the assistance of Human Resources, will evaluate the suitability of such an arrangement, reviewing the following areas:

- Employee suitability. Certain positions, particularly in public safety, emergency response, and field-based roles, may not be eligible due to essential operational requirements. The employee and supervisor will assess the needs and work habits of the employee. Employees must be in good standing, performing satisfactorily or higher.
- Job responsibilities. The employee and supervisor will discuss the job responsibilities and determine if the job is appropriate for an Alternative Work Arrangement.

- Equipment needs, workspace design considerations, and scheduling issues. The employee and supervisor will review the physical workspace needs and the appropriate location for an Alternative Work Arrangement.
- Appropriate training, as determined by Human Resources, has been given to the supervisor and employee to ensure accountability for the [Alternative—Work Arrangements](#)AWA period.

If the employee and supervisor agree, and the Human Resources Department concurs, [Alternative—Work Arrangements](#)AWA will be prepared and signed by all parties, and a three-month trial period will commence.

#### **Request and Approval Process**

- Employees interested in a flexible schedule must first discuss the proposal with their immediate supervisor.
- Employees must submit a Flexible Work Schedule Request Form to their supervisor, specifying the requested arrangement and justification.
- Supervisors will evaluate requests based on job responsibilities, impact on department operations, team collaboration, and service continuity.
- Final approval rests with the Department Director, and Human Resources may be consulted, as necessary.
- A formal remote work agreement is signed by the employee, supervisor, and Human Resources.

#### **Alternative Working Arrangement Options: Employees may request:**

1. **Flextime:** Variable start/end times within a defined range, typically two hours around standard hours, maintaining required daily/weekly hours.
2. **Irregular Workweek:** Employees may work extended hours as a result of their job function needs during the evenings or on the weekend, such as Leisure Services programming staff and Technology Services staff for IT support.
3. **Adjusted Lunch Breaks:** Employees may adjust the timing or length of lunch breaks within departmental guidelines, provided service levels are maintained.
4. **Remote Work (Telework):** Employees may perform job responsibilities from an alternate location, including home, subject to approval based on the position's requirements and availability of technology and resources. It is limited to 1-2 days week unless otherwise authorized by the City Manager.

#### **Employee Responsibilities**

- Stay in regular, timely contact with your supervisor and team.
- Make sure in-person service points are staffed, based on your department's needs.
- Continue providing excellent customer service.

- Keep your work and department running smoothly.
- Remote workers must stay just as productive as if they were in the office. Working remotely should not negatively affect coworkers or overall department performance.
- Follow your approved schedule and accurately track your work hours using the City's systems.
- Create and maintain a secure and effective workspace, especially when working from home.
- Always act professionally, keep information confidential, and respond promptly to others.

#### **Supervisor and Department Head Responsibilities**

- Fairly evaluate and consistently apply policy guidelines.
- Monitor productivity and operational impacts.
- Clearly communicate expectations and schedule modifications.
- Ensure adequate department coverage and service standards.

#### **Time Worked**

Generally, employees should be available via phone, email, and virtual meetings during their normal work hours. The employee will remain accessible and productive during scheduled work hours and available via phone call, email, or virtual meetings. At the beginning of the shift, the office phone is forwarded to the cell phone, and the camera is on during virtual meetings (Teams, Zoom, Google MeetingMeet, etc.).

Alternative Work ArrangementAWA workers will record all hours worked, including meal periods (of at least 30 minutes) taken in accordance with regular timekeeping practices. Employees will be required to accurately record all hours worked using miPay, as well as any hours not worked due to taking vacation, personal, sick, or compensatory time away. This is especially important for those employees who are not exempt from the overtime requirements of the Fair Labor Standards Act. Hours worked in excess of those scheduled per day and workweek require the advance approval of the Alternative Work Arrangement worker's supervisor. Failure to comply with this requirement may result in the immediate termination of the ~~Alternative Work Arrangements~~AWA and disciplinary action.

It is the employee's responsibility to determine any income tax implications of maintaining a home office. The City will not provide tax guidance, nor will it assume any additional tax liabilities. The employee is encouraged to consult with a tax professional to discuss any income tax implications of working remotely.

#### **Implementation and Trial Period**

~~Alternative Work Arrangements~~AWA are on a trial basis for ninety (90) days and may be discontinued at any time during that period at the request of either the employee or the employer. Every effort will be made to provide appropriate notice of such change to

accommodate commuting, childcare, and other issues that may arise from the termination of an ~~Alternative Work Arrangement~~AWA. There may be instances, however, when very little notice is possible due to certain circumstances and/or business emergencies related to the conditions of the physical facilities, such as building damage, natural disaster/storm events, etc.

#### **Ongoing Review and Modification**

Evaluation of employee performance during the trial period will include regular interaction by phone, e-mail, and virtual meetings (Teams, Zoom, Google ~~Meeting~~Meet, etc.) between the employee and the supervisor, and weekly face-to-face meetings (either in person or virtually) to discuss work progress and any issues. At the end of the trial period, the employee and supervisor will each complete an informal evaluation of the arrangement and make recommendations about continuance or modifications. Evaluation of ~~Alternative Work Arrangements~~AWA performance beyond the trial period will be consistent with that received by employees working at the office in both content and frequency.

Appropriate communication between the employee and supervisor will be agreed to as part of the discussion process and will be more formal during the trial period. After the conclusion of the trial period, the manager and employee will communicate at a consistent level with employees working at the office or in a manner and frequency appropriate for the job and the individuals involved.

~~Alternative Work Arrangements~~AWA is not designed to be a replacement for appropriate childcare, other familial caregiving commitments, or because of an employee's inability to report to work (such as loss of a driver's license due to suspension, revocation, etc.). Unique exceptions may be made ~~for employees with caregiving responsibilities as determined~~ by the City Manager. The focus of the arrangement will remain on job performance and meeting City service delivery demands. Prospective ~~Alternative Work Arrangement~~AWA workers are encouraged to discuss the expectations of ~~Alternative Work Arrangements~~AWA with family members before entering a trial period.

The employee will comply with all City of Clive rules, policies, practices, and instructions that would apply if the employee were working at the employer's work location.

Any employee approved for Alternative Work Arrangement is subject to being recalled from ~~Alternative Work Arrangements~~AWA and should be prepared to report to their normal physical work location upon request of their supervisor or department director.

#### **Equipment**

The City will determine the appropriate equipment and office supplies needed for each ~~Alternative Work Arrangement~~ AWA, ~~with information supplied by the employee and the supervisor. Technology Services will serve~~ as the primary resource in this matter. Equipment supplied by the City will be maintained by the City. Equipment supplied by the employee, if deemed appropriate, will be maintained by the employee. The City accepts no responsibility for damage or repairs to employee-owned equipment. Equipment supplied by the City is to be used for City business only. Employees must sign an inventory of all City-owned property received via

the [Alternative Work ArrangementsAWA](#) and agree to take appropriate action to protect the items from damage or theft. If City-owned equipment is damaged/destroyed due to misuse or negligence in caring for the equipment, the City will request reimbursement from the employee. Employees will be required to sign a receipt of itemized equipment and an agreement to reimburse the City or to authorize a payroll deduction to cover any such loss or damage. Upon termination of employment, all City property will be returned to the City.

The employee will establish an appropriate work environment within their home. For employees approved for a set schedule of [Alternative Work ArrangementsAWA](#), the expectation is that they work from their homes. ***A set schedule of [Alternative Work ArrangementsAWA](#) is NOT designed for the employees to work in other locations outside their own residences.*** The City will not be responsible for costs associated with the setup of the employee's home office.

The employee will be responsible for securing and maintaining reliable internet service with sufficient capacity (at least 20MBS) to support the employees' required job duties with minimal disruption. The employee must use a City-provided laptop to work remotely. If the employee does not have a City-provided laptop, one can be checked out from Tech Services.

#### **Security**

Consistent with the City's expectations of information security for employees working at the office, [Alternative Work ArrangementsAWA](#) employees will be expected to ensure the protection of proprietary information accessible from their home office. Care should be taken that no other household members or visitors to the employee's household are allowed to use or access City-owned computers, laptops, keyboards, monitors, etc. Employees must abide by all computer usage policies as if they were working in the office.

The employee will not make any changes to security or administrative settings on City equipment. The employee understands that all tools and resources provided by the City shall remain the property of the City at all times.

#### **Safety**

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. Injuries sustained in a home office location and in conjunction with their regular work duties may be covered by the City's workers' compensation policy. Employees are responsible for notifying the employer of such injuries exactly as they would if they were physically at work, utilizing the first report of injury via the City's workers' compensation protocol, and completing an incident report as soon as possible.

Under no circumstances should employees arrange to meet with third-party vendors, city business partners, etc., in their homes; those types of face-to-face meetings, when necessary, are to be scheduled at a city facility. The employee will allow the employer to have access to the [Alternative Work ArrangementsAWA](#) location for purposes of assessing safety and security, upon reasonable notice by the City.

#### **Ad Hoc Arrangements**

Temporary remote work may be approved for circumstances such as inclement weather, special projects, or business travel. Approval of temporary arrangements may be at the discretion of the supervisor, with potential review and approval by the City Manager on an as-needed basis only, with no expectation of ongoing continuance.

Other informal, short-term arrangements may be made for employees on family or medical leave (FMLA or sick leave) to the extent practical for the employee and the City, and safe for the employee with the consent of the employee's health care provider, if appropriate.

All informal [Alternative Work Arrangements](#) AWA are made on a case-by-case basis, focusing first on the business needs of the City.

#### **Exceptions and Special Circumstances**

This pPolicy does not supersede collective bargaining agreements, civil service rules, or emergency operations policies. Remote work and flexible schedules may be suspended during citywide emergencies or operational needs.

## **PERFORMANCE EVALUATION**

### **5.1 PERFORMANCE EVALUATION AND RECOGNITION**

Performance evaluation refers to the formal assessment of the employee's performance in relation to the job description, commitments, and journal entries. This evaluation, conducted annually, has both written and oral components. Using effective performance management means this formal evaluation will contain no surprises. It should simply summarize feedback given throughout the review period.

The new performance tool NEOGOV Perform provides a more streamlined evaluation process focused on five key competencies and the ability for the evaluator to provide a narrative for why they rated the employee on the competency and what commitments they see for the employee in the next year. A numerical score is utilized for each competency with a final average calculated at the end to identify where the employee's performance is on the pay matrix.

### **5.2 PLANNING AND DEVELOPING**

Once you have completed the evaluation, the planning process should begin again with a two-way dialogue between the employee and supervisor. A specific date/timeframe is required in the middle of the next year (six-month check-in) to meet with the Employee. The check-in provides a time set aside to see how the Employee is progressing on their commitments established during the evaluation phase and for discussion on an individual performance/development plan.



### 5.3 MONITORING, OBSERVATION AND DOCUMENTATION

Feedback is given to both 1) recognize outstanding performance and 2) provide constructive strategies to change or improve performance. Monitoring, observation, and documentation refer to making notes of observable behaviors/results indicating whether an employee's performance is on track. Feedback is provided through ongoing communication between supervisor and employee regarding the employee's observed performance or behaviors. The result of giving effective feedback is a clear understanding of an employee's progress toward, or challenges in, meeting established commitments.

## OCCUPATIONAL SAFETY AND HEALTH

### 6.1 CLOTHING ALLOWANCE

Upon approval of the City Council, regular employees will be furnished with all safety equipment required for the job by IOSHA or OSHA, and at the City Council's discretion any other personal safety equipment deemed necessary or useful to the job. Seasonal employees will be provided safety equipment as necessary and required for the job assignment. Steel-toed boots are not paid for by the City for seasonal employees.

### 6.2 OFF-THE-JOB INJURIES

An employee who suffers an off-the-job injury or illness that temporarily leaves them unable to perform their full job duties will be required to submit a release to return to work from their private physician to their department director. At the discretion of the department director, the employee may also be required to satisfactorily pass a functional capacity test and examination by the City's designated physician, at the City's expense, before returning to work.

An employee who experiences a non-work-related injury or medical condition for a period that exceeds 10 calendar days may be required to successfully complete a functional capacity Fit for Duty test prior to returning to work. An employee must have a documented full release from their personal physician with no restrictions prior to taking the functional capacity test and returning to work.

The employee must meet the job level requirements or the previously documented baseline for their position. The City of Clive will pay for the first functional capacity test following a non-work-related injury or medical condition. Failure to meet the job level requirements or previously established baseline will result in an employee's inability to work in their present position. Dependent upon availability a job transfer may be assigned, or loss of employment may result. Based on the circumstances surrounding the employee's medical condition, long-term disability may be an option.

### 6.3 WORKERS'S COMPENSATION OCCUPATIONAL DISEASE EXPOSURE AND INJURY

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. If an employee suffers an injury or disablement as the result of occupational disease, arising out of and in the course of his/her employment with the City, he/she should follow the same procedure previously stated for reporting the accidental injury.~~

All related billings and records of time off due to occupational illness must be forwarded to the Human Resources ~~Department Manager~~. Occupational illness claims will be filed under worker's compensation insurance. ~~For more information on the workers' compensation claim procedures please refer to the City of Clive Work Comp Claim Procedures-All Departments.~~ To receive supplemental pay while out of the office for a workers' compensation illness or injury please complete and sign the [Supplementation of Workers' Compensation Benefits](#).

#### **~~6.4 ACCIDENTAL ON-THE-JOB INJURIES OR ILLNESSES~~WORKERS' COMPENSATION PROCEDURE**

~~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 his/her supervisor. All employees are to adhere to City safety policies and if found to have violated any of them, ~~he/she~~they shall be subject to disciplinary action.

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. ~~For more information on the workers' compensation claim procedures please refer to the City of Clive Work Comp Claim Procedures-All Departments.~~

~~If an employee suffers an injury or disablement as the result of occupational disease, arising out of and in the course of his/her employment with the City, he/she~~they should follow the same procedure previously stated for reporting the accidental injury.

#### **6.5 TRANSITIONAL DUTY**

It is the policy of the City to provide meaningful work activity for all employees who temporarily become unable to perform all, or portions, of their regular work assignments due to conditions related to pregnancy, work-related or non-work-related injury or illness. By providing temporary transitional or modified work activity, injured or limited employees remain an active and vital part of the City. Return to Work duties may be in the form of either changed duties within the scope of their current position, or other available duties for which they may be qualified, or through a reduced work-hours schedule.

##### **~~A. B.~~ Scope:**

All active employees who become temporarily unable to perform their regular job due to a compensable work-related or non-work-related injury or illness or conditions

related to pregnancy, may be eligible for temporary work duties within the provisions of this program.

**B. Application:**

It is the employee's responsibility to inform the attending physician that the City provides a Transitional Duty Program.

If work is available which meets the limitations/restrictions set forth by the attending physician, the employee may be assigned transitional work for a period not to exceed 90 days. Transitional duty is a temporary program and the employee's eligibility for a temporary assignment will be based on medical documentation and continued recovery. Please refer to the [Temporary Transitional Duty](#) form which must be completed and signed by the employee.

An employee's limitation/restrictions are effective 24 hours per day. Any employee not following their restrictions may cause a delay in their healing or may further aggravate their condition. By not following the restrictions, an employee may be subject to disciplinary action, up to and including termination.

An employee who is unable to return to his or her regular job, but can perform transitional duty, must return to transitional duty if such duty is available. Failure to do so may result in not being eligible to receive full benefits under the worker's compensation program, if applicable, may result in disqualification for certain employee benefits, and in some cases termination. A formal notice will be given to each eligible employee for their review and signature.

Transitional duty will be available to all employees on a fair and equitable basis, with temporary assignments being based on skill and abilities. Eligibility will be based upon review of the employee's attending physician's documented declaration of the employee's limitation/restriction. An employee on modified duty will be considered part of the regular shift staffing, with recognition of the employee's limitations in the department.

**C. Procedure:**

Transitional duty shall consist of the employee's normal work schedule, or a restricted work schedule in coordination with the employee's normal work schedule, when possible. However, dependent upon the employee's limitations/restrictions and available work, it may be possible to design a temporary schedule to accommodate the restrictions during a shift when such work is available/manageable.

**D. Payment of Wages during Transitional Duty, Work-related injury or illness:**

If an employee injury is determined to be work related, benefits/wages will be paid in accordance with the state workers' compensation statute, with regard for the "waiting period," and City policies.

If an employee on modified duty is unable to report to work, the employee may then be charged for up to eight (8) hours of sick leave per shift or up to twelve (12) hours of sick leave per shift for Fire Lieutenants. Employees performing modified duty on a restricted work week (during the first 90 days of a worker's compensation leave) will receive payment for hours worked from the City and the hours not worked will be reimbursed according to state Worker's Compensation guidelines.

Fire Lieutenants working transitional duty assignments as the result of an accidental on the job injury or illness will be scheduled on a forty-eight (48) hour work week. Their pay will be according to their normally scheduled 2,920 annual hours.

**E. Payment of Wages during Transitional Duty, Non-work-related injury or illness or -Conditions Related to Pregnancy:**

An employee performing transitional duty for their normal work schedule shall receive their regular hourly rate for all hours worked.

If an employee on modified duty is unable to report to work, the employee may then be charged for up to eight (8) hours of sick leave per shift.

Fire Lieutenants working transitional duty assignments as the result of an off the job injury or illness will be scheduled on a forty-eight (48) hour work week.

**F. Vacation/Holiday:**

If an employee has a vacation, or there is a holiday, while on transitional duty, they shall be entitled to their regular vacation selection or holiday pay as if they normally would have had it.

**G. Medical Appointments:**

Medical appointments that conflict with working hours must be coordinated, in advance, with the employee's supervisor. Appointments are to be scheduled as to not interfere with working hours if possible. Non-emergency medical appointments NOT scheduled in advance may be cause for denial of the time off and subsequently ineligible for payment. It is the employee's responsibility to keep the City apprised of their status after each physician visit.

**H. Family Medical Leave:**

In the case of reduced work hours, Family Medical Leave may be applied to the hours not worked.

In the case of an employee choosing not to participate in the Transitional Duty Program, unpaid Family Medical Leave may be applied.

If an employee is unable to return to their regular job or transitional duty, the absence must be approved under the Family Medical Leave program the "[Certification of Health Care Provider](#)" form should be submitted to Human Resources. For this purpose, a

Family Medical Leave Request form must be submitted to the City.

Employees who are not eligible for leave under the Family Medical Leave Act must return to transitional duty or regular work if possible. If an employee is unable to return to any available work, their job position may be filled after a reasonable time. When able to do so, employees will be entitled to return to a suitable position, if available and consistent with any limitations. However, employees must keep the City regularly informed of their status and any changes in their condition.

#### **I. Returning to Full Duty:**

All employees must provide documentation from their attending health care provider so that they can return to full duty.

All fulltime employees must provide documentation from their attending health care provider that they can return to full duty as well as (when applicable) a release stating that the employee may undergo a return to work, fit for duty, functional capacity p test, or other physical review as deemed necessary.

Permanent restrictions will be evaluated on a case-by-case basis and relate to the performance of essential job functions. No permanent light duty positions will be created.

Forms for Temporary Transitional Duty and Supplemental Pay can be found at Clive365 and by following [the link](#).

## **6.6 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 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."

#### **6.7 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](http://www.eidebailly.com/hotline).

#### **6.8 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 his/her 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 ~~he/she has~~they have been a victim of harassment should report the incident using the grievance/appeal procedure outlined in this handbook.

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, suspension, 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 his/her work jurisdiction and to respond appropriately to the report of or personal observation of violations. Each complaint is to be taken seriously and investigated thoroughly.

#### **6.9 HARASSMENT COMPLAINT PROCEDURE**

~~Any complaint of harassment will receive the immediate attention of the supervisor, department director, 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.

~~No information from the investigation or its outcome will be released without the employee or his/her designated representative's permission. The purpose of this provision is to protect the confidentiality of the employee who files a complaint either by grievance or 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.~~

#### **6.106.9 SMOKEFREE AIR**

The Smokefree Air Act prohibits smoking in "public places" and in certain other specifically defined outdoor areas, including but not limited to the following:

- A. Public Places, including Public Buildings and Public Vehicles: Smoking is not allowed in public places, including public buildings, vehicles, and motorized equipment owned or operated by the City.
- B. In outdoor areas, smoking is not allowed on the "grounds of any public building".
- C. Sports Arena: Smoking is not allowed in sports arenas where members of the general public assemble to engage in physical exercise, participate in an athletic competition, or witness sports or other events.
- D. Festival or Special Event: ~~Smoking~~ Smoking is not allowed at festivals or other special events within the areas of City parks or other City property designated by the City Council or their designee as nonsmoking in connection with the City's permission for the Festival or Special Event to be held in a City park or on City property.
- E. Smoking is prohibited on "playgrounds" and in "park shelters" located on City property, including adjacent areas within 50 feet of playgrounds and park shelters.

Smoking shall be permitted in areas as approved by the Department Director and City Manager. An employee's failure to abide by this policy and State law may subject the employee to disciplinary action, up to and including discharge from employment.

Complaints about violations of this policy may be filed under the City's complaint resolution procedure or may be brought directly to the City Manager. No employee will face any discrimination or retaliation for reporting violations of this policy to the City.

#### **6.11-10 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 many of the problems associated with the same. The City is to serve as an active and credible force in deterring and, where possible, stopping the abuse of substances and stopping the traffic and use of illegal 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. Off-the-job use, or personal possession of illegal drugs or substances shall also constitute grounds for management to order an employee to be evaluated for possible treatment.

Employees are strongly encouraged, if they are involved with illegal drugs and/or the abuse of substances, to seek treatment before it comes to management's attention. Employees with regular full-time benefits not only have health plan coverage to help pay the cost of treatment but also may be able to utilize sick leave, vacation, and compensatory time to avoid a loss of income during treatment.



The City of Clive will conduct a limited query of the FMCSA Commercial Driver's License Drug and Alcohol Clearinghouse to determine whether drug or alcohol violation information exists in the Clearinghouse. Employees' consent to conduct this query shall remain in force for the duration of their employment with the City of Clive. If the limited query conducted by the City of Clive indicates that drug or alcohol violation information exists in the Clearinghouse, FMCSA will not disclose that information to anyone without first obtaining additional specific electronic consent from the employee. If this occurs, the employee will need to register in the Clearinghouse as a driver and will need to login to the Clearinghouse website to provide the electronic consent for a "Full Query". If the employee refuses to consent for a limited or full query in the Clearinghouse, the employee will be prohibited from performing safety-sensitive functions at all, including driving a commercial motor vehicle, as required by FMCSA's drug and alcohol program regulations. If the employee is unable to perform this essential function of their job they may be terminated from City of Clive employment.

For more information, the employee authorization form and the Request for Medical Review and/or Drug Screen refer to Clive365 and this link.

#### **6.12-11 WORKPLACE VIOLENCE POLICY**

The City of Clive does not tolerate threats, threatening behavior, and acts of violence against employees, or by employees, or other individuals. Individuals engaging in such behavior will be disciplined, up to and including immediate termination. The prevention, reporting, and management of critical incidents are shared responsibilities of all employees.

The possession of firearms or dangerous weapons (as defined in Iowa Code §702.7 to include, but not limited to, any offensive weapon, pistol, revolver, or other firearm, dagger, razor, stiletto, switchblade knife, or knife having a blade exceeding five inches in length, or any portable device or weapon directing an electric current, impulse, wave, or beam that produces a high-voltage pulse designed to immobilize a person) while in a City facility or vehicle, at a City work site, or on work hours is strictly prohibited.

Employees will be allowed to transport their firearms in their personal vehicles with submission of written notification to the employees' Department Director. Upon receiving written notification regarding the transport of firearms the Department Director shall communicate to the City Manager and a copy of the written communication shall be placed in the employee's permanent personnel file. If at any time concerns are raised and verified by management restrictions may be placed on the individual and/or the policy may be modified if necessary. Employees violating this policy may be disciplined up to and including termination.

This policy does not apply to Police Officers or other employees who may be operating within the normal scope of their official duties and using such weapons as tools of their profession.

#### **6.13-12 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 and substances they may be exposed to while performing his/her duties.

#### **6.14-13 EYEGLOSS REPLACEMENT/REPAIR**

For employees working in situations where eyeglasses may be damaged, the City agrees to reimburse those employees for repair or replacement of prescription eyeglasses that are damaged because of working conditions. The maximum reimbursement per employee shall be \$250 in any fiscal year. Any VSP insurance coverage the employee is eligible for is to be used first with the City paying the balance up to the \$250 limit. An employee whose glasses are damaged because of working conditions shall request reimbursement from his/her department director. The employee shall be required to submit a copy of the receipt for repair or replacement of the eyeglasses with his/her request for reimbursement. The request should also include a statement of the circumstances that caused the damage to the employee's glasses. The City will provide up to \$200.00 annually per employee for those needing safety prescription eyeglasses. If they choose and participate in, employees are allowed to use their VSP insurance benefit to help offset the cost to the City.

#### **6.145 HEPATITIS B**

For employees who may be exposed, due to occupational hazards, the City offers Hepatitis B vaccinations at no cost to the employee. All qualifying employees will be required to sign and return the Hepatitis B Employee Vaccination Decision Form. Information pertaining to the disease, the vaccine, and side effects can be found on the Hepatitis B Employee Vaccination Decision Form.

All new regular full and part-time employees in positions exposed to occupational hazards will be required to return this form prior to the completion of their first month of employment with the City.

All employees consenting to receiving the vaccination are required to receive the first dose of the vaccination within 30 days of signing the consent form. The vaccinations will then be given according to the following schedule:

|           |                                        |
|-----------|----------------------------------------|
| 1st dose: | <u>Elected Date</u>                    |
| 2nd dose: | <u>One Month Later</u>                 |
| 3rd dose: | <u>Six Months after the First Dose</u> |

Any employee electing to take, but failing to complete, the series within six months of receiving the first dose will be suspended without pay until he/she has they have completed the series. This suspension may be reviewed and possibly waived by the City Manager due to extreme mitigating circumstances. If employment with the City ends during the series of vaccinations, the employee is responsible for completion of the series and any costs involved.

**Commented [AA2]:** Added "due to occupational hazards"

**Commented [AA3]:** Added "qualifying"

**Commented [AA4]:** "Information pertaining to the disease, the vaccine and side effects, along with the Decision form are included in the appendix" changed to, "Information pertaining to the disease, the vaccine, and side effects can be found on the Hepatitis B Employee Vaccination Decision Form."

**Commented [AA5]:** Remove "(See Appendix)"

**Commented [AA6]:** Added, "in positions exposed to occupational hazards"

## EMPLOYEE CONDUCT AND WORK RULES

### 7.1 DISCIPLINARY ACTION

Whenever an employee violates any of the policies, regulations, or code of ethics outlined in this employee handbook, the department director 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 order and there is no requirement that any 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.

Only the department supervisor, department director, or the City Manager may issue disciplinary actions, which may be oral reprimands, written reprimands, or suspensions. The action (including oral reprimands) shall be documented 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 disciplinary action, 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.

Prior to issuance of a notice of suspension, the nature of the offense is to be reviewed with the City Manager. Any City employee who is suspended is required to turn in their City keys while serving the period of suspension.

### 7.2 DISCIPLINARY ACTION GUIDELINES

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 is not required to be practiced regarding the disciplining of employees who violate rules and regulations contained herein. Nothing in this disciplinary policy shall be construed to interfere with or supersede rules of discipline and other regulations governing civil service employees.

The following lists are not exhaustive or exclusive, but rather examples of actions that may result in the employee receiving disciplinary action:

- A. That the employee is incompetent, negligent, or inefficient in the performance of his/her duties.
- B. That the employee has been abusive in his/her attitude, language, or has been abusive in his/her conduct toward fellow employees, superiors, or the public.
- C. That 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 his/her supervisor.

- D. That 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 his/her department director and the manager.
- E. That the employee, through negligence or willful misconduct, has caused damage to public property or waste of public supplies.
- F. That the employee has been absent without leave or has failed to report upon the expiration of an approved leave of absence
- G. That 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 handbook
- H. That the employee has solicited private business for personal reasons during working hours or has used his/her City position to try to secure or to conduct private business
- I. That the employee has made a false statement in his/her application for employment
- J. That the employee has hindered the regular operation of the department because of unauthorized 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 he/she/they advises the supervisor that he/she/they have been socially consuming alcoholic beverages or taken a medication that may diminish his/her capacity, the employee shall not be required to report for duty.
- L. That the employee has used City vehicles or equipment without proper authorization
- M. That the employee has been involved and at fault in an avoidable accident on the job in a City vehicle or on City property
- N. That the employee has operated City vehicles in an unlawful or hazardous manner
- O. That the employee has misappropriated City funds, appropriated City property for personal use without permission, or illegally disposed of City property.

- P. That the employee has demonstrated conduct unbecoming an employee of the City while on or off duty
- Q. That the employee has submitted a false report of his/her conduct of service
- R. That the employee has submitted a false report against another employee
- S. A specific failure to meet certain standards of conduct and/or work performance, or a general lack of performance in an area of employment.
- T. Dishonesty, theft, or fraud
- U. Insubordination - refusal to follow orders and instructions directly related to the performance of his/her 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. Unauthorized use of computer-related resources belonging to the City, which include, but is not limited to, computers, computer-related equipment, computer programs, computer systems, or modems.
- Y. Unauthorized use of City telephones/fax/Internet for personal business
- Z. Accepting unauthorized employment while on leave-of-absence
- AA. Creating unsafe or unsanitary conditions
- BB. Smoking in prohibited areas
- CC. Unauthorized use or disclosure of information or records
- DD. 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.
- EE. Unauthorized removal of City or a fellow worker's property
- FF. Failure to follow procedures outlined in this Employee Handbook

- GG. Fighting or horseplay on the job
- HH. Representing their personal opinion/s as those of the City of Clive
- II. Creating strife, discord, and disharmony among other City employees
- JJ. Disclosure of confidential information protected by federal, state, or City law, or commonly recognized as privileged or confidential information.
- KK. Sleeping while on duty
- LL. Display of any type of violence in the workplace
- MM. Any other action or failure to act which adversely affects the City, its officers, or employees.
- NN. Failure to maintain appropriate Iowa driver's license as required by his/her job description.
- OO. Failure to maintain a required concealed weapons' permit as required by his/her job description.
- PP. Failure to follow established safety policies and guidelines established by his/her department.
- QQ. Submits or provides false information.

B. In addition, all employees must observe the following rules:

- A. All employees shall observe City ordinances and shall exercise reasonable care when driving any City vehicle.
- B. All employees shall be always courteous in dealing with the public. Employees should listen carefully to complaints and refer them to the proper person for appropriate action.
- C. All employees shall follow established safety policies and guidelines established by their department.
- D. Any employee involved in a reportable accident involving City equipment should immediately notify the police and the department director. Vehicles should not be moved until police arrive and take charge of the scene.
- E. 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 unless permission is obtained from proper department directors. No City vehicles shall be used for personal errands, personal transportation, or other such business unless permission is obtained from the City Manager.

- F. 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 on any personal activity.

## GRIEVANCE PROCEDURES

### Appeal from Disciplinary Action and Grievance Procedure

To assure a fair and equitable application of policies, rules, and regulations, full and part-time employees have the right to register an appeal/grievance without being disciplined or discriminated against in any way because of his/her proper use of the appeal/grievance procedure. Seasonal employees have the right to grieve up to the department director level only. All appeals/grievances for employees not otherwise covered by a grievance procedure in a collective bargaining agreement shall be pursued in the following manner:

If an employee has a complaint or grievance concerning his/her job classification, disciplinary action, supervisor, rules, regulations, policies, workstation or its condition, the actions of others, salary, or benefits, ~~he/she is~~ they are to do the following:

- A. The employee having a specific grievance shall take it first to his/her immediate supervisor who shall respond within seven (7) calendar days.
- B. If the matter has not been resolved to the employee's satisfaction, the employee may then, within seven (7) calendar days of receipt of the Step 1 answer, present the written grievance to the appropriate department director who shall respond within seven (7) calendar days.
- C. If the matter has not been resolved to the employee's satisfaction, the employee may then, within seven (7) calendar days of receipt of the Step 3 answer, present the written grievance to the City Manager, who will respond within fourteen (14) calendar days. The City Manager's decision shall be final and binding.

[The City of Clive Appeal/Grievance Report can be found in Clive365 or by clicking on this link.](#)

## EMPLOYEE ETHICS

An employee shall not engage in any employment, activity, or enterprise that is inconsistent, incompatible, or in conflict with duties as an employee of the City or with the duties, functions, and responsibilities of the department by which they are employed.

### **8.1 POLITICAL ACTIVITY**

To serve the best interests 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 to support any political party or person financially or otherwise. 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 emphasize and protect the neutrality of public service personnel.

Therefore, employees are prohibited from:

Using their official authority or influence for the purpose of interfering with or affecting the result of an election or a nomination for office.

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.

Having political campaign items in their offices, City facilities, in City vehicles, or to wear such items on his/her 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.

The use of the following in political advertisements is prohibited, and City employees shall not facilitate or accommodate such use:

- City property not normally accessible to the public
- Employees in uniforms that display City insignia and logos or any use of City employees while on City time.
- 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.

On the other hand, employees on their own non-working time, shall be permitted to:



1. Express their opinions on political subjects and candidates.
2. Take an active part in political management and political campaigns.
3. Campaign for a candidate in a partisan election by making speeches or writing on behalf of the candidate.
4. Attend political rallies or partisan campaign meetings.
5. Transport voters to the polls for the voters' convenience
6. Make voluntary contributions to a political party or organization.

All full-time employees of the City who wish to seek election to the City Council must take a leave of absence from City service. This leave begins with the first formal activities of the employee to obtain nomination or election to the office and will end upon completion of all activities with the office or the campaign, if not elected.

## **8.2 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 system will be subject to disciplinary action, up to and including dismissal.

## **8.3 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. When an employee receives any offering because of his/her status as a City employee, such receipt must be reported in writing at once to the department director, and the retention of the gift will be based on the City Manager's recommendation to and approval by the Mayor.

## **8.4 CONFLICT OF INTEREST**

### **General.**

It is the policy of the City that no elected or appointed official or City employee, or the spouse, or minor child of an elected or appointed official or City employee, or a firm of which the elected or appointed official of the City is a partner or a corporation of which the elected or appointed official or the City employee holds ten percent or more of the stock either directly or indirectly, shall have any personal material interest or outside affiliation which would likely produce a conflict between their self-interest and proper performance of the elected or appointed official's or employee's duties. No knowledge gained by any elected or appointed official or employee in their role as such shall be used in such a manner as to cause a conflict between their personal interest and the City's interest. All elected or appointed officials or employees shall conduct their personal affairs to avoid any conduct that may adversely affect or appear to affect the judgment of the elected or appointed official or employee.

The following guidelines are hereby established with respect to this policy:

### **1. Personal Financial Interests**

Elected or appointed officials or City employees, or the spouse or minor child of an elected or

appointed official or City employee, or a firm of which the elected or appointed official or the City employee is a partner or a corporation of which the elected or appointed official or the City employee holds ten percent or more of the stock either directly or indirectly should avoid participating financially, directly or indirectly, in any business enterprise which might influence, or be thought to influence, the official decisions or actions of the elected or appointed official or City employee. In making judgments regarding such participation, they should consider whether their financial interests in any such business enterprise that has or may have a business relationship with the City represents a substantial portion of their net worth or a substantial portion of the ownership of such business enterprise.

## 2. Outside Affiliations

No salaried City employee shall hold any position with any other business enterprise or governmental body which would conflict with or reasonably might be likely to conflict with the proper performance of his/her civic duties or responsibilities or which might tend to influence his/her impartial judgment with respect to dealings between the City and such other business enterprise or governmental body without full and complete disclosure to the City Council or Mayor.

### Disclosure

If any time an elected or appointed official or City employee, or the spouse, or minor child of an elected or appointed official or City employee, or a firm which the elected or appointed official or the City employee is a partner or a corporation of which the elected or appointed official or the City employee holds ten percent or more of the stock either directly or indirectly finds that they are considering the assumption of a financial interest or outside relationship which reasonably might involve a conflict of interest with the City or with respect to which they are in doubt as to whether it does or might conceivably conflict with the official duties of the elected or appointed official or City employee, it shall be the duty of the elected or appointed official or City employee to make timely disclosure of the facts relating thereto to the Mayor, council, City Manager, or department director, which is their immediate superior or the commission, board, or committee which ~~he/she is they are~~ a member of in order that an objective and impartial evaluation thereof may be made and conflict avoided. Under such circumstances, except as otherwise instructed by the City after the full disclosure of the facts, ~~he/she they~~ should refrain from exercising responsibility in any matters concerning the City which reasonably might be considered to be affected by his/her self-interest.

### 8.5 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 department director prior to distribution and timeliness, the City Manager, Assistant City Manager, Communications Specialist, or designated department director must review and approve press releases before distribution. Please see the Clive Communications Policy and Toolkit for further information.~~

### 8.6 USE OF CITY TELEPHONES

- Employees shall observe the rules of telephone courtesy in receiving and placing calls.

- 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 director if abused through excessive use, or if telephoning causes interference with work duties.
- Toll calls for personal reasons may be made only with the approval of the department director and at the employee's expense.
- Employees shall discourage people from telephoning them at work for personal matters.
- ~~Employees shall not use their personal cell phones at public service counters in City buildings.~~

### **8.7 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.~~

### **8.8 CLIVE LOGO**

The City's logo, while only one component of what comprises the City's identity, is a communication tool and asset that must be protected and nurtured. The Brand Standards Handbook is the guiding policy document setting the standards for usage and presentation of the logo and establishes specifications for printed or other visual pieces. All employees are responsible for maintaining the standards established in the Brand Standards Handbook. A copy of the handbook can be found on Clive365, the City's Intranet.

When any purchase is being planned which will include the use of the Clive logo, the City Manager must approve the use of said logo before such purchase is made. Whenever anything with the Clive logo is to be disposed of, it must be disposed of properly. Donating an item (for example to Goodwill) is not acceptable.

### **8.9 CLIVE NAME**

Employees may not use the City's name or represent themselves as the City to enter any type of contest. No contests may be entered while employees are on duty (example: call-in radio station contests).

### **8.10 PERSONAL MAIL/POSTAGE**

Employees shall not use the addresses of City facilities for receipt of personal mail. Use of the City's postage machine/system for personal correspondence is prohibited.

### **8.11 FALSE CLAIMS ACT**

The Federal False Claims Act is a federal statute that establishes liability for knowingly presenting a false or fraudulent claim for payment to the United States government or to a government contractor. This includes claims submitted to Medicare or Medicaid. Violating the False Claims Act is a very serious matter. employees can be subject to civil

monetary penalties of \$5,500 to \$11,000 for EACH false claim submitted. They can be required to pay three times the amount of damages sustained by the United States government, and they may also be excluded from participation in Medicare and Medicaid.

*Examples of practices that may violate the False Claims Act if done knowingly and intentionally, include the following:*

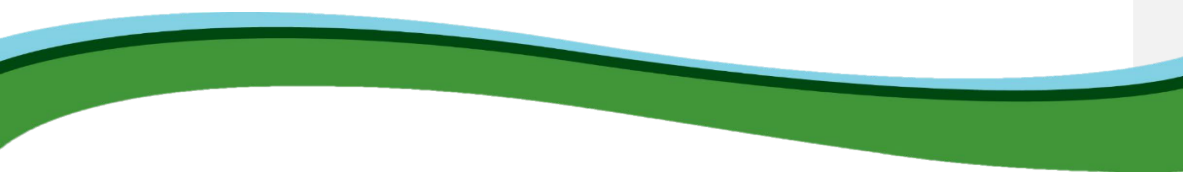
- Billing for services not rendered.
- Knowingly submitting inaccurate claims for services
- Taking or giving a kickback for a referral

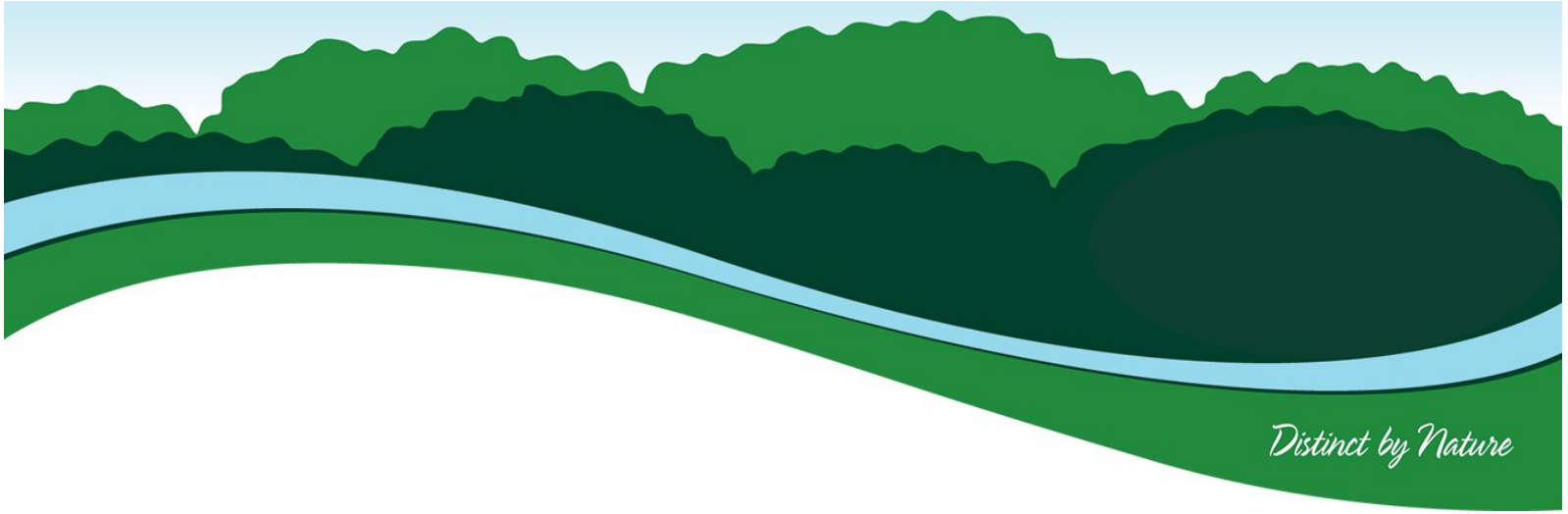
#### **8.12 WHISTLEBLOWER PROTECTION**

State and Federal law contain protections for disclosing potential billing problems. These protections may include employment reinstatement and back pay. The False Claims Act also includes a “qui tam” provision that allows any person with actual knowledge of a False Claims Act violation to file a lawsuit on behalf of the United States Government. If the government determines that the lawsuit has merit and decides to join, the United States Department of Justice will direct the prosecution of the lawsuit. If the government decides not to join in the lawsuit, the person who filed the lawsuit on behalf of the government can continue the lawsuit on his or her own.

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# City of Clive

## Employee Handbook

Amended by the Clive City Council  
Resolution No.  
On June 26, 2025



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## **STAFF APPRECIATION**

Let me start off with saying thank you. Thank you so much for joining the incredible staff of the City of Clive. It is truly an honor to serve as your City Manager and express my deepest appreciation for the dedication and commitment you all bring to this great city.

I want to acknowledge the work you do, but to also recognize the collective impact you have on the lives of every citizen in Clive. From the early morning hours to the late nights, you work tirelessly to ensure that our community thrives and prospers.

In the face of challenges, you remain steadfast, displaying an unwavering commitment to the betterment of our city. Whether it is maintaining our infrastructure, providing essential services, ensuring public safety, or engaging with our vibrant community, you do so with an unparalleled sense of duty and a deep understanding of the impact your work has on the lives of our residents.

The progress we have achieved together is a testament to your efforts. Clive has become a model city, renowned for its strong community bonds, its forward-thinking approach, and its ability to adapt to change. This progress did not happen by chance; it is the result of your hard work, your innovative ideas, and your unwavering dedication.

But I want to recognize more than just the work you do. I want to acknowledge the people behind the titles—the mothers, fathers, sons, daughters, friends, and neighbors who make up the fabric of this remarkable team. You bring your unique perspectives, your diverse talents, and your passion for service to the table, creating a rich collection of skills that fuel the success of our city.

As your City Manager, I am deeply grateful for the privilege of working with such an exceptional group of individuals. Your dedication is inspiring, and your commitment to public service is a shining example for communities across the nation. You are the backbone of Clive, and it is because of your hard work that we continue to reach new heights and overcome challenges.

In closing, let me assure you that your work does not go unnoticed. Your efforts have touched the lives of countless individuals, and you have made a lasting impact on our city. You are the change agents, the champions of progress, and the unsung heroes who make Clive the incredible place it is. So, thank you. Thank you for your unwavering commitment. Thank you for your dedication to service. And thank you for being the heart and soul of the City of Clive.

**Matt McQuillen**  
City Manager

## MISSION & VISION STATEMENT

### ***OUR MISSION***

is to provide

***HIGH QUALITY, CUSTOMER VALUED  
MUNICIPAL SERVICES*** in a

***FINANCIALLY RESPONSIBLE MANNER***

through a ***DEDICATED WORKFORCE***

resulting in ***SATISFIED CUSTOMERS***

and a ***SUSTAINABLE CLIVE COMMUNITY***

**COST  
EFFECTIVE DELIVERY**

**FORWARD  
THINKING**

**CONTINUOUS  
IMPROVEMENT**

*Clive 2035 is a BEAUTIFUL and SAFE City with GREAT RESIDENTIAL  
NEIGHBORHOODS through buildout.*

*Clive 2035 provides EXCEPTIONAL FAMILY LIVING and OPPORTUNITIES FOR  
PERSONAL WELLNESS.*

*Clive 2035 has the DISTINCTIVE CLIVE GREENBELT, and a REVITALIZED  
86th CORRIDOR/NEIGHBORHOOD.*

## HOW WE INVEST IN OUR PEOPLE

In Clive, we believe in excellent public service and good governance. We take pride in our work because we create and sustain a beautiful, safe, fair, and hope-filled community. The community appreciates our efforts, evidenced by the consistently high approval ratings in Clive's resident surveys.

Delivering the excellent services Clive residents, businesses, and visitors deserve requires an exceptional workforce. We are committed to retaining, attracting, and developing high-performing employees who do their best, excel in their profession, support their teammates, and enjoy a healthy work-life balance.

We are committed to competitive pay rates updated annually based on the cost of living for our area, and we conduct regular salary and benefits studies to ensure our competitiveness with neighboring cities. We provide generous benefits, including:

- ***Merit pay for performance***
- ***Time off for our employees to enjoy life and be present for friends, family, and others they care for***
- ***Excellent health insurance and wellness incentives for employees and families***
- ***Strong retirement and deferred compensation packages***
- ***Retention incentives***
- ***Investments in equipment, skills training, and career development and advancement so employees are successful***

We fairly administer pay and benefits and provide equal pay for equal work. We strive to be a welcoming organization seeking a diverse workforce reflective of the community we serve and diligently follow all employment laws, including those related to protected classes. We are financially responsible while valuing the workforce we need to serve the entire Clive community, and we adapt as the needs of the Clive community and our employees evolve.

## INTRODUCTION

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.



## OFFICIAL STATUS OF THE EMPLOYEE HANDBOOK

The handbook shall be the official policy of the City of Clive and shall be observed by all employees and elected or appointed municipal officials.

This handbook shall apply to all City of Clive employees. However, whenever the policies, terms, conditions, or language of this handbook conflict with those of a collective bargaining agreement or any other employment contract, the policies, terms, conditions, and language of the collective bargaining agreement or employment contract supersede those of this handbook.

The City Manager shall approve the department rules and regulations handbook. In the event of conflicting policies between handbooks, the City's Employee Handbook shall have precedence and be the controlling document. This handbook and its supplements shall remain in force unless amended by the City Council.

### **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](#).

## DEFINITIONS

For this handbook, the following words shall have the meaning indicated:

**Affirmative Action** – Those actions appropriate to ensure equal employment opportunity and to overcome the effects of past or present practices, policies, or other barriers to equal employment opportunity.

**Anniversary Date** - The date from which salary and leave benefits are calculated. For salary purposes, the anniversary date shall be calculated as follows:

- A. For all employees, the salary review and adjustment anniversary date will be July 1st of each year. An employee promoted, transferred, or demoted to another position with the City shall have a revised salary, effective as of the date of the promotion, transfer, or demotion.
- B. For leave purposes, the anniversary date shall be the date of initial regular employment. No credit shall be given for service as a temporary employee when determining an employee's anniversary date for determining leave.

**Appointment** - The offer of and acceptance of a position on a regular or temporary basis. An appointment may be withdrawn at any time, with or without cause.

**City** - The City of Clive, Iowa.

**Compensation** - The salary, wage, allowance, and all other forms of valuable consideration, earned by or paid to any employee because of service in any position, not including any allowance authorized and/or incurred incident to employment.

**Compensatory Time-Off** – Time off with pay to compensate employees for overtime worked. This time off may be taken at a time that is mutually acceptable to the employee and the employer.

**Corrective Action** - Imposition of certain personnel action (i.e.: warning, reprimand, suspension, demotion, termination, transfer) because of poor performance or personal misconduct with the intent to cause a change in future behavior &/or performance.

**Demotion** - The assignment of an employee to a position of employment requiring less responsibility or skill and having a lower salary than the former position.

**Department Director** - An employee who oversees, gives counsel and direction for a department of the City, and evaluates the job performance of their staff.

**Disability** - The physical or mental condition of a person that constitutes a handicap. It may or may not be related to such a person's ability to perform the essential duties of a particular job

description without the City experiencing undue hardship in making necessary modifications to meet the needs of the individual.

**Discharge** - An employer-initiated termination/separation of an employee due either to layoff or termination/separation.

**Employee** - An employee is one who is hired for an unspecified term of employment, is paid wages and is issued a W2 to reflect compensation paid. An employee may be employed on either a full-time or part-time basis.

**Equal Employment Opportunity** - To not allow any personnel decision or action to be unlawfully influenced in any manner by consideration of an individual's race, creed, color, religion, sex, gender identity, sexual orientation, veteran status, national origin, age, or disability.

**Exempt** - Exempt employees are those employees who are not subject to the Fair Labor Standards' Act provisions on minimum wages and overtime compensation. They are compensated on a fixed salary basis, regardless of the number of hours worked. The exemptions are based on job activities, responsibilities, and allowance for time off without reduction in pay. Exempt employees are not eligible for overtime pay or compensatory time.

**Fringe Benefits** - Employee compensation other than wages, such as, but not limited to, medical insurance, life insurance, holiday pay, vacation, sick leave, retirement, jury duty leave, emergency leave, military leave, bereavement leave, or deferred compensation.

**Full-time Employee** - An employee who is scheduled to work a minimum of forty hours per week with a minimum of 2,080 hours per year. Full-time equivalents are exempt from this full-time status.

**Fire Lieutenants** – Fire Department employees working 24-hour shifts, supervising a crew and overtime eligible.

**Grievance** - A dispute between the employer and the employee regarding the interpretation, application, or violation of any of the express terms and provisions of this handbook.

**Immediate Family** - Relatives including husband, wife, children, adopted children, stepchildren, brother, sister, half-brother, half-sister, stepbrother, stepsister, father, mother, father/mother-in-law, son/daughter-in-law, brother/sister-in-law, stepfather, stepmother, grandparents, grandchildren, and guardians.

**Job Description** - A group of specific duties, tasks, and responsibilities grouped and assigned to a position or job classification to be performed by an employee.

**Layoff/Reduction in Force** - The separation of an employee from the City because of a reduction in workload or funds.

**Leave** - An approved absence from work as provided by these rules and policies (i.e., sick, vacation, and bereavement leave).

**Management Personnel** - Individuals who are responsible for overseeing and directing the work of others, including planning, organizing, and supervising employees to achieve goals. They play a crucial role in areas like recruitment, training, performance management, and ensuring compliance with labor laws.

**Major Life Events** – An event, such as, adoption, birth, and death which have significant impact on an employee.

**Meal Break** - An unpaid period, generally taken near the middle of the shift or workday. The department director, considering department needs, shall schedule lunch periods. Such periods will not be more than one hour or less than thirty minutes. Public Safety officers shall not be relieved during their break period from their responsibility to handle police, fire, or other emergency calls.

**Municipal Officer** - City Manager, City Clerk, Fire Chief, and Police Chief. These municipal officers are considered employees of the City and are governed by the Employee Handbook.

**Non-emergency employee** - a non-emergency employee is someone whose job duties do not primarily involve immediate emergency response or handling.

**Non-exempt** – Non-exempt employees are those employees who are not exempt under the Fair Labor Standards Act. Non-exempt employees shall be paid not less than one and one-half times such employee's rate of pay for each hour worked more than forty hours in a workweek. Police officers will only be remunerated for overtime hours if hours are beyond their normal shift. Full-time, non-salaried firefighters will be remunerated for overtime hours if beyond 212 hours in a 28-day cycle.

**Part-Time Firefighter/Medic** - A firefighter or medical personnel who is assigned to be on call at the fire station to ensure there are sufficient personnel to answer emergency calls during designated time periods. A Part-Time Firefighter/Medic may receive regular hourly pay for up to 53 hours per week for all fire department activities yet is not considered a full-time employee. Any time worked over 53 hours in a week will be considered overtime. They will be eligible for IPERS retirement benefits, and if averaging over 30 hours per week between April 1-March 31, healthcare will be available beginning July 1.

**Part-Time Employee** - An employee who works less than thirty hours per week and is anticipated not to work beyond a six-month period.

- a) **Benefit-Qualifying Part-Time Employees** – A benefit-qualifying part-time employee works a consistent schedule, typically 20 or more hours per week, and meets the minimum hour requirements set by the employer or law to receive some or all employment benefits, often on a prorated basis.

- b) For purposes of this section, benefits shall mean bereavement leave, floating holidays, vacations, sick leave, deferred compensation, and jury duty leave.

**Regular Part-time Employees:** An employee who is appointed to a permanent position, with no specified end date, and regularly works fewer than 30 hours per week.

- “Regular” refers to the nature of the appointment, not the number of hours. It means the position is ongoing, not temporary or seasonal.
- “Part-time” means the employee works less than full-time, but on a regular and scheduled basis.
- Eligibility for benefits varies depending on the number of hours worked. See Benefit-Qualifying Part-Time Employee.

**Probationary Period** - A working test period lasting a minimum of six calendar months (police officers – nine months’ probationary period from the date of hire or certification from the ILEA, whichever is the later of the two), beginning upon initial appointment or promotion. During this time, an employee is required to demonstrate their capability to perform the duties of the position to which they are appointed and harmoniously work with other staff. This period may be extended if deemed necessary by the City Manager. Any employee may be terminated at any time for any reason during probation, and the employee shall have no right of appeal. All employees of the City are employed “at will” and employment may be terminated at any time with or without cause. Civil Service statutes will govern police officers.

**Promotion** - The assignment of an employee, by the City Manager, to a position requiring greater responsibilities &/or skills than the former position.

**Resignation** - The action taken by an employee ending employment with the City. It will also be considered a voluntary resignation if an employee does not report for their scheduled hours three days/shifts consecutively without communication to their supervisor.

**Rest Period** - A paid fifteen-minute interruption of work for purposes of rest and safety during the first four hours of the work shift, and fifteen minutes of rest during the second four hours of the work shift.

**Retirement** – The separation of an employee from the service of the City who is eligible for and receives benefits from a recognized retirement system.

**Seasonal Employee** – An employee hired for a stated term of employment as determined by a specific job assignment/s examples include but are not limited to interns, aquatic staff, and seasonal park maintenance. Seasonal employees may work up to forty hours per week for a pre-determined period, normally six months or less. They are not entitled to the fringe benefits received by other employees. Seasonal employees are at-will employees, in that they can quit or be terminated from employment at any time without progressive discipline or cause.

**Supervisor** – A person who oversees and gives direction to their staff as authorized within the organizational chart.

**Suspension** – A temporary removal of an employee from duty with or without pay.

**Transfer** – The movement of an employee from one position, by the City Manager, to another that has the same salary range and level of responsibility.

**Workday** – An employee's scheduled daily hours of employment.

**Workweek** – An employee's schedule of work hours within an appointed week.

## **EQUAL EMPLOYMENT, HOSTILE WORK ENVIRONMENT**

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 government 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 have been denied employment opportunities or benefits because of race, creed, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, pregnant workers, or any other protected class status, has the right to contact the reporting hotline at (866) 912-5378 or by visiting [www.eidebailly.com/hotline](http://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, every harassment claim filed must be filed in good faith. A bad faith claim 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.

## **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 handbook if a conflict between municipal and state or federal law occurs. Ordinances of the City shall supersede this policy handbook if 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 they are applying.

## **EMPLOYMENT AND COMPENSATION**

### **1.1 CLASSIFICATION OF EMPLOYMENT**

All employees shall be recommended by the appropriate department director/human resources and hired at the discretion of the City Manager, except for the City Clerk and the City Attorney. The City Clerk is recommended by the City Manager and appointed by the City Council. The Council shall appoint by majority vote a City attorney and assistants to serve at the discretion of the Council. The City attorney and assistants shall receive such compensation as established by resolution of the Council.

Classification Categories: All employees, exempt or non-exempt, at the time of hiring will be

advised of their classification into one of the following categories: Full-Time, Part-Time, and Seasonal.

An employee's classification, working hours, and benefits depend on the job requirements of the employee's job and whether the employee is a regular or seasonal employee, full-time or part-time, or an exempt or non-exempt employee. If an employee is promoted, transferred, or demoted, their classification, working hours, and benefits may change.

The City classification plan shall consist of classifications and titles as approved and adopted by the City Council. The City Manager shall be responsible for administering and updating the plan and making assignments to appropriate classifications based upon an individual's duties and responsibilities.

Newly appointed employees will normally be hired at the minimum entry pay level approved annually for each position. Appointments may be made above the minimum pay level based upon the individual's qualifications, experience, approval of the City Manager, and subject to council approval.

Pay levels and classifications are established for positions within the City. The minimum pay levels established are subject to update upon recommendation by the City Manager and approval by the City Council. The recommended salary and wage increase generally will be submitted to the City Council for approval within sixty days prior to implementation of the new fiscal budget period beginning July 1 of each year. Pay periods are bi-weekly totaling 26 pay periods per year. To determine gross bi-weekly pay, divide the annual wage by 26.

### **1.2 NON-EXEMPT STAFF**

Full-time salaries and wages for these positions will generally be computed on a basis of forty hours per week or a total of 2,080 hours per work year. Overtime hours will be computed on a basis of eight (8) hours worked in a workday. Overtime hours will be computed based on regular hourly wage plus one-half the regular hourly wage which may include longevity and education pay if applicable. The workday includes hours worked. All paid leave shall count as time worked for the purposes of computing overtime.

### **1.3 SNOW SEASON**

Each year during the designated snow season December 1-March 15, the public works and parks department operations specialists and supervisors will be required to be on-call for snow and ice on a regular basis. Operations specialists will be assigned to rotating shifts for on-call purposes. Normally, the operations specialists will be scheduled to be on-call for seven consecutive days beginning on Mondays at the start of the business day and continuing through the following Monday at the start of the business day. If the operations specialists who are on-call are called out for duty during their seven-day shift, they will be relieved from their on-call status and the next group of operations specialists will be on-call. The operations specialists remain on-call until they are either called out for duty or until they complete the shift in which they are currently assigned, which would normally end the following Monday at the start of the business day. In situations, however, where the operations specialists who are on-call are



called out for duty after midnight on a Saturday, the next shift of operations specialists who are now on-call will remain on-call until they are called out for duty or until the start of the business day of the second Monday following the beginning of their shift.

Operations specialists who are on-call must always carry a cellular phone or radio with them when they are not at home. The radios to be used for this purpose will be furnished by the City. Operations specialists may also use personal cell phones or pagers for call-out purposes at their own expense. When there is a threat of inclement weather (meaning a forecast of any threat of snow and/or ice accumulation or possible re-freeze conditions), the operations specialists who are on-call must remain within a 30 miles radius of City Hall, 1900 NW 114th Street, Clive, IA so they are available to respond to calls. When no threat of inclement weather exists, operations specialists who are on call are under no geographic or time restrictions so long as they are accessible by radio, phone, pager, or otherwise, in case of an emergency. Failing to be accessible while on-call, within the guidelines set forth in this policy, will be considered a violation of this policy and may subject the operations specialist to discipline.

During emergency operations, employees may be directed to go home and rest after 12 hours of continuous work. Employees may be called back after 8 hours off. Employees directed to go home after a minimum of 12 hours of continuous work or directed to go home to return later due to emergency work only, will be paid for their normal 8-hour workday.

During the designated snow season, public works and parks employees may request to be “not available for call-out” during snow removal operations within any 24-hour period, 7 days a week. The department director will determine the number of operation specialists that may be “not available” at any given time. Notice must be given within three working days of the time requested and must be approved by the appropriate department director or supervisor. Time spent on-call is not considered hours worked and will not be paid time. Operations specialists will be paid for any time they are called out for duty.

## **1.4 FIRE LIEUTENANTS**

### **Hours of Work**

A normal shift for an employee shall consist of twenty-four (24) hours’ paid time starting at times established by the Fire Chief. The normal schedule of work will be: twenty-four (24) hours on duty followed by forty-eight (48) hours off duty. Full-time personnel will be assigned to one of three rotating 24-hour shifts (A, B or C). The start of all shifts will be at 0600, and all full-time employees are expected to be clocked in and in uniform prior to that time. Full-time personnel are strongly encouraged to arrive early for their scheduled shift to ensure a proper transition between the two shifts. Assuming proper coverage, off-going personnel will be relieved at shift change unless they are held over from an ongoing emergency call for service, completion of an incident report or restocking of an ambulance. Off-going personnel may not leave the fire station until they have been properly relieved by personnel (either full-time or part-time) who maintain our staffing level.

### **Hours Worked Annually**

Number of hours worked per year = 365 days/3 shift groups = 121.666 shifts scheduled per

employee X 24 hours per shift = 2,920 hours.

**Hourly Rate** - Annual wage base/2756 hours.

### **Work Period**

In accordance with Section 7(k) of the Fair Labor Standards Act, the work period for Twenty-Four (24) Hour Fire Personnel shall consist of twenty-eight (28) days. The work period begins on a Sunday and ends on a Saturday.

During unscheduled hours, employees may respond to any request for extra emergency assistance.

### **1.5 SALARIED EMPLOYEES**

Salaried employees receive bi-weekly compensation based upon the required hours necessary to perform the duties of the position held, not based on hours worked. As exempt employees, they are not eligible for overtime. Bi-weekly payroll checks shall be computed so 26 equal payments are made to the individual annually as approved by the City Council upon recommendation of the City Manager. In the event the salary must be prorated, the pro-rata computation shall be based upon a per-day basis using a five-day workweek as the standard.

### **1.6 PAYROLL AND PAY PERIODS**

Payroll checks will be electronically deposited by the Administrative Services' office on Friday of every other week. In computing regular and overtime hours for payroll checks, all records of hours worked shall be submitted to the Finance Manager no later than Monday immediately preceding Friday's payroll check issuance.

### **1.7 SALARY SCHEDULE**

To carry out a policy of equity regarding compensation and work, as well as to provide a systematic means for dealing with personnel matters, a salary schedule is established, will be reviewed, and approved annually by the City Council.

### **1.8 RATES OF PAY**

The City Council shall annually establish the minimum entry-level rate of pay (salary scale) for each position. Such salary scales will be determined by considering: the duties, responsibilities, and requirements for each position; the prevailing rates of pay (including indirect pay for fringe benefits) for similar work within the City's recruitment area for that position; cost of living adjustment; and the City's ability to pay such wages.

### **1.9 SALARY ADJUSTMENTS**

The City Council shall annually review and determine the percentage salary increase for employees. The City Manager shall be responsible for administering job evaluations and salary adjustments.

The salary to be paid shall be determined annually through the evaluation of each employee's job performance by appropriate supervisory personnel review, and recommendation by the

employee's department director. Evaluations are to be completed each year by approximately May 31st. All salary adjustments shall be limited by such amounts and/or percentages as may be determined by the City Council. The employees will receive a raise percentage based upon their current compensation compared to the market scale and score received on the most recent performance evaluation as approved by the City Council through a pay plan matrix for compensation. Increases will be effective at the start of the pay period, which includes July 1st. All pay increases must be approved by the City Manager and the City Council.

#### **1.10 TOTAL REMUNERATION**

Any salary rate established for an employee shall be the total remuneration for the employee, but not to be construed as including overtime, group medical insurance benefits, life insurance, pension, or reimbursement of uniforms and official travel. Except as otherwise provided, no employee shall receive pay from the City in addition to the salary authorized for services rendered by him/her, either in the discharge of ordinary duties or any additional duties which may be imposed upon the employee, or which they may undertake or volunteer to perform. Under no circumstances may City services be extended by employees in exchange for special rewards, gifts, or other remuneration from someone else.

#### **1.11 TEMPORARY PAY INCREASE**

If an employee's duties are expanded temporarily, the City Manager may grant an increase in pay to the employee during the time the employee is responsible for the additional duties.

#### **1.12 PAYROLL**

Payroll checks will be electronically deposited by the Administrative Services office on Friday of every other week. In computing regular and overtime hours for payroll checks, all records of hours worked shall be submitted to the Accounting Specialist no later than Monday immediately preceding Friday's payroll check issuance. If not, the hours will be carried over to the next scheduled pay period. When payroll checks are issued every other week, every eleventh or twelfth year there is a 27th payroll. In the event of the 27th payroll, salaried exempt employees will receive a normal paycheck as well as hourly non-exempt employees who receive pay for hours worked.

Other Types of Taxable Income – In accordance with the IRS Fringe Benefit Guide and the City of Clive Taxable Fringe Benefit Policy (effective 1/1/2016), the City is required to tax employees on certain types of payments. For example: on the spot awards such as gift cards, wellness incentive, some uniforms/clothing, some meals under certain circumstances, and other items as defined by the IRS. The IRS allows the City to accumulate and tax these items once per year for any twelve-month period. These items are paid throughout the year in gross amounts, particularly for uniforms/clothing and meals. Once per year, as allowed by the IRS, these amounts will appear on the employee's pay stub under the category of "tax fringe".

#### **1.13 NEW APPOINTMENTS**

Upon initial appointment to the position, the employee will receive the minimum salary for the position, unless the individual selected possesses sufficient qualifications and experience relevant to the position in which case the City Manager may recommend a higher salary.

#### **1.14 THE "WORKDAY"**

Department directors shall establish, with the approval of the City Manager, the working schedules for their departments. For all regular employees, a normal workweek shall begin at 12:01 a.m. on Sunday and end Saturday at midnight. Exceptions will be made for services that are on continual call. Established work hours are not a guarantee for the hours specified. It is an essential job function for all staff to have regular attendance.

#### **1.15 WORK SCHEDULE**

Due to the diverse services provided by the City (24 hours-a-day, 7 days-a-week), the hours of work will be determined by employees' managers or supervisors based on the statuses of employees and their abilities to ensure quality service to the public and efficient operation of the departments.

All employees are expected to observe the hours set within your department and/or your position. However, alternatives to the work schedule may be approved. An alternative schedule may include: 1) Giving alternative days off during a week other than the typical Saturday and Sunday, 2) Working a schedule other than an eight-hour day, or 3) Starting and ending the workday or taking shorter lunch breaks than is typical in your area. Any special arrangement from the traditional schedule needs to be agreed to by your immediate supervisor, Department Director, and City Manager. Foremost in the decision to change an hourly employee's schedule will be the ability to meet operational requirements and customer service needs.

Unless otherwise authorized by the City Manager, the following work schedules and office hours shall be generally adhered to:

|                              |                                                                                         |
|------------------------------|-----------------------------------------------------------------------------------------|
| <b>Administration</b>        | <b>8:00 a.m. to 4:30 p.m.</b>                                                           |
| <b>Community Development</b> | <b>8:00 a.m. to 4:30 p.m.</b>                                                           |
| <b>Fire/Rescue</b>           | <b>8:00 a.m. to 5:00 p.m.</b>                                                           |
| <b>Library</b>               | <b>9 a.m. to 8 p.m. M-Th, 9 a.m. to 6 p.m. F, 9 a.m. to 5 p.m. Sat, 1 to 5 p.m. Sun</b> |
| <b>Parks/Recreation</b>      | <b>8:00 a.m. to 4:30 p.m. (office)<br/>7:30 a.m. to 4:00 p.m. (maintenance shop)</b>    |
| <b>Police Department</b>     | <b>8:00 a.m. to 5:00 p.m.</b>                                                           |
| <b>Public Works</b>          | <b>7:00 a.m. to 3:30 p.m.</b>                                                           |

If, due to an emergency or weekend duty, a full-time employee is called to work during traditionally off-work hours, the employee will be paid for a minimum of two hours of work. If this emergency call lasts longer than two hours, regular pay policies apply. If an additional call-out is required within the same two-hour period, additional time will not be paid except for that worked more than the two-hour minimum. If an additional call-out occurs after the initial two-hour period, an additional two-hour period begins again.

#### **1.16 RETENTION INCENTIVE PROGRAM**

This program demonstrates an investment in the full-time long-term employee and saves the City the expense of recruiting and training new employees. The employee will be given one-

time awards of:

| <i>Years of Service</i> | <i>One-time Award Amounts</i> |
|-------------------------|-------------------------------|
| <b>5 years</b>          | \$250                         |
| <b>10 years</b>         | \$500                         |
| <b>15 years</b>         | \$750                         |
| <b>20 years</b>         | \$1000                        |
| <b>25 years</b>         | \$1500                        |
| <b>30 years</b>         | \$2000                        |
| <b>35 years</b>         | \$2500                        |

Incentives will be paid during the pay period in which their anniversary falls for employees reaching the outlined years of service during that calendar year and who are still employed by the City of Clive. Per the Internal Revenue Service, the employee receiving this benefit will be taxed on the dollar value of the incentive when the benefit is received. Note: the incentive is granted once every five years.

#### **1.17 CALL-IN PAY/OVERTIME**

Nonexempt employees are not permitted to work more than their regularly scheduled hours without their supervisor's advance approval. All overtime hours worked must be reported by the employee and recorded by the employee in the timekeeping system. Employees must be compensated for time actually worked beyond the employee's prescribed threshold number of hours in a week, including job-related activities (which benefit the City) performed during an employee's "off-the-clock" time, such as: taking work home, working through lunch, working before or after regular shifts, taking care of work-related equipment, job-related "volunteer" work, or making/receiving job-related telephone calls, text messages, emails, or other forms of communication at home, on mobile devices, or by other means, etc. Working overtime, including in the above-listed situations, without prior supervisor authorization; failing to work scheduled overtime; or failing to report overtime hours may result in disciplinary action, up to and including termination.

Nonexempt employees who are asked to engage in compensable job-related activities, from outside of their usual workplace via electronic means, i.e., answering email, text messaging, conducting phone communications, etc., outside of their normal working hours, will be paid for the actual time spent, or at least a minimum of 15 minutes of work. Nonexempt employees who are asked to physically report to work outside of their normal working hours will be paid for a minimum of two hours of work unless the overtime is contiguous with the employee's normal workday hours. Any employee who is called in to work less than two hours before the start of their normal workday or requested to stay after work will be paid for those overtime hours of actual work only, with no minimum.

Listed below are two examples, using the employee's normal workday beginning at 8:00 a.m.:

**Example One:** Employee is asked to report to work at 7:00 a.m. Employees will be paid for one hour of overtime work (7:00 a.m. to 8:00 a.m. = 1-hour overtime.)

**Example Two:** Employee is asked to report to work at 5:00 a.m. Employees work until 6:00 a.m. Employees will be paid for two hours of overtime work (5:00 a.m. to 6:00 a.m. = two hours of overtime work per policy because the call-in occurred more than two hours before the normal working hours.)

Non-exempt employees receive various wage supplements in addition to their base wages. Under the FLSA, any money received by an employee “for work” is part of the employee’s regular rate of pay. Wage supplements are considered compensation for work and are factored into the regular rate and overtime calculated accordingly.

Union (PD) – overtime rate is calculated on base salary + shift, longevity, and education pay.  
Union (Fire) and Non-Union – overtime rate is calculated on base salary + education and longevity pay.

These calculations are adjusted as applicable July 1st each year.

#### **1.18 COMPENSATORY TIME**

Full-time, non-exempt employees may accumulate and use compensatory time. The maximum compensatory hours to be saved at any time will be forty hours (26.67 hours worked). Employees may accumulate hours, use hours as time off, and accumulate more compensatory time if the balance of hours accumulated remains at or below forty hours. Any overtime hours will be paid as time and one-half if forty hours are already saved. Any compensatory hours rolled over to the following fiscal year must be used as time off, unless the employee is terminated, retires, or quits. In that case, the hours of compensatory time will be paid at the current rate of pay. At the employee’s anniversary date, a maximum of 40 hours of combined compensatory time and vacation time may be rolled over.

At the Fire Lieutenant’s anniversary date, a maximum of 120 hours of combined compensatory and vacation time may be rolled over. At the Police Sergeant’s anniversary date, 60 hours of compensatory time may be rolled over.

#### **1.19 CALL-IN PAY FOR BOOKING PERSONNEL**

Full-time City employees who also serve as booking personnel will be paid at their regular overtime salary rate. A minimum of two hours will be paid for each call outside of normal work hours. The two-hour minimum will not apply for booking personnel assignments that extend beyond the normal workday or for scheduled training. In those instances, the overtime rate will apply for actual time spent beyond normal work hours and the actual training time.

#### **1.20 ATTENDANCE AT MEETINGS**

Any City employee other than the City Manager, Assistant City Manager, department directors, or other salaried employees whose presence is required at a meeting of the City Council or any board, commission, or committee of the City which occurs outside of regular working hours, shall be reimbursed a minimum of two hours of work, for time spent at such meeting/s at a rate equal to one and one-half of their regular hourly rate.

## LEAVE BENEFITS

### 2.1 HOLIDAYS

All full-time employees shall be entitled to the following holidays with pay:

|                         |                                 |
|-------------------------|---------------------------------|
| <b>New Year's Day</b>   | <b>Thanksgiving Day</b>         |
| <b>Presidents' Day</b>  | <b>Day after Thanksgiving</b>   |
| <b>Memorial Day</b>     | <b>Christmas Eve Day</b>        |
| <b>Independence Day</b> | <b>Christmas Day</b>            |
| <b>Labor Day</b>        | <b>Four Floating Holidays *</b> |

\*The four floating holidays, equaling 32 hours, will be applied to the employee's accrued time on July 1st of each fiscal year. New hires will receive 2.67 hours of floating holiday time for each month worked during the fiscal year. This time will be calculated and banked from the date of hire. Floating holidays may be taken at a mutually agreed upon time with sufficient notice to the department director. Floating holidays must be used on or before June 30th of each fiscal year. Floating holidays will not be paid out or carried over.

During snow and ice season, December 1-March 15, staff who are required to be on-call during a national holiday will receive a \$1.00 per hour on-call pay for the actual day of the holiday only, which is not necessarily the same day as when the City is taking the holiday.

All staff required to work on a City holiday occurring during the work week shall receive double-time pay AND an equivalent amount of time off. Example: an employee works 8 hours on a holiday. Employees will receive 8 hours double-time pay AND 8 hours off. An employee will only be paid double-time pay for those hours worked on the holiday. Example: Employee works 5 hours on a holiday. Employees will receive 5 hours double-time pay, 3 hours holiday pay, AND 5 hours off. If an employee works over 8 hours on a City holiday, the employee will receive triple-time pay for time worked over 8 hours but will not receive any additional time off.

As a condition for receiving double-time for the holidays, the employee must not have used any sick leave on either the scheduled day of work preceding or following the holiday. Double-time pay must be granted if a doctor's excuse is presented, should one of those days be missed due to illness. If a doctor's excuse is not provided, the overtime will be paid at a rate of time and a half. Pre-approved vacation used the preceding or following day of the holiday worked will not negate the additional pay for working the holiday.

Any employee shall forfeit the right to payment for any holiday if they have an unexcused absence on the working day immediately preceding or following such holiday.

When a holiday enumerated in this section falls on Sunday, the following Monday shall be observed. When a holiday enumerated falls on Saturday, the preceding Friday shall be observed.

If a holiday falls on an employee's regularly scheduled time off, they shall be entitled to a day off in compensation.

**Clarification of the above for employees receiving Saturday and Sunday as their normal day off and the holiday falls on a Saturday or Sunday:**

An employee who has a regular scheduled day off on Saturday or Sunday shall receive a City holiday of either Friday or Monday as set by the City Manager. This shall become their paid holiday.

- A. If an employee is called out to work on the National holiday – employee will be paid double time only since their City holiday is either Friday or Monday. Their City Holiday was not interrupted so they received their holiday off.
- B. If an employee is called out on a City-designated holiday, the City will pay 1.5 times the normal wage rate, plus receive time off equal to the amount of time they were called in for the interruption of their City holiday.

**Fire Personnel**

The following holidays are recognized for Twenty-Four (24) Hour Fire Personnel:

**New Year's Day  
Presidents' Day  
Memorial Day  
Independence Day  
Labor Day**

**Thanksgiving Day  
Day after Thanksgiving  
Christmas Eve Day  
Christmas Day**

The day the national holiday falls shall be observed as a holiday. As an example, the New Year's Day holiday will be the 24-hour shift starting at shift change in January. Lieutenants will be expected to work all recognized holidays that fall upon their regular shift day unless authorized in advance to use other paid leave time on that day. If a fire lieutenant works a national holiday, they may elect to be paid 24 hours or bank 24 hours of holiday time in addition to regular pay for all recognized holiday hours worked. Additionally, they receive twelve (12) hours of Holiday Time for recognized national holidays that are not worked.

**Floating Holidays for Fire Personnel**

Two floating holidays (48-hours of floating holiday time) will be applied to Fire Lieutenants accrued time on July 1 of each year. Floating holidays may be taken at a mutually agreed upon time with sufficient notice to the department director. Floating holidays must be used on or before June 30th of each year.

Police Sergeants will be allowed to rollover forty (40) hours of holiday time into the next fiscal year. The carried over holiday time must be used within 60 days of July 1st.

**2.2 VACATION LEAVE**

Vacation leave is a means whereby an employee may accumulate leave time on an earned,



annual basis. All full-time employees will receive vacation leave as follows:

**Years of Consecutive Service Days of Annual Leave Accrual**

| <i><b>Years of Consecutive Service Days*</b></i> | <i><b>Days of Annual Leave Accrual</b></i> | <i><b>Hours of Annual Leave Accrual</b></i> |
|--------------------------------------------------|--------------------------------------------|---------------------------------------------|
| <b>6 months &amp; probation release</b>          | 5                                          | 40                                          |
| <b>1 year</b>                                    | 10                                         | 80                                          |
| <b>5 years</b>                                   | 15                                         | 120                                         |
| <b>10 years</b>                                  | 20                                         | 160                                         |
| <b>16 years</b>                                  | 21                                         | 168                                         |
| <b>17 years</b>                                  | 22                                         | 176                                         |
| <b>18 years</b>                                  | 23                                         | 184                                         |
| <b>19 years</b>                                  | 24                                         | 192                                         |
| <b>20 years</b>                                  | 25                                         | 200                                         |

\*one day of leave = 8 hours

The following policies and procedures pertain to vacation benefits:

After completion of the six-month probation period, each new hire will receive 40 hours of vacation, or 48 hours for Fire Lieutenants. If an employee quits or is terminated for any reason before the employee's one-year anniversary there is no payout of unused vacation.

Departments will schedule vacation leave regarding the department's operating requirements and responsibilities, and as possible, at the request of the employees. Vacation should be requested as early as possible prior to the time vacation is desired. In the event a municipal holiday occurs during an employee's scheduled vacation, such holiday shall not be charged as vacation leave.

Time lost due to occupational accident or disease will be considered as time worked.

Vacation money may not be paid to employees who work in lieu of their vacation unless recommended by the City Manager and approved by the City Council.

If an employee becomes ill while on vacation, the employee may, upon advising and receiving permission from their supervisor, change the time ill to sick leave instead of vacation.

Any full-time employee resigning or terminating employment with the City, after one year of consecutive employment, shall be compensated for vacation leave earned and unused to the date of their termination.

Employees not covered by a collective bargaining agreement may be allowed to carry over a maximum of 40 hours of vacation and compensatory time combined beyond their anniversary date. All other vacation leave time must be used on or prior to an employee's anniversary date. All hours beyond the allowed carry-over will be forfeited. Vacation leave accruals will appear on

an employee's pay stub for the pay period in which their anniversary occurs.

At the Fire Lieutenant's anniversary date, 120 hours of combined compensatory and vacation time may be rolled over.

After five (5) years of satisfactory or above service to the City of Clive, department directors will be recognized for their prior municipal government service. The director will be given 50% credit of previous public service plus the years of service in their current position for the combined years of service to be used for the vacation leave. For example, Sue Smith Director of Leisure Services has completed her fifth year of service for the City of Clive plus she receives 50% credit for the 20 years worked for Anytown, USA. Her new vacation leave calculation in year six would be twenty days.

Fire Lieutenants will accumulate annual leave/vacation time per the following schedule:

| <i><b>Years of Consecutive Service</b></i> | <i><b>Hours of Annual Leave Accrual</b></i> |
|--------------------------------------------|---------------------------------------------|
| <b>6 months &amp; probationary release</b> | 48                                          |
| <b>1-4</b>                                 | 120                                         |
| <b>5-9</b>                                 | 168                                         |
| <b>10-11</b>                               | 192                                         |
| <b>12</b>                                  | 216                                         |
| <b>13-15</b>                               | 240                                         |
| <b>16</b>                                  | 240                                         |
| <b>17</b>                                  | 240                                         |
| <b>18</b>                                  | 240                                         |
| <b>19</b>                                  | 264                                         |
| <b>20</b>                                  | 288                                         |

### **2.3 MERIT VACATION**

Department directors and the Assistant City Manager will be granted three (3) administrative leave days annually, each July 1. They are for use by the department director, or they may offer all or a portion of it to staff members as an incentive. The department director or staff must use Merit Vacation leave on or by June 30 each year. It is payable at the time of separation from the City of Clive.

### **2.4 SICK LEAVE**

Full-time employees shall earn sick leave at the rate of one day per month for a total of twelve working days per year. Each employee, upon hiring, shall receive six days of sick leave automatically. Fire Lieutenants shall earn sick leave at the rate of 12 hours per month (or 6 days per year) for a total of 144 hours per year. Upon hiring, Fire Lieutenants shall receive 72 hours of sick leave automatically. There shall be no maximum on the number of accrued hours of sick leave. Benefit qualifying part-time employees, not including 12-24 hour shift employees, so long as the leave is during their regularly scheduled workday, shall be granted sick leave and shall accrue sick leave according to the guidelines detailed in section 3.18.

No payment of accrued and unused sick leave shall be made upon separation from City employment, except in the case of retirement of a full-time employee. In such cases, payback of 50% of such accrued sick leave, not exceeding 360 hours of payback, shall be made to the retiring full-time employee. Example 1: Full-time employee retires with 800 hours of accrued sick leave. 50% of 800 hours (400 hours) exceeds the eligible limit of 360 hours. This employee will receive payback on the first 360 hours of the accrued leave. Example 2: Full-time employee retires with 500 hours of accrued sick leave. 50% of 500 hours (250 hours) is under the 360-hour threshold, so the employee will receive payback on 250 hours of accrued sick leave.

If an employee is eligible to receive disability benefits for non-work-related illness or injury under the City's long-term disability policy, sick leave shall not be paid to an employee while receiving such benefits.

For absences of three or more consecutive days, a doctor's signature may be required before the employee may resume work. Additionally, the employee's supervisor must inform the Human Resources Manager when an employee is out on sick leave for three or more consecutive days to follow the Family and Medical Leave of Absence section of this handbook (Section 2.9).

Sick leave shall not be used as vacation.

At the discretion of a department director, any employee absents from work because of a claimed illness on a scheduled workday immediately before or immediately after normal days off, holidays or vacation days, may be required to supply a doctor's certification of illness for the absent workday/s before becoming eligible for sick leave pay for the absent workday/s.

Disabilities caused or contributed to by pregnancy and recovery therefrom shall be covered by accumulated sick leave.

In case of absence due to illness or emergency, the department director should be notified as soon as possible.

For purposes of computing hours worked, planned/approved leave will count as time worked.

If an employee's sickness or disability extends beyond the employee's accrued sick, vacation leave, and accrued compensatory time, the City Manager may grant an unpaid leave of absence. Such leave must conform to the unpaid leave policy.

No employee shall be entitled to sick leave while absent from duty due to the following causes. Sickness or disability sustained while on a leave of absence without pay, unless it can be shown that the condition existed prior to the leave of absence.

Employees wishing to receive leave from other employees need to submit a "[Request to Receive Transferred Sick Leave](#)" form to receive transferred leave from their department and others. The request is recommended for approval or denial by the employee's department

director and the City Manager. All personal time, including vacation, comp time, and holidays, must be exhausted prior to requesting donated sick leave. Donated leave can only be used for personal illness and not for family illness. During the time an employee is using donated leave, the City's matching contribution to that employee's deferred compensation program will not continue while the employee is receiving donated leave.

Employees who wish to voluntarily donate sick leave may do so in four-hour increments using the "[Request to Donate Sick Leave](#)" form. Any individual employee may transfer up to a maximum of 24 hours of sick leave in a calendar year.

At the end of the absence, any remaining transferred leave will be transferred back to the employees who donated it on a prorated basis, rounding to the nearest ½ hour.

The maximum amount of transferred leave cannot exceed the number of days until the employee is eligible for long-term disability (LTD) benefits.

At the City Manager's discretion, non-emergency employees (such as employees other than police officers, firefighters/medics, and snow removal staff) may be excused from work due to inclement weather. All full-time and part-time employees who are absent from work due to inclement weather must claim sick, vacation, compensatory, or nonpaid leave for the number of hours scheduled and normally worked that day.

After an employee has accumulated more than 1,200 hours (1680 hours for Fire Lieutenants) of sick leave, the employee is allowed the option of trading the excess hours over 1,200 (1,680 for Fire Lieutenants) for time off at the rate of four hours sick leave for one hour of time off. As a mutual protection for the employee and the City, the City Manager may require an employee to submit to a physical examination by a designated physician when, in the manager's opinion, the performance of the employee may have become limited or weakened by virtue of impaired health. This physical examination shall be at the expense of the City.

Other uses of sick leave may include any form of preventative medicine or treatment that requires the employee to take time off during normal working hours to see a doctor, for medical tests, dental, chiropractic, or any other similar professional medical attention. Such usage must be approved by the employee's supervisor prior to leaving the workstation. For non-union employees, sick leave will be allowed for scheduled appointments to attend wellness coaching sessions.

### **Family Sick Leave**

Employees are encouraged to care for their family members when the necessity arises. The number of days of sick leave allowed for family illness or injury will be limited to three workdays per episode for full and benefit-qualifying part-time employees, so long as the leave is during their regular scheduled workday, except for Fire Lieutenants, where family sickness would be allowed for one entire 24-hour shift only. In the event of a dire emergency, the number of sick days used for family illness per episode may be increased with the permission of the City Manager.

Any employee who is proven to have fraudulently used their sick leave compensation from the City will be subject to disciplinary action up to and including dismissal.

## **2.5 MILITARY LEAVE**

The City shall comply with the statute granting leave of absence for military leave in accordance with the provisions of Section 29A.28, the Iowa Code, as the same may be amended from time to time. Any employee, when ordered by proper authority to active state or federal service, is entitled to a leave of absence from the City for the period of such active state or federal service, without loss of status or efficiency rating. The City will pay the employee's regular earnings for the first thirty days of the calendar year.

## **2.6 BEREAVEMENT AND FUNERAL LEAVE**

In case of death in the immediate family, a full-time or benefit-qualifying part-time employee, so long as it occurs during a regularly scheduled workday, may be granted a leave of absence with pay of up to five calendar days or forty hours. "Immediate family" shall include husband, wife, children, adopted children, stepchildren, brother, sister, half-brother, half-sister, stepbrother, stepsister, father, mother, father/mother-in-law, son/daughter-in-law, brother/sister-in-law, stepfather, stepmother, grandparents, grandchildren, and guardians.

The full-time or benefit-qualifying part-time employee, so long as it occurs during a regularly scheduled workday, may be granted a leave of absence with pay of one day, or eight hours, in case of the death of aunts, uncles, nieces, or nephews of the employee or spouse.

At the supervisor's sole discretion, an employee is not required to use the time off allowed under this policy on consecutive days, but the time off may be taken in four-hour increments.

One-half day off with pay, at the department director's discretion, will be allowed to employees who attend the funeral of a fellow City of Clive employee or former City of Clive employee.

Fire Lieutenants - In case of death in the immediate family, Lieutenants may be granted a leave of absence with pay up to two shift days. "Immediate family" shall include husband, wife, children, adopted children, stepchildren, brother, sister, half-brother, half-sister, stepbrother, stepsister, father, mother, father/mother-in-law, son/daughter-in-law, brother/sister-in-law, stepfather, stepmother, grandparents, grandchildren, and guardians.

The Fire Lieutenants may be granted a leave of absence with pay of 8 hours in case of the death of aunts, uncles, nieces, or nephews. The department director may allow one additional day, depending upon the functions required of the employee.

At the supervisor's sole discretion, an employee is not required to use the time off allowed under this policy on consecutive days, but the time off must be taken in full-day increments.

Four-hours off with pay, at the Fire Chief's discretion, will be allowed to Fire Lieutenants who attend the funeral of a fellow City of Clive employee or former City of Clive employee.

## **2.7 JURY LEAVE**

Any full-time employee and benefit-qualifying part-time employee who is selected for jury duty shall receive a paid leave of absence for the active time spent on such duty so long as it occurs during a regularly scheduled workday.

City employees required to appear in court on behalf of the City or are required by the courts for purposes other than personal during regularly scheduled work hours shall receive their normal earnings and expenses from the City. Any compensation paid to an employee by the courts shall be turned over to the City, except for meal and travel expenses.

## **2.8 LEAVE OF ABSENCE**

Regular full-time and benefit-qualifying part-time employees may request an unpaid leave of absence after successfully completing their probationary period. A regular full-time employee may desire a non-FMLA-related unpaid leave of absence for up to 90 days from employment, upon written request to the department director and subsequent approval of the City Manager, may be granted a leave of absence not to exceed 90 days in duration without pay or the accrual of any benefits. The employee requesting shall state the reasons why, in their opinion, the request should be granted, the date when they desire the leave to begin, and the probable date of return. The request shall be submitted no later than ten (10) days prior to the date of the anticipated absence whenever possible. The City Manager, upon the recommendation of the department director, may approve or reject such request based on the operating requirements of the department, taking into consideration the division's work units, workload, availability of temporary substitute employees, the performance and attendance record of the individual, and the reason for the request.

Any unpaid leave of absence shall not exceed ninety days in duration unless an extension is approved by the City Manager. Except for FMLA granted leave, benefits including vacation leave, sick leave, holidays or other forms of indirect compensation will not accrue and the employee may continue to be covered by group medical, dental, vision, and life insurance, but will be responsible for paying one hundred percent (100%) of the premium costs.

During an unpaid leave exceeding five consecutive days, an employee:

- Does not earn vacation or sick leave.
- Does not collect sick leave benefits in the event they become ill.
- Does not contribute to retirement programs.
- Must reimburse the City for all group hospital and medical insurance premiums paid while on leave (except for FMLA granted leave), if coverage is desired to be continuous.
- Must reimburse the City for all coverage under group life and disability insurance, except FMLA granted leave, and for MFPRSI-covered employees, if coverage is desired to be continuous.

## **2.9 LACTATION ACCOMMODATION POLICY**

to the City will provide rest breaks to mothers who wish to express breast milk for their nursing

child for one year after the child's birth. An employee who needs lactation accommodations should inform their supervisor or Department Director and discuss any relevant workload or scheduling issues. Each Department will work with employees to arrange for a room or location within proximity to the employee's work area, other than a bathroom, where the mother can express milk in privacy. Lactation breaks will typically be between 15 and 20 minutes in length and may be taken as frequently as necessary.

## **2.10 PARENTAL LEAVE**

### **Purpose**

As an employer, the City of Clive intends to support work-life balance and provide opportunities for an employee's family to thrive. Knowing that during events such as birth and adoption, an employee's focus needs to be with their family members, this policy provides paid leave benefits to support and ease the burden on employees. Parental Leave is intended to provide an opportunity for the City of Clive full-time employees to take up to a maximum of 320 hours for the birthing parent and 160 hours for the non-birthing or adopting parent(s) or equivalent hours commensurate with the full-time position if scheduled above 40 work hours per week (such as Fire Lieutenants). For benefit-qualifying part-time employees, up to a maximum of 232 hours (the number of hours in their regular schedule up to eight weeks of leave) for birthing parents and a maximum of 116 hours (the number of hours in their regular schedule up to four weeks) for the non-birthing parent or the adopting parent of paid leave to support family members, provide care, and bond with new family members.

### **Eligibility**

Employees must either be full-time or part-time benefit-qualifying employees at the time of the request for paid leave. If both parents are employees of the City of Clive, they each will receive the full benefit they are eligible for under Parental Leave.

Employees in any of the following circumstances do not qualify for paid Parental Leave under this policy but may be eligible for other paid leaves, such as family sick leave, bereavement, or major life event leave: miscarriage, stillbirth, or death of a child; being named as a guardian, entering a foster parent arrangement; adopting a spouse's child; and employees who are on administrative, long-term disability or military leave.

Members covered under a collective bargaining agreement are eligible as negotiated in their respective contracts.

### **Leave and Benefit Amounts**

Approved Parental Leave will be available once approved by the department director and Human Resources. The leave shall be paid at 100% of the employee's regular pay rate. For the duration of the leave, employees are eligible to receive the City of Clive paid benefits and accrue all forms of leave at their regular accrual rates as if they were in active pay status. The City will continue paying the employer's portion of health, dental, vision, and life insurance premiums during approved Parental Leave.

### **Benefit Limitations**

Parental Leave benefits are limited to 320/160 hours full-time or equivalent hours commensurate with the full-time position if scheduled above 40 work hours per week and 232/116 hours benefit-qualifying part-time in any rolling 12-month period. Leave for non-birthing or adoptive parents may be taken intermittently; for example, a non-birthing parent may take two weeks at birth and another two weeks when the birthing parent returns to work. Leave for birthing parents generally must be taken as a continuous block of time. However, if a birthing parent desires a gradual return to work, upon request to Human Resources and depending on the employee's position, the City may approve the last two weeks of leave to be on a reduced schedule. This means an employee could return to work on a part-time basis for four weeks while still utilizing FMLA leave for the non-working hours. The benefit must be used within 12 months following the first use of this leave. Leave may not be used in less than 4-hour increments.

### **Coordination with Other Policies**

Paid Parental Leave taken under this policy will run concurrently with unpaid leave under the Family and Medical Leave Act (FMLA).

Once this paid Parental Leave is exhausted, an employee who remains on FMLA leave must concurrently use paid sick, vacation, floating holiday, and compensatory time. If all paid leave has been utilized, the employee may go into an unpaid leave status, may be eligible for donated sick leave, or may be eligible for Major Life Event Leave.

### **Policy Administration and Appeal**

Administration of this policy shall be the responsibility of the Human Resources staff. Any unused Parental Leave will be forfeited at the end of the 12 months following the first use of the leave. Upon termination of the employee's employment with the City, they will not be paid for any unused Parental Leave for which they were eligible.

## **2.11 MAJOR LIFE EVENT LEAVE**

### **Purpose**

This policy, to be utilized as a pilot program for two years starting January 1, 2024, provides paid leave benefits to support and ease the burden on employees with major life events, such as serious illness, death, and other extreme occurrences. Major Life Event Leave is intended to provide an opportunity for the City of Clive full-time employees to take up to a maximum of one hundred and sixty hours (160) or equivalent hours commensurate with the full-time position if scheduled above 40 work hours per week (such as Fire Lieutenants) and benefit qualifying part-time employees up to a maximum of eighty (80) hours of paid leave for a demonstrated need to support family members, provide care, or manage a Major Life Event.

### **Eligibility**

Employees must either be full-time or part-time benefit-qualifying\* employees at the time of the request for paid leave.

Members covered under a collective bargaining agreement are eligible as negotiated in their respective contracts.



## **Categories of Eligible Major Life Events**

### **1. Spouse, Parent, or Child's Serious Health Condition**

Employees who desire to use such leave to care for a spouse, parent, or child with a serious health condition must either submit a request for FMLA (separate documentation is not required), as provided in the City's FMLA policy, or if not yet eligible for FMLA, an employee may submit a request form to Human Resources within five (5) workdays of the onset of leave. The request must include a statement by the employee identifying the date supporting documentation was requested from the medical provider and, to the best of the employee's knowledge, the following:

- The nature of the illness/health condition
- The anticipated period of recovery
- The extent and nature of care required by the employee.

For the purposes of this Section, the definition of serious health condition is generally defined the same as FMLA regulations such as an illness, injury, impairment, or physical or mental condition which requires inpatient care or continuing medical treatment or supervision by a healthcare provider and that will require the prolonged or extended absence of the employee to provide care. Examples include, but are not limited to, conditions such as cancer, heart attacks, strokes, severe injuries, and Alzheimer's disease. Serious health conditions related to typical pregnancy, birth, and delivery, or postnatal care shall be covered under Section 2.12 Parental Leave and are not eligible for additional leave under this Section. Cosmetic procedures and short-term conditions for which treatment and recovery are very brief, such as the common cold, the flu, earaches, upset stomach, headaches (other than migraines), routine dental or orthodontia problems, etc., are not considered serious health conditions under this policy.

### **2. Events Leading Up to and Following the Death of an Immediate Family Member**

This subcategory of Major Life Event Leave is intended to provide time for employees who need to serve as a primary caregiving role to assist immediate family members, as defined in Section 2.6 of the Employee Handbook, in preparation for the final stage of life, hospice, palliative care, funeral preparations, or after-death responsibilities. Employees who desire to use such leave may submit a request to their Department Director for review. The Department Director shall make a recommendation to the City Manager for final approval of leave. The department director and employee shall identify an interim plan to be included with the department director's recommendation to the City Manager indicating how essential job functions will still be accomplished during these absences, e.g., remote work, flex time, duties shifted to specific staff, etc. The request must include, to the best of the employee's knowledge, the following:

- The nature of care being provided
- The anticipated period of care
- Frequency and length of absences, e.g., 1 day a week, afternoons, etc.

Major Life Event Leave taken under this section will run consecutively with bereavement leave, as provided in Section 2.6 of the Employee Handbook.

### 3. Other Extenuating Major Life Event Situations

The City recognizes that employees and their families may experience major life events that are rare and not covered by the two preceding categories or other city policies but significantly impact an employee's life and should be considered. Employees wishing to request such leave to address major life events not included in the above categories may submit a request form to Human Resources. The request must include a statement by the employee identifying the following:

- The nature of the major life event
- The anticipated period of leave needed relating to the major life event

The City Manager shall review requests for Major Life Event leave under this category. The City Manager's decision on eligibility for major life events under this category shall be the final decision. Non-exhaustive examples of the types of major life events this category is intended to assist with include the death of an ex-spouse when you need to support your children through the event; an illness of a close family friend who has no family; divorce; a victim of violent crime; recovery from fire or other natural disasters; or an employee's serious illness as defined in this policy with extenuating circumstances.

#### **Leave and Benefit Amounts**

Major Life Event Leave will be available following recommendation by the Department Director to the City Manager, and approval by the City Manager. The Major Life Event Leave shall be paid at 100% of the employee's regular pay rate. For the duration of Major Life Event Leave, employees are eligible to receive the City of Clive paid benefits and accrue all forms of leave at their regular accrual rates as if they were in active pay status. The City will continue paying the employer's portion of health, dental, vision, and life insurance premiums during approved Major Life Event Leave.

#### **Benefit Limitations**

Major Life Event Leave benefits are limited to a maximum of one hundred and sixty hours (160) or equivalent hours commensurate with the full-time position if scheduled above 40 work hours per week, and benefit qualifying part-time employees up to eighty (80) hours of paid leave. Such leave may be taken intermittently but shall be used in not less than four (4) hour increments. Employees shall be allowed to use such leave for multiple qualifying events during the benefit cycle up to the cumulative total hours of eligible Major Life Event leave. Major Life Event leave availability shall be calculated as a rolling 12-month period measured forward from the date of any Major Life Event Leave usage. The remaining leave is the balance of the total eligible hours not used during the previous 12-month period for the Major Life Event leave. Final determination of hours granted under this policy shall be dependent upon eligibility.

#### **Coordination with Other Policies**

If the employee is eligible for Family and Medical Leave Act (FMLA) leave or becomes eligible during a major life event, the paid Major Life Event Leave taken under this policy will run concurrently with leave under FMLA. If an employee experiences a qualifying Major Life Event but has utilized a portion of or the entire eligible time off under the Family and Medical Leave Act during the 12-month rolling period, the employee shall remain eligible to utilize their total eligible hours of Major Life Event leave.

Once Major Life Event Leave is exhausted, sick (if eligible), vacation, floating holiday, and compensatory time will be used. If all paid leave has been utilized, the employee may go into an unpaid leave status.

### **Policy Administration**

Administration of this policy shall be the responsibility of the Human Resources staff. Any unused Major Life Event Leave shall not be rolled over to a future 12-month rolling period. Upon termination of employment with the City, the employee shall not be paid for any unused Major Life Event Leave for which they were eligible.

## **EMPLOYEE BENEFITS**

### **3.1 HEALTH INSURANCE**

The City will contribute a monthly amount toward group health insurance for each eligible employee and their dependents. For detailed information on the plans offered, please see the Summary Plan Descriptions available from Human Resources or visit <http://Cityofclive.mybenefitportal.com/>.

### **3.2 DENTAL/VISION INSURANCE**

The City will provide dental and vision insurance for each regular full-time employee. In addition, the City will make payroll deduction available for employees who wish to take family coverage (with orthodontia). Eligibility is effective the first day of the month following the month of hire.

### **3.3 FLEXIBLE SPENDING ACCOUNT**

Full-time employees may elect to participate in the City's 125 Flexible Spending Account (FSA). For more information, please visit the [City of Clive benefit portal](#).

### **3.4 LIFE INSURANCE**

The City will cover regular full-time employees with a term life insurance policy equal to one time the employee's salary plus \$ 10,000, at no cost to the employee. Eligibility is effective the first day of the month following the month of hire. Per the Internal Revenue Service, when the total amount of a term life insurance policy exceeds \$50,000, the City's imputed cost of coverage more than \$50,000 must be included in the employee's annual income and is subject to Social Security and Medicare taxes. Check the employee benefits portal at <http://cityofclive.mybenefitportal.com/> for the complete plan document.

### **Exception**

In the case of employees who have attained the age of seventy and remain in service to the City, due to actuarial differences beyond the control of the City, the City may not always be able to maintain their participation in the above-group benefit plans. To the extent that the City is unable to maintain participation in the group plans enumerated above for an employee past age 70, the City shall make available funding for an employee benefit program which shall be at least equal in amount to that contributed by the City for similarly situated employees under age

70 who are participating in the above-group benefits plans. Due to actuarial differences beyond the control of the City and the unavailability of certain benefits to persons over age 70, individual plans may be offered to employees over age 70, which shall be subject to the approval of any affected employee and the City Council.

### **3.5 LONG-TERM DISABILITY**

The City will provide a long-term disability policy for regular full-time employees other than sworn police officers who have coverage through Municipal Fire & Police Retirement System of Iowa. For detailed information on the plans offered, please see the Summary Plan Descriptions available from Human Resources.

A regular employee who suffers an off-the-job injury or illness will be required to use accrued benefits (including sick leave, vacation, compensatory, and holidays) until exhausted during the leave period. FMLA leave (if applicable) will run concurrently with paid leave. An employee on disability leave will be permitted to continue their coverage under the group health insurance and/or life insurance at their own expense. Employees on FMLA leave will be entitled to continue their coverage under the group health insurance provided in Section 3.1 of this handbook.

### **3.6 WELLNESS**

The wellness program demonstrates the City's concern for the wellbeing of its employees and their families and is designed to improve employee morale leading to increased productivity. A wellness program offers the potential for reduced sick leave and loss of time through absenteeism. The City encourages the use of local wellness resources when possible. For non-union employees, not subject to a collective bargaining agreement, sick leave will be allowed for scheduled appointments to attend wellness coaching sessions.

*Examples of eligible programs include, but are not limited to, the following:*

- Flu Vaccines (available to all staff)
- Position-Required Physicals (all firefighters)
- Exercise Rooms at the Public Safety Center and Clive City Hall/Library ([Waiver Form for All Staff.](#))
- Participation in the City Council approved Employee Wellness Program.
- Hepatitis B Vaccinations – for more information and forms refer to Hepatitis B in section 6.15.

### **Aquatic Center Passes and Recreation Programs**

In an effort to promote work/life balance for employees effective December 1, 2023 employees will be able to purchase aquatic center passes and Clive recreation programs for 50% of the resident rate.

### **3.7 EMPLOYEE ASSISTANCE**

Recognizing that employees' personal problems can damage or interfere with job performance, the City provides an Employee Assistance Program (EAP) to give confidential therapy and

counseling to all employees and their families for marital, familial, emotional, psychological, and financial problems, as well as for overcoming drug and alcohol dependency.

Employees may call the EAP therapist themselves to arrange counseling, or they may be referred to the therapist by a supervisor. All counseling is strictly confidential, and, in the case of a supervisor referral, the supervisor will only be notified that contact has occurred between the employee and the counselor.

Using the EAP services does not protect an employee from enforcement of this policy or in any way prevent testing or prevent the City from enforcing appropriate consequences for employees who violate this policy.

### **3.8 FOREIGN LANGUAGE CASH INCENTIVE**

Regular full-time and benefit-qualifying employees meeting the basic standards for fluency in languages other than English, who have been approved by their department director and/or City Manager by November 1 of each year, and who are willing to use their ability to interpret on an as-needed basis at their customary hourly rate, will receive an annual \$250 cash incentive for each language they are fluent in, so long as a request form is completed for each one. Such pay, reflecting the current calendar year, shall be paid out the first payroll in December of each year as a lump sum.

### **3.9 EDUCATIONAL INCENTIVE PAY**

Each full-time employee (upon completing their probationary period), exclusive of management personnel or personnel in positions requiring an Associate of Arts, Bachelor's, or Master's Degree as an entry-level-qualification, are eligible to receive educational incentive pay in recognition of their enhanced value to the City. If an employee chooses to receive educational incentive pay under this Section, the employee is not eligible for financial assistance for academic training as outlined in Section 3.10.

#### **Such pay shall be conditioned upon the following:**

- A. The degree relates directly to the employee's current job duties or to a job within the City to which the employee could reasonably be promoted. An employee planning to obtain a degree they consider eligible under this program should obtain prior confirmation from their department director.
- B. The degree obtained is either an associate degree, bachelor's degree, or master's degree from an accredited four-year or two-year college.
- C. The coursework was completed on the employee's own time unless otherwise approved.
- D. The employee obtained at least a 2.0 final grade point average on a 4.0 scale for an associate degree or bachelor's degree. Or the employee obtained at least a 3.0 final grade point average on a 4.0 scale for a master's degree. Proof of completion of the degree shall be in the form of a certified transcript from the college attended.

- E. The employee's department director and the City Manager shall determine eligibility under this incentive pay program.

Educational incentive pay, which shall be effective upon approval by the City Manager, shall be in addition to base pay received by the employee, and shall be included in the regular hourly rate for the purposes of computing overtime pay. Such pay shall be paid out in the first payroll of December of each year as a lump sum. Per the Internal Revenue Service, the employee receiving this benefit may be taxed on the dollar value of the incentive received.

The award of educational incentive pay shall be as follows:

| <b>COLLEGE<br/>DEGREE</b>               | <b>SEMESTER HOURS<br/>COMPLETED</b> | <b>QUARTER HOURS<br/>COMPLETED</b> | <b>ANNUAL<br/>PAY</b> |
|-----------------------------------------|-------------------------------------|------------------------------------|-----------------------|
| Associate of Arts<br>or Science (AA/AS) | 64                                  | 96                                 | \$550                 |
| Bachelor of Arts<br>or Science (BA/BS)  | 124                                 | 186                                | \$900                 |
| Master's Degree                         | n/a                                 | n/a                                | \$1000                |

For example, if an employee is receiving the associate degree incentive benefit level and decides to obtain a bachelor's degree instead, the employee must choose between either receiving credit hour assistance or the bachelor's degree incentive pay. For example, if the employee elects to receive credit hour assistance, the employee will be frozen at the associate degree incentive pay level. If, on the other hand, the employee chooses not to receive credit hour assistance, the employee is eligible for the bachelor's degree incentive pay upon earning the degree.

### **3.10 ADVANCED EDUCATION FINANCIAL ASSISTANCE**

Financial assistance for academic training sets forth the conditions and procedures whereby regular full-time employees who have enhanced their value to the City through academic instruction may receive reimbursement from the City for a portion of their educational expense. This policy does not apply to conferences and technical short courses that provide specific job training. Technical conferences and short courses, when authorized, will be paid for from accounts for training expenses. If the technical conference or short course is held within the State of Iowa, the department director may authorize attendance. If the technical conference or short course is held outside the State of Iowa, the City Manager must authorize attendance. Additionally, this policy does not apply to post-graduate coursework.

If an employee chooses to receive financial assistance from the City for academic training under the Advanced Education Financial Assistance policy, the employee is not eligible for Educational Incentive Pay. For detailed information and appropriate forms follow the link to Clive365, [Education](#)

### **3.11 CELL PHONE REIMBURSEMENT**

The City will provide a monthly cell phone reimbursement to those employees who are required to be available outside of office hours, recommended by their department director and approved by the City Manager. The full policy is available in the Financial Policy Handbook found in the employee intranet.

### **3.12 ATTENDANCE AT CONFERENCES, SEMINARS, AND TECHNICAL MEETINGS**

- A. Attendance at professional conferences, seminars, and technical meetings shall be considered part of the employee's normal duties if attendance is approved by the department director or the City Manager. Hours at the conference and travel time will be compensated.

Department directors and the Assistant City Manager may attend out-of-region conferences/training seminars with the approval of the City Manager. Out-of-region is defined as locations other than the state of Iowa and its bordering states. All other staff members may attend out-of-region conferences/training seminars as recommended and approved by the City Manager and their department director. Staff members may attend in-state conferences/training seminars as approved by the appropriate department director.

- B. It is the policy of the City to reimburse officials and employees for actual meal expenses incurred while traveling outside of the Metro Area, away from home overnight on City business and for actual meal expenses that are for the convenience of the employer, such as attending a meeting that is conducted during a meal. This policy establishes guidelines of reimbursement for meal expenses, what is needed from the employee to request reimbursement of a meal expense, when a meal is/is not eligible for reimbursement, when a reimbursement request may be reviewed, and how this policy relates to an individual department policy.
  - 1. Meal expenses will be considered for reimbursement by the City Manager or designee for meals purchased by an employee attending a conference, meeting, training, or seminar that is located outside of the "Metro Area." "Metro Area" is any place or City within a 30-mile radius of the intersection of Hickman Road and I-35/80, including any City which partially falls within that radius.
  - 2. Meal expenses will be considered for reimbursement by the City Manager or designee for meals purchased by an employee while traveling to/from or during a conference, meeting, training, or seminar that necessitates one or more overnight stays, as approved by the City Manager or designee.
  - 3. Meal expenses incurred by an employee while attending a conference, meeting, training, or seminar within the "Metro Area" will typically not be considered for reimbursement. "Metro Area" is any place or City within a 30-mile radius of the

intersection of Hickman Road and I-35/80, including any City that partially falls within that radius. However, a meal that an employee purchases when attending a “meal meeting” for the convenience of the employer, regardless of location, whose main purpose of the meeting is the active conduct of business, which means, business is being discussed during the entire meal process, may be considered for reimbursement.

4. Employees must submit original receipts with their reimbursement request. The receipt must show the amount of the expense, the date of the expense, the location of the expense, and the business reason for the expense. These receipts must be the original, fully itemized receipts identifying the amount of any applicable tips or gratuity, what was purchased, and from whom. Tips may be added up to 20% of the total cost, as appropriate. Debit card or charge card receipts are not acceptable on their own but should be attached to the itemized receipt.
5. The City will not reimburse employees for the purchase of alcoholic beverages or snacks.
6. The use of a City-issued credit card or “Purchasing” card is appropriate for the purchasing of meals deemed reimbursable by this policy.
7. Reimbursement requests may be reviewed by Management prior to issuance and may be reviewed by City auditors and/or IRS auditors for compliance with City policy and/or IRS regulations. These reviews may involve a review of receipts for the location of the vendor, items to be reimbursed, advance travel authorization, the business purpose, and may involve obtaining further clarification from the department head and/or the employee.
8. Individual departments may institute departmental policies that are more restrictive, but individual department policies cannot be less restrictive, unless mandated by State or Federal guidelines.

### **3.13 REIMBURSEMENT OF COMMERCIAL DRIVER’S LICENSE (CDL) FEES**

Full-time employees will be reimbursed for CDL fees paid over and above the cost of a non-commercial operator’s license if they are required to have the CDL endorsement as a condition of their job description.

### **3.14 STATE RETIREMENT SYSTEMS**

All employees shall participate in a retirement program governed by the policies and benefits as prescribed by the various retirement and pension programs. Both the City and the employee shall contribute an amount prescribed by the policy or statute. The current retirement programs and participants are Iowa Public Employees’ Retirement System (IPERS), Social Security (FICA) and Municipal Fire & Police Retirement System of Iowa (MFPRSI).

An authorized agent or officer of the pension plan shall be responsible for contacting the



employee to explain the benefits, policies, and procedures of the program. For more information and details, please contact Human Resources.

Pursuant to the Iowa Public Employees Retirement System (Iowa Code Section 97B) and the Iowa Civil Rights Act (Iowa Code Chapter 216), those employees of the City who are members of the Iowa Public Employees Retirement System may remain in service beyond the date the member attains the age of sixty-five until attaining the age of seventy. However, after attaining the age of seventy, the member may remain in service to the City for periods as the City Council approves, and the member shall retire on the first day of the month following the last approved period.

All employees of the City who are not members of the Iowa Public Employees Retirement System and are covered by other retirement plans or provisions of the Iowa Code shall be required to retire in accordance with the retirement plan and statutes applicable to them.

### **3.15 DEFERRED COMPENSATION**

A deferred compensation program (Section 457 of the Internal Revenue Code) with the ICMA Retirement Corporation is available to employees who wish to defer a portion of their salary.

*The City will match up to a percent of annual base wage during the pay period, including the employee's following anniversary:*

| <i><b>On Anniversary</b></i> | <i><b>Percent</b></i> |
|------------------------------|-----------------------|
| <b>1-4</b>                   | <b>1</b>              |
| <b>5-9</b>                   | <b>1.5</b>            |
| <b>10-14</b>                 | <b>2</b>              |
| <b>15-19</b>                 | <b>2.5</b>            |
| <b>20+</b>                   | <b>3.5</b>            |

*For department directors, the City will match up to a percent of annual base wage:*

| <i><b>On Anniversary</b></i> | <i><b>Percent</b></i> |
|------------------------------|-----------------------|
| <b>1-4</b>                   | <b>1</b>              |
| <b>5-9</b>                   | <b>2</b>              |
| <b>10-14</b>                 | <b>2.5</b>            |
| <b>15-19</b>                 | <b>3</b>              |
| <b>20+</b>                   | <b>3.5</b>            |

The City's contribution shall not exceed the amount of the employee's contribution. Members of the Municipal Fire & Police Retirement System of Iowa hired after January 1, 2011, are not eligible for the City's contribution.

### **3.16 RETIREE HEALTH INSURANCE**

For employees wishing to voluntarily retire who are a minimum of 55 years of age at the time of retirement; have at least 21 years of service with the City; and wish to remain on the City employee health insurance plan, the City will assist the employee with the cost of single

coverage health insurance until the retiree is eligible to receive Medicare benefits, according to the following schedule based upon length of continued regular full-time service to the City:

| <i><b>Years of Service</b></i>   | <i><b>Percentage of Single Coverage by City</b></i> |
|----------------------------------|-----------------------------------------------------|
| <i><b>Less than 21 years</b></i> | <i><b>0%</b></i>                                    |
| <i><b>21 years</b></i>           | <i><b>10%</b></i>                                   |
| <i><b>22 years</b></i>           | <i><b>20%</b></i>                                   |
| <i><b>23 years</b></i>           | <i><b>30%</b></i>                                   |
| <i><b>24 years</b></i>           | <i><b>40%</b></i>                                   |
| <i><b>25 years</b></i>           | <i><b>50%</b></i>                                   |
| <i><b>26 years</b></i>           | <i><b>60%</b></i>                                   |
| <i><b>27 years</b></i>           | <i><b>70%</b></i>                                   |
| <i><b>28 years</b></i>           | <i><b>80%</b></i>                                   |
| <i><b>29 years</b></i>           | <i><b>90%</b></i>                                   |
| <i><b>30 or more years</b></i>   | <i><b>100%</b></i>                                  |

As of January 1, 2022, there will be no monthly proration of years of service for the percentage of the City's contribution.

At the time of retirement, the employee may elect to cover or continue coverage for dependents for health, dental and/or vision at the expense of the employee subject to the provision of this section. An employee's spouse is not eligible for coverage if they are eligible for Medicare.

Once an employee is a retiree, they will no longer be allowed to add dependents to any City of Clive insurance plans (health, dental, or vision) in place, nor will they be allowed to bring the dependent back on if previously dropped from coverage. The only status change available to a retiree is to drop from a family plan to a single plan due to 1) change of status; 2) dependent is eligible for Medicare; 3) death of dependent; 4) dependent is no longer a fulltime student; or 5) dependent has reached the age of 26. After the retiree reaches Medicare eligibility age, any dependent or spouse covered under the City employee health plan may continue his or her coverage under COBRA for up to three additional years (36 months), or until the dependent becomes Medicare eligible, whichever comes first. The retiree is responsible for all expenses related to the policy.

### **3.17 RETIREE LIFE INSURANCE**

After the retiree reaches Medicare eligibility age, any dependent the retiree has covered under the City employee health plan may continue their coverage under the City's plan for three more years, or until the dependent reaches Medicare eligibility, whichever occurs first. The retiree is responsible for expenses related to the policy.

As of July 1, 2011, for those full-time employees retiring with at least ten years of service, the City will provide \$10,000 in life insurance coverage until the employee reaches normal Social Security retirement age.

### 3.18 PART-TIME EMPLOYEE BENEFITS

All part-time employees are a valued part of the Clive team and are recognized for their important role in providing quality service to Clive residents, businesses, and visitors.

#### A. ALL PART-TIME EMPLOYEES

##### 1. SERVICE CREDIT

All years of service will count toward the City's incremental (5, 10, 15, 20, 25, 30) Service Awards. Awards will be distributed during the anniversary month of the employee.

5 years = \$30, 10 years = \$50, 15 years = \$75, 20 years = \$100, 25 years = \$150, 30 years = \$200.

##### 2. RETENTION INCENTIVE PROGRAM

A token of appreciation for the committed employee, recognizing the importance of continuing service to the community. The employee will be given a one-time award of:

| Years of Consecutive Service | One-Time Award Amount |
|------------------------------|-----------------------|
| After 5 years                | \$250                 |
| After 10 years               | \$500                 |
| After 15 years               | \$750                 |
| After 20 years               | \$1,000               |
| After 25 years               | \$1,500               |
| After 30 years               | \$2,000               |
| After 35 years               | \$2,500               |

Incentives will be paid during the pay period in which the employee's anniversary falls when reaching incremental years of service and is still employed by the City of Clive. Per the Internal Revenue Service, the employee receiving this benefit will be taxed on the dollar value of the incentive. The incentive is granted once every five years.

##### 3. IPERS RETIREMENT

All hours worked will count toward the eligibility of IPERS (Iowa Public Employees' Retirement System).

##### 4. UNPAID LEAVE

If a person takes unpaid leave that has been authorized by the department director, the hours worked for that day/s are included in computing the average hours worked per week.

- If a person takes unpaid leave that has been authorized by the department director, all paid vacation time must be used prior to the unpaid leave.

## 5. OVERTIME

Should part-time employees work more than 40 hours in a one-week period (Sunday through Saturday), they will be paid overtime at a rate of one and a half times their regular rate.

## B. BENEFIT-QUALIFYING EMPLOYEES AVERAGING 20 HOURS OR MORE PER WEEK, NOT INCLUDING 12-24 HOUR SHIFT EMPLOYEES

Regular part-time employees averaging 20 hours per week over one (1) consecutive year shall be considered benefit-qualifying part-time employees and will be granted floating holidays, vacations, sick leave, deferred compensation, and jury duty leave.

### 1. VACATION LEAVE:

| Years of Consecutive Service | Hours of Annual Vacation Leave<br>Accrual |
|------------------------------|-------------------------------------------|
| 1 Year                       | 40                                        |
| 5 Years                      | 60                                        |
| 10 Years                     | 80                                        |
| 16 Years                     | 84                                        |
| 17 Years                     | 88                                        |
| 18 Years                     | 92                                        |
| 19 Years                     | 96                                        |
| 20 Years                     | 100                                       |

- After qualifying for benefits, each benefit-qualifying employee will receive 20 hours of vacation.
- Benefit-qualifying part-time employees are allowed to carry over a maximum of 20 hours of vacation beyond their anniversary date.
- Any benefit-qualifying part-time employee resigning or terminating employment with the City shall be compensated for vacation leave earned and unused to their termination date.

### 2. SICK LEAVE:

| Months of Consecutive Service | Hours of Annual Sick Leave Accrual |
|-------------------------------|------------------------------------|
| Hire date                     | 24                                 |
| Subsequent months             | 4                                  |

- Each benefit-qualifying part-time employee, upon qualifying, shall receive 24 hours of sick leave automatically. There shall be no maximum on the number of accrued hours of sick leave.

- All benefit-qualifying part-time employees shall earn sick leave at the rate of four (4) hours per month for a total of 48 hours per year.
- No accrued and unused sick leave payment shall be made upon separation from City employment except in the case of retirement of a benefit-qualifying part-time employee. In such cases, payback of 50% of such accrued sick leave, not exceeding 180 hours of payback, shall be made to the retiring part-time employee.
- The number of sick leave hours allowed for family sickness will be limited to eight (8) hours per episode for benefit-qualifying part-time employees.

### **3. CITY HOLIDAYS:**

Benefit-qualifying part-time employees shall be paid 4 hours of holiday pay for designated City holidays if it fall on their regularly scheduled workday. City Holidays are as follows:

**New Year's Day**  
**Presidents' Day**  
**Memorial Day**  
**Independence Day**  
**Labor Day**

**Thanksgiving Day**  
**Day after Thanksgiving**  
**Christmas Eve Day**  
**Christmas Day**

When the above-mentioned holiday falls on Sunday, the following Monday shall be observed. When the above-mentioned holiday falls on Saturday, the preceding Friday shall be observed.

### **4. FLOATING HOLIDAY**

Each benefit-qualifying part-time employee shall receive sixteen (16) hours of the floating holiday to be applied to the accrued time on July 1st of each fiscal year.

- Current hires will receive 1.33 hours of floating holiday time for each month worked during the fiscal year. This time will be calculated and banked from the date of hire.
- Floating holidays may be taken at a mutually agreed-upon time with sufficient notice to the department director.
- Floating holidays must be used on or before June 30th of each fiscal year. Floating holidays will not be paid out or carried over.
- Any part-time employee resigning or terminating employment with the City, after one year of consecutive employment, shall be compensated for Floating Holiday leave earned and unused to their termination date.

### **5. DEFERRED COMPENSATION**

Part-time employees who work an average of 20 or more hours per week (and have worked for the City longer than one year) are allowed to voluntarily participate in the

457 Plan. The City of Clive will not contribute financially to the plans of a part-time benefit-qualifying employee.

#### **6. JURY DUTY**

Paid Jury Duty leave will be granted if it occurs on a normally scheduled shift. Refer to section 2.7 Jury Leave in the City of Clive Employee Handbook.

#### **7. TRANSITION TO FULL-TIME EMPLOYMENT**

Benefit-qualifying part-time employees shall be able to use two years of City part-time employment to equal one year of full-time service for vacation accrual, deferred compensation contribution determination, and the retirement health insurance benefit.

### **C. PART-TIME 12-24 HOUR SHIFT WORKERS**

**1. HEALTH INSURANCE PARTICIPATION:** Part-Time firefighter/paramedic/EMT employees will be eligible to participate in the City of Clive health plan if averaging 30 hours or more per week from April 1-March 31 (Clive's ACA Lookback Period). Coverage will be effective July 1 if the employee enrolls and pays the employee's share of the health insurance premium. Eligible employees will be invited to the annual health insurance informational meetings held each spring.

**2. DEFERRED COMPENSATION:** Part-time employees who work an average of 20 or more hours per week (and have worked for the City longer than one year) are allowed to voluntarily participate in the 457 Plan. The City of Clive will not contribute financially to the plans of part-time employees.

**D. SEASONAL/INTERN:** Seasonal employees, including interns, shall receive no paid leave and no benefits beyond IPERS eligibility.

### **3.19 YEARS OF SERVICE AWARD**

The City of Clive recognizes the commitment their employees make to the Clive community and the efforts they put forth daily to provide excellent service to the community. The Clive City Council recognizes the pride employees take in their work and annually rewards committed employees. Employees are recognized every fifth anniversary for their years of service in our organization. As a reward for their years of service, recognized employees will receive credit toward purchases at the online Clive Store.

5 years = \$30, 10 years = \$50, 15 years = \$75, 20 years = \$100, 25 years = \$150, 30 years = \$200

### **3.20 MERIT AWARD**

Throughout the year, challenges may be put forth to employees to perform above and beyond their normal duties. Or there may be competition among a group of employees, as proposed by the City Manager. The public, a supervisor, or a co-worker may nominate an employee for recognition of their service. As a reward for above average performance, a competition, or recognition, employees will receive additional paid time off as awarded by the City Manager on

a quarterly basis.

## **EMPLOYEE POLICIES AND PROCEDURES**

### **4.1 RECRUITMENT & HIRING PROCESS**

The City's recruitment and hiring policy is to recruit and employ qualified applicants fairly and equitably. Application procedures for open positions will follow all applicable federal and state laws, including Iowa Veterans' Preference statutes (Iowa Code Chapter 25 C), and will adhere to the following process:

- A. Any external/public open position announcement will be available to all employees by posting the notice on the city's website and other internet sources for at least ten days.
- B. Internal Job Postings will be shared with all employees via an internal link sent to their email and will be open for a minimum of ten days.
- C. Any member of the current staff who possesses at least the minimum qualifications required for the vacant position and has given satisfactory service to the City may apply for the vacant position.
- D. Existing employees wishing to apply for the vacancy must submit an application as indicated on the position posting.
- E. Each employee applicant will be reviewed in accordance with the selection procedures applying to external applicants, ensuring consistent and nondiscriminatory evaluation.
- F. Recruitment activities will be used that are designed to reach and attract a broad and diverse pool of qualified candidates.
- G. Preference will be given to existing employee candidates when their qualifications are equal to or greater than those of outside applicants. Employees interviewing for a role within their current department during regular work hours will be paid for the time spent in the interview. Prior notice must be given to the employee's supervisor. Only time during scheduled work hours is compensable.
- H. At the City Manager's discretion, a current employee may be promoted to an open position without advertising or posting the vacancy, in accordance with applicable law.
- I. In the event of extenuating circumstances, where the standard recruitment process would pose a hardship, the City Manager may proceed with the recruitment of a qualified candidate for a position without advertisement of the opening.
- J. In accordance with the Code of Iowa, proper documentation must be submitted during the application process to claim veterans preference.

Advertisements for positions may be published in local publications, websites, or media as

deemed appropriate by the City Manager or City Council.

Individuals who are referred or have been recommended as potential candidates for employment will be given the same fair and objective consideration as all other applicants , - no more, no less – in accordance with the City's recruitment and selection procedures.

#### **4.2 SELECTION**

The appropriate department director/Human Resources and the City Manager shall determine who is the best qualified applicant from those interviewed for a position based upon a written rating of experience and education, job-related performance test, if applicable, oral interviews, background check, or any combination thereof, which is appropriate for the position being filled. These measurement criteria shall relate to those matters that will fairly test the capacity and fitness of the applicant to perform the duties of the position. Selection for employment shall be based solely on experience, competency, training, and other qualifications as outlined in the job description and will conform to the City's equal employment opportunity policy.

#### **4.3 VETERANS PREFERENCE**

The City will comply with the applicable provisions of the Code of Iowa concerning veterans preference.

#### **4.5 EXAMINATION AND BACKGROUND CHECKS**

At the City's expense, all new prospective regular full-time, regular part-time, and paid-on-call employees must satisfactorily pass a medical examination and drug screen before hiring is finalized. Prospective employees may also be required to satisfactorily pass a functional capacity test. Physical examinations and functional capacity testing will be conducted post-conditional offer of employment and will be conducted by a physician designated by the City of Clive, unless otherwise approved by the City Manager. Results of the examination, as well as other pertinent information, shall be documented and provided to the City.

Additionally, for all new employees, the City will complete at its expense a complete criminal background check and driving record check. For employment purposes and with written consent, the City of Clive may obtain various consumer reports about prospective employees from one or more consumer reporting agencies. A consumer report, including a credit history report, may also include information regarding the prospective employee's character, general reputation, personal characteristics, and mode of living, and it may be used in determining eligibility for employment.

After a conditional offer of employment has been made, the City may investigate worker's compensation claims through Iowa Workforce Development. The City may only use the information gathered through a worker's compensation investigation when an injury might interfere with one's ability to perform required duties or would pose a significant risk of substantial harm that cannot be reduced or eliminated with a reasonable accommodation. Under the federal Americans with Disabilities Act, the City cannot and will not use medical information or the fact an applicant filed a workers' compensation claim to discriminate against applicants.



#### **4.6 ORAL AND WRITTEN EXAMINATIONS**

As a tool in evaluating an applicant, certain oral and/or written examinations may be required. The subject matter for these tests will ensure the degree to which candidates have identifiable characteristics that have been determined to be important for successful performance of the job applied for.

#### **4.7 PROBATIONARY PERIOD**

The probationary period shall be regarded as an integral part of the evaluation process and shall be utilized for observing the employee's work and for securing the most effective adjustment of the employee to their position. During the probationary period, the employee has an opportunity to demonstrate the proper attitude and abilities for the position in which they are employed.

All full-time and part-time employees shall be required to serve a probationary period of a minimum of six consecutive months immediately upon appointment, demotion, promotion, or re-employment.

At least ten days prior to the expiration of an employee's probationary period, the employee's supervisor signs the "Probationary Release" form if the employees are to be placed in regular status. The City Manager will review the recommendation and determine whether to grant the individual regular status, extend the probationary period, or separate the employee.

City employees, except those employees governed by the civil service rules, are employed at will. The existence of a probationary period does not alter the at-will employment relationship. Consistent with the at-will relationship, any non-civil service employee may be removed or discharged from their employment with the City at any time, including during the probationary period, for any non-discriminatory reason. An individual discharged during this probationary period has no right of appeal. A person removed or discharged during a probationary period shall, at the time of removal or discharge, be given a notice in writing stating the reason/s for the removal or dismissal. The satisfactory completion of such probationary period shall not alter the at-will employment status of the employee and shall not be construed as any waiver of the City's absolute right at any time thereafter to remove or discharge any employee at any time, for any non-discriminatory reason, with or without cause.

An employee who successfully completes a probationary period shall receive regular status in their classification.

#### **4.8 CITIZENSHIP AND RESIDENCE**

*General Personnel.* For general personnel, United States citizenship is not an absolute requisite for City employment. However, non-citizens must show proof of eligibility for employment while in the United States.

A. *Sworn Personnel.* United States citizenship is required of all applicants for full and part-time sworn positions within the police department.

B. *Residency Requirements.* The City Manager and Assistant City Manager shall reside within the City of Clive within two years of the date of hire.

Other emergency personnel, defined as police officers, firefighters/medics, public works director and operations administrator, parks manager, public works and parks supervisors, and operations specialists, shall reside within a thirty-mile radius of City Hall, 1900 NW 114 Street, Clive, IA.

#### **4.9 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 a non-exempt employee is habitually late, wages will be deducted in one-quarter-hour increments and, whether exempt or not, may be subject to disciplinary action.

#### **4.10 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. If an absence is unexcused, 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 director, and where such attendance is deemed unacceptable, the supervisor or department director shall have the authority to issue a formal reprimand and/or suspension without pay or recommend to the City Manager dismissal of the employee. All written reprimands and suspensions shall be forwarded to the Human Resources Manager for inclusion in the employee's personnel file. Any recommendation for dismissal shall be sent to the City Manager.

#### **4.11 CHANGES OF NAME, ADDRESS, MARITAL OR FAMILY STATUS**

Human Resources and Finance Departments must be advised by the employee of any change in personal status for the following reasons:

Correct personal information will ensure up-to-date and accurate coverage on the retirement, insurance, and other benefit plans, and the proper reporting of wage information to the state and federal government.

#### **4.12 EMPLOYMENT OF RELATIVES**

The City of Clive wants to ensure that the City's practices do not create situations such as conflict of interest or favoritism. This extends to practices that involve employee hiring,

promotion, and transfer. Close relatives, partners, those in a dating relationship, and members of the same household are not permitted to be in positions that have a reporting responsibility to each other. Close relatives are defined as husband, wife, domestic partner, father, mother, father-in-law, mother-in-law, grandfather, grandmother, son, son-in-law, daughter, daughter-in-law, uncle, aunt, nephew, niece, brother, sister, brother-in-law, sister-in-law, step relatives, first cousins, and domestic partner relatives.

If an employee begins a dating relationship, or becomes a relative, partner or member of the same household with an employee who is in a supervisory position to the employee, that employee is required to inform their supervisor and the City Manager of the relationship.

The City of Clive reserves the right to apply this policy to situations where there is a conflict or the potential for conflict because of the relationship between employees, even if there is no direct-reporting relationship or authority involved. Exceptions to this policy may be granted by the City Manager for part-time or seasonal employees.

#### **4.13 DRESS CODE**

Employees are always expected to present a professional, business-like image to the public. A favorable personal appearance, like proper maintenance of work areas, is an ongoing requirement of employment with the City. Radical departures from conventional dress or personal grooming and hygiene standards are not permitted.

Any employees who have regular contact with the public must comply with the following standards of personal appearance:

- Employees are expected to dress in a manner that is normally acceptable in similar business establishments.
- Clothing must be clean, pressed and wrinkle-free, not excessively worn or faded and without holes or frayed areas.
- The unauthorized wearing of suggestive attire or of dungarees, shorts, T-shirts, and similar items of casual attire is not permitted, as they do not present a businesslike 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.
- Hair should be clean, combed, and neatly trimmed or arranged. Shaggy, unkempt hair is not permissible regardless of length.
- Sideburns, mustaches, and beards should be neatly trimmed.
- 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 Department and result in “found” conclusion. A “founded” conclusion is one in which it is determined that tattoos or body piercings are unsafe, disruptive, offensive, or otherwise inappropriate when considering the circumstances, job duties and work environment.
- The personal appearance of employees who do not regularly meet the public is to be

governed by the requirements of safety, comfort, and consideration for co-workers, but should still be as neat and business-like as working conditions permit.

- 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.
- Certain employees may be required to meet special dress, grooming, and/or hygiene standards depending on the nature of their department and job. For example, the wearing of shorts by staff during warm weather conditions is at the discretion of the Department Director and must be included in the Department's regulations. Department-specific policies will be developed by the Department Director and approved by the City Manager.

#### **4.14 TIME RECORDS**

Each employee is responsible for completing a time record for hours worked and submitting it to their department director or supervisor. Department directors shall review time records to verify hours, department and function numbers, and appropriate signatures before approving the time record. Approved time records are then submitted to the Administrative Services office. Time records not submitted to the Administrative Services office, allowing sufficient time for processing, could result in a delay of payment. Anyone who knowingly falsifies a record of hours or knowingly approves a falsified time record shall be subject to disciplinary action.

#### **4.15 ATTENDANCE AT CONFERENCES, SEMINARS, AND TECHNICAL MEETINGS**

Attendance at professional conferences, seminars, and technical meetings shall be considered part of the employee's normal duties if attendance is approved by the department director or the City Manager. Hours at the conference and travel time will be compensated.

Department directors and the Assistant City Manager may attend out-of-region conferences/training seminars with the approval of the City Manager. Out-of-region is defined as locations other than the state of Iowa and its bordering states. All other staff members may attend out-of-region conferences/training seminars as recommended and approved by the City Manager and their department director. Staff members may attend in-state conferences/training seminars as approved by the appropriate department director.

It is the policy of the City to reimburse officials and employees for actual meal expenses incurred while traveling outside of the Metro Area, away from home overnight on City business, and for actual meal expenses that are for the convenience of the employer, such as attending a meeting that is conducted during a meal. This policy establishes guidelines for reimbursement for meal expenses, what is needed from the employee to request reimbursement of a meal expense, when a meal is/is not eligible for reimbursement, when a reimbursement request may be reviewed, and how this policy relates to an individual department policy.

Meal expenses will be considered for reimbursement by the City Manager or designee for meals purchased by an employee attending a conference, meeting, training, or seminar that is located outside of the "Metro Area." "Metro Area" is any place or City within a 30-mile radius

of the intersection of Hickman Road and I-35/80, including any City that partially falls within that radius.

Meal expenses will be considered for reimbursement by the City Manager or designee for meals purchased by an employee while traveling to/from or during a conference, meeting, training, or seminar that necessitates one or more overnight stays, as approved by the City Manager or designee.

Meal expenses incurred by an employee while attending a conference, meeting, training, or seminar within the “Metro Area” will typically not be considered for reimbursement. “Metro Area” is any place or City within a 30-mile radius of the intersection of Hickman Road and I-35/80, including any City that partially falls within that radius. However, a meal that an employee purchases when attending a “meal meeting” for the convenience of the employer, regardless of location, whose main purpose of the meeting is the active conduct of business, which means, business is being discussed during the entire meal process, may be considered for reimbursement.

Employees must submit original receipts with their reimbursement request. The receipt must show the amount of the expense, the date of the expense, the location of the expense, and the business reason for the expense. These receipts must be the original, fully itemized receipt identifying the amount of any applicable tips or gratuity, what was purchased, and from whom. Tips may be added up to 20% of the total cost, as appropriate. Debit card or charge card receipts are not acceptable on their own but should be attached to the itemized receipt.

The City will not reimburse employees for the purchase of alcoholic beverages or snacks.

The use of a City issued credit card or “Purchasing” card is appropriate for the purchasing of meals deemed reimbursable by this policy.

Reimbursement requests may be reviewed by Management prior to issuance and may be reviewed by City auditors and/or IRS auditors for compliance with City policy and/or IRS regulations. These reviews may involve a review of receipts for location of vendor, items to be reimbursed, advance travel authorization, the business purpose, and may involve obtaining further clarification from the department head and/or the employee.

Individual departments may institute departmental policies that are more restrictive, but individual department policies cannot be less restrictive, unless mandated by State or Federal guidelines.

#### **4.16 PROMOTION/TRANSFER**

All qualified employees wishing to apply for the vacancy shall file an application as indicated on the posting. All applicants will then be jointly processed according to established selection procedures, as indicated in this handbook or civil service procedures for civil service positions.

A promotion/transfer shall be treated the same way as a new appointment insofar as it is

necessary to successfully complete the probationary period. If the promoted employee does not complete the probationary period successfully, they may be reinstated in their former position at the last held status if the position is available.

The period for returning an employee to their previous position may be extended up to an additional six months provided such an action is approved by the department director and the City Manager.

An employee who is returned to their previous position shall receive a reduction in pay equivalent to the increase received at the time of promotion.

#### **4.17 RE-EMPLOYMENT**

All former employees are considered new hires and have no accumulated rights or benefits from previous employment with the City.

#### **4.18 RESIGNATIONS**

It is the responsibility of an employee who plans to resign to notify their 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.

#### **4.19 REDUCTION IN FORCE**

When it becomes necessary to reduce the number of employees because of a shortage of work or limitation of funds, layoff of employees will be accomplished with due consideration to status, length of service, performance evaluations, and Civil Service mandates on seniority.

#### **4.20 OFFICIAL PERSONNEL FILES**

The Administrative Services office shall be responsible for maintaining the official personnel file for each employee. These files shall be confidential and shall contain the complete history of each employee during employment by the City. Each file shall consist of, but is not limited to: inventory of contents, commendations, reprimands, performance evaluations, promotion, transfer, accidents or damage involving City property, employment application and education, or special training received at City expense.

*Employees have the following rights as they pertain to their own personnel file. The right to:*

- Have access to the file at any reasonable time and with proper supervision.
- Have a copy of items placed in their personnel file.
- Have the opportunity to respond to unfavorable information.
- Know how information is being used internally, and

- Reasonable precautions, assuring the employee that the information will not be misused.

An employee shall not have access to employment references written for the employee. Employees may examine their personnel files and obtain copies of their contents by contacting the City Manager. Appointments for reviewing an employee's personnel file will be set at a date and time that is reasonable and convenient for both the employee and the City Manager or their representative. Requests for such examination shall be in writing, and the examination shall be in the presence of the City Manager or their representative. All copies made for the employee shall have each page marked "copy." The Administrative Services office may assess a reasonable fee for copies provided.

The employee shall sign a form stating the date and time they began to examine the personnel file, and the time when the file was returned to the City Clerk. At no time can the personnel file be removed from the City Hall. No employee or former employee is to be allowed to remove or alter the contents of any file.

**The information may be used on the employee's behalf in case of an emergency or illness.**

#### **4.21 RECORDS**

The City shall maintain original copies of service records for each employee through the Administrative Services office. The service record will indicate the individual's name, title of position held, the department to which it was assigned, salary history, changes in employee status, and other pertinent information. Each employee shall promptly report all changes of name, address, and telephone number to the Human Resources Department and the employee's department director.

Any temporary or long-term change in the employment status of an employee shall be reported by the department director to the Human Resources Department and City Manager.

All employee personnel records shall be kept and maintained in accordance with State law. Employment applications for persons who have not been hired must be retained for a period of five years.

#### **4.22 REFERENCES**

Only the City Manager or their designee is authorized to release information regarding job references.

#### **4.23 MEAL BREAKS AND REST PERIODS**

The supervisors will establish meal breaks and rest periods. The rest period is not an employee right and the period may never be used as a valid reason for failure to perform tasks that have been directed by management.

Every employee, except public safety personnel, who work six consecutive hours or more in one day will be provided a minimum of at least a one-half hour lunch period. No employee may

work through lunch and be excused from work early or paid for such time except with the permission of the department director, which may be granted on an infrequent basis.

Each employee shall be allowed an unpaid lunch period to be scheduled generally in the middle of the work shift. Lunch periods shall be scheduled by the department director, considering department needs. Such periods will not be more than one hour or less than thirty minutes. 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.

Police officers and firefighters/medics shall not be relieved during their break period/s from their responsibility to handle police, fire, or other emergency calls.

For non-scheduled emergency work where any regular employee works five (5) or more consecutive hours outside of their regular shift, they shall receive a \$15.00 per diem meal voucher or compensation.

#### **4.24 OUTSIDE EMPLOYMENT**

Full-time 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. Those full-time employees who have outside employment or self-employment must notify their supervisor of the situation and advise of any potential conflicts. Police departmental rules and regulations govern off-duty employment by police officers.

#### **4.25 USE OF CITY-OWNED VEHICLES**

City-owned vehicles will be provided to those employees or their designated representatives who are subject to emergency calls. Employees provided with vehicles include the Fire Chief, Police Chief, on-call detectives and narcotics officers, Public Works Director, Public Works Operations Administrator, and a fire duty officer. It is beneficial to the City to have these employees take City vehicles home. Since the City requires the above-mentioned employees to commute in a City vehicle, the value of their commute is included in their income. Under a special IRS rule, the value of each one-way commute (from home to work or from work to home) is \$1.50. The employee should keep records to verify the number of commuting trips made. The total value of all commuting trips will be reported on the employee's W-2 form each year.

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 personal automobile for official City travel. Reimbursement to the employee for use of their personal automobile shall be at the rate per mile authorized by the City Council. Motor vehicle driving records will be checked no less than annually for each employee required to drive as part of their duties.



#### **4.26 USE OF PRIVATE VEHICLES**

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. Use of a private motorcycle for work purposes is strictly prohibited.

Whenever practicable, employees shall use City vehicles, and the most direct route should be used. When the use of private vehicles is authorized to fulfill job requirements, the mileage reimbursement shall be computed at the rate established by the Internal Revenue Service. The per-mile reimbursement includes all costs incurred in connection with the operation of the vehicle. When the use of private vehicles is authorized to fulfill job requirements outside of the State of Iowa, pre-authorization is required by the City Manager. Proof of insurance is required of all employees using their personal vehicles for City business.

All employees operating official vehicles, equipment, personal, and rental cars on official business and other occupants are required to wear seat belts and shoulder restraints. Employees are also prohibited from riding in or on parts of a vehicle not designed for human occupancy. This includes but is not limited to pick-up and truck boxes, fenders, steps, and bumpers. The only exception to this policy is when the driver and front seat occupants are engaged in work requiring frequent exiting of the vehicle, provided they travel at a speed not exceeding 25 mph. Failure to comply with these rules is a violation of City safety policies, which is cause for disciplinary action.

#### **4.27 ELECTRONIC COMMUNICATION**

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.

##### **A. 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.

##### **B. 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 the 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 emails shall be saved in a separate folder from work-related emails. 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, 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.

### **C. Compliance**

The Technology Services Department 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 the department director.

Any exception to the policy must be approved by the Technology Services Department in advance.

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 the law.

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.

#### **D. Internet**

Internet/intranet/extranet access is granted exclusively for employees and other approved users for the purpose of conducting approved business purposes.

#### **E. 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, Warez 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 prior to 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 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 his or her 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 the purposes of 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 prior to posting, transmitting, or sending it via the Internet. If unsure, the user is responsible for contacting Technology Services.

#### **F. 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.

#### **G. 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, EideBailly 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](http://www.eidebailly.com/hotline). Complaints of abuse will be forwarded to Technology Services if applicable for investigation.

#### **H. 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 the 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.

#### **4.28 GENETIC INFORMATION NONDISCRIMINATION ACT**

The City complies with Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA), which protects applicants and employees from discrimination based on genetic information in hiring, promotion, termination, pay, fringe benefits, and all other terms and conditions of employment. "Genetic information" includes information about genetic tests of applicants, employees, or their family members; the manifestation of diseases and disorders in family members (family medical history); and requests for or receipt of genetic services by applicants, employees, or their family members.

In accordance with GINA, the City does not intentionally collect, maintain, or use genetic information about applicants or employees or their family members in any decision concerning whether to hire an applicant or the terms, conditions, or any aspect of employment of an employee. GINA permits certain limited circumstances under which an employer may acquire genetic information, such as:

- Inadvertently obtaining the information
- Acquiring genetic information in connection with a wellness program and certain privacy precautions are taken.
- Requiring family medical history in compliance with Family and Medical Leave Act (FMLA) certification provisions
- Acquiring the information through publicly available documents containing family medical history information
- Conducting genetic monitoring of biological effects of toxic substances in the workplace

- and certain privacy precautions are taken; or
- Providing DNA analysis services for law enforcement and the information is necessary to rule out employee sample contamination.

Any genetic information collected in connection with the approved circumstances outlined above will be maintained in the same type of separate confidential files required for medical information under the Americans with Disabilities Act. Genetic information may not be disclosed without employee consent except in very limited circumstances.

If you believe or suspect the City has acquired, disclosed, or used genetic information in violation of GINA, or has otherwise discriminated against any applicant or employee based on genetic information, promptly report the suspected violation to your supervisor, department or division manager, or the Human Resources Manager. There is no need to follow any formal chain of command when filing a complaint or when discussing or expressing any issue of concern regarding an alleged violation of GINA or alleged discrimination based on genetic information. You may bypass anyone in your direct chain of command and file your complaint or discuss or express any issue of concern with the Human Resources Manager at any time.

The City prohibits any form of retaliation against any employee for filing a complaint under this policy or for assisting or participating in a complaint investigation. Violation of this anti-retaliation policy will result in disciplinary action against the offending employee, up to and including possible termination of employment.

#### **4.29 ALTERNATIVE WORK ARRANGEMENT (AWA) POLICY**

##### **Purpose**

The City of Clive supports a flexible and positive work environment. This policy is designed to help employees balance work and personal life, improve job satisfaction and performance, and support employee retention—all while continuing to provide high-quality city services.

Remote work allows employees to work at home or other approved locations for all or part of their work week. The City of Clive (the City) considers remote work to be a viable work option when both the employee and the assigned job duties are suited to such an arrangement. Remote work may be appropriate for some employees and job classifications, but not for others. Remote work is not an entitlement, it is not a city-wide benefit, and it in no way changes the terms and conditions of employment with the City.

##### **Eligibility**

Generally, full-time employees requesting Alternative Work Arrangements (AWA) must have been employed with the City of Clive for a minimum of 12 months of continuous, regular employment, must occupy roles suitable for flexible or remote scheduling, as determined by the Department Director, and must have a satisfactory performance record. ***Exceptions to the 12 months of continuous service requirement may be made at the discretion of the City Manager.***

Before entering into any AWA agreement, the employee and the appropriate Department Director, with the assistance of Human Resources, will evaluate the suitability of such an arrangement, reviewing the following areas:

- Employee suitability. Certain positions, particularly in public safety, emergency response, and field-based roles, may not be eligible due to essential operational requirements. The employee and supervisor will assess the needs and work habits of the employee. Employees must be in good standing, performing satisfactorily or higher.
- Job responsibilities. The employee and supervisor will discuss the job responsibilities and determine if the job is appropriate for an Alternative Work Arrangement.
- Equipment needs, workspace design considerations, and scheduling issues. The employee and supervisor will review the physical workspace needs and the appropriate location for an Alternative Work Arrangement.
- Appropriate training, as determined by Human Resources, has been given to the supervisor and employee to ensure accountability for the AWA period.

If the employee and supervisor agree, and the Human Resources Department concurs, AWA will be prepared and signed by all parties, and a three-month trial period will commence.

#### **Request and Approval Process**

- Employees interested in a flexible schedule must first discuss the proposal with their immediate supervisor.
- Employees must submit a Flexible Work Schedule Request Form to their supervisor, specifying the requested arrangement and justification.
- Supervisors will evaluate requests based on job responsibilities, impact on department operations, team collaboration, and service continuity.
- Final approval rests with the Department Director, and Human Resources may be consulted, as necessary.
- A formal remote work agreement is signed by the employee, supervisor, and Human Resources.

#### **Alternative Working Arrangement Options:** Employees may request:

1. **Flextime:** Variable start/end times within a defined range, typically two hours around standard hours, maintaining required daily/weekly hours.
2. **Irregular Workweek:** Employees may work extended hours as a result of their job function needs during the evenings or on the weekend, such as Leisure Services programming staff and Technology Services staff for IT support.
3. **Adjusted Lunch Breaks:** Employees may adjust the timing or length of lunch breaks within departmental guidelines, provided service levels are maintained.
4. **Remote Work (Telework):** Employees may perform job responsibilities from an alternate location, including home, subject to approval based on the position's requirements and



availability of technology and resources. It is limited to 1-2 days week unless otherwise authorized by the City Manager.

### **Employee Responsibilities**

- Stay in regular, timely contact with your supervisor and team.
- Make sure in-person service points are staffed, based on your department's needs.
- Continue providing excellent customer service.
- Keep your work and department running smoothly.
- Remote workers must stay just as productive as if they were in the office. Working remotely should not negatively affect coworkers or overall department performance.
- Follow your approved schedule and accurately track your working hours using the City's systems.
- Create and maintain a secure and effective workspace, especially when working from home.
- Always act professionally, keep information confidential, and respond promptly to others.

### **Supervisor and Department Head Responsibilities**

- Fairly evaluate and consistently apply policy guidelines.
- Monitor productivity and operational impacts.
- Clearly communicate expectations and schedule modifications.
- Ensure adequate department coverage and service standards.

### **Time Worked**

Generally, employees should be available via phone, email, and virtual meetings during their normal work hours. The employee will remain accessible and productive during scheduled work hours and available via phone call, email, or virtual meetings. At the beginning of the shift, the office phone is forwarded to the cell phone, and the camera is on during virtual meetings (Teams, Zoom, Google Meet, etc.).

AWA workers will record all hours worked, including meal periods (of at least 30 minutes) taken in accordance with regular timekeeping practices. Employees will be required to accurately record all hours worked using miPay, as well as any hours not worked due to taking vacation, personal, sick, or compensatory time away. This is especially important for those employees who are not exempt from the overtime requirements of the Fair Labor Standards Act. Hours worked in excess of those scheduled per day and workweek require the advance approval of the Alternative Work Arrangement worker's supervisor. Failure to comply with this requirement may result in the immediate termination of the AWA and disciplinary action.

It is the employee's responsibility to determine any income tax implications of maintaining a home office. The City will not provide tax guidance, nor will it assume any additional tax liabilities. The employee is encouraged to consult with a tax professional to discuss any income tax implications of working remotely.

### **Implementation and Trial Period**

AWA are on a trial basis for ninety (90) days and may be discontinued at any time during that period at the request of either the employee or the employer. Every effort will be made to provide appropriate notice of such change to accommodate commuting, childcare, and other issues that may arise from the termination of an AWA. There may be instances, however, when very little notice is possible due to certain circumstances and/or business emergencies related to the conditions of the physical facilities, such as building damage, natural disaster/storm events, etc.

### **Ongoing Review and Modification**

Evaluation of employee performance during the trial period will include regular interaction by phone, e-mail, and virtual meetings (Teams, Zoom, Google Meet, etc.) between the employee and the supervisor, and weekly face-to-face meetings (either in person or virtually) to discuss work progress and any issues. At the end of the trial period, the employee and supervisor will each complete an informal evaluation of the arrangement and make recommendations about continuance or modifications. Evaluation of AWA performance beyond the trial period will be consistent with that received by employees working at the office in both content and frequency.

Appropriate communication between the employee and supervisor will be agreed to as part of the discussion process and will be more formal during the trial period. After the conclusion of the trial period, the manager and employee will communicate at a consistent level with employees working at the office or in a manner and frequency appropriate for the job and the individuals involved.

AWA is not designed to be a replacement for appropriate childcare, other familial caregiving commitments, or because of an employee's inability to report to work (such as loss of a driver's license due to suspension, revocation, etc.). Unique exceptions may be made by the City Manager. The focus of the arrangement will remain on job performance and meeting City service delivery demands. Prospective AWA workers are encouraged to discuss the expectations of AWA with family members before entering a trial period.

The employee will comply with all City of Clive rules, policies, practices, and instructions that would apply if the employee were working at the employer's work location.

Any employee approved for Alternative Work Arrangement is subject to being recalled from AWA and should be prepared to report to their normal physical work location upon request of their supervisor or department director.

### **Equipment**

The City will determine the appropriate equipment and office supplies needed for each AWA, as the primary resource in this matter. Equipment supplied by the City will be maintained by the City. Equipment supplied by the employee, if deemed appropriate, will be maintained by the employee. The City accepts no responsibility for damage or repairs to employee-owned equipment. Equipment supplied by the City is to be used for City business only. Employees must

sign an inventory of all City-owned property received via the AWA and agree to take appropriate action to protect the items from damage or theft. If City-owned equipment is damaged/destroyed due to misuse or negligence in caring for the equipment, the City will request reimbursement from the employee. Employees will be required to sign a receipt of itemized equipment and an agreement to reimburse the City or to authorize a payroll deduction to cover any such loss or damage. Upon termination of employment, all City property will be returned to the City.

The employee will establish an appropriate work environment within their home. For employees approved for a set schedule of AWA, the expectation is that they work from their homes. ***A set schedule of AWA is NOT designed for the employees to work in other locations outside their own residences.*** The City will not be responsible for costs associated with the setup of the employee's home office.

The employee will be responsible for securing and maintaining reliable internet service with sufficient capacity (at least 20MBS) to support the employees' required job duties with minimal disruption. The employee must use a City-provided laptop to work remotely. If the employee does not have a City-provided laptop, one can be checked out from Tech Services.

### **Security**

Consistent with the City's expectations of information security for employees working at the office, AWA employees will be expected to ensure the protection of proprietary information accessible from their home office. Care should be taken that no other household members or visitors to the employee's household are allowed to use or access City-owned computers, laptops, keyboards, monitors, etc. Employees must abide by all computer usage policies as if they were working in the office.

The employee will not make any changes to security or administrative settings on City equipment. The employee understands that all tools and resources provided by the City shall remain the property of the City at all times.

### **Safety**

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. Injuries sustained in a home office location and in conjunction with their regular work duties may be covered by the City's workers' compensation policy. Employees are responsible for notifying the employer of such injuries exactly as they would if they were physically at work, utilizing the first report of injury via the City's workers' compensation protocol, and completing an incident report as soon as possible.

Under no circumstances should employees arrange to meet with third-party vendors, city business partners, etc., in their homes; those types of face-to-face meetings, when necessary, are to be scheduled at a city facility. The employee will allow the employer to have access to the AWA location for purposes of assessing safety and security, upon reasonable notice by the City.

### **Ad Hoc Arrangements**

Temporary remote work may be approved for circumstances such as inclement weather, special projects, or business travel. Approval of temporary arrangements may be at the discretion of the supervisor, with potential review and approval by the City Manager on an as-needed basis only, with no expectation of ongoing continuance.

Other informal, short-term arrangements may be made for employees on family or medical leave (FMLA or sick leave) to the extent practical for the employee and the City, and safe for the employee with the consent of the employee's health care provider, if appropriate.

All informal AWA are made on a case-by-case basis, focusing first on the business needs of the City.

### **Exceptions and Special Circumstances**

This policy does not supersede collective bargaining agreements, civil service rules, or emergency operations policies. Remote work and flexible schedules may be suspended during citywide emergencies or operational needs.

## **PERFORMANCE EVALUATION**

### **5.1 PERFORMANCE EVALUATION AND RECOGNITION**

Performance evaluation refers to the formal assessment of the employee's performance in relation to the job description, commitments, and journal entries. This evaluation, conducted annually, has both written and oral components. Using effective performance management means this formal evaluation will contain no surprises. It should simply summarize feedback given throughout the review period.

The new performance tool NEOGOV Perform provides a more streamlined evaluation process focused on five key competencies and the ability for the evaluator to provide a narrative for why they rated the employee on the competency and what commitments they see for the employee in the next year. A numerical score is utilized for each competency with a final average calculated at the end to identify where the employee's performance is on the pay matrix.

### **5.2 PLANNING AND DEVELOPING**

Once you have completed the evaluation, the planning process should begin again with a two-way dialogue between the employee and supervisor. A specific date/timeframe is required in the middle of the next year (six-month check-in) to meet with the Employee. The check-in provides a time set aside to see how the Employee is progressing on their commitments established during the evaluation phase and for discussion on an individual performance/development plan.

### **5.3 MONITORING, OBSERVATION AND DOCUMENTATION**

Feedback is given to both 1) recognize outstanding performance and 2) provide constructive strategies to change or improve performance. Monitoring, observation, and documentation refer to making notes of observable behaviors/results indicating whether an employee's

performance is on track. Feedback is provided through ongoing communication between supervisor and employee regarding the employee's observed performance or behaviors. The result of giving effective feedback is a clear understanding of an employee's progress toward, or challenges in, meeting established commitments.

## **OCCUPATIONAL HEALTH AND SAFETY**

### **6.1 CLOTHING ALLOWANCE**

Upon approval of the City Council, regular employees will be furnished with all safety equipment required for the job by IOSHA or OSHA, and at the City Council's discretion any other personal safety equipment deemed necessary or useful to the job. Seasonal employees will be provided safety equipment as necessary and required for the job assignment. Steel-toed boots are not paid for by the City for seasonal employees.

### **6.2 OFF-THE-JOB INJURIES**

An employee who suffers an off-the-job injury or illness that temporarily leaves them unable to perform their full job duties will be required to submit a release to return to work from their private physician to their department director. At the discretion of the department director, the employee may also be required to satisfactorily pass a functional capacity test and examination by the City's designated physician, at the City's expense, before returning to work.

An employee who experiences a non-work-related injury or medical condition for a period that exceeds 10 calendar days may be required to successfully complete a functional capacity Fit for Duty test prior to returning to work. An employee must have a documented full release from their personal physician with no restrictions prior to taking the functional capacity test and returning to work.

The employee must meet the job level requirements or the previously documented baseline for their position. The City of Clive will pay for the first functional capacity test following a non-work-related injury or medical condition. Failure to meet the job level requirements or previously established baseline will result in an employee's inability to work in their present position. Dependent upon availability a job transfer may be assigned, or loss of employment may result. Based on the circumstances surrounding the employee's medical condition, long-term disability may be an option.

### **6.3 WORKERS' COMPENSATION EXPOSURE AND INJURY**

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.

All related billings and records of time off due to occupational illness must be forwarded to the

Human Resources Department.. Occupational illness claims will be filed under worker's compensation insurance. To receive supplemental pay while out of the office for a workers' compensation illness or injury please complete and sign the [Supplementation of Workers' Compensation Benefits](#).

#### **6.4 WORKERS' COMPENSATION PROCEDURE**

Employees are to promptly report any on-the-job hazard to their supervisor. 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.

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. For more information on the workers' compensation claim procedures please refer to the [City of Clive Work Comp Claim Procedures-All Departments](#).

If an employee suffers an injury or disablement as the result of occupational disease, arising out of and in the course of their employment with the City, they should follow the same procedure previously stated for reporting the accidental injury.

#### **6.5 TRANSITIONAL DUTY**

It is the policy of the City to provide meaningful work activity for all employees who temporarily become unable to perform all, or portions, of their regular work assignments due to conditions related to pregnancy, work-related or non-work-related injury or illness. By providing temporary transitional or modified work activity, injured or limited employees remain an active and vital part of the City. Return to Work duties may be in the form of either changed duties within the scope of their current position, or other available duties for which they may be qualified, or through a reduced work-hours schedule.

##### **A. Scope:**

All active employees who become temporarily unable to perform their regular job due to a compensable work-related or non-work-related injury or illness or conditions related to pregnancy, may be eligible for temporary work duties within the provisions of this program.

##### **B. Application:**

It is the employee's responsibility to inform the attending physician that the City provides a Transitional Duty Program.

If work is available, which meets the limitations/restrictions set forth by the attending physician, the employee may be assigned transitional work for a period not to exceed 90 days. Transitional duty is a temporary program and the employee's eligibility for a temporary assignment will be based on medical documentation and continued recovery. Please refer to the [Temporary Transitional Duty](#) form which must be completed and signed by the employee.

An employee's limitation/restrictions are effective 24 hours per day. Any employee not following their restrictions may cause a delay in their healing or may further aggravate their condition. By not following the restrictions, an employee may be subject to disciplinary action, up to and including termination.

An employee who is unable to return to his or her regular job, but can perform transitional duty, must return to transitional duty if such duty is available. Failure to do so may result in not being eligible to receive full benefits under the worker's compensation program, if applicable, may result in disqualification for certain employee benefits, and in some cases termination. A formal notice will be given to each eligible employee for their review and signature.

Transitional duty will be available to all employees on a fair and equitable basis, with temporary assignments being based on skill and abilities. Eligibility will be based upon review of the employee's attending physician's documented declaration of the employee's limitation/restriction. An employee on modified duty will be considered part of the regular shift staffing, with recognition of the employee's limitations in the department.

**C. Procedure:**

Transitional duty shall consist of the employee's normal work schedule, or a restricted work schedule in coordination with the employee's normal work schedule, when possible. However, dependent upon the employee's limitations/restrictions and available work, it may be possible to design a temporary schedule to accommodate the restrictions during a shift when such work is available/manageable.

**D. Payment of Wages during Transitional Duty, Work-related injury or illness:**

If an employee injury is determined to be work related, benefits/wages will be paid in accordance with the state workers' compensation statute, with regard for the "waiting period," and City policies.

If an employee on modified duty is unable to report to work, the employee may then be charged for up to eight (8) hours of sick leave per shift or up to twelve (12) hours of sick leave per shift for Fire Lieutenants. Employees performing modified duty on a restricted work week (during the first 90 days of a worker's compensation leave) will receive payment for hours worked from the City and the hours not worked will be reimbursed according to state Worker's Compensation guidelines.

Fire Lieutenants working transitional duty assignments as the result of an accidental on the job injury or illness will be scheduled on a forty-eight (48) hour work week. Their pay will be according to their normally scheduled 2,920 annual hours.

**E. Payment of Wages during Transitional Duty, Non-work-related injury or illness or Conditions Related to Pregnancy:**

An employee performing transitional duty for their normal work schedule shall receive their regular hourly rate for all hours worked.

If an employee on modified duty is unable to report to work, the employee may then be charged for up to eight (8) hours of sick leave per shift.

Fire Lieutenants working transitional duty assignments as the result of an off the job injury or illness will be scheduled on a forty-eight (48) hour work week.

**F. Vacation/Holiday:**

If an employee has a vacation, or there is a holiday, while on transitional duty, they shall be entitled to their regular vacation selection or holiday pay as if they normally would have had it.

**G. Medical Appointments:**

Medical appointments that conflict with working hours must be coordinated, in advance, with the employee's supervisor. Appointments are to be scheduled as to not to interfere with working hours if possible. Non-emergency medical appointments NOT scheduled in advance may be cause for denial of the time off and subsequently ineligible for payment. It is the employee's responsibility to keep the City apprised of their status after each physician visit.

**H. Family Medical Leave:**

In the case of reduced work hours, Family Medical Leave may be applied to the hours not worked.

In the case of an employee choosing not to participate in the Transitional Duty Program, unpaid Family Medical Leave may be applied.

If an employee is unable to return to their regular job or transitional duty, the absence must be approved under the Family Medical Leave program the "[Certification of Health Care Provider](#)" form should be submitted to Human Resources. For this purpose, a Family Medical Leave Request form must be submitted to the City.

Employees who are not eligible for leave under the Family Medical Leave Act must return to transitional duty or regular work if possible. If an employee is unable to return to any available work, their job position may be filled after a reasonable time. When able to do so, employees will be entitled to return to a suitable position, if available and consistent with any limitations. However, employees must keep the City regularly informed of their status and any changes in their condition.

**I. Returning to Full Duty:**

All employees must provide documentation from their attending health care provider so that they can return to full duty.



All fulltime employees must provide documentation from their attending health care provider that they can return to full duty as well as (when applicable) a release stating that the employee may undergo a return to work, fit for duty, functional capacity p test, or other physical review as deemed necessary.

Permanent restrictions will be evaluated on a case-by-case basis and relate to the performance of essential job functions. No permanent light duty positions will be created.

Forms for Temporary Transitional Duty and Supplemental Pay can be found at Clive365 and by following [the link](#).

## **6.6 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 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."

## **6.7 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](http://www.eidebailly.com/hotline).

## **6.8 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 report the incident using the grievance/appeal procedure outlined in this handbook.

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, suspension, 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 of our personal observation of violations. Each complaint is to be taken seriously and investigated thoroughly.

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.

## **6.9 SMOKEFREE AIR**

The Smokefree Air Act prohibits smoking in “public places” and in certain other specifically defined outdoor areas, including but not limited to the following:

- A. Public Places, including Public Buildings and Public Vehicles: Smoking is not allowed in public places, including public buildings, vehicles, and motorized equipment owned or operated by the City.
- B. In outdoor areas, smoking is not allowed on the “grounds of any public building”.
- C. Sports Arena: Smoking is not allowed in sports arenas where members of the general public assemble to engage in physical exercise, participate in an athletic competition, or witness sports or other events.
- D. Festival or Special Event: Smoking is not allowed at festivals or other special events within the areas of City parks or other City property designated by the City Council or their designee as nonsmoking in connection with the City’s permission for the Festival or Special Event to be held in a City park or on City property.
- E. Smoking is prohibited on “playgrounds” and in “park shelters” located on City property, including adjacent areas within 50 feet of playgrounds and park shelters.

Smoking shall be permitted in areas as approved by the Department Director and City Manager. An employee’s failure to abide by this policy and State law may subject the employee to disciplinary action, up to and including discharge from employment.

Complaints about violations of this policy may be filed under the City’s complaint resolution procedure or may be brought directly to the City Manager. No employee will face any discrimination or retaliation for reporting violations of this policy to the City.

## **6.10 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 many of the problems associated with the same. The City is to serve as an active and credible force in deterring and, where possible, stopping the abuse of substances and stopping the traffic and use of illegal 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. Off-the-job use, or personal possession of illegal drugs or substances shall also constitute grounds for management to order an employee to be evaluated for possible treatment.

Employees are strongly encouraged, if they are involved with illegal drugs and/or the abuse of substances, to seek treatment before it comes to management's attention. Employees with regular full-time benefits not only have health plan coverage to help pay the cost of treatment but also may be able to utilize sick leave, vacation, and compensatory time to avoid a loss of income during treatment.

The City of Clive will conduct a limited query of the FMCSA Commercial Driver's License Drug and Alcohol Clearinghouse to determine whether drug or alcohol violation information exists in the Clearinghouse. Employees' consent to conduct this query shall remain in force for the duration of their employment with the City of Clive. If the limited query conducted by the City of Clive indicates that drug or alcohol violation information exists in the Clearinghouse, FMCSA will not disclose that information to anyone without first obtaining additional specific electronic consent from the employee. If this occurs, the employee will need to register in the Clearinghouse as a driver and will need to login to the Clearinghouse website to provide the electronic consent for a "Full Query". If the employee refuses to consent for a limited or full query in the Clearinghouse, the employee will be prohibited from performing safety-sensitive functions at all, including driving a commercial motor vehicle, as required by FMCSA's drug and alcohol program regulations. If the employee is unable to perform this essential function of their job they may be terminated from City of Clive employment.

For more information, the employee authorization form and the Request for Medical Review and/or Drug Screen refer to Clive365 and this link.

#### **6.11 WORKPLACE VIOLENCE POLICY**

The City of Clive does not tolerate threats, threatening behavior, and acts of violence against employees, or by employees, or other individuals. Individuals engaging in such behavior will be disciplined, up to and including immediate termination. The prevention, reporting, and management of critical incidents are shared responsibilities of all employees.

The possession of firearms or dangerous weapons (as defined in Iowa Code §702.7 to include, but not limited to, any offensive weapon, pistol, revolver, or other firearm, dagger, razor, stiletto, switchblade knife, or knife having a blade exceeding five inches in length, or any portable device or weapon directing an electric current, impulse, wave, or beam that produces a high-voltage pulse designed to immobilize a person) while in a City facility or vehicle, at a City work site, or on work hours is strictly prohibited.

Employees will be allowed to transport their firearms in their personal vehicles with submission of written notification to the employees' Department Director. Upon receiving written notification regarding the transport of firearms the Department Director shall communicate to the City Manager and a copy of the written communication shall be placed in the employee's permanent personnel file. If at any time concerns are raised and verified by management restrictions may be placed on the individual and/or the policy may be modified if necessary. Employees violating this policy may be disciplined up to and including termination.

This policy does not apply to Police Officers or other employees who may be operating within the normal scope of their official duties and using such weapons as tools of their profession.

#### **6.12 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 and substances they may be exposed to while performing their duties.

#### **6.13 EYEGLASS REPLACEMENT/REPAIR**

For employees working in situations where eyeglasses may be damaged, the City agrees to reimburse those employees for repair or replacement of prescription eyeglasses that are damaged because of working conditions. The maximum reimbursement per employee shall be \$250 in any fiscal year. Any VSP insurance coverage the employee is eligible for is to be used first with the City paying the balance up to the \$250 limit. An employee whose glasses are damaged because of working conditions shall request reimbursement from their department director. The employee shall be required to submit a copy of the receipt for repair or replacement of the eyeglasses with their request for reimbursement. The request should also include a statement of the circumstances that caused the damage to the employee's glasses. The City will provide up to \$200.00 annually per employee for those needing safety prescription eyeglasses. If they choose to participate in, employees are allowed to use their VSP insurance benefit to help offset the cost to the City.

#### **6.14 HEPATITIS B**

For employees who may be exposed, due to occupational hazards, the City offers Hepatitis B vaccinations at no cost to the employee. All qualifying employees will be required to sign and return the Hepatitis B Employee Vaccination Decision Form. Information pertaining to the disease, the vaccine, and side effects can be found on the Hepatitis B Employee Vaccination Decision Form.

All new regular full-time and part-time employees in positions exposed to occupational hazards

will be required to return this form prior to the completion of their first month of employment with the City.

All employees consenting to receiving the vaccination are required to receive the first dose of the vaccination within 30 days of signing the consent form. The vaccinations will then be given according to the following schedule:

- 1st dose: Elected Date
- 2nd dose: One Month Later
- 3rd dose: Six Months after the First Dose

Any employee electing to take, but failing to complete, the series within six months of receiving the first dose will be suspended without pay until they have completed the series. This suspension may be reviewed and possibly waived by the City Manager due to extreme mitigating circumstances. If employment with the City ends during the series of vaccinations, the employee is responsible for completion of the series and any costs involved.

## **EMPLOYEE CONDUCT AND WORK RULES**

### **7.1 DISCIPLINARY ACTION**

Whenever an employee violates any of the policies, regulations, or code of ethics outlined in this employee handbook, the department director 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 order and there is no requirement that any 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.

Only the department supervisor, department director, or the City Manager may issue disciplinary actions, which may be oral reprimands, written reprimands, or suspensions. The action (including oral reprimands) shall be documented 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 disciplinary action, 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.

Prior to issuance of a notice of suspension, the nature of the offense is to be reviewed with the City Manager. Any City employee who is suspended is required to turn in their City keys while serving the period of suspension.

## **7.2 DISCIPLINARY ACTION GUIDELINES**

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 is not required to be practiced regarding the disciplining of employees who violate rules and regulations contained herein. Nothing in this disciplinary policy shall be construed to interfere with or supersede rules of discipline and other regulations governing civil service employees.

The following lists are not exhaustive or exclusive, but rather examples of actions that may result in the employee receiving disciplinary action:

- A. That the employee is incompetent, negligent, or inefficient in the performance of their duties.
- B. That the employee has been abusive in their attitude, language, or has been abusive in their conduct toward fellow employees, superiors, or the public.
- C. That 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. That 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 director and the manager.
- E. That the employee, through negligence or willful misconduct, has caused damage to public property or waste of public supplies.
- F. That the employee has been absent without leave or has failed to report upon the expiration of an approved leave of absence
- G. That 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 handbook
- H. That 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. That the employee has made a false statement in their application for employment
- J. That the employee has hindered the regular operation of the department because of unauthorized 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 for duty.

- L. That the employee has used City vehicles or equipment without proper authorization
- M. That the employee has been involved and at fault in an avoidable accident on the job in a City vehicle or on City property
- N. That the employee has operated City vehicles in an unlawful or hazardous manner
- O. That the employee has misappropriated City funds, appropriated City property for personal use without permission, or illegally disposed of City property.
- P. That the employee has demonstrated conduct unbecoming an employee of the City while on or off duty
- Q. That the employee has submitted a false report of their conduct of service
- R. That the employee has submitted a false report against another employee
- S. A specific failure to meet certain standards of conduct and/or work performance, or a general lack of performance in an area of employment.
- T. Dishonesty, theft, or fraud
- U. Insubordination - refusal 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. Unauthorized use of computer-related resources belonging to the City, which include, but is not limited to, computers, computer-related equipment, computer programs, computer systems, or modems.
- Y. Unauthorized use of City telephones/fax/Internet for personal business
- Z. Accepting unauthorized employment while on leave-of-absence



- AA. Creating unsafe or unsanitary conditions
- BB. Smoking in prohibited areas
- CC. Unauthorized use or disclosure of information or records
- DD. 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.
- EE. Unauthorized removal of City or a fellow worker's property
- FF. Failure to follow procedures outlined in this Employee Handbook
- GG. Fighting or horseplay on the job
- HH. Representing their personal opinion/s as those of the City of Clive
- II. Creating strife, discord, and disharmony among other City employees
- JJ. Disclosure of confidential information protected by federal, state, or City law, or commonly recognized as privileged or confidential information.
- KK. Sleeping while on duty
- LL. Display of any type of violence in the workplace
- MM. Any other action or failure to act which adversely affects the City, its officers, or employees.
- NN. Failure to maintain appropriate Iowa driver's license as required by their job description.
- OO. Failure to maintain a required concealed weapons permit as required by their job description.
- PP. Failure to follow established safety policies and guidelines established by their department.
- QQ. Submits or provides false information.

B. In addition, all employees must observe the following rules:

- A. All employees shall observe City ordinances and shall exercise reasonable care when driving any City vehicle.
- B. All employees shall always be courteous in dealing with the public. Employees should listen carefully to complaints and refer them to the proper person for appropriate action.
- C. All employees shall follow established safety policies and guidelines established by their department.
- D. Any employee involved in a reportable accident involving City equipment should immediately notify the police and the department director. Vehicles should not be moved until police arrive and take charge of the scene.
- E. 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 unless permission is obtained from proper department directors. No City vehicles shall be used for personal errands, personal transportation, or other such business unless permission is obtained from the City Manager.
- F. 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 on any personal activity.

## **GRIEVANCE PROCEDURES**

### **Appeal from Disciplinary Action and Grievance Procedure**

To assure a fair and equitable application of policies, rules, and regulations, full and part-time employees have the right to register an appeal/grievance without being disciplined or discriminated against in any way because of their proper use of the appeal/grievance procedure. Seasonal employees have the right to grieve up to the department director's level only. All appeals/grievances for employees not otherwise covered by a grievance procedure in a collective bargaining agreement shall be pursued in the following manner:

If an employee has a complaint or grievance concerning their job classification, disciplinary action, supervisor, rules, regulations, policies, workstation or its condition, the actions of others, salary, or benefits, they are to do the following:

- A. The employee having a specific grievance shall take it first to their immediate supervisor who shall respond within seven (7) calendar days.
- B. If the matter has not been resolved to the employee's satisfaction, the employee may then, within seven (7) calendar days of receipt of the Step 1 answer, present the

written grievance to the appropriate department director who shall respond within seven (7) calendar days.

C. If the matter has not been resolved to the employee's satisfaction, the employee may then, within seven (7) calendar days of receipt of the Step 3 answer, present the written grievance to the City Manager, who will respond within fourteen (14) calendar days. The City Manager's decision shall be final and binding.

[The City of Clive Appeal/Grievance Report can be found in Clive365 or by clicking on this link.](#)

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## **EMPLOYEE ETHICS**

An employee shall not engage in any employment, activity, or enterprise that is inconsistent, incompatible, or in conflict with duties as an employee of the City or with the duties, functions, and responsibilities of the department by which they are employed.

### **8.1 POLITICAL ACTIVITY**

To serve the best interests 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 to support any political party or person financially or otherwise. 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 emphasize and protect the neutrality of public service personnel.

Therefore, employees are prohibited from:

Using their official authority or influence for the purpose of interfering with or affecting the result of an election or a nomination for office.

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.

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.

The use of the following in political advertisements is prohibited, and City employees shall not facilitate or accommodate such use:

- City property not normally accessible to the public
- Employees in uniforms that display City insignia and logos or any use of City employees while on City time.
- 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.

On the other hand, employees on their own non-working time, shall be permitted to:

1. Express their opinions on political subjects and candidates.
2. Take an active part in political management and political campaigns.
3. Campaign for a candidate in a partisan election by making speeches or writing on behalf of the candidate.
4. Attend political rallies or partisan campaign meetings.
5. Transport voters to the polls for the voters' convenience
6. Make voluntary contributions to a political party or organization.

All full-time employees of the City who wish to seek election to the City Council must take a leave of absence from City service. This leave begins with the first formal activities of the employee to obtain nomination or election to the office and will end upon completion of all activities with the office or the campaign, if not elected.

## **8.2 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 system will be subject to disciplinary action, up to and including dismissal.

## **8.3 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. When an employee receives any offering because of their status as a City employee, such receipt must be reported in writing at once to the department director, and the retention of the gift will be based on the City Manager's recommendation to and approval by the Mayor.

## **8.4 CONFLICT OF INTEREST**

**General.**

It is the policy of the City that no elected or appointed official or City employee, or the spouse, or minor child of an elected or appointed official or City employee, or a firm of which the elected or appointed official of the City is a partner or a corporation of which the elected or appointed official or the City employee holds ten percent or more of the stock either directly or indirectly, shall have any personal material interest or outside affiliation which would likely produce a conflict between their self-interest and proper performance of the elected or appointed official's or employee's duties. No knowledge gained by any elected or appointed official or employee in their role as such shall be used in such a manner as to cause a conflict between their personnel interest and the City's interest. All elected or appointed officials or employees shall conduct their personal affairs to avoid any conduct that may adversely affect or appear to affect the judgment of the elected or appointed official or employee.

The following guidelines are hereby established with respect to this policy:

1. Personal Financial Interests

Elected or appointed officials or City employees, or the spouse or minor child of an elected or appointed official or City employee, or a firm of which the elected or appointed official or the City employee is a partner or a corporation of which the elected or appointed official or the City employee holds ten percent or more of the stock either directly or indirectly should avoid participating financially, directly or indirectly, in any business enterprise which might influence, or be thought to influence, the official decisions or actions of the elected or appointed official or City employee. In making judgments regarding such participation, they should consider whether their financial interests in any such business enterprise that has or may have a business relationship with the City represents a substantial portion of their net worth or a substantial portion of the ownership of such business enterprise.

2. Outside Affiliations

No salaried City employee shall hold any position with any other business enterprise or governmental body which would conflict with or reasonably might be likely to conflict with the proper performance of their civic duties or responsibilities or which might tend to influence their impartial judgment with respect to dealings between the City and such other business enterprise or governmental body without full and complete disclosure to the City Council or Mayor.

**Disclosure**

If any time an elected or appointed official or City employee, or the spouse, or minor child of an elected or appointed official or City employee, or a firm of which the elected or appointed official or the City employee is a partner or a corporation of which the elected or appointed official or the City employee holds ten percent or more of the stock either directly or indirectly finds that they are considering the assumption of a financial interest or outside relationship which reasonably might involve a conflict of interest with the City or with respect to which they are in doubt as to whether it does or might conceivably conflict with the official duties of the elected or appointed official or City employee, it shall be the duty of the elected or appointed official or City employee to make timely disclosure of the facts relating thereto to the Mayor, council, City Manager, or department director, which is their immediate superior or the commission, board,

or committee which they are a member of in order that an objective and impartial evaluation thereof may be made and conflict avoided. Under such circumstances, except as otherwise instructed by the City after the full disclosure of the facts, they should refrain from exercising responsibility in any matters concerning the City which reasonably might be considered to be affected by their self-interest.

## **8.5 PRESS RELEASES**

To ensure accuracy and timeliness, the City Manager, Assistant City Manager, Communications Specialist, or designated department director must review and approve press releases before distribution. Please see the Clive Communications Policy and Toolkit for further information.

## **8.6 USE OF CITY TELEPHONES**

- Employees shall observe the rules of telephone courtesy in receiving and placing calls.
- 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 director if abused through excessive use, or if telephoning causes interference with work duties.
- Toll calls for personal reasons may be made only with the approval of the department director and at the employee's expense.
- Employees shall discourage people from telephoning them at work for personal matters.

## **8.7 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.

## **8.8 CLIVE LOGO**

The City's logo, while only one component of what comprises the City's identity, is a communication tool and asset that must be protected and nurtured. The Brand Standards Handbook is the guiding policy document setting the standards for usage and presentation of the logo and establishes specifications for printed or other visual pieces. All employees are responsible for maintaining the standards established in the Brand Standards Handbook. A copy of the handbook can be found on Clive365, the City's Intranet.

When any purchase is being planned which will include the use of the Clive logo, the City Manager must approve the use of said logo before such purchase is made. Whenever anything with the Clive logo is to be disposed of, it must be disposed of properly. Donating an item (for example to Goodwill) is not acceptable.

## **8.9 CLIVE NAME**

Employees may not use the City's name or represent themselves as the City to enter any type of contest. No contests may be entered while employees are on duty (example: call-in radio station contests).

### **8.10 PERSONAL MAIL/POSTAGE**

Employees shall not use the addresses of City facilities for receipt of personal mail. Use of the City's postage machine/system for personal correspondence is prohibited.

### **8.11 FALSE CLAIMS ACT**

The Federal False Claims Act is a federal statute that establishes liability for knowingly presenting a false or fraudulent claim for payment to the United States government or to a government contractor. This includes claims submitted to Medicare or Medicaid.

Violating the False Claims Act is a very serious matter. employees can be subject to civil monetary penalties of \$5,500 to \$11,000 for EACH false claim submitted. They can be required to pay three times the amount of damages sustained by the United States government, and they may also be excluded from participation in Medicare and Medicaid.

*Examples of practices that may violate the False Claims Act if done knowingly and intentionally, include the following:*

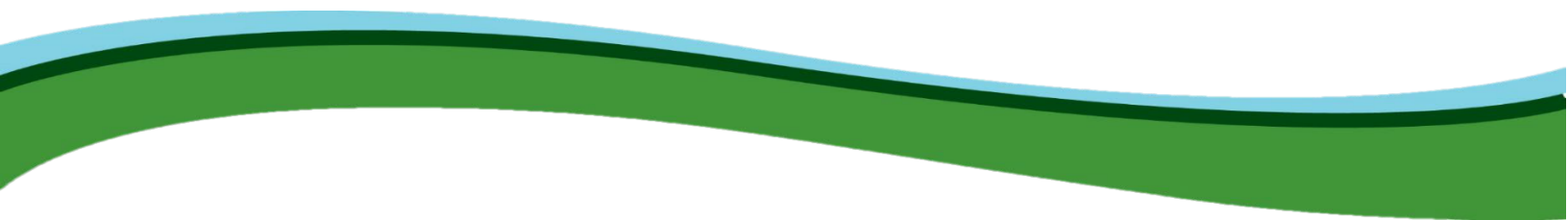
- Billing for services not rendered.
- Knowingly submitting inaccurate claims for services
- Taking or giving a kickback for a referral

### **8.12 WHISTLEBLOWER PROTECTION**

State and Federal law contain protections for disclosing potential billing problems. These protections may include employment reinstatement and back pay. The False Claims Act also includes a "qui tam" provision that allows any person with actual knowledge of a False Claims Act violation to file a lawsuit on behalf of the United States Government. If the government determines that the lawsuit has merit and decides to join, the United States Department of Justice will direct the prosecution of the lawsuit. If the government decides not to join in the lawsuit, the person who filed the lawsuit on behalf of the government can continue the lawsuit on his or her own.

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## Memo

**TO:** Mayor and Council members

**FROM:** Elizabeth Hansen, Director of Administrative Services

**DATE:** June 26, 2025

**RE:** Resolution Approving City of Clive Employee Committees

### SYNOPSIS:

One of the City's strategic goals is to reorganize the Employee Committees. Over the past number of years, the City has utilized a variety of City Council and employee committees to work through personnel, non-union employee pay, and benefit items. The City formalized the roles and responsibilities of these committees in 2018. Since then, some roles have shifted, and the alignment of committees needs to be reviewed. For example, the former Wellness Committee is recommended to be merged with the Employee Benefits Committee; thus, the duties and roles of the Wellness Committee were included with those of the Benefits Committee.

Staff and the executive team discussed and reviewed the changes, and these were reviewed by the Council Personnel Committee at their meeting on June 17 and they recommend approval.

The resolution included with this item asks City Council to consider and adopt the roles and responsibilities outlined in the attachment for the three employee committees.

### Attachments:

1. Resolution Approving Employee Committees
2. Clive Employee Benefits and Wellness Committee Roles - 2025
3. Clive Employee Investment Committee Roles - 2025
4. Clive Employee Safety Committee Roles. 2025

RESOLUTION NO. \_\_\_\_\_

RESOLUTION APPROVING CITY OF CLIVE EMPLOYEE COMMITTEE

WHEREAS, for many years, the City has utilized a standing employee committee for the employee benefits, safety, investments, and wellness-related items; and

WHEREAS, the City desires to amend the formerly adopted roles and responsibilities of the Employee Benefits and Wellness Committee, Employee Safety Committee, and Employee Investment Committee.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CLIVE, IOWA, approves the attached roles and responsibilities of the following committees:

- 1) Employee Benefits and Wellness Committee
- 2) Employee Safety Committee
- 3) Employee Investment Committee

PASSED AND APPROVED this 26<sup>th</sup> day of June 2025.

\_\_\_\_\_  
John Edwards, Mayor

ATTEST:

\_\_\_\_\_  
Matthew D. Graham, City Clerk



# City of Clive

## Employee Benefits and Wellness Committee Roles & Responsibilities

### Section 1 – Employee Benefits and Wellness Committee Established & Membership

- The Clive City Council hereby directs the establishment of an employee committee for City of Clive non-union employee compensation, wellness, and benefit items. Led by the City Manager with coordination support from the Human Resources Team, the Committee membership shall consist of representation from each City department based on the following:
  - Community Development, Administration/City Clerk, Police Non-Union, Fire Non-Union, and Technology Services = 1 member each.
  - Leisure Services Department = 3 members.
  - Public Works Department = 3 members.
- Each Committee member will be expected to attend and engage in the regular meetings for a term of at least two years. The member will be responsible for sharing the work of the Committee and seeking feedback from their department on key initiatives/recommendations.

### Section 2 – Committee Role & Responsibilities

- The Employee Benefits and Wellness Committee will have the following roles and responsibilities:
  - a. Annually review the City's employee compensation program and pay plans.
  - b. Annually review the City's employee health insurance program and related premium rates.
  - c. Biannually review the balance of the City's employee benefit programs outside of compensation and health insurance.
  - d. Review proposed changes to the Clive Personnel Policy Manual.
  - e. Serve as the non-union employee representatives to research and provide feedback to the city manager on major organizational projects or initiatives related to personnel (e.g. performance evaluation system, personnel policy manual, benefits, compensation plans, etc.)
  - f. Review and discuss participation of the wellness incentive, including health coaching.
  - g. Develop and coordinate employee educational programs on wellness.
  - h. Propose initiatives and ideas to the city manager for process improvement projects related to the City's employee wellness, compensation and benefit programs.

### Section 3 – Committee Meeting Schedule

- The Employee Benefits Committee shall meet at a minimum of four times per year, quarterly, or as needed based on pending employee compensation, benefit items, or projects.



# City of Clive

## Employee Investment Committee

### Roles & Responsibilities

#### Section 1 – Employee Investment Committee Established & Membership

- The Clive City Council hereby directs the establishment of an employee committee for City of Clive deferred compensation program. Led by the City Manager’s Office with coordination support from the Human Resources Team and the City’s Financial Advisor for the program. The Committee membership shall consist of representation from each City department based on the following:
  - Community Development, Administrative Services, Police, Fire, and Technology Services = 1 member each.
  - Leisure Services Department = 2 members recommended, at least one.
  - Public Works Department = 2 members recommended, at least one.
- Each Committee member will be expected to attend and engage in the regular meetings for a term of at least two years. The member will be responsible for sharing the work of the Committee and seeking feedback from their department on key initiatives/recommendations.

#### Section 2 – Committee Role & Responsibilities

- The Employee Investment Committee will have the following roles and responsibilities:
  - a. Semi-annually review the City’s employee deferred compensation investment fund lineup.
  - b. Annually review and schedule the City’s savings/investment trainings for employees.
  - c. Review and help educate employees regarding federal regulations and upcoming legislative changes when necessary.
  - d. Review proposed changes to the City of Clive Deferred Compensation Investment Policy.
  - e. Serve as an employee representative to research and provide feedback to the city manager on projects or initiatives related to retirement and deferred compensation.
  - f. Propose initiatives and ideas to the city manager for process improvement projects related to the City’s employee deferred compensation program.

#### Section 3 – Committee Meeting Schedule

- The Employee Investment Committee shall meet at a minimum of two times per year on a semi-annual basis, or as needed, based on pending employee deferred compensation items or projects.



# City of Clive

## Employee Safety Committee

### Roles & Responsibilities

#### Section 1 – Employee Safety Committee Established & Membership

- The Clive City Council hereby directs the establishment of an employee committee for the City of Clive employee safety. Led by the City Manager with coordination and support from the Human Resources Team, the Committee membership shall consist of representation from each City department based on the following:
  - Community Development, Administration/City Clerk, Police, Fire, and Technology Services = 1 member each.
  - Leisure Services Department = 2 members.
  - Public Works Department = 2 members.
- Each Committee member will be expected to attend and engage in the regular meetings for a term of at least two years. The member will be responsible for sharing the work of the Committee and seeking feedback from their department on key initiatives/recommendations.

#### Section 2 – Committee Role & Responsibilities

- The Employee Safety Committee will have the following roles and responsibilities:
  - a. Promote a healthy and safe workplace environment.
  - b. Annually review the City's employee safety program, training, and related policies.
  - c. Participate in the planning and conducting of the annual Employee Benefits and Safety Fair.
  - d. Creation and ongoing review of the Clive Safety Manual.
  - e. Serve as the review board for workplace incidents and make recommendations for improved safety practices and processes.
  - f. Annual review of the City's safety and workers' compensation programs.
  - g. Propose initiatives and ideas to the city manager for process improvement projects related to the City's employee safety programs.

#### Section 3 – Committee Meeting Schedule

- The Employee Safety Committee shall meet at a minimum of two times per year, or as needed, based on pending employee wellness, safety items, or projects.



## Memo

**TO:** Mayor and Council members

**FROM:** Amanda Grutzmacher, Senior Planner

**DATE:** June 26, 2025

**RE:** Public Hearing - Zoning Ordinance Amendment - Accessory Dwelling Units

### SYNOPSIS:

On May 1, 2025, Governor Reynolds signed into law Senate File 592, an Act relating to county and city regulations of accessory dwelling units. In the 2024 Strategic Planning sessions, City Council prioritized creation of an ADU ordinance. Prior to introduction of the state legislation, staff had been developing an ADU program and ordinance; however, the requirements of SF 592 necessitate changes to the final direction and content of the city's regulations. Staff believe all the necessary ordinance revisions will be accommodated in the zoning ordinance and no changes to the building codes are necessary. Community Development staff in all divisions (building, planning, and code enforcement) have worked collaboratively on the proposed ordinance. Refer to the attached staff report for additional information.

Planning and Zoning Commission considered the proposed ordinance at their meeting on June 3, 2025 and recommended approval with the condition of updating the definition for "cooking provisions, permanent" to not include countertop appliances; other minor modifications for clarity were also discussed and have been incorporated into the proposed ordinance by staff. Two members of the Building Code Appeals Board attended the Planning and Zoning Commission meeting to participate in the discussion. Though no changes are proposed to the building code, staff also presented the proposed ordinance at the June 19 meeting of the Building Code Appeals Board.

Following discussion at the Planning and Zoning Commission, the following changes were made to the proposed ordinance:

- Added modification to Section 11-6-11(1) to remove language that is now encompassed in the "livable space" definition
- Modified definition for "Cooking provisions, permanent"
- Added a definition for "Direct and free access"
- Modified exterior door language for clarity on applicability to detached ADUs
- Minor changes to utility service language for consistency with building and utility policies
- Clarified one ADU is permitted on duplex properties
- Modified reference to accessory buildings requirements

### Public Comment

No members of the public attended either the Planning and Zoning Commission or Building Code Appeals Board meetings. Staff have been in contact with various residents who have previously expressed an interest in constructing an ADU on their property to make them aware of the proposed ordinance; however, no specific comments have been received.

### Staff recommendation

The state legislation has an effective date of July 1, 2025. Staff recommends approval of the first consideration of Ordinance 1164 Amending Provisions of the Zoning Ordinance Regarding Regulations Associated with Accessory Dwelling Units.

If you have questions or need additional information prior to the meeting, contact Amanda at [agrutzmacher@cityofclive.com](mailto:agrutzmacher@cityofclive.com) or 515-223-6221.

Attachments:

1. ADU Staff Report and Attachments
2. Ordinance 1164
3. ADU Presentation 06262025





## Staff Report

**TO:** Planning and Zoning Commission members

**FROM:**

Amanda Grutzmacher, Senior Planner

**DATE:** June 3, 2025

**RE:** Amendment to Zoning Ordinance - Accessory Dwelling Units

On May 1, 2025, Governor Reynolds signed into law Senate File 592, an Act relating to county and city regulations of accessory dwelling units. In the 2024 Strategic Planning sessions, City Council prioritized creation of an ADU ordinance. Prior to introduction of the state legislation, staff had been developing an ADU program and ordinance; however, the requirements of SF 592 necessitate changes to the final direction and content of the city's regulations. Staff believe all the necessary ordinance revisions will be accommodated in the zoning ordinance and no changes to the building codes are necessary. Community Development staff in all divisions (building, planning, and code enforcement) have worked collaboratively on the proposed ordinance with the following objectives.

### Compliance with SF592

Though not an exhaustive list of the requirements in SF592, staff has identified the following as the most impactful requirements for Clive's ordinance revision:

- cities shall allow minimum of 1 ADU on the same lot as single-family (as defined by the state),
- ADU shall not exceed 1,000 sf or 50% of the principal dwelling, whichever is larger,
- cannot have more restrictive requirements for placement or appearance of ADU than imposed on the principal dwelling,
- cannot mandate the appearance of the ADU to match the principal dwelling,
- cannot require owner occupant on-site or restrict ADUs as rental units,
- cannot require additional parking beyond what is required for the principal dwelling,
- cannot require separate services for the utilities,
- city regulations may be more permissive than the requirements in SF 592

### Support property owner investments and enhancements while keeping community character intact

Clive's median income and housing supply tend toward the higher end of the local housing market, which means existing homes in Clive typically have a variety of amenities and improvements. Zoning ordinances commonly rely on the presence of a kitchen or permanent cooking provisions to identify a dwelling unit; many homes in Clive have a second kitchen or similar provisions, so distinguishing between an Accessory Dwelling Unit and, for example, an addition or basement finish in a traditional single-family home requires a more thoughtful approach. Community Development staff have iterated on many potential addition and remodel configurations in considering the best definitions for various dwelling types and what will constitute an

ADU in order to have minimal impact on property owner flexibility and improvements.

### **Accessory dwelling is key**

SF592 preempts local size limits on ADUs and allows for up to 1,000 sf or 50% of the principal dwelling square footage, whichever is larger. This presents challenges in ensuring that ADUs are truly accessory to the principal dwelling on the property. To a large extent, the maximum size of an ADU is functionally limited by the typical lot size and existing principal dwelling area. More recent development areas tend to have larger homes than older areas, which could allow for a larger ADU based on 50% of the principal dwelling size, but the larger homes also tend to occupy the majority of the lot area outside of the principal building setbacks. Generally, staff does not have significant concern that an influx of ADUs larger than 1,000 square feet of livable space will be proposed by Clive property owners.

Size is not the only factor that staff feel is important to maintaining the "accessory" intent of ADUs. Staff has identified presence of a separate address and presence of a "front door" serving an ADU as generally incompatible with single-family residential areas as the properties would no longer have the appearance of single-family living. Additionally, staff identified separate metered utilities as generally incompatible with single-family residential areas as a higher intensity of use within an ADU is more likely if costs of utilities can be separated by the utility provider for the ADU resident.

### **Building codes ensure safety for occupants and neighbors**

In order to adequately protect the life, safety, and general welfare of the community, staff has determined detached ADUs shall meet all the International Residential Code (IRC) requirements for a one-family dwelling. Minimum separation and fire protection is required between the ADU and principal dwelling. Staff has determined attached and/or interior ADUs shall meet all the IRC requirements for a two-family dwelling. Though an ADU will typically have a lower intensity use than a duplex, the ADU should still ensure the occupants are adequately protected against fire and occupants have control over their own HVAC, among other requirements. Residential additions will not be subject to all of the same building requirements as an attached ADU.

### **Zoning code ensures location and design consistent with community character**

In order to have ADU regulations most similar to what was in process at the time SF592 was adopted, staff is recommending additional flexibility be allowed beyond the state requirements. With the General Regulations chapter update adopted in 2021, two categories of accessory buildings were created. The first category is small accessory buildings smaller than 75 square feet. The second category is large accessory buildings. Large accessory buildings are 75+ square feet and are allowed to be constructed in rear yards at a 5' property line setback up to 599 square feet. Once an accessory building reaches 600 square feet, it is required to meet the same setbacks as the principal dwelling. Staff has included reference to Section 11-4-7 Accessory Buildings that will allow ADUs to be located with the same requirements of large accessory buildings. In other words, ADUs smaller than 600 square feet will be able to be located in rear yards with a 5' property line setback when meeting the requirements of Section 11-4-7.

Staff has included two decision trees as attachments to this staff report to facilitate

discussion of the proposed ordinance. The first decision tree demonstrates a detached building, while the second decision tree demonstrates an attached ADU.

**Staff recommendation**

Legal counsel is in process of reviewing the proposed ordinance. Members of Clive's Building Code Appeals Board have been invited to join Planning and Zoning Commission for the ADU discussion. The state legislation has an effective date of July 1, 2025. Staff recommends approval of the proposed ordinance Amending Provisions of the Zoning Ordinance Regarding Regulations Associated with Accessory Dwelling Units.

If you have questions or need additional information prior to the meeting, contact Amanda at [agrutzmacher@cityofclive.com](mailto:agrutzmacher@cityofclive.com) or 515-223-6221.

**Attachments:**

1. Ordinance
2. ADU Decision Trees
3. SF592

ORDINANCE NO. 1\_\_\_\_

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF CLIVE,  
IOWA, 2024, BY AMENDING PROVISIONS OF THE ZONING ORDINANCE  
REGARDING REGULATIONS ASSOCIATED WITH ACCESSORY DWELLING UNITS

Be It Enacted by the City Council of the City of Clive, Iowa:

SECTION 1. INTERNAL REFERENCES. All references to section numbers in this ordinance shall be to sections contained with Title 11 in the Zoning Ordinance, unless otherwise specified.

SECTION 2. AMENDMENT – WORDS AND TERMS DEFINED. In Title 11, Chapter 2-1 (entitled “WORDS AND TERMS DEFINED”) shall be amended as in “Exhibit A” attached hereto.

SECTION 3. NEW SECTION – ACCESSORY DWELLING UNITS. In Title 11, Chapter 4, Section 21 (entitled “ACCESSORY DWELLING UNITS”) shall be added as in “Exhibit B” attached hereto.

SECTION 4. REPEALER. All parts of the "CODE OF ORDINANCES OF THE CITY OF CLIVE, IOWA, 2024" in conflict herewith are hereby repealed.

SECTION 5. 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 6. WHEN EFFECTIVE. This Ordinance shall be in effect from and after its final passage, approval and notice of its passage is given as provided by law.

PASSED AND APPROVED by the City Council on the \_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Matthew Graham, City Clerk

\_\_\_\_\_  
John Edwards, Mayor

Ordinance No. \_\_\_\_\_ authenticated this \_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Matthew Graham, City Clerk

\_\_\_\_\_  
John Edwards, Mayor

Officially published on the \_\_\_\_ day of \_\_\_\_\_, 2025.

CERTIFIED BY:

\_\_\_\_\_  
Matthew Graham, City Clerk

Exhibit “A”

1. The following shall be added in Section 11-2-1(3) Words beginning with “C.”
  - Z. “Condominium” means one or more rooms occupying all or part of a floor or floors in a building of one or more floors or stories, and notwithstanding whether the rooms are intended for use or used as a residence or office for the operation of any industry or business, or for any other use not prohibited by law, where ownership of the general common elements of the structure, as defined under Chapter 499B of the *Code of Iowa*, is shared by one or more persons, corporations, or other legal entities capable of holding or owning an interest in real property.
  - AA. “Cooking provisions, permanent” means a room or space within a dwelling unit that is used or designed to be used for the preparation and cooking of food. The minimum components include a countertop, a sink with running water, and a stove or stove hookup.
2. Section 11-2-1(4)(P) through Section 11-2-1(4)(X) shall be deleted from Section 11-2-1(4) Words beginning with “D.” and replaced as follows:
  - P. “Dwelling” means any building that contains one or more dwelling units occupied or designed to be occupied for living purposes. Dwelling excludes boarding houses, lodging houses, hotels, mobile homes, nursing facilities, and assisted living residential facilities. Types of dwellings and/or dwelling units include:
    - (1) “Dwelling, accessory unit” means an additional dwelling unit that is subordinate to the principal dwelling unit on the same lot, does not provide direct and free access to the principal dwelling unit and its amenities, and provides a reasonable expectation of privacy from residents of the principal dwelling. Accessory dwelling units may be a detached building or attached or internal to the principal building. For the purposes of this definition, a dwelling unit is “subordinate” to the principal dwelling when all of the following apply:
      - a. The additional dwelling unit does not have an exterior door oriented toward a front yard;
      - b. The additional dwelling unit does not have a separate address;
      - c. The additional dwelling unit is provided water, sanitary sewer, electrical, and/or gas from the same metered service as the existing principal dwelling.
    - (2) “Dwelling, apartment” means a dwelling unit within a multiple family dwelling. Apartments may be either leased or owned by the occupant.
    - (3) “Dwelling, duplex” means a building containing only two dwelling units located on the same lot, where neither unit is accessory nor subordinate to the other in terms of size, scale, and use. A duplex dwelling shall have a separate address and, for units constructed after July 1, 2025, a separate metered service for each dwelling unit.
    - (4) “Dwelling, multiple-family” means a building that contains three or more

dwelling units located on the same lot, exclusive of permitted Accessory Dwelling Units.

- (5) “Dwelling, single-family” means a building that contains only one principal dwelling unit and occupied exclusively for residence purposes, including naturally or commonly occurring uses specified herein.
- (6) “Dwelling, townhouse” means a single dwelling unit in a townhouse development that extends from foundation to roof and that has a yard or public way on not less than two sides. Townhouse dwelling units may be either attached by one or more common walls or detached.
- (7) “Dwelling unit” means a single unit providing completed independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking, and sanitation. A dwelling unit shall contain no more than two interior rooms or spaces providing permanent cooking provision.

3. The following shall be added in Section 11-2-1(12) Words beginning with “L.”

- L. “Livable space” means the habitable space within a dwelling unit that has finished walls, floors, and ceilings. Walls and ceilings shall be considered finished only if they are covered by wallboard or similar material; floors shall be considered finished only if they are covered by carpet, tile, linoleum, polished concrete, or similar material. For finished second floor or attic spaces, the livable space includes only the floor area with a ceiling height of 5 feet or greater. For finished basement spaces, the livable space includes only the floor area with a ceiling height of 7 feet or greater. Unfinished basements and attics, unheated porches and breezeways, garages, and maintenance shops shall be excluded from the livable space.

4. The following shall be added in Section 11-2-1(20) Words beginning with “T.”

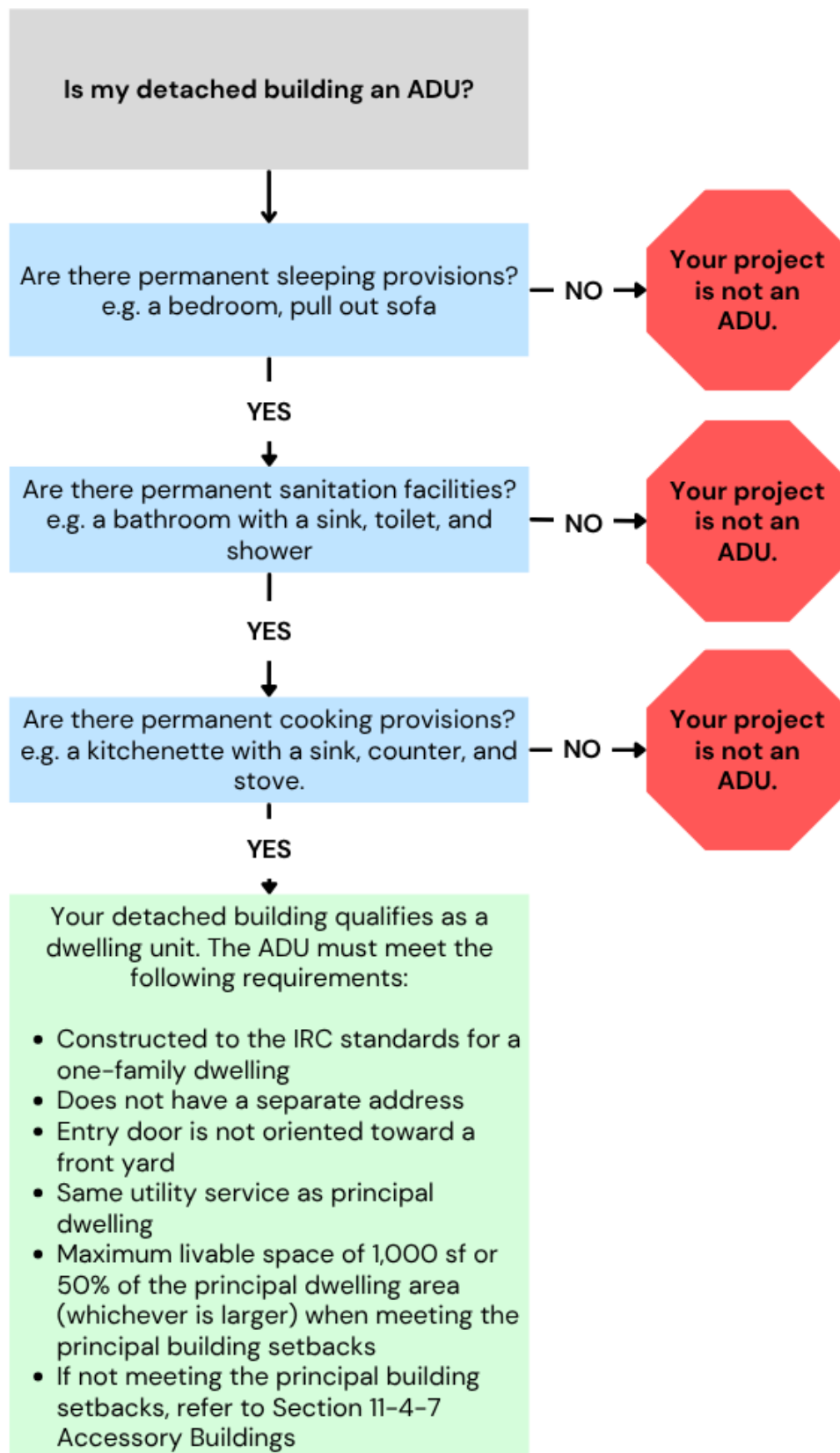
- M. “Townhouse development” means a subdivision for attached or detached townhouse units wherein the land or lot beneath each dwelling unit may be individually owned by the owner of the dwelling unit and where the development is characterized by common elements, which are specified in or determined under the rules and regulations set forth by recorded covenants.

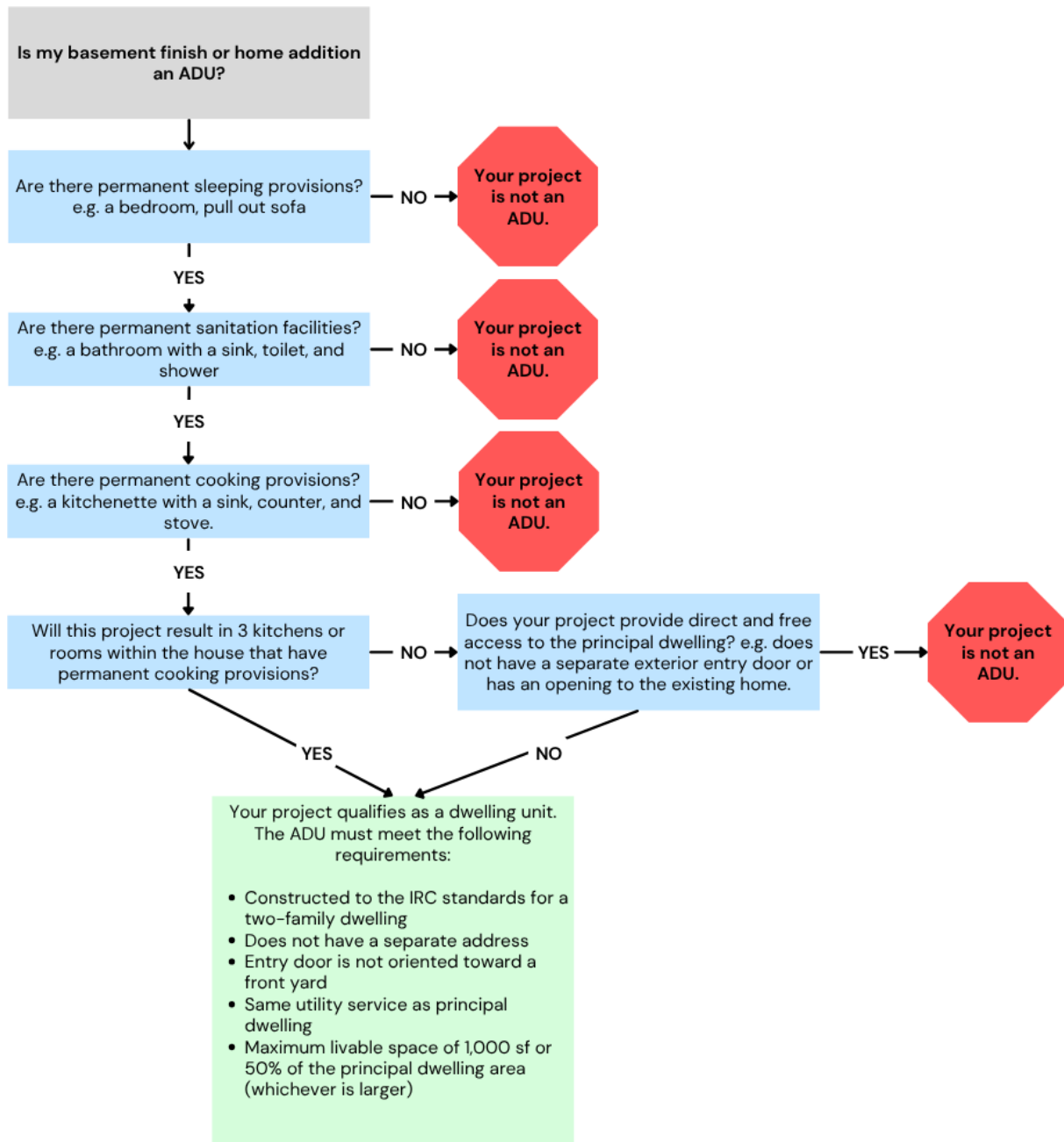
## Exhibit “B”

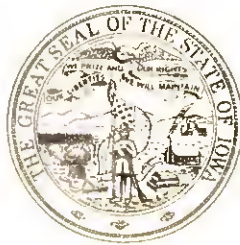
### 11-4-21 Accessory Dwelling Units.

- A. Accessory dwelling units shall be permitted as an accessory use to a single-family dwelling or townhouse unit in all residential zoning districts subject to compliance with the regulations within this title and any other applicable law.
- B. Construction of an accessory dwelling unit requires a permit and a fee in an amount determined, from time to time, by Resolution of the Council.
- C. Accessory Dwelling Units shall comply with the following:
  - 1. Quantity. No lot shall contain more than 1 accessory dwelling unit.
  - 2. Dimension Regulations. Accessory dwelling units shall comply with the same dimension requirements as applicable to the principal dwelling in Section 11-6-7 of this title. Notwithstanding the foregoing, detached accessory dwelling units may be constructed in conformance with the requirements of 11-4-7 Accessory Buildings when the requirements of 11-4-10 Yard Coverage and 11-4-21(C)(7) of this section are met.
  - 3. Density. Accessory dwelling units shall not be counted in density calculations or limits on total dwelling units.
  - 4. Accessory dwelling unit floor area. The livable space of an accessory dwelling unit shall not exceed 1,000 square feet or 50% of the livable space of the principal dwelling unit, whichever is larger.
  - 5. Dwelling occupant load. The maximum permitted occupant load within an accessory dwelling unit shall be calculated in conformance with Section 11-6-10 of this title.
  - 6. Architectural standards. Accessory dwelling units shall have the same architectural standards as required for the principal dwelling on the same lot.
  - 7. Building regulations. To ensure adequate consideration of life, safety, and general welfare, accessory dwelling units shall meet the following requirements:
    - a. Detached accessory dwelling units shall be constructed in conformance with all provisions of Section 10-1 Building Code applicable to a one-family dwelling.
    - b. Attached accessory dwelling units shall be constructed in conformance with all provisions of Section 10-1 Building Code applicable to a two-family dwelling.
  - 8. Flood Control. Accessory dwelling units shall be subject to the requirements of Chapter 11 Flood Control.









**STATE OF IOWA**  
KIM REYNOLDS  
GOVERNOR

May 1, 2025

The Honorable Paul Pate  
Secretary of State of Iowa  
State Capitol  
Des Moines, Iowa 50319

Dear Mr. Secretary,

I hereby transmit:

Senate File 592, an Act relating to county and city regulation of accessory dwelling units.

The above Senate File is hereby approved on this date.

Sincerely,

A handwritten signature in black ink, appearing to read "Kim Reynolds".

Kim Reynolds  
Governor of Iowa

cc: Secretary of the Senate  
Clerk of the House



Senate File 592

AN ACT

RELATING TO COUNTY AND CITY REGULATION OF ACCESSORY DWELLING  
UNITS.

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

Section 1. Section 331.301, Code 2025, is amended by adding the following new subsection:

NEW SUBSECTION. 27. *a.* A county shall allow a minimum of one accessory dwelling unit on the same lot as a single family residence in accordance with the following conditions:

- (1) An accessory dwelling unit shall comply with all applicable building regulations as defined in chapter 103A.
- (2) An accessory dwelling unit shall not exceed one thousand square feet or fifty percent of the size of the single family residence, whichever is larger.
- (3) An accessory dwelling unit shall be prohibited or limited only to the extent that a state historic building code restriction, as adopted by a county in accordance with section 103A.43, subsection 3, a deed restriction, or a rule of a common interest community, as defined in section 499C.1, limits or prohibits the construction or use of an accessory dwelling unit. The imposition of an ordinance, motion, resolution, or amendment regulating accessory dwelling units that is more restrictive when applied to a common interest community than when applied to a single family residence is prohibited.
- (4) If a manufactured home as defined in section 435.1, subsection 3, or a mobile home as defined in section 435.1,

subsection 5, is used as an accessory dwelling unit, the manufactured home or mobile home shall be converted to real property by being placed on a permanent foundation and assessed for real estate taxes pursuant to section 435.26.

b. Except as otherwise provided in paragraph "a" or by state law, a county shall not impose any of the following limitations or restrictions:

(1) Requirements related to the placement or appearance of an accessory dwelling unit that are more restrictive than those imposed on a single family residence including but not limited to the following: maximum building heights; minimum setback requirements; minimum lot sizes; minimum building frontages; maximum lot coverages; density requirements; and aesthetic or architectural standards or requirements. Additionally, a county shall not require an accessory dwelling unit to match the exterior design, roof pitch, or finishing materials of the single family residence.

(2) Regulations on the use of an accessory dwelling unit as a rental property that are more restrictive than those provided for in subsection 18 of this section and chapter 562A.

(3) A requirement that the lot containing a single family residence and an accessory dwelling unit have additional parking beyond that required for a single family residence or payment of a fee in lieu of providing additional parking.

(4) Restrictions on the occupancy of either the single family residence or the accessory dwelling unit by any of the following manners: requiring the property owner to be a resident; requiring a familial, marital, or employment relationship to exist between the occupants of the single family residence and the occupants of the accessory dwelling unit; or restricting the occupancy of an accessory dwelling unit based on income or age.

(5) The requirement of new or separate utility lines between the accessory dwelling unit and public utility service connections. However, if full utility access that includes a separate metering system for billing purposes cannot be provided to the accessory dwelling unit, then the county can require new or separate utility lines.

(6) Imposition of a different county impact fee structure or

development standard for an accessory dwelling unit than those used for the single family residence on the same lot.

(7) The requirement of improvements or repairs to public streets or sidewalks beyond those imposed on the single family residence on the same lot.

c. A county shall approve an accessory dwelling unit permit application that meets the requirements set forth in paragraph "a" and by state law without discretionary review or hearing and consistent with the time frame assigned to the approval of a single family residence. An accessory dwelling unit permit application shall not have a review timeline or schedule in excess of a county's normal review schedule for a single family residence. If the county denies an accessory dwelling unit permit, the reason for denial shall be provided in writing to the applicant and include any remedy necessary to secure approval.

d. A county ordinance, motion, resolution, or amendment regulating accessory dwelling units in a manner that conflicts with this subsection is void. Nothing in this subsection prohibits a county from adopting an ordinance, motion, resolution, or amendment that is more permissive than the requirements provided in this subsection.

e. For the purposes of this subsection:

(1) "*Accessory dwelling unit*" means an additional residential dwelling unit located on the same lot as a single family residence that is either attached to or detached from the single family residence.

(2) "*Detached*" includes being part of any accessory structure such as a detached garage.

(3) "*Dwelling unit*" means the same as defined in section 562A.6, subsection 3.

(4) "*Single family residence*" means the same as defined in section 562A.6, subsection 15, except to the extent that a single family residence may share utility lines with the accessory dwelling unit if full utility access that includes a separate metering system for billing purposes can be provided to the accessory dwelling unit.

Sec. 2. Section 364.3, Code 2025, is amended by adding the following new subsection:



NEW SUBSECTION. 20. *a.* A city shall allow a minimum of one accessory dwelling unit on the same lot as a single family residence in accordance with the following conditions:

(1) An accessory dwelling unit shall comply with all applicable building regulations as defined in chapter 103A.

(2) An accessory dwelling unit shall not exceed one thousand square feet or fifty percent of the size of the single family residence, whichever is larger.

(3) An accessory dwelling unit shall be prohibited or limited only to the extent that a state historic building code restriction, as adopted by a city in accordance with section 103A.43, subsection 3, a deed restriction, or a rule of a common interest community, as defined in section 499C.1, limits or prohibits the construction or use of an accessory dwelling unit. The imposition of an ordinance, motion, resolution, or amendment regulating accessory dwelling units that is more restrictive when applied to a common interest community than when applied to a single family residence is prohibited.

(4) If a manufactured home as defined in section 435.1, subsection 3, or a mobile home as defined in section 435.1, subsection 5, is used as an accessory dwelling unit, the manufactured home or mobile home shall be converted to real property by being placed on a permanent foundation and assessed for real estate taxes pursuant to section 435.26.

*b.* Except as otherwise provided in paragraph "*a*" or by state law, a city shall not impose any of the following limitations or restrictions:

(1) Requirements related to the placement or appearance of an accessory dwelling unit that are more restrictive than those imposed on a single family residence including but not limited to the following: maximum building heights; minimum setback requirements; minimum lot sizes; minimum building frontages; maximum lot coverages; density requirements; and aesthetic or architectural standards or requirements. Additionally, a city shall not require an accessory dwelling unit to match the exterior design, roof pitch, or finishing materials of the single family residence.

(2) Regulations on the use of an accessory dwelling unit as a rental property that are more restrictive than those provided

for in subsections 9 and 16 of this section, section 414.1, subsection 1, paragraph "e", and chapter 562A.

(3) A requirement that the lot containing a single family residence and an accessory dwelling unit have additional parking beyond that required for a single-family residence or payment of a fee in lieu of providing additional parking.

(4) Restrictions on the occupancy of either the single family residence or the accessory dwelling unit by any of the following manners: requiring the property owner to be a resident; requiring a familial, marital, or employment relationship to exist between the occupants of the single family residence and the occupants of the accessory dwelling unit; or restricting the occupancy of an accessory dwelling unit based on income or age.

(5) A requirement of new or separate utility lines between the accessory dwelling unit and public utility service connections. However, if full utility access that includes a separate metering system for billing purposes cannot be provided to the accessory dwelling unit, then the city can require new or separate utility lines.

(6) Imposition of a different city impact fee structure or development standard for an accessory dwelling unit than those used for the single family residence on the same lot.

(7) The requirement of improvements or repairs to public streets or sidewalks beyond those imposed on the single family residence on the same lot.

c. A city shall approve an accessory dwelling unit permit application that meets the requirements set forth in paragraph "a" and by state law without discretionary review or hearing and consistent with the time frame assigned to the approval of a single family residence. An accessory dwelling unit permit application shall not have a review timeline or schedule in excess of a city's normal review schedule for a single family residence. If the city denies an accessory dwelling unit permit, the reason for denial shall be provided in writing to the applicant and include any remedy necessary to secure approval.

d. A city ordinance, motion, resolution, or amendment regulating accessory dwelling units in a manner that conflicts



with this subsection is void. Nothing in this subsection prohibits a city from adopting an ordinance, motion, resolution, or amendment that is more permissive than the requirements provided in this subsection.

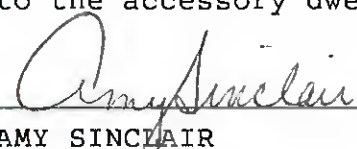
e. For the purposes of this subsection:

(1) "*Accessory dwelling unit*" means an additional residential dwelling unit located on the same lot as a single family residence that is either attached to or detached from the single family residence.

(2) "*Detached*" includes being part of an accessory structure such as a detached garage.

(3) "*Dwelling unit*" means the same as defined in section 562A.6, subsection 3.

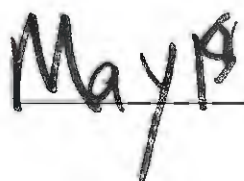
(4) "*Single family residence*" means the same as defined in section 562A.6, subsection 15, except to the extent that a single family residence may share utility lines with the accessory dwelling unit if full utility access that includes a separate metering system for billing purposes can be provided to the accessory dwelling unit.

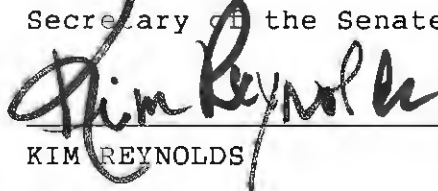
  
AMY SINCLAIR  
President of the Senate

  
PAT GRASSLEY  
Speaker of the House

I hereby certify that this bill originated in the Senate and is known as Senate File 592, Ninety-first General Assembly.

  
W. CHARLES SMITHSON  
Secretary of the Senate

Approved  , 2025

  
KIM REYNOLDS  
Governor

ORDINANCE NO. 1164

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF CLIVE,  
IOWA, 2024, BY AMENDING PROVISIONS OF THE ZONING ORDINANCE  
REGARDING REGULATIONS ASSOCIATED WITH ACCESSORY DWELLING UNITS

Be It Enacted by the City Council of the City of Clive, Iowa:

SECTION 1. INTERNAL REFERENCES. All references to section numbers in this ordinance shall be to sections contained with Title 11 in the Zoning Ordinance, unless otherwise specified.

SECTION 2. AMENDMENT – WORDS AND TERMS DEFINED. In Title 11, Chapter 2-1 (entitled “WORDS AND TERMS DEFINED”) shall be amended as in “Exhibit A” attached hereto.

SECTION 3. AMENDMENT – DWELLING UNIT MINIMUM FLOOR AREA. In title 11, Chapter 11-6-11 (entitled “DWELLING UNIT MINIMUM FLOOR AREA”) shall be amended as follows:

1. Section 11-6-11(1) shall be deleted from Section 11-6-11 Dwelling unit minimum floor area and replaced as follows:
  1. Multiple-family dwellings shall, in addition to the requirements of this section, have a minimum of 600 square feet of livable space in each dwelling unit.

SECTION 4. NEW SECTION – ACCESSORY DWELLING UNITS. In Title 11, Chapter 4, Section 21 (entitled “ACCESSORY DWELLING UNITS”) shall be added as in “Exhibit B” attached hereto.

SECTION 5. REPEALER. All parts of the "CODE OF ORDINANCES OF THE CITY OF CLIVE, IOWA, 2024" in conflict herewith are hereby repealed.

SECTION 6. SEVERABILITY CLAUSE. If any section, provision, sentence, clause, phrase or part of this Ordinance shall be 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 7. WHEN EFFECTIVE. This Ordinance shall be in effect from and after its final passage, approval and notice of its passage is given as provided by law.

PASSED AND APPROVED by the City Council on the \_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Matthew Graham, City Clerk

\_\_\_\_\_  
John Edwards, Mayor

Ordinance No. \_\_\_\_\_ authenticated this \_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Matthew Graham, City Clerk

\_\_\_\_\_  
John Edwards, Mayor

Officially published on the \_\_\_\_ day of \_\_\_\_\_, 2025.

CERTIFIED BY:

\_\_\_\_\_  
Matthew Graham, City Clerk

Exhibit “A”

1. The following shall be added in Section 11-2-1(3) Words beginning with “C.”
  - Z. “Condominium” means one or more rooms occupying all or part of a floor or floors in a building of one or more floors or stories, and notwithstanding whether the rooms are intended for use or used as a residence or office for the operation of any industry or business, or for any other use not prohibited by law, where ownership of the general common elements of the structure, as defined under Chapter 499B of the *Code of Iowa*, is shared by one or more persons, corporations, or other legal entities capable of holding or owning an interest in real property.
  - AA. “Cooking provisions, permanent” means a room or space within a dwelling unit that is used or designed to be used for the preparation and cooking of food. The minimum components include a countertop, a sink with running water, and a stove or stove hookup utilizing gas or 220v electric.
2. Section 11-2-1(4)(P) through Section 11-2-1(4)(X) shall be deleted from Section 11-2-1(4) Words beginning with “D.” and replaced as follows:
  - P. “Direct and free access” means a minimum 36” opening that opens directly to habitable space on both sides. For the purposes of this definition, habitable space shall be as defined in the International Residential Code as adopted by Title 10 Building Regulations of the *Clive City Code*.
  - Q. “Dwelling” means any building that contains one or more dwelling units occupied or designed to be occupied for living purposes. Dwelling excludes boarding houses, lodging houses, hotels, mobile homes, nursing facilities, and assisted living residential facilities. Types of dwellings and/or dwelling units include:
    - (1) “Dwelling, accessory unit” means an additional dwelling unit that is subordinate to the principal dwelling unit on the same lot, does not provide direct and free access to the principal dwelling unit and its amenities, and provides a reasonable expectation of privacy from residents of the principal dwelling. Accessory dwelling units may be a detached building or attached or internal to the principal building. For the purposes of this definition, a dwelling unit is “subordinate” to the principal dwelling when all of the following apply:
      - a. The additional dwelling unit does not have an exterior door oriented toward and readily visible from the front yard;
      - b. The additional dwelling unit does not have a separate address;
      - c. The additional dwelling unit is provided water from the same metered service as the existing principal dwelling.
    - (2) “Dwelling, apartment” means a dwelling unit within a multiple family dwelling. Apartments may be either leased or owned by the occupant.
    - (3) “Dwelling, duplex” means a building containing only two dwelling units located on the same lot, where neither unit is accessory nor subordinate to the other in terms of size, scale, and use. A duplex dwelling shall have a

separate address and a separate water metered service for each dwelling unit.

- (4) “Dwelling, multiple-family” means a building that contains three or more dwelling units located on the same lot, exclusive of permitted Accessory Dwelling Units.
- (5) “Dwelling, single-family” means a building that contains only one principal dwelling unit and occupied exclusively for residence purposes, including naturally or commonly occurring uses specified herein.
- (6) “Dwelling, townhouse” means a single dwelling unit in a townhouse development that extends from foundation to roof and that has a yard or public way on not less than two sides. Townhouse dwelling units may be either attached by one or more common walls or detached.
- (7) “Dwelling unit” means a single unit providing completed independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking, and sanitation. A dwelling unit shall contain no more than two interior rooms or spaces providing permanent cooking provisions.

3. The following shall be added in Section 11-2-1(12) Words beginning with “L.”

- L. “Livable space” means the habitable space within a dwelling unit that has finished walls, floors, and ceilings. Walls and ceilings shall be considered finished only if they are covered by wallboard or similar material; floors shall be considered finished only if they are covered by carpet, tile, linoleum, polished concrete, or similar material. For finished second floor or attic spaces, the livable space includes only the floor area with a ceiling height of 5 feet or greater. For finished basement spaces, the livable space includes only the floor area with a ceiling height of 7 feet or greater. Unfinished basements and attics, unheated porches and breezeways, garages, and maintenance shops shall be excluded from the livable space.

4. The following shall be added in Section 11-2-1(20) Words beginning with “T.”

- M. “Townhouse development” means a subdivision for attached or detached townhouse units wherein the land or lot beneath each dwelling unit may be individually owned by the owner of the dwelling unit and where the development is characterized by common elements, which are specified in or determined under the rules and regulations set forth by recorded covenants.

## Exhibit “B”

### 11-4-21 Accessory Dwelling Units.

- A. Accessory dwelling units shall be permitted as an accessory use on lots with a principal single-family dwelling, duplex dwelling, or townhome dwelling in all residential zoning districts subject to compliance with the regulations within this title and any other applicable law.
- B. Construction of an accessory dwelling unit requires a permit and a fee in an amount determined, from time to time, by Resolution of the Council.
- C. Accessory Dwelling Units shall comply with the following:
  - 1. Quantity. No lot shall contain more than 1 accessory dwelling unit.
  - 2. Dimension Regulations. Accessory dwelling units shall comply with the same dimension requirements as applicable to the principal dwelling in Section 11-6-7 of this title. Notwithstanding the foregoing, detached accessory dwelling units may be constructed in conformance with all of the requirements in this title applicable to an accessory building.
  - 3. Density. Accessory dwelling units shall not be counted in density calculations or limits on total dwelling units.
  - 4. Accessory dwelling unit floor area. The livable space of an accessory dwelling unit shall not exceed 1,000 square feet or 50% of the livable space of the principal dwelling unit, whichever is larger.
  - 5. Dwelling occupant load. The maximum permitted occupant load within an accessory dwelling unit shall be calculated in conformance with Section 11-6-10 of this title.
  - 6. Architectural standards. Accessory dwelling units shall have the same architectural standards as required for the principal dwelling on the same lot.
  - 7. Building regulations. To ensure adequate consideration of life, safety, and general welfare, accessory dwelling units shall meet the following requirements:
    - a. Detached accessory dwelling units shall be constructed in conformance with all provisions of Section 10-1 Building Code applicable to a one-family dwelling.
    - b. Attached accessory dwelling units shall be constructed in conformance with all provisions of Section 10-1 Building Code applicable to a two-family dwelling.
  - 8. Flood Control. Accessory dwelling units shall be subject to the requirements of Chapter 11 Flood Control.

# Zoning Ordinance Amendment

## Accessory Dwelling Units

# What is an Accessory Dwelling Unit?

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- Additional dwelling unit subordinate to the principal dwelling
- Includes sleeping, sanitation, and permanent cooking provisions
- Provides a reasonable expectation of privacy and does not have “direct and free access” to principal dwelling
- Can be attached or detached
- Does not have a separate address
- Uses same metered utility service
- Exterior door not oriented toward the (primary) front yard



# What is a Duplex?

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- Two dwelling units attached on the same property
- Includes sleeping, sanitation, and permanent cooking provisions
- No openings between units
- Has a separate address
- Has separate metered utility service
- Typically has 2 exterior front doors on the same façade

# What is a Residential Addition?

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- Adding livable space to an existing dwelling either by new area or finish of unfinished area
- May include sleeping, sanitation, and permanent cooking provisions. A single dwelling unit is allowed a maximum of 2 permanent cooking provision areas.
- Connected to principal dwelling with a minimum 36” opening with habitable space directly on both sides

# ADU Regulations

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- Size: 1,000 sf or 50% of principal dwelling, whichever is larger
- Occupant Load: Calculated same for all dwelling units
- Setbacks: Same as principal dwellings; exceptions for ADUs meeting requirements for Accessory Buildings
- Architectural Standards: Same standards for principal dwellings, but not required to match the specific dwelling on the same property
- Section 11-11 Flood Control applies

# Process

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- ~~5/22 - Set public hearing~~
- ~~6/3 - PZ meeting, BCAB members invited for discussion~~
- 6/26 - Public hearing and 1<sup>st</sup> consideration
- 7/10 - 2<sup>nd</sup> consideration
- 7/24 - 3<sup>rd</sup> consideration (possibility to waive)



## Memo

**TO:** Mayor and Council members

**FROM:** Amanda Grutzmacher, Senior Planner

**DATE:** June 26, 2025

**RE:** Consideration of Proposed Ordinance No. 1164 - Zoning Ordinance  
Amendment Regarding Accessory Dwelling Units

### SYNOPSIS:

Attachments:

None



## Memo

**TO:** Mayor and Council members

**FROM:** Matthew Graham, City Clerk

**DATE:** June 26, 2025

**RE:** Approve Renewal - Property and Liability Insurance - ICAP - \$501,796.00

### SYNOPSIS:

Looking back over the past 15 years, the City's cost for property and liability insurance remained stable at approximately \$200,000 per year through FY21. Beginning in FY22, however, we entered a period of sharp annual premium increases:

FY22: +27.4%

FY23: +17.4%

FY24: +16.1%

FY25: +39.7%

FY26: +3.8% (*apparent*)\*

Over the past five years, this has resulted in a 151% increase in our annual premium compared to the previous long-term average. However, the apparent increase in FY26 is largely attributable to a change in how ICAP is presenting costs.

\*For FY26, our total premium is \$501,796. This includes \$24,069 for Cyber Liability, which was billed separately in previous years. When Cyber Liability is excluded, **the underlying base contribution for core coverages actually decreased from \$483,613 in FY25 to \$477,727 in FY26 — a 1.2% reduction.**

### Deductible Review & Options Considered

As in prior years, staff reviewed available deductible options to help manage premium costs. For FY26, ICAP provided the following options:

#### Property Deductible Options:

- Maintain current \$5,000 deductible → Base premium
- Raise to \$10,000 deductible → Save \$3,000
- Raise to \$15,000 deductible → Save \$6,000

#### Cyber Liability:

- Maintain \$2 million limit → Base premium
- Increase to \$3 million → Add \$5,559 to premium

### Loss History & Financial Analysis

Staff again compared potential premium savings with our recent deductible payouts:

**- Auto Deductibles:** We continue to experience significant Auto losses and our FY25 Auto deductible payouts remained elevated in line with FY24. Increasing the Auto deductible would likely result in a greater net cost to the City. Staff recommends retaining the \$1,000 Auto deductible.

**- Property Deductibles:** FY25 Property deductible payouts were manageable under the \$5,000 deductible level. Raising this deductible further would increase out-of-pocket exposure with only modest premium savings. Staff recommends maintaining the current \$5,000 Property deductible.

- **Cyber Liability:** While cyber risk exposure continues to grow, we believe the current \$2 million limit remains sufficient given our risk profile and available controls.

### Market Trends & Drivers

The sustained premium pressures remain influenced by:

- Rising property values driven by both new assets and ICAP's Inflation Guard formula (+8%, +10%, +10%, and +2% for FY26)
- Increases in reinsurance costs across the municipal insurance market
- Greater frequency and severity of weather-related events (though current trends are somewhat favorable)
- Expanded legal exposure tied to law enforcement and public officials coverage
- Increasing social inflation, which continues to drive both the frequency and severity of liability claims and contributes to rising excess liability pricing market-wide
- Notable increases in insured values in Clive:
  - Property values: +102% over five years (from \$41.7 million in FY21 to \$84.3 million in FY26)
  - Vehicle values: +~38% over the same period

Clive's expanding inventory of public assets — including the Public Safety Center and multiple park infrastructure projects — continues to increase our insurance needs and baseline premium costs.

### Staff Recommendation

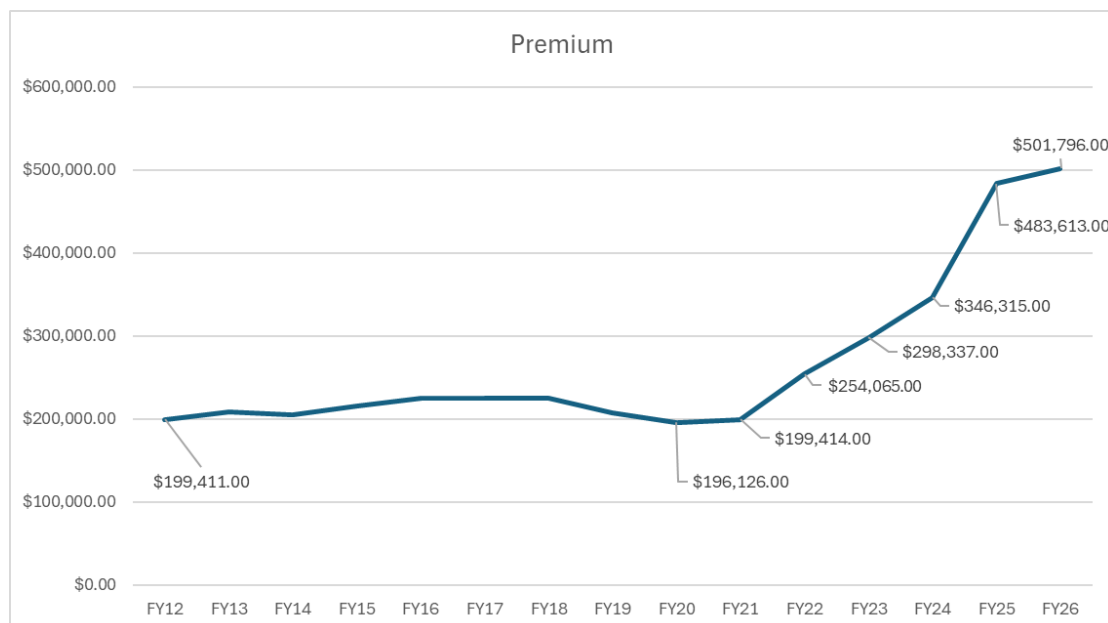
Staff recommends approval of the FY26 ICAP Property & Liability Insurance renewal in the amount of \$501,796, with the following deductible and coverage selections:

- Maintain current \$5,000 Property deductible
- Maintain \$1,000 Auto deductible
- Maintain current \$2 million Cyber Liability limit

As previously discussed, staff continues to evaluate options for transitioning this expense out of the Trust and Agency fund and into a more sustainable long-term funding mechanism.

### Action Requested:

Approval of the FY26 ICAP renewal in the amount of \$501,796, with no changes to deductible or limit selections.



Attachments:

1. clive anniv invoice packet 2025
2. clive optional quotes 2025





# **INVOICE**

FOR

**City of Clive**

Anniversary Date: 07/01/2025

**12951 University Ave, Ste 120  
Clive, IA 50325  
[www.icapiowa.com](http://www.icapiowa.com)**



## Member Invoice

Member Name: City of Clive Policy

Anniversary Date: 07/01/2025

Number: R0030PC2025-01

| <b>Coverage</b>                | <b>Limit of Coverage</b> | <b>Contribution</b> |
|--------------------------------|--------------------------|---------------------|
| General Liability              | \$2,000,000              | \$53,654.00         |
| Cyber                          | \$2,000,000              | \$24,069.00         |
| Automobile Liability           | \$2,000,000              | \$49,613.00         |
| Law Enforcement Liability      | \$2,000,000              | \$20,000.00         |
| Public Officials Wrongful Acts | \$2,000,000              | \$12,900.00         |
| Excess Liability               | \$13,000,000             | \$44,808.00         |
| Vehicles                       | \$8,457,048              | \$76,621.00         |
| Property                       | \$84,274,769             | \$219,731.00        |
| Equipment Breakdown            | Included                 | Included            |
| Crime                          | \$100,000                | \$400.00            |
| <b>TOTAL CONTRIBUTION</b>      |                          | <b>\$501,796.00</b> |

**Payment for this invoice can be submitted electronically via the ICAP website.**

Please visit [www.icapiowa.com](http://www.icapiowa.com) and click "Member Pay" at the top right of the page to pay via ACH transfer. There is no fee for utilizing this service. If you require assistance or prefer to pay via check, please contact the ICAP office via 1-(800) 383-0116.



## Member Proxy

Be it known, that the undersigned representative of the Governmental Sub-Division (hereafter referred to as MEMBER) by resolution of the governing body, a copy of which is attached hereto, hereby nominates and appoints the following individual and alternate to represent the MEMBER with the Iowa Communities Assurance Pool (hereinafter referred to as the POOL). The individual and alternate shall act as liaison between MEMBER and the POOL for the purposes of relating risk reduction and loss control information, and any other loss information or instructions concerning the obligations of the MEMBER imposed by signing the Iowa Risk Management Agreement and the rules and regulations established thereunder, to the same extent and with like effect as the undersigned thereunder, to the same extent as the undersigned could do if personally present and the undersigned does hereby ratify and confirm and adopt all action done or taken by the individual or alternate.

|                   |                                |                    |                                   |
|-------------------|--------------------------------|--------------------|-----------------------------------|
| Primary Contact:  | <u>Matthew Graham</u>          | Alternate Contact: | <u>Elizabeth Hansen</u>           |
| Title:            | <u>City Clerk</u>              | Title:             | <u>Director of Admin Services</u> |
| Address:          | <u>1900 NW 114th St.</u>       | Address:           | <u>1900 NW 114th St.</u>          |
| Address:          | <u></u>                        | Address:           | <u></u>                           |
| City, State, Zip: | <u>Clive, IA 50325-7077</u>    | City, State, Zip:  | <u>Clive, IA 50325-7077</u>       |
| Email:            | <u>mgraham@cityofclive.com</u> | Email:             | <u>ehansen@cityofclive.com</u>    |
| Telephone:        | <u>5152236220</u>              | Telephone:         | <u></u>                           |

In witness whereof, this proxy was executed on the \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_, by the undersigned duly authorized officers of the Governmental Subdivision indicated below:.

Governmental Subdivision: City of Clive

Member ICAP #: 30

By: \_\_\_\_\_

Title: \_\_\_\_\_

By: \_\_\_\_\_

(City Clerk/County Auditor/Board Secretary)



## Anniversary Information Acknowledgement

The undersigned representative of the City of Clive acknowledges that he/she:

- ☐ Reviewed the information provided on all Iowa Communities Assurance Pool applications and all applicable supplemental applications.
- ☐ Reviewed all applicable property and vehicle schedules.
- ☐ Confirms, to the best of his/her knowledge, that all information provided is complete and accurate.
- ☐ Reviewed the optional coverage(s) offered by the Iowa Communities Assurance Pool for increased limits. After consideration of the coverage(s) offered and the contribution for same, City of Clive has elected to:
  - ☐ Waive any and all coverage(s) and any applicable contribution charges. City of Clive understands that to add increased limits coverage in the future, it will be subject to Iowa Communities Assurance Pool's approval and underwriting guidelines at the time of the request and that such request must be made in writing. In addition, City of Clive will not hold the Iowa Communities Assurance Pool responsible for this decision to waive optional coverage(s).
  - ☐ Accept the increased limits: \_\_\_\_\_  
(Limit of Liability Accepted)

Executed on the \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_, by the undersigned duly authorized officer of the Governmental Subdivision (City of Clive) indicated below:

BY: \_\_\_\_\_

Title: \_\_\_\_\_

Member: City of Clive

Member Number: 30

Anniversary Date: 07/01/2025



## Quote Summary

City of Clive

Anniversary Date: 07/01/2025

| Coverage                       | Contribution        | Limit of Coverage | Deductible   | Retroactive Date | Coverage Effective |
|--------------------------------|---------------------|-------------------|--------------|------------------|--------------------|
| General Liability              | \$53,654.00         | \$2,000,000       | \$0          | 07/01/2025       | 07/01/2025         |
| Cyber                          | \$24,069.00         | \$2,000,000       | \$10,000     |                  | 07/01/2025         |
| Automobile Liability           | \$49,613.00         | \$2,000,000       | \$0          | 07/01/2025       | 07/01/2025         |
| Law Enforcement Liability      | \$20,000.00         | \$2,000,000       | \$3,000      | 07/01/2025       | 07/01/2025         |
| Public Officials Wrongful Acts | \$12,900.00         | \$2,000,000       | \$1,000      | 07/01/2025       | 07/01/2025         |
| Excess Liability               | \$44,808.00         | \$13,000,000      |              |                  | 07/01/2025         |
| Vehicles                       | \$76,621.00         | \$8,457,048       | See Schedule |                  | 07/01/2025         |
| Property                       | \$219,731.00        | \$84,274,769      | See Schedule |                  | 07/01/2025         |
| Equipment Breakdown            | Included            | Included          | Included     |                  | Included           |
| Crime                          | \$400.00            | \$100,000         | \$1,000      |                  | 07/01/2025         |
| <b>TOTAL CONTRIBUTION</b>      | <b>\$501,796.00</b> |                   |              |                  |                    |

*This quotation expires on the Proposed Effective Date.*



# Commitment to Continue Membership

I, City of Clive, do hereby affix my signature to this form and promise to submit the contribution of \$501,796.00 (less attached vouchers if applicable) by \_\_\_\_\_. In order to fulfill this commitment, our check will be received by the Iowa Communities Assurance Pool, at the address on this form, no later than \_\_\_\_\_.

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Iowa Communities Assurance Pool  
12951 University Ave, Ste 120  
Clive, IA 50325



## Statement of Values

City of Clive

Effective Date: 07/01/2025

Printed on: 06/10/2025

| Location Description                                                                       | Area        | # of Flrs | Auto Spklr | Year Built | Year Reno | Con Code | Pro Class | Equip Break | FL | EQ | Blank Limit |
|--------------------------------------------------------------------------------------------|-------------|-----------|------------|------------|-----------|----------|-----------|-------------|----|----|-------------|
| 1 - 1: 8505 Harbach<br>Clive, IA 50325<br>Community Center/Satellite Library               | 21,360      | 2         |            | 1986       |           | 3        | 4         | Y           | Y  | N  | Y           |
|                                                                                            | Value       |           |            | Valuation  |           |          |           | Deductible  |    |    |             |
| Building                                                                                   | \$5,361,949 |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Personal Property                                                                          | \$56,100    |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Total Location TIV                                                                         | \$5,418,049 |           |            |            |           |          |           |             |    |    |             |
| 1 - 1B: 8505 Harbach<br>Clive, IA 50325<br>Community Center/Satellite Library              | 21,360      | 2         |            | 1986       |           | 3        | 4         | Y           | Y  | N  | Y           |
|                                                                                            | Value       |           |            | Valuation  |           |          |           | Deductible  |    |    |             |
| Building                                                                                   | \$0         |           |            | RC         |           |          |           | \$500       |    |    |             |
| Personal Property                                                                          | \$56,100    |           |            | RC         |           |          |           | \$500       |    |    |             |
| Total Location TIV                                                                         | \$56,100    |           |            |            |           |          |           |             |    |    |             |
| 10 - 14: Walnut Ridge Park<br>Clive, IA 50325<br>Playground Equipment                      |             |           |            |            |           | 3        | 4         | Y           | Y  | N  | Y           |
|                                                                                            | Value       |           |            | Valuation  |           |          |           | Deductible  |    |    |             |
| Building                                                                                   | \$27,447    |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Total Location TIV                                                                         | \$27,447    |           |            |            |           |          |           |             |    |    |             |
| 10 - 135: Walnut Ridge Park<br>Clive, IA 50325<br>Tennis Court & Fence                     |             |           |            |            |           | 3        | 4         | Y           | Y  | N  | Y           |
|                                                                                            | Value       |           |            | Valuation  |           |          |           | Deductible  |    |    |             |
| Building                                                                                   | \$71,685    |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Total Location TIV                                                                         | \$71,685    |           |            |            |           |          |           |             |    |    |             |
| 101 - 34: N.W. 86th Trailhead<br>Clive, IA 50325<br>Park Sign                              |             |           |            |            |           | 3        | 4         | Y           | Y  | N  | Y           |
|                                                                                            | Value       |           |            | Valuation  |           |          |           | Deductible  |    |    |             |
| Building                                                                                   | \$20,394    |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Total Location TIV                                                                         | \$20,394    |           |            |            |           |          |           |             |    |    |             |
| 102 - 139: 8641 Swanson Blvd.<br>Clive, IA 50325<br>Swanson House/Historical General Store | 1,033       | 2         |            | 1920       |           | 1        | 4         | Y           | Y  | N  | N           |
|                                                                                            | Value       |           |            | Valuation  |           |          |           | Deductible  |    |    |             |
| Building                                                                                   | \$297,489   |           |            | ACV        |           |          |           | \$5,000     |    |    |             |
| Total Location TIV                                                                         | \$297,489   |           |            |            |           |          |           |             |    |    |             |



## Statement of Values

City of Clive

Effective Date: 07/01/2025

Printed on: 06/10/2025

| Location Description                                                                                              | Area      | # of Flrs | Auto Spklr | Year Built | Year Reno | Con Code | Pro Class | Equip Break | FL | EQ | Blank Limit |
|-------------------------------------------------------------------------------------------------------------------|-----------|-----------|------------|------------|-----------|----------|-----------|-------------|----|----|-------------|
| 102 - 140: 8641 Swanson Blvd.<br>Clive, IA 50325<br>Historical Depot                                              | 629       | 1         |            |            |           | 1        | 4         | Y           | Y  | N  | N           |
|                                                                                                                   | Value     |           |            |            |           |          |           |             |    |    |             |
| Building                                                                                                          | \$81,661  |           |            |            |           | ACV      |           | \$5,000     |    |    |             |
| Total Location TIV                                                                                                | \$81,661  |           |            |            |           |          |           |             |    |    |             |
| 103 - 143: 1900 N.W. 114th St.<br>Clive, IA 50325<br>Paths Unite Art Sculpture                                    |           |           |            |            |           | 1        | 4         | Y           | N  | N  | N           |
|                                                                                                                   | Value     |           |            |            |           |          |           |             |    |    |             |
| Building                                                                                                          | \$0       |           |            |            |           | RC       |           | \$5,000     |    |    |             |
| Fine Arts                                                                                                         | \$15,876  |           |            |            |           | RC       |           | \$5,000     |    |    |             |
| Total Location TIV                                                                                                | \$15,876  |           |            |            |           |          |           |             |    |    |             |
| 104 - 148: 3600 Berkshire Parkway/Canary Park<br>Clive, IA 50325<br>Shelter                                       |           | 1         |            | 2020       |           | 1        | 4         | Y           | Y  | N  | Y           |
|                                                                                                                   | Value     |           |            |            |           |          |           |             |    |    |             |
| Building                                                                                                          | \$83,208  |           |            |            |           | RC       |           | \$5,000     |    |    |             |
| Personal Property                                                                                                 | \$561     |           |            |            |           | RC       |           | \$5,000     |    |    |             |
| Total Location TIV                                                                                                | \$83,769  |           |            |            |           |          |           |             |    |    |             |
| 104 - 149: 3600 Berkshire Parkway/Canary Park<br>Clive, IA 50325<br>Playground Eqpt. incl Pour-in-Place Surfacing |           |           |            | 2020       |           | 1        | 4         | Y           | Y  | N  | Y           |
|                                                                                                                   | Value     |           |            |            |           |          |           |             |    |    |             |
| Building                                                                                                          | \$239,914 |           |            |            |           | RC       |           | \$5,000     |    |    |             |
| Total Location TIV                                                                                                | \$239,914 |           |            |            |           |          |           |             |    |    |             |
| 104 - 150: 3600 Berkshire Parkway/Canary Park<br>Clive, IA 50325<br>Park Identification Sign                      |           |           |            | 2020       |           | 1        | 4         | Y           | Y  | N  | Y           |
|                                                                                                                   | Value     |           |            |            |           |          |           |             |    |    |             |
| Building                                                                                                          | \$6,241   |           |            |            |           | RC       |           | \$5,000     |    |    |             |
| Total Location TIV                                                                                                | \$6,241   |           |            |            |           |          |           |             |    |    |             |
| 104 - 151: 3600 Berkshire Parkway/Canary Park<br>Clive, IA 50325<br>Drinking Fountain                             |           |           |            | 2020       |           | 3        | 4         | Y           | Y  | N  | Y           |
|                                                                                                                   | Value     |           |            |            |           |          |           |             |    |    |             |
| Building                                                                                                          | \$9,651   |           |            |            |           | RC       |           | \$5,000     |    |    |             |
| Total Location TIV                                                                                                | \$9,651   |           |            |            |           |          |           |             |    |    |             |





## Statement of Values

City of Clive

Effective Date: 07/01/2025

Printed on: 06/10/2025

| Location Description                                                                                                         | Area         | # of<br>Flrs | Auto<br>Spklr | Year<br>Built | Year<br>Reno | Con<br>Code | Pro<br>Class | Equip<br>Break | FL | EQ | Blank<br>Limit |
|------------------------------------------------------------------------------------------------------------------------------|--------------|--------------|---------------|---------------|--------------|-------------|--------------|----------------|----|----|----------------|
| 104 - 152: 3600 Berkshire Parkway/Canary Park<br>Clive, IA 50325<br>(2) Fixed Picnic Tables (original value: \$530 each)     |              |              |               | 2020          |              | 3           | 4            | Y              | Y  | N  | Y              |
|                                                                                                                              | Value        |              |               | Valuation     |              |             |              | Deductible     |    |    |                |
| Building                                                                                                                     | \$1,470      |              |               | RC            |              |             |              | \$5,000        |    |    |                |
| Total Location TIV                                                                                                           | \$1,470      |              |               |               |              |             |              |                |    |    |                |
| 104 - 153: 3600 Berkshire Parkway/Canary Park<br>Clive, IA 50325<br>(2) Fixed ADA Picnic Tables (original value: \$540 each) |              |              |               | 2020          |              | 3           | 4            | Y              | Y  | N  | Y              |
|                                                                                                                              | Value        |              |               | Valuation     |              |             |              | Deductible     |    |    |                |
| Building                                                                                                                     | \$1,498      |              |               | RC            |              |             |              | \$5,000        |    |    |                |
| Total Location TIV                                                                                                           | \$1,498      |              |               |               |              |             |              |                |    |    |                |
| 104 - 154: 3600 Berkshire Parkway/Canary Park<br>Clive, IA 50325<br>(5) Fixed Benches (original value: \$970 each)           |              |              |               | 2020          |              | 3           | 4            | Y              | Y  | N  | Y              |
|                                                                                                                              | Value        |              |               | Valuation     |              |             |              | Deductible     |    |    |                |
| Building                                                                                                                     | \$6,727      |              |               | RC            |              |             |              | \$5,000        |    |    |                |
| Total Location TIV                                                                                                           | \$6,727      |              |               |               |              |             |              |                |    |    |                |
| 104 - 155: 3600 Berkshire Parkway/Canary Park<br>Clive, IA 50325<br>(2) Fixed Trash Receptacles (original value: \$670 each) |              |              |               | 2020          |              | 3           | 4            | Y              | Y  | N  | Y              |
|                                                                                                                              | Value        |              |               | Valuation     |              |             |              | Deductible     |    |    |                |
| Building                                                                                                                     | \$1,859      |              |               | RC            |              |             |              | \$5,000        |    |    |                |
| Total Location TIV                                                                                                           | \$1,859      |              |               |               |              |             |              |                |    |    |                |
| 105 - 218: 8800 Hickman Rd.<br>Clive, IA 50325<br>Public Safety Admin Offices - Personal Property                            | 46,114       | 2            |               | 2021          |              | 4           | 4            | Y              | Y  | N  | Y              |
|                                                                                                                              | Value        |              |               | Valuation     |              |             |              | Deductible     |    |    |                |
| Building                                                                                                                     | \$0          |              |               | RC            |              |             |              | \$500          |    |    |                |
| Building                                                                                                                     | \$17,278,800 |              |               | RC            |              |             |              | \$5,000        |    |    |                |
| Personal Property                                                                                                            | \$692,200    |              |               | RC            |              |             |              | \$500          |    |    |                |
| Personal Property                                                                                                            | \$1,184,874  |              |               | RC            |              |             |              | \$5,000        |    |    |                |
| Miscellaneous Property Scheduled                                                                                             | \$1,293,729  |              |               | RC            |              |             |              | \$5,000        |    |    |                |
| Total Location TIV                                                                                                           | \$20,449,602 |              |               |               |              |             |              |                |    |    |                |



## Statement of Values

City of Clive

Effective Date: 07/01/2025

Printed on: 06/10/2025

| Location Description                                                                                      | Area        | # of Flrs | Auto Spklr | Year Built | Year Reno | Con Code | Pro Class | Equip Break | FL | EQ | Blank Limit |
|-----------------------------------------------------------------------------------------------------------|-------------|-----------|------------|------------|-----------|----------|-----------|-------------|----|----|-------------|
| 106 - 221: Lakeshore Dr. & Woodlands Pkwy.<br>Clive, IA 50325<br>Clive Greenbelt Trailhead                |             |           |            |            |           | 1        | 4         | Y           | N  | N  | N           |
|                                                                                                           | Value       |           |            | Valuation  |           |          |           | Deductible  |    |    |             |
| Building                                                                                                  | \$0         |           |            | ACV        |           |          |           | \$5,000     |    |    |             |
| Fine Arts                                                                                                 | \$3,703     |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Total Location TIV                                                                                        | \$3,703     |           |            |            |           |          |           |             |    |    |             |
| 107 - 222: NW 142nd St. & Lakeview Dr.<br>Clive, IA 50325<br>Crosswalk Safety System Flashing Beacon incl |             |           |            | 2022       |           | 3        | 4         | Y           | Y  | N  | Y           |
|                                                                                                           | Value       |           |            | Valuation  |           |          |           | Deductible  |    |    |             |
| Building                                                                                                  | \$15,579    |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Total Location TIV                                                                                        | \$15,579    |           |            |            |           |          |           |             |    |    |             |
| 108 - 224: 1801 NW 114th St.<br>Clive, IA 50325<br>Greenbelt Landing Project (thru 8/30/2025)             | 2,940       | 1         |            | 2025       |           | 1        | 4         | Y           | N  | N  | Y           |
|                                                                                                           | Value       |           |            | Valuation  |           |          |           | Deductible  |    |    |             |
| Building                                                                                                  | \$0         |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Builders Risk                                                                                             | \$6,526,380 |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Personal Property                                                                                         | \$0         |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Total Location TIV                                                                                        | \$6,526,380 |           |            |            |           |          |           |             |    |    |             |
| 109 - 225: Cirkseena Park<br>Clive, IA 50325<br>Playground Equipment                                      |             |           |            | 2023       |           | 3        | 4         | Y           | N  | N  | Y           |
|                                                                                                           | Value       |           |            | Valuation  |           |          |           | Deductible  |    |    |             |
| Building                                                                                                  | \$200,000   |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Total Location TIV                                                                                        | \$200,000   |           |            |            |           |          |           |             |    |    |             |
| 109 - 226: Cirkseena Park<br>Clive, IA 50325<br>Shelter                                                   |             |           |            | 2023       |           | 1        | 4         | Y           | N  | N  | Y           |
|                                                                                                           | Value       |           |            | Valuation  |           |          |           | Deductible  |    |    |             |
| Building                                                                                                  | \$50,000    |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Total Location TIV                                                                                        | \$50,000    |           |            |            |           |          |           |             |    |    |             |
| 11 - 15: West View Bend Park<br>Clive, IA 50325<br>Playground Equipment                                   |             |           |            |            |           | 3        | 4         | Y           | Y  | N  | Y           |
|                                                                                                           | Value       |           |            | Valuation  |           |          |           | Deductible  |    |    |             |
| Building                                                                                                  | \$33,692    |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Total Location TIV                                                                                        | \$33,692    |           |            |            |           |          |           |             |    |    |             |



## Statement of Values

City of Clive

Effective Date: 07/01/2025

Printed on: 06/10/2025

| Location Description                                                                  | Area        | # of Flrs | Auto Spklr | Year Built | Year Reno | Con Code | Pro Class | Equip Break | FL | EQ | Blank Limit |
|---------------------------------------------------------------------------------------|-------------|-----------|------------|------------|-----------|----------|-----------|-------------|----|----|-------------|
| 12 - 16: Huntington Ridge Park<br>Clive, IA 50325<br>Playground Equipment             |             |           |            |            |           | 3        | 4         | Y           | Y  | N  | Y           |
|                                                                                       | Value       |           |            | Valuation  |           |          |           | Deductible  |    |    |             |
| Building                                                                              | \$54,895    |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Total Location TIV                                                                    | \$54,895    |           |            |            |           |          |           |             |    |    |             |
| 12 - 156: Huntington Ridge Park<br>Clive, IA 50325<br>1/2 Basketball Court & Goal     |             |           |            | 2020       |           | 3        | 4         | Y           | Y  | N  | Y           |
|                                                                                       | Value       |           |            | Valuation  |           |          |           | Deductible  |    |    |             |
| Building                                                                              | \$13,597    |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Total Location TIV                                                                    | \$13,597    |           |            |            |           |          |           |             |    |    |             |
| 197 - 197: Various City Locations<br>Clive, IA 50325<br>Leased/Rented Equipment       |             |           |            |            |           | 1        | 4         | Y           | N  | N  | N           |
|                                                                                       | Value       |           |            | Valuation  |           |          |           | Deductible  |    |    |             |
| Building                                                                              | \$0         |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Miscellaneous Property Scheduled                                                      | \$280,500   |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Total Location TIV                                                                    | \$280,500   |           |            |            |           |          |           |             |    |    |             |
| 198 - 198: Various Locations<br>Clive, IA 50325<br>Unscheduled Miscellaneous Property |             |           |            |            |           | 1        | 4         | Y           | N  | N  | N           |
|                                                                                       | Value       |           |            | Valuation  |           |          |           | Deductible  |    |    |             |
| Building                                                                              | \$0         |           |            | ACV        |           |          |           | \$5,000     |    |    |             |
| Miscellaneous Property Unscheduled                                                    | \$1,243,714 |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Total Location TIV                                                                    | \$1,243,714 |           |            |            |           |          |           |             |    |    |             |
| 20 - 24: Wildwood Park<br>Clive, IA 50325<br>Restroom & Shelter House                 | 240         | 1         |            | 1997       |           | 1        | 4         | Y           | Y  | N  | Y           |
|                                                                                       | Value       |           |            | Valuation  |           |          |           | Deductible  |    |    |             |
| Building                                                                              | \$226,899   |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Total Location TIV                                                                    | \$226,899   |           |            |            |           |          |           |             |    |    |             |
| 20 - 136: Wildwood Park<br>Clive, IA 50325<br>Soccer Goals                            |             |           |            |            |           | 3        | 4         | Y           | Y  | N  | Y           |
|                                                                                       | Value       |           |            | Valuation  |           |          |           | Deductible  |    |    |             |
| Building                                                                              | \$3,185     |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Total Location TIV                                                                    | \$3,185     |           |            |            |           |          |           |             |    |    |             |



## Statement of Values

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| Location Description                                                                                         | Area      | # of Flrs | Auto Spklr | Year Built | Year Reno | Con Code | Pro Class | Equip Break | FL | EQ | Blank Limit |
|--------------------------------------------------------------------------------------------------------------|-----------|-----------|------------|------------|-----------|----------|-----------|-------------|----|----|-------------|
| 20 - 137: Wildwood Park<br>Clive, IA 50325<br>1/2 Basketball Court & Sport Court                             |           |           |            |            |           | 3        | 4         | Y           | Y  | N  | Y           |
|                                                                                                              | Value     |           |            | Valuation  |           |          |           | Deductible  |    |    |             |
| Building                                                                                                     | \$32,728  |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Total Location TIV                                                                                           | \$32,728  |           |            |            |           |          |           |             |    |    |             |
| 20 - 138: Wildwood Park<br>Clive, IA 50325<br>Playground Equipment incl Poured-in-Place Surface              |           |           |            |            |           | 3        | 4         | Y           | Y  | N  | Y           |
|                                                                                                              | Value     |           |            | Valuation  |           |          |           | Deductible  |    |    |             |
| Building                                                                                                     | \$237,929 |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Total Location TIV                                                                                           | \$237,929 |           |            |            |           |          |           |             |    |    |             |
| 20 - 216: Wildwood Park<br>Clive, IA 50325<br>Pickleball Court & Fence                                       |           |           |            | 2017       |           | 3        | 4         | Y           | Y  | N  | Y           |
|                                                                                                              | Value     |           |            | Valuation  |           |          |           | Deductible  |    |    |             |
| Building                                                                                                     | \$38,157  |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Total Location TIV                                                                                           | \$38,157  |           |            |            |           |          |           |             |    |    |             |
| 200 - 200: Various Park Locations on File<br>Clive, IA 50325<br>Trail Wayfinding & Point of Interest Signage |           |           |            | 2017       |           | 3        | 4         | Y           | Y  | N  | Y           |
|                                                                                                              | Value     |           |            | Valuation  |           |          |           | Deductible  |    |    |             |
| Building                                                                                                     | \$42,435  |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Total Location TIV                                                                                           | \$42,435  |           |            |            |           |          |           |             |    |    |             |
| 206 - 204: Various Park Locations on File<br>Clive, IA 50325<br>Picnic Tables/East of I-35                   |           |           |            |            |           | 1        | 4         | Y           | Y  | N  | Y           |
|                                                                                                              | Value     |           |            | Valuation  |           |          |           | Deductible  |    |    |             |
| Building                                                                                                     | \$28,290  |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Total Location TIV                                                                                           | \$28,290  |           |            |            |           |          |           |             |    |    |             |
| 206 - 205: Various Park Locations on File<br>Clive, IA 50325<br>Benches/East of I-35                         |           |           |            |            |           | 1        | 4         | Y           | Y  | N  | Y           |
|                                                                                                              | Value     |           |            | Valuation  |           |          |           | Deductible  |    |    |             |
| Building                                                                                                     | \$59,576  |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Total Location TIV                                                                                           | \$59,576  |           |            |            |           |          |           |             |    |    |             |



## Statement of Values

City of Clive

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| Location Description                                         | Area     | # of Flrs | Auto Spklr | Year Built | Year Reno | Con Code | Pro Class | Equip Break | FL | EQ | Blank Limit |
|--------------------------------------------------------------|----------|-----------|------------|------------|-----------|----------|-----------|-------------|----|----|-------------|
| 206 - 206: Various Park Locations on File<br>Clive, IA 50325 |          |           |            |            |           | 3        | 4         | Y           | Y  | N  | Y           |
| Trash Cans/Pet Stations-East of I-35                         |          |           |            |            |           |          |           |             |    |    |             |
|                                                              | Value    |           |            | Valuation  |           |          |           | Deductible  |    |    |             |
| Building                                                     | \$24,849 |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Total Location TIV                                           | \$24,849 |           |            |            |           |          |           |             |    |    |             |
| 206 - 207: Various Park Locations on File<br>Clive, IA 50325 |          |           |            |            |           | 3        | 4         | Y           | Y  | N  | Y           |
| Drinking Fountains/East of I-35                              |          |           |            |            |           |          |           |             |    |    |             |
|                                                              | Value    |           |            | Valuation  |           |          |           | Deductible  |    |    |             |
| Building                                                     | \$15,930 |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Total Location TIV                                           | \$15,930 |           |            |            |           |          |           |             |    |    |             |
| 206 - 208: Various Park Locations on File<br>Clive, IA 50325 |          |           |            |            |           | 3        | 4         | Y           | Y  | N  | Y           |
| Bicycle Racks/East of I-35                                   |          |           |            |            |           |          |           |             |    |    |             |
|                                                              | Value    |           |            | Valuation  |           |          |           | Deductible  |    |    |             |
| Building                                                     | \$2,867  |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Total Location TIV                                           | \$2,867  |           |            |            |           |          |           |             |    |    |             |
| 206 - 209: Various Park Locations on File<br>Clive, IA 50325 |          |           |            |            |           | 3        | 4         | Y           | Y  | N  | Y           |
| Grills/East of I-35                                          |          |           |            |            |           |          |           |             |    |    |             |
|                                                              | Value    |           |            | Valuation  |           |          |           | Deductible  |    |    |             |
| Building                                                     | \$7,168  |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Total Location TIV                                           | \$7,168  |           |            |            |           |          |           |             |    |    |             |
| 206 - 210: Various Park Locations on File<br>Clive, IA 50325 |          |           |            |            |           | 1        | 4         | Y           | Y  | N  | Y           |
| Picnic Tables/West of I-35                                   |          |           |            |            |           |          |           |             |    |    |             |
|                                                              | Value    |           |            | Valuation  |           |          |           | Deductible  |    |    |             |
| Building                                                     | \$42,435 |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Total Location TIV                                           | \$42,435 |           |            |            |           |          |           |             |    |    |             |
| 206 - 211: Various Park Locations on File<br>Clive, IA 50325 |          |           |            |            |           | 1        | 4         | Y           | Y  | N  | Y           |
| Benches/West of I-35                                         |          |           |            |            |           |          |           |             |    |    |             |
|                                                              | Value    |           |            | Valuation  |           |          |           | Deductible  |    |    |             |
| Building                                                     | \$64,993 |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Total Location TIV                                           | \$64,993 |           |            |            |           |          |           |             |    |    |             |



## Statement of Values

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| Location Description                                                                                                                                | Area         | # of Flrs | Auto Spklr | Year Built | Year Reno | Con Code | Pro Class | Equip Break | FL | EQ | Blank Limit |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|--------------|-----------|------------|------------|-----------|----------|-----------|-------------|----|----|-------------|
| 206 - 212: Various Park Locations on File<br>Clive, IA 50325<br>Trash Cans/Pet Stations-West of I-35                                                |              |           |            |            |           | 1        | 4         | Y           | Y  | N  | Y           |
|                                                                                                                                                     | Value        |           |            | Valuation  |           |          |           | Deductible  |    |    |             |
| Building                                                                                                                                            | \$36,959     |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Total Location TIV                                                                                                                                  | \$36,959     |           |            |            |           |          |           |             |    |    |             |
| 206 - 213: Various Park Locations on File<br>Clive, IA 50325<br>Drinking Fountains/West of I-35                                                     |              |           |            |            |           | 3        | 4         | Y           | Y  | N  | Y           |
|                                                                                                                                                     | Value        |           |            | Valuation  |           |          |           | Deductible  |    |    |             |
| Building                                                                                                                                            | \$23,896     |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Total Location TIV                                                                                                                                  | \$23,896     |           |            |            |           |          |           |             |    |    |             |
| 206 - 214: Various Park Locations on File<br>Clive, IA 50325<br>Bicycle Racks/West of I-35                                                          |              |           |            |            |           | 3        | 4         | Y           | Y  | N  | Y           |
|                                                                                                                                                     | Value        |           |            | Valuation  |           |          |           | Deductible  |    |    |             |
| Building                                                                                                                                            | \$2,867      |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Total Location TIV                                                                                                                                  | \$2,867      |           |            |            |           |          |           |             |    |    |             |
| 206 - 215: Various Park Locations on File<br>Clive, IA 50325<br>Grills/West of I-35                                                                 |              |           |            |            |           | 3        | 4         | Y           | Y  | N  | Y           |
|                                                                                                                                                     | Value        |           |            | Valuation  |           |          |           | Deductible  |    |    |             |
| Building                                                                                                                                            | \$5,576      |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Total Location TIV                                                                                                                                  | \$5,576      |           |            |            |           |          |           |             |    |    |             |
| 21 - 26: 1900 NW 114th St.<br>Clive, IA 50325<br>City Hall/Library incl 150kW Backup Generator w City Hall and Library Renovation 1-1-25 to 8-31-25 | 25,539       | 1         |            | 1998       |           | 1        | 4         | Y           | Y  | N  | Y           |
|                                                                                                                                                     | Value        |           |            | Valuation  |           |          |           | Deductible  |    |    |             |
| Building                                                                                                                                            | \$5,973,083  |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Builders Risk                                                                                                                                       | \$2,848,715  |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Personal Property                                                                                                                                   | \$3,532,337  |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Miscellaneous Property Scheduled                                                                                                                    | \$17,803     |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Total Location TIV                                                                                                                                  | \$12,371,938 |           |            |            |           |          |           |             |    |    |             |
| 21 - 217: 1900 NW 114th St.<br>Clive, IA 50325<br>City Hall Sign                                                                                    |              |           |            | 2019       |           | 3        | 4         | Y           | Y  | N  | Y           |
|                                                                                                                                                     | Value        |           |            | Valuation  |           |          |           | Deductible  |    |    |             |
| Building                                                                                                                                            | \$20,801     |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Total Location TIV                                                                                                                                  | \$20,801     |           |            |            |           |          |           |             |    |    |             |



## Statement of Values

City of Clive

Effective Date: 07/01/2025

Printed on: 06/10/2025

| Location Description                                                                                           | Area        | # of Flrs | Auto Spklr | Year Built | Year Reno | Con Code | Pro Class | Equip Break | FL | EQ | Blank Limit |
|----------------------------------------------------------------------------------------------------------------|-------------|-----------|------------|------------|-----------|----------|-----------|-------------|----|----|-------------|
| 21 - 26A: 1900 NW 114th St.<br>Clive, IA 50325<br>City Hall-Library/Personal Property Previously EDP           | 25,539      | 1         |            | 1998       |           | 1        | 4         | Y           | Y  | N  | Y           |
|                                                                                                                | Value       |           |            | Valuation  |           |          |           | Deductible  |    |    |             |
| Building                                                                                                       | \$0         |           |            | RC         |           |          |           | \$500       |    |    |             |
| Personal Property                                                                                              | \$518,548   |           |            | RC         |           |          |           | \$500       |    |    |             |
| Total Location TIV                                                                                             | \$518,548   |           |            |            |           |          |           |             |    |    |             |
| 24 - 28: 12575 University Avenue<br>Clive, IA 50325<br>1M Gallon Hydro-Pillar/Personal Property Previously EDP | 4,301       |           |            | 2001       |           | 3        | 4         | Y           | Y  | N  | Y           |
|                                                                                                                | Value       |           |            | Valuation  |           |          |           | Deductible  |    |    |             |
| Building                                                                                                       | \$0         |           |            | RC         |           |          |           | \$500       |    |    |             |
| Building                                                                                                       | \$3,445,030 |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Personal Property                                                                                              | \$1,319     |           |            | RC         |           |          |           | \$500       |    |    |             |
| Personal Property                                                                                              | \$1,122     |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Total Location TIV                                                                                             | \$3,447,470 |           |            |            |           |          |           |             |    |    |             |
| 26 - 30: NW 114th St., Aquatic Center<br>Clive, IA 50325<br>Concessions/Admissions/Bathhouse                   |             |           |            |            |           | 2        | 4         | Y           | Y  | N  | Y           |
|                                                                                                                | Value       |           |            | Valuation  |           |          |           | Deductible  |    |    |             |
| Building                                                                                                       | \$864,377   |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Personal Property                                                                                              | \$168,300   |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Total Location TIV                                                                                             | \$1,032,677 |           |            |            |           |          |           |             |    |    |             |
| 26 - 75: NW 114th St., Aquatic Center<br>Clive, IA 50325<br>Mechanical Building                                | 2,712       | 1         |            | 2003       |           | 4        | 4         | Y           | Y  | N  | Y           |
|                                                                                                                | Value       |           |            | Valuation  |           |          |           | Deductible  |    |    |             |
| Building                                                                                                       | \$616,647   |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Fine Arts                                                                                                      | \$561       |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Total Location TIV                                                                                             | \$617,208   |           |            |            |           |          |           |             |    |    |             |
| 26 - 76: NW 114th St., Aquatic Center<br>Clive, IA 50325<br>Special Events Building                            | 3,060       |           |            |            |           | 2        | 4         | Y           | Y  | N  | Y           |
|                                                                                                                | Value       |           |            | Valuation  |           |          |           | Deductible  |    |    |             |
| Building                                                                                                       | \$634,140   |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Personal Property                                                                                              | \$16,830    |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Total Location TIV                                                                                             | \$650,970   |           |            |            |           |          |           |             |    |    |             |



## Statement of Values

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| Location Description                                                                                       | Area        | # of Flrs | Auto Spklr | Year Built | Year Reno | Con Code | Pro Class | Equip Break | FL | EQ | Blank Limit |
|------------------------------------------------------------------------------------------------------------|-------------|-----------|------------|------------|-----------|----------|-----------|-------------|----|----|-------------|
| 26 - 77: NW 114th St., Aquatic Center<br>Clive, IA 50325<br>Leisure/Shallow Pool & Toddler Slide           | 6,870       | 1         |            | 2003       |           | 4        | 4         | Y           | Y  | N  | Y           |
|                                                                                                            | Value       |           |            | Valuation  |           |          |           | Deductible  |    |    |             |
| Building                                                                                                   | \$1,000,992 |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Total Location TIV                                                                                         | \$1,000,992 |           |            |            |           |          |           |             |    |    |             |
| 26 - 78: NW 114th St., Aquatic Center<br>Clive, IA 50325<br>(3) Slides/Diving Board/Pool                   | 6,988       | 1         |            | 2003       |           | 4        | 4         | Y           | Y  | N  | Y           |
|                                                                                                            | Value       |           |            | Valuation  |           |          |           | Deductible  |    |    |             |
| Building                                                                                                   | \$1,608,961 |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Total Location TIV                                                                                         | \$1,608,961 |           |            |            |           |          |           |             |    |    |             |
| 26 - 79: NW 114th St., Aquatic Center<br>Clive, IA 50325<br>Lazy River w/2 Spray Trees                     | 4,213       | 1         |            | 2003       |           | 4        | 4         | Y           | Y  | N  | Y           |
|                                                                                                            | Value       |           |            | Valuation  |           |          |           | Deductible  |    |    |             |
| Building                                                                                                   | \$761,468   |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Total Location TIV                                                                                         | \$761,468   |           |            |            |           |          |           |             |    |    |             |
| 26 - 80: NW 114th St., Aquatic Center<br>Clive, IA 50325<br>Fencing/Lights/Signs/Irrigation System         | 50          |           |            | 2003       |           | 2        | 4         | Y           | Y  | N  | Y           |
|                                                                                                            | Value       |           |            | Valuation  |           |          |           | Deductible  |    |    |             |
| Building                                                                                                   | \$318,666   |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Total Location TIV                                                                                         | \$318,666   |           |            |            |           |          |           |             |    |    |             |
| 26 - 142: NW 114th St., Aquatic Center<br>Clive, IA 50325<br>Activity Splash Pad incl Block Retaining Wall | 1,963       |           |            | 2013       |           | 4        | 4         | Y           | Y  | N  | Y           |
|                                                                                                            | Value       |           |            | Valuation  |           |          |           | Deductible  |    |    |             |
| Building                                                                                                   | \$212,122   |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Total Location TIV                                                                                         | \$212,122   |           |            |            |           |          |           |             |    |    |             |
| 3 - 5: 10365 University<br>Clive, IA 50325<br>500,000 Gallon Hydro-Pillar incl Mixer                       | 707         |           |            | 1974       |           | 3        | 4         | Y           | Y  | N  | Y           |
|                                                                                                            | Value       |           |            | Valuation  |           |          |           | Deductible  |    |    |             |
| Building                                                                                                   | \$2,208,742 |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Personal Property                                                                                          | \$1,122     |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Total Location TIV                                                                                         | \$2,209,864 |           |            |            |           |          |           |             |    |    |             |





## Statement of Values

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| Location Description                                                           | Area      | # of Flrs | Auto Spklr | Year Built | Year Reno | Con Code | Pro Class | Equip Break | FL | EQ | Blank Limit |
|--------------------------------------------------------------------------------|-----------|-----------|------------|------------|-----------|----------|-----------|-------------|----|----|-------------|
| 300 - 300: Various City Locations<br>Clive, IA 50325<br>Emergency Sirens       |           |           |            |            |           | 3        | 4         | Y           | Y  | N  | N           |
|                                                                                | Value     |           |            | Valuation  |           |          |           | Deductible  |    |    |             |
| Building                                                                       | \$153,111 |           |            | SA         |           |          |           | \$5,000     |    |    |             |
| Total Location TIV                                                             | \$153,111 |           |            |            |           |          |           |             |    |    |             |
| 300 - 301: Various City Locations<br>Clive, IA 50325<br>Art Along the Trail    |           |           |            | 2012       |           | 3        | 4         | Y           | N  | N  | N           |
|                                                                                | Value     |           |            | Valuation  |           |          |           | Deductible  |    |    |             |
| Building                                                                       | \$0       |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Fine Arts                                                                      | \$16,830  |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Total Location TIV                                                             | \$16,830  |           |            |            |           |          |           |             |    |    |             |
| 31 - 42: 86th Control Valve<br>Clive, IA 50325<br>Water System Controls        |           |           |            |            |           | 3        | 4         | Y           | Y  | N  | Y           |
|                                                                                | Value     |           |            | Valuation  |           |          |           | Deductible  |    |    |             |
| Building                                                                       | \$31,731  |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Total Location TIV                                                             | \$31,731  |           |            |            |           |          |           |             |    |    |             |
| 33 - 44: Hawthorn Control Valve<br>Clive, IA 50325<br>Water System Controls    |           |           |            |            |           | 3        | 4         | Y           | Y  | N  | Y           |
|                                                                                | Value     |           |            | Valuation  |           |          |           | Deductible  |    |    |             |
| Building                                                                       | \$31,731  |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Total Location TIV                                                             | \$31,731  |           |            |            |           |          |           |             |    |    |             |
| 4 - 6: 8500 Alice Ave./Linnan Park<br>Clive, IA 50325<br>Shelter House         | 540       | 1         |            | 1993       |           | 2        | 4         | Y           | Y  | N  | Y           |
|                                                                                | Value     |           |            | Valuation  |           |          |           | Deductible  |    |    |             |
| Building                                                                       | \$151,334 |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Total Location TIV                                                             | \$151,334 |           |            |            |           |          |           |             |    |    |             |
| 4 - 32: 8500 Alice Ave./Linnan Park<br>Clive, IA 50325<br>Playground Equipment |           |           |            |            |           | 3        | 4         | Y           | Y  | N  | Y           |
|                                                                                | Value     |           |            | Valuation  |           |          |           | Deductible  |    |    |             |
| Building                                                                       | \$73,195  |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Total Location TIV                                                             | \$73,195  |           |            |            |           |          |           |             |    |    |             |



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| Location Description                                                                                             | Area      | # of Flrs | Auto Spklr | Year Built | Year Reno | Con Code | Pro Class | Equip Break | FL | EQ | Blank Limit |
|------------------------------------------------------------------------------------------------------------------|-----------|-----------|------------|------------|-----------|----------|-----------|-------------|----|----|-------------|
| 4 - 39: 8500 Alice Ave./Linnan Park<br>Clive, IA 50325<br>Backstop                                               |           |           |            |            |           | 4        | 4         | Y           | Y  | N  | Y           |
|                                                                                                                  | Value     |           |            | Valuation  |           |          |           | Deductible  |    |    |             |
| Building                                                                                                         | \$38,074  |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Total Location TIV                                                                                               | \$38,074  |           |            |            |           |          |           |             |    |    |             |
| 4 - 133: 8500 Alice Ave./Linnan Park<br>Clive, IA 50325<br>Full Basketball Court                                 |           |           |            |            |           | 3        | 4         | Y           | Y  | N  | Y           |
|                                                                                                                  | Value     |           |            | Valuation  |           |          |           | Deductible  |    |    |             |
| Building                                                                                                         | \$31,858  |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Total Location TIV                                                                                               | \$31,858  |           |            |            |           |          |           |             |    |    |             |
| 4 - 219: 8500 Alice Ave./Linnan Park<br>Clive, IA 50325<br>Mini-Pitch System incl LED Light Fixtures/Goals/Galv. |           |           |            | 2021       |           | 1        | 4         | Y           | Y  | N  | Y           |
|                                                                                                                  | Value     |           |            | Valuation  |           |          |           | Deductible  |    |    |             |
| Building                                                                                                         | \$186,611 |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Total Location TIV                                                                                               | \$186,611 |           |            |            |           |          |           |             |    |    |             |
| 4 - 220: 8500 Alice Ave./Linnan Park<br>Clive, IA 50325<br>Tqball One Table                                      |           |           |            | 2021       |           | 3        | 4         | Y           | Y  | N  | Y           |
|                                                                                                                  | Value     |           |            | Valuation  |           |          |           | Deductible  |    |    |             |
| Building                                                                                                         | \$4,266   |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Total Location TIV                                                                                               | \$4,266   |           |            |            |           |          |           |             |    |    |             |
| 400 - 400: Various City Locations<br>Clive, IA 50325<br>Pole-Mounted Radar Speed Displays                        |           |           |            |            |           | 3        | 4         | Y           | Y  | N  | Y           |
|                                                                                                                  | Value     |           |            | Valuation  |           |          |           | Deductible  |    |    |             |
| Building                                                                                                         | \$13,597  |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Total Location TIV                                                                                               | \$13,597  |           |            |            |           |          |           |             |    |    |             |
| 5 - 7: Greenbelt Park<br>Clive, IA 50325<br>Shelter House                                                        | 2,400     | 1         |            | 2008       |           | 2        | 4         | Y           | Y  | N  | Y           |
|                                                                                                                  | Value     |           |            | Valuation  |           |          |           | Deductible  |    |    |             |
| Building                                                                                                         | \$182,309 |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Total Location TIV                                                                                               | \$182,309 |           |            |            |           |          |           |             |    |    |             |



## Statement of Values

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| Location Description                                                                                         | Area        | # of Flrs | Auto Spklr | Year Built | Year Reno | Con Code | Pro Class | Equip Break | FL | EQ | Blank Limit |
|--------------------------------------------------------------------------------------------------------------|-------------|-----------|------------|------------|-----------|----------|-----------|-------------|----|----|-------------|
| 5 - 33: Greenbelt Park<br>Clive, IA 50325<br>Playground Equipment                                            |             |           |            |            |           | 3        | 4         | Y           | Y  | N  | Y           |
|                                                                                                              | Value       |           |            | Valuation  |           |          |           | Deductible  |    |    |             |
| Building                                                                                                     | \$64,045    |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Total Location TIV                                                                                           | \$64,045    |           |            |            |           |          |           |             |    |    |             |
| 50 -                                                                                                         |             |           |            |            |           |          |           |             |    |    |             |
|                                                                                                              | Value       |           |            | Valuation  |           |          |           | Deductible  |    |    |             |
| Miscellaneous Property Scheduled                                                                             | \$108,440   |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Total Location TIV                                                                                           | \$108,440   |           |            |            |           |          |           |             |    |    |             |
| 50 - 11: 1885 NW 123rd Street<br>Clive, IA 50325<br>Parks Maintenance Building                               | 8,153       | 1         |            | 1995       |           | 3        | 4         | Y           | Y  | N  | Y           |
|                                                                                                              | Value       |           |            | Valuation  |           |          |           | Deductible  |    |    |             |
| Building                                                                                                     | \$1,009,969 |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Personal Property                                                                                            | \$56,100    |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Miscellaneous Property Scheduled                                                                             | \$814,675   |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Total Location TIV                                                                                           | \$1,880,744 |           |            |            |           |          |           |             |    |    |             |
| 50 - 101: 1885 NW 123rd Street<br>Clive, IA 50325<br>Maintenance Storage Building                            | 5,475       | 1         |            | 2007       |           | 4        | 4         | Y           | Y  | N  | Y           |
|                                                                                                              | Value       |           |            | Valuation  |           |          |           | Deductible  |    |    |             |
| Building                                                                                                     | \$590,450   |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Total Location TIV                                                                                           | \$590,450   |           |            |            |           |          |           |             |    |    |             |
| 50 - 11B: 1885 NW 123rd Street<br>Clive, IA 50325<br>Parks Maintenance Building/Personal Property Previously | 8,153       | 1         |            | 1995       |           | 3        | 4         | Y           | Y  | N  | Y           |
|                                                                                                              | Value       |           |            | Valuation  |           |          |           | Deductible  |    |    |             |
| Building                                                                                                     | \$0         |           |            | RC         |           |          |           | \$500       |    |    |             |
| Personal Property                                                                                            | \$44,099    |           |            | RC         |           |          |           | \$500       |    |    |             |
| Total Location TIV                                                                                           | \$44,099    |           |            |            |           |          |           |             |    |    |             |
| 50 - 302: 1885 NW 123rd Street<br>Clive,, IA 50325<br>Parks Maintenance Cold Storage Lean-To                 | 1,584       |           |            | 2025       |           | 1        | 5         | Y           | Y  | N  | Y           |
|                                                                                                              | Value       |           |            | Valuation  |           |          |           | Deductible  |    |    |             |
| Building                                                                                                     | \$50,632    |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Total Location TIV                                                                                           | \$50,632    |           |            |            |           |          |           |             |    |    |             |



## Statement of Values

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| Location Description                                                                                                      | Area        | # of<br>Flrs | Auto<br>Spklr | Year<br>Built | Year<br>Reno | Con<br>Code | Pro<br>Class | Equip<br>Break | FL | EQ | Blank<br>Limit |
|---------------------------------------------------------------------------------------------------------------------------|-------------|--------------|---------------|---------------|--------------|-------------|--------------|----------------|----|----|----------------|
| 500 - 500: Various City Traffic Signal Locations<br>Clive, IA 50325<br>(42) Pole-Mounted Preemption Devices (orig. value: |             |              |               |               |              | 3           | 4            | Y              | Y  | N  | Y              |
|                                                                                                                           | Value       |              |               | Valuation     |              |             |              | Deductible     |    |    |                |
| Building                                                                                                                  | \$349,955   |              |               | RC            |              |             |              | \$5,000        |    |    |                |
| Total Location TIV                                                                                                        | \$349,955   |              |               |               |              |             |              |                |    |    |                |
| 6 - 8: 7820 University Blvd.<br>Clive, IA 50325<br>Water Pump Station incl Wooden Fence/Concrete Flood                    | 1,799       |              |               | 1990          |              | 3           | 4            | Y              | Y  | N  | Y              |
|                                                                                                                           | Value       |              |               | Valuation     |              |             |              | Deductible     |    |    |                |
| Building                                                                                                                  | \$1,072,068 |              |               | RC            |              |             |              | \$5,000        |    |    |                |
| Total Location TIV                                                                                                        | \$1,072,068 |              |               |               |              |             |              |                |    |    |                |
| 60 - 83: Country Club Glen Park<br>Clive, IA 50325<br>Playground Equipment                                                |             |              |               | 2005          |              | 3           | 4            | Y              | Y  | N  | Y              |
|                                                                                                                           | Value       |              |               | Valuation     |              |             |              | Deductible     |    |    |                |
| Building                                                                                                                  | \$137,239   |              |               | RC            |              |             |              | \$5,000        |    |    |                |
| Total Location TIV                                                                                                        | \$137,239   |              |               |               |              |             |              |                |    |    |                |
| 60 - 86: Country Club Glen Park<br>Clive, IA 50325<br>Park Restroom & Shelter                                             | 1,066       | 1            |               | 2006          |              | 1           | 4            | Y              | Y  | N  | Y              |
|                                                                                                                           | Value       |              |               | Valuation     |              |             |              | Deductible     |    |    |                |
| Building                                                                                                                  | \$257,970   |              |               | RC            |              |             |              | \$5,000        |    |    |                |
| Total Location TIV                                                                                                        | \$257,970   |              |               |               |              |             |              |                |    |    |                |
| 60 - 87: Country Club Glen Park<br>Clive, IA 50325<br>Basketball Court                                                    |             |              |               | 2006          |              | 1           | 4            | Y              | Y  | N  | Y              |
|                                                                                                                           | Value       |              |               | Valuation     |              |             |              | Deductible     |    |    |                |
| Building                                                                                                                  | \$32,291    |              |               | RC            |              |             |              | \$5,000        |    |    |                |
| Total Location TIV                                                                                                        | \$32,291    |              |               |               |              |             |              |                |    |    |                |
| 60 - 122: Country Club Glen Park<br>Clive, IA 50325<br>Soccer Goals                                                       |             |              |               |               |              | 3           | 4            | Y              | Y  | N  | Y              |
|                                                                                                                           | Value       |              |               | Valuation     |              |             |              | Deductible     |    |    |                |
| Building                                                                                                                  | \$5,576     |              |               | RC            |              |             |              | \$5,000        |    |    |                |
| Total Location TIV                                                                                                        | \$5,576     |              |               |               |              |             |              |                |    |    |                |



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| Location Description                                                                    | Area        | # of Flrs | Auto Spklr | Year Built | Year Reno | Con Code | Pro Class | Equip Break | FL | EQ | Blank Limit |
|-----------------------------------------------------------------------------------------|-------------|-----------|------------|------------|-----------|----------|-----------|-------------|----|----|-------------|
| 63 - 88: 2123 NW 111th St.<br>Clive, IA 50325<br>Offices/Storage/Shop                   | 58,805      | 1         |            | 1984       |           | 1        | 4         | Y           | Y  | N  | Y           |
|                                                                                         | Value       |           |            | Valuation  |           |          |           | Deductible  |    |    |             |
| Building                                                                                | \$0         |           |            | RC         |           |          |           | \$500       |    |    |             |
| Building                                                                                | \$6,853,707 |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Personal Property                                                                       | \$223,470   |           |            | RC         |           |          |           | \$500       |    |    |             |
| Personal Property                                                                       | \$448,800   |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Miscellaneous Property Scheduled                                                        | \$2,049,328 |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Total Location TIV                                                                      | \$9,575,305 |           |            |            |           |          |           |             |    |    |             |
| 63 - 144: 2123 NW 111th St.<br>Clive, IA 50325<br>Caterpillar Olympian D100P1 Generator |             |           |            |            |           | 3        | 4         | Y           | Y  | N  | Y           |
|                                                                                         | Value       |           |            | Valuation  |           |          |           | Deductible  |    |    |             |
| Building                                                                                | \$76,556    |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Total Location TIV                                                                      | \$76,556    |           |            |            |           |          |           |             |    |    |             |
| 63 - 145: 2123 NW 111th St.<br>Clive, IA 50325<br>Mobile Lift & Accessory Equipment     |             |           |            |            |           | 1        | 4         | Y           | Y  | N  | Y           |
|                                                                                         | Value       |           |            | Valuation  |           |          |           | Deductible  |    |    |             |
| Building                                                                                | \$54,828    |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Total Location TIV                                                                      | \$54,828    |           |            |            |           |          |           |             |    |    |             |
| 64 - 106: 152nd & Sheridan/Stonegate Park<br>Clive, IA 50325<br>Shelter                 | 600         | 1         |            | 2007       |           | 3        | 4         | Y           | Y  | N  | Y           |
|                                                                                         | Value       |           |            | Valuation  |           |          |           | Deductible  |    |    |             |
| Building                                                                                | \$155,186   |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Total Location TIV                                                                      | \$155,186   |           |            |            |           |          |           |             |    |    |             |
| 64 - 115: 152nd & Sheridan/Stonegate Park<br>Clive, IA 50325<br>Basketball Court        |             |           |            | 2008       |           | 3        | 4         | Y           | Y  | N  | Y           |
|                                                                                         | Value       |           |            | Valuation  |           |          |           | Deductible  |    |    |             |
| Building                                                                                | \$31,858    |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Total Location TIV                                                                      | \$31,858    |           |            |            |           |          |           |             |    |    |             |
| 64 - 116: 152nd & Sheridan/Stonegate Park<br>Clive, IA 50325<br>Miniature Golf          |             |           |            | 2008       |           | 1        | 4         | Y           | Y  | N  | Y           |
|                                                                                         | Value       |           |            | Valuation  |           |          |           | Deductible  |    |    |             |
| Building                                                                                | \$7,965     |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Total Location TIV                                                                      | \$7,965     |           |            |            |           |          |           |             |    |    |             |



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| Location Description                                                                                    | Area      | # of Flrs | Auto Spklr | Year Built | Year Reno | Con Code | Pro Class | Equip Break | FL | EQ | Blank Limit |
|---------------------------------------------------------------------------------------------------------|-----------|-----------|------------|------------|-----------|----------|-----------|-------------|----|----|-------------|
| 64 - 117: 152nd & Sheridan/Stonegate Park<br>Clive, IA 50325<br>Backstop                                |           |           |            | 2008       |           | 3        | 4         | Y           | Y  | N  | Y           |
|                                                                                                         | Value     |           |            | Valuation  |           |          |           | Deductible  |    |    |             |
| Building                                                                                                | \$17,243  |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Total Location TIV                                                                                      | \$17,243  |           |            |            |           |          |           |             |    |    |             |
| 64 - 223: 152nd & Sheridan/Stonegate Park<br>Clive, IA 50325<br>Playground Equipment incl PIP Surfacing |           |           |            | 2024       |           | 1        | 4         | Y           | Y  | N  | Y           |
|                                                                                                         | Value     |           |            | Valuation  |           |          |           | Deductible  |    |    |             |
| Building                                                                                                | \$336,600 |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Total Location TIV                                                                                      | \$336,600 |           |            |            |           |          |           |             |    |    |             |
| 65 - 107: George Lundberg Park<br>Clive, IA 50325<br>Play Structure                                     |           |           |            | 2003       |           | 3        | 4         | Y           | Y  | N  | Y           |
|                                                                                                         | Value     |           |            | Valuation  |           |          |           | Deductible  |    |    |             |
| Building                                                                                                | \$75,187  |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Total Location TIV                                                                                      | \$75,187  |           |            |            |           |          |           |             |    |    |             |
| 65 - 108: George Lundberg Park<br>Clive, IA 50325<br>Shelter House                                      | 196       | 1         |            | 2003       |           | 1        | 4         | Y           | Y  | N  | Y           |
|                                                                                                         | Value     |           |            | Valuation  |           |          |           | Deductible  |    |    |             |
| Building                                                                                                | \$42,211  |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Total Location TIV                                                                                      | \$42,211  |           |            |            |           |          |           |             |    |    |             |
| 65 - 109: George Lundberg Park<br>Clive, IA 50325<br>1/2 Basketball Court                               |           |           |            | 2003       |           | 3        | 4         | Y           | Y  | N  | Y           |
|                                                                                                         | Value     |           |            | Valuation  |           |          |           | Deductible  |    |    |             |
| Building                                                                                                | \$15,930  |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Total Location TIV                                                                                      | \$15,930  |           |            |            |           |          |           |             |    |    |             |
| 66 - 110: Lions Park<br>Clive, IA 50325<br>Tennis Court & Fence                                         |           |           |            | 1999       |           | 3        | 4         | Y           | Y  | N  | Y           |
|                                                                                                         | Value     |           |            | Valuation  |           |          |           | Deductible  |    |    |             |
| Building                                                                                                | \$71,685  |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Total Location TIV                                                                                      | \$71,685  |           |            |            |           |          |           |             |    |    |             |



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| Location Description                                                                | Area      | # of Flrs | Auto Spklr | Year Built | Year Reno | Con Code | Pro Class | Equip Break | FL | EQ | Blank Limit |
|-------------------------------------------------------------------------------------|-----------|-----------|------------|------------|-----------|----------|-----------|-------------|----|----|-------------|
| 66 - 111: Lions Park<br>Clive, IA 50325<br>Play Equipment                           |           |           |            | 1999       |           | 3        | 4         | Y           | Y  | N  | Y           |
|                                                                                     | Value     |           |            | Valuation  |           |          |           | Deductible  |    |    |             |
| Building                                                                            | \$70,350  |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Total Location TIV                                                                  | \$70,350  |           |            |            |           |          |           |             |    |    |             |
| 66 - 112: Lions Park<br>Clive, IA 50325<br>UBC Concrete Restroom                    | 460       | 1         |            | 2017       |           | 4        | 4         | Y           | Y  | N  | Y           |
|                                                                                     | Value     |           |            | Valuation  |           |          |           | Deductible  |    |    |             |
| Building                                                                            | \$169,743 |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Total Location TIV                                                                  | \$169,743 |           |            |            |           |          |           |             |    |    |             |
| 66 - 113: Lions Park<br>Clive, IA 50325<br>Gazebo                                   | 196       | 1         |            | 1999       |           | 1        | 4         | Y           | Y  | N  | Y           |
|                                                                                     | Value     |           |            | Valuation  |           |          |           | Deductible  |    |    |             |
| Building                                                                            | \$24,623  |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Total Location TIV                                                                  | \$24,623  |           |            |            |           |          |           |             |    |    |             |
| 68 - 124: NW 86th Street<br>Clive, IA 50325<br>Retaining Wall                       |           | 1         |            | 2009       |           | 3        | 4         | Y           | Y  | N  | Y           |
|                                                                                     | Value     |           |            | Valuation  |           |          |           | Deductible  |    |    |             |
| Building                                                                            | \$983,018 |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Total Location TIV                                                                  | \$983,018 |           |            |            |           |          |           |             |    |    |             |
| 69 - 125: University Blvd<br>Clive, IA 50325<br>Retaining Wall                      |           | 1         |            | 2009       |           | 3        | 4         | Y           | Y  | N  | Y           |
|                                                                                     | Value     |           |            | Valuation  |           |          |           | Deductible  |    |    |             |
| Building                                                                            | \$14,579  |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Total Location TIV                                                                  | \$14,579  |           |            |            |           |          |           |             |    |    |             |
| 7 - 9: 12385 Woodlands Parkway/Campbell Park<br>Clive, IA 50325<br>Concession Stand | 672       | 1         |            | 1990       |           | 3        | 4         | Y           | Y  | N  | Y           |
|                                                                                     | Value     |           |            | Valuation  |           |          |           | Deductible  |    |    |             |
| Building                                                                            | \$152,300 |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Personal Property                                                                   | \$16,830  |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Total Location TIV                                                                  | \$169,130 |           |            |            |           |          |           |             |    |    |             |



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| Location Description                                                                                               | Area      | # of Flrs | Auto Spklr | Year Built | Year Reno | Con Code | Pro Class  | Equip Break | FL | EQ | Blank Limit |
|--------------------------------------------------------------------------------------------------------------------|-----------|-----------|------------|------------|-----------|----------|------------|-------------|----|----|-------------|
| 7 - 10: 12385 Woodlands Parkway/Campbell Park Clive, IA 50325<br>Gazebo                                            | 144       | 1         |            | 1990       |           | 1        | 4          | Y           | Y  | N  | Y           |
|                                                                                                                    | Value     |           |            | Valuation  |           |          | Deductible |             |    |    |             |
| Building                                                                                                           | \$54,895  |           |            | RC         |           |          | \$5,000    |             |    |    |             |
| Total Location TIV                                                                                                 | \$54,895  |           |            |            |           |          |            |             |    |    |             |
| 7 - 11: 12385 Woodlands Parkway/Campbell Park Clive, IA 50325<br>Shelter                                           | 1,690     |           |            | 2007       |           | 4        | 4          | Y           | Y  | N  | Y           |
|                                                                                                                    | Value     |           |            | Valuation  |           |          | Deductible |             |    |    |             |
| Building                                                                                                           | \$230,334 |           |            | RC         |           |          | \$5,000    |             |    |    |             |
| Total Location TIV                                                                                                 | \$230,334 |           |            |            |           |          |            |             |    |    |             |
| 7 - 36: 12385 Woodlands Parkway/Campbell Park Clive, IA 50325<br>Softball Complex incl Chainlink Perimeter Fencing |           |           |            | 2012       |           | 2        | 4          | Y           | Y  | N  | Y           |
|                                                                                                                    | Value     |           |            | Valuation  |           |          | Deductible |             |    |    |             |
| Building                                                                                                           | \$563,136 |           |            | RC         |           |          | \$5,000    |             |    |    |             |
| Total Location TIV                                                                                                 | \$563,136 |           |            |            |           |          |            |             |    |    |             |
| 7 - 100: 12385 Woodlands Parkway/Campbell Park Clive, IA 50325<br>Shelter                                          | 1,568     | 1         |            | 2007       |           | 1        | 4          | Y           | Y  | N  | Y           |
|                                                                                                                    | Value     |           |            | Valuation  |           |          | Deductible |             |    |    |             |
| Building                                                                                                           | \$357,844 |           |            | RC         |           |          | \$5,000    |             |    |    |             |
| Total Location TIV                                                                                                 | \$357,844 |           |            |            |           |          |            |             |    |    |             |
| 7 - 102: 12385 Woodlands Parkway/Campbell Park Clive, IA 50325<br>Playground Equipment                             |           |           |            | 2007       |           | 3        | 4          | Y           | Y  | N  | Y           |
|                                                                                                                    | Value     |           |            | Valuation  |           |          | Deductible |             |    |    |             |
| Building                                                                                                           | \$71,000  |           |            | RC         |           |          | \$5,000    |             |    |    |             |
| Total Location TIV                                                                                                 | \$71,000  |           |            |            |           |          |            |             |    |    |             |
| 7 - 103: 12385 Woodlands Parkway/Campbell Park Clive, IA 50325<br>Playground Equipment                             |           |           |            | 2007       |           | 3        | 4          | Y           | Y  | N  | Y           |
|                                                                                                                    | Value     |           |            | Valuation  |           |          | Deductible |             |    |    |             |
| Building                                                                                                           | \$62,547  |           |            | RC         |           |          | \$5,000    |             |    |    |             |
| Total Location TIV                                                                                                 | \$62,547  |           |            |            |           |          |            |             |    |    |             |





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| Location Description                                                                           | Area      | # of Flrs | Auto Spklr | Year Built | Year Reno | Con Code | Pro Class | Equip Break | FL | EQ | Blank Limit |
|------------------------------------------------------------------------------------------------|-----------|-----------|------------|------------|-----------|----------|-----------|-------------|----|----|-------------|
| 7 - 104: 12385 Woodlands Parkway/Campbell Park<br>Clive, IA 50325<br>Playground Equipment      |           |           |            | 2007       |           | 3        | 4         | Y           | Y  | N  | Y           |
|                                                                                                | Value     |           |            | Valuation  |           |          |           | Deductible  |    |    |             |
| Building                                                                                       | \$52,405  |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Total Location TIV                                                                             | \$52,405  |           |            |            |           |          |           |             |    |    |             |
| 7 - 105: 12385 Woodlands Parkway/Campbell Park<br>Clive, IA 50325<br>(3) Tennis Courts & Fence |           |           |            | 2007       |           | 3        | 4         | Y           | Y  | N  | Y           |
|                                                                                                | Value     |           |            | Valuation  |           |          |           | Deductible  |    |    |             |
| Building                                                                                       | \$223,018 |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Total Location TIV                                                                             | \$223,018 |           |            |            |           |          |           |             |    |    |             |
| 7 - 134: 12385 Woodlands Parkway/Campbell Park<br>Clive, IA 50325<br>Sand Volleyball Court     |           |           |            |            |           | 3        | 4         | Y           | Y  | N  | Y           |
|                                                                                                | Value     |           |            | Valuation  |           |          |           | Deductible  |    |    |             |
| Building                                                                                       | \$3,185   |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Total Location TIV                                                                             | \$3,185   |           |            |            |           |          |           |             |    |    |             |
| 70 - 126: NW 78th Street<br>Clive, IA 50325<br>Retaining Wall                                  |           | 1         |            | 2009       |           | 3        | 4         | Y           | Y  | N  | Y           |
|                                                                                                | Value     |           |            | Valuation  |           |          |           | Deductible  |    |    |             |
| Building                                                                                       | \$43,952  |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Total Location TIV                                                                             | \$43,952  |           |            |            |           |          |           |             |    |    |             |
| 71 - 127: NW 111th & Hickman<br>Clive, IA 50325<br>'Welcome to Clive' Monument Sign            |           | 1         |            | 2009       |           | 3        | 4         | Y           | Y  | N  | Y           |
|                                                                                                | Value     |           |            | Valuation  |           |          |           | Deductible  |    |    |             |
| Building                                                                                       | \$42,266  |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Fine Arts                                                                                      | \$5,330   |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Total Location TIV                                                                             | \$47,595  |           |            |            |           |          |           |             |    |    |             |
| 72 - 128: NW 86th St. & Hickman<br>Clive, IA 50325<br>'Welcome to Clive' Monument Sign         |           | 1         |            | 2009       |           | 3        | 4         | Y           | Y  | N  | Y           |
|                                                                                                | Value     |           |            | Valuation  |           |          |           | Deductible  |    |    |             |
| Building                                                                                       | \$55,787  |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Total Location TIV                                                                             | \$55,787  |           |            |            |           |          |           |             |    |    |             |



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| Location Description                                                                                        | Area      | # of Flrs | Auto Spklr | Year Built | Year Reno | Con Code | Pro Class | Equip Break | FL | EQ | Blank Limit |
|-------------------------------------------------------------------------------------------------------------|-----------|-----------|------------|------------|-----------|----------|-----------|-------------|----|----|-------------|
| 73 - 129: Aasheim Plaza<br>Clive, IA 50325<br>Streetscape Phase II Project                                  |           |           |            | 2010       |           | 3        | 4         | Y           | Y  | N  | Y           |
|                                                                                                             | Value     |           |            | Valuation  |           |          |           | Deductible  |    |    |             |
| Building                                                                                                    | \$531,591 |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Fine Arts                                                                                                   | \$50,490  |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Total Location TIV                                                                                          | \$582,081 |           |            |            |           |          |           |             |    |    |             |
| 74 - 130: 1725 NW 86th St.<br>Clive, IA 50325<br>Streetscape Phase II Project/Kum & Go Plaza                |           |           |            | 2010       |           | 3        | 4         | Y           | Y  | N  | Y           |
|                                                                                                             | Value     |           |            | Valuation  |           |          |           | Deductible  |    |    |             |
| Building                                                                                                    | \$9,529   |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Total Location TIV                                                                                          | \$9,529   |           |            |            |           |          |           |             |    |    |             |
| 75 - 131: 1625 N.W. 118th St.<br>Clive, IA 50325<br>Water System Controls                                   |           |           |            |            |           | 3        | 4         | Y           | Y  | N  | Y           |
|                                                                                                             | Value     |           |            | Valuation  |           |          |           | Deductible  |    |    |             |
| Building                                                                                                    | \$31,110  |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Total Location TIV                                                                                          | \$31,110  |           |            |            |           |          |           |             |    |    |             |
| 76 - 132: 16400 Douglas Pkwy./Shuler Elementary<br>Campus<br>Clive, IA 50325<br>Black Diamond Art Sculpture |           |           |            | 2011       |           | 3        | 4         | Y           | N  | N  | N           |
|                                                                                                             | Value     |           |            | Valuation  |           |          |           | Deductible  |    |    |             |
| Building                                                                                                    | \$0       |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Fine Arts                                                                                                   | \$52,530  |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Total Location TIV                                                                                          | \$52,530  |           |            |            |           |          |           |             |    |    |             |
| 77 - 146: Public Right-of-Way (1400 N.W. 86th St.)<br>Clive, IA 50325<br>Hope Art Sculpture                 |           |           |            |            |           | 3        | 4         | Y           | N  | N  | N           |
|                                                                                                             | Value     |           |            | Valuation  |           |          |           | Deductible  |    |    |             |
| Building                                                                                                    | \$0       |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Fine Arts                                                                                                   | \$13,464  |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Total Location TIV                                                                                          | \$13,464  |           |            |            |           |          |           |             |    |    |             |



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| Location Description                                                                   | Area        | # of Flrs | Auto Spklr | Year Built | Year Reno | Con Code | Pro Class | Equip Break | FL | EQ | Blank Limit |
|----------------------------------------------------------------------------------------|-------------|-----------|------------|------------|-----------|----------|-----------|-------------|----|----|-------------|
| 78 - 147: Woodlands Pkwy. & NW 128th<br>Clive, IA 50325<br>Radiance Art Sculpture      |             |           |            | 2016       |           | 1        | 4         | Y           | N  | N  | N           |
|                                                                                        | Value       |           |            | Valuation  |           |          |           | Deductible  |    |    |             |
| Building                                                                               | \$0         |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Fine Arts                                                                              | \$118,932   |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Total Location TIV                                                                     | \$118,932   |           |            |            |           |          |           |             |    |    |             |
| 8 - 37: Rio Valley Park<br>Clive, IA 50325<br>Playground Equipment                     |             |           |            |            |           | 3        | 4         | Y           | Y  | N  | Y           |
|                                                                                        | Value       |           |            | Valuation  |           |          |           | Deductible  |    |    |             |
| Building                                                                               | \$64,045    |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Total Location TIV                                                                     | \$64,045    |           |            |            |           |          |           |             |    |    |             |
| 9 - 13: Karp Park<br>Clive, IA 50325<br>Playground Equipment                           |             |           |            |            |           | 3        | 4         | Y           | Y  | N  | Y           |
|                                                                                        | Value       |           |            | Valuation  |           |          |           | Deductible  |    |    |             |
| Building                                                                               | \$77,992    |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Total Location TIV                                                                     | \$77,992    |           |            |            |           |          |           |             |    |    |             |
| 9 - 123: Karp Park<br>Clive, IA 50325<br>Shelter                                       | 475         | 1         |            | 2008       |           | 1        | 4         | Y           | Y  | N  | Y           |
|                                                                                        | Value       |           |            | Valuation  |           |          |           | Deductible  |    |    |             |
| Building                                                                               | \$45,494    |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Total Location TIV                                                                     | \$45,494    |           |            |            |           |          |           |             |    |    |             |
| 9 - 157: Karp Park<br>Clive, IA 50325<br>1/2 Basketball Court & Goal                   |             |           |            | 2020       |           | 3        | 4         | Y           | Y  | N  | Y           |
|                                                                                        | Value       |           |            | Valuation  |           |          |           | Deductible  |    |    |             |
| Building                                                                               | \$13,597    |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Total Location TIV                                                                     | \$13,597    |           |            |            |           |          |           |             |    |    |             |
| 95 - 95: Various Locations on File<br>Clive, IA 50325<br>Street Lights/Traffic Signals |             |           |            |            |           | 3        | 4         | Y           | Y  | N  | Y           |
|                                                                                        | Value       |           |            | Valuation  |           |          |           | Deductible  |    |    |             |
| Building                                                                               | \$2,586,442 |           |            | RC         |           |          |           | \$5,000     |    |    |             |
| Total Location TIV                                                                     | \$2,586,442 |           |            |            |           |          |           |             |    |    |             |



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| Location Description                                                                            | Area      | # of Flrs | Auto Spklr | Year Built | Year Reno | Con Code | Pro Class | Equip Break | FL | EQ | Blank Limit |
|-------------------------------------------------------------------------------------------------|-----------|-----------|------------|------------|-----------|----------|-----------|-------------|----|----|-------------|
| 95 - 96: Various Locations on File<br>Clive, IA 50325<br>Standard Street Lights & Controllers   |           |           |            |            |           | 3        | 4         | Y           | Y  | N  | Y           |
|                                                                                                 | Value     |           |            |            |           |          |           |             |    |    |             |
| Building                                                                                        | \$157,448 |           |            |            |           | RC       |           | \$5,000     |    |    |             |
| Total Location TIV                                                                              | \$157,448 |           |            |            |           |          |           |             |    |    |             |
| 97 - 97: Various Locations on File<br>Clive, IA 50325<br>Decorative Street Lights & Controllers |           |           |            |            |           | 3        | 4         | Y           | Y  | N  | Y           |
|                                                                                                 | Value     |           |            |            |           |          |           |             |    |    |             |
| Building                                                                                        | \$476,335 |           |            |            |           | RC       |           | \$5,000     |    |    |             |
| Total Location TIV                                                                              | \$476,335 |           |            |            |           |          |           |             |    |    |             |
| 98 - 98: Standard Location: Private Residence<br>Clive, IA 50325<br>Private Residence           |           |           |            |            |           | 1        | 4         | Y           | N  | N  | N           |
|                                                                                                 | Value     |           |            |            |           |          |           |             |    |    |             |
| Building                                                                                        | \$0       |           |            |            |           | ACV      |           | \$5,000     |    |    |             |
| Total Location TIV                                                                              | \$0       |           |            |            |           |          |           |             |    |    |             |
| 99 - 99: Liability Only<br>Clive, IA 50325<br>Liability Only                                    |           |           |            |            |           | 1        | 4         | Y           | N  | N  | N           |
|                                                                                                 | Value     |           |            |            |           |          |           |             |    |    |             |
| Building                                                                                        | \$0       |           |            |            |           | ACV      |           | \$5,000     |    |    |             |
| Total Location TIV                                                                              | \$0       |           |            |            |           |          |           |             |    |    |             |

|                                    |              |
|------------------------------------|--------------|
| Total Blanket TIV                  | \$68,281,508 |
| Building                           | \$61,795,060 |
| Builders Risk                      | \$9,375,095  |
| Personal Property                  | \$7,018,710  |
| Fine Arts                          | \$277,715    |
| Miscellaneous Property Scheduled   | \$4,564,475  |
| Miscellaneous Property Unscheduled | \$1,243,714  |
| Total TIV                          | \$84,274,769 |
| APD TIV                            | \$8,457,048  |
| Grand Total TIV                    | \$92,731,817 |



## Additional Property Statement of Values

City of Clive

Effective Date: 07/01/2025

Printed on: 06/10/2025

21 - 26 - 1900 NW 114th St., Clive, IA 50325

| Line Classification                | Description                     | Serial No | Coverage Limit | Valuation | Deductible |
|------------------------------------|---------------------------------|-----------|----------------|-----------|------------|
| 1 Miscellaneous Property Scheduled | 3M Self-Check Station (Library) | NULL      | \$17,803       | RC        | \$5,000    |

|                                                    |          |
|----------------------------------------------------|----------|
| Total Location Miscellaneous Property Scheduled    | \$17,803 |
| Total Location Additional Property Scheduled Value | \$17,803 |

26 - 75 - NW 114th St., Aquatic Center, Clive, IA 50325

| Line Classification | Description            | Serial No | Coverage Limit | Valuation | Deductible |
|---------------------|------------------------|-----------|----------------|-----------|------------|
| 1 Fine Arts         | Seahorse Art Sculpture | NULL      | \$561          | RC        | \$5,000    |

|                                                    |       |
|----------------------------------------------------|-------|
| Total Location Fine Arts                           | \$561 |
| Total Location Additional Property Scheduled Value | \$561 |

50 -

| Line Classification                | Description                                | Serial No | Coverage Limit | Valuation | Deductible |
|------------------------------------|--------------------------------------------|-----------|----------------|-----------|------------|
| 1 Miscellaneous Property Scheduled | 2024 Kubota Tractor /L6060HSTC/PK472       |           | \$66,240       | RC        | \$5,000    |
| 2 Miscellaneous Property Scheduled | Bowie Lancer HM600T, 600 gal. Hydro Seeder |           | \$42,200       | RC        | \$5,000    |

|                                                    |           |
|----------------------------------------------------|-----------|
| Total Location Miscellaneous Property Scheduled    | \$108,440 |
| Total Location Additional Property Scheduled Value | \$108,440 |

50 - 11 - 1885 NW 123rd Street, Clive, IA 50325

| Line Classification                | Description                                                        | Serial No                           | Coverage Limit | Valuation | Deductible |
|------------------------------------|--------------------------------------------------------------------|-------------------------------------|----------------|-----------|------------|
| 1 Miscellaneous Property Scheduled | 2024 Bobcat MT100 Mini Track Loader (PK455)                        | B52P39911/1<br>J955430004P<br>J5836 | \$42,896       | RC        | \$5,000    |
| 2 Miscellaneous Property Scheduled | Ventrac KN Tractor/Mower w/Eqpt. & Attachments                     | MS720-<br>AA04023                   | \$61,141       | RC        | \$5,000    |
| 3 Miscellaneous Property Scheduled | Wolfpack Asphalt Roller                                            | 1399204                             | \$11,220       | RC        | \$5,000    |
| 4 Miscellaneous Property Scheduled | 2022 Bobcat T770 T4 Compact Track Loader & Forestry Mulcher (PK84) | AT6335920                           | \$123,393      | RC        | \$5,000    |
| 5 Miscellaneous Property Scheduled | 2019 Kubota M5 Tractor & LA1854 Loader                             | 55957 &<br>A7716                    | \$70,673       | RC        | \$5,000    |
| 6 Miscellaneous Property Scheduled | 2019 Kubota RTV-X900WL-H w/Eqpt.                                   | NULL                                | \$20,423       | RC        | \$5,000    |



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|    |                                     |                                                   |                 |           |    |         |
|----|-------------------------------------|---------------------------------------------------|-----------------|-----------|----|---------|
| 7  | Miscellaneous<br>Property Scheduled | 2019 Turfco Mete-R-Matic XL Tow-Behind Topdresser | NULL            | \$18,688  | RC | \$5,000 |
| 8  | Miscellaneous<br>Property Scheduled | 2017 Vermeer Brush Chipper, BC1800XL              | 6692            | \$74,047  | RC | \$5,000 |
| 9  | Miscellaneous<br>Property Scheduled | 2017 Z-Spray Sprayer/Spreader                     | zs4630-2017-471 | \$12,113  | RC | \$5,000 |
| 10 | Miscellaneous<br>Property Scheduled | 2014 John Deere 310SK Backhoe                     | 5718            | \$104,795 | RC | \$5,000 |
| 11 | Miscellaneous<br>Property Scheduled | Toro Sand Pro 5040 Ballfield Groomer              | NULL            | \$27,892  | RC | \$5,000 |
| 12 | Miscellaneous<br>Property Scheduled | Toolcat Snowblower & Broom                        | 0581/3179       | \$14,586  | RC | \$5,000 |
| 13 | Miscellaneous<br>Property Scheduled | Toro Groundsmaster 3505-D Zero-Turn Mower         | 407167943       | \$33,391  | RC | \$5,000 |
| 14 | Miscellaneous<br>Property Scheduled | Sullivan Pull-Behind Air Compressor               | 1892            | \$15,708  | RC | \$5,000 |
| 15 | Miscellaneous<br>Property Scheduled | Kubota ZT                                         | 31775           | \$15,708  | RC | \$5,000 |
| 16 | Miscellaneous<br>Property Scheduled | 9' Kage Tractor-Mountable Snow Blade              | SF10820156      | \$17,155  | RC | \$5,000 |
| 17 | Miscellaneous<br>Property Scheduled | 2017 Kubota RTV-X1100 Diesel Utility Vehicle      | X1100C          | \$24,123  | RC | \$5,000 |
| 18 | Miscellaneous<br>Property Scheduled | 2015 Turbo Tech Hydro Seeder w/500 Gallon Tank    | 6075            | \$15,126  | RC | \$5,000 |
| 19 | Miscellaneous<br>Property Scheduled | 2022 Kasco Vari-Slice Drill/Seeder                | NULL            | \$18,513  | RC | \$5,000 |
| 20 | Miscellaneous<br>Property Scheduled | 2023 Bobcat UW56 Toolcat (PK82)                   | B4RC13342       | \$77,432  | RC | \$5,000 |
| 21 | Miscellaneous<br>Property Scheduled | 2010 D185P JD Portable Air Compressor             | 29673           | \$15,652  | RC | \$5,000 |

|                                                    |           |
|----------------------------------------------------|-----------|
| Total Location Miscellaneous Property Scheduled    | \$814,675 |
| Total Location Additional Property Scheduled Value | \$814,675 |

63 - 88 - 2123 NW 111th St., Clive, IA 50325

| Line | Classification                      | Description                                                 | Serial No             | Coverage<br>Limit | Valuation | Deductible |
|------|-------------------------------------|-------------------------------------------------------------|-----------------------|-------------------|-----------|------------|
| 1    | Miscellaneous<br>Property Scheduled | CMS-432-T 48"x96" Full Matrix Variable Message Sign w/Hitch | 1A9AS4321M<br>2228509 | \$17,016          | RC        | \$5,000    |
| 2    | Miscellaneous<br>Property Scheduled | Case 570 XLT Industrial Tractor                             | JJG0261609            | \$53,856          | RC        | \$5,000    |



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|    |                                     |                                                                          |                           |           |    |         |
|----|-------------------------------------|--------------------------------------------------------------------------|---------------------------|-----------|----|---------|
| 3  | Miscellaneous<br>Property Scheduled | 2009 Decatur Radar Trailer                                               | 659023                    | \$7,854   | RC | \$5,000 |
| 4  | Miscellaneous<br>Property Scheduled | 2014 Sewer Inspection Unit (transtar transporter & trakstar camera)      | 0065                      | \$36,409  | RC | \$5,000 |
| 5  | Miscellaneous<br>Property Scheduled | 2022 Craftco Super Shot 125D Joint & Crack Filling Machine               | 1C9SY1017N<br>1418308     | \$72,546  | RC | \$5,000 |
| 6  | Miscellaneous<br>Property Scheduled | 2022 Husqvarna FS5000D26 Concrete Saw (PW10)                             | 00000013973<br>48001      | \$42,252  | RC | \$5,000 |
| 7  | Miscellaneous<br>Property Scheduled | Erkshine Snow Blower (truck-mounted)                                     | 9757                      | \$16,830  | RC | \$5,000 |
| 8  | Miscellaneous<br>Property Scheduled | John Deere 6320 Tractor/Mower                                            | 1687                      | \$49,761  | RC | \$5,000 |
| 9  | Miscellaneous<br>Property Scheduled | CTT Tracker Sewer Inspection Unit                                        | 5001                      | \$14,025  | RC | \$5,000 |
| 10 | Miscellaneous<br>Property Scheduled | 2016 Portable Message Sign, CMS-432-T                                    | 8367                      | \$14,972  | RC | \$5,000 |
| 11 | Miscellaneous<br>Property Scheduled | 2016 Volvo EC350E Track Excavator w/Permanently Attached Hydraulic Thumb | NULL                      | \$251,505 | RC | \$5,000 |
| 12 | Miscellaneous<br>Property Scheduled | 2016 Case CX80C Excavator                                                | 1355                      | \$109,116 | RC | \$5,000 |
| 13 | Miscellaneous<br>Property Scheduled | 2015 Portable Message Sign, CMS-423-T                                    | 8341                      | \$15,259  | RC | \$5,000 |
| 14 | Miscellaneous<br>Property Scheduled | 2016 Bobcat T650 T4 Track Loader                                         | 9207                      | \$60,781  | RC | \$5,000 |
| 15 | Miscellaneous<br>Property Scheduled | 2017 Manhole/Valve Coring Machine and Equipment                          | Mr.Manhole<br>Six Shooter | \$29,397  | RC | \$5,000 |
| 16 | Miscellaneous<br>Property Scheduled | 2023 American Signal Company CMS-432T Variable Message Board (PW51)      | 8494                      | \$16,903  | RC | \$5,000 |
| 17 | Miscellaneous<br>Property Scheduled | Mosquito Sprayer                                                         | 2215                      | \$19,074  | RC | \$5,000 |
| 18 | Miscellaneous<br>Property Scheduled | 2021 Kent KF9TLBA Hydraulic Pavement Breaker                             | NULL                      | \$17,835  | RC | \$5,000 |
| 19 | Miscellaneous<br>Property Scheduled | 2024 Skyjack SJ4726 Scissor Lift (PW794)                                 | NULL                      | \$24,342  | RC | \$5,000 |
| 20 | Miscellaneous<br>Property Scheduled | 2024 ST-1085-2FWA Battery-Powered Mobile Lift Set                        | NULL                      | \$58,958  | RC | \$5,000 |
| 21 | Miscellaneous<br>Property Scheduled | SeCorrPhon AC200 Leak Detection Kit                                      | NULL                      | \$18,231  | RC | \$5,000 |
| 22 | Miscellaneous<br>Property Scheduled | PW785/2023 Case 621G2XR Wheel Loader                                     | 1154                      | \$224,566 | RC | \$5,000 |



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|    |                                     |                                                                                         |                       |           |    |         |
|----|-------------------------------------|-----------------------------------------------------------------------------------------|-----------------------|-----------|----|---------|
| 23 | Miscellaneous<br>Property Scheduled | E.H. Wachs Diamond Wire Guillotine Saw                                                  | 0010                  | \$12,875  | RC | \$5,000 |
| 24 | Miscellaneous<br>Property Scheduled | Spin Doctor Hydrant Tool & Asscesory Equipment (2010)                                   | NULL                  | \$14,807  | RC | \$5,000 |
| 25 | Miscellaneous<br>Property Scheduled | PW940/2024 Transtar CCTV Camera and Tractor                                             | NULL                  | \$46,918  | RC | \$5,000 |
| 26 | Miscellaneous<br>Property Scheduled | Scissor Lift                                                                            | 6264                  | \$11,781  | RC | \$5,000 |
| 27 | Miscellaneous<br>Property Scheduled | Kubota 60" Mower                                                                        | 4255                  | \$12,903  | RC | \$5,000 |
| 28 | Miscellaneous<br>Property Scheduled | Kubota 72" Mower                                                                        | 6276                  | \$15,199  | RC | \$5,000 |
| 29 | Miscellaneous<br>Property Scheduled | Surface Cing Machine                                                                    | FSR0279               | \$20,869  | RC | \$5,000 |
| 30 | Miscellaneous<br>Property Scheduled | 2013 Bucket Grapple, Werk-Brau, WL3GR102                                                | 8111                  | \$15,147  | RC | \$5,000 |
| 31 | Miscellaneous<br>Property Scheduled | 2012 Kent Pavement Breaker                                                              | 1445                  | \$13,296  | RC | \$5,000 |
| 32 | Miscellaneous<br>Property Scheduled | 2009 Decatur Radar Trailer                                                              | 659022                | \$7,854   | RC | \$5,000 |
| 33 | Miscellaneous<br>Property Scheduled | #10/London Fog 18/20 Mosquito Sprayer w/GPS                                             | NULL                  | \$16,690  | RC | \$5,000 |
| 34 | Miscellaneous<br>Property Scheduled | 1998 Champion Grader                                                                    | 808X                  | \$78,540  | RC | \$5,000 |
| 35 | Miscellaneous<br>Property Scheduled | #73/2019 Hurco ERB-800 Hydraulic Valve Turning Machine                                  | 091019                | \$37,474  | RC | \$5,000 |
| 36 | Miscellaneous<br>Property Scheduled | #PW68/2023 Vermeer BC1800XL Brush Chipper                                               | 1VRD15AG4<br>P1052260 | \$135,696 | RC | \$5,000 |
| 37 | Miscellaneous<br>Property Scheduled | 2018 Case 580SNWT Backhoe                                                               | 5067                  | \$112,256 | RC | \$5,000 |
| 38 | Miscellaneous<br>Property Scheduled | 2021 Case 580WN WT Backhoe (PW45)                                                       | NULL                  | \$121,070 | RC | \$5,000 |
| 39 | Miscellaneous<br>Property Scheduled | 2019 Diamond 72" Mulcher/Mower (to be used with 2016 Volvo Track Excavator)             | NULL                  | \$19,137  | RC | \$5,000 |
| 40 | Miscellaneous<br>Property Scheduled | Aqua Dams (1 @ 2.5' tall X 77' long; 2 @ 6' tall X 100' long)                           | NULL                  | \$22,440  | RC | \$5,000 |
| 41 | Miscellaneous<br>Property Scheduled | 2019 Case 96" Backhoe Broom Attachment                                                  | 1919327               | \$13,442  | RC | \$5,000 |
| 42 | Miscellaneous<br>Property Scheduled | 2021 Sullivan-Palatek D210 UHJD4PTOW 74hp 210CFM 100/150PSI Skid-Mounted Air Compressor | 21GP011854            | \$31,624  | RC | \$5,000 |





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|                                                    |                                     |                                   |                      |          |    |             |
|----------------------------------------------------|-------------------------------------|-----------------------------------|----------------------|----------|----|-------------|
| 43                                                 | Miscellaneous<br>Property Scheduled | Paint Machine EZ Liner            | 06PS                 | \$25,806 | RC | \$5,000     |
| 44                                                 | Miscellaneous<br>Property Scheduled | 2024 Craftco Patcher II Unit #770 | 9TPI227R1'4<br>18294 | \$92,014 | RC | \$5,000     |
| Total Location Miscellaneous Property Scheduled    |                                     |                                   |                      |          |    | \$2,049,328 |
| Total Location Additional Property Scheduled Value |                                     |                                   |                      |          |    | \$2,049,328 |

### 71 - 127 - NW 111th & Hickman, Clive, IA 50325

| Line Classification                                | Description                  | Serial No | Coverage<br>Limit | Valuation | Deductible |
|----------------------------------------------------|------------------------------|-----------|-------------------|-----------|------------|
| 1 Fine Arts                                        | Broken Compass Art Sculpture | NULL      | \$5,330           | RC        | \$5,000    |
| Total Location Fine Arts                           |                              |           |                   | \$5,330   |            |
| Total Location Additional Property Scheduled Value |                              |           |                   | \$5,330   |            |

### 73 - 129 - Aasheim Plaza, Clive, IA 50325

| Line Classification                                | Description                  | Serial No | Coverage<br>Limit | Valuation | Deductible |
|----------------------------------------------------|------------------------------|-----------|-------------------|-----------|------------|
| 1 Fine Arts                                        | Prairie Engine Art Sculpture | NULL      | \$50,490          | RC        | \$5,000    |
| Total Location Fine Arts                           |                              |           |                   | \$50,490  |            |
| Total Location Additional Property Scheduled Value |                              |           |                   | \$50,490  |            |

### 76 - 132 - 16400 Douglas Pkwy./Shuler Elementary Campus, Clive, IA 50325

| Line Classification                                | Description                 | Serial No | Coverage<br>Limit | Valuation | Deductible |
|----------------------------------------------------|-----------------------------|-----------|-------------------|-----------|------------|
| 1 Fine Arts                                        | Black Diamond Art Sculpture | NULL      | \$52,530          | RC        | \$5,000    |
| Total Location Fine Arts                           |                             |           |                   | \$52,530  |            |
| Total Location Additional Property Scheduled Value |                             |           |                   | \$52,530  |            |

### 77 - 146 - Public Right-of-Way (1400 N.W. 86th St.), Clive, IA 50325

| Line Classification                                | Description        | Serial No | Coverage<br>Limit | Valuation | Deductible |
|----------------------------------------------------|--------------------|-----------|-------------------|-----------|------------|
| 1 Fine Arts                                        | Hope Art Sculpture | NULL      | \$13,464          | RC        | \$5,000    |
| Total Location Fine Arts                           |                    |           |                   | \$13,464  |            |
| Total Location Additional Property Scheduled Value |                    |           |                   | \$13,464  |            |

### 78 - 147 - Woodlands Pkwy. & NW 128th, Clive, IA 50325

| Line Classification                                | Description            | Serial No | Coverage<br>Limit | Valuation | Deductible |
|----------------------------------------------------|------------------------|-----------|-------------------|-----------|------------|
| 1 Fine Arts                                        | Radiance Art Sculpture | NULL      | \$118,932         | RC        | \$5,000    |
| Total Location Fine Arts                           |                        |           |                   | \$118,932 |            |
| Total Location Additional Property Scheduled Value |                        |           |                   | \$118,932 |            |



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103 - 143 - 1900 N.W. 114th St., Clive, IA 50325

| Line Classification                                | Description                  | Serial No | Coverage Limit | Valuation | Deductible |
|----------------------------------------------------|------------------------------|-----------|----------------|-----------|------------|
| 1 Fine Arts                                        | Slow Awakening Art Sculpture | NULL      | \$10,827       | RC        | \$5,000    |
| 2 Fine Arts                                        | Paths Unite Art Sculpture    | NULL      | \$5,049        | RC        | \$5,000    |
| Total Location Fine Arts                           |                              |           |                | \$15,876  |            |
| Total Location Additional Property Scheduled Value |                              |           |                | \$15,876  |            |

105 - 218 - 8800 Hickman Rd., Clive, IA 50325

| Line Classification                 | Description                                                                 | Serial No             | Coverage Limit | Valuation | Deductible |
|-------------------------------------|-----------------------------------------------------------------------------|-----------------------|----------------|-----------|------------|
| 1 Miscellaneous Property Scheduled  | Autel EVO II V3 Dual 640T Enterprise Drone w/Eqpt.                          | NULL                  | \$9,662        | RC        | \$5,000    |
| 2 Miscellaneous Property Scheduled  | 2019 Nasco EMS Training Mannequin Kit                                       | NULL                  | \$19,630       | RC        | \$5,000    |
| 3 Miscellaneous Property Scheduled  | 2019 Alumacraft 1648 16' Boat w/Mercury Motor                               | ACBR2987B818          | \$20,000       | RC        | \$5,000    |
| 4 Miscellaneous Property Scheduled  | MAKO SCBA Air Compressor                                                    | NULL                  | \$45,000       | RC        | \$5,000    |
| 5 Miscellaneous Property Scheduled  | 2012 John Deere Gator w/Equipment                                           | 1M0550TBJC<br>M016137 | \$13,464       | RC        | \$5,000    |
| 6 Miscellaneous Property Scheduled  | (2) Lift-Assist Ambulance Cot (orig. value: \$12,000 each)                  | NULL                  | \$26,928       | RC        | \$5,000    |
| 7 Miscellaneous Property Scheduled  | (2) Stryker MTS Power Load Cots w/Upgrade Kit                               | 2.01001E+12           | \$70,000       | RC        | \$5,000    |
| 8 Miscellaneous Property Scheduled  | (30) Fire Dept. Portable Radios incl (11) Mobiles & (2) Base Radios         | NULL                  | \$304,380      | RC        | \$5,000    |
| 9 Miscellaneous Property Scheduled  | (32) Police Portable Radios incl Portables, (13) Mobiles, & (2) Base Radios | NULL                  | \$343,922      | RC        | \$5,000    |
| 10 Miscellaneous Property Scheduled | Genesis Extrication Tool Set w/Eqpt.                                        | NULL                  | \$50,000       | RC        | \$5,000    |
| 11 Miscellaneous Property Scheduled | Medication & Equipment Vending Equipment                                    | NULL                  | \$19,000       | RC        | \$5,000    |
| 12 Miscellaneous Property Scheduled | MILO M-SATS Portable Simulator                                              | NULL                  | \$38,844       | RC        | \$5,000    |
| 13 Miscellaneous Property Scheduled | BullsEye Digital Fire Extinguisher Training System                          | NULL                  | \$12,899       | RC        | \$5,000    |
| 14 Miscellaneous Property Scheduled | (60) Personal Protective Equipment (orig. value: \$2,000 each)              | NULL                  | \$200,000      | RC        | \$5,000    |



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|    |                                     |                            |      |           |    |         |
|----|-------------------------------------|----------------------------|------|-----------|----|---------|
| 15 | Miscellaneous<br>Property Scheduled | MSA G1 SCBA (18 @ \$5,300) | NULL | \$120,000 | RC | \$5,000 |
|----|-------------------------------------|----------------------------|------|-----------|----|---------|

|                                                    |             |
|----------------------------------------------------|-------------|
| Total Location Miscellaneous Property Scheduled    | \$1,293,729 |
| Total Location Additional Property Scheduled Value | \$1,293,729 |

### 106 - 221 - Lakeshore Dr. & Woodlands Pkwy., Clive, IA 50325

| Line Classification | Description           | Serial No | Coverage<br>Limit | Valuation | Deductible |
|---------------------|-----------------------|-----------|-------------------|-----------|------------|
| 1 Fine Arts         | 'Stalk 10052REH400-1' | NULL      | \$3,703           | RC        | \$5,000    |

|                                                    |         |
|----------------------------------------------------|---------|
| Total Location Fine Arts                           | \$3,703 |
| Total Location Additional Property Scheduled Value | \$3,703 |

### 197 - 197 - Various City Locations, Clive, IA 50325

| Line Classification                   | Description             | Serial No | Coverage<br>Limit | Valuation | Deductible |
|---------------------------------------|-------------------------|-----------|-------------------|-----------|------------|
| 1 Miscellaneous<br>Property Scheduled | Leased/Rented Equipment | NULL      | \$280,500         | RC        | \$5,000    |

|                                                    |           |
|----------------------------------------------------|-----------|
| Total Location Miscellaneous Property Scheduled    | \$280,500 |
| Total Location Additional Property Scheduled Value | \$280,500 |

### 198 - 198 - Various Locations, Clive, IA 50325

| Line Classification                     | Description                                                                                               | Serial No | Coverage<br>Limit | Valuation | Deductible |
|-----------------------------------------|-----------------------------------------------------------------------------------------------------------|-----------|-------------------|-----------|------------|
| 1 Miscellaneous<br>Property Unscheduled | Unscheduled Miscellaneous Property (individual item value not to exceed \$10,000 per item)                | NULL      | \$816,430         | RC        | \$5,000    |
| 2 Miscellaneous<br>Property Unscheduled | Unscheduled Miscellaneous Property/Parks & Recreation (individual items not to exceed \$10,000 per item)  | NULL      | \$154,836         | RC        | \$5,000    |
| 3 Miscellaneous<br>Property Unscheduled | Unscheduled Miscellaneous Property/Ambulance A102 (individual item value not to exceed \$10,000 per item) | NULL      | \$25,000          | RC        | \$5,000    |
| 4 Miscellaneous<br>Property Unscheduled | Unscheduled Miscellaneous Property/Ambulance A103 (individual item value not to exceed \$10,000 per item) | NULL      | \$25,000          | RC        | \$5,000    |
| 5 Miscellaneous<br>Property Unscheduled | Unscheduled Miscellaneous Property/Engine 320 (individual item value not to exceed \$10,000 per item)     | NULL      | \$44,880          | RC        | \$5,000    |
| 6 Miscellaneous<br>Property Unscheduled | Unscheduled Miscellaneous Property/Fire Dept. (individual item value not to exceed \$10,000 per item)     | NULL      | \$71,135          | RC        | \$5,000    |
| 7 Miscellaneous<br>Property Unscheduled | Unscheduled Miscellaneous Property/Fire Hose (individual item value not to exceed \$10,000 per item)      | NULL      | \$50,333          | RC        | \$5,000    |
| 8 Miscellaneous<br>Property Unscheduled | Unscheduled Miscellaneous Property/Ladder 325 (individual item value not to exceed \$10,000 per item)     | NULL      | \$44,880          | RC        | \$5,000    |
| 9 Miscellaneous<br>Property Unscheduled | Unscheduled Miscellaneous Property/Medic C301 (individual item value not to exceed \$10,000 per item)     | NULL      | \$11,220          | RC        | \$5,000    |



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|                                                    |             |
|----------------------------------------------------|-------------|
| Total Location Miscellaneous Property Unscheduled  | \$1,243,714 |
| Total Location Additional Property Scheduled Value | \$1,243,714 |

300 - 301 - Various City Locations, Clive, IA 50325

| Line Classification | Description         | Serial No | Coverage Limit | Valuation | Deductible |
|---------------------|---------------------|-----------|----------------|-----------|------------|
| 1 Fine Arts         | Art Along the Trail | NULL      | \$16,830       | RC        | \$5,000    |

|                                                    |          |
|----------------------------------------------------|----------|
| Total Location Fine Arts                           | \$16,830 |
| Total Location Additional Property Scheduled Value | \$16,830 |

|                                                 |             |
|-------------------------------------------------|-------------|
| Grand Total Fine Arts                           | \$277,715   |
| Grand Total Miscellaneous Property Scheduled    | \$4,564,475 |
| Grand Total Miscellaneous Property Unscheduled  | \$1,243,714 |
| Grand Total Additional Property Scheduled Value | \$6,085,904 |



## Schedule of Covered Vehicles

City of Clive

Effective Date: 07/01/2025

Printed on: 06/10/2025

### 21 - 1900 NW 114th St., Clive,, IA 50325

|                               | Year Make      | Model                | VIN  | Type                       | Value    | Valuation | Comp | Ded     | Coll | Ded     |
|-------------------------------|----------------|----------------------|------|----------------------------|----------|-----------|------|---------|------|---------|
| 1                             | 2021 Ford      | #CD03/Escape S 4WD   | 0689 | Passenger Car/Vans/Pickups | \$23,432 | ACV       | Y    | \$1,000 | Y    | \$1,000 |
| 2                             | 2021 Ford      | #CD05/Escape S 4WD   | 0667 | Passenger Car/Vans/Pickups | \$23,432 | ACV       | Y    | \$1,000 | Y    | \$1,000 |
| 3                             | 2021 Ford      | Ranger 4x4 SuperCrew | 0269 | Passenger Car/Vans/Pickups | \$26,214 | ACV       | Y    | \$1,000 | Y    | \$1,000 |
| 4                             | 2012 Chevrolet | Express Van          | 9380 | Passenger Car/Vans/Pickups | \$25,492 | ACV       | Y    | \$1,000 | Y    | \$1,000 |
| 5                             | 2018 Ford      | Escape               | 2687 | Passenger Car/Vans/Pickups | \$20,666 | ACV       | Y    | \$1,000 | Y    | \$1,000 |
| Total Location Vehicle Value: |                | \$119,236            |      |                            |          |           |      |         |      |         |

### 50 - 1885 NW 123rd Street, Clive,, IA 50325

|   | Year Make | Model                                                  | VIN  | Type                       | Value    | Valuation | Comp | Ded     | Coll | Ded     |
|---|-----------|--------------------------------------------------------|------|----------------------------|----------|-----------|------|---------|------|---------|
| 1 | 2023 Ram  | PK77/2500 Pickup w/Plow & Lift Gate                    | 8933 | Lt. Med Trucks             | \$71,000 | ACV       | Y    | \$1,000 | Y    | \$1,000 |
| 2 | 2021 Ford | #73/F-550 4WD DRW F5H7                                 | 1420 | Dump Trucks                | \$67,330 | ACV       | Y    | \$1,000 | Y    | \$1,000 |
| 3 | 2023 Ford | F-350 4x4 Super Duty Pickup w/Plow, Sander & Lift Gate | 4505 | Lt. Med Trucks             | \$70,000 | ACV       | Y    | \$1,000 | Y    | \$1,000 |
| 4 | 2023 Ford | PK88/F-550 Dump/Plow Truck                             | 9197 | Dump Trucks                | \$90,652 | ACV       | Y    | \$1,000 | Y    | \$1,000 |
| 5 | 2024 Ford | PK417/T-350 Transit Passenger Wagon                    | 4396 | Passenger Car/Vans/Pickups | \$54,028 | ACV       | Y    | \$1,000 | Y    | \$1,000 |
| 6 | 2011 Ford | F-550 Boom Truck                                       | 6214 | Heavy                      | \$83,039 | ACV       | Y    | \$1,000 | Y    | \$1,000 |
| 7 | 2011 Ford | Ranger w/Eqpt.                                         | 5897 | Passenger Car/Vans/Pickups | \$19,300 | ACV       | Y    | \$1,000 | Y    | \$1,000 |
| 8 | 2016 Ford | F-250 w/Eqpt/Fuel Tank/Lift Gate/Tool Box              | 6243 | Passenger Car/Vans/Pickups | \$22,992 | ACV       | Y    | \$1,000 | Y    | \$1,000 |



## Schedule of Covered Vehicles

City of Clive

Effective Date: 07/01/2025

Printed on: 06/10/2025

|    |      |           |                                              |                     |                            |           |     |   |         |   |         |
|----|------|-----------|----------------------------------------------|---------------------|----------------------------|-----------|-----|---|---------|---|---------|
| 9  | 2016 | Ford      | Transit Connection XL Van                    | 3157                | Passenger Car/Vans/Pickups | \$20,723  | ACV | Y | \$1,000 | Y | \$1,000 |
| 10 | 2017 | Ford      | F-550 w/Eqpt.                                | 5623                | Dump Trucks                | \$68,540  | ACV | Y | \$1,000 | Y | \$1,000 |
| 11 | 2018 | Ford      | F-250 Pickup w/Eqpt.                         | 3924                | Passenger Car/Vans/Pickups | \$31,000  | ACV | Y | \$1,000 | Y | \$1,000 |
| 12 | 2018 | Ford      | Transit Wagon                                | 5658                | Passenger Car/Vans/Pickups | \$33,446  | ACV | Y | \$1,000 | Y | \$1,000 |
| 13 | 2020 | Ford      | F-250 4x4 CC SS SRW Pickup                   | 0997                | Passenger Car/Vans/Pickups | \$37,000  | ACV | Y | \$1,000 | Y | \$1,000 |
| 14 | 2025 | Trailer   | Behnke TiltBed Trailer                       | 3323                | Trailers                   | \$15,248  | ACV | Y | \$1,000 | Y | \$1,000 |
| 15 | 2017 | Dodge     | Grand Caravan                                | 8844                | Passenger Car/Vans/Pickups | \$22,107  | ACV | Y | \$1,000 | Y | \$1,000 |
| 16 | 2024 | Chevrolet | Silverado 2500 HD w/Service Body & Lift Gate | 1GC0WL E74RF43 7340 | Lt. Med Trucks             | \$66,627  | ACV | Y | \$1,000 | Y | \$1,000 |
| 17 | 2024 | Ford      | PK429/F-550 w/Plow & Dump Body               | 2751                | Dump Trucks                | \$110,372 | ACV | Y | \$1,000 | Y | \$1,000 |

Total Location Vehicle Value: \$883,404

63 - 2123 NW 111th St., Clive,, IA 50325

|   | Year Make |               | Model                        | VIN  | Type                       | Value     | Valuation | Comp | Ded     | Coll | Ded     |
|---|-----------|---------------|------------------------------|------|----------------------------|-----------|-----------|------|---------|------|---------|
| 1 | 2022      | International | PW22/HV507 SFA 4x2           | 6344 | Dump Trucks                | \$352,000 | ACV       | Y    | \$1,000 | Y    | \$1,000 |
| 2 | 2024      | International | PW20/HV507 Dump Truck w/Plow | 4769 | Dump Trucks                | \$234,983 | ACV       | Y    | \$1,000 | Y    | \$1,000 |
| 3 | 2015      | International | 7300 4x2 w/equip             | 2515 | Dump Trucks                | \$176,267 | ACV       | Y    | \$1,000 | Y    | \$1,000 |
| 4 | 2016      | International | 7400 SFA 4X2 Dump Truck/Plow | 2095 | Dump Trucks                | \$179,401 | ACV       | Y    | \$1,000 | Y    | \$1,000 |
| 5 | 2017      | International | 7000 Series Dump Truck/Plow  | 8133 | Dump Trucks                | \$182,914 | ACV       | Y    | \$1,000 | Y    | \$1,000 |
| 6 | 2021      | Jeep          | PW48/Compass Sport 4x4       | 5442 | Passenger Car/Vans/Pickups | \$22,544  | ACV       | Y    | \$1,000 | Y    | \$1,000 |
| 7 | 2021      | Ram           | PW43/3500 ST 4x4 Pickup      | 5709 | Passenger Car/Vans/Pickups | \$30,639  | ACV       | Y    | \$1,000 | Y    | \$1,000 |



## Schedule of Covered Vehicles

City of Clive

Effective Date: 07/01/2025

Printed on: 06/10/2025

|    |      |               |                                                   |      |                            |           |     |   |         |   |         |
|----|------|---------------|---------------------------------------------------|------|----------------------------|-----------|-----|---|---------|---|---------|
| 8  | 2020 | Ram           | PW66/1500 4WD Quad Cab Pickup                     | 3751 | Passenger Car/Vans/Pickups | \$35,684  | ACV | Y | \$1,000 | Y | \$1,000 |
| 9  | 2023 | Doolittle     | #59/Cargo Concrete Trailer                        | 1500 | Trailers                   | \$19,750  | ACV | Y | \$1,000 | Y | \$1,000 |
| 10 | 2018 | International | 7400 SFA 4X2 Dump Truck/Plow                      | 5873 | Dump Trucks                | \$183,902 | ACV | Y | \$1,000 | Y | \$1,000 |
| 11 | 2019 | International | HV507 SFA/4x2 Dump Truck/Plow                     | 7378 | Dump Trucks                | \$187,232 | ACV | Y | \$1,000 | Y | \$1,000 |
| 12 | 2020 | International | HV507 SFA 4x2 Dump Truck                          | 3770 | Dump Trucks                | \$192,304 | ACV | Y | \$1,000 | Y | \$1,000 |
| 13 | 2023 | Freightliner  | M2106/Elgin Vacuum Street Sweeper                 | 6910 | Road Maintenance           | \$330,329 | ACV | Y | \$1,000 | Y | \$1,000 |
| 14 | 2016 | Freightliner  | Truck with Vactor 2100 Plus Jet/Vac Sewer Cleaner | 3249 | Heavy                      | \$407,784 | ACV | Y | \$1,000 | Y | \$1,000 |
| 15 | 2022 | Ford          | Ranger 4WD SuperCrew Pickup                       | 1330 | Passenger Car/Vans/Pickups | \$35,851  | ACV | Y | \$1,000 | Y | \$1,000 |
| 16 | 2023 | Ford          | PW731/F-250 4x4 Supercab SRW                      | 5432 | Passenger Car/Vans/Pickups | \$46,288  | ACV | Y | \$1,000 | Y | \$1,000 |
| 17 | 2023 | Ford          | PW733/F-250 4x4 Supercab SRW                      | 5433 | Passenger Car/Vans/Pickups | \$46,288  | ACV | Y | \$1,000 | Y | \$1,000 |
| 18 | 2025 | Ford          | PW703/Explorer                                    | 6086 | Passenger Car/Vans/Pickups | \$45,609  | ACV | Y | \$1,000 | Y | \$1,000 |
| 19 | 2025 | Ford          | PW738/Explorer (Locator Vehicle)                  | 5689 | Passenger Car/Vans/Pickups | \$45,609  | ACV | Y | \$1,000 | Y | \$1,000 |
| 20 | 2016 | Chevrolet     | Silverado 3500                                    | 0631 | Passenger Car/Vans/Pickups | \$28,209  | ACV | Y | \$1,000 | Y | \$1,000 |
| 21 | 2016 | Chevrolet     | Silverado 3500 w/Eqpt.                            | 1044 | Passenger Car/Vans/Pickups | \$28,209  | ACV | Y | \$1,000 | Y | \$1,000 |
| 22 | 2015 | Ford          | F-150 Pickup w/Eqpt.                              | 0143 | Passenger Car/Vans/Pickups | \$25,783  | ACV | Y | \$1,000 | Y | \$1,000 |



## Schedule of Covered Vehicles

City of Clive

Effective Date: 07/01/2025

Printed on: 06/10/2025

|    |      |         |                                                         |      |                                   |           |     |   |         |   |         |
|----|------|---------|---------------------------------------------------------|------|-----------------------------------|-----------|-----|---|---------|---|---------|
| 23 | 2015 | Ford    | F-150 Pickup w/Eqpt.                                    | 0144 | Passenger<br>Car/Vans/Pic<br>kups | \$25,783  | ACV | Y | \$1,000 | Y | \$1,000 |
| 24 | 2017 | Ford    | Explorer                                                | 4137 | Passenger<br>Car/Vans/Pic<br>kups | \$26,943  | ACV | Y | \$1,000 | Y | \$1,000 |
| 25 | 2017 | Ford    | Explorer                                                | 4138 | Passenger<br>Car/Vans/Pic<br>kups | \$27,043  | ACV | Y | \$1,000 | Y | \$1,000 |
| 26 | 2017 | Ford    | F-350 Pickup w/Eqpt.                                    | 0069 | Passenger<br>Car/Vans/Pic<br>kups | \$42,366  | ACV | Y | \$1,000 | Y | \$1,000 |
| 27 | 2017 | Ford    | F-350 Pickup w/Eqpt.                                    | 7404 | Passenger<br>Car/Vans/Pic<br>kups | \$49,393  | ACV | Y | \$1,000 | Y | \$1,000 |
| 28 | 2018 | Ford    | Transit F350 CCTV Van<br>w/Camera                       | 1403 | Lt. Med<br>Trucks                 | \$180,000 | ACV | Y | \$1,000 | Y | \$1,000 |
| 29 | 2020 | Ford    | #36/F-250 Pickup                                        | 7064 | Passenger<br>Car/Vans/Pic<br>kups | \$30,901  | ACV | Y | \$1,000 | Y | \$1,000 |
| 30 | 2020 | Ford    | PW34/F-550 Boom Truck                                   | 4262 | Heavy                             | \$134,773 | ACV | Y | \$1,000 | Y | \$1,000 |
| 31 | 2020 | Ford    | PW46/F-350 SD DRW<br>4WD Reg. Cab Pickup                | 8591 | Passenger<br>Car/Vans/Pic<br>kups | \$32,280  | ACV | Y | \$1,000 | Y | \$1,000 |
| 32 | 2021 | Trailer | Falcon MI10259 Hot Box<br>Patching Trailer              | 9025 | Trailers                          | \$45,420  | ACV | Y | \$1,000 | Y | \$1,000 |
| 33 | 2023 | Trailer | PW780/Trail King TK24LP<br>Heavy Equipment Trailer      | 3613 | Trailers                          | \$27,036  | ACV | Y | \$1,000 | Y | \$1,000 |
| 34 | 2024 | Trailer | Xpress 6x10 Heated<br>Enclosed Cargo Trailer<br>w/Eqpt. | 0320 | Trailers                          | \$13,000  | ACV | Y | \$1,000 | Y | \$1,000 |
| 35 | 1994 | Trailer | Redi Haul Emerg. Signing<br>(PW)                        | 9494 | Trailers                          | \$40,000  | ACV | Y | \$1,000 | Y | \$1,000 |
| 36 | 1999 | Trailer | Red Line Easement<br>Trailer (PW)                       | 3604 | Trailers                          | \$11,194  | ACV | Y | \$1,000 | Y | \$1,000 |
| 37 | 2009 | Trailer | Felling Shoring Trailer<br>(PW)                         | 4463 | Trailers                          | \$5,835   | ACV | Y | \$1,000 | Y | \$1,000 |
| 38 | 2014 | Trailer | NoRamp U14 TC                                           | 2642 | Trailers                          | \$11,716  | ACV | Y | \$1,000 | Y | \$1,000 |
| 39 | 2014 | Dodge   | Ram 1500                                                | 8283 | Passenger<br>Car/Vans/Pic<br>kups | \$24,158  | ACV | Y | \$1,000 | Y | \$1,000 |





## Schedule of Covered Vehicles

City of Clive

Effective Date: 07/01/2025

Printed on: 06/10/2025

|    |      |       |                 |      |                                   |          |     |   |         |   |         |
|----|------|-------|-----------------|------|-----------------------------------|----------|-----|---|---------|---|---------|
| 40 | 2015 | Dodge | Ram 2500 Pickup | 1530 | Passenger<br>Car/Vans/Pic<br>kups | \$35,724 | ACV | Y | \$1,000 | Y | \$1,000 |
|----|------|-------|-----------------|------|-----------------------------------|----------|-----|---|---------|---|---------|

|    |      |       |                  |      |                   |          |     |   |         |   |         |
|----|------|-------|------------------|------|-------------------|----------|-----|---|---------|---|---------|
| 41 | 2018 | Dodge | Ram 3500 w/Eqpt. | 6385 | Lt. Med<br>Trucks | \$50,422 | ACV | Y | \$1,000 | Y | \$1,000 |
|----|------|-------|------------------|------|-------------------|----------|-----|---|---------|---|---------|

|    |      |       |                                 |      |                   |          |     |   |         |   |         |
|----|------|-------|---------------------------------|------|-------------------|----------|-----|---|---------|---|---------|
| 42 | 2018 | Dodge | Ram 3500 w/Lift Gate &<br>Eqpt. | 0138 | Lt. Med<br>Trucks | \$28,916 | ACV | Y | \$1,000 | Y | \$1,000 |
|----|------|-------|---------------------------------|------|-------------------|----------|-----|---|---------|---|---------|

Total Location Vehicle Value: \$3,680,482

### 98 - Standard Location: Private Residence, Clive,, IA 50325

|   | Year | Make | Model                | VIN  | Type        | Value    | Valuation | Comp | Ded     | Coll | Ded     |
|---|------|------|----------------------|------|-------------|----------|-----------|------|---------|------|---------|
| 1 | 2017 | Ford | Explorer AWD w/Eqpt. | 3975 | Fire Trucks | \$70,000 | RC        | Y    | \$1,000 | Y    | \$1,000 |

Total Location Vehicle Value: \$70,000

### 99 - Liability Only, Clive,, IA 50325

|   | Year | Make      | Model                                   | VIN  | Type     | Value | Valuation | Comp | Ded | Coll | Ded |
|---|------|-----------|-----------------------------------------|------|----------|-------|-----------|------|-----|------|-----|
| 1 | 1988 | Homemade  | Stop Sign Trailer (PW)                  |      | Trailers | \$0   | LO        | N    |     | N    |     |
| 2 | 1996 | Homemade  | Flood Trailer (PW)                      |      | Trailers | \$0   | LO        | N    |     | N    |     |
| 3 | 2006 | Doolittle | Storm Water Trailer                     | 9722 | Trailers | \$0   | LO        | N    |     | N    |     |
| 4 | 2012 | Doolittle | Shoring Trailer                         | 5519 | Trailers | \$0   | LO        | N    |     | N    |     |
| 5 | 1999 | Trailer   | Husky Trailer<br>(Parks/mowers)         | 4936 | Trailers | \$0   | LO        | N    |     | N    |     |
| 6 | 2004 | Trailer   | Trailer (PW/mowers)                     | 2295 | Trailers | \$0   | LO        | N    |     | N    |     |
| 7 | 2009 | Trailer   | Redi Haul Trailer (surface<br>clnr-PW)  | 4841 | Trailers | \$0   | LO        | N    |     | N    |     |
| 8 | 2009 | Trailer   | Road Husky Trailer<br>(Pks-skid loader) | 4679 | Trailers | \$0   | LO        | N    |     | N    |     |
| 9 | 2016 | Trailer   | Road Husky FW12                         | 4932 | Trailers | \$0   | LO        | N    |     | N    |     |

Total Location Vehicle Value: \$0

### 105 - 8800 Hickman Rd., Clive,, IA 50325

|   | Year | Make      | Model                                 | VIN  | Type        | Value    | Valuation | Comp | Ded     | Coll | Ded     |
|---|------|-----------|---------------------------------------|------|-------------|----------|-----------|------|---------|------|---------|
| 1 | 2021 | Jeep      | Unmarked Grand<br>Cherokee Laredo 4x4 | 3145 | Police      | \$31,326 | ACV       | Y    | \$1,000 | Y    | \$1,000 |
| 2 | 2024 | Chevrolet | FDC300/Tahoe                          | 1120 | Fire Trucks | \$70,000 | ACV       | Y    | \$1,000 | Y    | \$1,000 |
| 3 | 2024 | Chevrolet | FDC303/Tahoe                          | 1567 | Fire Trucks | \$70,000 | ACV       | Y    | \$1,000 | Y    | \$1,000 |



## Schedule of Covered Vehicles

City of Clive

Effective Date: 07/01/2025

Printed on: 06/10/2025

|    |      |           |                                            |      |             |           |     |   |         |   |         |
|----|------|-----------|--------------------------------------------|------|-------------|-----------|-----|---|---------|---|---------|
| 4  | 2021 | Ford      | #221A/Explorer Police AWD w/Eqpt.          | 2026 | Police      | \$45,085  | ACV | Y | \$1,000 | Y | \$1,000 |
| 5  | 2022 | Ford      | PD204/Explorer Police AWD w/Eqpt.          | 6418 | Police      | \$39,502  | ACV | Y | \$1,000 | Y | \$1,000 |
| 6  | 2022 | Ford      | PD217/Explorer Police AWD w/Eqpt.          | 1801 | Police      | \$39,267  | ACV | Y | \$1,000 | Y | \$1,000 |
| 7  | 2019 | Chevrolet | Silverado Pickup w/Eqpt.                   | 9516 | Fire Trucks | \$20,000  | RC  | Y | \$1,000 | Y | \$1,000 |
| 8  | 2013 | Ford      | AEV Ambulance w/Eqpt.                      | 1963 | Ambulances  | \$171,884 | RC  | Y | \$1,000 | Y | \$1,000 |
| 9  | 2014 | Ford      | (unmarked) Taurus                          | 2031 | Police      | \$21,440  | ACV | Y | \$1,000 | Y | \$1,000 |
| 10 | 2016 | Ford      | Fusion S FWD (unmarked detective)          | 5056 | Police      | \$16,548  | ACV | Y | \$1,000 | Y | \$1,000 |
| 11 | 2017 | Ford      | F-450 Ambulance w/Eqpt.                    | 9439 | Ambulances  | \$352,000 | ACV | Y | \$1,000 | Y | \$1,000 |
| 12 | 2019 | Ford      | F-150 4x4 Pickup/Unmarked                  | 6613 | Police      | \$34,650  | ACV | Y | \$1,000 | Y | \$1,000 |
| 13 | 2021 | Ford      | #220/Explorer Police AWD w/Eqpt.           | 2025 | Police      | \$45,085  | ACV | Y | \$1,000 | Y | \$1,000 |
| 14 | 2021 | Dodge     | #224/Charger Police AWD w/Eqpt.            | 5910 | Police      | \$33,765  | ACV | Y | \$1,000 | Y | \$1,000 |
| 15 | 2021 | Dodge     | #233/(unmarked) Charger Police AWD w/Eqpt. | 8626 | Police      | \$32,942  | ACV | Y | \$1,000 | Y | \$1,000 |
| 16 | 2023 | Dodge     | PD201/Charger w/Eqpt.                      | 7078 | Police      | \$40,982  | ACV | Y | \$1,000 | Y | \$1,000 |
| 17 | 2023 | Dodge     | PD203/Charger w/Eqpt.                      | 3899 | Police      | \$40,982  | ACV | Y | \$1,000 | Y | \$1,000 |
| 18 | 2023 | Dodge     | PD206/Durango Pursuit Vehicle AWD w/Eqpt.  | 8800 | Police      | \$44,360  | ACV | Y | \$1,000 | Y | \$1,000 |
| 19 | 2023 | Dodge     | PD208/Durango                              | 2107 | Police      | \$44,360  | ACV | Y | \$1,000 | Y | \$1,000 |
| 20 | 2023 | Dodge     | PD212/Durango Pursuit Vehicle AWD w/Eqpt.  | 0255 | Police      | \$62,000  | ACV | Y | \$1,000 | Y | \$1,000 |
| 21 | 2024 | Dodge     | PD205/Durango Pursuit                      | 9127 | Police      | \$44,440  | ACV | Y | \$1,000 | Y | \$1,000 |
| 22 | 2024 | Dodge     | PD207/Durango Pursuit                      | 9129 | Police      | \$44,440  | ACV | Y | \$1,000 | Y | \$1,000 |
| 23 | 2024 | Dodge     | PD209/Durango Pursuit                      | 9128 | Police      | \$44,440  | ACV | Y | \$1,000 | Y | \$1,000 |
| 24 | 2024 | Dodge     | PD211/Durango (K9 unit)                    | 9130 | Police      | \$44,440  | ACV | Y | \$1,000 | Y | \$1,000 |
| 25 | 2024 | Dodge     | PD227/Durango (unmarked detective)         | 9214 | Police      | \$46,606  | ACV | Y | \$1,000 | Y | \$1,000 |



## Schedule of Covered Vehicles

City of Clive

Effective Date: 07/01/2025

Printed on: 06/10/2025

|    |      |               |                                          |                           |             |             |     |   |         |   |         |
|----|------|---------------|------------------------------------------|---------------------------|-------------|-------------|-----|---|---------|---|---------|
| 26 | 2024 | Dodge         | PD229/Dodge Durango<br>(unmarked)        | 8884                      | Police      | \$46,606    | ACV | Y | \$1,000 | Y | \$1,000 |
| 27 | 2008 | Trailer       | Foam Trailer                             | 7196                      | Trailers    | \$34,000    | ACV | Y | \$1,000 | Y | \$1,000 |
| 28 | 2011 | Miscellaneous | E-One Cyclone Fire Truck<br>w/Eqpt.      | 6464                      | Fire Trucks | \$975,000   | RC  | Y | \$1,000 | Y | \$1,000 |
| 29 | 2013 | Miscellaneous | E-One Typhoon Fire Truck<br>w/Eqpt.      | 7844                      | Fire Trucks | \$1,000,000 | RC  | Y | \$1,000 | Y | \$1,000 |
| 30 | 2019 | Dodge         | (unmarked) Charger<br>Police AWD         | 7618                      | Police      | \$29,823    | ACV | Y | \$1,000 | Y | \$1,000 |
| 31 | 2019 | Dodge         | (unmarked) Charger<br>Police AWD w/Eqpt. | 5094                      | Police      | \$30,483    | ACV | Y | \$1,000 | Y | \$1,000 |
| 32 | 2019 | Dodge         | Durango w/Eqpt.<br>(unmarked)            | 8350                      | Police      | \$36,499    | ACV | Y | \$1,000 | Y | \$1,000 |
| 33 | 2019 | Trailer       | Yacht Club Boat Trailer                  | 4447                      | Trailers    | \$18,000    | ACV | Y | \$1,000 | Y | \$1,000 |
| 34 | 2025 | Ram           | 1500 Hybrid #PD234<br>(Unmarked)         | 1C6RRF<br>GG2SN6<br>71802 | Police      | \$52,971    | ACV | Y | \$1,000 | Y | \$1,000 |

Total Location Vehicle Value: \$3,703,926

Total ACV Value: \$6,220,164    Total RC Value: \$2,236,884    Total SA Value: \$0    Grand Total Vehicle Value: \$8,457,048



## General Liability Breakout

Member name: City of Clive  
Anniversary date: 07/01/2025  
Coverage period: 07/01/2025 through 07/01/2026  
Statement printed on: 06/10/2025

|                                                    | Total Contribution |  |
|----------------------------------------------------|--------------------|--|
| Net Operating Expenditures                         | \$41,640.30        |  |
| Ambulances                                         | \$599.79           |  |
| Bridge - Hiking Trail                              | \$137.09           |  |
| Bridges                                            | \$479.82           |  |
| Diving Boards                                      | \$29.99            |  |
| Drones                                             |                    |  |
| EMT (No. of technicians, not including paid EMT's) | \$883.16           |  |
| Fire Rescue Boat                                   | \$157.71           |  |
| Medical Director of Fire Department                | \$270.63           |  |
| Ponds                                              | \$4,000.73         |  |
| Slip-n-Slide                                       |                    |  |
| Swimming Pools/Lakes                               | \$1,714.60         |  |
| Vegetation Goats                                   | \$63.08            |  |
| Waterslides                                        | \$2,399.17         |  |
| Herbicide/Pesticide                                | \$643.00           |  |
| Liquor Liability                                   | \$635.00           |  |
| GL Excess                                          | \$21,731.88        |  |
| Total                                              | \$75,385.88        |  |
|                                                    |                    |  |
| Public Officials Wrongful Acts                     | \$12,900.00        |  |
| Excess                                             | \$3,607.04         |  |
| Total                                              | \$16,507.04        |  |
|                                                    |                    |  |
| Law Enforcement                                    | \$20,000.00        |  |
| Excess                                             | \$5,592.04         |  |
| Total                                              | \$25,592.04        |  |
|                                                    |                    |  |
| Cyber                                              | \$24,069.00        |  |



## Auto Liability Breakout

Member name: City of Clive  
Anniversary date: 07/01/2025  
Coverage period: 07/01/2025 through 07/01/2026  
Statement printed on: 06/10/2025

| Vehicle Type               | Total Contribution | # of Vehicles | Avg Contribution |
|----------------------------|--------------------|---------------|------------------|
| Ambulances                 | \$1,491.00         | 2             | \$745.50         |
| Dump Trucks                | \$9,709.60         | 12            | \$809.13         |
| Fire Trucks                | \$3,072.82         | 6             | \$512.14         |
| Heavy                      | \$2,300.12         | 3             | \$766.71         |
| Lt. Med Trucks             | \$2,964.26         | 6             | \$494.04         |
| Passenger Car/Vans/Pickups | \$12,596.96        | 33            | \$381.73         |
| Police                     | \$17,368.93        | 25            | \$694.76         |
| Road Maintenance           | \$109.08           | 1             | \$109.08         |
| Trailers                   | \$0.00             | 20            | \$0.00           |
| Excess Coverage            | \$13,872.56        |               |                  |
| Total                      | \$63,485.33        |               |                  |



## Automobile Physical Damage Breakout

Member name: City of Clive  
Anniversary date: 07/01/2025  
Coverage period: 07/01/2025 through 07/01/2026  
Statement printed on: 06/10/2025

| Veh. No. | Year | Make          | Model                                                | Value     | Contribution |
|----------|------|---------------|------------------------------------------------------|-----------|--------------|
| 2        | 2022 | International | PW22/HV507 SFA 4x2                                   | \$352,000 | \$2,714.00   |
| 3        | 2024 | International | PW20/HV507 Dump Truck<br>w/Plow                      | \$234,983 | \$1,811.00   |
| 4        | 2015 | International | 7300 4x2 w/equip                                     | \$176,267 | \$1,359.00   |
| 5        | 2016 | International | 7400 SFA 4X2 Dump<br>Truck/Plow                      | \$179,401 | \$1,383.00   |
| 6        | 2017 | International | 7000 Series Dump<br>Truck/Plow                       | \$182,914 | \$1,410.00   |
| 7        | 2021 | Jeep          | PW48/Compass Sport 4x4                               | \$22,544  | \$174.00     |
| 8        | 2021 | Jeep          | Unmarked Grand Cherokee<br>Laredo 4x4                | \$31,326  | \$241.00     |
| 9        | 2021 | Ram           | PW43/3500 ST 4x4 Pickup                              | \$30,639  | \$236.00     |
| 10       | 2023 | Ram           | PK77/2500 Pickup w/Plow &<br>Lift Gate               | \$71,000  | \$547.00     |
| 11       | 2020 | Ram           | PW66/1500 4WD Quad Cab<br>Pickup                     | \$35,684  | \$275.00     |
| 12       | 1988 | Homemade      | Stop Sign Trailer (PW)                               | \$0       |              |
| 13       | 1996 | Homemade      | Flood Trailer (PW)                                   | \$0       |              |
| 14       | 2023 | Doolittle     | #59/Cargo Concrete Trailer                           | \$19,750  | \$152.00     |
| 15       | 2006 | Doolittle     | Storm Water Trailer                                  | \$0       |              |
| 16       | 2012 | Doolittle     | Shoring Trailer                                      | \$0       |              |
| 17       | 2018 | International | 7400 SFA 4X2 Dump<br>Truck/Plow                      | \$183,902 | \$1,418.00   |
| 18       | 2019 | International | HV507 SFA/4x2 Dump<br>Truck/Plow                     | \$187,232 | \$1,443.00   |
| 19       | 2020 | International | HV507 SFA 4x2 Dump Truck                             | \$192,304 | \$1,482.00   |
| 20       | 2023 | Freightliner  | M2106/Elgin Vacuum Street<br>Sweeper                 | \$330,329 | \$2,546.00   |
| 21       | 2016 | Freightliner  | Truck with Vactor 2100 Plus<br>Jet/Vac Sewer Cleaner | \$407,784 | \$3,144.00   |
| 22       | 2024 | Chevrolet     | FDC300/Tahoe                                         | \$70,000  | \$540.00     |
| 23       | 2024 | Chevrolet     | FDC303/Tahoe                                         | \$70,000  | \$540.00     |
| 24       | 2021 | Ford          | #221A/Explorer Police AWD<br>w/Eqpt.                 | \$45,085  | \$348.00     |
| 25       | 2021 | Ford          | #73/F-550 4WD DRW F5H7                               | \$67,330  | \$519.00     |
| 26       | 2021 | Ford          | #CD03/Escape S 4WD                                   | \$23,432  | \$181.00     |

|    |      |           |                                                        |           |            |
|----|------|-----------|--------------------------------------------------------|-----------|------------|
| 27 | 2021 | Ford      | #CD05/Escape S 4WD                                     | \$23,432  | \$181.00   |
| 28 | 2021 | Ford      | Ranger 4x4 SuperCrew                                   | \$26,214  | \$202.00   |
| 29 | 2022 | Ford      | PD204/Explorer Police AWD w/Eqpt.                      | \$39,502  | \$305.00   |
| 30 | 2022 | Ford      | PD217/Explorer Police AWD w/Eqpt.                      | \$39,267  | \$303.00   |
| 31 | 2022 | Ford      | Ranger 4WD SuperCrew Pickup                            | \$35,851  | \$276.00   |
| 32 | 2023 | Ford      | F-350 4x4 Super Duty Pickup w/Plow, Sander & Lift Gate | \$70,000  | \$540.00   |
| 33 | 2023 | Ford      | PK88/F-550 Dump/Plow Truck                             | \$90,652  | \$699.00   |
| 34 | 2023 | Ford      | PW731/F-250 4x4 Supercab SRW                           | \$46,288  | \$357.00   |
| 35 | 2023 | Ford      | PW733/F-250 4x4 Supercab SRW                           | \$46,288  | \$357.00   |
| 36 | 2024 | Ford      | PK417/T-350 Transit Passenger Wagon                    | \$54,028  | \$416.00   |
| 37 | 2025 | Ford      | PW703/Explorer                                         | \$45,609  | \$352.00   |
| 38 | 2025 | Ford      | PW738/Explorer (Locator Vehicle)                       | \$45,609  | \$352.00   |
| 39 | 2012 | Chevrolet | Express Van                                            | \$25,492  | \$197.00   |
| 41 | 2016 | Chevrolet | Silverado 3500                                         | \$28,209  | \$217.00   |
| 42 | 2016 | Chevrolet | Silverado 3500 w/Eqpt.                                 | \$28,209  | \$217.00   |
| 43 | 2019 | Chevrolet | Silverado Pickup w/Eqpt.                               | \$20,000  | \$256.00   |
| 45 | 2011 | Ford      | F-550 Boom Truck                                       | \$83,039  | \$640.00   |
| 46 | 2011 | Ford      | Ranger w/Eqpt.                                         | \$19,300  | \$149.00   |
| 47 | 2013 | Ford      | AEV Ambulance w/Eqpt.                                  | \$171,884 | \$2,203.00 |
| 48 | 2014 | Ford      | (unmarked) Taurus                                      | \$21,440  | \$165.00   |
| 50 | 2015 | Ford      | F-150 Pickup w/Eqpt.                                   | \$25,783  | \$199.00   |
| 51 | 2015 | Ford      | F-150 Pickup w/Eqpt.                                   | \$25,783  | \$199.00   |
| 53 | 2016 | Ford      | F-250 w/Eqpt/Fuel Tank/Lift Gate/Tool Box              | \$22,992  | \$177.00   |
| 55 | 2016 | Ford      | Fusion S FWD (unmarked detective)                      | \$16,548  | \$128.00   |
| 56 | 2016 | Ford      | Transit Connection XL Van                              | \$20,723  | \$160.00   |
| 57 | 2017 | Ford      | Explorer                                               | \$26,943  | \$208.00   |
| 58 | 2017 | Ford      | Explorer                                               | \$27,043  | \$208.00   |
| 59 | 2017 | Ford      | Explorer AWD w/Eqpt.                                   | \$70,000  | \$897.00   |
| 61 | 2017 | Ford      | F-350 Pickup w/Eqpt.                                   | \$42,366  | \$327.00   |
| 62 | 2017 | Ford      | F-350 Pickup w/Eqpt.                                   | \$49,393  | \$381.00   |
| 63 | 2017 | Ford      | F-450 Ambulance w/Eqpt.                                | \$352,000 | \$2,714.00 |
| 64 | 2017 | Ford      | F-550 w/Eqpt.                                          | \$68,540  | \$528.00   |
| 65 | 2018 | Ford      | Escape                                                 | \$20,666  | \$159.00   |
| 66 | 2018 | Ford      | F-250 Pickup w/Eqpt.                                   | \$31,000  | \$239.00   |
| 67 | 2018 | Ford      | Transit F350 CCTV Van w/Camera                         | \$180,000 | \$1,388.00 |
| 68 | 2018 | Ford      | Transit Wagon                                          | \$33,446  | \$258.00   |
| 69 | 2019 | Ford      | F-150 4x4 Pickup/Unmarked                              | \$34,650  | \$267.00   |

|     |      |               |                                                   |             |             |
|-----|------|---------------|---------------------------------------------------|-------------|-------------|
| 70  | 2020 | Ford          | #36/F-250 Pickup                                  | \$30,901    | \$238.00    |
| 71  | 2020 | Ford          | F-250 4x4 CC SS SRW Pickup                        | \$37,000    | \$285.00    |
| 72  | 2020 | Ford          | PW34/F-550 Boom Truck                             | \$134,773   | \$1,039.00  |
| 73  | 2020 | Ford          | PW46/F-350 SD DRW 4WD Reg. Cab Pickup             | \$32,280    | \$249.00    |
| 74  | 2021 | Ford          | #220/Explorer Police AWD w/Eqpt.                  | \$45,085    | \$348.00    |
| 76  | 2021 | Dodge         | #224/Charger Police AWD w/Eqpt.                   | \$33,765    | \$260.00    |
| 77  | 2021 | Dodge         | #233/(unmarked) Charger Police AWD w/Eqpt.        | \$32,942    | \$254.00    |
| 78  | 2021 | Trailer       | Falcon MI10259 Hot Box Patching Trailer           | \$45,420    | \$350.00    |
| 79  | 2023 | Dodge         | PD201/Charger w/Eqpt.                             | \$40,982    | \$316.00    |
| 80  | 2023 | Dodge         | PD203/Charger w/Eqpt.                             | \$40,982    | \$316.00    |
| 81  | 2023 | Dodge         | PD206/Durango Pursuit Vehicle AWD w/Eqpt.         | \$44,360    | \$342.00    |
| 82  | 2023 | Dodge         | PD208/Durango                                     | \$44,360    | \$342.00    |
| 83  | 2023 | Dodge         | PD212/Durango Pursuit Vehicle AWD w/Eqpt.         | \$62,000    | \$478.00    |
| 84  | 2023 | Trailer       | PW780/Trail King TK24LP Heavy Equipment Trailer   | \$27,036    | \$208.00    |
| 85  | 2024 | Dodge         | PD205/Durango Pursuit                             | \$44,440    | \$343.00    |
| 86  | 2024 | Dodge         | PD207/Durango Pursuit                             | \$44,440    | \$343.00    |
| 87  | 2024 | Dodge         | PD209/Durango Pursuit                             | \$44,440    | \$343.00    |
| 88  | 2024 | Dodge         | PD211/Durango (K9 unit)                           | \$44,440    | \$343.00    |
| 89  | 2024 | Dodge         | PD227/Durango (unmarked detective)                | \$46,606    | \$359.00    |
| 90  | 2024 | Dodge         | PD229/Dodge Durango (unmarked)                    | \$46,606    | \$359.00    |
| 91  | 2024 | Trailer       | Xpress 6x10 Heated Enclosed Cargo Trailer w/Eqpt. | \$13,000    | \$100.00    |
| 92  | 2025 | Trailer       | Behnke TiltBed Trailer                            | \$15,248    | \$118.00    |
| 93  | 1994 | Trailer       | Redi Haul Emerg. Signing (PW)                     | \$40,000    | \$308.00    |
| 94  | 1999 | Trailer       | Husky Trailer (Parks/mowers)                      | \$0         |             |
| 95  | 1999 | Trailer       | Red Line Easement Trailer (PW)                    | \$11,194    | \$86.00     |
| 96  | 2004 | Trailer       | Trailer (PW/mowers)                               | \$0         |             |
| 97  | 2008 | Trailer       | Foam Trailer                                      | \$34,000    | \$262.00    |
| 98  | 2009 | Trailer       | Felling Shoring Trailer (PW)                      | \$5,835     | \$45.00     |
| 99  | 2009 | Trailer       | Redi Haul Trailer (surface clnr-PW)               | \$0         |             |
| 100 | 2009 | Trailer       | Road Husky Trailer (Pks-skid loader)              | \$0         |             |
| 101 | 2011 | Miscellaneous | E-One Cyclone Fire Truck w/Eqpt.                  | \$975,000   | \$12,497.00 |
| 102 | 2013 | Miscellaneous | E-One Typhoon Fire Truck w/Eqpt.                  | \$1,000,000 | \$12,817.00 |
| 103 | 2014 | Trailer       | NoRamp U14 TC                                     | \$11,716    | \$90.00     |
| 104 | 2014 | Dodge         | Ram 1500                                          | \$24,158    | \$186.00    |



|        |      |           |                                              |             |             |
|--------|------|-----------|----------------------------------------------|-------------|-------------|
| 105    | 2015 | Dodge     | Ram 2500 Pickup                              | \$35,724    | \$275.00    |
| 106    | 2016 | Trailer   | Road Husky FW12                              | \$0         |             |
| 107    | 2017 | Dodge     | Grand Caravan                                | \$22,107    | \$170.00    |
| 108    | 2018 | Dodge     | Ram 3500 w/Eqpt.                             | \$50,422    | \$389.00    |
| 109    | 2018 | Dodge     | Ram 3500 w/Lift Gate & Eqpt.                 | \$28,916    | \$223.00    |
| 110    | 2019 | Dodge     | (unmarked) Charger Police AWD                | \$29,823    | \$230.00    |
| 111    | 2019 | Dodge     | (unmarked) Charger Police AWD w/Eqpt.        | \$30,483    | \$235.00    |
| 112    | 2019 | Dodge     | Durango w/Eqpt. (unmarked)                   | \$36,499    | \$281.00    |
| 114    | 2019 | Trailer   | Yacht Club Boat Trailer                      | \$18,000    | \$139.00    |
| 115    | 2024 | Chevrolet | Silverado 2500 HD w/Service Body & Lift Gate | \$66,627    | \$514.00    |
| 116    | 2024 | Ford      | PK429/F-550 w/Plow & Dump Body               | \$110,372   | \$851.00    |
| 117    | 2025 | Ram       | 1500 Hybrid #PD234 (Unmarked)                | \$52,971    | \$408.00    |
| TOTALS |      |           |                                              | \$8,457,048 | \$76,621.00 |



## Property Breakout

Member name: City of Clive  
Anniversary date: 07/01/2025  
Coverage period: 07/01/2025 through 07/01/2026  
Statement printed on: 06/10/2025

| Location | Description                                                                         | Total TIV      | Contribution |
|----------|-------------------------------------------------------------------------------------|----------------|--------------|
| 1-1      | Community Center/Satellite Library                                                  | \$5,418,049.26 | \$10,025.04  |
| 1-1B     | Community Center/Satellite Library                                                  | \$56,100.00    | \$125.70     |
| 3-5      | 500,000 Gallon Hydro-Pillar incl Mixer                                              | \$2,209,863.66 | \$4,088.92   |
| 4-133    | Full Basketball Court                                                               | \$31,857.66    | \$58.95      |
| 4-219    | Mini-Pitch System incl LED Light<br>Fixtures/Goals/Galv. Fence Panels/Donor Plaques | \$186,611.04   | \$677.14     |
| 4-220    | Tegball One Table                                                                   | \$4,265.64     | \$7.89       |
| 4-32     | Playground Equipment                                                                | \$73,195.20    | \$135.43     |
| 4-39     | Backstop                                                                            | \$38,073.54    | \$70.45      |
| 4-6      | Shelter House                                                                       | \$151,334.34   | \$333.84     |
| 5-33     | Playground Equipment                                                                | \$64,044.78    | \$118.50     |
| 5-7      | Shelter House                                                                       | \$182,308.68   | \$402.17     |
| 6-8      | Water Pump Station incl Wooden Fence/Concrete<br>Flood Prevention Wall              | \$1,072,067.94 | \$1,983.65   |
| 7-10     | Gazebo                                                                              | \$54,895.38    | \$199.19     |
| 7-100    | Shelter                                                                             | \$357,843.54   | \$1,298.47   |
| 7-102    | Playground Equipment                                                                | \$71,000.16    | \$131.37     |
| 7-103    | Playground Equipment                                                                | \$62,547.42    | \$115.73     |
| 7-104    | Playground Equipment                                                                | \$52,404.54    | \$96.96      |
| 7-105    | (3) Tennis Courts & Fence                                                           | \$223,017.90   | \$412.65     |
| 7-11     | Shelter                                                                             | \$230,334.36   | \$426.19     |
| 7-134    | Sand Volleyball Court                                                               | \$3,185.46     | \$5.89       |
| 7-36     | Softball Complex incl Chainlink Perimeter Fencing                                   | \$563,135.88   | \$1,242.26   |
| 7-9      | Concession Stand                                                                    | \$169,130.28   | \$312.94     |
| 8-37     | Playground Equipment                                                                | \$64,044.78    | \$118.50     |
| 9-123    | Shelter                                                                             | \$45,494.04    | \$165.08     |
| 9-13     | Playground Equipment                                                                | \$77,992.26    | \$144.31     |
| 9-157    | 1/2 Basketball Court & Goal                                                         | \$13,596.60    | \$25.16      |
| 10-135   | Tennis Court & Fence                                                                | \$71,684.58    | \$132.64     |
| 10-14    | Playground Equipment                                                                | \$27,447.18    | \$50.79      |

|        |                                                                                                    |                 |             |
|--------|----------------------------------------------------------------------------------------------------|-----------------|-------------|
| 11-15  | Playground Equipment                                                                               | \$33,691.62     | \$62.34     |
| 12-156 | 1/2 Basketball Court & Goal                                                                        | \$13,596.60     | \$25.16     |
| 12-16  | Playground Equipment                                                                               | \$54,895.38     | \$101.57    |
| 20-136 | Soccer Goals                                                                                       | \$3,185.46      | \$5.89      |
| 20-137 | 1/2 Basketball Court & Sport Court                                                                 | \$32,727.72     | \$60.56     |
| 20-138 | Playground Equipment incl Poured-in-Place Surface                                                  | \$237,929.28    | \$440.24    |
| 20-216 | Pickleball Court & Fence                                                                           | \$38,157.18     | \$70.60     |
| 20-24  | Restroom & Shelter House                                                                           | \$226,899.00    | \$823.33    |
| 21-217 | City Hall Sign                                                                                     | \$20,800.86     | \$38.49     |
| 21-26  | City Hall/Library incl 150kW Backup Generator w City Hall and Library Renovation 1-1-25 to 8-31-25 | \$12,354,134.78 | \$34,491.47 |
| 21-26A | City Hall-Library/Personal Property Previously EDP                                                 | \$518,547.60    | \$2,286.45  |
| 24-28  | 1M Gallon Hydro-Pillar/Personal Property Previously EDP                                            | \$3,447,470.46  | \$6,379.39  |
| 26-142 | Activity Splash Pad incl Block Retaining Wall                                                      | \$212,122.26    | \$392.49    |
| 26-30  | Concessions/Admissions/Bathhouse                                                                   | \$1,032,676.56  | \$2,278.05  |
| 26-75  | Mechanical Building                                                                                | \$616,647.12    | \$1,140.99  |
| 26-76  | Special Events Building                                                                            | \$650,970.12    | \$1,436.02  |
| 26-77  | Leisure/Shallow Pool & Toddler Slide                                                               | \$1,000,992.30  | \$1,852.14  |
| 26-78  | (3) Slides/Diving Board/Pool                                                                       | \$1,608,961.26  | \$2,977.07  |
| 26-79  | Lazy River w/2 Spray Trees                                                                         | \$761,467.74    | \$1,408.95  |
| 26-80  | Fencing/Lights/Signs/Irrigation System                                                             | \$318,666.36    | \$702.97    |
| 31-42  | Water System Controls                                                                              | \$31,731.18     | \$58.71     |
| 33-44  | Water System Controls                                                                              | \$31,731.18     | \$58.71     |
| 50-101 | Maintenance Storage Building                                                                       | \$590,450.46    | \$1,092.51  |
| 50-11  | Parks Maintenance Building                                                                         | \$1,066,069.32  | \$1,972.55  |
| 50-11B | Parks Maintenance Building/Personal Property Previously EDP                                        | \$44,098.68     | \$98.81     |
| 50-302 | Parks Maintenance Cold Storage Lean-To                                                             | \$50,632.00     | \$273.76    |
| 60-122 | Soccer Goals                                                                                       | \$5,576.34      | \$10.32     |
| 60-83  | Playground Equipment                                                                               | \$137,238.96    | \$253.93    |
| 60-86  | Park Restroom & Shelter                                                                            | \$257,970.24    | \$936.07    |
| 60-87  | Basketball Court                                                                                   | \$32,291.16     | \$117.17    |
| 63-144 | Caterpillar Olympian D100P1 Generator                                                              | \$76,556.10     | \$141.65    |
| 63-145 | Mobile Lift & Accessory Equipment                                                                  | \$54,828.06     | \$198.95    |
| 63-88  | Offices/Storage/Shop                                                                               | \$7,525,977.18  | \$27,483.30 |
| 64-106 | Shelter                                                                                            | \$155,185.86    | \$287.14    |
| 64-115 | Basketball Court                                                                                   | \$31,857.66     | \$58.95     |
| 64-116 | Miniature Golf                                                                                     | \$7,965.18      | \$28.90     |
| 64-117 | Backstop                                                                                           | \$17,243.10     | \$31.91     |
| 64-223 | Playground Equipment incl PIP Surfacing                                                            | \$336,600.00    | \$1,221.39  |

|         |                                                                 |                 |             |
|---------|-----------------------------------------------------------------|-----------------|-------------|
| 65-107  | Play Structure                                                  | \$75,187.26     | \$139.12    |
| 65-108  | Shelter House                                                   | \$42,210.66     | \$153.17    |
| 65-109  | 1/2 Basketball Court                                            | \$15,930.36     | \$29.48     |
| 66-110  | Tennis Court & Fence                                            | \$71,684.58     | \$132.64    |
| 66-111  | Play Equipment                                                  | \$70,350.42     | \$130.17    |
| 66-112  | UBC Concrete Restroom                                           | \$169,743.30    | \$314.08    |
| 66-113  | Gazebo                                                          | \$24,622.80     | \$89.35     |
| 68-124  | Retaining Wall                                                  | \$983,017.86    | \$1,818.88  |
| 69-125  | Retaining Wall                                                  | \$14,578.86     | \$26.98     |
| 70-126  | Retaining Wall                                                  | \$43,951.80     | \$81.32     |
| 71-127  | 'Welcome to Clive' Monument Sign                                | \$42,265.74     | \$78.20     |
| 72-128  | 'Welcome to Clive' Monument Sign                                | \$55,786.86     | \$103.22    |
| 73-129  | Streetscape Phase II Project                                    | \$531,591.36    | \$983.61    |
| 74-130  | Streetscape Phase II Project/Kum & Go Plaza                     | \$9,528.84      | \$17.63     |
| 75-131  | Water System Controls                                           | \$31,110.00     | \$57.56     |
| 76-132  | Black Diamond Art Sculpture                                     | \$0.00          | \$0.00      |
| 77-146  | Hope Art Sculpture                                              | \$0.00          | \$0.00      |
| 78-147  | Radiance Art Sculpture                                          | \$0.00          | \$0.00      |
| 95-95   | Street Lights/Traffic Signals                                   | \$2,586,441.54  | \$4,785.71  |
| 95-96   | Standard Street Lights & Controllers                            | \$157,448.22    | \$291.33    |
| 97-97   | Decorative Street Lights & Controllers                          | \$476,334.90    | \$881.36    |
| 98-98   | Private Residence                                               | \$0.00          | \$0.00      |
| 99-99   | Liability Only                                                  | \$0.00          | \$0.00      |
| 101-34  | Park Sign                                                       | \$20,393.88     | \$37.74     |
| 102-139 | Swanson House/Historical General Store                          | \$297,489.12    | \$1,079.47  |
| 102-140 | Historical Depot                                                | \$81,661.20     | \$296.32    |
| 103-143 | Paths Unite Art Sculpture                                       | \$0.00          | \$0.00      |
| 104-148 | Shelter                                                         | \$83,768.52     | \$303.96    |
| 104-149 | Playground Eqpt. incl Pour-in-Place Surfacing                   | \$239,914.20    | \$870.56    |
| 104-150 | Park Identification Sign                                        | \$6,241.38      | \$22.65     |
| 104-151 | Drinking Fountain                                               | \$9,651.24      | \$17.86     |
| 104-152 | (2) Fixed Picnic Tables (original value: \$530 each)            | \$1,469.82      | \$2.72      |
| 104-153 | (2) Fixed ADA Picnic Tables (original value: \$540 each)        | \$1,498.38      | \$2.77      |
| 104-154 | (5) Fixed Benches (original value: \$970 each)                  | \$6,726.90      | \$12.45     |
| 104-155 | (2) Fixed Trash Receptacles (original value: \$670 each)        | \$1,859.46      | \$3.44      |
| 105-218 | Public Safety Admin Offices - Personal Property Previously EDP  | \$19,155,873.36 | \$35,714.42 |
| 106-221 | Clive Greenbelt Trailhead                                       | \$0.00          | \$0.00      |
| 107-222 | Crosswalk Safety System Flashing Beacon incl Solar/Eqpt. (RRFB) | \$15,579.48     | \$28.83     |

|         |                                                                  |                 |              |
|---------|------------------------------------------------------------------|-----------------|--------------|
| 108-224 | Greenbelt Landing Project (thru 8/30/2025)                       | \$6,526,380.00  | \$0.00       |
| 109-225 | Playground Equipment                                             | \$200,000.00    | \$370.06     |
| 109-226 | Shelter                                                          | \$50,000.00     | \$181.43     |
| 197-197 | Leased/Rented Equipment                                          | \$0.00          | \$0.00       |
| 198-198 | Unscheduled Miscellaneous Property                               | \$0.00          | \$0.00       |
| 200-200 | Trail Wayfinding & Point of Interest Signage                     | \$42,435.06     | \$78.52      |
| 206-204 | Picnic Tables/East of I-35                                       | \$28,289.70     | \$102.65     |
| 206-205 | Benches/East of I-35                                             | \$59,576.16     | \$216.18     |
| 206-206 | Trash Cans/Pet Stations-East of I-35                             | \$24,849.24     | \$45.98      |
| 206-207 | Drinking Fountains/East of I-35                                  | \$15,930.36     | \$29.48      |
| 206-208 | Bicycle Racks/East of I-35                                       | \$2,867.22      | \$5.31       |
| 206-209 | Grills/East of I-35                                              | \$7,167.54      | \$13.26      |
| 206-210 | Picnic Tables/West of I-35                                       | \$42,435.06     | \$153.98     |
| 206-211 | Benches/West of I-35                                             | \$64,993.38     | \$235.84     |
| 206-212 | Trash Cans/Pet Stations-West of I-35                             | \$36,958.68     | \$134.11     |
| 206-213 | Drinking Fountains/West of I-35                                  | \$23,895.54     | \$44.21      |
| 206-214 | Bicycle Racks/West of I-35                                       | \$2,867.22      | \$5.31       |
| 206-215 | Grills/West of I-35                                              | \$5,576.34      | \$10.32      |
| 300-300 | Emergency Sirens                                                 | \$153,111.18    | \$283.30     |
| 300-301 | Art Along the Trail                                              | \$0.00          | \$0.00       |
| 400-400 | Pole-Mounted Radar Speed Displays                                | \$13,596.60     | \$25.16      |
| 500-500 | (42) Pole-Mounted Preemption Devices (orig. value: \$5,775 each) | \$349,954.86    | \$647.52     |
|         |                                                                  |                 |              |
|         | Flood                                                            |                 | \$323.40     |
|         | TOTALS                                                           | \$78,188,864.86 | \$165,617.71 |



## Additional Property Breakout

Member name: City of Clive  
Anniversary date: 07/01/2025  
Coverage period: 07/01/2025 through 07/01/2026  
Statement printed on: 06/10/2025

| Description                                                        | Location | Value        | Contribution |
|--------------------------------------------------------------------|----------|--------------|--------------|
| 3M Self-Check Station (Library)                                    | 21-26    | \$17,803.08  | \$158.30     |
| Seahorse Art Sculpture                                             | 26-75    | \$561.00     | \$4.99       |
| Kubota ZT                                                          | 50-11    | \$15,708.00  | \$139.67     |
| 2024 Kubota Tractor /L6060HSTC/PK472                               | 50-      | \$66,240.00  | \$588.97     |
| 2014 John Deere 310SK Backhoe                                      | 50-11    | \$104,794.80 | \$931.79     |
| Toro Sand Pro 5040 Ballfield Groomer                               | 50-11    | \$27,891.90  | \$248.00     |
| Toolcat Snowblower & Broom                                         | 50-11    | \$14,586.00  | \$129.69     |
| Toro Groundsmaster 3505-D Zero-Turn Mower                          | 50-11    | \$33,390.72  | \$296.89     |
| Sullivan Pull-Behind Air Compressor                                | 50-11    | \$15,708.00  | \$139.67     |
| 9' Kage Tractor-Mountable Snow Blade                               | 50-11    | \$17,155.38  | \$152.54     |
| 2017 Kubota RTV-X1100 Diesel Utility Vehicle                       | 50-11    | \$24,123.00  | \$214.49     |
| 2015 Turbo Tech Hydro Seeder w/500 Gallon Tank                     | 50-11    | \$15,125.58  | \$134.49     |
| 2022 Kasco Vari-Slice Drill/Seeder                                 | 50-11    | \$18,513.00  | \$164.61     |
| 2023 Bobcat UW56 Toolcat (PK82)                                    | 50-11    | \$77,432.28  | \$688.49     |
| 2010 D185P JD Portable Air Compressor                              | 50-11    | \$15,651.90  | \$139.17     |
| 2022 Bobcat T770 T4 Compact Track Loader & Forestry Mulcher (PK84) | 50-11    | \$123,393.48 | \$1,097.16   |
| 2019 Kubota M5 Tractor & LA1854 Loader                             | 50-11    | \$70,672.74  | \$628.39     |
| 2019 Kubota RTV-X900WL-H w/Eqpt.                                   | 50-11    | \$20,423.46  | \$181.60     |
| 2019 Turfco Mete-R-Matic XL Tow-Behind Topdresser                  | 50-11    | \$18,688.44  | \$166.17     |
| 2017 Vermeer Brush Chipper, BC1800XL                               | 50-11    | \$74,046.90  | \$658.39     |
| 2017 Z-Spray Sprayer/Spreader                                      | 50-11    | \$12,112.50  | \$107.70     |
| 2024 Bobcat MT100 Mini Track Loader (PK455)                        | 50-11    | \$42,896.10  | \$381.41     |

|                                                                                         |       |              |            |
|-----------------------------------------------------------------------------------------|-------|--------------|------------|
| Ventrac KN Tractor/Mower w/Eqpt. & Attachments                                          | 50-11 | \$61,140.84  | \$543.64   |
| Wolfpack Asphalt Roller                                                                 | 50-11 | \$11,220.00  | \$99.76    |
| Bowie Lancer HM600T, 600 gal. Hydro Seeder                                              | 50-   | \$42,200.00  | \$375.22   |
| 2024 Craftco Patcher II Unit #770                                                       | 63-88 | \$92,014.20  | \$818.15   |
| 2018 Case 580SNWT Backhoe                                                               | 63-88 | \$112,256.10 | \$998.13   |
| 2021 Case 580WN WT Backhoe (PW45)                                                       | 63-88 | \$121,069.92 | \$1,076.50 |
| 2019 Diamond 72" Mulcher/Mower (to be used with 2016 Volvo Track Excavator)             | 63-88 | \$19,137.24  | \$170.16   |
| Aqua Dams (1 @ 2.5' tall X 77' long; 2 @ 6' tall X 100' long)                           | 63-88 | \$22,440.00  | \$199.53   |
| 2019 Case 96" Backhoe Broom Attachment                                                  | 63-88 | \$13,441.56  | \$119.52   |
| 2021 Sullivan-Palatek D210 UHJD4PTOW 74hp 210CFM 100/150PSI Skid-Mounted Air Compressor | 63-88 | \$31,624.08  | \$281.19   |
| Paint Machine EZ Liner                                                                  | 63-88 | \$25,806.00  | \$229.45   |
| CMS-432-T 48"x96" Full Matrix Variable Message Sign w/Hitch                             | 63-88 | \$17,015.64  | \$151.30   |
| Case 570 XLT Industrial Tractor                                                         | 63-88 | \$53,856.00  | \$478.86   |
| 2009 Decatur Radar Trailer                                                              | 63-88 | \$7,854.00   | \$69.83    |
| 2014 Sewer Inspection Unit (transtar transporter & trakstar camera)                     | 63-88 | \$36,408.90  | \$323.73   |
| 2022 Craftco Super Shot 125D Joint & Crack Filling Machine                              | 63-88 | \$72,546.48  | \$645.05   |
| 2022 Husqvarna FS5000D26 Concrete Saw (PW10)                                            | 63-88 | \$42,252.48  | \$375.69   |
| Erkshine Snow Blower (truck-mounted)                                                    | 63-88 | \$16,830.00  | \$149.64   |
| John Deere 6320 Tractor/Mower                                                           | 63-88 | \$49,760.70  | \$442.45   |
| CTT Tracker Sewer Inspection Unit                                                       | 63-88 | \$14,025.00  | \$124.70   |
| 2016 Portable Message Sign, CMS-432-T                                                   | 63-88 | \$14,971.56  | \$133.12   |
| 2016 Volvo EC350E Track Excavator w/Permanently Attached Hydraulic Thumb                | 63-88 | \$251,505.48 | \$2,236.27 |
| 2016 Case CX80C Excavator                                                               | 63-88 | \$109,115.52 | \$970.20   |
| 2015 Portable Message Sign, CMS-423-T                                                   | 63-88 | \$15,259.20  | \$135.68   |
| 2016 Bobcat T650 T4 Track Loader                                                        | 63-88 | \$60,780.78  | \$540.43   |
| 2017 Manhole/Valve Coring Machine and Equipment                                         | 63-88 | \$29,397.42  | \$261.39   |
| 2023 American Signal Company CMS-432T Variable Message Board (PW51)                     | 63-88 | \$16,903.44  | \$150.30   |
| Mosquito Sprayer                                                                        | 63-88 | \$19,074.00  | \$169.60   |

|                                                            |         |              |            |
|------------------------------------------------------------|---------|--------------|------------|
| 2021 Kent KF9TLBA Hydraulic Pavement Breaker               | 63-88   | \$17,834.70  | \$158.58   |
| 2024 Skyjack SJ4726 Scissor Lift (PW794)                   | 63-88   | \$24,342.30  | \$216.44   |
| 2024 ST-1085-2FWA Battery-Powered Mobile Lift Set          | 63-88   | \$58,958.04  | \$524.23   |
| Surface Cing Machine                                       | 63-88   | \$20,869.20  | \$185.56   |
| 2013 Bucket Grapple, Werk-Brau, WL3GR102                   | 63-88   | \$15,147.00  | \$134.68   |
| 2012 Kent Pavement Breaker                                 | 63-88   | \$13,295.70  | \$118.22   |
| 2009 Decatur Radar Trailer                                 | 63-88   | \$7,854.00   | \$69.83    |
| #10/London Fog 18/20 Mosquito Sprayer w/GPS                | 63-88   | \$16,690.26  | \$148.40   |
| 1998 Champion Grader                                       | 63-88   | \$78,540.00  | \$698.34   |
| #73/2019 Hurco ERB-800 Hydraulic Valve Turning Machine     | 63-88   | \$37,473.78  | \$333.20   |
| #PW68/2023 Vermeer BC1800XL Brush Chipper                  | 63-88   | \$135,695.70 | \$1,206.54 |
| SeCorrPhon AC200 Leak Detection Kit                        | 63-88   | \$18,231.48  | \$162.11   |
| PW785/2023 Case 621G2XR Wheel Loader                       | 63-88   | \$224,566.26 | \$1,996.74 |
| E.H. Wachs Diamond Wire Guillotine Saw                     | 63-88   | \$12,875.46  | \$114.48   |
| Spin Doctor Hydrant Tool & Asscesory Equipment (2010)      | 63-88   | \$14,807.34  | \$131.66   |
| PW940/2024 Transtar CCTV Camera and Tractor                | 63-88   | \$46,917.96  | \$417.17   |
| Scissor Lift                                               | 63-88   | \$11,781.00  | \$104.75   |
| Kubota 60" Mower                                           | 63-88   | \$12,903.00  | \$114.73   |
| Kubota 72" Mower                                           | 63-88   | \$15,199.02  | \$135.14   |
| Broken Compass Art Sculpture                               | 71-127  | \$5,329.50   | \$47.39    |
| Prairie Engine Art Sculpture                               | 73-129  | \$50,490.00  | \$448.93   |
| Black Diamond Art Sculpture                                | 76-132  | \$52,530.00  | \$467.07   |
| Hope Art Sculpture                                         | 77-146  | \$13,464.00  | \$119.72   |
| Radiance Art Sculpture                                     | 78-147  | \$118,932.00 | \$1,057.49 |
| Slow Awakening Art Scuplture                               | 103-143 | \$10,827.30  | \$96.27    |
| Paths Unite Art Sculpture                                  | 103-143 | \$5,049.00   | \$44.89    |
| Autel EVO II V3 Dual 640T Enterprise Drone w/Eqpt.         | 105-218 | \$9,662.46   | \$85.91    |
| 2019 Nasco EMS Training Mannequin Kit                      | 105-218 | \$19,629.90  | \$174.54   |
| 2019 Alumacraft 1648 16' Boat w/Mercury Motor              | 105-218 | \$20,000.00  | \$177.83   |
| MAKO SCBA Air Compressor                                   | 105-218 | \$45,000.00  | \$400.12   |
| 2012 John Deere Gator w/Equipment                          | 105-218 | \$13,464.00  | \$119.72   |
| (2) Lift-Assist Ambulance Cot (orig. value: \$12,000 each) | 105-218 | \$26,928.00  | \$239.43   |
| (2) Stryker MTS Power Load Cots w/Upgrade Kit              | 105-218 | \$70,000.00  | \$622.41   |



|                                                                                                           |         |              |            |
|-----------------------------------------------------------------------------------------------------------|---------|--------------|------------|
| (30) Fire Dept. Portable Radios incl (11) Mobiles & (2) Base Radios                                       | 105-218 | \$304,380.24 | \$2,706.40 |
| (32) Police Portable Radios incl Portables, (13) Mobiles, & (2) Base Radios                               | 105-218 | \$343,921.56 | \$3,057.99 |
| Genesis Extrication Tool Set w/Eqpt.                                                                      | 105-218 | \$50,000.00  | \$444.58   |
| Medication & Equipment Vending Equipment                                                                  | 105-218 | \$19,000.00  | \$168.94   |
| MILO M-SATS Portable Simulator                                                                            | 105-218 | \$38,843.64  | \$345.38   |
| BullsEye Digital Fire Extinguisher Training System                                                        | 105-218 | \$12,898.92  | \$114.69   |
| (60) Personal Protective Equipment (orig. value: \$2,000 each)                                            | 105-218 | \$200,000.00 | \$1,778.31 |
| MSA G1 SCBA (18 @ \$5,300)                                                                                | 105-218 | \$120,000.00 | \$1,066.98 |
| 'Stalk 10052REH400-1'                                                                                     | 106-221 | \$3,702.60   | \$32.92    |
| Leased/Rented Equipment                                                                                   | 197-197 | \$280,500.00 | \$2,494.07 |
| Unscheduled Miscellaneous Property (individual item value not to exceed \$10,000 per item)                | 198-198 | \$816,430.44 | \$7,259.31 |
| Unscheduled Miscellaneous Property/Parks & Recreation (individual items not to exceed \$10,000 per item)  | 198-198 | \$154,836.00 | \$1,376.73 |
| Unscheduled Miscellaneous Property/Ambulance A102 (individual item value not to exceed \$10,000 per item) | 198-198 | \$25,000.00  | \$222.29   |
| Unscheduled Miscellaneous Property/Ambulance A103 (individual item value not to exceed \$10,000 per item) | 198-198 | \$25,000.00  | \$222.29   |
| Unscheduled Miscellaneous Property/Engine 320 (individual item value not to exceed \$10,000 per item)     | 198-198 | \$44,880.00  | \$399.05   |
| Unscheduled Miscellaneous Property/Fire Dept. (individual item value not to exceed \$10,000 per item)     | 198-198 | \$71,134.80  | \$632.50   |
| Unscheduled Miscellaneous Property/Fire Hose (individual item value not to exceed \$10,000 per item)      | 198-198 | \$50,332.92  | \$447.54   |
| Unscheduled Miscellaneous Property/Ladder 325 (individual item value not to exceed \$10,000 per item)     | 198-198 | \$44,880.00  | \$399.05   |
| Unscheduled Miscellaneous Property/Medic C301 (individual item value not to exceed \$10,000 per item)     | 198-198 | \$11,220.00  | \$99.76    |
| Art Along the Trail                                                                                       | 300-301 | \$16,830.00  | \$149.64   |

|        |           |                 |              |
|--------|-----------|-----------------|--------------|
|        | Subtotal: | \$6,085,904.28  | \$54,112.97  |
|        |           |                 |              |
|        | Totals:   | \$84,274,769.14 | \$219,730.69 |
| Crime: |           | \$400.00        |              |



## Alternate Quote Options

Member name: **CITY OF CLIVE, IOWA**  
Anniversary date: **07/01/2025**  
Coverage period: **07/01/2025 through 07/01/2026**  
Member number: **30**

### Cyber Liability Limit

| CURRENT LIMIT | CURRENT CONTRIBUTION | ALTERNATE LIMIT | ALTERNATE CONTRIBUTION |
|---------------|----------------------|-----------------|------------------------|
| \$2,000,000   | \$24,069             | \$3,000,000     | \$29,628               |

Please note the \$3,000,000 cyber liability limit will be effected the later of the anniversary date or the date option to bind is provided to the ICAP team; this limit cannot be backdated.

### Property Deductible

| CURRENT                    | ALTERNATE             | TOTAL CONTRIBUTION     | SAVINGS |
|----------------------------|-----------------------|------------------------|---------|
| \$500 Previous EDP,        | \$10,000 all property | \$217,131 (incl crime) | \$3,000 |
| \$5,000 all other property | \$15,000 all property | \$214,131 (incl crime) | \$6,000 |

**PLEASE ADVISE YOUR ICAP UNDERWRITER OF THE SELECTED DEDUCTIBLES AND LIMITS PRIOR TO SUBMITTING PAYMENT FOR THE CORRESPONDING CONTRIBUTION.**

Once done, please remit your contribution payment online. To do so, visit the ICAP website ([www.icapiowa.com](http://www.icapiowa.com)) and click "Member Pay" at the top right of the page. This will enable you to submit payment via ACH transfer, as required by the Pool; please note there is no fee for utilizing this service.



## Memo

**TO:** Mayor and Council members

**FROM:** Matthew Graham, City Clerk, Matt McQuillen, City Manager

**DATE:** June 26, 2025

**RE:** 2nd Consideration of Proposed Ordinance 1163 Amending the 2024 Code of Ordinances of the City of Clive, Iowa, by Amending Title 5, Chapter 4B, Section 2 ("Consumer Fireworks") and Title 10, Chapter 8, Section 12 to confirm with recent state law changes.

### SYNOPSIS:

To: Mayor Edwards and Clive Councilmembers

From: City Attorney Kristina Stanger

For your consideration is the 2nd reading of an ordinance amending Clive's City Code to allow the use of consumer fireworks in the City of Clive on July 3, 4, and December 31, under certain conditions.

The 2025 General Assembly of the State of Iowa has taken measures to remove local control of and to allow the use of consumer fireworks within the State of Iowa during specific timeframes and pursuant to applicable state licensure requirements. S.F. 303, also known as *An Act Relating to County and City Regulation of Consumer Fireworks* ("2025 Consumer Fireworks Act") amended Iowa Code Section 364.2(6) as follows:

A city council may by ordinance or resolution prohibit or limit the use of consumer fireworks, display fireworks, or novelties, as described in section 727.2, on any day other than July 3, July 4, and December 31 in accordance with section 727.2, subsection 4.

The 2025 Consumer Fireworks Act amendment becomes effective on July 1, 2025.

Because the City of Clive Code previously prohibited the use of all consumer fireworks on all days, the City of Clive Code needs to be amended to comport with the new state law. The 2025 Consumer Fireworks Act and the proposed Clive Code amendments do still permit the City to (a) prohibit or limit the use of display fireworks, (b) prohibit the use of consumer fireworks on City property, such as parks, and (c) restrict the hours of using consumer fireworks in accordance with Iowa Code Section 727.2(4). That section reads:

#### 4. Limitations.

a. A person shall not use or explode consumer fireworks on days other than June 1 through July 8 and December 10 through January 3 of each year, all dates inclusive.

b. A person shall not use or explode consumer fireworks at times other than between the hours of 9:00 a.m. and 10:00 p.m., except that on the following dates consumer fireworks shall not be used at times other than between the hours specified:

(1) Between the hours of 9:00 a.m. and 11:00 p.m. on July 4 and the Saturdays and Sundays immediately preceding and following July 4.

(2) Between the hours of 9:00 a.m. on December 31 and 12:30 a.m. on the immediately following day.

(3) Between the hours of 9:00 a.m. and 11:00 p.m. on the Saturdays and Sundays immediately preceding and following December 31.

c. A person shall not use consumer fireworks on real property other than that person's real property or on the real property of a person who has consented to the use of consumer fireworks on that property.

d. A person who violates this subsection commits a simple misdemeanor. A court shall not order imprisonment for violation of this subsection.  
Iowa Code Ann. § 727.2.

Attached please find a redline and clean version of Ordinance 1163 amending the three relevant sections of the City Code. Legal counsel and staff would recommend your consideration and approval of the second reading of the ordinance amendment.

Attachments:

1. Fireworks Ordinance 1163 Redline
2. Fireworks Ordinance 1163 CLEAN

ORDINANCE NO. 1163

AN ORDINANCE AMENDING THE CLIVE CITY CODE 2024 BY AMENDING PROVISIONS PERTAINING TO THE USE OF CONSUMER FIREWORKS

WHEREAS, the General Assembly of the State of Iowa has taken measures to allow the use of consumer fireworks within the State of Iowa during specific timeframes and pursuant to applicable state licensure requirements.

Be It Enacted by the City Council of the City of Clive, Iowa:

SECTION 1. Title 5, Chapter 4B, Section 2, Subsection 3 “Consumer Fireworks” of the Clive City Code 2024 is being amended by deleting the current referenced subsection and inserting in lieu thereof the following:

3. Consumer Fireworks. Except for on July 3, July 4, and December 31 in accordance with Iowa Code Section 727.2(4), it is unlawful for any person to use or explode consumer fireworks within the City. It is unlawful for any person to offer for sale, expose for sale, sell at retail without a State issued license and during the dates as established by the State Fire Marshal.

SECTION 2. Title 10, Chapter 8, Section 4 “Amendments of the International Fire Code”, subsection 24(A)(1) of the Clive City Code 2024, is being amended by deleting the current referenced subsection and inserting in lieu thereof the following:

24. Chapter 56 Explosives And Fireworks.

A. Amend Section 5601.1 Scope to read as follows:

(1) Add (a) The City deems the use of first-class and second-class consumer fireworks as a threat to public safety or a nuisance to landowners or persons with certain health conditions and therefore prohibits the use of first-class and second-class consumer fireworks in the City, except for on July 3, July 4, and December 31 in accordance with Iowa Code Section 727.2(4). It shall otherwise be unlawful, without a permit, for any person to offer for sale, expose for sale, sell at retail, or use or explode any explosives, explosive materials, first-class and second-class consumer fireworks within the corporate limits of the City of Clive.

SECTION 3. Title 10, Chapter 8, Section 12(1.), “Amendments of the International Fire Code” of the Clive City Code 2024, is being amended by deleting the current Section and inserting in lieu thereof the following:

**10-8-12 Fireworks**

1. Definitions. The sale, use, or exploding of consumer fireworks within the City is subject to the definitions and limitations enumerated in Sections 100.19,

331.301(17), 364.2(6), and 727.2 ~~and Section 100.19~~ of the *Code of Iowa*, which definitions are incorporated herein by reference.

SECTION 4. REPEALER. All parts of the "CODE OF ORDINANCES OF THE CITY OF CLIVE, IOWA, 2024" in conflict herewith are hereby repealed.

SECTION 5. 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 6. WHEN EFFECTIVE. This Ordinance shall be in effect from and after its final passage, approval and notice of its passage is given as provided by law.

PASSED AND APPROVED by the City Council on the \_\_\_\_ day of \_\_\_\_\_, 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 posted on the \_\_\_\_ day of \_\_\_\_\_, 2025.

CERTIFIED BY:

\_\_\_\_\_  
Matthew D. Graham, City Clerk

ORDINANCE NO. 1163

AN ORDINANCE AMENDING THE CLIVE CITY CODE 2024 BY AMENDING  
PROVISIONS PERTAINING TO THE USE OF CONSUMER FIREWORKS

WHEREAS, the General Assembly of the State of Iowa has taken measures to allow the use of consumer fireworks within the State of Iowa during specific timeframes and pursuant to applicable state licensure requirements.

Be It Enacted by the City Council of the City of Clive, Iowa:

SECTION 1. Title 5, Chapter 4B, Section 2, Subsection 3 “Consumer Fireworks” of the Clive City Code 2024 is being amended by deleting the current referenced subsection and inserting in lieu thereof the following:

3. Consumer Fireworks. Except for on July 3, July 4, and December 31 in accordance with Iowa Code Section 727.2(4), it is unlawful for any person to use or explode consumer fireworks within the City. It is unlawful for any person to offer for sale, expose for sale, sell at retail without a State issued license and during the dates as established by the State Fire Marshal.

SECTION 2. Title 10, Chapter 8, Section 4 “Amendments of the International Fire Code”, subsection 24(A)(1) of the Clive City Code 2024, is being amended by deleting the current referenced subsection and inserting in lieu thereof the following:

24. Chapter 56 Explosives And Fireworks.

A. Amend Section 5601.1 Scope to read as follows:

(1) Add (a) The City deems the use of first-class and second-class consumer fireworks as a threat to public safety or a nuisance to landowners or persons with certain health conditions and therefore prohibits the use of first-class and second-class consumer fireworks in the City, except for on July 3, July 4, and December 31 in accordance with Iowa Code Section 727.2(4). It shall otherwise be unlawful, without a permit, for any person to offer for sale, expose for sale, sell at retail, or use or explode any explosives, explosive materials, first-class and second-class consumer fireworks within the corporate limits of the City of Clive.

SECTION 3. Title 10, Chapter 8, Section 12(1.), “Amendments of the International Fire Code” of the Clive City Code 2024, is being amended by deleting the current Section and inserting in lieu thereof the following:

**10-8-12 Fireworks**

1. Definitions. The sale, use, or exploding of consumer fireworks within the City is subject to the definitions and limitations enumerated in Sections 100.19,



331.301(17), 364.2(6), and 727.2 of the *Code of Iowa*, which definitions are incorporated herein by reference.

SECTION 4. REPEALER. All parts of the "CODE OF ORDINANCES OF THE CITY OF CLIVE, IOWA, 2024" in conflict herewith are hereby repealed.

SECTION 5. 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 6. WHEN EFFECTIVE. This Ordinance shall be in effect from and after its final passage, approval and notice of its passage is given as provided by law.

PASSED AND APPROVED by the City Council on the \_\_\_\_ day of \_\_\_\_\_, 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 posted on the \_\_\_\_ day of \_\_\_\_\_, 2025.

CERTIFIED BY:

\_\_\_\_\_  
Matthew D. Graham, City Clerk



## Memo

**TO:** Mayor and Council members

**FROM:** Pete De Kock, Assistant City Manager

**DATE:** June 26, 2025

**RE:** Clive's Future Water Purchase Capacity Needs

### SYNOPSIS:

In early July, CIWW member entities will submit estimates of the capacity they would ideally like to obtain from the planned Grimes water treatment plant expansion and the construction of a new West Plant, to be located near the Raccoon River between West Des Moines and Van Meter. Based on estimates by CIWW staff, we expect that member communities will request more than is available, and that distributions could be made based on each member group's pro rata share of capacity. Staff recommend requesting 0.4-0.5 MGD of the new Grimes/West Plant capacity. This addition, combined with the additional capacity Clive will receive from the Saylorville Plant expansion, will bring Clive's total allotment to approximately 5 million gallons per day (MGD) once the new plants come online. We currently believe this will be sufficient to manage Clive's average daily consumption, as well as peaks in usage driven by lawn watering in warmer months, once Clive is fully built out. The basis of our recommendation is outlined in the attached memo, which will be used to guide discussion.

### Attachments:

1. Clive future water purchase capacity memo FINAL 6.23.25

## MEMO

**To: Mayor and Council**

**From: Pete De Kock, Assistant City Manager**

**Date: June 23, 2025**

**Re: Clive's future water purchase capacity needs**

In early July, CIWW member entities will submit estimates of the capacity they would ideally like to obtain from the planned Grimes water treatment plant expansion and the construction of a new West Plant, to be located near the Raccoon River between West Des Moines and Van Meter. Based on estimates by CIWW staff, we expect that member communities will request more than is available, and that distributions could be made based on each member group's pro rata share of capacity. **Staff recommend requesting 0.4-0.5% of the new Grimes/West Plant capacity. This addition, combined with the additional capacity Clive will receive from the Saylorville Plant expansion, will bring Clive's total allotment to approximately 5 million gallons per day (MGD) once the new plants come online. We currently believe this will be sufficient to manage Clive's average daily consumption, as well as peaks in usage driven by lawn watering in warmer months, once Clive is fully built out.** The basis of our recommendation is outlined below.

### **Clive's current capacity and demand**

Clive's current purchase capacity is 4.37 million gallons per day (MGD). Our average daily usage is approximately 2 MGD. The reason we need so much extra capacity is to accommodate "peaking," which is driven overwhelmingly by lawn watering in warm summer months. Clive's record single-day use is 4.28 MGD (July 2024), which falls within our current purchase capacity. However, we continue to grow, adding more population and irrigation systems.

### **Clive's capacity after the Saylorville plant expansion**

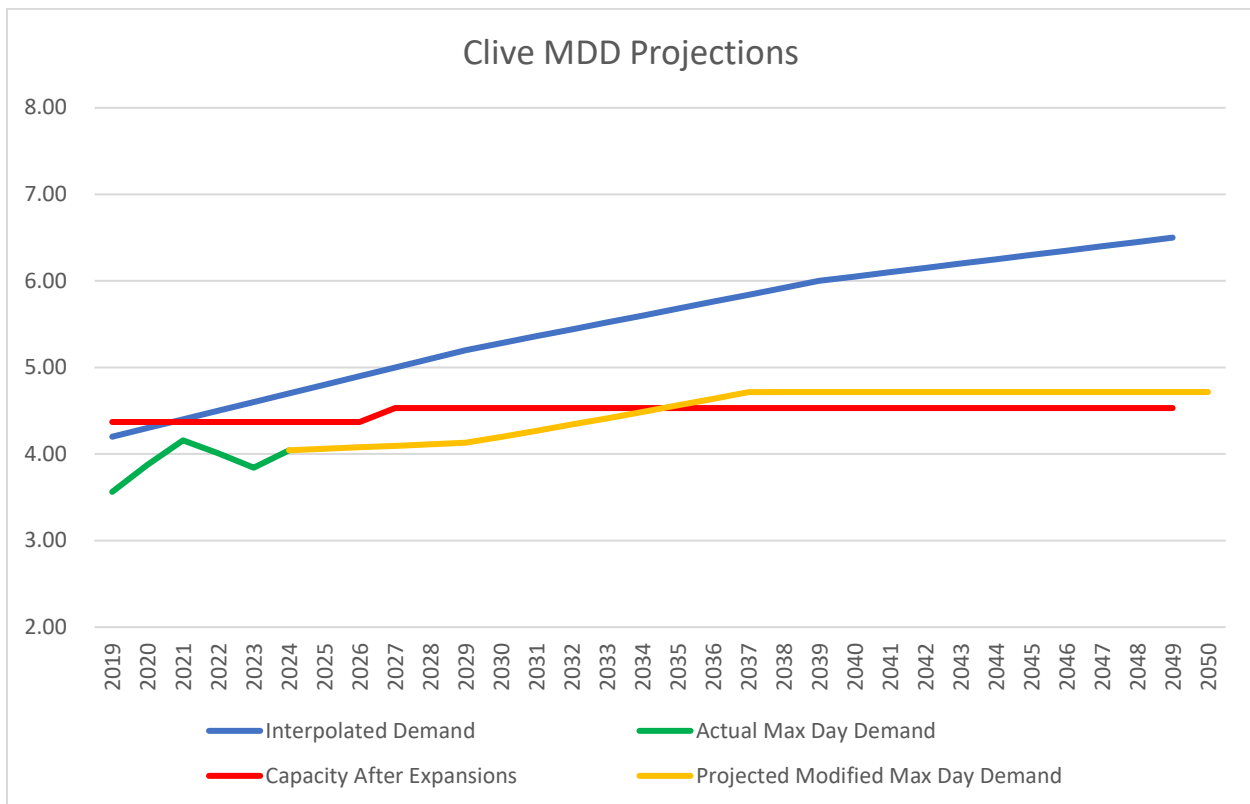
In 2028, the capacity expansion project at the Saylorville plant is expected to be completed, and Clive will receive an additional 0.161 million gallons per day (MGD) of capacity, bringing our total capacity to 4.531 MGD. The total expansion at Saylorville is 10 MGD, bringing CIWW capacity up to 144.5 MGD.

### What are the penalties for exceeding our allotted capacity?

Per the CIWW 28E agreement, communities that exceed their capacity more than three times (in consecutive or non-consecutive days) in a given calendar year are subject to financial penalties, which can be hundreds of thousands of dollars if not more. The penalty equation is complex and takes into account the total value of CIWW's water production facilities and depreciation. There is also a different formula applied after the Saylorville expansion comes online.

### Clive's peaks are powered by lawn watering, not population growth or essential human needs, but Clive is still growing and irrigating.

Staff projects that Clive's population will be approximately 22,000 at build-out. Today, our population is approximately 19,000, though we won't have an official tally until the special census is completed in the coming months. We currently estimate reaching 22,000 in 2035 or 2036, approximately a decade from now. That is also the point at which CIWW consultants project that Clive will exceed our current water purchase capacity. To mitigate the risks—financial and otherwise—of exceeding our purchase capacity, Clive will need to procure more MGDs per day in the most cost-effective manner possible, while also considering strategies to mitigate peaking caused by lawn watering. **Assuming Clive's population at build-out is 22,000 and we continue to see per capita demand and peak usage similar to today, we estimate that Clive will need 5 MGD of purchase capacity.** See the chart below, specifically the blue and red lines:



### What will Grimes and West Plant add, when will it be online, and how much could it cost Clive?

Conservatively, the Grimes expansion and West Plant are expected to be online within the next seven years. Combined, they will add 15 MGD, bringing the total CIWW system up to 159.5 MGD. Of that 15 MGD, 9% of the cost and additional capacity is distributed to all member agencies, regardless of whether they're asking for an extra portion of the new capacity.

Looking at just the 9% portion of the Grimes and West Plant expansions, this is the estimated cost to Clive as shared by CIWW staff:

|                                                                   |                   |                   |                  | Clive's Share |
|-------------------------------------------------------------------|-------------------|-------------------|------------------|---------------|
|                                                                   | Project Total     | 91%               | 9%               | 3.136% of 9%  |
| Engineer's Estimate<br>Grimes/West Plant Only/ No<br>transmission | \$ 194,830,573.15 | \$ 177,295,821.57 | \$ 17,534,751.58 | \$ 549,889.81 |

If Clive receives its current pro rata share of the 9% in new capacity, we will get an additional 0.04 MGD, bringing our total capacity to 4.571 MGD.

### Could Clive get an additional 0.429 to 0.5 MGD in capacity from the Grimes and West Plant expansions?

Possibly, although the CIWW executive committee has not yet established the final policy for evaluating requests for increased capacity, and it is unclear how many member agencies will request additional capacity. **If a similar formula used to allocate costs and capacity from the Saylorville expansion is applied to the Grimes/West Plant expansion, then Clive would request 3.0-3.2% of the available 91% of the 15 MGDs. That equates to 0.4-0.5 MGD. That would bring Clive's total to approximately 5 MGD, which is very close to our projection of Clive's total need at build-out.**

### How much could this additional capacity cost?

Based on the assumptions outlined above, **Clive's total cost for Grimes/West Plant could be \$5.8 to \$5.9 million, if we're able to get the additional 0.4-0.5 MGD.**

### How much can we control peaking by making other policy changes?

Peaking is all about lawn watering. If our community waters lawns more efficiently, replaces turf with more resilient landscapes, and/or chooses to let turf go dormant during periods of scarce precipitation, then Clive will not need as much additional purchase capacity. CIWW's Water Conservation Best Practices Committee is exploring strategies that could help all member communities use water more wisely and manage peaks caused by lawn watering. This work could inform future policies considered by the Clive City Council. Also of note, if it turns out that Clive doesn't need 5 MGD in capacity, we can sell excess capacity back to other member agencies per the 28E agreement.



**Recommendation on how much to request from the Grimes/West Plant expansions?**

**At this time, staff recommends requesting 0.4-0.5 MGD, assuming that the past formula used for the Saylorville expansion will also be used for the Grimes/West Plant expansions. Clive's total cost for this additional capacity could be \$5.8 to \$ 5.9 million.**

