Consent Agenda

24-21 44-24

June 15, 2021

MET IN REGULAR SESSION

The Board of Supervisors met in regular session at 10:00 A.M. All members except Supervisor Grobe present. Chairman Belt presiding.

PLEDGE OF ALLEGIANCE

1. CONSENT AGENDA

After discussion was held by the Board, a Motion was made by Wichman, and second by Schultz to approve:

- A. June 8, 2021, Minutes as read.
- B. Renewal of Iowa Retail Permit Application for Cigarette/Tobacco/Nicotine/Vapor for Desoto Bend Mini Mart, Missouri Valley.
- C. Renewal of Iowa Retail Permit Application for Cigarette/Tobacco/Nicotine/Vapor by Taylor Quik Pik, Council Bluffs.

UNANIMOUS VOTE, Motion Carried.

2. SCHEDULED SESSIONS

Motion made by Shea, second by Schultz, to approve Cornerstone Commercial Contractors pay request no. 1 for downtown rehab construction work in Carson/Macedonia. UNANIMOUS VOTE. Motion Carried.

Motion made by Shea, second by Schultz, to approve and authorize Chairman to sign Program Agreement between MAPA and Pottawattamie for Amendment 1 for Cities Iowa Downtown Revitalization – 19POTT01-Pottawattamie County, Iowa Downtown Revitalization. UNANIMOUS VOTE. Motion Carried.

Motion made by Wichman, second by Shea, to approve and authorize Chairman to sign Program Agreement between MAPA and Pottawattamie for Amendment 3 for Cities Macedonia, Minden, Treynor & Walnut Projects – 17POTT01-Pottawattamie County CITIES Administration: Cities Macedonia, Minden, Treynor and Walnut Projects.

UNANIMOUS VOTE. Motion Carried.

Motion made by Schultz, second by Shea, to approve and authorize Chairman to sign Program Agreement between MAPA and Pottawattamie for Amendment for Avoca, Macedonia, Neola, and Treynor – 20POTT03-Pottawattamie County CITIES Administration: Cities of Avoca, Macedonia, Neola & Treynor. UNANIMOUS VOTE. Motion Carried.

Motion made by Wichman second by Shea, to approve 2021-2022 Union Contract between Pottawattamie County and AFSCME Local #2364, Courthouse Union. UNANIMOUS VOTE. Motion Carried.

Motion made by Wichman, second by Schultz, to approve 2021-2022 Union Contract between Pottawattamie County and AFSCME Local #2364, Roads. UNANIMOUS VOTE. Motion Carried.

Motion made by Wichman, second by Shea, to approve 2021-2022 Union Contract between Pottawattamie County and AFSCME Local #2364, 911. UNANIMOUS VOTE. Motion Carried.

Motion made by Wichman, second by Schultz, to approve and authorize Chairman to sign Tyler Amendment to add Socrata Open Finance Suite. UNANIMOUS VOTE. Motion Carried.

Motion made by Shea, second by Schultz, to approve and authorize CIO to sign Cox Commercial Agreement Amendment for Metro Ethernet service. UNANIMOUS VOTE. Motion Carried.

Motion made by Wichman, second by Shea, to approve and authorize Chairman to sign Bishop/US Bank additions to contract. UNANIMOUS VOTE. Motion Carried.

25-21 44-25

Motion made by Shea, second by Schultz, to approve and authorize Board to sign **Resolution No. 54-2021** entitled: A RESOLUTION AUTHORIZING APPROVAL TO COMMENCE A PUBLIC IMPROVEMENT PROJECT TO CONSTRUCT AN EXTENSION OF THE POTTAWATTAMIE COUNTY RAILROAD HIGHWAY TRAIL AND TO ACQUIRE PROPERTY FOR THE PROJECT.

RESOLUTION NO. 54-2021

A RESOLUTION AUTHORIZING APPROVAL TO COMMENCE A PUBLIC IMPROVEMENT PROJECT TO CONSTRUCT AN EXTENSION OF THE POTTAWATTAMIE COUNTY RAILROAD HIGHWAY TRAIL AND TO ACQUIRE PROPERTY FOR THE PROJECT

WHEREAS, the Board of Supervisors has provided legal notice of and set a public hearing to discuss the commencement of a public improvement project to construct an extension of the Pottawattamie County Railroad Highway Trail and to acquire property for the project; and

WHEREAS, this project is reasonable and necessary as an incident to the powers and duties conferred upon counties by Iowa Code: and

WHEREAS, this project is for a public use, public purpose, and/or public improvement within the meaning of Iowa Code Chapter 6A; and

WHEREAS, this project will not involve the condemnation of "agricultural land" within the meaning of Iowa Code 6A.21(1)(b); and

WHEREAS, the Board of Supervisors believes it to be in the best interests of Pottawattamie County to approve the commencement of this project; and

WHEREAS, the Board of Supervisors believes it to be in the best interests of Pottawattamie County to authorize the acquisition of property for the purpose of this project; and

WHEREAS, the acquisition of property for this project will first be attempted by good faith negotiations with property owners; and

WHEREAS, condemnation proceedings may be initiated against those properties which Pottawattamie County is unable to purchase through good faith negotiations; and

WHEREAS, Pottawattamie County has previously approved a recreational trail project for the construction of a trail along Railroad Highway in Pottawattamie County from Council Bluffs to Weston; and

WHEREAS, a portion of that trail has been constructed from the Smith Wildlife Preserve to Weston; and

WHEREAS, additional property between Railroad Highway and the existing railroad line belonging to the Burlington Northern – Santa Fe Railroad (BNSF) will need to be acquired to extend the existing recreational trail further to the north; and

WHEREAS, before initiating condemnation proceedings Pottawattamie County will offer no less than the appraised value for any property sought to be acquired; and

WHEREAS, the construction of the project is proposed to be funded in Fiscal Year 2021 and 2022.

NOW THEREFORE BE IT RESOLVED, by the Board of Supervisors of Pottawattamie County, Iowa, that the Board of Supervisors does hereby approve the commencement of a public improvement project to construct an extension of the Pottawattamie County Railroad Highway Trail.

BE IT FURTHER RESOLVED, by the Board of Supervisors of Pottawattamie County, Iowa, that the Board of Supervisors does hereby authorize the acquisition of property for the purpose of the above-mentioned project.

Passed and Approved this 15th day of June, 2021.

ROLL CALL VOTE

		AYE	NAY	ABSTAIN	ABSENT
Scott A. Belt, Chairman		0	0	0	0
Tim Wichman		0	0	0	0
Lynn Grobe		0	0	0	0
Justin Schultz		0	0	0	0
Brian Shea		0	0	0	0
ATTEST:					
Melvyn J. Houser,	County Auditor				

26-21 44-26

Discussion was held with County Treasurer Lea Voss on a potential renovation of the Treasurer's Office. Discussion only. No action taken.

3. OTHER BUSINESS

Discussion was held on the Employment Agreements of Chief Information Officer David Bayer, HR Director Jana Lemrick, Engineer John Rasmussen, Buildings and Grounds Director Jason Slack, Planning and Development Director Matt Wyant, and Community Services Director Suzanne Watson. Discussion only. No action taken.

Motion by Wichman, Second by Shea, to approve a 2.5% pay increase for Department Heads. UNANIMOUS VOTE. Motion Carried.

Motion made by Schultz, second by Wichman, to approve Application for Permit to Display Fireworks filed by Robert Caputo, for display on July 4th, 2021, at 22881 Three Bridge Road. UNANIMOUS VOTE. Motion Carried.

4. RECEIVED/FILED

- A. Employment Agreements
 - 1) Pottawattamie County Conservation Board Employment agreement with Conservation Director Mark Shoemaker
 - 2) Pottawattamie County Emergency Management Commission Employment agreement with Emergency Management Director Doug Reed
- B. Salary Actions
 - 1) Public Health Payroll Status Change for Tani Harris
 - 2) Communications Payroll Status Change for Calee Morgal
- C. Out of State Travel
 - 1) Communications Out of state travel notification.
 - 2) Jail Out of state travel notification.

5. ADJOURN

Motion by Wichman, second by Schultz, to adjourn meeting. UNANIMOUS VOTE. Motion Carried.

THE BOARD ADJOURNED SUBJECT TO CALL AT 11:00 A.M.

Scott A. Belt, Chai	irman
 user, Pottawattamie County A	1:4

APPROVED: June 22, 2021

PUBLISH: X



New □

Renewal

Iowa Retail Permit Application for Cigarette/Tobacco/Nicotine/Vapor

https://tax.iowa.gov

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instructions on t	
	<u>///_//</u>
I/we apply for a retail permit to sell cigarettes, tobacc	o, alternative nicotine, or vapor products:
Business Information:	
Trade Name/DBA The Mile Hwai	
Physical Location Address 20270 Olol Lin	
Mailing Address 5005 Providence Rd Ci	ty <u>B</u> State <u>H</u> ZIP <u>5 /503</u>
Business Phone Number 7/2-322-2027	ى المورما (الانطورطان) الانطوطان
Legal Ownership Information:	
Type of Ownership: Sole Proprietor □ Partners	ship □ Corporation □ LLCﷺ LLP □
Name of sole proprietor, partnership, corporation, L	LC, or LLP The Mile Away Hall + Tavernll
Mailing Address 5005 Providence Rd Ci	ty <u>CB</u> State <u>/ A</u> ZIP <u>5/5/03</u>
Phone Number 402-210-6500 Fax Number	Email robinmf/2 Byahav.
Retail Information:	local englands to a large manufactured and a large to a
Types of Sales: Over-the-counter ₩ Vending	machine
Do you make delivery sales of alternative nicotine of	r vapor products? (See Instructions) Yes □ No □
Types of Products Sold: (Check all that apply) Cigarettes Tobacco □ Alternative Nice	cotine Products □ Vapor Products □
Type of Establishment: (Select the option that best Alternative nicotine/vapor store ☐ Bar ☑ Cot Grocery store ☐ Hotel/motel ☐ Liquor store Has vending machine that assembles cigarettes ☐	onvenience store/gas station □ Drug store □ Tobacco store □
f application is approved and permit granted, I/we do the laws governing the sale of cigarettes, tobacco, alt	
Signature of Owner(s), Partner(s), or Corporate O	fficial(s)
Name (please print) Robin Helm	Name (please print)
Signature Robin Helma	Signature
Date 6-3-31	Date
Send this completed application and the applicab questions contact your city clerk (within city limits) or	
FOR CITY CLERK/COUNTY AUDIT	OR ONLY - MUST BE COMPLETE
Fill in the amount paid for the permit:	Send completed/approved application to Iowa Alcoholic Beverages Division within 30 days of issuance. Make sure
Fill in the date the permit was approved by the council or board:	the information on the application is complete and
Fill in the permit number issued by the city/county:	accurate. A copy of the permit does not need to be sent; only the application is required. It is preferred that
Fill in the name of the city or county issuing the permit:	applications are sent via email, as this allows for a receipt confirmation to be sent to the local authority.

Email: iapledge@iowaabd.com

• Fax: 515-281-7375

Iowa Retail Permit Application For Cigarette/Tobacco/Nicotine/Vapor, page 2

General Instructions

- Fill in the month, day, and year that this application covers.
- All permits expire annually on June 30th.
- · A new application must be submitted every year.
- All items must be completed.
- A permit will not be issued until the application is properly completed and approved.

Business Information

- Fill in the trade name/DBA of the business.
- Fill in the physical location address, city, and ZIP.
- Fill in the mailing address or PO Box, city, and ZIP.
- Fill in the 10-digit telephone number of the business.

Legal Ownership Information

- Check the legal ownership type of the business.
- Fill in the name(s) of the sole proprietor, partnership, the corporation, the LLC, or the LLP that is the legal owner of the business. This is not the store manager or the corporate president. Do not fill in the name of a person unless the type of ownership is sole proprietor.
- Fill in the 10-digit telephone number, fax number, and email address of the legal owner.

Retail Information

- Check the box for the type of sales at the business.
- If you make delivery sales of alternative nicotine or vapor products, also complete an Annual Application for Iowa Cigarette Permit, Tobacco Tax License, or Delivery Seller Permit 70-015.
- Check the types of products sold at the business.
- Check the box that best describes the type of business establishment.
- Print the name of the sole proprietor, the partner(s), or corporate official signing this application.
- Sign and date the application. The application must be signed by the owner, one of the partners, or one of the corporate officers listed above. A preparer's or store manager's signature is not acceptable.
- Return this application and fee to your local jurisdiction: city clerk (within city limits) or county auditor (outside of city limits).

Permit Fees

• The price of a retail permit depends on the location of the business and the month issued.

Location	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
Outside of city limits	\$50.00	\$37.50	\$25.00	\$12.50
City of less than 15,000	\$75.00	\$56.25	\$37.50	\$18.75
City of 15,000 or more	\$100.00	\$75.00	\$50.00	\$25.00

For City Clerk/County Auditor Only

Send completed/approved applications within 30 days of issuance to:

Email: iapledge@iowaabd.com

Fax: 515-281-7375

Visit the Iowa Department of Revenue at (https://tax.iowa.gov) to find information regarding minimum price, a list of approved brands, a list of licensed distributors, and answers to frequently asked questions.

All retailers need to sign up for the cigarette/tobacco elist (Listserv).

Public Hearing on the Authorization of a Loan Agreement and the issuance of Notes to Evidence the Obligation of the County thereunder

And approval of Resolutions No. 57-2021 through 65-2021

RESOLUTION NO. 57-2021

RESOLUTION INSTITUTING PROCEEDINGS TO TAKE ADDITIONAL ACTION FOR THE ISSUANCE OF NOT TO EXCEED \$300,000 GENERAL OBLIGATION CAPITAL LOAN NOTES (GCP #1)

WHEREAS, pursuant to notice published as required by law, the Board of Supervisors has held a public meeting and hearing upon the proposal to institute proceedings for the authorization of a Loan Agreement and the issuance of Not to Exceed \$300,000 General Obligation Capital Loan Notes (GCP #1), for the general county purposes, in order to provide funds to pay the costs of acquisition and development of land for a public park or other recreation or conservation purpose, including upgrading electrical and installing full, modern RV hook-ups at Arrowhead Park, and has considered the extent of objections received from residents or property owners as to the proposed issuance of Notes; and no petition was filed calling for a referendum thereon. The following action is now considered to be in the best interests of the County and residents thereof.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF POTTAWATTAMIE COUNTY, STATE OF IOWA:

Section 1. That this Board does hereby institute proceedings and take additional action for the authorization and issuance in the manner required by law of Not to Exceed \$300,000 General Obligation Capital Loan Notes (GCP #1), for the foregoing general county purposes.

Section 2. This Resolution shall serve as a declaration of official intent under Treasury Regulation 1.150-2 and shall be maintained on file as a public record of such intent. It is reasonably expected that the general fund moneys may be advanced from time to time for capital expenditures which are to be paid from the proceeds of the above Notes. The amounts so advanced shall be reimbursed from the proceeds of the Notes not later than eighteen months after the initial payment of the capital expenditures or eighteen months after the property is placed in service. Such advancements shall not exceed the amount authorized in this Resolution unless the same are for preliminary expenditures or unless another declaration of intention is adopted.

Dated this 22nd Day of June, 2021.

	ROLL CALL VOTE						
	AYE NAY ABSTAIN AI						
Scott A. Belt, Chairman	0	0	0	0			
Tim Wichman	0	0	0	0			
Lynn Grobe	0	0	0	0			
Justin Schultz	0	0	0	0			
Brian Shea	0	0	0	0			
ATTEST:							

Melvyn Houser, County Auditor

RESOLUTION NO. 58-2021

RESOLUTION INSTITUTING PROCEEDINGS TO TAKE ADDITIONAL ACTION FOR THE ISSUANCE OF NOT TO EXCEED \$225,000 GENERAL OBLIGATION CAPITAL LOAN NOTES (GCP #2)

WHEREAS, pursuant to notice published as required by law, the Board of Supervisors has held a public meeting and hearing upon the proposal to institute proceedings for the authorization of a Loan Agreement and the issuance of Not to Exceed \$225,000 General Obligation Capital Loan Notes (GCP #2), for the general county purposes, in order to provide funds to pay the costs of acquisition and development of land for a public park or other recreation or conservation purpose, including RV Park Road and landscaping upgrades at Arrowhead Park, and has considered the extent of objections received from residents or property owners as to the proposed issuance of Notes; and no petition was filed calling for a referendum thereon. The following action is now considered to be in the best interests of the County and residents thereof.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF POTTAWATTAMIE COUNTY, STATE OF IOWA:

Section 1. That this Board does hereby institute proceedings and take additional action for the authorization and issuance in the manner required by law of Not to Exceed \$225,000 General Obligation Capital Loan Notes (GCP #2), for the foregoing general county purposes.

Section 2. This Resolution shall serve as a declaration of official intent under Treasury Regulation 1.150-2 and shall be maintained on file as a public record of such intent. It is reasonably expected that the general fund moneys may be advanced from time to time for capital expenditures which are to be paid from the proceeds of the above Notes. The amounts so advanced shall be reimbursed from the proceeds of the Notes not later than eighteen months after the initial payment of the capital expenditures or eighteen months after the property is placed in service. Such advancements shall not exceed the amount authorized in this Resolution unless the same are for preliminary expenditures or unless another declaration of intention is adopted.

Dated this 22nd Day of June, 2021.

		ROLL CALL VOTE				
	AYE	NAY	ABSTAIN	ABSENT		
Scott A. Belt, Chairman	0	0	0	0		
Tim Wichman	0	0	0	0		
Lynn Grobe	0	0	0	0		
Justin Schultz	0	0	0	0		
Brian Shea	0	0	0	0		
ATTEST:						
Molyan Houser County Aug	ditor					

Melvyn Houser, County Auditor

RESOLUTION NO. 59-2021

RESOLUTION INSTITUTING PROCEEDINGS TO TAKE ADDITIONAL ACTION FOR THE ISSUANCE OF NOT TO EXCEED \$300,000 GENERAL OBLIGATION CAPITAL LOAN NOTES (GCP #3)

WHEREAS, pursuant to notice published as required by law, the Board of Supervisors has held a public meeting and hearing upon the proposal to institute proceedings for the authorization of a Loan Agreement and the issuance of Not to Exceed \$300,000 General Obligation Capital Loan Notes (GCP #3), for the general county purposes, in order to provide funds to pay the costs of acquisition and development of land for a public park or other recreation or conservation purpose, including campground improvements at Botna Bend Park, and has considered the extent of objections received from residents or property owners as to the proposed issuance of Notes; and no petition was filed calling for a referendum thereon. The following action is now considered to be in the best interests of the County and residents thereof.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF POTTAWATTAMIE COUNTY, STATE OF IOWA:

Section 1. That this Board does hereby institute proceedings and take additional action for the authorization and issuance in the manner required by law of Not to Exceed \$300,000 General Obligation Capital Loan Notes (GCP #3), for the foregoing general county purposes.

Section 2. This Resolution shall serve as a declaration of official intent under Treasury Regulation 1.150-2 and shall be maintained on file as a public record of such intent. It is reasonably expected that the general fund moneys may be advanced from time to time for capital expenditures which are to be paid from the proceeds of the above Notes. The amounts so advanced shall be reimbursed from the proceeds of the Notes not later than eighteen months after the initial payment of the capital expenditures or eighteen months after the property is placed in service. Such advancements shall not exceed the amount authorized in this Resolution unless the same are for preliminary expenditures or unless another declaration of intention is adopted.

	ROLL CALL VOTE				
	AYE	NAY	ABSTAIN	ABSENT	
Scott A. Belt, Chairman	0	0	0	0	
Tim Wichman	0	0	0	0	
Lynn Grobe	0	0	0	0	
Justin Schultz	0	0	0	0	
Brian Shea	0	0	0	0	
ATTEST:					
Melvyn Houser, County Audi	itor				

RESOLUTION NO. 60-2021

RESOLUTION INSTITUTING PROCEEDINGS TO TAKE ADDITIONAL ACTION FOR THE ISSUANCE OF NOT TO EXCEED \$150,000 GENERAL OBLIGATION CAPITAL LOAN NOTES (GCP # 4)

WHEREAS, pursuant to notice published as required by law, the Board of Supervisors has held a public meeting and hearing upon the proposal to institute proceedings for the authorization of a Loan Agreement and the issuance of Not to Exceed \$150,000 General Obligation Capital Loan Notes (GCP # 4), for the general county purposes, in order to provide funds to pay the costs of acquisition and development of land for a public park or other recreation or conservation purpose, including boat ramp improvements at Botna Bend Park, and has considered the extent of objections received from residents or property owners as to the proposed issuance of Notes; and no petition was filed calling for a referendum thereon. The following action is now considered to be in the best interests of the County and residents thereof.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF POTTAWATTAMIE COUNTY, STATE OF IOWA:

Section 1. That this Board does hereby institute proceedings and take additional action for the authorization and issuance in the manner required by law of Not to Exceed \$150,000 General Obligation Capital Loan Notes (GCP # 4), for the foregoing general county purposes.

Section 2. This Resolution shall serve as a declaration of official intent under Treasury Regulation 1.150-2 and shall be maintained on file as a public record of such intent. It is reasonably expected that the general fund moneys may be advanced from time to time for capital expenditures which are to be paid from the proceeds of the above Notes. The amounts so advanced shall be reimbursed from the proceeds of the Notes not later than eighteen months after the initial payment of the capital expenditures or eighteen months after the property is placed in service. Such advancements shall not exceed the amount authorized in this Resolution unless the same are for preliminary expenditures or unless another declaration of intention is adopted.

	ROLL CALL VOIE				
	AYE	NAY	ABSTAIN	ABSENT	
Scott A. Belt, Chairman	0	0	0	0	
Tim Wichman	0	0	0	0	
Lynn Grobe	0	0	0	0	
Justin Schultz	0	0	0	0	
Brian Shea	0	0	0	Ο	
ATTEST: Melyyn Houser, County Audi	tor				

RESOLUTION NO. 61-2021

RESOLUTION INSTITUTING PROCEEDINGS TO TAKE ADDITIONAL ACTION FOR THE ISSUANCE OF NOT TO EXCEED \$200,000 GENERAL OBLIGATION CAPITAL LOAN NOTES (GCP #5)

WHEREAS, pursuant to notice published as required by law, the Board of Supervisors has held a public meeting and hearing upon the proposal to institute proceedings for the authorization of a Loan Agreement and the issuance of Not to Exceed \$200,000 General Obligation Capital Loan Notes (GCP #5), for the general county purposes, in order to provide funds to pay the costs of acquisition and development of land for a public park or other recreation or conservation purpose, including lodge and cabin updates and campground hook-ups at Hitchcock Park, and has considered the extent of objections received from residents or property owners as to the proposed issuance of Notes; and no petition was filed calling for a referendum thereon. The following action is now considered to be in the best interests of the County and residents thereof.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF POTTAWATTAMIE COUNTY, STATE OF IOWA:

Section 1. That this Board does hereby institute proceedings and take additional action for the authorization and issuance in the manner required by law of Not to Exceed \$200,000 General Obligation Capital Loan Notes (GCP #5), for the foregoing general county purposes.

Section 2. This Resolution shall serve as a declaration of official intent under Treasury Regulation 1.150-2 and shall be maintained on file as a public record of such intent. It is reasonably expected that the general fund moneys may be advanced from time to time for capital expenditures which are to be paid from the proceeds of the above Notes. The amounts so advanced shall be reimbursed from the proceeds of the Notes not later than eighteen months after the initial payment of the capital expenditures or eighteen months after the property is placed in service. Such advancements shall not exceed the amount authorized in this Resolution unless the same are for preliminary expenditures or unless another declaration of intention is adopted.

AYE O	NAY O	ABSTAIN O	ABSENT O
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RESOLUTION NO. 62-2021

RESOLUTION INSTITUTING PROCEEDINGS TO TAKE ADDITIONAL ACTION FOR THE ISSUANCE OF NOT TO EXCEED \$300.000 GENERAL OBLIGATION CAPITAL LOAN NOTES (GCP #6)

WHEREAS, pursuant to notice published as required by law, the Board of Supervisors has held a public meeting and hearing upon the proposal to institute proceedings for the authorization of a Loan Agreement and the issuance of Not to Exceed \$300,000 General Obligation Capital Loan Notes (GCP #6), for the general county purposes, in order to provide funds to pay the costs of acquisition and equipping of sheriff vehicles which are necessary for the operation of the county or the health and welfare of its citizens, and has considered the extent of objections received from residents or property owners as to the proposed issuance of Notes; and no petition was filed calling for a referendum thereon. The following action is now considered to be in the best interests of the County and residents thereof.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF POTTAWATTAMIE COUNTY, STATE OF IOWA:

Section 1. That this Board does hereby institute proceedings and take additional action for the authorization and issuance in the manner required by law of not to exceed \$300,000 General Obligation Capital Loan Notes (GCP #6), for the foregoing general county purposes.

Section 2. This Resolution shall serve as a declaration of official intent under Treasury Regulation 1.150-2 and shall be maintained on file as a public record of such intent. It is reasonably expected that the general fund moneys may be advanced from time to time for capital expenditures which are to be paid from the proceeds of the above Notes. The amounts so advanced shall be reimbursed from the proceeds of the Notes not later than eighteen months after the initial payment of the capital expenditures or eighteen months after the property is placed in service. Such advancements shall not exceed the amount authorized in this Resolution unless the same are for preliminary expenditures or unless another declaration of intention is adopted.

Dated this 22nd Day of June, 2021.

ROLL CALL VOTE AYE NAY ABSTAIN ABSENT 0 Ο 0 0 Scott A. Belt, Chairman 0 0 \bigcirc \bigcirc Tim Wichman 0 0 0 0 Lynn Grobe 0 0 0 \bigcirc Justin Schultz 0 \bigcirc \bigcirc Brian Shea ATTEST:

Melvyn Houser, County Auditor

RESOLUTION NO. 63-2021

RESOLUTION INSTITUTING PROCEEDINGS TO TAKE ADDITIONAL ACTION FOR THE ISSUANCE OF NOT TO EXCEED \$25,000 GENERAL OBLIGATION CAPITAL LOAN NOTES (GCP #7)

WHEREAS, pursuant to notice published as required by law, the Board of Supervisors has held a public meeting and hearing upon the proposal to institute proceedings for the authorization of a Loan Agreement and the issuance of Not to Exceed \$25,000 General Obligation Capital Loan Notes (GCP #7), for the general county purposes, in order to provide funds to pay the costs of acquisition and equipping of a vehicle for Planning and Zoning which is necessary for the operation of the county or the health and welfare of its citizens, and has considered the extent of objections received from residents or property owners as to the proposed issuance of Notes; and no petition was filed calling for a referendum thereon. The following action is now considered to be in the best interests of the County and residents thereof.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF POTTAWATTAMIE COUNTY, STATE OF IOWA:

Section 1. That this Board does hereby institute proceedings and take additional action for the authorization and issuance in the manner required by law of Not to Exceed \$25,000 General Obligation Capital Loan Notes (GCP #7), for the foregoing general county purposes.

Section 2. This Resolution shall serve as a declaration of official intent under Treasury Regulation 1.150-2 and shall be maintained on file as a public record of such intent. It is reasonably expected that the general fund moneys may be advanced from time to time for capital expenditures which are to be paid from the proceeds of the above Notes. The amounts so advanced shall be reimbursed from the proceeds of the Notes not later than eighteen months after the initial payment of the capital expenditures or eighteen months after the property is placed in service. Such advancements shall not exceed the amount authorized in this Resolution unless the same are for preliminary expenditures or unless another declaration of intention is adopted.

	ROLL CALL VOIE				
	AYE	NAY	ABSTAIN	ABSENT	
Scott A. Belt, Chairman	0	0	0	0	
Tim Wichman	0	0	0	0	
Lynn Grobe	0	0	0	0	
Justin Schultz	0	0	0	0	
Brian Shea	0	0	0	0	
ATTEST:	r				

RESOLUTION NO. 64-2021

RESOLUTION INSTITUTING PROCEEDINGS TO TAKE ADDITIONAL ACTION FOR THE ISSUANCE OF NOT TO EXCEED \$300,000 GENERAL OBLIGATION CAPITAL LOAN NOTES (GCP #8)

WHEREAS, pursuant to notice published as required by law, the Board of Supervisors has held a public meeting and hearing upon the proposal to institute proceedings for the authorization of a Loan Agreement and the issuance of Not to Exceed \$300,000 General Obligation Capital Loan Notes (GCP #8), for the general county purposes, in order to provide funds to pay the costs of acquisition and equipping of a road grader for secondary roads which is necessary for the operation of the county or the health and welfare of its citizens, and has considered the extent of objections received from residents or property owners as to the proposed issuance of Notes; and no petition was filed calling for a referendum thereon. The following action is now considered to be in the best interests of the County and residents thereof.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF POTTAWATTAMIE COUNTY, STATE OF IOWA:

Section 1. That this Board does hereby institute proceedings and take additional action for the authorization and issuance in the manner required by law of Not to Exceed \$300,000 General Obligation Capital Loan Notes (GCP #8), for the foregoing general county purposes.

Section 2. This Resolution shall serve as a declaration of official intent under Treasury Regulation 1.150-2 and shall be maintained on file as a public record of such intent. It is reasonably expected that the general fund moneys may be advanced from time to time for capital expenditures which are to be paid from the proceeds of the above Notes. The amounts so advanced shall be reimbursed from the proceeds of the Notes not later than eighteen months after the initial payment of the capital expenditures or eighteen months after the property is placed in service. Such advancements shall not exceed the amount authorized in this Resolution unless the same are for preliminary expenditures or unless another declaration of intention is adopted.

	ROLL CALL VOIE				
	AYE	NAY	ABSTAIN	ABSENT	
Scott A. Belt, Chairman	0	0	0	0	
Tim Wichman	0	0	0	0	
Lynn Grobe	0	0	0	0	
Justin Schultz	0	0	0	0	
Brian Shea	0	0	0	0	
ATTEST:	r				

RESOLUTION NO. 65-2021

RESOLUTION INSTITUTING PROCEEDINGS TO TAKE ADDITIONAL ACTION FOR THE ISSUANCE OF NOT TO EXCEED \$60,000 GENERAL OBLIGATION CAPITAL LOAN NOTES (ECP #9)

WHEREAS, pursuant to notice published as required by law, the Board of Supervisors has held a public meeting and hearing upon the proposal to institute proceedings for the authorization of a Loan Agreement and the issuance of Not to Exceed \$60,000 General Obligation Capital Loan Notes (ECP #9), for the essential county purposes, in order to provide funds to pay the costs of equipping public buildings including computer hardware and software upgrades, and has considered the extent of objections received from residents or property owners as to the proposed issuance of Notes; and following action is now considered to be in the best interests of the County and residents thereof.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF POTTAWATTAMIE COUNTY, STATE OF IOWA:

Section 1. That this Board does hereby institute proceedings and take additional action for the authorization and issuance in the manner required by law of Not to Exceed \$60,000 General Obligation Capital Loan Notes (ECP #9), for the foregoing essential county purposes.

Section 2. This Resolution shall serve as a declaration of official intent under Treasury Regulation 1.150-2 and shall be maintained on file as a public record of such intent. It is reasonably expected that the general fund moneys may be advanced from time to time for capital expenditures which are to be paid from the proceeds of the above Notes. The amounts so advanced shall be reimbursed from the proceeds of the Notes not later than eighteen months after the initial payment of the capital expenditures or eighteen months after the property is placed in service. Such advancements shall not exceed the amount authorized in this Resolution unless the same are for preliminary expenditures or unless another declaration of intention is adopted.

		ROLL CALL VOTE				
	AYE	NAY	ABSTAIN	ABSENT		
Scott A. Belt, Chairman	0	0	0	0		
Tim Wichman	0	0	0	0		
Lynn Grobe	0	0	0	0		
Justin Schultz	0	0	0	0		
Brian Shea	0	0	0	0		
ATTEST:						
Melvyn Houser, County Audit	or					

Scheduled Sessions

Lacy Sampson/Board Chair, Pottawattamie County Housing Trust Fund

Discussion and/or decision to approve funding request in the amount of \$15,000 for Pottawattamie County Housing Trust Fund.





June 17, 2021

Sirs:

In 2021, the Pottawattamie County Housing Trust Fund celebrated 10 years of focusing on afforable housing in Council Bluffs and Pottawattamie County. Over the course of 10 years, we have been able to grant just over \$1.6 million dollars and impact 848 households. We were able to do this because of generous partners like you.

Today, we are requesting a donation of \$15,000 to help us meet our 2021 match. With your help, we will be able to grant just over \$270,000 for the 2021 granting year.

I apologize for the oversight in not getting this request submitted earlier in the year. Please know that all future requests will be submitted in early winter to match your budgeting timeframe.

We appreciate your consideration and continued support of the Pottawattamie County Housing Trust Fund.

Sincerely,

Lacey M Sampson President

Jason Slack/Director, Buildings & Grounds & John Jorgensen/HGM

Discussion and/or decision on how to proceed with Courthouse Campus Parking Construction Plan.



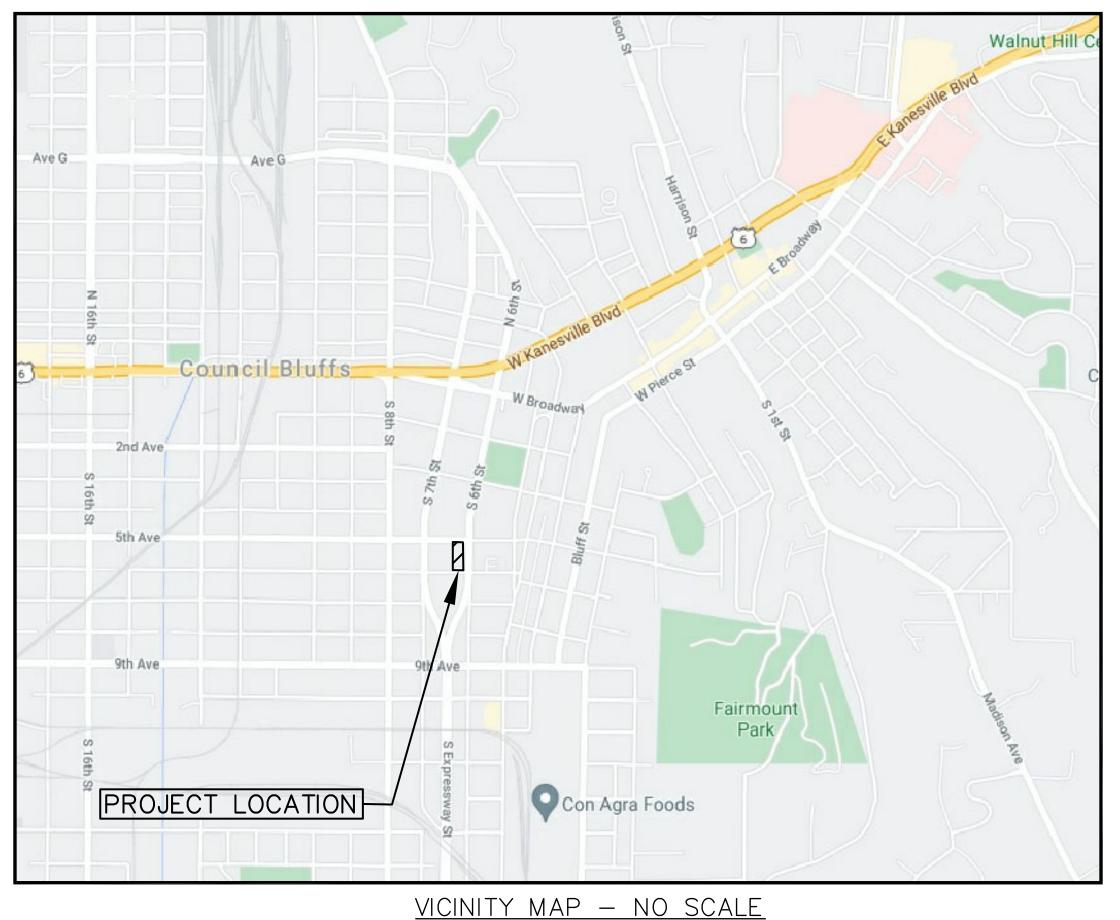






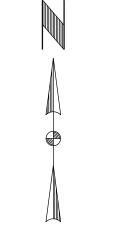
ELECTIONS BUILDING PARKING LOT

CITY OF COUNCIL BLUFFS, IOWA



<u>INDEX</u>

DESCRIPTION TITLE SHEET TOPOGRAPHIC SURVEY GENERAL NOTES C1.1 SITE DEMOLITION CONSTRUCTION STAGING PLAN C2.1 SITE LAYOUT, JOINTING AND STRIPING PLAN SITE GRADING AND PAVING PLAN C4.1 SITE DETAILS C4.2 SITE DETAILS SITE DETAILS



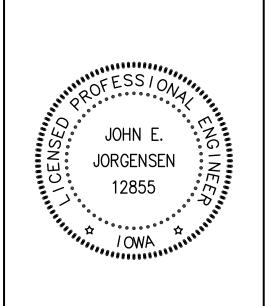
LOCATION MAP COUNCIL BLUFFS, IOWA NO SCALE

- INDICATES PROJECT LOCATION

C4.4 SITE DETAILS C5.1 EROSION CONTROL PLAN AND NOTES C5.2 EROSION CONTROL DETAILS

<u>SPECIFICATIONS</u>

THE URBAN STANDARD SPECIFICATIONS FOR PUBLIC IMPROVEMENTS, 2021, AND CITY OF COUNCIL BLUFFS SUPPLEMENTAL SPECIFICATIONS 2021, SHALL APPLY TO THIS PROJECT.



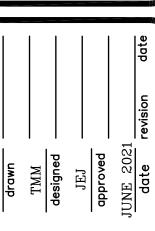
I hereby certify that this engineering document was prepared by me or under my direct personal supervision and that I am a duly licensed Professional Engineer under the laws of the State of Iowa.

JOHN E. JORGENSEN

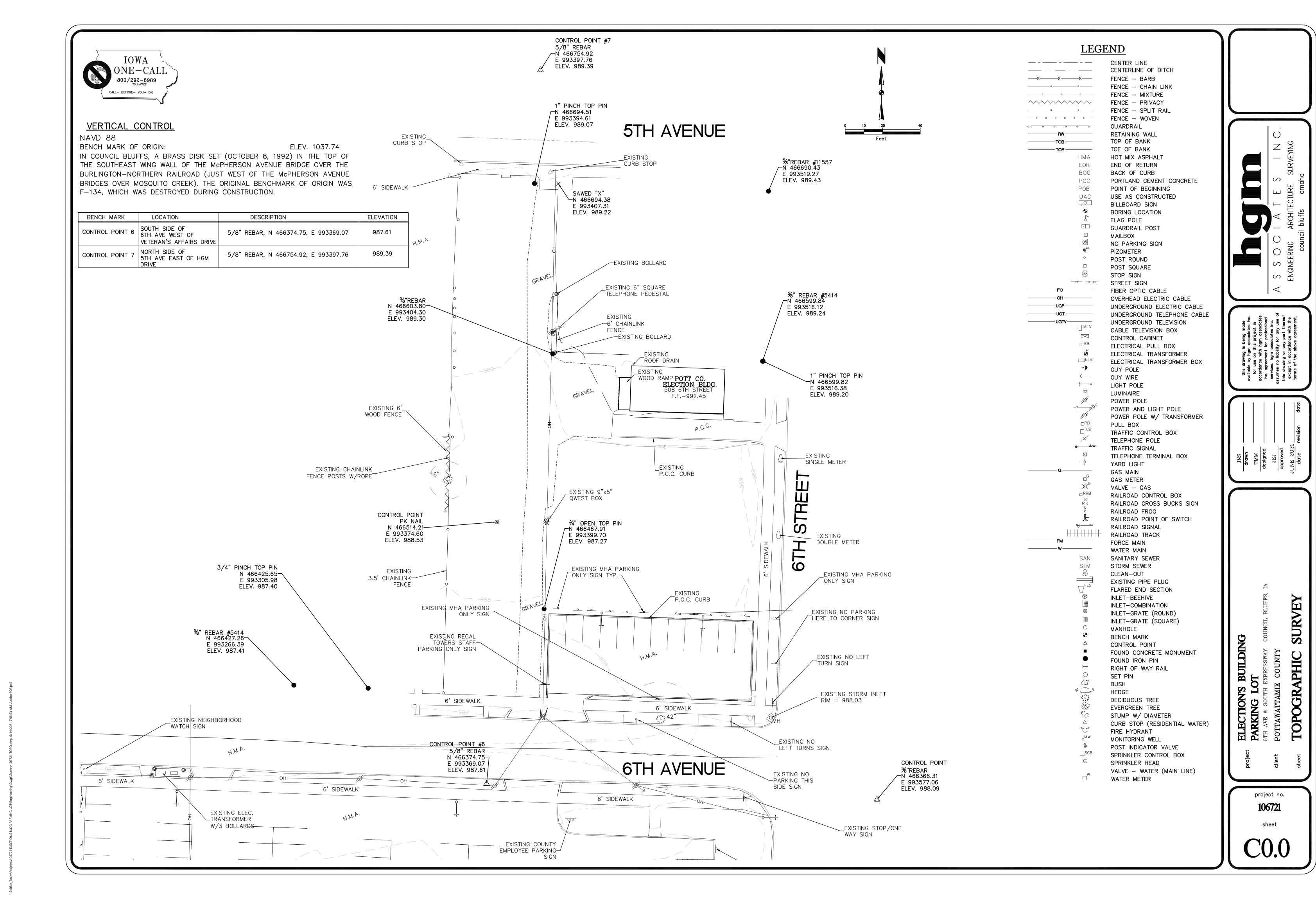
My license renewal date is December 31, <u>2021</u>.

Pages or sheets covered by this seal:

A0.1, C0.0, C0.1, C1.1, C1.2, C2.1, C3.1, C4.1, C4.2, C4.3, C4.4, C5.1, C5.2



project no.



GENERAL NOTES:

- THE UTILITIES AND UNDERGROUND INSTALLATIONS SHOWN ARE FROM LOCATES OR DRAWINGS PROVIDED TO THE ENGINEER BY THE UTILITY COMPANIES. THE ENGINEER MAKES NO GUARANTEE THAT THE UTILITIES SHOWN COMPRISE ALL UTILITIES IN THE AREA, EITHER IN SERVICE OR ABANDONED. THE ENGINEER FURTHER DOES NOT WARRANT THAT THE UTILITIES SHOWN ARE IN THE EXACT LOCATION
- 2. THE CONTRACTOR SHALL NOTIFY ALL UTILITY COMPANIES (PUBLIC AND PRIVATE) AT LEAST 48 HOURS IN ADVANCE OF THE ACTUAL START DATE OF CONSTRUCTION. THE CONTRACTOR IS TO DETERMINE ACTUAL LOCATIONS OF ALL UTILITIES IN THE FIELD. THE CONTRACTOR IS TO USE DUE CAUTION IN WORKING OVER AND AROUND ALL UTILITY LINES. BREAKS IN UTILITIES DUE TO THE CONTRACTOR'S ACTIONS, LABOR, AND EQUIPMENT ARE TO BE REPAIRED OR REPLACED IMMEDIATELY BY THE CONTRACTOR WITHOUT COST TO THE OWNER OR ENGINEER.
- FOR YOUR INFORMATION. THE FOLLOWING TELEPHONE NUMBER CAN BE USED WHEN REQUESTING LOCATIONS FOR UTILITIES THAT ARE MEMBERS OF THE IOWA ONE CALL SYSTEM: 1-800-292-8989.
- ALL SOLID WASTE AND EXCESS EXCAVATION FROM THE REMOVAL OR INSTALLATION OF PAVEMENT, STORM, AND/OR SANITARY SEWER SYSTEMS, SHALL BE REMOVED AND DISPOSED OF BY THE CONTRACTOR IN COMPLIANCE WITH ALL APPLICABLE FEDERAL, STATE, AND LOCAL REQUIREMENTS. ALL REMOVED ITEMS SHALL BE DISPOSED OF BY THE CONTRACTOR OFF SITE AND SHALL NOT BE INCORPORATED INTO THE WORK.
- CONTRACTOR SHALL SECURE AND PAY ALL FEES, PERMITS AND LICENSES TO PERFORM THE WORK. A SURETY BOND IS REQUIRED BY THE CITY OF COUNCIL BLUFFS FOR GRADING WORK.
- THE CONTRACTOR SHALL KEEP STORM SEWER LINES AND STRUCTURES CLEAN AND FREE OF ANY DEBRIS THAT IS A RESULT OF CONSTRUCTION OPERATIONS. ANY CLEANING OR REMOVAL OF DEBRIS THAT ENTERS AS A RESULT OF CONSTRUCTION OPERATIONS SHALL BE AT THE EXPENSE OF THE CONTRACTOR.
- THE CONTRACTOR SHALL BE RESPONSIBLE TO SECURE THE SERVICES OF A TESTING LABORATORY TO PERFORM FIELD TESTING INCLUDING IN-PLACE EARTHWORK DENSITY. CONCRETE STRENGTH AND TRENCH COMPACTION. TEST REPORTS SHALL BE PROVIDED TO THE OWNER AND ENGINEER. TESTING FREQUENCY SHALL BE IN ACCORDANCE WITH THE CITY OF COUNCIL BLUFFS PUBLIC WORKS SPECIFICATIONS (SUDAS).
- COMPLY WITH ALL CITY. STATE AND FEDERAL LAWS AND REGULATIONS PERTAINING TO MINIMUM WAGES AND OCCUPATION, SAFETY, AND HEALTH REGULATIONS.
- CONTRACTOR SHALL FERTILIZE, AND MULCH ALL OTHER DISTURBED AREAS. EROSION CONTROL MAT (TWO LAYERS PLACED AT 90 DEGREES TO EACH OTHER) IS REQUIRED ON ALL SLOPES 4:1 OR
- 10. TEMPORARY SEEDING MIXTURE FOR AREAS THAT WILL NOT BE DISTURBED FOR TWO MONTHS OR GREATER SHALL BE: PERENNIAL RYE GRASS, 10 LBS./ARCE; TALL FESCUE, 6 LBS./ACRE; RED CLOVER, 2 LBS./ACRE; ALFALFA, 2 LBS./ACRE; OATS, 48 LBS./ACRE (48 LBS. OF OATS IS EQUAL TO 1.5 BUSHELS OF OATS); MULCH - STRAW, 2 TONS/ACRE. MULCH SHALL BE ANCHORED INTO THE SOIL.

TEMPORARY SEEDING MIXTURE FOR AREAS THAT WILL NOT BE DISTURBED AFTER TWENTY-ONE DAYS BUT BEFORE TWO MONTHS SHALL BE OATS, 100 LBS./ACRE; FERTILIZER, 13-13-13, 450 LBS./ACRE; MULCH - STRAW, 2 TONS/ACRE. MULCH SHALL BE ANCHORED INTO THE SOIL. (SEE SWPPP SHEETS)

- 11. SILT FENCING TO BE MAINTAINED BY CONTRACTOR ON A WEEKLY BASIS. DISPOSE OF ACCUMULATED
- 12. PORTLAND CEMENT CONCRETE SHALL BE IDOT MIX CV-47B FOR PAVEMENT, CURB AND GUTTER AND SIDEWALKS. SIDEWALKS MAY USE A SAND/GRAVEL 6.5 SACK MIX WITH 28 DAY STRENGTH OF 3500 PSI. THE SAND AND GRAVEL SHALL MEET IDOT SPEC 4117 CLASS V FOR FINE AGGREGATE.
- 13. PROPOSED CONTOURS SHOWN ARE TO FINISHED GRADE. THE CONTRACTOR SHALL TAKE INTO ACCOUNT PAVEMENT/FLOOR SLAB THICKNESS.
- 14. EXISTING TREES NOT INDICATED FOR REMOVAL SHALL BE PROTECTED FROM DAMAGE DURING CONSTRUCTION. WHEN TRIMMING IS REQUIRED ON ANY TREE, THE CONTRACTOR SHALL OBTAIN APPROVAL FROM THE OWNER AND USE SAWS TO REMOVE ROOTS AND BLANCHES FROM TREES THAT ARE TO REMAIN. NO REMOVAL OF ROOTS AND BRANCHES SHALL BE BY HEAVY EQUIPMENT THAT RESULTS IN TEARS. ALL REMOVALS SHALL LEAVE A SMOOTH CUT FACE.
- TREE AND SHRUB PROTECTIVE FENCING SHALL BE REQUIRED AS SHOWN ON THE CONSTRUCTION DOCUMENTS AND AS DIRECTED BY THE ARCHITECT. THE PROTECTIVE FENCING SHALL CONSIST OF HIGH VISIBILITY PLASTIC MESH FENCE, MINIMUM 36-INCHES HIGH SECURED TO STEEL 'T' POSTS OR WOOD FRAMING. THE CONTRACTOR SHALL LOCATE THE FENCING ALONG THE TREE'S DRIP LINE OR AS SHOWN ON THE DRAWINGS, IN ANY CASE, THE FENCING SHALL BE A MIN. 6' FROM THE TRUNK. FENCING LOCATION SHALL BE APPROVED IN THE FIELD BY ARCHITECT. THE CONTRACTOR SHALL AVOID LOCATING POSTS NEAR PROBABLE MAJOR ROOT LOCATIONS, AND RELOCATE ANY POSTS WHEN RESISTANCE (I.E. MAJOR ROOTS) IS ENCOUNTERED DURING POST INSTALLATION. THE PROTECTIVE FENCING SHALL BE INSTALLED PRIOR TO CONSTRUCTION ACTIVITIES AND REMAIN THROUGHOUT CONSTRUCTION. STORAGE OF ANY MATERIALS OR PARKING OF ANY EQUIPMENT WILL NOT BE ALLOWED WITHIN THE FENCING.
- 16. THE CONTRACTOR SHALL CONTROL CONSTRUCTION DEBRIS, HAZARDOUS WASTE SPILLS, AND CONCRETE TRUCK WASHOUT AREA(S). THE CONTRACTOR SHALL CLEAN-UP AND DISPOSE OF ALL WASTER PROPERLY OFF-SITE AT AN APPROVED DISPOSAL FACILITY. NO CONSTRUCTION MATERIAL WASTES OR UNUSED MATERIALS SHALL BE BURIED, DUMPED, BURNED, OR DISCHARGED WITHIN THE PROJECT LIMITS.
- 17. THE CONTRACTOR SHALL TAKE STEPS TO CONTROL SOIL EROSION AND FUGITIVE DUST DURING CONSTRUCTION. IF NECESSARY, HAY BALES, CHECK DAMS, SEDIMENT TRAPS OR ADDITIONAL SILT FENCE (NOT INDICATED ON THE PLANS) SHALL BE USED TO RETAIN SILT AND PREVENT SILT FROM ENTERING THE STORM DRAINAGE SYSTÉM. IN ACCORDANCE WITH THE POLLUTION PREVENTION PLAN AND ADMINISTER IT THROUGHOUT THE PROJECT DURATION.
- 18. THE CONTRACTOR SHALL CONSTRUCT THE NECESSARY EROSION CONTROL AND RUNOFF DETENTION STRUCTURES INCLUDED IN THE PLANS AND PER STORM WATER POLLUTION PREVENTION PLANS (SWPPP) PRIOR TO ANY GRADING ON THE PROJECT IN ORDER TO PREVENT SILT TRANSPORT AND SOIL TRACKING OUTSIDE OF THE PROJECT LIMITS. THE CONTRACTOR SHALL MAINTAIN AND WATER HAUL ROADS TO CONTROL FUGITIVE DUST.
- 19. ALL CONCRETE TRUCKS SHALL RETURN TO THE PLANT TO WASH OUT UNLESS THE CONTRACTOR PROVIDES A CONCRETE WASH OUT AREA AS DESCRIBED IN THE PLANS OR AS APPROVED BY THE ENGINEER. THE CONTRACTOR IS RESPONSIBLE FOR THE REMOVAL AND CLEAN UP OF THE WASH OUT LOCATION.
- 20. REMOVALS OF ABANDONED UTILITIES THAT ARE SHOWN ON THE PLANS AND ENCOUNTERED DURING TRENCH EXCAVATION SHALL BE INCLUDED IN THE LUMP SUM PRICE AND WILL NOT BE PAID FOR SEPARATELY.

- 23. THE CONTRACTOR SHALL ADEQUATELY BARRICADE WORK AREAS DURING CONSTRUCTION TO INSURE PUBLIC SAFETY AND PROTECT THE NEW PAVEMENT FROM DAMAGE. ALL TRAFFIC CONTROL SHALL BE IN COMPLIANCE WITH "MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES" U.S. DEPARTMENT OF TRANSPORTATION, LATEST EDITION. IN ADDITION THE CONTRACTOR SHALL INSTALL AND MAINTAIN ORANGE SAFETY FENCE AROUND THE JOB SITE PERIMETER FOR THE DURATION OF THE PROJECT.
- 24. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ANY REQUIRED SURVEY/STAKING SERVICES THAT THE CONTRACTOR DEEMS NECESSARY TO PERFORM THE CONSTRUCTION.
- 25. ALL CIVIL SITE WORK ON THE PROJECT SITE SHALL COMPLY WITH THE CURRENT ADDITION OF THE URBAN STANDARD SPECIFICATIONS FOR PUBLIC IMPROVEMENT AS AMENDED BY THE CITY OF COUNCIL BLUFFS (SEE NOTE 26) IN ADDITION TO THE PROJECT SPECIFICATIONS.
- 26. THE FOLLOWING SPECIFICATIONS SHALL APPLY TO THIS PROJECT:

THE URBAN STANDARD SPECIFICATIONS FOR PUBLIC IMPROVEMENTS 2014 AND THE CITY OF COUNCIL BLUFFS SUPPLEMENTAL SPECIFICATIONS 2014. THESE DOCUMENTS ARE ON FILE AND AVAILABLE FOR VIEWING AT THE CITY OF COUNCIL BLUFFS DEPARTMENT OF PUBLIC WORKS, 209 PEARL STREET, COUNCIL BLUFFS, IA 51503. PHONE # 712-328-4635. COPIES OF THE URBAN STANDARDS MAY BE OBTAINED FROM: CTRE PAUL WIEGAND, P.E., DIRECTOR ISU RESEARCH PARK, 2901 S. LOOP DRIVE, SUITE 3100, AMES, IA 50010-8632. PHONE # 515-294-5542. OR CONTACT AT: http://www.iowasudas.org/

COUNCIL BLUFFS SUPPLEMENTAL DETAILS CAN BE FOUND AT: http://publicworks.councilbluffs-ia.gov/engineering.asp?page=5 REFERÊNCES TO UNIT PRICES, BID ITEMS AND METHOD OF PAYMENT WITHIN THESE SPECIFICATIONS SHALL NOT APPLY TO THIS PROJECT.

- 27. GRADING CONTRACTOR SHALL STRIP AND STOCKPILE ORGANIC TOPSOIL (6" DEPTH) FROM THE DISTURBED AREA. CONTRACTOR IS TO THEN RE-SPREAD OVER AREAS TO BE SEEDED/SODDED. HOWEVER, PRIOR TO PLACEMENT, THE EXISTING GROUND SURFACE SHALL BE DISKED OR TILLED TO A MINIMUM DEPTH OF 12".
- 28. IF SUITABLE FILL MATERIAL IS REQUIRED, IT SHALL BE IMPORTED FROM AN APPROVED BORROW AREA AN USED FOR BACKFILL IN THOSE AREAS WHERE UNSUITABLE EXCAVATION MATERIALS ARE ENCOUNTERED. ANY EXCESS EXCAVATION MATERIAL SHALL BE DIPRSED OF OFF-SITE BY THE CONTRACTOR.
- 29. THE CONTRACTOR SHALL VERIFY THE LOCATIONS AND ELEVATIONS OF ALL PROPOSED UTILITY CONNECTIONS WITH THE ARCHITECTURAL, ELECTRICAL, AND MECHANICAL CONSTRUCTION DOCUMENTS.
- 30. ALL SIDEWALK, SHARED USE PATHS, PEDESTRIAN CURB RAMPS, AND DRIVEWAYS SHALL BE CONSTRUCTED TO MEET THE MINIMUM REQUIREMENTS OF DIVISION 7 SECTION 7030 OF THE SUDAS STANDARD SPECIFICATIONS. ALL WORK COMPLETED THAT DOES NOT MEET THESE REQUIREMENTS SHALL BE REMOVED AND REPLACED BY THE CONTRACTOR AT NO COST TO OWNER OR ENGINEER.
- 31. THE CONTRACTOR SHALL BE RESPONSIBLE FOR COMPLETING THE WEEKLY STORM WATER REPORTS AS OUTLINED IN THE SWPPP. THE REPORTS ARE TO BE SIGNED BY THE CONTRACTOR AND KEPT ON-SITE FOR THE DURATION OF THE PROJECT. THE CONTRACTOR SHALL PROVIDE COPIES OF THE REPORTS TO THE OWNER AND ENGINEER ON A WEEKLY BASIS.
- 32. THE GENERAL CONTRACTOR SHALL PROVIDE THE OWNER WITH A CONSTRUCTION RECORD DRAWING INDICATING ALL CHANGES IN GEOMETRY, GRADES, ELEVATIONS OR MATERIAL ON THE PROJECT PRIOR TO FINAL ACCEPTANCE.
- 33. A QUALIFIED SUPERINTENDENT, WHO IS ACCEPTABLE TO THE OWNER, SHALL BE PRESENT ON THE PROJECT SITE DURING CONSTRUCTION AND GIVE EFFICIENT SUPERVISION TO THE WORK UNTIL ITS COMPLETION. THE SUPERINTENDENT SHALL HAVE FULL AUTHORITY TO ACT IN BEHALF OF THE CONTRACTOR, AND ALL DIRECTIONS GIVEN TO THE SUPERINTENDENT SHALL BE CONSIDERED GIVEN TO THE CONTRACTOR. PAVEMENT STRIPING/MARKING PAINT SHALL BE ALKYD-RESIN TYPE: READY MIXED; WHITE IN COLOR, COMPLYING WITH FS TT-P-115, TYPE 1 OR AASHTO M M248 TYPE N. PROPOSED STRIPING/MARKINGS TO BE INSTALLED PER CITY STANDARDS WHERE APPLICABLE. OTHERWISE INSTALL PER MUTCD, LATEST ADDITION.
- 34. PAVEMENT REMOVAL MAY INCLUDE, BUT MAY NOT BE LIMITED TO ASPHALTIC CONCRETE, P.C.C. CONCRETE OR BRICK. ALL PAVEMENT REMOVALS SHALL BECOME PROPERTY OF THE CONTRACTOR AND REMOVED FROM THE SITE. A FULL DEPTH SAW CUT IS REQUIRED. THE CONTRACTOR SHALL SAW A NEAT, VERTICAL, AND STRAIGHT CUT ALONG EXISTING PAVING PRIOR TO PLACING PAVEMENT.
- 35. THE CONTRACTOR SHALL HAND RAKE ALL STONES, ROCKS, AND DEBRIS FROM THE TRENCH BACKFILL. ALL THE AREAS PROPOSED TO BE SEEDED SHALL BE TOTALLY FREE OF ROCK, CONCRETE, AND DEBRIS FOR A DEPTH OF 12" IN ORDER TO PROVIDE A SEEDBED THAT IS CONDUCIVE TO THE GROWTH OF LAWN GRASSES.
- 36. CONTRACTOR TO CONSTRUCT AND OR MAINTAIN CONSTRUCTION ENTRANCES AS NEEDED.
- 37. TRAFFIC CONTROL SHALL BE REQUIRED ANYTIME WORK IS DONE WITHIN THE RIGHT-OF-WAY. SEE TRAFFIC CONTROL NOTES, THIS SHEET.
- 38. CONTRACTOR SHALL PREPARE A STAGING PLAN FOR APPROVAL BY THE OWNER PRIOR TO THE PRECONSTRUCTION MEETING. THE PLAN SHALL INCLUDED LOCATIONS FOR CURRENT POTT. COUNTY EMPLOYEE PARKING.
- 39. PROJECT MATERIAL TESTING SHALL BE PROVIDED BY THE CONTRACTOR (PER SUDAS) SHALL AT A MINIMUM INCLUDE SUBGRADE COMPACTION TESTING, TRENCH COMPACTION TESTING AND CONCRETE TESTING (AIR, SLUMP AND CYLINDERS). CONTRACTOR SHALL PROVIDE CERTIFIED GRADATION REPORTS FOR ALL GRANULAR MATERIAL AND AGGREGATE USED ON THE PROJECT.
- 40. FOR ADDITIONAL GEOTECHNICAL REQUIREMENTS, SEE "FINAL GEOTECHNICAL EXPLORATION REPORT".
- 41. GRANULAR SURFACING SHALL BE CLASS A CRUSHED STONE.
- 42. COLD WEATHER PROTECTION, IF REQUIRED PER SUDAS, SHALL BE CONSIDERED INCIDENTAL TO THE PROJECT.
- 43. FOR ALL CONCRETE PAVEMENTS SPRAY A PENETRATING CONCRETE SEALER (SILANE, SILICATE, OR SILICONATE BASED) TO ALL CLEANED JOINTS. FOLLOWED BY A HOT POURED JOINT SEALER. SEE GEOTECHNICAL REPORT FOR ADDITIONAL INFORMATION.
- 44. STRIP TOPSOIL AND VEGETATION TO A DEPTH OF 6 INCHES INCLUDING BORROW AND FILL AREAS.
- 45. ALL FILL SHALL BE PLACED AND COMPACTED WITH A SHEEPSFOOT TYPE ROLLER TO A MINIMUM OF 95% MAXIMUM DRY DENSITY (ASTM D698, STANDARD PROCTOR) BETWEEN -3 AND +4% OF OPTIMUM MOISTURE CONTENT.
- 46. BACKFILL SOILS (INTERIOR AND EXTERIOR UTILITY TRENCHES, FOUNDATIONS AND BUILDING WALLS) SHALL BE COMPACTED TO A MINIMUM OF 95% MAXIMUM DRY DENSITY (STANDARD PROCTOR) BETWEEN -3 AND +4% OF OPTIMUM MOISTURE CONTENT.
- 47. COMPACT UPPER 6" OF SUBGRADE BENEATH ALL FLOOR SLABS TO A MINIMUM OF 95% MAXIMUM DRY DENSITY (ASTM D698, STANDARD PROCTOR) BETWEEN -3 AND +4% OF OPTIMUM MOISTURE CONTENT.
- 48. FOR ALL CONCRETE PAVEMENTS COMPACT THE UPPER 12" OF SUBGRADE TO A MINIMUM OF 90% OF THE MAXIMUM DRY DENSITY (ASTM D1557, MODIFIED PROCTOR) BETWEEN -3 AND +4% OF OPTIMUM MOISTURE CONTENT.
- 49. FOR ALL ASPHALT PAVEMENTS COMPACT THE UPPER 12" OF SUBGRADE TO A MINIMUM OF 92% OF THE MAXIMUM DRY DENSITY (ASTM D1557, MODIFIED PROCTOR) BETWEEN -3 AND +4% OF OPTIMUM MOISTURE CONTENT.
- 50. FOR ADDITIONAL EARTHWORK AND GRADING REQUIREMENTS, SEE GEOTECHNICAL EXPLORATION REPORT DATED AUGUST 5, 2014 IN THE SPECIFICATIONS.

TRAFFIC CONTROL NOTES

MOTORIST'S VIEW.

- 1. CONTRACTOR SHALL BE FULLY RESPONSIBLE FOR ALL TRAFFIC CONTROL COSTS, MATERIALS, LABOR, IMPLEMENTATION AND MAINTENANCE AS NECESSARY FOR THE PROJECT.
- 2. TRAFFIC CONTROL DEVICES, PROCEDURES, AND LAYOUTS SHALL FOLLOW PART VI OF THE MANUAL ON UNIFORM TRAFFIC DEVICES (MUTCD), LATEST EDITION. SECTION 2528 AND 4186 OF THE I.D.O.T. STANDARD SPECIFICATIONS SHALL ALSO APPLY TO THE
- 3. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL TRAFFIC CONTROL DEVICES DURING CONSTRUCTION INCLUDING BARRICADES,
- 4. PROPOSED SIGN SPACING MAY BE MODIFIED TO MEET EXISTING FIELD CONDITIONS, OR TO PREVENT OBSTRUCTION OF THE
- 5. WHERE POSSIBLE, ALL POST-MOUNTED SIGNS SHALL BE PLACED A MINIMUM OF 2 FEET CLEAR OF THE EDGE OF PAVEMENT.
- 6. PERMANENT SIGNING CONVEYING A MESSAGE CONTRARY OR CONTRADICTORY TO THE MESSAGE OF THE TEMPORARY SIGNING AND NOT APPLICABLE TO THE WORK CONDITIONS SHALL BE COVERED BY THE CONTRACTOR.
- 7. TWO WAY TRAFFIC SHALL BE MAINTAINED AT ALL TIMES ON ALL PUBLIC STREETS SURROUNDING THE PROJECT.
- 8. WHERE TEMPORARY LANE RESTRICTIONS ARE NECESSARY, THE CONTRACTOR SHALL NOTIFY THE COUNCIL BLUFFS PUBLIC WORKS DEPARTMENT AT 712-328-4634, 48 HOURS IN ADVANCE OF CLOSING A PORTION OF THE STREET TO TRAFFIC. THE CONTRACTOR SHALL GIVE NOTICE FOR REQUESTING THE CITY PUBLIC WORKS DEPARTMENT TO REMOVE EXISTING TRAFFIC SIGNS AND GIVE 48 HOURS NOTICE PRIOR TO OPENING A STREET SO THAT REPLACEMENT SIGNS MAY BE ERECTED BY THE CITY.
- 9. THE CONTRACTOR MAY PROPOSE ALTERNATE TRAFFIC CONTROL FOR REVIEW AND APPROVAL. THE CONTRACTOR IS NOT RELIEVED OF THE RESPONSIBILITY FOR MEANS, METHODS, AND SCHEDULES OF CONSTRUCTION.
- 10. ACCESS TO ALL PROPERTIES AND PUBLIC SIDEWALKS, EXCLUDING SIDEWALKS BEING REPLACED BY THIS PROJECT, SHALL BE MAINTAINED AT ALL TIMES.

SIDEWALK CONSTRAINTS

- 1. CROSS SLOPES: CONSTRUCT ALL SIDEWALKS. CURB RAMPS. AND LANDINGS/TURNING SPACES AT A TARGET CROSS SLOPE OF 1.5%. VERIFY WITH ENGINEER WITH EXISTING SPOT ELEVATIONS. CROSS SLOPES EXCEEDING 2.0% WILL NOT BE ALLOWED. EXCEPT FOR AREAS TYING INTO EXISTING PAVEMENT. IN THESE AREAS. TRANSITION FROM EXISTING PAVEMENT CROSS SLOPE TO A CROSS SLOPE OF LESS THAN 2.0% WITHIN ONE PANEL AT A RATE NOT TO EXCEED 1.0% PER FOOT.
- 2. LONGITUDINAL SLOPES:

A. SIDEWALKS. WHEN ROADWAY SLOPE EXCEEDS 5.0%: SIDEWALK LONGITUDINAL SLOPE EXCEEDING THE ROADWAY SLOPE BY MORE THAN 2.0% WILL NOT BE ALLOWED. WHEN ROADWAY SLOPE 5.0% OR LESS: SIDEWALK LONGITUDINAL SLOPE EXCEEDING 5.0% WILL NOT BE ALLOWED.

B. RAMPS: WHEN RAMPS ARE 15.0' IN LENGTH OR LESS THE LONGITUDINAL SLOPE EXCEEDING 8.3% WILL NOT BE ALLOWED. WHEN RAMPS ARE GREATER THAN 15.0' IN LENGTH, CONSTRUCT WITH THE LONGITUDINAL SLOPE NECESSARY TO CONFORM TO THE DESIGN.

3. LANDING/TURNING SPACES: LONGITUDINAL SLOPES EXCEEDING 2.0% WILL NOT BE ALLOWED.

ABBREVIATIONS

= Hot Mix Asphall = Cable Television = Fire Hydrant = Found Iron Pin

МН = Manhole

= Portland Cement Concrete

PP = Power Pole RR = Railroad TELE = Telephone

UGT = Under Ground Telephone UGE = Under Ground Electric

XFMR = Transformer SAN = Sanitary

= Traffic Control Box

UTILITIES LEGEND

MID AMERICAN ENERGY Contact Name: Gary Richardson Contact Phone: (712) 366-5651 Mobile Phone: (402) 699-3893

Contact Email: gwrichardson@midamerican.com Address: 3003 South 11th Street

Council Bluffs, IA 51501

BLACK HILLS ENERGY Contact Name: Chris Dewey Contact Phone: (712) 325-3022 Fax: (712) 325-3043 Mobile Phone: (402) 669-1821 Contact Email: chris.dewey@blackhillscorp.com Address: 1414 West Broadway

Council Bluffs, IA 51501

CENTURY LINK COMMUNICATIONS Contact Name : Ed Krieger Contact Phone: (402) 572-5856 Fax: (402) 572-6424 Mobile Phone: (402) 708-3269

Contact Email: edward.frieger@centurylink.com Address: 7404 N. 78th Street Bldg A

Omaha, NE 68122

COX COMMUNICATIONS Contact Name : Dave Kloch Contact Phone: (402) 934-0550 Fax: (402) 934-0015 Mobile Phone: (402) 510-2330 Contact Email: dave.kloch2cox.com

Address: 401 North 117th Street Suite 101 Omaha, NE 68154

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TOLL FREE

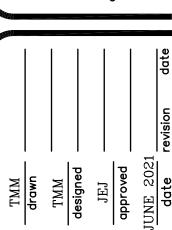
CALL-BEFORE-YOU-DIG

COUNCIL BLUFFS WATER WORKS Contact Name: Brian Cady, P.E. Contact Phone: (712) 328-1006 ext 1039 Fax: (712) 328-7414 Mobile Phone: (402) 660-8037 Contact Email: bcady@cbwaterworks.com Address: 2000 North 25th Street Council Bluffs, IA 51502

CITY OF COUNCIL BLUFFS TRAFFIC SIGNAL DEPART. Contact Name : Mark Franz Contact Phone: (712) 328-4645 Fax: (712) 328-4907 Mobile Phone: (402) 510-2709

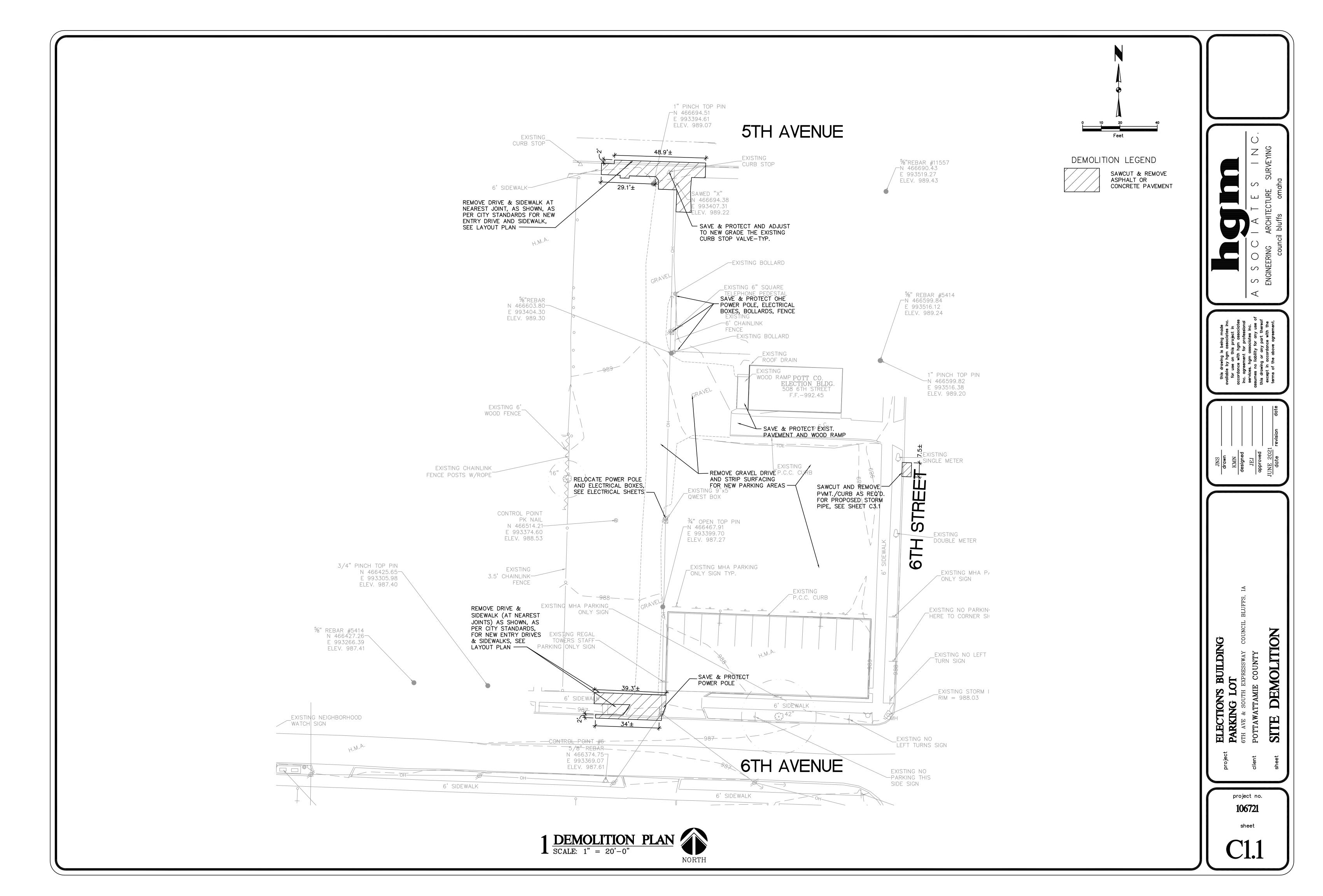
Contact Email: mfranz@councilbluffs-ia.gov Address: 1001 10th Ave Council Bluffs, IA 51501

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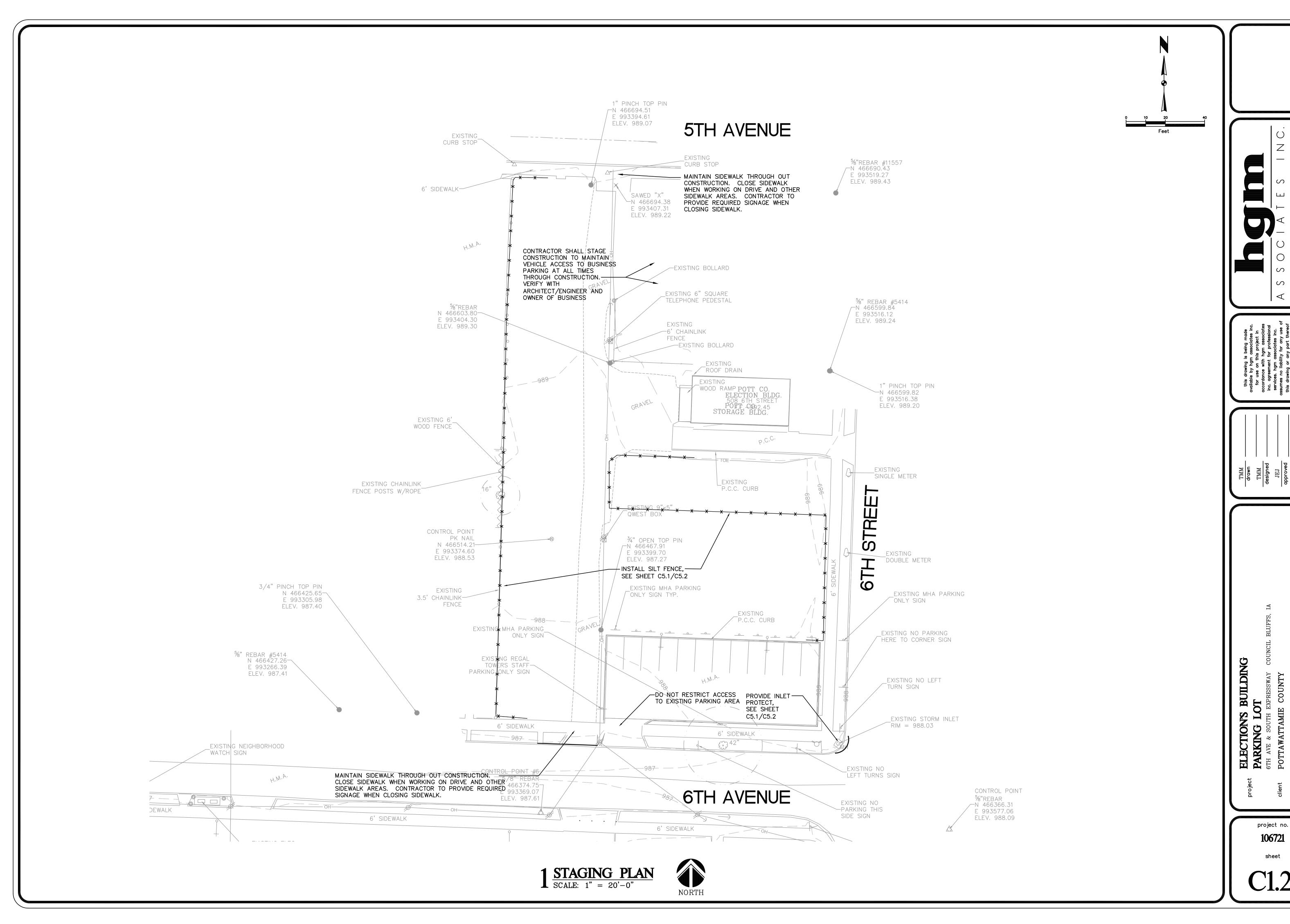


BUILDING

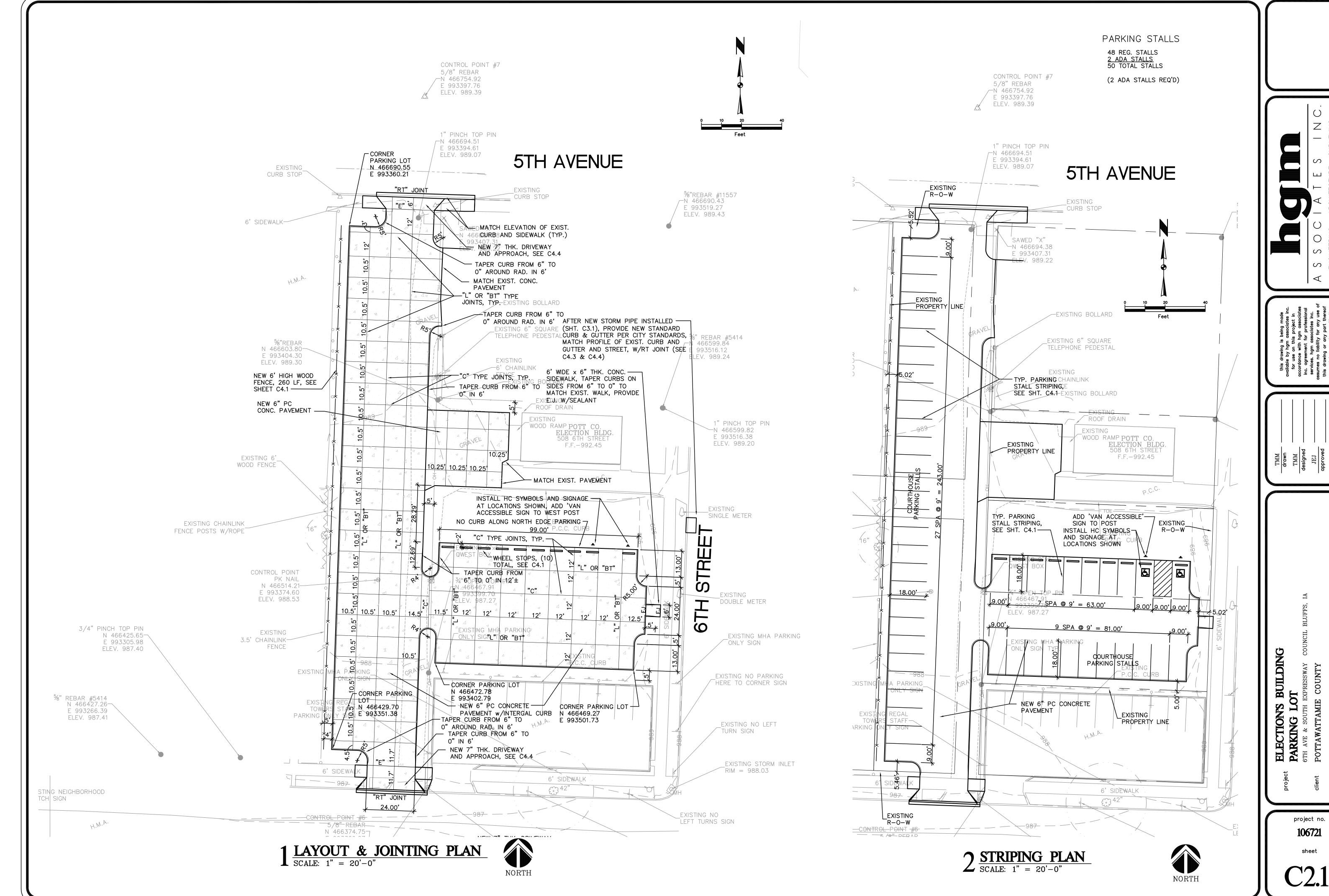
project no. 106721



ECTIONS BLDG PARKING LOT\Engineering\Dwgs\Design\106721_C1-1 DEMO.dwg, 6/14/2021 9:41:49 AM, Adobe PDF.pc3



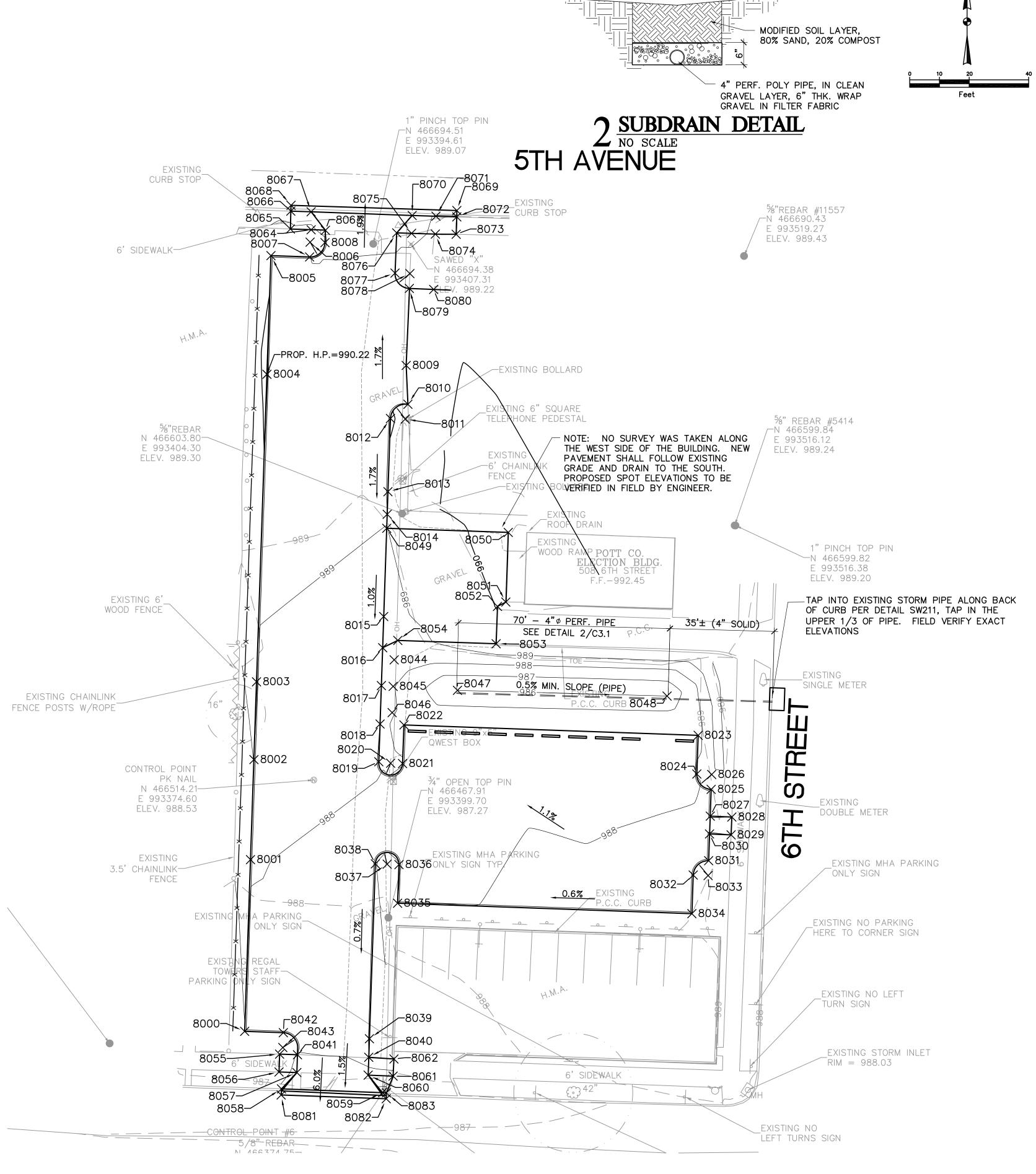
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POINT TABLE							
POINT #	NORTHING	EASTING	ELEVATION	DESCRIPTION			
8000	466429.69	993351.37	987.97	TC			
8001	466487.43	993353.33	988.60	TC			
8002	466521.07	993354.49	989.02	TC			
8003	466547.23	993355.36	989.34	TC			
8004	466650.64	993358.86	990.22	TC			
8005	466690.55	993360.21	989.89	TC			
8006	466695.08	993373.37	989.35	5.0' RADIUS			
8007	466690.11	993373.20	989.52	TC			
8008	466694.93	993378.37	989.26	TC			
8009	466653.62	993405.66	989.62	MATCH EXIST			
8010	466640.57	993406.26	989.72	MATCH EXIST			
8011	466635.60	993405.38	989.69	5.0' RADIUS			
8012	466635.79	993400.38	990.14	TC			
8013	466611.17	993399.54	989.62	TC			
8014	466603.56	993399.29	989.04	TP			
8015	466569.19	993398.12	988.70	TP			
8016	466558.70	993397.77	988.60	TP			
8017	466545.96	993397.34	988.42	TP			
8018	466533.04	993396.89	988.55	TP			
8019	466520.36	993396.47	988.63	TC			
8020	466519.87	993400.45	988.39	4.0' RADIUS			
8021	466519.75	993404.45	988.15	TC			
8022	466532.74	993404.91	987.22	TP			
8023	466529.23	993503.85	987.66	TP			
8024	466516.24	993503.39	988.37	TC			
8025	466511.06	993508.21	988.67	TC			
8026	466516.06	993508.39	988.52	5.0' RADIUS			
8027	466502.07	993507.91	988.78	TC			
8028	466501.77	993515.17	988.67	SIDEWALK			
8029	466495.77	993514.92	988.67	SIDEWALK			
8030	466496.07	993507.66	988.88	TC			
8031	466487.08	993507.36	988.98	TC			
8032	466482.26	993502.19	988.81	TC			
8033	466482.08	993507.18	989.00	5.0' CENTER			
8034	466469.27	993501.73	988.95	TC			
8035	466472.78	993402.79	988.33	TC			
8036	466485.77	993403.25	988.21	TC			
8037	466485.92	993399.28	988.10	4.0' RADIUS			
8038	466486.01	993395.31	987.98	TC			
8039	466427.21	993393.31	987.59	TC			
8040	466420.97	993393.09	987.05	TP			
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SLOPE GRADE

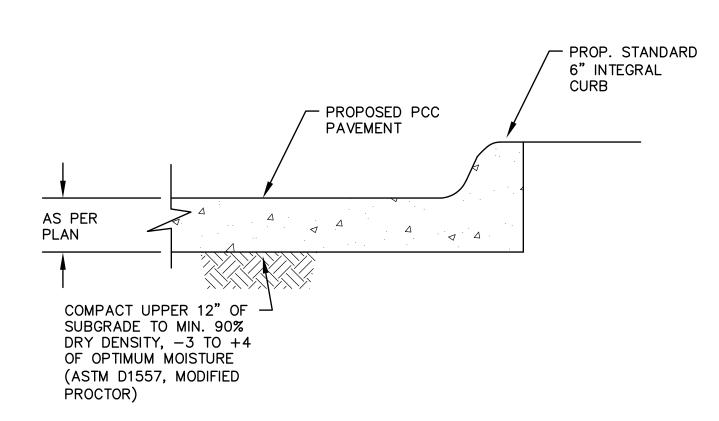
NORTH

SLOPE GRADE

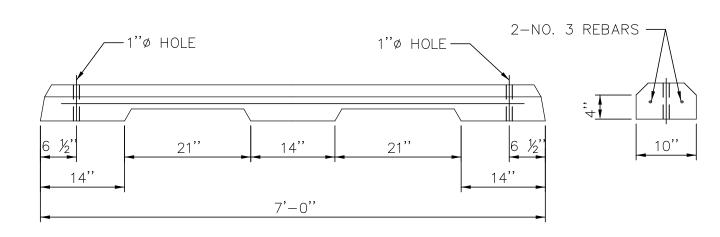
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1 GRADING & PAVING PLAN SCALE: 1" = 20'-0"

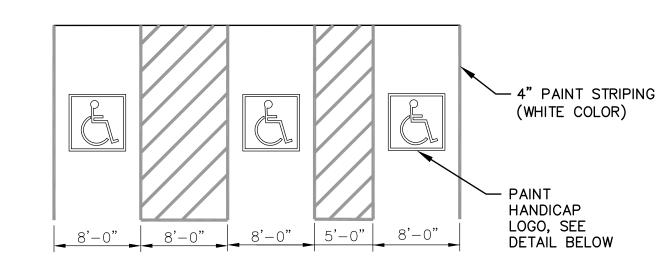


TYPICAL SECTION PCC PAVEMENT SCALE: NONE

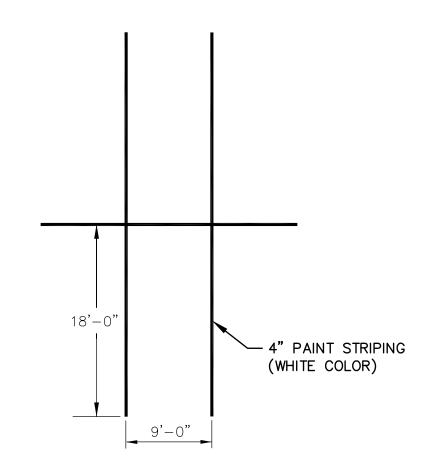


NOTE:
PRECAST CONCRETE CURB STOP
SHALL BE ANCHORED USING NO. 7
BARS 18" LONG.
3000 PSI CONCRETE @ 28 DAYS.

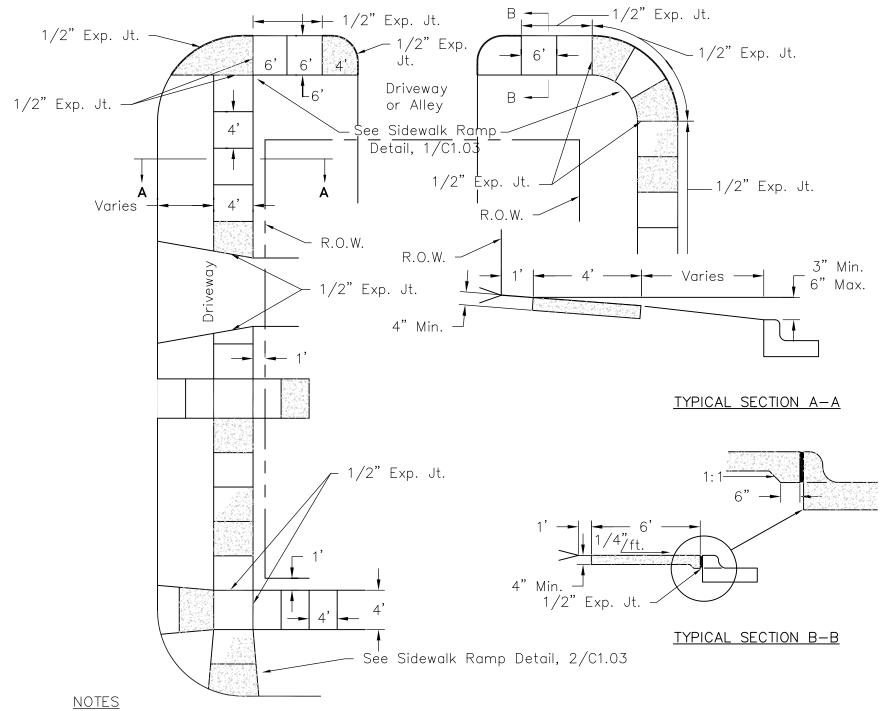
PRECAST CONCRET WHEEL STOP DETAIL SCALE: NONE



HANDICAP PARKING LAYOUT

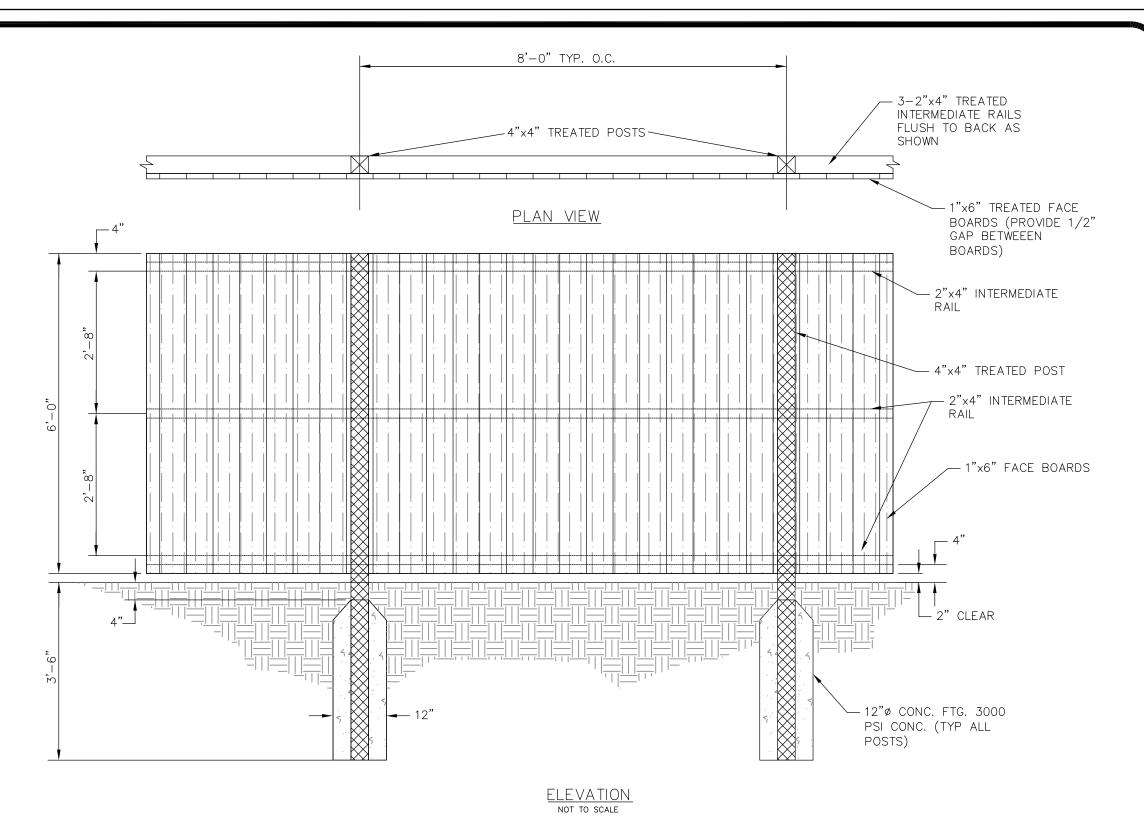


TYPICAL PARKING STALL LAYOUT



- 1. One half inch expansion joints shall be placed in all sidewalks at intervals of not more than 50' and as shown where sidewalks butt against curb. If the sidewalk to be constructed is less than 50' in length one such expansion joint shall be placed as directed by the Engineer, Expansion material is also needed where sidewalks butt against buildings and or retaining walls.
- 2. Sidewalk slope may be varied to suit existing conditions. Recommended min. & max. to be 1/4"/ft. and 1/2"/ft., respectively. Variations to suit extreme conditions to be at direction of Public Works.
- 3. All sidewalks 5 ft. or more in width shall be scored in panels no greater than 5' in length.
- 4. No sidewalk repair shall be less than one complete panel.
- 5. Use sealing filler, polyurethane, on all expansion joints, per specifications.
- 6. Wheelchair Ramps, shall be constructed at all points of entry.
- 7. Contraction joints shall be scored to a minimum depth of T/4, where "T" is the sidewalk thickness.

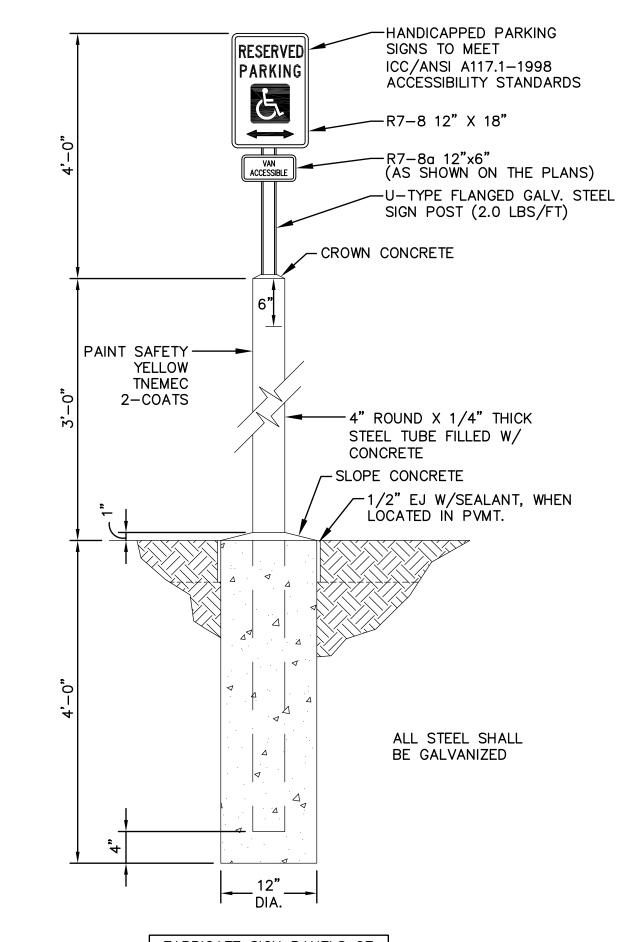
SIDEWALK DETAILS



NOT TO SCALE

WOOD FENCE

SCALE: NONE



NOTE:
HC SYMBOL TO BE CENTERED ON WIDTH OF PARKING STALL.
SYMBOLS ARE REQUIRED TO CONTRAST WITH BACKGROUND.
WHITE ON BLUE (COLOR NO. 105090 IN FEDERAL STANDARD
595A) DOUBLE COAT (TYP)

WIDTH OF SYMBOL:

MINIMUM = 24 INCHES SPECIAL = 36 INCHES HEIGHT OF SYMBOL:
MINIMUM = 28 INCHES
SPECIAL = 41 INCHES

* STROKE WIDTH:

MINIMUM = 3 INCHES SPECIAL = 4 INCHES

PAINTED HANDICAP SIGN
SCALE : NONE

FABRICATE SIGN PANELS OF 0.08 ALUMINUM WITH ENGINEERING GRADE SHEETING

HANDICAP SIGN AND BOLLARD SCALE : NONE

tes A S S O C I A T E S ENGINEERING ARCHITECTURE

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 TMM
 designed

 JEJ
 approved

 JUNE 2021
 date

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WAY COUNCIL BLUFFS, IA
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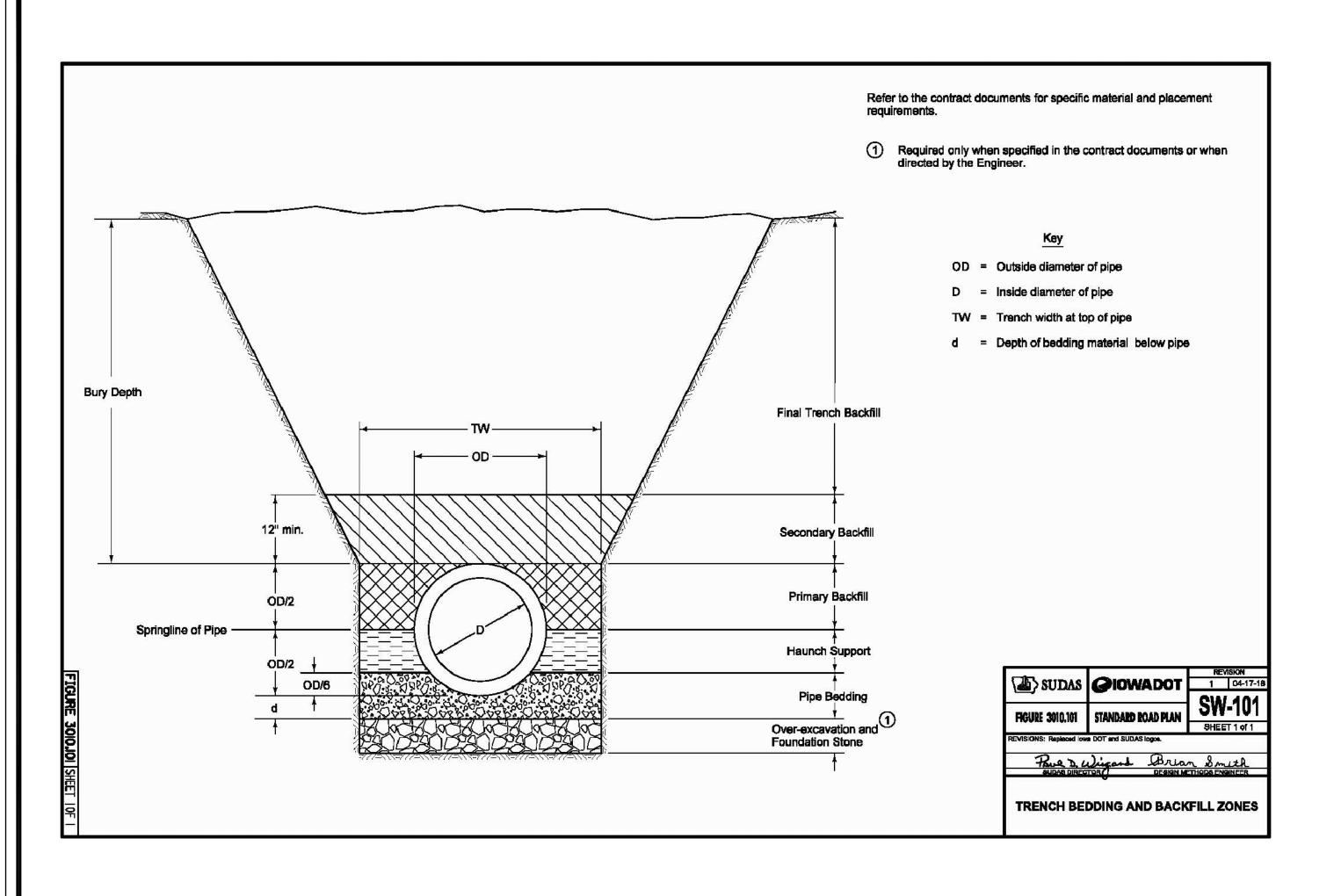
PARKING LOT

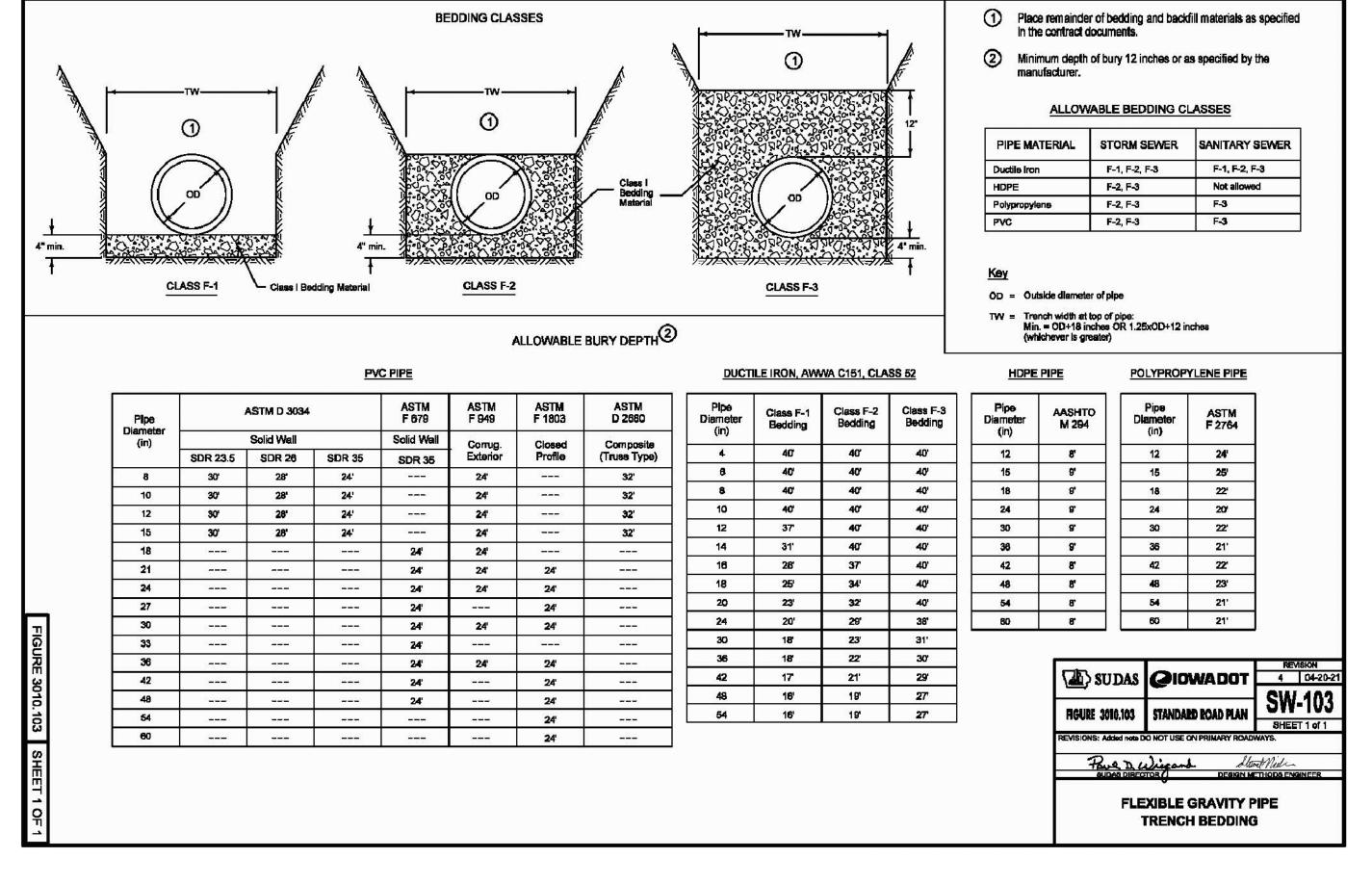
6TH AVE & SOUTH EXPRESSWAY

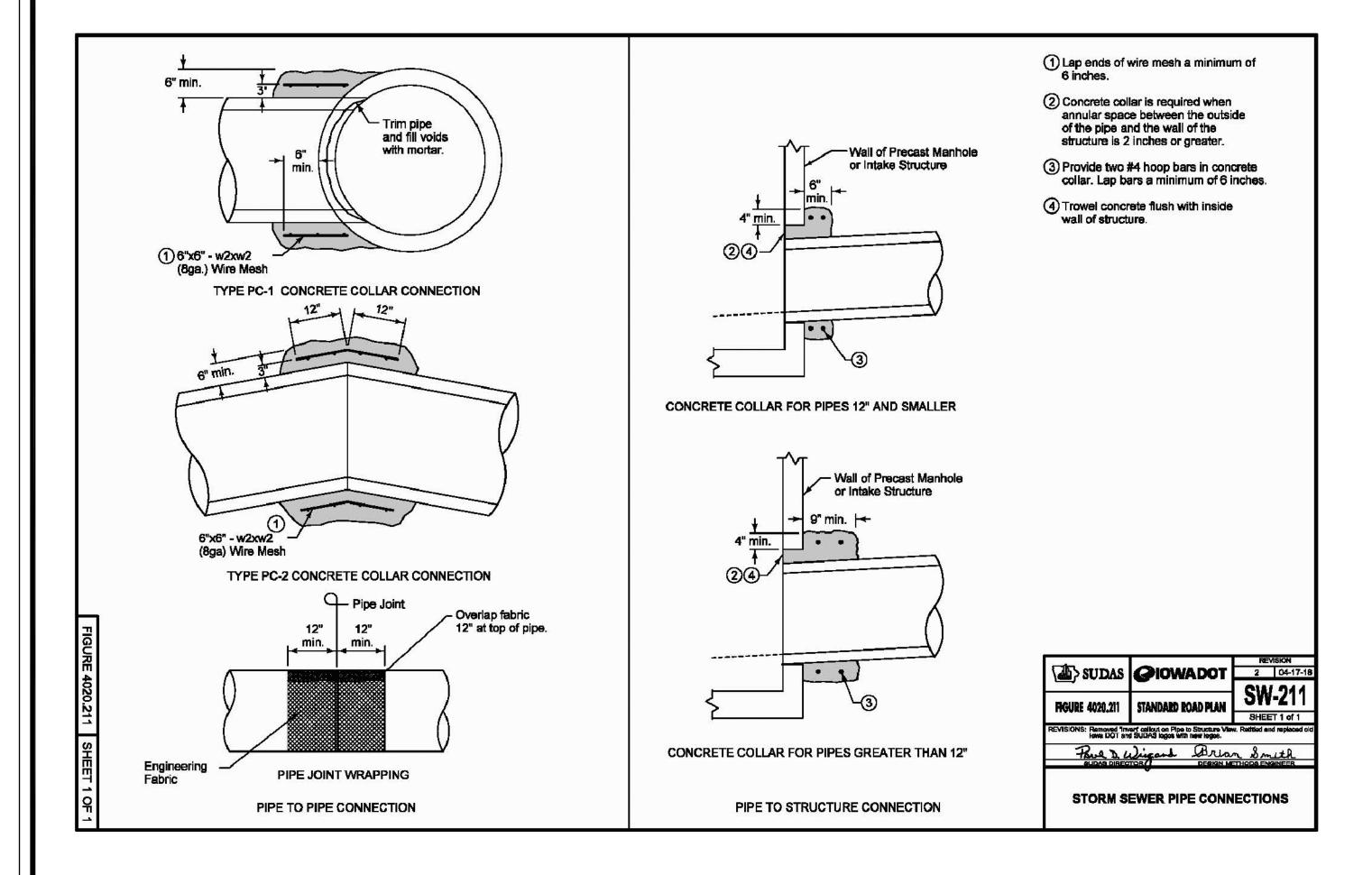
11 POTTAWATTAMIE COUNTY

project no. 106721

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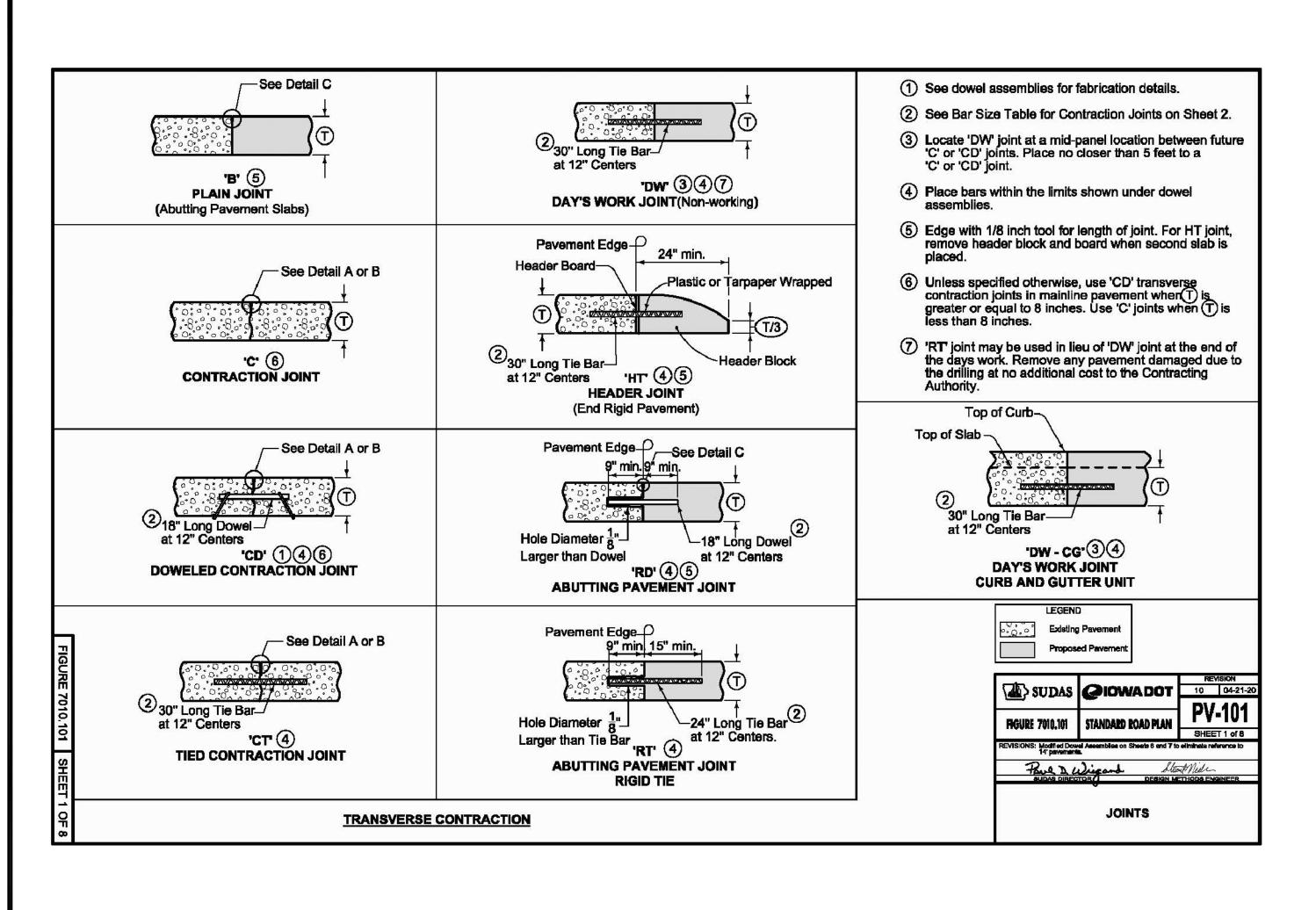
G LOT
SOUTH EXPRESSWAY COUNCIL BLUFFS, 1

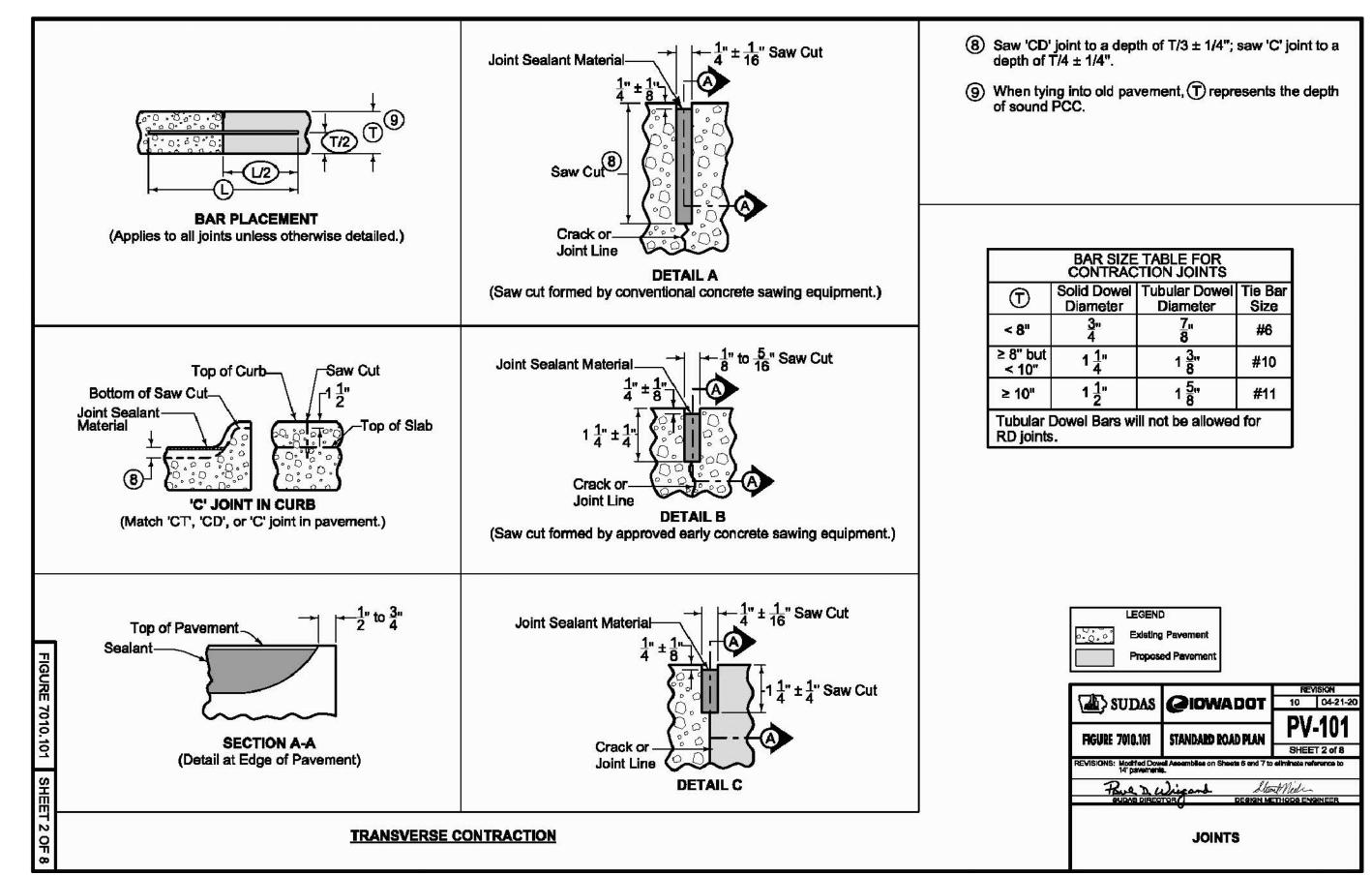
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6TH AVE & SOUTH
Client POTTAWATTAMII

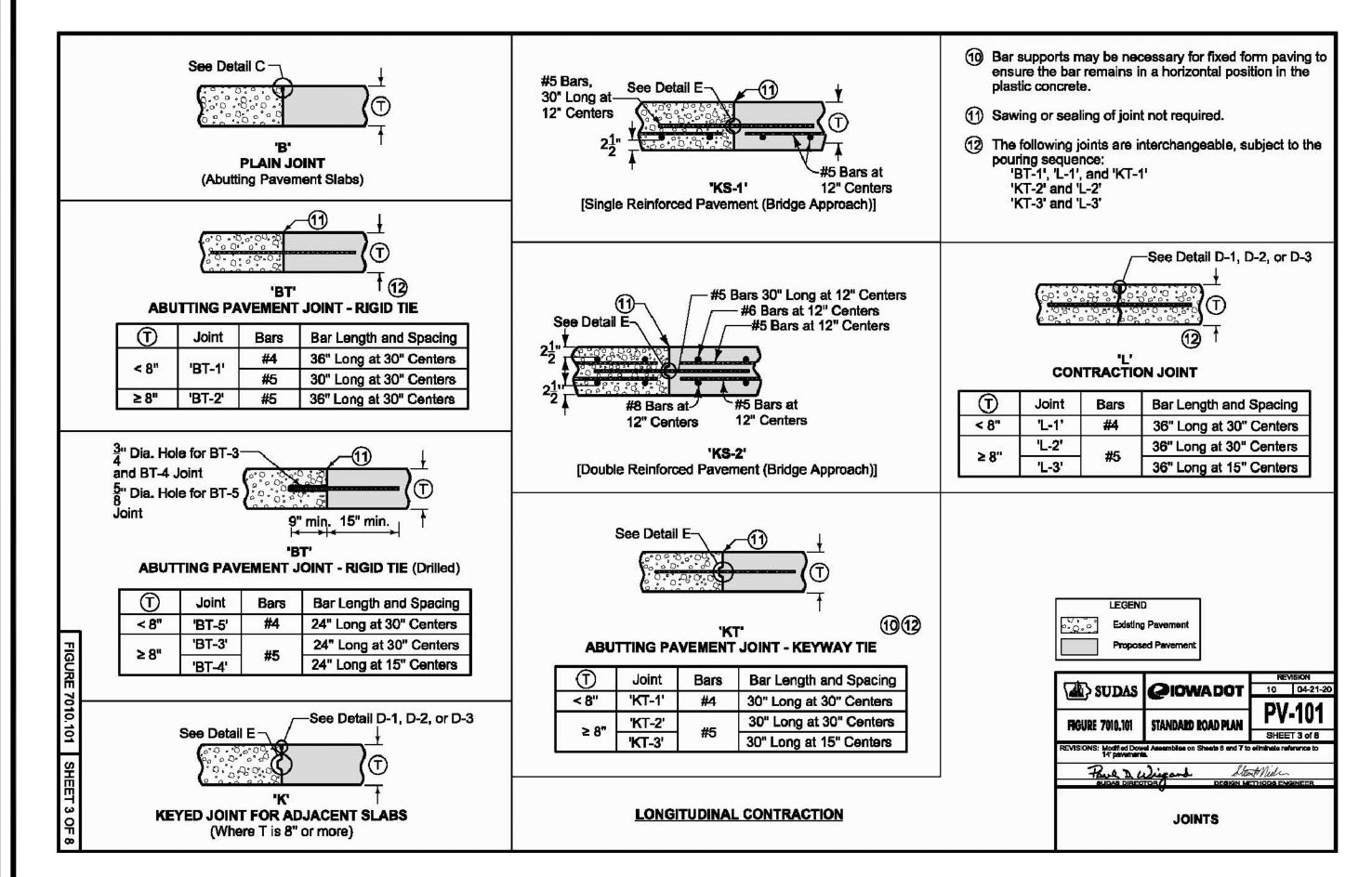
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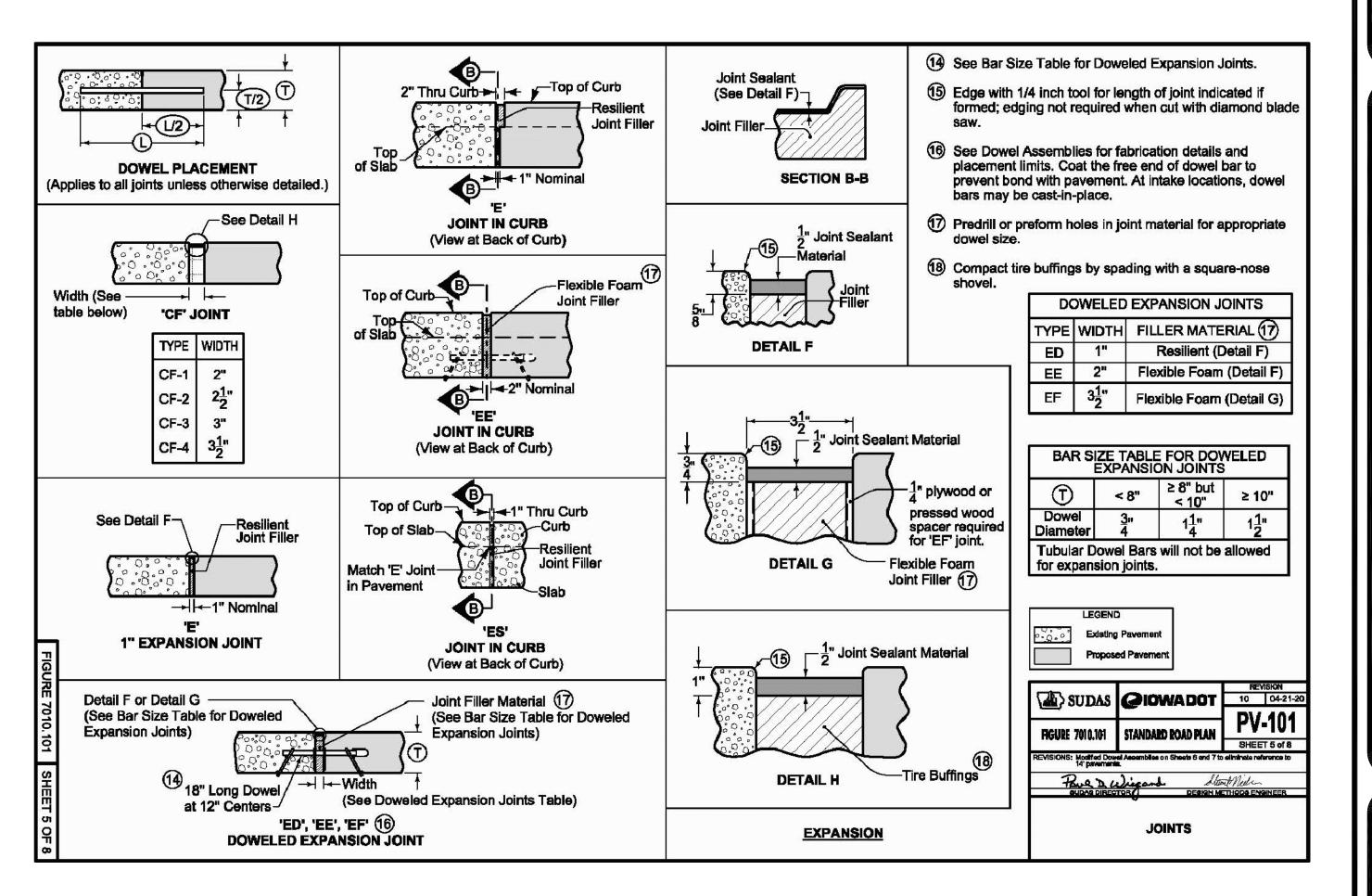
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ENGINEERING ARCHITECTURE SURVEYING

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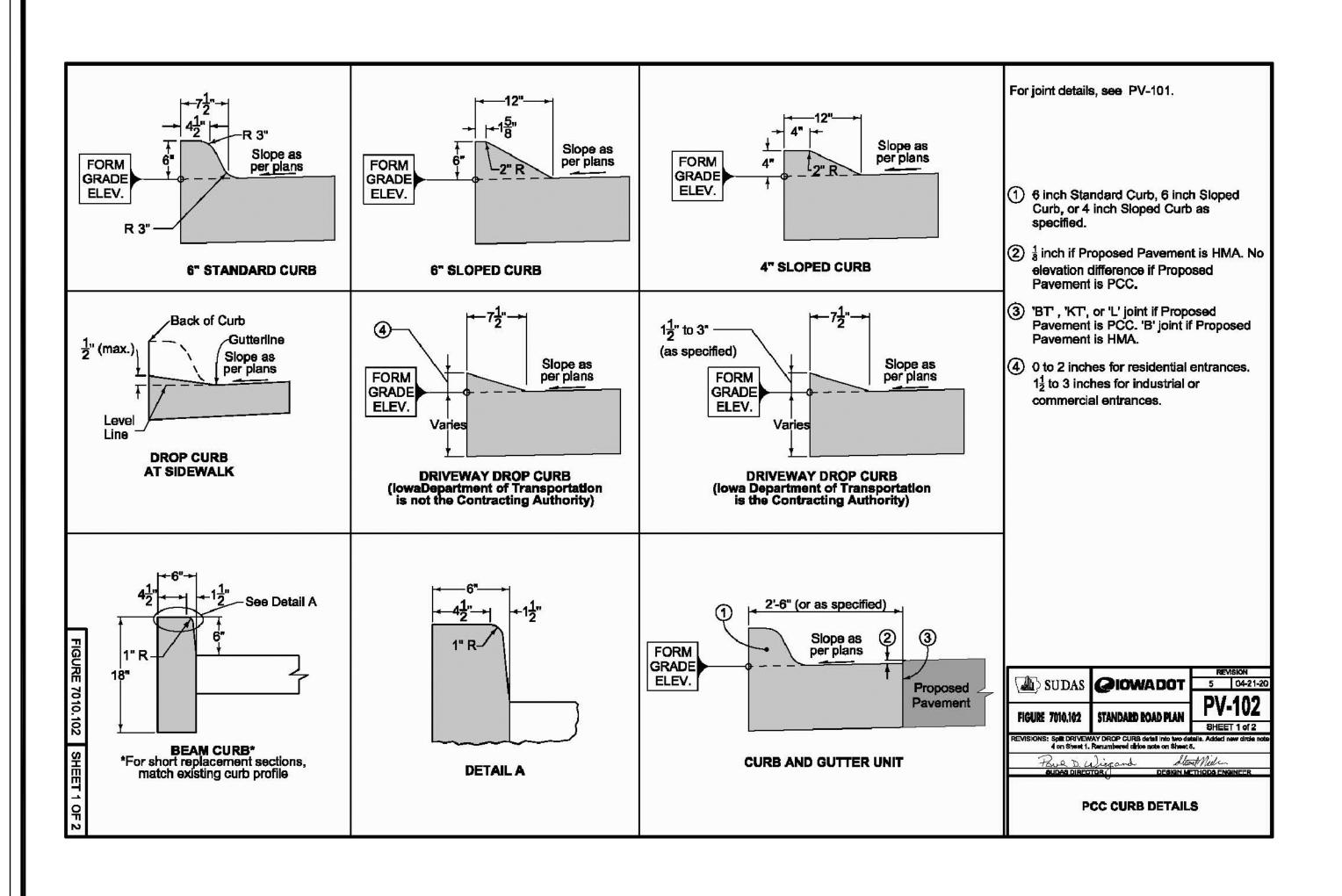
 JUNE 2021

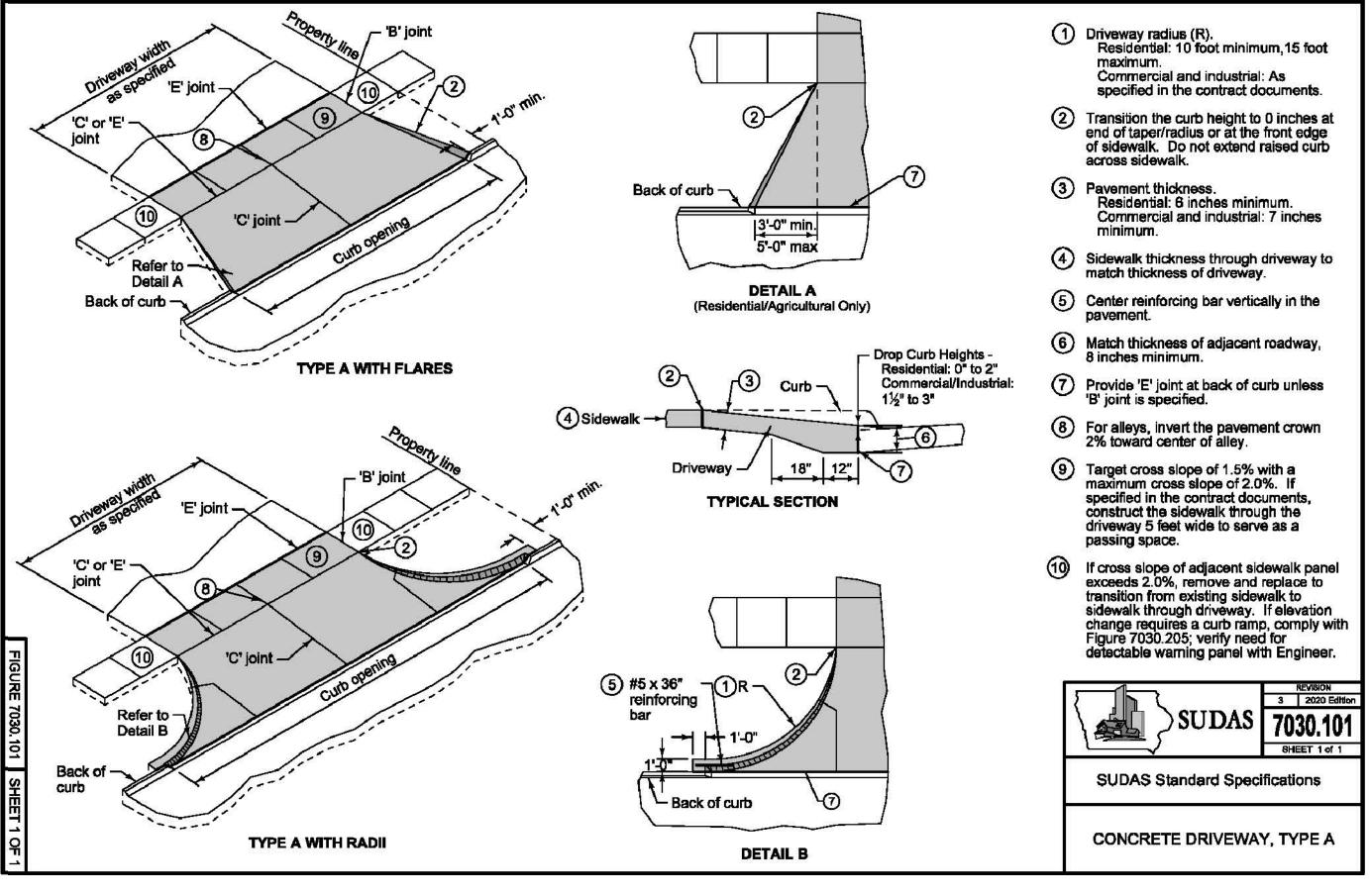
IG LOT
SOUTH EXPRESSWAY COUNCIL BLUFFS, IA
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DETAILS

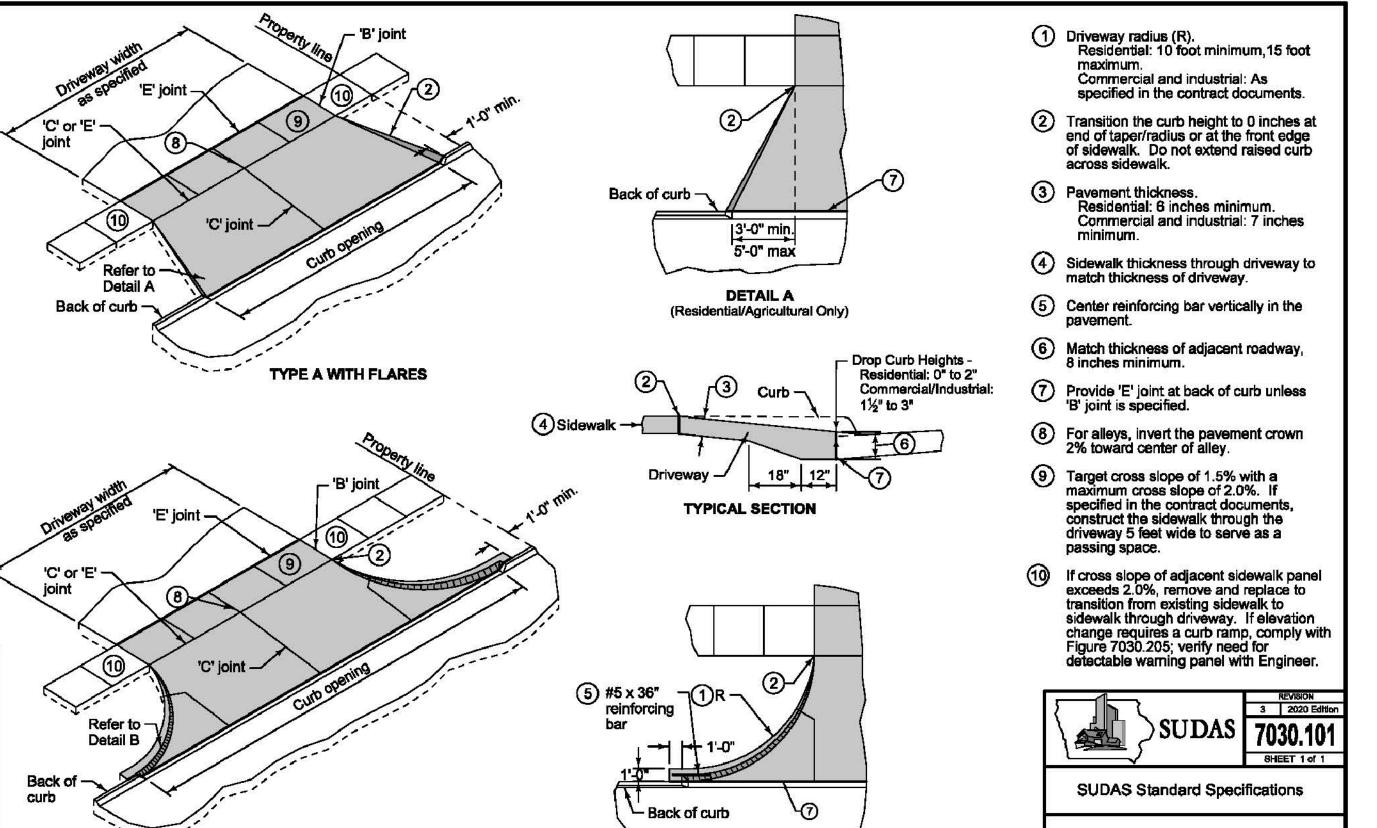
PARKING LA
6TH AVE & SOUTH
client POTTAWATTAMI

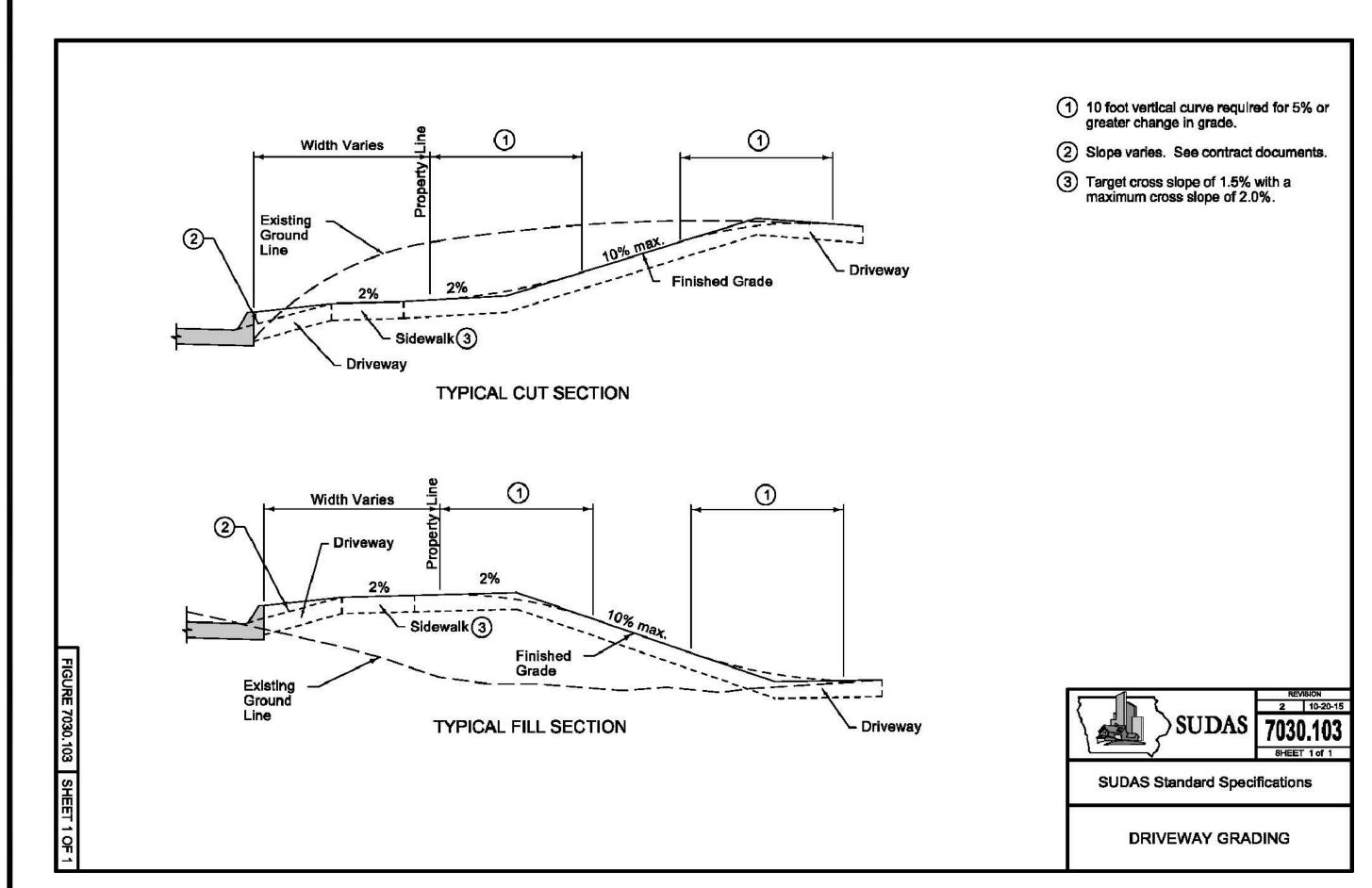
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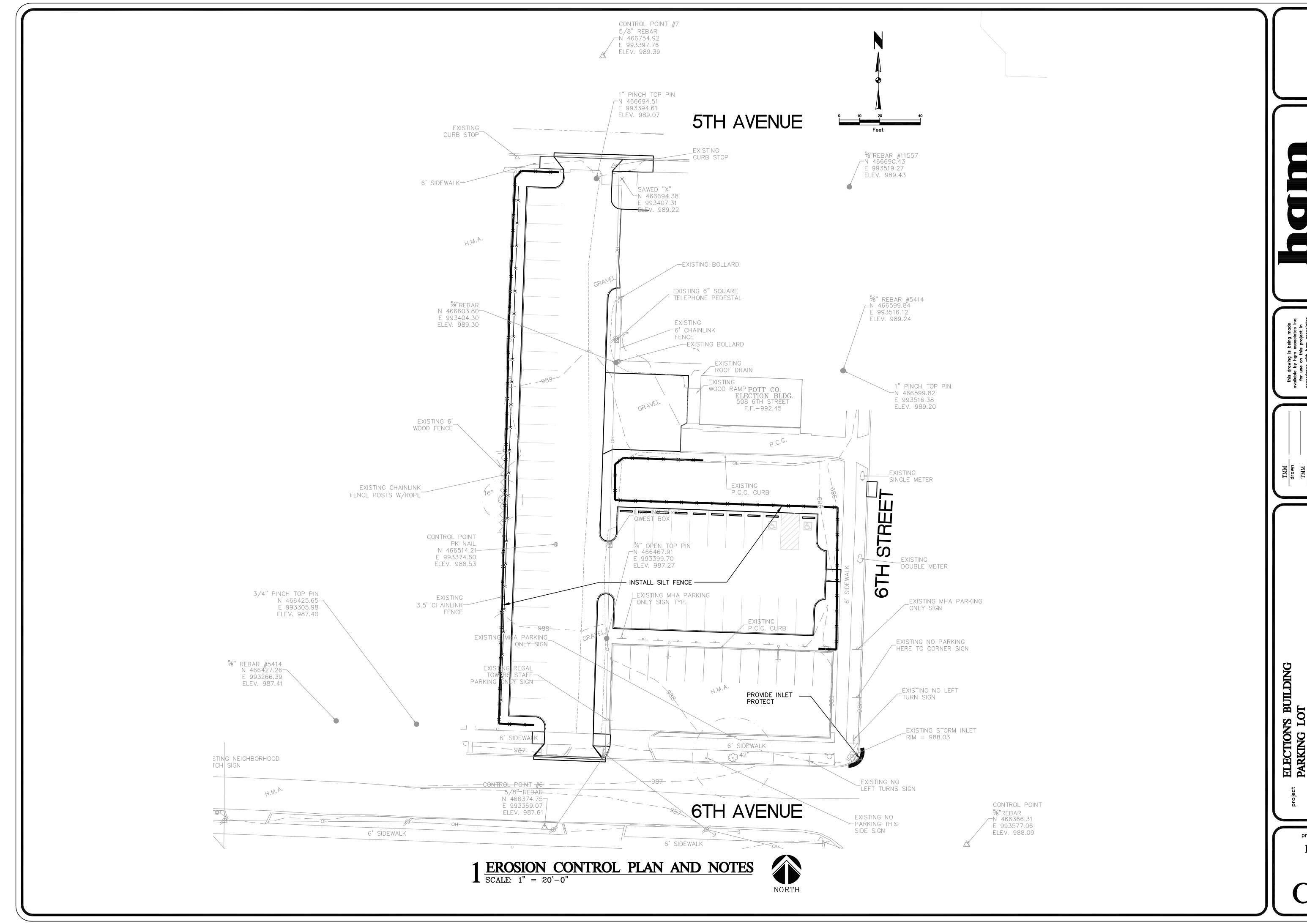








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ND NOTES

TROL PLAN A

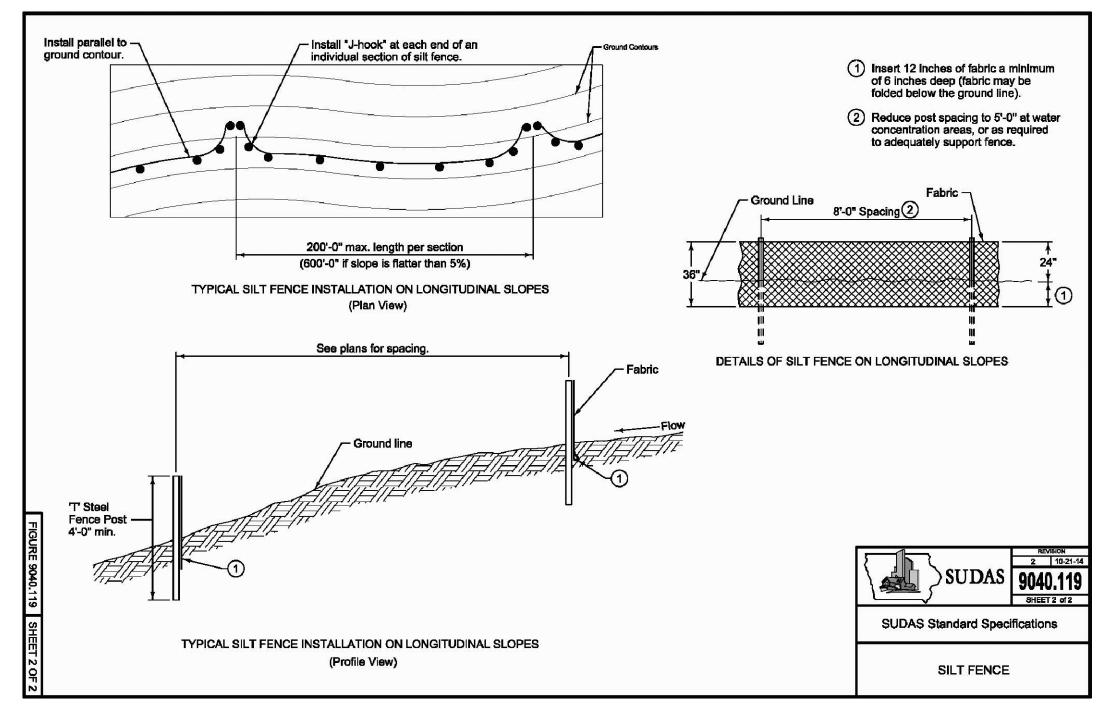
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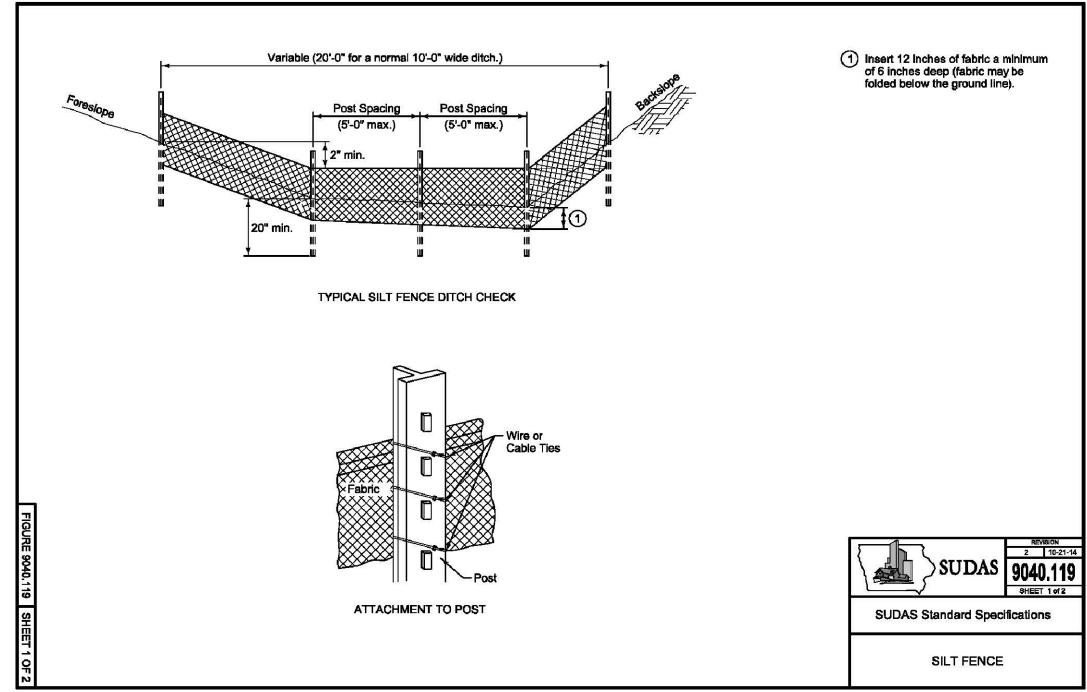
PAR
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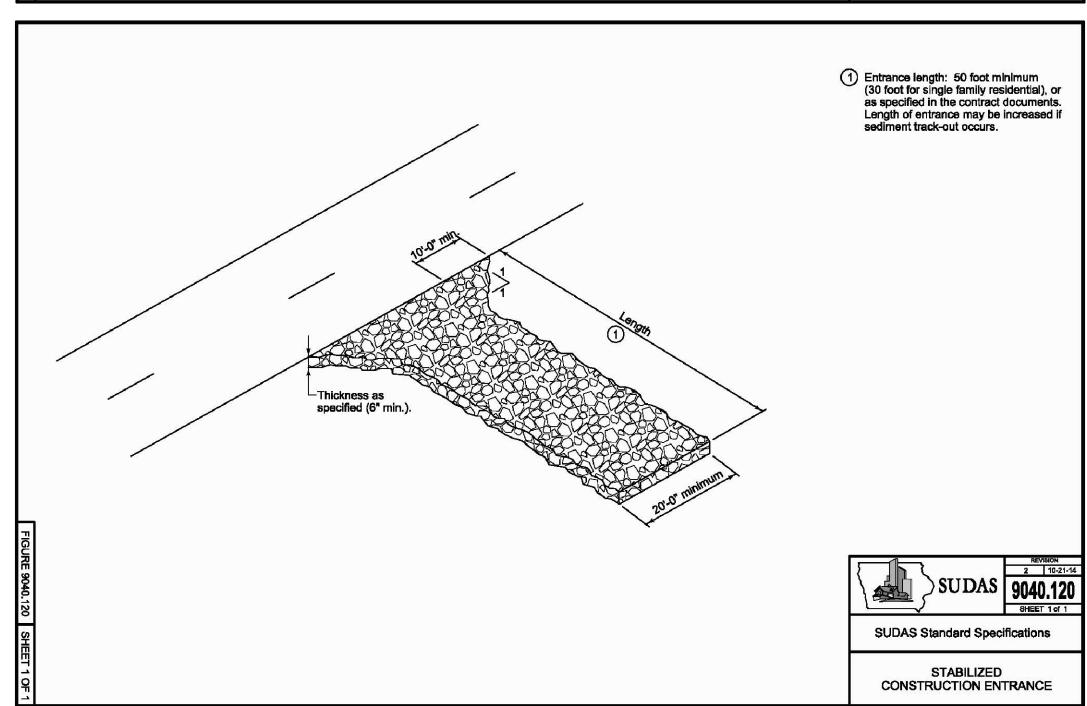
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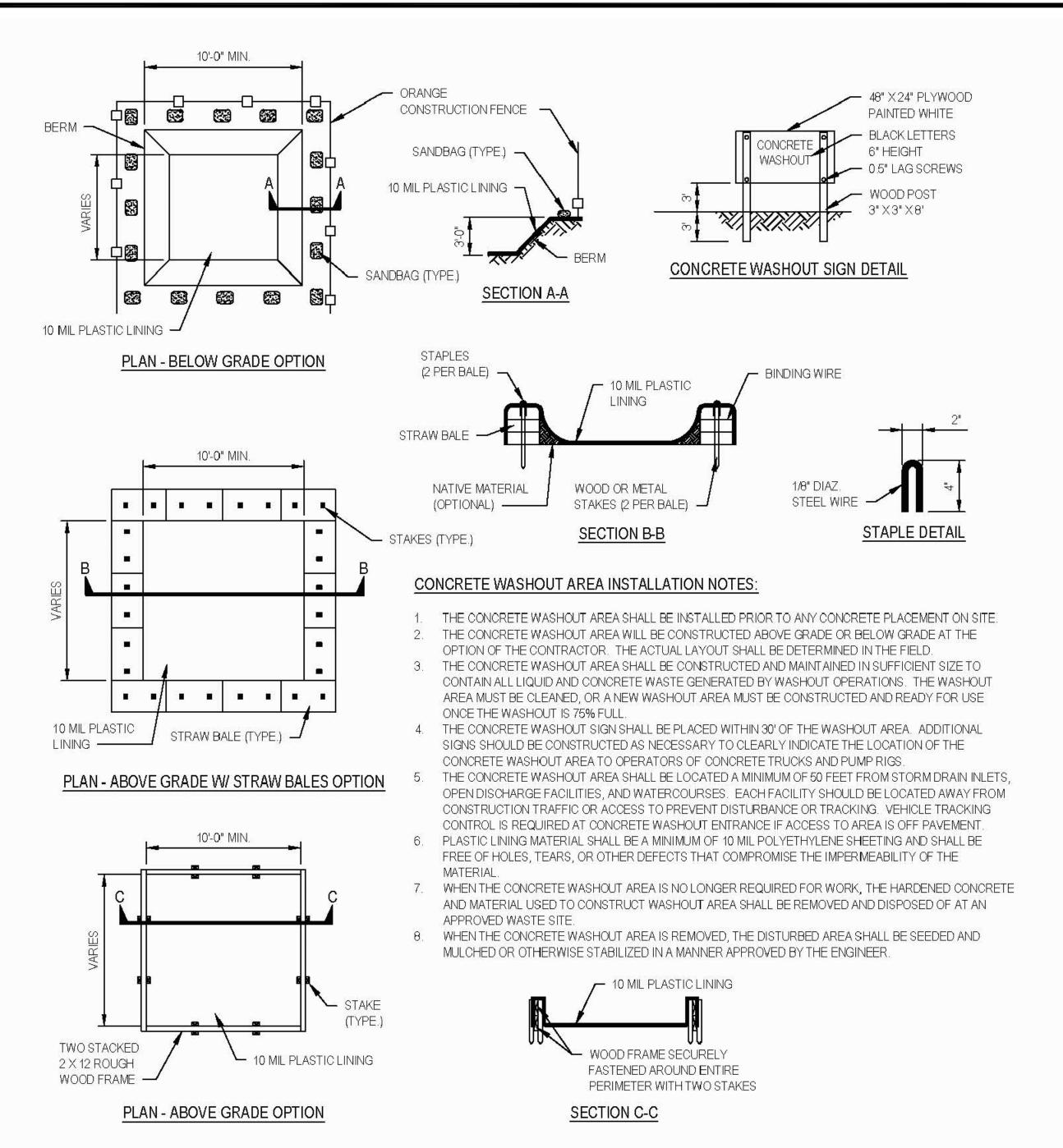
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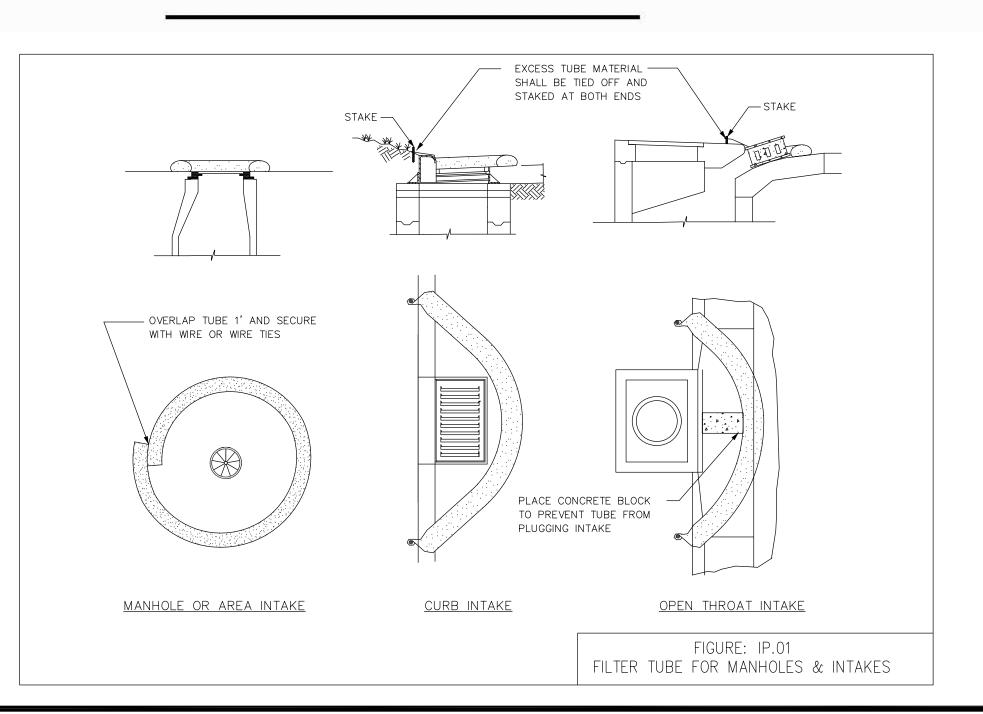








CONCRETE WASHOUT AREA



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project no. 106721

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project no. 105721

sheet 1 OF 1



CONCEPTUAL OPINION OF PROBABLE COST

Pottawattamie County Parking Garage Council Bluffs, IA HGM Project No. 105721 June 15, 2021

<u>Item</u>	Cost
1.	Services Building Parking Garage (3 levels)
	eture square footage: 59,000 square feet
	per square foot = \$130/sf : Does not include Architect/Engineering Fees
2.	Remove/Reconstruct Parking Lot east of Courthouse\$320,000 62 surface parking stalls
3.	Expand Services Building Parking Lot



PRELIMINARY OPINION OF PROBABLE COST

Pottawattamie County Election Building Parking Lot Council Bluffs, IA HGM Project No. 105120 June 16, 2021

<u>Item</u>	<u>Cost</u>
1. Earthwork/Topsoil	\$5,000
2. Pavement Removal	\$2,000
3. Concrete Pavement	.\$190,000
4. 6-Ft Wood Fence	\$5,000
5. Bio-retention swale subdrain	\$3,000
6. Wheel Stops	\$2,000
7. Pavement Markings/Handicap Signs	\$3,000
8. Erosion Control/Seeding	<u>\$4,000</u>
Subtotal	.\$214,000
Contingency (15%)	<u>\$32,100</u>
Total	\$246,100

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POTTAWATTAMIE COUNTY PARKING

project no. 105721

sheet

1 OF 1

Approve and authorize Chairman to sign Employment Agreements with:

Chief Information Officer David Bayer, HR Director Jana Lemrick, Buildings and Grounds Director Jason Slack, Budget and Finance Director Mitch Kay, Planning and Development Director Matt Wyant, and Community Services Director Suzanne Watson.

Other Business

Resolution No 66-2021

RESOLUTION DIRECTING THE ADVERTISEMENT FOR SALE OF \$1,905,000 (DOLLAR AMOUNT SUBJECT TO CHANGE) GENERAL OBLIGATION CAPITAL LOAN NOTES, SERIES 2021A, AND APPROVING ELECTRONIC BIDDING PROCEDURES AND OFFICIAL STATEMENT

RESOLUTION NO. 66-2021

RESOLUTION DIRECTING THE ADVERTISEMENT FOR SALE OF \$1,905,000 (DOLLAR AMOUNT SUBJECT TO CHANGE) GENERAL OBLIGATION CAPITAL LOAN NOTES, SERIES 2021A, AND APPROVING ELECTRONIC BIDDING PROCEDURES AND OFFICIAL STATEMENT

WHEREAS, the County is in need of funds to pay costs of acquisition and development of land for a public park or other recreation or conservation purpose, including upgrading electrical and installing full, modern RV hook-ups at Arrowhead Park, general county purpose(s), and it is deemed necessary and advisable that General Obligation Capital Loan Notes (GCP #1), to the amount of not to exceed \$300,000 be authorized for said purpose(s); and

WHEREAS, the Issuer has a population in excess of 50,000, and the Notes for these purposes do not exceed \$300,000; and

WHEREAS, pursuant to notice published as required by Sections 331.402 and 331.442 of the Code of Iowa, the Board of the County has held public meeting and hearing upon the proposal to institute proceedings for the issuance of Notes for general county purpose(s) in the amounts as above set forth, and, no petition for referendum having been received, the Board is therefore now authorized to proceed with the issuance of said Notes for such purpose(s); and

WHEREAS, the County is in need of funds to pay costs of acquisition and development of land for a public park or other recreation or conservation purpose, including RV Park Road and landscaping upgrades at Arrowhead Park, general county purpose(s), and it is deemed necessary and advisable that General Obligation Capital Loan Notes (GCP #2), to the amount of not to exceed \$225,000 be authorized for said purpose(s); and

WHEREAS, the Issuer has a population in excess of 50,000, and the Notes for these purposes do not exceed \$300,000; and

WHEREAS, pursuant to notice published as required by Sections 331.402 and 331.442 of the Code of Iowa, the Board of the County has held public meeting and hearing upon the proposal to institute proceedings for the issuance of Notes for general county purpose(s) in the amounts as above set forth, and, no petition for referendum having been received, the Board is therefore now authorized to proceed with the issuance of said Notes for such purpose(s); and

WHEREAS, the County is in need of funds to pay costs of acquisition and development of land for a public park or other recreation or conservation purpose, including campground improvements at Botna Bend Park, general county purpose(s), and it is deemed necessary and advisable that General Obligation Capital Loan Notes (GCP # 3), to the amount of not to exceed \$300,000 be authorized for said purpose(s); and

WHEREAS, the Issuer has a population in excess of 50,000, and the Notes for these purposes do not exceed \$300,000; and

WHEREAS, pursuant to notice published as required by Sections 331.402 and 331.442 of the Code of Iowa, the Board of the County has held public meeting and hearing upon the proposal to institute proceedings for the issuance of Notes for general county purpose(s) in the amounts as above set forth, and, no petition for referendum having been received, the Board is therefore now authorized to proceed with the issuance of said Notes for such purpose(s); and

WHEREAS, the County is in need of funds to pay costs of acquisition and development of land for a public park or other recreation or conservation purpose, including boat ramp improvements at Botna Bend Park, general county purpose(s), and it

is deemed necessary and advisable that General Obligation Capital Loan Notes (GCP # 4), to the amount of not to exceed \$150,000 be authorized for said purpose(s); and

WHEREAS, the Issuer has a population in excess of 50,000, and the Notes for these purposes do not exceed \$300,000; and

WHEREAS, pursuant to notice published as required by Sections 331.402 and 331.442 of the Code of Iowa, the Board of the County has held public meeting and hearing upon the proposal to institute proceedings for the issuance of Notes for general county purpose(s) in the amounts as above set forth, and, no petition for referendum having been received, the Board is therefore now authorized to proceed with the issuance of said Notes for such purpose(s); and

WHEREAS, the County is in need of funds to pay costs of acquisition and development of land for a public park or other recreation or conservation purpose, including lodge and cabin updates and campground hook-ups at Hitchcock Park, general county purpose(s), and it is deemed necessary and advisable that General Obligation Capital Loan Notes (GCP # 5), to the amount of not to exceed \$200,000 be authorized for said purpose(s); and

WHEREAS, the Issuer has a population in excess of 50,000, and the Notes for these purposes do not exceed \$300,000; and

WHEREAS, pursuant to notice published as required by Sections 331.402 and 331.442 of the Code of Iowa, the Board of the County has held public meeting and hearing upon the proposal to institute proceedings for the issuance of Notes for general county purpose(s) in the amounts as above set forth, and, no petition for referendum having been received, the Board is therefore now authorized to proceed with the issuance of said Notes for such purpose(s); and

WHEREAS, the County is in need of funds to pay costs of acquisition and equipping of sheriff vehicles which are necessary for the operation of the county or the health and welfare of its citizens, general county purpose(s), and it is deemed necessary and advisable that General Obligation Capital Loan Notes (GCP # 6), to the amount of not to exceed \$300,000 be authorized for said purpose(s); and

WHEREAS, the Issuer has a population in excess of 50,000, and the Notes for these purposes do not exceed \$300,000; and

WHEREAS, pursuant to notice published as required by Sections 331.402 and 331.442 of the Code of Iowa, the Board of the County has held public meeting and hearing upon the proposal to institute proceedings for the issuance of Notes for general county purpose(s) in the amounts as above set forth, and, no petition for referendum having been received, the Board is therefore now authorized to proceed with the issuance of said Notes for such purpose(s); and

WHEREAS, the County is in need of funds to pay costs of acquisition and equipping of a vehicle for Planning and Zoning which is necessary for the operation of the county or the health and welfare of its citizens, general county purpose(s), and it is deemed necessary and advisable that General Obligation Capital Loan Notes (GCP # 7), to the amount of not to exceed \$25,000 be authorized for said purpose(s); and

WHEREAS, the Issuer has a population in excess of 50,000, and the Notes for these purposes do not exceed \$300,000; and

WHEREAS, pursuant to notice published as required by Sections 331.402 and 331.442 of the Code of Iowa, the Board of the County has held public meeting and hearing upon the proposal to institute proceedings for the issuance of Notes for general county purpose(s) in the amounts as above set forth, and, no petition for referendum having been received, the Board is therefore now authorized to proceed with the issuance of said Notes for such purpose(s); and

- WHEREAS, the County is in need of funds to pay costs of acquisition and equipping of a road grader for secondary roads which is necessary for the operation of the county or the health and welfare of its citizens; and, general county purpose(s), and it is deemed necessary and advisable that General Obligation Capital Loan Notes (GCP # 8), to the amount of not to exceed \$300,000 be authorized for said purpose(s); and
- **WHEREAS**, the Issuer has a population in excess of 50,000, and the Notes for these purposes do not exceed \$300,000; and
- WHEREAS, pursuant to notice published as required by Sections 331.402 and 331.442 of the Code of Iowa, the Board of the County has held public meeting and hearing upon the proposal to institute proceedings for the issuance of Notes for general county purpose(s) in the amounts as above set forth, and, no petition for referendum having been received, the Board is therefore now authorized to proceed with the issuance of said Notes for such purpose(s); and
- **WHEREAS**, the Issuer is in need of funds to pay costs of equipping public buildings including computer hardware and software upgrades, essential county purpose(s), and it is deemed necessary and advisable that General Obligation Capital Loan Notes (ECP # 9), to the amount of not to exceed \$60,000 be authorized for said purpose(s); and
- WHEREAS, pursuant to notice published as required by Sections 331.402 and 331.443 of the Code of Iowa, this Board has held a public meeting and hearing upon the proposal to institute proceedings for the issuance of the Notes, and the Board is therefore now authorized to proceed with the issuance of said Notes for such purpose(s); and
- WHEREAS, pursuant to Section 331.445 of the Code of Iowa, it is hereby found and determined that the various general obligation notes authorized as hereinabove described shall be combined for the purpose of issuance in a single issue of \$1,905,000 (Dollar Amount Subject to Change) General Obligation Capital Loan Notes, Series 2021A as hereinafter set forth; and
- WHEREAS, in conjunction with its Municipal Advisor, Speer Financial, Inc., the County has caused an Official Statement to be prepared outlining the details of the proposed sale of the Notes; and
- WHEREAS, the Board has received information from its Municipal Advisor evaluating and recommending the procedure hereinafter described for electronic, facsimile and internet bidding to maintain the integrity and security of the competitive bidding process and to facilitate the delivery of bids by interested parties; and
- **WHEREAS**, the Board deems it in the best interests of the County and the residents thereof to receive bids to purchase such Notes by means of both sealed and electronic internet communication.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF POTTAWATTAMIE COUNTY, STATE OF IOWA:

- **Section 1.** That the receipt of electronic bids by facsimile machine and through the SpeerAuction Competitive Bidding System described in the Notice of Sale and Official Statement are hereby found and determined to provide reasonable security and to maintain the integrity of the competitive bidding process, and to facilitate the delivery of bids by interested parties in connection with the offering at public sale.
- **Section 2.** That General Obligation Capital Loan Notes, Series 2021A, of Pottawattamie County, State of Iowa, in the amount of \$1,905,000 (Dollar Amount Subject to Change), to be issued as referred to in the preamble of this Resolution, to be dated August 18, 2021, be offered for sale pursuant to the published advertisement.
- **Section 3.** That the preliminary Official Statement in the form presented to this meeting be and the same hereby is approved as to form and deemed final for purposes of

Rule 15c2-12 of the Securities and Exchange Commission, subject to such revisions, corrections or modifications as the Chairperson and County Auditor, upon the advice of bond counsel and the County's Municipal Advisor, shall determine to be appropriate, and is authorized to be distributed in connection with the offering of the Notes for sale.

Section 4. That the Auditor is hereby directed to publish notice of sale of the Notes at least once, the last one of which shall be not less than four clear days nor more than twenty days before the date of the sale. Publication shall be made in the "Daily Nonpareil", a legal newspaper, printed wholly in the English language, published within the county in which the Notes are to be offered for sale or an adjacent county. The notice is given pursuant to Chapter 75 of the Code of Iowa, and shall state that this Board, on the 19th day of July, 2021, at 1:00 P.M., will hold a meeting to receive and act upon bids for said Notes, which bids were previously received and opened by County Officials at 10:30 A.M. on

Dated this 22nd Day of June, 2021.

		ROLL	CALL VOT	ГЕ
	AYE	NAY	ABSTAIN	ABSENT
Scott A. Belt, Chairman	0	0	0	0
Tim Wichman	0	0	0	0
Lynn Grobe	0	0	0	0
Justin Schultz	0	0	0	0
Brian Shea	0	0	0	0
ATTEST: Melvyn Houser, County Audit	or			

Resolution No 67-2021

RESOLUTION DIRECTING THE ADVERTISEMENT FOR SALE OF \$12,000,000 (DOLLAR AMOUNT SUBJECT TO CHANGE) GENERAL OBLIGATION URBAN RENEWAL BONDS, SERIES 2021B, AND APPROVING ELECTRONIC BIDDING PROCEDURES AND OFFICIAL STATEMENT.

RESOLUTION NO. 67-2021

RESOLUTION DIRECTING THE ADVERTISEMENT FOR SALE OF \$12,000,000 (DOLLAR AMOUNT SUBJECT TO CHANGE) GENERAL OBLIGATION URBAN RENEWAL BONDS, SERIES 2021B, AND APPROVING ELECTRONIC BIDDING PROCEDURES AND OFFICIAL STATEMENT

WHEREAS, the Issuer is in need of funds to pay costs of aiding in the planning, undertaking, and carrying out of urban renewal projects under the authority of Chapter 403, essential county urban renewal purpose project(s), and it is deemed necessary and advisable that the County issue General Obligation Urban Renewal Bonds, for such purpose(s) to the amount of not to exceed \$16,900,000 as authorized by Sections 331.441(2)(b)(14), 331.443 and 403.12 of the Code of Iowa; and

WHEREAS, pursuant to notice published as required by Sections 331.441(2)(b)(14), 331.443 and 403.12 this Board has held a public meeting and hearing upon the proposal to institute proceedings for the issuance of said Bonds, and all objections, if any, to such Board action made by any resident or property owner of the County were received and considered by the Board; and no petition having been filed, it is the decision of the Board that additional action be taken for the issuance of said Bonds for such purpose(s), and that such action is considered to be in the best interests of the County and the residents thereof; and

WHEREAS, in conjunction with its Municipal Advisor, Speer Financial, Inc., the County has caused an Official Statement to be prepared outlining the details of the proposed sale of the Bonds; and

WHEREAS, the Board has received information from its Municipal Advisor evaluating and recommending the procedure hereinafter described for electronic, facsimile and internet bidding to maintain the integrity and security of the competitive bidding process and to facilitate the delivery of bids by interested parties; and

WHEREAS, the Board deems it in the best interests of the County and the residents thereof to receive bids to purchase such Bonds by means of both sealed and electronic internet communication.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF POTTAWATTAMIE COUNTY, STATE OF IOWA:

- **Section 1.** That the receipt of electronic bids by facsimile machine and through the SpeerAuction Competitive Bidding System described in the Notice of Sale and Official Statement are hereby found and determined to provide reasonable security and to maintain the integrity of the competitive bidding process, and to facilitate the delivery of bids by interested parties in connection with the offering at public sale.
- **Section 2.** That General Obligation Urban Renewal Bonds, Series 2021B, of Pottawattamie County, State of Iowa, in the amount of \$12,000,000 (Dollar Amount Subject to Change), to be issued as referred to in the preamble of this Resolution, to be dated August 18, 2021, be offered for sale pursuant to the published advertisement.
- **Section 3.** That the preliminary Official Statement in the form presented to this meeting be and the same hereby is approved as to form and deemed final for purposes of Rule 15c2-12 of the Securities and Exchange Commission, subject to such revisions, corrections or modifications as the Chairperson and County Auditor, upon the advice of bond counsel and the County's Municipal Advisor, shall determine to be appropriate, and is authorized to be distributed in connection with the offering of the Bonds for sale.
- **Section 4.** That the Auditor is hereby directed to publish notice of sale of the Bonds at least once, the last one of which shall be not less than four clear days nor more than twenty days before the date of the sale. Publication shall be made in the "Daily Nonpareil", a legal newspaper, printed wholly in the English language, published within the county in

which the Bonds are to be offered for sale or an adjacent county. The notice is given pursuant to Chapter 75 of the Code of Iowa, and shall state that this Board, on the 19th day of July, 2021, at 1:00 P.M., will hold a meeting to receive and act upon bids for said Bonds, which bids were previously received and opened by County Officials at 11:00 A.M. on said date.

Dated this 22nd Day of June, 2021.

		ROLL	CALL VOT	ГΕ
	AYE	NAY	ABSTAIN	ABSENT
Scott A. Belt, Chairman	0	0	0	0
Tim Wichman	0	0	0	0
Lynn Grobe	0	0	0	0
Justin Schultz	0	0	0	0
Brian Shea	0	0	0	0
ATTEST: Melson Houser County Audite				

Melvyn Houser, County Auditor

Resolution No 55-2021

RESOLUTION for Transfer from Rural Services Fund to Secondary Roads Fund.

RESOLUTION NO. 55-2021

RESOLUTION for Transfer from Rural Services Fund to Secondary Roads Fund

WHEREAS, it is desired to transfer money from Rural Services Fund to Secondary Roads Fund; and

WHEREAS, said transfer is in accordance with Section 331.432, Code of Iowa; and

NOW THEREFORE BE IT RESOLVED, that the Pottawattamie County Board of Supervisors as follows:

SECTION 1: The sum of \$1,275,000 is ordered to be transferred from Rural Services Fund to Secondary Roads Fund, and

SECTION 2: The Auditor is directed to correct his/her book accordingly and to notify the Treasurer of this operating transfer.

Dated this 22nd Day of June, 2021.

ROLL CALL VOTE ABSTAIN **ABSENT** AYE NAY 0 0 0 0 Scott A. Belt, Chairman 0 0 Ο 0 Tim Wichman 0 0 0 0 Lynn Grobe 0 0 Justin Schultz 0 0 0 Brian Shea ATTEST:

Melvyn Houser, County Auditor

MELVYN J. HOUSER
POTTAWATTAMIE COUNTY AUDITOR
AND ELECTION COMMISSIONER
227 S. 6th St, Room 243
P. O. BOX 649
COUNCIL BLUFFS, IOWA 51502-0649



Kristi Everett, First Deputy – Elections Linda Swolley, First Deputy - Real Estate Kristy Hassay, Second Deputy – Real Estate Becky Lenihan, Tax & Finance Officer Phone (712) 328-5700 FAX (712) 328-4740

June 22, 2021

To: Heather Ausdemore

RE: Fourth Quarter 2020-2021 Transfer to Secondary Roads Fund

As per board authorization of June 22, 2021, please transfer as follows:

\$ 1,275,000 **FROM:** 0011-99-0300-000-81200-000 (Rural Services Fund) \$ 1,275,000 **TO:** 0020-0-99-0300-902000-000 (Secondary Roads Fund)

Attached is a copy of authorization from the Pottawattamie County Board of Supervisors.

Thank-you

Resolution No 56-2021

RESOLUTION FOR RE-APPROPRIATION BETWEEN DEPARTMENTS.

RESOLUTION NO. 56-2021

RESOLUTION FOR RE-APPROPRIATION BETWEEN DEPARTMENTS

WHEREAS, it is desired to re-appropriate money from Board of Supervisors (Department 01) to Conservation (Department 22); and

WHEREAS, said re-appropriations are in accordance with Section 331.434(6), Code of Iowa, and

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of Pottawattamie County, Iowa, as follows:

SECTION 1: The sum of \$25,000 is ordered to be re-appropriated from

Board of Supervisors (Department 01), to Conservation

(Department 22); and

The Auditor is directed to correct his/her books accordingly **SECTION 2**:

and to notify the Treasurer of this operating re-appropriation.

Dated this 22nd Day of June, 2021.

		ROLL	CALL VO	TE
	AYE	NAY	ABSTAIN	ABSENT
Scott A. Belt, Chairman	0	0	0	0
Tim Wichman	0	0	0	0
Lynn Grobe	0	0	0	0
Justin Schultz	0	0	0	0
Brian Shea	0	0	0	0
ATTEST: Melvyn Houser, County Audit	or			

	FY 2020-2021 Pottawattamie County Budget Appropriations							
DEPT	DEPARTMENT	CERTIFIED	ORIGINAL	AMENDMENT	AMENDMENT	RE-APPROPRIATE	Original	DEPT
#	NAME	BUDGET 03/31/20	6/23/2020	APPROP 11/3/2020	APPROP 2/232021	APPROP 6/22/2021	Budget	#
			Resolution 61-2020	Resolution 95-2020	Resolution 12-2021	Resolution	With Amendments	
01	Board of Supervisors	15,732,921	15,732,921		602,000	-25,000	16,309,921	
02	Auditor	1,752,638	1,752,638		183,068		1,935,706	
03	Treasurer	1,759,304	1,759,304				1,759,304	
04	Attorney	3,342,314	3,342,314				3,342,314	
	Sheriff	8,474,359	8,474,359				8,474,359	
	Debt Service/Supervisors	2,645,825		240,000			2,885,825	
	Recorder	877,990	877,990				877,990	
	Medical Examiner	400,168	400,168				400,168	
20	Secondary Roads	23,286,735	23,286,735				23,286,735	20
21	Veteran Affairs	446,089	446,089				446,089	
22	Conservation	2,375,266	2,375,266		34,000	25,000	2,434,266	
23	Physical Health & Education	1,025,568	1,025,568	800,000	1,601,648		3,427,216	
24	General Assistance	209,265	209,265				209,265	24
25	DHS	437,800					437,800	
	Animal Control	177,582	177,582				177,582	
29	Corrections-Jail	13,586,891	13,586,891				13,586,891	
37	Communications-911	3,550,641	3,550,641				3,550,641	37
38	Environmental Health	678,210	678,210				678,210	38
40	UnemploymentHR	40,000	40,000				40,000	
48	WIC	631,596	631,596				631,596	
50	Human Resources	474,848	474,848				474,848	
51	Building and Grounds	1,478,319	1,478,319				1,478,319	
52	Information Services	2,089,700	2,089,700		122,000		2,211,700	52
53	Planning & Development	666,340	666,340				666,340	
	GIS	415,872	415,872				415,872	
57	Promise Partners	375,197	375,197				375,197	
	CD Treatment Services	7,500	7,500				7,500	
	Case Management	0					0	
60	Mental Health	2,378,510	2,378,510				2,378,510	
99	Non Departmental	13,912,000	13,912,000	7,695,000			21,607,000	99
	TOTAL	103,229,448	103,229,448	8,735,000	2,542,716	0	114,507,164	,

FY 2020-2021 Pottawattamie Coul	nty Budget Appropriations
<u> </u>	

Becky Lenihan/Finance & Tax Officer, Auditor's Office

Discussion and/or decision to approve/disallow the following applications made to the Assessor's Office: Homestead (67 recommended allowed, 11 recommended disallowed), Military (9 recommended allowed, 1 recommended disallowed), Disabled Veteran Homestead (5 recommended allowed, 0 recommended disallowed), Business Property Tax Credit (3 recommended allowed, 0 recommended disallowed), Family Farm (5 recommended allowed, 0 recommended allowed, 0 recommended disallowed).

Credit Apps to Auditor

June 8, 2021

	Recommend Allowed	Recommend Disallowed
Homestead:	67	11
Military:	9	1
Disabled Veteran Homestead:	5	0
BPTC:	3	0
Family Farm:	5	0

<u>Disallowed</u>	Credit Type	Reason for Disallowance
11 Disallowed	Homestead	All Dropped for Change in Mailing Address
1 Disallowed Military		Dropped for Change in Mailing Address

Received/Filed

DOUGLAS C. REED Director of Emergency Management & Homeland Security Advisor



EMERGENCY OPERATIONS CENTER 205 S. MAIN ST., COUNCIL BLUFFS, IA 51503 P: 712-328-5777 | ema@pcema-ia.org

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EMERGENCY MANAGEMENT AGENCY Pottawattamie County, Iowa

June 11, 2021

TO:

Gina Hatcher, Payroll

Pottawattamie Co Auditor's Office

FROM: Kevin Zimmerman, Vice Chairman

Emergency Management Commission

Cc:

Melvyn Houser, County Auditor

Pottawattamie County

SUBJECT:

Compensation adjustment validation

Gina,

The County Human Resources director recommended and received approval to amend the Covid 19 Disaster Compensation Policy previously approved by the Board of Supervisors. In her memo to the board, specific county employees were named as applicable to the amendment. The emergency management director was not listed among those names of exempt employees receiving compensation under that policy.

The bylaws of the Emergency Management Commission, in Article X-Employment Practices, states:

- 1.1 "The administrative offices of the County of Pottawattamie facilitate the administration of commission employee salaries and benefits."
- 1.3 "The commission adopts the human resource practices of the county, to the extent practical. [lowa Administrative Code 605-7.5(2)] ... "

As the Covid Disaster Compensation Policy was approved and the emergency management director was receiving compensation under this human resource practice and salary administration of the county, the amendment thereto also applies to the agency and its applicable personnel.

Please accept this memo as validation the commission recognizes the disaster compensation policy, that the director has received compensation under this policy (as was the case in the 2011 flood disaster), and should be compensated under the provisions of the policy's approved amendment. Thank you for your assistance.

On behalf of the commission,

Kevin Zimmerman, Vice Chairman

EMA Commission and Executive Committee Member

Office of Nº 040887 Pottawattamie County Treasurer

10/14/2021 for May 2021 Date Received from Pottowattamie Country Snuriffs office Payor Pottawattamie County Snew Amount Forty Nine Thousand Fighty one Dollars & 14/100 \$ 49.181.14 Account to be credited See below Descriptions of funds Sec below Received by Date received May 1, 20021 Pottawattamie County Sheriffs Office Total Description Line Item \$0.00 Bank Interest 0001-4-05-1060-600000-000 \$8,290.00 Weapon Permits 0001-1-05-1060-441000-000 \$40,891.14 Civil Fees 0001-1-05-1060-440000-000 \$0.00 Outstanding Checks 0001-1-05-1060-820000-000 \$49,181.14 **Total Deposit** \$29,955.73 total check #220621 \$19,225.41 total check #220622 12617 \$49,181.14 total deposit

Pottawattamie County Sheriff's Office

Report of Fees Disbursed for

05/01/2021 - 05/31/2021

I Andy Brown, Sheriff of Pottawattamie County IA., do hereby certify that the following is a correct statement of fees disbursed by me from my office for the period 05/01/2021 - 05/31/2021.

Dis	hu	rse	m	en	ts
<u> </u>	N 4			<u> </u>	

Paid to Others:	
Service Fees - Notary Fees; Copy Fees	67.26
State - Weapon Permit Amount	1,900.00
Refunds; Publication; Sales; Com	332,985.98
Subtotal	334,953.24
Paid to Treasurer:	
Service Fees - Notary Fees; Copy Fees	28,419.41
Postage	2,257.90
Transport - Officer Expenses	5,415.02
Mileage Amount	4,323.81
Report Amount	160.00
County - Weapon Permit Amount	8,290.00
Other - Subpoena	315.00
Subtotal	49,181.14
otal	384,134.38

The above information is respectfully submitted on 6/10/2021

Andy Brown

Pottawattamie County, IA

Pottawattamie County Sheriff's Office

Report of Fees Collected for

05/01/2021 - 05/31/2021

I Andy Brown, Sheriff of Pottawattamie County IA., do hereby certify that the following is a correct statement of fees collected by me in my office for the period 05/01/2021 - 05/31/2021.

Receipts:

Service Fees - Notary Fees; Copy Fees	28,641.46
Postage	2,312.57
Transport - Officer Expenses	5,415.02
Mileage Amount	4,266.81
Report Amount	160.00
County - Weapon Permit Amount	4,860.00
State - Weapon Permit Amount	1,140.00
Refunds; Publication; Sales; Com	169,605.59
Other - Subpoena	315.00
Unapplied	-10.00
Total	216,706.45

The above information is respectfully submitted on 6/10/2021

Andy Brown

Pottawattamie County, IA

Pottawattamie County, Iowa Classification and Compensation Study



Baker Tilly US, LLP 380 Jackson Street, Suite 300 Paul, Minnesota 55101

T: +1 (651) 223 3000 F: +1 (651) 223 3046 bakertilly.com

June 16, 2021

Ms. Jana Lemrick
Director of Human Resources
Pottawattamie County
227 South 6th Street
Council Bluffs, IA 51501

Dear Ms. Lemrick,

Baker Tilly US, LLP ("Baker Tilly") is pleased to provide Pottawattamie County with results from the completed classification and compensation study. During this study, Baker Tilly conducted a comprehensive review of the County's current position classification and compensation structures and, as a result of this study, developed a new classification and compensation system. This report will highlight methodologies used in the process as well as ongoing administration guidelines and compensation-related findings.

By conducting a comprehensive classification and compensation study, the County has taken an important step toward ensuring that pay is internally equitable and market competitive.

Approach and Findings

Baker Tilly follows a consistent methodology in conducting classification and compensation for local government organizations across the country. In general, this methodology follows six (6) major phases:

- Project Initiation Baker Tilly came to the Pottawattamie County in October 2019 to conduct an initial planning meeting, leadership briefings, and provide employee presentations to initiate the study. The County provided important documentation such as position descriptions, union agreements, current pay structure, and other documentation describing how work is performed or compensated within the County.
- 2. Job Evaluation At the conclusion of the onsite meetings, a Position Analysis Questionnaire (PAQ) was distributed to employees and reviewed by supervisors. Completed questionnaires allow Baker Tilly to review and evaluate each position objectively using our SAFE® job evaluation methodology. The purpose of this phase is to establish the internal equity of jobs within the organization.
- 3. **Market Assessment** Baker Tilly collected market data from comparable and competitive peer organizations, as well as other sources, to establish the market competitive value for benchmark positions (in other words, external equity). Questions about pay structures, pay practices and fringe benefits were also included in the survey.
- 4. Pay Plan Development Job evaluation and market study results were compiled and analyzed against the County's current pay structure and pay practices. New pay structure(s) were developed, reviewed and revised by BT in accordance with the County's goals and pay philosophy to establish a recommended pay plan.



- Job Description Development Information collected from employee and supervisor completed PAQs was used to establish new job descriptions for all County positions included in the study. A review and revise process allowed Department Directors to providing input for the finalized documentation.
- 6. **Implementation and Completion** Based on the new pay structure(s), Baker Tilly provided various calculated scenarios for the County to consider in adopting and implementing the new recommended pay system. At the conclusion of the study, and upon County adoption of the recommended pay plan, Baker Tilly will provide training to HR staff for administration of the SAFE® system and maintenance of the new pay structures.

The following sections will provide additional information on how each phase of the study was administered, including various attachments that point to the details, findings, and results of the study.

Job Evaluation

Baker Tilly distributed Position Analysis Questionnaires (PAQ's) to County employees during Project Initiation. Employees were able to directly participate in the study by providing feedback, in their own words, about the work performed in their position. Additionally, multiple choice questions in the PAQ are tied directly to our SAFE® point factor job evaluation system.

The purpose of job evaluation is to determine the value/worth of a job in relation to other jobs within the organization - in other words, internal equity. Baker Tilly's Systematic Analysis Factor Evaluation (SAFE®) approach provides an important foundation toward achieving internal equity:

- Incorporates employee and supervisor input and participation
- Measures each position objectively and systematically against nine compensable factors
- Complies with the Federal Equal Pay Act¹
- Complies with State of Iowa Civil Rights Act²

The end result of a point factor job evaluation system is a total score, this is because each compensable factor is quantifiable. This total score can then be used to identify a hierarchy of positions that also represents the internal equity of the organization. Details about SAFE® and all nine (9) compensable factors are included in *Attachment 1*.

Market Assessment

Baker Tilly collaborated with Pottawattamie County to identify peer organizations that were considered comparable in terms of size (number of employees, operating budget, population

¹ The Equal Pay Act of 1963 prohibits sex-based wage discrimination between men and women in the same establishment who perform jobs that require substantially equal skill, effort and responsibility under similar working conditions. (https://www.eeoc.gov/statutes/equal-pay-act-1963)

² Iowa Code 2021, Chapter 216, Section 6A establishes that paying wages at a rate less than the rate paid to other employees based on age, race, creed, color, sex, sexual origination, gender identity, national origin, religion, or disability is found to be discriminatory by the general assembly. (https://www.legis.iowa.gov/DOCS/ACO/IC/LINC/Chapter.216.pdf)

Pottawattamie County, Iowa Classification and Compensation Study



served), services provided, geographic proximity, as well as organizations that the County might compete with for talent.

Twelve (12) peer organizations were identified to be included in the market study and Baker Tilly was able to collect data from all but one (1) organization, identified in *italics* below. Market results were supplemented with data from the Economic Research Institute (ERI) which reflects the private sector marketplace.³

- 1. Black Hawk County, IA
- 2. Dallas County, IA
- 3. Douglas County, NE
- 4. Dubuque County, IA
- 5. Johnson County, IA
- 6. Linn County, IA
- 7. Sarpy County, NE
- 8. Scott County, IA
- 9. Story County, IA
- 10. Woodbury County, IA
- 11. City of Council Bluffs, IA
- 12. City of Omaha, NE
- 13. Economic Research Institute

Market data was adjusted to account for workweek and geographic differentials. Indicators representing each peer organizations' regional differential were pulled from ERI's Geographic Assessor tool.⁴

There were ninety-eight (98) positions included as benchmarks in the study. Of those, twenty-three (23) had insufficient data. Calculated averages for these positions (below, in *italics*) were not included in the regression analysis.

- 1. 911 Operator
- 2. Account Clerk Auditor
- 3. Account Clerk Real Estate
- 4. Account Clerk Recorder
- 5. Account Clerk Treasurer
- 6. Account Technician
- 7. Animal Control Officer I
- 8. Animal Control Officer II
- 9. Assistant 911 Director
- 10. Assistant Engineer
- 11. Assistant Shift Supervisor
- 12. Attorney I
- 13. Attorney III
- 14. Building & Grounds Director
- 15. Building Inspector I
- 16. Case Worker I

- 17. Case Worker II
- 18. Chief Information Officer
- 19. Chief Medical Examiner Investigator
- 20. Communications Director
- 21. Community Health Organizer
- 22. Community Services Case Manager
- 23. Community Services Coordinator I
- 24. Community Services Director
- 25. Conservation Assistant Director
- 26. Conservation Director
- 27. Conservation Office Manager
- 28. Corporal
- 29. County Engineer
- 30. Crew Leader
- 31. Custodian
- 32. Deputy

³ ERI updates its pay information quarterly. Market wages included in the study were pulled during April 2020 at the 10th and 90th percentiles.

⁴ Geographic differentials compiled by ERI represent the cost of labor in a given region and is not a cost-of-living calculation.



Pottawattamie County, Iowa Classification and Compensation Study

- 33. Detention Manager34. Detention Officer35. Detention Supervise
- 35. Detention Supervisor
- 36. Elections Clerk
- 37. Electrician
- 38. Emergency Management Director
- 39. Emergency Management Program Specialist
- 40. Emergency Management Specialist
- 41. Engineering Technician
- 42. Environmental Health Inspector
- 43. Equipment Operator I44. Equipment Operator II
- 45. Evidence Technician
- 46. Executive Assistant 47. Finance Assistant
- 47. Finance Assistan
- 48. Finance Officer
- 49. Foreman
- 50. GIS Analyst
- 51. GIS Coordinator
- 52. Help Desk Technician I
- 53. Human Resources Assistant
- 54. Human Resources Director
- 55. Inventory Technician
- 56. IT Supervisor
- 57. Jail Administrator
- 58. Jail Maintenance Superintendent
- 59. Legal Assistant I
- 60. Legal Assistant II
- 61. Lieutenant
- 62. Maintenance Supervisor
- 63. Maintenance Worker
- 64. Mechanic
- 65. Medical Examiner Investigator

- 66. Natural Resource Technician
- 67. Naturalist
- 68. Network Administrator I
- 69. Network Administrator II
- 70. Office Manager
- 71. Park Aide
- 72. Park Officer
- 73. Payroll/Benefit Specialist
- 74. Planning Director
- 75. Project Manager I
- 76. Project Manager II
- 77. Public Health Administrator
- 78. Public Health Nurse Infectious Testing Services
- 79. Public Health Nurse I
- 80. Public Health Nurse II
- 81. Real Estate Specialist
- 82. Recorder Clerk
- 83. Recorder's Office Supervisor
- 84. Recycle Center Attendant
- 85. Recycle Center Manager
- 86. Recycle Center Operator
- 87. Registered Nurse
- 88. Risk Manager
- 89. Roadside Technician
- 90. Sergeant
- 91. Sheriff's Clerk
- 92. Shift Supervisor
- 93. Sign Technician
- 94. Training/Quality Coordinator
- 95. Treasurer Clerk
- 96. Truck Driver/Laborer
- 97. Veterans Affairs Director
- 98. Zoning & Land Use Coordinator

As a best practice guideline, it is recommended that at least 50% of an organization's positions be benchmarked when developing a market driven pay structure. There are one hundred sixteen (116) total positions included in the study for which Baker Tilly was able to collect sufficient market data for seventy-five (75). By these standards, we consider a 64.6% return rate a success for the market study. The market survey results can be found in **Attachment 2.**

Pay Plan Development

In developing the recommended pay structure(s) for the County, Baker Tilly used regression analysis to compare internal data to external data. More specifically, results from the SAFE® job evaluation (total scores) were compared against the results of the market survey (average midpoints) to establish a base pay line. The regression line can be found in *Attachment 3*. Preliminary grade groupings and pay structures were shared with the County's Board of Supervisors who provided feedback and guidance. This information was considered in the development of three (3) recommended pay structures, detailed as follows.

General Pay Plan. The proposed general pay plan was developed for the County's nonbargaining positions. This is an 11-Step pay structure across 30 pay grades with a 5% midpoint

6 bakertilly

Pottawattamie County, Iowa Classification and Compensation Study

differential, 2% between steps, and a 22% range spread. This pay structure can be found in *Attachment 4,* with position classifications in *Attachment 5.*

Sheriff Pay Plan. The proposed Sheriff pay plan is comprised of two (2) different structures to cover jail, communications, and sworn positions. The initial structure is an extension of the general pay plan, meaning its development similarly involved a regression analysis of internal and external data. The result is a 16 grade, 13- Step pay plan with a 5% midpoint differential, 2% between steps, and a 27.1% range spread. This pay structure can be found in **Attachment** 6 with position classifications in **Attachment** 7.

Sworn positions, alternatively, already have an established hierarchy for which job evaluation was not necessary. As a result, pay ranges for these positions were market driven. This pay structure can be found in *Attachment 6* with position classifications in *Attachment 7*.

Roads Pay Plan. The proposed Roads Pay Plan is a 13-Step pay structure across 16 pay grades with a 5% midpoint differential, 2% between steps, and a 27% range spread. This pay structure can be found in **Attachment 8**, with position classifications in **Attachment 9**.

Implementation

Baker Tilly developed three (3) costing scenarios, providing Pottawattamie County with multiple considerations for adopting and implementing the proposed pay structures. The same three scenarios were applied to the General, Sheriff, and Roads pay scales. *Attachment 10* is a snapshot of the three (3) options and a breakdown of cost by employee groups. Each scenario is explained in more detail below.

The fiscal impacts shown address base pay only.

As a rule, Baker Tilly does not recommend pay decreases resulting from our compensation and classification studies. If an employee's current salary is greater than the maximum of the proposed grade, it is recommended that the employee be "red circled."⁵

There are one hundred thirty-seven (137) employees across all three pay structures with a current salary greater than the proposed grade maximum. Baker Tilly recommends red circling wages for these employees, and they have been excluded from the implementation scenarios identified below. The cost to maintain their current wages, however, is included in the final calculations.

Total # of employees: 425	# of Staff	% of Total
Employees "below" range	60	14.1%
Employees "within" range	228	53.6%
Employees "above" range	137	32.2%

Option 1: Below to Step 1

-

⁵ To red circle or 'freeze' employee pay is common when an employee's base salary is greater than the maximum of the proposed grade. Assuming an adjustment is applied to the pay plan annually, the market will eventually catch up to the employee pay and individual pay rates will fall back within range.

Pottawattamie County, Iowa Classification and Compensation Study



The first scenario calculates the cost of moving employees whose current salaries are less than their proposed minimum (step 1) up to the minimum. All other employees retain current base salaries. This implementation option impacts sixty (60) employees and costs \$126,688 or a .49% increase to the County's current payroll.

Option 2: Next Closest Step without a decrease

Option 2 uses Option 1 as a starting point and moves the previous sixty (60) employees to Step 1. In addition, this scenario moves employees to the next closest step without a pay decrease. This implementation option impacts an additional two hundred twenty-eight (228) employees and costs \$275,235, for a 1.07% increase to the County's current payroll.

Option 3: YOS as a Step

Option 3 moves employees to the step that corresponds with the number of years in position and is intended to correct any pay compression issues that may exist. This implementation scenario impacts a total of two hundred eighty-eight (288) employees and costs \$518,206, or a 2.01% increase to the County's current payroll.

Additional Activities and Deliverables

- Position Analysis Questionnaires (PAQs) documenting employee and supervisor job class feedback have been provided to the County for their records.
- New job descriptions were developed for all positions included in the study. The County facilitated a review of these drafts, and Department Directors were able to provide feedback to final documentation.
- Baker Tilly provided Compensation Philosophy training to the County's Compensation Committee and coached them through development and adoption of a new statement.
- At the conclusion of the study and at County request, Baker Tilly will provide SAFE training to the County's HR staff. Documentation and guidance for maintaining the pay structure job evaluation system, applying adjustments, etc. will also be provided.

Baker Tilly would like to thank the County's employees and supervisors for participating in the process, especially Jana Lemrick who provided necessary documentation and served as a highly effective point of contact throughout the project. We would be very pleased to work with Pottawattamie County in the future.

Respectfully,

Julie Urell, Director

BAKER TILLY US, LLP



Attachment 1 - SAFE® Job Evaluation Methodology

The Systematic Analysis and Factor Evaluation (SAFE®) methodology ensures a consistent and equitable method of evaluating jobs. The predicating step in this process based on defining the characteristics of the work performed, which subsequently establishes the skill level.

Further, each compensable factor includes varying *degrees*, including a point value for each. For example, the level of work can range from basic, intermediate, difficult or complex where the point value would increase as the difficulty increased. In conducting job evaluation, each position is assigned the appropriate *degree* which reflects the nature and level of work performed. The sum of points for each of the nine (9) compensable factors results in a total score which represents that positions placement within the organizational hierarchy.

Characteristics of Work

Characteristics of work can be defined as the general scope of work performed by a position that distinguishes it from other positions. SAFE® provides 16 work characteristics, which are reflected in the table below:

Manual	Human Support	Administrative Support
Semiskilled	Skilled Human Support	Skilled Administrative Support
Skilled Trades	Advanced Human Support	Administrative
Technical Skilled Technical Advanced Technical	Protective Services Advanced Protective Services	Professional Executive

Compensable Factors

The nine (9) compensable factors detail components of work that are present in most job classes:

Training and Ability	Minimum education level, licenses, certifications, etc. required to acquire and perform in the job
Experience	The minimum experience required to acquire and perform in the job
Level of Work	The difficultly level of the work itself
Human Relations	The extent, frequency, and nature of communications as required
Physical Demands	The physical demands and frequency of those demands
Working Conditions	The exposure to hazardous environments and frequency of those exposures
Independence of Actions	The freedom to make decisions or take action
Impact on End Results	The extent of consequence those decisions and actions have
Supervision	The level of supervision exerted over others.

The following factors are <u>not</u> considered in evaluating positions with the SAFE® Methodology:

- Employee performance
- Length of service with the organization or amount of time in position
- Education or experience in excess of what is required by the position
- Market rates
- Current salaries



Attachment 2 - Market Survey Results

Pay range data (minimums and maximums) were obtained for each benchmark to calculate a market average midpoint. The midpoint commonly represents the prevailing wage/rate for a given position in the market. Averages for each pay threshold are shown below.

Market Survey I	Results				
Position Surveyed	Average Minimum	Average Midpoint	Average Maximum		
911 Operator	43,032.69	49,929.95	56,827.22		
Account Clerk - Auditor	38,372.62	44,605.61	50,838.60		
Account Clerk - Real Estate	36,916.66	42,920.01	48,923.36		
Account Clerk - Recorder	38,354.83	43,976.24	49,597.65		
Account Clerk - Treasurer	36,704.75	43,626.43	50,548.10		
Account Technician	46,770.39	56,023.09	65,275.79		
Animal Control Officer I	i	nsufficient data	Э		
Animal Control Officer II	i	nsufficient data	а		
Assistant 911 Director	i	nsufficient data	а		
Assistant Engineer	j	nsufficient data	а		
Assistant Shift Supervisor	i	nsufficient data	а		
Attorney I	68,486.63	83,386.81	98,108.67		
Attorney III	95,278.86	107,945.06	120,268.78		
Building & Grounds Director	79,950.64	95,334.03	110,717.42		
Building Inspector I	52,614.56	61,012.23	69,409.89		
Case Worker I	43,379.20	48,215.62	53,052.04		
Case Worker II	46,822.97	54,379.44	61,935.90		
Chief Information Officer	98,273.89	117,773.85	137,273.81		
Chief Medical Examiner Investigator	i	nsufficient data	а		
Communications Director	84,666.88	105,266.15	125,865.42		
Community Health Organizer	insufficient data				
Community Services Case Manager	58,269.88	71,328.23	84,386.57		
Community Services Coordinator I	53,062.50	63,206.75	73,351.00		
Community Services Director	89,680.72	110,636.86	131,876.43		
Conservation Assistant Director	70,995.73	87,194.28	103,392.82		
Conservation Director	89,831.67	112,409.47	134,987.26		
Conservation Office Manager	i	nsufficient data	Э		
Corporal	i	nsufficient data	Э		
County Engineer	103,143.17	126,967.95	150,792.73		
Crew Leader	49,350.18	56,006.43	62,662.67		
Custodian	32,724.29	36,860.50	40,996.71		
Deputy	53,122.69	63,091.06	73,039.77		
Detention Manager	71,589.77	83,988.90	96,388.04		
Detention Officer	46,144.80	51,473.84	56,693.79		
Detention Supervisor	64,171.57	72,602.69	81,033.81		
Elections Clerk	37,249.01	42,350.33	47,451.65		
Electrician	51,217.73	60,840.07	70,462.40		
Emergency Management Director	73,508.70	89,073.47	104,638.24		





Market Survey I	Results					
Position Surveyed	Average Minimum	Average Midpoint	Average Maximum			
Emergency Management Program Specialist	insufficient data					
Emergency Management Specialist	49,268.65	58,493.76	67,718.88			
Engineering Technician	51,505.70	58,841.58	66,177.45			
Environmental Health Inspector	49,030.44	56,819.99	64,609.53			
Equipment Operator I	44,013.82	49,865.84	55,717.85			
Equipment Operator II	46,455.28	51,953.52	57,451.76			
Evidence Technician	44,827.35	50,866.75	56,906.15			
Executive Assistant	50,648.33	59,889.21	69,130.10			
Finance Assistant		nsufficient data				
Finance Officer	65,054.22	76,953.30	88,852.39			
Foreman	59,980.91	71,779.80	83,578.69			
GIS Analyst	65,232.87	76,338.27	87,443.68			
GIS Coordinator	79,901.44	97,556.96	115,212.48			
Help Desk Technician I	46,409.13	54,825.05	63,240.97			
Human Resources Assistant	46,053.80	52,794.00	59,534.20			
Human Resources Director	89,494.32	109,616.90	129,739.49			
Inventory Technician	45,231.29	51,171.09	57,110.89			
IT Supervisor	84,694.05	98,541.06	112,388.07			
Jail Administrator	83,444.80	96,339.74	109,234.68			
Jail Maintenance Superintendent	· · · · · · · · · · · · · · · · · · ·	nsufficient data				
Legal Assistant I	41,013.65	46,497.26	51,980.87			
Legal Assistant II	50,495.89	57,366.16	64,236.44			
Lieutenant	83,525.26	92,060.40	100,595.53			
Maintenance Supervisor	58,568.87	69,440.42	80,311.97			
Maintenance Worker	43,399.78	48,394.83	53,389.87			
Mechanic	46,942.22	53,551.07	60,159.93			
Medical Examiner Investigator	insufficient data					
Natural Resource Technician	i	nsufficient data	Э			
Naturalist	48,676.92	58,046.19	67,415.46			
Network Administrator I	62,405.96	71,430.00	80,454.04			
Network Administrator II	71,525.40	83,422.95	95,285.32			
Office Manager	52,665.54	62,496.26	71,940.80			
Park Aide	j	nsufficient data	Э			
Park Officer	47,748.25	54,987.87	62,227.49			
Payroll/Benefit Specialist	j	nsufficient data	Э			
Planning Director	92,245.60	112,045.21	131,844.82			
Project Manager I	60,443.70	69,144.17	77,839.05			
Project Manager II	j	nsufficient data	Э			
Public Health Administrator	i	nsufficient data	Э			
Public Health Nurse - Infectious Testing Services	i	nsufficient data	Э			
Public Health Nurse I	56,040.81	66,143.73	76,246.66			
Public Health Nurse II	i	nsufficient data	•			
Real Estate Specialist	47,361.53	53,846.15	60,330.76			
Recorder Clerk	41,995.69	48,833.56	55,671.42			
Recorder's Office Supervisor	59,199.15	71,553.33	83,907.52			
	1 00,100.10	,555.55	00,007.02			



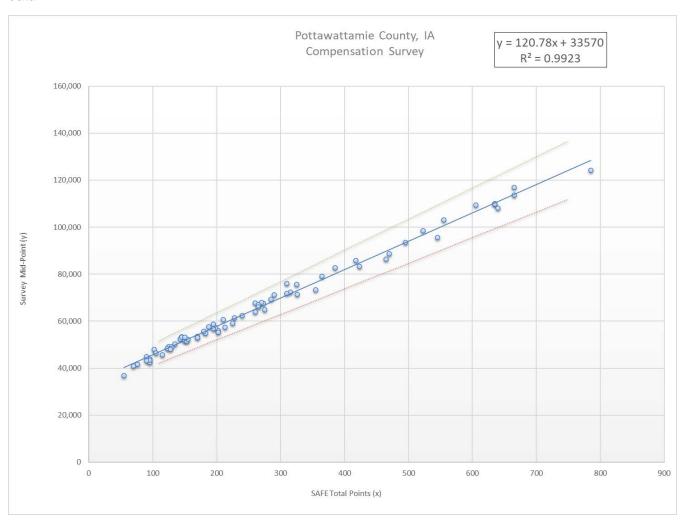
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Market Survey Results									
Position Surveyed	Average Minimum	Average Midpoint	Average Maximum						
Recycle Center Attendant		insufficient dat	а						
Recycle Center Manager		insufficient dat	а						
Recycle Center Operator		insufficient dat	а						
Registered Nurse	59,623.75	69,568.24	79,512.73						
Risk Manager	68,570.14	80,939.20	93,308.27						
Roadside Technician	46,432.28	52,308.53	58,184.78						
Sergeant	78,757.65	83,403.29	88,342.31						
Sheriff's Clerk	39,340.22	44,836.87	50,333.53						
Shift Supervisor	54,866.88	66,093.45	77,320.02						
Sign Technician	47,402.58	53,814.93	60,227.27						
Training/Quality Coordinator	58,223.84	68,392.25	78,560.65						
Treasurer Clerk	36,074.05	41,674.59	47,275.12						
Truck Driver / Laborer	42,342.20	47,403.96	52,465.72						
Veterans Affairs Director	61,607.77	75,014.18	88,420.59						
Zoning & Land Use Coordinator	57,206.54	66,978.76	76,736.65						



Attachment 3 – Regression Line

The regression line below represents the base pay line for Pottawattamie County. It was developed by modeling the relationship between SAFE® job evaluation data and market survey data.



The center blue line represents the base pay line; each dot represents a benchmark position; and the green/red lines running above and below indicate a margin of error 5% above and 5% below the base pay line. These outer lines <u>do not</u> represent minimum and maximums.

The closer a benchmark position (dot) is to the base pay line (center line), the closer that positions' proposed midpoint aligns with the market average midpoint. The R² number, also known as the Coefficient of Determination, is the statistical measure of how close <u>all</u> positions (dots) fit to the 'regression line' as a whole. In this case, the proposed midpoints are 99.23% aligned to the market. Because police/fire supervisory pay scales were not developed through the regression, those positions are not represented in the chart above.



Attachment 4 - General Pay Plan

The proposed General Pay Plan includes 30 pay grades with a 5% midpoint differential, 11 steps with 2% between each step, resulting in a 22% range spread for each pay grade.⁶

				Gener	ral Pay Pla	ın - Annua	l Salary				
Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
1	34,799	35,510	36,235	36,975	37,730	38,500	39,270	40,055	40,856	41,673	42,506
2	36,539	37,285	38,046	38,823	39,616	40,425	41,233	42,057	42,898	43,755	44,630
3	38,367	39,150	39,949	40,765	41,597	42,446	43,294	44,159	45,042	45,942	46,860
4	40,283	41,106	41,945	42,802	43,676	44,568	45,459	46,368	47,295	48,240	49,204
5	42,298	43,162	44,043	44,942	45,860	46,796	47,731	48,685	49,658	50,651	51,664
6	44,412	45,319	46,244	47,188	48,152	49,135	50,117	51,119	52,141	53,183	54,246
7	46,632	47,584	48,556	49,547	50,559	51,591	52,622	53,674	54,747	55,841	56,957
8	48,963	49,963	50,983	52,024	53,086	54,170	55,253	56,358	57,485	58,634	59,806
9	51,411	52,461	53,532	54,625	55,740	56,878	58,015	59,175	60,358	61,565	62,796
10	53,980	55,082	56,207	57,355	58,526	59,721	60,915	62,133	63,375	64,642	65,934
11	56,679	57,836	59,017	60,222	61,452	62,707	63,961	65,240	66,544	67,874	69,231
12	59,514	60,729	61,969	63,234	64,525	65,842	67,158	68,501	69,871	71,268	72,693
13	62,489	63,765	65,067	66,395	67,751	69,134	70,516	71,926	73,364	74,831	76,327
14	65,613	66,953	68,320	69,715	71,138	72,590	74,041	75,521	77,031	78,571	80,142
15	68,894	70,301	71,736	73,200	74,694	76,219	77,743	79,297	80,882	82,499	84,148
16	72,337	73,814	75,321	76,859	78,428	80,029	81,629	83,261	84,926	86,624	88,356
17	75,954	77,505	79,087	80,702	82,349	84,030	85,710	87,424	89,172	90,955	92,774
18	79,752	81,380	83,041	84,736	86,466	88,231	89,995	91,794	93,629	95,501	97,411
19	83,740	85,449	87,193	88,973	90,789	92,642	94,494	96,383	98,310	100,276	102,281
20	87,925	89,720	91,552	93,421	95,328	97,274	99,219	101,203	103,227	105,291	107,396
21	92,322	94,207	96,130	98,092	100,094	102,137	104,179	106,262	108,387	110,554	112,765
22	96,938	98,917	100,936	102,996	105,098	107,243	109,387	111,574	113,805	116,081	118,402
23	101,783	103,861	105,981	108,144	110,352	112,605	114,857	117,154	119,497	121,886	124,323
24	106,872	109,054	111,280	113,552	115,870	118,235	120,599	123,010	125,470	127,979	130,538
25	112,216	114,507	116,844	119,229	121,663	124,146	126,628	129,160	131,743	134,377	137,064
26	117,827	120,232	122,686	125,190	127,745	130,353	132,960	135,619	138,331	141,097	143,918
27	123,718	126,243	128,820	131,449	134,132	136,870	139,607	142,399	145,246	148,150	151,113
28	129,902	132,554	135,260	138,021	140,838	143,713	146,587	149,518	152,508	155,558	158,669
29	136,398	139,182	142,023	144,922	147,880	150,898	153,915	156,993	160,132	163,334	166,600
30	143,217	146,140	149,123	152,167	155,273	158,442	161,610	164,842	168,138	171,500	174,930

⁶ Baker Tilly originally recommended 3% between steps in the 11-Step structure for best market alignment at the minimum and maximum of the range. Percentage between steps recommendation was reduced to 2% in accordance with the County Board of Supervisors expressed pay philosophy.



Attachment 5 - General Pay Plan Classifications

Benchmark positions were classified to the pay structure in consideration of both market data and SAFE job evaluation data. Non-benchmark positions were slotted using the SAFE job evaluation rating only.

General Pay	Plan Clas	ssifications		
Position Title	Grade	Step 1 Minimum	Step 6 Midpoint	Step 11 Maximum
Custodian	1	34,799.00	38,500.00	42,506.00
Animal Control Officer I	2	36,539.00	40,425.00	44,630.00
Receptionist	2	36,539.00	40,425.00	44,630.00
Recycle Center Operator	2	36,539.00	40,425.00	44,630.00
Security	2	36,539.00	40,425.00	44,630.00
Elections Clerk	3	38,367.00	42,446.00	46,860.00
Treasurer Clerk	3	38,367.00	42,446.00	46,860.00
Account Clerk - Auditor	4	40,283.00	44,568.00	49,204.00
Account Clerk - Real Estate	4	40,283.00	44,568.00	49,204.00
Account Clerk - Recorder	4	40,283.00	44,568.00	49,204.00
Account Clerk - Treasurer	4	40,283.00	44,568.00	49,204.00
Administrative Assistant	4	40,283.00	44,568.00	49,204.00
Animal Control Officer II	4	40,283.00	44,568.00	49,204.00
Attorney Clerk	4	40,283.00	44,568.00	49,204.00
BOH Clerk	4	40,283.00	44,568.00	49,204.00
Medical Secretary	4	40,283.00	44,568.00	49,204.00
Sheriff's Clerk	4	40,283.00	44,568.00	49,204.00
IT Office Assistant	5	42,298.00	46,796.00	51,664.00
Legal Assistant I	5	42,298.00	46,796.00	51,664.00
Recorder Clerk	5	42,298.00	46,796.00	51,664.00
Case Worker I	6	44,412.00	49,135.00	54,246.00
Maintenance Worker	6	44,412.00	49,135.00	54,246.00
Case Worker II	7	46,632.00	51,591.00	56,957.00
Finance Assistant	7	46,632.00	51,591.00	56,957.00
Financial Coordinator	7	46,632.00	51,591.00	56,957.00
Human Resources Assistant	7	46,632.00	51,591.00	56,957.00
Real Estate Specialist	7	46,632.00	51,591.00	56,957.00
Environmental Health Inspector	8	48,963.00	54,170.00	59,806.00
Evidence Technician	8	48,963.00	54,170.00	59,806.00
Help Desk Technician I	8	48,963.00	54,170.00	59,806.00
Natural Resource Technician	8	48,963.00	54,170.00	59,806.00
Payroll/Benefit Specialist	8	48,963.00	54,170.00	59,806.00
Planning Technician	8	48,963.00	54,170.00	59,806.00
Safety Coordinator	8	48,963.00	54,170.00	59,806.00
Account Technician	9	51,411.00	56,878.00	62,796.00
Community Relations Coordinator	9	51,411.00	56,878.00	62,796.00
Emergency Management Specialist	9	51,411.00	56,878.00	62,796.00
Executive Assistant	9	51,411.00	56,878.00	62,796.00
Legal Assistant II	9	51,411.00	56,878.00	62,796.00
Naturalist	9	51,411.00	56,878.00	62,796.00



General Pay	Plan Clas	ssifications		
Position Title	Grade	Step 1 Minimum	Step 6 Midpoint	Step 11 Maximum
Park Officer	9	51,411.00	56,878.00	62,796.00
Building Inspector I	10	53,980.00	59,721.00	65,934.00
Office Manager	10	53,980.00	59,721.00	65,934.00
Recycle Center Manager	10	53,980.00	59,721.00	65,934.00
Community Services Coordinator I	11	56,679.00	62,707.00	69,231.00
Community Services Data Analyst	11	56,679.00	62,707.00	69,231.00
Electrician	11	56,679.00	62,707.00	69,231.00
Medical Examiner Investigator	11	56,679.00	62,707.00	69,231.00
Mental Health Advocate	11	56,679.00	62,707.00	69,231.00
Assistant Engineer	12	59,514.00	65,842.00	72,693.00
Community Services Coordinator II	12	59,514.00	65,842.00	72,693.00
Environmental Health Coordinator	12	59,514.00	65,842.00	72,693.00
Help Desk Technician III	12	59,514.00	65,842.00	72,693.00
Maintenance Supervisor	12	59,514.00	65,842.00	72,693.00
Project Manager I	12	59,514.00	65,842.00	72,693.00
Public Health Nurse I	12	59,514.00	65,842.00	72,693.00
Public Health Nurse ITS	12	59,514.00	65,842.00	72,693.00
Registered Nurse	12	59,514.00	65,842.00	72,693.00
Zoning & Land Use Coordinator	12	59,514.00	65,842.00	72,693.00
Building Inspector II	13	62,489.00	69,134.00	76,327.00
Community Services Case Manager	13	62,489.00	69,134.00	76,327.00
Public Health Nurse II	13	62,489.00	69,134.00	76,327.00
Recorder's Office Supervisor	13	62,489.00	69,134.00	76,327.00
Community Health Organizer	14	65,613.00	72,590.00	80,142.00
Detention Supervisor	14	65,613.00	72,590.00	80,142.00
Engineering Operations Manager ⁷	14	65,613.00	72,590.00	80,142.00
Finance Officer	14	65,613.00	72,590.00	80,142.00
Foreman	14	65,613.00	72,590.00	80,142.00
GIS Analyst	14	65,613.00	72,590.00	80,142.00
Network Administrator I	14	65,613.00	72,590.00	80,142.00
Program Administrator ⁸	14	65,613.00	72,590.00	80,142.00
Finance Supervisor	15	68,894.00	76,219.00	84,148.00
Risk Manager	15	68,894.00	76,219.00	84,148.00
Veterans Affairs Director	15	68,894.00	76,219.00	84,148.00
Assistant 911 Director ⁹	16	72,337.00	80,029.00	88,356.00
Chief Medical Examiner Investigator	16	72,337.00	80,029.00	88,356.00
Health Services Manager	16	72,337.00	80,029.00	88,356.00
Network Administrator II	16	72,337.00	80,029.00	88,356.00
Conservation Assistant Director	17	75,954.00	84,030.00	92,774.00
Detention Manager	17	75,954.00	84,030.00	92,774.00
Attorney I	18	79,752.00	88,231.00	97,411.00
Emergency Management Director	18	79,752.00	88,231.00	97,411.00

 ⁷ Title change: formerly Assistant to the Engineer.
 ⁸ Title change: formerly Project Manager II.

⁹ Consider title change to Assistant Communications Director.



Pottawattamie County, Iowa Classification and Compensation Study

General Pay Plan Classifications										
Position Title	Grade	Step 1 Minimum	Step 6 Midpoint	Step 11 Maximum						
Building & Grounds Director	19	83,740.00	92,642.00	102,281.00						
Digital Forensics/Technology Administrator	19	83,740.00	92,642.00	102,281.00						
GIS Supervisor ¹⁰	19	83,740.00	92,642.00	102,281.00						
Attorney II	20	87,925.00	97,274.00	107,396.00						
IT Supervisor	20	87,925.00	97,274.00	107,396.00						
Jail Administrator	20	87,925.00	97,274.00	107,396.00						
Public Health Administrator	20	87,925.00	97,274.00	107,396.00						
Communications Director	21	92,322.00	102,137.00	112,765.00						
Community Services Director	22	96,938.00	107,243.00	118,402.00						
Attorney III	23	101,783.00	112,605.00	124,323.00						
Conservation Director	23	101,783.00	112,605.00	124,323.00						
Human Resources Director	23	101,783.00	112,605.00	124,323.00						
Planning Director	23	101,783.00	112,605.00	124,323.00						
Chief Information Officer ¹¹	24	106,872.00	118,235.00	130,538.00						
County Engineer	26	117,827.00	130,353.00	143,918.00						

¹⁰ Title change: formerly GIS Coordinator.
¹¹ Information Technology Director equivalent position.



Attachment 6 – Sheriff Pay Plan

The proposed Sheriff Pay Plan includes 16 pay grades with a 5% midpoint differential, 13 steps with 2% between each step, resulting in a 27.1% range spread for each pay grade¹². Market driven pay ranges were tailored for sworn positions while the Corporal (CPL) range was calculated from the Deputy (DEP) range. Cells highlighted in yellow on the Sworn scale indicate the market midpoint for each range.

		ò	·	·	Sheriff	Pay Plan	- Annua	l Salary				•	
Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13
100	34,103	34,799	35,510	36,235	36,975	37,730	38,500	39,270	40,055	40,856	41,673	42,506	43,356
101	35,808	36,538	37,285	38,046	38,823	39,616	40,425	41,233	42,057	42,898	43,756	44,631	45,523
102	37,598	38,364	39,149	39,948	40,764	41,596	42,446	43,294	44,159	45,042	45,943	46,862	47,799
103	39,477	40,282	41,106	41,945	42,802	43,675	44,568	45,458	46,366	47,294	48,240	49,205	50,188
104	41,450	42,296	43,161	44,042	44,942	45,858	46,796	47,730	48,684	49,658	50,652	51,665	52,697
105	43,522	44,410	45,319	46,244	47,189	48,150	49,135	50,116	51,118	52,140	53,184	54,248	55,331
106	45,698	46,630	47,584	48,556	49,548	50,557	51,591	52,621	53,673	54,747	55,843	56,960	58,097
107	47,982	48,961	49,963	50,983	52,025	53,084	54,170	55,252	56,356	57,484	58,635	59,808	61,001
108	50,381	51,409	52,461	53,532	54,626	55,738	56,878	58,014	59,173	60,358	61,566	62,798	64,051
109	52,900	53,979	55,084	56,208	57,357	58,524	59,721	60,914	62,131	63,375	64,644	65,937	67,253
110	55,545	56,677	57,838	59,018	60,224	61,450	62,707	63,959	65,237	66,543	67,876	69,233	70,615
111	58,322	59,510	60,729	61,968	63,235	64,522	65,842	67,156	68,498	69,870	71,269	72,694	74,145
112	61,238	62,485	63,765	65,066	66,396	67,748	69,134	70,513	71,922	73,363	74,832	76,328	77,852
113	64,299	65,609	66,953	68,319	69,715	71,135	72,590	74,038	75,518	77,031	78,573	80,144	81,744
114	67,513	68,889	70,300	71,734	73,200	74,691	76,219	77,739	79,293	80,882	82,501	84,151	85,831
115	70,888	72,333	73,815	75,320	76,860	78,425	80,029	81,625	83,257	84,926	86,626	88,358	90,122

	Sworn Positions - Annual Salary												
Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13
DEP	52,489	54,113	55,787	57,513	59,292	61,126	63,017	64,907	66,854	68,859	70,924	73,051	75,242
CPL	59,183	61,014	62,902	64,848	66,854	68,859	70,924	73,051	75,242				
SGT	71,295	73,500	75,774	78,118	80,535	83,026	85,516	88,081	90,723	93,444	96,247		
LT	78,550	80,980	83,485	86,068	88,730	91,475	94,219	97,045	99,956	102,954	106,042		

¹² Baker Tilly originally recommended 3% between steps in the 13-Step structure for best market alignment at the minimum and maximum of the range. Percentage between steps recommendation was reduced to 2% in accordance with the County Board of Supervisors expressed pay philosophy.



Attachment 7 – Sheriff Pay Plan Classifications

Benchmark positions were classified to the pay structure using a combined consideration of market data and SAFE data. Non-benchmark positions were slotted using the SAFE job evaluation rating only.

Tailored salary ranges were established for sworn positions.

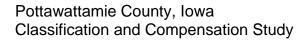
Sheriff Pay Plan Classifications									
Position Title	Grade	Step 1 Minimum	Step 7 Midpoint	Step 13 Maximum					
Detention Officer	107	47,982	54,170	61,001					
911 Operator	105	43,522	49,135	55,331					
Assistant Shift Supervisor	108	50,381	56,878	64,051					
Communications Technologist	111	58,322	65,842	74,145					
Shift Supervisor	111	58,322	65,842	74,145					
Training/Quality Coordinator	111	58,322	65,842	74,145					

Position Title	Grade	Step 1 Minimum	Step 7 Midpoint	Step 13 Maximum	
Deputy	DEP	52,489	63,017	75,242	

Position Title	Grade	Step 1 Minimum	Step 5 Midpoint	Step 9 Maximum
Corporal	CPL	59,183	66,854	75,242

Position Title	Grade	Step 1 Minimum	Step 6 Midpoint	Step 11 Maximum
Sergeant	SGT	71,295	83,026	96,247

Position Title	Grade	Step 1 Minimum	Step 6 Midpoint	Step 11 Maximum
Lieutenant	LT	78,550	91,475	106,042





Attachment 8 – Roads Pay Plan

The proposed Roads Pay Plan includes 16 pay grades with a 5% midpoint differential, 13 steps with 2% between each step, resulting in a 27% range spread for each pay grade. The highlighted cell represents the starting market midpoint. Mathematically, the midpoint step is Step 7. However, by aligning the market midpoint to Step 5, the County's Roads positions are able to achieve the 'market midpoint' earlier in tenure, making Pottawattamie County more competitive for these positions.

					Road	s Pay Plan	- Annual Sa	lary					
Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13
200	35,510	36,235	36,975	37,730	38,500	39,270	40,055	40,856	41,673	42,506	43,356	44,223	45,107
201	37,285	38,046	38,823	39,616	40,425	41,233	42,057	42,898	43,756	44,631	45,523	46,434	47,362
202	39,149	39,948	40,764	41,596	42,446	43,294	44,159	45,042	45,943	46,862	47,799	48,755	49,730
203	41,106	41,945	42,802	43,675	44,568	45,458	46,366	47,294	48,240	49,205	50,188	51,192	52,216
204	43,161	44,042	44,942	45,858	46,796	47,730	48,684	49,658	50,652	51,665	52,697	53,751	54,826
205	45,319	46,244	47,189	48,150	49,135	50,116	51,118	52,140	53,184	54,248	55,331	56,438	57,567
206	47,584	48,556	49,548	50,557	51,591	52,621	53,673	54,747	55,843	56,960	58,097	59,259	60,445
207	49,963	50,983	52,025	53,084	54,170	55,252	56,356	57,484	58,635	59,808	61,001	62,221	63,467
208	52,461	53,532	54,626	55,738	56,878	58,014	59,173	60,358	61,566	62,798	64,051	65,332	66,640
209	55,084	56,208	57,357	58,524	59,721	60,914	62,131	63,375	64,644	65,937	67,253	68,598	69,972
210	57,838	59,018	60,224	61,450	62,707	63,959	65,237	66,543	67,876	69,233	70,615	72,027	73,470
211	60,729	61,968	63,235	64,522	65,842	67,156	68,498	69,870	71,269	72,694	74,145	75,628	77,143
212	63,765	65,066	66,396	67,748	69,134	70,513	71,922	73,363	74,832	76,328	77,852	79,409	81,000
213	66,953	68,319	69,715	71,135	72,590	74,038	75,518	77,031	78,573	80,144	81,744	83,379	85,050
214	70,300	71,734	73,200	74,691	76,219	77,739	79,293	80,882	82,501	84,151	85,831	87,547	89,302
215	73,815	75,320	76,860	78,425	80,029	81,625	83,257	84,926	86,626	88,358	90,122	91,924	93,767



Attachment 9 – Roads Pay Plan Classifications

Benchmark positions were classified to the pay structure using a combined consideration of market data and SAFE data. Non-benchmark positions were slotted using the SAFE job evaluation rating only.

Roads Pay Plan Classifications											
Position Title	Grade	Step 1 Minimum	Step 5 Market	Step 7 Midpoint	Step 13 Maximum						
Truck Driver / Laborer	204	43,161	46,796	48,684	54,826						
Equipment Operator I	205	45,319	49,135	51,118	57,567						
Inventory Technician	205	45,319	49,135	51,118	57,567						
Equipment Operator II	206	47,584	51,591	53,673	60,445						
Roadside Technician	206	47,584	51,591	53,673	60,445						
Sign Technician	206	47,584	51,591	53,673	60,445						
Mechanic	207	49,963	54,170	56,356	63,467						
Crew Leader	208	52,461	56,878	59,173	66,640						
Engineering Technician	209	55,084	59,721	62,131	69,972						



Attachment 10 – Total Implementation Cost Scenarios

The total cost of Option 1 is \$126,688 and includes moving sixty (60) employees whose current salary is less than their new proposed minimum salary up to that minimum salary, or Step 1. All other employees would retain their current salary.

- General Pay Plan, 49 employees = \$117,706
- Sheriff Pay Plan, 10 employees = \$8,188
- Roads Pay Plan, 1 employee = \$794

Option 1 - Below to Step 1

	# of Staff	Current Salary	Proposed Salary	Difference	% Increase
Totals	425	\$ 25,740,571.31	\$ 25,867,259.21	\$ 126,687.90	0.49%
Employee Below Min	60	\$ 2,277,541.92	\$ 2,404,229.82	\$ 126,687.90	5.56%
Employee Within Range	228	\$ 14,028,692.48	\$ 14,028,692.48	\$ -	
Employee Above Max	137	\$ 9,434,336.91	\$ 9,434,336.91	\$ -	

The total cost of Option 2 is \$275,235 and includes moving the previous sixty (60) employees to Step 1 while moving an *additional* two hundred twenty-eight (228) employees who are currently paid within the proposed range, to the next closest step without a pay decrease. The final one hundred thirty-seven (137) employees have a current salary greater than their new proposed maximum. Baker Tilly recommends "red circling" this group to allow the market to catch up with current pay. This implementation scenario serves to move all employees at or below the maximum of the range onto a step; and would allow the County greater administrative ease maintaining the new pay structure than Option 1.

- General Pay Plan, 159 employees = \$185,471
- Sheriff Pay Plan, 95 employees = \$61,262
- Roads Pay Plan, 34 employees = \$28,502

Option 2 - Next Closest Step w/o Decrease

	# of Staff	Current Salary	Proposed Salary	Difference	% Increase
Totals	425	\$ 25,740,571.31	\$ 26,015,806.13	\$ 275,234.82	1.07%
Employee Below Min	60	\$ 2,277,541.92	\$ 2,404,229.82	\$ 126,687.90	5.56%
Employee Within Range	228	\$ 14,028,692.48	\$ 14,177,239.39	\$ 148,546.92	1.06%
Employee Above Max	137	\$ 9,434,336.91	\$ 9,434,336.91	\$ -	

The total cost of Option 3 is \$518,206 and includes moving two hundred eighty-eight (288) employees to the step that corresponds with years in position. For example, an employee that has been in their position for 7 years would move to step 7. If the employee's current salary is greater than what this scenario provides, they would maintain their current salary. This scenario does not consider the number of years an employee has served the organization. One hundred thirty-seven (137) employees have a current salary greater than their new proposed maximum



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and Baker Tilly recommends "red circling" these as in Option 2. Option 3 allows the County to resolve any pay compression issues that may exist.

- General Pay Plan, 159 employees = \$422,240
- Sheriff Pay Plan, 95 employees = \$61,262
- Roads Pay Plan, 34 employees = \$34,704

Option 3 - YOS as a Step

	# of Staff	Current Salary	Proposed Salary	Difference	% Increase
Totals	425	\$ 25,740,571.31	\$ 26,258,776.99	\$ 518,205.68	2.01%
Employee Below Min	60	\$ 2,277,541.92	\$ 2,527,169.69	\$ 249,627.77	10.96%
Employee Within Range	228	\$ 14,028,692.48	\$ 14,297,270.39	\$ 268,577.92	1.91%
Employee Above Max	137	\$ 9,434,336.91	\$ 9,434,336.91	\$ -	

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