



Council Study Meeting
July 9, 2012
6:00 p.m.
City Council Chambers

Agenda

1. Discuss police chief process
2. I&I Presentation

Information

Subject

Discuss police chief process

Information

As you know Chief Bonnett submitted his resignation effective December 3, 2012. In your packet is a copy of a job advertisement and below is a proposed timeline for replacement:

- 1) July 15-August 15-Advertise & accept resumes
- 2) August 20-27-Civil Service review of resumes. The commission may reject unqualified candidates.
- 3) August 28-31-Hiring Committee narrows resumes to 10-15.
- 4) Week of Sept 17-Hiring Committee Interviews
- 5) October 1-Hiring Committee submits ranked list to new City Manager
- 6) October 8-12-City Manager interviews selected candidates. Meet and greet in the community.
- 7) Week of October 15-*Conditional offer and background check
- 8) November 12-**Start Date

*Conditional Offer. Depending on the new chief's previous employment history, the conditions may vary. If the chief is coming from an out-of-state department, in order to become certified in Iowa there's a long list of things that need to be done, i.e. go to academy (14 weeks) or test out by examination, psychological testing, fitness testing, medical testing and FBI check. If the candidate's work experience is in Iowa, and if he/she has been separated from that job less than six months they will need psychological testing, medical physical and FBI check. If the candidate comes from our department there are no requirements. This time line will be tight for background checks, especially if the candidate is not local. Typically for police officers city reps travel to the candidates hometown and seek out information that you won't learn from a resume or an interview.

**Start Date. If the candidate must move from a distance away, three weeks may not be enough notice for him/her to start on the 12th. Steve indicated his separation date can be flexible and he will do whatever it takes for a smooth transition. If necessary we can discuss his services as a consultant and not interfere with the retirement system.

Another option worth mentioning is reviewing internal applicants. Resumes could be requested and qualified individuals interviewed to determine if they would be a good match for the department/city's needs.

Attachments

Job Ad

**Police Chief
City of Indianola, Iowa**

The City of Indianola, pop. 14,782, located 10 miles south of Des Moines, Iowa is seeking a Chief of Police. Indianola is a progressive and growing community and the county seat for Warren County with a total population of 46,000.

This is a civil service executive and administrative position under the general direction of the City Manager. The police department consists of 21 full time and 2 part-time employees: 19 full time sworn officers, 1 full time admin asst and 1 full and 2 part-time clerical. The annual department budget for FY13 is approx \$2.5 million. Candidates must have a minimum of eight years experience in law enforcement including at least five years in a supervisory capacity. Certification as a Law Enforcement Officer in the State of Iowa required upon hire or, if certified in another state, within one year of the date of hire.

Starting salary range is \$ 80,000 - \$90,000 depending on qualifications, plus a comprehensive benefit package. The successful candidate will be required to submit to a psychological and medical examination including pre-employment drug test, as well as undergo a background investigation.

Qualified candidates should submit a cover letter, detailed resume, and a list of five references to:

Director of Human Resources
PO Box 299
110 North First Street
Indianola, Iowa 50125
rhunerdosse@indianolaiowa.gov

Application deadline is Wednesday, August 15 at 5:00 pm. The City of Indianola is an equal opportunity employer.

Information

Subject

I&I Presentation

Information

Dan Miers, Wastewater Superintendent will attend and provide a presentation on the city's Infiltration and Inflow (I&I) program. This is the same presentation provided to homeowners at neighborhood meetings prior to beginning work in an area. Attached is a copy of the city's I&I policy.

Note: The city sent the formal request to the IDNR for a extension to the consent decree and should receive a modified agreement in August.

Attachments

I&I Policy

INFILTRATION & INFLOW

The Iowa Department of Natural Resources mandated the City of Indianola to study and repair the sanitary sewer collection system (Public and Private Sewers) to eliminate sanitary sewer overflows within a 3-year period. The mandate creates an urgency to remove Inflow and Infiltration (I&I) from the sanitary sewer system by December 31, 2013.

I&I not only causes sewage backups in basements, but also results in a substantial increase in energy needs and rapidly advances the need for repair and maintenance due to increased burden on the system. In addition, there is a reduction in sewer capacity, which shortens the life of the current treatment facility. All of which result in increased cost and financial burden on citizens and businesses of Indianola.

I&I is the invasion of storm water into the sanitary sewer system from broken, cracked or misaligned mains, leaking manholes or manholes that have water flowing over their covers. Other sources of I&I include private (resident and business) services that are cracked or broken and storm water connections from sump pits and roof drains into sanitary sewers. The latter has been illegal since the adoption of Ordinance No. 27-103 in 1979.

The mayor and council therefore adopt the following policy to abate problems associated with I&I:

1. The city shall perform a study to locate I&I using sewer department staff and an engineering firm. It shall be conducted on an area-by-area basis with anticipated city-wide completion of Phases I thru IV, as outlined in the Administrative Consent Order, on or before **Dec. 31, 2013.**
2. Public sewers and manholes with I&I shall be repaired using sewer revenue including fees and grants etc. designated by the city council.
3. Private sources of I&I are the responsibility of property owners and shall be repaired or removed in the following manner:

ACCESS TO PRIVATE SERVICE ref. Ord. 95.07 Right of Entry

Should the property owner deny access to the property for I&I testing and/or inspection, the City of Indianola will consider the property non-compliant with the City of Indianola I&I program. A letter notifying the owner of non-compliance will be sent and the property owner will be given 30 days to respond or a \$50.00 per month fee shall be applied to the utility bill until inspection or testing can confirm compliance. If the owner has failed to allow access after a 90-day period of time, the monthly fee will increase to \$70.00 until inspection or testing can confirm compliance.

CONNECTION OR LEAKING SERVICE TO SEWER

Upon written notification from the City (regular first class mail) I&I flowing into the sanitary sewer from an illegal connection (does not include sump pump), the property owner shall have a period of **90 days to abate the problem.** Those owners that perform the proper repairs or retain a contractor to make the repairs within 90 days of notification or less shall be **eligible for one of the following finance options:**

- a) **25% reimbursement (not to exceed \$875) for the disconnection costs, or**
- b) **Loan Amounts may range from \$3,000 to \$7,000 with a four (4%) to five (5%) interest rate. Loan term may vary not to exceed ten (10) years. Loan requests will be approved by the City Manager. If financial hardship can be demonstrated with regard to cost in excess of \$7,000, the council may approve a higher loan amount.**

Example:

- 1) **\$3,000, 4-5%, 5 years**
- 2) **\$4,000, 4-5%, 7 years**
- 3) **\$5,000, 4-5%, 8 years**
- 4) **\$5,500, 4-5%, 9 years**
- 5) **\$7,000, 4-5%, 10 years**

For those property owners who opt not to repair the illegal connection from the sanitary sewer after the 90-day period, a \$50.00 per month fee shall be applied to the utility bill until the disconnection has been performed, but not to exceed 1 year. By the end of the 1-year period, the owner shall have completed the disconnection.

If the owner has failed to repair the illegal connection the monthly fee will increase to \$70.00 until repairs have been made. By the end of the second 1-year period, the owner shall have completed the disconnection. If the owner has failed to repair the illegal connection the City will seek to enforce this policy using all lawful means, including but not limited to the prosecution of a municipal infraction which could result in a civil penalty, court cost, and / or a court order requiring that repairs be made within a certain time period.

Inspection by city staff both prior to and after repairs shall be necessary for a reimbursement or loan. In addition, a billing statement for services performed shall accompany the request for reimbursement. For those owners opting to do the work without the assistance of a commercial contractor, the city shall reimburse 50% of the material costs only. The reimbursement shall not exceed \$400.

CONNECTION (SUMP PUMP)

Upon written notification from the City (regular first class mail) of sump pumps illegally hooked into a sanitary sewer, the property owner shall have a period of 30 days to remove all methods/systems of connection.

For those property owners who opt not to disconnect a sump pump from the sanitary sewer after the 30-day period, a \$70.00 per month fee shall be applied to the utility bill until the disconnection has been performed.

Within two years the owner shall have made the disconnection. If the owner has failed to repair the illegal connection the City will seek to enforce this policy using all lawful means, including but not limited to the prosecution of a municipal infraction which could result in a civil penalty, court cost, and / or a court order requiring that repairs be made within a certain time period.

No financing options are available for this repair.

Inspection by city staff both prior to and after repairs shall be necessary.

UNDUE HARDSHIP

For those property owners who can show undue hardship resulting from repairs, the fee may remain at \$50.00 if approved by the city council.

The property owner shall make arrangements with the City of Indianola for undue hardships and will be handled on a case-by-case basis.

Reference of City Ordinances:

95.07 Right of Entry

97.01 Storm Water

97.05 Restricted Discharge Powers

99.05 User Charges