

Posting Date: October 8, 2015

NOTICE OF A SPECIAL MEETING

**BONDURANT CITY COUNCIL AND
PLANNING AND ZONING COMMISSION
OCTOBER 12, 2015**

NOTICE IS HEREBY GIVEN that a Special Meeting of the City Council and Planning and Zoning Commission will be held at 6:00 p.m. on Monday, October 12, 2015, in the Bondurant City Center, 200 Second Street, Northeast, Bondurant, Polk County, Iowa. Said meeting is open and the public is encouraged to attend.

AGENDA

1. Roll Call
2. Perfecting and Approval of the Agenda
3. Review of Planning and Zoning Commission Statutory Powers and Duties - City Attorney David Brick
4. Residential Lot Sizes
5. Residential Tax Abatement
6. Site Plan Review for Porch Swings and Fireflies Public Art Project
7. Sideyard Setbacks
8. City Clerk job description
9. Adjournment

CHAPTER 23

PLANNING AND ZONING COMMISSION

23.01 Planning and Zoning Commission	23.04 Compensation
23.02 Term of Office	23.05 Powers and Duties
23.03 Vacancies	

23.01 PLANNING AND ZONING COMMISSION. There shall be appointed by the Council a City Planning and Zoning Commission, hereinafter referred to as the Commission, consisting of seven (7) members, who shall be residents of the City and qualified by knowledge or experience to act in matters pertaining to the development of a City plan and who shall not hold any elective office in the City government.

(Code of Iowa, Sec. 414.6 & 392.1)

23.02 TERM OF OFFICE. The term of office of the members of the Commission shall be five (5) years. The terms of not more than one-third of the members will expire in any one year.

(Code of Iowa, Sec. 392.1)

23.03 VACANCIES. If any vacancy exists on the Commission caused by resignation, or otherwise, a successor for the residue of the term shall be appointed in the same manner as the original appointee.

(Code of Iowa, Sec. 392.1)

23.04 COMPENSATION. All members of the Commission shall serve without compensation, except their actual expenses, which shall be subject to the approval of the Council.

(Code of Iowa, Sec. 392.1)

23.05 POWERS AND DUTIES. The Commission shall have and exercise the following powers and duties:

1. Selection of Officers. The Commission shall choose annually at its first regular meeting one of its members to act as Chairperson and another as Vice Chairperson, who shall perform all the duties of the Chairperson during the Chairperson's absence or disability.

(Code of Iowa, Sec. 392.1)

2. Adopt Rules and Regulations. The Commission shall adopt such rules and regulations governing its organization and procedure as it may deem necessary.

(Code of Iowa, Sec. 392.1)

3. Zoning. The Commission shall have and exercise all the powers and duties and privileges in establishing the City zoning regulations and other related matters and may from time to time recommend to the Council amendments, supplements, changes or modifications, all as provided by Chapter 414 of the Code of Iowa.

(Code of Iowa, Sec. 414.6)

4. Recommendations of Improvements. No statuary, memorial or work of art in a public place, and no public building, bridge, viaduct, street fixtures, public structure or appurtenances, shall be located or erected, or site therefore obtained, nor shall any permit be issued by any department of the City for the erection or location thereof until and unless the design and proposed location of any such improvement shall have been submitted to the Commission and its recommendations thereon obtained, except such requirements and recommendations shall not act as a stay upon action for any such improvement when the Commission after thirty (30) days' written notice requesting such recommendations, shall have failed to file same.

(Code of Iowa, Sec. 392.1)

5. Review and Comment on Plats. All plans, plats, or re-plats of subdivision or re-subdivisions of land embraced in the City or adjacent thereto, laid out in lots or plats with the streets, alleys, or other portions of the same intended to be dedicated to the public in the City, shall first be submitted to the Commission and its recommendations obtained before approval by the Council.

(Code of Iowa, Sec. 392.1)

6. Review and Comment of Street and Park Improvements. No plan for any street, park, parkway, boulevard, traffic-way, river front, or other public improvement affecting the City plan shall be finally approved by the City or the character or location thereof determined, unless such proposal shall first have been submitted to the Commission and the Commission shall have had thirty (30) days within which to file its recommendations thereon.

(Code of Iowa, Sec. 392.1)

7. Fiscal Responsibilities. The Commission shall have full, complete and exclusive authority to expend for and on behalf of the City all sums of money appropriated to it, and to use and expend all gifts, donations or payments whatsoever which are received by the City for City planning and zoning purposes.

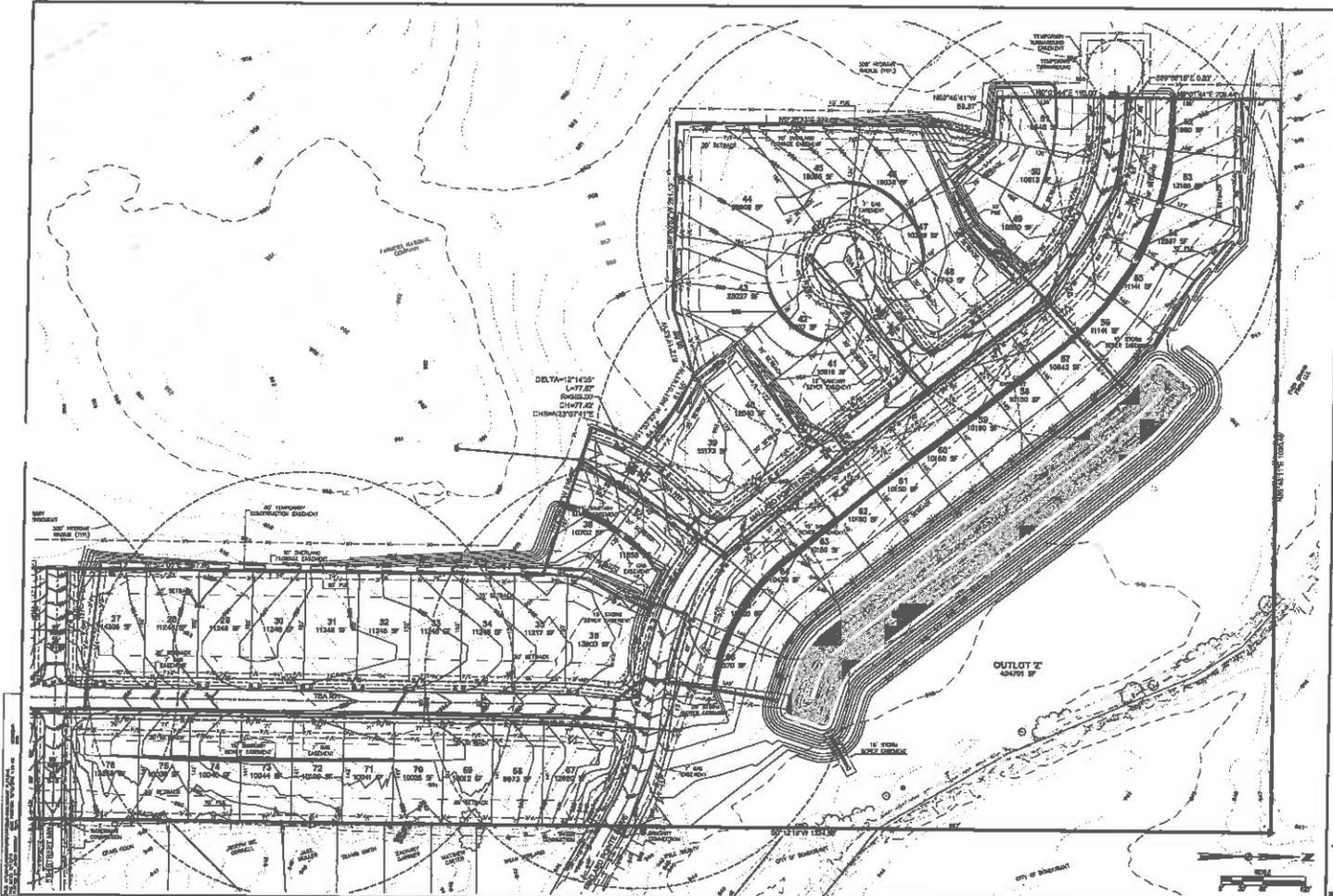
(Code of Iowa, Sec. 392.1)

8. Limitation on Entering Contracts. The Commission shall have no power to contract debts beyond the amount of its original or amended appropriation as approved by the Council for the present year.

(Code of Iowa, Sec. 392.1)

9. Annual Report. The Commission shall each year make a report to the Mayor and Council of its proceedings, with a full statement of its receipts, disbursements and the progress of its work during the preceding fiscal year.

(Code of Iowa, Sec. 392.1)



DATE	
REVISION	
3408 S.E. CAROLINA AVE. SUITE G CORNER, COVINGTON, LA 70045 PHONE: (504) 398-4400 FAX: (504) 398-4410	TECH
	ENGINEER, B.S.C.
CIVIL DESIGN ADVANTAGE	
INDICATOR: 2004	
BLUEJAY LANDING	
PRELIMINARY PLAT	
2	
2	
1412-005	

**CITY OF BONDURANT
PLANNING AND ZONING COMMISSION
September 10, 2015
MINUTES**

1. Call to Order

Commission Chair Dave Higgins called the meeting to order at 6:04 p.m.

2. Roll Call

Roll call was taken and a quorum was declared.

Present: Commission Chair Dave Higgins
Commission Member Brian Clayton
Commission Member Jeff Kromrie
Commission Member Roy McCleary
Commission Member Tamara Russell
Commission Member Karen Hudson
Commission Member Laura Wood
City Officials Present: City Administrator Mark Arentsen, Assistant to City Administrator Mary Rork-Watson,
Council Member Bob Pepper

3. Perfecting and Approval of the Agenda

Motion made by McCleary, seconded by Wood, to approve the agenda as presented. Roll Call: Ayes: Kromrie, Clayton, Higgins, McCleary, Russell, Wood, Hudson. Nays: 0. Motion Carried.

4. Approval of the Commission Minutes

Motion made by McCleary, seconded by Russell, to approve the minutes of August 27, 2015. Roll Call: Ayes: Kromrie, Clayton, Higgins, McCleary, Russell, Wood, Hudson. Nays: 0. Motion Carried.

5. Guests requesting to address the Commission – City Council Member Bob Pepper, 508 6th Court, SE, Bondurant, addressed the Commission regarding the Council's goal to hold a joint meeting with the Planning and Zoning Commission. Commission members agreed this was a good idea and discussed possible dates for a meeting.

6. RESOLUTION NO. PZ-15-17 – Resolution approving the Preliminary Plat for Rolling Woods Plat 3 which falls within two miles of Bondurant city limits and the City is entitled to review

Bill Elson, 3705 Grand Avenue, Des Moines, explained the Preliminary Plat is an Outlot of approximately 52 acres and will have one single-family residence.

Moved by Russell, seconded by Hudson, to approve Resolution No. PZ-15-17. Roll Call: Ayes: Kromrie, Clayton, Higgins, McCleary, Russell, Wood, Hudson. Nays: 0. Motion Carried.

7. DISCUSSION – Planning and Zoning Commission recommendation regarding Tax Abatement

Commission members reviewed information from the Tax Abatement Review committee including a survey of residents that had recently moved to the City. The Commission members discussed ideas about phasing out the abatement and the impact residential growth has had on the school district and the desired small-town atmosphere. Commission members thought the abatement should extend to home remodeling and renovation to encourage residents to remain in the City and support property improvements. They agreed with the Review committee that only one option is needed for Commercial tax abatement.

Commission members discussed how continued residential growth will affect emergency services and public works. They also discussed whether the tax abatement was comparable to surrounding communities. City Administrator Arentsen said 88 building permits had been issued through the end of August and three had been issued as of September 10.

Commission Member Hudson left the meeting at 6:30 p.m.

Moved by McCleary, seconded by Wood to recommend the current tax abatement schedule be eliminated and residential tax abatement end on a specific date determined by City Council, while retaining the home remodeling and renovation schedule to encourage residents to improve their properties and stay in the City; additionally, the Commission recommends amending the commercial abatement schedule to offer only the three year, 100 percent schedule. Vote on Motion 6-0. Motion declared carried unanimously.

8. Reports and Comments

a. Commission Member Comments

Commission Member Kromrie– none

Commission Member Wood – none

Commission Member McCleary – Inquired about the tile repair work near his home.

Commission Member Clayton– Assisted with moving furniture into Reclaimed Rails Brewery, asked City Administrator Arentsen to check that the fence ordinance being considered by Council doesn't prohibit barbed wire or electric fences for agricultural purposes. Liked the idea suggested by Council Member Keeler that the City Engineer include the Comprehensive Plan as part of engineering comments and said that Classic Builders provided good information at Council meeting regarding Bluejay Landing.

Commission Member Russell – none

b. Commission Chair Comments – none

c. City Administrator Comments – Introduced John Wright who plans to build a home/shop on property on the corner of 3rd and Washington.

9. Adjournment

Moved by McCleary, seconded by Clayton, to adjourn the meeting at 7:05 p.m.

TAX ABATEMENT REVIEW COMMITTEE RECOMMENDATION

SEPTEMBER 23, 2015

After considering the potential impact that changes in the current City of Bondurant tax abatement program would have on development in Bondurant, the Tax Abatement Review Committee recommends the following;

1. Retain both the three year 100% abatement option and six year sliding scale option for commercial properties.
2. Shorten the residential abatement program from 5 years to 3 years. The three year plan would have high abatement amounts in years one and two and a lesser amount in year three. The recommended residential abatement amounts are;

Year 1	100% Abatement
Year 2	80% Abatement
Year 3	50% Abatement

This plan offers attractive abatements and brings the full valuation onto the tax roll sooner. The new residential schedule would apply to all homes built with building permits issued after 6/30/16.

Filing deadline is 2/1 for any improvements made the previous year for which abatement is being requested.

Rich Colgrove, Polk County Assessor's Office, has stated the following regarding abatement for remodeling projects;

Remodeling - Any new valuation created by remodeling up to \$23,000 is eligible for abatement. New valuation over that amount is not eligible for abatement. Also, the remodeling valuation must increase the home value by at least 10%. If the home's value increases less than 10% when the remodeling value is included, the remodeling valuation is not eligible for abatement.

Mark Arentsen

From: Rich Colgrove [rich@assess.co.polk.ia.us]
Sent: Tuesday, September 29, 2015 3:36 PM
To: Mark Arentsen
Subject: Re: Bondurant Tax Abatement Question

Mark,

The filing deadline for tax abatement applications is February 1 each year. Iowa Code allows for a 2 year filing grace period if the original deadline is missed. If remodeling is done during calendar year 2015, that work would not be assessed until January 1, 2016. In order for the 2016 assessment (2015 work) to be abated an application would have to be filed with the City no later than February 1, 2016. Because the Code allows for a 2 year grace period the property owner would have until February 1, 2018 to file an application and still receive the full abatement permitted by the City plan. Any application filed after February 1, 2018 would cause the property owner to start losing abatement with the 2018 assessment.

Rich

On 9/29/2015 9:52 AM, Mark Arentsen wrote:

Rich, As we continue on this journey of determining what we want to do with tax abatement here, I'll probably have questions for a couple weeks. I'm hoping we can have this all completed and a new tax abatement plan adopted by the end of the year. The current proposal is to shorten the abatement period from 5 years to 3 years. Here's my question; It's my understanding that people need to file by 2/1 to receive abatement on construction including remodeling from the previous year. How many years can someone delay filing for abatement and still receive the full abatement amount?

Mark Arentsen

City Administrator

City of Bondurant, Pop. 3,860

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Mark Arentsen

From: Mark Arentsen [marentsen@cityofbondurant.com]
Sent: Wednesday, October 07, 2015 12:06 PM
To: 'CURT JILL SULLIVAN'; 'Brian Lohse'; 'Wes Enos (wes@wesenos.com)'; 'Bob Peffer'; 'jkeeler@cityofbondurant.com'; 'Doug Elrod'; 'dhiggins@cityofbondurant.com'; 'Jeff Kromrie'; 'Brian Clayton'; 'talyruss@msn.com'; 'Roy McCleary'; 'Karen Hudson'; 'investigatorlw@gmail.com'
Cc: 'David Brick'; 'Mary Rork-Watson'; 'Jason VanAusdall'
Subject: Site Plan Requirements
Attachments: SKM_C454e15100711170.pdf

Attached is a copy of City Code Section 179.01 (1). This states that commercial and industrial projects require a site plan. This could be interpreted to mean that public buildings or projects that don't include a structure don't need a site plan. Perhaps that was the intention when this Code section was adopted, but I believe that not requiring site plans for other construction projects is a mistake. We have required them for school buildings and some City building projects. The question of when is a site plan required came up recently with the Porch Swings & Fireflies public art project. My reading of this Code section is that a site plan was not required, but in hind site it probably would have been a good idea to have had one just for general communication purposes. One of the dilemmas with this project is that work started before the final design was completed due to the need to expend grant funds this year and to get as much installed as possible prior to winter.

I think it would be good to clarify the City Code so that there is a clear understanding of when a site plan is required. Public buildings should be added to the list. There may be other construction projects that should be added also such as parking lot expansions or other paving projects. Paving projects have storm water consequences that should be considered. Paving projects also increase the impermeable surface area which could increase the storm water fee for the property. How big should a project be before a site plan is required? For example, adding one stall to a parking lot probably isn't a big deal. Perhaps the trigger for a site plan should be the area that's disturbed for the project. One possibility would be anything disturbing over 1,000 sq. ft. That's an area that's about 32' X 32'. That's just one suggestion. There may be other issues that should be considered.

The bottom line for me is that I believe we should expand on the types of projects that require a site plan.

Mark Arentsen

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CHAPTER 179

ZONING CODE — ADDITIONAL PROVISIONS

179.01 Site Plans
179.02 Screening
179.03 Certificate of Occupancy
179.04 Amendments

179.05 Complaints Regarding Violations
179.06 Enforcement; Penalties
179.07 Site Plan Fee

179.01 SITE PLANS. To assure that the design and location of commercial and industrial areas will be in conformance with the zoning standards of this Zoning Code and are properly related to and in harmony with the existing and future business and industrial development of the City, including generally accepted principles of commercial, industrial and civic design, a detailed site plan shall be submitted, in accordance with the "Site Plan and Specification Submittal Procedure" found in the Urban Standard Design Manual, showing the proposed use and development of all commercial and industrial sites for recommendation by the Planning and Zoning Commission to the Council for their approval. This section, along with the Urban Design Standards Manual, should be coordinated.

1. Procedure.

- A. A site plan review is required whenever a person or other group wishes to develop any tract or parcel of land within all zoning districts, except for any detached single-family residence and two-family residences including any accessory structure thereto; agriculturally zoned property; new construction of non-residential accessory buildings less than 1,000 square feet in gross floor area; and additions to existing non-residential buildings when the addition is less than ten (10) percent of the existing building's gross floor area or the addition does not exceed one thousand (1000) square feet, which ever is more restrictive. Also where no new curb cuts are required and where new construction does not reduce existing parking or significantly modify existing on-site circulation as determined by the City Engineer. Said person shall cause to be prepared a site plan of such development and shall submit fourteen (14) copies of said site plan to the City Clerk. The provisions of this section shall be applicable to the redevelopment, enlargement or extension of any commercial or industrial uses and structures existing at the time of adoption of the ordinance codified herein (3-18-2002). The site plan shall contain such information and data as outlined herein.
- B. The Clerk shall refer a copy of the site plan to the City Engineer, or such other person as shall be designated from time to time by the Council, who shall review said site plan as to its compliance with the

from the ground upward except as may be permitted elsewhere in the Zoning Code. See Figure I.

152. **“Yard line”** means a line drawn parallel to a lot line at a distance therefrom equal to the depth of the required yard. See Figure I.
153. **“Yard, rear”** means a space extending across the full width of the lot between the principal building and the rear lot line, and measured perpendicular to the building to the closest point of the rear lot line. Such rear yard is unoccupied and unobstructed from the ground upward except as may be permitted elsewhere in the Zoning Code. See Figure I.
154. **“Yard required”** means the open space between a lot line and the buildable area within which no structure shall be located except as provided in the Zoning Code.
155. **“Yard, side”** means a space extending from the front yard to the rear yard between the principal building and the side lot line measured perpendicular from the side lot line to the closest point of the principal building. Such side yard is unoccupied and unobstructed from the ground upward except as may be permitted elsewhere in the Zoning Code. See Figure I.
156. **“Zero lot line”** means the location of a building on a lot in such a manner that one or more of the building’s sides rest directly on a lot line. See Figure I.
157. **“Zone”** means a specifically delineated area or district in a municipality within which regulations and requirements uniformly govern the use, placement, spacing and size of land and buildings. See also “district.”
158. **“Zoning”** means the dividing of a municipality into districts and the establishment of regulations governing the use, placement, spacing and size of land and buildings.
159. **“Zoning district”** – See “zone.”
160. **“Zoning map”** means the map or maps, which are a part of the Zoning Code, and delineate the boundaries of zone districts.

175.03 ESTABLISHMENT OF DISTRICTS; OFFICIAL ZONING MAP. For the purpose of the Zoning Code, the following fourteen classes of districts are hereby established within the City as shown on the Official Zoning Map, which, together with all explanatory matter thereon, is hereby adopted by reference and declared to be a part of this Zoning Code:

U-1 Conservancy District

178.03 R-2 MEDIUM DENSITY RESIDENTIAL. The “R-2” District is intended and designed for certain medium density residential areas of the City now developed with one-family and two-family dwellings, and areas where similar residential development seems likely to occur.

1. Principal Permitted Uses. Only the uses of structures or land listed in this section shall be permitted in the “R-2” District.

- A. Single-family dwellings, to include manufactured homes and family homes. A manufactured home, must be located and installed according to the same standards for a foundation system, setback, and minimum square footage which would apply to a site-built, single-family dwelling on the same lot.
- B. Two-family dwellings.
- C. Alterations and conversions of single-family dwellings into two-family dwellings in accordance with the lot area, frontage and yard requirements as set forth in this section and the fire separation provisions of the Building Code.
- D. Churches, cathedrals, temples, and similar places of worship, provided that all principal buildings be set back a minimum of fifty (50) feet from all property lines.
- E. Parks, playgrounds and similar uses operated by the City.
- F. Golf courses, country clubs, tennis courts and similar recreational uses, provided that any such us be not operated primarily for commercial gain.
- G. Private plant nurseries and greenhouses not exceeding two hundred forty (240) square feet of floor area and not involving retail or wholesale sales.
- H. Public and parochial schools, elementary and secondary, and other educational institutions, but excluding boarding schools, nursery schools and child care centers, provided that all principal buildings are set back a minimum of fifty (50) feet from all property lines.

2. Permitted Accessory Uses.

- A. Uses of land and or structures customarily incidental and subordinate to one of the principal permitted uses, unless otherwise excluded.
- B. Temporary buildings for uses incidental to construction work, which buildings shall be removed upon the completion or abandonment of the construction work.

- C. Private swimming pools when enclosed by a fence at least six (6) feet in height.
- D. TV Dish Antennas in accordance with Chapter 177.11 of the Zoning Code - General Regulations.
- E. Home Occupations, see Section 177.15 of the Zoning Code – General Regulations.
- F. No exterior advertising signs or displays shall be permitted except an indirectly lighted name plate not to exceed two (2) square feet in area, attached flat against the building. Furthermore, Signs must be in accordance with Chapter 181 of the Codes of Ordinances.

3. Permitted Conditional Uses.

- A. Home occupations. A conditional use permit must be applied for and received from the Board of Adjustment for a home occupation which does not meet the requirements set forth in Section 177.15 of the Zoning Code - General Regulations.
- B. Communication towers (freestanding type), see section 177.12 of the Zoning Code – General Regulations.
- C. Communication towers (building-supported type), see Section 177.13 of the Zoning Code – General Regulations.
- D. Wind Energy Conversion Systems (WECS), see section 177.14 of the Zoning Code – General Regulations.

4. Bulk Regulations. The following minimum requirements shall be observed, subject to the modifications contained in Section 177.07.

- A. Overall Density within the R-2 District shall not exceed 6 units per net acre of land. Calculation of net acres is based on the gross land area less any lands that are prohibited by law or code from development including wetlands, floodways, arterial or collector street right-of-way, and required park land dedication.
- B. Lot Area: Single-family dwelling – 7,000 square feet; two-family dwelling – 10,000 square feet; each additional unit thereafter add 2,000 square feet.
- C. Minimum Floor Area: Ranch style - 950 square feet; two story – 1,000 square feet of livable space; split level style - 875 square feet on two (2) adjacent levels; and split foyer style – 850 square feet on the main floor.
- D. Lot Width: Single-family dwelling – 60- feet; two-family dwelling - 80 feet; each additional unit add 20 feet; corner lot - 70 feet.

- E. Front Yard: Dwelling - 30 feet. All other principal uses - 50 feet.
- F. Side Yards: One (1) and one and one half (1 ½) stories – 10 feet side yard. 5 feet minimum on each side; two (2) and three (3) stories – (14) feet total side yard. 7 feet minimum on each side; church or school – 35 feet on each side; 3 feet for any accessory building. All other principal uses - 50 feet.
- (Ordinance 04-202)**
- G. Rear Yard: Dwelling - 35 feet and 3 feet for accessory buildings. All other principal uses - 50 feet.
- H. Maximum Height: Principal building - 35 feet; Accessory building - 12 feet.
- I. Maximum Number of Stories: Principal building – 3 stories; Accessory building - 1 story.
- J. Accessory Buildings: Maximum area for accessory Garage – 1,000 sq. ft. Maximum area for Yard shed – 160 sq. ft.

Summary of R-2 Bulk Regulations:

(A) Minimum Lot Area	7,000 sq. ft. 10,000 sq. ft. for two family dwellings Add 2,000 sq. ft. for each additional unit
(B) Minimum Floor Area	950 sq. ft., ranch style 1000 sq. ft., two story 875 sq. ft., split level style 850 sq. ft., split foyer style
(C) Lot Width	60 ft., single family 80 ft., two-family Add 20 ft. for every additional unit 70 ft. for corner lots
(D) Front Yard	30 ft. for dwellings 50 ft. for any permitted use other than dwellings
(E) Side Yard	10 ft. total side yard, 5 ft. minimum on each side, 1 and 1 ½ stories 14 ft. total side yard, 7 ft. minimum on each side, 2 and 3 stories 35 ft on each side, church or school 3 ft. accessory buildings

	50 ft. for any permitted use other than dwellings
(F) Rear Yard	35 ft. for single family 3 ft. accessory buildings 50 ft. for any permitted use other than dwellings
(G) Maximum Height	35 ft. principal buildings 12 ft. accessory buildings
(H) Maximum Stories	3 stories for principal buildings 1 story for accessory buildings
(I) Accessory Buildings	1,000 sq. ft – Maximum Area for Accessory Garage 160 sq. ft. – Maximum Area for Yard Shed

5. **Off Street Parking and Loading.** See Sections 177.08 and 177.09.

6. **Parkland Dedication.** See Section 180.06.

178.07 C-1 TRANSITIONAL COMMERCIAL. The “C-1” District is intended and designed to provide space for limited professional, retail, civic, and service activities which serve adjacent residential areas with reasonable proximity for the satisfaction of daily consumer needs. C-1 Districts should generally include 5-15 acres.

1. **Principal Permitted Uses.** Only the uses of structures or land listed in this section shall be permitted in the “C-1” District.
 - A. Residential uses, if attached to a permitted commercial use. Residential units not permitted on first floor of structure.
 - B. Hospitals, clinics, group medical centers, or the office of a doctor, dentist, osteopath, or similar profession.
 - C. Business and professional offices including the following: law, engineering, real estate, insurance, and similar uses.
 - D. Funeral homes or mortuaries.
 - E. Personal service businesses such as beauty and barber shops, shoe repair, and similar uses.
 - F. Professional offices.
 - G. Churches, cathedrals, temples, and similar places of worship.
 - H. Museums, libraries, parks and playgrounds, community centers and similar uses operated by the City.
 - I. Public and parochial schools, elementary and secondary, and other educational institutions.
 - J. Retail business or service establishments such as the following:
 - (1) Clothes cleaning and laundry pickup stations, or like business.
 - (2) Coffee shop, restaurant, delicatessens, bakery, or like business
 - (3) Drug stores, hardware stores, jewelry stores, or like business.
 - (4) Gift shops, or like business.
 - (5) Photographic studios, or like business
 - (6) Post office substations, or like business.
 - (7) Movie rental, or like business.
 - (8) Dance studio, fitness center, or like business.
 - (9) Combinations of the above uses, or like business.

2. Permitted Accessory Uses.

- A. Uses of land and or structures customarily incidental and subordinate to one of the principal permitted uses, unless otherwise excluded.
- B. Signs in accordance with Chapter 181 of this Code of Ordinances.
- C. Temporary buildings for uses incidental to construction work, said buildings shall be removed upon the completion of construction or abandonment of the construction site.
- D. TV Dish Antennas in accordance with Section 177.11 of the Zoning Code - General Regulations.

3. Permitted Conditional Uses.

- A. Home occupations. A conditional use permit must be applied for and received from the Board of Adjustment for a home occupation which does not meet the requirements set forth in Section 177.15 of the Zoning Code - General Regulations.
- B. Wind Energy Conversion Systems (WECS), see Section 177.14 of the Zoning Code – General Regulations.
- C. Indoor Storage Facilities
- D. Drive-in and Drive-through Facilities

4. Bulk Regulations. The following minimum requirements shall be observed subject to the modifications contained in Section 177.07.

- A. Minimum lot area. 9,000 square feet.
- B. Maximum Density. 10 units per acre for residential uses.
- C. Maximum Commercial Square Footage. Office, commercial, or retail uses shall be limited to 10,000 square feet in any one space. No single building shall be greater than 30,000 square feet.
- D. Lot width: Commercial uses – No minimum; commercial with attached dwelling units – 85 feet; corner lots – 85 feet; No public sanitary sewer – 100 feet.
- E. Front yard. 30 feet.
- F. Side yards. 11 feet on each side for principal building; 4 feet for accessory buildings.
- G. Rear yard. 40 feet, and 3 feet for accessory buildings.
- H. Maximum Height. Principal building - 35 feet; accessory building - 14 feet.

- I. Maximum number of stories. Principal building – 2 stories; accessory building - 1 story.
- J. A minimum of 15% of the lot area shall be retained as landscaped open space to include such items as walks, trees, shrubs, fountains, or other ornamental features, in accordance with Chapter 180 of this Code of Ordinances.

Summary of C-1 Bulk Regulations:

(A) Minimum Lot Area	9,000 sq. ft.
(B) Maximum Density	10 units per acre for residential uses
(C) Maximum Commercial Square Footage	10,000 square feet per individual space 30,000 per building
(D) Lot Width	Commercial: No Minimum (<i>Unless a corner lot</i>) Commercial with dwelling units: 85 ft. Corner Lot: 85 ft. Without Public sanitary sewer: 100 ft.
(E) Front Yard Setback	30 ft.
(F) Side Yard Setbacks	Principal building: 11 ft. / side. Accessory building: 4 ft.
(G) Rear Yard Setback	Principal building: 40 ft. Accessory building: 3 ft.
(H) Maximum Height	Principal building: 35 ft. Accessory building: 14 ft.
(I) Maximum Stories	Principal building: 2 Stories Accessory building: 1 story
(J) Open Space	15% of lot area (<i>See Landscape Ordinance, Chapter 180</i>)

Mary Rork-Watson

From: Mark Arentsen [mailto:marentsen@cityofbondurant.com]
Sent: Wednesday, October 07, 2015 11:20 AM
To: 'Mary Rork-Watson'
Subject: FW: Vacant Position
Attachments: City Clerk Wages 9-21-15.pdf; City Clerk job descriptions Adel, Fairfax, Altoona, Windsor Heights 10-1-15.pdf; City Clerk job descriptions Pleasant Hill, Norwalk, Waukee, Johnston, Ankeny 10-1-15.pdf; Assistant to the City Administrator job description 3-12-14.doc; City Clerk draft job description 1-10-15.pdf

Mark Arentsen

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From: Mark Arentsen [mailto:marentsen@cityofbondurant.com]
Sent: Tuesday, October 06, 2015 2:44 PM
To: 'CURT JILL SULLIVAN'; 'Brian Lohse'; Wes Enos (wes@wesenos.com); 'Bob Peffer'; 'jkeeler@cityofbondurant.com'; 'Doug Elrod'
Subject: Vacant Position

Attached is the proposed job description for the City Clerk position and the current job description for the existing Assistant to the City Administrator position. The wage range I've suggested for the City Clerk position is \$50,000 to \$60,000/yr. (\$24.04 -\$28.84/hr). The wage for the existing Assistant position is \$17.51/hr. Also attached is a list of wages paid for City Clerk positions in other metro area cities. The League of Cities sent job descriptions for the cities of Adel and Fairfax. Attached are job descriptions from Ankeny, Johnston, Waukee, Norwalk, Pleasant Hill, Windsor Heights and Altoona. In the City Clerk draft you will see that a portion of job duty #8 and duties #12 - 19 are highlighted. These are responsibilities that are added to the duties listed in the existing Assistant position.

It is, of course, up to the City Council as to what is done to fill the vacant position and I will proceed with whatever you decide, but I continue to believe that upgrading this position is in the City's long term interest. The added highlighted duties are, in my opinion, typical City Clerk duties that someone needs to do. As Deputy City Clerk, Michelle Wells performed the added #8 item and duties 12, 14, 15, 18 and some of 19. No one did #13, 16 and 17. These things are new in the last two years or so. As Bondurant continues to grow there will be more "new" work items. Mary has also taken on more Segregation of Duties financial activities than were done by Michelle. There will never be less office work. There will only be more. I also believe that the City Administrator position should be revised when I retire and that more of the routine, repetitive office functions should be assigned to the City Clerk or other office positions. I believe that the next City Administrator will have more planning, financing, development and possibly annexation work to do. That leaves less time for normal office functions. Hiring someone now who is capable of dealing with the increasing amount of routine and repetitive office work assures that those functions will be carried out correctly when the next City Administrator begins.

Mark Arentsen

CITY OF BONDURANT

JOB DESCRIPTION

DRAFT DRAFT DRAFT DRAFT DRAFT DRAFT DRAFT

Name: _____ Department: City Hall

Title: City Clerk FLSA: Non-Exempt

Date: October 1, 2015 Reports to: City Administrator

PURPOSE OF POSITION / SUMMARY

Under general to direct supervision, this position is responsible for all City Council meeting document preparation and follow up activities. This includes Resolution and Ordinance preparation, all publication requirements, and obtaining signatures, mailing and filing all documents acted on at the Council meeting. City Code Book updating and maintenance. All correspondence and other writing assignments as directed by the City Administrator. Grant preparation work and submittals including all grant writing assignments as directed by the City Administrator. This full time position is compensated on an hourly basis.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. They are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Example of Essential Duties and Responsibilities:

1. Responsible for City Council meeting agenda and packet preparation, posting and distribution and placing the agenda on the City's website.
2. Responsible for preparing City Council Resolutions, Ordinances and any other documents needed for City Council meetings.
3. Must attend all City Council meetings and take general notes on the proceedings. These notes may be used to assist with preparation of the meeting minutes.
4. Responsible for preparation and publication of City Council meeting minutes.
5. Responsible for obtaining signatures on approved documents and distributing documents to the appropriate parties following execution.
6. Responsible for maintaining Resolution and Ordinance official record books.
7. Responsible for City Council meeting room setup prior to Council meetings and any cleanup/rearranging needed after conclusion of the meeting.
8. Responsible for meeting preparation for Planning & Zoning Commission and Board of Adjustments meetings including room setup and cleanup, meeting agenda posting and distribution, meeting packet preparation, corresponding with residents, placing meeting materials on the City's website and meeting minutes preparation.
9. Must attend all Planning & Zoning Commission and Board of Adjustments meetings and take general notes on the proceedings. These notes may be used to assist with preparation of the meeting minutes
10. Responsible for assisting with preparation and submittal of City grant applications.
11. Responsible for preparing power point presentations for City staff and assuring that they operate properly prior to the event.

12. Responsible for corresponding with residents and Polk County Assessor's office on the City's tax abatement program.
13. Maintain City Plat and Site Plan files.
14. Administer City alcohol and cigarette licensing and permit program.
15. Administer City parade and fireworks permit activities.
16. Assist with administration of Animal Management Committee.
17. Prepare quarterly overtime summary.
18. Maintain list of City Council, Committee and Board membership list including terms of members.
19. Responsible for City responsibilities related to City Council elections.
20. Responsible for organizing and maintaining City non-financial records.
21. Participation in bookkeeping segregation of duties activities as directed.
22. Assist with City social media programming.
23. Become familiar with City office functions such as utility billing and park & recreation activities. This includes developing a working knowledge of the utility billing software which will allow the employee to answer utility billing questions and accept and post payments.
24. Be the second person in line to answer phone calls made to the City Hall.
25. Other duties as assigned by the City Administrator.

PHYSICAL AND ENVIRONMENTAL CHARACTERISTICS

Required Physical Activities: Carrying, Climbing, Balancing, Stooping, Kneeling, Crouching, Reaching, Standing, Walking, Lifting, Grasping, Talking, Hearing and Typing.

Physical Characteristics of the Job: Occasional work requiring exertion of up to 20 pounds of force.

Environmental Conditions: The work is performed primarily indoors, however there may be instances of viewing locations or participating in events or meetings which are held outdoors.

WORK SCHEDULE

Work in this position is conducted both during and after normal office work hours. Normal office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. An unpaid one hour lunch period is provided and must be scheduled in conjunction with lunch periods observed by other office staff. The lunch period may vary depending on the work schedules of other office staff. Work hours in excess of 40 hours in a work week are compensated at the rate of 1.5 times the normal pay rate. Excess work hours may be compensated as overtime pay or compensatory time off. Compensatory time off must be approved in advance by the City Administrator. Office work demands at the time of the request and the schedules of other office staff will be considered in determining whether compensatory time off will be granted. Meetings of the City Council, Planning & Zoning Commission and Board of Adjustments are normally held after 5:00 p.m. The person filling this position is normally expected to attend these meetings. Excused absence from these meetings may be granted by the City Administrator.

EQUIPMENT AND MATERIALS USED:

Office related equipment such as computers, typewriters, copy machines, telephones, projectors, shredders etc.

EMPLOYMENT STANDARDS:

Required Knowledge, Skills, and Abilities:

- Ability to follow one or two-step verbal or demonstrated instructions.
- Must possess excellent writing and grammar skills.
- Ability to perform simple addition and subtraction, copy figures, count, and record numbers.
- Ability to learn basic computer functions such as MS Office and basic city utility billing functions
- General knowledge of social media programs.
- Knowledge of traffic laws and regulations.
- Ability to establish and maintain an effective working relationship with co-workers and the public.
- Ability to pass a pre-employment physical.
- Must maintain a valid Iowa driver's license.

Education, Training and Experience:

Education Preferred: Graduation from an accredited college with demonstrated competency in writing assignments.

Experience Preferred: Some experience in an office work setting is desirable.

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Employer has a similar right. This position involves a 6 month probationary period. An evaluation of the employee's performance will be conducted at the end of the probationary period.

Date

Employee's Signature

Date

City Administrator's Signature

The City of Bondurant is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the Employer.

TAX ABATEMENT REVIEW COMMITTEE RECOMMENDATION

SEPTEMBER 23, 2015

After considering the potential impact that changes in the current City of Bondurant tax abatement program would have on development in Bondurant, the Tax Abatement Review Committee recommends the following;

1. Retain both the three year 100% abatement option and six year sliding scale option for commercial properties.
2. Shorten the residential abatement program from 5 years to 3 years. The three year plan would have high abatement amounts in years one and two and a lesser amount in year three. The recommended residential abatement amounts are;

Year 1	100% Abatement
Year 2	80% Abatement
Year 3	50% Abatement

This plan offers attractive abatements and brings the full valuation onto the tax roll sooner. The new residential schedule would apply to all homes built with building permits issued after 6/30/16.

Filing deadline is 2/1 for any improvements made the previous year for which abatement is being requested.

Rich Colgrove, Polk County Assessor's Office, has stated the following regarding abatement for remodeling projects;

Remodeling - Any new valuation created by remodeling up to \$23,000 is eligible for abatement. New valuation over that amount is not eligible for abatement. Also, the remodeling valuation must increase the home value by at least 10%. If the home's value increases less than 10% when the remodeling value is included, the remodeling valuation is not eligible for abatement.

Mark Arentsen

From: Rich Colgrove [rich@assess.co.polk.ia.us]
Sent: Tuesday, September 29, 2015 3:36 PM
To: Mark Arentsen
Subject: Re: Bondurant Tax Abatement Question

Mark,

The filing deadline for tax abatement applications is February 1 each year. Iowa Code allows for a 2 year filing grace period if the original deadline is missed. If remodeling is done during calendar year 2015, that work would not be assessed until January 1, 2016. In order for the 2016 assessment (2015 work) to be abated an application would have to be filed with the City no later than February 1, 2016. Because the Code allows for a 2 year grace period the property owner would have until February 1, 2018 to file an application and still receive the full abatement permitted by the City plan. Any application filed after February 1, 2018 would cause the property owner to start losing abatement with the 2018 assessment.

Rich

On 9/29/2015 9:52 AM, Mark Arentsen wrote:

Rich, As we continue on this journey of determining what we want to do with tax abatement here, I'll probably have questions for a couple weeks. I'm hoping we can have this all completed and a new tax abatement plan adopted by the end of the year. The current proposal is to shorten the abatement period from 5 years to 3 years. Here's my question; It's my understanding that people need to file by 2/1 to receive abatement on construction including remodeling from the previous year. How many years can someone delay filing for abatement and still receive the full abatement amount?

Mark Arentsen

City Administrator

City of Bondurant, Pop. 3,860

200 Second St., NE, PO Box 37

Bondurant, IA 50035

515-967-2418

515-971-6855 (Cell)

515-967-5732 (Fax)

marentsen@cityofbondurant.com

www.cityofbondurant.com

CITY CLERK WAGES
SEPTEMBER 21, 2015

<u>CITY</u>	<u>POSITION</u>	<u>MIN QUAL</u>	<u>WAGE</u>
Altoona	Clerk/Treas/Fin.Dir.		\$117,406
Ankeny	City Clerk		\$81,086-98,566
Bondurant	Asst. to City Admin.		\$36,420
Carlisle	Deputy City Clerk		\$59,862
Clive			
Grimes			
Johnston	Cty Clk/Admin Svcs Coord.		\$78,389
Norwalk	City Clerk		\$55,000
Pleasant Hill	City Clerk/Fin. Dir.		\$84,460
Urbandale			
Waukee	City Clerk		\$66,685
Windsor Hts	Dpty Clerk/Comm. Dir.		\$44,000

City of Adel

CHAPTER 18A

CITY CLERK

18A.01 Appointment and Compensation
18A.02 Qualifications
18A.03 Powers and Duties: General
18A.04 Recording and Publication of Meeting Minutes
18A.05 Recording Measures
18A.06 Publication
18A.07 Authentication
18A.08 Certify Measures

18A.09 Records
18A.10 Attendance at Meetings
18A.11 Issue Licenses and Permits
18A.12 Notify Appointees
18A.13 Elections
18A.14 City Seal
18A.15 Other Duties

18A.01 APPOINTMENT AND COMPENSATION. The Council shall appoint by majority vote a City Clerk (hereafter referred to as the "Clerk"). The Clerk shall receive such compensation as established by resolution of the Council.

(Code of Iowa, Sec. 372.13[3])

18A.02 QUALIFICATIONS. The City Clerk shall have a degree in administration or human resources or a minimum of four years' experience in municipal administration or equivalent combination of education and experience. International Institute of Municipal Clerk (IIMC) certification is preferred.

18A.03 POWERS AND DUTIES: GENERAL. The Clerk, or in the Clerk's absence or inability to act, the Finance Officer, has the powers and duties as provided in this chapter, this Code of Ordinances and the law.

18A.04 RECORDING AND PUBLICATION OF MEETING MINUTES. The Clerk shall attend all regular and special Council meetings and shall make an accurate record of all proceedings, rules, ordinances and resolutions passed by the Council, in the proper books kept for that purpose, which shall at all times be open to the public. Within fifteen (15) days following a regular or special meeting shall cause the minutes of the proceedings thereof to be published. Such publication shall include a list of all claims allowed and a summary of all receipts and shall show the gross amount of the claim and the total expenditure from each municipal fund.

(Code of Iowa, Sec. 372.13[6])

18A.05 RECORDING MEASURES. The Clerk shall promptly record each measure considered by the Council and record a statement with the measure, where applicable, indicating whether the Mayor signed, vetoed or took no action on the measure, and whether the measure was repassed after the Mayor's veto.

(Code of Iowa, Sec. 380.7[1 & 2])

18A.06 PUBLICATION. The Clerk shall cause to be published all ordinances, enactments, proceedings and official notices requiring publication as follows:

1. Time. If notice of an election, hearing, or other official action is required by this Code of Ordinances or law, the notice must be published at least once, not less than four (4) nor more than twenty (20) days before the date of the election, hearing or other action, unless otherwise provided by law.

(Code of Iowa, Sec. 362.3[1])

2. **Manner of Publication.** A publication required by this Code of Ordinances or law must be in a newspaper published at least once weekly and having general circulation in the City.

(Code of Iowa, Sec. 362.3[2])

18A.07 AUTHENTICATION. The Clerk shall authenticate all measures except motions with the Clerk's signature, certifying the time and manner of publication when required.

(Code of Iowa, Sec. 380.7[4])

18A.08 CERTIFY MEASURES. The Clerk shall certify all measures establishing any zoning district, building lines, or fire limits and a plat showing the district, lines, or limits to the recorder of the County containing the affected parts of the City.

(Code of Iowa, Sec. 380.11)

18A.09 RECORDS. The Clerk shall maintain the specified City records in the following manner:

1. **Ordinances and Codes.** Keep in a file or loose leaf record a copy of the code of Ordinances and promptly place in said record all amendments or additions thereto as to readily show the existing ordinances in their current form, and also keep a similar record of other ordinances, if any, not published as part of the Code of Ordinances. The original of such records shall not be removed from the custody of the Clerk, but copies for public use may be supplied upon receipt of the costs thereof.

2. **Custody.** Have custody and be responsible for the safekeeping of all writings or documents in which the City is a party in interest unless otherwise specifically directed by law or ordinance.

(Code of Iowa, Sec. 372.13[4])

3. **Maintenance.** Maintain all City records and documents, or accurate reproductions, for at least five (5) years except that ordinances, resolutions, Council proceedings, records and documents, or accurate reproductions, relating to the issuance, cancellation, transfer, redemption or replacement of public bonds or obligations shall be kept for at least eleven (11) years following the final maturity of the bonds or obligations. Ordinances, resolutions, Council proceedings, records and documents, or accurate reproductions, relating to real property transactions shall be maintained permanently. Any records of historical interest may be offered to a historical society or library rather than be destroyed.

(Code of Iowa, Sec. 372.13[3 & 5])

4. **Provide Copy.** Furnish upon request to any municipal officer a copy of any record, paper or public document under the Clerk's control when it may be necessary to such officer in the discharge of such officer's duty; furnish a copy to any citizen when requested upon payment of the fee set by Council resolution; under the direction of the Mayor or other authorized officer, affix the seal of the City to those public documents or instruments which by ordinance and Code of Ordinances are required to be attested by the affixing of the seal.

(Code of Iowa, Sec. 372.13[4 & 5] and 380.7[5])

5. **Filing of Communications.** Keep and file all communications and petitions directed to the Council or to the City generally. The Clerk shall endorse thereon the action of the Council taken upon matters considered in such communications and petitions.

(Code of Iowa, Sec. 372.13[4])

18A.10 ATTENDANCE AT MEETINGS. At the direction of the Council or the City Administrator, the Clerk shall attend meetings of committees, boards and commissions. The Clerk shall record and preserve a correct record of the proceedings of such meetings.

(Code of Iowa, Sec. 372.13[4])

18A.11 ISSUE LICENSES AND PERMITS. The Clerk shall issue or revoke licenses and permits when authorized by this Code of Ordinances, and keep a record of licenses and permits issued which shall show date of issuance, license or permit number, official receipt number, name of person to whom issued, term of license or permit and purpose for which issued.

(Code of Iowa, Sec. 372.13[4])

18A.12 NOTIFY APPOINTEES. The Clerk shall inform all persons appointed by the Mayor or Council to offices in the City government of their position and the time at which they shall assume the duties of their office.

(Code of Iowa, Sec. 372.13[4])

18A.13 ELECTIONS. The Clerk shall perform the following duties relating to elections and nominations:

1. Certify to the County Commissioner of Elections the type of nomination process to be used by the City no later than ninety (90) days before the date of the regular City election.

(Code of Iowa, Sec. 376.6)

2. Accept the nomination petition of a candidate for a City office for filing if on its face it appears to have the requisite number of signatures and is timely filed.

(Code of Iowa, Sec. 376.4)

3. Designate other employees or officials of the City who are ordinarily available to accept nomination papers if the Clerk is not readily available during normal working hours.

(Code of Iowa, Sec. 376.4)

4. Note upon each petition and affidavit accepted for filing the date and time that the petition was filed.

(Code of Iowa, Sec. 376.4)

5. Deliver all nomination petitions, together with the text of any public measure being submitted by the Council to the electorate, to the County Commissioner of Elections not later than five o'clock (5:00) p.m. on the day following the last day on which nomination petitions can be filed.

(Code of Iowa, Sec. 376.4)

18A.14 CITY SEAL. The City seal is in the custody of the Clerk and shall be attached by the Clerk to all transcripts, orders and certificates which it may be necessary or proper to authenticate. The City seal is circular in form, in the center of which are the words "ADEL, IOWA" and around the margin of which are the words "CITY SEAL."

18A.15 OTHER DUTIES. The Clerk shall perform such other duties as specified in the position description or by the Council or City Administrator.

(Ch. 18A – Ord. 252 – Mar. 09 Supp.)

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CITY OF FAIRFAX CITY CLERK DUTIES
08-07-09

General Housekeeping:

1. Open and close office
2. Take out the trash
3. Do basic cleaning of bathrooms, hall area, and office. Arrange for professional cleaning when needed.
4. Make coffee.
5. Restock drinks, paper products, and cleaning supplies.

Customer Service:

1. Answer phone and forward messages to correct person.
2. Check email. Respond or forward messages as needed.
3. Wait on customers.
4. Sign for packages.

Communication:

1. Keep Mayor and Council informed of current issues.
2. Communicate information to staff as well as boards, commissions, & committees.
3. Perform research for staff, management, and customers.
4. Get the mail and distribute it as needed.
5. Send out correspondence, payments, and other mailings as needed.
6. Write, copy, and distribute monthly FACTS. Send bills for ads in newsletter.
7. Send and receive faxes.
8. Write and update website.
9. Work with city engineer, city attorney, bonding attorney, and city auditor. This may include doing research, writing documents, and forwarding information.
10. Compose letters and reports.
11. Receive formal complaints, verify with code requirements, verify with Mayor, and then (if needed) send abatement notice.

Meetings:

1. Prepare meeting packets for City Council, Board of Adjustment, Planning and Zoning Commission, and other meetings as may be required. This includes scheduling some meetings, writing the agendas, copying various information, and see to the packet delivery.
2. Post or publish public notices as required. Examples are: agendas, public hearing notices, ordinances, and others as needed.
3. Attend City Council meetings, Board of Adjustment meetings, and other meetings as may be required.
4. Record, type, publish, and distribute minutes of meetings.

Documentation:

1. Maintain official records of the City of Fairfax. Examples are: minute books, resolution book, ordinance book, personnel files, zoning map, general community maps, and others.
2. Write resolutions and ordinances as needed.
3. Send ordinances in for codification. Distribute updates to other books.
4. Manage files. This involves filing information correctly, weeding out unneeded information, and boxing up information to be archived.
5. Draft various forms as needed.
6. Fill out and send grant forms.
7. Record official documents at the Linn County Recorder's office.

Payroll:

1. Verify time sheet information, calculate distributions of time, and record time sheet information on multiple spreadsheets and payroll checks.
2. Update employee manual.
3. Keep employee files up-to-date and confidential as needed.
4. Distribute payroll checks and sign checks if needed.

Accounting:

1. Collect utility system payments. This involves: waiting on customers, opening envelopes from mail and drop box, making the deposits, balancing the total with the bill stubs, collecting water deposit fees and forms, and mailing information to Nancy.

2. Collect all other payments. This involves: waiting on customers, opening envelopes from the mail, making up deposit slips, notifying the appropriate department, taking the deposit to the bank, entering information on a spreadsheet, and mailing information to Nancy.
3. Sign checks.
4. Write receipts for monthly revenues
5. Track CD maturity dates, call for interest rate quotes, change CDs as required.
6. Send tax exempt certificates to vendors.

Other Duties:

1. Order office supplies.
2. Operate all office equipment: phone, copier, printer, fax, and computer. Some of the software used: Word, Excel, Publisher, Power Point, Outlook, Windows, and Internet Explorer.
3. Recommend office equipment and software updates or changes.
4. Distribute building department forms and collect building department fees.
5. Make up building permit folders.
6. Book park pavilions. See that the reservation sign is posted.
7. Manage census process.
8. Manage list of boards, commissions, and committees. Track terms and see that appointments are made as needed.
9. Distribute and receive election forms for citizens and the Linn County Auditor's office.
10. See to required postings of employment posters at all locations.
11. Notarize documents.
12. Attend training sessions to keep current with regulations.
13. Issue peddler's, transient merchant, and solicitor's permits.
14. Learn other tasks normally performed by the Finance Administrator to be cross trained to protect the ongoing interests of the City of Fairfax.
15. Other tasks as may be required.

FY16 wage = \$117,406

JOB DESCRIPTION - CITY OF ALTOONA

JOB TITLE: CLERK/TREASURER/FINANCE OFFICER **EFFECTIVE DATE:** 3/8/2006
DEPARTMENT: FINANCE
EXEMPTION STATUS: Exempt

REPORTING RELATIONSHIPS

Reports to: Mayor/Council/Administrator
Direct reports: Accounts Payable Clerk, Utility Billing Clerk, Deputy City Clerk, Secretary /Receptionist, Senior Accountant, Accountant, Accounting Clerks, Human Resource Specialist, Risk Manager, Information Technology and Central Purchasing

GENERAL SUMMARY

Under general direction of Mayor/Council/Administrator, responsible for daily financial record keeping and related administrative responsibilities for municipal government. Handle various duties relating to Council meetings and the City budget.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Participate, plan, direct, and coordinate in various financial statutory imposed and related administrative functions of the city including, but not limited to, budget preparation and reporting, revenue estimation and investment of funds, payment of bills and payroll, and insurance and inventory record keeping.
- Provides oversight, direction, and control to support staff in provision of financial records management, public relations, and related administrative services by assigning work schedules and providing necessary training.
- Attend City Council and other designated meetings to present financial, operational, and related reports pertaining to governmental operations.
- Provide necessary administrative support for Mayor, Council, and Administrator and related departments requiring such services.
- Provide input regarding future planning for the City including capital improvements and planning, financing, equipment and staffing recommendations, and development and operational planning.
- Signs, records, and files all actions, measures, and directives approved by Council signed by the Mayor.
- May perform other duties as assigned

MINIMUM QUALIFICATIONS - EDUCATION AND EXPERIENCE

<p>Education: Bachelor's Degree Degree in Public Administration, Finance, or Accounting. or related field</p>	<p>Experience: 2 - 3 years Work related experience in municipal finance as a City Clerk, Deputy City Clerk, or related capacity. Other:</p>
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MINIMUM QUALIFICATIONS - KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Computers and electronic data processing
- Personal computers and various software programs including Microsoft Office products.
- Modern office practices and procedures
- Budgeting concepts
- General accounting practices
- Laws, regulations, and ordinances governing area of assignment

Skills include:

- Basic typing skills (30 – 40 wpm)
- Basic word processing skills
- Leadership skills
- Supervisory skills
- Mediate disputes between subordinates
- Problem solving skills
- Public Speaking skills
- Excellent Communication Skills

Ability to

- Analyze and interpret data.
- Make independent judgments
- Communicate effectively
- Plan and oversee
- Analyze information
- Prepare reports
- Work under pressure with interruptions and challenging deadlines
- Establish and maintain effective working relationships
- Use courtesy, discretion, and sound judgment with the public
- Ability to effectively meet and communicate with the public.
- Ability to interact courteously but effectively with the public
- Deal effectively with the customers
- Physical ability to perform essential job functions
- Comprehend and apply technical information.
- Perform job functions adhering to safety guidelines and policies set for by administration and/or supervisor.

LICENSING/CERTIFICATION AND OTHER REQUIREMENTS (Check all that apply)

Valid driver's license required

WORKING CONDITIONS

Normal office environment.

Occasionally lifts, carries or otherwise moves and positions objects weighing up to 25 pounds.

DISCLAIMER

The above statements are intended to describe the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as an exhaustive list of all responsibilities, duties and skills required of employees assigned to this job.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

REVIEW AND APPROVAL: Indicates review by incumbent and approval by supervisor.

Employee: _____

Date: _____

Employee's Signature: _____

Date: _____

Supervisor: _____

Date: _____

Supervisor's Signature: _____

Date: _____

City of Windsor Heights

Communications Coordinator / Deputy City Clerk

Department: Administration
Reports To: Director of Planning, Development and Marketing
FLSA Status: Non-Exempt
Written By: Danielle Hockenberry
Approved By: Brett Klein
Council review and approval on December 15, 2014

Summary Description:

Under the general direction and supervision of the Director of Planning, Development and Marketing, the incumbent is responsible for the coordination and application of City-related marketing and communication programs, and assigned Clerk related functions including but not limited to: meeting agendas, minutes and legislative actions, and the certified authentication of the same when required; publication of notices; licenses and permits; oversight of the website and City social media accounts; assistance with accounts payable, general accounting functions and / or other duties as assigned. The incumbent monitors the overall effectiveness and efficiency of the marketing department and makes recommendations for improvements.

Appointment/Selection:

Selection is facilitated by the City Administrator and Director of Planning, Development and Marketing, and is based upon merit and qualifications.

Knowledge, Skills, and Abilities:

- Knowledge of the organization, functions and issues of municipal government.
- Knowledge of the principles and practices of public administration.
- Knowledge of local election processes, municipal notices requiring publication, Code of Iowa Open Records laws, and licensing and permitting processes.
- Ability to report, write or edit articles for publication.
- Knowledge of website management software systems.
- Knowledge of social media tools and communication methods.
- Ability to prepare resolutions or ordinances.
- Knowledge of municipal, county, state and federal ordinances and statutes/Ability to research such.

- Knowledge and practical experience with a variety of computer software programs including word processing, Excel, e-mail, and municipal financial software.
- Exceptional analytical and general office skills.
- Ability to effectively communicate verbally and in writing.
- Ability to establish and maintain positive working relationships with City staff, elected officials, public, press, and contracted vendors.
- Ability to use contemporary technology, including computers, telephones, social media and software management programs.
- Ability to maintain a professional demeanor, to calmly approach and solve problems under stressful circumstances, maintain and promote harmony in the workplace, and concentrate for long periods of time.
- Must possess ability to work independently and be flexible.
- Ability to multi-task on a daily basis, performing with telephone and walk-in customer interruptions, and adapt to changing priorities.
- Knowledge of, and the ability to, safely work with general and specialized tools and equipment used in a municipal office setting, including but not limited to copier, tri-fold machine, adding machine, postal meter, etc.
- Must be bondable according to State and / or local Code.
- Must possess exceptional interpersonal relationship / customer service skills.
- Ability to develop policies, plans and procedures.

Essential Functions (The following is a list of typical duties):

- Creates and designs marketing materials, organizational publications and public information pieces for city events and issues affecting the city and its residents.
- Develops and maintains effective working relationships with media contacts; responds to public information requests.
- Manage and maintain the city's website content, including contact with the website host firm.
- Works with each department in the City to develop unified and coordinated communication plans to ensure all forms of communication are coordinated, timely, accurate, and "on message" in order to promote credibility, public trust and the best interests of the City of Windsor Heights.

- Create, manage, and implement social media tools to support and communicate City information, activities, and messages.
- Works with city departments to develop electronic and print materials that convey the City's message and capitalize on the City's brand while utilizing a variety of communication methods to communicate with the public.
- Prepare content for print and electronic newsletters; manage layout, editing, and publication of newsletters.
- Assist with media-related inquiries. Coordinates with City departments and personnel regarding such inquiries.
- Advise respective City management on community relations projects and activities.
- Conduct research and make recommendations on complex administrative projects and issues.
- Assist in the coordination of special events working with the Chamber, Community Events Planners and other stakeholders as needed.
- May represent the City at various meetings with the public, community organizations and other governmental agencies.
- Make an accurate record of the meetings and all proceedings, rules, ordinances and resolutions passed by the Council; and record, file and index the same for public record in accordance with State and local laws.
- Cause to be published all ordinances, enactments, proceedings and official notices requiring publication within the manner and time limits prescribed by law.
- Assist in the preparation and distribution of meeting agendas to the City Council, City Attorney, department heads and press, including any instructional or informational supplements.
- Authenticate and sign City records, measures and actions including the time and manner prescribed by law.
- Attend and prepare minutes of meetings as directed.
- Serve as the custodian of records and public documents in the absence of the City Clerk.
- Receive bids for municipal construction contracts.
- Assist citizens, co-workers and elected officials as necessary and appropriate.

- Issue and maintain records of licenses as approved by the City Council or other governing entity. (Cigarette and Liquor Licenses)
- Assist with front desk responsibilities.
- Collect and receipt monies received from the public, financial institutions and various city departments.
- Monitor and assist with accounts payable.
- Propose new revenue streams regularly and in accord with the proposed budget.
- Develop and recommend policies and procedures to enhance the effectiveness and efficiency of department operations.
- Enforce the City Code and all polices.
- Answer phone calls, assist public with questions, comments and concerns and report all complaints to supervisor immediately. Upon receipt of a complaint will take copious notes in the absence of the City Administrator and receive contact information of the complainant.
- Other duties as directed by the City Administrator, incumbent's supervisor, or City Council that arise from a matter of policy or contemporary trends.

Peripheral Duties:

- Attend seminars, professional /district meetings, and workshops related to City clerk related functions and keep apprised of developments or changes in municipal government and local, state, and federal law.
- Update and enhance knowledge of contemporary communication practices and methods covering all forums.

Experience and Training:

- Graduation from an accredited college or university with a (4)-year Bachelor's Degree in Marketing, Business, Public Administration or related field preferred, and 1-3 years related experience.
- Must possess a valid Iowa driver's license. If in possession of a valid out of state license, must be able to possess and maintain throughout employment a valid Iowa driver's license within 6 months of employment.
- Ability to complete the certified municipal clerk coursework as directed within 4 years of appointment.
- Possession and maintenance of CPR, AED and First Aid certifications.

Tools and Equipment Used:

- Typewriter, personal computer, including word processing, spreadsheet and data base software, 10-key calculator, telephone, copy machine, fax machine, postage meter, first aid and safety equipment.
- Cleaning and maintenance chemicals and solutions in accord with the manufacturer's specifications.

Work Environment/Frequent Physical Demands:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a qualifying disability to perform the essential functions.

- The noise level in the work environment is low/moderate level office noise in addition to occasional noise exposure of streets, parks and public works machinery and equipment.
- Frequently sit, stand, walk, bend, grasp, push, pull, squat, twist and kneel.
- Frequent use of physical strength requiring the moving, lifting, pushing, carrying and pulling of objects weighing up to 30 pounds.
- Frequent use hands frequently to finger, handle, or feel objects, tools or controls.
- Frequent reaching with hands and arms, and occasionally lift, push, and carry or pull moderately heavy objects (30-50 pounds).
- The employee is frequently required to verbally communicate and interact with public, citizen customers, vendors, staff and elected officials using active listening skills.
- Specific vision abilities required by this job include close vision and the ability to adjust focus with clarity of vision of 20' or more and 20" or less, as well as proficient hand / eye coordination.
- Requires clerical, forms, numerical, and verbal perception.
- Occasionally crawling and lifting, pushing, pulling and carrying objects (50 pounds or greater) may be required. Individual will be expected to lift items in this range with the assistance of a machine or other able individual.

Interaction with Other Department/Staff:

- The position requires a high degree of information sharing between administration, treasurer, public works, police, building inspector, City Council, and other temporary staff. It is of the utmost importance that any personal information be kept strictly

confidential and in the event of written documents with personal information be held under lock and key.

The duties above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Acknowledgement:

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

Employee's Signature Date City Administrator Date

The City of Windsor Heights is an Equal Opportunity Employer.

FY16 wage = \$84,460

POSITION: CITY CLERK/FINANCE DIRECTOR
FLSA CLASSIFICATION: EXEMPT
FACILITY AND WORK AREA: CITY OF PLEASANT HILL ADMINISTRATIVE OFFICES

JOB SUMMARY

Under general administrative direction of the City Manager and City Council, pursuant to the Code of Iowa, performs a variety of complex and specialized supervisory, professional, administrative, and technical accounting, financial, budgetary, and administrative duties, which require accuracy, proficiency, confidentiality, and independent judgment. Supervises office staff, including training and evaluation of subordinates. Performs other duties as required.

JOB FUNCTIONS

Examples of Essential Job Functions:

1. Manages and supervises Clerk's office operations and staff to achieve goals within available resources. Delegates work to subordinates. Provides or ensures training for new employees. Performs annual performance evaluations of department staff.
2. Attends regular and special City Council meetings. Oversees or performs an accurate recording of the proceedings, preparation of the minutes, ordinances, resolutions, and other records of city council action with proper legislative terminology, recording, indexing, and filing the same for the public record. Assures staff support for the City's auxiliary boards and commissions.
3. Supervises the preparation and distribution of meeting agendas and packets to the City Council, including any instructional or information supplements.
4. Ensures that directives and approved operational policies of the City are enforced, executed, or delegated for compliance.
5. Maintains for public use copies of all ordinances and codes and provides needed information to citizens, co-workers and others.
6. Administers oaths of office to City officials as required by local or state statute.
7. Maintains personnel records, retaining all pertinent information for each employee's personnel file.
8. Oversees the issuance and maintenance of various records, permits and licenses, as approved by the City Council or other governing entity.
9. Advises the City Manager of any departmental needs or concerns.
10. Performs many duties involving confidential data. Responsible for informing staff of legal and ethical issues involved with the use of confidential data.

11. Addresses and, if possible resolves, employee grievances in accordance with the established grievance procedure.
12. Serves as custodian of official City records and public documents. Performs certification, publishing and recording for the City as required on legal documents and other records requiring such certification. Seals and attests by signature to ordinances, resolutions, contracts, easements, deeds, bonds, or other documents requiring city certification, catalogs, and oversees the filing of all City records.
13. Receives bids for municipal construction contracts.
14. Participates in the development of short and long-range plans. Gathers, interprets, and prepares data for studies, reports, and recommendations. Coordinates department activities with other departments and agencies as needed.
15. Provides City financial advice to the City Manager.
16. Establishes and maintains internal control procedures and assures that required accounting procedures are maintained. Oversees the maintenance of financial records and prepares or directs the preparation of various financial reports.
17. Participates in the city budget preparation and execution. Oversees payroll, investment of city funds, collection of all money and fees due the city, and accounts payable.
18. Performs duties of City Treasurer as specified in the Code of Iowa and the Pleasant Hill Code of Ordinances.
19. Assists various committees, boards, and commissions and city staff as needed to ensure that required procedures and formatting are followed for notices, documents, and publications for public meetings, public hearings, resolutions, ordinances, and other proceedings.
20. Plans, formulates, and recommends short and long-range maintenance and capital improvement programs that will improve departmental effectiveness, efficiency, and environment.
21. Recommends and assists in establishing City policies and guidelines for various municipal programs.

Other Job Duties:

1. Represents the City on various regional boards and commissions as directed by the City Manager.
2. Attends workshops and seminars as approved by the City Manager to further develop knowledge, skills, and abilities in order to maintain, enhance, or achieve certification in various areas of expertise.
3. Performs other duties or assumes other responsibilities as apparent or assigned.

PHYSICAL AND ENVIRONMENTAL CHARACTERISTICS

Required Physical Activities: Sitting, fingering, grasping, feeling, talking, hearing, reaching, and repetitive motions.

Physical Characteristics of the Job: Light work requiring the exertion of up to twenty-five (25) pounds of force occasionally, up to ten (10) pounds of force frequently to move objects.

Environmental Characteristics: The work is performed primarily in an office environment. The work requires sitting for extended periods of time. The work may expose the employee to visual strain, unpleasant social situations, irregular work hours, and significant work pace pressure.

EQUIPMENT AND MATERIALS USED

Network and personal computer, computer printer, general office equipment, typewriter, calculator, dictionary, personnel policy manual, Code of Iowa, City of Pleasant Hill Code of Ordinances, telephone, mobile radio, fax machine, copier machine.

EMPLOYMENT STANDARDS

Required Knowledge, Skills, and Abilities:

- Ability to follow written, verbal, or diagrammatic instructions with several concrete variables.
- Ability to perform arithmetic calculations involving fractions, decimals, and percentages.
- Ability to report, write, or edit articles for publication. Ability to review deeds and contracts. Ability to write resolutions or ordinances. Ability to have substantial contact with people. Ability to evaluate technical data.
- Knowledge of the organization, functions, and problems of municipal government. Knowledge of the principles and methods of public administration and public finance.
- Ability to utilize computers for data base, financial, and word processing functions.
- Comprehensive knowledge of the principles, practices, liabilities, and methods of staff supervision and direction.
- Considerable knowledge of municipal, county, state, and federal community-related statutes.
- Ability to develop policies, plans, and procedures.

- Ability to establish and maintain an effective working relationship with the city manager, co-workers, residents, the press, and the general public.
- Knowledge of the principles and practices of municipal accounting, auditing, taxation, budgetary processes, and revenue management.

Education, Training, and Experience:

Required Education: Bachelor's Degree in Accounting, Finance, or Public Administration, or related field, or equivalent combination of education and experience.

Preferred Education: Master's Degree in Accounting, Finance, or Public Administration. Certified Municipal Clerk.

Suggested Training: Sufficient training to be a Certified Municipal Clerk.

Required Experience: A minimum of five years of related experience in municipal government.

Required Special Qualifications:

1. Shall be bondable
2. Ability to obtain and maintain status as certified municipal clerk.
3. Shall generally be available for off-hour meetings.
4. Shall possess or be able to obtain a valid Iowa drivers' license and have a good driving record for the past three years.

The City of Pleasant Hill retains the authority to change the job duties included in this job description at any time. The list of duties is not exhaustive and various requirements are subject to possible modification as a reasonable accommodation for a qualified individual.

June 2011



**BUSINESS OF THE CITY COUNCIL
AGENDA STATEMENT**

Item No.
For Meeting of 05.21.15

ITEM TITLE: Consideration of a resolution adopting position descriptions, compensation for certain positions (City Clerk and Finance Officer) and a revised organizational chart and appointing a new City Clerk. Swearing in of Jodi Eddleman as City Clerk.

CONTACT PERSON: Marketa George Oliver, City Manager

SUMMARY EXPLANATION

Attached are two position descriptions. The first is for City Clerk and the second is for Finance Director. The two positions replace the combined position of Finance Director/City Clerk.

As part of the organizational changes, the salary for the City Clerk will be \$55,500 and the salary range for the Finance Director is \$80,000 to \$100,000. Also, one administrative support position who also currently functions as a Deputy City Clerk will work with and report to the City Clerk and the Finance Director will supervise the Utility Billing Clerk and Clerical Utility Clerk.

The attached resolution adopts the position descriptions for the City Clerk and Finance Director and eliminates the position description for Finance Director/City Clerk. It also sets the compensation for the positions and approves the new organizational chart.

<input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Contract <input type="checkbox"/> Other (Specify) _____
Funding Source: <u>General Fund</u>
APPROVED FOR SUBMITTAL  _____ <div style="text-align: right;">City Manager</div>

STAFF RECOMMENDATION: Approve the Resolution.

RESOLUTION NO. _____

RESOLUTION ADOPTING POSITION DESCRIPTIONS, COMPENSATION FOR CERTAIN POSITIONS AND A REVISED ORGANIZATIONAL CHART

WHEREAS, the City has employees who render valuable services in performing their duties; and

WHEREAS, the City strives to maintain a workforce of knowledgeable, well-trained and motivated individuals; and

WHEREAS, the City wishes to continue to provide superior municipal services to its residents, businesses and visitors; and

WHEREAS, a position description and an updated pay scale are necessary for various positions to maintain the City's workforce; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Norwalk, Iowa, that the position description for "Finance Director/City Clerk" is eliminated and position descriptions for "City Clerk" and "Finance Director" are adopted.

BE IT FURTHER RESOLVED by the City Council of the City of Norwalk, Iowa, that the organizational chart dated May 18th, 2015 is adopted.

BE IT FURTHER RESOLVED by the City Council of the City of Norwalk, Iowa, that the compensation rate effective May 22nd, 2015 for the City Clerk position is \$55,500 and the salary range for the Finance Director is \$80,000 to \$100,000.

BE IT FINALLY RESOLVED by the City Council of the City of Norwalk, Iowa, that Jodi Eddleman is hereby appointed as City Clerk.

PASSED AND APPROVED, this 21st day of May, 2015.

Tom Phillips, Mayor

ATTEST:

Jodi Eddleman, Deputy City Clerk

<u>ROLL CALL VOTE:</u>	<u>Aye</u>	<u>Nay</u>	<u>Absent</u>
Delker	___	___	___
Greteman	___	___	___
Isley	___	___	___
Jackson	___	___	___
Livingston	___	___	___

City of Norwalk
Job Description and Specifications

Job Title: City Clerk
Department: Administration
Union Status: Non-Union
Residency Requirement: Must live within 30 minutes response time area

Reports to: City Manager and appointed by City Council
FLSA Status: Exempt
Date:
Pay Range: On file with the City Clerk

Job Function:

Under general administrative direction of the City Manager, Mayor and Council, pursuant to the Code of Iowa. Performs a variety of complex and specialized supervisory, professional, administrative and technical duties which require accuracy, proficiency, confidentiality and independent judgment. Responsible for records management. Supervises office staff, including training and evaluations of staff members. Performs other duties as may be required.

Equipment Used:

General office equipment and potentially a fleet vehicle to attend regional or out-of-town meetings.

Principal Duties and Responsibilities:

- Attends regular and special council meetings; and oversees or performs, accurate recordings of the proceedings of the council, its minutes, ordinances, resolutions, contracts, confidential matters and other such records created by the council, including completing or directing the indexing and proper filing of these actions for the public record.
- Assures staff support for various City Boards and Commissions.
- Coordinates the preparation and distribution of city council agendas, including instructional, informational supplements to the council within city code limitations.
- Serves as the custodian of official city records and documents and supervises the maintenance of permanent city records including minutes, resolutions, ordinances, publications, postings, municipal election records, public measures, bid lettings, publications or posting and other binding agreements as required by city ordinance, state or federal law.
- Maintains for public use, copies of all ordinances and codes. Assists citizens, coworkers and others by providing background information as appropriate.
- Coordinates activities associated with insurance programs, including health, workers compensation, bonding and property / liability coverage.
- Performs all functions of payroll processing.
- Coordinates personnel records for the city and as directed by the council. Assists the City Manager in the maintenance of the personnel policy, salary schedules and other employee-related records. Works with compliance programs such as ADA, EEOC, etc.
- Administers the Oath of Office to city officers as identified by law.
- Plans and organizes office workloads, schedules and staff assignments serving as office manager; approving time off requests, signing timesheets and performing employee evaluations.
- Assists in the development of strategic, short & long term goals and objectives; coordinating departmental activity as needed.
- Performs many duties involving confidential data. Keeps office staff aware of ongoing legal and ethical issues involved with the use of such data.
- Develops and maintains a records management system that is compatible with Iowa law, Norwalk City Code and insures public access to appropriate data and copies of municipal activities.
- Represents the city and attends meetings on behalf of the city, filling in for the City manager as requested or directed by the City Manager.
- Attends workshops, seminars or training events, and causes the same for office staff, to further develop knowledge, skills and abilities to maintain certifications, advance new procedures or insure the development progress of the position and support staff.
- Provides necessary administrative support for the Mayor, Council, City Manager and Department Directors as needed.
- Develops and implements new procedures, policies, rules and regulations for departmental tasks and assignments and supervises appropriate staff members; oversees accounts payable.
- Provides office assistance, including customer service and customer relations, when needed.
- Handles Human Resource compliance, ensuring OSHA reports are filed, appropriate postings are made, schedules human resource-related trainings, etc.

Entry Requirements and Skills:

Associates Degree in accounting, business, public administration or related field and five years of experience in such activities of municipal government or public administration or commensurate education and experience. Certified Municipal Clerk preferred. Supervisory experience is also strongly preferred.

Must have the ability to acquire and maintain an Iowa Driver's License and a good driving record. The successful applicant must have the ability to be bonded and be available for off- hour work assignments, meetings and activities.
Residency: Must live within 30 minute response-time area.

Required Special Qualifications:

- Ability to plan, schedule, supervise and train the work of subordinate employees in a manner so as to encourage full and cooperative performance.
 - Preparing and giving presentations.
-

Working Conditions:

- Works in an office setting.
 - Must be available for after hour meetings.
-

Physical Requirements/Essential Functions:

- Must be insurable.
- Must be sighted.
- Must be able to hear normal conversation.
- Must be able to speak clearly at normal rate of conversation.
- Ability to read, speak, write and understand English to effectively communicate with citizens, City Manager, elected officials and employees by telephone, in written form or face-to-face.
- Must be able to operate computer keyboard, calculator, telephone and similar office machines.
- Must be able to use office software technology including spreadsheet and word programs.
- Ability to perform mathematics necessary for accounting and bookkeeping.

Note: This job description includes the primary job duties and requirements for this job. However, this job description is not intended to provide an exact description of all job duties and requirements. The City of Norwalk reserves the right to change this job description at any time. The City of Norwalk is an equal opportunity employer. All qualified candidates are encouraged to apply, regardless of race, creed or gender.

City of Norwalk
Job Description and Specifications

Job Title: Finance Director
Department: Administration
Union Status: Non-Union
Residency Requirement: Must live within
30 minutes response time area

Reports to: City Manager
FLSA Status: Exempt
Date:
Pay Range: On file with the City Clerk

Job Function:

Under general administrative direction of the City Manager. Performs a variety of complex and specialized, professional, administrative and technical duties which require accuracy, proficiency, confidentiality and independent judgment. Responsible for financial and budgetary records management. Performs other duties as may be required.

Equipment Used:

General office equipment and potentially a fleet vehicle to attend regional or out-of-town meetings.

Principal Duties and Responsibilities:

- Responsible for administration and management of the city's budget and financial operations; advising the City Manager, Mayor and City Council regarding the city's overall financial health, including enterprise departments; and, forecasting revenue, expenditures, and financial trends.
- Maintains the safe custody of all city funds; maintaining an accurate record of funds, receipts, disbursements, special assessments and debt service obligations; depositing funds; and, reconciling and certifying cash, investments, receipts and disbursements by fund.
- Monitor all bank accounts and deposits in the amounts not to exceed the depository limits set by the City Council.
- Coordinate bond issues.
- Responsible for the timely reconciliation of bank and financial statements.
- Directs payment and maintenance of the city's debt obligations.
- Prepares the annual budget detail with the assistance of the City Manager and ensure that the annual budget is completed and filed in accordance with state code.
- Responsible for preparing the Finance Director's monthly report and annual financial report.
- Manages investment of all public funds in accordance with policy.
- Implements and oversees internal control policies and procedures; serving as internal auditor for all city financial matters.
- Administers grant monies.
- Prepares five year capital improvement plan in conjunction with the City Manager and Department Directors.
- Supervises accounts receivable and utility billing processes; reviews and approves all payroll reports and records.
- Provides office assistance when needed including serving providing direct payroll functions when needed.
- Maintains accounts for purchases and contract commitments and property disposed of or sold by the city; records each transaction in the appropriate funds.
- Responsible for actions and sales of city property.
- Prepares all city financial reports required by city code, state code or federal regulations.
- Ensures compliance of obligations by maintaining records of bonds, TIF, tax rebate schedules and other economic development projects.
- Responsible for filing and collection of assessments.
- Develop cash flow and other complex analysis for the City's present and future financial condition.
- Maintains salary schedules for the city.

Entry Requirements and Skills:

Bachelor's Degree in accounting, finance, auditing or related field and five years of experience in the field of accounting or auditing, or equivalent combination of education and experience. C.P.A. or Master's degree preferred. Substantial experience in municipal government accounting or auditing is strongly preferred. Extensive knowledge of the laws and ordinances pertaining to municipal financial practices and procedures is required.

Must also have the ability to acquire and maintain an Iowa Driver's License and a good driving record. The successful applicant must have the ability to be bonded and be available for off- hour work assignments, meetings and activities.

Residency: Must live within 30 minute response-time area.

Required Special Qualifications:

- Extensive knowledge in accounting, municipal finances, investment, computer operations and payroll.
- Knowledge of modern banking practices and methods involved in the receipt and disbursement of money and related fiscal record keeping.

- Ability to plan, install and maintain an accounting system that conforms to generally accepted accounting principles as they relate to municipal government accounting.
- Manipulating complex mathematical equations to plan and manage the city's budget.
- Effectively using information technology including specialized municipal financial software.
- Ability to plan, schedule, supervise and train the work of subordinate employees in a manner so as to encourage full and cooperative performance.
- Preparing and giving presentations.

Working Conditions:

- Works in an office setting.
- Must be available for after hour meetings.

Physical Requirements/Essential Functions:

- Must be insurable.
- Must be sighted.
- Must be able to hear normal conversation.
- Must be able to speak clearly at normal rate of conversation.
- Ability to read, speak, write and understand English to effectively communicate with citizens, City Manager, elected officials and employees by telephone, in written form or face-to-face.
- Must be able to operate computer keyboard, calculator, telephone and similar office machines.
- Must be able to use office software technology including spreadsheet and word programs.
- Ability to perform mathematics necessary for accounting and bookkeeping.

Note: This job description includes the primary job duties and requirements for this job. However, this job description is not intended to provide an exact description of all job duties and requirements. The City of Norwalk reserves the right to change this job description at any time. The City of Norwalk is an equal opportunity employer. All qualified candidates are encouraged to apply, regardless of race, creed or gender.

Waukee

Mark Arentsen

From: Patty Holden [pholden@waukee.org]
Sent: Monday, September 21, 2015 7:45 AM
To: alent@carlisleiowa.org; marentsen@cityofbondurant.com
Cc: Tim Moerman
Subject: City Clerk
Attachments: City Clerk for approval.docx

Good Morning Gentlemen,
The job description for City Clerk has been revised and is on tonight's Council agenda for approval.

The FY2016 wage range is \$27.41 - \$37.51/hour. Current wage is \$32.06/hour

Let me know if you need anything else.

Patty

Patty Holden
Human Resource Director

City of Waukee
805 University
Waukee, IA 50263

515-978-7908 Direct
515-987-3979 Fax

**City of Waukee
JOB DESCRIPTION**

Job Title:	City Clerk	Reports to:	City Administrator (Appointed by Council)
Dept/Div:	Administration	Direct Reports:	None
Union Status:	Non-Represented	FLSA Status:	Non-Exempt
Pay Grade:	6		

JOB PURPOSE: The City Clerk shall exercise the powers and perform the duties prescribed by the statutes of the State of Iowa and by Ordinance.

ESSENTIAL FUNCTIONS:

(Order of Essential Functions does not indicate importance of functions.)

1. Prepares and publishes a condensed statement of council proceedings to include the total expenditure from each city fund, notices of public hearings, elections and other official actions as required by state and city law.
2. Records each measure taken by the council, stating where applicable whether the mayor signed, vetoed, or took no action on the measure and what action the council made upon the mayor's veto.
3. Publishes all ordinances and amendments enacted by the City; maintains copies of all effective city ordinances and codes for public use.
4. Maintains all city records as required by law and furnishes upon request a copy of any record, paper or public document under the City Clerk's control within the constraints of Code of Iowa Chapter 22.
5. Provides for and preserves a correct record of the proceedings of meetings of all committees, boards and commissions of the city.
6. Keeps and files all communications and petitions directed to the city council or to the city generally.
7. Issues all non-construction related licenses and permits, and keeps a record of licenses and permits issued.
8. Compiles and preserves a complete record of every city election, regular or special, and perform duties required by law or ordinance of the city clerk in regard to elections.
9. Posts an agenda of all council meetings as required by law.
10. Performs other duties or assumes other responsibilities as apparent or assigned.

SUCCESS FACTORS:

1. Take action in solving problems while exhibiting judgment and a systematic approach to decision making; identify the important dimensions of a problem, determine potential causes, obtain relevant information and specify alternate solutions that result in effectiveness.
2. Demonstrate sound time-management skills by effectively or efficiently organizing, prioritizing, and completing multiple assignments in a timely manner.
3. Establish and carry out specific courses of action for self and/or groups by organizing and prioritizing tasks.
4. Cheerful and courteous phone skills as well as good customer service and communication skills.
5. Perform in a self-directed fashion.
6. React to a work environment that will change day-to-day, requiring quick departure from and reorganization of one's schedule.
7. Create and participate in a team environment.
8. Safeguard confidential information and use it or disclose it only as expressly authorized or specifically required in the course of performing specific job duties.
9. Contribute to overall City effectiveness by providing critical staff support to task forces and by participating, as necessary, in assisting all other teams.
10. Attentive to the City's standards for customer service, accuracy, quality, efficiency and all City policies and procedures.

QUALIFICATIONS:

1. Associates Degree in Business, Education, Communication or related field.
2. Municipality experience strongly preferred.
3. Completion of the Municipal Clerks' Institute three-year program (within 4-5 years of employment).
4. Maintain Notary Public certification.

5. Proficient in Microsoft Office, Word, Excel, and office machines.
6. Knowledge of the principles and methods of public administration and records management.
7. Access to transportation with insurance at required state levels to conduct business throughout the assigned area.

PHYSICAL REQUIREMENTS:

1. Able to function productively in a standard office environment accessing cabinets, shelving, work areas and office equipment.
2. Able to review a wide variety of written material in electronic or hard copy form.
3. Able to sit for long periods of time and to maintain focus on project such as computer screen.
4. Able to effectively communicate orally (in person and over the telephone) and in writing (using electronic devices and handwritten) in English with other employees and the community.

WORKING CONDITIONS:

1. Climate-controlled office with hazards typical of that environment; minimal outdoor work is required.
2. Position requires travel within and outside of the City which imposes common travel hazards.
3. Standard work hours will be Monday – Friday, 8:00 AM – 5:00 PM and position will often include meetings, presentations and events during weekends and evenings.
4. To successfully fulfill the essential functions of this position, employee must maintain standard work hours within Waukee City Hall.
5. There is no residency requirement for this position.

I have read and understand the information contained in the Job Description. I further understand that this Job Description is not intended and should not be construed as an exhaustive list of all the responsibilities, skills, efforts, or working conditions associated with this job. Also, while this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work overtime, different shifts or hours, outside the normally defined workday or work week. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate any employment at any time and for any reason and the Employer has a similar right.

Signature

Date

The City of Waukee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act Amendments Act, the City will provide reasonable accommodations to qualified individuals with disabilities, and encourages prospective employees and job incumbents to discuss potential accommodations with the Employer.

Mark Arentsen

From: Cyndee Rhames [crhames@cityofjohnston.com]
Sent: Monday, September 21, 2015 9:05 AM
To: marentsen@cityofbondurant.com
Subject: Johnston City Clerk Job Description and Salary Info
Attachments: City Clerk-Administrative Services Coordinator.doc

Mr. Arentsen,

In response to your request to Jim Sanders, attached please find the job description for the City of Johnston's City Clerk position.

The salary range for this position is \$62,910 – 91,220. The current salary is \$78,389.

Please let me know if I can be of further assistance.

Cyndee Rhames

City of Johnston
City Clerk
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**CITY OF JOHNSTON
JOB DESCRIPTION**

Department: Administration
Title: City Clerk ~~Administrative Services Coordinator~~
FLSA: Exempt
DBM: ~~232~~
Date: July 2014
Reports to: Finance Director/City Administrator

DEFINITION

Under general supervision, provides administrative oversight of the activities and operations of the City Clerk office and performs administrative work including confidential human resource tasks along with and performs related duties as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position but dependent upon the level of skill, ability, and experience of the individual. They are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Prepares and distributes the City Council agendas, packets and supplements.

Attends City Council meetings, records actions, and prepares minutes.

Serves as custodian of official documents and public records and ensures legal requirements are met regarding public notices, publications, and postings of city business.

Maintains Johnston Municipal Code.

Creates staff reports and internal and external communication documents.

Coordinates the city's information technology and telecommunications services.

Conducts research into administrative support best practices, recommends changes in procedures and policies to enhance the efficiency and effectiveness of operations.

Provides administrative support work in such human resources areas as employment, certification of eligible employment, employment records maintenance, and payroll audits.

Keeps the Finance Director informed as to the status and progress of work in all administrative support functions in accordance with the work plan and project schedule.

Coordinates special administrative projects including maintaining and reviewing related records, files, statistics and reports to ensure that the information gathered, is current and concise.

Coordinates any OSHA reportable injuries and documents along with coordination with the City's worker's compensation insurance carrier and the City's designated physician.

Coordinates all pre-employment drug testing and background checks; along with administrative duties related to the D.A.T.A. program for CDL sensitive positions.

Plans and organizes the city's records management program and coordinates record retention and disposal for city departments.

Responds to requests for information and provides written, telephone, and in-person assistance to city officials, employees and the general public in a timely and courteous manner.

Issues permits and licenses, including liquor licenses, cigarette permits and solicitor's licenses, and collects fees.

Provides administrative support to the Mayor, City Council and City Administration staff.

Directs and administers election proceedings as required by the Code of Iowa.

Provides assistance to other departments on an as-needed basis or as assigned.

Performs other directly related duties consistent with the role and function of job classification.

Regular work attendance required.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

Bachelor's degree in public administration, business administration or related field; or Associates degree in public administration, business administration or related field and three years of office management and records management experience or completion of the Municipal Clerks' Institute (three-year program); or five years of progressively responsible office management and records management experience. Previous experience working with a City Council or Board of Directors preferred.

Skills:

- Ability to read and interpret the Code of Iowa, Johnston Municipal Code, resolutions, ordinances, license and permit applications and contracts.
- Ability to quickly gain a thorough understanding in resolving the full range of challenges associated with human resources administrative support work.
- Ability to gain an understanding of the most current and effective work methods, i.e., best practices, used in conducting administrative support activities; demonstrates an ability to instruct others in such best practices.
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of sensitive deadlines.
- Ability and willingness to learn new skills quickly and adapt to rapidly changing information and/or technology.
- Ability to identify and use appropriate materials, methods, and resources necessary to complete the most complex assignments associated with administrative support work.
- Ability to work efficiently with very little direct supervision.
- Excellent oral and written communication skills.
- Excellent interpersonal communication skills.
- Strong organizational skills.
- Ability to take initiative.
- Problem solving ability.
- Sound judgment and decision making abilities.
- Ability to establish and maintain effective working relationships with co-workers, residents, and members of the public.
- Ability to concentrate in a diverse work setting.
- Ability to handle confidential information in a sensitive manner.
- Ability to operate a personal computer and general office equipment including telephone, copier, printer, and facsimile.

Knowledge:

- Knowledge of the principles and methods of public administration and records management.
- Knowledge of parliamentary procedures and Roberts Rules of Order.
- Demonstrated proficiency in Microsoft Office software applications.

Licenses and Certifications:

- Iowa drivers license.
- Completion of Municipal Clerks' Institute (three-year program) within five years of hire/appointment.

WORKING CONDITIONS

- Work is performed in an office environment.
- Required to attend various meetings after regular work hours.

PHYSICAL REQUIREMENTS

- Must be sighted.
- Must be able to hear a normal conversation.
- Must be able to speak clearly at a normal rate of conversation.
- Must be insurable.

The City of Johnston is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the city will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the Employer.

Mark Arentsen

From: David Jones [DJones@Ankenylowa.gov]
Sent: Monday, September 21, 2015 10:32 AM
To: Mark Arentsen
Subject: RE: City Clerk position
Attachments: City Clerk 7-07.pdf

Mark:

The current City Clerk job description is attached. The salary range for the City Clerk position in Ankeny is \$81,090-\$98,566. Let me know if you have additional questions and good luck with your reorganization!

Thanks,
David

David Jones
City Manager



From: Mark Arentsen [<mailto:marentsen@cityofbondurant.com>]
Sent: Friday, September 18, 2015 3:37 PM
To: 'Gary Mahannah'; David Jones; 'Jill Sanders'; 'Kelley Brown'; 'AJ Johnson'; 'Dennis Henderson'; 'Tim Moerman'; 'Marketa Oliver'; 'Andy Lent'; 'Don Sandor'; 'Jeff Mark'; 'Brett Klein'
Cc: 'Lori Dunham'
Subject: City Clerk position

Folks, I received an unanticipated resignation letter from one of our office staff yesterday. Her departure is certainly unfortunate and is for reasons that don't have anything to do with the City. Another office staff person is retiring at the end of the year. I'm thinking about establishing a separate City Clerk position. I'm currently the designated City Clerk, but the actual work is done by the Deputy City Clerk and the Finance Director. I would appreciate receiving a copy of the job description and the FY16 wage for your City Clerk position. Thank you.

Mark Arentsen

City Administrator
City of Bondurant, Pop. 3,860
200 Second St., NE, PO Box 37
Bondurant, IA 50035
515-967-2418
515-971-6855 (Cell)
515-967-5732 (Fax)
marentsen@cityofbondurant.com
www.cityofbondurant.com



POSITION DESCRIPTION

POSITION:	CITY CLERK	CIVIL SERVICE:	NO
DEPARTMENT:	ADMINISTRATION	FLSA EXEMPT:	YES
DIVISION:	CITY CLERK	UNION:	N/A
REPORTS TO:	CITY COUNCIL	PAY GRADE:	MG-2

FUNCTION:

Performs under general administrative direction; to provide administrative oversight of the activities and operations of the City Clerk’s office, and to perform related duties as required.

SUPERVISES:

Deputy City Clerk
Records Clerk
Administrative Clerk

EQUIPMENT USED:

Standard office equipment

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Coordinates and supervises the preparation and distribution of council agendas and supplements.
- Attends, records action, and prepares proceedings of all City Council meetings.
- Ensures legal requirements are met regarding public notices, publications, and postings of City business.
- Serves as the lawful custodian of all public records, excluding Police/Fire departments.
- Plans and organizes the Records Management Program for the City and coordinates records retention and disposal for all city administration departments
- Oversees issuance of a variety of permits, licenses, and registrations.
- Coordinates the risk management program for the City and Polk County Aviation Authority and confers with Assistant City Managers on Claims status and policy renewals
- Maintains inventory files of City property and equipment.
- Personnel management of City Clerk’s Office, including hiring, termination, annual evaluations and coordination of employee training.
- Coordinates administrative support for the Polk County Aviation Authority
- Provides administrative support to Mayor and City Council.
- Directs and administers election proceedings as required by the Code of Iowa.
- Provides assistance to the public by responding to inquiries and complaints.
- Performs notary work.

ENTRY REQUIREMENTS AND SKILLS:

An associates degree in business administration or related field; or completion of the Municipal Clerks' Institute (three-year program); or five years office management and records management experience.

Knowledge of the principles and methods of public administration and records management; knowledge of standard office procedures and equipment and ability to operate a computer; ability to speak and write effectively; ability to establish and maintain effective working relationships with others; ability to supervise, train, evaluate and lead the work of others.

Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time sensitive deadlines; ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.

Ability to use logical and creative thought processes and to develop solutions according to written specifications and/or oral instructions; ability to read and interpret law, resolutions, ordinances, code, license specifications and contracts.

Comprehensive knowledge of budgetary principles within a municipality

REQUIRED SPECIAL QUALIFICATIONS:

Shall be bondable.

WORKING CONDITIONS:

- Works in office environment.
- May be required to attend various meetings after regular work hours.

PHYSICAL REQUIREMENTS:

- Must be sighted.
- Must be insurable.
- Must be able to hear a normal conversation.
- Must be able to speak clearly at normal rate of conversation.

CITY OF BONDURANT

JOB DESCRIPTION

Name _____ Department: City Hall
Title: Assistant to the City Administrator FLSA: Non-Exempt
Date: April 1, 2014 Reports to: City Administrator

PURPOSE OF POSITION / SUMMARY

Under general to direct supervision, this position is responsible for all City Council meeting document preparation and follow up activities. This includes Resolution and Ordinance preparation, all publication requirements, and obtaining signatures, mailing and filing all documents acted on at the Council meeting. City Code Book updating and maintenance. All correspondence and other writing assignments as directed by the City Administrator. Grant preparation work and submittals including all grant writing assignments as directed by the City Administrator. This full time position is compensated on an hourly basis.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. They are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Example of Essential Duties and Responsibilities:

1. Responsible for City Council meeting agenda and packet preparation, posting and distribution and placing the agenda on the City's website.
2. Responsible for preparing City Council Resolutions, Ordinances and any other documents needed for City Council meetings.
3. Must attend all City Council meetings and take general notes on the proceedings. These notes may be used to assist with preparation of the meeting minutes.
4. Responsible for preparation and publication of City Council meeting minutes.
5. Responsible for obtaining signatures on approved documents and distributing documents to the appropriate parties following execution.
6. Responsible for maintaining Resolution and Ordinance official record books.
7. Responsible for City Council meeting room setup prior to Council meetings and any cleanup/rearranging needed after conclusion of the meeting.
8. Responsible for meeting preparation for Planning & Zoning Commission and Board of Adjustments meetings including room setup and cleanup, meeting agenda posting and distribution, meeting packet preparation, placing meeting materials on the City's website and meeting minutes preparation.
9. Must attend all Planning & Zoning Commission and Board of Adjustments meetings and take general notes on the proceedings. These notes may be used to assist with preparation of the meeting minutes
10. Responsible for assisting with preparation and submittal of City grant applications.
11. Responsible for preparing power point presentations for City staff and assuring that they operate properly prior to the event.

12. Responsible for developing and implementing a City public relations program.
13. Responsible for organizing and maintaining City non-financial records.
14. Participation in bookkeeping segregation of duties activities as directed.
15. Assist with City social media programming.
16. Become familiar with City office functions such as utility billing and park & recreation activities. This includes developing a working knowledge of the utility billing software which will allow the employee to answer utility billing questions and accept and post payments.
17. Be the second person in line to answer phone calls made to the City Hall.
18. Other duties as assigned by the City Administrator.

PHYSICAL AND ENVIRONMENTAL CHARACTERISTICS

Required Physical Activities: Carrying, Climbing, Balancing, Stooping, Kneeling, Crouching, Reaching, Standing, Walking, Lifting, Grasping, Talking, Hearing and Typing.

Physical Characteristics of the Job: Occasional work requiring exertion of up to 20 pounds of force.

Environmental Conditions: The work is performed primarily indoors, however there may be instances of viewing locations or participating in events or meetings which are held outdoors.

WORK SCHEDULE

Work in this position is conducted both during and after normal office work hours. Normal office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. An unpaid one hour lunch period is provided and must be scheduled in conjunction with lunch periods observed by other office staff. The lunch period may vary depending on the work schedules of other office staff. Work hours in excess of 40 hours in a work week are compensated at the rate of 1.5 times the normal pay rate. Excess work hours may be compensated as overtime pay or compensatory time off. Compensatory time off must be approved in advance by the City Administrator. Office work demands at the time of the request and the schedules of other office staff will be considered in determining whether compensatory time off will be granted. Meetings of the City Council, Planning & Zoning Commission and Board of Adjustments are normally held after 5:00 p.m. The person filling this position is normally expected to attend these meetings. Excused absence from these meetings may be granted by the City Administrator.

EQUIPMENT AND MATERIALS USED:

Office related equipment such as computers, typewriters, copy machines, telephones, projectors, shredders etc.

EMPLOYMENT STANDARDS:

Required Knowledge, Skills, and Abilities:

- Ability to follow one or two-step verbal or demonstrated instructions.
- Must possess excellent writing and grammar skills.
- Ability to perform simple addition and subtraction, copy figures, count, and record numbers.

- Ability to learn basic computer functions such as MS Office and basic city utility billing functions
- General knowledge of social media programs.
- Knowledge of traffic laws and regulations.
- Ability to establish and maintain an effective working relationship with co-workers and the public.
- Ability to pass a pre-employment physical.
- Must maintain a valid Iowa driver's license.

Education, Training and Experience:

Education Preferred: Graduation from an accredited college with demonstrated competency in writing assignments.

Experience Preferred: Some experience in an office work setting is desirable.

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Employer has a similar right. This position involves a 6 month probationary period. An evaluation of the employee's performance will be conducted at the end of the probationary period.

Date

Employee's Signature

Date

City Administrator's Signature

The City of Bondurant is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the Employer.