



**City Council Special Business Meeting Agenda**  
**Thursday, March 31<sup>st</sup>, 2016, 5:30 p.m.**  
**Public Safety Complex – 1100 Chatham**

**COUNCIL MEETINGS**

City Hall  
Council Chambers  
1<sup>st</sup> and 3<sup>rd</sup>  
Thursdays at  
6:00 P.M.

Tom Phillips  
Mayor

Council Members:  
Erika Isley  
Ed Kuhl  
David Lester  
Jaki Livingston  
Stephanie Riva

Vacant  
City Manager

Jean Furler  
Finance Director

Jodi Eddleman  
City Clerk

Ryan Coburn  
Fire Chief

Greg Staples  
Police Chief

Tim Hoskins  
Public Works Director

Nancy Kuehl  
Parks & Recreation  
Director

Wade Wagoner  
Planning and  
Economic  
Development Director

Holly Sealine  
Library Director

Jim Dougherty  
City Attorney

1. Call to order
2. Approval of agenda

**ACTION ITEMS**

3. Consent agenda –
  - a) Expenditures
  - b) Tax abatements
  - c) Resolution setting April 7<sup>th</sup> as the date for public hearing regarding consideration of a request from Cort Landing, LLC to rezone 2.31 acres in the Dobson PUD.
  - d) Resolution setting April 7<sup>th</sup> as the date for public hearing regarding consideration of a request from United Properties LC to rezone approximately 28 acres of land in the Echo Valley PUD.
4. Consideration of resolution approving change order for Southeast Trunk Sewer Phase 2 project.
5. Consideration of resolution approving change order for grubbing of Holland Park project.
6. Homeland Defense Agreement

**DISCUSSION/STUDY ITEMS**

7. Yard Waste collection from the curb discussion.
8. Report on street repair spending.
9. Report from Waters Edge for council review.
10. Discussion of COLA and merit raises.
11. Discussion regarding the local option sales tax.
12. Discussion regarding permanent part time development person.
13. Council policies/procedures discussion request from council member Ed Kuhl
14. Adjournment.



**BUSINESS OF THE CITY COUNCIL  
AGENDA STATEMENT**

Item No. 03  
For Meeting of 03/31/16

**ITEM TITLE:** Consent Agenda  
**CONTACT PERSON:** Jodi Eddleman, City Clerk

**Expenditures**

This item is on the agenda for the approval of payment per the attached claims list.  
Refund on sewer charges for Hoefler - 1021 West North Avenue

**Tax abatement**

The following tax abatement application was submitted for approval

Mike Tysdal	1202 Silverado Drive	SFR	\$320,000.
Matt Wilcox	326 Braeburn Drive	SFR	\$300,000.
KRM Development	9421 Bottlebrush Rd	SFR	\$315,000.
Hubbell Homes	712 Newport PL	SFR	\$146,000.
Hubbell Homes	708 Newport PL	SFR	\$146,000.
Hubbell Homes	704 Newport PL	SFR	\$146,000.
Hubbell Homes	700 Newport PL	SFR	\$146,000.
Steven Bormann	2523 Shady Lane Dr	IMPROVEMENT	\$40,000.
Ryan Lancaster	9439 Switchgrass Trail	SFR	\$400,000.

**Resolutions**

The attached resolutions are on the agenda for consideration:

A Resolution setting April 7<sup>th</sup> as the date for public hearing regarding consideration of a request from Cort Landing, LLC to rezone 2.31 acres in the Dobson PUD.

A Resolution setting April 7<sup>th</sup> as the date for public hearing regarding consideration of a request from United Properties LC to rezone approximately 28 acres of land in the Echo Valley PUD.

**STAFF RECOMMENDATION:** Approve consent agenda on a roll call vote.

PACKET: 03553 0331 COUNCIL AP  
 VENDOR SET: 01 CITY OF NORWALK  
 SEQUENCE : ALPHABETIC  
 DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-002090 AIA CORPORATION						
I-1777041		BCA TSHIRTS	186.00			
4/01/2016	AP	DUE: 4/01/2016 DISC: 4/01/2016		1099: N		
		BCA TSHIRTS		001 5-150-1-6181	ALLOWANCES - UNIFORMS	186.00
=====						
I-1786534		MYAIASHOP	233.30			
4/01/2016	AP	DUE: 4/01/2016 DISC: 4/01/2016		1099: N		
		MYAIASHOP		001 5-150-1-6181	ALLOWANCES - UNIFORMS	233.30
		=== VENDOR TOTALS ===	419.30			
=====						
01-003699 ALEXIS FIRE EQUIPMENT CO.						
I-0055464-IN		CO DETECTOR	372.20			
4/01/2016	AP	DUE: 4/01/2016 DISC: 4/01/2016		1099: N		
		CO DETECTOR		001 5-160-2-6530	MEDICAL SUPPLIES	372.20
		=== VENDOR TOTALS ===	372.20			
=====						
01-003701 ASHLEE BROOKS						
I-201603242208		ASHLEE BROOKS	10.70			
4/01/2016	AP	DUE: 4/01/2016 DISC: 4/01/2016		1099: N		
		ASHLEE BROOKS		001 5-440-2-6420	REFUNDS	10.70
		=== VENDOR TOTALS ===	10.70			
=====						
01-000113 CARPENTER UNIFORM						
I-409920		UNIFORMS	90.95			
4/01/2016	AP	DUE: 4/01/2016 DISC: 4/01/2016		1099: N		
		UNIFORMS		001 5-110-1-6181	ALLOWANCES - UNIFORMS	90.95
=====						
I-410165		UNIFORMS	425.94			
4/01/2016	AP	DUE: 4/01/2016 DISC: 4/01/2016		1099: N		
		UNIFORMS		001 5-110-1-6181	ALLOWANCES - UNIFORMS	425.94
=====						
I-410185		UNIFORMS	205.96			
4/01/2016	AP	DUE: 4/01/2016 DISC: 4/01/2016		1099: N		
		UNIFORMS		001 5-110-1-6181	ALLOWANCES - UNIFORMS	205.96
		=== VENDOR TOTALS ===	722.85			

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-003330	CITY OF DES MOINES					
I-22831		CIP / DEBT SERVICE	85,850.50			
4/01/2016	AP	DUE: 4/01/2016 DISC: 4/01/2016		1099: N		
		CIP / DEBT SERVICE		610 5-817-4-6801	PRINCIPAL PAYMENT	85,850.50
=====						
I-9766		HOMELAND SECURITY AGREEMENT	11,510.00			
4/01/2016	AP	DUE: 4/01/2016 DISC: 4/01/2016		1099: N		
		HOMELAND SECURITY AGREEMENT		001 5-180-2-6413	PAYMENTS TO OTHER AGENCI	11,510.00
		=== VENDOR TOTALS ===	97,360.50			
=====						
01-000957	CONFLUENCE					
I-12577		SERVICES 01/21-02/20	4,500.00			
3/31/2016	AP	DUE: 3/31/2016 DISC: 3/31/2016		1099: N		
		SERVICES 01/21-02/20		001 5-599-2-6490	CONSULTANT & PROFESSIONA	4,500.00
		=== VENDOR TOTALS ===	4,500.00			
=====						
01-003539	CONSTANT CONTACT INC					
I-9ECENPLAB8216		EMAIL MARKETING	588.00			
4/01/2016	AP	DUE: 4/01/2016 DISC: 4/01/2016		1099: N		
		EMAIL MARKETING		001 5-650-2-6413	PAYMENT FOR SERVICES	196.00
		EMAIL MARKETING		001 5-410-2-6413	PAYMENT FOR SERVICES	196.00
		EMAIL MARKETING		001 5-440-2-6507	OPERATING SUPPLIES	196.00
		=== VENDOR TOTALS ===	588.00			
=====						
01-000201	CRESCENT ELECTRIC SUPPLY CO					
I-S501720577.001		SUPPLIES	21.39			
4/01/2016	AP	DUE: 4/01/2016 DISC: 4/01/2016		1099: N		
		SUPPLIES		001 5-299-2-6350	OPERATIONAL EQUIPMENT RE	21.39
		=== VENDOR TOTALS ===	21.39			
=====						
01-001566	DATAMAXX APPLIED TECHNOLO					
I-28128		ANNUAL SERVICE	1,123.60			
4/01/2016	AP	DUE: 4/01/2016 DISC: 4/01/2016		1099: N		
		ANNUAL SERVICE		001 5-110-2-6413	PAYMENT FOR SERVICES	1,123.60
		=== VENDOR TOTALS ===	1,123.60			

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POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-003353	DELAGE	LANDEN				
I-49207750		LEASE #25276411	263.51			
4/01/2016	AP	DUE: 4/01/2016 DISC: 4/01/2016		1099: N		
		POLICE		001 5-110-2-6413	PAYMENT FOR SERVICES	127.11
		LIBRARY		001 5-410-2-6413	PAYMENT FOR SERVICES	136.40
=====						
I-49483730		LEASE #25298671	125.00			
4/01/2016	AP	DUE: 4/01/2016 DISC: 4/01/2016		1099: N		
		DEVELOPMENT		001 5-599-2-6413	PAYMENT FOR SERVICES	125.00
=====						
I-49499826		LEASE #25377762	312.57			
4/01/2016	AP	DUE: 4/01/2016 DISC: 4/01/2016		1099: N		
		PUBLIC WORKS		110 5-210-2-6417	STREET MAINTENANCE SUPPL	57.95
		FIRE		001 5-150-2-6413	PAYMENT FOR SERVICES	104.87
		CITY HALL		001 5-650-2-6413	PAYMENT FOR SERVICES	149.75
		=== VENDOR TOTALS ===	701.08			

=====						
01-000170	DES MOINES	IRON				
I-1904595185		SHEET METAL	158.90			
4/01/2016	AP	DUE: 4/01/2016 DISC: 4/01/2016		1099: N		
		SHEET METAL		110 5-210-2-6350	OPERATIONAL EQUIPMENT RE	158.90
		=== VENDOR TOTALS ===	158.90			

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01-005943	CARDMEMBER	SERVICES				
I-APR2016		CARDMEMBER SERVICES	5,866.84			
4/01/2016	AP	DUE: 4/01/2016 DISC: 4/01/2016		1099: N		
		AQUATIC CEU WORKSHOP		001 5-499-1-6230	EDUCATION AND TRAINING	220.00
		LIFEGUARD INSTRCTOR		001 5-499-1-6230	EDUCATION AND TRAINING	200.00
		CASEYS		110 5-250-2-6350	OPERATIONAL EQUIPMENT RE	46.10
		APWA/ISOSWO 2016		110 5-210-1-6210	ASSOCIATION DUES	185.00
		RECEPTION COOKIES		001 5-650-1-6240	MEETING & CONFERENCES	186.26
		BARNES&NOBLE		001 5-410-2-6502	BOOKS/FILMS	30.89
		BARNES&NOBLE		001 5-410-2-6502	BOOKS/FILMS	28.65
		BARNES&NOBLE		001 5-410-2-6502	BOOKS/FILMS	53.95
		BARNES&NOBLE		001 5-410-2-6508	POSTAGE AND SHIPPING	6.45
		CHAMBER LUNCHEON		001 5-650-1-6240	MEETING & CONFERENCES	20.50
		PATROL COMMANDERS MTG		001 5-110-1-6240	MEETING & CONFERENCES	28.07
		OFFICE DEPOT		001 5-110-2-6506	OFFICE SUPPLIES	13.24
		WESTVOLD CONF		001 5-110-1-6240	MEETING & CONFERENCES	26.06
		WESTVOLD CONF		001 5-110-1-6240	MEETING & CONFERENCES	24.00
		WESTVOLD CONF		001 5-110-1-6240	MEETING & CONFERENCES	50.00
		WESTVOLD CONF		001 5-110-1-6240	MEETING & CONFERENCES	20.28
		WESTVOLD CONF		001 5-110-1-6240	MEETING & CONFERENCES	33.13
		WESTVOLD CONF		001 5-110-1-6240	MEETING & CONFERENCES	1,346.75
		SUPPLIES		001 5-410-2-6417	PROGRAMMING	13.32
		SHIELDS		001 5-150-2-6504	MINOR EQUIPMENT	105.48
		BADGE		001 5-160-2-6504	MINOR EQUIPMENT	157.99

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-005943	CARDMEMBER	SERVICES ( ** CONTINUED ** )				
		STYLUS		001 5-150-3-6727	CAPITAL EQUIPMENT	59.99
		KEYBOARD		001 5-150-3-6727	CAPITAL EQUIPMENT	508.20
		OFFICE		001 5-150-2-6504	MINOR EQUIPMENT	229.99
		IDPH EMS CERTIFICATION		001 5-160-1-6210	ASSOCIATION DUES	25.00
		BADGE		001 5-150-1-6182	ALLOWANCES	153.09
		FOIL TAPE		001 5-170-3-6728	CAPITAL IMPROVEMENTS	19.45
		FUNERAL		001 5-599-2-6413	PAYMENT FOR SERVICES	67.09
		TUMEAS		001 5-599-1-6240	MEETING & CONFERENCES	18.02
		LEGISLATIVE DAY		001 5-610-1-6240	MEETING & CONFERENCES	25.00
		GFOA MEMBERSHIP		001 5-620-1-6210	ASSOCIATION DUES	170.00
		FUNAROS		001 5-599-1-6240	MEETING & CONFERENCES	19.97
		RECORDING FEES		001 5-599-2-6499	OTHER CONSULTANT & PROF	31.04
		TACO'S ANDREAS		001 5-599-1-6240	MEETING & CONFERENCES	12.61
		SMART CONFERENCE		001 5-599-1-6240	MEETING & CONFERENCES	65.00
		SUBWAY		001 5-599-1-6240	MEETING & CONFERENCES	6.37
		EASTER EGGS		001 5-440-2-6507	OPERATING SUPPLIES	517.00
		IPAD MOUNT		001 5-170-2-6507	OPERATING SUPPLIES	135.00
		IPAD MOUNT		001 5-170-2-6507	OPERATING SUPPLIES	135.00
		BOOTS		001 5-170-1-6181	ALLOWANCES - UNIFORMS	99.99
		SPORTS PAGE		001 5-110-1-6240	MEETING & CONFERENCES	13.32
		VCPI LEWISTON		001 5-110-1-6230	EDUCATION AND TRAINING	175.00
		VCPI HEPPEPLY		001 5-110-1-6230	EDUCATION AND TRAINING	175.00
		IAPE		001 5-110-1-6230	EDUCATION AND TRAINING	375.00
		OKOBOJI GRILL		001 5-110-1-6240	MEETING & CONFERENCES	11.53
		OKOBOJI GRILL		001 5-110-1-6240	MEETING & CONFERENCES	11.53
		OKOBOJI GRILL		001 5-110-1-6240	MEETING & CONFERENCES	11.53
		=== VENDOR TOTALS ===	5,866.84			

01-002878	FERNO					
I-786030		EQUIPMENT	890.50			
4/01/2016	AP	DUE: 4/01/2016 DISC: 4/01/2016		1099: N		
		EQUIPMENT		001 5-160-2-6331	VEHICLE OPERATIONS	890.50
		=== VENDOR TOTALS ===	890.50			

01-000988	FIRE SERVICE TRAINING BUREAU					
I-001288		DARST REGISTRATION	25.00			
4/01/2016	AP	DUE: 4/01/2016 DISC: 4/01/2016		1099: N		
		DARST REGISTRATION		001 5-160-1-6230	EDUCATION AND TRAINING	25.00
		=== VENDOR TOTALS ===	25.00			

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POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-001803	GAMETIME					
I-PJI-0031739		COSMIX LINK	604.03			
4/01/2016	AP	DUE: 4/01/2016 DISC: 4/01/2016		1099: N		
		COSMIX LINK		001 5-430-2-6350	OPERATIONAL EQUIPMENT RE	604.03
		=== VENDOR TOTALS ===	604.03			
=====						
01-001312	GE CAPITAL					
I-64517722		RETURN ASSET	75.00			
4/01/2016	AP	DUE: 4/01/2016 DISC: 4/01/2016		1099: N		
		RETURN ASSET		001 5-650-2-6415	RENTS & LEASES	75.00
		=== VENDOR TOTALS ===	75.00			
=====						
01-001079	GRIMES ASPHALT AND PAVING CO					
I-10091		COLD MIX	302.22			
4/01/2016	AP	DUE: 4/01/2016 DISC: 4/01/2016		1099: N		
		COLD MIX		110 5-210-2-6417	STREET MAINTENANCE SUPPL	302.22
I-10099		COLD MIX	204.40			
4/01/2016	AP	DUE: 4/01/2016 DISC: 4/01/2016		1099: N		
		COLD MIX		110 5-210-2-6417	STREET MAINTENANCE SUPPL	204.40
I-10117		COLD MIX	181.04			
4/01/2016	AP	DUE: 4/01/2016 DISC: 4/01/2016		1099: N		
		COLD MIX		110 5-210-2-6417	STREET MAINTENANCE SUPPL	181.04
		=== VENDOR TOTALS ===	687.66			
=====						
01-000349	HARVEY'S AUTOMOTIVE &					
I-5775-108686		BATTERIES	514.98			
4/01/2016	AP	DUE: 4/01/2016 DISC: 4/01/2016		1099: N		
		BATTERIES		001 5-150-2-6331	VEHICLE OPERATIONS	514.98
I-5775-108920		OIL FILTERS	24.46			
4/01/2016	AP	DUE: 4/01/2016 DISC: 4/01/2016		1099: N		
		OIL FILTERS		001 5-150-2-6331	VEHICLE OPERATIONS	24.46
I-5775-108934		FD GRASS TRUCK	90.21			
4/01/2016	AP	DUE: 4/01/2016 DISC: 4/01/2016		1099: N		
		FD GRASS TRUCK		001 5-150-2-6331	VEHICLE OPERATIONS	90.21
		=== VENDOR TOTALS ===	629.65			

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POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-003700	HP INC					
I-56958759		COMPUTERS	2,478.00			
4/01/2016	AP	DUE: 4/01/2016 DISC: 4/01/2016		1099: N		
		COMPUTERS		001 5-650-3-6725	OFFICE EQUIPMENT	826.00
		COMPUTERS		001 5-599-3-6725	OFFICE EQUIPMENT	1,652.00
		=== VENDOR TOTALS ===	2,478.00			
=====						
01-002710	ILLINOIS FIRE STORE					
I-34682		KOCHEK	62.27			
4/01/2016	AP	DUE: 4/01/2016 DISC: 4/01/2016		1099: N		
		KOCHEK		001 5-150-2-6331	VEHICLE OPERATIONS	62.27
		=== VENDOR TOTALS ===	62.27			
=====						
01-000143	INDOFF INC					
I-2770001		PRINTER INK	62.47			
4/01/2016	AP	DUE: 4/01/2016 DISC: 4/01/2016		1099: N		
		PRINTER INK		001 5-440-2-6506	OFFICE SUPPLIES	62.47
I-2772196		PLOTTER INK	391.55			
4/01/2016	AP	DUE: 4/01/2016 DISC: 4/01/2016		1099: N		
		PLOTTER INK		001 5-599-2-6506	OFFICE SUPPLIES	391.55
I-2774688		SUPPLIES	77.45			
4/01/2016	AP	DUE: 4/01/2016 DISC: 4/01/2016		1099: N		
		SUPPLIES		001 5-110-2-6506	OFFICE SUPPLIES	77.45
		=== VENDOR TOTALS ===	531.47			
=====						
01-002230	IOWA LIVING MAGAZINE					
I-FEBRUARY		NORWALK LIVING	999.00			
4/01/2016	AP	DUE: 4/01/2016 DISC: 4/01/2016		1099: N		
		NORWALK LIVING		160 5-520-2-6413	PAYMENT FOR SERVICES	999.00
		=== VENDOR TOTALS ===	999.00			
=====						
01-001505	IOWA ONE CALL					
I-179088		SERVICE	84.30			
4/01/2016	AP	DUE: 4/01/2016 DISC: 4/01/2016		1099: N		
		SERVICE		600 5-810-2-6413	PAYMENT FOR SERVICES	84.30
		=== VENDOR TOTALS ===	84.30			

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=====						
01-002839	IOWA WINDOW SERVICE INC					
I-77650		CITY HALL	85.00			
4/01/2016	AP	DUE: 4/01/2016 DISC: 4/01/2016		1099: N		
		CITY HALL		001 5-650-2-6310	BUILDING MAINTENANCE/REP	85.00
		=== VENDOR TOTALS ===	85.00			
=====						
01-003673	JACKSON CREEK ENTERPRISES					
I-201603182177		FOUNDERS' DISTRICT	80,820.42			
4/01/2016	AP	DUE: 4/01/2016 DISC: 4/01/2016		1099: N		
		FOUNDERS' DISTRICT		600 5-810-3-6728	CAPITAL IMPROVEMENTS	80,820.42
		=== VENDOR TOTALS ===	80,820.42			
=====						
01-003697	JEAN FURLER					
I-201603212185		MILEAGE REIMBURSEMENT	136.08			
4/01/2016	AP	DUE: 4/01/2016 DISC: 4/01/2016		1099: N		
		MILEAGE REIMBURSEMENT		001 5-650-1-6240	MEETING & CONFERENCES	136.08
		=== VENDOR TOTALS ===	136.08			
=====						
01-000466	JO SNYDER					
I-201603242212		COFFEE AT CITY HALL	69.90			
4/01/2016	AP	DUE: 4/01/2016 DISC: 4/01/2016		1099: N		
		COFFEE AT CITY HALL		001 5-650-2-6506	OFFICE SUPPLIES	69.90
		=== VENDOR TOTALS ===	69.90			
=====						
01-000329	KABEL BUSINESS SERVICES					
I-FEB2016		HRA CHECKS REIMBURSEMENT	7,004.19			
4/01/2016	AP	DUE: 4/01/2016 DISC: 4/01/2016		1099: N		
		HRA CHECKS REIMBURSEMENT		113 5-660-1-6152	SELF FUNDING REIMBURSEME	7,004.19
		=== VENDOR TOTALS ===	7,004.19			
=====						
01-000013	LANDS END BUSINESS OUTFITTERS					
I-36-2512786		CITY LOGO SHIRT	26.95			
4/01/2016	AP	DUE: 4/01/2016 DISC: 4/01/2016		1099: N		
		CITY LOGO SHIRT		110 5-210-1-6181	ALLOWANCES - UNIFORMS	26.95
I-SIN3642600		LOGO SHIRT	35.95			
4/01/2016	AP	DUE: 4/01/2016 DISC: 4/01/2016		1099: N		
		LOGO SHIRT		001 5-610-1-6182	ALLOWANCES	35.95
		=== VENDOR TOTALS ===	62.90			

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POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-003337 LASER RESOURCES						
I-AR366046		COPIER CONTRACTS	414.10			
4/01/2016	AP	DUE: 4/01/2016 DISC: 4/01/2016		1099: N		
		PD LIBRARY CONTRACT		001 5-110-2-6413	PAYMENT FOR SERVICES	97.52
		PD LIBRARY CONTRACT		001 5-410-2-6413	PAYMENT FOR SERVICES	216.77
		PD LIBRARY CONTRACT		001 5-599-2-6413	PAYMENT FOR SERVICES	99.81
=====						
I-AR366682		COPIERS CONTRACT	152.17			
4/01/2016	AP	DUE: 4/01/2016 DISC: 4/01/2016		1099: N		
		COPIERS CONTRACT		001 5-150-2-6413	PAYMENT FOR SERVICES	65.65
		COPIERS CONTRACT		001 5-650-2-6413	PAYMENT FOR SERVICES	86.52
		=== VENDOR TOTALS ===	566.27			
=====						
01-003384 LUKE PARRIS						
I-201603242211		CELL PHONE ALLOWANCE BACK PAY	520.00			
4/01/2016	AP	DUE: 4/01/2016 DISC: 4/01/2016		1099: N		
		CELL PHONE ALLOWANCE BACK PAY		001 5-170-2-6373	TELECOMMUNICATIONS EXPEN	520.00
		=== VENDOR TOTALS ===	520.00			
=====						
01-000427 MATHESON TRI-GAS, INC.						
I-13018869		MATERIALS	124.05			
4/01/2016	AP	DUE: 4/01/2016 DISC: 4/01/2016		1099: N		
		MATERIALS		110 5-210-2-6507	OPERATING SUPPLIES	124.05
		=== VENDOR TOTALS ===	124.05			
=====						
01-001677 MCCLURE ENGINEERING CO						
I-201603242216		WAKONDA DR	38,897.81			
4/01/2016	AP	DUE: 4/01/2016 DISC: 4/01/2016		1099: N		
		WAKONDA DR		405 5-751-3-6729	CAPITAL IMPROVEMENT WAKO	38,897.81
		=== VENDOR TOTALS ===	38,897.81			
=====						
01-000644 MENARDS						
I-21413		PARTS	3.36			
4/01/2016	AP	DUE: 4/01/2016 DISC: 4/01/2016		1099: N		
		PARTS		001 5-650-2-6310	BUILDING MAINTENANCE/REP	3.36
I-21767		MAILBOX REPAIR	99.56			
4/01/2016	AP	DUE: 4/01/2016 DISC: 4/01/2016		1099: N		
		MAILBOX REPAIR		110 5-210-2-6417	STREET MAINTENANCE SUPPL	99.56

PACKET: 03553 0331 COUNCIL AP  
 VENDOR SET: 01 CITY OF NORWALK  
 SEQUENCE : ALPHABETIC  
 DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-000644	MENARDS	( ** CONTINUED ** )				
I-21904		HOUSE BURN MATERIAL	206.33			
4/01/2016	AP	DUE: 4/01/2016 DISC: 4/01/2016		1099: N		
		HOUSE BURN MATERIAL		001 5-150-1-6230	EDUCATION AND TRAINING	206.33
I-22429		HOUSE BURN MATERIAL	200.88			
4/01/2016	AP	DUE: 4/01/2016 DISC: 4/01/2016		1099: N		
		HOUSE BURN MATERIAL		001 5-150-1-6230	EDUCATION AND TRAINING	200.88
		=== VENDOR TOTALS ===	510.13			
=====						
01-003342	MERCY COLLEGE TRAINING CENTER					
I-103167		CPR AED ECARD	80.00			
4/01/2016	AP	DUE: 4/01/2016 DISC: 4/01/2016		1099: N		
		CPR AED ECARD		001 5-160-1-6230	EDUCATION AND TRAINING	80.00
I-1502163		ECARD VETTERICK	8.50			
4/01/2016	AP	DUE: 4/01/2016 DISC: 4/01/2016		1099: N		
		ECARD VETTERICK		001 5-160-1-6230	EDUCATION AND TRAINING	8.50
I-1602164		LUZIER CPR AED	84.50			
4/01/2016	AP	DUE: 4/01/2016 DISC: 4/01/2016		1099: N		
		LUZIER CPR AED		001 5-160-1-6230	EDUCATION AND TRAINING	84.50
I-1702164		LUZIER CPR AED	19.50			
4/01/2016	AP	DUE: 4/01/2016 DISC: 4/01/2016		1099: N		
		LUZIER CPR AED		001 5-160-1-6230	EDUCATION AND TRAINING	19.50
I-201603242206		CEH PROGRAM	10.00			
4/01/2016	AP	DUE: 4/01/2016 DISC: 4/01/2016		1099: N		
		CEH PROGRAM		001 5-160-1-6230	EDUCATION AND TRAINING	10.00
		=== VENDOR TOTALS ===	202.50			
=====						
01-005343	METRO WASTE AUTHORITY					
I-40026834		WASTE DROP	119.90			
4/01/2016	AP	DUE: 4/01/2016 DISC: 4/01/2016		1099: N		
		WASTE DROP		110 5-210-2-6501	CHEMICALS	119.90
		=== VENDOR TOTALS ===	119.90			

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 VENDOR SET: 01 CITY OF NORWALK  
 SEQUENCE : ALPHABETIC  
 DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-002078	MIDWEST K-9 DETECTION & CONSUL					
I-201603242214		BOARDING	100.00			
4/01/2016	AP	DUE: 4/01/2016 DISC: 4/01/2016		1099: N		
		BOARDING		001 5-110-1-6607	DRUG DOG	100.00
		=== VENDOR TOTALS ===	100.00			
=====						
01-001502	NANCY KUEHL					
I-201603242207		REIMBURSEMENT	53.53			
4/01/2016	AP	DUE: 4/01/2016 DISC: 4/01/2016		1099: N		
		REIMBURSEMENT		001 5-440-2-6507	OPERATING SUPPLIES	53.53
		=== VENDOR TOTALS ===	53.53			
=====						
01-002612	NIKKEL & ASSOCIATES					
I-42348		LIGHTING PANEL	64.85			
4/01/2016	AP	DUE: 4/01/2016 DISC: 4/01/2016		1099: N		
		LIGHTING PANEL		001 5-299-2-6350	OPERATIONAL EQUIPMENT RE	64.85
		=== VENDOR TOTALS ===	64.85			
=====						
01-000656	NORTH WARREN TOWN & COUNTY NEW					
I-201603182178		ORDINANCE 16-04	7.62			
4/01/2016	AP	DUE: 4/01/2016 DISC: 4/01/2016		1099: N		
		ORDINANCE 16-04		001 5-650-2-6402	ADVERTISING & LEGAL PUBL	7.62
I-201603222186		MINUTES	116.25			
4/01/2016	AP	DUE: 4/01/2016 DISC: 4/01/2016		1099: N		
		MINUTES		001 5-650-2-6402	ADVERTISING & LEGAL PUBL	116.25
		=== VENDOR TOTALS ===	123.87			
=====						
01-007042	NORWALK SOCCER CLUB					
I-201603242209		REFEREE FEES	36.00			
4/01/2016	AP	DUE: 4/01/2016 DISC: 4/01/2016		1099: N		
		REFEREE FEES		001 5-440-2-6413	PAYMENT FOR SERVICES	36.00
		=== VENDOR TOTALS ===	36.00			

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 SEQUENCE : ALPHABETIC  
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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-000253		OREILLY AUTO PARTS				
I-0342-231676		FILTERS #616	54.37			
4/01/2016	AP	DUE: 4/01/2016 DISC: 4/01/2016		1099: N		
		FILTERS #616		001 5-150-2-6331	VEHICLE OPERATIONS	54.37
		=== VENDOR TOTALS ===	54.37			
=====						
01-001407		PAPER FREE TECHNOLOGY INC				
I-20160120		AVANTE	3,660.00			
4/01/2016	AP	DUE: 4/01/2016 DISC: 4/01/2016		1099: N		
		AVANTE		001 5-670-3-6727	CAPITAL EQUIPMENT	3,660.00
		=== VENDOR TOTALS ===	3,660.00			
=====						
01-002273		PHIL PARKER				
I-201603242215		REIMBURSEMENT	52.99			
4/01/2016	AP	DUE: 4/01/2016 DISC: 4/01/2016		1099: N		
		REIMBURSEMENT		001 5-110-1-6607	DRUG DOG	52.99
		=== VENDOR TOTALS ===	52.99			
=====						
01-003378		PHYSIO-CONTROL INC				
I-416090557		EQUIPMENT	211.65			
4/01/2016	AP	DUE: 4/01/2016 DISC: 4/01/2016		1099: N		
		EQUIPMENT		001 5-160-2-6350	OPERATIONAL EQUIPMENT RE	211.65
		=== VENDOR TOTALS ===	211.65			
=====						
01-001764		PIONEER MANUFACTURING CO				
I-INV588093		PVIP	560.00			
4/01/2016	AP	DUE: 4/01/2016 DISC: 4/01/2016		1099: N		
		PVIP		001 5-440-2-6507	OPERATING SUPPLIES	560.00
		=== VENDOR TOTALS ===	560.00			
=====						
01-002576		PURCHASE POWER				
I-201603242217		LIBRARY POSTAGE	255.97			
4/01/2016	AP	DUE: 4/01/2016 DISC: 4/01/2016		1099: N		
		LIBRARY POSTAGE		001 5-410-2-6508	POSTAGE AND SHIPPING	255.97
		=== VENDOR TOTALS ===	255.97			

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-001676		SHRED IT				
I-9409703061		SHRED IT	50.24			
4/01/2016	AP	DUE: 4/01/2016 DISC: 4/01/2016		1099: N		
		SHRED IT		001 5-110-2-6413	PAYMENT FOR SERVICES	50.24
		=== VENDOR TOTALS ===	50.24			
=====						
01-001658		SPRINGER PEST SOLUTIONS				
I-474173		PEST SERVICE	68.00			
4/01/2016	AP	DUE: 4/01/2016 DISC: 4/01/2016		1099: N		
		PEST SERVICE		001 5-110-2-6413	PAYMENT FOR SERVICES	68.00
		=== VENDOR TOTALS ===	68.00			
=====						
01-002705		THE DES MOINES REGISTER				
I-MAR2016		DAILY PAPER	31.38			
4/01/2016	AP	DUE: 4/01/2016 DISC: 4/01/2016		1099: N		
		DAILY PAPER		001 5-650-1-6220	SUBSCRIPTIONS & EDUCATIO	31.38
		=== VENDOR TOTALS ===	31.38			
=====						
01-001869		THE GRAPHIC EDGE				
I-969657		2016 SOCCER	1,470.70			
4/01/2016	AP	DUE: 4/01/2016 DISC: 4/01/2016		1099: N		
		2016 SOCCER		001 5-440-2-6507	OPERATING SUPPLIES	1,470.70
		=== VENDOR TOTALS ===	1,470.70			
=====						
01-003665		THOMPSON INDUSTRIES, INC.				
I-403211590		FITTINGS	37.69			
4/01/2016	AP	DUE: 4/01/2016 DISC: 4/01/2016		1099: N		
		FITTINGS		110 5-250-2-6350	OPERATIONAL EQUIPMENT RE	37.69
		=== VENDOR TOTALS ===	37.69			
=====						
01-002435		TYLER TECHNOLOGIES				
I-025-150692		MONTHLY SUPPORT	115.00			
4/01/2016	AP	DUE: 4/01/2016 DISC: 4/01/2016		1099: N		
		HOST WEBSITE		001 5-650-2-6413	PAYMENT FOR SERVICES	25.00
		HOST WEBSITE		600 5-810-2-6413	PAYMENT FOR SERVICES	90.00
I-025-151007		SET UP	875.00			
4/01/2016	AP	DUE: 4/01/2016 DISC: 4/01/2016		1099: N		
		SET UP		001 5-670-2-6490	CONSULTANT & PROFESSIONA	875.00
		=== VENDOR TOTALS ===	990.00			

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-001784		UNITY POINT CLINIC OCCUPATIONA				
I-191435		RANDOM TESTING	74.00			
4/01/2016	AP	DUE: 4/01/2016 DISC: 4/01/2016		1099: N		
		RANDOM TESTING		110 5-210-2-6490	CONSULTANT & PROFESSIONA	74.00
		=== VENDOR TOTALS ===	74.00			
=====						
01-003671		UNITYPOINT CLINIC				
I-319571437		FIREFIGHTER PHYSICAL	32.00			
4/01/2016	AP	DUE: 4/01/2016 DISC: 4/01/2016		1099: N		
		FIREFIGHTER PHYSICAL		001 5-150-1-6182	ALLOWANCES	32.00
		=== VENDOR TOTALS ===	32.00			
=====						
01-003545		WADE WAGONER				
I-201603212184		MILEAGE 3/9 - 3/18	371.52			
4/01/2016	AP	DUE: 4/01/2016 DISC: 4/01/2016		1099: N		
		MILEAGE 3/9 - 3/18		001 5-599-1-6240	MEETING & CONFERENCES	371.52
		=== VENDOR TOTALS ===	371.52			
=====						
01-001101		WARREN COUNTY AUDITOR				
I-201603182179		LOSST ELECTION	6,235.61			
4/01/2016	AP	DUE: 4/01/2016 DISC: 4/01/2016		1099: N		
		LOSST ELECTION		001 5-630-2-6413	PAYMENT FOR SERVICES	6,235.61
		=== VENDOR TOTALS ===	6,235.61			
=====						
01-003262		WARREN COUNTY EXTENSION				
I-201603242210		BABYSITTING CLINIC	360.00			
4/01/2016	AP	DUE: 4/01/2016 DISC: 4/01/2016		1099: N		
		BABYSITTING CLINIC		001 5-440-2-6413	PAYMENT FOR SERVICES	360.00
		=== VENDOR TOTALS ===	360.00			
=====						
01-001349		WAYNE DENNIS SUPPLY				
I-957136-000		SUPPLIES	23.80			
4/01/2016	AP	DUE: 4/01/2016 DISC: 4/01/2016		1099: N		
		SUPPLIES		001 5-110-2-6310	BUILDING MAINTENANCE/REP	23.80
		=== VENDOR TOTALS ===	23.80			

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-----ID-----		GROSS	P.O. #		
POST DATE	BANK CODE	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====					
01-003335	WEST DES MOINES POLICE DEPT				
I-201603242213	CFMH LEWISTON	30.00			
4/01/2016	AP		1099: N		
	DUE: 4/01/2016 DISC: 4/01/2016				
	CFMH LEWISTON		001 5-110-1-6230	EDUCATION AND TRAINING	30.00
	=== VENDOR TOTALS ===	30.00			
	=== PACKET TOTALS ===	262,979.56			

PACKET: 03553 0331 COUNCIL AP  
 VENDOR SET: 01 CITY OF NORWALK  
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 DUE TO/FROM ACCOUNTS SUPPRESSED

\*\* T O T A L S \*\*

INVOICE TOTALS 262,979.56  
 DEBIT MEMO TOTALS 0.00  
 CREDIT MEMO TOTALS 0.00

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BATCH TOTALS 262,979.56

\*\* G/L ACCOUNT TOTALS \*\*

					=====LINE ITEM=====		=====GROUP BUDGET=====	
BANK	YEAR	ACCOUNT	NAME	AMOUNT	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG
2015-2016		001-2020	ACCOUNTS PAYABLE	47,615.58-*				
		001-5-110-1-6181	ALLOWANCES - UNIFORMS	722.85	14,950	2,044.52		
		001-5-110-1-6230	EDUCATION AND TRAINING	755.00	13,000	1,994.82		
		001-5-110-1-6240	MEETING & CONFERENCES	1,576.20	2,900	996.92- Y		
		001-5-110-1-6607	DRUG DOG	152.99	1,500	405.28		
		001-5-110-2-6310	BUILDING MAINTENANCE/REP	23.80	40,000	18,576.28		
		001-5-110-2-6413	PAYMENT FOR SERVICES	1,466.47	15,000	7,406.09		
		001-5-110-2-6506	OFFICE SUPPLIES	90.69	4,500	2,683.77		
		001-5-150-1-6181	ALLOWANCES - UNIFORMS	419.30	6,000	21.03		
		001-5-150-1-6182	ALLOWANCES	185.09	500	190.09- Y		
		001-5-150-1-6230	EDUCATION AND TRAINING	407.21	6,750	4,337.63		
		001-5-150-2-6331	VEHICLE OPERATIONS	746.29	9,000	2,768.17		
		001-5-150-2-6413	PAYMENT FOR SERVICES	170.52	200	126.39- Y		
		001-5-150-2-6504	MINOR EQUIPMENT	335.47	4,300	2,651.96		
		001-5-150-3-6727	CAPITAL EQUIPMENT	568.19	10,000	37,340.61- Y		
		001-5-160-1-6210	ASSOCIATION DUES	25.00	200	175.00		
		001-5-160-1-6230	EDUCATION AND TRAINING	227.50	5,800	5,306.00		
		001-5-160-2-6331	VEHICLE OPERATIONS	890.50	14,000	11,405.39		
		001-5-160-2-6350	OPERATIONAL EQUIPMENT RE	211.65	750	53.19		
		001-5-160-2-6504	MINOR EQUIPMENT	157.99	350	192.01		
		001-5-160-2-6530	MEDICAL SUPPLIES	372.20	24,000	14,177.10		
		001-5-170-1-6181	ALLOWANCES - UNIFORMS	99.99	400	12.41		
		001-5-170-2-6373	TELECOMMUNICATIONS EXPEN	520.00	1,500	2,509.07- Y		
		001-5-170-2-6507	OPERATING SUPPLIES	270.00	600	40.43- Y		
		001-5-170-3-6728	CAPITAL IMPROVEMENTS	19.45	0	3,536.37- Y		
		001-5-180-2-6413	PAYMENTS TO OTHER AGENCI	11,510.00	226,000	42,574.82		
		001-5-299-2-6350	OPERATIONAL EQUIPMENT RE	86.24	4,500	2,252.13		
		001-5-410-2-6413	PAYMENT FOR SERVICES	549.17	16,000	3,529.37		
		001-5-410-2-6417	PROGRAMMING	13.32	12,000	2,291.97- Y		
		001-5-410-2-6502	BOOKS/FILMS	113.49	65,000	24,254.99		
		001-5-410-2-6508	POSTAGE AND SHIPPING	262.42	3,500	2,835.49		

PACKET: 03553 0331 COUNCIL AP  
 VENDOR SET: 01 CITY OF NORWALK  
 SEQUENCE : ALPHABETIC  
 DUE TO/FROM ACCOUNTS SUPPRESSED

## \*\* G/L ACCOUNT TOTALS \*\*

BANK	YEAR	ACCOUNT	NAME	AMOUNT	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG
		001-5-430-2-6350	OPERATIONAL EQUIPMENT RE	604.03	2,000	2,825.51- Y		
		001-5-440-2-6413	PAYMENT FOR SERVICES	396.00	40,000	11,414.41		
		001-5-440-2-6420	REFUNDS	10.70	3,000	2,417.50		
		001-5-440-2-6506	OFFICE SUPPLIES	62.47	800	200.01		
		001-5-440-2-6507	OPERATING SUPPLIES	2,797.23	30,000	6,796.39		
		001-5-499-1-6230	EDUCATION AND TRAINING	420.00	1,000	208.95		
		001-5-599-1-6240	MEETING & CONFERENCES	493.49	3,200	725.77- Y		
		001-5-599-2-6413	PAYMENT FOR SERVICES	291.90	3,000	2,443.79- Y		
		001-5-599-2-6490	CONSULTANT & PROFESSIONA	4,500.00	55,000	24,033.53		
		001-5-599-2-6499	OTHER CONSULTANT & PROF	31.04	100	849.54- Y		
		001-5-599-2-6506	OFFICE SUPPLIES	391.55	1,400	2,405.67- Y		
		001-5-599-3-6725	OFFICE EQUIPMENT	1,652.00	1,000	681.98- Y		
		001-5-610-1-6182	ALLOWANCES	35.95	750	268.59- Y		
		001-5-610-1-6240	MEETING & CONFERENCES	25.00	4,000	1,920.00- Y		
		001-5-620-1-6210	ASSOCIATION DUES	170.00	150	20.00- Y		
		001-5-630-2-6413	PAYMENT FOR SERVICES	6,235.61	6,000	4,076.75- Y		
		001-5-650-1-6220	SUBSCRIPTIONS & EDUCATIO	31.38	500	93.67- Y		
		001-5-650-1-6240	MEETING & CONFERENCES	342.84	2,500	918.83		
		001-5-650-2-6310	BUILDING MAINTENANCE/REP	88.36	6,000	1,936.83- Y		
		001-5-650-2-6402	ADVERTISING & LEGAL PUBL	123.87	2,500	630.26- Y		
		001-5-650-2-6413	PAYMENT FOR SERVICES	457.27	4,000	700.92- Y		
		001-5-650-2-6415	RENTS & LEASES	75.00	5,000	738.75		
		001-5-650-2-6506	OFFICE SUPPLIES	69.90	2,250	1,183.26- Y		
		001-5-650-3-6725	OFFICE EQUIPMENT	826.00	0	1,285.98- Y		
		001-5-670-2-6490	CONSULTANT & PROFESSIONA	875.00	43,000	17,163.91		
		001-5-670-3-6727	CAPITAL EQUIPMENT	3,660.00	51,000	31,680.55		
		110-2020	ACCOUNTS PAYABLE	1,617.76-*				
		110-5-210-1-6181	ALLOWANCES - UNIFORMS	26.95	4,550	355.80- Y		
		110-5-210-1-6210	ASSOCIATION DUES	185.00	2,500	2,136.00		
		110-5-210-2-6350	OPERATIONAL EQUIPMENT RE	158.90	12,000	16,300.19- Y		
		110-5-210-2-6417	STREET MAINTENANCE SUPPL	845.17	80,000	23,473.27		
		110-5-210-2-6490	CONSULTANT & PROFESSIONA	74.00	5,000	285.00		
		110-5-210-2-6501	CHEMICALS	119.90	400	280.10		
		110-5-210-2-6507	OPERATING SUPPLIES	124.05	15,000	9,514.77		
		110-5-250-2-6350	OPERATIONAL EQUIPMENT RE	83.79	12,000	6,178.17		
		113-2020	ACCOUNTS PAYABLE	7,004.19-*				
		113-5-660-1-6152	SELF FUNDING REIMBURSEME	7,004.19	39,000	566.67- Y		
		160-2020	ACCOUNTS PAYABLE	999.00-*				
		160-5-520-2-6413	PAYMENT FOR SERVICES	999.00	56,988	3,867.00		
		405-2020	ACCOUNTS PAYABLE	38,897.81-*				
		405-5-751-3-6729	CAPITAL IMPROVEMENT WAKO	38,897.81	1,853,157	331,414.11		
		600-2020	ACCOUNTS PAYABLE	80,994.72-*				
		600-5-810-2-6413	PAYMENT FOR SERVICES	174.30	20,000	11,032.39		
		600-5-810-3-6728	CAPITAL IMPROVEMENTS	80,820.42	332,000	50,510.85- Y		
		610-2020	ACCOUNTS PAYABLE	85,850.50-*				

PACKET: 03553 0331 COUNCIL AP  
VENDOR SET: 01 CITY OF NORWALK  
SEQUENCE : ALPHABETIC  
DUE TO/FROM ACCOUNTS SUPPRESSED

\*\* G/L ACCOUNT TOTALS \*\*

BANK	YEAR	ACCOUNT	NAME	AMOUNT	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG
		610-5-817-4-6801	PRINCIPAL PAYMENT	85,850.50	948,000	88,943.24		
		999-1300	DUE FROM 001-GENERAL FUN	47,615.58 *				
		999-1303	DUE FROM 110-ROAD USE TA	1,617.76 *				
		999-1307	DUE FROM 160-ECONOMIC DE	999.00 *				
		999-1317	DUE FROM 600-WATER FUND	80,994.72 *				
		999-1331	DUE FROM 610-SEWER FUND	85,850.50 *				
		999-1341	DUE FROM -- 405 CIP Lake	38,897.81 *				
		999-1343	DUE FROM 113 T A SELF FU	7,004.19 *				
			** 2015-2016 YEAR TOTALS	262,979.56				

PACKET: 03553 0331 COUNCIL AP  
VENDOR SET: 01 CITY OF NORWALK  
SEQUENCE : ALPHABETIC  
DUE TO/FROM ACCOUNTS SUPPRESSED

\*\* POSTING PERIOD RECAP \*\*

FUND	PERIOD	AMOUNT
001	3/2016	4,500.00
001	4/2016	43,115.58
110	4/2016	1,617.76
113	4/2016	7,004.19
160	4/2016	999.00
405	4/2016	38,897.81
600	4/2016	80,994.72
610	4/2016	85,850.50

NO ERRORS

NO WARNINGS

\*\* END OF REPORT \*\*

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

										-----DEPOSIT-----	
ACCOUNT	NAME	DATE	TYPE	CK #	AMOUNT	CODE	RECEIPT	AMOUNT	MESSAGE		
1-025345-00	HOEFLER, JIM & LINDA	4/01/16	PAY/ADJ POST	87665	1,955.65CR	000		0.00			

CHECK NUMBER	---DATE---	-----NAME-----	ACCTS	----AMOUNT----
--------------	------------	----------------	-------	----------------

87665	4/01/2016	HOEFLER, JIM & LINDA	1	1,955.65CR
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TOTAL ACCOUNTS: 1  
 TOTAL REFUND CHECKS: 1  
 TOTAL CHECK AMOUNT: 1,955.65CR

ACCOUNT	SOURCE NAME	AMOUNT
600-1010	IFT CASH	1,955.65CR
600-4-810-1-4500	CHARGES/FEES FOR SERVICE	1,955.65
999-1010	CLAIM ON CASH	1,955.65CR
999-2100	IFT DUE TO OTHER FUNDS	1,955.65

ERRORS: 0

\*\* END OF REPORT \*\*

RESOLUTION NO. \_\_\_\_\_

**Fixing a Date for Public Hearing for Request from Cort Landing, LLC  
to Rezone 2.31 Acres in the Dobson PUD**

WHEREAS, the Planning & Zoning Commission held a Public Hearing on March 28, 2016;

WHEREAS, the Planning & Zoning Commission recommends approval of the Cort Landing, LLC to rezone 2.31 acres in the Dobson PUD; and

WHEREAS, the City Council has set a Public Hearing date for April 7, 2016.

NOW, THEREFORE, be it resolved by the City Council of the City of Norwalk, Iowa, that the City Clerk be and is hereby directed to publish notice of a Public Hearing in a legal newspaper, printed wholly in the English language, published at least once weekly and having general circulation in this city. Publication shall be not less than four clear days nor more than twenty days prior to April 7, 2016.

PASSED AND APPROVED this 31st day of March, 2016.

\_\_\_\_\_  
Tom Phillips, Mayor

ATTEST:

\_\_\_\_\_  
Jodi Eddleman, City Clerk

<u>ROLL CALL VOTE:</u>	<u>Aye</u>	<u>Nay</u>	<u>Absent</u>
Riva	___	___	___
Isley	___	___	___
Lester	___	___	___
Kuhl	___	___	___
Livingston	___	___	___

RESOLUTION NO. \_\_\_\_\_

**Fixing a Date for Public Hearing for United Properties LC  
To Rezone Approximately 28 Acres of Land in the Echo Valley PUD**

WHEREAS, the Planning & Zoning Commission held a Public Hearing on March 28, 2016;

WHEREAS, the Planning & Zoning Commission recommends approval of the United Properties LC to rezone approximately 28 acres of land in the Echo Valley PUD; and

WHEREAS, the City Council has set a Public Hearing date for April 7, 2016.

NOW, THEREFORE, be it resolved by the City Council of the City of Norwalk, Iowa, that the City Clerk be and is hereby directed to publish notice of a Public Hearing in a legal newspaper, printed wholly in the English language, published at least once weekly and having general circulation in this city. Publication shall be not less than four clear days nor more than twenty days prior to April 7, 2016.

PASSED AND APPROVED this 31st day of March, 2016.

\_\_\_\_\_  
Tom Phillips, Mayor

ATTEST:

\_\_\_\_\_  
Jodi Eddleman, City Clerk

<u>ROLL CALL VOTE:</u>	<u>Aye</u>	<u>Nay</u>	<u>Absent</u>
Riva	___	___	___
Isley	___	___	___
Lester	___	___	___
Kuhl	___	___	___
Livingston	___	___	___



**BUSINESS OF THE CITY COUNCIL  
AGENDA STATEMENT**

Item No. 04

For Meeting of 03/31/16

**ITEM TITLE:** Consideration of Change Order No. 1 for the Southeast Trunk Sewer Phase 2

**CONTACT PERSON:** Tim Hoskins, Public Works Director

**SUMMARY EXPLANATION:**

In June of 2015, the Council adopted a resolution addressing the use of administrative change orders on capital projects. An administrative approval of a change order would be limited to circumstances where the amount is no greater than twenty thousand dollars (\$20,000.00). This policy would only be used when conditions are time sensitive due to project progress and prior council approval would not be possible. The process is as follows:

- 1) Recommendation by the Project Engineer
- 2) Recommendation by the Public Works Director
- 3) Approval by the Finance Director/City Clerk in the Finance Director's absence.

In this case, the engineer recommended this action as a possible solution to the problem. The Public Works Director also recommends the action taken and the Finance Director was also in agreement.

Change Order No. 1 for the Southeast Trunk Sewer Phase 2 was necessary due to unforeseen conditions involving the well on Bidwell's property that is adjacent to the new sewer main installed. When the new sewer was installed it had a granular envelope placed around the pipe to secure it in place. There was also field tile installed on both sides of the excavation as part of the easement agreement with the property owner. After the project was completed Bedwell's noticed that their shallow well, which is used to provide water for the green houses, was not recharging. It is believed that the cause of the lack of ground water is due to the new sewer servicing as a drain in the area with water traveling in the rock envelope placed around the pipe. As an attempt to correct the situation, a soil/Bentonite Trench Plug was installed to seal off the water traveling around the sewer main. The contractor had a very short window of availability to get this work completed when his schedule and the weather would allow.

Cost: This change order results in an increase to the project in the amount of \$10,159.46

Resolution \_\_\_\_\_ Ordinance \_\_\_\_\_ Contract \_\_\_\_\_ Other (Specify) \_\_\_\_\_

Funding Source: \_\_\_\_\_ Project Contingency \_\_\_\_\_

APPROVED FOR SUBMITTAL \_\_\_\_\_

**STAFF RECOMMENDATION:** Approval of the Resolution.

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION APPROVING CHANGE ORDER No. 1 FOR THE  
SOUTEAST TRUNK SEWER PHASE 2 WITH POHLMEIER CONSTRUCTION, INC.**

WHEREAS, the City of Norwalk entered into a construction contract with Pohlmeier Construction, Inc. for the Southeast Trunk Sewer Phase 2 Project; and

WHEREAS, additional work has been requested by City of Norwalk staff to install a trench plug in the new sanitary sewer trench in an effort to seal off the travel of ground water around within the pipe envelope and assist in the recharge of an adjacent well; and

WHEREAS, the extent of this change is an add to the contract in the amount of \$10,159.46.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORWALK, IOWA, that the City hereby approves Change Order No. 1 resulting in an add to the original contract of \$10,159.46 for a new total of contract amount of \$323,069.46.

PASSED AND APPROVED, this 31<sup>st</sup> day of March, 2016

\_\_\_\_\_  
Tom Phillips, Mayor

ATTEST:

\_\_\_\_\_  
Jodi Eddleman, City Clerk

<u>ROLL CALL VOTE:</u>	<u>Aye</u>	<u>Nay</u>	<u>Absent</u>
Isley	___	___	___
Kuhl	___	___	___
Lester	___	___	___
Livingston	___	___	___
Riva	___	___	___



**BUSINESS OF THE CITY COUNCIL  
AGENDA STATEMENT**

Item No. 05  
For Meeting of 03/31/2016

**ITEM TITLE:** Consideration of a Resolution Authorizing additional Tree Removal Order for trees on Out lot U. This is Change order #1 on this project.

**CONTACT PERSON:** Wade Wagoner, Elizabeth Holland Park Project Manager

**SUMMARY EXPLANATION:** In January, Kelly Cortum Inc. placed the low bid for tree removal at Elizabeth Holland Park. The winning bid was \$88,735. This amount was well below our engineer’s estimate of \$123,750 for the project.

In putting together this private/public partnership, which will result in much needed commercial lots in Norwalk and a signature park, opportunities arose to drastically reduce our dirt export costs, which could easily exceed \$2,000,000.

The developers of the surrounding property have worked with the city to eliminate all of our export cost and avoid a scenario similar to the Loffredo dirt pile. The developer has also agreed to donate to the city additional lands necessary for a future trail head.

Out lot U, which lies to the east of the proposed Elizabeth Holland Park has been identified as a location to place and compact excess dirt. In order for this to be accomplished, the trees need to first be removed.

The change order amount is \$12,270, well below the \$20,000 or 10% threshold set by the council on June 18, 2015

This change order added 7 days to the estimated completion of the project.

<p><input checked="" type="checkbox"/> Resolution _____ Ordinance _____ Contract _____ Other (Specify) _____</p> <p>Funding Source: _____ Public Works _____</p> <p>APPROVED FOR SUBMITTAL  _____</p> <p>Wade Wagoner, Project Manager</p>
---

**STAFF RECOMMENDATION:** Approve the resolution on a roll call vote.

RESOLUTION NO. \_\_\_\_\_

**Resolution approving change order no. 1 for the Elizabeth Holland Park Grubbing/Tree removal**

WHEREAS, the contract for tree removal was awarded to Kelly Cortum, Inc. with specific start and completion dates; and,

WHEREAS, Kelly Cortum, Inc. requested a time extension of 7 days to complete the additional work; and,

WHEREAS, Kelly Cortum, Inc. has agreed to the additional work set out by the City Engineer; and the contractor has prepared the attached necessary change order stipulating such changes for an amount of \$12,270; and,

WHEREAS, the additional tree removal will allow for a place for the City to dispose of excess dirt from the creation of the regional detention facility;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Norwalk, Iowa, that said change order attached hereto is approved at this time.

PASSED AND APPROVED this 31<sup>st</sup> day of March, 2016.

\_\_\_\_\_  
Tom Phillips, Mayor

ATTEST:

\_\_\_\_\_  
Jodi Eddleman, City Clerk

<u>ROLL CALL VOTE:</u>	<u>Aye</u>	<u>Nay</u>	<u>Absent</u>
Riva	___	___	___
Kuhl	___	___	___
Isley	___	___	___
Lester	___	___	___
Livingston	___	___	___



**BUSINESS OF THE CITY COUNCIL  
AGENDA STATEMENT**

Item No.06  
For Meeting of 03/31/16

**ITEM TITLE:** Consideration of Resolution Authorizing the Mayor to execute 28E agreement with the City of Des Moines concerning a Homeland Defense agreement

**CONTACT PERSON:** Greg Staples, Chief of Police

**SUMMARY:**

The City has participated for a number of years in a homeland defense agreement with the City of Des Moines. The agreement allows Norwalk the ability to leverage homeland defense resources from the City of Des Moines police department for instances involving terrorist attack, bomb threats, or nuclear, biological or chemical weapons attacks. The agreement requires Norwalk to pay a fee for use of the resources of 11,510 per year.

The City of Des Moines is asking Norwalk and all other participating agencies to re-commit to the agreement.

<input checked="" type="checkbox"/> Resolution _____ <input type="checkbox"/> Ordinance _____ <input type="checkbox"/> Contract _____ <input type="checkbox"/> Other (Specify) _____
Funding Source _____
APPROVED FOR SUBMITTAL _____
_____ City Manager

**STAFF/COMMITTEE RECOMMENDATION: Pass resolution on a roll call vote.**

**RESOLUTION NO.**

**A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE A 28E AGREEMENT WITH THE CITY OF DES MOINES FOR HOMELAND DEFENSE RESOURCES**

WHEREAS, the City wishes to provide the best possible Police Protective services for its citizens; and,

WHEREAS, the city does not have the complete resources to successfully mitigate various types of incidents involving bombs or nuclear, biological or chemical weapons; and

WHEREAS, the City wishes to enter into a 28E agreement with the City of Des Moines for assistance Homeland Defense services;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Norwalk, Iowa, that the City Council authorizes the Mayor to execute a 28E agreement with the City of Des Moines for Homeland Defense services.

PASSED AND APPROVED THIS 31<sup>st</sup> DAY OF March, 2016.

---

Tom Phillips, Mayor

ATTEST:

---

Jodi Eddleman, City Clerk

<u>ROLL CALL VOTE:</u>	<u>Aye</u>	<u>Nay</u>
Riva	___	___
Isley	___	___
Lester	___	___
Livingston	___	___
Kuhl	___	___

CHAPTER 28E AGREEMENT  
BY AND BETWEEN THE CITIES OF  
DES MOINES, ALTOONA, BONDURANT, CARLISLE, GRIMES, MITCHELLVILLE,  
NORWALK, PLEASANT HILL, POLK CITY, AND  
WINDSOR HEIGHTS AND THE COUNTY OF POLK  
FOR THE FUNDING AND IMPLEMENTATION OF  
HOMELAND SECURITY SERVICES WITHIN THE METROPOLITAN AREA

WHEREAS, this Agreement is made and entered into by and between the cities of Des Moines, Altoona, Bondurant, Carlisle, Grimes, Mitchellville, Norwalk, Pleasant Hill, Polk City, and Windsor Heights and the County of Polk (hereinafter jointly referred to as the "Parties").

WITNESSETH:

WHEREAS, the metropolitan area consisting of the Parties hereto represented on the Metropolitan Advisory Council will be best served in a joint cooperative effort of implementation of the Iowa Homeland Security Strategy and other major incident response capabilities; and

WHEREAS, the City of Des Moines and Polk County, to support the mission of the Iowa Homeland Security and Emergency Management have devoted significant resources and assets toward the provision of homeland security services and programs; and

WHEREAS, upon recommendation of the Metropolitan Advisory Council Homeland Security Subcommittee to provide for the safety and security of residents throughout the metropolitan area from the threats of weapons of mass destruction, potential terrorist activity and natural disasters, all the Parties hereto desire to maintain the resources and assets available to the City of Des Moines to enable the City of Des Moines to provide homeland security services including major incident response throughout the metropolitan area that will serve the respective jurisdictions of each Party hereto; and

WHEREAS, the City of Des Moines in conjunction with Polk County has implemented the following homeland security services:

- Metro Star Tactical Unit which provides a Type II Weapons of Mass Destruction (WMD) and Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) Tactical Response Team<sup>1</sup>; and
- Des Moines Bomb Squad providing Type I bomb mitigation response<sup>2</sup>; and
- Des Moines Police Identification Section providing full-time personnel trained in the collection and preservation of evidence located in hazardous environments for contaminated crime scene processing; and

<sup>1</sup> Typed Resource Definitions: Law Enforcement and Security Resources; SWAT/Tactical Teams. FEMA 508-6 (July 2007). U.S. Department of Homeland Security.

<sup>2</sup> Typed Resource Definitions: Law Enforcement and Security Resources; Bomb Squad/Explosives Team. FEMA 508-6 (July 2007). U.S. Department of Homeland Security.

WHEREAS; the Parties desire to provide the necessary funding to maintain the capabilities of the Des Moines WMD/CBRNE Tactical Response Team and the Des Moines Bomb Squad supported by the Des Moines Police Identification Section to serve all the respective jurisdictions within the metropolitan area that are a Party hereto; and

NOW, THEREFORE, the Parties do hereby agree as follows:

- I. **Purpose.** Pursuant to Chapter 28E of the 2005 Code of Iowa, the Parties do hereby agree that the purpose of this Agreement is to jointly exercise their respective powers to fund and implement enhanced Homeland Security Services to serve all the respective jurisdictions within the metropolitan area that are a Party hereto.
  
- II. **Homeland Security Services.** All Parties may, in accordance with the procedures set forth in Article III, utilize on an as needed basis the following Homeland Security Services:
  - A. **WMD/CBRNE Tactical Response Team (Metro STAR Unit):** This team is comprised of a commander and full time Des Moines Police Officers and a full time Polk County Sheriff's Deputy. Team members are all technician-level HazMat trained tactical operators. This allows the team to successfully work in Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) environments. Along with the normal operations of a tactical unit, team members are trained to neutralize active threats, and to provide assistance in support of HazMat Units and Bomb Squads operating in and around "hot zones" of potential CBRNE exposures. Team members provide a safe scene for those that will ultimately mitigate and control the exposure to CBRNE environments. This team also has the capabilities of conducting proactive investigation into CBRNE threats providing preliminary CBRNE monitoring levels to determine the presence of a potential CBRNE substance.
  
  - B. **Des Moines Bomb Squad:** This team is comprised of a commander and Des Moines Police Officers trained as Bomb Technicians and Des Moines Explosive Detection K9 teams. Bomb Technicians are all technician-level HazMat trained. The team will mitigate explosives hazards and are trained in the mitigation of Weapons of Mass Destruction (WMD) dispersal devices. The team is also trained in the collection of hazardous evidence and post-blast investigations.
  
  - D. **Des Moines Identification Section:** Full-time Des Moines Police personnel trained in the collection and preservation of evidence found in hazardous environments.
  
- III. **Service/Command Procedures.** The protocol for utilization of the Homeland Security Services identified in this Agreement will be as follows:

- A. Upon occurrence of an incident requiring use of any of the Homeland Security Services, a Party's Incident Commander as defined below may request such Homeland Security Services by calling the Polk County Communications Center 286-3333, the Des Moines Dispatch Center at 283-4811 or such other phone numbers as the City of Des Moines or Polk County may designate in writing and forward to the Parties. The request shall relay the information necessary for the appropriate personnel to determine what Homeland Security Services in terms of personnel and equipment are needed to respond, which may include multiple or all Homeland Security Services available. The determinations on the appropriate Homeland Security Services personnel and equipment to be sent to a requesting Party shall be made at the discretion of the City of Des Moines using its established protocols. The City of Des Moines shall be held harmless by the requesting Party from liability in connection with its final decision on type and amount of equipment and number of personnel to be provided to the requesting Party.
- B. The responding Homeland Security Services personnel will have a team leader(s) who will report to the Incident Commander and coordinate activities between the requesting Party's personnel and the personnel providing the Homeland Security Services. The team leader(s) will assist the Incident Commander in reaching the objectives required by the circumstances at the scene. The Incident Commander, or his/her designee, shall have the power to issue reasonable orders and directives consistent with meeting the objectives. The team leader(s) will then act on those orders and directives as long as they are safe and within the capabilities of the responding Homeland Security Services team. The team leader(s) will provide technical advice when appropriate, but will not be expected to assume command of the scene.<sup>3</sup>
- C. When the Incident Commander and the team leader(s) agree that the objectives requiring Homeland Security Services response have been met the Homeland Security Services response teams will be released from the scene.
- D. The Homeland Security Services response teams will participate and share information in all post-incident debriefings held by the requesting Party.
- E. The term "Incident Commander" as used in this Agreement means the manager of an incident, no matter the size or complexity, or the number of agencies involved in the response. The "Incident Commander" is usually the first or senior, public safety or first-responder to arrive on scene. As additional responders arrive, command may transfer on the basis of who has primary authority for overall control of the incident. The "Incident Commander" is responsible for ensuring a coordinated effort and to ensure an effective response and the efficient, safe use of resources including:

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<sup>3</sup> All responding and supporting agencies are expected to operate under the guiding principles of the National Incident Management System (NIMS) and the Incident Command System (ICS).

- Establishing command and the Incident Command Post.
- Protecting life and property.
- Controlling personnel and equipment resources.
- Maintaining accountability for responders and public safety, as well as for task accomplishments.
- Assessing Incident Priorities.
- Determining Operational Objectives.
- Developing and Implementing the Incident Action Plan.
- Coordinating overall emergency activities.
- Coordinating the activities of outside agencies.
- Authorizing the release of information to the media.

IV. **Funding Contributions.** The City of Des Moines and Polk County have committed annual funding in fiscal years 2016 through 2018 to maintain the enhanced capabilities of Homeland Security Services for the metropolitan area. Funding is needed from the other Parties in each fiscal year to maintain the enhanced capabilities of the Homeland Security Services response to a minimally acceptable level for the Parties herein.

- A. In order to maintain the enhanced capabilities of the Homeland Security Services, each Party to this Agreement will annually pay the respective amount for such Party as set forth in Exhibit "A" in fiscal years 2016 through 2018. The amounts listed in Exhibit A shall remain fixed for the duration of this agreement and are not subject to adjustment without majority approval of the parties of this agreement.
- B. Each Party shall pay its respective annual amount set forth in Exhibit "A" to the City of Des Moines on or before July 31 of each fiscal year and such monies shall be used exclusively for necessary personnel, overtime, training, equipment, equipment maintenance and vehicle operating costs of providing the enhanced Homeland Security Services. The budget for enhanced capabilities of Homeland Security Services will be provided at the beginning of each fiscal year as outlined in Section V of this agreement.

V. **Reporting.**

- A. Quarterly Briefings - The City of Des Moines will provide briefings on Homeland Security Services to interested parties in the months of March, June, September, and December. This briefing will provide information to keep the Parties to this Agreement informed of the status and activities of the Homeland Security response teams and will include:
  - 1. Individual and team training and exercises from the past quarter
  - 2. Individual and team training and exercises for the upcoming quarter
  - 3. Status of equipment acquisitions and/or retirement of equipment in the past quarter
  - 4. Summary of response activities in the past quarter

5. Situational awareness of regional and national incidents

- B. The City of Des Moines will provide an annual report on Homeland Security Services to each Party to coincide with the September quarterly briefing of each year. This report will provide information to keep the Parties to this Agreement informed of the status and activities of the Homeland Security response teams and will include:
1. Accomplishments achieved during the calendar year and goals and objectives for the next calendar year,
  2. Individual and team training over the calendar year (courses, location, number of personnel trained, hours of training),
  3. Training exercises performed during the calendar year,
  4. Response dates and a synopsis of the event responded to,
  5. Equipment received or retired during the calendar year, and
  6. Budget showing expenditures made during the calendar year and proposed expenditures for the next calendar year.

The City of Des Moines will also provide this report to the Polk County Emergency Management Commission, the Polk County Chiefs' and Sheriff's Association, and the Fire Chiefs' Association.

- C. Each Party may appoint one of its public safety employees and one of its administrative officials to an advisory committee. This advisory committee will meet once per year to review the annual report and provide comments to the Des Moines Police Department. Any comments or suggestions are not binding on the Des Moines Police Department, but will serve to give input on any aspect of the purposes and fulfillment of this Agreement.

**VI. Employee relationship.**

- A. Employees of any Party acting pursuant to this Agreement shall be considered as acting under the lawful orders and instructions pertaining to their employment status with such Party. Under no circumstances are employees of one Party to be considered employees of any other Party. This Agreement does not create an employment relationship nor shall it be construed to create any employment relationship between Homeland Security Services personnel and the Party requesting such services.
- B. If a Party desires to have an employee assigned as part of the Homeland Security Services, a separate Memorandum Of Understanding (MOU) would need to be executed, to define the responsibilities of the involved Parties.

**VII. Liability.** Each Party waives all claims against the other Parties for compensation for any property loss or damage and/or personal injury or death to its personnel as a consequence of the performance of this Agreement. Each Party shall bear the liability and/or costs of damage to its equipment and facilities, and the compensation of its employees, including injury or death to its personnel, occurring as a consequence of the performance of this Agreement.

Each Party to this Agreement shall be liable for the actions of its own employees to the extent allowed under Iowa Code Chapter 670.

Nothing in this Agreement shall prevent or limit any Party to this Agreement from recovering or attempting to recover costs of services rendered to a third party where such recovery of costs is provided for by law.

The Parties to this Agreement do not waive any defenses, immunities or other limitations applicable to a respective Party and nothing herein shall be so construed. Each Party to this Agreement reserves the right to fully defend all claims arising from loss of or damage to private property and/or death of or injury to private persons who are not parties to this Agreement including, but not limited to asserting defenses or immunities available under applicable law.

This Article shall survive the termination of this Agreement where necessary to protect each Party to this Agreement.

**VIII. Iowa Code Chapter 28E Requirements.**

- A. The cities of Des Moines, Altoona, Ankeny, Bondurant, Carlisle, Grimes, Johnston, Mitchellville, Norwalk, Pleasant Hill, Polk City, and Windsor Heights are municipal corporations and political subdivisions of the State of Iowa and are public agencies as defined by Iowa Code Chapter 28E.
- B. Polk County is a political subdivision of the State of Iowa and is a public agencies as defined by Iowa Code Chapter 28E.
- C. No separate legal or administrative entity is established by this Agreement.
- D. No real or personal property will be jointly acquired, held or disposed of in the performance of this Agreement. All equipment purchased in conjunction with the provision of Homeland Security Services shall be owned by the City of Des Moines or Polk County. Upon termination of this Agreement all such equipment and other personal property owned by the City of Des Moines or Polk County shall remain with such entities.
- E. The Des Moines Chief of Police and Polk County Sheriff shall administer the performance of this Agreement.

- F. This Agreement shall be in full force and effect upon the following:
1. Its approval and execution by the respective City Councils and Boards of Supervisors of the Parties hereto; and
  2. Filing of this Agreement with the Office of the Secretary of State as required under Section 28E.8, Code of Iowa.
- G. The duration of this Agreement shall extend for a term beginning July 1, 2015 and ending on June 30, 2018. This Agreement may not be terminated prior to such termination date, in whole or in part, except upon mutual agreement of all the Parties.

**IX. General Provisions.**

A. If any section, provision or part of this Agreement shall be found invalid or unconstitutional, such finding shall not affect the validity of the Agreement as a whole or any section, provision or part thereof not found to be invalid or unconstitutional.

B. The Agreement represents the entire agreement between the Parties. If upon annual review of this Agreement by the Parties a determination is made that this Agreement should be revised, any subsequent change or modification to this Agreement shall be mutually agreed to by the Parties in the form of a duly approved and executed addendum to this Agreement.

C. Each Party approving this Agreement shall execute the separate signature page provided for it, and the Parties hereto authorize the City Clerk of the City of Des Moines to assemble the signature pages and append same to copies of this Agreement, to file this Agreement with the Secretary of State and to record it with the Offices of the Recorder of Polk and Warren Counties.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be duly executed.

I. CITY OF DES MOINES, IOWA

T.M. Franklin Cownie  
T.M. Franklin Cownie, Mayor

ATTEST:

Diane Rauh  
Diane Rauh, City Clerk

STATE OF IOWA            )  
  ) ss:  
COUNTY OF POLK        )

On this 7<sup>th</sup> day of March, 2016, before me, the undersigned, a Notary Public, personally appeared T.M. Franklin Cownie and Diane Rauh, to me personally known, who, being by me duly sworn, did state that they are the Mayor and City Clerk, respectively, of the City of Des Moines, Iowa; that the seal affixed to the foregoing instrument is the seal of the corporation, and that the instrument was signed and sealed on behalf of the corporation, by authority of its City Council, as contained in the Resolution and Roll Call No. 16-0415 adopted by the City Council on the 7<sup>th</sup> day of March, 2016, and that T.M. Franklin Cownie and Diane Rauh acknowledged the execution of the instrument to be the voluntary act and deed of the municipal corporation, by it voluntarily executed.



Karen Marie Herzberg  
Notary Public in the State of Iowa

★ Roll Call Number  
16-0415

Agenda Item Number  
49

Date 3/7/2016

**APPROVAL OF INTERGOVERNMENTAL 28E AGREEMENT WITH  
GOVERNMENT ENTITIES REPRESENTED ON THE METROPOLITAN  
ADVISORY COUNCIL (MAC) FOR THE FUNDING OF HOMELAND  
SECURITY SERVICES WITHIN THE METROPOLITAN AREA**

WHEREAS, on June 14, 2010 by Roll Call number 10-988 the Des Moines City Council approved the a 28E agreement with governmental agencies represented on the Metropolitan Advisory Council (MAC) to supply funding in support of Homeland Security services to be provided by the City of Des Moines in conjunction with Polk County as defined in the 28E agreement; and

WHEREAS, the Homeland Security services provide public safety assistance with natural and manmade disasters, potential terrorist activity, evidence collection, crime scene analysis, as well as threats from weapons of mass destruction; and

WHEREAS, the represented governmental agencies desire to continue the agreement through June 30, 2018 with annual funding of a designated amount per entity as agreed upon through the use of a formula previously accepted by the City of Des Moines as well as the members of the MAC; and

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Des Moines, Iowa, that the Intergovernmental 28E Agreement on file in the Office of the City Clerk between the cities of Des Moines, Altoona, Bondurant, Carlisle, Grimes, Norwalk, Pleasant Hill, Polk City and Windsor Heights along with the county of Polk for funding in support of the Homeland Security services provided within the metropolitan area, is here by approved and the Mayor is hereby authorized and directed to execute the 28E agreement on behalf of the City of Des Moines with the City Clerk directed to attest to his signature.

BE IT FURTHER RESOLVED that the City Clerk is directed to assemble the signature pages of the 28E agreement and append same to copies of the 28E agreement and to file this agreement with the Iowa Secretary of State in an electronic format in accordance with the provisions of Iowa Code Section 28E.8.

BE IT FURTHER RESOLVED that the Chief of Police shall administer the performance of the 28E agreement in conjunction with the Polk County Sheriff.

★ Roll Call Number  
16-0415

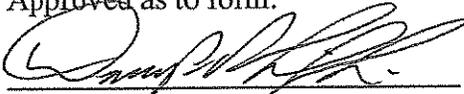
Agenda Item Number  
49

Date 3/7/2016

(Council Communication No. 16-102)

Moved by Hensley to adopt

Approved as to form:

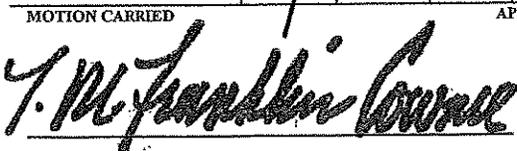
  
 Douglas P. Philip  
 Assistant City Attorney

COUNCIL ACTION	YEAS	NAYS	PASS	ABSENT
COWNIE	✓			
COLEMAN	✓			
GATTO	✓			
GRAY	✓			
HENSLEY	✓			
MOORE	✓			
WESTERGAARD	✓			
TOTAL	7			

**CERTIFICATE**

I, DIANE RAUH, City Clerk of said City hereby certify that at a meeting of the City Council of said City of Des Moines, held on the above date, among other proceedings the above was adopted.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my seal the day and year first above written.

MOTION CARRIED 7 APPROVED  
  
 T. M. Franklin Council Mayor

  
 Diane Rauh City Clerk

**CITY OF NORWALK, IOWA**

\_\_\_\_\_  
Tom Phillips, Mayor

ATTEST:

\_\_\_\_\_  
Jodi Eddleman, City Clerk

STATE OF IOWA            )  
  ) ss:  
COUNTY OF WARREN    )

On this \_\_\_\_ day of \_\_\_\_\_, 2016, before me, the undersigned, a Notary Public, personally appeared Tom Phillips and Jodi Eddleman, to me personally known, who, being by me duly sworn, did state that they are the Mayor and City Clerk, respectively, of the City of Norwalk, Iowa; that the seal affixed to the foregoing instrument is the seal of the corporation, and that the instrument was signed and sealed on behalf of the corporation, by authority of its City Council, as contained in the Resolution and Roll Call No. \_\_\_\_\_ adopted by the City Council on the \_\_\_\_ day of \_\_\_\_\_, 2016, and that Tom Phillips and Jodi Eddleman acknowledged the execution of the instrument to be the voluntary act and deed of the municipal corporation, by it voluntarily executed.

\_\_\_\_\_  
Notary Public in the State of Iowa



**BUSINESS OF THE CITY COUNCIL  
AGENDA STATEMENT**

Item No. 07

For Meeting of 03/31/16

**ITEM TITLE:** Yard waste co-mingling

**CONTACT PERSON:** Tim Hoskins, Public Works Director

**SUMMARY EXPLANATION:**

At the March 3, 2016 City Council meeting a presentation from Metro Waste Authority (MWA) staff outlined the options of co-mingling of yard waste with household waste. The MWA board is seeking direction from each member community on whether or not they support the option of co-mingling of waste or to keep the current process of separation. With the direction of the council back to the MWA board, a decision can be made to move forward with co-mingling, maintain separation, or a modified version.

A copy of the MWA presentation is included for your reference.

_____ Resolution _____ Ordinance _____ Contract _____ Other (Specify) _____
Funding Source: _____
APPROVED FOR SUBMITTAL _____

**STAFF RECOMMENDATION:** Discussion and provide direction.

# Yard Waste Collection from the Curb

## *Separate vs. Comingle*

Winter 2015-16

**City Meetings**

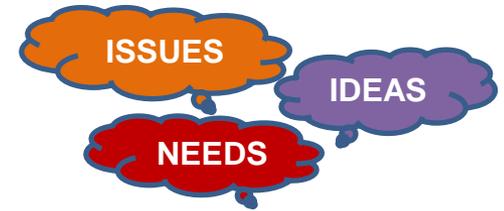
# Background



**IMPROVING** what  
we do every day

- 2003: The initial legislation for comingled yard waste was purposed and passed, but vetoed by Gov. Vilsack.
  - Fugitive emissions were a major concern.
- 2008: Regulatory paradigm for landfill management shifted from diversion to a holistic approach of environmental protection, a.k.a. Environmental Management System (EMS)
- Landfills required to continuously improve in areas of recycling, hazardous waste, water quality, **greenhouse gas reduction**, **yard waste management** and environmental education.
- Major improvement: Focus on operations, materials and systems causing most environmental harm; e.g., household hazardous waste: very low tonnage but extremely high toxicity.

# Re-examining Our Approach



- EMS changes how we approach landfill management. How we operated under diversion might not be best for the environment.
  - EMS means we challenge assumptions.
- Efficiencies and technology of gas collection systems have improved.
  - Capture rates have increased, emissions have reduced.
- We ask again: *What is the best way to manage yard waste from the curb? Separate collection OR comingling yard waste and garbage.*

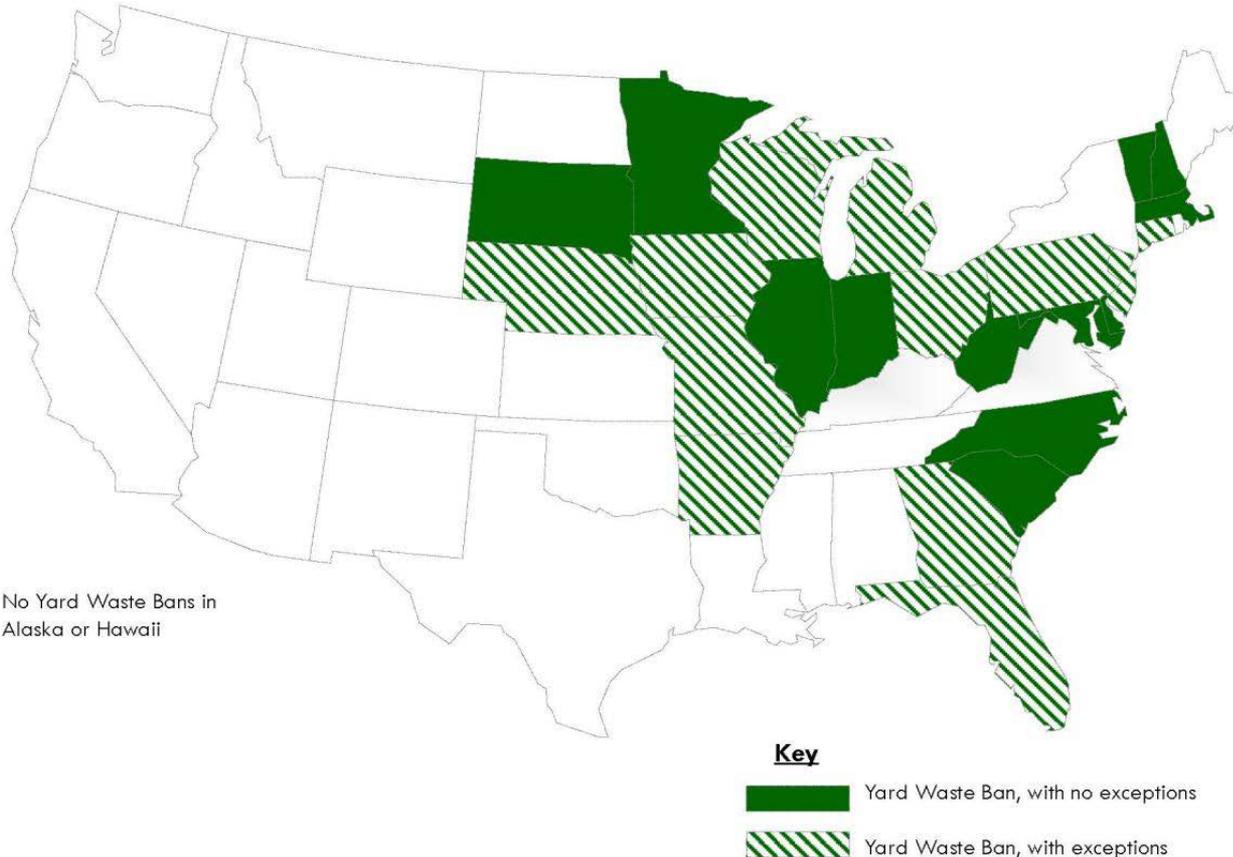


# Information Learned

- Legislation passed allowing landfills with gas collection systems generating renewable energy to accept yard waste; Law effective July 1, 2015.
- Gathered information from: environmental studies, public opinion research and cost analysis. We continue to learn more.
- Haulers are willing to amend their solid waste contracts to provide comingled collection.
- Board set policy: no change in collection in 2016.
- If a transition occurs, all communities making it together will ensure the greatest success.

# Yard Waste Management in Other States

Only 22 states have full or partial landfill bans



- Before IA, GA & FL passed similar legislation allowing exceptions to yard waste ban.
- Just like Iowa, only landfills with gas-to-energy systems are eligible.

In process of contacting GA, FL, OK, and NE learn where switches occurred and what was learned through the process.

# Environmental Impact Comparison

Two studies conclude there is an environmental benefit to comingling yard waste at the curb:

- City of Des Moines contracted Sebesta Blomberg & Associates, Inc – 2008
- Metro Waste Authority contracted SCS Engineers – 2015

Separate Collection	Comingled Collection
Creates a natural soil amendment	Creates electricity
Requires a third, separate fleet of collection trucks	Reduction in trucks reduces greenhouse gas emissions by 11 percent annually
Doesn't consume additional landfill space	Anticipated decrease life of landfill by 15 months (2066 vs. 2067)



+



=

11% annual reduction  
in green house  
emissions

# Environmental Impact

Regardless of how yard waste is collected from the curb, MWA will:

- Continue to compost green waste at Metro Park East Landfill
  - Green waste comes from businesses, landscapers, and residents who self-haul.
  - Compost is used for cover and landscaping at the landfill.
  - Compost will remain for sale in bulk quantities.
  
- Continue promotion of backyard composting and mulching grass clippings.
  - Composting without transportation is the most environmentally beneficial method to manage green waste.

Are residents landfilling yard waste today? Yes

- 19,800 tons of yard waste per year

(2011 Iowa Statewide Waste Characterization Study)

# How Would Comingle Collection Work?

- Solid waste collection is already set up to include yard waste – and to do it year round.
- Treat yard waste the same as garbage. Follow these steps:

## STEP 1:

First, fill your garbage cart with garbage and yard waste.



## STEP 2:

Garbage cart full? Have extra garbage or yard waste? Bag it, box it or bind it and attach a **\$1 Extra Trash Pick Up sticker**.



## OPTIONAL:

Garbage cart routinely full? Consider a second garbage cart.



# Public Opinion

Two studies conclude a majority of residents are in favor of comingling yard waste with garbage at the curb:

- Metro Waste Authority contracted Flynn Wright – 2015
  - 84% of survey responders prefer the comingled collection option.
  - 44% of survey responders put yard waste in the garbage or burn it currently.
- City of Des Moines conducted a survey – 2015
  - 72% of survey responders prefer the comingled collection option.
  - 35% of survey responders do not use the Compost It! program.

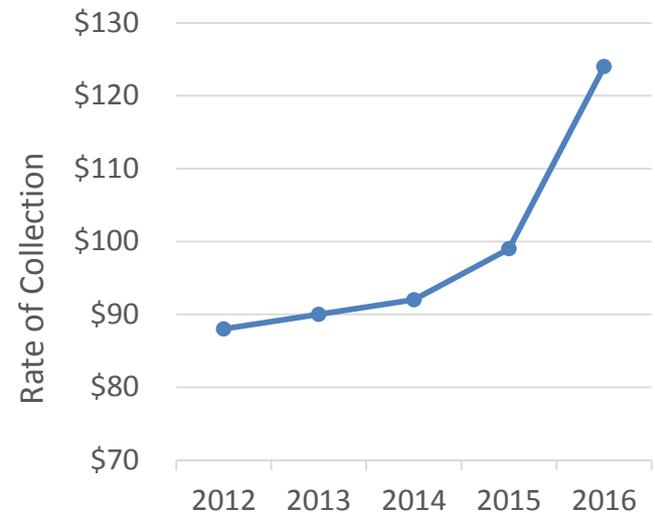
Separate Collection	Comingled Collection
Preference for composting	Convenient
Perception its better for environment	Year-round collection
	Input for renewable energy
	Perception its better for environment



# Financial Comparison

## Compost It! program costs are rising:

- Increasing rates to collect yard waste.
- Substantial financial investments required to maintain a facility to keep yard waste separate.
- Current model doesn't cover collection and processing costs.
- About 33% of residents surveyed admitted to using their garbage cart to dispose of yard waste.



	Separate Collection	Comingled collection
	“Pay as you throw” system Pay for what is collected outside cart.	Partial “Pay as you throw” Flat fee + what is outside cart (like garbage).
<b>Norwalk Rates</b>		
Yard Waste Bags	Avg. resident uses 10 bags/yr - \$12.50 for stickers	\$9.36/yr + extra trash
Yard Waste Cart	\$105/yr + \$60 cart cost	\$84/yr (\$7.00/mo)

# Next Steps

- Collect feedback from City Councils
- Board will determine path forward





**BUSINESS OF THE CITY COUNCIL  
AGENDA STATEMENT**

Item No. 08

For Meeting of 03/31/16

**ITEM TITLE:** Report on Street Repairs and funding

**CONTACT PERSON:** Tim Hoskins, Public Works Director

**SUMMARY EXPLANATION:**

Attached is a spread sheet that provides some clarity on the budget that supports operation costs as well as capital project funding. The "Street Activities" is a breakdown of appropriated funds that go into street related activities. There is \$85,000.00 in the line items that cover the costs of concrete, asphalt, forming materials, joint filling materials and so on. There is another \$19,400.00 that provides chemicals, small equipment, and supplies.

The largest portion of the annual budget goes to salaries and benefits. Another significant cost is the ongoing maintenance and repairs for the upkeep of the fleet of equipment and vehicles. Other more minor segments are snow removal and street cleaning.

Non direct street repair and maintenance costs are in areas of Street lighting and traffic safety \$130,800.00 annually. Beyond that there is the equipment and vehicle replacement program.

Capital projects are individual activities with larger identified spending sources using combinations of grants and road use tax funds, most often from the road use tax reserve fund.

<p>_____ Resolution _____ Ordinance _____ Contract _____ Other (Specify) <u>discussion</u></p> <p>Funding Source: _____</p> <p>APPROVED FOR SUBMITTAL _____</p>
---

**STAFF RECOMMENDATION:** Discussion and information only.

### Street Activities

Activity	Fund	Operations	Administrative	Transfers	Other	Total	
Street Repairs	RUT	104400				104400	directly applied to street repairs
Staffing	RUT		365800			365800	labor, benefits, staff development
Equipment	RUT	167500				167500	equipment repairs, operations, fuel
Transfers out	RUT			86198		86198	FY 15-16 318500
Snow & Ice Control	RUT	54000				54000	equipment costs & supplies
Street Cleaning	RUT	14800				14800	equipment costs & operations
<b>TOTAL</b>		271900	365800	86198	0	723898	

### Non Street Activities

Street Lighting	RUT	1200	1200		127500	129900	power costs
Traffic Safety	RUT	900				900	operations
<b>TOTAL</b>		2100	1200		127500	130800	

### Misc. Duties

Public Works	General	40300	7200		600	48100	right of way maintenance/mowing, trimming, trees
Animal Control	General	300	1500		400	2200	dog pickup, housing, transport
<b>TOTAL</b>		40600	8700		1000	50300	

### Capital Projects

Hwy 28 Corridor Study	Grant/RUT	45000					Traffic Engineering Assistance Program by the DOT
Hwy 28 street scape	RUT	10000					expansion of the flower plantings
Street Lights Wakonda	Grant/RUT	500000					potential intersection traffic control signals
Overlay	RUT	20000					2" mill and overlay--will do about 1 block
Ash Tree Removal	RUT	23000					contracted portion removals/approx. 50 trees
50th Ave Bridge	RUT	180000					bridge deck, approach, and support repairs
<b>TOTAL</b>		778000					

### Equipment

Truck	RUT	75000					rehab of existing chassis
1-ton	RUT	55000					vehicle replacement
<b>TOTAL</b>		130000					



**BUSINESS OF THE CITY COUNCIL  
AGENDA STATEMENT**

Item No. 09

For Meeting of 03/31/16

**ITEM TITLE:** Report from Waters Edge on the overall status of the swimming pool.

**CONTACT PERSON:** Tim Hoskins, Public Works Director

**SUMMARY EXPLANATION:**

Michael Fisher, P.E. from Waters Edge Design has made an onsite visit of the pool to assess its condition in an effort to provide the council with information needed to start the decision making process to move forward with the future of the facility. His report is attached along with general recommendations.

\_\_\_\_ Resolution \_\_\_\_ Ordinance \_\_\_\_ Contract \_\_\_\_ Other (Specify) \_\_\_\_\_

Funding Source: \_\_\_\_\_

APPROVED FOR SUBMITTAL \_\_\_\_\_

**STAFF RECOMMENDATION:** Discussion and provide direction.

## **Norwalk Aquatic Center Evaluation Report**

***Norwalk, Iowa***

March 24, 2016

By Michael J. Fisher, P.E.

### **Background**

Michael Fisher, a Professional Engineer from Water's Edge Aquatic Design visited the Norwalk pool facility on March 10, 2016 to review the pool, bathhouse, and pool mechanical components and to speak with operating staff. This report summarizes the findings and offers opinions on improvements for the facility.

This facility was constructed in 1991 and consists of three pools (main pool, plunge pool, and baby pool) a bathhouse and a filter building.

The purpose of this report is to convey the findings of the evaluation of the Norwalk Aquatic Center. And based on these findings, identify the deficiencies that could prevent safe and efficient operation of this facility for the upcoming 2016 swim season as well as the deficiencies that should be addressed for continued operations for another 10 years.

### **Standards and Guidelines Summary**

This report focuses on the physical condition of facility, but also compares the existing facilities to current state, federal and international design standards, guidelines, and building codes where necessary. Following is a list of the major regulations, codes, and standards that are of consideration in this report.

- Swimming Pool Rules by Iowa Department of Public Health (IDPH)
- Federal Virginia Graeme Baker Pool and Spa Safety Act (VBGA)
- The Americans with Disabilities Act (ADA)

The most applicable swimming pool health department standard is from the Iowa Department of Public Health, as well as the VBGA- which was passed in 2008 requiring all public swimming pools meet minimum safety standards pertaining to submerged outlets.

ADA requirements were originally passed in 1990; however, recreations facilities, such as swimming pools, were not specifically addressed. In 2004, guidelines addressing recreational venues were published. In 2010, the 2004 guidelines were officially signed into law by the U.S. Department of Justice.

## **Basic Description of Existing Facility**

### *Basic Pool Data:*

- Main Pool: 4,540 S.F. water surface area, 300 L.F. perimeter, 130,260 gallons, 425 gpm recirculation flowrate, depths varying from 0 to 10’.
- Plunge Pool: 377 S.F. water surface area, 84 L.F. perimeter, 8,565 gallons, 74 gpm recirculation flowrate, depths varying from 2’-10” to 3’-6”.
- Baby Pool: 490 S.F. water surface area, 78 L.F. perimeter, 1,730 gallons, 33 gpm recirculation flowrate, depths varying from 0” to 8”.

The Main Pool consists of a zero-depth entry at the north end and a diving well at the south end. In the middle is an area designed for lap swimming. The pool has a raised-deck gutter with PVC grating and is designed for in-pool surge. Surface is a plaster coating. Features include a 1 meter diving board. Ladders, an ADA lift, and portable lifeguard chairs are also components included in this pool. The pool includes underwater lighting. Water remained in the deeper portions of the pool during observations.

The plunge pool consists of a rectangular basin with raised-deck gutter with PVC grating. It too is designed for in-pool surge and has a plaster surface. A waterslide enters at the north end and stairs along the south end. The surface between the deck and the gutter grating has ceramic tile. Water covered the bottom at the time of observation.

The baby pool is a small round basin with zero-depth entry around the perimeter. A concrete dolphin spray feature is at the edge of the pool and a PVC pipe spray feature is at the center.

The deck around the pools consists of broom-finished concrete. Four light poles with 2 fixtures each provide for overhead lighting. Underwater light transformers are also placed on the deck at the deck perimeter. The perimeter fence is 6 foot tall, some fence with galvanized finish and some with PVC coating. There is a 4 foot tall interior fence separating the concessions area and the baby pool from the rest of the facility.

The pool water treatment systems consist of three horizontal sand filters for the main pool, and single vertical sand filters for each of the other two pools. Horizontal centrifugal pumps are floor mounted above the pool water level along with strainer baskets. Pool heaters are included within the two larger pool systems. A calcium hypochlorite system provides disinfection for each of the three systems. The water treatment system for the baby pool has not been in operation for some years. The water feature pump on the baby pool has been disconnected from the piping. Water fill systems include both manual feed and an automated water feed system for each pool.

The filter building consists of a masonry wall construction on one end with the majority of the wall construction being wood. The building has a chemical room, filter room, and a storage room. The roof structure is wood with composition shingles.

The existing bathhouse includes a male restroom, a female restroom, a lifeguard restroom, a manager office, admissions/lifeguard room, a concessions room, and other utility rooms. The roof structure is wood with composition shingles. The walls are concrete masonry units. The floor is concrete.

### **General Summary and Considerations**

The main pool basin and plunge pool basin are both in good shape overall. There are some relatively minor repairs that need to be made such as repairs to a few areas of delaminated plaster surface and tile replacement. Simple bolt-on type features could certainly help the pool to be more attractive with more modern trends. The waterslide appears to be in good shape, with some attention to the metal support structure.

The baby pool could be restored, but the extent of construction to do so may not be worth the value to the public for only 10 years, especially since the main pool has zero depth already. A more costly renovation of this area could include a sprayground. A lower cost option for dealing the baby pool would be to remove it and the adjacent deck and replace it with a grass deck. Grass decks are a welcomed trend in today's aquatic facilities.

The concrete pool deck is also in good shape overall, but could use some minor repairs. There's a good chance that the deck drainage issue could be resolved without extensive replacement of the trench drain system, but with a focus on the drain path after leaving the pool facility. Original design did not connect the drain discharge to a storm sewer system. Current lighting is likely inadequate for night swimming.

The issues associated with the pool mechanical systems are probably the major issue with this facility. Operations could be made much simpler with having pumps located below water level so that they don't need primed. While the filters are rated to handle the flows required, a larger size filter would do so with less hassle and more effectively filter. Replacement of the chemical feed systems and controller with a more operator friendly and safer one would help operations. New, more efficient pool heating systems will be much less challenging to operate and will reduce utility costs. The backwash waste is believed to flow into the nearby stream in lieu of the sanitary sewer system. This is likely not acceptable unless permitted with DNR.

The building structures are in need of some typical periodic maintenance – replace select plumbing fixtures, replace rot, paint and re-roof. The bathhouse is has plenty of overall square footage, but could function better for the staff and for the patrons with some internal renovations such as expanding concession storage, create a corridor entrance, add lockers, create family change room, include mens shower partitions, and include new admissions, office, and lifeguard rooms.

### **Recommended specific modifications to be performed for the 2016 swim season**

#### ***Pool Water Treatment Systems***

- The primary pool chemical treatment system currently used is a Calcium Hypochlorite based system (Pulsar). Treatment using calcium hypochlorite (“solid”) is generally more costly and labor intensive than other forms (liquid and gas) of treatment using chlorine as the source disinfectant. The current system is in need of replacement, so replacement with a more efficient form of a disinfection chemical system is recommended prior to the 2016 swim season. Sodium hypochlorite (often referred to as bleach or liquid chlorine) is the most common disinfection used for municipal pools as it is more effective than calcium hypochlorite and safer for the operators than gas chlorine and calcium hypochlorite. It requires bulk storage tanks and an appropriate chemical feed pump to inject into the pool piping. Also it will require a pH balance chemical such as Muriatic Acid, which also require a bulk storage tank and a pump. (Note that the chemical room floor drain appears to go to storm sewer instead of sanitary – so secondary containment of the chemicals is recommended and could be accomplished by double wall tanks.) Enhancements to the chemical room ventilation system will need to be performed to accommodate the more corrosive environment that these chemicals introduce.
- Potable water is added to the pools by operating existing valves located in the chemical room. One of these manual PVC valves and one of the automatic water feed systems is not functioning properly and should be replaced prior to the start of the next season.
- The existing plunge pool heater flue has come apart and should be fixed prior to operation.
- Replacement hardware on the strainer basket of the waterslide pump have degraded and should be replaced prior to the upcoming season.
- The electrical disconnect panel for the slide pump is not secure to the wall and should be secured with stainless hardware prior to the 2016 season.
- The baby pool system has not been in operation for a number years primarily due to offsets within the pool and deck slabs. Restricting the access to the baby pool by the public continues to be a reasonable option and therefore no changes to baby pool system.

### ***Pool Structures***

- The baby pool has been closed to the public and has significant offsets at the surface of the pool/deck that are trip hazards. Obviously, vertical movement of the slabs at these joint has occurred, likely due to settlement of the subgrade. Gutter grating has been broken and is hazardous. The pool has two spray features that physically appear to be safe for operation. It is recommended to continue to deny patrons access to this baby pool for the 2016 swim season.
- Both the plunge pool and the main pool have floor and wall inlets that are missing diffusers and orifices, respectively. These should be replaced prior to operation.
- The structural integrity of the pool gutter grating has been compromised in some areas and needs to be replaced prior to the next swim season.
- One of the pool caulk joints has been compromised and should be re-caulked to reduce the potential for pool leakage during the upcoming season.

### ***Bathhouse and Filter Building Structures***

- Ventilation of the Filter Building is inadequate for combustion air for the pool heaters. And forced ventilation should be installed in the chemical room to remove the more concentrated chemical laden air. Ventilation should be addressed prior to operation of the pool heaters and delivery of chemicals.
- Chemical warning signage on the exterior of the filter building are inadequate and should be addressed prior to chemical delivery.
- A light on the motor starter panel for the slide pump is missing, leaving a hole in the face of the panel. A new light should be installed or the hole plugged prior to operation.
- A fan has been set up to circulate air across the motor starter panels in order to keep the electrical systems operating. An electrician should check to see if the thermal overload protection settings of the panels can be adjusted to allow operation at a higher temperature. If not, the fan will still be needed to cool the panels for the coming swim season.
- The roll-up door at the entrance window of the bathhouse has been problematic to staff when it is raised too high. Custom stop hardware could be installed to limit the height that the door can raise.

### ***Pool Deck and Site***

- Much of the chainlink fence within and around the perimeter of the facility has open selvage at the bottom and there's a notable gap between from the fence fabric to the deck surface. This could allow punctures to feet that get under the fence fabric. The fence fabric should be lowered to reduce and/or eliminate the gap prior to allowing patrons in the facility.
- The metallic edge on some of the waterslide step treads has corroded to the point that it has sharp edges. Removal of the corroded metals, rounding off any sharp

edges, and applying a protective coating should be performed prior to allowing patrons to use the slide.

- One of the PVC conduits to an electrical box above the deck along the perimeter fence is broken, exposing the wiring within. This conduit should be repaired before allowing patrons near it.
- Lighting for use of the facility after dark appears to be inadequate based on the apparent size and quantity of overhead light fixtures. Verification of the light levels on the deck and at the water surface should be verified with a light meter. Electricians often have light meters and could take readings. Recorded readings should be compared to the Iowa Department of Public Health (IDPH) requirements. Swimming after dark should be restricted until light levels are confirmed to be adequate. Light fixtures have been removed at the front entrance of the bathhouse.
- There are a few locations within the deck that there are offsets at deck joints. These can be a trip hazard, toe-stubber, and restrict deck drainage. At a minimum, these offsets should be ground down prior to allowing access by the public.
- Some trench drain grates in the deck are broken and should be repaired prior to the 2016 swim season.
- The trench drains do not drain quickly enough and should have the trench drain discharge piping cleaned out to prevent ponding on the deck.
- Additional painted-on depth/warning markings should be added around the perimeter of the pool in order to meet requirement of the IDPH. Depth markings shall be spaced at no more than 20 feet, “no diving” markings shall be at no more than 25 feet, and “max. depth” marking should be added.
- The existing 1-meter diving board does not have enough pool water depth for its continued use by the public based on the minimum depth requirements of the state of Iowa. However, it appears that the existing depths would accommodate a 2/3 M board.

### **Recommended specific improvements for an additional 10 years of facility operations.**

#### ***Pool Water Treatment Systems***

- Replace filters, pool heaters, pumps, pump motor starters, strainers, chemical controllers, valves, flowmeters, associated piping, and associated electrical.
- Install a pump pit.
- Install a backwash tank (for new sand filters)
- Install new manual fill and auto-fill systems
- Install additional pipe supports to existing piping that remains
- Install labels to the pool mechanical components.
- Test recirculation piping associated with the plunge pool due to the current need to frequently add water.

#### ***Pool Structures***

- Route out and caulk pool joints.
- Install hydrostatic relief valve in floor near to where the existing floor joint caulk is regularly compromised.
- Check electrical bonding in embedded metallic pool embeds.
- Check underwater lights for broken conduits.
- Replace plunge pool tiles with new.
- Replace zero-depth grating.
- Repair plaster coating where delamination is occurring and where evidence of rebar near to the surface occurs.

#### ***Bathhouse and Filter Building Structures***

- Paint bathhouse and filter buildings and replace rot.
- Replaced all shower fixtures.
- Add ADA showers (w/bench).
- Replace most electrical work within the filter building to accommodate new equipment.
- Tuck-point columns and some areas of exterior walls.
- Add weeps at bottom of block walls
- Clean and seal exterior surfaces of block walls
- Install new shingles on roofs of buildings
- Replace domestic water heaters.
- Install ceiling in guard room or barrier to womens room to provide security to womens room.
- ADA room signage
- Paint interior walls and doors.

#### ***Pool Deck and Site***

- Replace slabs (or possibly mud-jack) settled front entry slabs.
- Remove baby pool structure and replace with grass deck.
- Add sunshades around deck.
- Replace trench drains and/or extend drain discharge piping to daylight.
- Sandblast and paint slide structure.
- Route out and caulk deck joints.
- Touch-up black chain link fence.
- Replace lifeguard seats with new.
- Adjust 4' tall chainlink fence fabric where bent.
- New overhead lighting if night swimming is desired.
- Patch areas of spalled/cracked concrete in deck.
- Check electrical bonding in deck items near to pool.
- Remove corrosion and re-paint slide tower.



**BUSINESS OF THE CITY COUNCIL**  
**Council Study Session**  
**March 31, 2016**

Item No. 10  
For Meeting of 03/31/16

ITEM TITLE: Discussion of COLA and Merit Increases

CONTACT PERSON: Jean Furler, Finance Director

SUMMARY EXPLANATION: Staff is seeking direction regarding Cost of Living Adjustments (COLA) for employees effective July 1, 2016. The COLA amounts included in the FY17 budget are 2% for union employees (per the negotiated contracts) and 3% for all other employees. In addition, some employees are up for merit increases per department head approval. In some cases, an employee may receive an increase upon 6 or 12 months of service based on an agreement upon hire.

A merit (as its intended) is generally given to an employee who has performed above and beyond the normal job duties. Examples include; 1) additional job responsibilities outside what might be considered expected or fall under the “other duties as required or assigned” in job description language, 2) the city incurs a savings or realizes efficiencies due to the nature of the skills the person brings to the job, 3) recognizing leadership qualities and new ideas/concepts improving efficiencies with the city. However, in reality and in many workplaces increases are given without a thought. Right or wrong, often times it is an automatic. The county gave 3% merit increases every other year in addition to COLA. Indianola gives annual merits based on a schedule in addition to COLA. I’m not advocating or disagreeing either way just attempting to provide as much information as possible.

Attached are the red-lined job descriptions requested at the last meeting. The increased responsibilities of the positions have been an on-going process since at least 2012 and not an overnight change. I have been on staff for only four months however the skill sets required of the job descriptions as currently written versus the skill sets the city is actually receiving from these individuals is immeasurably different. The department heads for the following positions recommend approval of the updated job descriptions and compensation to more accurately reflect their current duties.

Amy has been asked and willingly agreed to do more communications/marketing for the city and in turn developed those pieces of her position to a more professional level, which provides a greater benefit to the city. As part of that, there is now stronger uniformity and continuity among departments. This builds communication within as well as in the community and that should be deemed valuable. It is simply not just posting and deleting information on the city’s website as the position calls for. The city is saving a lot of money because we no longer need to hire an agency to do any design or communication work. In addition, Amy is asked and agrees to help all departments with advertorials, marketing and education regarding community projects. Her advanced computer and writing skills provide improved quality of the end project.

Jo continues to do-it-all in utility billing while the city grows and develops. She has worked closely with residents for years. According to other staff she is handling more accounts with the same personal attention that she always has. Plus she has developed great working relationships with public works, bridging communication that was lacking between the water and building inspection departments. One of the best examples I can give you for Jo is that she implemented the income offset program which allows the city to recoup delinquent utility funds by capturing state refunds from those former account holders. To date, the city has recouped approximately \$15,000 since this program started.

Jamie continues to step up to the plate in any capacity asked. During many periods of transition she has taken on increased job roles so that gaps in service did not or do not occur. Jamie understands the value of administrative support systems and demonstrated such providing support to the City Clerk and City Manager in the absence of a Finance position. Since December, she has learned accounts payables and has taken over these responsibilities entirely. This is a process that involves processing several million dollars in claims per year. She is learning the payroll process serving as first backup to the City Clerk. In addition, her job truly has changed from part-time Administrative Assistant to full time Deputy City Clerk (see attached).

Shelley is the face of the Community Development Department and has been for several years. As you can see by her red-lined job description her responsibilities have changed considerably. Shelley is well trained, educated and professional in all aspects of her job. This position supports the Community Development Director, City Planner, Chief Building Official and Inspector as well as the Public Works Director. Wade and his department could add much more than I; however it is apparent the city has grown and will continue to grow and that department is the initial contact with residents and developers interested in Norwalk.

Finally, the personalities, professionalism and friendly smiles when citizens walk in is (in my opinion) the most valuable quality a person can bring to an organization. I can honestly say these four people are consummate professionals and truly care about their work and the Norwalk community.



## SEGREGATION OF DUTIES

### **Utility Billing**

Utility rates are set by the Public Works Director, through recommendation of the Utility Advisory Commission and approval of City Council, prior to any rates being entered in Incode, the utility billing system. Rates and changes are input by the Utility Billing Clerk and are reviewed by the Finance Director.

The Utility Billing Clerk downloads water meter readings from the handheld readers into Incode to start the bill calculation process. The Utility Billing Clerk then reviews to find any unusual bills (i.e. high consumption, negative reads, etc.)

Bills are sorted for statement billing and mailed by the Utility Billing Clerk, on or about the twelfth of each month.

The Clerical Utility Clerk is the first back up for the Utility Billing Clerk duties and the Finance Director is the second back up.

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(rates approved / rates entered / bills processed – each step is assigned to a different position)

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### **Revenue/Receipts**

All revenue received is entered at the City Hall front counter. The exceptions to this rule are monies collected in Development Services, at the Library and at the Public Safety building; and automatic deposits to our bank account. Those automatic transactions are input via journal entry by the Finance Director at the end of the month.

The Clerical Utility Clerk is the primary person to enter revenue into the computer system at City Hall. The Utility Billing Clerk and Deputy City Clerk serve as back up to the front counter at City Hall.

When unusual revenues are received, the Finance Director is consulted to determine the correct place to code the revenue.

Each group of revenue received is in a "batch", which gets reconciled to the computer system the next day when the drawers in each department are balanced and deposits are prepared.

City Hall's cash drawer is balanced by the City Clerk and a deposit is prepared by the Deputy City Clerk. All bank deposit slips are returned to the Finance Director for reconciliation at the end of the month.

The Utility Billing Clerk is the first back up for balancing the drawer at City Hall and the Deputy City Clerk is the second back up.

The Utility Billing Clerk is the first back up to prepare the deposit and the Clerical Utility Clerk is the second back up.

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(enter payments / balance receipts / deposit revenue – each step is assigned to a different position)

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## **Investments**

The City's current investments lie solely in Certificates of Deposit. Each CD is bid out by the Finance Director. The highest bid is determined by the City Manager, who directs the Finance Director to contact the financial institution and set up a CD. This is done the same day as the bid.

Depending on what bank the CD is placed at determines how the funds are moved to fulfill that CD. At our primary bank, City State Bank, the City Clerk signs a withdrawal from the account to be transferred over to the CD account. If the funds are with Community State Bank, a wire transfer is used and generally requires two signatures. The City Clerk and the City Manager complete this action.

Once the CD is setup, the CD is brought to City Hall to be accounted for in the system and for copies to be made. Then, the Finance Director puts the CD in the City lockbox, at City State Bank, until it is matured.

When CD's are matured, the Finance Director has the City Clerk deposit them into the primary bank account; or transfers them, depending on when a new CD is opened.

The Finance Director reviews all investments during monthly bank reconciliation and lists all investments on the monthly Treasurer's report, which is reviewed by City Council.

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(request bids / designate bank / set up account / withdraw / deposit / monitor – process has multiple positions involved throughout)

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### **Disbursements/Expenditures/Payables**

Individual departments may make necessary purchases for their needs. Turning purchase orders, receipts and invoices in to the Deputy City Clerk for entry into the accounting system, Incode.

Per the City of Norwalk Purchasing Policy (exhibit H in the 2015 Employee Handbook Personnel Policy Manual), Department Directors can approve unbudgeted purchases up to \$1,000. The City Manager may approve purchases \$1,000 - \$5,000. Purchases over \$5,000 are approved by City Council on the Consent Agenda.

The City has also issued credit cards to Department Directors, Assistant Directors and the Building Official for use when needed. These expenses are coded the same as any other expenditure and receipts/invoices are turned in to the Deputy City Clerk to be entered and included on the claims list for City Council approval.

The claims list is reviewed by the City Clerk and prepared prior to regular City Council meetings for approval at that time. Council may request additional information regarding a claim. The day following council meetings, the Deputy City Clerk prints checks for all approved claims for the City Clerk to sign. The Deputy City Clerk then attaches copies, sends out checks and files stubs.

The Finance Director approves the monthly bills, which are entered and processed by the Deputy City Clerk; and signed by the City Clerk.

Petty cash reimbursements, which require a valid receipt, are processed by the Deputy City Clerk. The Finance Director reconciles the receipts and requests the Deputy City Clerk print a check, signed by the City Clerk, to replenish the funds when necessary.

The City Clerk is the first back up for accounts payable and the Finance Director is the second back up.

The City Manager is the first back up for signing checks and the Mayor is the second back up.

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(submittal / claim entry / approval / signing / disbursement – process has multiple positions involved throughout)

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### **Journal Entries/Month End Balancing**

Almost always, journal entries are performed at the end of the month to record certain items that are not entered throughout the month, mainly due to unusual automatic deposits in our bank account or automatic withdrawals. The Finance Director inputs all journal entries, and the City Clerk reviews journal entries prior to posting.

The results are submitted to City Council in the form of Financial Commentary, Financial Summary spreadsheets and Monthly Treasurer's reports.

The Finance Director reviews the Revenue/Expenditure report each month. The bank reconciliation is performed by the Finance Director with assistance from the City Clerk.

The City Clerk is the first back up for journal entry and bank reconciliation with assistance from the Deputy City Clerk.

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Reporting practices provides many opportunities for review by several sources throughout the process

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### **Human Resources/Payroll**

The Finance Director is responsible for Human Resource duties. The City Manager and Department Directors are responsible for hiring. The exceptions being council appointment of the City Manager and City Clerk.

Once an employee is hired, the Finance Director collects necessary paperwork from the new employee and sets them up in the system; and with insurance needs, as necessary.

The Finance Director is responsible for entering all pay rates and raises into the payroll system, Incode.

Timesheets are approved by the Department Directors and submitted to the City Clerk for entry in Incode. Once everything is entered, a calculation report is

run and checked over by the Finance Director. Checks are then deposited/printed by the City Clerk and signed by the City Manager.

The Deputy City Clerk is the first back up to payroll entry and the Finance Director is the second back up.

The Mayor is the first back up for signing payroll checks and the City Clerk, with review by Deputy City Clerk, is the second back up.

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(setup / submittal / time entry / approval / signing / disbursement – process has multiple positions involved throughout)

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Clerical/Utility Clerk-Communications Specialist

City of Norwalk, Iowa

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Adopted Date:  
FLSA Status: Non-Exempt  
Job Status: Full Time  
Residency: None

Department: City Hall  
Reports To: Finance Director  
Pay Range:

**Purpose of Position:** Under general supervision of the Finance Director, performs a variety of administrative and clerical duties. Serves as person with primary responsibility for the daily financial transactions including receipt of payments ~~and bank deposits~~. Responsible for maintaining standards of excellence in all facets of customer service and support for other staff members.

**Essential Duties of Position:** Job functions are identified. Job functions may be expanded, reduced, reassigned, combined or changed by the City of Norwalk through its personnel activities. The following items are examples of the types of job functions associated with this position.

- Receives payments for fees, permits, licenses, utility connections, utility bills, etc.
- ~~Balances daily collections and disbursements and prepares daily cash reports.~~
- ~~Prepares totals and balances bank deposits.~~
- Serves as customer service representative assisting customers, guests or walk in traffic.
- Assists in answering the telephone directing calls to appropriate staff.
- Develops and manages the writing, design, and production of monthly City of Norwalk Newsletter.
- Manages the City of Norwalk website, including content and vendor relationships relating to the site.
- Writes news releases, develops story ideas, and writes copy to promote the City of Norwalk and its programs and services.
- Designs, writes, and distributes City of Norwalk brochures, newsletters, flyers, fact sheets, and briefing papers for internal and external customers.
- Assists other staff by providing communications expertise related to special projects, promotions, workshops, etc.
- Initiates media contacts and responds to media inquiries; serves as one of the City's official spokespeople with the media; develops, writes, edits, and distributes media materials.
- Develops communication strategies for effective promotion of City programs and services.
- Processes permits, licenses and certain applications.
- Serves as the primary back up for the Utility Billing Clerk in the Water Department
- Prepares miscellaneous bills to customers.
- Performs administrative support during absences of regular support staff or as

assigned; utilize cross training to assist in this support.

- ~~Assembles City newsletter including collection of data in coordination with departments.~~
- ~~Scan documents into Laserfiche.~~
- Type letters, forms, reports, etc.
- Assists with other clerical and office work as necessary. .
- Comply with all safety rules and attend safety training as directed.
- Perform other duties as apparent or assigned

**Required Knowledge, Skills and Abilities:**

- Thorough knowledge of clerical accounting practices.
- Good knowledge of office terminology, procedures and equipment.
- Good knowledge of business arithmetic.
- Ability to handle the Cities daily financial transactions including receipt of payments and bank deposits.
- Ability to perform a wide variety of clerical financial tasks.
- Ability to prepare various reports, which require the use of independent judgment.
- Ability to deal courteously and tactfully with the public.
- Ability to deal with customer complaints in a mature and responsible manner.
- Ability to be trained in Accounts Payable, Payroll and Utility Billing.

**Minimum Training & Experience Required to Perform Essential Job Functions:**

Graduation from high school or GED equivalency and two years of general office experience involving the keeping of customer records, customer service, public contact and office equipment operating. College course work may be substituted for experience.

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions.**

Physical activities: Sitting, fingering, grasping, feeling, talking, hearing, reaching, kneeling, repetitive motions.

Physical characteristics of the job: Sedentary work exerting up to twenty-five (25) pounds of force occasionally and or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects and at times irregular work hours.

Environment characteristics: Work is performed in an office environment. The job requires sitting for extended periods of time and work may expose the employee to visual strain, sometimes-unpleasant social situations and a fast paced work environment. Assignments could include occasional travel, work outside the office and participation at meetings.

Cognitive Demands, Skills and Abilities: Complete working knowledge of standard practices, methods, and equipment used in an administrative office. Equipment operated includes: network computer, personal computer, computer printer, scanner, general office equipment, typewriter, calculator, postage machine, telephone, fax machine, copy machine.

Language Ability and Interpersonal Communications: Requires effective communication skills and the ability to provide assistance to employees. Requires the ability to speak the English language clearly, distinctly and effectively with citizens and other employees in normal settings. Read English and compare similarities and differences between words and numbers, apply common sense knowledge to processes and procedures and be able to follow written, verbal or visual information.

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

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.

**City of Norwalk**  
**Job Description and Specifications**

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

Reports to: City Clerk  
FLSA Status: Non-exempt  
Date:  
Pay Range: On file with the City Clerk

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Job Function:

Under general administrative direction of the City Clerk, Deputy City Clerk, performs administrative, financial, office and clerical duties which require accuracy, proficiency, confidentiality and independent judgment. Responsible for maintaining standards of excellence necessary to ensure compliance with local, state and federal regulations. Provides services to the community and support to staff members and elected officials in the most effective and efficient manner. Performs other duties as may be required.

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Equipment Used:

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

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Principal Duties and Responsibilities:

- General accounting/bookkeeping activities related to accounts payable and data collections including entry of municipal information that provides for adequate segregation of duties.
- Prepares and schedules vendor claims for approval by the Council; prepares checks/warrants for payment and distribution to vendors.
- Oversees petty cash disbursements per the City of Norwalk purchasing policy.
- Assists in the collection and reconciliation of daily revenues; prepares bank deposits and enter balance sheet data.
- Assists with telephone support, directing calls to appropriate staff; customer service at the counter, addressing citizen inquiries, comments or complaints; communicate with citizens and other employees personally, over the telephone or in writing.
- Assists in locating information for citizens, department heads, other employees or consultants as necessary.
- Indexes and Laserfiches signed ordinances, resolutions and contracts in coordination with City Clerk.
- Maintains record of required publications.
- Processes certain permits, licenses and applications as directed by City Clerk.
- Prepares monthly, quarterly and annual reports.
- Assists City Manager and other departments as requested.
- Attends Council meetings or other meetings as assigned.
- Attend workshops and seminars as approved to further develop knowledge, skills and abilities.
- Performs and fulfills the day-to-day functions of the City Clerk in his/her absence; including being the first backup to payroll processing as required.
- Performs related office support tasks during absences of regular support staff as assigned.
- Comply with all safety rules and attend safety training as directed.
- ~~Data entry for budgetary and related reports necessary for city financial information including the preparation of budgetary and other fiscal reports.~~
- ~~Gather and assemble materials prior to and after City Council meetings; prepare City Council minutes.~~
- ~~Record Ordinances, Resolutions and bond proceedings; processes bond information/payments; prepare records for newspaper publication.~~
- ~~Serve as primary representative for all public employees' health insurance claims, questions, coordination and staff support for the program.~~
- ~~Develops reports for city staff based upon financial transactions associated with the position and may provide statistical or operational reports, to specific requests from the City Administrator or other department heads.~~

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Entry Requirements and Skills:

Graduation from high school or GED equivalency and four years of general office experience involving the keeping of accounting records, public contact and office equipment operation. College course work may be substituted for experience.

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.

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Required Special Qualifications:

- Knowledge of basic bookkeeping and accounting procedures as related to the receipt and disbursement of funds.
- Strong organizational and detail-oriented skills.
- Ability to set up, maintain and retrieve municipal files accurately and consistently.
- Effectively using information technology including specialized municipal financial software.
- Ability to follow written, verbal or diagrammatic instructions with several concrete variables.

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Working Conditions:

- Works indoors in an office setting.

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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: **Utility Billing Clerk** **Utility Billing Manager**  
Department: Administration  
Union Statue: Non-Union  
Residency Requirement: Must live  
within 30 minutes response time area

Reports to: Finance Director  
FLSA Status: Non-exempt  
Date:  
Pay Range: On file with the City Clerk

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Job Function:

Under general supervision of Finance Director performs job duties associated with the administrative and financial records of the municipal utilities. The job will require mathematical abilities, account management and support that requires a commitment to customer service. A working knowledge of utility billing software, the ability to plan and organize a comprehensive and ongoing review including the coordination of meter reading, billing, scheduling and conducting municipal utility operations. The position is also designed to implement procedures initiated by the City auditors.

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Equipment Used:

General office equipment and handheld meter readers for the purpose of retrieving billing data.

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Principal Duties and Responsibilities:

- Prepare, enter, receipt, reconcile and keep updated customer accounts for the financial administration of the city for the utility consumer.
- Coordinate work related activities associated with the water department and financial administration of the city as required by policy or ordinances of the city or state.
- Prepare utility books/worksheets, including work orders for water maintenance and the monthly reading of water meters that are incorporated into the city system or as contracted for by neighboring utilities.
- Enter numerical readings into computer for analysis and preparation of monthly bills and updates, changes, notifies delinquencies and terminations of service, printing and preparation of bills for delivery to the postal service.
- Monitoring of all activities associated with utility data programming for internal and external review and coordination with municipal cash flow and financial status.
- **Communication to haulers for garbage and compost services.**
- **Assist with animal licensing.**
- Coordination of activities leading up to the preparation of timely deposits; delivery of same to appropriate financial institution and backups receipting and related activities to the billing process.
- Completion of all necessary account posting and reconciliation's to keep the system updated and in compliance with auditing comments and development of audit trails.
- Receive in person or other forms of communication inquiries and complaints related to the utility billing; be able to respond to the customer or refer to the appropriate staff person, all such activities based on current State of Iowa policies or ordinances.
- Complete all necessary administrative utility duties in an efficient and timely manner.
- Prepare financial, statistical or other operational reports when assigned or directed and assists various city officials in data collection for projects.
- Knowledgeable of various city and state codes and general office operations and work to gain knowledge of other city data processing programming.
- Serve as secretary to the Utility Advisory Commission and assist as need to fill in for other city boards and commissions.
- Telephone support; customer service at the counter, addressing citizen inquiries, comments or complaints; communicate with citizens and other employees personally, over the telephone or in writing.
- Attend workshops and seminars as approved to further develop knowledge, skills and abilities.
- Comply with all safety rules and attend safety training as directed.
- Performs related office support tasks during absences of regular support staff or as assigned; utilize cross training to assist in this support. Perform other duties as apparent or assigned.
- **Monitor and enter Income Offset collections for the City, including Water Department and Fire Department**

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Entry Requirements and Skills:

Graduation from high school or GED equivalency and four years of general office experience involving the keeping of accounting and consumer records, public contact and office equipment operation. College course work may be substituted for experience.

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.

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Required Special Qualifications:

- Knowledge of basic bookkeeping and accounting procedures as related to the receipt, posting and disposition of customer accounts.
- Strong organizational and detail-oriented skills.
- Ability to set up, maintain and retrieve municipal files accurately and consistently.
- Ability to follow written, verbal or diagrammatic instructions with several concrete variables.

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Working Conditions:

- Works indoors in an office setting.

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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.**

## Community Development Clerk

City of Norwalk, Iowa

### Job Description and Specifications

Job Title: Development Services Coordinator

Department: ~~Community Dev/City Administrator~~ Development Services

~~Adopted~~ Date: ~~Amended~~

Reports to: ~~Community Development Director~~ Director of Planning & Econ. Dev.

~~6/5/03~~ FLSA Status: Non-Exempt

Pay Range: ~~Min - \$25.1 Mid - \$31.4 Max - \$37.7~~ On file with the City Clerk

Job Status: Full Time, Subject to Overtime

Residency: ~~Must live within 30-Minute~~ Response Time Area

#### ~~Purpose of Position:~~

~~Under general supervision of the Community Development Director, J performs a variety of administrative and clerical duties. Responsible for maintaining standards of excellence in all facets of customer service, and in a support position for other staff members.~~

#### Job Function:

Under general supervision of the Planning & Economic Development Director performs job duties associated with the administrative and financial records of the building, planning and economic development services. A working knowledge of building project software, the ability to plan and organize a comprehensive and ongoing review including the coordination of building permits, billing, scheduling and coordinating Development Services operations.

#### Equipment Used:

General office equipment.

~~Essential Duties of Position: Job functions are identified. Job functions may be expanded, reduced, reassigned, combined or changed by the City of Norwalk through its personnel activities. The following items are examples of the types of job functions associated with this position.~~

- ~~• Serve as the principal customer service representative of the office assisting customers, guests or walk-in traffic.~~
- ~~• Telephone support directing calls to appropriate staff as needed. Address citizen inquiries, comments or complaints; communicate with citizens and other employees personally, over the telephone or in writing.~~
- ~~• Assists and provides principal backup up to the utility clerk.~~
- ~~• Receives and follows up on building/trade permits; departmental records and schedules including work orders, inspections, licenses, filing, recording, and related permitting.~~
- ~~• Assist in locating information for citizens, department heads, other employees or consultants as necessary.~~
- ~~• Assist the City Administrator or other staff as directed with correspondence, reports or projects as directed.~~
- ~~• Serves as secretary to the Plan & Zoning Commission, the Zoning Board of Adjustment, Construction Board of Appeals and backup to the other boards and commissions as needed; assists in the preparation of public hearing documentation and notices.~~
- ~~• Assist with the City newsletter including collection of data in coordination with departments.~~
- ~~• Provides support in the purchase of office supplies citywide.~~
- ~~• Attend workshops and seminars as approved to further develop knowledge, skills, and abilities.~~
- ~~• Comply with all safety rules and attend safety training as directed.~~
- ~~• Performs administrative support during absences of regular support staff or as assigned; utilize cross training to assist in this support. Perform other duties as apparent or assigned.~~

#### Duties and Responsibilities:

- Prepare, enter, receipt and keep updated building permits and inspections for the financial administration of the city and for the building and development community.
- Coordinate work related activities associated with the development services and financial administration of the city as required by policy or ordinances of the city or state.
- Schedule and organize all inspections for building inspector and building official.
- Monitor and record in software all activities associated with building inspections for internal and external review and coordinate with municipal cash flow and financial status.
- Coordinate activities leading up to the preparation of timely deposits and backup receipting and related activities to the permit process.
- Complete all necessary account posting and reconciliations to keep the system updated and in compliance with auditing comments and development of audit trails.
- Receive in person or other forms of communication inquiries and complaints related to the building and development: be able to respond to the customer or refer to the appropriate staff person, all such activities based on current State of Iowa policies or ordinances.
- Complete all necessary administrative development services duties in an efficient and timely manner.
- Prepare financial, statistical or other operational reports when assigned or directed and assists various city officials in data collection for projects.
- Knowledgeable of various city and state codes and general office operations and work to gain knowledge of other city data processing programming.
- Serve as secretary to the Planning & Zoning Commission, Board of Adjustment and Construction Board of Appeals and assist as needed to fill in for other city boards and commissions.
- Telephone support: customer service at that counter, addressing citizen inquiries, comments or complaints; communicate with citizens and other employees personally, over the telephone or in writing.
- Attend workshops and seminars as approved to further develop knowledge, skills and abilities.
- Comply with all safety rules and attend safety training as directed.
- Coordinates purchases of most City departments including office supplies, City shirts, and any other items necessary.
- Performs related office support tasks to Development Service department and other departments during absences of regular support staff or as assigned; utilize cross training to assist in this support. Perform other duties as apparent or assigned.

#### Entry Requirements and Skills:

Graduation from high school or GED equivalency and six years of general office experience involving the keeping of accounting and inspection records, public contact and office equipment operation. College course work may be substituted for experience and an Associate's Degree is 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.

#### Working Conditions:

Works indoors in an office setting.

#### ~~Minimum Training & Experience Required to Perform Essential Job Functions~~

~~Graduation from high school or GED equivalency and two years of general office experience involving the keeping of customer records, customer service, public contact and office equipment operating. College course work may be substituted for experience.~~

#### Physical Requirements/Essential Functions:

- Must be insurable.
- Must be sighted.
- Must be able to hear normal 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.

### ~~Minimum Physical and Mental Abilities Required to Perform Essential Job Functions~~

~~*Physical Activities:* Sitting, fingering, grasping, feeling, talking, hearing, reaching, kneeling, repetitive motions.~~

~~*Physical Characteristics Of the Job:* Sedentary work exerting up to twenty five (25) pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, and at times irregular work hours.~~

~~*Environmental Characteristics:* Work is performed in an office environment. The job requires sitting for extended periods of time and work may expose the employee to visual strain, sometimes unpleasant social situations and a fast paced work environment. Assignments could include occasional travel, work outside the office and participation at meetings.~~

### ~~Knowledge, Skills, Abilities & Requirements for the Position~~

- ~~● Knowledge of basic bookkeeping procedures as related to the receipt, posting and disposition of customer accounts.~~
- ~~● Knowledge of software/hardware programming that will be enhanced with training and work within the procedures of current city data processing needs.~~
- ~~● Ability to utilize computers for financial, database, and word processing functions.~~
- ~~● Knowledge of general office procedures and operating of various types of office equipment.~~
- ~~○ Ability to accept help and provide assistance both in work activities and in cross training on city computer applications.~~
- ~~○ Knowledge of basic work rules of the City and applicable state and municipal laws that are a basis for activities associated with this position.~~

- Ability to set up, maintain and retrieve municipal files accurately and consistently.
- Ability to read and post alpha and numeric data with speed and accuracy.
- Able to be bonded for faithful performance as well as for liability reasons.
- Ability to establish and maintain effective working relationships with other city employees, departments and the general public, with an emphasis on customer service and recognition of all members of the general public accessing the front counter.
- Ability to layout newsletters, other official correspondence and coordinate receipt of data for information dispensed by the City.
- Shall possess or be able to obtain a valid Iowa Drivers License and have a good driving record.

**Cognitive Demands, Skills and Abilities:** Complete working knowledge of standard practices, methods, and equipment used in an administrative office. Equipment operated includes: network computer, personal computer, computer printer, scanner, dictaphone, general office equipment, typewriter, calculator, postage machine, telephone, mobile radio, fax machine, copy machine.

**Language Ability and Interpersonal Communications:** Requires effective communication skills and the ability to provide assistance to employees. Requires the ability to speak the English language clearly, distinctly and effectively with citizens and other employees in normal settings. Read English and compare similarities and differences between words and numbers, apply common sense knowledge to processes and procedures, and be able to follow written, verbal, or visual information.

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PROPOSED CITY OF NORWALK SALARY SCHEDULE- FY 16/17						
			With COLA	Effective	Effective***	Proposed
			& Merit ****			
POLICE	#	Current Salary	7/1/2016	7/1/2015	1/1/2016	7/1/2016
Patrol Officers*	9	\$ 63,773	\$ 65,042	\$50,024 to \$62,525	\$51,022 to \$63,773	\$52,686 to \$65,042
Patrol Officers Step 2	2	\$ 56,888	\$ 59,842	\$50,024 to \$62,526	\$51,022 to \$63,774	\$52,686 to \$65,043
Patrol Officer Step 1	1	\$ 53,144	\$ 57,886	\$50,024 to \$62,527	\$51,022 to \$63,775	\$52,686 to \$65,044
Sergeants	2	\$ 74,797	\$ 76,293	\$73,327 to \$74,793	\$73,327 to \$74,793	\$73,327 to \$76,289
Assistant Chief	1	\$ 78,707	\$ 81,068	\$77,162 to \$78,705	\$77,162 to \$78,705	\$77,162 to \$81,066
Chief	1	\$ 92,456	\$ 95,227	\$ 92,456	\$ 92,456	\$ 95,227
Administrative	1	\$ 48,194	\$ 49,640	\$38,760 to \$48,075	\$38,760 to \$48,194	\$38,760 to \$49,650
NOTE: SRO is flat \$6k over salary step. K9 is \$75 monthly over salary step						
<b>PUBLIC WORKS</b>						
Public Worker II & Mechanic *	8	\$51,376	\$ 52,395	\$35,963 to \$51,376	\$35,963 to \$51,376	\$36,670 to \$52,395
Public Worker II step 2	3	\$41,101	\$ 41,912	\$35,963 to \$51,376	\$35,963 to \$51,376	\$36,670 to \$52,396
Building Laborer*	1	\$47,029	\$ 47,986	\$32,926 to \$47,029	\$32,926 to \$47,029	\$33,592 to \$47,986
Assistant Public Works Director **	1	Vacant	\$ 60,000	\$59,730 to \$60,925	\$59,730 to \$61,839	\$59,730 to \$69,750
Public Works Director**	1	\$78,707	\$ 81,078	\$ 78,707	\$ 78,707	\$ 87,500
<b>ADMINISTRATION</b>						
Communications Specialist	1	\$38,750	\$ 40,706	\$35,000 to \$38,760	\$38,000 to \$38,760	\$38,000 to \$45,000
Utility Billing Manager	1	\$47,299	\$ 51,002	\$43,400 to \$47,300	\$46,500 to \$47,300	\$46,500 to \$52,000
Deputy City Clerk	1	\$40,997	\$ 43,056	\$46,000 to \$50,490	\$46,000 to \$50,490	\$46,000 to \$51,000
City Clerk	1	\$55,494	\$ 57,158	\$63,000 to \$76,000	\$55,500 to \$63,000	\$55,500 to \$64,890
Finance Director	1	\$112,000	\$ 115,360	\$ 112,000	\$ 112,000	\$ 115,360
City Manager	1	\$118,768	\$ 122,325	\$ 118,768	\$ 118,768	\$ 122,331
<b>COMMUNITY DEVELOPMENT</b>						
Part-time Admin Support	1	\$12	\$12.00		\$12.00 to \$14.00	\$12.00 to \$14.00/hr
Development Services Coordinator	1	\$42,182	\$ 43,451	\$40,343 to \$42,178	\$40,343 to \$42,178	\$40,343 to \$45,000
Building Inspector	1	\$63,253	\$ 65,146	\$60,473 to \$63,225	\$45,000 to \$64,000	\$60,473 to \$65,122
Chief Building Official	1	\$69,493	\$ 71,573		\$ 69,500	\$69,500 to \$71,585
City Planner	1	\$60,923	\$ 62,754	\$57,000 to \$60,935	\$57,000 to \$60,935	\$57,000 to \$65,000
Planning & Econ Dev Director	1	\$77,168	\$ 79,483	\$ 77,168	\$ 77,168	\$ 79,483
<b>FIRE</b>						
Paramedic firefighter 1-entry	1	Vacant	\$ 43,160	\$43,160 to \$44,232	\$43,160 to \$44,232	\$43,160 to \$44,232
Paramedic firefighter 1	1	\$44,990	\$ 46,340	\$46,612 to \$50,195	\$43,160 to \$44,232	\$43,160 to \$44,232
Paramedic firefighter 1 (Captain)	1	\$50,003	\$ 51,503	\$52,804 to \$55,476	\$52,804 to \$55,476	\$52,804 to \$55,476
Assistant Chief	1	Vacant	\$ 70,000	\$68,261 to \$74,793	\$68,261 to \$74,793	\$68,261 to \$77,037
Chief	1	\$87,955	\$ 87,955	\$ 87,955	\$ 87,955	\$ 87,955
<b>PARK &amp; REC</b>						
Park & Rec Admin	1	\$38,750	\$ 39,915	\$33,990 to \$38,760	\$33,990 to \$38,760	\$33,990 to \$39,923
Recreation Aquatics Supervisor	1	\$37,794	\$ 38,938	\$36,239 to \$38,073	\$36,239 to \$38,073	\$36,239 to \$43,000
Sports Complex & Parks Supervisor	1	\$37,794	\$ 38,938	\$36,239 to \$38,073	\$36,239 to \$38,073	\$36,239 to \$43,000
Director	1	\$72,509	\$ 74,693	\$ 72,509	\$ 72,509	\$ 74,693
<b>LIBRARY</b>						
Youth Services Librarian	1	\$ 36,046	\$ 37,128	\$35,700 to \$36,771	\$35,700 to \$36,771	\$35,700 to \$37,128
Assistant Director	1	\$ 51,002	\$ 52,541	\$50,000 to \$51,500	\$50,000 to \$51,500	\$50,000 to \$52,541
Director	1	\$ 64,022	\$ 65,936	\$ 64,022	\$ 64,022	\$ 65,936
<b>ELECTED OFFICIALS</b>						
City Council	5	\$2,500	\$2,500		\$2,500	\$2,500
Mayor	1	\$7,500	\$7,500		\$7,500	\$7,500
Proposed FY 17: 3% COLA						
*Per contract.						
**Adjusted for COLA and top of range adjusted for market						
***Only Teamsters receive increase 1-1-16						
****Some employees are receiving a merit based on increased job responsibilities						





**BUSINESS OF THE CITY COUNCIL  
Council Study Session  
March 31, 2016**

Item No. 11  
For Meeting of 03/31/16

ITEM TITLE: Discussion regarding the Local Option Sales & Service Tax (LOSST)

CONTACT PERSON: Jean Furler, Finance Director

SUMMARY EXPLANATION: Attached is a spreadsheet showing projected LOSST revenues and related property tax relief amounts. As you will recall the resolution passed in December indicates 25% to be allocated to property tax relief and 75% to operation, construction and/or rehabilitation of public safety, public works, street maintenance and any other lawful purpose.

Also included are two spreadsheets showing the breakdown of revenues by area. The first is what we are estimated to receive based on the final vote. The second sheet is included simply to demonstrate what all areas (city and unincorporated) would have received had all the electorate passed/approved the tax.

The projection spreadsheet shows the first year at the estimated \$750,000, however I opted to lower this to \$454,000 for second year projections due to the fact that the county has indicated they will request another vote for next year. I also included two percent annual growth in the revenue projections which I believe to be a conservative approach and am hoping receipts will be greater.









**BUSINESS OF THE CITY COUNCIL  
AGENDA STATEMENT**

Item No. 12  
For Meeting of 03/31/16

**ITEM TITLE:** Resolution adopting position descriptions and compensation for certain position  
(Assistant Building Department Coordinator)

**CONTACT PERSONS:** Wade R. Wagoner, AICP LEED GA Planning & Economic Development Dir.  
Tony Stravers, Chief Building Official

**SUMMARY EXPLANATION:**

Attached is a new position description for an Assistant Building Department Coordinator.

The new individual will report directly to the Development Services Administrative Assistant and will be her only direct charge. This position is in the Development Services Department and also ultimately reports to the Planning and Economic Development Director and Chief Building Official. The position will also provide administrative support to the City Planner when needed.

Also attached is a timeline for implementation.

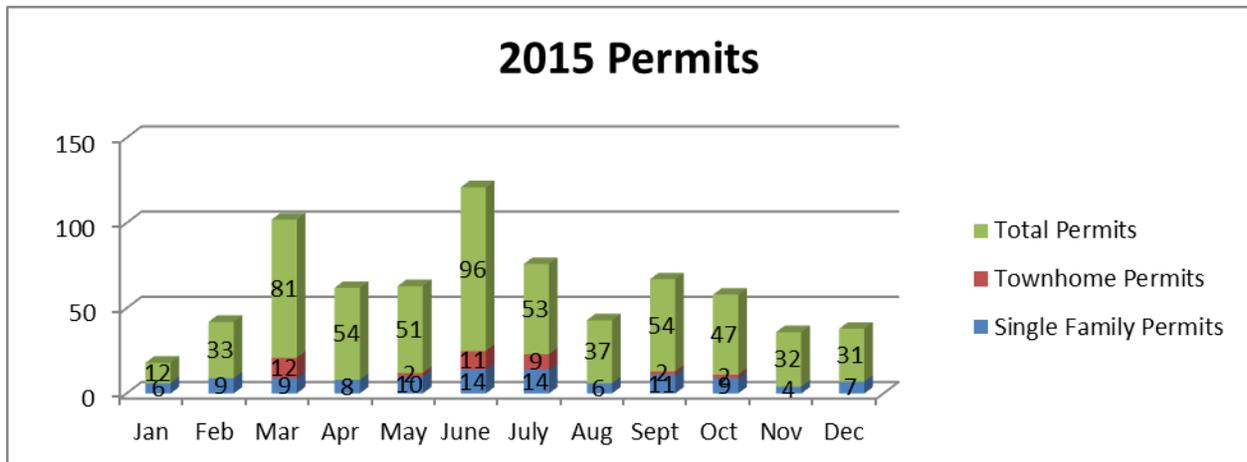
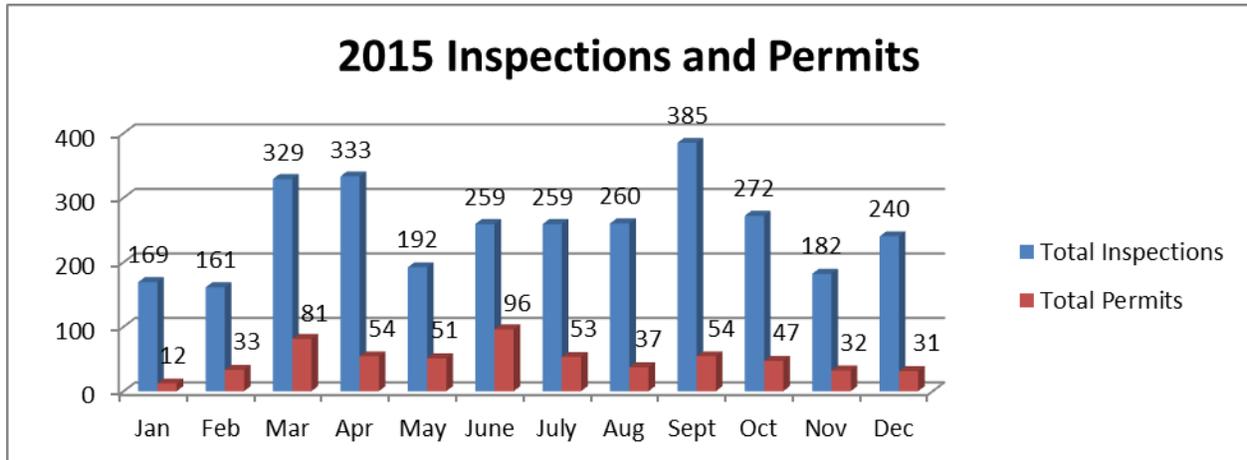
___ Resolution ___ Ordinance ___ Contract ___ Other (Specify) <u>Discussion</u>
Funding Source: <u>General Fund</u>
APPROVED FOR SUBMITTAL  
Planning and Economic Development Director Chief Building Official

**STAFF RECOMMENDATION:** Adopt the resolution by roll call.

**Narrative of Timeline:**

The following data outlines the building department's busy season starts in February significantly increases in March.

**Inspection and Permit History**



The addition of a second building inspector in early December necessitates additional administrative staff.

The ideal time for this individual to be trained by the Development Services Administrative Assistant and the Chief Building Official would historically be in the slower months. We currently have a temporary person that has been trained during the previous months. Staff is hopeful that this individual is interested in the permanent part time position. If she is interested, now, during ideal time to formalize this needed position.

**PROPOSED**  
**City of Norwalk**  
**Job Description and Specifications**

Job Title: Assistant Building Dept. Coordinator  
Department: Development Services  
Job Status: Part-Time 20 hours per week  
Residency Requirement: Must live within  
30 minutes response time area

Reports to: Planning & Economic Dev.  
Director/Chief Building Official  
Date: 3-4-16  
Pay Range: On file with the City Clerk

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Job Function:

Under general supervision of the Development Services Administrative Assistant, performs administrative and office duties. Responsible for maintaining standards of excellence in providing services to the community and support to staff members in the most effective and efficient manner. Performs other duties as may be required.

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Equipment Used:

General office equipment and potentially a fleet vehicle.

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Principal Duties and Responsibilities:

- Serve as the assistant customer service representative of the office assisting customers, guests or walk in traffic.
- Assists in the collection and reconciliation of daily revenues; prepares bank deposits and enter balance sheet data.
- Telephone support, directing calls to appropriate staff; addressing citizen inquiries, comments or complaints; communicate with citizens and other employees personally, over the telephone or in writing.
- Assist in locating information for citizens, department heads, other employees or consultants as necessary.
- Assists and provides principal backup to the Development Services Assistant.
- Ability to work in a fast paced environment and change priorities quickly.
- Receives and follows up on all permits; departmental records and schedules including work orders, inspections, licenses, filing, recording and related permitting.
- Assist other staff members as directed with correspondence, reports or projects as directed.
- Serves as backup secretary to the Planning & Zoning Commission, the Zoning Board of Adjustment, Construction Board of Appeals, and backup to the other boards and commissions as needed; assists in preparation of public hearing documentation and notices.
- Provides backup support in the purchase of office supplies citywide.
- Attend workshops and seminars as approved to further develop knowledge, skills and abilities.
- Comply with all safety rules and attend safety training as directed.
- Assist with preparation of monthly and annual reports in support of department.

- Performs administrative support during absences of Development Services Assistant or as assigned; utilize cross training to assist in this support. Perform other duties as apparent or assigned.
- 

Entry Requirements and Skills:

Graduation from high school or GED equivalency and four years of general office experience involving scheduling, public contact and office equipment operation. College course work may be substituted for experience.

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Required Special Qualifications:

- Knowledge of basic office procedures.
  - Ability to follow written, verbal or diagrammatic instructions with several concrete variables.
  - Strong organizational and detail-oriented skills.
  - Ability to set up, maintain and retrieve municipal files accurately and consistently.
- 

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.**

# Metro Area Staffing Comparison

CITY	STAFF	Contact	BUILDING PERMITS 3/15	INSPECTIONS	STORMWATER?
NORWALK	1 Chief Building Official 1 Building Inspector	Tony Stravers	81 = total 12 of those townhomes and 8 single family	329	No
	.5 Admin Asst				
West Des Moines	Chief Building Official	Rod Van Genderen (rvangenderen@wdm.io wa.gov)	83 = total  20 of those single family or townhomes	422 Bldg; 217 Elec; 142 Mech; 149 Plumb; 759 rental housing	Public Works/Engineer handles storm water concerns.
	4 Building Inspector II (one serves as a Plans Examiner)			(NOTE - significant number of apartments and Microsoft Alluvion)	Once building permit is issued, then Building Division handles storm water (construction site erosion control)
	3 Building Inspector I (1 1/2 time performs rental insp 2 Secretaries				
Clive	Building Official Building Inspector	Ryan Mayer (rmayer@cityofclive.com )	40 = total  8 of those single family	135	Yes - depending on issue
	2 Admin Asst				Bldg Dept is most hands on.
Altoona	Building Official 2 Building Inspectors 1 Admin Asst	Jeff Harden (jharden@altoona- iowa.com)	60 = total 14 townhomes 14 single family	441	Staff member dedicated to storm water management for residential/commercial/ subdivision
Pleasant Hill	Building Official	Michael Pardekooper (mjp@pleasanthillowa.or g)	6 = total 6 of those were single family	70	Stormwater Coordinator and Building Inspector handle stormwater
	Building Inspector Stormwater Coordinator Building Clerk				
Waukee	2 Building Inspectors	Brad Deets (bdeets@waukee.org)	86 = total 52 of those single family and townhomes	373	Does NOT handle stormwater - all handled through Engineering Div in Public Works
	Admin Asst				
Grimes	Building Administrator 2 Building Inspectors 3 Admin Asst	Scott Clyce (sclyce@ci.grimes.ia.us)	41 = total 15 of those single family	278	Handles storm water unless Developmental SWPPP's issues, then Engineering Staff handles



**BUSINESS OF THE CITY  
COUNCIL  
AGENDASTATEMENT**

Item No. 13  
For Meeting of 03/31/16

**ITEM TITLE:** Discussion of council policies and procedures.

**Contact Person:** Jodi Eddleman, City Clerk

**Summary Explanation:** Council member Ed Kuhl requested that there be a discussion on the council policies and procedures. Attached you will find the current policy on City Council procedures and rules. Each councilmember receives a copy when they take office. This policy was adopted in 2010 and amended in 2012.

<p>____ Resolution ____ Ordinance ____ Contract ____ Other (Specify) <u>Discussion</u></p> <p>Funding Source: _____</p> <p>APPROVED FOR SUBMITTAL _____</p>
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**STAFF RECOMMENDATION:** Discussion and provide direction.

# CITY OF NORWALK, IA CITY COUNCIL PROCEDURAL RULES

## **Part I: General Provisions**

### **Rule 1: Scope**

These rules shall govern the conduct of the City Council and shall be interpreted to insure fair and open deliberations and decision making.

### **Rule 2: Rules of Order**

The generally accepted rules of procedure found in Robert's Rules of Order, Newly Revised, shall govern City Council meetings unless a change from those rules is approved by the Mayor and/or Council for a specific reason.

### **Rule 3: Matters Not Covered**

Any matter of order or procedure not covered by these rules shall be decided by the presiding officer, with the assistance and advice of the City Attorney.

### **Rule 4: Interpretation**

These rules are intended to supplement, and shall be interpreted to conform to, the Statutes of the State of Iowa and the Ordinances of the City of Norwalk.

## **Part II: Time and Place of Meetings**

### **Rule 5: Regular Meetings**

Regular meetings of the City Council are held the first and third Thursday at 6:30 p.m. in the City Hall. Council may, by resolution, continue, reschedule, or postpone any regular meeting to another date, time, or location, or may cancel a meeting. All public hearings shall be scheduled for 6:35 p.m. on the day of the meeting at which the hearing is scheduled. Regular meetings will be taped to ensure accuracy of the official City Council minutes. Upon acceptance of the minutes at the next regular City Council meeting, the recordings shall be erased by the City Clerk.

### **Rule 6: Special Meetings**

Special meetings may be called 24 hours in advance in accordance with State Statutes. The call for a special meeting shall specify the place, day, hour and agenda for the meeting and shall be posted at the City Hall Administration Office. Special meetings will be taped to ensure accuracy of the official City Council minutes. Upon acceptance of the minutes at the next regular City Council meeting, the recordings shall be erased by the City Clerk.

### **Rule 7: Work Sessions**

Works sessions of the City Council are held as determined by Council but as a practice, are scheduled on the 2<sup>nd</sup> and 4<sup>th</sup> Thursdays of each month at 6:30 p.m. Council, by resolution may continue, reschedule, or postpone any work session providing notice of

a future meeting and place. No formal action will be taken at a work session. Work sessions will not be taped although record of the meetings will be taken and made available by the City Clerk.

#### Rule 8: Closed Meetings

A closed session may be held by an affirmative vote of either two-thirds of the members of the City Council or all of the members present at the meeting. The City Council may hold a closed session only to the extent a closed session is necessary and for discussion of any statutorily authorized purpose, including, without limitation, the following:

- A. Records deemed confidential by State or Federal law,
- B. Application for letters of patent,
- C. Present or imminent litigation,
- D. Licensing examination or investigation,
- E. Law Enforcement matters involving investigations, inspection, auditing, selection, prosecution, or settlement of cases,
- F. Evaluation or professional competency of an individual for appointment, hiring, performance or firing, when the individual requests a closed session,
- G. Real estate matters where premature disclosure increase the cost to the City.

The vote off each member on the question of holding the closed session and the reason for holding the closed session shall be announced publicly at the open session and entered into the minutes. Final action on any matter will be taken in open session. The closed session should be tape recorded with detailed minutes of all discussion, person present, and action occurring. The minutes and tape recording shall be sealed and not be public record unless Ordered by a Court of competent jurisdiction. The minutes and tape recording shall be kept for a period of at least one year from the date of the meeting.

### **Part III: Agenda**

#### Rule 9: Preparation of the Agenda

- The Mayor and ~~City Administrator~~ **City Manager** shall assemble a preliminary agenda eight (8) days prior to the next meeting.
- The agenda will be made available to the Council prior to submitting for publication.
- Additions by the Mayor, Council Members or staff can be made at that time by contacting the City Clerk.
- A minimum of twenty four (24) hours is necessary for proper public notice.
- Emergency items (as specified by state statute) can be added up to the start of the meeting.
- At the meeting, the Mayor, council persons, and/or the public may request items be placed on the agenda for upcoming meetings. The final decision, if an item is to be placed on a future agenda, shall be that of the Mayor and/or the City Council.

- Any item from the agenda can be removed by the mayor subject to the approval of the majority of the Council.

#### **Part IV: Conduct of Meetings**

##### **Rule 10: Presiding Officer**

The Mayor, or in the Mayor's absence or incapacity, the Mayor Pro Tem, shall be the presiding officer at all Council Meetings. If both the Mayor and Mayor Pro Tem are absent, the council members present will select the presiding officer by vote.

##### **Rule 11: Quorum**

The Mayor or Mayor Pro Tem shall call the meeting to order at the appointed hour. In the absence of the Mayor or Mayor Pro Tem, the City Clerk shall call the meeting to order and a temporary presiding officer shall then be selected in accordance with Rule 10.

The Mayor shall establish the seating arrangements for council members and city staff.

##### **Rule 12: Roll Call**

A majority of all City Council members shall constitute a quorum for the transaction of business. Before proceeding with the business of the Council, the City Clerk shall note members present and enter those names in the minutes. The clerk shall determine the presence of a quorum as required by law and these rules.

##### **Rule 13: Approval of Agenda**

The Mayor or Mayor Pro Tem shall call for approval of the agenda as presented. The Council may adopt the agenda as presented, or may amend the agenda as provided by these rules, and then adopt the agenda as amended. Additions and deletions to the agenda shall be in accordance with State Statutes.

##### **Rule 14: Approval of Minutes**

The Mayor or Mayor Pro Tem shall call for approval of the minutes of the previous meeting or meetings, as listed. At this time, anyone who has identified an error in the minutes shall speak out as to the error. If a change is necessary and is agreed to by a majority of the Council, the motion to approve shall be made with the changes noted.

##### **Rule 15: Mayor's Welcome and audience comment period**

The Mayor or Mayor Pro Tem shall welcome all in attendance and open the floor for public comment under the conditions identified below in Part V. "Citizen Participation".

##### **Rule 16: Consent Agenda**

The Agenda shall separately designate items on a "Consent Agenda" which may be acted upon by the Council as a single vote. The "Consent Agenda" shall consist of routine, noncontroversial items which, may be appropriately considered in total at the Council Meeting. If any council member exercises a prerogative to remove an item from

this portion of the agenda, the rest of the Consent items will be acted on as a whole with the removed item(s) being voted on separately.

Rule 17: Hearings Agenda

The Clerk shall include legally required public hearings in a separate section of the agenda designated as “Public Hearings”. Unless it is required by statute or is necessary to conform to proceedings required for a special purpose, a hearing shall commence when declared open by the presiding officer and shall be closed by the presiding officer or by other formal action of the Council. Action on the item in question shall take place immediately following closure of the public hearing.

Rule 18: Control of Discussion

The presiding officer shall facilitate discussion of the Council on Agenda items to promote equitable participation in accordance with these rules.

Rule 19: Order of Consideration of Agenda

Except as otherwise provided in these rules, each Agenda Item shall be considered in the order shown on the Agenda. Each Agenda item shall be separately announced by the presiding officer, or City Clerk, for purposes of discussion and consideration. This rule shall not apply to consideration of items listed on the Consent Agenda. If the Mayor or other member of the council asks to “suspend the rules”, for good cause, and/or for purposes of reordering the Agenda, the Council shall take a vote to modify the placement of the Agenda item(s).

Rule 20: Call for the Vote

The “Call for the Vote” is a motion calling for the Council to vote on whether or not to vote on the original motion. This motion must be seconded and debate is not allowed. If the motion for the question passes, then a vote must be held on the original motion. Passage of the motion calling for the question occurs when 2/3 of the Council present votes “aye”.

Rule 21: Discussion

A Council member, after being recognized, shall not be interrupted, except by the presiding officer, in the event it is necessary to enforce these rules.

Rule 22: Limit on Remarks

Each Council member shall limit his/her remarks to a reasonable length. A Council member recognized for a specific purpose shall limit remarks to that purpose.

Rule 23: Presiding Officer’s Right to Enter into Discussion

The Mayor, or other presiding officer as a member of the Council, may enter into any discussion.

Rule 24: Presiding Officer’s Right to Close Debate

The presiding officer has the right to close debate and speak last on any item, unless 2/3 of the Council members present vote to continue the discussion.

Rule 25: Votes Necessary for Passage

Three (3) Council members constitute a majority of the Council and therefore three (3) votes are sufficient for passage of any policy matters (resolutions). Procedural issues are determined as per Robert's Rules of Order. Any exceptions to these rules are specifically noted in these rules.

Rule 26: Mayoral Voting Rights

The mayor is not a member of the Council and may not vote as a member of the Council. The Mayor Pro Tem retains all of the powers of a Council member.

Rule 27: Mayoral Veto Power

The Mayor may sign, veto or take no action on an ordinance, amendment or resolution passed by the City Council. The Mayor may not veto a motion passed by the Council. The Mayor Pro Tem may not veto a measure if he was entitled to vote on the measure at the time of passage. The Mayor may exercise his veto power within fourteen (14) days of the passage and he must explain, in a written message, the reason for such veto to the Council Members at the time of the veto. The Council Members may override the Mayor's veto by a two-thirds (2/3) majority or four (4) of the Council Members within thirty (30) days of the veto.

Rule 28: Reading of Ordinances

The presiding officer shall ask those present in the room if anyone desires to have the Ordinance read or if someone wants to receive copy of the Ordinance. The City Council shall reserve the right to provide a copy of the Ordinance to said person in lieu of reading the Ordinance and shall provide a reasonable recess to allow for a review of the Ordinance.

Rule 29: Council Votes Necessary to Suspend Rules and Waive the Second and/or Third Readings of an Ordinance

A three-fourths (3/4) vote or four (4) Council members, is necessary to suspend the Rules and waive the second and/or third readings of an ordinance.

**Part V: Citizen Participation**

Rule 30: Citizen's Right to Address Council

Persons other than the Mayor or a Council member shall be permitted to address the Council during the "Citizen Forum" or public hearing portions of the Agenda or at other times as determined by the Mayor or the City Council.

Rule 31: Manner of Addressing Council

A person desiring to address the Council shall step to the podium; state his/her name, address, and group affiliation (if any) and speak clearly into the microphone and direct comments to the Mayor and City Council.

Rule 32: Time Limit on Citizens Remarks

An individual citizen shall be limited to three minutes speaking on any subject addressed by the council, unless additional time is granted by the presiding officer or majority of those Council members present. Total citizen input on any subject under Council consideration may be limited to 3 minutes.

Rule 33: Remarks of Citizens to be Germane

Citizen comments must be directed to the subject under consideration. The presiding officer shall rule on the germaneness of citizen comments. Citizens making personal, impertinent, or slanderous remarks may be barred by the presiding officer from further comment before the City Council during that meeting, and may be removed from the meeting at the discretion of the presiding officer for disruptive conduct.

**Part VI: Council Action**

Rule 34: Motion Required

All actions requiring a vote shall be moved and seconded by a member of the Council.

Rule 35: Motion to Reconsider

A motion to reconsider a prior vote shall be made by a Council member who was on the prevailing side in the original action. The motion to reconsider may be made at the same meeting of the original action or at either of the next two (2) regularly scheduled meeting of the City Council immediately successive to the original action.

Rule 36: No Motions by Presiding Officer

The presiding officer shall not make a motion, but may vote if the presiding officer is not the Mayor at the time of the vote.

Rule 37: Call the Question

At any time in the debate, the presiding officer may call for a vote on the item. Alternatively, 2/3 of those Council members present may call for a vote at any time (See Rule 20).

Rule 38: Separate Consideration

Except as otherwise required by these rules, each Agenda Item shall be voted upon separately. Each motion shall require a second and each vote shall be recorded by the City Clerk. The Mayor or any member of the Council may request that a roll call vote be taken on a specific issue. The presiding officer will then direct the City Clerk to call for each Council member present to cast his/her vote individually. The City Clerk will then read the results of the roll call.

Rule 39: Abstentions Due to Conflict of Interest

If it is determined by any member of the City Council that he or she has a conflict of interest on an agenda item, said member shall so declare the nature of his/her conflict prior to commencement of discussion of the agenda item. Upon declaration of his/her conflict of interest of Council Member shall be excused from the dias. He/She shall have the right to address the Council from the floor.

If a specific majority or unanimous vote of the Council is required by statute, the majority or vote must be computed on the basis of the number of Council Members not disqualified by reason of conflict of interest. However, a majority of all members is required for a quorum.

Rule 40: Abstentions Not Due to a Conflict of Interest

Any Member of the City Council who has not declared a conflict of interest but casts a pass vote or abstains from voting shall have that vote registered as a no vote.

**Part VII: Other Provisions**

Rule 41: Interaction with Litigants

The Mayor and City Council will not discuss City matters involved in threatened or pending/active lawsuits with litigant(s) or litigant's representatives unless the City Attorney is present to provide legal guidance.

**Part VIII: Amendment of Procedural Rules**

Rule 42: Suspending Procedural Rules

These rules may be suspended by the City Council for the duration of the current meeting following a 2/3 vote of the Council Members present.

Rule 43: Amendments to Procedural Rules

These rules may be amended through a resolution adopting such a change by a majority vote of the entire Council.