



**PERSONNEL COMMITTEE AGENDA**  
**Adel City Hall, 301 S. 10<sup>th</sup> Street, Adel, IA 50003**  
*Tuesday, July 7, 2020 at 6:45 p.m.*

**NEW BUSINESS**

- a) March 3, 2020 Minutes
- b) Employee Handbook
- c) COVID-19 2020-2021 School Considerations
- d) City Clerk Job Description
- e) Property, Liability, Auto, Workers' Compensation, and General Insurance

**OTHER BUSINESS**

**ADJOURNMENT**

**Personnel Committee**  
**March 3, 2020 – Meeting Minutes**

The City of Adel's Personnel Committee met in the council chambers at Adel City Hall. Miller called the meeting to order at 6:00 p.m. Members Present: Miller, McAdon, and Selby. Others Present: Council Member Christensen, City Administrator Brown, Finance Director Sandquist, Public Works Director Overton, and Parks & Recreation Director Schenck.

**NEW BUSINESS**

**a) December 3, 2019 Minutes**

Selby motioned, seconded by McAdon, to approve the December 3, 2019 minutes. Motion carried unanimously.

**b) February 5, 2020 Minutes**

Selby motioned, seconded by McAdon, to approve the February 5, 2020 minutes. Motion carried unanimously.

**c) Employee Handbook**

Brown provided an overview of the handbook update process, which began in 2019. Brown stated that there were three types of updates: items recommended by legal, items City staff have expressed concern with, and blending the former Public Works union agreement. Sandquist stated that, going forward, the handbook would be reviewed annually.

Brown described the proposed changes to the vacation section. Miller stated that the amount of carryover was a concern. Selby stated that every employee may have different benefits that they value the most. Christensen noted that the City should consider how it can best attract employees when hiring.

Brown reviewed the comp. time and sick leave sections. Brown will continue to research other communities.

**d) Parks and Recreation Job Descriptions**

Brown stated that the proposed changes would create a Parks Superintendent position (which Curtis Waddingham would hold) and create a new Parks Maintenance Laborer position (which would be hired in June). Selby stated that the Superintendent description should require more related experience.

Selby motioned, seconded by McAdon, to recommend the descriptions to the council. Motion carried unanimously.

**e) Property, Liability, Auto Workers' Compensation, and General Insurance**

Brown discussed the City's insurance and stated that the typical quote/bid process would not necessarily apply because this was a professional service. The committee discussed the potential RFP documents. Brown will work with City staff to prepare a draft for further review.

**OTHER BUSINESS**

**ADJOURNMENT – 6:55 p.m.**

Respectfully submitted: Anthony Brown, City Administrator

City Administrator

Finance Director

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## City of Adel

### City Clerk

**Department:** Clerk, Finance and Administration  
**Reports To:** Finance Director and City Administrator  
**FLSA Status:** Non-Exempt  
**Written By:** Brittany Sandquist  
**Approved By:** Anthony Brown

#### Council review and approval on December 11, 2018

#### Summary Description:

Under the general direction and supervision of the Finance Director and the City Administrator, and the Council pursuant to the Code of Iowa, the City Clerk -is responsible for the coordination, oversight, and practical application of all Clerk related functions including but not limited to: meeting agendas, minutes and legislative action, and the certified authentication of the same when required; local election responsibilities; publication of notices; licenses and permits; oversight of the cemetery; and payroll, general accounting functions (e.g. accounts payable & accounts receivable) and / or other duties as assigned.

#### Appointment/Selection:

Selection is facilitated by the Finance Director & City Administrator. The City Council shall appoint by a majority vote of its membership a City Clerk based on merit and qualifications.

#### Knowledge, Skills, and Abilities:

- Knowledge of the organization, functions, and issues of municipal government.
- Knowledge of the principles and practices of local government administration and utility operations.
- Knowledge of local election processes, municipal notices requiring publication, Code of Iowa Open Records laws, and licensing and permitting processes.
- Ability to analyze accounting and financial data, prepare reports, and maintain accurate records.
- Ability to report, write, or edit articles for publication.
- Ability to prepare deeds, contracts, resolutions, or ordinances.
- Knowledge of municipal, county, state and federal ordinances and statutes.

City Administrator

Finance Director

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- Knowledge and practical experience with a variety of computer software programs including word processing, Excel, e-mail, and municipal financial software.
- Exceptional office and organization skills.
- Ability to effectively communicate verbally and in writing.
- Ability to establish and maintain positive working relationships with City staff, elected officials, public, press, and contracted vendors.
- Ability to safely and effectively use contemporary technology, including computers, fax machines, adding machines, copiers, telephones, laminators, tri-fold machines, postal meters, social media, and software management programs.
- Ability to maintain a professional demeanor, to calmly approach and solve problems under stressful circumstances, maintain and promote harmony in the workplace, and concentrate for long periods of time.
- Must possess ability to work independently and be flexible.
- Ability to multi-task on a daily basis, performing with telephone and walk-in customer interruptions, and adapt to changing priorities.
- Must be bondable according to State and / or local Code.
- Must possess exceptional interpersonal relationship / customer service skills.
- Ability to understand, interpret, explain, and apply all city, state and federal laws regulating City financial accounting, reporting and record keeping.

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

• Attend all regular and special Council meetings and make an accurate record of the meetings and all proceedings, rules, ordinances and resolutions passed by the Council; and record, file and index the same for public record in accordance with State and local laws.

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• Submit for publication all ordinances, enactments, proceedings and official notices requiring publication within the manner and time limits prescribed by law.

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• Prepare and distribute meeting agendas to the City Council, City Attorney, department heads, and press, including any instructional or informational supplements.

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• Authenticate and sign City records, measures, and actions including the time and manner prescribed by law.

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City Administrator

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- Serve as the custodian of records and public documents.
- Receive bids for municipal construction contracts.
- Assist customers at the front desk, including receiving and recording utility payment.
- Work with the Finance Director on Human Resource related items, including new employee orientation and the compilation of and completing of forms, insurance, leave requests, tax information, etc.
- Assist citizens, co-workers, and elected officials as necessary and appropriate.
- Maintain personnel records.
- Issue and maintain records of various permits and licenses as approved by the City Council or other governing entity.
- Serve as the City's cemetery liaison and provide oversight, including assisting families purchasing burial spaces, locating spaces for mortuaries and monument companies, inputting cemetery plat information, and coordinate with parks / public works for the maintenance of the cemetery.
- Maintain City website, social media, e-mail notifications, & monthly newsletter.
- Perform all payroll functions, including all monthly reports to the State and Internal Revenue Service.
- Assist Accounting Clerk with the reconciliation of pool and campground receipts and the preparation of the deposits when needed
- Obtain cross-training on billing functions and assist with billing in the absence of the Accounting Clerk.
- Assist Accounting Clerk in the preparation of bills (accounts payable) for Council approval.
- Monitor contracts for compliance with all provisions contained therein.
- Work with the Finance Director to oversee the City's health, liability, property and worker's compensation insurance programs.
- Enforce the City Code and all polices.
- Answer phone calls, assist public with questions, comments and concerns and report all complaints to supervisor immediately. Upon receipt of a complaint, will take

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City Administrator

Finance Director

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copious notes in the absence of the Finance Director and receive contact information for the complainant.

- Coordinates the management of City capital projects in conjunction with the City Administrator and Department Heads, including assisting with the preparation of contracts, proceedings, and associated communications, maintains a file on all projects with outstanding balances, files, etc.
- Works directly with the Finance Director to maintain a complete and accurate file on all bond issues including the resolution setting the public hearing, resolution authorizing further action on issue, public hearing, resolution setting bid procedures, resolution making award, Preliminary Official Statement (POS), disclosure statements, Official Statement, Issue Book, and amortization schedule, etc.
- Other duties as directed by the Finance Director, City Administrator, or City Council that arise from a matter of policy or contemporary trends.
- Serve as the custodian of the official City Seal.

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**Peripheral Duties:**

- Attend seminars, professional /district meetings, and workshops related to City Clerk related functions and keep apprised of developments or changes in municipal government and local, state, and federal law.

**Experience and Training:**

- Degree in accounting, business, finance, or human resources or a minimum of four years' experience in municipal administration or equivalent combination of education and experience. International Institute of Municipal Clerk (IIMC) or Iowa Municipal Clerk certification preferred.
- Must possess a valid Iowa driver's license. If in possession of a valid out of state license, must be able to possess and maintain throughout employment a valid Iowa driver's license within 6 months of employment.
- Obtain Municipal Clerk Certification within three (3) years of appointment.
- Possession and maintenance of C.P.R., AED, and First Aid certifications. If not in possession of these certifications, the City will provide training and certification at regular intervals.

**Tools and Equipment Used:**

- Typewriter, personal computer, including word processing, spreadsheet and data base software, 10-key calculator, telephone, copy machine, fax machine, postage meter, first aid and safety equipment.

City Administrator

Finance Director

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- Cleaning and maintenance chemicals and solutions in accord with the manufacturer's specifications.

#### **Work Environment/Frequent Physical Demands:**

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

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

#### **Interaction with Other Department/Staff:**

- The position requires a high degree of information sharing between administration, Finance Director, Accounting Clerk, public works, police, building inspector, City Council, and other staff, including temporary staff. It is of the utmost importance that any personal information be kept strictly confidential and in the event of written documents with personal information be held under lock and key.

City Administrator

Finance Director

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

**Acknowledgement:**

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

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Administrator

\_\_\_\_\_  
Date

The City of Adel is an Equal Opportunity Employer.

City Administrator

Finance Director

CHAPTER 18  
CITY CLERK

- |                                    |                                    |
|------------------------------------|------------------------------------|
| 18.01 Appointment and Compensation | 18.09 Records                      |
| 18.02 Qualifications               | 18.10 Attendance at Meetings       |
| 18.03 Powers and Duties: General   | 18.11 Licenses and Permits         |
| 18.04 Publication of Minutes       | 18.12 Notification of Appointments |
| 18.05 Recording Measures           | 18.13 Elections                    |
| 18.06 Other Publications           | 18.14 City Seal                    |
| 18.07 Authentication               | 18.15 Other Duties                 |
| 18.08 Certification                |                                    |

18.01 APPOINTMENT AND COMPENSATION.

The Council shall appoint by majority vote a City Clerk. The Clerk shall receive such compensation as established by resolution of the Council.

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

18.02 QUALIFICATIONS.

The Clerk shall have a degree in accounting, business, finance, or human resources or a minimum of four years' experience in municipal administration or equivalent combination of education and experience. International Institute of Municipal Clerk (IIMC) or Iowa Municipal Clerk certification is preferred.

18.03 POWERS AND DUTIES: GENERAL.

The Clerk or, in the Clerk's absence or inability to act, the Finance Director has the powers and duties as provided in this chapter, this Code of Ordinances, and the law.

18.04 PUBLICATION OF MINUTES.

Within 15 days following a regular or special meeting, the Clerk shall cause the minutes of the proceedings thereof to be published. Such publication shall include a list of all claims allowed and a summary of all receipts and shall show the gross amount of the claims.

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

18.05 RECORDING MEASURES.

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

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

**City Administrator**

**Finance Director**

#### **18.06 OTHER PUBLICATIONS.**

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

(Code of Iowa, Sec. 362.3)

1. Time. If notice of an election, hearing, or other official action is required by this Code of Ordinances or law, the notice must be published at least once, not less than four or more than 20 days before the date of the election, hearing, or other action, unless otherwise provided by law.

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

#### **18.07 AUTHENTICATION.**

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

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

#### **18.08 CERTIFICATION.**

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

(Code of Iowa, Sec. 380.11)

#### **18.09 RECORDS.**

The Clerk shall maintain the specified City records in the following manner:

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

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

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

3. Maintenance. Maintain all City records and documents, or accurate reproductions, for at least five years except that ordinances, resolutions, Council proceedings, records and documents, or accurate reproductions, relating to the issuance, cancellation, transfer, redemption or replacement of public bonds or obligations shall be kept for at least 11 years following the final maturity of the bonds or obligations. Ordinances, resolutions, Council proceedings, records and documents, or accurate reproductions, relating to real property transactions shall be maintained permanently.

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

## **City Administrator**

### **Finance Director**

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

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

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

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

### **18.10 ATTENDANCE AT MEETINGS.**

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

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

### **18.11 LICENSES AND PERMITS.**

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

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

### **18.12 NOTIFICATION OF APPOINTMENTS.**

The Clerk shall inform all persons appointed by the Mayor or Council to offices in the City government of their positions and the time at which they shall assume the duties of their offices.

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

### **18.13 ELECTIONS.**

The Clerk shall perform the duties relating to elections in accordance with Chapter 376 of the Code of Iowa.

### **18.14 CITY SEAL.**

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

### **18.15 OTHER DUTIES.**

City Administrator

Finance Director

The Clerk shall perform such other duties as specified in the position description or by the Council or City Administrator.