



CLIVE CITY COUNCIL
AGENDA, REGULAR MEETING
1900 NW 114th Street
September 26, 2024 6:00 PM

This meeting will be conducted in-person in the City Council Chambers and virtually via Zoom platform. To participate virtually use the following link: <https://us06web.zoom.us/j/86836068278> - Call-in number: (312) 626-6799 - Meeting ID: 868 3606 8278

Call to Order/Roll Call/Pledge of Allegiance

Approval of the Agenda

Citizens Presentation

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

Consent Items

1. City Manager Memo
2. City Manager Monthly Report - August 2024
3. Assistant City Manager Tech Services Monthly Report - August 2024
4. Administrative Services Monthly Report - August 2024
5. Community Development Monthly Report - August 2024
6. Fire Department Monthly Report - August 2024
7. Leisure Services Monthly Report - August 2024
8. Police Department Monthly Report - August 2024
9. Public Works Monthly Report - August 2024
10. Treasurer's Monthly Report - August 2024
11. Minutes
12. Minutes - Special Sessions, 08/13/2024, 08/15/2024, and 08/24/2024
13. Bill List
14. Approve Retail Alcohol Sales License Ownership Update - Ducktail Lounge - 1809 NW 86th Street
15. Resolution Approving Change Order - RingCentral - Phone System Migration to Cloud Services - \$1,164.00
16. Approve Pay Request #3 - Des Moines Asphalt and Paving - 2024 Residential HMA Pavement Rehabilitation Project - \$77,159.48

17. Approve Pay Request #4 - DCI Group - Greenbelt Landing Project in the amount of \$4,385.00
18. Approve Pay Request #5 - Sternquist Construction - Hickman Road & NW 161st Street Phase 2 Intersection Improvement Project - \$137,396.29
19. Approve Pay Request #5 - The Concrete Company - 2024 Residential PCC Pavement Rehabilitation Project - \$6,650.00
20. Resolution Approving Professional Services Agreement with Central Iowa Officials, LLC - Clive Youth Basketball League
21. Resolution Approving Nuisance Abatement - 2095 NW 144th Street - Mowing
22. Resolution Accepting 1st Amendment to Overland Flowage and Private Storm Sewer Easement for Shadow Creek Plat 5, Lot 50 - 17773 Valleyview DR
23. Resolution Accepting 1st Amendment to Storm Sewer and Overland Flowage Easement for Shadow Creek West, Lot 26 - 18237 Hidden Knoll
24. Resolution Accepting 1st Amendment to Overland Flowage and Private Storm Sewer Easement for Shadow Creek West, Lot 26 - 18237 Hidden Knoll
25. Resolution Approving Final Acceptance of NW Alderleaf Drive Water Connection Project
26. Resolution Approving Submission of Iowa DOT Federal Recreational Trails Grant for Little Walnut Creek Trail
27. Resolution Approving Submission of Bravo Public Art Grant for Permanent Art Installation at the Harbach Center
28. Receive & File Building Code Appeals Board Meeting Minutes – 06/20/2024
29. Approve Pay Rate - Liz Gregg - PT Library Assistant I - \$17.94/Hr - Effective 9/27/2024

Action Items

1. Public Hearing - Greenbelt Landing Project
 - a. Resolution approving plans, specifications, forms of contract and estimate of costs
 - b. Receipt of bids
 - c. Resolution awarding contract for Greenbelt Landing Prime Construction Package #6 General Building Construction - Keystone Construction - \$2,518,000.00
2. Public Hearing - 2024B proposal to enter into an Essential Purpose Loan Agreement - \$2,780,000
3. Public Hearing - 2024B proposal to enter into a General Obligation Urban Renewal Loan Agreement - \$600,000
 - a. Resolution taking additional action on proposals to enter into Loan Agreements and combining Loan Agreements
4. 1st Consideration of Proposed Ordinance No. 1151 - Repealing Ordinance 770 for the 2003 LADCO Addition to the Clive Urban Renewal Area

5. 1st Consideration of Proposed Ordinance No. 1152 Amending Provisions Pertaining to Operating Budget Preparation
6. 1st Consideration of Proposed Ordinance No. 1153 Amending Provisions Pertaining to Bond Requirements
7. 1st Consideration of Proposed Ordinance No. 1154 Amending Provisions Pertaining to Pedestrians' Right-Of-Way
8. Resolution Setting Date of Public Hearing to Consider Plans, Specifications and Bids for Demolition Project associated with 2814 W Avenue
9. Resolution Authorizing City Manager to Proceed with Service One with PFM Group Consulting LLC for the Multi-Year Financial Assessment Project

Correspondence

1. Correspondences

Reports

Adjournment

MEMO

To: Mayor Edwards and Clive City Council

From: Assistant City Manager Pete De Kock

Date: September 23, 2024

Re: General Information Memo – September 26, 2024 City Council Meeting

The September 26, 2024, City Council meeting will be in-person & virtual:

<https://us06web.zoom.us/j/86836068278>

Consent Agenda – The change order to our RingCentral phone service contract is to cover monthly charges for eight additional phone lines. The new phone system will be up and running by the end of October. Please note the resolution directing staff to submit an Iowa DOT Federal Recreational Trails Grant for \$300,000.00 for the future section of the Greenbelt Trail west of Alice's Road. The total cost of this trail section is estimated at \$3,606,000. Our goal is to have the trail constructed by the end of 2026. Staff have also prepared a Bravo grant proposal for \$10,000 to paint three murals on the bay doors at the Harbach Center.

Public Hearing: Greenbelt Landing Construction – Prime Contract #6 Award – On September 18, 2024, bids were received for the rebid Greenbelt Landing Prime Construction Package #6. Two bids were received: \$2,518,000 from Keystone Construction and \$3,185,000 from Core Construction Services. The low bid from Keystone Construction is \$315,000 lower than the previous low bid for prime contract #6.

Public Hearings: Essential Purpose Loan Agreement -- \$2,780,000—This bond issue will support two identified TIF capital projects: Alice's Road reconstruction (\$1,700,000) and Linnan Park improvements (\$1,000,000).

Public Hearing: General Obligation Urban Renewal Loan Agreement -- \$600,000 – This bond issue will support City Hall-Library security improvements and other renovations (\$500,000).

Repealing Ordinance 770 for the 2003 LADCO Addition to the Clive Urban Renewal Area -- The 2003 LADCO Addition to the Clive Urban Renewal Area will reach the 20-year mark of the division of increment at the end of FY25. The ordinance that set it in place is required by the State Code to be repealed by the City and filed with the Polk County Auditor's Office by December 1. Per the Polk County Tax Manager, if the ordinance is not repealed and filed, the County will continue to generate TIF increment in this area. Staff recommends approval of the ordinance. If desired, there is time to conduct three readings unless the Council would like to waive the rules to proceed to the final reading as you have done in the past.

Ordinance Updates to Align with New State Legislation – The City's codifier (Iowa Codification) has proposed a series of ordinance amendments so Clive's code aligns with state law changes made during the 2024 state legislative session. The agenda packet includes three proposed ordinance amendments

pertaining to operating budget preparation, bond requirements, and pedestrian right-of-way. For each ordinance amendment, the City Clerk has included a brief description of the change along with the redlines of the changes to the City Code. Staff recommends waiving the rules for three readings for these ordinance amendments and proceeding to passage.

Professional Services Agreement with PFM Group Consulting for Multi-Year Financial Assessment—“Dip Study”—Staff recommends entering a professional services agreement with PFM Group Consulting for a total not to exceed \$44,220. PFM will collaborate with staff to forecast potential impacts on Clive’s finances and services caused by its future transition from a high-growth Iowa suburb to a built-out city that is no longer rapidly adding taxable valuation. PFM will also deliver a modeling tool to help Clive be proactive and more resilient to future financial and legislative changes. PFM Director Randy Bauer will be at the meeting to answer questions about their services. Your packet includes examples of PFM’s past work and the memo staff shared with PFM outlining the “Dip Study” project.

Tentative Upcoming Agenda Items

October 10

- Action – Professional Services Agreement for University Flood Mitigation Technical Services
- Action – Professional Services Agreement for Stormwater Management Manual Update – McClure Engineering
- Action – Greenbelt Landing Public Art Commission Contract
- Presentation – Linnan Park Redevelopment Design
- Presentation – Public Works Process Improvement





Memo

TO: Mayor and Council members

FROM: Matt McQuillen, City Manager

DATE: September 26, 2024

RE: City Manager Monthly Report - August 2024

SYNOPSIS:

Attached please find the City Manager's monthly report for August 2024. This will be the last report based on the previous strategic planning priorities. The monthly reports going forward will reflect the Council's updated top and high priorities.

Attachments:

1. CM Report 9-26-24

MEMO

To: Mayor Edwards and Clive City Council

From: City Manager Matt McQuillen

Date: 9/23/24

Re: City Manager’s Report – August 2024

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

<u>Consultant/Entity</u>	<u>Amount</u>	<u>Date</u>	<u>Services To Be Provided</u>

Clive Plan 2023-2028-2038

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 – During the strategic planning workshops staff presented and discussed an updated financial policy and strategy with the City Council. Since August staff has reaffirmed the strategy with the Council. In September a revamp of the City’s Capital Equipment Plan and policy were developed, presented and approved. The budget development process has been completed and the City Manager’s Proposed FY 2024-2025 Budget was presented during the February 8 and 22 City Council meetings focused on representing the financial policy and strategy affirmed by Council. The new property tax statement was mailed in mid-March and the new Property Tax Public Hearing held on April 11 at 5:15 PM, followed by the budget adoption during an April 29 special Council meeting.

86th Street Neighborhood Plan/Activation – For this priority staff is tasked with beginning specific engagement efforts with certain property owners in the 86th Street Neighborhood area, including the WDM School District and major apartment property owner. These tasks kicked off in November with the initial planning charette for the Linnan Park Phase 1 design project and an internal staff meeting on specific stakeholders/property owners to target for activation discussions. Meetings with major property owners have occurred in the past few months. A small workshop with officials with the School District occurred in early April to further discuss opportunities for collaborations in the neighborhood between the City and School District. A meeting of the communications teams between the City and School occurred in May and an opportunity for a joint “back to school” City/School event for early August is being planned. During the

June 27th meeting the City Manager provided a brief overview of where “activation” plans are at for 86th Street. The joint back to school event with the School District was held on August 9 and was a great success with many families in attendance.

Policy Agenda Items – Low Priority

Economic Vitality Committee – Following conversations during the November 2 CIP Work Session, staff has been working on coordinating with EVC members to have a final meeting of the EVC. This meeting occurred on January 17. The goal was to inform the EVC of the City Council's top and high priorities from the recent strategic planning workshops and the City's desire to have the EVC transition to a more private group. Also, during this final EVC meeting representatives from the Dallas County Development Alliance presented on supporting the new private group moving forward. The EVC indicated some interest in working with the Development Alliance, but the scope of those efforts are still to be determined and would require a proposal to be brought forward for City Council consideration. At this time, staff initiation of any EVC efforts has ended and this item is considered complete for strategic planning activity purposes.

Management Agenda Items – High Priority

City Hall/Library Security Remodel – In October staff received the proposal from DCI of initial scope of services for design team selection and pre-bid work for the remodel project. The City Council approved the initial scope and contract during the December 14 meeting. Since approval of the initial contract staff held a kickoff meeting with DCI/Sidekick and completed an RFP process for design/architecture/engineering services for the remodel project. In April OPN Architects was selected as the design team for the project, with a contract approved by the City Council. Initial design and user group meetings occurred in May, with tours of remodeled City Council Chambers in the DSM Metro Area occurring in June. In July work was completed in developing the schematic design/floor plan for the remodel and in August the DCI team developed cost estimates on that design to inform the full design development. The design and cost estimates were presented during the September 12 City Council meeting with the Council providing direction to proceed with Phase 1 of the remodel for the entire upper level of the building.

Management Agenda Items – Low Priority

Police Compensation Adjustment – In September staff reviewed the proposal for a mid-year compensation adjustment for the Police Union with the Council Personnel Committee. The Committee recommended moving forward with the proposal and this was shared with the Police Union who approved the proposal unanimously. During the October 26 meeting the Memorandum of Understanding confirming the mid-year adjustment was approved by the City Council. This item is now complete.

Regional Water Governance – In November the final draft of the 28E/F Agreement was distributed to create the Central Iowa Water Works (CIWW) as a new regional governance model for drinking water production. Staff and legal counsel are currently reviewing this final draft agreement draft. Following this review an official action of approving a resolution to become a Founding Member of CIWW occurred during the January 11 City Council meeting. Council has approved participation in CIWW and has appointed Mayor Edwards to serve as the CIWW Board member for Clive with City Manager Matt McQuillen as alternate. Actions related to this item are now complete and the CIWW Board will start meeting later this winter.



City Organization for Greenbelt Activities – The City Manager and Leisure Services Director are hoping to continue efforts to organize the City's operational activities amongst multiple departments within the Clive Greenbelt. Due to the current work load on the Leisure Services Department, work on this project is not anticipated to start until later in the year.

Management In Progress/Major Project Items

Executive Team: Transitions/Retirements/Relationships – Over the next year the City Manager will be working on several initiatives and projects with the Executive Team to aid in the transition of members of the Team due to upcoming retirements (Chief Venema and HR Manager Hunerdosse). In addition, the Team is always working on relationship building amongst each other and with the newer members. Some specific recent work surrounds a webinar series the Team is going through this year focusing on how we have conversations with each other. In addition, now that current Police Captain Mark Rehberg has been selected as the next Police Chief, work to integrate him into the Executive Team began in July with orientation items and meetings with the various departments.

City Council Elections/Candidate Support – On November 7 the three incumbent City Councilmembers (Judkins, Weaver, Mikkilineni) are up for re-election with no challengers. The Clive Chamber will hold on a breakfast event on December 14 for the candidates to share their priorities for their upcoming Council terms.

Public Safety Center Punch List – In September the final construction contract for the Public Safety Center with Core Construction was closed out. In November the final tree and landscaping updates were completed finalizing the punch list. This item is now considered complete.



Memo

TO: Mayor and Council members

FROM: Pete De Kock, Assistant City Manager

DATE: September 26, 2024

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

SYNOPSIS:

Assistant City Manager Tech Services Monthly Report -- August 2024

Attachments:

1. August 2024 ACM and Tech Services Report

Assistant City Manager and Tech Services Monthly Report

Assistant City Manager Pete De Kock has prepared the following report on August 2024 activities.

Project	Status	Notes	Due	Completed
Create grant tracking list and grants app calendar	Done	Tracking sheet has been created and is being populated; calendar will be populated on an ongoing basis	Nov-23	Nov-23
Organize funder/grant history data	In Progress		Feb-23	
Identify priority grants for FY 24-25, determine leads	Done		Feb-23	Ongoing
Assemble library of templates and supporting docs	In Progress		Apr-24	Ongoing
Internal and annual Council reporting on grants	Done	Discussed at August 2024 strategic planning and prioritized for work in FY25	Jul-24	Aug - 25
Identify and secure external grant writing resources	Done	Will be considered in strategic planning and FY25-26 budgeting process	Ongoing	Aug-25
Evaluate need for adding more grant writing capacity	In Progress	Prioritized by Council in August 2024 strategic planning for ongoing work in FY25	Jul-24	
Report: Internal Grant Writing Resources, Direction	In Progress	Budget proposal will be prepared for FY25 budget	Dec-24	
Conduct staff research questions for study	Done		Nov-23	Nov-23
Prepare FY 24 budget amend for consultant study	Done		Dec-23	Nov-23
Decision: Budget amendment for funding study	Done		Feb-24	Mar-24
Preapre RFI and distribute among consultants	Done	Proposal shared with Greater Des Moines Partnership staff and PFM staff	Mar-24	Apr-24
Select consultant to lead study and identify cities	Done	Preferred consultants at PFM identified; Council contract consideration in Sept 2024	Jun-24	Aug -24
Comparison city visits	In Progress	If needed, visits will now be in winter 2025 as needed	If needed	
Report: Findings, Presentation and Direction	Not Started	Initial financial study to be completed in advance of 2025 strategic planning	Jun-25	
Complete RFP and circulate to interested firms	Done		Oct-23	Dec-24
Interview firms and award contract	Done		Nov-23	Jan-24
Video script creation and filming	Done		Dec-23	Feb-24
Landing page development, social media campaign	Done		Dec-23	Feb-24
Campaign launch, deploy assets	Done		Mar-23	Mar-24
Create reels and other video vignettes on safety	Done		Mar-24	Mar-24

Assistant City Manager and Tech Services Monthly Report

Finalize stormwater grant program framework	Done		Mar-24	Apr-24
Begin stormwater grant making	Done		Mar-24	May-24
State of Clive Water Presentation including MS4	Done		Jan-24	Dec-23
Program description for City stormwater compliance	Done		Mar-24	Apr-24
Confirm commercial sq ft for impervious calcs	Done		Mar-24	Mar-24
CC Decision: Stormwater Rate Tier Incentives	Done		Mar-24	Feb-24
CC Decision: Stormwater Comm ERU Update	Done		Mar-24	Apr-24
Execute 2024 tree sale	Done		May-24	May-24
City Federal and State of Iowa Legislative Agenda 2024	Done		May-24	Ongoing
Development Review Process Improvement - Multi-Dept, Facilitated by AC	In Progress		Ongoing	Ongoing
2024 Resident Survey: Completion	Done		Jul-24	Jun-24
Annual Community Engagement Plan	Done		Dec-23	Dec-23
Polco Micro-Survey on Preferred Ways to Receive City Information: Conduct	Done		Jun-24	Jun-24
Websites Refresh - City, Parks and Library: Completion	Done	Aligning decisions to refresh existing sites or not with agenda management, rec management, and mass communications tool decisions	Jul-24	Delayed to FY26 budget
Clark Street Pilot Green Infrastructure Evaluation After Action Report	In Progress	Decision to roll report into State of Clive Water presentation in December 2024	Dec - 24	
Electric vehicles preparation - City government: Report to Mayor and Council	In Progress	Sharing information with the Council in July in conjunction with grant application considerations for City Hall renovation and GBL construction	Jul-24	
State/Federal Lobbying and Grants for 86th Corridor Projects	Done		May-24	May-24
District 1/Harbach Blvd Stormwater Pilot Program	Done	Evaluating ROI for the pilot program; determining how it will or won't fit with Harbach Phase 2 reconstruction	Ongoing	Ongoing

Assistant City Manager and Tech Services Monthly Report

Monthly Highlights

- Meeting with Senator Grassley's new district representative Noah Schrad and Mayor Edwards on 8/1
- Meeting with DNR staff and ISWEP board regarding SF455 implementation guidance on 8/6
- Supported implementation of new agenda management solution throughout the month
- Clive Jan-June Communications Dashboard presentation at 8/8 Council meeting
- Helped plan and execute the inaugural Clive-WDMCS Back to School Festival on 8/9
- Strategic planning sessions from 8/13-8/24
- Multiple meetings on City Hall security and renovation improvements during the month
- Multiple meetings on Alice's Road and Hickman Interchange design during the month
- Met with PFM consultants regarding "Dip Study" on 8/26
- Ongoing strategy and planning work with westside communities regarding community storytelling and government affairs

Technology Services Report – August 2024

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

2023-2024 Approved Strategic Goals Status

Project	Status	Notes	Due	Completed
Backup Data Center: Development, Direction, Funding				
1-Interview vendors and available options for cloud	Done		Oct 2023	Oct 2023
2-Determine RPO and RTO w/ Executive Team	Done		Oct 2023	Sep 2023
3-Prepare and evaluate costs, budget impact	Done		Nov 2023	Nov 2023
4-Meet w/ Finance Direct, CM, ACM on strategy	Done		Nov 2023	Nov 2023
5-Budget Workshop: FY 24-25 discussion and direction	Done		Feb 2024	Feb 2023
6-CC Decision: FY 24-25 Budget Adoption	Done		Apr 2024	Apr 2024
7-Prepare for implementation	In Progress		Jun 2024	
MIP – Annual Security Penetration Testing	Done	UPDATE. Testing has been completed	Feb 2024	Feb 2024
MIP–Computer replacements – Parks & Rec, Comm Dev	Done		Nov 2023	Nov 2023
MIP–EAMS (Lucity) Implementation: Parks & Fleet	In Progress		May 2024	
MIP–Incident Response Plan and Team: Review and Refine	Done	Contact lists need to be updated.	May 2024	Jul 2024
MIP–Disaster Recovery/Business Continuity Ops Framework: Doc.	Not Started		Jun 2024	

Assistant City Manager and Tech Services Monthly Report

MIP – Process Improvements	Done		Dec 2023	Oct 2023
MIP-Reg Qtrly Email Phishing Trng	Ongoing	Usually occurs 1 st month of a new quarter	Ongoing	
MIP-Westcom support – Fiber Ring Project	In Progress	Need to complete connection to Windsor Heights	Jul 2024	
MP – Security Improvements for Parks Shop, and City Hall/Library	Done	COMPLETED – Cameras completed for Parks Shop and CH/Library. Still working on doors for CH/Library.	Mar 2024	Jun 2024

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

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

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

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

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

- Percentage of professional fee costs since the start of the fiscal year: **0.79%**

2023-2024 Miscellaneous Technology Services Project Status

Project	Status	Notes	Due	Completed
Server Operating System Upgrades/ Maintenance	In Progress	Preemption, Sharefile, OOS, & Access Control svrs to Server 2022 as opportunity arises.	Ongoing	
PW ITPipes upgrade	Done	COMPLETED - Working with vendor and PW staff to upgrade old ITPipes system to a new server and cloud implementation	Nov 2023	Jun 2024
PD body and patrol car camera system replacement	Done	Completed - Assist in the replacement of the Focus/L3 on-premise system with new cloud-based system.	Oct 2023	Oct 2023
Additional cancellation of old copper analog POTS lines	In Progress		Ongoing	
Microsoft Office 2021 Project	Done	Completed - Upgrade of Office 2019 to Office 2021 on shared computer in various departments. Microsoft due date of Oct 10, 2023	Nov 2023	Oct 2023
Begin researching alternative workstation patch mgmt sys.	Done	The SCCM solution is becoming a little unreliable. New system in place.	Nov 2023	Nov 2023
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	
New Print Server Build	Done	The current print server is having issues when it is patched. Creating a new print server and migrate the network printers to this new server at the new data center.	Feb 2024	Mar 2024
Removal of former body cam switch from patrol room	Done	Network switch to be removed from former L3 body cam system. Switch will be repurposed.	Oct 2023	Oct 2023

Assistant City Manager and Tech Services Monthly Report

Move traffic signaling server and FW	Done	Move to new data center	Dec 2023	Dec 2023
Replace Council Chamber iPads	Done	Very old iPads are being replaced in the Council Chambers	Dec 2023	Dec 2023
Assist CommDev with Citizen Serve project	In Progress		TBD	
Assist Public Works with Citizen Serve project	In Progress		TBD	
Assist City Clerk/ACM with new agenda mgmt. implementation	In Progress	Testing and training in progress.	Aug 2024	
Laserfiche Cloud	In Progress	ON HOLD: We have paused this project for later.	TBD	
PW wiring closet improvements	Done	COMPLETED - Working with vendor to get labor cost to install new rack, upgrade switches, etc.	July 2024	Aug 2024
Temporary PW wifi improvements	Done	Temporary solution to install old wifi access point in warehouse	Apr 2024	Apr 2024
Permanent PW wifi improvements	In Progress	Working with the vendor to obtain the count for new access points	Dec 2024	
PW security cameras	In Progress	Working with the vendor on locations, pricing, etc.	Dec 2024	
Additional network switches for CH wiring closet	Done	COMPLETED	Feb 2024	Feb 2024
Cloud Voice Project	In Progress	Building of the solution has begun and weekly planning meetings are in progress.	Nov 2024	
ESRI infrastructure rebuild	Not Started		Sep 2024	
40-50% Public Safety MDCs upgrade to Windows 11	Done		Aug 2024	Jun 2024
Add a repurposed network switch to Harbach Center	Done	Need extra port capacity at Harbach for additional network connections.	May 2024	Jun 2024
Aquatics Center computers setup	Done	COMPLETED - Annual setup of computers at the Aquatics Center	May 2024	May 2024
Aquatic Center laptop installations	Done	COMPLETED – laptops set up to replace aging desktop computers at the admissions desk		Jun 2024
Replacement of backup server hardware	Done	COMPLETED: This is the regular scheduled hardware replacement on the backup servers	Jul 2024	Jul 2024
Mobile UX testing and implementation on MDCs	Done	COMPLETED: Current Classic Mobile will go end of life in June 2024	Sep 2024	Jul 2024
Testing of new fiber connection between PW and PS	Done	COMPLETED: A new fiber connection will disconnect PW from CH for data and wifi connections	Jun 2024	Aug 2024
Testing of new fiber between water tower and CPSC	In Progress		Aug 2024	

Conferences, Training, Meetings, & Other

- Dennis Harken attended the virtual webinar **SentinelOne Community: CrowdStrike Event Retrospective** on August 29th.



Memo

TO: Mayor and Council members

FROM: Elizabeth Hansen, Director of Administrative Services

DATE: September 26, 2024

RE: Administrative Services Monthly Report - August 2024

SYNOPSIS:

Please see the attached report and supplemental documents.

Attachments:

1. 8-Monthly Report August 2024
2. 8-Admin Report Materials

MEMO

To: Mayor Edwards and Council Members

From: Elizabeth Hansen, Director of Administrative Services

Date: September 15, 2024

Re: Monthly Report – August 2024

Administrator Services Department

General Administration/Finance:

Utility Billing/Xpress Bill Pay (XBP):

- A. To date, 6,906 customers have set up online accounts on the Xpress Bill Pay system. Of those customers, 2,828 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. 291 utility bill reminders were sent, and 24 customers were scheduled to be shut off.
- C. 54 work orders were processed.
- D. 66 warning tags were delivered/service shut offs for non-payment.

Permits/Licenses Purchased:

Permit/License	Quantity	Amount
Mobile Food Vendors	1	
Noise Permits	3	
Solicitor Permits	1	
Open Records Requests	3	
Pet Licenses	4	\$1816.00
Parking Tickets	2	\$45.00
Yard Waste Stickers	3	\$366.00
Miscellaneous Waste Stickers	267	\$366.00

Commerce Bank Revenue Share Amount:

We received the July revenue share report. The City received \$302.85. This amount is going down due to the ACH pay program we are encouraging our vendors to use.

Income Offset Program (IOP) – We received \$852.00 from the State of Iowa IOP in August.

Human Resources:

- A. Recruitments – During August, the NeoGov Insight/OHC system was used for a Police Sergeant Promotion, Public Works Operations Specialist, and a seasonal Recreation Recreational Lead position, among many part-time firefighter positions. Below are the hiring and promotions for calendar years 2017 to the present:

	2025	2024	2023	2022	2021	2020	2019	2018	2017
Full Time	1	11	22	14	15	16	15	9	4
Part-Time	8	9	7	22	10	1	7	9	7
Seasonal	1	159	159	132	130	73	130	151	133
Promotional	1	5	15	7	8	7	4	4	3

- B. Separations –

	As of August 1, 2024 – July 30, 2025
Fire	
Police	1 FT - Other employment
Public Works	1 FT - Other employment
Library	1 PT- Family
Parks	
Recreation	
Administration	

- C. Staff Events – HR Roadshows, Supervisory Training, and Investment Committee Meeting.

Departmental Projects – Strategic Planning:

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

City Clerk Division

2025 Partial Special Census - Since August 2023, staff has been taking the initial steps to conduct a partial special census in April of 2025, that will capture the exponential growth in the Northwest developments of the City. The proposed Memorandum of Agreement has now been approved by Council and the initial cost estimate of \$391,208.00 has been paid to the Census Bureau. Staff is estimating that we will see an increase in our annual revenues of approximately \$218,944.00, thus recouping the cost of the census in just under 2 years.

Records Management - In preparation for the upcoming City Hall remodel, staff has dedicated additional time to sorting through old records, to purge, digitize, or properly preparing them for safe storage during the project. The digitization of records has been a key City initiative since 2007, when we first purchased our records management platform, Laserfiche. To date, staff has successfully digitized 3,073,584 pages of records. More importantly, this digitization process is being carried out methodically to ensure the records are organized in a way that serves both staff and the public. We aim to make documents easy to search and retrieve while ensuring compliance with our records retention policy and avoiding the inclusion of unnecessary or redundant documents.

Finance Division

New Utility Billing Rate Structure and Process Improvements –Commercial ERUs were updated and were also part of the June 2024 utility billing. During the implementation of the commercial ERU's staff noticed some irregularities in some of the accounts and have rectified those with the customers affected. Staff will continue to audit and update as needed once the new ERU Policy is completed and approved by the City Council.

Utility Billing Payment Options –The city currently uses Express Bill Pay receipting utility revenue. The staff has expressed some frustration with the program and seeks a possible alternative. The list of possible replacements has already been narrowed down to four including Xpress Bill Pay to remain as our partner. Staff will proceed with demos in the coming months and would like to have a resolution before the end of the year.

Electronic Utility Bills Policy Discussion - This initiative will be further explored once the Utility Billing Payment Options have been completed.

Financial Audit FY 23-24 - Virtual fieldwork for the annual financial audit for the year ending 6/30/24 began the week of September 2 with Eide Bailly. A presentation of the audit and Council approved the report in October or November 2024.

FY 2025/2026 Budget – Staff will kick off the budget process in September 2024 with the first Budget Workshop scheduled to occur in February 2025.

2024B/2025A Bond Sales - Staff met with PFM for the sale of bonds to fund the capital improvement projects for the 2024/25 construction season. The 2024B bonds are scheduled to be sold in November.

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 will continue developing the 2025-2029 CIP with the City Council presentation in November.

Human Resources Division

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

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

Citywide and Quarterly Supervisory Training - Staff is planning the fall training on October 30, November 4, and November 6 for all employees, supervisors, and managers. The focus this quarter is on Bullying, Harassment, and also the Performance Check-In.

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

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

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

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

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

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

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

Transition from TrueNorth to IGHCP – Staff is working with IGHCP to transition from TrueNorth and Workforce Junction to IGHCP “The Trust” and Employee Navigator. We have also been working with The Trust to make improvements to the employee benefit Guidebook. TrueNorth did share with us that we were on an older version of the guide and will be brought up

Staff is waiting for IGHCP to train on the new employee benefit portal and then a request to create a username and password will be communicated to all eligible employees. We have also scheduled Flex Savings Account Open Enrollment meetings for staff in November and preparing for that transition from Midwest Benefit to EBS.

Council Fiscal YTD Revenue Report
August 2024

Account Number	Account Title	2023-24 Pri Year Actual	2024-25 Approved Budget	Cur YTD Actual	Current YTD Uncollected Revenues	Budget % Collected
001-4000-0-0000-00	NON-PROGRAM GENERAL REVENUE	20,176,200	20,763,181	883,097	19,880,084	4.25%
001-4110-0-0000-00	POLICE DEPARTMENT	62,146	82,000	6,083	75,917	7.42%
001-4150-0-0000-00	FIRE PROTECTION	43,405	9,500	2,400	7,100	25.26%
001-4160-0-0000-00	RESCUE DEPARTMENT	747,854	650,500	83,871	566,629	12.89%
001-4190-0-0000-00	ANIMAL CONTROL	19,416	18,000	1,741	16,259	9.67%
001-4210-0-0000-00	ROADWAY MAINTENANCE	29,318	36,000	4,223	31,777	11.73%
001-4290-0-0000-00	SOLID WASTE COLLECT & DISPOSAL	1,200,373	1,193,682	200,322	993,360	16.78%
001-4410-0-0000-00	LIBRARY SERVICES	42,254	46,872	2,459	44,413	5.25%
001-4430-0-0000-00	PARKS & PLAYGROUNDS	30,836	42,000	8,195	33,805	19.51%
001-4440-0-0000-00	RECREATION	459,988	430,500	171,855	258,645	39.92%
001-4470-0-0000-00	PUBLIC ART PROGRAM	0	0	4,000	-4,000	0.00%
001-4499-0-0000-00	SWIMMING POOLS	689,773	737,700	166,600	571,100	22.58%
001-4530-0-0000-00	BUILDING & HOUSING SAFETY	70,297	100,000	11,022	88,978	11.02%
001-4540-0-0000-00	PLANNING & ZONING	620,645	348,500	115,292	233,208	33.08%
	GENERAL FUND	24,192,505	24,458,435	1,661,160	22,797,275	6.79%
					0	
110-4210-0-0000-00	ROADWAY MAINTENANCE	2,627,800	2,745,992	407,001	2,338,991	14.82%
					0	
121-4699-0-0000-00	LOSST	4,090,085	3,700,000	779,356	2,920,644	21.06%
					0	
600-4810-0-0000-00	WATER	6,674,868	5,747,014	1,287,853	4,459,161	22.41%
610-4815-0-0000-00	SANITARY SEWERS	3,923,205	3,741,388	686,844	3,054,544	18.36%
740-4865-0-0000-00	STORM SEWERS	1,794,659	1,931,970	302,761	1,629,209	15.67%
810-4930-0-0000-00	INTERNAL SERVICE-CAP EQUIP REP	1,613,872	1,532,060	19,223	1,512,837	1.25%
					0	
		44,916,992	43,856,859	5,144,199	38,712,660	11.73%

Council Fiscal YTD Expense Report
August 2024

Account Number	Account Title	2023-24 Pri Year Actual	2024-25 Approved Budget	Cur YTD Actual	Current YTD Unexpended	Budget % Used
001-5110-0000	POLICE DEPARTMENT	4,205,425	4,517,826	697,191	3,820,635	15.43%
001-5150-0000	FIRE PROTECTION	2,367,365	2,499,994	145,881	2,354,113	5.84%
001-5160-0000	RESCUE DEPARTMENT	1,964,011	2,180,152	350,133	1,830,019	16.06%
001-5180-0000	DISASTER CONTROL DEPARTMENT	12,392	16,515	56	16,459	0.34%
001-5190-0000	ANIMAL CONTROL	23,025	20,000	16,468	3,532	82.34%
001-5210-0000	PUBLIC WORKS ADMINISTRATION	633,792	652,699	92,761	559,938	14.21%
001-5230-0000	STREET LIGHTING	118,659	224,000	33,205	190,795	14.82%
001-5240-0000	TRAFFIC SAFETY DEPARTMENT	161,350	252,083	18,332	233,751	7.27%
001-5260-0000	ENGINEERING	917,061	985,015	159,112	825,903	16.15%
001-5290-0000	SOLID WASTE COLLECT & DISPOSAL	1,225,331	1,175,575	195,089	980,486	16.60%
001-5350-0000	MOSQUITO CONTROL DEPARTMENT	11,030	14,330	4,920	9,410	34.34%
001-5399-0000	WELLNESS PROGRAM	16,704	23,250	840	22,410	3.61%
001-5410-0000	LIBRARY SERVICES	1,008,143	1,085,025	172,742	912,283	15.92%
001-5420-0000	MUSEUMS & CENTERS	579,067	624,349	110,429	513,920	17.69%
001-5430-0000	PARKS & PLAYGROUNDS	1,576,640	1,749,392	281,155	1,468,237	16.07%
001-5440-0000	RECREATION	852,042	849,842	215,371	634,471	25.34%
001-5460-0000	RECREATION	149,307	286,728	23,344	263,384	8.14%
001-5470-0000	PUBLIC ART PROGRAM	9,251	-	1,379	-1,379	#DIV/0!
001-5499-0000	SWIMMING POOLS	816,930	852,007	397,317	454,690	46.63%
001-5530-0000	BUILDING & HOUSING SAFETY	340,263	395,075	55,007	340,068	13.92%
001-5540-0000	PLANNING & ZONING	535,838	607,009	106,216	500,793	17.50%
001-5550-0000	CODE ENFORCEMENT	104,566	112,118	16,315	95,803	14.55%
001-5609-0000	LEGISLATIVE (COUNCIL & MAYOR)	73,320	86,331	15,820	70,511	18.33%
001-5610-0000	EXEC. & ADM. (MGR, ASST MGR)	527,068	609,252	99,097	510,155	16.27%
001-5615-0000	HUMAN RESOURCES	386,373	405,938	120,584	285,354	29.71%
001-5620-0000	FINANCIAL ADMINISTRATION	3,258,112	3,149,083	129,411	3,019,672	4.11%
001-5630-0000	ELECTIONS	6,805	-	-	0	0.00%
001-5640-0000	LEGAL SERVICES	70,783	60,000	16,229	43,771	27.05%
001-5650-0000	CITY HALL	418,148	516,349	60,980	455,369	11.81%
001-5651-0000	MISCELLANEOUS UNALLOCATED	60,925	77,250	9,416	67,834	12.19%
001-5698-0000	IT	813,756	995,653	207,183	788,470	20.81%
001-5699-0000	PERS SERV. (CIVIL SERVICE)	-	-	-	0	0.00%
	GENERAL FUND	23,243,480	25,022,840	3,751,983	21,270,857	14.99%
					0	
110-5210-0000	ROADWAY MAINTENANCE	2,644,956	2,973,769	337,944	2,635,825	11.36%
					0	
121-5699-0000	LOCAL OPTION SALES/SERVICE TAX	3,765,567	3,950,000	-	3,950,000	0.00%
					0	
600-5810-0000	WATER	6,305,324	6,220,676	704,159	5,516,517	11.32%
610-5815-0000	SANITARY SEWERS	2,889,310	4,402,245	557,035	3,845,210	12.65%
740-5865-0000	STORM SEWERS	1,612,575	1,921,585	249,111	1,672,474	12.96%
810-5910-0000	INTERNAL SERVICE-CAPITAL EQUIP	2,012,798	2,000,000	855,171	1,144,829	42.76%
					0	
		42,474,009	46,491,115	6,455,404	40,035,711	13.89%

RECONCILIATION OF UTILITY BILLINGS, COLLECTIONS, AND DELINQUENCIES

FY24/25

Month of: August 2024

Aged trial balance- Report Date: 7/30/2024 \$ 69,161.46

BILLINGS

Billings for the month of: JULY \$ 1,253,128.10

Billings for the month of: AUG \$1,344,362.72

Total billings for the months of June and July (includes penalties and finals) \$ 2,597,490.82

TOTAL BILLINGS \$ 2,666,652.28

LESS COLLECTIONS

Revenues collected for the month of: AUGUST \$1,238,265.09
(Includes final bill payments, County Treasurer payments, etc.)

Council Write-Offs \$0.00

City Accounts- write-off/adjustments \$0.00

Deposit amounts applied \$2,744.05

Payment adjustments \$0.00

TOTAL COLLECTIONS \$ 1,241,009.14

SUB TOTAL \$ 1,425,643.14

Aging report balance for: 8/31/2024 \$ 1,273,673.22

Aging report (08/31/24) for accounts 30 days or more past due \$ 74,994.21

Prepared by: Maritza Alarcon, Utility Billing Department, 09/06/24



Memo

TO: Mayor and Council members

FROM: Doug Ollendike, Community Development Director

DATE: September 26, 2024

RE: Community Development Monthly Report - August 2024

SYNOPSIS:

Attachments:

1. Com Dev Report - 08-2024

MEMO

To: Honorable Mayor and City Council

From: Doug Ollendike, Community Development Director

Date: September 26, 2024

Re: Community Development Monthly Report

Building Services Division

7 new single-family homes were permitted in August with a total valuation of \$2,818,927. A total of 61 permits were issued which included new construction, remodels, additions, fences, decks, sheds, signs, etc.

The contractors at the new 7Brew Coffee Shop, located at 15610 Hickman RD, still have a portion of the north drive-up lane to install along with landscaping in this area to complete as well. This project is also waiting for private utilities to be moved so this work can be completed. A temporary CO has been issued to allow the business to open with an agreement to complete in place for finishing the remaining items.

Full permits have been issued for the Phase I addition and site work at Living Faith Church located at 2180 NW 142nd ST; a temporary CO has been issued for this phase of construction. Most of the site has been stabilized; and staff is working with the contractor regarding the bio-retention completion.

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

Vision Electrical and Plumbing's renovations at 2163 NW 111th ST should be completed soon.

David's Fine Tobacco at 9759 University AVE will be expanding their business into an adjacent suite. The permit has been issued, however, inspections have not been requested.

The Emerald Isle townhome project has been issued building permits for the second building of six units; framing progress is being made on the first building.

The permit has been issued for "The McCoy" apartments located at 11040 Hickman RD for the interior bathroom and kitchenette remodel work.

The permit has been issued for Kwik Star, located at 16050 Hickman RD; framing & rough-in inspections have been completed.

Staff are in the process of reviewing remodel plans for the Genesis Health Club facility located at 10930 Hickman RD A substantial interior remodel is being proposed.

The building permit has been issued for an outpatient surgery center located at 12107 Stratford DR; the framing inspection has been completed.

Building permits have been issued for the remodel of the Heartland Coop building located at 13733 University AVE. A final inspection has been completed and we are just waiting for the fire alarm testing to be done.

The Rack billiard hall is in the finishing stages of construction and will be issuing a CO soon.

The building permit for the new Tasty Taco site at 2249 NW 86th ST has been issued and plumbing inspections have been scheduled.

Escapeology, located at 8801 University AVE, has completed the framing & rough-in inspection; a final inspection is expected soon.

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

Two office build-out permit applications have been issued for 13137 University AVE; a final inspection has been completed on the First Generation suite.

A building addition is being reviewed for the expansion of 1100 73rd ST, Edward Jones.

Planning Services Division

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

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

Silver Star car wash has submitted a preliminary plat, site plan, and public improvement construction drawings for the recently rezoned properties generally located at NW 156th ST, Hickman RD, and Emerald Isle DR. The preliminary plat was approved by Council on April 11, 2024, and site plan was approved by Council on May 23, 2024. Staff are continuing to work with the applicant on the construction drawings.

The Rack Billiards Club, LLC submitted applications for preliminary plat, plat of survey, and final plat to separate the north building (formerly Joanns) at University Park Shopping Center. The preliminary plat was approved at the January 11, 2024, Council meeting and staff administratively approved the plat of survey on January 18, 2024. Staff is awaiting receipt of final legal documents to release the Final Plat for recording.

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.

Leaders Realty has submitted a site plan/preliminary plat for 15935 Hickman Road, the undeveloped property remaining between Fareway and Life Church. The site plan/preliminary plat would create 2 lots and an outlot for stormwater management.



Staff has submitted a request to Norfolk Southern for an abandoned track right-of-way, which will allow Norfolk Southern to determine if the property is eligible to be sold or otherwise conveyed to the City or adjacent property owners. The request includes the remaining parcels owned by Norfolk Southern that do not include any railroad infrastructure, which are generally located between NW 100th ST and NW 114th ST. Staff are awaiting a response from Norfolk Southern.



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

	Aug-23	Aug-24	YTD Total	Aug-24	YTD Total
Building Permit - New Single Family	9	7	75	\$2,818,927	\$40,717,752
Building Permit - New Townhome	0	0	12	\$0	\$4,342,900
Building Permit - New Condominium	0	0	0	\$0	\$0
Building Permit - Residential Additions	2	2	19	\$148,520	\$1,260,141
Building Permit - Residential Remodel	2	2	15	\$27,324	\$404,456
Building Permit - New Commercial	0	1	3	\$1,350,000	\$3,738,481
Building Permit - Commercial Additions	0	0	0	\$0	\$0
Building Permit - Commercial Remodel	2	1	21	\$100,000	\$4,744,239
FYTD TOTALS					
Building Permit - New Single Family	15	12		\$5,398,119	
Building Permit - New Townhome	0	0		\$0	
Building Permit - New Condominium	0	0		\$0	
Building Permit - Residential Additions	3	7		\$351,510	
Building Permit - Residential Remodel	2	3		\$35,695	
Building Permit - New Commercial	0	2		\$2,221,113	
Building Permit - Commercial Additions	0	0		\$0	
Building Permit - Commercial Remodel	7	7		\$1,969,582	



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

August 2024
RESIDENTIAL PERMIT ACTIVITY

NEW SINGLE FAMILY

<u>DATE</u>	<u>NO.</u>	<u>STREET</u>	<u>APPLICANT</u>	<u>VALUATION</u>	<u>SUBDIVISION</u>
08/05/2024	17781	HAMMONTREE DR	FE Remodeling LLC	\$442,109	SHADOW CREEK PLAT 07
08/15/2024	17953	TANGLEWOOD DR	Clearview Homes, LLC	\$436,167	SHADOW CREEK PLAT 08
08/23/2024	17743	HAMMONTREE DR	Clearview Homes, LLC	\$489,385	SHADOW CREEK PLAT 07
08/28/2024	16775	WILDEN DR	Meadowbrook-Berkshire Builders	\$315,054	BERKSHIRE NORTH PLAT 10
08/28/2024	16781	WILDEN DR	Meadowbrook-Berkshire Builders	\$315,174	BERKSHIRE NORTH PLAT 10
08/28/2024	16787	WILDEN DR	Meadowbrook-Berkshire Builders	\$312,396	BERKSHIRE NORTH PLAT 10
08/30/2024	18286	VALLEYVIEW CIR	Trust Builders, LLC	\$508,642	SHADOW CREEK WEST
				TOTAL	\$2,818,927
				YTD CALENDAR	\$40,717,752
				YTD FISCAL	\$5,398,119

NEW TOWNHOME

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

NEW CONDOMINIUM/MULTI-FAMILY

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

RESIDENTIAL ADDITIONS

<u>DATE</u>	<u>NO.</u>	<u>STREET</u>	<u>APPLICANT</u>	<u>VALUATION</u>	<u>DESCRIPTION</u>
08/27/2024	17478	BERKSHIRE PKWY	Iowa 80 Builders	\$58,460	Covered Deck
08/27/2024	17436	AURORA DR	Ben Schulte Construction Inc.	\$90,060	Basement Finish
				TOTAL	\$148,520
				YTD CALENDAR	\$1,260,141
				YTD FISCAL	\$351,510

RESIDENTIAL REMODEL

<u>DATE</u>	<u>NO.</u>	<u>STREET</u>	<u>APPLICANT</u>	<u>VALUATION</u>	<u>DESCRIPTION</u>
08/29/2024	16523	OAKBROOK DR	Better Builders	\$12,324	Repair Covered Deck Footings
08/07/2024	12932	HAZELWOOD DR	Salt Studios, LLC	\$15,000	Convert 3-season to 4-season
				TOTAL	\$27,324
				YTD CALENDAR	\$404,456
				YTD FISCAL	\$35,695



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

August 2024
COMMERCIAL PERMIT ACTIVITY

NEW COMMERCIAL

<u>DATE</u>	<u>NO.</u>	<u>STREET</u>	<u>APPLICANT</u>	<u>VALUATION</u>	<u>DESCRIPTION</u>
8/22/2024	2640	Berkshire PKWY	Covenant Construction	\$1,350,000	New Office Building

TOTAL	\$1,350,000
YTD CALENDAR	\$3,738,481
YTD FISCAL	\$2,221,113

COMMERCIAL ADDITIONS

<u>DATE</u>	<u>NO.</u>	<u>STREET</u>	<u>APPLICANT</u>	<u>VALUATION</u>	<u>DESCRIPTION</u>
-------------	------------	---------------	------------------	------------------	--------------------

TOTAL	\$0
YTD CALENDAR	\$0
YTD FISCAL	\$0

COMMERCIAL REMODEL

<u>DATE</u>	<u>NO.</u>	<u>STREET</u>	<u>APPLICANT</u>	<u>VALUATION</u>	<u>DESCRIPTION</u>
8/21/2024	1701	Campus DR	Pro Commercial	\$100,000	Remodel Common Areas

TOTAL	\$100,000
YTD CALENDAR	\$4,744,239
YTD FISCAL	\$1,969,582

Code Enforcement Activity Report for August 2024

Violation Activity

- Investigated 50 new violations
 - 19 violations initiated through proactive enforcement of common code violations
 - 31 violations initiated through complaints of common code violations
 - 1 violation was abated by the City
- Investigations conducted
 - 50 initial inspections for common code violations
 - 34 follow up inspections
 - 84 total inspections
- August voluntary compliance rate was 98%
- Pulled 26 illegal signs from the City Right Of Way
- August Case Breakdown

5-6-2(1H)): Dense Overgrowth	-7
5-6-2(1(I)): Grass and Weeds	-15
5-6-2(1(K)): Junk	-4
5-6-4: Household Goods and Machinery	-3
7-1-8: Debris Deposits Prohibited	-1
7-1-11: Use of Parkings	-2
7-2-2: Duty of Abutting Property Owners	-1
7-5-5: Overhanging Trees	-3
8-5-3: Sanitary Disposal Required	-1
8-5-6: Yard Waste	-2
8-5-10(B): Solid Waste Storage Containers	-2
8-5-10(C): Solid Waste Storage Container Location	-1
10-1-8(A): Permit Required	-1
10-10-13: Pool Barrier Requirements	-1
10-11-1: Erosion Control	-3
11-12-4: Prohibited Signs and Conditions	-1
11-13-5: Off Street Parking Regulations	-2

Other Activities

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



Memo

TO: Honorable Mayor, City Council, City Manager

FROM: Clayton Garcia, Fire Chief

DATE: 9/18/2024

RE: August 2024 Monthly Report

City of Clive Strategic Plan Status

Windsor Heights Fire Service Collaboration Strategy/Action Plan: Report and Direction	Chief and CM from WH and Clive discuss options	Completed
	Pending staff discussions, further research/eval	Completed
	Presentation/Decision: Potential Options, Direction	Completed
	Depending on the direction, determine the next steps	Completed
	If no further next steps, hiring for Asst Chief of Ops	Completed
Fire Staffing Levels/Makeup New Standards: Report, Direction and Funding	Research new ways to fill critical daily ops roles	Completed
	Develop report, including new job descriptions	Completed
	Budget Workshop: FY 24-25 Budget Report, Direct	Completed
	CC Decision: FY 24-25 Budget Adoption	Completed
	Prepare proposals for collective bargaining	In Progress
Fire Leadership Led Training		Completed
CAD-CAD Project for Regional Response Improvements		In Progress
Part-Time Fire Inspector - Identify Needs and Options		Completed
Fire Dept Strategic Plan: Funding		Completed
Fire Officer Development Program (All Officers)		In Progress
Company Officer Development Program (Acting Officers in Charge)		Not Started
Fire Engineering Development Program		In Progress
All Fire FT Staff: Solidification of roles and responsibilities		In Progress
Fire Executive Leadership Development/Class/Course/Retreat		Not Started
Public Safety Radio Replacement: Completion		In Progress
EMS Write-Off Data		Completed
City AED Replacement		In Progress
City Fire Inspection Program: Reaffirmation and Update		Completed
NFPA Physicals - Add Cancer Screening		In Progress
Fire Vehicle Spec Process (320)		In Progress
Annual Flood Plan Update		In Progress
Fireworks Code Update: Completion and Adoption		Completed



2024 Strategic Plan

Project Status Legend

IP - In Progress

C - Completed

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



2024 Strategic Plan

Project Status Legend

IP - In Progress

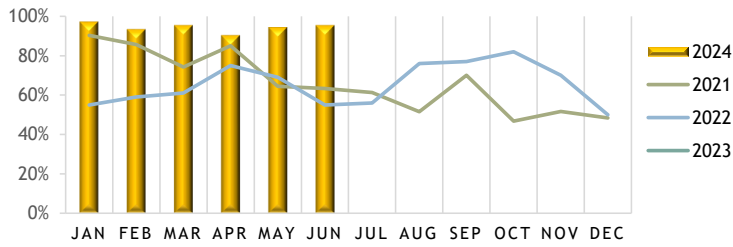
C - Completed

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

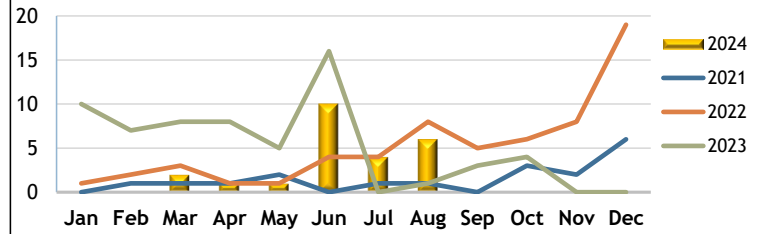


Clive Fire Department Monthly Report August 2024

100% Staffing of On-Duty Shifts



Mandatory Overtime Shifts

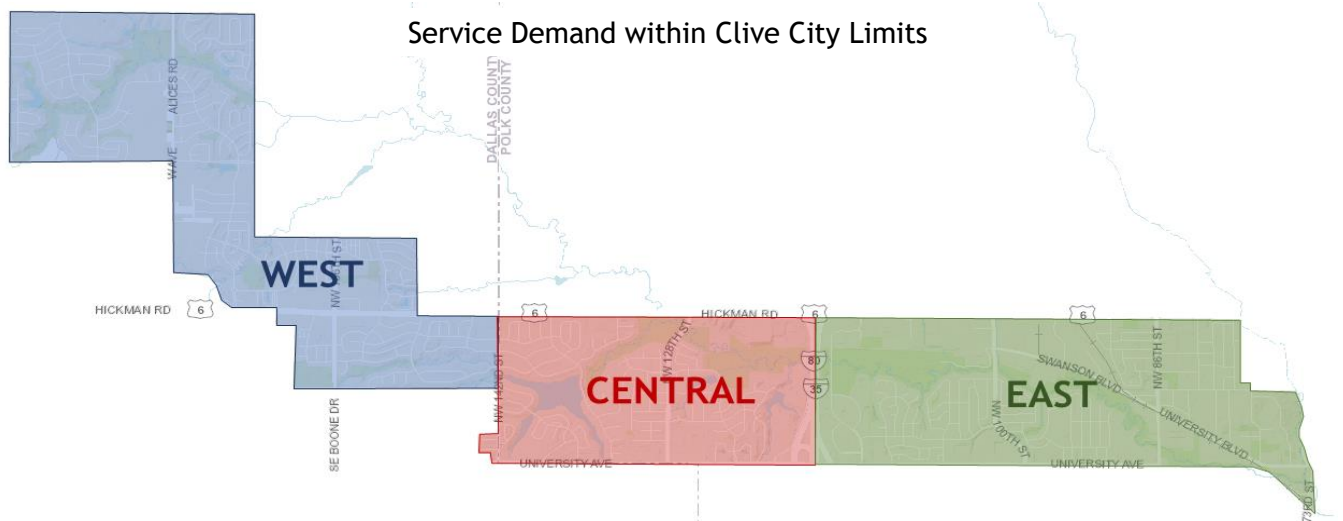


Citizen Satisfaction for Safety in Clive Above Customized and National Benchmarks

Source: 2022 Citizen Satisfaction Survey Results

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

Service Demand within Clive City Limits



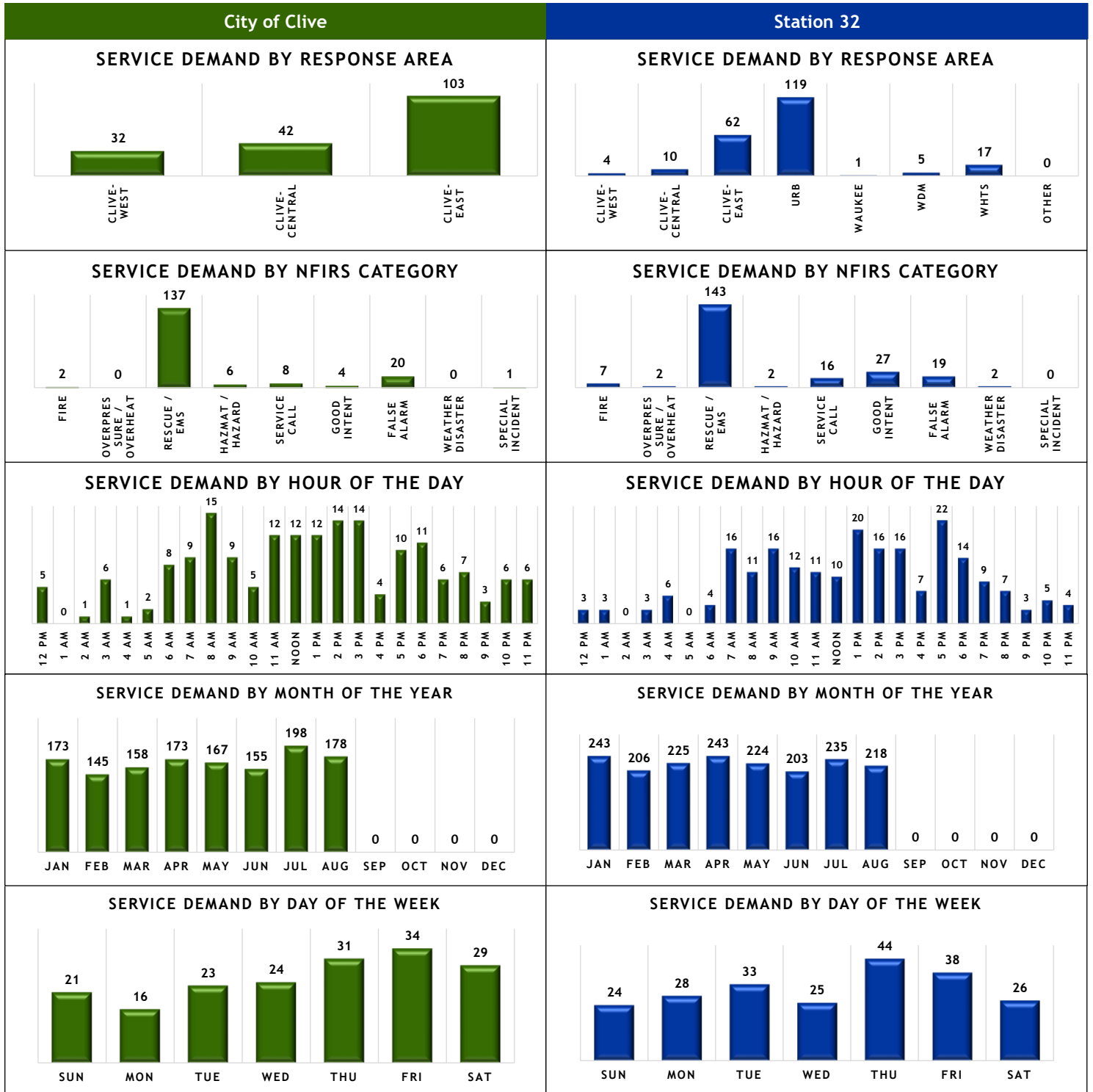
WEST			
EMS	20	11.2%	
Fire	12	6.7%	
Total	32	18.0%	

CENTRAL			
EMS	38	21.3%	
Fire	5	2.8%	
Total	43	24.2%	

EAST			
EMS	79	44.4%	
Fire	24	13.5%	
Total	103	57.9%	

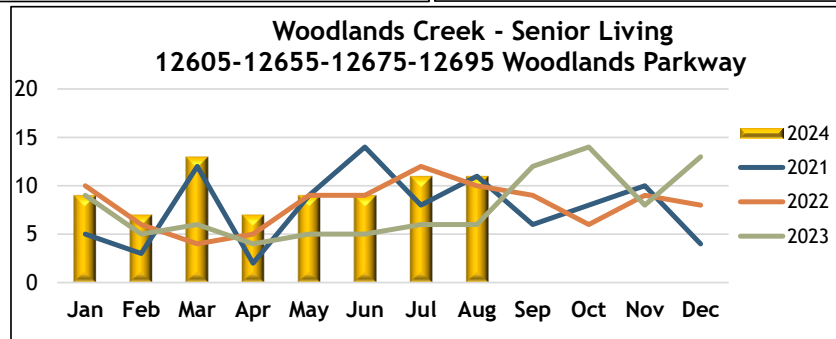
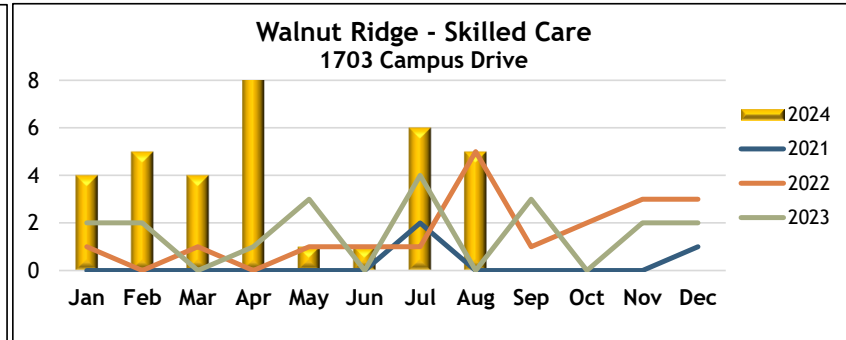
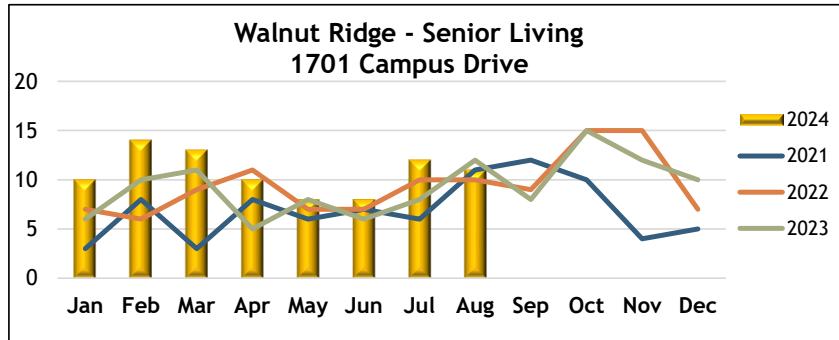
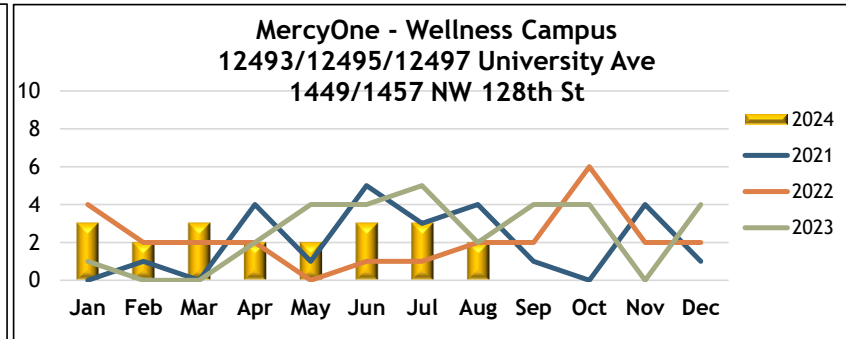
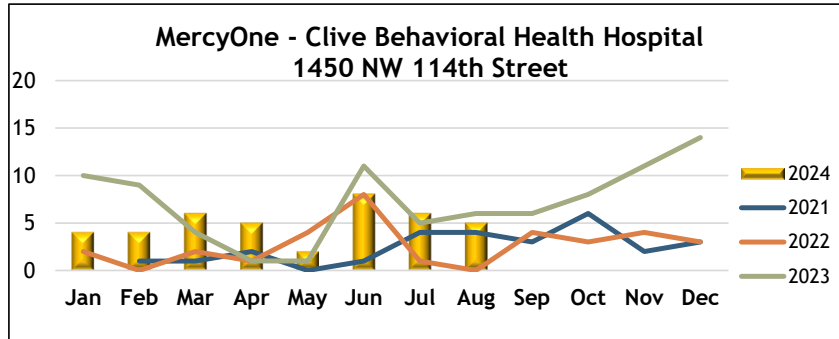
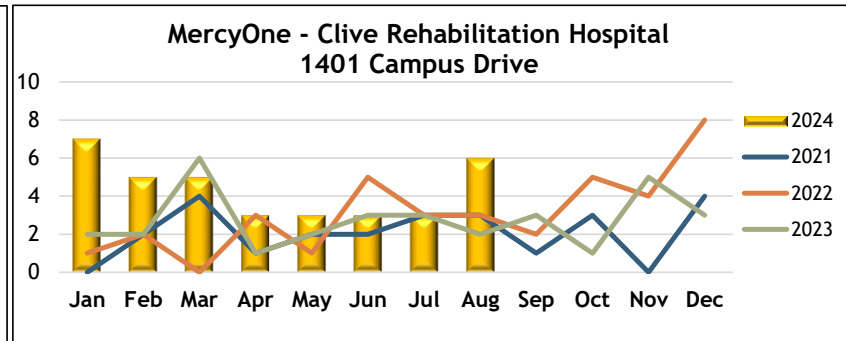
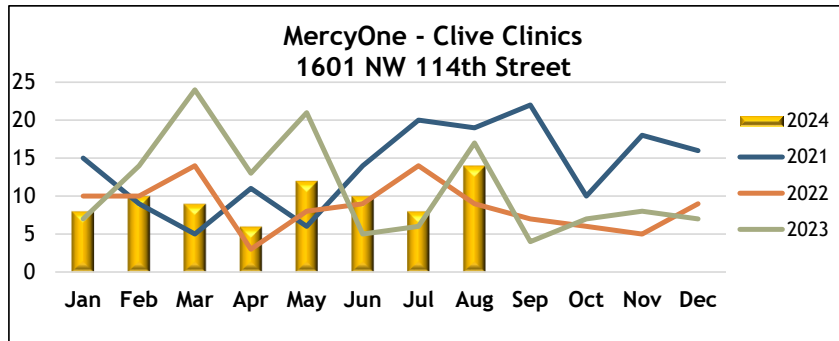


Clive Fire Department
Service Demand
August 2024





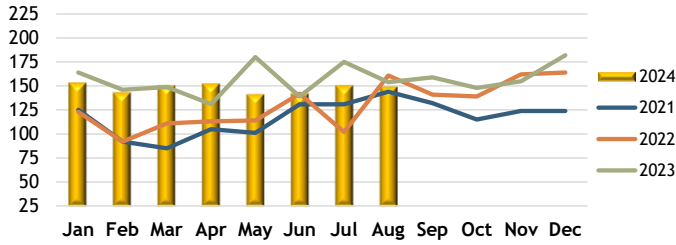
Clive Fire Department Service Demand - EMS August 2024



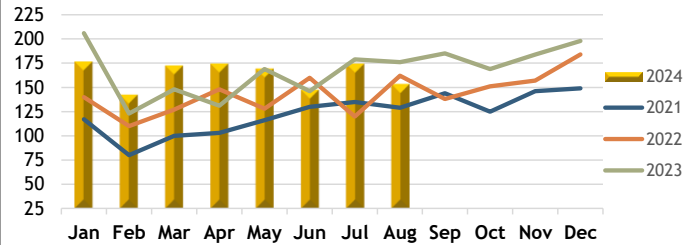


Clive Fire Department Monthly Report August 2024

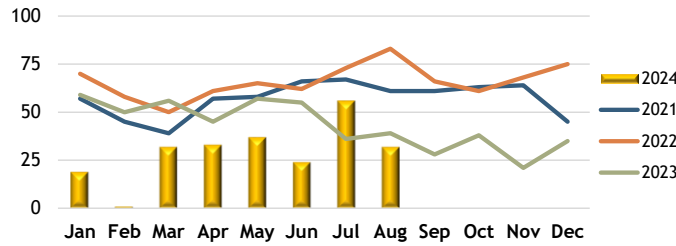
Station 32 Ambulance Responses



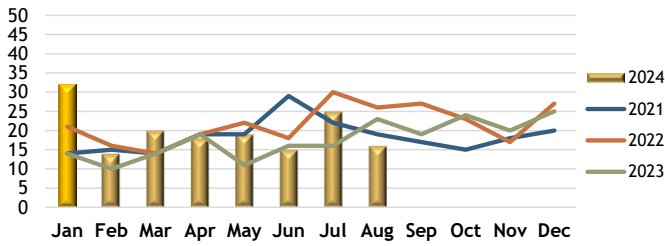
Station 32 Engine/Ladder Responses



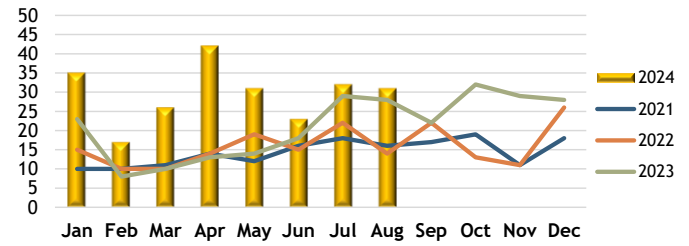
Station 22 Engine Responses into Clive



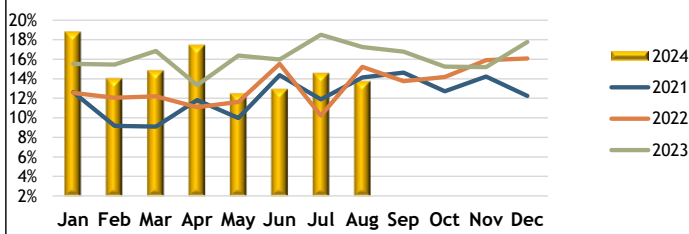
Station 43 Ambulance Responses into Clive



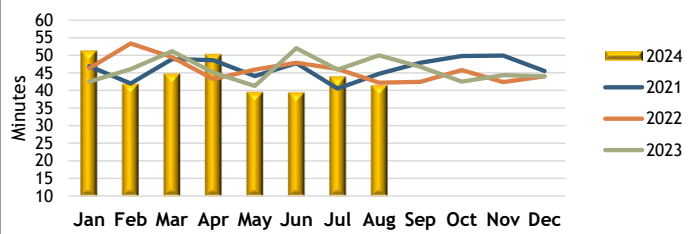
Station 43 Engine Responses into Clive



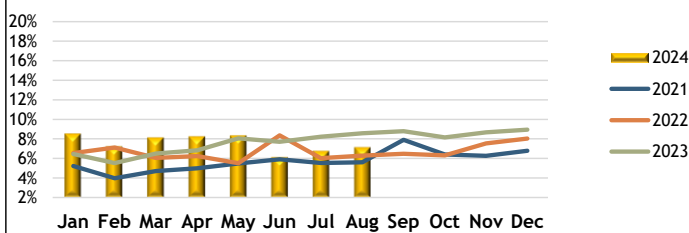
Unit Hour Utilization - Clive Ambulance



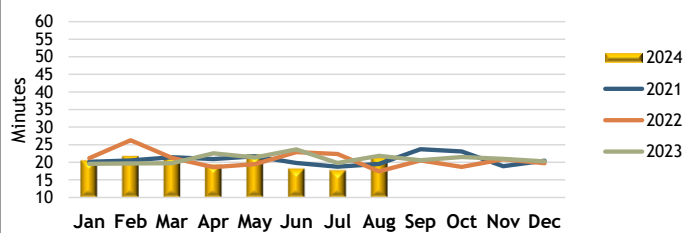
Average Time Committed - Clive Ambulance



Unit Hour Utilization - Clive Suppression



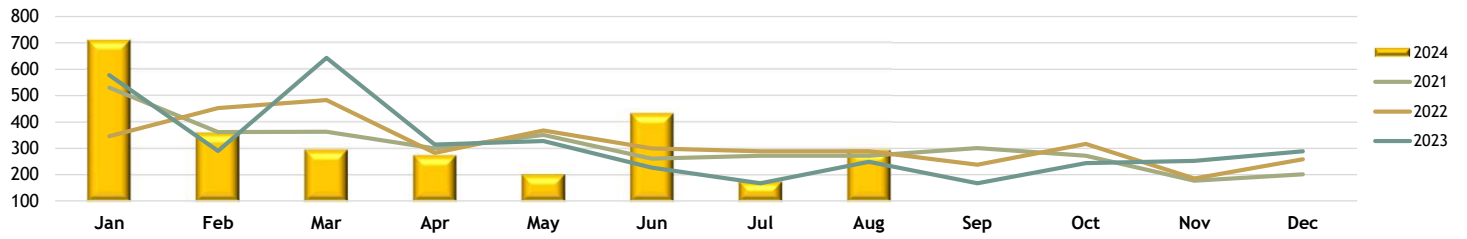
Average Time Committed - Clive Suppression



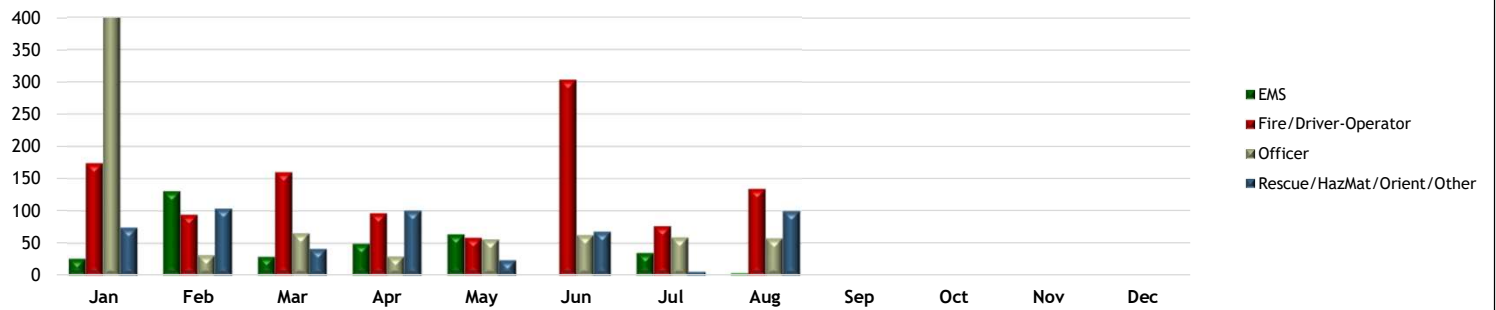


Clive Fire Department Training August 2024

Training Hours - Annual Comparison by Month

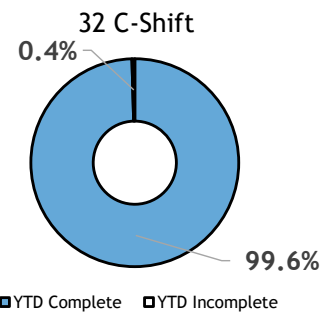
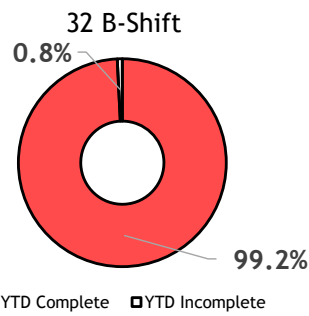
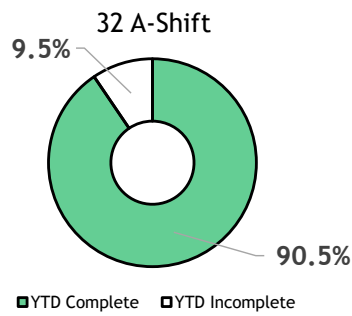


Training Hours - Current Year by Program Area

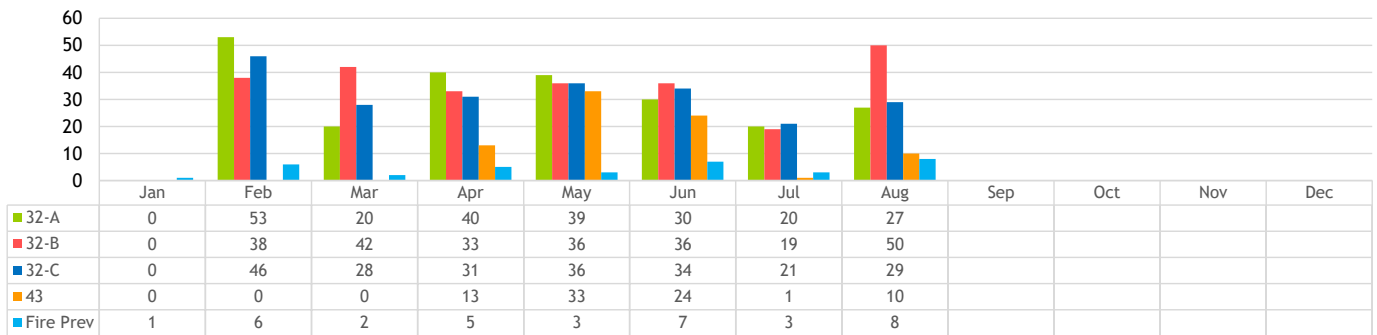




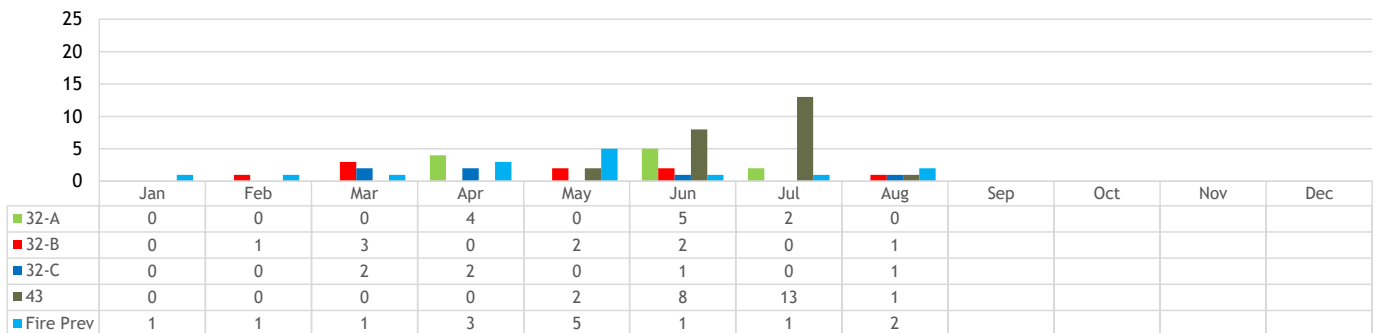
Clive Fire Department Inspection/Prevention Monthly Report August 2024



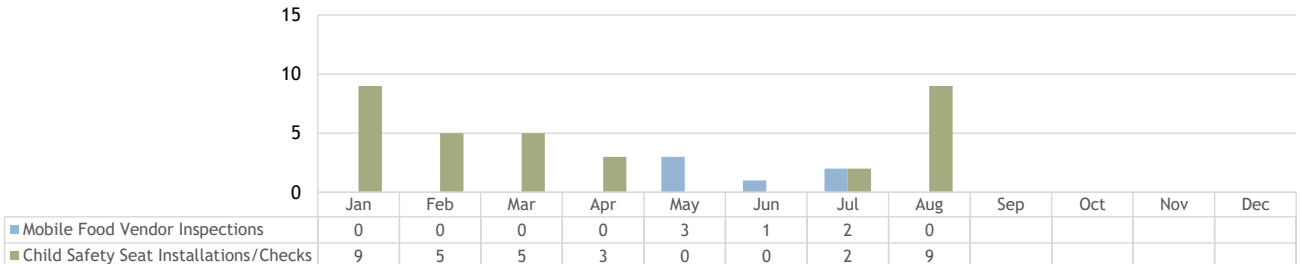
Inspections by Shift



Re-Inspections by Shift



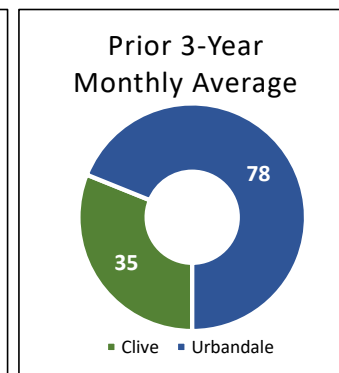
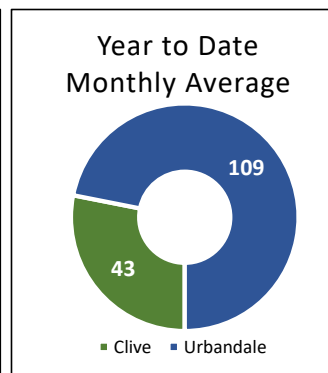
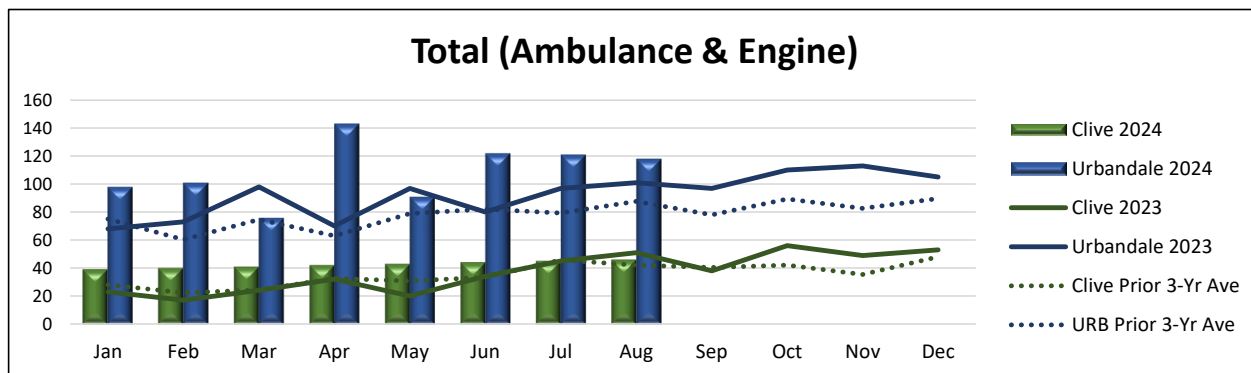
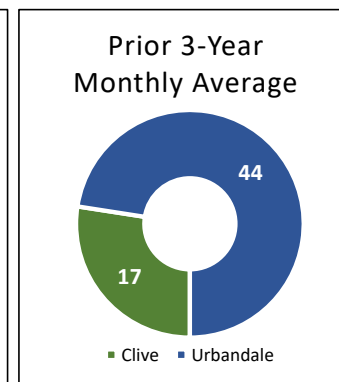
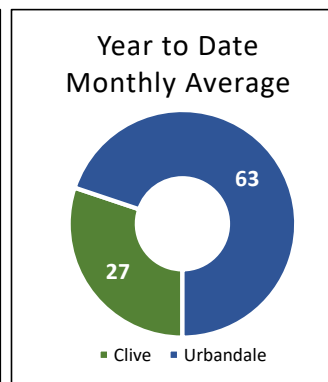
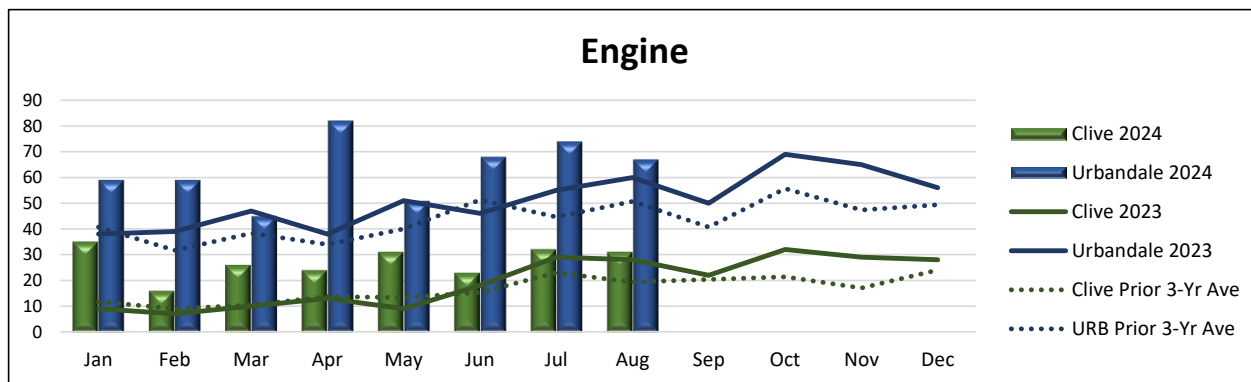
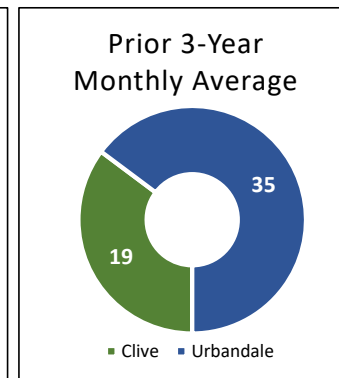
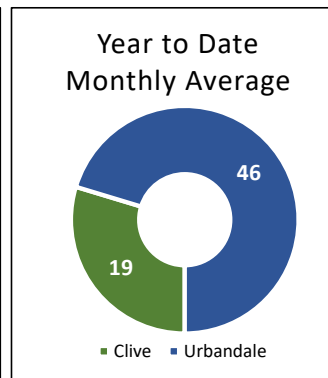
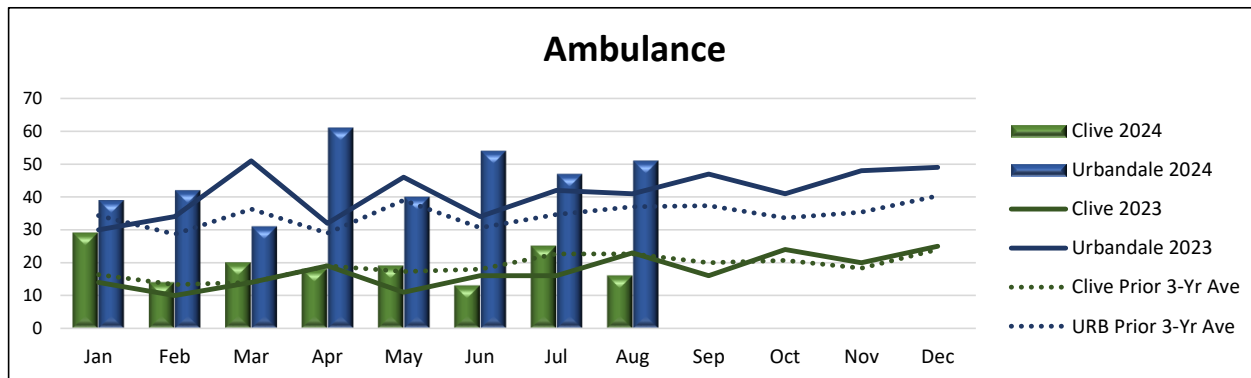
Public Relations





Clive Fire Department
Shared Services Report
Aug 2024

Urbandale - Station 43
Station 43 Became Operational March 10, 2020

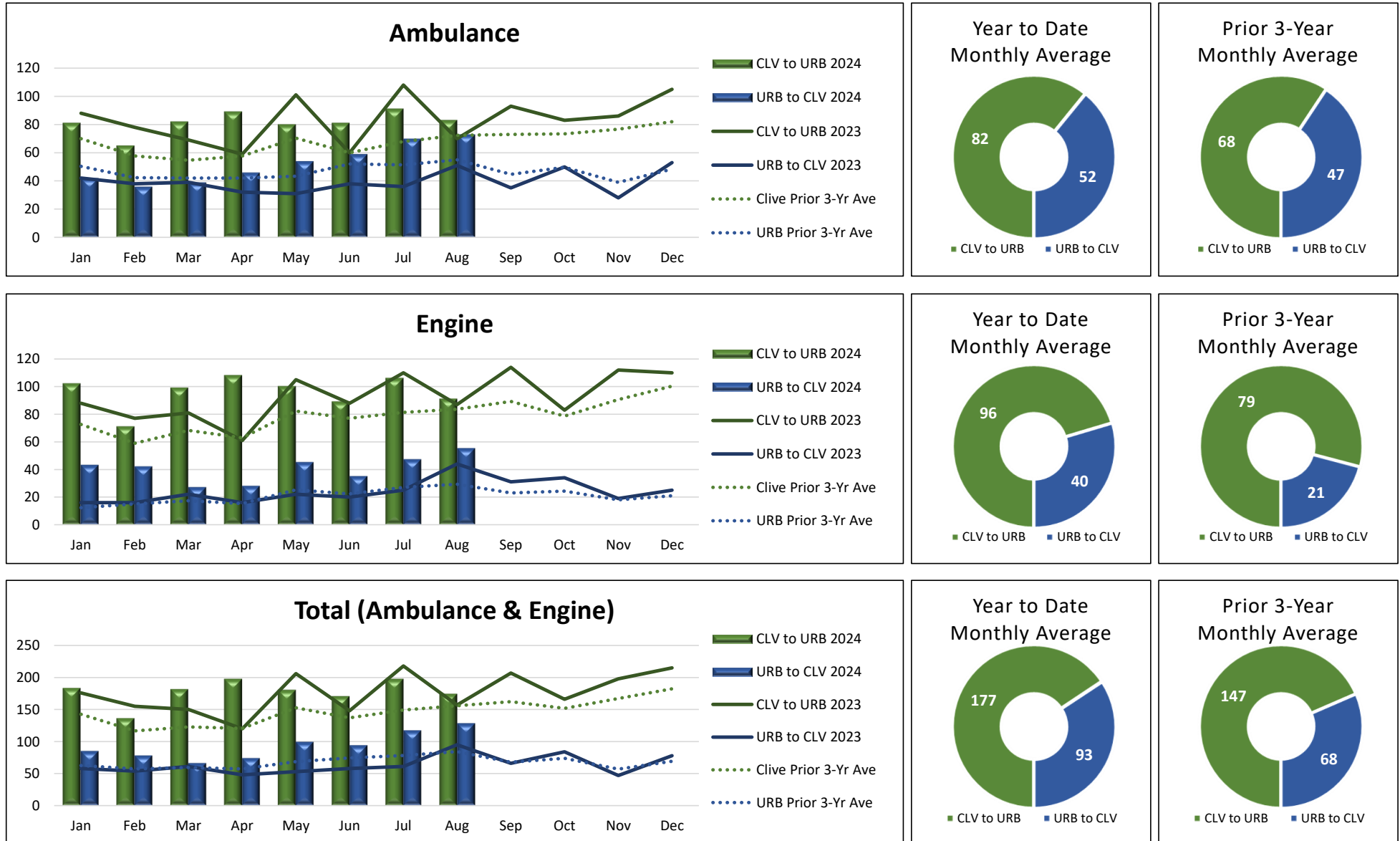




Clive Fire Department
Shared Services Report
Aug 2024

Clive / Urbandale - Closest Unit Response

Does Not Include Station 43



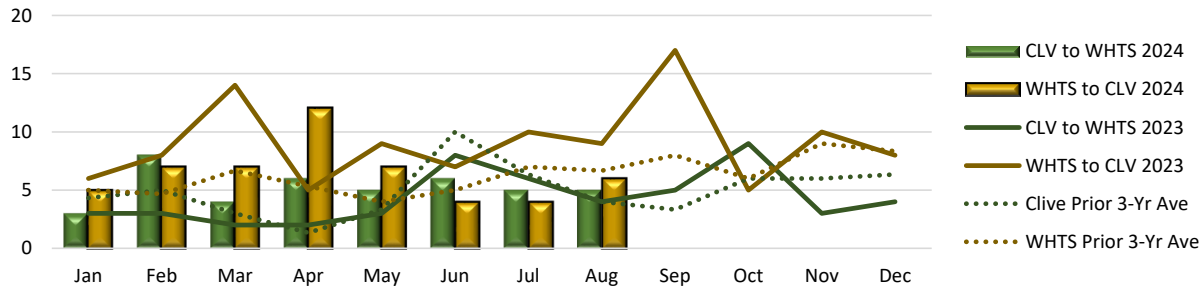


Clive Fire Department
Shared Services Report
Aug 2024

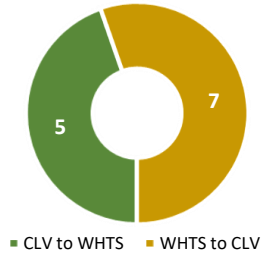
Clive / Windsor Heights - Closest Unit Response

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

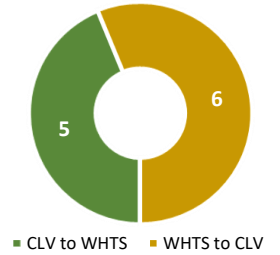
Ambulance



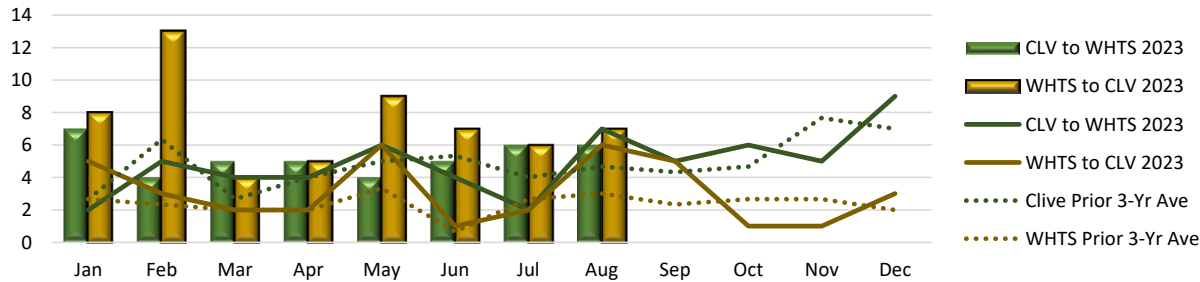
Year to Date Monthly Average



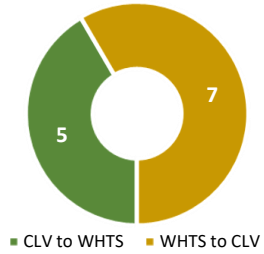
Prior 3-Year Monthly Average



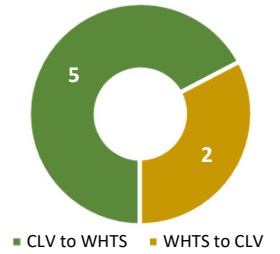
Engine



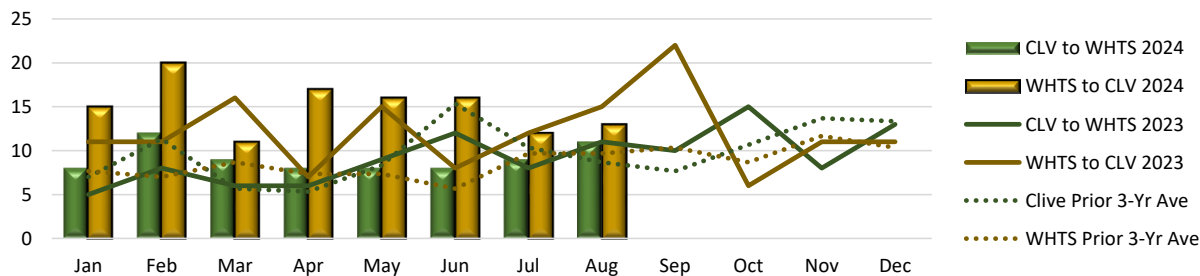
Year to Date Monthly Average



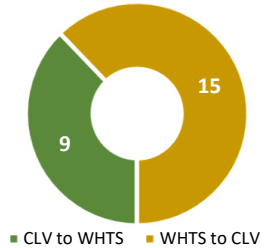
Prior 3-Year Monthly Average



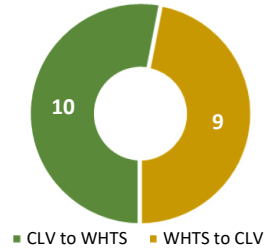
Total (Ambulance & Engine)



Year to Date Monthly Average



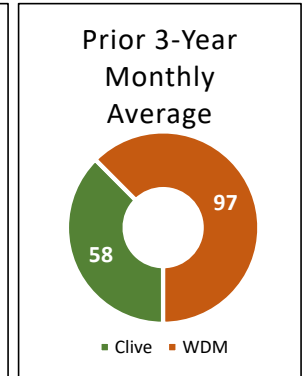
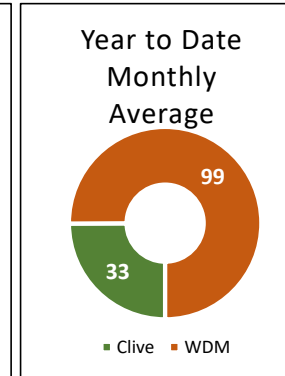
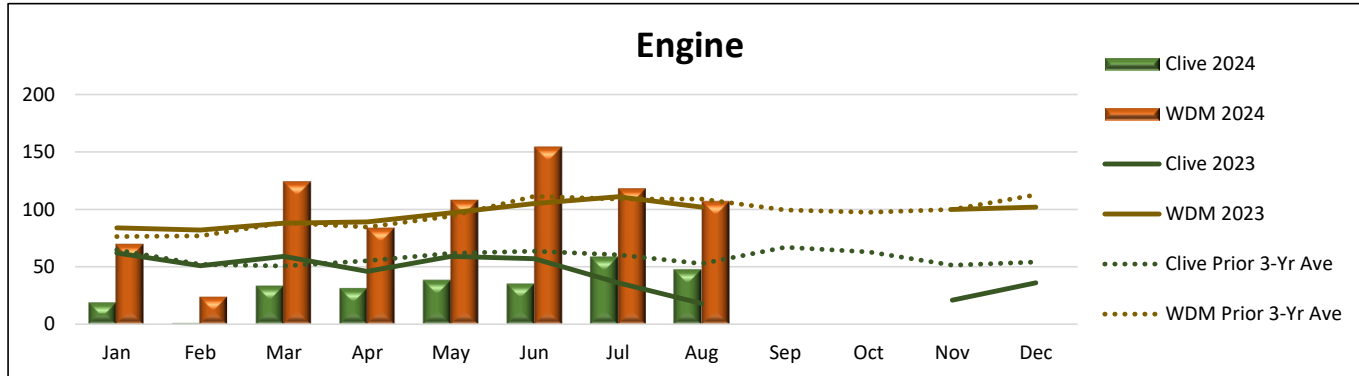
Prior 3-Year Monthly Average





Clive Fire Department
Shared Services Report
Aug 2024

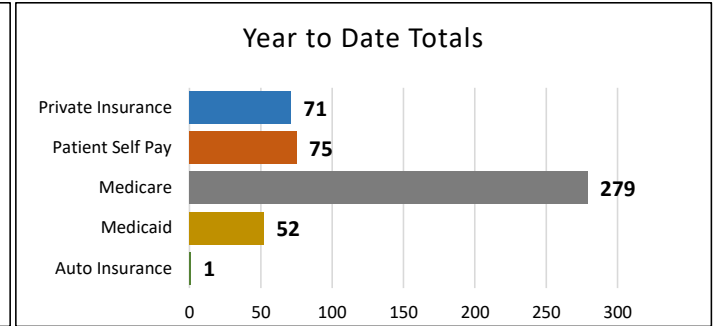
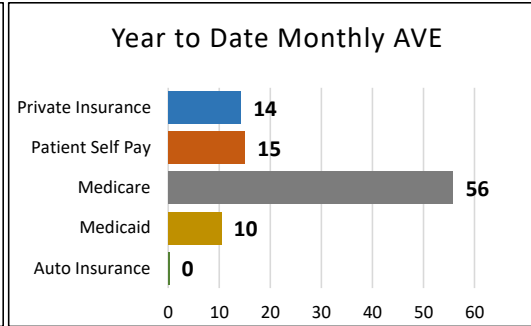
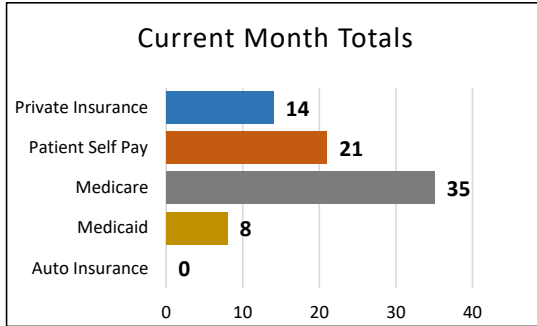
West Des Moines - Station 22



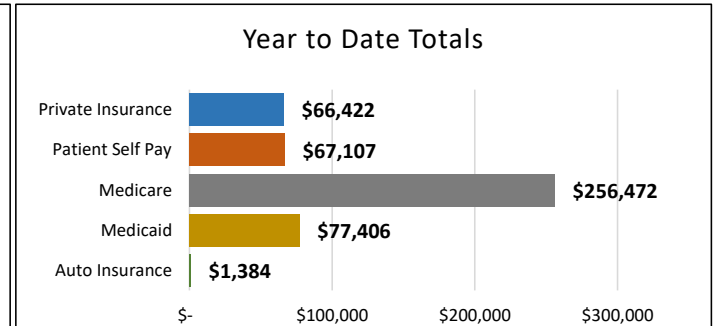
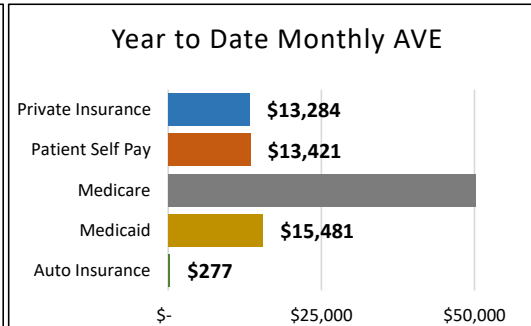
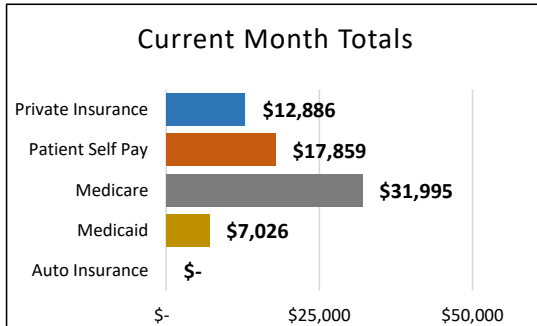


Clive Fire Department
EMS Billing Report
May
2024

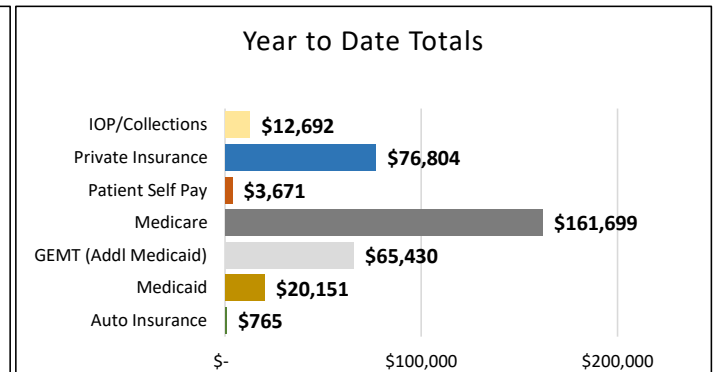
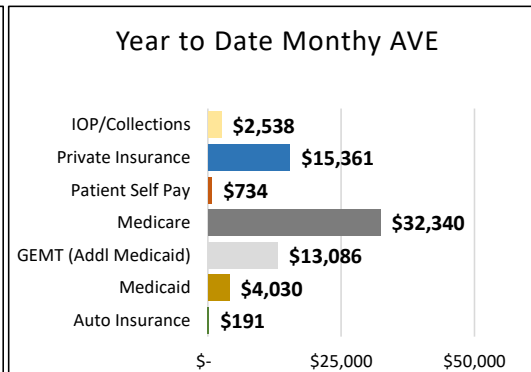
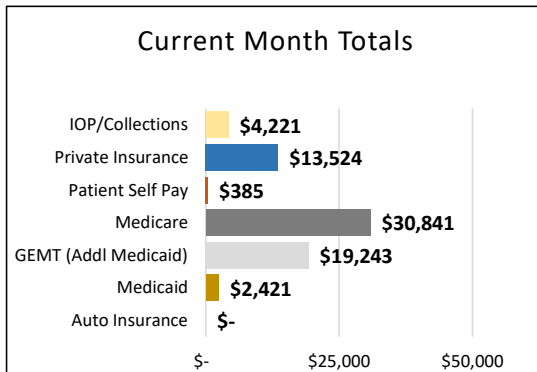
PAYOR BY TRIPS



PAYOR BY
GROSS CHARGES

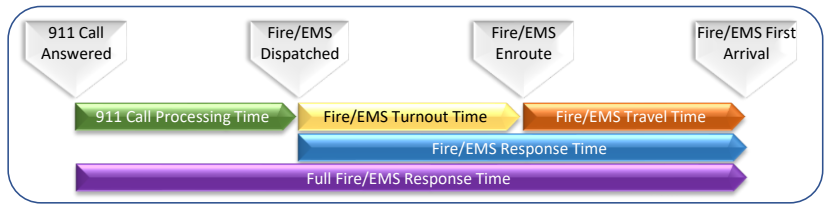


PAYOR BY \$
PAYMENTS



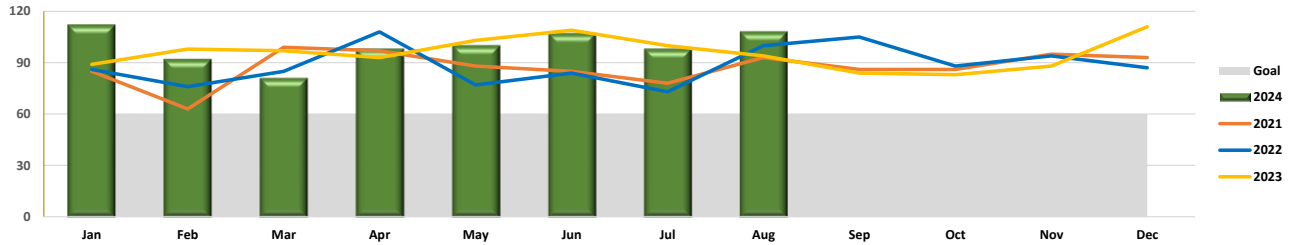


Clive Fire Department
Standard of Cover Performance Report
Performance Area: City of Clive
August 2024



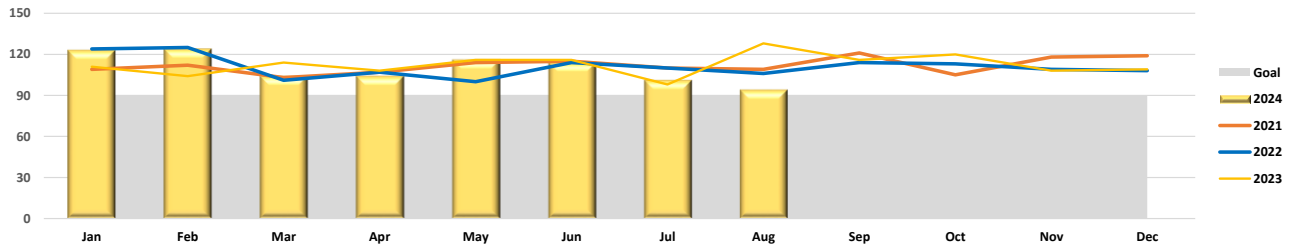
911 Call Processing Time

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



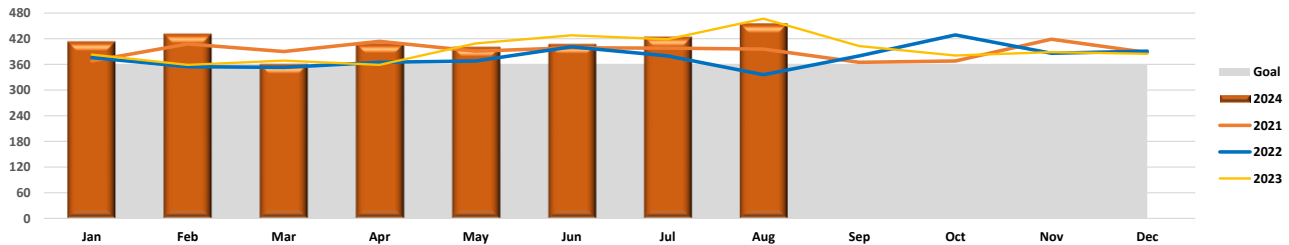
Turnout Time

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



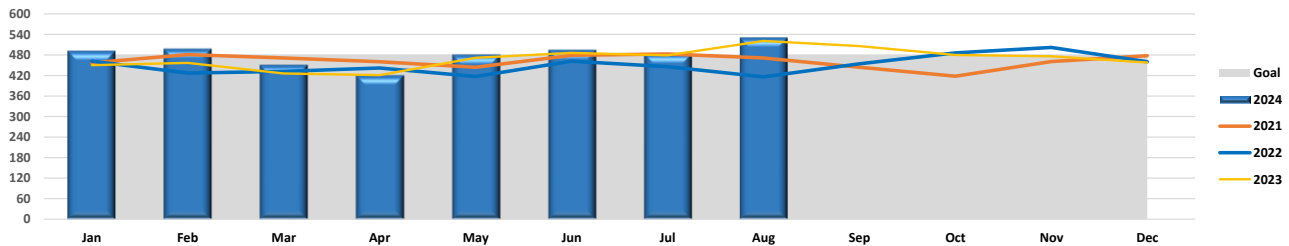
Travel Time

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



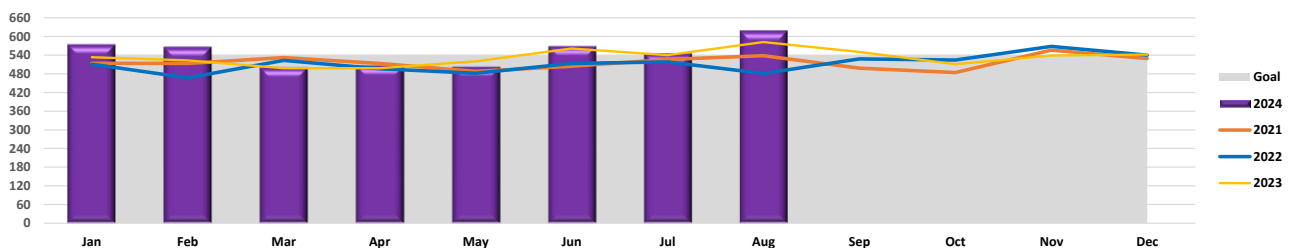
Response Time

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



Total Response Time

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





Memo

TO: Mayor and Council members

FROM: Richard Brown, Leisure Services Director

DATE: September 26, 2024

RE: Leisure Services Monthly Report - August 2024

SYNOPSIS:

Please find attached the Leisure Services monthly report for August 2024.

Attachments:

1. City Council Report - August 2024

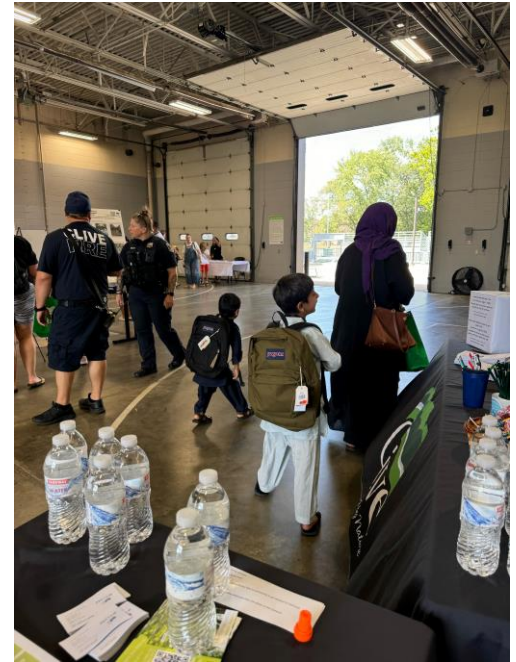
Leisure Services Department

August 2024 Report



Back to School Festival

Working in collaboration with the West Des Moines School District, the City of Clive held a Back-to-School Community Festival at Harbach Community Center. Gathering familiar faces from the school district to help get kids ready for school, as well as other vendors/representatives who were able to aid families as they approached the school year. The City got a grant from Clive Community Foundation for backpacks, which Scheels Sporting Goods provided at a discount rate. We were able to hand out 152 backpacks to those in need that night, ensuring that these students were well-prepared for the upcoming school year. We saw over 400 people visit the Harbach Center for this event. A big thank you to all City departments who turned out to help!



Smartphones & More Tech Decisions

We had a very enthusiastic group of learners at the Harbach Center for our Smartphones & More Tech Decisions series. The class was geared toward more mature tech users wanting to get the most out of their devices. A big hit with our patrons, this class, originally scheduled as two sessions, was extended to three. Thanks to our wonderful instructor, Candy McMains, whose expertise and dedication made this a highly popular class, we were able to showcase the Harbach Community Center.

Youth Summer Reading Final Numbers

We officially ended our Youth Summer Reading program on Sunday, August 4. First thing Monday morning, drawing for prizes began. Just a few of the reading stats that we generated:

- 1,564 kids registered with over a 50% completion rate!
- 9,515 tickets returned!
- Ages 0 to 4 read 2,586 hours
Ages 5 to 8 read 7,996 hours
Ages 9 to 11 read 9,070 hours
Ages 12 to 18 read 6,557 hours

For a total of 26,209 hours of reading completed by youth summer reading participants!

Clive Outdoor Yoga Series

This Wednesday evening event series was moved to Campbell Park for 2024. This proved to be a better location with the popularity of the program only increasing. We averaged over 30 attendees each Wednesday, making this one of our largest seasons to date.



Clive Aquatic Center Completes 2024 Season

The month of August was busy one at the hub of Clive's summer fun! Our first Pancake Paddle was held Saturday, August 3 with over 100 attendees participating while a sold-out Pooch Plunge was held Saturday, August 18 to conclude the season. Final attendance numbers, as well revenue and expenses are being tabulated and will be included in the September Council report.



Walnut Ridge Tennis Court

The tennis court resurfacing improvements were completed in August at the Walnut Ridge Park. Paco Construction milled the existing court surface and installed a new asphalt overlay followed by Tennis Services of Iowa painting a fortified acrylic color surface and lining the court. The fencing was replaced, and parks staff installed the tennis court posts and net, along with replacing the broken concrete sidewalk approach and reseeding the area that was disturbed due to construction.

100th Street Waterway

The 100th Street waterway clearing was done to improve the sight line of the 100th Street flood gauge and local businesses. As well as to remove undesirable and invasive trees and shrubs that have taken hold along the waterway. The woody plant material was cut, removed, and chipped. The remaining stumps were treated with herbicide to prevent regrowth.

Volunteer Hours

Leisure Services hosted no significant volunteering projects in the month of August.

2023-24 Policy Agenda Actions: Top Priority

Target	Milestones	Orig	Rev	Lead	Status
Greenbelt Landing Project: Fundraising, Design, Bid and Groundbreaking	Continue fundraising	Ongoing	Ongoing	LS	In Progress
	Final site plan submittal	Sep-23	Oct-23	LS	Done
	Send out RFP for Construction Manager as Agent	Sep-23	Sep-23	LS	Done
	Select/Interview Potential CMs	Oct-23	Oct-23	LS	Done
	CC Decision: Construction Manager Contract	Oct-23	Nov-23	LS	Done
	CC Decision: Site Plan Approval	Oct-23	Feb-24	LS	Done
	Permit Approvals	Nov-23	Mar-24	LS	In Progress
	CC Decision: Award Contract for Construction	Jan-24	May-24	LS	Not Started
	Groundbreaking	Mar-24	May-24	LS	Not Started
	Construction starts	Mar-24	Jun-24	LS	Not Started
	Public art development and artist selection	Jan-24	Mar-24	LS	In Progress
	Construction completed	May-25	Jul-24	LS	Not Started
	Dedication	Jun-25	Jul-24	LS	Not Started

2023-24 Policy Agenda Actions: High Priority

Target	Milestones	Orig	Rev	Lead	Status
Publicly Owned Pond Maintenance - Shadow Creek and Others: Neighborhood Expectations and Engagement	Create pond project page on website	Sep-23	Sep-23	LS	Done
	Complete the draft management plan for SC pond	Oct-23	Oct-23	LS	Done
	Review draft w/ Council and SC pond residents	Oct-23	Oct-23	LS	Done
	Begin preparing landscape zones for fall/winter seed	Oct-23	Nov-23	LS	Done
	Preapre budget request for rec improvements/pond	Nov-23	Nov-23	LS	done
	Finalize SC Pond maintenance and mgmt plan	Jan-24	Apr-24	LS	In Progress
	Budget Workshop: FY 24-25 Budget Direction	Feb-24	Feb-24	LS	Not Started
	CC Decision: Budget FY 24-25 Approval, Funding	Apr-24	Apr-24	LS	Not Started
	Develop plans for all city owned ponds, meetings	Dec-24	Dec-24	LS	Not Started
Harbach Center: Vision Concept and Operations	Develop concepts for existing bldg, Linnan Park inter	Dec-23	May-24	LS	In Progress
	Engage public on needed or desired services	Feb-24	Apr-24	LS	Not Started
	Evaluate different options for permanent center	May-24	May-24	LS	Not Started
	Develop staffing plan and op costs for perm center	Jul-24	Jul-24	LS	Not Started
	CC Report: Vision Concepts and Op Status, Discuss	Aug-24	Aug-24	LS	Not Started

2023-24 Policy Agenda Actions: Low Priority

Target	Milestones	Orig	Rev	Lead	Status
Leisure Services Programming Sign Up Simplification	Compile a list of issues and common complaints	Nov-23	Nov-23	LS	Done
	Identify potential solutions to simplify process	Dec-23	May-24	LS	In Progress
	Evaluate what solutions are possible w/ system	Feb-24	May-24	LS	In Progress
	Compile a list of needs with potential new software	Mar-24	May-24	LS	In Progress
	Interview/research potential software solutions	Jul-24	Jul-24	LS	Not Started
	CC Decision: Recommend Improvements for Budget	Aug-24	Aug-24	LS	Not Started

2023-24 Management Agenda Actions: Top Priority

Target	Milestones	Orig	Rev	Lead	Status
Linnan Park Development Phase 1	Design process kicks off	Sep-23	Oct-23	LS	Done
	Preliminary designs for park	Dec-23	May-24	LS	In Progress
	Public engagement on preliminary designs	Feb-24	May-24	LS	In Progress
	CC Presentation: Conceptual Plan	Feb-24	May-24	LS	In Progress
	CC Decision: New Phase 1 Magnitude and Budget	NEW	May-24	LS	In Progress
	Site plan submittal	Apr-24	Oct-24	LS	Not Started
	CC Decision: Site Plan Approval	May-24	Nov-24	LS	Not Started
	Bid park improvements - Phase 1	Jun-24	Dec-24	LS	Not Started
	CC Decision: Award contract for Phase 1 project	Jul-24	Jan-24	LS	Not Started
	Construction starts	Aug-24	Apr-25	LS	Not Started
	Concepts for Greenbelt Trail Connection - 82nd	Jan-24	May-24	LS	Not Started
	Concepts for Harbach Blvd Recon, Phase 2	Jan-24	May-24	LS	Not Started
	Stormwater Master Plan Concepts	Jan-24	May-24	LS	Not Started
	Trail connection, Harbach Blvd Ph 2, Stm plan done	Apr-24	Jun-24	LS	Not Started
	CC Decision: Trail, Harbach, Stm Conceptual Plan	Jun-24	Aug-24	LS	Not Started
	Construction completed	Jul-25	Jun-26	LS	Not Started

2023-24 Management Agenda Actions: High Priority

Target	Milestones	Orig	Rev	Lead	Status
City-Owned Flood Buyout Property - Short-Term Re- Use Strategy for Temporary Park	Hire designer for temporary park improvements	Oct-23	Jan-24	LS	Done
	Public review and input on temporary elements	Jan-24	Mar-24	LS	Not Started
	Park Board review of proposed improvements	Feb-24	Apr-24	LS	Not Started
	CC Decision: Temporary Park Improvements	Mar-24	May-24	LS	Not Started
	Improvements complete	Jun-24	Jul-24	LS	Not Started

2023-24 Management Agenda Actions: Low Priority

Target	Milestones	Orig	Rev	Lead	Status
Recreation Programming and Special Event Revenue Recovery Policy: Direction	Develop guiding principles for what we want/policy	Dec-23	Mar-24	LS	In Progress
	Research other cities, Iowa and regional	Mar-24	Mar-24	LS	In Progress
	Prepare report	Aug-24	Aug-24	LS	In Progress
	CC Report: Report for Guidance and Direction	Aug-24	Aug-24	LS	Not Started
	Develop policy draft for City Council consideration	Nov-24	Nov-24	LS	Not Started
	CC Decision: Special Event and Revenue Policy	Dec-24	Dec-24	LS	Not Started
	Implementation of policy	Jan-25	Jan-25	LS	Not Started
Indian Hills Woods Trail and Parks Improvement Projects: Confirm Trail Alignment	Evaluate trail route alignments west of 98th St	Sep-23	Sep-23	LS	Done
	Send notification to neighborhood pending action	Oct-23	Sep-23	LS	Done
	CC Presentation: Trail Plan and Alignment	Oct-23	Sep-23	LS	Done
	Bid trail	Oct-23	Jan-24	LS	Done
	CC Decision: Award construction contract for trail	Nov-23	Feb-24	LS	Done
	Trail construction complete	May-24	Aug-24	LS	Not Started
	Landscape plantings complete	Jun-24	Oct-24	LS	Not Started
	Park and trail signage is complete	Jun-24	Aug-24	LS	Not Started
Aquatic Center 28E Agreement w/ West Des Moines: Review and Renewal	Landscape restoration transitions to mgmt	Dec-24	Dec-24	LS	Not Started
	Begin initial discussions w/ WDM	Dec-23	Dec-23	LS	Done
	Initial discussions are summarized and reviewed	Jan-24	Sep-24	LS	In Progress
	Revise 28E agreement	Mar-24	Dec-24	LS	Not Started
Aquatic Center Programs Strategy: Pool Scholarship Program and Regional Pool Pass	CC Decision: Revised 28E Agreement Approval	May-24	Jan-24	LS	Not Started
	Develop proposed guidelines for the program	Oct-23	May-24	LS	In Progress
	Estimate potential participants and revenue impact	Nov-23	Jun-24	LS	Not Started
	Reach out to potential partners	Nov-23	Jun-24	LS	Not Started
	Develop draft program	Dec-23	Aug-24	LS	Not Started
	Park Board review	Jan-24	Aug-24	LS	Not Started
	CC Decision: Scholarship Program Approval	Jan-24	Jan-25	LS	Not Started
	Budget Workshop: FY 24-25 Budget Direction	Feb-24	Feb-25	LS	Not Started
	CC Decision: FY 24-25 Budget Adoption	Apr-24	Apr-25	LS	Not Started
	Program implementation	Mar-24	Mar-25	LS	Not Started

2023-24 Management In Progress

Management Projects	Orig	Rev	Who	Status
Departmental Detailed Budget Review: Leisure Services	Jul-24	Jul-24	LS	Not Started
City Led Community Volunteer Program: Update Report	Ongoing	Ongoing	LS	In Progress
Park Shop and City Hall/Library Facility Wi-Fi Network Improvements	Nov-23	Nov-23	LS	Done
Part-Time to Full-time Library Staffing: Research and Funding	Nov-24	Nov-23	LS	Done
Library Circ System transition to Cloud-Hosting - FY 24-25 Funding Decision	Apr-24	Apr-24	LS	Not Started
Clive Public Safety Center: Maintenance Plan	Oct-23	Feb-24	LS	In Progress
CAC Vacuuming Solutions for Overnight Cleaning Research, Maintenance Team	May-24	May-24	LS	In Progress
Meredith Ave - Bio-retention cell planting	Nov-23	Sep-23	LS	Done
Sustainable Goat Program: Agreement	Dec-23	Dec-23	LS	Done
Invasive Plants and Vegetation Management: Phase 1 Implementation	Dec-24	Dec-24	LS	In Progress
Maintenance Facility Storage Bin Installations and Asphalt Replacement	Oct-23	Oct-23	LS	Done
Greenbelt Vegetation Management Study - Phase 2	Dec-23	Mar-24	LS	In Progress
Clive Festival 2024 - Temporary Re-Location	Jul-24	Jul-24	LS	In Progress
Leisure Services Annual Report to the Community	Mar-24	Mar-24	LS	In Progress
Library Strategic Plan: Implementation	Ongoing	Ongoing	LS	In Progress
Art Along the Trail Program	Ongoing	Ongoing	LS	In Progress
Facility Rental Cancellation Policy: Review and Direction	Mar-24	Mar-24	LS	Not Started
Library fine free: pilot, report and update	Dec-23	Jan-24	LS	Done
Library Collection Development and Weeding	Ongoing	Ongoing	LS	In Progress
Library Series Spine Labeling Project	Ongoing	Ongoing	LS	In Progress
Neighborhood Trail Closure Gates: Installation	Ongoing	Ongoing	LS	In Progress

2023-24 Major Projects

Capital Projects	Orig	Rev	Who	Status
City Hall Sidewalk & North Step Replacement	Jun-24	Jun-24	LS	Not Started
UV System (Aquatics Center) Investigate and Research Effectiveness	Jun-24	Jun-24	LS	Not Started
2024 Annual Greenbelt Trail Maintenance Projects	Jul-24	Jul-24	LS	Not Started
Campbell Park Ballfields Improvements - Phase 2	Dec-23	Dec-23	LS	Done
Country Club Glen Park natural area restorations	Ongoing	Ongoing	LS	In Progress
Canary Park detention drainage improvements	Aug-24	Aug-24	LS	Not Started
Cirksena Park: Completion	Jun-24	Jun-24	LS	In Progress
Walnut Ridge Tennis Court replacement plan for tennis and pickleball: decision	Dec-24	Dec-24	LS	Not Started
Neighborhood park signs annual replacement program: Trail/911 Safety Signs	Jun-24	Jun-24	LS	In Progress
Landscape management plan	Ongoing	Ongoing	LS	In Progress
Stonegate Park Playground - Replacement/Update - Funding Decision FY 24-25	Jul-24	Jul-24	LS	In Progress



Memo

TO: Mayor and Council members

FROM: Mark Rehberg, Captain / Operations Commander

DATE: September 26, 2024

RE: Police Department Monthly Report - August 2024

SYNOPSIS:

Monthly report for the Police Department - August 2024.

Attachments:

1. Monthly Report August 2024



Clive Police Department Monthly Report

August 2024

Compiled : 09/16/2024

All suspects listed herein are
innocent until proven guilty.

BOMB THREATS REPORTED AT DAYCARE FACILITIES

On August 12th, an employee at a local daycare saw an e-mail message to the business, where a threat of a bomb had been placed. Employees of the child care facility were able to evacuate the children and staff from the business to a nearby parking lot of a neighboring facility. The e mail itself also mentioned the placing of a second device at another child care facility, just down the road. That business was also evacuated and the children moved inside a neighboring business. Clive Police and Fire personal were

dispatched to both locations. During the course of the investigation, it was learned that the threat it-self, had actually come in at around 10:30 am that morning, however no one had seen it until that afternoon. Staff at both facilities were able to follow internal policies and made notification to the families of the kids involved. It was determined that due to the safety features in place at both locations, that someone actually getting into the buildings without being noticed was highly unlikely. Officers were able to walk

the properties with staff and nothing appeared out of the ordinary. We were able to deem this a non-credible threat and while the centers closed for the day, both would re-open on the 13th. It was later learned that this was part of a larger scare that was taking place across the United States. The Clive PD is working with Federal partners to try and determine where the threats came from and who is responsible. Parents were reminded to update contact information with their child-care providers.

This Month's Highlights

**Child care facilities /
evacuated due to
threat**

**Wells Fargo ATM /
taken for a loss**

**WALGREENS
THEFTS**

**Possible sex assault
leads to firearms**

**Traffic Enforcement 3
project**

Days Inn Arrests

GOT SPEED?

WELLS FARGO BANK IS VICTIM OF AN ATM ROBBERY

On August 18th, an employee of an ATM service company was repairing the ATM at Wells Fargo Bank, 9801 University, when two suspects approached him and demanded the money from the cash boxes inside the ATM. Two of the three boxes were removed and the two male suspects fled the scene in a silver Kia Soul. Officers were able to arrive quickly on scene, and armed with a description of the vehicle were able to identify a suspect vehicle utilizing

the Flock Camera System. Officers were able to find the vehicle a short time later in a parking lot of the Stonegate Apartments. It had been abandoned there, but evidence was recovered from the scene, as well as surveillance footage of the suspects, captured by a ring camera. Follow-up investigation is still being conducted, but the car, a rental from Texas, was searched after obtaining a search warrant, and more evidence was recovered. This is just an

other example of how technology can be leveraged and used to help police investigate crimes and identify suspects. Especially when solid and proven police practices are utilized.



**Who's a good boy**

K9 Dutch and SGT Kempnich assisted the United States Postal service with a suspected drug package. After K9 Dutch alerted to the package the Postal Inspector got a search warrant for the contents. Inside the package was 3.219 pounds of marijuana.

SERT TRAINING

Officers Crannell and Clark, along with Detective Anderson continue their roles with SERT. Monthly readiness training has continued even with the lack of range space over the summer. Along with their training, they have all taken part in several high Risk Warrants.

WALGREENS TARGETED IN LATE NIGHT THEFTS

Officers were dispatched to the Walgreens at NW 128th Street and University Avenue during the late-night hours of August 16th in regard to a male who had entered the store and had stolen a cash register. Officers were unable to locate the suspect at that time. It was determined that the register contained approximately \$100. On August 17th, Officer McGilvra was dispatched to the Walgreens at NW 156th Street. Walgreens staff advised that the night prior, a male, matching the sus-

pect description from the previously mentioned Walgreens theft, entered the store and stole the cash register located at the cosmetics counter. Videos of both incidents were obtained from Walgreens staff. Detective Vento was assigned this case for follow up. Detective Vento responded to the area of NW 156th Street and Hickman Road to look for surveillance cameras that may have captured the incident. Detective Vento spoke with staff at Iowa Trust Bank who allowed him to review

footage that captured a possible suspect vehicle. Detective Vento was also able to locate the stolen, discarded cash register from Walgreens. Utilizing the Flock LPR system, Detective Vento was able to obtain a license plate for a suspect vehicle. The same vehicle was in the area of the original theft as well. Detective Vento was able to contact the registered owner and has identified the suspects. Vento has applied for warrants for the suspects on two counts of Theft 3rd.

POSSIBLE SEX ASSAULT LEADS TO HANDGUN RECOVERY

On August 24th, just after midnight, Officer Jeff Lamp and Officer Dalton Townes were dispatched to Aspen Ridge Condos in the 9500 block of University Avenue for a fight with a weapon. When they arrived, they met with multiple subjects, who had come over to the condo complex to confront another male about a sexu-

al assault involving one of the subjects sisters.

An argument ensued and handguns were brandished. Upon officers arrivals, the guns had been put back into a car, where they were located, along with a THC vape. Yahya Ibraheem and Tawfiq Hamdan were arrested on weapons charges and drug charges.

**BACK TO SCHOOL BASH AT HARBACH CENTER**

On August 8th, we took part in the 1st Annual Back-to-School Bash at the Harbach Center. One of our goals is to increase the police presence in the community and taking part in these events is a great first step. These events are positive engagement opportunities for our community and the PD!!!





SPECIAL TRAFFIC PROJECT CONDUCTED TO START SCHOOL YEAR



A special traffic project was conducted to start the school year. Extra enforcement to monitor speed, seatbelt, careless driving, and school bus

violations were conducted around Crestview, Indian Hills and Schuler Elementary.

"This is always an opportunity to remind parents

and others, that school is back in and the littles are out and about" said Clive Police Captain Damon Herzog. He added, "While things tend to get a little lax over the summer, and drivers forget some of their skills, it is also an opportunity to talk to new drivers, as they navigate the roads and the new school year".

The Clive Police is fortunate that in that we participate in a traffic safety grant through the Governor's Traffic Safety Bureau (GTSB) and they provide overtime funding for these projects.

Without that partnership, we may not be able to address things like traffic enforcement, because we would be tied up with other calls for service.

On August 29th, at approximately 1 am, Officer Thayer and Sgt Kempnich assisted the Urbandale Police Department with a pursuit. The pursuit went through Waukee and into rural Dallas Center. The driver Callie Vanlangen eventually stopped in the front yard of a farm. Callie ignored several commands to exit the vehicle. It was only after Sgt Kempnich told Callie that if she did not exit the vehicle, that K9 Dutch would be sent into get her did she immediately get out of the vehicle and surrender to Officers.

NOT THAT KIND OF PHARMACY

On 8-23-24 at approximately 1534 hours, K9 Dutch and SGT Kempnich assisted the United States Postal service and the Des Moines Police Department on a traffic stop in the parking lot of the CVS Pharmacy located at Hickman Road and Merle Hay Road.

K9 Dutch indicated on the suspect vehicle after doing

a free air sniff. After obtaining a search warrant there were 6 pounds of methamphetamine located in the vehicle. 5 pounds in a postal package and another pound located in another part of the truck. The driver of the suspect vehicle is being federally indicted for the drugs.

EXPLOITATION CASE

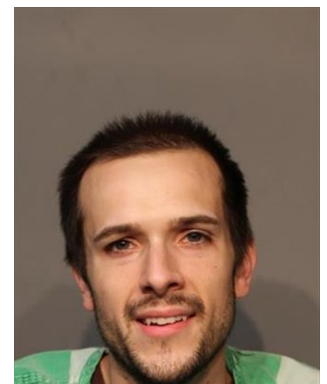
On August 17th at approximately 0200 hours, Officers Mohammad, Lamp, and SGT Kempnich were dispatched to the 8100 block of Harbach Blvd to assist a mother who was looking for her 14-year-old daughter who had run away. It was believed that the daughter was at an address in that area with a 21-year-old male subject named Simon Mateo. After locating the

14 year old, Officer s discovered she had sent inappropriate photos to the suspect. Mateo was arrested and charged with Sexual Exploitation of a Minor, a class D Felony, and transported to the Polk County Jail. This offense is enhancible to a class C felony if an offender has one or more prior convictions. IA Code 728.12.

SHORT PURSUIT LEADS TO ARREST

On August 2nd Officer Recchia attempted to stop a vehicle in the 9000 block of University Avenue, after a short pursuit through the Indian Hills neighborhood, Officer Recchia was able to locate the vehicle along with the driver, Harrison Taubert. Taulbert was charged with eluding, interference with official acts, driving with a denied or revoked license, failure to obey traffic control device, possession of burglar tools, control of an offensive

weapon by a felon, and drug paraphernalia. Taubert has had an outstanding warrant out of Polk County.





Clive Police Department
8800 Hickman Rd.
Clive, IA 50325

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



Clive PD Fast Stats Comparison

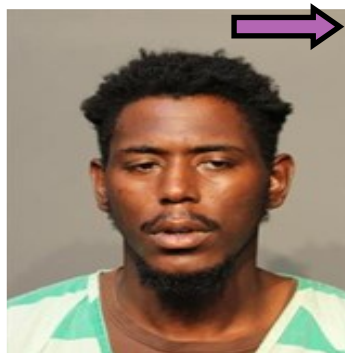
	2024	2023
Calls for Service	1476	1334
Traffic Citations	308	296
Adult Arrests	63	47
Juvenile Arrests	2	1
Incident Reports	181	161
Injury Crashes	10	5
Property Damage Crashes	40	46

NO ROOM AT THE DAYS INN



On August 1st Officers Faulkner, Piteo, and Recchia went to Days Inn reference to a suspicious vehicle.

As the occupants were trying to get a room at Days Inn, Officer Faulkner was able to smell an odor of Marijuana emitting from the vehicle. A probable cause search was conducted, and methamphetamine, marijuana, and ammunition were also located.



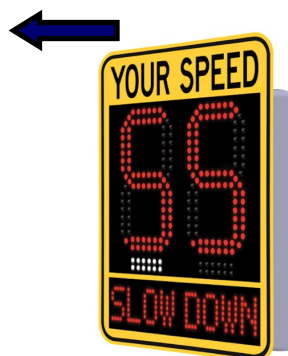
Brent Davis was charged with possession of methamphetamine, possession of marijuana, possession of drug paraphernalia and possession of ammunition by a convicted felon.

Tyanna Wells was charged with possession of methamphetamine, possession of marijuana second offense, possession of drug paraphernalia and an outstanding warrant.

SPEED SIGN REQUESTS

There are many things we can do as a city to help control vehicle speeds, especially in our neighborhoods. The greatest tool we have is the common sense of our residents. We need you to set the example in your neighborhoods. Buckle up, watch your speed and keep an eye open for kids as the play during the last few weeks of good weather. While roundabouts and speed

bumps can be of limited benefit, we really like to have our speed signs out as a reminder to SLOW DOWN and be accountable. Along with the permanent signs on NW 142nd and NW 86th, we have portable signs that we can place all through the city. If you want to request a sign, please contact Captain Damon Herzog at dherzog@cityofclive.com to make the request.



Clive Public Works

August 2024

Monthly Report



August Events

- **August 1st**— Crews repair a large water main break at NW 100th Street and Hickman Road.
- **August 1st**— 650 tons of road salt was delivered for upcoming snow season.
- **August 23rd**— First day for new Operations Specialist Caden Ziegler.

Jeff Nuss, Sewer/Storm Supervisor— We started training Luke on jet truck. I held training on Mr. Manhole ahead of work on 93rd Ct. Repaired intake at NW 97th St and Lincoln Ave. and NW 80th St. Justin was trained on forklift. Crews removed intake on NW 80th St due to gas line work. Lastly, we performed sluice and flap gate inspections at Country Club Lake.

Jason Stevens, Roadway Supervisor— Crews preformed concrete work on NW 81st and 97th Sts, 92nd and Clark St, Franklin Ave in front of school, NW 111th St cul de sac, also on Lincoln Ave in coordination with Sewer for their intake. We also addressed NW 96th St sidewalk ramp, cold patching, and concrete work and shoulder work from a heat blow up on Alice's Rd. The crew did vehicle maintenance and restoration.

Kurt Farlow, Water Supervisor— The crew assisted with repair of a private line leak at Victoria Cleaners on NW 108th St and did MTU replacements. Chase and Landon were trained on software for MTU's. Staff worked to get service line material inventory finished with door knocking at night. Midco did our tower inspection.

Chris Saltmarsh, Traffic Supervisor— Crews were mowing and trimming on Meredith Dr. The clips holding traffic light heads at NW 100th St and Hickman Rd were repaired. We made new "no parking" signs, sprayed road islands for weeds. Jonah trained on locating. Oversaw durable markings contractor on NW 114th and 128th St and Forest Ave. We also conducted sign repairs and maintenance on ATC cabinets.

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**

2023-24 Policy Agenda: Top Priority

Streets Service Level and Projects Strategy (JM, JH & JC) – This includes: (A) the development of a rehabilitation plan for \$2M annually in street rehabilitation to address street issues the Country Club and Country Club West area while continuing to address citywide street maintenance and rehabilitation (B) Proposal to hire 2 additional Operation Specialists to keep up with growing street maintenance needs (C) Proposal to purchase a mastic applicator to address growing street maintenance needs. Staff presented the rehabilitation plan and proposal for 2 additional Operations Specialists and the purchase of a mastic machine to Council at the workshop on November 2, 2023. The rehabilitation plan was included in the CIP that was approved at the December 14, 2023, City Council meeting. Two additional Operations Specialists and a mastic machine were approved in the FY 25 Budget. The 2 additional Operations Specialists have been hired and delivery of the mastic machine is expected in August.

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 this project. Staff has been informed that the trial will be closed October 1, 2024 and will be closed through 2025. Phase 2 of the project will be let in July of 2025.**

Little Walnut Creek Street 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. This design and construction will be 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 10th Council meeting. **The City has received final plans for the east streambank improvements and this project has been let. Staff expects final plans for the east trail construction/reconstruction in December 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. Staff provided Council with a project update at the August 10th Council meeting.

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

The City received bids for the east streambank work on December 5, 2023 and Council awarded the contract to Iowa Earth Works, in the amount of \$762,452.95. The low bid was 51% less than the engineer's estimate. The contractor has completed the clearing and grubbing. The DNR permit for the east streambank work has been received and the Contractor will be working on this project as his schedule allows. 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 plans to start working on September 18, 2024.**

2023-24 Policy Agenda: Low Priority

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

2023-24 Management Agenda Actions: Low Priority

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

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

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 plans to identify the scope necessary to connect the entire water system via fiber.

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

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

WRA Parallel Trunk Sewer (JM) – The WRA is preparing to install a parallel trunk sewer that will pass through the Clive greenbelt from NW 73rd Street to west of NW 128th Street where it crosses Hickman Road into Urbandale. Staff met with the WRA's consultant on August 7, 2023. Staff received 60% plans and met with the Consultant on July 25th 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 60% plans. Staff will work with the Consultant as they work to acquire the necessary easements for the WRA trunk line.**

2023-24 Management In Progress

PW Crews Uniform Vendor Process Improvement (JM/JF) – The City purchased high-visibility t-shirts for the crews for summer months. The uniform contract with Aramark has been amended. The City has purchased safety t-shirts (short and long sleeve) for staff and staff is washing their shirts. Staff has received the new pants.

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.

Citywide Fleet Numbering Change Over (JF & JS) – The City's fleet has grown which has created issues with duplicate vehicle numbers between departments. With the new fleet management software unique vehicle numbers are needed. Staff set up a new numbering system that provided unique numbers for each vehicle and piece of equipment in the City's Capital Equipment Program (CEP). The new numbering system was incorporated into the CEP update that was presented to Council on September 28, 2023. Changing of the numbers on the vehicles has been completed.

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

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

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

MetroNet Project: Completion (CS/JA) – MetroNet is currently working on the build-out. Staff met with MetroNet on November 30, 2022, and MetroNet provided an update at the February 23, 2023, Council Meeting. MetroNet provided another update to the City at the October 12th Council Meeting and plans to complete their work this year. MetroNet has completed their buildout.

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

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.

Public Works ROW Online Permitting Process (JF) – Community Development and Public Works are working on selecting online permitting software. A vendor has been selected and implementation has started with Community Development. Public Works is the last Department to implement the new software. Public Works has transitioned to on-line permitting for all ROW permits and oversize/overweight permits. Public Works staff is currently working with applicants to help them through the online process.

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

Purchase Trailer Outfitted with Heat (JF) – The City identified a need to have facilities to protect employees working on emergency repairs in extreme weather conditions. A heated utility trailer was identified as the preferred solution. The purchase of the trailer was approved at the September 28, 2023, Council meeting. The trailer has been received and the trailer has been outfitted. The trailer has been used for the last 2 water main breaks.

Utility Asset and LIDAR Data GIS Update () - This has not started.

City Water Quality Monitoring Reports (RT) – This is a study conducted by Iowa State University to measure the effectiveness of the City's stormwater management requirements. The study has been completed and the report will be presented to Council on October 26, 2023.

2023-24 Major Projects

2023 Berkshire and Boston Street Light LED Relamp (CS) – This work has been completed.

2024 Berkshire and Boston Street Light LED Relamp (CS) – This work will be completed in the Fall of 2024.

2023 Walk/Don't Walk Countdown Signals: Installation (CS) – Staff has completed the installations at 142nd & University, PetSmart entrance and University and 94th and University.

2024 Walk/Don't Walk Countdown Signals: Installation (CS) – This work will be completed in the Fall of 2024.

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

2023-24 Annual Sewer Lining Program (JM) – The Public Hearing was set at the October 26, 2023, City Council Meeting and was held at the December 14, 2023 Council Meeting. The Contract was awarded to Hydro Klean. Hydro Klean has completed the work and Council accepted the project at the March 28, 2024 Council meeting. Approval of the final payment, release of retainage, will be on the April 25, 2024 Council agenda.

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

NW 128th & Hickman Intersection Improvements (JM/JH) – This project includes improvements to the NW 128th and Hickman Road intersection. An Iowa Clean Air Attainment Grant (ICAAP) application was submitted, and the Project received an award of \$1.137 million for the project. An application was submitted for a Transportation Safety Improvement Program (TSIP) grant and the project was awarded a \$500,000 grant. The project received \$700,000 in STBG funding (funding would be for 2023 and would be a reimbursement). The I-35/80 & US 6 (Hickman) Interchange Justification Report (IJR) is now complete and Snyder and the IDOT presented the findings to the City at a Joint meeting with the Urbandale City Council on June 11, 2021. The DOT is the lead on the NW 128th and Hickman (US 6) intersection improvements project. The DOT will pay for the design and construction administration and inspection. The Iowa DOT has awarded the contract to Reilly Construction Co. Inc. The contractor started construction in 2022. Work was scheduled for completion scheduled in November of 2022, but will not be completed until late 2023. The Contractor has completed construction of the roadway improvements and the intersection is open. Restoration and a few items remain.

Harbach Boulevard Reconstruction Phase 1 – 78th to 82nd: Design, ROW Acquisition & Construction (JH/JC) – This project was awarded, and staff finalized the necessary ROW and easements. The contractor has completed stages 1, 2 and 4 and part of stage 3, the final stage. The contractor completed the work on the driveways and the sidewalks on one side of Harbach. This project was closed out and an agreement to complete was executed with the paving contractor to grind or replace some of the concrete that has an unacceptable finish. The paving contractor has completed the grinding.

Indian Hills Woods Stream Restoration – Phase 3: Construction (RT/JS) - Public Works has completed the work on Phases 1 & 2, south of Lincoln. Phase 3 will complete the work north of Lincoln. Staff has completed work on Phase 3.

Meredith Drive & Alice's Road Intersection Project: Design & Construction (JH) – Urbandale is the lead on this project. Staff is currently reviewing check plans and working on ROW and easements. Construction on this project is currently in progress. The intersection of Alice's Road and Meredith is currently closed. The contractor has paved the Meredith mainline east of Alice's Road and is working on the hand pours. The intersection of Meredith and Alice's road is open and the signals are operational. The remaining portion of work in Clive is scheduled to be completed in the Spring of 2023. The Contractor has completed the pavement restoration in the Clive portion of the project and Meredith is now open to the west of Alice's Road. Work has been completed. The final invoices have been received and paid.

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

Hickman Road & Berkshire Parkway/SE Waco Place Intersection Improvements (JH/CS) – This is a shared project with the City of Waukee. Bids were initially received on November 2, 2021. After receiving only one responsive bid, staff recommended, and Council rejected the bids. Following rejection of the bids, Waukee requested that the project be revised to include improvements to Hickman and SE Brick intersection. Bids were received for the revised project on July 20, 2022, and the project was awarded to Minturn, Inc. (\$1,398,084.95) at the July 28, 2022, City Council meeting. **The contractor has completed the work, the signals are in service, and all punch list items have been addressed. Staff is working on closing out this project, completing the assessments and invoicing Waukee for their portion of the project.**

2023 PCC Pavement Rehabilitation Project (JM/JH) – The project has been designed and bids will be received on February 15, 2023. The project focuses on the area north of Country Club Lake between Woodlands Parkway and NW 144th. The Project was awarded to The Concrete Company at the February 23, 2023, Council Meeting. The contractor has completed the project, and the City has accepted the project.

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 – 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. **Intake repairs remain and the contractor is working on them.**

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

Citywide Bridge Repair Project (JH/JC) – The City currently has a contract with Calhoun-Burns to identify the specific scope of the project. This project includes restoration of the barriers on the NB NW 128th Street bridge. Calhoun-Burns has completed the plans for this project. The project was awarded at the October 12, 2023, Council meeting. The contractor has completed the work on this project and the retainage will be released on May 23, 2024.

Lake Pointe Drive Reconstruction - University Ave to NW 138th Street (JH) - Staff has completed the design and bids will be received on February 15, 2023. The Project was awarded to the Alliance Construction Group at the February 23, 2023, Council Meeting. The Contractor has completed the work and the City has accepted the work.

2024 ACT Cabinet and GridSmart Detection at 128th & Sunset (CS) – This work is planned for the summer of 2024.

12" Water Valve Replacement – Country Club Blvd – (KF) – This has been completed

2023 Water Main Replacement Project: NW 104th/Rio Valley Area – Phase 2 (JH) – Final plans have been completed. This project is Phase 2 of the NW 104th Area water main replacement project, with the north ½ of the area being in Phase 1 and the south ½ of the area being Phase 2. The north ½, Phase 1, has been substantially completed. The south ½, Phase 2, was let on February 1, 2023, and the Council awarded the project to J & K Construction at the February 9, 2023, City Council Meeting. The Contractor has completed the work and staff is working on closing out the project.

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

Waukee for their portion of the project.

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

Lead/Copper Service Line Inventory – (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 and is working to submit the data by October 15, 2024. Staff plans to have the data submitted by the end of September.**

Temporary Emergency Water Connection to Waukee (JC) – The area north of Little Walnut Creek (LWC) and west of Alice's Road is fed by a single water main that crosses LWC. Staff has been working to establish an emergency connection with either Urbandale or Waukee to provide water to this area in the event the water main across LWC is compromised. A connection with Waukee was determined to be the best option. As the water main was being installed in Shadow Creek west, an extension was installed from the new water main to Warrior Lane. A connection across Warrior Lane will be the final piece and will require DNR approval and a

boring of Warrior Lane. Staff has completed the plans and a 28E agreement has been executed with Waukee. The DNR has issued the permit. With the OPC being less than the bid threshold, staff requested quotes from multiple contractors. The Quotes was approved by Council on May 23, 2024. **The project has been completed.**

Harbach Boulevard Reconstruction Phase 2 – 82nd to 86th: Design, ROW Acquisition & Construction (JH/JC) –

Staff has developed preliminary plans. This project is currently on hold to allow coordination with the proposed Linnan Park improvements. The conceptual design of this section of Harbach will be completed by a consultant as part of the Linnan Park improvements design. Engineering will complete the final design of the Harbach reconstruction after the consultant provides the conceptual design for the street. The design PSA has been approved and includes the consultant providing the City with 30% plans for the street. Staff is working to find a time in the next 3 weeks to meet with the consultant to review the 30% plans. We will begin working on final plans once we receive the completed 30% plans.

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

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

2023 ACT Cabinet and GridSmart Detection at NW 86th & Franklin (CS) – All materials have been received expect the ACT Cabinet battery backup. Staff has obtained the necessary easement for the relocation of the traffic cabinet. The project involves the relocation of the cabinet (not just replacing). **The cost of the project was more than what was available in the FY 24 budget. Staff included the additional costs needed to complete the project in the FY 25 budget and Council approved the contractor's quote for the work at the August 22, 2024 Council meeting. The contractor plans to complete the work this fall.**

2024 SE Legacy Pointe Reconstruction (JH) – This is a joint project with Waukee and includes the completion of the 4-lane divided street south of Hickman. Clive is the lead on the project. Snyder and Associates is the Consultant designing the project. The contract was awarded at the March 14, 2024 Council meeting to Sternquist Construction in the amount of \$559,455.00. The preconstruction meeting was held on April 18, 2024. **The Contractor has completed the work and the street is now open. Staff is working on closing out this project and invoicing Waukee for their portion of the project.**



Memo

TO: Mayor and Council members

FROM: Elizabeth Hansen, Director of Administrative Services

DATE: September 26, 2024

RE: Treasurer's Monthly Report - August 2024

SYNOPSIS:

Please see the attached report.

Attachments:

1. August 24 Treasurer's Report

To the Mayor and City Council:

TREASURER'S MONTHLY REPORT - CITY OF CLIVE

August 31, 2024

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

CASH

FUND	Clerks' Balance Last Report	Revenue	Expenditures	Flex PR Clearing -Net Change	Clerk's Balance	Outstanding Checks	Treasurer's Balance
GENERAL	11,372,243.76	637,405.33	1,933,879.51	66.59	10,075,836.17	140,619.51	9,935,216.66
ROAD USE	1,997,072.04	195,350.84	209,411.09	-	1,983,011.79	2,578.79	1,980,433.00
LOCAL OPTION SALES TAX	1,033,611.16	397,829.78	0.00	-	1,431,440.94	0.00	1,431,440.94
TIF	273,020.48	3,076.07	0.00	-	276,096.55	0.00	276,096.55
POLICE K-9	2,323.76	29,995.00	540.44	-	31,778.32	0.00	31,778.32
TRUST & AGENCY	3,056,205.94	15,515.91	655,190.86	-	2,416,530.99	504,695.20	1,911,835.79
POLICE SEIZURES	29,681.72	0.50	11,360.40	-	18,321.82	0.00	18,321.82
SERT	0.00	0.00	0.00	-	0.00	0.00	0.00
DEBT SERVICE	1,599,822.00	16,614.60	0.00	-	1,616,436.60	0.00	1,616,436.60
CAPITAL PROJECTS	35,607,489.56	295,649.56	1,555,908.15	-	34,347,230.97	2,500.00	34,344,730.97
SPECIAL ASSESSMENT	0.00	0.00	0.00	-	0.00	0.00	0.00
WATER UTILITY	9,720,629.92	733,722.56	361,145.69	-	10,093,206.79	1,738.01	10,091,468.78
WATER UTILITY DEPOSIT	365,965.05	4,650.00	3,119.44	-	367,495.61	2,444.55	365,051.06
WATER IMPROVEMENT	7,988.15	0.00	0.00	-	7,988.15	0.00	7,988.15
SEWER UTILITY	6,981,709.39	357,409.94	199,206.08	-	7,139,913.25	951.99	7,138,961.26
STORM WATER	459,988.84	153,114.02	50,040.50	-	563,062.36	22,606.81	540,455.55
INTERNAL SERVICES	688,167.60	151.88	476,096.89	-	212,222.59	62,001.28	150,221.31
SUBTOTAL	73,195,919.37	2,840,485.99	5,455,899.05	66.59	70,580,572.90	740,136.14	69,840,436.76
PETTY CASH	700.00	0.00			700.00		700.00
TOTAL COMB CASH	73,196,619.37	2,840,485.99	5,455,899.05	66.59	70,581,272.90	740,136.14	69,841,136.76
EBS- PSF FUNDING	275,722.00	0.00	0.00		275,722.00		275,722.00
GRAND TOTAL	73,472,341.37	2,840,485.99	5,455,899.05	66.59	70,856,994.90	740,136.14	70,116,858.76

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
AUGUST 31, 2024

COMBINED CASH ACCOUNTS

999-10100	CASH	70,547,119.84	
999-10101	PETTY CASH	700.00	
999-10106	EBS- PSF	275,722.00	
999-10110	XPRESS DEPOSIT ACCOUNT	33,453.06	
TOTAL COMBINED CASH			70,856,994.90
TOTAL ALLOCATED CASH			(70,856,994.90)
TOTAL UNALLOCATED CASH			.00

CASH ALLOCATION RECONCILIATION

1	ALLOCATION TO GENERAL FUND		10,075,836.17
110	ALLOCATION TO ROAD USE TAX		1,983,011.79
121	ALLOCATION TO LOCAL OPTION SALES TAX		1,431,440.94
123	ALLOCATION TO TIF FUND		276,096.55
167	ALLOCATION TO POLICE K9	31,778.32	
168	ALLOCATION TO T & A FUND - BENEFITS & INSUR	2,368,094.82	
169	ALLOCATION TO T & A FUND - LIBRARY	19,915.05	
170	ALLOCATION TO T & A FUND - PUBLIC ART MAINT	21,102.00	
172	ALLOCATION TO PSF- EBS ACCOUNT	275,722.00	
174	ALLOCATION TO T & A FUND - PARK RESERVE	8,011.31	
TOTAL T&A			2,724,623.50
177	ALLOCATION TO FORFEITURES/EQUITABLE SHARING		(592.19)
178	ALLOCATION TO POLICE SEIZURES		18,321.82
200	ALLOCATION TO DEBT SERVICE		1,616,436.60
330	ALLOCATION TO CAP PJTS - TIF PROJECTS	23,361.59	
331	ALLOCATION TO CAP PJTS - AMERICAN RESCUE PLN	2,986,375.30	
332	ALLOCATION TO CAP PJTS - SOIL QUALITY RES	39,937.98	
333	ALLOCATION TO CAP PJTS - HICKMAN RD ADAPTIVE	72,479.37	
334	ALLOCATION TO CAP PJTS-TRAFFIC IMPROVE & SAF	(893,868.93)	
337	ALLOCATION TO CAP PJTS - PUBLIC SAFETY FACIL	24,839.15	
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	1,352,700.25	
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	250,000.00	
350	ALLOCATION TO CAP PJTS- CITY FACILITY IMPR	3,573,353.30	
351	ALLOCATION TO CAP PJTS - CODE ENF PROJ	(46,731.25)	
356	ALLOCATION TO CAP PJTS - WEST PET	18,618.91	
357	ALLOCATION TO CAP PJTS - WATER RESOURCE GR	6,379.95	
358	ALLOCATION TO CAP PJTS - TREE SALE	4,199.80	
366	ALLOCATION TO CAP PJTS-PORTER SHELTER AREA	209,588.00	
368	ALLOCATION TO CAP PJTS -142ND - 149TH TRAIL	103,549.00	
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	7,095,944.11	
375	ALLOCATION TO CAP PJTS - GREENBELT MGMT PLAN	152,266.90	

CITY OF CLIVE
COMBINED CASH INVESTMENT
AUGUST 31, 2024

382	ALLOCATION TO CAP PJTS - 86TH ST IMPL PLAN	40,000.00	
386	ALLOCATION TO CAP PJTS - ALICES RD PARK	100,000.00	
387	ALLOCATION TO CAP PJTS - LINNAN PK	3,027,437.25	
388	ALLOCATION TO CAP PJTS - INDIAN HILLS PARK	242,716.53	
389	ALLOCATION TO CAP PJTS - LITTLE WALNUT CREEK	8,163,456.65	
390	ALLOCATION TO CAP PJTS - CIRKSENA PARK	121,682.99	
391	ALLOCATION TO CAP PJTS - TRAIL PAVE/PARK CAP	22,638.53	
392	ALLOCATION TO CAP PJTS -CITY WIDE SIGN PROG	37,920.83	
395	ALLOCATION TO CAP PJTS - HARBACH RECON	110,610.07	
396	ALLOCATION TO CAP PJTS - NW 128TH & HICKMAN	881,219.15	
398	ALLOCATION TO CAP PJTS - MEREDITH/ALICE RD	282,173.71	
399	ALLOCATION TO CAP PJTS - NW161ST/HICKMAN RD	(519,803.89)	
400	ALLOCATION TO CAP PJTS - NW161ST/HICKMAN LP	582,139.72	
427	ALLOCATION TO CAP PJTS - STORM WATER CAPITAL	95,180.74	
429	ALLOCATION TO CAP PJTS - SEWER REHAB	180,092.17	
430	ALLOCATION TO CAP PJTS - METER/VALVE CHG OUT	(8,832.22)	
433	ALLOCATION TO CAP PJTS - SEWER CAPITAL	502,831.22	
435	ALLOCATION TO CAP PJTS - WATER CAPITAL	362,198.01	
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	2,501,563.67	
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	970,642.87	
472	ALLOCATION TO CAP PJTS - UNIV AVE REHAB	.32	
476	ALLOCATION TO CAP PJTS - FRANCHISE ST PROJ	(549,677.00)	
480	ALLOCATION TO CAP PJTS - NW 99TH CT RECON	(911,344.60)	
482	ALLOCATION TO CAP PJTS-DEVELOPMENT PLANNING	8,289.65	
483	ALLOCATION TO CAP PJTS- AIRPORT TERMINAL	517,260.00	
485	ALLOCATION TO CAP PJTS - PUBLIC ART CAPITAL	99,543.78	
TOTAL PROJECTS			34,347,230.97
TOTAL SPECIAL ASSESMENTS			.00
600	ALLOCATION TO WATER UTILITY FUND	10,093,206.79	
601	ALLOCATION TO WATER UTILITY DEPOSIT FUND	367,495.61	
604	ALLOCATION TO WATER IMPROVEMENT FUND	7,988.15	
610	ALLOCATION TO SEWER UTILITY FUND	7,139,913.25	
740	ALLOCATION TO STORM WATER FUND	563,062.36	
810	ALLOCATION TO INTERNAL SERVICE FUND	212,222.59	
830	ALLOCATION TO PETTY CASH FUND	700.00	
TOTAL			18,384,588.75
TOTAL ESCROW ACCOUNT			.00
TOTAL ALLOCATIONS TO OTHER FUNDS			70,856,994.90
ALLOCATION FROM COMBINED CASH FUND - 999-10111		(70,856,994.90)	
ZERO PROOF IF ALLOCATIONS BALANCE			.00

**CLIVE CITY COUNCIL MEETING MINUTES
REGULAR MEETING
SEPTEMBER 12, 2024
CITY HALL COUNCIL CHAMBERS**

Call to Order/Roll Call/Pledge of Allegiance

Mayor Edwards presided and called the meeting to order at 6:00 p.m. Council Members present were: Ted Weaver, Michael McCoy, Eric Klein, Srikant Mikkilineni. Absent: Sunsan Judkins. 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, Srikant Mikkilineni, Eric Klein. Nays: None. Abstained: None. Motion carried.

Consent Items

Eric Klein moved approval, seconded by Ted Weaver. Roll Call: Ayes: Ted Weaver, Michael McCoy, Srikant Mikkilineni, Eric Klein. Nays: None. Abstained: None. Motion carried. 1. City Manager Memo; 2. Minutes; 3. Bill List; 4. Approve Amended Mayoral Council/Staff Appointments – 2024; 5. Approve New 5 Day Retail Alcohol Sales License Application - Your Private Bar – 18283 Valley View Circle; 6. Approve New 5 Day Retail Alcohol Sales License Application - Great Caterers of Iowa - 3815-3973 NW 183rd Street; 7. Approve New Retail Alcohol Sales License Application - Escapology Escape Room - 8801 University Avenue, 107A; 8. Approve Retail Alcohol Sales License Renewal - Chili's Grill & Bar - 11411 Forest Avenue; 9. Approve Retail Alcohol Sales License Renewal - Izumi - 1301 NW 114th Street; 10. Approve Retail Alcohol Sales License Renewal - Toro Loco - 1945 NW 86th Street; 11. Approve Retail Alcohol Sales License Renewal - West Des Moines Elks Lodge 2752 Inc - 2060 NW 94th Street; 12. **Resolution 2024-216** Approving Change Order #1-Absolute Concrete-Indian Hills Trail & Bridge Project-\$4,355.04; 13. **Resolution 2024-217** Approving Change Order #2 - Mainline Construction - NW 99th Court Reconstruction - \$31,225.00; 14. **Resolution 2024-218** Approving Change Order #3 - Mainline Construction - NW 99th Court Reconstruction - \$25,000.00; 15. Approve Pay Request #3 - J&K Contracting - NW Alderleaf Drive Water Connection - \$2,456.95; 16. Approve Pay Request #3 - The Concrete Company - 2024 Arterial PCC Pavement Rehabilitation Project - \$422,323.93; 17. Approve Pay Request #5 - Mainline Construction - NW 99th Court Reconstruction - \$197,513.27; 18. Approve Pay Request #5 - Alliance Construction Group - NW 114th Street Reconstruction - \$51,228.41; 19. Approve Pay Request #6 - Corell Contractor - Cirkseena Park Construction - \$133,739.10; 20. Approve Pay Request #7 - Corell Contractor - Cirkseena Park Construction - \$6,382.10; 21. Approve Pay Request #8 - Snyder & Associates - Alice's Road Reconstruction - Phase 1 Design - \$90,267.96; 22. Approve Pay Request #10 - Smithgroup - Linnan Redesign Project - \$35,144.10; 23. Approve Pay Request #11 (final) - J&K Contracting - Rio Valley Water Main Replacement Phase 2 - \$35,823.36; 24. Approve Pay Request #12 - Snyder & Associates - University Boulevard Pump Station Improvements Project - \$5,811.05; 25. Approve Pay Request #13 - Snyder & Associates - University Boulevard Pump Station Improvements Project - \$5,160.00; 26. Approve pay request #37-RES-Greeneblt Management Plan-\$2,580.00; 27. **Resolution 2024-219** Approving Contract for Greenbelt Landing Bid Package #22 Plumbing and Mechanical, Central Iowa Mechanical - \$259,869.00; 28. **Resolution 2024-220** Approving Contract for Greenbelt Landing Bid Package #26 Electrical, Air-Con Electric LLC - \$388,703.00; 29. **Resolution 2024-221** Approving Contract for Greenbelt Landing Bid Package #31 Grading/Utilities, On-Track Construction LLC - \$1,700,000.00; 30. **Resolution 2024-222** Approving Contract for Greenbelt Landing Bid Package #32.1 Landscaping, Country Landscapes, Inc - \$925,000.00; 31. **Resolution 2024-223** Approving Contract for Greenbelt Landing Bid Package #32 Concrete - Absolute Concrete Construction Inc - \$635,188.00; 32. **Resolution 2024-224** Approving Contract for Greenbelt Landing Materials Testing and Special Inspection Services, Terracon - \$20,562.00; 33. **Resolution 2024-225** Approving Sponsorship Agreement with Walter Roofing for Campbell Park Dugout Refurbishment; 34. **Resolution 2024-226** Accepting 1st Amendment to Permanent Storm Sewer and Overland Flowage

Easement for Country Club Plat 8, Lot 32 - 14001 Willow DR; 35. **Resolution 2024-227** Accepting 1st Amendment to Overland Flowage and Private Storm Sewer Easement for Shadow Creek Plat 5, Lot 40 - 3981 Westgate PKWY; 36. **Resolution 2024-228** Accepting 1st Amendment to Overland Flowage and Private Storm Sewer Easement for Shadow Creek Plat 6, Lot 21 - 17925 Creekside DR; 37. **Resolution 2024-229** Accepting 1st Amendment to Storm Sewer Easement for Shadow Creek Plat 6, Lot 21 - 17925 Creekside DR; 38. **Resolution 2024-230** Accepting 1st Amendment to Detention and Surface Water Flowage Easement for The Woodlands Plat 3, Lots 10 & 11 - 2041 NW 130th CT; 39. **Resolution 2024-231** Accepting 1st Amendment to Sanitary Sewer, Storm Sewer and Surface Water Flowage Easement for The Woodlands Plat 3, Lot 11 - 2041 NW 130th CT; 40. **Resolution 2024-232** Accepting 1st Amendment to Surface Water Flowage Easement for Walnut Creek Hills of Clive Plat 2, Lot 18 - 4482 NW 164th ST; 41. **Resolution 2024-233** Accepting Satisfaction of Stormwater Agreement to Complete Chayse Landing Plat 01; 42. **Resolution 2024-234** Approving Temporary Construction Easement Agreements for Soil Quality Restoration; 43. **Resolution 2024-235** Approving an Application to the Iowa DOT's Iowa Clean Air Attainment Program (ICAAP)

Action Items

1. **Site Plan Amendment - Edward Jones - 1100 73rd Street.** City Planner Kathryn Purvis presented the matter for Council consideration and recommended approval. Ted Weaver moved approval, seconded by Eric Klein. Roll Call: Ayes: Ted Weaver, Michael McCoy, Srikant Mikkilineni, Eric Klein. Nays: None. Abstained: None. Motion carried.
2. **1st Consideration of Proposed Ordinance No. 1147 Amending Provisions Pertaining to Electronic Meetings.** City Clerk Matthew Graham presented the matter to Council and recommended approval.
 - a. Michael McCoy moved to suspend the rule requiring three separate readings of an ordinance prior to adoption, seconded by Eric Klein. Roll Call: Ayes: Ted Weaver, Michael McCoy, Srikant Mikkilineni, Eric Klein. Nays: None. Abstained: None. Motion carried.
 - b. Michael McCoy moved final approval and adoption of Ordinance No. 1147, seconded by Eric Klein. Roll Call: Ayes: Ted Weaver, Michael McCoy, Srikant Mikkilineni, Eric Klein. Nays: None. Abstained: None. Motion carried.

Mayor Edwards declared Ordinance No. 1147 enacted.
3. **1st Consideration of Proposed Ordinance No. 1148 Amending Provisions Pertaining to Publication of Minutes.** City Clerk Matthew Graham presented the matter to Council and recommended approval.
 - a. Michael McCoy moved to suspend the rule requiring three separate readings of an ordinance prior to adoption, seconded by Eric Klein. Roll Call: Ayes: Ted Weaver, Michael McCoy, Srikant Mikkilineni, Eric Klein. Nays: None. Abstained: None. Motion carried.
 - b. Michael McCoy moved final approval and adoption of Ordinance No. 1148, seconded by Eric Klein. Roll Call: Ayes: Ted Weaver, Michael McCoy, Srikant Mikkilineni, Eric Klein. Nays: None. Abstained: None. Motion carried.

Mayor Edwards declared Ordinance No. 1148 enacted.
4. **1st Consideration of Proposed Ordinance No. 1149 Adding a New Section Pertaining to Adult Establishment Nuisances.** City Clerk Matthew Graham presented the matter to Council and recommended approval.
 - a. Michael McCoy moved to suspend the rule requiring three separate readings of an ordinance prior to adoption, seconded by Eric Klein. Roll Call: Ayes: Ted Weaver, Michael McCoy, Srikant Mikkilineni, Eric Klein. Nays: None. Abstained: None. Motion carried.
 - b. Michael McCoy moved final approval and adoption of Ordinance No. 1149, seconded by Eric Klein. Roll Call: Ayes: Ted Weaver, Michael McCoy, Srikant Mikkilineni, Eric Klein. Nays: None. Abstained: None. Motion carried.

Mayor Edwards declared Ordinance No. 1149 enacted.

5. **1st Consideration of Proposed Ordinance No. 1150 Amending Provisions Pertaining to Fire Officials Authority to Cite Violations.** City Clerk Matthew Graham presented the matter to Council and recommended approval.
 - a. Michael McCoy moved to suspend the rule requiring three separate readings of an ordinance prior to adoption, seconded by Eric Klein. Roll Call: Ayes: Ted Weaver, Michael McCoy, Srikant Mikkilineni, Eric Klein. Nays: None. Abstained: None. Motion carried.
 - b. Michael McCoy moved final approval and adoption of Ordinance No. 1150, seconded by Eric Klein. Roll Call: Ayes: Ted Weaver, Michael McCoy, Srikant Mikkilineni, Eric Klein. Nays: None. Abstained: None. Motion carried.**Mayor Edwards declared Ordinance No. 1150 enacted.**
6. **Resolution 2024-236 Approving 2024-2029 Clive Strategic Plan Update.** City Manager Matt McQuillen presented the matter to Council and recommended approval. Ted Weaver moved approval, seconded by Eric Klein. Roll Call: Ayes: Ted Weaver, Michael McCoy, Srikant Mikkilineni, Eric Klein. Nays: None. Abstained: None. Motion carried.
7. **Resolution 2024-237 Supporting the Referendum to Increase Board Membership - Dallas County Board of Supervisors.** City Manager Matt McQuillen presented the matter to Council and recommended approval. Eric Klein moved approval, seconded by Ted Weaver. Roll Call: Ayes: Ted Weaver, Michael McCoy, Srikant Mikkilineni, Eric Klein. Nays: None. Abstained: None. Motion carried.
8. **Resolution 2024-238 Setting Public Hearing (09/26/2024, 6:00 p.m.) - 2024B General Obligation Loan Agreements and to borrow money thereunder.** Director of Administrative Services Elizabeth Hansen presented the matter to Council and recommended approval. Ted Weaver moved approval, seconded by Srikant Mikkilineni. Roll Call: Ayes: Ted Weaver, Michael McCoy, Srikant Mikkilineni, Eric Klein. Nays: None. Abstained: None. Motion carried.

Presentation

1. **City Hall-Library Renovation Project.** Presentation and discussion facilitated by Joe Feldman and Thomas Thatcher with OPN Architects, as well as Michael Steen with DCI Group.

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 8:02 p.m.

Matthew D. Graham, City Clerk

John D. Edwards, Mayor



Memo

TO: Mayor and Council members

FROM: Matthew Graham, City Clerk

DATE: September 26, 2024

RE: Minutes - Special Sessions, 08/13/2024, 08/15/2024, and 08/24/2024

SYNOPSIS:

Attachments:

1. cc Minutes 08_13_2024 (Special Session)
2. cc Minutes 08_15_2024 (Special Session)
3. cc Minutes 08_24_2024 (Special Session)

Clive City Council Meeting
Strategic Planning Work Session
August 13, 2024

The strategic planning work session was held Tuesday, August 13, 2024, at the Clive Public Safety Center, 8800 Hickman Road, Clive, IA.

Mayor Edwards presided and called the meeting to order at 3:00 p.m. Council members present were Susan Judkins, Erik Klein, Michael McCoy, Srikant Mikkilineni, and Ted Weaver. City Manager Matt McQuillen, Assistant City Manager Pete De Kock, and all City department directors were also present. Lyle Sumek of Lyle Sumek Associates Inc. led the strategic planning discussion.

The Council reviewed the City's past year of work and discussed strategic projects on the horizon.

Mayor Edwards adjourned the meeting at 9:00 p.m.

Pete De Kock, Assistant City Manager

John D. Edwards, Mayor

**Clive City Council Meeting
Strategic Planning Work Session
August 15, 2024**

The strategic planning work session was held Thursday, August 15, 2024, at Clive City Hall, 1900 NW 114th Street, Clive, IA.

Mayor Edwards presided and called the meeting to order at 3:20 p.m. Council members present were Erik Klein, Michael McCoy, Srikant Mikkilineni, and Ted Weaver. Councilwoman Susan Judkins joined the group at 3:45. City Manager Matt McQuillen, Assistant City Manager Pete De Kock, and Community Development Director Doug Ollendike were also present.

Lyle Sumek of Lyle Sumek Associates Inc. led the strategic planning discussion.

The Council continued its discussions from the August 13, 2024, work session. It identified multiple major projects and directed staff to prepare action plans to accomplish those projects in the coming 12 months.

Mayor Edwards adjourned the meeting at 8:43 p.m.

Pete De Kock, Assistant City Manager

John D. Edwards, Mayor

**Clive City Council Meeting
Strategic Planning Work Session
August 24, 2024**

The strategic planning work session was held Saturday, August 24, 2024, at Clive City Hall, 1900 NW 114th Street, Clive, Iowa.

Mayor Edwards presided and called the meeting to order at 8:11 a.m. Council members present were Erik Klein, Michael McCoy, Srikant Mikkilineni, Susan Judkins, and Ted Weaver. City Manager Matt McQuillen and Assistant City Manager Pete De Kock were also present.

Lyle Sumek of Lyle Sumek Associates Inc. led the strategic planning discussion.

The Council continued their previous discussions from the August 13, 2024, and August 15, 2024 work sessions. They reviewed the action plans for each project and then prioritized the most important projects for the coming 12 months. The Council also discussed the best governance practices that they intend to implement.

Mayor Edwards adjourned the meeting at 1:126 pm.

Pete De Kock, Assistant City Manager

John D. Edwards, Mayor

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

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

Bill List Claims	\$	1,732,845.27
(09/10/2024 - 9/23/2024)		
Payroll		
(09/20/2024)		319,659.87
Total	\$	2,052,505.14

Of the total payrolls, \$2,146.04 are expense reimbursements.


Elizabeth Hansen, Director of Administrative Services

Date: 9/23/2024

Dated: _____

City Council:

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

Date Paid	Vendor Name	Description	Amount Paid
09/23/2024	ACME TOOLS	STREET MAINT SUPPLIES	81.00
09/23/2024	ACME TOOLS	PAPR BACKPACK	719.94
09/20/2024	AFLAC	CURRENT PAY WITHHOLDING AFLAC PRE TAX Pay Period: 9/14/2024	138.61
09/23/2024	AMAZON CAPITAL SERVICES	FIBER SUPPLIES	79.99
09/23/2024	AMAZON CAPITAL SERVICES	CHAIR & TABLE CARTS	543.33
09/23/2024	AMAZON CAPITAL SERVICES	PORTABLE SCOREBOARD REPLACEMENT	416.89
09/23/2024	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	165.87
09/23/2024	AMAZON CAPITAL SERVICES	SAFETY EQUIPMENT	17.76
09/23/2024	AMAZON CAPITAL SERVICES	SAFETY EQUIPMENT	17.76
09/23/2024	AMAZON CAPITAL SERVICES	SAFETY EQUIPMENT	17.76
09/23/2024	AMAZON CAPITAL SERVICES	SAFETY EQUIPMENT	17.76
09/23/2024	AMAZON CAPITAL SERVICES	SUPPLIES	20.74
09/23/2024	AMAZON CAPITAL SERVICES	SUPPLIES	21.94
09/23/2024	AMAZON CAPITAL SERVICES	U322 CUP HOLDER	26.98
09/23/2024	AMAZON CAPITAL SERVICES	KNOX BOX LUBRICANT	42.00
09/23/2024	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	49.78
09/23/2024	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	337.74
09/23/2024	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	71.50
09/23/2024	AMAZON CAPITAL SERVICES	PEDIATRIC MEASURING TAPE	45.95
09/23/2024	AMAZON CAPITAL SERVICES	HARBACH VOLLEYBALL NET	165.00
09/23/2024	AMAZON CAPITAL SERVICES	REC OFFICE SUPPLIES	65.84
09/23/2024	AMAZON CAPITAL SERVICES	SAFETY EQUIPMENT	38.18
09/23/2024	AMAZON CAPITAL SERVICES	SAFETY EQUIPMENT	38.18
09/23/2024	AMAZON CAPITAL SERVICES	SAFETY EQUIPMENT	38.18
09/23/2024	AMAZON CAPITAL SERVICES	SAFETY EQUIPMENT	38.16
09/23/2024	AMAZON CAPITAL SERVICES	MISC TRAFFIC	71.99
09/23/2024	AMAZON CAPITAL SERVICES	DRINKING FOUNTAIN WATER FILTERS	208.28
09/18/2024	AMERITAS LIFE INSURANCE GRP- VISION	Vision Ins-August	398.22
09/18/2024	AMERITAS LIFE INSURANCE GRP- VISION	Vision Ins-August	64.96
09/18/2024	AMERITAS LIFE INSURANCE GRP- VISION	Vision Ins-August	50.11
09/18/2024	AMERITAS LIFE INSURANCE GRP- VISION	Vision Ins-August	135.49
09/18/2024	AMERITAS LIFE INSURANCE GRP- VISION	Vision Ins-August	64.96
09/18/2024	AMERITAS LIFE INSURANCE GRP- VISION	Vision Ins-August	49.49
09/18/2024	AMERITAS LIFE INSURANCE GRP- VISION	Vision Ins-August	167.36-
09/18/2024	AMERITAS LIFE INSURANCE GRP- VISION	Vision Ins-August	18.56
09/18/2024	AMERITAS LIFE INSURANCE GRP- VISION	Vision Ins-August	125.40
09/18/2024	AMERITAS LIFE INSURANCE GRP- VISION	Vision Ins-August	27.84
09/18/2024	AMERITAS LIFE INSURANCE GRP- VISION	Vision Ins-August	46.40
09/18/2024	AMERITAS LIFE INSURANCE GRP- VISION	Vision Ins-August	268.05
09/18/2024	AMERITAS LIFE INSURANCE GRP- VISION	Vision Ins-August	46.40
09/18/2024	AMERITAS LIFE INSURANCE GRP- VISION	Vision Ins-August	67.34
09/18/2024	AMERITAS LIFE INSURANCE GRP- VISION	Vision Ins-August	37.12
09/18/2024	AMERITAS LIFE INSURANCE GRP- VISION	Vision Ins-August	123.73
09/18/2024	AMERITAS LIFE INSURANCE GRP- VISION	Vision Ins-August	21.65
09/18/2024	AMERITAS LIFE INSURANCE GRP- VISION	Vision Ins-August	37.12
09/18/2024	AMERITAS LIFE INSURANCE GRP- VISION	Vision Ins-August	27.84
09/18/2024	AMERITAS LIFE INSURANCE GRP- VISION	Vision Ins-August	9.28
09/18/2024	AMERITAS LIFE INSURANCE GRP- VISION	Vision Ins-August	27.84
09/20/2024	AMERITAS LIFE INSURANCE GRP- VISION	CURRENT PAY WITHHOLDING VISION INSURANCE Pay Period: 9/14/2024	558.40
09/23/2024	ARNOLD MOTOR SUPPLY	PARTS	134.11
09/23/2024	ARNOLD MOTOR SUPPLY	#717 REPAIR	9.76
09/23/2024	ARNOLD MOTOR SUPPLY	STOCK	9.76
09/23/2024	ARNOLD MOTOR SUPPLY	#781 REPAIR	76.90
09/23/2024	ARNOLD MOTOR SUPPLY	#781 REPAIR	75.69
09/23/2024	ARNOLD MOTOR SUPPLY	PARTS	10.58
09/23/2024	AT & T MOBILITY	EMS CELL PHONES	134.76
09/23/2024	AT & T MOBILITY	GPS DATA PLAN	35.29
09/23/2024	ATLANTIC BOTTLING	CAMPBELL CONCESSIONS	178.42

Date Paid	Vendor Name	Description	Amount Paid
09/23/2024	ATLANTIC BOTTLING	CAMPBELL CONCESSIONS	114.90
09/23/2024	AUREON COMMUNICATIONS	INTERNET	688.00
09/23/2024	AUREON COMMUNICATIONS	CANCELLATION LINE	5.50
09/23/2024	BAKER & TAYLOR BOOKS	BOOKS ADULT-HARBACH	52.82
09/23/2024	BAKER & TAYLOR BOOKS	BOOKS- ADULT	235.63
09/23/2024	BAKER & TAYLOR BOOKS	BOOKS- ADULT	289.50
09/23/2024	BAKER & TAYLOR BOOKS	BOOKS- ADULT	17.10
09/23/2024	BAKER & TAYLOR BOOKS	BOOKS ADULT-HARBACH	19.20
09/23/2024	BAKER & TAYLOR BOOKS	BOOKS- ADULT	156.93
09/23/2024	BAKER & TAYLOR BOOKS	BOOKS - CHILDREN	9.99
09/23/2024	BAKER & TAYLOR BOOKS	LIBRARY MEDIA	10.00
09/23/2024	BAKER & TAYLOR BOOKS	BOOKS- ADULT	215.93
09/23/2024	BAKER & TAYLOR BOOKS	BOOKS ADULT-HARBACH	33.62
09/23/2024	BAKER & TAYLOR BOOKS	BOOKS- ADULT	109.52
09/23/2024	BAKER & TAYLOR BOOKS	BOOKS- ADULT	187.97
09/23/2024	BAKER & TAYLOR BOOKS	BOOKS ADULT-HARBACH	34.20
09/23/2024	BAKER & TAYLOR BOOKS	BOOKS- ADULT	199.71
09/23/2024	BAKER & TAYLOR BOOKS	BOOKS- ADULT	17.10
09/23/2024	BAKER GROUP	PROFESSIONAL FEES	2,095.00
09/23/2024	BAKER GROUP	HVAC REPAIRS	1,443.00
09/23/2024	BOUND TREE MEDICAL LLC	MEDICAL BAGS	469.79-
09/23/2024	BOUND TREE MEDICAL LLC	RETURN EMS BAG	328.00-
09/23/2024	BOUND TREE MEDICAL LLC	MEDICAL BAGS	469.79
09/23/2024	BOUND TREE MEDICAL LLC	EMS BAG	328.00
09/23/2024	BOUND TREE MEDICAL LLC	EMS MEDICAL SUPPLIES	59.90
09/23/2024	BOUND TREE MEDICAL LLC	EMS MEDICAL SUPPLIES	189.12
09/23/2024	BOUND TREE MEDICAL LLC	EMS MEDICAL SUPPLIES	14.40
09/23/2024	BOUND TREE MEDICAL LLC	EMS MEDICAL SUPPLIES	12.17
09/23/2024	BOUND TREE MEDICAL LLC	EMS MEDICAL SUPPLIES	60.85
09/23/2024	BOUND TREE MEDICAL LLC	EMS MEDICAL SUPPLIES	101.14
09/23/2024	BOUND TREE MEDICAL LLC	EMS MEDICAL SUPPLIES	106.89
09/23/2024	BOUND TREE MEDICAL LLC	EMS MEDICAL SUPPLIES	78.03
09/23/2024	BULLZEYE INC	FIRE JANITORIAL SUPPLIES	354.52
09/23/2024	CANDICE MCMAINS	MISC CONTR WORK-ADULT	150.00
09/23/2024	CAPITAL CITY EQUIPMENT CO	EQUIPMENT MAINT	83.13
09/23/2024	CAPITAL CITY EQUIPMENT CO	EQUIPMENT MAINT	48.09
09/23/2024	CENTRAL IOWA READY MIX	CONCRETE	1,752.75
09/23/2024	CENTRAL IOWA READY MIX	CONCRETE	655.75
09/23/2024	CENTRAL IOWA READY MIX	CONCRETE	1,752.75
09/23/2024	CENTRAL IOWA READY MIX	CONCRETE	2,394.00
09/23/2024	CENTRAL IOWA READY MIX	CONCRETE	1,710.00
09/23/2024	CENTRAL IOWA READY MIX	CONCRETE	955.00
09/23/2024	CENTRAL IOWA READY MIX	CONCRETE	1,026.00
09/23/2024	CHRISTIAN LOPEZ	REFUND DEPOSIT	21.42
09/23/2024	CINTAS CORPORATION #22M	LAUNDRY	110.37
09/23/2024	CINTAS CORPORATION #22M	LAUNDRY	300.58
09/23/2024	CINTAS CORPORATION #22M	LAUNDRY	300.58
09/23/2024	CITY OF DES MOINES	WRA SEPTEMBER 2024	159,309.50
09/23/2024	CITY OF JOHNSTON, IA	TRAINING- REGISTRATION	220.00
09/23/2024	CITY OF URBANDEALE	L325 TIRES AND INSTALL	2,621.38
09/23/2024	CITY OF WEST DES MOINES	WESTCOM 6/24	46,639.64
09/23/2024	CITY OF WEST DES MOINES	CAC SHARED POOL PASS AGREEMENT	16,164.00
09/20/2024	CLIVE FIREFIGHTERS ASSOC	CURRENT PAY WITHHOLDING WITHHELD DUES - FIRE FIGHTERS Pay Perio	93.00
09/20/2024	COLLECTION SERVICES CENTER	CURRENT PAY WITHHOLDING CHILD SUPPORT Pay Period: 9/14/2024	2,145.19
09/23/2024	COMMERCE BANK	TRAINING__ALARCON	250.00
09/23/2024	COMMERCE BANK	OFFICE SUPPLIES__ALARCON	26.94
09/23/2024	COMMERCE BANK	CONFERENCE EXPENSE__ALARCON	925.98
09/23/2024	COMMERCE BANK	EQUIPMENT__ANDERSON	1,745.89

Date Paid	Vendor Name	Description	Amount Paid
09/23/2024	COMMERCE BANK	CLOTHING ALLOWANCE__ ANDERSON	446.96
09/23/2024	COMMERCE BANK	HELMET TAGS__ ANNIS	61.15
09/23/2024	COMMERCE BANK	TRAINING__ TOKUHISA	805.00
09/23/2024	COMMERCE BANK	CONFERENCE EXPENSE__ TOKUHISA	1,297.05
09/23/2024	COMMERCE BANK	SUSTENANCE SUPPLIES__ VENEMA	778.91
09/23/2024	COMMERCE BANK	CONFERENCE EXPENSE__ VENTO	476.41
09/23/2024	COMMERCE BANK	UNIFORM ALLOWANCE__ WEILER	219.31
09/23/2024	COMMERCE BANK	CHILDREN BOOKS__ SHALON-DEUR	137.47
09/23/2024	COMMERCE BANK	CHILDREN BOOKS HARBACH__ SHALON-DEUR	47.95
09/23/2024	COMMERCE BANK	YOUNG ADULT BOOKS__ SHALON-DEUR	9.59
09/23/2024	COMMERCE BANK	VEHICLE REPAIR__ SOMSKY	1,791.09
09/23/2024	COMMERCE BANK	VEHICLE OPERATIONS__ SOMSKY	1,678.82
09/23/2024	COMMERCE BANK	TRAINING__ STEVENS	225.00
09/23/2024	COMMERCE BANK	HERBICIDE APPLICATOR__ RUNKEL	2,836.08
09/23/2024	COMMERCE BANK	EQUIPMENT MAINT__ SALTMARSH	149.47
09/23/2024	COMMERCE BANK	YOUTH PROGRAM SUPPLIES__ SHALON-DEUR	198.23
09/23/2024	COMMERCE BANK	YOUTH PROGRAM SUPPLIES-HARBACH__ SHALON-DEUR	87.39
09/23/2024	COMMERCE BANK	OFFICE SUPPLIES__ SHALON-DEUR	9.94
09/23/2024	COMMERCE BANK	OFFICE SUPPLIES HARBACH__ SHALON-DEUR	495.08
09/23/2024	COMMERCE BANK	CONFERENCE EXPENSE__ REHBERG	.35
09/23/2024	COMMERCE BANK	BUILDING MAINT__ REHBERG	35.01
09/23/2024	COMMERCE BANK	CONFERENCE EXPENSE__ REHBERG	249.31
09/23/2024	COMMERCE BANK	SUPPLIES__ RIVERA	79.96
09/23/2024	COMMERCE BANK	SUPPLIES__ RIVERA	25.00
09/23/2024	COMMERCE BANK	CAPITAL EQUIPMENT__ ROLFES	460.95
09/23/2024	COMMERCE BANK	SUPPLIES__ NUSS	172.77
09/23/2024	COMMERCE BANK	TRAINING__ NUSS	2,790.00
09/23/2024	COMMERCE BANK	OFFICE SUPPLIES__ RAMSEY	11.60
09/23/2024	COMMERCE BANK	SUSTENANCE SUPPLIES__ RAMSEY	134.02
09/23/2024	COMMERCE BANK	CLOTHING ALLOWANCE__ REHBERG	1,806.06
09/23/2024	COMMERCE BANK	EQUIPMENT__ REHBERG	1,280.02
09/23/2024	COMMERCE BANK	OFFICE SUPPLIES HARBACH__ NELSON	51.11
09/23/2024	COMMERCE BANK	CHILDREN BOOKS__ NELSON	63.01
09/23/2024	COMMERCE BANK	EQUIPMENT REPAIR__ NELSON	10.33
09/23/2024	COMMERCE BANK	SUBSCRIPTION__ NISIC	100.00
09/23/2024	COMMERCE BANK	PRINTING__ NISIC	36.00
09/23/2024	COMMERCE BANK	PROFESSIONAL FEES__ NISIC	72.41
09/23/2024	COMMERCE BANK	LIBRARY MEDIA__ NELSON	381.55
09/23/2024	COMMERCE BANK	OFFICE SUPPLIES__ NELSON	424.42
09/23/2024	COMMERCE BANK	YOUTH PROGRAM SUPPLIES__ NELSON	95.99
09/23/2024	COMMERCE BANK	ADULT PROGRAM SUPPLIES__ NELSON	182.43
09/23/2024	COMMERCE BANK	ADULT BOOKS HARBACH__ NELSON	11.92
09/23/2024	COMMERCE BANK	LIBRARY MEDIA HARBACH__ NELSON	78.20
09/23/2024	COMMERCE BANK	SUPPLIES__ MEASE	41.94
09/23/2024	COMMERCE BANK	MEETING EXPENSE__ MEASE	71.69
09/23/2024	COMMERCE BANK	EQUIPMENT__ MILLER	1,382.48
09/23/2024	COMMERCE BANK	MEETING EXPENSE__ MORRIS	64.52
09/23/2024	COMMERCE BANK	SUPPLIES__ NAPIER	100.72
09/23/2024	COMMERCE BANK	ADULT BOOKS__ NELSON	302.02
09/23/2024	COMMERCE BANK	CONFERENCE EXPENSE__ LUCAS	175.00
09/23/2024	COMMERCE BANK	TRAINING__ MAY	225.00
09/23/2024	COMMERCE BANK	MEMBERSHIP__ MCCARL	30.00
09/23/2024	COMMERCE BANK	MEETING EXPENSE__ MCQUILLEN	215.07
09/23/2024	COMMERCE BANK	PUBLIC EDUCATION__ MEASE	126.00
09/23/2024	COMMERCE BANK	SUSTENANCE SUPPLIES__ MEASE	51.92
09/23/2024	COMMERCE BANK	TRAINING__ LLAMAS	245.00
09/23/2024	COMMERCE BANK	CONCESSION SUPPLIES__ LUCAS	324.97
09/23/2024	COMMERCE BANK	CLIVE FEST OPERATION__ LUCAS	28.00-

Date Paid	Vendor Name	Description	Amount Paid
09/23/2024	COMMERCE BANK	ADVERTISING__ LUCAS	389.76
09/23/2024	COMMERCE BANK	SUPPLIES__ LUCAS	483.74
09/23/2024	COMMERCE BANK	MEMBERSHIP__ LUCAS	360.00
09/23/2024	COMMERCE BANK	DATA PROCESSING__ KELLER	250.00
09/23/2024	COMMERCE BANK	TRAINING__ KELLER	305.00
09/23/2024	COMMERCE BANK	YOUTH PROGRAM SUPPLIES__ KELLER	11.76
09/23/2024	COMMERCE BANK	TRAINING__ KEMPNIH	750.00
09/23/2024	COMMERCE BANK	VEHICLE OPERATIONS__ LASS	58.59
09/23/2024	COMMERCE BANK	MEMBERSHIP__ LLAMAS	35.70
09/23/2024	COMMERCE BANK	CELLBRITE RENEWAL__ JOHNSTON	330.00
09/23/2024	COMMERCE BANK	TRAINING__ JOLLEY	250.00
09/23/2024	COMMERCE BANK	TRAINING SUPPLIES__ KALLEM	15.38
09/23/2024	COMMERCE BANK	MARKETING__ KELLER	21.36
09/23/2024	COMMERCE BANK	EQUIPMENT__ KELLER	2,375.70
09/23/2024	COMMERCE BANK	SUPPLIES HARBACH__ KELLER	1,095.24
09/23/2024	COMMERCE BANK	RECORDING FEES__ GRAHAM	157.60
09/23/2024	COMMERCE BANK	TRAINING__ HAGELIE	1,925.00
09/23/2024	COMMERCE BANK	CONFERENCE EXPENSE__ HAGELIE	101.53
09/23/2024	COMMERCE BANK	TRAINING__ HANSEN	100.00
09/23/2024	COMMERCE BANK	SUBSCRIPTION__ HERZOG	188.60
09/23/2024	COMMERCE BANK	CLOTHING ALLOWANCE__ HERZOG	84.50
09/23/2024	COMMERCE BANK	CONTRACT WORK__ GARCIA	78.10
09/23/2024	COMMERCE BANK	SUPPLIES__ GIBBS	45.96
09/23/2024	COMMERCE BANK	CONTRACT WORK__ GIBBS	251.00
09/23/2024	COMMERCE BANK	CONTRACT WORK__ GIBBS	342.99
09/23/2024	COMMERCE BANK	CONCESSION SUPPLIES__ GIBBS	61.08
09/23/2024	COMMERCE BANK	SUBSCRIPTION__ GIBBS	82.38
09/23/2024	COMMERCE BANK	EQUIPMENT__ FARLOW	828.30
09/23/2024	COMMERCE BANK	TRAINING__ FREESTONE	850.00
09/23/2024	COMMERCE BANK	MEETING EXPENSE__ FREESTONE	25.66
09/23/2024	COMMERCE BANK	TRAINING__ FREESTONE	1,100.00
09/23/2024	COMMERCE BANK	TRAINING__ FREESTONE	920.00
09/23/2024	COMMERCE BANK	PUBLIC EDUCATION__ GARCIA	14.99
09/23/2024	COMMERCE BANK	MEMBERSHIP__ EASTMAN	50.00
09/23/2024	COMMERCE BANK	MEMBERSHIP__ EASTMAN	45.00
09/23/2024	COMMERCE BANK	MEMBERSHIP__ EASTMAN	45.00
09/23/2024	COMMERCE BANK	MEMBERSHIP__ EASTMAN	45.00
09/23/2024	COMMERCE BANK	MEMBERSHIP__ EASTMAN	45.00
09/23/2024	COMMERCE BANK	MEMBERSHIP__ EASTMAN	45.00
09/23/2024	COMMERCE BANK	WALNUT RIDGE TENNIS CT IMPROV__ CARLSON	240.00
09/23/2024	COMMERCE BANK	FSS TRIPS__ CLIVE PARKS & REC STAFF	3,682.32
09/23/2024	COMMERCE BANK	CONCESSION SUPPLIES__ CLIVE PARKS & REC STAFF	267.04
09/23/2024	COMMERCE BANK	SUPPLIES__ CLIVE PARKS & REC STAFF	504.18
09/23/2024	COMMERCE BANK	MEETING EXPENSE__ DE KOCK	84.50
09/23/2024	COMMERCE BANK	TRAINING__ EASTMAN	250.00
09/23/2024	COMMERCE BANK	MARKETING__ BELIEU	1,978.54
09/23/2024	COMMERCE BANK	CONFERENCE EXPENSE__ BOYLE	127.39
09/23/2024	COMMERCE BANK	CONFERENCE EXPENSE__ BOYLE	317.70
09/23/2024	COMMERCE BANK	DUES__ BOYLE	30.00
09/23/2024	COMMERCE BANK	MEETING EXPENSE__ BROWN	44.35
09/23/2024	COMMERCE BANK	GROUNDS MAINT__ CARLSON	9.56
09/23/2024	CONCRETE COMPANY	2024 PCC PAVEMENT REHAB PAY REQ 5	6,650.00
09/23/2024	CONSENSUS CLOUD SOLUTIONS, LLC	HOSTED FAX	92.97
09/23/2024	CORE & MAIN LP	STOP BOX KEYS	189.52
09/23/2024	CORELL CONTRACTOR INC	ASPHALT AND CONCRETE	1,514.97
09/23/2024	CROSSROADS AG LLC	ROW SPRAYING	107.52
09/23/2024	CROSSROADS AG LLC	ROW SPRAYING	107.52
09/23/2024	CROSSROADS AG LLC	CREDIT	6.00-

Date Paid	Vendor Name	Description	Amount Paid
09/23/2024	CROWN TROPHY	STAFF AWARD PLAQUE AND NAMEPLATES	102.95
09/23/2024	DCI GROUP	GREENBELT LANDING PRJCT PAY REQ 4	4,385.00
09/23/2024	DCI GROUP	CITY HALL/LIB PRE CON SERVICES PAY REQ 1	6,380.00
09/23/2024	DELL MARKETING LP	PC REPLACEMENTS	3,123.60
09/23/2024	DES MOINES ASPHALT AND PAVING	RESIDENTIAL HMA PAVEMENT REHAB PAY REQ 3	77,159.48
09/23/2024	DES MOINES STAMP MFG.CO.	OFFICE SUPPLIES-LIBRARY	83.15
09/23/2024	DES MOINES WATER WORKS	WATER PURCHASE AUGUST 2024	318,249.90
09/23/2024	DMF GARDENS	PLANTINGS	1,813.75
09/23/2024	DOLL DISTRIBUTING LLC	CAMPBELL CONCESSIONS	286.60
09/23/2024	DOLL DISTRIBUTING LLC	CAMPBELL CONCESSIONS	187.80
09/23/2024	DORSEY & WHITNEY	LEGAL - SPECIAL ASSESSMENTS	3,167.00
09/18/2024	EBS	Medical/Dental Ins- Sept	43,451.13
09/18/2024	EBS	Medical/Dental Ins- Sept	12,384.09
09/18/2024	EBS	Medical/Dental Ins- Sept	9,037.77
09/18/2024	EBS	Medical/Dental Ins- Sept	16,919.75
09/18/2024	EBS	Medical/Dental Ins- Sept	5,700.62
09/18/2024	EBS	Medical/Dental Ins- Sept	6,474.31
09/18/2024	EBS	Medical/Dental Ins- Sept	2,445.32
09/18/2024	EBS	Medical/Dental Ins- Sept	3,443.28
09/18/2024	EBS	Medical/Dental Ins- Sept	14,507.95
09/18/2024	EBS	Medical/Dental Ins- Sept	1,128.42
09/18/2024	EBS	Medical/Dental Ins- Sept	7,749.06
09/18/2024	EBS	Medical/Dental Ins- Sept	19,133.43
09/18/2024	EBS	Medical/Dental Ins- Sept	12,290.91
09/18/2024	EBS	Medical/Dental Ins- Sept	5,640.25
09/18/2024	EBS	Medical/Dental Ins- Sept	2,448.00
09/18/2024	EBS	Medical/Dental Ins- Sept	12,760.01
09/18/2024	EBS	Medical/Dental Ins- Sept	4,669.49
09/18/2024	EBS	Medical/Dental Ins- Sept	1,593.79
09/18/2024	EBS	Medical/Dental Ins- Sept	4,238.86
09/18/2024	EBS	Medical/Dental Ins- Sept	1,673.99
09/18/2024	EBS	Medical/Dental Ins- Sept	6,068.13
09/20/2024	EBS	MEDICAL WITHHOLDING DENTAL INSURANCE - DELTA (EBS) Pay Period: 9/1	2,167.62
09/20/2024	EBS	MEDICAL WITHHOLDING MED W 750 FAMILY EXEMPT Pay Period: 9/14/2024	7,985.10
09/20/2024	EBS	MEDICAL WITHHOLDING MED W 750 EMPE + 1 EXEMPT Pay Period: 9/14/20	2,074.70
09/20/2024	EBS	MEDICAL WITHHOLDING MED W 750 SINGLE EXEMPT Pay Period: 9/14/2024	544.67
09/20/2024	EBS	MEDICAL WITHHOLDING MED - HDHP FAMILY Pay Period: 9/14/2024	1,022.69
09/20/2024	EBS	MEDICAL WITHHOLDING MED-HDHP EMPL +1 Pay Period: 9/14/2024	471.96
09/20/2024	EBS	MEDICAL WITHHOLDING MED HDHP SINGLE Pay Period: 9/14/2024	512.64
09/20/2024	EFTPS	FWT/FICA/MEDICARE CURRENT PAY FEDERAL WITHHOLDING TAX Pay Peri	50,417.93
09/20/2024	EFTPS	FWT/FICA/MEDICARE CURRENT PAY SOCIAL SECURITY Pay Period: 9/14/20	30,729.99
09/20/2024	EFTPS	FWT/FICA/MEDICARE CURRENT PAY SOCIAL SECURITY Pay Period: 9/14/20	30,729.99
09/20/2024	EFTPS	FWT/FICA/MEDICARE CURRENT PAY MEDICARE Pay Period: 9/14/2024	7,203.65
09/20/2024	EFTPS	FWT/FICA/MEDICARE CURRENT PAY MEDICARE Pay Period: 9/14/2024	7,203.65
09/23/2024	EMS MANAGEMENT & CONSULTANTS INC	AUGUST EMS BILLING	1,862.29
09/23/2024	ESTELA DIAZ	PROFESSIONAL FEES - INTERPRETER FEES	70.00
09/23/2024	FABIAN RUIZ	PROFESSIONAL FEES - INTERPRETER FEE	70.00
09/23/2024	FABIAN RUIZ	PROFESSIONAL FEES - INTERPRETER FEE	70.00
09/23/2024	FABIAN RUIZ	PROFESSIONAL FEES - INTERPRETER FEES	70.00
09/23/2024	FERGUSON ENTERPRISES INC	MAIN DRAIN VERT FLOAT SWITCH	61.38
09/23/2024	FERGUSON WATERWORKS	3/4" WATER METERS	52,800.00
09/23/2024	FERGUSON WATERWORKS	PLASTIC COCKING PINS FOR METER HEADS	50.99
09/23/2024	FERNO-WASHINGTON, INC	WHEELS FOR STAIRCHAIR	229.99
09/23/2024	FITZ LAWN CARE	NUISANCE ABATEMENT	150.00
09/23/2024	FREEDOM FIRST AID & SAFETY LLC	FIRST AID RESTOCK	121.35
09/23/2024	FREEDOM FIRST AID & SAFETY LLC	FIRST AID RESTOCK	60.67
09/23/2024	FREEDOM FIRST AID & SAFETY LLC	FIRST AID RESTOCK	60.68
09/23/2024	FREEDOM FIRST AID & SAFETY LLC	FIRST AID SUPPLIES	77.39

Date Paid	Vendor Name	Description	Amount Paid
09/23/2024	FREEDOM FIRST AID & SAFETY LLC	SAFETY EQUIPMENT	28.63
09/23/2024	FREEDOM FIRST AID & SAFETY LLC	SAFETY EQUIPMENT	28.63
09/23/2024	FREEDOM FIRST AID & SAFETY LLC	SAFETY EQUIPMENT	28.63
09/23/2024	FREEDOM FIRST AID & SAFETY LLC	SAFETY EQUIPMENT	28.61
09/23/2024	FREEDOM FIRST AID & SAFETY LLC	FIRST AID RESTOCK	42.39
09/23/2024	FREEDOM FIRST AID & SAFETY LLC	MINOR EQUIPMENT-FIRST AID KIT	91.55
09/23/2024	FREEDOM FIRST AID & SAFETY LLC	FIRST AID SUPPLIES	80.30
09/23/2024	GALLS LLC	UNIFORM ALLOW - S. THAYER	23.99
09/23/2024	GALLS LLC	UNIFORM ALLOW - C. OWEN	21.68
09/23/2024	GALLS LLC	UNIFORM ALLOWANCE	174.00
09/23/2024	GALLS LLC	UNIFORM ALLOW - J. NEILSEN	30.68
09/23/2024	GALLS LLC	NEW OFFICER UNIFORM - S. PITEO	210.19
09/23/2024	GOTO TECHNOLOGIES USA, INC	MISC SERVICE SUBSCR	800.00
09/23/2024	GRIMES ASPHALT & PAVING	COLD MIX	1,108.25
09/23/2024	GRIMES ASPHALT & PAVING	UPM	517.50
09/23/2024	GROUP CREATIVE SERVICES	GREENBELT ART CONSULTING SERVICES	1,500.00
09/23/2024	HI TOUCH BUSINESS SERVICES	OFFICE SUPPLIES	78.00
09/23/2024	HOME PEST CARE	YELLOWJACKET NESTS CAMPBELL PARK CONCESSIONS	175.00
09/20/2024	ICMA	LOAN REPAYMENT LOAN REPAYMENT Pay Period: 9/14/2024	743.99
09/20/2024	ICMA RETIREMENT CORP.#457	CURRENT PAY WITHHOLDING ICMA CITY OUT DEF COMP - Pay Period: 9/14/	6,707.37
09/20/2024	ICMA RETIREMENT CORP.#457	CURRENT PAY WITHHOLDING ICMA -DEF COMP Pay Period: 9/14/2024	11,100.42
09/20/2024	ICMA RETIREMENT CORP.#457	CURRENT PAY WITHHOLDING ICMA ROTH DEF COMP Pay Period: 9/14/2024	10,700.99
09/23/2024	INGRAM LIBRARY SERVICES	BOOKS-CHILDREN	70.69
09/23/2024	INGRAM LIBRARY SERVICES	BOOKS-HARBACH-CHILDREN	8.44
09/23/2024	INGRAM LIBRARY SERVICES	BOOKS-CHILDREN	29.70
09/23/2024	INGRAM LIBRARY SERVICES	BOOKS-YOUNG ADULT	11.49
09/23/2024	INGRAM LIBRARY SERVICES	BOOKS-CHILDREN	16.24
09/23/2024	INGRAM LIBRARY SERVICES	BOOKS-YOUNG ADULT	18.68
09/23/2024	INGRAM LIBRARY SERVICES	BOOKS-CHILDREN	421.16
09/23/2024	INGRAM LIBRARY SERVICES	BOOKS-HARBACH-CHILDREN	171.95
09/23/2024	INGRAM LIBRARY SERVICES	BOOKS-YOUNG ADULT	7.19
09/23/2024	INGRAM LIBRARY SERVICES	BOOKS-CHILDREN	41.74
09/23/2024	INGRAM LIBRARY SERVICES	BOOKS-HARBACH-CHILDREN	36.55
09/23/2024	INGRAM LIBRARY SERVICES	BOOKS-CHILDREN	97.67
09/23/2024	INGRAM LIBRARY SERVICES	BOOKS-CHILDREN	30.45
09/23/2024	INGRAM LIBRARY SERVICES	BOOKS-CHILDREN	5.99
09/23/2024	INGRAM LIBRARY SERVICES	BOOKS-CHILDREN	327.61
09/23/2024	INGRAM LIBRARY SERVICES	BOOKS-YOUNG ADULT	20.53
09/23/2024	INGRAM LIBRARY SERVICES	BOOKS-HARBACH-CHILDREN	95.30
09/23/2024	INGRAM LIBRARY SERVICES	BOOKS-HARBACH-YOUNG ADULT	33.68
09/23/2024	INGRAM LIBRARY SERVICES	BOOKS-CHILDREN	40.76
09/23/2024	INGRAM LIBRARY SERVICES	BOOKS-CHILDREN	20.11
09/23/2024	INGRAM LIBRARY SERVICES	BOOKS-HARBACH-CHILDREN	8.76
09/23/2024	INGRAM LIBRARY SERVICES	BOOKS-CHILDREN	120.48
09/23/2024	INGRAM LIBRARY SERVICES	BOOKS-HARBACH-CHILDREN	2.99
09/23/2024	INGRAM LIBRARY SERVICES	BOOKS-CHILDREN	123.21
09/23/2024	INTERSTATE ALL BATTERY CENTER	#745 BATTERY	196.85
09/23/2024	INTERSTATE ALL BATTERY CENTER	BATTERIES	21.40
09/23/2024	INTERSTATE ALL BATTERY CENTER	BATTERIES	21.40
09/23/2024	INTERSTATE ALL BATTERY CENTER	BATTERIES	21.40
09/23/2024	INTERSTATE ALL BATTERY CENTER	BATTERIES	21.40
09/23/2024	IOWA DOT	SIGNS	1,604.75
09/23/2024	IOWA INTERSTATE RAILROAD LTD	SIGNAL MAINT	674.80
09/23/2024	IOWA INTERSTATE RAILROAD LTD	SIGNAL MAINT	674.80
09/23/2024	IOWA INTERSTATE RAILROAD LTD	SIGNAL MAINT	674.80
09/23/2024	IOWA INTERSTATE RAILROAD LTD	SIGNAL MAINT	674.80
09/23/2024	IOWA INTERSTATE RAILROAD LTD	SIGNAL MAINT	674.80
09/23/2024	IOWA INTERSTATE RAILROAD LTD	SIGNAL MAINT	674.80

Date Paid	Vendor Name	Description	Amount Paid
09/23/2024	IOWA INTERSTATE RAILROAD LTD	SIGNAL MAINT	674.80
09/23/2024	IOWA INTERSTATE RAILROAD LTD	SIGNAL MAINT	674.80
09/23/2024	IOWA INTERSTATE RAILROAD LTD	SIGNAL MAINT	674.80
09/23/2024	IOWA INTERSTATE RAILROAD LTD	SIGNAL MAINT	674.80
09/23/2024	IOWA INTERSTATE RAILROAD LTD	SIGNAL MAINT	685.44
09/23/2024	IOWA INTERSTATE RAILROAD LTD	SIGNAL MAINT	685.44
09/23/2024	IOWA INTERSTATE RAILROAD LTD	SIGNAL MAINT	685.44
09/23/2024	IOWA INTERSTATE RAILROAD LTD	SIGNAL MAINT	685.44
09/23/2024	IOWA INTERSTATE RAILROAD LTD	SIGNAL MAINT	685.44
09/23/2024	IOWA INTERSTATE RAILROAD LTD	SIGNAL MAINT	685.44
09/23/2024	IOWA INTERSTATE RAILROAD LTD	SIGNAL MAINT	685.44
09/23/2024	IOWA INTERSTATE RAILROAD LTD	SIGNAL MAINT	685.44
09/23/2024	IOWA-DES MOINES SUPPLY INC	TRASH BAGS	372.20
09/20/2024	IPERS	CURRENT PAY IPERS WITHHOLDING IPERS RETIREMENT -FIRE Pay Period:	7,839.78
09/20/2024	IPERS	CURRENT PAY IPERS WITHHOLDING IPERS-REGULAR MEMBERS Pay Perio	19,859.78
09/20/2024	IPERS	CURRENT PAY IPERS WITHHOLDING IPERS-REGULAR MEMBERS Pay Perio	29,805.39
09/20/2024	IPERS	CURRENT PAY IPERS WITHHOLDING IPERS RETIREMENT -FIRE Pay Period:	5,229.41
09/23/2024	JOHNSTONE SUPPLY	ANNUAL PUMP GREASE MAINTENANCE	512.64
09/23/2024	LAURA MYERS	PROFESSIONAL FEES - POLYGRAPH EXAM	350.00
09/23/2024	LAURA MYERS	PROFESSIONAL FEES - POLYGRAPH EXAM	350.00
09/23/2024	LIBRARY FURNITURE INTERNATIONAL	MINOR EQUIPMENT	931.00
09/23/2024	LINARES-CRUZ, ESTEFANY JHOANY	PROFESSIONAL FEES - INTERPRETER	70.00
09/23/2024	LINDA MCCANN	MISC CONTR WORK	100.00
09/23/2024	LINDE GAS & EQUIPMENT INC	OXYGEN TANK RENTAL/REFILL	1,143.71
09/23/2024	LOGAN CONTRACTORS SUPPLY	UNIT #770	90,209.90
09/23/2024	LOGAN CONTRACTORS SUPPLY	STREET MAINT SUPPLIES	3,780.00
09/23/2024	LOGAN CONTRACTORS SUPPLY	STREET MAINT SUPPLIES	379.37
09/23/2024	LOGAN CONTRACTORS SUPPLY	ROLLER	165.00
09/23/2024	LOGAN CONTRACTORS SUPPLY	TAMPER RENTAL	187.00
09/23/2024	LOUNSBURY SAND & GRAVEL	TOP SOIL - ROW RESTORATION	423.47
09/23/2024	LOUNSBURY SAND & GRAVEL	TOP SOIL - ROW RESTORATION	831.36
09/23/2024	LYNN HAMMEL	TRAFFIC SUPPLIES	100.00
09/23/2024	MACQUEEN EQUIPMENT	EXCERCISER AND LUBE	8,250.00
09/23/2024	MACQUEEN EQUIPMENT	2 SCBA MASKS	853.95
09/23/2024	MARTIN BROS	CAC CONCESSIONS	675.29
09/10/2024	MAXIMUM EXPOSURE PRODUCTIONS	VIDEO PRODUCTION/VENEMA RETIRE-REHBERG PROMO	2,500.00
09/23/2024	MENARDS	PARK CONCRETE SUPPLIES	74.88
09/23/2024	MENARDS	SHOP SUPPLIES	15.07
09/23/2024	MENARDS	LANDSCAPE SUPPLIES	86.96
09/23/2024	MENARDS	CAC BASKETBALL HOOP POLISHING	50.89
09/23/2024	MENARDS	PARTS	73.71
09/23/2024	MENARDS	ELECTRICAL WIRING	20.26
09/23/2024	MENARDS	SPRAY FOAM	59.82
09/23/2024	MENARDS	U322 KNOX BOX PARTS	11.05
09/23/2024	MENARDS	LAUNDRY SOAP	53.83
09/23/2024	MENARDS	CAULKING	45.52
09/23/2024	MENARDS	INTAKE SUPPLIES	159.93
09/23/2024	MENARDS	INTAKE SUPPLIES	257.07
09/23/2024	MENARDS	STREET MAINT SUPPLIES	200.14
09/23/2024	MENARDS	RETURN STAIRCHAIR WHEELS	19.98-
09/23/2024	MENARDS	STATION SHELVING	197.26
09/23/2024	MENARDS	SHOP SUPPLIES	12.98
09/23/2024	MENARDS	SHOP SUPPLIES	6.98
09/23/2024	MENARDS	TRAFFIC SUPPLIES	22.02
09/23/2024	MENARDS	ANTI FREEZE CAC WINTERIZATION	179.40
09/23/2024	MENARDS	WOMENS SHOWER BRICK WALL REPAIR	18.95
09/23/2024	MENARDS	BUILDING SUPPLIES	25.55

Date Paid	Vendor Name	Description	Amount Paid
09/23/2024	MENARDS	BUILDING SUPPLIES	23.26
09/23/2024	MENARDS	BUILDING MAINT	6.54
09/23/2024	MENARDS	BUILDING REPAIR	20.99
09/23/2024	MENARDS	MOUSE TRAPS	26.97
09/23/2024	MENARDS	SCREWS FOR MTU INSTALLS	49.90
09/23/2024	MENARDS	CREDIT	9.99-
09/23/2024	MENARDS	DRIVER BITS FOR MTUS	9.99
09/23/2024	MENARDS	TRAINING SUPPLIES	56.94
09/23/2024	MENARDS	FIRE PREVENTION SUPPLIES	56.93
09/23/2024	MERCYONE CLIVE PHARMACY	EMS MEDICATION	106.60
09/23/2024	METRONET	INTERNET PS	1,216.61
09/23/2024	MIDAMERICAN ENERGY DAV	TRAFFIC LIGHTS	25.47
09/23/2024	MIDAMERICAN ENERGY DAV	TRAFFIC LIGHTS	28.06
09/23/2024	MIDAMERICAN ENERGY DAV	TRAFFIC LIGHTS	90.63
09/23/2024	MIDAMERICAN ENERGY DAV	ELEC/GAS SERVICE	2,281.74
08/31/2024	MIDWEST GROUP BENEFITS-	FLEX FUNDS	5,376.70
09/18/2024	MIDWEST GROUP BENEFITS-	Flex Admin Monthly- Apr/May/June	120.00
09/18/2024	MIDWEST GROUP BENEFITS-	Flex Admin Monthly- Apr/May/June	72.00
09/18/2024	MIDWEST GROUP BENEFITS-	Flex Admin Monthly- Apr/May/June	9.60
09/18/2024	MIDWEST GROUP BENEFITS-	Flex Admin Monthly- Apr/May/June	38.40
09/18/2024	MIDWEST GROUP BENEFITS-	Flex Admin Monthly- Apr/May/June	12.00
09/18/2024	MIDWEST GROUP BENEFITS-	Flex Admin Monthly- Apr/May/June	24.00
09/18/2024	MIDWEST GROUP BENEFITS-	Flex Admin Monthly- Apr/May/June	24.00
09/18/2024	MIDWEST GROUP BENEFITS-	Flex Admin Monthly- Apr/May/June	24.00
09/18/2024	MIDWEST GROUP BENEFITS-	Flex Admin Monthly- Apr/May/June	12.00
09/18/2024	MIDWEST GROUP BENEFITS-	Flex Admin Monthly- Apr/May/June	24.00
09/18/2024	MIDWEST GROUP BENEFITS-	Flex Admin Monthly- Apr/May/June	12.00
09/18/2024	MIDWEST GROUP BENEFITS-	Flex Admin Monthly- Apr/May/June	24.00
09/18/2024	MIDWEST GROUP BENEFITS-	Flex Admin Monthly- Apr/May/June	12.00
09/18/2024	MIDWEST GROUP BENEFITS-	Flex Admin Monthly- Apr/May/June	60.00
09/18/2024	MIDWEST GROUP BENEFITS-	Flex Admin Monthly- Apr/May/June	12.00
09/18/2024	MIDWEST GROUP BENEFITS-	Flex Admin Monthly- Apr/May/June	12.00
09/18/2024	MIDWEST GROUP BENEFITS-	Flex Admin Monthly- Apr/May/June	24.00
09/18/2024	MIDWEST GROUP BENEFITS-	Flex Admin Monthly- Apr/May/June	12.00
09/18/2024	MIDWEST GROUP BENEFITS-	Flex Admin Monthly- Apr/May/June	24.00
09/23/2024	MIRACLE RECREATION EQUIP CO	PLAYGROUND EQUIPMENT	3,939.77
09/23/2024	MISTER CAR WASH	CAR WASHES	234.28
09/23/2024	MOTOROLA SOLUTIONS INC	REMOTE SPEAKER (30) NEW RADIOS	15,483.30
09/23/2024	MTI DISTRIBUTING INC	VENTRAC OIL	171.72
09/23/2024	MTI DISTRIBUTING INC	GROUPS MAINT	686.76
09/20/2024	MUNICIPAL FIRE & POLICE	CURRENT PAY WITHHOLDING MUNICIPAL FIRE & POLICE RETIRE Pay Perio	22,070.32
09/20/2024	MUNICIPAL FIRE & POLICE	CURRENT PAY WITHHOLDING MUNICIPAL FIRE & POLICE RETIRE Pay Perio	9,155.34
09/23/2024	NAPA DISTRIBUTION CENTER	VEHICLE MAINT	107.88
09/23/2024	NAPA DISTRIBUTION CENTER	EQUIPMENT MAINT	16.18
09/23/2024	NAPA DISTRIBUTION CENTER	DEF	305.00
09/23/2024	NETWORKS	SWITCH MAINT	2,177.35
09/23/2024	NETWORKS	PW WIFI LICENSE	2,965.34
09/23/2024	NETWORKS	SOFTWARE SUBSCR	19.25
09/23/2024	NORTHLAND PRODUCTS CO	CREDIT	18.00-
09/23/2024	NORTHLAND PRODUCTS CO	PARTS	172.40
09/23/2024	ONE SOURCE	BACKGROUND CHECKS	175.00
09/23/2024	P & P SMALL ENGINES INC	POLE SAW PARTS	111.98
09/23/2024	P & P SMALL ENGINES INC	POLE SAW PARTS	58.98
09/23/2024	PAYPAL INC VPS	DATA PROCESSING-ECOMMERCE	54.10
09/23/2024	PER MAR SECURITY SERVICES	ANOLOG TO DIGITAL UP GRADE	1,929.60
09/23/2024	PER MAR SECURITY SERVICES	ANOLOG TO DIGITAL UP GRADE	1,033.56
09/23/2024	PFM ASSET MANAGEMENT LLC	2019A ARBITRAGE REPORT	2,500.00
09/23/2024	PLAYAWAY PRODUCTS LLC	YOUTH MEDIA	24.99

Date Paid	Vendor Name	Description	Amount Paid
09/23/2024	PLAYAWAY PRODUCTS LLC	YOUTH MEDIA	24.99
09/23/2024	PLAYAWAY PRODUCTS LLC	YOUTH MEDIA	281.18
09/23/2024	PLEXA	MEMBERSHIP DUES	20.00
09/23/2024	POLE PAINTING PLUS	DECORATIVE STREET LIGHT PAINTING	9,000.00
09/23/2024	POLK COUNTY TREASURER	POLK COUNTY TREASURER-BLOOD DRAWS	300.00
08/31/2024	PROFESSIONAL SOLUTIONS	Clover CC Fees	3,719.85
09/23/2024	QUICK SUPPLY CO	ROW RESTORATION	89.00
09/23/2024	QUICK SUPPLY CO	ROW RESTORATION	89.00
09/23/2024	QUICK SUPPLY CO	ROW RESTORATION	89.00
09/23/2024	QUICK SUPPLY CO	ROW RESTORATION	89.00
09/23/2024	QUICK SUPPLY CO	ROW RESTORATION	593.60
09/23/2024	RANGEMASTERS	UNIFORM ALLOW - D. TOWNES	87.38
09/23/2024	RANGEMASTERS	UNIFORM ALLOW - D. TOWNES	133.91
09/23/2024	RANGEMASTERS	UNIFORM ALLOW - D. TOWNES	63.64
09/23/2024	RANGEMASTERS	UNIFORM ALLOW - A. BOES	294.46
09/23/2024	REAMS SPRINKLER SUPPLY	GROUND MAINT	181.17
09/23/2024	REB SERVICES	REFUND DEPOSIT	1,694.04
09/18/2024	RELIANCE STANDARD LIFE INSURANCE	Life, LTD, AD&D -Aug	380.21
09/18/2024	RELIANCE STANDARD LIFE INSURANCE	Life, LTD, AD&D -Aug	348.55
09/18/2024	RELIANCE STANDARD LIFE INSURANCE	Life, LTD, AD&D -Aug	183.92
09/18/2024	RELIANCE STANDARD LIFE INSURANCE	Life, LTD, AD&D -Aug	452.73
09/18/2024	RELIANCE STANDARD LIFE INSURANCE	Life, LTD, AD&D -Aug	140.39
09/18/2024	RELIANCE STANDARD LIFE INSURANCE	Life, LTD, AD&D -Aug	225.77
09/18/2024	RELIANCE STANDARD LIFE INSURANCE	Life, LTD, AD&D -Aug	181.76
09/18/2024	RELIANCE STANDARD LIFE INSURANCE	Life, LTD, AD&D -Aug	60.43
09/18/2024	RELIANCE STANDARD LIFE INSURANCE	Life, LTD, AD&D -Aug	128.78
09/18/2024	RELIANCE STANDARD LIFE INSURANCE	Life, LTD, AD&D -Aug	132.02
09/18/2024	RELIANCE STANDARD LIFE INSURANCE	Life, LTD, AD&D -Aug	80.15
09/18/2024	RELIANCE STANDARD LIFE INSURANCE	Life, LTD, AD&D -Aug	239.94
09/18/2024	RELIANCE STANDARD LIFE INSURANCE	Life, LTD, AD&D -Aug	30.33
09/18/2024	RELIANCE STANDARD LIFE INSURANCE	Life, LTD, AD&D -Aug	17.00
09/18/2024	RELIANCE STANDARD LIFE INSURANCE	Life, LTD, AD&D -Aug	121.04
09/18/2024	RELIANCE STANDARD LIFE INSURANCE	Life, LTD, AD&D -Aug	185.94
09/18/2024	RELIANCE STANDARD LIFE INSURANCE	Life, LTD, AD&D -Aug	414.59
09/18/2024	RELIANCE STANDARD LIFE INSURANCE	Life, LTD, AD&D -Aug	113.99
09/18/2024	RELIANCE STANDARD LIFE INSURANCE	Life, LTD, AD&D -Aug	103.61
09/18/2024	RELIANCE STANDARD LIFE INSURANCE	Life, LTD, AD&D -Aug	149.56
09/18/2024	RELIANCE STANDARD LIFE INSURANCE	Life, LTD, AD&D -Aug	34.31
09/20/2024	RELIANCE STANDARD LIFE INSURANCE	VOL LIFE INSURANCE Pay Period: 9/14/2024	1,201.27
09/23/2024	ROCKY MOUNTAIN ACCREDITATION NETWORK	MEMBERSHIP DUES	175.00
09/23/2024	SHREDDER, THE	DOCUMENT DESTRUCTION	72.00
09/23/2024	SHREDDER, THE	DOCUMENT DESTRUCTION	72.00
09/23/2024	STATE HYGENIC LABORATORY	TESTING	771.50
09/23/2024	STEAM STARZ LLC	CONTRACT WORK- CHILDREN	175.00
09/23/2024	STERNQUIST CONSTRUCTION INC	HICKMAN RD/NW 161ST ST PAY REQ 5	137,396.29
09/23/2024	STONE CROSS LAWN AND LANDSCAPE LLC	CONTRACT MOWING	23,600.00
09/23/2024	STONE CROSS LAWN AND LANDSCAPE LLC	CONTRACT MOWING	18,880.00
09/23/2024	STRYKER SALES CORP	2 AED'S	4,344.44
09/23/2024	STUART VETERINARY CLINIC	GROUPS-GOATS	285.87
09/23/2024	SWAIM APPRAISAL SERVICES	APPRAISAL 1393 NW 78TH ST	400.00
09/23/2024	SWAIM APPRAISAL SERVICES	APPRAISAL	400.00
09/23/2024	SWAIM APPRAISAL SERVICES	APPRAISAL	400.00
09/23/2024	SWAIM APPRAISAL SERVICES	APPRAISAL	400.00
09/23/2024	TIMECLOCK PLUS, LLC	SCHEDULING SUBSCRIPTION	5,287.05
09/23/2024	TITAN MACHINERY	#784 REPAIR	16.50
09/23/2024	TOP RAIL FENCE DES MOINES	WALNUT RIDGE TENNIS COURT IMPROVEMENTS	2,300.00
09/20/2024	TREAS - STATE OF IA WH TAX	STATE WITHHOLDING STATE WITHHOLDING TAX Pay Period: 9/14/2024	27,848.00
08/31/2024	TREASURER STATE OF IOWA	WATER EXCISE TAX	28,533.42

Date Paid	Vendor Name	Description	Amount Paid
08/31/2024	TREASURER STATE OF IOWA	UTILITY SALES TAX	9,365.64
08/31/2024	TREASURER STATE OF IOWA	REC SALES TAX	541.45
08/31/2024	TREASURER STATE OF IOWA	AQUATICS SALES TAX	5,548.63
09/23/2024	TRIPLETT OFFICE SOLUTIONS	MISC SUPPLIES-BACK TO SCHOOL FESTIVAL	843.35
09/23/2024	TRIPLETT OFFICE SOLUTIONS	MISC SUPPLIES	534.62
09/18/2024	TRUENORTH COMPANIES LC	Benefits- Consult Fee (September)	589.00
09/18/2024	TRUENORTH COMPANIES LC	Benefits- Consult Fee (September)	152.00
09/18/2024	TRUENORTH COMPANIES LC	Benefits- Consult Fee (September)	106.40
09/18/2024	TRUENORTH COMPANIES LC	Benefits- Consult Fee (September)	292.60
09/18/2024	TRUENORTH COMPANIES LC	Benefits- Consult Fee (September)	133.00
09/18/2024	TRUENORTH COMPANIES LC	Benefits- Consult Fee (September)	76.00
09/18/2024	TRUENORTH COMPANIES LC	Benefits- Consult Fee (September)	95.00
09/18/2024	TRUENORTH COMPANIES LC	Benefits- Consult Fee (September)	19.00
09/18/2024	TRUENORTH COMPANIES LC	Benefits- Consult Fee (September)	38.00
09/18/2024	TRUENORTH COMPANIES LC	Benefits- Consult Fee (September)	209.00
09/18/2024	TRUENORTH COMPANIES LC	Benefits- Consult Fee (September)	57.00
09/18/2024	TRUENORTH COMPANIES LC	Benefits- Consult Fee (September)	38.00
09/18/2024	TRUENORTH COMPANIES LC	Benefits- Consult Fee (September)	95.00
09/18/2024	TRUENORTH COMPANIES LC	Benefits- Consult Fee (September)	171.00
09/18/2024	TRUENORTH COMPANIES LC	Benefits- Consult Fee (September)	95.00
09/18/2024	TRUENORTH COMPANIES LC	Benefits- Consult Fee (September)	76.00
09/18/2024	TRUENORTH COMPANIES LC	Benefits- Consult Fee (September)	209.00
09/18/2024	TRUENORTH COMPANIES LC	Benefits- Consult Fee (September)	57.00
09/18/2024	TRUENORTH COMPANIES LC	Benefits- Consult Fee (September)	19.00
09/18/2024	TRUENORTH COMPANIES LC	Benefits- Consult Fee (September)	76.00
09/18/2024	TRUENORTH COMPANIES LC	Benefits- Consult Fee (September)	57.00
09/18/2024	TRUENORTH COMPANIES LC	Benefits- Consult Fee (September)	19.00
09/18/2024	TRUENORTH COMPANIES LC	Benefits- Consult Fee (October)	38.00
09/18/2024	TRUENORTH COMPANIES LC	Benefits- Consult Fee (October)	209.00
09/18/2024	TRUENORTH COMPANIES LC	Benefits- Consult Fee (October)	95.00
09/18/2024	TRUENORTH COMPANIES LC	Benefits- Consult Fee (October)	171.00
09/18/2024	TRUENORTH COMPANIES LC	Benefits- Consult Fee (October)	95.00
09/18/2024	TRUENORTH COMPANIES LC	Benefits- Consult Fee (October)	76.00
09/18/2024	TRUENORTH COMPANIES LC	Benefits- Consult Fee (October)	95.00
09/18/2024	TRUENORTH COMPANIES LC	Benefits- Consult Fee (October)	19.00
09/18/2024	TRUENORTH COMPANIES LC	Benefits- Consult Fee (October)	19.00
09/18/2024	TRUENORTH COMPANIES LC	Benefits- Consult Fee (October)	76.00
09/18/2024	TRUENORTH COMPANIES LC	Benefits- Consult Fee (October)	57.00
09/18/2024	TRUENORTH COMPANIES LC	Benefits- Consult Fee (October)	19.00
09/18/2024	TRUENORTH COMPANIES LC	Benefits- Consult Fee (October)	57.00
09/18/2024	TRUENORTH COMPANIES LC	Benefits- Consult Fee (October)	38.00
09/18/2024	TRUENORTH COMPANIES LC	Benefits- Consult Fee (October)	106.40
09/18/2024	TRUENORTH COMPANIES LC	Benefits- Consult Fee (October)	292.60
09/18/2024	TRUENORTH COMPANIES LC	Benefits- Consult Fee (October)	133.00
09/18/2024	TRUENORTH COMPANIES LC	Benefits- Consult Fee (October)	76.00
09/18/2024	TRUENORTH COMPANIES LC	Benefits- Consult Fee (October)	209.00
09/18/2024	TRUENORTH COMPANIES LC	Benefits- Consult Fee (October)	57.00
09/18/2024	TRUENORTH COMPANIES LC	Benefits- Consult Fee (October)	589.00
09/18/2024	TRUENORTH COMPANIES LC	Benefits- Consult Fee (October)	152.00
09/20/2024	UNITED WAY	CURRENT PAY WITHHOLDING UNITED WAY Pay Period: 9/14/2024	162.12
09/23/2024	VAN METER INC	TRAFFIC SUPPLIES	20.72
09/23/2024	VERIZON	DATA PLANS	1,602.84
09/23/2024	VESTIS	UNIFORMS	20.15
09/23/2024	VESTIS	UNIFORMS	61.23
09/23/2024	VESTIS	UNIFORMS	53.70
09/23/2024	VESTIS	UNIFORMS	96.22
09/23/2024	VESTIS	UNIFORMS	20.15
09/23/2024	VESTIS	UNIFORMS	53.70

Date Paid	Vendor Name	Description	Amount Paid
09/23/2024	VESTIS	UNIFORMS	53.70
09/23/2024	VESTIS	UNIFORMS	96.22
09/23/2024	VISTA REAL ESTATE & INVESTMENT CORP	NUISANCE ABATEMENT	975.00
09/23/2024	WEST DES MOINES WATER WORKS	WATER FACILITIES	214.73
09/23/2024	WESTSIDE APPLIANCE PARTS	WASHING MACHINE REPAIR	13.08
09/23/2024	WESTSIDE APPLIANCE PARTS	WASHING MACHINE REPAIR	13.08
09/23/2024	WESTSIDE APPLIANCE PARTS	WASHING MACHINE REPAIR	13.08
09/23/2024	WESTSIDE APPLIANCE PARTS	WASHING MACHINE REPAIR	13.08
09/23/2024	WEX BANK	FUEL	207.20
09/23/2024	WEX BANK	FUEL	87.69
09/23/2024	WEX BANK	FUEL	1,686.36
09/23/2024	WEX BANK	FUEL	804.06
09/23/2024	WEX BANK	FUEL	2,687.77
09/23/2024	WEX BANK	FUEL	6,184.47
09/23/2024	WEX BANK	FUEL	394.83
09/23/2024	WEX BANK	FUEL	1,012.28
09/23/2024	WEX BANK	FUEL	1,427.86
09/23/2024	WEX BANK	FUEL	1,352.73
09/23/2024	WEX BANK	FUEL	1,381.63
09/23/2024	WEX BANK	FUEL	240.38
09/23/2024	WEX BANK	FUEL	536.06
09/23/2024	WEX BANK	FUEL	600.00
09/23/2024	ZIMCO SUPPLY CO	ROW RESTORATION	25.00
09/23/2024	ZIMCO SUPPLY CO	ROW RESTORATION	25.00
09/23/2024	ZIMCO SUPPLY CO	ROW RESTORATION	25.00
09/23/2024	ZIMCO SUPPLY CO	ROW RESTORATION	25.00
09/23/2024	ZIMCO SUPPLY CO	ROW RESTORATION	25.00
09/23/2024	ZIMCO SUPPLY CO	CHEMICAL HERBICIDES	847.00
Grand Totals:			<u>1,732,845.27</u>



Memo

TO: Mayor and Council members

FROM: Matthew Graham, City Clerk

DATE: September 26, 2024

RE: Approve Retail Alcohol Sales License Ownership Update - Ducktail Lounge - 1809 NW 86th Street

SYNOPSIS:

Staff recommends approval

Attachments:

1. Ducktail Lounge 03_01_2024 - Ownership Update



Memo

TO: Mayor and Council members

FROM: Dennis Harken, Information Technology Manager

DATE: September 26, 2024

RE: Resolution Approving Change Order - RingCentral - Phone System Migration to Cloud Services - \$1,164.00

SYNOPSIS:

In the process of building out our new RingCentral phone service platform, some minimal additional monthly charges are required for added phone lines.

Attached is the resolution approving the change order with **RingCentral**. The total annual cost of **\$1,164 (\$97.00 per month increase)**.

The costs associated with this purchase and installation will be funded by existing resources in the Technology Services operating budget. Technology Services staff are recommending the approval of this new implementation and services from RingCentral.

Attachments:

1. Change Order Resolution
2. Change Order 1

RESOLUTION APPROVING CHANGE ORDER NO. 1
FOR ADDITIONAL RINGCENTRAL RECURRING MONTHLY COSTS

WHEREAS, the City staff has determined that it is necessary to make the changes set forth in Change Order No. 1 to the contract with RingCentral in regard to the new phone system platform 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 RingCentral, is hereby approved and accepted by this City Council and the Mayor is hereby authorized and directed to execute said agreement on behalf of the City, and the City Clerk is hereby authorized and directed to attest to the signature of the Mayor to same.

PASSED AND APPROVED THIS _____ day of _____, 2024.

By: _____
John Edwards, Mayor

ATTEST:

By: _____
Matthew D. Graham, City Clerk



CHANGE ORDER FORM

This Change Order Form (“**Change Order**”), amends the previous Order Forms placed under the agreement between RingCentral, Inc. (“**RingCentral**”) and **City of Clive** (“**Customer**” or “**You**”) (together the “**Parties**”), for the purchase of the Services, licenses, and products listed herein. This Change Order is subject to and incorporates the terms and conditions of: (i) the separate written agreement, executed by the Parties governing the purchase of the Services described in this Change Order, or (ii) the RingCentral Online Terms of Service available at <https://www.ringcentral.com/legal/eulatos.html>, if there is no written agreement in place (hereinafter (i) and (ii) referred to as the “**Agreement**”). The Parties agree to amend the quantities, Services, products, pricing and terms specifically set forth below. All other terms and conditions not expressly contained herein shall remain unchanged and in full effect. Capitalized terms not defined herein shall have the same meanings as set forth in the applicable Agreement between the Parties. Unless agreed by both Parties in writing, any terms or conditions set forth in a Customer-issued purchase order or ordering document shall not apply.

Please note that RingCentral MVP is now RingEX. All references to “RingCentral MVP”, whether in terms of service, advertising or product descriptions, mean “RingEX”.

Customer

City of Clive

1900 NW 114th St
Clive, IA 50325
United States

Dennis Harken

dharken@cityofclive.com
Customer UID: 908543035

Service Provider

RingCentral, Inc.

20 Davis Drive
Belmont, CA 94002
United States

Any new Services ordered under this Change Order will begin on the Start Date set forth below and will run coterminously with the Initial Term and Renewal Term previously agreed between the Parties, unless modified. Billing for incremental services will commence on the Start Date and will be invoiced on the same billing cycles as any preexisting Services. Other fee adjustments may not be effective until your next monthly service cycle.

Service Commitment Period

Start Date for Items Added in this Change Order: Effective as of the last date of signature below.

Initial Term: 60 Months Starting on July 29, 2024

Renewal Term: 12 Months

Payment Schedule: Previous: Monthly, New: Monthly

RingEX Services

Recurring Services						
Summary of Service	Existing Qty	Additional Qty (+/-)	Total Qty	Rate	Change in Service	Subtotal
DigitalLine Unlimited Advanced	148	0	148	\$16.50	\$0.00	\$2,442.00
DigitalLine Unlimited Advanced				\$12.00		
Compliance and Administrative Cost Recovery Fee				\$3.50		
e911 Service Fee				\$1.00		
Common Phone Advanced	0	8	8	\$4.50	\$36.00	\$36.00
Common Phone Advanced				\$0.00		
Compliance and Administrative Cost Recovery Fee				\$3.50		
e911 Service Fee				\$1.00		
Additional Local Number	0	61	61	\$1.00	\$61.00	\$61.00
Monthly Recurring Services*						\$2,539.00

Please note that if you downgrade or upgrade your entire RingEX plan (i.e, from Standard to Premium, or Advanced to Core), your previous plan will not show on this change order, only your new plan will be shown.

Total Initial Amount	\$2,539.00
-----------------------------	-------------------

*Amounts are exclusive of applicable Taxes, Fees, and Shipping Charges.

Cost Center Billing

For customers with cost center billing, it is the customer's responsibility to provide cost center allocation information to RingCentral at least 10 days prior to the issuance of the invoice. After the information is received, it will be reflected on future invoices, but will not be adjusted retroactively on past invoices. If purchasing additional services through the administrative portal, it is the customer's responsibility to assign cost centers at the time of purchase; otherwise, those services will not be allocated by cost center on the next invoice. Please note that cost center allocation is not available for certain items, such as minute bundles and credit memos. For additional questions, please contact the RingCentral invoice billing team at billingsupport@ringcentral.com.

Add-on Services. Customer is responsible for reviewing additional terms and conditions that may apply to RingCentral add-on services (where available) and certain Advanced Support Services listed on this order form, and which are available at <https://www.ringcentral.com/legal/add-on-services.html>.

IN WITNESS WHEREOF, the Parties have executed this Change Order Form above through their duly authorized representatives.

Customer
City of Clive

RingCentral
RingCentral, Inc.



By: _____
Name: _____
Title: _____
Date: _____

By: _____
Name: Matt Foosaner
Title: RVP of Public Sector Sales
Date: _____

In Process



Memo

TO: Mayor and Council members

FROM: Jim Hagelie, Engineering Services Administrator

DATE: September 26, 2024

RE: Approve Pay Request #3 - Des Moines Asphalt and Paving - 2024
Residential HMA Pavement Rehabilitation Project - \$77,159.48

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 #3 - \$77,159.48

A breakdown of the contract status is as follows:

Contract Amount	-	\$508,646.30
Paid to Date	-	<u>\$432,975.13</u>
Contract Remaining	-	\$ 75,671.17

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

Attachments:

1. Pay Request #3



City of Clive

Payment Invoice

2024 RESIDENTIAL HMA PAVEMENT REHABILITATION PROJECT

Description	HMA OVERLAY WITH SOME FULL DEPTH PATCHING, INTAKE REPLACEMENT, AND SIDEWALK REPLACEMENT
Payment Number	3
Pay Period	07/28/2024 to 09/14/2024
Approval Date	09/26/2024
Prime Contractor	Des Moines Asphalt and Paving 5550 NE 22nd St. , PO BOX 3365 Des Moines, IA 50316
Payment Status	Pending
Awarded Project Amount	\$508,646.30
Authorized Amount	\$508,646.30

Line Number	Item	Unit	Current Paid Quantity	Unit Price	Amount
Section: 1 Description					
0040	24-004	EACH	8.000	\$2,450.000	\$19,600.00
MANHOLE ADJUSTMENT, MINOR					
0060	24-006	LF	363.000	\$30.000	\$10,890.00
CURB AND GUTTER, PCC, 3.0'					
0110	24-011	SY	240.000	\$15.000	\$3,600.00
REMOVAL OF SIDEWALK					
0120	24-012	LF	363.000	\$13.000	\$4,719.00
REMOVAL OF CURB					
0130	24-013	SY	110.300	\$55.000	\$6,066.50
SIDEWALK, PCC, 4"					
0140	24-014	SY	122.000	\$75.000	\$9,150.00
Project Total:					\$81,220.50

Line Number	Item	Unit	Current Paid Quantity	Unit Price	Amount
SIDEWALK, PCC, 6"					
0150	24-015	SF	200.000	\$50.000	\$10,000.00
DETECTABLE WARNING					
0190	24-019	LS	0.250	\$13,500.000	\$3,375.00
TEMPORARY TRAFFIC CONTROL					
0250	24-025	LS	1.000	\$2,380.000	\$2,380.00
CONSTRUCTION SURVEY					
0300	24-030	EACH	4.000	\$2,450.000	\$9,800.00
MANHOLE ADJUSTMENT, MINOR					
0390	24-039	LS	0.250	\$6,560.000	\$1,640.00
TEMPORARY TRAFFIC CONTROL					
					Section Total: \$81,220.50
					Project Total: \$81,220.50

Summary

Current Approved Work:	\$81,220.50	Approved Work To Date:	\$455,763.29
Current Stockpile Advancement:	\$0.00	Stockpile Advancement To Date:	\$0.00
Current Stockpile Recovery:	\$0.00	Stockpile Recovery To Date:	\$0.00
Current Retainage:	\$4,061.02	Retainage To Date:	\$22,788.16
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:	\$77,159.48	Payments To Date:	\$432,975.13
Previous Payment:	\$263,247.65	Previous Payments To Date:	\$355,815.65

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



Memo

TO: Mayor and Council members

FROM: Richard Brown, Leisure Services Director

DATE: September 26, 2024

RE: Approve Pay Request #4 - DCI Group - Greenbelt Landing Project in the amount of \$4,385.00

SYNOPSIS:

Staff is recommending approval of Pay Request #4 to DCI for the work completed to date on preconstruction for the Greenbelt Landing project.

Attachments:

1. DCI Pay Request #4



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

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

Date: 8/31/2024
Invoice #: 23-046-04

Project:
Greenbelt Landing

CM Services Completed:
June - August 2024

Description	Amount
Pre-Con Staff - Sr. Project Manager	\$ 2,530.00
Pre-Con Staff - Project Engineer	\$ 1,120.00
Pre-Con Staff - Project Superintendent	\$ 735.00
TOTAL DUE:	<u>\$ 4,385.00</u>

By: _____



Memo

TO: Mayor and Council members

FROM: Jim Hagelie, Engineering Services Administrator

DATE: September 26, 2024

RE: Approve Pay Request #5 - Sternquist Construction - Hickman Road & NW 161st Street Phase 2 Intersection Improvement Project - \$137,396.29

SYNOPSIS:

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

Pay Estimate #5 - \$137,396.29

A breakdown of the contract status is as follows:

Contract Amount	-	\$559,455.00
Paid to Date	-	<u>\$516,614.18</u>
Contract Remaining	-	\$ 42,840.82

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

Attachments:

1. Pay Request #5



City of Clive

Payment Invoice

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

Description	WIDEN LEGACY POINTE TO CREATE A BOULEVARD
Payment Number	5
Pay Period	08/11/2024 to 09/14/2024
Approval Date	09/26/2024
Prime Contractor	STERNQUIST CONSTRUCTION INDIANOLA, IA
Payment Status	Pending
Awarded Project Amount	\$559,455.00
Authorized Amount	\$559,455.00

Line Number	Item	Unit	Current Paid Quantity	Unit Price	Amount
Section: 1 Description					
0030	24-003	CY	161.000	\$44.350	\$7,140.35
TOPSOIL, COMPOST AMENDED, ON-SITE					
0080	24-008	LS	1.000	\$39,780.000	\$39,780.00
STORMWATER CELLS					
0110	24-011	LF	498.000	\$20.400	\$10,159.20
SUBDRAIN, CASE B, TYPE1, 6 INCH					
0120	24-012	EACH	5.000	\$535.500	\$2,677.50
SUBDRAIN CLEANOUT, A-1, 6 INCH					
0130	24-013	EACH	3.000	\$229.500	\$688.50
SUBDRAIN OUTLETS AND CONNECTIONS, 6 INCH					
0180	24-018	EACH	8.000	\$1,428.000	\$11,424.00
INTAKE, CURB INLET					
Project Total:					\$144,627.67

Line Number	Item	Unit	Current Paid Quantity	Unit Price	Amount
0190	24-019	EACH	8.000	\$739.500	\$5,916.00
	INJECTION WELL				
0200	24-020	EACH	1.000	\$816.000	\$816.00
	INTAKE ADJUSTMENT, MINOR				
0210	24-021	EACH	1.000	\$1,530.000	\$1,530.00
	MANHOLE ADJUSTMENT, MAJOR				
0230	24-023	SY	326.000	\$75.500	\$24,613.00
	PAVEMENT, PCC, 8 INCH, MODIFIED C-SUD				
0260	24-026	SY	304.000	\$45.900	\$13,953.60
	SIDEWALK, PCC, 4 IN.				
0270	24-027	SY	26.400	\$91.800	\$2,423.52
	SIDEWALK, PCC, 6IN.				
0280	24-028	SF	62.000	\$66.300	\$4,110.60
	DETECTABLE WARNINGS, CAST IRON, NATURAL FINISH				
0310	24-031	LS	0.500	\$18,775.000	\$9,387.50
	TRAFFIC SIGNALS				
0320	24-032	STA	17.000	\$204.000	\$3,468.00
	PAINTED PAVEMENT MARKINGS, HIGH BUILD				
0330	24-033	EACH	2.000	\$102.000	\$204.00
	PAINTED SYMBOLS AND LEGENDS, HIGH-BUILD				
0340	24-034	STA	17.000	\$163.000	\$2,771.00
	GROOVES CUT FOR PAVEMENT MARKINGS				
0350	24-035	EACH	2.000	\$204.000	\$408.00
	GROVES CUT FOR SYMBOLS AND LEGENDS				
0390	24-039	ACRE	0.300	\$10,200.000	\$3,060.00
	HYDRO. SEED, FERTILIZING, AND MULCHING, TYPE 1				
0410	24-041	LF	38.000	\$2.550	\$96.90
	FILTER SOCK, 12 INCH				
				Section Total: \$144,627.67	
				Project Total: \$144,627.67	

Summary

Current Approved Work:	\$144,627.67	Approved Work To Date:	\$543,804.40
Current Stockpile Advancement:	\$0.00	Stockpile Advancement To Date:	\$0.00
Current Stockpile Recovery:	\$0.00	Stockpile Recovery To Date:	\$0.00
Current Retainage:	\$7,231.38	Retainage To Date:	\$27,190.22
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:	\$137,396.29	Payments To Date:	\$516,614.18
Previous Payment:	\$222,168.40	Previous Payments To Date:	\$379,217.89

Mayor, City of Clive

Date

Project Engineer, Jim Hagelie

Date

Field Engineer, Nolan Daft

Date

Contractor, Sternquist Construction

Date



Memo

TO: Mayor and Council members

FROM: Jim Hagelie, Engineering Services Administrator

DATE: September 26, 2024

RE: Approve Pay Request #5 - The Concrete Company - 2024 Residential
PCC Pavement Rehabilitation Project - \$6,650.00

SYNOPSIS:

Staff is recommending approval of a Pay Request to The Concrete Company for work performed on the above referenced project.

Pay Estimate #5 - \$6,650.00

A breakdown of the contract status is as follows:

Contract Amount	-	\$690,458.75
Paid to Date	-	<u>\$627,608.47</u>
Retainage Remaining	-	\$ 62,850.28

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

Attachments:

1. Pay Request #5

PAY REQUEST #5

Owner: City of Clive
1900 NW 114th Street
Clive, IA 50325

Contractor: The Concrete Contracting Co.
5128 NW Beaver Drive
Grimes, IA 50111

Project Title	2024 Residential PCC Pavement Rehab Project	
Clive Project File Number	476	
Amount Due This Pay Request	\$6,650.00	
Orig. Contract Amount & Date	\$591,506.25	2/8/24
Estimated Completion Date	8/23/24	
Pay Period	7/28/2024 - 9/14/2024	
Pay Request Number	#5	
Date	September 19, 2024	

BID ITEMS							
Item No.	Description	Unit	Est. Qty	Unit Price	Extended Price	Quantity Completed	Value Completed
	BASE BID						
1	Patch, Full Depth Repair	SY	4,498.3	\$90.00	\$404,847.00	4,498.3	\$404,847.00
2	Subgrade Repair	Ton	375.0	\$25.00	\$9,375.00	375.0	\$9,375.00
3	Storm Sewer, Trenched, RCP, 15"	LF	48.0	\$165.00	\$7,920.00	32.0	\$5,280.00
4	Storm Sewer Abandonment, Fill and Plug, 15"	LF	30.0	\$95.00	\$2,850.00	30.0	\$2,850.00
5	Connection to Existing Pipe, 15"	Each	1.0	\$2,850.00	\$2,850.00	1.0	\$2,850.00
6	Intake, SW-505	Each	2.0	\$7,500.00	\$15,000.00	2.00	\$15,000.00
7	Intake Adjustment, Minor	Each	1.0	\$2,000.00	\$2,000.00	1.0	\$2,000.00
8	Remove Manhole	Each	1.0	\$2,500.00	\$2,500.00		
9	Remove Intake, SW-510	Each	1.0	\$2,000.00	\$2,000.00	1.0	\$2,000.00
10	Water Valve Adjustment	Each	3.0	\$750.00	\$2,250.00	3.0	\$2,250.00
11	Removal of Sidewalk	SY	279.2	\$20.00	\$5,584.00	279.2	\$5,584.00
12	Removal of Curb	LF	61.0	\$15.00	\$915.00	54.0	\$810.00
13	Curb and Gutter, PCC, 2.0'	LF	61.0	\$60.00	\$3,660.00	54.0	\$3,240.00
14	Sidewalk, PCC, 4"	SY	188.1	\$85.00	\$15,988.50	188.1	\$15,988.50
15	Sidewalk, PCC, 6"	SY	106.8	\$105.00	\$11,214.00	106.8	\$11,214.00
16	Detectable Warning	SF	175.0	\$65.00	\$11,375.00	163.0	\$10,595.00
17	Temporary Traffic Control	LS	1.0	\$15,000.00	\$15,000.00	1.0	\$15,000.00
18	Mobilization	LS	1.0	\$20,000.00	\$20,000.00	1.0	\$20,000.00
19	Primary Slurry Control	LS	1.0	\$8,000.00	\$8,000.00	1.0	\$8,000.00
20	Secondary Slurry Control - Grate Intake Bag	Each	15.0	\$315.00	\$4,725.00	10.0	\$3,150.00
21	Hydro-Mulch	Acre	0.30	\$20,000.00	\$6,000.00		
22	Seed, Fertilize and Mulch	Acre	0.30	\$20,000.00	\$6,000.00	0.30	\$6,000.00
23	Temporary RECP, Type 1	SY	1,450.0	\$6.75	\$9,787.50		
	ALTERNATE A						
24	Patch, Full Depth Repair	SY	765.0	\$90.00	\$68,850.00	726.2	\$65,358.00
25	Subgrade Repair	Ton	75.0	\$25.00	\$1,875.00	75.0	\$1,875.00
26	Intake, SW-501	Each	2.0	\$6,000.00	\$12,000.00	2.0	\$12,000.00
27	Manhole SW-601	Each	1.0	\$1,250.00	\$1,250.00	1.0	\$1,250.00
28	Intake Adjustment, Minor	Each	2.0	\$2,000.00	\$4,000.00	2.0	\$4,000.00
29	Remove Intake, SW-501	Each	2.0	\$1,000.00	\$2,000.00	2.0	\$2,000.00
30	Temporary Traffic Control	LS	1.0	\$3,500.00	\$3,500.00	1.0	\$3,500.00
31	Mobilization	LS	1.0	\$5,000.00	\$5,000.00	1.0	\$5,000.00
32	Primary Slurry Control	LS	1.0	\$2,500.00	\$2,500.00	1.0	\$2,500.00
33	Secondary Slurry Control - Grate Intake Bag	Each	4.0	\$315.00	\$1,260.00	4.0	\$1,260.00
34	Hydro-Mulch	Acre	0.05	\$20,000.00	\$1,000.00		
35	Seed, Fertilize and Mulch	Acre	0.05	\$20,000.00	\$1,000.00	0.05	\$1,000.00
36	Temporary RECP, Type 1	SY	225.0	\$6.75	\$1,518.75		
37	Intake SW-506	LS	1.0	\$14,864.00	\$14,864.00	1.00	\$14,864.00
TOTAL					\$690,458.75		\$660,640.50

MATERIALS STORED SUMMARY						
			Description	# of Units	Unit Price	Extended Cost
			None			
TOTAL						

PAY REQUEST SUMMARY			
		Total Approved	Total Completed
Contract Price		\$591,506.25	\$660,640.50
Approved Change Order 1		\$98,952.50	
Approved Change Order 2			
Approved Change Order 3			
Approved Change Order 4			
Revised Contract Price		\$690,458.75	\$660,640.50
Materials Stored			
Retainage (5%)			\$33,032.03
Total Earned Minus Retainage			\$627,608.48
Total Previously Approved (list each)	Pay Request 1	\$238,180.20	
	Pay Request 2	\$288,587.67	
	Pay Request 3	\$33,772.50	
	Pay Request 4	\$60,418.11	
	Pay Request 5		
	Pay Request 6		
	Pay Request 7		
	Pay Request 8		
	Pay Request 9		
	Pay Request 10		
Total Previously Approved			\$620,958.48
Amount Due This Request			\$6,650.00
Percent Complete			95.7%
Percent of Contract Period Utilized			100.0%

The amount **\$6,650.00** is recommended for approval for payment in accordance with the terms of the Contract

Contractor: The Concrete Company, Inc.	Contracting Authority: City of Clive	Prepared by: City of Clive
Signature:	Signature:	Signature:
Name:	Name: John Edwards	Name: Jim Hagelie
Title:	Title: Mayor of Clive	Title: Engineering Services Administrator
Date:	Date:	Date:



Memo

TO: Mayor and Council members

FROM: Jeff Lucas, Recreation Manager

DATE: September 26, 2024

RE: Resolution Approving Professional Services Agreement with Central Iowa Officials, LLC - Clive Youth Basketball League

SYNOPSIS:

The Recreation Division operates one of the largest youth basketball leagues in the entire state of Iowa. Over 200 teams participate annually. League play takes place over 12 Sundays from November-February at 11 different sites in Clive, West Des Moines, and Waukee. Team registration has gained significant popularity in the past five years and spots sell out quickly when registration opens in mid-August.

New for 2024 is a partnership with Horizon Events Center to conduct league play at their five courts on 10 of 12 Sundays. Clive staff appreciates the noticeable interior remodel work that has been completed. Those facility improvements better represent our Clive product when hosting league play at their facility.

Officials have been very hard to come by over the past decade. Central Iowa Officials have demonstrated their commitment to Clive league games for over a decade. Their familiarity with our league rules, coaches, on-time officials, a large pool of qualified officials, and overall positive representation of our program are significant benefits in choosing their services. They are the only local officials association capable of handling our large volume of weekly games.

Pricing: \$80 per game. Said fee includes two officials per game and includes the standard assignor scheduling fee. This fee is in line with, and market appropriate, for our league play and skill level. Simply stated, it's a very competitive market, with strong demand and limited official supply.

Staff recommends approval of this agreement. This agreement is a partnership with CIO. Much communication and cohesion must take place to make our Clive Youth Basketball League a success. We have a great track record of achieving this goal.

Attachments:

1. Professional Services Agreement
2. Resolution Approving Professional Services Agreement



AGREEMENT FOR INDEPENDENT CONTRACTOR SERVICES

This Agreement for Independent Contractor Services (Agreement) is made and entered into by and between the City of Clive (City) and Central Iowa Officials, LLC (Contractor) with an address of 5621 Woodreed Lane, Johnston, Iowa 50131. City agrees to engage the services of Contractor and the Contractor agrees to perform services upon the terms and conditions of this Agreement.

SERVICES

Contractor and City have agreed to the following:

1. Contractor will recruit, staff, provide, and supervise basketball officials/referees for the Clive Parks and Recreation Youth Basketball League.
2. Season dates are as followed:
 - a. First Season – November 3, 10, 17, 24 & December 8, 15 (No Games Dec 1)
 - b. Second Season – January 5, 12, 19, 26 & February 2, 9 (No Games Feb 9)
3. Games will operate from 11:30am-7:00pm start times on each season date listed above.
4. Games will be sixty (40) minutes in length – 4 Ten Minute Quarters
5. Games will be played at various West Des Moines Schools and Waukee Schools facilities and gyms, and Horizon Events Center.
6. City shall be responsible to provide necessary gym and league schedules and coordinate with Contractor with appropriate scheduling needs.
7. City agrees to host one youth basketball official's organizational meeting at City facility (Special Events Building or Council Chambers), free of charge, per season. The intent of this meeting is to assimilate City staff and provided referees responsible for each game. Building location subject to availability.
8. Contractor agrees to providing two competent basketball officials per league game. Iowa High School Athletic Association (IHSAA) certified officials are preferred, but not mandatory. Officials will dress in a professional manner including: Black shorts, black shoes, appropriate striped shirt, shirt tucked, and whistle.

COMMUNICATION

Contractor will communicate primarily with Jon Gibbs, Recreation Coordinator, (515) 490-7550, jgibbs@cityofclive.com, or his/her designee as the primary contact from City.

TERM & TERMINATION

The term of this Agreement shall commence upon execution of this Agreement and shall terminate upon the completion of the Services by Contractor, which will be approximately February 18, 2025 unless the term is extended by written

consent of the parties or is earlier terminated by either party providing thirty (30) days prior written notice of termination to the other party. Upon termination, Contractor will stop its work in an orderly manner as soon as practical. City agrees to pay Contractor for all Services provided through the date of termination.

FEES, CHARGING, BILLING, & PAYMENT

City agrees to pay a per game fee to Contractor of \$80.00; this includes two officials per game. Due to large volume of games and associated costs, City agrees to make every effort to pay Contractor before the season begins. In the event of game cancellation, Contractor agrees to reimburse City per game fee for each game cancelled, due thirty (30) days after last completed game of said season.

INDEPENDENT CONTRACTOR

It is understood that in connection herewith, Contractor shall be acting as an independent contractor and shall act only in the capacity of Contractor and not as employee, officer or agent of City and will not be deemed for any purpose to be an employee of City. Neither party shall be authorized to commit or bind the other party in any manner. Contractor shall have no power or right to incur liabilities or obligation for, on behalf of, or in the name of City. City shall not be liable to Contractor for any expenses Contractor incurs unless otherwise agreed to in writing by the City. Contractor is not eligible for, nor entitled to, and shall not participate in any of City's pension, health, or other fringe benefits plans.

1. Contractor will perform a service to the citizens of Clive that would otherwise not be performed.
2. Contractor will have full authority to hire and supervise assistants and to purchase and use his/her own equipment in providing service.
3. Contractor may provide similar services for other Cities or citizens.
4. This relationship will end upon completion of services.

Contractor will be responsible to pay all taxes incurred by Contractor in connection with the services provided herein. City will not be responsible for unemployment compensation or worker's compensation for Contractor.

The City will report payments to Contractor to the IRS as required by law. Contractor will provide IRS form W-9 to City when this Agreement is signed. If Contractor is unable to perform services required by this Agreement, Contractor will notify City at the earliest possible time.

INDEMNITY

Each party agrees to indemnify and hold the other party, and each of their officers, directors, employees, agents, contractors and representatives harmless from and against any and all losses, claims or damages (including reasonable attorney's fees and expenses) arising out of or relating to this Agreement.

ASSIGNMENT

This Agreement shall be binding upon each party. Neither party shall sell, assign, or subcontract any right or obligation hereunder without the prior written consent of the other party.

NOTICES

Any notices required or permitted hereunder shall be deemed given if contained in a written instrument delivered at the address set forth below.

SEVERABILITY

If any of the provisions of this Agreement are held to be invalid or unenforceable, the validity, legality and enforceability of the remaining provisions of this Agreement shall not in any way be affected or impaired thereby.

ENTIRE AGREEMENT

This Agreement constitutes the entire agreement with respect to its subject matter. This agreement cannot be amended, modified or supplemented in any respect except by subsequent written agreement entered into by the parties.

GOVERNING LAW

This Agreement has been executed and delivered in the State of Iowa and the interpretation thereof shall be governed by the laws of the State of Iowa.

DISCRIMINATION

The Contractor, in performance of their service for City, shall comply with the City of Clive Anti-Discrimination Policy.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed as of the 11TH day of SEPTEMBER, 2024.

City of Clive

Central Iowa Officials, LLC

Print: _____

Print: JEFF HOLDORF

Sign: _____

Sign: [Signature]

Title: _____
1900 NW 114th Street
Clive, Iowa 50325

Address: 5621 WOODREED LANE
JOHNSTON, IA 50131

SSN/FEIN: 20-5687764

RESOLUTION NO. _____

RESOLUTION APPROVING PROFESSIONAL SERVICES AGREEMENT WITH CENTRAL IOWA OFFICIALS, LLC FOR YOUTH BASKETBALL OFFICIALS

WHEREAS, the City has a responsibility to provide safe, fun, and affordable youth basketball activities;

WHEREAS, the contractor will provide a service to the City supplying officials for youth basketball games; and

WHEREAS, the City has been pleased with the performance of Central Iowa Officials, LLC. in the past; and

WHEREAS, the City and Central Iowa Officials, LLC both desire to enter a Professional Services Agreement to provide one (1) year of basketball officials services for the City of Clive youth basketball league games.

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

That the Professional Services Agreement with Central Iowa Officials, LLC regarding officials for City of Clive youth basketball league games and is hereby approved and accepted by this City Council and the Mayor is hereby authorized and directed to execute said agreement on behalf of the City; and the City Clerk is hereby authorized and directed to attest to the signature of the Mayor to same.

PASSED AND APPROVED this ____ day of _____, 2024.

By _____
John Edwards, Mayor

ATTEST:

Matthew Graham, City Clerk



Memo

TO: Mayor and Council members

FROM: Matthew Graham, City Clerk

DATE: September 26, 2024

RE: Resolution Approving Nuisance Abatement - 2095 NW 144th Street - Mowing

SYNOPSIS:

Whereas the necessary action has been taken to abate a public nuisance caused by a dense overgrowth of grasses/weeds, at the property referenced in Exhibit A. And whereas the City incurred costs for such actions, now therefore staff recommends approval of this resolution to levy assessment for the costs of the public nuisance abatement.

Attachments:

1. 09_26_2024 Nuisance Abatement

RESOLUTION LEVYING ASSESSMENTS FOR COSTS OF NUISANCE ABATEMENT
AND PROVIDING FOR PAYMENT THEREOF

WHEREAS, pursuant to its powers and duties as set out in Chapter 364 of the Code of Iowa, the City of Clive, after the property owner's(s') failure upon being given notice and opportunity to cure, has performed required action to abate the public nuisance under Section 5-6-2(1, H and/or I) of the Clive Code of Ordinances and now seeks, as provided in Section 364.12 of the Code of Iowa, to assess the costs of such action against the property(s) set out on the attached schedule for collection in the same manner as a property tax.

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

1. That the attached schedule is hereby approved and adopted with the amounts shown thereon assessed and levied against such property for collection in the same manner as a property tax.
2. That said assessment shall be payable in one installment due on July 1, 20____ without interest. Said assessment shall be payable at the office of the Clive City Clerk, in full or in part and without interest within thirty (30) days after the first publication of the Notice to Property Owner of Filing of the Schedule of Assessments.
3. That the City Clerk be and is hereby directed to certify said schedule to the County Treasurer, and to publish notice of said certification once each week for two consecutive weeks in a newspaper printed wholly in the English language, published in Clive, Iowa, and of general circulation in Clive, Iowa, the first publication of said notice to be made within fifteen (15) days from the approval of this resolution by the Clive City Council, and the City Clerk shall send by regular mail to the property owner whose property is subject to assessment a copy of said notice, said mailing to be on or before the date of the second publication of the notice, all as provided and directed by Section 384.60 of the Code of Iowa.

PASSED AND APPROVED this ____ day of _____, 2024.

By: _____
John Edwards, Mayor

ATTEST:

Matthew D. Graham, City Clerk

**City of Clive
Assessment Schedule
Dallas County**

9/10/2024

[illegible]



Memo

TO: Mayor and Council members

FROM: Kelly Rivera, Administrative Specialist

DATE: September 26, 2024

RE: Resolution Accepting 1st Amendment to Overland Flowage and Private Storm Sewer Easement for Shadow Creek Plat 5, Lot 50 - 17773 Valleyview DR

SYNOPSIS:

The owner of 17773 Valleyview DR has 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 owner has 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 approval of the easement amendment.

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

Attachments:

1. Resolution Accepting 1st Amendment to Overland Flowage and Private Storm Sewer Easement for Shadow Creek Plat 5,

RESOLUTION NO. _____

RESOLUTION ACCEPTING
FIRST AMENDMENT TO OVERLAND FLOWAGE AND
PRIVATE STORM SEWER EASEMENT FOR
LOT 50 IN SHADOW CREEK PLAT 5
17773 VALLEYVIEW DR

WHEREAS, the owner of Lot 50 in Shadow Creek Plat 5 in the City of Clive, Iowa (the “Property”) has 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 50, Shadow Creek Plat 5, 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 September 2024.

By: _____
John Edwards, Mayor

ATTEST:

Matthew D. Graham, City Clerk

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

**FIRST AMENDMENT TO 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 James K. Coddington Revocable Trust ("Property Owner") and the City of Clive, Iowa, a municipal corporation (hereinafter called "City").

WHEREAS, Property Owner owns that property legally described as:

Lot 50 of Shadow Creek Plat 5 (17773 Valleyview DR), an Official Plat, now included in and forming a part of the City of Clive, Dallas County, Iowa ("Property").

WHEREAS, Shadow Creek V, LLC, an Iowa corporation, a predecessor in title to the Property Owner, granted that certain Overland Flowage and Private Storm Sewer Easement, dated August 26, 2021 recorded on August 30, 2021, in Book 2021, Page 25460, in the real property records of Dallas County, Iowa (the "Easement") to the City, which prohibited the erection of any structure within the easement area, as such real estate is described on Exhibit A, attached hereto and incorporated herein by this reference (hereinafter called "Easement Area").

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

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

1. **CITY CONSENT TO INSTALLATION OF FENCE.** The Easement prohibits Property Owner from locating any structure under, over, on, through, across or within the Easement Area without obtaining the prior written consent of the City. Property Owner desires to install a fence within the Easement Area. The City hereby consents to

fence
the installation of the ~~driveway and retaining wall~~ which location is within the Easement Area, provided that the Property Owner installs and maintains the driveway and retaining wall such that it does not impede the flow of storm/surface water within the Easement Area.

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

Additionally, the Property 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 east and west sides of the property and shall not be blocked with landscaping, etc. The gates shall swing inward and shall remain unlocked to allow staff access.

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

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

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

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

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

Signed this 13 day of September 2024.

PROPERTY OWNER

James K. Coddington

James K. Coddington

for

James K. Coddington Revocable Trust

STATE OF IOWA)
) SS
COUNTY OF Polk)

On this 13 day of September 2024, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared the authorized signatory for the James K. Coddington Revocable Trust 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.



Julia McGuire
Notary Public in and for the
State of Iowa

My Commission expires May 2, 2026

CITY OF CLIVE

By: _____
John Edwards, Mayor

Attest:

Matthew D. Graham
City Clerk

STATE OF IOWA)
) SS
COUNTY OF POLK)

On this ____ day of September 2024, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared John Edwards and Matthew D. Graham, to me personally known, and, who, being by me duly sworn, did say that they are the Mayor and the City Clerk, respectively, of the City of Clive, Iowa; that the seal affixed to the foregoing instrument is the corporate seal of the corporation, and that the instrument was signed and sealed on behalf of the corporation, by authority of its City Council, as contained in Resolution No. _____ adopted by the City Council, under Roll Call of the City Council on the 26th day of September 2024, and that John Edwards and Matthew D. Graham acknowledged the execution of the instrument to be their voluntary act and deed and the voluntary act and deed of the corporation, by it voluntarily executed.

Notary Public in and for the
State of Iowa

My Commission expires _____

EXHIBIT A

EASEMENT AREA

AN OVERLAND FLOWAGE AND PRIVATE STORM SEWER EASEMENT
LOCATED ON LOT 50 OF SHADOW CREEK PLAT 5, AN OFFICIAL PLAT IN THE
CITY OF CLIVE, DALLAS COUNTY, IOWA THAT IS MORE PARTICULARLY
DESCRIBED AS FOLLOWS:

The Northerly 15.00 feet of Lot 50



Memo

TO: Mayor and Council members

FROM: Kelly Rivera, Administrative Specialist

DATE: September 26, 2024

RE: Resolution Accepting 1st Amendment to Storm Sewer and Overland Flowage Easement for Shadow Creek West, Lot 26 - 18237 Hidden Knoll

SYNOPSIS:

The owner of 18237 Hidden Knoll has requested approval to install a fence within the Storm Sewer and Overland Flowage Easement on the subject property. The installation of the fence has been reviewed by city staff and it has been determined that the installation will not affect the city's ability to maintain the infrastructure within the easement.

The property owner has executed a First Amendment to Storm Sewer and Overland Flowage Easement and staff recommends that Council approve the document so that it may be recorded with the county.

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

Attachments:

1. Resolution Accepting 1st Amendment to Storm Sewer and Overland Flowage Easement for Shadow Creek West, Lot 26 - 1

RESOLUTION NO. _____

RESOLUTION ACCEPTING
FIRST AMENDMENT TO STORM SEWER AND
OVERLAND FLOWAGE EASEMENT FOR
LOT 26 IN SHADOW CREEK WEST
18237 HIDDEN KNOLL

WHEREAS, the owner of Lot 26 in Shadow Creek West in the City of Clive, Iowa (the “Property”) has submitted to the City of Clive a First Amendment to Storm Sewer and Overland Flowage Easement to permit the installation of a fence within the easement area on the Property; and

WHEREAS, City desires to accept the First Amendment to Storm Sewer and Overland Flowage Easement.

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

That the First Amendment to Storm Sewer and Overland Flowage Easement (“First Amendment”) regarding Lot 26, Shadow Creek West, 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 September 2024.

By: _____
John Edwards, Mayor

ATTEST:

Matthew D. Graham, City Clerk

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

**FIRST AMENDMENT TO STORM SEWER AND
OVERLAND FLOWAGE EASEMENT**

This First Amendment to Storm Sewer and Overland Flowage Easement ("First Amendment") is entered into by and between George A Frampton Revocable Trust (the "Property Owner") and the City of Clive, Iowa, a municipal corporation (hereinafter called "City").

WHEREAS, Property Owner owns that property legally described as:

Lot 26 of Shadow Creek West (18237 Hidden Knoll), an Official Plat, now included in and forming a part of the City of Clive, Dallas County, Iowa ("Property").

WHEREAS, Shadow Creek West, LLC, an Iowa corporation, a predecessor in title to the Property Owner, granted that certain Storm Sewer and Overland Flowage Easement, dated November 3, 2023 recorded on November 15, 2023, in Book 2023, Page 17067, in the real property records of Dallas County, Iowa (the "Easement") to the City, which prohibited the erection of any structure within the easement area, as such real estate is described on Exhibit A, attached hereto and incorporated herein by this reference (hereinafter called "Easement Area").

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

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

1. **CITY CONSENT TO INSTALLATION OF FENCE.** The Easement prohibits Property Owner from locating any structure under, over, on, through, across or within the Easement Area without obtaining the prior written consent of the City. Property Owner desires to install a fence within the Easement Area and the City hereby consents to the installation of the fence, provided that the Property Owner installs and maintains the fence such it does not impede the use and enjoyment of the land, nor the infrastructure within the Easement Area.

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

The Property Owner acknowledges and agrees that the fence shall be open style or that the bottom of the fence shall be a minimum of 4" above grade to allow the conveyance of storm water through the easement. Gates shall be placed within the easement on north and south sides of the property and shall not be blocked with landscaping, etc. The gates shall swing inward and remain unlocked to allow staff access.

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

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

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

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

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

Signed this 12 day of September ~~August~~ 2024.

PROPERTY OWNER

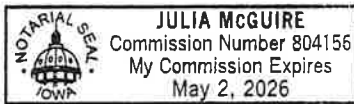


for
George A Frampton Revocable Trust

STATE OF IOWA)
) SS
COUNTY OF Polk)

September

On this 12 day of ~~August~~ 2024, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared Tahira Frampton, authorized signatory for the George A Frampton Revocable Trust 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.



Julia McGuire
Notary Public in and for the
State of Iowa

My Commission expires May 2, 2026

CITY OF CLIVE

By: _____
John Edwards, Mayor

Attest:

Matthew D. Graham
City Clerk

STATE OF IOWA)
) SS
COUNTY OF POLK)

On this ____ day of September 2024, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared John Edwards and Matthew D. Graham, to me personally known, and, who, being by me duly sworn, did say that they are the Mayor and the City Clerk, respectively, of the City of Clive, Iowa; that the seal affixed to the foregoing instrument is the corporate seal of the corporation, and that the instrument was signed and sealed on behalf of the corporation, by authority of its City Council, as contained in Resolution No. _____ adopted by the City Council, under Roll Call of the City Council on the 26th day of September 2024, and that John Edwards and Matthew D. Graham acknowledged the execution of the instrument to be their voluntary act and deed and the voluntary act and deed of the corporation, by it voluntarily executed.

Notary Public in and for the
State of Iowa

My Commission expires _____

EXHIBIT A

EASEMENT AREA

A STORM SEWER AND OVERLAND FLOWAGE EASEMENT LOCATED ON LOT 26 OF SHADOW CREEK WEST, AN OFFICIAL PLAT IN THE CITY OF CLIVE, DALLAS COUNTY, IOWA THAT IS MORE PARTICULARLY DESCRIBED AS FOLLOWS:

The easterly 10.00 feet of Lot 26



Memo

TO: Mayor and Council members

FROM: Kelly Rivera, Administrative Specialist

DATE: September 26, 2024

RE: Resolution Accepting 1st Amendment to Overland Flowage and Private Storm Sewer Easement for Shadow Creek West, Lot 26 - 18237 Hidden Knoll

SYNOPSIS:

The owner of 18237 Hidden Knoll has 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 owner has 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 approval of the easement amendment.

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

Attachments:

1. Resolution Accepting 1st Amendment to Overland Flowage and Private Storm Sewer Easement for Shadow Creek West, Lo

RESOLUTION NO. _____

RESOLUTION ACCEPTING
FIRST AMENDMENT TO OVERLAND FLOWAGE AND
PRIVATE STORM SEWER EASEMENT FOR
LOT 26 IN SHADOW CREEK WEST
18237 HIDDEN KNOLL

WHEREAS, the owner of Lot 26 in Shadow Creek West in the City of Clive, Iowa (the “Property”) has 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 26, Shadow Creek West, 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 September 2024.

By: _____
John Edwards, Mayor

ATTEST:

Matthew D. Graham, City Clerk

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

**FIRST AMENDMENT TO 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 George A Frampton Revocable Trust ("Property Owner") and the City of Clive, Iowa, a municipal corporation (hereinafter called "City").

WHEREAS, Property Owner owns that property legally described as:

Lot 26 of Shadow Creek West (18237 Hidden Knoll), an Official Plat, now included in and forming a part of the City of Clive, Dallas County, Iowa ("Property").

WHEREAS, Shadow Creek West, LLC, an Iowa corporation, a predecessor in title to the Property Owner, granted that certain Overland Flowage and Private Storm Sewer Easement, dated November 3, 2023 recorded on November 15, 2023, in Book 2023, Page 17068, in the real property records of Dallas County, Iowa (the "Easement") to the City, which prohibited the erection of any structure within the easement area, as such real estate is described on Exhibit A, attached hereto and incorporated herein by this reference (hereinafter called "Easement Area").

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

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

1. **CITY CONSENT TO INSTALLATION OF FENCE.** The Easement prohibits Property Owner from locating any structure under, over, on, through, across or within the Easement Area without obtaining the prior written consent of the City. Property Owner desires to install a fence within the Easement Area. The City hereby consents to the installation of the structure which location is within the Easement Area, provided that the Property Owner installs

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

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

The Property Owner acknowledges and agrees that the fence shall be open style or that the bottom of the fence shall be a minimum of 4" above grade to allow the conveyance of storm water through the easement. Gates shall be placed within the easement on east and west sides of the property and shall not be blocked with landscaping, etc. The gates shall swing inward and remain unlocked to allow staff access.

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

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

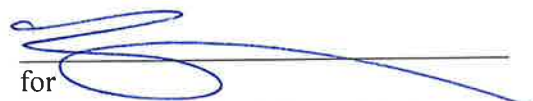
5. APPROVAL BY CITY COUNCIL. This First Amendment shall not be binding until it has received the final approval and acceptance by the City Council by Resolution which approval and acceptance shall be noted on this First Amendment by the City Clerk.

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

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

Signed this 12 day of September August 2024.

PROPERTY OWNER


for
George A Frampton Revocable Trust

STATE OF IOWA)
) SS
COUNTY OF Polk)

September

On this 12 day of ~~August~~ 2024, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared Tahira Frampton, authorized signatory for the George A Frampton Revocable Trust 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.



Julia McGuire
Notary Public in and for the
State of Iowa

My Commission expires May 2, 2026

CITY OF CLIVE

By: _____
John Edwards, Mayor

Attest:

Matthew D. Graham
City Clerk

STATE OF IOWA)
) SS
COUNTY OF POLK)

On this ____ day of September 2024, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared John Edwards and Matthew D. Graham, to me personally known, and, who, being by me duly sworn, did say that they are the Mayor and the City Clerk, respectively, of the City of Clive, Iowa; that the seal affixed to the foregoing instrument is the corporate seal of the corporation, and that the instrument was signed and sealed on behalf of the corporation, by authority of its City Council, as contained in Resolution No. _____ adopted by the City Council, under Roll Call of the City Council on the 26th day of September 2024, and that John Edwards and Matthew D. Graham acknowledged the execution of the instrument to be their voluntary act and deed and the voluntary act and deed of the corporation, by it voluntarily executed.

Notary Public in and for the
State of Iowa

My Commission expires _____

EXHIBIT A

EASEMENT AREA

AN OVERLAND FLOWAGE AND PRIVATE STORM SEWER EASEMENT
LOCATED ON LOT 26 OF SHADOW CREEK WEST, AN OFFICIAL PLAT IN THE
CITY OF CLIVE, DALLAS COUNTY, IOWA THAT IS MORE PARTICULARLY
DESCRIBED AS FOLLOWS:

The northerly 15.00 feet of Lot 26



Memo

TO: Mayor and Council members

FROM: Jonathan Cygan, Civil Engineer

DATE: September 26, 2024

RE: Resolution Approving Final Acceptance of NW Alderleaf Drive Water Connection Project

SYNOPSIS:

Staff is recommending final acceptance of the public improvements on the above referenced project. Final punch list items have been addressed to the satisfaction of City staff.

A breakdown of the contract status is as follows:

Revised Contract Amount	\$52,613.00
Paid to Date	\$49,982.35
Retainage Remaining	\$2,630.65

The final retainage amount will be released with 30 days of project acceptance. Please feel free to contact me at 515-223-6231 prior to the meeting if you have any questions or concerns.

Attachments:

1. Resolution - Final Acceptance

RESOLUTION NO. _____

RESOLUTION ACCEPTING WORK FOR THE
NW ALDERLEAF DRIVE WATER CONNECTION PROJECT

WHEREAS, the City entered into an agreement in connection with the NW Alderleaf Drive Water Connection Project (the “Project”); and

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

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

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

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

PASSED AND APPROVED THIS _____ day of _____, 2024.

By: _____
John Edwards, Mayor

ATTEST:

By: _____
Matthew D. Graham, City Clerk



Memo

TO: Mayor and Council members

FROM: Richard Brown, Leisure Services Director

DATE: September 26, 2024

RE: Resolution Approving Submission of Iowa DOT Federal Recreational Trails Grant for Little Walnut Creek Trail

SYNOPSIS:

Leisure Services is requesting approval for a submission of a grant application to Iowa DOT for the Federal Recreational Trails Program in the amount of \$300,000.00

Attachments:

1. Little Walnut Creek Trail DOT FRT Program Resolution
2. Iowa DOT Federal Recreational Trails Application Draft

RESOLUTION NO. _____

**RESOLUTION APPROVING SUBMISSION OF IOWA DOT FEDERAL
RECREATIONAL TRAILS PROGRAM GRANT RELATING TO THE WORK WEST
OF ALICE'S ROAD ON THE LITTLE WALNUT CREEK TRAIL**

WHEREAS, the City Council of the City of Clive (the "City") desires to submit an Application for an Iowa DOT Federal Recreation Trails Program Grant relating to funding to aid in the completion of the work being done on the Little Walnut Creek Trail west of Alice's Road; and

WHEREAS, the Iowa DOT Federal Recreation Trails Program Grant application must be executed on behalf of the City.

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

That the City approves the submission of an application for an Iowa DOT Federal Recreation Trails Program Grant in the amount of \$300,000.00 regarding funding for the Little Walnut Creek Trail project west of Alice's Road; the Mayor or his designee is hereby authorized and directed to execute said application on behalf of the City to evidence such approval; and the City staff are authorized to file the grant application with the Iowa DOT Federal Recreational Trails Program.

PASSED AND APPROVED THIS 26th day of September, 2024.

By: _____
John Edwards, Mayor

ATTEST:

By: _____
Matthew Graham

PROJECT APPLICATION
IOWA FEDERAL RECREATIONAL TRAILS (FRT) PROGRAM

GENERAL INFORMATIONApplicant Agency: City of CliveContact Person
(Name and Title): Richard Brown Leisure Services DirectorStreet Address 1900 NW 114th Street
and/or Box Number: _____City: Clive State: IA ZIP Code: 50325Telephone Number: 515-223-5246 E-mail: rbrown@cityofclive.com

If more than one agency or organization is involved in this project, please state the name, contact person, mailing address, and telephone number of the second agency. (Attach an additional page if more than two agencies are involved.)

Applicant Agency: _____

Contact Person
(Name and Title): _____Street Address
and/or Box Number: _____

City: _____ State: _____ ZIP Code: _____

Telephone Number: _____ E-mail: _____

PROJECT INFORMATIONProject Title: Little Walnut Creek Trail

Project Description (including length):

Clive is working on a series of improvements within the Little Walnut Creek Greenbelt located between the Clive/Urbandale corporate limits and Warrior Lane including the addition of trail and trail connections. This project seeks to connect the Greenbelt trail in this fast growing Northwest corridor, to the larger system of regional trails with a twelve-foot wide and multi-use main stretch and ten-foot wide neighborhood connections giving ease of access at five neighborhood points that would formerly require road travel to gain access to the trail system.

Work is nearing completion on the necessary site preparation for this project with the construction of the trail having a completion date of December 31, 2026.

ECONOMIC IMPACT INFORMATION**Type of Project:**☐ Acquisition - number of acres _____☒ Development☐ Combination - number of acres _____

Check the predominant user group.

☐ Motorized☒ Non-Motorized☐ Diversified (list) _____

PROJECT COSTS (An itemized breakdown must be included on an attached sheet.)

Total Cost: \$3,606,000.00

FRT Fund Request: \$300,000.00

Applicant Match (20 percent minimum): \$3,306,000.00

	Match Source	Amount	Assured or Anticipated	
1.	City Funds	\$3,306,000.00	☒ Assured	☐ Anticipated
2.			☐ Assured	☐ Anticipated
3.			☐ Assured	☐ Anticipated

Are any State funds involved in this project?: ☐ Yes ☒ No

If Yes, please explain the source and conditions:

Are any other Federal funds involved in this project?: ☐ Yes ☒ No

If Yes, please explain the source and conditions:

ESTIMATED PROJECT DEVELOPMENT SCHEDULE

Design Start Date: 06/25/2021 Completion Date: 12/31/2026

Land acquisition Start Date: Completion Date:

Construction Start Date: Completion Date:

Has any part of this project been started?: ☒ Yes ☐ No

If Yes, please explain:

The area must be prepped with streambank stabilization before the trail construction can progress. This portion is almost completed and work will be able to begin based on design plans and the direction of City management.

Do you intend to charge a fee to users?: ☐ Yes ☒ No If Yes, how much? _____

What will the fee be used for?:

REQUIRED DOCUMENTATION AND NARRATIVE INFORMATION

The following documents and narratives must be submitted with this application. In the upper right corner of each document or narrative write the corresponding letter shown below.

- ☒ A. A narrative **PROJECT DESCRIPTION**. Provide a clear description of the concept of the proposed project that is no more than 1 page in length. Include such information as project termini, existing site conditions, trail length, number/acreage of parcels to be acquired, general construction activities planned, etc. Remember to provide summary details of only the project scope that is the subject of the funding request. Do not provide details of completed or future phases of a project.
- ☒ B. Narrative responses to the **PROGRAM SCORING CRITERIA**. Please address each of the items below. Include the question as listed below before each response. Limit the total length of all twelve (12) responses to six (6) pages. Again, please remember to provide summary details of only the project scope that is the subject of the funding request. Do not provide details of completed or future phases of a project in these responses.
1. Describe the degree to which the project provides for innovative recreational trail sharing to accommodate motorized and non-motorized recreational trail use. (10 points)
 2. Describe the degree to which the project provides for the greatest number of compatible recreational purposes including, but not limited to, those used for recreational purposes such as bicycling, mountain biking, cross-country skiing, hiking/jogging/fitness/nature trail activities, horseback riding, snowmobiling, aquatic activities, and vehicular travel by motorcycle or all-terrain/off-road vehicles. (10 points)
 3. Describe the degree to which the project facilitates the access and use of trails by older citizens, economically disadvantaged, persons with disabilities, and other special populations or groups. (10 points)
 4. Describe the degree to which the project provides development of trail linkages. (10 points)
 5. Describe the degree to which the project creates opportunities for partnerships between trail users, private interests within the area, and public agencies. (Enclose letters of support as documentation.). (10 points)
 6. Describe the degree to which the project is identified in, or furthers a specific goal of, Iowa's Recreation Plan 2006 (SCORP), the Iowa Trails Plan, or a regional/county/municipal plan. (10 points)
 7. Describe the degree to which the project uses the grant funds to leverage greater public or private investments (in the form of services and materials, as well as dollars). (10 points)
 8. Describe the degree of citizen involvement in proposal conception and implementation.
 - a) Project idea originated with trail users or a community group that has substantial knowledge of the area and its residents; and
 - b) The private sector (including individual citizens, community groups, or local business enterprises) has participated in development of the proposal idea and has made commitments of labor, money, or materials to support proposal implementation. (10 points)
 9. Describe the degree to which the project ties into other trails; greenways; scenic corridors; or natural, cultural, historical, and recreational areas. (10 points)
 10. Describe the degree of commitment to continue operation and maintenance of the project after grant money is no longer available (e.g., Existing Trail Maintenance Fund). (10 points)
 11. Describe the degree to which the project results in the cleanup of the area and whether the trail is designated as a National Recreational Trail. (10 points)
- ☒ C. A **DETAILED MAP** identifying the location of the project. The project scope should be clear and the map may also include other important information referred to in the narrative such as important transportation linkages, clearly marked completed or future project phases, etc. More than one map may be submitted if the scope of the project is such that the desired detail is not feasible to be included on just one map. If the map is unclear, incomplete, or reviewers can't understand the map, your application will likely not score well. **Limit map sizes to no larger than 8.5-by-11-inches.**
- ☒ D. A **SKETCH PLAN** of the project, including cross section for bicycle or pedestrian facilities. If the cross section of your facility varies across the project (width, number of lanes, etc.) include a cross section for each situation and identify its location. (Required for construction projects only.)
- ☐ E. **DIGITAL PHOTOGRAPHS (limit to five)** that will help to explain the existing site conditions of the proposed facility. It is not necessary to include photographs of all aspects or the entire route of a project. Photos submitted should be representative of the project as a whole or should support any particularly compelling or complex description included in the narrative provided in item A above.

- ☒ F. An **ITEMIZED BREAKDOWN** of the total project costs. This documentation does not need to be a detailed, line-item type estimate or formal engineer's opinion of probable cost. However, it must accomplish two objectives: 1) it must show the method by which the cost estimate was prepared; and 2) it must enable a reviewer to determine if the cost estimate is reasonable. The manner in which these objectives are achieved may vary widely depending on the type, scope, and complexity of the project. Absent a fully itemized list of costs, some general guidelines for possible methods of estimating each type of project cost are provided on Attachment A.
- ☐ G. An estimated **TIME SCHEDULE** for the total project development. Projects will be required to be completed within two years of funds being awarded to the project. Upon award and execution of a project funding agreement, projects that fail to make satisfactory progress may be terminated by the Iowa Department of Transportation.
- ☐ H. An **OFFICIAL ENDORSEMENT** of the project from the authority to be responsible for the project's maintenance and operation. The authority must provide written assurance it will adequately maintain the completed project for its intended public use following project completion. For most construction projects, this will be a minimum of 20 years. The endorsement must also acknowledge the intent of the authority to provide the match funds required for the project. For cities, counties, or other political subdivisions, this should be in the form of a fully executed resolution by the elected body or board, as applicable.
- ☒ J. A **NARRATIVE** discussing the public input process that was followed and the extent to which adjacent property owners and others have been informed of the proposed project and an assessment of their acceptance. As part of this narrative, also describe local and regional planning efforts related to the project, including whether it is listed in a long-range plan. Also include discussion of any partnerships among local organizations and stakeholders that this project may help to facilitate or how these entities or individuals have contributed to the development of the project concept or have committed financial or other support to the project.
- ☒ K. A **LETTER OF SUPPORT** from the Iowa DOT's district office if the project will include construction within Iowa DOT right of way.
- ☒ L. If applicable, **BUY AMERICA CERTIFICATION**. If the application includes the purchase of equipment made of iron or steel components, provide documentation that proves that a supplier exists for that type of equipment who can certify that all steel or iron incorporated in the equipment is domestic (U.S. origin) steel or iron (Buy America compliant). This is not the same thing as having a domestic supplier (vendor) or assembling the equipment in the U.S. It is also not acceptable for a supplier to certify that he or she sources parts for the equipment from domestic suppliers as those domestic suppliers may make their products of foreign steel which would not be compliant with Buy America requirements. (See https://www.fhwa.dot.gov/construction/contracts/buyam_qa.cfm for more information.)
- ☒ M. A completed **MINORITY IMPACT STATEMENT**.

The award of FRT funds; any subsequent funding or letting of contracts for design, construction, reconstruction, improvement, or maintenance; and the furnishing of materials for this project shall not involve direct or indirect interest of any state, county, or city official, elective or appointive. All of the above are prohibited by Iowa Code 314.2, 362.5, or 331.342. Any award of FRT funding or any letting of a contract in violation of the foregoing provisions shall invalidate the award of FRT funding and authorize a complete recovery of any funds previously disbursed.

Recreational Trails Program (RTP) compliance

The applicant must sign below to indicate that the project is in compliance with 23 U.S.C. 206 or the RTP that prohibits the use of grant funds to accommodate motorized use on trails that have been predominantly used by nonmotorized trail users prior to May 1, 1991.

In addition, to the best of my knowledge and belief, all information included in this application is true and accurate, including the commitment of all physical and financial resources. This application has been duly authorized by the participating local authority. I understand the attached **official endorsement(s)** binds the participating local governments to assume responsibility for adequate maintenance of any new or improved trails.

I understand that, although this information is sufficient to secure a commitment of funds, an executed contract between the applicant and the Iowa DOT is required prior to the authorization of funds.

Representing the _____

Signature Date

Typed Name and Title Date

Minority Impact Statement

Pursuant to 2008 Iowa Acts, HF 2393, Iowa Code 8.11, all grant applications submitted to the State of Iowa that are due beginning Jan. 1, 2009, shall include a Minority Impact Statement. This is the state's mechanism for requiring grant applications to consider the potential impact of the grant project's proposed programs or policies on minority groups.

Please choose the statement(s) that pertains to this grant application. Complete all the information requested for the chosen statement(s). Submit additional pages as necessary.

- ☒ The proposed grant project programs or policies could have a disproportionate or unique **positive** impact on minority persons.

Describe the positive impact expected from this project.

The Little Walnut Creek Trail project has a unique and disproportionately positive impact on minority communities by enhancing accessibility to safe recreational spaces. This improvement encourages physical activity among individuals who may have limited access to parks and trails, ultimately leading to better health outcomes. Moreover, the project prioritizes community engagement, involving local residents in the design and development process. This fosters a sense of ownership and ensures that the specific needs and preferences of minority populations are addressed.

Additionally, the construction and maintenance of the trail create job opportunities for local residents, including those from minority backgrounds, contributing to economic development in the area. The project also promotes cultural inclusivity by incorporating elements that reflect the diverse heritage of the community, enhancing pride and cohesion among residents.

Furthermore, the trail provides safe transportation options, offering a vital alternative for commuting, ~~especially for those who rely on biking or walking. This is particularly beneficial for minority populations.~~

Indicate which groups are impacted:

- ☐ Women ☒ Persons with a Disability ☐ Blacks ☐ Latinos ☐ Asians
☐ Pacific Islanders ☐ American Indians ☐ Alaskan Native Americans ☒ Other Elderly

- ☐ The proposed grant project programs or policies could have a disproportionate or unique **negative** impact on minority persons.

Describe the negative impact expected from this project:

Present the rationale for the existence of the proposed program or policy:

Provide evidence of consultation with representatives of the minority groups impacted:

Indicate which groups are impacted:

☐ Women ☐ Persons with a Disability ☐ Blacks ☐ Latinos ☐ Asians
☐ Pacific Islanders ☐ American Indians ☐ Alaskan Native Americans ☐ Other _____

☐ The proposed grant project programs or policies are **not expected to have** a disproportionate or unique impact on minority persons.

Present the rationale for determining no impact:

I hereby certify that the information on this form is complete and accurate, to the best of my knowledge.

Name Richard Brown

Title City of Clive Leisure Services Director

Definitions

"Minority Persons," as defined in Iowa Code 8.11, means individuals who are women, persons with a disability, Blacks, Latinos, Asians or Pacific Islanders, American Indians, and Alaskan Native Americans.

"Disability," as defined in Iowa Code 15.102, subsection 7, paragraph "b," subparagraph (1):

b. As used in this subsection:

(1) "*Disability*" means, with respect to an individual, a physical or mental impairment that substantially limits one or more of the major life activities of the individual, a record of physical or mental impairment that substantially limits one or more of the major life activities of the individual, or being regarded as an individual with a physical or mental impairment that substantially limits one or more of the major life activities of the individual.

"*Disability*" does not include any of the following:

- (a) Homosexuality or bisexuality.
- (b) Transvestism, transsexualism, pedophilia, exhibitionism, voyeurism, gender identity disorders not resulting from physical impairments or other sexual behavior disorders.
- (c) Compulsive gambling, kleptomania, or pyromania.
- (d) Psychoactive substance abuse disorders resulting from current illegal use of drugs.

"State Agency," as defined in Iowa Code 8.11, means a department, board, bureau, commission, or other agency or authority of the State of Iowa.

APPLICATION INSTRUCTIONS FOR IOWA FEDERAL RECREATIONAL TRAILS PROGRAM FUNDING

ATTACHMENT A

Itemized breakdown of total project costs guidelines:

Construction costs

These may be based on historical averages for entire projects of similar size and scope. Examples include:

- Typical cost per mile of trail (i.e., \$XXX,XXX per mile for moderate terrain and limited number of structures).
- Typical cost per square foot of bridge deck.
- Typical cost per square foot of new or renovated building space.

Design/Inspection costs

These may be estimated based on Typical percentages of construction costs, such as:

- 8 to 10 percent for preliminary up through final design and letting activities.
- 12 to 15 percent for construction inspection activities.

Right of way acquisition costs

These may be estimated based on:

- Impact and description of impact.
- Typical cost per square foot for permanent right of way.
- Typical cost per square foot for temporary easements.

Utility and railroad costs

These may be estimated based on:

- Impact and description of impact.
- Typical cost per linear foot of relocated or reconstructed facility (track, pipe, electrical lines, etc.).
- Typical cost per installation (railroad switches, utility poles, transformers, control boxes, etc.).

Indirect costs

If indirect costs are involved (e.g., wages):

- Estimated hours.
- Estimated hourly rate, salary.
- Estimated fringe, direct.
- Other direct cost estimate.
- Other indirect cost estimate.

Project Description

Clive is advancing the 7.4-acre Indian Hills Greenway project with the addition of approximately two miles of walking and biking trails. This work is being completed in collaboration with projects by the cities of Waukee and Urbandale. With streambank stabilization nearing completion, we are now ready to focus on the construction of a ten-foot-wide, multi-use paved trail. This trail will enhance connectivity between Clive and regional and state trails, featuring about half a mile of neighborhood trail and additional mileage dedicated to trail connections. The design includes three bridges—two spanning thirty-five feet and one seventy-five feet—across an ephemeral creek, with all construction adhering to strict safety protocols. The trail will have five exit points linking to the trail east of Alice's Road, Clive's trail system, and four other existing or planned trail projects in partner cities.

This trail project follows the completion of sewer work by Waukee and will leverage the progress made in streambank stabilization to proceed efficiently. Since the city owns the land, we can move forward immediately once the site is ready after streambank stabilization. The initial work will involve preparing the area for the trail, followed by cutting the path, laying asphalt, and creating extensions. As the cornerstone of our greenway improvements, this new trail will act as a foundational element for future projects and connections. Construction is slated to begin following the finalization of surveying and site planning, with completion expected by December 31, 2026.

Program Scoring Criteria

1. Describe the degree to which this project provides for innovative recreational trail sharing to accommodate motorized and non-motorized recreational trail use.

The Little Walnut Creek Trail Project fosters innovative recreational trail sharing by creating a designated twelve-foot-wide paved trail that accommodates both motorized and non-motorized users, ensuring safe passing and shared enjoyment. With a strong focus on low-impact design, the project minimizes disruption to the natural environment, promoting coexistence among various user groups. Safety features, including appropriate signage and clear markings, enhance the experience by managing traffic flow effectively. The inclusion of bridges allows for safe crossings, while five exit points connecting to larger trail systems enhance access and encourage diverse recreational activities. Addressing existing erosion issues not only protects the trail's integrity but also improves safety for all users. Community engagement in the planning process ensures that the needs of all user groups are considered, while the project's future-ready design lays the groundwork for adaptability to evolving recreational trends. Overall, this initiative exemplifies a forward-thinking approach to trail design, fostering inclusivity and safety for everyone.

2. Describe the degree to which the project provides for the greatest number of compatible recreational purposes including, but not limited to, those used for recreational purposes such as bicycling, mountain biking, cross-country skiing, hiking/jogging/fitness/nature trail activities, horseback riding, snowmobiling, aquatic activities, and vehicular travel by motorcycle or all-terrain/off-road vehicles.

The Little Walnut Creek Trail Project is designed to accommodate a wide range of compatible recreational purposes, maximizing its utility for the community. The twelve-foot, multi-use paved trail will primarily support activities like bicycling, jogging, and hiking, ensuring ample space for pedestrians and cyclists to share the path safely. This increased width not only enhances safety but also encourages more users to engage in outdoor activities, creating a vibrant recreational hub within neighborhoods and extending access to nearby areas.

The trail's design allows for easy access to various outdoor activities, including cross-country skiing and horseback riding, with potential extensions or adjacent paths specifically designated for these uses. While the primary trail is not intended for motorized vehicles, the inclusion of five exit points to larger trail systems opens opportunities for connections to routes that may accommodate snowmobiling and all-terrain vehicles in designated areas.

The project's emphasis on low-impact construction will also preserve the natural environment, making it suitable for nature trail activities and enhancing the experience for users seeking outdoor exploration. Additionally, the community-oriented design invites local input, which can help identify and incorporate additional recreational

activities, ensuring that the project meets the diverse interests of residents. Overall, this initiative effectively provides for a multitude of recreational purposes, fostering an inclusive environment that promotes active lifestyles for a wide range of users while significantly increasing recreational opportunities in neighborhoods and beyond.

3. Describe the degree to which the project facilitates the access and use of trails by older citizens, economically disadvantaged groups, persons with disabilities, and other special population groups.

The Little Walnut Creek Trail Project is designed with inclusivity in mind, facilitating access and use for older citizens, economically disadvantaged groups, persons with disabilities, and other special population groups. The twelve-foot multi-use paved trail provides a smooth, wide surface ideal for mobility devices such as wheelchairs, scooters, and walkers, ensuring safe navigation for individuals with varying abilities. Gentle gradients enhance accessibility for older adults and those with physical limitations. With five strategically placed exit points connecting to larger trail systems, the project improves access for economically disadvantaged groups who may rely on walking or biking for transportation, enabling them to reach essential services and recreational areas without a vehicle. The trail design also incorporates benches and resting areas, providing opportunities for older citizens and those with disabilities to rest along their journey. Additionally, the community-oriented planning process invites input from these populations to address their specific needs and preferences. By fostering opportunities for organized activities, such as guided walks or fitness programs, the trail encourages participation and social interaction among all residents. Overall, the Little Walnut Creek Trail Project significantly enhances access and usability for diverse groups, promoting a more inclusive recreational environment that benefits the entire community.

4. Describe the degree to which the project provides development of trail linkages.

The Little Walnut Creek Trail Project significantly enhances the development of trail linkages, fostering connectivity both within the community and to broader regional trail systems. By incorporating five strategically placed exit points, the project creates seamless connections to existing and future trails, facilitating easier access for pedestrians and cyclists.

These linkages enable users to transition smoothly between the Little Walnut Creek Trail and larger networks, promoting active transportation and outdoor recreation. The design not only connects to nearby neighborhoods but also to essential amenities such as parks, schools, and community centers, enhancing overall accessibility.

Furthermore, the trail's integration into a regional framework allows for extended recreational opportunities, encouraging exploration and use of adjacent trails that may support diverse activities, such as biking and hiking. This connectivity not only benefits individual users but also strengthens community ties, as residents can engage with a broader network of trails and recreational spaces.

In summary, the Little Walnut Creek Trail Project plays a crucial role in developing comprehensive trail linkages, promoting connectivity and accessibility that enhance the recreational experience for all users while fostering a sense of community.

5. Describe the degree to which the project creates opportunities for partnerships between trail users, private interests within the area, and public agencies.

The Little Walnut Creek Trail Project creates significant opportunities for partnerships between trail users, private interests, and public agencies, fostering a collaborative approach to community development and recreational access. By engaging local stakeholders during the planning process, the project encourages input from residents, businesses, and organizations, ensuring that diverse perspectives are represented and considered.

These partnerships can lead to joint initiatives, such as community events, fitness programs, or educational workshops that promote active lifestyles and environmental stewardship. Local businesses, particularly those in the hospitality and outdoor sectors, can benefit from increased foot traffic as more users access the trail, potentially resulting in sponsorship opportunities or promotional partnerships that enhance the trail experience.

Public agencies can collaborate with private interests to secure funding, share resources, and implement maintenance programs that ensure the trail remains accessible and well-maintained. By working together, these entities can leverage their unique strengths to create a vibrant and sustainable recreational environment.

Overall, the Little Walnut Creek Trail Project serves as a catalyst for building partnerships among trail users, private interests, and public agencies, ultimately fostering a sense of community ownership and shared responsibility for the trail and its surrounding environment.

6. Describe the degree to which the project is identified in, or furthers specific goal of, Iowa's Recreation Plan 2006 (SCORP), the Iowa Trails Plan, or regional/county/municipal plan.

The Little Walnut Creek Trail Project aligns closely with and furthers the specific goals outlined in Iowa's Recreation Plan 2006 (SCORP), the Iowa Trails Plan, and regional and municipal plans. It supports SCORP's objectives of enhancing recreational opportunities and access to outdoor activities for all Iowans by creating a multi-use trail that accommodates various users, including pedestrians and cyclists, thereby promoting physical activity and improving community health. Additionally, the project enhances connectivity between existing trail systems, contributing to the Iowa Trails Plan's emphasis on developing an interconnected network of recreational trails that also supports alternative transportation options. Furthermore, it reflects goals from local municipal and regional plans focused on improving community infrastructure and recreational facilities, enhancing access to parks and public spaces, and fostering

vibrant neighborhoods. Overall, the Little Walnut Creek Trail Project is well-integrated into Iowa's broader recreational and planning frameworks, actively contributing to the goals of SCORP, the Iowa Trails Plan, and local initiatives that prioritize community health, connectivity, and recreational access.

7. Describe the degree to which the project uses the grant funds to leverage greater public or private investments (in the form of services and materials, as well as dollars).

The Little Walnut Creek Trail Project effectively uses grant funds to leverage greater public and private investments, enhancing its overall impact and sustainability. By securing these funds, the project not only covers essential construction costs but also demonstrates financial viability and community support, which can attract additional investments from various stakeholders.

Public agencies may be encouraged to contribute resources and services, such as maintenance support or infrastructure improvements, knowing that initial grant funding has laid a solid foundation for the project. This collaborative approach can lead to shared services, such as public outreach and educational programming, which enhance community engagement and trail utilization.

Moreover, private businesses and organizations can see the potential for increased foot traffic and community visibility, motivating them to invest in related amenities or services, such as signage, recreational equipment, or sponsorship opportunities. These partnerships can further enhance the trail experience and contribute to its long-term sustainability.

Overall, the strategic use of grant funds in the Little Walnut Creek Trail Project not only supports immediate development but also creates a ripple effect that encourages greater public and private investments, ensuring that the trail serves as a valuable asset for the community well into the future.

8. Describe the degree of citizen involvement in proposal conception and implementation.

a.) Project idea originated with trail users or community group that has substantial knowledge of the area and its residents; and

b.) The private sector (including individual citizens, community groups, or local business enterprises) has participated in development of the proposal idea and has made commitments of labor, money, or materials to support proposal implementation.

a.) Community-Driven Project Idea

The project idea originated from input gathered from local trail users and community groups with substantial knowledge of the area and its residents. These stakeholders actively participated in discussions and surveys, providing valuable insights into community needs and preferences. Their involvement ensured that the trail design reflects the desires of those who will use it most, fostering a sense of ownership and relevance to the local population.

b.) Private Sector Participation

The private sector has also played a vital role in the development of the proposal. Individual citizens, community groups, and local businesses have contributed to the project through financial support, commitments of labor, and donations of materials. This collaborative approach not only bolsters the resources available for implementation but also enhances community ties. Local businesses may sponsor specific trail features or events, while volunteer groups can assist with construction and ongoing maintenance efforts.

Overall, the Little Walnut Creek Trail Project exemplifies a strong commitment to citizen involvement, ensuring that the project is not only a reflection of community needs but also a product of collective effort and investment, reinforcing its sustainability and success.

9. Describe the degree to which the project ties into other trails, greenways, scenic corridors, or natural, cultural, historical and recreational areas.

The Little Walnut Creek Trail Project plays a vital role in connecting to a broader network of trails, greenways, and scenic corridors across Iowa, enhancing accessibility to natural, cultural, historical, and recreational areas. By incorporating five strategically placed exit points, the project facilitates seamless transitions to existing trails, allowing users to explore adjacent recreational spaces and contribute to an interconnected system that promotes active lifestyles.

This connectivity not only links local neighborhoods to regional trail networks but also provides access to significant natural areas and parks, enriching the outdoor experience for users. Additionally, the trail aligns with scenic corridors that showcase Iowa's natural beauty, encouraging both residents and visitors to engage with the landscape.

The project also ties into cultural and historical sites, potentially incorporating wayfinding elements that highlight local heritage and educational opportunities along the trail. By enhancing access to these areas, the Little Walnut Creek Trail Project not only promotes recreational activities but also fosters a deeper appreciation of Iowa's cultural and historical resources.

Overall, the Little Walnut Creek Trail Project serves as a crucial connector within Iowa's broader recreational infrastructure, enriching community ties while promoting exploration and enjoyment of the state's diverse natural and cultural offerings.

10. Describe the degree of commitment to continue operation and maintenance of the project after grant money is no longer available.

The commitment to continue the operation and maintenance of the Little Walnut Creek Trail after grant funding expires is strong and multifaceted. Local government agencies have expressed a clear dedication to ensuring the trail remains a valuable community asset, with plans for ongoing maintenance budgets allocated in municipal funding. This includes regular upkeep of the trail surface, landscaping, and amenities such as benches and signage.

Additionally, community involvement plays a significant role in sustaining the trail. Local organizations and volunteer groups may be encouraged to participate in maintenance efforts, fostering a sense of ownership and community pride. Educational programs and events can further engage residents, promoting stewardship and encouraging users to care for the trail.

Partnerships with private entities may also contribute to the trail's long-term sustainability. Local businesses could sponsor maintenance initiatives or offer in-kind services, while collaborative efforts with public agencies can ensure that resources are shared effectively.

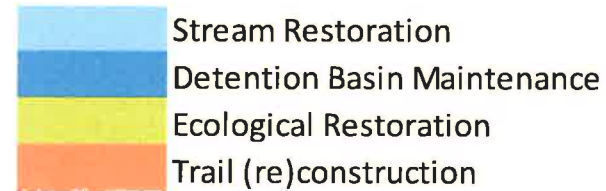
Overall, the combination of municipal commitment, community involvement, and potential private partnerships establishes a robust framework for the continued operation and maintenance of the Little Walnut Creek Trail, ensuring its longevity and ongoing benefit to the community long after grant funds are no longer available.

11. Describe the degree to which the project results in the cleanup of the area and whether the trail is designated as a National Recreational Trail.

The Little Walnut Creek Trail Project significantly contributes to the cleanup and revitalization of the area. As part of its development, efforts will be made to address existing environmental issues, such as erosion and debris, enhancing the overall aesthetic and ecological health of the surrounding landscape. This includes removing litter, improving drainage, and restoring native vegetation, which not only beautifies the area but also supports local wildlife and ecosystems.

While the project is designed to enhance recreational opportunities and community engagement, it has not yet been designated as a National Recreational Trail. However, the trail's design and development align with the criteria typically associated with such a designation, including promoting outdoor recreation, accessibility, and environmental stewardship. Achieving this designation in the future could further enhance the trail's visibility and attract additional funding and support, reinforcing its role as a key asset for the community and the broader region. Overall, the project not only aims to improve recreational access but also actively contributes to the area's environmental cleanup and health.

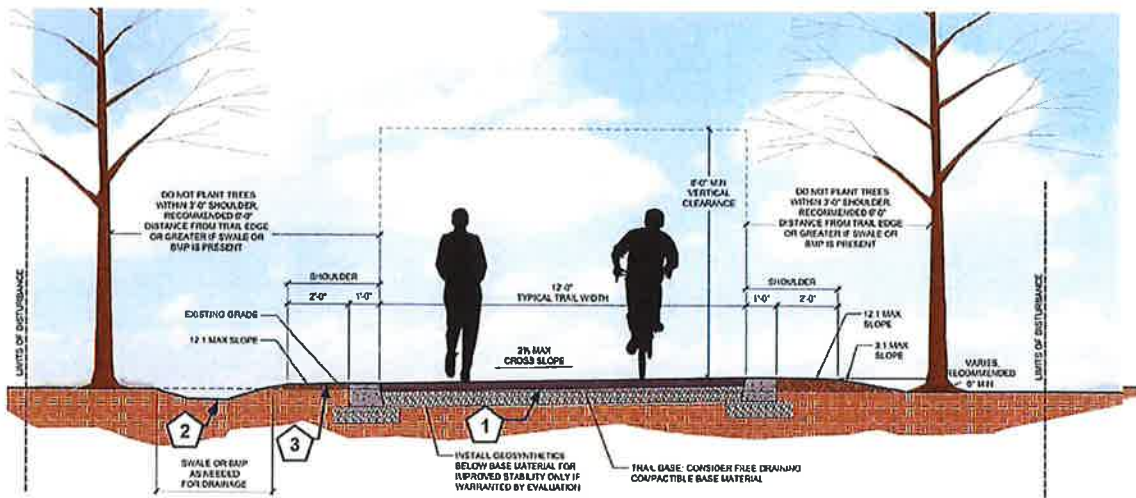
What will I see west of Alice's Road to Waukee?



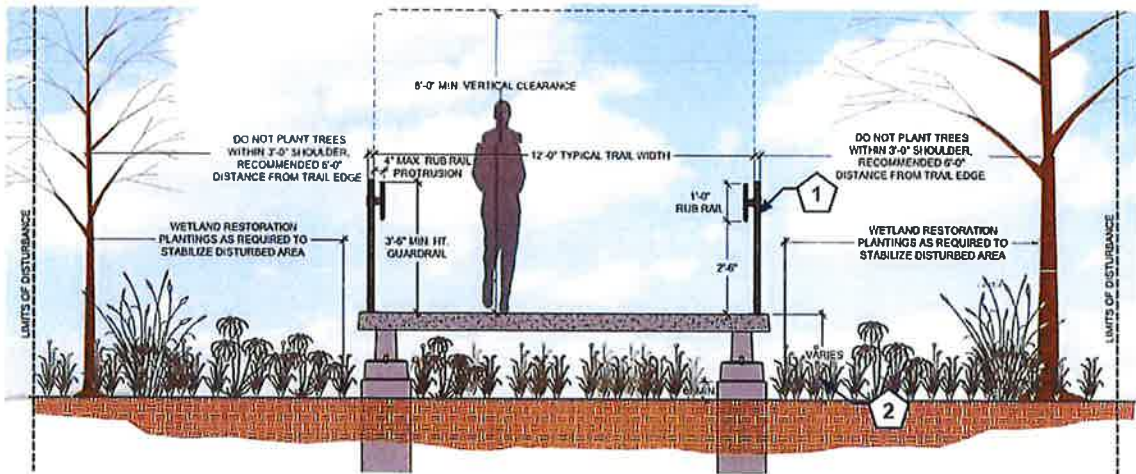
	2024				2025				2026			
	Winter	Spring	Summer	Autumn	Winter	Spring	Summer	Autumn	Winter	Spring	Summer	Autumn
Restoration West of Alice's Road to Waukee (~Warrior Lane)												



Trail Cross Section



Boardwalk Cross Section



Engineer's Opinion of Probable Construction Costs
Clive Little Walnut Creek Restoration and Trail Construction
West of Alices Road - 30% Design Estimate
Clive, IA
Date: May 18, 2023

Item No.	Item	Unit	Total	Unit Price	Total Price
1	CLEARING AND GRUBBING	ACRE	10.0	\$ 5,000.00	\$ 50,000.00
2	TOPSOIL, ON-SITE	CY	2000	\$ 30.00	\$ 60,000.00
3	EXCAVATION, CLASS 10, ROADWAY AND BORROW	CY	5000	\$ 30.00	\$ 150,000.00
4	SUBBASE, GRANULAR, 6 IN.	TN	5250	\$ 40.00	\$ 210,000.00
6	SHARED USE PATH, PCC, 6 IN.	SY	16682	\$ 50.00	\$ 834,100.00
7	SPECIAL SUBGRADE PREPARATION FOR SHARED USE PATH	SY	16682	\$ 5.00	\$ 83,410.00
8	SHOULDER FINISHING, EARTH	STA	267.7	\$ 650.00	\$ 174,005.00
9	PAINTED PAVEMENT MARKINGS, SOLVENT WATERBORNE	STA	33.0	\$ 100.00	\$ 3,300.00
10	CULVERT CROSSINGS	EACH	5	\$ 40,000.00	\$ 200,000.00
11	TRAFFIC CONTROL	LS	5000.0	\$ 1.00	\$ 5,000.00
12	SIGNS	SF	40.0	\$ 40.00	\$ 1,600.00
13	SIGN POSTS	LF	100.0	\$ 15.00	\$ 1,500.00
14	HYDRAULIC SEEDING, FERTILIZING, AND MULCHING, TYPE 1	ACRE	6.0	\$ 5,000.00	\$ 30,000.00
15	TEMPORARY SEEDING	ACRE	3.0	\$ 3,500.00	\$ 10,500.00
16	SWPPP MANAGEMENT	LS	1	\$ 10,000.00	\$ 10,000.00
17	SILT FENCE INSTALLATION & REMOVAL	LF	13383	\$ 5.00	\$ 66,925.00
18	SILT FENCE MAINTENANCE	LF	3000	\$ 4.00	\$ 12,000.00
19	SAFETY RAIL	LF	540	\$ 100.00	\$ 54,000.00
20	CONSTRUCTION SURVEY	LS	1	\$ 10,000.00	\$ 10,000.00
21	MOBILIZATION	LS	1	\$ 55,660.00	\$ 55,660.00
22	CONCRETE WASHOUT	LS	1	\$ 5,000.00	\$ 5,000.00
23	TRAIL COUNTER	LS	1	\$ 8,000.00	\$ 8,000.00
Subtotal					\$ 2,035,000.00
Contingency (30%)					\$ 611,000.00
TOTAL					\$ 2,646,000.00

Engineer's Opinion of Probable Construction Costs
Clive Little Walnut Creek Restoration and Trail Construction
Crossing to 178th Street - Alternative 2 (Revised) with Prefabricated Bridge
Clive, IA
Date: May 31, 2023

Item No.	Item	Unit	Total	Unit Price	Total Price
1	CLEARING AND GRUBBING	ACRE	0.4	\$ 10,000.00	\$ 4,000.00
2	TOPSOIL, ON-SITE	CY	650	\$ 30.00	\$ 19,500.00
3	EXCAVATION, CLASS 10, ROADWAY AND BORROW	CY	1920	\$ 30.00	\$ 57,600.00
4	SUBBASE, MODIFIED, 6 IN.	SY	760	\$ 20.00	\$ 15,200.00
5	PIPE CULVERT, TRENCHED	LF	52	\$ 200.00	\$ 10,400.00
6	PIPE APRON	EA	2	\$ 3,000.00	\$ 6,000.00
7	FOOTING FOR CONCRETE PIPE APRON	EA	2	\$ 800.00	\$ 1,600.00
8	SHARED USE PATH, HMA, 5 IN.	SY	690	\$ 60.00	\$ 41,400.00
9	SPECIAL SUBGRADE PREPARATION FOR SHARED USE PATH	SY	280	\$ 5.00	\$ 1,400.00
10	SHOULDER FINISHING, EARTH	STA	12.4	\$ 800.00	\$ 9,920.00
11	SHARED USE PATH ASSURANCE TESTING	LS	1	\$ 5,000.00	\$ 5,000.00
12	PAINTED PAVEMENT MARKINGS, SOLVENT WATERBORNE	STA	2.5	\$ 1,000.00	\$ 2,500.00
13	HYDRAULIC SEEDING, FERTILIZING, AND MULCHING, TYPE 1	ACRE	0.2	\$ 6,000.00	\$ 1,200.00
14	EROSION CONTROL	LS	1	\$ 25,000.00	\$ 25,000.00
15	PREFABRICATED TRUSS BRIDGE	LS	1	\$ 450,000.00	\$ 450,000.00
16	CONSTRUCTION SURVEY	LS	1	\$ 10,000.00	\$ 10,000.00
17	MOBILIZATION	LS	1	\$ 134,280.00	\$ 134,280.00
18	CONCRETE WASHOUT	LS	1	\$ 5,000.00	\$ 5,000.00
Subtotal					\$ 800,000.00
Contingency (20%)					\$ 160,000.00
TOTAL					\$ 960,000.00

Narrative

Clive initiated an investigation into the Little Walnut Creek Trail project in response to erosion and watershed issues affecting residents. To address these challenges, open forums were held in the neighborhood to identify specific concerns and transform them into opportunities for community improvement.

These meetings featured presentations on waterways, their environmental impacts, and discussions about the community's aesthetic aspirations for the area. A key outcome from both city officials and citizens was the desire to expand biking and walking trail amenities. It was agreed that part of the solution for streambank stabilization and watershed management would involve constructing a recreational trail that aligns with the goals of the Little Walnut Creek project. This trail would provide easy access to greenways, promote exercise, connect to larger trail systems, enhance aesthetics, and improve environmental stability.

As plans were drafted and implementation began, Clive engaged various stakeholders, including citizens, local businesses, city officials, and consulting firms. After careful consideration, he selected a design firm, and communication among all parties continued to enrich the planning process. To ensure transparency and ongoing input, Clive established a series of meetings that would take place throughout the project's duration.

Communication strategies were also developed, including City newsletters and surveys to report on progress and gather feedback from the community. This project is part of the broader Greenbelt Master Plan, which aims to enhance connectivity and accessibility across the region. All relevant materials, including project updates and planning documents, are accessible to the public on the City's website.

Clive's collaborative approach has fostered community involvement, with citizens contributing their time, feedback, and donations to support the initiative. As the project evolves, the emphasis will remain on ongoing cooperation between the City and its residents, ensuring that the Little Walnut Creek Trail reflects the community's needs and aspirations while promoting environmental sustainability and recreational opportunities.



Memo

TO: Mayor and Council members

FROM: Richard Brown, Leisure Services Director

DATE: September 26, 2024

RE: Resolution Approving Submission of Bravo Public Art Grant for Permanent Art Installation at the Harbach Center

SYNOPSIS:

Leisure Services is requesting approval to submit a grant application to Bravo for public art in the amount of \$10,000.00 for the creation of a Mural the City of Clive's Harbach Center

Attachments:

1. Harbach Community Center Mural Grant Resolution
2. Bravo Grant for Harbach Bay Doors Mural Draft

RESOLUTION NO. _____

**RESOLUTION APPROVING SUBMISSION OF BRAVO PUBLIC ART GRANT
RELATING TO CLIVE PARKS AND RECREATION DEPARTMENT, CLIVE
LIBRARY AND THE HARBACH CENTER FOR PERMANENT PUBLIC ART**

WHEREAS, the City Council of the City of Clive (the “City”) desires to submit an Application for a Bravo Public art Grant relating to funding for a permanent public art installation at the City’s Harbach Center; and

WHEREAS, the Bravo Public Art Grant application must be executed on behalf of the City.

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

That the City approves the submission of an application for a Bravo Public Art Grant application in the amount of \$10,000 regarding funding for the creation of a permanent public art piece at the City’s Harbach Center; the Mayor or his designee is hereby authorized and directed to execute said application on behalf of the City to evidence such approval; and the City staff are authorized to file the grant application with Bravo.

PASSED AND APPROVED THIS 26th day of September, 2024.

By: _____
John Edwards, Mayor

ATTEST:

By: _____
Matthew Graham

Application: City of Clive

Tiffany Belieu - tbelieu@cityofclive.com
Public Art Grant

Summary

ID: GC25-0000000035

Public Art Grants Information Form

Completed - Sep 12 2024

Public Art Grants Information Form

Please complete the form and the applicant will have the opportunity to review and make any updates to this information in future grant cycles.

General Information

Applicant City	City of Clive
Mailing Address	1900 NW 114th Street
Zip Code	50325

Project Contact Information

Name	Tiffany Belieu
Title	Administrative Assistant
Email	tbelieu@cityofclive.com
Phone Number	515-223-5246

Federal EIN

42-6035153

GC25 Public Art Grant Application

In Progress - Last edited: Sep 16 2024

GC25 Public Art Grant Application

Instructions: Please answer questions with clear and compelling details so that someone without knowledge of the community can understand how this project will impact the city and/or region.

Responses will be scored using the following scale:

Weak	Fair	Good	Strong	Exceptional
Applicant has provided <u>insufficient</u> evidence to demonstrate criteria are met	Applicant has provided <u>limited</u> evidence to demonstrate criteria are met	Applicant has provided <u>sufficient</u> evidence to demonstrate criteria are met	Applicant has provided <u>clear</u> evidence to demonstrate criteria are met	Applicant has provided <u>substantial</u> evidence to demonstrate criteria are met

GENERAL INFORMATION

Applicant City

City of Clive

My city is applying for:

Public Art Project

Project Title

Harbach Community Center Murals

Applicants may request up to 50% of eligible project expenses or up to 75% of eligible comprehensive public art plan expenses. Prior to submitting a grant request amount, please review both eligible and ineligible expenses listed in the [Public Art Grant Guidelines](#).

Grant Request	10,000
Total Project Cost	23,000
Funds Secured To-Date (do not include in-kind)	0

PUBLIC ART PROJECT

Briefly describe the proposed project.

150 words

The City of Clive is proposing a mural project at our community center on the eastern side of the Clive. The space was converted from a public safety center and still retains some of the look of an official municipal building. We are looking to brighten this community space and make it more inviting to those who live in the neighborhood. The proposal would be to paint three of the large bay doors formerly used for emergency vehicles. The doors are large at 224 square feet and currently appear utilitarian and austere. Behind the doors we host free bounce houses, indoor activity space for after school, a winter playground, a library and more. Having a piece of art that is public facing would both beautify the building and give an outward indicator of the playfulness and fun that the community center provides.

Identify the location for the public art project. Explain why the location was selected and how city departments were involved in the location selection (i.e. engineering, site preparation, etc.). If the location is unknown, please describe how a location will be chosen and who will be a part of the selection process.

300 words

The Leisure Services Department of the City of Clive, which is the umbrella under which Parks and Recreation and Library services are provided, was tasked with identifying a place where a new piece of public art would be most impactful. The Harbach Center was identified as a place where art could be appreciated and bring a much-needed brightness to the space. The building sits adjacent to Linnan, a popular neighborhood park. The park will be getting a makeover, with a completion date in 2026. By working alongside this construction we hope that it will become clearer that the park and the building operate as a unit in the community. The building is being constantly improved over time and as our ability to offer new and exciting activities for the neighborhood grows we are hoping to attract more visitors. By adding something attractive outside the building would make the building more easily identifiable as a place for leisure activities, more intriguing and more beautiful. The space is already owned by the City and the outward facing doors are suited for a mural.

Does the city have a comprehensive public art plan?

Yes

Please upload a pdf of the public art plan.

PDF only

[MASTER PLAN 2018-Resized.pdf](#)

Filename: MASTER PLAN 2018-Resized.pdf **Size:** 5.4 MB

How is this project aligned with the city's comprehensive public art plan?

200 words

The City of Clive Public Art Master Plan recommends commission/acquiring one major work of public art, with three to five of them in place by 2025. This project would bring us to a total of four.

The plan outlines area of concentration including art that "activates places in Clive within the Public Art Project zones." This project hits 3 out of 9 of these zones: the NW 86th street corridor, neighborhoods and recreations sites. Inside these zones the project seeks to align with the vision of the public art program in fostering pride and ownership through art, igniting the feeling of belonging to a distinct community.

As the building itself is utilized for youth programs and library services, a design to foster curiosity can lend itself to the goal of having a complementary educational component to the City's public art. We seek to hold a program for the artist to explain their process, the piece and answer questions from the public as well as programming run by staff and self-lead education and creation opportunities.

How will the project generate more artistic expression and contribute to the uniqueness of the community?

300 words

The Harbach Center is on the far south side of City of Clive's Linnan Park. It is a popular park for both children and adults.

To link the artistic and educational opportunities available inside the facility, a mural is an easy way to draw visitors from the park to the community center.

Linnan Park is getting upgraded in 2025 and we think the timeline for adding art to the building will not only help the park but also provide a signal for those who may be looking to visit park-like space while the construction is underway.

With signage on the art that will be visible at all times, curious onlookers may be prompted to visit the building. We plan to implement signage that has not only artistic information but information on how visitors can learn more about the process of the mural and how they can begin the process of an a life that includes art. As part of our programming at the Harbach Library arts, crafts and other creative activities drive education and entertainment. Alongside this, our libraries house an extensive collection of artistic implements that are able to be checked out by anyone with a library card.

We would plan to interweave these educational opportunities and items for usage by those who may not have access to them otherwise by instigating a program alongside the mural, from meet the artists to emulative art, and education on processes.

Describe expected maintenance of the new public art piece and who is responsible for maintenance and oversight. Please include if the artist will provide maintenance details and how maintenance will be funded for sustainability.

300 words

The City of Clive has all artists whose art has been purchased for the permanent art collection to provide a care and maintenance guide.

Clive's permanent art collection is maintained by staff, and when necessary, outside contractors. These repairs are made in accordance with the care and maintenance plan provided by artists.

All art in both the permanent and temporary collection are insured in case of damage. Repairs and maintenance made outside of these parameters are funded by the Public Art budget, made up of City funds.

UPLOADS

Images (if available)

Up to three (3) images for the project. These can be artist's renderings, sketches, photos of the site or equipment or stock photos of the materials to be used. Make the images compelling and part of the case for funding. Although specific artist renderings of the final installation are not required, applications that create a clear and compelling picture of the planned public art generally perform better.

[Harbach Bay Doors.JPG](#)

Filename: Harbach Bay Doors.JPG **Size:** 8.1 MB

[Harbach Bay Door Closeup.ORF](#)

Filename: Harbach Bay Door Closeup.ORF **Size:** 18.8 MB

Timeline

One-page detailed timeline of major milestones for the project. Use specific dates when possible and include milestones already reached. Opportunities for community input and engagement should be included. To ensure project dates align with the GC25 Public Art Grant, please review the timeline in the [Public Art Grant Guidelines](#).

[Harbach Center Mural Timeline.pdf](#)

Filename: Harbach Center Mural Timeline.pdf **Size:** 83.8 kB

Project Budget

A one-page budget that details the costs to fully complete the project. Clearly identify any expenses already incurred. Public art expenses must be clearly separated from other, non-public art-related expenses and fees paid to artists should be clearly called out. Include the date on which the budget was last updated. *PDF only*.

[Harbach Center Mural Budget.pdf](#)

Filename: Harbach Center Mural Budget.pdf **Size:** 18.6 kB

Fundraising

List of all confirmed, pending and potential/prospect sources (cash, pledges and in-kind) of funding to complete the project. Include the donor/source name, amount of funding and date of donation/funding decision. Label donations that are in-kind. *PDF only*.

[Harbach Center Mural Fundraising.pdf](#)

Filename: Harbach Center Mural Fundraising.pdf **Size:** 19.0 kB

Describe how the project budget was determined. Identify any artist and/or consultant who contributed to the project estimates and include the date when the budget was last updated.

300 words

The budget for this project was determined based on a calculation that takes into account the average cost of creating a mural and the dimensions of the mural space. By using the average price for murals (\$25 - \$27 per square inch) and applying it to the specific size of the designated area (224 square feet), estimate of \$20,000. This estimate was calculated by Leisure Services staff tasked with managing public art for the City of Clive. The last updated budget date is September 13, 2024.

Other than fundraising, what are the anticipated challenges with completing the project and how will you overcome those obstacles?

300 words

There are no particular anticipated challenges for this project beyond those regularly associated with works of outdoor public art.

ENGAGEMENT AND IMPACT

Please describe the artist selection process and note whether any local artists are participating in the project.

300 words

The City will issue a Call to Artists that outlines expectations for the mural project. This Call to Artists will emphasize encouraging applicants from Iowa, and more broadly, from the Midwest region. Our goal is to engage local and regional talent and ensure that the mural reflects the unique perspectives and artistic views of our community.

How will residents of the community play a meaningful role in the creation and implementation of the project? Please be as detailed as possible about how you will reach and include a wide range of resident voices, especially those traditionally underrepresented in public input processes.

300 words

The Harbach Center is in a vibrant and diverse community in Clive, where various cultures come together. We are dedicated to serving this multifaceted community in numerous ways, and we value the input of all its members. To ensure we create something that both fits the vision of the neighborhood, and that our residents have an active voice in, we will be seeking feedback through survey. This survey will be available both online, where it can be translated into multiple languages, and on-site where visitors can get help, providing multiple ways for community members to share their opinions and contribute to furthering the Harbach Center as a place for gathering, discovering and celebrating community.

The parallel programming will be free and open to the public, inviting all to discover more about the artist, the process and art itself via education and hands-on art projects.

Describe how the project introduces and/or reaches those whose opportunities to experience the arts may be limited by geography, ethnicity, economics or disability.

300 words

The Harbach Center and Linnan Park serve a population with limited access and resources, making it challenging for many to participate in activities far from home. The planned art piece, which will be prominently displayed facing Linnan, aims to enhance the vibrancy of the space. This area is frequently used for personal celebrations, playing sports, and after-school activities. By incorporating art, we hope to add a dynamic visual element that not only enriches the experience for current visitors but also attracts new guests to the community center.

Beyond "Every Day, Everywhere Art", please explain how this project advances one or more of the Regional Cultural Assessment priorities.

300 words

The community center serves individuals of all ages, but a significant portion of our visitors are children. By installing a mural as a vibrant beacon outside the center, we aim to capture the attention of young visitors and guide them toward various enrichment opportunities available throughout the building. The mural will not only enhance the visual appeal of our space but also directs children to new areas where they can further engage with and explore art. We hope to expand their access to artistic experiences and encourage a deeper appreciation for art within the center itself.

How will this project create or enhance a meaningful space for the entire community? Please include any future plans to bring the community to the space such as programming or events centered around the public art project and how the artist is contributing to these plans.

300 words

The mural will serve as both an inspirational piece and a focal point for art-related programming. Signage will educate about the piece and leave information that encourages visitors to further their art journey inside. Plans include a ribbon cutting, artist visit and lecture, and passive programming that allows visitors to take home and create their own mural-like project. Art-based educational materials and resources are available at our Harbach Library location, with the ability to check out actual art materials for three-week time periods.

- I understand recipients of a GC25 Public Art Grant award will be required to sign and submit a Grant Agreement by 3:00 p.m. on January 31, 2025. Public Art Grant award payments will not be released until the Grant Agreement is signed.
- I acknowledge that I have read and understand the application materials and grant overview.
- I certify that all representations and statements made or furnished in connection with this application are true and correct in all material respects, and that the organization can supply reasonable documentation if requested.
- I certify that financials are true and do not include any ineligible expenses.
- I am authorized to sign and submit this application on behalf of my organization. (Only people designated as Owners in SurveyMonkey Apply may submit the final application. Contact grants@bravogreaterdesmoines.org to request a change in status from Collaborator to Owner).

Use your mouse to electronically sign on the line.



YOU ARE NOT DONE UNTIL YOU FULLY SUBMIT THE APPLICATION ON THE FINAL PAGE!

PLEASE FOLLOW THESE INSTRUCTIONS TO SUBMIT YOUR APPLICATION

1. Sign the Application and click the "Mark as Complete" green button at the bottom right of the page. On the next page, 2 green dots with check marks will be shown in a box on the left side, and it will say 2 of 2 tasks complete.
2. If you would like to review the application, please click the black Review button.
3. Next, click the green Submit button and confirm that selection.
4. Your application has been submitted when you receive a response that says "Application Submitted" with a checkmark in a green dot.
5. To download a copy for your records, click on the box that says "Go to my application." A box will appear with your application, and on the top right-hand corner you will have the option to download or review your application.



Clive Public Arts

CITY OF CLIVE PUBLIC ART MASTER PLAN 2018



Figure 1: Broken Compass by Anna Modeland



Harbach Mural Timeline

October 2024 – January 2025

Continue to investigate and pursue funding opportunities from private and public donors.

November 2024 – December 2024

The City will send a survey to Clive residents of the Harbach neighborhood for input on mural themes.

Survey results calculated and discussed with Clive Parks, Recreation and Public art Board.

January 2025

Issue a Call to Artists with parameters garnered from survey, Board members, and City staff.

March 2025

Clive Parks, Recreation and Public Art Subcommittee meets to discuss applications and choose the top six applications.

March 2025

The top six applications brought to full Clive Parks, Recreation and Public Art Board to choose three finalists to present to City Council.

April 2025

Finalists presented to Clive City Council.

May 2025

Project Awarded to chosen finalist.

May 2025 through July 2025

Artist commences work on project. With a completion date set for the end of July.

June 2025

Host a mural-in-progress event.

August 2025

Art official ribbon cutting at City of Clive's Back to School Celebration.

Implementation of "Exploring Murals" passive program at Clive's Harbach Public Library.

September 2025

Artist invited to give a presentation and discussion.

The estimated budget for this project will be entirely allocated to the artist for the creation and installation of the mural. The City of Clive does not foresee any additional expenses beyond the initial budget for the artwork itself. However, it is important to note that ongoing care and maintenance of the art piece will not be covered by this budget. These future costs for maintenance and upkeep will need to be managed separately by the city's public art fund.

Currently, this project has only applied for this BRAVO grant. The City of Clive is committed to investigating other potential funding opportunities to ensure that all project costs are covered. Any expenses not addressed by external sources will come from City of Clive funds. Our goal is to secure adequate funding to fully support the project and manage any additional costs effectively.



Memo

TO: Mayor and Council members

FROM: Kelly Rivera, Administrative Specialist

DATE: September 26, 2024

RE: Receive & File Building Code Appeals Board Meeting Minutes –
06/20/2024

SYNOPSIS:

The attached minutes were approved at the most recent BCAB meeting. Staff requests that the minutes be received and filed. This board only meets when required, thus the significant time lapse for minutes approval.

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

Attachments:

1. BCAB Minutes 06202024

BUILDING CODE APPEALS BOARD MEETING MINUTES June 20, 2024

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

https://www.cityofclive.com/connect/boards_and_commissions/building_code_appeals_board.php

MUNGER CALLED THE MEETING TO ORDER AT 5:31 P.M.

**PRESENT: LINCOLN PEARCE, MARCIA MUNGER, LADONNA GRATIAS, TODD MC
GOWAN**

ABSENT: BRETT VAN ZEE

STAFF: MAYER, RIVERA

MOTION WAS MADE BY MUNGER, SECONDED BY PEARCE to approve September 21, 2023 minutes

VOTE: YES – UNANIMOUS

Ryan Mayer presented updates regarding permitting software, rental program, the 2024 Home Show, etc.

VOTE: YES – UNANIMOUS

Being no further business before the Board, the meeting was adjourned at 5:40 p.m.



Memo

TO: Mayor and Council members

FROM: Mela Nisic, Human Resources Specialist

DATE: September 26, 2024

RE: Approve Pay Rate - Liz Gregg - PT Library Assistant I - \$17.94/Hr - Effective 9/27/2024

SYNOPSIS:

After an extensive external recruitment process, Liz Gregg was recommended by staff to become the next PT Library Assistant I. Liz Gregg is an experienced music teacher with 17 years' experience of teaching and performing music for all ages. Liz has 4 years of classroom experience in grades K-12 and 17 years experience teaching private voice, piano and flute lessons. Liz has a Bachelor of Music Education from Wartburg College and an Iowa Certification: K-8 Music, 5-12 Music.

Attachments:

1. Liz Gregg Resume
2. Liz Gregg
3. Library Assistant - I - PT from 11.17.23



Memo

TO: Mayor and Council members

FROM: Richard Brown, Leisure Services Director

DATE: September 26, 2024

RE: Public Hearing - Greenbelt Landing Project

SYNOPSIS:

On August 22, 2024 the City Council rejected all the bids for Prime Construction Package #6 of the Greenbelt Landing project due to costs. The engineer's estimate for prime contract #6 was \$2,120,000 and the two received bids were for \$2,830,000 and \$3,044,000 which were 33% and 43% respectively over the engineer's estimate for prime contract #6.

Following that meeting the plans for prime construction package #6 were reviewed for potential changes and efficiencies and then rebid.

On September 18, 2024, bids were received for the rebid prime construction package #6. Two bids were received for \$2,518,000 from Keystone Construction and for \$3,185,000 from Core Construction Services. The low bid from Keystone Construction is \$315,000 lower than the previous low bid for prime contract #6.

When combined with the other five previously approved construction projects the total amount for the Greenbelt Landing bids is \$6,426,760.00 which is 1.5% under the engineer's estimate of \$6,526,380.00

Staff recommends award of the construction contract for prime construction package #6 to Keystone Construction in the amount of \$2,518,000.00

Attachments:

None



Memo

TO: Mayor and Council members

FROM: Richard Brown, Leisure Services Director

DATE: September 26, 2024

RE: Resolution approving plans, specifications, forms of contract and estimate of costs

SYNOPSIS:

Attachments:

1. Resolution - Approving Plans and Specs - Bid Package 6

RESOLUTION NO. _____

RESOLUTION APPROVING PLANS, SPECIFICATIONS, FORM OF
CONTRACT, AND ESTIMATE OF COSTS FOR GENERAL BUILDING CONSTRUCTION
BID PACKAGE #6 FOR THE GREENBELT LANDING PROJECT

WHEREAS, on the 28th day of August, 2024, plans, specifications, a form of contract and an estimate of costs were filed with the City of Clive, Iowa, for the Greenbelt Landing Project (the "Project"), specifically for the General Building Construction Bid Package #6, and;

WHEREAS, notice of hearing on said plans, specifications, form of contract and estimate of costs was published, and a public hearing has been held thereon.

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

That the said plans, specifications, form of contract and estimate of costs for the Project are hereby approved and adopted.

PASSED AND APPROVED this 26th day of September, 2024.

By: _____

John Edwards, Mayor

ATTTEST:

By: _____

Matthew Graham, City Clerk



Memo

TO: Mayor and Council members

FROM: Richard Brown, Leisure Services Director

DATE: September 26, 2024

RE: Receipt of bids

SYNOPSIS:

Attachments:

1. Exhibit A - Bid Tab

CM: DCI Group	Bid Tabulation	Bid Date: 09/18/2024
Owner: City of Clive	Clive Greenbelt Landing Rebid #6 Bid Package	Bid Time: 2:00 PM
Architect: SmithGroup	Project Number: 23.046	Recorder: JJ

BID PACKAGE #6	5% Bid Security	Bidder Status Form	Alternate Boardwalk Design - Augered Piles	Addendum #1	Base Bid
General Building Construction					
Budget: \$2,120,000					
Bidder Name					
Keystone Construction	x		\$ 58,000		\$2,518,000
Core Construction Services	x		\$ 101,000		\$3,185,000

CM: DCI Group	Bid Tabulation	Bid Date: 8/15/24
Owner: City of Clive	Clive Greenbelt Landing	Bid Time: 2:00 PM
Architect: SmithGroup	Project Number: 23.046	Recorder: JJ

Clive Greenbelt Landing- Bid Summary

Bid Package	Contractor	CD Estimate	Base Day	DELTA
BP #6 - General Construction		\$2,120,000	\$2,518,000	-\$398,000
BP #22 - Mechanical & Plumbing		\$344,000	\$259,869	\$84,131
BP #26 - Electrical		\$282,000	\$388,703	-\$106,703
BP #31 - Grading/Utilities		\$2,000,900	\$1,700,000	\$300,900
BP #32 - Concrete		\$864,480	\$635,188	\$229,292
BP #32.1 - Landscaping		\$915,000	\$925,000	-\$10,000
Total Budget vs. Bids:		\$6,526,380.00	\$6,426,760.00	\$99,620.00

Base Bid

CD Estimated value

\$6,526,380

Bid day

\$6,426,760



Memo

TO: Mayor and Council members

FROM: Richard Brown, Leisure Services Director

DATE: September 26, 2024

RE: Resolution awarding contract for Greenbelt Landing Prime Construction Package #6 General Building Construction - Keystone Construction - \$2,518,000.00

SYNOPSIS:

Attachments:

1. Contract
2. Resolution - Bid Package #6 Contract

DRAFT AIA® Document A132™ – 2019

Standard Form of Agreement Between Owner and Contractor, Construction Manager as Adviser Edition

AGREEMENT made as of the Nineteenth day of September in the year 2024
(In words, indicate day, month, and year.)

BETWEEN the Owner:
(Name, legal status, address, and other information)

City of Clive
1900 NW 114th Street
Clive, Iowa 50325

and the Contractor:
(Name, legal status, address, and other information)

Keystone Construction Services, LLC
1650 NW Gettysburg Ln
Waukee, IA 50263

for the following Project:
(Name, location, and detailed description)

Greenbelt Landing Project

The Construction Manager:
(Name, legal status, address, and other information)

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

The Architect:
(Name, legal status, address, and other information)

Smith Group
233 North Water Street
Suite 502
Milwaukee, WI 53202

The Owner and Contractor agree as follows.

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

This document is intended to be used in conjunction with AIA Documents A232™-2019, General Conditions of the Contract for Construction, Construction Manager as Adviser Edition; B132™-2019, Standard Form of Agreement Between Owner and Architect, Construction Manager as Adviser Edition; and C132™-2019, Standard Form of Agreement Between Owner and Construction Manager as Adviser. AIA Document A232™-2019 is adopted in this document by reference. Do not use with other general conditions unless this document is modified.

ELECTRONIC COPYING of any portion of this AIA® Document to another electronic file is prohibited and constitutes a violation of copyright laws as set forth in the footer of this document.

TABLE OF ARTICLES

- 1 THE CONTRACT DOCUMENTS
- 2 THE WORK OF THIS CONTRACT
- 3 DATE OF COMMENCEMENT AND DATES OF SUBSTANTIAL COMPLETION
- 4 CONTRACT SUM
- 5 PAYMENTS
- 6 DISPUTE RESOLUTION
- 7 TERMINATION OR SUSPENSION
- 8 MISCELLANEOUS PROVISIONS
- 9 ENUMERATION OF CONTRACT DOCUMENTS

EXHIBIT A INSURANCE AND BONDS

EXHIBIT B DETERMINATION OF THE COST OF THE WORK

ARTICLE 1 THE CONTRACT DOCUMENTS

The Contract Documents consist of this Agreement, Conditions of the Contract (General, Supplementary, and other Conditions), Drawings, Specifications, Addenda issued prior to execution of this Agreement, other documents listed in this Agreement, and Modifications issued after execution of this Agreement, all of which form the Contract, and are as fully a part of the Contract as if attached to this Agreement or repeated herein. The Contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representations, or agreements, either written or oral. An enumeration of the Contract Documents, other than Modifications, appears in Article 9.

ARTICLE 2 THE WORK OF THIS CONTRACT

The Contractor shall fully execute the Work described in the Contract Documents, except as specifically indicated in the Contract Documents to be the responsibility of others.

Bid Package No. _____ 06

ARTICLE 3 DATE OF COMMENCEMENT AND DATES OF SUBSTANTIAL COMPLETION

§ 3.1 The date of commencement of the Work shall be the date set forth in the Notice to Proceed, unless otherwise approved by the Owner. If the Notice to Proceed does not specify a date of commencement of the Work, the Work shall commence no later than ten (10) days after the Notice to Proceed is issued, unless otherwise approved by the Owner.

As soon as all required paperwork, bonds and insurance certificates are in place, and all Contracts have been signed by all parties, but in no case later than September 27th, 2024

§ 3.2 The Contract Time shall be measured from the date of commencement of the Work.

§ 3.3 Substantial Completion and Final Completion of the Project or Portions Thereof

§ 3.3.1 Subject to adjustments of the Contract Time as provided in the Contract Documents, the date of Substantial Completion of the Work of all of the Contractors for the Project will be 07-30-2025.

(Insert the date of Substantial Completion of the Work of all Contractors for the Project.)

Final Completion of the entire Work shall be achieved on or before _____, 20__, or within _____ (60) days of Substantial Completion.

§ 3.3.2 Subject to adjustments of the Contract Time as provided in the Contract Documents and if different from the Substantial Completion date outlined in Section 3.3.1, if portions of the Work of all of the Contractors for the Project

are to be completed prior to Substantial Completion of the entire Work of all of the Contractors for the Project, the Contractors shall achieve Substantial Completion of such portions by the following dates:

Portion of Work	Substantial Completion Date

§ 3.4 When the Work of this Contract, or any Portion Thereof, is Substantially Complete

§ 3.4.1 Subject to adjustments of the Contract Time as provided in the Contract Documents, the Contractor shall substantially complete the entire Work of this Contract:

(Check one of the following boxes and complete the necessary information.)

[☐] Not later than ☐ (☐) calendar days from the date of commencement of the Work.

[☒] By the following date: **07-30-2025**

§ 3.4.2 Subject to adjustments of the Contract Time as provided in the Contract Documents, if portions of the Work of this Contract are to be substantially complete prior to when the entire Work of this Contract shall be substantially complete, the Contractor shall substantially complete such portions by the following dates:

Portion of Work	Date to be substantially complete

§ 3.4.3 If the Contractor fails to substantially complete or finally complete the Work of this Contract, or portions thereof, as provided in this Section 3.4, liquidated damages, if any, shall be assessed as set forth in Section 4.3.

ARTICLE 4 CONTRACT SUM

§ 4.1 The Owner shall pay the Contractor the Contract Sum in current funds for the Contractor's performance of the Contract. The Contract Sum shall be a Stipulated Sum, in accordance with Section 4.2 below.

§ 4.2 Stipulated Sum

§ 4.2.1 The Contract Sum shall be **Two Million and Five Hundred Eighteen thousands dollars (\$ 2,518,000)**, subject to additions and deductions as provided in the Contract Documents.

§ 4.2.2 Alternates

§ 4.2.2.1 Alternates, if any, included in the Contract Sum:

Item	Price
N/A	N/A

§ 4.2.2.2 The Stipulated Sum is based on the following alternates, if any, which are described in the Contract Documents and are hereby accepted by the Owner.

(Insert below each alternate and the conditions that must be met for the Owner to accept the alternate.)

Item	Price	Conditions for Acceptance
N/A	N/A	N/A

§ 4.2.3 Allowances, if any, included in the Contract Sum:

(Identify each allowance.)

Item	Price
N/A	N/A

§ 4.2.4 Unit prices, if any:

(Identify the item and state the unit price, and quantity limitations, if any, to which the unit price will be applicable.)

Item	Units and Limitations	Price per Unit (\$0.00)
N/A	N/A	N/A

ARTICLE 5 PAYMENTS

§ 5.1 Progress Payments

§ 5.1.1 Based upon Applications for Payment submitted to the Construction Manager by the Contractor, and Certificates for Payment issued by the Construction Manager and Architect, the Owner shall make progress payments on account of the Contract Sum, to the Contractor, as provided below and elsewhere in the Contract Documents.

§ 5.1.2 The period covered by each Application for Payment shall be one calendar month ending on the last day of the month.

§ 5.1.3 Provided that an Application for Payment is received by the Construction Manager by the 25th of the month, the Owner shall pay the certified amount to the Contractor not later than the last day of the following month. If an Application for Payment is received by the Construction Manager after the application date fixed above, the Owner shall pay the certified amount not later than forty-five (45) days after the Construction Manager receives the Application for Payment.

(Federal, state or local laws may require payment within a certain period of time.)

§ 5.1.4 Progress Payments Where the Contract Sum is Based on a Stipulated Sum

§ 5.1.4.1 Each Application for Payment shall be based on the most recent schedule of values submitted by the Contractor in accordance with the Contract Documents. The schedule of values shall allocate the entire Contract Sum among the various portions of the Work. The schedule of values shall be prepared in such form, and supported by such data to substantiate its accuracy, as the Construction Manager and Architect may require. This schedule of values shall be used as a basis for reviewing the Contractor's Applications for Payment. Preferred forms are AIA Form G-732-2019 and G703-1992. Each Application for Payment shall be accompanied by an executed Partial Waiver of Lien and Release of Claims.

§ 5.1.4.2 Applications for Payment shall show the percentage of completion of each portion of the Work as of the end of the period covered by the Application for Payment.

§ 5.1.4.3 In accordance with AIA Document A232™-2019, General Conditions of the Contract for Construction, Construction Manager as Adviser Edition, and subject to other provisions of the Contract Documents, the amount of each progress payment shall be computed as follows:

§ 5.1.4.3.1 The amount of each progress payment shall first include:

- .1 That portion of the Contract Sum properly allocable to completed Work;
- .2 That portion of the Contract Sum properly allocable to materials and equipment delivered and suitably stored at the site for subsequent incorporation in the completed construction, or, if approved in advance by the Owner, suitably stored off the site at a location agreed upon in writing; and
- .3 That portion of Construction Change Directives that the Architect determines, in the Architect's professional judgment, to be reasonably justified.

§ 5.1.4.3.2 The amount of each progress payment shall then be reduced by:

- .1 The aggregate of any amounts previously paid by the Owner;
- .2 The amount, if any, for Work that remains uncorrected and for which the Architect has previously withheld a Certificate for Payment as provided in Article 9 of AIA Document A232-2019;
- .3 Any amount for which the Contractor does not intend to pay a Subcontractor or material supplier, unless the Work has been performed by others the Contractor intends to pay;
- .4 For Work performed or defects discovered since the last payment application, any amount for which the Architect may withhold payment, or nullify a Certificate of Payment in whole or in part, as provided in Article 9 of AIA Document A232-2019; and
- .5 Retainage withheld pursuant to Section 5.1.5.

§ 5.1.4.6 Except with the Owner's prior approval, the Contractor shall not make advance payment to suppliers for materials or equipment which have not been delivered and stored at the site.

§ 5.1.5 Retainage

The Owner shall withhold up to five percent (5%) of each progress payment made to Contractor under Section 5.1.4 in accordance with Iowa Code Chapter 573.



§ 5.2 Final Payment

§ 5.2.1 The Owner shall pay the entire unpaid balance of the Contract Sum to the Contractor when

- .1 the Contractor has fully performed the Contract except for the Contractor's responsibility to correct Work as provided in Article 12 of AIA Document A232–2019, and to satisfy other requirements, if any, which extend beyond final payment; and

§ 5.2.2 The Owner's Final Payment to the Contractor shall be made no earlier than thirty-one (31) days following approval and final acceptance by the City of Clive (Owner) upon receipt and review of the Construction Manager's and/or Architect's final Certificate for Payment and recommendation for Final Payment. Final Payment may be contingent upon receipt of all lien waivers/Chapter 573 claim releases and other closeout documents and shall be subject to the conditions of and shall be paid in accordance with the provisions of Iowa Code Chapter 573 and Iowa Code Chapter 26.

§ 5.3 Payments due and unpaid under the Contract shall bear interest from the date payment is due at a rate equal to the rate specified by rule pursuant to Iowa Code Section 74A.2 or Iowa Code Section 573.14, whichever is less.

ARTICLE 6 DISPUTE RESOLUTION

§ 6.1 Initial Decision Maker

The Architect will serve as Initial Decision Maker pursuant to Article 15 of AIA Document A232–2019, unless otherwise mutually agreed upon by the parties.

§ 6.2 Binding Dispute Resolution

Any Claim subject to, but not resolved by, mediation pursuant to Article 15 of AIA Document A232–2019, the method of binding dispute resolution shall be as follows:

(Check the appropriate box.)

.

☒ [X] Litigation in a court of competent jurisdiction.

In the event the Owner should prevail in any legal action arising out of the performance or non-performance of this Agreement, the Contractor shall pay, in addition to any damages, all expenses of such action including reasonable attorney's fees, all expert witness fees, costs, and litigation expenses incurred by the Owner, including those incurred on appeal. The term "legal action" shall be deemed to include any arbitration, administrative proceedings, and all actions at law or in equity, including appeals.

ARTICLE 7 TERMINATION OR SUSPENSION

§ 7.1 The Contract may be terminated by the Owner or the Contractor as provided in Article 14 of AIA Document A232–2019. For the avoidance of doubt, if the Contract is terminated for the Owner's convenience in accordance with Article 14 of AIA Document A232–2019, no termination fee shall be owed to the Contractor by the Owner.

§ 7.2 The Work may be suspended by the Owner as provided in Article 14 of AIA Document A232–2019.

ARTICLE 8 MISCELLANEOUS PROVISIONS

§ 8.1 Where reference is made in this Agreement to a provision of AIA Document A232–2019 or another Contract Document, the reference refers to that provision as amended or supplemented by other provisions of the Contract Documents.

§ 8.2 The Owner's representative:
(Name, address, email address, and other information)

Richard Brown
Leisure Services Director, City of Clive
1900 NW 114th St, Clive, IA 50325
rbrown@cityofclive.com
515-223-6220

§ 8.3 The Contractor's representative:
(Name, address, email address, and other information)

Justin Menke
Keystone Construction Services, LLC
1650 NW Gettysburg Ln, Waukee, IA 50263
justin.menke@keystone-cs.com
515-313-3948

§ 8.4 Neither the Owner's nor the Contractor's representative shall be changed without ten days' prior notice to the other party.

§ 8.5 Insurance and Bonds

§ 8.5.1 The Owner and the Contractor shall purchase and maintain insurance as set forth in AIA Document A132™–2019, Standard Form of Agreement Between Owner and Contractor, Construction Manager as Adviser Edition, Exhibit A, Insurance and Bonds, and/or elsewhere in the Contract Documents.

§ 8.5.2 The Contractor shall provide bonds as set forth in AIA Document A132™–2019, Exhibit A, and elsewhere in the Contract Documents.

§ 8.6 Intentionally left blank.

§ 8.7 Relationship of the Parties

The Contractor accepts the relationship of trust and confidence established by this Agreement and covenants with the Owner to cooperate with the Architect and exercise the Contractor's best skill and judgment in furthering the interests of the Owner; to furnish efficient business administration and supervision; to furnish at all times an adequate supply of workers and materials; and to perform the Work in an reasonably expeditious and economical manner consistent with the Owner's interests. The Owner agrees to furnish and approve, in a timely manner, information required by the Contractor and to make payments to the Contractor in accordance with the requirements of the Contract Documents.

§ 8.8 Payments due and unpaid under the Contract shall bear interest from the date payment is due equal to the rate specified by rule pursuant to Iowa Code Section 74A.2 or Iowa Code Section 573.14 whichever is less.

§ 8.9 Other provisions:

The Contractor shall not be owned, operated, or managed by a registered sex offender who has been convicted of a sex offense against a minor in accordance with Iowa Code 692A.113. In addition, the Contractor shall not permit an employee, Subcontractor (Company) owned, operated, or managed by, or Subcontractor employee who is a registered sex offender convicted of a sex offense against a minor on real property of the Owner's schools in accordance with Iowa Code 692A.113. The Contractor shall further acknowledge and certify by signing this Agreement that services provided under this Contract comply with Iowa Code 692A.113.

To the fullest extent permitted by law, the Contractor shall defend, indemnify, and hold harmless the Owner, its agents, representatives, and employees (each, an "Indemnitee") from and against all claims, damages, losses and expenses, including, but not limited to, attorneys' fees (each, a "Claim"), arising out of or resulting from or in connection with: (i) the performance of the Work, but only to the extent caused by the negligent acts or omissions of the Contractor, a Subcontractor, anyone directly or indirectly employed by them, or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss, or expense is caused in part by an Indemnitee; and (ii) the death or bodily

injury of any agent, employee, customer, business invitee, or business visitor of the Contractor or a Subcontractor, except to the extent caused by the negligent acts or omissions of the Owner. **Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity or contribution which would otherwise exist, as to any party or person described in Contract Documents.** Any Indemnatee seeking indemnification for a Claim shall give prompt written notice to the Contractor of such Claim; provided, however, the failure by an Indemnatee to give such notice shall not relieve the Contractor of its obligations hereunder, except to the extent that the Contractor is materially prejudiced as a result of such failure. In addition, the Indemnatee shall allow the Contractor to direct the defense and settlement of any such Claim, with counsel of the Contractor's choosing, and shall provide the Contractor, at the Contractor's expense, with such information and assistance as is reasonably necessary for the defense and settlement of the Claim. The Contractor shall not settle any Claim that affects the Indemnatee's rights or interests without the written consent of the Indemnatee. The Contractor shall not consent to the entry of any judgment or enter into any settlement that does not include as an unconditional term thereof the giving by the claimant or plaintiff to the Indemnatee a release from all liability with respect to the Claim.

In the event the Owner should prevail in any legal action arising out of the performance or non-performance of this Agreement, the Contractor shall pay, in addition to any damages, all expenses of such action including reasonable attorneys' fees, all expert witness fees, costs, and litigation expenses incurred by the Owner, including those incurred on appeal. The term "legal action" shall be deemed to include any arbitration, administrative proceedings, and all actions at law or in equity, including appeals.

ARTICLE 9 ENUMERATION OF CONTRACT DOCUMENTS

§ 9.1 This Agreement is comprised of the following documents:

- .1 AIA Document A132™–2019, Standard Form of Agreement Between Owner and Contractor, Construction Manager as Adviser Edition
- .2 AIA Document A132™–2019, Exhibit A, Insurance and Bonds Exhibit
- .3 AIA Document A232™–2019, General Conditions of the Contract for Construction, Construction Manager as Adviser Edition
- .4 Performance and Payment Bonds in one hundred percent (100%) of the Contract Amount.
- .5 Drawings
City of Clive Greenbelt Landing dated – Rebid dated 8-28-24

Number	Title	Date

- .6 Specifications
City of Clive Greenbelt Landing Rebid dated 08-28-2024

Section	Title	Date	Pages

- .7 Addenda, if any:

Number	Date	Pages
01	09/13/2024	06

Portions of Addenda relating to bidding or proposal requirements are not part of the Contract Documents unless the bidding or proposal requirements are also enumerated in this Article 9.

- .8 Other Exhibits:
(Check all boxes that apply and include appropriate information identifying the exhibit where required.)

☐ AIA Document A132™–2019, Exhibit B, Determination of the Cost of the Work

☐ AIA Document E235™–2019, Sustainable Projects Exhibit, Construction Manager as Adviser Edition, dated as indicated below:

(Insert the date of the E235-2019 incorporated into this Agreement.)

« »

[« »] The Sustainability Plan:

Title	Date	Pages
N/A		

[« »] Supplementary and other Conditions of the Contract:

Document	Title	Date	Pages
N/A			

.9 Other documents, if any, listed below:

(List here any additional documents that are intended to form part of the Contract Documents. AIA Document A232–2019 provides that the advertisement or invitation to bid, Instructions to Bidders, sample forms, the Contractor's bid or proposal, portions of Addenda relating to bidding or proposal requirements, and other information furnished by the Owner in anticipation of receiving bids or proposals, are not part of the Contract Documents unless enumerated in this Agreement. Any such documents should be listed here only if intended to be part of the Contract Documents.)

« »

This Agreement is entered into as of the day and year first written above.

OWNER

CONTRACTOR

CITY OF CLIVE *(Signature)*

(Printed name and title)

CONTRACTOR *(Signature)*

(Printed name and title)

01858234-1\99520-374

RESOLUTION NO. _____

RESOLUTION AWARDDING CONTRACTS FOR PRIME CONSTRUCTION PACKAGE #6
FOR GREENBELT LANDING PROJECT

WHEREAS, the plans, specifications, form of contract, and estimate of costs for the Greenbelt Landing Project (the "Project"), including separate work packages for various aspects of the Project have been approved; and

WHEREAS, the Notice to Bidders for the taking of bids for the Project has been published, the bids have been received and opened at a public meeting, and the results of such bids have been considered at a public hearing.

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

That the bids described on Exhibit A, for prime construction package #6 of the Project, as described in the plans and specifications adopted by the City of Clive be and are hereby accepted, the same being the lowest responsible bids received. That the City Manager is hereby authorized and directed to obtain the necessary executed contracts, bonds and certificates of insurance for the Project as described in the plans and specifications therefore, and that upon receipt of the same in accordance with said plans and specifications, the Mayor is hereby authorized and directed to execute said documents on behalf of the City of Clive, Iowa, the same being hereby approved and accepted by this City Council; and the City Clerk is hereby authorized and directed to attest to the signature of the Mayor thereon.

PASSED AND APPROVED this 26th day of September, 2024.

By: _____

John Edwards, Mayor

ATTEST:

By: _____

Matthew Graham, City Clerk



Memo

TO: Mayor and Council members

FROM: Elizabeth Hansen, Director of Administrative Services

DATE: September 26, 2024

RE: Public Hearing - 2024B proposal to enter into an Essential Purpose Loan Agreement - \$2,780,000

SYNOPSIS:

The first action of the evening is to hold a public hearing as outlined for capital projects for the 2025 construction season in the amount of \$3,380,000.

The breakdown of the 2024B borrowing relates to TIF capital projects, which were outlined in the CIP that was approved in December 2023:

- City Hall/Library Renovation Project - \$500,000
- Alice's Road Reconstruction - \$1,700,000 (Essential Purpose)
- Linnan Park Improvements - \$1,000,000 (Essential Purpose)

Following the public hearing, for your consideration is a resolution that expresses the City's intent to enter into the loan agreement and issue the bonds.

The remaining schedule for the borrowing is as follows:

September 24 - Standard & Poor Credit Call

October 10 - Approval of the Preliminary Official Statement, Electronic Bidding, and Set the Date of the Sale

October 24 - Receive the bids in the morning and presentation of the bids received, award the sale of bonds, and authorize issuance proceedings

November 14 - Delivery of Funds

Attachments:

None



Memo

TO: Mayor and Council members

FROM: Elizabeth Hansen, Director of Administrative Services

DATE: September 26, 2024

RE: Public Hearing - 2024B proposal to enter into a General Obligation Urban Renewal Loan Agreement - \$600,000

SYNOPSIS:

The first action of the evening is to hold a public hearing as outlined for capital projects for the 2025 construction season in the amount of \$3,380,000.

The breakdown of the 2024B borrowing relates to TIF capital projects, which were outlined in the CIP that was approved in December 2023:

- City Hall/Library Renovation Project - \$500,000
- Alice's Road Reconstruction - \$1,700,000 (Essential Purpose)
- Linnan Park Improvements - \$1,000,000 (Essential Purpose)

Following the public hearing, for your consideration is a resolution that expresses the City's intent to enter into the loan agreement and issue the bonds.

The remaining schedule for the borrowing is as follows:

September 24 - Standard & Poor Credit Call

October 10 - Approval of the Preliminary Official Statement, Electronic Bidding, and Set the Date of the Sale

October 24 - Receive the bids in the morning and presentation of the bids received, award the sale of bonds, and authorize issuance proceedings

November 14 - Delivery of Funds

Attachments:

None



Memo

TO: Mayor and Council members

FROM: Elizabeth Hansen, Director of Administrative Services

DATE: September 26, 2024

RE: Resolution taking additional action on proposals to enter into Loan Agreements and combining Loan Agreements

SYNOPSIS:

Please see the Synopsis of the public hearing items. Attached please find the supplemental resolution for consideration. Staff recommends approval.

Attachments:

1. Hrgs (part rr) Combine (Clive 421346-92) 2024-v3

MINUTES TO HOLD HEARINGS AND
ADDITIONAL ACTION ON LOAN
AGREEMENTS AND COMBINE LOAN
AGREEMENTS

421346-92

Clive, Iowa

September 26, 2024

The City Council of the City of Clive, Iowa, met on September 26, 2024, at 6:00 o'clock p.m., at the City Hall Chambers, Clive, Iowa.

The meeting was called to order by the Mayor, and the roll was called showing the following members of the City Council present and absent:

Present: _____

Absent: _____.

This being the time and place specified for taking action on the proposal to enter into a certain Essential Purpose Loan Agreement, as defined in the attached resolution, in a principal amount not to exceed \$2,780,000, the City Clerk announced that no written objections had been placed on file. Whereupon, the Mayor called for any written or oral objections, and there being none, the Mayor closed the public hearing.

This also being the time and place specified for taking action on the proposal to enter into a certain General Obligation Urban Renewal Loan Agreement, as defined in the attached resolution, in a principal amount not to exceed \$600,000, the City Clerk announced that no petition had been filed asking that the question of entering into the loan agreement be submitted to the registered voters of the City, and that the City Council may proceed with the authorization of the loan agreement. Whereupon, the Mayor called for any written or oral objections, and there being none, the Mayor closed the public hearing.

Whereupon, the Mayor called for any written or oral objections, and there being none, the Mayor closed the public hearing.

After due consideration and discussion, Council Member _____ introduced the following resolution and moved its adoption, seconded by Council Member _____. The Mayor put the question upon the adoption of said resolution, and the roll being called, the following Council Members voted:

Ayes: _____

Nays: _____

Whereupon, the Mayor declared the resolution duly adopted, as hereinafter set out.

• • • • •

At the conclusion of the meeting, and upon motion and vote, the City Council adjourned.

Mayor

Attest:

City Clerk

RESOLUTION NO. _____

Resolution taking additional action on proposals to enter into Loan Agreements and combining Loan Agreements

WHEREAS, the City of Clive (the “City”), in Polk and Dallas Counties, State of Iowa, heretofore proposed to enter into a loan agreement (the “Essential Purpose Loan Agreement”), pursuant to the provisions of Section 384.24A of the Code of Iowa, and to borrow money thereunder in a principal amount not to exceed \$2,780,000 for the purpose of paying the costs, to that extent, of (a) constructing street, water system, sanitary sewer system, storm water drainage and sidewalk improvements; (b) acquiring and installing street lighting, signage and signalization improvements; and (c) undertaking improvements to existing municipal parks, and has published notice of the proposed action and has held a hearing thereon on September 26, 2024; and

WHEREAS, the City also proposed to enter into a loan agreement (the “General Obligation Urban Renewal Loan Agreement” and, together with the Essential Purpose Loan Agreement, the “Loan Agreements”) and to borrow money thereunder in a principal amount not to exceed \$600,000, pursuant to the provisions of Sections 384.24A and 384.24.3(q) of the Code of Iowa, for the purpose of undertaking the City Facilities and Buildings Improvements Project, an urban renewal project in the Clive Urban Renewal Area in the City, authorized by action of the City Council on March 23, 2023 which will include renovating, furnishing and equipping the City Hall/Library facilities, and in lieu of calling an election upon such proposal, has published notice of the proposed action, including notice of the right to petition for an election, and has held a hearing thereon, and as of September 26, 2024 no petition had been filed with the City asking that the question of entering into the General Obligation Urban Renewal Loan Agreement be submitted to the registered voters of the City; and

WHEREAS, pursuant to the provisions of Section 384.28 of the Code of Iowa, the City intends to combine its authority under the Loan Agreements and to enter into a single loan agreement (the “Loan Agreement”) and to issue General Obligation Urban Renewal Bonds, Series 2024B (the “Bonds”) in evidence of its obligation thereunder;

NOW, THEREFORE, It Is Resolved by the City Council of the City of Clive, Iowa, as follows:

Section 1. The Loan Agreements are hereby combined into the Loan Agreement. The City Council hereby determines to enter into the Loan Agreement in the future and orders that the Bonds be issued at such time, in evidence thereof. The City Council further declares that this resolution constitutes the “additional action” required by Section 384.24A of the Code of Iowa.

Section 2. Further action with respect to the Loan Agreement is hereby adjourned to the City Council meeting on October 10, 2024.

Section 3. All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

Section 4. This resolution shall be in full force and effect immediately upon its adoption and approval, as provided by law.

Passed and approved September 26, 2024.

Mayor

Attest:

City Clerk

ATTESTATION CERTIFICATE

STATE OF IOWA
COUNTIES OF POLK AND DALLAS SS:
CITY OF CLIVE

I, the undersigned, City Clerk of the City of Clive, do hereby certify that as such I have in my possession or have access to the complete corporate records of the City and of its City Council and officers and that I have carefully compared the transcript hereto attached with those corporate records and that the transcript hereto attached is a true, correct and complete copy of all the corporate records relating to public hearings and additional action on the proposals to enter into certain Loan Agreements, combining Loan Agreements and to issue General Obligation Urban Renewal Bonds, Series 2024B in the future, and that the transcript hereto attached contains a true, correct and complete statement of all the measures adopted and proceedings, acts and things had, done and performed up to the present time with respect thereto.

WITNESS MY HAND this _____ day of _____, 2024.

City Clerk



Memo

TO: Mayor and Council members

FROM: Elizabeth Hansen, Director of Administrative Services

DATE: September 26, 2024

RE: 1st Consideration of Proposed Ordinance No. 1151 - Repealing Ordinance 770 for the 2003 LADCO Addition to the Clive Urban Renewal Area

SYNOPSIS:

The 2003 LADCO Addition to the Clive Urban Renewal Area will reach the 20-year mark of the division of increment at the end of FY25. The ordinance that set it in place is required by the State Code to be repealed by the City and filed with the Polk County Auditor's Office by December 1. Per the Polk County Tax Manager, if the ordinance is not repealed and filed, the County will continue to generate TIF increment in this area.

Staff recommends approval of the ordinance. There is time to conduct three readings if desired unless the Council would like to waive the rules to proceed to the final reading as you have done so in the past.

Attachments:

1. TIF Ord. Repealer (2003 Addition) (Clive 2024)-v1

MINUTES PROVIDING FOR PASSAGE
OF AN ORDINANCE REPEALING TIF
ORDINANCE FOR THE 2003 (LADCO)
ADDITION TO THE CLIVE URBAN
RENEWAL AREA

421346-86

Clive, Iowa

September 26, 2024

The City Council of the City of Clive, Iowa, met on September 26, 2024 at ____ p.m., at the _____, in the City.

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

Present: _____

Absent: _____.

Council Member _____ introduced an ordinance entitled “Ordinance No. _____. An Ordinance Repealing Ordinance No. 770 Providing for the Division of Taxes Levied on Taxable Property in the 2003 Addition to the Clive Urban Renewal Area.”

It was moved by Council Member _____ and seconded by Council Member _____ that the statutory rule requiring an ordinance to be considered and voted on for passage at two City Council meetings prior to the meeting at which it is to be finally passed be suspended. The Mayor put the question on the motion and the roll being called, the following named Council Members voted:

Ayes: _____

Nays: _____.

Whereupon, the Mayor declared the motion duly carried.

It was moved by Council Member _____ and seconded by Council Member _____ that the ordinance entitled “Ordinance No. _____. An Ordinance Repealing Ordinance No. 770 Providing for the Division of Taxes Levied on Taxable Property in the 2003 Addition to the Clive Urban Renewal Area,” now be put upon its final consideration and adoption. The Mayor put the question on the final consideration and adoption of the ordinance and the roll being called, the following named Council Members voted:

Ayes: _____

Nays: _____.

Whereupon, the Mayor declared the motion duly carried and the ordinance duly adopted, as follows:

ORDINANCE NO. _____

An Ordinance Repealing Ordinance No. 770 Providing for the Division of Taxes
Levied on Taxable Property in the 2003 Addition to the Clive Urban Renewal Area

WHEREAS, the City Council (the “Council”) of Clive, Iowa (the “City”) previously enacted Ordinance No. 770 (the “Ordinance”) providing for the division of taxes levied on Taxable Property in the 2003 (LADCO) Addition to the Clive Urban Renewal Area pursuant to Section 403.19 of the Code of Iowa; and

WHEREAS, it is now necessary for the Council to take action to repeal the Ordinance;

BE IT ENACTED by the City Council of the City of Clive, Iowa:

Section 1. Purpose. The Ordinance is hereby repealed as of July 1, 2025, and the City’s ability to collect incremental property tax revenues (the “TIF Revenues”) from the 2003 (LADCO) Addition to the Urban Renewal Area is hereby terminated as of June 30, 2024. The City will continue to collect TIF Revenues from the 2003 (LADCO) Addition to the Urban Renewal Area through the end of the City’s 2024-2025 fiscal year.

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

Section 3. Saving Clause. If any section, provision, or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

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

Passed and approved by the City Council of the City of Clive, Iowa, on September 26, 2024.

Mayor

Attest:

City Clerk

• • • • •

There being no further business to come before the meeting, it was upon motion adjourned.

Mayor

Attest:

City Clerk

STATE OF IOWA
POLK AND DALLAS COUNTIES SS:
CITY OF CLIVE

I, the undersigned, City Clerk of the City of Clive, Iowa, do hereby certify that the attached is a true, correct and complete copy of all the records of the Council of the City relating to the adoption of an ordinance entitled "Ordinance No. _____. An Ordinance Repealing Ordinance No. 770 Providing for the Division of Taxes Levied on Taxable Property in the 2003 Addition to the Clive Urban Renewal Area."

WITNESS MY HAND hereto affixed this ____ day of _____, 2024.

City Clerk

STATE OF IOWA

SS:

POLK COUNTY

I, the undersigned, County Auditor of the aforementioned County, in the State of Iowa, do hereby certify that on the ____ day of _____, 2024, the City Clerk of the City of Clive, Iowa, filed in my office a copy of an ordinance of the City shown to have been adopted by the City Council and approved by the Mayor thereof on September 26, 2024, entitled: “Ordinance No. _____. An Ordinance Repealing Ordinance No. 770 Providing for the Division of Taxes Levied on Taxable Property in the 2003 Addition to the Clive Urban Renewal Area,” and that I have duly placed a copy of the ordinance on file in my records.

WITNESS MY HAND affixed this ____ day of _____, 2024.

County Auditor

STATE OF IOWA
POLK AND DALLAS COUNTIES SS:
CITY OF CLIVE

I, the undersigned, City Clerk of the City of Clive, do hereby certify that I caused to be published "Ordinance No. _____. An Ordinance Repealing Ordinance No. 770 Providing for the Division of Taxes Levied on Taxable Property in the 2003 Addition to the Clive Urban Renewal Area," of which the printed slip attached to the publisher's original affidavit hereto attached is a true and complete copy, on the date and in the newspaper specified in such affidavit, and that such newspaper has a general circulation in the City.

WITNESS MY HAND affixed this ____ day of _____, 2024.

City Clerk

(Attach hereto publisher's affidavit of publication with clipping of ordinance as published.)

(PLEASE NOTE: Do not sign and date this certificate until you have checked a copy of the published ordinance and have verified that it was published on the date indicated in the publisher's affidavit.)



Memo

TO: Mayor and Council members

FROM: Matthew Graham, City Clerk

DATE: September 26, 2024

RE: 1st Consideration of Proposed Ordinance No. 1152 Amending Provisions Pertaining to Operating Budget Preparation

SYNOPSIS:

In response to recent legislative changes at the State level, our codifier has proposed 8 amendments to the Clive Code of Ordinances. These proposed ordinances are designed to align our local regulations with State law and to ensure compliance with updated statutory requirements. This is one of the 8 Code amendments and below is a summary of the impact of this proposed ordinance on the Clive Code of Ordinances:

Overview:

The proposed ordinance seeks to amend Title 3, Chapter 1, Section 5, Subsection 4 of the Clive Code of Ordinances. The amendment pertains to the procedures for preparing and reporting the City's operating budget, including the timelines for filing reports, conducting public hearings, and communicating with property owners. This update aligns Clive's budget preparation process with state requirements and enhances transparency.

Comparison with Current Clive Code:

1. **Current Ordinance (Title 3, Chapter 1, Section 5, Subsection 4):** The current ordinance outlines the general procedure for the City's budget preparation but does not provide detailed timelines or specific requirements for reporting to the Department of Management, notifying property owners, or conducting public hearings.
2. **Proposed Amendment:**
 - a. **Annual Statement Filing (March 5):** The amendment requires the City to file a report with the Department of Management by 4:00 p.m. on March 5 each year. This report must include all necessary information for the Department to compile the required statements for property owners.
 - b. **Property Owner Notification (March 15):** The County Auditor is required to send individual statements to each property owner by March 15, using the information provided by the Department of Management. This ensures timely communication with property owners regarding the proposed budget.
 - c. **Public Hearing on Proposed Property Tax (March 20 Onward):** The City Council must set a date for a public hearing on the proposed property tax amount, to be held on or after March 20. The hearing is solely focused on the property tax proposal, with no other City business conducted during this time. This process allows for public input before finalizing the budget.
 - d. **Notice Requirements:** The ordinance introduces strict notice requirements for the public hearing, including newspaper publication, posting on the City's website, and, if applicable, on social media. These steps ensure that residents are adequately informed and have the opportunity to participate in the budget process.

- e. **Contingencies for Newspaper Publication Failure:** If a newspaper fails to publish the required notice, the ordinance provides conditions under which the City can still be considered compliant, provided that notice was mailed to property owners and sufficient time was given for publication.

Impact on Existing Clive Code of Ordinances:

1. **Title 3, Chapter 1, Section 5, Subsection 4:** The proposed amendment significantly updates the procedural requirements for the City's budget preparation. It introduces clear deadlines and more detailed steps for communication and public engagement, ensuring a more transparent and legally compliant process.
2. **Alignment with State Law:** The ordinance aligns Clive's budget process with the Code of Iowa, particularly Sections 24.2A(2) and 24.2(2)(B)(1-10). This ensures that Clive's practices are consistent with state requirements, reducing the risk of legal challenges and improving the reliability of the budget process.

Legal and Administrative Considerations:

1. **Enhanced Transparency:** By specifying timelines and requiring multiple forms of public notice, the ordinance enhances transparency in the City's budget preparation process. This allows property owners and taxpayers to be more informed and involved.
2. **Improved Compliance:** The ordinance reduces the likelihood of non-compliance with state laws by providing clear, actionable steps for the City's administration. This clarity helps ensure that all legal obligations are met in a timely manner.

Conclusion:

The proposed ordinance brings necessary updates to the Clive Code of Ordinances, particularly in the area of budget preparation and public communication. By establishing clear deadlines and expanding notice requirements, the ordinance enhances transparency, ensures compliance with state law, and provides greater opportunities for public participation. I recommend the Council consider adopting this ordinance to improve the efficiency and transparency of the City's budget process.

Attachments:

1. 2024 Fiscal Mgt Ordinance

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE 2024 CODE OF ORDINANCES OF THE CITY OF CLIVE, IOWA, BY AMENDING PROVISIONS PERTAINING TO OPERATING BUDGET PREPARATION

Be It Enacted by the City Council of the City of Clive, Iowa:

SECTION 1. SUBSECTION MODIFIED. Subsection 4 of Title 3, Chapter 1, Section 5 of the Code of Ordinances of the City of Clive, Iowa, is repealed and the following adopted in lieu thereof:

4. Annual Statement.

(Code of Iowa, Sec. 24.2A(2))

A. On or before 4:00 p.m. on March 5 of each year, the City shall file, with the Department of Management, a report containing all necessary information for the Department of Management to compile and calculate amounts required to be included in the statement mailed under Paragraph B.

B. Not later than March 15, the County Auditor, using information compiled and calculated by the Department of Management shall send to each property owner or taxpayer within the County, by regular mail, an individual statement containing all of the required information as provided under Section 24.2(2)(B)(1-10) of the *Code of Iowa*.

C. The Department of Management shall prescribe the form for the report required under Paragraph A, the statements to be mailed under Paragraph B, and the public hearing notice required under Paragraph D.

D. The Council shall set a time and place for a public hearing on the City's proposed property tax amount for the budget year and the City's information included in the statements under Paragraph B. The proposed property tax hearing shall be set on a date on or after March 20 of the budget year immediately preceding the budget year for which the tax is being proposed. At the hearing, the Council shall receive oral or written testimony from any resident or property owner of the City. This public hearing shall be separate from any other meeting of the Council, including any other meeting or public hearing relating to the City's budget, and other business of the City that is not related to the proposed property tax amounts and the information in the statements shall not be conducted at the public hearing. After all testimony has been received and considered, the governing body may decrease, but not increase, the proposed property tax amount to be included in the City's budget.

(1) Notice of the public hearing shall be published not less than 10 nor more than 20 days prior to the hearing, in a newspaper published at least once weekly and having general circulation in the City. However, if the City has a population of 200 or less, publication may be made by posting in three public places in the City.

(2) Notice of the hearing shall also be posted and clearly identified on the City's internet site for public viewing beginning on the date of the newspaper publication and shall be maintained on the City's internet site with all such prior year notices.

(3) Additionally, if the City maintains a social media account on one or more social media applications, the public hearing notice or an electronic link to the public hearing notice shall be posted on each such account on a date no later than the date of publication of the notice.

(4) Failure of a newspaper to publish a required notice under this paragraph shall not be considered a failure of a political subdivision to provide required notice under this paragraph if all of the following conditions are met:

a. Notice of the public hearing was provided to each property owner and each taxpayer within the political subdivision in statements required under Subsection 2, Paragraph B.

b. The political subdivision can demonstrate to the county auditor that the political subdivision provided sufficient time for the newspaper to publish the notice.

SECTION 2. SEVERABILITY CLAUSE. If any section, provision or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

SECTION 3. WHEN EFFECTIVE. This ordinance shall be in effect from and after its final passage, approval and publication as provided by law.

PASSED AND APPROVED by the City Council on the ____ day of _____ 2024.

Matthew D. Graham, City Clerk

John Edwards, Mayor

Ordinance No. _____ authenticated this ____ day of _____ 2024.

Matthew D. Graham, City Clerk

John Edwards, Mayor

Officially published on the ____ day of _____ 2024.

CERTIFIED BY:

Matthew D. Graham, City Clerk



Memo

TO: Mayor and Council members

FROM: Matthew Graham, City Clerk

DATE: September 26, 2024

RE: 1st Consideration of Proposed Ordinance No. 1153 Amending Provisions Pertaining to Bond Requirements

SYNOPSIS:

In response to recent legislative changes at the State level, our codifier has proposed 8 amendments to the Clive Code of Ordinances. These proposed ordinances are designed to align our local regulations with State law and to ensure compliance with updated statutory requirements. This is one of the 8 Code amendments and below is a summary of the impact of this proposed ordinance on the Clive Code of Ordinances:

Overview:

The proposed ordinance seeks to amend Title 1, Chapter 10, Section 2 of the Clive Code of Ordinances. This amendment updates the requirements related to surety bonds for City officials and employees, including the option to use an insurance policy in place of a bond. The amendment aligns the Clive Code with current state law and offers flexibility in how the City manages its risk and compliance obligations.

Comparison with Current Clive Code:

1. **Current Ordinance (Title 1, Chapter 10, Section 2):** The existing ordinance outlines the requirement for surety bonds for certain City officials, including the Mayor, Clerk, and Treasurer. It mandates the approval and filing of these bonds but does not provide an option for substituting bonds with insurance policies.
2. **Proposed Amendment:**
 - a. **Surety Bonds (Subsection 1):** The amendment reiterates that the Council must provide for surety bonds or blanket position bonds covering key City officials and employees. This ensures that the City is protected against potential losses due to actions by these individuals.
 - b. **Council Approval (Subsection 2):** The requirement for Council approval of all bonds remains, ensuring that there is oversight and due diligence in the bond process.
 - c. **Filing and Record Keeping (Subsections 3 and 4):** The ordinance maintains the requirement that all approved bonds be filed with the Clerk and recorded in a "Record of Official Bonds" book. This record-keeping is essential for transparency and accountability.
 - d. **Insurance Policy in Lieu of Bond (Subsection 5):** The key update in this ordinance is the provision allowing a public officer to obtain an insurance policy in lieu of a bond. The insurance policy must be in an amount not less than the required bond amount. This option provides flexibility and potentially cost-effective alternatives for meeting the City's bonding requirements.

Impact on Existing Clive Code of Ordinances:

1. **Title 1, Chapter 10, Section 2:** The amendment modernizes the City's approach to managing risk associated with the actions of its officials and employees. By allowing the use

of insurance policies as an alternative to surety bonds, the City can explore different financial products that may offer better terms or coverage. This change also aligns with the flexibility provided under Chapter 64 of the Iowa Code.

2. **Legal and Financial Compliance:** The inclusion of the insurance policy option ensures that the City remains compliant with state laws while potentially reducing costs associated with bonding. It offers the City more options in managing its financial obligations while maintaining necessary protections.

Conclusion:

The proposed ordinance updates the Clive Code of Ordinances to provide more flexibility in how the City fulfills its bonding requirements. By allowing the substitution of surety bonds with insurance policies, the City can better manage its risk and financial resources while remaining compliant with state law. I recommend the Council consider adopting this ordinance to enhance the City's financial management practices.

Attachments:

1. 2024 Bonds Ordinance

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE 2024 CODE OF ORDINANCES OF THE CITY OF CLIVE, IOWA, BY AMENDING PROVISIONS PERTAINING TO BOND REQUIREMENTS

Be It Enacted by the City Council of the City of Clive, Iowa:

SECTION 1. SECTION MODIFIED. Title 1, Chapter 10, Section 2 of the Code of Ordinances of the City of Clive, Iowa, is repealed and the following adopted in lieu thereof:

1-10-2 BONDS. Surety bonds are provided in accordance with the following:

1. Required. The Council shall provide by resolution for a surety bond or blanket position bond running to the City and covering the Mayor, Clerk, Treasurer, and such other officers and employees as may be necessary and advisable except as allowed in Subsection 5.

(Code of Iowa, Sec. 64.13)

2. Bonds Approved. Bonds shall be approved by the Council.

(Code of Iowa, Sec. 64.19)

3. Bonds Filed. All bonds, after approval and proper record, shall be filed with the Clerk.

(Code of Iowa, Sec. 64.23(6))

4. Record. The Clerk shall keep a book, to be known as the “Record of Official Bonds” in which shall be recorded the official bonds of all City officers, elective or appointive.

(Code of Iowa, Sec. 64.24(1)(a))

5. Insurance Policy in Lieu of Bond. In lieu of a bond, a public officer required to obtain a bond pursuant to Chapter 64 of the *Code of Iowa* may obtain an insurance policy in an amount not less than the amounts required of a bond.

(Code of Iowa, Sec. 64.3)

SECTION 2. SEVERABILITY CLAUSE. If any section, provision or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

SECTION 3. WHEN EFFECTIVE. This ordinance shall be in effect from and after its final passage, approval and publication as provided by law.

PASSED AND APPROVED by the City Council on the ____ day of _____ 2024.

Matthew D. Graham, City Clerk

John Edwards, Mayor

Ordinance No. _____ authenticated this ____ day of _____ 2024.

Matthew D. Graham, City Clerk

John Edwards, Mayor

Officially published on the ____ day of _____ 2024.

CERTIFIED BY:

Matthew D. Graham, City Clerk



Memo

TO: Mayor and Council members

FROM: Matthew Graham, City Clerk

DATE: September 26, 2024

RE: 1st Consideration of Proposed Ordinance No. 1154 Amending Provisions Pertaining to Pedestrians' Right-Of-Way

SYNOPSIS:

In response to recent legislative changes at the State level, our codifier has proposed 8 amendments to the Clive Code of Ordinances. These proposed ordinances are designed to align our local regulations with State law and to ensure compliance with updated statutory requirements. This is one of the 8 Code amendments and below is a summary of the impact of this proposed ordinance on the Clive Code of Ordinances:

Overview:

The proposed ordinance seeks to amend Title 6 of the Clive Code of Ordinances, specifically addressing the definitions related to traffic regulations and the rules governing pedestrians' right-of-way. The amendments aim to align the Clive Code with current state laws and clarify the responsibilities of both drivers and pedestrians within the city.

Comparison with Current Clive Code:

1. Current Ordinance:

1. In Title 6, Chapter 1, Section 2 the existing definitions in the Traffic Code of Clive are aligned with state law but do not provide detailed definitions for terms such as "pedestrian conveyance" or a clear understanding of vehicle exclusions.
2. In Title 6, Chapter 5, Section 7 the existing provision requires vehicles to yield to pedestrians at marked crosswalks but lacks clarity on unmarked crosswalks at intersections and does not explicitly mention bicycles.

1. Proposed Amendment:

1. **Expanded Definitions:** The proposed ordinance introduces a comprehensive set of definitions that are consistent with those found in the Iowa Code. These include terms like "pedestrian conveyance," "business district," "school district," and more, providing clarity on the interpretation of these terms within the city's Traffic Code.
2. **Pedestrian Conveyance:** This definition now includes various human-powered devices and electric personal assistive mobility devices, clarifying what constitutes a pedestrian conveyance and differentiating it from bicycles.
3. **Vehicle Exclusions:** The ordinance specifies what is not considered a vehicle under the Traffic Code, including human-powered devices, low-speed electric bicycles, and certain parts of other vehicles that do not operate independently on the highway.
4. **Clarified Right-of-Way Rules:** The proposed amendment strengthens and clarifies the requirements for drivers to yield to pedestrians and cyclists. It explicitly states that vehicles must yield to pedestrians and persons riding bicycles within both marked and unmarked crosswalks at intersections, ensuring better protection for non-motorized road users.

5. **Alignment with State Law:** The ordinance incorporates references to the Iowa Code Section 321.327, ensuring that the Clive Code is consistent with state traffic laws.

Impact on Existing Clive Code of Ordinances:

1. **Title 6, Chapter 1, Section 2 (Definitions):** The amendment replaces the existing section with a more detailed and precise set of definitions. This change is significant for law enforcement and legal clarity, as it removes ambiguities related to traffic regulations and enhances the understanding of key terms.
2. **Title 6, Chapter 5, Section 7 (Pedestrians' Right-of-Way):** The amendment provides a clearer directive to drivers, reinforcing the importance of yielding to pedestrians and cyclists. This update is crucial for improving pedestrian safety and reducing accidents at crosswalks, particularly those that are unmarked.

Legal and Safety Considerations:

1. **Legal Consistency:** The ordinance aligns Clive's traffic regulations with state law, reducing the potential for legal disputes and ensuring that the city's traffic code is enforceable under Iowa law.
2. **Enhanced Safety:** By explicitly including bicycles and unmarked crosswalks, the ordinance addresses common scenarios that may have previously led to confusion or accidents. This change is likely to contribute to improved road safety for all users.

Conclusion:

The proposed ordinance enhances the clarity and effectiveness of the Clive Code of Ordinances concerning pedestrian safety and traffic regulations. It ensures that the city's Traffic Code is consistent with state law and provides clearer guidelines for both drivers and pedestrians. I recommend the Council consider adopting this ordinance to improve safety and legal clarity within the city.

Attachments:

1. 2024 Pedestrians' ROW Ordinance

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE 2024 CODE OF ORDINANCES OF THE CITY OF CLIVE, IOWA, BY AMENDING PROVISIONS PERTAINING TO PEDESTRIANS' RIGHT-OF-WAY

Be It Enacted by the City Council of the City of Clive, Iowa:

SECTION 1. SECTION MODIFIED. Title 6, Chapter 1, Section 2 of the Code of Ordinances of the City of Clive, Iowa, is repealed and the following adopted in lieu thereof:

6-1-2 DEFINITIONS. Where words and phrases used in the Traffic Code are defined by State law, such definitions apply to their use in said Traffic Code and are hereby adopted by reference. Those definitions so adopted that need further definition or are reiterated, and other words and phrases used herein, have the following meanings:

1. "Business District" means the territory contiguous to and including a highway when 50 percent or more of the frontage thereon for a distance of 300 feet or more is occupied by buildings in use for business.

(Code of Iowa, Sec. 321.1(7))

2. "MPH" means miles per hour.

3. "Parade" means any march or procession of persons or vehicles organized for marching or moving on the streets in an organized fashion or manner or any march or procession of persons or vehicles represented or advertised to the public as a parade.

4. "Park" or "parking" means the standing of a vehicle, whether occupied or not, otherwise than temporarily for the purpose of and while actually engaged in loading or unloading merchandise or passengers.

5. "Police officer" means every officer authorized to direct or regulate traffic or to make arrests for violations of traffic regulations.

6. "Pedestrian" means a person afoot or a person using a pedestrian conveyance.

(Code of Iowa, Sec. 321.1(51))

7. "Pedestrian conveyance" means any human-powered device by which a pedestrian may move other than by walking or by which a pedestrian may move another person, including but not limited to a wheelchair, stroller, skateboard, scooter, or other similar device. Pedestrian conveyance also includes an electric personal assistive mobility device and any other device used to move a person sitting or standing on the device regardless of whether the device is powered by an electric motor, so long as the electric motor produces less than 750 watts. Pedestrian conveyance does not include a bicycle.

(Code of Iowa, Sec. 321.1(51A))

8. "Residence district" means the territory contiguous to and including a highway not comprising a business, suburban, or school district, where 40 percent or more of the frontage on such a highway for a distance of 300 feet or more is occupied by dwellings or by dwellings and buildings in use for business.

(Code of Iowa, Sec. 321.1(63))

9. "School district" means the territory contiguous to and including a highway for a distance of 200 feet in either direction from a schoolhouse.

(Code of Iowa, Sec. 321.1(70))

10. “Stand” or “standing” means the halting of a vehicle, whether occupied or not, otherwise than for the purpose of and while actually engaged in receiving or discharging passengers.

11. “Stop” means when required, the complete cessation of movement.

12. “Stop” or “stopping” means when prohibited, any halting of a vehicle, even momentarily, whether occupied or not, except when necessary to avoid conflict with other traffic or in compliance with the directions of a peace officer or traffic control sign or signal.

13. “Suburban district” means all other parts of the City not included in the business, school, or residence districts.

(Code of Iowa, Sec. 321.1(78))

14. “Traffic control device” means all signs, signals, markings, and devices not inconsistent with this chapter, lawfully placed or erected for the purpose of regulating, warning, or guiding traffic.

15. “Vehicle” means every device in, upon, or by which any person or property is or may be transported or drawn upon a highway. Vehicle does not include:

A. Any device moved by human power, including a low-speed electric bicycle.

B. Any device used exclusively upon stationary rails or tracks.

C. Any personal delivery device operated pursuant to Chapter 321O of the *Code of Iowa*.

D. Any integral part of a truck tractor or road tractor which is mounted on the frame of the truck tractor or road tractor immediately behind the cab and which may be used to transport persons and property, but which cannot be drawn upon the highway by the truck tractor or another motor vehicle.

E. Any steering axle, dolly, auxiliary axle, or other integral part of another vehicle which in and of itself is incapable of commercially transporting any person or property but is used primarily to support another vehicle.

(Code of Iowa, Sec. 321.1(90))

SECTION 2. SECTION MODIFIED. Title 6, Chapter 5, Section 7 of the Code of Ordinances of the City of Clive, Iowa, is repealed and the following adopted in lieu thereof:

6-5-7 PEDESTRIANS’ RIGHT-OF-WAY. Where traffic control signals are not in place or in operation, the driver of a vehicle shall yield the right-of-way, slowing down or stopping, if need be, to so yield to a pedestrian or a person riding a bicycle crossing the roadway within any marked crosswalk or within any unmarked crosswalk at an intersection.

(Code of Iowa, Sec. 321.327)

SECTION 3. SEVERABILITY CLAUSE. If any section, provision or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

SECTION 4. WHEN EFFECTIVE. This ordinance shall be in effect from and after its final passage, approval and publication as provided by law.

PASSED AND APPROVED by the City Council on the ____ day of _____ 2024.

Matthew D. Graham, City Clerk

John Edwards, Mayor

Ordinance No. _____ authenticated this ____ day of _____ 2024.

Matthew D. Graham, City Clerk

John Edwards, Mayor

Officially published on the ____ day of _____ 2024.

CERTIFIED BY:

Matthew D. Graham, City Clerk



Memo

TO: Mayor and Council members

FROM:

DATE: September 26, 2024

RE: Resolution Setting Date of Public Hearing to Consider Plans, Specifications and Bids for Demolition Project associated with 2814 W Avenue

SYNOPSIS:

2814 W Avenue has been acquired as part of the Alice's RD widening project and staff are now beginning the process of demolishing the property.

In order to obtain the services of a qualified contractor, staff are recommending that a request for bids be made public. Responses to the request for bids are anticipated by October 15, 2024 and the responses will be read at a public hearing on October 24, 2024. Staff would recommend approval of the attached Resolution Setting Public Hearing to Approve Plans, Specifications and Bids for Demolition Services associated with 2814 W Avenue.

Attachments:

1. Resolution Setting Public Hearing to Consider Plans, Specifications and Bids for 2814 W Avenue

RESOLUTION SETTING DATE OF PUBLIC HEARING TO CONSIDER
PLANS, SPECIFICATIONS AND BIDS FOR
DEMOLITION PROJECT ASSOCIATED WITH
2814 W AVENUE

WHEREAS, the City Council of the City of Clive, Iowa (the "City") has determined that it is necessary and desirable to remove the building located at 2814 W Avenue, as described in the proposed plans and specifications and form of contract for such project (the "Project"), which proposed plans, specifications and form of contract are on file with the City Clerk; and

WHEREAS, it is necessary to fix a time and place of public hearing on the proposed plans, specifications, taking of quotes and awarding of a bid 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 and form of contract referred to in the preamble hereof are hereby approved for the purpose of enabling the solicitation of quotes.
2. The City of Clive will issue a Notice to Bidders and responses shall be provided by October 15, 2024 at 2:00 p.m.
3. October 24, 2024, at 6:00 p.m., at the Council Chambers, Clive City Hall, is hereby fixed as the time and place of hearing on the proposed plans, specifications, taking of bids and awarding a contract for the Project received by the City Clerk in connection therewith.
4. The City Clerk shall publish notice of hearing, the same being in the form hereinabove approved and substantially as attached to this resolution, which publication shall be made in a legal newspaper of general circulation in the City, which publication shall be not less than 4 days not more than 20 days before the date set for hearing and receiving such bids.
5. All resolutions or parts of resolutions in conflict herewith are hereby repealed, to the extent of such conflict.

PASSED AND APPROVED THIS _____ day of September 2024.

By: _____
John Edwards, Mayor

ATTEST:

By: _____
Matthew Graham, City Clerk



Memo

TO: Mayor and Council members

FROM: Matt McQuillen, City Manager

DATE: September 26, 2024

RE: Resolution Authorizing City Manager to Proceed with Service One with PFM Group Consulting LLC for the Multi-Year Financial Assessment Project

SYNOPSIS:

A top priority of the City Council is to accomplish more precise long-term financial planning for the City's service delivery operations and capital investments. What has been commonly referred to as the "Dip" Study is an effort to determine what proactive policy considerations and financial steps the City could make to limit the potential impacts from a forthcoming "Dip" when a suburban community transitions from high growth to a built out city and can no longer add the typical new development taxable valuation often seen in a growing suburb.

This topic has been a discussion item over the past year and staff has been searching for a consultant partner to help us in the effort to first answer the question of what and when is Clive's true "why" for this effort. In other words, how much time does the City of Clive have to sustain its current operational and capital investment to deliver high quality services to the community under current revenue conditions? A number of additional questions the City is seeking to answer is included in the staff memo within the packet that helped define this project.

The City works with Public Financial Management (PFM) annually to assist in our debt financial planning/bond issuance and for the development of rate recommendations for the City's municipal utility funds (Sewer, Water, Stormwater). PFM also has a financial assessment and budget modeling consultant division to aid in the financial assessment the City is looking to do to answer the "why" question (Service 1 outlined in the proposal). In addition, PFM Group Consulting also has the ability to evaluate comparison communities to Clive who may have already experienced the "Dip" and provide perspective on how Clive can be proactive in our policy and financial planning efforts as we reach a built-out condition (Service 2). Finally, PFM Group Consulting has the capacity to assist the City with running different scenarios once a base financial model has been developed to determine whether various policy choices or financial decisions may be beneficial to Clive's future. In addition, scenarios could be run to determine long-term impacts of yet-to-be-proposed state legislation further impacting local government revenues like property tax legislation.

During the September 26 meeting, Director Randy Bauer from PFM Group Consulting will be in attendance to walk through the scope of services outlined in the attached proposal and provide background on the team who would be working for Clive on this project. Staff asked Randy to develop a scope and cost for all three service areas described above. However, at this time staff is only seeking authorization to move forward with Service 1 (financial assessment and base model development) to begin to answer that initial "why" question for Clive and let that inform how we may approach the community Benchmarking in Service 2 and deliver an end product by your next strategic planning workshops in August 2025 to provide us guidance on how we dial in the financial/policy scenarios for the effort in Service 3. In addition to the PFM scope, other attachments include the staff memo that was shared with PFM initially as we were meeting with them to understand the "Dip" study project and two examples of PFM Group Consulting's deliverables for a community in California and a township in Pennsylvania.

Pending Council's feedback and direction on moving forward with Service 1, with a not-to-

exceed cost of \$44,220 and expenses, staff would look to get fully immersed in this effort with PFM in early 2025 following development of the annual budget to allow for the needed internal capacity with the City's financial team and departments to work through the financial model development with the PFM team. In addition, due to PFM's continued work to advise the City on debt/capital plans and municipal utility cash flow development, the hope is to create a fully integrated model for all the City's operational and capital/debt functions to get a true picture of where Clive is at today and what the future over the next ten years could potentially hold.

The City Manager would recommend your support of the resolution authorizing Service 1 within the attached scope of services with PFM Group Consulting. We look forward to the dialogue and feedback from the Council during the September 26 meeting on this critical effort for Clive's financial future.

Attachments:

1. Res Approving Service 1 w PFM - Fin Assess 9-26-24
2. PFM - Clive proposal_08.05.24
3. Clive Comparative City Study and Long Term Financial Projections Proposal for PFM 6.1.24
4. San Pablo Multi Year Financial Plan Presentation_PFM_City Council_2023.12.11
5. East Whiteland Township EIP Final Report

RESOLUTION NO. _____

RESOLUTION AUTHORIZING CITY MANAGER TO PROCEED WITH SERVICE ONE
WITH PFM GROUP CONSULTING LLC FOR THE MULTI-YEAR FINANCIAL
ASSESSMENT PROJECT

WHEREAS, recently the City has identified a priority to assess long-term financial needs for the City's service delivery model in terms of both revenues and expenditures (the "Project"); and

WHEREAS, the City has extensive experience working with Public Financial Management (PFM) as the City's financial adviser for bond issues, tax-incremental financing and municipal utility cash flows; and

WHEREAS, the City has requested the PFM Group Consulting division of PFM to present a proposal for the project; and

WHEREAS, PFM Group Consulting has outlined three service areas in the attached proposal with the City desiring to move forward on Service 1 for the Project at this time.

NOW, THEREFORE, be it resolved by the City Council of Clive, Iowa that the City Manager is authorized to proceed with Service 1 in the attached proposal at an amount not-to-exceed \$44,200 plus customary expenses for the Multi-Year Financial Assessment Project.

PASSED AND APPROVED this 26th day of September, 2024.

CITY OF CLIVE, IOWA

By: _____
John Edwards, Mayor

ATTEST:

By: _____
Matthew Graham, City Clerk



July 31, 2024

Matt McQuillen, City Manager
Clive City Hall
1900 NW 114th St,
Clive, IA 50325

pfm

801 Grand Avenue
Suite 3300
Des Moines, IA 50309
515.243.2600

pfm.com

Dear Matt,

Based on our discussions and the 'Clive Long-Term Financial Forecast and Comparison City Studies,' PFM Group Consulting LLC, in conjunction with PFM Financial Advisors, provides this proposal letter to the City of Clive (City) to provide the requested services related to the memo and our in-person discussion. The proposal provides three discreet services, and they are individually priced. Of course, we view this as a starting point, and we are ready and willing to collaborate with you as necessary to fit your needs.

SERVICE 1: DEVELOP/PROVIDE TO THE CITY A MULTI-YEAR FINANCIAL PLANNING TOOL

PFM Group Consulting (PFMGC) had its genesis working with distressed cities to plot a course to steer them to financial stability. The cornerstone of these efforts was the development of a multi-year financial plan. A well-constructed multi-year financial plan focuses on longer-range decisions that can alter the financial trajectory – as opposed to the use of one-time resources or budget gimmicks that delay but do not solve structural budget problems. These multi-year financial plans helped erase sizable structural budget deficits for many major local governments, including Philadelphia, Pittsburgh, Washington DC, and Nassau County, NY.

PFMGC has developed multi-year financial projection models for dozens of local governments throughout the nation. Many of the local governments are not facing financial distress but recognize the need to identify trends that may shape their future and develop strategies to deal with or adapt to them.

Construct an Excel-based Financial Planning Model

The foundation of the multi-year financial plan is the development of an Excel-based model that combined historic data (preferably up to 10 years) with future projects for both revenues and expenditures. The model includes tabs for major expenditure categories, particularly related to workforce, capital projects, and major city programs.



On the revenue side, it would include own-source taxes, state and federal grants and aid, city fees and charges, etc.

Given that the City is interested in longer-range forecasts, we would propose that the model provide a 10-year (as opposed to the more common 5-year) financial projection. We also understand that a key question for the City is when it may face financial pressure related to limited build-out of available land. If the 10-year horizon suggests a trend but not financial constraints, the project team will extend the projection period and identify when the City would face financial difficulties.

The activities associated with developing the financial projection model:

- 1. Obtain city financial data and load into the financial projection model.**
While PFMGC has constructed hundreds of financial projection models and much of the architecture is similar, each is custom-built, as city revenue and expenditure structures differ. An advantage for the City is the fact that the proposed project manager, Randall Bauer, is well-versed in Iowa city and state finances, given his 17 years in Iowa state government. The City will also benefit from the local government knowledge of PFM Financial Advisors Managing Director Susanne Gerlach and Director Mathew Stoffel, and they will be available to share their subject matter expertise.
- 2. Conduct detailed interviews with City leadership and subject matter experts.** The project team will use detailed interviews to identify planned future activities and initiatives that may alter revenue or expenditure projections. The interviews also provide an opportunity for the project team to discuss any data anomalies or other data questions. Finally, the interviews may help shape model assumptions related to demographics or other changes in city population or business growth and development.
- 3. Develop forecast assumptions, initiatives, and scenarios.** The model forecast relies on a variety of forecast assumptions related to revenue and expenditure growth (or lack thereof). Likewise, both can be impacted by demographic factors, changes in service levels, productivity improvements, or other initiatives that alter financial trends. The model provides mechanisms to make changes in assumptions, combine them into scenarios, and compare their outcomes. These assumptions, initiatives, and scenarios are developed in collaboration with City leadership and subject matter experts to ensure accuracy and 'real world' assumptions.
- 4. Finalize the model.** Once the model is complete the project team will share it with city staff for feedback. Should there be questions or comments that require additional analysis or changes, the project team will do so and refine as needed until all City questions or concerns have been addressed.



Draft and Communicate Findings

The project team will provide the City a written project report that details the project activities and deliverables. The report will detail the model findings as well as the forecast assumptions. It will also identify initiatives and scenarios that might alter the financial forecast.

Provide the City the Forecast Model and Train Staff on its Use

Once the model is complete, the project team will turn it over to the City for its exclusive use. PFMGC will also provide training and detailed written documentation on how to update or otherwise modify the model. The project team will continue to make itself available to the City should model support questions arise.

Service 1 Cost Proposal

For most projects, PFMGC bills on an hourly basis with a dollar cap for all in-scope activities. That means that if the hours necessary to complete the in-scope deliverables are less than the proposed hourly rates cap, you will be billed only for the hours necessary to complete the project. Based on past development of similar models, the following details the hours and hourly rates that form the basis for the cost proposal:

Task	Activities	Director \$345/hour	Senior Analyst \$265/hour	Total Hours Per Task	Total Cost Per Task
	Data collection and model development	4	16	20	\$5,620
	Project interviews	8	12	20	\$5,940
	Forecast assumptions, initiatives, scenarios	8	40	48	\$13,360
	Finalize model	4	16	20	\$5,620
	Draft and communicate findings	8	16	24	\$7,000
	Model documentation and training	4	20	24	\$6,680
Total Hours All Tasks		36	120	156	
Cost of Combined Tasks		\$12,420	\$31,800		\$44,220
Project hourly rates cap:			<u>\$44,220</u>		

PFMGC also proposes billing for normal and customary travel expenses, including transportation (coach airfare), lodging and meals. PFMGC provides receipts for all billed expenses and does not apply an administrative mark-up. Because the proposed project manager is located in PFM's Des Moines office, travel expenses will be minimized.



SERVICE 2: BENCHMARKING COMPARABLE CITIES

PFMGC projects of this nature always include benchmarking, as we believe these comparisons can unlock useful insights and may provide examples of initiatives or strategies that might benefit the City. Because PFM has worked with literally hundreds of governments across the country, the project team can rely on past work (and networks) to identify strong comparable cities for benchmarking purposes.

In fact, PFMGC has already identified some possible comparable cities for this exercise. Based on discussions with the City, the following would be the activities associated with this service.

1. **Identify and Agree on Comparable Cities.** We understand that the City is seeking the experience and outcomes of other cities that share key characteristics. These include:
 - a. Similar in size (population, land mass)
 - b. Similar wealth factors (household income, home value, poverty levels)
 - c. Similar development characteristics (built out, population growth rates)

Of course, the project team will also incorporate other factors should the City so choose. This is generally an iterative process, and it is possible that as the exploration process unfolds, some cities may be found to not be good matches, and other cities might prove better substitutes.

2. **Survey Comparable Cities.** Because benchmarking is a component of most similar projects, the project team has considerable experience in effectively conducting benchmarking. In most cases, PFMGC asks the client to send an email to an appropriate party (such as a city manager or administrator) asking for their assistance and explaining that PFMGC will be contacting them to administer a survey. The project team will provide sample email language for this outreach. Beyond that initial outreach, the project team will handle all communication with the comparable cities.
PFMGC uses Survey Monkey, a common web-based survey tool. PFM will prepare the survey and share it with the City prior to release for any edits, comments or suggestions. Once the City signs off, the project team will contact the cities and administer the survey. The project team will also do follow-up contacts (email or phone) with cities to gain maximum response rates. PFMGC



has found that survey length is an important factor in response rates – we keep the questions succinct and numbering no more than 10.

3. **Conduct Follow-up MS-Teams Virtual Interviews.** Where survey results or background research suggest a city is a particularly good fit for Clive, the project team will seek to arrange a follow-up virtual interview. If/when the comparable city agrees, PFM provides a set of questions in advance to guide discussion. PFM seeks to limit these to approximately 30 minutes, which also helps with response rates.
4. **Provide written findings.** The project team will analyze the data and information gathered from the benchmarking exercise and provide a written summary and findings. PFM will also provide the full electronic survey data and notes from any follow-on meetings to the City.

Service 2 Cost Proposal

As noted in service 1, PFM proposes to conduct the project using hourly rates with a cap. The cap is based on past similar projects, and the following details the projected hours and hourly rates that form the basis for the project cap:

Task	Activities	Director \$345/hour	Senior Analyst \$265/hour	Research Assistant \$100/hour	Total Hours Per Task	Total Cost Per Task
Identify and agree on comparable cities		4	4		8	\$2,440
Survey comparable cities, analyze results		4	8	20	32	\$5,500
Follow-up Interviews		4	8		12	\$3,500
Provide written findings		8	16		24	\$7,000
Total Hours All Tasks		20	36	20	76	
Cost of Combined Tasks		\$6,900	\$9,540	\$2,000		\$18,440
Project hourly rates cap:		\$16,440				

As previously noted, if the hours necessary to complete the in-scope deliverables are less than the proposed hourly rates cap, you will be billed only for the hours necessary to complete the project.

PFMGC also proposes billing for normal and customary travel expenses, including transportation (coach airfare), lodging and meals. PFMGC provides receipts for all billed expenses and does not apply an administrative mark-up. Because the proposed project manager is located in PFM's Des Moines office, travel expenses will be minimized.



SERVICE 3: ECONOMIC AND COMMUNITY DEVELOPMENT STRATEGIES

When governments encounter difficult budgets, there are three primary methods for improving their overall financial position:

- **Spending reductions.** Most typically, this requires program budget cuts, reductions in the government workforce, or productivity improvements. While it may be a combination of the three, Clive residents have come to expect abundant city services. As a result, workforce or programmatic cuts that reduce the quality or quantity of services may be difficult to achieve. Of course, productivity improvements that save money and maintain or enhance services should be explored. Within this category are opportunities for shared services with surrounding suburbs. Besides shared services, many of the opportunities are technology-based strategies.
- **Increases in taxes or fees for service.** Iowa is a Dillon's Rule state,¹ which requires specific state authority to exercise local government powers. As a result, the tax options available to its cities are limited, and, given the current make-up of the Iowa General Assembly, this condition is unlikely to change. While there may be some opportunity to increase fees, these can only cover the cost of providing the services for which the fee is charged, which also limits its usefulness when budget stress is encountered.
- **Broadening the tax base.** Community or economic development strategies that broaden the tax base are considered ideal, as the additional economic activity can provide additional revenue without an increase in taxes or fees. Of course, some of these strategies may also increase the demand for city services, and these must also be taken into consideration.

The City is interested in determining what strategies are appropriate for it to pursue, given its city characteristics, including its residential and commercial footprints. The following are the activities that PFMGC proposes to assist with those efforts.

1. **Conduct an environmental scan.** The project team will work with City staff to identify current and future key characteristics of the City. This will touch on many of the topics that would be explored in benchmarking and also use other tools to describe and predict future activity. These can include shift share analysis of employment and total wages and salaries by industry, location quotient analysis, use of Placer Labs foot traffic software to understand visitor

¹ Dillon's Rule is based on two court decisions issued by Iowa Judge John Dillon in 1868. This narrow interpretation of a local government's authority provides that the state must specifically sanction local government activities. Dillon's Rule was upheld by the U.S. Supreme Court in 1903 and again in 1923.



trends and retail leakage, ESRI tools for GIS mapping and spatial analytics, and CoStar for commercial real estate intelligence.

- 2. Identify and test varying economic and community development strategies.** The project team will use the environmental scan as the basis for exploring strategies to enhance community or economic development or improve service delivery. The referenced City memo already discusses common strategies (increased residential density, commercial conversions to housing, changed service delivery models). The project team has analyzed these as well as others, such as strategies to increase or retain businesses (and which specific types will be best for the city); strategies that will attract visitors and/or create commercial magnets; redevelopment strategies for older parts of the City; and use of technology to enhance services and control costs. These can then be tested within the multi-year financial projection model.
- 3. Develop and communicate findings and recommendations.** The project team will provide a written report that explains the project approach, methodology, tested scenarios, and a SWOT analysis of each. Based on that analysis, PFM will identify the strategies that are most (or more) conducive to matching the City's needs in the future.

Service 3 Cost Proposal

As noted in the prior service cost proposals, PFM proposes to conduct the project using hourly rates with a cap. The cap is based on past similar projects, and the following details the projected hours and hourly rates that form the basis for the project cap:

Task	Activities	Senior Managing				Total Hours Per Task	Total Cost Per Task
		Director \$345/hour	Consultant \$325/hour	Senior Analyst \$265/hour	Senior Adviser \$300/hour		
Environmental scan		8	8	16	8	40	\$12,000
Test strategies		8	16	40	16	80	\$23,360
Findings and recommendations		8	16	40	16	80	\$23,360
Total Hours All Tasks		24	40	96	40	200	
Cost of Combined Tasks		\$8,280	\$13,000	\$25,440	\$12,000		\$58,720
Project hourly rates cap:				<u>\$58,720</u>			



Once again, if the hours necessary to complete the in-scope deliverables are less than the proposed hourly rates cap, you will be billed only for the hours necessary to complete the project.

PFMGC also proposes billing for normal and customary travel expenses, including transportation (coach airfare), lodging and meals. PFMGC provides receipts for all billed expenses and does not apply an administrative mark-up. Because the proposed project manager is located in PFM's Des Moines office, travel expenses will be minimized.

PROJECT TEAM

Randall Bauer, Director, will serve as the project manager. He is PFMGC's most senior project manager, having joined the firm in 2005. He has prior experience in all facets of the proposed services. For example, he has managed multi-year financial plans for the city of Kansas City, Missouri; the St. Louis, Missouri Public School District; Erie County, New York; and the Lancaster County, Michigan EMS Department. All of these projects (and dozens of others) have included benchmarking. He has also managed economic and community development-focused projects for the cities of Palm Beach Gardens, Florida; St. Louis, Missouri; and Lincoln, Nebraska. Prior to joining PFM, he was Iowa Governor Tom Vilsack's state budget director and senior staff in the Iowa Senate, where he was the lead staff on budget and economic development issues.

Ellen Ramage, Senior Managing Consultant, will provide subject matter expertise on economic development and modeling. Ellen has developed multi-year financial plan models for multiple clients, including the state of Washington Department of Agriculture. Based in PFM's San Francisco office, she has led economic development strategy projects for the cities of Ventura, Moorpark, and Port Hueneme, California.

William Fulton, Senior Advisor, will provide subject matter expertise on economic and community development strategies. Bill joined PFM in 2022 after completing eight years as Director of Rice University's Kinder Institute for Urban Research. He is a former director of planning, neighborhoods, and economic development for the City of San Diego. He has also served as a principal in the California-based urban planning



firm now known as Placeworks and policy director for the advocacy group Smart Growth America. Mr. Fulton has long experience working on economic development strategies throughout the United States. As planning director of San Diego, he shepherded the city's first economic development strategy in 15 years through to City Council approval. He was part of a consulting team that assisted Scottsdale, Arizona, in pivoting redevelopment of the city's old "auto row" from a WalMart to Arizona State University's Skysong research center.

Mallory Richards, Senior Analyst would be the primary model developer and lead analyst. She has provided analytical and modeling support for projects for the Massachusetts Association of Community Development Corporations, the city of Chicago, and the Wisconsin Economic Development Corporation. Prior to joining PFMGC, Mallory worked as an analyst at S&P Global, assisting in commercial mortgage backed security ratings and conducting real estate market analyses.

Susanne Gerlach, Managing Director and **Matthew Stoffel, Director** with PFMFA will also be available to provide municipal government and finance subject matter expertise. It should be noted that PFMGC and PFMFA are separate entities, although jointly owned by the same set of Managing Directors. PFMGC will be the primary service provider for this engagement.

TIMELINES

A specific timeline will depend on whether each service is provided separately or in combination with others. In general, the multi-year financial planning service is approximately a four month project. Benchmarking can generally be completed in 2-3 months. The economic development strategy service is generally 4-6 months. However, if done in tandem, the entire project is likely to be around six months, but the model could still be delivered in about four months.

SUMMARY

The project team is excited about the opportunity to work with Clive and continue the strong relationship already in place as the City's financial advisors. The proposed team has significant experience in all aspects of the proposed services, and the combined



local knowledge of Susanne, Matthew, and Randy should mean that the project team will be able to 'hit the ground running.'

Of course, PFM is happy to work with the City to tailor the proposal to fit your needs. If there are areas you would like to discuss, we are happy to do so.

Sincerely,

Randall Bauer, Director
PFM Group Consulting

MEMO

To: Matt Stoffel, Director, PFM Advisors

From: Clive City Manager Matt McQuillen and Assistant City Manager Pete De Kock

Date: June 1, 2024

Re: Clive Long-Term Financial Forecast and Comparison City Studies

In the next three to five years, the City of Clive will reach “build-out,” with no remaining large land areas available for development. City leaders have been anticipating this reality for multiple years because Clive—unlike any other large municipality in Iowa—is landlocked.

Since the 1990s, Clive has enjoyed consistent population and economic growth. Increasing property values and new development have enabled the City to deliver high-value services and infrastructure while keeping taxes and fees low. However, with a plateauing population, little land remaining for large-scale development, and uncertainty about future state action that could restrict municipal revenue, we believe Clive is approaching a financial reality like nothing it has previously seen. How can Clive sustain its high-quality services and infrastructure and keep taxes low when revenues don’t keep pace with expenses, and there are limited opportunities for new revenue?

Clive isn’t the first landlocked suburb to grapple with this financial riddle, and we’re optimistic that by studying the experiences of similar communities, Clive will adapt and thrive in the coming decades. In 2024, Clive is undertaking a comparison city study and long-term financial forecast. The goals for the forecast study include:

- **Forecast when Clive could begin feeling the financial effects of more constrained revenue growth paired with residents’ expectations for high-quality services.** Once the final acres of land are developed, we assume there will be a period of relative financial and service-level stability. How long will that period be if the City continues with its status quo of low taxes and high-quality services? At what rate will the financial pressure increase and reach a point that forces status quo changes?

- **Better understand the revenues and expenses Clive could experience in its built-out state.** We believe future revenues are easier to forecast than expenses, but now that we are closer to reaching build-out, can we make better expense projections?

Assuming Clive is facing a long-term financial dilemma—i.e., “Residents like high-quality services and low property taxes, but we’ll have to give up one or both of those things if we don’t make some changes.”—what strategies should be deployed to avoid a decline in Clive’s services, infrastructure, finances, neighborhoods, commercial areas, and reputation? What have other landlocked suburbs done to prevent an actual or perceived “dip”? Through our comparison city study, we will engage the following topics by learning from similar suburbs:

- **A common approach to declining municipal revenue is increasing neighborhood property density. Is achieving more density in Clive neighborhoods feasible, and if so, what could it look like?** We assume Clive will continue to primarily be a community of residential neighborhoods, with commercial activity concentrated on a few major arterial roads. What steps did comparable suburbs take to make parts of their community denser once built out, especially related to single-family residential land use and land use conversion (e.g., single-family housing converted to more dense housing and commercial land converted to housing)? Were they successful at directing where densification happened and at what pace? Was there a period of property value decline that had to occur before redevelopment and densification were achieved?
- **How might Clive’s economic development posture need to change?** What economic development strategies were most effective in comparison communities for catalyzing reinvestment in existing properties, and redevelopment in specific neighborhoods? Are there current tools Clive should continue using? Are there new strategies we should start using or avoid?
- **How might Clive need to change service delivery models?** What service delivery model changes did our comparison communities try and why? Which changes were effective, and which weren’t? What factors led these cities to prioritize service delivery changes (e.g., resource scarcity, demographic changes)?

Matt, Clive would like to work with you to achieve the following outcomes from our study:

- Working with Clive staff, brainstorm the proper scope for a financial modeling tool that enables the City to make five-to-twenty-year projections for revenues and expenses. The tool should allow staff to run multiple future financial scenarios. We currently expect the tool to be Excel-based.
- Leveraging Clive’s existing models for utilities, operating, capital, road use, debt service, trust and agency, TIF, and revenue funds, create an Excel-based model Clive staff can use to make 25-year financial projections. The model should be adaptable to account for future legal, economic, demographic, and other changes. It



- should be detailed enough to capture Clive's primary revenues and expenses, but not so specific that it becomes unwieldy. Creating this tool will require documenting the assumptions baked into the forecasting tool and reaching consensus with stakeholders on the definition of the various expenses and revenue "buckets."
- Project how long Clive's financial "status quo" could last after full build out, when Clive can maintain high quality services and infrastructure while not dramatically raising taxes.
 - Working with Clive staff, identify the most impactful expense and revenue drivers in Clive's future finances, and propose strategies for best managing these future revenues and expenses.
 - Working with Clive staff and leveraging the financial modeling tool, estimate when Clive may need to create it's next comprehensive plan
 - Teach Clive staff how to run different scenarios using the model and update it as conditions change. Continue to advise Clive staff year-to-year as we make changes.

Clive is proud to be a PFM client, and we believe this project could further advance our partnership. We plan to launch the project in summer, 2024. We look forward to further discussions!





San Pablo Multi-Year Financial Planning Model

Presentation to City Council

Presented and Prepared By:

Sarah Schirmer, Managing Director

Danielle Scott Parker, Director

Lieke Janssen, Analyst

December 13, 2023

44 Montgomery Street
3rd Floor
San Francisco, CA 94104

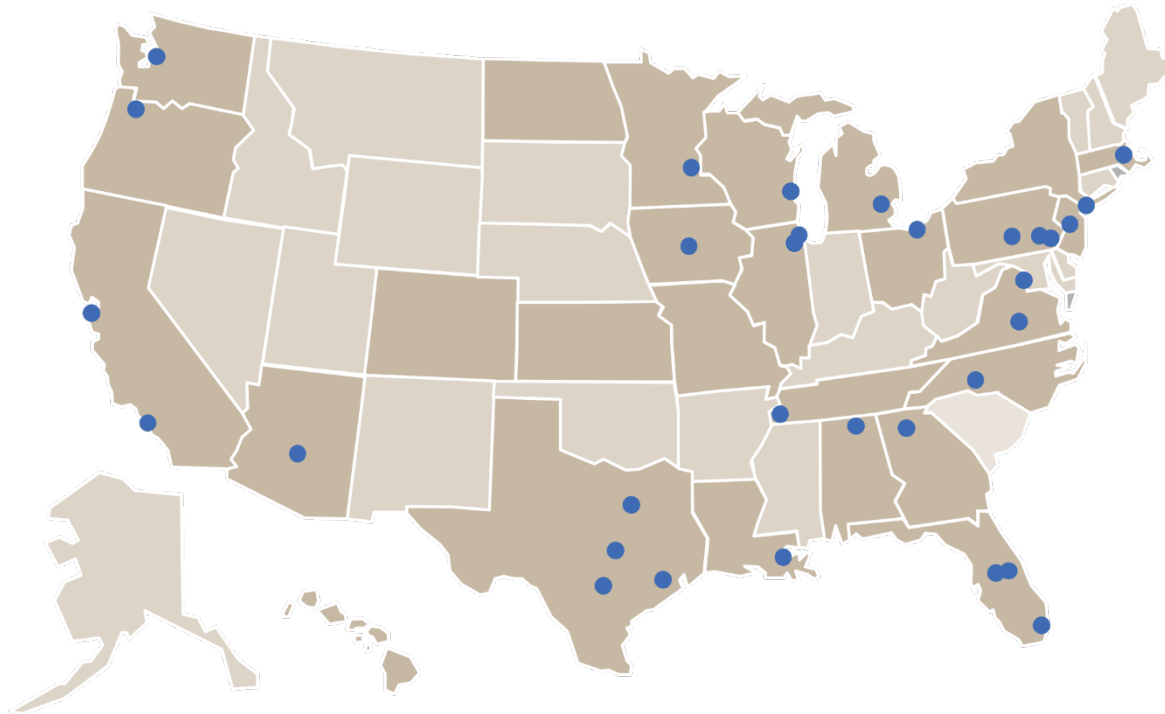
1735 Market Street
42nd Floor
Philadelphia, PA 19103

What We Do





PFM Offers Local Service and a National Reach



**According to PFM Internal Resources as of August 1, 2023*



The PFM Team



- ◆ **Sarah Schirmer** is a Managing Director with PFM's Management and Budget Consulting practice. Sarah has more than 15 years experience working in and with local government on issues related to budgeting and policy. Sarah worked in municipal government for 8 years prior to joining PFM.



- ◆ **Danielle Scott Parker** is a Director with PFM's Management and Budget Consulting practice. Danielle joined PFM in 2015 and provides budgetary and financial analysis to local governments and develops multi-year financial plans to help municipal governments overcome their fiscal challenges. Danielle has previously completed five multi-year financial plans in California.



- ◆ **Lieke Janssen** is an Analyst based in PFM's Management and Budget Consulting practice. Lieke has worked on financial and operational analyses for various cities in Pennsylvania, Virginia, and Maryland. Prior to joining PFM, Lieke was the Director of Finance in Ranlo, North Carolina, where she managed all aspects of financial operations.



Project Overview

- In September 2023, the City of San Pablo contracted with PFM Group Consulting LLC to develop a multi-year financial plan.
- This Plan provides San Pablo with a series of fiscal policy recommendations to balance and stabilize the City's projected long-term fiscal trajectory.
- PFM assessed San Pablo's historical and anticipated General Fund revenues and expenditures to determine the drivers of the City's historical and projected finances and forecast potential long-term constraints that could impact future service levels.
- The San Pablo Plan focuses on the below objectives:
 - Forecasting the City's financial trajectory
 - Identifying opportunities to align City finances to best practices
 - Projecting the impact of possible changes in casino revenue and policy decisions in the form of various options
- At the conclusion of this study, PFM will provide the forecast model to City leadership to support future decision making.



**I. SAN PABLO'S BASELINE BUDGET
FORECAST**

Agenda

II. BASELINE MODEL ASSUMPTIONS

III. A PATH FORWARD



San Pablo's Baseline Budget Forecast



Multi-Year Financial Forecasts Offer a Diagnosis of City Finances

- ◆ The forecast provides a baseline projection, similar to the diagnosis your doctor gives you after a physical. The forecast reflects San Pablo's current fiscal condition, absent significant policy changes.
- ◆ In response to this diagnosis, City leadership and elected officials can make informed decisions on corrective actions to change the city's anticipated trajectory if the baseline projection identifies a structural budget gap.
- ◆ The forecast is provided through **a dynamic, easy-to-update budget model** that will help decision-makers to balance policy and operational goals in future years.

"Multi-year planning is a critical exercise. These plans will often have out-year gaps projected which allow governments to work out, in advance, the optimal way to restore fiscal balance."

– Standard & Poor's

"The multiyear plan's value is to anticipate future challenges that may be encountered due to projected revenue and expenditure imbalances. This allows executives and legislators to 'get in front of' potential budget stress, and take corrective action long before budgetary gaps develop into crises."

– Fitch Ratings

Financial forecasts are at the crux of foresight. [Use] forecasts to identify the parameters within which to develop and execute strategies, rather than to try to "predict" the future.

- GFOA, Building a Financially Resilient Government through Long-term Financial Planning



Developing a Baseline Projection

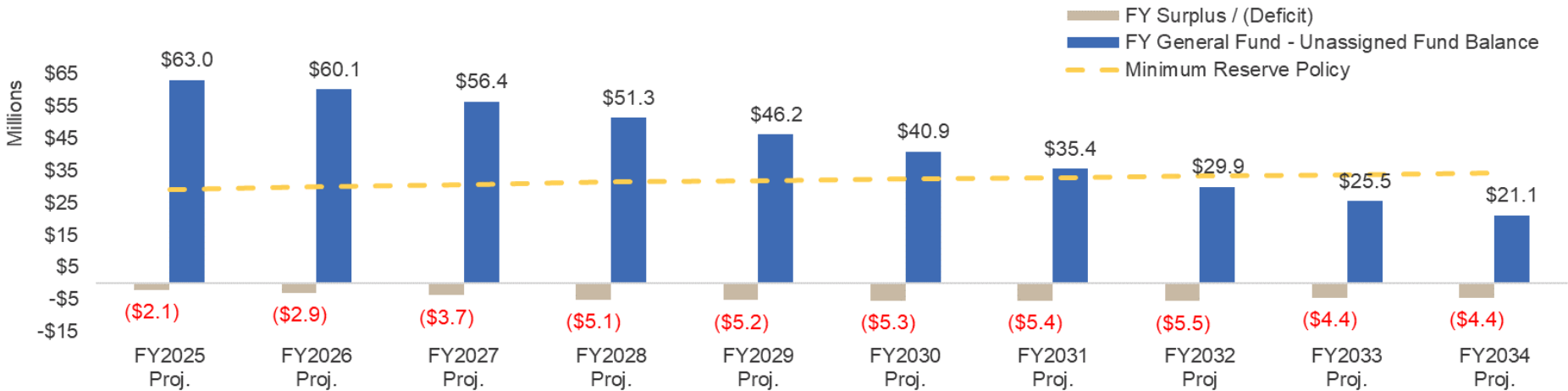
- The process of creating the ten-year budget model starts with analyzing ten years of the City's historical General Fund actuals and budget data.
- Line-item detail is organized into categories representing the City's major revenues and expenses.
- Growth rates are applied to these categories to project revenues and expenses in future years. The project team works with the City to understand the drivers of revenues and expenses in order to select appropriate growth rates.
- For the baseline forecast, growth rates reflect inflation, known or assumed growth in revenues and expenditures, and other known events.
- The model uses the FY2024 adopted budget in its baseline forecast and applies growth rates to those amounts to project future years.
- The baseline forecast is intended to show what the City's financial results could be with **no corrective action**.



Baseline Projection (Status Quo)

- San Pablo is expected to have a deficit in each of the 10 years of the baseline projection. The cumulative deficit over those years is \$44.1 million.
- Between FY2025 and FY2034, the City's annual operating deficit is projected to increase from \$2.1 million to \$5.5 million, after which it drops back to \$4.4 million. **The City's Unassigned Fund Balance would reduce from \$63.0 million to \$21.1 million in those 10 years, an amount which does not meet the City's minimum reserves policies.**

San Pablo General Fund 10-Year Forecast (Actual Unassigned Fund Balance and Reserve Minimum¹)
FY2025 – FY2034



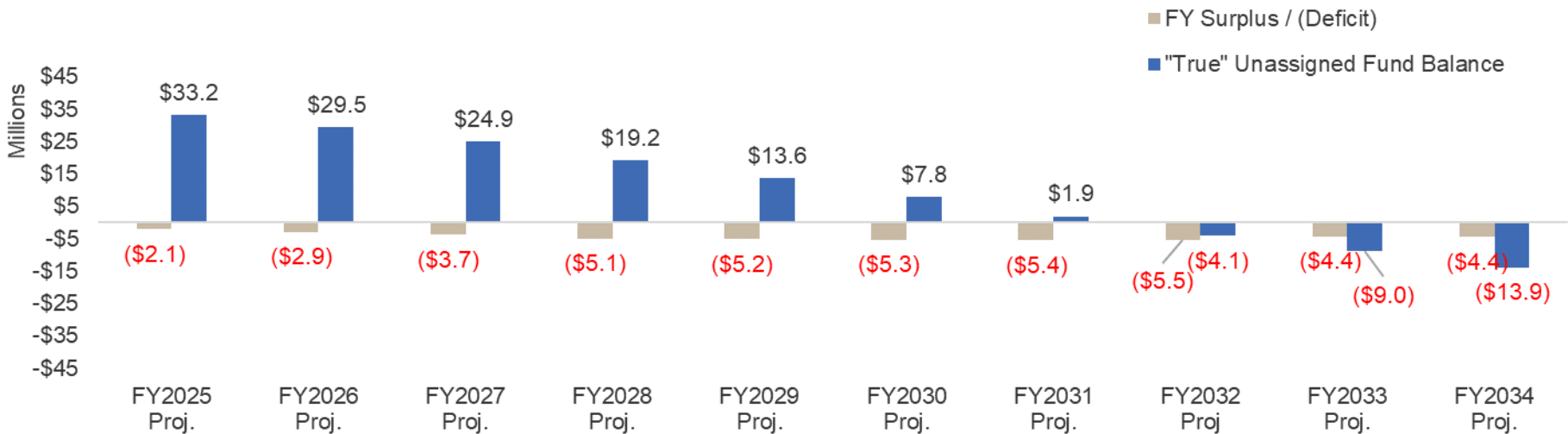
¹ The minimum reserve policy line includes the Catastrophic Reserve and Budget Stabilization Reserve.



Baseline Projection (Status Quo)

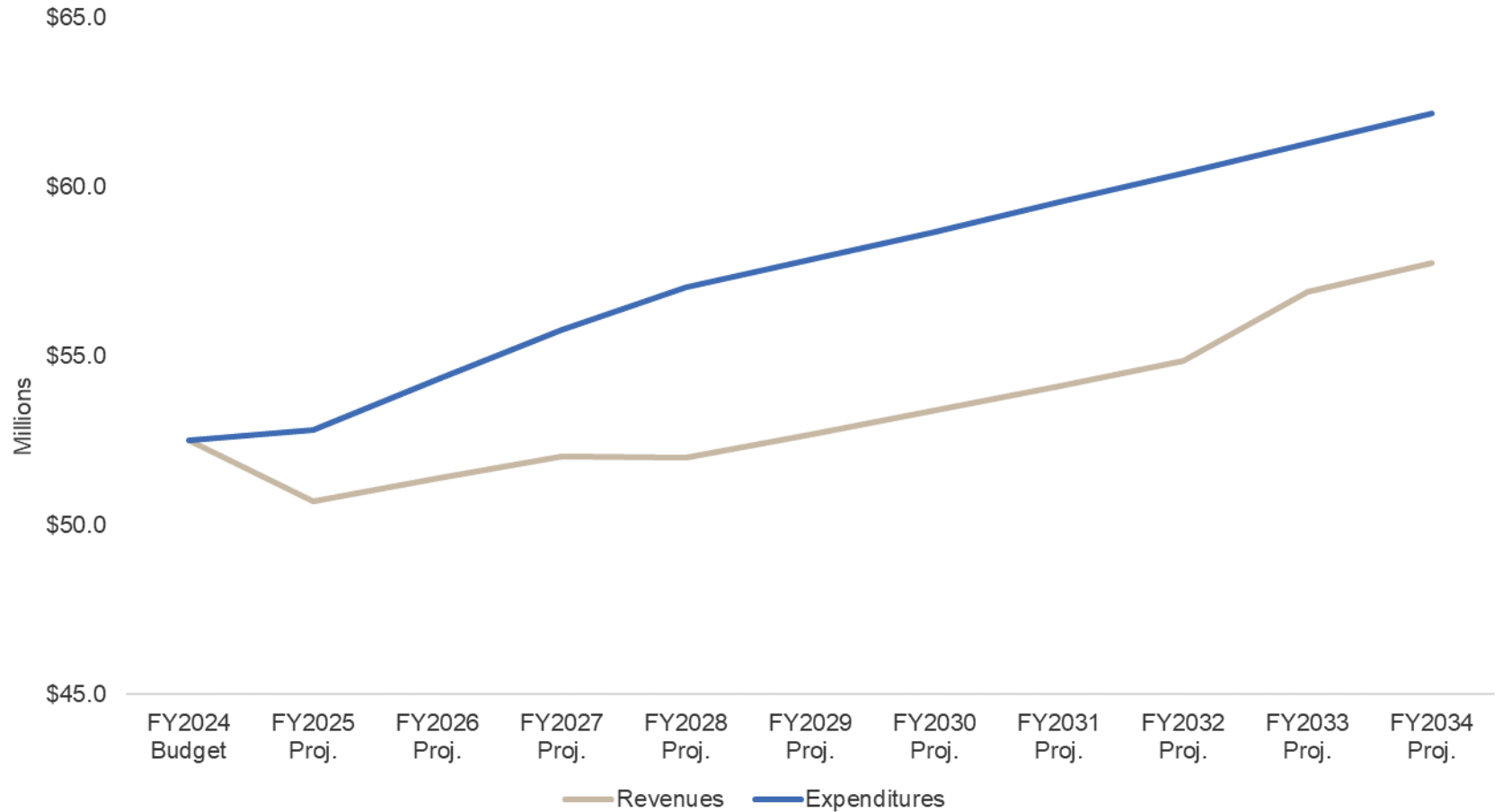
- San Pablo maintains several designated reserves in its Unassigned Fund Balance, including the Catastrophic Reserve and Budget Stabilization Reserve.
- When considering its fund balance policies, **the City's "true" Unassigned Fund Balance (the spendable fund balance) will be depleted within the ten-year period, as early as FY2032.**

San Pablo General Fund 10-Year Forecast (Unassigned "True" Fund Balance)
FY2025 – FY2034





Unaligned General Fund Revenues and Expenditures





Key Drivers of the Structural Deficit

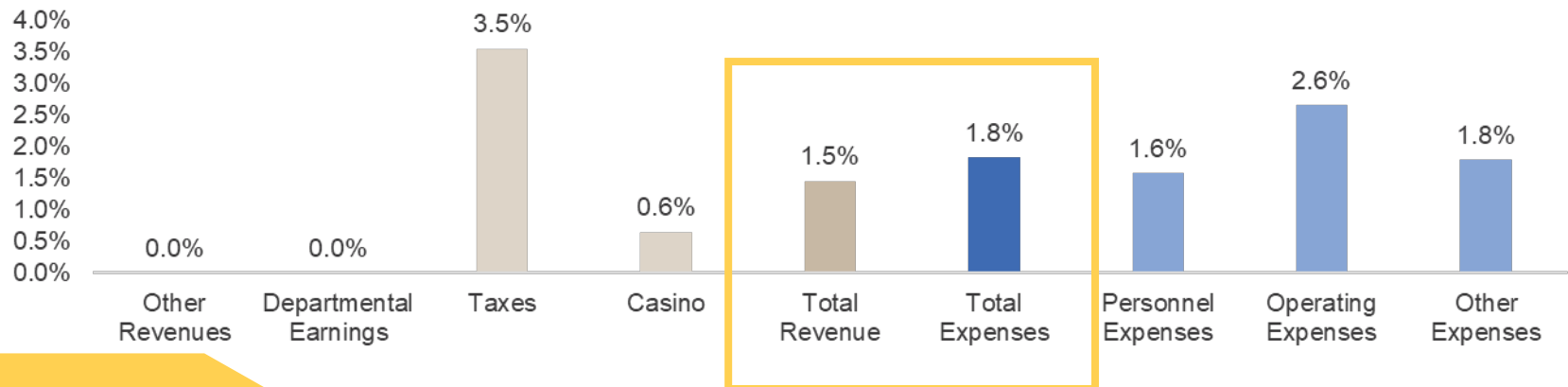
◆ Reliance on casino revenue

- Given that casino revenue makes up 64 percent of the City's budget, **any slowing or stagnation of this revenue has a major impact on the City's surpluses and deficits.**
- Casino revenue is projected to grow **0.6 percent per year**, significantly slower than the previous 10-year compound annual growth rate (CAGR) of **5.6 percent**.
- While tax revenues are expected to grow at an average 3.5 percent per year, the impact of such growth is limited given that taxes only make up 19 percent of the City's budget.
- Tax revenues or other small revenues (e.g., fees, licenses) cannot make up for the revenue loss if casino contributions stagnate.

◆ Expenditure growth outpaces revenue growth

- Expenditure growth is driven by increasing pension costs, health insurance, and transfers out to other funds. The baseline assumes 0 percent wage growth after the current employee labor MOUs expire at the end of FY2026-2027.

Annual Revenue and Expense Growth, FY2025 to FY2034

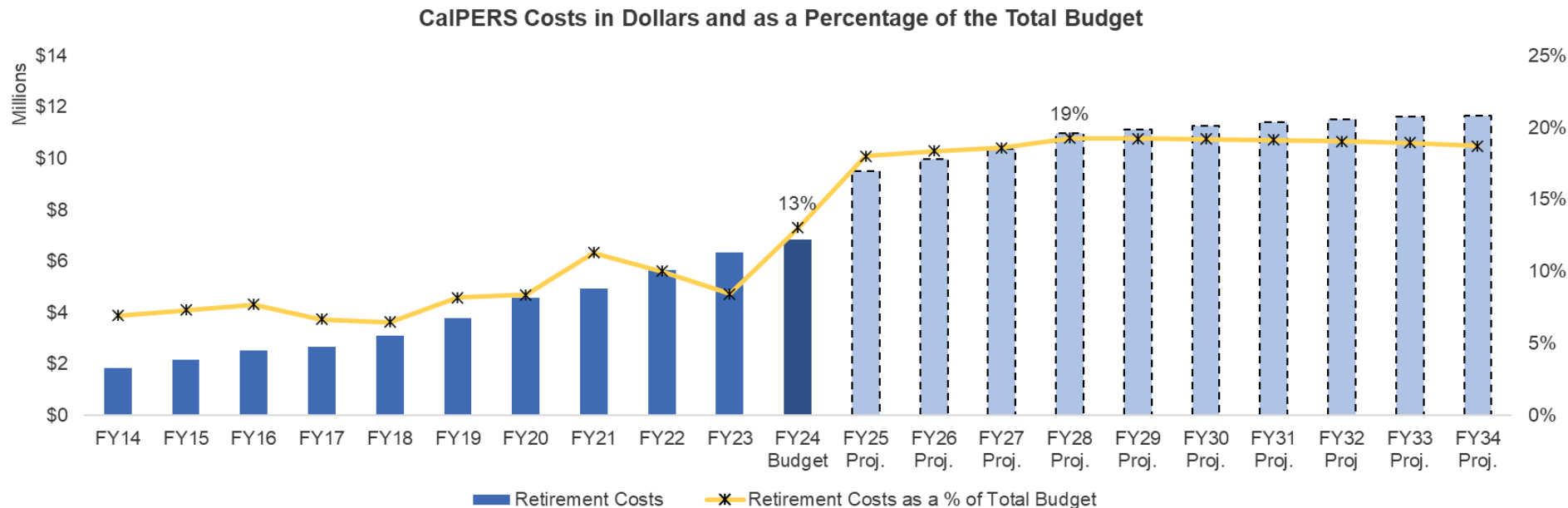




Key Drivers of the Structural Deficit

◆ Increasing CalPERS costs

- Increasing CalPERS costs will be a challenge for the City to fund, especially as a percentage of the General Fund budget.
- Pension payments have grown from \$1.9 million in FY2014 to \$6.3 million in FY2023 and are projected to grow to \$11.6 million in FY2034 (22 percent increase). Some savings may be expected through position vacancies each year.



¹ Note that the Total Budget number used here is based on the baseline projection – i.e., a status quo scenario in which the City does not alter its spending behaviors. Historical costs represent actual expenditures that reflect vacancies, while projected retirement costs are based on an approach that assumes zero vacancies.

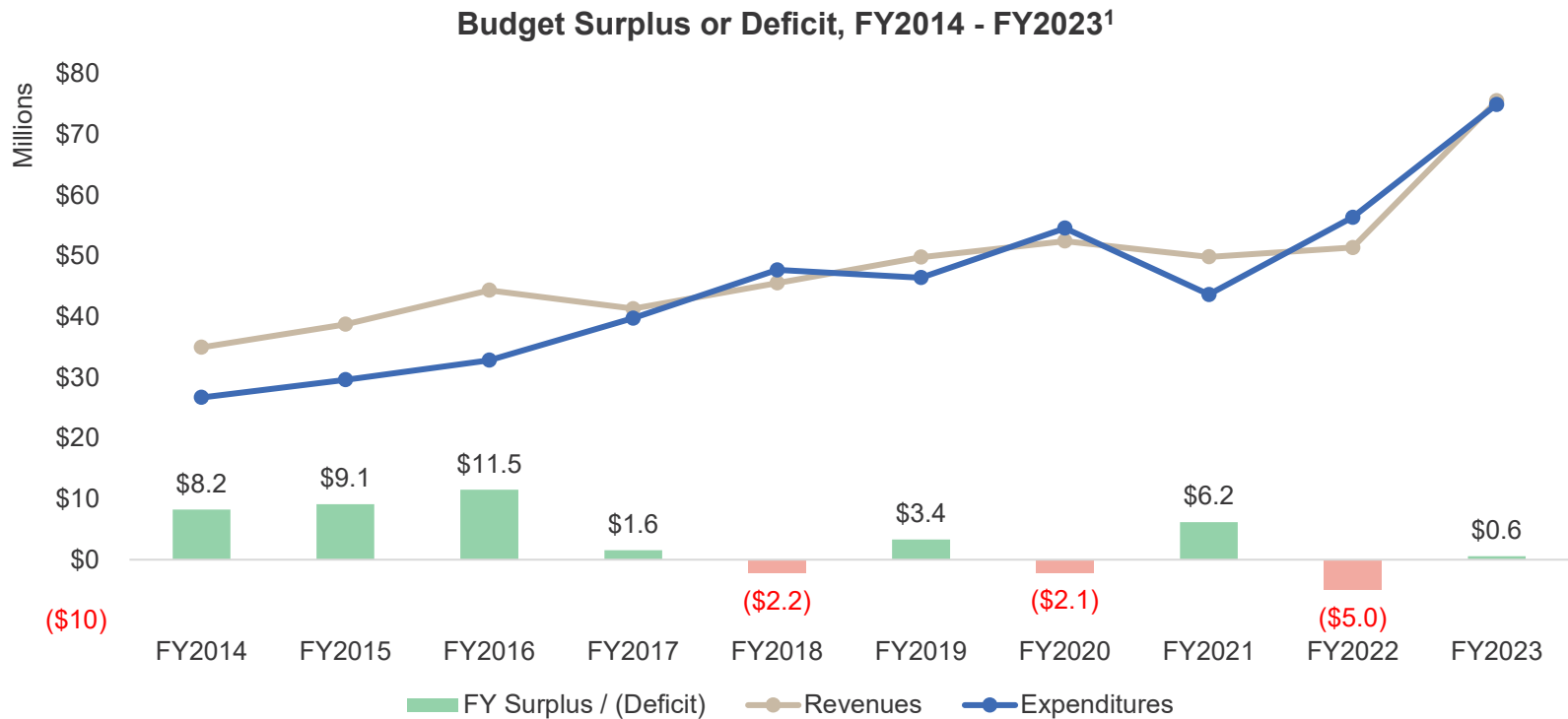


Baseline Model Assumptions



General Fund Budget Surplus/Deficit

- Since FY2017, San Pablo's expenditures have met or exceeded its revenues. Starting in FY2017, the City's grant revenues decreased while transfers out almost doubled.

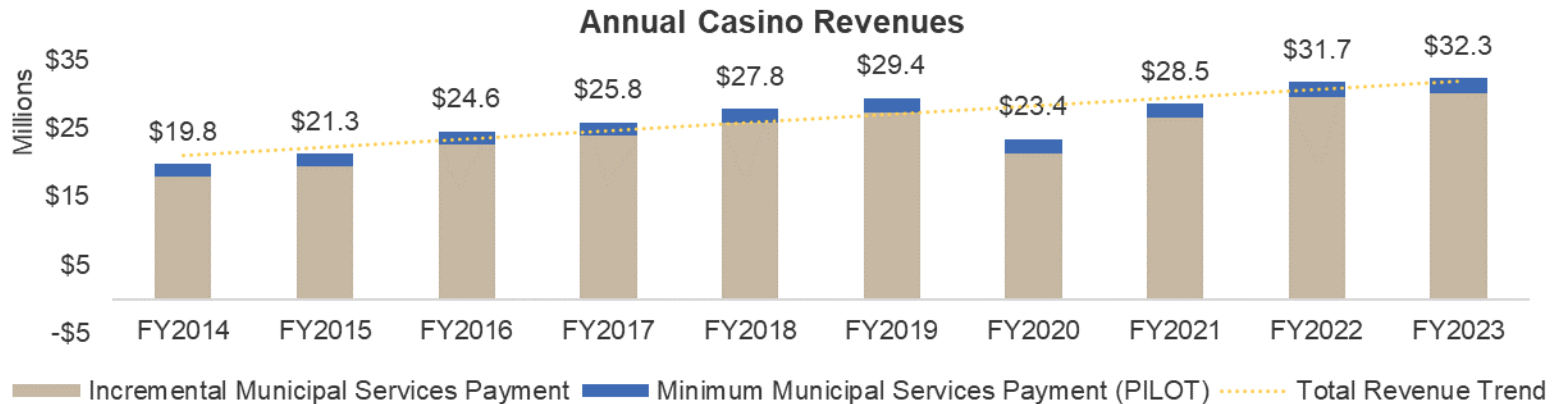


¹ For at least the years FY2022 and FY2023, PFM is aware that other funds (numbered between 101 and 200) are included in the General Fund audited budget surplus/deficit. That results in a positive balance in FY2022 of \$3.8 million and increases the surplus for FY2023 to \$8.6 million. The graph above includes strictly Fund 100 (General Fund) for all years.



Historical Revenues: Casino Revenue

- Revenue from casino contributions grew from \$19.8 million to \$32.3 million between FY2014 and FY2023 (or 5.6 percent per year). There was a drop in revenues in FY2020 due to the COVID-19 pandemic.
- Although revenue has rebounded since FY2020, quarterly reports show that casino revenues have stagnated in the last 8 quarters.



Quarterly Casino Revenues

	September - November 2021	December - February 2022	March - May 2022	June - August 2022	September - November 2022	December - February 2023	March - May 2023	June - August 2023
Quarterly Rev. ¹	\$7,217,298	\$7,140,707	\$7,782,702	\$7,466,058	\$7,396,670	\$7,501,638	\$7,698,296	\$7,512,093
% Change		-1.1%	9.0%	-4.1%	-0.9%	1.4%	2.6%	-2.4%

¹ The quarterly revenues represented here sum up to the annual Incremental Municipal Services Payment. The PILOT amount is deposited semi-annually.



Growth Rate Assumptions: Summary

Revenues

- **Casino revenues** make up 64 percent of the FY2024 budget. While historically, casino revenues have grown at a rate of 5.6 percent, recent quarterly results show slower, flattening growth. The baseline projection assumes 0.6 percent annual growth through FY2034.
- **Property tax revenue** is projected to grow at 5 percent per year, which is in line with other California cities, and the Contra Costa County projections for assessed value growth.
- **Sales tax revenues** from Bradley Burns are projected to grow at 1.8 percent per year in the next decade. This is a combination of recent historical growth and projected consumer goods spending in California.
- **Measure Q and S sales tax revenue** is projected to grow with inflation (2.7 percent). The baseline model also assumes that a new measure will replace Measure S in FY2033.
- The baseline model does not assume any one-time transfers. The model does include annual Successor Agency Reimbursements of \$250,000.

Expenditures

- **Personnel costs** make up over 60 percent of the City's expenses, of which 40 percent are salaries and wages.

The baseline assumes *no changes in headcount*.

The baseline accounts for current employee labor MOUs but does *not include any wage growth* after FY2027.
- **Retirement costs** are calculated using the budgeted headcount (normal cost). The projections provided by each pension plan's actuarial reports are used to include the future Unfunded Actuarial Liability (UAL).
- **Employee health insurance costs** are projected to grow at 5.8 percent, which is the national average of all plans over the last ten years. It is also in line with recent spending growth for San Pablo employee health costs.
- **Retiree health insurance costs** are projected to grow at the same rate as they have in the last decade, 7.7 percent per year.
- The baseline model does not assume any one-time transfers. It does assume subsidies to three minor funds, an annual \$1 million investment in capital projects, and annual debt service payments.



San Pablo Fund Balance Policy Overview

- The City adopted the Fiscal Resiliency Reserve Policy in October 2013. The policy:
 - Requires “Catastrophic Reserves” at 50 percent of the general operating funds budget.
 - Requires “Budget Stabilization Reserve” at 5 percent of the general operating funds budget.
 - Establishes General Fund Designated Reserves (GFDR), which allow the City to allocate one-time funding for large, future operational and capital expenses, including things like CalPERS retirement rate increases and unfunded liabilities (e.g., compensated absences, vehicle replacements).
 - Establishes the Future Capital Project Reserves to earmark funding for large capital projects in the absence of RDA funding dissolved by the State in 2011.
 - Establishes the City Manager (CM) Contingency Account at 1 percent of the general operating funds budget to pay for unbudgeted and unforeseen expenses that arise during the normal course of business.
- In June 2016, the City added the Casino Revenue Stability Reserve, upon Council discretionary approval, that allows the City to set aside up to 50 percent of unused audited fund balance as a rainy-day fund to guard against the sudden loss of casino revenue.

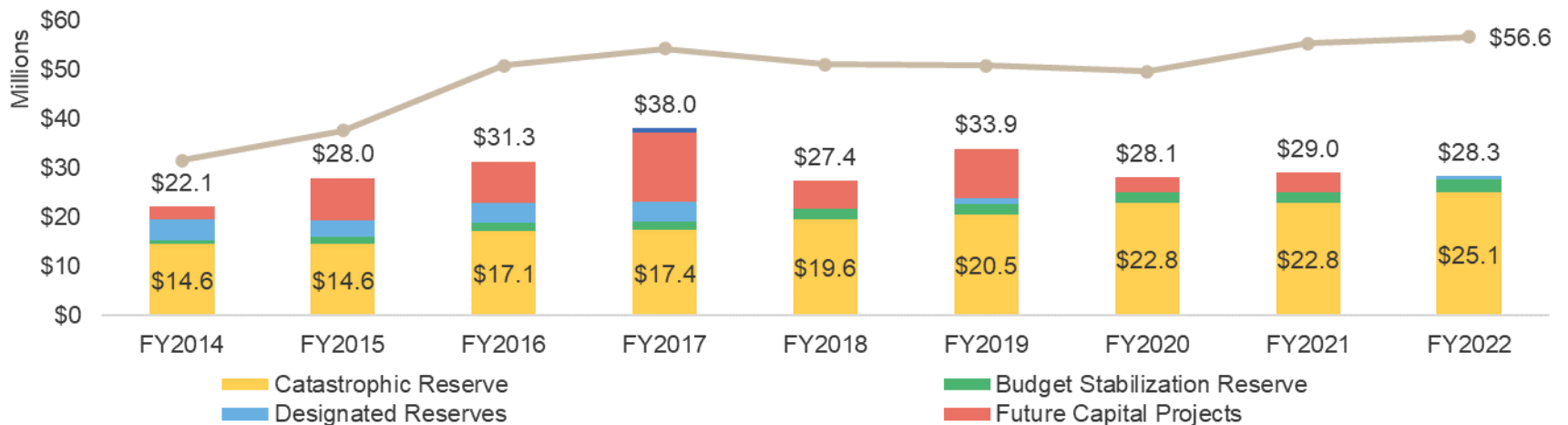
FY General Fund - Ending Fund Balance	\$68,160,379
Non-spendable / Restricted / Assigned	\$11,591,558
FY General Fund - Unassigned Fund Balance	\$56,568,821
50% Catastrophic Reserve	\$25,055,668
5% Budget Stabilization Reserve	\$2,505,567
Designated Reserves	\$750,779
Future Capital Projects	\$0
Casino Revenue Sustainability Reserve	\$0
"True" Unassigned Fund Balance	\$28,256,807



Historical General Fund Balance and Reserves

- With these policies, **San Pablo's unassigned fund balance almost doubled (180 percent growth) between FY2014 and FY2022.**
- Within the unassigned fund balance, the City maintains several designated reserves. Catastrophic reserves (which must meet the minimum of 50 percent of each operating budget) have grown from \$14.6 million in FY2014 to \$25.1 million in FY2022.
- The difference between the reserves and the total unassigned fund balance can be considered the City's "true" unassigned fund balance. These funds, which totaled \$28.3 million at year-end FY2022, may be used to tackle the City's budget challenges along with other recommended cost-saving measures to assist with projected General Fund deficits or shortfalls.

Fund Balance Trend, FY2014 - FY2022 (Audited Years)





San Pablo's Unassigned Reserves Exceed Other Local Cities

- At year-end FY 2022, San Pablo had \$56.6 million in its unassigned fund balance, which was 1.5 times its General Fund expenditures that year.
- Among five other local cities in Contra Costa County, the City of Hercules is the only city to also hold more than 100 percent of its General Fund expenditures in its unassigned fund balance.

City	Year End Unassigned Fund Balance, FY2022	Year End Unassigned Fund Balance as a Percent of Actual Expenditures, FY2022
San Pablo	\$56,568,821	150.7%
El Cerrito	\$16,423,835	40.8%
Hercules	\$22,926,831	142.3%
Pleasant Hill*	\$1,398,465	3.2%
Pinole	\$9,405,968	42.9%
Richmond	\$44,935,389	26.8%
Median (excl. San Pablo)	\$16,423,835	40.8%
San Pablo Rank	1 of 6	1 of 6

Source: Annual Comprehensive Financial Reports

* Note: Pleasant Hill's policies state the city should endeavor to hold \$9 million for Working Capital and Budget Stabilization, which are considered "assigned." If those were included in its unassigned fund balance, its unassigned fund balance as a percent of its expenditures would increase to 24.1 percent.



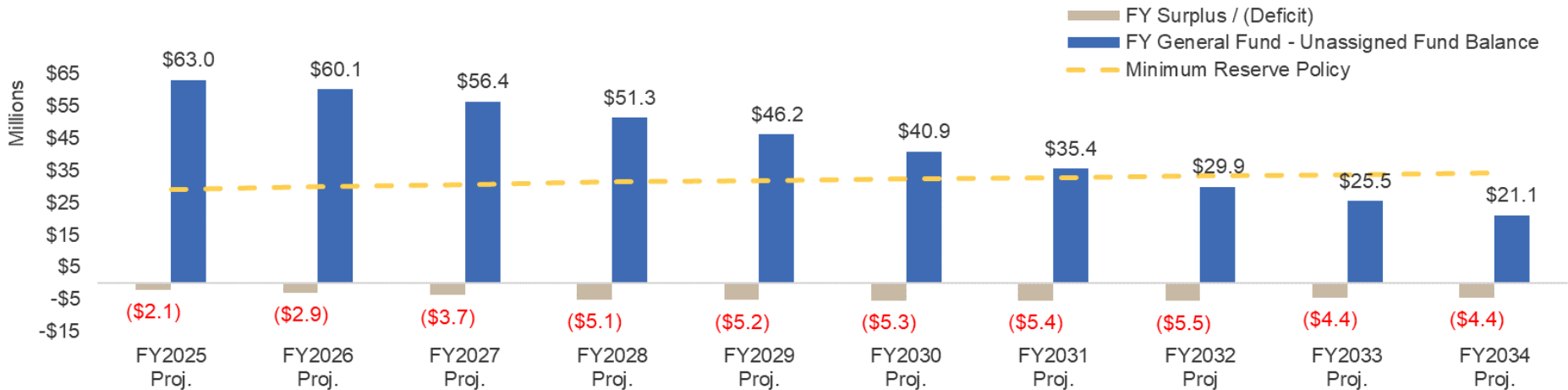
A Path Forward



Baseline Projection (Status Quo) - Revisited

- San Pablo is expected to have a deficit in each of the 10 years of the baseline projection. The cumulative deficit over those years is \$44.1 million.
- Between FY2025 and FY2034, the City's annual operating deficit is projected to increase from \$2.1 million to \$5.5 million, after which it drops back to \$4.4 million.
- Any use of the City's Unassigned Fund Balance to address the forecasted deficits would deplete it from **\$63.0 million to \$21.1 million in those 10 years, an amount which does not meet the City's minimum reserves policies.**

San Pablo General Fund 10-Year Forecast (Actual Unassigned Fund Balance and Reserve Minimum¹)
FY2025 – FY2034



¹ The minimum reserve policy line includes the Catastrophic Reserve and Budget Stabilization Reserve.



A Path Forward

- ◆ San Pablo faces a structural deficit in which its expenditures are projected to exceed its revenues in each of the next ten years unless new strategic budget initiatives are developed to address the deficit. **If not addressed, the City is projected to deplete its “true” unassigned fund balance in FY2032 to cover its annual deficits.**
- ◆ **Casino revenue is expected to grow more slowly** than the previous ten-year period while pension and healthcare costs are expected to rise. Simultaneously, the City anticipates significant new operational expenses related to annual facility maintenance, vehicle/asset acquisition and meeting zero-emission vehicle (ZEV) State requirements, and meeting ongoing infrastructure needs.
- ◆ San Pablo’s ability to address its annual forecasted deficit is hampered by its current fiscal resiliency reserve policies which have created a sizable fund balance.
- ◆ San Pablo must take steps to both **increase its annual revenue and reduce its annual expenditures** to ensure a sustainable financial future.
 - The City must **diversify its revenue sources** as casino revenue becomes a less predictable vehicle for growth.
 - Additionally, the City should identify opportunities to operate more efficiently and build optimization in City service delivery, both citywide and within its largest departments.



Possible Baseline Options Summary Chart (Over 10-Year Period)

Options	10-Year Cumulative Deficit	FY2034 Ending Unassigned Fund Balance	Required Council Action
Revise Reserves Policies	\$0	\$10.2 million	Starting in FY2030, Catastrophic Reserves required to balance budget.
Cannabis Tax Revenue (5%)	(\$23.1 million)	\$42.0 million	None in the next ten years. The City's "true" unassigned fund balance would be used.
Eliminate Fund Subsidy	(\$32.5 million)	\$32.7 million	Starting in FY2034, Catastrophic Reserves required to balance budget.
Increased Growth in Casino Revenue (1%)	(\$35.7 million)	\$29.4 million	Starting in FY2033, Catastrophic Reserves required to balance budget.
Baseline Projection	(\$44.1 million)	\$21.1 million	Starting in FY2032, Catastrophic Reserves required to balance budget.
No Growth in Casino Revenue	(\$53.6 million)	\$11.5 million	Starting in FY2031, Catastrophic Reserves required to balance budget.
Invest in City Assets and Infrastructure (annual \$1 million)	(\$54.1 million)	\$11.1 million	Starting in FY2031, Catastrophic Reserves required to balance budget.
2% Salary Growth	(\$55.5 million)	\$9.6 million	Starting in FY2031, Catastrophic Reserves required to balance budget.



Invest in Emerging City Assets and Infrastructure Priorities

- The City is considering the financial impact of emerging operational and maintenance (O&M) costs. New City O&M priorities under consideration include policies related to vehicle replacement, building maintenance for its existing and new facilities, storm drain improvement and replacement infrastructure, and pension obligation expenditures.

An increase in General Fund operational expenditures will further increase the baseline deficit

- Absent other changes to annual General Fund revenues or expenditures, any additional O&M investments in these areas would further increase the City's 10-year cumulative deficit.
 - An annual \$1 million increase in O&M investment, starting in FY2025, would increase the cumulative deficit from \$44.1 million to \$54.1 million.
 - An annual \$5 million increase in O&M investment starting the same year would increase the cumulative deficit further to \$94.1 million over ten years.

More General Fund spending = higher reserves

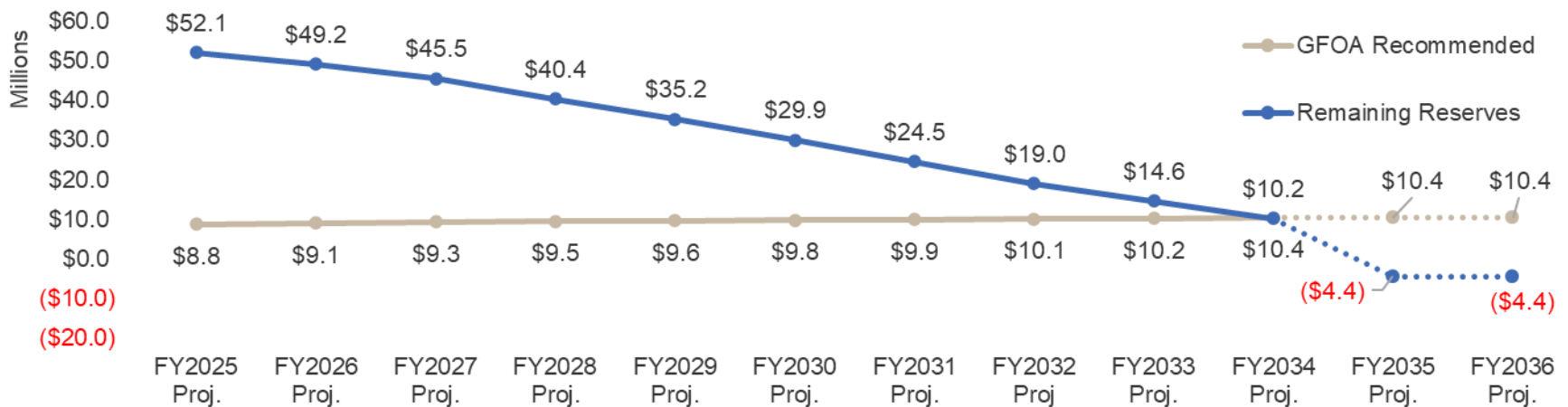
- The City's current reserve policies require a Catastrophic Reserve that equals 50 percent of the City's General Fund budget and a Budget Stabilization Reserve that equals another 5 percent.
- Any additional O&M investments made to the City's regular operating expenses equates to a proportionate increase in funding for these reserves. For example, a \$1 million annual investment in City O&M priorities will cost \$1.55 million to align with the City's reserve policies.



Revise Fiscal Resiliency Reserves Policy

- GFOA recommends that governments maintain an **unrestricted budgetary fund balance of no less than two months of regular general fund operating revenues** or regular general fund operating expenditures. In the short term, San Pablo should evaluate its fund balance reserve policy to maintain sufficient reserves in accordance with best practices while also providing greater capacity for the City to program available revenues to ongoing operating expenses.
- The City's current reserve policies have generated **an unrestricted fund balance that is more than 6 times as high as the GFOA recommendation**. The City could spend down its expected FY2024 year-end unassigned fund balance of \$56.4 million to eliminate nine years of projected budget deficits. **However, this would not remediate the City's structural deficit**. If no other changes are pursued, in FY2034, the City's reserves would dip below the GFOA recommended amount. The graph below shows remaining reserves *plus* the GFOA recommended fund balance at each fiscal year-end.

Recommended Reserve Level vs. Remaining Reserves If Spending Down





A Path Forward - Restructure City's Financial Management

Restructure City Manager Contingency Reserve

- The City Manager contingency is a line item in the City's General Fund budget that equates to 1 percent of the City's total operating expenses, approximately \$475,000 in the FY2024 budget.
- Currently, the City leverages this General Fund line-item to address one-time and unexpected funding needs that fall outside of the City's adopted budget. While setting aside funds for unexpected expenses is common, these funds typically reside in the City's unassigned balance.
- In line with prior recommendations on the City's fund balance structure, the City Manager Contingency Reserve should be captured in the fund balance rather than a General Fund line-item expense. The way the City is currently using this fund, it is most in-line with a "reserve bucket" of the fund balance.
- If the City maintains the current structure of the City Manager Contingency Reserve at 1 percent of the total operating costs (roughly \$500,000 per year in the 10-year projection), the operational expenses should be recategorized at the time of the expenditure to correspond with the actual use to track the use of funds from year to year. Doing so, will advance support greater transparency and tracking of unexpected operational costs.



A Path Forward - Restructure City's Financial Management

Re-evaluate the City's Ability to Track Strategic Investments

- As noted on the prior slide, the City should consider a consistent methodology for accounting for actual one-time and strategic investments (i.e., O&M priorities).
- Ideally, actual spending should be categorized based on its specific use to demonstrate progress on key O&M priorities in the CIP along with other budget and policy documents.
- Currently, City budget transfers, one-time GFDR Fund Balance, special departmental expenses, and City Manager Contingency Reserve line items have been used to invest in key O&M priorities such as building maintenance, facility improvements, and key capital project investment.
- While use of available funds for key priorities, particularly priorities that may reduce on-going operating expenses in the future, the City currently does not change the recording of the expenditure based on actual use (e.g., \$100,000 investment in new equipment from the City Manager Contingency Reserve is not coded to the respective object code)
- While the finance team has been working diligently to resolve inconsistencies in the ledger, the City should work to implement a consistent system that would allow them to monitor the specifics of one-time and strategic investments in order to track spending and trends over time.



A Path Forward: Use Baseline Financial Model for Future Budget Planning

- ◆ With a **baseline cumulative deficit of \$44.1 million**, the City will need to make tough fiscal choices over the next ten years to invest in its O&M priorities and establish an appropriate fund balance using GFOA requirements and industry best practices.
- ◆ **San Pablo should use the projection tool as a resource to inform decision making.** When developing its next Multi-Year Budget Cycle, City Council should consider major budget drivers (i.e., strategic budget initiatives) to be recommended by City Management to close projected annual deficits.
- ◆ **This report presents a series of options and different scenarios San Pablo can consider** to understand how recent and projected trends in revenue sources and expenditures will impact its 10-year baseline deficit.
- ◆ **It will not be sufficient to pursue only one of the options detailed in this report.** San Pablo must consider new strategic budget initiatives that address both declining revenues and increasing expenditures to reverse projected trends. San Pablo can consider the right mix of revenue raising and diversification solutions and cost savings to address its 10-year projected deficit.
- ◆ **As circumstances change, the forecast changes.** The forecast model will allow San Pablo to incorporate “what if” analyses and the addition of new City costs or revenues.

Thank You!





City Manager's Recommended Next Steps



CITY MANAGER RECOMMENDATION

The City Manager recommends the BFLSC receives the PFM Financial Forecast Model and recommends its formal consideration to the City Council



NEW STRATEGIC BUDGET INITIATIVES FOR FY 2025-2027 (UNDER POLICY CONSIDERATION)

Following receipt of the Financial Forecast Model, the City Manager will propose new Strategic Budget Initiatives to be formally considered by the City Council to amend the City Council Adopted Workplan for inclusion into the next multi-year budget planning cycle for FY 2025-2027. These include, but are not limited to the following under consideration:

- 1). IMPLEMENT A ZERO-BASED BUDGET PLANNING MODEL FOR FY 2025-27 BUDGET PLANNING TO OPTIMIZE CITY SERVICE DELIVERY AND GENERATE ANNUAL GF OPERATING COST SAVINGS FOR ALL CITY DEPARTMENTAL EXPENSES**
- 2). ELIMINATE OR SUBSTANTIALLY REDUCE ALL GF OPERATING SUBSIDIES**
- 3). IDENTIFY NEW GF ANNUAL REVENUE SOURCES**
- 4). NO (0) FTE INCREASES AUTHORIZED DURING FY 2025-2027 PERIOD (i.e. ZERO-GROWTH; STATUS-QUO)**
- 5). EXTEND FTE HIRING FREEZE ON ALL FTE VACANCIES DURING FY 2025-2027 PERIOD**
- 6). RE-TOOL & REVISE ADOPTED FISCAL RESILIENCY POLICY REQUIREMENTS TO REVERSE FORECASTED STRUCTURAL DEFICITS AS ONE-TIME BALANCING MEASURES (FOR FY 2025-2027 PERIOD ONLY)**
- 7). EXPLORE USE OF ONE-TIME FUNDS FROM GFDR FUND BALANCE TO REVERSE FORECASTED STRUCTURAL DEFICITS AS ONE-TIME BUDGET BALANCING MEASURES (FOR FY 2025-2027 PERIOD ONLY)**
- 8). EXPLORE ADDITIONAL FISCAL MEASURES USING FORECAST MODEL TO REVERSE FORECASTED STRUCTURAL DEFICITS AS RECOMMENDED BY THE CITY MANAGER**

(SUBJECT TO CHANGE AS RECOMMENDED BY THE CITY MANAGER)



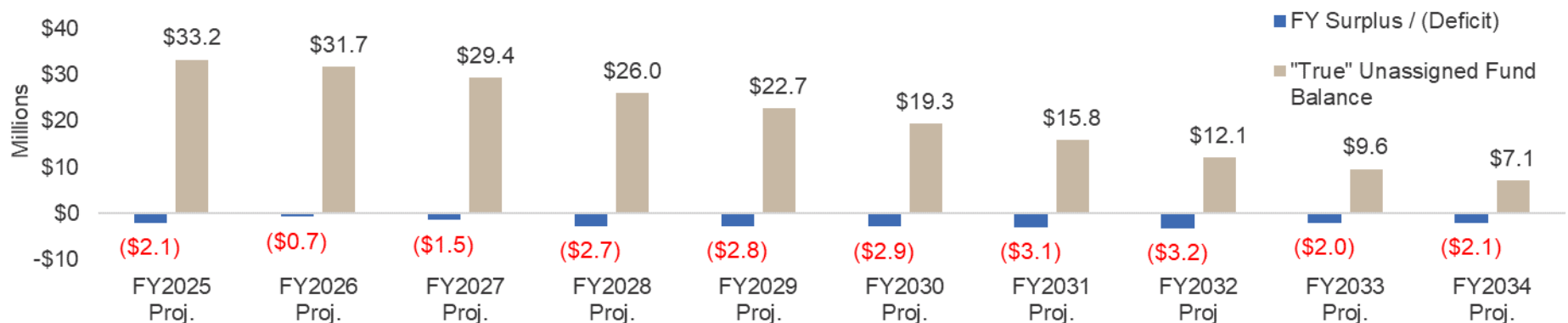
Appendix: Detail on Possible Budget Options



Cannabis Tax Revenue (5%) Starting in FY2026

- At a 5 percent tax rate, additional Cannabis Tax Revenue would generate \$2.2 to \$2.4 million per year starting in FY2026 at the earliest.
- Over ten years, this **tax would generate a cumulative total of \$20.9 million**, and the **City would not have to use more than its “true” unassigned reserves for at least ten years.**
- Gross receipts (market projections) grow at a rate of 2.3 percent¹ for three years after which it plateaus – experts note that the cannabis market will reach saturation within a few years.²
- In addition to tax revenue, the City will receive an additional 1 percent sales tax revenue over the gross receipts of cannabis sales.

Forecast – Option 2

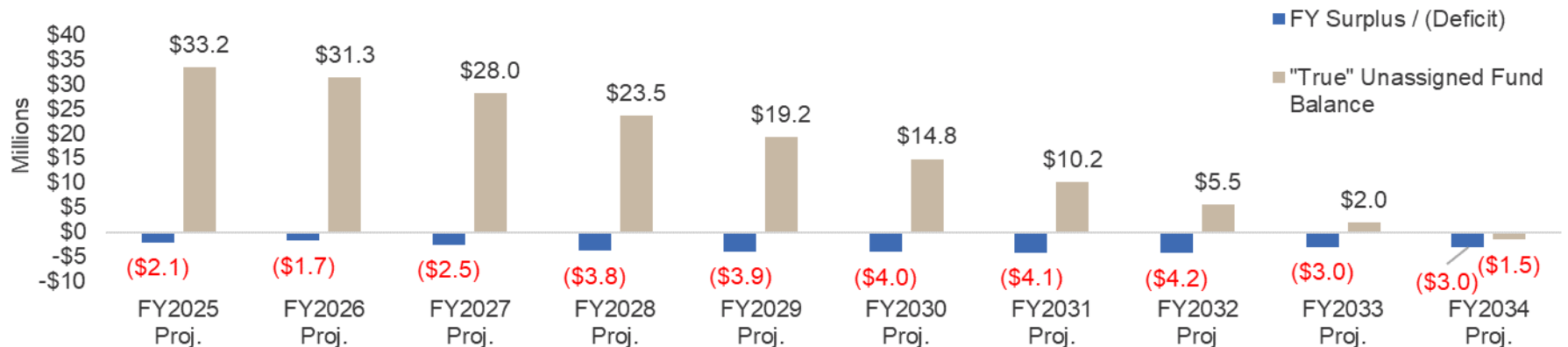




Eliminate Subsidy to Fund 237

- ◆ The City can eliminate its annual subsidy to the Street Lighting and Landscaping Special Revenue Fund (Fund 237), which would **save the City \$11.6 million over ten years, or an average of \$1.3 million per year** starting in FY2026 (the first possible year of this option).
- ◆ These savings can only be realized if the City can simultaneously increase revenue in the Special Revenue Fund. The City has identified a property tax measure to achieve such additional revenue.
- ◆ Even with the potential savings of the eliminated subsidy, City Council would have to allocate reserves to balance the budget in FY2034.

Forecast – Option 3



¹ BDSA Q2 2023: Quarterly Cannabis Market Forecast. California Legal Cannabis Forecast, 2022-2027 CAGR.

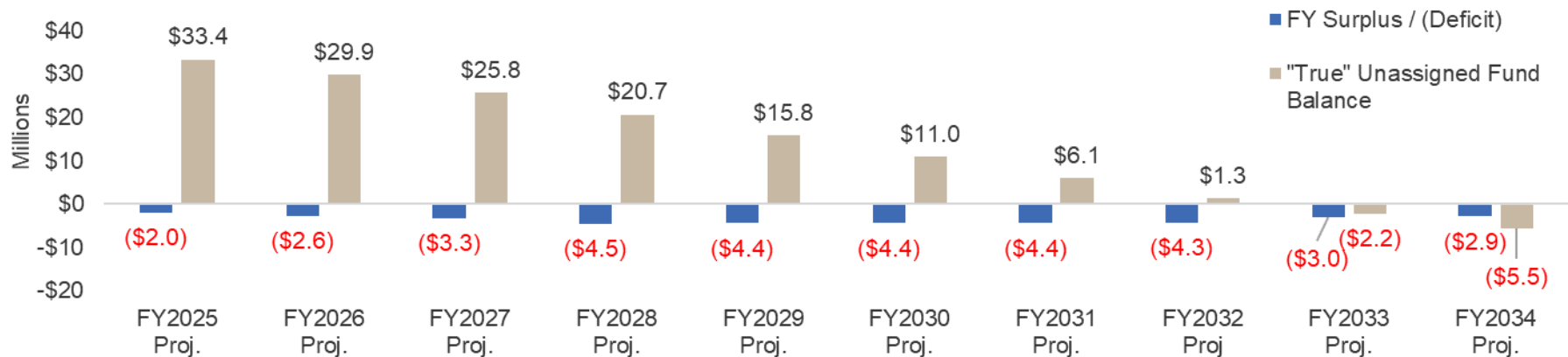
² Fiscal Analysis of the Commercial Cannabis Industry. Prepared for the City of San Pablo, May 3, 2023.



Increased Growth in Casino Revenue (1% per year)

- ◆ If casino revenue from the Incremental Payment increases at 1 percent per year (slightly higher than the baseline projection of 0.5 percent), **the City would generate an extra \$8.3 million over 10 years.**
- ◆ With a modest increase in casino revenue growth, the cumulative budget deficit would reduce from \$44.1 million to \$35.7 million. However, even more optimistic growth in casino revenue will not solve the City's structural, recurring budget deficit.

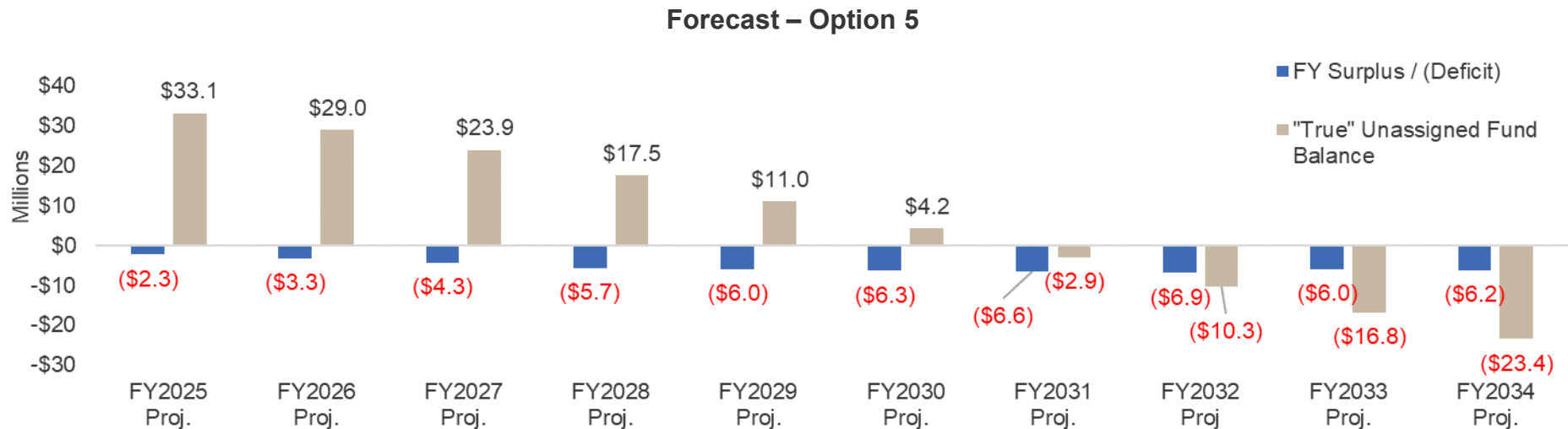
Forecast – Option 4





No Growth in Casino Revenue

- Stagnating casino revenues would have severe impacts on the City's budget forecast.
- If casino-related revenue does not grow beyond the FY2024 budgeted level (\$31.5 million),¹ representing zero percent growth, **the cumulative budget deficit would grow from \$44.1 to \$53.6 million.**



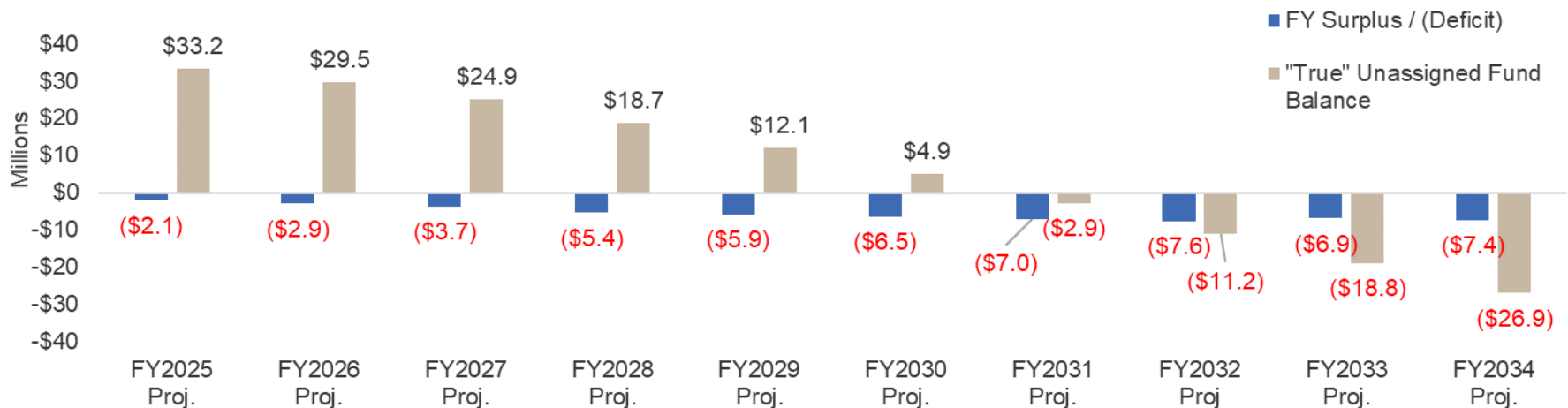
¹ This option only includes the Incremental Municipal Services Payment. The Casino PILOT revenue would continue to grow as projected in the baseline.



2% Salary Growth

- ◆ Instead of a wage freeze after the expiration of current bargaining agreements, the City could implement an annual 2 percent wage increase for all bargaining units. This would increase expenditures in FY2028 when compared to the baseline. **The cumulative deficit would increase beyond the baseline by \$11.4 million, for a total of \$55.5 million over ten years.**
- ◆ To balance the budget, the City would have to start using reserves as early as FY2031.

Forecast – Option 7



East Whiteland Township, Pennsylvania

Multi-Year Financial Management Plan

July 13, 2018



Public Financial Management

1735 Market Street, 43rd Floor
Philadelphia, PA 19103

www.pfm.com



The Novak Consulting Group

26 E. Hollister Street
Cincinnati, OH 45219

<http://thenovakconsultinggroup.com/>

Table of Contents

Introduction	Page 1
Financial Condition Assessment	Page 4
Mission and Management Audit	Page 22
Operations Assessment	Page 27
Tax Policy Options	Page 45
Health Insurance Cost Control	Page 55
Credit Rating Strategies	Page 57

Building from a position of strength

In 2017 East Whiteland Township received a grant from the Pennsylvania Department of Community and Economic Development to develop a multi-year financial management plan through the Department's Early Intervention Plan (EIP) program.

While many Pennsylvania communities have used the EIP process to close persistent deficits and fund basic services, East Whiteland enters this process in a better, stronger position.

East Whiteland's population is growing, new housing is being built and large employers like Vanguard expect to expand. The Township has a large commuter population and those commuters contribute a significant portion of the revenues that pay for everyday municipal government services like police, fire and public works.

The Township government is led by an engaged, professional Board of Supervisors and experienced senior managers. Township leaders are forward thinking and East Whiteland adopted an update to its comprehensive land use plan in July 2016. Department managers present their budget requests in terms of their goals for the next year, and East Whiteland has the second highest credit rating possible and one of the highest in Pennsylvania.

East Whiteland Township has developed this Plan to build from that position of strength.

Township leaders recognize that, while the government's financial foundation is strong, the Township has recently relied on sporadic revenues to cover recurring costs. In recent years the Township reduced its annual contributions to basic capital needs, like vehicle replacement, and the FY2018 budget has a \$0.5 million (or 4.4 percent) deficit in its primary operating fund. The Township has a manageable debt payment in that fund, but it needs to address facility shortcomings at Township Hall, particularly in the police headquarters.

While the Township has been able to provide its employees with annual base wage increases and a strong health benefits package, there are also unfunded liabilities associated with the employee pension plan and retired employee health insurance. The Township is in the process of changing its actuarial assumptions to more accurately reflect the pension plan's investment performance – a prudent but costly decision that will increase the annual required contributions to the Plan in the near term. In 2018 the Township not only halted its annual contributions to prefund the retiree health insurance liability, but it will also draw money out of that associated fund to pay current year claims.

This Plan starts with a Financial Condition Assessment that explains East Whiteland Township's major sources of revenues and expenditures; describes recent historical performance; and provides a baseline *status quo* projection that shows future performance through 2023 absent corrective action. That diagnostic exercise shows the \$0.5 million budget deficit in 2018 growing to \$1.5 million in 2019 when some of the short-term deficit closing measures expire.

The good news is that, after the deficit increases in 2019, it starts to narrow slightly in 2022 and 2023. Under the assumptions described in the baseline projection, revenues grow by 3.7 percent per year and expenditures by 3.2 percent after 2019. Unlike many Pennsylvania communities where revenues grow more slowly than expenditures without tax increases, East Whiteland has a chance to bring its budget back into structural balance if it uses solutions with

recurring benefits in the 2019 budget. The final section of this Plan describes two options for doing so, one on the revenue side and one on the expenditure side.

Improving Township government's financial performance is not the only objective. Financial strength provides the resources that East Whiteland government needs to execute the mission that its elected leaders – and by extension their constituents – have set for their government. For that to be true, there first has to be a mission that provides a clear, aspirational statement what Township government wants to achieve and why.

With that mission statement in hand, elected and appointed leaders can discuss the obstacles to it – what are the financial, environmental, economic, cultural and other challenges that prevent Township government from fulfilling its mission. Then government leaders can set a limited number of goals intentionally chosen to respond to and overcome the obstacles. The goals then inform the strategies, or specific actions that specific units of Township government will take to achieve its mission. The second section of this Plan describes and walks through the first steps in this strategic planning process.

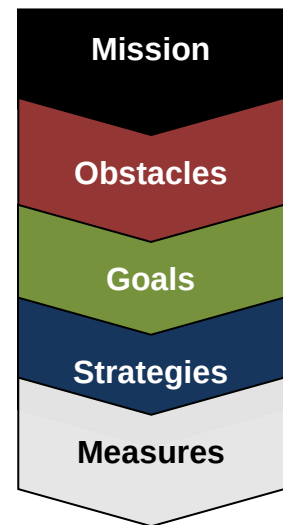
The second section also reviews Township government's major departments that convert dollars and Board policies into the services that residents, visitors and businesses use every day – police; code and life safety; planning, development and recreation; and public works. Following Township management's direction to focus on best practices rather than cost cutting, the Operations Assessment offers 30-plus recommendations for improving Township government operations, including several that tie back to the draft mission statement.

The Plan's last section describes two areas that the Township Board and management should prioritize for closing the deficit described in the first section of the Plan and increasing the amount of money available to support the mission described in the second section of the Plan.

- **Tax policy options:** While East Whiteland has benefited from sporadic revenue generated by large commercial property sales or development projects, the Township needs recurring revenue to cover its recurring operating expenditures, pay for its long-term liabilities and fund capital improvements.

East Whiteland Township has the statutory authority to increase its earned income tax rate levied on its residents. For some residents, this would mean an increase in the total amount of taxes they pay. For others, it would not change how much they pay but rather shift a larger share to East Whiteland Township. East Whiteland also has the authority to increase the non-resident earned income tax rate levied on people who work in the Township but live elsewhere. Because of the large commuter population and the number of commuters who live in places without a resident EIT, increasing the non-resident EIT would have a large impact on East Whiteland's total revenues.

We describe these EIT options in detail and project the revenue associated with them in a baseline scenario. We also outline two options related to the real estate tax and the open space earned income tax levy.



- **Controlling employee health insurance costs:** A balanced approach to closing the projected deficit should also consider ways to control expenditure growth. Even a place like East Whiteland Township needs to be mindful of whether expenditures are growing at a rate its revenues can support. This is especially true if East Whiteland wants to invest in new amenities like parks and trail ways while keeping real estate tax rates and debt payments low. We briefly outline options for controlling growth in employee health insurance and addressing a potentially large future liability stemming from the current health plans.

The final section closes with strategies to boost East Whiteland Township's credit rating. East Whiteland has a chance to become one of very few Pennsylvania communities where the county, school district and municipality each have the highest credit rating possible. Chester County and the Great Valley School District are already there, and East Whiteland Township is only one step away. That would speak to East Whiteland's attractiveness as a place to live, work and invest and also lower the cost of borrowing for the Township's taxpayers.

Overall East Whiteland Township is positioned to do more than survive. It is positioned to thrive and grow while still retaining the qualities that attracted the residents who already live here. East Whiteland has the opportunity to build from its position of strength. This Plan and the strategic process it outlines will help East Whiteland do so.

Financial Condition Assessment

Following the Commonwealth's Early Intervention Program guidelines, East Whiteland Township requested a projection of its future financial performance in a baseline, *status quo* scenario. This baseline provides a framework for discussing key questions related to Township government's fiscal health such as:

- What are the key trends and factors that drive the Township's financial performance?
- Are East Whiteland's finances structurally balanced so recurring revenues are likely to cover recurring expenditures?
- What's the magnitude and nature of any projected deficits – recurring versus one-time, consistent or uneven growth, etc.?

The answers to these questions inform discussions about an effective strategy for changing the Township government's financial trajectory in a way that complements Township government's strategic and operational goals, which are discussed at the front of the next chapter.

Following the methodology used in other multi-year financial plans written through Pennsylvania's Early Intervention Program, we have generated a baseline projection of the Township's financial performance through 2023. The baseline assumes current financial policies and programs are continued to reflect the Township's future financial position absent any corrective action.

Our review and analysis focused on East Whiteland's General Fund, which is the Township's largest and primary means for funding most operations. We reviewed the financial results for 2012 through 2016 and the adopted budget for 2017. In late 2017 we discussed this historical performance and likely variances from the 2017 budget targets with Township leaders; identified one-time events, external factors and policy changes that impacted historical results; and reviewed external reference points that provide context for the Township's financial performance.

Through this analysis, we developed a series of growth rates for the revenue and expenditure accounts (lines) in the General Fund. We applied these growth rates to the Township's 2018 adopted budget. As required in the Township's request for services, much of our analysis took place in the final four months of 2017.

In reviewing these projections, the readers should keep two important contextual items in mind:

- **The baseline projection is generally a *status quo* scenario.**

The Township explicitly requested the type of status quo "baseline" scenario presented in this chapter. For revenues, the baseline assumes no significant changes in tax rates, tax policies or collection approaches from those in place entering 2018. Unless otherwise noted, revenue growth is generally related to projected growth in the tax base, not tax rate increases. The baseline assumes no significant changes in the amount or types or levels of user fees charged. Grant revenues decrease if existing grants expire.

For expenditures, the baseline assumes no changes in the types or levels of service provided by City government as reflected in the 2018 budget. The baseline does not assume changes in headcount (new positions or layoffs) and follows the City's budgeting

approach of assuming each position will be filled for 12 months, though practically some positions are vacant at any point during the year.

We discuss other key assumptions in the baseline projection in the next chapter.

- **The baseline projection is not a prescription for what should happen or a prediction for what will happen.**

The baseline contains assumptions about future tax rates, wage increases, service levels and other factors in a status quo scenario. These are not recommendations for what tax rates, wage increases or service levels *should* be or a prediction of what they *will be* through 2023. The baseline projection is an analytical tool to help Township leaders and residents better understand the current condition of East Whiteland Township finances.

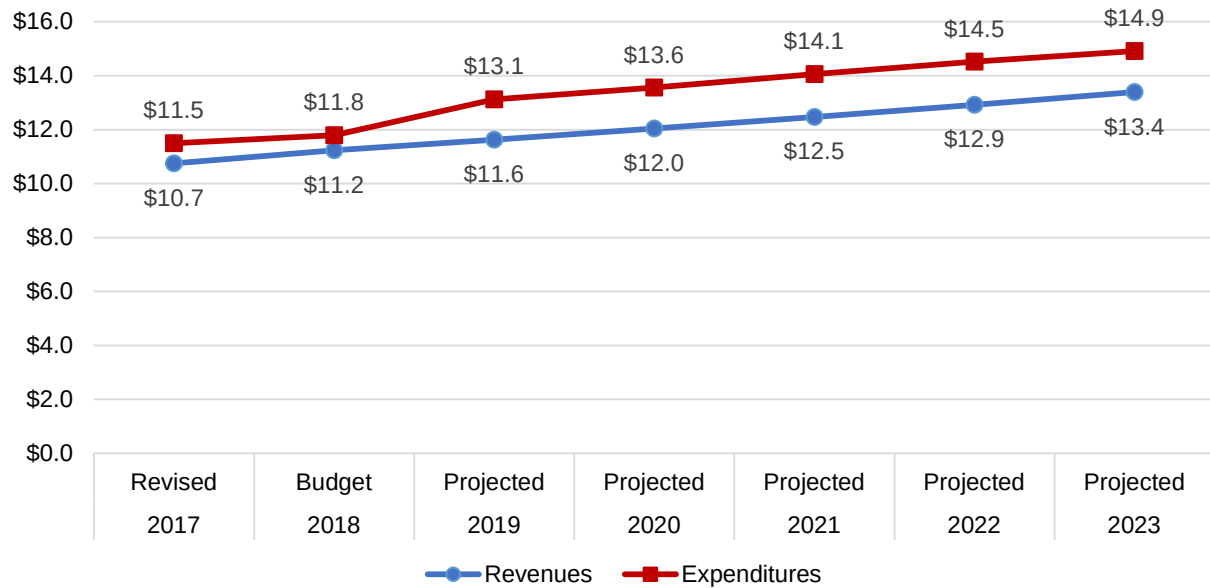
East Whiteland's 2016 comprehensive annual financial report shows the Township finishing that year with a \$4.3 million fund balance, which are the resources available or projected to be available early enough to cover expenditures in 2017. That includes \$2.9 million in cash and \$1.6 million in receivables (taxes or fees due for payment to the Township. All but \$69,000 of the \$4.3 million fund balance is assigned to a budgetary reserve (\$1.9 million), tax rate stabilization (\$1.8 million) and pension stabilization (\$0.5 million). The Township's fund balance was 39 percent of total expenditures in 2016, higher than the two-month (or 16.7 percent) minimum level recommended by the Government Finance Officers Association (GFOA)¹.

While East Whiteland is in a stable position in terms of cash and reserves, it also has financial challenges. The Township's adopted FY2018 budget includes a deficit of \$0.6 million covered by the aforementioned reserves. Absent corrective action, the deficit would triple to \$1.5 million.

East Whiteland Township's structural deficit is not unique. Many Pennsylvania local governments struggle to close or avoid structural deficits. Even governments with manageable debt burdens, adequately funded pension plans and high credit ratings can have structural deficits or project their arrival in a couple years. Frequently the revenues that fund core government services do not grow as much or as consistently as the cost of providing those services. Structural deficits can be masked or mitigated by one-time events that boost revenues or deflate expenditures, which has been the case in East Whiteland. Reliance on short-term fixes or continued good fortune is not a sustainable strategy.

¹ Please note that the 16.7 percent figure is a recommended minimum. Fund balance is discussed further in the Credit Rating Strategies chapter.

General Fund Baseline Projection (\$ Millions)



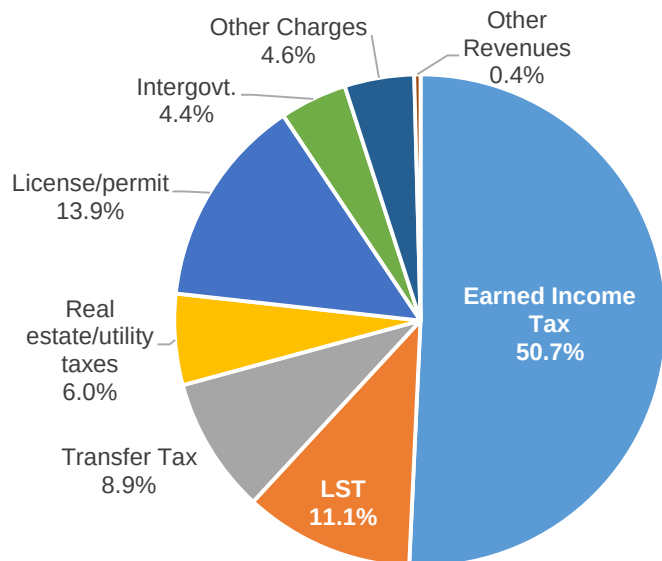
This chapter focuses on the baseline forecast and projected deficit, starting with the Township’s major revenues.

Revenues

For 2018 the Township anticipates generating \$11.2 million in General Fund revenue. Three-quarters come from local taxes, primarily the earned income tax (EIT). The FY2018 revenue budget is \$0.5 million (or 4.5 percent) higher than the FY2017 revenue budget mostly because the Township used the 2018 budget to adjust its EIT revenue projection to account for better-than-budgeted performance in 2017.

General Fund revenue grew from \$9.7 million in 2012 to \$12.3 million in 2016, which equates to 27 percent compound annual growth, boosted in part by one-time real estate transfer tax revenue in 2016. The table below shows the Township’s General Fund revenues from 2012 to 2017.

2018 General Fund Revenues (\$ M)



General Fund Revenues

	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Actual	FY12-16 CAGR
Real Estate and Public Utility Taxes	602,799	606,368	597,971	622,405	660,376	2.3%
Real Estate Transfer Tax	760,791	574,812	927,764	1,104,855	2,182,702	30.1%
Earned Income Tax	4,397,004	4,693,510	5,014,880	6,084,879	5,143,306	4.0%
Local Services Tax	919,549	1,004,423	1,074,886	1,396,149	1,277,561	8.6%
License and Permits	1,415,712	2,348,089	1,650,806	1,595,158	1,295,650	-2.2%
Intergovernmental Revenue	642,676	665,109	730,063	465,083	575,385	-2.7%
Other Revenue	930,973	935,170	1,082,711	1,106,958	1,119,920	4.7%
Total General Fund Revenue	9,669,504	10,827,482	11,079,080	12,375,487	12,254,900	6.1%
Annual Change	N/A	12.0%	2.3%	11.7%	-1.0%	-

Significant one-time revenues contributed to large year-over-year growth in both 2013 and 2015. The 12.0 percent growth in 2013 was largely the result of a 66 percent increase in revenue from licenses and permits, which comprised 81 percent of total revenue growth that year. License and permit revenue decreased by 30 percent in 2014 and has not reached its 2013 level since. The 11.7 percent increase in 2015 was due to a one-time jump in EIT revenues caused by an accounting change². In 2016 there was a large property transfer that caused real estate transfer tax revenue to double. However, other revenues decreased or remained close to 2015 levels, which caused total 2016 revenue to decrease by 1 percent.

Employment-based taxes

The majority of the Township's revenues come from two employment-based taxes – the earned income tax (EIT) and local services tax (LST). Together, these taxes comprise 61.8 percent of the FY2018 General Fund revenue budget.

The **earned income tax** is the Township's largest source of General Fund revenue with a 2018 budget target of \$5.7 million, or 51 percent of total revenue. East Whiteland's EIT is a 0.5 percent tax levied on the earnings of residents, regardless of where they work. The Township also levies a 0.5 percent EIT on commuters working in East Whiteland, though the Township only receives money from that tax if the commuter's home municipality has an EIT rate lower than 0.5 percent³.

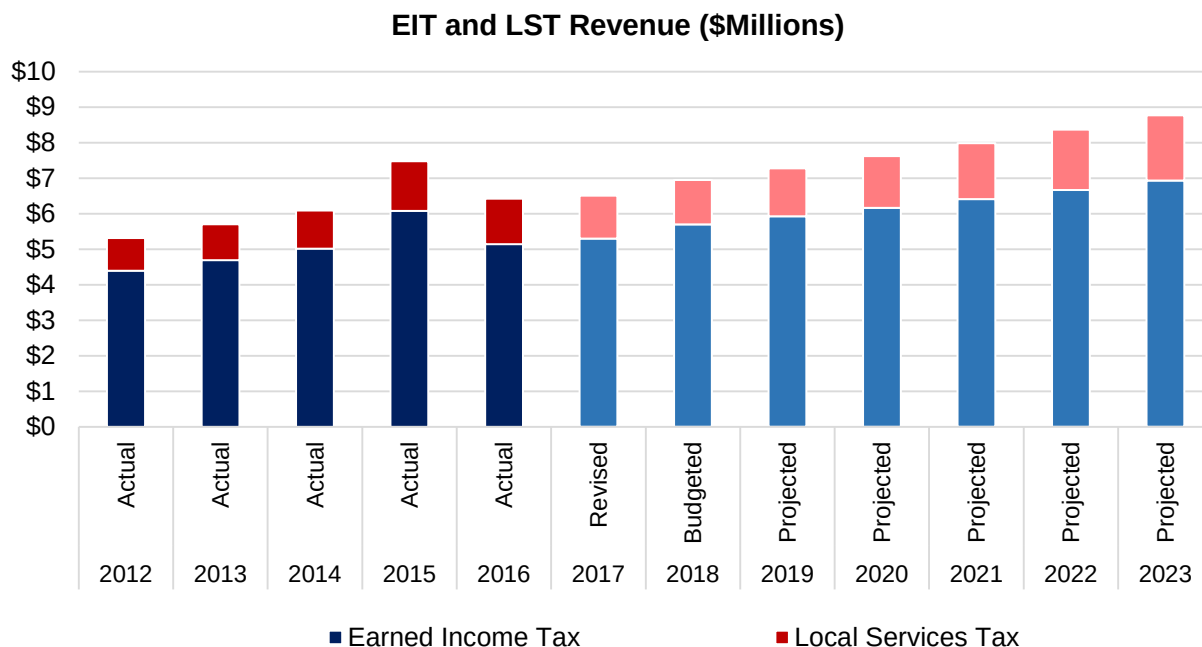
EIT revenues grew by 4.0 percent per year from 2012 through 2016. The 2018 budget shows EIT revenues increasing by 7.5 percent over 2017 budget levels because the 2017 budget target was too low. The baseline continues the 4.0 percent growth rate for 2019 through 2023.

The **local services tax** is a \$1 weekly charge levied on anyone who works in East Whiteland, with an exemption for anyone earning less than \$12,000 a year. LST revenue grew by 8.6 percent from 2012 through 2016. On its face this higher growth rate seems to contradict the 4.0 percent growth rate in EIT – it seems as if the number of jobs in the Township increased but total earnings from those jobs decreased. The difference between these two trends is the LST is paid by all people employed in East Whiteland above a certain income threshold while the EIT is paid by a

² The Township started to accrue EIT revenues from the early part of each year back to the prior year. So the 2015 EIT revenues include money remitted to the Township in early 2016, the 2016 EIT revenues include money remitted to the Township in early 2017, and so on. This creates the large one-time year-to-year increase in 2015.

³ The EIT is discussed in much more detail in the Tax Policy Options chapter of this report.

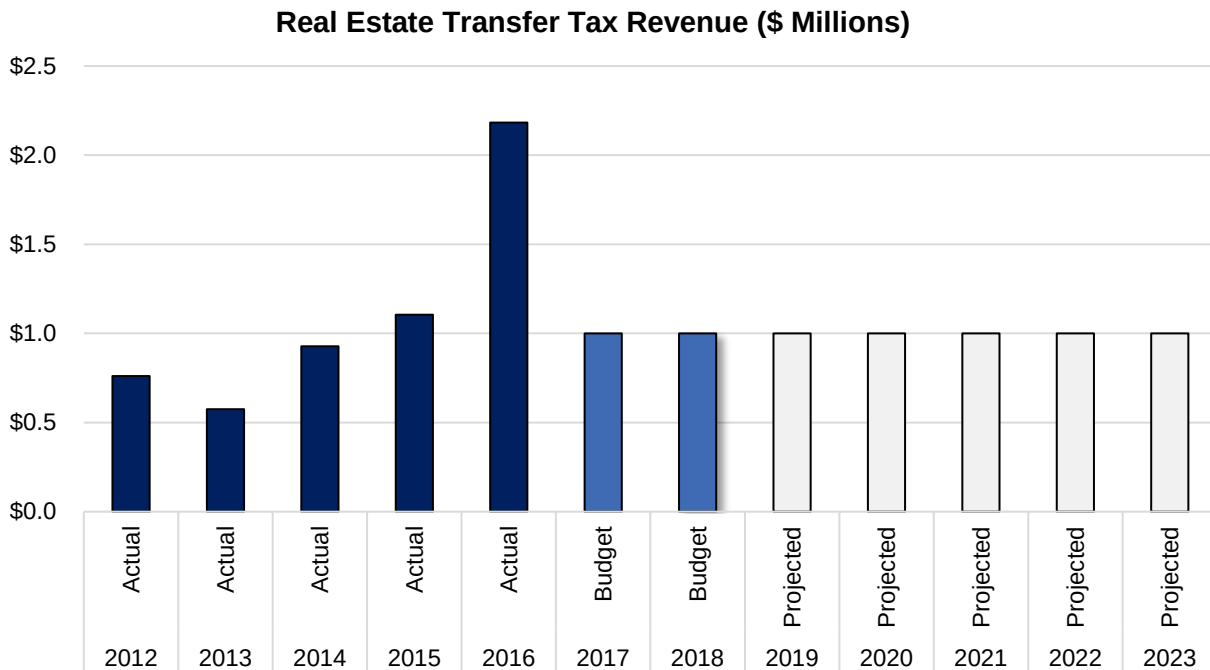
mix of residents (who work in and outside the Township) and commuters depending on the EIT rate in their home municipality. There is some overlap between the tax bases, but they are different. The baseline projection assumes 8.0 percent growth, which was the average for 2012 through 2014 before the larger fluctuations in 2015 and 2016.



Real estate transfer tax

The Township levies a one percent **real estate transfer tax** on the total value of real estate transferred by deed, long-term lease or other arrangements. The revenue is split evenly between the Township and the Great Valley School District.

Transfer tax revenues can vary widely year to year with the occurrence of transactions involving large commercial properties. That was the case for East Whiteland in 2016 when transfer tax revenues nearly doubled due to transactions by one large property owner that helped push total receipts to \$2.2 million. Given the volatility in this revenue, the Township has budgeted \$1.0 million for 2017 and 2018 – less than the Township collected in 2015, before the large one-time increase, but more than it collected in 2012, 2013 or 2014. The baseline assumption carries that \$1.0 million assumption forward.



Real estate tax

East Whiteland Township projects it will receive \$663,000 from its real estate tax in FY2018⁴, or 5.9 percent of the total General Fund revenue budget. Real estate tax revenue is generally the product of the Township's tax rate and the tax base, which is the total assessed value of taxable real estate in the Township.

East Whiteland Township residents pay a total real estate tax rate of \$25.614 per \$1,000 in assessed taxable value, also expressed as 25.614 mills – 4.369 mills to Chester County, 20.80 mills to the Great Valley School District and 0.445 mills to the Township government. The Township has not changed its real estate tax rate in over a decade.

This tax rate is applied to the total assessed value of taxable property in the Township, which is provided by Chester County government. Please note that the Township applies the tax rate against a property's assessed value, not its market value. As shown in the table below, the Township's total assessed value grew by 1.7 percent per year from 2012 to 2016. Looking farther back, total assessed value of property in the Township remained relatively flat with a compound annual growth rate of 0.52 percent from 2006 through 2016.

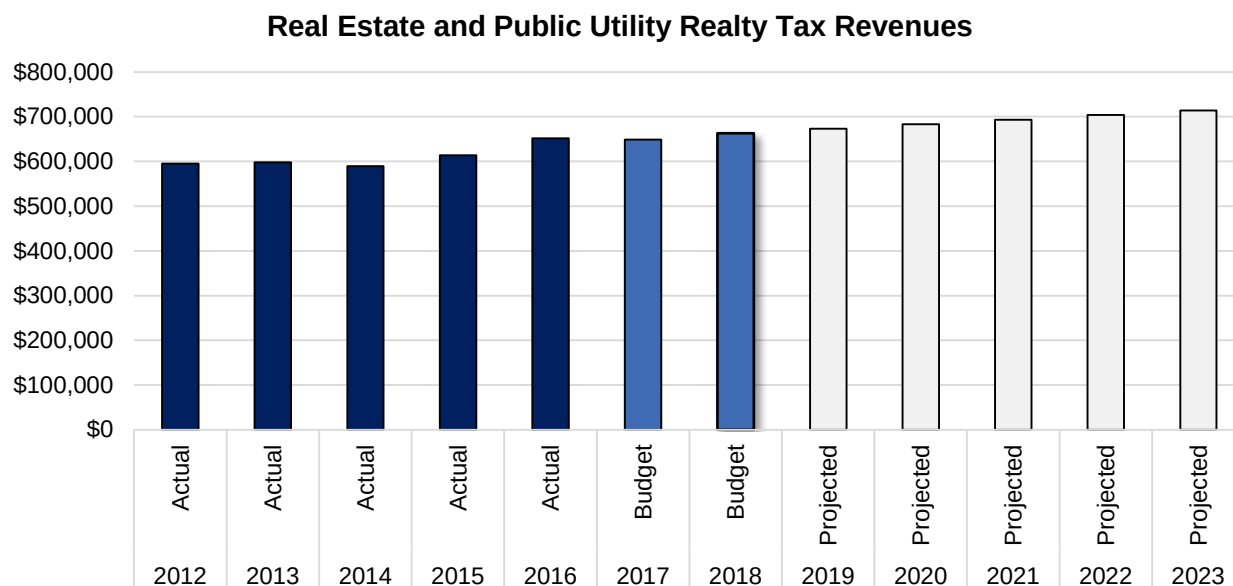
Total Assessed Value of Property in East Whiteland (\$ in billions)

2012	2013	2014	2015	2016	CAGR
1.34	1.34	1.35	1.38	1.44	1.7%

From 2012 through 2016, current year real estate tax revenues grew by 2.2 percent per year, which was close to the growth in total assessed value. The baseline assumes 2.0 percent annual growth in real estate tax revenues.

⁴ This is almost entirely current year revenues. East Whiteland Township's collection rate for this tax is very high (99.0 percent in 2016) so there is very little delinquent real estate tax revenue.

The Township also budgets for a **public utility realty tax** that is less than \$1,000 in revenue. The baseline assumes flat growth for this tax.



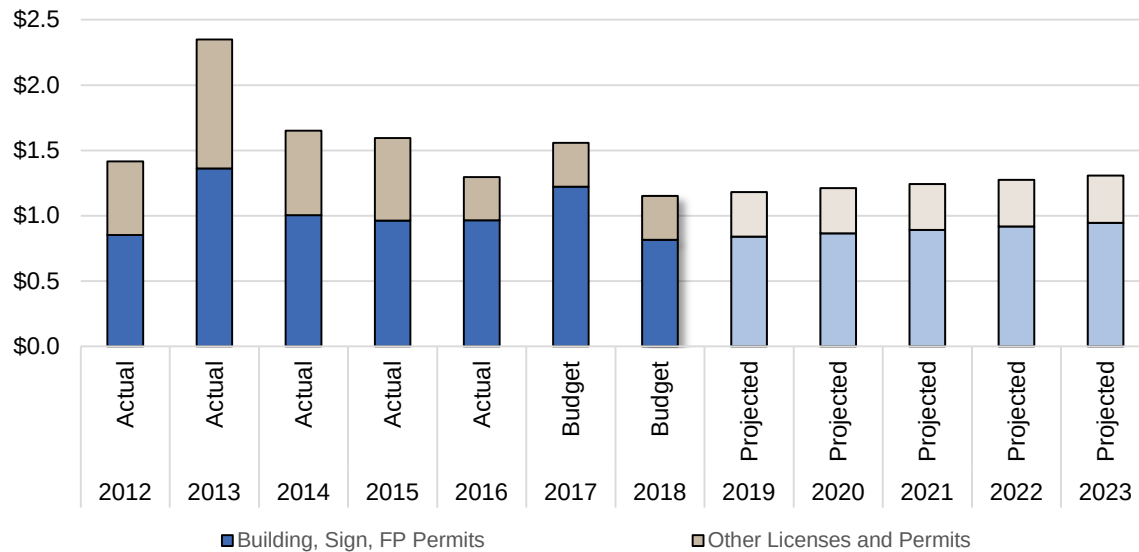
Licenses and permits

Similar to the real estate transfer tax, revenue from licenses and permits has been volatile from year to year. On average about 60 percent of the revenue in this category came from building construction permits and other large portions came from electrical, plumbing or mechanical permits, depending on the construction projects occurring in a given year.

As noted earlier, revenue from this category peaked at \$2.3 million in 2013 due to projects requiring building permits, electrical permits, and engineering inspections. Revenues then declined the next three years to \$1.3 million total, which was less than in 2012. In 2015 the Township budgeted \$1.4 million in building permit revenue and only received \$1.0 million. It also had a \$121,000 shortfall in electrical permit revenue.

Given the recent decline in total permit revenue and the prior history of over projecting these revenues, the Township Administration advocates for a more conservative approach to projecting, even with the understanding that large projects like the Vanguard expansion will likely occur during the projection period. The baseline projects building permit revenue will grow by 3.0 percent, which was the historic compound annual growth rate for that category from 2012 – 2016 and all other licenses and permits will grow by 1.5 percent.

Licenses and Permits Revenue (\$ Millions)



Other revenues

The 2018 budget allocates \$496,000 (or 4.4 percent) of the total revenue budget for **intergovernmental revenues**. That is primarily the Commonwealth pension aid that the Township receives to offset a portion of its minimum municipal obligation to the employee pension plans (\$383,000 in FY2018). The baseline projects state pension aid revenue will grow by 3.0 percent per year according to historical trends. Other intergovernmental revenue is held flat.

Other smaller or one-time revenues include:

- Revenues from the **cable TV franchise fees** (\$330,000 in FY2018) grow by the 2012 – 2016 compound annual growth rate of 5.2 percent.
- Revenues from a variety of **charges for services** grow by the inflationary rate of 2.2 percent.
- The Township **transferred money to the General Fund** from the separate fund that receives liquid fuels money from the Pennsylvania Department of Transportation (PennDOT) for maintaining, plowing and improving roads. The Township has not made that transfer since 2015 and it is not assumed in the baseline.
- The Township sold property that generated \$515,000 in **asset sale proceeds** for 2016. On average the Township only received \$34,000 a year from this source before 2016 and it does not budget any for 2018.

Overall projection

The summary of line-by-line revenue projections is shown below. Growth in the earned income tax, the largest general fund revenue source, and the local services tax account for most of the projected revenue growth.

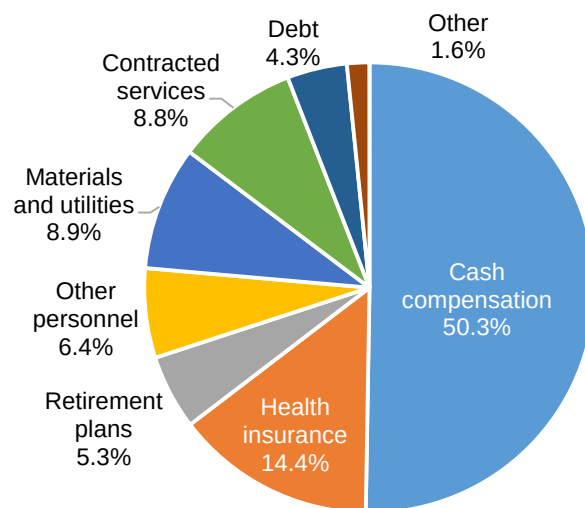
General Fund Revenue Projection Summary

	2018 Budgeted	2019 Projected	2020 Projected	2021 Projected	2022 Projected	2023 Projected	Annual Growth
Real Estate & Public Utility Taxes	672,135	685,395	698,920	712,716	726,788	741,141	2.0%
Real Estate Transfer Tax	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	0.0%
Earned Income Tax	5,700,000	5,928,000	6,165,120	6,411,725	6,668,194	6,934,922	4.0%
Local Services Tax	1,250,000	1,350,000	1,458,000	1,574,640	1,700,611	1,836,660	8.0%
License and Permits	1,557,400	1,599,106	1,641,988	1,686,080	1,731,417	1,778,036	2.7%
Intergovernmental Revenue	495,700	507,181	519,006	531,187	543,732	556,654	2.4%
Other Revenue	558,600	563,489	568,488	573,597	578,821	584,161	0.9%
Total General Fund Revenue	11,233,835	11,633,171	12,051,522	12,489,945	12,949,563	13,431,574	3.7%

Expenditures

The Township has budgeted \$11.8 million in expenditures from its General Fund for 2018. Like many other Pennsylvania municipalities, East Whiteland allocates most of its General Fund to personnel-related expenses. Including health insurance and the Township's required contribution to employee pension plans, the City expects to spend 76.4 percent of its General Fund budget on personnel-related expenses this year. The Township anticipates it will spend \$297,000 (or 2.6 percent) more in 2018 than in 2017. That percentage is deflated by the Township removing its spending on retiree health insurance (\$297,000 in 2017) for one year.

2018 General Fund Expenditures



General Fund spending increased from \$8.7 million in 2012 to \$11.1 million in 2016, or 6.2 percent per year. The chart below shows these expenditures over this period.

General Fund Expenditures

	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Actual	FY12-16 CAGR
Salaries	3,661,374	3,873,180	4,080,865	4,406,368	4,720,426	6.6%
Other Cash Compensation	430,954	424,780	437,570	450,446	414,023	-1.0%
Retirement Plan Contributions	497,247	622,611	634,206	724,623	761,114	11.2%
Health Insurance	1,248,365	1,593,745	1,751,519	1,623,706	1,871,741	10.7%
Other Personnel Costs	605,197	1,641,506	794,739	781,890	737,496	5.1%
Contracted services	651,991	725,118	982,536	1,224,448	807,647	5.5%
Materials and Utilities	1,294,237	1,176,983	1,341,214	1,455,249	678,703	-14.9%
Debt Service	0	0	0	440,114	505,560	N/A
Other Expenditures	287,140	422,146	416,589	3,301,201	559,728	18.2%
Total General Fund Expenditures	8,676,506	10,480,069	10,439,238	14,408,045	11,056,438	6.2%
Annual Change	N/A	20.8%	-0.4%	38.0%	-23.3%	-

The large year-over-year increases in 2013 and 2015 were due to one-time transfers made by the Township to other funds. In 2013 the Township contributed \$1 million to its Other Post Employment Benefit (OPEB) Trust fund, which is discussed more below. The transfer is recorded with “other personnel costs” in the chart above. The 38 percent growth in 2015 is attributed to a \$3 million transfer made to the Township's Capital Improvement Fund, shown in “other expenditures”. Transfers returned to normal levels in 2016.

Even without those one-time expenditures that skew the year-to-year results, the Township's spending is generally rising, in total and in most categories. Spending on employee salaries grew by 6.6 percent per year and health insurance grew. The Township's contribution to the employee pension plans increased by \$264,000. The Township spent \$616,000 less on materials and utilities in 2016⁵ but even that was offset by new debt service payments out of the General Fund and higher spending on contracted services.

Salaries

The Township spends most of its General Fund budget on its employees, which is common for Pennsylvania local governments. By its nature, municipal government is labor intensive. East Whiteland spends more on employee salaries than any other expenditure category, which is also not unusual. The Township budgets \$4.9 million for salaries and wages paid to full-time employees, with close to half of that amount (or \$2.4 million) allocated to full-time police officers. Full-time firefighter salaries are budgeted at \$0.9 million and full-time civilian employee salaries at \$1.7 million. The Township also budgets approximately \$0.5 million for part-time police officers and firefighters.

In most cases an individual employee's salary is governed by one of the three collective bargaining agreements with the unions that represent most employees. Employees are also eligible for tenure based step increases during the early part of their career, which result in higher base salary increases than the across-the-board increases shown below.

⁵ Budgeted expenditures for this category rebounded to \$1.2 million for 2017.

Recent Across-the-Board Salary Increases

Employee group	Contract Term	2015	2016	2017	2018
AFSCME – DC 88	Expires 12/31/2018	3.0%	3.0%	3.0%	3.0%
IAFF, Local No. 4551	Expired 12/31/2015	3.5%	3.5%	TBD	TBD
EWT Police JNC	Expires 12/31/2018	3.0%	3.0%	3.0%	3.0%

The Township's collective bargaining agreements for Police and AFSCME employees are set to expire in December 2018. The Fire contract expired in 2015 and the parties are currently in arbitration⁶.

Other factors, like changes in headcount, changes in work schedules, position vacancies or turnover (i.e. a junior employee with a lower salary replaces a senior employee with a higher salary), also impact the total amount that the Township spends on employee wages. The 2016 comprehensive annual financial report shows the Township's total headcount across all funds growing from 59.9 full-time equivalents (FTEs) in 2012 to 65.4 FTEs in 2016⁷. That growth is scattered across administration, fire, planning and public works.

From 2012 to 2016 total salary expenditures across all employee groups grew by \$1.1 million or 6.6 percent per year. The \$1.1 million is split relatively evenly by dollar amount between the police department, fire department and all other departments combined. But the percentage increase for fire is higher than for the other two groups because the fire fighters moved to a new schedule with more hours in 2014. Rather than renegotiate annual salaries, the Township applied the hourly rate in the collective bargaining agreement to the additional hours for which the firefighters were scheduled, increasing their base salary.

General Fund Employee Salary Expenditures (Full and Part-time)

	2012	2016	\$ Change	CAGR
Police Department Salaries	1,988,791	2,370,469	381,678	4.5%
Fire Department Salaries	658,268	981,074	322,806	10.5%
All Other Department Salaries	1,014,315	1,368,883	354,568	7.8%
Total Salaries	3,661,374	4,720,426	1,059,052	6.6%

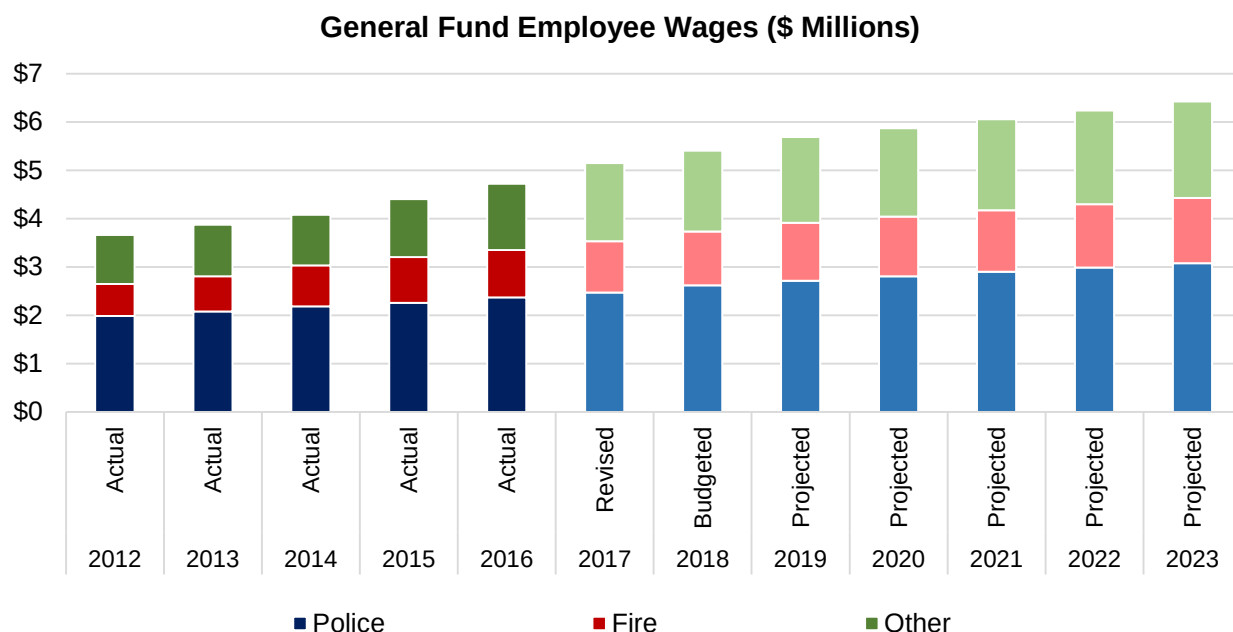
The baseline projection assumes 3 percent annual across-the-board base salary increases for all employees. It also accounts for step increases for Police Department employees who are likely to receive them under their collective bargaining agreements, bringing the total growth in salary

⁶ The collective bargaining agreement expired on December 31, 2015 and was extended for one year.

⁷ 2016 CAFR, page 117. This table shows the FTEs by function, including full-time and part-time employees on the Township's payroll as of December 31st of each year. Interns are excluded.

expenditures to 3.5 percent per year. This is lower than the historic growth rate of 6.6 percent per year, but the baseline projection does not assume any changes in headcount, which happened from 2012 to 2016.

Please note these projections are not recommendations for the Township's upcoming collective bargaining negotiations or the ongoing fire arbitration. In line with other assumptions in the baseline scenario, these projections reflect the financial impact of recent trends continuing into the future, absent changes in headcount.



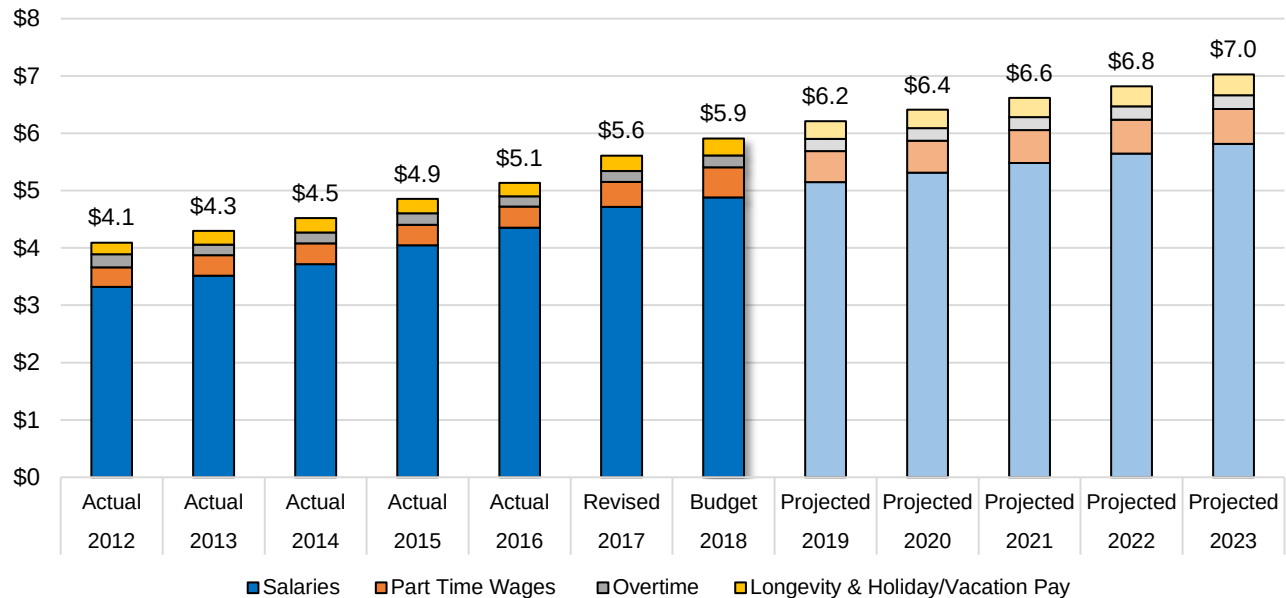
Other cash compensation

Employees receive other forms of cash compensation in addition to their salaries. The 2018 budget has \$502,000 for these items including the following:

- **Holiday pay:** Police officers and firefighters receive additional pay for working on holidays, in addition to their base salary. Other Township employees that work on a holiday are entitled to overtime pay. The Township budgets \$106,000 for holiday pay in 2018. The baseline assumes holiday pay is indexed to base salary growth.
- **Vacation payout:** Township employees are entitled to convert unused vacation leave to cash compensation. AFSCME bargaining unit members may exchange a maximum of five days of vacation time for pay in January of the next year. Police officer and firefighters who have completed the probationary period of six months are paid in a lump sum for accumulated vacation leave upon separation. The Township budgets \$40,000 for vacation payout in 2018. The baseline assumes these payouts are indexed to base salary growth.
- **Longevity:** Full-time township employees are eligible for longevity payments equal to flat dollar amounts that increase when an employee reaches certain years of service. The Township budgets \$149,000 for longevity in 2018. The baseline uses the existing schedule of longevity steps to project incremental growth each year, without accounting for when individual employees actually reach the next step in that schedule.

- **Overtime:** The Township pays employees for additional time worked outside of their regularly scheduled shifts. From 2012 to 2016, approximately 80 percent of overtime expenses were police-related. Public works overtime spending comprised most of the remaining 20 percent. The Township budgets \$207,000 for overtime in 2018. Though total overtime spending decreased by a compound annual growth rate of 6 percent from 2012 to 2016, the baseline projects overtime will grow in conjunction with base salaries since overtime payments are a function of it.

General Fund Total Cash Compensation (\$ Millions)



Health insurance

The Township's second largest expenditure category after cash compensation is providing health insurance to active and retired employees. For 2018 the Township budgets \$1.7 million, or 14.4 percent of General Fund spending, for this purpose. Health insurance spending grew by a compound annual growth rate of 10.7 percent from 2012 to 2016.

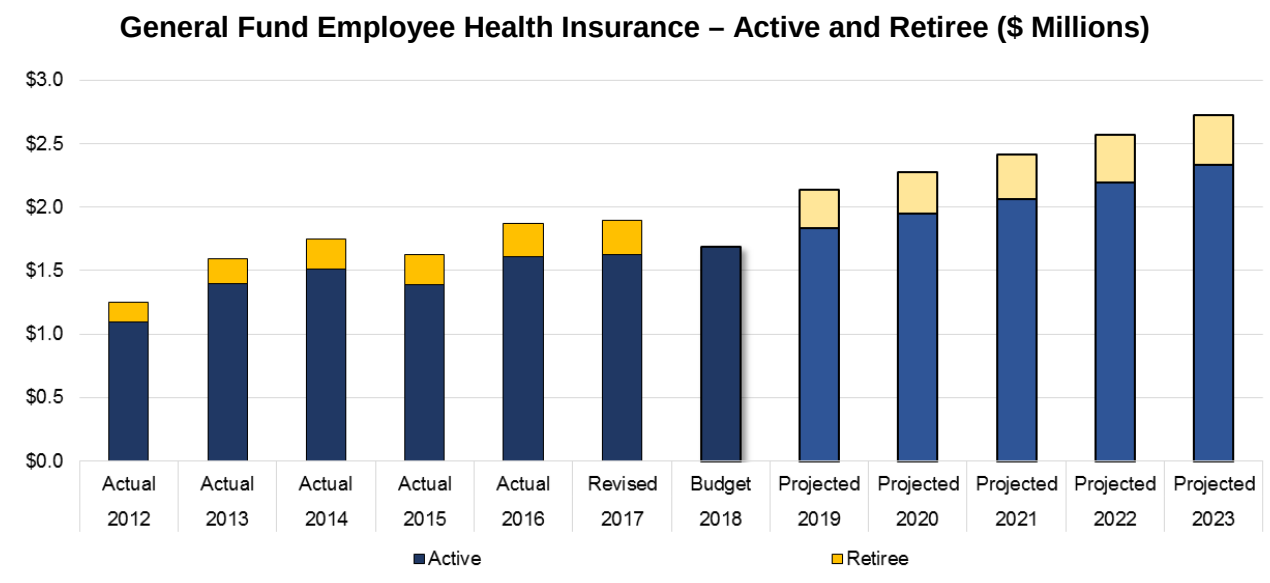
East Whiteland is self-insured for coverage, which means the Township pays for actual claim costs incurred up to a certain limit. Non-uniformed employees and firefighters are insured through the Delaware Valley Health Insurance Trust (DVHIT) and police officers have a plan through AmeriHealth HealthNow. In all cases the Township pays most, if not all, of the premium costs. Police and non-uniformed employees in AFSCME do not contribute to the cost of premiums. Firefighters contribute very little -- \$12.50 per pay period for single coverage and \$22.50 per pay period for all other coverage levels.

DVHIT premiums have increased by an average of approximately 6.3 percent over the past decade. The baseline projection uses this growth rate for health insurance expenditures for firefighters and non-uniformed employees. For police officers the Township originally assumed 2 percent growth from 2017 to 2018. In early 2018 the Township learned that the premiums for that

plan will increase more than budgeted⁸ and recommended a 6 percent annual growth rate after 2018.

East Whiteland also has expenditures for other post-employment benefits (OPEB), which is predominately health insurance for retired employees. Before 2018 the Township paid its retiree health claims as they came due each year and then made an additional contribution to a separate fund established to cover future OPEB liabilities. The Township eliminated this additional contribution in 2018 and elected to draw money out of that separate fund to cover its annual claim costs for 2018. These moves reduced the Township's spending by \$320,000 for 2018, but this is not a sustainable long-term strategy since the fund cannot indefinitely support ongoing claim costs.

The baseline projects the Township will resume covering its annual OPEB costs through its General Fund in 2019, which adds \$307,000 to the budget. After 2019 retiree health insurance expenditures for police grow by 7 percent annually in the baseline projection. OPEB expenditures for other employees grow by 6.0 percent, which is close to the historical compound annual growth rates for 2012 – 2016. The baseline projection does not assume that the Township will reinstate the additional contributions to the designated OPEB fund, though that is a good idea for reducing the Township's long-term liabilities.



Retirement plan contributions

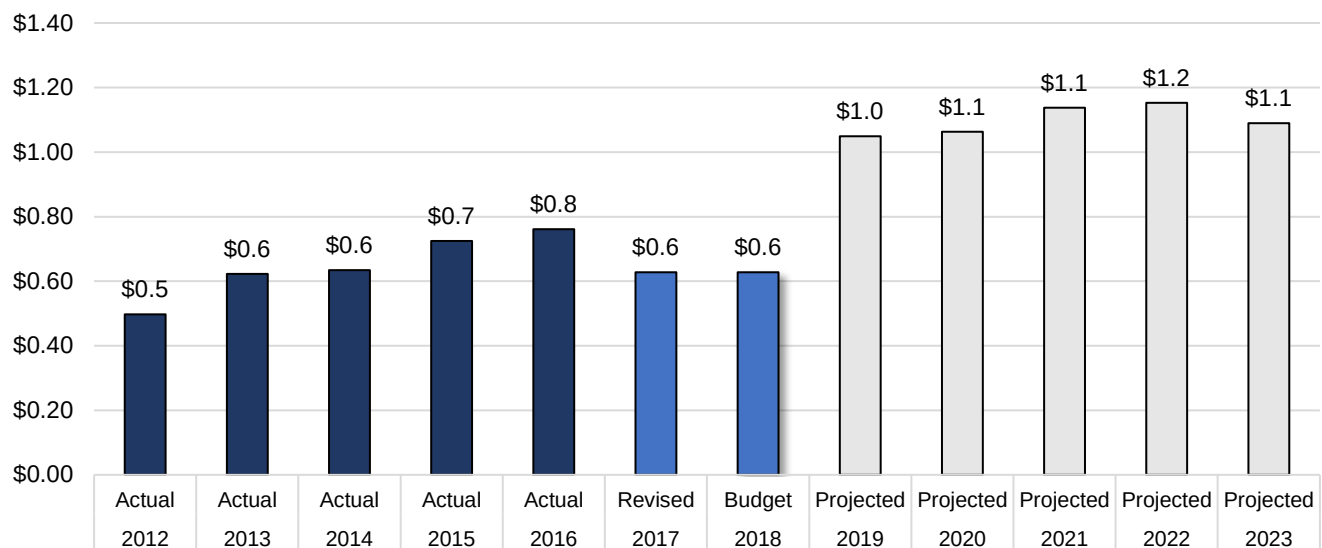
East Whiteland Township has three employee pension plans – one for police officers, one for firefighters and one for non-uniformed employees – that are funded through a combination of Township government contributions, employee contributions and plan investment earnings. Each pension is a defined benefit plan, meaning it provides a set level of benefits to retired employees, usually based on their salary near the end of their career, irrespective of pension plan funding levels, the Township's financial condition or other factors.

⁸ The enrollment year for this plan runs from February 1st through January 31st. So the Township did not have its premium rates for 2018 until after the 2018 budget was adopted.

The Township's contribution to the pension plans, also known as the Minimum Municipal Obligation (MMO), is calculated by an independent actuary. The MMO is the net amount owed by the Township after the employees make contributions as established in their collective bargaining agreements. The Commonwealth provides pension aid to East Whiteland to cover a portion of the MMO. The Township anticipates it will receive \$383,000 in pension aid for 2018.

Every other year the actuary updates the MMO calculation based on several factors including the pension plan's provisions, the Township government's payroll, employee contributions, recent investment performance and actuarial assumptions involving factors like life expectancy. The most recent MMO update will impact the Township's contributions starting in 2019. The Township lowered its assumed rate of interest earnings, which will increase the Township's MMO in the short term and improve the funding levels over the long term, holding all other factors constant. According to projections provided by the actuary in December 2017, the MMO payment will increase from \$0.6 million in 2018 to \$1.0 million in 2019⁹.

General Fund Retirement Plan Contributions (\$ Millions)



East Whiteland also pays for other personnel-related costs such as:

- **Social security:** The Township's portion of federal employment taxes is budgeted for \$448,000 in 2018. The baseline projects these expenditures to grow in accordance with salaries.
- **Workers' compensation:** The Township budgets \$160,000 for worker's compensation insurance. These expenditures grew by a compound annual growth rate of 4.8 percent from 2012 to 2016 and the baseline continues this trend at 5 percent growth per year.

⁹ A portion of the MMO for non-uniformed employees is charged to the sewer fund to cover the pension costs for employees work on that system. We have estimated that portion and removed it from the General Fund projections.

Other benefits like disability insurance and life insurance comprise the rest of personnel-related spending. These expenses are small and either indexed to an inflationary rate or held flat in the baseline.

Non-personnel operating expenditures

The Township allocates \$2.8 million for operational spending on items other than personnel-related expenses in its 2018 budget.

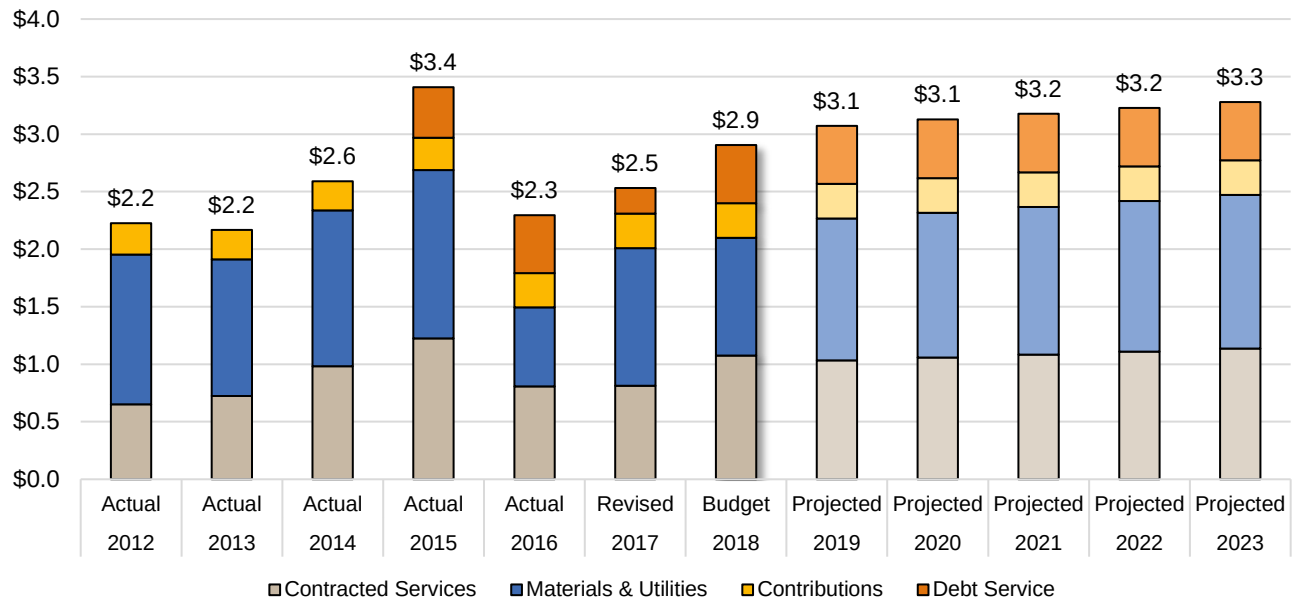
The 2018 budget has \$1.1 million for **contractual services** where East Whiteland pays someone other than its employees to deliver service. The largest single line in this category is the Township payment for general liability insurance coverage (\$129,000 in 2018), which is projected to grow at the compound annual growth rate of 2.3 percent. Other major areas within this category, such as legal services and computer and information technology support, are generally projected to grow by an inflationary rate of 2.2 percent per year.

Materials and utility expenses are budgeted for \$1 million in 2018. Supplies, equipment, and maintenance comprise 67 percent of the \$1 million allocation. Vehicle expenses and utilities make up the rest. From 2012 through 2017 the Township allocated \$216,000 per year on average to replace the vehicles and major equipment used in daily operations. That “amortization” contribution was eliminated from the 2018 budget, but it is restored to the baseline in 2019 since Township government cannot function without police cars, public works equipment, etc. Utility expenditures are projected to grow by 1.0 percent per year based on the Bureau of Labor Statistics consumer price index for utilities. Other line items in this category grow by the inflationary rate of 2.23 percent.

Since 2016 the Township has paid about \$500,000 per year in **debt** from its General Fund¹⁰. Payments on the existing debt stay at that level through the projection period according to the current schedules and the baseline does not assume any new debt issuances. The Township allocates \$301,000 for contributions to other organizations with about half of that amount going to the E.W. Fire Company. The projections hold those contributions flat through the projection period. The projections also account for a \$166,000 annual transfer into the General Fund (recorded as a negative expenditure) from the Sewer Fund to help cover the Township's debt related to the public works facility.

¹⁰ The Township also has \$1.3 million in debt payments from its Sewer Fund related to that system.

General Fund Non-Personnel Operating Expenditures (\$ Millions)



Overall projection

The summary of line-by-line expenditure projections is shown in the chart below. Expenditures are projected to rise by 11.5 percent (or \$1.3 million) in 2019, mostly because of the anticipated increase in the pension MMO (\$421,000) and the return of the Township's usual expenditures on retiree health insurance (\$307,000) and vehicle/equipment replacement (\$190,000). After that the Township's expenditures grow by 3.1 percent per year, mostly due to projected growth in Township spending on employee salaries and health insurance.

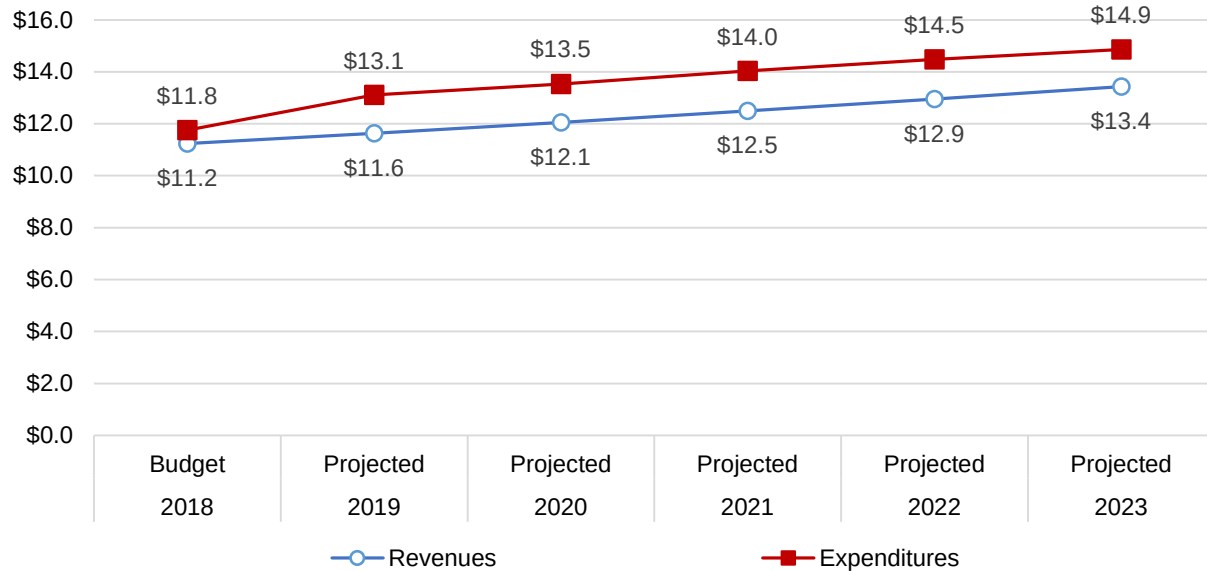
General Fund Expenditure Projection Summary

	2018 Budgeted	2019 Projected	2020 Projected	2021 Projected	2022 Projected	2023 Projected	Annual Growth
Salaries	5,406,526	5,689,205	5,870,374	6,056,006	6,237,184	6,423,797	3.5%
Other Cash Compensation	502,143	521,629	541,433	561,564	582,033	602,848	3.7%
Retirement Plan Contributions	627,670	1,049,061	1,063,085	1,137,540	1,152,708	1,089,605	11.7%
Health Insurance	1,688,380	2,140,108	2,273,787	2,415,834	2,566,773	2,727,163	10.1%
Other Personnel Costs	738,108	744,913	768,698	793,356	818,922	845,432	2.8%
Contracted services	1,075,316	1,033,395	1,058,169	1,083,563	1,109,594	1,136,278	1.1%
Materials and Utilities	1,023,188	1,233,198	1,257,874	1,283,083	1,308,836	1,335,146	5.5%
Debt Service	505,500	504,030	510,630	509,430	508,130	506,190	0.0%
Other Expenditures	188,633	189,835	191,064	192,320	193,604	194,917	0.7%
Total General Fund Expenditures	11,755,464	13,105,375	13,535,115	14,032,696	14,477,784	14,861,376	4.8%

Bringing the projections together

Combining the General Fund revenue and expenditure projections through 2023 yields the following baseline projection. Expenditures exceed revenues by \$522,000 in 2018 and then the gap increases to \$1.5 million in 2019 absent corrective action because of the anticipated increase in the pension MMO (\$421,000) and the return of the Township's usual expenditures on retiree health insurance (\$307,000) and vehicle/equipment replacement (\$190,000).

Baseline General Fund Projection (\$ Millions)



The bad news is that the Township's deficit nearly triples from the \$0.5 million level in the 2018 budget because some of the gap closing measures used this year, like not allocating money for vehicle replacement, are not sustainable in the long term.

The good news is that, after the deficit increases in 2019, it starts to narrow slightly in 2022 and 2023. Under the assumptions described above, revenues grow by 3.7 percent per year after 2019 and expenditures by 3.2 percent. Therefore the Board should focus on strategies that close the anticipated deficit in 2019 and have a sustainable impact beyond next year. The final section of this Plan describes two options for doing so, one on the revenue side and one on the expenditure side.

Mission and Management Audit

Strengthening the financial position and improving the financial performance of East Whiteland Township government is the primary goal for this multi-year plan. So the Plan begins by describing Township government's revenues and expenditures, explaining how they compare to each other historically and in a forward-looking *status quo* scenario and assessing the government's financial condition overall.

Maintaining a strong financial position and improving financial performance is not the only objective, in and of itself. Financial strength is a means to provide the resources that East Whiteland government needs to execute the mission that the Township's elected leaders – and by extension their constituents – have set for their government. For that to be true, there first has to be a mission that provides a clear, aspirational statement of purpose -- what Township government wants to achieve and why – that is broad enough to apply to all of Township government and specific enough to be meaningful.

With that mission statement in hand, elected and appointed leaders can discuss the obstacles to it – what are the financial, environmental, legal, economic, cultural and other challenges, both within the government and the community at large, that prevent East Whiteland Township from fulfilling its mission. Then government leaders can set a limited number of goals intentionally chosen to respond to and overcome the obstacles. The goals then inform the strategies, or specific actions that specific units of Township government will take to achieve its mission.

Having a strategy does not guarantee that it will be successfully executed, or even that successful execution will advance the mission as intended. So, whenever possible, the Township should have measures so leaders can gauge whether a strategy is working and how that success changes over time. The combination of goals, strategies and performance measures provide a framework for evaluating what works and deciding how to allocate the limited resources accordingly.



In early 2018 PFM led the Board of Supervisors and Township Manager in a discussion about an initial mission statement for Township government and the primary obstacles that East Whiteland Township's government faces in achieving that mission. This section summarizes the results of that discussion and describes a process that Township leaders can use to set goals and department-specific strategies that support their mission. This section also contains the Operations Assessment in which we briefly review each of the Township government's major departments and offer recommendations for strengthening their performance, often in ways that tie directly to the recommended Mission Statement.

The third and final section of this report offers a small number of high impact recommendations that the Township elected officials can use to close the projected deficit described in the Financial Condition Assessment and allocate more resources in support of the strategic and operational goals described here.

Defining Township Government's Mission

In early 2018 PFM led the Board of Supervisors and Township Manager in a discussion about an initial mission statement for East Whiteland Township government. Based on those discussions, we recommend the following mission statement as a starting point for the mission-goals-strategies process described above.

We strive to make East Whiteland a safe, prosperous, inclusive and environmentally healthy Township that capitalizes on its economic diversity, delivers quality-of-life amenities and strengthens resident pride in East Whiteland as a unique community.

The component parts of that mission statement are:

- **Safe:** East Whiteland's two largest departments in terms of 2018 budget allocation are Police and Fire and the Board commended those departments for keeping crime rates low, responding to emergencies in a timely manner and keeping the Township safe from the traditional first responder perspective. Public safety, though, also extends to eliminating blight, ensuring that rental housing meets safety and livability standards and improving road safety, including preventing sinkholes created by the concentration of limestone in East Whiteland.
- **Prosperous:** While the Township's economy is strong overall, East Whiteland's leaders note that there are parts of the Township, particularly at the west end of Route 30, where the housing stock and buildings need rejuvenation. The Township's finances depend largely on tax revenues tied to economic activity, like the earned income tax, so growth in resident and commuter earnings is also important for providing the money that funds Township government. From a more proactive perspective, the Township recently updated its comprehensive plan and now needs to develop, design and execute projects that translate that document into reality.
- **Inclusive:** Each of the Board members spoke about the importance of communication and citizen engagement so residents have an appropriate sense of ownership and pride in East Whiteland. Inclusivity also involves appreciating and fostering diversity, within Township government itself and the community at large, and welcoming new residents to the Township.
- **Environmentally healthy:** Township leaders noted that East Whiteland historically has been a place where other communities have sent their residential and industrial waste. Township officials are committed to doing their part to remediate existing environmental problems and to set standards for future development that prevent new problems. The Board conveyed the importance of building on East Whiteland's natural amenities through expanded trail ways, potentially putting money toward green space preservation and making Township government itself as environmentally sustainable as possible. From the perspective of a workplace environment, the Township is interested in improving the Township building itself on Conestoga Road.

The second half of the mission statement ties what Township government aspires to be to what the Board wants the community at large to be – economically vibrant with strong local businesses and connections to the regional economy; a place that offers the kinds of arts,

cultural, educational, recreational, retail and dining options that attract and retain residents; and a destination that inspires community pride and a sense of belonging.

While the Township has not previously discussed a formal mission statement, the Board did adopt five goals in 2016:

- Developing a sustainable multi-year financial plan
- Managing development and growth
- Acquiring open space, developing parks and providing recreational programming
- Developing renovated municipal infrastructure and providing comprehensive services
- Increasing citizen involvement and building a Township identity

The Township has taken specific steps to advance these goals, like developing this multi-year financial plan through Commonwealth's Early Intervention Program, completing the comprehensive plan, and increasing its presence on the internet and social media. Each department set goals for 2018 and we offer additional recommendations for improving department operations in the pages that follow. Tying those tasks and recommendations to the Township's mission will make them more meaningful and provide a better framework for prioritizing them and evaluating their effectiveness.

The chart on the next two pages demonstrates how to tie these elements together, starting with the draft mission statement. This is not a comprehensive list of obstacles, goals or strategies to advance those goals, but rather a demonstration of how the mission connects to specific activities performed by Township government and recommendations in this report.

It is certainly possible to expand the list presented here, though we do encourage the Township leaders to focus on a limited number of obstacles, goals and strategies that they can realistically address over the next five years. That list can and should change over time, but it is better to focus on a small number of priorities than scatter resources too broadly across many. Scarcity of resources – money, staff, time, attention – will always be a constraining factor for what the Township can accomplish.

The chart on the following pages implies siloes, but this is only for ease of presentation. In reality obstacles are often related to each other, some goals will address more than one obstacles and some strategies require more than one department. Goals that cut across departmental boundaries are more than acceptable – they are **necessary** to find effective solutions to complex problems. Strategies should be assigned to specific department(s) to ensure accountability, but communication and coordination across departments is imperative.

Sample Strategic Framework (Page 1 of 2)

Mission (Statement of Purpose)	We strive to make East Whiteland a safe, prosperous, inclusive and environmentally healthy Township that capitalizes on its economic diversity, delivers quality-of-life amenities and strengthens resident pride in East Whiteland as a unique community.					
Obstacles (What prevents us from fulfilling our mission)	Financial: Projected baseline deficit and scarcity of resources to advance strategic priorities		Quality of life: Risk of development that hurts the quality of life or strains available resources (Road congestion, loss of open space)		Economic obstacles: Risk of too little investment, disinvestment in some areas or economic stagnation	
Goals (How we will overcome the obstacles)	Address projected baseline deficit	Establish multi-year capital plan with funding	Improve safety and travel time on specific roads	Improve quality of building stock	Execute projects in the Comp Plan and Route 30 Plan	Revenue diversification
Strategies (Specific actions for specific departments)	Consider changes to EIT rates (see Tax Policy chapter)	Improve credit rating (see Credit Rating Strategies chapter)	Traffic sign replacement program (EW31)	Proactive occupancy inspections (EW19)	Specific Project 1	Consider RE tax designated for core services (see Tax Policy Chapter)
	Control growth in employee health insurance costs (see Health Insurance chapter)	Invest \$X per year in pay-go capital for vehicles and facilities	Road resurfacing program	Rental property inspection program (EW21)	Specific Project 2	
Sample Performance Measures (Defining and measuring success)	Annual operating results	Credit rating	Number of accidents or traffic violations on roads X, Y and Z	% of high risk properties inspected annually	Assessed value of new development initiated in area X after date Y	
	Revenue growth versus expenditure growth	Vehicle mileage, cost of maintenance	Condition of roads in neighborhoods X, Y and Z	% of rental properties in compliance with UCC		
	Fund balance as a percent of expenditures	Remaining useful life of facilities and major systems (HVAC, roof)		median assessed value of rental properties		

Sample Strategic Framework (Page 2 of 2)

Mission (Statement of Purpose)	We strive to make East Whiteland a safe, prosperous, inclusive and environmentally healthy Township that capitalizes on its economic diversity, delivers quality-of-life amenities and strengthens resident pride in East Whiteland as a unique community.			
Obstacles (What prevents us from fulfilling our mission)	Cultural: Lack of citizen engagement or counterproductive engagement		Environmental: Remediating existing environmental problems and preventing new ones	
Goals (How we will overcome the obstacles)	Increase citizen participation on boards	Increase engagement by specific segments of community	Improve municipal government facilities	Improve trail and parks system
Strategies (Specific actions for specific departments)	Fill vacancies on Board 1	TBD	Facility needs assessment for Township Hall and Police Headquarters (EW02)	Parks and recreation master plan (EW25)
	Fill vacancies on Board 2		Preventive inspection and cleaning program for sewer lines (EW28)	Design trail connections and begin construction
Measures (Defining and measuring success)	% of board vacancies filled	# of subscriptions to Enews	Make decision by date X whether to renovate or replace Town Hall/Police HQ	Number of trailway/parks users
		Number of "click throughs" on Facebook, Twitter, etc	Include funds to renovate or replace Town Hall/Police HQ in 20XX Capital Budget	Resident survey on satisfaction

Operations Assessment

In 2017, East Whiteland Township received funding from the Pennsylvania Department of Community and Economic Development's Early Intervention Program (EIP) to develop this financial management plan. Under the terms of that program, this plan must include a Financial Condition Assessment and an Operations Assessment. PFM led the Financial Condition Assessment provided in the first section of this plan and The Novak Consulting Group provided this Operations Assessment focused on identifying best practices for improving Township government.

The methodology of the operations assessment included individual interviews with Township Board Members, key staff throughout the organization, and contracted service providers, and a review of a significant number of documents and other materials provided by Township staff, such as budgets, work plans, performance data, and various other staffing and operational information from each department.

This report section details the findings, analysis, and recommendations that, once implemented, will help the Township improve the effectiveness and efficiency of its operations. Some recommendations are designed to reduce expenses and others are designed to modernize the organization's resources, practices, and procedures. These recommendations are specific and action-oriented and often tie back to the mission statement described above.

Administration and Finance

The administrative and finance functions include general management, financial management, and human resources. The Township Manager is the Chief Administrative Officer of the Township, responsible to the Board for the execution of its policies and initiatives. The Finance Department, which is led by a full time Finance Director, is responsible for financial management, budgeting and risk management, and human resources. Human Resources (HR) is provided by the Township Manager, Finance Director, and contracted HR personnel.

Initiative EW01: Implement a performance management system

As an element of the EIP process, East Whiteland Township and the Board of Supervisors has engaged in mission development and a strategic planning process that is intended to serve as a framework for Township programs and provide guidance on future projects. These initiatives must be implemented alongside the ongoing work of the organization. To successfully accomplish these tasks, it will be important to develop a management structure that facilitates progress and engenders proactive communication throughout the organization and to the Board of Supervisors.

In addition, beyond this need, it is necessary to fully integrate the entirety of Township operations under the direction and authority of the Township Manager. This is an especially important consideration as it relates to the Police Department which has historically operated with limited formal direction from the Township Manager's Office. To begin to bridge this gap, it is appropriate to develop a formal performance management system that integrates all Township Departments within a framework of oversight and reporting through the Township Manager's Office.

A performance management system typically consists of three core elements: (1) setting goals and creating strategic plans; (2) measuring actual staff performance against established performance goals; and (3) sustaining a dialogue between management and employees to ensure that the work of the organization is completed in conformance with established schedules.

A performance management system encompasses all the work that is done in an organization, including strategic planning, budgeting, and work planning. A performance management system includes all the processes through which managers plan and manage the work of the organization to fulfill the mission and produce desired outcomes. The collection and use of performance measurement data is one element of a performance management system.

In addition to monitoring the work, a good performance management system employs discipline. Under such a system, managers meet with direct reports on a regular basis to review organizational performance. As the regularity and discipline of the management system become integrated into operations, discussions about performance become focused on strategic issues. This type of management system allows managers to avoid total crisis management, as the rigor of the system helps ensure regular meetings to discuss strategic issues rather than the crisis du jour. This type of system and meeting structure has been absent throughout Township departments.

Establishing a performance management system can be accomplished through two mechanisms. First, a formal agenda and recurring staff meeting structure for each level of Township operating departments and divisions should be established. These meetings should serve to address five key characteristics: 1) operations updates; 2) financial condition; 3) customer service/public relations; 4) special project updates; and 5) performance indicators.

These are summarized here:

- **Operations updates:** Describe the status of ongoing operations for each Division/Function. Effort should be made to discuss progress on the prior week's work plan, outstanding items and the plan to address them, and obstacles or challenges to success and the requirements to overcome those issues.
- **Financial condition:** On a quarterly basis, each Division/Function should report the status of their operating budget and spending to date as compared to prior year's spending. Current or projected unanticipated expenses should be discussed and, if necessary, should be elevated to the Township's Finance Department for discussion. In addition, unanticipated cost overruns should be reported as they become evident.
- **Customer service/public relation:** Any current or projected issues that could affect the public, internal customers, or elected officials should be discussed, and a plan for communication with the appropriate parties should be established.
- **Special project updates:** Status updates on any special projects should be reported during the weekly staff meeting.
- **Performance indicators:** On a quarterly basis, each Division/Function should report the progress of relevant executive level performance measures. Executive level

performance measures are high level indicators of program outcomes and costs compared to prior years and established goals.

Second, the Township Manager should institute a practice of conducting a formal one-on-one meeting, at least monthly, with each direct report. Likewise, those direct reports should establish a similar practice to review work plans, personnel issues, financial condition, and pending developments relating to their work. The information collected during these staff meetings and one-on-one meetings will serve as the basis of reporting from the Township Manager to the Board on work plan issues as well as progress toward the initiatives outlined in this report. It will also better enable the Township to proactively monitor and improve its own services. These meetings should be supported with performance measures collected and reported by department directors.

Initiative EW02: Conduct a facility needs assessment for Township Hall and Police Headquarters

The Township's administrative, code enforcement, planning, and police functions operate out of a Municipal Building that no longer meets the needs of the organization. The Public Works and Fire departments both have relatively new facilities that meet the needs of their operations. Meanwhile, some employees in the Municipal Building do not have space for offices or even desks. Additionally, code enforcement and planning personnel struggle to find sufficient space to unroll and review plans. Finally, there is not sufficient space for meetings to occur.

In addition, the adjoined facility occupied by the Police Department is inadequate for many of the Department's needs. Locker and office space is limited. Prisoner processing areas are constrained by a lack of secure holding space, which requires multiple officers to process arrests. Interview space is also limited. Additionally, the Department's LiveScan terminal, which is used for taking electronic fingerprints, is located in an open hallway. Prisoners must stand opposite the terminal to have their photographs taken, which provides them with direct access to doorways that are not secure.

Police Departments have a responsibility to safeguard officers, suspects, witnesses, and the public, and to protect records, evidence, and other materials. The Department's current facility is insufficient to consistently meet these needs, and the Township should conduct a space needs analysis to assess options for providing Police Department staff with additional functional space.

Construction or renovation of a facility is a major financial undertaking. Whether the choice is to construct a new facility or renovate the existing building, additional space will be needed to meet the Township's needs into the future. Therefore, the Township should conduct a space needs assessment, so it can begin the process with an understanding of the potential scope and cost of the project.

Initiative EW03: Continue contracting for strategic Human Resources services

Historically, the Township's HR function has been the responsibility of the Finance Director. Under this model, the Finance Department met immediate HR needs (i.e., payroll, workers' compensation, job postings). However, the organization's higher-level HR needs (i.e., employee development, onboarding, labor relations, risk management) were taken on by the Township Manager. The Township recently redesigned its Finance Department function and began

contracting with an experienced HR professional to develop and implement the HR systems and processes the organization requires. In addition, the Township has initiated the recruitment of an HR generalist position.

The core services that should be provided by the Township's HR function involve a mix of high-level and routine tasks. This presents a challenge when it comes to staffing this function in a small organization. For example, the development of a performance management system for the Township or the negotiation of labor contracts requires an experienced HR professional. However, routine HR tasks such as payroll and recruitment do not require an HR Manager.

Based on a review of HR workload, it is recommended that the Township proceed with its plan to hire a generalist to meet the routine needs of the organization (payroll, employee relations, personnel records management, etc.) and continue contracting with an HR Manager to establish policies, procedures, and processes that will meet the high-level HR needs of the organization. In addition, this contract position will assist the Township Manager with employee relations and strategic HR issues and allow the Township Manager to focus on broader strategic issues in the Township.

Initiative EW04: Implement the Munis™ HR Module

As the HR function expands to better meet the needs of the organization, so too must the technology supporting the function. Currently, HR processes are paper-based. For example, hard copy employee records are stored in filing cabinets in the Finance Director's office and employees submit paper timesheets to the Finance Department.

The Township currently uses an ERP software called Munis™ to manage the Township's finances and payroll software called Ceridian™. However, the two systems are not integrated. It is recommended that the Township digitize paper-based payroll processes and implement the HR module of the Munis system. This will integrate the major cost center of the organization, personnel services, with the financial system and help to streamline the payroll process in the Township. This will require a cooperative effort between the Finance Department and the contracted HR Manager.

Initiative EW05: Consider consolidating the part-time receptionist and part-time Office Assistant positions into a full-time Administrative Services Specialist position

The Township's administrative operations are supported by the Assistant to the Township Manager, a full-time Receptionist, and a part-time Receptionist. Additionally, the Township's code enforcement functions are supported by a full-time Secretary and a part-time Office Assistant.

One of the consistent challenges expressed by personnel in the Township was the lack of administrative support available. Skilled and professional positions are spending considerable time engaging in administrative activities that limit already strained staff capacity. For example, the Planning, Development, and Recreation Director is responsible for managing the Freedom of Information Act (FOIA) process for the Township. In addition, in Codes and Life Safety, there is limited administrative support available to field and respond to customer inquiries which limits the ability of professional staff to absorb inspection workload.

To aid with this issue, the Township should consider consolidating the part-time receptionist and part-time office assistant positions into a full-time administrative clerk/specialist position, which could take on more advanced administrative responsibilities for the Township Manager's Office and the Code and Inspections, Finance, and HR functions. This position would provide additional administrative support and serve as backup to the receptionist desk to ensure consistent coverage after the position conversion.

Police Department

The East Whiteland Township Police Department employs 31 staff consisting of 20 full-time sworn, eight part-time sworn, and three civilian members. The Department is led by the Chief of Police, one Deputy Chief, and one Lieutenant. The Deputy Chief is responsible for the Department's Investigations and Traffic Units, while the Lieutenant oversees Patrol.

The Patrol division consists of four Sergeants, eight full-time Police Officers, and eight part-time Police Officers. Four additional part-time Officers have been interviewed and are in the hiring process. The Investigations and Traffic Units each consist of one Sergeant and one Police Officer. Non-sworn staff include one Administrative Police Secretary, one Assistant Police Secretary, and one IT Manager, who is also a part-time Police Officer.

The Department patrols an area of approximately 11 square miles which includes a broad mix of housing stock, from high-end residential communities to trailer parks. Recent development has changed that mix somewhat, as sizeable townhome and rental apartment projects have been built. The Township is also home to a significant amount of commercial real estate, including several corporate headquarters. The presence of these industries increases the Township's commuter-adjusted daytime population by an estimated 151.9%, to 26,403 residents.¹ In contrast, the Township's overall population has increased approximately 8.1% between 2010 and 2016, to 11,517 total residents.²

The Department records an average of 578 events monthly in its Computer Aided Dispatch (CAD) system.³

Initiative EW06: Maintain current patrol work schedule

Patrol personnel are currently assigned to twelve-hour shifts and provide around the clock coverage. Minimum patrol staffing consists of three Officers (including Sergeants) from 7:00 A.M. to 7:00 P.M. daily. Sunday through Thursday, three Officers are required from 7:00 P.M. to 1:00 A.M., and two Officers from 1:00 A.M. to 7:00 A.M. Friday and Saturday, three Officers are required from 7:00 P.M. to 3:00 A.M., and two from 3:00 A.M. to 7:00 A.M.

One Sergeant and two Police Officers are assigned to each squad to provide staffing of three Officers on all shifts; they receive one day per month of "Kelly Time" to compensate for time exceeding 80 hours in each two-week period resulting from the schedule. Unfilled shifts are staffed by part-time Officers. Kelly Time is an additional day off during a Fair Labor Standards Act (FLSA) pay cycle used to limit overtime expenses. The twelve-hour schedule is generally an efficient and cost-effective method of deployment, depending on the operational needs of a

¹ Daytime adjusted figures are based on the 2010 U.S. Census, which used a base residential population of 10,481.

² U.S. Census population estimates, 2016.

³ Figures provided for the Department showed 9,821 incidents between September 1, 2016 and January 31, 2018.

municipality. In East Whiteland Township, this schedule appears to maintain sufficient staffing to handle the Department's current workload. At this time, the Department should retain this schedule, with consideration to be given to supervisory issues noted elsewhere in this report.

Initiative EW07: Enhance patrol supervision

For staffing purposes, Sergeants are considered the same as Police Officers. Each squad is made up of one Sergeant, two Police Officers, and one or more part-time Police Officers. The minimum staffing of three members may or may not include a Sergeant on a given shift. When a Sergeant is not assigned, a Police Officer is designated "Officer in Charge" (OIC) for the shift and is paid an additional \$1.00 per hour pursuant to the collective bargaining agreement.

Many police departments, particularly smaller ones, favor the use of OICs for multiple reasons. The complexities of police scheduling make it difficult to provide seamless supervisory coverage without costly overlaps. The use of OICs can provide an opportunity for Police Officers to take on the challenges of supervision, to showcase their abilities, and to demonstrate their suitability for future promotion, providing command staff with an opportunity to evaluate candidates in action.

However, there are significant drawbacks. The program requires Officers to supervise without concomitant rank, which may require them to direct or initiate corrective action against colleagues with whom they will be equal on the next shift – or who may be assigned in a supervisory role over them. Of greater concern is the impact of extended supervisory absence; first line supervision is a key element in maintaining operational effectiveness and integrity in a police department.

Consequently, the best practice in this area is to maximize patrol supervision. Although supervisory gaps are likely to occur in smaller police organizations, they should be minimized to the greatest extent possible. There are several strategies to reduce supervisory gaps, including:

- Promoting additional Sergeants, which typically results in extensive overlaps.
- Assigning Sergeants to cover vacancies on overtime, which can be costly.
- Creating a position of "Relief Sergeant," with a flexible schedule to cover vacations and other scheduled absences. This position will fill many, but not all, absences.
- Creating a rank of Corporal to assume supervisory responsibility in the absence of a Sergeant. During other shifts, Corporals would handle routine patrol assignments while acting as mentors for junior Officers and/or as field training Officers.
- Creating a training program to ensure that all Officers assigned as OICs are familiar with the duties, responsibilities, and expectations of the position. Only qualified Officers would be eligible for OIC assignment.

At a minimum, the creation of a training program for OICs should be undertaken by the Department. In addition to such training, the creation of a Corporal rank would be a practical and cost-effective way of enhancing supervisory presence on patrol shifts. However, creating this rank will likely require discussions with the Department's collective bargaining unit.

Initiative EW08: Expand participation of Patrol Officers in investigations

According to Department staff, Patrol Officers take only very basic reports regarding crimes, and all investigative follow-up is done by the Investigations Unit. This practice extends to Officers' own witness statements. Rather than recording their own observations and interactions, Officers are interviewed by Detectives, who then prepare written reports. This practice has the double effect of preventing Officers from practicing basic investigative skills, as well as generating workload for the Department's Detectives. The Detective Unit's current workload has been increasing steadily in recent years, from 9.42 cases per month in 2015 to 10.33 in 2016 to 13 in 2017.⁴ It is within generally accepted standards,⁵ but approaching the high end of the range. Additionally, requiring Detectives to interview Officers introduces a duplicative step which can lead to inaccuracies regarding an Officer's recollection or disagreements about the intent of an Officer's statements.

The extent to which Patrol Officers pursue cases is a policy decision based on each department's needs. While some departments prefer that Detectives perform all investigative work, many agencies encourage patrol personnel to work appropriate cases, such as misdemeanors, to the fullest extent possible. This practice encourages more thorough preliminary case reports and enhances Officers' skill sets. It also enables Detectives to focus their resources on more serious cases, those that require more extensive investigative effort, or those that cross jurisdictional boundaries.

Consequently, the Department should require more thorough preliminary reports from Patrol Officers and expand the scope of preliminary investigations. This will increase and enhance Patrol Officers' skills and allow Officers to develop some capacity for managing Detective caseload, should the volume become excessive. Officers should also be permitted to record their own statements in routine incidents. All cases should continue to be reviewed by the Investigations Unit to ensure that appropriate investigative measures are taken and to identify emerging trends, patterns, and connections with ongoing investigations.

Initiative EW09: Review distribution of overtime and extra duty work

Department personnel are currently assigned to work "extra duty details," such as road construction assignments, a daily traffic detail for the school district, coverage of school dances, weddings at local venues, stockholder meetings, and holiday events at corporate headquarters located within the Township. Extra duty details are assigned by the Operations Lieutenant according to a Department policy on private work details. This policy requires that assignments be filled by rotation among off-duty Officers, including Lieutenants. If no full-time Officers are available, part-time Officers become eligible, followed by neighboring agencies.

However, the current policy does not reference when supervisors should be assigned to details. Generally, details which require three or more Officers, or which involve large events or significant crowds, should include a supervisor on the detail. The need for a supervisory presence will frequently require senior staff, including the Lieutenant, to assist with extra duty details outside of the usual rotation for extra duty work. To provide more transparent

⁴ 113 cases were forwarded to Detectives in 2015; 124 in 2016; and 156 in 2017.

⁵ While there are no universal standards to determine optimal caseloads because the workload can vary considerably based on the nature and complexity of the cases received, 10 to 12 cases per month for a general investigations Detective is generally considered to be within an acceptable range.

understanding of extra duty details for Department customers and staff, this policy should be updated to explicitly define when and how supervisors will be assigned extra duty details.

Initiative EW10: Develop detailed recordkeeping practices related to overtime usage and extra duty work

The Department currently maintains some records related to extra duty detail assignments and overtime usage. This includes a standardized invoice for extra duty details which shows the Officer's hourly rate, dates and times of coverage, total hours of coverage requested, and total amount due. The Department also maintains payroll budget summaries for each pay period which illustrate the total pay amounts in several categories, including regular pay, extra duty detail pay, various kinds of overtime, holiday pay, court and on-call pay, shift supervisory pay, and miscellaneous/other pay. In 2017, the Department paid approximately \$116,300 in extra duty pay and \$56,000 in overtime. Approximately \$86,000 was billed to the miscellaneous/other pay category.

While maintaining financial records regarding this information is a beneficial practice, current records offer limited utility to the Department. For example, existing records cannot be used to readily quantify the amount of extra duty/overtime pay awarded to supervisors compared to line staff. Additionally, the contents of supporting documentation for extra duty details varies from assignment to assignment, which complicates efforts to determine which Officer participated in the assignment, how long they were assigned, and their earned pay. As a result, the Department knows how much extra duty time and overtime are paid in aggregate but cannot readily determine which staff earn this pay. This information is critical for understanding the organization's potential staffing needs.

To better track and evaluate extra duty and overtime pay, the Department should standardize all supporting documentation requirements and compile a database which provides more detailed information about when and how extra duty and overtime is used, including the date used, staff accruing the time, hours accrued, hourly rate, and the purpose for overtime. If overtime usage grows significantly, this information should be analyzed to evaluate options for adding staff or other options to cover overtime needs. These tracking practices should also extend to "Other" pay, and amounts paid in this category should be accompanied by clear documentation which describes what the pay was for, how it was earned, and who earned the pay.

Initiative EW11: Review effectiveness of the Traffic Unit

One Sergeant and one Police Officer are currently assigned to the Traffic Unit. A second Police Officer is typically assigned, but that position is currently vacant. The unit conducts traffic enforcement, commercial vehicle enforcement, and accident reconstruction; monitors accident-prone locations; and responds to resident complaints regarding speeding and other violations. Traffic unit staff do not routinely handle vehicle accidents or calls for service.

Traffic safety is typically a major concern of residents of a community such as East Whiteland, and the assignment of dedicated resources to address traffic conditions is appropriate. When fully staffed with a Sergeant and two Police Officers, the Traffic Unit represents a substantial commitment – 15% of its full-time sworn staff, and 18% of its full-time Police Officers. To ensure this staffing level is appropriate given current workload, the Department should track and evaluate performance indicators such as citations and warnings issued, DUI and other

arrests made, motor vehicle accidents handled, accident reconstruction investigations completed, traffic education or planning activities conducted, and calls for service handled. Although the effectiveness of such a unit is measured by more than simply enforcement indicators, they provide a baseline for comparison over time.

Initiative EW12: Evaluate adequacy of training budget and schedule

The Department has two separate training budgets – one for firearms training and one for other types of training. The firearms training program appears adequate; members qualify with handguns twice each year, qualify on rifles annually, and participate in annual tactical and low light exercises. Department records indicate that all members of the Department are in compliance with Pennsylvania Municipal Police Officer Education and Training Commission (MPOETC) certification as well as firearms and CPR training requirements. The Department also documented 32 training sessions attended by members of the Department at outside agencies during 2017 on topics including Drug Identification, Active Shooter Response, DUI Checkpoints, Forensic Interviewer Training, Mental Health First Aid, Practical and Tactical Handcuffing, Situational Awareness Weapons Training, High Impact Supervision, Glock Armorer certification, Patrol Rifle Instructor Certification, Pennsylvania Vehicle Inspection Regulations, Credit Card/Fraud Investigations, and Standardized Field Sobriety Testing.

Although all basic training requirements have been met, staff report that additional training opportunities regarding criminal law and technology assets are limited by budgetary constraints. Because legal and technology matters directly impact how Officers do their work, it is important for staff to remain up-to-date regarding legal developments and to maintain an effective working knowledge of technology used by the department. The Township should review the Department's training funding periodically to ensure that sufficient funding is available and utilized to provide training programs beyond basic requirements.

Initiative EW13: Evaluate police staffing levels in light of future population growth

East Whiteland Township has grown steadily in recent years. Its residential population has increased 8.1% since 2010 and 14.1% since 2000.⁶ In addition to residential growth, the Township is home to nine hotels (some of which reportedly generate significant activity), three college campuses, and several corporate headquarters, including such high-profile companies as Vanguard and Siemens Health Services. All of these institutions bring security concerns, and the presence of corporate entities often increases the incidence of “white collar” crime, fraud, and Internet crime. They also result in a significant increase in the Township's daily population, as noted previously.

The Township continues to grow, and a substantial amount of residential construction is ongoing. Much of the new development represents a shift from vacant land or single-family homes to townhouses, condominiums, and rental properties. Such changes can impact the demand for police services, as they increase the density of an area and cater to a more transient tenant base. Staff report that they have noticed a degree of heightened demand associated with the increased development, although to date they have been able to address it with current resources. Changes in the residential/commercial mix of the community, as well as in the nature and scope of institutions, should be monitored.

⁶ U.S. Census population figures: 1990, 8,398; 2000, 9,333; 2010, 10,650; 2016 estimate, 11,517.

It is important for a municipality to assess and periodically review its police department's workload, particularly when populations shift and grow. The Township should regularly review calls for service and other police workload to ensure that staffing remains adequate as the Township develops.

Initiative EW14: Require command staff to work in uniform

Initial observations of the Department indicate that the command staff – specifically the Lieutenant and the Deputy Chief – work in business casual clothing rather than in uniform. It is ultimately the prerogative of the Chief of Police to determine dress requirements,⁷ and there may be advantages to command staff working in civilian clothes, whether as a matter of routine or when circumstances dictate. However, in a Department of this size, to maximize uniformed and supervisory presence, the best practice is typically for command personnel to work in uniform unless their duties, such as investigations, are performed more effectively in civilian clothes. The Department should evaluate its policies in this area.

Initiative EW15: Implement revised hiring policy

The Department has traditionally hired full-time Police Officers principally from the ranks of its part-time Officers. Although there has routinely been substantial turnover in the ranks of part-time employees – not unusual, since part-time Officers are often seeking full-time police employment, or are unable to continue in their part-time employment because of the demands of their full-time careers – this practice had been effective as a hiring pool. The Department had an opportunity to evaluate the performance of part-time employees under actual working conditions before hiring them permanently.

During 2017, the Township indicated its intention to revise and formalize the hiring process, partially in order to expand the candidate pool beyond part-time employees. Currently, there is uncertainty regarding the parameters of the hiring process. A group of four candidates has completed initial processing, but no determination had been made at the time of analysis.

It is the Township's prerogative to design and implement a hiring process that addresses its needs and meets relevant legal and procedural standards. However, it must be kept in mind that vacant positions can seriously impact the operational effectiveness and the budget of a smaller police department, and considerable lead time is required to identify, process, and train candidates. It is imperative that the Department is able to hire personnel without unnecessary delay. The Township should clarify its hiring procedures to ensure that when hiring of additional personnel is authorized, it can proceed without delay.

Initiative EW16: Pursue Police Department accreditation

Accreditation – a process by which an outside agency evaluates and certifies an agency's compliance with specific operating standards – is a valuable tool for validating the proper operation of a police department. It can also serve to reduce an agency's insurance premiums and can assist in defending against liability in civil litigation. The accreditation process provides a framework to ensure that the Department is, and remains, in compliance with best practices

⁷ Department policy states that "Civilian clothing may be worn by the Detective and by other Officers when authorized by the Chief of Police."

in a series of standards that cover critical operational and administrative areas. Periodic reaccreditation assessments ensure ongoing compliance.

The Pennsylvania Law Enforcement Accreditation Program, administered by the Pennsylvania Chiefs of Police Association, provides an opportunity for municipal departments to become accredited at minimal cost. The Department has begun the process of obtaining accreditation. This can be a lengthy and arduous task, which requires leadership, perseverance, and support from the Department's command staff, Township management, and elected officials.

It is in the Township's best interest to ensure that the Department is provided with adequate support to pursue accreditation for the benefits that derive from the ongoing operational review it requires.

Initiative EW17: Track ongoing community relations efforts and diversity training

The Department appears to have a positive relationship with the community, and there has not been a perceived need to emphasize formal community relations programs or initiatives. However, in light of national events, community outreach has become a timely issue for all police departments, and a documented, proactive approach to community outreach and diversity training is a wise strategy for any police agency. The Department Manual includes a concise policy on policing impartially and preventing perceptions of bias.⁸ However, it should track indicators of its performance regarding community relations. It should also maintain rigorous ongoing training programs regarding the use of force and the importance of eliminating bias from policing.

Codes and Life Safety

The Department of Codes and Life Safety consists of two divisions: Fire and Code and Inspections. The Fire Division provides fire protection and Basic Life Support (BLS) medical services with a combination of career firefighters and volunteer firefighters from the East Whiteland Volunteer Fire Association. The East Whiteland Fire Company is led by the Volunteer Fire Chief and full-time Deputy Fire Chief. The Division is staffed by seven full-time Firefighter/EMTs and three Fire Captains and operations are supplemented by 14 part-time Firefighter/EMTs and volunteer Firefighters.

The Code and Inspections Division administers and enforces Building, Electrical, Plumbing, Mechanical, and Fire Protection Codes. The Division is led by the Deputy Director of Codes and is staffed by one Inspector/Deputy Fire Marshal, one Inspector (vacant), a full-time Codes Assistant, and a part-time Codes Assistant.

Initiative EW18: Implement a proactive occupancy inspection program

The Inspector/Deputy Fire Marshal completes site, building, and fire protection system plan reviews and all fire inspections. Inspections are initiated by either a building permit application or a transfer of ownership. In 2017, the Inspector/Deputy Fire Marshal completed a total of 1,177 inspections. Reactive inspection programs result in many commercial buildings, places of employment, and shared living quarters not being inspected on a regular basis.

⁸ Policy 3-05.1

Proactive Fire Protection Code inspection programs are an industry best practice. A proactive inspection program involves maintaining a list of occupancies and adopting a risk-based inspection schedule. Once an accurate inventory of occupancies by type is compiled, the Township can then determine which occupancy types should be inspected and the frequency with which each occupancy type should be inspected based on the hazards that are present in the community (i.e. high-risk properties should be inspected annually, while low-risk properties may be inspected every two or three years).

Initiative EW19: Implement a Fire Company Inspection program

As previously mentioned, the Inspector/Deputy Fire Marshal currently completes all Fire Code plan reviews and inspections. Given the current workload, this position's capacity to absorb the increased inspection workload involved in the recommended proactive inspection program is limited. Additionally, while the Fire Company has developed preplans for approximately half of the estimated 1,500 businesses in the Township, firefighters are rarely afforded the opportunity to familiarize themselves with the inside of buildings in the community.

To alleviate some of the burden on the Inspector/Deputy Fire Marshal, it is common practice to implement an engine company inspection program. Such a program involves assigning a portion of the lowest risk occupancies (those that only require inspection every three years) to the engine companies. All follow-up inspections would then be completed by the Inspector/Deputy Fire Marshal. It should be noted that the implementation of such a program requires additional training of the firefighters who will perform the inspections.

Initiative EW20: Implement a rental inspection program

Township administration has acknowledged the need to develop a rental inspection program as a foundational element of the building inspection function. The Township has completed best practice research into program design and it is recommended that the Township initiate the rental inspection program.

Under the rental inspection program, landlords should be required to register single and multi-family residential rental properties. Upon registration, the Township should inspect the property to ensure that there are no code or life safety issues. If there are compliance issues, inspectors work with the property owner to address the issues and conduct inspections as necessary until they are addressed. After the initial inspection, each property is scheduled for re-inspection after a certain period of time. Typically, a three-year proactive inspection cycle, with the ability to complete complaint-driven inspections, is sufficient to maintain property condition.

When there are life safety issues, it is essential for inspectors to maintain an inflexible approach to ensure that the issue is addressed before occupancy is permitted. However, for items that do not pose a significant life safety issue, a more collaborative and flexible approach may be warranted.

Once policy makers have settled on an inspection philosophy for the program, it will be appropriate to conduct training sessions and workshops with inspectors. These training opportunities should be used to discuss the implementation of the program's policies and clarify how it translates for inspectors when they are in the field working with landlords, property owners, and tenants. Providing staff with clear direction and expectations and the appropriate resources will alleviate some of the natural conflict that arises in the enforcement role.

Implementing a rental inspection program will require a significant staff commitment in the initial year. After major initial code items are addressed, the inspection workload will diminish. However, it is important to emphasize that existing Code and Life Safety personnel are already dealing with a heavy building permit review and inspection workload. As such, a multiyear phased implementation approach may be required. Further, it is likely that additional inspector capacity will be necessary in order to implement a proactive inspection program. Once the Township has an accurate occupancy inventory and inspection schedule, the staffing needs of the program will need to be considered.

Initiative EW21: Fill the vacant Building Inspector position

All building, electrical, plumbing, and mechanical inspections are completed by the Deputy Director of Codes, a Building Inspector position (currently vacant), or a third-party inspector. The workload of the Township's building inspection function more than doubled between 2015 and 2017. This increased workload combined with recent turnover and staffing level changes in the building inspection function have increased the number of inspections completed by a third-party inspector (from 224 in 2015 to 617 in 2017) and the number of inspections completed by the Deputy Director – Codes position (from 813 in 2015 to 3,327 in 2017).

The general industry standard of 10-15 inspections per day per building inspector⁹ ensures that inspectors have adequate time to thoroughly conduct inspections. However, this is just a guideline, and the number of inspections that inspectors can successfully complete varies depending on many other factors including the service standards of the community. The Deputy Director – Codes completed an average of 10.3 inspections per day in 2016 and 13.6 inspections per day in 2017. This is within the best practice range and staff report that the function is still able to maintain the service standard of scheduling inspections within 24 hours. However, this workload is concerning when coupled with the fact that the Deputy Director – Codes position also has plan review responsibilities. Filling the vacant Building Inspector position will provide the building inspection function with sufficient staffing to maintain quality and turnaround time standards while also enabling the Township to decrease its reliance on third-party inspectors.

Initiative EW22: Designate the career Deputy Fire Chief as the designated Fire Chief during all fire operations

The East Whiteland Township Fire Company is a combination department, which means a combination of full-time and volunteer staff provide services. The Fire Chief is a part-time volunteer employee while the Deputy Fire Chief is a full-time paid employee. This organizational structure presents some challenges. First and foremost, a lack of role clarity can result in command structure confusion, which can adversely impact firefighters and potentially operations. For example, fire scene command structure is often determined at a fire scene after discussion between the career Deputy Chief and the Volunteer Fire Chief. Second, management of combination fire departments is commonly acknowledged as difficult because tensions often exist between volunteer and career staff. In particular, tension can arise when volunteer and career leadership (in East Whiteland Township's case the Volunteer Fire Chief and career Deputy Fire Chief) are roughly equal in authority.¹⁰ Though this does not appear to

⁹ Based on Building Code Effectiveness Grading Schedule (BCEGS) staffing standards and general industry best practice

¹⁰ ICMA IQ Service Report Managing Conflict in Combination Departments, 2000

be a current issue in East Whiteland due to the collaborative efforts of the fire leadership, the lack of clarity regarding command structure can lead to issues in the future.

While combination fire departments present some unique challenges, there are things leadership can do to smooth operations. The East Whiteland Fire Company has already implemented many of the best management practices that exist for combination departments, such as having career and volunteer staff train together and be held to the same performance standards. However, the Township has not clearly defined the roles of volunteer and career command staff as well as firefighters and then communicated those roles throughout the organization. The roles of the volunteer Fire Chief and Deputy Fire Chief should be clarified and communicated and the career Deputy Fire Chief designated as command during all fire operations. Also, according to the International City/County Manager Association (ICMA), the ideal division of responsibility is to have volunteers responsible for fire prevention implementation, operational planning, volunteer recruitment, fundraising, company training evolution, and apparatus optional frills. Meanwhile, career staff should be responsible for operational standards, fire prevention planning, personnel policy, basic training, apparatus purchasing, and on scene command and direction.

Initiative EW23: Apply for Phase II EIP funding for fire staffing and regionalization study

There are two broader fire staffing issues beyond questions of unity of command and the division of responsibility between career and volunteer personnel. First, volunteer numbers are declining in East Whiteland, as in most parts of the country. Though the volunteerism data was not provided, anecdotal reports indicate a notable decline in recent years. Further, the availability of volunteers is limited to after work hours and weekends. This presents an operational challenge as the Company relies on volunteer personnel or mutual aid to meet on-scene staffing needs in the event of concurrent calls for service.

Second, East Whiteland is the most capable and sophisticated department in the region because it has access to career personnel 24 hours per day and is well equipped. As a result, the East Whiteland Fire Company is heavily engaged in mutual aid service provision to other communities. East Whiteland Fire Company has mutual aid agreements with nearly 20 surrounding communities. The East Whiteland Fire Company responded to 1,618 incidents in 2017 (27% fire and 73% EMS). A total of 21% of the Company's calls were mutual aid calls, meaning the East Whiteland Fire Company was giving aid to a neighboring community. East Whiteland also received aid on 30% of its calls, meaning another department responded to a call within the Township.

Given these issues, it is appropriate for the Township to pursue Phase II funding under the Early Intervention Plan process to complete a two-pronged staffing and regionalization study. First, this study should evaluate staffing levels and needs within the context of the current operating model. This should include a detailed analysis of the level of mutual aid provided to the Township with a specific emphasis on determining what level of mutual aid is provided to meet basic on-scene needs as compared to automatic mutual aid from neighboring volunteer companies. This will be necessary to determine the true "East Whiteland" fire service workload. Second, given the Township's role as a leading department in the area as well as the broader mutual aid profile of the Company, it is also appropriate to evaluate the feasibility of developing a regional fire service model.

Planning, Development and Recreation

East Whiteland's Planning, Development, and Recreation Department consists of two divisions: Planning and Zoning and Parks and Recreation. The Planning and Zoning Division is responsible for the Township's Comprehensive Plan and manages all Township land development and subdivision applications. The Parks and Recreation Division is responsible for providing recreation programming and acquiring and developing the Township's open space and parks amenities. The Planning and Zoning Division is supported by 3.0 FTE and the Parks and Recreation Division is supported by 0.9 FTE.

Initiative EW24: Apply for Phase II EIP funding to complete a parks and recreation master plan

The Township maintains an extensive trail system and the Board and Township administration have expressed an interest in further developing the park and recreation infrastructure in the community. This will require long-term planning and capital investment. A best practice to frame these strategic goals is to develop a parks and recreation master plan to prioritize and guide investment decisions and take advantage of opportunities. To that end, the Township should pursue Phase II EIP funding to develop a 10-year park and recreation master plan. This plan will provide a common vision and organizational framework for implementing improved park services, recreation programming, and facilities throughout the Township's park and trail system. Master plans are a result of extensive analysis and collaboration with public interests and user groups. These plans generally provide the basis for funding allocations each year that support the design and construction of capital projects and other park improvements.

Initiative EW25: Define recreation management responsibilities for the Zoning Director position

As the Township has grown, residents have increasingly shown interest in expanding recreation services, particularly as it relates to open space and trails. Until recently, recreation services were planned and provided by a part-time recreation coordinator – no full-time staff were involved in this service area. The Zoning Director was recently assigned responsibility for the Township's recreation functions, but the specific tasks and goals of that function have not yet been clearly articulated. It is recommended that a work plan be developed to guide efforts in this area. The initial effort should focus on developing the aforementioned park and recreation master plan. However, three additional functions should also be included. First, the position should take over the responsibility of park planning and facility maintenance planning. Second, it should take over recreation contractor and staff supervision. Third, it should develop park/trail maintenance standards and coordinate with public works to develop proactive maintenance plans that reflect the service expectations of the community and the capacity of the Township to perform maintenance. These tasks and work plan expectations should be formalized and the Zoning Director tasked with developing a plan to incorporate these areas as an element of their work assignment.

Public Works

The East Whiteland Public Works Department is composed of three divisions: Highway, Fleet, and Sewers. The Highway Division is charged with maintaining Township streets, rights-of-way, signs, and ball fields and clearing Township roads of ice and snow during winter weather events. A total of seven Service Workers and an Operations Foreman staff the Highway

Division. The Fleet Division maintains the Township's fleet of 49 vehicles and 21 pieces of equipment and is staffed by one Mechanic. The Sewer Division maintains and repairs the Township's 70 miles of underground sanitary sewers and 14 pumping stations. The Sewer Division is staffed with two Service Workers and a Crew Leader.

Initiative EW26: Develop a rotating preventive inspection and cleaning program for Township sewer infrastructure

The Sewers Division is currently unable to complete routine preventive maintenance on the Township's sewer infrastructure. Sewer line inspections are completed whenever there is downtime. Inspecting a section of a sewer line requires a two-person crew and involves significant set up and teardown time. Because one of the Sewer Division's three employees is primarily dedicated to completing utility locates, any emergencies that arise when preventive maintenance is being completed require the crew to stop inspecting.

Proactive and consistent management of the Township's sanitary sewer assets is an essential function of the Sewers Division and is critical to the long-term viability of the Township's infrastructure. In order for the Sewers Division to complete the necessary preventive maintenance, a work plan and schedule should first be adopted. For example, if the expectation is that the Township's entire sanitary sewer infrastructure (369,600 feet) be inspected every five years, the Sewer Division's annual work plan would involve inspecting approximately 74,000 feet of sewer line each year. Township staff estimate that a two-person crew could inspect between 1,000 and 1,500 feet of sewer in one day. Therefore, it would require a total of approximately 800 hours of labor each year. Once a preventive maintenance work plan has been adopted, the crew's staffing level must be set at a level that enables the Division to complete the work plan. This might require an additional position or might be possible by assigning emergency repairs to the crew member completing utility locates and leveraging overtime to meet utility locate service level standards.

Initiative EW27: Develop a part-time seasonal crew for park, grounds, and right of way maintenance

Often, the work completed by public works departments is seasonal in nature; departments mow and repair streets during the summer, clear snow during the winter, sweep streets in the spring and fall, etc. Depending on the mixture of services provided and the context of the community, different seasons will be busier. In East Whiteland Township, snow removal activities dictate the base staffing level of the Department. The focus then shifts to using the Department's resources as efficiently as possible throughout the rest of the year. One of the tasks that full-time Public Works Department personnel engage in during the warmer months is park and grounds maintenance throughout the Township. A crew of at least two personnel is typically assigned to these activities each week.

However, this approach utilizes relatively skilled personnel to do unskilled labor and pulls experienced staff away from highway maintenance and other core service activities. Further, as previously discussed, there may be a need to add capacity to the Sewer Division as a means to implement a preventive inspection and maintenance program. As an alternative to hiring new dedicated full-time personnel to staff the Sewer Division, the Township can also develop an alternative service model for grounds maintenance that will allow them to redirect full-time staffing resources to sewer system maintenance as well as warm weather transportation system tasks.

The two primary service alternatives to accomplish this goal include using seasonal employees or contracting for services. The primary benefit of using seasonal employees during the warmer months of the year is that seasonal employees can be dedicated to seasonal grounds maintenance while full-time employees could focus on transportation and stormwater infrastructure maintenance and repairs. In addition, the personnel can be used for other activities if necessary; this is typically not an option in contracted service arrangements. As such, it is prudent to develop a seasonal employee pool as a means to redirect full-time skilled employees to other core activities.

Initiative EW28: Increase heavy equipment and building trades skill sets

The Public Works Department is currently in a time of staffing transition. At the time of this study, at least two employees had announced their retirement and there is the potential for additional retirements in the near future. As the Township recruits to fill these vacancies, it is appropriate to consider what additional skillsets may be needed within the Department. Based on the review of the Department's work plan and other strategic issues within the Township, there are two pressing needs.

First, it will be useful and necessary to fill positions with individuals who have a CDL license and a background as heavy equipment operators. This will expand the scope of services that can be provided by in-house staff for transportation and sewer related maintenance projects. Second, there is little internal capacity for skilled facility maintenance within the Township. Most major repairs are contracted out. Further, Township Hall and Police Headquarters facilities are aging and in need of repair. As such, the Township should focus on recruiting individuals with building trades experience, with a specific background in electrical, plumbing, and/or carpentry. This will also provide additional capacity for park and recreation facility development outlined in the recommended park and recreation master plan.

Initiative EW29: Implement a 12-hour on/12-hour off snow plow rotation schedule

East Whiteland Township residents expect a high level of service from the community when it comes to snow removal. The current service level expectation is that all Township roads will be clear within 24 hours of a winter weather event. To provide this service, the Township is divided into nine routes that staff plow equally and continuously. During a weather event, staff do not work shifts. Rather, they work continuously, resting when necessary during long-lasting storms.

To preserve the safety of people and property, the American Public Works Association's (APWA) Public Works Management Practices Manual recommends jurisdictions adopt a policy establishing maximum continuous work hours during winter events. Typically, it is unreasonable to expect employees to safely operate a piece of equipment for more than 12 hours at a time. Therefore, during longer events, staff should be divided into shifts, so service can be provided on a continuous basis while also ensuring employees take the necessary breaks.

Initiative EW30: Implement a traffic sign replacement schedule

According to the Federal Highway Administration, traffic sign visibility must be maintained during daytime and nighttime conditions in order to be effective.¹¹ Section 2A.08 of the Manual

¹¹ Federal Highway Administration Maintaining Traffic Sign Retroreflectivity, 2013

on Uniform Traffic Control Devices (MUTCD) requires agencies to use one of the following five assessment and management approaches:

- Visual nighttime inspection method: inspect signs and visually assess reflectivity under select conditions
- Measured sign retroreflectivity method: use a retroreflectometer to measure retroreflectivity of signs
- Expected sign life method: monitor age of signs and replace before they degrade below minimum levels
- Blanket replacement method: replace all signs in a group based on expected life
- Control signs method: track the retroreflectivity of a control group of signs to determine when to replace the larger group.

Currently, the Township replaces signs only as they are damaged. To comply with federal regulations, it is recommended that the Township implement a sign assessment and management approach. This should include a five-year inspection schedule followed by targeted sign replacements.

Tax Policy Options

As discussed in the Financial Condition Assessment chapter, the Township's largest source of revenue is the earned income tax (EIT).

The Township currently levies a 0.5 percent EIT on the earnings of its residents with all of the resulting revenue flowing to the Township's General Fund. East Whiteland also levies a 0.5 percent non-resident EIT on the earnings of commuters who work in East Whiteland but live elsewhere. As discussed more fully below, sometimes that revenue flows to the Township's General Fund and sometimes it goes back to the commuter's home municipality, depending on what the EIT rate is there. Altogether the Township anticipates that the EIT will generate \$5.7 million in 2018 at these rates.

East Whiteland has a low resident EIT rate relative to other Chester County municipalities. The most common arrangement in Chester County (and throughout Pennsylvania generally) is a 1.0 percent total resident EIT rate split evenly between the municipality and the school district. The Great Valley School District, which serves East Whiteland residents and those in Charlestown, Malvern and Willistown, does not have an earned income tax. East Whiteland residents pay the 0.5 EIT percent to the Township and nothing to the school district. Residents in the other three municipalities covered by the Great Valley School District pay the full 1.0 percent resident EIT allowed by Pennsylvania law¹ to their municipal government.

2018 Chester County EIT Rates

2018 EIT rates	No.	Examples
No EIT rate	5	Easttown, Tredyffrin
Muni EIT ≤ 0.5 percent	8	East Whiteland , Pennsbury, West Marlborough
Muni EIT ≤ 1.0 percent	6	Charlestown, Malvern, Willistown
Muni EIT 0.5 + School EIT 0.5 = 1.0 total	30	East Goshen, West Chester, West Whiteland
Total EIT ≥ 1.0	24	Coatesville, New Garden, West Bradford

In light of the projected deficit and East Whiteland's low tax rate relative to other Chester County communities, Township officials asked PFM to evaluate the potential impact of increasing the resident and commuter EIT rates. The next section walks through these projections.

¹ There are some instances where a municipality can levy a resident EIT higher than 1.0 percent, such as having a home rule charter that allows a higher tax rate or having a distressed pension fund according to Pennsylvania law. Those exceptions do not apply to East Whiteland at this time. There are also instances where the total EIT rate (municipality plus school district) exceeds 1.0 percent because, for example, the school district decided to levy an EIT under the 2006 property tax relief act.

Impact on residents

A person's EIT bill depends on the EIT rate where that person lives *and* the EIT rate where that person works.

East Whiteland residents pay a 0.5 percent EIT to the Township. They may also pay an additional non-resident (or commuter) EIT to the municipality where they work depending on whether that municipality has that tax².

According to information provided by the Township's third party collector, about 7600 East Whiteland residents paid \$2.0 million in EIT revenue to the Township in 2016³. About 2200 of those East Whiteland residents worked in the Township, so their tax bill was straightforward – they just paid 0.50 percent of earnings to East Whiteland Township.

Another 2000 residents worked in a place where the non-resident EIT was 0.50 percent or less, and in many cases it was zero. That group of residents also just paid the 0.50 percent to East Whiteland Township with no additional tax bill where they worked.

Most Common Workplace Locations for Township Residents in 2016

Place of employment	2016 Count	East Whiteland EIT payment	Additional Non-Resident tax?
East Whiteland Twp.	2,173	\$589,611	No
Tredyffrin Twp.	709	\$268,393	No
West Whiteland Twp.	500	\$71,596	Yes: 0.50%
Upper Merion Twp.	346	\$125,050	No
West Goshen Twp.	306	\$63,254	Yes: 0.50%
Malvern Boro	295	\$36,443	Yes: 0.50%
Willistown Twp.	240	\$50,891	Yes: 0.375%
Radnor Twp.	182	\$54,095	No
Uwchlan Twp.	179	\$35,153	Yes: 0.50%
West Chester Boro	171	\$27,138	Yes: 0.50%
East Goshen Twp.	127	\$25,890	Yes: 0.50%
Upper Providence Twp.	122	\$62,028	Yes: 0.50%
Lower Merion Twp.	121	\$35,192	No
Newtown Twp.	112	\$53,563	No
Easttown Twp.	101	\$13,047	No
Total (All Residents)	7,603	\$1,998,959	N/A

The first two groups paid \$1.25 million total to East Whiteland Township in 2016. We assume 5 percent of the total came from delinquent accounts that would not recur each year⁴. Removing that revenue from the total leaves \$1.19 million in recurring revenue. Doubling the tax rate would have resulted in \$2.37 million in revenue assuming for now that higher tax rates do not create any disincentive for residents to earn money.

As described in the Fiscal Condition Assessment chapter, the baseline assumes that EIT revenues grow by 4 percent annually as earnings and employment rises. If we apply that growth rate to each year between 2016 and 2019, it yields the following projections for EIT revenues at different levels of tax increase.

² The Pennsylvania Department of Community and Economic Development (DCED) provides guidance on how the non-resident EIT is applied to people who work in one location but the employer is located elsewhere. <https://dced.pa.gov/local-government/local-income-tax-information/local-withholding-tax-faqs/>

³ Unless otherwise noted, all information comes from the Keystone Collections Group. These figures may differ from those reported in other chapters of this report depending on the accounting method used (cash versus modified accrual), how the payments to Keystone for tax collection service are recorded and other factors.

⁴ Delinquent taxes accounted for 4.3 percent of the total EIT paid by non-residents in 2016. The projection assumes a similar percentage of resident EIT revenue came from delinquent accounts.

**Projection A: Additional Resident Revenue from Tax Increase
(EIT from residents who pay all EIT to East Whiteland Township)**

	2019	2020	2021	2022	2023
If resident EIT was 0.5% (no change)	\$0	\$0	\$0	\$0	\$0
If resident EIT was 0.6%	\$267,000	\$278,000	\$288,000	\$299,000	\$311,000
If resident EIT was 0.7%	\$533,000	\$555,000	\$577,000	\$599,000	\$623,000
If resident EIT was 0.8%	\$800,000	\$832,000	\$865,000	\$899,000	\$935,000
If resident EIT was 0.9%	\$1,067,000	\$1,110,000	\$1,153,000	\$1,199,000	\$1,247,000
If resident EIT was 1.0%	\$1,333,000	\$1,387,000	\$1,442,000	\$1,499,000	\$1,559,000

For residents who only pay EIT to East Whiteland, increasing the resident EIT means increasing their total tax bill. There is another group of residents for whom increasing the resident EIT will result in a tax *shift*, but not a tax increase.

In 2016 there were about 3400 residents who worked in places where the non-resident EIT rate was higher than 0.50 percent. They paid \$751,000 to East Whiteland and an additional amount to the municipality where they work. In most cases these residents would have paid the same amount to the municipality where they work as East Whiteland. This would've been the case for residents who work in places where the non-resident EIT is 1.0 percent, like West Whiteland Township, West Goshen Township and Malvern Borough. If East Whiteland Township increased its resident EIT to 1.0 percent, then those residents would have paid all of their EIT bill to East Whiteland, with no change in the total amount billed. Tax increases of a lesser amount also would have shifted tax revenue from the municipality of employment to East Whiteland.

Using the same baseline assumptions noted above, the table below shows the projected increase in East Whiteland's EIT associated with this tax shift.

**Projection B: Additional Resident Revenue from Tax Shift
(EIT from residents who currently pay non-resident tax elsewhere)**

	2019	2020	2021	2022	2023
If resident EIT was 0.5% (no change)	\$0	\$0	\$0	\$0	\$0
If resident EIT was 0.6%	\$161,000	\$167,000	\$173,000	\$181,000	\$188,000
If resident EIT was 0.7%	\$321,000	\$334,000	\$347,000	\$362,000	\$376,000
If resident EIT was 0.8%	\$482,000	\$501,000	\$521,000	\$542,000	\$564,000
If resident EIT was 0.9%	\$643,000	\$668,000	\$694,000	\$723,000	\$752,000
If resident EIT was 1.0%	\$803,000	\$835,000	\$868,000	\$904,000	\$940,000

Impact on commuters

If the Township chooses to increase its resident EIT rate, it could also choose to increase the non-resident (or commuter) EIT rate paid by people who work in East Whiteland and live elsewhere. That rate is currently 0.5 percent. By Pennsylvania law, East Whiteland could increase the non-resident EIT by the same or a lesser amount as the resident EIT increase⁵.

As with the residents, the amount of revenue that East Whiteland would receive from a non-resident EIT increase depends on the EIT rate where the commuters live. East Whiteland only receives commuter EIT revenue if the commuter's home municipality does not have a resident EIT or has one at a rate lower than East Whiteland's non-resident tax rate.

According to information provided by the Township's third party collector, East Whiteland received \$2.9 million in non-resident EIT from about 8100 commuters in 2016. About 30 percent (or 2400) of those commuters lived out of state and they paid \$841,000 in 2016. Commuters from five communities – Tredyffrin, Upper Merion, Upper Darby, Haverford and Radnor – generated another \$1.0 million and the remaining \$1.0 million was spread across more than 40 other municipalities in the region.

Most Common Home for EIT-Paying Commuters in 2016

Home municipality (County)	Count	East Whiteland EIT payment
Out of State	2,357	\$840,699
Tredyffrin Twp. (Chester)	1,025	\$441,676
Upper Merion Twp. (Montgomery)	627	\$211,610
Upper Darby Twp. (Delaware)	559	\$102,638
Haverford Twp. (Delaware)	424	\$153,511
Radnor Twp. (Delaware)	324	\$154,861
Lower Merion Twp. (Montgomery)	294	\$156,177
Marple Twp. (Delaware)	259	\$80,025
Easttown Twp. (Chester)	253	\$136,403
Springfield Twp. (Delaware)	199	\$63,326
Ridley Twp. (Delaware)	172	\$36,911
Newtown Twp. (Delaware)	169	\$100,683
Concord Twp. (Delaware)	134	\$62,979
Middletown Twp. (Delaware)	112	\$34,517
Upper Providence Twp. (Delaware)	106	\$42,067
Total (all commuters)	8,052	\$2,942,837

If East Whiteland doubled the non-resident EIT from 0.5 to 1.0 percent, the revenue received from most of these commuters could also double, assuming the higher tax rate does not create a disincentive for commuters to work in East Whiteland. This simple projection also assumes that the home municipalities for these commuters do not change their resident EIT rate. For example, if East Whiteland increased its non-resident EIT rate by 0.5 percent and Tredyffrin Township also increased its resident EIT rate by 0.5 percent, East Whiteland would not get more revenue from Tredyffrin commuters. Their total tax bill would double but East Whiteland's share would not change.

Using the same baseline assumptions noted above, the table below shows the projected increase in East Whiteland's EIT revenue from commuters who already pay non-resident EIT to the Township in 2016.

⁵ Pennsylvania law prohibits East Whiteland from increasing the non-resident EIT more than the resident EIT. It also prohibits the Township from just increasing the non-resident EIT rate. There are a handful of Chester County municipalities, such as Willistown, that voluntarily set their non-resident rate lower than their resident rate.

Projection C: Additional Revenue from Current Commuter Tax Payers⁶

	2019	2020	2021	2022	2023
If non-resident EIT was 0.5% (no change)	\$0	\$0	\$0	\$0	\$0
If non-resident EIT was 0.6%	\$664,000	\$691,000	\$718,000	\$747,000	\$777,000
If non-resident EIT was 0.7%	\$1,328,000	\$1,382,000	\$1,437,000	\$1,494,000	\$1,554,000
If non-resident EIT was 0.8%	\$1,993,000	\$2,072,000	\$2,155,000	\$2,241,000	\$2,331,000
If non-resident EIT was 0.9%	\$2,657,000	\$2,763,000	\$2,874,000	\$2,989,000	\$3,108,000
If non-resident EIT was 1.0%	\$3,321,000	\$3,454,000	\$3,592,000	\$3,736,000	\$3,885,000

The 8100 people who paid non-resident EIT to East Whiteland Township in 2016 are not the only commuters who work in the Township. There is an unknown number of commuters who work in East Whiteland but do not pay anything to the Township because the resident EIT rate where they live is equal to or higher than East Whiteland's non-resident rate.

Besides East Whiteland itself, there are seven Chester County municipalities⁷ where the total resident EIT rate ranges from 0.5 percent to 0.75 percent. Commuters who live in those communities could start paying EIT to East Whiteland if the Township's non-resident EIT rate increased, depending on how much the rate increased. Based on the 2016 data, East Whiteland would pick up an extra 500 commuter tax payers from six of the seven municipalities with any increase in its non-resident EIT and another 200 if the tax was increased above 0.75 percent and impacted London Grove residents.

Using the same baseline assumptions noted above, the table below shows the projected increase in East Whiteland's EIT revenue from these potential new commuter taxpayers.

Projection D: Additional Revenue from New Commuter Tax Payers

	2019	2020	2021	2022	2023
If non-resident EIT was 0.5% (no change)	\$0	\$0	\$0	\$0	\$0
If non-resident EIT was 0.6%	\$18,000	\$19,000	\$20,000	\$20,000	\$21,000
If non-resident EIT was 0.7%	\$36,000	\$38,000	\$39,000	\$41,000	\$42,000
If non-resident EIT was 0.8%	\$57,000	\$59,000	\$61,000	\$64,000	\$66,000
If non-resident EIT was 0.9%	\$79,000	\$83,000	\$86,000	\$89,000	\$93,000
If non-resident EIT was 1.0%	\$102,000	\$106,000	\$110,000	\$115,000	\$119,000

⁶ In the previous projections for additional revenue paid by residents, we applied a 5 percent discount rate to remove non-recurring delinquent revenue from the base. In this case the data already excludes delinquent taxes paid by non-residents so no discount is needed.

⁷ Franklin Township, New London Township, Newlin Township, Penn Township, Pocopson Township and West Marlborough Township have 0.5 percent resident EIT rates. London Grove Township has a 0.75 percent resident EIT rate.

Thinking through the options

If East Whiteland Board of Supervisors is interested in increasing the earned income tax, the board will have two decisions.

- 1) Does the Township increase the 0.5 percent earned income tax on residents? If so, how much?
- 2) Does the Township also increase the 0.5 percent earned income tax on non-residents? If so, how much?

As noted earlier, the Township can only increase the non-resident EIT if it also increases the resident EIT by the same or a larger amount. The maximum EIT rate that the Township can charge for residents and non-residents is currently 1.0 percent.

The table below provides a sense of magnitude for potential revenue growth if the Township increases the resident EIT. This is additional revenue paid to the Township by residents who would be paying a higher tax rate (Projection A) and those who would pay a larger share of their existing tax bill to East Whiteland (Projection B).

Additional Revenue from Resident EIT Increase (Projections A + B)⁸

	2019	2020	2021	2022	2023
If resident EIT was 0.5% (no change)	\$0	\$0	\$0	\$0	\$0
If resident EIT was 0.6%	\$428,000	\$445,000	\$461,000	\$480,000	\$499,000
If resident EIT was 0.7%	\$854,000	\$889,000	\$924,000	\$961,000	\$999,000
If resident EIT was 0.8%	\$1,282,000	\$1,333,000	\$1,386,000	\$1,441,000	\$1,499,000
If resident EIT was 0.9%	\$1,710,000	\$1,778,000	\$1,847,000	\$1,922,000	\$1,999,000
If resident EIT was 1.0%	\$2,136,000	\$2,222,000	\$2,310,000	\$2,403,000	\$2,499,000

A potential increase in the non-resident EIT rate has a much larger impact because it would have to be accompanied by a resident EIT increase of at least the same amount. East Whiteland's commuter tax base is also larger than its resident tax base in terms of tax payers (8100 versus 7600 in 2016) and dollars paid (\$2.9 million versus \$2.0 million in 2016). As described above, increasing the non-resident tax rate would also add 500 – 700 new commuters to the tax rolls, widening the gap between the commuter and resident tax base.

The table below provides a sense of magnitude for potential revenue growth if the Township increased the non-resident EIT and resident EIT by the same rate. As noted earlier, the Township could choose to increase the non-resident rate by a lesser amount than the resident rate.

⁸ The Township could choose a resident EIT rate that is between the specific amounts shown on this schedule (i.e. a resident EIT rate of 0.75 percent).

Additional Revenue from Resident and Non-Resident EIT Increase (Projections A, B, C and D)

	2019	2020	2021	2022	2023
If the resident and non-resident EIT was 0.5% (no change)	\$0	\$0	\$0	\$0	\$0
1If the resident and non-resident EIT was 0.6%	\$1,110,000	\$1,155,000	\$1,199,000	\$1,247,000	\$1,297,000
If the resident and non-resident EIT was 0.7%	\$2,218,000	\$2,309,000	\$2,400,000	\$2,496,000	\$2,595,000
1If the resident and non-resident EIT was 0.8%	\$3,332,000	\$3,464,000	\$3,602,000	\$3,746,000	\$3,896,000
If the resident and non-resident EIT was 0.9%	\$4,446,000	\$4,624,000	\$4,807,000	\$5,000,000	\$5,200,000
If the resident and non-resident EIT was 1.0%	\$5,559,000	\$5,782,000	\$6,012,000	\$6,254,000	\$6,503,000

The projected impact of a resident and non-resident EIT increase under the assumptions outlined earlier is very large. Looking just at the table above, increasing the resident and non-resident EIT from 0.5 percent to 0.7 percent would generate enough revenue to cover the projected deficit in the baseline projection and provide some additional revenue for other strategic needs, like reinstituting the contribution to the separate fund set up for retiree health insurance liabilities or capital projects.

As large as the projected impact of a potential EIT increase is, we caution the Township's elected and appointed leaders against relying solely on an EIT increase to close the projected deficit and accomplish other financial goals.

The forward-looking figures shown throughout this chapter are projections of what the Township's revenues would be under a certain set of assumptions, not *predictions* of what they will actually be. Key assumptions underlying these projections include⁹:

- EIT revenues grow by 4.0 percent per year absent any tax change
- Increasing the EIT rate would not have a detrimental effect on employment or earnings
- Commuters' home municipalities would not also increase their resident EIT rates

That final assumption is an important one because it speaks to the risk inherent in relying on commuter earned income tax. If any municipality with a large number of commuters working in East Whiteland Township increases its resident EIT rate, that would directly reduce the amount of revenue that East Whiteland receives. As a hypothetical example, if Tredyffrin instituted a 0.5 percent resident EIT and East Whiteland did not change its non-resident EIT rate, East Whiteland's revenue would drop by close \$0.5 million per year.

That risk is present even if East Whiteland doesn't change its tax rate. But the more East Whiteland relies on non-resident EIT to fund core services, the more vulnerable it is to revenue loss produced by decisions beyond its own control.

⁹ Revenues could also be lower than projected in this chapter because of the timing lag between the effective date of the tax increase and the point at which the Township receives money from that increase. Changes to the Pennsylvania law governing how quickly employers remit the EIT have helped reduce that time lag in some instances, but it could still be a factor for the first year of tax increase, depending in part on the Township's accrual practices.

East Whiteland Township's unique opportunity

Frequently municipalities that participate in the Early Intervention Program have limited options for increasing tax revenue. Often the local government has already taken its earned income tax to the maximum level allowed under Pennsylvania law, setting aside the taxing authority provided in more extreme circumstances, like Act 47 oversight. In many cases the local government also levies the maximum 1.0 percent non-resident EIT allowed by Pennsylvania law, but so do many of the surrounding municipalities where commuters live. In those cases the non-resident tax generates very little revenue. In terms of revenue increasing options, local leaders are left with the choice of increasing the real estate tax rate – often more than once if total assessed value stays flat -- or trying to increase recurring revenues from smaller non-tax sources.

East Whiteland has a different situation because of its ability to raise the earned income tax rates on its residents and its non-residents and the amount of revenue those tax increases potentially generate, especially from non-residents. East Whiteland has the opportunity to move beyond questions about how to balance the annual budget and think more creatively about the right mix of services Township government provides and the revenues it uses to fund them. The three concepts described below are some of the tools that Township leaders should consider for that purpose.

Real estate tax: Two options for consideration

The real estate tax generates a relatively small portion of the total revenue that funds daily operations in East Whiteland Township. The 2018 budget anticipates \$663,000 in real estate tax revenues, or less than six percent of the General Fund total. The Board may want to discuss two options related to this tax. One option would decrease the real estate tax revenue and the other would increase it:

- **Homestead exemption:** Pennsylvania municipalities are authorized to offer property owners this exemption on a portion of their real estate tax bill if they live on the property being taxed.¹⁰ Functionally the homestead exemption provides a flat dollar amount that is deducted from the assessed value of each eligible property, lowering that value and the resulting tax bill. The specific dollar value of the exemption varies each year depending on the number of eligible properties. The exemption cannot be more than half of the median value for homestead properties. Home owners can have different homestead exemptions from each level of government such that, for example, the Township offers one level of exemption, the School District offers a second and the County does not offer one at all.

The homestead exemption effectively lowers tax bills for resident home owners and lowers tax revenue for the Township government. There are prohibitions on the Township explicitly increasing the earned income tax or real estate tax itself to offset the cost of the homestead exemption. But the Township is permitted to use budget surpluses, which assumedly could be caused by real estate or EIT increases, to pay for the exemption. The Township should consult with its solicitor on these restrictions.

¹⁰ Municipalities can also offer an additional farmstead exemption to farmers who live on a property that is at least 10 acres.

As noted above the real estate tax already accounts for a small portion of total Township revenue. However, since a resident EIT increase would impact several resident income earners who are also property owners, the homestead exemption appears to be an option for lessening the impact on the home owner's total tax burden.

- **Special purpose real estate tax millage:** East Whiteland's tax millage generates money that can be used for any purpose, whether it is to support daily operations, retire debt¹¹ or fund capital projects. Some Pennsylvania municipalities use special purpose real estate tax rates, in addition to their general purpose millage, to generate revenue for specific purposes, like public safety, capital projects, debt repayment or a contribution to the local library. In 2016 there were 21 Chester County municipalities using 43 special purpose real estate tax millage rates with some communities like East Marlborough, London Britain and West Whiteland using more than one. The table below shows some of these millage rates and purposes.

Sample of 2016 Special Purpose Real Estate Tax Rates

Purpose	Tax rates	Used by
Ambulance, Rescue, EMS	0.07 - 0.50 mills	London Britain, New Britain and Upper Uwchlan
Capital Fund - Roads	0.76 mills	London Britain
Debt repayment	0.47 - 2.45 mills	Easttown, West Chester
Fire Equipment	0.07 - 1.1 mills	East Marlborough, London Britain, West Whiteland
Library	0.02 - 0.45 mills	East Marlborough, Easttown, West Chester
Recreation	0.05 - 0.35 mills	Easttown, Franklin, London Britain
Street Lighting	0.002 - 0.45	Avondale, West Whiteland

The advantage of the special purpose real estate tax millage is it clearly ties the money that property owners pay to a service they receive. For services that are provided regionally, like a regional ambulance service, it also distributes the costs more clearly across the municipalities that receive the service. The real estate tax is also generally less sensitive to swings in the economy than the earned income tax, which means the revenue is less likely to fluctuate. This is particularly attractive for funding something like debt repayments where the amounts owed may be fixed over several years.

There are also drawbacks to these special purpose millage rates. The Township would have less flexibility to use money from a real estate tax designated for recreation than it would from a general purpose real estate or earned income tax. Real estate taxes shift the cost of providing a service to property owners, even when the service is something used by broader segment of the population, like roads. Real estate tax revenues, which are tied to assessed taxable value, also grow less than earned income tax revenues, which are tied to earnings.

¹¹ Most of the Township's debt is related to the sewer system and covered by user fees.

Depending on the types of service under consideration and the demands on existing revenue sources, the special purpose real estate tax is an option worth considering.

A longer term option: Open space EIT

Earlier in this Plan we suggested the following draft mission statement to provide a clear, aspirational statement of purpose for what East Whiteland Township government wants to achieve and why, based on the Board members' input:

*We strive to make East Whiteland a safe, prosperous, inclusive and **environmentally healthy** Township that capitalizes on its economic diversity, delivers quality-of-life amenities and strengthens resident pride in East Whiteland as a unique community.*

Environmental health refers in part to residents' interest in preserving open space within East Whiteland and guarding against an excessive amount of land development that causes pollution, congested roads or other damage to quality of life. Pennsylvania Act 153 of 1996 enables townships to seek voter approval through referendum for an earned income tax on its residents that generates money for purchasing property for open space preservation or repaying debt incurred for that purpose¹². The law was subsequently amended to allow governments to use a portion of the tax revenue to prepare plans required under the law for open space acquisition or to maintain and improve the open space acquired¹³.

This Act gives East Whiteland Township the ability to increase its resident EIT rate above the 1.0 percent maximum described earlier, if the Township should decide to increase its resident EIT to that level. This additional open space EIT can only be levied on residents and could not be repealed until five years after it is imposed or until after the debt incurred to acquire open space is fully repaid, whichever comes last.

According to information compiled by the Trust for Public Land, more than a dozen Chester County municipalities adopted an open space tax through voter referenda and three other municipalities considered the tax but rejected it through that same process. The open space tax provision is also used by municipalities in Delaware, Montgomery, Bucks, Lehigh and Northampton counties.

The Board should first consider whether it wants to take its resident EIT rate to the 1.0 percent maximum described above and use any proceeds from that increase for open space acquisition. If the Township does take its resident EIT to 1.0 percent, then this open space EIT becomes an option for future consideration.

¹² The Act also authorizes municipalities to seek a higher real estate tax than is otherwise allowed for the same purpose, which also must occur by voter referendum.

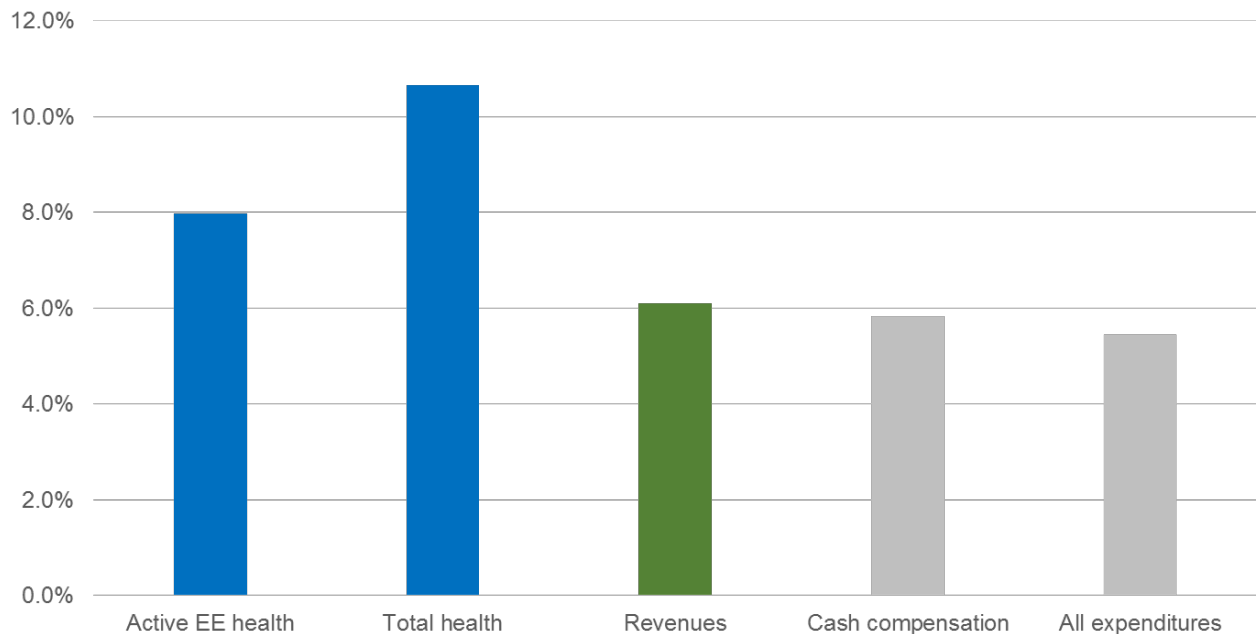
¹³ See Pennsylvania Act 115 of 2013.

Health Insurance Cost Control

The prior chapter describes options available to the East Whiteland Township Board of Supervisors for increasing revenues or changing the mix of them to fund services. A balanced Plan should also include strategies to control expenditure growth. Even a place like East Whiteland Township, which has natural revenue growth and a high credit rating, needs to be mindful of whether expenditures are growing at a rate its revenues can support.

From 2012 to 2016, the Township's spending on health insurance for active and retired employees grew from \$1.2 million to \$1.9 million, for a compound annual growth rate of 10.7 percent. Spending on active employee insurance grew by 8.0 percent, which was faster than the growth rate in the Township's revenues, cash compensation expenditures or all other expenditures.

Compound Annual Growth Rate, 2012 - 2016¹



Beyond this high growth in recent expenditures, the Township's health plan for firefighters and non-uniformed employees also exposes East Whiteland to potential liabilities under the "Cadillac Tax" provision of the federal Patient Protection and Affordable Care Act². That provision levies a 40 percent excise tax on the cost of health benefits above a certain threshold that rises over time to account for inflation. The tax that was originally scheduled for implementation in 2018 has since been postponed to 2022.

¹ The active employee health insurance costs for 2016 exclude a one-time \$119,000 expenditure on a medical runout, which otherwise would take the compound annual growth rate to 10.7 percent. The "All Expenditures" category excludes those related to active and retired employee health insurance.

² This analysis related to the potential Cadillac Tax liability was presented by the Kapoor Company as part of the Township's fire interest arbitration hearing in March 2017. That analysis only considered the tax liability associated with the plan covering the firefighters. It is unknown whether there are similar liabilities for the plan covering police officers.

In early 2017 the Delaware Valley Insurance Trust (DVIT) estimated that East Whiteland's plan for firefighters and non-uniformed employees would have been subject to the Cadillac tax generating a new \$652,000 expense in 2020. The federal government pushed the tax's implementation back to 2022, but to date that only postpones the arrival of a liability that will continue to grow unless the Township takes corrective action to control the cost growth for employee health insurance³.

East Whiteland Township employees also make very minimal or no contributions to the cost of their health insurance. Firefighters and employees not represented by a union contribute \$12.50 per pay period for single coverage and \$22.50 per pay period for any other level of coverage. That translated to an employee premium contribution of 1.7 percent for single coverage and 1.5 percent for family coverage in 2015⁴. East Whiteland police officers and AFSCME employees do not make any monthly premium contribution toward the cost of their health insurance. In contrast the national average employee premium contribution for single coverage was 17.7 percent (or \$1,218 per year) percent and the average contribution for family coverage was 40 percent (or \$7,535) in 2017⁵.

Recommendations

The Township could reduce the cost growth for its health insurance plans and still provide quality coverage to its employees by changing the plan design. The Township proposed one plan that would achieve these goals during its March 2017 fire arbitration hearing. The proposed plan would have been a PPO with a health savings account⁶; a deductible (\$1300 individual/\$3000 family); no monthly premium contributions; and higher copayments for office visits and prescription drugs.

Depending on any new health care plan design, the Township should also establish a more meaningful level of employee cost sharing. If the current plan design is maintained, the employee premium contribution should be raised above the very small contribution level and indexed to the premiums, instead of being a flat dollar amount. The Township could also move to a plan with a deductible and no premium contributions, such as the one described above.

In either case the Township needs to reduce the growth in its health insurance costs and distribute more of those costs to the employees who use the coverage, as opposed to letting them be shouldered almost entirely by the taxpayers who may already be paying higher taxes, depending on the Township's decisions regarding a potential EIT increase.

³ It is also possible that the federal provision governing this tax will change or its implementation be postponed again.

⁴ The COBRA rates for the DVIT PPO were \$18,639 for single coverage and \$39,298 for all other levels of coverage in 2015. Any premium increases after 2015 would result in even lower employee contribution percentages since the employee contributions are set at a flat dollar amount.

⁵ Employer Health Benefits - 2017 Annual Survey, Kaiser Family Foundation, page 82. These contribution rates apply to Preferred Provider Organization (PPO) plans since that is what East Whiteland Township offers. They also apply to "small firms" which are those with fewer than 200 employees.

⁶ The Township proposed that it would fund the account at 25 percent of the deductible.

Credit Rating Strategies

When local governments borrow money, one of the factors that determines their cost to do so is the government's credit rating – a measure of the government's ability to repay the debt in full and on time. Credit rating agencies evaluate the government's creditworthiness, assign a letter grade that ranks it and provide an outlook that indicates what direction the credit rating could go over the next two years.

Credit rating agencies issue new ratings when a government issues debt but they monitor the government's situation and performance on an ongoing basis and may offer "comments" on the Township's credit rating at any time. East Whiteland's last credit rating came in October 2016 when Moody's assigned an Aa1 score to the Township, which is the second highest level possible on Moody's scale. Only eight municipal governments in Pennsylvania held the highest rating on Moody's scale (Aaa) as of February 2018, including neighbors East Goshen, Tredyffrin and West Whiteland. Only 10 other local governments besides East Whiteland have the Aa1 rating, including neighbor Willistown.

East Whiteland is in a very favorable position already at Aa1, but it is possible for East Whiteland to do even better and take its credit rating to Aaa. If the Township does not address the financial challenges described in the Financial Condition Assessment section of this report, it is also possible for the credit rating to eventually slip in the opposite direction. While the Township's credit rating is very strong, Moody's cited the Township's recent draw on its fund balance in its last "public comments" issued November 2017:

The Township's financial position is robust and is slightly favorable when compared to the assigned rating of Aa1. The fund balance as a percent of operating revenues (34.8%) is on par with the US median. However it declined materially from 2012 to 2016...

The debt and pension liabilities of the township are affordable overall. That said they are slightly weak relative to its Aa1 rating¹.

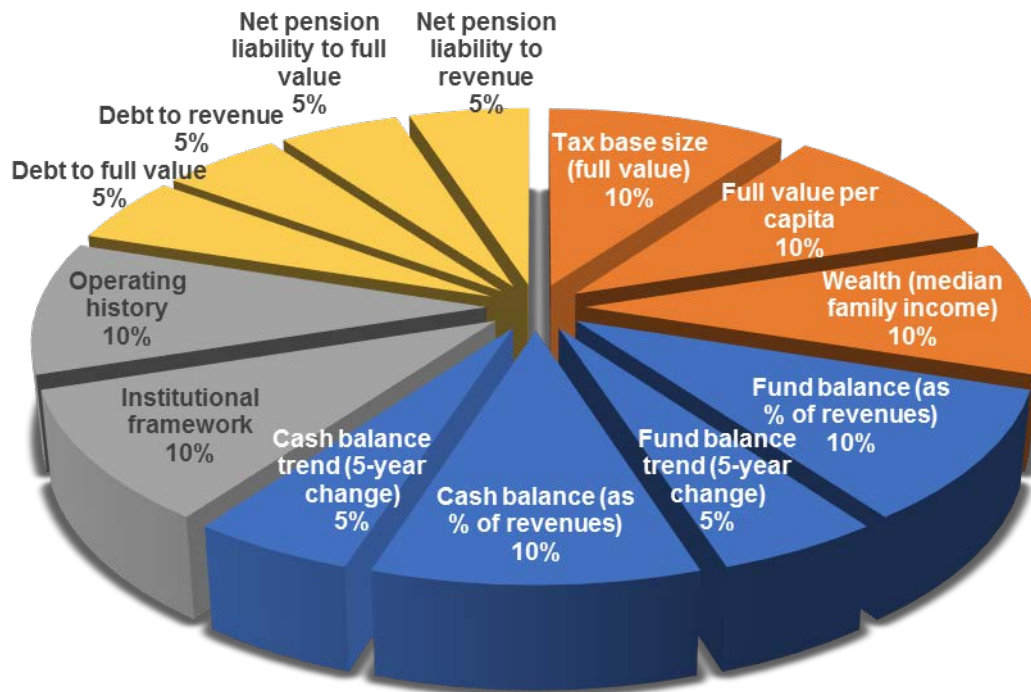
This section summarizes how municipal government credit ratings are determined and offers recommendations for how East Whiteland can shore up and possibly improve its already-strong position.

Credit rating components

Credit rating agencies like Moody's have become more transparent in their methodology for assigning credit ratings. While there is still an element of subjectivity in how certain attributes are graded, the mix of attributes considered is explained in the chart and table below.

¹ Moody's Investors Service – Annual Comment on East Whiteland Township. November 28, 2017.

Moody's Scorecard Components²



Thirty percent of the credit rating pertains to the municipality's tax base as measured by its full value (a measure of the real estate tax base) and resident wealth. Those are the orange slices in the chart above. An equal amount of the credit rating is set by two lines in the municipality's annual audit – the cash balance and the fund balance – shown in the blue slices. Twenty percent is determined by Moody's assessment of the government's management (grey slices) and another 20 percent by the government's debt and pension liabilities (yellow slices).

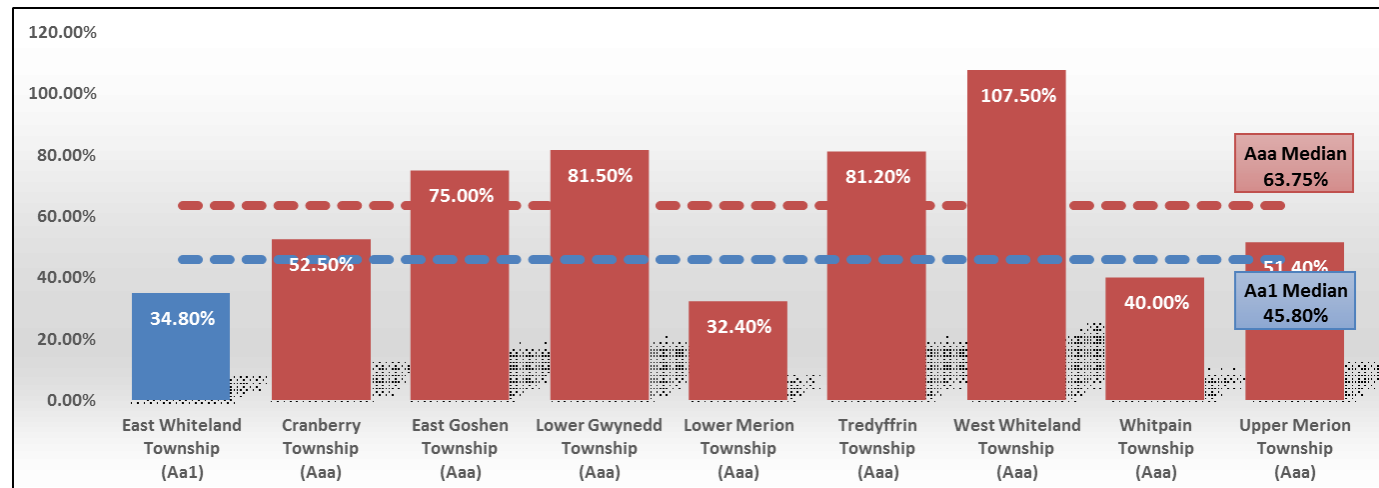
Some factors are easier for local government officials to influence than others. East Whiteland Township officials cannot directly control the wealth of its residents or its tax base size. However, it can influence – or at least make decisions with an eye toward improving – the cash balance and fund balance.

East Whiteland's fund balance, measured as a percentage of operating revenues, is low relative to the Aaa-rated Pennsylvania municipalities. At 34.8 percent in 2016, East Whiteland's fund balance is also low relative to other Pennsylvania municipalities at the Aa1 level that the Township currently holds.

² Moody's Investor Services – Local Government Methodology

FUND BALANCE AS A % OF REVENUES								
Available fund balance (operating funds assets minus operating funds liabilities, adjusted for other resources or obligations that are available for operating purposes) as a percentage of operating revenues. (10% weighting in Moody's Methodology)								

East Whiteland Township (Aa1)	Cranberry Township (Aaa)	East Goshen Township (Aaa)	Lower Gwynedd Township (Aaa)	Lower Merion Township (Aaa)	Tredyffrin Township (Aaa)	West Whiteland Township (Aaa)	Whitpain Township (Aaa)	Upper Merion Township (Aaa)
34.80%	52.50%	75.00%	81.50%	32.40%	81.20%	107.50%	40.00%	51.40%



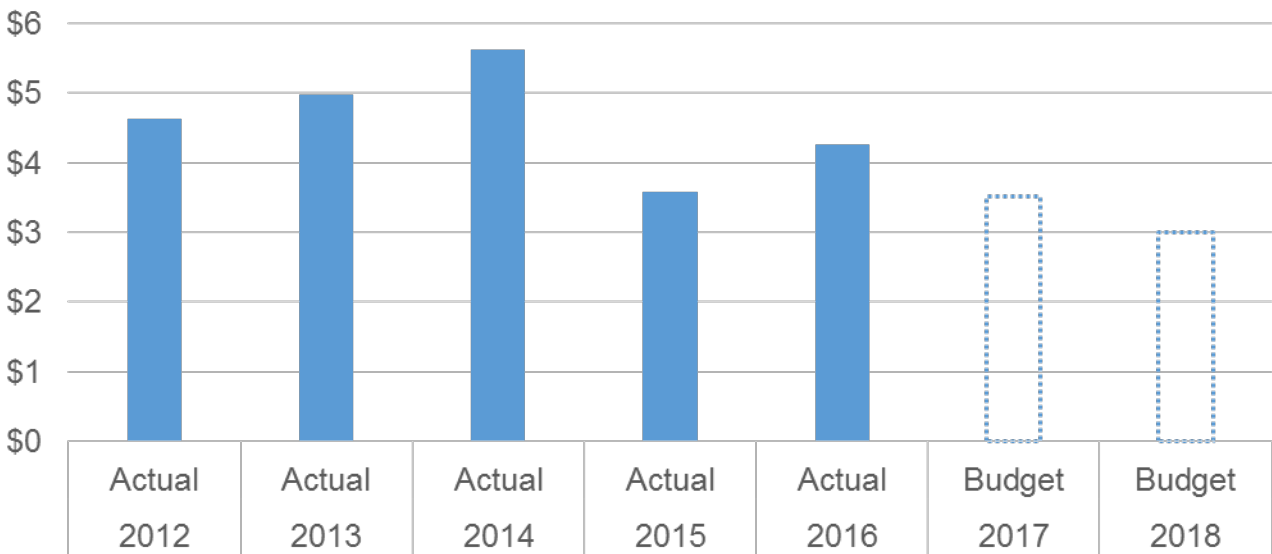
Source: Moody's MFRA

East Whiteland is similarly low in terms of its cash balance as a percent of revenues relative to municipalities at the current Aa1 credit rating level (median 39.5 percent) and the Aaa level to which East Whiteland aspires (median 55.1 percent). As described above, these are not the only factors in a municipality's credit rating. Whitpain Township in Montgomery County also falls below the median levels for Aaa credits in these categories, but still has the highest rating possible.

Nevertheless these are important criteria to address to improve East Whiteland's credit rating, not just in terms of where the cash and fund balance stand, but the direction they are moving. The figures in the Township's comprehensive annual financial report show spendable fund balance within the General Fund peaking at \$5.6 million in 2014 and then dropping to \$4.3 million in 2016³. The Township's last two budgets assumed the Township would use \$748,000 in 2017 and \$521,000 in 2018, though actual performance could differ from those figures.

³ The numbers shown here and in the chart below are the General Fund balance minus the non-spendable balance. Moody's may use different numbers in its fund balance criteria.

Spendable General Fund Balance (\$ Millions)



Recommendations

As noted above, East Whiteland is working from a position of strength and trying to get stronger. It already has the second highest credit rating possible, though Moody's has noticed the slipping fund balance.

We recommend the following steps to strengthen the Townships current rating and potentially raise it to Aaa:

- **Ensure ongoing communication with agencies:** Credit rating agencies rely on publicly available data, such as news reports and financial statements, for their monitoring activities. Those sources may not show all relevant information, particularly for factors that are not easily measured and reported in the financial statements. The Township should consider creating a ratings presentation that it can share with the ratings agency, including information on the potential property development at Vanguard and elsewhere⁴. That development may boost the "full value" measure that Moody's uses in its criteria and the Township's associated score in that category. The Township should also share this plan document with the agency once it has decided how it is going to implement it, particularly with regards to the tax policy options.
- **Formalize financial policies and share them with the ratings agency:** According to PFM's scorecard model that approximates Moody's process, the Township's score in the Management category may be low relative to most of the other categories. The Township should be sure to share any formal policies on fund balance, debt management, investment, continuing disclosure, budgeting or post issuance compliance with the ratings agency so it gets full credit for its existing work and adopt formal policies where there are gaps.

⁴ This development should also be incorporated in the real estate tax revenue projections, though the tax rate is so low that the impact is likely very small in terms of dollars.

- **Balance the cost of the tax options described earlier against the benefit of boosting the cash balance and fund balance:** As noted earlier, two lines in the Township's audit – cash balance and fund balance – have a large impact on the Township's credit rating, and the rating agency has noted their slippage in recent years. The Tax Policy Chapter describes the potential impact of increasing the earned income tax on residents and non-residents. Depending on the level of tax increase, the impact would be large enough to cover the deficit described in the Financial Condition Assessment and replenish the fund and cash balance. Township officials will have to weigh the benefit of a potential credit rating increase against other strategic priorities, like funding capital projects, and the cost to taxpayers of a higher tax burden. The Township could also consider increasing the EIT for a short period of time and then scaling that increase back once the fund balance is replenished.

Friday, August 30, 2024

Dear

Next Tuesday September 3, my wonderful wife, Sharon, and I will be able to celebrate the 2nd anniversary since my cardiac arrest event on September 3, 2022.

Thanks to you and to my Almighty God, I can sit here and write you a short letter to express my thanks to you for your amazing skills and courage.

Your intervention on that day has allowed me to be blessed to be able to enjoy many wonderful events that I would never have been able to experience. Just to name a few;

- *Two amazing Thanksgivings with my family
- *Two wonderful Christmas celebrations with my family
- *Numerous Birthday gatherings
- *Our 60th Wedding Anniversary (what a blessing!!!)
- *The wedding of our oldest Grandson
- *Spending the last two winters in Florida (a streak of 22 years)

These are just a few major events. Of course, we have had great times with many friends. I've been able to enjoy over 3600 miles of biking on our beautiful trail systems here and in Florida. And many walks with my wife.

In conclusion, NONE of this would have been possible without your help on September 3, 2022. I thank God for you often and I thank Him almost daily for His mercy in getting me through all this.

I urge you to keep up the good work. Our communities are exceedingly blessed with your tremendous skills and selfless service. You are amazing!

In the love of Christ,

Cc. Mayor John Edwards

*I sent this letter to each of responders,
(Clive Police, Urbandas Fire & the Dispatcher)
Thank you and the Council for honoring
all these amazing employees.*

Jim Wilson



John Edwards
Mayor of Clive

Office: 515-867-5070
Email: jedwards@cityofclive.com
Address: 1900 N.W. 114th Street
Clive, Iowa 50325

Mayor's Corner

With the arrival of snow and colder weather comes anticipation of the holidays ahead. Clive starts the month with our annual tree lighting and

festivities at City Hall on December 1 at 5:30. As the holidays approach, Clive organizations make special efforts to help those in need. Below you'll see another story of helping, this one resulting in a life being saved. Best wishes this holiday season!

Helping Our Neighbors – For the past several months, demand at our area food pantries and community closets has been extremely high. On November 1, the Des Moines Areas Religious Council (DMARC) Food Pantry Network—which includes Clive Community Services (CCS)—set a record for individuals assisted in a single day. Rising costs for food, gasoline, and essential goods, and declines in nutrition program benefits have led to dramatic increases in

the number of people needing assistance. Please consider visiting clivecommunityservices.com to donate or volunteer to serve. Also, there's still time to be part of the Clive Lions Club's 30th Annual Holiday Basket Program. This year we'll deliver food, personal items, and gifts to over 80 Clive families. More details on CCS and the Clive Lions Holiday Basket Program are available in this newsletter.

First Responders and a Clive Resident Receive Life-saving Awards

– At our October 27 City Council meeting, we celebrated the life-saving action taken by Westcom emergency dispatcher Chelsey Stadtmueller; Clive Police Officers James Avon, Blake Crannell, and Adam Jones; Urbandale Fire Department personnel TJ Hardin, Tad Watson, Dan Birkett, Jackson Salter, and Cory Deaton; and Clive resident Sharon Wilson. On September 3, Sharon's husband Jim suffered sudden cardiac arrest, but due to the fast action of Sharon and first responders, his life was saved. It was a joy to hear Jim publicly thank everyone who had a hand in saving his life, and I'm happy to report that he's doing well and looking forward to a joyous Holiday Season with his family.

Sign Up for Alert Iowa Emergency Notifications

– The City of Clive is teaming up with Polk County Emergency Management and partner organizations in the Polk County 911 Service Area (Polk County, Norwalk, and Waukee) to launch



the Alert Iowa emergency notification system. This system replaces CodeRED, which the City has used in past years to share critical emergency information. Alert Iowa is a text, email, and voice system that notifies users of severe weather, environmental and natural disasters, and other impactful events. The City will also use the system to warn residents and businesses in flood-prone neighborhoods during flood events. Signing up for Metro-wide and Clive-specific emergency notifications is easy. Follow the QR code on this page, or visit Polk County Emergency Management at polkcountyiowa.gov/emergency-management

New 35 MPH Speed Limit on NW 142nd Street and Flashing Signal at the Greenbelt Trail Crossing

– The speed limit on NW 142nd Street between University Boulevard and Hickman Road has been reduced to 35 mph. Also, a new flashing alert has been installed at the intersection of NW 142nd Street and the Clive Greenbelt Trail. When trail users stop and activate the signal, flashing yellow lights alert drivers to yield to pedestrians and cyclists crossing the road. Please drive safely, especially as our daylight hours decrease during winter months.



First responders and Clive resident receive awards for saving Jim Wilson's life.



September 3, 2024

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

Dear Matt,

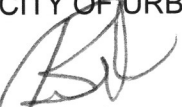
The major impact of the July 15 tornado is behind us now, but the City is still working on reforestation and repairing some damage. Certainly, there are a number of residents doing the same on a smaller scale.

On behalf of the Urbandale elected officials and staff, I want to express our sincerest thanks for being quick to reach out with a generous offer of help from Clive. That shows the strength of the relationships and mutual support in our region and I want to assure you we appreciate it very much.

You can count on the City of Urbandale to reciprocate the support offered to us should the unexpected challenge happen again in the Metro area. Again, thank you.

Sincerely,

CITY OF URBANDALE


Bob Andeweg
Mayor

Thank you!