



**PLEASANT HILL CITY COUNCIL
REGULAR SESSION
JANUARY 12, 2016
6:30 PM**

1. CALL TO ORDER/ROLL CALL

2. APPROVAL OF AGENDA

3. PUBLIC INPUT (5 MINUTES FOR ITEMS NOT ON THE AGENDA)

4. CONSENT ITEMS

- a. Approve the 2016 City Calendar
- b. **Resolution #011216-01**- Approve Official Depositories
- c. **Resolution #011216-02** - Approve Official Publications
- a. Council Minutes - dated 12-22-15
- d. Claims Listing dated 01-12-16
- e. **Resolution #011216-03**– Authorization of Destruction of Records
- f. **Resolution #011216-04** – Approval of Lien Schedule
- g. Liquor License Renewal – Fiesta Mexican Restaurant, 1100 N. Hickory Blvd #203
- h. Letter of Support of MAC Homeland Security Services Agreement

5. MAYOR APPOINTMENTS

- a. Finance Committee Appointment (Curt Gause and Mark Konrad).
- b. **Resolution #011216-05** - Appointment to Metro Waste Authority Appointment (Barb Malone with alternate Sara Kurovski).
- c. Council Liaison to the Board of Adjustment (Dean Cooper)
- d. Council Liaison to Planning/Zoning Commission (Curt Gause)
- e. Council Liaison to Library Board of Trustees (Barb Malone)
- f. Council Liaison to Park/Recreation Commission (Dean Cooper)
- g. Chamber of Commerce Representative (Jeff Mullen)
- h. Metropolitan Advisory Committee (MAC) (Sara Kurovski)
- i. Mayor Pro Tem (Mark Konrad)
- j. **Resolution #011216-06** - Metropolitan Planning Organization (MPO) Representatives, Management Committee and Technical Committee (Management Committee Jeff Mullen with alternate Sara Kurovski; Technical Committee Ben Champ with alternate Madeline Sturms)
- k. Convention and Visitors Bureau representatives (Sara Kurovski with alternate Dean Cooper)

6. COUNCIL APPOINTMENTS

- a. **Resolution #011216-07** - Appoint Representative to the Polk County Emergency Management Commission (Curt Gause and alternate Barb Malone).
- b. **Resolution #011216-08** - Appoint 911 Service Board Representatives (Fire Chief Tom Solberg with alternate Police Chief Al Pizzano).
- c. **Resolution #011216-09** - Appoint Representatives to the Wastewater Reclamation Authority (WRA), Management Committee and Technical Committee. (Management Committee Don Sandor with alternate Ben Champ; technical committee Gary Patterson with alternate Russ Paul).
- d. Appointment to Eastern Polk Regional Development (Sara Kurovski)
- e. Appointment to the Central Iowa Regional Drinking Water Commission (CIRDWC). (Len Murray with alternate Madeline Sturms)

7. BUSINESS ITEMS

- a. **Resolution #011216-10** - Approval of Goal Setting Report 12-1-15
- b. **Resolution #011216-11** – Approval of Payment Application No. 4, Change Order No. 1, and Project Acceptance for the 2015 Maintenance Building Addition Project
- c. **Resolution #011216-12**– Approval of revisions to Fire Chief job description
- d. **Resolution #011216-13** – Approval of Professional Services Agreement – Pleasant Hill Park Master Plan
- e. **Resolution #011216-14** - Approval of Prairie Meadows Grant Application
- f. **Resolution #011216-15** – Approval of Plans, Specifications, and Letting Schedule for the 2016 Street Repair Project

8. CLOSING COMMENTS

9. ADJOURNMENT

2016

- holidays/offices closed
- pay dates
- council meetings

JANUARY						
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RESOLUTION # 011216-01

A RESOLUTION NAMING CITY DEPOSITORIES

BE IT RESOLVED that the City Council of Pleasant Hill, in Polk County, Iowa approved the following list of financial institutions to be depositories of the City of Pleasant Hill funds in conformance with Chapter 12C.2 of the Iowa Code. The City Clerk/Finance Director is hereby authorized to deposit the City of Pleasant Hill funds in amounts not to exceed the maximum approved for each respective financial institution as set out below:

COMMUNITY STATE BANK	1025 N Hickory Blvd Pleasant Hill, Iowa Ankeny, Iowa (Home Office)	\$20,000,000
WELLS FARGO	1055 NE 56 th Street Pleasant Hill, Iowa Des Moines, Iowa (Home Office)	\$20,000,000
GREAT SOUTHERN BANK	1290 Copper Creek Drive Pleasant Hill, Iowa Eldridge, Iowa (Home Office)	\$20,000,000
KEYSTONE BANK	6871 NE 12 th Ave Pleasant Hill, Iowa Keystone, Iowa (Home Office)	\$20,000,000
IOWA PUBLIC AGENCY INVESTMENT TRUST (IPAIT)	1415 28 th St. Ste #200 West Des Moines, IA	\$10,000,000

ADOPTED this 12th day of January 2016

Sara Kurovski, Mayor

ATTEST:

Dena Spooner, City Clerk/Finance Director

RESOLUTION # 011216-02

A RESOLUTION NAMING OFFICIAL PUBLICATIONS

BE IT RESOLVED that the City Council of Pleasant Hill, in Polk County, Iowa approved the following list of news publications to be the official newspapers of the City of Pleasant Hill, in conformance with Chapter 618 of the Iowa Code. The City Clerk is hereby authorized to publish information for the City of Pleasant Hill as required by law in the following news publications as set out below:

DES MOINES BUSINESS RECORD
100 4th Street
Des Moines, IA 50309

HERALD INDEX
715 Locust Street
Des Moines, IA 50309

DES MOINES REGISTER
715 Locust Street
Des Moines, IA 50309

ADOPTED this 12th day of January 2016

Sara Kurovski, Mayor

ATTEST:

Dena Spooner, City Clerk/Finance Director

**PLEASANT HILL CITY COUNCIL
REGULAR SESSION
DECEMBER 22 2015
6:30 PM**

1. CALL TO ORDER/ROLL CALL

Mayor Kurovski called the Pleasant Hill City Council meeting to order on December 22, 2015 at 6:30 p.m. in the City Council Chambers. PRESENT: Jeff Mullen, Mark Konrad, Dean Cooper, Len Murray and Mayor Sara Kurovski. ABSENT: Barb Malone.

2. APPROVAL OF AGENDA

Konrad/Murray moved to approve the agenda as presented. ROLL CALL: AYES: Mullen, Konrad, Cooper, Murray. NAYS: None. Motion carried 4-0.

3. PRESENTATION OF SERVICE PLAQUE TO OUTGOING COUNCIL MEMBER LEN MURRAY

Mayor Kurovski presented Council Member Len Murray with a recognition plaque for his terms of service on the Pleasant Hill City Council, adding that he taught her so much about the City, EMS, Fire, and what it truly means to care about the community. The Mayor concluded by thanking Council Member Murray for everything he had done for the City.

4. OATH OF OFFICE:

CITY COUNCIL-ELECT CURT GAUSE

CITY COUNCIL MEMBER MARK KONRAD

City Council-Elect Curt Gause and City Council Member Mark Konrad took their Oath of Office for their terms to begin January 1, 2016. Council Member Barb Malone previously took her Oath of Office on December 16, 2015.

5. PUBLIC INPUT (5 MINUTES FOR ITEMS NOT ON THE AGENDA)

There was none.

6. CONSENT ITEMS

Cooper/Mullen moved to approve the **CONSENT ITEMS** with the exception of item 6i) Resolution #122215-04 – Authorization of Destruction of Records to be withdrawn until a later date: Council Minutes dated 12-08-15, Claims dated 12-22-15, Revenue Report - dated November 30, 2015, Expenditure Report – dated November 30, 2015, Treasurer’s Report – dated November 30, 2015, **Resolution #122215-01** – Transfer of Funds – Employee Benefits Fund to General Fund, **Resolution #122215-02** – Transfer of Funds – Emergency Fund to Equipment Replacement Fund, **Resolution #122215-03** – Approval of Lien Schedule, , Public Works Dept Report - dated 12-08-15, Fire Dept Report - dated November 2015, Police Dept Report - dated November 2015, Library Dept Report - dated December 2015, Library Board Minutes dated 10-22-15, Library Board Minutes dated 11-19-15, Park & Rec Minutes dated 10-8-15. ROLL CALL: AYES: Mullen, Konrad, Cooper, Murray. NAYS: None. Motion carried 4-0.

7. BUSINESS ITEMS

a. Resolution #122215-05 – Approval of Ambulance purchase

Murray/Mullen moved to approve **Resolution #122215-05** – Approval of Ambulance purchase. City Manager Don Sandor explained that the FY 16 budget includes funds for the purchase of an ambulance to replace the older ambulance the city owns. Previously the City Council approved the purchase through the Houston-Galveston Area Council which provides for cooperative joint purchasing by governmental agencies. The City maintains two ambulances and replaces them on a five year rotation, so the oldest ambulance being replaced is 10 years old. The city budget includes \$200,000 for a new ambulance. The quote received by the Fire Chief is for \$193,542. Council Member Konrad added that it was important to replace ambulances on the rotation

schedule to ensure everyone's safety. ROLL CALL: AYES: Mullen, Konrad, Cooper, Murray. NAYS: None. Motion carried 4-0.

8. CLOSING COMMENTS

Council Member Cooper thanked Council Member Murray for his services to the community and for all of his advice and wisdom.

Council Member Konrad thanked Council Member Murray for his discussions and opinions on community matters. He also thanked the citizens for entrusting him for another four year term as well as the City staff for their help in the prior years' accomplishments. He looked forward to accomplishing even more in 2016.

Council Member Murray thanked his family and the community for allowing him to serve, as it had been a pleasure and an honor. He said the staff was great to work with and appreciated the support from everyone including the community, fellow electeds, and legal council. He promised he would not go away too far, and planned to stay engaged in other opportunities.

Attorney Brad Skinner said it was a privilege to work with Council Member Murray and thanked him for all his sacrifices for the community. Mr. Skinner gave an update on the Annexation Lawsuit #2, stating the Supreme Court dismissed it and otherwise would have ruled in the City's favor per a supreme court justice. The TIF Lawsuit #1 is still pending. He did not expect a ruling on that one until after the first of the new year.

Mayor Kurovski wished everyone a wonderful Holiday season and to be safe.

City Manager Don Sandor thanked Council Member Murray for the last eight years. Mr. Sandor said he learned a lot from Council Member Murray and it was a great opportunity to work together.

9. ADJOURNMENT

Murray/Mullen moved to adjourn the meeting. ROLL CALL: AYES: Mullen, Konrad, Cooper, Murray. NAYS: None. Motion carried 4-0. The meeting was adjourned at 6:41 p.m.

Sara Kurovski, Mayor

ATTEST:

Dena J. Spooner, City Clerk/Finance Director

VENDOR SET: 01 CITY OF PLEASANT HILL

O P E N I T E M R E P O R T

PAGE:

REPORTING: PAID, UNPAID, PARTIAL

P U B L I C A T I O N

BANK: ALL

=====PAYMENT DATES=====

PAID ITEMS DATES : 12/23/2015 THRU 1/12/2016

PARTIALLY ITEMS DATES: 12/23/2015 THRU 1/12/2016

UNPAID ITEMS DATES :

VENDOR NAME	DESCRIPTION	GROSS AMOUNT
ACCO BRANDS DIRECT	2016 REFILL DESK PLANNER	48.99
AFLAC INSURANCE	INSURANCE	2,184.20
AIA CORPORATION	UNIFORM SHIRTS	561.02
ALLEN LAWN CARE LLC	RIP RAP - TRAIL REPAIR	663.71
AMAZON.COM	BOOKS	84.04
ARDICK EQUIPMENT CO., INC	STREET SIGN REPLACEMENT	33.00
BARCO MUNICIPAL PRODUCTS I	BATTERIES A FRAME TRAFFIC CONT	99.00
BECKETT MEDIA, LLC	MAGAZINE	41.00
BEN FREEBORN	ONTRACTED CUSTODIAL	2,042.50
BROWN WINICK ATTORNEYS AT	LEGAL COUNSEL - OCT 2015	325.00
C.J. COOPER & ASSOCIATES	RANDOM DRUG TESTING	140.00
CALHOUN-BURNS & ASSOC INC	BRIDGE INSPECTIONS	1,187.50
CARPENTER UNIFORMS/PROMOT	UNIFORMS	45.99
CARROLL DISTRIBUTING	SIDEWALK REPAIR SUPPLIES	132.65
CENTURY LINK	DSL	130.97
CINTAS FIRST AID & SAFETY	OPERATING SUPPLIES	386.00
COLIBRI SYSTEMS NORTH AMER	BOOK COVERS	1,944.00
COLLECTION SERVICES	GARNISHMENT WITHHOLDING	2,313.32
CRETEX CONCRETE PRODUCTS,	F.E.S. TRASH GUARD-STORM SEWER	1,275.00
CRYSTAL CLEAR WATER CO.	OPERATING SUPPLIES	21.00
D.R.I.V.E.	D.R.I.V.E. DEDUCTION	20.00
ED M FELD EQUIPMENT CORP	SCBA VOICE AMPS	1,500.00
G & K SERVICES	UNIFORMS & FLOOR MATS	147.54
GREATER DES MOINES CONVENT	HOTEL/MOTEL SHARE-JUL-SEP '15	15,724.38
HALLETT MATERIALS	SAND FOR SALT/SAND MIX	671.20
HAWKEYE PAVING CORP	FAIRVIEW DR PROJECT-REL RETAIN	26,081.94
HILLYARD/DES MOINES	JANITORIAL SUPPLIES	300.87
HY-VEE - LIBRARY ACCOUNT	PROGRAM SUPPLIES	474.41
HY-VEE - POLICE ACCOUNT	VEHICLE MAINTENANCE	24.00
ICMA-RC	DEFERRED COMPENSATION	4,514.64
INTERNAL REVENUE SERVICE	FED WITHHOLDING	64,323.40
IOWA CODIFICATION	SUPPL DEC 2015-ORD #800	170.00
IOWA DEPT OF REVENUE & FI	STATE WITHHOLDING	10,941.00
IOWA LIVING MAGAZINE	PH LIVING MAGAZINE LAYOUT	579.00
IOWA ONE CALL CORP	BURIED UTILITIES LOCATES	346.30
IPERS-REGULAR	IPERS CONTRIBUTIONS	37,282.68
JIM'S JOHNS	KYBO RENTAL	336.00
JOHN'S TREE SERVICE, INC.	4 MILE BANK STABILIZATION	3,500.00
KEEP IOWA BEAUTIFUL	MEMBERSHIP FEE	100.00
KOCH BROTHERS	OFFICE SUPPLIES	310.88
LIBERTY READY MIX	SIDEWALK REPL-NE60/OAKWOOD	670.00
MADELINE STURMS	EDUCATION ASSISTANCE-MPA	2,500.00
MEDIACOM	INTERNET ACCESS - CITY HALL	204.36
MENARDS-ALTOONA	MISC PUBLIC WORKS SUPPLIES	205.93

VENDOR SET: 01 CITY OF PLEASANT HILL

O P E N I T E M R E P O R T

PAGE:

REPORTING: PAID, UNPAID, PARTIAL

P U B L I C A T I O N

BANK: ALL

=====PAYMENT DATES=====

PAID ITEMS DATES : 12/23/2015 THRU 1/12/2016

PARTIALLY ITEMS DATES: 12/23/2015 THRU 1/12/2016

UNPAID ITEMS DATES :

VENDOR NAME	DESCRIPTION	GROSS AMOUNT
METRO WASTE AUTHORITY	MONTHLY CURB-IT - DEC '15	7,283.08
MIDAMERICAN ENERGY CO	UTILITY SERVICE	10.19
MISC VENDOR-AMERICAN EXTERIORS	OVERPAYMENT REFUND-PERMIT	35.00
MISC VENDOR-SCOTT PEARSON	CROP DAMAGE RELEASE-75TH ST PROJECT	1,207.50
MUNICIPAL SUPPLY	MARKING PAINT	147.95
NORTHLAND	MOTOR OIL/LUBRICANTS	981.55
OCLC, INC.	DATABASE ACCESS	35.25
OFFICE OF VEHICLE SERVICES	SALVAGE EXAMS - NOVEMBER 2015	570.00
OVERHEAD DOOR CO	GARAGE DOOR REPAIR/ADJ	255.20
PAUL L. ASCHEMAN, PH.D.	MEDICAL/PHYSICAL	265.00
PITNEY BOWES PURCHASE POWE	POSTAGE/SHIPPING	500.00
POLK COUNTY RECORDER	RECORD CEMETERY DEEDS	81.00
POLK COUNTY TREASURER	CITY ELECTION-11/30/15	3,392.54
POLK COUNTY TREASURER	ANIMAL CONTROL ASSISTANCE	53.50
PRODUCTIVITY PLUS-TITAN MACHINERY	CUTTING EDGES-LOADER BOX BLADE	402.12
PRODUCTIVITY PLUS-VETTER EQUIPMENT	SPRAY PAINT-BACKHOE #24	20.90
QUILL	OFFICE SUPPLIES	366.43
RELIANCE STANDARD	DENTAL/VISION PREMIUM PAYROLL DEDUCT	6,189.44
RELIASTAR LIFE INSURANCE C	DEFERRED COMP - ING	5,855.54
STRAUSS SECURITY SOLUTIONS	PADLOCKS	417.48
STROH CORPORATION	HVAC MAINT-REZNOR HTRS	1,384.80
TASC	HRA SELF FUND/FLEXIBLE DEP BENE PLAN	8,533.18
TEAMSTERS LOCAL UNION #238	UNION DUES DEDUCTION	600.48
TEMPLE DISPLAY LTD	LIGHT POLE DECORATIONS	7,044.17
THE EMBLEM AUTHORITY	UNIFORMS	269.15
THE EQUITABLE	DEFERRED COMP - THE EQUITABLE	1,346.12
THE HARTFORD	DEFERRED COMP - THE HARTFORD	1,182.10
TRANS-IOWA EQUIPMENT, INC	STREET SWEEPER PARTS	1,137.30
TREASURER-STATE OF IA	DEC 2015 SALES TAX (DMWW)	1,832.00
UNITED WAY OF CENTRAL IA	UNITED WAY CONTRIBUTION	76.00
UNUM LIFE INSURANCE COMPAN	LTD PAYROLL DEDUCTION TAXED	1,938.52
US CELLULAR	CELL PHONE SERVICE	1,157.56
VAN-WALL EQUIPMENT, INC.	PALLET FORKS	750.00
VISA CARD SERVICES	TRAVEL/CONFERENCE	3,424.53
WELLMARK BLUE CROSS BLUE S	HEALTH INS PREM PAYROLL DEDUCT	39,828.14
ZOLL MEDICAL CORP	MAINT/REPAIR-HEART MONITORS	528.42
** TOTAL **	-City of Pleasant Hill	283,689.56

=====**PAYMENT DATES**=====

PAID ITEMS DATES : 12/23/2015 THRU 1/12/2016

PARTIALLY ITEMS DATES: 12/23/2015 THRU 1/12/2016

UNPAID ITEMS DATES :

FUND TOTALS

001	GENERAL	181,892.63
110	ROAD USE	29,784.76
301	CAPITAL PROJECTS	4,966.36
304	TIF CAPITAL PROJECTS	27,289.44
610	SEWER	29,968.83
670	SOLID WASTE	7,287.04
699	EQUIPMENT REPLACEMENT	750.00
740	STORM WATER	1,750.50
GRAND TOTAL		283,689.56

RESOLUTION #011216-03

RESOLUTION TO AUTHORIZE THE DESTRUCTION OF RECORDS

WHEREAS, the City of Pleasant Hill has a records retention policy established by the City Council; and

WHEREAS, the Office of the City Clerk has determined that the specified retention period for the attached listing of records has expired; and

WHEREAS, the Pleasant Hill City Council recognizes that the destruction of the records is necessary.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Pleasant Hill that the City Clerk/Finance Director is authorized to have the attached listing of records destroyed.

APPROVED JANUARY 12, 2016

Sara Kurovski, Mayor

ATTEST:

Dena Spooner, City Clerk/Finance Director

2015 Records Destruction List for City Clerk Records

One Year (Prior to 07-01-14):

none

Five Years (Prior to 07-01-10):

Affidavits of publication re: budget

Agendas

Ambulance payments

Audio recordings of Closed Sessions unless pending litigation

Licenses/permits – cat, cigarette, dog, fireworks, liquor, noise, parade, peddler, special events

Bank Reconciliation worksheets

Checking account statements

Check stubs

Check requests

Employment applications for those not hired

Insurance policies

Invoices

Leases

Legals actions

 Civil Lawsuits & proceedings – five years after closure

 Criminal & municipal infractions – five years after closure

 Civil case – closed – five years

Log books

 Appointment books

 Appointment Calendars

 Telephone logs

Monthly Reports from Departments

Petitions

Receipt books

Annual Street financial reports

State fuel tax reports

Savings account statements

Sales and Use Tax Reports

Treasurers Reports

W-2's

941 quarterly reports

1099's, 1096's

Withholding agents report

IPERS State Reporting Forms

Unemployment Insurance Claims

Park/shelter reservations

Ten Years (Prior to 07-01-2005):

Bids

Journals for:

 Receipts

 Disbursements

 General Journal

Contracts & Agreements for:

 Services

 Purchase of equipment, or supplies

 Vendor agreements/contracts

RESOLUTION #011216-04

RESOLUTION APPROVING THE LIEN SCHEDULES FOR SEWER, GARBAGE, AND STORM WATER

WHEREAS, Des Moines Water Works has submitted lien schedules for the city's sewer, garbage, and storm water services; and,

WHEREAS, the schedules represent charges on final accounts that have not been successfully collected via other means, such as water termination; and,

WHEREAS, the December schedule, that represents the amount of \$95.22 uncollected for sewer and \$85.94 uncollected for garbage, and \$16.48 uncollected for storm water is ready to be presented to the County Treasurer.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Pleasant Hill, Iowa that staff is authorized to present the lien schedule to the County Treasurer.

ADOPTED January 12, 2016.

Sara Kurovski, Mayor

ATTEST:

Dena Spooner, City Clerk/Finance Director

AGENDA ITEM SHEET

CITY COUNCIL

DATE:	JANUARY 12, 2016
TO:	MAYOR AND CITY COUNCIL
FROM:	DONALD SANDOR, CITY MANAGER
SUBJECT:	HOMELAND SECURITY AGREEMENT

BACKGROUND:

The City of Pleasant Hill has been a member of the Homeland Security Agreement for many years. The agreement provides for the Metro Star Tactical Unit, the Bomb Squad, Des Moines Dive Team, and the Identification section for hazardous or contaminated crime scenes. The current agreement expired in June 2015 and the City of Des Moines is reaching out to other communities to determine if they desire to remain a part of the agreement. At this time they are requesting a letter of support and will follow up with a formal 28E agreement.

ANALYSIS/IMPACT:

Attached is a proposed draft letter indicating the City's ongoing support. If the Council is supportive the letter will be finalized and sent to Des Moines.

ALTERNATIVES:

The services provided through this agreement could not be matched by the City of Pleasant Hill at any reasonable cost.

FINANCIAL CONSIDERATIONS:

The cost will remain the same at \$11,542 per year.

RECOMMENDATION:

Approve letter of support from the City of Pleasant Hill for the Homeland Security Agreement.



Chief Pizzano,

The City of Des Moines is extending the Metropolitan Advisory Council (MAC) Homeland Security Services Agreement with member communities. The current agreement expired June 30, 2015. The new agreement will begin retroactively to July, 1 2015, but there has been no discontinuation of service. The new agreement will continue through June 30, 2018.

The agreement provides for the following homeland security services:

- Metro Star Tactical Unit services which provides a Type II Weapons of Mass Destruction (WMD) Team and Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) Tactical Response Team
- Des Moines Bomb Squad Type I bomb mitigation response
- Des Moines Police Identification Section providing for the availability of personnel trained in the collection and preservation of evidence located in hazardous environments for contaminated crime scene processing
- Des Moines Dive Team availability and response

Despite rising costs of maintaining homeland security services and metro population growth, the fee structure has not changed. The annual fee for the homeland security services for the City of Pleasant Hill will be \$11,542 annually.

Please provide a written response no later than January 31, 2016 of whether or not you would like to continue participation in this program. Participants will be receiving an intergovernmental 28E Agreement and appropriate signatures requested at a later date.

If you have questions or submit a response via email, please contact Captain Dave Ness of the Planning and Budget Office at 283-4885 or dmness@dmgov.org. You may also contact Lieutenant Russ Schafnitz of Metro STAR at 248-6064 or rgschafnitz@dmgov.org.

Respectfully,

A handwritten signature in black ink that reads "Wingert".

Chief Dana Wingert

Chief Dana Wingert

Chief of Police

City of Des Moines, Iowa

Dear Chief Wingert:

I am in receipt of your letter requesting a response to whether or not the City of Pleasant Hill wants to continue in the Metropolitan Advisory Council Homeland Security Services Agreement. At this time you are requesting written confirmation of our desire to continue. A 28E agreement will be provided at a later date.

The City of Pleasant Hill does want to continue in the Homeland Security Services Agreement and look forward to an ongoing relationship.

Sincerely

Al Pizzano

Chief of Police

Pleasant Hill, Iowa

AGENDA ITEM SHEET

CITY COUNCIL

DATE:	JANUARY 12, 2016
TO:	MAYOR AND CITY COUNCIL
FROM:	DONALD SANDOR, CITY MANAGER
SUBJECT:	ITEMS 5 a through k; MAYORAL APPOINTMENTS FOR 2016

BACKGROUND:

Every January appointments are made for representation to various boards and commissions. Some of the appointments are Mayoral and some are made by the City Council. All the appointments listed below are Mayoral appointments subject to City Council approval.

ANALYSIS/IMPACT:

The following are the appointments from Mayor Kurovski for 2015.

- a. Finance committee: Curt Gause and Mark Konrad
- b. Metro Waste: Barb Malone with Sara Kurovski as the alternate
- c. Council liaison to Board of Adjustment: Dean Cooper
- d. Council liaison to Planning and Zoning Commission: Curt Gause
- e. Council liaison to Library Board of Trustees: Barb Malone
- f. Council liaison to Park and Recreation Commission: Dean Cooper
- g. Chamber of Commerce Representative: Jeff Mullen
- h. Metropolitan Advisory Committee (MAC): Sara Kurovski
- i. Mayor Pro Tem: Mark Konrad
- j. MPO:
 - Management Committee: Jeff Mullen with Sara Kurovski as alternate.
 - Technical Committee: Ben Champ with Madeline Sturms as the alternate.
- k. Convention and Visitor Bureau: Sara Kurovski with Dean Cooper as the alternate

ALTERNATIVES: N/A

FINANCIAL CONSIDERATIONS: N/A

RECOMMENDATION:

Approve Mayoral appointments for 2016.

RESOLUTION # 011216-05

**A RESOLUTION DESIGNATING REPRESENTATIVES FROM
THE CITY OF PLEASANT HILL, IOWA TO
THE METRO WASTE AUTHORITY (MWA)**

WHEREAS, the City of Pleasant Hill, Iowa has chosen to participate in the Metro Wastewater Waste Authority, and

WHEREAS, it is necessary to designate representatives from the City of Pleasant Hill to represent the City to the Metro Waste Authority;

NOW, THEREFORE, Be It Resolved that Barb Malone is designated as the representative and Sara Kurovski is designated as the alternate representative to the Metro Waste Authority.

ADOPTED January 12th, 2016

Sara Kurovski, Mayor

ATTEST:

Dena Spooner, City Clerk/Finance Director

RESOLUTION # 011216-06

**A RESOLUTION DESIGNATING REPRESENTATIVES FROM
THE CITY OF PLEASANT HILL, IOWA TO
THE DES MOINES METROPOLITAN PLANNING ORGANIZATION (MPO)**

WHEREAS, annually the Des Moines Area Metropolitan Planning Organization (MPO) contacts the City of Pleasant Hill to request the appointment of representatives to the MPO Management and Technical Committee, and

WHEREAS, it is necessary to designate representatives from the City of Pleasant Hill to represent the City to the Des Moines Metropolitan Planning Organization; and

NOW, THEREFORE, Be it Resolved that the following appointments be approved as the City of Pleasant Hill representatives for the MPO for 2016:

Management Committee

Jeff Mullen
Sara Kurovski (alternate)

Technical Committee

Ben Champ
Madeline Sturms (alternate)

ADOPTED January 12, 2016

Sara Kurovski, Mayor

ATTEST:

Dena Spooner, City Clerk/Finance Director

AGENDA ITEM SHEET

CITY COUNCIL

DATE:	JANUARY 12, 2016
TO:	MAYOR AND CITY COUNCIL
FROM:	DONALD SANDOR, CITY MANAGER
SUBJECT:	ITEMS 6 a, b, c, d, e COUNCIL APPOINTMENTS FOR 2016

BACKGROUND:

Every January appointments are made for representation to various boards and commissions. Some of the appointments are Mayoral and some are made by the City Council. The appointments listed below are City Council appointments.

ANALYSIS/IMPACT:

The following are the recommended Council appointments for 2015:

- a. Representative to the Polk County Emergency Management Commission: Curt Gause with Barb Malone as the alternate.
- b. Representative to the E911 Service Board of Representatives: Tom Solberg with Al Pizzano as the alternate.
- c. Representative to the WRA:
Management Committee: Don Sandor with Ben Champ as the alternate.
Technical committee: Gary Patterson with Russ Paul as the alternate.
- d. Eastern Polk Regional Development: Sara Kurovski
- e. Central Iowa Regional Drinking Water Commission: Len Murray with Madeline Sturms as the alternate.

ALTERNATIVES:

FINANCIAL CONSIDERATIONS:

N/A

RECOMMENDATION:

Approve appointments for 2016 as listed above.

RESOLUTION # 011216-07

A RESOLUTION TO APPOINT A REPRESENTATIVE AND ALTERNATE REPRESENTATIVE TO THE POLK COUNTY EMERGENCY MANAGEMENT COMMISSION

WHEREAS, the county boards of supervisors, city councils, and school district board of directors in each county shall cooperate with the homeland security and emergency management division of the department of public defense to establish a local emergency management commission to carry out the provisions of Iowa Code, Chapter 29C; and

WHEREAS, the Commission shall be composed of a member of the board of supervisors or its appointed representative, the Sheriff or the sheriff's representative, and the Mayor or the mayor's representative from each city within the county; and

WHEREAS, the Commission members shall be the operations liaison officers between their jurisdiction and the Commission; and

WHEREAS, the Commission shall meet to determine the mission of its agency and program and provide direction for the delivery of the emergency management services of planning, administration, coordination, training, and support for local governments and their departments; and

WHEREAS, the Commission shall coordinate emergency services in the event of a disaster;

NOW, THEREFORE, be it resolved that City Council Member Curt Gause be appointed as the Emergency Management Commission Representative; and

BE IT FURTHER RESOLVED that City Council Member Barb Malone be appointed as the Alternate Representative; and

BE IT FURTHER RESOLVED that the representative or alternate representative shall attend the Commission meetings on behalf of the City of Pleasant Hill.

ADOPTED this 12th day of January 2016

Sara Kurovski, Mayor

ATTEST:

Dena Spooner, City Clerk/Finance Director

RESOLUTION # 011216-08

**A RESOLUTION DESIGNATING A REPRESENTATIVE AND ALTERNATE TO
THE E911 SERVICE BOARD FOR 2016**

WHEREAS, the City of Pleasant Hill, Iowa has chosen to participate in the E911 Service Board,
and

WHEREAS, it is necessary to designate a representative and an alternate from the City of
Pleasant Hill to represent the City to the E911 Service Board for 2016;

THEREFORE, Be it Resolved that Tom Solberg is designated as the representative and Al
Pizzano is designated as the alternate representative to the E911 Service Board for 2016.

ADOPTED this 12th day of January 2016

Sara Kurovski, Mayor

ATTEST:

Dena Spooner, City Clerk/Finance Director

RESOLUTION # 011216-09

**A RESOLUTION DESIGNATING REPRESENTATIVES FROM
THE CITY OF PLEASANT HILL, IOWA TO
THE DES MOINES METROPOLITAN WASTEWATER RECLAMATION AUTHORITY (WRA)**

WHEREAS, the City of Pleasant Hill, Iowa has chosen to participate in the Des Moines Metropolitan Wastewater Reclamation Authority, and

WHEREAS, it is necessary to designate representatives from the City of Pleasant Hill to represent the City to the Des Moines Metropolitan Wastewater Reclamation Authority;

NOW, THEREFORE, Be It Resolved that Don Sandor is designated as the representative and Ben Champ is designated as the alternate representative to the management committee, and Gary Patterson is designated as the representative and Russ Paul is designated as the alternate representative to the Technical Committee of the WRA for 2016.

ADOPTED January 12th, 2016

Sara Kurovski, Mayor

ATTEST:

Dena Spooner, City Clerk/Finance Director

AGENDA ITEM SHEET

CITY COUNCIL

DATE:	JANUARY 12, 2016
TO:	MAYOR AND CITY COUNCIL
FROM:	DONALD SANDOR, CITY MANAGER
SUBJECT:	ADOPT GOAL SETTING REPORT

BACKGROUND:

On December 1, 2015, the Pleasant Hill City Council held a goal setting session, facilitated by Jeff Schott with the Institute of Public Affairs from the University of Iowa. During the session the council reviewed accomplishments from the past two years; ongoing projects that have been committed to and are in some stage of completion; issues, concerns, trends and opportunities that will impact the city in the future; setting future goals; and reviewing organizational effectiveness.

ANALYSIS/IMPACT:

Enclosed for council approval is the final report from that session as prepared and submitted by Jeff Schott.

ALTERNATIVES:

The city council can adopt the report as prepared and presented, or modify the report if they are of the opinion that the report does not accurately reflect the outcome of the session.

FINANCIAL CONSIDERATIONS:

Not applicable

RECOMMENDATION:

Adopt report as presented.

RESOLUTION # 011216-10

A RESOLUTION APPROVING THE 2015 GOAL SETTING REPORT

WHEREAS, The Pleasant Hill City Council held a goal setting session on December 1, 2015 to outline goals for the City,

NOW, BE IT RESOLVED that the City Council of Pleasant Hill, in Polk County, Iowa approves the attached City of Pleasant Hill, Iowa Goal Setting Report, December 1, 2015.

ADOPTED this 12th day of January 2016

Sara Kurovski, Mayor

ATTEST:

Dena Spooner, City Clerk/Finance Director

City of Pleasant Hill, Iowa Goal Setting Report

December 1, 2015

Mayor:

Sara Kurovski

City Council:

Mark Konrad

Barb Malone

Dean Cooper

Jeff Mullen

Len Murray (out-going)

Curt Gause (in-coming)

City Staff:

Don Sandor, City Manager

Ben Champ, Assistant City Manager/Community Development Director

Dena Spooner, City Clerk/Finance Director

Gary Patterson, Public Works Director

Al Pizzano, Police Chief

Tom Solberg, Fire Chief

John Lerdal, Library Director



Facilitated by:

Jeff Schott

Institute of Public Affairs

University of Iowa

**CITY OF PLEASANT HILL, IOWA
GOAL SETTING SESSION
2015**

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CITY OF PLEASANT HILL, IOWA

GOAL SETTING SESSION

2015

Introduction

The City of Pleasant Hill requested the Institute of Public Affairs (IPA) to assist the city with goal setting. IPA agreed to organize and facilitate a process that involved the following steps:

1. Prepare a questionnaire to identify recent accomplishments, issues/trends/concerns, potential new initiatives/programs/policies and suggestions to improve organizational effectiveness.
2. Conduct a preliminary session with department heads.
3. Conduct a goal-setting session with the elected officials.
4. Preparation of this report.

Goal Setting Work Session

The Mayor and City Council held a work session conducted by the IPA on December 1, 2015. In attendance and participating at this meeting was Mayor Sara Kurovski, Council Members Mark Konrad, Barb Malone, Dean Cooper, Jeff Mullen, and Len Murray (outgoing) and Council Member elect Curt Gause. Also participating in this session was City Manager Don Sandor, Assistant City Manager and Community Development Director Ben Champ, City Clerk/Finance Director Dena Spooner, Public Works Director Gary Patterson, Police Chief Al Pizzano, Fire Chief Tom Solborg, and Library Director John Lerdal.

A preliminary session was held with city department heads on October 29, 2015. In attendance and participating in that session includes City Manager Don Sandor, Assistant City Manager and Community Development Director Ben Champ, City Clerk/Finance Director Dena Spooner, Public Works Director Gary Patterson, Police Chief Al Pizzano, Fire Chief Tom Solborg, and Library Director John Lerdal.

Major Accomplishments

The following were identified as major city accomplishments during the past two years:

Budget and Finance

- Maintained tax levy at \$11.65
- Financially stable
- Maintained Moody's A3 credit rating
- 2015 Series GO Bond at \$2.12M
- Two TIF internal loans at \$4.4M each
- Approval of storm water utility
- Ability to infuse extra money for Water Works improvements in attempt to minimize rate increases
- Sale of remaining excess water capacity to Bondurant

Infrastructure

- Several major street projects completed, including Christie Lane
- Continued annual street patching program
 - Completed initial rounds through the city, now starting over
- Fairview Drive rehabilitation completed
- 75th Street under construction
- Major CIP planning for Meacham Drive/70th, 60th, Oakwood, S. Shadyview, 55th Street connection
- Two watershed management authorities created – Four Mile Creek and Mud, Camp and Spring Creeks
- Completion of SE Connector alignment study and acquisition plats
- Start GIS mapping of city sanitary sewer system
- Improvements to Copper Creek Lake area along Highway 163 with addition of signs and landscaping identifying entrance into city

Housing

- Development agreement with tax credit developer for senior housing under construction - \$10M project
- Facilitated rescue of failed Copper Wynd development
- Two phases of Spring Creek Hills development completed
- Partnership with Jerry's Homes to add a new phase to Sunrise Pointe development
- 57 lot addition to Arbor Lake
- Completed another round of voluntary annexations – 75th Street area

Major Accomplishments (continued)

City Operations and Facilities

- New Comprehensive Plan adopted
- Policies - updated and/or adopted new:
 - Personnel Manual
 - Complaint policy
 - Take home city vehicle
 - Drug and Alcohol
 - Open Records
 - Acting assignments
 - Sanitary Sewer Backup
 - Safety Procedures Manual (in process)
- Updated job descriptions
- Resolution of multiple lawsuits involving the city
- Updated/reorganized several staff positions:
 - New City Clerk/Finance Director – first CPA
 - Development and Communications Specialist
 - New Assistant Public Works Director
 - Additional building inspector
- Ability for public to use credit/debit cards to pay
- Staff increasing level of education
- Building updates completed, including renovations to staff break areas and new office space created
- Social media being utilized in a more effective manner
- Continued leadership roles in metro-wide organizations by staff on boards, committees, and professional groups
- CPM training for key leadership development positions
- Public Works Maintenance Shop addition
- Ability to provide good equipment to staff to complete jobs efficiently
 - Upgraded 3 new Public Works pickups
 - Purchased 2 snow plows
 - Purchased 2 John Deere mowers
 - New ambulance
- Columbarium in Oakwood Cemetery
- Salt storage building at Vandalia shop
- Improved presence of citizens' connection to City, Library and Police Dept in social media

Parks and Recreation

- Purchased new park land
- Adopted new Park and Open Space Plan
- New tennis courts/basketball courts, play equipment and infrastructure improvements at Doanes Park
- Renewed emphasis on importance of trail development

Major Accomplishments (continued)

Economic Development

- EPRD offices move to Pleasant Hill
- Renewed commitment to Eastern Polk Regional Development and new executive director
- Process used to encourage Fareway to build in their current location
- Amendment to outdoor storage requirements in light industrial areas
- Made possible several new projects including Dee Zee 80,000 sq. ft. addition, 50-150 jobs; Hawkeye Lawncare, US Erectors, Engine Rebuilders, storage units
- Orthodontist office building
- Riley Resource Group
- Major tank expansion to Magellan

Public Safety

- Hired new Police Chief
- Hired full-time Fire Chief
 - New coordination with building inspection team
- Adoption of new international building and fire codes
- Fire Department moved forward with part-time ambulance daytime staffing
- Remodel of Fire Dept kitchen
- National Standards and Practices implemented for Fire and Police Departments
- Cosmetic building updates to Police Department

Library

- New circulation system now in use
- New self-checkout machine
- Online access to magazines and additional resources

Other

- Growing stronger regional and statewide relationships
- Cooperative interaction between city staff, mayor, council, board and commissions, Chamber and citizens
- Council works together with no hidden motives
- City is featured in media in more positive light

Issues, Concerns, Trends and Opportunities

The following were identified as issues, concerns, trends, and opportunities that may affect future city services, policies, finances or operations:

Economic Development

- Annexations/borders/growth
- Lack of retail growth, particularly dining establishments or to draw revenue from neighboring communities, competition with Altoona for retail
- TIF law changes and potential additional restrictions limiting economic development options
- Lawsuit with SEP school/citizens on TIF: hampers development, cost to defend, lost opportunities, potential for more lawsuits when property is developed
- Stalled commercial development in both old and new areas
- Vacant and visible real estate
- Lack of ready-made lots for commercial and residential for companies or individuals to purchase and build
- Lack of local employment centers – still too much of a bedroom community
- EPRD working closely with current businesses to assist in expansions or having the ability to persuade others to move to city
- Separation of Altoona from EPRD – seems to drive competition instead of cooperation
- Attracting new businesses to the city, compatible with Comprehensive Plan
- Growth rate not keeping pace with other metro suburbs
- Next phase of economic development leadership
- Possible funding of areas in city to spur development
- No defined downtown area
- Continued eyesore on Highway 163 (University Ave with businesses that do not enhance image of City with traffic going thru town)
- Consider economic development in all policies

Infrastructure

- Find way to connect city over/under Hwy 163 and Hwy 65
- Continue to fund repair and maintenance projects for city streets to catch up with needs
- MLK Connection
- Sanitary and storm sewer upgrades and mapping
- Plan for anticipating future development when building infrastructure
- Lack of dedicated GIS staff position – impacts ability to update and maintain accurate information for all departments
- Survey and GIS mapping of Oakwood Cemetery
- Urbanization of streets and right-of-ways that will reflect urban design standards
- Continue to fund repair and maintenance projects for city streets
- Continued expansion of sewer and water projects that will encourage business and residential development

Issues, Concerns, Trends and Opportunities (continued)

City Operations and Facilities

- Increase in operational costs of city due to inflation coupled with possible stagnant or decreasing property tax revenues
- Focus on quality of life issues, like parks and trails
- Key management personnel retiring in upcoming years – will cause a loss of city history for items that are not documented
- Funding positions that are/will be needed in the next few years
- Use of consultants
 - Are local experts available?
 - Is consultant always needed or can staff do it?
- How to utilize Eastern Polk Community Foundation
- No Human Resource personnel
- Uncertainty of state legislative changes affecting property taxes and usage of TIF for some public facilities
- Implementation of space needs study
- Additional staffing in Public Works Department
- Continue to fund equipment replacement program for Public Works so operations can work efficiently
- Potential population growth – more demand for city services
- Consider health in all policies
- Development of new park ground

Communications/Citizen Engagement/Intergovernmental Relations

- Lack of community engagement from citizens
- Continued improvement of communications with city residents
- Need to improve relationships with Altoona residents, SE Polk HS, acreages out east, and East HS
- DMWW governance structure – lack of Pleasant Hill input in decision-making
- Lack of strong city identify
- New website and new Development and Communications Specialist will provide effective ways to communicate to citizens with more timely information; website should be more interactive – creates opportunity for higher level of accessibility to City resources by greater population

Issues, Concerns, Trends and Opportunities (continued)

Public Safety

- Public safety communication coverage within school properties and various locations throughout city
- Current noise issue with certain business that needs to be resolved
- Fire and Police Training standards and requirements
 - Professional development of Police resources – expand training opportunities and conference attendance
- Expand staffing for Fire and Police
- Lack of workspace for Police personnel to grow, to manage property and evidence properly, and to appropriately store equipment
- Expansion of Police resources to deal with city's growth, transient population and Homeland Security concerns (Magellan Pipeline, MidAmerican Energy)
- Need for full-time IT personnel dedicated to needs of Police and Fire
- Addressing underserved populations such as the elderly with educational opportunities for digital awareness/use, fraud protection, and city programs available
- Potential state fireworks legislation

On-Going Commitments/Obligations

The following were identified as on-going commitments/obligations of the City for the upcoming 24 month period:

- Develop plan to begin implementing recommendations from new Comprehensive Plan and Parks and Recreation Plan
- SE Connector consultant study – Phase II
- Highway 163 corridor redevelopment
- Continue economic development programs
- Doanes Park improvements – concession stand
- Support efforts for interstate designation of Highway 65
- Continue street panel replacement throughout city
- Develop master plan for new park
- Reconstruction of 60th St/Morningstar Ct
- Extension of roads to 55th St
- Meachem Drive extension
- Oakwood Drive repair and overlay
- Deck reconstruction on Vandalia Road bridge
- 75th and Highway 163 project
- Additional part-time Ambulance staffing
- Copper Creek Lake development
- Develop multi-year city staffing plan
- Evaluate fiber optic service to the city

New Priority Projects, Programs, Policies and Initiatives

The Mayor and City Council reviewed potential projects, programs, policies and initiatives for consideration and selected the following as new priorities for the upcoming 24 month period (listed in priority order):

- 1 (Tie) Make a decision and implement space needs program for Police and Fire Departments and Library
- 1 (Tie) Extend NE 70th Street south to make connection with SE 6th Ave and allow for additional development
- 1 (Tie) Acquire ROW needed for SE connector/work in coordination with Des Moines and the MPO on funding strategies for remaining roadway development

- 4 (Tie) Issue additional bonds to fund significant portion of infrastructure repairs/improvements to be done immediately (4 or 5 major projects in a single construction season is ideal)
- 4 (Tie) Develop trail system, including trail connection in the SE Connector plans, through annual capital commitment
- 4 (Tie) Look at specialized study for crossing Highway 163 for non-motorized vehicles

- 7 (Tie) Improvements in radio communications for School Resource Officers when inside school facilities
- 7 (Tie) Riverside development
- 7 (Tie) Develop annexation education and incentive program
(potential incentive - Extend sanitary sewer into Rising Sun area to east of Pleasant Hill conditional upon annexation)

A complete list of all programs and initiatives considered by the Mayor and City Council members is attached as **Exhibit A**.

Organizational Effectiveness

The Mayor and City Council reviewed a variety of ideas relating to improving organizational effectiveness to accomplish the selected goals and priorities. After review and discussion, the Mayor and City Council selected the following steps to improve organizational effectiveness:

- Coordinate with engineering consultants to assure projects can be designed to meet city timelines
- Incorporate “Lessons Learned” process; do formal post-action review/analysis and determine if something could have been done better/differently
- Provide training for board and commission members
- Review content of departmental reports with city council
- Enhance volunteer opportunities and improve awareness and availability of city volunteer programs

Final Comments

It was a pleasure to once again assist the City of Pleasant Hill with this goal setting process. I was extremely impressed by the level of leadership and teamwork exhibited by the participants in these sessions.

It is important to note the prioritization of projects and initiatives is not “cast in stone.” They can be modified as new circumstances may occur.

It is recommended that city staff prepare an “action plan” for accomplishing the planning goals. The action plan would define the steps that would be needed to accomplish each goal, identify who is responsible for implementation, and establish a timeline for accomplishment. The action plan should then be presented to the Mayor and City Council for review and approval. It is also recommended staff review with the Mayor and City Council the status of implementing the goals on a quarterly basis.

Jeff Schott
Institute of Public Affairs
University of Iowa
December 2, 2015

Exhibit A
City of Pleasant Hill
Goal Setting Session – 2015

SIGNIFICANT INITIATIVES OR PROGRAMS CONSIDERED

- Evaluate current economic development programs to identify and possibly enhance incentives to bring in new businesses, including:
 - Targeted business incentive program
 - Formalization of redevelopment and economic development incentive options with assistance from Eastern Polk Regional Development and Ferguson
 - Determine possible funding mechanism for areas of City that are too small to attract developers but would attract builders if utilities were in place and construction would create infill projects
- Make a decision and implement space needs program for Police and Fire Departments and Library
- Develop a City facilities improvement plan
- Develop annexation education and incentive program (potential incentive – extend sanitary sewer into Rising Sun area to east of Pleasant Hill conditional upon annexation)
- Riverside development
- Develop plans for beautification projects at all city entrances/exits
- Issue additional bonds to fund significant portion of infrastructure repairs/improvements to be done immediately (4 or 5 major projects in a single construction season is ideal)
- Develop trail system, including trail connection in the SE Connector plans, through annual capital commitment
- Identify or purchase more park land, especially for ball fields – land south of Highway 163
- Virtual Neighborhood Watch program – potential app development or interactive software
- Interactive City map of locations of parks and rec opportunities, facilities, available resources, etc.
- Improvements in radio communications for School Resource Officers when inside school facilities
- Introduction of Community Services Liaison to fill gap in service response in areas of code enforcement, animal control, community outreach programs, etc.
- Install additional water main to allow for additional development of Sunrise Pointe area
- Install temporary cul-de-sac on east end of Pine Valley Drive
- Extend NE 70th St south to make connection with SE 6th Ave and allow for additional development of area

- Perform study of south complex seeking to identify ways to increase heating and cooling efficiency of building
- Fireworks regulations
- Ambulance City Ordinance
- Acquire ROW needed for SE connector/work in coordination with Des Moines and the MPO on funding strategies for remaining roadway development
- Complete an ADA plan – budget for regular sidewalk and accessibility improvements in existing areas
- Look at specialized study for crossing Highway 163 for non-motorized traffic

AGENDA ITEM SHEET

CITY COUNCIL

DATE:	JANUARY 12, 2016
TO:	MAYOR AND CITY COUNCIL
FROM:	J. BENJAMIN CHAMP, AICP, EDFP, ASLA ASSISTANT CITY MANAGER / COMMUNITY DEVELOPMENT DIR.
SUBJECT:	2015 MAINTENANCE BUILDING ADDITION PROJECT PAYMENT APPLICATION NO. 4, CHANGE ORDER NO. 1, AND PROJECT ACCEPTANCE

BACKGROUND:

The City Engineer has developed the plans and specifications for the 2015 Maintenance Building Addition Project. The project has been awarded to Jensen Builders LTD and work is underway. The contractor has submitted the attached Payment Application No. 4 for work completed through project completion along with Change Order No. 1 that was required due to poor subgrade. The attached communication from the City Engineer, Snyder and Associates, provides a recommendation for approval of the payment application for the project along with the change order. The project is now complete and can be accepted.

ANALYSIS/IMPACT:

The City Engineer has reviewed, prepared, and recommended approval of the pay application, change order, and project acceptance.

ALTERNATIVES:

Not approve the pay application. However, the work is part of an approved contract and the work has been performed.

FINANCIAL CONSIDERATIONS:

Project funds are available.

RECOMMENDATION:

Approve the attached resolution for the 2015 Maintenance Building Addition Project.

RESOLUTION #011216-11

A RESOLUTION APPROVING PAYMENT APPLICATION NO. 4 AND CHANGE ORDER NO. 1 FOR THE 2015 MAINTENANCE BUILDING ADDITION PROJECT

WHEREAS, the Pleasant Hill City Council has hired Jensen Builders LTD to complete the 2015 Maintenance Building Addition Project; and

WHEREAS, Jensen Builders LTD has submitted the attached Payment Application No. 4 in the amount of \$7,193.40 and Change Order No. 1; and

WHEREAS, the project is now complete and the project can be accepted.

THEREFORE, BE IT RESOLVED, that the City Council of Pleasant Hill, Iowa, in Polk County, Iowa, does hereby approve payment application number three and change order number one for the project. BE IT FURTHER RESOLVED, that the project is hereby accepted and that project retainage shall be released following thirty days if no claims have been received.

ADOPTED this 12th day of January, 2016.

Sara Kurovski, Mayor

ATTEST:

Dena Spooner, City Clerk/Finance Director



January 5, 2016

Mr. Ben Champ
City of Pleasant Hill
5160 Maple Drive
Pleasant Hill, IA 50327

RE: PARTIAL PAYMENT APPLICATION NO. 4
2015 MAINTENANCE BUILDING ADDITION PROJECT
PROJECT NO. 114.0735

Dear Mr. Champ:

Please find attached Partial Payment Application No. 4 for the 2015 Maintenance Building Addition Project. Site seeding and the remaining punch list items have been completed by the Contractor and this is the final payment to close out the project.

Change order no. 1 includes costs for additional earthwork required by the pavement subgrade testing company. The General Contractor was required to remove two (2) feet of subgrade below the southwest pavement area and replace with granular backfill due to poor test results of the existing material. The final project cost is \$4,393.00 more than the original bid cost.

We recommend approval of change order no. 1 and payment of \$7,193.40 to the contractor, Jensen Builders LTD. We also recommend acceptance of the project and release of retainage of \$21,149.65 after 30 days if no claims have been received.

Please contact me should you have any questions on this pay application.

Sincerely,

SNYDER & ASSOCIATES, INC.

Eric Cannon, P.E.
Project Engineer

APPLICATION FOR PARTIAL PAYMENT NO. 4

PROJECT: 2015 Maintenance Building Addition Project
OWNER: City of Pleasant Hill
CONTRACTOR: Jensen Builders LTD
ADDRESS: 1175 South 32nd Street, Fort Dodge, IA 50501
DATE: January 5, 2016

S&A PROJECT NO.: 114.0735

PAYMENT PERIOD: July 1, 2015 to
November 23, 2015

1. CONTRACT SUMMARY:

Original Contract Amount:	\$418,600.00	CONTRACT PERIOD:
Net Change by Change Order:	<u>\$4,393.00</u>	Original Contract Date: December 8, 2014
Contract Amount to Date:	\$422,993.00	Contract Completion Date: September 25, 2015

2. WORK SUMMARY:

Total Work Performed to Date:	\$422,993.00
Retainage: 5%	<u>\$21,149.65</u>
Total Earned Less Retainage:	\$401,843.35
Less Previous Applications for Payment:	<u>\$394,649.95</u>
AMOUNT DUE THIS APPLICATION:	<u><u>\$7,193.40</u></u>

3. CONTRACTOR'S CERTIFICATION:

The undersigned CONTRACTOR certifies that:

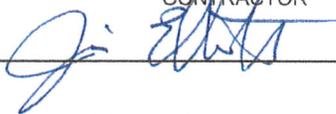
(1) all previous progress payments received from OWNER on account of Work done under the Contract referred to above have been applied to discharge in full all obligations of CONTRACTOR incurred in connection with the Work covered by prior Applications for Partial Payments.

(2) title to all materials and equipment incorporated in said Work or otherwise listed in or covered by this application for Payment are free and clear of all liens, claims, security interests and encumbrances.

Jenson Builders LTD

CONTRACTOR

By



DATE:

1/5/16

4. ENGINEER'S APPROVAL:

Payment of the above AMOUNT DUE THIS APPLICATION is recommended:

Snyder & Associates, Inc.

ENGINEER

By



DATE:

1/5/16

5. OWNER'S APPROVAL

City of Pleasant Hill

OWNER

By

DATE:

6. DETAILED ESTIMATE OF WORK COMPLETED:

		CONTRACT ITEMS				COMPLETED WORK		
No.	DESCRIPTION	QUANTITY	UNIT	UNIT COST	TOTAL COST	QUANTITY	CO #	COST
1	Building Addition Improvements	1	LS	\$418,600.00	\$418,600.00	1.00		\$418,600.00
					ORIGINAL CONTRACT:	\$418,600.00		\$418,600.00
CHANGE ORDER SUMMARY:								
1	Earthwork to replace 2 feet of subgrade with granular backfill below SW pavement area	1	LS	\$4,393.00	\$4,393.00			
					TOTAL CHANGE ORDERS:	\$4,393.00		\$4,393.00
					TOTAL CONTRACT & CHANGE ORDERS	\$422,993.00		\$422,993.00

CHANGE ORDER NO. 1

OWNER: City of Pleasant Hill, Iowa

PROJECT: Pleasant Hill Maintenance Building Addition
PROJECT #: 114.0735

To: Jensen Builders LTD
Contractor
1175 South 32nd Street
Address
Fort Dodge, IA 50501
City, State, Zip

You are directed to make the following changes in this contract:

1. Description of change to be made:

03 Site Grading - additional grading cost

2. Reason for Change:

03 Site Grading - after proof rolling the subgrade on the SW pavement area to the south of the new addition, the testing company required to core out 2 feet of subgrade and replace with rock

3. Settlement for the cost of making the change shall be as follows:

Item No.	Item Description	Quantity	Unit	Unit Price	Total Price
3	Site Grading	1	LS	\$4,393.00	\$4,393.00
TOTAL					\$4,393.00

4. This change order will result in a net change in the contract completion time of 0 days and a net change in the cost of the project of -\$17.46 divided as follows:

	Contract Amount	Contract Completion Date
Approved funds and contract completion date as per (Engineer's Estimate, Contract or last approved C.O.)	\$418,600.00	September 25, 2015
Change due to this C.O. (+ or -)	\$4,393.00	n/a
Totals including this C.O.:	\$422,993.00	September 25, 2015

The change described herein is understood, and the terms of settlement are hereby agreed to:

Jensen Builders LTD
CONTRACTOR

By [Signature]

DATE: 1/5/16

Snyder & Associates, Inc.
ENGINEER

By [Signature]

DATE: 1/5/16

City of Pleasant Hill
OWNER

By _____

DATE: _____

AGENDA ITEM SHEET

CITY COUNCIL

DATE:	JANUARY 12, 2016
TO:	MAYOR AND CITY COUNCIL
FROM:	DONALD SANDOR, CITY MANAGER
SUBJECT:	REVISED JOB DESCRIPTION FOR FIRE CHIEF

BACKGROUND:

The current job description for Fire Chief provides that the Chief have an Emergency Medical Technician-Intermediate (EMT-I) certification at time of hire and obtain an Emergency Medical Technician-Paramedic (EMT-P) certification. Due to operational changes in the department, including the addition of part-time day time staffing, it is the opinion that this requirement is no longer needed. The attached job description requires CPR and AED certification as a minimum requirement and states that the City may require additional EMT training.

ANALYSIS/IMPACT:

ALTERNATIVES:

FINANCIAL CONSIDERATIONS:

RECOMMENDATION:

Approve resolution for the revised job description for Fire Chief.

RESOLUTION #011216-12

A RESOLUTION APPROVING REVISED JOB DESCRIPTION FOR FIRE CHIEF

WHEREAS, the Pleasant Hill City Council has a current job description for the position of Fire Chief that has been reviewed and revised to reflect requirements; and

WHEREAS, the position revision deletes the requirement for possession of EMT-P or EMT-I certification and provides for a minimum training of CPR and AED certification;

THEREFORE, BE IT RESOLVED, that the City Council of Pleasant Hill, Iowa, in Polk County, Iowa, does hereby approve the attached revised job description for the position of Fire Chief.

ADOPTED this 12th day of January, 2016

Sara Kurovski, Mayor

ATTEST:

Dena Spooner, City Clerk/Finance Director

**CITY OF PLEASANT HILL
JOB DESCRIPTION**

Position Title:	Fire Chief	Reports to:	City Manager
Department:	Fire	FLSA Status:	Exempt
Union Status:	Non-Union	Date:	June 2013 January 2016

PURPOSE OF POSITION:

Under administrative direction of the City Manager, responsible for the day to day administration of the Fire Department; provides the vision, direction, leadership and management oversight for all activities and services including fire/rescue operations and prevention, emergency medical response, training/safety procedures, records and financial management, logistics; apparatus, equipment, and personnel management. As required will perform duties of department personnel including but not limited to firefighter, medic and other supervisory and support personnel. Performs other related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are typical for this kind and level of position. They are not to be construed as exclusive or all inclusive. Other job related duties generally associated with this specific position may be assigned and required.

- Plans, directs, and reviews activities of paid on call personnel performing fire inspection, prevention, suppression, and emergency services; initiates and advises on the development of ordinances and regulations;
- Develops policies and procedures designed to increase the efficiency and effectiveness of departmental operations and addresses emergency services needs within the fire protection district.
- Ensures employees follow established policies and procedures and maintains records and reports of all response actions.
- Prepares short term and long-range plans for the development of the department; meets with community groups and officials to explain and improve departmental programs;
- Prepares and submits to the City Manager an annual budget for consideration, and monitors approved budget throughout the year. Reviews invoices and

submits documentation for payment of departmental expenditures.

- Monitors the care and maintenance of the fire station, apparatus and all departmental equipment and supplies, ensures the testing and certification of apparatus and equipment and submits requests for repair or new acquisitions as required.
- Confers with the departmental management team to track implementation of policies and receive specific recommendations and suggestions on departmental operations.
- Provides status reports to the City Manager, Mayor and City Council on departmental operations, any major shift in policies or procedures and recommendations for future development
- Reviews and analyzes methods and equipment utilized and staff performance to increase program effectiveness and forecast long-term needs and commitments.
- Presents fire operational issues to the City Manager, Mayor and City Council, special interest and citizen groups and service organizations.
- Working with the City Manager, addresses the various aspects of human resource/personnel administration within the department including recruitment and hiring, retention, promotion, discipline including termination, grievance procedures, training and staff development.
- Chief serves as the main spokesperson for emergency services providing information and briefings to the media regarding emergency response situations on behalf of the City.
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees, including using assigned equipment and apparatus while wearing required personal protective equipment.
- Keeps City Manager, City Council and Mayor fully and accurately informed concerning work progress including present and potential problems and suggestions for improved or new ways of addressing such problems.
- Work day is normal business hours, plus attends city council meetings, work sessions and staff meetings as necessary: and must be available to respond to emergency calls after hours when required. The fire chief is expected to work extra hours which may include weekends and holidays. The chief will be expected to respond to emergency calls when on duty.

- Attends meetings, conferences, workshops and seminars and reviews publications and audio-visual materials to become and remain current on the principles, practices and developments within assigned departmental areas.
- Chief responds to citizens' questions and comments in a courteous and timely manner.
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities.
- Promotes and maintains professional relationships with public safety providers in surrounding jurisdictions, medical service providers, professional organizations, and county emergency management officials.
- Regularly meets with school and high risk company officials to participate in emergency response planning, safety meetings and emergency response drills.
- Performs other related duties consistent with the role and function of the Fire Chief.

MINIMUM EDUCATION, TRAINING AND EXPERIENCE REQUIRED TO PERFORM THE ESSENTIAL DUTIES OF THE POSITION:

Associate Arts Degree in Fire Science, Emergency Medical or related disciplines required, Bachelor's Degree in these disciplines preferred.

Graduate of the Executive Fire Officer Program of the National Fire Academy preferred.

Certified training and extensive work experience in fire suppression, fire investigation, fire prevention, hazardous materials response, rescue operation.

Experience in a combination Fire Department (full-time and volunteer), volunteer or paid on call preferred. Minimum of five years of supervisory or command experience.

CPR and AED certification required. The City may require additional EMT training depending upon staffing levels and requirements.

Residency within the City of Pleasant Hill, unless waived by authority of City Council.

REQUIRED SPECIAL QUALIFICATIONS:

Candidates for positions in this class must pass a post-employment offer physical examination and drug screen (meet the base requirements of an NFPA 1582 Medical Evaluation); ~~Possess or able to obtain EMT-P within agreed upon time period, and NREMT-P soon after.~~ Possession of Firefighter I certification and EMT-I at time of hire and a valid Iowa driver's license or evidence of equivalent mobility required.

SUPERVISORY RESPONSIBILITIES:

Directs the selection, orientation, training, performance management, wage administration and discipline of employees in the Fire Department in accordance with City policy. Works to ensure that the paid on call personnel work together and adopt a team concept regarding provision of fire, rescue and ambulance services.

Develops attendance, conduct, training, discipline and operating procedures for paid on call members of the department including annual performance evaluations. Encourages and promote compliance with safety rules and the use of safety equipment.

Supervises fire, rescue, hazardous materials and emergency medical operations, takes overall command of significant operations as necessary, to provide for the safety of assigned personnel and citizens.

Responds as necessary to ensure emergency response and public safety needs are met. The chief must demonstrate exemplary ethical character and compassion and empathy for citizens.

MINIMUM PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM THE ESSENTIAL DUTIES:

Physical requirements

Principal duties will be performed in a general office environment and in emergency response in the field. The position consist of administrative duties and involves varied physical activity related to these duties; i.e. office, meeting attendance, site command, emergency response operations, tours, driving in the fire service area or neighboring communities. Frequent to continuous physical activity is required when engaged in actual fire service, rescue, hazardous materials, EMS activities or ambulance transports.

Activities performed in this position may require a person to climb, balance stop kneel, crouch, crawl, reach, stand, push, pull, lift, grasp, feel, talk and hear. It is essential that the employee be capable of functioning effectively during any of these activities in accordance with physical requirements.

Firefighting is hazardous work involving risk of injury or death. Fire chiefs may be required to work in very dangerous settings and situations but must be able to remain calm and deliberate at all times. The chief must have excellent organizational, time management and stress management skills. The chief is expected to be familiar with and able to perform the activities of a firefighter as provided in NFPA 1582 Chapter 5.

Cognitive demands

Comprehensive knowledge of the following areas: current fire suppression and fire fighting techniques, rescue, emergency, medical and hazardous materials, responses and related emergency services and equipment; the geography of response and surrounding areas including water source and hydrant locations, layout and location of public utilities and potentially hazardous materials and substances; fire records systems, communications equipment and use, fire computer applications and reporting procedures; skill in the use of all assigned equipment and apparatus; all safety practices involved in fire and rescue operations. Requires knowledge of budgetary principles and practices, public administration principles and practices and Emergency Services administrative, operational, public education and public relations programs and activities. Demonstrate flexibility and adaptability to changing events and circumstances and perform complex tasks with intense concentration during life threatening situations for extended periods of time. Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapid changes in field situations, information and/or technology. Requires the ability to make rapid determinations as to the best course of action for response to emergency situations and implement decisions into actions; work under extremely stressful situations involving threats to life and property, use logical and creative thought processes to develop solutions to complex situations and perform a wide variety of duties and responsibilities with speed and accuracy under the pressure of time-sensitive deadlines.

Language Ability and Interpersonal Communication

Requires the ability to remain calm in stressful situations and make reasonable decisions; exercise discretion, sound judgment and decision-making, diplomacy and tact; organize and prioritize work assignments and manage multiple activities simultaneously; present self in non-threatening and courteous manner to staff and citizens in emergency situations. Ability to read, comprehend, learn and apply technical firefighting, emergency medical services, rescue, hazardous material removal and fire prevention information. Read and understand rules, regulations, policy statements, guidelines and procedures. Ability to lead, supervise and coordinate the work of others, both orally and in writing, using technical and non-technical language. Must have correctable vision including color and depth perception. Must have hearing in both ears.

Environmental Adaptability

Work involves responsibility for actions of self and others while working as a member of a team or functioning as an individual in the provision of potentially dangerous, life

threatening fire fighting/rescue and emergency medical services. Work in wet, muddy, icy and related areas with slippery and dangerous surfaces. Exposure to smoke, fumes, falling debris, explosions, toxic substances, electrical shock and mechanical/hydraulic moving parts.

ACKNOWLEDGEMENT:

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of the responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of this position, the Employer reserves the management right to revise the functions and duties of the position, or to require that additional or different work tasks be performed as conditions warrant. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment, nor alter my status as an “at-will” employee. I have the right to end my employment at anytime and for any reason, and the Employer has a similar right.

----- Employee's signature	----- Date	----- Department Head	----- Date
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The City is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act Amendments Act (ADAAA), the City will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees to discuss potential accommodations with the Employer.

AGENDA ITEM SHEET

CITY COUNCIL

DATE:	JANUARY 12, 2016
TO:	MAYOR AND CITY COUNCIL
FROM:	MADELINE STURMS, AICP SENIOR PLANNER
SUBJECT:	PROFESSIONAL SERVICES AGREEMENT – MASTER PLANNING SERVICES FOR NEW PARKLAND

BACKGROUND:

The City Council has purchased an undeveloped 77 acre parcel for the establishment of the City's first park east of the bypass. Located in an area south of SE 6th Avenue, west of SE 68th Street, and adjacent to Four-Mile Elementary School, the property will require a series of investments over many years to develop and maintain the area as a park. The current budget year contains funds for the development of a master plan for the new property to guide future programming of the space and to prioritize investments to aid future budgeting decisions. The City has developed the attached scope of services with Confluence, a landscape architecture and planning firm, to perform master planning services for the new park. Confluence has expertise in all components of park planning and development from conceptual designs to construction documents. The firm and the assigned project team are also well known for their public meeting and input facilitation. The scope of services has been reviewed by the Park and Recreation Commission Chair and the Planning and Zoning Commission Chair. Following is a resolution that would approve the proposal for master planning services with Confluence.

ANALYSIS/IMPACT:

The master planning process for the newly acquired parkland is an important next step following the recently approved Comprehensive Plan and the Parks, Recreation, and Open Space Plan. Those planning efforts provide a larger context for the details of this effort to follow. Confluence is an award winning firm with both national and Iowa experience and the firm is locally headquartered in Des Moines. Staff has experience working with Confluence and the project team on similar projects in other settings. The firm will lead a process over the next several months with several opportunities for public input and coordination with local park and recreation leaders with goal completion of Summer 2016. Many details of the process are laid out in the attached scope of work and a representative will be present at the meeting to answer questions.

ALTERNATIVES:

Not approve the resolution. However, this would delay or terminate the project.

FINANCIAL CONSIDERATIONS:

The City Council has budgeted funds for the master planning services in the current budget. The contract proposal is in the amount of \$48,500.

RECOMMENDATION:

Consider approval of the attached resolution approving the contract with Confluence.

RESOLUTION #011216-13

A RESOLUTION APPROVING CONTRACT FOR PROFESSIONAL SERVICES FOR PARK MASTER PLANNING SERVICES

WHEREAS, the Pleasant Hill City Council wishes to retain professional services for the development of a master plan for an undeveloped 77 acre parcel purchased for future parkland; and

WHEREAS, the attached scope of services has been developed with Confluence, a landscape architecture and planning firm, for completion of master planning services in the amount of \$48,500; and

WHEREAS, the process will have significant opportunities for public input over the next several months; and

WHEREAS, the final product will be used to guide investment and development decisions for the new parkland for many years;

THEREFORE, BE IT RESOLVED, that the City Council of Pleasant Hill, Iowa, in Polk County, Iowa, does hereby approve the attached contract with Confluence for the project.

ADOPTED this 12th day of January 2016.

Sara Kurovski, Mayor

ATTEST:

Dena Spooner, City Clerk/Finance Director

PLEASANT HILL PARK MASTER PLAN

CITY OF PLEASANT HILL, IOWA

December 23, 2015



CONFLUENCE

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SECTION TWO | KEY PERSONNEL

SECTION THREE | RELEVANT EXPERIENCE

SECTION FOUR | DRAFT AGREEMENT

December 23, 2015

Ms. Madeline Sturms, Senior Planner
City of Pleasant Hill
5160 Maple Drive, Suite A
Pleasant Hill, Iowa 50327

RE: Pleasant Hill Park Master Plan

Dear Ms. Sturms:

On behalf of the Confluence team, we are pleased to submit our qualifications and approach to develop a citizen-driven master plan for Pleasant Hill Park. We have the experience and expertise to provide the City with a comprehensive park master plan to guide future development and enhancements to the park and identify current and future program and service needs.

We have a successful track record of designing and master planning parks of various types and scales for communities throughout the Midwest and the State of Iowa. Most notably, many of the master plans we have completed have been implemented.

We take great pride in seeing our work stand the test of time and last within the environments they enhance. Our experience planning and designing parks of all sizes and for diverse user groups, coupled with our proven record for leading a collaborative design process inclusive of all team members—consultants, City staff and stakeholders, will result in a successful project for the City of Pleasant Hill.

Our team is immediately available to commit the necessary time and resources to your project in order to deliver to the City of Pleasant Hill an innovative, functional and community supported Master Plan for Pleasant Hill Park within the time frame you've identified. I have over 17 years of design and project management experience and will serve as the Project Manager. Chris Shires, Principal, brings over 20 years of City Planning experience and will assist with public and stakeholder outreach. Nate Weitz will provide design and graphic support.

In short, we are very excited to present our qualifications and a proposal for your consideration. Our commitment to you is to develop a park that represents the collective and collaborative efforts of your community and our design team that becomes a true asset to your City and your Parks and Recreation system for years to come.

We welcome the opportunity to discuss our qualifications and our approach with you in further detail.

Respectfully,
Confluence



Matt Carlile, ASLA, PLA, LEED AP
Associate Principal

LOCATIONS

Des Moines

525 17th Street
Des Moines, Iowa 50309
515.288.4875
bclark@thinkconfluence.com
chris@thinkconfluence.com
cshires@thinkconfluence.com

Cedar Rapids

900 2nd Street SE, Suite 104
Cedar Rapids, Iowa 52401
319.409.5401
palvord@thinkconfluence.com

Kansas City

417 Delaware Street
Kansas City, Missouri 64105
816.531.7227
terryb@thinkconfluence.com
ccline@thinkconfluence.com
pjnovick@thinkconfluence.com

Minneapolis

530 N. 3rd Street, Suite 120
Minneapolis, Minnesota 55413
612.333.3702
tminarik@thinkconfluence.com

Sioux Falls

524 North Main Avenue, Suite 201
Sioux Falls, South Dakota 57104
605.339.1205
jjacobson@thinkconfluence.com

www.thinkconfluence.com

ABOUT CONFLUENCE

Confluence is a professional consulting firm comprised of landscape architects and planners. Our firm’s work includes a wide range of public, educational, institutional, and private sector projects. Our process is focused on collaboration and interaction with our clients, consultants and the community in which we work. Confluence has 22 licensed landscape architects, one AICP certified planner and carries licenses in Iowa, Kansas, Minnesota, Missouri, Nebraska, North Dakota, South Dakota, Tennessee, and Wyoming.

We bring the skills of landscape architecture, land planning and urban design to each project, giving us the tools to merge our client’s needs with the environment. Our work is characterized by a philosophy of place-making; creating unique, human connections with every project, its location, and its surrounding environment.

MOMENTUM, ENERGY AND DEPTH

These three words best describe the passion, creativity, experience, and people of Confluence. With over a decade of award winning experience and hundreds of completed projects, Confluence has helped shape the practice of landscape architecture, planning, and urban design across the Midwest. We believe the values that we share define who we are and serve as the basis for our success. The same core principles set forth with our founding continue to guide our growth-exceed expectations, better our communities, deliver exceptional service, and collaboratively design built environments with a sense of place.

DESIGN IS CONFLUENCE

While program elements or locations may differ, our ability to listen, create, and uniquely respond to our client’s needs remains consistent. We have unwavering focus on providing customized solutions that transport our clients’ vision to life. Our expertise is evident by our built portfolio of completed projects. Corridor Plans. Land Use Plans. Mixed Used Development. Town Centers. Corporate Campuses. Cultural and Educational Environments. Park and Athletic Facilities.

OUR APPROACH

As site master planning leaders, we collaborate across disciplines, keeping our client’s goals, budget and schedule at the forefront. We strive to Relate (we listen and hear you), Translate (we see what you’re saying), Navigate (we simplify your journey) and Exceed (we amplify your outcome). Great design is a managed process requiring the collaborative efforts of multiple people and skill sets – not an intuitive, happy accident. We expand the idea into a sustainable reality, the confluence of a client’s needs and the value that we add.

Confluence is a place where energy, momentum and depth converge – where your ideas become reality. The location where spaces become places and places become destinations.



OUR MISSION
Evolve our client’s vision into unique realization by exceeding expectations, bringing together people and ideas to create meaningful, memorable places.





MATT CARLILE, ASLA, PLA, LEED AP I LANDSCAPE ARCHITECT + ASSOCIATE PRINCIPAL

Matt has served as project manager for numerous projects and prides himself on being a people person. He has the credentials and experience to make the proper decisions, but it's the delivery of those decisions that make him a great leader. He fills many roles within the office: from project manager to designer, to associate principal, and does them very well.

PROFESSIONAL + CIVIC AFFILIATIONS

American Society of Landscape Architects, Iowa Chapter

- Trustee / 2011 to present
- President / 2006
- President Elect / 2005
- Treasurer / 2003 to 2004
- Conference Chairman / 2004, 2005, 2006, 2011

Greater Des Moines Leadership Institute / Class of 2012

Ducks Unlimited Member

ADDITIONAL PROJECT EXPERIENCE

Bremer County Fairgrounds + Sports Complex / Waverly, Iowa

Carroll Skate Park / Carroll, Iowa

Southwest Park Master Plan / Davenport, Iowa

Loomis Park Master Plan / Fort Dodge, Iowa

Walker Johnson Park / Urbandale, Iowa*

Walker Johnson Skate Park / Urbandale, Iowa*

Martensdale-St. Mary's Athletic Complex / Martensdale, Iowa

West Central Valley Sports Complex / Stuart, Iowa

Champions Ridge / Waverly, Iowa

Welcome Home Soldier Memorial Master Plan + Implementation / Albia, Iowa

Iowa Holocaust Memorial (Iowa State Capitol) / Des Moines, Iowa

Iowa Workers' Monument (Iowa State Capitol) / Des Moines, Iowa

Bass Pro Drive / Altoona, Iowa

Walnut Street Corridor / Des Moines, Iowa

6th Avenue Streetscape / Des Moines, Iowa

Douglas Avenue Streetscape Renovation / Urbandale, Iowa

Norfolk Downtown Streetscape Master Plan / Norfolk, Nebraska

Iowa Falls Streetscape Master Plan / Iowa Falls, Iowa

Lincoln Highway Streetscape / Clinton, Iowa*

Martin Luther King Jr. Parkway / Des Moines, Iowa*

Kettlestone (Grand Prairie Parkway Corridor) Master Plan + Design Guidelines / Waukee, Iowa

Campustown District Redevelopment Master Plan / Ames, Iowa

South of the River Land Use Study / Des Moines, Iowa

Granger Comprehensive Plan / Granger, Iowa

Southern Meadows Master Plan / Des Moines, Iowa

Wayne Community Planning / Wayne, Nebraska

Hy-Vee Site Planning / Olathe, Kansas

Oliver Development / Charles City, Iowa

Lawton Mixed-Use Community / Lawton, Oklahoma

** work performed while employed by another firm*

PROFESSIONAL EXPERIENCE

17 Years Experience
11 Years with Confluence

EDUCATION

Kansas State University
Bachelor of Landscape Architecture, Minor in Community and Regional Planning / Spring 1998

PROFESSIONAL REGISTRATIONS

Licensed Professional Landscape Architect:
• Iowa / #422

LEED Accredited Professional



CHRISTOPHER SHIRES, AICP | PRINCIPAL + PLANNER

During his more than 18 years as a city planner and a development manager, Chris has witnessed billions of dollars in new development and building construction and has reviewed and processed hundreds of development applications including retail, mixed-use, office, and multi-family site plans and plats. He is skilled in preparing comprehensive plans, corridor and redevelopment plans as well as drafting zoning and subdivision regulations, city codes and policies, and design guidelines.

Prior to joining Confluence, he was in charge of managing the development review process for the City of West Des Moines, Iowa; an award winning, fast growing community in the Des Moines Metropolitan area. In this role he was responsible for providing recommendations to the Planning Commission and City Council and establishing new codes and policies for development requirements and standards.

His experience in the public sector has allowed him the opportunity see first-hand what works, and he feels strongly that attention to detail is very important in everything you do. Chris recognizes the importance of carefully listening so that the unique issues and needs found in every situation and location and can be fully understood and addressed.

PROFESSIONAL EXPERIENCE

20 Years Experience
2 Years with Confluence

EDUCATION

Iowa State University
Bachelor of Science,
Community and Regional
Planning / Spring 1995

PROFESSIONAL REGISTRATIONS

- American Institute of Certified Planners:
#108058

PROFESSIONAL + CIVIC AFFILIATIONS

American Institute of Certified Planners (AICP) / July 2001 to present

American Planning Association (APA) / January 1994 to present

American Planning Association (APA) Iowa Chapter

- Conference Planning Committee / March 2009 to present
- Board Member / March 2014 to present

Urban Land Institute (ULI) / October 2013 - present

- Urban Land Institute (ULI) Iowa Board Member / January 2014 to present

City of West Des Moines Leadership Development Program

- Tier I / June 2006
- Tier II / November 2006
- Tier III / May 2013

City of West Des Moines

- Department Quality Team Member
- City-Wide Quality Team Member

CURRENT + NOTABLE EXPERIENCE

Kettlestone (Grand Prairie Parkway Corridor) Master Plan + Design Guidelines / Waukee, Iowa

West Land Use Area Plan – Master Plan, Design Guidelines, and Zoning Overlay / Coralville, Iowa

Zoning Code Update / Norwalk, Iowa

Comprehensive Plan Update / Lansing, Kansas

Comprehensive Plan Update / Grain Valley, Missouri

Cedar Rapids Greenway Parks / Cedar Rapids, Iowa

Davis Estates Land Use Master Plan / West Des Moines, Iowa

Midwest Technology Business Park Master Plan and PUD / West Des Moines, Iowa

Visioning and Funding Prioritization Workshop / Carlisle, Iowa

North Shore Master Plan and PUD / Norwalk, Iowa

Woodland Hills PUD Amendment / West Des Moines, Iowa

New Waukee High School Master Plan / Waukee, Iowa

Comprehensive Plan Update / Mission, Kansas

Story County Comprehensive Plan / Story County, Iowa

Land Use Plan Update / Adel, Iowa

Gibson Property Master Plan / Pleasant Hill, Iowa

85th and I-29 Master Plan / Sioux Falls, South Dakota

Norwalk Sub Area 1 Comprehensive Plan / Norwalk, Iowa



NATE WEITL, ASLA | LANDSCAPE ARCHITECT-IN-TRAINING

Nate has a strong work ethic and love for all things open, rural, and land-related. Originally arriving at Confluence as an intern, he has returned after graduating from Iowa State University to continue his adventure in the profession of landscape architecture. As a member of the Des Moines team, he is applying his rural perspective and creative process to the urban environments in which he works.

PROFESSIONAL + CIVIC AFFILIATIONS

American Society of Landscape Architects, Iowa Chapter

Ace Mentor / Fall 2014 to present

CURRENT + NOTABLE PROJECT EXPERIENCE

Kettlestone Greenway and Trails / Waukee, Iowa

Cedar Falls School Campus and Parkland Planning Study / Cedar Falls, Iowa

Iowa Gold Star Military Museum Outdoor Memorial at Camp Dodge / Johnston, Iowa

Coralville Youth Sports Complex Trail and Parkland Enhancements / Coralville, Iowa

Albany Indian Mounds State Historic Site Master Plan / Albany, Illinois

Loess Hills Archaeological Interpretive Center / Glenwood, Iowa

Clear Creek Trailhead + Kayak Launch / Coralville, Iowa

North Market Square Park / Iowa City, Iowa

Washington Wellness Park Master Plan / Washington, Iowa

Hickory Hills Park Trail + Bridge Study / Iowa City, Iowa

Cedar Rapids Amphitheater Flood Walls / Cedar Rapids, Iowa

Cedar Falls School Campus and Parkland Planning Study / Cedar Falls, Iowa

Dubuque Urban Forest Evaluation / Dubuque, Iowa

Northern Cedar Falls Area-Wide Parkland Study / Cedar Falls, Iowa

6th Avenue Streetscape / Des Moines, Iowa

Northside Marketplace Streetscape / Iowa City, Iowa

Mercy Hospital/Mount Vernon Road Gateway Schematic Design / Cedar Rapids, Iowa

Carroll Downtown Streetscape Phase VII Design + Implementation / Carroll, Iowa

North Shore Master Plan and PUD / Norwalk, Iowa

Kettlestone (Grand Prairie Parkway Corridor) Master Plan + Design Guidelines / Waukee, Iowa

Marion Enterprise Center Master Plan + Design Guidelines / Marion, Iowa

Burlington Comprehensive Plan / Burlington, Iowa

Old Town Coralville Master Plan / Coralville, Iowa

One University Place Schematic Design and Planning / University Heights, Iowa

University of Iowa Hospitals and Clinics (UIHC) Iowa River Landing Ambulatory Care Clinic Facility / Coralville, Iowa

420 Court / Des Moines, Iowa

Dubuque Industrial Center South / Dubuque, Iowa

Old Town Coralville Master Plan / Coralville, Iowa

One University Place Schematic Design and Planning / University Heights, Iowa

AC Marriott - East Village / Des Moines, Iowa

ACT Headquarters Courtyard Improvements / Iowa City, Iowa

Flexsteel Headquarters / Dubuque, Iowa

University of Iowa Community Credit Union (IUCCU) Corporate Campus / North Liberty, Iowa

University of Iowa Community Credit Union (IUCCU) Campus Signage Design / North Liberty, Iowa

PROFESSIONAL EXPERIENCE

5 Years Experience
4 Years with Confluence

EDUCATION

Iowa State University
Bachelor of Landscape
Architecture / Spring 2010



Features

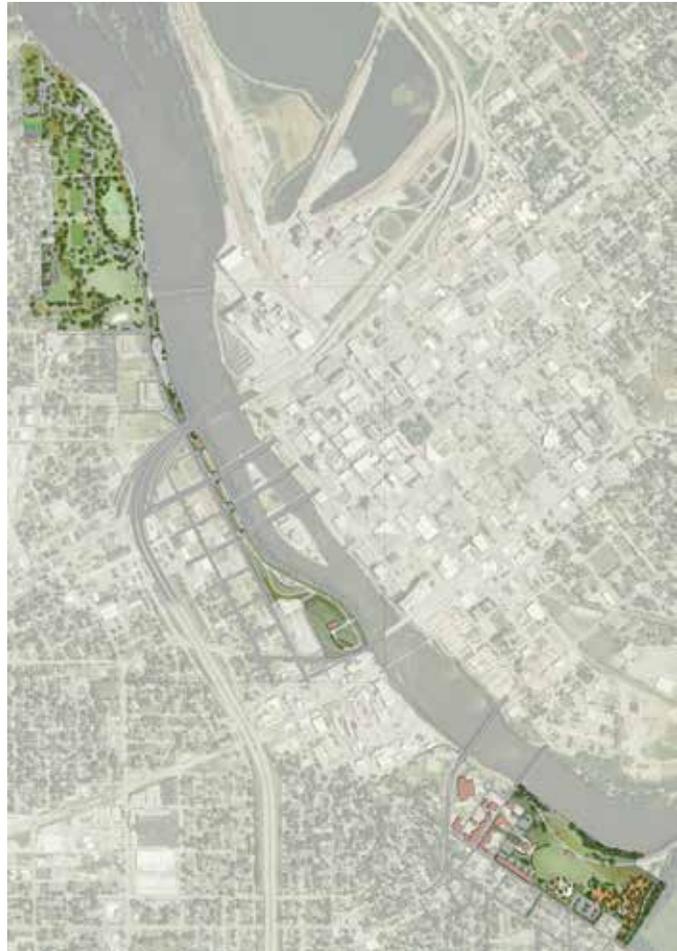
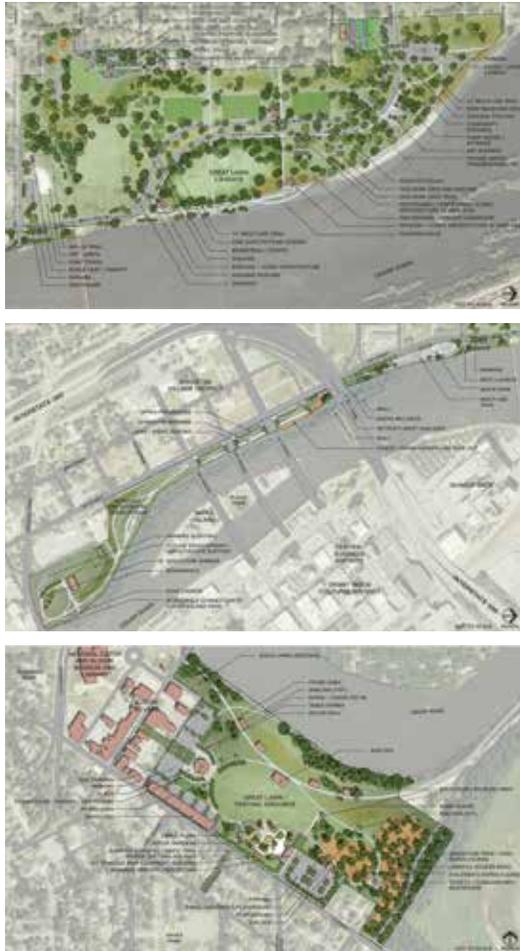
- Comprehensive Park Master Planning
- Park Surveys and Assessment
- Trail Network Design + Implementation
- Recreation Fields and Facilities
- Destination Playgrounds and Amenities
- Community Pools and Aquatic Facilities

PARKS + OPEN SPACE

A community’s pride is readily evident in the character of its parks system. At Confluence, we believe there are opportunities in each community’s collection of park facilities, open spaces, and trail systems to further reinforce their unique identity. These spaces have an opportunity to connect the community, and they should reflect the collective values, activities, and quality of life aspired to by its residents.

Our landscape architects and planners are skilled in all aspects of park design and planning – ranging from engaging the community with informative surveys and interactive design exercises to analyzing regional park needs and implementing specific improvement projects. Our work is also technically grounded to integrate the need for efficient and cost-effective maintenance and operations into the overall design framework. These factors continually impact the ability to provide the wide range of services and facilities each community needs and desires.

While we take the responsibility associated with this work very seriously, we truly enjoy what we do and trust that our creative passion shows through in our built work. We strive to provide a fun and fulfilling atmosphere for your constituents, and trust that your community will become an even better place to live and play as a result.



Features

- Riverfront Greenway Planning
- Park Programming + Design
- Flood Recovery
- Neighborhood Context
- Multi-Disciplinary Collaboration
- Public Facilitation

TIME CHECK, CZECH VILLAGE + RIVERFRONT GREENWAY PARKS | CEDAR RAPIDS, IOWA

Client: City of Cedar Rapids, Iowa

Contact: Sven Leff, Director of Parks and Recreation / 319.286.5739

On June 13, 2008, the Cedar River crested to its highest level in Cedar Rapids history. The flood waters penetrated 10 square miles, almost 14 percent of the city. This monumental flood impacted 7,198 parcels, including 5,390 houses, dislocated more than 18,000 residents and damaged 310 City facilities. The City of Cedar Rapids Parks and Recreation Department is developing a riverfront greenway, comprised of previously existing park properties and additional properties which were flooded in 2008 and have since been acquired by the City.

Confluence was retained to lead a multi-disciplinary team to develop concept-level design plans as well as a business/operations plan for three existing park properties and boardwalk connection which represent a long term vision for the downtown riverfront greenway. The plans will be used for future budgeting, construction planning and development.

Each of the parks was designed to complement the others and to provide different opportunities based on context and attributes, allowing a greater diversity of park features. In addition, the park layouts and programming were greatly influenced by the ideas and feedback received throughout an extensive public engagement process facilitated by the design team.

Time Check, the largest of the park areas, is intended to accommodate recreational and community activities with athletic fields and a large event lawn. The Riverfront district's location at the downtown core and adjacency to an existing amphitheater provides opportunities for urban amenities such as the restaurant/retail development, promenade and boardwalk. With its quaint business district and cultural heritage, Czech Village allows for a more intimate, active festival and activity space with features such as the ice trail and high ropes course to bolster the regional draw to this unique site. Added mixed-use development provides retail expansion possibilities for the business district and brings residents back to this neighborhood.



Features

- Park and Sports Complex Master Planning
- Recreation Destination Park
- Open Park Setting
- Recreational Trails
- Multi-Disciplinary Collaboration
- Future Expansion Opportunities
- Sustainable Storm Water Management
- Site Circulation and Parking
- Future Community Recreation Building



WASHINGTON WELLNESS PARK | WASHINGTON, IOWA

Client: City of Washington, Iowa

Contact: Brent Hinson, City Administrator / 319.653.6584

After years of planning, the City of Washington was positioned to develop the master plan for a 90-acre community wellness park consisting of ball fields, soccer fields, trail loops, fitness stations, and other amenities. Confluence was part of a multi-disciplinary team selected to assist the Washington community develop their vision of holding local sporting events and hosting regional tournaments while also providing a recreational destination for residents of all ages and abilities.

Throughout the planning process, the public was encouraged to provide input and feedback on the park programming and layout. Several local sports organizations were also involved in the process.

The phase one master plan features a system of recreational trails with fitness stations, passive open spaces, a children's playground, several recreation fields, parking and a series of storm water management features. Three baseball fields, batting cages, restrooms and a concessions building are also identified. The plan also provides opportunities for future expansion to include tennis and basketball courts, additional youth soccer and baseball fields, additional trails, horseshoe pits and a community recreation building.



Features

- Site Planning + Building Orientation
- Park Design + Master Planning
- Parking + Site Circulation
- Historic Context
- Sustainable Design Features
- Trail Connections
- Landscape Planting + Garden Design
- Multi-Disciplinary Collaboration
- Stakeholder Involvement

OLATHE COMMUNITY CENTER + STAGECOACH PARK MASTER PLAN | OLATHE, KANSAS

Client: City of Olathe, Kansas
 Contact: Jeff Blakeman, Project Manager / 913.971.8767

Selected by the City of Olathe, Kansas as part of a multi-disciplinary team, Confluence led the site planning and design of landscape architectural components for an iconic new community center. This facility is located within the City’s historic Stagecoach Park, a signature destination park in the heart of the community.

The community center will include indoor aquatics, a gymnasium, fitness area, wellness center, several community rooms, catering kitchen and child play areas. Site features will include ample parking, pedestrian trail connections, adventure playground, spray ground with adjacent patio spaces and interpretive park areas that extend the use of this facility into the surrounding park environs.

Extensive design and planning efforts were undertaken to properly nestle the facility and related site improvements into the existing passive park’s rolling terrain, mature trees, and water features. Confluence was also charged with creating a new master plan for the entire park, providing an opportunity to consider additional creative enhancements and park improvements that can be implemented over time to address the community’s short and long-term needs. Throughout the design and planning process, Confluence assisted with City Council and stakeholder involvement.



RACCOON RIVER PARK PLAYGROUND | WEST DES MOINES, IOWA

Client: City of West Des Moines, Parks and Recreation Department

Contact: Sally Ortgies, Superintendent / 515.222.3444

Confluence was retained by the City of West Des Moines to design the City's newest destination playground. Prior to beginning design activities, Confluence facilitated a series of public meetings and youth workshops to identify the needs and desires of the community. After presenting the results back to the community, Confluence developed concepts, which drew design inspiration from the adjacent water body and river.

The playground combines many play components into a cohesive play experience. From looking over the bow of a beached ship, to a leaf floating down a lazy stream, children of all ages will find something new to experience during each park visit. The park also includes rock climbing walls, a water jet plaza, native plant material, earth 'waves', rope ladders, sail-covered play equipment, and sculpture.

Features

- Community Involvement
- Comprehensive Park Plan Update
- Stakeholder Meetings
- Destination Playground Design
- Water Features + Play Equipment

Recognition/Awards

- 2007 Merit Award – Design: Iowa ASLA



Features

- Collaboration with Multiple Stakeholders
- Phased Implementation
- Economic Development
- Youth and Family Focused Facilities
- Sports Facilities
- Fairground Facilities

CHAMPIONS RIDGE | WAVERLY, IOWA

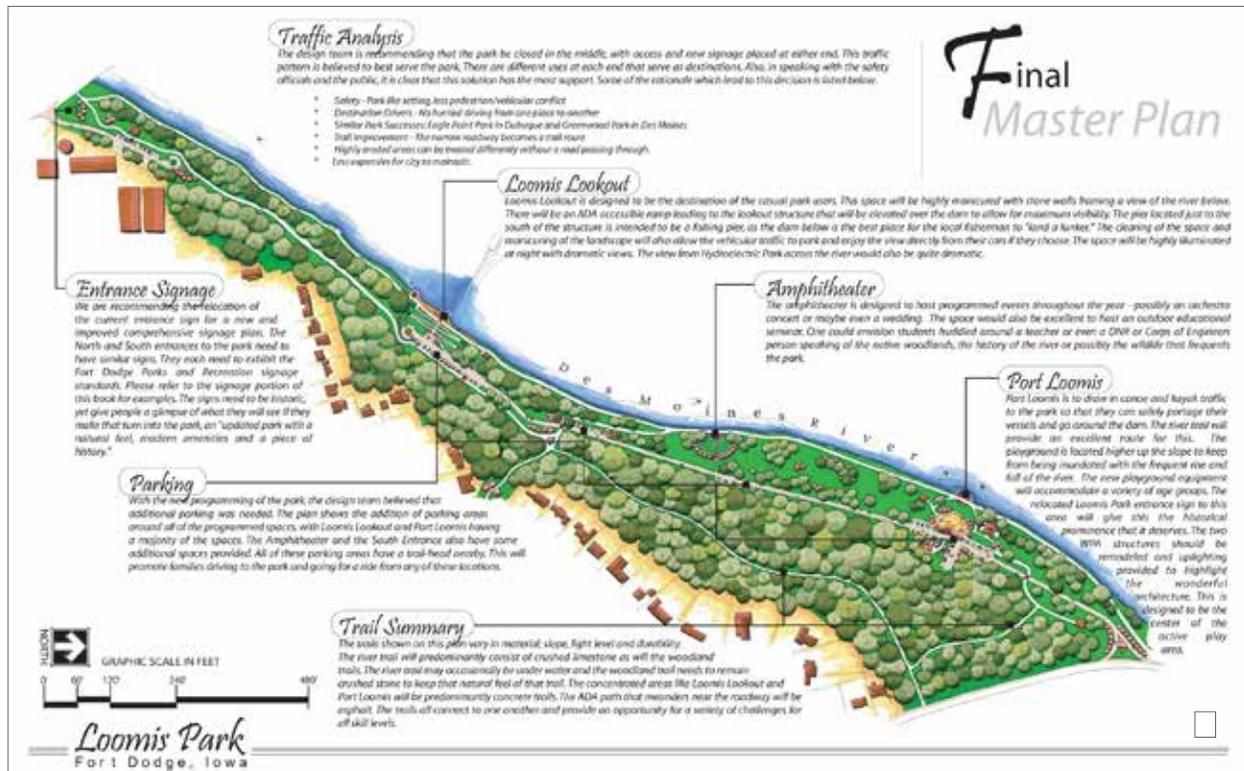
Client: Fair Diamond Development Committee
 Contact: Fred Ribich, Chair / 319.352.8449

In 2012, Confluence, in association with Struxture Architects, developed a master plan for a shared facility to serve the Bremer County Fair, numerous local sports leagues, and the City of Waverly, Iowa. The plan identified 12 multi-purpose ball diamonds; an expanded fair grounds with covered grandstand; parking; and campgrounds. The unique combination of sports and fairgrounds encourages year-round use and will serve as a social, cultural and economic hub for the local community as well as greater the Bremer County area. This youth and family focused complex, called Champions Ridge, will provide facilities for thousands of youth, adults and families.

Following completion of the master plan, Confluence was retained to develop plans for the first phase of implementation. Phase 1 will be constructed on 79 acres of land and includes all of the site utility infrastructure, access roads, grading, and stormwater detention for the future fairgrounds and the first four (4) ball diamonds. This phase will construct four multi-purpose ball diamonds with clay infields and provide one improved intersection on Highway 3. Future phases of the project will include construction of additional ball diamonds; concession stands; restrooms; grandstand; show rings; other fair buildings; and an amphitheater.

Champions Ridge has the potential to provide Bremer County with significant economic impact. It is anticipated the facility will generate over \$1,000,000 each year and inject tens of millions in the local economy over its functional lifespan.

Champions Ridge is a collaborative effort originated by the Bremer County Fair Association and Waverly softball and baseball leagues. The project is supported by numerous local and county organizations including: Bremer County 4-H Clubs, Bremer County Extension Service, Bremer County FFA organizations; City of Waverly Economic Development Department; Waverly Youth Baseball & Little League; Waverly Youth Softball; WSR Baseball; Waverly Baseball Boosters; Waverly Softball Association, INC; Waverly Chamber of Commerce; Waverly Exchange Club and Waverly Kiwanis Club.



LOOMIS PARK MASTER PLAN | FORT DODGE, IOWA
Client: City of Fort Dodge Parks and Recreation Department
Contact: Lori Branderhorst, Director / 515.576.7237

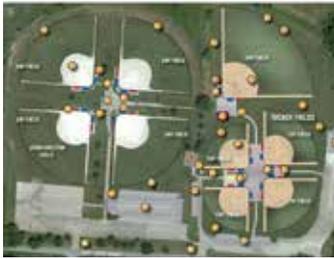
Confluence was retained to prepare a master plan for historic Loomis Park, located along the Des Moines River in Fort Dodge, Iowa. The existing park had severe erosion problems from storm water runoff, as well as issues with safety and appearance. There were also three existing WPA structures within the park that had not been maintained properly over the years. After an extensive public input process, Confluence proposed a park renovation that recommended preserving and restoring the original WPA buildings in addition to providing a river front trail, dam overlook structure, riverside amphitheater, erosion control measures, new entry signage, a canoe portage and ADA access to the river.

Features

- Park Master Planning
- Stakeholder + Community Involvement

Recognition/Awards

- 2006 Merit Award - Analysis + Planning: Central States ASLA
- 2006 Honor Award - Planning: Iowa Chapter ASLA



OUTDOOR AQUATICS + ATHLETIC FIELD FACILITIES FEASIBILITY STUDY

GRANDVIEW, MISSOURI

Client: City of Grandview Department of Parks & Recreation

Contact: Eric Lucas, Director / 816.316.4888

Confluence collaborated with consultants to assist the City of Grandview, Missouri in assessing the viability of upgrading a number of existing recreation facilities. The planning team assessed the quality of the city’s only existing outdoor swimming pool facility and the various competitive athletic fields throughout the city. The team facilitated a series of stakeholder interviews and conducted a public meeting to solicit input from the community regarding the issues impacting their facilities to date as well as their desires for the future of City owned and operated facilities. Additionally, the team conducted a statistically valid citizen survey to assist City leadership in their decision-making regarding future investments.

Features

- Athletics Facility Master Planning
- Aquatic Facility Planning
- Stakeholder Involvement
- Citizen Survey
- Operations Analysis

The resultant feasibility study is presented in two parts; one focused on the aquatic facility and one focused on athletic fields. This format allows the City to assess the value of each recreational service and prioritize capital investment to support a sustainable recreation service offering for the community. The report includes a series of conceptual plans for new athletic fields, developed by Confluence, and a new outdoor aquatics facility that supplements a nearby community center with indoor aquatics. This information, coupled with operational expense history from City staff, plans for future programming, and comparisons with comparable communities and facilities allowed the planning team to provide a comprehensive road map for long term recreation department budgeting and programming planning.



Features

- Multi-Disciplinary Team
- Sculpture Garden Master Planning
- Public Artist Collaboration
- Stakeholder Engagement

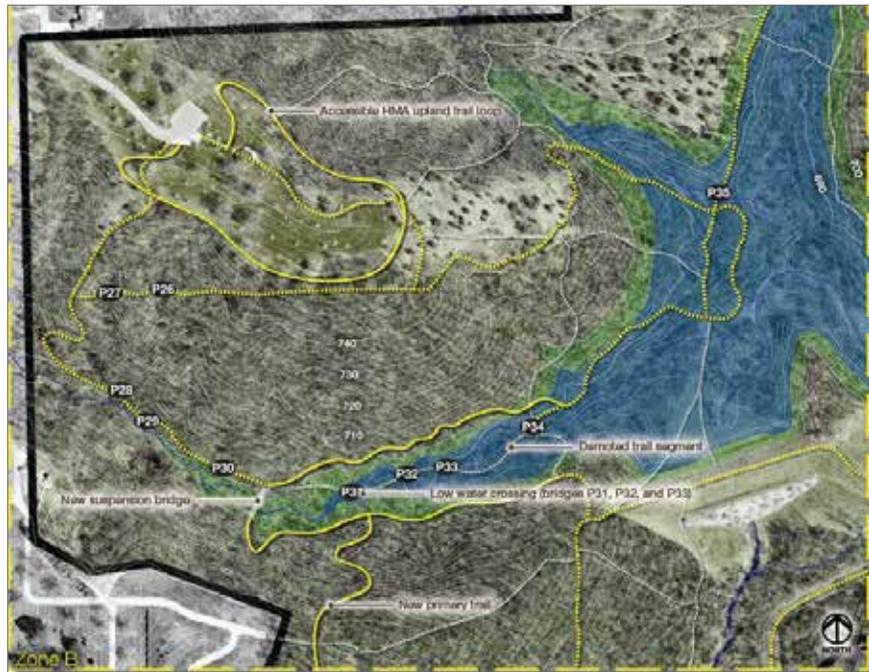
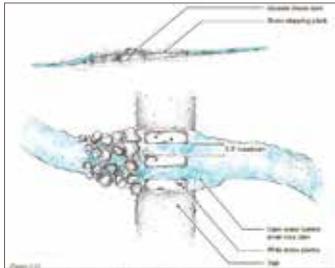
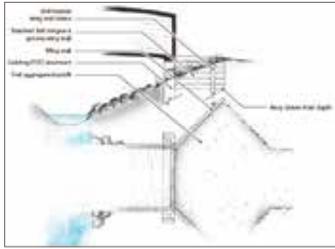
RIVERVIEW ART GARDEN AT WICHITA ART MUSEUM | WICHITA, KANSAS

Client: Wichita Art Museum
 Contact: Patricia McDonnell, Director / 316.268.4977

Confluence was retained by the Wichita Art Museum to lead a multi-disciplinary team in transforming the 2.7 acres of ground surrounding the existing museum into an inviting garden space for community interaction with art and the landscape known as the Riverview Art Garden.

The project involves the integration of landscape architecture, exterior art and sculpture, architecture, site furnishings, wayfinding and lighting to create an environment to accommodate a variety of both active and passive public activities. Desired events range from concerts, parties and weddings to personal reflection or youth education.

Throughout the design process, a series of workshops were held to allow collaboration between the design team and stakeholders including the Museum Art Garden Committee, Oversight Consultant and City Staff.



Features

- Bridge + Trail Improvements
- Inventory + Site Analysis
- Base Mapping

HICKORY HILL PARK TRAIL + BRIDGE STUDY | IOWA CITY, IOWA

Client: City of Iowa City Parks and Recreation Department

Contact: Terry Robinson, City Forester / 319.356.5107

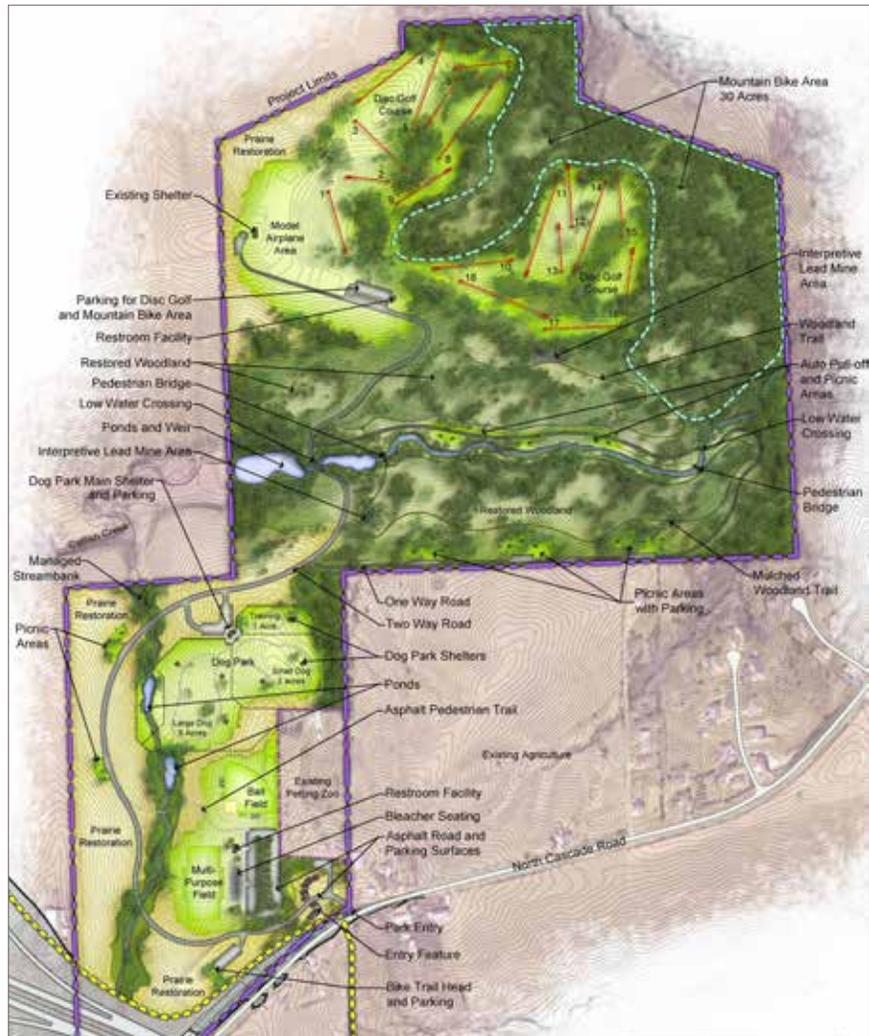
Hickory Hill Park is an invaluable resource to the physical and psychological health of the Iowa City community because it allows city dwellers an opportunity to escape into a restorative environment to relax or recreate. The City of Iowa City recognized this significance and decided that the plant community, primary trails, and bridges, all important amenities in the park, should be studied for improvement opportunities. The City retained Confluence to study the bridges and trails to make recommendations for improvements to the park. In order to draft an informed report, Confluence gathered information and performed inventory and analysis of the site with special attention to trail and bridge design and performance, plant communities, and drainage patterns across in the park.

Site inventory and analysis were compiled into base mapping which revealed common patterns throughout the study area. Several opportunities for improvement were identified based on those patterns. The report addresses these individual opportunities with sensitivity to the park’s natural ecosystem, overall identity and its users. The improvements recommended in the resulting report strengthen the park’s identity and enhance the experiences of its users by improving safety, and aesthetics to create a more restorative environment.



Features

- Park Master Planning
- Site Circulation + Parking
- New Entrance + Roadway Connection



ROOSEVELT PARK MASTER PLAN | DUBUQUE, IOWA

Client: City of Dubuque Leisure Services Department
 Contact: Gil Spence, Director / 563.589.4263

Confluence was selected to provide master planning and design services for undeveloped Roosevelt Park located on the southwest side of the city. Closed in 1984 due to maintenance costs but still utilized by radio control airplane enthusiasts and mountain bikers, this 207-acre rolling and scenic parcel featured a meandering creek and several lead mine vents.

The design team was responsible for developing a new entry with an improved vehicular roadway system to connect picnic areas, a 10-acre dog park, a football field for a local semi-pro football team, disc golf course, an interpretive lead mine location and an expanded mountain bike trail system. Improving the health of the existing woodland which occupies 50-60% of the overall park area was also identified as a priority and included in the plan recommendations.



NORTH MARKET SQUARE PARK | IOWA CITY, IOWA

Client: Iowa City Parks and Recreation Department

Contact: Mike Moran, Director / 319. 356.5100

Confluence was retained to develop a master plan for North Market Square Park, the oldest platted park in the City. The park is located in the historic Northside neighborhood district, an eclectic combination of Craftsman style, Foursquare and Victorian homes. Located immediately adjacent Horace Mann elementary school and the Preucil School of Music, this park is heavily used by both the school children and neighborhood residents.

Features

- Park Master Planning
- Stakeholder + Community Involvement
- Park Improvements

After many neighborhood meetings and development of numerous site concepts, a final plan was created. With the exception of the existing mature trees and an existing play structure identified to remain, the park will be almost completely renovated. The program for activities to occur within the park, as developed by the neighborhood and school district, includes active outdoor concerts, art festivals, annual neighborhood picnics, school programming and other cultural events. The master plan identifies the following park improvements:

- Post and beam wood pavilion
- Basketball court
- Central plaza of decorative paving
- Seat wall planters and perimeter walkways
- Benches
- Play area with swings and engineered with fibar playground surfacing
- Period lighting
- Landscaping
- Perimeter street lighting



SAWGRASS PARK MASTER PLAN | ANKENY, IOWA

Client: City of Ankeny Parks and Recreation Department

Contact: Todd Redenius, Director / 515.963.3571

Opinion of Probable Construction Costs based on Master Plan: \$1.5 million

Features

- Park Master Planning
- Stakeholder + Community Involvement
- Phased Implementation

Confluence was hired by the City of Ankeny Parks and Recreation Department to develop a master plan for the 23-acre Sawgrass Park and 6-acre Diamond Hills Greenbelt just to the north of the park. The City realized it had a jewel within the Sawgrass community but that sensitive development would be demanded by nearby residents. The planning process relied heavily on citizen involvement. Confluence was responsible for identifying and meeting with numerous stakeholder groups as well as conducting four public meetings to allow neighbors to provide input on the plan development.

The resultant master plan recommends a variety of passive and low impact active program activities centered on the lake. Educational opportunities are provided along a trail connection to Crocker Elementary School.

Confluence prepared construction documents for the first phase of implementation, intended to improve the existing pond through dredging and natural storm water treatment techniques.



CEDAR FALLS CAMPUS AND PARK | CEDAR FALLS, IOWA

Client: City of Cedar Falls / Cedar Falls School District
 Contact: David Sturch, Cedar Falls Planner / 319.273.8606
 Fee: \$28,000

Confluence was selected to study a 40-acre parcel of land remotely situated in the Southwest corner of Cedar Falls within a proposed residential development. This acreage was given to the city/school district for the purpose of developing an elementary/intermediate school as well as expanding the Cities' park land.

This effort was a first time collaboration between the Cedar Falls Park Department and the Cedar Falls Community School District. The stakeholder task force identified to provide input and feedback to the design team included City planning, park, and engineering staff, school district staff and the superintendent of schools.

An important outcome of the planning process was preliminary programming and siting of the new school building on the land locked site. As part of the project, Confluence also looked at how the surrounding land could be developed and a street network and trail system to provide access to the site. The final product of the planning process was a plan that identified roadway systems, trails and greenway belts as well as preliminary lot layouts surrounding the school district site. Adjacent to the new school building, the plan identifies parking and vehicular circulation, sports fields, playgrounds, and open space.

Features

- Site Circulation
- Existing Trail Systems
- Safe Routes to School Concept
- Integration of Park + School Grounds
- Tree Planting Scheme
- Natural Grasses



LINDEN SQUARE AT GLADSTONE VILLAGE CENTER | GLADSTONE, MISSOURI

Client: City of Gladstone, Missouri

Contact: Scott Wingerson, Assistant City Manager / 816.436.2200

The City of Gladstone, Missouri selected Confluence to lead a multi-disciplinary team in developing a signature destination park to serve as a central gathering place in the City's emerging Village Center redevelopment area. Located adjacent to City Hall, the park space is designed to host weekly programmed family-friendly events, and is also anticipated to play a central role in hosting numerous larger community events and festivals throughout the year.

Features

- Site Evaluation + Selection
- Public + Private Partnership
- Redevelopment + Revitalization Planning
- Community Farmer's Market
- Synthetic Ice Skating Rink
- Stakeholder Facilitation
- Multi-Disciplinary Coordination

Key design features include an amphitheater, a pavilion that serves as a stage, an open lawn space that converts to a synthetic ice rink, pedestrian plaza spaces, and a parking lot that can be utilized as a community farmers' market. This new community amenity is designed to stimulate interest in redeveloping surrounding properties in the Village Center area, and an adjacent portion of the site was preserved for a future building.

Recognition/Awards

- 2014 Best Streetscape & Public Space Improvement Project: Missouri Main Street Connection
- 2014 Urban Land Institute Kansas City Development of Distinction Award
- 2014 Merit Award - Design Built: Prairie Gateway Chapter ASLA
- 2014 Merit Award - Design Built: Central States ASLA
- 2014 Kansas City Business Journal Capstone Award
- 2013 Clay County Economic Development Council Keystone Award

During the design process, a developer was identified and the design of the adjacent multi-story building began to take shape. Confluence assisted the City in coordinating numerous aspects of these two projects to improve the relationship of these adjacent facilities, including the use of a walk-out basement providing community restrooms, concession area, and storage for a variety of city-owned equipment that supports the multi-use nature of this dynamic park space.

The design and implementation of this attractive and successful public space led to additional economic development adjacent to this site on the south side of 70th Street. As construction of Linden Square was nearing completion, the City also entered into a development agreement with a developer for 220 market-rate apartments in a four-story urban mixed-use development, with 10,000 square feet of commercial on two full blocks that overlook the new Linden Square project.

December 23, 2015

Ms. Madeline Sturms, Senior Planner
Community Development
City of Pleasant Hill
5160 Maple Drive, Suite A
Pleasant Hill, Iowa 50327

Re: An Agreement for the Provision of Professional Services
Pleasant Hill Park Master Plan, Confluence #15125

Dear Ms. Sturms:

Confluence, hereinafter referred to as the Consultant, subject to the approval and acceptance of this agreement by the City of Pleasant Hill, Iowa, hereinafter referred to as the Owner, agrees to provide Professional Services to the Owner as set forth below:

- A. PROJECT NAME:** Pleasant Hill Park Master Plan
- B. CONSULTANT TEAM:** Matt Carlile, PLA – Project Manager
Chris Shires, AICP – Stakeholder/Public Outreach
Nate Weitzl, ASLA – Design and Graphics Support
- C. PROJECT DESCRIPTION:** Provide the Owner landscape architectural and site master planning services, based upon the following understanding of the project:
 - 1. The project site is 77 acres and is located in the southern portion of the City of Pleasant Hill.
 - 2. Confluence will use the 2015 Comprehensive Plan update well as the 2015 Parks, Recreation, and Open Space Plan as a starting point in developing the park plan.
 - 3. Four Mile Elementary School occupies the NE Corner of the site. Coordination with the SE Polk Community School District is anticipated throughout the planning process.
 - 4. Public engagement and neighborhood involvement will be a vital part of the process.
 - 5. This is a Master Planning project only. Implementation of the plan is anticipated to occur over the next few years.

ARTICLE 1: SCOPE OF SERVICE:

1. Part One: Overall Master Planning

1.1 Compile existing information and create a base map for the entire park property using; Aerial images, City of Pleasant Hill informational maps and drawings, and LIDAR contours.

1.2 Kickoff Meeting: (1) with key City of Pleasant Hill staff.

- 1.2.1 Team Introductions
- 1.2.2 Establish lines of communication
- 1.2.3 Information collection
- 1.2.4 Project Team establishment
- 1.2.5 Key Stakeholders identification
- 1.2.6 Finalize project schedule

1.3 Staff Meetings: (2) High level discussions on the long range future of the Park. Attended by the City of Pleasant Hill Staff, Park and Recreation Staff, and Parks and Recreation Commission. Review items such as:

- 1.3.1 Field locations and use
- 1.3.2 Grading and Drainage
- 1.3.3 Roadway / Parking Function
- 1.3.4 Event Space
- 1.3.5 Potential Disc Golf layout
- 1.3.6 Shared Use facilities
- 1.3.7 Amphitheater Space

1.4 Visit the Site: Walk and photograph areas of interest and/or concern. Develop a site analysis map that highlights the opportunities and constraints of the existing conditions.

1.5 Begin to develop a list of program items to discuss throughout Phase Two of the project.

2. Part Two: Initial Public Input process:

2.1 Project Team kickoff meeting: (3)

- 2.1.1 Establish desired outcomes
- 2.1.2 Develop project goals
- 2.1.3 Verify neighborhood and stakeholder groups
- 2.1.4 Establish a neighborhood and stakeholder meeting date

2.2 Neighborhood and Stakeholder Meetings: (4) (Assume a one-day session where we meet with different groups throughout the day, followed by a larger public meeting that evening.)

2.3 Documentation – share in digital format a summary of the meetings with the Staff, Project Team, and Meeting attendees. Confluence will prepare and distribute minutes from all meetings.

3. Part Three: Preliminary Master Plan

3.1 Preliminary Master Plan graphic for review and discussion. Developed based on obtaining input gathered in Part Two of this contract. Anticipated components:

- 3.1.1 Open/Flexible Sports Lawn
- 3.1.2 Trails and Bike Paths (within and connecting)
- 3.1.3 Four Mile Elementary School access
- 3.1.4 Access management and adjacent roadway systems
- 3.1.5 Dog Park
- 3.1.6 Frisbee Golf
- 3.1.7 Skate park
- 3.1.8 Splash Pad
- 3.1.9 Shelters, restroom, Storage Facilities, Safe room, etc.
- 3.1.10 Adequate Parking
- 3.1.11 Nature drives the park

3.2 Preliminary Master Plan Presentation: Meeting (5) Present three (3) options / layouts, in diagram form to the Project Team for initial review and comment.

3.3 Refine Preliminary Master Plan: Based on input/comments received from the initial Project Team presentation and modify the plans accordingly. This step will usually narrow the options to two plans that are moved forward.

3.4 Final Preliminary Master Plan Presentation: Meeting (6) Present two options / layouts, in a more refined form to the Project Team and Staff for review and comment.

3.5 Refine Preliminary Master Plan: Review comments received from the Project Team and Staff presentations and modify the plans accordingly. This step will lead the expanded development of one primary option.

3.6 Neighborhood and Stakeholder Meetings: (7) Present the preferred option to the individuals that we met with previously. This meeting will include precedent images and diagrams to help the attendees understand what the concepts are for each area.

4. Part Four: Final Park Master Plan:

4.1 Prepare Final Master Plan Document (5-10 Page document (11x17) format)

- 4.1.1 Previous Design Options
- 4.1.2 Overall Site Master Plan
- 4.1.3 Programming document – includes design diagram and programming text
- 4.1.4 Precedent studies that meet the desired program (images)
- 4.1.5 Renderings of a desired play structure (coordinated with a playground manufacturer)
- 4.1.6 Anticipated Staffing recommendations
- 4.1.7 Opinion of probable cost for the recommended park improvements.

4.2 Present the Final Master Plan to Project Team, City Staff, Parks and Recreation Department, Parks and Recreation Commission: Meeting (8)

4.3 Formal presentation to the City of Pleasant Hill City Council for formal adoption. Meeting (9)

EXCLUSIONS

1. Traffic study, Architecture, structural design of walls, features, and structures, mechanical design of site features, parking lot sub-drain plan, and public street plan and profile drawings.
2. Park Signage and Interpretive Panel design.

ARTICLE 2: OWNER'S RESPONSIBILITIES:

1. The Owner shall establish the guidelines for the project and shall provide general background information needed for analysis.
2. Fees for services of special consultants (structural, sustainable, soils, hydraulic, etc.) if required beyond the Scope of Services proposed herein, shall be paid for by the Owner if authorized in advance.
3. The Owner shall furnish all available drawings. (Survey is not currently available for this area.)

4. The Owner shall furnish, obtain, or direct this firm to obtain at the Owner's expense, additional information concerning property ownership / lines, easements, topographical character, or any other site information required to complete the services as described in Article 1: Scope of Services

ARTICLE 3: FEES AND EXPENSES:

1. We propose to perform the services described in Article 1: Scope of Services: Part One, on a Lump Sum basis. The Lump Sum is Eight Thousand Five Hundred Dollars (\$8,500).
2. We propose to perform the services described in Article 1: Scope of Services: Part Two on a Lump Sum basis. The Lump Sum is Nine Thousand Dollars (\$9,000).
3. We propose to perform the services described in Article 1: Scope of Services: Part Three on a Lump Sum basis. The Lump Sum is Twelve Thousand Five Hundred Dollars (\$12,500).
4. We propose to perform the services described in Article 1: Scope of Services: Part Four on a Lump Sum basis. The Lump Sum is Eighteen Thousand Five Hundred Dollars (\$18,500).
5. Total Contract Amount: The Lump Sum is Forty-Eight Thousand Five Hundred Dollars **\$48,500.**
6. Reimbursable expenses, including travel, long-distance telephone, and printing are not included in the services fee. Expenses will be billed in accordance with the rates shown on the attached rates and expenses schedule and will not exceed \$1,500 without prior written authorization of the Owner.
7. If the project is suspended for more than three (3) months, or abandoned in whole or in part, this firm shall be paid their compensation for services performed prior to receipt of written notice from the Owner of such suspension or abandonment, together with reimbursable expenses then due and all terminal expenses resulting from such suspension or abandonment.

ARTICLE 4: TIME OF PERFORMANCE:

1. We propose to process this work in a timely and expeditious manner to meet the Owner's timetable.

ARTICLE 5: EXTRA WORK AND CONTINUATION OF SERVICES:

1. If, during the progress or upon completion of the work outline in the Scope of Services in this agreement, the Owner finds it desirable or necessary to cause this Consultant to perform additional services other than those outlined in the Scope of Services, the hourly schedule and reimbursable expense schedule may apply or a project fee may be negotiated.

ARTICLE 6: SUCCESSOR'S AND ASSIGNMENT:

1. The Owner and this firm each binds itself, partners, assigns and legal representatives to the other party to this agreement and to the partners, successors, assigns and legal representatives of such other party in respect of all covenants of this agreement.

Sincerely,
Confluence

Offered by:
Confluence



(signature) 12-23-2015
(date)

Matthew O. Carlile, Associate Principal
(printed name/title)

Accepted by:
City of Pleasant Hill

(signature) (date)

(printed name/title)

AGENDA ITEM SHEET

CITY COUNCIL

DATE:	JANUARY 12, 2016
TO:	MAYOR AND CITY COUNCIL
FROM:	DONALD SANDOR, CITY MANAGER
SUBJECT:	GRANT REQUEST FOR PRAIRIE MEADOWS

BACKGROUND:

Prairie Meadows Racetrack & Casino requests that entities with multiple grant requests rank the requests in order of priority. This year only one grant request is proposed to be submitted from the City. The grant application is from the City through the police department for support of the enhanced communication for the SEP high school and junior high. The project is beneficial to multiple departments and multiple agencies so the grant application is a Pleasant Hill application. Since there is only one application there is no ranking required so the resolution for Council is to support this application.

ANALYSIS/IMPACT:

The proposed application is requesting \$99,000 for a project estimated at a total cost of \$120,000. This project will improve the communication for emergency response providers, the City's SRO officers, EMS and fire. Currently there are locations throughout the schools where a signal from the radios cannot penetrate. This application is being supported by SEP, the Polk County Sherriff department and Altoona. The balance of the funds needed for the completion of the project will come from a variety of sources, including Pleasant Hill, Southeast Polk School district, other affected governmental agencies, and other grant opportunities are being pursued.

ALTERNATIVES:

Not supporting the resolution to submit the application, which will delay or end the project to improve the communication for emergency responders at SEP.

FINANCIAL CONSIDERATIONS:

None at this time. If the grant is awarded the City and other entities will be expected to contribute to make up the difference between the grant amount awarded and the project costs.

RECOMMENDATION:

Approve resolution

RESOLUTION #011216-14

A RESOLUTION APPROVING THE APPLICATION FOR THE PURPOSE OF RECEIVING GRANT AWARDS FROM PRAIRIE MEADOWS RACETRACK AND CASINO, INC.

WHEREAS, Prairie Meadows Racetrack and Casino, Inc. has grant funds available; and

WHEREAS, Prairie Meadows Racetrack and Casino, Inc. has a grant application cycle that ends January 29, 2016; and

WHEREAS, the Pleasant Hill City Council is supportive of the Prairie Meadows Racetrack and Casino grant program for improvement to the Community and County; and

WHEREAS, the Pleasant Hill City supports the proposed grant application from the City of Pleasant Hill through the Pleasant Hill Police Department;

NOW, THEREFORE, BE IT RESOLVED by the Pleasant Hill City Council that the City of Pleasant Hill, Iowa, authorizes the attached grant application to be submitted to Prairie Meadows Racetrack and Casino, Inc. for the City of Pleasant Hill through the Pleasant Hill Police Department.

Passed and adopted January 12, 2016.

Sara Kurovski, Mayor

ATTEST:

Dena Spooner, City Clerk/Finance Director

Project Summary-Provide one paragraph (maximum 150 words) summarizing the project for which you are requesting funding.

The City of Pleasant Hill on behalf of the Police Department is requesting funding for the purchase and installation of an interior and exterior antenna system within the Southeast Polk Junior and Senior High Schools to facilitate emergency communication. The buildings are not properly equipped, which prevents first responders from communicating by portable radio with Polk County radio dispatchers and other emergency personnel outside the two structures. This project will establish good communication, aiding first responders in their efforts to keep everyone safe and assist in creating a quality learning environment for students. First responders currently communicate with Polk County radio dispatch and responding units through school personnel by way of the 911 system and cellular phones. Implementation of this system will allow School Resource Officers and first responders to efficiently and effectively communicate during emergencies, without the risk of radio communication failure.

In detail, tell us about the project you are seeking funding for. Outline the community needs that the project will meet and why it is essential. Include the goals of the project, who will benefit and why. Also address how the project will be implemented and administered.

The City of Pleasant Hill on behalf of the Police Department is requesting funding for a radio communications system, which will provide protection of 4,000 students and staff within Southeast Polk Junior and Senior High schools. Police, Fire, and EMS are presently unable to effectively communicate with radio dispatchers or directly with one another within each of the schools. In the event of an emergency event, having direct lines of communication is critical to ensure safety, where seconds may have life or death consequences.

Southeast Polk Community Schools educate the children of Pleasant Hill, Altoona, Mitchellville, Runnells, part of Des Moines, and surrounding communities. The School District is supported by multiple jurisdictions serving students and their families. When necessary, both Municipal and County emergency resources converge on behalf of the Southeast Polk Community Schools offering law enforcement, fire, and emergency medical services. In order to coordinate this multi-jurisdictional response, radio communication is an essential tool first responders need to appropriately deploy personnel and equipment on scene. In the event of a catastrophe (i.e, active shooter situation, natural disaster, or fire), a multitude of Police and other First Responders will be required and communication will be essential to have a coordinated response to ensure the safety of students, staff and responders.

In the event of a disaster, Southeast Polk Community School District's Junior and Senior High Schools have been designated in the Polk County Disaster Mitigation Plan, as emergency shelters. Another critical component for emergency shelter operations is having established radio and telephone communications capabilities to protect those being sheltered and staff providing shelter and outreach services.

A committee has been created to coordinate and determine the best choices for the communities involved. This committee includes Chief Al Pizzano, Pleasant Hill Police Department; School Resource Police Officer Brandon Killam, Pleasant Hill Police Department; Len Murray, former Pleasant Hill City Council member; Associate Superintendent Joseph Horton, Southeast Polk Community School District; City Manager Don Sandor, City of Pleasant Hill; Major Brent Long, Polk County Sheriff's Office; Police Officer Tony Chambers, Altoona Police Department.

The primary goal of this project is to provide necessary infrastructure allowing first responders the ability to communicate anywhere within or outside the Junior and Senior High schools. The secondary goal is to

offer direct radio transmissions to Police, Fire, and EMS without an intermediary simplifying the communication during an emergency. Third, the project will permit the Pleasant Hill School Resource Officers access to point to point communication, which aids these Officers to carry out their duties in the Junior and Senior High schools. The project will positively impact Eastern Polk County by enhancing the safety of the 4,000 students and staff within these schools.

In preparation for the purchase and installation, RACOM, the company who designs and installs the technology, visited the Junior and Senior High buildings to evaluate radio signal strength. The measurements were taken within the interior and exterior of the Junior and Senior High schools at numerous locations to determine likely antenna positions. The readings were noted on building plans provided by the District. The model of the bi-directional amplifier, as well as the number of interior antennas and length of coaxial cable needed was determined from the measurements taken and the dimensions were detailed on the plans for each building. The amplifier will feed multiple interior antennas, connected via coaxial cable through splitters and couplers. The process involves routing cable along trays above the dropped ceiling and installing connectors at each joint with a splitter, coupler, or antenna. The last phase will include a final walk-through of each building, where signal and voice strength will be tested to verify coverage.

Upon the purchase and installation of the radio equipment, the Junior High and Senior High schools will have their own roof-mounted bi-directional amplifier, which are digital repeaters operating in the 700/800 MHz frequency band, and interior antennas. These amplifiers will extend the radio coverage of the Polk County P25 Trunked Radio System into each of the buildings. This will enable the School Resource Police Officers and other first responders to rely on their department issued portable radios to communicate directly with Police, Fire, and Emergency Medical dispatchers, and responding emergency personnel in the event of an emergency.

How will your organization measure and evaluate the project's results?

The project's results will be measured by the first responders' ability to utilize their portable radios during normal operations or in an emergency in or outside the Junior and Senior High schools. A final inspection will be conducted by the Polk County Sheriff Department's Communication Division and RACOM to evaluate the effectiveness of the radio communication system. The Pleasant Hill Police Department's School Resource Police Officers and school administration will assess the results and provide input to maximize the effectiveness of this project and promptly identify any operational issues. .

What are your organization's plans to sustain the project?

The Polk County Public Safety Radio Communications 700Mhz/800Mhz System is expected to provide coverage for the next fifteen years, depending on further advances in public safety radio communications technology or Federal Communications Commission requirements.

The two-way amplified voice radio equipment will be used daily and any issues will be quickly identified. The equipment and installation will be initially covered by warranty following acceptance. After the warranty expires, any repairs or adjustments required will be the responsibility of the Southeast Polk Community School District. Any future additions to either building will be required to include the extension of cabling and additional interior antenna installations in accordance with the requirements of the International Building Code, and will also be the responsibility of the Southeast Polk Community School District.

What is the mission of your organization?

The mission for the City of Pleasant Hill, in accordance with Iowa Law, (Section 364.1) is a city may, except as expressly limited by the Constitution of the State of Iowa, and if not inconsistent with the laws of the general assembly, exercise any power and perform any function it deems appropriate to protect and preserve the rights, privileges, and property of the city or of its residents, and to preserve and improve the peace, safety, health, welfare, comfort, and convenience of its residents. This grant of home rule powers does not include the power to enact private or civil law governing civil relationships, except as incident to an exercise of an independent city power.

The mission of the Pleasant Hill Police Department is to work cooperatively with the residents and within the framework of the constitution to keep people safe, protect their property, solve problems, and improve the quality of life for all. Our services will be delivered professionally and with integrity, which reflect upon the values of our city.

What is your organization's area of expertise? Provide one paragraph summarizing your organization's area of expertise including the services provided.

The City of Pleasant Hill is a municipality providing law enforcement, fire protection, emergency medical response, public works functions, and other community services. The Pleasant Hill Police Department provides two School Resource Officers (SROs) to the Southeast Polk Community School District with one office assigned to the Junior and Senior High. Each SRO performs a variety of duties for the school district, which include public safety specialist, community liaison, problem solver, mentorships, and a role model for students. Their primary role is to keep students and staff safe inside the Junior and Senior High schools. This safe environment aids school officials to create an atmosphere for learning and success.

List your organization's achievements and recognition received in the past three years.

The Pleasant Hill Police Department provides protection to the community, which includes Southeast Polk Community School District. In 2015, the Police Department created a multi-jurisdictional emergency response plan, which ensures a safe environment for faculty and students at Southeast Polk Junior and High Schools.

Training and education for facility and staff is essential throughout the year. Students receive Drug Abuse Resistance Education (D.A.R.E.) training, which is critical to ensure the safety of those within our community and it serves as a mentoring program between students and officers.

Each year, teachers are put through Alert Lockdown Inform Counter and Evacuate (ALICE) training. The training is to prepare teachers how to handle the threat of an active shooter, while leading their students to safety.

In 2015, Polk County Emergency Management provided a School Safety Evaluation of the Southeast Polk Junior and Senior High Schools, assisting staff to review emergency planning, procedures and facilities. The evaluation results reflected the need for new communication radio equipment to ensure information is transmitted in a clear manner in the case of an emergency. Due to the structure of the buildings, radio and cellular phone signals are weak, which creates a safety issue in the case of an emergency.

If awarded a Prairie Meadows Community Betterment Grant, how would your organization recognize the award?

If awarded the Prairie Meadows Community Betterment Grant, a collaborative communication and media effort will be implemented by the City of Pleasant Hill, Southeast Polk Community School District, and the City of Altoona to ensure students, parents and facility understand the importance of the grant and how the funding was used to create a safe environment in the Junior and Senior High schools. A ceremony will be held at the Southeast Polk High school to commemorate Prairie Meadows, explain the project, and show how business and government can work together successfully to serve their community. Upon project completion, additional publicity directed towards parents, responders, and the Polk County Emergency Management representatives will be performed.

Has your organization ever been cited for unlawful conduct? If so, please list the cause, date and reason. If not applicable, leave blank.

AGENDA ITEM SHEET

CITY COUNCIL

DATE:	JANUARY 12, 2016
TO:	MAYOR AND CITY COUNCIL
FROM:	J. BENJAMIN CHAMP, AICP, EDFP, ASLA ASSISTANT CITY MANAGER / COMMUNITY DEVELOPMENT DIR.
SUBJECT:	2016 STREET REPAIR PROJECT APPROVAL OF PLANS AND SPECIFICATIONS – SETTING DATES FOR THE RECEIPT OF BIDS AND PROJECT AWARD

BACKGROUND:

The City Council has identified the need to repair streets in all portions of the community through a concrete patch program. City Staff members have identified and mapped all deficient concrete panels in the community and have prioritized the repair needs and assembled the information into project zones. Over the last few years each zone has been completed and now the ongoing project returns to the original area for patching. Plans and specifications for the next construction packages have now been completed for approval and scheduling for bidding and project award. The package is proposed for a bid letting date of February 3, 2016 and potential contract award on February 9, 2016. The Engineer will be available at the Council meeting to discuss the project and answer questions.

ANALYSIS/IMPACT:

The patching program will extend the life of the streets repaired by maintaining the roadway integrity and deferring the need for full reconstruction. The bid documents will require that only one side of a roadway be repaired at a time so that no road closures occur.

ALTERNATIVES:

Not approve the plans and specifications. However, this would delay or terminate the project.

FINANCIAL CONSIDERATIONS:

The City Council approved funding for the project in the capital improvement program.

RECOMMENDATION:

Consider approval of the attached resolution approving the plans and specifications for areas of the 2016 Street Repair Project and setting date for the receipt of bids and the project award.

RESOLUTION #011216-15

**APPROVAL OF THE PLANS AND SPECIFICATIONS FOR THE 2016 STREET
REPAIR PROJECT AND SETTING A PUBLIC HEARING TO RECEIVE BIDS AND
AWARD CONSTRUCTION CONTRACT**

WHEREAS, the City Council wishes to approve the plans and specifications for the 2016 Street Repair Project as prepared by Snyder and Associates; and

WHEREAS, the City Council wishes to set the bid letting date of February 3, 2016 at 10:00 AM for the project and a public hearing to receive the bids and award the construction project on February 9, 2016 at 6:30 PM;

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Pleasant Hill, Iowa that the construction drawings and specifications are hereby approved for the 2016 Street Repair Project. BE IT FURTHER RESOLVED THAT the bid letting date will be set for February 3, 2016 at 10:00 AM and that the City Council is hereby setting a public hearing for February 9, 2016 at 6:30 to receive the bids and award the construction contract.

Passed and approved January 12, 2016.

Sara Kurovski, Mayor

ATTEST:

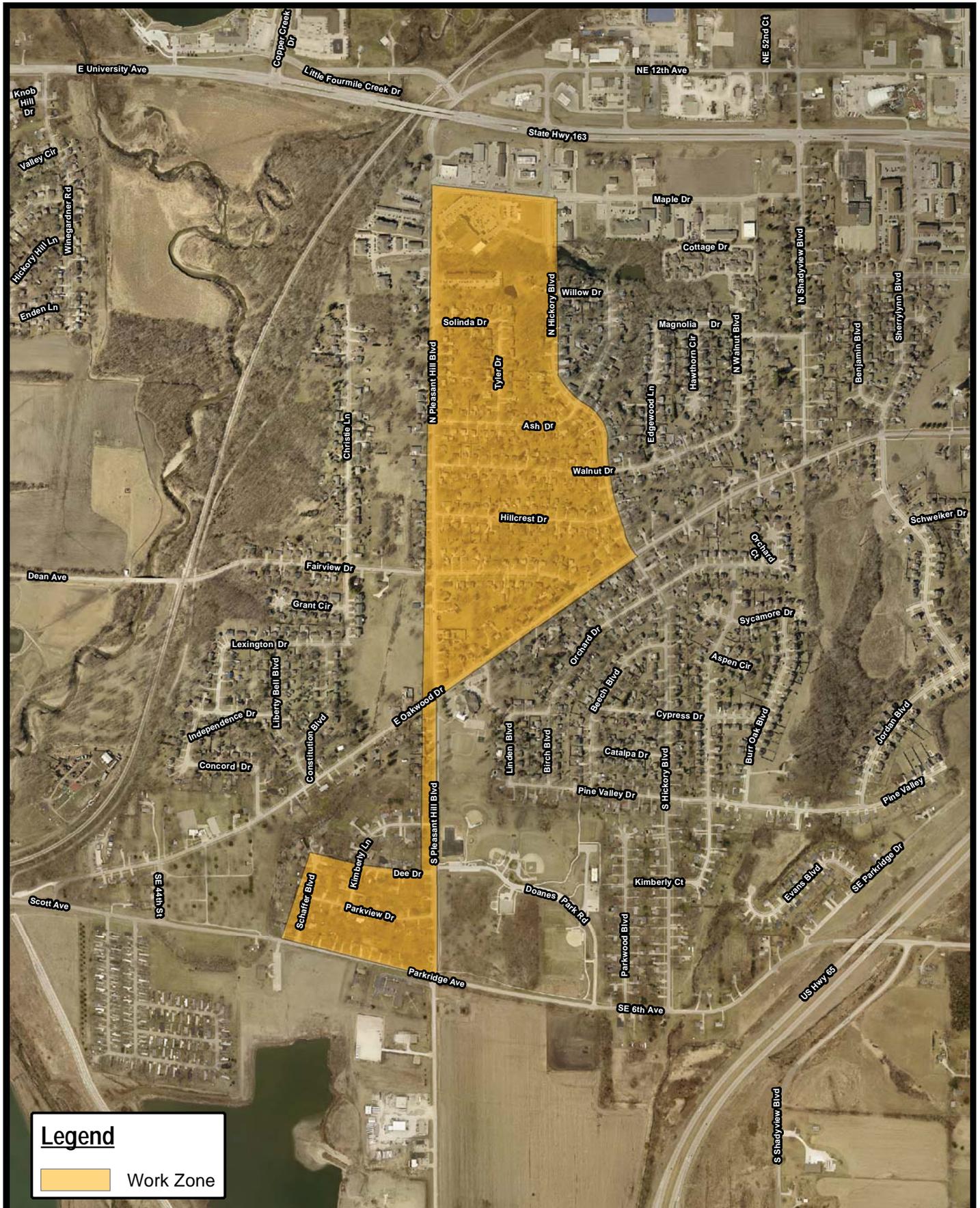
Dena Spooner City Clerk/Finance Director

2016 STREET REPAIR PROJECT
PROJECT SCHEDULE
PLEASANT HILL, IOWA
12/29/15

Prepared by: Snyder & Associates
S&A Project No.: 115.0196.01

IMPORTANT DATES:

January 7, 2016	Final Contract Documents to City
January 12, 2016	City Council Adopts Construction Drawings, Specifications, Set Letting and Public Hearing Dates
January 14, 2016	Issue Plans and Specs to Plan Rooms
January 18, 2016	Publish Advertisement of Bids
February 3, 2016	10:00 A.M. Bid Letting at City of Pleasant Hill Council Chambers
February 9, 2016	Public Hearing, City Council Receives Bids and Awards Construction Contracts
March 29, 2016	Tentative Pre-Construction Meeting and issue Notice to Proceed
June 24, 2016	Project Completion Date



2016 Patching Project
Figure 1

