



PERSONNEL COMMITTEE AGENDA
Thursday, March 7, 2024, at 1:00 p.m.
Adel City Hall, 301 S. 10th Street, Adel, IA 50003

NEW BUSINESS

- a) March 2, 2021 Meeting Minutes
- b) January 27, 2022 Meeting Minutes
- c) January 5, 2023 Meeting Minutes
- d) January 5, 2024 Meeting Minutes
- e) Next Steps on Community & Economic Development Director Position and Potential City Needs
- f) Some Potential Market Adjustments for Fiscal Year 2024-2025

OTHER BUSINESS

ADJOURNMENT

Personnel Committee
March 2, 2021 – Meeting Minutes

Due to public health concerns related to COVID-19, and as authorized by emergency proclamation of the Governor of the State of Iowa, the Personnel Committee meeting was conducted electronically, pursuant to Iowa Code Section 21.8, as holding the meeting in person is impossible or impractical. Miller called the meeting to order at 6:29 p.m. Members Present: McAdon, Miller, and Selby. Others Present: Council Members Christensen and Ockerman, City Administrator Brown, Finance Director Sandquist, and Public Works Director Overton.

NEW BUSINESS

a) September 1, 2020 Minutes

McAdon moved, seconded by Selby, to approve the minutes. Motion carried unanimously.

b) Memorandum of Understanding regarding Police Department Starting Wages

Miller stated that this memorandum addresses police union wages for new hires. Brown stated that Ahlers & Cooney has recommended that the council make the final call instead of just the mayor because it is financial related.

Brown stated that the Police Department is in the hiring process right now and this memorandum would help the City remain competitive. The financial impact is more of a timing issue, as these increases would normally happen after one year. The Des Moines metro is increasing pay to attract and retain police officers. At least one current City police officer would see an increase along with any potential new hires. Sandquist stated she is not concerned with the financial impact.

Miller stated that this memorandum will help encourage officers to get certified and will help the City's hiring process.

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

OTHER BUSINESS

Miller stated that he is working with City Attorney Kristine Stone on several personnel issues and FMLA considerations.

Brown stated that the temporary part-time position at Adel City Hall would begin next week.

Christensen asked about the timeline for reopening City Hall during the pandemic. Brown stated that City Hall is allowing appointments and that the library has reopened more. City staff is reviewing the metro's COVID-19 numbers and how other cities are handling the situation. Everything appears to be moving positively with the vaccine roll-out.

Selby noted that Jo Berry, the former Adel Partners Chamber director, passed away today.

ADJOURNMENT – 6:45 p.m.

Respectfully submitted: Anthony Brown, City Administrator

Personnel Committee
Thursday, January 27, 2022 – 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 8:06 a.m. Members present: McAdon, Miller, and Selby. Others present: City Administrator Brown, Finance Director Sandquist, Police Chief Shepherd, Detective Lieutenant Book, Police Officer Keller, Police Officer Toney, and Teamsters Local Union 238 Business Agent Richard Hoffman.

NEW BUSINESS

a) Teamsters Local Union 238 – Request to Open Negotiations per Article 24 of 2019-2022 Collective Bargaining Agreement and Presentation of Initial Proposal

Hoffman presented the police union's initial proposal of an across-the-board 5% wage increase for FY22-23, with FY23-24 and FY24-25 open to negotiation in the next two years. The proposal included a new \$0.25 per hour shift differential, a new \$1.00 per hour field training officer pay, a new 25% sick time payout upon retirement, changing vacation to hours, not weeks, changing compensatory time to 96 hours, and changing to paid time off for holidays.

The committee and City staff asked clarifying questions about the proposal.

b) City of Adel – Presentation of Initial Proposal

Miller presented the committee's initial proposal of an across-the-board 3% wage increase for FY22-23, with FY23-24 and FY24-25 open to negotiation in the next two years. Miller stated that the committee agreed with the new shift differential pay and field training officer pay. Miller stated that the committee would like to incorporate the existing memorandums of understanding into the new agreement for clarity. Shepherd stated he would like to see the residency requirement allow for more flexibility.

The union asked clarifying questions about the proposal.

c) Closed Session Pursuant to Chapter 20 of the Code of Iowa – Negotiations

Per Chapter 20 of the Code of Iowa, the committee and the union entered a closed session for negotiations.

Exiting the closed session, a tentative agreement was reached on the following items: 3% wage increase July 1, 2022; 2% wage increase January 1, 2023; wages open in FY23-24 and FY24-25; \$0.25 per hour shift differential pay; \$1.00 per hour field training officer pay; modify vacation accrual to 8.25-hour workdays for the "6 on, 3 off" schedule; incorporate 2021 memorandums of understanding; modify the residency requirements; and a three year contract beginning July 1, 2022 through June 30, 2025.

OTHER BUSINESS

ADJOURNMENT – 9:56 a.m.

Respectfully submitted: Anthony Brown, City Administrator

Personnel Committee
Thursday, January 5, 2023 – Meeting Minutes

The City of Adel's Personnel Committee met in the upstairs conference room at the Adel Public Library. Miller called the meeting to order at 2:00 p.m. Members present: McAdon, Miller, and Selby. Others present: Finance Director Sandquist, Police Chief Shepherd, Detective Lieutenant Book, Police Officer Keller, Police Officer Herrmann, and Teamsters Local Union 238 Business Agent Richard Hoffman.

NEW BUSINESS

a) Teamsters Local Union 238 – Request to Open Negotiations per Article 24 of 2022-2025 Collective Bargaining Agreement and Presentation of Initial Proposal (Article 19 Wages)

Hoffman presented the police union's initial proposal of an across-the-board 7% wage increase for FY23-24.

The committee and City staff asked clarifying questions about the proposal.

b) City of Adel – Presentation of Initial Proposal (Article 19 Wages)

Miller presented the committee's initial proposal of an across-the-board 3% wage increase for FY23-24.

The union asked clarifying questions about the proposal.

c) Closed Session Pursuant to Chapter 20 of the Code of Iowa – Negotiations

Per Chapter 20 of the Code of Iowa, the committee and the union entered a closed session for negotiations.

Exiting the closed session, a tentative agreement was reached on the following item: 3% wage increase July 1, 2023; 2% wage increase January 1, 2024.

OTHER BUSINESS

ADJOURNMENT – 2:34 p.m.

Respectfully submitted: Brittany Sandquist, Finance Director

Personnel Committee
Friday, January 5, 2024 – Meeting Minutes

The City of Adel's Personnel Committee met in the council chambers at Adel City Hall. West called the meeting to order at 9:01 a.m. Members present: McAdon, West, and Selby. Others present: Deputy City Administrator/Finance Director Sandquist, Police Chief Shepherd, Detective Lieutenant Book, Police Officer Keller, Police Officer Herrmann, and Teamsters Local Union 238 Business Agent Richard Hoffman.

NEW BUSINESS

a) Teamsters Local Union 238 – Request to Open Negotiations per Article 24 of 2022-2025 Collective Bargaining Agreement and Presentation of Initial Proposal (Article 19 Wages)

Hoffman presented the police union's initial proposal of an across-the-board 8% wage increase for FY24-25.

b) City of Adel – Presentation of Initial Proposal (Article 19 Wages)

West presented the committee's initial proposal of an across-the-board 3% wage increase for FY24-25. West thanked the police department and addressed the tragic events that unfolded in Perry with the school shooting.

c) Closed Session Pursuant to Chapter 20 of the Code of Iowa – Negotiations

Per Chapter 20 of the Code of Iowa, the committee and the union entered a closed session for negotiations.

Exiting the closed session, a tentative agreement was reached on the following item: 5% across-the-board wage increase for FY24-25.

OTHER BUSINESS

ADJOURNMENT – 9:45 a.m.

Respectfully submitted: Brittany Sandquist, Finance Director

City of Adel Job Posting

Community & Economic Development Director

The City of Adel, a growing suburb in the vibrant Des Moines metropolitan area with a population of approximately 6,153, is accepting applications for the exempt position of Community & Economic Development Director. This is a full-time position reporting directly to the City Administrator at Adel City Hall.

The Community & Economic Development Director is responsible for a variety of functions such as overseeing the development, revision, and implementation of the comprehensive plan; overseeing the development, revision, and enforcement of subdivision regulations, zoning ordinances, building/housing codes and other regulations related to community development; assisting in the development and coordination of economic development and incentive programs; and planning and providing administrative oversight for all operations and activities of the building, planning, and zoning department.

A complete job description can be found at <https://adeliowa.org/permits-and-forms/employment-application/> and at Adel City Hall.

A bachelor's degree in community and regional planning or related field is required along with related work experience including supervisory responsibilities. A master's degree and certification from American Institute of Certified Planners (AICP) is preferred.

Some evening work is required.

The starting salary range for this position is \$75,000 to \$80,000 per year. The City of Adel offers a comprehensive benefits package.

Interested applicants must submit a cover letter, resume, and application (which can be found at <https://adeliowa.org/permits-and-forms/employment-application/>) to Brittany Sandquist, Deputy City Administrator/Finance Director, at bsandquist@adeliowa.org or via drop box or mail to P.O. Box 248, 301 S. 10th St., Adel, IA, 50003.

The initial application deadline is Tuesday, January 2, 2024, at 4:30 p.m., though this job posting will remain open until the position has been filled. Interested applicants are encouraged to apply as soon as possible.

Initial interviews may be held shortly after receiving applications and will continue until the hiring process has been completed. For more information, please call (515) 993-4525 or email bsandquist@adeliowa.org.

The City of Adel is an Equal Opportunity Employer.

City of Adel

Community & Economic Development Director

Department: Building, Planning and Zoning
Reports To: City Administrator
Direct Reports: Building Inspector/Code Compliance Officer
FLSA Status: Exempt
Written By: Brittany Sandquist
Approved By: Adel City Council

Council review and approval on November 14, 2023

Summary Description:

Under the general direction of the City Administrator, the incumbent coordinates the development/revision and oversees the implementation of the City's comprehensive plan; coordinates the development/revision and oversees the enforcement of the City's subdivision regulations, zoning ordinance, building and housing codes and other regulations related to community development; assists in the development and coordination of the City's economic development and incentive programs; major functional areas are planning and providing administrative oversight for all operations and activities of the building, planning, and zoning department. Oversees the operations of the Building Inspector/Code Compliance Officer; and performs directly related work as required.

Appointment/Selection:

Selection is based on the recommendation of the City Administrator, subject to the approval of the City Council. Selection shall be based upon merit and qualification.

Knowledge, Skills, and Abilities:

- Comprehensive knowledge of community planning principles and public administration practices as well as the organization, functions, and obstacles of municipal government.
- Knowledge of municipal budgetary practices and construction and engineering principles.
- Knowledge of municipal economic development practices.
- Knowledge of city zoning codes and related laws and ordinances.
- Ability to understand, interpret, and apply City, state and federal policies, procedures, instructions, and laws.

- Ability to understand and follow oral and/or written policies, procedures, and instructions.
- Ability to prepare and present accurate and reliable reports containing findings and recommendations.
- Ability to use logical, creative, and innovative thought processes to develop solutions.
- Ability to organize, direct and coordinate projects and meetings.
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time sensitive deadlines.
- Ability and willingness to learn quickly and use new skills and knowledge brought about by rapidly changing information and/or technology.
- Ability to provide administrative direction within a municipal department and to supervise, train, evaluate and lead the work of others.
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language.
- Establish and maintain positive working relationships with City staff, elected officials, public, press, and contracted vendors. Must possess exceptional interpersonal relationship / customer service skills.
- Ability to maintain a professional demeanor, to calmly approach and solve problems under stressful circumstances, maintain and promote harmony in the workplace, concentrate for long periods of time, and be flexible.
- Ability to work independently and exercise sound judgement.
- Ability to operate a personal computer using standard or customized software applications.
- Knowledge and practical experience with a variety of computer software programs including, but not limited to, word processing, spreadsheet, e-mail, and municipal software.
- Knowledge of City's Geographic Information Systems (GIS).
- Ability to maintain strict confidentiality with sensitive and restricted information.

Essential Duties & Responsibilities:

- Oversees the development and implementation of all planning and development processes within the City of Adel including planning, zoning, land development, annexation, site plans, subdivisions, code enforcement, building inspections and issuance of permits.
- Performs general administration of the zoning ordinances, subdivision regulations, and other municipal codes by answering questions from the public, advising boards, commissions and council of needed changes, and enforcement of their general provisions.
- Accepts applications for Change of Zoning, Site Plan Review, Replat and Plats of land in the City, and prepares a recommendation for review by the Planning & Zoning Commission and final action by the City Council. This activity also includes working with the developer/property owner, consultant, the public and coordinating meetings. Assists in notifying adjacent and affected property owners of the proposed action, publication of notices as required by state and local codes, preparation and presentation of written and verbal reports, and recording of final action taken.
- Performs administration of applications for variances, special use permits, special exceptions, and related matters for action by the Board of Adjustment, including preparation of agendas, written reports with recommendations for action, meeting publication, notification to adjacent property owners, and recording of final action taken.
- Oversees and maintains systematic, complete, and accurate departmental records and prepares reports as needed.
- Performs administration of annexation requests and studies regarding incorporation of areas into the City of Adel and prepares matters for action by the council.
- Develops policies and procedures designed to increase the efficiency and effectiveness of departmental operations and address all planning and development related processes with the City of Adel.
- Coordinates the development and revision of the comprehensive plan, subdivision regulations, zoning ordinance, building/housing codes, and other regulations related to community development.
- Coordinates the maintenance and revision of zoning and land use maps.
- Develops and administers the departmental budget and ensures that all operations of the department are within authorized resources (i.e., budget, staffing).
- Provides staff support to Planning and Zoning Commission, Board of Adjustment and related boards and committees and prepares, edits, reviews, organizes and conveys development and planning information and recommendations to those bodies and to the City Council.

- Coordinates the dissemination of information regarding department activities and the City's growth and development including City Council reports, news and press releases, development forums, website updates and monthly newsletter articles.
- Assists in the preparation of the capital improvement program with a primary focus of public infrastructure (water, sanitary sewer, storm sewer, streets) to serve expansion areas and future development.
- Administers the preparation of information and implementation of the City's economic development and incentive programs.
- Serves as the City's lead negotiator with developers, businesses, and others regarding the public participation necessary for desired economic development projects while working within parameters set out in City's policy by elected officials, or the City Administrator.
- Serves as a central point of contact for businesses, developers and contractors who use City economic development services, including financial assistance, site selection assistance, urban renewal, and other municipal actions and services related to a specific project.
- Utilizes and develops financing sources, including tax increment, Federal CDBG funds, State of Iowa funds, Small Business Administration, private sector contributions, and other economic development assistance.
- Assists in the coordination and administration of complex redevelopment, economic development, neighborhood development, and CDBG projects, programs, and activities.
- Serves as liaison between the City and developers, contractors, builders and various State and Federal agencies.
- Represents the City by being a member and participating in affiliate organizations as directed by the City Administrator.
- Oversees the selection, orientation, training, performance management, wage administration, and discipline of the employee in the Building Inspector/Code Compliance Officer position in accordance with City policy.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload of Building Inspector/Code Compliance Officer; assesses and monitors internal reporting relationships; identifies opportunities for improvement; and directs the implementation of changes.
- Attends meetings of the Planning and Zoning Commission, Board of Adjustment, City Council, and other meetings as directed by the City Administrator.

- Serves as Secretary to the Planning and Zoning Commission and Board of Adjustment, duties include but are not limited to drafting the agenda, publishing notices, taking minutes, reviewing and processing all permits, complaints, appeals and applications, and reviewing such prior to action by the respective board or commission.
- Performs other duties as assigned by the City Administrator or City Council that arise from a matter of policy or contemporary trends.

Peripheral Duties:

- Attends relevant conferences, professional /district meetings, and workshops related to responsibilities to keep apprised of developments or changes in municipal government and local, state, and federal law.

Experience and Training:

- Bachelor's degree in community and regional planning or related field. Master's degree preferred.
- Certification from American Institute of Certified Planners (AICP) is preferred.
- 5 years of related work experience including supervisory responsibilities.
- Must possess a valid Iowa driver's license. If in possession of a valid out of state license, must be able to obtain a valid Iowa driver's license within 6 months of employment.
- Possession and maintenance of First Aid, CPR, and AED certifications.

Tools and Equipment Used:

- Personal computer (including word processing software, spreadsheet software, etc.), 10-key calculator, telephone, copy machine, fax machine, first aid and safety equipment.
- Cleaning and maintenance chemicals and solutions in accord with the manufacturer's specifications.

Work Environment/Frequent Physical Demands:

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

- The noise level in the work environment is low/moderate level office noise in addition to occasional noise exposure from streets, parks maintenance, and construction machinery and equipment.
- Not substantially exposed to adverse environmental conditions.

- Predominantly sedentary work involving sitting, standing, walking, bending, reaching, lifting, and carrying light objects generally weighing 10 pounds or less.
- Regular use of physical strength to push, pull, lift, or carry objects weighing up to 30 pounds.
- Sufficient clarity of speech and hearing or other communication capabilities which permit the employee to communicate effectively.
- Sufficient vision or other powers of observation which permit the employee to observe a wide variety of written material in electronic and hard copy form.
- Sufficient manual dexterity which permits the employee to operate a personal computer and related equipment.
- Sufficient personal mobility and physical reflexes which permit the employee to function within the general office environment and have access to various work sites throughout the City.
- Occasional use of physical strength to push, pull, lift, or carry moderately heavy objects (30-50 pounds).
- Occasional use of physical strength to push, pull, lift, or carry heavy objects (greater than 50 pounds). Employee would be expected to lift these items with the assistance of a machine or other capable individual.

Interaction with Other Departments/Staff:

- This position requires a high degree of information sharing between administration, building/code compliance, parks and recreation, public works, police, fire, library, City Council, and other staff, including temporary staff. It is of the utmost importance that any personal information be kept strictly confidential and written documents with personal information be held under lock and key.

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

Acknowledgement:

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the City of 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

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