

# **North Central Junior High Amended Site Plan**



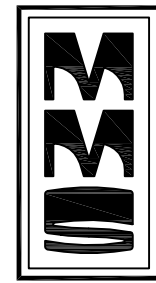
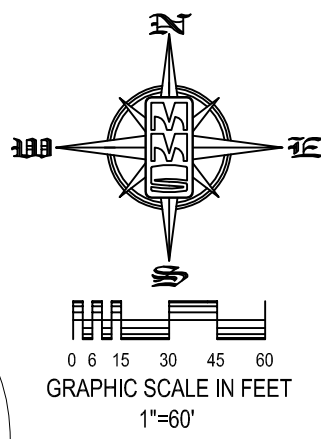


SITE PLAN  
NORTH CENTRAL JUNIOR HIGH SCHOOL  
NORTH LIBERTY, IOWA

PLAT PREPARED BY:  
MMS CONSULTANTS, INC.  
1917 S. GILBERT STREET  
IOWA CITY, IOWA 52240

OWNER/APPLICANT:  
IOWA CITY COMMUNITY SCHOOL DISTRICT  
1725 NORTH DODGE STREET  
IOWA CITY, IOWA 52245

APPLICANTS ATTORNEY:  
C. JOSEPH HOLLAND  
123 N. LINN STREET, #300  
IOWA CITY, IA 52245



MMS CONSULTANTS, INC.  
Iowa City, Iowa (319) 351-8282

◀ CIVIL ENGINEERS ▶ LAND PLANNERS ▶  
◀ LANDSCAPE ARCHITECTS ▶ LAND SURVEYORS ▶  
◀ ENVIRONMENTAL SPECIALISTS ▶

MMS PROJ. NO. 1600-002  
DESIGNED AND CHECKED BY: LCN  
DRAWN BY: TAT  
FIELD BOOK NUMBER:

PAVEMENT LEGEND	
	7" PCC OVER 6" ROCK BASE. (18,000 SF)
	6" PCC SIDEWALK OVER 4" ROCK BASE. (3,863 SF)
	6" PCC PARKING OVER 6" ROCK BASE. (5,218 SF)
	5" PCC SIDEWALK OVER 4" ROCK BASE. (3,182 SF)

SHEET INDEX

C-120 OVERALL LAYOUT AND DIMENSION PLAN  
C-121 DETAILED LAYOUT AND DIMENSION PLAN  
C-140 DETAILED GRADING PLAN AND SWPPP  
C-141 DETAILED GRADING PLAN  
C-160 SITE UTILITY PLAN  
C-500 GENERAL NOTES AND DETAILS  
CD-100 SITE DEMOLITION PLAN  
L-100 SITE LANDSCAPE PLAN

LEGAL DESCRIPTION  
LOT 1 OF NORTH CORRIDOR SCHOOL ADDITION, TO THE CITY OF NORTH LIBERTY, JOHNSON COUNTY, IOWA, IN ACCORDANCE WITH THE RECORDED PLAT THEREOF, IN THE RECORDS OF THE JOHNSON COUNTY RECORDER'S OFFICE, CONTAINING 59.84 ACRES AND SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD.

NOTE:  
NO RETRACTION OR BOUNDARY SURVEY HAS BEEN PERFORMED AT THIS TIME FOR THIS PROPERTY AND ALL DIMENSIONS TO PROPERTY LINES AND AREAS OF THE PARCEL ARE LABELED AS "AS SHOWN". SINCE THE PARCEL OF LAND THAT IS DESCRIBED IN THE LEGAL LISTED ABOVE, INCLUDES BOTH VAN ALLEN ELEMENTARY SCHOOL AND NORTH CENTRAL JUNIOR HIGH SCHOOL, THE SOUTH LINE OF THE ACCESS EASEMENT FOR ARBAGAL AVENUE, RECORDED IN SAID PLAT OF THE NORTH CORRIDOR SCHOOL ADDITION, WAS USED AS A DIVIDING LINE FOR THE PURPOSES OF THE AREA TABULATION LISTED ABOVE. IT IS NOTED THAT THE AREA FOR ARBAGAL AVENUE HAS BEEN DEEDED OVER TO THE CITY OF NORTH LIBERTY FOR THE PURPOSES OF PUBLIC RIGHT-OF-WAY. SINCE THE CITY OF NORTH LIBERTY HAS ASSIGNED THE RIGHT TO THIS RIGHT-OF-WAY BY "USAGE" AS STREET RIGHT-OF-WAY, A UNRECORDED ACCESS EASEMENT FOR THE ROUNDABOUT AT THE INTERSECTION OF 12TH AVENUE AND FOREVERGREEN ROAD HAS ALSO BEEN REMOVED FROM THE AREA TABULATION.

APPLICANT:  
IOWA CITY COMMUNITY SCHOOL DISTRICT  
1725 NORTH DODGE STREET  
IOWA CITY, IOWA 52245

DEVELOPMENT CHARACTERISTICS  
CURRENT ZONING: PUBLIC  
LOT AREA: 1,692,640 SF (38.9 ACRES\*) (\*SEE NOTE ABOVE)

SETBACK REQUIREMENTS	
BUILDING SETBACKS:	REQUIRED
FRONT YARD	25 FEET
SIDE YARD	10 FEET
REAR YARD	30 FEET
PARKING SETBACKS:	
FRONT	25 FEET
SIDE	5 FEET
REAR	3 FEET

LOT CHARACTERISTICS	
LOT AREA	1,692,640 SF (38.9 AC)
BUILDING AREA - EXISTING	49,608 SF (2.30)
BUILDING AREA - PROPOSED	24,540 SF (1.05)
(TOTAL BUILDING AREA)	74,148 SF (4.43)
PAVING AREA - EXISTING	113,750 SF (6.73)
PAVING AREA - PROPOSED	29,558 SF (1.89)
(TOTAL PAVING AREA)	143,338 SF (8.53)
GREEN SPACE AREA	1,475,154 SF (87.25)

BUILDING CHARACTERISTICS:  
1 - (AREA A) PROPOSED COMBINATION, ADDITIONAL CATERINA AREA AND FITNESS ROOM AND SECOND STORY MEDIA EXPANSION AREA  
2 - (AREA B) PROPOSED TWO STORY ADDITIONAL CLASSROOM AREAS ON THE SOUTHWEST AND SOUTHEAST

PARKING REQUIREMENTS:  
1 SPACE FOR EVERY 3.5 SEATS IN LARGEST ASSEMBLY ROOM (NEW GYM)  
326/3.5 = 93

1 SPACE FOR EACH FACULTY MEMBER 75 MEMBERS = 75 SPACES REQUIRED  
TOTAL SPACES REQUIRED = 168 SPACES  
168 SPACES PROVIDED (INCLUDED 7 ACCESSIBLE SPACES)

ALL GROUND MOUNTED MECHANICAL UNITS SHALL BE SCREENED WITH LANDSCAPING, (SEE SHEET L-100).  
ALL PROPOSED EXTERNAL LIGHTING SHALL BE SHARP CUT-OFF DARK SKY COMPLIANT.  
FIRE LANE SIGNAGE AND PAVEMENT MARKINGS SHALL BE INSTALLED ON FIRE LANE AS DIRECTED BY NUTS.

STANDARD LEGEND AND NOTES

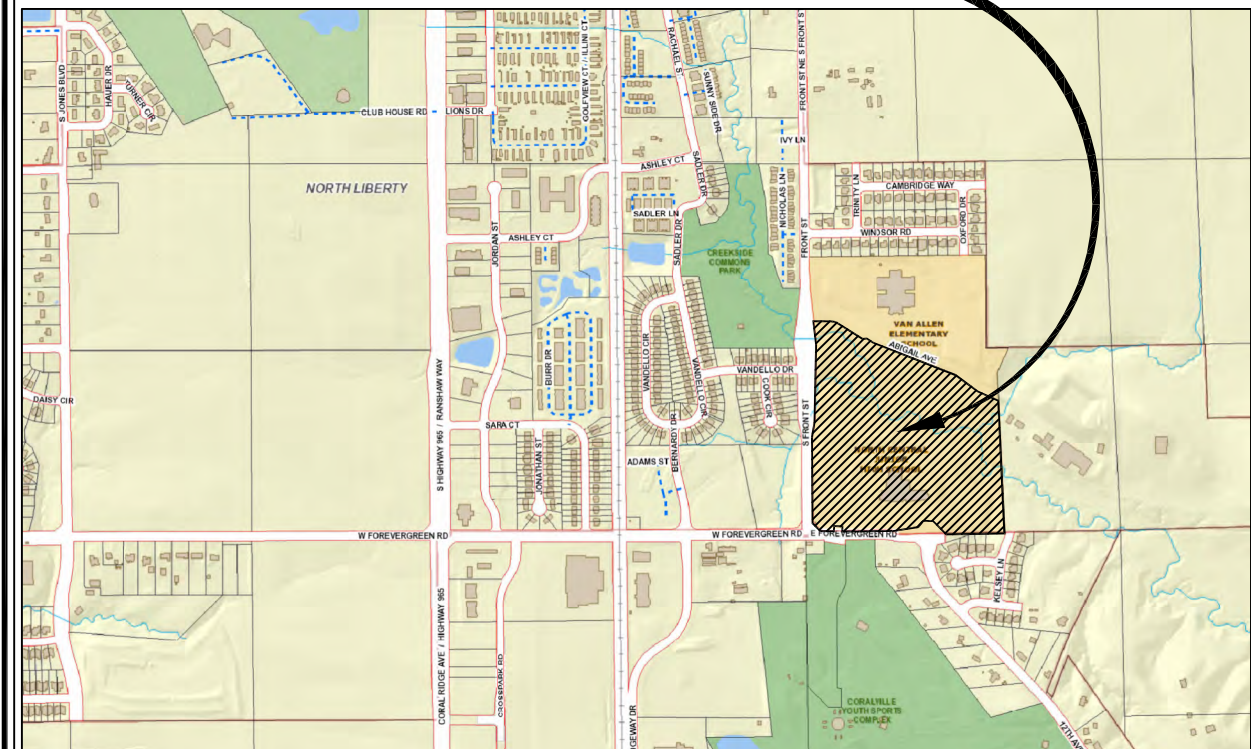
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	RECORDED DIMENSIONS
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	POWER POLE W/DROP
	POWER POLE W/TRANS
	POWER POLE W/LIGHT
	GUY POLE
	LIGHT POLE
	SANITARY MANHOLE
	FIRE HYDRANT
	WATER VALVE
	DRAINAGE MANHOLE
	CURB LINE
	EXISTING SANITARY SEWER
	PROPOSED SANITARY SEWER
	EXISTING STORM SEWER
	PROPOSED STORM SEWER
	WATER LINES
	ELECTRICAL LINES
	TELEPHONE LINES
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	CONTOUR LINES (1' INTERVAL)
	PROPOSED GROUND
	EXISTING TREE LINE
	EXISTING DECIDUOUS TREE & SHRUB
	EXISTING EVERGREEN TREES & SHRUBS

THE ACTUAL SIZE AND LOCATION OF ALL PROPOSED FACILITIES SHALL BE VERIFIED WITH CONSTRUCTION DOCUMENTS, WHICH ARE TO BE PREPARED AND SUBMITTED SUBSEQUENT TO THE APPROVAL OF THIS DOCUMENT.

UTILITIES  
THE CONTRACTOR SHALL NOTIFY IOWA ONE CALL NO LESS THAN 48 HRS. IN ADVANCE OF ANY DIGGING OR EXCAVATION.

WHERE PUBLIC UTILITY FIXTURES ARE SHOWN AS EXISTING ON THE PLANS OR ENCOUNTERED WITHIN THE CONSTRUCTION AREA, IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO NOTIFY THE OWNERS OF THOSE UTILITIES PRIOR TO THE BEGINNING OF ANY CONSTRUCTION. THE CONTRACTOR SHALL AFFORD ACCESS TO THESE FACILITIES FOR NECESSARY MODIFICATION OF SERVICES. UNDERGROUND FACILITIES, STRUCTURES AND UTILITIES HAVE BEEN PLOTTED FROM AVAILABLE SURVEYS AND RECORDS, AND THEREFORE THEIR LOCATIONS MUST BE CONSIDERED APPROXIMATE ONLY. IT IS POSSIBLE THERE MAY BE OTHERS OF WHICH IS PRESENTLY NOT KNOWN OR SHOWN. IT IS THE CONTRACTOR'S RESPONSIBILITY TO DETERMINE THEIR EXISTENCE AND EXACT LOCATION AND TO AVOID DAMAGE THEREIN. NO CLAIMS FOR ADDITIONAL COMPENSATION WILL BE ALLOWED TO THE CONTRACTOR FOR ANY INTERFERENCE OR DELAY CAUSED BY SUCH WORK.

NORTH CENTRAL JUNIOR HIGH  
NORTH LIBERTY, IOWA



LOCATION MAP  
NOT TO SCALE

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

SCOTT B. POTTOFF  
P.E. Iowa Lic. No. 16932  
16932  
16932

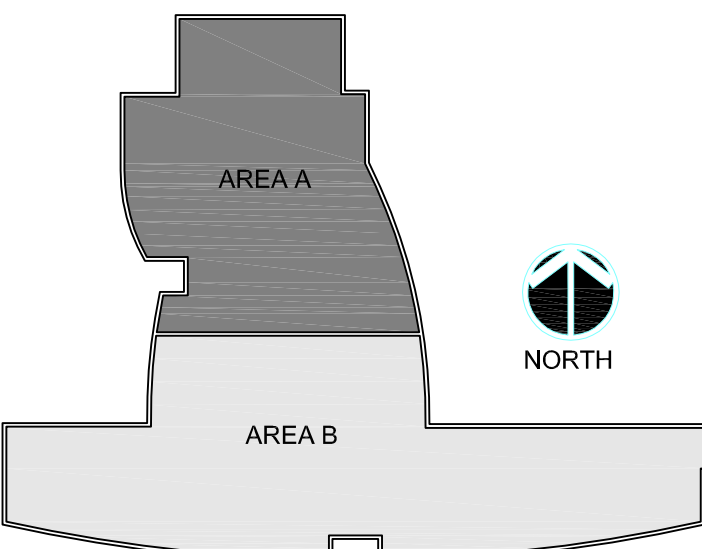
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SEAL



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IOWA CITY COMMUNITY  
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ISSUANCE

DESIGN DEVELOPMENT  
03/08/18

PRINCIPAL: VB  
DESIGNER: JO

REVISIONS

NOT FOR  
CONSTRUCTION

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PROJECT NUMBER

17088

OVERALL  
LAYOUT AND  
DIMENSION PLAN

C-120

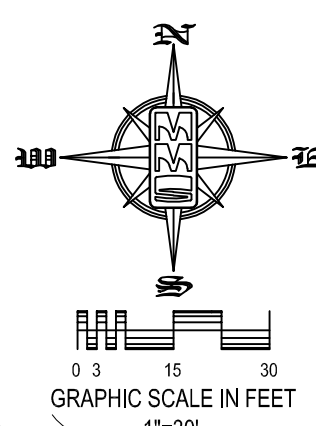


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FIELD BOOK NUMBER:



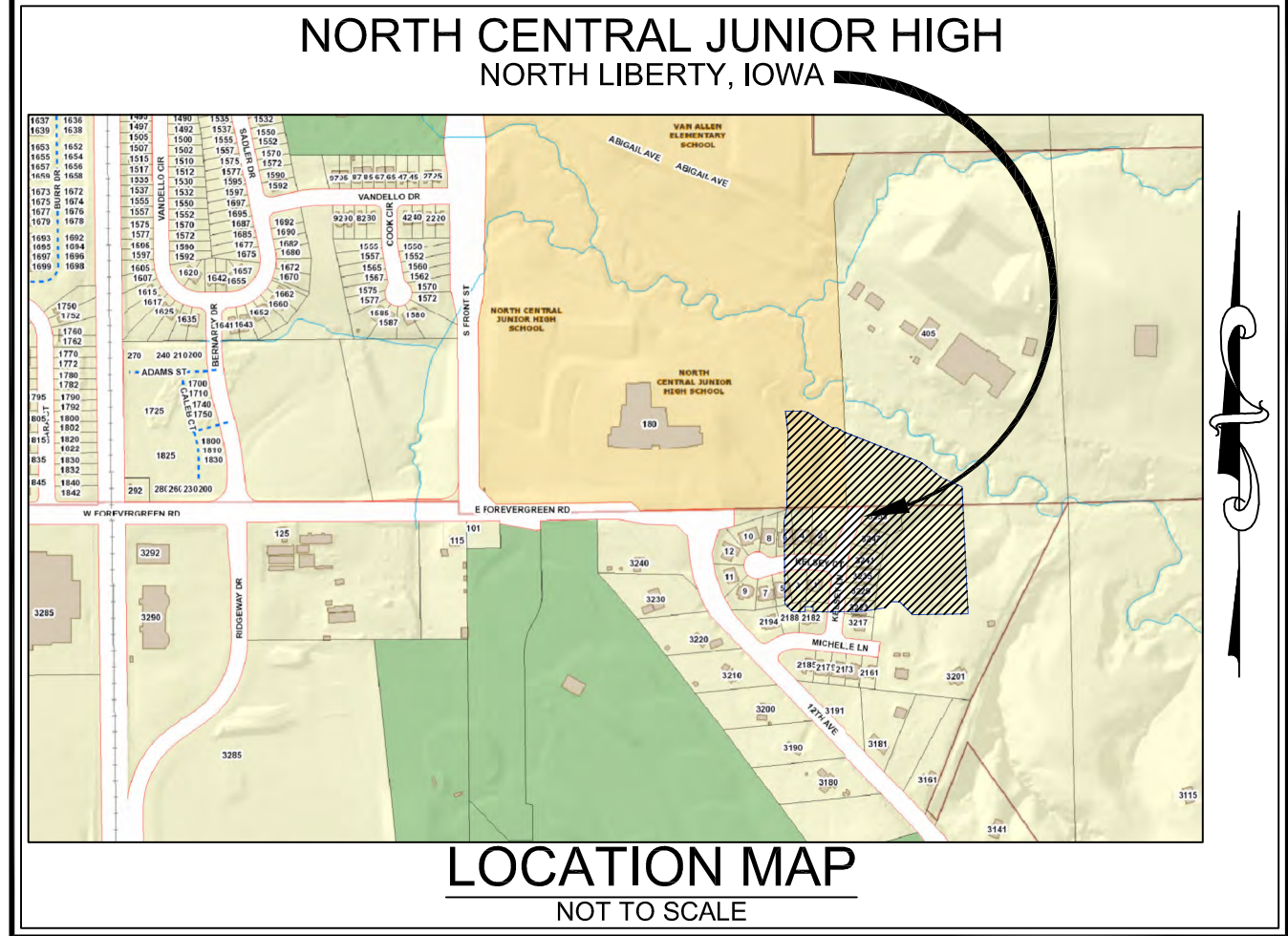
7" PCC PAVING ON 6" ROCK BASE IS DESIGNED TO SUPPORT LOADS OF 75,000 LBS FOR FIRE LANES

NUMBER	KEYNOTE	DETAIL
101	INSTALL DRIVE PER DETAIL (THICKNESS AND MATERIAL AS NOTED)	
102	INSTALL 6" STANDARD CURB	
103	CONNECT TO EXISTING ASPHALT DRIVE @ SAW CUT	
105	CONNECT TO EXISTING CONCRETE WALK	
106	TRANSITION THICKENED EDGE SIDEWALK FROM 6" HIGH TO NO CURB ALONG SIDEWALK CURB RAMP	
107	INSTALL CONCRETE WALK PER DETAIL (WIDTH, THICKNESS AND MATERIAL AS NOTED)	
108	INSTALL ACCESSIBLE PARKING AND RAMPS PER DETAIL	
109	INSTALL ACCESSIBLE PARKING SYMBOL	
110	INSTALL PROTECTIVE CONCRETE STOP BLOCK	
111	INSTALL 4" WIDE PAVEMENT MARKINGS	
112	INSTALL 5" PCC SIDEWALK ON 4" ROCK BASE	
113	INSTALL DETECTABLE WARNING PANELS	
114	INSTALL CONCRETE STEPS	
115	INSTALL RETAINING WALL	
116	EXISTING MAINTENANCE SHED	
117	INSTALL PAVEMENT MARKINGS TO EXTEND EXISTING FIRE LANE AREA	
118	PROPOSED BUILDING ADDITION, DESIGNATED (AREA A)	
119	PROPOSED BUILDING ADDITION, DESIGNATED (AREA B)	
120	RELOCATED MAIL BOX	
121	INSTALL 3" ROLL CURB	
122	RELOCATED LIGHT POLE	
123	INSTALL GREASE TRAP	
124	PROPOSED FIRE LANE. ALL SIGNAGE AND PAVEMENT MARKINGS SHALL BE INSTALLED ON FIRE LANE AS DIRECTED BY NORTH LIBERTY FIRE DEPARTMENT.	
125	TRANSITION FROM NO CURB TO FULL DEPTH CURB AT CURB RAMP	

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	CURVE SEGMENT NUMBER
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	SANITARY MANHOLE
	FIRE HYDRANT
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	DRAINAGE MANHOLE
	CURB INLET
	FENCE LINE
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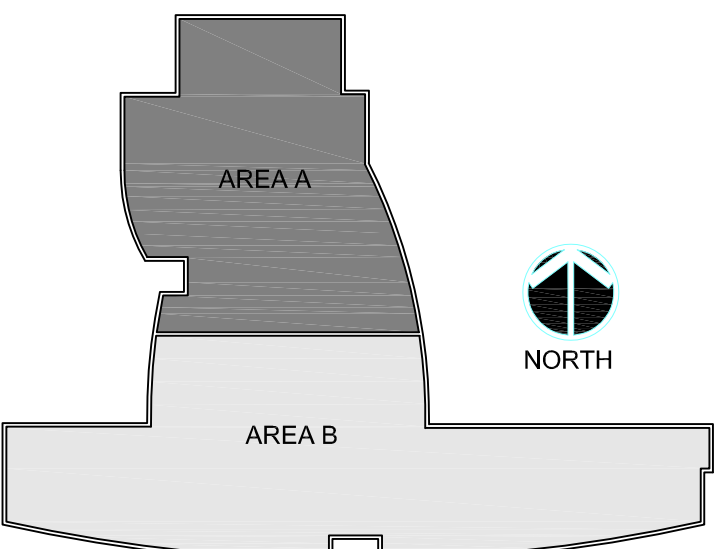
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ISSUANCE

DESIGN DEVELOPMENT  
03/08/18  
PRINCIPAL: VB  
DESIGNER: JO

REVISIONS

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PROJECT NUMBER  
17088  
DETAILED LAYOUT AND DIMENSION PLAN  
C-121



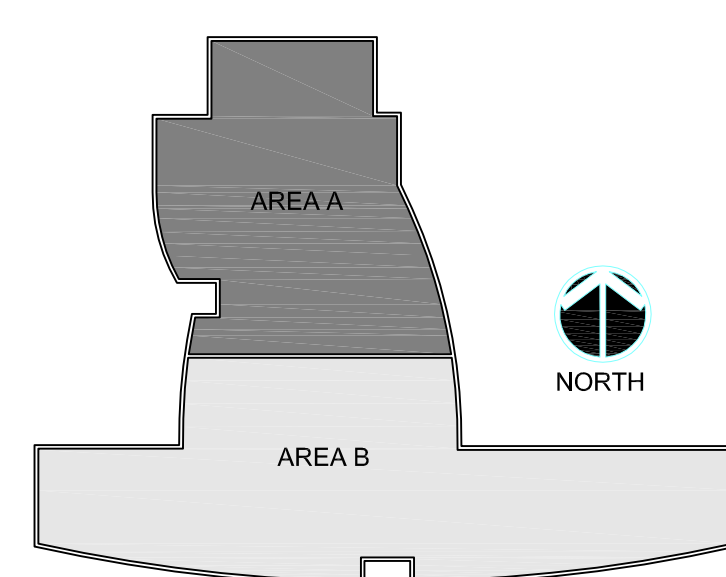






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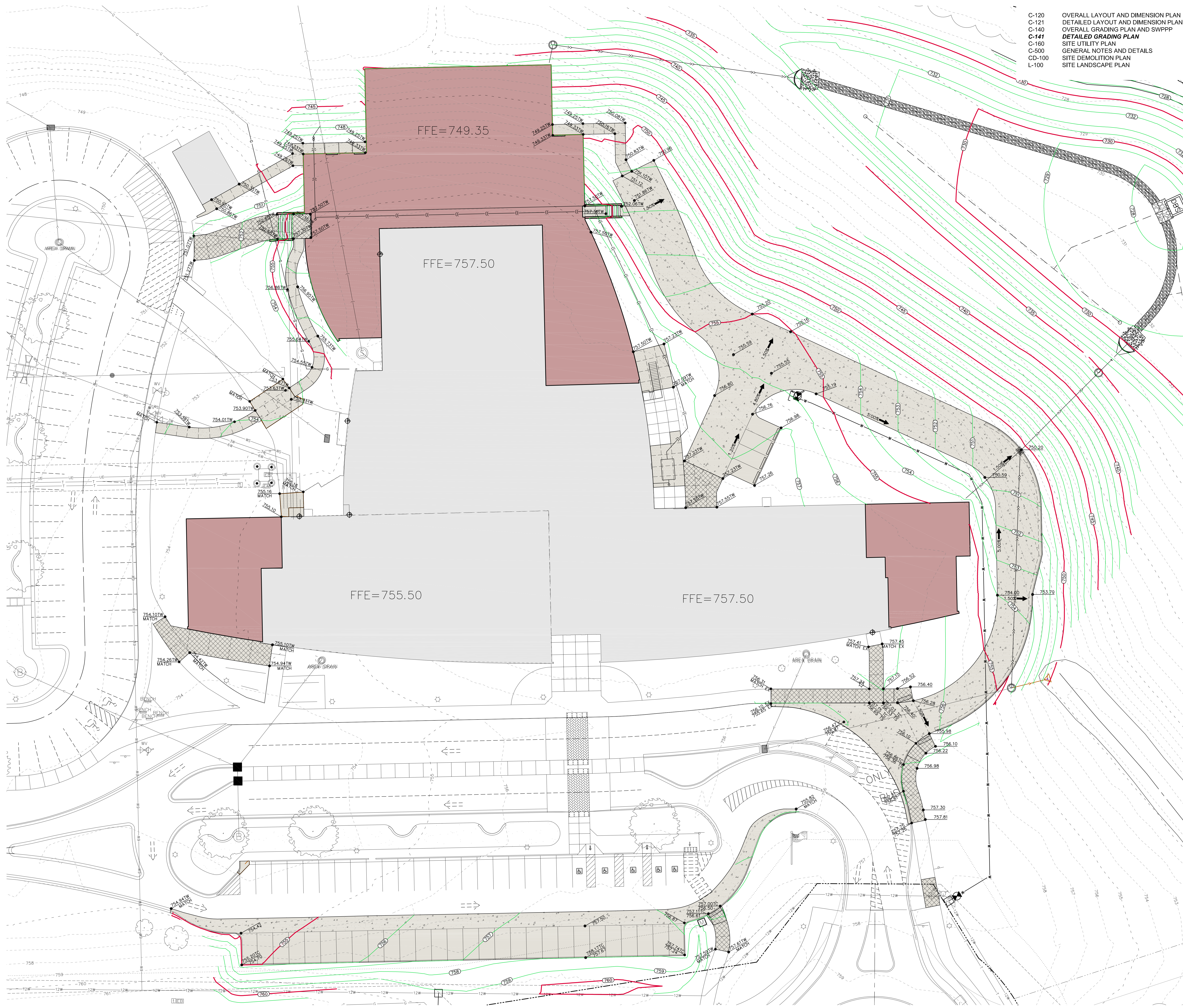
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## DETAILED GRADING PLAN

C-141



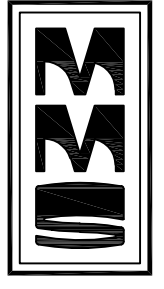
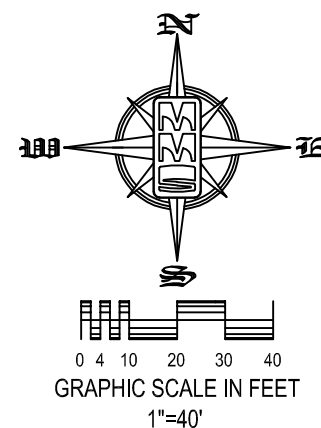


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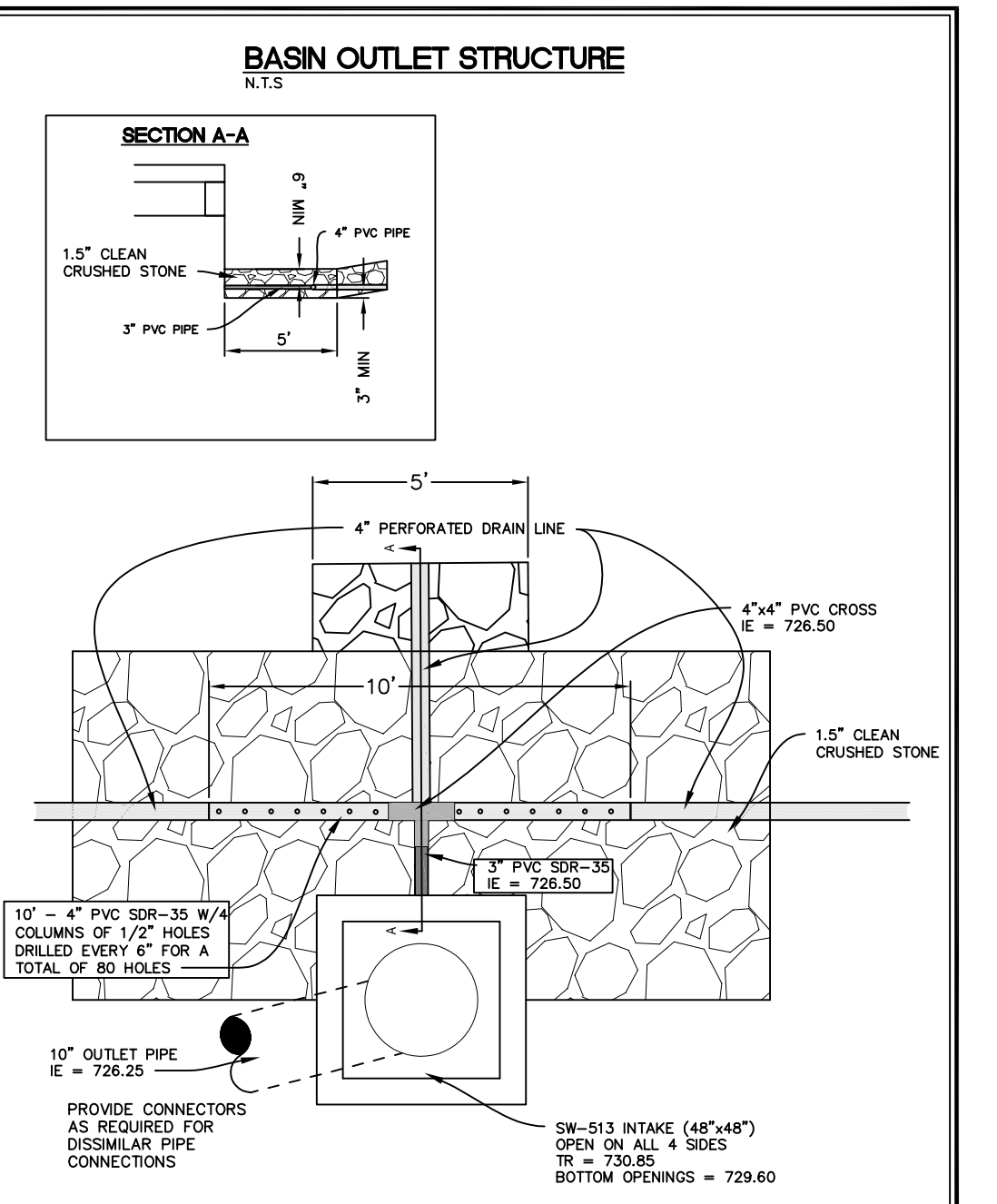
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CD-100	SITE DEMOLITION PLAN
L-100	SITE LANDSCAPE PLAN

UTILITY COMPANY CONTACTS

SERVICE	SUPPLIER	PHONE NO.
TELEPHONE & CABLE TV	SOUTH SLOPE COOPERATIVE ATTN: BRIAN FRESSE	319-227-7111
TELEPHONE & CABLE TV	MEDACOM IOWA CITY ATTN: TIM EAGEN	888-847-4757
ELECTRICITY	LINN COUNTY REC ATTN: JONNA NUNEMAKER	319-377-1587
NATURAL GAS	MIDAMERICAN ENERGY ATTN: CARSON HEMPHILL	319-341-4461
WATER & SEWER	CITY OF NORTH LIBERTY ATTN: TOM PALMER	319-626-5736
WATER	CITY OF CORALVILLE WATER ATTN: KEVIN CALLAHAN	319-351-1830
SEWER	CITY OF CORALVILLE WASTEWATER	319-530-6224
ON SITE	IOWA CITY COMMUNITY SCHOOL DISTRICT PHYSICAL PLANT	319-688-1020
COMM.	UNITE PRIVATE NETWORKS, LLC ATTN: JOE KILZER	816-425-3556

NOTE: THE CONTACTS LISTED WERE PROVIDED BY IOWA ONE CALL SERVICE.



STANDARD LEGEND AND NOTES

PROPERTY &/or BOUNDARY LINES	CONGRESSIONAL SECTION LINES
EXISTING RIGHT-OF-WAY LINES	EXISTING CENTER LINES
LOT LINES, PLATTED OR BY DEED	EXISTING EASEMENT LINES
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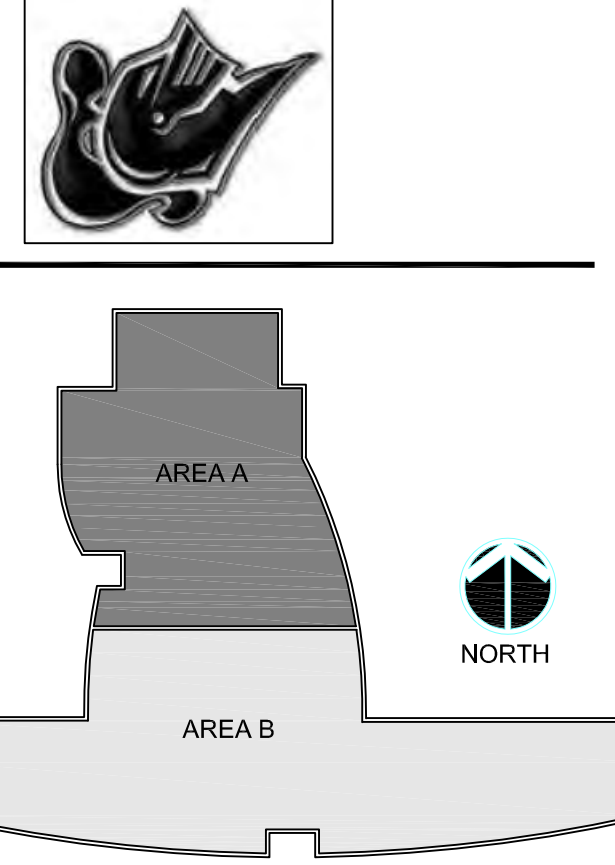
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IOWA ONE CALL  
800/292-6999



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DESIGNER /JO

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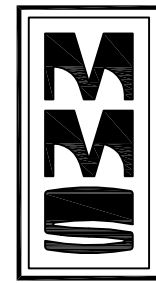
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PROJECT NUMBER  
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SITE UTILITY PLAN

C-160





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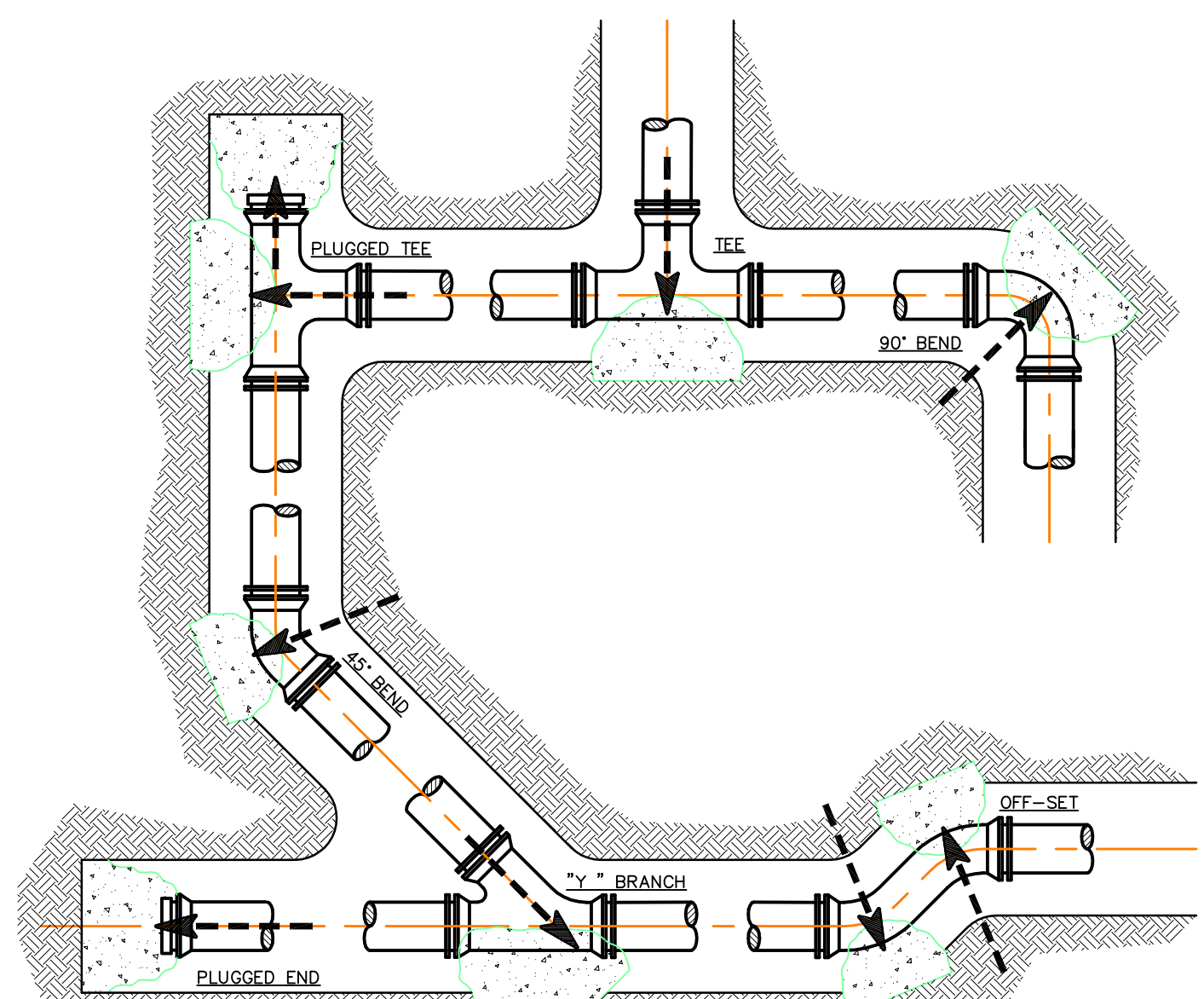
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THRUST BLOCK DETAIL  
N.T.S.



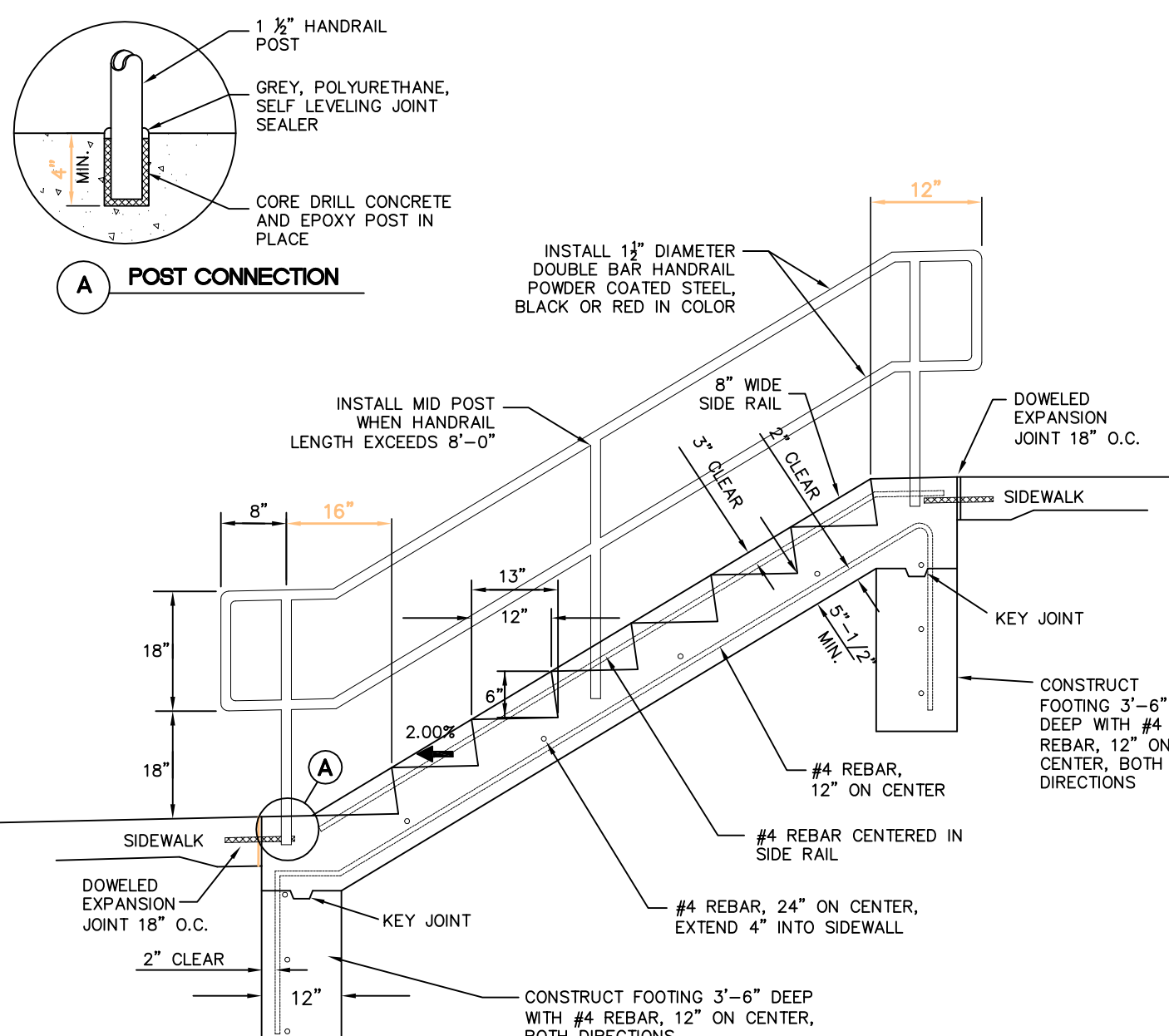
THRUST BLOCKS ARE REQUIRED AT PIPING DIRECTION CHANGES, AT DEAD ENDS, AND AT FIRE HYDRANTS. THRUST BLOCKS MAY BE PRECAST MASONRY UNITS, CAST-IN-PLACE CONCRETE OR TREATED HARDWOOD. CAST-IN-PLACE CONCRETE SHALL NOT BE USED AT FIRE HYDRANTS.

POURED-IN-PLACE CONCRETE SHALL BE 2000 P.S.I. MINIMUM STRENGTH, A MINIMUM OF 18 INCHES THICK AND SHALL BE CAST AGAINST A SOLID, UNDISTURBED EDGE OF TRENCH FOR BEARING. NO BOLTS, JOINTS OR DRAIN HOLES SHALL COME INTO CONTACT WITH THE CONCRETE THRUST BLOCK AND THE PIPE SHALL BE WRAPPED WITH A PLASTIC SHEET AT THE CONCRETE BEARING SURFACES. THE MINIMUM THICKNESS OF ANY THRUST BLOCK SHALL BE 18 INCHES.

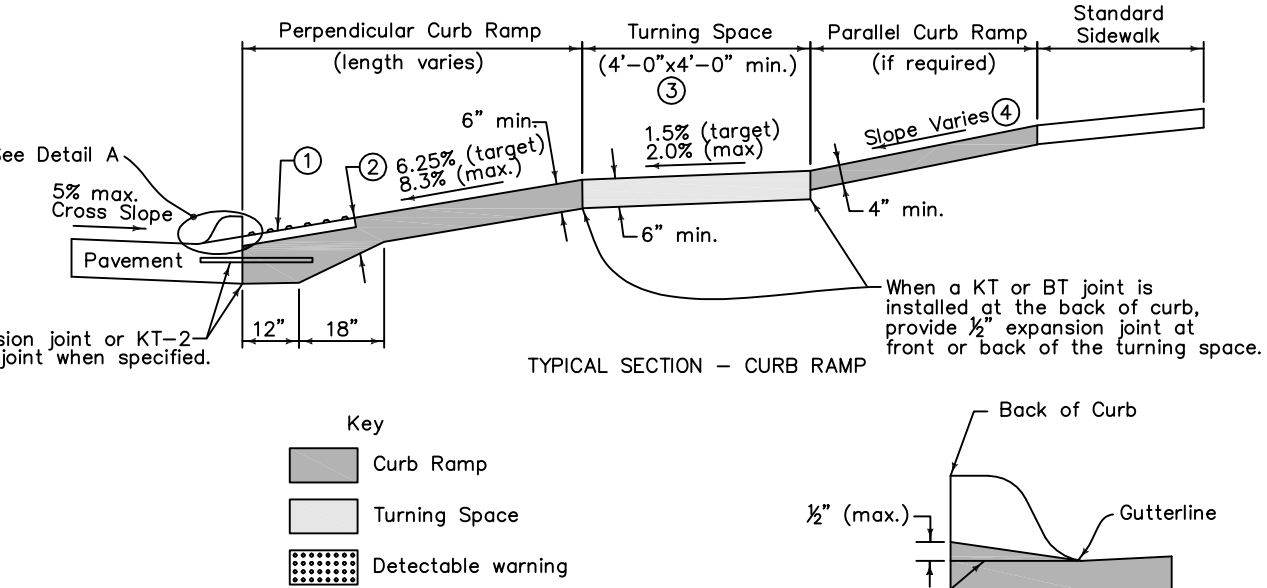
THRUST BLOCK MINIMUM BEARING AREA (IN CUBIC FEET)

PIPE SIZE	DEAD END OR TEE	90° BEND	45° BEND	11-1/4 OR 22-1/2 BEND
4"	3.0	4.0	2.0	1.5
6"	6.0	8.0	4.5	2.5
8"	10.0	14.0	7.5	4.0
10"	14.5	20.5	11.0	6.0
12"	20.5	29.0	16.0	8.0
14"	27.5	39.0	21.0	11.0
16"	35.5	50.5	27.5	14.0
20"	55.0	78.0	42.0	21.5
24"	78.5	111.0	60.0	30.5

STEP CONSTRUCTION DETAIL  
N.T.S.

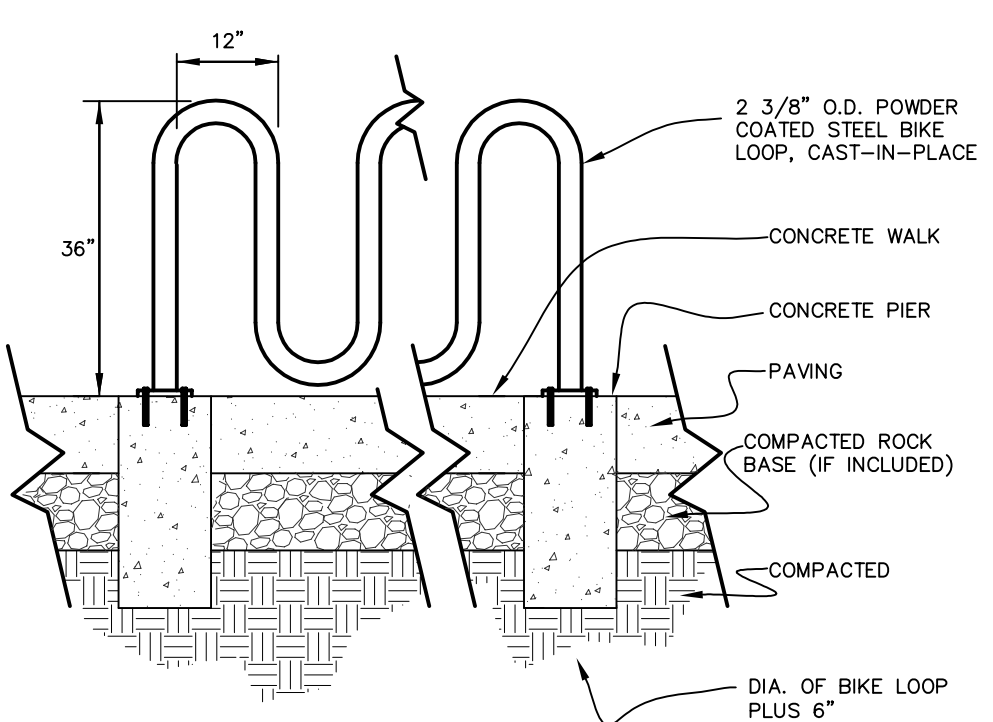


GENERAL SIDEWALK AND CURB RAMP DETAIL  
N.T.S.

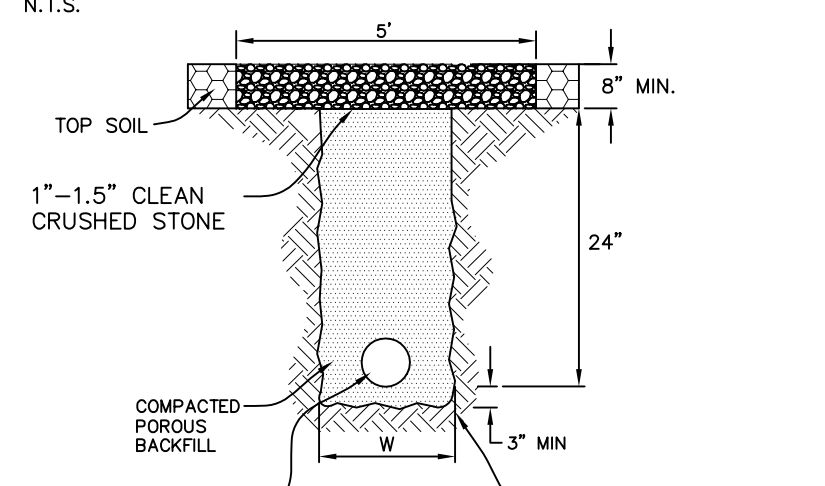


- Provide a minimum 2 foot width of detectable warning surface in the direction of pedestrian travel across the full width of the curb ramp or turning space, exclusive of curbs or floors.
- Provide a minimum of 6 inches of concrete below the detectable warning panel.
- Target slope of 1.5% with maximum slope perpendicular to the travel directions of 2.0%. Minimum 4 feet by 4 feet.
- If normal sidewalk elevation cannot be achieved with the perpendicular ramp between the street and landing due to limited ramp length, provide a parallel ramp to make up the elevation difference between the landing and the standard sidewalk. The length of the parallel ramp is not required to exceed 15 feet, regardless of the resulting slope. Do not exceed 8.3% slope for parallel ramps shorter than 15 feet.

CONTINUOUS BICYCLE LOOP  
N.T.S.

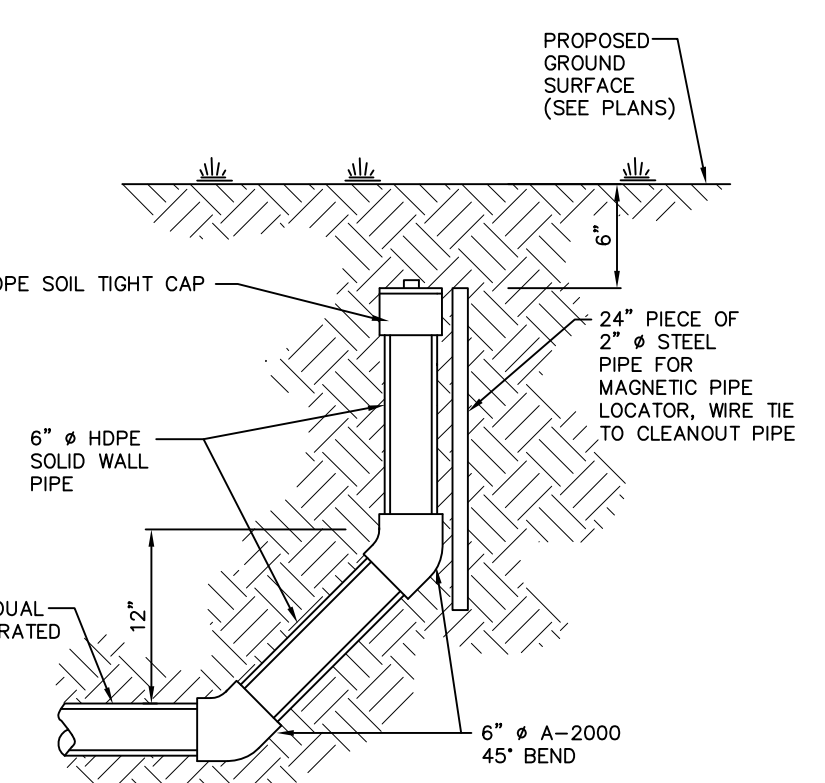


PERFORATED STORM SEWER FOR DETENTION BASIN - FLOOR  
N.T.S.



- NOTES:
- TRENCH WITH (W) SHALL BE 9" WIDE.
  - PIPE SHALL BE PLACED ON A BED OF COMPACTED GRANULAR MATERIAL APPROXIMATELY 3" THICK.
  - GRANULAR BACKFILL SHALL BE PLACED TO TOP OF FINISH GRADE ABOVE THE PIPE. ALL BACKFILL IN THIS PIPE ENVELOPE SHALL BE HAND TAMPED.
  - GRANULAR MATERIAL FOR BEDDING AND BACKFILL SHALL BE OPEN GRADED AND FREELY DRAINING WITH PERFORATED BACKFILL (DOT 413, GRADATION #99) EXCEPT AS NOTED.
  - ALL PIPE SHALL BE FULLY PERFORATED.
  - ALL PIPE SHALL BE 6" DIAMETER, UNLESS NOTED OTHERWISE, AND GRADES SHALL BE AS SHOWN ON THE PLANS.
  - ALL FITTINGS AND COUPLINGS SHALL BE SPECIFICALLY MANUFACTURED FOR USE WITH THE SPECIFIED PIPE MATERIALS.
  - ALL PERFORATED STORM SEWERS SHALL BE DUAL WALL HOPE.
  - CLEANOUTS SHALL BE INSTALLED AT THE END OF EACH LINE AS SHOWN ON THE PLANS.

SUBDRAIN CLEANOUT DETAIL  
N.T.S.



STORM SEWER CONSTRUCTION NOTES

- ALL STORM SEWER INTAKE AND MANHOLE LIDS SHALL HAVE THE WORDS "STORM SEWER" CAST INTO THE LID.
- CITY OF NORTH LIBERTY DESIGN AND CONSTRUCTION STANDARDS AND PROCEDURES SHALL PREVAIL.
  - ALL STORM SEWERS SHALL BE CLASS 3 RCP OR ADS N-12 UNLESS NOTED OTHERWISE IN THE PLANS.
  - AT PLACES WHERE A FLARED END SECTION IS REQUIRED, PIPE LENGTH INCLUDES THE FLARED END. THE LAST TWO JOINTS ARE TO BE TIED WHERE FLARED END SECTIONS ARE REQUIRED.
  - ALL RCP STORM SEWERS SHALL BE PROVIDED WITH CLASS "B" BEDDING, UNLESS NOTED OTHERWISE. ADS N-12 STORM SEWERS SHALL HAVE CLASS I-3 BEDDING AS SHOWN IN IOWA DOT STANDARD ROAD PLAN SW-103.
  - STORM SEWER TRENCHES UNDER PAVING SHALL BE BACKFILLED WITH SUITABLE EXCAVATED MATERIAL COMPACTED TO 90% STANDARD PROCTOR DENSITY. STORM SEWER STRUCTURES IN PAVED AREAS SHALL BE BACKFILLED WITH CLASS "A" CRUSHED STONE, ENTIRE DEPTH OF TRENCH FOR STORM SEWERS WITHIN 10' OF STRUCTURES UNDER PAVING SHALL BE BACKFILLED WITH CLASS "A" CRUSHED STONE. STORM SEWERS INSTALLED UNDER BUILDING SLAB SHALL BE BACKFILLED WITH CLASS "A" CRUSHED STONE COMPACTED TO 90% STANDARD PROCTOR DENSITY.
  - ALL RCP STORM SEWERS SHALL HAVE CONFINED "O" RING GASKETS. STORM SEWERS 36" AND SMALLER SHALL HAVE BELL AND SPIGOT JOINTS. STORM SEWERS LARGER THAN 36" MAY HAVE TONGUE AND GROOVE JOINTS. NO MASTIC JOINTS ALLOWED. ADS N-12 STORM SEWERS SHALL HAVE TIGHT GASKETED JOINTS.
  - ALL PIPE SHALL BE CERTIFIED.
  - ALL STORM INTAKES SHALL BE A MINIMUM OF 48 INCHES FROM TOP OF CURB/RIM TO SUBGRADE. IF INVERT ELEVATIONS ARE INSUFFICIENT TO PROVIDE THIS REQUIRED DEPTH, THE CONTRACTOR TO NOTIFY THE OWNERS OF THOSE UTILITIES PRIOR TO THE BEGINNING OF ANY CONSTRUCTION. THE CONTRACTOR SHALL AFFORD ACCESS TO THOSE FACILITIES FOR NECESSARY MODIFICATION OF SERVICES. UNDERGROUND FACILITIES, STRUCTURES AND UTILITIES HAVE BEEN PLOTTED FROM AVAILABLE SURVEYS AND RECORDS, AND THEREFORE THEIR LOCATIONS MAY BE CONSIDERED APPROXIMATE ONLY. IT IS POSSIBLE THAT THERE MAY BE OTHER FACILITIES IN THE CONSTRUCTION AREA, THE EXISTENCE OF WHICH IS NOT PRESENTLY KNOWN OR SHOWN HEREON. IT IS THE CONTRACTOR'S RESPONSIBILITY TO DETERMINE THEIR EXISTENCE AND EXACT LOCATION, AND TO AVOID DAMAGE THERETO. NO CLAIMS FOR ADDITIONAL COMPENSATION WILL BE ALLOWED TO THE CONTRACTOR FOR ANY INTERFERENCE OR DELAY CAUSED BY SUCH WORK.
  - PROVIDE CONCRETE FILLETS IN ALL NEW & EXISTING DRAINAGE STRUCTURES PER REFERENCED DETAILS.

WHERE PUBLIC UTILITY FIXTURES ARE SHOWN AS EXISTING ON THE PLANS, OR ENCOUNTERED WITHIN THE CONSTRUCTION AREA, IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO NOTIFY THE OWNERS OF THOSE UTILITIES PRIOR TO THE BEGINNING OF ANY CONSTRUCTION. THE CONTRACTOR SHALL AFFORD ACCESS TO THOSE FACILITIES FOR NECESSARY MODIFICATION OF SERVICES. UNDERGROUND FACILITIES, STRUCTURES AND UTILITIES HAVE BEEN PLOTTED FROM AVAILABLE SURVEYS AND RECORDS, AND THEREFORE THEIR LOCATIONS MAY BE CONSIDERED APPROXIMATE ONLY. IT IS POSSIBLE THAT THERE MAY BE OTHER FACILITIES IN THE CONSTRUCTION AREA, THE EXISTENCE OF WHICH IS NOT PRESENTLY KNOWN OR SHOWN HEREON. IT IS THE CONTRACTOR'S RESPONSIBILITY TO DETERMINE THEIR EXISTENCE AND EXACT LOCATION, AND TO AVOID DAMAGE THERETO. NO CLAIMS FOR ADDITIONAL COMPENSATION WILL BE ALLOWED TO THE CONTRACTOR FOR ANY INTERFERENCE OR DELAY CAUSED BY SUCH WORK.

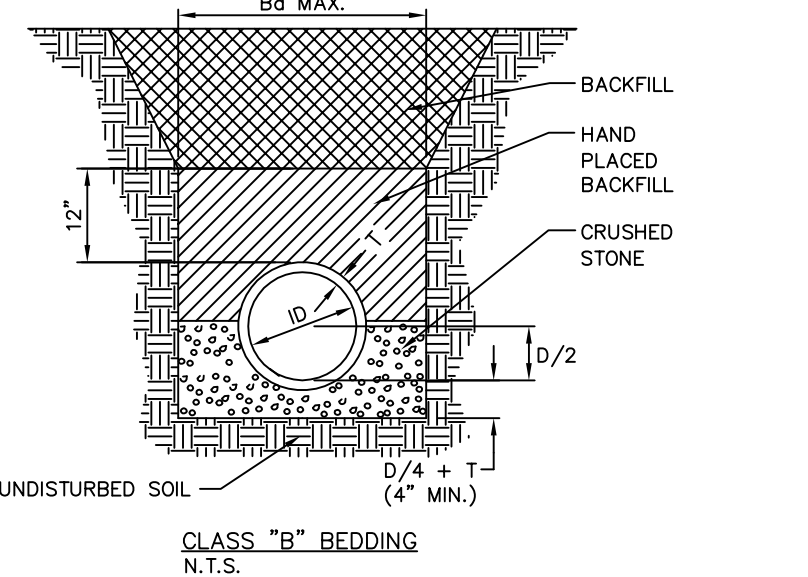
NOTES:

- PIPE SHALL BE PLACED ON CRUSHED STONE MATERIAL.
- BELL HOLES SHALL BE HAND SHAPED SO THAT ONLY PIPE BARREL RECEIVES BEARING PRESSURE.
- PLACE BEDDING TO ENSURE THAT THERE ARE NO VOIDS UNDER OR ALONGSIDE THE LENGTH OF PIPE.
- BACK FILL SHALL BE HAND TAMPED UP TO 12" ABOVE TOP OF PIPE.
- SEE TABLE FOR ALLOWABLE TRENCH WIDTHS.

ID INCHES	Bd FEET & INCHES
12	2-3
18	3-6
24	4-9
30	5-12
36	6-15
42	7-18

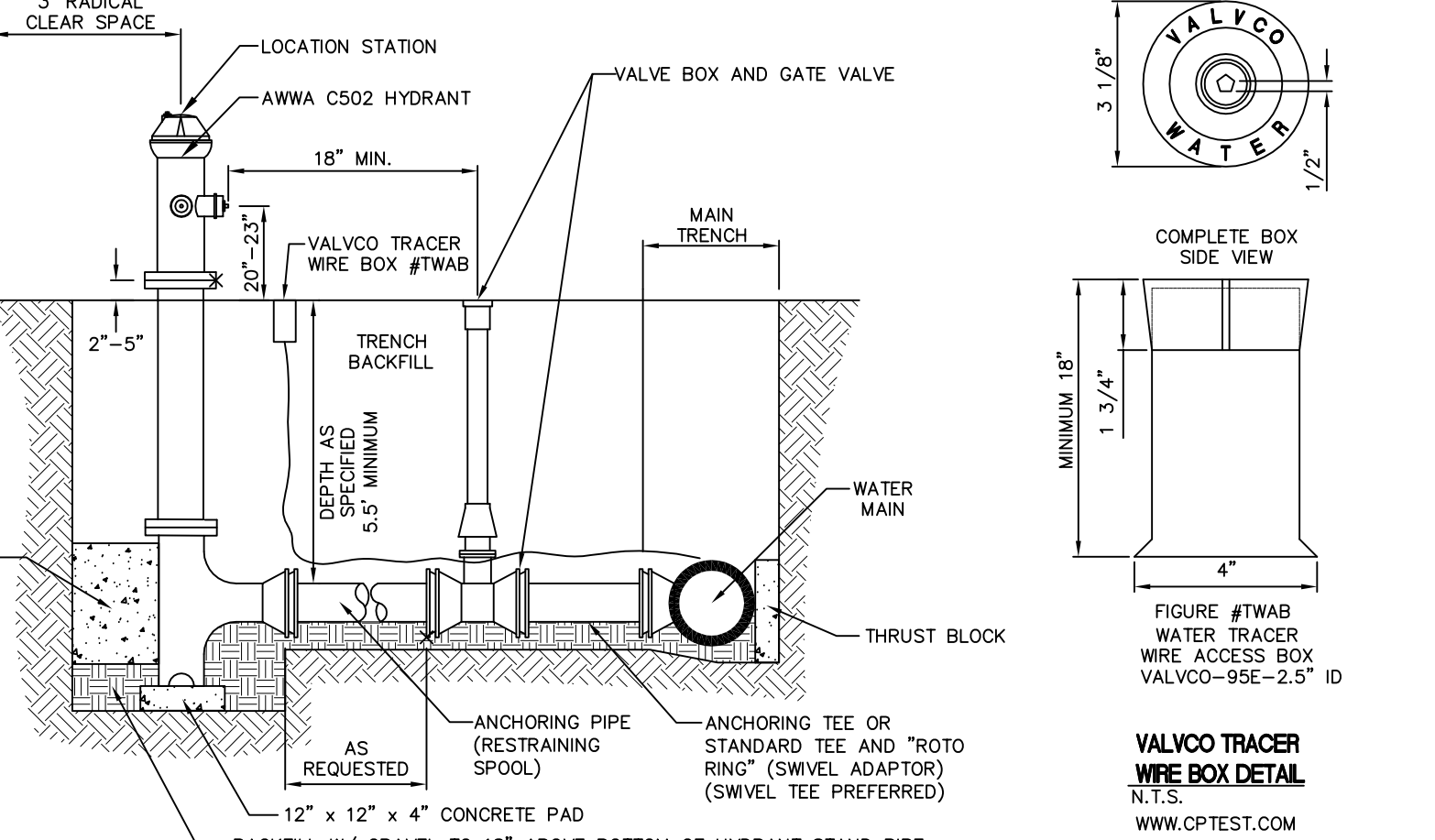
WATER MAIN NOTES

- CONSTRUCTION NOTES:
- CITY OF NORTH LIBERTY DESIGN AND CONSTRUCTION STANDARDS AND PROCEDURES SHALL PREVAIL.
  - 6" AND 8" DIAMETER WATER MAINS SHALL BE DR-18 PVC PIPE, EXCEPT AROUND CUL-DE-SACS AND SMALL RADIUS CURVES WHERE CLASS 52 DIP SHALL BE USED, UNLESS NOTED OTHERWISE ON THE PLANS.
  - GRANULAR TRENCH BACKFILL SHALL BE CLASS A CRUSHED STONE CONFORMING TO I.D.O.T. STANDARD SPECIFICATION 420.0-A WITH 1" MAXIMUM AGGREGATE SIZE. COMPACT TO 90% MODIFIED PROCTOR DENSITY.
  - WATER MAINS WITHIN STREET RIGHT OF WAYS OR WITHIN EASEMENTS ADJACENT TO THE STREET RIGHT OF WAYS SHALL BE BACKFILLED WITH EITHER OF THE FOLLOWING COMPACTED TO 90% MODIFIED PROCTOR DENSITY:
    - A. SUITABLE EXCAVATED MATERIAL. IF EXCAVATED MATERIAL IS NOT SUITABLE, THEN:
    - B. CRUSHED STONE AS SPECIFIED FOR GRANULAR TRENCH BACKFILL SHALL BE USED.
  - WATER MAIN SHALL BE LOCATED 10 FEET HORIZONTALLY DISTANT FROM ALL SANITARY SEWER AND STORM SEWER.
  - WATER MAIN SHALL NOT PASS THROUGH NOR CONTACT A SEWER OR A SEWER MANHOLE. A MINIMUM HORIZONTAL SEPARATION OF 3 FEET SHALL BE MAINTAINED.
  - VERTICAL SEPARATION OF WATER MAINS CROSSING OVER ANY SANITARY SEWER SHOULD BE A MINIMUM OF 18-INCHES, MEASURED OUTSIDE TO OUTSIDE FROM THE CLOSEST EDGE OF EACH PIPE. IF PHYSICAL CONDITIONS PROHIBIT THIS SEPARATION, THE WATER MAIN SHALL NOT BE PLACED CLOSER THAN 6-INCHES ABOVE A SEWER OR 18-INCHES BELOW A SEWER. THE SEPARATION DISTANCE SHALL BE THE MAXIMUM FEASIBLE IN ALL CASES.
  - WHERE THE WATER MAIN CROSSES SEWER, ONE FULL LENGTH OF WATER PIPE SHALL BE LOCATED SO BOTH JOINTS ARE AS FAR AS POSSIBLE FROM THE SEWER. THE WATER MAIN AND SEWER PIPES MUST BE ABSOLUTELY SUPPORTED AND HAVE WATER TIGHT JOINTS. A LOW PERMEABILITY SOIL SHALL BE USED FOR BACKFILL MATERIAL WITHIN 10-FEET OF THE POINT OF CROSSING.
  - NOMINAL DEPTH OF WATER MAIN = 5.5 FEET TO TOP OF PIPE.



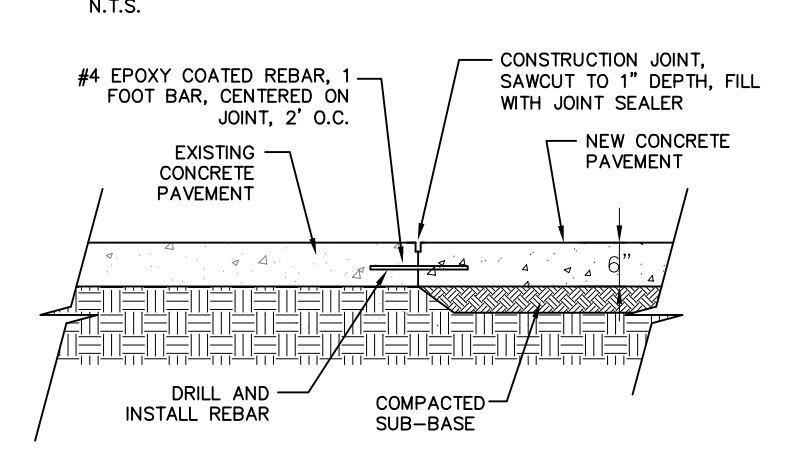
WHERE PUBLIC OR PRIVATE UTILITY FIXTURES ARE SHOWN AS EXISTING ON THE PLANS, OR ENCOUNTERED WITHIN THE CONSTRUCTION AREA, IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO NOTIFY THE OWNERS OF THOSE UTILITIES PRIOR TO THE BEGINNING OF ANY CONSTRUCTION. THE CONTRACTOR SHALL AFFORD ACCESS TO THOSE FACILITIES FOR NECESSARY MODIFICATION OF SERVICES. UNDERGROUND FACILITIES, STRUCTURES AND UTILITIES HAVE BEEN PLOTTED FROM AVAILABLE SURVEYS AND RECORDS, AND THEREFORE THEIR LOCATIONS MAY BE CONSIDERED APPROXIMATE ONLY. IT IS POSSIBLE THAT THERE MAY BE OTHER FACILITIES IN THE CONSTRUCTION AREA, THE EXISTENCE OF WHICH IS NOT PRESENTLY KNOWN OR SHOWN HEREON. IT IS THE CONTRACTOR'S RESPONSIBILITY TO DETERMINE THEIR EXISTENCE AND EXACT LOCATION, AND TO AVOID DAMAGE THERETO. NO CLAIMS FOR ADDITIONAL COMPENSATION WILL BE ALLOWED TO THE CONTRACTOR FOR ANY INTERFERENCE OR DELAY CAUSED BY SUCH WORK.

TYPICAL HYDRANT ASSEMBLY  
N.T.S.

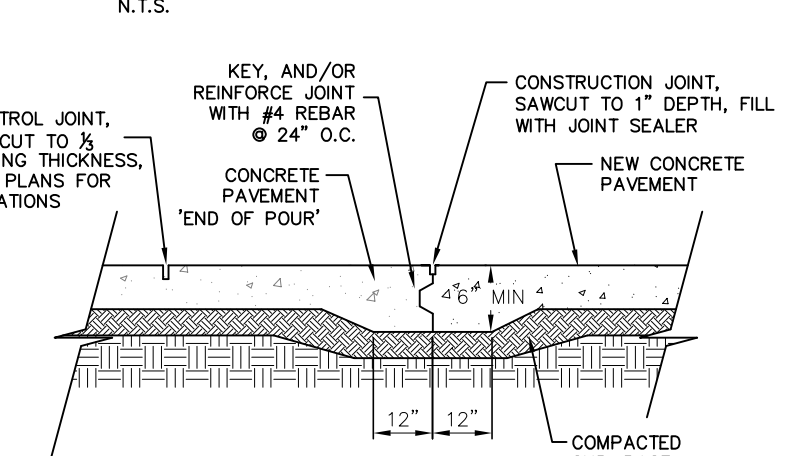


- NOTES:
- ALL FIRE HYDRANTS SHALL HAVE NATIONAL STANDARD THREADS (NST) ON THE TWO AND ONE-HALF (2 1/2) INCH CONNECTIONS AND ONE AND ONE-HALF (1 1/2) INCH CONNECTION SHALL HAVE A STORTZ CONNECTION.
  - CONTRACT LOCAL AUTHORITY FOR SPACING OF HYDRANT BEHIND CURB. USE 3 FEET BEHIND CURB AND LOCAL CUMPER NOZZLE TOWARD CURB IN MOST CASES.
  - PROVIDE VALCO TRACER WIRE BOX ADJACENT TO FIRE HYDRANT.
  - PROVIDE ANSI/AWWA-C509 GATE VALVE AND TYLER-SERIES 6885 & ITEM 666A, RANGE 60"-85" VALVE BOX.

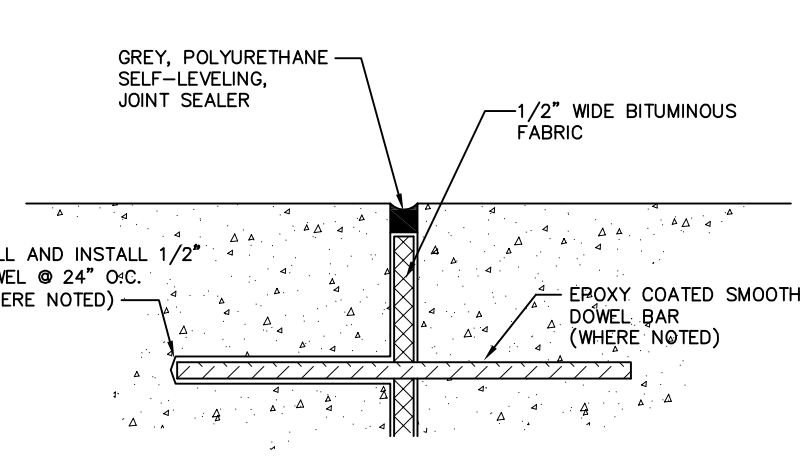
EXISTING PAVING TIE-IN DETAIL  
N.T.S.



CONSTRUCTION JOINTING DETAIL  
N.T.S.



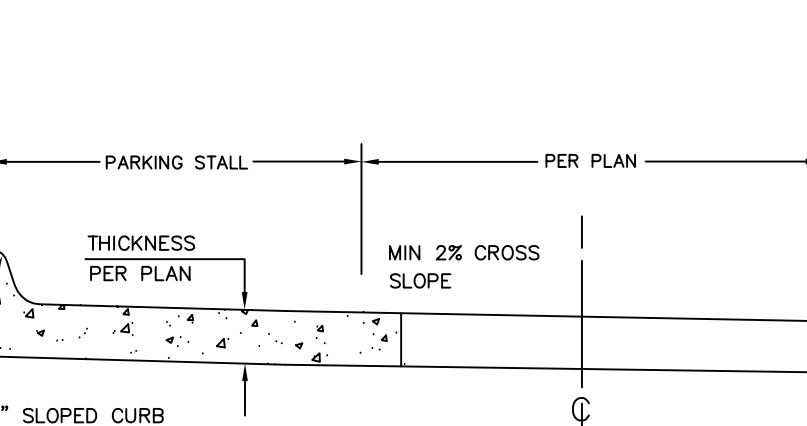
EXPANSION JOINT DETAIL  
N.T.S.



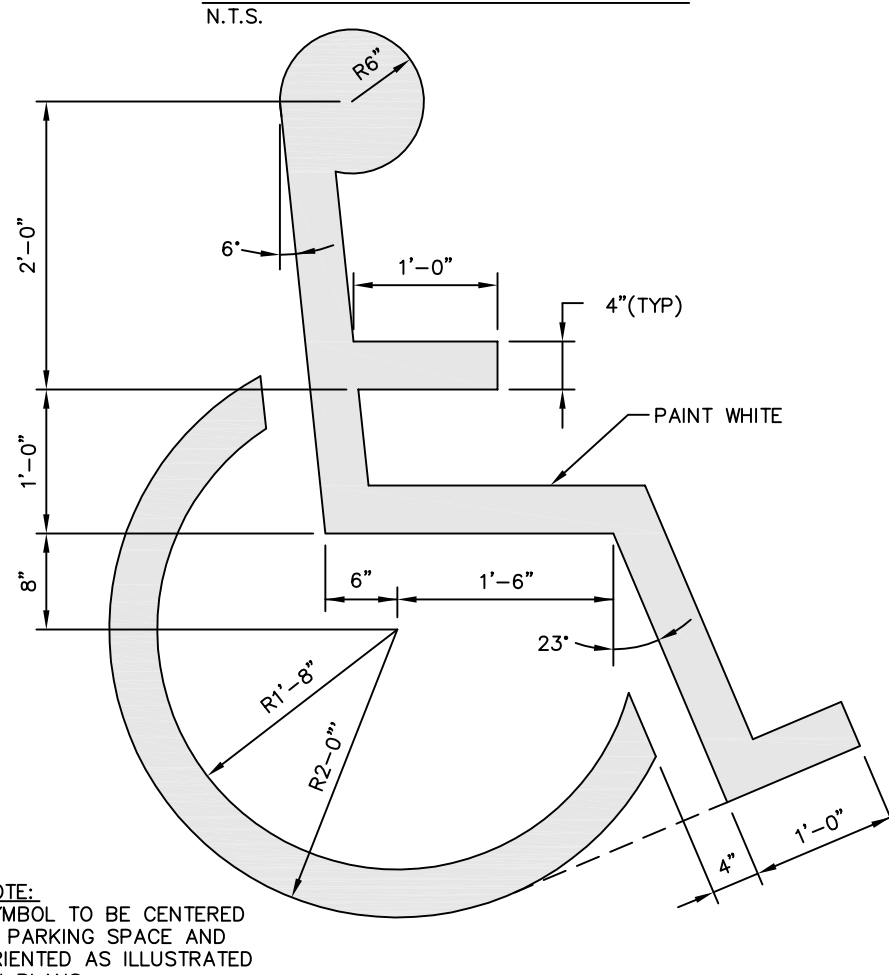
PAVING CONSTRUCTION NOTES

- I.D.O.T. CLASS C-3 CONCRETE SHALL BE USED, UNLESS NOTED OTHERWISE.
- CITY OF NORTH LIBERTY DESIGN AND CONSTRUCTION STANDARDS AND PROCEDURES SHALL PREVAIL.
- PAVEMENT JOINTS SHALL CONFORM TO I.D.O.T. STANDARD ROAD PLANS PV-101, CURRENT REVISION.
- THE CONCRETE AGGREGATE SHALL BE CLASS 3; DURABILITY AS SPECIFIED IN SECTION 415.01C OF THE I.D.O.T. STANDARD SPECIFICATIONS.
- ALL SAWED JOINTS SHALL BE SEALED.

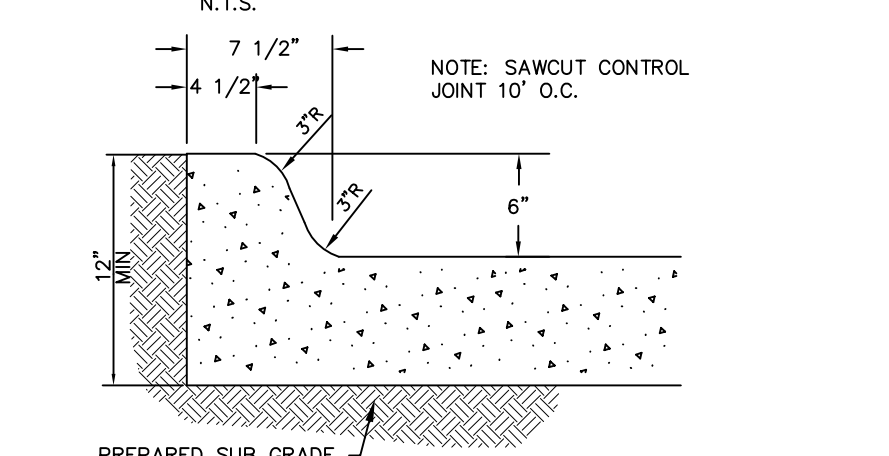
TYPICAL DRIVE/PARKING SECTION  
N.T.S.



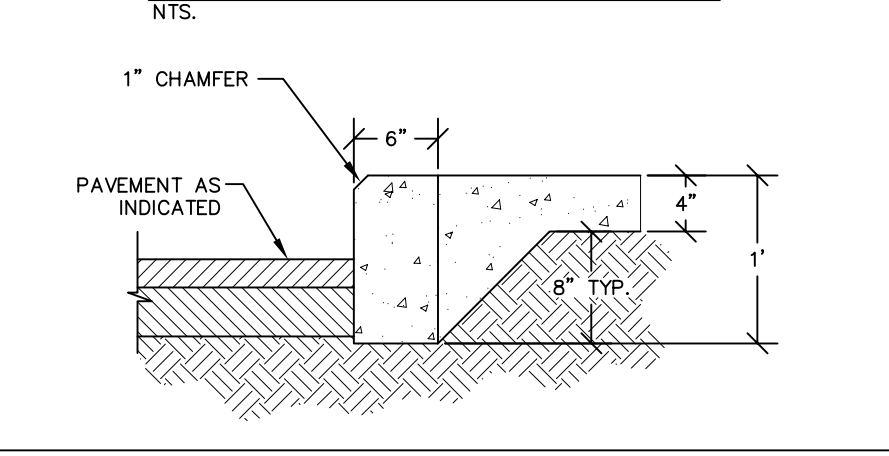
ACCESSIBLE PARKING SYMBOL  
N.T.S.



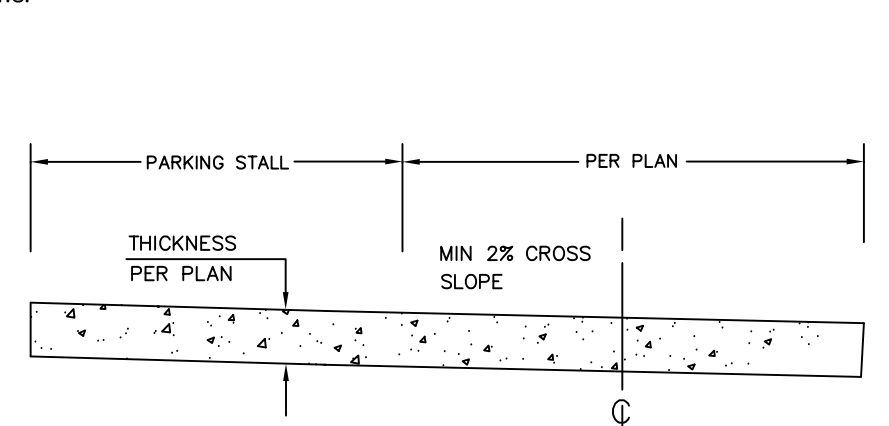
STANDARD CURB DETAIL  
N.T.S.



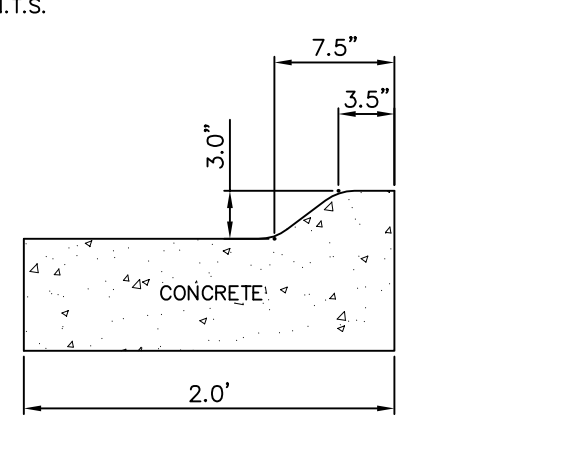
SIDEWALK THICKENED EDGE  
N.T.S.



TYPICAL FIRE LANE ACCESS / PARKING SECTION  
N.T.S.

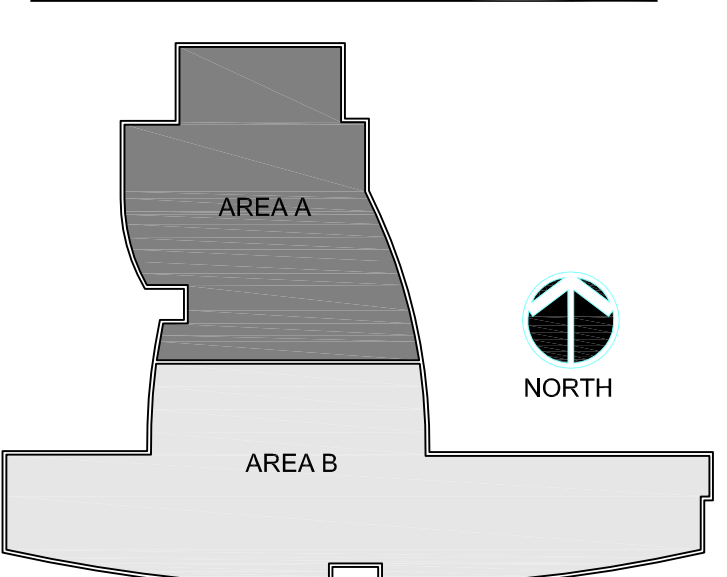


3' ROLL CURB DETAIL  
N.T.S.



NORTH CENTRAL  
JUNIOR HIGH SCHOOL  
180 FOREVERGREEN RD  
NORTH LIBERTY, IA 52377

IOWA CITY COMMUNITY  
SCHOOL DISTRICT  
1725 NORTH DODGE ST  
IOWA CITY, IA 52245



ISSUANCE

DESIGN DEVELOPMENT  
03/08/18

PRINCIPAL / VB  
DESIGNER / JO

REVISIONS

NOT FOR CONSTRUCTION

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PROJECT NUMBER

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GENERAL NOTES AND DETAILS

C-500

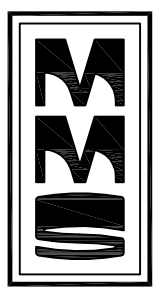
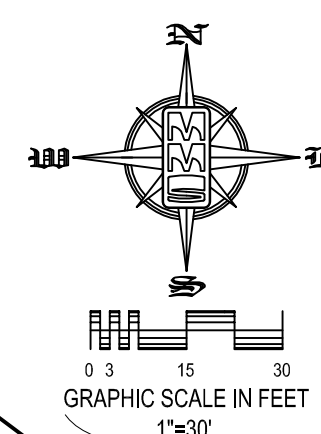


SITE PLAN  
NORTH CENTRAL JUNIOR HIGH SCHOOL  
NORTH LIBERTY, IOWA

PLAT PREPARED BY:  
MMS CONSULTANTS, INC.  
1917 S. GILBERT STREET  
IOWA CITY, IOWA 52240

OWNER/APPLICANT:  
IOWA CITY COMMUNITY SCHOOL DISTRICT  
1725 NORTH DODGE STREET  
IOWA CITY, IOWA 52245

APPLICANT'S ATTORNEY:  
C. JOSEPH HOLLAND  
123 N. LINN STREET, #300  
IOWA CITY, IA 52245



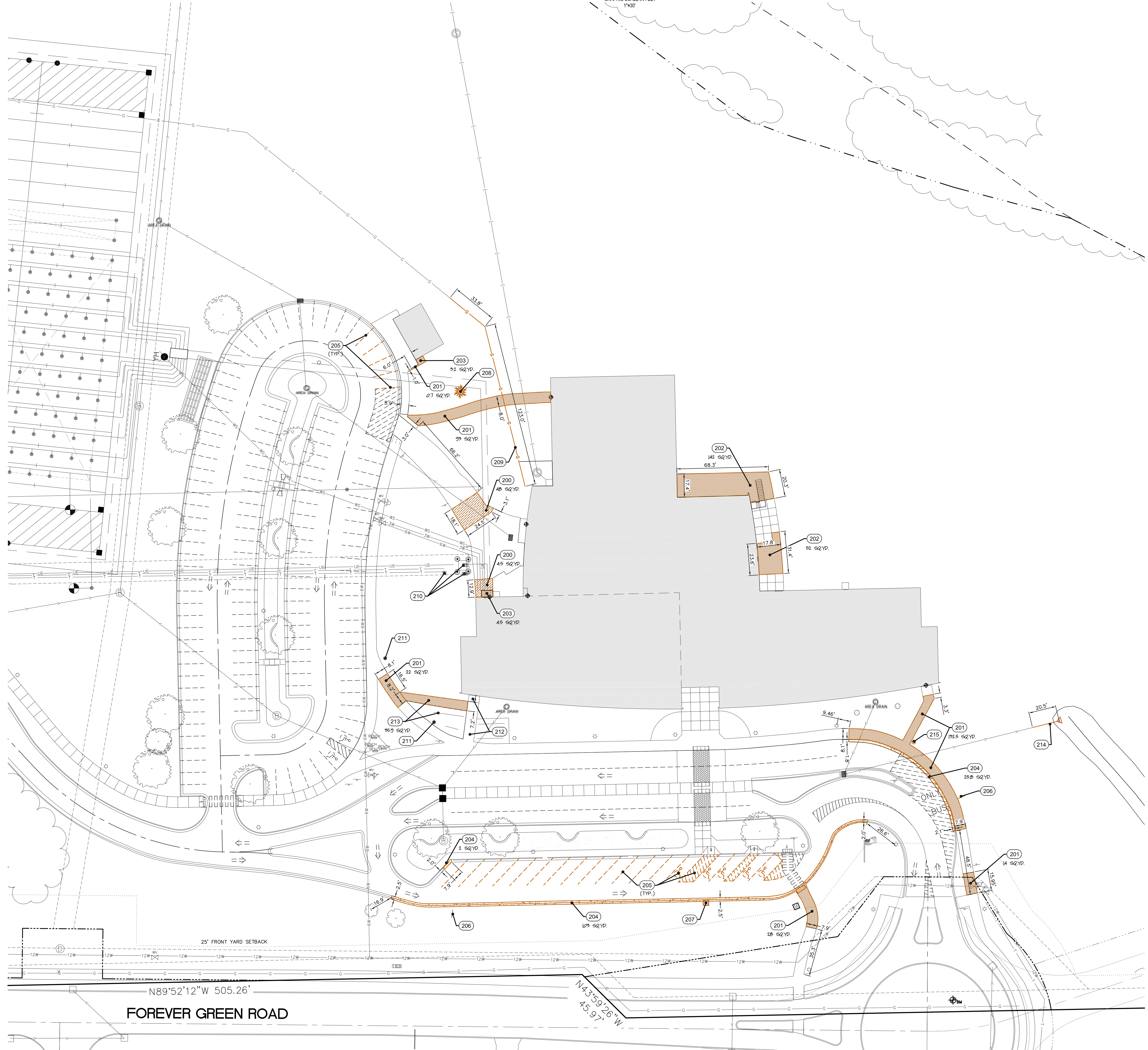
MMS CONSULTANTS, INC.  
Iowa City, Iowa (319) 351-8282

CIVIL ENGINEERS <-> LAND PLANNERS <->  
LANDSCAPE ARCHITECTS <-> LAND SURVEYORS <->  
ENVIRONMENTAL SPECIALISTS <->

MAE: RRL/ML: 2000-002  
DESIGNED AND CHECKED BY: LCN  
DRAWN BY: LCN  
FIELD BOOK NUMBER:

C-120 OVERALL LAYOUT AND DIMENSION PLAN  
C-121 DETAILED LAYOUT AND DIMENSION PLAN  
C-140 OVERALL GRADING PLAN AND SWPPP  
C-141 DETAILED GRADING PLAN  
C-160 SITE UTILITY PLAN  
C-500 GENERAL NOTES AND DETAILS  
CD-100 SITE DEMOLITION PLAN  
L-100 SITE LANDSCAPE PLAN

DEMOLITION KEYNOTES		
NUMBER	KEYNOTE	DETAIL
200	REMOVE EXISTING ASPHALT PAVING	
201	REMOVE EXISTING CONCRETE SIDEWALK	
202	REMOVE EXISTING CONCRETE PATIO. PROTECT EXISTING METAL STEPS AND STEP FOOTINGS DURING REMOVAL OF EXISTING PATIO	
203	REMOVE EXISTING CONCRETE STOOP	
204	REMOVE EXISTING CONCRETE CURB AND GUTTER	
205	GRIND OFF EXISTING PAINTED STRIPPED LINES	
206	REMOVE "NO PARKING" SIGN. SALVAGE AND DELIVER TO OWNER.	
207	REMOVE MAIL BOX. REINSTALLED LOCATION PROVIDED ON SHEET C-121.	
208	REMOVE EXISTING PINE TREE	
209	REMOVE EXISTING GAS LINE BEYOND CONSTRUCTION ZONE. REPLACE PER DIRECTION OF UTILITY REPRESENTATIVE.	
210	PROTECT EXISTING TRANSFORMER AND UTILITY PEDISTALS DURING CONSTRUCTION OF PROPOSED ADDITION	
211	PROTECT EXISTING LIGHT POLE BASE DURING CONSTRUCTION.	
212	PROTECT EXISTING STOOP AND SIDEWALK. THIS INGRESS/EGRESS TO THE BUILDING SHALL REMAIN OPEN AT ALL TIMES DURING CONSTRUCTION.	
213	REMOVE CONCRETE BIKE RACK AREA. PROTECT EXISTING BIKE RACKS DURING CONSTRUCTION.	
214	REMOVE EXISTING STORM/SEWER RCP PIPE AND FLARED END SECTION.	
215	REMOVE EXISTING LIGHT POLE AND BASE. REINSTALLED LOCATION PROVIDED ON SHEET C-121.	



STANDARD LEGEND AND NOTES	
	<ul style="list-style-type: none"><li>PROPERTY &amp;/or BOUNDARY LINES</li><li>CONGRESSIONAL SECTION LINES</li><li>RIGHT-OF-WAY LINES</li><li>EXISTING RIGHT-OF-WAY LINES</li><li>CENTER LINES</li><li>EXISTING CENTER LINES</li><li>LOT LINES, INTERNAL</li><li>LOT LINES, PLATTED OR BY DEED</li><li>PROPOSED EASEMENT LINES</li><li>EXISTING EASEMENT LINES</li><li>BENCHMARK</li><li>RECORDED DIMENSIONS</li><li>CURVE SEGMENT NUMBER</li></ul>
	<ul style="list-style-type: none"><li>-EXIST-</li><li>-PROP-</li><li>POWER POLE</li><li>POWER POLE W/DROP</li><li>POWER POLE W/TRANS</li><li>POWER POLE W/LIGHT</li><li>QUIET POLE</li><li>LIGHT POLE</li><li>SANITARY MANHOLE</li><li>FIRE HYDRANT</li><li>WATER VALVE</li><li>DRAINAGE MANHOLE</li><li>CURB INLET</li><li>FENCE LINE</li><li>EXISTING SANITARY SEWER</li><li>PROPOSED SANITARY SEWER</li><li>EXISTING STORM SEWER</li><li>PROPOSED STORM SEWER</li><li>WATER LINES</li><li>ELECTRICAL LINES</li><li>TELEPHONE LINES</li><li>GAS LINES</li><li>CONTOUR LINES (1' INTERVAL)</li><li>PROPOSED GROUND</li><li>EXISTING TREE LINE</li><li>EXISTING DECIDUOUS TREE &amp; SHRUB</li><li>EXISTING EVERGREEN TREES &amp; SHRUBS</li></ul>
THE ACTUAL SIZE AND LOCATION OF ALL PROPOSED FACILITIES SHALL BE VERIFIED WITH CONSTRUCTION DOCUMENTS, WHICH ARE TO BE PREPARED AND SUBMITTED SUBSEQUENT TO THE APPROVAL OF THIS DOCUMENT.	

UTILITIES  
THE CONTRACTOR SHALL NOTIFY IOWA ONE CALL NO LESS THAN 48 HRS. IN ADVANCE OF ANY DIGGING OR EXCAVATION.

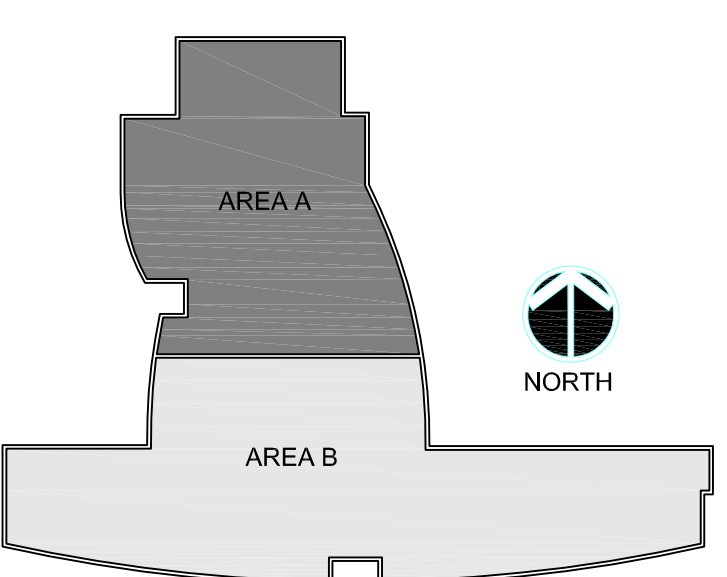
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IOWA ONE CALL  
800-4-A-ONE-CALL  
800-4-26-6337



NORTH CENTRAL  
JUNIOR HIGH SCHOOL  
180 FOREVERGREEN RD.  
NORTH LIBERTY, IA 52317

IOWA CITY COMMUNITY  
SCHOOL DISTRICT  
1725 NORTH DODGE ST  
IOWA CITY, IA 52245



ISSUANCE

DESIGN DEVELOPMENT  
03/08/18

PRINCIPAL: VB  
DESIGNER: JO

REVISIONS

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CONSTRUCTION

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PROJECT NUMBER  
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SITE DEMOLITION  
PLAN

CD-100

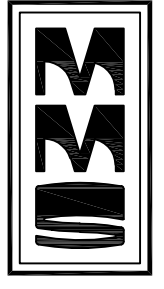
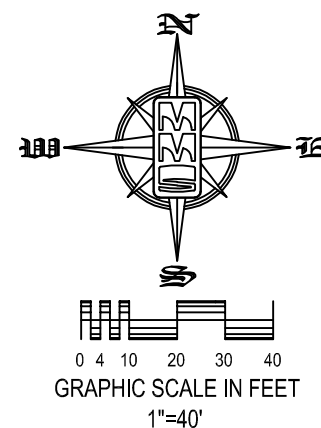


SITE PLAN  
NORTH CENTRAL JUNIOR HIGH SCHOOL  
NORTH LIBERTY, IOWA

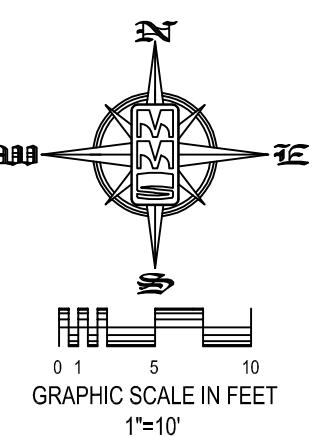
PLAT PREPARED BY:  
MMS CONSULTANTS, INC.  
1917 S. OILBERT STREET  
IOWA CITY, IOWA 52240

OWNER/APPLICANT:  
IOWA CITY COMMUNITY SCHOOL DISTRICT  
1725 NORTH DODGE STREET  
IOWA CITY, IOWA 52245

APPLICANT'S ATTORNEY:  
C. JOSEPH HOLLAND  
123 N. LINN STREET, #300  
IOWA CITY, IA 52245



MMS CONSULTANTS, INC.  
Iowa City, Iowa (319) 351-8282  
CIVIL ENGINEERS <-> LAND PLANNERS <->  
LANDSCAPE ARCHITECTS <-> LAND SURVEYORS <->  
ENVIRONMENTAL SPECIALISTS <->  
DESIGNED AND CHECKED BY: LCN  
DRAWN BY: TAY  
FIELD BOOK NUMBER:



SHEET INDEX

C-120	OVERALL LAYOUT AND DIMENSION PLAN
C-121	DETAILED LAYOUT AND DIMENSION PLAN
C-140	OVERALL GRADING PLAN AND SWPPP
C-141	DETAILED GRADING PLAN
C-160	SITE UTILITY PLAN
C-500	GENERAL NOTES AND DETAILS
CD-100	SITE DEMOLITION PLAN
L-100	SITE LANDSCAPE PLAN

STANDARD LEGEND AND NOTES

---	PROPERTY &/or BOUNDARY LINES
---	CONGRESSIONAL SECTION LINES
---	RIGHT-OF-WAY LINES
---	EXISTING RIGHT-OF-WAY LINES
---	CENTER LINES
---	EXISTING CENTER LINES
---	LOT LINES, PLATTED OR BY DEED
---	PROPOSED EASEMENT LINES
---	EXISTING EASEMENT LINES
---	BENCHMARK
---	RECORDED DIMENSIONS
---	CURVE SEGMENT NUMBER
---	POWER POLE
---	POWER POLE W/DRIP
---	POWER POLE W/TRANS
---	POWER POLE W/LIGHT
---	QUIET POLE
---	LIGHT POLE
---	SANITARY MANHOLE
---	FIRE HYDRANT
---	WATER VALVE
---	DRAINAGE MANHOLE
---	CURB INLET
---	FENCE LINE
---	EXISTING SANITARY SEWER
---	PROPOSED SANITARY SEWER
---	EXISTING STORM SEWER
---	PROPOSED STORM SEWER
---	WATER LINES
---	ELECTRICAL LINES
---	TELEPHONE LINES
---	GAS LINES
---	CONTOUR LINES (1' INTERVAL)
---	PROPOSED GROUND
---	EXISTING TREE LINE
---	EXISTING DECIDUOUS TREE & SHRUB
---	EXISTING EVERGREEN TREES & SHRUBS

THE ACTUAL SIZE AND LOCATION OF ALL PROPOSED FACILITIES SHALL BE VERIFIED WITH CONSTRUCTION DOCUMENTS, WHICH ARE TO BE PREPARED AND SUBMITTED SUBSEQUENT TO THE APPROVAL OF THIS DOCUMENT.

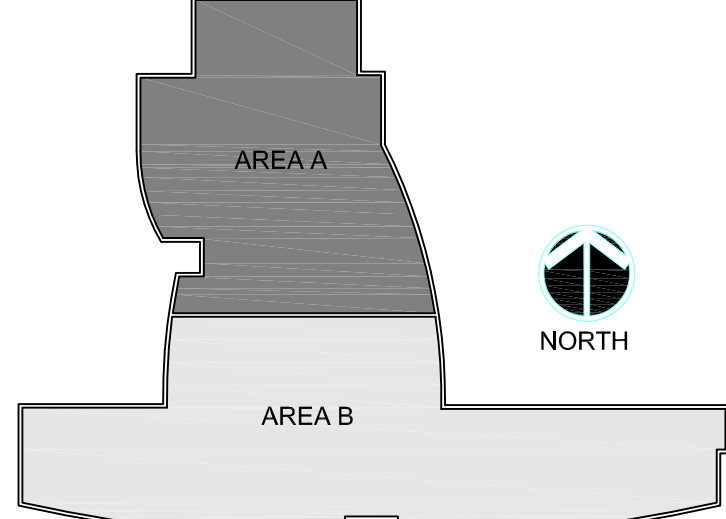
VEGETATION PLAN LEGEND

[Pattern]	SOD AREAS
[Pattern]	SEED AND STRAW MULCH AREAS
[Pattern]	EROSION CONTROL BLANKET AREAS



NORTH CENTRAL JUNIOR HIGH SCHOOL  
180 FOREVERGREEN RD.  
NORTH LIBERTY, IA 52317

IOWA CITY COMMUNITY SCHOOL DISTRICT  
1725 NORTH DODGE ST  
IOWA CITY, IA 52245



ISSUANCE

DESIGN DEVELOPMENT  
03/08/18

PRINCIPAL: VB  
DESIGNER: JO

REVISIONS

NOT FOR CONSTRUCTION

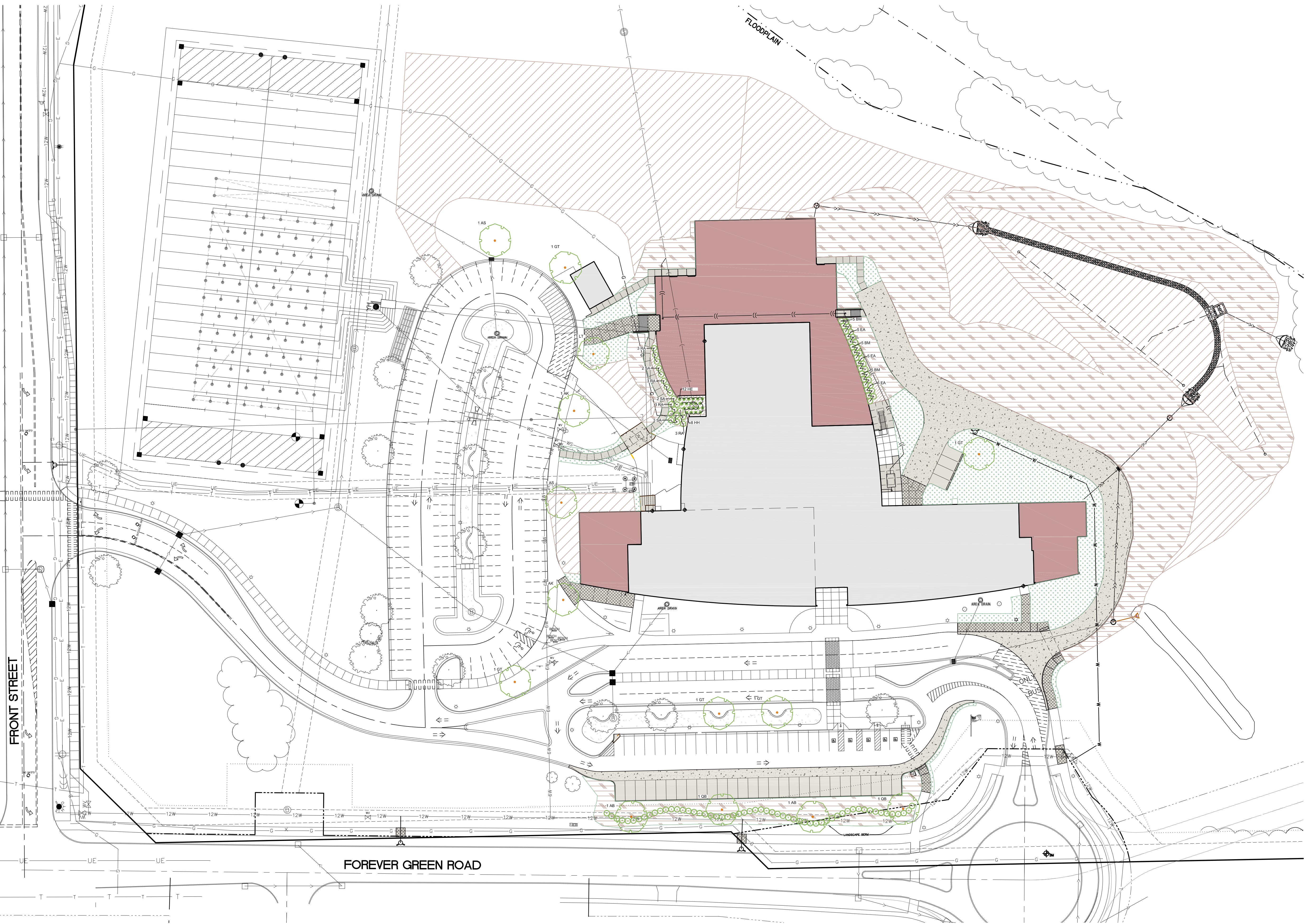
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SITE LANDSCAPE PLAN

L-100

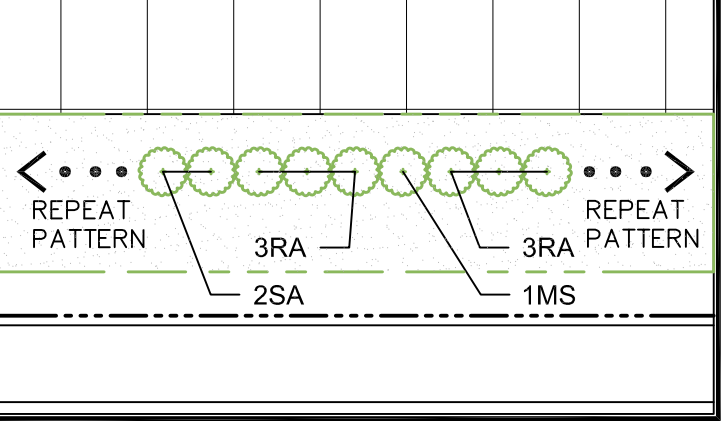


PLANT LIST - TREES

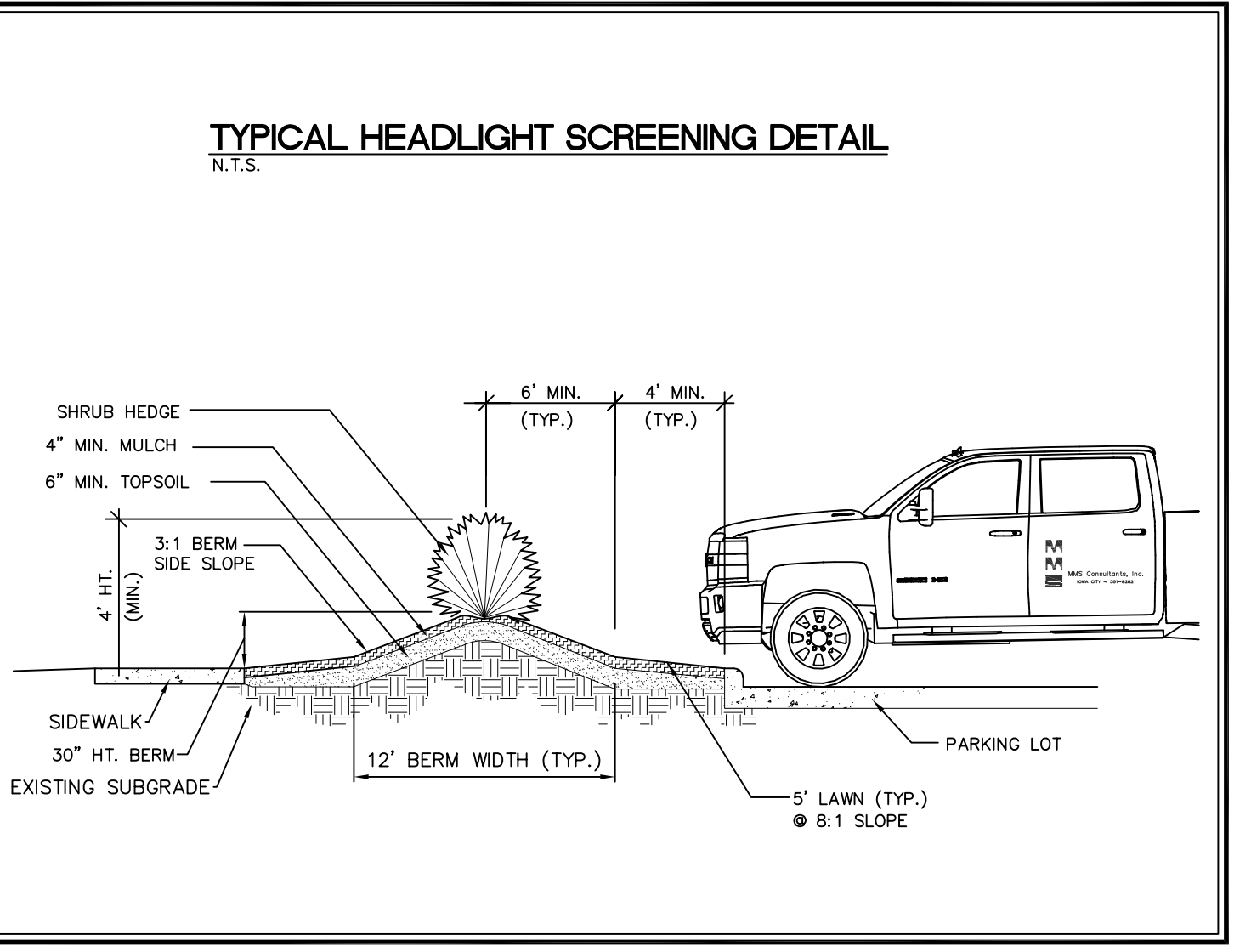
QTY	KEY	BOTANICAL NAME	COMMON NAME	INSTALL SIZE	COMMENT	MATURE SIZE
1	AB	ACER X FREEMANI 'AUTUMN BLAZE'	AUTUMN BLAZE RED MAPLE	2" CAL.	D & B	50' X 50'
1	AK	ACER PLATYFOLIOS 'GRIMON KINF'	GRIMON KINF MAPLE	2" CAL.	D & B	45' X 50'
1	AS	ACER SACCARUM	SUGAR MAPLE	2" CAL.	D & B	70' X 50'
1	BT	SLEPISIA TRIACANTHOS INTERMIS 'SUNDURST'	SUNDURST THORNLESS HONEYLOCUST	2" CAL.	D & B	60' X 50'
1	LT	LIRIODENDRON TULIPIFERA	TULIPTREE	2" CAL.	D & B	80' X 50'
1	OB	QUERCUS BOREALIS	NORTHERN RED OAK	2" CAL.	D & B	70' X 50'

PLANT LIST - SHRUBS, PERENNIALS, ORNAMENTAL GRASSES & GROUNDCOVER

QTY	KEY	BOTANICAL NAME	COMMON NAME	INSTALL SIZE	COMMENT	MATURE SIZE
5	BM	BERBERIS THUNBERGII 'RUBY CARAMEL'	RUBY CARAMEL BERBERY	10" HT.	CONT.	4' X 5'
10	EA	ELONIMUS ALATUS 'COMPACTUS'	COMPACT WINEED ELONIMUS	24" HT.	CONT.	5' X 5'
10	IE	HOSTA SEIGOLDIANA 'ELEGANS'	ELEGANS HOSTA	8" HT.	CONT.	2' X 2'
5	TH	HOSTA 'HONEYBELLS'	HONEYBELL HOSTA	8" HT.	CONT.	15' X 2'
5	MS	MISCANTHUS SINENSIS 'SILVERFEATHER'	SILVER FEATHER MISCANTHUS	24" HT.	CONT.	6' X 4'
5	RA	RIBES ALPIMUM 'GREEN MOUND'	GREEN MOUND ALPINE CURRANT	12" HT.	CONT.	4' X 4'
10	SA	SPIRAEA ANTHONY WATERER	ANTHONY WATERER SPIREA	10" HT.	CONT.	5' X 5'



UTILITIES  
THE CONTRACTOR SHALL NOTIFY IOWA ONE CALL NO LESS THAN 48 HRS. IN ADVANCE OF ANY DIGGING OR EXCAVATION.  
WHERE PUBLIC UTILITY FACILITIES ARE SHOWN AS EXISTING ON THE PLANS OR ENCOUNTERED WITHIN THE CONSTRUCTION AREA, IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO NOTIFY THE OWNERS OF THOSE UTILITIES PRIOR TO THE BEGINNING OF ANY CONSTRUCTION. THE CONTRACTOR SHALL AFFORD ACCESS TO THESE FACILITIES FOR NECESSARY MODIFICATION OF SERVICES. UNDERGROUND FACILITIES, STRUCTURES AND UTILITIES HAVE BEEN PLOTTED FROM AVAILABLE SURVEYS AND RECORDS, AND THEREFORE THEIR LOCATIONS MUST BE CONSIDERED APPROXIMATE ONLY. IT IS POSSIBLE THERE MAY BE OTHERS. THE EXISTENCE OF WHICH IS PRESENTLY NOT KNOWN OR SHOWN. IT IS THE CONTRACTOR'S RESPONSIBILITY TO DETERMINE THEIR EXISTENCE AND EXACT LOCATION AND TO AVOID DAMAGE THEREOF. NO CLAIMS FOR ADDITIONAL COMPENSATION WILL BE ALLOWED TO THE CONTRACTOR FOR ANY INTERFERENCE OR DELAY CAUSED BY SUCH WORK.





Recommended for approval by  
the Planning Commission at  
their regular meeting 5/1/2018.



April 24, 2018

## **Memo**

To: North Liberty Planning Commission  
From: Dean Wheatley, Planning Director  
Subject: Revised Site Plan Approval Request  
(Legal: North Corridor School Addition, Lot 1)

Your North Liberty city staff has reviewed the subject submission, and offer comments presented in this memo. The staff review team includes the following personnel:

Ryan Heiar, City Administrator  
Tracey Mulcahey, Assistant City Administrator  
Tom Palmer, City Building Official  
Scott Peterson, City Attorney  
Kevin Trom, City Engineer  
Dean Wheatley, Planning Director

This is a request from the Iowa City Community School District to approve a revised site plan for the existing North Central Junior High, located at the northeast corner of Front Street and Forevergreen Road. The proposal provides for additional classroom and gymnasium space, as well as additional parking, all identified on the site plan materials.

Traffic issues are an ongoing issue at all of the metro schools, including North Central. School district forecasts show that an additional 248 students may attend North Central when its service area is totally built out, which is likely to take quite a number of years. Unfortunately, site constraints make physical changes for traffic improvements challenging, and none are proposed as part of this site plan, though 28 new parking spaces are planned. In order to better identify the existing and future traffic issues, and to recommend options for improvement, City and School Board staffs have met several times, and ICCSD representatives will attend the meeting to comment. The site is well served by the City's trail and sidewalk systems.

Setbacks exceed the minimum requirements of the district, and storm water management features have been thoughtfully incorporated. The site topography drops substantially to the northeast, toward Muddy Creek, so the additions require quite a lot of grading to create the additional building space needed.

The design of the additions is an attractive modern style with very high masonry content, numerous wall offsets, and roof variety matching the existing building.

Staff recommends approval of the revised site plan.

Note:

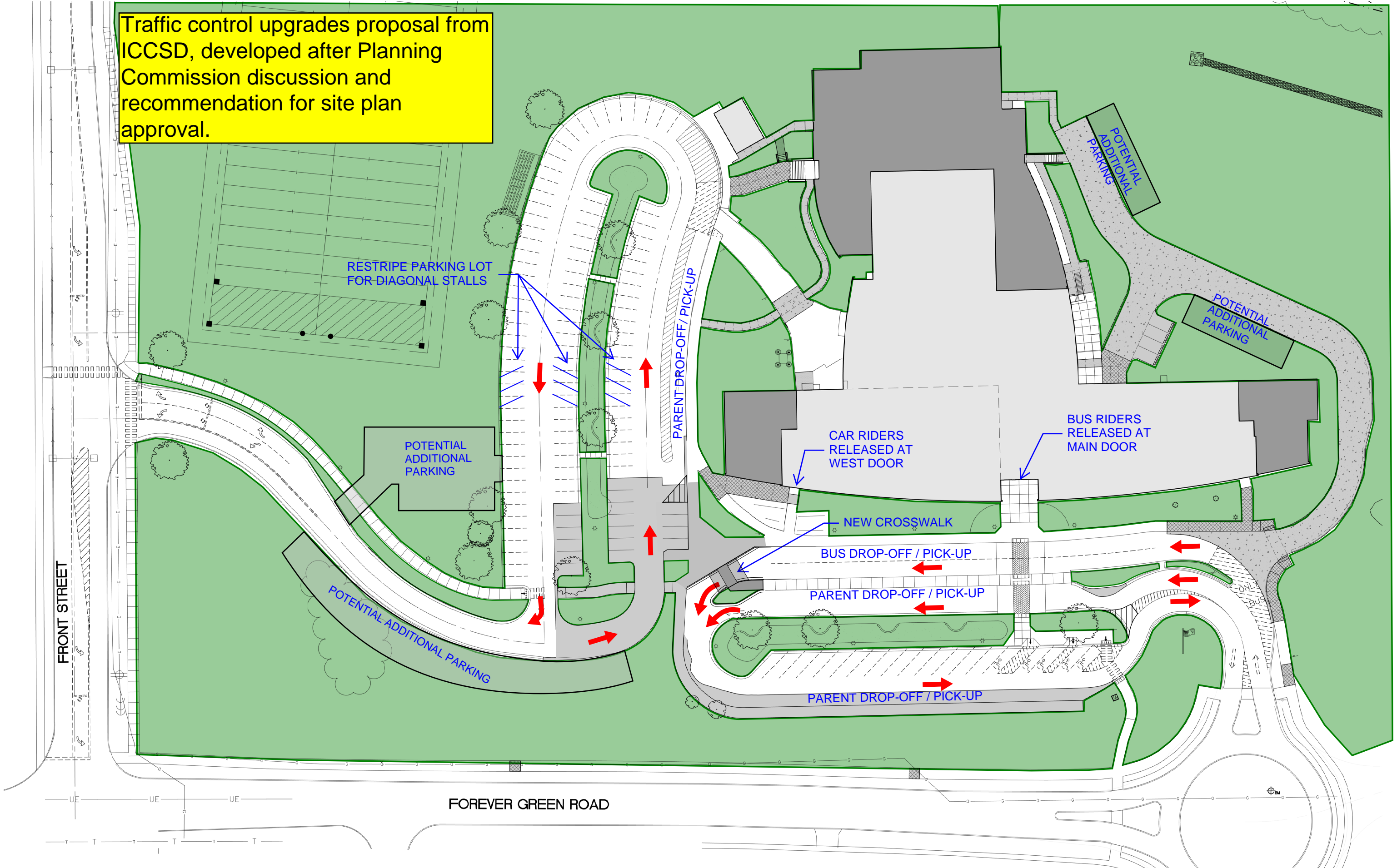
The BMP Agreement will need to be developed and submitted together after site plan approval but



before occupancy is permitted. The BMP (aka SMF) maintenance agreement is required between the Owner and the City for long term maintenance responsibilities of the stormwater management features. The owner is to provide proposed maintenance requirements to the City Engineer in Word format so that the City Attorney can fold them into the standard agreement format.

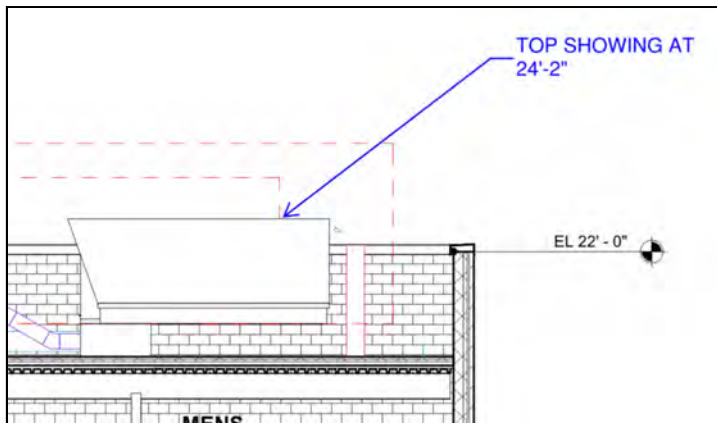
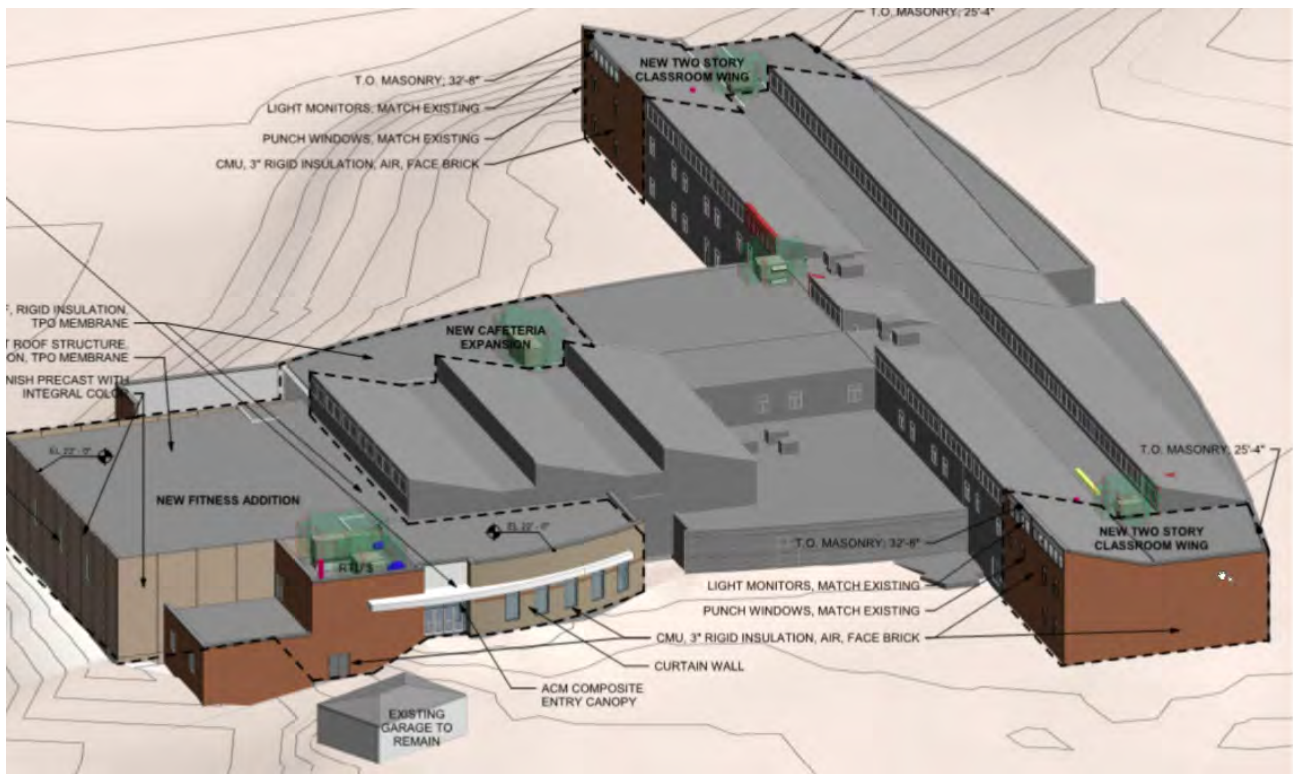


Traffic control upgrades proposal from ICCSD, developed after Planning Commission discussion and recommendation for site plan approval.



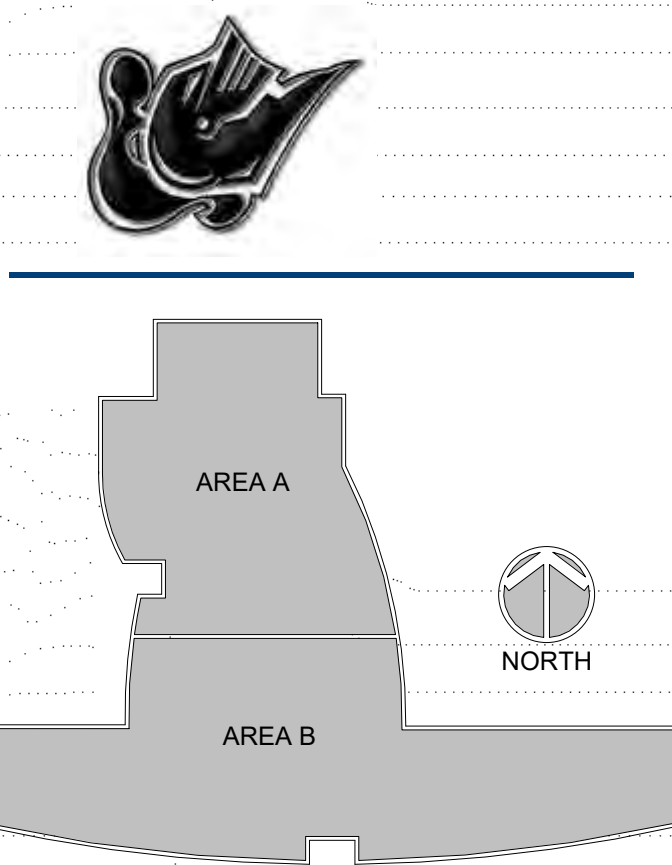
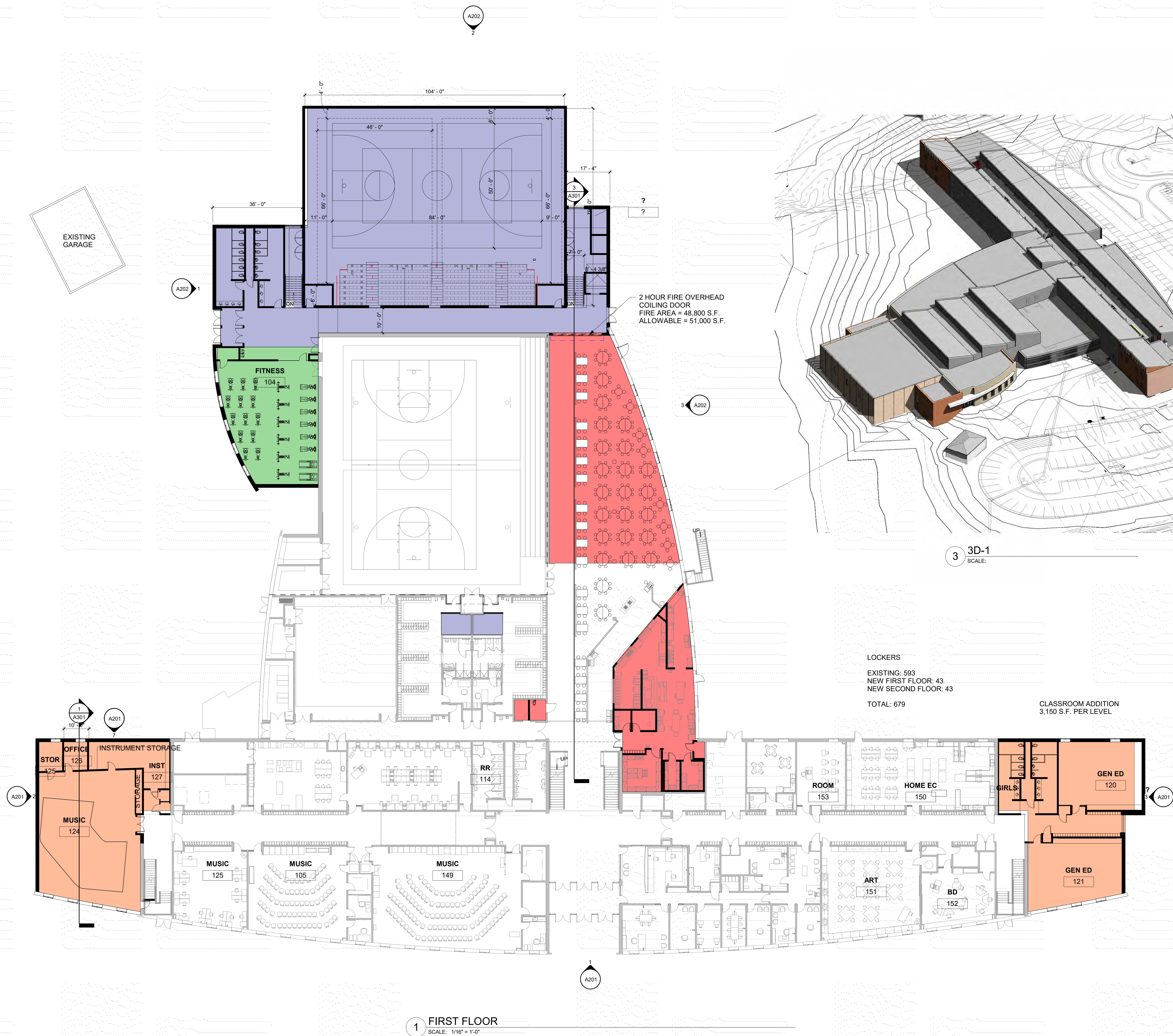
North Central Junior High Vehicular Circulation Modification  
CONCEPT 6b







C:\Users\jon\Documents\17088 - North Central Junior High School\17088\17088.rvt



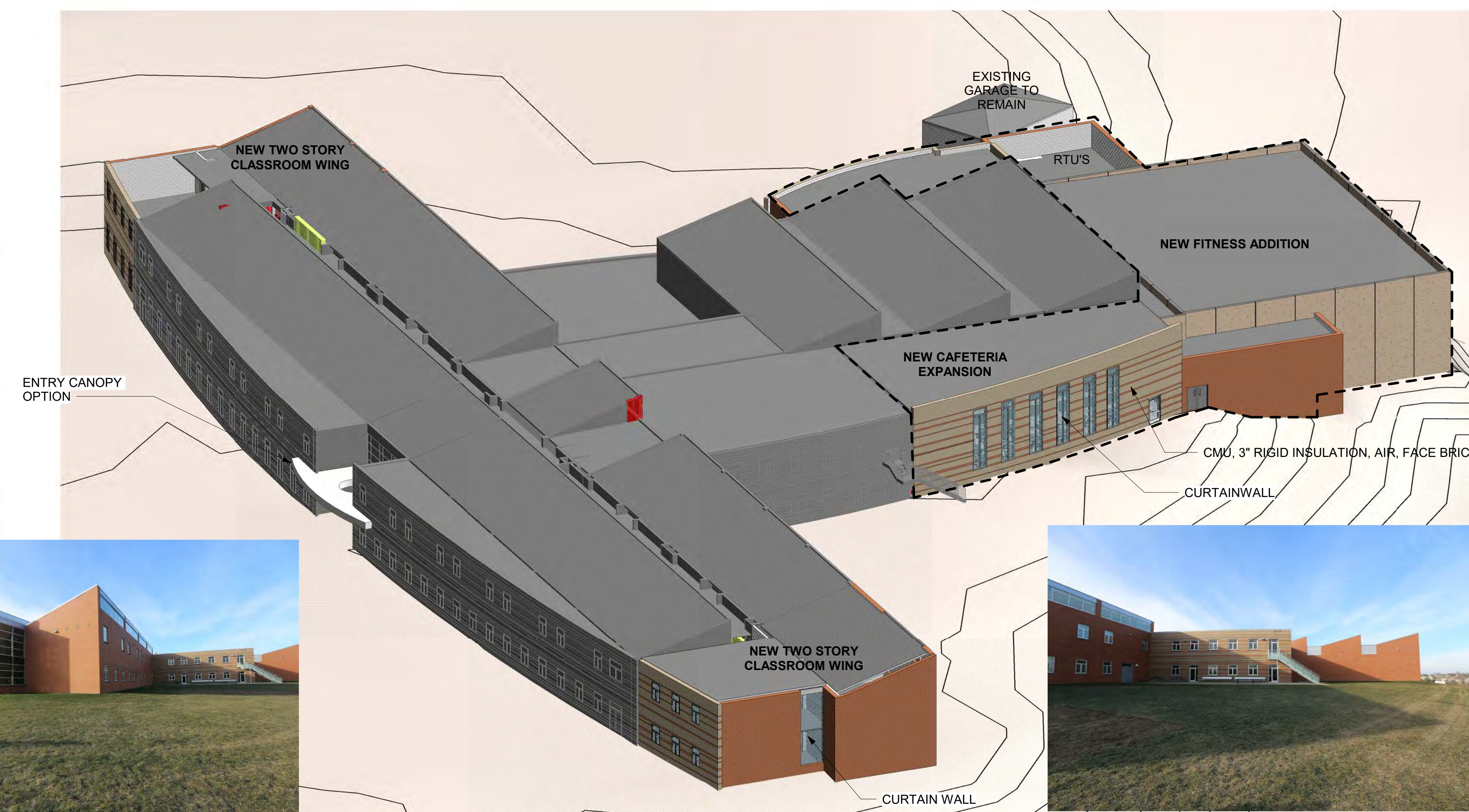
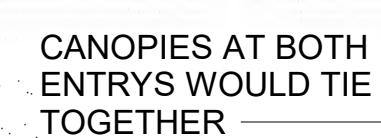
ISSUANCE

DESIGN DEVELOPMENT  
03/08/18

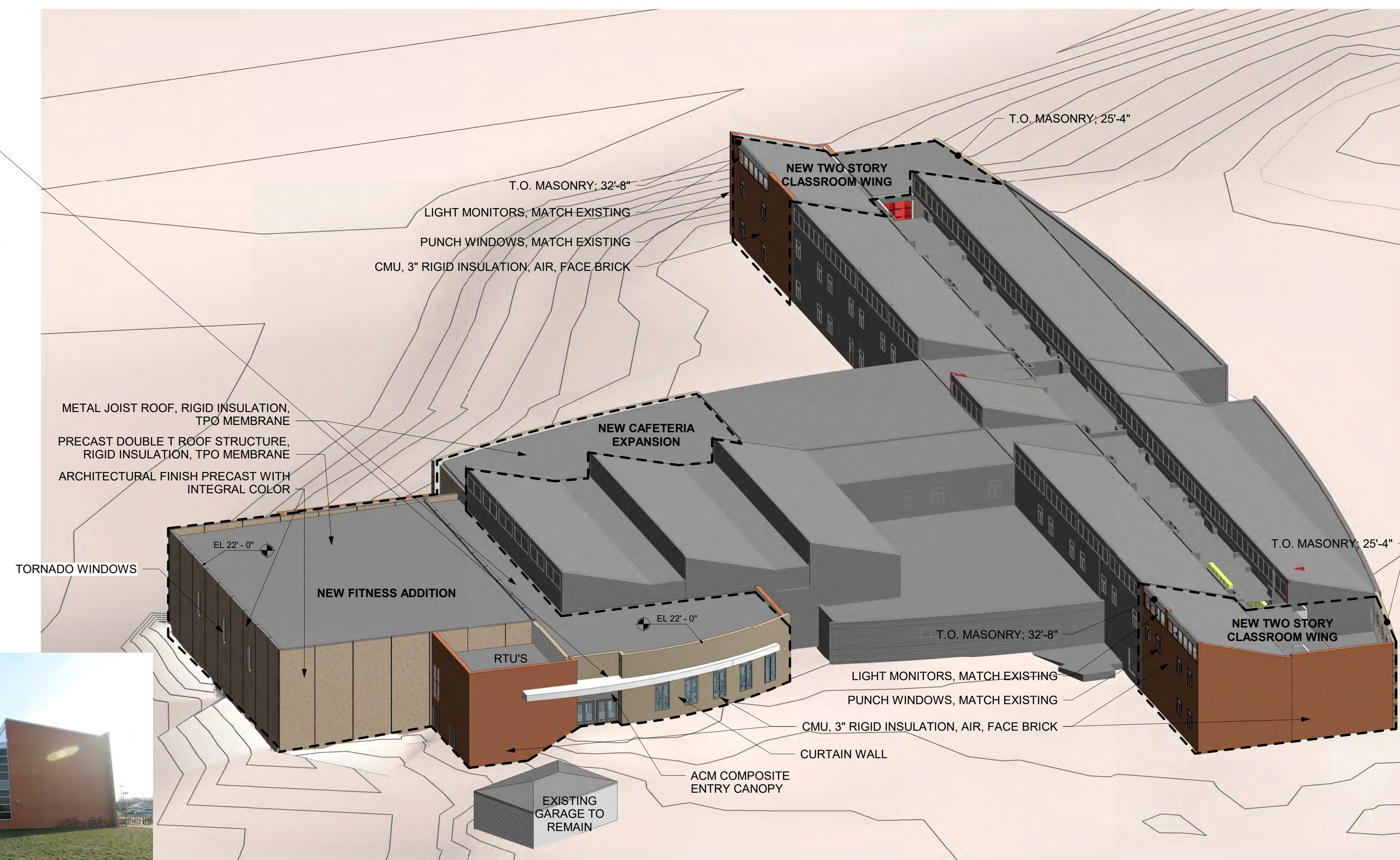
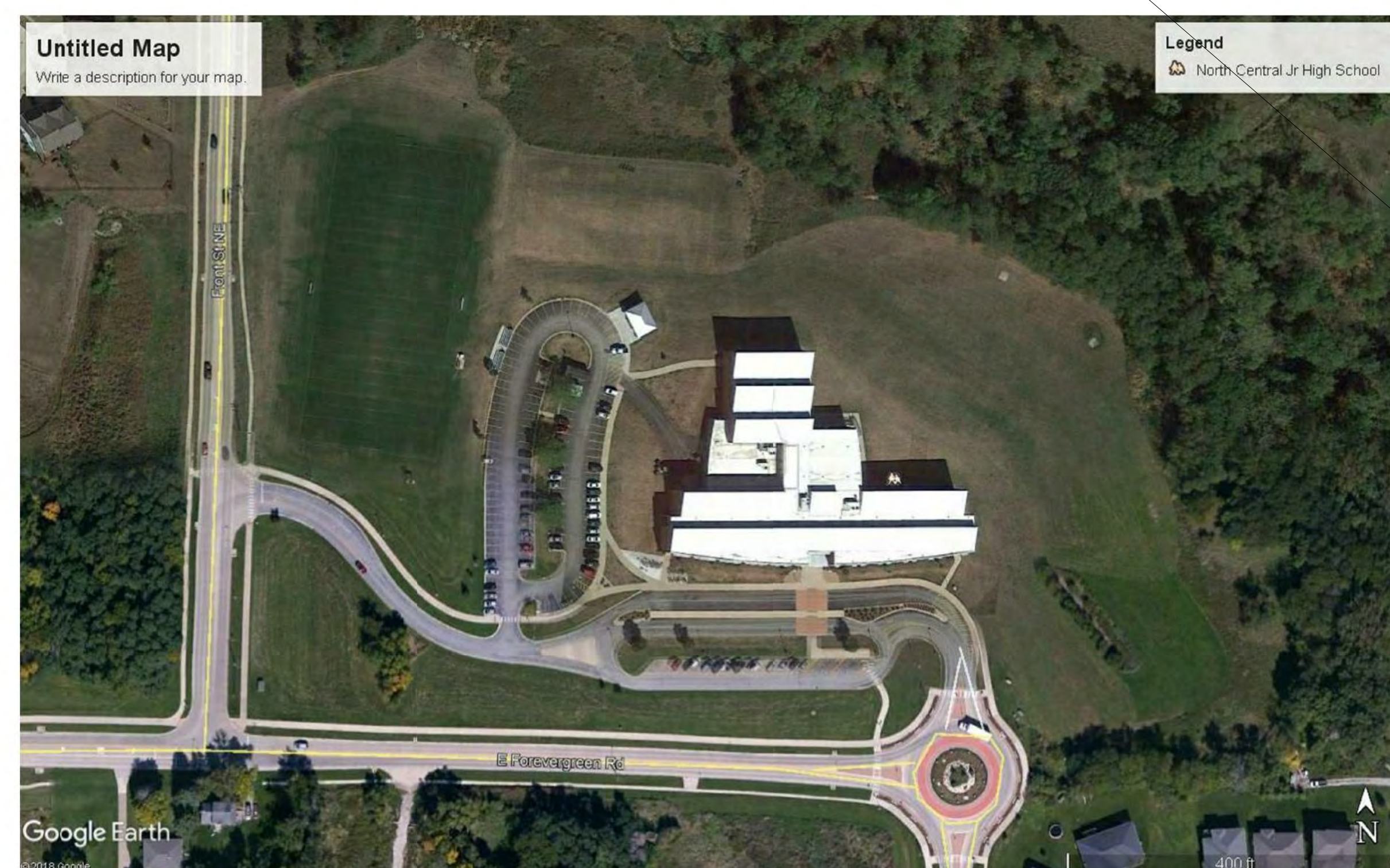
PRINCIPAL VB  
DESIGNER JO

REVISIONS





2 VIEW FROM EAST  
SCALE:



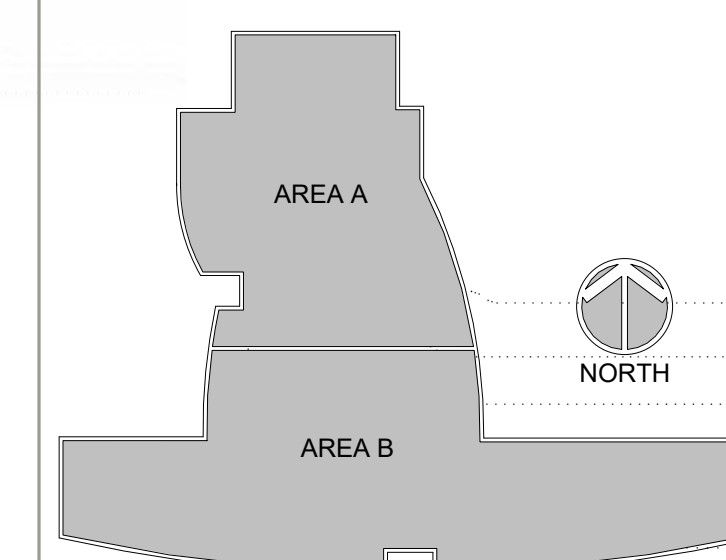
1 VIEW FROM WEST  
SCALE:



**NORTH CENTRAL  
JUNIOR HIGH SCHOOL**  
180 FOREVERGREEN RD

**IOWA CITY COMMUNITY  
SCHOOL DISTRICT**

1725 NORTH DODGE ST  
IOWA CITY, IA 52245



ISSUANCE

**DESIGN DEVELOPMENT**  
03/08/18

PRINCIPAL DESIGNER VB  
JO

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## VIEWS

## A200





TOP OF MASONRY  
TOP OF MASONRY  
- SOUTH  
24' - 10"

Level 2  
12' - 8"

Level 1  
WEST CLASS  
-2' - 4"

1 South Elev  
SCALE: 1/8" = 1'-0"

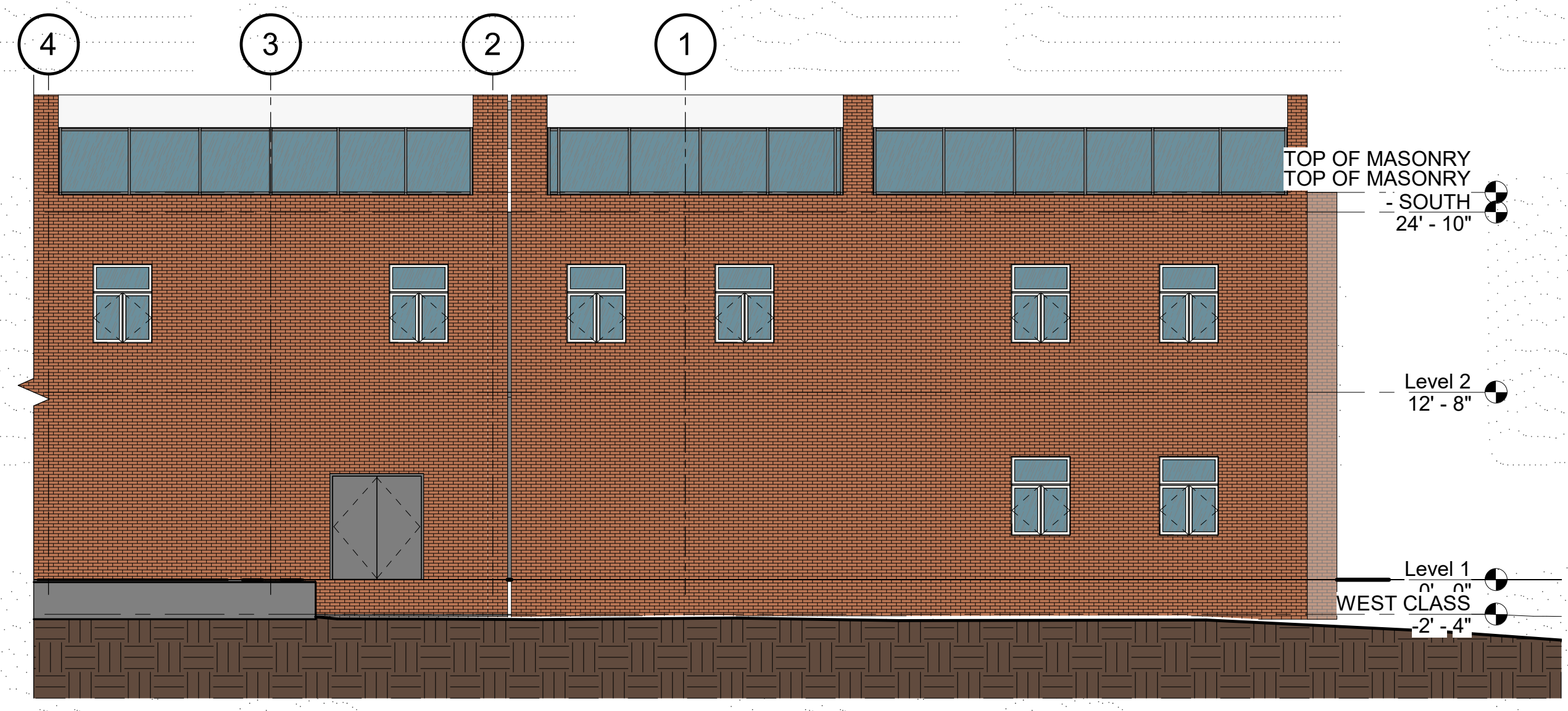


TOP OF MASONRY  
TOP OF MASONRY  
- SOUTH  
24' - 10"

Level 2  
12' - 8"

Level 1  
WEST CLASS  
-2' - 4"

7 SE CLASSROOM NORTH  
SCALE: 1/8" = 1'-0"

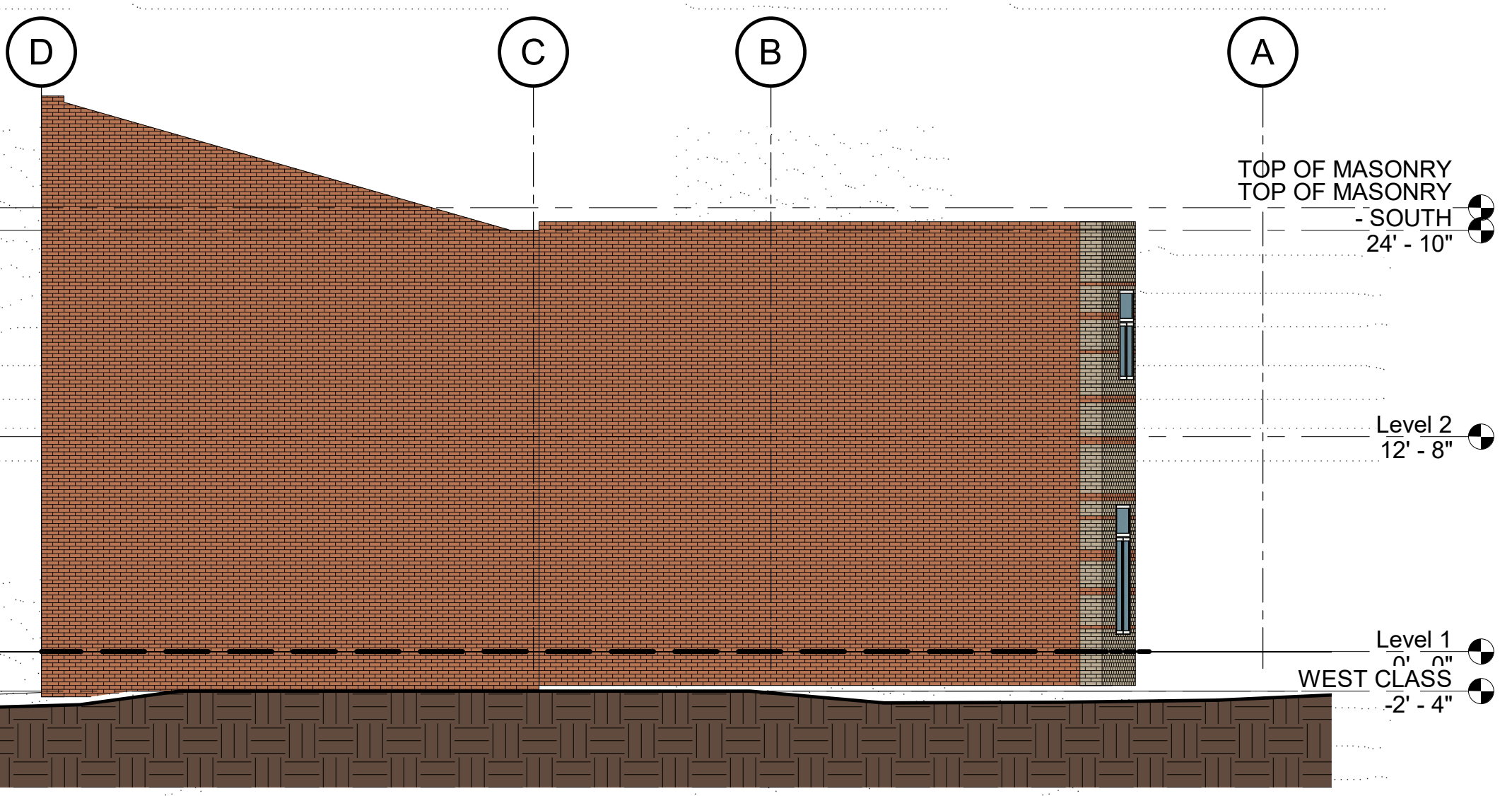


TOP OF MASONRY  
TOP OF MASONRY  
- SOUTH  
24' - 10"

Level 2  
12' - 8"

Level 1  
WEST CLASS  
-2' - 4"

6 SW CLASSROOM NORTH  
SCALE: 1/8" = 1'-0"

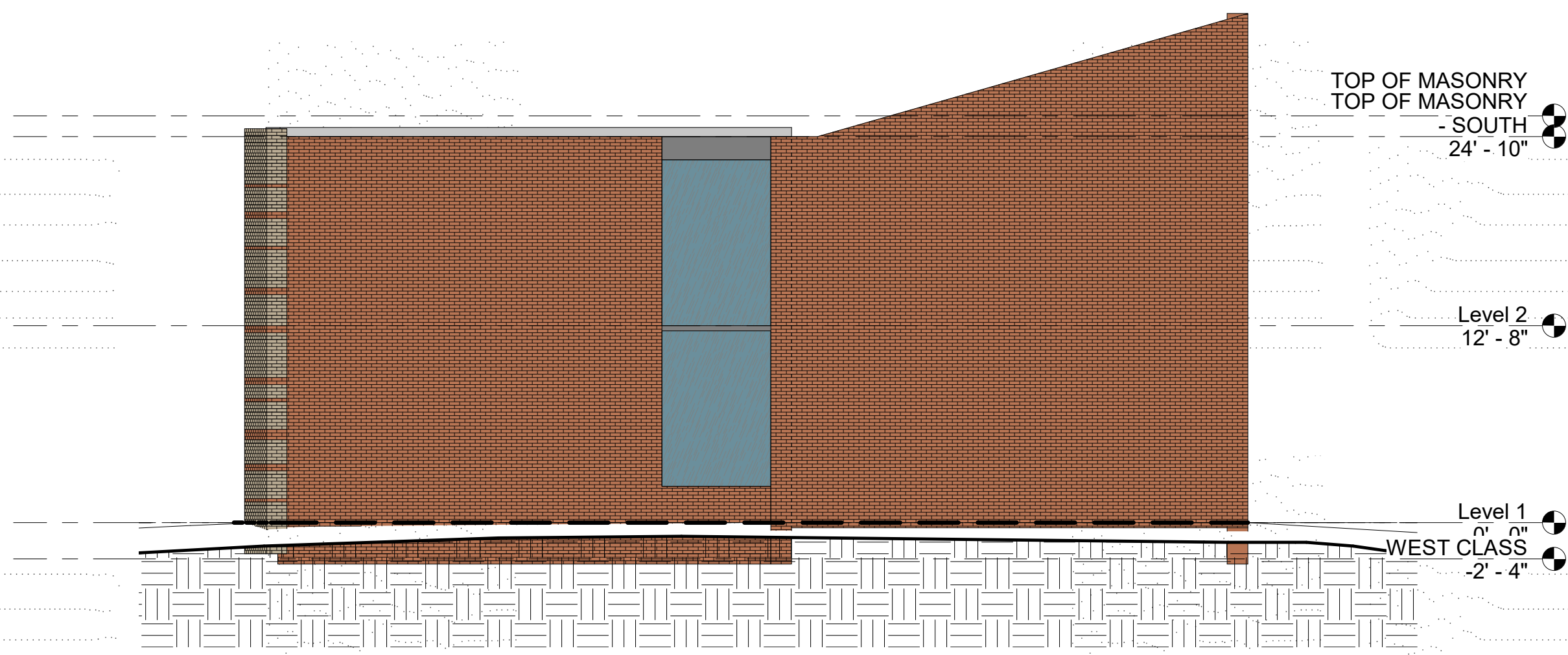


TOP OF MASONRY  
TOP OF MASONRY  
- SOUTH  
24' - 10"

Level 2  
12' - 8"

Level 1  
WEST CLASS  
-2' - 4"

2 WEST ELEVATION - SOUTH  
SCALE: 1/8" = 1'-0"

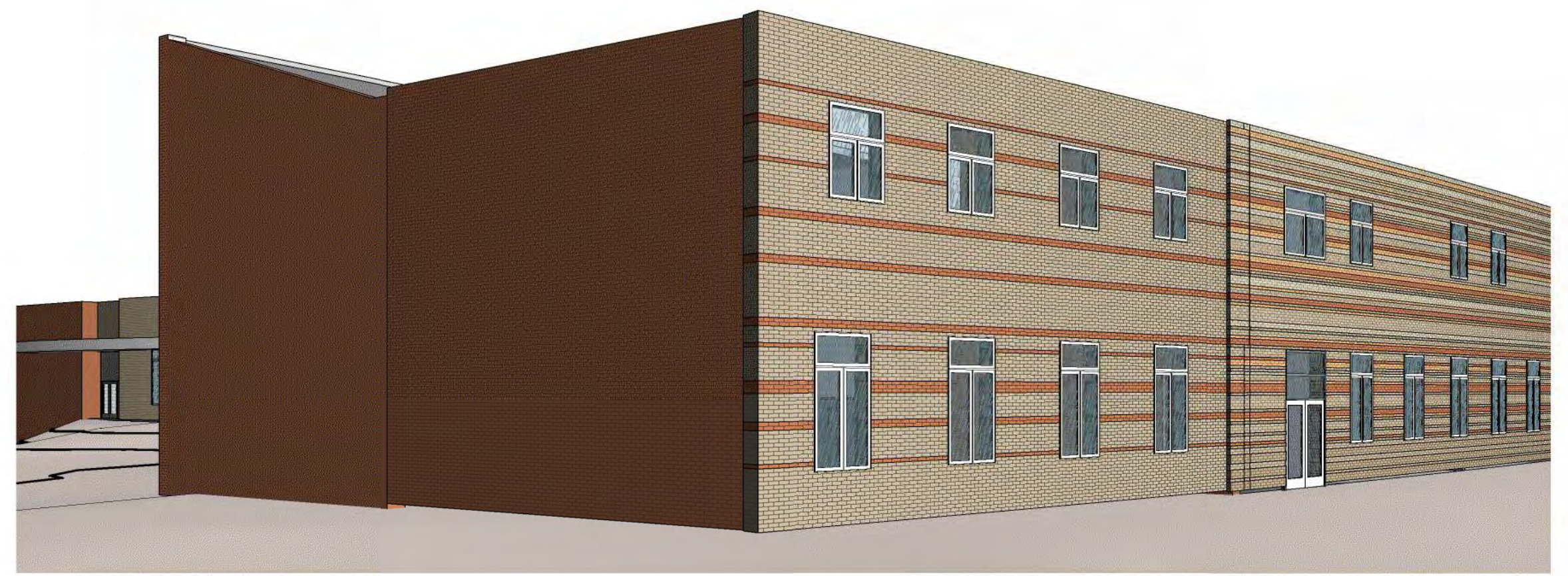


TOP OF MASONRY  
TOP OF MASONRY  
- SOUTH  
24' - 10"

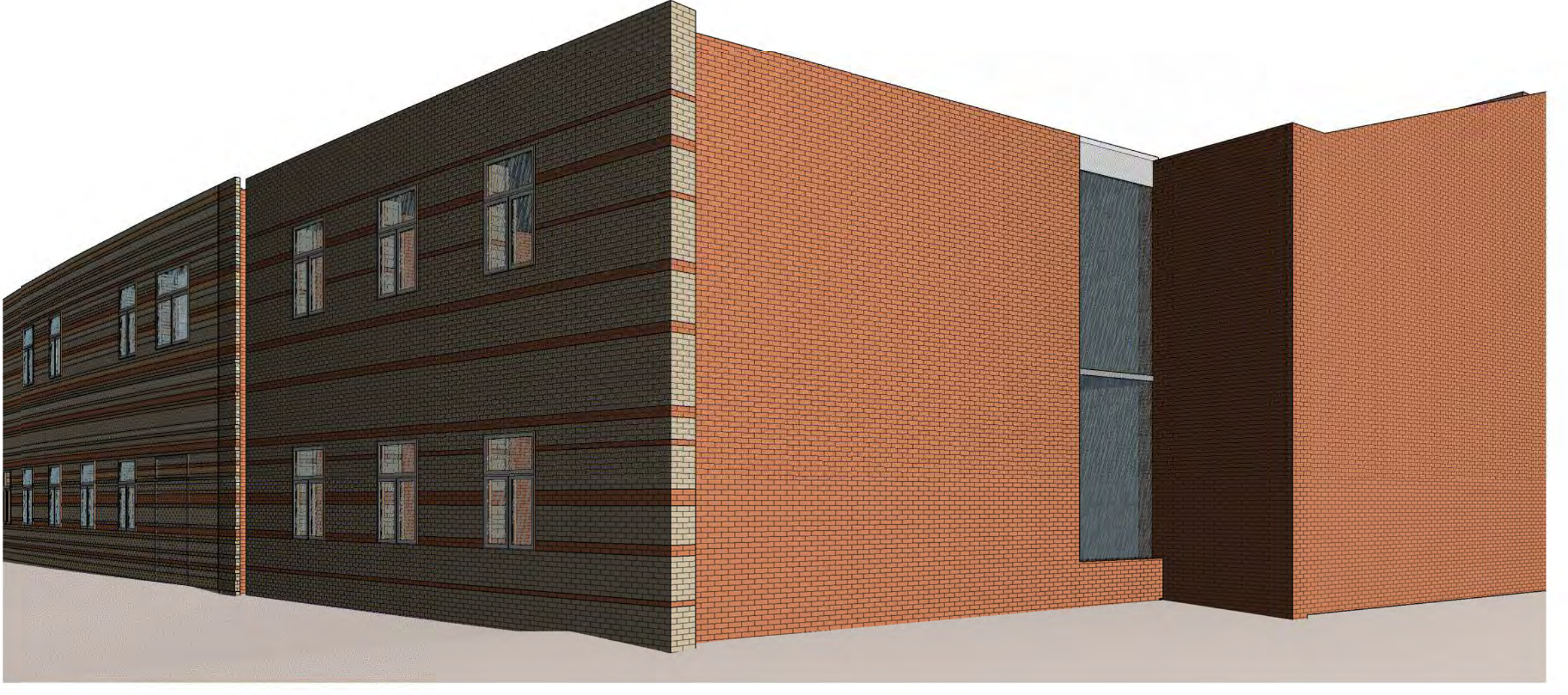
Level 2  
12' - 8"

Level 1  
WEST CLASS  
-2' - 4"

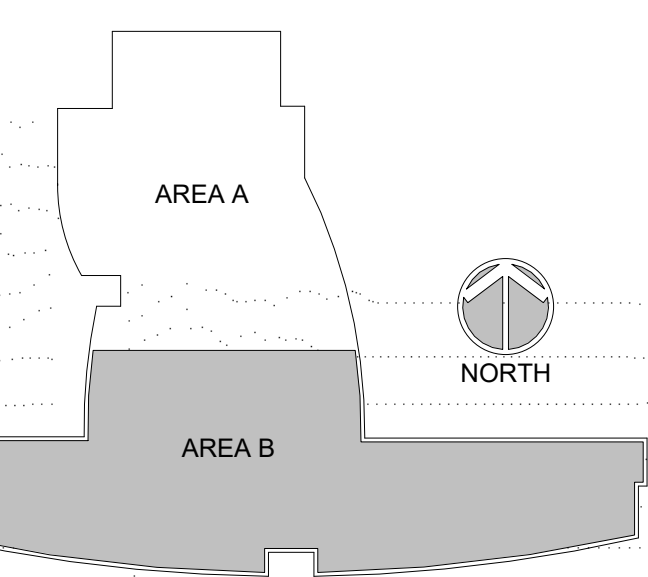
3 EAST ELEVATION - SOUTH  
SCALE: 1/8" = 1'-0"



4 SW CLASSROOM EXTERIOR  
SCALE:



5 SE CLASSROOM EXTERIOR  
SCALE:

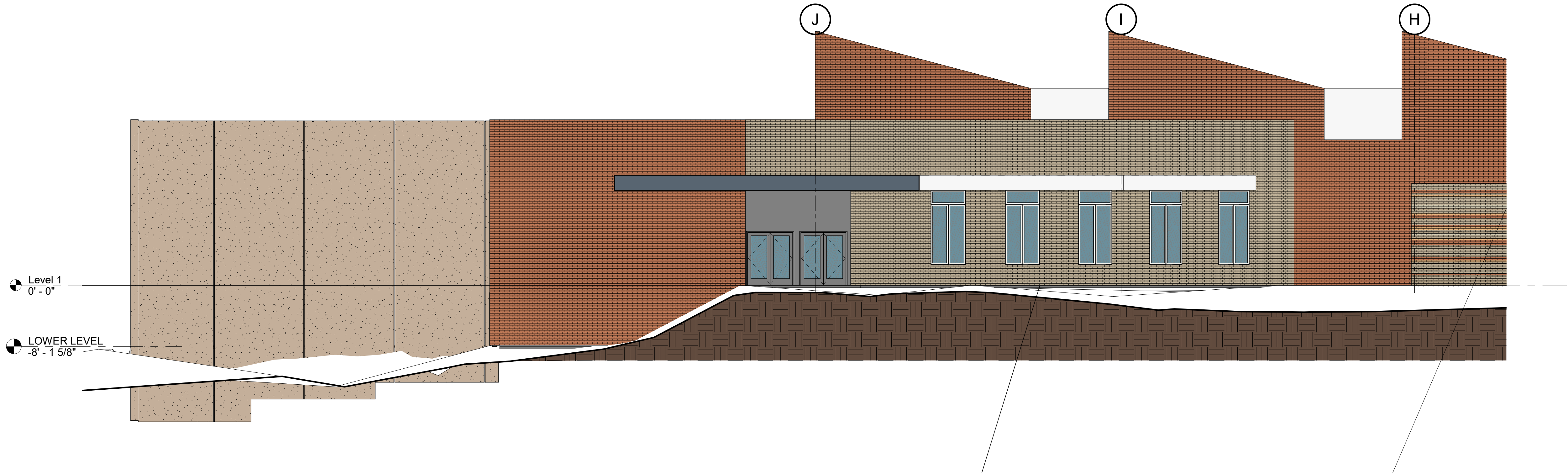


**ISSUANCE**  
**DESIGN DEVELOPMENT**  
03/08/18  
PRINCIPAL VB  
DESIGNER JO

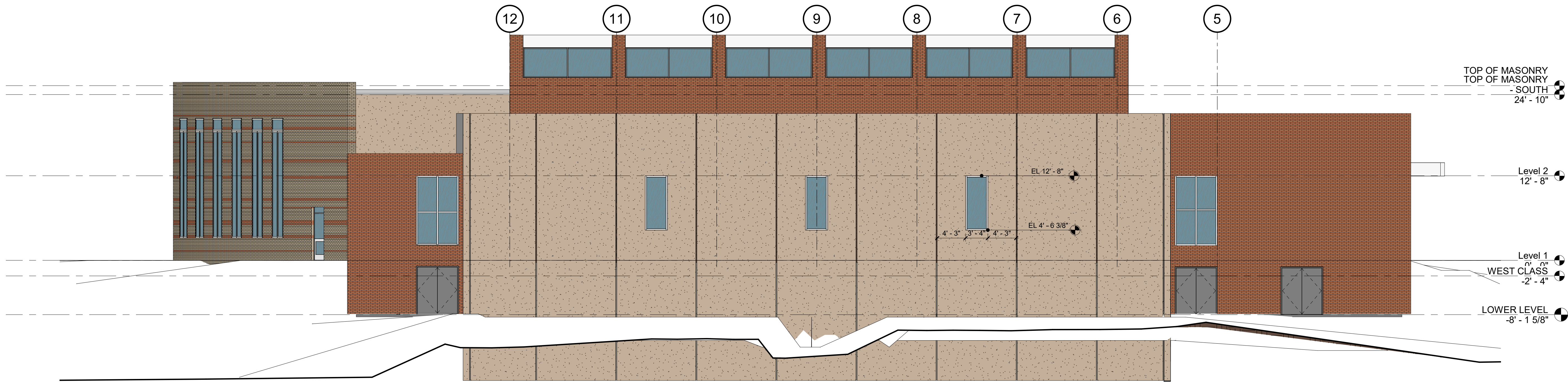
**REVISIONS**



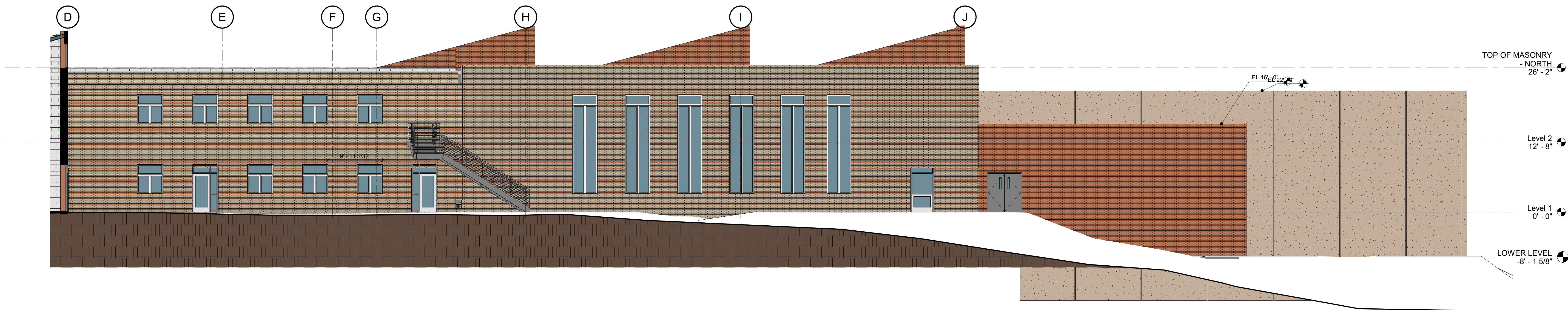
C:\Users\jgm\Documents\17088\_North Central Junior High School\J\_oosterhuis.rvt



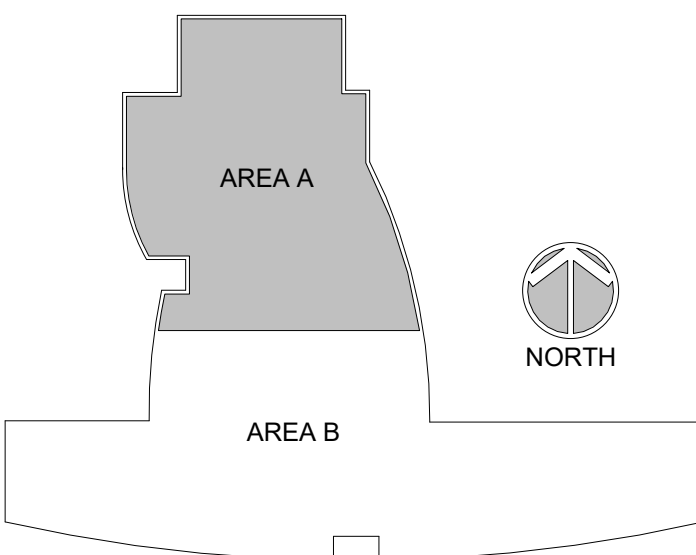
1 WEST ELEVATION - NORTH  
SCALE: 1/8" = 1'-0"



2 NORTH ELEVATION - NORTH  
SCALE: 1/8" = 1'-0"



3 NORTH ADDITON - EAST  
SCALE: 1/8" = 1'-0"



#### ISSUANCE

**DESIGN DEVELOPMENT**  
03/08/18

PRINCIPAL VB  
DESIGNER JO

#### REVISIONS

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PROJECT NUMBER

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**EXTERIOR ELEVATIONS -  
NORTH**

**A202**



**Resolution No. 2018-89**

**RESOLUTION APPROVING THE DEVELOPMENT SITE PLAN  
FOR NORTH CENTRAL JUNIOR HIGH SCHOOL, NORTH  
LIBERTY, IOWA**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH LIBERTY,  
IOWA:**

**WHEREAS**, the owner and applicant, Iowa City Community School District, has filed with the City Clerk a development site plan;

**WHEREAS**, the property is legally described as:

Lot 1 of North Corridor School Addition, to the City of North Liberty, Johnson County, Iowa, in accordance with the recorded plat thereof, in the records of the Johnson County Recorder's Office, containing 59.84 acres and subject to easements and restrictions of record;

**WHEREAS**, said site plan is found to conform with the Comprehensive Plan and the Zoning Ordinance of the City of North Liberty; and

**WHEREAS**, said site plan has been examined by the North Liberty Planning and Zoning Commission, which recommended that the site plan be approved.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of North Liberty, Iowa, does hereby approve the development site plan for North Central Junior High School.

**APPROVED AND ADOPTED** this 12th day of June, 2018.

**CITY OF NORTH LIBERTY:**

---

TERRY L. DONAHUE, MAYOR

ATTEST:

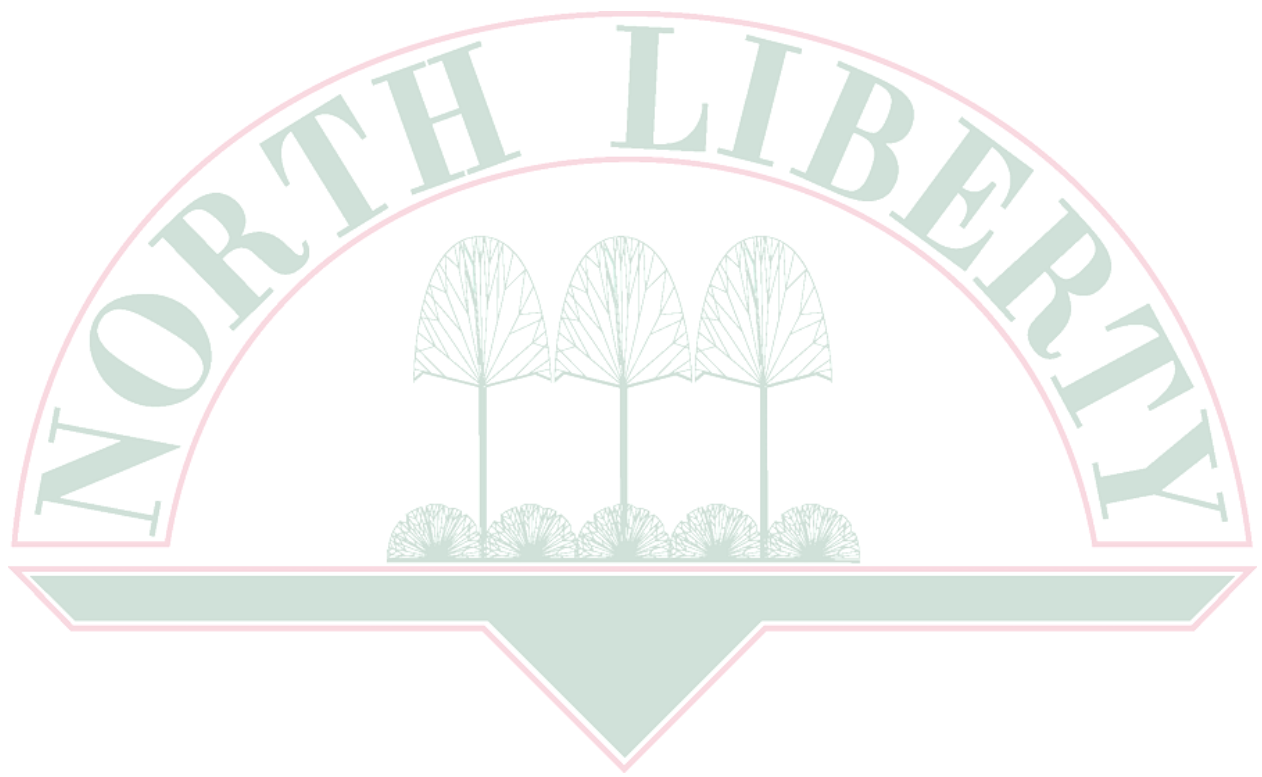
I, Tracey Mulcahey, City Clerk of the City of North Liberty, hereby certify that at a meeting of the City Council of said City, held on the above date, among other proceedings, the above was adopted.

---

TRACEY MULCAHEY, CITY CLERK



# Dog Park



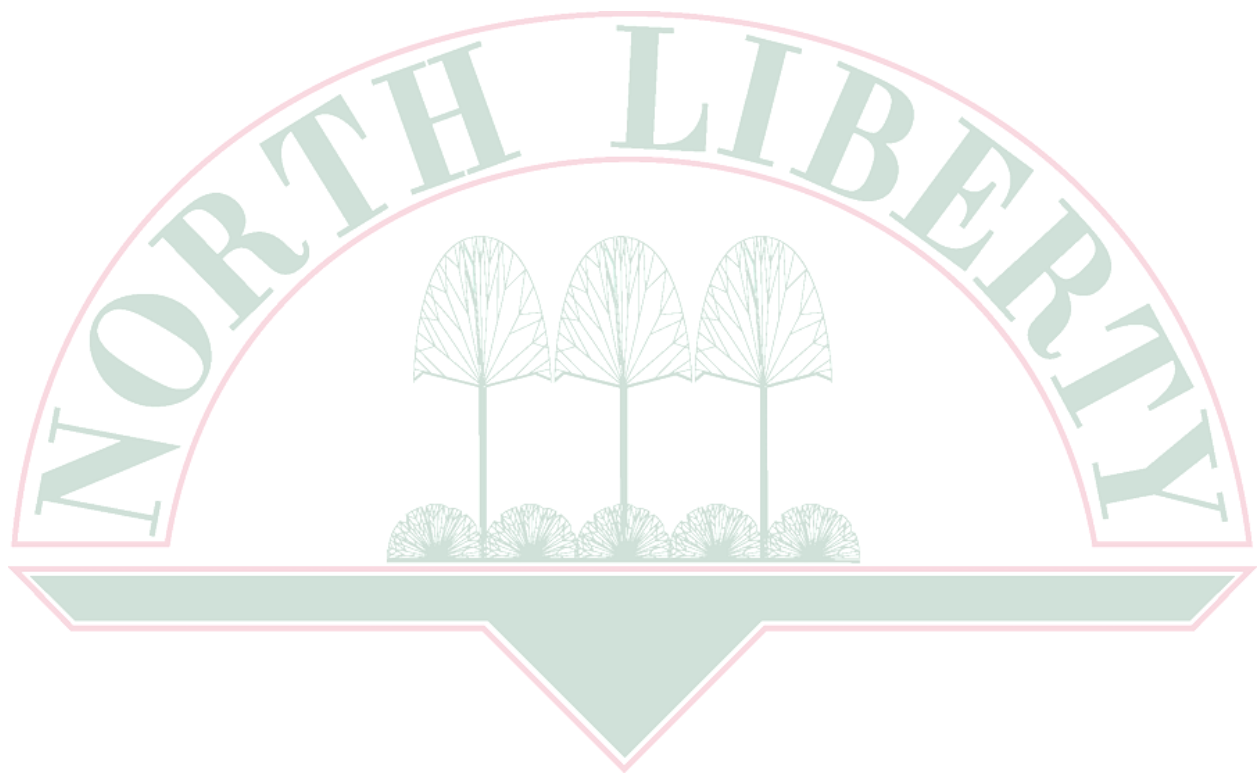




1 inch = 250 feet



# Recreation Center Fees







To: City Council, Park & Recreation Board, and City Administration  
From: Shelly Simpson, Recreation Director  
Re: Recreation Fee Increase Proposal  
Date: April 3, 2018

Recreation Department user fees are being reevaluated due to the following:

- 1) Expenditures are increasingly being subsidized by tax dollars and covered less by direct costs to users of the facility;
- 2) Best practices suggest a comprehensive analysis of user fees on a reoccurring basis,
- 3) The City continues to increase levels of service and make upgrades to an aging facility; and
- 4) The City keeps expanding programs and equipment to meet community demand.

The North Liberty Recreation Center is approaching 21 years of age (Phase I opened to the public in March 1997). No significant membership or daily rate changes have occurred since 2004, when the pools were added. Usage and demand continues to increase with population growth; significant facility maintenance and cleaning expenses have incurred with age. Recently, the Recreation Center has experienced a concerning shift in the balance of user fees versus tax subsidy to cover operational costs, in both the recreation and aquatics budgets. Revenue from user fees is not keeping up with increasing expenses and taxes are being used to subsidize this gap. All that said, staff is recommending the following adjustments to the rate structures and membership fees.

**Daily Fees:** Currently, daily fees vary depending on what area of the facility is to be used (weight & exercise area, pools, or gymnasium) ranging from \$1 to \$4 per visit. Staff is proposing the following rate table for all drop-in use, which would greatly simplify operations:

	Residents	Non-Residents
Adults (age 19-59)	\$4.00	\$5.00
Children (age 3-18)/Seniors (age 60+)	\$3.00	\$4.00

**Track Fees:** Currently, we do not charge for resident indoor track use (non-residents pay an annual fee of \$5). With 32,716 individual uses in calendar year 2017, the data confirms this amenity is a heavily used part of the facility, which then requires daily maintenance. In 2015, nearly \$70,000 was spent to resurface the indoor track. Staff recommendation is to apply the above drop-in rate to indoor track users as well. As an alternative, a monthly or annual track membership could be purchased; a bargain compared to daily rates, yet revenue to help cover the maintenance and upkeep costs.

**Membership Fees:** We strive to accommodate the community by providing membership choices based on what area of the facility is of primary interest. Our memberships are very reasonably priced compared to other facilities in the area and can be purchased on an annual or monthly basis. Memberships are promoted as a better value than paying the daily drop-in fee, with a resident adult breaking even on a Gold Package after only six uses of the exercise equipment per month. For administrative purposes, memberships also allow for more detailed identification of user characteristics and demographics, which assists in tracking the usage of the facility.

**Membership Types:**

Black & Gold:	Access to weight & exercise area, track, pools, open gyms, etc... (all inclusive)
Gold:	Access to weight & exercise area and track only.
Silver:	Access to pools only.
Facility/Track:	Access to track and/or open gym activities.



**Proposed new membership rates:**

Staff recommendation is in black and the red indicates Park Board discussion and recommended changes for the Facility/Track pass. Park Board would like to offer annual rates only to residents at very nominal fees. No other changes were recommended by the Park Board.

		<u>Black &amp;</u>	<u>Gold</u>	<u>Gold or</u>	<u>Silver</u>	<u>Facility /</u>	<u>Track</u>	<u>Facility /</u>	<u>Track</u>
		<u>Resident</u>	<u>Non-res</u>	<u>Resident</u>	<u>Non-res</u>	<u>Resident</u>	<u>Non-res</u>	<u>Resident</u>	<u>Non-res</u>
<b>Monthly</b>	Individual	\$ 54.00	\$ 68.00	\$ 36.00	\$ 45.00	\$ 10.00	\$ 13.00		\$ 13.00
	Child-Student-	\$ 45.00	\$ 56.00	\$ 30.00	\$ 38.00	\$ 5.00	\$ 6.00		\$ 6.00
	Military-Senior								
	Couple	\$ 93.00	\$ 116.00	\$ 62.00	\$ 78.00	\$ 15.00	\$ 19.00		\$ 19.00
	Family	\$ 180.00	\$ 225.00	\$ 120.00	\$ 150.00	\$ 20.00	\$ 25.00		\$ 25.00
	Addtl member	\$ 22.00	\$ 28.00	\$ 15.00	\$ 19.00	\$ 3.00	\$ 4.00		\$ 4.00
<b>Annual</b>	Individual	\$ 324.00	\$ 405.00	\$ 216.00	\$ 270.00	\$ 60.00	\$ 75.00	\$ 10.00	\$ 75.00
	Child-Student-	\$ 270.00	\$ 338.00	\$ 180.00	\$ 225.00	\$ 30.00	\$ 38.00	\$ 5.00	\$ 38.00
	Military-Seniors								
	Couple	\$ 558.00	\$ 698.00	\$ 372.00	\$ 465.00	\$ 90.00	\$ 113.00	\$ 15.00	\$ 113.00
	Family	\$ 1,080.00	\$ 1,350.00	\$ 720.00	\$ 900.00	\$ 120.00	\$ 150.00	\$ 20.00	\$ 150.00
	Addtl member	\$ 135.00	\$ 169.00	\$ 90.00	\$ 113.00	\$ 18.00	\$ 23.00	\$ 3.00	\$ 23.00

**Rate changes:** As outlined in the above table, this proposal simplifies the package offerings. It decreases the cost of annual memberships - in several instances – to be competitive in the market and encourage purchase of longer term packages. The Gold and Silver memberships are priced the same. The Facility/Track package was added as a new option for individuals that only use track and open gym activities; for example, Park Board's recommendation of \$10 annual fee for an adult resident calculates to \$0.03 per day. The \$5 annual fee for a child/senior resident calculates to \$0.01 per day and the family rate of \$20 calculates to \$0.06 per day.

**Financial aid:** Financial aid will continue to be an option for residents that meet requirements. In calendar year 2017, residents received aid in the amount of \$3,746 to cover recreation costs. Income verification is administered through Hawkeye Area Community Action Program (HACAP) Low Income Energy Assistance Program and cross referenced with a chart used by Iowa City School District reduced lunch guidelines. Financial aid applies to annual memberships only and most qualified applicants who receive financial aid pay only 15% of the regular annual fee. For example, the Facility/Track annual, resident, family membership, set at \$20 would only pay \$3.00 for a year.

**Resident versus non-resident:** Our facility is used by both residents and patrons from surrounding areas, with residents considered those who have zip code as 52317. We are proposing to utilize google maps and verify addresses are within City of North Liberty boundaries as residents only in conjunction with this rate change proposal. The level of subsidy for non-resident users should approach zero, as resident taxes should not directly support a service provided to persons who do not pay city taxes. Therefore, it is recommended that non-resident rates are set at 125% of resident fees.

The North Liberty Recreation Center remains community-service-oriented by providing reasonably-priced programs & activities, free community special events, and family-oriented areas of the facility. Staff is proposing to implement the new fee structure at the start of the upcoming fiscal year, which begins July 1, 2018. Thank you for your consideration.

Shelly Simpson, Recreation Director



Recreation Center Fees

CURRENT RATES

Daily Fees:

Exercise	Resident	Non-res		Resident	Non-Res
	Adult \$ 2.00	\$ 3.00	Senior	\$ 1.00	\$ 2.00
Pools	Resident	Non-Res			
	Adult \$ 4.00	\$ 4.00	Child/Senior	\$ 3.00	\$ 3.00
Open Gym Activities			Individual	\$ 2.00	\$ 2.00

Memberships:

	Black & Gold		Gold		Silver	
Monthly	Resident	Non-Res.	Resident	Non-Res.	Resident	Non-Res.
Family	\$ 127.00	\$ 152.00	\$ 90.00	\$ 108.00	\$ 51.00	\$ 61.00
Couple	\$ 75.00	\$ 90.00	\$ 45.00	\$ 54.00	\$ 38.00	\$ 46.00
Individual	\$ 45.00	\$ 54.00	\$ 25.00	\$ 30.00	\$ 25.00	\$ 30.00
Child	\$ -	\$ -	\$ -	\$ -	\$ 15.00	\$ 18.00
Senior Couple	\$ 60.00	\$ 72.00	\$ 35.00	\$ 42.00	\$ 32.00	\$ 38.00
Senior Individual	\$ 36.00	\$ 43.00	\$ 20.00	\$ 24.00	\$ 20.00	\$ 24.00
H.S./College/Military	\$ 36.00	\$ 43.00	\$ 20.00	\$ 24.00	\$ 20.00	\$ 24.00
Additional Member	\$ 8.00	\$ 10.00	\$ -	\$ -	\$ 8.00	\$ 10.00
Annual	Resident	Non-Res.	Resident	Non-Res.	Resident	Non-Res.
Family	\$ 959.00	\$ 1,151.00	\$ 765.00	\$ 918.00	\$ 300.00	\$ 360.00
Couple	\$ 547.00	\$ 656.00	\$ 383.00	\$ 460.00	\$ 225.00	\$ 270.00
Individual	\$ 327.00	\$ 392.00	\$ 213.00	\$ 256.00	\$ 150.00	\$ 180.00
Senior Couple	\$ 438.00	\$ 526.00	\$ 299.00	\$ 359.00	\$ 90.00	\$ 108.00
Senior Individual	\$ 261.00	\$ 313.00	\$ 170.00	\$ 204.00	\$ 188.00	\$ 226.00
H.S./College/Military	\$ 261.00	\$ 313.00	\$ 170.00	\$ 204.00	\$ 120.00	\$ 144.00
Additional Member	\$ 41.00	\$ 49.00	NA	NA	\$ 120.00	\$ 144.00
					\$ 41.00	\$ 49.00

Summer Pool	Resident	Non-Res.
June-August Only		
Family	\$ 153.00	\$ 184.00
Couple	\$ 114.00	\$ 137.00
Individual	\$ 75.00	\$ 90.00
Child	\$ 45.00	\$ 54.00
Senior Couple	\$ 96.00	\$ 115.00
Senior Individual	\$ 60.00	\$ 72.00
H.S./College/Military	\$ 60.00	\$ 72.00
Additional Member	\$ 24.00	\$ 29.00

Track	Resident	Non-Res
Annual		
Individual	\$ -	\$ 5.00

Open Gym Activities		
1 Month	Resident	Non-Res.
Individual	\$ 10.00	\$ 10.00

NEW PROPOSED RATES

Daily Fees:

All-Inclusive		Residents	Non-Res
Drop In Use	Adults	\$ 4.00	\$ 5.00
	Children	\$ 3.00	\$ 4.00

Memberships

	Black & Gold		Gold or Silver		Facility / Track	
Monthly	Resident	Non-Res.	Resident	Non-Res.	Resident	Non-Res.
Adult	\$ 54.00	\$ 68.00	\$ 36.00	\$ 45.00	\$ 10.00	\$ 13.00
Child/Senior/SM	\$ 45.00	\$ 56.00	\$ 30.00	\$ 38.00	\$ 5.00	\$ 6.00
Couple (2 adults)	\$ 93.00	\$ 116.00	\$ 62.00	\$ 78.00	\$ 15.00	\$ 19.00
Family (2 & 2)	\$ 180.00	\$ 225.00	\$ 120.00	\$ 150.00	\$ 20.00	\$ 25.00
Each additional family	\$ 22.00	\$ 28.00	\$ 15.00	\$ 19.00	\$ 3.00	\$ 4.00
Annual	Resident	Non-Res.	Resident	Non-Res.	Resident	Non-Res.
Adult	\$ 324.00	\$ 405.00	\$ 216.00	\$ 270.00	\$ 60.00	\$ 75.00
Child/Senior/SM	\$ 270.00	\$ 338.00	\$ 180.00	\$ 225.00	\$ 30.00	\$ 38.00
Couple (2 adults)	\$ 558.00	\$ 698.00	\$ 372.00	\$ 465.00	\$ 90.00	\$ 113.00
Family (2 & 2)	\$ 1,080.00	\$ 1,350.00	\$ 720.00	\$ 900.00	\$ 120.00	\$ 150.00
Each additional family	\$ 135.00	\$ 169.00	\$ 90.00	\$ 113.00	\$ 18.00	\$ 23.00

Objectives:

- Proposal simplifies operations.
- Higher daily fees promote memberships as better value.
- Memberships provide identification of users.



**Resolution No. 2018-90**

**RESOLUTION APPROVING THE RECREATION FEE STRUCTURE**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH LIBERTY, IOWA:**

**WHEREAS**, Recreation fees have not been updated since 2004;

**WHEREAS**, staff has reviewed the cost of operations to propose an updated fee structure; and

**WHEREAS**, the Parks and Recreation Board has reviewed the proposed fee structure and recommends approval for implementation.

**NOW, THEREFORE, BE IT RESOLVED** that updated Recreation Fee Structure is approved and will go into effect on July 1, 2018.

**APPROVED AND ADOPTED** this 12th day of June, 2018.

CITY OF NORTH LIBERTY:

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TERRY L. DONAHUE, MAYOR

ATTEST:

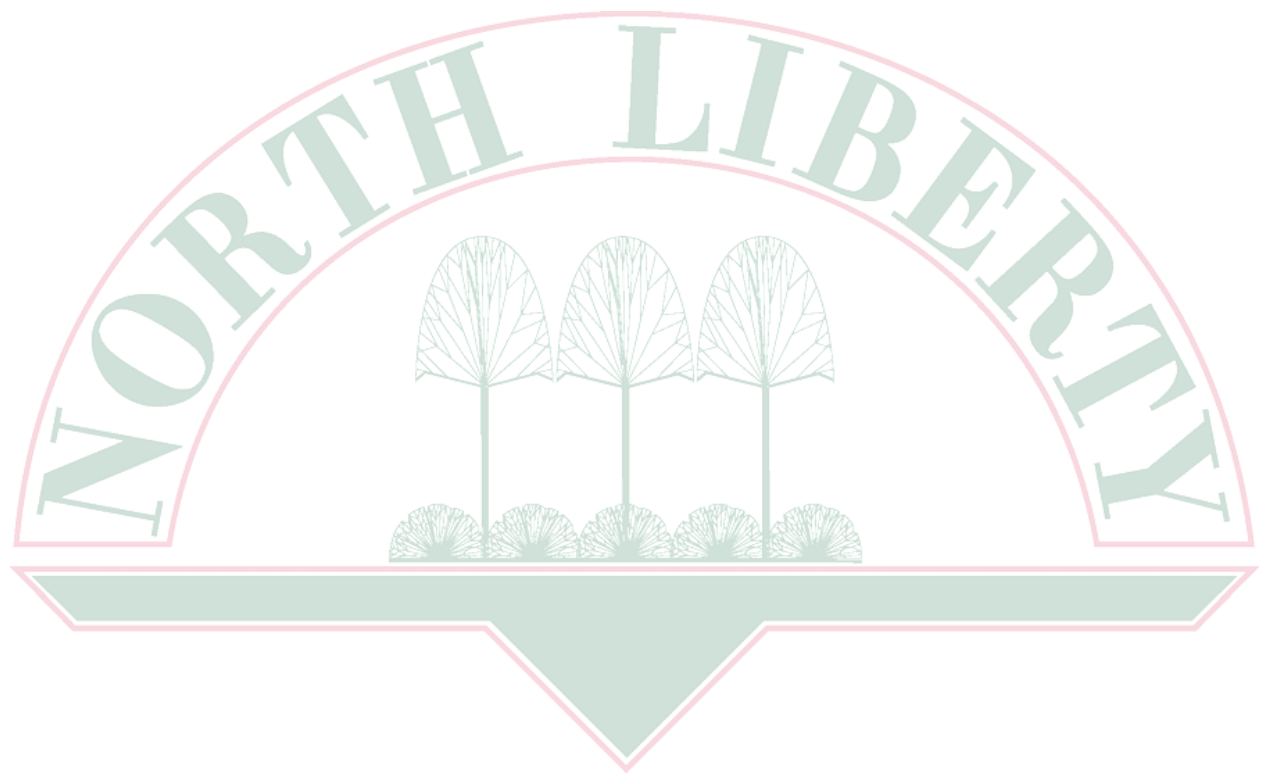
I, Tracey Mulcahey, City Clerk of the City of North Liberty, hereby certify that at a meeting of the City Council of said City, held on the above date, among other proceedings, the above was adopted.

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TRACEY MULCAHEY, CITY CLERK



# Compensation System







To: The Mayor & City Council  
From: Ryan Heiar, City Administrator  
RE: City of North Liberty Compensation Program  
Date: May 7, 2018

### Background

In 2007, the Austin Peters Group, a consulting firm from Overland Park, KS, conducted a compensation and classification study on behalf of the City in order to evaluate wages and salaries and to develop an official compensation program. Prior to that time, the City did not have an established compensation program and as a result, there was very little structure when it came to determining wages and salaries for full and part-time employees. The Council adopted the consultant's recommendations to develop a wage matrix and position scoring system and to make immediate adjustments to numerous positions.

It has been over 10 years since the City's compensation system was established and it has not been reevaluated since that time. Recently, Human Resources Director Deb Hilton surveyed eight comparable cities in Iowa, looking at wages and salaries for similar positions. The cities that were selected (listed below) have similar characteristics to North Liberty including population, a metro area location, fast population growth, and a competitive private and public job market.

Surveyed Cities			
Altoona	Clive	Hiawatha	Marion
Bettendorf	Coralville	Johnston	Waukee

The results of that survey determined that our system has held up pretty well over the years, with the exception of a few positions. The survey also determined that while the City's system has – for the most part – stood the test of time, we are at a point where we need to make some adjustments in order to remain competitive.

Attached is a summary of the survey results, using FY 19 numbers, comparing North Liberty's current salary range by position, the average salary range by position of the surveyed cities, the difference between the two and finally, the recommended adjustment.

This document also provides notes in the far right column indicating the proposed change to the position's pay scale. You will find that most of the positions are recommended for a small change





varying from adjusting the backend of the wage bracket by one or two steps or moving the position up or down one range. There are some significant changes proposed for a handful of positions and those proposed changes are identified below. It should be noted that the intent of the proposed changes is not to adjust so that North Liberty has the highest wages of the comparable cities; rather, the intent is to ensure the city's ability to attract and maintain high quality employees, by having a comparable wage bracket to similar looking municipal markets.

#### **Administrative Assistants**

This position is the one that lags the most when compared to similar cities. North Liberty's wage range for Administrative Assistants is \$32,904-\$46,618, while the average is \$45,744-\$61,935. The recommendation is to move this position from a range 10 to a range 13 with a wage range of \$40,513-\$58,140.

#### **Police and Fire Chiefs**

It was apparent when hiring for the Police Chief position a few years ago and most recently the Fire Chief, that our wage matrix was not adequate for these positions. The average range for a Fire Chief in the surveyed cities is \$94,666-\$133,278 and for Police Chiefs \$98,001-\$137,299. The attachment shows the proposed range for these positions to move from \$79,155-\$112,067 to \$95,631-\$135,084.

#### **Assistant City Administrator/City Clerk**

This position varies from city to city and in some cases has a dual title, for example Assistant City Administrator/City Clerk or Assistant City Administrator/Finance Officer. In other cities they have separate positions and job responsibilities for each. The average salary range for cities surveyed for like positions was \$90,344-\$120,605, compared to our current range of \$79,155 to \$112,067. The recommendation is to adjust this range to \$86,970-\$122,859.

#### **All other Department Heads**

Department Head wage ranges also lagged when compared to the other cities. This was no surprise as we have needed to start our recent department head hires higher in the pay range in order to be competitive. As such, the recommendation is to adjust the department head wage range from \$64,937-\$91,896 to \$80,305-\$113,428.

#### **Police Lieutenant**

When evaluating the Lieutenant position, North Liberty's wage range was again low, with a starting wage approximately \$14,000 lower than the average and the top of the matrix nearly \$20,000 less. The proposal moves the Lieutenant's pay range from \$62,399-\$88,333 to \$74,984-\$107,021.





### Police Sergeant

The average range for police sergeants in comparable cities is \$69,340-\$90,471, approximately \$14,000 higher than the City's range on both ends. The recommendation is to bump the range from \$54,629-\$77,316 to \$65,407-\$92,361. The proposal also includes changing this position from an hourly rate of pay with overtime to a salaried rate of pay.

### City Administrator and Attorney

No changes are proposed. The current compensation program does not have a range for the City Administrator or Attorney and neither does the proposed system. This is fairly standard practice as none of the cities surveyed had a range for the attorney and only two had a range for the city administrator (Altoona and Marion).

### What will this cost?

The majority of full time employees (54) will not see a larger wage increase in FY 19 with the proposed updates. The remaining 26 employees will see a larger increase because:

- the employee is at the top of his or her range and the range is expanding; or
- the employee is moving up in pay ranges.

The positions that would see a larger wage increase in FY 19 as a result of the proposed updates include: Police Chief, Police Lieutenant, Fire Chief, Assistant Fire Chiefs, Building Official, Building Inspector 1, Administrative Assistants, Assistant Library Director, Parks Director, Parks Maintenance Worker III, Recreation Director, Custodial Supervisor, HR/Legal Assistant, HR Director, Street Superintendent, Laborer III, Water Superintendent, Water Operator II. A breakdown of costs by department is shown in the chart to the right.

\*Note: In a few cases the increase will be split over two years.

### Summary

Evaluating a compensation system can be a difficult task as there are many variables to sort out, and while comparing job descriptions and pay ranges from various comparable cities is a useful and valid tool, it should be noted that no two cities are identical. Positions, job responsibilities and ultimately pay will vary

Summary of Costs			
Costs by Department	# of positions	FY 19	FY 20
Police	4	\$5,158	\$0
Fire	3	\$2,591	\$905
Building	3	\$2,101	\$0
Library	1	\$1,186	\$0
Parks	1	\$811	\$0
Recreation	4	\$5,512	\$2,995
Planning	1	\$811	\$0
Administration	5	\$7,946	\$2,995
Communications	0	\$0	\$0
Streets	2	\$1,893	\$1,082
Water	2	\$1,352	\$0
Wastewater	0	\$0	\$0
<b>Total</b>	<b>26</b>	<b>\$29,361</b>	<b>\$7,977</b>
Costs by Fund			
General Fund	22	\$26,116	\$6,895
RUT	2	\$1,893	\$1,082
Water	2	\$1,352	\$0
Wastewater	0	\$0	\$0
<b>Total</b>	<b>26</b>	<b>\$29,361</b>	<b>\$7,977</b>





depending on the city's needs and expectations. That said, I believe our compensation program has served us well over the last decade and will continue to do so into the future, subject to the proposed changes identified in this memo and attachments.

I am recommending approval of the revised compensation program with an implementation date of July 1, 2018.

**Attachments**

- Summary of Survey Results
- FY 19 Wage Matrix; Status Quo
- FY 19 Wage Matrix; Proposed
- Proposed Compensation Program & Policy



## Summary of Compensation Survey Results

Position		Minimum	Maximum	Notes
Police Chief	North Liberty	\$79,155	\$112,067	
	Average	\$98,001	\$137,299	Move pay range
	Difference	(\$18,846)	(\$25,232)	from 25 to 27
	<b>Recommendation</b>	<b>\$95,631</b>	<b>\$135,084</b>	
Police Lieutenant	North Liberty	\$62,399	\$88,333	
	Average	\$77,283	\$107,907	Move pay range
	Difference	(\$14,884)	(\$19,574)	from 22 to 24
	<b>Recommendation</b>	<b>\$74,984</b>	<b>\$107,021</b>	
Police Sergeant	North Liberty	\$54,629	\$77,316	Move pay range
	Average	\$69,340	\$90,471	from 20 to 22;
	Difference	(\$14,711)	(\$13,155)	position goes from
	<b>Recommendation</b>	<b>\$65,407</b>	<b>\$92,361</b>	hourly to salary
Police Administrative Asst. I	North Liberty	\$32,904	\$46,618	Limited Data - Move
	Average	-	-	pay range from 10
	Difference	-	-	to 13
	<b>Recommendation</b>	<b>\$40,513</b>	<b>\$58,140</b>	
Police Administrative Asst. II	North Liberty	\$41,494	\$58,714	
	Average	\$45,530	\$62,081	Move pay range
	Difference	(\$4,036)	(\$3,367)	from 14 to 15
	<b>Recommendation</b>	<b>\$46,901</b>	<b>\$66,183</b>	
Fire Chief	North Liberty	\$79,155	\$112,067	
	Average	\$94,666	\$133,278	Move pay range
	Difference	(\$15,510)	(\$21,210)	from 25 to 27
	<b>Recommendation</b>	<b>\$95,631</b>	<b>\$135,084</b>	
Asst. Fire Chief (P/T positions)	North Liberty	\$51,620	\$72,644	
	Average	\$72,921	\$103,782	Move pay range
	Difference	(\$21,301)	(\$31,138)	from 20 to 22
	<b>Recommendation</b>	<b>\$65,407</b>	<b>\$92,361</b>	
Building Official	North Liberty	\$64,937	\$91,896	
	Average	\$81,706	\$108,431	Move pay range
	Difference	(\$16,769)	(\$16,534)	from 23 to 25
	<b>Recommendation</b>	<b>\$80,305</b>	<b>\$113,428</b>	
Building Inspector I	North Liberty	\$44,745	\$63,324	Pay range remains
	Average	\$50,299	\$65,351	the same but is
	Difference	(\$5,555)	(\$2,027)	adjusted 2 steps.
	<b>Recommendation</b>	<b>\$46,901</b>	<b>\$66,183</b>	
Building Inspector II	North Liberty	\$52,488	\$74,276	Pay range remains
	Average	\$58,168	\$73,613	the same but is
	Difference	(\$5,680)	\$662	adjusted 1 step.
	<b>Recommendation</b>	<b>\$53,737</b>	<b>\$75,845</b>	
Storm Water Coordinator	North Liberty	\$52,488	\$74,276	Pay range remains
	Average	\$60,452	\$73,660	the same but is
	Difference	(\$7,963)	\$615	adjusted 1 step.
	<b>Recommendation</b>	<b>\$53,737</b>	<b>\$75,845</b>	
Rental Inspector/Code Enforcement Officer	North Liberty	\$44,745	\$63,324	Pay range remains
	Average	\$52,294	\$72,577	the same but is
	Difference	(\$7,549)	(\$9,253)	adjusted 2 steps.
	<b>Recommendation</b>	<b>\$46,901</b>	<b>\$66,183</b>	
Building Administrative Asst.	North Liberty	\$32,904	\$46,618	
	Average	\$45,744	\$61,935	Move pay range
	Difference	(\$12,840)	(\$15,317)	from 10 to 13
	<b>Recommendation</b>	<b>\$40,513</b>	<b>\$58,140</b>	



Position		Minimum	Maximum	Notes
Library Director	North Liberty	\$64,937	\$91,896	Move pay range from 23 to 25
	Average	\$82,946	\$119,807	
	Difference	(\$18,009)	(\$27,910)	
	<b>Recommendation</b>	<b>\$80,305</b>	<b>\$113,428</b>	
Asst. Library Director	North Liberty	\$58,514	\$83,985	Move pay range from 21 to 22
	Average	\$69,035	\$99,427	
	Difference	(\$10,520)	(\$15,442)	
	<b>Recommendation</b>	<b>\$65,407</b>	<b>\$92,361</b>	
Adult Services Librarian	North Liberty	\$44,745	\$63,324	Pay range remains the same but is adjusted 2 steps.
	Average	\$52,610	\$59,055	
	Difference	(\$7,865)	\$4,269	
	<b>Recommendation</b>	<b>\$46,901</b>	<b>\$66,183</b>	
Youth & Teen Services Librarian	North Liberty	\$44,745	\$63,324	Pay range remains the same but is adjusted 2 steps.
	Average	\$53,018	\$71,721	
	Difference	(\$8,273)	(\$8,397)	
	<b>Recommendation</b>	<b>\$46,901</b>	<b>\$66,183</b>	
Program & Marketing Coordinator	North Liberty	\$44,745	\$63,324	Limited Data - Pay range remains the same but is adjusted 2 steps.
	Average	\$45,818	\$66,190	
	Difference	(\$1,074)	(\$2,866)	
	<b>Recommendation</b>	<b>\$46,901</b>	<b>\$66,183</b>	
Technology Services Librarian	North Liberty	\$44,745	\$63,324	Pay range remains the same but is adjusted 2 steps.
	Average	\$53,451	\$74,691	
	Difference	(\$8,706)	(\$11,367)	
	<b>Recommendation</b>	<b>\$46,901</b>	<b>\$66,183</b>	
Collection Development Librarian	North Liberty	\$41,494	\$58,714	Pay range remains the same but is adjusted 2 steps.
	Average	\$49,060	\$68,438	
	Difference	(\$7,566)	(\$9,724)	
	<b>Recommendation</b>	<b>\$43,494</b>	<b>\$61,396</b>	
Family Services Librarian	North Liberty	\$44,745	\$63,324	Limited Data - Pay range remains the same but is adjusted 2 steps.
	Average	\$47,683	\$69,182	
	Difference	(\$2,938)	(\$5,858)	
	<b>Recommendation</b>	<b>\$46,901</b>	<b>\$66,183</b>	
Youth & Teen Services Assistant Librarian	North Liberty	\$29,019	\$41,355	Pay range remains the same but is adjusted 2 steps.
	Average	\$43,819	\$61,724	
	Difference	(\$14,799)	(\$20,369)	
	<b>Recommendation</b>	<b>\$30,418</b>	<b>\$43,419</b>	
Director Parks, Buildings, Grounds	North Liberty	\$64,937	\$91,896	Move pay range from 23 to 25
	Average	\$79,326	\$115,036	
	Difference	(\$14,389)	(\$23,139)	
	<b>Recommendation</b>	<b>\$80,305</b>	<b>\$113,428</b>	
Asst. Director Parks, Buildings, Grounds	North Liberty	\$53,335	\$75,518	Pay range remains the same but is adjusted 2 steps.
	Average	\$58,181	\$81,964	
	Difference	(\$4,846)	(\$6,446)	
	<b>Recommendation</b>	<b>\$55,904</b>	<b>\$78,937</b>	
Parks Maintenance Worker I	North Liberty	\$35,812	\$50,705	Pay range remains the same but is adjusted 2 steps.
	Average	\$41,114	\$52,042	
	Difference	(\$5,302)	(\$1,337)	
	<b>Recommendation</b>	<b>\$37,538</b>	<b>\$52,993</b>	
Parks Maintenance Worker II	North Liberty	\$42,340	\$59,294	Move pay range from 15 to 14
	Average	\$44,694	\$59,203	
	Difference	(\$2,354)	\$91	
	<b>Recommendation</b>	<b>\$43,494</b>	<b>\$61,396</b>	
Parks Maintenance Worker III	North Liberty	\$44,745	\$63,324	Pay range remains the same but is adjusted 2 steps.
	Average	\$41,251	\$62,590	
	Difference	\$3,494	\$733	
	<b>Recommendation</b>	<b>\$46,901</b>	<b>\$66,183</b>	



Position		Minimum	Maximum	Notes
Recreation Director	North Liberty	\$64,937	\$91,896	Move pay range from 23 to 25
	Average	\$77,684	\$113,470	
	Difference	(\$12,747)	(\$21,574)	
	<b>Recommendation</b>	<b>\$80,305</b>	<b>\$113,428</b>	
Asst. Recreation Director	North Liberty	\$62,399	\$88,333	Pay range remains the same but is adjusted 2 steps.
	Average	\$60,813	\$89,901	
	Difference	\$1,586	(\$1,568)	
	<b>Recommendation</b>	<b>\$65,407</b>	<b>\$92,361</b>	
PM Recreation Supervisor	North Liberty	\$53,334	\$75,518	Pay range remains the same but is adjusted 2 steps.
	Average	\$54,099	\$76,520	
	Difference	(\$765)	(\$1,002)	
	<b>Recommendation</b>	<b>\$55,905</b>	<b>\$78,937</b>	
Youth Program Supervisor	North Liberty	\$54,629	\$77,316	Pay range remains the same but is adjusted 2 steps.
	Average	\$55,101	\$78,045	
	Difference	(\$471)	(\$730)	
	<b>Recommendation</b>	<b>\$57,262</b>	<b>\$80,879</b>	
Site Supervisor/ Consession Mgr	North Liberty	\$44,745	\$63,324	Limited data - pay range remains the same but is adjusted 2 steps.
	Average	\$45,335	\$62,398	
	Difference	(\$591)	\$926	
	<b>Recommendation</b>	<b>\$46,901</b>	<b>\$66,183</b>	
Recreation Administrative Asst.	North Liberty	\$32,931	\$46,618	Move pay range from 10 to 13
	Average	\$45,135	\$62,198	
	Difference	(\$12,205)	(\$15,579)	
	<b>Recommendation</b>	<b>\$40,513</b>	<b>\$58,140</b>	
Custodial Supervisor	North Liberty	\$44,745	\$63,324	Move pay range from 16 to 17
	Average	\$55,322	\$70,847	
	Difference	(\$10,578)	(\$7,523)	
	<b>Recommendation</b>	<b>\$49,920</b>	<b>\$71,248</b>	
Custodian	North Liberty	\$35,812	\$50,705	Pay range remains the same but is adjusted 2 steps.
	Average	\$38,770	\$48,548	
	Difference	(\$2,958)	\$2,156	
	<b>Recommendation</b>	<b>\$37,538</b>	<b>\$52,993</b>	
Aquatics Director	North Liberty	\$54,629	\$77,316	Pay range remains the same but is adjusted 2 steps.
	Average	\$55,591	\$78,763	
	Difference	(\$962)	(\$1,447)	
	<b>Recommendation</b>	<b>\$57,262</b>	<b>\$80,879</b>	
Planning Director	North Liberty	\$64,937	\$91,896	Move pay range from 23 to 25
	Average	\$88,500	\$128,556	
	Difference	(\$23,563)	(\$36,659)	
	<b>Recommendation</b>	<b>\$80,305</b>	<b>\$113,428</b>	
Asst. City Administrator/ City Clerk	North Liberty	\$79,155	\$112,067	Move pay range from 25 to 26
	Average	\$90,344	\$120,605	
	Difference	(\$11,189)	(\$8,538)	
	<b>Recommendation</b>	<b>\$86,970</b>	<b>\$122,859</b>	
Human Resource Director	North Liberty	\$64,937	\$91,896	Move pay range from 23 to 25
	Average	\$76,240	\$111,365	
	Difference	(\$11,303)	(\$19,469)	
	<b>Recommendation</b>	<b>\$78,453</b>	<b>\$110,769</b>	
Utility Billing Clerk/Deputy City Clerk	North Liberty	\$42,340	\$59,924	Limited data - move pay range from 15 to 16
	Average	\$46,351	\$58,581	
	Difference	(\$4,011)	\$1,342	
	<b>Recommendation</b>	<b>\$46,901</b>	<b>\$66,183</b>	
Accounts Payable Clerk	North Liberty	\$41,494	\$58,714	Move pay range from 14 to 16
	Average	\$44,147	\$59,968	
	Difference	(\$2,653)	(\$1,254)	
	<b>Recommendation</b>	<b>\$46,901</b>	<b>\$66,183</b>	



Position		Minimum	Maximum	Notes
Administrative Asst. City Hall	North Liberty	\$32,931	\$46,618	Move pay range from 10 to 13
	Average	\$44,047	\$59,373	
	Difference	(\$11,116)	(\$12,754)	
	<b>Recommendation</b>	<b>\$40,513</b>	<b>\$58,140</b>	
Human Resource/Legal Asst.	North Liberty	\$41,494	\$58,714	Move pay range from 14 to 16
	Average	\$46,784	\$65,990	
	Difference	(\$5,291)	(\$7,276)	
	<b>Recommendation</b>	<b>\$46,901</b>	<b>\$66,183</b>	
Communications Director	North Liberty	\$64,937	\$91,896	Move pay range from 23 to 25
	Average	\$72,517	\$93,252	
	Difference	(\$7,581)	(\$1,356)	
	<b>Recommendation</b>	<b>\$80,305</b>	<b>\$113,428</b>	
Community Engagement Coordinator	North Liberty	\$53,334	\$75,518	Limited data - pay range remains the same but is adjusted 2 steps.
	Average	-	-	
	Difference	-	-	
	<b>Recommendation</b>	<b>\$55,905</b>	<b>\$78,937</b>	
Communications Specialist	North Liberty	\$42,340	\$59,924	Limited data - pay range remains the same but is adjusted 2 steps.
	Average	-	-	
	Difference	-	-	
	<b>Recommendation</b>	<b>\$44,380</b>	<b>\$62,668</b>	
Street Superintendent	North Liberty	\$64,937	\$91,896	Move pay range from 23 to 25
	Average	\$71,624	\$102,317	
	Difference	(\$6,688)	(\$10,420)	
	<b>Recommendation</b>	<b>\$80,305</b>	<b>\$113,428</b>	
Asst. Street Superintendent	North Liberty	\$53,334	\$75,518	Pay range remains the same but is adjusted 2 steps.
	Average	\$58,793	\$81,947	
	Difference	(\$5,459)	(\$6,429)	
	<b>Recommendation</b>	<b>\$55,905</b>	<b>\$78,937</b>	
Streets Laborer I	North Liberty	\$35,812	\$50,705	Pay range remains the same but is adjusted 2 steps.
	Average	\$40,663	\$51,308	
	Difference	(\$4,851)	(\$603)	
	<b>Recommendation</b>	<b>\$37,538</b>	<b>\$52,993</b>	
Streets Laborer II	North Liberty	\$42,340	\$59,924	Move pay range from 15 to 14
	Average	\$45,831	\$59,394	
	Difference	(\$3,492)	\$530	
	<b>Recommendation</b>	<b>\$43,494</b>	<b>\$61,396</b>	
Streets Laborer III	North Liberty	\$44,745	\$63,324	Pay range remains the same but is adjusted 2 steps.
	Average	\$46,816	\$57,406	
	Difference	(\$2,071)	\$5,918	
	<b>Recommendation</b>	<b>\$46,901</b>	<b>\$66,183</b>	
Construction Inspector	North Liberty	\$52,488	\$74,276	Limited data - pay range remains the same but is adjusted 2 steps.
	Average	\$51,318	\$67,947	
	Difference	\$1,170	\$6,328	
	<b>Recommendation</b>	<b>\$53,737</b>	<b>\$75,845</b>	
Mechanic	North Liberty	\$44,745	\$63,324	Pay range remains the same but is adjusted 2 steps.
	Average	\$47,148	\$62,550	
	Difference	(\$2,404)	\$773	
	<b>Recommendation</b>	<b>\$46,901</b>	<b>\$66,183</b>	
Water Superintendent	North Liberty	\$64,937	\$91,896	Move pay range from 23 to 25
	Average	\$74,027	\$101,543	
	Difference	(\$9,091)	(\$9,646)	
	<b>Recommendation</b>	<b>\$80,305</b>	<b>\$113,428</b>	
Asst. Water Superintendent	North Liberty	\$53,334	\$75,518	Pay range remains the same but is adjusted 2 steps.
	Average	\$58,229	\$78,654	
	Difference	(\$4,894)	(\$3,136)	
	<b>Recommendation</b>	<b>\$55,905</b>	<b>\$78,937</b>	



Position		Minimum	Maximum	Notes
Water Operator I	North Liberty	\$41,494	\$58,714	Pay range remains the same but is adjusted 2 steps.
	Average	\$43,956	\$54,753	
	Difference	(\$2,462)	\$3,961	
	<b>Recommendation</b>	<b>\$43,494</b>	<b>\$61,396</b>	
Water Operator II	North Liberty	\$44,745	\$63,324	Pay range remains the same but is adjusted 2 steps.
	Average	\$49,526	\$61,431	
	Difference	(\$4,781)	\$1,893	
	<b>Recommendation</b>	<b>\$46,901</b>	<b>\$66,183</b>	
Water Operator III	North Liberty	-	-	Position added for future use.
	Average	-	-	
	Difference	-	-	
	<b>Recommendation</b>	<b>\$49,920</b>	<b>\$71,248</b>	
Water Maintenance Specialist	North Liberty	\$42,340	\$59,924	Pay range remains the same but is adjusted 2 steps.
	Average	\$47,033	\$57,641	
	Difference	(\$4,693)	\$2,283	
	<b>Recommendation</b>	<b>\$44,380</b>	<b>\$62,668</b>	
Wastewater Superintendent	North Liberty	\$64,937	\$91,896	Move pay range from 23 to 25
	Average	\$71,099	\$100,112	
	Difference	(\$6,162)	(\$8,215)	
	<b>Recommendation</b>	<b>\$80,305</b>	<b>\$113,428</b>	
Asst. Wastewater Superintendent	North Liberty	\$53,334	\$75,518	Pay range remains the same but is adjusted 2 steps.
	Average	\$57,927	\$78,654	
	Difference	(\$4,593)	(\$3,136)	
	<b>Recommendation</b>	<b>\$55,905</b>	<b>\$78,937</b>	
Wastewater Operations Supervisor	North Liberty	\$52,488	\$74,276	Limited data - pay range remains the same but is adjusted 1 step.
	Average	-	-	
	Difference	-	-	
	<b>Recommendation</b>	<b>\$53,737</b>	<b>\$75,845</b>	
Wastewater Operator I	North Liberty	\$41,494	\$58,714	Pay range remains the same but is adjusted 2 steps.
	Average	\$43,956	\$54,753	
	Difference	(\$2,462)	\$3,961	
	<b>Recommendation</b>	<b>\$43,494</b>	<b>\$61,396</b>	
Wastewater Operator II	North Liberty	\$44,745	\$63,324	Pay range remains the same but is adjusted 2 steps.
	Average	\$48,349	\$61,493	
	Difference	(\$3,605)	\$1,831	
	<b>Recommendation</b>	<b>\$46,901</b>	<b>\$66,183</b>	
Wastewater Operator III	North Liberty	-	-	Position added for future use.
	Average	-	-	
	Difference	-	-	
	<b>Recommendation</b>	<b>\$49,920</b>	<b>\$71,248</b>	
Wastewater Maintenance Specialist	North Liberty	\$42,340	\$59,924	Pay range remains the same but is adjusted 2 steps.
	Average	\$42,797	\$54,774	
	Difference	(\$458)	\$5,150	
	<b>Recommendation</b>	<b>\$44,380</b>	<b>\$62,668</b>	
Special Projects Coordinator	North Liberty	\$53,334	\$75,518	Pay range remains the same but is adjusted 2 steps.
	Average	-	-	
	Difference	-	-	
	<b>Recommendation</b>	<b>\$55,905</b>	<b>\$78,937</b>	



**City of North Liberty Wage Matrix**  
**Fiscal Year 2019 - Status Quo**

COLA: 2.75%

Step: 2.45%

Total: 5.20%

	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	Min	Max
<b>4 Future Use</b>																		
	\$10.32	\$10.56	\$10.81	\$11.07	\$11.34	\$11.61	\$11.89	\$12.17	\$12.46	\$12.76	\$13.06	\$13.38	\$13.69	\$14.04	\$14.35	\$14.71	\$21,460.52	\$30,599.44
<b>5 Library Page</b>																		
	\$11.20	\$11.47	\$11.74	\$12.02	\$12.31	\$12.61	\$12.92	\$13.23	\$13.56	\$13.89	\$14.23	\$14.58	\$14.94	\$15.30	\$15.68	\$16.06	\$23,297.08	\$33,405.62
<b>6 Library Assistant II</b>																		
	\$12.10	\$12.38	\$12.68	\$12.98	\$13.29	\$13.61	\$13.93	\$14.27	\$14.61	\$14.96	\$15.29	\$15.69	\$16.06	\$16.46	\$16.85	\$17.26	\$25,160.61	\$35,895.50
<b>7 Future Use</b>																		
	\$12.99	\$13.30	\$13.61	\$13.94	\$14.27	\$14.61	\$14.96	\$15.32	\$15.69	\$16.06	\$16.44	\$16.82	\$17.26	\$17.65	\$18.07	\$18.51	\$27,010.65	\$38,510.84
<b>8 Youth &amp; Teen Librarian Assistant, Head Recreation Counselor</b>																		
	\$13.95	\$14.28	\$14.62	\$14.97	\$15.33	\$15.69	\$16.07	\$16.46	\$16.85	\$17.26	\$17.65	\$18.09	\$18.53	\$18.97	\$19.43	\$19.88	\$29,019.27	\$41,355.02
<b>9 Future Use</b>																		
	\$14.90	\$15.25	\$15.61	\$15.99	\$16.37	\$16.77	\$17.18	\$17.60	\$18.03	\$18.47	\$18.93	\$19.39	\$19.86	\$20.35	\$20.85	\$21.36	\$30,985.11	\$44,429.48
<b>10 Administrative Assistant</b>																		
	\$15.83	\$16.21	\$16.60	\$16.99	\$17.40	\$17.81	\$18.24	\$18.68	\$19.12	\$19.58	\$20.06	\$20.53	\$21.00	\$21.47	\$21.96	\$22.41	\$32,930.79	\$46,618.38
<b>11 Future Use</b>																		
	\$16.53	\$16.93	\$17.33	\$17.74	\$18.16	\$18.61	\$19.06	\$19.53	\$20.01	\$20.50	\$21.00	\$21.52	\$22.04	\$22.58	\$23.14	\$23.71	\$34,386.49	\$49,306.70
<b>12 Custodian</b>																		
	\$17.22	\$17.63	\$18.05	\$18.48	\$18.92	\$19.37	\$19.83	\$20.31	\$20.80	\$21.30	\$21.80	\$22.32	\$22.82	\$23.36	\$23.86	\$24.38	\$35,811.58	\$50,704.85
<b>13 Future Use</b>																		
	\$18.58	\$19.02	\$19.48	\$19.94	\$20.42	\$20.92	\$21.43	\$21.95	\$22.49	\$23.04	\$23.61	\$24.19	\$24.78	\$25.39	\$26.01	\$26.64	\$38,649.85	\$55,419.93
<b>14 HR/Legal Assistant, Collections Development Librarian, Police Administrative Assistant</b>																		
	\$19.95	\$20.42	\$20.91	\$21.41	\$21.92	\$22.44	\$22.98	\$23.53	\$24.10	\$24.68	\$25.26	\$25.85	\$26.45	\$27.05	\$27.63	\$28.23	\$41,493.86	\$58,714.32
<b>15 Wastewater Maintenance Specialist, Water Maintenance Specialist, Communications Specialist, Utility Billing Clerk/Assistant City Clerk, Laborer II</b>																		
	\$20.36	\$20.84	\$21.34	\$21.85	\$22.37	\$22.90	\$23.45	\$24.01	\$24.59	\$25.18	\$25.78	\$26.39	\$26.99	\$27.58	\$28.20	\$28.81	\$42,339.59	\$59,923.91
<b>16 Building Inspector I, Rental Inspector/Code Enforcement Officer, Technology Services Librarian, Adult Services Librarian, Youth &amp; Teen Services Librarian, Family Services Librarian, Park Maintenance Worker III, Site Supervisor/Concessions Manager, Custodian Supervisor, Laborer III, Water Operator II</b>																		
	\$21.51	\$22.02	\$22.55	\$23.09	\$23.64	\$24.20	\$24.78	\$25.38	\$25.99	\$26.61	\$27.24	\$27.88	\$28.53	\$29.17	\$29.82	\$30.44	\$44,744.65	\$63,323.85
<b>18 Storm Water Coordinator, Construction Inspector, Wastewater Operations Supervisor</b>																		
	\$25.23	\$25.84	\$26.45	\$27.08	\$27.73	\$28.39	\$29.07	\$29.77	\$30.48	\$31.21	\$31.95	\$32.69	\$33.45	\$34.22	\$34.95	\$35.71	\$52,488.41	\$74,275.57
<b>19 Community Engagement Coordinator, Assistant Street Superintendent, Assistant Water Superintendent, Assistant Wastewater Superintendent, Assistant Parks Director, PM Recreation Supervisor</b>																		
	\$25.64	\$26.25	\$26.88	\$27.52	\$28.17	\$28.84	\$29.54	\$30.25	\$30.97	\$31.72	\$32.49	\$33.24	\$34.01	\$34.77	\$35.54	\$36.31	\$53,334.14	\$75,517.86
<b>20 Police Sergeant, Assistant Fire Chief, Youth Program Supervisor, Aquatics Director</b>																		
	\$26.26	\$26.89	\$27.53	\$28.19	\$28.86	\$29.54	\$30.25	\$30.98	\$31.73	\$32.49	\$33.27	\$34.04	\$34.84	\$35.62	\$36.40	\$37.17	\$54,629.17	\$77,315.90
<b>21 Assistant Library Director</b>																		
	\$28.13	\$28.80	\$29.49	\$30.19	\$30.91	\$31.65	\$32.41	\$33.18	\$33.98	\$34.80	\$35.73	\$36.65	\$37.58	\$38.51	\$39.43	\$40.38	\$58,514.26	\$83,985.01
<b>22 Police Lieutenant, Assistant Recreation Director</b>																		
	\$30.00	\$30.72	\$31.45	\$32.20	\$32.96	\$33.75	\$34.56	\$35.39	\$36.24	\$37.11	\$38.00	\$38.88	\$39.78	\$40.68	\$41.56	\$42.47	\$62,399.36	\$88,333.01



**City of North Liberty Wage Matrix**

**Fiscal Year 2019 - Status Quo**

COLA: 2.75%

Step: 2.45%

Total: 5.20%

	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	Min	Max
<b>23</b>	<b>Water Superintendent, Wastewater Superintendent, Street Superintendent, Parks Director, Recreation Director, Library Director, Communications Director, HR Director, Planning Director, Code Official</b>																	
	\$31.22	\$31.96	\$32.72	\$33.50	\$34.30	\$35.12	\$35.96	\$36.83	\$37.71	\$38.62	\$39.53	\$40.46	\$41.40	\$42.33	\$43.25	\$44.18	<b>\$64,936.56</b>	<b>\$91,896.40</b>
<b>25</b>	<b>Fire Chief, Police Chief, Assistant City Administrator</b>																	
	\$38.06	\$38.96	\$39.89	\$40.84	\$41.81	\$42.81	\$43.84	\$44.89	\$45.97	\$47.07	\$48.20	\$49.34	\$50.48	\$51.62	\$52.75	\$53.88	<b>\$79,155.48</b>	<b>\$112,067.19</b>



**City of North Liberty Wage Matrix**  
**Fiscal Year 2019 - PROPOSED**

COLA: 2.75%

Step: 2.45%

Total: 5.20%

	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	Min	Max
<b>4 Future Use</b>																		
	\$10.81	\$11.07	\$11.34	\$11.61	\$11.89	\$12.17	\$12.46	\$12.76	\$13.06	\$13.38	\$13.69	\$14.04	\$14.35	\$14.71	\$15.06	\$15.42	\$22,494.87	\$32,070.31
<b>5 Library Page</b>																		
	\$11.74	\$12.02	\$12.31	\$12.61	\$12.92	\$13.23	\$13.56	\$13.89	\$14.23	\$14.58	\$14.94	\$15.30	\$15.68	\$16.06	\$16.45	\$16.85	\$24,419.95	\$35,045.44
<b>6 Library Assistant II</b>																		
	\$12.68	\$12.98	\$13.29	\$13.61	\$13.93	\$14.27	\$14.61	\$14.96	\$15.29	\$15.69	\$16.06	\$16.46	\$16.85	\$17.26	\$17.67	\$18.09	\$26,373.29	\$37,627.38
<b>7 Future Use</b>																		
	\$13.61	\$13.94	\$14.27	\$14.61	\$14.96	\$15.32	\$15.69	\$16.06	\$16.44	\$16.82	\$17.26	\$17.65	\$18.07	\$18.51	\$18.95	\$19.41	\$28,312.51	\$40,372.43
<b>8 Youth &amp; Teen Librarian Assistant, Head Recreation Counselor</b>																		
	\$14.62	\$14.97	\$15.33	\$15.69	\$16.07	\$16.46	\$16.85	\$17.26	\$17.65	\$18.09	\$18.53	\$18.97	\$19.43	\$19.88	\$20.39	\$20.87	\$30,417.94	\$43,418.78
<b>9 Future Use</b>																		
	\$15.61	\$15.99	\$16.37	\$16.77	\$17.18	\$17.60	\$18.03	\$18.47	\$18.93	\$19.39	\$19.86	\$20.35	\$20.85	\$21.36	\$21.88	\$22.41	\$32,478.53	\$46,610.43
<b>10 Future Use</b>																		
	\$16.60	\$16.99	\$17.40	\$17.81	\$18.24	\$18.68	\$19.12	\$19.58	\$20.06	\$20.53	\$21.00	\$21.47	\$21.96	\$22.41	\$22.88	\$23.43	\$34,517.99	\$48,741.51
<b>11 Future Use</b>																		
	\$17.33	\$17.74	\$18.16	\$18.61	\$19.06	\$19.53	\$20.01	\$20.50	\$21.00	\$21.52	\$22.04	\$22.58	\$23.14	\$23.71	\$24.29	\$24.87	\$36,043.84	\$51,727.07
<b>12 Custodian, Streets Laborer I, Parks Maintenance Worker I</b>																		
	\$18.05	\$18.48	\$18.92	\$19.37	\$19.83	\$20.31	\$20.80	\$21.30	\$21.80	\$22.32	\$22.82	\$23.36	\$23.86	\$24.38	\$24.88	\$25.48	\$37,537.62	\$52,993.00
<b>13 Administrative Assistant (Administration, Building, Recreation, Police I, Other)</b>																		
	\$19.48	\$19.94	\$20.42	\$20.92	\$21.43	\$21.95	\$22.49	\$23.04	\$23.61	\$24.19	\$24.78	\$25.39	\$26.01	\$26.64	\$27.30	\$27.95	\$40,512.69	\$58,140.38
<b>14 Collections Development Librarian, Streets Laborer II, Parks Maintenance Worker II, Wastewater Operator I, Water Operator I</b>																		
	\$20.91	\$21.41	\$21.92	\$22.44	\$22.98	\$23.53	\$24.10	\$24.68	\$25.26	\$25.85	\$26.45	\$27.05	\$27.63	\$28.23	\$28.83	\$29.52	\$43,493.77	\$61,395.56
<b>15 Wastewater Maintenance Specialist, Water Maintenance Specialist, Communications Specialist</b>																		
	\$21.34	\$21.85	\$22.37	\$22.90	\$23.45	\$24.01	\$24.59	\$25.18	\$25.78	\$26.39	\$26.99	\$27.58	\$28.20	\$28.81	\$29.42	\$30.13	\$44,380.27	\$62,667.66
<b>16 Building Inspector I, Rental Inspector/Code Enforcement Officer, Technology Services Librarian, Adult Services Librarian, Youth &amp; Teen Services Librarian, Family Services Librarian, Library Program &amp; Marketing Coordinator, Park Maintenance Worker III, Site Supervisor/Concessions Manager, Streets Laborer III, Mechanic, Water Operator II, Wastewater Operator II, HR/Legal Assistant, Utility Billing Clerk/Assistant City Clerk, Accounts Payable Clerk, Police Administrative Assistant II</b>																		
	\$22.55	\$23.09	\$23.64	\$24.20	\$24.78	\$25.38	\$25.99	\$26.61	\$27.24	\$27.88	\$28.53	\$29.17	\$29.82	\$30.44	\$31.07	\$31.82	\$46,901.24	\$66,182.67
<b>17 Custodian Supervisor, Water Operator III, Wastewater Operator III</b>																		
	\$24.00	\$24.58	\$25.17	\$25.77	\$26.39	\$27.02	\$27.67	\$28.33	\$29.01	\$29.71	\$30.42	\$31.15	\$31.90	\$32.67	\$33.45	\$34.25	\$49,920.00	\$71,248.20
<b>18 Storm Water Coordinator, Construction Inspector, Building Inspector II, Wastewater Operations Supervisor</b>																		
	\$25.84	\$26.45	\$27.08	\$27.73	\$28.39	\$29.07	\$29.77	\$30.48	\$31.21	\$31.95	\$32.69	\$33.45	\$34.22	\$34.95	\$35.71	\$36.46	\$53,736.92	\$75,844.77
<b>19 Community Engagement Coordinator, Assistant Street Superintendent, Assistant Water Superintendent, Assistant Wastewater Superintendent, Assistant Parks, Buildings &amp; Grounds Director, PM Recreation Supervisor, Special Projects Coordinator</b>																		
	\$26.88	\$27.52	\$28.17	\$28.84	\$29.54	\$30.25	\$30.97	\$31.72	\$32.49	\$33.24	\$34.01	\$34.77	\$35.54	\$36.31	\$37.06	\$37.95	\$55,904.73	\$78,937.15
<b>20 Youth Program Supervisor, Aquatics Director</b>																		
	\$27.53	\$28.19	\$28.86	\$29.54	\$30.25	\$30.98	\$31.73	\$32.49	\$33.27	\$34.04	\$34.84	\$35.62	\$36.40	\$37.17	\$37.97	\$38.88	\$57,262.18	\$80,878.77



**City of North Liberty Wage Matrix**

**Fiscal Year 2019 - PROPOSED**

COLA: 2.75%

Step: 2.45%

Total: 5.20%

	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	Min	Max
<b>21 Future Use</b>																		
	\$29.49	\$30.19	\$30.91	\$31.65	\$32.41	\$33.18	\$33.98	\$34.80	\$35.73	\$36.65	\$37.58	\$38.51	\$39.43	\$40.38	\$41.30	\$42.30	<b>\$61,334.53</b>	<b>\$87,975.75</b>
<b>22 Assistant Recreation Director, Police Sergeant, Assistant Fire Chief, Assistant Library Director</b>																		
	\$31.45	\$32.20	\$32.96	\$33.75	\$34.56	\$35.39	\$36.24	\$37.11	\$38.00	\$38.88	\$39.78	\$40.68	\$41.56	\$42.47	\$43.36	\$44.40	<b>\$65,406.87</b>	<b>\$92,361.15</b>
<b>23 Future Use</b>																		
	\$33.65	\$34.46	\$35.28	\$36.13	\$37.00	\$37.89	\$38.80	\$39.73	\$40.68	\$41.66	\$42.66	\$43.68	\$44.73	\$45.80	\$46.90	\$48.03	<b>\$69,992.00</b>	<b>\$99,895.92</b>
<b>24 Police Lieutenant</b>																		
	36.05	\$36.92	\$37.80	\$38.71	\$39.64	\$40.59	\$41.56	\$42.56	\$43.58	\$44.63	\$45.70	\$46.80	\$47.92	\$49.07	\$50.25	\$51.45	<b>\$74,984.00</b>	<b>\$107,020.74</b>
<b>25 Water Superintendent, Wastewater Superintendent, Street Superintendent, Parks, Buildings &amp; Grounds Director, Recreation Director, Communications Director, HR Director, Code Official, Library Director, Planning Director</b>																		
	\$38.61	\$39.53	\$40.46	\$41.40	\$42.33	\$43.25	\$44.18	\$45.11	\$46.19	\$47.30	\$48.43	\$49.60	\$50.79	\$52.01	\$53.25	\$54.53	<b>\$80,304.85</b>	<b>\$113,427.72</b>
<b>26 Assistant City Administrator</b>																		
	\$41.81	\$42.81	\$43.84	\$44.89	\$45.97	\$47.07	\$48.20	\$49.34	\$50.48	\$51.62	\$52.75	\$53.88	\$55.01	\$56.33	\$57.68	\$59.07	<b>\$86,969.61</b>	<b>\$122,858.61</b>
<b>27 Fire Chief, Police Chief</b>																		
	\$45.98	\$47.07	\$48.20	\$49.34	\$50.48	\$51.62	\$52.75	\$53.88	\$55.01	\$56.33	\$57.68	\$59.07	\$60.48	\$61.94	\$63.42	\$64.94	<b>\$95,631.42</b>	<b>\$135,084.47</b>





# City of North Liberty

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## Compensation Program

### **COMPENSATION**

The goal of the City of North Liberty's compensation program is to attract qualified employees, meet the needs of all current employees and encourage well performing employees to stay with the organization. With this in mind, the compensation program is built to balance both the needs of the employee and the City of North Liberty.

### **WAGE AND SALARY POLICY**

It is the City of North Liberty's desire to pay all employees with wages and salaries that are competitive with other employers in the marketplace and in a way that will be motivational, fair and equitable. The City of North Liberty's compensation philosophy is that employees are paid fairly in relationship to the market and that employees are provided a range system with which to move through a pay scale based on performance. Compensation may vary with individual performance and in compliance with all applicable statutory requirements.

It is the intention of the City of North Liberty to adjust the pay ranges on an annual basis to reflect changes that occur in pay structures. The City of North Liberty will evaluate a variety of data points to adjust the pay ranges, including data published by the U.S. National Conference Board, U.S. Department of Labor-Bureau of Labor Statistics, other comparable Iowa cities and/or other factors and data related to compensation. Any annual changes in pay structures are subject to available resources.

The City of North Liberty applies the same principles of fairness to all employees, regardless of organizational level, race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, religion, creed, physical or mental disability, marital status, veteran status, political affiliation or any other factor protected by law.

### **STANDARDS FOR DETERMINATION OF PAY RANGES**

The pay plan is integrated from top to bottom, with each range based on market analysis and point factors assigned to each position.

### **APPLICATION OF THE COMPENSATION PLAN**

The compensation plan, containing standard salary ranges for all positions, is applied in accordance with the following:

- a) **RATES.** All rates prescribed in the ranges of pay represent the remuneration authorized for employment.
- b) **MINIMUM AND MAXIMUM RATES.** Under each salary range there is a minimum and a maximum salary rate. Advancement from one salary rate to the next higher rate and to



the maximum rate for the salary range shall be made on the basis of performance. The City of North Liberty may choose to advance the ranges each year, which will include moving the employee's pay accordingly either to an index or total merit pay or a combination.

### **BEGINNING SALARY**

The minimum rate of pay for any person on original appointment to a position in the City of North Liberty shall be within the first four steps of the range for the position. Original appointment below this rate may be made upon the recommendation of the department head if the person does not meet the minimum qualifications for the position. The employee may be placed in this position for up to one year. At the time the individual's qualifications meet the requirements for the position and performance is deemed acceptable, the person will move up to the minimum of the range for the position. Original appointment above the first four steps may be made upon recommendation by the department head and subsequent approval by the City Administrator. The recommendation must be in writing and include justification for the higher appointment on the wage scale. A condition of an appointment above the first four steps will depend upon the department's budgeted wage line item and that the candidate for employment exceeds the minimum qualifications with either education or experience.

### **MAXIMUM PERFORMANCE INCREASE**

No employee will be allowed to receive base compensation above the maximum of their salary range. Employees near the maximum of their salary range may only receive the portion of their merit increase or cost of living adjustment that allows them to attain the maximum of the range. However, employees at the maximum of their range are still eligible for a range adjustment when ranges are adjusted.

Employees who are at the maximum of the range are eligible to receive incentive pay which does not go into the employee's base compensation. The incentive pay is designed to reward long-term employees who are top performers by allowing them to receive half of their merit pay as incentive pay. This does not build into the employee's base and must be earned every year through merit if the employee is at the maximum of the range.

### **PROMOTIONS AND TRANSFERS**

The City of North Liberty will strive to hire, transfer and promote the best candidate possible for each position based on qualifications, interest, organizational fit and enthusiasm.

Whenever appropriate, new and vacant positions will be filled from within by promoting or transferring qualified employees. However, the City of North Liberty is in no way limited to seeking job candidates only from the current pool of employees.

Length of continued service shall be considered in transfers and promotions where it is the only significant difference among the employees with equal qualifications, interest, organizational fit and enthusiasm.



Transfers may occur from one position to another within the same salary grade. The transfer may be within a department or between departments. A person transferring from one position to another within the same range may not have a change in pay.

Promotions may occur through a new or vacant position or through the job evaluation process and may result in the employee changing from one range to a higher range. An employee may be promoted within a department or between departments. All promotions shall be approved by the department head and City Administrator and are subject to available funds.

#### **BASIS FOR DETERMINING PAY**

Several factors influence the rate of pay. Some of the items the City of North Liberty considers are the nature and scope of the job (knowledge, decision making, supervisory, budget, contacts and physical and working conditions), what other employers pay their employees for comparable jobs (external equity), what other employees in comparable positions are paid within the City of North Liberty (internal equity), individual performance and organizational resources. It is the City of North Liberty's goal to have a current job description on hand that broadly defines job responsibilities.

#### **PERFORMANCE EVALUATION & MERIT INCREASE IN CONJUNCTION WITH STEP SYSTEM**

It is the policy of the City of North Liberty to provide an annual performance evaluation process which provides for feedback to occur between employees and their supervisor and to provide a merit pay/step increase for those eligible employees demonstrating consistently superior work performance.

The purpose of the employee performance evaluation is to take a personal inventory, to pinpoint strengths and weaknesses and to review past objectives and corresponding accomplishments so as to identify areas where performance can be improved for the benefit of both the employee and the City of North Liberty, and to formulate and agree upon a practical improvement of specific challenges.

Employees who receive a performance evaluation rating of 2.74 and below are not eligible for an additional wage adjustment other than the index adjustment, if applicable. Employees who receive a performance evaluation rating of 2.75 to 4.74 are eligible to receive a one-step adjustment. Employees who receive a rating of 4.75 and above or receive a letter of recommendation from their supervisor are eligible to receive a two-step adjustment, subject to approval of the City Administrator.

Evaluation Score	0 – 2.74	2.75 – 4.74	4.75 – 5.00
Merit/Step Adjustment	0	1	2



# City of North Liberty

## Compensable Factors Worksheet



*Job Title*

Date

Current Range:

Proposed Range:

**Decision Making:** This is how the job holder uses information (whether the person follows policy or develops and implements policies and procedures). The degree to which the job involves choice of action, covering the extent to which the work is routine or prescribed, the amount of supervision and guidance provided, and the degree to which judgement has to be exercised.

- 1 The work is entirely routine, tasks are clearly defined, choice of action is within very narrow limits, and close and continuous supervision is exercised.
- 2 The work is fairly routine and repetitive. Choice of action is fairly limited but there is some scope for making day-to-day decisions within well-defined limits. Other matters are referred to higher authority. Supervision is fairly close, but not continuous.
- 3 A fair proportion of the work is standardized although there are a number of non-routine elements. Freedom of action exists to make independent decisions, but within well-established and clearly defined policy and procedural guidelines. Regular reference to higher authority is required. General supervision is exercised.
- 4 The work includes a large proportion of non-routine elements. To a degree it is self-directed and carried out under general guidance only, although work plans and objectives are spelled out in some detail. Judgement is frequently exercised in deciding how to select the most appropriate course of action within explicit policy guidelines. Reference to higher authority on matters of other than short-term is required.
- 5 The work is largely non-routine. It is mainly self-directed within the framework of agreed work plans and objectives and policy guidelines. Judgement is frequently exercised without the benefit of clear policy rulings or precedents. Creative thinking is often required to reach decisions. Only occasional reference to higher authority is required.
- 6 The work is almost entirely non-routine. It continually requires the exercise of considerable judgement with relatively little guidance from defined policy guidelines. Creative thinking is a regular feature of the work. Only general policy direction is given.



**Supervisory Responsibility:** This includes supervising others activities, coaching, training, assisting in the selection and development of employees, recommending discipline and performance management, responsibility for checking work assigned. This includes the level of supervision received, the type of supervision, how the job holder uses information (whether the person follows policy or develops and implements policies and procedures). This also includes managerial oversight of people.

- 1 Involves no supervisory responsibility.
- 2 Involves leadership role such as **occasional** directing of others to complete assignments, others may include work study students, temporary support, part time staff, or other individuals temporarily assigned in one's area of responsibility.
- 3 Involves leadership role such as **always** directing of others to complete assignments, others may include work study students, temporary support, part time staff, or other individuals temporarily assigned in one's area of responsibility.
- 4 Involves supervisory responsibility for one to five employees, responsible for the recruitment and selection process of new employees, conduct employee performance appraisal, disciplinary measures, and responsible for the hiring and firing process.
- 5 Involves supervisory responsibility for six or more employees, responsible for the recruitment and selection process of new employees, conduct employee performance appraisal, disciplinary measures, and responsible for the hiring and firing process.

**Knowledge:** Knowledge is the ability to solve unusual problems in a specialized field such as accounting or road construction without having to refer to a supervisor. Knowledge may be gained through education, life experiences, work experience, and/or training. This is the minimum required for the position.

- 1 Administrative, technical or manual work is carried out which may involve the use of computers, specialized equipment. The work may involve maintaining complex records, dealing with non-routine queries, analyzing data, performing complicated manual labor tasks, operating specialized equipment, or performing standard functions or tasks. Six months to twelve months; and/or training; or equivalent combination of education and experience. High school diploma or equivalent.
- 2 Advanced administrative, technical or manual work is carried out which may involve the use of computers, specialized equipment. The work may involve maintaining complex records, dealing with non-routine queries, analyzing data, performing complicated manual labor tasks, operating specialized equipment, or performing standard functions or tasks. One year to two years related experience or an Associate's degree A.A. in a related field; or equivalent combination of education and experience.



- 3 Proficiency is required in a professional, administrative, technical or manual labor field involving the understanding and application of fairly advanced practices, procedures, concepts or principals. **Four to five years related experience and/or training; or a bachelor's degree from a college or university in a related field; or an equivalent combination of education and experience.**

- 4 Considerable competence is required in a professional, administrative, technical or manual labor field involving the understanding and application of fairly advanced practices, procedures, concepts or principals. **Four years to five years related experience and/or training; or a master's degree from a college or university; or equivalent combination of education and experience.**

**Budget Impact:** This includes administrative responsibility for the budget development, monitoring and/or approval as well as managerial oversight of the budget function.

- 1 No involvement with the administrative responsibility for the budget development, monitoring and/or approval as well as managerial oversight of the budget function. Positions that collect data for manager's decision making would be included here.
- 2 Some involvement with the administrative responsibility for the budget development, monitoring and/or approval as well as managerial oversight of the budget function.
- 3 Moderate involvement with the administrative responsibility for the budget development, monitoring and/or approval as well as managerial oversight of the budget function.
- 4 Heavy involvement with the administrative responsibility for the budget development, monitoring and/or approval as well as managerial oversight of the budget function.

**Contacts:** This involves the frequency with which the position has contact both internally and externally. This places a special emphasis on interpersonal relations and the ability to communicate effectively with the citizen or other customers.

- 1 Contacts are limited to routine matters of exchanging information, principally within the jobholder's own department.
- 2 Contacts of a mainly routine nature involve the exchange of information with people inside and outside the organization, but not at a senior level. (For example a position that has a lot of public contact at a window, phone, counter or conducting inspections.)
- 3 Contacts, sometimes on non-routine matters, involve both the exchange and interpretation of information with people at a number of levels inside and outside the organization. Failure to relate well to the contacts may have some detrimental affects on the jobholder's department, but not significant ones on the organization. (This involves a higher level of public contact and may involve handling or mediating conflicts or exchanges that are non-routine matters)



- Contacts are maintained with a wide range of people within and outside the organization, but infrequently, if at all, at the highest level. Contacts involve making a favorable impression and the exercise of a fairly high degree of negotiating or persuasive skills or joint problem solving (although problems are likely to be of departmental or local significance and should not significantly affect the organization as a whole). Mishandling of contacts can have some fairly short-term effects on the reputation of the organization. (This involves positions that have a higher level of contact, and could be positions where failure in a highly public role would create a detrimental affect to the department.)
- 4

- Contacts are maintained at a high level inside and outside the organization which involve exercising a high degree of communicating, negotiating and persuading skills, and jointly solving important problems. The impact on the organization's performance and reputation can be significant, at least in the short to medium term.
- 5

- Contacts are maintained at the highest level, with a particular emphasis on external relations. These involve very considerable communicating, advocacy and negotiating skills which can make a major and long term impact on the performance and reputation of the organization.
- 6

**Physical Skills:** This includes the evaluation of the position and the physical requirements such as manual dexterity, eye-hand coordination, physical movements such as climbing, reaching bending. This also includes the physical effort required to perform the job such as strength, abilities such as sensory attention (seeing, hearing, feelings, smelling), and working in a fixed position such as an assembly line worker.

- 1 Lifting over 10 pounds does not generally occur.

- Under 1/3 of the time this involves standing, walking, using hands to finger, handling or feeling, reaching, climbing, stooping, kneeling, crouching, crawling, talking or hearing, tasting and smelling **and lifting over 10 pounds does generally occur.**
- 2

- 1/3 to 2/3 of the time, this involves standing, walking, using hands to finger, handling or feeling, reaching, climbing, stooping, kneeling, crouching, crawling, talking or hearing, tasting and smelling **and lifting over 25 pounds does generally occur.**
- 3

- Over 2/3 of the time, this involves standing, walking, using hands to finger, handling or feeling, reaching, climbing, stooping, kneeling, crouching, crawling, talking or hearing, tasting and smelling **and lifting over 50 pounds does generally occur.**
- 4



**Working Conditions:** This includes the working environment such as machinery or systems, repetitive movement, noise, glare, dirt, hazards, dangerous exposure, weather conditions.

- |   |  |
|---|--|
| 1 | Involves very little exposure to wet or humid conditions, work near moving mechanical parts, work in high precarious places, fumes or airborne particulars, toxic or caustic chemicals, outdoor weather conditions, extreme cold, extreme heat, risk of electrical shock, work with explosives, risk of radiation, vibration. Very little exposure to dangerous situations.                                    |
| 2 | Involves very little (under 1/3) exposure to wet or humid conditions, work near moving mechanical parts, work in high precarious places, fumes or airborne particulars, toxic or caustic chemicals, outdoor weather conditions, extreme cold, extreme heat, risk of electrical shock, work with explosives, risk of radiation, vibration. Under 1/3 exposure to dangerous situations.                          |
| 3 | Involves moderate (under 1/3 to 2/3) exposure to wet or humid conditions, work near moving mechanical parts, work in high precarious places, fumes or airborne particulars, toxic or caustic chemicals, outdoor weather conditions, extreme cold, extreme heat, risk of electrical shock, work with explosives, risk of radiation, vibration. Involves moderate (1/3 to 2/3) exposure to dangerous situations. |
| 4 | Involves moderate (over 2/3) exposure to wet or humid conditions, work near moving mechanical parts, work in high precarious places, fumes or airborne particulars, toxic or caustic chemicals, outdoor weather conditions, extreme cold, extreme heat, risk of electrical shock, work with explosives, risk of radiation, vibration. Involves more than moderate (over 2/3) exposure to dangerous situations. |

**Summary of Score**

	Current	Revised
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Decision Making  
Supervisory Responsibility  
Knowledge  
Budget Impact  
Contacts  
Physical Skills  
Working Conditions

Proposed Range Approve

New Range and Grade





## Compensation/Classification System Position Evaluation Application

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Please use this application when requesting a change in position evaluation. This form is to be filled out by the department head requesting the change. Before proceeding with the request for review, a job description must be reviewed or written by the supervisor. The supervisor may solicit input from the employee currently occupying the position by assisting with the completion of a job content worksheet. Highlight or cite in the job description any new duties or responsibilities added or removed from an existing job description. If duties have been shifted from another position to the current position under review, both positions should be reviewed together to determine the appropriate classification.

Position Title (Current)	Position Grade (Current)
--------------------------	--------------------------

If new position, what is the proposed or budgeted range?
--

Is this a new position?

- ☐ Yes
- ☐ No

Have the responsibilities changed?

- ☐ Yes
- ☐ No
- ☐ Not applicable

Have the market conditions changed?

- ☐ Yes
- ☐ No
- ☐ Not applicable

Job Description

- ☐ The new job description is attached
- ☐ The old job description is attached

Other information or explanation
----------------------------------



If the request for a change is based upon market data, the Human Resource Director will work with the supervisor to gather the necessary information based on at least three comparisons and attach the information to the application.

- ☐ Market data attached
- ☐ Not applicable

Of the seven factors listed below, which job factors have changed significantly (increase or decrease) since the position was evaluated previously and why?

Decision Making
Supervisory
Knowledge
Budget Impact
Contacts
Physical Skills
Working Conditions

By signing this application, the Department Head believes there is merit to the request, that no additional positions are affected by the request, and that the request should be considered.

Department Head

Signature	Date
-----------	------



City Administrator

- ☐ Request Approved
- ☐ Request Denied

Signature	Date
-----------	------

Comments
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**Resolution No. 2018-91**

**RESOLUTION APPROVING THE COMPENSATION PROGRAM**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH LIBERTY, IOWA:**

**WHEREAS**, the City conducted a compensation and classification study in 2007;

**WHEREAS**, staff has reviewed and updated the study from 2007; and

**WHEREAS**, funds have been allocated in Fiscal Year 2019.

**NOW, THEREFORE, BE IT RESOLVED** that the Compensation Program is approved and will go into effect on July 1, 2018.

**APPROVED AND ADOPTED** this 12th day of June, 2018.

CITY OF NORTH LIBERTY:

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TERRY L. DONAHUE, MAYOR

ATTEST:

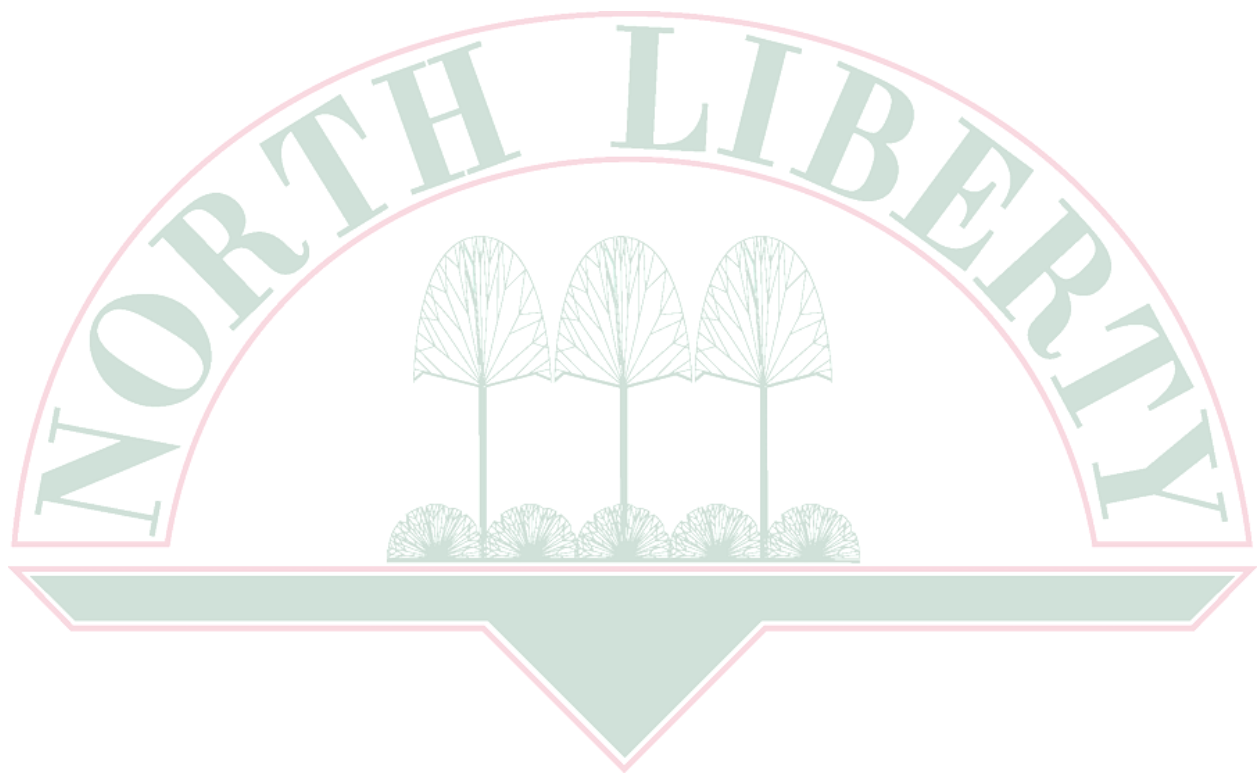
I, Tracey Mulcahey, City Clerk of the City of North Liberty, hereby certify that at a meeting of the City Council of said City, held on the above date, among other proceedings, the above was adopted.

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TRACEY MULCAHEY, CITY CLERK



# Addendum to Agreement





**FIRST ADDENDUM TO  
MEMORANDUM OF AGREEMENT  
City of North Liberty and Harold W. Cameron**

THIS FIRST ADDENDUM TO THE MEMORANDUM OF AGREEMENT (this "Agreement") is effective between the City of North Liberty ("the City"), and Harold W. Cameron ("Harold") upon execution by the parties.

1. Since the date of the execution of the Memorandum of Agreement recorded on January 15, 2018, between the City Liberty and Harold, the parties have determined a need to provide for an additional storm water management facility in support of the trail project, which was the subject of the Memorandum of Agreement.

2. The parties agree that the installation of a 12" RCP on Harold's property, more specifically under the driveway south of that part of the driveway improved as part of the trail project, and minor grading in the area of said structure will benefit both parties. See Addendum Exhibit A, which is attached.

3. The City shall pay for the installation of the 12" reinforced concrete pipe.

4. Upon completion of the installation of the 12" reinforced concrete pipe, Harold shall assume ownership and full responsibility for the maintenance and repair of said facility in perpetuity. Said obligation shall run with the property and be binding on any successors, assigns and heirs.

5. The City shall be responsible for recording this First Addendum and the cost for the same.

The Execution Date of this First Addendum to the Memorandum of Agreement is the \_\_\_\_ day of \_\_\_\_\_, 2018.



**Resolution No. 2018-92**

**A RESOLUTION APPROVING THE FIRST ADDENDUM TO  
MEMORANDUM OF AGREEMENT BETWEEN HAROLD W.  
CAMERON AND THE CITY OF NORTH LIBERTY**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH LIBERTY,  
IOWA:**

**WHEREAS**, the City of North Liberty is constructing a trail connection project across Harold W. Cameron's property;

**WHEREAS**, the City of North Liberty approved the Memorandum of Agreement on December 21, 2017; and

**WHEREAS**, it is the parties' desire to agree and establish, in writing, their understanding concerning the agreement for additional storm water management in conjunction with the project.

**NOW, THEREFORE, BE IT RESOLVED** that that the attached First Addendum to Memorandum of Agreement between the City of North Liberty and Harold W. Cameron is approved for the Trail Connection Project, North Liberty, Iowa.

**BE IT FURTHER RESOLVED** that the Mayor and City Clerk are hereby authorized to execute said agreement.

**APPROVED AND ADOPTED** this 12th day of June, 2018.

**CITY OF NORTH LIBERTY:**

---

TERRY L. DONAHUE, MAYOR

ATTEST:

I, Tracey Mulcahey, City Clerk of the City of North Liberty, hereby certify that at a meeting of the City Council of said City, held on the above date, among other proceedings, the above was adopted.

---

TRACEY MULCAHEY, CITY CLERK



CITY OF NORTH LIBERTY, IOWA

HAROLD W. CAMERON

By: \_\_\_\_\_  
Terry L. Donahue, Mayor

By: \_\_\_\_\_

ATTEST: \_\_\_\_\_  
Tracey Mulcahey, City Clerk

STATE OF IOWA                    )  
  ) ss:  
JOHNSON COUNTY                )

On this \_\_\_\_ day of \_\_\_\_\_, 2018, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared Amy Nielsen and Tracey Mulcahey, to me personally known, who, being by me duly sworn, did say that they are the Mayor and City Clerk, respectively, of the City of North Liberty, Iowa, a municipal corporation; that the seal affixed to the foregoing instrument is the corporate seal of the municipal corporation; and that the instrument was signed and sealed on behalf of the municipal corporation by the authority of its City Council, as contained in Resolution No. \_\_\_\_\_ of the City Council on the \_\_\_\_ day of \_\_\_\_\_, 2018; and that Amy Nielsen and Tracey Mulcahey acknowledged the execution of the instrument to be their voluntary act and deed and the voluntary act and deed of the corporation, by it and by them voluntarily executed.

\_\_\_\_\_  
Notary Public in and for the State of Iowa

STATE OF IOWA                    )  
  ) ss:  
COUNTY OF JOHNSON            )

This instrument was acknowledged before me on this \_\_\_\_ day of \_\_\_\_\_, 2018, by Harold W. Cameron as the property owner.

\_\_\_\_\_  
Notary Public in and for the State of Arkansas







**Resolution No. 2018-92**

**A RESOLUTION APPROVING THE FIRST ADDENDUM TO  
MEMORANDUM OF AGREEMENT BETWEEN HAROLD W.  
CAMERON AND THE CITY OF NORTH LIBERTY**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH LIBERTY,  
IOWA:**

**WHEREAS**, the City of North Liberty is constructing a trail connection project across Harold W. Cameron's property;

**WHEREAS**, the City of North Liberty approved the Memorandum of Agreement on December 21, 2017; and

**WHEREAS**, it is the parties' desire to agree and establish, in writing, their understanding concerning the agreement for additional storm water management in conjunction with the project.

**NOW, THEREFORE, BE IT RESOLVED** that that the attached First Addendum to Memorandum of Agreement between the City of North Liberty and Harold W. Cameron is approved for the Trail Connection Project, North Liberty, Iowa.

**BE IT FURTHER RESOLVED** that the Mayor and City Clerk are hereby authorized to execute said agreement.

**APPROVED AND ADOPTED** this 12th day of June, 2018.

**CITY OF NORTH LIBERTY:**

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TERRY L. DONAHUE, MAYOR

ATTEST:

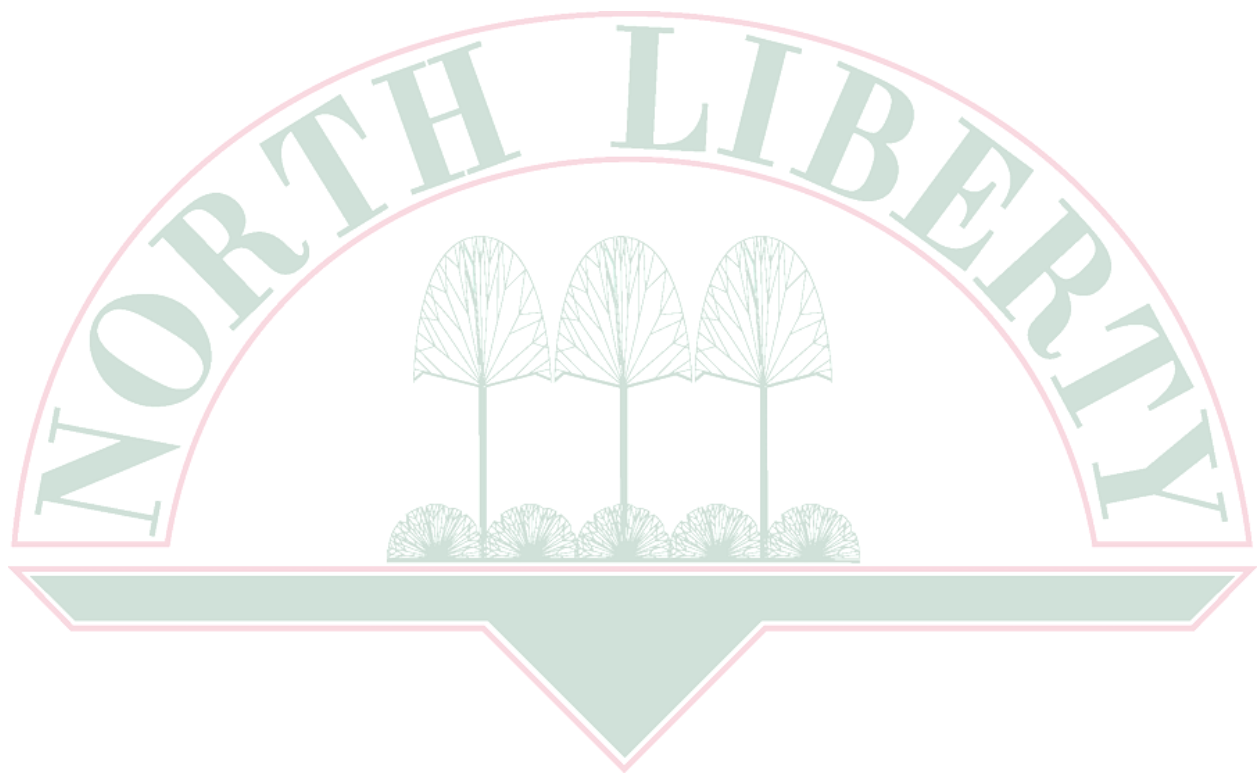
I, Tracey Mulcahey, City Clerk of the City of North Liberty, hereby certify that at a meeting of the City Council of said City, held on the above date, among other proceedings, the above was adopted.

---

TRACEY MULCAHEY, CITY CLERK



# Wood River Energy







NATURAL GAS SALES AGREEMENT

Dated April 12, 2018

**Seller:**

WOODRIVER ENERGY, L.L.C.  
3300 E. 1<sup>st</sup> Ave., Ste 600  
Denver, CO 80206-5809

Attn: Athena Simpson  
Phone: 641-990-3778  
Email: Athena.simpson@woodriverenergy.com

**Buyer:**

The City of North Liberty  
3 Quail Creek Circle  
North Liberty, IA 52317

Attn: Ryan Heiar, City Administrator  
Phone: 319-626-5700 Fax: 319-626-3288  
Email: rheiar@ci.north-liberty.ia.us  
Note: paper invoice is \$5 per invoice per month)  
Bill To Attn: Tracey Mulcahey  
Address: (same as above)  
Bill to Email: jdykstra@northlibertyiowa.org

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**Term:** 2 years beginning July 1, 2018 and continuing year to year thereafter unless cancelled by either party giving at least thirty (30) days written notice prior to the end of the initial term or any subsequent anniversary date thereto.

---

**Pipeline:** NGPL

**LDC:** MidAmerican Energy

**Facility Name/Address:**

520 W Cherry St., North Liberty IA 52317  
1390 S Front St., North Liberty IA 52317

**Acct. No.**

79170-86015

04080-90003

**Meter**

TY0132388

T98183305

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**Contract Price:** The contract price for the first year of the Agreement shall be 95% of the MidAmerican's MVF/SVF total cost for natural gas service. The price for the remaining term of the Agreement and any subsequent rollover term shall be 95% of MidAmerican's MVF/SVF whichever is applicable total cost for natural gas service.

---

**Special Provisions:** The Special Provisions below amend and supersede the General Terms and Conditions set forth on Page 3 of this agreement.

(1) In addition to the contract price stated above Buyer is responsible for all transportation charges, fees and any and all taxes applicable to the MVF rates less 5% to effectuate delivery of gas to Buyer. Any tariff changes effecting transportation cost shall be the responsibility of Buyer.

(2) With respect to General Terms and Conditions paragraph 3 Transportation: the phrase 'delivery point' shall be defined as customer's meter.

(3) Both parties acknowledge and agree with respect to General Terms and Conditions paragraph 4 Imbalances: this paragraph will be deleted in its entirety and replace with the following language "Seller shall not pass through any imbalance penalties to Buyer. However, in the event there is a material change in the imbalance provisions provided by the utility, Seller at may request a renegotiation of the Agreement."

(4) Both parties acknowledge and agree with respect to General Terms and Conditions paragraph 5 Billing and Payment: the phrase "net fifteen (15) days" shall be replaced with "thirty (30) days".



NATURAL GAS SALES AGREEMENT

Dated April 25, 2017 By and between WoodRiver Energy LLC (Seller) and The City of North Liberty (Buyer)

Continued.....

(5) Both parties acknowledge and agree with respect to General Terms and Conditions paragraph 6 Credit Requirements: this paragraph shall be stricken in its entirety.

(6) Both parties acknowledge and agree with respect to the General Terms and Conditions Paragraph 10 Laws and Regulation: the sentence "The laws of the state of Colorado shall govern in interpretation and performance of this Agreement. Venue for any action tried hereunder shall be in Denver County, Colorado, whether in federal or state court." Shall be replace with "The laws of the state of Iowa shall govern in interpretation and performance of this Agreement. Venue for any action tried hereunder shall be in Johnson County, Iowa, for state court and the Southern District of Iowa for federal court.

(7) Both parties acknowledge and agree with respect to the General Terms and Conditions Paragraph 12 Confidentiality: this paragraph shall be stricken in its entirety.

(8) Both parties acknowledge and agree with respect to the General Terms and Conditions Paragraph 13 Agreement & Confirmation: shall be stricken and replaced with the following "In order to make timely transactions, any subsequent transactions by e-mail with the offer and acceptance shall constitute an agreement of the parties. The parties shall be legally bound from the time they agree to the transaction terms and may each rely thereon. Seller's Transaction Confirmation will be deemed conclusive and will bind Buyer and Seller if Buyer fails to return the executed Transaction Confirmation within 48 house of receipt.

**Except for the Special Provisions set out above, this Agreement is subject to the General Terms and Conditions as described on page 3 of this agreement.**

**WOODRIVER ENERGY, L.L.C.**  
(Seller)

**THE CITY OF NORTH LIBERTY**  
(Buyer)

\_\_\_\_\_  
By: Jo Nanette Moak  
Title: Administrative Manager

\_\_\_\_\_  
By: Terry L. Donahue  
Title: Mayor

Date: \_\_\_\_\_

Date: \_\_\_\_\_



## General Terms and Conditions

WHEREAS, Buyer desires to buy and Seller desires to sell natural gas, Buyer and Seller enter into the Agreement s set out below:

1. **Term:** Unless otherwise stated on the front of the Agreement, this Agreement shall renew automatically for a Term of (1) year and year-to-year thereafter unless terminated by either party by providing 30 day written notice prior to the end of the initial Term or any subsequent anniversary date.
2. **Quantity:** Seller agrees to sell and Buyer agrees to purchase 100% of the natural gas requirements of Buyer.
3. **Transportation:** Seller shall arrange for transportation to the delivery point and Buyer shall arrange for subsequent transportation from the delivery point.
4. **Imbalances:** Buyer and Seller shall use best efforts to avoid imbalances and imbalance penalties (if any). Should either Buyer or Seller receive an imbalance penalty charge from the transporting pipeline or LDC, Seller shall determine the validity of the charges. If the Buyer's failure to accept a quantity of gas equal to Seller's nomination, then Buyer shall pay for or reimburse Seller for such imbalance charges. If the Seller fails to deliver the quantity of gas equal to the Buyer's confirmed nomination then the cost is incurred shall be the liability of the Seller. In the event, the local distribution company changes their rules regarding nominating, balancing and imbalances that renders the agreement uneconomical, Seller reserves the right to renegotiate and/or terminate the agreement with written notice to the Buyer.
5. **Billing and Payment:** Seller shall e-Bill the Buyer on the earliest practicable date each month showing the quantity of gas billable for the previous month's bill period and sum payable by ACH to Seller from Buyer. Buyer may pay by ACH to Seller the sum shown by each billing, including sales, use, franchise and excise taxes and all other governmental impositions relative to the sale or consumption of natural gas, based on net fifteen (15) days from the billing date. With the exception of e-Bill arrangements all monthly billing may be subject to a \$5.00 per month per invoice processing fee. Billing unpaid when due shall be subject to a late charge of Ten Dollars (\$10.00) plus interest at the rate of one and one half percent (1 ½%) per month or the maximum rate allowed by law, whichever is less.
6. **Credit Requirements:** Buyer shall make credit arrangements satisfactory to the Seller, which may include providing a deposit, prepayments, Letter of Credit, or other security as requested by Seller. Seller reserves the right to review such credit arrangements at any time before, or during the term of this contract. If Buyer fails to make credit arrangements satisfactory to Seller, Seller at sole discretion may terminate this contract and/or suspend deliveries hereunder upon five (5) business days prior to notice to Buyer.
7. **Event of Default:** In the event of Default by either party, the Defaulting Party or its guarantor hereby agrees that the other party shall have the right, at its sole election, to immediately withhold or suspend deliveries or payments upon written notice and/ or to terminate and liquidate the transactions under this Agreement in good faith and in a commercially responsible manner, and to assess and apply all costs of liquidation and early termination to the Defaulting Party, in addition to any and all other remedies available hereunder.
8. **Title & Possession:** Buyer shall take title, possession and control of the gas no later than at the Point of Delivery.
9. **Force Majeure:** An event of Force Majeure shall not excuse either party from liquidation damages related to the settlement of any Basis or Fixed Price related to quantities. Force Majeure means acts of God, strikes, lock outs, or other industrial disturbances including those involving or affecting parties producing or transporting gas for Seller.
10. **Laws and Regulation:** This Agreement, each of its provisions, and all supplements amendments or addenda to it are subject to all valid, applicable federal and state laws and to the orders, rules and regulations of any duly constituted regulatory body or authority, state or federal, having jurisdiction. The laws of the state of Colorado shall govern in interpretation and performance of this Agreement. Venue for any action tried hereunder shall be in Denver County, Colorado, whether in federal or state court.
11. **Assignment:** Buyer may not assign any of its rights or obligations under this Agreement; except that Buyer may assign this Agreement in connection with the sale or transfer of the real property associated with the delivery point hereunder, provided that Seller shall have received written notice from Buyer thereof, and Seller shall have been provided with certified copies of the instruments properly evidencing such sale or transfer, and further provided that any such proposed assignee shall have satisfied the credit requirements of this Agreement and shall have executed and delivered to Seller all documents required by Seller in order to be bound by this Agreement. Any assignment by Buyer in accordance with the foregoing sentence shall not become effective until the first day of the calendar month next following the date upon which all of the foregoing requirements have been satisfied. As energy and natural gas are necessities of the Buyer, an Asset sale of the business whereby the Buyer is no longer operating, Buyer shall deem this natural gas contract as an Asset of the business and the Agreement shall be Assigned to the new entity. Seller may assign this Agreement and any or all sums payable by Buyer hereunder upon notice to Buyer of such as assignment, and without limiting the foregoing, Buyer hereby consents to the pledge and collateral assignment of this Agreement by Seller to Shell Energy North America (USA), L.P. and its successors and assigns. Upon notice to Buyer of any such assignment by Seller, Buyer shall pay all sums due hereunder to such assignee without offset, counterclaim or defense of any kind.
12. **Confidentiality:** The parties agree to keep the terms of this Agreement and of any transaction hereunder, including but not limited to, the Base Contract Price, the Monthly Quantity, and the Term, confidential, except as may be required to effectuate transportation of the gas or to meet the requirements of a state or federal regulatory agency having jurisdiction over the matter for which information is sought.
13. **Agreement & Confirmation:** In order to make timely transactions, any subsequent transactions in e-mail or a telephone conversation with the offer and acceptance constituting an agreement of the parties. The parties shall be legally bound from the time they agree to the transaction terms and may each rely thereon. Seller's confirmation will be deemed conclusive and will bind Buyer and Seller if not received by the end of the second business day following Buyer's receipt of the confirmation.
14. **Limitations:** FOR BREACH OF ANY PROVISION FOR WHICH AN EXPRESS REMEDY OR MEASURE OF DAMAGES IS PROVIDED, SUCH EXPRESS REMEDY OR MEASURE OF DAMAGES SHALL BE THE SOLE AND EXCLUSIVE REMEDY. A PARTY'S LIABILITY HEREUNDER SHALL BE LIMITED AS SET FORTH IN SUCH PROVISION, AND ALL OTHER REMEDIES OR DAMAGES AT LAW OR IN EQUITY ARE WAIVED.
15. **Disclaimer:** The Seller nor any of its employees or affiliates is acting as a Broker, Dealer or Commodity Trading Advisor, and no such person is registered as a Commodity Trading Advisor. Seller is not advising Buyer concerning the use of any registered futures contract or standardized instrument for future delivery on any exchange. Buyer acknowledges that all decisions related to energy transactions are authorized and executed based upon the Buyer's full knowledge and independent action and confirms that Buyer is an "eligible contract participant" as defined by the CEA.

\_\_\_\_\_  
Buyer's Initials



**Resolution No. 2018-93**

**A RESOLUTION APPROVING THE NATURAL GAS SALES AGREEMENT BETWEEN WOODRIVER ENERGY, LLC AND THE CITY OF NORTH LIBERTY, IOWA REGARDING THE CITY'S NATURAL GAS PURCHASES FOR CERTAIN FACILITIES**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH LIBERTY, IOWA:**

**WHEREAS**, the City Council desires to renew the agreement with WoodRiver Energy, LLC regarding the purchase of natural gas for city facilities at 520 W. Cherry Street and 1390 S. Front Street at a reduced rate than currently being paid,

**WHEREAS**, the agreement establishes the terms and conditions for the city's purchase of natural gas from WoodRiver Energy, LLC, and

**WHEREAS**, the terms and conditions have been set forth in the attached agreement,

**NOW, THEREFORE, BE IT RESOLVED** that that the attached agreement between the City of North Liberty and WoodRiver Energy LLC is approved.

**BE IT FURTHER RESOLVED** that the Mayor is hereby authorized to execute said agreement.

**APPROVED AND ADOPTED** this 12th day of June, 2018.

**CITY OF NORTH LIBERTY:**

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TERRY L. DONAHUE, MAYOR

**ATTEST:**

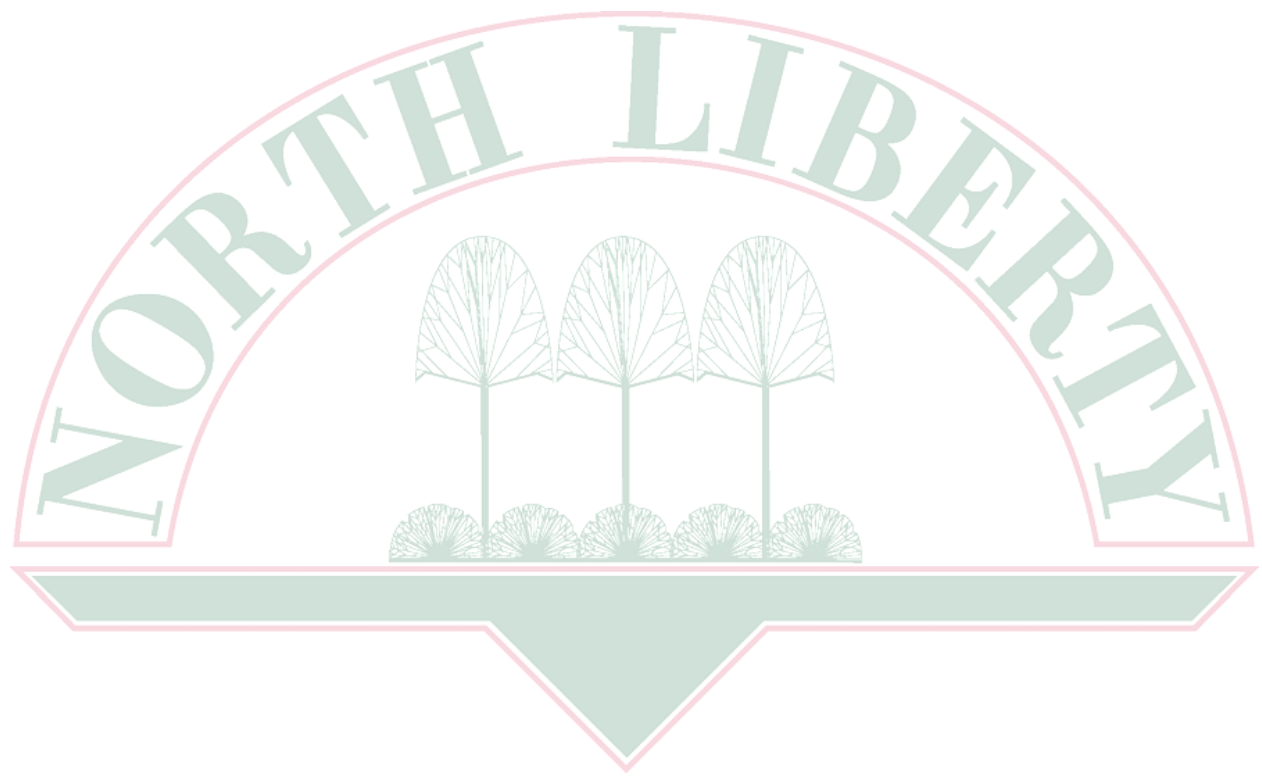
I, Tracey Mulcahey, City Clerk of the City of North Liberty, hereby certify that at a meeting of the City Council of said City, held on the above date, among other proceedings, the above was adopted.

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TRACEY MULCAHEY, CITY CLERK



# Parking Update







1 inch = 130 feet



## **Resolution No. 2018-94**

### **A RESOLUTION APPROVING PARKING CONTROL DEVICES IN THE CITY OF NORTH LIBERTY, IOWA**

**WHEREAS**, Section 69.08 of the North Liberty Code of Ordinances authorizes the City Council to establish by resolution and cause to be placed parking control devices that prohibit or limit parking at designated locations in accordance with Chapter 69 of the City's Code; and

**WHEREAS**, the City Council has previously prohibited or limited parking throughout the City and has now reviewed the same.

**BE IT THEREFORE NOW RESOLVED** BY THE CITY COUNCIL OF NORTH LIBERTY, IOWA, that the City of North Liberty, Iowa, hereby establishes the placement of parking control devices to prohibit or limit parking for the City's street system as follows:

- No person, except persons on medical emergency calls, shall park a vehicle on any street designated to prohibit all-night parking for period of time longer than thirty minutes between the hours of 2:00 a.m. and 5:00 a.m. No person, except persons on medical emergency calls, shall park a vehicle on any street marked to prohibit parking during any other specified period for a period of time longer than fifteen minutes during the hours for which parking is prohibited on said street.
- Parking on Zeller Street will be prohibited on the north side of the street on even-numbered days between the hours of 6:00 a.m. and 6:00 p.m. and will be prohibited on the south side of the street on odd-numbered days between the hours of 6:00 a.m. and 6:00 p.m.
- Parking is prohibited at all times on both sides of Juniper Court from Hackberry Street to Juniper Street.
- Parking is prohibited on Heritage Place on the north side of the street on even-numbered days between the hours of 6:00 a.m. and 6:00 p.m. and on the south side of the street on odd-numbered days between the hours of 6:00 a.m. and 6:00 p.m.
- Parking is prohibited at all times on both sides of Jones Boulevard.
- Parking is prohibited at all times on the north side of Dickinson Drive from Dubuque Street east to the intersection with Whitman Avenue.
- Parking is prohibited on the east side of Mark Twain Court abutting Lots 14 and 16 on even-numbered days between the hours of 6:00 a.m. and 6:00 p.m. and on the south and west side of said street abutting Lots 13 through 19 on odd-numbered days between the hours of 6:00 a.m. and 6:00 p.m.
- Parking is prohibited at all times on both sides of Front Street from Dubuque Street north to the city limits.
- Parking is prohibited on the east side of Front Street between Cherry Street south to Zeller Street on even-numbered days between the hours of 6:00 a.m. and 6:00 p.m. and on the west side of Front Street between Cherry Street south to Zeller Street on odd-numbered days between the hours of 6:00 a.m. and 6:00 p.m.



- Parking is prohibited at all times on both sides of Front Street from Zeller Street south to the city limits.
- Parking is prohibited at all times on both sides of Penn Street.
- Parking is prohibited at all times on the north and east sides of Prairie Ridge Road between Sugar Creek Lane and Zeller Street and is also prohibited on the south side of Prairie Ridge Road from a point one hundred eighty-five feet west of the intersection with Sugar Creek Lane east to the intersection with Sugar Creek Lane.
- Parking is prohibited at all times on both sides of Sugar Creek Lane from Zeller Street south to the intersection with Fairview Lane, except that parking is permitted on the east side of Sugar Creek Lane from Westwood Drive to Fairview Lane.
- Parking is prohibited at all times on both sides of Hawkeye Drive between Highway 965 and Spartan Drive.
- Parking is prohibited at all times on both sides of Westwood Drive.
- Parking is prohibited at all times on both sides of Dubuque Street from Main Street north to the city limits; and from a point one hundred feet south of the intersection with Cherry Street south to the city limits.
- Parking is prohibited at all times on both sides of Liberty Way.
- Parking is prohibited at all times on both sides of Cherry Street from the CRANDIC railroad crossing west to the intersection of Highway 965, and on the south side of Cherry Street west from Highway 965 to its westerly termination.
- Parking is prohibited at all times on the east side of Emily Street and on the cul de sac.
- Parking is prohibited at all times on the east side of Hodge Street.
- Parking is prohibited at all times on the west side of Jessie Street and anywhere on the two extensions on the east side and west side of Jessie Street.
- Parking is prohibited at all times on the east side of Molly Street.
- Parking on the north side of East Hickory Street is prohibited at all times in sections between posted signs, and on the south side of East Hickory Street where posted at the inside corner approximately two hundred feet east of Front Street.
- Parking is prohibited at all times on the west side of Park View Court from the intersection of Zeller Street to a point five hundred feet south.
- Parking is prohibited at all times on the east side of North Stewart from the intersection of Penn Street to a point three hundred feet south.
- Parking is prohibited at all times on the side of Elm Ridge Drive adjacent to the properties with even-numbered addresses.
- Parking is prohibited at all times on the side of Elm Ridge Court adjacent to the properties with odd-numbered addresses.
- Parking is prohibited at all times on the side of Hawthorne Place adjacent to the properties with odd-numbered addresses.
- Parking is prohibited at all times on the side of Maple Street adjacent to properties with even-numbered addresses.
- Parking is prohibited at all times on both sides of Lions Drive.
- Parking is prohibited at all times on both sides of Hawkeye Drive.
- Parking is prohibited at all times on both sides of Commercial Drive.
- Parking is prohibited at all times on both sides of Progress Street.



- Parking is prohibited at all times on both sides of 240<sup>th</sup> Street.
- Parking is prohibited at all times on both sides of Kansas Avenue.
- Parking is prohibited at all times on both sides of Alexander Way.
- Parking is prohibited at all times on both sides of Herky Street from its intersection with Penn Street south a distance of nine hundred and ten feet.
- Parking is prohibited at all times on both sides of Stoner Court.
- Parking is prohibited at all times on both sides of Community Drive.
- Parking is prohibited at all times on both sides of Lininger Lane.
- Parking is prohibited at all times on both sides of Penn Court on both the North and West parts of the street.
- Parking is prohibited at all times on the south side of Devmont Court.
- Parking is prohibited at all times on the south side of East Jefferson Street.
- Parking is prohibited at all times on the south side of Juniper Street.
- Parking is prohibited at all times on the north side of Hackberry Street.
- Parking is prohibited at all times on both sides of Highway 965.
- Parking is prohibited at all times on the west side of Main Street.
- Parking is prohibited at all times on the south side of 236<sup>th</sup> Street between Progress Street and North Jones Boulevard and on the north side of 236<sup>th</sup> Street from Progress Street to the west 140 feet.
- Parking is prohibited at all times on both sides of 238<sup>th</sup> Street between Progress Street and North Jones Boulevard.
- Parking is prohibited on both sides of Vandello Drive between Front Street and Cook Circle; on the north side of Vandello Drive between Cook Circle and Sadler Drive; and on both sides of Vandello 60 feet from its intersection with Sadler Drive.
- Parking is prohibited on the west side of Cook Circle.
- Parking is prohibited on the south side of Pheasant Lane from Scales Bend Road to Highway 965.
- Parking is prohibited on the north side of Pheasant Lane from Scales Bend Road to Timber Wolf Drive through the duration of the Highway 965 Project.
- Parking is prohibited on Birch Street, from Front Street west approximately 320 feet to the first Stewart Street intersection.
- Parking is prohibited on the west side of Rachael Street from the intersection of Blue Sky Drive to the south to the end of the street.
- Parking is prohibited on the south side of Ashley Court from the intersection with Highway 965 to the eastern end, at the railroad property.
- Parking is prohibited on the north side of Juniper Street from the intersection with Dubuque Street for 228 feet to the west.
- ***Parking is prohibited on the north side of Vandello Circle around the entire curve to the south.***



**BE IT FURTHER RESOLVED** that the Mayor is hereby authorized to execute said agreement.

**APPROVED AND ADOPTED** this 12th day of June, 2018.

**CITY OF NORTH LIBERTY:**

---

TERRY L. DONAHUE, MAYOR

ATTEST:

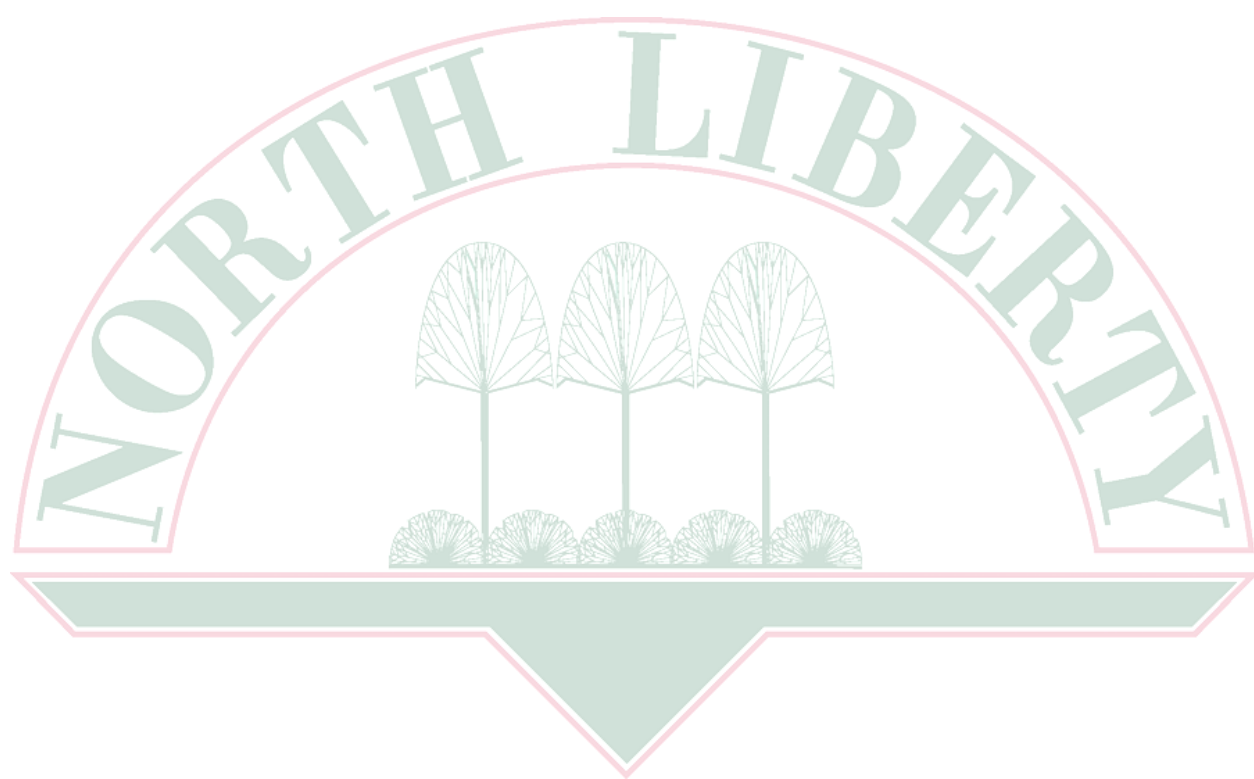
I, Tracey Mulcahey, City Clerk of the City of North Liberty, hereby certify that at a meeting of the City Council of said City, held on the above date, among other proceedings, the above was adopted.

---

TRACEY MULCAHEY, CITY CLERK



# Solid Waste Ordinance





**Ordinance No. 2018-04**

**AN ORDINANCE AMENDING CHAPTERS 105 AND 106 OF THE NORTH  
LIBERTY CODE OF ORDINANCES BY AMENDING CHAPTERS RELATED TO  
SOLID WASTE CONTROL AND COLLECTION**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF NORTH LIBERTY, IOWA:**

**SECTION 1. AMENDMENT.** Chapter 105, "Solid Waste Control," of the North Liberty Code of Ordinances (2017) is hereby amended by adopting in lieu thereof Chapter 105 to read as follows:

**CHAPTER 105  
SOLID WASTE CONTROL**

105.01 Purpose	105.07 Littering Prohibited
105.02 Definitions	105.08 Open Dumping Prohibited
105.03 Sanitary Disposal Required	105.09 Toxic and Hazardous Waste
105.04 Health and Fire Hazard	105.10 Waste Storage Containers
105.05 Open Burning Restricted	105.11 Prohibited Practices
105.06 Separation of Yard Waste Required	105.12 Recycling Program

**105.01 PURPOSE.**

The purpose of the chapters in this Code of Ordinances pertaining to Solid Waste Control and Collection is to provide for the sanitary storage, collection, and disposal of solid waste and, thereby, to protect the citizens of the City from such hazards to their health, safety and welfare as may result from the uncontrolled disposal of solid waste.

**105.02 DEFINITIONS.**

For use in these chapters the following terms are defined:

1. "Collector" means any person authorized to gather solid waste from public and private places.

2. "Discard" means to place, cause to be placed, throw, deposit, or drop.

***(Code of Iowa, Sec. 455B.361[2])***

3. "Dwelling unit" means any room or group of rooms located within a structure and forming a single habitable unit with facilities which are used, or are intended to be used, for living, sleeping, cooking and eating.

4. "Garbage" means all solid and semisolid, putrescible animal and vegetable waste resulting from the handling, preparing, cooking, storing, serving and consuming of food or of material intended for use as food, and all offal, excluding useful industrial by-products, and includes all such substances from all public and private establishments and from all residences.  
(IAC, 567-100.2)

5. "Landscape waste" means any vegetable or plant waste except garbage. The term includes trees, tree trimmings, branches, stumps, brush, weeds, leaves, grass, shrubbery, and yard trimmings.

(IAC, 567-20.2[455B])

6. "Litter" means any garbage, rubbish, trash, refuse, waste materials, or debris.

***(Code of Iowa, Sec. 455B.361[1])***

7. "Owner" means, in addition to the record titleholder, any person residing in, renting, leasing, occupying, operating or transacting business in any premises, and as between such parties the duties, responsibilities, liabilities and obligations hereinafter imposed shall be joint and several.

8. "Refuse" means putrescible and non-putrescible waste, including but not limited to garbage,



rubbish, ashes, incinerator residues, street cleanings, market and industrial solid waste and sewage treatment waste in dry or semisolid form.

(IAC, 567-100.2)

9. "Residential premises" means any privately owned dwelling unit.

10. "Residential waste" means any refuse generated on the premises as a result of residential activities. The term includes landscape waste grown on the premises or deposited thereon by the elements, but excludes garbage, tires, trade wastes and any locally recyclable goods or plastics.

(IAC, 567-20.2[455B])

11. "Rubbish" means non-putrescible solid waste consisting of combustible and non-combustible waste, such as ashes, paper, cardboard, tin cans, yard clippings, wood, glass, bedding, crockery, or litter of any kind.

(IAC, 567-100.2)

12. "Sanitary disposal" means a method of treating solid waste so that it does not produce a hazard to the public health or safety or create a nuisance.

(IAC, 567-100.2)

13. "Sanitary disposal project" means all facilities and appurtenances including all real and personal property connected with such facilities, which are acquired, purchased, constructed, reconstructed, equipped, improved, extended, maintained, or operated to facilitate the final disposition of solid waste without creating a significant hazard to the public health or safety, and which are approved by the Director of the State Department of Natural Resources.

**(Code of Iowa, Sec. 455B.301)**

14. "Solid waste" means garbage, refuse, rubbish, and other similar discarded solid or semisolid materials, including but not limited to such materials resulting from industrial, commercial, agricultural, and domestic activities. Solid waste may include vehicles, as defined by Section 321.1 of the *Code of Iowa*. Solid waste does not include any of the following:

**(Code of Iowa, Sec. 455B.301)**

A. Hazardous waste regulated under the Federal Resource Conservation and Recovery Act, 42 U.S.C. § 6921-6934.

B. Hazardous waste as defined in Section 455B.411 of the *Code of Iowa*, except to the extent that rules allowing for the disposal of specific wastes have been adopted by the State Environmental Protection Commission.

C. Source, special nuclear, or by-product material as defined in the Atomic Energy Act of 1954, as amended to January 1, 1979.

D. Petroleum contaminated soil that has been remediated to acceptable State or Federal standards.

### **105.03 SANITARY DISPOSAL REQUIRED.**

It is the duty of each owner to provide for the sanitary disposal of all refuse accumulating on the owner's premises before it becomes a nuisance. Any such accumulation remaining on any premises for a period of more than thirty (30) days shall be deemed a nuisance and the City may proceed to abate such nuisances in accordance with the provisions of Chapter 50 or by initiating proper action in district court.

**(Code of Iowa, Ch. 657)**

### **105.04 HEALTH AND FIRE HAZARD.**

It is unlawful for any person to permit to accumulate on any premises, improved or vacant, or on any public place, such quantities of solid waste that constitute a health, sanitation or fire hazard.

### **105.05 OPEN BURNING RESTRICTED.**

No person shall allow, cause or permit open burning of combustible materials where the products



of combustion are emitted into the open air without passing through a chimney or stack, except that open burning is permitted in the following circumstances:

1. Disaster Rubbish. The open burning of rubbish and landscape waste created by a disaster in the City but only for the duration of the official community disaster period as declared by the Mayor.

2. Recreational Fires and Fire Pits. Open fires for cooking, heating and recreation (e.g., small campfires).

A. Such fires shall not cause a nuisance to the public.

B. Such fires shall be constantly attended and supervised by a person 18 years or older until the fire has been completely extinguished. A portable fire extinguisher with a minimum 4-A rating or garden hose must be readily available.

C. Only dry seasoned natural firewood or commercial logs may be burned. Burning of rubber tires, lumber, pallets, scrap wood, green wood, tree trimmings with leaves, leaves, yard waste, paper, cardboard, garbage and other refuse is not permitted.

D. The pile size of the dry seasoned natural firewood or commercial logs cannot exceed three feet in diameter and two feet in height.

E. All open fires shall be performed in an approved container constructed of steel, brick or masonry or in below ground fire pits.

F. Portable fire pits and portable fireplaces shall be used in accordance with the manufacturer's specifications and these regulations. Portable fire pits and portable fireplaces must have a screen and a cover to prevent flying embers. Portable fire pits and portable fireplaces shall not be located less than 15 feet away from any structures or combustible materials, or on any paved or surfaced street, alley, or sidewalk.

G. Below ground fire pits shall be at least four inches in depth and shall be surrounded on the outside, above ground, by a noncombustible material such as steel, brick, or masonry. Below ground fire pits shall have a cover to prevent flying embers. Below ground fire pits shall not be located less than 25 feet away from any structures or combustible materials.

3. Ceremonial Fires. Generally larger fires for ceremonies or events.

A. Ceremonial fires require written permission of the Fire Chief and payment of the permit fee. The permit shall include a specific date and time period for the ceremonial fire.

B. Any person interested in conducting a ceremonial fire shall submit an application to the Fire Chief a minimum of fourteen (14) days in advance of the proposed date for the ceremonial fire.

C. Such fires shall not cause a nuisance to the public.

D. Such fires shall be constantly attended and supervised by a person 18 years or older until the fire has been completely extinguished. A portable fire extinguisher with a minimum 4-A rating or garden hose must be readily available.

E. Only dry seasoned natural firewood or commercial logs may be burned. Burning of rubber tires, lumber, pallets, scrap wood, green wood, tree trimmings with leaves, leaves, yard waste, paper, cardboard, garbage and other refuse is not permitted.

F. The fire shall not be located less than 50 feet away from any structures or combustible materials and no less than 25 feet from any property lines. Conditions which could cause a fire to spread within 50 feet of a structure shall be eliminated prior to ignition.

4. Training Fires. Fires set for the purpose of bona fide training of public employees and/or members of the volunteer fire department in firefighting methods, provided that the Fire Chief has received a written request and has granted permission for such burning.

5. Native Prairie Burns. Sites that are dominated by native prairie species or have been planted to native prairie species. Weedy sites may be burned in which prairie species have been planted but are not yet dominant. The Fire Chief shall ensure that persons conducting the native prairie burns possess the experience and training necessary to conduct such burning safely. The



Fire Chief shall determine sites, dates and times for the burning to occur. In addition, all the following conditions must be met:

- A. Full compliance with all state and county laws, regulations and rules;
- B. Full compliance with prairie burn standards set by the Fire Chief; and
- C. Issuance of a permit by the Fire Chief, subject to any conditions and limitations set

by the Fire Chief.

6. Prairie Burn Procedures.

A. The Fire Chief shall develop City application forms, posting and mailing forms, and standards for native prairie burns, subject to review and approval by the City Administrator. Any person interested in conducting a prairie burn shall submit an application to the Fire Chief a minimum of twenty-one (21) days in advance of the planned burn.

B. If a burn permit is issued, the permit is contingent upon the applicant posting notice on the applicant's property and notifying by mail all affected property owners whose properties are within one-quarter (1/4) mile of the proposed burn site and all residents of the same properties a minimum of ten (10) days prior to the proposed burn. In the event one or more persons required to be notified as set out in this section object to the prairie burn and the Fire Chief finds that one or more objections are valid in terms of potential health or safety issues presented or created by the prairie burn, the Fire Chief reserves the right to modify or revoke the permit.

C. Any owner who burns prairie sites as permitted by this section shall be fully responsible for conducting the open burning safely and in accordance with applicable fire department, city, county and state standards at all times; shall be liable for any damages to persons or property that arise from the open burning; and shall hold the City harmless for any such damages.

7. Extinguishment Authority. The Fire Chief or any authorized representative of the North Liberty Fire Department is authorized to order the extinguishment of any burning that is deemed to create a nuisance, hazard, or dangerous condition or situation, due to atmospheric conditions or other unanticipated factors or circumstances.

8. Fees. Permit fees for ceremonial burns and prairie burns shall be set by resolution of the City Council.

*(Ord. 11-08 - July 11 Supp.)*

**105.06 SEPARATION OF YARD WASTE REQUIRED.**

All yard waste shall be separated by the owner or occupant from all other solid waste accumulated on the premises and shall be composted on the premises or placed in yard waste bags with the collector's logo and set out for collection. Yard waste bags shall not exceed 39 gallons in capacity or 40 pounds in weight. Two bundles of brush and small limbs, cut approximately four feet long and tied in bundles weighing 40 pounds or less, will be collected free of charge each week. As used in this section, "yard waste" means any debris such as grass clippings, leaves, garden waste, brush, and trees. Yard waste does not include tree stumps.

**105.07 LITTERING PROHIBITED.**

No person shall discard any litter onto or in any water or land, except that nothing in this section shall be construed to affect the authorized collection and discarding of such litter in or on areas or receptacles provided for such purpose. When litter is discarded from a motor vehicle, the driver of the motor vehicle shall be responsible for the act in any case where doubt exists as to which occupant of the motor vehicle actually discarded the litter.

*(Code of Iowa, Sec. 455B.363)*

**105.08 OPEN DUMPING PROHIBITED.**

No person shall dump or deposit or permit the dumping or depositing of any solid waste on the



surface of the ground or into a body or stream of water at any place other than a sanitary disposal project approved by the Director of the State Department of Natural Resources, unless a special permit to dump or deposit solid waste on land owned or leased by such person has been obtained from the Director of the State Department of Natural Resources. However, this section does not prohibit the use of rubble at places other than a sanitary disposal project. As used in this section, "rubble" means dirt, stone, brick, or similar inorganic materials used for beneficial fill, landscaping, excavation, or grading at places other than a sanitary disposal project. "Rubble" includes asphalt waste only as long as it is not used in contact with water in a floodplain. For purposes of this section, "rubble" does not mean gypsum or gypsum wallboard, coal combustion residue, foundry sand, or industrial process wastes unless those wastes are approved by the State Department of Natural Resources.

*(Code of Iowa, Sec. 455B.301, Sec. 455B.307 and IAC, 567-100.2)*

#### **105.09 TOXIC AND HAZARDOUS WASTE.**

No person shall deposit in a solid waste container or otherwise offer for collection any toxic or hazardous waste. Such materials shall be transported and disposed of as prescribed by the Director of the State Department of Natural Resources. As used in this section, "toxic and hazardous waste" means waste materials, including but not limited to, poisons, pesticides, herbicides, acids, caustics, pathological waste, flammable or explosive materials and similar harmful waste which requires special handling and which must be disposed of in such a manner as to conserve the environment and protect the public health and safety.

(IAC, 567-100.2)

(IAC, 567-102.13[2] and 400-27.14[2])

#### **105.10 WASTE STORAGE CONTAINERS.**

Every person owning, managing, operating, leasing, or renting any premises, dwelling unit or any place where refuse accumulates shall provide and at all times maintain in good order and repair portable containers for refuse in accordance with the following:

1. Container Specifications. Waste storage containers shall comply with the following specifications:

A. Residential. Residential waste containers will be provided by the City's contracted refuse collector.

B. Commercial. Every person owning, managing, operating, leasing or renting any commercial premises where an excessive amount of refuse accumulates and where its storage in portable containers as required above is impractical, shall maintain metal bulk storage containers approved by the City.

2. Storage of Containers. Residential solid waste containers shall be stored upon the residential premises. Commercial solid waste containers shall be stored upon private property, unless the owner has been granted written permission from the City to use public property for such purposes. The storage site shall be well drained and fully accessible to collection equipment, public health personnel, and fire inspection personnel. All owners of residential and commercial premises shall be responsible for proper storage of all garbage and yard waste to prevent materials from being blown or scattered around neighboring yards and streets.

3. Location of Containers for Collection. Containers for the storage of solid waste awaiting collection shall be placed at the curb or alley line by the owner or occupant of the premises served. Containers or other solid waste placed at the curb line shall not be so placed more than 12 hours in advance of the regularly scheduled collection day and shall be promptly removed from the curb line following collection. Yard waste bags must be placed three to six feet from other solid waste containers.

4. Nonconforming Containers. Solid waste placed in containers which are not in compliance



with the provisions of this section will not be collected.

#### **105.11 PROHIBITED PRACTICES.**

It is unlawful for any person to:

1. Unlawful Use of Containers. Deposit refuse in any solid waste containers not owned by such person without the written consent of the owner of such containers.
2. Interfere with Collectors. Interfere in any manner with solid waste collection equipment or with solid waste collectors in the lawful performance of their duties as such, whether such equipment or collectors be those of the City, or those of any other authorized waste collection service.
3. Incinerators. Burn rubbish or garbage except in incinerators designed for high temperature operation, in which solid, semisolid, liquid, or gaseous combustible refuse is ignited and burned efficiently, and from which the solid residues contain little or no combustible material, as acceptable to the Environmental Protection Commission.
4. Scavenging. Take or collect any solid waste which has been placed out for collection on any premises, unless such person is an authorized solid waste collector.

#### **105.12 RECYCLING PROGRAM.**

The City shall provide for the collection of recyclable material in accordance with the provisions of the contract between the City and the collector. All recyclable material shall be prepared for collection in accordance with the rules and regulations as established by the collector.

**SECTION 2. AMENDMENT.** Chapter 106, "Collection of Solid Waste," of the North Liberty Code of Ordinances (2017) is hereby amended by adopting in lieu thereof Chapter 106 to read as follows:

### **CHAPTER 106 COLLECTION OF SOLID WASTE**

- |                                |                              |
|--------------------------------|------------------------------|
| 106.01 Collection Service      | 106.06 Right of Entry        |
| 106.02 Collection Vehicles     | 106.07 Contract Requirements |
| 106.03 Loading                 | 106.08 Collection Fees       |
| 106.04 Frequency of Collection | 106.09 Lien for Nonpayment   |
| 106.05 Bulky Rubbish           |                              |

#### **106.01 COLLECTION SERVICE.**

The City shall provide by contract for the collection of solid waste, except bulky rubbish as provided in Section 106.05, from residential premises only. The owners or operators of commercial, industrial, or institutional premises shall provide for the collection of solid waste produced upon such premises.

#### **106.02 COLLECTION VEHICLES.**

Vehicles or containers used for the collection and transportation of garbage and similar putrescible waste or solid waste containing such materials shall be leak-proof, durable and of easily cleanable construction. They shall be cleaned to prevent nuisances, pollution, or insect breeding and shall be maintained in good repair.

(IAC, 567-104.9[455B])

#### **106.03 LOADING.**

Vehicles or containers used for the collection and transportation of any solid waste shall be loaded and moved in such a manner that the contents will not fall, leak, or spill therefrom, and shall be covered to prevent blowing or loss of material. Where spillage does occur, the material shall be



picked up immediately by the collector or transporter and returned to the vehicle or container and the area properly cleaned.

#### **106.04 FREQUENCY OF COLLECTION.**

All solid waste shall be collected from residential premises at least every other week and from commercial, industrial and institutional premises as frequently as may be necessary, but not less than once each week.

#### **106.05 BULKY RUBBISH.**

Bulky rubbish which is too large or heavy to be collected in the normal manner of other solid waste may be collected by the collector upon request.

#### **106.06 RIGHT OF ENTRY.**

Solid waste collectors are hereby authorized to enter upon private property for the purpose of collecting solid waste therefrom as required by this chapter; however, solid waste collectors shall not enter dwelling units or other residential buildings.

#### **106.07 CONTRACT REQUIREMENTS.**

No person shall engage in the business of collecting, transporting, processing or disposing of solid waste from residential premises for the City without first entering into a contract with the City. This section does not prohibit an owner from transporting solid waste accumulating upon premises owned, occupied or used by such owner, provided such refuse is disposed of properly in an approved sanitary disposal project. Furthermore, a contract is not required for the removal, hauling, or disposal of earth and rock material from grading or excavation activities, provided that all such materials are conveyed in tight vehicles, trucks or receptacles so constructed and maintained that none of the material being transported is spilled upon any public right-of-way.

#### **106.08 COLLECTION FEES.**

The collection and disposal of solid waste as provided by this chapter are declared to be beneficial to the property served or eligible to be served and there shall be levied and collected fees therefor in accordance with the following:

1. Schedule of Fees. The fees for solid waste collection and disposal service, used or available, for each residential premises and for each dwelling unit of a multiple-family dwelling shall be set by resolution of the Council.
2. Payment of Bills. The monthly refuse fee, recycling fee and spring cleanup fee are due and payable under the same terms and conditions provided for payment of a combined service account as contained in Section 92.04 of this Code of Ordinances. Solid waste collection service may be discontinued in accordance with the provisions contained in Section 92.05 if the combined service account becomes delinquent, and the provisions contained in Section 92.08 relating to lien notices shall also apply in the event of a delinquent account.

#### **106.09 LIEN FOR NONPAYMENT.**

The owner of the premises served and any lessee or tenant thereof are jointly and severally liable for fees for solid waste collection and disposal. Fees remaining unpaid and delinquent shall constitute a lien upon the premises served and shall be certified by the Clerk to the County Treasurer for collection in the same manner as property taxes.

*(Code of Iowa, Sec. 384.84)*

**SECTION 3. REPEALER.** All Ordinances and parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed.



**SECTION 4. SEVERABILITY.** If any section, provision or part of this Ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the Ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

**SECTION 5. WHEN EFFECTIVE.** This ordinance shall be in effect from and after its final passage, approval and publication as provided by law.

First reading on May 8, 2018.

Second reading on May 22, 2018.

Third and final reading on \_\_\_\_\_, 2018.

CITY OF NORTH LIBERTY:

\_\_\_\_\_  
TERRY L. DONAHUE, MAYOR

ATTEST:

I, Tracey Mulcahey, City Clerk of the City of North Liberty, hereby certify that at a meeting of the City Council of said City, held on the above date, among other proceedings, the above was adopted.

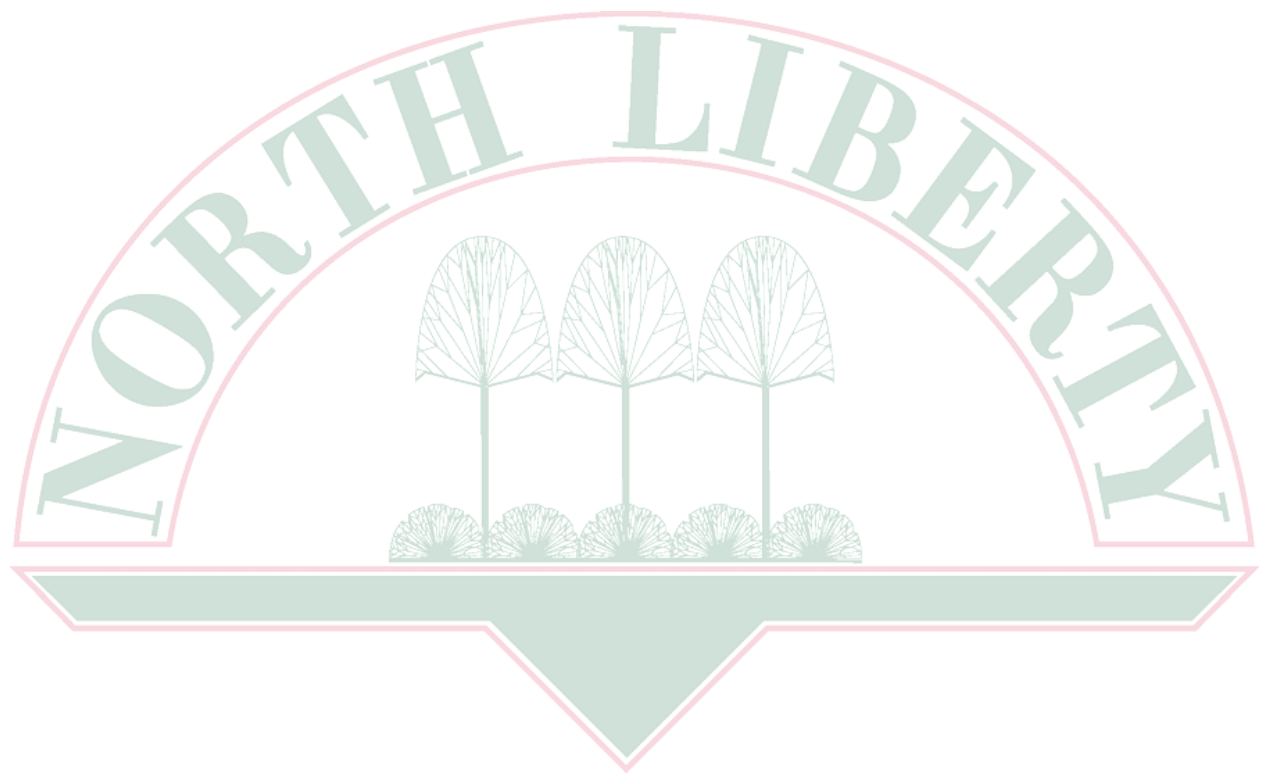
\_\_\_\_\_  
TRACEY MULCAHEY, CITY CLERK

I certify that the forgoing was published as Ordinance No. 2018-04 in the North Liberty *Leader* on the \_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
TRACEY MULCAHEY, CITY CLERK



# Water Rate Ordinance





# Water Utility Budget & Forecast

	FY17 Actual	FY18 Budget	FY19 Budget	FY20 Estimated	FY21 Estimated	FY22 Estimated	FY23 Estimated	FY24 Estimated	FY25 Estimated	FY26 Estimated	FY27 Estimated	FY28 Estimated	FY29 Estimated
Budget Inflation Rate		2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
Number of Accounts	8,598	8,671	8,844	9,021	9,202	9,386	9,573	9,765	9,960	10,159	10,363	10,570	10,781
Gallons Sold	351,617,000	378,000,000	385,560,000	393,271,200	401,136,624	409,159,356	417,342,544	425,689,394	434,203,182	442,887,246	451,744,991	460,779,891	469,995,489
Proposed Rate Increase	5.00%	5.00%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	0.00%	0.00%	0.00%	0.00%	0.00%
Base Rate	\$ 14.83	\$ 15.57	\$ 16.12	\$ 16.68	\$ 17.26	\$ 17.87	\$ 18.49	\$ 19.14	\$ 19.14	\$ 19.14	\$ 19.14	\$ 19.14	\$ 19.14
Rate/1000 Gallons	\$ 5.99	\$ 6.29	\$ 6.51	\$ 6.74	\$ 6.97	\$ 7.22	\$ 7.47	\$ 7.73	\$ 7.73	\$ 7.73	\$ 7.73	\$ 7.73	\$ 7.73
<b>Revenues</b>													
Water Sales	\$ 3,050,981	\$ 3,318,938	\$ 3,503,803	\$ 3,698,965	\$ 3,904,997	\$ 4,122,505	\$ 4,352,129	\$ 4,594,542	\$ 4,686,433	\$ 4,780,162	\$ 4,875,765	\$ 4,973,280	\$ 5,072,746
Sales Tax	\$ 196,302	\$ 197,850	\$ 210,228	\$ 221,938	\$ 234,300	\$ 247,350	\$ 261,128	\$ 275,673	\$ 281,186	\$ 286,810	\$ 292,546	\$ 298,397	\$ 304,365
Connection Fees/Permits	\$ 95,478	\$ 80,000	\$ 108,000	\$ 108,000	\$ 108,000	\$ 108,000	\$ 108,000	\$ 108,000	\$ 108,000	\$ 108,000	\$ 108,000	\$ 108,000	\$ 108,000
Use of Money	\$ 821	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400
Miscellaneous	\$ 8,325	\$ 50,000	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500
Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Accounts Receivable/Payable	\$ (27,303)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Water Utility Revenues</b>	<b>\$ 3,324,604</b>	<b>\$ 3,647,188</b>	<b>\$ 3,822,931</b>	<b>\$ 4,029,803</b>	<b>\$ 4,248,197</b>	<b>\$ 4,478,756</b>	<b>\$ 4,722,157</b>	<b>\$ 4,979,115</b>	<b>\$ 5,076,519</b>	<b>\$ 5,175,872</b>	<b>\$ 5,277,211</b>	<b>\$ 5,380,577</b>	<b>\$ 5,486,011</b>
<b>Expenditures</b>													
Budget Inflation Rate		14.68%	2.50%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%
Personnel Services	\$ 508,253	\$ 555,000	\$ 661,561	\$ 694,639	\$ 729,371	\$ 765,840	\$ 804,132	\$ 844,338	\$ 886,555	\$ 930,883	\$ 977,427	\$ 1,026,298	\$ 1,077,613
Services & Commodities	\$ 1,299,344	\$ 1,205,795	\$ 1,227,565	\$ 1,288,943	\$ 1,353,390	\$ 1,421,060	\$ 1,492,113	\$ 1,566,719	\$ 1,645,055	\$ 1,727,307	\$ 1,813,673	\$ 1,904,356	\$ 1,999,574
Capital	\$ 17	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Transfers</b>													
Equipment Revolving	\$ 109,877	\$ 176,000	\$ 237,000	\$ 125,000	\$ 75,000	\$ 75,000	\$ 40,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000
Capital Reserve	\$ 143,209	\$ 300,000	\$ 80,000	\$ 230,000	\$ 200,000	\$ 80,000	\$ 215,000	\$ 130,000	\$ 130,000	\$ 130,000	\$ 130,000	\$ 130,000	\$ 130,000
Revenue Debt	\$ 533,470	\$ 809,656	\$ 969,285	\$ 1,072,735	\$ 1,765,915	\$ 1,564,115	\$ 1,540,528	\$ 1,311,678	\$ 1,770,708	\$ 1,772,848	\$ 1,653,760	\$ 1,654,160	\$ 1,654,020
GO Debt	\$ 391,215	\$ 388,738	\$ 390,900	\$ 393,350	\$ 320,600	\$ 319,800	\$ 243,900	\$ 249,400	\$ 249,700	\$ 249,900	\$ -	\$ -	\$ -
Billing & Accounting	\$ 321,329	\$ 356,855	\$ 320,546	\$ 288,491	\$ 259,642	\$ 233,678	\$ 210,310	\$ 218,723	\$ 227,472	\$ 236,570	\$ 246,033	\$ 255,875	\$ 266,110
<b>Upcoming Projects</b>													
(1) Plant Expansion & Well(s)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 359,884
(2) Water Tower	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Water Utility Expenditures</b>	<b>\$ 3,306,714</b>	<b>\$ 3,792,044</b>	<b>\$ 3,886,857</b>	<b>\$ 4,093,159</b>	<b>\$ 4,703,919</b>	<b>\$ 4,459,493</b>	<b>\$ 4,545,982</b>	<b>\$ 4,395,857</b>	<b>\$ 4,984,489</b>	<b>\$ 5,122,508</b>	<b>\$ 4,895,893</b>	<b>\$ 5,045,689</b>	<b>\$ 5,562,201</b>
<b>Net Change in Fund Balance</b>	<b>\$ 17,890</b>	<b>\$ (144,856)</b>	<b>\$ (63,926)</b>	<b>\$ (63,356)</b>	<b>\$ (455,722)</b>	<b>\$ 19,263</b>	<b>\$ 176,174</b>	<b>\$ 583,258</b>	<b>\$ 92,031</b>	<b>\$ 53,364</b>	<b>\$ 381,318</b>	<b>\$ 334,888</b>	<b>\$ (76,190)</b>
Beginning Fund Balance	\$ 1,590,281	\$ 1,608,171	\$ 1,463,315	\$ 1,399,389	\$ 1,336,033	\$ 880,311	\$ 899,574	\$ 1,075,749	\$ 1,659,007	\$ 1,751,037	\$ 1,804,401	\$ 2,185,720	\$ 2,520,608
Ending Fund Balance	\$ 1,608,171	\$ 1,463,315	\$ 1,399,389	\$ 1,336,033	\$ 880,311	\$ 899,574	\$ 1,075,749	\$ 1,659,007	\$ 1,751,037	\$ 1,804,401	\$ 2,185,720	\$ 2,520,608	\$ 2,444,418
% Reserved	48.63%	38.59%	36.00%	32.64%	18.71%	20.17%	23.66%	37.74%	35.13%	35.22%	44.64%	49.96%	43.95%
Total Personnel Costs	\$ 508,253	\$ 555,000	\$ 661,561	\$ 694,639	\$ 729,371	\$ 765,840	\$ 804,132	\$ 844,338	\$ 886,555	\$ 930,883	\$ 977,427	\$ 1,026,298	\$ 1,077,613
% of Water Utility Expenditures	15.37%	14.64%	17.02%	16.97%	15.51%	17.17%	17.69%	19.21%	17.79%	18.17%	19.96%	20.34%	19.37%
<b>Debt Service Coverage</b>													
Net Revenue/All Revenue Debt	2.84	2.33	2.00	1.91	1.23	1.47	1.57	1.96	1.44	1.42	1.50	1.48	1.20
Required Coverage	1.20	1.20	1.20	1.20	1.20	1.20	1.20	1.20	1.20	1.20	1.20	1.20	1.20
Desired Coverage	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25
Difference (Actual vs. Required)	1.64	1.13	0.80	0.71	0.03	0.27	0.37	0.76	0.24	0.22	0.30	0.28	(0.00)

Proposed rate increase = 3.5%.

The proposed rate increase is 1.5% less than what was presented at the budget sessions in February.

Water sales for FY 18 are on track as budgeted.

Water meter sale revenue is higher than anticipated.

Personnel Services budgeted expense adjusted downward; Service and Commodities remain the same.

Changes in personnel throughout the year resulted in lower costs.

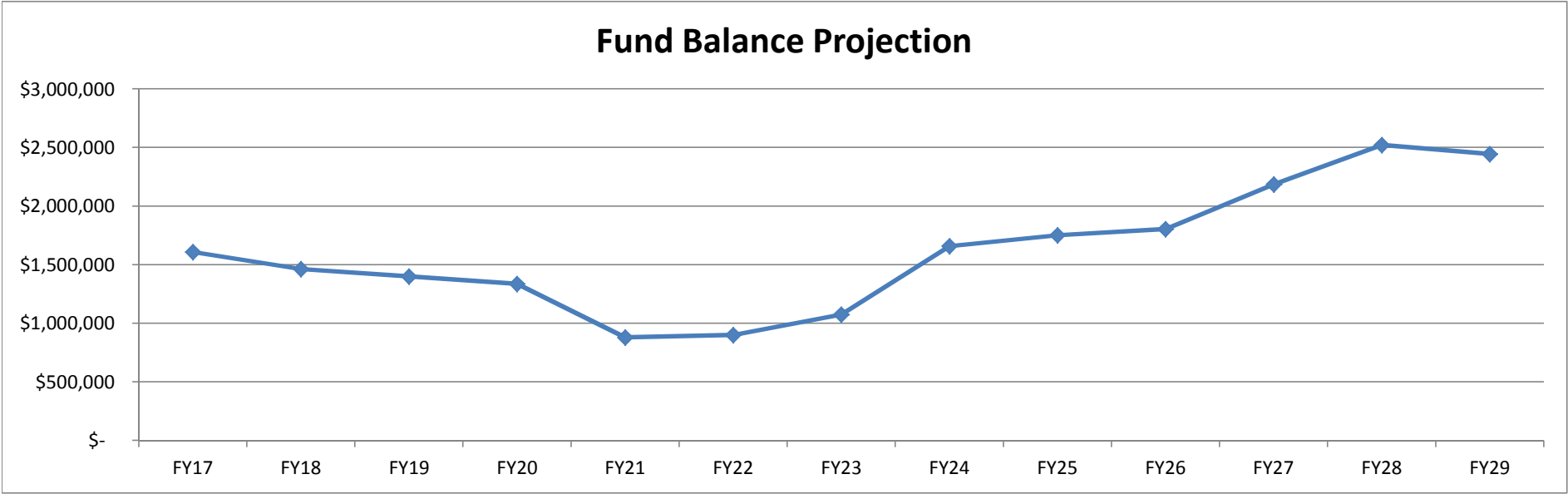
FY21 & FY22 projected fund balances are concerning and should be monitored.

Debt service coverage - throughout the entire model - remains adequate and at or above the required 1.20. Special attention should be paid to FY21 & FY29 to ensure compliance.



Water Utility Budget & Forecast

Water Rate Increase Analysis																		
Consumption in Gallons	Monthly Water Costs Based on Usage																	
		FY17	FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26	FY27	FY28	FY29				
	3,000	\$ 26.81	\$ 28.15	\$ 29.14	\$ 30.16	\$ 31.21	\$ 32.30	\$ 33.43	\$ 34.60	\$ 34.60	\$ 34.60	\$ 34.60	\$ 34.60	\$ 34.60	\$ 34.60	\$ 34.60	\$ 34.60	
	5,000	\$ 38.79	\$ 40.73	\$ 42.16	\$ 43.63	\$ 45.16	\$ 46.74	\$ 48.37	\$ 50.07	\$ 50.07	\$ 50.07	\$ 50.07	\$ 50.07	\$ 50.07	\$ 50.07	\$ 50.07	\$ 50.07	
	8,000	\$ 56.76	\$ 59.60	\$ 61.68	\$ 63.84	\$ 66.08	\$ 68.39	\$ 70.78	\$ 73.26	\$ 73.26	\$ 73.26	\$ 73.26	\$ 73.26	\$ 73.26	\$ 73.26	\$ 73.26	\$ 73.26	
	11,000	\$ 74.73	\$ 78.47	\$ 81.21	\$ 84.06	\$ 87.00	\$ 90.04	\$ 93.19	\$ 96.46	\$ 96.46	\$ 96.46	\$ 96.46	\$ 96.46	\$ 96.46	\$ 96.46	\$ 96.46	\$ 96.46	
	15,000	\$ 98.69	\$ 103.62	\$ 107.25	\$ 111.01	\$ 114.89	\$ 118.91	\$ 123.07	\$ 127.38	\$ 127.38	\$ 127.38	\$ 127.38	\$ 127.38	\$ 127.38	\$ 127.38	\$ 127.38	\$ 127.38	
	3,000	Additional Water Cost/Month	\$ 1.34	\$ 0.99	\$ 1.02	\$ 1.06	\$ 1.09	\$ 1.13	\$ 1.17	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	5,000		\$ 1.94	\$ 1.43	\$ 1.48	\$ 1.53	\$ 1.58	\$ 1.64	\$ 1.69	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
	8,000		\$ 2.84	\$ 2.09	\$ 2.16	\$ 2.23	\$ 2.31	\$ 2.39	\$ 2.48	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
11,000	\$ 3.74		\$ 2.75	\$ 2.84	\$ 2.94	\$ 3.04	\$ 3.15	\$ 3.26	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
15,000	\$ 4.93		\$ 3.63	\$ 3.75	\$ 3.89	\$ 4.02	\$ 4.16	\$ 4.31	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
3,000	Additional Water Cost/Year	\$ 16.09	\$ 11.82	\$ 12.24	\$ 12.67	\$ 13.11	\$ 13.57	\$ 14.04	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
5,000		\$ 23.27	\$ 17.11	\$ 17.71	\$ 18.32	\$ 18.97	\$ 19.63	\$ 20.32	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
8,000		\$ 34.06	\$ 25.03	\$ 25.91	\$ 26.81	\$ 27.75	\$ 28.72	\$ 29.73	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
11,000		\$ 44.84	\$ 32.96	\$ 34.11	\$ 35.30	\$ 36.54	\$ 37.82	\$ 39.14	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
15,000		\$ 59.21	\$ 43.52	\$ 45.05	\$ 46.62	\$ 48.25	\$ 49.94	\$ 51.69	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			





## Ryan Heiar

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**From:** Gerry Kuhl <glkuhl2@gmail.com>  
**Sent:** Thursday, June 07, 2018 2:54 PM  
**To:** Terry Donahue; Ryan Heiar  
**Subject:** water and sewer rates.

Ryan, will you kindly include this in the Council members packets so that they have my comments. Thanks, I don't think I have all of their email addresses.

Terry,

Ryan and I were able to meet Wednesday. As you know he did not have time before the first reading of these ordinances, and then had some time off.

As you know, I have been concerned for several years about the consecutive years NL has raised the water and sewer rates. I believe this is the 12th consecutive year. This is actually a consumer use tax, even though the property tax rate has remained stable for several years. For those of us on fixed incomes, it becomes more difficult to maintain our standard of living because for the past several years there has been no increase in Social Security benefits, retirement income and very low interest rates on savings, etc. Thus, I am asking the Council to decline the current proposed rate increases.

Ryan was very gracious with our discussion, and it turns out there are some alternatives that can be explored.

- a. The final bill for the new water plant will come under the projected amount, which should reduce the amount to be borrowed and thus, the payment amounts.
- b. The reserves are well above the generally accepted amounts. 25% for the General Fund, & 20% for the utility enterprise fund.
- c. The fees associated with lots and development were based upon costs several years ago. Salaries and overall costs have generally been raising.
- d. Ryan does not think we can combine the notes with SRF and extend the term, and believes the private market limits note terms to 20 years.

Nevertheless, I think there are some options that should be explored.

- a. The Council needs to set the limits on the reserve funds at 25% on the general fund, and 20% on the utility enterprise funds. Then, pay the excess either on the new notes or on the older notes. I suggest this because on our time on the Council together, you generally supported paying cash up front for projects. Or, not raise the rates now and let the excess funds be paid to the notes until the policy limits are reached. The Council can pass a rate increase at any time during the year as the maximum limit approaches.
- b. Lot & development costs should be evaluated to see if they can be raised. This one might be a bit "iffy", but I think it's something Scott should evaluate. Those residents are still receiving services at an increased cost to the City.
- c. For the past two years the Council has budgeted 1/2 of the amount of the Tax Rebate from the 2013 property tax bill passed by the Legislature. This means that for FY 19 that portion is available for utilities. The FY 18 amount is already a part of the cash reserves.



**Ordinance No. 2018-05**

**AN ORDINANCE AMENDING CHAPTER 92.02, ENTITLED "RATES FOR SERVICE," OF THE MUNICIPAL CODE OF NORTH LIBERTY BY ADOPTING A NEW SECTION 92.02 TO INCREASE THE CHARGES FOR WATER USED**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF NORTH LIBERTY, IOWA:**

**SECTION 1. AMENDMENT** Chapter 92.02 "Rates for Service," of the Municipal Code of North Liberty be, and the same is hereby amended, by repealing Section 92.02 therein, and enacting in lieu thereof new sections to be codified the same to read as follows:

**92.02 RATES FOR SERVICE.**

Gallons Used Per Month	Rate
First 1,000 gallons	\$ 16.12
All over 1,000 gallons	\$ 6.51

Service to industrial establishments may be by contract, if the City finds such an arrangement to be in the best interest of the City.

**SECTION 2. REPEALER.** All Ordinances and parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed.

**SECTION 3. SEVERABILITY.** If any section, provision or part of this Ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the Ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

**SECTION 4. WHEN EFFECTIVE.** This ordinance shall be in effect from and after its final passage, approval and publication as provided by law.

First reading on May 22, 2018.

Second reading \_\_\_\_\_.

Third and final reading \_\_\_\_\_.

CITY OF NORTH LIBERTY:

\_\_\_\_\_  
TERRY L. DONAHUE, MAYOR



ATTEST:

I, Tracey Mulcahey, City Clerk of the City of North Liberty, hereby certify that at a meeting of the City Council of said City, held on the above date, among other proceedings, the above was adopted.

---

TRACEY MULCAHEY, CITY CLERK

I certify that the forgoing was published as Ordinance No. 2018-05 in *The Leader* on the \_\_\_\_ day of \_\_\_\_\_, 2018.

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TRACEY MULCAHEY, CITY CLERK



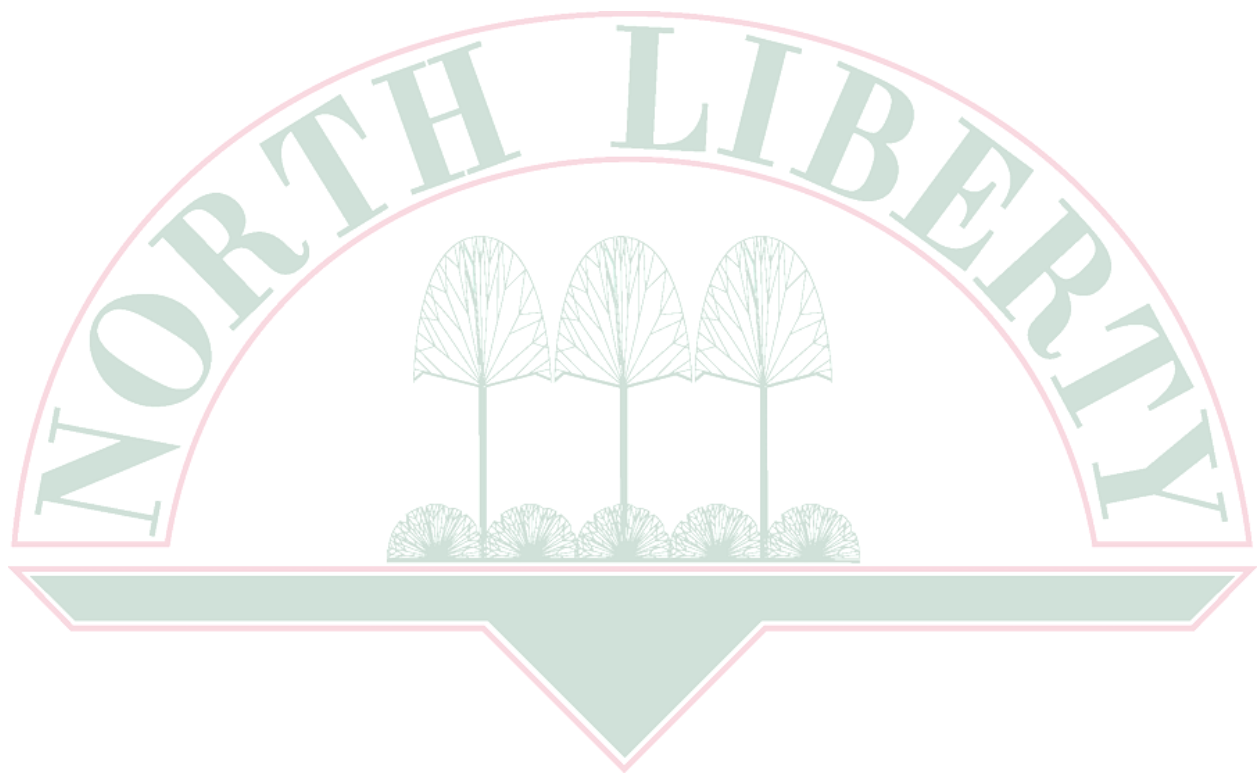
I want to suggest to you and the Council, that the second reading be tabled and delayed so that you, the Council and City Staff can undertake a study of the alternatives on rates & payment schedules, etc.

Thanks in advance for letting me comment and making this a part of the record.

Gerry K.



# Sewer Rate Ordinance





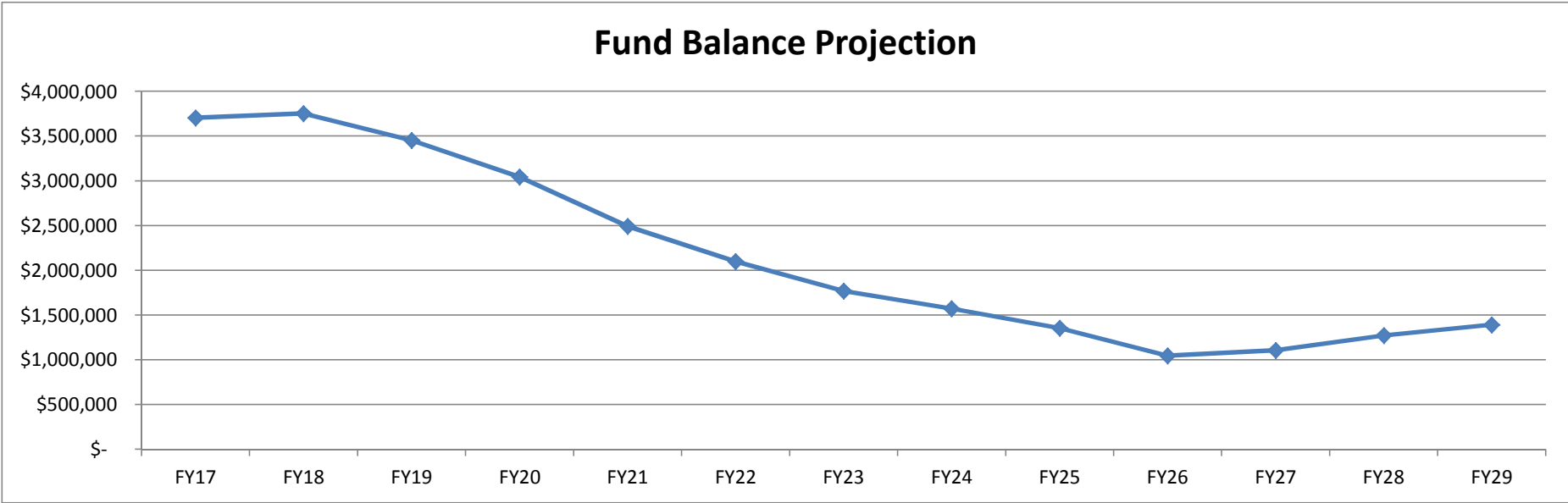
## Waste Water Utility Budget & Forecast

	FY17 Actual	FY18 Budget	FY19 Budget	FY20 Estimated	FY21 Estimated	FY22 Estimated	FY23 Estimated	FY24 Estimated	FY25 Estimated	FY26 Estimated	FY27 Estimated	FY28 Estimated	FY29 Estimated	
Budget Inflation Rate		2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	Proposed rate increase = 3%.
Number of Accounts	8,321	8,394	8,562	8,733	8,908	9,086	9,268	9,453	9,642	9,835	10,032	10,232	10,437	
Gallons Sold	348,633,000	370,000,000	377,400,000	384,948,000	392,646,960	400,499,899	408,509,897	416,680,095	425,013,697	433,513,971	442,184,250	451,027,935	460,048,494	
Proposed Rate Increase	5.00%	5.00%	3.00%	3.00%	2.50%	2.00%	2.00%	2.00%	0.00%	0.00%	0.00%	0.00%	0.00%	The proposed rate increase is 1% less than what was presented at the budget sessions in February.
Base Rate	\$ 28.60	\$ 30.03	\$ 30.93	\$ 31.86	\$ 32.66	\$ 33.31	\$ 33.97	\$ 34.65	\$ 34.65	\$ 34.65	\$ 34.65	\$ 34.65	\$ 34.65	
Rate/1000 Gallons	\$ 5.15	\$ 5.41	\$ 5.57	\$ 5.74	\$ 5.88	\$ 6.00	\$ 6.12	\$ 6.24	\$ 6.24	\$ 6.24	\$ 6.24	\$ 6.24	\$ 6.24	
<b>Revenues</b>														
Waste Water Sales	\$ 4,090,629	\$ 4,435,577	\$ 4,660,017	\$ 4,895,814	\$ 5,118,574	\$ 5,325,364	\$ 5,540,509	\$ 5,764,346	\$ 5,879,632	\$ 5,997,225	\$ 6,117,170	\$ 6,239,513	\$ 6,364,303	WW sales for FY 18 are on track as budgeted.
Sales Tax	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Connection Fees/Permits	\$ 27,825	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	
Use of Money	\$ 781	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	
Miscellaneous	\$ 1,837	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	
Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Accounts Receivable/Payable	\$ (41,829)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Total Water Utility Revenues</b>	<b>\$ 4,079,243</b>	<b>\$ 4,466,877</b>	<b>\$ 4,691,317</b>	<b>\$ 4,927,114</b>	<b>\$ 5,149,874</b>	<b>\$ 5,356,664</b>	<b>\$ 5,571,809</b>	<b>\$ 5,795,646</b>	<b>\$ 5,910,932</b>	<b>\$ 6,028,525</b>	<b>\$ 6,148,470</b>	<b>\$ 6,270,813</b>	<b>\$ 6,395,603</b>	
<b>Expenditures</b>														
Budget Inflation Rate		27.67%	12.87%	15.00%	10.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	Personnel Services and Services and Commodities budgeted expense adjusted downward.
Personnel Services	\$ 583,280	\$ 629,149	\$ 773,502	\$ 889,527	\$ 978,480	\$ 1,027,404	\$ 1,078,774	\$ 1,132,713	\$ 1,189,349	\$ 1,248,816	\$ 1,311,257	\$ 1,376,820	\$ 1,445,661	
Services & Commodities	\$ 682,352	\$ 994,775	\$ 967,475	\$ 1,112,596	\$ 1,223,856	\$ 1,285,049	\$ 1,349,301	\$ 1,416,766	\$ 1,487,604	\$ 1,561,985	\$ 1,640,084	\$ 1,722,088	\$ 1,808,193	
Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Equipment Revolving	\$ 94,417	\$ 40,000	\$ 87,000	\$ 40,000	\$ 60,000	\$ 35,000	\$ 90,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	
Capital Reserve	\$ 215,500	\$ 205,500	\$ 485,500	\$ 210,500	\$ 375,000	\$ 375,000	\$ 375,000	\$ 375,000	\$ 375,000	\$ 375,000	\$ 375,000	\$ 375,000	\$ 375,000	Changes in personnel throughout the year resulted in lower costs.
Revenue Debt	\$ 1,231,196	\$ 1,823,913	\$ 1,828,789	\$ 1,830,214	\$ 1,831,120	\$ 1,830,989	\$ 1,830,476	\$ 1,829,585	\$ 1,830,416	\$ 1,900,967	\$ 1,829,985	\$ 1,829,466	\$ 1,834,938	
GO Debt	\$ 334,200	\$ 370,145	\$ 476,400	\$ 472,350	\$ 473,200	\$ 468,800	\$ 469,300	\$ 469,600	\$ 469,650	\$ 469,450	\$ 139,050	\$ -	\$ -	Operational expenses coming in lower than originally budgeted.
Billing & Accounting	\$ 321,329	\$ 356,855	\$ 320,546	\$ 288,491	\$ 259,642	\$ 233,678	\$ 210,310	\$ 218,723	\$ 227,472	\$ 236,570	\$ 246,033	\$ 255,875	\$ 266,110	
Upcoming Projects														
(1) Sewer Lines & Generator	\$ -	\$ -	\$ 50,000	\$ 288,020	\$ 291,861	\$ 288,119	\$ 290,934	\$ 293,160	\$ 294,694	\$ 288,598	\$ 289,072	\$ 288,997	\$ 288,997	
(2) Mid/Long Term Projects	\$ -	\$ -	\$ -	\$ 206,550	\$ 206,675	\$ 206,638	\$ 206,438	\$ 206,438	\$ 206,438	\$ 206,438	\$ 206,438	\$ 206,438	\$ 206,438	
<b>Total Waste Water Utility Expenditures</b>	<b>\$ 3,462,274</b>	<b>\$ 4,420,337</b>	<b>\$ 4,989,212</b>	<b>\$ 5,338,248</b>	<b>\$ 5,699,834</b>	<b>\$ 5,750,677</b>	<b>\$ 5,900,533</b>	<b>\$ 5,991,984</b>	<b>\$ 6,130,623</b>	<b>\$ 6,337,824</b>	<b>\$ 6,086,918</b>	<b>\$ 6,104,683</b>	<b>\$ 6,275,335</b>	
<b>Net Change in Fund Balance</b>	<b>\$ 616,969</b>	<b>\$ 46,540</b>	<b>\$ (297,895)</b>	<b>\$ (411,134)</b>	<b>\$ (549,960)</b>	<b>\$ (394,012)</b>	<b>\$ (328,724)</b>	<b>\$ (196,339)</b>	<b>\$ (219,690)</b>	<b>\$ (309,298)</b>	<b>\$ 61,551</b>	<b>\$ 166,130</b>	<b>\$ 120,268</b>	
Beginning Fund Balance	\$ 3,088,139	\$ 3,705,108	\$ 3,751,648	\$ 3,453,754	\$ 3,042,620	\$ 2,492,660	\$ 2,098,647	\$ 1,769,923	\$ 1,573,584	\$ 1,353,894	\$ 1,044,596	\$ 1,106,147	\$ 1,272,277	
Ending Fund Balance	\$ 3,705,108	\$ 3,751,648	\$ 3,453,754	\$ 3,042,620	\$ 2,492,660	\$ 2,098,647	\$ 1,769,923	\$ 1,573,584	\$ 1,353,894	\$ 1,044,596	\$ 1,106,147	\$ 1,272,277	\$ 1,392,545	
% Reserved	107.01%	84.87%	69.22%	57.00%	43.73%	36.49%	30.00%	26.26%	22.08%	16.48%	18.17%	20.84%	22.19%	FY26 & FY27 projected fund balances are concerning and should be monitored.
<b>Total Personnel Costs</b>	<b>\$ 583,280</b>	<b>\$ 629,149</b>	<b>\$ 773,502</b>	<b>\$ 889,527</b>	<b>\$ 978,480</b>	<b>\$ 1,027,404</b>	<b>\$ 1,078,774</b>	<b>\$ 1,132,713</b>	<b>\$ 1,189,349</b>	<b>\$ 1,248,816</b>	<b>\$ 1,311,257</b>	<b>\$ 1,376,820</b>	<b>\$ 1,445,661</b>	
<b>% of Waste Water Utility Expenditures</b>	<b>16.85%</b>	<b>14.23%</b>	<b>15.50%</b>	<b>16.66%</b>	<b>17.17%</b>	<b>17.87%</b>	<b>18.28%</b>	<b>18.90%</b>	<b>19.40%</b>	<b>19.70%</b>	<b>21.54%</b>	<b>22.55%</b>	<b>23.04%</b>	
<b>Debt Service Coverage</b>														
Net Revenue/All Revenue Debt	2.29	1.52	1.39	1.38	1.39	1.43	1.48	1.53	1.53	1.47	1.51	1.50	1.71	Debt service coverage - throughout the entire model - remains strong and above the required 1.20.
Required Coverage	1.20	1.20	1.20	1.20	1.20	1.20	1.20	1.20	1.20	1.20	1.20	1.20	1.20	
Desired Coverage	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	
Difference (Actual vs. Required)	1.09	0.32	0.19	0.18	0.19	0.23	0.28	0.33	0.33	0.27	0.31	0.30	0.51	



Waste Water Utility Budget & Forecast

Waste Water Rate Increase Analysis																				
Consumption in Gallons	Monthly Waste Water Costs Based on Usage																			
		FY17	FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26	FY27	FY28	FY29						
	3,000	\$ 38.90	\$ 40.85	\$ 42.07	\$ 43.33	\$ 44.42	\$ 45.30	\$ 46.21	\$ 47.13	\$ 47.13	\$ 47.13	\$ 47.13	\$ 47.13	\$ 47.13						
	5,000	\$ 49.20	\$ 51.66	\$ 53.21	\$ 54.81	\$ 56.18	\$ 57.30	\$ 58.45	\$ 59.61	\$ 59.61	\$ 59.61	\$ 59.61	\$ 59.61	\$ 59.61						
	8,000	\$ 64.65	\$ 67.88	\$ 69.92	\$ 72.02	\$ 73.82	\$ 75.29	\$ 76.80	\$ 78.34	\$ 78.34	\$ 78.34	\$ 78.34	\$ 78.34	\$ 78.34						
	11,000	\$ 80.10	\$ 84.11	\$ 86.63	\$ 89.23	\$ 91.46	\$ 93.29	\$ 95.15	\$ 97.06	\$ 97.06	\$ 97.06	\$ 97.06	\$ 97.06	\$ 97.06						
	15,000	\$ 100.70	\$ 105.74	\$ 108.91	\$ 112.17	\$ 114.98	\$ 117.28	\$ 119.62	\$ 122.02	\$ 122.02	\$ 122.02	\$ 122.02	\$ 122.02	\$ 122.02						
	3,000	Additional																		
	5,000	Water																		
	8,000	Cost/Month	\$ 1.94	\$ 1.23	\$ 1.26	\$ 1.08	\$ 0.89	\$ 0.91	\$ 0.92	\$ -	\$ -	\$ -	\$ -	\$ -						
	11,000		\$ 2.46	\$ 1.55	\$ 1.60	\$ 1.37	\$ 1.12	\$ 1.15	\$ 1.17	\$ -	\$ -	\$ -	\$ -	\$ -						
	15,000		\$ 3.23	\$ 2.04	\$ 2.10	\$ 1.80	\$ 1.48	\$ 1.51	\$ 1.54	\$ -	\$ -	\$ -	\$ -	\$ -						
	3,000		\$ 4.01	\$ 2.52	\$ 2.60	\$ 2.23	\$ 1.83	\$ 1.87	\$ 1.90	\$ -	\$ -	\$ -	\$ -	\$ -						
	5,000		\$ 5.04	\$ 3.17	\$ 3.27	\$ 2.80	\$ 2.30	\$ 2.35	\$ 2.39	\$ -	\$ -	\$ -	\$ -	\$ -						
	8,000	Additional																		
	11,000	Water																		
	15,000	Cost/Year	\$ 23.34	\$ 14.70	\$ 15.15	\$ 13.00	\$ 10.66	\$ 10.87	\$ 11.09	\$ -	\$ -	\$ -	\$ -	\$ -						
	3,000		\$ 29.52	\$ 18.60	\$ 19.16	\$ 16.44	\$ 13.48	\$ 13.75	\$ 14.03	\$ -	\$ -	\$ -	\$ -	\$ -						
	5,000		\$ 38.79	\$ 24.44	\$ 25.17	\$ 21.60	\$ 17.72	\$ 18.07	\$ 18.43	\$ -	\$ -	\$ -	\$ -	\$ -						
	8,000		\$ 48.06	\$ 30.28	\$ 31.19	\$ 26.77	\$ 21.95	\$ 22.39	\$ 22.84	\$ -	\$ -	\$ -	\$ -	\$ -						
	11,000		\$ 60.42	\$ 38.06	\$ 39.21	\$ 33.65	\$ 27.59	\$ 28.15	\$ 28.71	\$ -	\$ -	\$ -	\$ -	\$ -						
	15,000																			





**Ordinance No. 2018-06**

**AN ORDINANCE AMENDING CHAPTER 99.02 ENTITLED "RATE," OF THE MUNICIPAL CODE OF NORTH LIBERTY BY ADOPTING A NEW SECTION 99.02 TO INCREASE THE CHARGES FOR SANITARY SEWER SERVICES**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF NORTH LIBERTY, IOWA:**

**SECTION 1. AMENDMENT** Chapter 99.02 "Rate," of the Municipal Code of North Liberty be, and the same is hereby amended, by repealing Section 99.02 therein, and enacting in lieu thereof new sections to be codified the same to read as follows:

99.02 RATE.

Gallons Used Per Month	Rate
First 1,000 gallons	\$ 30.93
All over 1,000 gallons	\$ 5.57

Service to industrial establishments may be by contract, if the City finds such an arrangement to be in the best interest of the City.

**SECTION 2. REPEALER.** All Ordinances and parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed.

**SECTION 3. SEVERABILITY.** If any section, provision or part of this Ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the Ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

**SECTION 4. WHEN EFFECTIVE.** This ordinance shall be in effect from and after its final passage, approval and publication as provided by law.

First reading on May 22, 2018.

Second reading \_\_\_\_\_.

Third and final reading \_\_\_\_\_.

CITY OF NORTH LIBERTY:

\_\_\_\_\_  
TERRY L. DONAHUE, MAYOR



ATTEST:

I, Tracey Mulcahey, City Clerk of the City of North Liberty, hereby certify that at a meeting of the City Council of said City, held on the above date, among other proceedings, the above was adopted.

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TRACEY MULCAHEY, CITY CLERK

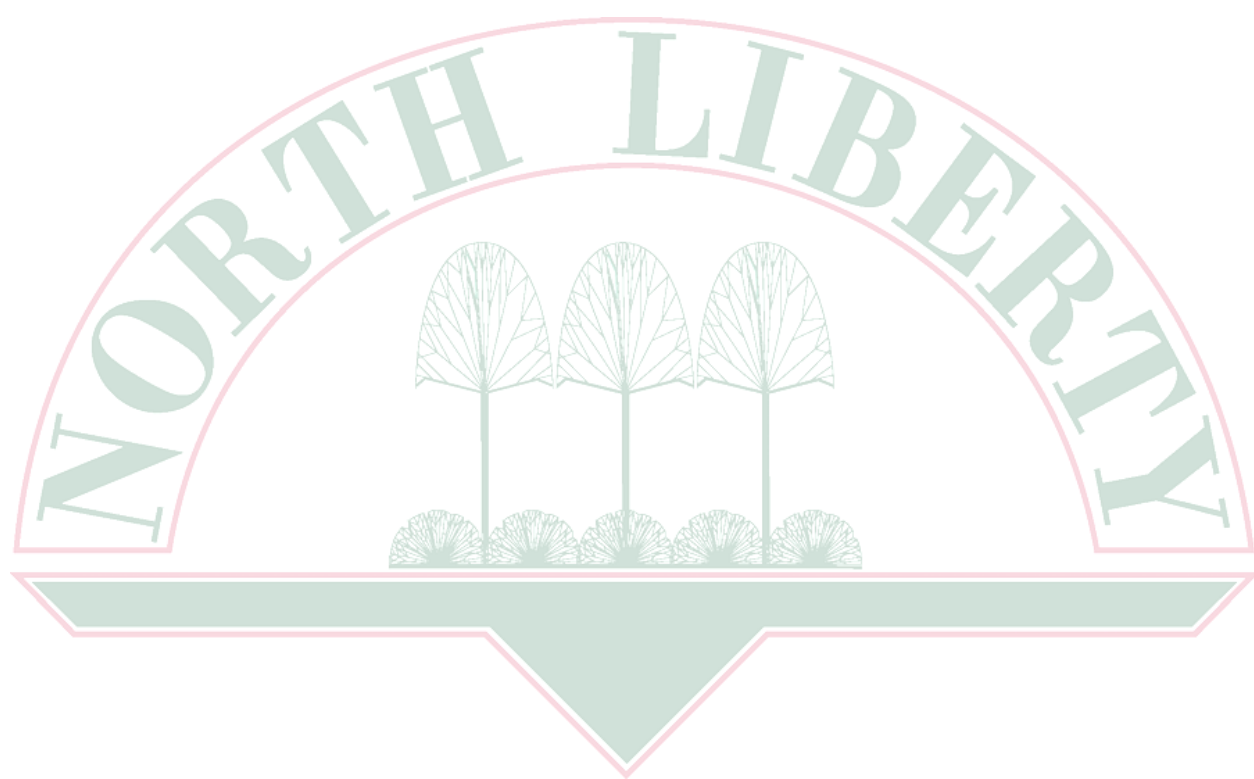
I certify that the forgoing was published as Ordinance No. 2018-06 in *The Leader* on the \_\_\_\_ day of \_\_\_\_\_, 2018.

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TRACEY MULCAHEY, CITY CLERK



# Additional Information





To: Mayor and City Council  
From: Tom Palmer, Building Official  
CC: City Administrator  
Date: 6/6/2018  
Re: Monthly Report

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### **May Permit Report:**

One hundred-thirty seven permits were issued in May with estimated construction value of \$4,795,227.99. Seventeen permits were issued for residential units with estimated construction value of 3.5 million dollars. Staff completed 482 building inspections.

### **Certificate of Occupancy:**

Twenty-six certificates were issued for new dwelling units and two certificates for residential alterations.

### **Rental/Code Enforcement:**

Seven new rental permit applications were received in May. Eleven rental inspections were completed along with sixty-one code enforcement complaints were handled in May.

### **The Importance of Maintaining Equipment:**

A tragic event occurred here in Iowa last month when several tenants were poisoned by carbon monoxide, resulting in one fatality. Carbon monoxide (abbreviated as "CO") is an invisible, colorless, odorless gas that is produced every time fossil fuels are burned. When it is inhaled it causes serious illness, irreversible brain damage or death. The dwelling unit could have lower levels of the silent killer in the home causing flu-like symptoms, memory issues or headaches and not realize you are slowly being poisoned. When gas- or oil-burning furnaces and water heaters are working properly, they produce small amounts of CO that are safely vented from the home, causing no health problems. But if these devices are not properly



maintained, they may generate more CO than is safe to breathe. Because the gas can't be detected by sight or smell, the only way to know that such a dangerous condition exists is by having a working CO detector installed in the home. Carbon monoxide detection was implemented here in North Liberty for new dwellings built on or after on July 1, 2010. Beginning July 1, 2018, the Building Inspection Department will begin verifying landlords are complying with the new state law that requires C.O. detection be installed in existing dwelling units. During routine inspections here in North Liberty, staff has found numerous deficiencies that could have created a hazard for the occupants. One example is shown in the photo below. The city inspector discovered the water heater flue pipe was dislodged from the water heater connector, allowing the carbon monoxide to flow into the dwelling unit. The city inspector notified the landlord immediately of the unsafe condition and the water heater flue was repaired.







Department of Building Safety  
319-626-5713  
[www.northlibertyiowa.org](http://www.northlibertyiowa.org)

## May 2018 Monthly Permit Report

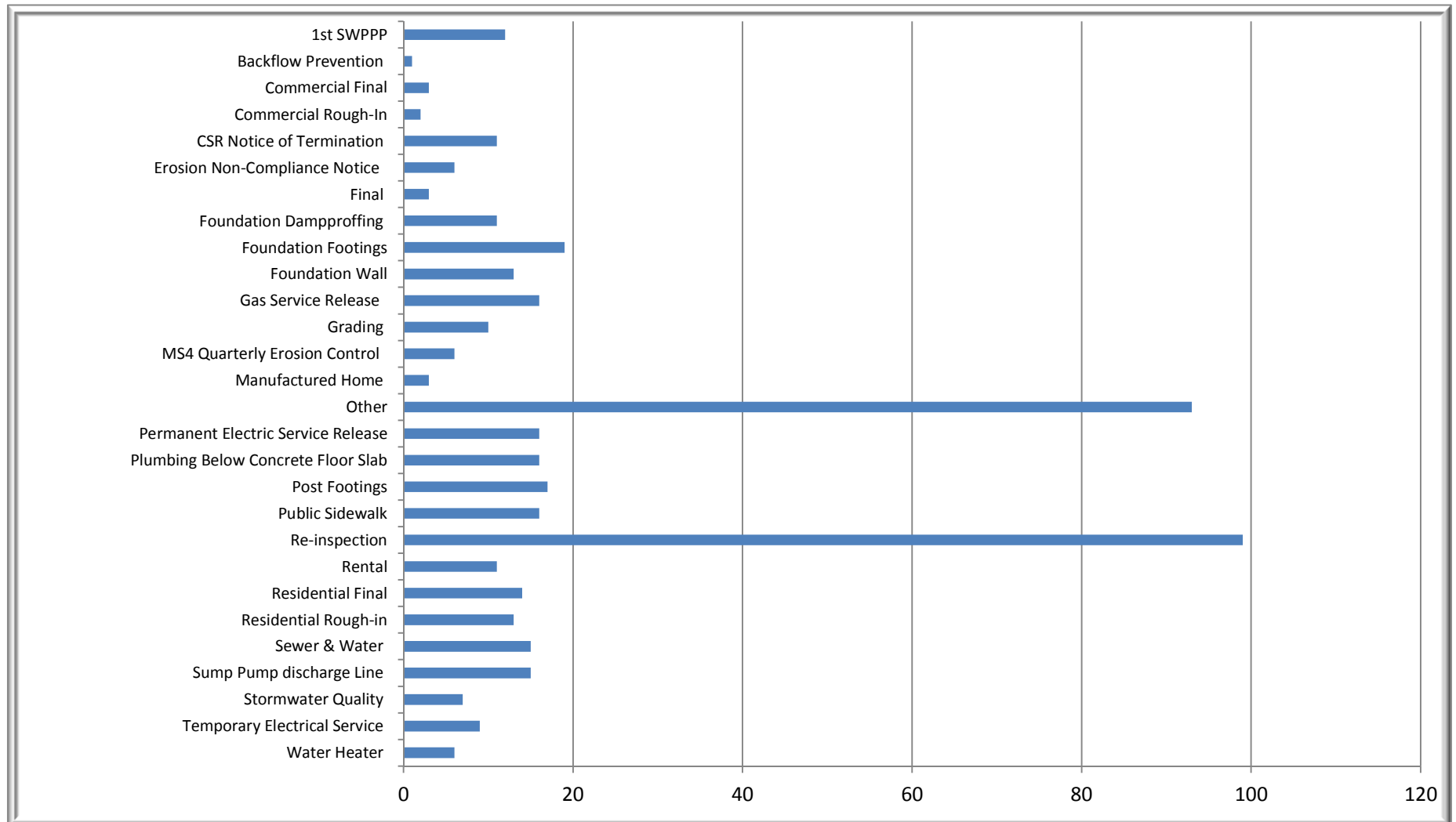
Code	Permit Purpose	Permits	Construction Value	Permit Fees	Bldgs.	Units	Notes
1	New Single Family Dwelling	7	\$2,192,813.00	\$21,426.79	7	7	
2	New Single Family Dwelling Attached	6	\$1,070,000.00	\$13,382.32	3	6	
3	New Townhouse	4	\$415,930.00	\$6,866.88	1	4	
4	New Multi-Family Housing	0	\$0.00	\$0.00	0	0	
5	New Commercial	2	\$321,030.00	\$6,143.44	2	3	
6	New Industrial	0	\$0.00	\$0.00	0	0	
7	School	0	\$0.00	\$0.00			
8	Residential Alteration	15	\$153,086.99	\$2,318.10			
9	Residential Addition	1	\$14,000.00	\$237.25			
10	Commercial Alteration	6	\$431,982.56	\$4,640.57			
11	Commercial Addition	0	\$0.00	\$0.00			
12	Industrial Alteration	0	\$0.00	\$0.00			
13	Industrial Addition	0	\$0.00	\$0.00			
14	Other	95	\$166,385.44	\$10,069.31			
15	Public	0	\$0.00	\$0.00			
16	Manufactured Home	1	\$30,000.00	\$322.97			
	<b>Totals</b>	<b>137</b>	<b>\$4,795,227.99</b>	<b>\$65,407.63</b>	<b>13</b>	<b>20</b>	

SFD Attached are zero lot line units

Townhouse are 3 or more units with shared side walls and have a rear yard area



## Inspections for the Month of May



Total Inspections 482



## Code Enforcement Report

05/01/2018 - 05/31/2018

Case Date	Case #	Complaint
5/1/2018	2748	outside storage
5/1/2018	2749	renting without permit
5/1/2018	2750	outside storage
5/1/2018	2751	installed a furnace without obtaining the required permits
5/1/2018	2752	illegal signs on property, two signs. One sign is on Colton Dr. The other sign is on N. Jones Blvd.
5/2/2018	2753	Installed wall sign without obtaining the permit
5/2/2018	2754	No Zoning Compliance permit application Suite One
5/2/2018	2755	have constructed a deck without the required permits
5/8/2018	2756	handicap sign in front of Sugapeach is missing
5/8/2018	2757	Mowing
5/8/2018	2758	installing water heater without obtaining the required permit
5/10/2018	2705	house looks like a junk yard
5/10/2018	2759	Interior modification without permit
5/10/2018	2760	illegal signs on property
5/11/2018	2761	Mowing
5/14/2018	2762	privacy fence needs repaired
5/14/2018	2763	storage container in the parking lot
5/14/2018	2764	failure to manage yard and snow removal
5/14/2018	2765	Mowing
5/14/2018	2766	renting without permit
5/14/2018	2767	amplified music is causing a noise disturbance
5/15/2018	2769	outside storage of materials and equipment
5/15/2018	2770	have allowed the unit to be occupied by someone other than the owner
5/15/2018	2771	have constructed a raised garden/flower be in the front yard
5/15/2018	2772	cat roaming through neighborhood regularly
5/16/2018	2768	trees, limbs, yard, house not taken care of
5/16/2018	2773	Mowing
5/16/2018	2774	Mowing
5/16/2018	2775	Mowing
5/16/2018	2776	Mowing



5/16/2018	2777	sidewalk has a separation of more than 3/4 of an inch and is a trip hazard in multiple spots
5/16/2018	2778	accumulation of rubbish and or garbage on property
5/16/2018	2779	sidewalk has a separation of more than 3/4 of an inch and is a trip hazard
5/17/2018	2780	inoperable vehicle on property
5/17/2018	2781	trailer parked on grass
5/18/2018	2782	renting without permit
5/18/2018	2783	Mowing
5/18/2018	2784	Mowing
5/18/2018	2785	Mowing
5/18/2018	2786	No Zoning Compliance permit application
5/21/2018	2787	have allowed the unit to be occupied by someone other than the owner
5/22/2018	2788	renting without permit
5/22/2018	2789	Mowing
5/22/2018	2790	Occupying home prior to obtaining a certificate
5/23/2018	2791	Work without obtaining a permit
5/23/2018	2792	Mowing
5/23/2018	2793	the owner of the property has placed their private property on the City's public right of way
5/23/2018	2794	illegal signs on properties off W. Forevergreen Road. No banners, pennants, twirling signs, balloons, or other similar devices shall be allowed as permanent signs but may be permitted for temporary purposes as specified in the Temporary Signs section.
5/24/2018	2795	have placed rock on property by office and are using it for parking
5/24/2018	2796	Mowing
5/29/2018	2797	vehicles parked on the landscaped are of the lot and a boat parked in the front yard
5/29/2018	2798	electric fence adjoining residential properties
5/30/2018	2799	Mowing
5/30/2018	2800	renting without permit
5/30/2018	2801	Mowing
5/31/2018	2802	the owner of the property has placed their private property on the City's public right of way
5/31/2018	2803	Mowing
5/31/2018	2804	Mowing
5/31/2018	2805	Mowing



5/31/2018	2806	Mowing
5/31/2018	2807	Mowing





# North Liberty Fire Department 2018 Monthly/YTD Response Report

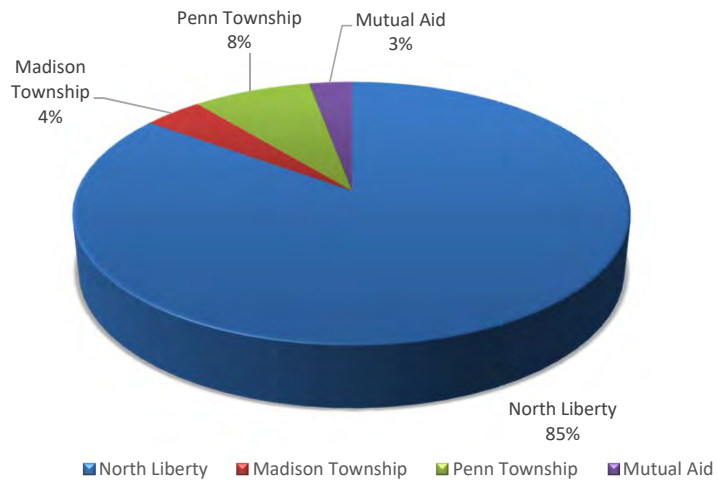
## North Liberty Fire Department Responses By Fire District

	January	February	March	April	May	June	July	August	September	October	November	December	Year To Date	Percent To Date
North Liberty	99	83	93	91	97								463	84.95%
Madison Township	7	2	4	5	4								22	4.04%
Penn Township	4	8	9	12	11								44	8.07%
Mutual Aid	2	2	3	5	4								16	2.94%
<b>Total Responses</b>	<b>112</b>	<b>95</b>	<b>109</b>	<b>113</b>	<b>116</b>								<b>545</b>	

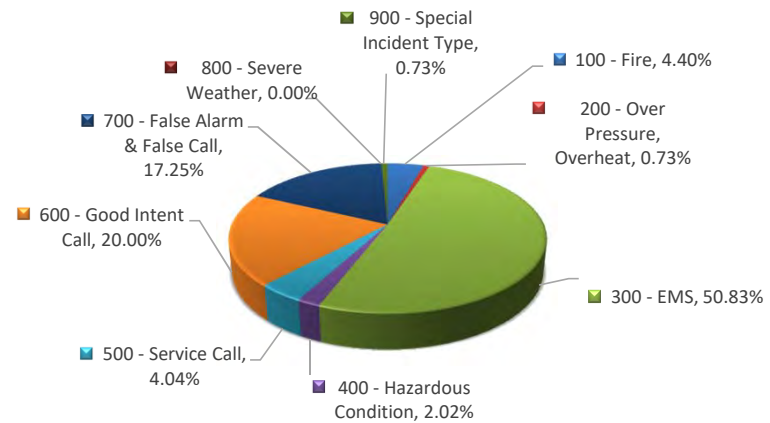
## North Liberty Fire Department Responses By Type of Incident

	January	February	March	April	May	June	July	August	September	October	November	December	Year To Date	Percent To Date
100 - Fire	4	2	7	7	4								24	4.40%
200 - Over Pressure, Overheat	1		1	1	1								4	0.73%
300 - EMS	50	59	47	61	60								277	50.83%
400 - Hazardous Condition	5	2	3	1									11	2.02%
500 - Service Call	4	5	8	1	4								22	4.04%
600 - Good Intent Call	23	13	25	18	30								109	20.00%
700 - False Alarm & False Call	24	13	18	22	17								94	17.25%
800 - Severe Weather														
900 - Special Incident Type	1	1		2									4	0.73%
<b>Total Responses</b>	<b>112</b>	<b>95</b>	<b>109</b>	<b>113</b>	<b>116</b>								<b>545</b>	

**2018 District Responses YTD  
(Rounded Percentage)**



**2018 Type of Incidents YTD  
(Percentage)**



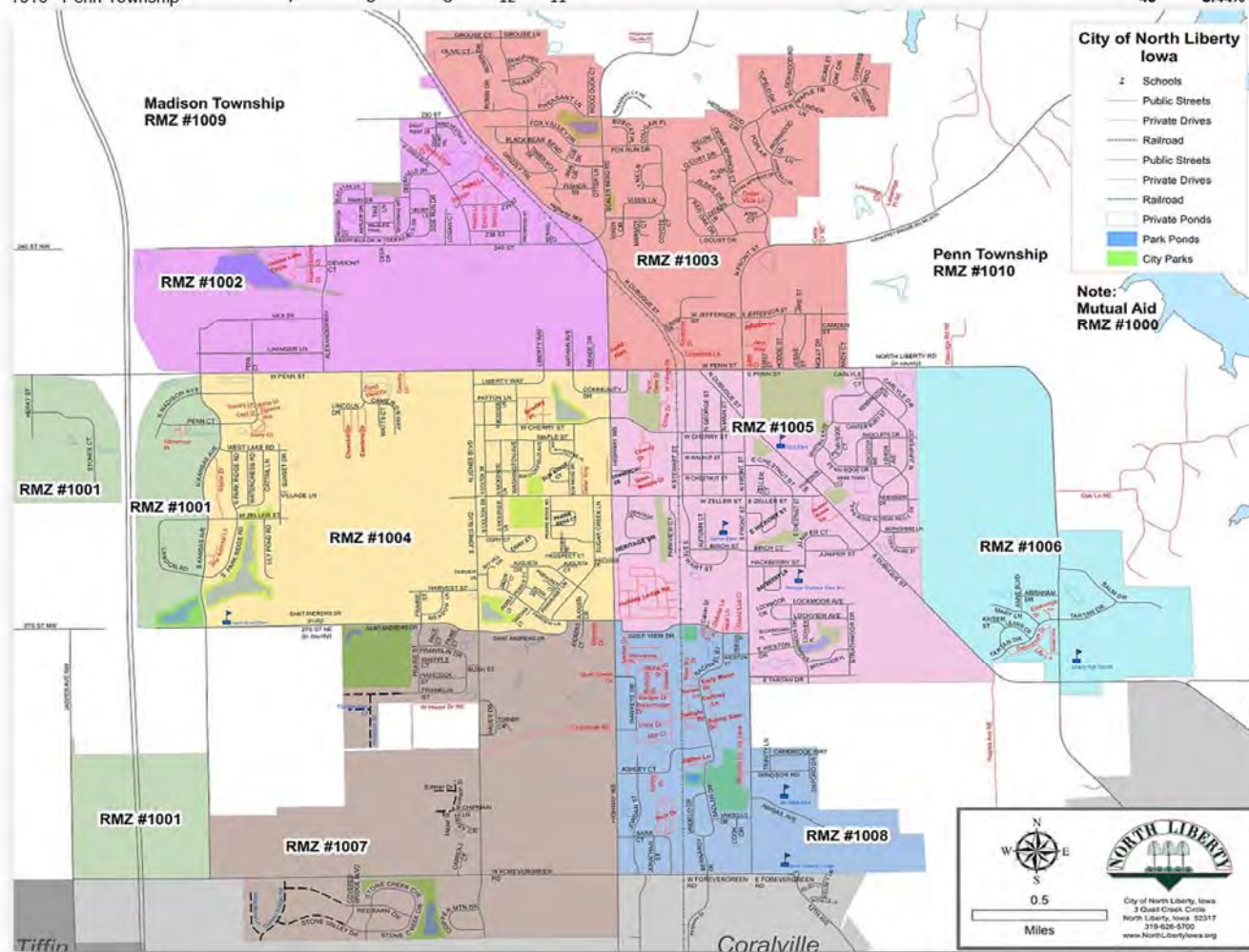




# North Liberty Fire Department 2018 Monthly/YTD Response Report

## North Liberty Fire Department Responses By Risk Management Zone

	January	February	March	April	May	June	July	August	September	October	November	December	Year To Date	Percent
1000 - Mutual Aid	2	2	3	5	4								16	2.94%
1001 - City of North Liberty		5	4	2	2								13	2.39%
1002 - City of North Liberty	8	16	8	8	11								51	9.36%
1003 - City of North Liberty	20	18	12	12	18								80	14.68%
1004 - City of North Liberty	27	10	20	18	26								101	18.53%
1005 - City of North Liberty	26	19	25	32	20								122	22.39%
1006 - City of North Liberty		1			1								2	0.37%
1007 - City of North Liberty	6	3	8	6	5								28	5.14%
1008 - City of North Liberty	12	11	16	13	14								66	12.11%
1009 - Madison Township	4	2	5	5	4								20	3.67%
1010 - Penn Township	7	8	8	12	11								46	8.44%





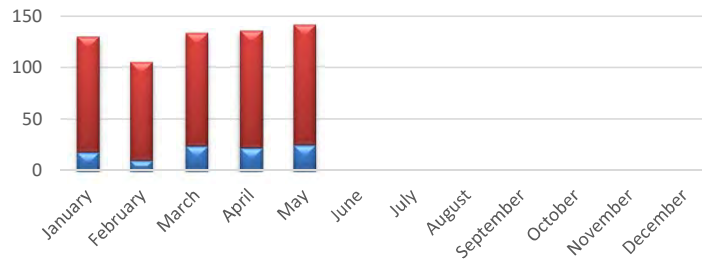


# North Liberty Fire Department 2018 Monthly/YTD Response Report

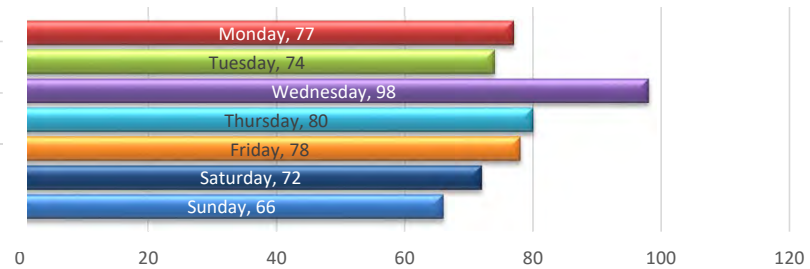
## North Liberty Fire Department Overlapping Incidents

	January	February	March	April	May	June	July	August	September	October	November	December	Year To Date	Percent To Date
Overlapping Incidents	18	10	24	22	25								99	18.17%
<b>Total Responses</b>	<b>112</b>	<b>95</b>	<b>109</b>	<b>113</b>	<b>116</b>								<b>545</b>	

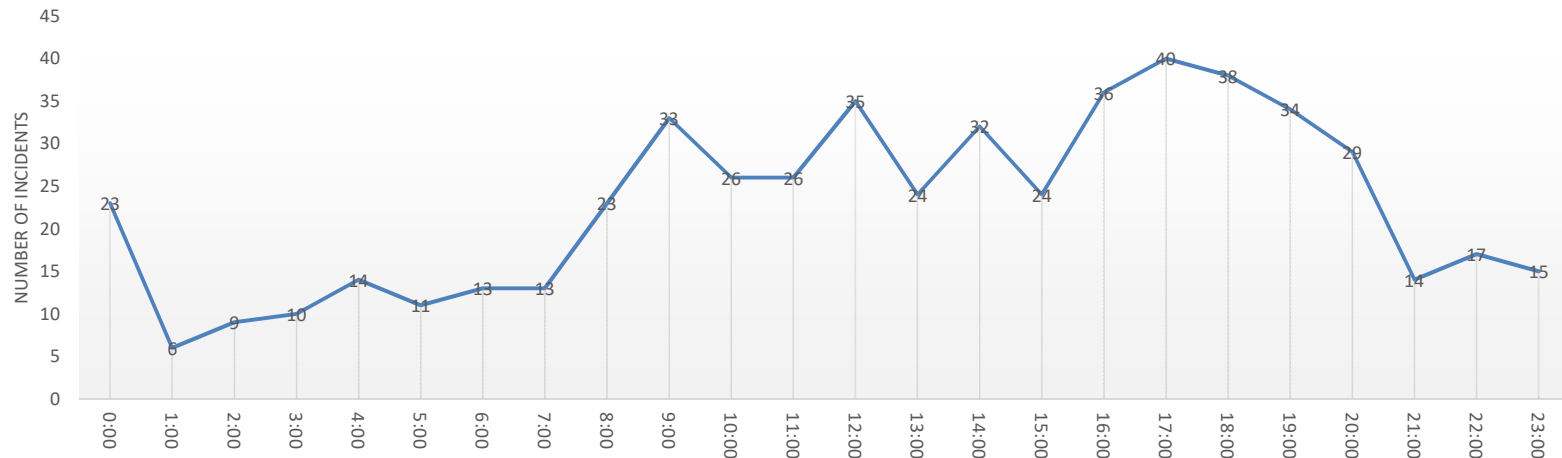
2018 Overlapping Incident  
by Month



2018 Responses by  
Day of Week



2018 Responses by  
Hour of Day

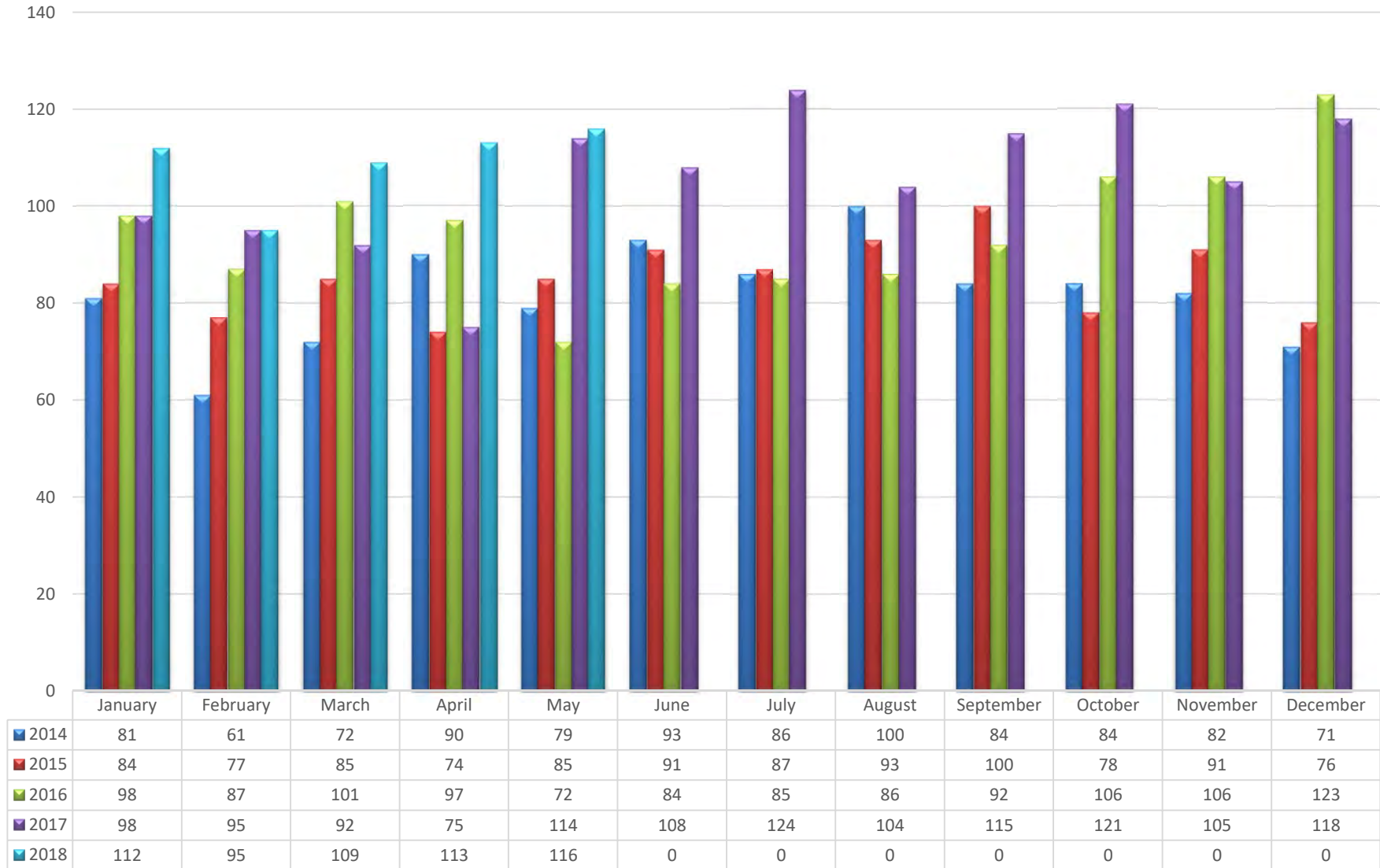






# North Liberty Fire Department 2018 Monthly/YTD Response Report

## 2014 - 2018 Monthly Incident Response Comparison







# North Liberty Fire Department

## 2018 Monthly/YTD Response Report

### Member Responses By Month

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Year To Date	Percent To Date
<b>Responses for Month</b>	<b>112</b>	<b>95</b>	<b>109</b>	<b>113</b>	<b>116</b>								<b>545</b>	
Barney, Mallory	17	19	22	18	19								95	17.43%
Brumm, Ryan	16	7	10	19	11								63	11.56%
Burleson, Lynn	5	17	13	13	19								67	12.29%
Chiles, Branden	2	2	6	4	3								17	3.12%
Coleman, Leah	6	6	5	8	1								26	4.77%
Coyle, Jim*	1	0	0	0	0								1	0.18%
Dolezal, Dan	3	1	5	14	6								29	5.32%
DuBay, Rob	20	21	31	5	5								82	15.05%
English, Joseph	22	17	18	16	12								85	15.60%
Hardin, Bryan	14	16	15	24	13								82	15.05%
Jaeger, Jeff	34	15	32	29	21								131	24.04%
Johnston, Mike	18	3	8	11	7								47	8.62%
Keitel, Brad	8	11	33	39	10								101	18.53%
Kelchen, Jessica	18	13	17	26	18								92	16.88%
Kochanny, Chris	30	27	28	43	30								158	28.99%
Kramer, Adam	5	9	6	20	10								50	9.17%
Lundquist, Jonathan	0	0	25	15	21								61	11.19%
Marks, Isaac	14	16	18	22	12								82	15.05%
McDonald, James	26	22	29	35	20								132	24.22%
Messinger, Matt	20	10	26	11	30								97	17.80%
Miller, Jordan	24	23	41	26	21								135	24.77%
Moliterno, Brad	19	11	18	9	6								63	11.56%
Newkirk, Richard	12	8	13	24	29								86	15.78%
Pecora, Tyler	14	11	20	31	6								82	15.05%
Place, Alexander	0	0	0	0	5								5	0.92%
Platz, Brian	42	39	36	37	43								197	36.15%
Ransom, Eric	5	3	5	15	12								40	7.34%
Reasner, Richard	14	0	0	0	4								18	3.30%
Rennekamp, Bryan	16	18	17	14	19								84	15.41%
Rhomberg, Peter	27	5	11	16	2								61	11.19%
Ropp, Brian	39	36	36	28	27								166	30.46%
Schellenberg, Phillip	38	14	4	10	17								83	15.23%
Schmooke, Bill	25	19	28	16	23								111	20.37%
Schoening, Austin	21	14	14	14	19								82	15.05%
Schultz, Christine	20	12	22	18	9								81	14.86%
Scott, Sam	16	9	15	21	11								72	13.21%
Smith, Landon	56	25	50	30	33								194	35.60%
Story, Carson	14	12	14	20	7								67	12.29%
Voparil, Craig	12	10	14	11	16								63	11.56%
Welter, Jonathan	20	7	17	23	12								79	14.50%
White, Austin	43	25	43	29	54								194	35.60%
White, Geoffery	29	7	38	39	30								143	26.24%
White, Sayer	13	12	9	12	13								59	10.83%
Wichmann, Megan	16	5	13	11	2								47	8.62%
Williams, Justin	16	8	13	9	10								56	10.28%

\* Fire Dept. Chaplain





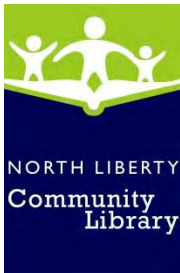
# North Liberty Fire Department 2018 Monthly/YTD Response Report

## Top 5 Calls Made by Members by Month

	Jan	Feb	Mar	Apr	May	Jun
1	Smith 56	Platz 39	Smith 50	Kochanny 43	White, A 54	
2	White, A 43	Ropp 36	White, A 43	Keitel White, G 39	Platz 43	
3	Platz 42	Kochanny 27	Miller 41	Platz 37	Smith 33	
4	Ropp 39	Smith White, A 25	White, G 38	McDonald 35	Kochanny Messinger White, G 30	
5	Schellenberg 38	Miller 23	Platz Ropp 36	Pecora 31	Newkirk 29	
	Jul	Aug	Sept	Oct	Nov	Dec
1						
2						
3						
4						
5						

2018 - Top 5 Calls Made by Year-To-Date		
1	Platz	197 36.15%
2	Smith	194 35.60%
3	White, A	194 35.60%
4	Ropp	166 30.46%
5	Kochanny	158 28.99%





TO: City Administrator and City Council

FROM: Jennie Garner, Library Director

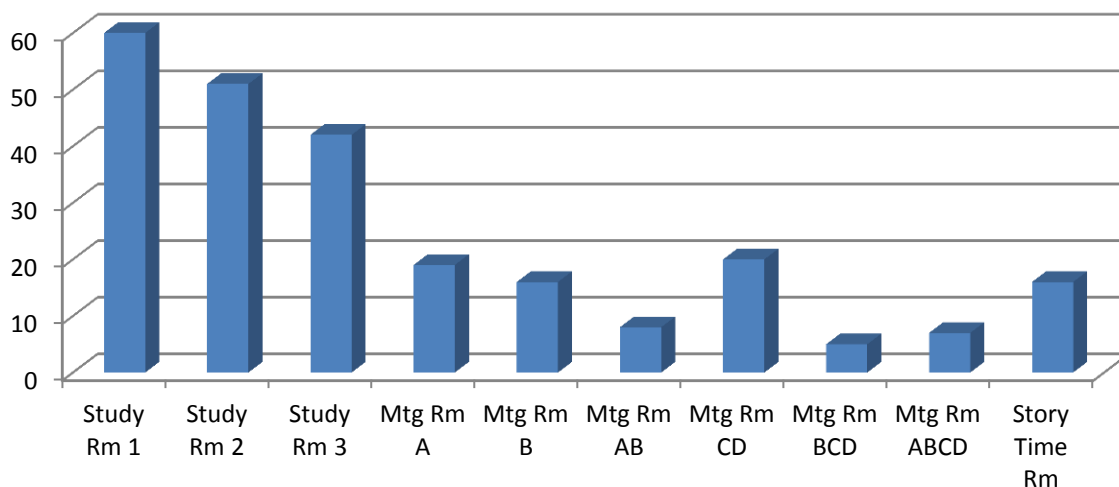
DATE: June 7, 2018

SUBJECT: Library Monthly Report

#### At a Glance

Computer Usage	2408
Database Use	3515
Meeting Room Use	841
Door Count	16,850

#### May 2018 Room Reservations



\*This chart shows reservation counts: Meeting rooms were used 244 times by 841 people in May.

#### Library News

Our tagline, Experience *Your* Library was created to impart to both library staff and community members that our goal is to be a welcoming place for all who come through our doors.

Our tagline and our mission statement are intended to drive how we, as a staff, operate to best serve our growing community and we are truly pleased to share with all of you our new mission statement (developed by a committee of library staff, a city staff person and a board member):

**Your Library: A place to be, connect, enrich, create, thrive.**

And apparently many community members agree as we greeted over 4700 visitors to the library in the first six days of June!

#### **Upcoming Community Survey**



The library board of trustees is seeking input from the community through a short survey that will be distributed online beginning June 11 and will also be available in the library to take on one of the library computers or on paper. We are also happy to mail forms to people at request if a community member doesn't have access to the Internet or would prefer a paper copy. Please watch for the survey on the city's website, our website, and social media. Input from patrons and non-users is vital to assist us in continuing to offer high quality service and make additions or improvements as needed.

### **Program Highlights**

"Libraries Rock" is this year's summer reading theme. From rock concerts to geology, fitness programs to juggling and unicycling, there are so many ways to rock out at the library! The library brochure is chock full of fantastic programs. Be sure to check out the library's website or grab a brochure at the library.

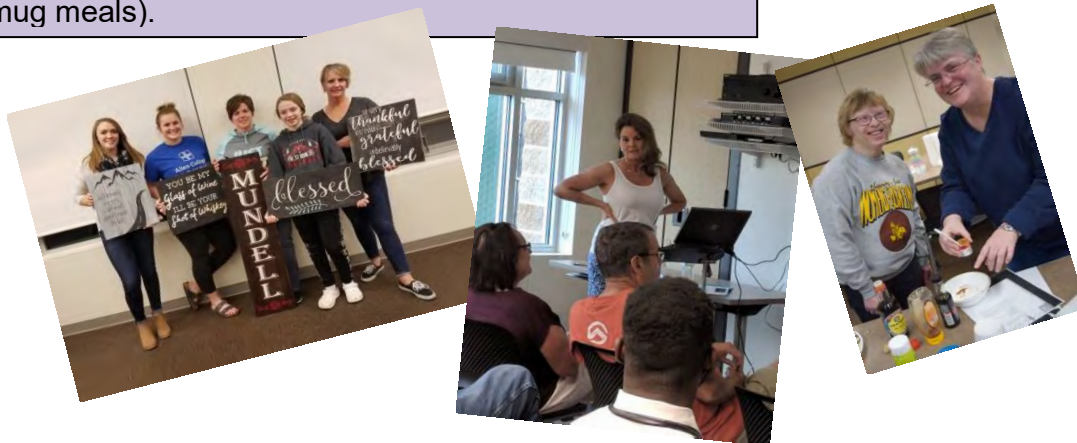
We started summer off right with about 75 kids and parents who came to a story time held with author Alastair Heim in late May. Heim is the author of four children's picture books. He read his books and was a big hit with the kids and adults alike. The *North Liberty Leader* featured a great front page story on the event (June 6 edition). Staff is so pleased to be developing relationships with more authors who are willing to offer events at the library.

The library's summer reading program kickoff was enjoyed by 400+ community members at Hills Bank's Zeller St location.

And coming up....Music fans, don't miss out! Join us for an outdoor concert with local iconic band Dogs On Skis, June 21 at 6pm. Some of us may have waited in line to watch them perform way back in good old college days!

### **May moments captured**

In May, adult program attendees created painted decorative signs, visited with a local author who lives with brain injury, and learned about "adulting" (making mug meals).





Library staff hosted a booth alongside other city staff to help cheer on runners in the Run Crandic race with a bubble machine and materials for family and supporters to make posters.



Alastair Heim, author visit and book signing. Matilda (Entertainment Services Librarian and guinea pig) enjoys his books too!



Some of our regular tweens enjoy breaking in their newly created space. They even posed for us!



To: Mayor and City Council  
Parks and Recreation Commission  
City Administrator

From: Guy Goldsmith, Director of Parks, Building and Grounds

Date: June 4, 2018

Re: Monthly Report

We performed various building maintenance tasks as needed this month.

A great deal of time was spent mowing, trimming and spraying for weeds this past month. With the cooler temperatures and adequate rain fall we continue to mow daily. We mow approximately 275 acres weekly.

The 92 planter boxes at Liberty Centre pond have been planted with flowers and hand watered daily. Landscape maintenance continues on Highway 965, Penn Street, Dubuque Street Roundabout, Golf View Drive, and St. Andrews Drive intersections, Rec Center, Zeller Street, Old Town Park and the Penn Meadows Rain Gardens. We have been trimming and pruning trees as needed. We completed the annual EAB treatment of our Parks inventory of ash trees.

We continue to maintain ball fields and facilities this month. NLYBS, Babe Ruth League and Liberty High are now playing games. We continue to make improvements to the Babe Ruth field in preparation of Liberty High Baseball and the Babe Ruth League. Park staff continues to maintain ball fields on weekends in support of weekend tournaments.

We installed the Liberty Centre Pond fountain aerator and completed preventive maintenance to the waterfall area.

Parks staff completed preventive maintenance to the Penn Meadows Splash Pad in preparation of the Memorial Day Opening. Everything is working great.

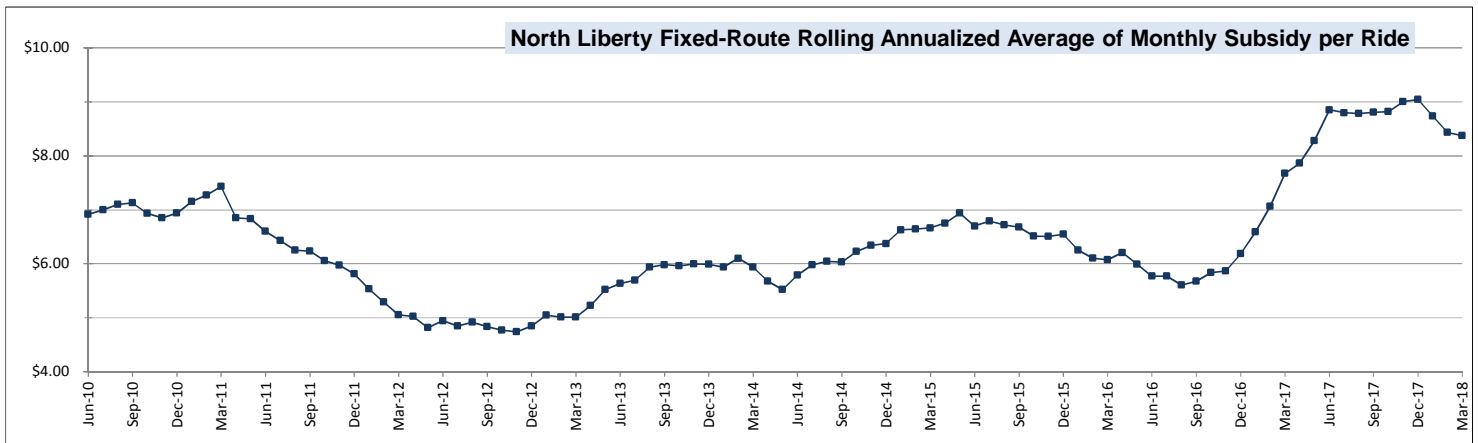
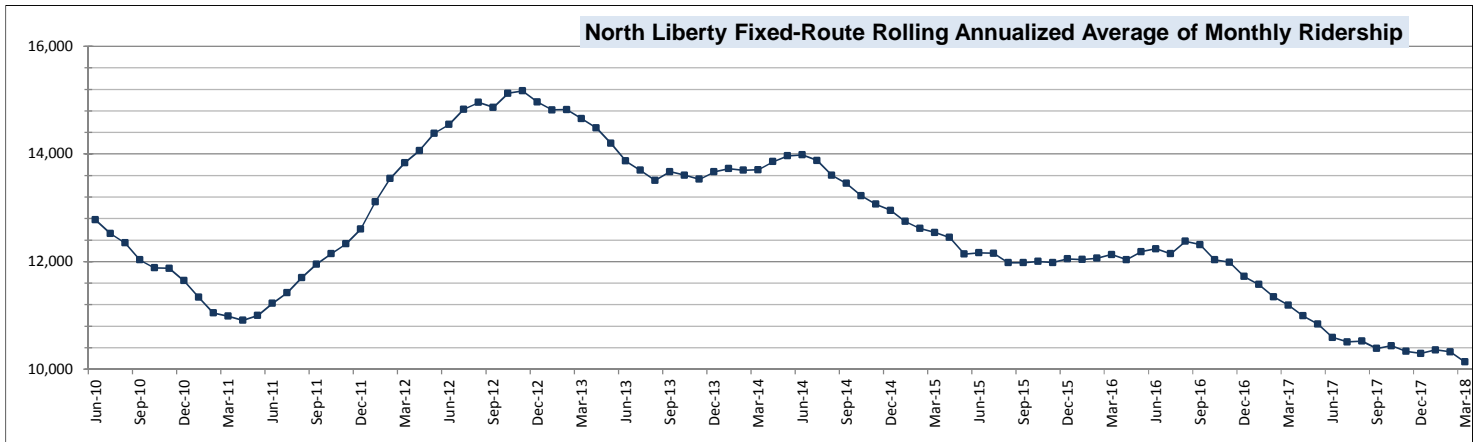
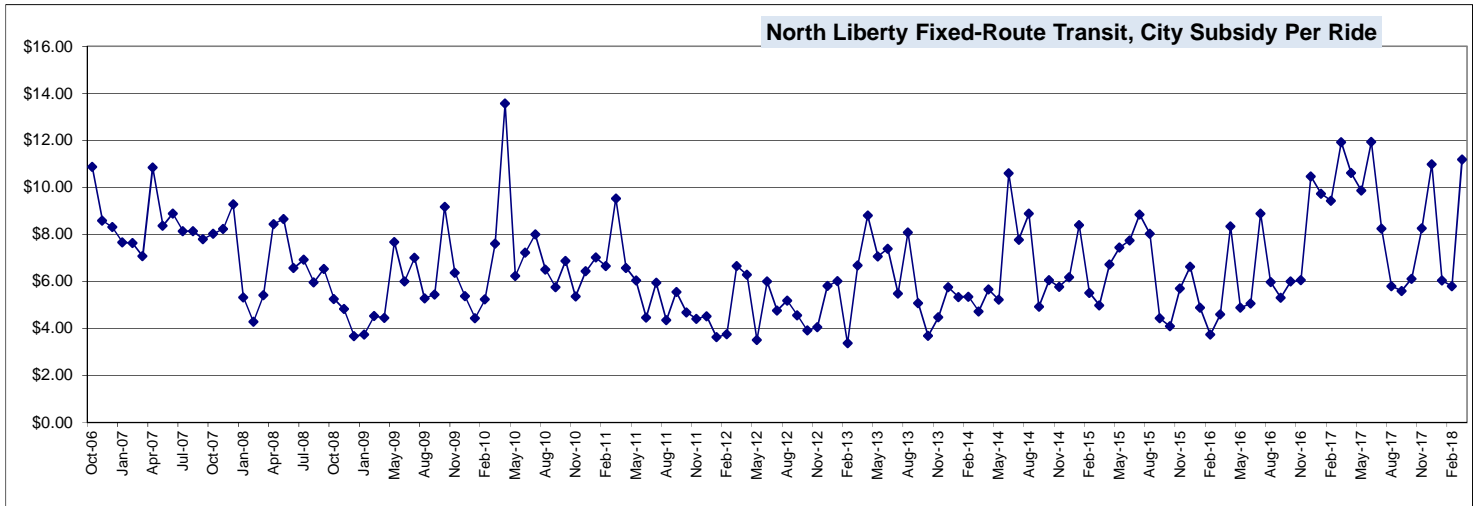
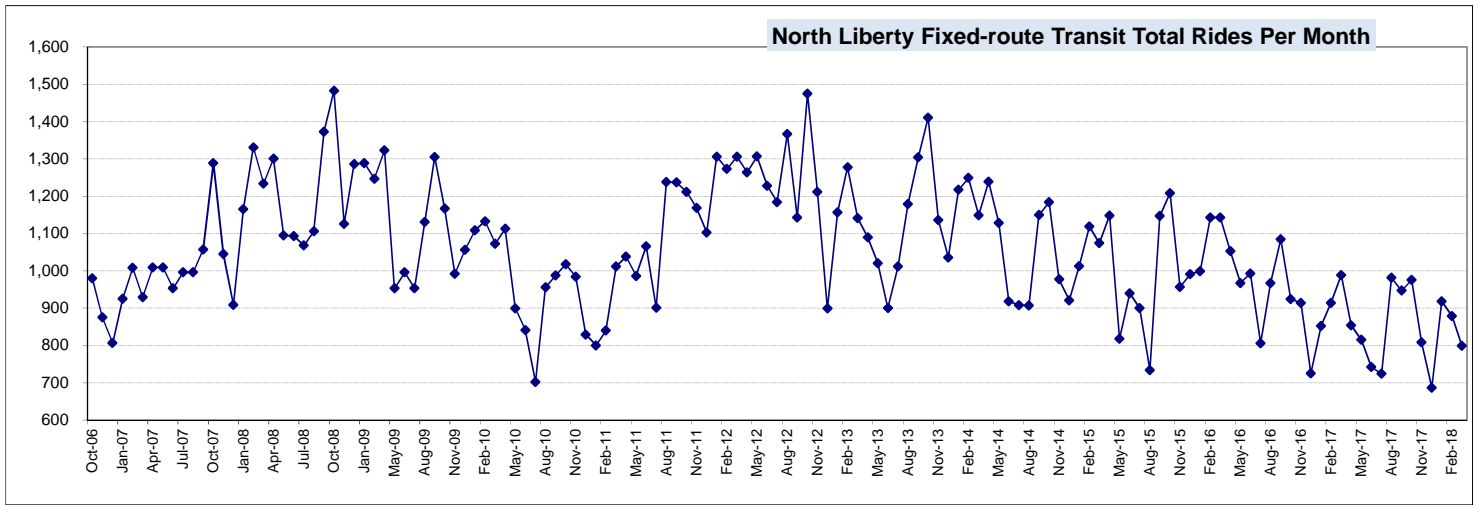
We continue to make preparations for the new playground and rock/boulder climbing area at Centennial Park. The playground is scheduled to be installed the week of June 18<sup>th</sup> and the following week the rubberized safety surface will be poured in place. The goal is to have it open for Blues & BBQ if everything goes as planned. The rock/boulder climbing area is scheduled for delivery on July 16<sup>th</sup>.

Planning and preparation continue for the July 14<sup>th</sup> Blues & BBQ celebration.

I would like to thank Heritage Christian School and students for their service work completed in our Parks on May 11<sup>th</sup>. They distributed 100 cubic yards of mulch around 350 trees. Much appreciated!

I interviewed potential candidates for the Seasonal Parks Maintenance Worker position this past month and we currently have most of our seasonal employees on staff and working.









## North Liberty Police Monthly Report May 2018

### Training:

- A supervisor attended supervisor and leadership re-fresher course at ILEA. (16 hours)
- A supervisor attended internal investigations in Moline, Illinois. (16 hours)
- Two officers attended tactical training this month.
- Officer attended dive team training.
- Canine and handler attended two days of training at Canine Tactical.
- Our new officer completed the first 4 weeks of the academy.
- 3 officers attended the week long CIT training in Iowa City.
- The Chief and Lieutenant attended the State Law Enforcement Executive Conference in Coralville. Trainings and discussions were held on leadership, new programming ideas/initiatives, peer support, future of automotive driving, legal and risk management, human trafficking, morale, accountability and performance based systems.

Traffic Contacts	339
Parking Contacts	28
Vehicle Inspections	28
Vehicle Unlocks	25
Crash Investigations	31
Public Assists	359
Assist Other Agency	131
Crimes Against Persons Report	13
Crimes Against Property Report	27
Other Reports	38
Arrests	46
Warrants	7
Alcohol/Narcotics Charges	16
Crimes Against Persons Charges	12
Crimes Against Property Charges	12
Other Charges	22
Animal Calls	59
Total Calls for Service	2179
*Total Calls for Service for the year	9973

### Public Relations:

- Safety talks were presented to North Bend Kindergarten and 1<sup>st</sup> grade classes.
- An officer attended the Van Allen Safety Committee meeting.
- The winner from Penn Elementary's PTO raffle received a ride to school from one of our officers
- Officer worked at the open house for The Depot and had tours of the patrol car, and ID fingerprinting.
- Two Officers worked overtime for Liberty HS Prom and the Solon Post-Prom Party at the Community Center.
- Two officers worked graduation at Liberty High School.
- PD and patrol car tour for 2<sup>nd</sup> graders from Garner Elementary.
- Lieutenant attended the check award presentation to ICCSD from Run Crandic.
- Received several "thank you" goodies during Peace Officer Memorial Week. We want to thank MidWest One, Learning Begins Daycare, Blue Hearts of Johnson County, and JECC staff and the individual families that dropped off pizza, donuts and cupcakes.
- An officer's grandfather had passed away. In lieu of flowers, the family requested people make donations to NLPD's canine fund. We received \$500 in honor of Marlyn Madole. We appreciate this generosity in Mr. Madole's name. Several thank you cards were sent to the individuals that donated.
- Increased our presence at the area schools for the final weeks.
- One child safety seat check was conducted this month.



**Equipment:**

- After researching options, a digital fingerprint scanner that would be used for juveniles and for the public. This technology will tell you the quality of the fingerprint collected and if it will be accepted or not. The unit includes a scanner and software to run the system.
- Dispatch has been using a priority dispatching GPS tracking system countywide. We currently only have two cars that have the tracking capability and are looking to outfit the remainder of the cars with this technology. It is an extra fee under our maintenance computer software licenses.

**Enforcement:**

- Saw an increase in juvenile related calls for fighting, trespassing, and loitering on property they have been requested to vacate. Several of the same juveniles have been involved in multiple properties resulting in use of force incidents when the officers had to go hands on to remove them from the locations and take them into custody.
- Conducted speed enforcement on detour roads to slow down traffic on residential areas and in the construction zones. This also utilized bike officers to assist with the traffic enforcement.

**Department Admin:**

- Held two supervisor meetings this month. One was for a table top on changes to our pursuit policy and the other was for regular administrative responsibilities and information.
- Received Grant Approval again for the Ballistic Vests. This is completed by Tracey Mulcahey and the 50% match is used to purchase new vests for new hires or after the current ones have expired (5 years).
- Chief is coordinating the Line of Duty Death Response for our region. This included records completing a packet for an electronic fill in the blank packet and pre-planning for in the event of a Line of Duty death needing full honors. And hosting a meeting with area deputies and officers that will be on the planning committee if we are requested.
- Lieutenant Landsgard is assisting with the ongoing planning meetings for a coordinated first responder full scale threat response in Johnson County. This is planned to occur in 2019 and several planning meetings will be required.
- We also are in the process to accept a Solon High School student intern for a 3 month unpaid summer internship and job shadow experience.
- Continue to receive several accolades for officers doing great work in their interactions and response to public requests and service. These are shared with the officers and their immediate supervisor.

*Respectfully Submitted by Chief Diane Venenga and Alisha Ruffcorn 6/4/2018*



To: Mayor, City Council and City Administrator  
From: Shelly Simpson, Recreation Director  
Date: June 4, 2018

### Monthly Report – May 2018

#### Recreation Update:

“Kids Campsite” usage for this month totaled 572 participants.

May is our month to prepare for summer operations. Once school is out the busy summer season begins with Summer Camp, Summer Lunch Program, both AM & PM swim lessons and the opening of the outdoor pool.

Rec programs held during the month included Pee Wee Sports, Blastball, Disc Golf, Wiggle Worms, Music & Movement, Kinder Club, and Tippiie Toes Dance classes. Open gym basketball and pickleball continue along with both land and water fitness classes

We continued to cover operations through numerous staff absences due to the holiday, sick kids, surgeries and time off requests.

#### Pool Update:

Ashley began preparing for the summer season with facility preparations and hiring of seasonal staff. May started off cooler than normal but by Memorial Day Weekend – the heat set in. We would have most likely broke opening weekend totals if we could have stayed open longer. As high demand hit(only pool in area open), the deep end of the pool became cloudy and due to safety practices we have to close the pool if deep in drains are not clearly visible.

#### Opening Weekend Summary:

	Pool Passes	Daily Fees	Concessions	Total
Sat., May 26, 2018	\$ 3,779.95	\$ 1,808.00	\$ 887.00	
Sun., May 27, 2018	\$ 2,810.50	\$ 2,453.00	\$ 897.50	
Mon., May 28, 2018	3702.83	\$ 2,796.00	963.25	
<b>2018 Totals</b>	<b>\$ 10,293.28</b>	<b>\$ 7,057.00</b>	<b>\$ 2,747.75</b>	<b>\$ 20,098.03</b>

Since opening weekend, it has been non-stop, busy! Unfortunately, as you know we have had to close the outdoor pool daily. Water in the deep end continues to turn cloudy becoming a safety issue. We began troubleshooting that it was a back wash issue but within 24 hours we backwashed all 3 filters twice and the cloudiness developed again. I huge thanks goes out to Greg (Water Superintendent) who came by the facility to help troubleshoot our sand filters. Greg took the time to take the lids off of 2 of 3 filters and the sand filtration looks normal. Greg immediately helped us troubleshoot next to the recirculation pump. Greg metered the pump and it seems to be running lower amps than it should. This is a possible sign of pump failure. Ashley has contacted Johnson Controls, our maintenance provider to investigate further to see if this may be our culprit in why we can't keep the pool from clouding up and to replace this pump if necessary. Hopefully a resolution is near...

Submitted by Shelly Simpson



**To: Mayor and City Council**

**From: Michael Pentecost, Street Superintendent**

**Re: May 2018 Monthly Report**

**June 1, 2018**

The following items took place in the month of **May** that involved the Streets Department.

- Locating of City Utilities (501 job tickets) ongoing
  - a. This is a 38% from May 2017
- Continued animal control services (17 responded to animal issues)
- Cemetery plot locates (1 in total)
- Conducted monthly safety inspections for all street equipment and buildings
- Monitored and inspected all 8 Warning Sirens during monthly testing
- Projects
  - a. Front St Reconstruction Project
    - i. Project is at 64% complete
  - b. Kansas Avenue RISE Project
    - i. Project is at 5% complete
  - c. Ranshaw Way Phase 3 Project
    - i. Project is at 29.9% complete
  - d. Cherry Street Sewer Project just started late May
  - e. Coralville Coral Ridge Ave/Ranshaw Way Project
    - i. Progress and coordination during weekly progress meetings
  - f. Trails Network Project
    - i. Project mostly complete. Contractor working on punch list items
- A large amount of time was spent working with contractors and property owners on project work again this month
- Traffic Control and Parking Staff meeting to discuss public comment and requests
- Blues and BBQ preparations meeting
- Pilot study for 2 lift stations continue with weekly and monthly data being collected
- All snow equipment has been removed, cleaned, serviced, and organized in back shed for storage
- Final road salt deliver of contract was received and placed in salt shed along with sand
- Compost from leaf collection was moved (25 tandem dump truck loads) to storage area to be used for city projects
- Street sweeping of all public streets started
  - a. A little over 100,000 pounds has been collected and hauled to landfill
- Mowing of city right-of-way and easement areas
- New radar feedback sign installed on E Penn St/North Liberty Rd for west bound traffic coming into town as well as multiple street sign repairs
- Alliant Energy had electric primary wire drop that damaged Ranshaw/Penn St traffic signals. NL PD along with Street Dept. provided traffic control until signals were temporally repaired. I am working with Alliant Energy's claims department for cost reimbursement.



- Concrete/Street repairs
  - a. Repair of various damaged street/curb spots
  - b. 3 area streets had “blow ups” because of extreme temperatures. Repairs in process.
  - c. Rock chip was applied to West Penn St sealcoat section
  - d. Cold patching of damaged street spots of entire town is currently underway
- Training
  - a. All street staff attended training in Coralville on safety and proper operations of Jet/Vac truck
  - b. Street Supervisor attended training in Cedar Rapids for Management and Supervisor enhancement
  - c. 3 employees attend Motor grader training in Ames by Iowa State University

### Winter equipment storage



### Leaf piles turned into compost





### Street sweepings



### New radar feedback sign on East Penn Street





**Alliant Energy repair**



**Concrete/street repairs**



**Concrete "Blow up" because of heat**





# **Communications Department Report**

Submitted to the North Liberty City Council

June 1, 2018, for the month of May 2018

## **Blues & BBQ**

Planning for the July 14 event continues. We still, of course, need more volunteers and will host a recruitment event on June 14 in conjunction with Reds Alehouse featuring Dave Zollo live plus a half-off drink for anyone who is volunteering this year. Some improvements to Centennial Park will happen before the event, so we're working on plans to accommodate the changes. A new Centennial Park monument sign, supported by Blues & BBQ proceeds, was installed, thanks to Guy and the parks crew. Ticket sales for the Pig & Pint Prelude benefit dinner are strong, with prices increasing today. Details are available at [northlibertyblues.org](http://northlibertyblues.org).

## **Trash and recycling modernization**

We continued to publicize the modernization, with Jillian scripting and Derek producing "The Trashelor," a parody video to help make a somewhat contentious (and boring) topic more fun. By the deadline for selection, more than 2,800 households had selection online (with half again as many selecting with paper forms), putting us well ahead of our 50% response rate goal. Recycling bin drop off began at the end of the month.

## **Website redesign**

The website has been built out on the development server and we'll begin DNS propagation over the weekend the change should be complete on Monday, June 4. Maudience and staff all spend a few days in a sprint to get it to the point of launch and have a list of post-launch improvements to come. We'll monitor use to make sure users are finding what they need and to fix pages that don't work right, as well as to further optimize and make tweaks. A few key features of this site:

- Responsive design: the site is designed to resize to better fit on a phone or tablet.
- Load optimization: we made choices to reduce the amount of data a page load would require.
- Web forms: we're eliminating the plethora of PDF forms on the site, making it easier for users to complete (it's also possible to print the form and get a nice paper or PDF copy if desired).
- Custom post types: information for employment opportunities, RFPs, meetings and other items will be better handled.

## **52317 podcast**

We launched our business-focused podcast, 52317, with plans to release episodes monthly. Each episode will run 10 to 15 minutes and be an interview with someone doing work in North Liberty.



You can subscribe by searching for 52317 in Apple Podcasts, Google Play or where ever you get podcasts.

### **Infrastructure projects**

Projects are in full swing — and yet more keep coming. We're working to publicize the closures as the come, as well as working with businesses to keep them up to speed.

### **Storm drain painting**

The committee has selected designs and artists. The next announcements, expected in June, will be the locations and times.

### **Run CRANDIC**

We're proud to note that North Liberty was voted the best cheer zone for the inaugural run by the runners themselves. We have a trophy to prove it. The run raised more \$27,000 for the Iowa City school district, and the check was presented to the foundation at Van Allen.

### **Other items**

We produced the third North Liberty Bulletin, our monthly forward-looking email newsletter and, because it focused on the modernization of our trash system, sent it to our full list of about 8,000 subscribers. We saw similar open and clickthrough rates and think it can be a valuable way to connect constituents with important news and information.

We produced and submitted City Council meetings to the Iowa City government channel.

Staff met with United Way of Johnson and Washington Counties staff about involvement in the organization's 100<sup>th</sup> Anniversary celebration. Staff met with Mercy IC staff about involvement in North Liberty. Staff met with ICR Iowa staff about economic development and marketing to external audiences.

While we'll continue to upload all video to Vimeo as an archive, we've started to experiment with YouTube as a channel for our lighter fare.

We sent news releases about projects and road impacts, trash changes, holiday hours and more.



## Social media (Current month and preceding 12)

Month	Facebook new likes	Facebook reach (28 days)	Twitter new follows	Twitter impressions	Instagram new follows
May 2018	93	34,878	43	35,800	15 (1121)
April 2018	378	45,215	51	33,300	17 (1106)
March 2018	134	33,026	35	29,000	19 (1089)
February 2018	71	20,416	48	48,400	6 (1070)
January 2018	87	32,521	30	28,600	10 (1064)
December 2017	224	86,779	24	28,700	17 (1054)
November 2017	57	25,611	24	20,500	2 (1037)
October 2017	57	44,372	29	38,400	19 (1035)
September 2017	107	65,887	36	33,400	21 (1016)
August 2017	111	51,381	37	46,900	18 (995)
July 2017	49	20,886	47	23,300	20 (977)
June 2017	69	27,806	29	16,700	20 (957)
May 2017	81	22,901	23	21,800	11 (937)

**Facebook new likes** is the net number of new users liking the city's Facebook page; it does not include new *followers*. **Facebook reach** is the number of unique users who saw any of the city's Facebook content. **Twitter new follows** is the net number of new users following the city on Twitter. **Twitter impressions** is the total number of times a tweet from the city was shown. **Instagram new follows** is the net number of new users liking the city's Instagram account.

## Website Statistics (Current month and preceding 12)

Month	Sessions	Users	Pageviews	Pages/Session	Avg. Session
May 2018	27,326	18,336	53,837	1.97	1:30
April 2018	25,779	17,159	49,636	1.93	1:34
March 2018	13,074	8,620	37,250	2.03	1:34
February 2018	15,930	11,181	33,857	2.13	1:34
January 2018	21,025	15,098	42,369	2.02	1:19
December 2017	18,941	13,550	37,510	1.98	1:17
November 2017	16,921	11,883	33,819	2.00	1:26
October 2017	18,630	13,044	36,558	1.96	1:24
September 2017	14,559	10,929	29,604	2.03	1:24
August 2017	17,263	12,335	36,431	2.11	1:30
July 2017	22,274	15,331	43,681	1.96	1:23
June 2017	24,295	18,102	45,565	1.88	1:14
May 2017	17,593	12,775	37,549	2.13	1:33

**Sessions** is the number of time-bound user interactions with the website. **Users** is the number of unique devices loading the site in that month. **Pageviews** is the total number of pages loaded or reloaded. **Pages/Session** is the number of pages loaded per session. **Avg. Session** is the average length, in minutes and seconds, of user interactions. All stats are monthly.



## Completed Videos

Title	Requested By	Date Completed	Duration
<b>Social: Music Together</b>	Communications	May 1	0:02
<b>Planning and Zoning Commission</b>	City Administration	May 1	0:58
<b>Parks &amp; Recreation Commission</b>	City Administration	May 3	1:05
<b>Communications Advisory Commission</b>	City Administration	May 7	0:19
<b>Social: Bob Parker Memorial Blood Drive</b>	Communications	May 7	0:01
<b>City Council</b>	City Administration	May 8	1:14
<b>Social: The Trashelot</b>	Communications	May 9	0:03
<b>Social: Outdoor Pool Filling</b>	Communications	May 10	0:01
<b>Social: Volunteer Fair</b>	Communications	May 10	0:01
<b>Board of Adjustment</b>	City Administration	May 16	0:37
<b>Library Board of Trustees</b>	City Administration	May 21	1:09
<b>City Council</b>	City Administration	May 22	1:31
<b>Social: Grant Groundbreaking</b>	Communications	May 22	0:01
<b>Training: US Civilian Conservation Corp</b>	Water Department	May 25	1:09
<b>Social: Author Visit</b>	Communications	May 26	0:01
<b>Social: Pool Opening Day</b>	Communications	May 26	0:01
<b>Total shoots: 16</b>	<b>Duration of new video: 8.2 hours</b>		



# Water Pollution Control Plant



**Iowa**

TO: City Council, Mayor and City Administrator

FROM: Drew Lammers

DATE: June 1, 2018

SUBJECT: May 2018 Water Pollution Control Plant (WPCP) Report

1. All scheduled preventative maintenance at the plant and lift stations was completed. Staff stayed very busy with numerous operational jobs throughout the month.
2. This month's staff safety meeting was on excavating and trenching. Employees completed the target solutions tasks as well as reviewed safety training topics and equipment as a group. Employees discussed upcoming jobs that would require the use of these safety skills.
3. All lift stations have been inspected of electrical operations and hardware connections. Staff tightened all terminals and cleaned out every electrical panel at all of the lift stations. They also performed drawdowns on all lift station pumps and calibrated the flow calculations. Staff has been working to dress up all lift station appearances by keeping them mowed and sprayed for weeds. Some stations will require a little extra landscaping which will be followed up with as time permits.
4. Most of the generators around the plant and lift stations have had their annual preventative maintenance along with load bank testing. Remaining stations will be serviced next week. Staff found a crack in the radiator of the EQ standby generator so the controls are currently backed up by our portable 125 kW generator. A new radiator will be installed as soon as it is delivered.
5. Staff emptied and inspected the south digester equipment as well as made some repairs to a valve and gearbox. The tank is now back in service.
6. The wastewater dept. hired Mark Farrier as an operator 1. Mark worked for the WW dept. 6 years ago and has been picking up on equipment and process fairly quickly. He holds a grade 3 operators certification and has been a great addition to our team.
7. Phase 2 expansion work continues in the Pretreatment building. The second new raw pump has been installed and is operational. The third and final pump is schedule for installation next week. The project is scheduled for final completion June 28, 2018.

City of North Liberty  
3 Quail Creek Circle  
PO Box 77  
North Liberty, IA 52317

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Fax: 319-626-5739  
northlibertyiowa.org





# Water Pollution Control Plant

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**Iowa**

8. Iowa DNR visited the wastewater facility May 10, 2018 for a bi-annual inspection. DNR officials were given a thorough tour of the facility and discussed all plant operations and records. The review showed no deficiencies or recommendations for facility equipment or operations. All WPCP staff's daily efforts show through this positive review.

Drew Lammers  
WPCP Superintendent

City of North Liberty  
3 Quail Creek Circle  
PO Box 77  
North Liberty, IA 52317



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[northlibertyiowa.org](http://northlibertyiowa.org)



To: Mayor and City Council

From: Greg Metternich, Water Superintendent

Re: Monthly Report

June 7, 2018

We read 8,309 radio reads last month that's an increase of 14 accounts. We had to re-read approximately 29 accounts.

We did 162 finals, 66 water shut-offs, 58 re-connects for water service, delivered 175 notices, did 24 new meter set inspections, had 2 meter change outs, 9 MIU change outs, 0 customer complaints, and 71 calls for service.

In the month of May, we treated a total of 41,229,000 gallons of water, our average daily flow was 1,330,000 gallons, and our maximum daily flow was 1,717,000 gallons. The total for the month was 0.29% higher than last May.

Harn RO was on site at the new treatment plant on May 14<sup>th</sup> for plant start-up, overall things went well, we had several days of hydraulic testing before the membranes could be loaded, several tests had to be run on our new control system, and once that was completed we started testing our chemical feed systems, it took about 11 days to have all of the systems functioning properly. We starting sending water from the new plant in the afternoon on May 31<sup>st</sup>. We are now flushing all of the fire hydrants in the system, that should take us about three weeks. Residents should notice a change in their water quality in the next week or two.

Portzen is finishing some grading work on the plant site and starting to work on the punch list items. While Harn was here we discovered a hydraulic issue with our well flush line, the nano filtration system cannot have any air enter into the trains, to solve the problem the well flush line will need to have a reverse trap installed to hold water in the pipe after the flush process is finished.

Ricklefs subcontractor has finished all of the concrete repairs grading and seeding. They still have some clean-up items to take care of and the punch list overall, they're pretty close to being finished.

Water Superintendent

Greg Metternich



North Liberty Community Library Board of Trustees Meeting  
City Council Chambers, 1 Quail Creek Drive, North Liberty  
6:30pm, May 15, 2018

Meeting called to order at 6:32 PM

Attendance: Jessica Beck; John Henk; Marcia Ziemer; Chris Mangrich; and Doug Neale  
Not in Attendance: Bud Forbes, President  
Library Director; Jennie Garner

I. Additions/Changes to the Agenda:

- a. Discussion of training assignment “A Culture of Learning” from the State Library Board rather than viewing the Webinar during

II. Public Comment: none

III. Approval of Minutes

April: Jessica Beck moved and Chris Mangrich seconded. Approved.

IV. Reports

- b. Staff introduction –Emily, Family Services Librarian. Her responsibility is primarily with 5 year olds and below age group. Emily is developing a series of Storytime “Kits” that should be completed around the first of the year. These will be themed books, activities, stories that can be checked out by anyone, but especially designed for use by parents, daycare centers, etc. Her hope is to initially create five kits and expand this to over fifty. Other staff librarians (Andrew and Erin) are working with Emily to create this special project for the library. Emily is also working to redesign the Children’s area of the library by making the available space more useful to better serve with activities, stories, and songs (use of large wooden blocks (for example). Emily is also planning to bring Alister Heim, a children’s book author, as a guest speaker. Prairie Lights has been very helpful in supporting the library with authors. It should be noted that one of the Planning for Results is to have this type of engagement with the community. On May 30<sup>th</sup>, Hills Bank again sponsors the kickoff for the Summer Reading Program, with greatly expanded venues for the participants. Last year, over 300 attended, so much more effort has been made to make the time really enjoyable and more efficient in getting reading logs established. The event will start at 6:00 PM and end at 7:30 PM with the Community Center as a backup location in the event of rain.



North Liberty Community Library Board of Trustees Meeting  
City Council Chambers, 1 Quail Creek Drive, North Liberty  
6:30pm, May 15, 2018

c. Budget— Financial Report and Update as of April 30, 2018

Personnel Services: 79.95

Services & Commodities: 74.74 percent

Total Library Services for: 78.94 D. Average this time of year: 83

There will likely be a percentage increase in the future due to the need to purchase five new computers for use throughout the library. In addition, the library was able to utilize former City Council I-pads to help with replacement costs for those needed units. The Library Director has been having the staff librarians work with their own budgets to better understand the budget process.

d. Friends--- Funding Requests

Library seasonal summer staff person to work 10-12 hours per week. The estimated cost for this is about \$1500 for eight weeks (June/July).

Fund-raising Events

Book Sale – June 6<sup>th</sup> 4-8pm / Thursday June 7<sup>th</sup> – Sat June 9<sup>th</sup>  
(City Wide Garage Sale Weekend)

Book Sale Set up June 5<sup>th</sup>

Friends Canvas Book Bag – Sell for \$10 each (ordered)

Giveaway / Sign up to win- Canvas Bag w/family pass to pool, Heyns or Dairy Queen ice cream shop

e. Director---

Training---All full-time staff have completed scenario training

Presented by NLPD officer Chuck Tygart and the city's Special Projects Coordinator Angela McConville. We were beta site for training and it was very useful and successful.

Policy update---Child Safety policy: Addition of vulnerable adults

Budget Amendment---\$1289 amended in April

Endowment donations--- \$3600 to date



Director (continued)

Employee Update--- Interviewing a Public Services Librarian.  
(This position is reinstating the Circulation Services position  
formerly filled by Emily Tabor).

Hiring for two permanent part-time Library Assistant positions  
Jennifer Jordebrek and Caroline Allen will interview.  
Current employee Shane Snapp is moving into the PT  
Seasonal Library Assistant position.  
Soli Page, current library assistant, will serve as sub but has  
taken a full time job.

#### F. Strategic Plan

Updated information on using Planning for Results

Example: Bettendorf Public Library Strategic Plan

[http://www.bettendorflibrary.com/documents/Annual\\_Report/BPLIC\\_Strategic\\_Plan\\_2016.pdf](http://www.bettendorflibrary.com/documents/Annual_Report/BPLIC_Strategic_Plan_2016.pdf)

#### G. Library Video

Produced by Ben Statler, owner of North Bend Studios

<https://www.dropbox.com/s/ezsuydf1dw02ytm/NLL%20-%20Video.mp4?dl=0>

#### V. Policy Review

##### LIBRARY CHILD SAFETY AND VULNERABLE ADULTS– POLICY

Small corrections to section A and D needed. Motion to approve by  
Jessica Beck and seconded by Chris Mangrich. Motion approved.

#### VI. Old Business --- none



VII. New Business –

Director Evaluation by library board was discussed and will be tabled until the June meeting. Since the library director receives an evaluation each year by the City Manager, this appears to be a redundant action by the library board. This practice is not required by the State Library Board but the library by laws will need to be reviewed before voting to change this item.

VIII. Other Business --

a. Board training

“Creating a Culture of Learning” Webinar was discussed since a majority of the board members had previously viewed it before the meeting.

<http://www.statelibraryofiowa.org/ld/c-d/continuing-ed/contedials/archives-webinar/board2018-culture>

Topics of discussion included:

1. Creation of Library Board recruitment flyer
2. Keep record of each library board member’s training time in the library board minutes
3. Schedule training time with a “year-at-a-glance” annual calendar so that board members will anticipate and plan on upcoming training times
4. Have staff librarians discuss areas of work in a format that will bring their work into focus for the board members. An example would provide actual data base graphics or a brief video that would allow the board members to “see” the material rather than merely tell them that it is available.

- b. Board evaluations will be on the schedule for June.

Adjourn

Motion by John Henk; seconded by Jessica Beck. Meeting adjourned at 7:40 PM



**North Liberty Parks & Recreation Committee Meeting**  
**Thursday, June 7, 2018**  
**Proposal of Agenda**  
**7:00PM**

**NEW BUSINESS:**

1. Approve minutes from meeting of: Minutes from May 3 meeting.
2. Public Comments/Concerns: Open to public for comments and concerns; 5 minutes per person time limit.
3. Park Board Applicants: We have 10 applications; New members appointed June 12.
4. Fees / Membership Discussion: Recap of proposal sent to city council for approval.  
Anticipate July 1 implementation.
5. Building & Grounds Report: Parks Monthly Report
6. Outdoor Pool Opening Weekend: Summary of Outdoor Pool opening
7. Outdoor Pool Operations: High Demand – Water Clarity has closed pool early most days.
8. Upcoming Events:  
Summer Camp/Knight Riders  
Summer Lunch Program  
Summer Swim Lessons  
Bike Rodeo / Slow Roll June 15  
CR Kernels June 23
9. Any new issues not on the agenda?

**OLD BUSINESS:**

1. Recreation Monthly Report: Report included in packet summarizing the past month.
2. Any old business not on agenda?

**CONCLUSION:**

1. Next Meeting: Thursday, July 5, 2018 at 7:00 PM  
Location: City Council Chambers at 1 Quail Creek Circle
2. Adjourn



## **North Liberty Parks & Recreation Committee Meeting**

Thursday, May 3, 2018

**Board Members Present:** Jeff Kellbach, Jami Maxson, RaQuishia Harrington, Megan Lehman

**Others Present:** Shelly Simpson, Guy Goldsmith, Brian Motley, Tim Hamer

**Meeting called to order: 7:04 pm**

### **NEW BUSINESS:**

1. **Approve minutes:** Minutes from April 5 joint meeting with City Council and individual meeting approved.

2. **Park Board terms:** 3 terms expiring, 1 person not reapplying another undecided. Application deadline May 21.

3. **Fees/Membership:** Proposal discussed. Initial discussion had focused on monitoring and tracking those in facility, more recent discussion also brings up funding and time period since fee changes. Several board members expressed concern re track useage fees and open gym availability to community (without fees). Currently there is family open gym time one night each week, and regular open gym time one night a week as well (alternating between Tuesday and Friday) and these opportunities would remain. Since Family Open Gym has begun staff has seen more families taking part in using together. Board members did not have any concerns about proposed package fees. After discussion, proposal was made to eliminate monthly resident Facility/Track fees and change yearly fees to prior monthly proposal (yearly fees \$10 individual, \$5 child/student/senior, \$15 couple, \$20 family). Motion was made to approve this proposal and passed. Will be presented to City Council for their approval.

4. **Building and Grounds Report:** Maintaining ball fields, landscape maintenance, plowed community gardens. Thanks to all who helped with Muddy Creek and bike trail cleanup. Thanks also to city staff who participated in Employee Day of Service. Centennial Park playground install set for June 25. Still looking to hire seasonal employees.

5. **Summer Preparation:** Working on 10 week summer camp program, prepping outdoor pool. Community garden spots full, ball field rental spots nearly booked.

6. **Memorial Day Weekend Hours:** Sat May 26-Mon May 28 Rec Center and indoor pool 8am-6pm, outdoor pool noon-6pm.

### **OLD BUSINESS:**

1. **Recreation Monthly Report:** Swim lessons busy, various contract programs taking place.

2. **Old Business:** Follow up from joint meeting - Parks Dept to prioritize parks plan items, may need to redo Parks Plan (may be easier to work with if redo more frequently). Rec Dept starting with priorities for pool since have Aquatics Plan already, focusing on outdoor pool improvements.

### **CONCLUSION:**

1. **Next Meeting**

**Thursday June 7, 2018 at 7:00PM**

Location: City Council Chambers at 1 Quail Creek Circle

2. Adjourned at 8:08 pm

Minutes submitted by Jami Maxson



**To: Park & Recreation Commission Board Members  
Mayor, City Council and City Administrator**  
**From: Shelly Simpson, Recreation Director**  
**Date: June 4, 2018**  
**Re: Monthly Report –May 2018**

### **Program Summaries – May**

#### **Swim Lessons:**

Parent Tot: Lessons start in June.  
Tadpoles: Lessons start in June.  
Level 1: Lessons start in June.  
Level 2: Lessons start in June.  
Level 3: Lessons start in June.  
Level 4: Lessons start in June.  
Level 5: Lessons start in June.  
Level 6: Lessons start in June.  
Private – T: Lessons start in June.  
TH: Lessons start in June.  
Adult: Lessons start in June.  
Totaling;

During the summer months we offer both morning and evening swim lessons.

#### **Pool Programs:**

Early Bird Aqua Aerobics: 5 participants, plus drop-ins.  
Easy Does It: 5 participants, plus drop-ins.  
Water Resistance AM: 4 participants, plus drop-ins.  
Aqua Boot Camp: 2 participants, plus drop-ins.  
Arthritis Foundation Aqua: 24 participants, plus drop-ins.  
Noodle Triathlon Workout: Drop-ins only.  
Rec Swim Team: Tuesdays & Thursdays; resumes in June  
Stroke Development: Resumes in June.  
Lifeguard Class: 12 participants

#### **Preschool:**

Kids Campsite: This month; 572 participants  
Lucky Duck: This month \$ 115.00 collected  
Pee Wee Golf: AM Session - 0-; PM Session – 19 participants  
Pee Wee Soccer: AM Session – 15; PM Session – 35 participants  
Blastball: 48 participants  
Wiggle Worms: 5 participants  
Music & Movement: 5 participants.  
Kinder Club: 16 participants, plus walk-ins  
Tippi Toes: Baby Ballet: 8 participants  
Toddler & Me: 7 participants  
Ballet/Jazz/Tap: 3 participants

Wiggle Worms, Music & Movement, Kinder Club and Tippi Toes Dance are all contract programs using our facility space to offer their classes and will continue through summer.

#### **Youth Programs:**



Recsters BASP: AM – 17, PM-62, totaling 79 participants  
 Parents Night Out (May 11): 4 participants

#### **Youth Sports:**

Tae Kwon Do M/TH: 3 participants  
 Tae Kwon Do T/W: 7 participants

Disc Golf: Ages 6-8: 5 participants  
 Ages 9-11: 2 participants

#### **Adult Sports/Programs: (Feb 1-26)**

Basketball: Package \$70; Drop-in \$128; totals \$ 198.00  
 Pickleball: Package \$235; Drop-in \$618; totals \$ 853.00  
 Volleyball: Package \$ -0-; Drop-in \$62; totals \$ 62.00

Pickleball remains consistent and seems to be growing and growing in popularity.

#### **Adult Fitness:**

Cardio Pump: 5 participants, plus drop-ins.  
 Boot Camp/Cross: Drop-ins only.  
 Lower Body Blast: Drop-ins only.  
 Body Blast: Drop-ins only.  
 Body Sculpt: Drop-ins only.

#### **Senior Citizens:**

Senior Dining: May 4 22 participants  
 May 11 23 participants  
 May 18 21 participants  
 May 25 15 participants  
 Total for month: 81 participants

#### **Special Events:**

Family Open Gym: Free, 1<sup>st</sup> & 3<sup>rd</sup> Tuesdays, 2<sup>nd</sup> & 4<sup>th</sup> Fridays each month  
 Seeing a return of families coming to shoot hoops.

Regular Open Gym: Free, 2<sup>nd</sup> & 4<sup>th</sup> Tuesdays, 1<sup>st</sup> & 3<sup>rd</sup> Fridays each month  
 Regular shooting baskets times in gymnasium.

Memorial Day Weekend / Outdoor Pool Opening: See summary sheet attachment

**ActiveNet Totals:** Gross Income (May) = \$ 75,118.30

#### **Residency Breakdown - POS: (May)**

	Resident	Nonresident	Total	Previous Month
Track	0	0	0	77
Daily Weight	618	101	719	900
Senior DW	<u>178</u>	<u>14</u>	<u>192</u>	<u>242</u>
Sub Total	796	115	911	1,339

	Adult	Youth/Seniors	Total	Previous Month
Pool				
Daily Fees	1,485	2,503	3,988	1,038