



**City of LeClaire, Iowa**  
**City Council -Committee of the Whole Meeting Agenda**  
**Monday, May 2, 2022 – 6:00 p.m.**  
**(immediately following the City Council Meeting)**  
**Council Chambers**  
**325 Wisconsin St**  
**LeClaire, IA**  
**[Electronic Attendance Link](#)**

**I. Call to Order with Roll Call**

**II. Discussion Items:**

- A. Emergency Services Bypass – Wisconsin & 35<sup>th</sup> Street Roundabout  
Dennis Bockenstedt, City Administrator
- B. Job Descriptions – City Clerk/Treasurer & Administrative Support Services Coordinator  
Dennis Bockenstedt, City Administrator
- C. Chapter 19 Amendment – City Clerk/Treasurer  
Dennis Bockenstedt, City Administrator
- D. Parking – Huckleberry & Hollyhock Parks  
Dennis Bockenstedt, City Administrator

**III. Adjournment**

**Title VI Notice to the Public**

*It is the policy of the City of LeClaire to assure full compliance with Title VI of the Civil Rights Act of 1964. Related statutes and regulations provide that no person shall on the basis of race, color, national origin, gender, age or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity conducted by the City. Any person who believes that they are being denied participation in a project, being denied benefits of a program, or otherwise being discriminated against because of race, color, national origin, gender, age, or disability, may contact the City Administrator for the City of LeClaire at (563)-289-4242.*

April 28, 2022

CHANGE ORDER NO. 1

LECLAIRE, IOWA  
WISCONSIN & 35<sup>TH</sup> ST. IMPROVEMENTS ROUNDABOUT

Change Order No. 1 is to compensate Hawkeye Paving Corp. for the roundabout fire truck emergency bypass shown in the southeast quadrant of Drawing J.03 Rev. 1 (see attached). The bypass will be 12' wide and include 6" of macadam stone topped with 4" of choke stone to create a drivable surface. The lump sum cost includes all materials (excavation, fill, rock) and labor.

<u>Item #</u>	<u>Description</u>	<u>Unit</u>	<u>Est Qty</u>	<u>Unit Price</u>	<u>Extended Price</u>
1	Firetruck Emergency Bypass	LS	1	\$16,800.00	\$16,800.00
TOTAL					<b>\$16,800.00</b>

Change Order No. 1 increases the contract price by \$16,800.00 and does not change the final completion date of November 30, 2022 .

**HAWKEYE PAVING CORP.**  
By [Signature]  
Title President  
Date 4-28-22

**LECLAIRE, IOWA**  
By \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_

**VEENSTRA & KIMM, INC.**  
By [Signature]  
Title Project Engineer  
Date 4/28/2022

PLOTTED: Monday, April 14, 2023 2:06:07 PM

X:\FILES\06181\06181 STA & 35TH AVE STA & 35TH - NATION LECLAIRE & 35TH - R - J03.TCP PLAN  
 FILE PATH: C:\USERS\BELINDA\ENGINEERING\VEENSTRA & KIMM\INCLUDES\35TH WISCONSIN & 35TH\CONTRACTS\06181 - R - J03.TCP PLAN



DATE	REVISIONS
04/11/2023	1. ADDING GRAVEL ROAD FOR FIRE TRUCKS.

SCALE AS NOTED  
 DESIGN LJB  
 CHECKED LJB  
 APPROVED LJV  
 DATE 04/11/2023  
 ISSUED FOR CONSTRUCTION



**VEENSTRA & KIMM, INC.**

WISCONSIN & 35TH ST. ROUNDABOUT  
 CITY OF LECLAIRE

850 22nd Avenue - Suite 4 • Coraville, Iowa 52241-1565  
 319-466-1000 • 319-466-1008(FAX) • 888-241-8001(WATS)

TRAFFIC CONTROL PLAN - WISCONSIN ST

DWG. NO.	J.03
REV-1	
PROJECT	SHEET

**CITY CLERK/TREASURER**

**1. GENERAL PURPOSE:**

Performs a variety of routine and complex professional, administrative, clerical, technical accounting and financial functions, and administrative work in the administration and maintenance of fiscal and other varied records and systems of the City.

**2. SUPERVISION RECEIVED:**

Works under the general supervision and broad policy guidance and direction of the City Administrator.

**3. SUPERVISION EXERCISED:**

Exercises supervision over clerical and other staff, as specifically assigned by the City Administrator.

**4. APPOINTING AUTHORITY:**

City Council based upon recommendation of the City Administrator

**5. ASSIGNED HOURS:**

Normal hours will be Monday through Friday, 8:00 a.m. to 5:00 p.m. and attendance at regular City Council meetings and/or public hearings is required.

**6. WORK LOCATION:**

City Hall

**7. AFFILIATED CLASSIFICATIONS:**

1) FLSA: Exempt

**8. ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**(SEE CITY CODE CHAPTER 19 - CITY CLERK)**

Prepares a variety of studies, reports, surveys, and related information for

decision-making purposes, Council meetings, and as otherwise directed.

~~On occasion~~ Performs certification, attesting, and recording for the City as required on legal documents and other records requiring such certification; seals and attests by signature to ordinances, resolutions, contracts, easements, deeds, bonds or other documents requiring City certification; oversees the cataloging and filing all city records.

Attends ~~, as required,~~ regular and special City Council meetings and/or public hearings; oversees or performs an accurate recording of the proceedings, prepares the minutes of said meetings using proper legislative terminology and format, recording, indexing and filing same for the public record; distributes information as requested.

~~Administer oaths of office to any City officer required to give an oath.~~

~~Prepares and distributes agendas and related materials in accordance with City policies.~~

Serves as board secretary for and takes minutes at the meetings of the Planning and Zoning Commission and the Board of Adjustment, makes necessary preparations for, and maintain records thereof.

Files, records, and publishes ordinances and resolutions of the Council and oversees the codification of ordinances into the municipal code.

Updates City Code books and other ordinances (i.e. Zoning, Subdivision, PWD Specs (SUDAS), etc.).

Prepares, advertises, distributes, and/or publishes meeting agendas, bid and other legal notices, public hearing, and special meeting notices.

Publishes and posts notices of varying nature as required and approved by the City Administrator.

Administers the issuance of and verifies and/or forwards to the proper agency, the initial, renewal, or cancellation of various municipal licenses, including, but not limited to, business, animal, bicycle, beer/liquor, cigarette, regulatory licenses as assigned, etc., in accordance with applicable City ordinances and other regulations.

Records expirations of the Planning and Zoning Commission, Board of Adjustment, Parks & Recreation Commission, and Tourism board member terms. ~~Shall~~ ~~i~~ ~~Inquires about~~ ~~with~~ Planning and Zoning Commission, Board of Adjustment, and Tourism Board members and continuing in that capacity.

Provides public records and information to citizens, civic groups, the media and other agencies as requested and as required per State and City Codes.

Responsible for establishing, implementing, and maintaining City-wide, electronic, document imaging records system for the City.

Composes, types, and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.

Coordinates dissemination and posting of information on City web site and social media accounts.

Communicates official plans, policies and procedures to staff and the general public.

Serves as back-up cashier and counter help including receipting of utility and various other payments and answering the telephone.

Answers the telephone, Public Works radio, and routes and directs all inquires.

~~Assists in maintaining~~Maintains a daily cash balance and balancing cash against receipts and assists in preparing and balancing deposits.

Assists in the preparation and verification of weekly, monthly, and annual payroll processes and reports.

Assists the City Administrator in the operation and maintenance of the City's central financial and management computer system.

Maintains the City's fixed asset accounting and inventory systems.

Responsible for all arrangements for conducting municipal elections.

Oversees and coordinates the City's annual, independent, financial audit(s).

~~Oversees utility and other billings.~~Oversees billing of accounts receivable and utility accounts.

Supervises and responsible for all City accounting, bookkeeping, ~~typing~~record keeping, ~~and~~ filing, ~~and~~

Pposts entries into appropriate ledgers and books of entry.

Oversees p~~Processesing~~ all checks, bills, bonds, and coupons, ~~etc., and when requested to do so,~~ payroll checks, and ~~on occasion~~ utility bills as needed.

Develops and presents a claims register, (displaying the proper fund debiting of each claim), at every Council meeting, when appropriate, upon approval of the City Council's Finance Chair Person.

Reconciles bank statements~~Oversees the reconciliation of bank statements~~ and prepares a "Clerk's Report" each month.

Prepares a detailed, line-item, budget report each month.

~~Inputs budgetary data into financial accounting system.~~

~~Responsible for reconciling, verifying, coding, and paying all outstanding claims,~~

~~as approved by the City Council.~~

Establishes and supervises the maintenance of required files and records as needed or directed.

Responsible for recording all bond and interest payments.

~~Bills accounts receivable, as needed, and on occasion utility accounts.~~

~~Prepares/produces vouchers and warrants, including on occasion, payroll.~~

~~Correlates all invoices, acknowledgements, and statements.~~

Keeps a schedule of and record all Council meetings and public hearing agendas and proceedings of such meetings.

Oversees monthly, quarterly, and annual payments of lease fees.

Files timely reports as required by the state and federal government; i.e., taxes, financial reports, street finance, tax increment, budget reports, annual reports, etc.

Prepares purchase orders and secure necessary management approvals to initiate purchases.

Handles all City investments in conjunction with the City Administrator and maintains an investment register.

Responsible for the day-to-day office management of the City Hall offices.

Responsible for the distribution and filing of all incoming correspondence as directed by the City Administrator.

Responsible for recording at the Scott County Recorder's Office all land transactions engaged in by the City, any ordinance required to be recorded by Council action, street names and name changes, and any other required documents.

File timely budget and amendments with the Scott County Auditor.

~~Enters payroll data on ledgers, control sheets, warrants and other accounting records; enters accounts payable expenditures into financial system.~~

~~Responsible for the timely publication and distribution of any City wide mailings (Bits & Pieces, etc.).~~

~~Updates letter (Welcome to LeClaire) to new residents.~~

9. **PERIPHERAL DUTIES:**

Attend seminars and workshops related to City Clerks' duties and responsibilities.

~~Types-City correspondence.~~

Assists in the preparation of ordinances and resolutions as directed.

May accept claims for damages and other legal papers served on the City in the absence of the Mayor, Mayor Pro-Tem, and City Administrator.

Copies/Scans minutes of meetings, hearings, etc., into permanent City filing system and index the minutes into same.

**THE DUTIES LISTED ABOVE IN SECTIONS 8 & 9 ARE INTENDED ONLY AS ILLUSTRATIONS OF THE VARIOUS TYPES OF WORK THAT MAY BE PERFORMED UNDER THIS CLASSIFICATION. THE OMISSION OF SPECIFIC STATEMENTS OF DUTIES DOES NOT EXCLUDE THEM FROM THE CLASSIFICATION IF THE WORK IS SIMILAR, RELATED, OR A LOGICAL EXTENSION OF THE DUTIES OF THE CLASSIFICATION, PROVIDED THE EMPLOYEE HAS BEEN PROPERLY TRAINED TO PERFORM THE DUTIES.**

#### **10. DESIRED MINIMUM QUALIFICATIONS:**

Education and Experience:

- (A) Graduation from a college or university with a bachelor's degree in business management, public administration or a closely related field; or,
- (B) Five (5) years of directly related experience; or,
- (C) CMCC certification; or,
- (D) Any equivalent combination of related education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis.

Necessary Knowledge, Skills and Abilities:

- (A) Working knowledge of the principles and practices of modern public administration. Extensive knowledge of office practices and procedures. Thorough knowledge of modern records management techniques, including legal requirements for recording, retention and disclosure.
- (B) Skill in operation of listed tools and equipment.
- (C) Must be able to speak and write fluently in the English language.
  - (D) Ability to accurately record and maintain records. Ability to establish and maintain effective working relationships with employees, other departments, officials and the public. Ability to communicate effectively verbally and in writing.
  - (E) Ability to work independently and to complete daily, weekly, bi-monthly, monthly, semi-annual, and annual tasks according to work schedules and other time constraints.



(F) Working knowledge of modern governmental accounting theory, principles, and practices; considerable knowledge of internal control procedures and management information systems; working knowledge of office automation and computerized financial applications; some knowledge of public finance and fiscal planning; working knowledge of payroll and accounts payable functions; considerable knowledge of budgetary, accounting, and reporting systems, GAAFR, GAAP, and GASB.  
(G) Ability to prepare and analyze complex financial reports; ability to maintain efficient and effective financial systems and procedures; ability to accurately account for City funds.

**11. SPECIAL REQUIREMENTS:**

- (A) Must be bondable.
- (B) Must possess a valid driver's license.
- (C) Must be a Notary Public.
- (D) Pre-employment drug and alcohol testing is required for this position as required per City policy.

**12. TOOLS AND EQUIPMENT USED:**

~~Typewriter,~~ Personal computer, including word processing, spreadsheet and data base software, financial accounting, general ledger, payroll, and utility billing software; web site and social media software, 10-key calculator; phone; copy machine; fax machine, and other tools, machines, and equipment typically used in a modern office setting.

**13. PHYSICAL DEMANDS:**

The physical demands described here 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 disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move, individually, up to 40 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**14. WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet and typical of most office-type settings.

**15. SELECTION GUIDELINES:**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required. Preference may be given to City residents and/or to those applicants possessing a valid CMCC certificate.

**THIS CLASSIFICATION 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 OVER TIME.**

## **ADMINISTRATIVE SUPPORT SERVICES COORDINATOR**

### **1. GENERAL PURPOSE:**

Performs technical and complex, administrative, data processing, and clerical work in the billing, processing, and coordination of utility, payroll, accounts payable, and other public works services as well as answering phones, receiving the public, providing customer assistance, cashiering, and bookkeeping.

### **2. SUPERVISION RECEIVED:**

Works under the general-direct supervision and broad policy guidance and direction of the City Clerk/Treasurer and City Administrator.

### **3. SUPERVISION EXERCISED:**

None generally. May, on occasion, supervise other employees as assigned, or community service workers.

### **4. APPOINTING AUTHORITY:**

City Administrator

### **5. ASSIGNED HOURS:**

Normal hours will be Monday through Friday, 8:00 a.m. to 5:00 p.m. and attendance at City Council/C.O.W., Plan & Zone, Board of Adjustment meetings as required and attendance at Plan & Zone and/or Board of Adjustment meetings may be required on occasions. Some weekend work on occasions is possible on an "as-needed" and approved, basis. Some overtime may be offered and required, on an "as-needed" and approved, basis.

### **6. WORK LOCATION:**

City Hall

### **7. AFFILIATED CLASSIFICATIONS:**

1) FLSA: Non-exempt 2) -AFSCME UNION: Bargaining Unit Position

### **8. ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Opening and closing of City Hall.

Responsible for all facets and organization of utility billing and any reports that may be required by the City Administrator, Mayor, Council, or Deputy-City Clerk/Treasurer.

~~Responsible for completing utility billing, reconciling, and mailing same by the last working day of each month.~~

~~Balances the cash drawer as needed and shall be responsible and liable for the safe, correct, accurate, and timely operations of the cash drawer.~~

~~Balances the cash drawer and makes up cash drawer deposits as required under the direction of the City Clerk and deposits at the bank.~~

Makes determinations on inquiries, takes applications for building permits, and issue with approval of the Building Inspector and/or City Administrator ~~as needed~~.

~~Record Iowa/One Call locates making sure building permits are acquired for applicable work being done.~~

~~Is familiar with the Zoning and Subdivision Ordinances of the City as well as the processes and procedures associated with the Planning and Zoning Commission and the Board of Adjustment and assists the Zoning Enforcement Officer in the processing of any applications, requests, meetings, etc.~~

~~Receives plats and replats of subdivisions and notifies proper board members.~~

~~Records Iowa/One Call locates making sure building permits are acquired for applicable work being done.~~

~~Receives, processes, and files applications for connections to solid waste and sewer systems.~~

Maintains files on utility connection fees paid and utility hook-up applications with cross references as necessary.

Receives, records, and posts utility bill payments ~~as needed~~.

Maintains solid waste and sewer billing information (including consumption) and compares ledger receipts.

~~Receives complaints and processes complaint forms according to established policy as needed.~~

~~Answers all requests for information, surveys, etc., direct to proper department, or investigate and advise as needed.~~

~~Responsible for completing the monthly payroll report within two days of the pay date of the month.~~

~~Answers the telephone, Public Works radio, and route and direct all inquires as needed.~~

~~Makes up cash drawer deposits as required under the direction of the Deputy City Clerk and, after receipt by the Deputy City Clerk and deposits at the bank as needed.~~

~~Balances petty cash once per month and makes sure proper increments of cash are maintained for use in the cash drawer.~~

~~Balances petty cash as needed.~~

~~Performs general typing and secretarial skills and functions as needed.~~

~~Responsible for the ordering, purchasing, inventory (both initial and on-going), and disposal of ALL City supplies, equipment, machinery, and other commodities.~~

~~Posts agendas, special notices, and ordinances throughout the City as needed.~~

~~Responsible for the posting of the daily activity/time sheets into the Public Works Activity Computer Log.~~

Processes work orders for utility disconnects, reconnections, new orders, and other public works service requests as needed.

Processes meter reading data; prepares and mails utility bills; maintains current customer account files; assists in reconciling utility billing activity with the general ledger.

Receives telephone calls and citizen visits concerning utility billings or services; handles questions and matters of a more technical nature; responds to citizen complaints.

Oversees billings for correctness and accuracy and re-figures bills which have been issued to customers improperly.

Oversees accuracy of meter readings and directs rereading of meters where there appears to be an inconsistency between the readings for present and previous months.

Pursues collection of delinquent utility accounts, including preparation and mailing of all delinquent account notices, establishing and monitoring payment schedules, customer follow-up account research, preparing liens and write-offs, appearing in court to testify in behalf of City, when appropriate.

~~Serves as board secretary for and takes minutes at the meetings of the Planning and Zoning Commission and the Board of Adjustment, makes necessary preparations for, and maintain records thereof, as needed.~~

~~Communicates official plans, policies and procedures to staff and the general public.~~

~~Responsible for establishing, implementing, and maintaining City wide, electronic, document imaging records system for the City.~~

~~Prepares a variety of studies, reports and related information for decision-making purposes.~~

Maintains employee master files.

Compiles, verifies, and enters payroll data such as hours worked, verifies time sheets, taxes, insurance, and union dues to be withheld, and employee identification numbers, from time sheets and other records.

Computes and reviews wages and deductions and posts to payroll records; corrects errors to ensure accuracy of payroll.  
~~Reviews wages computed and corrects errors to ensure accuracy of payroll.~~

Records changes affecting net wages such as exemptions, insurance coverage, and various payroll deductions for each employee to update master payroll records.

Oversees records of leave pay and nontaxable wages.

Prepares and issues paychecks, including payroll tax checks and/or deduction checks.

Assists in reconciling general ledger to various payroll reports.

~~Reconciles bank statements.~~

Answers payroll related questions from employees.

~~Studies and standardizes procedures to improve efficiency of billing operations.~~

~~Accumulates, calculates, posts, balances, and reconciles data for specific accounts and payroll, checks against warrant registers; identifies, traces, and otherwise resolves discrepancies in accordance with established procedures.~~

~~Composes, inputs, and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.~~

~~Prepares computer input forms, enters data into computer files, or computes wages and deductions and posts to payroll records.~~

~~Reviews wages computed and corrects errors to ensure accuracy of payroll.~~

~~Records changes affecting net wages such as exemptions, insurance coverage, and various payroll deductions for each employee to update master payroll records.~~

Records data concerning transfer of employees between departments.

~~Keeps records of leave pay and nontaxable wages.~~

~~Prepares and issues paychecks.~~

~~Inputs budgetary data into financial accounting system.~~

Maintains payroll related employee leave records, such as sick or vacation leave.

~~Maintains and updates a fee schedule of those goods/services for sale at City Hall.~~

~~Distributes dog/cat licenses with appropriate approvals (if needed) and keep all records thereof.~~

~~Interprets city ordinances.~~

~~Processes all checks, bills, payroll checks and occasion utility bills.~~

~~Responsible for reconciling, verifying, coding, and paying all outstanding claims, as approved by the City Council.~~

~~Correlates all invoices, acknowledgements, and statements.~~

~~Enters payroll data on ledgers, control sheets, and other accounting records;  
eEnters accounts payable expenditures/invoices and bills into financial system~~

and processes accounts payable registers and checks-.

Studies and standardizes procedures to improve efficiency of billing operations.

Receives complaints and processes complaint forms according to established policy.

Answers all requests for information, surveys, etc., direct to proper department, or investigate and advise.

Answers the telephone, Public Works radio, and route and direct all inquires.

Balances petty cash once per month and makes sure proper increments of cash are maintained for use in the cash drawer.

Responsible for the ordering, purchasing, inventory (both initial and on-going), and disposal of ALL City supplies, equipment, machinery, and other commodities.

Responsible for collecting, receiving, processing, and distributing incoming and outgoing mail daily.

Balances the cash drawer and makes up cash drawer deposits as required under the direction of the City Clerk and deposits at the bank.

Disseminates and posts information on City web site and social media accounts.

Responsible for the timely publication and distribution of any City-wide mailings (Bits & Pieces, etc.).

Updates letter (Welcome to LeClaire) to new residents.

#### **9. PERIPHERAL DUTIES:**

Provides general administrative and clerical assistance to the building official as needed.

Operates a vehicle to run routine errands as needed.

Helps to coordinate the office operations of the City. Develops and maintains various administrative forms and procedures and assists with administrative tasks involving personnel, budgeting, utilities, etc.

Prepares invoices for various purposes.

**THE DUTIES LISTED ABOVE IN SECTIONS 8 & 9 ARE INTENDED ONLY AS ILLUSTRATIONS OF THE VARIOUS TYPES OF WORK THAT MAY BE PERFORMED UNDER THIS CLASSIFICATION. THE OMISSION OF SPECIFIC STATEMENTS OF DUTIES DOES NOT EXCLUDE THEM FROM THE CLASSIFICATION IF THE WORK IS SIMILAR OR A LOGICAL EXTENSION OF THE CLASSIFICATION, PROVIDED THE EMPLOYEE HAS BEEN PROPERLY TRAINED TO PERFORM THE DUTIES.**

Commented [DaJB1]: Permit Clerk/Receptionist

**10. DESIRED MINIMUM QUALIFICATIONS:**

Education and Experience:

- (A) Graduation from high school with specialized course work in general office practices such as typing, accounting, data processing, **various computer related technologies, telecommunications, etc.**
- (B) Two (2) years of related college level training; or,
- (C) Five years of directly related experience; or,
- (D) Any equivalent combination of education and experience, with additional experience substituting for the required college level training on a year for year basis.

Necessary Knowledge, Skills and Abilities:

- (A) Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; working knowledge of governmental utility billing principles and practices; some knowledge of public works field operations.
- (B) Skill in operating listed tools and equipment.
- (C) Ability to perform arithmetic computations accurately and quickly; ability to communicate effectively verbally and in writing in the English language; ability to establish successful working relationships with other employees, other departments, officials, and the public; ability to work under pressure and with frequent interruptions; ability to work with angry or difficult customers.
- (E) Ability to work independently and to complete daily, weekly, bi-monthly, monthly, semi-annually, and annual tasks according to work schedules and other time constraints.
- (F) Ability to accurately record and maintain relevant records.

**11. SPECIAL REQUIREMENTS:**

- (A) Must be bondable.
- (B) Must possess a valid driver's license.
- (C) Must be a Notary Public.
- (D) Pre-employment drug and alcohol testing is required for this position as required per City policy.

**12. TOOLS AND EQUIPMENT USED:**

~~Typewriter, p~~Personal computer, including utility billing, word processing and spreadsheet software; payroll computing and accounting software, central financial accounting software; web site and social media software, 10-key calculator, phone, base radio, fax and copy machine, and other similar equipment typically used in a modern office setting.

**13. PHYSICAL DEMANDS:**

The physical demands described here 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 disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands



and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**14. WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet and typical of most office-type settings.

**15. SELECTION GUIDELINES:**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

Preference may be given to City residents and/or to applicants with directly-related, municipal experience.

**THIS CLASSIFICATION 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 OVER TIME.**

## CHAPTER 19

# CITY CLERK

19.01 Purpose  
19.02 Appointment  
19.03 Term of Office

19.04 Compensation  
19.05 City Clerk as Department Head  
19.06 Duties and Responsibilities

**19.01 PURPOSE.** The purpose of this chapter is to create the office of City Clerk of the City of LeClaire, Iowa and to prescribe the duties of said office.

**19.02 APPOINTMENT.** The City Clerk shall be appointed by a ~~four-fifths (4/5)~~ majority vote of the City Council. Nominations shall be made to the City Council by the City Administrator.

**19.03 TERM OF OFFICE.** The City Clerk shall serve in said capacity at the pleasure of the City Council, and may be subject to removal only by a ~~four-fifths (4/5)~~ majority vote of the City Council.

**19.04 COMPENSATION.** The compensation of the City Clerk shall be fixed by resolution of the City Council.

**19.05 CITY CLERK AS DEPARTMENT HEAD.** The City Clerk shall be considered a department head for the purposes of these ordinances under the day-to-day supervision and direction of the City Administrator.

**19.06 DUTIES AND RESPONSIBILITIES.** ~~The City Clerk shall, in the absence of the City Administrator, assume the duties and responsibilities of the City Administrator, as directed by the City Council.~~ The City Clerk shall ~~also~~ assume ~~these~~ duties and responsibilities listed below, but shall not be ~~solely~~ limited to these and shall assume any other duties or responsibilities that may be inherent to this position or as directed by the City Council or City Administrator:

1. ~~Assume the title, duties and responsibilities of City Treasurer.~~

1. \_\_\_\_\_

2. ~~Supervises and responsible for all City accounting, bookkeeping, record keeping, filing, and posts entries into appropriate ledgers and books of entry. Be responsible for all City bookkeeping, typing and filing.~~

2. \_\_\_\_\_

3. ~~Maintains the City's fixed asset accounting and inventory systems.~~

3. ~~Attends regular and special City Council meetings and/or public hearings; oversees or performs an accurate recording of the proceedings, prepares the minutes of said meetings using proper legislative terminology and format, recording, indexing and filing same for the public record; distributes information as requested. Attend and take minutes at all City Council meetings and other meetings so designated by the City Administrator, and publish a condensed version of those meetings.~~

4. \_\_\_\_\_

5. Performs certification, attesting, and recording for the City as required on legal documents and other records requiring such certification; seals and attests by signature to ordinances, resolutions, contracts, easements, deeds, bonds or other documents requiring City certification; oversees the cataloging and filing all city records.
4. ~~Post entries into appropriate ledgers and books of entry.~~
5. ~~Oversees processing all checks, bills, bonds and coupons, payroll checks, and utility bills as needed. ake out all checks, bills, bonds, and coupons, etc, except payroll.~~
6. \_\_\_\_\_
- 6.7. ~~M~~Develops and presents a claims register, (displaying the proper fund debiting of each claim), at every Council meeting upon approval of the Finance Officer. ake and present at every Council meeting a claims register.
- 7.8. ~~C~~Reconciles bank statements and prepares a "Clerk's Report" each month. heek bank statements and make up a Clerk's Report each month.
8. ~~Prepares a detailed, line-item, budget report each month. Construct a budget report each month.~~
9. \_\_\_\_\_
- 9.10. ~~Be~~Files timely reports as required by the state and federal government; i.e., taxes, financial reports, street finance, tax increment, budget reports, annual reports, etc. responsible for all retail sales tax reporting.
10. ~~Be responsible for checking, coding and paying out all outstanding claims.~~
11. ~~Administers the issuance of and verifies and/or forwards to the proper agency, the initial, renewal, or cancellation of various municipal licenses, including, but not limited to, business, animal, bicycle, beer/liquor, cigarette, regulatory licenses as assigned, etc., in accordance with applicable City ordinances and other regulations. Issue licenses or verify and forward to proper agency, initial, renewal, and cancellation of beer, liquor, cigarette, food service, business and vocation licenses.~~
11. \_\_\_\_\_
12. ~~PPrepares, advertises, distributes, and/or publishes meeting agendas, bid and other legal notices, public hearing, and special meeting notices. Publishes and posts notices of varying nature as required and approved by the City Administrator. ublish notices of varying nature as required by the City Administrator and State Law.~~
12. \_\_\_\_\_
13. ~~Establishes and supervises the maintenance of required files and records as needed or directed. Establish and supervise the maintenance of necessary files and records.~~
13. \_\_\_\_\_
14. ~~Be~~Responsible for recording all bonds and interest payments.
15. Oversees monthly, quarterly, and annual payments of lease fees. Collect lease fees.
16. Oversees billing of accounts receivable and utility accounts. Bill accounts receivable monthly, except utility accounts.

~~17. Type vouchers and warrants, except payroll.~~

~~18. Correlate all invoices, acknowledgments and statements.~~

~~19. After Finance Officer's approval, list checks on claims register debiting to proper fund.~~

20.17. Keeps a schedule of and record of all Council Meetings agendas and Public Hearing agendas and proceedings of such meetings.

~~21. Files, records, and publishes ordinances and resolutions of the Council and oversees the codification of ordinances into the municipal code. Updates City Code books and other ordinances (i.e. Zoning, Subdivision, PWD Specs (SUDAS), etc.). Record applicable ordinances.~~

~~18. \_\_\_\_\_~~

~~22. Oversee monthly, quarterly and annual payments of lease fees.~~

~~23. Be responsible for all financial accounting.~~

~~24. Be responsible for day to day financial workings of the City budget.~~

~~25. File timely reports as required by the State and Federal governments, i.e. taxes, financial reports on streets, budget reports, annual reports, etc.~~

26.19. Prepare purchase orders and secure necessary management approvals to initiate purchases.

27.20. ~~R~~Be responsible for all arrangements for conducting municipal elections.

28.21. Handle all City investments in conjunction with the City Administrator and maintains an investment register.

~~29. Be responsible for the financial report on Municipal Streets and Parking to the Iowa Highway Commission.~~

~~30. Be responsible for the budget report on Municipal Streets and Parking to the Iowa Highway Commission.~~

~~31.22. Be Oversees and coordinates the City's annual, independent, financial audit(s) and responsible for the annual report of the City and Utility funds to the State Auditor publishing of the City's financial statements.~~

~~32. Keep record of official bonds.~~

33.23. File timely budget and amendments with the Scott County Auditor. ~~All of above for amendments, also.~~

~~34. Maintain an investment register.~~

35.24. Administer oaths of office to any City officer required to give an oath.

25. Records expirations of the Planning and Zoning Commission, Board of Adjustment, Parks & Recreation Commission, and Tourism board member terms. Inquires with Planning and Zoning Commission, Board of Adjustment, and Tourism Board members and continuing in that capacity.

26. Serves as board secretary for and takes minutes at the meetings of the Planning and Zoning Commission and the Board of Adjustment, makes necessary preparations for, and maintain records thereof.

27. Provides public records and information to citizens, civic groups, the media and other agencies as requested and as required per State and City Codes.

28. Responsible for establishing, implementing, and maintaining City-wide, electronic, document imaging records system for the City.

29. Composes, types, and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.

30. Coordinates dissemination and posting of information on City web site and social media accounts.

31. Communicates official plans, policies and procedures to staff and the general public.

32. Maintains a daily cash balance and balancing cash against receipts and assists in preparing and balancing deposits.

33. Assists in the preparation and verification of weekly, monthly, and annual payroll processes and reports.

34. Assists the City Administrator in the operation and maintenance of the City's central financial and management computer system.

36-35. Be responsible for the day-to-day office management of the City Hall offices.

37-36. Be responsible for the distribution and filing of all incoming correspondence as directed by the City Administrator.

37. Become a Notary Public within three (3) months after taking office. (The City shall assume all costs involved in this requirement).

38. Responsible for recording at the Scott County Recorder's Office all land transactions engaged in by the City, any ordinance required to be recorded by Council action, street names and name changes, and any other required documents.

39. Possess a valid driver's license.

40. Graduation from a college or university with a bachelor's degree in business management, public administration or a closely related field Possess the equivalent of a high school education.

~~41.1. Assume the title, duties and responsibilities of City Treasurer.~~