



**THE FINANCE COMMITTEE OF WATERLOO, IOWA
FINANCE MEETING TO BE HELD AT
Harold E. Getty Council Chambers
Monday, December 1, 2025
5:10 PM**

Members

Chairperson Ray Feuss
Vice Chairperson Rob Nichols
John Chiles

Roll Call.

Approval of Agenda as proposed or amended.

Approval of Minutes of the November 17, 2025, Finance Committee meeting as proposed or amended.

TRAVEL REQUESTS

1. **Sgt. Sadd and Officers Harrington, Blackburn, Costarella, Payne, Williams, Costello and Dieser**
Class/Meeting: NAFTO FTO School Basic
Destination: Cedar Falls, IA
Dates: December 8-10, 2025
Amount not to exceed: \$3,000.00
2. **Sergeants Chopard and Hoelscher**
Class/Meeting: NTOA Supervising Patrol Critical Incidents
Destination: Waukee, IA
Dates: December 10-11, 2025
Amount not to exceed: \$1,208.00
3. **Traffic Operations: Safiah Elahi, Tina Schellhorn, Craig Hintzman, and Scott Buchan**
Class/Meeting: Mobotrex Users Group/Controller Training
Destination: Davenport, IA
Dates: December 10-11, 2025
Amount not to exceed: \$800.00
4. **Bridgett Wood, Director of Finance**
Class/Meeting: Best Practices in Debt Issuance and Management
Destination: Webinar
Dates: December 9-11, 2025
Amount not to exceed: \$475.00

PRE-AUTHORIZATION TO EXPEND OVER \$2,500.00

5. **Building Department (Waterloo Convention Center Door Replacement)**
Amount: \$16,292.00
Expenditure: Replacement of damaged door at the Convention Center.
6. **Central Garage (Drive Motor for Sweeper #191518)**
Amount: \$5,393.37 + \$500.00 S/H
Expenditure: Replacement of drive motor/o-ring on sweeper #191518.
7. **Fire (Ambulance)**
Amount: \$301,401.00
Expenditure: 2025 Ford F-550 Life Line Ambulance.
8. **Fire (Outdoor Security Cameras AMENDED)**
Amount: \$69,220.23
Expenditure: To purchase and install AXIS security cameras outside all fire stations, amended to add labor to install.
9. **Leisure Services (Banquet Tables and Party Tables)**
Amount: \$3,291.12
Expenditure: (7) 8-foot tables and (8) 6-foot tables for the SportsPlex.
10. **Leisure Services (Banquet Stacking Chairs)**
Amount: \$3,180.00 + 150.00 S/H
Expenditure: (50) Banquet stacking chairs for the SportsPlex.
11. **MIS Department (HPE Networking Switches)**
Amount: \$16,835.04 + \$5.00 S/H
Expenditure: (3) 48-port HPE Network Switches, (1) 24-port HPE Network Switch and (4) power supplies.
12. **Police (Adobe Pro Renewal)**
Amount: \$3,216.97
Expenditure: Annual Adobe Pro CDW-G software renewal.
13. **Police (Laserfiche Annual Renewal OPG-3)**
Amount: \$9,684.55
Expenditure: Laserfiche software renewal.
14. **Police (Insight VMWare Renewal)**
Amount: \$14,363.20
Expenditure: Insight VMWare annual software renewal.
15. **Street Department (Brine Tank)**
Amount: \$52,952.44 + \$500.00 S/H
Expenditure: Fabrication of four brine tank structures to replace rusted structures.
16. **MIS Department (Axis Cameras)**
Amount: \$38,425.12
Expenditure: Replacement Axis cameras for the SportsPlex.

BUDGET LINE ITEMS TO BE AMENDED

17. Approve the budget amendment to increase Advertising Expense Line and increase Miscellaneous Revenue Line in the amount of \$25,000.00, for the awarded Hotel Motel Tax Grant, as submitted by the Cultural & Arts Department.
18. Approve the project budget for the FY 2026 Federal Violence Against Women grant, in the amount of \$36,113.00, to be used for the Domestic Abuse Response Officer, as submitted by the Police Department.
19. Approve the project budget for the Highway Safety Fund Grant funded with federal funds awarded through the Governor's Traffic Safety Bureau, in the amount of \$101,000.00, as submitted by the Police Department.

BILLS PAYMENT

20. November 24, 2025.

21. December 1, 2025.

ADJOURNMENT

Motion to adjourn.

Kelley Felchle
City Clerk

November 17, 2025

FINANCE COMMITTEE

5:10 p.m.

Harold E. Getty Council Chambers

Roll Call.

Members present: Vice Chairperson Rob Nichols, Dave Boesen in for Mr. Feuss and Steve Simon in for John Chiles.

Approval of Agenda as proposed or amended.

Boesen/Simon

that the agenda as proposed be approved. Voice vote-Ayes: Three. Motion carried.

Approval of Minutes of the November 3, 2025, Finance Committee Meeting as proposed or amended.

Boesen/Simon

that the minutes of November 3, 2025, Finance Committee meeting, as proposed, be approved. Voice vote-Ayes: Three. Motion carried.

TRAVEL REQUESTS

Simon/Boesen

that the following travel requests be approved. Voice vote-Ayes: Three. Motion carried.

Rusty Zey, Airport Ops Coordinator; Troy Deeds, Tyler Hare, Cody Wilson, Griffin Cameron, Airport Ops Specialists

Class/Meeting: Annual Wildlife Training

Destination: Waterloo, IA

Dates: October 16, 2025

Amount not to exceed: \$750.00

Officer Cheyenne Shaw

Class/Meeting: Proactive Policing for Patrol Officers

Destination: Des Moines, IA

Dates: November 18, 2025

Amount not to exceed: \$271.00

PRE-AUTHORIZATION TO EXPEND OVER \$2,500.00

Boesen/Simon

that the request for the following pre-authorizations to expend over \$2,500 be approved. Voice vote-Ayes: Three. Motion carried.

Airport (2026 Chevrolet Work Trucks)

Amount: \$42,323.10 per truck (total \$84,646.20)

Expenditure: Two 2026 Chevrolet Silverado Z71 1500 work trucks to add to the airport vehicle fleet for use at the airport.

Engineering (Dues)

Amount: \$6,584.00

Expenditure: FY 2026 Middle Cedar Watershed Management Authority dues.

Human Resources (Biometric Screenings)

Amount: \$5,900.00

Expenditure: Employee biometric screenings from the 2025 Wellness Fair.

Leisure Services (Snow/Ice Removal)

Amount: \$130.00 per man-hour NTE \$30,000.00

Expenditure: Snow and ice removal by Professional Lawn Care due to leisure staff no longer being able to keep up with the expanding list of properties and locations needing to be cleared throughout the city.

Leisure Services (Box Blade Snow Pusher)

Amount: \$14,144.00

Expenditure: (1) 12 foot Western Pile Driver Box Blade Snow Pusher for clearing snow from Leisure Services facility parking lots.

Leisure Services (Utility Pole)

Amount: \$6,000.00

Expenditure: (1) 70ft utility pole for Hoing-Rice Complex, to replace the current cracked/damaged pole.

Leisure Services (New signs at the new Paul Huting Recreation Area)

Amount: \$3,560.50

Expenditure: To replace current signs at the park due to the name change.

MIS Dept. (Barracuda Licensing)

Amount: \$7,350.00

Expenditure: Barracuda email spam filter licensing and maintenance.

Police (Ballistic Vests)

Amount: \$2,883.00

Expenditure: Three ballistic vests for new hires.

BUDGET LINE ITEMS TO BE AMENDED

Nichols/Boesen

that the following budget line items be approved. Voice vote-Ayes: Three. Motion carried.

Approve the budget amendment to increase the Cash on Hand revenue line and the Vehicles expense line, in the amount of \$84,647.00, to cover the purchase of two 2026 Chevrolet Silverado work trucks for use by Airport Operations personnel, as submitted by the Airport.

Approve the budget amendment to increase the Cash on Hand revenue line and the Building & Grounds Maintenance expense line in the amount of \$157,000.00, to cover remaining expenditures on parking lot canopies and security upgrades projects, as submitted by the Airport.

OTHER COMMITTEE BUSINESS

Nichols/Boesen

that the following request for refunds be approved. Voice vote-Ayes: Three. Motion carried.

Refund request for property located at 5480 Summerland Drive for charges billed in error for recycling curbside services, in the amount of \$4.27.

Refund request for property located at 233 Byrnes Drive for charges billed in error for recycling curbside services, in the amount of \$36.27.

BILLS PAYMENT

November 10, 2025

Nichol/Simon

that the Bills Payment, as contained in the Accounts Payable Report dated November 10, 2025, in the amount of \$2,974,705.49, be approved. Voice vote-Ayes: Three. Motion carried.

November 17, 2025

Nichols/Simon

that the Bills Payment, as contained in the Accounts Payable Report dated November 17, 2025, in the amount of \$4,294,126.48, be approved. Voice vote-Ayes: Three. Motion carried.

ADJOURNMENT

Boesen/Simon

that the meeting be adjourned at 5:15 p.m. Voice vote-Ayes: Three. Motion carried.

Kelley Felchle
City Clerk

**TRAVEL REQUEST
CITY OF WATERLOO**

FINANCE DEPT. STAFF ONLY

LINE ITEM USED _____

FY _____ BUDGETED _____

EXPENDED YTD _____

THIS REQUEST _____

LEFT AFTER THIS _____

REQUEST _____

DATE _____

Original - Clerk/Finance

Copy - Department

NAME(S) AND POSITION(S):

DATE:

NAME OF CLASS / MEETING:

DESTINATION:

DEPARTURE POINT
IF NOT WATERLOO:

DEPARTURE DATE:

RETURN DATE:

DATE(S) OF MEETING:

PURPOSE OF TRAVEL/TRAINING:

WILL TRAVEL REQUIRE ADDITIONAL PERSONNEL:

YES

NO

COST \$

METHOD OF TRAVEL:

CITY VEHICLE

PRIVATE VEHICLE

AIRFARE

DEPARTING FROM:

ESTIMATE OF COST:

LODGING

TAXI

MEALS

PARKING

REGISTRATION

AIRFARE

MILEAGE/FUEL

MISC/TOLLS

TOTAL FOR ALL: \$

BUDGET LINE ITEM:

GRANT REIMBURSABLE

YES

NO

REQUIRED CERTIFICATION

YES

NO

TOTAL: \$ PER PERSON

I BELIEVE THIS TRIP SERVES A PUBLIC PURPOSE
AND IS NECESSARY AND BENEFICIAL TO THE
CITY OF WATERLOO

Date Approved by Finance Committee:

DEPARTMENT HEAD

DATE

DATE

K:\Shared Goodies\Forms\Travel Request Form



PLEASE FORWARD TO FIELD TRAINING COORDINATOR

Basic Field Training Officer School
December 8th, 9th and 10th, 2025 from 0800-1700
Class Starts Promptly at 0800

LOCATION: **University of Northern Iowa Business & Community Services**
8120 Jennings Dr
Cedar Falls, IA 50614

The National Association of Field Training Officers continues preparing your Field Training Unit for the challenges of 21st century policing by providing a comprehensive and client-oriented curriculum. NAFTO, in conjunction with the **Department of Public Safety**, is proud to offer our **Basic Field Training Officer Course** in **Cedar Falls, IA**, a **10-minute drive from the Waterloo Regional Airport or a 1 hour drive from the Eastern Iowa Airport**. This training is designed for personnel entering Field Training Units in Patrol, Detention, Communications, and Support Services.

Basic FTO School

Field Training Officers train and evaluate career candidates in preparation for solo duty in law enforcement, corrections, and communications. Our Basic 3 Day School will provide the new FTO with the tools necessary to train and evaluate career candidates during the field training process.

NAFTO's Basic FTO School is a nationally recognized model for preparing experienced patrol officers for a career in field training. The San Jose Model, Reno Model, and Modified San Jose Model are discussed. The course focuses on the FTO themselves, and how they can improve their interpersonal and instruction skills to increase trainee retention. The classes incorporate a variety of learning activities, including group work, case law discussion, and video scenarios.

This 24-hour class covers such topics as Intro to FTO, Adult Learning, Generational Leadership, Standardized Evaluations Guidelines, Ethics, Equal Opportunity Employment, Civil Liability, and Officer Safety. Each block of study is directed at the Field Training Officer, and ways to improve their teaching, work product, and approach to today's Officer in Training. Information includes motivating different generations of trainees, career survival for the FTO, and liability pertaining to evaluations. Unlike most schools, NAFTO does not focus on a single model of field training. NAFTO offers techniques and skills that can be applied within any training model.

Seating limited to the 1st 30 applicants, no exceptions. This class will sell out and it will sell out quickly.

Cost: - \$375 per student, which includes training materials and 1 year membership to NAFTO. Refunds are offered more than 30 days from class minus a \$20 processing fee. Refunds are not offered within 30 days of class, but student substitution is permitted at any time prior to class. NAFTO is a 501(c)3 non-profit educational and professional association concerned with apprenticeship training.

To Register go to: <https://www.nafto.org/training-classes/>

For invoicing, W9's & purchase orders please contact:
Member Services
memberservices@nafto.org

For class related questions, please contact:

Tyler Packer

Training@nafto.org

602-687-5977 x2

Payments and Purchase Orders can be remitted to:

NAFTO

20987 N. John Wayne Pkwy

Suite #B104-189

Maricopa, AZ 85139

Checks payable to NAFTO

Please Note:

This class is interactive and hands-on. **It is a requirement that you bring a laptop, tablet, or other device on which you can view and complete PDF documents.** It is very beneficial to bring a copy of your agency's Standardized Evaluation Guidelines and Daily or Weekly Observation Report with you to class.

**TRAVEL REQUEST
CITY OF WATERLOO**

FINANCE DEPT. STAFF ONLY

LINE ITEM USED _____

FY _____ BUDGETED _____

EXPENDED YTD _____

THIS REQUEST _____

LEFT AFTER THIS _____

REQUEST _____

DATE _____

Original - Clerk/Finance

Copy - Department

NAME(S) AND POSITION(S):

DATE:

NAME OF CLASS / MEETING:

DESTINATION:

DEPARTURE POINT
IF NOT WATERLOO:

DEPARTURE DATE:

RETURN DATE:

DATE(S) OF MEETING:

PURPOSE OF TRAVEL/TRAINING:

WILL TRAVEL REQUIRE ADDITIONAL PERSONNEL:

YES

NO

COST \$

METHOD OF TRAVEL:

CITY VEHICLE

PRIVATE VEHICLE

AIRFARE

DEPARTING FROM:

ESTIMATE OF COST:

LODGING

TAXI

MEALS

PARKING

REGISTRATION

AIRFARE

MILEAGE/FUEL

MISC/TOLLS

TOTAL FOR ALL: \$

BUDGET LINE ITEM:

GRANT REIMBURSABLE

YES

NO

REQUIRED CERTIFICATION

YES

NO

TOTAL: \$ PER PERSON

I BELIEVE THIS TRIP SERVES A PUBLIC PURPOSE
AND IS NECESSARY AND BENEFICIAL TO THE
CITY OF WATERLOO

Date Approved by Finance Committee:

DEPARTMENT HEAD

DATE

DATE

K:\Shared Goodies\Forms\Travel Request Form



SUPERVISING PATROL CRITICAL INCIDENTS

SCHEDULE

DAY 1

- Managing a Dynamic Tactical Problem during the “First 60”
- Basic Strategy for Managing Chaos
- Decision-Making Exercises

DAY 2

- Critical Incident Basics – “The Big 4”
- Decision-making exercises
- Tabletop exercise
- Lessons learned from critical incidents
- Debrief

16 HOURS OF TRAINING OVER 2 DAYS

This course is designed to provide patrol supervisors with the information and tools needed to manage a critical incident prior to the arrival of SWAT. Understanding the methodology used in managing a dynamic tactical problem, incident command system fundamentals, and the 4 primary types of critical incidents involving an adversary will give the patrol supervisor the tools needed to succeed during these events.

LEARNING OBJECTIVES

- The characteristics of a crisis
- Basic law enforcement strategy
- Primary mistakes made during large-scale critical incidents
- Managing a dynamic tactical problem methodology
- The basic strategy for managing chaos
- The “Big 4” – hostage situations, barricaded suspects, active shooters and apprehending fleeing felons
- Legal realities
- Crisis leadership

**TRAVEL REQUEST
CITY OF WATERLOO**

FINANCE DEPT. STAFF ONLY

LINE ITEM USED _____

FY _____ BUDGETED _____

EXPENDED YTD _____

THIS REQUEST _____

LEFT AFTER THIS _____

REQUEST _____

DATE _____

Original - Clerk/Finance

Copy - Department

NAME(S) AND POSITION(S):

DATE:

NAME OF CLASS / MEETING:

DESTINATION:

DEPARTURE POINT
IF NOT WATERLOO:

DEPARTURE DATE:

RETURN DATE:

DATE(S) OF MEETING:

PURPOSE OF TRAVEL/TRAINING:

WILL TRAVEL REQUIRE ADDITIONAL PERSONNEL:

YES

NO

COST \$

METHOD OF TRAVEL:

CITY VEHICLE

PRIVATE VEHICLE

AIRFARE

DEPARTING FROM:

ESTIMATE OF COST:

LODGING

TAXI

MEALS

PARKING

REGISTRATION

AIRFARE

MILEAGE/FUEL

MISC/TOLLS

TOTAL FOR ALL: \$

BUDGET LINE ITEM:

GRANT REIMBURSABLE

YES

NO

REQUIRED CERTIFICATION

YES

NO

TOTAL: \$ PER PERSON

I BELIEVE THIS TRIP SERVES A PUBLIC PURPOSE
AND IS NECESSARY AND BENEFICIAL TO THE
CITY OF WATERLOO

Date Approved by Finance Committee:

Safiah Elahi

DEPARTMENT HEAD

DATE

11/21/2025

DATE

K:\Shared Goodies\Forms\Travel Request Form

[« All Events](#)

2025 Davenport Users Group

December 10 @ 8:00 am - December 11 @ 5:00 pm

The Users Group is an excellent opportunity for customers to network, meet leading traffic industry manufacturers one on one and experience classroom sessions on innovative technology. Don't miss this opportunity to receive valuable training and to earn continuing education hours.

The registration includes:

2 days of informational and technical training

Multiple Keynote Speakers

Up to 12 PDH's or 12 IMSA renewal hours, as well as Continuing Education Credits for IMSA members

Opportunity to meet vendors one on one

Breakfast, breaks, and lunch each day



Wednesday, December 10th

Vendor Presentation Room



Time	Topic	Presenter
8:30 AM	Welcome and Introduction	Brian Christopher, MoboTrex
8:35 AM	Eagle Traffic Products	Brent Katauskas, MoboTrex
8:50 AM	Why do you need UPS?	Lon deMink, Multilink
9:40 AM	Antaira Network Switches and Wi-Fi for Traffic Applications	David Ayers, Antaira Technologies
10:00 AM	Morning Break Sponsored by Multilink and Sky Bracket	
10:30 AM	Carmanah TBD	Aaron Lockwood, Carmanah
10:50 AM	Beyond the Stop Bar: Using Probe Data to See the Whole Picture	Mitch Graf, Iteris
11:20 AM	PROWAG Update with New Applications for Accessible Pedestrian Signals	Justen Copley, Polara
12:00 PM	Lunch Break Sponsored by Antaira Technologies, Iteris, MK Battery, Pelco Solutions, and Polara/EDI	
1:00 PM	MoboTrex: Past, Present & Future	Cody Lanning, MoboTrex
1:10 PM	NEMA Cabinet Training	Dan Fuchs, MoboTrex
2:15 PM	Afternoon Break Sponsored by Multilink and Sky Bracket	
2:30 PM	NEMA Cabinet Training (Continued)	Dan Fuchs, MoboTrex

4:00 PM	Evening Event – Sponsored by TOMAR Electronics, Inc.	Location: Rhythm Room
----------------	---	------------------------------

Wednesday, December 10th

Technical Presentation Room



Time	Topic	Presenter
9:00 AM – 12:00 PM	<u>Antaira Technologies Training</u> Basic troubleshooting, switch setup, wireless overview and differences between Light Layer 2 and Layer 3.	Henry Martel, Antaira Technologies
12:00 PM	Lunch Break Sponsored by Antaira Technologies, Iteris, MK Battery, Pelco Solutions, and Polara/EDI	
1:30 PM – 4:00 PM		

Note: There will be breaks during the technical training sessions

Thursday, December 11th

Vendor Presentation Room



Time	Topic	Presenter
8:30 AM	Welcome Back	Brian Chrisopher, MoboTrex
9:30 AM	Morning Break Sponsored by Multilink and Sky Bracket	
10:00 AM	IMSA Work Zone TTCT Renewal Seminar	Doug Pershall, MoboTrex
12:00 PM	Lunch Break Sponsored by Antaira Technologies, Iteris, MK Battery, Pelco Solutions, and Polara/EDI	
1:00 PM	IMSA Work Zone TTCT Renewal Seminar (Continued)	Doug Pershall, MoboTrex
2:00 PM	Afternoon Break Sponsored by Multilink and Sky Bracket	
2:15 PM	IMSA Work Zone TTCT Renewal Seminar (Continued)	Doug Pershall, MoboTrex

Thursday, December 11th

Technical Presentation Room



Time	Topic	Presenter
9:00 AM – 12:00 PM		
12:00 PM	Lunch Break Sponsored by Antaira Technologies, Iteris, MK Battery, Pelco Solutions, and Polara/EDI	
1:00 PM – 3:30 PM	EDI MMU Overview and Troubleshooting	Ben McCawley, EDI

Note: There will be breaks during the technical training sessions

**TRAVEL REQUEST
CITY OF WATERLOO**

FINANCE DEPT. STAFF ONLY

LINE ITEM USED _____

FY _____ BUDGETED _____

EXPENDED YTD _____

THIS REQUEST _____

LEFT AFTER THIS _____

REQUEST _____

DATE _____

Original - Clerk/Finance

Copy - Department

NAME(S) AND POSITION(S):

DATE:

NAME OF CLASS / MEETING:

DESTINATION:

DEPARTURE POINT
IF NOT WATERLOO:

DEPARTURE DATE:

RETURN DATE:

DATE(S) OF MEETING:

PURPOSE OF TRAVEL/TRAINING:

WILL TRAVEL REQUIRE ADDITIONAL PERSONNEL:

YES

NO

COST \$

METHOD OF TRAVEL:

CITY VEHICLE

PRIVATE VEHICLE

AIRFARE

DEPARTING FROM:

ESTIMATE OF COST:

LODGING

TAXI

MEALS

PARKING

REGISTRATION

AIRFARE

MILEAGE/FUEL

MISC/TOLLS

TOTAL FOR ALL: \$

BUDGET LINE ITEM:

GRANT REIMBURSABLE

YES

NO

REQUIRED CERTIFICATION

YES

NO

TOTAL: \$ PER PERSON

I BELIEVE THIS TRIP SERVES A PUBLIC PURPOSE
AND IS NECESSARY AND BENEFICIAL TO THE
CITY OF WATERLOO

Date Approved by Finance Committee:

DEPARTMENT HEAD

DATE

DATE

K:\Shared Goodies\Forms\Travel Request Form

[Home](#) / [Events Calendar](#) / [Best Practices in Debt Issuance and Management](#)

DEBT MANAGEMENT

Best Practices in Debt Issuance and Management

eLearning Course

December 9, 2025

1 - 5 p.m. ET

December 10, 2025

1 - 5 p.m. ET

December 11, 2025

1 - 5 p.m. ET

Field of Study: Finance**Level:** Overview**Credits:** 12**Prerequisite:** None

Details

This course, focused on GFOA's Best Practices in Debt Management, will help participants better understand how to develop appropriate policies and procedures for issuing debt and overall debt



management. In addition to the best practices, the course will feature practical examples, details on

recent federal rulemaking, including how it impacts governments, and interactive discussion on the following topics:

- Debt Issuance
- Selecting Municipal Finance Professionals
- Disclosure Practices and Investor Relations
- Financing Instruments and Techniques
- Federal Securities and Tax Laws Applicable to Issuers of Municipal Debt
- Ongoing Debt Management

Learning Objectives

- Identify key challenges facing government in the area of debt management
- Learn how to develop appropriate debt management policies and procedures based on the best practices
- Review current market conditions, trends, and practices
- Learn how to evaluate if issuing debt is the right option for your local government
- Review the relationship between debt financing and the organization's capital improvement plan
- Learn the different types of debt and financing instruments available for local governments
- Gain an understanding of the bond issuer's responsibilities before, during, and after bonds are sold, including managing relationships with external resources and disclosure requirements
- Evaluate the different types of fees charged in a bond transaction
- Learn how to comply with continuing disclosure, securities law, and tax law requirements

Member Price: \$475.00

 **Member Price: \$900.00**



City Clerk Use Only
Finance Committee
Approval Date _____

City of Waterloo Expenditure Pre-Authorization Request Form

The Finance Committee of the City Council is hereby requested to authorize the following purchase or expenditure submitted by the _____ Department to expend \$ _____ plus est. shipping costs of \$ _____ to pay for or purchase

This purchase or expenditure is being made because:

Vendor selected for this purchase: _____

☐ Bids or written quotes were taken on this purchase, as follows:

☐ Bids or quotes were not taken on this purchase because:

Prior Committee Actions (Dates): _____

Please check the following box(es) as appropriate to describe the funding for this expense:

☐ General Fund
 ☐ Road Use Tax
 ☐ Sewer
 ☐ Sanitation
☐ Bonds
 ☐ Federal/other grants
 ☐ Other (specify) _____

This expenditure is to be coded to the following budget line-item:

(Fund - Department - Activity - Account Number)	(Project Code)
---	----------------

in which the budgeted amount is	\$ _____
and the current available balance is	\$ _____

Respectfully submitted,

(Signature Dept. Head or Designee) Date	(Signature Finance Dept. Review) Date
--	--



PETERS

CONSTRUCTION CORPORATION

901 Black Hawk Road
Waterloo, IA 50701

319.236.2003
www.peters.build

INVOICE

Sold To:

Waterloo Building Department
Attn: Greg Ahlhelm
715 Mulberry Street, 2nd Floor
Waterloo, IA 50703

Date: October 31, 2025
Invoice #: 30000
Job # 25-093

Subject: Waterloo Convention Center Door Replacement

Description: Work completed in accordance with Peters Construction proposal of 4/15/25.

Total Amount Due: \$16,292.00

010-22-6860 2152

A FINANCE CHARGE computed by a periodic rate of 1.5% per month, which is an ANNUAL PERCENTAGE of 18%, will be added to unpaid balance of any purchase after 30 days.

Waterloo Building Department
715 Mulberry Street, 2nd Floor
Waterloo, IA 50703

Invoice #: 30000
Job #: 25-093

TOTAL DUE:

\$16,292.00

Peters Construction Corporation
901 Black Hawk Road
Waterloo, IA 50701

Thank you for your Business!

MITZE BILLINGS

From: Bridgett Wood
Sent: Thursday, November 20, 2025 4:26 PM
To: GREG AHLHELM; MITZE BILLINGS
Cc: NOEL ANDERSON
Subject: Convention Center - Insurance - Door Replacement

Please use 010-22-6860 2152 for the replacement of the damaged door at convention center.

Make sure to also get pre-auth completed as well.

When insurance check is received we will put it into 010-22-6860 revenue lines.

Thanks,

Bridgett Wood

Finance Director

715 Mulberry St.

Waterloo, IA 50703

CITY OF WATERLOO

O: 319-291-4323



City Clerk Use Only
Finance Committee
Approval Date <u>12/1/25</u>

City of Waterloo Expenditure Pre-Authorization Request Form

The Finance Committee of the City Council is hereby requested to authorize the following purchase or expenditure submitted by the Central Garage Department to expend \$ 5,393.37 plus est. shipping costs of \$ 500.00 to pay for or purchase Drive motor and o-ring for mechanical sweeper.

This purchase or expenditure is being made because:
Drive motor on sweeper #191518 is broken and needs repaired.

Vendor selected for this purchase: Macqueen (Ankeny, IA)

☐ Bids or written quotes were taken on this purchase, as follows:

☒ Bids or quotes were not taken on this purchase because:
Vendor specific.

Prior Committee Actions (Dates): _____

Please check the following box(es) as appropriate to describe the funding for this expense:

☒ General Fund
 ☐ Road Use Tax
 ☐ Sewer
 ☐ Sanitation
☐ Bonds
 ☐ Federal/other grants
 ☐ Other (specify) _____

This expenditure is to be coded to the following budget line-item:

010-18-7955 1571

(Fund - Department - Activity - Account Number)

(Project Code)

in which the budgeted amount is \$ 595,500.00
and the current available balance is \$ 348,612.49

Respectfully submitted,

Sheila Steffen

12/1/25

(Signature Dept. Head or Designee)

Date

(Signature Finance Dept. Review)

Date

Todd Swarts

From: Noel Gerena <Noel.Gerena@macqueengroup.com>
Sent: Monday, November 10, 2025 9:04 AM
To: Todd Swarts
Subject: RE: PARTS QUOTE

CAUTION: This email originated from outside the City of Waterloo email system. Do not click links or open unexpected attachments unless you recognize the sender and know the content is safe.

Hi Todd,

Part #
1115900 \$5392.71ea also need a Oring part 1101054 \$ 0.66ea

\$ 5,393.37

In stock.

From: Todd Swarts <Todd.Swarts@WATERLOO-IA.ORG>
Sent: Monday, November 10, 2025 8:59 AM
To: Noel Gerena <Noel.Gerena@macqueengroup.com>
Subject: PARTS QUOTE

This message was sent from outside of the organization. Please do not click links or open attachments unless you recognize the source of this email and know the content is safe.

Good morning, we are needing at quote on the following part:
1115900 x 1 drive Motor s/n NP30759.

Price and availability

Thanks

Todd Swarts

Central Garage – Parts Clerk

625 Glenwood St.

Waterloo, IA 50703

CITY OF WATERLOO

D: 319-291-4522 x3675

O: 319-291-4445



DISCLAIMER

City Clerk Use Only
Finance Committee
Approval Date _____

City of Waterloo Expenditure Pre-Authorization Request Form

The Finance Committee of the City Council is hereby requested to authorize the following purchase or expenditure submitted by the _____ Department to expend \$ _____ plus est. shipping costs of \$ _____ to pay for or purchase

This purchase or expenditure is being made because:

Vendor selected for this purchase: _____

☐ Bids or written quotes were taken on this purchase, as follows:

☐ Bids or quotes were not taken on this purchase because:

Prior Committee Actions (Dates): _____

Please check the following box(es) as appropriate to describe the funding for this expense:

☐ General Fund	☐ Road Use Tax	☐ Sewer	☐ Sanitation
☐ Bonds	☐ Federal/other grants	☐ Other (specify) _____	

This expenditure is to be coded to the following budget line-item:

_____ (Fund - Department - Activity - Account Number)	_____ (Project Code)
--	-------------------------

in which the budgeted amount is	\$ _____
and the current available balance is	\$ _____

Respectfully submitted,

_____ (Signature Dept. Head or Designee)	_____ Date	_____ (Signature Finance Dept. Review)	_____ Date
---	---------------	---	---------------

INVOICE

Legacy Emergency Vehicles
2453 E Kenyon Ave
Des Moines, IA 50320-2725

accountsreceivable@legacyemergenc
yvehicles.com
+1 (319) 269-9232
www.legacyemergencyvehicles.com

LEGACY EMERGENCY VEHICLES

Bill to

City of Waterloo - Waterloo Fire Rescue
425 East 3rd St.
Waterloo, IA 50703

Ship to

City of Waterloo - Waterloo Fire Rescue
425 East 3rd St.
Waterloo, IA 50703

Invoice details

Invoice no.: SO #P1072
Terms: Due Upon Delivery
Invoice date: 11/10/2025
Due date: 12/03/2025

Customer PO: HGAC CONFIRMATION
CC24-02543
Unit #: 6096

#	Product/service	Description	Qty	Price	Extended Price
1.	Sales	#6096 LIFE LINE 171" SUPERLINER TYPE I PASS-THRU AMBULANCE ON A 2025 FORD F550 4WD DIESEL CHASSIS (VIN - 1FDFF5HT9SDA14460) W/INCLUDED OPTIONS IN FULL QUOTE	1	\$301,401.00	\$301,401.00

Total

\$301,401.00

Ways to pay

BANK

Thank you for your business! We accept ACH payment or checks
sent to 7933 IA-28 Unit I Prole, IA 50229.

Payment due on delivery - Late fee of \$150/day

MAKE CHECKS PAYABLE TO LEGACY EMERGENCY VEHICLES
LLC

View and pay

City Clerk Use Only
Finance Committee
Approval Date _____

City of Waterloo Expenditure Pre-Authorization Request Form

The Finance Committee of the City Council is hereby requested to authorize the following purchase or expenditure submitted by the _____ Department to expend \$ _____ plus est. shipping costs of \$ _____ to pay for or purchase

This purchase or expenditure is being made because:

Vendor selected for this purchase: _____

☐ Bids or written quotes were taken on this purchase, as follows:

☐ Bids or quotes were not taken on this purchase because:

Prior Committee Actions (Dates): _____

Please check the following box(es) as appropriate to describe the funding for this expense:

☐ General Fund
 ☐ Road Use Tax
 ☐ Sewer
 ☐ Sanitation
☐ Bonds
 ☐ Federal/other grants
 ☐ Other (specify) _____

This expenditure is to be coded to the following budget line-item:

_____	_____
(Fund - Department - Activity - Account Number)	(Project Code)

in which the budgeted amount is	\$ _____
and the current available balance is	\$ _____

Respectfully submitted,

_____	_____
(Signature Dept. Head or Designee) Date	(Signature Finance Dept. Review) Date

Updated Pricing with Installation		
Station 1	\$	6,545.54
Station 2	\$	10,299.14
Station 3	\$	10,261.28
Station 4	\$	8,823.78
Station 5	\$	9,293.56
Station 6	\$	10,261.28
RTC	\$	13,735.65
Total:	\$	69,220.23



1657 Falls Ave
 Phone: 319-234-3511 Waterloo, IA. 50701
 Fax: 319-233-8292 Order Line: 800-728-2929

PROPOSAL

**Video for Fire Station (1) Headquarters Location
 Full Install**

Name: Waterloo Fire Rescue
 Attn: Chief William (Bill) Beck County:
 Address: 425 East 3rd Street
 Address:2 Account #:
 City: Waterloo ST: Iowa ZIP: 50703
 Phone: 319-291-4460 Fax:

Tracking #	251120-11	Tracking Date:	11/20/2025
Sales Order:		S.O. Date:	
Invoice #		Invoice Date:	

Rev:

L#	QTY	MODEL	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	2	P3738-PLE	AXIS Four (4) Lens Dome Camera	1,624.79	3,249.58
2	2	NPN	AXIS Camera Station Camera Licenses with Five Year Support	73.05	146.10
3	1	T94N01D	AXIS Pendant Mount	86.63	86.63
4	2	T91D62	AXIS Parapet Mount	349.13	698.26
5	1	T94V01C	AXIS Dual Camera Mount	109.13	109.13
6					
7	1		16-Port Mini Switch with POE	443.34	443.34
8	200	Feet	Outdoor CAT 6 Cable	0.55	110.00
9	6	NPN	Connectors	1.25	7.50
10					
11	10	A-1 Hours Paul	Mount and connect two outdoor cameras	75.00	750.00
12	10	A-1 Hours Tim	Mount and connect two outdoor cameras	75.00	750.00
13	2	A-1 Hours Paul	Software-Connect and Test	85.00	170.00
14					
15					
16					
17	1	Misc	Needed Extra Materials	25.00	25.00
L1	Notes or Special Instructions:			Page Total	\$6,545.54
L2					-
L3				Page Total	\$6,545.54
L4				INSTALLATION	
L5				SUB TOTAL	\$6,545.54
L6				SALES TAX	EXEMPT
L7				SHIPPING	Included
L8				TOTAL	\$6,545.54

Delivery: <u>TBD</u> Week(s), ARO. Delivery is based on manufacturers estimates and is subject to change. Project: <u>Security-CCTV</u> BY: <u>Paul Burger</u> E-Mail: <u>Accounting @rcsystems.com</u>	Terms: <u>Net-30</u> P.O Number: _____ Down Paym't <u>P.O.</u> Disclaimer: RCSystems - Radio Communications Co. Inc. & MWSN, will assume NO Liability as a result of Equipment failure and/or loss of services. Email: _____ Accepted by: _____ Name Date
--	---

Visit our website: www.rcsystems.com

PROPOSAL Valid for:

The FUTURE is with RCSYSTEMS - Serving Iowa for over 40 years - Engineering, Sales, Service & Consulting



1657 Falls Ave
 Phone: 319-234-3511 Waterloo, IA. 50701
 Fax: 319-233-8292 Order Line: 800-728-2929

PROPOSAL

Video for Fire Station (2) Full Install

Name: Waterloo Fire Rescue
 Attn: Chief William (Bill) Beck County:
 Address: 1812 La Porte Road
 Address:2 Account #:
 City: Waterloo ST: 319-2 ZIP: 50702
 Phone: Fax:

Tracking #	251120-12	Tracking Date:	11/20/2025
Sales Order:		S.O. Date:	
Invoice #		Invoice Date:	

L#	QTY	MODEL	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	3	P3738-PLE	AXIS Four (4) Lens Dome Camera	1,624.79	4,874.37
2	3	NPN	AXIS Camera Station Camera Licenses with Five Year Support	73.05	219.15
3	3	T94N01D	AXIS Pendant Mount	86.63	259.89
4	2	TP3302-E	AXIS Corner Mount	349.13	698.26
5	1	T91D62	AXIS Parapet Mount	349.13	349.13
6	1	NPN	Mini PC	1,437.50	1,437.50
7	1		16-Port Mini Switch with POE	443.34	443.34
8					
9	300	Feet Outdoor	CATE 6	0.55	165.00
10	6	NPN	Connectors	1.25	7.50
11					
12	11	A-1Hours Paul	Mount Cameras and Mounts	75.00	825.00
13	11	A-1 Hours Tim	Mount Cameras and Mounts	75.00	825.00
14					
15	2	A-1 Hours Paul	Software-Network and Test	85.00	170.00
16					
17	1	Misc	Needed Equipment	25.00	25.00
L1	Notes or Special Instructions:			Page Total	\$10,299.14
L2					-
L3				Page Total	\$10,299.14
L4				INSTALLATION	
L5				SUB TOTAL	\$10,299.14
L6				SALES TAX	EXEMPT
L7				SHIPPING	Included
L8				TOTAL	\$10,299.14

Delivery: <u>2-3</u> Week(s), ARO. <i>Delivery is based on manufacturers estimates and is subject to change.</i> Project: <u>Security-CCTV</u> BY: <u>Paul Burger</u> E-Mail: <u>Accounting @rcsystems.com</u>	Terms: <u>Net-30</u> P.O Number: _____ Down Paym't <u>P.O.</u> Disclaimer: RCSYSTEMS - Radio Communications Co. Inc. & MWSN, will assume NO Liability as a result of Equipment failure and/or loss of services. Email: _____ Accepted by: _____ Name Date
---	---

Visit our website: www.rcsystems.com

PROPOSAL Valid for:

The FUTURE is with RCSYSTEMS - Serving Iowa for over 40 years - Engineering, Sales, Service & Consulting



1657 Falls Ave
 Phone: 319-234-3511 Waterloo, IA. 50701
 Fax: 319-233-8292 Order Line: 800-728-2929

PROPOSAL

Video for Fire Station (3) Full Install

Name: Waterloo Fire Rescue
 Attn: Chief William (Bill) Beck County:
 Address: 222 West Donald
 Address:2 Account #:
 City: Waterloo ST: 319-2 ZIP: 50703
 Phone: Fax:

Tracking #	251120-13	Tracking Date:	11/20/2025
Sales Order:		S.O. Date:	
Invoice #		Invoice Date:	

L#	QTY	MODEL	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	2	P3738-PLE	AXIS Four (4) Lens Dome Camera	1,624.79	3,249.58
2	4	NPN	AXIS Camera Station Camera Licenses with Five Year Support	73.05	292.20
3	2	P1468-LE	AXIS Bullet Camera	901.07	1,802.14
4	2	T94N01D	AXIS Pendant Mount	86.63	173.26
5	2	TP3302-E	AXIS Corner Mount	349.13	698.26
6					
7	1		16-Port Mini Switch with POE	443.34	443.34
8					
9	1		Mini PC/Server	1,437.50	1,437.50
10					
11	400	Feet Indoor	CAT 6 Cable	0.40	160.00
12	8	NPN	Connectors	1.25	10.00
13					
14	12	A-1 Hours Paul	Install Camers and Mounts	75.00	900.00
15	12	A-1 Hours Tim	Install Camers and Mounts	75.00	900.00
16	2	A-1 Hours Paul	Software-Connect and Test	85.00	170.00
17	1	Misc	Needed Equipment	25.00	25.00
L1	Notes or Special Instructions:			Page Total	\$10,261.28
L2					-
L3				Page Total	\$10,261.28
L4				INSTALLATION	
L5				SUB TOTAL	\$10,261.28
L6				SALES TAX	EXEMPT
L7				SHIPPING	Included
L8				TOTAL	\$10,261.28

Delivery: <u>2-4</u> Week(s), ARO. <i>Delivery is based on manufacturers estimates and is subject to change.</i> Project: <u>Security-CCTV</u> BY: <u>Paul Burger</u> E-Mail: <u>Accounting @rcsystems.com</u>	Terms: <u>Net-30</u> P.O Number: _____ Down Paym't <u>P.O.</u> Disclaimer: RCSystems - Radio Communications Co. Inc. & MWSN, will assume NO Liability as a result of Equipment failure and/or loss of services. Email: _____ Accepted by: _____ Name Date
---	---

Visit our website: www.rcsystems.com

PROPOSAL Valid for:

The FUTURE is with RCSYSTEMS - Serving Iowa for over 40 years - Engineering, Sales, Service & Consulting



1657 Falls Ave
 Phone: 319-234-3511 Waterloo, IA. 50701
 Fax: 319-233-8292 Order Line: 800-728-2929

PROPOSAL

Video for Fire Station (4) Full Install

Name: Waterloo Fire Rescue
 Attn: Chief William (Bill) Beck County:
 Address: 1200 Ansborough Ave
 Address:2 Account #:
 City: Waterloo ST: 319-2 ZIP: 50701
 Phone: Fax:

Tracking #	251120-14	Tracking Date:	11/20/2025
Sales Order:		S.O. Date:	
Invoice #		Invoice Date:	

L#	QTY	MODEL	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	2	P3738-PLE	AXIS Four (4) Lens Dome Camera	1,624.79	3,249.58
2	4	NPN	AXIS Camera Station Camera Licenses with Five Year Support	73.05	292.20
3	2	P1468-LE	AXIS Bullet Camera	901.07	1,802.14
4	2	T94N01D	AXIS Pendant Mount	86.63	173.26
5	2	TP3302-E	AXIS Corner Mount	349.13	698.26
6					
7	1		16-Port Mini Switch with POE	443.34	443.34
8					
9	400	Feet Indoor	CAT 6 Plenum Rated Cable	0.40	160.00
10	8	NPN	Connectors	1.25	10.00
11					
12	12	A-1 Hours Paul	Installation Cameras-Mounts	75.00	900.00
13	12	A-1 Hours Tim	Installation Cameras-Mounts	75.00	900.00
14					
15	2	A-1 Hours Paul	Software-Network-Test and Train	85.00	170.00
16					
17	1	Misc	Needed Equipment	25.00	25.00
L1	Notes or Special Instructions:			Page Total	\$8,823.78
L2					-
L3				Page Total	\$8,823.78
L4				INSTALLATION	
L5				SUB TOTAL	\$8,823.78
L6				SALES TAX	EXEMPT
L7				SHIPPING	Included
L8				TOTAL	\$8,823.78

Delivery: _____ Week(s), ARO. Delivery is based on manufacturers estimates and is subject to change. Project: _____ BY: <u>Paul Burger</u> E-Mail: <u>Accounting @rcsystems.com</u>	Terms: <u>Net-30</u> P.O Number: _____ Down Paym't <u>P.O.</u> Disclaimer: RCSYSTEMS - Radio Communications Co. Inc. & MWSN, will assume NO Liability as a result of Equipment failure and/or loss of services. Email: _____ Accepted by: _____ Name Date
---	---

Visit our website: www.rcsystems.com

PROPOSAL Valid for:

The FUTURE is with RCSYSTEMS - Serving Iowa for over 40 years - Engineering, Sales, Service & Consulting



1657 Falls Ave
 Phone: 319-234-3511 Waterloo, IA. 50701
 Fax: 319-233-8292 Order Line: 800-728-2929

PROPOSAL

Video for Fire Station (5) Full Install

Name: Waterloo Fire Rescue
 Attn: Chief William (Bill) Beck County:
 Address: 617 Nevada Street
 Address:2 Account #:
 City: Waterloo ST: 319-2 ZIP: 50703
 Phone: Fax:

Tracking #	251120-15	Tracking Date:	11/20/2025
Sales Order:		S.O. Date:	
Invoice #		Invoice Date:	

L#	QTY	MODEL	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	3	P3827-PVE	AXIS 180 Degree Dome Camera	1,359.15	4,077.45
2	4	NPN	AXIS Camera Station Camera Licenses with Five Year Support	73.05	292.20
3	1	P1468-LE	AXIS Bullet Camera	901.07	901.07
4					
5	1	NPN	16-Port Mini Switch with POE	443.34	443.34
6	1	NPN	Mini PC/Server	1,434.50	1,434.50
7					
8	350	Feet Indoor	CAT 6 Plenum Rated Cable	0.40	140.00
9	8	NPN	Connectors	1.25	10.00
10					
11					
12	12	A-1 Hours Paul	Mount Cameras-Mounts	75.00	900.00
13	12	A-1 Hours Tim	Mount Cameras-Mounts	75.00	900.00
14					
15	2	A-1 Hours Paul	Software-Network-Test	85.00	170.00
16					
17	1	Misc	Needed Equipment	25.00	25.00
L1	Notes or Special Instructions:			Page Total	\$9,293.56
L2					-
L3				Page Total	\$9,293.56
L4				INSTALLATION	
L5				SUB TOTAL	\$9,293.56
L6				SALES TAX	EXEMPT
L7				SHIPPING	Included
L8				TOTAL	\$9,293.56

Delivery: _____ Week(s), ARO. Delivery is based on manufacturers estimates and is subject to change. Project: _____ BY: <u>Paul Burger</u> E-Mail: <u>Accounting @rcsystems.com</u>	Terms: _____ Net-30 P.O Number: _____ Down Paym't _____ P.O. _____ Disclaimer: RCSYSTEMS - Radio Communications Co. Inc. & MWSN, will assume NO Liability as a result of Equipment failure and/or loss of services. Email: _____ Accepted by: _____ Name Date
---	---

Visit our website: www.rcsystems.com

PROPOSAL **Valid for:**

The FUTURE is with RCSYSTEMS - Serving Iowa for over 40 years - Engineering, Sales, Service & Consulting



1657 Falls Ave
 Phone: 319-234-3511 Waterloo, IA. 50701
 Fax: 319-233-8292 Order Line: 800-728-2929

PROPOSAL

Video for Fire Station (6) Full Install

Name: Waterloo Fire Rescue
 Attn: Chief William (Bill) Beck County:
 Address: 3233 Ansborough Ave.
 Address:2 Account #:
 City: Waterloo ST: 319-2 ZIP: 50701
 Phone: Fax:

Tracking #	251120-16	Tracking Date:	11/20/2025
Sales Order:		S.O. Date:	
Invoice #		Invoice Date:	

L#	QTY	MODEL	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	2	P3738-PLE	AXIS Four (4) Lens Dome Camera	1,624.79	3,249.58
2	4	NPN	AXIS Camera Station Camera Licenses with Five Year Support	73.05	292.20
3	2	P1468-LE	AXIS Bullet Camera	901.07	1,802.14
4	2	T94N01D	AXIS Pendant Mount	86.63	173.26
5	2	TP3302-E	AXIS Corner Mount	349.13	698.26
6					
7	1		16-Port Mini Switch with POE	443.34	443.34
8	1	NPN	Mini PC/Server	1,437.50	1,437.50
9					
10	400	Feet Indoor	CAT 6 Plenum Rated Cable	0.40	160.00
11	8	NPN	Connectors	1.25	10.00
12					
13					
14	12	A-1 Hours Paul	Mount Cameras-Mounts	75.00	900.00
15	12	A-1 Hours Tim	Mount Cameras-Mounts	75.00	900.00
16	2	A-1 Hours Paul	Software-Network and Test	85.00	170.00
17	1	Misc	Needed Equipment	25.00	25.00
L1	Notes or Special Instructions:			Page Total	\$10,261.28
L2					-
L3				Page Total	\$10,261.28
L4				INSTALLATION	
L5				SUB TOTAL	\$10,261.28
L6				SALES TAX	EXEMPT
L7				SHIPPING	Included
L8				TOTAL	\$10,261.28

Delivery: _____ Week(s), ARO. Delivery is based on manufacturers estimates and is subject to change. Project: _____ BY: <u>Paul Burger</u> E-Mail: <u>Accounting @rcsystems.com</u>	Terms: <u>Net-30</u> P.O Number: _____ Down Paym't <u>P.O.</u> Disclaimer: RCSYSTEMS - Radio Communications Co. Inc. & MWSN, will assume NO Liability as a result of Equipment failure and/or loss of services. Email: _____ Accepted by: _____ Name Date
---	--

Visit our website: www.rcsystems.com

PROPOSAL **Valid for:**

The FUTURE is with RCSYSTEMS - Serving Iowa for over 40 years - Engineering, Sales, Service & Consulting



1657 Falls Ave
 Phone: 319-234-3511 Waterloo, IA. 50701
 Fax: 319-233-8292 Order Line: 800-728-2929

Name Black Hawk County Emergency Management
 Attn: Chief William (Bill) Beck County
 Address: 1925 Newell Street
 Address:2 Account #:
 City: Waterloo ST: Iowa ZIP: 50707
 Phone: 319-291-4373 Fax:

Cameras for Training Center EMA Building Full Install

Page 1, Continued on Page 2

Tracking #	251120-17	Tracking Date:	11/20/2025
Sales Order:		S.O. Date:	
Invoice #		Invoice Date:	

L#	QTY	MODEL	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1			HeadEnd Equipment		
2	1	NPN	Video Server/Recorder	3,000.00	3,000.00
3			Three Year Equipment and Service Warranty		
4	1	USW-Pro-16-PoE	Ubiquiti16 Switch	443.34	443.34
5	1	APC Mini	UPS for Power Dispribution and Voltage Regulation	211.25	211.25
6	100	Feet of Cat 6	Jumpers and Network Connections	0.55	55.00
7	3	A-2	Installation of Headend Equipment and Setup	75.00	225.00
8	4	P-1	Programming Server and Network	85.00	340.00
9	2	T-1	Training on Server and Software	85.00	170.00
10	1	NPN	Monitor for Rack to Service and Backup Monitor Server	156.25	156.25
11					
12					
13					
14					
15					
16					
17	1	Misc	Tie Wraps, Connectors, Fittings, Caulk, Etc	150.00	150.00
L1	<u>Notes or Special Instructions:</u>			Page Total	\$4,750.84
L2				Total Add'l Pages	8,984.81
L3				Total All Pages	\$13,735.65
L4				INSTALLATION	
L5				SUB TOTAL	\$13,735.65
L6				SALES TAX	EXEMPT
L7				SHIPPING	Included
L8				TOTAL	\$13,735.65

Delivery: 3-4 Week(s), ARO. <i>Delivery is based on manufacturers estimates and is subject to change.</i> Project: Security-CCTV BY: <u>Paul Burger</u> E-Mail: Paul @rcsystems.com	Terms: Net-30 Down Paym't P.O. Disclaimer: RCSYSTEMS - Radio Communications Co. Inc. & MWSN, will assume NO Liability as a result of Equipment failure and/or loss of services. Email: Accepted by: _____ Name Date
--	---

Visit our website: www.rcsystems.com

Valid for:

The FUTURE is with RCSYSTEMS - Serving Iowa for over 40 years - Engineering, Sales, Service & Consulting

Name Black Hawk County Emergency Management

Attn: Chief William (Bill) Beck

Address: 1925 Newell Street

Address:2

City: Waterloo

ST: Iowa ZIP: 50707

Phone: 319-291-4373

Fax:

Cameras for Training Center EMA Building Full Install

Last Page 2

Tracking #	25112017	Tracking Date:	11/20/2025
Sales Order:		S.O. Date:	
Invoice #		Invoice Date:	

L#	QTY	MODEL	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1			Tower Camera		
2	1	P3738-PLE	Axis 4K 4 Lens Camera with IR	1,548.19	1,548.19
3	1	T94N01D	Pendant Mount Kit	86.63	86.63
4	1	T91B67	Pole Mount	88.87	88.87
5					
6	1	NPN	Axis Camera License	73.05	73.05
7	200	Feet of Cat6 Outdoor	Data Cable to Power and Network Camera	0.55	110.00
8	12	A-2	Installation of Cable and Camera (2 Installers)	75.00	900.00
9	1	P-1	Programming and Setting UP Camera	85.00	85.00
10	1	Axis Midspan	Axis 30W Midspan	64.19	64.19
11					
12					
13			Mid North Camera		
14	1	P3738-PLE	Axis 4K 4 Lens Camera with IR	1,548.19	1,548.19
15	1	T94N01D	Pendant Mount Kit	80.72	80.72
16	1	T91D61	Wall Mount	80.72	80.72
17	1	T91A64	Corner Bracket	72.57	72.57
18	1	NPN	Axis Camera License	73.05	73.05
19	200	Feet of Cat6 Outdoor	Data Cable to Power and Network Camera	0.55	110.00
20	12	A-2	Installation of Cable and Camera (2 Installers)	75.00	900.00
21	1	P-1	Programming and Setting UP Camera	85.00	85.00
22	1	Axis Midspan	Axis 30W Midspan	64.19	64.19
23					
24					
25			SW Corner Camera		
26	1	P3738-PLE	Axis 4K 4 Lens Camera with IR	1,548.19	1,548.19
27	1	T94N01D	Pendant Mount Kit	80.72	80.72
28	1	T91D61	Wall Mount	80.72	80.72
29	1	T91A64	Corner Bracket	72.57	72.57
30	1	NPN	Axis Camera License	73.05	73.05
31	200	Feet of Cat6 Outdoor	Data Cable to Power and Network Camera	0.55	110.00
32	12	A-2	Installation of Cable and Camera (2 Installers)	75.00	900.00
33	1	P-1	Programming and Setting UP Camera	85.00	85.00
34	1	Axis Midspan	Axis 30W Midspan	64.19	64.19
35					

All Terms and Conditions Listed on Page one will apply to this and all additional pages.

Initials _____ Date: _____

City Clerk Use Only
Finance Committee
Approval Date _____

City of Waterloo Expenditure Pre-Authorization Request Form

The Finance Committee of the City Council is hereby requested to authorize the following purchase or expenditure submitted by the _____ Department to expend \$ _____ plus est. shipping costs of \$ _____ to pay for or purchase

This purchase or expenditure is being made because:

Vendor selected for this purchase: _____

☐ Bids or written quotes were taken on this purchase, as follows:

☐ Bids or quotes were not taken on this purchase because:

Prior Committee Actions (Dates): _____

Please check the following box(es) as appropriate to describe the funding for this expense:

☐ General Fund
 ☐ Road Use Tax
 ☐ Sewer
 ☐ Sanitation
☐ Bonds
 ☐ Federal/other grants
 ☐ Other (specify) _____

This expenditure is to be coded to the following budget line-item:

(Fund - Department - Activity - Account Number)	(Project Code)
---	----------------

in which the budgeted amount is	\$ _____
and the current available balance is	\$ _____

Respectfully submitted,

(Signature Dept. Head or Designee) Date	(Signature Finance Dept. Review) Date
--	--



CITY OF WATERLOO, IOWA

CEDAR VALLEY SPORTSPLEX

300 Jefferson Street • Waterloo, IA 50701 • (319) 291-0165

The Sports Department of the Waterloo Leisure Services Commission is requesting price quotes for the following items for the Cedar Valley SportsPlex. The deadline for submitting quotations will be **Friday November 7, 2025, by 5:00 p.m.**

Contact Info: Cedar Valley SportsPlex

Attn: Craig Denner
300 Jefferson Street
Waterloo, Iowa 50701
Phone: 319-291-0165
Email: craig.denner@waterloo-ia.org

<u>ITEM – Tables & Chairs</u>	<u>QUANTITY</u>	<u>TOTAL PRICE</u>
3080 Agenda Plus Stacking Chair (sku:3080GreyA01)	50	\$ _____
Iceberg 8' Tables (sku: ICE65333)	7	\$ _____
Iceberg 6' Tables (sku: ICE65323)	8	\$ _____

THIS BID NEEDS TO INCLUDE SHIPPING AND DELIVERY.

The City of Waterloo and Waterloo Leisure Services is a tax exempt entity.

TOTAL PRICE: \$ _____

If you have any questions regarding these items, please do not hesitate to call Craig at (319) 291-0165.

Company Name: _____

Company Address: _____

Phone #: _____ Date: _____

Sales Rep.: _____

CEDAR VALLEY SPORTSPLES FURNITURE QUOTE – STOREY KENWORTHY

November 5, 2025

50 x 3080Grya01 Agenda Plus Stacking Chair – \$63.60 x 50 = \$3,180.00

7 x ICE65333 8' table – \$253.46 x 7 = \$1,774.22

8 x ICE65323 6' table – \$209.60 per table x 8 = \$1,676.80

Subtotal = \$6,631.02

Delivery Fee - \$150.00

TOTAL = \$6,781.02

Lead times are approximately 2-3



DANNY SICKLES

Sr. Account Executive

C: 515-505-6400

dsickles@storeykenworthy.com



CITY OF WATERLOO, IOWA

CEDAR VALLEY SPORTSPLEX
300 Jefferson Street • Waterloo, IA 50701 • (319) 291-0165

The Sports Department of the Waterloo Leisure Services Commission is requesting price quotes for the following items for the Cedar Valley SportsPlex. The deadline for submitting quotations will be **Friday November 7, 2025, by 5:00 p.m.**

Contact Info: Cedar Valley SportsPlex
Attn: Craig Denner
300 Jefferson Street
Waterloo, Iowa 50701
Phone: 319-291-0165
Email: craig.denner@waterloo-ia.org

<u>ITEM – Tables & Chairs</u>	<u>QUANTITY</u>	<u>TOTAL PRICE</u>
3080 Agenda Plus Stacking Chair (sku:3080GreyA01)	50	\$ <u>4,000.00</u>
Iceberg 8' Tables (sku: ICE65333)	7	\$ <u>1,680.00</u>
Iceberg 6' Tables (sku: ICE65323)	8	\$ <u>1,611.12</u>

THIS BID NEEDS TO INCLUDE SHIPPING AND DELIVERY.

The City of Waterloo and Waterloo Leisure Services is a tax exempt entity.

TOTAL PRICE: \$ 7,291.12

If you have any questions regarding these items, please do not hesitate to call Craig at (319) 291-0165.

Company Name: Office Express Office Products
Company Address: 207 2nd Ave. SW, Cedar Rapids, IA 52444
Phone #: 319-504-1102 Date: 11/3/25
Sales Rep.: Brad Homewood

Free Shipping + Delivery

City Clerk Use Only
Finance Committee
Approval Date _____

City of Waterloo Expenditure Pre-Authorization Request Form

The Finance Committee of the City Council is hereby requested to authorize the following purchase or expenditure submitted by the _____ Department to expend \$ _____ plus est. shipping costs of \$ _____ to pay for or purchase

This purchase or expenditure is being made because:

Vendor selected for this purchase: _____

☐ Bids or written quotes were taken on this purchase, as follows:

☐ Bids or quotes were not taken on this purchase because:

Prior Committee Actions (Dates): _____

Please check the following box(es) as appropriate to describe the funding for this expense:

☐ General Fund
 ☐ Road Use Tax
 ☐ Sewer
 ☐ Sanitation
☐ Bonds
 ☐ Federal/other grants
 ☐ Other (specify) _____

This expenditure is to be coded to the following budget line-item:

_____	_____
(Fund - Department - Activity - Account Number)	(Project Code)

in which the budgeted amount is	\$ _____
and the current available balance is	\$ _____

Respectfully submitted,

_____	_____
(Signature Dept. Head or Designee) Date	(Signature Finance Dept. Review) Date



CITY OF WATERLOO, IOWA

CEDAR VALLEY SPORTSPLEX

300 Jefferson Street • Waterloo, IA 50701 • (319) 291-0165

The Sports Department of the Waterloo Leisure Services Commission is requesting price quotes for the following items for the Cedar Valley SportsPlex. The deadline for submitting quotations will be **Friday November 7, 2025, by 5:00 p.m.**

Contact Info: Cedar Valley SportsPlex

Attn: Craig Denner
300 Jefferson Street
Waterloo, Iowa 50701
Phone: 319-291-0165
Email: craig.denner@waterloo-ia.org

<u>ITEM – Tables & Chairs</u>	<u>QUANTITY</u>	<u>TOTAL PRICE</u>
3080 Agenda Plus Stacking Chair (sku:3080GreyA01)	50	\$ _____
Iceberg 8' Tables (sku: ICE65333)	7	\$ _____
Iceberg 6' Tables (sku: ICE65323)	8	\$ _____

THIS BID NEEDS TO INCLUDE SHIPPING AND DELIVERY.

The City of Waterloo and Waterloo Leisure Services is a tax exempt entity.

TOTAL PRICE: \$ _____

If you have any questions regarding these items, please do not hesitate to call Craig at (319) 291-0165.

Company Name: _____

Company Address: _____

Phone #: _____ Date: _____

Sales Rep.: _____

CEDAR VALLEY SPORTSPLES FURNITURE QUOTE – STOREY KENWORTHY

November 5, 2025

50 x 3080Grya01 Agenda Plus Stacking Chair – \$63.60 x 50 = \$3,180.00

7 x ICE65333 8' table – \$253.46 x 7 = \$1,774.22

8 x ICE65323 6' table – \$209.60 per table x 8 = \$1,676.80

Subtotal = \$6,631.02

Delivery Fee - \$150.00

TOTAL = \$6,781.02

Lead times are approximately 2-3



DANNY SICKLES

Sr. Account Executive

C: 515-505-6400

dsickles@storeykenworthy.com



CITY OF WATERLOO, IOWA

CEDAR VALLEY SPORTSPLEX
300 Jefferson Street • Waterloo, IA 50701 • (319) 291-0165

The Sports Department of the Waterloo Leisure Services Commission is requesting price quotes for the following items for the Cedar Valley SportsPlex. The deadline for submitting quotations will be **Friday November 7, 2025, by 5:00 p.m.**

Contact Info: Cedar Valley SportsPlex
Attn: Craig Denner
300 Jefferson Street
Waterloo, Iowa 50701
Phone: 319-291-0165
Email: craig.denner@waterloo-ia.org

ITEM – Tables & Chairs	QUANTITY	TOTAL PRICE
3080 Agenda Plus Stacking Chair (sku:3080GreyA01)	50	\$ 4,000.00
Iceberg 8' Tables (sku: ICE65333)	7	\$ 1,680.00
Iceberg 6' Tables (sku: ICE65323)	8	\$ 1,611.12

THIS BID NEEDS TO INCLUDE SHIPPING AND DELIVERY.

The City of Waterloo and Waterloo Leisure Services is a tax exempt entity.

TOTAL PRICE: \$ 7,291.12

If you have any questions regarding these items, please do not hesitate to call Craig at (319) 291-0165.

Company Name: Office Express Office Products
Company Address: 207 2nd Ave. SW, Cedar Rapids, IA 52444
Phone #: 319-504-1102 Date: 11/3/25
Sales Rep.: Brad Homewood

Free Shipping + Delivery

City Clerk Use Only
Finance Committee
Approval Date _____

City of Waterloo Expenditure Pre-Authorization Request Form

The Finance Committee of the City Council is hereby requested to authorize the following purchase or expenditure submitted by the _____ Department to expend \$ _____ plus est. shipping costs of \$ _____ to pay for or purchase

This purchase or expenditure is being made because:

Vendor selected for this purchase: _____

☐ Bids or written quotes were taken on this purchase, as follows:

☐ Bids or quotes were not taken on this purchase because:

Prior Committee Actions (Dates): _____

Please check the following box(es) as appropriate to describe the funding for this expense:

☐ General Fund
 ☐ Road Use Tax
 ☐ Sewer
 ☐ Sanitation
☐ Bonds
 ☐ Federal/other grants
 ☐ Other (specify) _____

This expenditure is to be coded to the following budget line-item:

(Fund - Department - Activity - Account Number)	(Project Code)
---	----------------

in which the budgeted amount is	\$ _____
and the current available balance is	\$ _____

Respectfully submitted,

(Signature Dept. Head or Designee) Date	(Signature Finance Dept. Review) Date
--	--



Quotation/Offer
DRH2508618 - City of Waterloo

Date: 11/6/25

Expiration Date 12/21/25

Prepared For: City of Waterloo 715 Mulberry Street Waterloo, IA 50703 Chris Youngblut 319-291-4598 chris.youngblut@waterloo-ia.org	Project Name: Aruba 6200M Switch Project Description:	From: Aercor Inc. 2520 Broadway Street NE Suite 204 Minneapolis, MN 55413 www.aercor.com
---	---	--

Hardware

\$16,835.04

Shipping

\$5.00

Total: \$16,840.04

Derrick R. Hoffmann
Vice President of Sales
Phone: 651-289-4211
Email: drhoffmann@aercor.com

Proposal Comments:

**** Please reference the quote number on your purchase order. Thank you. ****

*****Credit Card payments will be subject to a convenience fee where applicable and must be paid at time of order*****



Customer Name:

Quote/Offer ID:

Date:

City of Waterloo

DRH2508618 - City of Waterloo

11/6/25

Line

Product Number	Description	Qty	Customer Unit Sale Price	Customer Extended Sale Price
Hardware				
1 R8Q70A	Aruba 6200M 48G CL4 PoE 4SFP+ Sw	3	\$3,963.24	\$11,889.72
2 R8Q68A	Aruba 6200M 24G CL4 PoE 4SFP+ Sw	1	\$2,602.44	\$2,602.44
3 JL087A#ABA	ARUBA X372 54VDC 1050W 110-240VAC Power Supply, U.S. Power Cord	4	\$585.72	\$2,342.88
		Hardware Total:		\$16,835.04
			Customer Total:	\$16,835.04

Note: The information in this Proposal is considered PROPRIETARY and CONFIDENTIAL to Aercor.
By review of this information, you agree to maintain its confidentiality and use it for internal business purposes only.
Any variation in quantity, description or delivery may result in price changes.
Prices are valid for 30 days from date of this Proposal unless otherwise stated.
Delivery dates can, and do, change frequently and at very short notice. The estimated delivery date on this Proposal is only valid from the date of acceptance via signature. Once we receive this signed Proposal, we will confirm a new estimated delivery date. Shipping and taxes are added at the time of invoice. Shipping charges are subject to additional handling fees for specifying carriers and/or expedited shipments.
This Proposal is subject to (a) the Terms and Conditions attached hereto and (b) credit and finance approval.
Opened boxes are not eligible for return.

Proposal Comments:

Exhibit A
PRODUCT PURCHASE AGREEMENT
TERMS AND CONDITIONS

1. Product

Aercor Inc (Aercor) will provide to the other party hereunder ("Client"), the product or products specified in the sales proposal (the "Document") to which these Terms and Conditions are attached and made a part of (individually and collectively, the "Product"), by sale, license or sublicense, as provided under and upon the terms and conditions of this Agreement. These Terms and Conditions, along with the Document and all appendices thereto, are collectively the "Agreement".

2. Invoicing and Payment

The purchase price for the Product will be due and payable as indicated in the attached Document. Payment terms are net 30 days. If Client's account is past due and Aercor has notified Client verbally or in writing of the past due balance, it may, without advance notice, immediately cease any and all Product sales hereunder, or revoke any and all Product licenses hereunder, without any liability for breach of this Agreement. If Client's account, after default, is referred to an attorney or collection agency for collection, Client will pay all of Aercor's expenses incurred in such collection efforts including, without limitation, court costs and reasonable attorney's fees.

3. Taxes

The customer agrees that they are responsible for payment of any sales or use tax arising from its purchase of product under this agreement.

4. Limitations on Warranty

Aercor MAKES NO WARRANTIES, EXPRESS OR IMPLIED, WITH RESPECT TO THE PRODUCT. Aercor EXPRESSLY DISCLAIMS ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE OR USE. Client should refer to the Product license, documentation and other information provided by the manufacturer of the Product for warranty and any other information regarding any Product.

5. Limitation of Liability

Client's exclusive remedy, and Aercor's sole liability to client, for any cause whatsoever will be limited to any purchase price or license fees, as applicable paid to Aercor by client under this agreement. The foregoing limitation will apply regardless of the form of action, whether contract or tort, including without limitation, negligence. In no event will Aercor be liable for any loss of profit, revenue, data, use, or other commercial injury, or any special, incidental, indirect or consequential damages, suffered by client or any third party, whether or not Aercor has been advised of the possibility of such loss, injury, damages or third party claim, under any cause of action arising out of or relating to this agreement.

6. Enforceability

If any provision, or any part of any provision, of this Agreement will be held void, voidable, invalid, or inoperative, no other provision of this Agreement will be affected as a result thereof and accordingly, the remaining provisions of this Agreement will remain in full force and effect as though such void, voidable, invalid or inoperative provision or part thereof had not been contained herein.

7. Relationship

This Agreement does not create an agency, employment, partnership joint venture, trust or other fiduciary relationship between the parties. Neither party shall have the right to bind the other to any third person or otherwise to act in a way as a representative or agent of the other.

8. Entire Agreement

This Agreement sets forth the entire agreement between the parties with respect to the subject matter herein, superseding all prior agreements, negotiations or understandings, whether oral or written, with respect to such subject matter. To the extent that any of the terms and conditions of the Document or any appendices thereof conflict with these Terms and Conditions, these Terms and Conditions will control. This Agreement may not be changed, modified or waived in whole or part except by an instrument in writing signed by both parties. Unless otherwise defined in the Document, all defined terms will have the definitions set forth in these Terms and Conditions.

Aercor Authorized Signatory

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

Customer Authorized Signatory

By: _____
Name: _____
Title: _____
Date: _____
PO#: _____



Thank you for choosing CDW. We have received your quote.

Hardware

Software

Services

IT Solutions

Brands

Research Hub

QUOTE CONFIRMATION

CHRIS YOUNGBLUT,

Thank you for considering CDW•G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

Convert Quote to Order

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
1CJB96Q	11/19/2025	HPE SWITCH PRICING	8405954	\$26,863.72

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
HPE Networking 6200M 48G Class4 PoE 4SFP+ Switch - switch - Max. Stacking D Mfg. Part#: R8Q70A Contract: Sourcewell 121923-CDWG Tech Catalog (121923)	3	7282913	\$7,092.04	\$21,276.12
HPE Networking 6200M 24G Class4 PoE 4SFP+ - switch - 24 ports - managed - r Mfg. Part#: R8Q68A Contract: Sourcewell 121923-CDWG Tech Catalog (121923)	1	7302826	\$4,656.62	\$4,656.62
HPE Aruba X372 - power supply - hot-plug redundant - 1050 Watt Mfg. Part#: JL087A#ABA UNSPSC: 39121004 Contract: OMNIA Mesa 2024056-01 - GOV (2024056-01)	1	5115379	\$930.98	\$930.98

SUBTOTAL	\$26,863.72
SHIPPING	\$0.00
SALES TAX	\$0.00
GRAND TOTAL	\$26,863.72

PURCHASER BILLING INFO	DELIVER TO
Billing Address: CITY OF WATERLOO ACCOUNTS PAYABL 715 MULBERRY ST WATERLOO, IA 50703-5783 Phone: (319) 291-4598 Payment Terms:	Shipping Address: CITY OF WATERLOO ATTN:CHRIS YOUNGBLUT 715 MULBERRY ST WATERLOO, IA 50703-5783 Phone: (319) 291-4598 Shipping Method: DROP SHIP-GROUND
Please remit payments to:	



Sales Contact Info

Neal Zolt | (866) 843-0749 | nealzol@cdwg.com

Need Help?



My Account



Support



Call 800.800.4239

[About Us](#) | [Privacy Policy](#) | [Terms and Conditions](#)

This order is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdwg.com/content/terms-conditions/product-sales.aspx>

For more information, contact a CDW account manager.

© 2025 CDW•G LLC, 200 N. Milwaukee Avenue, Vernon Hills, IL 60061 | 800.808.4239

City Clerk Use Only
Finance Committee
Approval Date _____

City of Waterloo Expenditure Pre-Authorization Request Form

The Finance Committee of the City Council is hereby requested to authorize the following purchase or expenditure submitted by the _____ Department to expend \$ _____ plus est. shipping costs of \$ _____ to pay for or purchase

This purchase or expenditure is being made because:

Vendor selected for this purchase: _____

☐ Bids or written quotes were taken on this purchase, as follows:

☐ Bids or quotes were not taken on this purchase because:

Prior Committee Actions (Dates): _____

Please check the following box(es) as appropriate to describe the funding for this expense:

☐ General Fund	☐ Road Use Tax	☐ Sewer	☐ Sanitation
☐ Bonds	☐ Federal/other grants	☐ Other (specify) _____	

This expenditure is to be coded to the following budget line-item:

(Fund - Department - Activity - Account Number)	(Project Code)
---	----------------

in which the budgeted amount is \$ _____
and the current available balance is \$ _____

Respectfully submitted,

(Signature Dept. Head or Designee)	Date	(Signature Finance Dept. Review)	Date
------------------------------------	------	----------------------------------	------



Thank you for choosing CDW. We have received your quote.

Hardware

Software

Services

IT Solutions

Brands

Research Hub

QUOTE CONFIRMATION

WENDY DRINOVSKY,

Thank you for considering CDW•G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

Convert Quote to Order

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
PRBM187	11/4/2025	PRBM187	10625846	\$3,216.97

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
Adobe Acrobat Pro for enterprise - Subscription Renewal - 1 user	29	7544539	\$110.93	\$3,216.97
Mfg. Part#: 65324170BC08A12				
Electronic distribution - NO MEDIA				
Contract: Sourcewell 121923 CDWG-Software (121923)				

SUBTOTAL	\$3,216.97
SHIPPING	\$0.00
SALES TAX	\$0.00
GRAND TOTAL	\$3,216.97

PURCHASER BILLING INFO	DELIVER TO
Billing Address: WATERLOO POLICE DEPARTMENT WENDY DRINOVSKY 715 MULBERRY ST WATERLOO, IA 50703-5714 Phone: (319) 291-2515 Payment Terms: NET 30-VERBAL	Shipping Address: WATERLOO POLICE DEPARTMENT WENDY DRINOVSKY 715 MULBERRY ST WATERLOO, IA 50703-5714 Phone: (319) 291-2515 Shipping Method: ELECTRONIC DISTRIBUTION
	Please remit payments to: CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515



Sales Contact Info

Neal Zolt | (866) 843-0749 | nealzol@cdwg.com

Need Help?



My Account



Support



Call 800.800.4239

[About Us](#) | [Privacy Policy](#) | [Terms and Conditions](#)

This order is subject to CDW's Terms and Conditions of Sales and Service Projects at

<http://www.cdwg.com/content/terms-conditions/product-sales.aspx>

For more information, contact a CDW account manager.

© 2025 CDW•G LLC, 200 N. Milwaukee Avenue, Vernon Hills, IL 60061 | 800.808.4239

City Clerk Use Only
Finance Committee
Approval Date _____

City of Waterloo Expenditure Pre-Authorization Request Form

The Finance Committee of the City Council is hereby requested to authorize the following purchase or expenditure submitted by the _____ Department to expend \$ _____ plus est. shipping costs of \$ _____ to pay for or purchase

This purchase or expenditure is being made because:

Vendor selected for this purchase: _____

☐ Bids or written quotes were taken on this purchase, as follows:

☐ Bids or quotes were not taken on this purchase because:

Prior Committee Actions (Dates): _____

Please check the following box(es) as appropriate to describe the funding for this expense:

☐ General Fund
 ☐ Road Use Tax
 ☐ Sewer
 ☐ Sanitation
☐ Bonds
 ☐ Federal/other grants
 ☐ Other (specify) _____

This expenditure is to be coded to the following budget line-item:

(Fund - Department - Activity - Account Number)	(Project Code)
---	----------------

in which the budgeted amount is	\$ _____
and the current available balance is	\$ _____

Respectfully submitted,

(Signature Dept. Head or Designee) Date	(Signature Finance Dept. Review) Date
--	--

OPG-3, Inc.
8030 Old Cedar Ave S, Ste 205
Bloomington, MN 55425-1215
USA
+16512335075



INVOICE

BILL TO

Wendy Drinovsky
City of Waterloo Police Department
715 Mulberry Street
Waterloo, IA 70703

SHIP TO

City of Waterloo Police Department
715 Mulberry Street
Waterloo, IA 70703

INVOICE # 9271

DATE 11/01/2025

DUE DATE 12/01/2025

TERMS Net 30

SALES REP

Nathan Sandy

ITEM	QTY	RATE	AMOUNT
ENF20B Rio Name Full User Basic LSAP, billed annually (1-49)	10	228.22	2,282.20
EFRMB Rio LF Forms Professional (25-49) Basic LSAP, billed annually	10	22.83	228.30
ERMB Rio Records Management 25-49 LSAP, billed annually	10	22.83	228.30
IAB Rio Import Agent LSAP, billed annually	1	330.75	330.75
PPM25B Rio LF Pilot Public Portal License (25 connections) LSAP, billed annually	1	5,512.50	5,512.50
QC1B Rio Quickfields Core LSAP, billed annually	1	1,102.50	1,102.50

IMPORTANT: This invoice must be paid in full before your expiration date, to insure your support services are not interrupted and to avoid additional charges for reinstatement of your expired LSAP renewal.

BALANCE DUE

\$9,684.55

Annual service renewal for the Laserfiche Software Assurance Plan (LSAP) on your Laserfiche system from 12.19.25-12.18.26.

This includes 1 year of unlimited phone support services from 8:00 am to 5:00 pm Central Time, new software updates & releases, plus hotline support and credit towards product upgrades.

We appreciate your business and prompt payment.
Thanks! OPG-3 Inc.

City Clerk Use Only
Finance Committee
Approval Date _____

City of Waterloo Expenditure Pre-Authorization Request Form

The Finance Committee of the City Council is hereby requested to authorize the following purchase or expenditure submitted by the _____ Department to expend \$ _____ plus est. shipping costs of \$ _____ to pay for or purchase

This purchase or expenditure is being made because:

Vendor selected for this purchase: _____

☐ Bids or written quotes were taken on this purchase, as follows:

☐ Bids or quotes were not taken on this purchase because:

Prior Committee Actions (Dates): _____

Please check the following box(es) as appropriate to describe the funding for this expense:

☐ General Fund
 ☐ Road Use Tax
 ☐ Sewer
 ☐ Sanitation
☐ Bonds
 ☐ Federal/other grants
 ☐ Other (specify) _____

This expenditure is to be coded to the following budget line-item:

(Fund - Department - Activity - Account Number)	(Project Code)
---	----------------

in which the budgeted amount is	\$ _____
and the current available balance is	\$ _____

Respectfully submitted,

(Signature Dept. Head or Designee) Date	(Signature Finance Dept. Review) Date
--	--

Account name: 10704477

WATERLOO POLICE DEPARTMENT
WENDY DRINOVSKY
715 MULBERRY ST
WATERLOO IA 50703-5714

SHIP-TO

WATERLOO POLICE DEPARTMENT
WENDY DRINOVSKY
715 MULBERRY ST
WATERLOO IA 50703-5714

Quotation

Quotation Number : [0228958681](#)
Document Date : 10-NOV-2025
PO Number :
PO Release :
Sales Rep : Bob Erwin
Email : BOB.ERWIN@INSIGHT.COM
Phone : +14803667058
Sales Rep 2 : Arthur Gomez
Email : ARTHUR.GOMEZ@INSIGHT.COM
Phone :

We deliver according to the following terms:

Payment Terms : Net 30 days
Ship Via : Electronic Delivery
Terms of Delivery : FOB ORIGIN
Currency : USD

Material	Material Description	Quantity	Unit Price	Extended Price
VCF-VSP-FND-1Y	VMware vSphere Foundation - Subscription license (1 year) - per Core Coverage Dates: 02-DEC-2025 - 01-DEC-2026 OMNIA PARTNERS (COBB COUNTY) IT PRODUCTS AND SERVICES(# 23-6692-03) List Price: 299.99 Discount: 40.151%	80	179.54	14,363.20
Product Subtotal				14,363.20
TAX				0.00
Total				14,363.20

Thank you for choosing Insight. Please contact us with any questions or for additional information about Insight's complete IT solution offering.

Sincerely,

Bob Erwin
+14803667058
BOB.ERWIN@INSIGHT.COM

Arthur Gomez
ARTHUR.GOMEZ@INSIGHT.COM

Standard manufacturers' warranty

Insight Global Finance has a wide variety of flexible financing options and technology refresh solutions. Contact your Insight representative for an innovative approach to maximizing your technology and developing a strategy to manage your financial options.

This purchase is subject to Insight's online Terms of Sale unless you are purchasing under an Insight Public Sector, Inc. contract vehicle, in which case, that agreement will govern.

SOFTWARE AND CLOUD SERVICES PURCHASES: If your purchase contains any software or cloud computing offerings ("Software and Cloud Offerings"), each offering will be subject to the applicable supplier's end user license and use terms ("Supplier Terms") made available by the supplier or which can be found at the "terms-and-policies" link below. By ordering, paying for, receiving or using Software and Cloud Offerings, you agree to be bound by and accept the Supplier Terms unless you and the applicable supplier have a separate agreement which governs.

Insight's online Terms of Sale can be found at the "terms-and-policies" link below.

<https://www.insight.com/terms-and-policies>

City Clerk Use Only
Finance Committee
Approval Date <u>12/1/2025</u>

City of Waterloo Expenditure Pre-Authorization Request Form

The Finance Committee of the City Council is hereby requested to authorize the following purchase or expenditure submitted by the Street Department to expend \$ 52,952.44 plus est. shipping costs of \$ 500.00 to pay for or purchase Fabricate brine tank structures (4) & plumbing.

This purchase or expenditure is being made because:
Current brine tanks/frames are rusted and beyond repair.

Vendor selected for this purchase: C&C Welding (Waterloo)

☒ Bids or written quotes were taken on this purchase, as follows:

*C&C Welding - \$13,238.11 each (x4=\$52,952.44)

*No other local vendors responded to quote request.

☐ Bids or quotes were not taken on this purchase because:

Prior Committee Actions (Dates): _____

Please check the following box(es) as appropriate to describe the funding for this expense:

☐ General Fund
 ☒ Road Use Tax
 ☐ Sewer
 ☐ Sanitation
☐ Bonds
 ☐ Federal/other grants
 ☐ Other (specify) _____

This expenditure is to be coded to the following budget line-item:

266-19-7200 1571

(Fund - Department - Activity - Account Number)

(Project Code)

in which the budgeted amount is \$ 175,000.00
and the current available balance is \$ 175,000.00

Respectfully submitted,

Sheila Steffen

12/1/2025

(Signature Dept. Head or Designee)

Date

(Signature Finance Dept. Review)

Date



1714 River Street Waterloo Iowa 50702 319-232-4741 mail@candcwelding.com

October 28, 2025

To: Waterloo City Garage; Attention: Rich

Quote as follows;

Fabricate new in box brine tank spray structure, in all stainless steel. Remove and re plumb hosed and fittings.

\$6838.11 materials

\$6400.00 labor

\$13238.11 total

Please call with any questions you may have. Thank you for contacting us.

C and C Welding Inc.

City Clerk Use Only
Finance Committee
Approval Date _____

City of Waterloo Expenditure Pre-Authorization Request Form

The Finance Committee of the City Council is hereby requested to authorize the following purchase or expenditure submitted by the _____ Department to expend \$ _____ plus est. shipping costs of \$ _____ to pay for or purchase

This purchase or expenditure is being made because:

Vendor selected for this purchase: _____

☐ Bids or written quotes were taken on this purchase, as follows:

☐ Bids or quotes were not taken on this purchase because:

Prior Committee Actions (Dates): _____

Please check the following box(es) as appropriate to describe the funding for this expense:

☐ General Fund
 ☐ Road Use Tax
 ☐ Sewer
 ☐ Sanitation
☐ Bonds
 ☐ Federal/other grants
 ☐ Other (specify) _____

This expenditure is to be coded to the following budget line-item:

_____ (Fund - Department - Activity - Account Number)
 _____ (Project Code)

in which the budgeted amount is \$ _____

and the current available balance is \$ _____

Respectfully submitted,

_____ (Signature Dept. Head or Designee)
 _____ Date
 _____ (Signature Finance Dept. Review)
 _____ Date



1657 Falls Ave
 Phone: 319-234-3511 Waterloo, IA. 50701
 Fax: 319-233-8292 Order Line: 800-728-2929

PROPOSAL

Camera Upgrade for Sportsplex System

Name: Waterloo, Iowa (City Of)
 Attn: IT Director Chris Youngbult County:
 Address: 715 Mulberry Street
 Address:2 Account #:
 City: Waterloo ST: Iowa ZIP: 50703
 Phone: 319-291-0149 Fax:
 Rev:

Tracking #	251112-11	Tracking Date:	11/12/2025
Sales Order:		S.O. Date:	
Invoice #		Invoice Date:	

L#	QTY	MODEL	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	3	P3818-PVE	Axis 180 Degree Camera 8MP	1,696.72	5,090.16
2			Adding a New 180 Degree Camera to 2nd FI North Hall		
3	19	M4228-LVE	Axis 4k Fixed Lens Camera	740.82	14,075.58
4	1	M4228-LVE	Axis 4K Camera for Front Entry	740.82	740.82
5	1	M4228-LVE	Axis 4k Camera for Front Counter	740.82	740.82
6	6	P3748-PLVE	Axis 4 Lens Camera 8MP	2,009.84	12,059.04
7	5	TP3108-E	Pendant Mount Adaptor	86.54	432.70
8	5	TP3302-E	Corner Mount	411.20	2,056.00
9					
10			4 lens Cameras will replace existing PD 2 Lens on NE Corner		
11			and replace 2 Fixed Cameras on the SW and S Side of Building		
12			Adding a Additional 4 Lens to the NW Corner of the Building		
13			and the 5th 4 lens will replace 2nd Floor Fixes for more Coverage		
14	32	A-2	Installation of new cameras and Running new cable (2 Installers)	75.00	2,400.00
15	6	P-1	Programming Cameras into software and Configuring	95.00	570.00
16	200	Feet of Cat6 Outdoor	Data Cable to Network and Power Camera	0.55	110.00
17	1	Misc	Connectors, Bullets, Raceway, Etc	150.00	150.00
L1	<u>Notes or Special Instructions:</u>			Page Total	\$38,425.12
L2	AXIS Camera Station Licenses paid for and loaded.				-
L3				Page Total	\$38,425.12
L4	AXIS City Registration Number for additional discounts #824249. The additional discount			INSTALLATION	
L5	have been applied.			SUB TOTAL	\$38,425.12
L6				SALES TAX	EXEMPT
L7				SHIPPING	Included
L8				TOTAL	\$38,425.12

Delivery: <u>2-3</u> Week(s), ARO. <i>Delivery is based on manufacturers estimates and is subject to change.</i> Project: <u>Security-CCTV</u> BY: <u>Paul Burger</u> E-Mail: <u>Paul @rcsystems.com</u>	Terms: <u>Net-30</u> P.O Number: _____ Down Paym't <u>P.O.</u> Disclaimer: RCSYSTEMS - Radio Communications Co. Inc. & MWSN, will assume NO Liability as a result of Equipment failure and/or loss of services. Email: _____ Accepted by: _____ Name Date
--	--

Visit our website: www.rcsystems.com

PROPOSAL **Valid for:**

The FUTURE is with RCSYSTEMS - Serving Iowa for over 40 years - Engineering, Sales, Service & Consulting

FINANCE DEPT. ONLY

Finance Committee approval required?
YES _____ NO _____

If so, date approved: _____

PROJECT BUDGET WORKSHEET - ALL PROJECTS

PAGE ONE

Project Name	Police Grant- Federal Violence Against Women- FY26 Criminal Justice Application				
City Contract No.		<i>To be assigned by the Finance Dept.</i>			
Project Manager	Chief Duncan			Project No.	11GRT
Project Budget Total	\$ 36,113.00			Subproject No.	DT26

1. How will this project be funded?

A. Federal Grant Yes ☒ No ☐ CFDA # 16.588 % Paid by federal grant

Grant Name _____ Grant Agreement Number _____

B. State Grant Yes ☒ No ☐ % Paid by state grant

Grant Name	Pass through Dept of Crime -Victim Asst. Division	Grant Agreement Number	LE-2026-WPD-0017
------------	---	------------------------	------------------

C. City Match	Source of Funding	Property Tax-\$12,038	% Paid by City
---------------	-------------------	-----------------------	----------------

D. Other Entities Yes ☐ No ☐ % Paid by other entity

Name

Done None

2. Attach copies of any grant agreements that will fund the project **(REQUIRED)**

☒ ☐

Yes No

3. Does the project include the purchase of right of way or other real property?

☐ ☒

If yes, will real property purchases be reimbursable under the grant?

☐ ☒

If yes, have you attached authorization to purchase real property to this document?

	X
--	---

4. Will this project include any **non-participating** expenses, such as:

A. Stormwater permit fees

	X
--	---

B. Publication, or printing costs

☐ ☒

C. Others, list

☐ ☒

5. Does this project cover any regular full-time salaries or benefits?

If yes, employee/position to be covered. DART Inv. S. Hesse

X	
---	--

6. Include a brief description of the project in the space below: **(REQUIRED)**

This grant is a continuation of previous grant awards that will be applied towards funding the Waterloo Police Department

Domestic Abuse Response Team (DART) program, providing salary & benefits for one full time Dart Investigator.

The purpose of the grant is to provide immediate support, perpetrator accountability, and ongoing system advocacy for victims of domestic violence and their children.

Page 2 must be attached and signed.

PROJECT BUDGET WORKSHEET- NON-CONSTRUCTION

PAGE TWO

City Clerk Use Only
Finance Committee
Approval Date _____

Project Name (from page one) Police Grant- Federal Violence Against Women- FY26 Criminal Justice Application

Department No. project will be budgeted under 11

Activity No. project will be budgeted under 010 11 1150

010 11 1160

<i>To be assigned by the Finance Dept.</i>	
Project No.	<u>11GRT</u>
Subproject No.	<u>DT26</u>

(Each column should only include amounts by fund)

	Fund: <u>1150</u>	Fund: <u>1160</u>	Fund: _____	Fund: _____	Total
REVENUES:					
3000 Cash on Hand					\$ -
3350 Federal Grant					-
3352 Federal HUD Grant					-
3354 Shared Program - Local					-
3357 Shared Program - County					-
3358 Shared Program - City					-
3360 Shared Program - State					-
3361 State Grant					-
3720 Donations - Restricted					-
3750 Sale of Bonds					-
3373 Fed Pass thru for Iowa	36,113.00				36,113.00
Funded with Property Tax		92,700.00			92,700.00
					-
TOTALS	\$ 36,113.00	\$ 92,700.00	\$ -	\$ -	\$ 128,813.00

EXPENDITURES:					
1111 Salaries - Regular	36,113.00	47,420.00			\$ 83,533.00
1112 Salaries - Part Time					-
1315 Education & Training					-
1345 Travel - Official City					-
1346 Travel - Prof Training					-
1390 Contractual Services					-
1130 Employee Benefits		45,280.00			45,280.00
					-
					-
					-
					-
					-
TOTALS	\$ 36,113.00	\$ 92,700.00	\$ -	\$ -	\$ 128,813.00

Aaron McClelland, Police Captain 11/13/2025

(Signature Dept. Head) Date

 (Signature Finance Dept. Review) Date

BRENNA BIRD
ATTORNEY GENERAL

JOHN GISH
SECTION CHIEF



1305 E. WALNUT STREET
DES MOINES, IA 50319
Main: 515-281-5044
www.iowaattorneygeneral.gov

IOWA DEPARTMENT OF JUSTICE
OFFICE OF THE ATTORNEY GENERAL
VICTIM ASSISTANCE SECTION

THIS AGREEMENT (hereinafter Subcontract) is entered into by and between the Iowa Department of Justice, Victim Assistance Section, **Hoover State Office Building, 1305 E. Walnut Street, Des Moines, IA 50319** (hereinafter "Section"), and **City of Waterloo Iowa Police Department, 715 MULBERRY ST, WATERLOO, Iowa 50703-0000** (hereinafter Grantee). SAM issued UEI: RV5NN7B5V2X9

Now therefore, in consideration of the mutual agreements contained herein, the parties agree this subcontract will be performed in accordance with the following conditions:

GENERAL CONDITIONS

- SCOPE OF WORK/STATEMENT OF WORK:** The Grantee agrees to use its best efforts to perform the work for the Grantee or project entitled, **"DART- Waterloo Police Department Domestic Abuse Reponse Team "** as described in Exhibit A.
- PERIOD OF PERFORMANCE:** The period of performance and budget period for this project/program is effective **October 01, 2025 through September 30, 2026**.
- PROJECT COSTS:** The Section agrees to reimburse the Grantee for actual costs incurred in the performance of the project in an amount not to exceed **\$36,113.00**. Expenditures in excess of this amount are not authorized, unless amended by mutual written agreement of the parties. See table below. Per federal guidelines Grantee must be able to account for each funding stream separately. See Exhibit B.
- MATCH:** The Grantee shall provide as a minimum **\$12,039.00** in matching funds. Matching funds can be cash or in-kind and must be acceptable by the Section with sufficient documentation as evidence of such match. No match can be from other federal sources. See Exhibit B.

GRANT AWARD AND MATCH

Funding Agency	Funding Name	Assistance Listing Number and Name	Federal Award Number	Award Amount	Match Amount
Office of Justice Programs, Office on Violence Against Women	STOP VAWA	16.588 Violence Against Women Formula Grants	15JOVW-24-GG-00587 -STOP	\$25,276.00	\$8,426.00
Office of Justice Programs, Office on Violence Against Women	STOP VAWA	16.588 Violence Against Women Formula Grants	15JOVW-25-GG-00026 -STOP	\$10,837.00	\$3,613.00

- KEY PERSONNEL:** The project director for this project is Robert who shall be responsible for the direction of the work to be performed under this program/project. If, for any reason, the project director is

not able to continue to serve as the project director, Grantee must submit an amendment request in Iowa GVS to change the project director on the project. As applicable, other personnel considered key personnel includes: the executive director, fiscal director, department heads, supervisors or any other personnel who are directly associated with this program. Should a vacancy of key personnel occur during this grant cycle, the Section expects Grantee to engage in standard hiring practices to hire the most qualified person available for any open positions. Hiring underqualified or unqualified persons in key positions could jeopardize Grantee's provision of high quality victim services.

6. **ALLOWABLE COSTS AND PAYMENT:** The Section will reimburse the Grantee for direct costs and indirect costs (if applicable) incurred in the performance of this Subcontract, provided that:
 1. The submitted claim represents the approved budget as shown in Exhibit B.
 2. Such costs were allowable by terms of this Subcontract and the Uniform Guidance (2 CFR 200), the applicable funding sources and are the result of support to victims as defined in Iowa Code Section 915.10(3).
 3. Such costs are incurred in accordance with Grantee's established policies and procedures, consistently applied.
7. **ITEMIZED CLAIMS:** The Grantee agrees to submit claims for actual costs incurred through Iowa GVS either monthly or quarterly and adhere to this frequency throughout the term of the subcontract. Claims are due within 30 days following the end of the claim period.

The Section agrees to make payment in compliance with the approved budget (Exhibit B) or any amended budgets. The Grantee shall comply with the Section's reimbursement procedures by using Section claim/expense forms, as applicable.

8. **CONFLICTS OF INTEREST:** Any key personnel, or any other person associated with this program must disclose in writing any real or perceived conflicts of interest regarding this program. The Section will not allow the direct hire or supervision of any immediate family member in any employment position that is funded by this Subcontract. Any deviations to this restriction must be approved in writing in advance by the assigned grant coordinator.
9. **REPORTS:** The Grantee shall prepare and submit the reports, as applicable to the Section as described here: <https://www.iowaattorneygeneral.gov/for-crime-victims/grants/performance-reports-for-funded-programs>
10. **CHANGES IN OBJECTIVES/GOALS/SCOPE OF WORK/GRANTEE ADMINISTRATION:** Changes in objective or scope of work or significant programmatic administration shall not be made without prior written approval of the Section. Programmatic administration means delivery of services, service areas, program hours, program offices, key staff/advocates, etc. Grantee must submit the request in Iowa GVS.

- 11. BUDGET ADJUSTMENTS:** The Section shall administer and disperse the funds for this Subcontract contingent upon their availability. This subcontract may be adjusted to reflect changes in the amount funded as determined by the Section. Grantee will adhere to the approved budget (Exhibit B). To submit a budget revision, Grantee will follow the instructions provided in the online grant manual.
<https://www.iowaattorneygeneral.gov/manual>

12. ADMINISTRATION, ACCOUNTS, RECORDS, AUDITS:

- 1) The Section shall monitor the services and operation of the Grantee for compliance with this subcontract. The Section shall have immediate access to records pertaining to the subcontract during working hours with reasonable notice, unless the Section deems the monitoring visit as an emergency visit.
- 2) The Grantee shall retain all financial records, supporting documents, statistical records and all other records sufficient to reflect properly all direct, indirect and match charges, for at least three years following the closure of the most recent audit report.
- 3) Audits are due the earlier of 30 days after the receipt of the auditor's reports or nine months after the end of the audit period. For example, audits for period ending June 30th would be due no later than March 31st and audits for period ending September 30th would be due no later than June 30th.

The single audit threshold increased from \$750,000 to \$1million effective for audits with fiscal years beginning on or after October 1, 2024.

Organizations expending the single audit threshold or more in federal funds are subject to audit requirements as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards*.

Organizations expending less than the single audit threshold in federal funds during the entity's fiscal year are recommended to have an audit conducted in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, also known as Yellow Book Audit. Organization expending less than the single audit threshold are exempt from Federal Uniform Guidance Requirements.

Submit audits electronically to the fiscal department by e-mailing it to kristi.hill@ag.iowa.gov. Electronic copy of audit is preferred. However, you may submit a hard copy to Victim Assistance Section, Finance Department, Hoover State Office Building, 1305 E. Walnut Street, Des Moines, IA 50319. Audits should also be uploaded in Iowa GVS in the organization's profile on the Organization Finance page, question #14. Do not delete prior years audits.

- 13. EQUIPMENT:** Any equipment detailed in the project budget (Exhibit B) and purchased from these funds shall be maintained properly and shall be the property of the Grantee unless the Section notifies in writing otherwise. Capitalized equipment, as defined by the federal government, shall be handled in accordance to federal regulations 200.313.
- 14. TERMINATION:** According to Iowa Admin. Code 61-9.62(13) this subcontract may be terminated for the following reasons:

9.62(1) Termination by Grantee. The Grantee may terminate the contract at any time during the contract period by providing notice to the Section.

9.62(2) Termination by Section. The Section may terminate a contract upon a ten-day notice when the Grantee or any of its subcontractors fail to comply with the grant award stipulations, standards or conditions. When there is a reduction of funds by executive order or by another method, the Section may terminate a contract by providing a grantee with written notice.

9.62(3) Termination for cause. If the Grantee fails to fulfill its obligations under the contract properly or on time, uses grant funds for purposes other than crime victim services approved by the program, or otherwise violates any provision of the contract, the board may terminate the contract by providing written notice to the grantee. Funds shall not be used for social justice activities. The notice shall specify the acts or omissions relied on as cause for termination. All finished or unfinished products and services provided by the grantee shall, at the option of the section, become state property. The Section shall pay the Grantee fair and equitable compensation for satisfactory performance prior to receipt of notice of termination minus any funds owing to the department (e.g., damages for breach, improperly spent funds).

Set off. Should the Section obtain a money judgment against the Grantee because of a default under this contract, the Grantee consents to such judgment being set off from moneys owed the Grantee by the State of Iowa or any other agency of the State of Iowa under any other contract.

- 15. INDEMNIFICATION:** Per Iowa Admin Code 61-9.64(13) The grantee shall defend, indemnify, and hold harmless the state of Iowa; its officers, agents and employees; and any of the state's federal funding sources for:

9.64(1) Grantee's performance or nonperformance of a contract entered into or violation of these rules.

9.64(2) Grantee's activities with subcontractors and all other third parties.

9.64(3) Any other act or omission by a grantee, its agents, officers, or employees.

Indemnification by the parties is limited to the extent permitted by law, including Iowa Tort Claims Act, Iowa Code Chapter 669, administered under Iowa Code §679A.19.

- 16. INSURANCE:** The Grantee represents it has adequate liability insurance, such protection being applicable to officers, employees, and agents while acting within the scope of their employment by Grantee. If Grantee is an entity of the State of Iowa and therefore is self-insured for liability, Grantee agrees to maintain such coverage for the duration of the period of performance.
- 17. MODIFICATION:** Any agreement to change the terms of this Subcontract in any way shall be valid when the change is made in writing and approved by authorized representatives of the parties hereto.
- 18. REPRESENTATIVES:** Grantee contacts are listed in Iowa GVS. Grantee is to notify the Section of changes to the programmatic or contractual/fiscal contacts. Section's contractual contact is Lori Miller at lori.miller@ag.iowa.gov; 515-281-5044 or by US mail: Attorney General's Office, Victim Assistance Section, Hoover State Office Building, 1305 E. Walnut Street, Des Moines, IA 50319.

19. **SPECIAL CONDITIONS:** If applicable, are listed in Exhibit C. Special conditions will include: any corrective action and the service standards applicable to each program type.
20. **SERVICE STANDARDS:** The Service Standards, if any, are attached Exhibit D and by reference incorporated herein, apply to this Subcontract, and in case of any conflict between the General Conditions, the Service Standards will prevail.
21. **CERTIFIED ASSURANCES:** See Exhibit E. Victim Assistance, Programmatic and federal assurances require Grantee signatures as applicable.
22. **CLOSEOUT:** All requirements must be submitted and approved prior to closing this award.

APPROVED AND AGREED

City of Waterloo Iowa Police Department:

By: Kelcey Gifford

Title: Finance Clerk

Date: Nov 05, 2025

Iowa Department of Justice:

By: Lori Miller

Title: Grant Administrator

Date: Nov 12, 2025

Exhibit A**Scope of Work/Statement of Work****SCOPE OF WORK**

The Domestic Abuse Response Team is a comprehensive resource in the Waterloo area for survivors of domestic violence, law enforcement, and community members. DART is comprised of a police detective specialized in domestic violence crimes, advocates with Waypoint Services, prosecutors from the Black Hawk County Attorney's Office, and a Victim Witness Coordinator. This collaboration has proven successful for the past twenty-eight years, resulting in thousands of offender arrests and even more victims served, heard, and protected.

GOALS***Short Term Goal 1***

The first short term goal was to bring awareness to the community about domestic violence.

A major milestone in this effort was achieved by the former Detective in this role, who successfully brought the documentary "Where I Learned Not to Sleep" to be screened locally. This film opened important conversations around domestic violence and its effects.

I remain involved in awareness and outreach efforts. I am a participant in the Cedar Valley Victim Resource Coalition which is a multidisciplinary group that works together to reduce the prevalence and impact of domestic violence, sexual assault, and other violent crimes. Through this coalition, we coordinate victim-centered initiatives, community education, and professional training to improve outcomes.

In my role as the DART Detective, I also follow up with victims after initial police contact. I make sure they have been connected with local support services, as well as are given safety planning and long term assistance. I provide updated training to officers within our department and, when asked, to the community.

Short Term Goal 2

The second goal of our initiative is to provide immediate, trauma-informed support to victims of domestic violence at the scene of the incident by integrating victim services into our response protocol.

At this time, victim services do not regularly respond to the scene of domestic violence incidents. However, responding officers provide victims with a comprehensive domestic violence packet that includes: victims services, rights, crime victim compensation, safety planning, IOWA VINE, and other related materials.

We have added a prominent sticker on the outside of each packet with the phone number for our local domestic violence victim service provider, making it easier for victims to find and reach out for help. Officers are trained to ask victims if they would like a victim advocate to respond, and when appropriate, we assist victims in contacting those services directly or provide transportation to a safe location.

We attempt to make sure that every victim has support and will continue to commit to improving access to

these resources.

Long Term Goal 1

The first long-term goal is to establish a Family Justice Center in the Cedar Valley which would be a one stop shop for all things service related.

While we have engaged in meaningful discussions with community partners, this center has been delayed due challenge in securing funding and finding a suitable location. Despite these obstacles, our commitment to the community, remain strong.

As a member of the Cedar Valley Victim Resource Coalition, I continue to work closely with local advocates and service providers to make sure that no victim goes without the support they need. Even in the absence of a facility, we are committed in our efforts to provide victim-centered services. We remain focused on meeting victims where they are and will continue to provide them with services.

Long Term Goal 2

The second long-term goal is to expand domestic violence education and trauma-informed response training to outside agencies.

While I currently provide ongoing training within our own department to ensure officers are equipped to respond with up to date information, empathy, and understand the complexities surrounding domestic violence, I have not yet been asked to provide training to external organizations. However, I remain prepared and willing should the opportunity arise.

Exhibit B**Budget**

Line Item	Total Cost	Total Requested
Payroll - Direct Services	\$86,029.00	\$36,113.00
Payroll - Prevention, Fundraising, & Administration		\$0.00
Benefits	\$0.00	\$0.00
In-State Travel & Training	\$0.00	\$0.00
Out-of-State Travel & Training	\$0.00	\$0.00
Contractual Services	\$0.00	\$0.00
Equipment	\$0.00	\$0.00
Repairs & Maintenance	\$0.00	\$0.00
Rent	\$0.00	\$0.00
Utilities	\$0.00	\$0.00
Communications	\$0.00	\$0.00
Advertising	\$0.00	\$0.00
Supplies	\$0.00	\$0.00
Insurance	\$0.00	\$0.00
Other Expenses	\$0.00	\$0.00
Client Assistance	\$0.00	\$0.00
Indirect Cost	\$0.00	\$0.00
Total	\$86,029.00	\$36,113.00

Exhibit C

Special Conditions

If any are listed, Grantee is subject to the following:

No special conditions listed for this grant.

Additional Conditions and Information

VOCA Match: If your subaward includes Victims of Crime Act funds (VOCA) this special condition applies.

The VOCA Fix to Sustain the Crime Victims Fund Act of 2021 (VOCA Fix) (Public Law No: 117-27), which amended the Victims of Crime Act (VOCA) of 1984 (codified at 34 U.S.C. § 20101 et seq.) required the Iowa Attorney General's Office, Victim Assistance Section to issue a mandatory match waiver in its entirety on Victims of Crime Act assistance funds during a national emergency, which encompassed the COVID pandemic. The federal mandatory match waiver is lifted; however, states can implement their own match waivers. Due to the lasting hardships created by the COVID pandemic, all VOCA match is waived for the 2026 grants.

To meet the requirements of 2 CFR 200, the following information is provided for the active federal victim assistance grants the Iowa Attorney General's Office received. The federal funding specific to this project is provided on the grant agreement signatures page and is printed in each subaward.

VOCA - The Office for Victims of Crime provides an annual grant from the Crime Victims Fund to each State and eligible territory for the financial support of services to crime victims by eligible crime victim assistance programs. The assistance listing number and name for all VOCA awards is 16.575 Crime Victim Assistance. The award date for 15POVC-23-GG-00396-ASSI is 8/23/2023. The award date for 15POVC-24-GG-00639-ASSI is 9/5/2024. The award date for 15POVC-GG-00301-ASSI is 9/17/2025.

STOP VAWA - The purpose of this program is to assist States, Indian tribal governments, tribal courts, State and local courts, and units of local government to develop and strengthen effective law enforcement and prosecution strategies to combat violent crimes against women and develop and strengthen victim services in cases involving crimes against women. The Program encourages the development and implementation of effective, victim-centered law enforcement, prosecution, and court strategies to address violent crimes against women and the development and enhancement of victim services in cases involving violent crimes against women. The assistance listing number and name for all STOP VAWA awards is 16.588 STOP Violence Against Women Formula Grants. The award date for 15JOVW-23-00570-STOP is 9/13/2023. The award date for 15JOVW-24-GG-00587-STOP is 9/13/2024. The award date for 15JOVW-25-GG-00026-STOP is 8/18/2025.

SASP - The purpose of this program is to increase intervention, advocacy, accompaniment, support services, and related assistance for adult, youth, and child victims of sexual assault; family and household members of such victims; and those collaterally affected by the victimization, except for the perpetrator of such victimization. The assistance listing number and name for all SASP awards is 16.017 Sexual Assault Services Program. The award date for 15JOVW-25-GG-00083-SASP is 8/18/2025.

FVPSA - The Family Violence Prevention and Services Act is the primary federal funding to support domestic violence services programs that provide immediate shelter and supportive services to all victims and survivors of family violence, domestic violence, and dating violence and their dependents. Funds may be used for prevention and awareness and for specialized services for children exposed to domestic and dating violence. The assistance listing number and name for FVPSA is 63.671 Family Violence Prevention and Services Act Formula Grants for States and Native American Tribes (including Alaska Native Villages) and Tribal Organizations. The award date for 2502IAFVPS is 7/29/2025.

Exhibit D

Service Standards

Service Standards can be found in the online grant manual, <https://www.iowaattorneygeneral.gov/manual>.

Exhibit E

Certified Assurances

Grantee is to abide by the terms and conditions of federal and state certified assurances based on the funding sources awarded. Certified assurances are part of this award and are incorporated by reference. Upon acceptance of this award, the Grantee agrees to review the certified assurances and to follow them. Violations of certified assurances are subject to corrective action, up to termination of this award. Certified assurances are obtained through a link in the Grant Agreements page in the application section of GVS. They can also be found in the online grant manual, <https://www.iowaattorneygeneral.gov/manual>.

PROJECT BUDGET WORKSHEET INSTRUCTIONS

The purpose of the project budget form is to set up a budget and project code that can be used to more specifically account for certain construction or non-construction projects funded with state and federal grants, donations, or any "restricted" type revenue sources. This form should be completed BEFORE any invoices are processed or payments are made. It is also needed before any of the revenue is deposited. If you are not sure if a particular project needs a project code, please contact the Finance Department. We are glad to help!

1.) Page 1 is REQUIRED for all projects. Complete the page 2 (constr proj) tab if you are requesting a budget for a construction project. Complete page 2 (donat or NON-constr) if you are requesting a budget for any project, other than one involving construction.

2.) You MUST provide the CFDA # for all federally-funded projects, including those that involve federal funds but are passed on to the city from the State of Iowa. The grantor is required to provide that number to you. Sometimes that number is provided in the grant application only, so that is a good place to look for it if you can't find it in the grant award document.

3.) The revenue and expense account numbers provided on both page 2 tabs are commonly-used examples only. You may change, add or edit those if there's a number you need that isn't listed. This form isn't meant to list all possible account numbers, only those that are used the most often.

4.) Separate columns should be completed on the budget worksheet (page 2) if the project involves different "funds" (e.g. GO bond fund and grant-fund/fund 290). Expenses and revenue for each fund should be separated into columns and EACH column's revenue and expenses MUST EQUAL! You will get an "error" message below the expense totals line if they don't. You need to make a correction if you get an error message.

5.) In general, the Finance Department will assign the project codes. However, if you have a request or suggestion for the code you'd like to use, please discuss that with the Finance Department before submitting your worksheets.

6. Please remember to forward the related grant award document to the Finance Department, along with the budget.

Project Name	Police Grant- State and Community Highway Safety Grant Task 05-41-04		
City Contract No.			
Project Manager	Captain Duncan		
Project Budget Total	\$ 101,000.00		

To be assigned by the Finance Dept.

Project No.	11GRT		
Subproject No.			

1. How will this project be funded?

A. Federal Grant	Yes ☐	No ☒	CFDA # _____	% Paid by federal grant	_____
Grant Name	_____			Grant Agreement Number	_____
B. State Grant	Yes ☒	No ☐		% Paid by state grant	100.00%
Grant Name	State and Community Highway Safety Grant			Grant Agreement Number	PAP 402-PT-2026
C. City Match	Source of Funding _____			% Paid by City	_____
D. Other Entities	Yes ☐	No ☒		% Paid by other entity	_____
Name	_____				

2. Attach copies of any grant agreements that will fund the project **(REQUIRED)**

	Done	None
	☒	☐
	Yes	No

3. Does the project include the purchase of right of way or other real property?

	☐	☒
--	--------------------------	-------------------------------------

If yes, will real property purchases be reimbursable under the grant?

	☐	☒
--	--------------------------	-------------------------------------

If yes, have you attached authorization to purchase real property to this document?

	☐	☒
--	--------------------------	-------------------------------------

4. Will this project include any **non**-participating expenses, such as:

A. Stormwater permit fees	☐	☒
B. Publication, or printing costs	☐	☒
C. Others, list _____	☐	☒

5. Does this project cover any regular full-time salaries or benefits?

	☐	☒
--	--------------------------	-------------------------------------

If yes, employee/position to be covered. _____

6. Include a brief description of the project in the space below: **(REQUIRED)**

This grant will cover directed overtime enforcement, training related travel & two PBT's.

Page 82 of 92

PROJECT BUDGET WORKSHEET- NON-CONSTRUCTION

PAGE TWO

City Clerk Use Only
Finance Committee
Approval Date _____

Project Name (from page one) Police Grant- State and Community Highway Safety Grant Task

Department No. project will be budgeted under 11

Activity No. project will be budgeted under 010 11 1150

<i>To be assigned by the Finance Dept.</i>	
Project No.	<u>11GRT</u>
Subproject No.	_____

(Each column should only include amounts by fund)

	Fund: <u>1150</u>	Fund: _____	Fund: _____	Fund: _____	Total
REVENUES:					
3000 Cash on Hand	_____	_____	_____	_____	\$ -
3350 Federal Grant	_____	_____	_____	_____	-
3352 Federal HUD Grant	_____	_____	_____	_____	-
3354 Shared Program - Local	_____	_____	_____	_____	-
3357 Shared Program - County	_____	_____	_____	_____	-
3358 Shared Program - City	_____	_____	_____	_____	-
3360 Shared Program - State	_____	_____	_____	_____	-
3361 State Grant	_____	_____	_____	_____	-
3720 Donations - Restricted	_____	_____	_____	_____	-
3750 Sale of Bonds	_____	_____	_____	_____	-
3373 Fed Pass thru for Iowa	101,000.00	_____	_____	_____	101,000.00
_____	_____	_____	_____	_____	-
_____	_____	_____	_____	_____	-
TOTALS	\$ 101,000.00	\$ -	\$ -	\$ -	\$ 101,000.00

EXPENDITURES:					
1111 Salaries - Regular	_____	_____	_____	_____	\$ -
1112 Salaries - Part Time	_____	_____	_____	_____	-
1315 Education & Training	_____	_____	_____	_____	-
1345 Travel - Official City	_____	_____	_____	_____	-
1346 Travel - Prof Training	2,000.00	_____	_____	_____	2,000.00
1390 Contractual Services	_____	_____	_____	_____	-
1125 Overtime	85,000.00	_____	_____	_____	85,000.00
1563 In Car Video Camera	_____	_____	_____	_____	-
1573 PBT's	2,000.00	_____	_____	_____	2,000.00
2110 Machinery-6 moving radar & 2 lidar units	12,000.00	_____	_____	_____	12,000.00
_____	_____	_____	_____	_____	-
_____	_____	_____	_____	_____	-
TOTALS	\$ 101,000.00	\$ -	\$ -	\$ -	\$ 101,000.00
	-	-	-	-	-

Capt. Aaron McClelland 11/13/2025
 (Signature Dept. Head) Date

 (Signature Finance Dept. Review) Date

GOVERNOR'S TRAFFIC SAFETY BUREAU IOWA DEPARTMENT OF PUBLIC SAFETY

215 East 7th Street, 3rd Floor

Des Moines, IA 50319-0248

<https://dps.iowa.gov/bureaus-iowa-department-public-safety/gtsb>

Subrecipient	Waterloo Police Department
Project Agreement Number	402-PT-2026 05-41-04 / 402-AL-2026 02-41-01
Federal Funds	\$101,000.00
Total Federal Funds Obligated	\$101,000.00
Total Amount of Federal Funds	\$101,000.00
UEI	RV5NN7B5V2X9
FAIN(s)	69A37524300004020IA0
Federal Award Date	10/01/2023
Period of Performance	10/1/2025 – 09/30/2026
Budget Period	10/1/2025 – 09/30/2026
Federal Award Project Description	Highway Safety Programs
Federal Awarding Agency	National Highway Traffic Safety Administration
Assistance Listing & Title	20.600, State and Community Highway Safety
Research & Development Funds	No
Indirect Cost Rate	Not Applicable

This Project Agreement will become effective upon Subrecipient receipt of the signed and dated document from the Governor's Traffic Safety Bureau, not to commence prior to October 1. The Subrecipient agrees to furnish and deliver all products and perform all services within their authorized jurisdiction set forth in the Statement of Work and Services for the consideration stated herein. When approved, the instrument becomes a Project Agreement to accomplish the provisions contained within the fiscal year's current Highway Safety Plan, and thereby constitutes an official project with the Governor's Traffic Safety Bureau (GTSB). This activity meets the requirements of Public Law 117-58 and the requirements set forth in the GTSB Policy & Procedures Manual, as amended.

Signed by:

Robert Duncan

DAB56BACG024B3...

Subrecipient Authorizing Official

7/21/2025

Date

Signed by:

Brett Tjepkes

4356EB21C7AE47D...

Brett A. Tjepkes, Governor's Traffic Safety Bureau Chief

7/21/2025

Date

STATEMENT OF WORK & SERVICES

- The Project Agreement will be monitored by the National Highway Traffic Safety Administration (NHTSA) and GTSB.
- The Subrecipient will absorb all costs not contained in this Project Agreement.
- The project will be evaluated on all items contained in the Statement of Work and Services and the budget.
- There will be no change in the Statement of Work and Services or budget without prior written approval of GTSB.
- The Subrecipient will comply with all requirements contained within the Policies and Procedures Manual of GTSB, as amended.
- All documents relative to project activities will be maintained for three years in the Subrecipient’s office and will be available for review during regular office hours.
- The problem statement, evidence-based project goals, objectives and countermeasures outlined in the Subrecipient’s application serve as the foundation for the Project Agreement activities.

Project Agreement Activities

- a. Conduct planned general (402-PT) high visibility traffic enforcement with an effort directed at occupant restraint, impaired driving and speed violations during times and at locations identified by your agency, the Iowa DOT or GTSB as high risk, with documented enforcement action(s) issued to violator(s).
- b. Conduct planned impaired (402-AL) high visibility traffic enforcement with an effort directed at impaired driving during times and at locations identified by your agency, the Iowa DOT or GTSB as high risk, with documented enforcement action(s) issued to violator(s).
- c. Conduct or participate in one multi-jurisdictional targeted traffic enforcement project.
- d. Conduct at least twelve public information/education activities aimed at improving driver safety behaviors.
- e. Conduct two observational occupant protection surveys: one in May and one in September.
- f. Purchase a minimum of 6 moving radar(s) utilizing NHTSA’s conforming products list, and utilize for speed enforcement.
- g. Purchase a minimum of 5 DPS-approved preliminary breath tester (PBT(s)) and utilize for impaired driving-related traffic enforcement.
- h. Participate in traffic safety training with prior GTSB approval and submit a trip report within two weeks following any out-of-state travel. All travel reimbursement will be made at State of Iowa approved rates.

Key Dates

- a. Submit a monthly status report that quantifies project activities and hours worked on the project by the 15th of the following month of the reporting period.
- b. Submit a claim for reimbursement including all applicable supporting documentation within 90 days of the expense being paid by the Subrecipient, except for the final claim which is due into the GTSB office no later than November 1.
- c. By August 1, submit claim(s) for expenses incurred prior to July 1.
- d. By August 1, submit all Project Agreement amendments including the transfer of funds between line items of the budget.

Project Budget

Personnel Services:

Directed overtime for general enforcement (402-PT)	\$ 50,000.00
Directed overtime for impaired enforcement (402-AL)	\$ 35,000.00
Training related travel (402-PT)	\$ 2,000.00

Equipment:

402-PT

A minimum of 6 moving radar(s)	\$ 12,000.00
A minimum of 5 PBT(s)	\$ 2,000.00

Total: \$101,000.00

PROJECT AGREEMENT GENERAL CONDITIONS

Expense Documentation – The Subrecipient will document the expenditure of such funds authorized as eligible for reimbursement in accordance with the conditions of this Project Agreement upon submission of the claim.

Copyrights - The Federal awarding agency reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for Federal Government purposes:

- a. The copyright of any work developed under a grant, sub-grant, or contract under a grant or sub-grant; and
- b. Any rights of copyright to which a grantee, sub grantee or a Subrecipient purchases ownership with grant support.

Equipment - Equipment acquired under this agreement for use in highway safety program areas shall be used and kept in operation for highway safety purposes in accordance with 23 CFR 1300.31.

- a. *Title* - Except as provided in paragraphs (e) and (f) of this section, title to equipment acquired under 23 U.S.C. Chapter 4 and Section 1906 will vest upon acquisition in the State or its Subrecipient, as appropriate, subject to the conditions in paragraphs (b) through (d) of this section.
- b. *Use* – All equipment shall be used for the originally authorized grant purposes for as long as needed for those purposes, as determined by the Regional Administrator, and neither the State nor any of its Subrecipients or contractors shall encumber the title or interest while such need exists. GTSB considers equipment purchased using federal funds to have a useful life expectancy of at least five years unless documentation is provided to the contrary.
- c. *Management and disposition* – subject to the requirements of paragraphs (b), (d), (e), and (f) of this section, States and their Subrecipients and contractors shall manage and dispose of equipment acquired under 23 U.S.C. Chapter 4 and Section 1906 in accordance with State laws and procedures.
 - 1. *Purchases* – Subrecipients shall receive prior written approval from NHTSA and GTSB for all equipment purchases over \$10,000.00. Failure to secure prior approval will result in the Subrecipient being responsible for the cost of the equipment purchase; retroactive approval from NHTSA is not an option.
 - 2. *Dispositions* - Disposition of equipment with a useful life of more than one year and an acquisition cost of \$10,000.00 or more shall receive prior written approval from NHTSA unless the equipment has exceeded its useful life as determined by GTSB policy. Disposition of equipment with a useful life of more than one year and an acquisition cost of less than \$10,000.00 shall be reported to GTSB. Equipment destroyed during its useful life shall be replaced by the Subrecipient. The Subrecipient will notify GTSB of the date the equipment was rendered unusable and the replacement information to include manufacturer, date equipment was received and serial number.
- d. *Right to transfer title* – The Regional Administrator may reserve the right to transfer title to equipment acquired under this part to the Federal Government or to a third party when such third party is eligible under Federal statute. Any such transfer shall be subject to the following requirements:

1. The equipment shall be identified in the grant or otherwise made known to the State in writing.
2. The Regional Administrator shall issue disposition instructions within 120 calendar days after the equipment is determined to be no longer needed for highway safety purposes, in the absence of which the State shall follow the applicable procedures in 2 CFR parts 200 and 1201.
- e. *Federally-owned equipment* – In the event a State or its Subrecipient is provided federally-owned equipment:
 1. Title shall remain vested in the Federal Government.
 2. Management shall be in accordance with Federal rules and procedures, and an annual inventory listed shall be submitted by the State.
 3. The State or its Subrecipients shall request disposition instructions from the Regional Administrator when the item is no longer needed for highway safety purposes.
 4. GTSB does not allow equipment purchased using federal funds to be sold without written prior approval from GTSB.

Project Agreement Amendments – Project Agreement amendments must occur if there is a change in budget within the same funding source, to change the required scope of work, a change in an equipment purchase including quantity or addressing an unplanned occurrence. The Subrecipient must submit an amendment request to GTSB for approval. Once GTSB has issued an approval for the change, the Subrecipient may proceed with the amended activity. No change in a Project Agreement will be accepted within 60 days of the close of the project.

Release of Data and Findings – Unless otherwise stated in the Project Agreement, the Subrecipient may not release reports, information, publication information and education materials, and so forth if produced under the terms of the Project Agreement without providing GTSB with a copy for review and comment at least thirty (30) days in advance of submission for publication. This section applies to such elements as scholarly journals, professional conferences and seminars, final reports, surveys, and news releases.

Litigation – To the extent allowed by applicable law, the Subrecipient agrees to pay the cost of any litigation should said Subrecipient fail to comply with the rules and regulations in this Project Agreement or should said Subrecipient prove to be negligent or incompetent. In carrying out the provisions of the Project Agreement or in exercising any power or authority granted to the Subrecipient, there shall be no liability, personal or otherwise, upon the GTSB as that office acts in accordance with the State. Furthermore, to the extent allowed by law, including but not limited to Iowa Code Chapter 669 and the Iowa Constitution, the Subrecipient shall be responsible for all claims and damages that directly result from the negligent acts or omissions of Subrecipient, its employees or agents to the extent permitted by Iowa Code Chapter 669.

Termination – Either party may terminate this agreement by providing written notice to the other party at least thirty (30) days in advance, specifying the effective date of termination.

CERTIFICATIONS AND ASSURANCES

Nondiscrimination (Applies to Subrecipients as Well as States) - The State highway safety agency [and its Subrecipients] will comply with all Federal statutes and implementing regulations relating to nondiscrimination ("Federal Nondiscrimination Authorities"). These include but are not limited to:

- *Title VI of the Civil Rights Act of 1964* ([42 U.S.C. 2000d](#) et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- [49 CFR part 21](#) (entitled *Non-discrimination in Federally-Assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964*);
- [28 CFR 50.3](#) (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964);

- *The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. 4601)*, (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- *Federal-Aid Highway Act of 1973, (23 U.S.C. 324 et seq.), and Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683 and 1685-1686)* (prohibit discrimination on the basis of sex);
- *Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. 794 et seq.), as amended, (prohibits discrimination on the basis of disability) and 49 CFR part 27;*
- *The Age Discrimination Act of 1975, as amended, (42 U.S.C. 6101 et seq.), (prohibits discrimination on the basis of age);*
- *The Civil Rights Restoration Act of 1987, (Pub. L. 100-209), (broadens scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal aid recipients, Subrecipients and contractors, whether such programs or activities are Federally-funded or not);*
- *Titles II and III of the Americans with Disabilities Act (42 U.S.C. 12131-12189)* (prohibits discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing) and *49 CFR parts 37 and 38;*

Political Activity (Hatch Act) (Applies to Subrecipients as Well as States) - The State will comply with provisions of the Hatch Act ([5 U.S.C. 1501-1508](#)), which limits the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

Certification Regarding Federal Lobbying (Applies to Subrecipients as Well as States)
Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions;
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants, and contracts under grant, loans, and cooperative agreements) and that all Subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Restriction on State Lobbying (Applies to Subrecipients as Well as States)

None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local

legislative body. Such activities include both direct and indirect (e.g., “grassroots”) lobbying activities, with one exception. This does not preclude a State official whose salary is supported with NHTSA funds from engaging in direct communications with State or local legislative officials, in accordance with customary State practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

Certification Regarding Debarment and Suspension (Applies to Subrecipients as Well as States)

Instructions for Primary Tier Participant Certification (States)

1. By signing and submitting this proposal, the prospective primary tier participant is providing the certification set out below and agrees to comply with the requirements of [2 CFR parts 180](#) and [1200](#).
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective primary tier participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary tier participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default or may pursue suspension or debarment.
4. The prospective primary tier participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary tier participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms *covered transaction*, *civil judgment*, *debarment*, *suspension*, *ineligible*, *participant*, *person*, *principal*, *and voluntarily excluded*, as used in this clause, are defined in [2 CFR parts 180](#) and [1200](#). You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. The prospective primary tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under [48 CFR part 9, subpart 9.4](#), debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective primary tier participant further agrees by submitting this proposal that it will include the clause titled “Instructions for Lower Tier Participant Certification” including the “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transaction,” provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with [2 CFR parts 180](#) and [1200](#).
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under [48 CFR part 9, subpart 9.4](#), debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website (<https://www.sam.gov/>).
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under [48 CFR part 9, subpart 9.4](#), suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate the transaction for cause or default.

Certification Regarding Debarment, Suspension, and Other Responsibility Matters—Primary Tier Covered Transactions

1. The prospective primary tier participant certifies to the best of its knowledge and belief, that it and its principals:
 - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency;
 - b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.
2. Where the prospective primary tier participant is unable to certify to any of the Statements in this certification, such prospective participant shall attach an explanation to this proposal.

Instructions for Lower Tier Participant Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below and agrees to comply with the requirements of [2 CFR parts 180](#) and [1200](#).
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms *covered transaction*, *civil judgment*, *debarment*, *suspension*, *ineligible*, *participant*, *person*, *principal*, and *voluntarily excluded*, as used in this clause, are defined in [2 CFR parts 180](#) and [1200](#). You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under [48 CFR part 9, subpart 9.4](#), debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Participant Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transaction," without modification, in

all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with [2 CFR parts 180](#) and [1200](#).

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under [48 CFR part 9, subpart 9.4](#), debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website (<https://www.sam.gov/>).
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under [48 CFR part 9, subpart 9.4](#), suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transactions:

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Buy America (Applies to Subrecipients as Well as States) - The State and each Subrecipient will comply with the Buy America requirement ([23 U.S.C. 313](#)) when purchasing items using Federal funds. Buy America requires a State, or Subrecipient, to purchase with Federal funds only steel, iron and manufactured products produced in the United States, unless the Secretary of Transportation determines that such domestically produced items would be inconsistent with the public interest, that such materials are not reasonably available and of a satisfactory quality, or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. In order to use Federal funds to purchase foreign produced items, the State must submit a waiver request that provides an adequate basis and justification for approval by the Secretary of Transportation.

Certification on Conflict of Interest (Applies to Subrecipients as Well as States)
General Requirements

No employee, officer or agent of a State or its Subrecipient who is authorized in an official capacity to negotiate, make, accept or approve, or to take part in negotiating, making, accepting or approving any subaward, including contracts or subcontracts, in connection with this grant shall have, directly or indirectly, any financial or personal interest in any such subaward. Such a financial or personal interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or personal interest in or a tangible personal benefit from an entity considered for a subaward. Based on this policy:

1. The recipient shall maintain a written code or standards of conduct that provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents.

- a. The code or standards shall provide that the recipient's officers, employees, or agents may neither solicit nor accept gratuities, favors, or anything of monetary value from present or potential sub awardees, including contractors or parties to subcontracts.
 - b. The code or standards shall establish penalties, sanctions or other disciplinary actions for violations, as permitted by State or local law or regulations.
2. The recipient shall maintain responsibility to enforce the requirements of the written code or standards of conduct.

Disclosure Requirements

No State or its Subrecipient, including its officers, employees or agents, shall perform or continue to perform under a grant or cooperative agreement, whose objectivity may be impaired because of any related past, present, or currently planned interest, financial or otherwise, in organizations regulated by NHTSA or in organizations whose interests may be substantially affected by NHTSA activities. Based on this policy:

1. The recipient shall disclose any conflict of interest identified as soon as reasonably possible, making an immediate and full disclosure in writing to NHTSA. The disclosure shall include a description of the action which the recipient has taken or proposes to take to avoid or mitigate such conflict.
2. NHTSA will review the disclosure and may require additional relevant information from the recipient. If a conflict of interest is found to exist, NHTSA may
 - a. terminate the award, or
 - b. determine that it is otherwise in the best interest of NHTSA to continue the award and include appropriate provisions to mitigate or avoid such conflict.
3. Conflicts of interest that require disclosure include all past, present or currently planned organizational, financial, contractual or other interest(s) with an organization regulated by NHTSA or with an organization whose interests may be substantially affected by NHTSA activities, and which are related to this award. The interest(s) that require disclosure include those of any recipient, affiliate, proposed consultant, proposed subcontractor and key personnel of any of the above. Past interest shall be limited to within one year of the date of award. Key personnel shall include any person owning more than a 20 percent interest in a recipient, and the officers, employees or agents of a recipient who are responsible for making a decision or taking an action under an award where the decision or action can have an economic or other impact on the interests of a regulated or affected organization.

Prohibition on Using Grant Funds To Check for Helmet Usage (Applies to Subrecipients as Well as States) - The State and each Subrecipient will not use [23 U.S.C. Chapter 4](#) grant funds for programs to check helmet usage or to create checkpoints that specifically target motorcyclists.