



North Liberty City Council
Budget Goal Setting Session
November 29, 2017



AGENDA

North Liberty City Council
November 29, 2017
Special Session
6:30 p.m.
City Council Chambers

1. Call to order
2. Roll call
3. Approval of the Agenda
4. FY 19 Budget Goal Setting
 - A. Discussion and goal setting for the upcoming budget process
5. Adjournment

City of North Liberty FY19 Budget Goal Setting



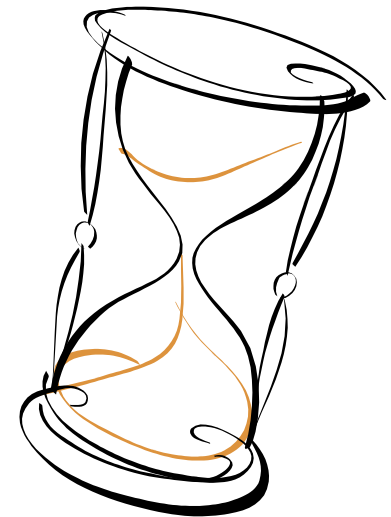
November 29, 2017

North Liberty City Council Chambers

6:30 PM

Budget Timeline

- Sep 15 – Nov 6 Department Heads create budgets
- Nov 6 Proposals submitted to City Administrator
- Nov 22 – Dec 15 Dept Head meetings with City Administrator
- Nov 29 Budget Goal Setting with Council
- Jan 16 Budget Work Session with City Council
- Jan 23 Budget Work Session with City Council (if needed)
- Feb 13 Final Budget Report to City Council
- Feb 22 Publication of proposed budget
- Mar 13 Public Hearing and adoption of FY19 Budget
- Mar 15 Final Budget certified with County Auditor



Administration's Budget Objectives

- Continue to explore alternatives for providing services more efficiently & effectively (**on-going throughout the year**)
 - Includes evaluating program expenses, revenues, objectives, and results
- Evaluate service, operational, and infrastructure needs due to growth
- Implement Council-approved vertical and horizontal infrastructure projects
- Provide recommendations regarding City's compensation program
 - Current program created in 2007
- Continue to maintain/build adequate cash reserves
 - A solid financial base is imperative for a high-quality credit (bond) rating
- Review utility service funds and rates to plan for current and future needs
 - Quarterly reviews of utility operations and meetings with financial advisors
 - Review of storm water rates and programs (holdover from FY18 budget)



Current Fiscal Conditions, Opportunities and Challenges

- **City of North Liberty maintains strong financial position**
 - Major funds projected to grow or maintain strong cash position in FY 17 (noted by Moody's)
 - Road Use Tax Revenues exceeding projections
 - General fund remains strong
 - Utility funds will continue to be monitored, appropriate rate adjustments recommended. Fund balances in water and wastewater grew in FY 17.
 - Reduction in cash balances anticipated as project loan payments become due
 - Bond rating recently upgraded to **Aa2** (exceptional considering our tax base size)
 - At 49% of debt capacity
 - \$39 mil in capacity remains, which is very strong
 - Aggressive in repayment of bonds (noted by Moody's)
 - Continue to see growth in taxable value, despite commercial and multi-family rollback
 - Well-defined Five-Year Capital Improvements Plan and Financial Planning Model will help maintain strong financial position

Current Fiscal Conditions, Opportunities and Challenges

• Growth

- Continued growth results in increased service needs or demands
 - Growth does not always cover expenses & request for services have not slowed
 - Examples of recent service requests/requirements: dog park, social service funds, transit opportunities, pedestrian improvements, as well as unfunded mandate regulations (erosion control, ADA transition plan, water testing, back flow prevention inspections, etc.)
- Additional demands on infrastructure
 - Costs of maintaining and adding infrastructure
 - Capacity improvements at existing intersections
 - Utility facility plans identify \$40 mil in improvements over next 5-10 years

• Liberty High School Growth Area

- Invested \$12 mil in infrastructure improvements
 - This investment is bringing with it private development to help offset the initial investment

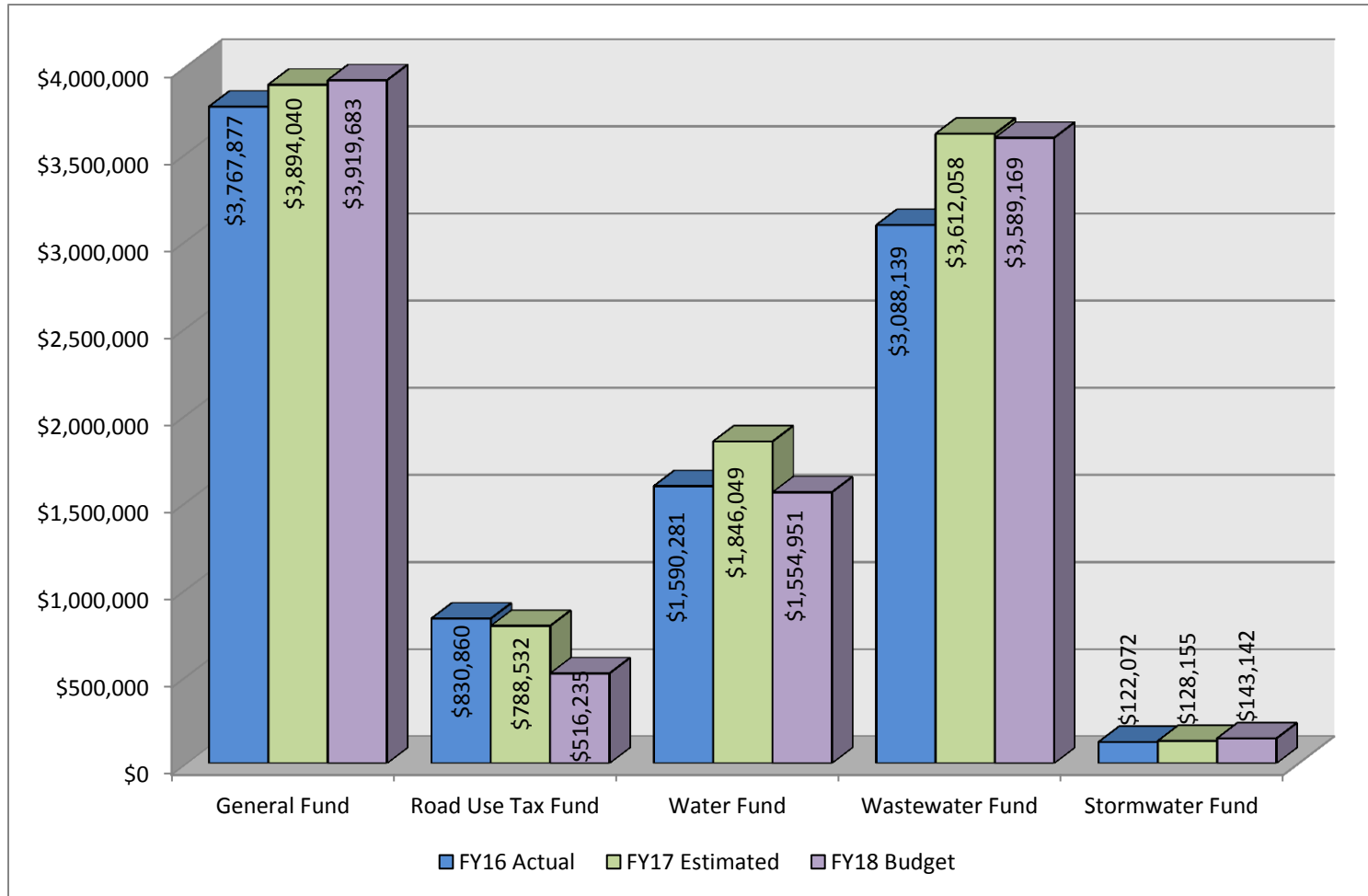
• I380/Forevergreen Road Interchange

- Project started earlier this year
- Developers showing interest in area
- Sewer extension needed for development
 - Costs to provide sewer in this area as high as \$5 mil

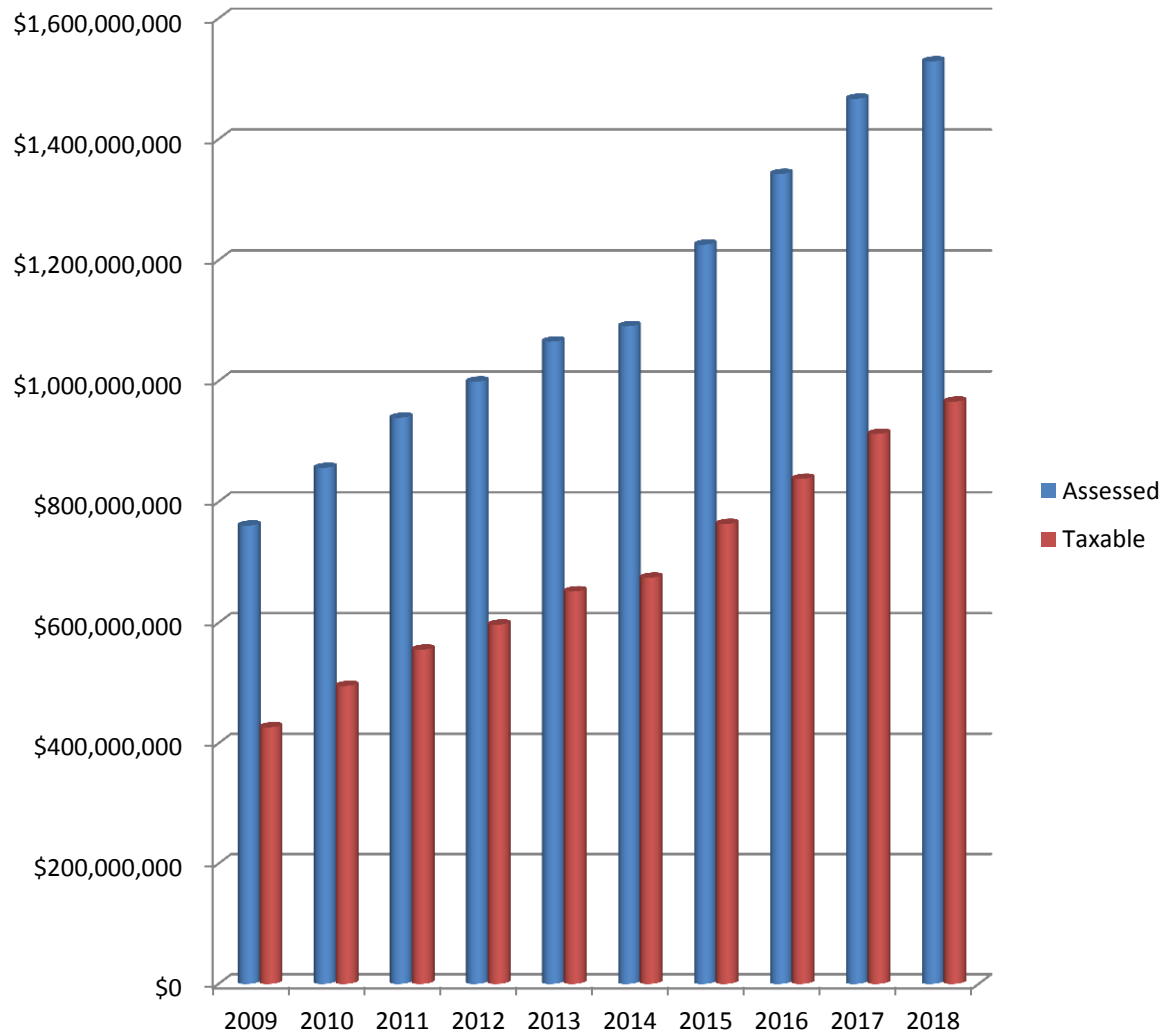
• State Decisions

- Concerns of backfill payments being reduced or eliminated in the upcoming session
 - \$300k impact to the City's budget

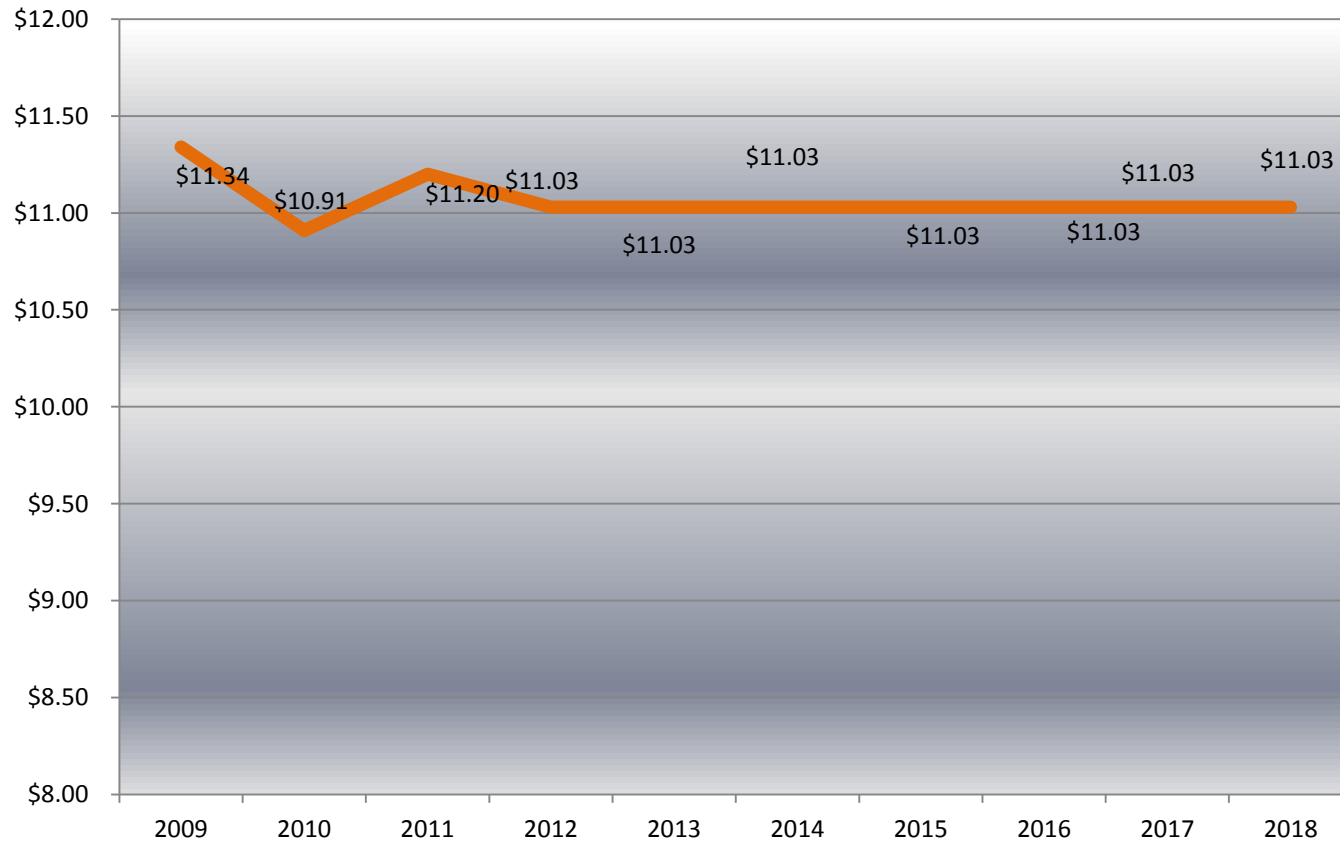
Fund Balances - June 30, 2017



Land Valuation History

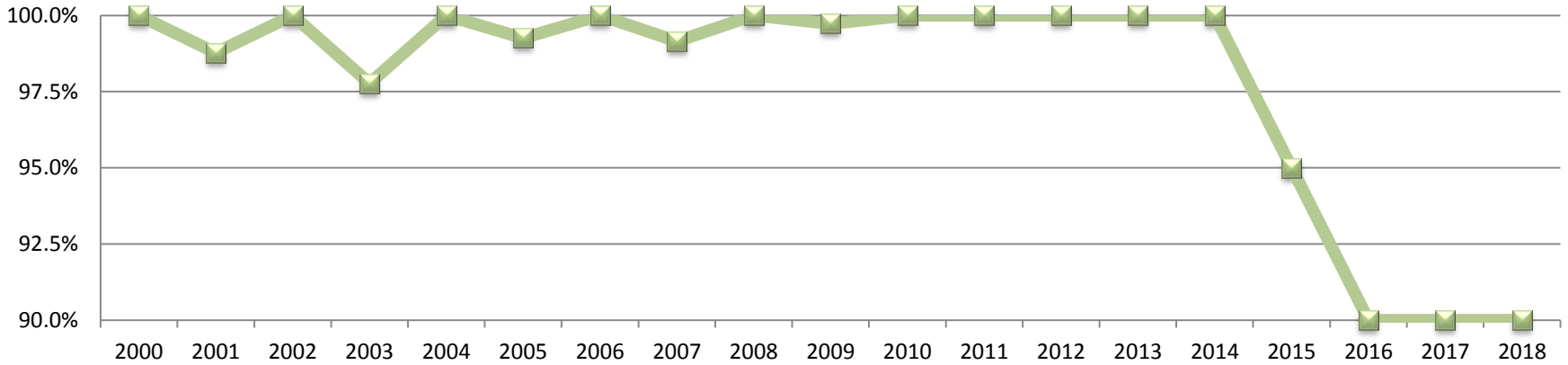


Tax Rate History

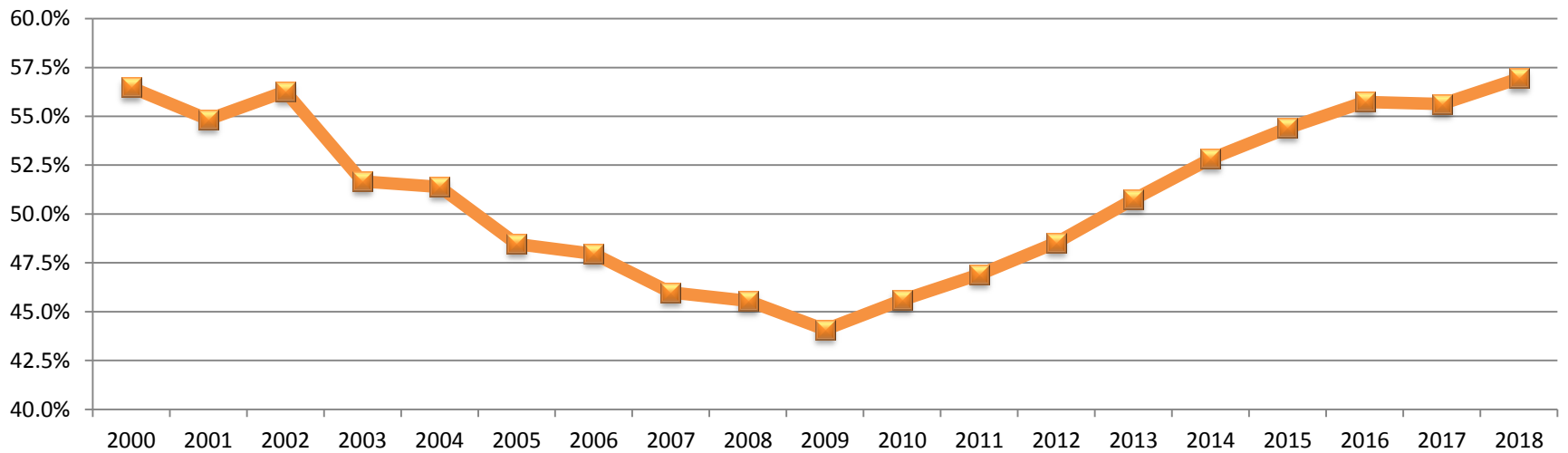


Rollback Data

Commercial

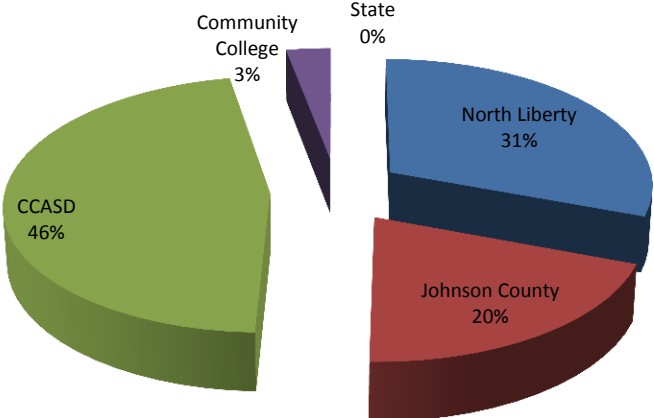
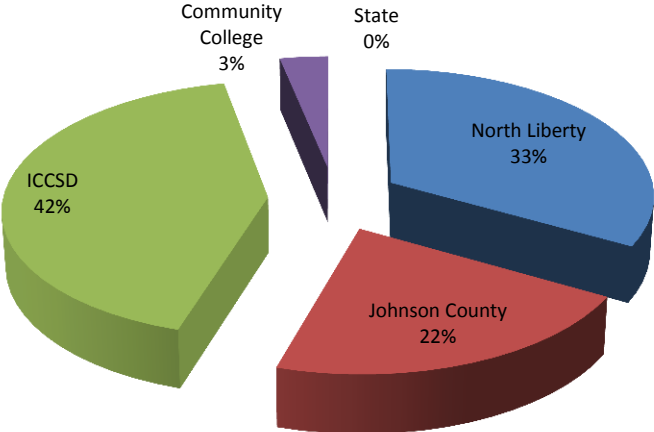


Residential



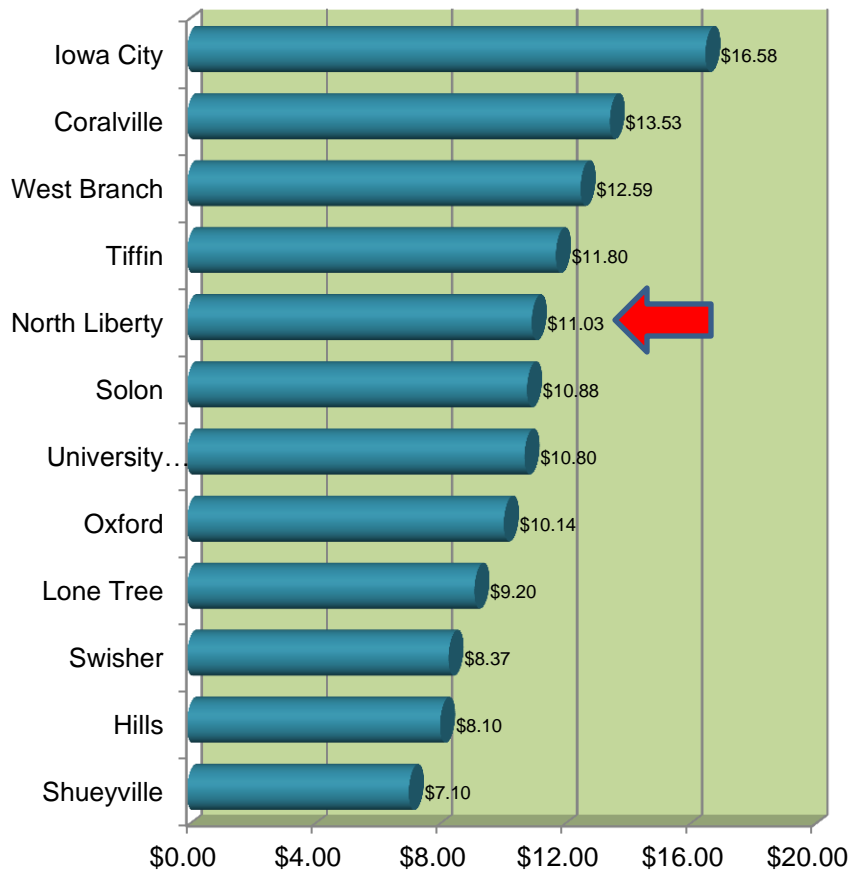
Breakdown of Property Taxes Paid - FY18

Iowa City School District (in NL) CCA School District (in NL)



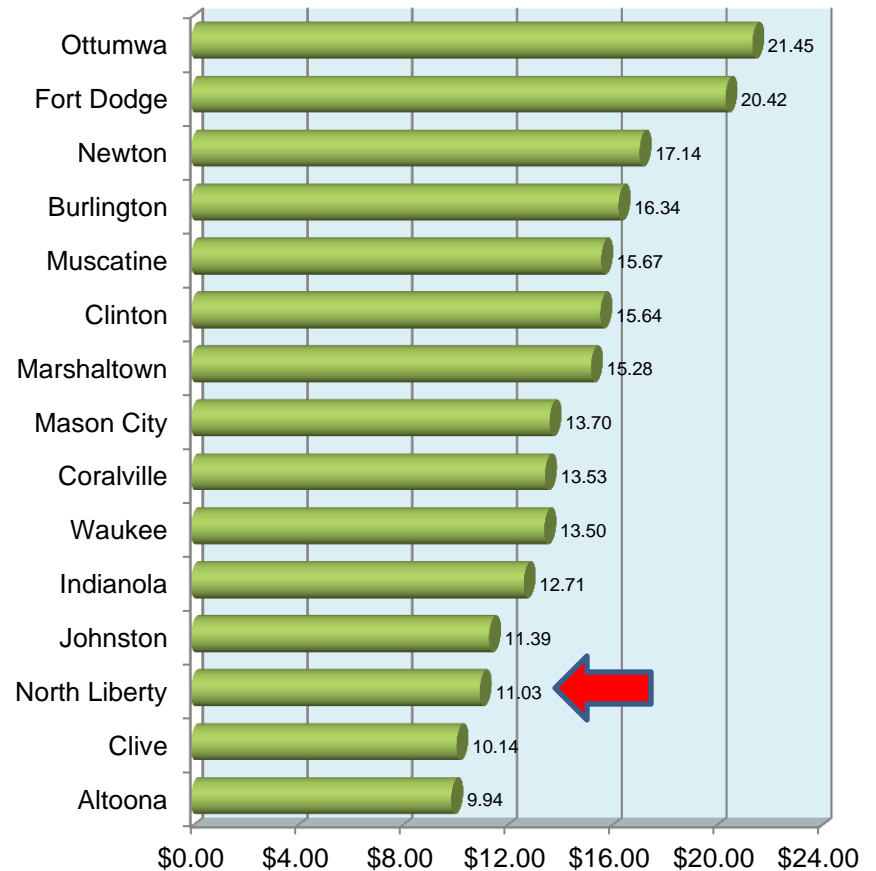
Tax Rate Comparisons – FY18

Johnson County Cities



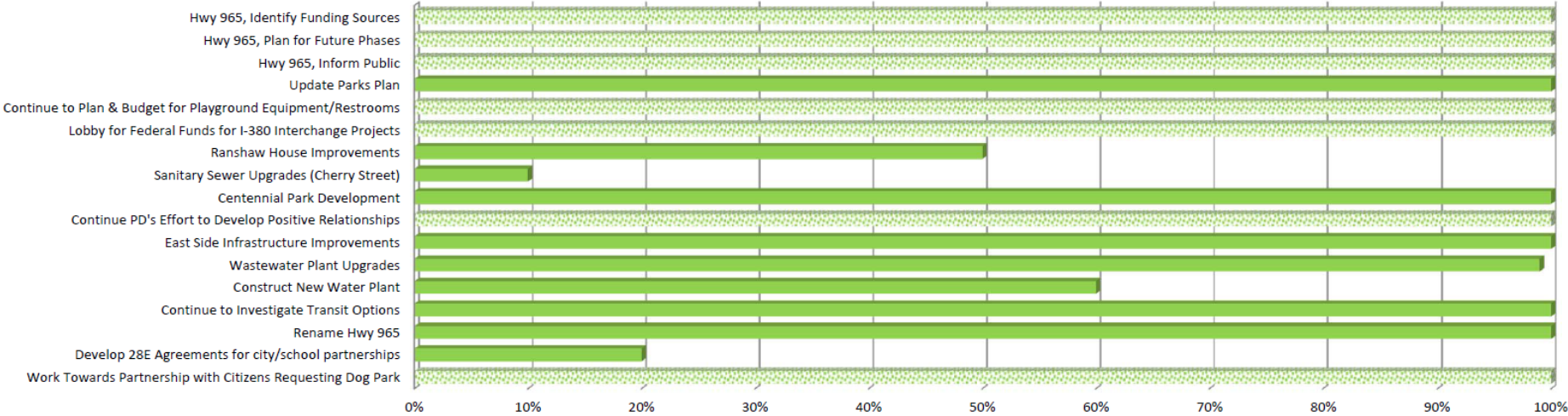
Comparable Iowa Cities

(Population Range 15,000 to 30,000)



City of North Liberty, 2016 Goal Setting Progress Report Session

On-Going Commitments

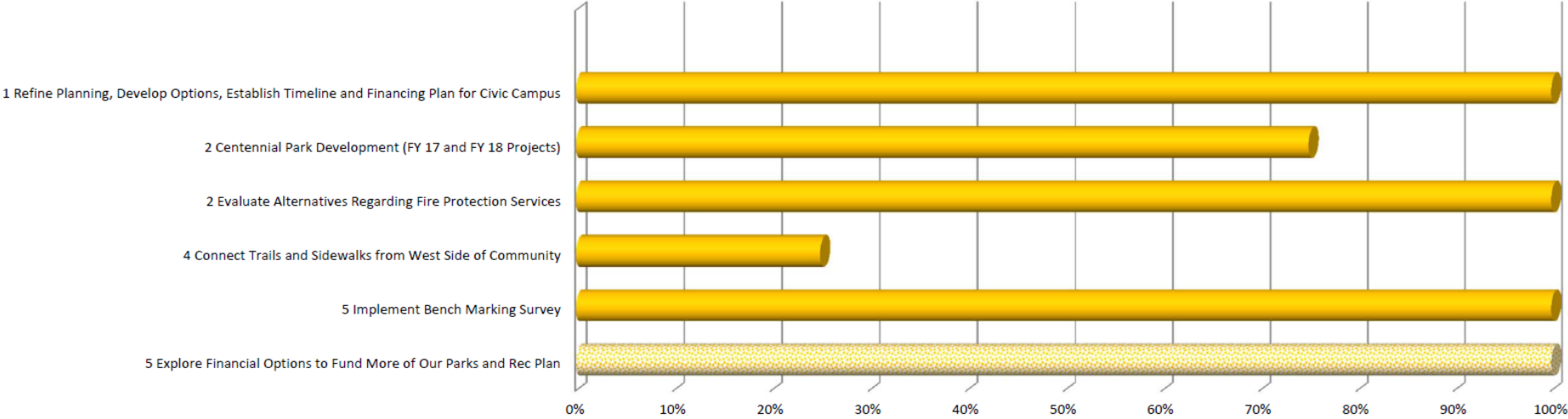


Summary

Work Towards Partnership with Citizens Requesting Dog Park	Staff and representative from citizens group have had preliminary discussions; \$20k set aside for future project; Future CIP calls for \$10k annual set-aside.
Develop 28E Agreements for City/School Partnerships	Had initial meeting with school; school district to provide first draft; currently working on an agreement for Babe Ruth baseball field.
Rename Hwy 965	COMPLETE. Unveiling to be hosted on August 11.
Continue to Investigate Transit Options	COMPLETE. Contract with SEATS finalized; service being provided; however, service being discontinued as ridership is extremely low; Task Force currently deliberating
Construct New Water Plant	Project currently under construction; expected completion date: August 2018
Wastewater Plant Upgrades	Project substantially complete; punch list items anticipated to be completed by year end
East Side Infrastructure Improvements	COMPLETE.
Continue PD's Effort to Develop Positive Relationships	Staff continues to promote and engage in community policing; department training; working with community partners
Centennial Park Development	COMPLETE.
Sanitary Sewer Upgrades (Cherry Street)	Project currently under design; easement acquisition process initiated; expected bid date: 2017
Ranshaw House Improvements	Project on hold; received only one project bid that was well over the engineer's estimate. Plan to rebid in fall/winter of 2017.
Lobby for Federal Funds for I-380 Interchange Projects	Staff and elected officials continue to meet and talk with IDOT and legislators about funding needs; Mayor and City Administrator attend ICACC Washington DC trip annually
Continue to Plan & Budget for Playground Equipment/Restrooms	CIP includes numerous park improvement projects; Parks plan identifies priority projects
Update Parks Plan	COMPLETE. Council approved in February 2016
Hwy 965, Inform Public	Staff continues to use a variety of methods to update the public on Hwy 965 efforts as well as other local projects
Hwy 965, Plan for Future Phases	2018 CIP includes funding (federal and local) for phase 3 of Hwy 965; phase 3 design underway
Hwy 965, Identify Funding Sources	Staff continues to monitor potential grant opportunities for road improvements; recently awarded \$2.576 in STP funds for Phase 5

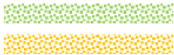
City of North Liberty, 2016 Goal Setting Session Progress Report

New Priority Projects, Programs Policies and Initiatives



Summary

Explore Financial Options to Fund More of Our Parks and Rec Plan	On-going commitment; recently received SRF funds for Centennial Park, evaluate REAP funding annually; will explore fundraising project for Centennial Park amphitheater and shelter
Implement Bench Marking Survey	COMPLETE.
Connect Trails and Sidewalks from West Side of Community	FY 18 budget includes funding for Penn Street, Alexander Way and Scales Bend/Pheasant Lane trails; design underway and bid letting scheduled for early 2018.
Evaluate Alternatives Regarding Fire Protection Services	COMPLETE. Consultant report completed and reviewed by Council; full time Chief budgeted for in FY 18; Chief to evaluate and implement other recommendations within report; Chief hired and scheduled to start 11/06/17
Centennial Park Development (FY 17 and FY 18 Projects)	SRF project complete; \$350k included in FY 18 budget for playground and other play features to be installed in calendar 2018.
Refine Planning, Develop Options, Establish Timeline and Financing Plan for Civic Campus	COMPLETE. Design in progress for new Police Facility.



Represents broad initiatives that are on-going or continually monitored

Capital Improvements Plan Summary - FY18

FISCAL YEAR 2018: JULY 1, 2017 - JUNE 30, 2018			
PROJECT NAME	PROJECT DESCRIPTION	DEPARTMENT	PROJECT COST
Centennial Park Development	Install new play ground equipment for ages 2-12; install climbing rock feature; construct 1 shelter.	Parks	\$ 350,000
Creekside Park Upgrades	Install concrete border around playground with ADA ramp and trail connection.	Parks	\$ 30,000
Dog Park	Annual designation of funds for a future dog park.	Parks	\$ 10,000
Trail Lighting Project	Upgrade trail lights (LED) on North Liberty Trail from Penn Street to Zeller Street; add trailing lighting (LED and solar powered) from Zeller Street to Forevergreen Road.	Parks	\$ 225,000
Trail Network Upgrades	Priorities 1 - 3 on the "Trails Projects" map.	Parks	\$ 372,000
Community Center Restroom Updates	Renovate men's and women's restrooms and locker rooms on first floor of facility.	Recreation	\$ 135,000
East Penn Street Improvements	Evaluate and preliminary design for improvements on East Penn Street at the Front, Dubuque and Stewart Streets intersections.	Streets	\$ 50,000
Forevergreen Turn Lane	Add a right turn lane at the southwest intersection of HWY 965 and Forevergreen Road; add sidewalk from existing walk east to intersection.	Streets	\$ 161,000
Front Street	Reconstruct Front Street, including curb and gutter and utility infrastructure, from Cherry Street to Zeller Street.	Streets	\$ 955,000
HWY 965 - Phase 3	Full build-out of Hwy 965, between Penn and Zeller Streets, including trails and landscaping.	Streets	\$ 5,000,000
HWY 965 - Phase 4	Full build-out of Hwy 965, south of Forevergreen Road to the North Liberty corporate limits (west half of road is in North Liberty). This project is in cooperation with Coralville and IDOT.	Streets	\$ 1,000,000
Brine Building and Storage Shop	Construct multi-use building for storing and mixing salt brine; purchase brine machine; shop and storage area for Water Department.	Streets/Water	\$ 1,000,000
		TOTAL	\$ 10,938,000

Capital Improvements Plan Summary - FY19

FISCAL YEAR 2019: JULY 1, 2018 - JUNE 30, 2019			
PROJECT NAME	PROJECT DESCRIPTION	DEPARTMENT	PROJECT COST
Construction of Administrative Campus	Design and construct a new City Hall/Police Department to accommodate administration, billing, building, planning, human resources, Police and a City Council Chambers. Remodel and expand Fire Department. (Phase 1)	Administration	\$ 5,000,000
Penn Meadows Park Improvements	Add parking on the north side of Penn Meadows Park to accommodate the parking needs of the ball programs; resurface existing north Penn Meadows parking lot; relocate north shelter; upgrade spectator seating to include shade structures.	Parks	\$ 550,000
Centennial Park Development	Construct climate controlled shelter and amphitheater; construct park entry way.	Parks	\$ 2,000,000
Deerfield Park Improvements	Install concrete border around playground with ADA ramp and trail connection; pave small parking lot.	Parks	\$ 70,000
Trail Network Upgrades	Priorities 4 - 9 on the "Trails Projects" map.	Parks	\$ 215,000
Aquatic Center Upgrades & Renovations	Projects to be determined after joint meeting between City Council and Parks & Recreation Commission regarding Aquatics Center Study.	Recreation/Pool	\$ 150,000
North Main Street	Reconstruction of North Main Street, from Cherry Street to Dubuque Street, including 28-foot wide PCC urban cross section and 5-foot sidewalks.	Streets	\$ 540,000
East Penn Street Improvements	Construct improvements as recommended in the FY 18 evaluation.	Streets	\$ 2,000,000
		TOTAL	\$ 10,525,000

Capital Improvements Plan Summary - FY20

FISCAL YEAR 2020: JULY 1, 2019 - JUNE 30, 2020			
PROJECT NAME	PROJECT DESCRIPTION	DEPARTMENT	PROJECT COST
Ladder Truck	Replace 2003 75' ladder truck with 100' ladder/platform truck.	Fire	\$ 1,500,000
Trail Network Upgrades	Priority 10 on the "Trails Projects" map.	Parks	\$ 287,000
Community Center Playground	Install concrete border around playground with ADA ramp and trail connection; pave small parking lot.	Parks	\$ 25,000
Beaver Kreek Park	Install LED trail lighting at Beaver Kreek Park.	Parks	\$ 20,000
Aquatic Center Upgrades & Renovations	Projects to be determined after joint meeting between City Council and Parks & Recreation Commission regarding Aquatics Center Study.	Recreation/Pool	\$ 150,000
West Forevergreen Road	Reconstruct W. Forevergreen Road, from Jones Boulevard to Kansas Avenue. This is a two phase project in conjunction with the IDOT; IDOT will initially fund the project and the City will reimburse the IDOT once the project is completed; it is anticipated the first payment due will be in FY 20.	Streets	\$ 5,000,000
		TOTAL	\$ 6,982,000

City Council Proposed Budget Goals

Budgeting Process

Goal	Staff Comments	Council Consensus
Retain FY18 tax rate for FY19, or as close as possible.		
Prepare budget with the expectation of receiving only 50% of the commercial property tax rollback.		

City Council Proposed Budget Goals Community/Business

Goal	Staff Comments	Council Consensus
<p>Submit RFP to partner with The University of Iowa's Iowa Initiative for Sustainable Communities (IISC). Utilize partnership to assess opportunities to improve housing, transportation, social services accessibility, and retention of young professionals.</p>		
<p>Establish a more extensive recycling and re-using facility in North Liberty. An arrangement with Habitat Restore, Johnson County Refuse and Republic Services would be ideal. Probably not much city investment in \$\$, but a minimum of time to facilitate will be needed.</p>		

City Council Proposed Budget Goals Community/Business

Goal	Staff Comments	Council Consensus
<p>Develop an economic development committee/council to identify, attract and retain business in North Liberty.</p> <p>Among the areas of focus may be:</p> <ol style="list-style-type: none"> 1. Existing Business Relationships, 2. External Marketing and New Business Development, 3. Partnership Building, 4. Preparing Development Options, 5. Financial Assistance, 6. Workforce Development, 7. Providing Useful Information 		
<p>Find a sustainable solution for our transit system by the end of FY18. Implementation in FY19.</p>		

City Council Proposed Budget Goals Housing

Goal	Staff Comments	Council Consensus
<p>Create a North Liberty Housing & Community Development Committee to help advise the City on housing inventory and bridge housing groups to City services. Community Development could include some, or all, aspects of connecting businesses in our City. The IC Chamber may not be enough for us as we grow. Create a North Liberty Historic Preservation Committee. As North Liberty grows, we must also preserve and showcase important aspects of North Liberty history.</p>		
<p>Review current low income housing inventory across the city and measure current need. Develop plan to adjust if we're behind. (recent comments from ICAD is that perception of being behind)</p>		

City Council Proposed Budget Goals

Safety

Goal	Staff Comments	Council Consensus
<p>Continue to make public safety a priority.</p> <ul style="list-style-type: none">• Support Chief Venenga’s vision for the police department.• Support Chief Platz’s vision for the fire department.• Support both the police & fire department with safety equipment needs.• Increase our safety with school routes. This includes lighting, signage, painting & sidewalk connectivity.• Evaluate the need to increase lighting around trails & sidewalks.		
<p>Improve safety/accessibility and transportation throughout North Liberty, especially around schools and highly-congested areas, including crossing improvements with enhanced signage, traffic lights, and crosswalks. Continue work with Transit Committee and explore partnerships.</p>		

City Council Proposed Budget Goals

Roads/Sidewalks

Goal	Staff Comments	Council Consensus
Inventory sidewalk connections that aren't currently made across the city and set specific plan to install them.		
Work with State and Fed on plan to widen Penn Street bridge. Funding has always been an issue, as this is a state-owned bridge. What path can we take to get this on future DOT plans? FGR may offer opportunity to increase visibility of need.		

City Council Proposed Budget Goals Parks

Goal	Staff Comments	Council Consensus
<p>Continue to refine financial plan for parks projects (in particular, for Centennial Park).</p>		
<p>Identify a location and purchase land for a City park on the east side of town near Liberty High. (Would prioritize this over the shelter in Centennial Park. Would still budget for plan development for the shelter to help with fundraising or a bond issue.)</p>		
<p>Identify space to be dedicated as a dog park and engage community members to help guide project development and implementation. Identify and apply for grant funding that can be utilized to offset costs.</p>		

City Council Proposed Budget Goals Parks & Recreation

Goal	Staff Comments	Council Consensus
<p>Continue to support our parks & recreation.</p> <ul style="list-style-type: none">• Identify the location of a dog park by the end of FY18. Open the dog park by the end of FY19.• Determine diversified financial resources for our parks & recreation services that allow us to increase offerings & opportunities at multiple locations for people of all ages & abilities.• Finalize our aquatics plan; including funding sources to support by the end of FY18. Begin implementation in FY19.• Continue to develop Centennial Park.• Increase our connectivity with the trails & sidewalks.		

City Council Proposed Budget Goals Planning

Goal	Staff Comments	Council Consensus
<p>Develop and adopt procedures requiring any new residential development brought to the City for approval to have a park (for humans) of at least 1/2 acre to be approved if there is not currently another park of at least 1/2 acre within 1/2 mile radius of proposed development. Set aside funds for addition of play structures in newly established parks.</p>		
<p>Develop commercial business sign design standards.</p>		
<p>Master Plan Cherry Street/Dubuque Street area.</p>		

City Council Proposed Budget Goals Personnel

Goal	Staff Comments	Council Consensus
<p>Develop new position/add role to current staff person to initiate, conduct, and oversee grant writing and grant reporting/oversight (in particular, for Parks & Recreation Department).</p>		
<p>Develop City Policy on how to mitigate impacts to City Staff called to military active duty:</p> <ol style="list-style-type: none">1. If City salary > military pay, then at least partially backfill;2. Continue City health insurance coverage, if advantageous to the staff person.		

City Council Proposed Budget Goals Fire Department

Goal	Staff Comments	Council Consensus
Define Fire Department programming.		