

STAFF MEETING AGENDA
Tuesday, November 13, 2012
11:00 – 12:00 P.M.
City Hall – Conference Room

A. Welcome/Handouts:

B. Council Meeting Agenda: All packet materials and agenda items are due by noon on Wednesday. If not received, the item will be postponed until the following meeting.

1. Staff Reports **and an article for the website/newsletter** – Due for council packet by Tuesday.
 - a. 1st Meeting – Jeff, Beth, Kerin
 - b. 2nd Meeting – Tim, Shawn Cole, Mike Neal**
2. Memo vs. Action Form
 - a. Memo – Updates, Old Business, and Resolutions
 - b. Action Form – Discussion, New Business, and Purchases
3. Council Meeting Attendance – If you have an item on the agenda, you are expected to attend the Council meeting, unless pre-excused

Old Business

A. One Organization – Great job working together! Keep it up!

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Note worthy – Anyone in your department that went above and beyond that is worthy of receiving a thank you note? Thank you from P&R about trimming the cemetery all year.

B. Newsletter articles for December are due November 14th!

1. Park and Recreation Programs – Tim and Rhonda
2. Library News/Library Addition Update – Beth and Linda
3. Winter Festival Events – Donna
4. CodeRED – Ric, Jeff and Donna (?)
5. Storm Sewer and Street Shed Update: Mike
6. Holiday Gift Ideas – Pool Passes, Utility Bill Credit

C. Updates: CIWA

D. Budget: Budget worksheets due November 30th.

E. Insurance and Benefits Fair – Nov. 13th at Gates Hall at 8:00 a.m. – 10:00 a.m.

F. Employee Recognition Event – Dec. 14th at 6:00 p.m. at ICC. RSVP by 11/30

G. Senior Thanksgiving Lunch: Tues. Nov 22nd from 11-130p

New Business

A. ICMA - Contract Notes:

B. DuPont Ground Breaking Event – Friday, November 30th: 8:30 a.m. at site and 11:30 a.m. at Gates Hall.

Updates

A. Public Safety-Police/Fire/Safety – 17 interviews

B. Library/Addition – \$6,000 from SCCF and writing several other grants

C. Park and Rec/Wellness – Working outside and finishing up items before winter

D. Public Works/Street Shed Facility – Hope to be in new shed in January. Mike wants the contractor to pour concrete on east side of building off 8th Street before winter.

E. P&Z and Administration – Sam and Maggie are working on transporting information from Hydro-Klean to our GIS system.

Adjourn: Next Meeting: Monday, December 3rd at 9:30 a.m. at City Hall.

**Council Packet Memo
October 31, 2012**

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A. Sign Ordinance Amendment - Downtown Commercial District: At the August 22nd City Council meeting, council referred this proposed ordinance to the Planning & Zoning Commission for recommendation. Attached you shall find a memo and written recommendation from staff and Planning and Zoning Commission. Staff recommends approval of first reading to the ordinance allowing signs to protrude two feet into the public right-of-way in the Downtown Commercial District.

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Upcoming Items:

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Health and Wellness: See attached flyer of the insurance and benefits fair we are hold for city employees next month. We met with MIC's new President John Arnold on Monday, October 29th. John and Rick Hugdahl indicated that our current insurance was going up 29.6%, so we agreed to complete applications to get other bids. We may need to switch insurance companies again.

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Rotary Club Social Meeting on Wednesday, November 7th at 5:00 p.m. at ICCC.

Veteran's Day Holiday, Monday, November 12th.

Health and Wellness Insurance and Benefits Fair on Tuesday, November 13th at 7:30 a.m.

Traffic Committee Meeting w/ School on Wednesday, November 14th at 10:30 a.m. at City Hall.

Rotary Club Meeting on Wednesday, November 14th at noon at Gates Hall.

New Council Member Orientation

Mayor, City Administrator and City Clerk: (4-5 hours)

Tour of City Hall and Police Department.

Tour of City Facilities/Departments and Welcome (Introduction to all Employees)

Mayor: (2-3 hours)

1. Explain *Tips for Getting Started* Chapter 1 from Handbook
 - Explain *Robert's Rules of Order* and where a copy of the book can be found.
2. Explain the Governing Body Rules of Procedures (SOP), preparation of the agendas and council meetings, etc.
 - Explain the Code of Ordinance Binder and where the codes can be found.
 - Review code sections on the role of the Mayor and City Council members
3. Review code sections on the role of the City Administrator and City Clerk. Provide a copy of Organizational Chart, including boards and commissions and explain.
4. Review the code sections on the role of boards and commissions. Provide a list of boards and commissioners and their contact information. Provide a copy of the application form.
5. Provide a copy of the Budget Timeline, Mayor's Annual Report, and TIF Projections. Explain the budget process. Staff will explain more later.
6. Review significant current city issues
 - Explain the current two-year goals of the City (On-going Projects and New Initiatives)
 - Review the status of major city projects and initiatives
 - Explain council committees, service on regional or state boards or committees (i.e. ILC board)
 - Media relations and protocol
7. Explain Conference and Training Opportunities:
 - a. Municipal Leadership Academy
 - b. Iowa League of Cities Cityscape Magazine, Annual Conference, Legislative Day, and others
 - c. Provide a copy of the Institute of Public Affairs: *Iowa Municipal Policy Leader's Handbook*.
8. Contact and communication with staff. Provide a phone list and Mayor's memo attachment.
9. Provide Item of Concern/Request for Information Form.

City Attorney: (1 hour)

- Explain the current legal issues.
- Review Open Meetings Law
- Review Open Records Law
- Review the Gift Law
- Explain Conflicts of Interest, Ethics, etc.

City Clerk: (30 minutes)

- Council member compensation – forms to be completed
- Explain Meetings
- Explain when and where we deliver Council Packets - then hole punched documents
- Explain Clerks duties as holder of records and responsibilities at meetings
- Explain council dias and technology.

City Administrator and City Clerk: (2-3 hours)

- Explain financial position of the City of Nevada.
 - Explanation of fund structure. Explain how to read the monthly financial statement, audit, and other annual financial reports.
10. Explanation of investments and banking. Provide copy of investment policy and banking contract.
 - Overview of the audit.
 - Explanation of the operating and capital budget cycle.
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 - Explain the Budget/Amendment process. Where revenues come from, debt service, TIF, Local option Tax, Fund balances, etc.
 11. Explain the idea of a 5-year Capital Improvement Plan (CIP).
 12. Explain Equipment Revolving Plan.
 13. Provide copy of purchasing policy and procedures manual.
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 14. Provide a staff roster and phone/e-mail directory. Cellular phones are personal and private – not to be given out to the public.
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 - Explain the health insurance plans.
 20. Provide copies of several city maps.
 21. Provide a copy of the Fee Appendix, including utility rates.
 22. Explain the Comprehensive Plan and Leadership's 2020 Plan.
 23. Give copy of Helpful Websites.
 - Explain difference between ordinances, policies, resolutions, and Iowa Code. Show book of ordinances, resolutions, and minutes.

City Administrator and Nevada Economic Development Council Executive Director: (2 hours)

Tour of the existing business parks.

24. Provide a copy of NEDC's By-laws.
25. Provide a copy of NEDC's Annual Budget.
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27. Provide a copy of the information sheets that went to the media in Spring 2008.

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CITY OF NEVADA – GOVERNING BODY RULES OF PROCEDURE

March 9, 2009

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