

COUNCIL STUDY COMMITTEE MEETING
Monday, April 9, 2012
6:00 PM
City Council Chambers

Agenda

1. Receive quarterly reports from IDA and WCEDC
2. Discuss Chamber contribution
3. Discuss RFP process
4. Discuss City Attorney ordinance/job description
5. Other items

Distribution:
Mayor
Council
City Manager
City Clerk
HR Director
City Attorney
Department Heads
Dispatcher
Record Herald
The Leader
Area News Media
Bulletin Board
Chamber of Commerce

Residents may be kept posted on forthcoming agendas of council meetings and other board and commissions by watching Channel 7. The Council Study meeting on the second Monday of the month is broadcast live at 6:00 p.m. and rebroadcast everyday at 5:00 a.m., noon & 6:00 p.m. City Council meets on the first and third Monday of the month and is broadcast live at 6:00 p.m. and are rebroadcast everyday at 5:00 a.m., noon & 6:00 p.m.

MEMORANDUM

TO: Mayor and Council
FROM: Jean Furler, Interim City Manager
SUBJECT: April 9, 2012 Council Study Committee
DATE: April 5, 2012

1. **IDA/WCEDC:** The Indianola Development Association and Warren County Economic Development Corporation will present quarterly reports. IDA's report is included in the packet and WCEDC will provide one at the meeting.
2. **DISCUSS CHAMBER CONTRIBUTION:** A city can contribute to an organization if it determines the money will be spent for a public purpose. Lindsey Offenburger made some calls to other cities and asked if they contribute to their local chambers and what amount, if any (see below):

City	Population	Amount	
Altoona	14,541	\$ 6,000	also provide building/utilities at no charge
Bettendorf	33,217	\$ 10,000	.30/capita
Carlisle	3,876	\$ 400	annual membership
Clive	15,447	\$ 1,000	chamber request
Des Moines	203,433	\$ -	pay to tourism 2/7 of hotel/motel tax
Hiawatha	7,024	\$ -	
Indianola	14,782	\$ -	\$14K to tourism
Johnston	17,278	\$ 6,000	chamber request
Norwalk	8,945	\$ 13,417	\$1.50/capita
Urbandale	39,463	\$ 5,000	chamber request
West Des Moines	56,609	\$ 15,000	chamber request

Note: IMU pays an annual membership fee of \$525.

3. **DISCUSS RFP PROCESS:** HR Director, Roxanne Hunerdosse (see memo) will attend to discuss the search firm process for the city manager position. RFPs were sent last week and are due April 12. As of today, we have received two proposals and anticipate receiving at least two more.
4. **DISCUSS CITY ATTORNEY ORDINANCE/JOB DESCRIPTION:** John Hoyman will attend the meeting. A copy of the ordinance is attached.

Indianola Development Association



Revenue

	Actuals		Actual	Proposed	Proposed
	2008-09	2009-10	FY10-11	FY11-12	FY12-13
City of Indianola/Indianola Municipal Utilities	\$107,000.00	\$107,000.00	\$107,000.00	\$107,000.00	\$107,000.00
Membership		\$0.00		\$0.00	
CD's	\$20,620.47	\$10,637.00			
Mid American	\$1,970.00	\$1,635.00		\$1,500.00	
USDA Grant			\$2,391.00		
Sponsorships	\$1,000.00			\$0.00	
Interest Income	\$708.63	\$350.29			
Other Income		\$301.63	\$100.00		*
Total Revenue	\$131,299.10	\$119,923.92	\$109,491.00	\$108,500.00	\$107,000.00

Memberships/Contract Services

WCEDC	\$31,851.00	\$31,851.00	\$31,851.00	\$31,851.00	\$33,415.00
Des Moines Partnership	\$5,000.00	\$5,000.00			
Professional Developers of IA	\$349.00	\$280.00			
ICREA	\$750.00	\$170.00			
Other Memberships					
Marketing Services					
Other Contract Services	\$120.00	\$1,343.41	\$400.00		
Total Memberships	\$38,070.00	\$38,644.41	\$32,251.00	\$31,851.00	\$33,415.00

Expenses

Advertising			\$511.64	\$500.00	\$500.00
Bank Charge		\$24.05			
Computer			\$1,017.58	\$125.00	
Education	\$1,370.00	\$1,500.00			
Insurance	\$775.00	\$775.00			
Business Policy			\$300.00	\$300.00	\$300.00
Officers & Directors			\$450.00	\$450.00	\$450.00
Workers Compensation			\$555.00	\$555.00	\$500.00
Legal/Professional	\$875.00	\$235.00			
Contract Services					
Accounting			\$412.50	\$600.00	\$2,400.00
Tax Preparation				\$600.00	
Meals & Entertainment	\$113.97	\$115.21	\$84.19	\$250.00	\$250.00
IA Workforce Develop SUTA			\$68.45		

Indianola Development Association



	Actuals		Actual	Proposed	Proposed
	2008-09	2009-10	FY10-11	FY11-12	FY12-13
Misc	\$164.00	\$208.00	\$125.09	\$200.00	\$200.00
Office Supplies	\$1,566.55	\$175.68	\$251.32	\$250.00	\$250.00
Postage	\$19.47	\$371.56	\$88.63	\$100.00	\$100.00
Chamber - Rent & Support	\$9,600.00	\$8,000.00	\$9,500.00	\$7,800.00	\$7,800.00 &
Subscriptions	\$100.00				
Supplies, Business	\$202.31	\$55.10	\$1,084.45	\$500.00	\$100.00
Travel, Business	\$3,338.94	\$895.13		\$1,000.00	\$200.00
Utilities					
Internet Host	\$2,400.00	\$931.00	\$436.39	\$480.00	\$496.00
Internet Maintenance	\$510.00	\$345.00		\$500.00	\$500.00
Phone - Land Line	\$817.10	\$755.87	\$688.12	\$390.00	\$390.00
Cell Phone			\$949.32	\$1,550.00	\$1,550.00
Purchase cell phone			\$442.99		
			\$203.92		
Marketing					
Consultants	\$300.00	\$11,292.00	\$3,350.00	\$1,000.00	
Events		\$2,700.25			
Materials	\$926.80	\$ 5,766.57			
NBC	\$3,675.00	\$3,675.00	\$5,175.00	\$1,500.00	\$1,500.00
WCEDC Bus Tour	\$1,738.00				
Payroll					
Payroll - Salary	\$65,847.71	\$54,592.53	\$29,766.51	\$35,000.00	\$41,000.00
Payroll - Taxes on Base				\$2,677.50	\$3,140.00
Payroll - Incentive				\$2,000.00	\$5,000.00
Payroll - Taxes on Incentive				\$153.00	\$390.00
Payroll - Administrative Services (Salary)			\$250.00	\$3,000.00	\$3,000.00
Payroll - Admin - Taxes	\$114.83	\$97.00			
Auto Allowance			\$5,000.00	\$6,000.00	
Total Expenses	\$132,524.68	\$131,154.36	\$92,962.10	\$99,331.50	\$103,431.00
Net Revenue	-\$1,225.58	-\$11,230.44	\$16,528.90	\$9,168.50	\$3,569.00
# Previous Exec Dir Actual Salary includes taxes and benefit package	* Cell phone rebate				
	& Revised Chamber agreement - 6 months @\$800 & 6 months @\$650, with \$650 / month starting 1/1/11				

2:04 PM

02/05/12

Accrual Basis

Indianola Development Association Profit & Loss YTD Comparison January 2012

	Jan 12	Jul '11 - Jan 12
Income		
City & IMU funding	26,750.00	53,500.00
Invest Inc	1.81	2.84
Other Inc, Bus	0.00	128.59
USDA Grant	0.00	1,000.00
Total Income	26,751.81	54,631.43
Expense		
Advertising	0.00	213.15
Contract Services		
Bookkeeping	0.00	425.00
Payroll Subscription	0.00	58.28
Tax Preparation	0.00	600.00
Total Contract Services	0.00	1,083.28
Insurance		
Business Policy	0.00	300.00
Officers & Directors	0.00	450.00
Worker's Comp	551.00	551.00
Total Insurance	551.00	1,301.00
Memberships		
WCEDC	8,667.00	24,592.50
Total Memberships	8,667.00	24,592.50
Misc		
Payroll Expenses	0.00	338.04
Postage and Delivery	5,644.98	24,843.09
Reconciliation Discrepancies	0.00	16.88
Rent Paid	0.00	-0.69
Utilities	650.00	4,550.00
Internet		
Internet Host	0.00	256.00
Total Internet	0.00	256.00
Telephone		
Cell Phone	129.44	905.65
Telephone - Other	31.79	222.47
Total Telephone	161.23	1,128.12
Total Utilities	161.23	1,384.12
Vehicle allowance	500.00	3,500.00
Total Expense	16,174.21	61,821.37
Net Income	10,577.60	-7,189.94

Indianola Development Association
Balance Sheet
As of January 31, 2012

	Jan 31, 12
ASSETS	
Current Assets	
Checking/Savings	
Community Bank - IDA	19,195.29
IDA CD1	11,080.30
IDC Legal Reserve - People's	10,002.84
IDC Marketing - People's	57,154.23
Total Checking/Savings	97,432.66
Total Current Assets	97,432.66
TOTAL ASSETS	97,432.66
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	972.83
Payroll Liabilities	972.83
Total Other Current Liabilities	972.83
Total Current Liabilities	972.83
Total Liabilities	972.83
Equity	
Retained Earnings	103,649.77
Net Income	-7,189.94
Total Equity	96,459.83
TOTAL LIABILITIES & EQUITY	97,432.66

To: Mayor and City Council Members
From: RoxAnne Hunerdosse
Date: March 30, 2012

Re: Selection of Executive Search Firm

Now that the Request for Proposal has been sent and we are starting to receive responses we need to develop a plan for selection. The time frame I had proposed was fairly tight with a proposal deadline of April 12 and Council interviews of potential firms on the 23rd. Some questions that need to be answered are:

Are interviews or presentations necessary? Can the Council pick a firm from the information submitted?

How does the firm(s) get chosen for an interview or invited to make a presentation? What criteria will be used?

Who will conduct the interview or view the presentation? Are all Council Members going to be involved in each step or is there going to be a committee to make a recommendation to the full Council?

What questions will be asked if the Council moves forward with search firm interviews?

What criteria will be used to select the firm that is going to move the hiring process forward?

Criteria for selection could be as follows:

1. Background, education and experience in providing similar services to municipalities in the Midwest.
2. Responsiveness and compliance with the RFP requirements and requests.
3. Quality of services performed and items provided in comparable searches.
4. Reasonableness of proposed fee.
5. Ability to provide service in a prompt and timely fashion.

Firms could be rated on a scale from 1-5 with 5 being the top rating. The top two scores could be invited to make a presentation on April 23rd followed by questions from Council members.

This is being provided to start the discussion. As far as I'm aware no decisions have been made at this point about how the process is going to proceed.

CHAPTER 20

CITY ATTORNEY

20.01 Appointment and Compensation
20.02 Attorney for City
20.03 Power of Attorney
20.04 Ordinance Preparation

20.05 Review and Comment
20.06 Provide Legal Opinion
20.07 Attendance at Council Meetings
20.08 Prepare Documents

20.01 APPOINTMENT AND COMPENSATION. The Council shall appoint by majority vote a City Attorney. The Attorney shall receive such compensation as established by resolution of the Council.

(Ord. 1228 – Aug. 02 Supp.)

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

20.02 ATTORNEY FOR CITY. The City Attorney shall act as attorney for the City in all matters affecting the City's interest and appear on behalf of the City before any court, tribunal, commission or board. The City Attorney shall prosecute or defend all actions and proceedings when so requested by the Mayor or Council.

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

20.03 POWER OF ATTORNEY. The City Attorney shall sign the name of the City to all appeal bonds and to all other bonds or papers of any kind that may be essential to the prosecution of any cause in court, and when so signed the City shall be bound upon the same.

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

20.04 ORDINANCE PREPARATION. The City Attorney shall prepare those ordinances which the Council may desire and direct to be prepared and report to the Council upon all such ordinances before their final passage by the Council and publication.

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

20.05 REVIEW AND COMMENT. The City Attorney shall, upon request, make a report to the Council giving an opinion on all contracts, documents, resolutions, or ordinances submitted to or coming under the City Attorney's notice.

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

20.06 PROVIDE LEGAL OPINION. The City Attorney shall give advice or a written legal opinion on City contracts and all questions of law relating to City matters submitted by the Mayor, Council or City Manager.

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

20.07 ATTENDANCE AT COUNCIL MEETINGS. The City Attorney shall attend meetings of the Council at the request of the Mayor or Council.

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

20.08 PREPARE DOCUMENTS. The City Attorney shall, upon request, formulate drafts for contracts, forms and other writings which may be required for the use of the City.

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