



**AGENDA**  
**REGULAR MEETING OF THE**  
**WINDSOR HEIGHTS CITY COUNCIL**  
**Monday, April 20, 2026 - 6:00 PM**  
**WINDSOR HEIGHTS COUNCIL CHAMBERS - 1133 66th ST**  
**ZOOM: <https://us02web.zoom.us/j/7832856334>**  
**Meeting ID: 783 285 6334**

**Notice to the Public:** If you would like the supporting documents and information, please call City Hall by noon the day of the meeting. Copies of City Council Agendas are free to the public. In consideration of all, if you have a cell phone, please turn it off or put it on silent ring. The use of obscene and vulgar language, hate speech, racial slurs, slanderous comments, and any other disruptive behavior during the Council meeting will not be tolerated and the offender may be barred by the presiding officer from further comment before the Council during the meeting and/or removed from the meeting.

1. **Call to Order/Roll Call/Pledge of Allegiance**
2. **Approval of the Agenda**
3. **Public Hearing:**
  - A. Public Hearing on FY27 Budget Adoption
    - i Consider Resolution No. 2026-33 A Resolution Approving Funding Requests for Urbandale And Windsor Heights Chamber
    - ii Consider Resolution No.2026-27 - A Resolution Approving FY27 Outside Organization Funding Requests
    - iii Approve Resolution No. 2026-28 - A Resolution Approving and Adopting the Annual City of Windsor Heights Operating Budget for Fiscal Year 2026-2027
4. **Public Forum:** This is time set aside for comments from the public on topics of City business other than those listed on the agenda. No action may be taken. Please come to the podium, state your name and address for the record and keep your comments to no more than 5 minutes.
5. **Consent Agenda:** Any item on the Consent Agenda may be removed for separate consideration.
  - A. Approve Minutes of the Regular Council Meeting on 4.6.26
  - B. Approve Minutes of the Special Council Meeting on 4.6.26
  - C. Approve Financial Reports
  - D. Approve Liquor License -Thirsty Pigs - 6900 School Street
  - E. Approve Arbor Day And Earth Day Proclamation
  - F. Approve Resolution No. 2026-29- A Resolution Approving FY27 Non-Union Salary Ranges

The agenda was posted on the official bulletin boards, posted to [www.windsorheights.org](http://www.windsorheights.org), and city social media platforms in compliance with the requirements of city ordinances and the open meetings law. Scan the QR Code to visit our online Agenda Center. Select the meeting date and view the agenda packet including supporting documents and staff reports.



- G. Approve Resolution 2026-30 - A Resolution Declaring Fire Department Canine Ember and Certain of Her Accessories as Surplus Property and Authorizing the Sale Thereof to Handler Jeff Price
  - H. Approve Walnut Creek Water Access Pay Request 2
  - I. Approve Wilshire Storm Pay Request 4
6. **Action Items:**
- A. Consideration of Resolution 2026-31 - A Resolution Approving A Collective Bargaining Agreement With IAFF Local 5274
  - B. [Consideration of Resolution 2026-32 - A Resolution Approving A Collective Bargaining Agreement With Teamsters Local 238](#)
  - C. Discuss Police Services Supplemental 28E Agreement
  - D. Discuss FY27 Employee Health Related Benefits
7. **Reports:**
- A. Mayor, Council Reports and Committee Updates, and Administration Reports
    - i Storm Water Fund Investment Strategy Report
    - ii Colby Park ICON Water Access Signage Report
    - iii Mayor's Report April 15th, 2026
8. **Adjourn**

The agenda was posted on the official bulletin boards, posted to [www.windsorheights.org](http://www.windsorheights.org), and city social media platforms in compliance with the requirements of city ordinances and the open meetings law. Scan the QR Code to visit our online Agenda Center. Select the meeting date and view the agenda packet including supporting documents and staff reports.





**STAFF REPORT**  
**CITY COUNCIL**  
April 20, 2026

TO: CITY COUNCIL

FROM:

SUBJECT: Public Hearing on FY27 Budget Adoption

**GENERAL INFORMATION**

**ATTACHMENTS**

1. Resolution No. 2026-28 - A Resoultion Adopting FY27 Budget

**RESOLUTION NO. 2026-28**

**A RESOLUTION APPROVING AND ADOPTING THE ANNUAL CITY OF WINDSOR HEIGHTS OPERATING BUDGET FOR FISCAL YEAR 2026-2027**

**WHEREAS**, the State of Iowa law requires the adoption of the annual operating budget for the fiscal year starting July 1, 2026, through and including June 30, 2027, by April 30, 2026, and all conditions required by State law including the public hearing requirements have been fulfilled; and

**WHEREAS**, the Personnel & Finance Committee and Council have reviewed and provided input on the proposed budget and recommended presentation to the full Council for the requisite hearing, which allows citizen input; and

**WHEREAS**, the public hearing on the proposed fiscal year 2026-2027 budget was held as properly noticed on Monday, April 20th, 2026, at 6:00 p.m.

**NOW THEREFORE, BE IT RESOLVED**, by the City Council of the City of Windsor Heights, Iowa, that the annual budget for fiscal year ending June 30, 2027, as set forth in the attached "Adoption of Budget and Certification of City Taxes" be hereby approved and adopted.

Passed and Approved this 20th day of April 2026.

\_\_\_\_\_  
Mike Jones, Mayor

Attest: \_\_\_\_\_  
Adam Strait, City Clerk



**STAFF REPORT**  
**CITY COUNCIL**  
April 20, 2026

TO: CITY COUNCIL

FROM:

SUBJECT: Consider Resolution No. 2026-33 A Resolution Approving Funding Requests for  
Urbandale And Windsor Heights Chamber

**GENERAL INFORMATION**

**ATTACHMENTS**

1. Resolution No. 2026-33 A Resolution Approving Funding Requests for Urbandale And Windsor Heights Chamber

**RESOLUTION NO. 2026-27**

**A RESOLUTION APPROVING FUNDING REQUESTS FOR AN  
OUTSIDE ORGANIZATION**

**WHEREAS**, the City of Windsor Heights has multiple funding requests from outside organizations for the fiscal year 2026-2027 budget; and

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF  
THE CITY OF WINDSOR HEIGHTS, IOWA, THAT:**

1. The following organization will receive funding through Hotel/Motel tax for fiscal year 2026-2027 in the following amounts:
  - Windsor Heights Chamber - \$3,250
2. The Finance Director is authorized to distribute these funds after July 1, 2026.

Passed and approved the 20<sup>th</sup> Day of April 2026.

---

Mayor Mike Jones

Attest:

---

Adam Strait, City Clerk



**STAFF REPORT**  
**CITY COUNCIL**  
April 20, 2026

TO: CITY COUNCIL

FROM:

SUBJECT: Consider Resolution No.2026-27 - A Resolution Approving FY27 Outside Organization Funding Requests

**GENERAL INFORMATION**

The purpose of this resolution is to approve the funding requests made by outside organizations with Hotel/Motel tax during the FY27 budget planning process. This is being done with a resolution this year to allow any Council member with ties to any of these organizations a chance to abstain from voting.

There has been some discussion regarding funding the Greater Des Moines Partnership at \$1,500. If Council decides they would prefer to fund this organization at a different level, the resolution can be updated to reflect the new amount before being voted on.

Sister City Travel was not allocated any funding for FY27, but unallocated funds in the amount of \$3,250 will remain available throughout FY27 if further funding requests are made.

Uplift was not allocated any funding through Hotel/Motel tax, but funding through LOST will be brought to Council at a later date.

**ATTACHMENTS**

1. Resolution No. 2026-27 A Resolution Approving Funding Requests for Outside Organizations

**RESOLUTION NO. 2026-27**

**A RESOLUTION APPROVING FUNDING REQUESTS FOR  
OUTSIDE ORGANIZATIONS**

**WHEREAS**, the City of Windsor Heights has multiple funding requests from outside organizations for the fiscal year 2026-2027 budget; and

**WHEREAS**, the City of Windsor Heights has Hotel/Motel tax estimated at \$15,000 to be allocated to outside organization funding requests for the fiscal year 2026-2027 budget; and

**WHEREAS**, the City Council has determined that they will allocate \$11,750 of the estimated \$15,000 of Hotel/Motel tax; and

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF  
THE CITY OF WINDSOR HEIGHTS, IOWA, THAT:**

1. The following organizations will receive funding through Hotel/Motel tax for fiscal year 2026-2027 in the following amounts:
  - Des Moines Children’s Museum - \$2,500
  - Greater Des Moines Partnership - \$1,500
  - IMPACT Community Action Partnership - \$2,500
  - Windsor Heights Foundation - \$2,000
  
2. The Finance Director is authorized to distribute these funds after July 1, 2026.

Passed and approved the 20<sup>th</sup> Day of April 2026.

---

Mayor Mike Jones

Attest:

---

Adam Strait, City Clerk



**STAFF REPORT  
CITY COUNCIL**  
April 20, 2026

TO: CITY COUNCIL

FROM:

SUBJECT: Approve Resolution No. 2026-28 - A Resolution Approving and Adopting the Annual City of Windsor Heights Operating Budget for Fiscal Year 2026-2027

**GENERAL INFORMATION**

**Public Hearing On FY27 Budget Adoption**

**GENERAL INFORMATION**

This public hearing is to allow comments to be heard on the proposed Fiscal Year 2027 Budget.

The City of Windsor Height’s levy rate for Fiscal Year 2027 is \$14.30351 per \$1,000 of taxable valuation. This rate is an increase of approximately 9 cents from the 2026 rate of \$14.21.

**Levy Changes:**

- A \$0.09 increase in the City levy rate to fund ongoing operations with a continued focus on infrastructure improvements
- A \$0.05 reduction to Windsor Heights residents DART levy rate. This levy is separate from the above City’s levy. DART services within Windsor Heights are planned to continue to operate at or above 2025 service levels

<b>City Services Investment Based on Median Residential Valuation</b>								
<b>Year</b>	<b>19/20</b>	<b>20/21</b>	<b>21/22</b>	<b>22/23</b>	<b>23/24</b>	<b>24/25</b>	<b>25/26</b>	<b>26/27</b>
<b>Median Assessed Value</b>	\$172,200	\$188,300	\$188,400	\$208,300	\$208,050	\$254,000	\$254,500	\$275,200
<b>Rollback Percentage</b>	56.918	55.0743	56.4094	54.1302	54.65010	46.34280	47.43160	44.53450
<b>Taxable Value</b>	\$98,013	\$103,705	\$106,275	\$112,753	\$113,700	\$117,711	\$120,713	\$122,559
<b>Tax Rate per \$1000</b>	\$16.52000	\$14.48000	\$14.48000	\$13.77000	\$13.77000	\$14.24000	\$14.21000	\$14.30351
<b>Nominal City Service Investment</b>	\$1,619.17	\$1,501.65	\$1,538.87	\$1,552.61	\$1,565.64	\$1,676.20	\$1,715.34	\$1,753.02

Citations: [Median assessed value](#), [Rollback Order Exemptions](#)

**Proposed FY27 Budget Reductions:**

- Part-time/seasonal staffing
- Contracted planning, county, and landscaping/cleaning services
- Software services & subscriptions
- Adjustments to employee benefits

**Proposed Additional Investments:**

- Expanded fire and EMS staffing during overnight hours
- Funding for a Comprehensive Plan update

**Resources:**

[Property Tax Information](#)

[FY27 Budget Information](#)

[Visualization of Capital Improvement Plan](#)

**Next Steps:**

After the hearing of the proposed budget, the Department of Management and Polk County Auditor will certify the budget.

**ATTACHMENTS**

1. Resolution No. 2026-28 - A Resolution Adopting FY27 Budget
2. FY27 BUDGET PROPOSED FINAL
3. Budget Adoption Public Hearing

**RESOLUTION NO. 2026-28**

**A RESOLUTION APPROVING AND ADOPTING THE ANNUAL CITY OF WINDSOR HEIGHTS OPERATING BUDGET FOR FISCAL YEAR 2026-2027**

**WHEREAS**, the State of Iowa law requires the adoption of the annual operating budget for the fiscal year starting July 1, 2026, through and including June 30, 2027, by April 30, 2026, and all conditions required by State law including the public hearing requirements have been fulfilled; and

**WHEREAS**, the Personnel & Finance Committee and Council have reviewed and provided input on the proposed budget and recommended presentation to the full Council for the requisite hearing, which allows citizen input; and

**WHEREAS**, the public hearing on the proposed fiscal year 2026-2027 budget was held as properly noticed on Monday, April 20th, 2026, at 6:00 p.m.

**NOW THEREFORE, BE IT RESOLVED**, by the City Council of the City of Windsor Heights, Iowa, that the annual budget for fiscal year ending June 30, 2027, as set forth in the attached “Adoption of Budget and Certification of City Taxes” be hereby approved and adopted.

Passed and Approved this 20th day of April 2026.

\_\_\_\_\_  
Mike Jones, Mayor

Attest: \_\_\_\_\_  
Adam Strait, City Clerk

FISCAL YEAR JULY 1, 2026 - JUNE 30, 2027

ADOPTION OF BUDGET AND CERTIFICATION OF CITY TAXES

The City of : WINDSOR HEIGHTS County Name: POLK COUNTY

Adopted On: (entered upon adoption) Resolution: (entered upon adoption)

The below-signed certifies that the City Council, on the date stated above, lawfully approved the named resolution adopting a budget for next fiscal year, as summarized on this and the supporting pages.

Attached is Long Term Debt Schedule Form 703 which lists any and all of the debt service obligations of the City.

		<b>With Gas &amp; Electric</b>		<b>Without Gas &amp; Electric</b>	<b>City Number: 77-728</b> <b>Last Official Census: 5,252</b>
Regular	2a	273,630,127	2b	271,437,526	
DEBT SERVICE	3a	351,162,725	3b	348,970,124	
Ag Land	4a	0			

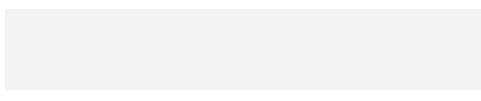
Consolidated General Fund Levy Calculation

	<b>CGFL Rate</b>	<b>CGFL Dollars</b>	<b>Non-TIF Taxable w/ G&amp;E</b>	<b>Taxable Growth %</b>
<b>FY 2026 Budget Data</b>	8.31086	2,214,362	266,441,975	2.70
	<b>Limitation Percentage</b>			
	0			
	<b>CGFL Max Rate</b>	<b>CGFL Max Dollars</b>	<b>Revenue Growth %</b>	
<b>Max Allowed CGFL for FY 2027</b>	8.31086	2,274,102	2.70	

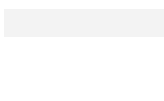
TAXES LEVIED

Code Sec.	Dollar Limit	Purpose	ENTER FIRE DISTRICT RATE BELOW		(A) Request with Utility Replacement	(B) Property Taxes Levied		(C) Rate
384.1	8.31086	Consolidated General Fund		5	2,274,102	2,255,879	43	8.31086
		<b>Non-Voted Other Permissible Levies</b>						
384.12(1)	0.95000	Opr & Maint publicly owned Transit		7	0	0	45	0.00000
384.12(2)	0.27000	Aviation Authority (under sec.330A.15)		11	0	0	49	0.00000
384.12(3)	Amt Nec	Liability, property & self insurance costs		14	210,000	208,317	52	0.76746
384.12(5)	Amt Nec	Support of a Local Emerg.Mgmt.Comm.		462	7,500	7,440	465	0.02741
		<b>Voted Other Permissible Levies</b>						
28E.22	1.50000	Unified Law Enforcement		24	0	0	62	0.00000
		<b>Total General Fund Regular Levies (5 thru 24)</b>		25	2,491,602	2,471,636		
384.1	3.00375	Ag Land		26	0	0	63	0.00000
		<b>Total General Fund Tax Levies (25 + 26)</b>		27	2,491,602	2,471,636		<b>Do Not Add</b>
		<b>Special Revenue Levies</b>						
384.6	Amt Nec	Police & Fire Retirement		29		0		0.00000
	Amt Nec	FICA & IPERS (if general fund at levy limit)		30	553,236	548,803		2.02184
Rules	Amt Nec	Other Employee Benefits		31	378,343	375,311		1.38268
		<b>Subtotal Employee Benefit Levy (29,30,31)</b>		32	931,579	924,114	65	3.40452
		<b>Valuation</b>						
386	As Req	<b>With Gas &amp; Elec</b>						
	SSMID 1 (A)	0 (B)		0 34	0	0	66	0.00000
	SSMID 2 (A)	0 (B)		0 35	0	0	67	0.00000
	SSMID 3 (A)	0 (B)		0 36	0	0	68	0.00000
	SSMID 4 (A)	0 (B)		0 37	0	0	69	0.00000
	SSMID 5 (A)	0 (B)		0 555	0	0	565	0.00000
	SSMID 6 (A)	0 (B)		0 556	0	0	566	0.00000
	SSMID 7 (A)	0 (B)		0 1177	0	0	1179	0.00000
	SSMID 8 (A)	0 (B)		0 1185	0	0	1187	0.00000
		<b>Total Special Revenue Levies</b>		39	931,579	924,114		
384.4	Amt Nec	<b>Debt Service Levy 76.10(6)</b>		40	629,727	625,794	70	1.79326
384.7	0.67500	<b>Capital Projects (Capital Improv. Reserve)</b>		41	0	0	71	0.00000
		<b>Total Property Taxes (27+39+40+41)</b>		42	4,052,908	4,021,544	72	14.30351

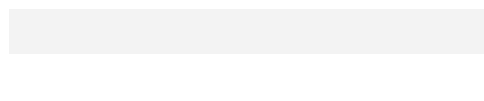
COUNTY AUDITOR - I certify the budget is in compliance with ALL the following:  
 Budgets that DO NOT meet ALL the criteria below are not statutorily compliant & must be returned to the city for correction.



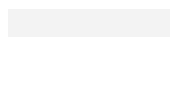
( City Representative )



( Date )



( County Auditor )



( Date )

The City Council will conduct a public hearing on the proposed Fiscal Year City property tax levy as follows:

Meeting Date: 4/6/2026 Meeting Time: 06:00 PM Meeting Location: 1133 66th Street, Windsor Heights IA 50324

At the public hearing any resident or taxpayer may present objections to, or arguments in favor of the proposed tax levy. After the hearing of the proposed tax levy, the City Council will publish notice and hold a hearing on the proposed city budget.

City Website (if available)  
windsorheights.org

City Telephone Number  
(515) 279-3662

Iowa Department of Management	Current Year Certified Property Tax 2025 - 2026	Budget Year Effective Property Tax 2026 - 2027	Budget Year Proposed Property Tax 2026 - 2027
Taxable Valuations for Non-Debt Service	264,422,826	271,437,526	271,437,526
Consolidated General Fund	2,197,581	2,197,581	2,255,879
Operation & Maintenance of Public Transit	0	0	0
Aviation Authority	0	0	0
Liability, Property & Self Insurance	193,523	193,523	208,317
Support of Local Emergency Mgmt. Comm.	9,429	9,429	7,440
Unified Law Enforcement	0	0	0
Police & Fire Retirement	0	0	0
FICA & IPERS (If at General Fund Limit)	277,879	277,879	548,803
Other Employee Benefits	198,484	198,484	375,311
Capital Projects (Capital Improv. Reserve)	0	0	0
Taxable Value for Debt Service	332,290,473	348,970,124	348,970,124
Debt Service	1,106,418	1,106,418	625,794
<b>CITY REGULAR TOTAL PROPERTY TAX</b>	<b>3,983,314</b>	<b>3,983,314</b>	<b>4,021,544</b>
<b>CITY REGULAR TAX RATE</b>	<b>14.20958</b>	<b>13.76926</b>	<b>14.30351</b>
Taxable Value for City Ag Land	0	0	0
Ag Land	0	0	0
<b>CITY AG LAND TAX RATE</b>	<b>0.00000</b>	<b>0.00000</b>	<b>0.00000</b>
<b>Tax Rate Comparison-Current VS. Proposed</b>			
Residential property with an Actual/Assessed Valuation of \$100,000/\$110,000	<b>Current Year Certified 2025/2026</b>	<b>Budget Year Proposed 2026/2027</b>	<b>Percent Change</b>
City Regular Residential	674	701	4.01
Commercial property with an Actual/Assessed Valuation of \$300,000/\$330,000	<b>Current Year Certified 2025/2026</b>	<b>Budget Year Proposed 2026/2027</b>	<b>Percent Change</b>
City Regular Commercial	2,929	3,273	11.74

Note: Actual/Assessed Valuation is multiplied by a Rollback Percentage to get to the Taxable Valuation to calculate Property Taxes. Residential and commercial properties have the same rollback percentage through \$150,000 of actual/assessed valuation.

**Reasons for tax increase if proposed exceeds the current:**

FICA & IPERS along with Other Employee Benefits were increased to account for an increase in salaries and benefits.

FUND BALANCE

City Name: WINDSOR HEIGHTS  
Fiscal Year July 1, 2026 - June 30, 2027

	GENERAL	SPECIAL REVENUES	TIF SPECIAL REVENUES	DEBT SERVICE	CAPITAL PROJECTS	PERMANENT	TOTAL GOVERNMENT	PROPRIETARY	GRAND TOTAL
<b>Annual Report FY 2025</b>									
Beginning Fund Balance July 1	1,980,700	3,790,096	1,595,130	496,082	13,015,134	0	20,877,142	2,318,320	23,195,462
Actual Revenues Except Beg Balance	4,837,940	3,033,789	2,127,555	2,152,401	5,351,560	0	17,503,245	954,084	18,457,329
Actual Expenditures Except End Balance	4,579,780	4,301,056	2,512,595	2,105,992	6,739,034	0	20,238,457	687,134	20,925,591
Ending Fund Balance June 30	2,238,860	2,522,829	1,210,090	542,491	11,627,660	0	18,141,930	2,585,270	20,727,200
<b>Re-Estimated FY 2026</b>									
Beginning Fund Balance	2,238,860	2,522,829	1,210,090	542,491	11,627,660	0	18,141,930	2,585,270	20,727,200
Re-Est Revenues	4,457,485	2,892,278	2,112,000	2,196,124	2,338,433	0	13,996,320	983,600	14,979,920
Re-Est Expenditures	4,909,594	3,718,902	2,100,000	2,178,074	7,106,000	0	20,012,570	928,458	20,941,028
Ending Fund Balance	1,786,751	1,696,205	1,222,090	560,541	6,860,093	0	12,125,680	2,640,412	14,766,092
<b>Budget FY 2027</b>									
Beginning Fund Balance	1,786,751	1,696,205	1,222,090	560,541	6,860,093	0	12,125,680	2,640,412	14,766,092
Revenues	5,108,907	3,343,091	2,485,000	1,977,387	4,995,500	0	17,909,885	959,400	18,869,285
Expenditures	5,661,728	3,489,262	1,661,650	2,181,007	10,791,034	0	23,784,681	1,884,877	25,669,558
Ending Fund Balance	1,233,930	1,550,034	2,045,440	356,921	1,064,559	0	6,250,884	1,714,935	7,965,819

**LOCAL EMC SUPPORT**

City Name: WINDSOR HEIGHTS  
 Fiscal Year July 1, 2026 - June 30, 2027

As provided in Iowa Code Section 384.12, subsection 22, a city may levy the amount necessary in support of a local Emergency Management Commission. In addition to this individual levy, Emergency Management Commission support may also be included as part of the General Fund Levy. Iowa Code Section 29C.17, subsection 6 states that any support from cities or counties must be separately reported on tax statements issued by the county treasurer. Input the amount of General Fund Levy request to be used for support of an Emergency Management Commission. The total below will reflect the total amount of Emergency Management Commission support provided by the City.

	Request with Utility Replacement	Property Taxes Levied
Portion of General Fund Levy Used for Emerg. Mgmt. Comm.	0	0
Support of a Local Emerg. Mgmt. Comm.	7,500	7,440
<b>TOTAL FOR FY 2027</b>	<b>7,500</b>	<b>7,440</b>

City Name: WINDSOR HEIGHTS  
Fiscal Year July 1, 2025 - June 30, 2026

GOVERNMENT ACTIVITIES CONT.	GENERAL	SPECIAL REVENUE	TIF/SPECIAL REVENUES	DEBT SERVICE	CAPITAL PROJECTS	PERMANENT	PROPRIETARY	RE-ESTIMATED 2026	ACTUAL 2025
<b>PUBLIC SAFETY</b>									
Police Department/Crime Prevention	1	2,100,000	552,000					2,652,000	2,107,654
Jail	2							0	0
Emergency Management	3	10,700						10,700	9,777
Flood Control	4							0	0
Fire Department	5	247,980	304,000					551,980	393,036
Ambulance	6	792,200	2,000					794,200	701,767
Building Inspections	7	30,000						30,000	66,788
Miscellaneous Protective Services	8							0	0
Animal Control	9	5,500						5,500	3,467
Other Public Safety	10							0	0
<b>TOTAL (lines 1 - 10)</b>	<b>11</b>	<b>3,186,380</b>	<b>858,000</b>			<b>0</b>		<b>4,044,380</b>	<b>3,282,489</b>
<b>PUBLIC WORKS</b>									
Roads, Bridges, & Sidewalks	12		812,586					812,586	786,259
Parking - Meter and Off-Street	13							0	0
Street Lighting	14		48,000					48,000	41,794
Traffic Control and Safety	15							0	0
Snow Removal	16		174,813					174,813	139,934
Highway Engineering	17							0	0
Street Cleaning	18							0	0
Airport (if not Enterprise)	19							0	0
Garbage (if not Enterprise)	20							0	0
Other Public Works	21		37,803					37,803	34,071
<b>TOTAL (lines 12 - 21)</b>	<b>22</b>	<b>0</b>	<b>1,073,202</b>			<b>0</b>		<b>1,073,202</b>	<b>1,002,058</b>
<b>HEALTH &amp; SOCIAL SERVICES</b>									
Welfare Assistance	23							0	0
City Hospital	24							0	0
Payments to Private Hospitals	25							0	0
Health Regulation and Inspection	26							0	0
Water, Air, and Mosquito Control	27							0	0
Community Mental Health	28							0	0
Other Health and Social Services	29							0	0
<b>TOTAL (lines 23 - 29)</b>	<b>30</b>	<b>0</b>	<b>0</b>			<b>0</b>		<b>0</b>	<b>0</b>
<b>CULTURE &amp; RECREATION</b>									
Library Services	31	69,560						69,560	50,648
Museum, Band and Theater	32							0	0
Parks	33	188,217	8,000					196,217	166,504
Recreation	34	180,953	3,000					183,953	162,150
Cemetery	35							0	0
Community Center, Zoo, & Marina	36	27,450						27,450	27,236
Other Culture and Recreation	37	56,500						56,500	0
<b>TOTAL (lines 31 - 37)</b>	<b>38</b>	<b>522,680</b>	<b>11,000</b>			<b>0</b>		<b>533,680</b>	<b>406,538</b>

City Name: WINDSOR HEIGHTS  
Fiscal Year July 1, 2025 - June 30, 2026

GOVERNMENT ACTIVITIES CONT.	GENERAL	SPECIAL REVENUE	TIF/SPECIAL REVENUES	DEBT SERVICE	CAPITAL PROJECTS	PERMANENT	PROPRIETARY	RE-ESTIMATED 2026	ACTUAL 2025
<b>COMMUNITY &amp; ECONOMIC DEVELOPMENT</b>									
Community Beautification	39							0	0
Economic Development	40	250,000						250,000	282,478
Housing and Urban Renewal	41	10,025						10,025	38,968
Planning & Zoning	42							0	0
Other Com & Econ Development	43							0	0
TIF Rebates	44							0	0
<b>TOTAL (lines 39 - 44)</b>	45	260,025	0	0		0		260,025	321,446
<b>GENERAL GOVERNMENT</b>									
Mayor, Council, & City Manager	46	155,100	4,900					160,000	135,145
Clerk, Treasurer, & Finance Adm.	47	736,009	156,000					892,009	884,350
Elections	48	1,400						1,400	0
Legal Services & City Attorney	49	48,000						48,000	57,876
City Hall & General Buildings	50							0	0
Tort Liability	51							0	0
Other General Government	52							0	0
<b>TOTAL (lines 46 - 52)</b>	53	940,509	160,900	0		0		1,101,409	1,077,371
<b>DEBT SERVICE</b>									
Gov Capital Projects	54			2,178,074				2,178,074	2,105,992
TIF Capital Projects	55				7,106,000			7,106,000	814,662
<b>TOTAL CAPITAL PROJECTS</b>	57	0	0	0	7,106,000	0		7,106,000	6,429,034
<b>TOTAL Governmental Activities Expenditures (lines 11+22+30+38+44+52+53+54)</b>	58	4,909,594	2,103,102	0	7,106,000	0		16,296,770	14,624,928
<b>BUSINESS TYPE ACTIVITIES</b>									
<b>Proprietary: Enterprise &amp; Budgeted ISF</b>									
Water Utility	59							0	0
Sewer Utility	60							0	193
Electric Utility	61							0	0
Gas Utility	62							0	0
Airport	63							0	0
Landfill/Garbage	64						431,656	431,656	443,141
Transit	65							0	0
Cable TV, Internet & Telephone	66							0	0
Housing Authority	67							0	0
Storm Water Utility	68						496,802	496,802	243,800
Other Business Type (city hosp., ISF, parking, etc.)	69							0	0
Enterprise DEBT SERVICE	70							0	0
Enterprise CAPITAL PROJECTS	71							0	0
Enterprise TIF CAPITAL PROJECTS	72							0	0
<b>TOTAL BUSINESS TYPE EXPENDITURES (lines 59+72)</b>	73							928,458	687,134
<b>TOTAL ALL EXPENDITURES (lines 58+73)</b>	74	4,909,594	2,103,102	0	7,106,000	0		17,225,228	15,312,062
Regular Transfers Out	75		1,615,800					1,615,800	3,100,934
Internal TIF Loan Transfers Out	76							2,100,000	2,512,595
Total ALL Transfers Out	77	0	1,615,800	0	0	0	0	3,715,800	5,613,529
<b>Total Expenditures and Other Fin Uses (lines 74+77)</b>	78	4,909,594	3,718,902	2,178,074	7,106,000	0	928,458	20,941,028	20,925,591
<b>Ending Fund Balance June 30</b>	79	1,786,751	1,696,205	560,541	6,860,093	0	2,640,412	14,766,092	20,727,200

RE-ESTIMATED REVENUES DETAIL

City Name: WINDSOR HEIGHTS  
Fiscal Year July 1, 2025 - June 30, 2026

REVENUES & OTHER FINANCING SOURCES	GENERAL	SPECIAL REVENUE	TIF SPECIAL REVENUES	DEBT SERVICE	CAPITAL PROJECTS	PERMANENT	PROPRIETARY	RE-ESTIMATED 2026	ACTUAL 2025
1 Taxes Levied on Property	2,400,533	476,363		1,106,418				3,983,314	3,947,847
2 Less: Uncollected Property Taxes - Levy Year								0	0
3 Net Current Property Taxes (line 1 minus line 2)	2,400,533	476,363		1,106,418	0			3,983,314	3,947,847
4 Delinquent Property Taxes								0	0
5 TIF Revenues			2,100,000					2,100,000	2,109,559
6 Other City Taxes:									
7 Utility Tax Replacement Excise Taxes	18,329	3,637		6,723				28,689	32,466
8 Utility franchise tax (Iowa Code Chapter 364.2)								0	0
9 Parimutuel wager tax								0	0
10 Gaming wager tax								0	0
11 Mobile Home Taxes								0	0
12 Hotel/Motel Taxes	15,000							15,000	27,318
13 Other Local Option Taxes		1,540,800						1,540,800	1,509,816
14 Subtotal - Other City Taxes (lines 6 thru 12)	33,329	1,544,437		6,723	0			1,584,489	1,569,600
15 Licenses & Permits	337,500							337,500	83,661
16 Use of Money & Property	350,000	370	12,000					362,370	1,325,926
17 Intergovernmental:									
18 Federal Grants & Reimbursements	150,000							150,000	306,356
19 Road Use Taxes		760,000						760,000	853,423
20 Other State Grants & Reimbursements	74,439	10,108		18,050				102,597	1,095,163
21 Local Grants & Reimbursements									97,825
22 Subtotal - Intergovernmental (lines 16 thru 19)	224,439	770,108	0	18,050	0			1,012,597	2,352,767
23 Charges for Fees & Service:									
24 Water Utility									1,895
25 Sewer Utility									0
26 Electric Utility									0
27 Gas Utility									0
28 Parking									0
29 Airport									0
30 Landfill/Garbage							358,000	358,000	333,513
31 Hospital									0
32 Transit									0
33 Cable TV, Internet & Telephone									0
34 Housing Authority									0
35 Storm Water Utility									0
36 Other Fees & Charges for Service	561,500	11,000			28,000			625,600	537,490
37 Subtotal - Charges for Service (lines 21 thru 33)	561,500	11,000	0	0	28,000	0	983,600	600,500	540,130
38 Special Assessments									1,413,028
39 Miscellaneous	108,750	90,000			101,000			299,750	41,412
40 Other Financing Sources:									
41 Regular Operating Transfers In	116,434				1,499,366			1,615,800	3,100,934
42 Internal TIF Loan Transfers In	325,000			1,064,933	710,067			2,100,000	2,512,595
43 Subtotal ALL Operating Transfers In	441,434	0	0	1,064,933	2,209,433	0		3,715,800	5,613,529
44 Proceeds of Debt (Excluding TIF Internal Borrowing)									0
45 Proceeds of Capital Asset Sales									0
46 Subtotal-Other Financing Sources (lines 36 thru 38)	441,434	0	0	1,064,933	2,209,433	0		3,715,800	5,613,529
47 Total Revenues except for beginning fund balance (lines 3, 4, 5, 12, 13, 14, 19, 33, 34, 35, & 39)	4,457,485	2,892,278	2,112,000	2,196,124	2,338,433	0	983,600	14,979,920	18,457,329
48 Beginning Fund Balance July 1	2,238,860	2,522,829	1,210,090	542,491	11,627,660	0	2,585,270	20,727,200	23,195,462
49 TOTAL REVENUES & BEGIN BALANCE (lines 41+42)	6,696,345	5,415,107	3,322,090	2,738,615	13,966,093	0	3,568,870	35,707,120	41,652,791

GOVERNMENT ACTIVITIES	GENERAL	SPECIAL REVENUES	TIF SPECIAL REVENUES	DEBT SERVICE	CAPITAL PROJECTS	PERMANENT	PROPRIETARY	BUDGET 2027	RE-ESTIMATED 2026	ACTUAL 2025
<b>PUBLIC SAFETY</b>										
Police Department/Crime Prevention	2,143,085	460,794						2,603,879	2,652,000	2,107,654
Jail								0	0	0
Emergency Management	8,200							8,200	10,700	9,777
Flood Control								0	0	0
Fire Department	247,004	2,000						249,004	551,980	393,036
Ambulance	843,358	245,646						1,089,004	794,200	701,767
Building Inspections	75,000							75,000	30,000	66,788
Miscellaneous Protective Services								0	0	0
Animal Control	5,500							5,500	5,500	3,467
Other Public Safety								0	0	0
TOTAL (lines 1 - 10)	3,322,147	708,440			0			4,030,587	4,044,380	3,282,489
<b>PUBLIC WORKS</b>										
Roads, Bridges, & Sidewalks		800,078						800,078	812,586	786,259
Parking - Meter and Off-Street								0	0	0
Street Lighting		55,000						55,000	48,000	41,794
Traffic Control and Safety								0	0	0
Snow Removal		185,251						185,251	174,813	139,934
Highway Engineering								0	0	0
Street Cleaning								0	0	0
Airport								0	0	0
Garbage (if not Enterprise)								0	0	0
Other Public Works		37,180						37,180	37,803	34,071
TOTAL (lines 12 - 21)	0	1,077,509			0			1,077,509	1,073,202	1,002,058
<b>HEALTH &amp; SOCIAL SERVICES</b>										
Welfare Assistance								0	0	0
City Hospital								0	0	0
Payments to Private Hospitals								0	0	0
Health Regulation and Inspection								0	0	0
Water, Air, and Mosquito Control								0	0	0
Community Mental Health								0	0	0
Other Health and Social Services								0	0	0
TOTAL (lines 23 - 29)	0	0			0			0	0	0
<b>CULTURE &amp; RECREATION</b>										
Library Services	75,000							75,000	69,560	50,648
Museum, Band and Theater								0	0	0
Parks	185,689							185,689	196,217	166,504
Recreation	155,888							155,888	183,953	162,150
Cemetery								0	0	0
Community Center, Zoo, & Marina	24,600							24,600	27,450	27,236
Other Culture and Recreation	61,542							61,542	56,500	0
TOTAL (lines 31 - 37)	502,719	0			0			502,719	533,680	406,538

City Name: WINDSOR HEIGHTS  
Fiscal Year July 1, 2026 - June 30, 2027

GOVERNMENT ACTIVITIES	GENERAL	SPECIAL REVENUES	TIF SPECIAL REVENUES	DEBT SERVICE	CAPITAL PROJECTS	PERMANENT	PROPRIETARY	BUDGET 2027	RE-ESTIMATED 2026	ACTUAL 2025
<b>COMMUNITY &amp; ECONOMIC DEVELOPMENT</b>										
Community Beautification	39							0	0	0
Economic Development	40	507,000						507,000	250,000	282,478
Housing and Urban Renewal	41	37,000						37,000	10,025	38,968
Planning & Zoning	42							0	0	0
Other Com & Econ Development	43							0	0	0
TIF Rebates	44	200,000						200,000	0	0
TOTAL (lines 39 - 44)	45	744,000	0	0		0		744,000	260,025	321,446
<b>GENERAL GOVERNMENT</b>										
Mayor, Council, & City Manager	46	146,175	4,070					150,245	160,000	135,145
Clerk, Treasurer, & Finance Adm.	47	582,937	91,243					674,180	892,009	884,350
Elections	48	1,750						1,750	1,400	0
Legal Services & City Attorney	49	55,000						55,000	48,000	57,876
City Hall & General Buildings	50							0	0	0
Tort Liability	51							0	0	0
Other General Government	52							0	0	0
TOTAL (lines 46 - 52)	53	785,862	95,313	0		0		881,175	1,101,409	1,077,371
<b>DEBT SERVICE</b>	54			2,181,007				2,181,007	2,178,074	2,105,992
Gov Capital Projects	55				7,987,034			7,987,034	7,106,000	814,662
TIF Capital Projects	56							0	0	5,614,372
TOTAL CAPITAL PROJECTS	57	0	0	0	7,987,034	0		7,987,034	7,106,000	6,429,034
<b>TOTAL Government Activities Expenditures (lines 11+22+30+38+45+53+54+57)</b>	58	5,354,728	1,881,262	2,181,007	7,987,034	0		17,404,031	16,296,770	14,624,928
<b>BUSINESS TYPE ACTIVITIES</b>										
<b>Proprietary: Enterprise &amp; Budgeted ISF</b>										
Water Utility	59							0	0	0
Sewer Utility	60							0	0	193
Electric Utility	61							0	0	0
Gas Utility	62							0	0	0
Airport	63							0	0	0
Landfill/Garbage	64						454,973	454,973	431,656	443,141
Transit	65							0	0	0
Cable TV, Internet & Telephone	66							0	0	0
Housing Authority	67							0	0	0
Storm Water Utility	68						679,904	679,904	496,802	243,800
Other Business Type (city hosp., ISF, parking, etc.)	69							0	0	0
Enterprise DEBT SERVICE	70							0	0	0
Enterprise CAPITAL PROJECTS	71							0	0	0
Enterprise TIF CAPITAL PROJECTS	72							0	0	0
<b>TOTAL Business Type Expenditures (lines 59 - 72)</b>	73							1,134,877	928,458	687,134
<b>TOTAL ALL EXPENDITURES (lines 58 + 73)</b>	74	5,354,728	1,881,262	2,181,007	7,987,034	0		18,538,908	17,225,228	15,312,062
Regular Transfers Out	75	307,000	1,608,000		2,804,000			5,469,000	1,615,800	3,100,934
Internal TIF Loan / Repayment Transfers Out	76		1,661,650					1,661,650	2,100,000	2,512,595
<b>Total ALL Transfers Out</b>	77	307,000	1,608,000	0	2,804,000	0		7,130,650	3,715,800	5,613,529
<b>Total Expenditures &amp; Fund Transfers Out (lines 74+77)</b>	78	5,661,728	3,489,262	2,181,007	10,791,034	0		25,669,558	20,941,028	20,925,591
<b>Ending Fund Balance June 30</b>	79	1,233,930	1,550,034	2,045,440	1,064,559	0		7,965,819	14,766,092	20,727,200

REVENUES DETAIL

City Name: WINDSOR HEIGHTS  
Fiscal Year July 1, 2026 - June 30, 2027

	GENERAL	SPECIAL REVENUES	TIF SPECIAL REVENUES	DEBT SERVICE	CAPITAL PROJECTS	PERMANENT	PROPRIETARY	BUDGET 2027	RE-ESTIMATED 2026	ACTUAL 2025
<b>REVENUES &amp; OTHER FINANCING SOURCES</b>										
Taxes Levied on Property	1 2,471,636	924,114		625,794	0			4,021,544	3,983,314	3,947,847
Less: Uncollected Property Taxes - Levy Year	2							0	0	0
Net Current Property Taxes (line 1 minus line 2)	3 2,471,636	924,114		625,794	0			4,021,544	3,983,314	3,947,847
Delinquent Property Taxes	4							0	0	0
TIF Revenues	5		2,485,000					2,485,000	2,100,000	2,109,559
Other City Taxes:										
Utility Tax Replacement Excise Taxes	6 19,966	7,465		3,933	0			31,364	28,689	32,466
Utility franchise tax (Iowa Code Chapter 364.2)	7							0	0	0
Parimutuel wager tax	8							0	0	0
Gaming wager tax	9							0	0	0
Mobile Home Taxes	10							0	0	0
Hotel/Motel Taxes	11 15,000							15,000	15,000	27,318
Other Local Option Taxes	12	1,508,000						1,508,000	1,540,800	1,509,816
Subtotal - Other City Taxes (lines 6 thru 12)	13 34,966	1,515,465		3,933	0			1,554,364	1,584,489	1,569,600
Licenses & Permits	14 93,700							93,700	337,500	83,661
Use of Money & Property	15 650,000	25,320						675,320	362,370	1,325,926
Intergovernmental:										
Federal Grants & Reimbursements	16 5,000							5,000	150,000	306,356
Road Use Taxes	17	770,000						770,000	760,000	853,423
Other State Grants & Reimbursements	18 72,155	18,192		11,010				101,357	102,597	1,095,163
Local Grants & Reimbursements	19 100,000							100,000		97,825
Subtotal - Intergovernmental (lines 16 thru 19)	20 177,155	788,192	0	11,010	0			976,357	1,012,597	2,352,767
Charges for Fees & Service:										
Water Utility	21							0	0	1,895
Sewer Utility	22							0	0	0
Electric Utility	23							0	0	0
Gas Utility	24							0	0	0
Parking	25							0	0	0
Airport	26							0	0	0
Landfill/Garbage	27							367,400	358,000	333,513
Hospital	28							0	0	0
Transit	29							0	0	0
Cable TV, Internet & Telephone	30							0	0	0
Housing Authority	31							0	0	0
Storm Water Utility	32							592,000	625,600	537,490
Other Fees & Charges for Service	33 857,950	90,000			24,000			971,950	600,500	540,130
Subtotal - Charges for Service (lines 21 thru 33)	34 857,950	90,000	0	0	24,000	0	959,400	1,931,350	1,584,100	1,413,028
Special Assessments	35							0	0	0
Miscellaneous	36 1,000							1,000	299,750	41,412
Other Financing Sources:										
Regular Operating Transfers In	37 497,500				4,971,500			5,469,000	1,615,800	3,100,934
Internal TIF Loan Transfers In	38 325,000			1,336,650				1,661,650	2,100,000	2,512,595
Subtotal ALL Operating Transfers In	39 822,500	0		1,336,650	4,971,500	0		7,130,650	3,715,800	5,613,529
Proceeds of Debt (Excluding TIF Internal Borrowing)	40							0	0	0
Proceeds of Capital Asset Sales	41							0	0	0
Subtotal-Other Financing Sources (lines 38 thru 40)	42 822,500	0		1,336,650	4,971,500	0	0	7,130,650	3,715,800	5,613,529
Total Revenues except for beginning fund balance (lines 3, 4, 5, 13, 14, 15, 20, 34, 35, 36, & 41)	43 5,108,907	3,343,091	2,485,000	1,977,387	4,995,500	0	959,400	18,869,285	14,979,920	18,457,329
Beginning Fund Balance July 1	44 1,786,751	1,696,205	1,222,090	560,541	6,860,093	0	2,640,412	14,766,092	20,727,200	23,195,462
TOTAL REVENUES & BEGIN BALANCE (lines 42+43)	45 6,895,658	5,039,296	3,707,090	2,537,928	11,855,593	0	3,599,812	33,635,377	35,707,120	41,652,791

ADOPTED BUDGET SUMMARY

City Name: WINDSOR HEIGHTS  
Fiscal Year July 1, 2026 - June 30, 2027

	GENERAL	SPECIAL REVENUES	TIF SPECIAL REVENUES	DEBT SERVICE	CAPITAL PROJECTS	PERMANENT	PROPRIETARY	BUDGET 2027	RE-ESTIMATED 2026	ACTUAL 2025
<b>Revenues &amp; Other Financing Sources</b>										
Taxes Levied on Property	2,471,636	924,114		625,794	0			4,021,544	3,983,314	3,947,847
Less: Uncollected Property Taxes-Levy Year	0	0		0	0			0	0	0
Net Current Property Taxes	2,471,636	924,114		625,794	0			4,021,544	3,983,314	3,947,847
Delinquent Property Taxes	0	0		0	0			0	0	0
TIF Revenues			2,485,000					2,485,000	2,100,000	2,109,559
Other City Taxes	34,966	1,515,465		3,933	0			1,554,364	1,584,489	1,569,600
Licenses & Permits	93,700	0		0	0			93,700	337,500	83,661
Use of Money and Property	650,000	25,320		0	0			675,320	362,370	1,325,926
Intergovernmental	177,155	788,192		11,010	0			976,357	1,012,597	2,352,767
Charges for Fees & Service	857,950	90,000		0	24,000			1,931,350	1,584,100	1,413,028
Special Assessments	0	0		0	0			0	0	0
Miscellaneous	1,000	0		0	0			1,000	299,750	41,412
Sub-Total Revenues:	4,286,407	3,343,091	2,485,000	640,737	24,000	0	959,400	11,738,635	11,264,120	12,843,800
<b>Other Financing Sources:</b>										
<b>Total Transfers In</b>	822,500	0		1,336,650	4,971,500	0	0	7,130,650	3,715,800	5,613,529
Proceeds of Debt	0	0		0	0		0	0	0	0
Proceeds of Capital Asset Sales	0	0		0	0		0	0	0	0
<b>Total Revenues and Other Sources</b>	5,108,907	3,343,091	2,485,000	1,977,387	4,995,500	0	959,400	18,869,285	14,979,920	18,457,329
<b>Expenditures &amp; Other Financing Uses</b>										
Public Safety	3,322,147	708,440		0				4,030,587	4,044,380	3,282,489
Public Works	0	1,077,509		0				1,077,509	1,073,202	1,002,058
Health and Social Services	0	0		0				0	0	0
Culture and Recreation	502,719	0		0				502,719	533,680	406,538
Community and Economic Development	744,000	0		0				744,000	260,025	321,446
General Government	785,862	95,313		2,181,007	0			881,175	1,101,409	1,077,371
Debt Service	0	0		0				2,181,007	2,178,074	2,105,992
Capital Projects	0	0		0	7,987,034	0		7,987,034	7,106,000	6,429,034
<b>Total Government Activities Expenditures</b>	5,354,728	1,881,262		2,181,007	7,987,034	0	1,134,877	17,404,031	16,296,770	14,624,928
Business Type Proprietary: Enterprise & ISF								1,134,877	928,458	687,134
<b>Total Gov &amp; Bus Type Expenditures</b>	5,354,728	1,881,262		2,181,007	7,987,034	0	1,134,877	18,538,908	17,225,228	15,312,062
<b>Total Transfers Out</b>	307,000	1,608,000		0	2,804,000	0	750,000	7,130,650	3,715,800	5,613,529
Total ALL Expenditures/Fund Transfers Out	5,661,728	3,489,262		2,181,007	10,791,034	0	1,884,877	25,669,558	20,941,028	20,925,591
Excess Revenues & Other Sources Over										
(Under) Expenditures/Transfers Out	-552,821	-146,171		-203,620	-5,795,534	0	-925,477	-6,800,273	-5,961,108	-2,468,262
<b>Beginning Fund Balance July 1</b>	1,786,751	1,696,205		560,541	6,860,093	0	2,640,412	14,766,092	20,727,200	23,195,462
<b>Ending Fund Balance June 30</b>	1,233,930	1,550,034		356,921	1,064,559	0	1,714,935	7,965,819	14,766,092	20,727,200



**LONG TERM DEBT SCHEDULE - GRAND TOTALS**  
**GENERAL OBLIGATION BONDS, TIF BONDS, REVENUE BONDS, LOANS, LEASE-PURCHASE PAYMENTS**

	Principal Due FY 2027	Interest Due FY 2027	Total Obligation Due FY 2027	Bond Reg./ Paying Agent Fees Due FY 2027	Reductions due to Refinancing or Prepayment of Certified Debt	Paid from Sources OTHER THAN Budget Year Debt Service Levy	Amount Paid Budget Year Debt Service Levy
GO - TOTAL	1,685,000	493,207	2,178,207	2,800	0	1,551,280	629,727
NON GO - TOTAL	0	0	0	0	0	0	0
GRAND - TOTAL	1,685,000	493,207	2,178,207	2,800	0	1,551,280	629,727

**NOTICE OF PUBLIC HEARING -- PROPOSED BUDGET**

Fiscal Year July 1, 2026 - June 30, 2027

City of: WINDSOR HEIGHTS

The City Council will conduct a public hearing on the proposed Budget at: 1133 66TH ST, WINDSOR HEIGHTS, IA 50324 Meeting Date: 4/20/2026  
Meeting Time: 06:00 PM

At the public hearing any resident or taxpayer may present objections to, or arguments in favor of, any part of the proposed budget. This notice represents a summary of the supporting detail of revenues and expenditures on file with the City Clerk and County Auditor.

City budgets are subject to protest. If protest petition requirements are met, the State Appeal Board will hold a local hearing. For more information, consult <https://dom.iowa.gov/local-budget-appeals>.

The Budget Estimate Summary of proposed receipts and expenditures is shown below. Copies of the the detailed proposed Budget may be obtained or viewed at the offices of the Mayor, City Clerk, and at the Library.

The estimated Total tax levy rate per \$1000 valuation on regular property	14.30351
The estimated tax levy rate per \$1000 valuation on Agricultural property is	0

At the public hearing, any resident or taxpayer may present objections to, or arguments in favor of, any part of the proposed budget.

Phone Number (515) 279-3662	City Clerk/Finance Officer's NAME Rachelle Swisher
--------------------------------	---

		Budget FY 2027	Re-estimated FY 2026	Actual FY 2025
<b>Revenues &amp; Other Financing Sources</b>				
Taxes Levied on Property	1	4,021,544	3,983,314	3,947,847
Less: Uncollected Property Taxes-Levy Year	2	0	0	0
<b>Net Current Property Taxes</b>	3	4,021,544	3,983,314	3,947,847
Delinquent Property Taxes	4	0	0	0
TIF Revenues	5	2,485,000	2,100,000	2,109,559
Other City Taxes	6	1,554,364	1,584,489	1,569,600
Licenses & Permits	7	93,700	337,500	83,661
Use of Money and Property	8	675,320	362,370	1,325,926
Intergovernmental	9	976,357	1,012,597	2,352,767
Charges for Fees & Service	10	1,931,350	1,584,100	1,413,028
Special Assessments	11	0	0	0
Miscellaneous	12	1,000	299,750	41,412
Other Financing Sources	13	0	0	0
Transfers In	14	7,130,650	3,715,800	5,613,529
<b>Total Revenues and Other Sources</b>	15	18,869,285	14,979,920	18,457,329
<b>Expenditures &amp; Other Financing Uses</b>				
Public Safety	16	4,030,587	4,044,380	3,282,489
Public Works	17	1,077,509	1,073,202	1,002,058
Health and Social Services	18	0	0	0
Culture and Recreation	19	502,719	533,680	406,538
Community and Economic Development	20	744,000	260,025	321,446
General Government	21	881,175	1,101,409	1,077,371
Debt Service	22	2,181,007	2,178,074	2,105,992
Capital Projects	23	7,987,034	7,106,000	6,429,034
<b>Total Government Activities Expenditures</b>	24	17,404,031	16,296,770	14,624,928
Business Type / Enterprises	25	1,134,877	928,458	687,134
<b>Total ALL Expenditures</b>	26	18,538,908	17,225,228	15,312,062
Transfers Out	27	7,130,650	3,715,800	5,613,529
Total ALL Expenditures/Transfers Out	28	25,669,558	20,941,028	20,925,591
<b>Excess Revenues &amp; Other Sources Over (Under) Expenditures/Transfers Out</b>	29	-6,800,273	-5,961,108	-2,468,262
Beginning Fund Balance July 1	30	14,766,092	20,727,200	23,195,462
<b>Ending Fund Balance June 30</b>	31	7,965,819	14,766,092	20,727,200

**City of Windsor Heights Regular Business Meeting Minutes**  
**Monday, April 6, 2026 - 6:00 PM**  
**WINDSOR HEIGHTS COUNCIL CHAMBERS - 1133 66th ST**

1. **Call to Order/Roll Call**

Mayor Mike Jones called the meeting to order at 6:04 PM. Members present: Susan Skeries, Joseph Jones, Lauren Campbell, Fletcher Barry. Members Absent: Threase Harms. Staff present: City Administrator Adam Plagge City Clerk Adam Strait, Finance Director Rachelle Swisher, Public Works Director Andy Larson, Police Chief Pete Roth, Fire Chief Jim Mease, City Attorney Erin Clanton

2. **Approval of the Agenda**

Motion by Joseph Jones to APPROVE. Seconded by Susan Skeries. Motion passed 4-0.

3. **Presentation:**

A. Presentation from BRAVO President Sally Dix

Sally Dixon, President of Bravo Greater Des Moines, provided a brief overview of Bravo’s regional arts funding model, which uses hotel-motel tax revenue to efficiently support over 80 arts and cultural organizations while reducing administrative burden on partner cities. She highlighted both regional and local impacts, noting that Windsor Heights received approximately \$91,500 in direct funding and that residents benefit from significant participation in Bravo-supported programs. Dixon emphasized the strong return on investment generated by arts funding, while also noting potential risks related to property tax reform and proposed changes to hotel-motel tax regulations. Council expressed appreciation for Bravo’s work and ongoing partnership.

4. **Public Forum:** This is time set aside for comments from the public on topics of City business other than those listed on the agenda. No action may be taken. Please come to the podium, state your name and address for the record and keep your comments to no more than 5 minutes.

No public comment given.

5. **Consent Agenda:** Any item on the Consent Agenda may be removed for separate consideration.

Motion by Susan Skeries to APPROVE Consent Agenda. Seconded by Joseph Jones. Motion passed 4-0.

A. Approve Minutes of the Regular Council Meeting on March 16, 2026

B. Approve Minutes of the Work Session on Monday, March 16, 2026

C. Approve Financial Reports

D. Approve Liquor License - Puerto Rico Restaurant - 6611 University Ave Ste 101

- E. Approve Liquor License Ownership Update - Sams Club - 101 73rd St
- F. Approve Liquor License Premises Update - Sams Club - 1101 73rd St
- G. Approve Tobacco Permit - Maverik - 7229 University Ave
- H. Approve Resolution No. 2026-22 - A Resolution Waiving CEC Fees for Isaiah House 117 Fundraiser Event on May 15, 2026
- I. Approve Fire Department Treadmill Replacement Purchase
- J. Approve Resolution No. 2026-23 - A Resolution to Set a Date for a Public Hearing on the FY27 Budget
- K. Approve Resolution No. 2026-24 - A Resolution Setting Date for Public Hearing on Designation of the Expanded Windsor Heights Consolidated Urban Renewal Area and on Urban Renewal Plan Amendment

6. **Action Items:**

- A. Consideration of Resolution No. 2026-25 - A Resolution Authorizing the Execution of an Agreement between the City of Windsor Heights and the Des Moines Public Library for the Provision of Library Services
 

Adam Plagge presented the item. The agreement is a three-year renewal with a 3% annual cost increase and includes access to both physical and digital materials, primarily through the Franklin Library. No significant service changes are anticipated in the near term, though potential budget challenges in future years were noted. The agreement includes a provision allowing termination or reconsideration if service levels change. Motion by Joseph Jones to APPROVE. Seconded by Susan Skeries. Motion passed 4-0.
- B. Consideration of FY26 Public Works ERP Purchase - Class 5 Pickup
 

Andy Larson presented the item. He explained that one vehicle, a 2006 Chevy Silverado, is experiencing increasing maintenance and engine issues, while the other, an older dump truck used for street operations, has been in service for decades and is at the end of its useful life. The replacement was included in the FY26 budget at \$120,000, with pricing obtained through state contracts to ensure competitive bids. Staff recommended purchasing from Carl Chevrolet due to comparable pricing and better alignment with operational

needs and specifications. It was noted that the existing vehicles are expected to have minimal resale value. Motion by Susan Skeries to APPROVE. Seconded by Joseph Jones. Motion passed 4-0.

C. Consideration of Resolution No. 2026-26 - A Resolution Setting the Public Hearing on the Adoption of the Proposed Code of Ordinances of the City of Windsor Heights

Adam Strait presented the item. He explained that the update largely consists of administrative, technical, and clarifying changes to align the code with current city operations and state law, with relatively few substantive policy changes. Updates since the previous council review were described as minor and primarily included clarifications, removal of outdated provisions, and alignment with state code. Staff also highlighted the addition of a trap-neuter-release program as part of the broader update. A public hearing was recommended for May 4 to allow sufficient time for council and public review, with outreach planned to inform residents. Motion by Joseph Jones to APPROVE. Seconded by Susan Skeries. Motion passed 4-0.

7. **Reports:**

A. Mayor, Council Reports and Committee Updates, and Administration Reports

- Councilor Lauren Campbell reported on recent meetings and activities since March 2. She attended the Bravo Board meeting on March 11, where she voiced strong support for continued participation in Bravo, citing concerns about other communities withdrawing despite receiving significant program value. She also met with the Des Moines Art Center to discuss public art opportunities. Campbell attended the Public Safety and Special Events Committee meetings, and on March 25 presented at the Iowa Parks and Recreation Association Conference on Windsor Heights' work in Colby Park and special events, noting positive feedback from peers. She also attended the Communications and Public Art Committee meeting and plans to attend an upcoming DART meeting.
- Councilor Fletcher Barry reported on recent meetings and community events. He attended the Public Works Committee meeting on March 18 and participated in a Polk County Emergency Management "Lunch and Learn" on March 24 focused on Alert Iowa, encouraging residents to utilize the tool to stay informed during severe weather. Barry also attended the grand openings of Heart Space Massage and Dinner Dispatch, and participated in "Talk with

Officials for Windsor Heights,” noting it as a valuable opportunity for residents to engage with local and state leaders.

- Councilor Joseph Jones provided an update on DART, noting he will be unable to attend the upcoming meeting due to a work commitment, with Councilor Campbell attending in his place. Jones shared that he is serving on the DART CEO search committee as part of the executive committee, which has begun reviewing applicants and conducting interviews, with the process currently underway.
- Councilor Susan Skeries reported on recent meetings, events, and community initiatives. She attended Public Works and Special Events Committee meetings, as well as the Heart Space Massage ribbon cutting and the “Talk with Officials” event. She also participated in a Central Iowa Center for Independent Living open house, which she described as informative and impactful, and is now working with partners to improve accessibility at community events, including adding audio descriptions and exploring closed captioning for Movies in the Park. Skeries also attended the Million Trees event, a Chamber AM Exchange, a Metro Waste Executive Board meeting, and the Dinner Dispatch ribbon cutting. She provided an update on the upcoming Earth Day event, noting that planning is underway but additional volunteers are needed. She encouraged community participation and also highlighted upcoming events, including Wake Up Windsor Heights.

i Mayor's Report 3.12.26

#### B. 2026 City Construction Updates Report

City Administrator Adam Plagge provided an update on several ongoing and upcoming construction projects. He reported that the water access project is progressing well, though currently paused for approximately two weeks, with completion anticipated by the end of May. The 68th Street paving project is expected to begin mid-April, with efforts to minimize impacts to residents and an open house planned to provide additional information. Plagge noted that the start of work on 73rd Street has been slightly delayed to better align with related Des Moines Water Works projects, with construction now expected to begin later in April. He also highlighted the upcoming 74th Street reconstruction project, which will involve a full street rebuild and is anticipated to begin in late April or early May, with attention to tree preservation and resident accessibility needs throughout the project.

#### C. Code Enforcement Q1 Report

8. **Adjourn to Exempt Sessions** Immediately following the regular Council meeting, Council will have exempt sessions pursuant to Iowa Code section 20.17(3)—Negotiating sessions, strategy meetings of public employers, mediation, and the deliberative process of arbitrators shall be exempt from the provisions of chapter 21.

Motion by Susan Skeries to adjourn at 6:56PM. Seconded by Joseph Jones. Motion Passed 4-0.



**STAFF REPORT**  
**CITY COUNCIL**  
April 20, 2026

TO: CITY COUNCIL

FROM:

SUBJECT: Approve Minutes of the Special Council Meeting on 4.6.26

**GENERAL INFORMATION**

**ATTACHMENTS**

1. 4.6.26 Special City Council Meeting Minutes

**City of Windsor Heights Special Meeting Minutes**  
**Monday, April 6, 2026 - 6:00 PM**  
**WINDSOR HEIGHTS COUNCIL CHAMBERS - 1133 66th ST**

1. **Call to Order/Roll Call/Pledge of Allegiance**

Mayor Mike Jones called the meeting to order at 6:00 PM. Members present: Susan Skeries, Joseph Jones, Lauren Campbell, Fletcher Barry. Members Absent: Threase Harms. Staff present: City Administrator Adam Plagge City Clerk Adam Strait, Finance Director Rachelle Swisher, Public Works Director Andy Larson, Police Chief Pete Roth, Fire Chief Jim Mease, City Attorney Erin Clanton

2. **Approval of the Agenda**

Motion by Susan Skeries to APPROVE. Seconded by Joseph Jones. Motion passed 4-0.

3. **Public Hearing:**

A. **Public Hearing on Proposed Tax Rate Levy**

Motion by Joseph Jones to open the public hearing at 6:01 PM. Seconded by Susan Skeries. Motion passed 4-0. No public comments given. Motion by Joseph Jones to close the public hearing at 6:02 PM. Seconded by Susan Skeries. Motion passed 4-0.

4. **Adjourn to Regular Council Meeting Immediately Following the Special Council Meeting**

Motion by Susan Skeries to adjourn at 6:03PM. Seconded by Joseph Jones. Motion Passed 4-0.



**STAFF REPORT  
CITY COUNCIL**  
April 20, 2026

TO: CITY COUNCIL

FROM:

SUBJECT: Approve Financial Reports

**GENERAL INFORMATION**

**ATTACHMENTS**

1. CLAIMS REPORT
2. REVENUE REPORT
3. BUDGET REPORT



**\*Check Detail Register©**

Batch: 040626PAY,040726REC-  
2,040826PAY,040926REC,041526PAY,PAY20260108.00,PAY20260108.01,PRL-  
041026,PRL-SUP410

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
<b>1110 CASH</b>					
<b>965 e</b>	04/08/26	<b>BANKERS TRUST COMPANY</b>			
E 001-620-6405		COURT & RECORDING F	\$64.79		CC FEES
		Total	\$64.79		
<b>966 e</b>	04/08/26	<b>BANKERS TRUST COMPANY</b>			
E 001-620-6405		COURT & RECORDING F	\$145.69		CC FEES
		Total	\$145.69		
<b>967 e</b>	04/08/26	<b>BANKERS TRUST COMPANY</b>			
E 001-620-6405		COURT & RECORDING F	\$37.90		CC FEES
		Total	\$37.90		
<b>968 e</b>	04/08/26	<b>CLEARFLY</b>			
E 001-615-6373		COMMUNICATIONS	\$183.25	INV802730	PHONES
		Total	\$183.25		
<b>969 e</b>	04/08/26	<b>DAIDA</b>			
E 001-110-6507		OPERATING SUPPLIES	\$545.53	209818	RADIX MONTHLY FEES
		Total	\$545.53		
<b>970 e</b>	04/08/26	<b>T-MOBILE</b>			
E 001-110-6373		COMMUNICATIONS	\$94.80		PHONES
		Total	\$94.80		
<b>971 e</b>	04/08/26	<b>FEDERAL TAX DEPOSIT</b>			
G 001-2120		FEDERAL W/H PAYABLE	\$12,559.43		
G 001-2121		FICA W/H PAYABLE	\$17,716.62		
		Total	\$30,276.05		
<b>972 e</b>	04/08/26	<b>ISOLVED BENEFIT SERVICES</b>			
G 001-2131		FSA AND DEPENDENT C	\$1,405.00		
		Total	\$1,405.00		
<b>973 e</b>	04/08/26	<b>STATE OF IOWA</b>			
G 001-2122		STATE W/H PAYABLE	\$3,304.80		
		Total	\$3,304.80		
<b>974 e</b>	04/08/26	<b>ASSURITY</b>			
G 001-2128		ASSURITY	\$10.21		SWISHER, RACHELLE ASSURITY
G 001-2128		ASSURITY	\$18.31		AHRENS, TYLER ASSURITY
G 001-2128		ASSURITY	\$5.88		BROWN, CODY ASSURITY
G 001-2128		ASSURITY	\$36.07		DAVISON, MARK ASSURITY
G 001-2128		ASSURITY	\$45.10		IRLBECK, MICHAEL ASSURITY
G 001-2128		ASSURITY	\$33.62		MEASE, JAMES ASSURITY
G 001-2128		ASSURITY	\$18.75		NORRIS, CHAD ASSURITY
G 001-2128		ASSURITY	\$19.70		PRICE, JEFF ASSURITY
G 001-2128		ASSURITY	\$16.84		ROBERTS, JASON ASSURITY
G 001-2128		ASSURITY	\$39.82		ROTH, PETE ASSURITY
G 001-2128		ASSURITY	\$9.84		STRAIT, ADAM ASSURITY
		Total	\$254.14		
<b>975 e</b>	04/08/26	<b>ICMA RETIREMENT TRUST</b>			



**\*Check Detail Register©**

Batch: 040626PAY,040726REC-  
2,040826PAY,040926REC,041526PAY,PAY20260108.00,PAY20260108.01,PRL-  
041026,PRL-SUP410

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
G 001-2125		DEF COMP PAYABLE IC	\$396.87		ICMA DEFERRED COMP
G 001-2125		DEF COMP PAYABLE IC	\$2,020.24		ICMA - EMPLOYER
		Total	\$2,417.11		
<b>976 e</b>	04/08/26	<b>FEDERAL TAX DEPOSIT</b>			
G 001-2120		FEDERAL W/H PAYABLE	\$1,198.44		
G 001-2121		FICA W/H PAYABLE	\$1,919.64		
		Total	\$3,118.08		
<b>977 e</b>	04/08/26	<b>STATE OF IOWA</b>			
G 001-2122		STATE W/H PAYABLE	\$358.76		
		Total	\$358.76		
<b>978 e</b>	04/15/26	<b>WEX FLEET UNIVERSAL</b>			
E 001-150-6331		MOTOR VEHICLE OPER	\$941.35		FUEL
E 001-110-6331		MOTOR VEHICLE OPER	\$1,685.21		FUEL
E 110-210-6331		MOTOR VEHICLE OPER	\$789.92		FUEL
		Total	\$3,416.48		
<b>979 e</b>	04/15/26	<b>VERIZON WIRELESS</b>			
E 001-110-6373		COMMUNICATIONS	\$40.01		CELL PHONE/SERVICE
E 001-160-6373		COMMUNICATIONS	\$78.52		CELL PHONE/SERVICE
E 001-110-6373		COMMUNICATIONS	\$38.48		CELL PHONE/SERVICE
E 001-480-6373		COMMUNICATIONS	\$24.39		CELL PHONE/SERVICE
E 110-210-6373		COMMUNICATIONS	\$60.06		CELL PHONE/SERVICE
E 110-210-6373		COMMUNICATIONS	\$96.98		CELL PHONE/SERVICE
E 110-210-6373		COMMUNICATIONS	\$40.04		CELL PHONE/SERVICE
		Total	\$378.48		
<b>980 e</b>	04/15/26	<b>MIDAMERICAN ENERGY CO</b>			
E 110-230-6371		UTILITIES	\$3,214.44	578806680	STREET LIGHTS
		Total	\$3,214.44		
<b>981 e</b>	04/15/26	<b>MIDAMERICAN ENERGY CO</b>			
E 001-480-6371		UTILITIES	\$157.61	578718205	6900 SCHOOL ST CEC
		Total	\$157.61		
<b>982 e</b>	04/15/26	<b>MIDAMERICAN ENERGY CO</b>			
E 110-230-6371		UTILITIES	\$35.06	578202546	801 73RD ST
		Total	\$35.06		
<b>983 e</b>	04/15/26	<b>MIDAMERICAN ENERGY CO</b>			
E 001-620-6371		UTILITIES	\$234.49	578691148	1145 66TH ST
		Total	\$234.49		
<b>984 e</b>	04/15/26	<b>MIDAMERICAN ENERGY CO</b>			
E 110-230-6371		UTILITIES	\$124.52	578688144	6540 UNIV AVE
		Total	\$124.52		
<b>985 e</b>	04/15/26	<b>MIDAMERICAN ENERGY CO</b>			
E 110-230-6371		UTILITIES	\$25.51	578686313	7290 UNIV AVE
		Total	\$25.51		



**\*Check Detail Register©**

Batch: 040626PAY,040726REC-  
2,040826PAY,040926REC,041526PAY,PAY20260108.00,PAY20260108.01,PRL-  
041026,PRL-SUP410

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
<b>986 e</b>	04/15/26	<b>MIDAMERICAN ENERGY CO</b>			
E 110-230-6371		UTILITIES	\$14.03	578685812	1601 73RD ST
		Total	\$14.03		
<b>987 e</b>	04/15/26	<b>MIDAMERICAN ENERGY CO</b>			
E 110-230-6371		UTILITIES	\$94.79	578682425	6739 UNIV AVE
		Total	\$94.79		
<b>988 e</b>	04/15/26	<b>MIDAMERICAN ENERGY CO</b>			
E 110-230-6371		UTILITIES	\$24.18	578668170	2227 63RD ST
		Total	\$24.18		
<b>989 e</b>	04/15/26	<b>MIDAMERICAN ENERGY CO</b>			
E 110-230-6371		UTILITIES	\$34.65	578662504	1145 73RD ST
		Total	\$34.65		
<b>990 e</b>	04/15/26	<b>MIDAMERICAN ENERGY CO</b>			
E 001-480-6371		UTILITIES	\$61.34	578662014	6900 SCHOOL ST
		Total	\$61.34		
<b>991 e</b>	04/15/26	<b>MIDAMERICAN ENERGY CO</b>			
E 110-230-6371		UTILITIES	\$56.01	578660997	6440 HICKMAN RD
		Total	\$56.01		
<b>992 e</b>	04/15/26	<b>MIDAMERICAN ENERGY CO</b>			
E 110-230-6371		UTILITIES	\$10.00	578660071	1804 73RD ST
		Total	\$10.00		
<b>993 e</b>	04/15/26	<b>MIDAMERICAN ENERGY CO</b>			
E 110-230-6371		UTILITIES	\$26.06	578659774	6410 HICKMAN RD
		Total	\$26.06		
<b>994 e</b>	04/15/26	<b>MIDAMERICAN ENERGY CO</b>			
E 110-230-6371		UTILITIES	\$24.67	578686656	1140 73RD ST
		Total	\$24.67		
<b>995 e</b>	04/15/26	<b>MIDAMERICAN ENERGY CO</b>			
E 110-210-6371		UTILITIES	\$506.70	578676780	6800 SCHOOL ST
		Total	\$506.70		
<b>996 e</b>	04/15/26	<b>MIDAMERICAN ENERGY CO</b>			
E 110-210-6371		UTILITIES	\$203.37	578676861	6800 SCHOOL ST
		Total	\$203.37		
<b>997 e</b>	04/15/26	<b>MIDAMERICAN ENERGY CO</b>			
E 110-230-6371		UTILITIES	\$23.90	578676447	7116 UNIV AVE
		Total	\$23.90		
<b>998 e</b>	04/15/26	<b>MIDAMERICAN ENERGY CO</b>			
E 001-150-6371		UTILITIES	\$675.83	578690806	1133 66TH ST
		Total	\$675.83		
<b>999 e</b>	04/15/26	<b>MIDAMERICAN ENERGY CO</b>			
E 110-230-6371		UTILITIES	\$24.47	578661512	7001 UNIV AVE



**\*Check Detail Register©**

Batch: 040626PAY,040726REC-  
2,040826PAY,040926REC,041526PAY,PAY20260108.00,PAY20260108.01,PRL-  
041026,PRL-SUP410

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
			Total	\$24.47	
<b>1000 e</b>	04/15/26	<b>MIDAMERICAN ENERGY CO</b>			
E 110-230-6371		UTILITIES	\$27.24	578661520	6300 UNIV AVE
			Total	\$27.24	
<b>1001 e</b>	04/15/26	<b>MIDAMERICAN ENERGY CO</b>			
E 110-230-6371		UTILITIES	\$25.64	578681442	951 73RD ST
			Total	\$25.64	
<b>1002 e</b>	04/15/26	<b>MIDAMERICAN ENERGY CO</b>			
E 001-480-6371		UTILITIES	\$27.23	578676933	6900 SCHOOL ST
			Total	\$27.23	
<b>60164</b>	04/06/26	<b>SITEONE LANDSCAPE SUPPLY</b>			
E 001-430-6511		BLDG & GROUNDS OPE	\$43.85	162913683-0	SUPPLIES
			Total	\$43.85	
<b>60165</b>	04/08/26	<b>AMAZON CAPITAL SERVICES</b>			
E 001-470-6499		MISC/REFUNDS	\$18.27	11XX-FPQF-	EARTH DAY SUPPLIES
E 001-470-6499		MISC/REFUNDS	\$135.47	13RT-LLF3-6	EARTH DAY SUPPLIES
			Total	\$153.74	
<b>60166</b>	04/08/26	<b>BANKERS TRUST COMPANY</b>			
E 110-210-6230		TRAINING	\$75.00	04082026 28	IA STATE TRAINING
E 110-210-6332		REPAIR - VEHICLES & E	\$19.38	04082026 28	SUPPLIES
E 110-210-6230		TRAINING	\$895.00	04082026 28	CDL TRAINING
E 110-250-6332		REPAIR - VEHICLES & E	\$35.97	04082026 28	EQUIP REPAIR
E 110-210-6240		MEETING/CONFERENCE	\$25.84	04082026 28	PW CONF
E 740-865-6507		OPERATING SUPPLIES	\$580.72	04082026 28	STORM DRAIN MARKERS
E 110-210-6240		MEETING/CONFERENCE	\$260.00	04082026 28	APWA CONF
E 110-210-6417		STREET MAINTENANCE	\$708.73	04082026 28	STREET SIGNS
E 110-210-6240		MEETING/CONFERENCE	\$13.00	04082026 28	CONF PARKING
E 001-615-6419		TECHNOLOGY SERVICE	\$120.00	04082026 35	MARCH CHAT GPT
E 001-620-6506		OFFICE SUPPLIES	\$14.96	04082026 35	SUPPLIES
E 001-620-6419		TECHNOLOGY SERVICE	\$80.98	04082026 35	CH ZOOM
E 001-615-6507		OPERATING SUPPLIES	\$467.90	04082026 35	ADOBE
E 001-615-6419		TECHNOLOGY SERVICE	\$120.00	04082026 35	APRIL CHAT GPT
E 001-620-6507		OPERATING SUPPLIES	\$61.80	04082026 35	CH SHRED BOX
E 001-620-6373		COMMUNICATIONS	\$90.00	04082026 35	CONSTANT CONTACT
E 001-110-6499		MISC/REFUNDS	\$69.37	04082026 84	OFFICER AWARD PLAQUES
E 001-110-6230		TRAINING	\$225.00	04082026 84	IPCA ANNUAL CONF
E 001-150-6230		TRAINING	\$748.00	04082026 96	FDIC TRAINING
E 001-160-6230		TRAINING	\$48.50	04082026 96	PROVIDER ECARDS
E 001-150-6599		MISCELLANEOUS	\$17.78	04082026 96	CHIEF LUNCHEON
E 001-620-6240		MEETING/CONFERENCE	\$270.32	04082026 99	IMMT CONF HOTEL
E 001-615-6490		OTHER PROF SERVICE	\$47.08	04082026 99	MICROSOFT
E 001-615-6490		OTHER PROF SERVICE	\$851.00	04082026 99	MICROSOFT
E 110-210-6331		MOTOR VEHICLE OPER	\$20.00	04082026 99	PW CAR WASH FEES
E 001-110-6331		MOTOR VEHICLE OPER	\$50.00	04082026 99	PD CAR WASH FEES
			Total	\$5,916.33	



**\*Check Detail Register©**

Batch: 040626PAY,040726REC-  
2,040826PAY,040926REC,041526PAY,PAY20260108.00,PAY20260108.01,PRL-  
041026,PRL-SUP410

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
<b>60167</b>	04/08/26	<b>BULLZEYE, INC</b>			
E 001-110-6409		JANITORIAL	\$955.00	10470	PW MARCH CLEANING
E 001-620-6409		JANITORIAL	\$591.00	10494	CH MARCH CLEANING
E 001-110-6409		JANITORIAL	\$174.12	10534	SUPPLIES
		Total	\$1,720.12		
<b>60168</b>	04/08/26	<b>CAMPBELL, LAUREN</b>			
E 001-470-6499		MISC/REFUNDS	\$113.66		EARTH DAY SUPPLIES REIMBURSEMENT
		Total	\$113.66		
<b>60169</b>	04/08/26	<b>CHARLES GABUS FORD</b>			
E 001-110-6332		REPAIR - VEHICLES & E	\$1,940.93	492722	CAR 29 REPAIRS
		Total	\$1,940.93		
<b>60170</b>	04/08/26	<b>CITY OF URBANDALE</b>			
E 001-110-6413		CONTRIBUTIONS & PAY	\$723.42	2026-400002	CROSSING GUARD
		Total	\$723.42		
<b>60171</b>	04/08/26	<b>CLIVE POWER EQUIP.</b>			
E 001-430-6332		REPAIR - VEHICLES & E	\$317.83	21675	EQUIP REPAIR
		Total	\$317.83		
<b>60172</b>	04/08/26	<b>CONSTRUCTION MATERIALS TESTING</b>			
E 326-210-6761		CAP OUTLAY	\$506.25	58269	68TH ST MATERIALS TESTING
		Total	\$506.25		
<b>60173</b>	04/08/26	<b>CONVERGINT TECHNOLOGIES LLC</b>			
E 350-615-6727		OTHER CAPITAL EQUIP	\$481.00	IN00462372	SECURITY SOFTWARE
		Total	\$481.00		
<b>60174</b>	04/08/26	<b>CRYSTAL CLEAR WATER CO.</b>			
E 001-620-6506		OFFICE SUPPLIES	\$31.50	207417/2405	SUPPLIES
		Total	\$31.50		
<b>60175</b>	04/08/26	<b>EO JOHNSON</b>			
E 001-620-6507		OPERATING SUPPLIES	\$150.80	INV1939013	COPIER LEASE
		Total	\$150.80		
<b>60176</b>	04/08/26	<b>FREEDOM TIRE &amp; AUTO CENTER INC</b>			
E 001-110-6332		REPAIR - VEHICLES & E	\$640.00	16163	CAR 28 NEW TIRES
		Total	\$640.00		
<b>60177</b>	04/08/26	<b>GRIMES ASPHALT &amp; PAVING</b>			
E 110-210-6417		STREET MAINTENANCE	\$213.90	28969	COLD PATCH
		Total	\$213.90		
<b>60178</b>	04/08/26	<b>HOTT OFF THE PRESS</b>			
E 001-620-6374		NEWSLETTERS	\$1,786.74	36442	MARCH NEWSLETTER
		Total	\$1,786.74		
<b>60179</b>	04/08/26	<b>INTERSTATE ALL BATTERY</b>			
E 110-210-6507		OPERATING SUPPLIES	\$35.30	19246020650	SUPPLIES
		Total	\$35.30		



**\*Check Detail Register©**

Batch: 040626PAY,040726REC-  
2,040826PAY,040926REC,041526PAY,PAY20260108.00,PAY20260108.01,PRL-  
041026,PRL-SUP410

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
<b>60180</b>	04/08/26	<b>IOWA ONE CALL</b>			
E 740-865-6413		CONTRIBUTIONS & PAY	\$88.30	280099	LOCATES
		Total	\$88.30		
<b>60181</b>	04/08/26	<b>IOWA SOLUTIONS INC</b>			
E 001-615-6419		TECHNOLOGY SERVICE	\$3,882.00	99322	MANAGED SERVICES
E 001-615-6419		TECHNOLOGY SERVICE	\$24.00	99739	HARD DRIVE DISPOSAL
		Total	\$3,906.00		
<b>60182</b>	04/08/26	<b>LOGAN CONTRACTORS SUPPLY</b>			
E 110-210-6417		STREET MAINTENANCE	\$302.28	G81764	ROAD SUPPLIES
E 110-210-6417		STREET MAINTENANCE	\$2,693.00	G82786	ROAD SUPPLIES
E 110-210-6332		REPAIR - VEHICLES & E	\$1,052.75	U01919	EQUIP REPAIR
		Total	\$4,048.03		
<b>60183</b>	04/08/26	<b>LOWE'S</b>			
E 110-210-6310		BUILDING REPAIR	\$62.59		BLDG REPAIR
E 110-250-6331		MOTOR VEHICLE OPER	\$59.60		DEF FLUID
E 740-865-6507		OPERATING SUPPLIES	\$233.54		RESTORATION SUPPLIES
		Total	\$355.73		
<b>60184</b>	04/08/26	<b>MENARDS</b>			
E 110-210-6310		BUILDING REPAIR	\$38.95	27128	SUPPLIES
E 001-430-6511		BLDG & GROUNDS OPE	\$63.60	27201	PARK FENCE REPAIR
E 001-430-6511		BLDG & GROUNDS OPE	\$57.34	27375	PARK FENCE REPAIR
E 001-430-6511		BLDG & GROUNDS OPE	\$151.70	27669	FENCE REPAIR
E 110-210-6310		BUILDING REPAIR	\$52.55	27681	BUILDING REPAIR
		Total	\$364.14		
<b>60185</b>	04/08/26	<b>MERRITT COMPUTER SERVICE INCE</b>			
E 350-110-6727		OTHER CAPITAL EQUIP	\$280.00	28078	BATTERIES FOR GETAC LAPTOPS
		Total	\$280.00		
<b>60186</b>	04/08/26	<b>NAPA AUTO PARTS</b>			
E 001-110-6332		REPAIR - VEHICLES & E	\$26.93	683626	VEHICLE REPAIR
		Total	\$26.93		
<b>60187</b>	04/08/26	<b>NORRIS, CHAD</b>			
E 001-110-6180		ALLOWANCES	\$86.16		CLOTHING ALLOWANCE
		Total	\$86.16		
<b>60188</b>	04/08/26	<b>OPG-3, INC</b>			
E 001-620-6419		TECHNOLOGY SERVICE	\$3,415.00	9661	LASERFICHE ANNUAL LICENSE
		Total	\$3,415.00		
<b>60189</b>	04/08/26	<b>PLAGGE, ADAM</b>			
E 001-620-6240		MEETING/CONFERENCE	\$174.00		IMMA CONF MILEAGE
		Total	\$174.00		
<b>60190</b>	04/08/26	<b>PREMIER AUTOMOTIVE</b>			
E 110-210-6332		REPAIR - VEHICLES & E	\$5,538.59	9075931	TRUCK REPAIR
E 001-110-6332		REPAIR - VEHICLES & E	\$45.18	9076173	CAR 28 OIL CHANGE
E 001-110-6332		REPAIR - VEHICLES & E	\$45.18	9076211	CAR 25 OIL CHANGE



**\*Check Detail Register©**

Batch: 040626PAY,040726REC-  
2,040826PAY,040926REC,041526PAY,PAY20260108.00,PAY20260108.01,PRL-  
041026,PRL-SUP410

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$5,628.95		
<b>60191</b>	04/08/26	<b>ROTARY CLUB OF WAUKEE</b>			
E 001-110-6120		DUES & MEMBERSHIPS	\$225.00	8423	ROTH MEMBERSHIP
Total			\$225.00		
<b>60192</b>	04/08/26	<b>SAFE BUILDING COMPLIANCE</b>			
E 001-170-6407		PROF FEES/ENGINEERI	\$3,650.54	4092504	BUILDING INSPECTIONS
Total			\$3,650.54		
<b>60193</b>	04/08/26	<b>STAR EQUIPMENT LTD</b>			
E 110-210-6180		ALLOWANCES	\$45.00	01716123	CLOTHING ALLOWANCE
E 110-210-6332		REPAIR - VEHICLES & E	\$234.30	01716123	EQUIP REPAIR
Total			\$279.30		
<b>60194</b>	04/08/26	<b>STREICHER'S</b>			
E 001-110-6180		ALLOWANCES	\$1,630.00	11814000	BODY ARMOR
Total			\$1,630.00		
<b>60195</b>	04/08/26	<b>THE SHREDDER</b>			
E 001-110-6507		OPERATING SUPPLIES	\$45.00	332122	SHRED BOX PD
Total			\$45.00		
<b>60196</b>	04/08/26	<b>TRANSUNION RISK &amp; ALTERNATIVE</b>			
E 001-110-6507		OPERATING SUPPLIES	\$100.00		MONTHLY BILLING
Total			\$100.00		
<b>60197</b>	04/08/26	<b>TRUCK EQUIPMENT INC.</b>			
E 110-250-6332		REPAIR - VEHICLES & E	\$148.59	321516	EQUIP REPAIR
Total			\$148.59		
<b>60198</b>	04/08/26	<b>UNIVERSITY DM ACE HARDWARE</b>			
E 110-210-6417		STREET MAINTENANCE	\$24.99	708688/7	STREET SUPPLIES
E 110-210-6417		STREET MAINTENANCE	\$49.98	708696/7	STREET SUPPLIES
E 110-210-6507		OPERATING SUPPLIES	\$127.91	708735/7	SUPPLIES
E 740-865-6507		OPERATING SUPPLIES	\$35.98	708749/7	RESTORATION SUPPLIES
Total			\$238.86		
<b>60199</b>	04/08/26	<b>USA TODAY MEDIA CORP</b>			
E 001-620-6414		PUBLICATIONS	\$1,164.10	7634400	PUBLICATIONS
Total			\$1,164.10		
<b>60200</b>	04/08/26	<b>VERIZON CONNECT FLEET USA</b>			
E 110-250-6331		MOTOR VEHICLE OPER	\$104.18	30200008314	AVL SYSTEM
E 110-250-6331		MOTOR VEHICLE OPER	\$13.40	35200008566	AVL SYSTEM
Total			\$117.58		
<b>60201</b>	04/08/26	<b>WEST DES MOINES TRUE VALUE</b>			
E 001-480-6310		BUILDING REPAIR	\$26.24	A1284190	SUPPLIES
E 001-480-6310		BUILDING REPAIR	\$14.38	A1285038	SUPPLIES
E 001-480-6310		BUILDING REPAIR	\$24.28	A1285112	SUPPLIES
Total			\$64.90		
<b>60202</b>	04/08/26	<b>ZIEGLER INC.</b>			



**\*Check Detail Register©**

Batch: 040626PAY,040726REC-  
2,040826PAY,040926REC,041526PAY,PAY20260108.00,PAY20260108.01,PRL-  
041026,PRL-SUP410

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 110-250-6332		REPAIR - VEHICLES & E	\$206.02		IN002338632 SUPPLIES
E 110-250-6332		REPAIR - VEHICLES & E	\$20.05		IN002341795 SUPPLIES
		Total	\$226.07		
<b>60203</b>	04/08/26	<b>ZIMCO SUPPLY CO</b>			
E 740-865-6507		OPERATING SUPPLIES	\$117.50	INV-03517	RESTORE SEED
		Total	\$117.50		
<b>60204</b>	04/08/26	<b>ZWC CONDO ASSOC</b>			
E 001-620-6310		BUILDING REPAIR	\$100.58		PEST CONTROL
		Total	\$100.58		
		<b>1110</b>	<b>\$92,909.23</b>		

**Fund Summary**

<b>1110 CASH</b>	
001 GENERAL	\$72,026.85
110 ROAD USE TAX	\$18,559.09
326 68TH STREET SOUTH	\$506.25
350 EQUIPMENT REVOLVING FUND	\$761.00
740 STORM WATER	\$1,056.04
	<b>\$92,909.23</b>



**CITY OF WINDSOR HEIGHTS**  
**\*Revenue Summary**

FUND	Description	25-26 YTD Budget	April 25-26 Amt	25-26 YTD Amt	YTD Balance	% of YTD Budget
001	GENERAL	\$4,802,928.00	\$947,343.68	\$3,420,078.91	\$1,382,849.09	71.21%
110	ROAD USE TAX	\$800,000.00	\$0.00	\$540,346.13	\$259,653.87	67.54%
112	EMPLOYEE BENEFITS	\$540,108.00	\$182,774.88	\$481,788.82	\$58,319.18	89.20%
113	POLICE PENSION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
114	POLICE TRUST	\$10,350.00	\$0.00	\$0.00	\$10,350.00	0.00%
115	POLICE PREFORTEITURE	\$1,020.00	\$0.00	\$0.00	\$1,020.00	0.00%
121	LOCAL OPTION SALES TAX	\$1,540,800.00	\$0.00	\$1,065,182.75	\$475,617.25	69.13%
125	TIF	\$2,112,000.00	\$868,555.43	\$2,087,834.61	\$24,165.39	98.86%
145	URBAN RENEWAL FUNDS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
200	DEBT SERVICE	\$2,196,124.00	\$428,507.89	\$1,091,132.18	\$1,104,991.82	49.68%
302	SIDEWALK PROGRAM	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
303	COLBY PARK	\$465,624.00	\$0.00	\$0.00	\$465,624.00	0.00%
311	TRAIL CONNECTION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
314	UNIVERSITY AVENUE PROJEC	\$255,000.00	\$0.00	\$0.00	\$255,000.00	0.00%
318	CEC SOLAR PROJECT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
319	2020 STREET PROJECTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
321	WALNUT CREEK STREAM PR	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
322	73RD STREET	\$0.00	\$0.00	\$494,000.00	-\$494,000.00	0.00%
323	68TH STREET NORTH	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
324	2023 HMA OVERLAY	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
325	2023 PCC PATCHING PROJ	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
326	68TH STREET SOUTH	\$0.00	\$0.00	\$3,811.89	-\$3,811.89	0.00%
327	SALT SHED	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
328	74TH STREET	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
329	PSB REPAIRS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
330	FOREST COURT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
331	77TH STREET	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
332	MOTT AVE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
333	DOG PARK UPDATES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
335	KEEP WINDSOR HEIGHTS BE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
336	MURAL PROJ COLBY BLDG	\$0.00	\$0.00	\$40,000.00	-\$40,000.00	0.00%
347	FLOOD MITIGATION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
348	ARPA FUNDS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
349	FUTURE STREET PROJECTS	\$1,199,366.00	\$0.00	\$0.00	\$1,199,366.00	0.00%
350	EQUIPMENT REVOLVING FUN	\$429,000.00	\$0.00	\$65,164.89	\$363,835.11	15.19%
610	SEWER	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
670	GARBAGE/RECYCLING	\$358,000.00	\$17.50	\$274,953.84	\$83,046.16	76.80%
740	STORM WATER	\$625,600.00	\$0.00	\$378,224.79	\$247,375.21	60.46%
805	INTERNAL SERVICE FUND	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$15,335,920.00	\$2,427,199.38	\$9,942,518.81	\$5,393,401.19	64.83%

FILTER: None



**CITY OF WINDSOR HEIGHTS**  
**\*Expenditure Guideline-No Enc Sum©**

04/16/26 7:50 AM

Page 1

Current Period: April 25-26

	25-26 YTD Budget	25-26 YTD Amt	April MTD Amt	25-26 YTD Balance	% of YTD
<b>GENERAL</b>	\$5,536,840.00	\$3,763,966.51	\$143,501.50	\$1,772,873.49	67.98%
<b>ROAD USE TAX</b>	\$935,202.00	\$691,257.63	\$33,650.41	\$243,944.37	73.92%
<b>EMPLOYEE BENEFITS</b>	\$1,256,900.00	\$742,603.62	\$44,593.56	\$514,296.38	59.08%
<b>POLICE TRUST</b>	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>POLICE PREFORTEITURE</b>	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>LOCAL OPTION SALES TAX</b>	\$1,540,800.00	\$0.00	\$0.00	\$1,540,800.00	0.00%
<b>TIF</b>	\$2,100,000.00	\$0.00	\$0.00	\$2,100,000.00	0.00%
<b>URBAN RENEWAL FUNDS</b>	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>DEBT SERVICE</b>	\$2,178,074.00	\$271,237.00	\$0.00	\$1,906,837.00	12.45%
<b>SIDEWALK PROGRAM</b>	\$47,995.00	\$379.89	\$0.00	\$47,615.11	0.79%
<b>COLBY PARK</b>	\$350,000.00	\$332,198.32	\$0.00	\$17,801.68	94.91%
<b>UNIVERSITY AVENUE PROJECT</b>	\$255,000.00	\$158,778.33	\$0.00	\$96,221.67	62.27%
<b>CEC SOLAR PROJECT</b>	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>2020 STREET PROJECTS</b>	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>WALNUT CREEK STREAM PROJ</b>	\$0.00	\$107,108.21	\$0.00	-\$107,108.21	0.00%
<b>73RD STREET</b>	\$5,101,526.00	\$3,204,854.35	\$0.00	\$1,896,671.65	62.82%
<b>68TH STREET NORTH</b>	\$150,000.00	\$0.00	\$0.00	\$150,000.00	0.00%
<b>68TH STREET SOUTH</b>	\$3,132,129.00	\$1,676,157.14	\$506.25	\$1,455,971.86	53.51%
<b>SALT SHED</b>	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>74TH STREET</b>	\$2,684,900.00	\$130,024.84	\$0.00	\$2,554,875.16	4.84%
<b>PSB REPAIRS</b>	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>FOREST COURT</b>	\$650,000.00	\$200,562.86	\$0.00	\$449,437.14	30.86%
<b>77TH STREET</b>	\$1,200,000.00	\$0.00	\$0.00	\$1,200,000.00	0.00%
<b>MOTT AVE</b>	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>PATIO/STREET REDESIGN</b>	\$50,000.00	\$0.00	\$0.00	\$50,000.00	0.00%
<b>KEEP WINDSOR HEIGHTS BEAUTIFUL</b>	\$0.00	\$3,741.21	\$0.00	-\$3,741.21	0.00%
<b>MURAL PROJ COLBY BLDG</b>	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>FLOOD MITIGATION</b>	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>ARPA FUNDS</b>	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>FUTURE STREET PROJECTS</b>	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>EQUIPMENT REVOLVING FUND</b>	\$792,450.00	\$389,322.97	\$761.00	\$403,127.03	49.13%
<b>SEWER</b>	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>GARBAGE/RECYCLING</b>	\$431,656.00	\$292,364.30	\$318.56	\$139,291.70	67.73%
<b>STORM WATER</b>	\$496,802.00	\$372,240.91	\$5,976.85	\$124,561.09	74.93%
<b>Report Total</b>	<b>\$28,890,274.00</b>	<b>\$12,336,798.09</b>	<b>\$229,308.13</b>	<b>\$16,553,475.91</b>	<b>42.70%</b>



**STAFF REPORT  
CITY COUNCIL**  
April 20, 2026

TO: CITY COUNCIL

FROM:

SUBJECT: Approve Liquor License -Thirsty Pigs - 6900 School Street

**GENERAL INFORMATION**

**GENERAL INFORMATION**

Thirsty Pigs has applied for 5-day licenses for June 29<sup>th</sup> – 3<sup>rd</sup>, July 6<sup>th</sup> –10<sup>th</sup>, July 13<sup>th</sup> –17<sup>th</sup>, July 20<sup>th</sup> –24<sup>th</sup>, July 27<sup>th</sup> – 31<sup>st</sup>, and August 3<sup>rd</sup> – 7<sup>th</sup> as part of Nights In The Heights in Colby Park. A rental agreement for the pavilion has been executed with stipulations for the alcohol consumption area, signage, off duty officer and requirement of notification they have canceled their five day permit after the event.

**ATTACHMENTS**

None



**STAFF REPORT**  
**CITY COUNCIL**  
April 20, 2026

TO: CITY COUNCIL

FROM:

SUBJECT: Approve Arbor Day And Earth Day Proclamation

**GENERAL INFORMATION**

**ATTACHMENTS**

1. proclamation - arbor day April 2026



## City of Windsor Heights

### ARBOR DAY PROCLAMATION

- WHEREAS, Arbor Day was first observed with the planting of more than a million trees in Nebraska; and
- WHEREAS, Arbor Day is now observed throughout the nation and the world; and
- WHEREAS, Arbor Day in Iowa is observed on the last Friday in April, which is April 24, 2026 and the State Tree is the Bur Oak; and
- WHEREAS, Trees can reduce the erosion of our precious topsoil, by wind and water, cut heating and cooling costs, moderated the temperature, clean the air, produce oxygen and provide habitat for wildlife; and
- WHEREAS, Trees are a renewable resource giving paper, wood, firewood, and other products; and
- WHEREAS, Trees in our City increase property value, enhance the economic vitality of business areas, and beautify our community; and
- WHEREAS, Trees are a source of joy and spiritual renewal; and
- WHEREAS, The City of Windsor Heights planted 34 trees in 2024-2025 fiscal year, nurtured and maintained numerous trees over the past year and encourages residents to plant trees through a tiny tree giveaway program and Right of Way Tree planting program; and

NOW, THEREFORE, I Mike Jones, Mayor of the City of Windsor Heights, do hereby proclaim ARBOR DAY in the City of Windsor Heights and I urge all citizens to support efforts to care for our trees and woodlands and to support our city’s community forestry program; and promote the well-being of present and future generations.

FURTHER, I Mike Jones, designate April as Tree Month and the City of Windsor Heights shall celebrate Arbor Day and Earth Day April 25<sup>th</sup>, 2026 through a tiny tree giveaway, stream cleanup efforts and other activities.

---

Mike Jones, Mayor



**STAFF REPORT**  
**CITY COUNCIL**  
April 20, 2026

TO: CITY COUNCIL

FROM:

SUBJECT: Approve Resolution No. 2026-29- A Resolution Approving FY27 Non-Union Salary Ranges

**GENERAL INFORMATION**

This Resolution authorizes non-union salary ranges for FY27 as is annually required under the Windsor Heights Employee Handbook. The FY27 pay range table in Resolution 2026-29 reflects a 2.7% increase in salary minimums and maximums from the FY26 Salary Ranges established as part of the 2025-2026 Pontifex Salary Study. Salary Studies are intended to be undertaken every two to three years with salary ranges adjusted based on a CPI and Employment Cost Index basis on non-salary study years.

Annual performance evaluations are currently underway and individual FY27 Annual Wage Adjustments (AWA) will take into account performance, experience and where an individual falls within their salary range. The average FY27 non-union AWA increase shall be at or below 2.7%, in conformance with the FY27 budget.

**ATTACHMENTS**

1. Resolution No. 2026-29- A Resolution Approving FY27 Non-Union Salary Ranges

**Resolution No. 2026-29**

**A RESOLUTION APPROVING FY27 NON-UNION SALARY RANGES**

**WHEREAS**, The City of Windsor Heights City Council shall annually establish pay ranges for non-union staff.

**WHEREAS**, the City of Windsor Heights (the "City") hired an outside consulting firm, Pontifex, to conduct a salary survey to help achieve a competitive salary structure, and;

**WHEREAS**, Pontifex prepared the FY26 Non-Union Salary Range matrix assigning job classifications into min, mid, and max ranges for non-union employees and;

**WHEREAS**, Salary Studies are programmed to occur every two to three years and on non-salary study years, minimum and maximums shall be increased by the Annual Wage Adjustment Amount which has been budgeted for 2.7% in FY27.

**WHEREAS**, Attachment A increases each non-union positions' wage minimum and maximum by 2.7% from FY26 Wages established in Resolution 2025-10.

**NOW THEREFORE, BE IT RESOLVED**, by the City Council of the City of Windsor Heights State of Iowa the attached salary ranges become effective July 1<sup>st</sup>, 2026:

Passed and Approved this 20th day of April, 2026

\_\_\_\_\_  
Mike Jones, Mayor

Attest: \_\_\_\_\_  
Adam Strait, City Clerk

## Attachment A

### FY 2027 Salary Ranges

	Minimum	Mid-Point	Maximum
City Clerk	\$ 83,675	\$ 98,641	\$ 113,608
Finance Director	\$ 112,776	\$ 131,922	\$ 151,069
Deputy City Clerk	\$ 53,588	\$ 63,027	\$ 72,466
Public Works Director	\$ 102,065	\$ 120,950	\$ 139,835
Public Works Supervisor	\$ 78,448	\$ 93,798	\$ 109,145
Public Works Equipment Operator	\$ 57,006	\$ 65,376	\$ 73,746
Fire Chief	\$ 117,920	\$ 139,587	\$ 161,253
Fire Lt.	\$ 86,518	\$ 101,516	\$ 116,513
Police Chief	\$ 116,381	\$ 136,026	\$ 155,673
Police Lt.	\$ 92,853	\$ 110,195	\$ 127,536
Police Admin Services Coordinator	\$ 49,967	\$ 58,144	\$ 70,350



**STAFF REPORT  
CITY COUNCIL**  
April 20, 2026

TO: CITY COUNCIL

FROM:

SUBJECT: Approve Resolution 2026-30 - A Resolution Declaring Fire Department Canine Ember and Certain of Her Accessories as Surplus Property and Authorizing the Sale Thereof to Handler Jeff Price

**GENERAL INFORMATION**

**ATTACHMENTS**

1. Staff Retirement Request
2. Ember Retirement FD Staff Poll
3. 2026 04 06 FD Staff Report Ember Retirement
4. Resolution No. 2026-30- A Resolution Approving Sale and Transfer of Ember
5. Transfer of Ownership Letter Ember

Chief Mease,

I am submitting this proposal to formally request the public retirement of Ember, in recognition of nearly 10 years of dedicated service to the Windsor Heights Fire Department and the Windsor Heights community.

Joining the Windsor Heights Fire Department in September 2016 as a 9-week-old puppy, Ember has served her crewmates with unwavering loyalty, reliability, and support for the majority of her life. Throughout her time of service, Ember has consistently represented the department with distinction and support, contributing to crew morale and public engagement for nearly a decade. She has been present for countless public relations events and department activities. With a crew mentality, she gets up for calls overnight with the crew, often waiting for them to return before going back to bed. Ember's presence and dependability have made a lasting impact on the Windsor Heights Fire Department members, Windsor Heights employees, and the community we serve.

Ember's service has exemplified dedication, loyalty, and commitment to the mission of the Windsor Heights Fire Department. With the average life expectancy of Dalmatians ranging from 11 to 13 years, Ember has dedicated over half of her life to the fire service and Windsor community. I am requesting that the city consider Ember's advanced age, health, and quality of life, and honor her service with a well-deserved retirement. Retirement would allow Ember to enjoy a comfortable and well-earned conclusion to her time in the fire service, while also preserving her legacy within the Windsor Heights Fire Department. Simply put, it would allow my best friend a chance to experience life as a civilian dog for the first time in her life.

Approving Ember's retirement honors not only her service, but also Windsor's tradition of recognizing those who give so much in service to others. If approved, I would like to request that Ember's retirement be formally acknowledged by the Windsor Heights Fire Department with a public retirement ceremony, including a certificate of retirement and official designation as a retired member of the Windsor Heights Fire Department. I feel these gestures would appropriately reflect a small amount of the value that Ember has brought to the department and the community.

Respectfully submitted,

Kari Davis

Firefighter/Paramedic



Name	In Favor	Opposed	No Response	Date Replied
TJ Ahrens	x			1/10/2026
Adam Bedwell	x			1/10/2026
Nathaniel Belvo			x	
Joe Canelos			x	
Kari Davis	x			1/10/2026
Cory Deaton			x	
Melissa Demczak			x	
Jeremy Dietch	x			1/10/2026
Robert Fleming			x	
Nathan Goddard	x			1/10/2026
Spencer Johnson			x	
Brian Jones			x	
Jason Kling	x			1/10/2026
Bryan Koster	x			1/11/2026
Serenity Madonia			x	
Colby Martin	x			1/10/2026
Collin Melody	x			1/10/2026
Mary Mitchell	x			1/10/2026
David Molyneaux	x			1/10/2026
Mark Muerner	x			1/10/2026
John O'Neil	x			1/9/2026
Tyler Pedersen	x			1/10/2026
Quinten Pote			x	
Jeff Price	x			1/10/2026
Anders Rhode	x			1/10/2026
Jake Rissi			x	
Lilajane Sampson			x	
Jacob Schiller			x	
Pat Thomas	x			1/10/2026
	17/29	0/29	12/29	

E (email) T (text) P (perscComments/Concerns

E

E

P

E

E

P

P

T

T

E

T

E

P

E

P

E

E



**Staff Report**  
4/6/2026

**TO:** CITY COUNCIL  
**FROM:** JAMES MEASE, FIRE CHIEF  
**SUBJECT:** EMBER RETIREMENT

**General Information:**

Approximately 3 months ago it was approved for Ember to enter “semi-retirement”, spending her off-duty time with FF/EMT Jeff Price. Since that time, FD staff have noticed a change in Ember’s overall demeanor and health. She is noticeably happier, more energetic, and has lost an appropriate amount of weight. This led to discussions with crew members about giving her the opportunity to fully retire. Given her age, service to the community, and overall positive changes, FD leadership supports this idea. We feel it will give her a chance to experience an environment of consistency and calmness that is hard to achieve in a firehouse setting, eliminating the stressors of rotating crews and overhead notifications for incidents. As seen in the attachments, this has large support from the people who have spent time with and cared for her over the last 10 years. It is my recommendation that Council approves retirement for Ember. If approved, Ember’s retirement would be formally recognized by the Windsor Heights Fire Department with a formal retirement ceremony. This proposal was met with full support from the Public Safety Committee at our meeting on 3/19/2026.

**Summary:**

If approved, it would be my recommendation that Ember is given to the care of FF/EMT Jeff Price for her retirement. I would request Council to consider providing insurance of up to \$2,000.00 annually for her as a benefit for years of service. This funding could come out of Embers current line-item budget, currently set at \$3,000.00.

**Attachments:**

Staff Retirement Request  
Ember Retirement FD Staff Poll

**RESOLUTION 2026-30**

**A RESOLUTION DECLARING FIRE DEPARTMENT CANINE EMBER AND CERTAIN OF HER ACCESSORIES AS SURPLUS PROPERTY AND AUTHORIZING THE SALE THEREOF TO HANDLER JEFF PRICE**

WHEREAS, the fire department canine, Ember, has served the City of Windsor Heights for ten (10) years and is being recommended for retirement; and

WHEREAS, the most appropriate person to purchase and care for Ember after Ember's retirement from Windsor Heights, is her present caretaker, Jeff Price, with whom Ember has resided during her off-duty time.

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

1. The fire canine Ember, and her expendable accessories as to be determined by the Windsor Heights Fire Chief, including but not limited to used collars and leashes, is declared surplus property.
2. The surplus property, the subject of this resolution, shall be disposed of by the Windsor Heights Fire Department by offer and sale to Jeff Price for \$1.00.
3. The City agrees to reimburse Jeff Price up to \$2,100 annually for two years for documented pet insurance for Ember as a benefit of her years of service to the City, to be funded from the current line-item budget for Ember.

**PASSED AND APPROVED** this 20th day of April, 2026.

\_\_\_\_\_  
Mike Jones, Mayor

Attest:

\_\_\_\_\_  
Adam Strait, City Clerk

April 16, 2026

Jeff Price

RE: Fire Department Canine “Ember”

As of 8AM on Tuesday, April 21st, 2026, the City transfers all rights, title and interest in the Windsor Heights Fire Department Canine, “Ember,” to Jeff Price and the canine becomes personal property of Jeff Price. Jeff Price has reimbursed the City of Windsor Heights the amount of \$1 for the canine, as approved by the Windsor Heights City Council at the regular council meeting on Monday, April 20th, 2026.

All liability, costs, care and maintenance, as well as associated costs become the sole responsibility of Officer Palmer as of 8AM Tuesday, April 21st, 2026. The City of Windsor Heights shall provide reimbursement to Jeff Price up to \$2,100 annually for a period of two years for documented pet insurance maintained on Ember.

Associated equipment such as dog collars and leashes purchased by the City of Windsor Heights for Ember is declared surplus property and transferred to Jeff Price.

In accepting transfer of the canine, Jeff Price agrees to indemnify, defend and hold harmless the City of Windsor Heights, and any of its officers or employees for any claim, loss, damage or other liability for any claim that may be brought against the City of Windsor Heights for actions of Ember occurring after April 21st 8AM 2026.

\_\_\_\_\_  
Jeff Price

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jim Mease, Windsor Heights Fire Chief

\_\_\_\_\_  
Date



**STAFF REPORT**  
**CITY COUNCIL**  
April 20, 2026

TO: CITY COUNCIL

FROM:

SUBJECT: Approve Walnut Creek Water Access Pay Request 2

**GENERAL INFORMATION**

**ATTACHMENTS**

1. Walnut Creek Water Access\_Pay App 2\_Compiled



---

## Staff Report

**To:** Mayor and City Council  
**From:** Justin Ernst, City Engineer  
**Date:** April 16, 2026  
**Subject:** Walnut Creek Water Access Pay Application 2

### **GENERAL INFORMATION**

See included letter and pay application.



Real People. Real Solutions.

430 E Grand Avenue  
Suite 101  
Des Moines, IA 50309

Ph: (515) 259-9190  
Fax: (515) 233-4430  
Bolton-Menk.com

April 16, 2026

Mr. Adam Plagge  
City Administrator  
City of Windsor Heights, Iowa

RE: Walnut Creek Water Access  
Pay Request 2

Dear Mr. Plagge:

Submitted for your approval is Pay Request 2 for the above-mentioned project. Pay request is for a total payment of \$67,807.36. The total payments to date: \$129,612.61. Please see enclosure for a full summary of the items completed that are included in this payment.

Bolton & Menk, Inc., recommends the approval of Pay Request 2. Upon approval, please sign 3 copies in the space provided. Return one executed copy of the pay request to our office and one executed copy of the pay request to RW Excavating with payment.

Please let me know if you have any questions.

Sincerely,

**Bolton & Menk, Inc.**

**Nate Weitz, PLA**  
Landscape Architect Project Manager

Enclosure



# City of Windsor Heights - Iowa

## Detailed Payment

### Walnut Creek Water Access

<b>Description</b>	Water access on Walnut Creek, just west of Colby Park in the City of Windsor Heights
<b>Payment Number</b>	2
<b>Pay Period</b>	03/01/2026 to 03/31/2026
<b>Prime Contractor</b>	RW EXCAVATING SOLUTIONS, LC
<b>Payment Status</b>	Pending
<b>Awarded Project Amount</b>	\$207,539.50
<b>Authorized Amount</b>	\$205,638.76

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
<b>Section: 1 - Description</b>										
0001	0000-999-BE	EA	\$700.000	4.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
LIMESTONE STONE BLOCK BENCH										
0002	0000-999-BI	TON	\$850.000	0.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
LIMESTONE RETAINING WALL										
0003	0000-999-A	LS	\$3,000.000	1.000	1.000	0.000	1.000	1.000	\$3,000.00	\$3,000.00
DEWATERING										
0004	2010-C	LS	\$3,000.000	1.000	0.000	1.000	1.000	1.000	\$0.00	\$3,000.00
CLEARING AND GRUBBING										

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
0005	2010-D-1	CY	\$10.000	338.000	0.000	169.000	169.000	169.000	\$0.00	\$1,690.00
TOPSOIL, ON-SITE										
0006	2010-E	CY	\$20.000	585.000	84.000	585.000	669.000	669.000	\$1,680.00	\$13,380.00
EXCAVATION, CLASS 10										
0007	4020-A-1	LF	\$125.000	20.000	0.000	8.000	8.000	8.000	\$0.00	\$1,000.00
STORM SEWER, TRENCHED, RCP, 30 INCH										
0008	4020-A-1	LF	\$300.000	16.000	0.000	8.000	8.000	8.000	\$0.00	\$2,400.00
STORM SEWER, TRENCHED, RACP, 51X31 INCH										
0009	4020-D	LF	\$35.000	32.000	0.000	30.000	30.000	30.000	\$0.00	\$1,050.00
REMOVAL OF STORM SEWER, RCP										
0010	4030-B	EA	\$1,500.000	1.000	0.000	1.000	1.000	1.000	\$0.00	\$1,500.00
PIPE APRON, RCP, 30 INCH										
0011	4030-B	EA	\$3,000.000	1.000	0.000	1.000	1.000	1.000	\$0.00	\$3,000.00
PIPE APRON, RCAP, 51X31 INCH										
0012	4030-C	EA	\$1,000.000	1.000	0.000	1.000	1.000	1.000	\$0.00	\$1,000.00
FOOTING FOR CONCRETE PIPE APRON, RCP, 30 INCH										
0013	4030-C	EA	\$1,000.000	1.000	0.000	1.000	1.000	1.000	\$0.00	\$1,000.00
FOOTING FOR CONCRETE PIPE APRON, RCAP, 51X31 INCH										
0014	4030-D	EA	\$1,300.000	1.000	0.000	1.000	1.000	1.000	\$0.00	\$1,300.00
PIPE APRON GUARD, 30 INCH										

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
0015	4030-D	EA	\$2,500.000	1.000	0.000	1.000	1.000	1.000	\$0.00	\$2,500.00
	PIPE APRON GUARD, 51X31 INCH									
0016	7030-A-2	SY	\$25.000	75.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
	REMOVAL OF SHARED USE PATH									
0017	7030-C	SY	\$80.000	75.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
	SHARED USE PATH, PCC, 6 INCH									
0018	7030-E	SY	\$70.000	260.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
	SIDEWALK, PCC, 5 INCH									
0019	8030-A	LS	\$3,500.000	1.000	0.200	0.200	0.400	0.400	\$700.00	\$1,400.00
	TEMPORARY TRAFFIC CONTROL									
0020	8040-A	EA	\$300.000	2.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
	TRAFFIC SIGNS									
0021	9010-B	AC	\$10,000.000	0.060	0.000	0.000	0.000	0.000	\$0.00	\$0.00
	HYDRAULIC SEEDING, SEEDING, FERTILIZING, AND MULCHING, WETLAND MIX									
0022	9010-B	AC	\$10,000.000	0.250	0.000	0.000	0.000	0.000	\$0.00	\$0.00
	HYDRAULIC SEEDING, SEEDING, FERTILIZING, AND MULCHING, NATIVE MESIC PRAIRIE									
0023	9010-E	LS	\$500.000	1.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
	WARRANTY									
0024	9020-A	SY	\$9.500	580.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
	SOD									

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
0025	9030-B	EA	\$85.000	193.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
PLANTS WITH WARRANTY, DECIDUOUS SHRUBS, #5 CONTAINER										
0026	9030-B	EA	\$500.000	22.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
PLANTS WITH WARRANTY, DECIDUOUS TREE, 2" CAL.										
0027	9040-D-1	LF	\$37.000	235.000	0.000	235.000	235.000	235.000	\$0.00	\$8,695.00
FLOATING SILT CURTAIN										
0028	9040-D-1	LF	\$2.000	1,006.000	0.000	600.000	600.000	600.000	\$0.00	\$1,200.00
FILTER SOCK, 6 INCH										
0029	9040-E	SY	\$2.500	460.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
TEMPORARY RECP, 2.D										
0030	9040-J	TON	\$75.000	130.000	210.210	117.930	328.140	328.140	\$15,765.75	\$24,610.50
RIP RAP, CLASS E										
0031	9040-N-1	LF	\$2.500	205.000	103.500	0.000	103.500	103.500	\$258.75	\$258.75
SILT FENCE OR SILT FENCE DITCH CHECK										
0032	9040-O-1	LS	\$3,000.000	1.000	0.000	1.000	1.000	1.000	\$0.00	\$3,000.00
STABILIZED CONSTRUCTION ENTRANCE										
0033	9040-Q-2	AC	\$5,000.000	0.500	0.000	0.000	0.000	0.000	\$0.00	\$0.00
EROSION CONTROL MULCHING, HYDRO MULCHING, BFM										
0034	9060-F	LF	\$3.000	1,210.000	0.000	379.000	379.000	379.000	\$0.00	\$1,137.00
TEMPORARY FENCE, ORANGE PLASTIC, 48 INCH										

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
0035	11010-A	LS	\$4,500.000	1.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
CONSTRUCTION SURVEY										
0036	11020-A	LS	\$18,000.000	1.000	0.500	0.500	1.000	1.000	\$9,000.00	\$18,000.00
MOBILIZATION										
0037	11050-A	LS	\$2,000.000	1.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
CONCRETE WASHOUT										
8010	2599-9999010	LS	\$39,500.000	1.000	1.000	0.000	1.000	1.000	\$39,500.00	\$39,500.00
('LUMP SUM' ITEM): LIMESTONE RETAINING WALL (LUMP SUM)										
8020	2599-9999020	TON	\$62.000	17.730	0.000	0.000	0.000	0.000	\$0.00	\$0.00
('TONS' ITEM): GRANULAR STABILIZATION, 3 INCH (TON)										
<b>Section Totals:</b>									\$69,904.50	\$133,621.25
<b>Total Payments:</b>									\$69,904.50	\$133,621.25

### Time Charges

Time Limit	Original Deadline	Authorized Deadline	Charges This Period	Damages This Period	Days Completed To Date	Days Remaining To Date	Damages To Date
Final Completion - Liquidated damages \$500 per day	10/30/2026	10/30/2026	N/A	\$0.00	N/A	213.0 Days	\$0.00
Substantial Completion - Liquidated damages \$500 per day	06/30/2026	06/30/2026	N/A	\$0.00	N/A	91.0 Days	\$0.00
<b>Total Damages:</b>							\$0.00

## Summary

<b>Current Approved Work:</b>	\$69,904.50	<b>Approved Work To Date:</b>	\$133,621.25
<b>Current Stockpile Advancement:</b>	\$0.00	<b>Stockpile Advancement To Date:</b>	\$0.00
<b>Current Stockpile Recovery:</b>	\$0.00	<b>Stockpile Recovery To Date:</b>	\$0.00
<b>Current Retainage:</b>	\$2,097.14	<b>Retainage To Date:</b>	\$4,008.64
<b>Current Retainage Released:</b>	\$0.00	<b>Retainage Released To Date:</b>	\$0.00
<b>Current Liquidated Damages:</b>	\$0.00	<b>Liquidated Damages To Date:</b>	\$0.00
<b>Current Adjustment:</b>	\$0.00	<b>Adjustments To Date:</b>	\$0.00
<b>Current Payment:</b>	\$67,807.36	<b>Payments To Date:</b>	\$129,612.61
<b>Previous Payment:</b>	\$61,805.25	<b>Previous Payments To Date:</b>	\$61,805.25

**SIGNATURE LINE FOR PAYMENT REPORTS**

**ENGINEER'S CERTIFICATION:**


In accordance with the Contract Documents, based on on-site observations and the data comprising this Payment Application, the Construction Project Manager certifies to the City of Windsor Heights that to the best of the Construction Project Manager's knowledge, information, and belief, the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and Contractor is entitled to payment of Amount Certified.

AMOUNT CERTIFIED: \$ 67,807.36

By:  Date: 04/16/2026

**CONTRACTOR'S CERTIFICATION:**

Contractor certifies that to the best of Contractor's knowledge, information and belief, the Work covered by this Payment Application has been completed in accordance with the Contract Documents, that all amounts have been paid by Contractor for Work for which payments were issued and payments received from the City of Windsor Heights, and that the current payment applied herein is now due.

By:  Date: 4.16.2026

**CITY OF WINDSOR HEIGHTS REVIEW / APPROVAL:**

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



**STAFF REPORT  
CITY COUNCIL**  
April 20, 2026

TO: CITY COUNCIL

FROM:

SUBJECT: Approve Wilshire Storm Pay Request 4

**GENERAL INFORMATION**

**ATTACHMENTS**

1. Whilshire Storm Pay App 4



Real People. Real Solutions.

430 E Grand Avenue  
Suite 101  
Des Moines, IA 50309

Ph: (515) 259-9190  
Fax: (515) 233-4430  
Bolton-Menk.com

April 16, 2026

Mr. Adam Plagge  
City Administrator  
City of Windsor Heights, Iowa

RE: Wilshire Blvd Storm Sewer Project  
Pay Request 4

Dear Mr. Plagge:

Submitted for your approval is Pay Request 4 for the above-mentioned project. Pay Request 4 is for a total payment of \$11,686.08. The total payments to date: \$165,539.68. Please see pay request for a full summary of the completed items that are included in this payment.

Bolton & Menk, Inc., recommends the approval of Pay Request 4. Upon approval of pay request, please sign 3 copies in the space provided. Return one executed copy of the pay request to our office and one executed copy of the pay request to Jet Drain Services LLC with payment.

Please let me know if you have any questions.

Sincerely,

**Bolton & Menk, Inc.**

**Justin Ernst, PE**  
Municipal Assistant Practice Leader, Principal

Enclosure



# City of Windsor Heights - Iowa

## Detailed Payment

Wilshire Boulevard Storm Sewer - 24X.135937.000

<b>Description</b>	Storm sewer including storm sewer abandonment and removal, pipe and intake installation, PCC pavement, and sodding.
<b>Payment Number</b>	4
<b>Pay Period</b>	12/20/2025 to 03/31/2026
<b>Prime Contractor</b>	JET DRAIN
<b>Payment Status</b>	Approved
<b>Awarded Project Amount</b>	\$95,629.10
<b>Authorized Amount</b>	\$168,254.10

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
<b>Section: 1 - Description</b>										
0001	2010-D-1	CY	\$45.000	18.000	18.000	0.000	18.000	18.000	\$810.00	\$810.00
TOPSOIL, ON-SITE										
0002	4020-A-1	LF	\$150.000	73.000	0.000	73.000	73.000	73.000	\$0.00	\$10,950.00
STORM SEWER, TRENCHED, 24 INCH										
0003	4020-D	LF	\$15.000	47.000	0.000	47.000	47.000	47.000	\$0.00	\$705.00
REMOVAL OF STORM SEWER, RCP, 15 INCH										

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
0004	4020-G	LF	\$25.000	425.000	0.000	425.000	425.000	425.000	\$0.00	\$10,625.00
STORM SEWER ABANDONMENT, FILL AND PLUG, 15 INCH										
0005	4040-999-A	EA	\$300.000	2.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
SUBDRAIN POP UP OUTLET										
0006	6010-999-A	EA	\$10,000.000	2.000	0.000	2.000	2.000	2.000	\$0.00	\$20,000.00
INTAKE, NYLOPLAST 30 INCH										
0007	6010-E	EA	\$1,500.000	1.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
MANHOLE ADJUSTMENT, MINOR										
0008	6010-G	EA	\$2,500.000	1.000	0.000	1.000	1.000	1.000	\$0.00	\$2,500.00
CONNECTION TO EXISTING MANHOLE										
0009	6010-H	EA	\$1,000.000	2.000	0.000	2.000	2.000	2.000	\$0.00	\$2,000.00
REMOVE INTAKE										
0010	7030-A-1	SY	\$20.000	20.000	0.000	25.000	25.000	25.000	\$0.00	\$500.00
REMOVAL OF SIDEWALK										
0011	7030-A-3	SY	\$25.000	40.000	0.000	101.667	101.667	101.667	\$0.00	\$2,541.68
REMOVAL OF DRIVEWAY										
0012	7030-E	SY	\$55.000	20.000	0.000	22.250	22.250	22.250	\$0.00	\$1,223.75
SIDEWALK, PCC, 4 INCH										
0013	7030-E	SY	\$60.000	7.000	0.000	7.000	7.000	7.000	\$0.00	\$420.00
SIDEWALK, PCC, 6 INCH										

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
0014	7030-G	SF	\$60.000	10.000	0.000	10.000	10.000	10.000	\$0.00	\$600.00
DETECTABLE WARNING										
0015	7030-H-1	SY	\$60.000	40.000	0.000	101.667	101.667	101.667	\$0.00	\$6,100.02
DRIVEWAY, PAVED, PCC, 6 INCH										
0016	7040-A	SY	\$91.480	170.000	0.000	145.633	145.633	145.633	\$0.00	\$13,322.51
FULL DEPTH PATCHES, PCC, 9 INCH										
0017	8030-A	LS	\$5,500.000	1.000	0.000	1.000	1.000	1.000	\$0.00	\$5,500.00
TEMPORARY TRAFFIC CONTROL										
0018	9020-A	SY	\$17.250	230.000	434.000	0.000	434.000	434.000	\$7,486.50	\$7,486.50
SOD										
0019	11020-A	LS	\$15,000.000	1.000	0.000	1.000	1.000	1.000	\$0.00	\$15,000.00
MOBILIZATION										
8001	4040-108-A-0	LF	\$36.300	480.000	0.000	480.000	480.000	480.000	\$0.00	\$17,424.00
Subdrain: Perforated 6"										
8002	2435-0251218	EACH	\$5,500.000	1.000	0.000	1.000	1.000	1.000	\$0.00	\$5,500.00
INTAKE, SW-512, 18"										
8003	2599-9999010	LS	\$3,586.000	1.000	1.000	0.000	1.000	1.000	\$3,586.00	\$3,586.00
('LUMP SUM' ITEM): Remove & Replace Driveway Apron and Sidewalk										
8004	2435-0250500	EACH	\$7,500.000	2.000	0.000	2.000	2.000	2.000	\$0.00	\$15,000.00
INTAKE, SW-505										

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
8010	2503-0110015	LF	\$125.000	25.000	0.000	25.000	25.000	25.000	\$0.00	\$3,125.00
STORM SEWER GRAVITY MAIN, TRENCHED, 15 IN.										
8020	2510-6750600	EACH	\$1,000.000	2.000	0.000	2.000	2.000	2.000	\$0.00	\$2,000.00
REMOVAL OF INTAKES AND UTILITY ACCESSES										
8030	2503-0200036	LF	\$15.000	25.000	0.000	25.000	25.000	25.000	\$0.00	\$375.00
REMOVE STORM SEWER PIPE LESS THAN OR EQUAL TO 36 IN.										
8040	2533-4980005	LS	\$5,000.000	1.000	0.000	1.000	1.000	1.000	\$0.00	\$5,000.00
MOBILIZATION										
8050	6010-108-H-0	EA	\$2,500.000	1.000	0.000	1.000	1.000	1.000	\$0.00	\$2,500.00
Remove Intake										
8060	4020-108-E-2	LF	\$25.000	140.000	0.000	140.000	140.000	140.000	\$0.00	\$3,500.00
Storm Sewer Abandonment, Fill and Plug: 15 Inch										
8070	4020-108-E-2	LF	\$28.000	400.000	0.000	400.000	400.000	400.000	\$0.00	\$11,200.00
Storm Sewer Abandonment, Fill and Plug: 18 Inch										
8080	7010-108-E-0	LF	\$125.000	18.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
Curb and Gutter: Replacement 24"										
8090	9020-A	SY	\$15.000	11.000	11.000	0.000	11.000	11.000	\$165.00	\$165.00
Sod										
8100	11020-108-A	LS	\$1,000.000	1.000	0.000	1.000	1.000	1.000	\$0.00	\$1,000.00
Mobilization										
<b>Section Totals:</b>									\$12,047.50	\$170,659.46

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
								<b>Total Payments:</b>	\$12,047.50	\$170,659.46

**Time Charges**

Time Limit	Original Deadline	Authorized Deadline	Charges This Period	Damages This Period	Days Completed To Date	Days Remaining To Date	Damages To Date	
Final Completion/Payment - Liquidated damages \$500 per calendar day	11/28/2025	01/23/2026	N/A	\$0.00	N/A	-67.0 Days	\$0.00	
Substantial Completion - Liquidated damages \$500 per calendar day	10/31/2025	12/24/2025	N/A	\$0.00	N/A	-97.0 Days	\$0.00	
							<b>Total Damages:</b>	\$0.00

# Summary

<b>Current Approved Work:</b>	\$12,047.50
<b>Current Stockpile Advancement:</b>	\$0.00
<b>Current Stockpile Recovery:</b>	\$0.00
<b>Current Retainage:</b>	\$361.42
<b>Current Retainage Released:</b>	\$0.00
<b>Current Liquidated Damages:</b>	\$0.00
<b>Current Adjustment:</b>	\$0.00
<b>Current Payment:</b>	\$11,686.08
<b>Previous Payment:</b>	\$27,960.25

<b>Approved Work To Date:</b>	\$170,659.46
<b>Stockpile Advancement To Date:</b>	\$0.00
<b>Stockpile Recovery To Date:</b>	\$0.00
<b>Retainage To Date:</b>	\$5,119.78
<b>Retainage Released To Date:</b>	\$0.00
<b>Liquidated Damages To Date:</b>	\$0.00
<b>Adjustments To Date:</b>	\$0.00
<b>Payments To Date:</b>	\$165,539.68
<b>Previous Payments To Date:</b>	\$153,853.60

**SIGNATURE LINE FOR PAYMENT REPORTS**

**ENGINEER'S CERTIFICATION:**

In accordance with the Contract Documents, based on on-site observations and the data comprising this Payment Application, the Construction Project Manager certifies to the City of Windsor Heights that to the best of the Construction Project Manager's knowledge, information, and belief, the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and Contractor is entitled to payment of Amount Certified.

AMOUNT CERTIFIED: \$ \_\_\_\_\_

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

**CONTRACTOR'S CERTIFICATION:**

Contractor certifies that to the best of Contractor's knowledge, information and belief, the Work covered by this Payment Application has been completed in accordance with the Contract Documents, that all amounts have been paid by Contractor for Work for which payments were issued and payments received from the City of Windsor Heights, and that the current payment applied herein is now due.

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

**CITY OF WINDSOR HEIGHTS REVIEW / APPROVAL:**

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



**STAFF REPORT  
CITY COUNCIL  
April 20, 2026**

TO: CITY COUNCIL

FROM:

SUBJECT: Consideration of Resolution 2026-31 - A Resolution Approving A Collective Bargaining Agreement With IAFF Local 5274

**GENERAL INFORMATION**

**2026 Fire Department Union Negotiations**

The Windsor Heights Fire Department Union has voted in favor of the City’s last proposal. This proposal includes the additional 1% across-the-board wage increase, consistent with the support expressed during the March 2, 2026 City Council exempt session.

Proposed FY27 wages generally range from 83% to 91% of Clive and Urbandale Fire Department pay, with some exceptions in the first four EMT steps, which range from 92.5% to 100%.

**FY27 Windsor Heights Union PayScale**

Firefighter Paramedic								
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
7/1/2026	\$ 23.45	\$ 24.12	\$ 24.81	\$ 25.50	\$ 26.21	\$ 27.11	\$ 27.87	\$ 28.63
Firefighter EMT								
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
7/1/2026	\$ 21.18	\$ 21.49	\$ 22.04	\$ 22.67	\$ 23.32	\$ 24.25	\$ 24.94	\$ 25.36
Firefighter AEMT								
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
7/1/2026	\$ 22.28	\$ 22.91	\$ 23.57	\$ 24.22	\$ 24.90	\$ 25.75	\$ 26.47	\$ 27.20

This is a 2-year agreement with a wage reopener for FY28.

The agreement incorporates a transition from a City contribution to deferred compensation to a City matching contribution model based on recent City Council discussions.

Existing language on Article 19 regarding health insurance premiums provides sufficient flexibility to achieve FY27 budget objectives, or a 15% employee contribution can be implemented per current/proposed contract language, subject to an employee insurance committee meeting. As such, no changes have been proposed to this section.

Other smaller contractual changes either proposed by the Fire Chief or mutually agreeable by staff leadership and the Union include:

1. Mandatory overtime would be required with a rotating list (based on seniority) for both EMT and Paramedic levels. This allows the best opportunity to ensure high levels of care. Certain parameters will apply such as a minimum of 24 hours' notice to affected employees.
2. PTO requests of one week or more would be changed from no later than 30 days' notice to 45 days. This increase allows a greater ability for administration to fill open positions prior to the monthly work schedule being published.
3. Trade verbiage was changed to ensure employees do not work over 72 hours. Trades will also need to be tracked on Union approved forms to ensure agreements are followed through.
4. Acting up in certification was eliminated as employees are now promoted if higher EMS levels are attained.

The proposed contract includes no changes to longevity, PTO accrual/payouts, holidays, or insurance. Existing contract language regarding health insurance premiums allows for adjustments to employee contributions in line with FY27 budget expectations.

Union representatives have expressed continued interest in establishing shift lead positions and further reducing the number of steps. No changes to the command structure were proposed in the agreement, due in part to the recent addition of the lieutenant position. The proposed agreement does include a reduction from 10 steps to 9 steps, bringing the number of steps into closer alignment with Urbandale and Clive.

A Union representative may choose to address the City Council April 20<sup>th</sup> on these topics.

### **Recommendation**

Approve Collective Bargaining Agreement between City of Windsor Heights and Metro Area Firefighters & EMS of Central Iowa IAFF Local 5274

### **ATTACHMENTS**

1. Existing Fire Union Contract
2. Windsor Heights Firefighter Contract FY27-FY28
3. Resolution No. 2026-31- A Resolution Approving Collective Bargaining Agreement with IAFF Local 5274



Agreement between  
City of Windsor Heights, Iowa  
and  
Metro Area Firefighters & EMS of Central Iowa  
IAFF Local 5274

July 1, 2024-June 30, 2026



## TABLE OF CONTENTS

Article 1 - Recognition
Article 2 - Employer Rights
Article 3 - Separability and Savings
Article 4 - Impasse Procedure
Article 5 - Non-Discrimination in Employment
Article 6 - Grievance Procedure and Arbitration
Article 7 - Seniority
Article 8 - Performance Appraisals
Article 9 - Layoff and Recall
Article 10 - Hours of Work and Overtime
Article 11 - Leave of Absence
Article 12 - Paid Time Off (PTO)
Article 13 - "Time Trades"/ "Cash Trades"
Article 14 - Holidays
Article 15 - Disciplinary Action
Article 16 - Work Rules
Article 17 - Longevity
Article 18 - Uniform and Clothing Provisions
Article 19 - Insurance
Article 20 - Wage Rate
Article 21 - Educational Incentive
Article 22 - Deferred Compensation
Article 23 - Physical Fitness Incentive
Article 24 - Health and Safety Committee
Article 25 - No Strike / No Lockout
Article 26 - Finality and Effect
Article 27 - Duration
Article 28 - Extra Contract Agreements
Exhibit "A" - Pay Matrix

## **2024-2026 - WINDSOR HEIGHTS FIRE DEPARTMENT CONTRACT**

THIS AGREEMENT entered into this 1<sup>st</sup> day of July 2024, by and between the CITY OF WINDSOR HEIGHTS, IOWA hereinafter referred to as "Employer," and the Metro Area Firefighters & EMS of Central Iowa IAFF Local 5274, hereinafter called the "Union," represents the complete and final agreement on all bargainable issues between the Employer and the Union. Throughout this Agreement, wherever the word "Act" appears, this refers to the Iowa Public Employment Relations Act, identified as Senate file 531, which was signed into law on April 23, 1974.

### **ARTICLE 1 RECOGNITION**

The Employer hereby recognizes the Union as the exclusive bargaining representative for all regular full-time employees of Windsor Heights Fire Department, excluding the Public Safety Director, Fire Chief, Deputy Fire Chiefs, Captains, Lieutenants, Part-Time Firefighters, Paid-on-call/Paid-per-call Firefighters, anyone in City Administration to include Department Heads, and all other persons excluded by Iowa Code Section 20.4, as set forth in the December 13, 2016, Iowa Public Employment Relations Board Order of Certification Case No. 100779.

### **ARTICLE 2 EMPLOYER RIGHTS**

Except as specifically modified by this Agreement, the Employer shall have, in addition to all powers, duties and rights established by law: the exclusive power, duty and right, including but not limited to: plan, direct and control the work of its employees; discipline, suspend or discharge employees for proper cause; to develop and enforce rules for employee discipline; to schedule working hours and require overtime work; layoff/demote employee from duties because of lack of work or for other legitimate reasons; determine what work or services shall be purchased or performed by the unit employees; change or eliminate existing methods, means, assignments, and personnel by which operations are to be conducted; establish work standards; establish, change, and enforce work schedules; abolish, create, or change jobs and their duties; determine the number and times of shifts; and manage the operation in the traditional manner, is vested exclusively with the Employer. It is agreed that the enumeration above shall not be deemed to exclude other areas not specifically enumerated, provided that the exercise of such areas shall not be in conflict with any provision of the Agreement.

### **ARTICLE 3 SEPARABILITY AND SAVINGS**

If any provision of this Agreement is subsequently declared by the proper legislative or judicial authority to be unlawful, unenforceable or not in accordance with applicable statutes or ordinances, all other provisions of this Agreement shall remain in full force and effect for the duration of this Agreement.

### **ARTICLE 4**

## IMPASSE PROCEDURE

The parties shall utilize the statutory impasse procedure set forth in the Act and currently set forth in Iowa Code Sections 20.20 through 20.22.

## ARTICLE 5 NON-DISCRIMINATION IN EMPLOYMENT

The Employer and Union agree to comply with any non-discrimination in employment laws that are applicable.

There shall be no discrimination in employment by the Employer or the Union toward any employee because of their membership in, or non-membership in, the Union. The parties will not discriminate against an employee because of an employee's support, or non-support, or participation or non-participation, in Union affairs and/or activities.

All references to employees in the Agreement designate both sexes, and wherever the male gender is used, it shall be constructed to include male and female employees.

## ARTICLE 6 GRIEVANCE PROCEDURE AND ARBITRATION

The parties agree that an orderly and expeditious resolution of grievances is desirable. Any matter of dispute that may arise regarding the violation of an expressed provision of this Agreement shall be handled in accordance with the following procedure:

**Step 1:** The employee or employee organization shall discuss a grievance orally with the Fire Chief within ten (10) calendar days following its occurrence or knowledge of its occurrence, in an effort to resolve the problem in an informal manner.

**Step 2:** Within ten (10) calendar days after the decision in Step 1, or if no decision has been made within ten (10) calendar days of the informal conference, the employee or employee organization shall then present the written grievance to the Fire Chief. The Fire Chief shall respond in writing within fifteen (15) calendar days.

**Step 3:** Within ten (10) calendar days after the decision in Step 2, or if no decision has been made within fifteen (15) calendar days of Step 2, the employee or employee organization shall then present the written grievance to the City Administrator. The City Administrator shall respond within twenty (20) calendar days.

**Step 4:** If not resolved at Step 3, or if no written decision has been received by the employee organization within twenty (20) calendar days of Step 3, the grievance may be submitted to arbitration within twenty (20) calendar days by submitting written notice to the City Administrator. Such notice shall specify the sections of the Agreement alleged to have been violated. The parties shall promptly meet to attempt to agree on an arbitrator. If they are unable to agree, they will jointly request the Iowa Public Employment Relations Board to submit to the parties a list of seven (7) arbitrators, from which list the parties shall select one (1) arbitrator. Such selection shall be by agreement, if possible; otherwise, by the parties alternately eliminating names from the list, with the moving party striking first. After each party has eliminated the names of three (3) arbitrators from the list, the arbitrator whose name remains on the list shall be accepted by both parties as the arbitrator to hear and decide the pending case.

Grievance awards and settlements shall not be made retroactive beyond the date on which the grievance was presented in written format in Step 2. If a grievance is not presented within the specified time limits, it shall be considered waived. If a grievance is not appealed within the specified time limits, it shall be considered settled on the basis of the Employer's last answer. If a grievance is not timely answered by the Employer at Step 2, it will automatically be referred to Step 3.

The fees and expenses of the arbitrator will be shared equally by the Employer and the Union. Each party shall pay its own cost of preparation and presentation for arbitration. The arbitrator shall have no power to change, alter, ignore, nullify, detract from, or add to the provisions of this Agreement. The arbitrator's decisions shall be final and binding on both parties.

All grievance and arbitration meetings under this Article are to be held in private and are not open to the public.

The time limits at any step in the grievance and arbitration procedure may be extended on a specific case basis, upon mutual agreement of the Union and Employer.

If the employee files any claims or complaint in any forum other than under the grievance procedure of this Agreement, then the Employer shall not be required to process the same claim or set of facts through the grievance procedure.

## ARTICLE 7 SENIORITY

Seniority means an employee's length of continuous, full-time service with the Employer since their last date of hire. If employees have the same date of hire, the employee with the highest last four digits of his or her social security number will be deemed the more senior employee.

All new employees shall serve a probationary period not to exceed twelve (12) months. Upon completion of the probationary period, they shall be put on the seniority list and their seniority shall be determined from their date of employment. They may be terminated for any reason during the probationary period without recourse to the grievance procedure.

An employee shall lose their seniority and the employment relationship shall be broken and terminated as follows:

- (a) Employee quits.
- (b) Employee is discharged, unless reinstated through the grievance process.
- (c) Engaging in other work while on leave of absence or giving false reason for obtaining leave of absence.
- (d) Falsification of employment application.
- (e) An employee absent from work one (1) day without justifiable cause or notice to the Employer.
- (f) Failure to report for work at the end of leave of absence.
- (g) Failure to report to work within ten (10) days after being notified to return to work following layoff, when notice of recall is sent to employee's last known address according to Employer records. Extension of this time may be granted at the discretion of the Employer.
- (h) An employee is absent from work for any reason, except an on-the-job injury, for over one (1) year or the length of the employee's seniority, whichever is shorter.
- (i) Employee retires.
- (j) In the event an employee is promoted or transferred out of the bargaining unit and such employee returns to the bargaining unit, the seniority date shall be the original date of hire less time served in the non-bargaining unit position; however, there shall be no loss of seniority for an employee who returns to the bargaining unit during the twelve (12) month probationary period after a promotion or transfer.

It is the employee's responsibility to keep the Employer informed of his/her current address and phone number.

## **ARTICLE 8 PERFORMANCE APPRAISALS**

It is agreed that an employee performance evaluation shall be used for the purpose of improving an employee's individual performance, acknowledging an employee's accomplishment, and to provide an opportunity for an employee to improve in a designated area of sub-standard performance.

Evaluations will occur annually and will be in writing with a copy provided to the employee. Said evaluations will occur annually and are due before the first day of the new fiscal year. The written evaluation of the employee will be followed within twenty (20) days by a personal conference between the employee and the Fire Chief or supervisory designee. The employee shall have the right, if he/she disagrees with the evaluation, to submit a written explanation to the Fire Chief and file copies with the City Administrator within five (5) calendar days of the evaluation conference. The written response of explanation to all evaluations will be attached to the file copy of the evaluation.

No written comments concerning an employee's performance shall be placed in the employee's official personnel file unless they have been copied to the employee. The employee will be provided a copy of his/her personnel file upon request and within ten (10) calendar days of providing the request in writing.

## **ARTICLE 9 LAYOFF AND RECALL**

In the event the work force is to be reduced, the Employer agrees to provide affected employees as much advance notice as is administratively practical, but in no case less than ten (10) calendar days. The employee with the least seniority, in the specific classification of employees to be laid off, shall be the first laid off. On recall from layoff, employees will be returned to work in the reverse order in which they were laid off, if they are qualified to perform the work available. Probationary employees have no recall rights.

Employees to be recalled after being laid off shall be notified at least ten (10) calendar days in advance by notice in writing sent by certified mail, return receipt requested, to the last address shown on the employee's record. Employees shall be eligible for re-hire in reverse order of layoff for a period of one (1) year, provided they are still qualified to perform the job.

## ARTICLE 10 HOURS OF WORK AND OVERTIME

The purpose of the Article is intended to define the normal hours of work and shall not be construed as a guarantee of hours of work per day or days of work per week. The regular workday and work schedule for full-time Windsor Heights Fire Department staff may consist of forty-eight-hour (48) shifts, followed by ninety-six (96) hours off-duty. Scheduled shift start and end times shall be as determined by the Fire Chief. Employees will be notified of any change in normal scheduled shift times, excluding emergency operations, at least thirty (30) days prior to the change becoming effective.

Members wanting to take PTO may be denied leave time based upon staffing needs and overtime considerations. Members will be encouraged to plan their extended leave time as far in advance as possible. All time-off requests will be evaluated on a case-by-case basis.

A normal shift or workday for full-time assignments shall be defined as forty-eight (48) hours. Overtime and holiday compensation shall not begin until a shift exceeds forty eight hours, except for the standard six (6) hours of overtime paid to each full-time employee each pay period in compliance with FLSA 28-day work rules. Members shall be compensated for 106 base hours per pay period, with an additional 6 hours of overtime each pay period.

All shifts will have a starting time assigned. Any variation in starting time in excess of two (2) hours shall be discussed with the employees.

**Special Circumstance:** Should the Department suffer the loss of more than one fulltime member for any extended period due to resignation, temporary disability, military deployment, disciplinary action, or illness/injury, scheduled leave may be frozen, cut short, or dismissed in order to adequately meet the operational needs of the organization. In those cases, administration shall make every attempt to work with personnel on any existing leave scheduled.

Should an emergency incident/natural or man-made disaster occur that would require a heightened presence in the community for an extended period of time, this Agreement does not eliminate the potential of mandating overtime to meet the needs of the incident. Mandated overtime should not exceed 12-hour increments, unless emergency circumstances dictate otherwise.

**Physical Fitness Time:** Employees may use on-duty time for physical fitness on the grounds of the Fire Department, or at the approved designated location. The employee is subject to call, shall respond promptly if requested, and must maintain radio and/or cellular phone accessibility with other on-duty members and/or the Communications Center. Physical fitness time shall not interfere with daily operations, assignments, or completion of daily duties.

**Compensation:** Employees shall be paid every other Friday, unless that Friday is a holiday, in which case the payday is the last City business day before the holiday. Full-time employee's bi-weekly compensation will be calculated by taking his/her hourly rate and multiplying that rate by one hundred six (106) hours, and adding six (6) hours of overtime. Any PTO used will be subtracted from the base 106 hours. Annual wages are based on a regular work year of 2,912 hours (2,756 hours regular time combined with 156 hours overtime).

**Overtime:** Overtime shall be paid for at the rate of time and one-half (1 ½) the employee's straight time hourly rate for all work performed in excess of the normal workday or work schedule. Overtime shall not be paid more than once for the same hours worked. Vacations and leaves are not considered time worked for the purpose of determining overtime. Overtime is paid in one-quarter (15 minute) increments.

No employee shall be compensated for overtime work unless such work has been approved by the employee's supervisor, except when responding to and actually engaged in an emergency call. A minimum of two (2) hours overtime will be paid to an employee responding to an emergency call during off-duty hours. The Fire Chief reserves the right to authorize/deny specific call types for which full-time staff are allowed to respond during off-duty hours to ensure fiscal management of the department budget.

**Working Out of Classification:** In the event the full-time paramedic assigned to a shift is not on-duty, and when the full-time EMT assigned to the shift is paramedic certified, the full-time EMT assigned to the shift shall act as the paramedic in charge. In the event an EMT is the acting paramedic, he/she shall be compensated for their time worked as the paramedic in charge at the paramedic pay rate matching the employee's current step in the pay scale as found in Appendix A.

**Compensatory Time:** An employee may elect to receive overtime compensation in either cash payment or compensatory time off. An employee desiring compensatory time off rather than overtime pay shall notify the Employer in writing prior to the cutoff period for computing wages for the period in which the payment ordinarily would have been made. Compensatory time off shall be at the rate of one and one-half (1 ½) hours of compensatory time for one (1) hour of overtime worked.

All compensatory time shall be recorded in the employee's PTO bank. Once an employee reaches the maximum hours in his/her PTO bank, the employee will be paid at the rate of one and one-half (1 ½) times the employee's regular hourly rate.

**Court Time:** An employee who is required to appear for court in person or via telephone during off-duty hours shall be paid a minimum of two (2) hours of the overtime rate, unless the Court appearance and the beginning or end of an employee's scheduled workday shifts overlap. In that event, the employee shall be paid for actual time spent in accordance with Hours of Work and Overtime provisions of this Agreement. Time will be measured by portal-to-portal from the employee's home. If an employee's appearance has been cancelled and the employee receives less than two (2) hours' notice of the cancellation, the employee **will** receive two (2) hours of compensation at the regular rate.

**Call Back Time:** An employee who is called back to work by the Employer shall be paid a minimum of two (2) hours pay at the overtime rate unless such call back is tied to the beginning or end of his/her shift. Employees on special days off (*i.e.*, vacation, holiday, comp time, etc.) shall be called back only after all others on normal routine time off have been called.

**Alternative Duty Assignments:** An employee whose illness or injury renders them unable to perform their regular duties may be assigned to a temporary alternative duty assignment if such assignment can be safely performed within the employee's limitations. The City reserves the right to change an employee's regular work schedule to accommodate a temporary alternative duty.

## ARTICLE 11 LEAVE OF ABSENCE

### **Bereavement and Family Illness Leaves:**

**Immediate Family:** In case of death or serious illness in the immediate family (parents, spouse, child, step-child, foster-child, sibling), a permanent employee may be granted a leave of absence with pay, up to one (1) shift (48-hour shifts) by the Fire Chief.

**Family:** In the case of death or serious illness in the family (mother-in-law, father-in-law, sister-in-law, brother-in-law, grandparents, grandparents-in-law, grandchildren, uncles, aunts, nephews, nieces or any other relative living in the household), or any other loss of life significant to the employee with the discretion of the Fire Chief, a permanent employee shall be granted a leave of absence with pay up to one (1) scheduled shift (48 hours) by the Fire Chief.

**Extension:** The Fire Chief may, at his/her discretion, grant an additional **one (1) scheduled shift (48 hours)** leave in instances where extensive travel or other circumstances warrant.

**Military Leave:** A full-time employee shall be granted a military leave of absence for a period of up to thirty (30) scheduled shifts each calendar year with pay as prescribed by Section 29A.28 of the Code of Iowa.

The employer recognizes an employee's re-employment rights in accordance with the Universal Military Training and Service Act.

**Jury Duty/Legal Leave:** An employee required to serve as a juror shall receive his/her regular wages for the time he/she was normally scheduled for duty. In order to receive payment for such duty, the employee must submit certification of service and assign all fees to the Employer. When released from duty during working hours, the employee will report to work immediately.

**Retirement:** Employees shall receive payment for all unused PTO leave in their leave bank upon retirement or in the event of death in one lump sum.

Employees on a paid leave of absence, exclusive of disability benefits, will continue to accrue all contractual benefits and seniority. An employee who is on disability leave, either short or long-term, shall not accrue PTO (Paid Time Off). A probationary employee, having begun employment, who is on an unpaid leave of absence shall not accrue PTO. After one (1) year of long-term disability an employee shall cease to accrue seniority until returning to duty. Employees on an unpaid leave of absence will continue to accrue seniority for the first thirty (30) calendar days of the unpaid leave of absence. This does not include employees who are on what is considered to be "terminal leave" as defined in the City's personnel policies.

## **ARTICLE 12 PAID TIME OFF (PTO)**

All regular full-time employees shall accrue PTO as follows:

Years of Service	Accrual Per Pay Period
1 through 5	9.27 hours
6 through 10	10.85 hours
11 through 20	12.39 hours
21+	13.93 hours

The maximum accrual of PTO shall be five hundred (500) hours. If an employee reaches this maximum (including any compensatory time), the employee shall not be credited with any additional accrual until such time as the employee reduces his/her PTO bank. An employee may elect to cash out forty (40) hours of PTO four (4) times per year as long as he/she would still have a minimum of eighty (80) hours. The employee shall notify the Fire Chief of this election.

PTO may be used in increments of one-half hour.

PTO requests will be made in writing to the Fire Chief or his/her designee. PTO requests of one (1) week duration or more must normally be made not less than thirty (30) days in advance. PTO requests of individual days can be made at any time but should normally be made one-week or more in advance. Any PTO request made with less than two weeks notice may require the employee to find someone to work their shift before approved. An employee oral request for a decision on PTO leave shall be acted upon within five (5) days if made thirty (30) days or more in advance and within two (2) days if made less than thirty (30) days in advance. If two (2) or more employees request the same PTO time off at the same time, seniority shall prevail in granting the PTO request. Nothing herein shall be construed so as to limit an employee's ability to use PTO on shorter notices when agreed upon between command staff and the employee.

An employee's scheduled PTO will not be cancelled during periods of normal operations of the City. In the event an employee's PTO is cancelled by the City, the employee shall be reimbursed any monetary loss suffered (*e.g.*, nonrefundable reservations) which, after due diligence, the employee is unable to recover. An employee should inform the City if he/she has a potential for a monetary loss.

PTO time used for an employee's illness or for an illness in the employee's immediate family shall be scheduled in advance when possible. The City recognizes that in certain instances it is impossible to schedule PTO in advance when an illness occurs. The City reserves the right to require a physician's certification for PTO time used for illness, when in the discretion of the City, it is determined the employee is abusing the benefits of PTO.

Upon resignation or termination, an employee shall be paid for all unused PTO left at the time of termination.

The City shall establish a short-term disability program for employees who have applied for and are eligible for long-term disability and do not have enough PTO to cover the ninety (90) day waiting period. In situations such as this, the employee will be required to exhaust his/her PTO. If the employee does not have enough paid leave to cover the waiting period, the City will continue to pay the employee his/her salary until the ninety (90) day waiting period is completed. An employee becomes eligible for the short-term disability benefit upon experiencing a condition that triggers the application for long-term disability. The Employer will begin payment of the short-term disability benefit upon the eligible application for the long-term benefit.

**ARTICLE 13**  
**"TIME TRADES" / "CASH TRADES"**

"Time Trades"/ "Cash Trades" are an agreement between two employees working hours for each other. These trades are an agreement between the two employees only and the City is not responsible for any compensation or agreement conditions. "Time Trades" / "Cash Trades" will be limited to no more than seventy-two (72) hours per calendar year, and they must be pre-approved. Furthermore,

- Trades will not result in any overtime costs to the City.
- Trades should not result in an employee working more than 72 continuous hours.
- The City is not responsible for enforcing any agreements between employees.
- Time cards will reflect time worked or taken off according to the person requesting the trade.
- Any unexcused absence is the responsibility of the approved person accepting the time trade.
- Time trades are regarded as a privilege among members and can be rescinded if abused or misused.

**ARTICLE 14**  
**HOLIDAYS**

There shall be eleven (11) paid holidays: New Years Eve, Martin Luther King, Jr. Day, Memorial Day, July 4<sup>th</sup> Labor Day, Thanksgiving Day, the day after Thanksgiving Day, Christmas Day and the day before Christmas, plus two (2) floating holidays. If additional holidays are granted or designated as holidays to other employees of the City, such additional or designated holidays shall apply to this agreement. NOTE: The Union requested change of holiday from New Years Day to New Years Eve. Calculation for PTO includes credit for eighty-eight (88) hours of holiday time.

An employee who works an entire shift on a designated holiday shall be paid his/her regular hourly rate for the shift and be credited with nineteen (19) hours of pay or compensatory time as determined by the Employee. Any hours worked in excess of a scheduled shift on a holiday shall be compensated at double time (2x).

The actual day the holiday falls on shall be observed as the holiday. (As an example, New Year's Eve holiday will be the 24-hour shift starting at shift change on December 31 and ending at the following shift change on Jan. 1.) Employees will be expected to work all recognized holidays that fall upon their regular shift day unless authorized in advance to use other paid leave time on that day. Any employee shall forfeit the right to payment for any holiday if they have an unexcused absence on the working day immediately preceding or following such holiday.

## **ARTICLE 15 DISCIPLINARY ACTION**

Both parties of this Agreement recognize that a certain amount of discipline is necessary for the efficiency of the operation. Therefore, these certain penalties for infractions of rules and policies have been agreed upon as follows:

Disciplinary action or measures shall include the following:

1. Oral reprimand or warning.
2. Written reprimand or warning.
3. Suspension with loss of pay.
4. Discharge.
5. Certain misconduct may warrant immediate suspension or termination.

## **ARTICLE 16 WORK RULES**

The Employer may, from time to time, develop, put into effect and enforce work rules. Said work rules will be distributed to employees fifteen (15) days prior to their effective date. Nothing herein shall be construed to conflict with or waive any provisions of this Agreement or the Act.

## **ARTICLE 17 LONGEVITY**

Longevity pay has been included in the attached salary matrix, beginning at Step 6 (steps are considered years in line with years of service, *i.e.*, Step 1 is the first year of service). Longevity will be paid at \$0.075 per hour, per year of service starting in year 6 (61 months), which matches the current citywide longevity policy of \$6.00 per pay period, per year for other employees. For example, in Step 6 - after completion of five full years of service - the \$0.075 calculation is based on \$8.40 per pay period, over 26-payroll cycles (total \$218.40) divided by 2,912 annual scheduled hours. In no case shall longevity be paid before any member completes their fifth year of service. The intent of this policy is for an employee to receive an additional \$0.075 per hour for each year of service starting in year 6 and continuing for the remainder of their employment.

IAFF Local 5274 Collective Bargaining Agreement-2024-2026  
Page 14

## ARTICLE 18 UNIFORM AND CLOTHING PROVISIONS

**General Provisions:** Upon initial employment, each Fire Department employee shall be fitted for and receive all necessary clothing and equipment as listed in the present Policy and Procedures manual.

**Replacement:** The City will replace each members structural firefighting bunker gear every ten (10) years with no deduction to their clothing allowance, or as directed by the manufacturer. The City will also replace any protective clothing damaged in the line of duty with no deduction to the employee's clothing allowance. In addition, each employee shall be entitled to spend his/her allowance, as determined and approved by the Fire Chief, for: (a) items damaged through the performance of duty; (b) items worn and equipment used in the direct performance of duty; and (c) items used as protection from the elements. Items purchased which are not Class 'A' uniforms or outer wear shall become property of the purchasing member.

The maximum uniform allowance shall be capped at \$750 per fiscal year. New employees will receive the necessary uniforms and equipment upon initial hiring. After completion of the employee's 2nd year of service, the employee will then become eligible for the uniform allowance as set forth in this contract.

## ARTICLE 19 INSURANCE

The City will provide employees with group health, major medical, prescription drug and dental insurance coverage. An employee on short or long-term disability leave will receive uninterrupted insurance coverage as long as the employment relationship is not severed and the individual continues to contribute his/her portion of the premium as outlined herein..

Employees shall pay 15% of their elected coverage, in an amount not to exceed \$105 per month for single coverage, \$148 per month for employee + child coverage, \$158 per month for employee+ spouse coverage or \$236 for family coverage.

The employee will be responsible for a \$250/\$500 deductible and a \$3,000/\$6,000 out-of-pocket maximum. The employer retains the right to select the insurance carrier and/or the insurance plan; however, the benefit levels shall remain equal to or better than the levels currently in effect, to the extent that a plan with those benefits is available at a reasonable cost.

If an employee elects to participate in the single Health and Major Medical Insurance Program or the employee elects to waive coverage altogether, the employee shall be entitled to an additional \$75.00 per month which will be paid into a tax-sheltered annuity by the Employer on behalf of the employee.

If any time during the term of this Agreement the annual premium increases by 20% or more, the Employer agrees to seek insurance alternatives to reduce the premium without reducing the current benefit level.

The parties shall create an insurance committee made up of members of the City, both union and non-union, along with the union bargaining representative. The purpose of the committee shall be to meet as needed to review current insurance coverage, proposed rate increases and potential changes to coverage to reduce costs.

**Life Insurance:** The Employer shall maintain a group term life insurance policy for each employee in the face amount of \$50,000 at no cost to the employee. The employee shall be eligible to purchase additional insurance or continue coverage beyond separation of employment pursuant to the terms of the insurance policy.

## **ARTICLE 20 WAGE RATE**

**Reference is made here to Exhibit A, Wage Rates.** By this reference said Exhibit becomes a part of this Agreement. There will be no additional across the board or cost of living increase for the duration of this contract other than as stated in Exhibit A.

**Change in position and salary.** If, in the event an EMT obtains the certification of AEMT or Paramedic, or an AEMT obtains the Paramedic certification, they may be appointed into the position matching their certification level, at the discretion of the Fire Chief. If the employee is moved to the new position title (i.e. Firefighter/Paramedic) they shall move laterally within the step pay scale (i.e. Firefighter/EMT on Step 3 will move to Firefighter/Paramedic on step 3). A written request shall be submitted to the Fire Chief prior to any employee starting a class that will result in a change of position, allowing for future budgetary planning.

**Starting Salary:** New employees may be appointed above the first step of the wage scale, depending upon their experience, background, and present pay. However, new employees will not be appointed above "Step 4" on the wage scale.

**ARTICLE 21  
EDUCATIONAL INCENTIVE**

The Employer shall reimburse any employee for the actual cost of college tuition, provided the employee has declared a work-related major, according to the following schedule:

<u>Maximum credit hour reimbursement</u>	<u>Minimum required GPA</u>
\$225.00	3.0
\$150.00	2.5
\$50.00	2.0

The maximum reimbursement shall not exceed \$8,250 for each degree (Associate's, Bachelor's, or Master's). Course work shall be reimbursed at the appropriate dollar amount equal to the grade earned as listed above on a per credit basis.

Should the employee leave the employment of the City for any reason during the four (4) month period immediately following the semester for which reimbursement is made, said employee shall repay the reimbursement amount in full to the Employer. The incentive is provided pending available funding, as determined by the department supervisor or City Administrator.

**ARTICLE 22  
DEFERRED COMPENSATION**

The City shall contribute the following percentage of salary to a deferred compensation plan for employees pursuant to the following schedule:

% of salary	Years of Service
1.0%	3 through 5
1.5%	6 through 10
2.0%	11 through 20
2.5%	21+

To enroll in this benefit, employees must complete forms provided by the City.

**ARTICLE 23  
PHYSICAL FITNESS INCENTIVE**

Once per fiscal year, any employee successfully completing the City administered annual physical fitness test mirroring the physical fitness test for a new full-time employee, shall receive a \$100 fitness bonus at the next available pay period. Members who maintain a passing standard for five or more consecutive years shall receive an annual fitness incentive of \$250 per year.

**ARTICLE 24**  
**HEALTH AND SAFETY COMMITTEE**

A health and safety committee will exist to meet once per quarter and discuss items related to the health and safety of all members of the Windsor Heights Fire Department.

**ARTICLE 25**  
**NO STRIKE / NO LOCKOUT**

Neither the Organization, its officers or agents, nor any of the employees covered by this Agreement will engage in, encourage, sanction, support or suggest any strike, slow down, mass resignation, mass absenteeism or the abstinence in whole or in part of the full, faithful and proper performance of the duties of employment for the purposes of inducing, influencing or coercing a change in the conditions or compensation or the rights, privileges or obligations of employment. Any employee who violates any provision(s) of this article may be immediately discharged or otherwise disciplined.

The Employer will not engage in any "lock-out" activity of the employees in this unit.

"EXHIBIT A" - Pay Scales

July 1, 2024:

EMT Year 1 6.75%, EMT Year 2 6%.

PARA Year 1 Steps 1-4 7%, Steps 5-10 10%. PARA Year 2 6% (across the board)

July 1, 2025:

EMT Year 2 6%.

PARA Year 2 6% (across the board)

**Firefighter EMT**

24-25

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Hourly Rate	19,7808	20,0774	20,3786	20,6843	20,9945	21,3628	21,7366	22,1160	22,5012	22,8921
Salary	\$ 59,145	\$ 60,032	\$ 60,932	\$ 61,846	\$ 62,774	\$ 63,875	\$ 64,993	\$ 66,127	\$ 67,279	\$ 68,447

25-26

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Hourly Rate	20,9676	21,2821	21,6013	21,9254	22,2542	22,6446	23,0408	23,4430	23,8513	24,2656
Salary	\$ 62,693	\$ 63,633	\$ 64,588	\$ 65,557	\$ 66,540	\$ 67,707	\$ 68,892	\$ 70,095	\$ 71,315	\$ 72,554

**Firefighter AEMT**

24-25

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Hourly Rate	20.6672	20.9772	21.2918	21.6112	22.2561	22.6441	23.0380	23.4377	23.8435	24.2553
Salary	\$ 61,795	\$ 62,722	\$ 63,663	\$ 64,618	\$ 66,546	\$ 67,706	\$ 68,883	\$ 70,079	\$ 71,292	\$ 72,523

25-26

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Hourly Rate	21.9072	22.2358	22.5693	22.9079	23.5915	24.0028	24.4202	24.8440	25.2741	25.7107
Salary	\$ 65,503	\$ 66,485	\$ 67,482	\$ 68,495	\$ 70,538	\$ 71,768	\$ 73,016	\$ 74,283	\$ 75,569	\$ 76,875

**Firefighter Para**

24-25

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Hourly Rate	21.5537	21.8769	22.2051	22.5382	23.5177	23.9254	24.3393	24.7594	25.1857	25.6186
Salary	\$ 64,445	\$ 65,412	\$ 66,393	\$ 67,389	\$ 70,318	\$ 71,537	\$ 72,774	\$ 74,030	\$ 75,305	\$ 76,599

25-26

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Hourly Rate	22.8469	23.1895	23.5374	23.8904	24.9287	25.3610	25.7996	26.2449	26.6969	27.1557
Salary	\$68,312	\$69,337	\$70,377	\$71,432	\$74,537	\$75,829	\$77,141	\$78,472	\$79,824	\$81,195

For the purposes of the FY25 (July 1, 2024 – June 30, 2025) initial year of this contract, the following shall apply:

Firefighter/Paramedic N. Evans will start at Step 8 of the FY25 Firefighter/Paramedic plus \$0.225 per hour longevity.

Firefighter/Paramedic B. Jones will start at Step 6 of the FY25 Firefighter/Paramedic plus \$0.075 per hour longevity.

Firefighter/Paramedic B. Merseal will start at Step 5 of the FY25 Firefighter/Paramedic pay scale.

Firefighter/EMT J. Price will start at Step 4 of the FY25 Firefighter/EMT pay scale.

Firefighter/EMT T. Ahrens will start at Step 2 of the FY25 Firefighter/EMT pay scale.

Firefighter/EMT M. Muerner will start at Step 4 of the FY25 Firefighter/EMT pay scale.

For the purposes of this contract, the six (6) employees noted above, who are on staff when this contract was negotiated, will begin accruing longevity (as outlined in this contract) in their 61st month of employment. Therefore, the wages for the six employees above may differ slightly from the scale above based on the longevity effective date. This updated step scale aligns all members with either "years of service" or where they were placed on the step scale on date of hire.

**ARTICLE 26  
FINALITY AND EFFECT**

THIS AGREEMENT constitutes the entire agreement between the parties and concludes collective bargaining for its term.

The parties acknowledge that during the negotiations which resulted in this agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject not removed by applicable law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Union, for the life of this Agreement, voluntarily and unqualifiedly waives any right which might otherwise exist to negotiate over any matter during the term of the Agreement and agrees that the Employer shall not be obligated to bargain collectively with respect to any subject or matter not specifically referred to or covered by this Agreement, even though such subject or matter may not have been within the knowledge or contemplation of either or both of the parties at the time they negotiated this Agreement.

**ARTICLE 27  
DURATION**


THIS AGREEMENT shall be effective from July 1, 2024, and shall continue in effect until June 30, 2026.

**ARTICLE 28  
EXTRA CONTRACT AGREEMENTS**

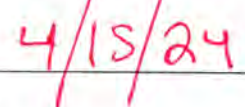
The Employer agrees not to enter into any agreements or contracts with its employees, individually or collectively, concerning wages.

CITY OF WINDSOR HEIGHTS

IAFF LOCAL 5274

  
\_\_\_\_\_

NAME

  
\_\_\_\_\_

DATE

  
\_\_\_\_\_

NAME

  
\_\_\_\_\_

DATE

Wick Evans

IAFF Local 5274 Representative  
Metro Area Firefighters & EMS of Central Iowa

4/11/2024

Date

Metro Area FF &

Jim Mease

Jim Mease  
Fire Chief  
City of Windsor Heights

Agreement between  
City of Windsor Heights, Iowa  
and  
Metro Area Firefighters & EMS of Central Iowa  
IAFF Local 5274

July 1, 2026-June 30, 2028



## TABLE OF CONTENTS

Article 1 - Recognition
Article 2 - Employer Rights
Article 3 - Separability and Savings
Article 4 - Impasse Procedure
Article 5 - Non-Discrimination in Employment
Article 6 - Grievance Procedure and Arbitration
Article 7 - Seniority
Article 8 - Performance Appraisals
Article 9 - Layoff and Recall
Article 10 - Hours of Work and Overtime
Article 11 - Leave of Absence
Article 12 - Paid Time Off (PTO)
Article 13 - "Time Trades"/ "Cash Trades"
Article 14 - Holidays
Article 15 - Disciplinary Action
Article 16 - Work Rules
Article 17 - Longevity
Article 18 - Uniform and Clothing Provisions
Article 19 - Insurance
Article 20 - Wage Rate
Article 21 - Educational Incentive
Article 22 - Deferred Compensation
Article 23 - Physical Fitness Incentive
Article 24 - Health and Safety Committee
Article 25 - No Strike / No Lockout
Article 26 - Finality and Effect
Article 27 - Duration
Article 28 - Extra Contract Agreements
Exhibit "A" - Pay Matrix

## **2026-2028 - WINDSOR HEIGHTS FIRE DEPARTMENT CONTRACT**

THIS AGREEMENT entered into this 1<sup>st</sup> day of July 2026, by and between the CITY OF WINDSOR HEIGHTS, IOWA hereinafter referred to as "Employer," and the Metro Area Firefighters & EMS of Central Iowa IAFF Local 5274, hereinafter called the "Union," represents the complete and final agreement on all bargainable issues between the Employer and the Union. Throughout this Agreement, wherever the word "Act" appears, this refers to the Iowa Public Employment Relations Act, identified as Senate file 531, which was signed into law on April 23, 1974.

### **ARTICLE 1 RECOGNITION**

The Employer hereby recognizes the Union as the exclusive bargaining representative for all regular full-time employees of Windsor Heights Fire Department, excluding the Public Safety Director, Fire Chief, Deputy Fire Chiefs, Captains, Lieutenants, Part-Time Firefighters, Paid-on-call/Paid-per-call Firefighters, anyone in City Administration to include Department Heads, and all other persons excluded by Iowa Code Section 20.4, as set forth in the December 13, 2016, Iowa Public Employment Relations Board Order of Certification Case No. 100779.

### **ARTICLE 2 EMPLOYER RIGHTS**

Except as specifically modified by this Agreement, the Employer shall have, in addition to all powers, duties and rights established by law: the exclusive power, duty and right, including but not limited to: plan, direct and control the work of its employees; discipline, suspend or discharge employees for proper cause; to develop and enforce rules for employee discipline; to schedule working hours and require overtime work; layoff/demote employee from duties because of lack of work or for other legitimate reasons; determine what work or services shall be purchased or performed by the unit employees; change or eliminate existing methods, means, assignments, and personnel by which operations are to be conducted; establish work standards; establish, change, and enforce work schedules; abolish, create, or change jobs and their duties; determine the number and times of shifts; and manage the operation in the traditional manner, is vested exclusively with the Employer. It is agreed that the enumeration above shall not be deemed to exclude other areas not specifically enumerated, provided that the exercise of such areas shall not conflict with any provision of the Agreement.

### **ARTICLE 3 SEPARABILITY AND SAVINGS**

If any provision of this Agreement is subsequently declared by the proper legislative or judicial authority to be unlawful, unenforceable or not in accordance with applicable statutes or ordinances, all other provisions of this Agreement shall remain in full force and effect for the duration of this Agreement.

### **ARTICLE 4**

## **IMPASSE PROCEDURE**

The parties shall utilize the statutory impasse procedure set forth in the Act and currently set forth in Iowa Code Sections 20.20 through 20.22.

## **ARTICLE 5 NON-DISCRIMINATION IN EMPLOYMENT**

The Employer and Union agree to comply with any non-discrimination in employment laws that are applicable.

There shall be no discrimination in employment by the Employer or the Union toward any employee because of their membership in, or non-membership in, the Union. The parties will not discriminate against an employee because of an employee's support, or non-support, or participation or non-participation, in Union affairs and/or activities.

All references to employees in the Agreement designate both sexes, and wherever the male gender is used, it shall be constructed to include male and female employees.

## **ARTICLE 6 GRIEVANCE PROCEDURE AND ARBITRATION**

The parties agree that an orderly and expeditious resolution of grievances is desirable. Any matter of dispute that may arise regarding the violation of an expressed provision of this Agreement shall be handled in accordance with the following procedure:

**Step 1:** The employee or employee organization shall discuss a grievance orally with the Fire Chief within ten (10) calendar days following its occurrence or knowledge of its occurrence, in an effort to resolve the problem in an informal manner.

**Step 2:** Within ten (10) calendar days after the decision in Step 1, or if no decision has been made within ten (10) calendar days of the informal conference, the employee or employee organization shall then present the written grievance to the Fire Chief. The Fire Chief shall respond in writing within fifteen (15) calendar days.

**Step 3:** Within ten (10) calendar days after the decision in Step 2, or if no decision has been made within fifteen (15) calendar days of Step 2, the employee or employee organization shall then present the written grievance to the City Administrator. The City Administrator shall respond within twenty (20) calendar days.

**Step 4:** If not resolved at Step 3, or if no written decision has been received by the employee organization within twenty (20) calendar days of Step 3, the grievance may be submitted to arbitration within twenty (20) calendar days by submitting written notice to the City Administrator. Such notice shall specify the sections of the Agreement alleged to have been violated. The parties shall promptly meet to attempt to agree on an arbitrator. If they are unable to agree, they will jointly request the Iowa Public Employment Relations Board to submit to the parties a list of seven (7) arbitrators, from which list the parties shall select one (1) arbitrator. Such selection shall be by agreement, if possible; otherwise, by the parties alternately eliminating names from the list, with the moving party striking first. After each party has eliminated the names of three (3) arbitrators from the list, the arbitrator whose name remains on the list shall be accepted by both parties as the arbitrator to hear and decide the pending case.

Grievance awards and settlements shall not be made retroactive beyond the date on which the grievance was presented in written format in Step 2. If a grievance is not presented within the specified time limits, it shall be considered waived. If grievance is not appealed within the specified time limits, it shall be considered settled based on the Employer's last answer. If a grievance is not timely answered by the Employer at Step 2, it will automatically be referred to Step 3.

The fees and expenses of the arbitrator will be shared equally by the Employer and the Union. Each party shall pay its own cost of preparation and presentation for arbitration. The arbitrator shall have no power to change, alter, ignore, nullify, detract from or add to the provisions of this Agreement. The arbitrator's decisions shall be final and binding on both parties.

All grievance and arbitration meetings under this Article are to be held in private and are not open to the public.

The time limits at any step in the grievance and arbitration procedure may be extended on a specific case basis, upon mutual agreement of the Union and Employer.

If the employee files any claims or complaint in any forum other than under the grievance procedure of this Agreement, then the Employer shall not be required to process the same claim or set of facts through the grievance procedure.

## **ARTICLE 7 SENIORITY**

Seniority means an employee's length of continuous, full-time service with the Employer since their last date of hire. If employees have the same date of hire, the employee with the highest last four digits of his or her social security number will be deemed the more senior employee.

All new employees shall serve a probationary period not to exceed twelve (12) months. Upon completion of the probationary period, they shall be put on the seniority list and their seniority shall be determined from their date of employment. They may be terminated for any reason during the probationary period without recourse to the grievance procedure.

An employee shall lose their seniority and the employment relationship shall be broken and terminated as follows:

- (a) Employee quits.
- (b) Employee is discharged, unless reinstated through the grievance process.
- (c) Engaging in other work while on leave of absence or giving false reason for obtaining leave of absence.
- (d) Falsification of employment application.
- (e) An employee absent from work one (1) day without justifiable cause or notice to the Employer.
- (f) Failure to report for work at the end of leave of absence.
- (g) Failure to report to work within ten (10) days after being notified to return to work following layoff, when notice of recall is sent to employee's last known address according to Employer records. Extension of this time may be granted at the discretion of the Employer.
- (h) An employee is absent from work for any reason, except an on-the-job injury, for over one (1) year or the length of the employee's seniority, whichever is shorter.
- (i) Employee retires.
- (j) In the event an employee is promoted or transferred out of the bargaining unit and such employee returns to the bargaining unit, the seniority date shall be the original date of hire less time served in the non-bargaining unit position; however, there shall be no loss of seniority for an employee who returns to the bargaining unit during the twelve (12) month probationary period after a promotion or transfer.

It is the employee's responsibility to keep the Employer informed of his/her current address and phone number.

## **ARTICLE 8 PERFORMANCE APPRAISALS**

It is agreed that an employee performance evaluation shall be used for the purpose of improving an employee's individual performance, acknowledging an employee's accomplishment, and to provide an opportunity for an employee to improve in a designated area of sub-standard performance.

Evaluations will occur annually and will be in writing with a copy provided to the employee. Said evaluations will occur annually and are due before the first day of the new fiscal year. The written evaluation of the employee will be followed within twenty (20) days by a personal conference between the employee and the Fire Chief or supervisory designee. The employee shall have the right, if he/she disagrees with the evaluation, to submit a written explanation to the Fire Chief and file copies with the City Administrator within five (5) calendar days of the evaluation conference. The written response of explanation to all evaluations will be attached to the file copy of the evaluation.

No written comments concerning an employee's performance shall be placed in the employee's official personnel file unless they have been copied to the employee. The employee will be provided with a copy of his/her personnel file upon request and within ten (10) calendar days of providing the request in writing.

## **ARTICLE 9 LAYOFF AND RECALL**

In the event the work force is to be reduced, the Employer agrees to provide affected employees as much advance notice as is administratively practical, but in no case less than ten (10) calendar days. The employee with the least seniority, in the specific classification of employees to be laid off, shall be the first laid off. On recall from layoff, employees will be returned to work in the reverse order in which they were laid off, if they are qualified to perform the work available. Probationary employees have no recall rights.

Employees to be recalled after being laid off shall be notified at least ten (10) calendar days in advance by notice in writing sent by certified mail, return receipt requested, to the last address shown on the employee's record. Employees shall be eligible for re-hire in reverse order of layoff for a period of one (1) year, provided they are still qualified to perform the job.

## ARTICLE 10 HOURS OF WORK AND OVERTIME

The purpose of the Article is intended to define the normal hours of work and shall not be construed as a guarantee of hours of work per day or days of work per week. The regular workday and work schedule for full-time Windsor Heights Fire Department staff may consist of forty-eight-hour (48) shifts, followed by ninety-six (96) hours off-duty. Scheduled shifts start and end times shall be as determined by the Fire Chief. Employees will be notified of any change in normal scheduled shift times, excluding emergency operations, at least thirty (30) days prior to the change becoming effective.

Members wanting to take PTO may be denied leave time based upon staffing needs and overtime considerations. Members will be encouraged to plan their extended leave time as far in advance as possible. All time off requests will be evaluated on a case-by-case basis.

A normal shift or workday for full-time assignments shall be defined as forty-eight (48) hours. Overtime and holiday compensation shall not begin until a shift exceeds forty-eight hours, except for the standard six (6) hours of overtime paid to each full-time employee each pay period in compliance with FLSA 28-day work rules. Members shall be compensated for 106 base hours per pay period, with an additional 6 hours of overtime each pay period.

All shifts will have a starting time assigned. Any variation in starting time in excess of two (2) hours shall be discussed with the employees.

**Special Circumstance:** Should the Department suffer the loss of more than one full-time member for any extended period due to resignation, temporary disability, military deployment, disciplinary action, or illness/injury, scheduled leave may be frozen, cut short, or dismissed in order to adequately meet the operational needs of the organization. In those cases, administration shall make every attempt to work with personnel on any existing leave scheduled.

Should an emergency incident/natural or man-made disaster occur that would require a heightened presence in the community for an extended period, this Agreement does not eliminate the potential of mandating overtime to meet the needs of the incident. Mandated overtime should not exceed 24-hour increments, unless emergency circumstances dictate otherwise.

Should staffing fall below a minimum of two personnel (1 Firefighter/Paramedic and 1 Firefighter/EMT), mandatory overtime for respective full-time members will be utilized.

- All normal steps utilized to fill open positions shall be utilized by administration prior to issuing mandatory shifts. This may include, but is not limited to, emailing staff, requesting availability on scheduling software, and utilizing staff alerting applications.
- Mandatory overtime will be tracked and documented for both EMT and Paramedic positions separately.
- If possible, a minimum of 24-hour notice should be given to anyone selected for mandatory overtime.

- A mandatory overtime list will be maintained by staff. The list will be a rotating list based on seniority as defined in Article 7, starting with the least senior employee. This list includes all full-time line staff. (Example: Nobody has responded to fill a shift vacancy and it is necessary to fill that vacancy with mandatory overtime, the first person to be contacted will be the lowest seniority person that has not been held for mandatory overtime on the mandatory overtime list. If that employee cannot be reached, the second lowest senior person will be contacted and so on. When an employee is held for mandatory overtime, that employee will be placed at the end of the list and cannot be held again until all other employees have been held before them. Staff who volunteer for a mandatory overtime shift shall be moved to the bottom of the list.

At the Fire Chief's discretion, open part-time positions may be filled with full-time staff. Open part-time positions shall not mandate full-time staff and will not change placement on the mandatory seniority list if voluntarily worked by full-time staff.

**Physical Fitness Time:** Employees may use on-duty time for physical fitness on the grounds of the Fire Department, or at the approved designated location. The employee is subject to call, shall respond promptly if requested, and must maintain radio and/or cellular phone accessibility with other on-duty members and/or the Communications Center. Physical fitness time shall not interfere with daily operations, assignments, or completion of daily duties.

**Compensation:** Employees shall be paid every other Friday, unless that Friday is a holiday, in which case the payday is the last City business day before the holiday. Full-time employee's bi-weekly compensation will be calculated by taking his/her hourly rate and multiplying that rate by one hundred six (106) hours, and adding six (6) hours of overtime. Any PTO used will be subtracted from the base 106 hours. Annual wages are based on a regular work year of 2,912 hours (2,756 hours regular time combined with 156 hours overtime).

**Overtime:** Overtime shall be paid for at the rate of time and one-half (1 ½) the employee's straight time hourly rate for all work performed in excess of the normal workday or work schedule. Overtime shall not be paid more than once for the same hours worked. Vacations and leaves are not considered time worked for the purpose of determining overtime. Overtime is paid in one-quarter (15 minute) increments.

No employee shall be compensated for overtime work unless such work has been approved by the employee's supervisor, except when responding to and actually engaged in an emergency call. A minimum of two (2) hours overtime will be paid to an employee responding to an emergency call during off-duty hours. The Fire Chief reserves the right to authorize/deny specific call types for which full-time staff are allowed to respond during off-duty hours to ensure fiscal management of the department budget.

**Compensatory Time:** An employee may elect to receive overtime compensation in either cash payment or compensatory time off. An employee desiring compensatory time off rather than overtime pay shall notify the Employer in writing prior to the cutoff period for computing wages for the period in which the payment ordinarily would have been made. Compensatory time off shall be at the rate of one and one-half (1 ½) hours of compensatory time for one (1) hour of overtime worked.

All compensatory time shall be recorded in the employee's PTO bank. Once an employee reaches the maximum hours in his/her PTO bank, the employee will be paid at the rate of one and one-half (1 ½) times the employee's regular hourly rate.

**Court Time:** An employee who is required to appear for court in person or via telephone during off-duty hours shall be paid a minimum of two (2) hours of the overtime rate, unless the Court appearance and the beginning or end of an employee's scheduled workday shifts overlap. In that event, the employee shall be paid for actual time spent in accordance with Hours of Work and Overtime provisions of this Agreement. Time will be measured by portal-to-portal from the employee's home. If an employee's appearance has been cancelled and the employee receives less than two (2) hours' notice of the cancellation, the employee will receive two (2) hours of compensation at the regular rate.

**Call Back Time:** An employee who is called back to work by the Employer shall be paid a minimum of two (2) hours pay at the overtime rate unless such call back is tied to the beginning or end of his/her shift. Employees on special days off (*i.e.*, vacation, holiday, comp time, etc.) shall be called back only after all others on normal routine time off have been called.

**Alternative Duty Assignments:** An employee whose illness or injury renders them unable to perform their regular duties may be assigned to a temporary alternative duty assignment if such assignment can be safely performed within the employee's limitations. The City reserves the right to change an employee's regular work schedule to accommodate a temporary alternative duty.

## ARTICLE 11 LEAVE OF ABSENCE

### **Bereavement and Family Illness Leaves:**

**Immediate Family:** In case of death or serious illness in the immediate family (parents, spouse, child, step-child, foster-child, sibling), a permanent employee may be granted a leave of absence with pay, up to one (1) shift (48-hour shifts) by the Fire Chief.

**Family:** In the case of death or serious illness in the family (mother-in-law, father-in-law, sister-in-law, brother-in-law, grandparents, grandparents-in-law, grandchildren, uncles, aunts, nephews, nieces or any other relative living in the household), or any other loss of life significant to the employee with the discretion of the Fire Chief, a permanent employee shall be granted a leave of absence with pay up to one (1) scheduled shift (48 hours) by the Fire Chief.

**Extension:** The Fire Chief may, at his/her discretion, grant an additional o n e ( 1 ) s c h e d u l e d s h i f t ( 4 8 h o u r s ) leave in instances where extensive travel or other circumstances warrant.

**Military Leave:** A full-time employee shall be granted a military leave of absence for a period of up to thirty (30) scheduled shifts each calendar year with pay as prescribed by Section 29A.28 of the Code of Iowa.

The employer recognizes an employee's re-employment rights in accordance with the

Universal Military Training and Service Act.

**Jury Duty/Legal Leave:** An employee required to serve as a juror shall receive his/her regular wages for the time he/she was normally scheduled for duty. In order to receive payment for such duty, the employee must submit certification of service and assign all fees to the Employer. When released from duty during working hours, the employee will report to work immediately.

**Retirement:** Employees shall receive payment for all unused PTO leave in their leave bank upon retirement or in the event of death in one lump sum.

Employees on a paid leave of absence, exclusive of disability benefits, will continue to accrue all contractual benefits and seniority. An employee who is on disability leave, either short or long-term, shall not accrue PTO (Paid Time Off). A probationary employee, having begun employment, who is on an unpaid leave of absence shall not accrue PTO. After one (1) year of long-term disability an employee shall cease to accrue seniority until returning to duty. Employees on an unpaid leave of absence will continue to accrue seniority for the first thirty (30) calendar days of the unpaid leave of absence. This does not include employees who are on what is considered to be "terminal leave" as defined in the City's personnel policies.

**ARTICLE 12  
PAID TIME OFF (PTO)**

All regular full-time employees shall accrue PTO as follows:

Years of Service	Accrual Per Pay Period
1 through 5	9.27 hours
6 through 10	10.85 hours
11 through 20	12.39 hours
21+	13.93 hours

The maximum accrual of PTO shall be five hundred (500) hours. If an employee reaches this maximum (including any compensatory time), the employee shall not be credited with any additional accrual until such time as the employee reduces his/her PTO bank. An employee may elect to cash out forty (40) hours of PTO four (4) times per year as long as he/she would still have a minimum of eighty (80) hours. The employee shall notify the Fire Chief of this election.

PTO may be used in increments of one-half hour.

PTO requests will be made in writing (utilizing scheduling and payroll applications) to the Fire Chief or his/her designee. PTO requests for one (1) week duration or more must normally be made not less than forty-five (45) days in advance. PTO requests of individual days can be made at any time but should normally be made prior to the 12<sup>th</sup> day of the previous month or more in advance (Example: PTO for February should be made no later than January 12<sup>th</sup>). This allows for open shifts to be filled by part-time staff. Any PTO request made with less than two weeks' notice may require the employee to find someone to work their shift before approved. An employee oral request for a decision on PTO leave shall be acted upon within five (5) days if made thirty (30) days or more in advance and within two (2) days if made less than thirty (30) days in advance. If two (2) or more employees request the same PTO time off at the same time, seniority shall prevail in granting the PTO request. Nothing herein shall be construed so as to limit an employee's ability to use PTO on shorter notices when agreed upon between command staff and the employee.

An employee's scheduled PTO will not be cancelled during periods of normal operations of the City. In the event an employee's PTO is cancelled by the City, the employee shall be reimbursed any monetary loss suffered (*e.g.*, nonrefundable reservations) which, after due diligence, the employee is unable to recover. An employee should inform the city if he/she has potential for a monetary loss.

PTO time used for an employee's illness or for an illness in the employee's immediate family shall be scheduled in advance when possible. The city recognizes that in certain instances it is impossible to schedule PTO in advance when an illness occurs. The City reserves the right to require a physician's certification for PTO time used for illness, when in the discretion of the City, it is determined the employee is abusing the benefits of PTO.

Upon resignation or termination, an employee shall be paid for all unused PTO left at the time of termination.

The City shall establish a short-term disability program for employees who have applied for and are eligible for long-term disability and do not have enough PTO to cover the ninety (90) day waiting period. In situations such as this, the employee will be required to exhaust his/her PTO. If the employee does not have enough paid leave to cover the waiting period, the City will continue to pay the employee his/her salary until the ninety (90) day waiting period is completed. An employee becomes eligible for the short-term disability benefit upon experiencing a condition that triggers the application for long-term disability. The Employer will begin payment of the short-term disability benefit upon the eligible application for the long-term benefit.

**ARTICLE 13**  
**"TIME TRADES" / "CASH TRADES"**

"Time Trades"/ "Cash Trades" (referred to as "trades") are an agreement between two employees working hours for each other. These trades are an agreement between the two employees only and the City is not responsible for any compensation or agreement conditions. "Time Trades" / "Cash Trades" will be limited to no more than seventy-two (72) hours per calendar year, and they must be pre- approved. Furthermore,

- Trades will not result in any overtime costs to the City.
- Trades should not result in an employee working more than 72 continuous hours.
- The City is not responsible for enforcing any agreements between employees.
- Time cards will reflect time worked or taken off according to the person requesting the trade.
- Any unexcused absence is the responsibility of the approved person accepting the time trade.
- Trades are regarded as a privilege among members and can be rescinded if abused or misused.
- Trades will be documented on a Union approved form and submitted to the Fire Chief upon agreement and signing of both parties on the form.

**ARTICLE 14**  
**HOLIDAYS**

There shall be eleven (11) paid holidays: New Years Eve, New Year's Day, Martin Luther King, Jr. Day, Memorial Day, Juneteenth, July 4<sup>th</sup>, Labor Day, Thanksgiving Day, the day after Thanksgiving Day, Christmas Day and the day before Christmas, plus two (2) floating holidays. If additional holidays are granted or designated as holidays to other employees of the City, such additional or designated holidays shall apply to this agreement. Calculation for PTO includes credit for eighty-eight (88) hours of holiday time.

An employee who works an entire shift on a designated holiday shall be paid his/her regular hourly rate for the shift and be credited with nineteen (19) hours of pay or compensatory time as determined by the Employee. Any hours worked in excess of a scheduled shift on a holiday shall be compensated at double time (2x).

The actual day the holiday falls on shall be observed as the holiday. (As an example, New Year's Eve holiday will be the 24-hour shift starting at shift change on December 31 and ending at the following shift change on Jan. 1.) Employees will be expected to work all recognized holidays that fall upon their regular shift day unless authorized in advance to use other paid leave time on that day. Any employee shall forfeit the right to payment for any holiday if they have an unexcused absence on the working day immediately preceding or following such holiday.

## **ARTICLE 15 DISCIPLINARY ACTION**

Both parties of this Agreement recognize that a certain amount of discipline is necessary for the efficiency of the operation. Therefore, these certain penalties for infractions of rules and policies have been agreed upon as follows:

Disciplinary action or measures shall include the following:

1. Oral reprimand or warning.
2. Written reprimand or warning.
3. Suspension with loss of pay.
4. Discharge.
5. Certain misconduct may warrant immediate suspension or termination.

## **ARTICLE 16 WORK RULES**

The Employer may, from time to time, develop, put into effect and enforce work rules. Said work rules will be distributed to employees fifteen (15) days prior to their effective date. Nothing herein shall be construed to conflict with or waive any provisions of this Agreement or the Act.

## **ARTICLE 17 LONGEVITY**

Longevity pay has been included in the attached salary matrix, beginning at Step 6 (steps are considered years in line with years of service, *i.e.*, Step 1 is the first year of service). Longevity will be paid at \$0.075 per hour, per year of service starting in year 6 (61 months), which matches the current citywide longevity policy of \$6.00 per pay period, per year for other employees. For example, in Step 6 - after completion of five full years of service - the \$0.075 calculation is based on \$6.00 per pay period, over 26-payroll cycles (total \$156.00) divided by 2,912 annual scheduled hours. In no case shall longevity be paid before any member completes their fifth year of service. The intent of this policy is for an employee to receive an additional \$0.075 per hour for each year of service starting in year 6 and continuing for the remainder of their employment.

IAFF Local 5274 Collective Bargaining Agreement-2026-2028

Page 14

## **ARTICLE 18 UNIFORM AND CLOTHING PROVISIONS**

**General Provisions:** Upon initial employment, each Fire Department employee shall be fitted for and receive all necessary clothing and equipment as listed in the present Policy and Procedures manual.

**Replacement:** The city will replace each member's structural firefighting bunker gear every ten (10) years with no deduction to their clothing allowance, or as directed by the manufacturer. The city will also replace any protective clothing damaged in the line of duty with no deduction to the employee's clothing allowance. In addition, each employee shall be entitled to spend his/her allowance, as determined and approved by the Fire Chief, for: (a) items damaged through the performance of duty; (b) items worn and equipment used in the direct performance of duty; and (c) items used as protection from the elements. Items purchased which are not Class 'A' uniforms or outer wear shall become property of the purchasing member.

The maximum uniform allowance shall be capped at \$750 per fiscal year. New employees will receive the necessary uniforms and equipment upon initial hiring. After completion of the employee's 2nd year of service, the employee will then become eligible for the uniform allowance as set forth in this contract.

## **ARTICLE 19 INSURANCE**

The City will provide employees with group health, major medical, prescription drug and dental insurance coverage. An employee on short or long-term disability leave will receive uninterrupted insurance coverage, as long as the employment relationship is not severed and the individual continues to contribute his/her portion of the premium as outlined herein.

Employees shall pay 15% of their elected coverage, in an amount not to exceed \$105 per month for single coverage, \$148 per month for employee + child coverage, \$158 per month for employee+ spouse coverage or \$236 for family coverage.

The employee will be responsible for a \$250/\$500 deductible and a \$3,000/\$6,000 out-of-pocket maximum. The employer retains the right to select the insurance carrier and/or the insurance plan; however, the benefit levels shall remain equal to or better than the levels currently in effect, to the extent that a plan with those benefits is available at a reasonable cost.

If an employee elects to participate in the single Health and Major Medical Insurance Program or the employee elects to waive coverage altogether, the employee shall be entitled to an additional \$75.00 per month which will be paid into a tax-sheltered annuity by the Employer on behalf of the employee.

If any time during the term of this Agreement the annual premium increases by 20% or more, the Employer agrees to seek insurance alternatives to reduce the premium without reducing the current benefit level.

The parties shall create an insurance committee made up of members of the City, both union and non-union, along with the union bargaining representative. The purpose of the committee shall be to meet as needed to review current insurance coverage, proposed rate increases and potential changes to coverage to reduce costs.

**Life Insurance:** The Employer shall maintain a group term life insurance policy for each employee in the face amount of \$50,000 at no cost to the employee. The employee shall be eligible to purchase additional insurance or continue coverage beyond separation of employment pursuant to the terms of the insurance policy.

## **ARTICLE 20 WAGE RATE**

**Reference is made here to Exhibit A, Wage Rates.** By this reference said Exhibit becomes a part of this Agreement. There will be no additional across the board or cost of living increase for the duration of this contract other than as stated in Exhibit A.

**Change in position and salary.** If, in the event an EMT obtains the certification of AEMT or Paramedic, or an AEMT obtains the Paramedic certification, they will be appointed into the position matching their certification level. When the employee is moved to the new position title (i.e. Firefighter/Paramedic) they shall move laterally within the step pay scale (i.e. Firefighter/EMT on Step 3 will move to Firefighter/Paramedic on Step 3). A written request shall be submitted to the Fire Chief prior to any employee starting a class that will result in a change of position, allowing for future budgetary planning.

**Starting Salary:** New employees may be appointed above the first step of the wage scale, depending upon their experience, background, and present pay. However, new employees will not be appointed above "Step 4" on the wage scale unless otherwise approved by the Union President.

**ARTICLE 21  
EDUCATIONAL INCENTIVE**

The Employer shall reimburse any employee for the actual cost of college tuition, provided the employee has declared a work-related major, according to the following schedule:

<u>Maximum credit hour reimbursement</u>	<u>Minimum required GPA</u>
\$225.00	3.0
\$150.00	2.5
\$50.00	2.0

The maximum reimbursement shall not exceed \$8,250 for each degree (Associate's, Bachelor's, or Master's). Course work shall be reimbursed at the appropriate dollar amount equal to the grade earned as listed above on a per credit basis.

Should the employee leave the employment of the City for any reason during the four (4) month period immediately following the semester for which reimbursement is made, said employee shall repay the reimbursement amount in full to the Employer. The incentive is provided pending available funding, as determined by the department supervisor or City Administrator.

**ARTICLE 22  
DEFERRED COMPENSATION**

The City shall match up to the following percentage of salary to a deferred compensation plan for employees pursuant to the following schedule:

% of salary	Years of Service
1.0%	3 through 5
1.5%	6 through 10
2.0%	11 through 20
2.5%	21+

To enroll in this benefit, employees must complete forms provided by the City.

**ARTICLE 23  
PHYSICAL FITNESS INCENTIVE**

Once per fiscal year, any employee successfully completing the City administered annual physical fitness test mirroring the physical fitness test for a new full-time employee, shall receive a \$100 fitness bonus at the next available pay period. Members who maintain a passing standard for five or more consecutive years shall receive an annual fitness incentive of \$250 per year.

**ARTICLE 24**  
**HEALTH AND SAFETY COMMITTEE**

A health and safety committee will exist to meet once per quarter and discuss items related to the health and safety of all members of the Windsor Heights Fire Department.

**ARTICLE 25**  
**NO STRIKE /NO LOCKOUT**

Neither the Organization, its officers or agents, nor any of the employees covered by this Agreement will engage in, encourage, sanction, support or suggest any strike, slow down, mass resignation, mass absenteeism or the abstinence in whole or in part of the full, faithful and proper performance of the duties of employment for the purposes of inducing, influencing or coercing a change in the conditions or compensation or the rights, privileges or obligations of employment. Any employee who violates any provision(s) of this article may be immediately discharged or otherwise disciplined.

The Employer will not engage in any "lock-out" activity of the employees in this unit.

**ARTICLE 26  
FINALITY AND EFFECT**

THIS AGREEMENT constitutes the entire agreement between the parties, and concludes collective bargaining for its term.

The parties acknowledge that during the negotiations which resulted in this agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject not removed by applicable law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Union, for the life of this Agreement, voluntarily and unqualifiedly waives any right which might otherwise exist to negotiate over any matter during the term of the Agreement, and agrees that the Employer shall not be obligated to bargain collectively with respect to any subject or matter not specifically referred to or covered by this Agreement, even though such subject or matter may not have been within the knowledge or contemplation of either or both of the parties at the time they negotiated this Agreement.

**ARTICLE 27  
DURATION**

THIS AGREEMENT shall be effective from July 1, 2026, and shall continue in effect until June 30, 2028. A wage reopener shall be in effect for July 1<sup>st</sup>, 2027 wages.

**ARTICLE 28  
EXTRA CONTRACT AGREEMENTS**

The Employer agrees not to enter into any agreements or contracts with its employees, individually or collectively, concerning wages.

CITY OF WINDSOR HEIGHTS

IAFF LOCAL 5274

\_\_\_\_\_  
NAME

\_\_\_\_\_  
NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE

"EXHIBIT A" - Pay Scales

Current Staff Steps:

Price	Step 5
Ahrens	Step 3
Muerner	Step 5
Oneil	Step 5
Pederson	Step 4

The pay scale below is effective July 1<sup>st</sup>, 2026. A Wage Reopened shall be in effect for July 1<sup>st</sup> 2027.

Firefighter Paramedic									
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
7/1/2026	\$ 23.45	\$ 24.12	\$ 24.81	\$ 25.50	\$ 26.21	\$ 27.11	\$ 27.87	\$ 28.63	\$ 29.24
Firefighter EMT									
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
7/1/2026	\$ 21.18	\$ 21.49	\$ 22.04	\$ 22.67	\$ 23.32	\$ 24.25	\$ 24.94	\$ 25.36	\$ 26.07
Firefighter AEMT									
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
7/1/2026	\$ 22.28	\$ 22.91	\$ 23.57	\$ 24.22	\$ 24.90	\$ 25.75	\$ 26.47	\$ 27.20	\$ 27.78

---

IAFF Local 5274 Representative  
EMS of Central Iowa

Metro Area FF &

---

Date

---

Jim Mease  
Fire Chief  
City of Windsor Heights

**THE CITY OF WINDSOR HEIGHTS, IOWA**

**RESOLUTION 2026-31**

**APPROVAL OF A COLLECTIVE BARGAINING AGREEMENT WITH  
IAFF Local 5274**

**WHEREAS**, the City of Windsor Heights, Polk County, State of Iowa, is a duly organized Municipal Organization; **AND**,

**WHEREAS**, the City has negotiated a Collective Bargaining Agreement with **IAFF Local 5274** concerning union-represented employee matters; **AND**,

**WHEREAS**, the City Council has fully examined said agreement and has found same to be in the best interests of the City of Windsor Heights and the union-represented employees.

**NOW THEREFORE BE IT RESOLVED** by the City Council of the City of Windsor Heights, Iowa that the Collective Bargaining Agreement with **IAFF Local 5274** effective July 1, 2026 through June 30, 2028, shall be approved in all respects and particulars, and that the Mayor and City Administrator are hereby authorized and directed to execute said agreement for and on behalf of the City of Windsor Heights.

Passed by the City Council of the City of Windsor Heights, Iowa, and approved the 20th day of April 2026.

\_\_\_\_\_  
Mike Jones, Mayor

Attest:

\_\_\_\_\_  
Adam Strait, City  
Clerk



**STAFF REPORT**  
**CITY COUNCIL**  
April 20, 2026

TO: CITY COUNCIL

FROM:

SUBJECT: [Consideration of Resolution 2026-32 - A Resolution Approving A Collective Bargaining Agreement With Teamsters Local 238](#)

**GENERAL INFORMATION**

**Summary:**

This proposed three-year Collective Bargaining Agreement between the City of Windsor Heights and Teamsters Local 238 includes updates to wages, benefits, and administrative practices.

Key changes include a 3.25% wage increase across all steps for FY27, keeping wages in line with neighboring communities such as Urbandale and Clive, along with a wage reopener for FY28 and FY29. Deferred compensation will now require an employee match, and short-term disability costs will be shared equally between the employee and employer.

Additional updates include adjustments to shift start times to better align with call volumes, a requirement for any PTO payouts to be requested quarterly to match the Employee Handbook, and increased uniform allowances from \$750 to \$800 in FY27 and \$850 thereafter. The annual physical fitness incentive will increase from \$100 to \$150. New hires with relevant experience may be placed at a step that reflects their qualifications. Performance evaluations shall occur on an ongoing basis instead of annual reviews. Revisions to education incentives align with the Employee Handbook and thereby expand the payback period from 4 months to 12 months. There is also language clarifying that certain provisions such as mental health visits and uniform fittings are not subject to minimum callback requirements.

The agreement maintains current provisions for longevity, health insurance related items, education payouts, holidays, and PTO accruals, with language updates to reflect recent memoranda of understanding. Maternity and paternity leave policies do not apply to

Teamsters members. Additional housekeeping updates include removing outdated references to sick leave, as all employees now operate under a PTO system.

**Recommendation:** Administration recommends approval of the agreement.

**ATTACHMENTS**

1. WHPD Current Contract
2. 2026-2029 WHPD Contract
3. Resolution No. 2026-32- A Resolution Approving Collective Bargaining Agreement with Teamster Local 238

## **2023-2026 – POLICE CONTRACT**

THIS AGREEMENT entered into this 1<sup>st</sup> day of July 2023, by and between the CITY OF WINDSOR HEIGHTS, IOWA hereinafter referred to as “Employer,” and the Teamsters Local 238, hereinafter called the “Union,” represents the complete and final agreement on all bargainable issues between the Employer and the Union. Throughout this Agreement, wherever the word “Act” appears, this refers to the Iowa Public Employment Relations Act, identified as Senate file 531, which was signed into law on April 23, 1974.

### **ARTICLE 1 RECOGNITION**

The Employer hereby recognizes the Union as the exclusive bargaining representative for all regular full-time employees of Windsor Heights Police Department but excluding the Chief of Police, Police Captain, Police Lieutenants, Sergeants, Chief Dispatcher, and all other persons excluded by Iowa Code Section 20.4, as set forth in the December 13, 2016, Iowa Public Employment Relations Board Order of Certification Case No. 100779.

### **ARTICLE 2 EMPLOYER RIGHTS**

Except as specifically modified by this Agreement, the Employer shall have, in addition to all powers, duties and rights established by law: the exclusive power, duty and right, including but not limited to: plan, direct and control the work of its employees; discipline, suspend or discharge employees for proper cause; to develop and enforce rules for employee discipline; to schedule working hours and require overtime work; layoff/demote employee from duties because of lack of work or for other legitimate reasons; determine what work or services shall be purchased or performed by the unit employees; change or eliminate existing methods, means, assignments, and personnel by which operations are to be conducted; establish work standards; establish, change, and enforce work schedules; abolish, create, or change jobs and their duties; determine the number and times of shifts; and manage the operation in the traditional manner, is vested exclusively with the Employer. It is agreed that the enumeration above shall not be deemed to exclude other areas not specifically enumerated, provided that the exercise of such areas shall not be in conflict with any provision of the Agreement.

### **ARTICLE 3 SEPARABILITY AND SAVINGS**

If any provision of this Agreement is subsequently declared by the proper legislative or judicial authority to be unlawful, unenforceable or not in accordance with applicable statutes or ordinances, all other provisions of this Agreement shall remain in full force and effect for the duration of this Agreement.

### **ARTICLE 4 IMPASSE PROCEDURE**

The parties shall utilize the statutory impasse procedure set forth in the Act and currently set forth in Iowa Code Sections 20.20 through 20.22.

**ARTICLE 5  
NON-DISCRIMINATION IN EMPLOYMENT**

The Employer and Union agree to comply with any non-discrimination in employment laws that are applicable.

There shall be no discrimination in employment by the Employer or the Union toward any employee because of their membership in, or non-membership in, the Union. The parties will not discriminate against an employee because of an employee's support, or non-support, or participation, or non-participation, in Union affairs and/or activities.

All references to employees in the Agreement designate both sexes, and wherever the male gender is used, it shall be constructed to include male and female employees.

**ARTICLE 6  
GRIEVANCE PROCEDURE AND ARBITRATION**

The parties agree that an orderly and expeditious resolution of grievances is desirable. Any matter of dispute that may arise regarding the violation of an expressed provision of this Agreement shall be handled in accordance with the following procedure:

**Step 1:** The employee or employee organization shall discuss a grievance orally with the Chief of Police, or in the exigent circumstances, the City Administrator, within seven (7) calendar days following its occurrence or knowledge of its occurrence, in an effort to resolve the problem in an informal manner.

**Step 2:** Within five (5) calendar days after the decision in Step 1, or if no decision has been made within five (5) calendar days of the informal conference, the employee or employee organization shall then present the written grievance to the Chief of Police. The Chief of Police shall respond in writing within ten (10) calendar days.

**Step 3:** Within ten (10) calendar days after the decision in Step 2, or if no decision has been made within ten (10) calendar days of Step 2, the employee or employee organization shall then present the written grievance to the City Administrator. The City Administrator shall respond within twenty (20) calendar days.

**Step 4:** If not resolved at Step 3, or if no written decision has been received by the employee organization within twenty (20) calendar days of Step 3, the grievance may be submitted to arbitration within twenty (20) calendar days by submitting written notice to the City Administrator. Such notice shall specify the sections of the Agreement alleged to have been violated. The parties shall promptly meet to attempt to agree on an arbitrator. If they are unable to agree, they will jointly request the Iowa Public Employment Relations Board to submit to the parties a list of seven (7) arbitrators, from which list the parties shall select one (1) arbitrator. Such selection shall be by agreement, if possible; otherwise, by the parties alternately eliminating names from the list, with the moving party striking first. After each party has eliminated the names of three (3) arbitrators from the list, the arbitrator whose name remains on the list shall be accepted by both parties as the arbitrator to hear and decide the pending case.

Grievance awards and settlements shall not be made retroactive beyond the date on which the grievance was presented in written format in Step 2. If a grievance is not presented within the specified time limits, it shall be considered waived. If a grievance is not appealed within the specified time limits, it shall be considered settled on the basis of the Employer's last answer. If a grievance is not timely answered by the Employer at Step 2, it will automatically be referred to Step 3.

The fees and expenses of the arbitrator will be shared equally by the Employer and the Union. Each party shall pay its own cost of preparation and presentation for arbitration. The arbitrator shall have no power to change, alter, ignore, nullify, detract from or add to the provisions of this Agreement. The arbitrator's decisions shall be final and binding on both parties.

All grievance and arbitration meetings under this Article are to be held in private and are not open to the public.

The time limits at any step in the grievance and arbitration procedure may be extended on a specific case basis, upon mutual agreement of the Union and Employer.

If the employee files any claims or complaint in any forum other than under the grievance procedure of this Agreement, then the Employer shall not be required to process the same claim or set of facts through the grievance procedure.

## **ARTICLE 7 SENIORITY**

Seniority means an employee's length of continuous service with the Employer since their last date of hire. Seniority shall be administered on a job classification basis.

Seniority shall be considered for shift selection and on-duty time slots. All members of the bargaining unit assigned to the Patrol Division shall have the opportunity of making shift bid thirty (30) days prior to the start of the fiscal year. Bidding shall be done based on seniority for the following shifts and days off rotation:

1 <sup>st</sup> Shift	Day shift
2 <sup>nd</sup> Shift	Early Swing shift
3 <sup>rd</sup> Shift	Late Swing shift
4 <sup>th</sup> Shift	Night shift

Mon/Tues and every other Sat/Sun

Thu/Fri and every other Sat/Sun

If vacancies occur during the calendar year, employees interested in using their seniority to transfer to a different shift must submit their request to the Chief of Police in writing. Officers will not be permanently re-assigned, contrary to their selected shift bid, unless circumstances require based upon quantifiable needs of the department such as appointments to specialized positions.

All new employees shall serve a probationary period not to exceed twelve (12) months. Upon completion of the probationary period, they shall be put on the seniority list and their seniority shall be determined from their date of employment. They may be terminated for any reason during the probationary period without recourse to the grievance procedure.

An employee shall lose their seniority and the employment relationship shall be broken and terminated as follows:

- (a) Employee quits.
- (b) Employee is discharged unless reinstated through the grievance process.
- (c) Engaging in other work while on leave of absence or giving false reason for obtaining leave of absence.
- (d) Falsification of employment application.
- (e) An employee absent from work one (1) day without justifiable cause or notice to the Employer.
- (f) Failure to report for work at the end of leave of absence.
- (g) Failure to report to work within ten (10) days after being notified to return to work following layoff, when notice of recall is sent to employee's last known address according to Employer records. Extension of this time may be granted at the discretion of the Employer.

- (h) An employee is absent from work for any reason, except an on-the-job injury, for over one (1) year or the length of the employee's seniority, whichever is shorter.
- (i) Employee retires.
- (j) In the event an employee is promoted or transferred out of the bargaining unit and such employee returns to the bargaining unit, the seniority date shall be the original date of hire less time served in the non-bargaining unit position; however, there shall be no loss of seniority for an employee who returns to the bargaining unit during the twelve (12) month probationary period after a promotion or transfer.

It is the employee's responsibility to keep the Employer informed of his/her current address and phone number.

## **ARTICLE 8 PROMOTION**

When filling a permanent promotional vacancy, the Employer shall consider the employee's qualifications, seniority, aptitude, and work record. However, when these factors are reasonably equal between two (2) or more employees, in the judgment of the Chief of Police, then seniority shall prevail. Employees will be on a promotional probation for one year.

A permanent employee who vacated his/her position to accept probationary appointment to a higher level and who is rejected during the probationary period shall be reinstated in his/her former position and rate of pay.

An employee designated by the Chief of Police to assume the role of a supervisor for a uniformed shift shall, at the end of thirty (30) days after being so designated be compensated at a supervisor's rate of pay.

## **ARTICLE 9 PERFORMANCE APPRAISALS**

It is agreed that an employee performance evaluation shall be used for the purpose of improving an employee's individual performance, acknowledging an employee's accomplishment, and to provide an opportunity for an employee to improve in a designated area of sub-standard performance.

Evaluations will occur annually and will be in writing with a copy provided to the employee. Said evaluations will occur annually on the anniversary of the employee's ILEA certification, if hired uncertified, and upon the date of hire, if ILEA certified when hired. The written evaluation of the employee will be followed within twenty (20) days by a personal conference between the employee and the Chief of Police or supervisory designee. The employee shall have the right, if he/she disagrees with the evaluation, to submit a written explanation to the Chief of Police and file copies with the City Administrator within five (5) calendar days of the evaluation conference. The written response of explanation to all evaluations will be attached to the file copy of the evaluation.

No written comments concerning an employee's performance shall be placed in the employee's official personnel file unless they have been copied to the employee. The employee will be provided a copy of his/her personnel file upon request and within five (5) calendar days of providing the request in writing.

## **ARTICLE 10 LAYOFF AND RECALL**

In the event the work force is to be reduced, the Employer agrees to provide affected employees as much advance notice as is administratively practical, but in no case less than ten (10) calendar days. The employee with the least demonstrated skill, ability, and qualifications as determined by the Employer, in the job classification affected shall be the first laid off. The employees removed can then replace any employee who has less job classification seniority in a job classification for which he/she is the most qualified, as determined by the Employer. On recall from layoff, employees will be returned to work in the reverse order in which they were laid off, if they are qualified to perform the work available. Probationary employees have no recall rights.

Employees to be recalled after being laid off shall be notified at least ten (10) calendar days in advance by notice in writing sent by certified mail, return receipt requested, to the last address shown on the employee's record.

## **ARTICLE 11 HOURS OF WORK AND OVERTIME**

The purpose of the Article is intended to define the normal hours of work and shall not be construed as a guarantee of hours of work per day or days of work per week. The regular workday and work schedule for officers shall consist of eight patrol officers assigned to one of four shifts and one of two days off rotations. Shift bid shall be by seniority other than special needs of the department (*ex:* K-9, Metro STAR, staff shortage).

Shifts shall be:

Days 0700-1700

Late Swing 1700-0300

Early Swing 1100-2100

Nights 2100-0700

Days off rotations shall be:

Mon/Tues and every other Sat/Sun

Thu/Fri and every other Sat/Sun

Officers wanting to take PTO on assigned weekends to work may be denied leave time based upon staffing needs and overtime considerations. Officers will be encouraged to plan their extended leave time according to their scheduled weekends off or seek to trade shifts with another officer. All time off requests will be evaluated on a case-by-case basis.

A normal shift or workday for patrol assignments shall be defined as ten (10) hours. Overtime and holiday compensation shall not begin until a shift exceeds ten hours; partial holiday shifts shall be regulated according to existing language in Article 14 of the collective bargaining agreement. Officers shall continue to work 80 hours per pay period.

For those working the 10-hour shift, paid lunches shall be 45 minutes. Each employee shall also be eligible to take two 15-minute rest periods per 10-hour shift. Employees remain subject to call back during any lunch or rest period.

All shifts will have a starting time assigned. Any variation in starting time in excess of two (2) hours shall be discussed with the employees.

**Special Assignments:** Personnel in special assignments (i.e. assigned to Support Services Division – Detective) that are assigned a patrol shift to backfill schedule openings due to short staffing on patrol, court time, special circumstance or needs of the department shall work the entire 10-hour patrol shift at a regular rate of pay. Overtime will not accrue until working beyond ten hours.

The Detective shall then flex the extra two hours worked off of their regular Support Services duty assignment on another day during the same pay period. Flex time and altering of work hours shall be coordinated and approved through the Support Services division commander.

If the Detective is unable to flex the additional hours worked on patrol within the same pay period due to workload in special assignment or other circumstance, then any combined hours over eighty (80) in that pay period may be charged back to the City as overtime or compensatory time.

**Special Circumstance:** Should the Department suffer the loss of more than one sworn, fulltime officer for any extended period due to resignation, temporary disability, military deployment, disciplinary action, or illness/injury, this schedule may be frozen, cut short, or dismissed in order to adequately meet the operational needs of the organization. In those cases, administration shall make every attempt to work with personnel on any existing leave scheduled.

Should an emergency incident/natural or man-made disaster occur that would require a heightened presence in the community for an extended period of time, this Agreement does not eliminate the potential of mandating 12 or 16 hour shifts to meet the needs of the incident and follow-up investigation.

**Physical Fitness Time:** Subject to sufficient staffing, and once daily paperwork is approved, employees may use the thirty (30) minutes of a work schedule for physical fitness/defensive tactics training, with approval on the grounds of the Police Department. The employee will be allowed out of uniform, but is subject to call back, shall respond promptly if requested, and must maintain police radio and/or cellular phone accessibility with on-duty officers and/or the Communications Center.

**Compensation:** Employees shall be paid every other Friday unless that Friday is a holiday, in which case the payday is the last City business day before the holiday. Full-time employee's bi-weekly compensation will be calculated by taking his/her hourly rate and multiplying that rate by eighty (80) hours.

**Overtime:** Overtime shall be paid for at the rate of time and one-half (1 ½) the employee's straight time hourly rate for all work performed in excess of the normal workday or work schedule. Overtime shall not be paid more than once for the same hours worked. Vacations and leaves are not considered time worked for the purpose of determining overtime.

Anticipated overtime shall generally be posted for sign-up a minimum of one week in advance. The Employer shall offer overtime work to bargaining unit employees based on seniority. Bargaining unit members shall have four days from the posted date to either accept or decline the posted overtime. After the most senior bargaining unit employee has refused the work, the Employer may then offer the work to the next employee(s) on the seniority list until such a time as the work has been accepted by a bargaining unit employee during this four-day period. After all bargaining unit employees have refused the overtime, the Employer may then offer the work to personnel outside of the bargaining unit (supervisory or part-time staff) or mandate the overtime by inverse seniority.

Employees requesting to pick up a full shift trump employees requesting a partial shift regardless of the seniority of the employees.

**Detective Division:** Employees assigned to the Detective Division shall work a forty (40) hour week. Overtime shall be paid for any time worked in excess of forty (40) hours in a given week (or in excess of 8 hours in a day). Overtime shall be paid at the rate of time and one-half (1 ½).

**Compensatory Time:** An employee may elect to receive overtime compensation in either cash payment or compensatory time off. An employee desiring compensatory time off rather than overtime pay shall notify the Employer in writing prior to the cutoff period for computing wages for the period in which the payment ordinarily would have been made. Compensatory time off shall be at the rate of one and one-half (1 ½) hours of compensatory time for one (1) hour of overtime worked.

All compensatory time shall be recorded in the employee's PTO bank. Once an employee reaches the maximum hours in his/her PTO bank, the employee will be paid at the rate of one and one-half (1 ½) times the employee's regular hourly rate.

**Court Time:** An employee who is required to appear for court in person or via telephone during off-duty hours shall be paid a minimum of two (2) hours of the overtime rate, unless the Court appearance and the beginning or end of an employee's scheduled workday shifts overlap. In that event, the employee shall be paid for actual time spent in accordance with Hours of Work and Overtime provisions of this Agreement. Time will be measured by portal-to-portal from the employee's home. If an employee's appearance has been cancelled and the employee receives less than two (2) hours' notice of the cancellation, the employee will receive two (2) hours of compensation at the regular rate.

**Call Back Time:** An employee who is called back to work by the Employer shall be paid a minimum of two (2) hours pay at the overtime rate unless such call back is tied to the beginning or end of his/her shift. Employees on special days off (*i.e.*, vacation, holiday, comp time, etc.) shall be called back only after all others on normal routine time off have been called.

**On-Call Pay:** For purposes of this section, an employee is on-call if he/she is restricted from engaging in their normal activities or otherwise required to remain available by telephone. Employees shall receive one (1) hour of straight time pay for each day they are on-call.

**Part-Time Officer(s).** The Chief, at his discretion, may employ part-time officers. Part-time officers may be used to supplement the workforce but not replace full-time officers. Compensation of part-time officers shall not exceed the level of pay of a one-year officer after certification.

## **ARTICLE 12 LEAVE OF ABSENCE**

Sick Leave: Effective July 1, 2006, all employees employed by the City prior to said date shall have his/her sick leave bank frozen. This bank of sick leave shall be referred to as the "frozen sick leave bank." Employees will be required to use this sick leave pursuant to the provisions of the previous contract. Once this frozen sick leave bank is exhausted, all leaves will be governed by the PTO provisions of the contract unless there is another section of the contract applicable to this leave.

A medical doctor's written verification of illness or injury may be required by the Employer for substantiation of an illness or injury.

Sick leave will not be granted if an employee is injured while gainfully employed by a different employer unless employment is approved by the Employer.

### **Bereavement and Family Illness Leaves:**

**Immediate Family:** In case of death or serious illness in the immediate family (parents, spouse, child, sibling), a permanent employee may be granted a leave of absence with pay, up to five (5) workdays by the City Administrator.

**Family:** In the case of death or serious illness in the family (mother-in-law, father-in-law, sister-in-law, brother-in-law, grandparents, grandchildren, uncles, aunts, nephews, nieces or any other relative living in the household), a permanent employee may be granted a leave of absence with pay up to two (2) calendar days by the City Administrator.

**Extension:** The City Administrator may, at his/her discretion, grant an additional two (2) days leave in instances where extensive travel or other circumstances warrant. Further, employees may elect to use up to twenty (24) hours of sick leave as personal leave in conjunction with Bereavement/Family Illness.

**Military Leave:** A full-time employee shall be granted a military leave of absence for a period of up to thirty (30) days with pay as prescribed by Section 29A.28 of the Code of Iowa.

The employer recognizes an employee's re-employment rights in accordance with the Universal Military Training and Service Act.

**Jury Duty/Legal Leave:** An employee required to serve as a juror shall receive his/her regular wages. To receive payment for such duty, the employee must submit certification of service and assign all fees to the Employer. When released from duty during working hours, the employee will report to work immediately.

**Retirement:** Employees shall receive payment for 50% of all unused accumulated sick leave in the frozen sick leave bank upon retirement and 100% in the event of death.

Employees may elect at retirement to be paid for unused leave balances for which they qualify for payment in one lump sum or to use the remainder of the leave in increments of the normal forty (40) hour work week, with all applicable withholdings deducted. An employee who chooses to be paid for the balance of qualifying leave time in the forty (40) hour increments will be considered an "inactive" employee and does not qualify for the accrual of additional leave time or for the City's contribution towards health insurance.

Employees on a paid leave of absence, exclusive of disability benefits, will continue to accrue all contractual benefits and seniority. An employee who is on disability leave, either short or long-term, shall not accrue PTO (Paid Time Off). A probationary employee, having begun employment, who is on an unpaid leave of absence shall not accrue PTO. After one (1) year of long-term disability an employee shall cease to accrue seniority until returning to duty. Employees on an unpaid leave of absence will continue to accrue seniority for the first thirty (30) days of the unpaid leave of absence. This does not include employees who are on what is considered to be "terminal leave" as defined in the City's personnel policies.

**ARTICLE 13  
PAID TIME OFF (PTO)**

All regular full-time employees shall accrue PTO as follows:

Years of Service	Accrual Per Pay Period
1 through 5	9.27 hours
6 through 10	10.85 hours
11 through 20	12.39 hours
21+	13.93 hours

The maximum accrual of PTO shall be four hundred (400) hours. If an employee reaches this maximum (including any compensatory time), the employee shall not be credited with any additional accrual until such time as the employee reduces his/her PTO bank. An employee may elect to cash out forty (40) hours of PTO four (4) times per year as long as he/she would still have a minimum of eighty (80) hours. The employee shall notify the Chief of this election.

PTO may be used in increments of one-half hour.

PTO requests may not be submitted more than twelve (12) months in advance. PTO requests will be made in writing to the Chief of Police or his/her designee. PTO requests of one (1) week duration or more must normally be made not less than thirty (30) days in advance. PTO requests of four (4) days or less can be made at any time but should normally be made forty-eight (48) hours in advance. An employee oral request for a decision on PTO leave shall be acted upon within five (5) days if made thirty (30) days or more in advance and within two (2) days if made less than thirty (30) days in advance. If two (2) or more employees request the same PTO time off at the same time, and staffing levels will not permit all requests, seniority shall prevail in granting the PTO request. Nothing herein shall be construed so as to limit an employee's ability to use PTO on shorter notices when staffing levels permit.

An employee who has scheduled PTO will not be allowed to cancel the PTO request within thirty (30) days of the date of leave during periods of normal operations of the City. In the event an employee's PTO is cancelled by the City, the employee shall be reimbursed any monetary loss suffered (*e.g.*, nonrefundable reservations) which, after due diligence, the employee is unable to recover. An employee should inform the City if he/she has a potential for a monetary loss.

PTO time used for an employee's illness or for an illness in the employee's immediate family shall be scheduled in advance when possible. The City recognizes that in certain instances it is impossible to schedule PTO in advance when an illness occurs. The City reserves the right to require a physician's certification for PTO time used for illness, when in the discretion of the City, it is determined the employee is abusing the benefits of PTO. If an employee takes PTO for an illness, the employee cannot work overtime that same day without City approval or unless forced.

Upon resignation or termination, an employee shall be paid for all unused PTO left at the time of termination.

The City shall establish a short-term disability program for employees who have applied for and are eligible for long-term disability and do not have enough PTO or “frozen sick leave bank” to cover the ninety (90) day waiting period. In situations such as this, the employee will be required to exhaust his/her “frozen sick leave bank” and PTO, respectively. If the employee does not have enough paid leave to cover the waiting period, the City will continue to pay the employee his/her salary until the ninety (90) day waiting period is completed. An employee becomes eligible for the short-term disability benefit upon experiencing a condition that triggers the application for long-term disability. The Employer will begin payment of the short-term disability benefit upon the eligible application for the long-term benefit.

#### **ARTICLE 14 HOLIDAYS**

There shall be eleven (11) paid holidays: New Years Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving Day, the day after Thanksgiving Day, Christmas Day, the day before Christmas, Martin Luther King Day observed the 3<sup>rd</sup> Monday in January, and two (2) floating holidays. If additional holidays are granted or designated as holidays to other employees of the City, such additional or designated holidays shall apply to this agreement. NOTE: Calculation for PTO includes credit for eight-eight (88) hours of holiday time. Floating holiday will equate to an entire regularly schedule shift off-duty.

Any employee working on a holiday will be credited with a multiplier of .8 hours per each physical hour worked on a holiday (i.e., working a 10-hour shift will result in 8 hours of holiday pay; working an 8-hour shift will result in 6.4 hours of holiday pay, working 4-hours on a holiday would result in 3.2 hours of holiday pay).

#### **ARTICLE 15 DISCIPLINARY ACTION**

Both parties of this Agreement recognize that a certain amount of discipline is necessary for the efficiency of the operation. Therefore, these certain penalties for infractions of rules and policies have been agreed upon as follows:

Disciplinary action or measures shall include the following:

1. Oral reprimand or warning.
2. Written reprimand or warning.
3. Suspension with loss of pay.
4. Discharge.
5. Certain misconduct may warrant immediate suspension or termination.

## **ARTICLE 16 CITIZEN COMPLAINTS**

The City will comply with the requirements of Iowa Code Chapter 80F in responding to citizen complaints.

## **ARTICLE 17 WORK RULES**

The Employer may, from time to time, develop, put into effect and enforce work rules. Said work rules will be distributed to employees fifteen (15) days prior to their effective date. Nothing herein shall be construed to conflict with or waive any provisions of this Agreement or the Act.

## **ARTICLE 18 LONGEVITY**

Longevity pay has been included in the attached salary matrix, beginning at Step 6 (steps are considered years in line with years of service, *i.e.*, Step 1 is the first year of service). Longevity will be paid at \$0.075 per hour, per year of service starting in year 6 (61 months), which matches the current citywide longevity policy of \$6.00 per pay period, per year for other employees. For example, in Step 6 - after completion of five full years of service - the \$0.075 calculation is based on \$6.00 per pay period, over 26-payroll cycles (total \$156.00) divided by 2,080 annual scheduled hours. In no case shall longevity be paid before any member completes their fifth year of service. The intent of this policy is for an employee to receive an additional \$0.075 per hour for each year of service starting in year 6 and continuing for the remainder of their employment.

## **ARTICLE 19 UNIFORM AND CLOTHING PROVISIONS**

**General Provisions:** Upon initial employment, each officer shall receive all necessary clothing and equipment as listed in the present Policy and Procedures manual.

**Replacement:** The City will replace each officer's soft body armor every five (5) years with no deduction to their clothing allowance or as directed by the manufacturer. In addition, each employee shall be entitled to spend his/her allowance, as determined by the Chief of Police, for: (a) items damaged through the performance of duty; (b) items worn and equipment used in the performance of duty; (c) articles worn for protection and comfort; (d) items used as protection from the elements; and (e) clothing allowance for officers in special assignments that are required to wear plain clothes. Officers shall be allowed to purchase duty related equipment so long as he/she does not exceed their annual stipend without authorization. Items purchased which are not Class 'A' uniforms or outer wear shall become property of the purchasing officer.

The uniform allowance shall be \$650 as of July 1, 2017, \$700 as of July 1, 2018, and \$750 as of July 1, 2019. New employees will receive the necessary uniforms and equipment upon his/her initial hiring. After completion of the employee's 2<sup>nd</sup> year of service, the employee will then become eligible for the uniform allowance as set forth in this contract.

In the event of damage pursuant to police activity, personal property required to be carried on duty, such as a watch, glasses, *etc.* shall be replaced or repaired at a reasonable price with no debit from an officer's uniform allowance, as determined by the Chief of Police.

## **ARTICLE 20 LABOR MANAGEMENT COMMITTEE**

Labor Management Meetings shall be for the purpose of maintaining communications in order to cooperatively discuss and resolve problems of mutual concern to the parties. The structure and procedures of such meetings shall be mutually agreed upon.

The bargaining unit members will be released from work with pay to attend such meetings, if such Labor-Management meetings fall within their normal working hours. Unless mutually agreed to a different frequency, regular meetings of the Committee shall be held at least once every three months at a mutually convenient time.

## **ARTICLE 21 INSURANCE**

The City will provide its employees with group health, major medical, prescription drug and dental insurance coverage. An employee on short or long-term disability leave will receive uninterrupted insurance coverage as long as the employment relationship is not severed and the individual continues to contribute his/her portion of the premium as outlined in Article 21.

For the duration of this Agreement, employees shall pay 15% of their elected coverage, in an amount not to exceed \$105 per month for single coverage, \$148 per month for employee + child coverage, \$158 per month for employee + spouse coverage or \$236 for family coverage.

The employee will be responsible for a \$250/\$500 deductible and a \$3,000/\$6,000 out-of-pocket maximum. The employer retains the right to select the insurance carrier and/or the insurance plan; however, the benefit levels shall remain equal to or better than the levels currently in effect, to the extent that a plan with those benefits is available at a reasonable cost.

If an employee elects to participate in the single Health and Major Medical Insurance Program or the employee elects to waive coverage altogether, the employee shall be entitled to an additional \$75.00 per month which will be paid into a tax-sheltered annuity by the Employer on behalf of the employee.

If any time during the term of this Agreement the annual premium increases by 20% or more, the Employer agrees to seek insurance alternatives to reduce the premium without reducing the current benefit level.

The parties shall create an insurance committee made up of members of the City, both union and non-union, along with the union bargaining representative. The purpose of the committee shall be to meet as needed to review current insurance coverage, proposed rate increases and potential changes to coverage to reduce costs.

**Life Insurance:** The Employer shall maintain a group term life insurance policy for each employee in the face amount of \$50,000 at no cost to the employee. The employee shall be eligible to purchase additional insurance or continue coverage beyond separation of employment pursuant to the terms of the insurance policy.

**Short-Term Disability Insurance:** The Employer shall maintain a short-term disability insurance policy for each employee at no cost to the employee.

## **ARTICLE 22 WAGE RATE**

**Reference is made here to Exhibit A, Wage Rates.** By this reference said Exhibit becomes a part of this Agreement. Effective July 1, 2023, there will be an across-the-board wage increase of seven (7.0%) for all covered employees. Effective July 1, 2024, there will be an across-the-board wage increase of six (6.0%) for all covered employees. Effective July 1, 2025, there will be an across-the-board wage increase of six (6.0%) for all covered employees.

**Starting Salary:** New employees may be appointed above the first step of the wage scale, depending upon their experience, background, and present pay. However, new employees will not be appointed above “Step 4” on the wage scale.

**Command Pay:** In addition to other compensation, the City shall pay \$1.00 per hour for every supervised hour to any police officer without rank who is assigned “command duty” by the Chief of Police for a particular shift, in the absence of a higher-ranking officer. To be eligible for command pay, an officer must have command of the shift consisting of a least himself/herself and one other officer.

**FTO Training:** An employee designated by the Chief to train an employee and who completes a required Daily Operations Report shall have \$2.50 per hour added to their rate of pay for each hour spent training that employee.

**Shift Differential:** An officer who is permanently assigned to work late swing and night shifts shall be paid an additional \$.50 per hour for any shift worked in the overnight hours.

**ARTICLE 23**  
**EDUCATIONAL INCENTIVE**

The Employer shall reimburse any employee for the actual cost of college tuition, provided the employee has declared a work-related major, according to the following schedule:

<u>Maximum credit hour reimbursement</u>	<u>Minimum required GPA</u>
\$175.00	3.0
\$125.00	2.5
\$50.00	2.0

The maximum reimbursement shall not exceed \$6,250 for each degree (Associate's, Bachelor's, or Master's). Course work shall be reimbursed at the appropriate dollar amount equal to the grade earned as listed above on a per credit basis.

Should the employee leave the employment of the City for any reason during the four (4) month period immediately following the semester for which reimbursement is made, said employee shall repay the reimbursement amount in full to the Employer. The incentive is provided pending available funding, as determined by the department supervisor or City Administrator.

An officer who has successfully completed a graduate level degree (M.A., M.S. or higher) program at an accredited college or university, and who has served as a member of the Windsor Heights Police Department for a period of not less than three (3) years shall receive, in addition to his/her normal compensation, an additional payment of \$1,200 annually. An officer who has successfully completed a Bachelor of Science or Bachelor of Arts (B.S. or B.A.) program at an accredited college or university, and who has served as a member of the Windsor Heights Police Department for a period of not less than three (3) years, shall receive, in addition to his/her normal compensation, an additional payment of \$800 annually. An officer who has successfully completed an Associate of Science or Associate of Arts (A.S. or A.A.) program at an accredited college, and who has served as a member of the Windsor Heights Police Department for a period of not less than three (3) years, shall receive, in addition to his/her normal compensation, an additional payment of \$400 annually. This payment shall be made in the pay period that includes July 1<sup>st</sup> after the requirements as set forth above have been met.

**ARTICLE 24  
DEFERRED COMPENSATION**

The City shall contribute the following percentage of salary to a deferred compensation plan for employees pursuant to the following schedule:

% of salary	Years of Service
1.0%	3 through 5
1.5%	6 through 10
2.0%	11 through 20
2.5%	21+

To enroll in this benefit, employees must complete forms provided by the City.

**ARTICLE 25  
PHYSICAL FITNESS INCENTIVE**

Once per fiscal year, upon successfully completing the City administered annual physical fitness test, any certified officer passing the ILEA approved Cooper Test standard (age and gender appropriate), shall receive a \$100 fitness bonus at the next available pay period. Officers who maintain a passing standard for five or more consecutive years shall receive an annual fitness incentive of \$250 per year.

**ARTICLE 26  
FINALITY AND EFFECT**

THIS AGREEMENT constitutes the entire agreement between the parties and concludes collective bargaining for its term.

The parties acknowledge that during the negotiations which resulted in this agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject not removed by applicable law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Union, for the life of this Agreement, voluntarily and unqualifiedly waives any right which might otherwise exist to negotiate over any matter during the term of the Agreement, and agrees that the Employer shall not be obligated to bargain collectively with respect to any subject or matter not specifically referred to or covered by this Agreement, even though such subject or matter may not have been within the knowledge or contemplation of either or both of the parties at the time they negotiated this Agreement.

**ARTICLE 27  
DURATION**

THIS AGREEMENT shall be effective from July 1, 2023 and shall continue in effect until June 30, 2026.

**ARTICLE 28  
EXTRA CONTRACT AGREEMENTS**

The Employer agrees not to enter into any agreements or contracts with its employees, individually or collectively, concerning wages.

CITY OF WINDSOR HEIGHTS

TEAMSTERS LOCAL #238

By: 

By: 

Teamsters BA 2/17/2023

**WINDSOR HEIGHTS TEAMSTERS COLLECTIVE BARGAINING AGREEMENT  
2023 – 2026 – EXHIBIT “A” – WAGE SCALE**

**FY24 7.00%**

Probationary	\$66,257.02	\$31.8543
Step 1	\$68,814.55	\$33.0839
Step 2	\$71,470.79	\$34.3610
Step 3	\$74,229.57	\$35.6873
Step 4	\$77,094.83	\$37.0648
Step 5	\$80,070.68	\$38.4955
Step 6	\$83,317.42	\$40.0565
Step 7	\$86,527.45	\$41.5997

**FY25 6.00%**

Probationary	\$70,232.44	\$33.7656
Step 1	\$72,943.42	\$35.0690
Step 2	\$75,759.04	\$36.4226
Step 3	\$78,683.34	\$37.8285
Step 4	\$81,720.52	\$39.2887
Step 5	\$84,874.92	\$40.8052
Step 6	\$88,307.10	\$42.4553
Step 7	\$91,709.74	\$44.0912

**FY26 6.00%**

Probationary	\$74,446.39	\$35.7915
Step 1	\$77,320.02	\$37.1731
Step 2	\$80,304.58	\$38.6080
Step 3	\$83,404.34	\$40.0982
Step 4	\$86,623.75	\$41.6460
Step 5	\$89,967.41	\$43.2536
Step 6	\$93,596.17	\$44.9982
Step 7	\$97,202.96	\$46.7322

## **2026-2029 – POLICE CONTRACT**

THIS AGREEMENT entered into this 1<sup>st</sup> day of July 2026, by and between the CITY OF WINDSOR HEIGHTS, IOWA hereinafter referred to as “Employer,” and the Teamsters Local 238, hereinafter called the “Union,” represents the complete and final agreement on all bargainable issues between the Employer and the Union. Throughout this Agreement, wherever the word “Act” appears, this refers to the Iowa Public Employment Relations Act, identified as Senate file 531, which was signed into law on April 23, 1974.

### **ARTICLE 1 RECOGNITION**

The Employer hereby recognizes the Union as the exclusive bargaining representative for all regular full-time employees of Windsor Heights Police Department but excluding the Chief of Police, Police Captain, Police Lieutenants, Sergeants, Chief Dispatcher, and all other persons excluded by Iowa Code Section 20.4, as set forth in the December 13, 2016, Iowa Public Employment Relations Board Order of Certification Case No. 100779.

### **ARTICLE 2 EMPLOYER RIGHTS**

Except as specifically modified by this Agreement, the Employer shall have, in addition to all powers, duties and rights established by law: the exclusive power, duty and right, including but not limited to: plan, direct and control the work of its employees; discipline, suspend or discharge employees for proper cause; to develop and enforce rules for employee discipline; to schedule working hours and require overtime work; layoff/demote employee from duties because of lack of work or for other legitimate reasons; determine what work or services shall be purchased or performed by the unit employees; change or eliminate existing methods, means, assignments, and personnel by which operations are to be conducted; establish work standards; establish, change, and enforce work schedules; abolish, create, or change jobs and their duties; determine the number and times of shifts; and manage the operation in the traditional manner, is vested exclusively with the Employer. It is agreed that the enumeration above shall not be deemed to exclude other areas not specifically enumerated, provided that the exercise of such areas shall not be in conflict with any provision of the Agreement.

### **ARTICLE 3 SEPARABILITY AND SAVINGS**

If any provision of this Agreement is subsequently declared by the proper legislative or judicial authority to be unlawful, unenforceable or not in accordance with applicable statutes or ordinances, all other provisions of this Agreement shall remain in full force and effect for the duration of this Agreement.

### **ARTICLE 4 IMPASSE PROCEDURE**

The parties shall utilize the statutory impasse procedure set forth in the Act and currently set forth in Iowa Code Sections 20.20 through 20.22.

**ARTICLE 5  
NON-DISCRIMINATION IN EMPLOYMENT**

The Employer and Union agree to comply with any non-discrimination in employment laws that are applicable.

There shall be no discrimination in employment by the Employer or the Union toward any employee because of their membership in, or non-membership in, the Union. The parties will not discriminate against an employee because of an employee's support, or non-support, or participation, or non-participation, in Union affairs and/or activities.

All references to employees in the Agreement designate both sexes, and wherever the male gender is used, it shall be constructed to include male and female employees.

**ARTICLE 6  
GRIEVANCE PROCEDURE AND ARBITRATION**

The parties agree that an orderly and expeditious resolution of grievances is desirable. Any matter of dispute that may arise regarding the violation of an expressed provision of this Agreement shall be handled in accordance with the following procedure:

**Step 1:** The employee or employee organization shall discuss a grievance orally with the Chief of Police, or in exigent circumstances, the City Administrator, within seven (7) calendar days following its occurrence or knowledge of its occurrence, in an effort to resolve the problem in an informal manner.

**Step 2:** Within five (5) calendar days after the decision in Step 1, or if no decision has been made within five (5) calendar days of the informal conference, the employee or employee organization shall then present the written grievance to the Chief of Police. The Chief of Police shall respond in writing within ten (10) calendar days.

**Step 3:** Within ten (10) calendar days after the decision in Step 2, or if no decision has been made within ten (10) calendar days of Step 2, the employee or employee organization shall then present the written grievance to the City Administrator. The City Administrator shall respond within twenty (20) calendar days.

**Step 4:** If not resolved at Step 3, or if no written decision has been received by the employee organization within twenty (20) calendar days of Step 3, the grievance may be submitted to arbitration within twenty (20) calendar days by submitting written notice to the City Administrator. Such notice shall specify the sections of the Agreement alleged to have been violated. The parties shall promptly meet to attempt to agree on an arbitrator. If they are unable to agree, they will jointly request the Iowa Public Employment Relations Board to submit to the parties a list of seven (7) arbitrators, from which list the parties shall select one (1) arbitrator. Such selection shall be by agreement, if possible; otherwise, by the parties alternately eliminating names from the list, with the moving party striking first. After each party has eliminated the names of three (3) arbitrators from the list, the arbitrator whose name remains on the list shall be accepted by both parties as the arbitrator to hear and decide the pending case.

Grievance awards and settlements shall not be made retroactive beyond the date on which the grievance was presented in written format in Step 2. If a grievance is not presented within the specified time limits, it shall be considered waived. If a grievance is not appealed within the specified time limits, it shall be considered settled on the basis of the Employer's last answer. If a grievance is not timely answered by the Employer at Step 2, it will automatically be referred to Step 3.

The fees and expenses of the arbitrator will be shared equally by the Employer and the Union. Each party shall pay its own cost of preparation and presentation for arbitration. The arbitrator shall have no power to change, alter, ignore, nullify, detract from or add to the provisions of this Agreement. The arbitrator's decisions shall be final and binding on both parties.

All grievance and arbitration meetings under this Article are to be held in private and are not open to the public.

The time limits at any step in the grievance and arbitration procedure may be extended on a specific case basis, upon mutual agreement of the Union and Employer.

If the employee files any claims or complaint in any forum other than under the grievance procedure of this Agreement, then the Employer shall not be required to process the same claim or set of facts through the grievance procedure.

## **ARTICLE 7 SENIORITY**

Seniority means an employee's length of continuous service with the Employer since their last date of hire. Seniority shall be administered on a job classification basis.

Seniority shall be considered for shift selection and on-duty time slots. All members of the bargaining unit assigned to the Patrol Division shall have the opportunity of making a shift bid at least 30 days prior to the start of the fiscal year. Bidding shall be done based on seniority for the following shifts and days off rotation (listed below):

1 <sup>st</sup> Shift	Day shift
2 <sup>nd</sup> Shift	Early Swing shift
3 <sup>rd</sup> Shift	Late Swing shift
4 <sup>th</sup> Shift	Night shift

Mon/Tues and every other Sat/Sun

Thu/Fri and every other Sat/Sun

If vacancies occur during the calendar year, employees interested in using their seniority to transfer to a different shift must submit their request to the Chief of Police, or designee, in writing. Officers will not be permanently re-assigned, contrary to their selected shift bid, unless circumstances require based upon quantifiable needs of the department such as appointments to specialized positions.

All new employees shall serve a probationary period not to exceed twelve (12) months. Upon completion of the probationary period, they shall be put on the seniority list and their seniority shall be determined from their date of employment. They may be terminated for any reason during the probationary period without recourse to the grievance procedure.

An employee shall lose their seniority and the employment relationship shall be broken and terminated as follows:

- (a) Employee resigns or separates employment with the City.
- (b) Employee is discharged unless reinstated through the grievance process.
- (c) Engaging in other work while on leave of absence or giving false reasons for obtaining leave of absence.
- (d) Falsification of employment application.
- (e) An employee absent from work one (1) day without justifiable cause or notice to the Employer.
- (f) Failure to report for work at the end of leave of absence.
- (g) Failure to report to work within ten (10) days after being notified to return to work following layoff, when notice of recall is sent to the employee's last known address according to Employer records. Extension of this time may be granted at the discretion of the Employer.

- (h) An employee is absent from work for any reason, except an on-the-job injury, for over one (1) year or the length of the employee's seniority, whichever is shorter.
- (i) Employee retires.
- (j) In the event an employee is promoted or transferred out of the bargaining unit and such employee returns to the bargaining unit, the seniority date shall be the original date of hire less time served in the non-bargaining unit position; however, there shall be no loss of seniority for an employee who returns to the bargaining unit during the twelve (12) month probationary period after a promotion or transfer.

It is the employee's responsibility to keep the Employer informed of his/her current address and phone number.

## **ARTICLE 8 PROMOTION**

When filling a permanent promotional vacancy, the Employer shall consider the employee's qualifications, seniority, aptitude, and work record. However, when these factors are reasonably equal between two (2) or more employees, in the judgment of the Chief of Police, then seniority shall prevail. Employees will be on a promotional probation for one year.

A permanent employee who vacated his/her position to accept probationary appointment to a higher level and who is rejected during the probationary period shall be reinstated in his/her former position and rate of pay.

An employee designated by the Chief of Police to assume the role of a supervisor for a uniformed shift shall, at the end of thirty (30) days after being so designated be compensated at a supervisor's rate of pay.

## **ARTICLE 9 PERFORMANCE APPRAISALS**

It is agreed that an employee performance evaluation shall be used for the purpose of improving an employee's individual performance, acknowledging an employee's accomplishment, and providing an opportunity for an employee to improve in a designated area of sub-standard performance. Performance evaluations can take the form of coaching or a meeting with a supervisor throughout the year.

No written comments concerning an employee's performance shall be placed in the employee's official personnel file unless they have been copied to the employee. The employee will be provided a copy of his/her personnel file upon request and within five (5) calendar days of providing the request in writing.

## **ARTICLE 10 LAYOFF AND RECALL**

In the event the work force is to be reduced, the Employer agrees to provide affected employees as much advance notice as is administratively practical, but in no case less than ten (10) calendar days. The employee with the least demonstrated skill, ability, and qualifications as determined by the Employer, in the job classification affected shall be the first laid off. The employees removed can then replace any employee who has less job classification seniority in a job classification for which he/she is the most qualified, as determined by the Employer. On recall from layoff, employees will be returned to work in the reverse order in which they were laid off, if they are qualified to perform the work available. Probationary employees have no recall rights.

Employees to be recalled after being laid off shall be notified at least ten (10) calendar days in advance by notice in writing sent by certified mail, return receipt requested, to the last address shown on the employee's record.

## **ARTICLE 11 HOURS OF WORK AND OVERTIME**

The purpose of the Article is intended to define the normal hours of work and shall not be construed as a guarantee of hours of work per day or days of work per week. The regular workday and work schedule for officers may consist of up to eight patrol officers assigned to one of four shifts and one of two days off rotations. Shift bids shall be determined by seniority, except in cases of special departmental needs (e.g., Canine, SERT, or other tactical rescue team, staff shortage, etc.).

Shifts shall be:

Days 6 am to 4 pm

Late Swing 4 pm to 2 am

Early Swing 10 am to 8 pm

Nights 8 pm to 6 am

Days off rotations shall be:

Mon/Tues and every other Sat/Sun

Thu/Fri and every other Sat/Sun

Officers wanting to take paid time off (PTO) on assigned weekends to work may be denied leave time based upon staffing needs and overtime considerations. Officers will be encouraged to plan their extended leave time according to their scheduled weekends off or seek to trade shifts with another officer. All time off requests will be evaluated on a case-by-case basis.

A normal shift or workday for patrol assignments shall be defined as ten (10) hours. Overtime and holiday compensation shall not begin until a shift exceeds ten hours; partial holiday shifts shall be regulated according to existing language in Article 14 of the collective bargaining agreement. Officers shall continue to work 80 hours per pay period.

For those working the 10-hour shift, paid lunches shall be 45 minutes. Each employee shall also be eligible to take two 15-minute rest periods per 10-hour shift. Employees remain subject to call back during any lunch or rest period.

All shifts will have a starting time assigned. Any variation in starting time in excess of two (2) hours shall be discussed with the employees.

**Special Assignments:** Personnel in special assignments (e.g., assigned to Support Services Division – Detective) that are assigned a patrol shift to backfill schedule openings due to short staffing on patrol, court time, special circumstances, or needs of the department shall work the entire 10-hour patrol shift at a regular rate of pay. Overtime will not accrue until working beyond ten hours.

The Detective shall then flex the extra two hours worked off of their regular Support Services duty assignment on another day during the same pay period. Flex time and altering of work hours shall be coordinated and approved through the Support Services Division Commander.

If the Detective is unable to flex the additional hours worked on patrol within the same pay period due to workload in special assignment or other circumstances, then any combined hours over eighty (80) in that pay period may be charged back to the City as overtime or compensatory time.

**Special Circumstance:** Should the Department suffer the loss of more than one sworn, fulltime officer for any extended period due to resignation, temporary disability, military deployment, disciplinary action, or illness/injury, this schedule may be frozen, cut short, or dismissed in order to adequately meet the operational needs of the organization. In those cases, the administration shall make every attempt to work with personnel on any existing leave scheduled.

Should an emergency incident/natural or man-made disaster occur, or an incident or event that would require a heightened presence in the community for an extended period of time, this Agreement does not eliminate the potential of mandating 12 or 16 hour shifts to meet the needs of the incident and follow-up investigation. This includes 12 to 16 hour shifts to cover shortages due to staffing. Officers may work over 16 hours in an emergency or other incident that would require a police presence, with the approval of the Chief of Police or designee.

**Physical Fitness Time:** Subject to sufficient staffing, and once daily paperwork is approved, employees may use the thirty (30) minutes of a work schedule for physical fitness/defensive tactics training, with approval on the grounds of the Police Department. The employee will be allowed out of uniform, but is subject to call back, shall respond promptly if requested, and must maintain police radio and/or cellular phone accessibility with on-duty officers and/or the Communications Center.

**Compensation:** Employees shall be paid every other Friday unless that Friday is a holiday, in which case the payday is the last City business day before the holiday. Full-time employee's bi-weekly compensation will be calculated by taking his/her hourly rate and multiplying that rate by eighty (80) hours.

**Overtime:** Overtime shall be paid for at the rate of time and one-half (1 ½) the employee's straight time hourly rate for all work performed in excess of the normal workday or work schedule. Overtime shall not be paid more than once for the same hours worked. Vacations and leaves are not considered time worked for the purpose of determining overtime.

Anticipated overtime shall generally be posted for sign-up a minimum of one week in advance. The Employer shall offer overtime work to bargaining unit employees based on seniority. Bargaining unit members shall have four days from the posted date to either accept or decline the posted overtime. After the most senior bargaining unit employee has refused the work, the Employer may then offer the work to the next employee(s) on the seniority list until such a time as the work has been accepted by a bargaining unit employee during this four-day period. After all bargaining unit employees have refused the overtime, the Employer may then offer the work to personnel outside of the bargaining unit (supervisory or part-time staff) or mandate the overtime by inverse seniority.

Employees requesting to pick up a full shift trump employees requesting a partial shift regardless of the seniority of the employees.

Members assigned to the Mid-Iowa Narcotics Enforcement (MINE) Task Force are only subject to mandatory overtime when approved by the Chief of Police.

**Detective Division:** Employees assigned to the Support Services Division as a Detective will work a 40-hour week. Overtime shall be paid for any time of more than 40 hours in each week, or more than their normal work hours for the week as an investigator (e.g., eight or ten hours in a day), unless otherwise arranged with the Employee and their supervisor.

**Compensatory Time:** An employee may elect to receive overtime compensation in either cash payment or compensatory time off. An employee desiring compensatory time off rather than overtime pay shall notify the Employer in writing prior to the cutoff period for computing wages for the period in which the payment ordinarily would have been made. Compensatory time off shall be at the rate of one and one-half (1 ½) hours of compensatory time for one (1) hour of overtime worked.

All compensatory time shall be recorded in the employee's PTO bank. Once an employee reaches

the maximum hours in his/her PTO bank, the employee will be paid at the rate of one and one-half (1 ½) times the employee's regular hourly rate.

**Court Time:** An employee who is required to appear for court in person or via telephone during off-duty hours shall be paid a minimum of two (2) hours of the overtime rate, unless the Court appearance and the beginning or end of an employee's scheduled workday shifts overlap. In that event, the employee shall be paid for actual time spent in accordance with Hours of Work and Overtime provisions of this Agreement. Time will be measured by portal-to-portal from the employee's home. If an employee's appearance has been cancelled and the employee receives less than two (2) hours' notice of the cancellation, the employee will receive two (2) hours of compensation at the regular rate.

**Call Back Time:** An employee who is called back to work by the Employer shall be paid a minimum of two hours' pay at the overtime rate unless such call back is tied to the beginning or end of his/her shift. Employees on special days off (*i.e.*, vacation, holiday, comp time, etc.) shall be called back only after all others on normal routine time off have been called. Call back does not include scheduled mental wellness check-ins or uniform fittings.

**On-Call Pay:** For purposes of this section, an employee is on-call if he/she is restricted from engaging in their normal activities or otherwise required to remain available by telephone. Employees shall receive one (1) hour of straight time pay for each day they are on-call.

**Part-Time Officer(s).** The Chief, at his discretion, may employ part-time officers. Part-time officers may be used to supplement the workforce but not replace full-time officers. . Part-Time Officers will be paid at the rate of their years of experience according to the approved Wage Scale.

## **ARTICLE 12 LEAVE OF ABSENCE**

All leaves will be governed by the PTO provisions of the contract unless there is another section of the contract applicable to this leave.

A medical doctor's written verification of illness or injury may be required by the Employer for substantiation of an illness or injury.

Time off will not be granted if an employee is injured while gainfully employed by a different employer unless employment is approved by the Employer.

### **Bereavement and Family Related Leaves:**

**Immediate Family:** In case of death or serious illness in the immediate family (parents, spouse, child, sibling), a permanent employee may be granted a leave of absence with pay, up to five (5) workdays by the City Administrator.

**Family:** In the case of death or serious illness in the family (mother-in-law, father-in-law, sister-in-law, brother-in-law, grandparents, grandchildren, uncles, aunts, nephews, nieces or any other relative living in the household), a permanent employee may be granted a leave of absence with pay up to two (2) calendar days by the City Administrator.

**Extension:** The City Administrator may, at his/her discretion, grant an additional two (2) days leave in instances where extensive travel or other circumstances warrant. Further, employees may elect to use up to twenty (24) hours of sick leave as personal leave in conjunction with Bereavement/Family Illness.

**Military Leave:** A full-time employee shall be granted a military leave of absence for a period of up to thirty (30) days with pay as prescribed by Section 29A.28 of the Code of Iowa.

The employer recognizes an employee's re-employment rights in accordance with the Universal Military Training and Service Act.

**Jury Duty/Legal Leave:** An employee required to serve as a juror shall receive his/her regular wages. To receive payment for such duty, the employee must submit certification of service and assign all fees to the Employer. When released from duty during working hours, the employee will report to work immediately.

Employees may elect at retirement to be paid for unused PTO balances for which they qualify for payment in one lump sum or to use the remainder of the leave in increments of the normal forty (40) hour work week, with all applicable withholdings deducted. An employee who chooses to be paid for the balance of qualifying leave time in the forty (40) hour increments will be considered an "inactive" employee and does not qualify for the accrual of additional leave time or for the City's contribution towards health insurance, or other applicable benefits.

Employees on a paid leave of absence, exclusive of disability benefits, will continue to accrue all contractual benefits and seniority. An employee who is on disability leave, either short or long-term, shall not accrue PTO (Paid Time Off). A probationary employee, having begun employment, who is on an unpaid leave of absence, shall not accrue PTO. After one (1) year of long-term disability, an employee shall cease to accrue seniority until returning to duty. Employees on an unpaid leave of absence will continue to accrue seniority for the first thirty (30) days of the unpaid leave of absence. This does not include employees who are on what is considered to be "terminal leave" as defined in the City's personnel policies.

### **ARTICLE 13 PAID TIME OFF (PTO)**

All regular full-time employees shall accrue PTO as follows:

Years of Service	Accrual Per Pay Period
1 through 5	10.16 hours
6 through 10	11.65 hours

11 through 20  
21+

13.22 hours  
14.76 hours

The maximum accrual of PTO shall be four hundred (400) hours. If an employee reaches this maximum (including any compensatory time), the employee shall not be credited with any additional accrual until such time as the employee reduces his/her PTO bank. An employee may elect to cash out forty (40) hours of PTO once per quarter as long as he/she would still have a minimum of eighty (80) hours. The employee shall notify the Chief of this election.

PTO may be used in increments of one-half hour.

PTO requests may not be submitted more than twelve (12) months in advance. PTO requests will be made in writing to the Chief of Police or his/her designee. PTO requests of one (1) week duration or more must normally be made not less than thirty (30) days in advance. PTO requests of four (4) days or less can be made at any time but should normally be made forty-eight (48) hours in advance. An employee oral request for a decision on PTO leave shall be acted upon within five (5) days if made thirty (30) days or more in advance and within two (2) days if made less than thirty (30) days in advance. If two (2) or more employees request the same PTO time off at the same time, and staffing levels will not permit all requests, seniority shall prevail in granting the PTO request. Nothing herein shall be construed so as to limit an employee's ability to use PTO on shorter notices when staffing levels permit.

An employee who has scheduled PTO will not be allowed to cancel the PTO request within thirty (30) days of the date of leave during periods of normal operations of the City. In the event an employee's PTO is cancelled by the City, the employee shall be reimbursed any monetary loss suffered (*e.g.*, nonrefundable reservations) which, after due diligence, the employee is unable to recover. An employee should inform the City if he/she has a potential for a monetary loss.

PTO time used for an employee's illness or for an illness in the employee's immediate family shall be scheduled in advance when possible. The City recognizes that in certain instances it is impossible to schedule PTO in advance when an illness occurs. The City reserves the right to require a physician's certification for PTO time used for illness, when in the discretion of the City, it is determined the employee is abusing the benefits of PTO. If an employee takes PTO for an illness, the employee cannot work overtime that same day without City approval or unless forced.

Upon resignation or termination, an employee shall be paid for all unused PTO left at the time of termination.

#### **ARTICLE 14 HOLIDAYS**

There shall be (11) paid City Holidays and three Floating Holidays. City Holidays are: New Year's Eve, New Year's Day, Martin Luther King Jr. Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving Day, Christmas Eve, Christmas Day, the day before Christmas. NOTE: Calculation for PTO includes credit for 88 hours of holiday time (does not include Floating Holiday Hours). A Floating Holiday will equate to an entire regularly scheduled shift off-duty.

Any employee working on a holiday will be credited with a multiplier of .8 hours per each physical hour worked on a holiday (i.e., working a 10-hour shift will result in 8 hours of holiday pay; working an 8-hour shift will result in 6.4 hours of holiday pay; working 4-hours on a holiday would result in 3.2 hours of holiday pay).

#### **ARTICLE 15 DISCIPLINARY ACTION**

Both parties of this Agreement recognize that a certain amount of discipline is necessary for the efficiency of the operation. Therefore, these certain penalties for infractions of rules and policies have been agreed upon as follows:

Disciplinary action or measures shall include the following:

1. Oral reprimand or warning.
2. Written reprimand or warning.
3. Suspension with loss of pay.
4. Discharge.
5. Certain misconduct may warrant immediate suspension or termination.

## **ARTICLE 16 CITIZEN COMPLAINTS**

The City will comply with the requirements of Iowa Code Chapter 80F in responding to citizen complaints.

## **ARTICLE 17 WORK RULES**

The Employer may, from time to time, develop, put into effect and enforce work rules. Said work rules will be distributed to employees fifteen (15) days prior to their effective date. Nothing herein shall be construed to conflict with or waive any provisions of this Agreement or the Act.

## **ARTICLE 18 LONGEVITY**

Longevity pay has been included in the attached salary matrix, beginning at Step 6 (steps are considered years in line with years of service, *i.e.*, Step 1 is the first year of service). Longevity will be paid at \$0.05 per hour, per year of service starting in year 6 (61 months), which matches the current citywide longevity policy of \$6.00 per pay period, per year for other employees. For example, in Step 6 - after completion of five full years of service - the \$0.05 calculation is based on \$6.00 per pay period, over 26-payroll cycles (total \$156.00) divided by 2,080 annual scheduled hours. In no case shall longevity be paid before any member completes their fifth year of service. The intent of this policy is for an employee to receive an additional \$0.05 per hour for each year of service starting in year 6 and continuing for the remainder of their employment.

## **ARTICLE 19 UNIFORM AND CLOTHING PROVISIONS**

**General Provisions:** Upon initial employment, each officer shall receive all necessary clothing and equipment as listed in the present Policy and Procedures manual.

**Replacement:** The City will replace each officer's soft body armor every five (5) years, or by the manufacturer's guidelines, with no deduction to their clothing allowance. In addition, each employee shall be entitled to spend his/her allowance, as determined by the Chief of Police, for: (a) items damaged through the performance of duty; (b) items worn and equipment used in the performance of duty; (c) articles worn for protection and comfort; (d) items used as protection from the elements; and (e) clothing allowance for officers in special assignments that are required to wear plain clothes. Officers shall be allowed to purchase duty-related equipment so long as he/she does not exceed their annual stipend without authorization. Items purchased which are not Class 'A' uniforms or outerwear shall become property of the purchasing officer.

The uniform allowance shall be \$800 as of July 1, 2026, and \$850 as of July 1, 2027. New employees will receive the necessary uniforms and equipment upon his/her initial hiring. After completion of the employee's 2<sup>nd</sup> year of service, the employee will then become eligible for the uniform allowance as set forth in this contract. In the event of damage pursuant to police activity, personal property required to be carried on duty, such as a watch, glasses, *etc.* shall be replaced or repaired at a reasonable price with no debit from an officer's uniform allowance, as determined by

the Chief of Police.

## **ARTICLE 20 LABOR MANAGEMENT COMMITTEE**

Labor Management Meetings shall be for the purpose of maintaining communications in order to cooperatively discuss and resolve problems of mutual concern to the parties. The structure and procedures of such meetings shall be mutually agreed upon.

The bargaining unit members will be released from work with pay to attend such meetings, if such Labor-Management meetings fall within their normal working hours. Unless mutually agreed to a different frequency, regular meetings of the Committee shall be held at least once every three months at a mutually convenient time.

## **ARTICLE 21 INSURANCE**

The City will provide its employees with group health, major medical, prescription drug and dental insurance coverage. An employee on short or long-term disability leave will receive uninterrupted insurance coverage as long as the employment relationship is not severed and the individual continues to contribute his/her portion of the premium as outlined in Article 21.

For the duration of this Agreement, employees shall pay 15% of their elected coverage, in an amount not to exceed \$105 per month for single coverage, \$148 per month for employee + child coverage, \$158 per month for employee + spouse coverage or \$236 for family coverage.

The employee will be responsible for a \$250/\$500 deductible and a \$3,000/\$6,000 out-of-pocket maximum. The employer retains the right to select the insurance carrier and/or the insurance plan; however, the benefit levels shall remain equal to or better than the levels currently in effect, to the extent that a plan with those benefits is available at a reasonable cost.

If an employee elects to participate in the single Health and Major Medical Insurance Program or the employee elects to waive coverage altogether, the employee shall be entitled to an additional \$75.00 per month which will be paid into a tax-sheltered annuity by the Employer on behalf of the employee.

If any time during the term of this Agreement the annual premium increases by 20% or more, the Employer agrees to seek insurance alternatives to reduce the premium without reducing the current benefit level.

The parties shall create an insurance committee made up of members of the City, both union and non-union, along with the union bargaining representative. The purpose of the committee shall be to meet as needed to review current insurance coverage, proposed rate increases and potential changes to coverage to reduce costs.

**Life Insurance:** The Employer shall maintain a group term life insurance policy for each employee in the face amount of \$50,000 at no cost to the employee. The employee shall be eligible to

purchase additional insurance or continue coverage beyond separation of employment pursuant to the terms of the insurance policy.

**Short-Term Disability Insurance:** The Employer shall provide an elective short-term disability insurance policy for each employee at half the cost of the individual policy to the employee.

## **ARTICLE 22 WAGE RATE**

**Reference is made here to Exhibit A, Wage Rates.** By this reference, said Exhibit becomes a part of this Agreement. Effective July 1, 2026, there will be an across-the-board wage increase of three and one fourth percent (3.25%) for all covered employees. Wages shall be reopened for negotiation for July 1, 2027 and 2028.

**Starting Salary:** The Chief of Police may start a new employee with applicable experience at a level on the wage scale commensurate with their qualifications. This includes part-time police officers.

**Command Pay:** In addition to other compensation, the City shall pay \$1.00 per hour for every supervised hour to any police officer without rank who is assigned “command duty” by the Chief of Police for a particular shift, in the absence of a higher-ranking officer. To be eligible for command pay, an officer must have command of the shift consisting of a least himself/herself and one other officer.

**FTO Training:** An employee designated by the Chief to train an employee and who completes a required Daily Operations Report shall have \$2.50 per hour added to their rate of pay for each hour spent training that employee.

**Shift Differential:** An officer who is permanently assigned to work late swing and night shifts shall be paid an additional \$.50 per hour for any shift worked in the overnight hours.

**ARTICLE 23  
EDUCATIONAL INCENTIVE**

Regular full-time employees are eligible for tuition reimbursement up to \$5,250 per fiscal year upon successful completion of a work-related course. All courses must be pre-approved by the Department Head. Once the course is completed, the employee will submit a certified transcript of grades with receipts for expenses. The reimbursement amount is based on a grading scale as outlined in the table below. Tuition reimbursement has a lifetime maximum payout of \$8,250 for one degree in each of the categories: Associate’s, Bachelor’s, or Master’s.

<b>Maximum Credit Hour Reimbursement</b>	<b>Minimum Required GPA</b>
\$250 per credit hour	3.0
\$150 per credit hour	2.5
\$50 per credit hour	2.0
\$0 per credit hour	Below a 2.0
Pass/Fail Course	100% of maximum for pass / 0% for fail

**Course Guidelines**

- Obtain Department Head and City Administrator approval prior to enrolling in a course.
- You must have at least one year of full-time service with the City.
- Employees must be enrolled in an accredited college or university.
- Coursework/degree program must be related to the employee’s current position or further their career growth within the organization.
- Employees can receive reimbursement for tuition, books, and lab fees.
- Within 60 days of completion of the coursework, employees must turn in the tuition reimbursement form into their Department Head with copies of receipts and official grade reports from the accredited college or university.
- The employee may be required to execute a separate tuition reimbursement agreement.
- No reimbursement will be given for educational efforts financed by any other source, i.e. V.A., the State, County and/or Federal grants, etc.

**Separation of Employment**

Should the employee’s employment terminate voluntarily or involuntarily (with the exception of layoff or reduction in force), within twelve (12) months of receiving any reimbursement under this policy, the employee must repay 100% of the reimbursement amount.

An officer who has successfully completed a graduate level degree (M.A., M.S. or higher) program at an accredited college or university, and who has served as a member of the Windsor Heights Police Department for a period of not less than three (3) years shall receive, in addition to his/her normal compensation, an additional payment of \$1,200 annually. An officer who has successfully completed a Bachelor of Science or Bachelor of Arts (B.S. or B.A.) program at an accredited

IAFF Local 5274 Collective Bargaining Agreement-2026-2029

college or university, and who has served as a member of the Windsor Heights Police Department for a period of not less than three (3) years, shall receive, in addition to his/her normal compensation, an additional payment of \$800 annually. An officer who has successfully completed an Associate of Science or Associate of Arts (A.S. or A.A.) program at an accredited college, and who has served as a member of the Windsor Heights Police Department for a period of not less than three (3) years, shall receive, in addition to his/her normal compensation, an additional payment of \$400 annually. This payment shall be made in the pay period that includes July 1<sup>st</sup> after the requirements as set forth above have been met.

**ARTICLE 24  
DEFERRED COMPENSATION**

The City shall match up to the following percentage of salary to a deferred compensation plan for employees pursuant to the following schedule:

% of salary	Years of Service
1.0%	3 through 5
1.5%	6 through 10
2.0%	11 through 20
2.5%	21+

To enroll in this benefit, employees must complete forms provided by the City.

**ARTICLE 25  
PHYSICAL FITNESS INCENTIVE**

Once per fiscal year, upon successfully completing the City administered annual physical fitness test, any certified officer passing the ILEA-approved Cooper Test standard (age and gender appropriate), shall receive a \$150 fitness bonus at the next available pay period. Officers who maintain a passing standard for five or more consecutive years shall receive an annual fitness incentive of \$250 per year.

**ARTICLE 26  
FINALITY AND EFFECT**

THIS AGREEMENT constitutes the entire agreement between the parties and concludes collective bargaining for its term.

The parties acknowledge that during the negotiations which resulted in this agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject not removed by applicable law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Union, for the life of this Agreement, voluntarily and unqualifiedly waives any right which might otherwise exist to negotiate over any matter during the term of the Agreement, and agrees that the Employer shall not be obligated to bargain collectively with respect to any subject or matter not specifically referred to or covered by this Agreement, even though such subject or matter may not have been within the knowledge or contemplation of either or both of the parties at the time they negotiated this Agreement.

**ARTICLE 27  
DURATION**

THIS AGREEMENT shall be effective from July 1, 2026 and shall continue in effect until June 30, 2029.

**ARTICLE 28  
EXTRA CONTRACT AGREEMENTS**

The Employer agrees not to enter into any agreements or contracts with its employees, individually or collectively, concerning wages.

CITY OF WINDSOR HEIGHTS

TEAMSTERS LOCAL #238

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

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

**Exhibit A**

Reopener in effect for FY28, FY29

Hourly Rate	<b>Probationary</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>
FY26	\$35.79	\$37.17	\$38.61	\$40.10	\$41.65	\$43.25	\$44.92	\$46.66
FY27 (3.25%)	\$36.95	\$38.38	\$39.86	\$41.40	\$43.00	\$44.66	\$46.38	\$48.18

**THE CITY OF WINDSOR HEIGHTS, IOWA**

**RESOLUTION 2026-32**

**APPROVAL OF A COLLECTIVE BARGAINING AGREEMENT WITH  
Teamsters Local 238**

**WHEREAS**, the City of Windsor Heights, Polk County, State of Iowa, is a duly organized Municipal Organization; **AND**,

**WHEREAS**, the City has negotiated a Collective Bargaining Agreement with **Teamsters Local 238** concerning union-represented employee matters; **AND**,

**WHEREAS**, the City Council has fully examined said agreement and has found same to be in the best interests of the City of Windsor Heights and the union-represented employees.

**NOW THEREFORE BE IT RESOLVED** by the City Council of the City of Windsor Heights, Iowa that the Collective Bargaining Agreement with **Teamsters Local 238** effective July 1, 2026 through June 30, 2029, shall be approved in all respects and particulars, and that the Mayor and City Administrator are hereby authorized and directed to execute said agreement for and on behalf of the City of Windsor Heights.

Passed by the City Council of the City of Windsor Heights, Iowa, and approved the 20th day of April 2026.

\_\_\_\_\_  
Mike Jones, Mayor

Attest:

\_\_\_\_\_  
Adam Strait, City  
Clerk



**STAFF REPORT  
CITY COUNCIL**  
April 20, 2026

TO: CITY COUNCIL

FROM:

SUBJECT: Discuss Police Services Supplemental 28E Agreement

**GENERAL INFORMATION**

**ATTACHMENTS**

1. 28E PD Staff Report Council
2. 28E Police Services Agreement 2026 Council Draft

## **Police Services 28E**

### **Summary**

The Windsor Heights Police Department (WHPD) faces periodic staffing gaps or mandated overtime due to vacancies, leave, training, court, and military commitments. Staff is proposing a one-year pilot of a Supplemental Police Services 28E Agreement with the Clive Police Department (CPD) that would provide structured backup, mutual aid consistency, and overflow response during defined circumstances. WHPD would remain the primary law enforcement service provider for the vast majority of calls for service (estimated at 80-90%). This pilot program would be simple, flexible, and evaluated over one year for officer safety, response effectiveness, and cost neutrality or savings. The estimated annual cost of entering into this agreement is \$41,600 to \$62,500, intended to be largely offset by reduced department overtime.

### **Current Staffing**

#### **Staffing Model Overview**

The Windsor Heights Police Department's current staffing model has evolved to balance service demands, officer safety, and fiscal responsibility. This has included evaluating call volume and community needs to staff patrol shifts appropriately.

Historically, communities have used per-capita benchmarks alongside workload analysis and minimum staffing or safety standards to guide police staffing decisions. These benchmarks are typically based on data reported to the Federal Bureau of Investigation (FBI) through the Uniform Crime Reporting (UCR) Program, as well as the Bureau of Justice Statistics (BJS). While useful for general context, these figures are best viewed as broad reference points rather than recommended staffing levels for specific communities.

There are important limitations to using this data. Reporting to UCR and BJS remains largely voluntary, which can lead to incomplete or inconsistent submissions across jurisdictions. Agencies can also differ in how they define and count personnel. Research has shown that these issues, along with gaps in reporting and a lack of standardization, make direct comparisons difficult. As a result, simple ratios like officers per 1,000 residents can reflect reporting differences as much as actual staffing differences.

Per-capita measures also rely on residential population, which does not fully capture what drives police calls for service. Factors such as daytime population, traffic volume, commercial and retail activity, and regional responsibilities often play a more significant role. Smaller communities may appear to have higher staffing ratios due to minimum coverage needs, while larger cities may appear to have lower ratios due to economies of scale. This limits the usefulness of direct comparisons.

The most recent national average reported through UCR is about 2.4 officers per 1,000 residents. However, given the limitations outlined above, this figure should be used only as a general benchmark. Communities in Iowa of similar size may fall within a similar range, but local conditions are a more meaningful guide.

The City of Windsor Heights has several factors that affect its staffing needs. While the resident population is approximately 5,200, the City is located within a larger metropolitan area, sits along a

major corridor, serves as a regional daytime retail destination, and experiences significant traffic. It also routinely assists neighboring communities.

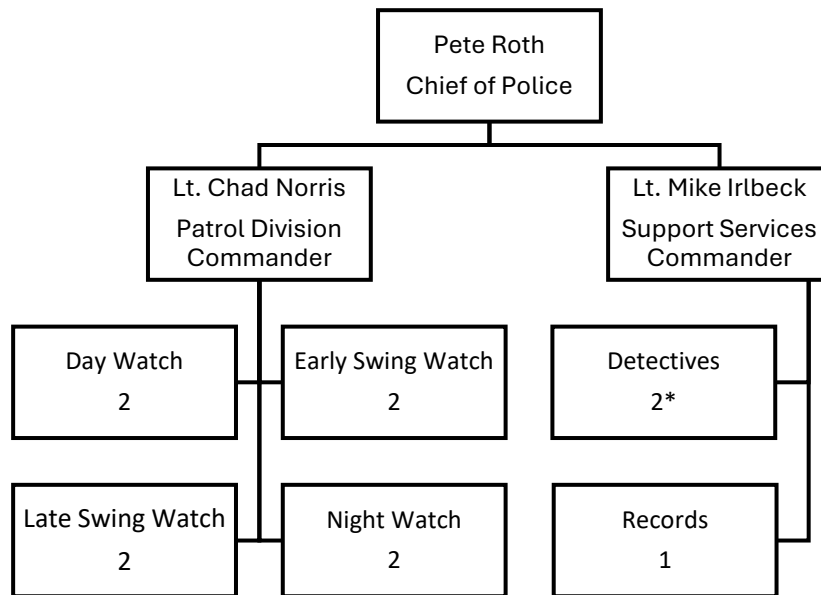
These conditions increase daytime population, calls for service complexity, and service demands beyond what is typical for a community of similar size in Iowa. As a result, Windsor Heights maintains a slightly higher staffing level than similar sized cities in Iowa, reflecting actual workload and service expectations rather than relying solely on population-based averages.

Staffing approaches also differ by setting. Urban agencies often have higher staffing density and faster backup availability, while smaller or suburban departments operate with fewer officers on duty and may rely on mutual aid or county support. These differences further reinforce the fact that staffing decisions should be based on local needs, not just per-capita comparisons.

**Positions**

The Windsor Heights Police Department is currently authorized for 13 sworn full-time officers, with one sworn position presently vacant, as well as one part-time officer. City Administration temporarily paused hiring for this vacant position in February 2026 subject to further City Council direction on the proposed Police Services Agreement. Even if the Police Services 28E agreement was approved, filling the vacant 13<sup>th</sup> WHPD position is included within the Fiscal Year (FY) 27 Budget. Savings in overtime is intended to mitigate the cost of the Supplemental Police Services 28E.

**WHPD Staffing**



Part-time Officer – 1  
\*Indicates current vacancy

Lt. Norris oversees patrol. He schedules the officers, processes leave time, coordinates training, handles complaints, and reviews every incident report taken by patrol officers.

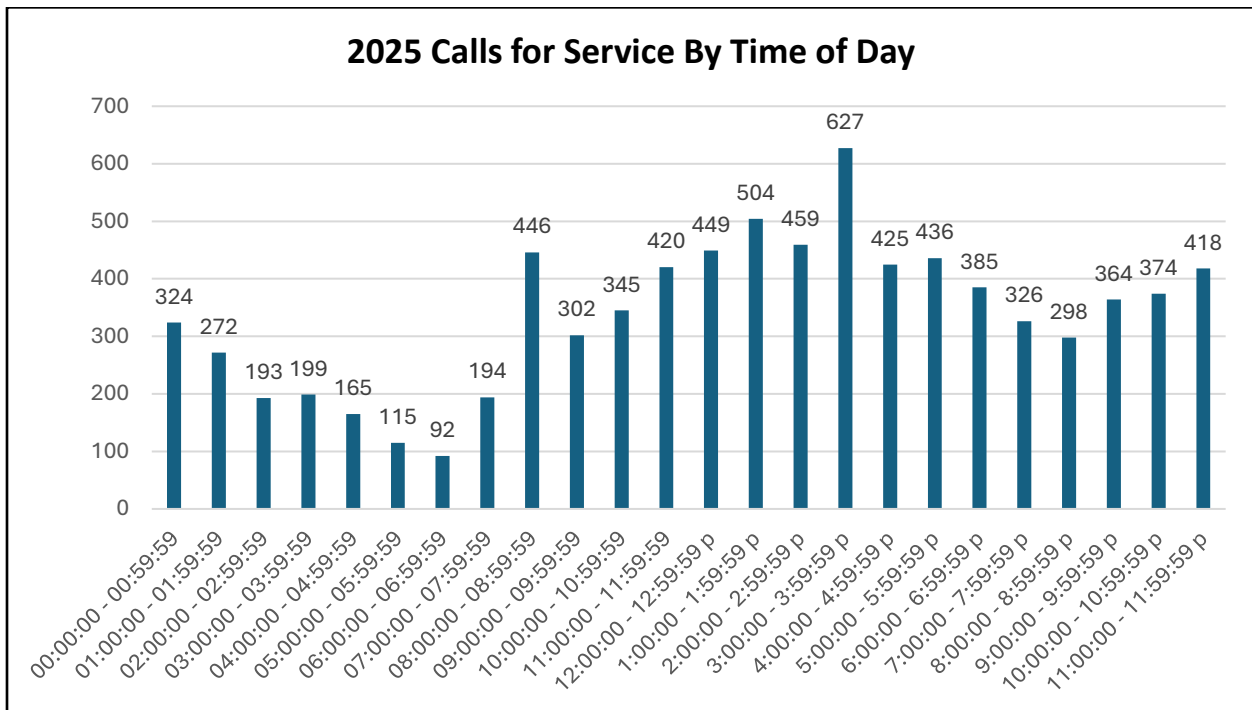
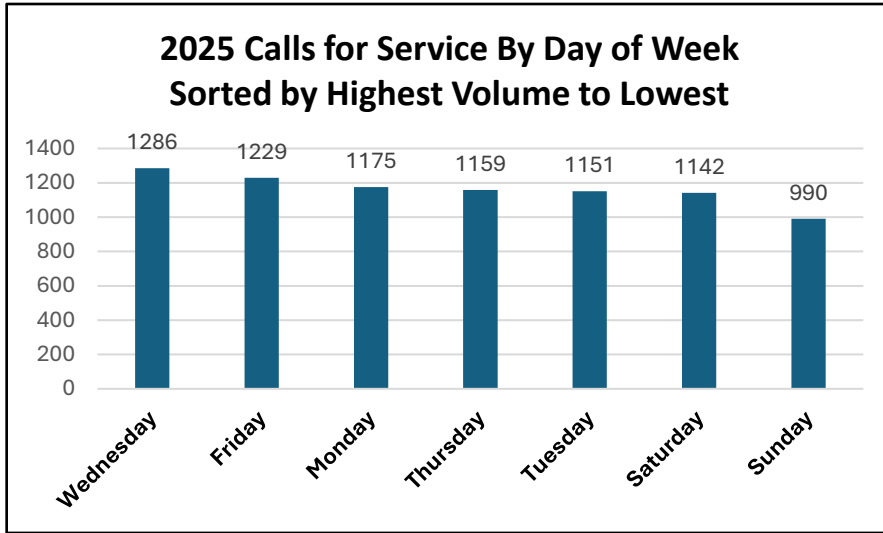
Lt. Irlbeck oversees support services. He assists with record requests, state and federal reporting, supervises the detectives, is an evidence technician and property clerk, investigates crimes, and handles city technology issues and concerns.

Both lieutenants rotate on-call duties every other week. All supervisors, including the chief, “cover” the front desk for breaks and the Administrative Support Clerk’s (ASC) time off when applicable.

One detective is assigned to the Mid-Iowa Narcotics Enforcement (MINE) Task Force. One detective position (\*currently vacant) handles general criminal cases and provides support for patrol when needed. Currently, the department plans on continuing the relationship with MINE and staff that position. The officers, Lt. Irlbeck, and the Chief investigate applicable cases.

WHPD partners with the Urbandale Police Department (UPD) under an existing 28E for a Crisis Intervention Team (CIT). Under this agreement, a UPD Police Officer and a trained mental health professional respond to calls for service in Windsor Heights, as well as provide follow-up support for individuals when CIT is on-duty.

**2025 Calls For Service**

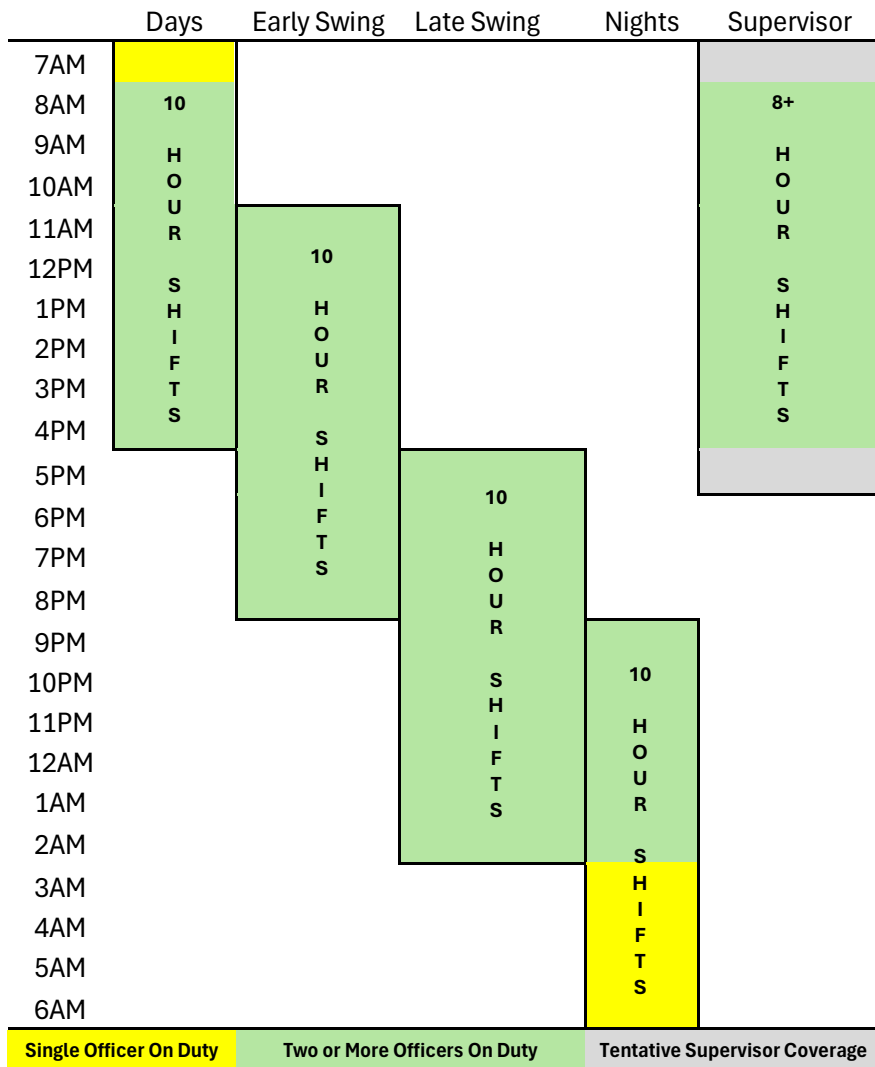


**Fully Staffed Model**

Eight Windsor Heights officers are assigned to patrol. They are scheduled for 10-hour shifts and every other weekend off.

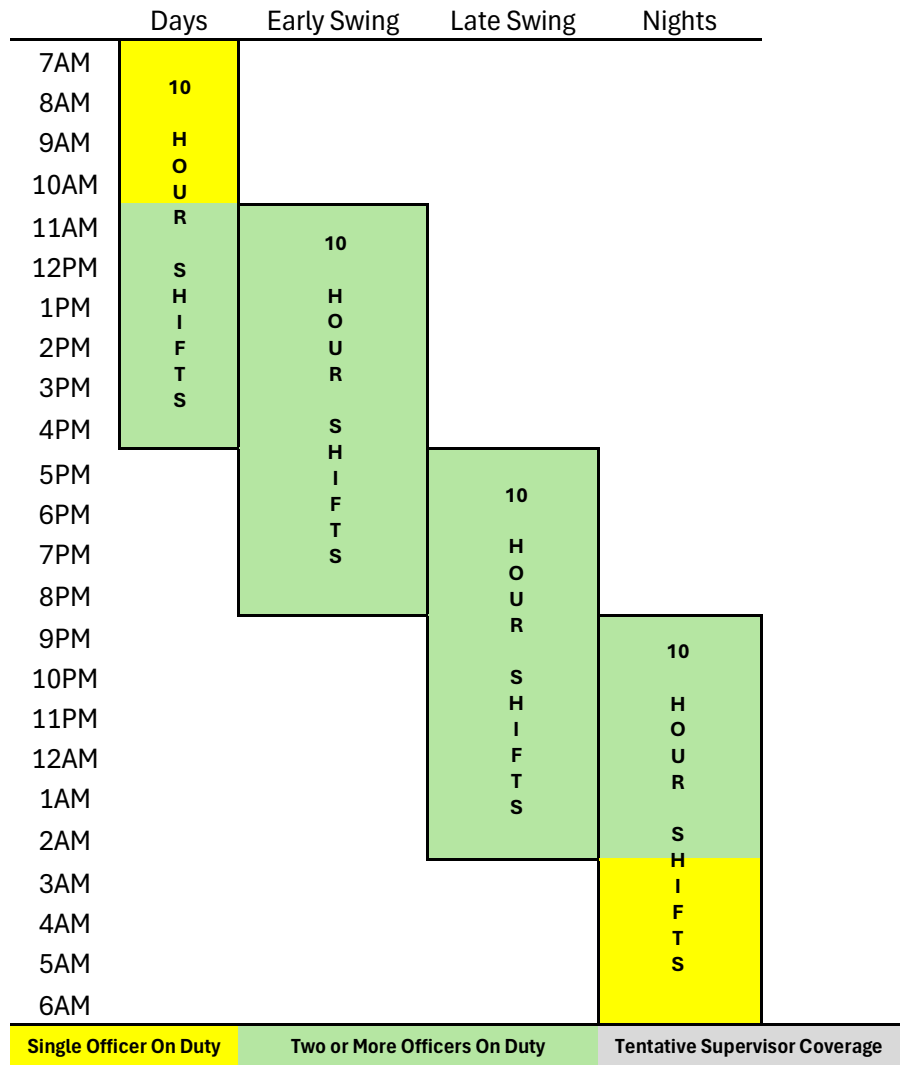
This means half of the officers are scheduled to work and the others are on days off. All officers are scheduled to work on Wednesday. The patrol schedule (see tables below) illustrates ideal shift coverage that operates within current fiscal constraints. The chief and supervisors respond to calls for service during the week when available.

**Windsor Heights Fully Staffed Schedule (Four Officers)  
Monday-Friday Shifts**



Single officer on duty for up to five hours.

**Windsor Heights Fully Staffed Schedule (Four Officers)  
Saturday, Sunday, and Holidays**



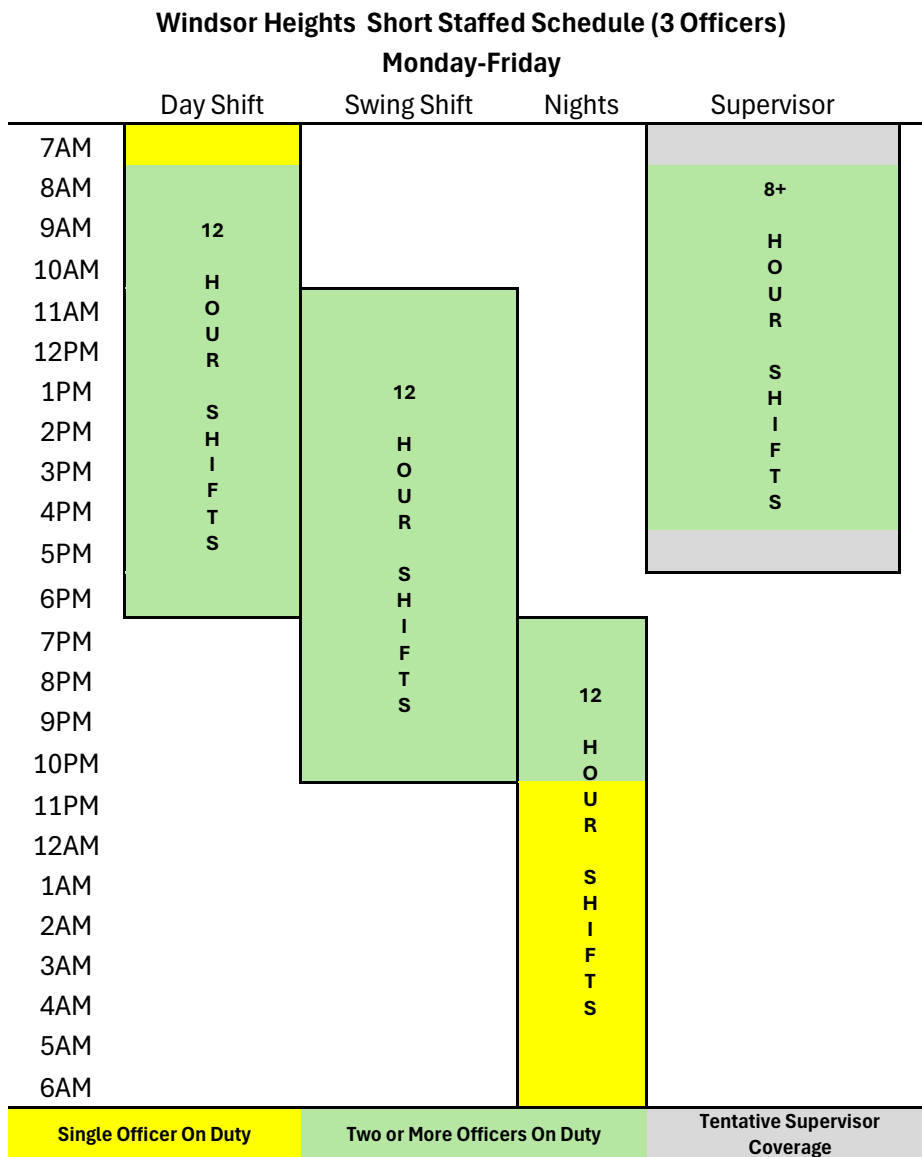
Single officer on duty for eight hours.

**Short-Staffed Model**

A secondary visualization (see tables below) demonstrates operations when staffing levels are reduced by up to two officers. Shortages may result from:

- Vacant positions
- Injuries
- Illness
- Training
- Time Off (including extended FMLA leave)
- Military drill weekends, training, and related deployments
- Extended onboarding and field training
- Court obligations

On average, the department covers shortages on patrol at least once a week (when fully staffed in patrol).



Single officer on duty for up to eight hours.

**Windsor Heights Short Staffed Schedule (3 Officers)  
Saturday, Sunday, and Holidays**

	Day Shift	Swing Shift	Nights
7AM	12 H O U R  S H I F T S	12 H O U R  S H I F T S	
8AM			
9AM			
10AM			
11AM			
12PM			
1PM			
2PM			
3PM			
4PM			
5PM			
6PM			
7PM		12 H O U R  S H I F T S	12 H O U R  S H I F T S
8PM			
9PM			
10PM			
11PM			
12AM			
1AM			
2AM			
3AM			
4AM			
5AM			
6AM			
	Single Officer On Duty	Two or More Officers On Duty	

Single officer on duty for up to 12 hours.

Operating while short-staffed creates several challenges:

- Extended shift durations
- Reduced scheduling flexibility,
- Reduces the ability to call employees into work on scheduled time off
- Increased reliance on mandatory overtime
- Increased fatigue, which can affect decision-making
- Decreased morale due to the length of shifts

These conditions also carry financial implications, including increased overtime expenditure and potential long-term impacts on employee retention and wellness.

## Current Operational Model

Benefits	Challenges
<ul style="list-style-type: none"><li>• Provides an attractive and predictable schedule when fully staffed</li><li>• Aligns staffing levels with higher call volume periods to maximize efficiency</li><li>• Eight to 10-hour shifts also have wellness benefits, as opposed to working 12-hour shifts.</li></ul>	<ul style="list-style-type: none"><li>• Limited flexibility during staffing shortages</li><li>• Increased strain on personnel during extended coverage gaps</li><li>• Operates with multiple officers during low-volume call periods</li><li>• Lower morale when officers are called in on their weekends off to fill open shifts</li></ul>

## Existing 28E Agreements Summary

These types of agreements are governed by Iowa Code Chapter 28E.

### 28E.1 Purpose.

*The purpose of this chapter is to permit state and local governments in Iowa to make efficient use of their powers by enabling them to provide joint services and facilities with other agencies and to cooperate in other ways of mutual advantage. This chapter shall be liberally construed to that end.*

### Current 28E Agreements with WHPD

The list below contains some of the current 28E Agreements affecting the department.

- Mutual Assistance Polk County Area Law Enforcement Services Agreement
  - Generally intended for emergencies and does not typically provide direct compensation.
- Westcom Communications
- School Crossing Guard Services Agreement with the West Des Moines Community School District
- Urbandale Crisis Intervention Team Services
- The Central Iowa Traffic Safety Task Force (CITSTF)
- Metropolitan Advisory Council (MAC) Homeland Security Services

### Safety Considerations

Similar to fire service operations, law enforcement responses benefit from maintaining effective staffing levels to ensure both officer safety and resident safety.

Standard practices from Westcom demonstrate that many incidents routinely involve multiple units, at least initially. Current operational practices reflect the need for multiple officers on certain types of calls to ensure safe and efficient resolutions to the call. When WHPD does not have available staff, those additional units are pulled from neighboring agencies under current 28E agreements.

### Frequency of Use

Existing 28E agreements with the Police Department primarily cover law enforcement services. Generally, these agreements are not intended for daily use but serve as a resource during abnormal and emergency situations. The CIT 28E Agreement would be an exception as the agreement provides service based on the type of call, which can occur more frequently.

## **Supplemental Police Services Agreement**

The proposed draft 28E Supplemental Police Services Agreement is designed to enhance operational flexibility and officer safety while maintaining Windsor Heights' primary responsibility for service delivery. Staff estimates approximately 80-90% of calls for service would continue to be handled primarily by Windsor Heights Police Officers.

The agreement would be utilized primarily in the following situations:

- During timeframes where one WHPD Officer is on duty and the Command Staff is not available to immediately respond.
- When Windsor Heights officer(s) are already assigned to other call(s) and additional incidents are received requiring an immediate response (e.g., traffic crash blocking traffic, crime in progress, disputes, etc.).
- As a preferred secondary unit for certain call types when additional Windsor Heights officers are not available.

A one-year trial period is recommended to evaluate the effectiveness of the agreement, track time commitments, and stakeholders' thoughts on the program.

### **Potential Partners**

Windsor Heights collaborates well with each of its adjoining jurisdictions in different ways. Because of existing call volumes, community size, existing staffing levels, and proximity, the City of Clive may be the most natural partner for this proposed 28E Supplemental Police Services Agreement. Some other adjoining jurisdictions may have interest or bandwidth to consider such an agreement as well, but conversations to date have focused on Clive and Windsor Heights, providing the existing high-level mutual interest and existing collaboration between departments.

### **Calls for Service Volume & Management**

Windsor Heights would continue to conduct officer-initiated services such as speed enforcement, monitoring school zones during peak hours, and routine patrol activities. For the portion of non-self-initiated calls for service, Clive would serve as the primary responder when overlapping time sensitive calls occur and a Windsor Heights officer is not available.

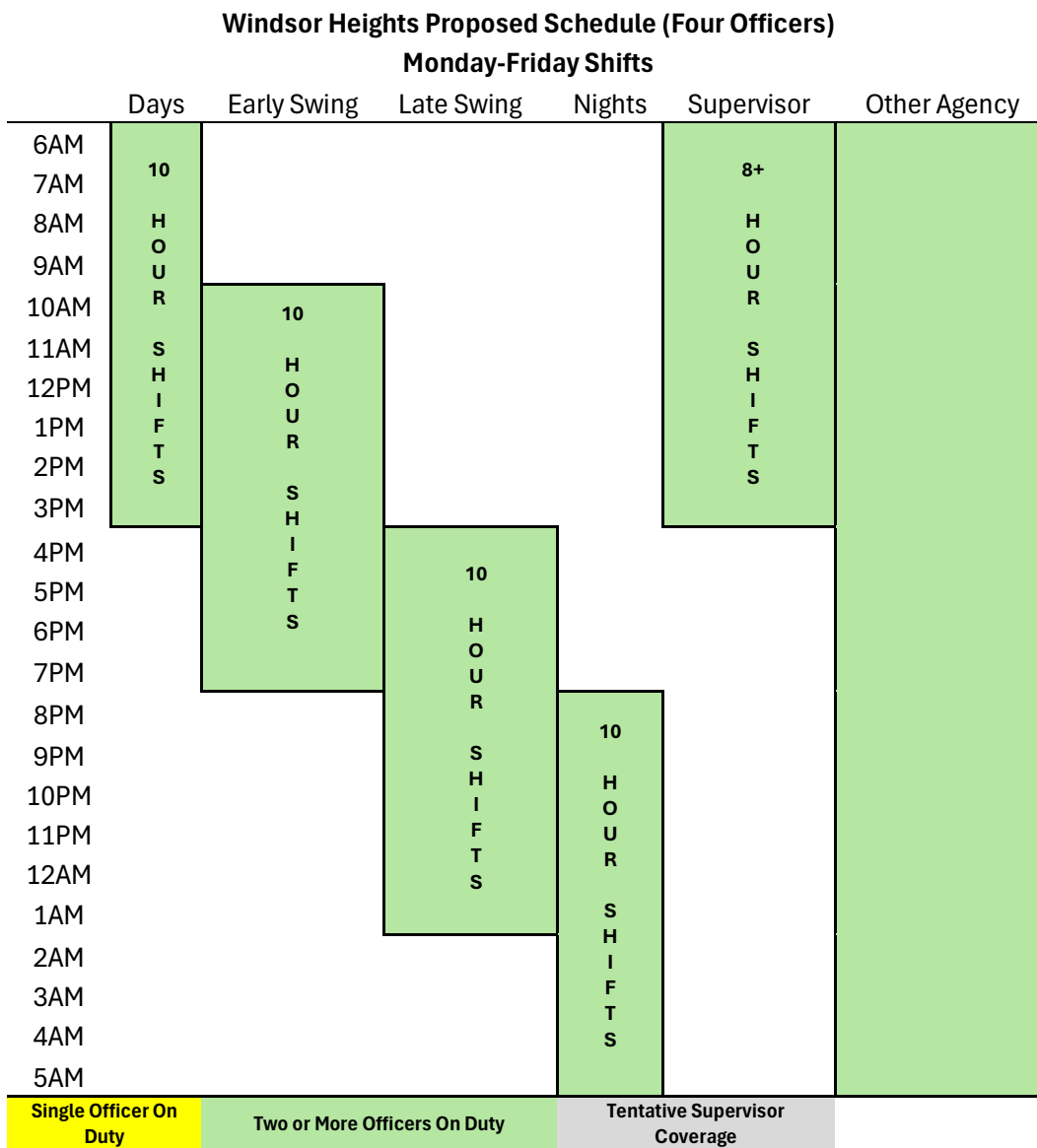
If a Clive dispatched call for service resulting in a report or court appearance, the Clive officer would generally handle those responsibilities. Whereas under current operations, a Windsor Heights officer would typically respond once available and assume responsibility for the call and any associated reporting and court obligations.

Staff has reviewed the number of Windsor Heights calls for service in 2025 and how it relates to the standard Westcom dispatch protocol (the Response Plan Details), which generally determines when to initially assign more than one unit to assist, depending on the call type. While can be helpful in determining the potential number of calls the Supplemental Police Services Agreement may apply to, in practice, Windsor Heights would retain the ability to respond with more than one officer during

fluctuating timeframes, either through overlapping patrol shifts or command staff being in the office. Additionally, initially dispatched secondary units are not infrequently called off due to actual circumstances at the scene as determined by the first responding officer. Ultimately, it is difficult to estimate the number of calls Clive would provide service to under the agreement because of multiple fluid variables. It is anticipated that Clive would assume responsibility for approximately one or fewer report-generating, non-self-initiated calls per day. However, the one-year pilot program is intended to help generate and refine volume estimates.

**Potential Windsor Heights Staffing Schedule Under Supplemental 28E**

The tentative schedules below focus on a reduction of mandated overtime during short-staffed periods. The effectiveness of this schedule would be evaluated on a quarterly basis to ensure effective coverage of WHPD Officers.



\*Note: Patrol Officers will be switching to a 6 AM start to begin their shift cycle in the near future.

**Windsor Heights Fully Staffed Schedule (Four Officers)  
Saturday, Sunday, and Holidays**

	Days	Early Swing	Late Swing	Nights	Other Agency
6AM	10 H O U R  S H I F T S				
7AM					
8AM					
9AM					
10AM					
11AM					
12PM					
1PM					
2PM		10 H O U R  S H I F T S			
3PM					
4PM					
5PM					
6PM			10 H O U R		
7PM					
8PM			10 H O U R  S H I F T S	10 H O U R  S H I F T S	
9PM					
10PM					
11PM					
12AM					
1AM					
2AM					
3AM					
4AM					
5AM					
	Single Officer On Duty	Two or More Officers On Duty		Tentative Supervisor Coverage	

Single WH officer on duty for up to 8 hours.

**Windsor Heights Short-Staffed Proposed Schedule (Three Officers)  
Monday-Friday**

	Day Shift	Swing	Nights	Supervisor	Other Agency
6AM	10 H O U R  S H I F T S			8+  H O U R  S H I F T S	
7AM					
8AM					
9AM					
10AM					
11AM					
12PM					
1PM					
2PM					
3PM					
4PM					
5PM					
6PM					
7PM					
8PM		10 H O U R  S H I F T S			
9PM					
10PM					
11PM					
12AM			10 H O U R  S H I F T S		
1AM					
2AM					
3AM					
4AM					
5AM					
	Single Officer On Duty	Two or More Officers On Duty		Tentative Supervisor Coverage	

Single WH officer on duty for up to 12 hours.

**Windsor Heights Short Staffed Schedule (3 Officers)  
Saturday, Sunday, and Holidays**

	Day Shift	Swing Shift	Nights	Other Agency
6AM	10 H O U R  S H I F T S	10 H O U R  S H I F T S	10 H O U R  S H I F T S	[Green shaded area]
7AM				
8AM				
9AM				
10AM				
11AM				
12PM				
1PM				
2PM				
3PM				
4PM				
5PM				
6PM				
7PM				
8PM				
9PM				
10PM				
11PM				
12AM				
1AM				
2AM				
3AM				
4AM				
5AM				
	Single Officer On Duty		Two or More Officers On Duty	

Single WH officer on duty for up to 18 hours.

### **Supplemental 28E Agreement Costs**

Clive and Windsor Heights staff estimate that the cost of a one-year Supplemental Mutual Aid Police Services 28E Agreement would be approximately one-third to one-half of the cost of an entry-level Clive Police Officer position, or roughly \$41,600 to \$62,500 (this is similar to a WHPD Officer cost). Because the existing 28E Mutual Aid Agreements would remain in effect—allowing Windsor Heights officers to continue providing mutual aid to Clive typically without direct compensation—the administrative, command, and equipment expenses typically associated with that proportion of a patrol position would not be included in the supplemental agreement.

A single, fixed annual fee covering all supplemental services, including any required court appearances by a Clive Police Officer, is considered mutually advantageous, as it avoids the complex tracking, accounting, and dispatching challenges inherent in a per-call billing model.

Call-volume data will continue to be monitored. After the first six months of the agreement, the fee may be recommended for adjustment based on insights gained during this period. Continued tracking throughout the agreement will further assist both municipalities in understanding long-term cost implications and assessing whether continuation of the arrangement is appropriate.

### **Supplemental 28E Benefits**

- Economies of scale.
  - A jurisdiction with a population of approximately 25,000 and the demographic characteristics of Windsor Heights and Clive would not typically sustain a five-officer minimum staffing level. In practice, staffing minimums would be more closely aligned with a three-officer minimum model, which Clive already maintains. Because many Supplemental Mutual Aid calls are likely to occur during evening and weekend hours—periods during which Clive already staffs at three officers—this 28E agreement would improve operational efficiency by aligning staffing levels with call volume while maintaining or enhancing officer-safety considerations.
- Reduction in overtime expenditures.
  - Anticipated to be approximately equivalent to the cost of implementing the 28E Mutual Aid Supplemental Agreement.
  - OT Expenditures – historically budgeted at \$105,000-\$110,000. Expenditures variance is largely dictated by any vacancies that occur during the year. FY23 \$124,898.31, FY24 \$149,634.20, FY25 \$60,439.63 (Patrol was fully staffed for most of the year).
  - For FY26, the department has spent \$93,225.67 in OT, which is 84.8% of the total budgeted amount as of 4/7/26.
- Opportunity to reassess staffing levels and scheduling.
  - This includes the potential elimination of one full-time position, bringing staffing levels more in line with comparable sized cities in Iowa. The total employment cost of one patrol position exceeds \$130,000.
- Part-time officer staffing continues to be challenging. The agreement has the potential to exceed the expectations of attempting to fill shifts with part-time staff.
- Improved officer well-being and increased the ability for employees to utilize paid time off benefits without additional stress on other officers.
- Reduced reliance on mandatory overtime and fewer extended shifts during staffing shortages.
- Greater consistency in responding personnel and improved interagency and community familiarity.

- Enhanced officer safety through more reliable and consistent backup availability, allowing more appropriate calibration of the number of officers dispatched to call types that currently draw multiple units.

### **Supplemental 28E Challenges**

- Initial learning curve for coordination, implementation and tracking.
- Potential for resident confusion regarding the responding agency.
- Dependence on partner agency availability.
  - Clive maintains a minimum of three officers on patrol and generally has bandwidth during lower-demand periods, particularly overnight with two officers typically located east of I-35. However, there will still be instances where Clive officers are occupied and/or on the west side of Clive, and the existing mutual aid agreement would be utilized with Urbandale, West Des Moines and/or other cities to respond.
- Potential erosion of community identity.
- Potentially fewer patrol officers are available for proactive enforcement such as speed, school patrol and other duties that would not typically be assigned under the Supplemental 28E Mutual Aid Agreement.
- Reduction in OT opportunities for officers.

### **What Would Not Change**

- Windsor Heights would continue to handle the vast majority of calls for service (80-90%).
- WHPD would follow up on the applicable calls handled by the external partner.
- Windsor Heights officers would remain responsible for proactive enforcement and non-urgent matters.
- Windsor Heights Officers would continue to remain available for quality-of-life issues (non-criminal) not handled by outside agencies under the proposed agreement.

### **Legal Considerations For Further Exploration**

- Many criminal prosecutions occur under state code by the Polk County Attorney's Office. Simple misdemeanor prosecutions would likely continue to be handled and coordinated by the Windsor Heights contracted attorney.
- The City of Clive and Windsor Heights have liability coverage through Iowa Communities Assurance Pool (ICAP), which simplifies any insurance coverage issues that could arise. This issue will need further exploration if an agreement is pursued.
- This is an unique 28E and additional considerations may be discovered over the course of the agreement.

### **Draft Agreement**

- A draft 28E agreement is attached for review.

### **Next Steps**

Staff has discussed a potential 28E Supplemental Police Services Agreement at a high level with Public Safety & Finance Committee and received tentative support to continue to pursue a more defined agreement. City Council is now requested to provide direction on whether to continue to pursue a 28E Supplemental Police Services Agreement with Clive as generally outlined above.

If authorized to pursue further, Administration recommends maintaining 12 sworn positions for the present with a future City Council determination made on whether to relist the 13<sup>th</sup> position.

**DRAFT**

**CHAPTER 28E AGREEMENT  
LAW ENFORCEMENT SERVICES AGREEMENT BETWEEN  
THE CITY OF WINDSOR HEIGHTS, IOWA AND THE CITY OF XXXXXX, IOWA**

**THIS AGREEMENT**, made and entered into this day of \_\_\_\_\_, 2026, by and between the CITY OF WINDSOR HEIGHTS, IOWA, an Iowa municipal corporation organized and existing under the provisions of Iowa Code Chapter 364 (hereinafter referred to as “Windsor Heights”) and the CITY OF XXXXXX, IOWA an Iowa municipal corporation organized and existing under the provisions of Iowa Code Chapter 364 (hereinafter referred to as “XXXXXX”).

**WHEREAS**, Windsor Heights has the desire to increase its efficiency and effectiveness in providing law enforcement services to the community; and

**WHEREAS**, Windsor Heights maintains adequate public safety services equipment and personnel to respond to most situations and incidents in its jurisdiction; and

**WHEREAS**, Windsor Heights and XXXXXX believe that having additional resources available to public safety personnel serving the community will further enhance the public safety services provided by each city to its community; further aid in fostering community relations; provide the tools necessary to allow public safety personnel to more effectively respond to calls for service, supplement resources, and assist on all shifts; and

**WHEREAS**, this Agreement is entered into between two public agencies for joint and cooperative action pursuant to the provisions of Iowa Code Chapter 28E; and

**WHEREAS**, in accordance with Iowa Code Chapter 28E, after execution of this Agreement by Windsor Heights and XXXXXX, it shall be electronically filed in the office of the Secretary of State by Windsor Heights; and

**NOW, THEREFORE**, in consideration of the mutual promises, covenants, and considerations herein contained and for the benefit of the public, Windsor Heights and XXXXXX have entered into the following agreement pursuant to Chapter 28E of the Code of Iowa as set out herein:

**I. PARTIES:** The parties to this Agreement are as follows:

The City of Windsor Heights is an Iowa municipal corporation organized and existing under the provisions of Iowa Code chapter 364. The City of Windsor Heights is located in the County of Polk, State of Iowa, with its principal office currently located at 1145 66th Street, Suite 1, Windsor Heights, Iowa 50324.

The City of XXXXXX is an Iowa municipal corporation organized and existing under the provisions of Iowa Code chapter 364. The City of XXXXXX is located in the County of Polk and the County of Dallas, State of Iowa, with its principal office currently located at XXXXXXXXXXXX.

**II. PURPOSE:**

The purpose of this Agreement is to provide supplemental law enforcement services from the XXXXX Police Department to respond to calls for service within Windsor Heights; and to provide for payments by Windsor Heights to XXXXXX for this service. This Agreement is a voluntary undertaking of the parties. It is not the intent of Windsor Heights or XXXXXX to create a new legal entity by this Agreement.

This Agreement shall be called the Windsor Heights and XXXX Supplemental Law Enforcement Services Agreement.

**III. ORGANIZATION:**

No separate legal or administrative entity shall be established. No joint board shall be established. Windsor Heights, through the Chief of Police and XXXXX through the Chief of Police, shall periodically consult regarding the items and operations provided for under this agreement. The Chiefs of Police from either city may designate other individuals within their respective organizations to manage this agreement.

**IV. DURATION:**

This Agreement shall be approved by the respective governing bodies of Windsor Heights and XXXXXX. Said approval shall be by resolution. Said resolution shall authorize the mayors of each respective city to execute this Agreement on behalf of that party. Upon approval by each party as provided herein, the Agreement shall be filed with the Iowa Secretary of State by Windsor Heights, as provided by Iowa Code Section 28E.8. This Agreement will be in effect upon the completion of such filings.

This Agreement shall be in effect upon filing with the Iowa Secretary of State until XXXX XX XXXX.

**V. ADMINISTRATOR:**

Pursuant to Iowa Code Section 28E.6, the Windsor Heights Police Chief shall be the administrator of this Agreement.

**VI. SERVICES AND RESPONSIBILITIES:**

XXXXXX shall provide law enforcement services to Windsor Heights upon request of the Windsor Heights Police Department, or WestCom Dispatch, as established in this Agreement. To provide the services under this Agreement, XXXXXXXX will:

1. Respond to calls for service as a second or subsequent officer within Windsor Heights for incidents requiring two or more officers according to the Westcom Unit Response Plan.
2. Respond to calls for service within Windsor Heights, if applicable, as the primary officer for calls that need a timely response, which include but are not limited to: vehicle crashes, motorist assists for vehicles blocking traffic, incidents that would require an officer to provide medical assistance, crimes involving a suspect who is on scene or requires timely identification, in progress animal issues, ongoing noise complaints, by request of a Windsor Heights Officer, or other situations where the XXXXX officer in charge approves a response.
3. The ranking Windsor Heights officer shall retain overall control of all law enforcement response activities within Windsor Heights, unless otherwise directed by a Windsor Heights police supervisor.
4. XXXXX Police Officers will take reports and document incidents under their report forms and case numbers. Any arrests made by XXXXX will be handled, processed, and documented under XXXXX's reporting systems and case numbers.
5. XXXXX shall maintain all records of the services provided under this agreement generated by XXXXX. Furthermore, XXXXX agrees to provide copies of reports, digital media, or other related documents to Windsor Heights that would require follow-up or by request of Windsor Heights.
6. Prosecution of incidents primarily handled by XXXX will be the responsibility of the Polk County Attorney's Office or the Windsor Heights contracted attorney. Court time for XXXXXX officers and staff will be paid by XXXX.
7. The Chiefs of Windsor Heights and XXXXX, or their designees, will evaluate services provided under this agreement at six months, or earlier if needed.

**VII. FINANCIAL AGREEMENT:**

During the initial term of this Agreement, Windsor Heights shall pay XXXXXX \$XX,000.00 for the provisions of this agreement. XXXXX shall bill Windsor Heights in January of each year for its share of that year's services.

**VIII. CANCELLATION OF THE AGREEMENT:**

This Agreement may be cancelled by either party no later than February 1st of any year that the Agreement will not be renewed. All cancellations under this Agreement shall be in writing and are deemed as given when deposited in the United States Post Office. Notices to the City of Windsor Heights shall be addressed to the Chief of Police, City of Windsor Heights, 1145 66th Street, Suite 1, Windsor Heights, Iowa 50324. Notices to the

City of XXXX shall be addressed to the Chief of Police, City of XXXX, <address>. If during the term of this Agreement either party shall change the address of the above contact persons, it shall notify the other of said new address.

**IX. TERMINATION OF THE AGREEMENT:**

This Agreement may be terminated by mutual consent of the parties. In addition, either party may terminate this Agreement if the other party has a material breach of this Agreement, provided that the terminating party gives written notice to the other party of the material breach and at least 10 days' notice is given to cure the breach. If the breach is not cured within the 10-day notice period, this Agreement shall terminate without further notice.

**X. INSURANCE AND INDEMNIFICATION:**

1. To the extent permitted by law, each party agrees to indemnify and to hold the other party, its elected officers, agents, employees and successors and assigns, harmless from and against all losses, damages and expenses, claims, demands, actions and/or causes of actions, judgements, settlements, or other costs, including reasonable attorney's fees, occasioned by, or arising out of, either parties officials', employees', contractors', or agents' negligence or willful misconduct in the performance of its duties under this Agreement. The provisions of this subsection shall survive termination of this Agreement with respect to any damage or injury occurring before such termination. Nothing in this paragraph or Agreement shall constitute a waiver of any statutory or common law defenses or immunities available to either party under Iowa Law, including without limitation defenses and immunities specified under Iowa Code Chapter 670. Neither party will insure the actions of the other.
2. Each party agrees to release the other from any claim for recovery for any loss or damages to any of its property that is insured under valid and collectible insurance policies to the extent of any recovery collectible under such insurance.
3. Each party shall notify the other party of any claim or any potential claim for injury or property damage to another arising out of actions taken under this Agreement as soon as practical following knowledge of a claim or potential claim.
4. Each party shall maintain general liability insurance for protection of each, respectively, from any liability arising out of any accident or other occurrence causing any injury and/or damage to any person or property arising from the performance of their obligations under this Agreement due directly or indirectly to the actions of the insured. Liability policies shall have limits of not less than five million dollars (\$5,000,000) per occurrence and five million dollars (\$5,000,000) annual aggregate, which limit can be met with a combination of primary and umbrella policies.
5. All required insurance shall be obtained from issuers for recognized responsibility licensed to do business in the State of Iowa. Each party shall be furnished with a

certificate(s) of insurance required under this Agreement upon request. Such policies shall not be modified or cancelled except upon at least 30 calendar days' prior written notice to the other party to this Agreement. It is specifically agreed that the types and amounts of insurance specified above shall not limit or otherwise affect any party's obligation to indemnify and hold the other party harmless as provided by the indemnification provisions of this Agreement. The failure of any party to maintain the insurance coverage and limits required by this Agreement shall be considered a material breach of this Agreement. The failure of any party to declare another party to be in material breach shall not be deemed a waiver by the other party of the right to claim material breach for a subsequent failure to maintain the required coverage or limits.

**XI. AMENDMENTS:**

This Agreement may be amended by a written instrument approved by the City of Windsor Heights and the City of XXXXXX.

**XII. BINDING EFFECT:**

This Agreement shall be binding upon, and inure to the benefit of, the parties and their successors and assigns. Neither party may assign this Agreement without the consent of the other party.

**XIII. EXECUTION IN COUNTERPARTS:**

This Agreement may be simultaneously executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.

**XIV. SEVERABILITY:**

If any clause, provision or section of the Agreement shall, for any reason, be held illegal or invalid by any court, the illegality or invalidity of such clause, provision, or section shall not affect any of the remaining clauses, provisions, or sections, and this Agreement shall be construed and enforced as if such illegal or invalid clause, provision or section had not been contained herein. In case any agreement or obligation contained in this Agreement is held to be in violation of the law, then such agreement or obligation shall be deemed to be the agreement or obligation of the parties to the full extent permitted by law.

**XV. SUPERSEDES:**

This Agreement supersedes all prior law enforcement service agreements between the City of Windsor Heights and the City of XXXXXX.

**XVI. NOTICES:**

All notices under this Agreement must be in writing and shall be deemed given when either personally delivered, transmitted by confirmed facsimile or confirmed electronic mail, or when received by certified mail at the address listed above for each party or at another address as designated by either party.

IN WITNESS WHEREOF, the City of Windsor Heights, Iowa, and the City of XXXXX, Iowa have caused this Agreement to be executed this \_\_\_\_ day of \_\_\_\_\_, XXXX.

CITY OF WINDSOR HEIGHTS, IOWA

\_\_\_\_\_  
By: XXXX XXXXX  
City of Windsor Heights Mayor

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

ATTEST:

\_\_\_\_\_  
By: Adam Strait  
City of Windsor Heights Clerk

CITY OF XXXXX

\_\_\_\_\_  
By: XXXX XXXXX  
City of XXXX Mayor

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

ATTEST:

\_\_\_\_\_  
By: XXXX  
City of XXXXX Clerk



**STAFF REPORT**  
**CITY COUNCIL**  
April 20, 2026

TO: CITY COUNCIL

FROM:

SUBJECT: Discuss FY27 Employee Health Related Benefits

**GENERAL INFORMATION**

**ATTACHMENTS**

1. FY27 Benefits Changes City Council Staff Report

## FY27 Proposed Health Related Benefits Changes

The City of Windsor Heights currently receives the most favorable premium rates of comparable sized cities participating in Iowa Governmental Health Care Plan Coop due to the city’s risk profile at time of membership application. No change in health insurance provider is recommended.

The FY27 Budget includes a reduction of City paid employee healthcare benefit expenses, accomplished through an anticipated increase in annual employee contributions from \$18,000 to \$37,000.

FY27 Health, Dental, and Vision premium increases are noted in the Benefits Costs Chart Below.

### FY26 Employee Monthly Benefits Contributions and Administration Recommended FY27 Employee Contributions

FY26 Employee Monthly Contributions	Health		Dental		Vision		Short-Term Disability
	Employee	Family	Employee	Employee+	Employee	Employee+	Employee
Non-Union	\$28.17	\$70.42	\$ -	\$ -	\$ -	\$ -	\$ -
Teamster	\$28.17	\$70.42	\$ -	\$ -	\$ -	\$ -	\$ -
IAFF	\$28.17	\$70.42	\$ -	\$ -	\$ -	\$ -	\$ -
<b>FY26 Employee Share</b>	6.9%	7.0%	0.0%	0.0%	0.0%	0.0%	0%

FY27 Employee Monthly Contributions	Health		Dental		Vision		Short-Term Disability
	Single	Family	Employee	Employee+	Employee	Employee+	Employee
Non-Union	\$ 31.17	\$ 80.42	\$ 3.25	\$ 17.33	\$ 2.17	\$ 7.58	50%
Teamster	\$ 31.17	\$ 80.42	\$ 3.25	\$ 17.33	\$ 2.17	\$ 7.58	50%
IAFF	\$ 31.17	\$ 80.42	\$ 3.25	\$ 17.33	\$ 2.17	\$ 7.58	50%
<b>FY27 Employee Share</b>	7.5%	7.9%	9.5%	13.8%	27.6%	33.8%	50%

City Benefits Costs	Health		Dental		Vision		Short-Term Disability
	Single	Family	Employee	Family	Employee	Family	Employee
<b>FY26 Cost</b>	\$ 408.00	\$1,003.00	\$ 33.82	\$ 124.04	\$ 7.72	\$ 21.96	\$ 17.13
<b>FY27 Cost</b>	\$ 416.57	\$1,024.06	\$ 34.26	\$ 125.65	\$ 7.87	\$ 22.40	\$ 17.13
<b>FY27 Cost Increase</b>	2.1%	2.1%	1.3%*	1.3%*	2.0%	2.0%	Demographic Based

\*Includes minor reduction in benefits quality

*Dental and Vision employee contribution rates can be broken down further into Employee + Spouse, Employee + Children and Family contribution rates if desired. However, the City’s health insurance provider offers only single and family coverage rates.*

Looking beyond FY27, a gradual increase in employee contributions rates is suggested to achieve a to-be stated City Council policy objective. One option: 10% single and 15% family health and dental plans employee contributions and 30% single and 50% family employee

contributions for vision. It is difficult to provide a simple direct comparison of employee benefits contribution rates/percentages across metro cities due to plan variations and available information but the above policy objective option or a variation of it +/-5% would generally keep the City of Windsor Heights in a competitive health care-related benefits position.

*Union Information:*

- *Union agreements allow for employee contributions of up to 15%, subject to specific hard dollar caps.*

**Option: Elimination of short-term disability as an exclusively employer-paid benefit**

Shift to a voluntary short-term disability program funded 50/50 by employer/employee. Long-term disability coverage, which begins at 90 days, is a fully city paid benefit and is recommended to continue to be provided by the city, as is typical of cities. It is less common practice for a city to provide city funded short-term disability to all employees, though approximately 1/3<sup>rd</sup> of metro cities reviewed do so.

No employee has utilized short-term disability in the past 5+ years. Staff members who have experienced injuries, on or off the job, have generally been provided light duty opportunities, although the ability to do this is dependent on the nature of a short-term disability. On job injuries would also be covered through workers' compensation. Maximum PTO accrual is 400 hours for most employees, which equates to 50 workdays or approximately 70 calendar days.

Actual FY27 cost increases to dental, vision, disability and life insurance premiums came back lower than budgeted, which does provide the city the option to continue to fully fund short-term disability, with applicable increases to employee contribution rates for medical, dental and vision, within the FY27 budget if desired.

A minimum of ten people must be enrolled in Short-Term Disability to maintain the current cost structure which totals approximately \$10,000 annually.

*Union Information:*

- *Article 13 of the current Police Union Contract requires a 100% employer paid short-term disability program. The proposed Union Agreement includes a 50/50 split of these costs.*
- *Article 12 of the FD Union Contract requires a short-term disability plan in which the City covers any gap prior to long-term disability kicking in, contingent on the staff member first exhausting PTO.*

**Next Steps:**

Open enrollment for health-care benefits begins May 27. Administration recommends that the City Council provide any additional guidance on changes to FY27 health-related benefits this evening. Following that, the Employee Benefits Committee will meet, as outlined in the union contracts, to provide feedback. The City Council can then consider FY27 health related benefits on May 4, allowing sufficient time to prepare open enrollment materials and schedule staff benefits meetings.

If the City Council wishes to establish a specific policy objective for employee contribution rates for health, dental, and vision benefits, this can be codified in a Resolution for future reference and an implementation plan can be developed to achieve those objectives over the course of upcoming budget years.



**Partial Self-Funded Illustration  
City of Windsor Heights**

**Employee Plan**

**Deductible:**

\$250 for a Single Plan  
\$500 for a Family Plan

**Out of Pocket Maximum:**

\$1,750 for a Single Plan  
\$3,500 for a Family Plan

**Coinsurance:**

You pay 20% for In-Network  
You pay 30% for Out-of-Network

**Emergency Room Co-Pay:**

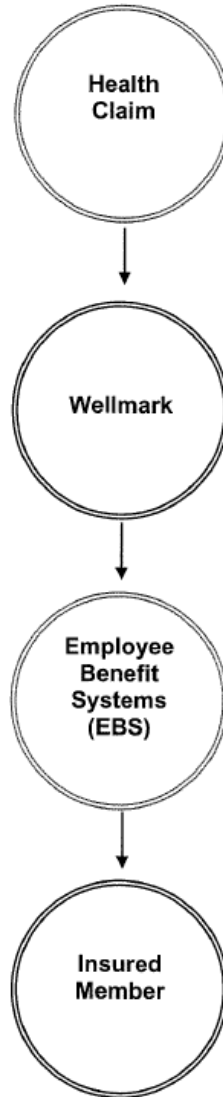
\$150

**Doctor's Office Co-Pay:**

\$15 – Designated PCP  
\$20 – Non-Designated PCP &  
Specialist

**Prescription Co-Pay:**

\$10 – Tier 1  
\$25 – Tier 2  
\$40 – Tiers 3 & 4  
\$85 – Specialty Drugs



**1. You incur medical services.**

Your medical provider will file your claim with Wellmark using the information from your Wellmark Identification Card.

**2. Wellmark settles your claim.**

All claims are submitted to Wellmark first for settlement under your high-deductible plan. Wellmark will make a payment if applicable to your provider of service and send you an Explanation of Benefit (EOB).

**3. EBS settles your claim.**

EBS receives the EOB from Wellmark for processing the claim on your low-deductible plan. EBS will make a payment if applicable to your provider of service. You will receive a Paper EOB that summarizes how much EBS paid and how much you, the member, are responsible for. EOB's can be viewed on your personal Gateway Portal as well. Visit [ebs.vbagateway.com](http://ebs.vbagateway.com) to get registered.

\*\* Insured members are always responsible for deductibles, out-of-pocket maximums, and co-pays on the EBS plan.



**STAFF REPORT**  
**CITY COUNCIL**  
April 20, 2026

TO: CITY COUNCIL

FROM:

SUBJECT: Mayor, Council Reports and Committee Updates, and Administration Reports

**GENERAL INFORMATION**

**ATTACHMENTS**

None



**STAFF REPORT  
CITY COUNCIL  
April 20, 2026**

TO: CITY COUNCIL

FROM:

SUBJECT: Storm Water Fund Investment Strategy Report

**GENERAL INFORMATION**

**Purpose:**

To evaluate interest rate options for \$1,000,000 in unutilized Storm Water funds to ensure the City is maximizing its return on investment while maintaining financial flexibility.

**Background:**

We currently hold \$1,000,000 in the Storm Water fund that is not required for immediate project expenses. These funds are in the City’s general checking account at Bankers Trust, earning an interest rate of 3.55%. To ensure the City is getting the best possible interest rates for these funds, I inquired about Certificate of Deposit (CD) rates from three financial institutions for a maximum 12-month term:

<b>Institution</b>	<b>Term</b>	<b>Interest Rate</b>
Bankers Trust (Current)	Liquid Checking	3.55%
MidWestOne	12 Month CD	3.60%
IPAIT	9 Month CD	3.52%
IPAIT	12 Month CD	3.50%
Bankers Trust	11 Month CD	3.30%
Bankers Trust	12 Month CD	3.15%

**Analysis:**

While MidWestOne offered the highest quoted rate at 3.60%, the 0.05% increase over our current checking rate represents a gain of only \$500 annually. Moving these funds would require establishing a new banking relationship and sacrificing liquidity by “locking” the funds for one year. Given that our current liquid checking account outperforms several of the CD options (including those from our primary lender), the marginal gain from MidWestOne does not outweigh the loss of immediate access to the funds.

**Summary:**

The Storm Water funds will be maintained in the Bankers Trust general checking account. I will continue to monitor the metro area's rate environment and re-evaluate if a more competitive rate becomes available.

**ATTACHMENTS**

None



**STAFF REPORT**  
**CITY COUNCIL**  
April 20, 2026

TO: CITY COUNCIL

FROM:

SUBJECT: Colby Park ICON Water Access Signage Report

**GENERAL INFORMATION**

**ATTACHMENTS**

1. Icon Sign Staff Report
2. Colby Park Access Signage Mockup
3. Signage Area Map

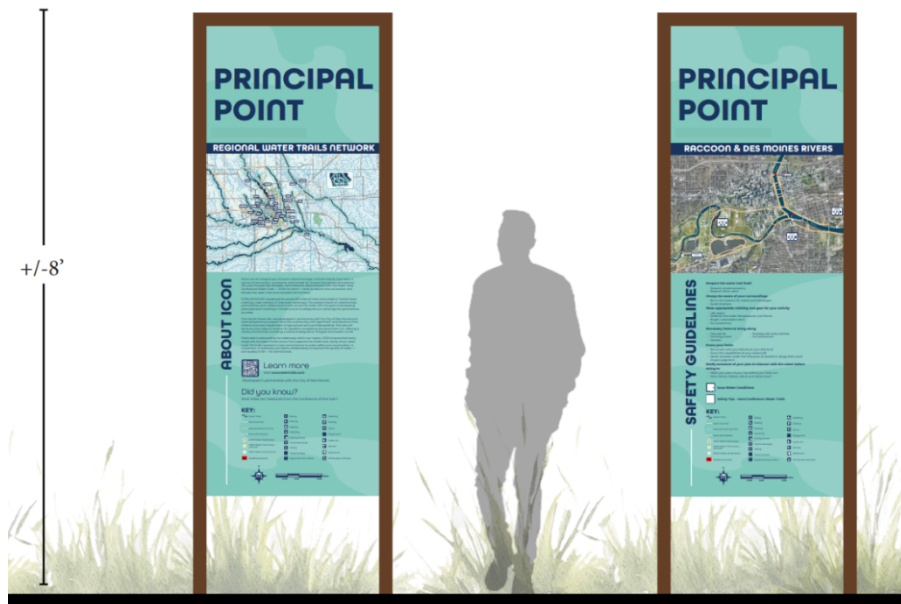
**Staff Report**

**To:** Mayor and City Council  
**From:** Nate Weitzl, Landscape Architect Project Manager, Bolton & Menk  
**Date:** April 16, 2026  
**Subject:** Walnut Creek Water Access, ICON Sign Addition

**GENERAL INFORMATION**

The City of Windsor Heights is one of the first municipalities to apply for and be approved by ICON Water Trails to incorporate a sign, funded by ICON, at the Walnut Creek Water Access at Colby Park. Of the options available in the signage family developed by ICON, staff has selected the “Tower Alternative” in corten (weathering) steel based on prior preferences by council last fall (2025) when the project was under design – See *Figure 1* below.

See *Figure 2* on page 2 for the current sign panel designs provided by ICON; the mapping insets will be updated to be specific to the local area. A Windsor Heights-specific sign panel will be included on each side and will contain a local map with water access points and hazards and potentially destinations in Windsor Heights and surrounding areas. Specific verbiage for this portion is being worked through.



**TOWER ALTERNATIVE**

**Figure 1:** The selected sign type showing a version of the local panels on each side. The Walnut Creek Water Access will have local-specific maps and information. When the sign panel designs are available from ICON, city staff will provide an update to council for final review and approval prior to production and installation of the sign.

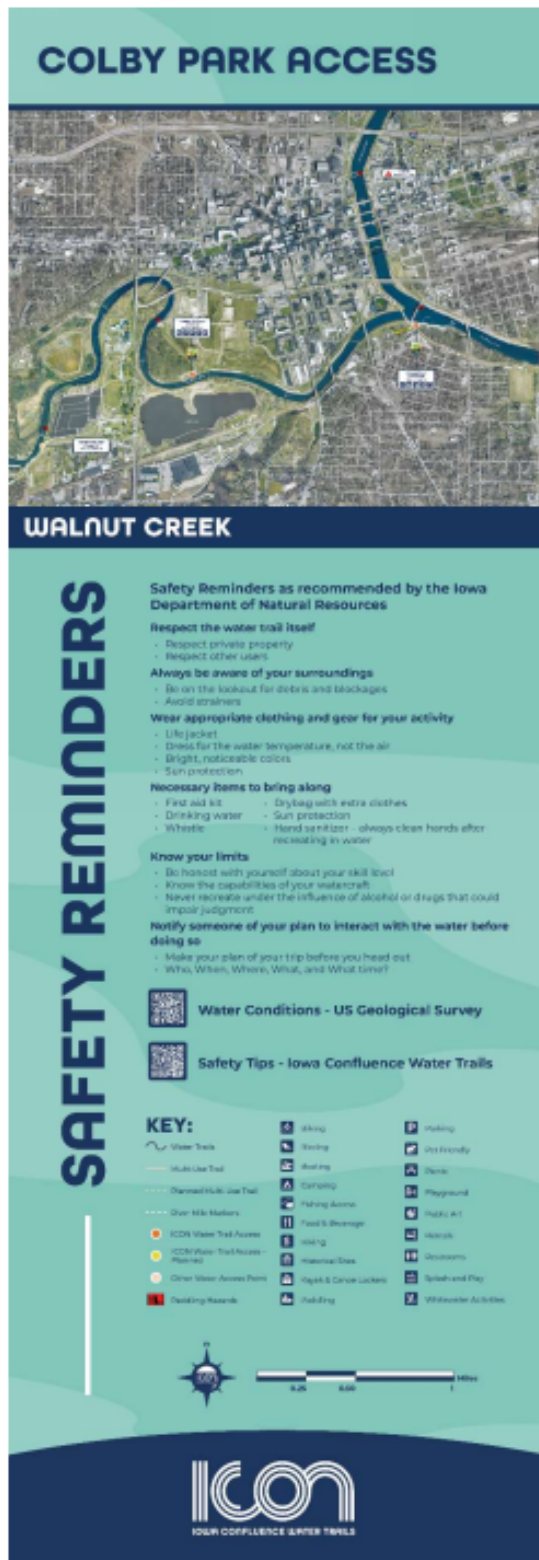


Figure 2: The current designs for the sign panels include information about ICON Water Trails, safety reminders, and local-specific information.

[Type text]

Some of the destinations may or may not include:

1. *City Hall*
2. *Police Station/Fire Department*
3. *B-Cycle Station*
4. *Colby Park*
5. *Dog Park*
6. *Lions Park*
7. *Waveland Golf Course*
8. *George Lundberg Park*
9. *Linnan Park*
10. *American Legion Park*
11. *Aliber Soccer Complex*
12. *Clive Learning Academy*
13. *Cowles Montessori School*
14. *Windsor Elementary School*
15. *Hillis Elementary School*
16. *Dowling Catholic High School*
17. *Roosevelt High School*

Other regional destinations that might be identified include:

1. *Water Works Park*
2. *Wilson Park*
3. *Legion Park*
4. *Pearson Park*
5. *Sands Volleyball Club*
6. *Walker Johnston Park & Sports Complex*

#### **SITE LAYOUT**

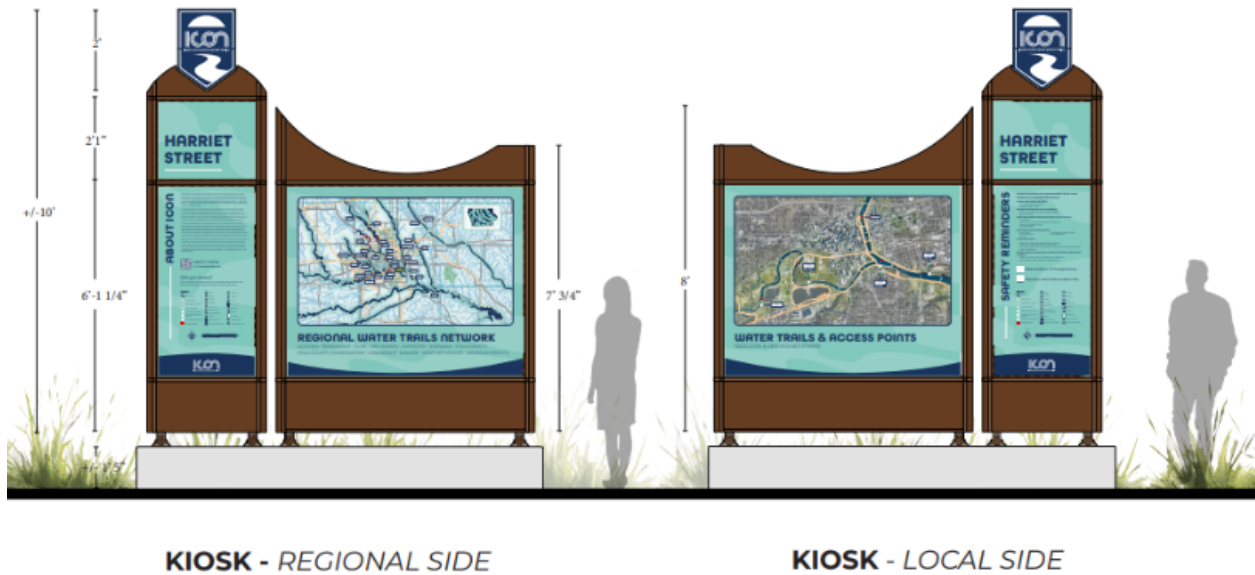
See attachment.

#### **BUDGET AND SCHEDULE IMPACTS**

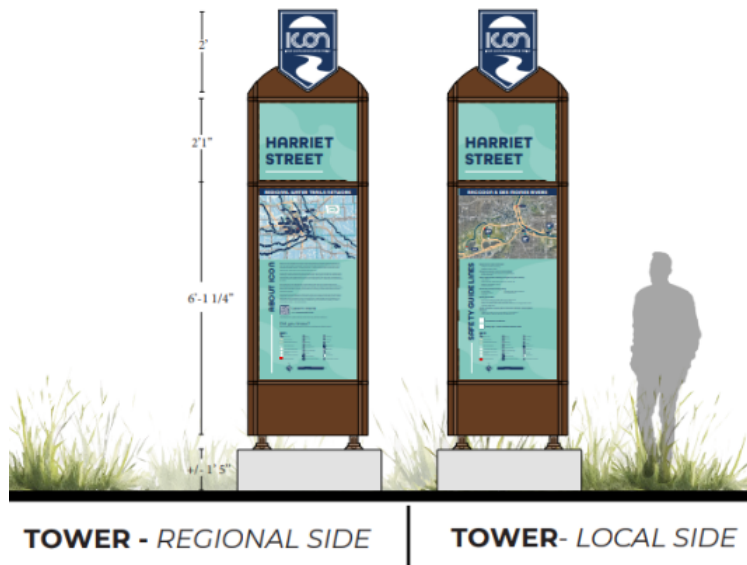
Budget impacts to the project are limited to additional site paving to provide pedestrian up to and around the sign and the potential addition of a limestone bench for an approximate total add to the project of \$3,000, not including the concrete footing which will be paid for by the city but reimbursed by ICON. Other minor change orders on the project have produced savings beyond \$3,000

The Walnut Creek Water Access is still anticipated to be completed by May 31, 2026. The contractor will have the footing and surrounding areas of the project complete and then demobilize. Upon delivery of the fabricated sign, the city public works department will self-perform the install of the ICON sign.

**ADDITIONAL REFERENCE INFORMATION**



**Figure 3:** The “Kiosk” version of the ICON Water Trails signage. This version was **not selected** because of limited space available at the Walnut Creek Water Access site.



**Figure 4:** The “Tower” version of the ICON Water Trails signage. This version was **not selected** because of limited space available at the Walnut Creek Water Access site.

# COLBY PARK ACCESS



## REGIONAL WATER TRAILS NETWORK

ALTOONA • BONDURANT • CLIVE • DES MOINES • JOHNSTON • NORWALK • POLK COUNTY • POLK COUNTY CONSERVATION • URBANDALE • WAUKEE • WEST DES MOINES • WINDSOR HEIGHTS

### ABOUT ICON

Rivers are an integral part of Iowa's natural heritage, and their banks have been a source of connection, commerce, and wonder for Iowans throughout generations. Yet, over the past few decades, we've become disconnected from the water. Iowa Confluence Water Trails — ICON, for short — aims to restore this connection and elevate the water that once elevated Central Iowa.

ICON will link 50+ access points across 150 miles of rivers and creeks in Central Iowa, creating a vast network of improved waterways. The project is built on relationships, partnerships, and collaborations from across the state, with the goal of developing advocates and investing in infrastructure to safeguard our waterways for generations to come.

Dedicated to stewarding the waterways within our region, ICON ensures that every single site includes infrastructure that supports the health and vitality of our water trails. The trails represent a new commitment to water safety and conservation. A movement of dreamers and doers, collaborating to improve the quality of water — and quality of life — for Central Iowa.



Learn more  
Visit [iconwatertrails.com](http://iconwatertrails.com)



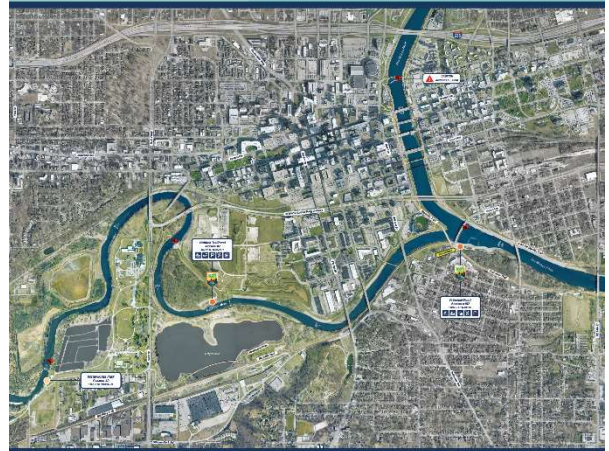
City of Windsor Heights Website



Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui



# COLBY PARK ACCESS



## WALNUT CREEK

### SAFETY REMINDERS

#### Safety Reminders as recommended by the Iowa Department of Natural Resources

##### Respect the water trail itself

- Respect private property
- Respect other users

##### Always be aware of your surroundings

- Be on the lookout for debris and blockages
- Avoid strainers

##### Wear appropriate clothing and gear for your activity

- Life jacket
- Dress for the water temperature, not the air
- Bright, noticeable colors
- Sun protection

##### Necessary items to bring along

- First aid kit
- Drybag with extra clothes
- Drinking water
- Sun protection
- Whistle
- Hand sanitizer — always clean hands after recreating in water

##### Know your limits

- Be honest with yourself about your skill level
- Know the capabilities of your watercraft
- Never recreate under the influence of alcohol or drugs that could impair judgment

##### Notify someone of your plan to interact with the water before doing so

- Make your plan of your trip before you head out
- Who, When, Where, What, and What time?



Water Conditions - US Geological Survey



Safety Tips - Iowa Confluence Water Trails

#### KEY:

- ~ Water Trails
- Multi-Use Trail
- Planned Multi-Use Trail
- River Mile Markers
- ICON Water Trail Access
- ICON Water Trail Access - Planned
- Other Water Access Point
- Paddling Hazards
- 🚣 Kayaking
- 🚣 Canoeing
- 🚣 Rafting
- 🚣 Tubing
- 🚣 Fishing
- 🚣 Hunting
- 🚣 Baiting
- 🚣 Camping
- 🚣 Fishing Access
- 🚣 Food & Beverage
- 🚣 Hiking
- 🚣 Historical Sites
- 🚣 Kayak & Canoe Lockers
- 🚣 Paddling
- 🅑 Parking
- 🐾 Dog Friendly
- 🍷 Picnic
- 🎡 Playground
- 🎨 Public Art
- 🚻 Restrooms
- 🚻 Restrooms
- 🎡 Splash and Play
- 🌊 Whitewater Activities

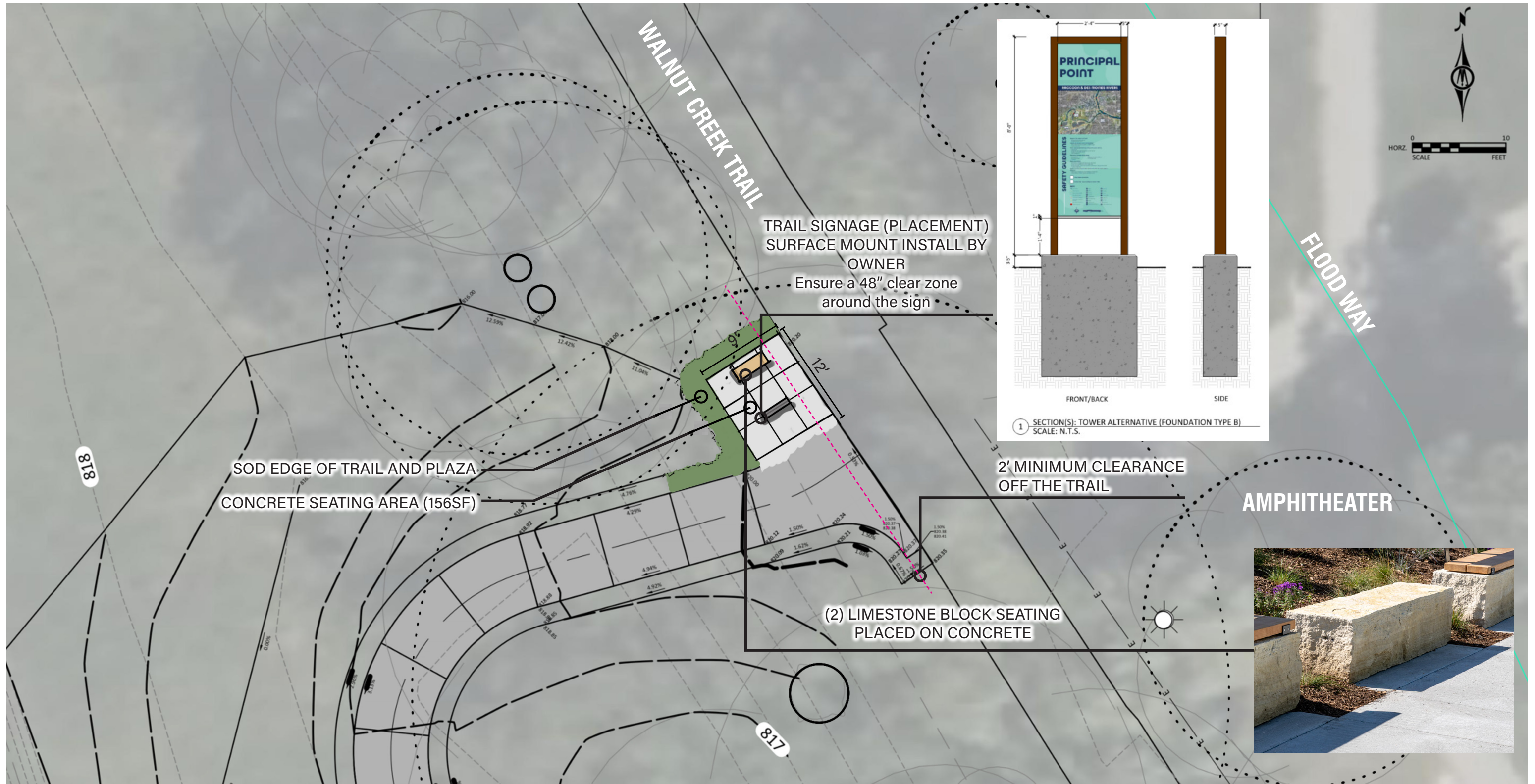


0.25 0.50 1 Miles



# ICON SIGNAGE AT WALNUT CREEK ACCESS - CONCEPT B

APRIL 2026 | WALNUT CREEK ACCESS



WINDSOR HEIGHTS  
the heart of it all



BOLTON & MENK



**STAFF REPORT  
CITY COUNCIL**  
April 20, 2026

TO: CITY COUNCIL

FROM:

SUBJECT: Mayor's Report April 15th, 2026

**GENERAL INFORMATION**

**ATTACHMENTS**

1. Mayor's Report 4-15-2026



---

## **MAYOR'S REPORT**

March 12<sup>th</sup>, 2026 – April 15<sup>th</sup>, 2026

- March 12<sup>th</sup>, MPO Funding Review Committee met and continued to discuss at what level it wanted to prioritize funding to meet the Vision Zero goals. Next months meeting will likely be the last (as it pertains to recommending funding levels for Vision Zero). Later, the Policy Committee met, where the most significant topic of conversation was looking over the [Draft FY 27 Planning Work Program and Budget](#), which is a document prepared the MPO, describing their “planning activities – including task objectives, previous work, project descriptions, and work products – as well as the budget and funding sources to carry out the planning activities.”
- Unfortunately, I was not able to attend the Public Works or Public Safety Committee meetings due to work and family conflicts, but those Minutes have been distributed to Council and the recommendations of some of the discussions have been brought to Council.
- I obviously fielded a number of emails related to 70<sup>th</sup> Street and the beginning of the CIWW project on Hickman Road. AJ has been kind enough to take on a number of those emails and provide residents with timelines/information about the project.
- On March 24<sup>th</sup> I attended the Heart Space Massage Ribbon Cutting with Councilor Skeries and Councilor Barry. They have turned that space into something wonderful and I would encourage everyone to schedule an appointment.
- On March 25<sup>th</sup> our Tree City USA Application was officially approved by the Arbor Day Foundation!
- On March 26<sup>th</sup> I attended the Communications and Art Committee meeting where we had a great discussion about the Dinner Dispatch Mural RFP and the newsletter RFP. The future of the newsletter is really positive, as it sounds like we’re going to be able to continue a print format at a significantly cheaper price.
- On March 26<sup>th</sup> Todd Millang reached out to us and let us know that the Windsor had won an award for the [Multifamily Development of the Year in Des Moines](#)! Congratulations to everyone who was able to make the project possible.
- On April 2<sup>nd</sup> we received the proposed edits to the sister cities commission code. As I believe I discussed with Council previously, Des Moines called a meeting to discuss how to make the commission a more effective organization and proposed code edits will be required in order to achieve this outcome.

- Also on April 2<sup>nd</sup>, I attended the Dinner Dispatch Ribbon Cutting with Councilor Skeries and Councilor Barry. You can assume I always attend ribbon cuttings with Councilor Barry as he works for the Chamber. As I said during my remarks, Dinner Dispatch has not only been a wonderful asset to our community but also to the Des Moines Metro as a whole with the work they've done by preparing meals for the most vulnerable in our community.



- On April 3<sup>rd</sup> AJ and I met with G Fiber to discuss what opportunities there were for them to potentially expand into Windsor Heights and I provided Council some information to Council in another email.
- Thanks to staff for their work over the past few weeks on addressing Council concerns as it pertains to employee benefits and recognizing that budget challenges are affecting everything and everyone. This is obviously not an easy discussion and in a perfect world, we wouldn't even be having it but we don't live in a perfect world, we live in Iowa, so here we are.
- On April 14<sup>th</sup> I was able to virtually attend the first 30-45 minutes of MAC to hear from CIWW about chain of command and how they'll be handling water bans over the summer. I then had to attend to work obligations.