



**North Liberty City Council
Regular Session
April 9, 2024**



City Administrator Memo



To **Mayor and City Council**
From **Ryan Heiar, City Administrator**
Date **April 5, 2024**
Re **City Council Agenda April 9, 2024**

Consent Agenda

The following items are on the consent agenda and included in the packet:

- City Council Minutes (03/26/24)
- Pay Application #2, Streets & Maintenance Facility Remodel, Peak Construction Group Inc., \$55,979.32
- Liquor Licenses
 - Rayo Mexican Bar & Grill (new)
 - Izumi Sushi & Hibachi (new)
 - Bluebird Café (renewal)
 - Revitalize U (renewal)
- Claims

Trip Connect Presentation

Kelly Schneider, Johnson County’s Mobility Coordinator, will be at Tuesday’s meeting to present Trip Connect, a pilot program that will assist residents in northern Johnson County with work transportation. The majority of this pilot program is being funded with grant and Johnson County ARPA funds. City staff has committed \$15,000 of the transit budget to be used in year 1 of the program. Additional details about the program can be found in the included slide deck and will be presented Tuesday.

Parking Restrictions

The City has received a fair amount of feedback since implementing street parking on Liberty Way and Community Drive. The goal continues to be trying to balance the interests of motorists, businesses, and pedestrian traffic in these areas. Staff continues to advocate that on-street parking is an intentional safety feature and creates a kind of natural slowdown of traffic referred to as “friction”. While it is perhaps not the most pleasant driving experience, it results in lower motorist speeds. While staff is unaware of any traffic accidents, restricting on-street parking on Liberty Way and Community Drive adjacent to Penn Street keeps in the spirit of balancing interests in the area. Staff has reached out to business owners on these streets, who agree with the partial restriction. The parking resolution also reflects several streets in newer subdivisions, which had no parking signs installed during construction. Staff recommends approval of the resolution.

Meetings & Events

Tuesday, April 9 at 6:00p.m.
City Council – Special Session (Budget)

Tuesday, April 9 at 6:30p.m.
City Council

Thursday, April 11 at 4:00p.m.
City Council Strategic Planning Session

Monday, April 15 at 4:30p.m.
Joint Government Meeting

Monday, April 15 at 7:00p.m.
Library Board

Tuesday, April 23 at 6:30p.m.
City Council

FY25 Budget

The resolution on the agenda sets the second public hearing for the FY23 budget on April 23. After this public hearing later in the month, Council will be asked to approve the budget.

The first public hearing will be held this Tuesday at 6p.m. The new law requires that this public hearing be held at a separate meeting with nothing else on the agenda. Tuesday's public hearing is specific to the City's proposed tax levy of \$11.37, which is \$0.08 less than FY23's rate. For reference, included in the packet is the FY25 budget model.

Kempf Lift Station Easement

This easement, which provides access so that Coralville can connect its sanitary service line to North Liberty's wastewater treatment plant, is part of a much larger partnership between the two cities. The City of North Liberty constructed a large trunk sewer in 2017 to serve the ICCSD's Liberty High and other contiguous property, including 400-acres in Coralville. Coralville paid approximately \$1 million to North Liberty for the construction of the sewer main. Part of the aforementioned 400-acres includes the service area that is currently served by the Kempf lift station. In exchange for serving 400-acres of property in Coralville, the City of Coralville agreed to serve approximately 400-acres in North Liberty, generally west of Ranshaw Way (see included agreement). In the near future, prior to the end of 2024, the City of North Liberty will decommission its lift station in Fox Valley and connect to a Coralville sewer main, at which time Coralville will be serving 400-acres of North Liberty property. This remains a great partnership in that the cities saved money, will eliminate two lift stations, lessened environmental impacts, and avoided installing two large pipes into the ground. All that to say, staff recommends approval of the easement,

West Penn Street

Enclosed in the packet is an easement agreement between the City, EC Farm LLC, and their tenant, James Avenue Sod Farm LLC, which represents the final acquisition needed to allow the completion of the West Penn Street Public Improvement Project. The purchase price for the property is the appraised value previously approved by Council, \$2,175.00, plus compensation to the tenant in the amount of \$600.00, which reflects the fact that they have two years remaining on their lease. As noted for previous acquisitions, this is a joint project with Johnson County, and the County will reimburse the City for half of the costs involved in this acquisition. Staff recommends approval.

Workers Compensation Insurance Policy

Every few years, the City, with assistance from Relion Insurance, solicits quotes for property, liability and workers' compensation insurance. Staff and the insurance specialists at Relion are recommending that the City switch workers' compensation providers from EMC to IMWCA, which will save \$80,000 annually. The City's workers' compensation policy is an attractive one to insurers as its modification factor, a number that helps identify risk, is extremely low at .61. This number is on a downward trend because of the City's limited exposure to workplace injuries in the last three years. Staff recommends approval of the change.

Fire Station 2 Land Acquisition

Last September, after soliciting and receiving feedback from the public, the City Council approved the acquisition of 3 acres of land on St. Andrews Drive for the purpose of constructing what will be Fire Station #2. The City has negotiated terms for the acquisition of the necessary land and construction easements pursuant to a purchase agreement that serves the needs of the City and is conscientious of the landowner's desire to continue farming the area until the City is ready to begin construction. The purchase price is \$235,000.00. Staff recommends approval. Also included in the packet is a memo from Chief Platz regarding the construction of station two versus the remodel and expansion of fire station 1. While the focus of Tuesday's discussion will be on the purchase of ground, staff felt it important to share the overall, revised vision of staff in terms of order of projects.

Micromobility Devices (E-Scooter) Ordinance

Staff is seeing more and more electric, non-bicycle type devices on the City's streets, sidewalks and trails. These devices include, but are not limited to, e-scooters, e-skateboards, e-unicycles, etc. In an effort to regulate these devices for the safety of the users, pedestrians, and other right-of-way users, staff recommends amending Chapter 76 of the City Code to include provision regarding electric micromobility and personal assistive devices. The amendment adds definitions and outlines requirements for the use of these devices on public rights-of-way. Some of the more significant regulations in the proposed ordinance include maximum speed, use of lights, and areas of operation. Staff recommends approval of the ordinance amendment.



Agenda



CITY COUNCIL

April 9, 2024

6:30 p.m.

Regular Session
Council Chambers
1 Quail Creek Circle

1. Call to order
2. Roll call
3. Approval of the Agenda
4. Consent Agenda
 - A. City Council Minutes, Regular Session, March 26, 2024
 - B. Streets & Maintenance Facility – Interior Remodel, Pay Application Number 2, Peak Construction, \$55,979.32
 - C. Liquor License Application, Rayo Mexican Bar & Grill
 - D. Liquor License Application, Izumi Sushi & Hibachi
 - E. Liquor License Renewal, Bluebird Café
 - F. Liquor License Renewal, Revitalize U
 - G. Claims
5. Public Comment
6. Engineer Report
7. City Administrator Report
8. Mayor Report
9. Council Reports
10. Trip Connect Presentation
11. Parking Restrictions
 - A. Resolution Number 2024-35, A Resolution approving parking control devices in the City of North Liberty, Iowa
12. FY 25 Budget

- A. Resolution Number 2024-36, A Resolution setting time and place for a Public Hearing for the purpose of considering the Fiscal Year 2024-2025 Budget

- 13. Easement Agreement
 - A. Resolution Number 2024-37, A Resolution approving the Perpetual Sanitary Sewer Easement and Temporary Construction Easement Agreement between the City of Coralville and the City of North Liberty

- 14. West Penn Street Project
 - A. Resolution Number 2024-38, A Resolution approving Permanent Right of Way Easement and Temporary Construction Easement Agreements between EC Farm, LLC, James Avenue Sod Farm LLC, and the City of North Liberty

- 15. IMWCA
 - A. Resolution Number 2024-39, A Resolution authorizing the City to apply for membership in the Iowa Municipalities Workers' Compensation Association (IMWCA)

- 16. Fire Station #2 Land Acquisition
 - A. Resolution Number 2024-40, A Resolution for approval of Purchase Agreement for property required for the West Side Fire Station Project

- 17. Micromobility Devices (E-Scooter) Ordinance
 - A. Second consideration of Ordinance 2024-02, An Ordinance amending Chapter 76 of the North Liberty Code of Ordinances concerning the operation of electric personal assistive and micromobility devices

- 18. Old Business

- 19. New Business

- 20. Adjournment



Consent Agenda

City Council
March 26, 2024
Regular Session

Call to order

Mayor Hoffman called the March 26, 2024, Regular Session of the North Liberty City Council to order at 6:30 p.m. in Council Chambers at 1 Quail Creek Circle. Councilors present: Brian Leibold, Paul Park, Erek Sittig, Brent Smith and Brian Wayson; absent – none.

Others present: Ryan Heiar, Tracey Mulcahey, Grant Lientz, Ryan Rusnak, Josiah Bilskemper, Tom Gruis from ECICOG, and other interested parties.

Approval of the Agenda

Sittig moved; Smith seconded to approve the agenda. The vote was all ayes. Agenda approved.

Consent Agenda

Wayson moved, Sittig seconded to approve the Consent Agenda including the City Council Minutes, Regular Session March 12, 2024, Streets & Maintenance Facility Remodel, Pay Application Number 1, Peak Construction Group, Inc., \$43,549.54; Liquor License Application, Aldi #57; Liquor License Renewal, Quail Creek Golf Course and the attached list of Claims. The vote was all ayes. Consent Agenda approved.

Public Comment

No public comment was offered.

City Engineer Report

City Engineer Bilskemper reported on the Street Maintenance Facility Remodel Project, the Penn Meadows Park Project, the West Penn Street Project, the North Liberty Road Trail Project, and the Centennial Event Center Project. Council discussed the report with Bilskemper.

City Administrator Report

City Administrator Heiar reported on the Trip Connect presentation at the next City Council meeting, the Accounts Payable position hiring process and the upcoming goal setting session.

Mayor Report

Mayor Hoffman thanked Councilor Wayson for covering the last meeting. He offered that Heiar will be involved in a roundtable discussion on April 16 regarding property taxes and business implications.

Council Reports

Councilor Smith spoke regarding the Liberty High School story on KCRG, the Vintage Estates open house on May 16 and the upcoming Herky on Parade. He will not be here for the April 9

meeting. Council Sittig attended the Greater Iowa City Community Lunch Connection, the Affordable Housing Spring Social. He reported that the Blues and BBQ Planning Committee has met for the July 13 event. Councilor Park attended the Greater Iowa City Community Lunch Connection and met with Goldsmith and Sensory Kids regarding accessible playground. He was involved in ICAAR's donation to Next Stage. He reported that the Heartlanders Hockey City Challenge is April 6 with a \$1,000 donation to the city with best attendance. Councilor Leibold attended Coffee Connections at the Library, had a tour of the Palestra, and met with the HBA. He congratulated the Hawkeye Women on advancing to the Sweet Sixteen. Councilor Wayson congratulated the Kirkwood Women's Basketball team on winning their division. He reminded all that there will be tornado drills and tests tomorrow for Severe Weather Awareness Week.

Micromobility Devices (E-Scooter) Ordinance

Mayor Hoffman opened the public hearing regarding proposed E-scooter ordinance at 6:43 p.m. No oral or written comments were received. The public hearing was closed at 6:43 p.m.

Wayson moved, Sittig seconded to approve the first consideration of Ordinance 2024-02, An Ordinance amending Chapter 76 of the North Liberty Code of Ordinances concerning the operation of electric personal assistive and micromobility devices. After discussion, the vote was: ayes – Wayson, Leibold, Park, Sittig, Smith; nays – none. Motion carried.

North Liberty Community Pantry CDBG Application

Mayor Hoffman opened the Public Hearing regarding proposed CDBG – CV application at 6:46 p.m. Tom Gruis, ECICOG, offered additional information on the grant application. The City's proposed application for fresh food purchases through the Federal Community Development Block Grant-CV (CDBG-CV) Program on behalf of the North Liberty Community Pantry, requires that the following topics be identified for consideration:

As concerned with how the need for proposed activities was identified, it is noted that the number of households utilizing the Pantry has increased 74% from 2021-2023 and that food, and especially fresh food, could be distributed more equitably. The Pantry has increased the quantity of food delivered by 103% in the past two years, and the distribution is not as equitable as it could be. The grant would support approximately 450,000 pounds of food, which would allow the Pantry to increase its distribution by approximately 76%.

As concerned with how proposed activities will be funded and the source of funds, it is noted that with proposed project cost presently estimated to total \$100,000, with grant assistance being requested from the CDBG-CV Program for the total cost.

As concerned with the date the application will be submitted, it is noted that the CDBG Program funding application will be submitted to the Iowa Department of Economic Development for receipt by April 1, 2024.

As concerned with the requested amount of federal funds, it is noted that \$100,000 is being requested from the CDBG Program in the amount of \$100,000.

As concerned with benefit from federal funding, it is noted that the population to benefit from CDBG funding is the clients of the Pantry. Currently, that is 2,942 people, with 2,885, 98%, being LMI, which meets the national objective of serving 51% LMI persons. Based on past growth, it is estimated the project will benefit 3,486 LMI persons.

As concerned with where proposed activities will be conducted, it is noted that the fresh food purchased will be distributed through the North Liberty Community Pantry at 89 Jones Blvd.

As concerned with plans to minimize the displacement of persons or businesses as a result of funded activities, and plans to assist persons actually displaced, it is noted that, because no property acquisition is proposed, there will be no displacement of persons or businesses as a result of funded activities.

As concerned with the nature of the proposed activities, it is noted that North Liberty's grant project will comprise of fresh food purchases on behalf of the North Liberty Community Pantry.

Gruis presented the Community Development and Housing Needs Assessment. The public hearing was closed at 6:50 p.m.

Park moved, Smith seconded to approve Resolution Number 2024-34, A Resolution approving a Grant Application for Community Development Block Grant Coronavirus (CDBG-CV) Funds to purchase fresh food and adopting the State of Iowa CDBG-CV Duplication of Benefits (DOB) Policies and Procedures for the City of North Liberty. The vote was: ayes – Leibold, Wayson, Smith, Park; nays – none; abstain: Sittig. Motion carried.

Linn County REC Public Utility Easement Sharing Agreement

Wayson moved, Sittig seconded to approve Resolution Number 2024-34, A Resolution approving the Public Utility Easement Sharing Agreement between Linn County Rural Electric Cooperative Association and the City of North Liberty. After discussion, the vote was: ayes – Sittig, Park, Leibold, Wayson, Smith; nays – none. Motion carried.

Old Business

No old business was presented.

New Business

No new business was presented.

Adjournment

Wayson moved; Smith seconded to adjourn at 6:54 p.m. The vote was all ayes. Meeting adjourned.

CITY OF NORTH LIBERTY

By: _____
Chris Hoffman, Mayor

Attest: _____
Tracey Mulcahey, City Clerk

TO OWNER/CLIENT:**PROJECT:**

023-025 North Liberty Streets and Maintenance
Facility - Interior Remodel
437 South Front Street
North Liberty, Iowa 52317

APPLICATION NO: 2**INVOICE NO: 2****PERIOD:** 03/01/24 - 03/31/24**PROJECT NO:** 023-025**CONTRACT DATE:****FROM CONTRACTOR:****VIA ARCHITECT/ENGINEER:**

Peak Construction Group, Inc.
660 Liberty Way Unit C
North Liberty, Iowa 52317

CONTRACT FOR: North Liberty Streets and Maintenance Facility**CONTRACTOR'S APPLICATION FOR PAYMENT**

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet is attached.

1.	Original Contract Sum		\$608,000.00
2.	Net change by change orders		\$0.00
3.	Contract Sum to date (Line 1 ± 2)		\$608,000.00
4.	Total completed and stored to date (Column G on detail sheet)		\$104,756.70
5.	Retainage:		
	a. 5.00% of completed work	\$4,820.09	
	b. 5.00% of stored material	\$417.75	
	Total retainage (Line 5a + 5b or total in column I of detail sheet)		\$5,237.84
6.	Total earned less retainage (Line 4 less Line 5 Total)		\$99,518.86
7.	Less previous certificates for payment (Line 6 from prior certificate)		\$43,539.54
8.	Current payment due:		\$55,979.32
9.	Balance to finish, including retainage (Line 3 less Line 6)		\$508,481.14

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner/Client:	\$0.00	\$0.00
Total approved this month:	\$0.00	\$0.00
Totals:	\$0.00	\$0.00
Net change by change orders:	\$0.00	

The undersigned certifies that to the best of the Contractor's knowledge, information and belief, the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work which previous Certificates for payment were issued and payments received from the Owner/Client, and that current payments shown herein is now due.

CONTRACTOR: Peak Construction Group, Inc.

DocuSigned by:
Steve Oyen
By: 2C31A567B16F4EC... Date: 3/26/2024

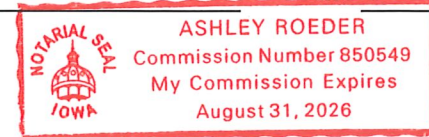
State of:

County of:

Subscribed and sworn to before
me this 3/26/2024 day of

Notary Public:

My commission expires:



DocuSigned by:
Ashley Roeder
35B7512BFEFA4B8...

ARCHITECT'S/ENGINEER'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on the on-site observations and the data comprising this application, the Architect/Engineer certifies to the Owner/Client that to the best of the Architect's/Engineer's knowledge, information and belief that Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED: \$55,979.32

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are changed to confirm the amount certified.)

ARCHITECT/ENGINEER:

By: Tommy [Signature] Date: 04/01/2024

This certificate is not negotiable. The amount certified is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to the rights of the Owner/Client or Contractor under this Contract.



State of Iowa

Alcoholic Beverages Division

Applicant

NAME OF LEGAL ENTITY	NAME OF BUSINESS(DBA)	BUSINESS		
RAYO MEXICAN BAR & GRILL LLC	Rayo Mexican bar and grill	(319) 400-0740		
ADDRESS OF PREMISES	PREMISES SUITE/APT NUMBER	CITY	COUNTY	ZIP
125 East Zeller StreetPenn	B,C	North Liberty	Johnson	52317
MAILING ADDRESS	CITY	STATE	ZIP	
125 East Zeller StreetPenn	North Liberty	Iowa	52317	

Contact Person

NAME	PHONE	EMAIL
Nancy Mendoza Santos	(319) 400-0740	mendozaadame@gmail.com

License Information

LICENSE NUMBER	LICENSE/PERMIT TYPE	TERM	STATUS
	Class C Retail Alcohol License	12 Month	Submitted to Local Authority
TENTATIVE EFFECTIVE DATE	TENTATIVE EXPIRATION DATE	LAST DAY OF BUSINESS	
Feb 1, 2024	Jan 31, 2025		
SUB-PERMITS			
Class C Retail Alcohol License			



State of Iowa

Alcoholic Beverages Division

PRIVILEGES

Catering

Status of Business

BUSINESS TYPE

Limited Liability Company

Ownership

• Individual Owners

NAME	CITY	STATE	ZIP	POSITION	% OF OWNERSHIP	U.S. CITIZEN
SARAH I SANTOS ADAME	North Liberty	Iowa	52317	Owner	0.00	No

• Companies

COMPANY NAME	FEDERAL ID	CITY	STATE	ZIP	% OF OWNERSHIP
Sararayo	88-3305927	Williamsburg	Iowa	52361	100.00
Rayo Mexican bar and grill	88-3305927	Williamsburg	Iowa	52361	0.00

Insurance Company Information

INSURANCE COMPANY

Farm Bureau Financial Services

POLICY EFFECTIVE DATE

Feb 1, 2024

POLICY EXPIRATION DATE

Feb 1, 2025



State of Iowa

Alcoholic Beverages Division

DRAM CANCEL DATE

OUTDOOR SERVICE EFFECTIVE
DATE

OUTDOOR SERVICE EXPIRATION
DATE

BOND EFFECTIVE DATE

TEMP TRANSFER EFFECTIVE
DATE

TEMP TRANSFER EXPIRATION
DATE

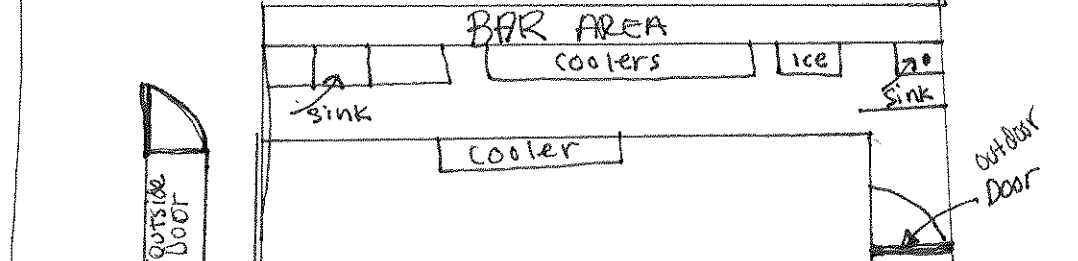
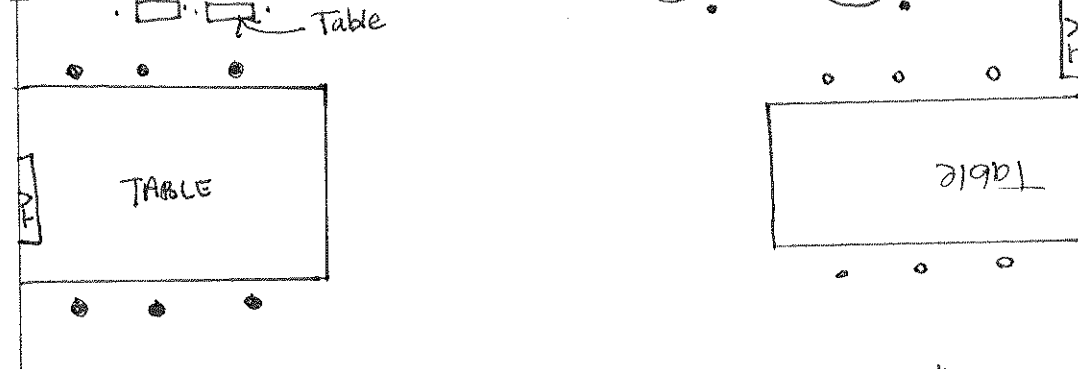
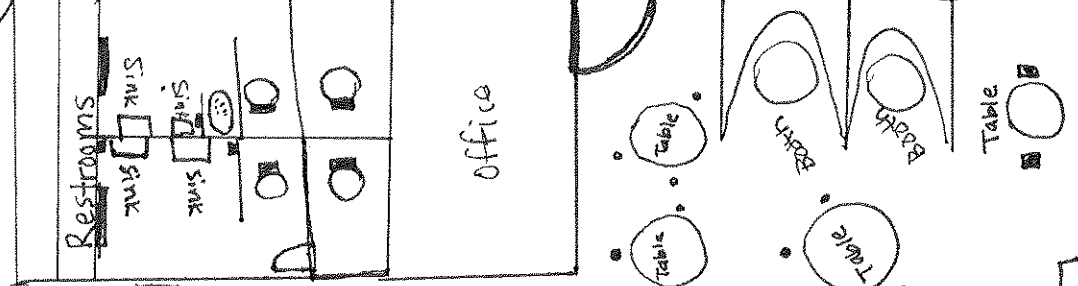
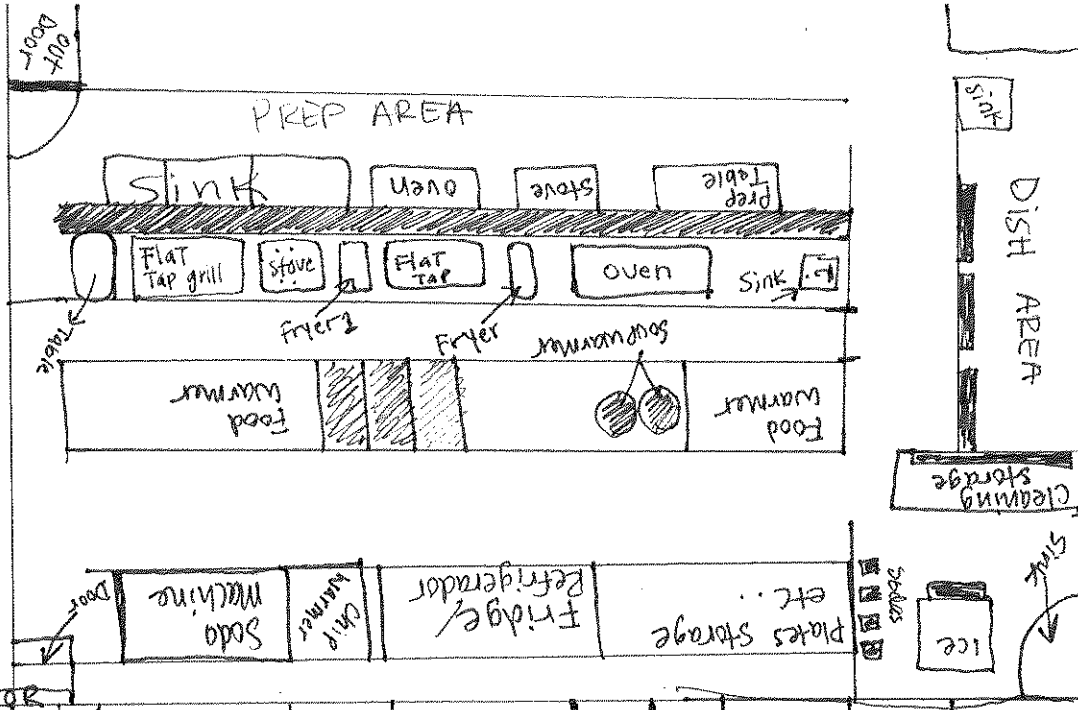
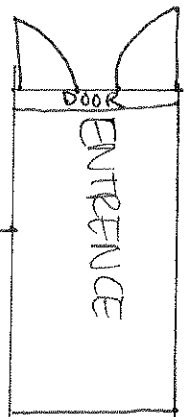
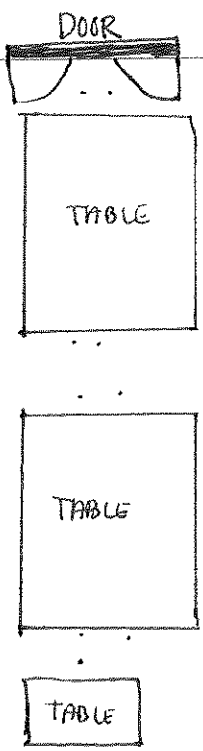
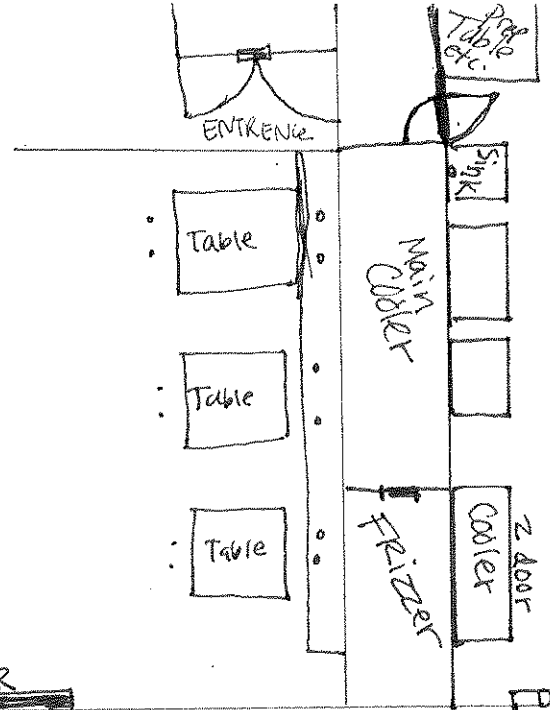


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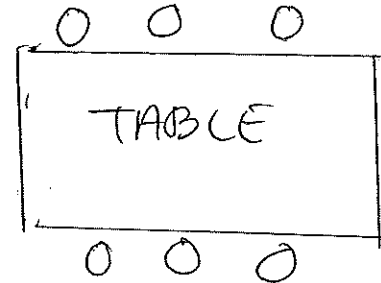
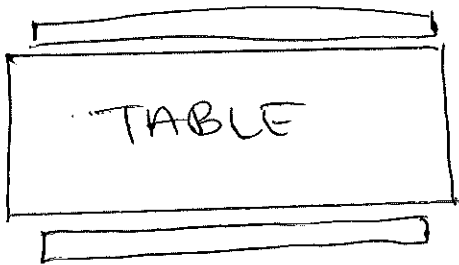
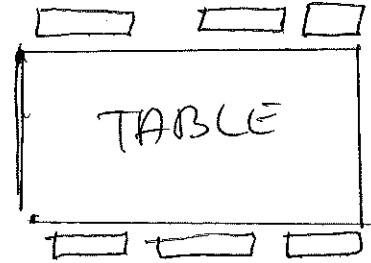
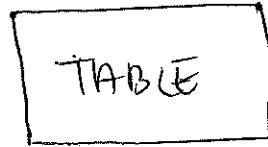
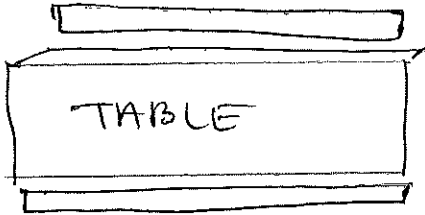
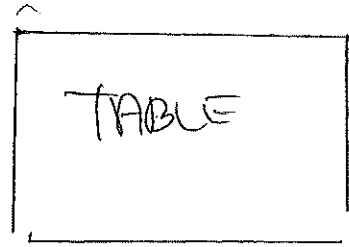
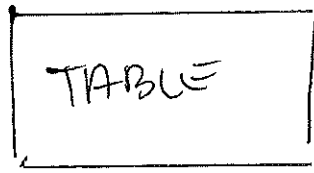
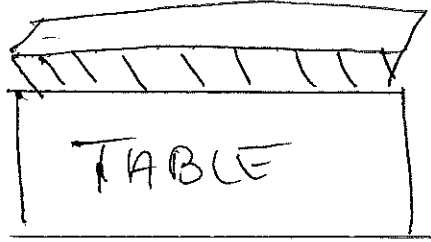
Party Room

TABLE
TABLE
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TABLE
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TABLE



outside door



BAR

DOOR

DOOR

outside door

APPLICANT

I hereby declare that all information contained in the E-license Application is true and correct. I understand that misrepresentation of material fact in the Application is a serious misdemeanor crime and grounds for denial of the license or permit under Iowa law. Please submit this form to your local authority.

Sarahi SA 03-05-2024
Applicant's Signature Date

NOTARY

State of Iowa

County of Johnson

Signed and sworn to before me on 3-5-2024
Date

By Sarahi Santos Adame
Print Name of Applicant

Kari Lee Warnstaff 3-5-2024
Signature of Notary Date





North Liberty Fire Department



Liquor License Fire Inspection Results

Inspection Status

Completed with fail

Inspected by

Bryan E Hardin

Completed at

03/28/2024 04:00 PM

ORDER TO COMPLY: You must correct the violations noted upon receipt of this notice. An inspection to determine compliance with this Notice will be conducted on or after 30 days from the date of inspection. This initial and the first re-inspection are at no charge. If subsequent re-inspections are needed to ensure compliance, you will be charged in accordance with the current adopted fee schedule. If you fail to comply with this notice, you may be liable for the penalties provided for by law for such violations.

Address	Suite	City	State	Zip
125 E ZELLER ST	#B	NORTH LIBERTY	IA	52317
Business Name				
Rayo Mexican Bar & Grill				

Site:

✘ Fail

ITEM: Knox Box - Keys Current

REMARK:

Will need updated key for the front and back doors.

CODE: IFC - 506.2 - Key box maintenance. - The operator of the building shall immediately notify the fire code official and provide the new key where a lock is changed or rekeyed. The key to such lock shall be secured in the key box.

Assembly Occupancies:

✘ Fail

ITEM: Occupant Load Posted

REMARK:

Post all three occupant load signs.

CODE: IFC - 1004.9 - Posting of occupant load. - Every room or space that is an assembly occupancy shall have the occupant load of the room or space posted in a conspicuous place, near the main exit or exit access doorway from the room or space, for the intended configurations. Posted signs shall be of an approved legible permanent design and shall be maintained by the owner or the owner's authorized agent. Occupant load signs can be obtained for the City of North Liberty Building Department.

Emergency Lights & Exit Signs:

✘ Fail

ITEM: Emergency Lighting – Illumination

REMARK:

Kitchen. Fix or replace both damaged emergency lights.

CODE: IFC - 1008.3.4 - Duration. - The emergency power system shall provide power for a duration of not less than 90 minutes and shall consist of storage batteries, unit equipment or an on-site generator. The installation of the emergency power system shall be in accordance with Section 2702 of the International Building Code.



Kitchen

Electrical :

✘ Fail

ITEM: Electrical Rooms Labeled

REMARK:

Bar Area office. Label door "Electrical".

CODE: IFC - 603.4.1 - Labeling. - Doors into electrical control panel rooms shall be marked with a

plainly visible and legible sign stating "ELECTRICAL ROOM" or similar approved wording. Minimum of 1" letters.

Visit <https://nlfire.org/signage/> for signage requirements.

The disconnecting means for each service, feeder or branch circuit originating on a switchboard or panelboard shall be legibly and durably marked to indicate its purpose unless such purpose is clearly evident.

✘ Fail

ITEM: Electrical Panels & Breakers Labeled

REMARK:

Panel MDP-L is missing the breaker list inside panel.

CODE: IFC - 603.4.1.1 - Labeling. - The disconnecting means for each service, feeder or branch circuit originating on a switchboard or panelboard shall be legibly and durably marked to indicate its purpose.

✘ Fail

ITEM: Electrical Panels, Junction Boxes & Outlet Boxes - No Openings or Exposed Wiring

REMARK:

Panel MDP-L , slot #11 has opening. Insert blank in location.

CODE: IFC - 603.2.2 - Open electrical terminations. - Open junction boxes and open-wiring splices shall be prohibited. Approved covers shall be provided for all switch and electrical outlet boxes.



✘ Fail

ITEM: Surge Protector - Proper Installation

REMARK:

1) Behind host area, relocate surge protector and wiring below the ceiling. Surge protector will need to be mounted to secured.

2) Bar seating area, relocate surge protector and wiring below the ceiling or use a closer outlet. Surge protector will need to be mounted to secured.

CODE: IFC - 603.5.1 - Listing. - Relocatable power taps shall be listed in accordance with UL 1363. Current taps shall be listed and labeled in accordance with UL 498A.

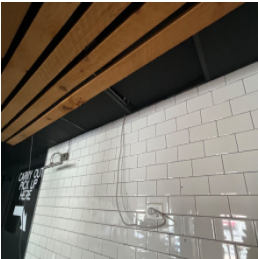
IFC - 603.5.2 - Application and use. - Relocatable power taps and current taps shall be directly connected to a permanently installed receptacle.

Exceptions:

1. Where approved for use in a Group A occupancy or in a meeting room in a Group B occupancy, not more than five relocatable power taps shall be permitted to be connected together or connected to an extension cord for temporary use to supply power to electronic equipment.

2. Current taps and relocatable power taps shall not be required to connect directly to a permanently installed receptacle outlet where used for 90 days or less for the purpose of testing the performance of such devices.

IFC - 603.5.3 - Installation. - Relocatable power tap cords shall not extend through walls, ceilings, floors, under doors or floor coverings, or be subject to environmental or physical damage.



Cooking Operations:

✘ Fail

ITEM: Kitchen Hood - Drip Tray in Place

REMARK:

Rear hood, missing grease drip tray.

CODE: IMC - 507.2.8.2 - Mounting position of grease filters. - Filters shall be installed at an angle of not less than 45 degrees from the horizontal and shall be equipped with a drip tray beneath the lower edge of the filters.



✘ Fail

ITEM: Kitchen Hood Exhaust Fan - Has Hinges & Grease Containment

REMARK:

All three exhaust fans on the roof need grease containment added to them.

CODE: IFC - 606.3.1 - Ventilation system. - The ventilation system in connection with hoods shall be operated at the required rate of air movement, and grease filters listed and labeled in accordance with UL 1046 shall be in place where equipment under a kitchen grease hood is used.

✘ Fail

ITEM: Cooking Equipment - Baffle or 16" Separation from Fryer & Surface Flames

REMARK:

Between the Fryer and six-burner range, provide splash shield/baffle.

CODE: IFC - 606.5 - Required separation - All deep-fat fryers shall be installed with at least 16- inch space between the fryer and surface flames from adjacent cooking equipment. Where a steel or tempered glass baffle plate is installed at a minimum 8-inch height between the fryer and surface flames to the adjacent appliance, the requirement for a 16-inch space shall not apply.



✘ Fail

ITEM: Cooking Equipment with Casters - Approved Flexible Gas Connector, Cable & Floor Mounted Restraining Device

REMARK:

Provide floor mounted device for the back two caster wheels of the six-burner range.

CODE: IFC - 606.4 - Appliance connection to building piping. - Gas-fired commercial cooking appliances installed on casters and appliances that are moved for cleaning and sanitation purposes shall be connected to the piping system with an appliance connector listed as complying with ANSI Z21.69/CSA

6.16. The commercial cooking appliance connector installation shall be configured in accordance with the manufacturer's installation instructions. Movement of new and existing cooking appliances with caster(s) under a Type I hood shall be limited by an approved floor mounted restraining device installed in accordance with the connector and appliance manufacturer's instructions.



✘ Fail

ITEM: Rags/Towels Used for Cleaning Stored in Approved Container

REMARK:

In the kitchen, provide a metal container with lid for greasy kitchen rags.

CODE: IFC - 304.3.1 - Spontaneous ignition. - Materials susceptible to spontaneous ignition, such as oily rags, shall be stored in a listed disposal container. Contents of such containers shall be removed and disposed of daily. metal UL-listed rag storage container that is equipped with a self-closing lid and listed/approved for such use.

Fire & Smoke Doors:

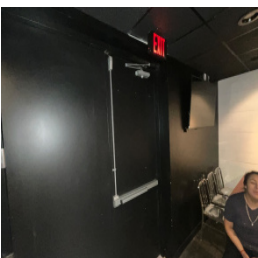
✘ Fail

ITEM: Fire Doors Close Completely/Latch

REMARK:

Fire separation door to the private dining area does not completely close and latch. Adjust door so it completely latches.

CODE: IFC - 705.2.4 - Door operation. - Swinging fire doors shall close from the full-open position and latch automatically.



Exit Access & Doors:

✘ Fail

ITEM: Exits Unobstructed

REMARK:

Private dining area, remove all obstructions from the back exit.

CODE: IFC - 1032.2 - Reliability. - Required exit accesses, exits and exit discharges shall be continuously maintained free from obstructions or impediments to full instant use in the case of fire or other emergency where the building area served by the means of egress is occupied. An exit or exit passageway shall not be used for any purpose that interferes with a means of egress.



Interior Finish/Flame Spread:

✘ Fail

ITEM: Suspended Ceiling Tiles/Panels in Place

REMARK:

Replacing missing ceiling tiles in Kitchen and bar seating area.

CODE: IFC - 703.1 - Maintaining protection. - Materials and firestop systems used to protect membrane and through penetrations in fire-resistance-rated construction and construction installed to resist the passage of smoke shall be maintained. The materials and firestop systems shall be securely attached to or bonded to the construction being penetrated with no openings visible through or into the cavity of the construction. Where the system design number is known, the system shall be inspected to the listing criteria and manufacturer's installation instructions.



Compressed Gas Cylinders / LPG:

✘ Fail

ITEM: Compressed Gas Cylinders Secured or Chained

REMARK:

Chain and secure all cylinders.

CODE: IFC - 5303.5.3 - Securing compressed gas containers, cylinders and tanks. - Compressed gas containers, cylinders and tanks shall be secured to prevent falling caused by contact, vibration or seismic activity. Securing of compressed gas containers, cylinders and tanks shall be by one of the following methods: 1. Securing containers, cylinders and tanks to a fixed object with one or more restraints. 2. Securing containers, cylinders and tanks on a cart or other mobile device designed for the movement of compressed gas containers, cylinders or tanks. 3. Nesting of compressed gas containers, cylinders and tanks at container filling or servicing facilities or in sellers' warehouses not open to the public. Nesting shall be allowed provided that the nested containers, cylinders or tanks, if dislodged, do not obstruct the required means of egress. 4. Securing of compressed gas containers, cylinders and tanks to or within a rack, framework, cabinet or similar assembly designed for such use. Exception: Compressed gas containers, cylinders and tanks in the process of examination, filling, transport or servicing.



Other:

ITEM: No Other Unsafe Conditions

RESULT: 1). Water heater has abandoned waterlines that need capped and the venting does not appear to be compliant. Will need to contact the building department (319) 626-5713 for an inspection to verify compliance.

CODE: IFC - 114.7 - Summary abatement. - Where conditions exist that are deemed hazardous to life and property, the fire code official or fire department official in charge of the incident is authorized to abate summarily such hazardous conditions that are in violation of this code.



ITEM: No Other Unsafe Conditions 2nd Instance

RESULT: 2). Currently the kitchen cooking equipment can operate without the make-up air or kitchen hood exhaust operating. The exhaust fan serving a Type I hood shall have automatic controls that will activate the fan when any appliance that requires such Type I hood is turned on, or a means of interlock shall be provided that will prevent operation of such appliances when the exhaust fan is not turned on. Where one or more temperature or radiant energy sensors are used to activate a Type I hood exhaust fan, the fan shall activate not more than 15 minutes after the first appliance served by that hood has been turned on. A method of interlock between an exhaust hood system and appliances equipped with standing pilot burners shall not cause the pilot burners to be extinguished. A method of interlock between an exhaust hood system and cooking appliances shall not involve or depend on any component of a fire-extinguishing system. If using temperature probes, at least one in each hood will be need that activates that make-up air and kitchen exhaust fans. Will need to test once installed.

CODE: IFC - 114.7 - Summary abatement. - Where conditions exist that are deemed hazardous to life and property, the fire code official or fire department official in charge of the incident is authorized to abate summarily such hazardous conditions that are in violation of this code.

ITEM: No Other Unsafe Conditions 3rd Instance

RESULT: 3). Kitchen exhaust does not seem to have enough make-up air or is un-balanced, kitchen door is hard to open when the kitchen exhaust is running. Will need to contact a HVAC company to verify that the make-up air is balanced when the kitchen hood exhaust system is running.

CODE: IFC - 114.7 - Summary abatement. - Where conditions exist that are deemed hazardous to life and property, the fire code official or fire department official in charge of the incident is authorized to abate summarily such hazardous conditions that are in violation of this code.

Re-Inspection scheduled to be conducted on or after Will Call.

Inspection Signatures

Occupancy Contact Signature

Unable to sign:

Signature did not save.

Sarahi Rayo
Business Owner
319-383-5566
aguilarrayo@icloud.com

Inspector Signature



Bryan E Hardin
Fire Marshal
Assistant Chief
319-626-5709
bhardin@northlibertyiowa.org



North Liberty Police Department

340 N Main St•PO Box 77•North Liberty, Iowa•52317•(319) 626-5724/Fax: 5743

April 5, 2024

Liquor License Check

Business: Rayo Mexican Bar and Grill
125 E Zeller St
North Liberty, IA 52317

Owners: Sarahi Santos Adame (DOB: 1983)

The North Liberty Police Department does not have any documented contacts with the owners or premise in conflict with their liquor license.

I recommend the license be granted.

This record check was conducted by Sergeant Mitch Seymour.





State of Iowa

Alcoholic Beverages Division

Applicant

NAME OF LEGAL ENTITY	NAME OF BUSINESS(DBA)	BUSINESS		
IZUMI NL INC	IZUMI SUSHI AND HIBACHI ALL YOU CAN EAT	(504) 909-1427		
ADDRESS OF PREMISES	PREMISES SUITE/APT NUMBER	CITY	COUNTY	ZIP
395 Beaver Kreek Center		North Liberty	Johnson	52317
MAILING ADDRESS	CITY	STATE	ZIP	
395 Beaver Kreek CenterPenn	North Liberty	Iowa	52317	

Contact Person

NAME	PHONE	EMAIL
YUN CHEN	(504) 909-1427	izumi395@yahoo.com

License Information

LICENSE NUMBER	LICENSE/PERMIT TYPE	TERM	STATUS
	Class C Retail Alcohol License	12 Month	Submitted to Local Authority

TENTATIVE EFFECTIVE DATE	TENTATIVE EXPIRATION DATE	LAST DAY OF BUSINESS
Mar 15, 2024	Mar 14, 2025	

SUB-PERMITS

Class C Retail Alcohol License

PRIVILEGES



Status of Business

BUSINESS TYPE

Corporation

Ownership

• Individual Owners

NAME	CITY	STATE	ZIP	POSITION	% OF OWNERSHIP	U.S. CITIZEN
YUN CHEN	Fargo	North Dakota	58104	PRESIDEN	100.00	Yes

Insurance Company Information

INSURANCE COMPANY

Auto Owners Insurance Company

POLICY EFFECTIVE DATE

Sep 1, 2023

POLICY EXPIRATION DATE

Sep 1, 2024

DRAM CANCEL DATE

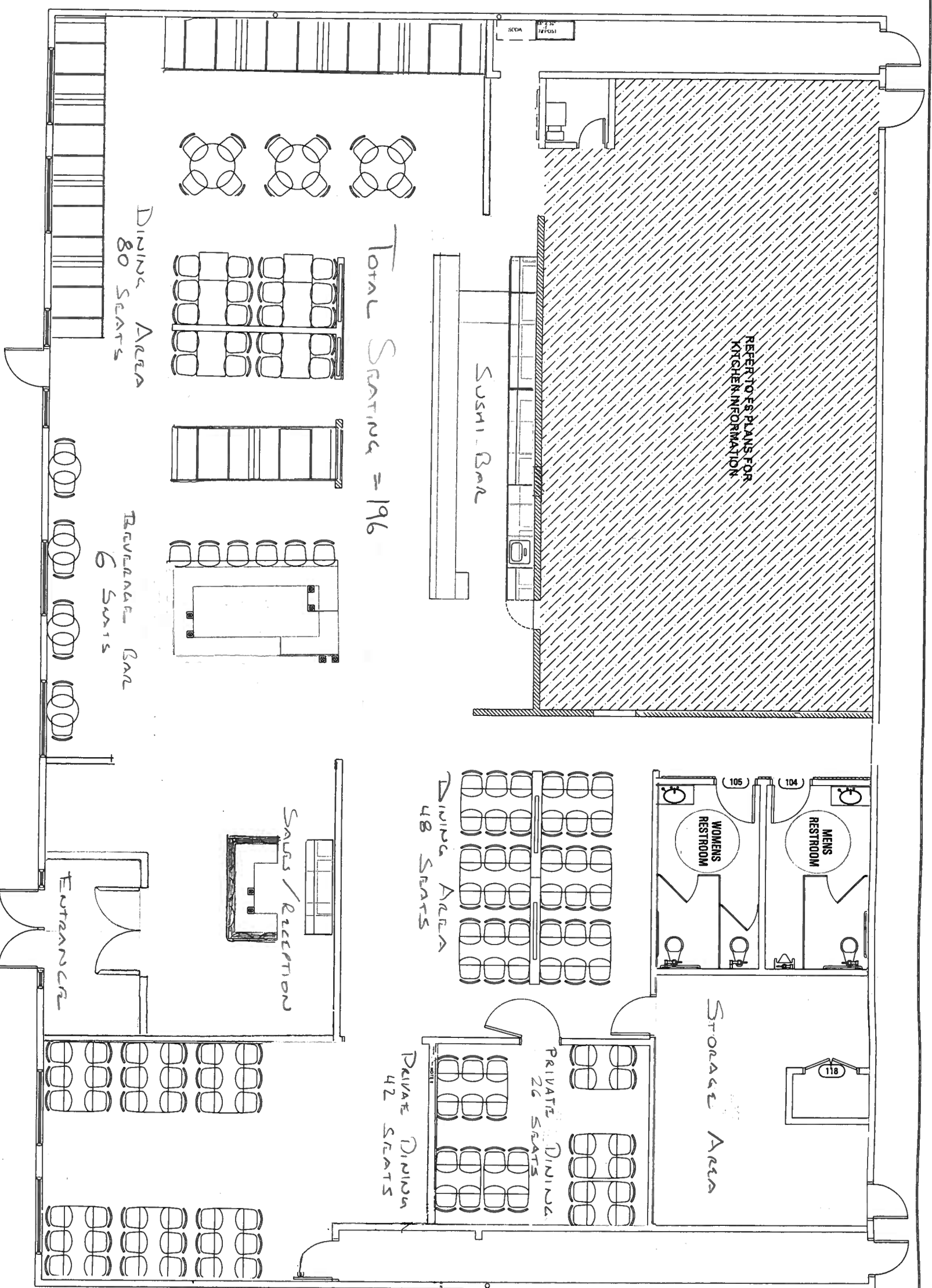
OUTDOOR SERVICE EFFECTIVE DATE

OUTDOOR SERVICE EXPIRATION DATE

BOND EFFECTIVE DATE

TEMP TRANSFER EFFECTIVE DATE

TEMP TRANSFER EXPIRATION DATE



NOTES:

SCALE: 1/4" = 1'-0"

DRAWN BY: JOE

CHECKED BY: JM

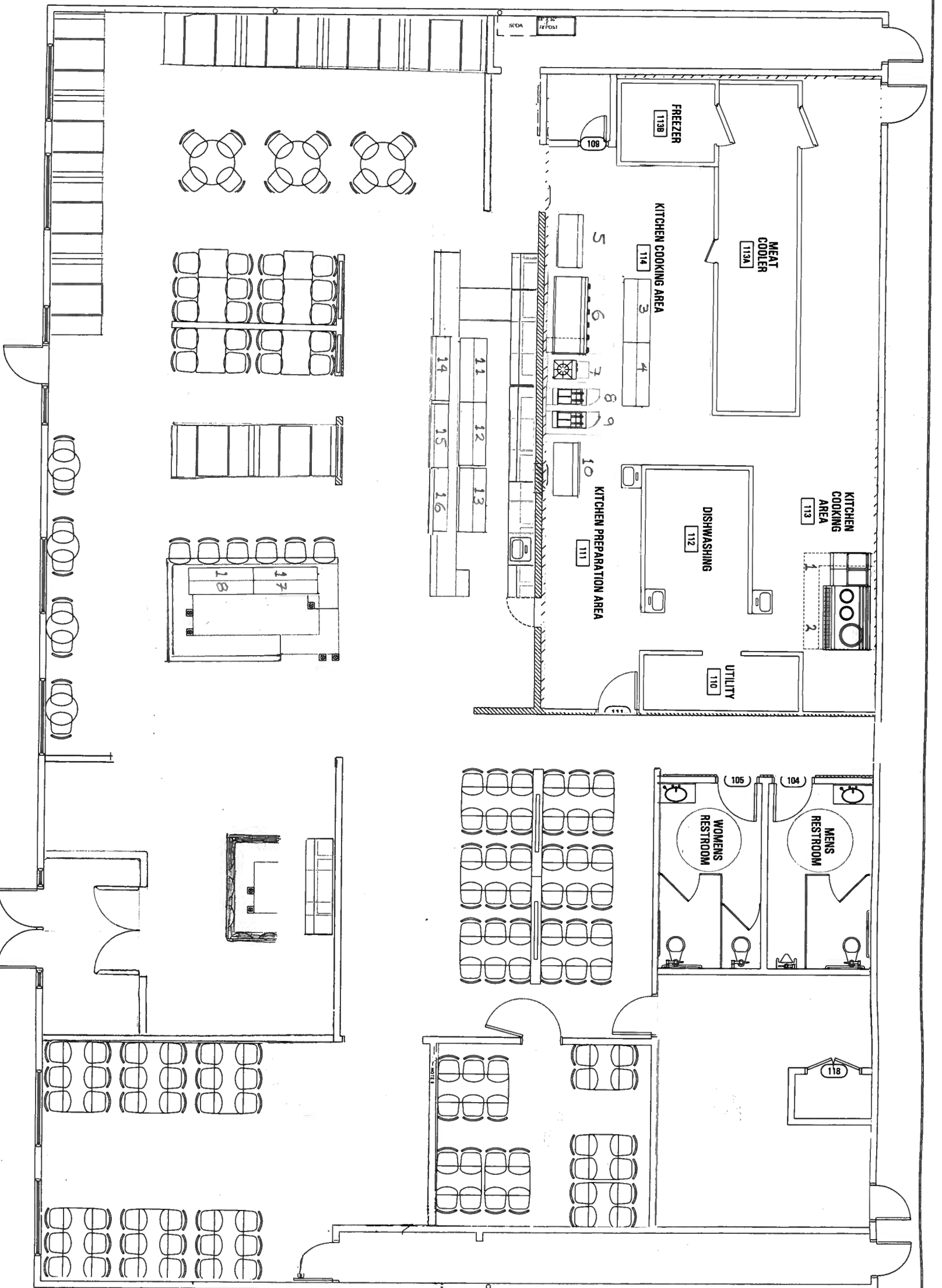
DATE DRAWN: 9/18/19

PROJECT NO. PRORHURBERTY

REVISIONS		
NO.	DATE	DESCRIPTION

IZUMI
SUSHI & HIBACHI
NORTH LIBERTY, IA
FLOORPLAN

FLOOR PLAN
SHEET NUMBER



- NOTES:
1. 24" GAS RICE COOKER
 2. 36" GAS W/ON RANGE
 3. 60" REFRIGERATED DEEP TABLE
 4. 60" REFRIGERATED PASTRY TABLE
 5. 48" REFRIGERATED PASTRY TABLE
 6. 60" GAS GRIDDLE
 7. 12" 2 BURNER GAS RANGE
 8. 16" 40 CS GAS TAPEN
 9. 16" 40 CS GAS TAPEN
 10. 48" REFRIGERATED DEEP TABLE
 11. 60" UNDERCOUNTER REFRIGERATOR
 12. 60" UNDERCOUNTER REFRIGERATOR
 13. 60" UNDERCOUNTER REFRIGERATOR
 14. 60" REFRIGERATED FOOD DISPLAY
 15. 60" REFRIGERATED FOOD DISPLAY
 16. 60" REFRIGERATED FOOD DISPLAY
 17. 73" COUNTER HIGH GAS REFRIGERATOR
 18. 79" REFRIGERATED BEER DISPENSER

SCALE: 1/4"=1'-0"

DRAWN BY: JOE

CHECKED BY: NA

DATE DRAWN: 9/18/19

PROJECT NO.: PNORTHLIBERTY

EQUIPMENT SCHEDULE

SHEET NUMBER

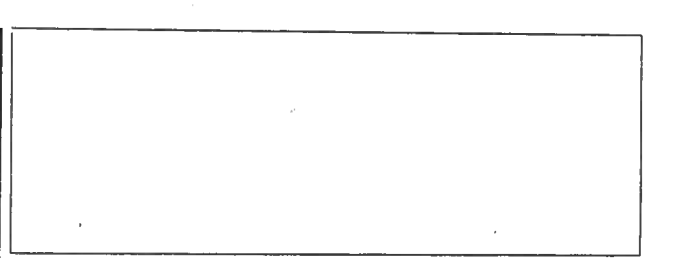
REVISIONS		
NO.	DATE	DESCRIPTION

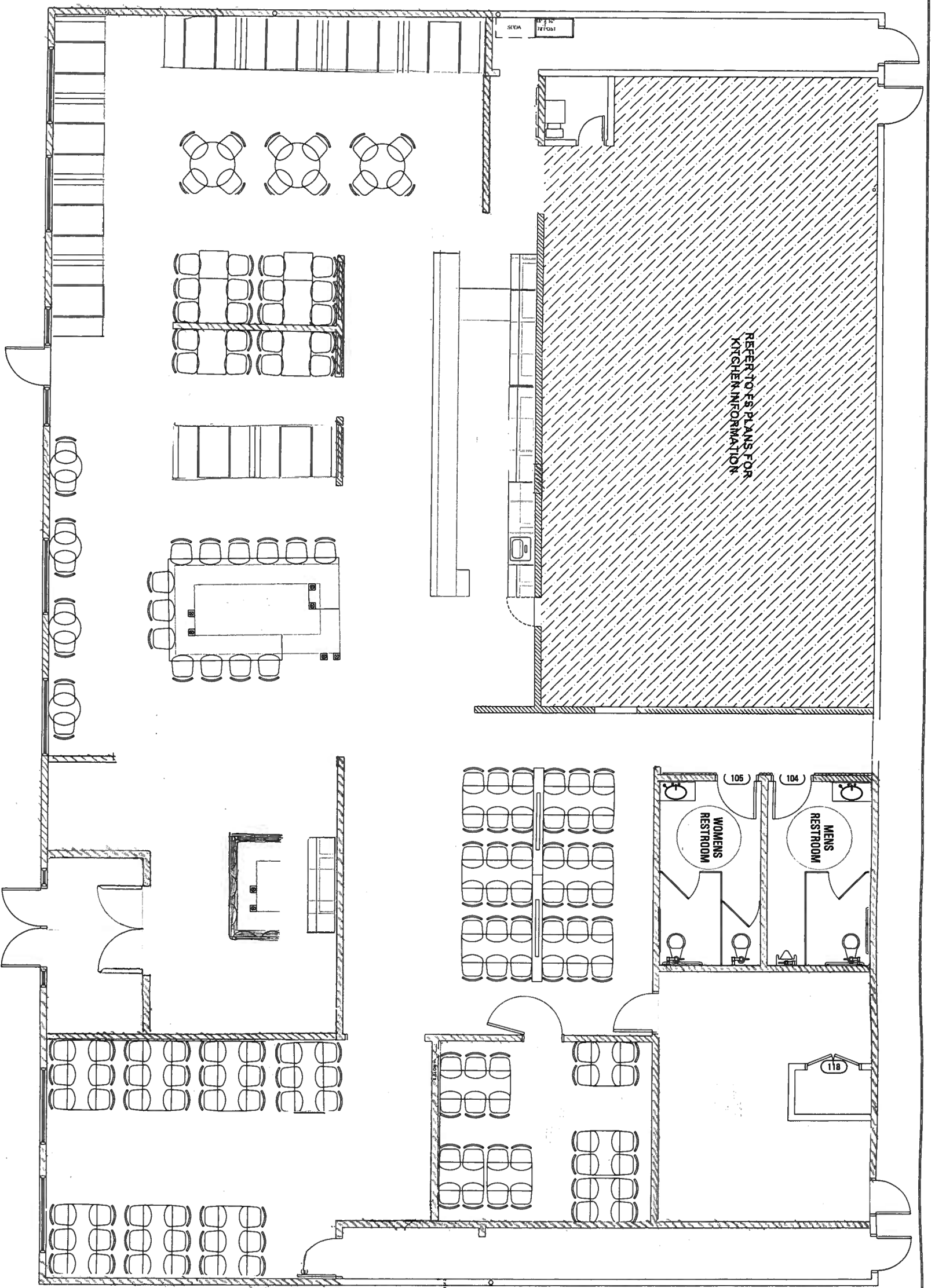
IZUMI

SUSHI & Hibachi

NORTH LIBERTY, IA

EQUIPMENT SCHEDULE





NOTES:

Walls to be finished with 5/8" terrazzo between. Painted Gray. Epoxy paint used on restrooms.

REVISIONS		
NO.	DATE	DESCRIPTION

IZUMI
SUSHI & Hibachi
NORTH LIBERTY
WALL FINISH PLAN

SCALE: 1/8"=1'-0"
DRAWN BY: JDC
CHECKED BY: NA
DATE DRAWN: 9/7/19
PROJECT NO. P190811/15/19

WALL FINISH
PLAN
SHEET NUMBER

APPLICANT

I hereby declare that all information contained in the E-license Application is true and correct. I understand that misrepresentation of material fact in the Application is a serious misdemeanor crime and grounds for denial of the license or permit under Iowa law. Please submit this form to your local authority.


Applicant's Signature

03/07/2024
Date

NOTARY

State of ND

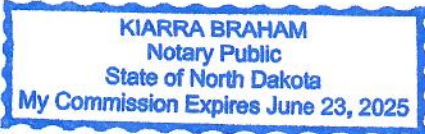
County of Cass

Signed and sworn to before me on 03.07.2024
Date

By Yun Chen
Print Name of Applicant


Signature of Notary

03.07.2024
Date





North Liberty Police Department

340 N Main St•PO Box 77•North Liberty, Iowa•52317•(319) 626-5724/Fax: 5743

March 26, 2024

Liquor License Check

Business: Izumi Sushi & Hibachi
395 Beaver Kreek Centre Unit A
North Liberty, IA 52317

Owners: Yun Chen (DOB: 1988)

The North Liberty Police Department does not have any documented contacts with the owners or premise in conflict with their liquor license.

I recommend the license be granted.

This record check was conducted by Sergeant Mitch Seymour.





State of Iowa

Alcoholic Beverages Division

Applicant

NAME OF LEGAL ENTITY	NAME OF BUSINESS(DBA)	BUSINESS		
Rara Avis, Inc.	Bluebird Cafe	(319) 626-2603		
ADDRESS OF PREMISES	PREMISES SUITE/APT NUMBER	CITY	COUNTY	ZIP
650 W. Cherry St.	#9	North Liberty	Johnson	52317
MAILING ADDRESS	CITY	STATE	ZIP	
650 W. Cherry St. #9	North Liberty	Iowa	52317	

Contact Person

NAME	PHONE	EMAIL
Lacey Meyne	(319) 512-9323	lbmeyne@icloud.com

License Information

LICENSE NUMBER	LICENSE/PERMIT TYPE	TERM	STATUS
LC0039189	Class C Retail Alcohol License	12 Month	Submitted to Local Authority

TENTATIVE EFFECTIVE DATE	TENTATIVE EXPIRATION DATE	LAST DAY OF BUSINESS
Apr 12, 2024	Apr 11, 2025	

SUB-PERMITS

Class C Retail Alcohol License



State of Iowa

Alcoholic Beverages Division

PRIVILEGES

Outdoor Service

Status of Business

BUSINESS TYPE

Corporation

Ownership

• Individual Owners

NAME	CITY	STATE	ZIP	POSITION	% OF OWNERSHIP	U.S. CITIZEN
Lacey Meyne	North Liberty	Iowa	52317	Treasurer	100.00	Yes

Insurance Company Information

INSURANCE COMPANY

Society Insurance

POLICY EFFECTIVE DATE

Apr 12, 2024

POLICY EXPIRATION DATE

Apr 12, 2025

DRAM CANCEL DATE

OUTDOOR SERVICE EFFECTIVE DATE

OUTDOOR SERVICE EXPIRATION DATE

BOND EFFECTIVE DATE

TEMP TRANSFER EFFECTIVE DATE

TEMP TRANSFER EXPIRATION DATE



State of Iowa ABD approval statement from the following county department

Legal Name of Applicant: _____

Name of Business (DBA): _____

Address of Business: _____

Business Phone: _____

Email: _____

State of Iowa ABD License #: _____

Johnson County Health Department:

The above referenced business possesses a valid Johnson County Public Health food license.

Name: _____

Title: _____ **Date:** _____

Signature:  _____



North Liberty Police Department

340 N Main St•PO Box 77•North Liberty, Iowa•52317•(319) 626-5724/Fax: 5743

March 26, 2024

Liquor License Check

Business: Blue Bird Café
650 W. Cherry Street
North Liberty, IA 52317

Owners: Lacey Meyne (DOB: 1984)

The North Liberty Police Department does not have any documented contacts with the owners or premise in conflict with their liquor license.

I recommend the license be granted.

This record check was conducted by Sergeant Mitch Seymour.





State of Iowa

Alcoholic Beverages Division

Applicant

NAME OF LEGAL ENTITY	NAME OF BUSINESS(DBA)	BUSINESS		
UNIVERSITY OF IOWA COMMUNITY MEDICAL SERVICES AESTHETICS, LLC	Revitalize U	(319) 353-7538		
ADDRESS OF PREMISES	PREMISES SUITE/APT NUMBER	CITY	COUNTY	ZIP
1750 Jordon Street		North Liberty	Johnson	52317
MAILING ADDRESS	CITY	STATE	ZIP	
1750 Jordon Street	North Liberty	Iowa	52317	

Contact Person

NAME	PHONE	EMAIL
Rachel Kirchner	(319) 353-7538	rachel-kirchner@uiowa.edu

License Information

LICENSE NUMBER	LICENSE/PERMIT TYPE	TERM	STATUS
LC0048143	Class C Retail Alcohol License	12 Month	Submitted to Local Authority

TENTATIVE EFFECTIVE DATE	TENTATIVE EXPIRATION DATE	LAST DAY OF BUSINESS
Apr 15, 2024	Apr 14, 2025	

SUB-PERMITS
Class C Retail Alcohol License



State of Iowa

Alcoholic Beverages Division

PRIVILEGES

Outdoor Service

Status of Business

BUSINESS TYPE

Limited Liability Company

Ownership

• Individual Owners

NAME	CITY	STATE	ZIP	POSITION	% OF OWNERSHIP	U.S. CITIZEN
Rachel Kirchner				Chief Executive Officer	0.00	Yes

• Companies

COMPANY NAME	FEDERAL ID	CITY	STATE	ZIP	% OF OWNERSHIP
University of Iowa Community Medical Services	42-1454252	Coralville	Iowa	52241	100.00

Insurance Company Information

INSURANCE COMPANY

Founders Insurance Company

POLICY EFFECTIVE DATE

Apr 15, 2024

POLICY EXPIRATION DATE

Apr 15, 2025

DRAM CANCEL DATE

OUTDOOR SERVICE EFFECTIVE DATE

OUTDOOR SERVICE EXPIRATION DATE



State of Iowa

Alcoholic Beverages Division

BOND EFFECTIVE DATE

TEMP TRANSFER EFFECTIVE
DATE

TEMP TRANSFER EXPIRATION
DATE



State of Iowa ABD approval statement from the following county department

Legal Name of Applicant: University of Iowa Community Medical Services Aesthetics, LLC

Name of Business (DBA): Revitalize U

Address of Business: 1750 Jordan St North Liberty, IA 52317

Business Phone: 319-569-6444

Email: rachel-kirchner@uiowa.ed


State of Iowa ABD License #: LC0048143

Johnson County Health Department:

The above referenced business possesses a valid Johnson County Public Health food license.

Name: Rob Thul

Title: EHM **Date:** 3/5/24

Signature: 



North Liberty Police Department

340 N Main St•PO Box 77•North Liberty, Iowa•52317•(319) 626-5724/Fax: 5743

March 26, 2024

Liquor License Check

Business: Revitalize U

1750 Jordan St

North Liberty, IA 52317

Owner: Rachel Kirchner (DOB: 1978)

The North Liberty Police Department does not have any documented contacts with the owners or premise in conflict with their liquor license.

I recommend the license be granted.

This record check was conducted by Sergeant Mitch Seymour.





North Liberty Fire Department



Liquor License Fire Inspection Results

Inspection Status

Completed with fail

Inspected by

Tina Humston

Completed at

04/01/2024 01:23 PM

ORDER TO COMPLY: You must correct the violations noted upon receipt of this notice. An inspection to determine compliance with this Notice will be conducted on or after 30 days from the date of inspection. This initial and the first re-inspection are at no charge. If subsequent re-inspections are needed to ensure compliance, you will be charged in accordance with the current adopted fee schedule. If you fail to comply with this notice, you may be liable for the penalties provided for by law for such violations.

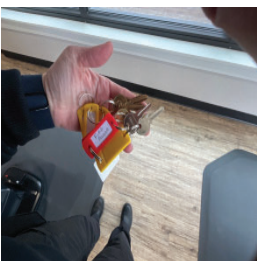
Address	Suite	City	State	Zip
1750 JORDAN ST	--	NORTH LIBERTY	IA	52317
Business Name				
Revitalize U Med Spa and Salon				

Site:

✘ Fail

ITEM: Knox Box - Keys Current

CODE: IFC - 506.2 - Key box maintenance. - The operator of the building shall immediately notify the fire code official and provide the new key where a lock is changed or rekeyed. The key to such lock shall be secured in the key box.



Fire Extinguishers:

✘ Fail

ITEM: Fire Extinguisher Annual Inspection - Current Inspection Tag

CODE: IFC - 901.6.1 - Standards. - Fire protection systems shall be inspected, tested and maintained in accordance with the referenced standards listed in Table 901.6.1.

Fire Alarm System, Fire Sprinkler System and Fire Extinguishers are required to be inspected annually by a professional contractor.

A list of registered contractors can be found at www.nlfire.org/contractors



✘ Fail

ITEM: Fire Extinguisher Monthly Inspection - Initial & Date Tag

CODE: NFPA 10 - 7.2.1.2 - Inspection Frequency - Fire extinguishers and Class D extinguishing agents shall be inspected either manually or by means of an electronic monitoring device/system at intervals not exceeding 31 days. Documentation of the visual inspection shall be recorded on the backside of the inspection tag (Date & Initials) or on a log book.



Electrical :

✘ Fail

ITEM: Electrical Equipment - 3 Feet Clearance in Front of Panel

CODE: IFC - 603.4 - Working space and clearances. - The minimum required working space shall be

not less than 30 inches in width, 36 inches in depth and 78 inches in height in front of electrical service equipment. Where the electrical service equipment is wider than 30 inches, the minimum working space shall be not less than the width of the equipment.

Storage of materials shall not be located within the designated working space.



Fire Alarm System:

✘ Fail

ITEM: Fire Alarm - Panel Room Door Labeled

CODE: IFC - 509.1 - Identification. - Fire Alarm Panel, Fire Sprinkler Riser, and Fire Pump equipment shall be identified in an approved manner. Rooms that have fire alarm and fire protection equipment shall be signed on the exterior of the door.

Approved signs required to identify fire protection system equipment and equipment location shall be constructed of durable materials, permanently installed and readily visible.

Visit <https://nlfire.org/signage/> for signage requirements.



✘ Fail

ITEM: Fire Alarm - Current Inspection & No Outstanding Deficiencies

CODE: IFC - 901.6.1.1 - Inspection, testing and maintenance. - Fire alarm systems shall be inspected annually. A current inspection record shall be on file with the Fire Department using The Compliance Engine and inspection tag on or near the fire alarm control panel. All deficiencies noted during the annual fire alarm inspection shall be corrected.

Fire Protection Systems (Sprinkler, Fire Pump & Standpipes):

✘ Fail

ITEM: Sprinkler Riser and Fire Pump Room - Door Labeled

CODE: IFC - 509.1 - Identification. - Fire Alarm Panel, Fire Sprinkler Riser, and Fire Pump equipment shall be identified in an approved manner. Rooms that have fire alarm and fire protection equipment shall be signed on the exterior of the door.

Approved signs required to identify fire protection system equipment and equipment location shall be constructed of durable materials, permanently installed and readily visible.

Visit <https://nlfire.org/signage/> for signage requirements.

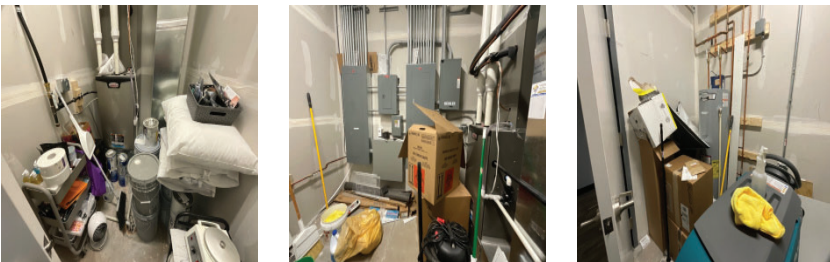


Combustible, General & Outside Storage:

✘ Fail

ITEM: No Combustible Storage in Boiler Rooms, Mechanical Rooms, Electrical Equipment Rooms or in Fire Command Centers

CODE: IFC - 315.3.3 - Equipment rooms. - Combustible material shall not be stored in boiler rooms, mechanical rooms, electrical equipment rooms or in fire command centers as specified in Section 508.1.5.



Compressed Gas Cylinders / LPG:

✘ Fail

ITEM: Compressed Gas Cylinders Secured or Chained

CODE: IFC - 5303.5.3 - Securing compressed gas containers, cylinders and tanks. - Compressed gas containers, cylinders and tanks shall be secured to prevent falling caused by contact, vibration or seismic activity. Securing of compressed gas containers, cylinders and tanks shall be by one of the

following methods: 1. Securing containers, cylinders and tanks to a fixed object with one or more restraints. 2. Securing containers, cylinders and tanks on a cart or other mobile device designed for the movement of compressed gas containers, cylinders or tanks. 3. Nesting of compressed gas containers, cylinders and tanks at container filling or servicing facilities or in sellers' warehouses not open to the public. Nesting shall be allowed provided that the nested containers, cylinders or tanks, if dislodged, do not obstruct the required means of egress. 4. Securing of compressed gas containers, cylinders and tanks to or within a rack, framework, cabinet or similar assembly designed for such use. Exception: Compressed gas containers, cylinders and tanks in the process of examination, filling, transport or servicing.



Other:

ITEM: No Other Unsafe Conditions

RESULT: No others found

CODE: IFC - 114.7 - Summary abatement. - Where conditions exist that are deemed hazardous to life and property, the fire code official or fire department official in charge of the incident is authorized to abate summarily such hazardous conditions that are in violation of this code.

Re-Inspection scheduled to be conducted on or after 05/01/2024 at 10:05.

Inspection Signatures

Occupancy Contact Signature

Unable to sign:

Not here

Inspector Signature

Rachel Kirchner
319-353-7538
Rachel-kirchner@uiowa.edu

Tina Humston
Training Captain
Captain

--

Fire Inspection Results - Addendum

Added by	Date
Tina Humston	04/01/2024
Addendum	
Fire alarm system needs annual inspection. Sprinkler system up to date. TMH	



Trip Connect Presentation

Trip Connect–North Johnson County

April 9th, 2024

Kelly Schneider, Mobility Coordinator

Planning and Coordination



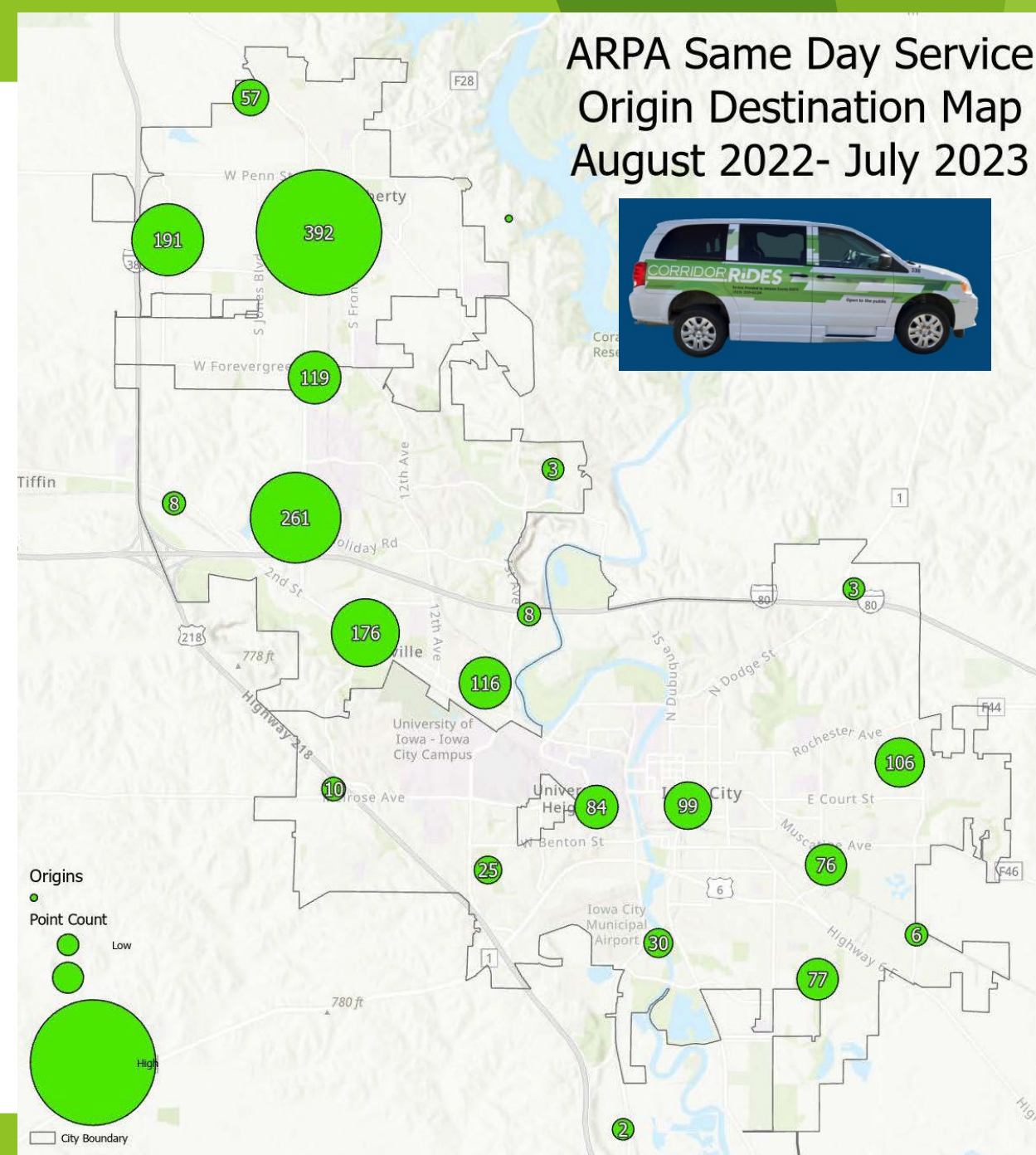
- ▶ NCMC Community Mobility Design Challenge and Learning Launch Grant 2021
- ▶ SEATS Same Day On-Demand Service launches August 2022
- ▶ Employment Transportation Summit August 15, 2023

ARPA Same Day Service Origin Destination Map August 2022- July 2023

Documentation of Need

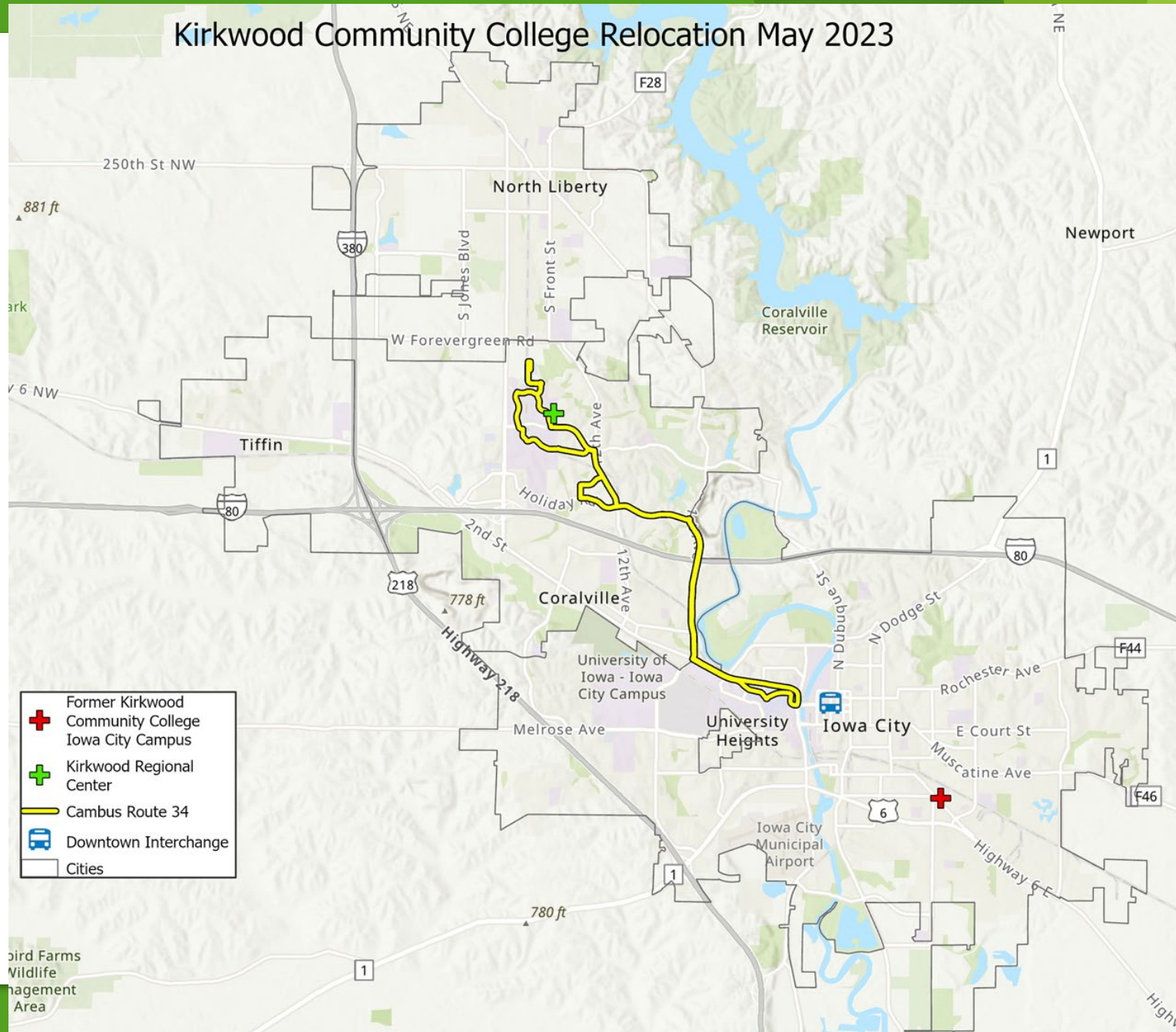
SEATS Same Day On Demand

- ▶ The County's ARPA funded On Demand Service reporting high volume of trips originating or terminating in North Liberty and Coralville.
- ▶ Map on the right demonstrates the amount of trips



Documentation of Need

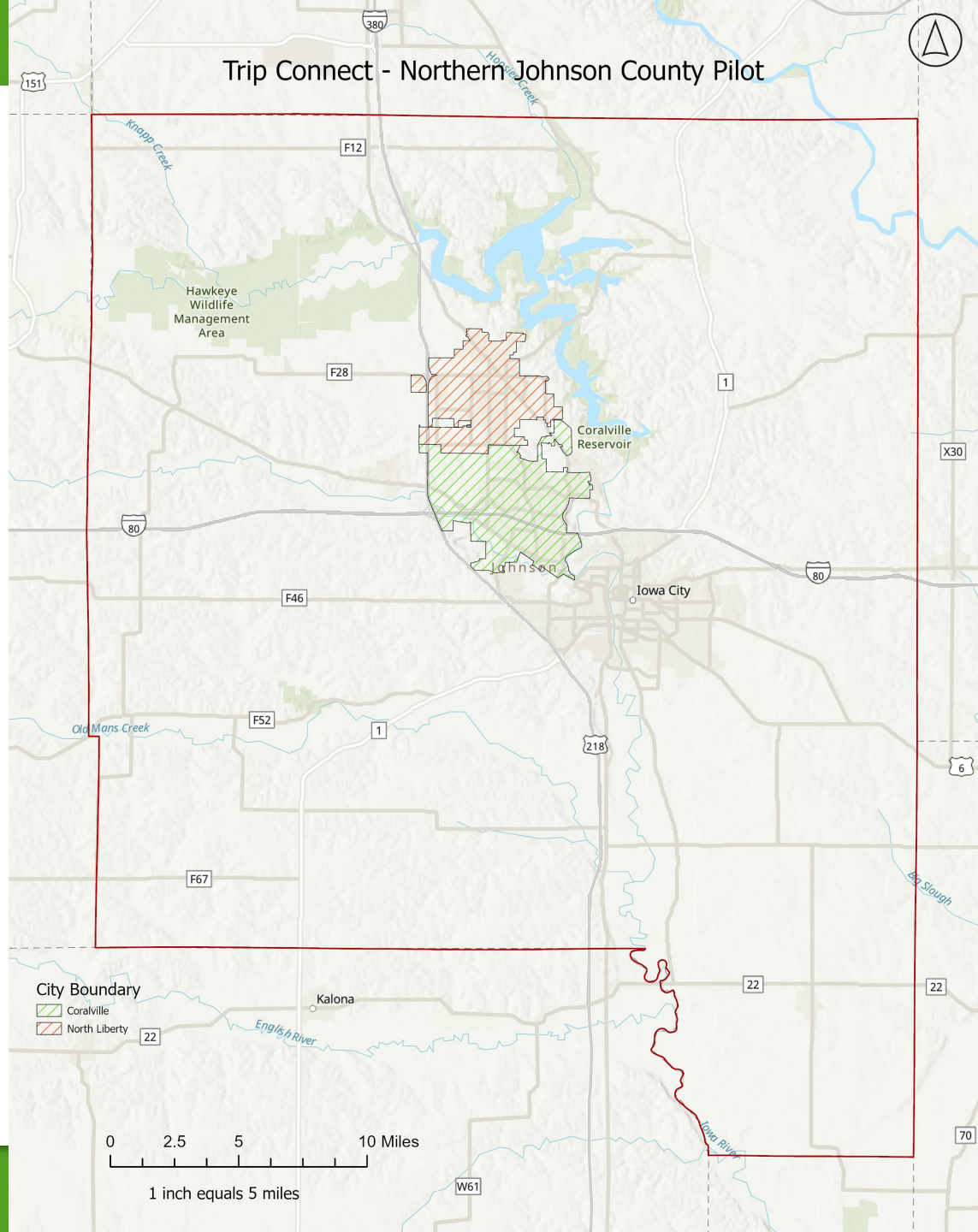
- ▶ 20 ESL or HiSET students received TP services from Kelly, avg length of trip to school is 65 minutes and requires multiple transfers and 3 different buses.



Trip Connect–North Johnson County Pilot Project

- ▶ How might we provide a menu of transportation options to serve employees and employers not served by currently available transportation network in Johnson County?
- ▶ Overseen by CorridorRides ECICOG, managed by Johnson County, and operated via contractor to provide demand response transportation.
- ▶ Supports economic development and inter-municipality/county connectivity and reduces barriers to accessing economic opportunities in the North region of the County.
- ▶ Service hours focused on getting 3rd shift workers to and from employment, as well as to get students to and from night classes.

Trip Connect - Northern Johnson County Pilot



Proposed Service*

- ▶ RFP/RFQ bid for contracted operator in development
- ▶ Purposed project timeline August 1, 2024 - May 30, 2026
- ▶ Planned service hours
 - ▶ 10:00 pm - 11:30 pm Sunday
 - ▶ 6:00 am - 8:30 am Monday - Friday
 - ▶ 5:30 pm - 11:30 pm Monday - Friday
- ▶ Riders will pay \$2.00 fare for each one-way trip
 - ▶ Employers are encouraged to purchase fare vouchers to distribute to their staff

* To be scaled according to funding award

Sustainability

- ▶ Building partnerships with local employers to generate ongoing financial support. Iowa Workforce Development and Greater Iowa City, Inc. will assist with these efforts.
- ▶ Goal of this pilot is to better understand the need for demand response in service area and during expanded service times. This can inform decisionmakers as we work toward countywide transportation solutions.

Projected Cost*

Year 1 Cost = \$350,025

2,333 Contracted Demand Response Service Revenue Hours August 2024 - June 2025

Year 1 Funds		
\$175,000	DOT Special Projects	50%
\$75,000	NCMM	21%
\$15,000	North Liberty	4%
\$10,000	Kirkwood	3%
\$14,556	Passenger Revenue	4%
\$60,469	Johnson County ARPA	17%
\$350,025	Total Funds	

Year 2 Cost = \$350,025

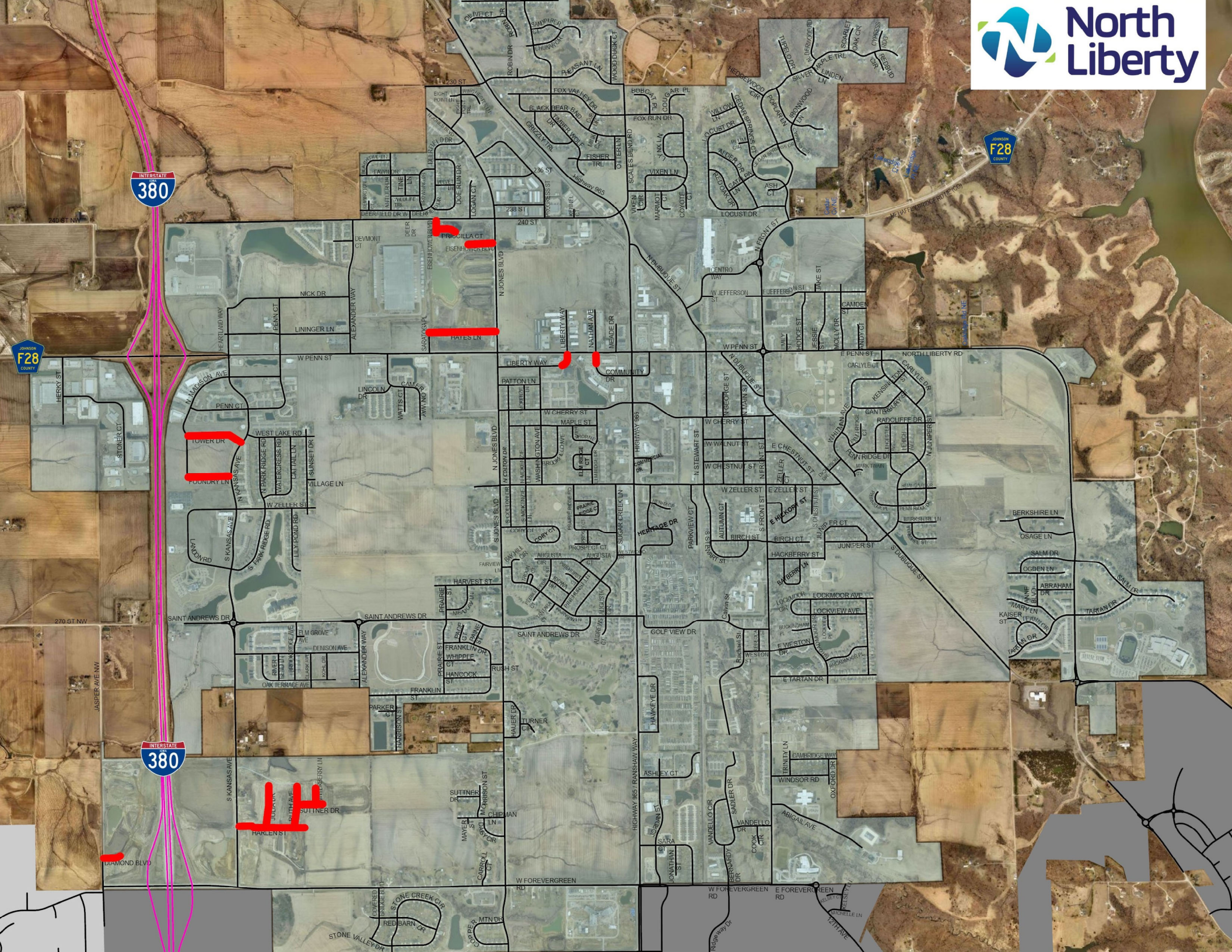
2,333 Contracted Demand Response Service Revenue Hours July 2025 - May 2026

Year 2 Funds		
\$175,000	DOT Special Projects	50%
\$14,556	Passenger Revenue	4%
\$160,469	Johnson County ARPA	46%
\$350,025	Total Funds	

* Our projections derive from an average cost per hour to operate SEATS and an area nonprofit's demand response service. This amount is \$75 per hour. We plan to use 2 vehicles.



Parking Restrictions



INTERSTATE
380

JOHNSON
COUNTY
F28

JOHNSON
COUNTY
F28

INTERSTATE
380

FRANKLIN

FRISCO

HAYES

LIBERTY

COMMUNITY

TOWER

FOUNDRY

HARLEN

Resolution No. 2024-35

**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 in the attached chart.

APPROVED AND ADOPTED this 9th day April, 2024.

CITY OF NORTH LIBERTY:

CHRIS HOFFMAN, 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

Street Name	Side of Street Parking is Prohibited	Parking Restriction
236th Street	North side to a point 140' west of the centerline of its intersection with Progress Street	No parking at any time
236th Street	South side between Progress Street and North Jones Boulevard	No parking at any time
238th Street	Both sides between Progress Street and North Jones Boulevard	No parking at any time
240th Street	Both sides	No parking at any time
Alderwood Road	West side	No parking at any time
Alexander Way	Both sides	No parking at any time
Ashley Court	South side from its east terminus to Highway 965/Ranshaw Way	No parking at any time
Berkshire Lane	North side from its east terminus to a point 330' west of the centerline of its intersection with Osage Lane Lane to its east terminus	No parking at any time
Birch Street	North side to a point 475' west of the centerline of its intersection with Front Street	No parking at any time
Birch Street	South side from Front Street to the easternmost South Stewart Street	No parking at any time
Brook Ridge Avenue	West side	No parking at any time
Centro Way	Both sides	No parking at any time
Cherry Street	Both sides between Dubuque Street and Front Street except the three most western spots on the south side	Parking limited to 30 minutes between 8:00 a.m. to 3:00 p.m.
Cherry Street	North side from a point 190' east of the centerline of its intersections with Main Street west 100'	Parking limited to Fire Department personnel only
Cherry Street	South side from Front Street to CRANDIC railroad crossing	No parking at any time
Cherry Street	Both sides from the CRANDIC railroad crossing to Highway 965/Ranshaw Way	No parking at any time
Cherry Street	South side from Highway 965/Ranshaw Way to its westerly termination	No parking at any time
Clark Avenue	West side	No parking at any time
Commercial Drive	Both sides	No parking at any time
Community Drive	West and north sides (street curves) west of Highway 965/Ranshaw Way except east side to a point 225' south of the centerline of its intersection with Penn Street	No parking at any time
Community Drive	West and north sides (street curves) east of Highway 965/Ranshaw Way	No parking at any time
Cook Circle	West side	No parking at any time
Cypress Ridge	West side	No parking at any time
Deerfield Drive West	North side	No parking at any time
Denison Avenue	North side	No parking at any time
Devmont Court	South side	No parking at any time
Diamond Boulevard	North and South side (street curves)	No parking at any time
Dickinson Drive	North side from Dubuque Street east to its intersection with Whitman Avenue	No parking at any time
Dubuque Street	Both sides except west side to a point 230' south of its intersection with Main Street	No parking at any time
East Hickory Street	West, north and east side adjacent to Lots 6, 39-45, 38 less the north 80' thereof & 31-34 Beaver Kreek 1 st Addition (street curves)	No parking at any time
East Hickory Street	West and south side adjacent to Lot 29 Beaver Kreek 1 st Addition (street curves)	No parking at any time
East Jefferson Street	South side	No parking at any time
East Weston Street	North side	No parking at any time
Eisenhower Boulevard	West and south sides (street curves)	No parking at any time
Elm Grove Avenue	North side	No parking at any time

Street Name	Side of Street Parking is Prohibited	Parking Restriction
Elm Ridge Court	North, west and south sides adjacent to odd-numbered addresses (street curves)	No parking at any time
Elm Ridge Drive	East side	No parking at any time
Emily Street	East side	No parking at any time
Forevergreen Road	Both sides	No parking at any time
Foundry Lane	South side	No parking at any time
Front Street	Both sides	No parking at any time
Hackberry Street	North side	No parking at any time
Hackberry Street	South side to a point 320' west the centerline of its intersection with Juniper Court	No parking at any time
Harlen Street	North side	No parking at any time
Harrison Street	West side	No parking at any time
Hawkeye Drive	Both sides	No parking at any time
Hawkeye Drive	Both sides between Spartan Drive and Highway 965/Ranshaw Way	No parking at any time
Hawthorne Place	West and south sides (street curves)	No parking at any time
Hayes Lane	Both sides	No parking at any time
Heartland Way	Both sides	No parking at any time
Hedgwood Circle	West side	No parking at any time
Heritage Drive	North and East side of 10 – 100 block (street curves) South and East side of 100 – 200 block (street curves)	Parking limited to 6:00 a.m. to 6:00 p.m. on even-numbered days
Heritage Drive	South and West side of 10 – 100 block (street curves) North and West side of 100 – 200 block (street curves)	Parking limited to 6:00 a.m. to 6:00 p.m. on odd-numbered days
Heritage Place	North side	Parking limited to 6:00 a.m. to 6:00 p.m. on even-numbered days
Heritage Place	South side	Parking limited to 6:00 a.m. to 6:00 p.m. on odd-numbered days
Herky Street	West side	No parking at any time
Highway 965/Ranshaw Way	Both sides	No parking at any time
Hodge Street	East side	No parking at any time
Jessie Street	West side and anywhere on the two extensions on the east side and west side of Jessie Street	No parking at any time
Jonathan Street	West side	No parking at any time
Jones Boulevard	Both sides between Forevergreen Road and 240 th Street	No parking at any time
Jones Boulevard	East side from Eight Point Trail to its north terminus	No parking at any time
Julia Drive	West side	No parking at any time
Juniper Court	Both sides from Hackberry Street to Juniper Street	No parking at any time
Juniper Court	East, north and west side (street curves) from both intersections with Juniper Street	No parking at any time
Juniper Street	North side to a point 228' west the centerline of its intersection with Dubuque Street west	No parking at any time
Juniper Street	South side	No parking at any time
Kansas Avenue	Both sides	No parking at any time
Liberty Way	East side north of Penn Street	No parking at any time
Liberty Way	West and north side (street curves) between Penn Street and Jones Boulevard except east and south side to a point 300' south of the centerline of its intersection with West Penn Street	No parking at any time
Lincoln Drive	South side from Cameron Way to its terminus	No parking at any time

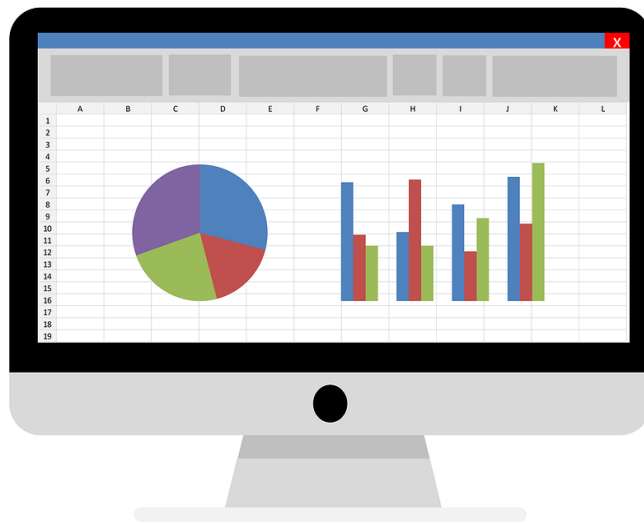
Street Name	Side of Street Parking is Prohibited	Parking Restriction
Lining Lane	Both sides	No parking at any time
Linden Lane	East side	No parking at any time
Lions Drive	Both sides	No parking at any time
Madison Avenue	North and west side (street curves)	No parking at any time
Main Street	West side	No parking at any time
Maple Street	North side	No parking at any time
Mayer Street	West side	No parking at any time
Molly Drive	East side	No parking at any time
Morrison Street	West side	No parking at any time
North Stewart Street	East side to a point 300' south of the centerline of its intersection with Penn Street	No parking at any time
Oak Terrace Avenue	East and north sides (street curves)	No parking at any time
Ogden Lane	North side	No parking at any time
Osage Lane	East and north sides (street curves)	No parking at any time
Parkview Court	Both sides to a point 100' south of the centerline of its intersection with Zeller Street	No parking at any time
Parkview Court	East side beginning at a point 1,185' south of the centerline of its intersection with Zeller Street to a point 55' south of the beginning intersection of Zeller Street	No parking at any time
Parker Court	North side	No parking at any time
Penn Court	Both sides on both the North and West parts of the street	No parking at any time
Penn Street	Both sides	No parking at any time
Pheasant Lane	South side from Scales Bend Road to Highway 965/Ranshaw Way	No parking at any time
Prairie Ridge Road	North and east side (street curves)	No parking at any time
Prairie Ridge Road	South side to a point 200' west the centerline of its intersection with Sugar Creek Lane	No parking at any time
Priscilla Court	South side	No parking at any time
Progress Street	Both sides	No parking at any time
Rachael Street	West side from its intersection with Blue Sky Drive to its southern terminus	No parking at any time
Redbud Circle	East side	No parking at any time
River Bend Lane	West side	No parking at any time
Ruth Avenue	West side	No parking at any time
Salm Drive	North and west side from North Liberty Road to Ogden Lane (street curves)	No parking at any time
Sara Court	South and west side	No parking at any time
Scarlet Oak Circle	West side	No parking at any time
Silver Maple Trail	South side from its eastern terminus to Cypress Ridge	No parking at any time
Stoner Court	Both sides	No parking at any time
Sugar Creek Lane	Both sides from Zeller Street to Fairview Lane except the east side between Westwood Drive and Fairview Lane	No parking at any time
Suttner Drive	North side	No parking at any time
Tower Drive	North side	No parking at any time
Tupelo Drive	West side	No parking at any time
Vandello Circle	North side between Lots 33 and 37 Creekside Subdivision – Part Four	No parking at any time
Vandello Drive	North side	No parking at any time
Vandello Drive	South side between Front Street and Cook Street and to a point 60' from its intersection with Sadler Drive	No parking at any time
Westwood Drive	Both sides	No parking at any time
Winterberry Lane	West side	No parking at any time
Zeller Court	Both sides	No parking at any time

<u>Street Name</u>	<u>Side of Street Parking is Prohibited</u>	<u>Parking Restriction</u>
Zeller Street	Both sides between Dubuque Street and Highway 965/Ranshaw Way	No parking at any time
Zeller Street	North side between Highway 965/Ranshaw Way to its west terminus	Parking limited to 6:00 a.m. to 6:00 p.m. on even-numbered days
Zeller Street	South side between Highway 965/Ranshaw Way to its west terminus	Parking limited to 6:00 a.m. to 6:00 p.m. on odd-numbered days



FY 25 Budget Public Hearing

Financial Planning Model
For Year Ending June 30, 2025
(Updated February 7, 2024)



Public Safety

	FY23 Actual	FY24 Budget	FY25 Budget	FY26 Estimated	FY27 Estimated	FY28 Estimated	FY29 Estimated
Police							
Budget Inflation Rate		3.80%	4.24%	5.00%	5.00%	5.00%	5.00%
Personnel Services	\$ 3,109,742	\$ 3,221,068	\$ 3,410,629	\$ 3,581,160	\$ 3,760,218	\$ 3,948,229	\$ 4,145,641
Services & Commodities	\$ 390,587	\$ 446,300	\$ 508,300	\$ 533,715	\$ 560,401	\$ 588,421	\$ 617,842
Capital Outlay	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers	\$ 124,982	\$ 85,700	\$ 3,700	\$ 187,700	\$ 123,700	\$ 143,700	\$ 208,700
Total	\$ 3,625,312	\$ 3,763,068	\$ 3,922,629	\$ 4,302,575	\$ 4,444,319	\$ 4,680,350	\$ 4,972,183
Emergency Management							
Budget Inflation Rate		34.96%	3.96%	4.00%	4.00%	4.00%	4.00%
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Commodities	\$ 22,451	\$ 30,300	\$ 31,500	\$ 32,760	\$ 34,070	\$ 35,433	\$ 36,851
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 22,451	\$ 30,300	\$ 31,500	\$ 32,760	\$ 34,070	\$ 35,433	\$ 36,851
Fire							
Budget Inflation Rate		25.70%	8.50%	5.00%	5.00%	5.00%	5.00%
Personnel Services	\$ 983,424	\$ 1,195,777	\$ 1,359,026	\$ 1,426,977	\$ 1,498,326	\$ 1,573,242	\$ 1,651,905
SAFER Grant	\$ 41,850	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000
Services & Commodities	\$ 163,166	\$ 195,400	\$ 204,600	\$ 214,830	\$ 225,572	\$ 236,850	\$ 248,693
Capital Outlay	\$ -	\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000
Transfers	\$ 4,900	\$ 49,900	\$ 4,900	\$ 4,900	\$ 4,900	\$ 4,900	\$ 154,900
Total	\$ 1,193,340	\$ 1,500,077	\$ 1,627,526	\$ 1,705,707	\$ 1,787,798	\$ 1,873,993	\$ 2,114,497
Building Inspections							
Budget Inflation Rate		7.69%	4.35%	5.00%	5.00%	5.00%	5.00%
Personnel Services	\$ 429,411	\$ 459,727	\$ 482,682	\$ 506,816	\$ 532,157	\$ 558,765	\$ 586,703
Services & Commodities	\$ 73,070	\$ 81,466	\$ 82,098	\$ 86,203	\$ 90,513	\$ 95,039	\$ 99,791
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Total	\$ 503,482	\$ 542,193	\$ 565,780	\$ 594,019	\$ 623,670	\$ 654,803	\$ 687,494
Animal Control							
Budget Inflation Rate		-52.43%	71.18%	4.00%	4.00%	4.00%	4.00%
Personnel Services	\$ 1,924	\$ 20,164	\$ 34,030	\$ 27,040	\$ 28,122	\$ 29,246	\$ 30,416
Services & Commodities	\$ 3,507	\$ 18,100	\$ 31,470	\$ 32,729	\$ 34,038	\$ 35,399	\$ 36,815
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 80,431	\$ 38,264	\$ 65,500	\$ 59,769	\$ 62,160	\$ 64,646	\$ 67,232
Traffic Safety (Crossing Guards)							
Budget Inflation Rate		61.48%	-33.73%	5.00%	5.00%	5.00%	5.00%
Personnel Services	\$ 29,484	\$ 47,936	\$ 31,600	\$ 33,180	\$ 34,839	\$ 36,581	\$ 38,410
Services & Commodities	\$ 510	\$ 500	\$ 500	\$ 525	\$ 551	\$ 579	\$ 608
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 29,994	\$ 48,436	\$ 32,100	\$ 33,705	\$ 35,390	\$ 37,160	\$ 39,018
Total Expenditures	\$ 5,455,010	\$ 5,922,338	\$ 6,245,035	\$ 6,728,536	\$ 6,987,407	\$ 7,346,385	\$ 7,917,274

ACCOUNT FOR new full time animal control officer *half year FY24 *full year FY25 & postpone filling vacant position

ADD Flock Safety license plate recognition cameras

REPLACE computer equipment (\$3.7K)

ACCOUNT FOR Fire Marshal to full time & increase part time coverage adding 100hrs/week

REPLACE protective gear (\$24K)

REPLACE computer equipment (\$4.9K)

REPLACE computer equipment (\$1K)

ACCOUNT FOR new full time animal control officer *half year FY24 *full year FY25

ADD supplies, equipment & software for new position

A Breakdown of Public Safety

% of General Fund Budget	31.06%	33.23%	33.30%	33.91%	33.69%	33.78%	34.70%
Cost/Capita	\$ 246.68	\$ 261.37	\$ 269.14	\$ 283.32	\$ 287.62	\$ 295.76	\$ 311.90
Total Personnel Costs	\$ 4,553,985	\$ 4,944,672	\$ 5,317,967	\$ 5,575,174	\$ 5,853,662	\$ 6,146,064	\$ 6,453,075
% of Public Safety Expenditures	83.48%	83.49%	85.16%	82.86%	83.77%	83.66%	81.51%

Fire Capital Fund

	FY23 Actual	FY24 Budget	FY25 Budget	FY26 Estimated	FY27 Estimated	FY28 Estimated	FY29 Estimated
Revenues							
Transfer from General Fund	\$ -	\$ 45,000	\$ -	\$ -	\$ -	\$ -	\$ -
Transfer from Reserves	\$ -	\$ 49,900	\$ -	\$ -	\$ -	\$ -	\$ -
UIHC Fire Protection Agreement	\$ -	\$ -	\$ 36,722	\$ 36,722	\$ 36,722	\$ 36,722	\$ 36,722
Other Revenue	\$ 8,111	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
General Obligation Bond Proceeds	\$ -	\$ -	\$ -	\$ 7,000,000	\$ 1,800,000	\$ 1,000,000	\$ -
Total Revenues	\$ 8,111	\$ 94,900	\$ 36,722	\$ 7,036,722	\$ 1,836,722	\$ 1,036,722	\$ 36,722
Fleet & Equipment*							
Personal Protective Gear & Equip	\$ 22,839						
Off-Road Brush Fire Truck	\$ 250,630						
Training Tower Conex boxes	\$ 41,540						
SCBA Compressor & Fill Station	\$ 66,404						
Command/EMS Vehicle		\$ 80,000					
Fire Station #2				\$ 7,000,000			
Platform Ladder Truck					1800000		
Fire Station #2 Pumper Truck						\$ 1,000,000	
Total Expenditures	\$ 381,413	\$ 80,000	\$ -	\$ 7,000,000	\$ 1,800,000	\$ 1,000,000	\$ -
Net Change in Fund Balance	\$ (373,302)	\$ 14,900	\$ 36,722	\$ 36,722	\$ 36,722	\$ 36,722	\$ 36,722
Beginning Fund Balance	\$ 672,954	\$ 299,652	\$ 314,552	\$ 351,274	\$ 387,996	\$ 424,718	\$ 461,440
Ending Fund Balance	\$ 299,652	\$ 314,552	\$ 351,274	\$ 387,996	\$ 424,718	\$ 461,440	\$ 498,162
* See Capital Improvements Plan (CIP) for details.							
Assigned Balance (Savings for Below List of Future Expenditures, FY Balance)							
Fire Station #2	\$ 250,000	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -
Unassigned Balance	\$ 64,552	\$ 101,274	\$ 174,718	\$ 211,440	\$ 248,162	\$ 284,884	\$ -

Public Works

	FY23 Actual	FY24 Budget	FY25 Budget	FY26 Estimated	FY27 Estimated	FY28 Estimated	FY29 Estimated
Solid Waste Collection							
Budget Inflation Rate		33.47%	0.00%	4.00%	4.00%	4.00%	4.00%
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Commodities	\$ 1,517,992	\$ 2,026,000	\$ 2,026,000	\$ 2,107,040	\$ 2,191,322	\$ 2,278,974	\$ 2,370,133
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 1,517,992	\$ 2,026,000	\$ 2,026,000	\$ 2,107,040	\$ 2,191,322	\$ 2,278,974	\$ 2,370,133
Transit							
Budget Inflation Rate		5.68%	0.00%	4.00%	4.00%	4.00%	4.00%
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Commodities	\$ 165,596	\$ 175,000	\$ 175,000	\$ 182,000	\$ 189,280	\$ 196,851	\$ 204,725
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 165,596	\$ 175,000	\$ 175,000	\$ 182,000	\$ 189,280	\$ 196,851	\$ 204,725
Streets							
Budget Inflation Rate		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Commodities	\$ 4,034	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 4,034	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ 1,687,621	\$ 2,201,000	\$ 2,201,000	\$ 2,289,040	\$ 2,380,602	\$ 2,475,826	\$ 2,574,859

A Breakdown of Public Works

% of General Fund Budget	9.61%	12.35%	11.74%	11.54%	11.48%	11.38%	11.28%
Cost/Capita	\$ 76.31	\$ 97.14	\$ 94.85	\$ 96.38	\$ 97.99	\$ 99.67	\$ 101.44
Total Personnel Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
% of Public Works Expenditures	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

Health & Social Services

	FY23 Actual	FY24 Budget	FY25 Budget	FY26 Estimated	FY27 Estimated	FY28 Estimated	FY29 Estimated
Social Services							
Budget Inflation Rate		8.39%	9.68%	3.00%	3.00%	3.00%	3.00%
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Commodities	\$ 143,000	\$ 155,000	\$ 170,000	\$ 175,100	\$ 180,353	\$ 185,764	\$ 191,336
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 143,000	\$ 155,000	\$ 170,000	\$ 175,100	\$ 180,353	\$ 185,764	\$ 191,336
Total Expenditures	\$ 143,000	\$ 155,000	\$ 170,000	\$ 175,100	\$ 180,353	\$ 185,764	\$ 191,336

A Breakdown of Social Services

% of General Fund Budget	0.81%	0.87%	0.91%	0.88%	0.87%	0.85%	0.84%
Cost/Capita	\$ 6.47	\$ 6.84	\$ 7.33	\$ 7.37	\$ 7.42	\$ 7.48	\$ 7.54
Total Personnel Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
% of Health & Social Services Expenditures	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

Discretionary Fund Applicants	FY23 Award	FY24 Award	FY25 Request	FY25 Actual
4Cs Community Coordinated Child Care	\$ 5,000	\$ 5,000	\$ -	\$ -
Any Given Child (ICCS)	\$ 5,000	\$ 5,000	\$ -	\$ -
Arc of Southeast Iowa	\$ 2,000	\$ 2,000	\$ -	\$ -
Big Brothers/Big Sisters	\$ 8,000	\$ 8,000	\$ -	\$ -
CommUnity Crisis Services & Food Bank	\$ 11,800	\$ 12,000	\$ -	\$ -
Corridor Community Action Network	\$ 2,000	\$ -	\$ -	\$ -
Domestic Violence Intervention Program	\$ 7,000	\$ 6,500	\$ -	\$ -
Horizons, A Family Service Alliance (Meals)	\$ 10,000	\$ 10,000	\$ -	\$ -
Families Helping Families of Iowa	\$ -	\$ 750	\$ -	\$ -
Friends of the Iowa City Senior Center	\$ 7,000	\$ 7,450	\$ -	\$ -
Girls on the Run of Eastern Iowa	\$ 3,200	\$ 3,000	\$ -	\$ -
Houses into Homes	\$ 8,000	\$ 7,000	\$ -	\$ -
Housing Trust Fund of Johnson Co	\$ 20,000	\$ 20,000	\$ -	\$ -
Iowa City Free Medical & Dental Clinic	\$ 5,000	\$ 5,800	\$ -	\$ -
Iowa LEAP	\$ -	\$ 1,500	\$ -	\$ -
Iowa Legal Aid	\$ 5,000	\$ 5,000	\$ -	\$ -
Iowa Matrix (I AM AWARE program)	\$ 2,000	\$ -	\$ -	\$ -
NL Community Pantry	\$ 20,000	\$ 25,000	\$ -	\$ -
Rape Victim Advocacy Program	\$ 3,500	\$ 3,500	\$ -	\$ -
Shelter House Community Shelter	\$ 10,000	\$ 10,000	\$ -	\$ -
Sober Living	\$ -	\$ 1,500	\$ -	\$ -
Table to Table	\$ 7,000	\$ 7,000	\$ -	\$ -
United Action for Youth	\$ 8,500	\$ 9,000	\$ -	\$ -
Total	\$ 150,000	\$ 155,000	\$ -	\$ -

Culture & Recreation

	FY23 Actual	FY24 Budget	FY25 Budget	FY26 Estimated	FY27 Estimated	FY28 Estimated	FY29 Estimated	
Library								REPLACE computer equipment (\$2.2K)
Budget Inflation Rate		-4.90%	6.71%	5.00%	5.00%	5.00%	5.00%	
Personnel Services	\$ 1,020,612	\$ 1,072,130	\$ 1,149,611	\$ 1,207,092	\$ 1,267,446	\$ 1,330,818	\$ 1,397,359	
Services & Commodities	\$ 312,232	\$ 295,140	\$ 309,545	\$ 325,022	\$ 341,273	\$ 358,337	\$ 376,254	ACCOUNT FOR new full time laborer
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Transfers	\$ 107,200	\$ 2,200	\$ 2,200	\$ 2,200	\$ 2,200	\$ 2,200	\$ 2,200	*half year FY24 *full year FY25
Total	\$ 1,440,045	\$ 1,369,470	\$ 1,461,356	\$ 1,534,314	\$ 1,610,919	\$ 1,691,355	\$ 1,775,813	
Parks, Buildings & Grounds								REPLACE skid steer shared with Stormwater (\$55K); wide area mower (\$55K); computer equipment (\$1.2K)
Budget Inflation Rate		13.06%	5.89%	5.00%	5.00%	5.00%	5.00%	
Personnel Services	\$ 851,391	\$ 862,720	\$ 948,177	\$ 995,586	\$ 1,045,365	\$ 1,097,633	\$ 1,152,515	
Services & Commodities	\$ 222,632	\$ 263,850	\$ 294,899	\$ 309,644	\$ 325,126	\$ 341,382	\$ 358,452	
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Transfers	\$ 57,200	\$ 152,400	\$ 111,200	\$ 171,200	\$ 183,200	\$ 139,450	\$ 1,200	
Total	\$ 1,131,223	\$ 1,278,970	\$ 1,354,276	\$ 1,476,430	\$ 1,553,691	\$ 1,578,466	\$ 1,512,167	
Recreation								REPLACE exercise equipment (\$20K); BASP Van (\$55K); computer equipment (\$3.4K)
Budget Inflation Rate		-1.47%	11.63%	5.00%	5.00%	5.00%	5.00%	
Personnel Services	\$ 1,338,933	\$ 1,323,557	\$ 1,454,778	\$ 1,527,517	\$ 1,603,893	\$ 1,684,087	\$ 1,768,292	
Services & Commodities	\$ 502,892	\$ 495,500	\$ 551,401	\$ 578,971	\$ 607,920	\$ 638,316	\$ 670,231	
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Transfers	\$ 53,400	\$ 48,400	\$ 78,400	\$ 63,900	\$ 69,900	\$ 126,400	\$ 83,400	
Total	\$ 1,895,225	\$ 1,867,457	\$ 2,084,579	\$ 2,170,388	\$ 2,281,712	\$ 2,448,803	\$ 2,521,923	
Community Center								REPLACE second floor windows (\$32K)
Budget Inflation Rate		52.77%	9.86%	5.00%	5.00%	5.00%	5.00%	
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Services & Commodities	\$ 133,229	\$ 257,000	\$ 250,333	\$ 262,850	\$ 275,992	\$ 289,792	\$ 304,281	
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Transfers	\$ 35,000	\$ -	\$ 32,000	\$ -	\$ -	\$ -	\$ -	
Total	\$ 168,229	\$ 257,000	\$ 282,333	\$ 262,850	\$ 275,992	\$ 289,792	\$ 304,281	
Cemetery								
Budget Inflation Rate		29.64%	0.00%	6.00%	6.00%	6.00%	6.00%	
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Services & Commodities	\$ 30,855	\$ 40,000	\$ 40,000	\$ 42,400	\$ 44,944	\$ 47,641	\$ 50,499	
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total	\$ 30,855	\$ 40,000	\$ 40,000	\$ 42,400	\$ 44,944	\$ 47,641	\$ 50,499	
Aquatic Center								
Budget Inflation Rate		3.48%	1.82%	5.00%	5.00%	5.00%	5.00%	
Personnel Services	\$ 766,070	\$ 704,208	\$ 693,960	\$ 728,658	\$ 765,091	\$ 803,345	\$ 843,513	
Services & Commodities	\$ 283,132	\$ 381,500	\$ 411,525	\$ 432,101	\$ 453,706	\$ 476,392	\$ 500,211	
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total	\$ 1,049,202	\$ 1,085,708	\$ 1,105,485	\$ 1,160,759	\$ 1,218,797	\$ 1,279,737	\$ 1,343,724	
Total Expenditures	\$ 5,714,779	\$ 5,898,605	\$ 6,328,029	\$ 6,647,140	\$ 6,986,056	\$ 7,335,794	\$ 7,508,407	

A Breakdown of Culture & Recreation

% of General Fund Budget	32.54%	33.10%	33.75%	33.50%	33.68%	33.73%	32.90%
Cost/Capita	\$ 258.42	\$ 260.32	\$ 272.71	\$ 279.89	\$ 287.56	\$ 295.33	\$ 295.79
Total Personnel Costs	\$ 3,977,006	\$ 3,962,615	\$ 4,246,526	\$ 4,458,852	\$ 4,681,795	\$ 4,915,885	\$ 5,161,679
% of C & R Expenditures	69.59%	67.18%	67.11%	67.08%	67.02%	67.01%	68.75%

Community Center Fund

	FY23 Actual	FY24 Budget	FY25 Budget	FY26 Estimated	FY27 Estimated	FY28 Estimated	FY29 Estimated
Revenues							
Transfer from General Fund	\$ 85,000	\$ 15,000	\$ 52,000	\$ -	\$ -	\$ 50,000	\$ 50,000
Transfer from Hotel/Motel Tax	\$ -	\$ 18,000	\$ 100,000	\$ 50,000	\$ 50,000	\$ 100,000	\$ -
Other Revenue	\$ 330,806	\$ 14,000	\$ 13,000	\$ 13,000	\$ 13,000	\$ 13,000	\$ 13,000
General Obligation Bond Proceeds	\$ -	\$ -	\$ -	\$ 600,000	\$ 400,000	\$ 400,000	\$ 189,000
Total Revenues	\$ 415,806	\$ 47,000	\$ 165,000	\$ 663,000	\$ 463,000	\$ 563,000	\$ 252,000
Capital Improvements*							
Vending Expenses	\$ 8,687	\$ 14,000	\$ 13,000	\$ 13,000	\$ 13,000	\$ 13,000	\$ 13,000
Weight/Exercise Equipment	\$ 36,280	\$ 15,000	\$ 20,000			\$ 50,000	\$ 50,000
Community Center Roof	\$ 602,315						
Pool Heater	\$ 78,252						
Exterior Masonry - Clean & Paint		\$ 50,000					
Joint Sealants		\$ 35,000					
Aquatics Enhancements		\$ 18,000	\$ 50,000	\$ 100,000		\$ 100,000	
Parking Lot & Sidewalks			\$ 50,000	\$ 300,000	\$ 400,000	\$ 400,000	
Windows (24) - Second Floor			\$ 32,000				
Remodel Aquatic Bathrooms				\$ 250,000			
Gymnasium Curtains & System					\$ 50,000		
Acoustical Ceiling Tile in Gerdin							\$ 15,000
Cabinet Replacement/Refurbishment							\$ 75,000
Door & Window Frame Refinishing./Repainting							\$ 74,000
Track Painting							\$ 25,000
Total Expenditures	\$ 725,534	\$ 132,000	\$ 165,000	\$ 663,000	\$ 463,000	\$ 563,000	\$ 252,000
Net Change in Fund Balance	\$ (309,727)	\$ (85,000)	\$ -	\$ -	\$ -	\$ -	\$ -
Beginning Fund Balance	\$ 590,395	\$ 370,092	\$ 285,092	\$ 285,092	\$ 285,092	\$ 285,092	\$ 285,092
Ending Fund Balance	\$ 370,092	\$ 285,092	\$ 285,092	\$ 285,092	\$ 285,092	\$ 285,092	\$ 285,092

* See Capital Improvements Plan (CIP) for details.

Assigned Balance (Savings for Future Expenditures, FY Balance as Listed)							
Aquatics Capital	\$ 110,567	\$ 92,567	\$ 92,567				
Aquatics HVAC & Heater Projects	\$ -	\$ -	\$ -				
Recreation Equipment	\$ 57,000	\$ 57,000	\$ 57,000				
Community Center Boilers	\$ 90,000	\$ 90,000	\$ 90,000				
Community Center	\$ 96,224	\$ 11,224	\$ 11,224				
Community Center Lift	\$ 15,000	\$ 15,000	\$ 15,000				
Esias Grimes Scholarship Fund	\$ 1,300	\$ 1,300	\$ 1,300				
Assigned Balance Total	\$ 370,091	\$ 267,091	\$ 267,091				
Unassigned Balance	\$ 1	\$ 18,001	\$ 18,001	\$ 18,001	\$ 18,001	\$ 18,001	\$ 18,001

Community & Economic Development

	FY23 Actual	FY24 Budget	FY25 Budget	FY26 Estimated	FY27 Estimated	FY28 Estimated	FY29 Estimated
Housing & Urban Renewal							
Budget Inflation Rate		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Commodities	\$ 143,805	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 143,805	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Economic Development							
Budget Inflation Rate		14.29%	18.57%	3.00%	3.00%	3.00%	3.00%
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Commodities	\$ 122,500	\$ 140,000	\$ 166,000	\$ 170,980	\$ 176,109	\$ 181,393	\$ 186,834
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 122,500	\$ 140,000	\$ 166,000	\$ 170,980	\$ 176,109	\$ 181,393	\$ 186,834
Planning & Zoning							
Budget Inflation Rate		-1.73%	3.09%	5.00%	5.00%	5.00%	5.00%
Personnel Services	\$ 230,778	\$ 254,777	\$ 268,812	\$ 282,253	\$ 296,365	\$ 311,183	\$ 326,743
Services & Commodities	\$ 329,209	\$ 295,500	\$ 298,456	\$ 313,379	\$ 329,048	\$ 345,500	\$ 362,775
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 559,987	\$ 550,277	\$ 567,268	\$ 595,631	\$ 625,413	\$ 656,684	\$ 689,518
Community Relations							
Budget Inflation Rate		21.10%	12.90%	5.00%	5.00%	5.00%	5.00%
Personnel Services	\$ 424,994	\$ 511,872	\$ 572,843	\$ 601,485	\$ 631,559	\$ 663,137	\$ 696,294
Services & Commodities	\$ 62,834	\$ 79,300	\$ 94,807	\$ 100,000	\$ 105,000	\$ 110,250	\$ 115,763
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers	\$ 1,900	\$ 1,900	\$ 1,900	\$ 1,900	\$ 1,900	\$ 1,900	\$ 1,900
Total	\$ 489,728	\$ 593,072	\$ 669,550	\$ 703,385	\$ 738,459	\$ 775,287	\$ 813,957
Total Expenditures	\$ 1,316,020	\$ 1,283,349	\$ 1,402,818	\$ 1,469,997	\$ 1,539,982	\$ 1,613,364	\$ 1,690,309

SUPPORT
Greater IC Inc.
(\$96K);
Blues BBQ
(\$50K);
UNESCO (\$10K);
Entrepren'l Dev't
Center (\$10K)

ACCOUNT FOR
new full time
event assistant
*half year FY24
*full year FY25

ACCOUNT FOR
website &
electronic
message board
updates

A Breakdown of Community & Economic Development

% of General Fund Budget	7.49%	7.20%	7.48%	7.41%	7.42%	7.42%	7.41%
Cost/Capita	\$ 59.51	\$ 56.64	\$ 60.46	\$ 61.90	\$ 63.39	\$ 64.95	\$ 66.59
Total Personnel Costs	\$ 655,773	\$ 766,649	\$ 841,655	\$ 883,738	\$ 927,925	\$ 974,321	\$ 1,023,037
% of C & ED Expenditures	49.83%	59.74%	60.00%	60.12%	60.26%	60.39%	60.52%

General Government

	FY23 Actual	FY24 Budget	FY25 Budget	FY26 Estimated	FY27 Estimated	FY28 Estimated	FY29 Estimated
Mayor & Council							
Budget Inflation Rate		58.84%	-9.03%	5.00%	5.00%	5.00%	5.00%
Personnel Services	\$ 13,816	\$ 23,943	\$ 21,737	\$ 22,824	\$ 23,965	\$ 25,163	\$ 26,421
Services & Commodities	\$ 1,572	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 15,388	\$ 24,443	\$ 22,237	\$ 23,324	\$ 24,465	\$ 25,663	\$ 26,921
Administration							
Budget Inflation Rate		-32.46%	2.23%	5.00%	5.00%	5.00%	5.00%
Personnel Services	\$ 1,246,825	\$ 1,304,643	\$ 1,526,861	\$ 1,603,204	\$ 1,683,364	\$ 1,767,532	\$ 1,855,909
Services & Commodities	\$ 788,625	\$ 676,500	\$ 498,459	\$ 523,382	\$ 549,551	\$ 577,029	\$ 605,880
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers	\$ 904,300	\$ 4,300	\$ 4,300	\$ 4,300	\$ 4,300	\$ 4,300	\$ 4,300
Total	\$ 2,939,749	\$ 1,985,443	\$ 2,029,620	\$ 2,130,886	\$ 2,237,215	\$ 2,348,861	\$ 2,466,089
Elections							
Budget Inflation Rate							
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Commodities	\$ -	\$ 7,500	\$ -	\$ 8,500	\$ 16,000	\$ 9,500	\$ 15,000
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ -	\$ 7,500	\$ -	\$ 8,500	\$ 16,000	\$ 9,500	\$ 15,000
Legal & Tort Liability							
Budget Inflation Rate		8.47%	3.66%	5.00%	5.00%	5.00%	5.00%
Personnel Services	\$ 233,861	\$ 254,391	\$ 263,318	\$ 276,484	\$ 290,308	\$ 304,823	\$ 320,065
Services & Commodities	\$ 23,684	\$ 24,980	\$ 26,271	\$ 27,585	\$ 28,964	\$ 30,412	\$ 31,933
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 257,545	\$ 279,371	\$ 289,589	\$ 304,068	\$ 319,272	\$ 335,235	\$ 351,997
Personnel							
Budget Inflation Rate		90.42%	0.00%	5.00%	5.00%	5.00%	5.00%
Personnel Services	\$ 23,759	\$ 35,000	\$ 35,000	\$ 36,750	\$ 38,588	\$ 40,517	\$ 42,543
Services & Commodities	\$ 9,325	\$ 28,000	\$ 28,000	\$ 29,400	\$ 30,870	\$ 32,414	\$ 34,034
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 33,084	\$ 63,000	\$ 63,000	\$ 66,150	\$ 69,458	\$ 72,930	\$ 76,577
Total Expenditures	\$ 3,245,767	\$ 2,359,757	\$ 2,404,446	\$ 2,532,928	\$ 2,666,410	\$ 2,792,190	\$ 2,936,585

ACCOUNT FOR
new full time
desktop technician
*half year FY24
*full year FY25
&
new full time
finance position in
FY25
*partially covered
by transfer from
RUT, WW, Water,
Stormwater

ACCOUNT FOR
elimination of City
Hall lease payment

REPLACE
computer
equipment (\$4.3K)

A Breakdown of General Government

% of General Fund Budget	18.48%	13.24%	12.82%	12.77%	12.86%	12.84%	12.87%
Cost/Capita	\$ 146.77	\$ 104.14	\$ 103.62	\$ 106.65	\$ 109.76	\$ 112.41	\$ 115.69
Total Personnel Costs	\$ 1,518,262	\$ 1,617,977	\$ 1,846,916	\$ 1,939,262	\$ 2,036,225	\$ 2,138,036	\$ 2,244,937.94
% of General Gov't Expenditure	46.78%	68.57%	76.81%	76.56%	76.37%	76.57%	76.45%

General Fund Revenues (NEW)

	FY23 Actual	FY24 Budget	FY25 Budget	FY26 Estimated	FY27 Estimated	FY28 Estimated	FY29 Estimated
Taxable Rate - NEW FORMULAS FOR FY25							
<i>PYNTTV</i>							
Previous Year Non-TIF Taxable Value, including Utility Replacement	n/a	n/a	\$1,089,269,453	\$1,162,658,654	\$1,220,791,587	\$1,281,831,166	\$1,320,286,101
<i>BYNTTV</i>							
Budget Year Non-TIF Taxable Value, including Utility Replacement	\$1,051,996,465	\$1,089,269,453	\$1,162,658,654	\$1,220,791,587	\$1,281,831,166	\$1,320,286,101	\$1,359,894,684
Growth Rate		3.54%	6.74%	5.00%	5.00%	3.00%	3.00%
<i>PYGFL</i>							
Previous Year General Fund Levy	\$8.10000	\$8.10000	\$8.10000	\$7.86408	\$7.70988	\$7.55871	\$7.41050
IF growth is less than 3%, THEN NO multiplier of <i>PYNTTV</i>	n/a	n/a	n/a	n/a	n/a	n/a	n/a
IF growth is between 3% & 5.99%, THEN multiply <i>PYNTTV</i> by 1.02	n/a	n/a	n/a	\$1,185,911,827	\$1,245,207,418	\$1,307,467,789	\$1,346,691,823
IF growth is 6% or greater, THEN multiply <i>PYNTTV</i> by 1.03	n/a	n/a	\$1,121,947,537	n/a	n/a	n/a	n/a
<i>PYGFPTC</i>							
Previous Year General Fund Property Taxes Certified, including Utility Replacement Request		n/a	\$8,823,083	\$9,143,238	\$9,412,157	\$9,688,985	\$9,783,975
Taxable Value - Budget Year Non-TIF Taxable Value, excluding Utility Replacement							
Regular	n/a	n/a	\$1,157,371,546	\$1,187,815,735	\$1,209,269,425	\$1,241,830,352	\$1,265,369,356
Agriculture	\$2,306,058	\$2,422,565	\$2,293,055	\$2,293,055	\$2,293,055	\$2,293,055	\$2,293,055
Tax Rates							
<i>ACGFL</i>							
Adjusted City General Fund Levy [(<i>PYGFPTC</i> ÷ <i>PYNTTV</i>) × 1,000]	\$8.10000	\$8.10000	\$7.86408	\$7.70988	\$7.55871	\$7.41050	\$7.26519
Insurance	\$0.00000	\$0.00000	\$0.23592	\$0.24711	\$0.26093	\$0.27315	\$0.28817
Other	\$0.00000	\$0.00000	\$0.00000	\$0.00000	\$0.00000	\$0.00000	\$0.00000
Trust & Agency	\$2.00238	\$2.20805	\$2.29068	\$2.29068	\$2.29068	\$2.29068	\$2.29068
Total Non-Ag	\$10.10238	\$10.30805	\$10.39068	\$10.24767	\$10.11032	\$9.97433	\$9.84405
Agriculture	\$3.00375	\$3.00375	\$3.00375	\$3.00375	\$3.00375	\$3.00375	\$3.00375
Property Tax Revenues & Credits							
General	\$8,468,659	\$8,782,821	\$9,101,662	\$9,157,917	\$9,140,512	\$9,202,579	\$9,193,152
Insurance	\$-	\$-	\$273,047	\$293,526	\$315,540	\$339,205	\$364,646
Other	\$-	\$-	\$-	\$-	\$-	\$-	\$-
Trust & Agency	\$2,150,386	\$2,477,028	\$2,715,910	\$2,796,443	\$2,936,265	\$3,024,353	\$3,115,084
Agriculture	\$6,697	\$7,277	\$6,888	\$6,888	\$6,888	\$6,888	\$6,888
Utility Excise Tax	\$17,613	\$40,262	\$42,826	\$51,240	\$51,240	\$51,240	\$51,240
Mobile Home Taxes	\$19,479	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
Monies & Credits	\$402,417	\$356,000	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000
Total	\$11,065,252	\$11,688,388	\$12,565,332	\$12,731,013	\$12,875,445	\$13,049,265	\$13,156,009
Licenses & Permits	Inflationary Rate \$896,999	-2.06% \$878,480	0.92% \$886,580	1.00% \$895,446	1.00% \$904,400	1.00% \$913,444	1.00% \$922,579
Use of Money	Inflationary Rate \$188,275	15.31% \$217,100	11.15% \$241,300	1.00% \$243,713	1.00% \$246,150	1.00% \$248,612	1.00% \$251,098
Intergovernmental	Inflationary Rate \$741,091	-11.49% \$655,952	9.10% \$715,644	1.00% \$722,800	1.00% \$730,028	1.00% \$737,329	1.00% \$744,702
Charges for Services	Inflationary Rate \$2,651,966	17.05% \$3,104,100	3.63% \$3,216,900	3.00% \$3,313,407	3.00% \$3,412,809	3.00% \$3,515,193	3.00% \$3,620,649
Miscellaneous	Inflationary Rate \$302,348	-28.69% \$215,600	0.00% \$215,600	2.00% \$219,912	2.00% \$224,310	2.00% \$228,796	2.00% \$233,372
Utility Accounting & Collection	Inflationary Rate \$498,541	12.72% \$561,952	25.41% \$704,725	3.00% \$739,961	3.00% \$776,959	3.00% \$815,807	3.00% \$856,598
Commercial Prop Tax Backfill	80% of backfill \$193,115	60% of backfill \$144,583	40% of backfill \$93,506	20% of backfill \$48,000	\$-	\$-	\$-
Business Property Tax Credit	Inflationary Rate \$-	\$119,041	0.00% \$111,976	0.00% \$111,976	0.00% \$111,976	0.00% \$111,976	0.00% \$111,976
ARPA Transfer In	\$275,000	\$155,000	\$-	\$-	\$-	\$-	\$-
Total	\$16,812,588	\$17,740,196	\$18,751,563	\$19,026,229	\$19,282,078	\$19,620,423	\$19,896,982

\$8.10 LEVY reduced as a result of growth

INSURANCE LEVY not previously used

General Fund Summary

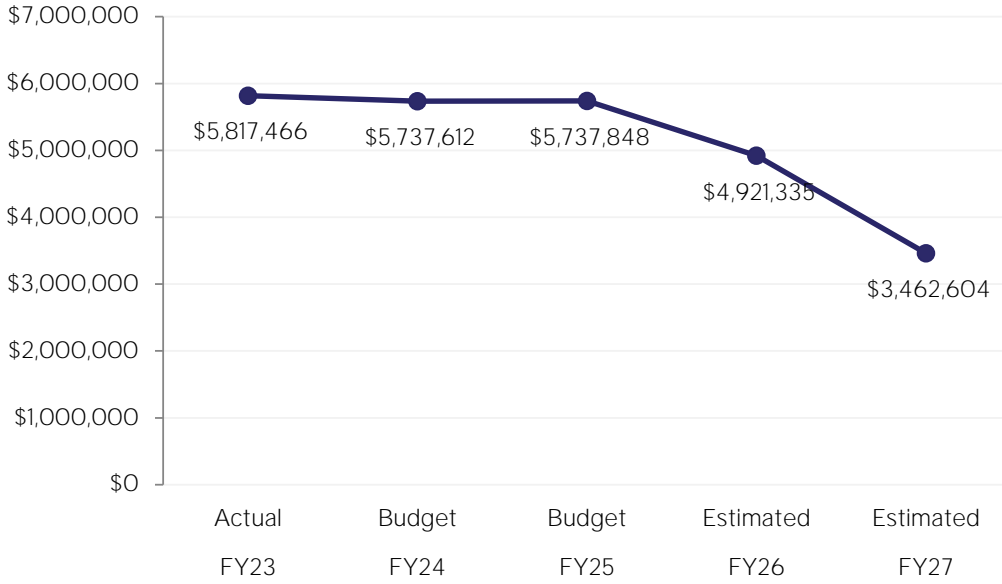
	FY23 Actual	FY24 Budget	FY25 Budget	FY26 Estimated	FY27 Estimated	FY28 Estimated	FY29 Estimated
Revenues							
Property Taxes	\$ 11,065,252	\$ 11,688,388	\$ 12,565,332	\$ 12,731,013	\$ 12,875,445	\$ 13,049,265	\$ 13,156,009
Licenses & Permits	\$ 896,999	\$ 878,480	\$ 886,580	\$ 895,446	\$ 904,400	\$ 913,444	\$ 922,579
Use of Money	\$ 188,275	\$ 217,100	\$ 241,300	\$ 243,713	\$ 246,150	\$ 248,612	\$ 251,098
Intergovernmental	\$ 741,091	\$ 655,952	\$ 715,644	\$ 722,800	\$ 730,028	\$ 737,329	\$ 744,702
Charges for Services	\$ 2,651,966	\$ 3,104,100	\$ 3,216,900	\$ 3,313,407	\$ 3,412,809	\$ 3,515,193	\$ 3,620,649
Miscellaneous	\$ 302,348	\$ 215,600	\$ 215,600	\$ 219,912	\$ 224,310	\$ 228,796	\$ 233,372
Utility Accounting & Collection	\$ 498,541	\$ 561,952	\$ 704,725	\$ 739,961	\$ 776,959	\$ 815,807	\$ 856,598
Commercial Property Tax Backfill	\$ 193,115	\$ 144,583	\$ 93,506	\$ 48,000	\$ -	\$ -	\$ -
Business Property Tax Credit	\$ -	\$ 119,041	\$ 111,976	\$ 111,976	\$ 111,976	\$ 111,976	\$ 111,976
ARPA Transfer In	\$ 275,000	\$ 155,000	\$ -	\$ -	\$ -	\$ -	\$ -
Total General Fund Revenues	\$ 16,812,588	\$ 17,740,196	\$ 18,751,563	\$ 19,026,229	\$ 19,282,078	\$ 19,620,423	\$ 19,896,982
Expenditures							
Public Safety	\$ 5,455,010	\$ 5,922,338	\$ 6,245,035	\$ 6,728,536	\$ 6,987,407	\$ 7,346,385	\$ 7,917,274
Public Works	\$ 1,687,621	\$ 2,201,000	\$ 2,201,000	\$ 2,289,040	\$ 2,380,602	\$ 2,475,826	\$ 2,574,859
Health & Social Services	\$ 143,000	\$ 155,000	\$ 170,000	\$ 175,100	\$ 180,353	\$ 185,764	\$ 191,336
Culture & Recreation	\$ 5,714,779	\$ 5,898,605	\$ 6,328,029	\$ 6,647,140	\$ 6,986,056	\$ 7,335,794	\$ 7,508,407
Community & Economic Dev't	\$ 1,316,020	\$ 1,283,349	\$ 1,402,818	\$ 1,469,997	\$ 1,539,982	\$ 1,613,364	\$ 1,690,309
General Government	\$ 3,245,767	\$ 2,359,757	\$ 2,404,446	\$ 2,532,928	\$ 2,666,410	\$ 2,792,190	\$ 2,936,585
Total General Fund Expenditures	\$ 17,562,197	\$ 17,820,049	\$ 18,751,328	\$ 19,842,741	\$ 20,740,810	\$ 21,749,322	\$ 22,818,770
Revenues - Expenditures =	\$ (749,609)	\$ (79,853)	\$ 235	\$ (816,512)	\$ (1,458,731)	\$ (2,128,899)	\$ (2,921,787)
Beginning Fund Balance	\$ 6,567,075	\$ 5,817,466	\$ 5,737,612	\$ 5,737,848	\$ 4,921,335	\$ 3,462,604	\$ 1,333,705
Ending Fund Balance	\$ 5,817,466	\$ 5,737,612	\$ 5,737,848	\$ 4,921,335	\$ 3,462,604	\$ 1,333,705	\$ (1,588,082)
% Reserved	34.60%	32.34%	30.60%	25.87%	17.96%	6.80%	-7.98%
Total Revenues/Capita	\$ 760	\$ 783	\$ 808	\$ 801	\$ 794	\$ 790	\$ 784
Expenditures/Capita							
Public Safety	\$ 247	\$ 261	\$ 269	\$ 283	\$ 288	\$ 296	\$ 312
Public Works	\$ 76	\$ 97	\$ 95	\$ 96	\$ 98	\$ 100	\$ 101
Health & Social Services	\$ 6	\$ 7	\$ 7	\$ 7	\$ 7	\$ 7	\$ 8
Culture & Recreation	\$ 258	\$ 260	\$ 273	\$ 280	\$ 288	\$ 295	\$ 296
Community & Economic Dev't	\$ 60	\$ 57	\$ 60	\$ 62	\$ 63	\$ 65	\$ 67
General Government	\$ 147	\$ 104	\$ 104	\$ 107	\$ 110	\$ 112	\$ 116
Total GF Expenditures/Capita	\$ 794	\$ 786	\$ 808	\$ 836	\$ 854	\$ 876	\$ 899
Personnel Expenditures							
Public Safety	\$ 4,553,985	\$ 4,944,672	\$ 5,317,967	\$ 5,575,174	\$ 5,853,662	\$ 6,146,064	\$ 6,453,075
Public Works	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Health & Social Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Culture & Recreation	\$ 3,977,006	\$ 3,962,615	\$ 4,246,526	\$ 4,458,852	\$ 4,681,795	\$ 4,915,885	\$ 5,161,679
Community & Economic Dev't	\$ 655,773	\$ 766,649	\$ 841,655	\$ 883,738	\$ 927,925	\$ 974,321	\$ 1,023,037
General Government	\$ 1,518,262	\$ 1,617,977	\$ 1,846,916	\$ 1,939,262	\$ 2,036,225	\$ 2,138,036	\$ 2,244,938
Total Personnel Expenditures	\$ 10,705,026	\$ 11,291,913	\$ 12,253,064	\$ 12,857,026	\$ 13,499,607	\$ 14,174,306	\$ 14,882,729
% of General Fund Expenditures	60.95%	63.37%	65.35%	64.79%	65.09%	65.17%	65.22%

RESERVE BALANCE remains strong, at the higher end of the General Fund Reserve Policy

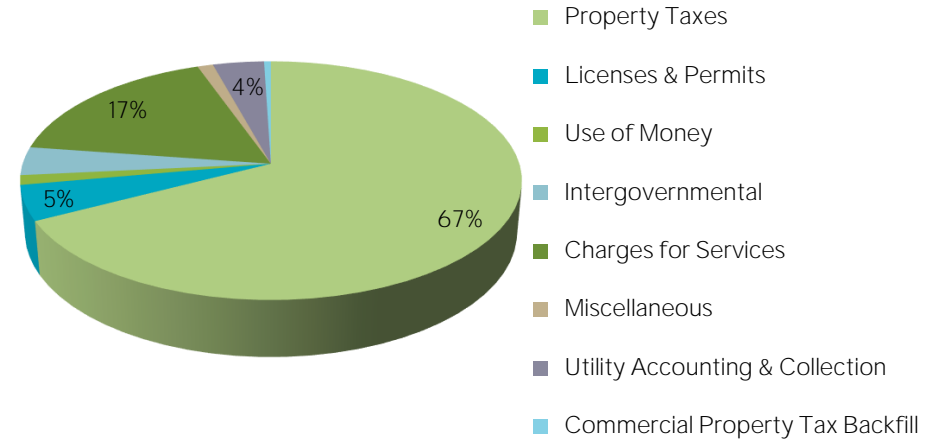
American Rescue Plan Act (ARPA) Allocation

Coronavirus State & Local Fiscal Recovery Funds					AWARDED	REMAINING
					\$ 2,906,110	\$ 561,610
Projects Funded	FY22	FY23	FY24	FY25	TOTAL	POTENTIAL
1. Domestic Violence Intervention Program	\$ 25,000				\$ 25,000	
2. North Liberty Community Pantry	\$ 100,000				\$ 100,000	
3. City Social Services Grants		\$ 150,000	\$ 155,000		\$ 305,000	
4. Storm Water GIS		\$ 200,000			\$ 200,000	
5. Centennial Park			\$ 1,000,000		\$ 1,000,000	
6. Ranshaw House Furnishings			\$ 40,000		\$ 40,000	
7. Affordable Housing Program			\$ 400,000		\$ 400,000	
8. Workforce Housing Program					\$ -	
9. Social Service Support					\$ -	\$ 245,000
10. Liberty Centre Pond Repairs				\$ 132,000	\$ 132,000	
11. Leaf Vac Trailer				\$ 142,500	\$ 142,500	
12. Other					\$ -	
Total	\$ 125,000	\$ 350,000	\$ 1,595,000	\$ 274,500	\$ 2,344,500	\$ 245,000
General Fund Transfer	\$ -	\$ 275,000	\$ 155,000	\$ -		\$ 316,610
Equipment Revolving Transfer	\$ -	\$ -	\$ -	\$ 142,500		BALANCE
Stormwater Capital Transfer	\$ -	\$ -	\$ -	\$ 132,000		

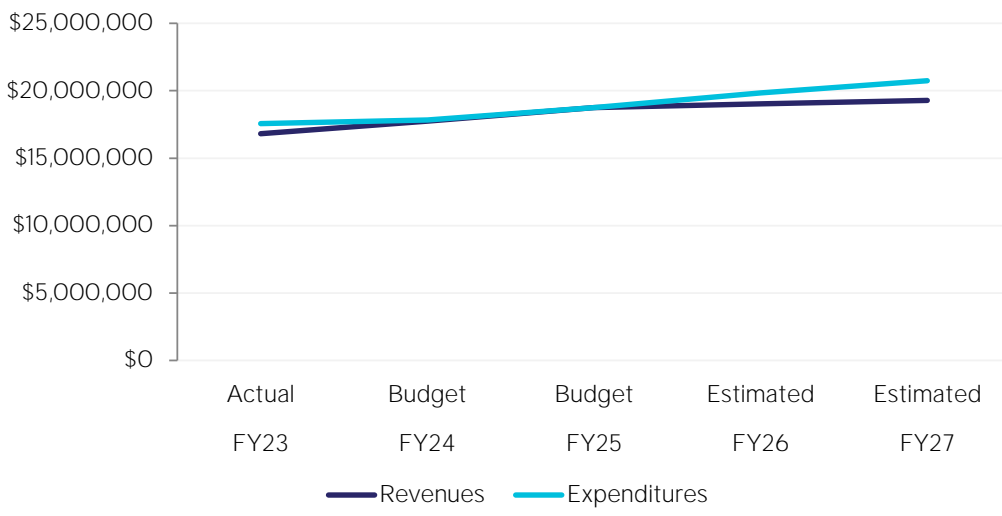
General Fund Balance Projection



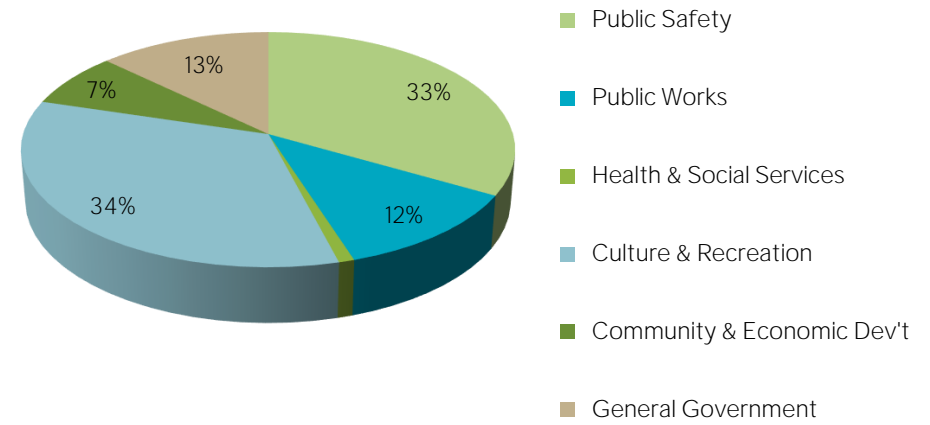
General Fund FY25 Revenues



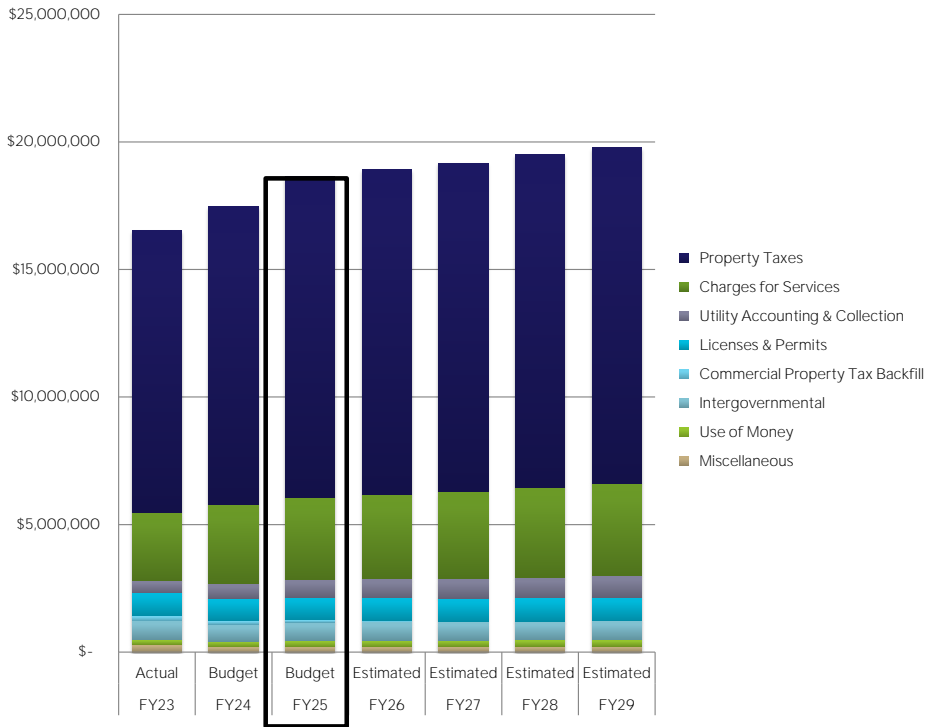
General Fund Revenue/Expense Projections



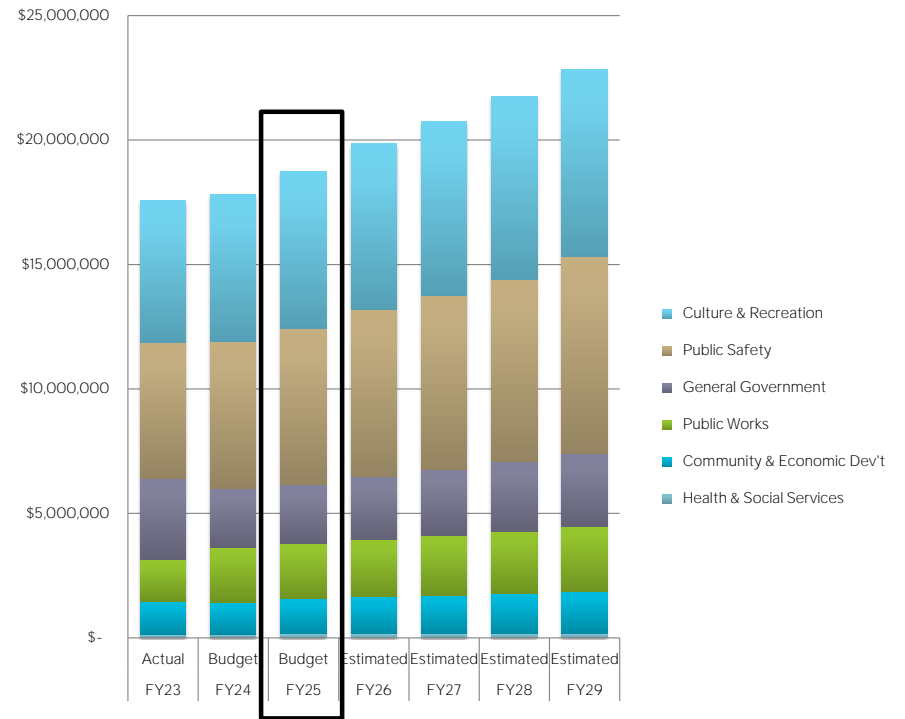
General Fund FY25 Expenditures



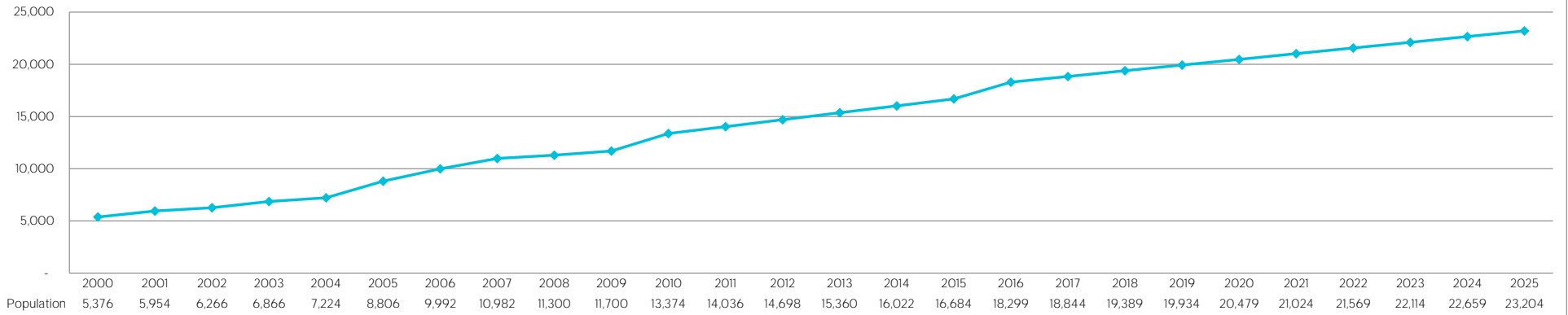
History & Forecast of General Fund Revenues



History & Forecast of General Fund Expenditures



North Liberty Census History and Forecast



Hotel/Motel Tax

	FY23 Actual	FY24 Budget	FY25 Budget	FY26 Estimated	FY27 Estimated	FY28 Estimated	FY29 Estimated
Revenues							
Budget Inflation Rate		-19.45%	6.67%	2.00%	2.00%	2.00%	2.00%
Taxes Collected	\$ 93,107	\$ 75,000	\$ 80,000	\$ 81,600	\$ 83,232	\$ 84,897	\$ 86,595
Total Revenues	\$ 93,107	\$ 75,000	\$ 80,000	\$ 81,600	\$ 83,232	\$ 84,897	\$ 86,595
Expenditures							
CVB Contribution	\$ 23,277	\$ 18,750	\$ 20,000	\$ 20,400	\$ 20,808	\$ 21,224	\$ 21,649
Services & Commodities	\$ 12,346	\$ 6,900	\$ 14,000	\$ 14,280	\$ 14,566	\$ 14,857	\$ 15,154
Projects*							
Blues & BBQ, Summer Slate & Beat the Bitter	\$ 15,000						
Babe Ruth Field concessions Phase 1	\$ 10,000						
Babe Ruth Field concessions Phase 2							
Fox Run Pond Park		\$ 75,000					
Aquatic Enhancements (Comm Ctr Fund Transfer)		\$ 18,000	\$ 50,000	\$ 50,000		\$ 100,000	
Comm Ctr Parking Lot & Sidewalks (Comm Ctr Fund Transfer)			\$ 50,000				
Gymnasium Curtains & System (Comm Ctr Fund Transfer)					\$ 50,000		
Total Expenditures	\$ 60,623	\$ 118,650	\$ 134,000	\$ 84,680	\$ 85,374	\$ 136,081	\$ 36,803
Net Change in Fund Balance	\$ 32,484	\$ (43,650)	\$ (54,000)	\$ (3,080)	\$ (2,142)	\$ (51,184)	\$ 49,792
Beginning Fund Balance	\$ 69,644	\$ 102,128	\$ 58,478	\$ 4,478	\$ 1,398	\$ (744)	\$ (51,928)
Ending Fund Balance	\$ 102,128	\$ 58,478	\$ 4,478	\$ 1,398	\$ (744)	\$ (51,928)	\$ (2,136)
% Reserved	168.47%	49.29%	3.34%	1.65%	-0.87%	-38.16%	-5.80%

Projects* See Capital Improvements Plan (CIP) for project details.

Franchise Fee Fund

	FY23	FY24	FY25	FY26	FY27	FY28	FY29
	Actual	Budget	Budget	Estimated	Estimated	Estimated	Estimated
Revenues							
Alliant Energy	\$ 182,567	\$ 288,655	\$ 324,736	\$ 327,984	\$ 331,264	\$ 334,576	\$ 337,922
Linn County REC	\$ 159,763	\$ 196,323	\$ 220,863	\$ 223,071	\$ 225,302	\$ 227,555	\$ 229,831
MidAmerican Energy	\$ 118,773	\$ 115,023	\$ 129,401	\$ 130,695	\$ 132,002	\$ 133,322	\$ 134,655
Total Revenues	\$ 461,103	\$ 400,000	\$ 675,000	\$ 681,750	\$ 688,568	\$ 695,453	\$ 702,408
Expenditures							
Projects*							
Babe Ruth Field backstop		\$ 60,000					
Babe Ruth Field concessions Phase 1		\$ 25,000					
Centennial Park		\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000
Fox Run Pond Park playground		\$ 338,000					
Penn Meadows playground surface			\$ 140,000				
Freedom Park new park walk trail			\$ 130,000				
Koser Park backstop			\$ 45,000				
Quail Ridge Park parking expansion				\$ 95,000			
Quail Ridge Park ballfield update (90' bases)				\$ 15,000			
Penn Meadows ballfield light (Field 3 or 4)				\$ 125,000			
Penn Meadows Park solar parking lot lights				\$ 120,000			
Penn Meadows Tennis parking expansion				\$ 50,000			
Fox Run Neighborhood Park playground					\$ 120,000		
Deerfield Park playground & border					\$ 85,000		
Broadmoor Park new park walk trail						\$ 160,000	
Trail Lighting						\$ 50,000	
Ranshaw House outdoor fitness equipment							\$ 60,000
Red Fern Dog Park agility equipment							\$ 65,000
Liberty Centre Park repainting							
Frisbee Golf (park tbd)							
Fox Valley playground							
Total Expenditures	\$ -	\$ 923,000	\$ 815,000	\$ 905,000	\$ 705,000	\$ 710,000	\$ 625,000
Net Change in Fund Balance	\$ 461,103	\$ (523,000)	\$ (140,000)	\$ (223,250)	\$ (16,433)	\$ (14,547)	\$ 77,408
Beginning Fund Balance	\$ 352,648	\$ 813,751	\$ 290,751	\$ 150,751	\$ (72,499)	\$ (88,932)	\$ (103,478)
Ending Fund Balance	\$ 813,751	\$ 290,751	\$ 150,751	\$ (72,499)	\$ (88,932)	\$ (103,478)	\$ (26,071)

Projects* See Capital Improvements Plan (CIP) for project details.

Road Use Tax (RUT) Fund

	FY23 Actual	FY24 Budget	FY25 Budget	FY26 Estimated	FY27 Estimated	FY28 Estimated	FY29 Estimated
Population	20,479	20,479	20,479	20,479	20,479	20,479	20,479
RUT Formula Funding/Capita	\$ 114.22	\$ 106.24	\$ 108.73	\$ 109.56	\$ 110.39	\$ 111.22	\$ 112.05
2015 Gas Tax Funding/Capita	\$ 23.39	\$ 21.76	\$ 22.27	\$ 22.44	\$ 22.61	\$ 22.78	\$ 22.95
Revenues							
RUT Formula Funding/Capita	\$ 2,339,057	\$ 2,175,689	\$ 2,226,682	\$ 2,243,679	\$ 2,260,677	\$ 2,277,674	\$ 2,294,672
2015 Gas Tax Funding/Capita	\$ 479,084	\$ 445,623	\$ 456,067	\$ 459,549	\$ 463,030	\$ 466,512	\$ 469,993
Total Revenues	\$ 2,818,141	\$ 2,621,312	\$ 2,682,749	\$ 2,703,228	\$ 2,723,707	\$ 2,744,186	\$ 2,764,665
Revenues/Capita	\$ 137.61	\$ 128.00	\$ 131.00	\$ 132.00	\$ 133.00	\$ 134.00	\$ 135.00
Expenditures							
Budget Inflation Rate		35.44%	-16.97%	5.00%	5.00%	5.00%	5.00%
Personnel Services	\$ 807,895	\$ 907,676	\$ 1,003,999	\$ 1,054,199	\$ 1,106,909	\$ 1,162,254	\$ 1,220,367
Services & Commodities	\$ 356,409	\$ 501,900	\$ 560,400	\$ 588,420	\$ 617,841	\$ 648,733	\$ 681,170
Snow & Ice Removal	\$ 187,647	\$ 170,000	\$ 190,000	\$ 199,500	\$ 209,475	\$ 219,949	\$ 230,946
Traffic Safety	\$ 108,148	\$ 130,000	\$ 134,000	\$ 140,700	\$ 147,735	\$ 155,122	\$ 162,878
Street Lighting	\$ 80,770	\$ 96,000	\$ 103,000	\$ 108,150	\$ 113,558	\$ 119,235	\$ 125,197
Transfers							
Equipment Revolving	\$ 260,000	\$ 380,000	\$ 124,000	\$ 352,000	\$ 233,000	\$ 369,000	\$ 400,000
Capital	\$ 54,256	\$ 600,000	\$ -	\$ -	\$ -	\$ -	\$ -
Debt	\$ 149,290	\$ 146,170	\$ 147,690	\$ 149,010	\$ 149,950	\$ -	\$ -
Street Repair Program	\$ 486,179	\$ 445,623	\$ 456,067	\$ 459,549	\$ 463,030	\$ 466,512	\$ 469,993
Computer Revolving	\$ 2,300	\$ 2,300	\$ 2,300	\$ 2,300	\$ 2,300	\$ 2,300	\$ 2,300
Billing & Accounting	\$ 10,699	\$ 11,295	\$ 94,152	\$ 98,860	\$ 103,803	\$ 108,993	\$ 114,442
Total Expenditures	\$ 2,503,591	\$ 3,390,964	\$ 2,815,608	\$ 3,152,687	\$ 3,147,600	\$ 3,252,098	\$ 3,407,293
Net Change in Fund Balance	\$ 314,550	\$ (769,652)	\$ (132,859)	\$ (449,459)	\$ (423,893)	\$ (507,912)	\$ (642,628)
Beginning Fund Balance	\$ 2,722,342	\$ 3,036,893	\$ 2,267,241	\$ 2,134,382	\$ 1,684,922	\$ 1,261,029	\$ 753,118
Ending Fund Balance	\$ 3,036,893	\$ 2,267,241	\$ 2,134,382	\$ 1,684,922	\$ 1,261,029	\$ 753,118	\$ 110,489
% Reserved	121.30%	66.86%	75.81%	53.44%	40.06%	23.16%	3.24%

FY24 REVENUES on track to reach \$2.85M

ACCOUNT FOR new full time laborer *half year FY24 *full year FY25

ADD hot patch trailer (\$45K); skid steer attachments (\$45K); message board trailer (\$20K)

REPLACE utility locator (\$14K)

A Breakdown of Road Use Tax (RUT) Fund

Total Personnel Costs	\$ 854,917	\$ 947,676	\$ 1,043,999	\$ 1,094,199	\$ 1,146,909	\$ 1,202,254	\$ 1,260,367
% of RUT Fund Expenditures	32.27%	26.77%	35.66%	33.44%	35.17%	35.74%	35.82%

Street Repair Program

	FY23 Actual	FY24 Budget	FY25 Budget	FY26 Estimated	FY27 Estimated	FY28 Estimated	FY29 Estimated
Revenues							
Transfer from RUT Fund	\$ 486,179	\$ 445,623	\$ 456,067	\$ 459,549	\$ 463,030	\$ 466,512	\$ 469,993
Other Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenues	\$ 486,179	\$ 445,623	\$ 456,067	\$ 459,549	\$ 463,030	\$ 466,512	\$ 469,993
Expenditures							
Projects*							
Ranshaw Way Shoulders	\$ 300,000						
W. Penn Street RR Crossing		\$ 211,000					
Sugar Creek Lane			\$ 70,000				
North Stewart Street				\$ 1,825,000			
Commercial Drive					\$ 200,000		
Rachael Street Bridge						\$ 176,000	
Total Expenditures	\$ 300,000	\$ 211,000	\$ 70,000	\$ 1,825,000	\$ 200,000	\$ 176,000	\$ -
Net Change in Fund Balance	\$ 186,179	\$ 234,623	\$ 386,067	\$ (1,365,451)	\$ 263,030	\$ 290,512	\$ 469,993
Beginning Fund Balance	\$ 56,829	\$ 243,008	\$ 477,631	\$ 863,698	\$ (501,753)	\$ (238,723)	\$ 51,789
Ending Fund Balance	\$ 243,008	\$ 477,631	\$ 863,698	\$ (501,753)	\$ (238,723)	\$ 51,789	\$ 521,782

Projects* See Capital Improvements Plan (CIP) for project details.

Utility Rate Analysis

Waste Water Rate Increase Analysis					
		FY24	FY25	Difference	
Base Rate	\$	31.24	\$ 31.24	\$	-
Rate/1000 gallons	\$	5.63	\$ 5.63	\$	-
		Cost per Month		FY25 Increase	
Consumption (in gallons)		FY24	FY25	%	\$
3,000	\$	42.50	\$ 42.50	0%	\$ -
5,000	\$	53.76	\$ 53.76	0%	\$ -
8,000	\$	70.65	\$ 70.65	0%	\$ -
11,000	\$	87.54	\$ 87.54	0%	\$ -

Water Rate Increase Analysis					
		FY24	FY25	Difference	
Base Rate	\$	17.44	\$ 17.44	\$	-
Rate/1000 gallons	\$	7.01	\$ 7.01	\$	-
		Cost per Month		FY25 Increase	
Consumption (in gallons)		FY24	FY25	%	\$
3,000	\$	31.45	\$ 31.45	0%	\$ -
5,000	\$	45.47	\$ 45.47	0%	\$ -
8,000	\$	66.49	\$ 66.49	0%	\$ -
11,000	\$	87.51	\$ 87.51	0%	\$ -

Storm Water Rate Increase Analysis					
		FY24	FY25	Difference	
Base Rate	\$	2.00	\$ 3.00	\$	1.00
Rate/1000 gallons	\$	-	\$ -	\$	-
		Cost per Month		FY25 Increase	
Consumption (in gallons)		FY24	FY25	%	\$
3,000	\$	2.00	\$ 3.00	50%	\$ 1.00
5,000	\$	2.00	\$ 3.00	50%	\$ 1.00
8,000	\$	2.00	\$ 3.00	50%	\$ 1.00
11,000	\$	2.00	\$ 3.00	50%	\$ 1.00

Utility Rates Increase Analysis					
		Cost per Month		FY25 Increase	
Consumption (in gallons)		FY24	FY25	%	\$
3,000	\$	75.95	\$ 76.95	1%	\$ 1.00
5,000	\$	101.23	\$ 102.23	1%	\$ 1.00
8,000	\$	139.14	\$ 140.14	1%	\$ 1.00
11,000	\$	177.05	\$ 178.05	1%	\$ 1.00

Storm Water Utility

	FY23	FY24	FY25	FY26	FY27	FY28	FY29
	Actual	Budget	Budget	Estimated	Estimated	Estimated	Estimated
Budget Inflation Rate		150%	150%	150%	150%	150%	150%
Number of Accounts	9,520	9,663	9,808	9,955	10,104	10,256	10,410
Flat Rate	\$ 2.00	\$ 2.00	n/a	n/a	n/a	n/a	n/a
New Rate Structure Adopted February 1, 2024							
Single-Unit, Two-Unit & Townhomes		\$ 3.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00
Multi-Unit & Manufactured Homes		\$ 2.50	\$ 3.00	\$ 3.00	\$ 3.00	\$ 3.00	\$ 3.00
Mix Used, Residential		\$ 2.25	\$ 2.50	\$ 2.50	\$ 2.50	\$ 2.50	\$ 2.50
Commercial & Industrial		\$ 3.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00
ERU Rate for non-residential		\$ 0.33	\$ 0.67	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00
Revenues							
Storm Water Fees	\$ 228,192	\$ 229,231	\$ 335,000	\$ 448,000	\$ 467,000	\$ 474,005	\$ 481,115
Sales Tax	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Connection Fees/Permits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Use of Money	\$ 407	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Miscellaneous	\$ 408	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Accounts Receivable/Payable	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenues	\$ 229,007	\$ 230,231	\$ 336,000	\$ 449,000	\$ 468,000	\$ 475,005	\$ 482,115
Expenditures							
Budget Inflation Rate		-21.70%	5.00%	5.00%	5.00%	5.00%	5.00%
Personnel Services	\$ 114,641	\$ 119,447	\$ 124,287	\$ 130,501	\$ 137,026	\$ 143,878	\$ 151,072
Services & Commodities	\$ 101,399	\$ 113,800	\$ 121,800	\$ 127,890	\$ 134,285	\$ 140,999	\$ 148,049
Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers							
Equipment Revolving	\$ 50,000	\$ 41,000	\$ -	\$ 100,000	\$ 25,000	\$ 295,750	\$ 98,000
Capital Reserve	\$ 95,000	\$ -	\$ 54,050	\$ -	\$ 15,000	\$ 249,000	\$ -
Debt	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Billing & Accounting	\$ 24,392	\$ 27,533	\$ 30,529	\$ 32,055	\$ 33,658	\$ 35,341	\$ 37,108
Total Expenditures	\$ 385,431	\$ 301,780	\$ 330,666	\$ 390,447	\$ 344,969	\$ 864,968	\$ 434,228
Net Change in Fund Balance	\$ (156,424)	\$ (71,549)	\$ 5,334	\$ 58,553	\$ 123,031	\$ (389,963)	\$ 47,887
Beginning Fund Balance	\$ 153,603	\$ (21,455)	\$ (93,004)	\$ (87,670)	\$ (29,117)	\$ 93,914	\$ (296,049)
Ending Fund Balance	\$ (21,455)	\$ (93,004)	\$ (87,670)	\$ (29,117)	\$ 93,914	\$ (296,049)	\$ (248,162)
% Reserved	-5.57%	-30.82%	-26.51%	-7.46%	27.22%	-34.23%	-57.15%
A Breakdown of Storm Water Utility							
Total Personnel Costs	\$ 114,641	\$ 119,447	\$ 124,287	\$ 130,501	\$ 137,026	\$ 143,878	\$ 151,072
% of Storm Water Utility Expenditures	29.74%	39.58%	37.59%	33.42%	39.72%	16.63%	34.79%

Will need to reallocate

RESTORE two sections of Muddy Creek (\$54K)

Water Utility Budget & Forecast

	FY23 Actual	FY24 Budget	FY25 Budget	FY26 Estimated	FY27 Estimated	FY28 Estimated	FY29 Estimated	FY30 Estimated	FY31 Estimated	FY32 Estimated	FY33 Estimated	FY34 Estimated	FY35 Estimated
Budget Inflation Rate		1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%
Number of Accounts	9,601	9,614	9,758	9,904	10,053	10,204	10,357	10,512	10,670	10,830	10,992	11,157	11,325
Gallons Sold	410,076,000	428,400,000	434,826,000	441,348,390	447,968,616	454,688,145	461,508,467	468,431,094	475,457,561	482,589,424	489,828,265	497,175,689	504,633,325
Proposed Rate Increase		0.0%	0.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
Base Rate	\$ 17.44	\$ 17.44	\$ 17.44	\$ 17.96	\$ 18.50	\$ 19.06	\$ 19.63	\$ 20.22	\$ 20.82	\$ 21.45	\$ 22.09	\$ 22.76	\$ 23.44
Rate/1000 Gallons	\$ 7.01	\$ 7.01	\$ 7.01	\$ 7.22	\$ 7.43	\$ 7.66	\$ 7.89	\$ 8.12	\$ 8.37	\$ 8.62	\$ 8.88	\$ 9.14	\$ 9.42
Revenues													
Water Sales	\$ 4,133,878	\$ 4,205,560	\$ 4,268,644	\$ 4,462,653	\$ 4,665,481	\$ 4,877,527	\$ 5,099,211	\$ 5,330,970	\$ 5,573,262	\$ 5,826,567	\$ 6,091,385	\$ 6,368,238	\$ 6,657,674
Sales Tax	\$ 265,241	\$ 252,334	\$ 256,119	\$ 267,759	\$ 279,929	\$ 292,652	\$ 305,953	\$ 319,858	\$ 334,396	\$ 349,594	\$ 365,483	\$ 382,094	\$ 399,460
Connection Fees/Permits	\$ 171,512	\$ 105,000	\$ 105,000	\$ 105,000	\$ 105,000	\$ 105,000	\$ 105,000	\$ 105,000	\$ 105,000	\$ 105,000	\$ 105,000	\$ 105,000	\$ 105,000
Use of Money	\$ 19,478	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Miscellaneous	\$ 3,447	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500
Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Accounts Receivable/Payable	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenues	\$ 4,593,556	\$ 4,583,394	\$ 4,650,262	\$ 4,855,913	\$ 5,070,910	\$ 5,295,679	\$ 5,530,663	\$ 5,776,328	\$ 6,033,158	\$ 6,301,661	\$ 6,582,368	\$ 6,875,832	\$ 7,182,635
Expenditures													
Budget Inflation Rate		3.69%	4.04%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%
Personnel Services	\$ 796,142	\$ 818,084	\$ 853,578	\$ 896,257	\$ 941,070	\$ 988,123	\$ 1,037,529	\$ 1,089,406	\$ 1,143,876	\$ 1,201,070	\$ 1,261,123	\$ 1,324,180	\$ 1,390,389
Services & Commodities	\$ 1,556,611	\$ 1,679,879	\$ 1,631,930	\$ 1,713,527	\$ 1,799,203	\$ 1,889,163	\$ 1,983,621	\$ 2,082,802	\$ 2,186,942	\$ 2,296,289	\$ 2,411,104	\$ 2,531,659	\$ 2,658,242
Capital	\$ -	\$ 75,000	\$ -	\$ -	\$ 75,000	\$ 75,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Transfers													
Equipment Revolving	\$ 120,000	\$ 135,000	\$ 30,000	\$ -	\$ 310,000	\$ 125,000	\$ 176,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Computer Revolving	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
Capital Reserve	\$ -	\$ 80,000	\$ 80,000	\$ 375,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Revenue Debt	\$ 1,503,791	\$ 1,274,841	\$ 1,626,025	\$ 1,625,168	\$ 1,503,240	\$ 1,500,000	\$ 1,497,340	\$ 1,494,240	\$ 1,490,700	\$ 1,487,720	\$ 1,484,280	\$ 1,480,380	\$ 1,477,020
GO Debt	\$ 244,050	\$ 292,478	\$ 291,878	\$ 296,178	\$ 45,078	\$ 44,028	\$ 42,978	\$ 41,928	\$ 40,878	\$ 44,828	\$ 43,628	\$ 42,428	\$ 43,628
Billing & Accounting	\$ 231,725	\$ 261,562	\$ 290,022	\$ 304,523	\$ 319,749	\$ 335,737	\$ 352,524	\$ 370,150	\$ 388,657	\$ 408,090	\$ 428,495	\$ 449,919	\$ 472,415
Upcoming Projects													
Maint Facility Add & Tower 3 Refurb	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 285,000	\$ 285,000	\$ 285,000	\$ 285,000	\$ 285,000	\$ 285,000	\$ 285,000	\$ 285,000
Control Bldgs & Generators (4&5)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 225,000	\$ 225,000	\$ 225,000	\$ 225,000	\$ 225,000	\$ 225,000
Plant Expansion & Well(s)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000
Total Expenditures	\$ 4,453,819	\$ 4,618,344	\$ 4,804,933	\$ 5,212,152	\$ 5,074,840	\$ 5,323,551	\$ 5,506,492	\$ 5,840,026	\$ 6,412,554	\$ 6,599,497	\$ 6,790,130	\$ 6,990,066	\$ 7,203,194
Net Change in Fund Balance	\$ 139,737	\$ (34,950)	\$ (154,671)	\$ (356,239)	\$ (3,930)	\$ (27,872)	\$ 24,171	\$ (63,698)	\$ (379,396)	\$ (297,836)	\$ (207,762)	\$ (114,234)	\$ (20,559)
Beginning Fund Balance	\$ 1,760,264	\$ 1,900,002	\$ 1,865,051	\$ 1,710,380	\$ 1,354,141	\$ 1,350,211	\$ 1,322,339	\$ 1,346,510	\$ 1,282,812	\$ 903,417	\$ 605,580	\$ 397,818	\$ 283,585
Ending Fund Balance	\$ 1,900,002	\$ 1,865,051	\$ 1,710,380	\$ 1,354,141	\$ 1,350,211	\$ 1,322,339	\$ 1,346,510	\$ 1,282,812	\$ 903,417	\$ 605,580	\$ 397,818	\$ 283,585	\$ 263,026
% Reserved	42.66%	40.38%	35.60%	25.98%	26.61%	24.84%	24.45%	21.97%	14.09%	9.18%	5.86%	4.06%	3.65%
Total Personnel Costs	\$ 796,142	\$ 818,084	\$ 853,578	\$ 896,257	\$ 941,070	\$ 988,123	\$ 1,037,529	\$ 1,089,406	\$ 1,143,876	\$ 1,201,070	\$ 1,261,123	\$ 1,324,180	\$ 1,390,389
% of Water Utility Expenditures	17.88%	17.71%	17.76%	17.20%	18.54%	18.56%	18.84%	18.65%	17.84%	18.20%	18.57%	18.94%	19.30%
Debt Service Coverage													
Net Revenue/All Revenue Debt	1.49	1.58	1.33	1.38	1.50	1.56	1.64	1.71	1.78	1.85	1.93	2.01	2.09
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)	0.29	0.38	0.13	0.18	0.30	0.36	0.44	0.51	0.58	0.65	0.73	0.81	0.89
Water Capital Fund Summary (602 & 605)													
Beginning Balance	\$ 568,853	\$ 643,722	\$ 723,722	\$ 803,722	\$ 883,722	\$ 1,038,722	\$ 1,193,722	\$ 1,323,722	\$ 1,453,722	\$ 1,583,722	\$ 1,713,722	\$ 1,843,722	\$ 1,973,722
Transfers In	\$ 128,216	\$ 215,000	\$ 110,000	\$ 375,000	\$ 465,000	\$ 280,000	\$ 306,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000
Expenses	\$ 53,347	\$ 135,000	\$ 30,000	\$ 295,000	\$ 310,000	\$ 125,000	\$ 176,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000
Ending Balance	\$ 643,722	\$ 723,722	\$ 803,722	\$ 883,722	\$ 1,038,722	\$ 1,193,722	\$ 1,323,722	\$ 1,453,722	\$ 1,583,722	\$ 1,713,722	\$ 1,843,722	\$ 1,973,722	\$ 2,103,722
Assigned Balance (Savings for Future Expenditures, FY Balance as Listed)													
Membrane Replacement	\$ 160,000	\$ 240,000	\$ 320,000	\$ 400,000	\$ 480,000	\$ 560,000	\$ 640,000	\$ 720,000	\$ 800,000	\$ 880,000	\$ 960,000	\$ 1,040,000	\$ 1,120,000
Unassigned Balance	\$ 483,722	\$ 483,722	\$ 483,722	\$ 483,722	\$ 558,722	\$ 633,722	\$ 683,722	\$ 733,722	\$ 783,722	\$ 833,722	\$ 883,722	\$ 933,722	\$ 983,722

PLANNING FOR FY26 rate increase

FY24 SALES REVENUE on pace to exceed \$4.3M

ADD skid steer attachment for topsoil (\$30K)

SETASIDE future membrane replacements (\$80K)

ACCOUNT FOR FY25 debt service payment increase

Water Utility Budget & Forecast

Water Rate Increase Analysis																	
		Monthly Water Costs Based on Usage															
		FY23	FY24	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32	FY33	FY34	FY35			
Consumption in Gallons		3,000	\$ 31.45	\$ 31.45	\$ 31.45	\$ 32.40	\$ 33.37	\$ 34.37	\$ 35.40	\$ 36.46	\$ 37.56	\$ 38.69	\$ 39.85	\$ 41.04	\$ 42.27		
		5,000	\$ 45.47	\$ 45.47	\$ 45.47	\$ 46.83	\$ 48.24	\$ 49.69	\$ 51.18	\$ 52.71	\$ 54.29	\$ 55.92	\$ 57.60	\$ 59.33	\$ 61.11		
		8,000	\$ 66.49	\$ 66.49	\$ 66.49	\$ 68.49	\$ 70.54	\$ 72.66	\$ 74.84	\$ 77.08	\$ 79.40	\$ 81.78	\$ 84.23	\$ 86.76	\$ 89.36		
		11,000	\$ 87.51	\$ 87.51	\$ 87.51	\$ 90.14	\$ 92.84	\$ 95.63	\$ 98.50	\$ 101.45	\$ 104.50	\$ 107.63	\$ 110.86	\$ 114.19	\$ 117.61		
		15,000	\$ 115.54	\$ 115.54	\$ 115.54	\$ 119.01	\$ 122.58	\$ 126.26	\$ 130.05	\$ 133.95	\$ 137.97	\$ 142.11	\$ 146.37	\$ 150.76	\$ 155.28		
		3,000	\$ -	\$ -	\$ -	\$ 0.94	\$ 0.97	\$ 1.00	\$ 1.03	\$ 1.06	\$ 1.09	\$ 1.13	\$ 1.16	\$ 1.20	\$ 1.23		
		5,000	\$ -	\$ -	\$ -	\$ 1.36	\$ 1.41	\$ 1.45	\$ 1.49	\$ 1.54	\$ 1.58	\$ 1.63	\$ 1.68	\$ 1.73	\$ 1.78		
		8,000	\$ -	\$ -	\$ -	\$ 1.99	\$ 2.05	\$ 2.12	\$ 2.18	\$ 2.25	\$ 2.31	\$ 2.38	\$ 2.45	\$ 2.53	\$ 2.60		
		11,000	\$ -	\$ -	\$ -	\$ 2.63	\$ 2.70	\$ 2.79	\$ 2.87	\$ 2.95	\$ 3.04	\$ 3.13	\$ 3.23	\$ 3.33	\$ 3.43		
		15,000	\$ -	\$ -	\$ -	\$ 3.47	\$ 3.57	\$ 3.68	\$ 3.79	\$ 3.90	\$ 4.02	\$ 4.14	\$ 4.26	\$ 4.39	\$ 4.52		
	3,000	\$ -	\$ -	\$ -	\$ 11.32	\$ 11.66	\$ 12.01	\$ 12.37	\$ 12.75	\$ 13.13	\$ 13.52	\$ 13.93	\$ 14.34	\$ 14.77			
	5,000	\$ -	\$ -	\$ -	\$ 16.37	\$ 16.86	\$ 17.37	\$ 17.89	\$ 18.42	\$ 18.98	\$ 19.55	\$ 20.13	\$ 20.74	\$ 21.36			
	8,000	\$ -	\$ -	\$ -	\$ 23.94	\$ 24.66	\$ 25.40	\$ 26.16	\$ 26.94	\$ 27.75	\$ 28.58	\$ 29.44	\$ 30.32	\$ 31.23			
	11,000	\$ -	\$ -	\$ -	\$ 31.51	\$ 32.45	\$ 33.42	\$ 34.43	\$ 35.46	\$ 36.52	\$ 37.62	\$ 38.75	\$ 39.91	\$ 41.11			
	15,000	\$ -	\$ -	\$ -	\$ 41.60	\$ 42.84	\$ 44.13	\$ 45.45	\$ 46.82	\$ 48.22	\$ 49.67	\$ 51.16	\$ 52.69	\$ 54.27			

Waste Water Utility Budget & Forecast

	FY23 Actual	FY24 Budget	FY25 Budget	FY26 Estimated	FY27 Estimated	FY28 Estimated	FY29 Estimated	FY30 Estimated	FY31 Estimated	FY32 Estimated	FY33 Estimated	FY34 Estimated	FY35 Estimated
Budget Inflation Rate		1.50%	2.00%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%
Number of Accounts	9,362	9,318	9,505	9,647	9,792	9,939	10,088	10,239	10,393	10,549	10,707	10,868	11,031
Gallons Sold	406,492,000	416,150,000	424,473,000	430,840,095	437,302,696	443,862,237	450,520,170	457,277,973	464,137,143	471,099,200	478,165,688	485,338,173	492,618,246
Proposed Rate Increase	0%	0%	0%	0%	0%	0%	3%	3%	3%	3%	3%	3%	3%
Base Rate	\$ 31.24	\$ 31.24	\$ 31.24	\$ 31.24	\$ 31.24	\$ 31.24	\$ 32.18	\$ 33.14	\$ 34.14	\$ 35.16	\$ 36.22	\$ 37.30	\$ 38.42
Rate/1000 Gallons	\$ 5.63	\$ 5.63	\$ 5.63	\$ 5.63	\$ 5.63	\$ 5.63	\$ 5.80	\$ 5.97	\$ 6.15	\$ 6.34	\$ 6.53	\$ 6.72	\$ 6.92
Revenues													
Waste Water Sales	\$ 5,136,785	\$ 5,154,251	\$ 5,257,337	\$ 5,336,197	\$ 5,416,239	\$ 5,497,483	\$ 5,747,344	\$ 6,008,560	\$ 6,281,650	\$ 6,567,151	\$ 6,865,628	\$ 7,177,670	\$ 7,503,895
Sales Tax	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Connection Fees/Permits	\$ 61,000	\$ 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	\$ 33,210	\$ 20,000	\$ 20,000	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300
Miscellaneous	\$ 150,890	\$ 263,694	\$ 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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenues	\$ 5,381,885	\$ 5,462,945	\$ 5,308,337	\$ 5,367,497	\$ 5,447,539	\$ 5,528,783	\$ 5,778,644	\$ 6,039,860	\$ 6,312,950	\$ 6,598,451	\$ 6,896,928	\$ 7,208,970	\$ 7,535,195
Expenditures													
Budget Inflation Rate		-7.14%	3.13%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%
Personnel Services	\$ 838,441	\$ 845,620	\$ 899,295	\$ 944,260	\$ 991,473	\$ 1,041,046	\$ 1,093,099	\$ 1,147,754	\$ 1,205,141	\$ 1,265,398	\$ 1,328,668	\$ 1,395,102	\$ 1,464,857
Services & Commodities	\$ 1,565,666	\$ 1,254,175	\$ 1,323,550	\$ 1,389,728	\$ 1,459,214	\$ 1,532,175	\$ 1,608,783	\$ 1,689,222	\$ 1,773,684	\$ 1,862,368	\$ 1,955,486	\$ 2,053,260	\$ 2,155,923
Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers													
Equipment Revolving	\$ 125,000	\$ 58,000	\$ 50,000	\$ 33,000	\$ -	\$ 127,500	\$ 390,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000
Computer Revolving	\$ 4,300	\$ 4,300	\$ 4,300	\$ 4,300	\$ 4,300	\$ 4,300	\$ 4,300	\$ 4,300	\$ 4,300	\$ 4,300	\$ 4,300	\$ 4,300	\$ 4,300
Capital Reserve	\$ 781,194	\$ 295,000	\$ 318,000	\$ 595,350	\$ 220,000	\$ 297,000	\$ 70,000	\$ 375,000	\$ 375,000	\$ 375,000	\$ 375,000	\$ 375,000	\$ 375,000
Revenue Debt	\$ 1,752,055	\$ 1,627,769	\$ 1,773,352	\$ 1,778,501	\$ 1,792,779	\$ 1,858,475	\$ 1,650,824	\$ 1,646,770	\$ 1,643,470	\$ 1,639,908	\$ 1,636,086	\$ 1,632,002	\$ 1,628,658
GO Debt	\$ 559,840	\$ 1,093,563	\$ 951,903	\$ 946,603	\$ 610,803	\$ 471,153	\$ 470,453	\$ 469,503	\$ 468,253	\$ 471,703	\$ 469,753	\$ 387,456	\$ 386,506
Billing & Accounting	\$ 231,725	\$ 261,562	\$ 290,022	\$ 304,523	\$ 319,749	\$ 335,737	\$ 352,524	\$ 370,150	\$ 388,657	\$ 408,090	\$ 428,495	\$ 449,919	\$ 472,415
Upcoming Projects													
Mid/Long Term Projects	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 225,000	\$ 225,000	\$ 225,000	\$ 225,000	\$ 225,000	\$ 225,000	\$ 225,000	\$ 225,000
Lift Station Upgrades (3)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 380,000	\$ 380,000	\$ 380,000	\$ 380,000
Total Expenditures	\$ 5,858,221	\$ 5,439,989	\$ 5,610,422	\$ 5,996,264	\$ 5,398,318	\$ 5,892,386	\$ 5,864,983	\$ 6,047,699	\$ 6,203,505	\$ 6,751,768	\$ 6,922,788	\$ 7,022,039	\$ 7,212,659
Net Change in Fund Balance	\$ (476,336)	\$ 22,956	\$ (302,085)	\$ (628,768)	\$ 49,222	\$ (363,603)	\$ (86,339)	\$ (7,839)	\$ 109,445	\$ (153,317)	\$ (25,860)	\$ 186,931	\$ 322,536
Beginning Fund Balance	\$ 5,370,231	\$ 4,893,984	\$ 4,916,940	\$ 4,614,855	\$ 3,986,087	\$ 4,035,309	\$ 3,671,706	\$ 3,585,366	\$ 3,577,528	\$ 3,686,972	\$ 3,533,655	\$ 3,507,795	\$ 3,694,726
Ending Fund Balance	\$ 4,893,984	\$ 4,916,940	\$ 4,614,855	\$ 3,986,087	\$ 4,035,309	\$ 3,671,706	\$ 3,585,366	\$ 3,577,528	\$ 3,686,972	\$ 3,533,655	\$ 3,507,795	\$ 3,694,726	\$ 4,017,262
% Reserved	83.54%	90.39%	82.26%	66.48%	74.75%	62.31%	61.13%	59.16%	59.43%	52.34%	50.67%	52.62%	55.70%
Total Personnel Costs	\$ 838,441	\$ 845,620	\$ 899,295	\$ 944,260	\$ 991,473	\$ 1,041,046	\$ 1,093,099	\$ 1,147,754	\$ 1,205,141	\$ 1,265,398	\$ 1,328,668	\$ 1,395,102	\$ 1,464,857
% of Waste Water Utility Expenditures	14.31%	15.54%	16.03%	15.75%	18.37%	17.67%	18.64%	18.98%	19.43%	18.74%	19.19%	19.87%	20.31%
Debt Service Coverage													
Net Revenue/All Revenue Debt	1.70	2.07	1.74	1.71	1.67	1.59	1.86	1.94	2.03	2.12	2.21	2.30	2.40
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)	0.50	0.87	0.54	0.51	0.47	0.39	0.66	0.74	0.83	0.92	1.01	1.10	1.20
Waste Water Capital Fund Summary (611 & 613)													
Beginning Balance	\$ (2,545,176)	\$ 2,115,501	\$ 2,335,501	\$ 2,355,501	\$ 2,575,501	\$ 2,508,079	\$ 2,728,079	\$ 2,460,079	\$ 2,680,079	\$ 2,900,079	\$ 3,120,079	\$ 3,340,079	\$ 3,560,079
Transfers In	\$ 5,029,510	\$ 353,000	\$ 368,000	\$ 628,350	\$ 220,000	\$ 424,500	\$ 460,000	\$ 495,000	\$ 495,000	\$ 495,000	\$ 495,000	\$ 495,000	\$ 495,000
Expenses	\$ 368,833	\$ 133,000	\$ 348,000	\$ 408,350	\$ 287,422	\$ 204,500	\$ 728,000	\$ 275,000	\$ 275,000	\$ 275,000	\$ 275,000	\$ 275,000	\$ 275,000
Ending Balance	\$ 2,115,501	\$ 2,335,501	\$ 2,355,501	\$ 2,575,501	\$ 2,508,079	\$ 2,728,079	\$ 2,460,079	\$ 2,680,079	\$ 2,900,079	\$ 3,120,079	\$ 3,340,079	\$ 3,560,079	\$ 3,780,079
Assigned Balance (Savings for Future Expenditures, FY Balance as Listed)													
Membrane Replacement	\$ 1,014,663	\$ 1,045,051	\$ 1,265,051	\$ 1,485,051	\$ 1,417,629	\$ 1,637,629	\$ 1,369,629	\$ 1,589,629	\$ 1,809,629	\$ 2,029,629	\$ 2,249,629	\$ 2,469,629	\$ 2,689,629
Unassigned Balance	\$ 1,100,838	\$ 1,290,450	\$ 1,090,450	\$ 1,090,450	\$ 1,090,450	\$ 1,090,450	\$ 1,090,450	\$ 1,090,450	\$ 1,090,450	\$ 1,090,450	\$ 1,090,450	\$ 1,090,450	\$ 1,090,450

FY24 SALES REVENUE on pace to exceed \$5.3M

ACCOUNTS FOR insurance proceeds from fire and flood at plant

ADD spare pump for lift station (\$50K)

ADD Progress Park Lift Station Phase 1 (\$98K)

SETASIDE future membrane replacements (\$220K)

ADD dump truck (\$200K)

REPLACE membranes (\$287K in FY27 and \$488K in FY29)

Waste Water Utility Budget & Forecast

Waste Water Rate Increase Analysis																			
		Monthly Waste Water Costs Based on Usage																	
		FY23	FY24	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32	FY33	FY34	FY35					
Consumption in Gallons	3,000	\$ 42.50	\$ 42.50	\$ 42.50	\$ 42.50	\$ 42.50	\$ 42.50	\$ 43.78	\$ 45.09	\$ 46.44	\$ 47.83	\$ 49.27	\$ 50.75	\$ 52.27					
	5,000	\$ 53.76	\$ 53.76	\$ 53.76	\$ 53.76	\$ 53.76	\$ 53.76	\$ 55.37	\$ 57.03	\$ 58.75	\$ 60.51	\$ 62.32	\$ 64.19	\$ 66.12					
	8,000	\$ 70.65	\$ 70.65	\$ 70.65	\$ 70.65	\$ 70.65	\$ 70.65	\$ 72.77	\$ 74.95	\$ 77.20	\$ 79.52	\$ 81.90	\$ 84.36	\$ 86.89					
	11,000	\$ 87.54	\$ 87.54	\$ 87.54	\$ 87.54	\$ 87.54	\$ 87.54	\$ 90.17	\$ 92.87	\$ 95.66	\$ 98.53	\$ 101.48	\$ 104.53	\$ 107.66					
	15,000	\$ 110.06	\$ 110.06	\$ 110.06	\$ 110.06	\$ 110.06	\$ 110.06	\$ 113.36	\$ 116.76	\$ 120.27	\$ 123.87	\$ 127.59	\$ 131.42	\$ 135.36					
	3,000		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.28	\$ 1.31	\$ 1.35	\$ 1.39	\$ 1.44	\$ 1.48	\$ 1.52					
	5,000	Additional Waste Water Cost/Month	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.61	\$ 1.66	\$ 1.71	\$ 1.76	\$ 1.82	\$ 1.87	\$ 1.93					
	8,000		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2.12	\$ 2.18	\$ 2.25	\$ 2.32	\$ 2.39	\$ 2.46	\$ 2.53					
	11,000		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2.63	\$ 2.70	\$ 2.79	\$ 2.87	\$ 2.96	\$ 3.04	\$ 3.14					
	15,000		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3.30	\$ 3.40	\$ 3.50	\$ 3.61	\$ 3.72	\$ 3.83	\$ 3.94					
	3,000	Additional Waste Water Cost/Year	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15.30	\$ 15.76	\$ 16.23	\$ 16.72	\$ 17.22	\$ 17.74	\$ 18.27					
	5,000		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 19.35	\$ 19.93	\$ 20.53	\$ 21.15	\$ 21.78	\$ 22.44	\$ 23.11					
	8,000		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25.43	\$ 26.20	\$ 26.98	\$ 27.79	\$ 28.63	\$ 29.48	\$ 30.37					
	11,000		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 31.51	\$ 32.46	\$ 33.43	\$ 34.44	\$ 35.47	\$ 36.53	\$ 37.63					
	15,000		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 39.62	\$ 40.81	\$ 42.03	\$ 43.30	\$ 44.59	\$ 45.93	\$ 47.31					

Tax Increment Financing (TIF) Summary of Existing & Forecasted Debt

Fiscal Year	TIF Valuation	TIF Revenue	TIF Rebates	Repayment of Fund	Current TIF Bond Payments										Upcoming	Projected TIF Bond Payments					Total Debt Transfers	Cash On Hand	Beginning Cash	Surplus/ (Deficit)	Ending Cash						
					2012B	2013	2013C	2014C	2015A	2017A	2017B	2018A	FGR Agreement	2019A	2020A	2021A	2022A	2023A	2024A	2025						2026	2027	2028	2029		
2023	\$ 170,693,182	\$ 4,706,374	\$ 289,198	\$ 1,485	\$ 198,915	\$ 40,000	\$ 403,863	\$ 343,900	\$ 297,850	\$ 138,150	\$ 527,781	\$ 351,970	\$ 325,000	\$ 950,500	\$ 484,300	\$ 230,990								\$ 4,583,902	\$ -	\$ 2,593,160	\$ 122,472	\$ 2,715,632			
2024	\$ 163,539,779	\$ 4,482,108	\$ 506,455	\$ 100,000			\$ 410,200	\$ 343,300	\$ 297,200	\$ 139,050	\$ 523,081	\$ 348,570		\$ 948,900	\$ 481,300	\$ 213,640	\$ 420,412							\$ 4,732,108	\$ 250,000	\$ 2,715,632	\$ (250,000)	\$ 2,465,632			
2025	\$ 158,651,383	\$ 4,516,282	\$ 109,938				\$ 342,200	\$ 296,725			\$ 524,381	\$ 350,620		\$ 957,000	\$ 478,485	\$ 211,936	\$ 480,658	\$ 764,339						\$ 4,516,282	\$ -	\$ 2,465,632	\$ -	\$ 2,465,632			
2026	\$ 167,687,882	\$ 4,611,417	\$ 350,000					\$ 301,050			\$ 525,081	\$ 347,070		\$ 949,600	\$ 475,285	\$ 210,036	\$ 475,158	\$ 762,339	\$ 465,798						\$ 4,861,417	\$ 250,000	\$ 2,465,632	\$ (250,000)	\$ 2,215,632		
2027	\$ 186,899,300	\$ 5,139,731	\$ 1,250,000								\$ 530,481	\$ 348,370		\$ 462,000	\$ 466,985	\$ 208,136	\$ 474,508	\$ 764,739	\$ 465,241	\$ 419,270					\$ 5,389,731	\$ 250,000	\$ 2,215,632	\$ (250,000)	\$ 1,965,632		
2028	\$ 196,223,435	\$ 5,396,144	\$ 1,250,000								\$ 529,962	\$ 344,370		\$ 458,800	\$ 463,685	\$ 211,236	\$ 468,558	\$ 761,339	\$ 465,972	\$ 418,770	\$ 423,452				\$ 5,796,144	\$ 400,000	\$ 1,965,632	\$ (400,000)	\$ 1,565,632		
2029	\$ 215,826,045	\$ 5,935,216	\$ 1,250,000								\$ 533,600	\$ 345,220		\$ 460,500	\$ 465,285	\$ 209,286	\$ 467,458	\$ 762,339	\$ 466,374	\$ 419,427	\$ 422,947	\$ 632,780			\$ 6,435,216	\$ 500,000	\$ 1,565,632	\$ (500,000)	\$ 1,065,632		
2030	\$ 219,047,996	\$ 6,023,820	\$ 1,250,000									\$ 345,770		\$ 457,000	\$ 461,685	\$ 212,336	\$ 466,058	\$ 762,539	\$ 466,347	\$ 419,789	\$ 423,611	\$ 632,431	\$ 476,253		\$ 6,373,820	\$ 350,000	\$ 1,065,632	\$ (350,000)	\$ 715,632		
2031	\$ 240,456,797	\$ 6,612,562	\$ 1,250,000									\$ 340,695		\$ 458,400	\$ 457,985	\$ 215,336	\$ 469,358	\$ 761,939	\$ 465,921	\$ 419,765	\$ 423,977	\$ 635,634	\$ 475,685	\$ 587,867		\$ 6,962,562	\$ 350,000	\$ 715,632	\$ (350,000)	\$ 365,632	
2032	\$ 227,805,966	\$ 6,264,664	\$ 1,250,000											\$ 459,600	\$ 454,185	\$ 213,081	\$ 467,708	\$ 760,539	\$ 467,806	\$ 419,382	\$ 423,952	\$ 634,436	\$ 476,432	\$ 587,543		\$ 6,614,664	\$ 350,000	\$ 365,632	\$ (350,000)	\$ 15,632	
2033	\$ 207,445,225	\$ 5,704,744	\$ 1,250,000													\$ 215,723	\$ 464,758	\$ 763,339	\$ 466,145	\$ 421,078	\$ 423,565	\$ 632,774	\$ 476,843	\$ 590,519		\$ 5,704,744	\$ -	\$ 15,632	\$ -	\$ 15,632	
2034	\$ 194,817,536	\$ 5,357,482	\$ 900,000														\$ 218,098	\$ 467,008	\$ 760,139	\$ 466,540	\$ 419,583	\$ 425,279	\$ 634,615	\$ 476,815	\$ 589,406		\$ 5,357,482	\$ -	\$ 15,632	\$ -	\$ 15,632
2035	\$ 186,718,290	\$ 5,134,753	\$ 900,000													\$ 463,808	\$ 761,139	\$ 761,139	\$ 466,049	\$ 419,938	\$ 423,768	\$ 635,810	\$ 476,380	\$ 587,861		\$ 5,134,753	\$ -	\$ 15,632	\$ -	\$ 15,632	
2036	\$ 169,952,638	\$ 4,673,698	\$ 900,000															\$ 761,139	\$ 464,935	\$ 419,496	\$ 424,127	\$ 636,121	\$ 478,307	\$ 589,572		\$ 4,673,698	\$ -	\$ 15,632	\$ -	\$ 15,632	
2037	\$ 169,843,061	\$ 4,670,684	\$ 900,000															\$ 760,200	\$ 465,543	\$ 418,494	\$ 423,681	\$ 635,476	\$ 476,608	\$ 590,682		\$ 4,670,684	\$ -	\$ 15,632	\$ -	\$ 15,632	
2038	\$ 152,970,608	\$ 4,206,692	\$ 900,000															\$ 763,200		\$ 419,041	\$ 422,668	\$ 633,799	\$ 477,012	\$ 590,971		\$ 4,206,692	\$ -	\$ 15,632	\$ -	\$ 15,632	
2039	\$ 137,834,294	\$ 3,790,443	\$ 900,000															\$ 765,000				\$ 423,221	\$ 635,340	\$ 476,510	\$ 590,372		\$ 3,790,443	\$ -	\$ 15,632	\$ -	\$ 15,632

Projects completed, money borrowed & actual payment schedule finalized.

Project completed or in progress, money not borrowed & payment schedule estimated.

Projects not completed, money not borrowed & payment schedule estimated.

Summary of Proposed Debt		
	Amount	Term
2024	\$ 6,000,000	12
2025	\$ 5,000,000	12
2026	\$ 5,600,000	12
2027	\$ 4,500,000	12
2028	\$ 2,500,000	10
TOTAL	\$ 23,600,000	

For additional information about projects, refer to CIP.

General Obligation (GO) Summary of Existing & Forecasted Debt

Fiscal Year	Debt Service Valuation	Valuation Growth	Current GO Bond Payments										Upcoming	Projected GO Bond Payments					Total Payments	Cash on Hand	Tax Rate	Increase
			2013A	2013B	2015A	2017A	2018A	FGR Agreement	2020A	2021A	2022A	2023A	2024A	2025	2026	2027	2028	2029				
2023	\$ 1,218,401,348		\$ 276,405	\$ 162,928	\$ 92,150	\$ 196,800	\$ 116,663	\$ 325,000	\$ 501,915	\$ 358,222									\$ 2,030,083	\$ 542,238	\$ 1.22	
2024	\$ 1,247,838,683	2.42%		\$ 164,440	\$ 90,450	\$ 201,550	\$ 113,963		\$ 493,567	\$ 355,222	\$ 13,758								\$ 1,432,950	\$ 5,685	\$ 1.14	\$ (0.08)
2025	\$ 1,316,022,929	5.46%			\$ 93,750	\$ 126,100	\$ 111,263		\$ 490,267	\$ 357,222	\$ 13,458	\$ 103,661							\$ 1,295,721	\$ 5,180	\$ 0.98	\$ (0.16)
2026	\$ 1,355,503,617	3.00%			\$ 91,950	\$ 127,650	\$ 113,563		\$ 486,867	\$ 354,172	\$ 13,158	\$ 101,661	\$ 450,114						\$ 1,739,135	\$ -	\$ 1.28	\$ 0.30
2027	\$ 1,396,168,725	3.00%				\$ 129,050	\$ 110,713		\$ 483,367	\$ 356,122	\$ 12,858	\$ 103,461	\$ 449,577	\$ 545,260					\$ 2,190,408	\$ 400,000	\$ 1.28	\$ (0.00)
2028	\$ 1,438,053,787	3.00%					\$ 112,863		\$ 479,767	\$ 358,022	\$ 12,558	\$ 100,661	\$ 450,283	\$ 544,609	\$ 180,349				\$ 2,239,112	\$ 350,000	\$ 1.31	\$ 0.03
2029	\$ 1,481,195,401	3.00%					\$ 109,863		\$ 476,067	\$ 359,872	\$ 12,258	\$ 102,861	\$ 450,672	\$ 545,465	\$ 181,149	\$ 476,253			\$ 2,714,460	\$ 400,000	\$ 1.56	\$ 0.25
2030	\$ 1,525,631,263	3.00%					\$ 111,863		\$ 472,267	\$ 356,672	\$ 11,958	\$ 104,861	\$ 450,645	\$ 545,936	\$ 180,514	\$ 475,685	\$ 515,384		\$ 3,225,785	\$ -	\$ 2.11	\$ 0.55
2031	\$ 1,571,400,201	3.00%					\$ 108,608		\$ 468,367	\$ 363,472	\$ 11,658	\$ 101,661	\$ 450,234	\$ 545,904	\$ 181,017	\$ 476,432	\$ 515,100	\$ 116,413	\$ 3,338,865	\$ -	\$ 2.12	\$ 0.01
2032	\$ 1,618,542,207	3.00%							\$ 464,367	\$ 364,842	\$ 11,358	\$ 130,461	\$ 452,055	\$ 545,405	\$ 180,083	\$ 476,843	\$ 517,709	\$ 116,929	\$ 3,260,053	\$ -	\$ 2.01	\$ (0.11)
2033	\$ 1,667,098,473	3.00%								\$ 365,989	\$ 11,058	\$ 105,061	\$ 450,450	\$ 547,612	\$ 180,260	\$ 476,815	\$ 516,733	\$ 116,519	\$ 2,770,497	\$ -	\$ 1.66	\$ (0.35)
2034	\$ 1,717,111,427	3.00%								\$ 366,739	\$ 10,758	\$ 101,461	\$ 450,832	\$ 545,667	\$ 180,227	\$ 476,380	\$ 515,379	\$ 116,843	\$ 2,764,286	\$ -	\$ 1.61	\$ -
2035	\$ 1,768,624,770	3.00%								\$ 367,081	\$ 11,453	\$ 102,861	\$ 450,357	\$ 546,129	\$ 181,151	\$ 478,307	\$ 516,879	\$ 116,241	\$ 2,770,458	\$ -	\$ 1.57	\$ -
2036	\$ 1,821,683,513	3.00%								\$ 372,007		\$ 104,061	\$ 449,281	\$ 545,554	\$ 180,471	\$ 476,608	\$ 517,852	\$ 116,355	\$ 2,762,188	\$ -	\$ 1.52	\$ (0.05)
2037	\$ 1,876,334,018	3.00%								\$ 371,427			\$ 449,868	\$ 544,250	\$ 180,696	\$ 477,012	\$ 518,106	\$ 116,334	\$ 2,657,693	\$ -	\$ 1.42	\$ (0.10)
2038	\$ 1,932,624,039	3.00%												\$ 544,963		\$ 476,510	\$ 517,581	\$ 116,930	\$ 1,655,984	\$ -	\$ 0.86	\$ (0.56)
2039	\$ 1,990,602,760	3.00%														\$ 475,371	\$ 516,214	\$ 116,491	\$ 1,108,076	\$ -	\$ 0.56	\$ (0.30)

Projects completed, money borrowed & actual payment schedule finalized.

Projects completed or in progress, money not borrowed & payment schedule estimated.

Projects not completed, money not borrowed & payment schedule estimated.

Summary of Proposed Debt			
	Amount	Term	
2025	\$ 5,015,000	12	
2026	\$ 1,475,000	10	
2027	\$ 4,500,000	12	
2028	\$ 570,000	15	
2029	\$ 950,000	10	
TOTAL	\$ 12,510,000		
For information about projects, refer to CIP.			

General Fund Revenue Projection (as it relates to TIF Valuation)

	FY23 Actual	FY24 Budget	FY25 Budget	FY26 Estimated	FY27 Estimated	FY28 Estimated	FY29 Estimated
Taxable Valuation	\$ 1,218,401,348	\$ 1,247,838,683	\$ 1,316,022,929	\$ 1,355,503,617	\$ 1,396,168,725	\$ 1,438,053,787	\$ 1,481,195,401
TIF Valuation	\$ 170,693,182	\$ 163,539,779	\$ 158,651,383	\$ 167,687,882	\$ 186,899,300	\$ 196,223,435	\$ 215,826,045
General Fund Valuation	\$ 1,047,708,166	\$ 1,084,298,904	\$ 1,157,371,546	\$ 1,187,815,735	\$ 1,209,269,425	\$ 1,241,830,352	\$ 1,265,369,356
General Fund Revenues Generated by the Adjusted City General Fund Levy (ACGFL)	\$ 8,486,436	\$ 8,782,821	\$ 9,101,660	\$ 9,157,917	\$ 9,140,512	\$ 9,202,579	\$ 9,193,152
Revenue Impact Based on TIF Valuation		\$ 57,943	\$ 38,443	\$ (69,670)	\$ (145,213)	\$ (69,096)	\$ (142,417)

Property Tax Rate Analysis

Annual Property Tax Rate Projections & Comparisons									
	FY23	FY24	FY25	FY26	FY27	FY28	FY29		
General Fund	\$ 8.10	\$ 8.10	\$ 7.86	\$ 7.71	\$ 7.56	\$ 7.41	\$ 7.27		
Trust & Agency	\$ 2.00	\$ 2.21	\$ 2.29	\$ 2.29	\$ 2.29	\$ 2.29	\$ 2.29		
Insurance	\$ -	\$ -	\$ 0.24	\$ 0.25	\$ 0.26	\$ 0.27	\$ 0.29		
Debt Service	\$ 1.22	\$ 1.14	\$ 0.98	\$ 1.28	\$ 1.28	\$ 1.31	\$ 1.56		
Total	\$ 11.32	\$ 11.45	\$ 11.37	\$ 11.53	\$ 11.39	\$ 11.29	\$ 11.41		
\$ Adjustment		\$ 0.13	\$ (0.08)	\$ 0.16	\$ (0.14)	\$ (0.10)	\$ 0.12		
% Adjustment		1.13%	-0.70%	1.40%	-1.20%	-0.92%	1.05%		

Residential Property Tax Projections & Comparisons									
Home Value	FY23	FY24	FY25	FY26	FY27	FY28	FY29	Annual Average Increase	
Median = \$232,000									
\$150,000	\$ 958	\$ 930	\$ 790	\$ 802	\$ 792	\$ 785	\$ 793		
Annual Adjustment		\$ (28.29)	\$ (139.37)	\$ 11.08	\$ (9.59)	\$ (7.28)	\$ 8.25	\$ (27.53)	
\$250,000	\$ 1,597	\$ 1,550	\$ 1,317	\$ 1,336	\$ 1,320	\$ 1,308	\$ 1,322		
Annual Adjustment		\$ (47.16)	\$ (232.28)	\$ 18.46	\$ (15.99)	\$ (12.13)	\$ 13.74	\$ (45.89)	
\$400,000	\$ 2,555	\$ 2,480	\$ 2,108	\$ 2,137	\$ 2,112	\$ 2,092	\$ 2,114		
Annual Adjustment		\$ (75.45)	\$ (371.65)	\$ 29.54	\$ (25.58)	\$ (19.41)	\$ 21.99	\$ (73.43)	
Rollback	56.41%	54.13%	46.34%	46.34%	46.34%	46.34%	46.34%		

Commercial Property Tax Projections & Comparisons									
Building Value	FY23	FY24	FY25	FY26	FY27	FY28	FY29	Annual Average Increase	
\$500,000	\$ 5,096	\$ 4,546	\$ 4,372	\$ 4,434	\$ 4,381	\$ 4,340	\$ 4,386		
Annual Adjustment		\$ (549.49)	\$ (173.66)	\$ 61.28	\$ (53.06)	\$ (40.26)	\$ 45.61	\$ (118.26)	
\$750,000	\$ 7,643	\$ 7,123	\$ 6,931	\$ 7,028	\$ 6,944	\$ 6,880	\$ 6,952		
Annual Adjustment		\$ (520.62)	\$ (191.78)	\$ 97.14	\$ (84.11)	\$ (63.82)	\$ 72.30	\$ (115.15)	
\$1,500,000	\$ 15,287	\$ 14,853	\$ 14,607	\$ 14,811	\$ 14,634	\$ 14,500	\$ 14,652		
Annual Adjustment		\$ (434.01)	\$ (246.14)	\$ 204.72	\$ (177.26)	\$ (134.50)	\$ 152.37	\$ (105.80)	
Rollback (up to \$150,000)	90.00%	54.65%	46.34%	46.34%	46.34%	46.34%	46.34%		
Rollback (over \$150,000)	90.00%	90.00%	90.00%	90.00%	90.00%	90.00%	90.00%		

Resolution No. 2024-36

**RESOLUTION SETTING TIME AND PLACE FOR A
PUBLIC HEARING FOR THE PURPOSE OF
CONSIDERING THE FISCAL YEAR 2024-2025 BUDGET**

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

WHEREAS, the City Council of North Liberty, Iowa is preparing the annual budget for the Fiscal Year 2024-2025; and

WHEREAS, a public hearing is required on the proposed budget before the budget is adopted and certified to the County Auditor; and

WHEREAS, interested residents or taxpayers having comments for or against the proposed property tax rate may appear and be heard at the public hearing at the City Council meeting on Tuesday, April 23, 2024 at 6:30 PM at the Council Chambers, 1 Quail Creek Circle, North Liberty, Iowa.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of North Liberty, Iowa, that this confirms that the city council order the publication of a notice of public hearing pertaining to the proposed budget not less than ten (10) days nor more than twenty (20) days prior to the date set for the hearing.

APPROVED AND ADOPTED this 9th day of April, 2024.

CITY OF NORTH LIBERTY:

CHRIS HOFFMAN, 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



Easement Agreement

Prepared by and Return to:
Scott C. Peterson, 3 Quail Creek Circle, P.O. Box 77, North Liberty, IA 52317 319-626-5767

**28E Agreement between
the City of Coralville, Iowa, and the City of North Liberty, Iowa
for Certain Sanitary Sewer Services**

WHEREAS, both the City of Coralville, Iowa, ("Coralville") and City of North Liberty, Iowa, ("North Liberty") are public agencies as defined by Section 28E.2 of the Code of Iowa (2014) and hereinafter may be referred to as "City" or "Cities";

WHEREAS, each City has a portion of its territory for which sanitary sewer services may be provided more efficiently by the other;

WHEREAS, the Cities have determined that it is in their best interests to provide sanitary sewer services to the other City's residents in certain areas of each City;

WHEREAS, the Cities desire to set forth their respective duties and costs associated with the provision of sanitary sewer services in an efficient and equitable manner, as specifically contemplated in Chapter 28E of the Code of Iowa (2014).

IT IS NOW AGREED that Coralville and North Liberty enter into an agreement pursuant to Section 28E.12 of the Code of Iowa (2014), providing for the sharing of sanitary sewer services and to that end, specifically the Cities agree as follows:

1. **PURPOSE.** The purpose of this Agreement is to define and assign specific responsibilities and outline reimbursable costs for the provision of sanitary sewer services of each City to certain territory in the other City, as is beneficial and necessary to the public's use thereof.
2. **SCOPE.** Coralville and North Liberty enter into this agreement with the intent to cooperate and assist one another in minimizing costs for providing sewer services to certain areas in each city, thereby affecting user rates in a positive manner in each City for the foreseeable future.

3. CONSIDERATION AND NO SEPARATE LEGAL ENTITY. The mutual consideration herein is the sharing of sanitary sewer services, as specified herein. No separate legal entity is created by this Agreement. The Coralville City Administrator shall administer Coralville's duties and responsibilities herein and the North Liberty City Administrator shall administer North Liberty's duties and responsibilities herein.

4. DIVISION OF SEWER SERVICE AND MAINTENANCE RESPONSIBILITY: The sewer service areas that are subject to this Agreement are depicted on Exhibit A, attached hereto and incorporated herein by this reference. Each City agrees that all maintenance and repair of trunk lines and service lines will be the responsibility of the jurisdiction within which the trunk or service lines lie and in accordance with the normal maintenance and repair practices of each, except as set forth in Subparagraph 6A.

5. INITIAL CONSTRUCTION.

A. North Liberty shall construct an "East Trunk Line" generally east of its existing sewer facility that shall serve the East Trunk Service Area within Coralville as shown in Exhibit A, as well as the North Liberty development basins in the area. Said East Trunk Line shall be completed and operational no later than December 31, 2017.

B. At the time North Liberty accepts the East Trunk Line construction as a public improvement, Coralville shall pay to North Liberty a pro-rated per-acre cost for the acreage in Coralville to be served by the trunk line based on the actual "per acre" construction and financing cost of the trunk line (estimated cost: \$1,500,000.00). Said payment shall be made within thirty (30) days of acceptance of the project.

C. Any connections by Coralville to the East Trunk Line shall be subject to plan review and approval by the North Liberty City Administrator, which approval shall not be unreasonably withheld.

D. Within five (5) years after the payment set out in Subparagraph (B) above, Coralville shall construct a "North Trunk Line" generally north to the Coralville-North Liberty corporate boundary that shall serve North Liberty's Fox Valley Service Area within North Liberty as shown in Exhibit A, as well as the Coralville development basins in the area.

E. At the time Coralville accepts the North Trunk Line construction, North Liberty shall pay Coralville the actual cost to oversize said trunk line (estimated cost: \$100,000.00) in order to serve the Fox Valley Service Area. Said payment shall be made within thirty (30) days of acceptance of the project.

F> Any connections by North Liberty to the North Trunk Line shall be subject to plan review and approval by the Coralville City Administrator, which approval shall not be unreasonably withheld.

6. NORMAL MAINTENANCE.

A. Each City agrees to perform all normal maintenance reasonably necessary for any part of the sanitary sewer system within its corporate limits. Further, each City agrees that:

- a. The North Liberty East Side Trunk Line shall be constructed and maintained by the City of North Liberty. See Exhibit B.
- b. The City of North Liberty shall construct the line under North Liberty Road as depicted on Exhibit B. Upon the project, including this stub, being accepted, the City of Coralville shall then become responsible for maintenance, repair and future replacement of the stub.
- c. The City of Coralville shall construct and maintain the sewer line connecting that stub to Coralville's East Trunk Sewer Area. See Exhibit B.

B. Each City agrees to monitor and control greases, fats and oil within the basins consistent with City of North Liberty standards.

C. Each City agrees to monitor and take reasonable action to control inflow and infiltration ("I & I") in its own system that then enters the other City's system under this agreement. Each City reserves the right to raise any particular problems with the other City and, if not resolved informally, use the dispute resolution set out in Paragraph 16. Each City shall act in good faith in complying with the intent and spirit of this subparagraph.

7. PERMITS. Each City is responsible for the permitting process for all parts of the sanitary sewer system within its own corporate city limits.

8. SERVICES. For residents of one City who are provided sanitary sewer services by the other City:

A. Residents within the territories depicted on Exhibit A shall be billed and pay their own City for sanitary sewer services consistent with each City's billing practices and procedures.

B. In the event of any issues with the municipal part of the sanitary sewer system, residents shall contact their respective City.

9. PAYMENT OF OTHER FEES. Nothing herein is intended to alter either City's ultimate discretion and ability to collect hook up or other similar fees that are paid for by private parties when properties are developed within the corporate boundaries of each City.

10. LIABILITY AND THIRD-PARTY RIGHTS.

A. Nothing herein is intended to alter either City's ultimate responsibility for their own right-of-way, including liability for or immunity from third party claims. Nor is this 28E Agreement intended to create any third-party benefits. Rather, this Agreement is intended as an efficient way to provide sewer services in an efficient and effective manner to affected residents of both cities.

B. Each City shall remain responsible for its own negligent acts or omissions with respect to construction, maintenance and repair of its sanitary sewer system within its own boundaries.

11. NOTICES. Any notice by one City to the other to City is effective by ordinary mail addressed to:

City Administrator
City of Coralville
1512 7th Street
Coralville, IA 52241

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

12. EFFECTIVE DATE. This Agreement shall be effective when approved and signed by both the Coralville City Council and the North Liberty City Council, and filed with the Iowa Secretary of State as provided in Section 28E.8 of the Code of Iowa (2014).

13. REVIEW OF THE AGREEMENT. At any time during the term of the Agreement, either City may initiate review of this Agreement by contacting the other City, at which time both parties shall consider modifications of the Agreement, as appropriate. Annexation or de-annexation of land in either City, which includes any portion of the territory listed herein, shall require either renegotiation of this Agreement or alteration of Exhibit A as provided for above.

14. DURATION AND TERMINATION.

A. Once effective, this Agreement shall be in effect for ten (10) years after the date it is executed. At the end of the initial ten (10) year effective period, the Agreement shall be automatically renewed for an additional five (5) year period, unless either City objects in writing to such renewal at least twenty four (24) months prior to the renewal date.

B. Both cities enter into this agreement understanding the importance of working together and acting in good faith in order to provide financial benefits to each City and ultimately their citizens. It is with this in mind that the Cities commit to resolving all issues and, when good cause exists, amending this agreement in order to keep the agreement in place for the foreseeable future.

C. Either City may terminate the agreement if the other City does not comply with the terms of this agreement in a substantial manner, in which case the City having good cause to terminate the agreement shall give the other City notice at least twenty four (24) months in advance of the date of termination.

15. INTERPRETATION AND ENFORCEMENT. Interpretation and enforcement of the Agreement shall be in accordance with Chapter 28E of the Code of Iowa (2014) and statutes respecting the rights and responsibilities of the political subdivisions.

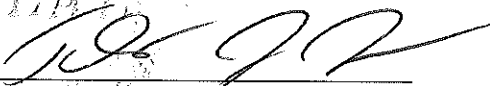
16. DISPUTE RESOLUTION. Matters in dispute or subject to interpretation shall be first submitted to the parties for resolution prior to either party pursuing administrative or judicial remedies. In the event such matters must be submitted to the parties, they shall be submitted specifically to the City Administrator of the City of Coralville, as representative for Coralville, and to the City Administrator of the City of North Liberty, as representative for North Liberty, who will both make a good faith effort to resolve the dispute.

17. SUPERSEDING EFFECT. This agreement replaces and supersedes any existing 28E agreements between the City of Coralville and the City of North Liberty relating to sharing sanitary sewer service and maintenance responsibilities.

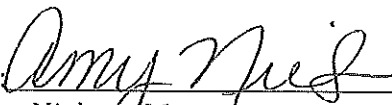
DATED this 14th day of June, 2016.

CITY OF CORALVILLE

By: 
John A. Lundell, Mayor

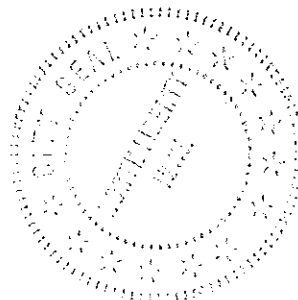
By: 
Thorsten J. Johnson, City Clerk

CITY OF NORTH LIBERTY

By: 
Amy Nielsen, Mayor

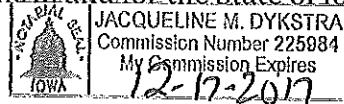
ATTEST: 
Tracey Mulcahey, City Clerk

STATE OF IOWA)
) ss:
JOHNSON COUNTY)



On this 9th day of June, 2015, 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. 15-71 of the City Council on the 9th day of June, 2015; 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.

Jacqueline M Dykstra
 Notary Public in and for the State of Iowa



STATE OF IOWA)
) ss
 COUNTY OF JOHNSON)

On this 20th day of June, 2016, before me a Notary Public in and for said County, personally appeared John A. Lundell and Thorsten J. Johnson, to me personally known, who being duly sworn that they are the Mayor and City Clerk, respectively of the City of Coralville, Iowa, a Municipal Corporation, created and existing under the laws of the State of Iowa, and that the seal affixed to the foregoing instrument is the seal of said Municipal Corporation, and that said instrument was signed and sealed on behalf of said Municipal Corporation by authority and resolution of its City Council and said Mayor and City Clerk acknowledged said instrument to be the free act and deed of said Municipal Corporation by it voluntarily executed.

Deanne M Marshak
 Notary Public in and for the State of Iowa

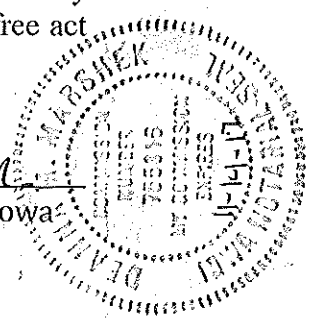
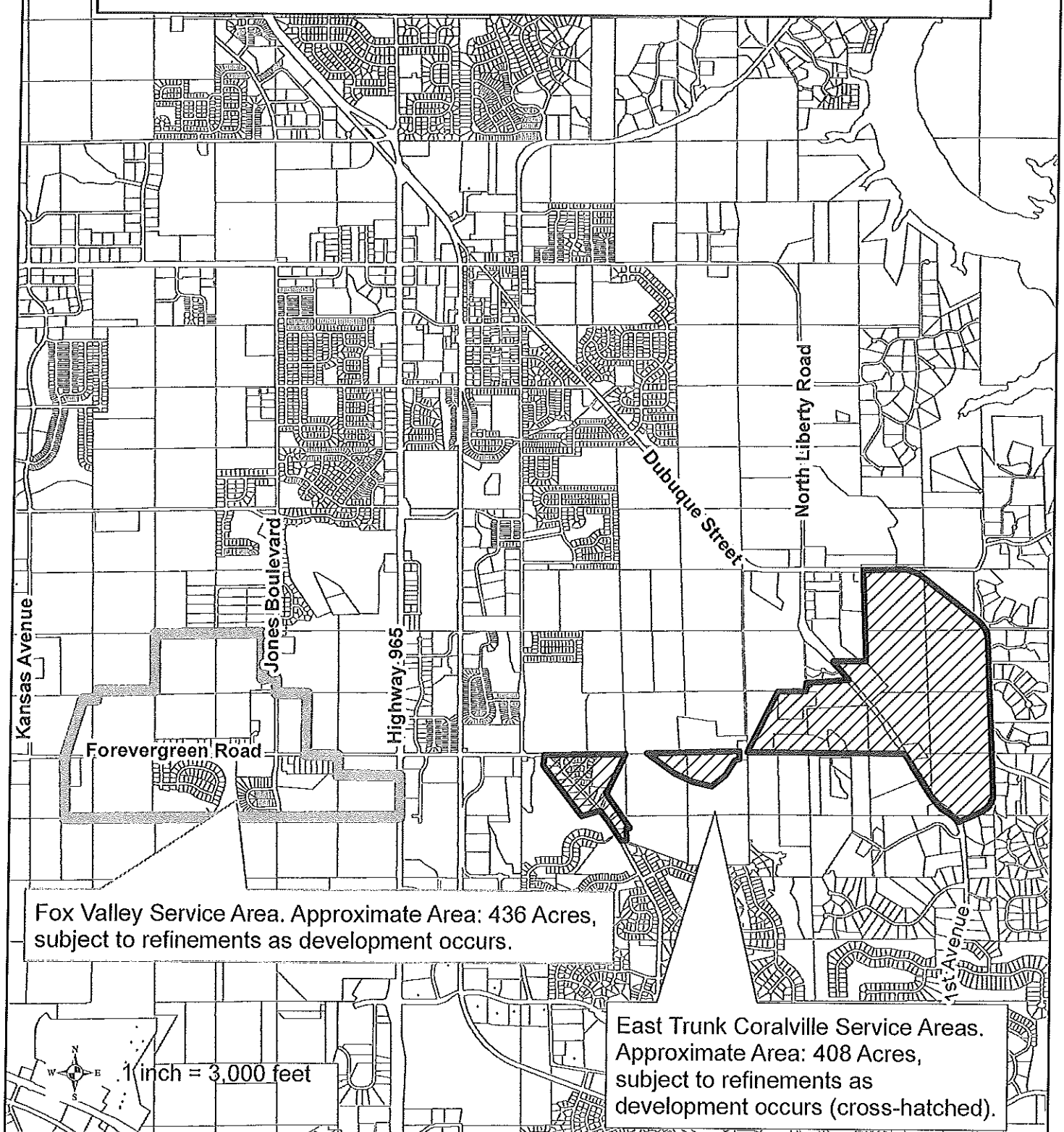


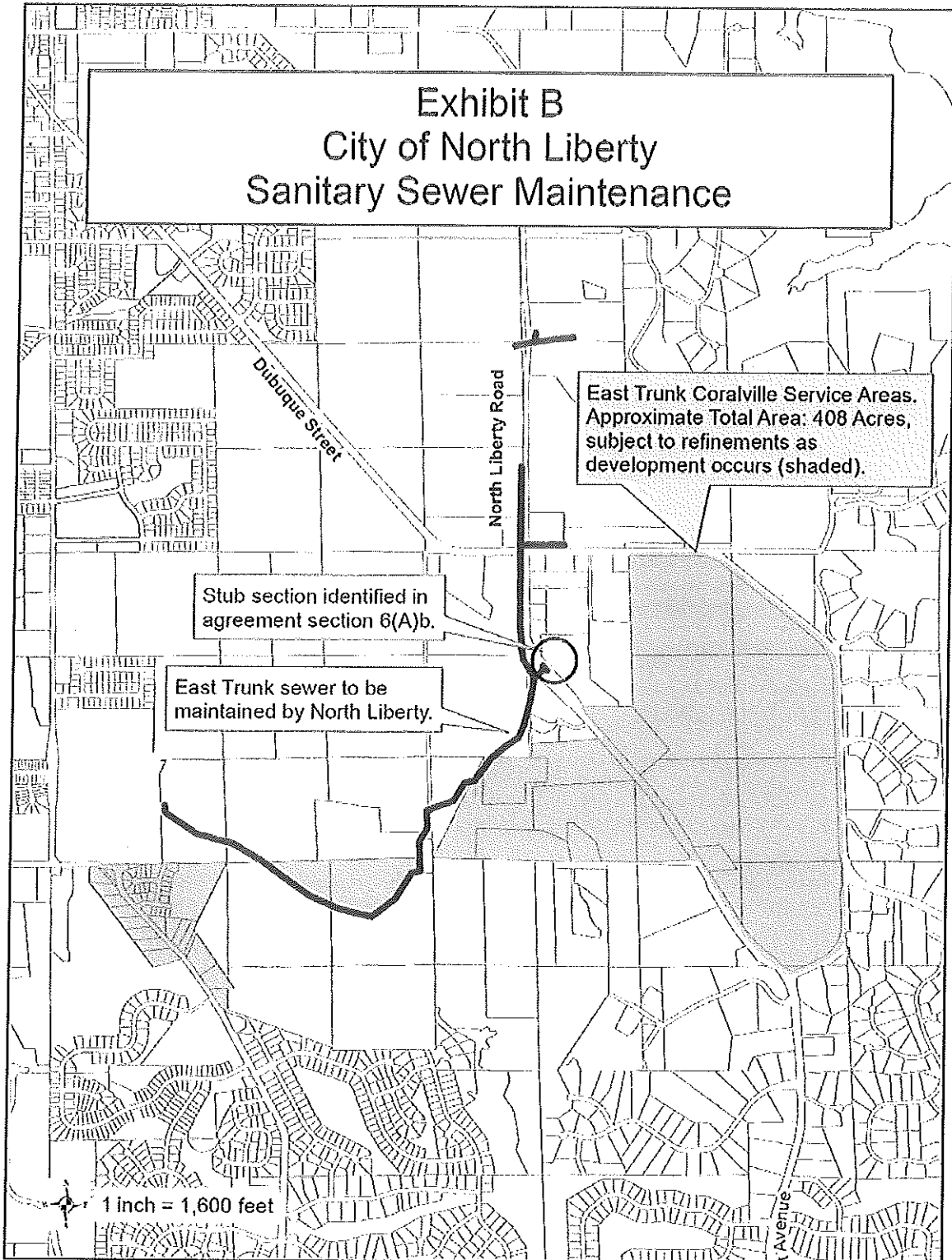
Exhibit A Fox Valley and East Trunk Sanitary Sewer Areas



Fox Valley Service Area. Approximate Area: 436 Acres, subject to refinements as development occurs.

East Trunk Coralville Service Areas. Approximate Area: 408 Acres, subject to refinements as development occurs (cross-hatched).

Exhibit B City of North Liberty Sanitary Sewer Maintenance



Prepared by: Kevin D. Olson, Coralville City Attorney, 1512 7th Street, Coralville, IA 52241, (319) 248-1700.
Return to: City of Coralville, Iowa, 1512 7th Street, Coralville, Iowa 52241

**PERPETUAL SANITARY SEWER EASEMENT AND TEMPORARY
CONSTRUCTION EASEMENT AGREEMENT**

THIS AGREEMENT, made and entered into by and between **City of North Liberty, Iowa**, hereafter referred to as "GRANTOR", and the **City of Coralville**, an Iowa municipal corporation, hereinafter referred to as "CITY."

FOR THE PARTIES' JOINT AND MUTUAL CONSIDERATION IT IS HEREBY AGREED AS FOLLOWS:

1. THAT UNDERSIGNED CITY has requested an easement interest across certain real estate owned by GRANTOR legally described in Exhibit "A" attached to this easement and by this reference made a part hereof.
2. That the GRANTOR hereby grants and conveys to the CITY a nonexclusive permanent sanitary sewer easement for the purposes of constructing, operating, maintaining, repairing, using and reconstructing sanitary sewer mains in the easement area described and shown as in Exhibit "A" attached hereto in connection with that certain improvement project heretofore referred to as the "CITY OF CORALVILLE CENTRAL TRUNK SEWER IMPROVEMENTS PROJECT – PHASE 2" hereinafter referred to as the "Project."
3. That the GRANTOR does hereby also grant to the CITY a temporary construction easement to further facilitate the initial construction of the Project in the area described and shown in Exhibit "A" attached hereto. Further, said temporary construction easement shall automatically terminate and become non-existent after acceptance of the Project by the Coralville City Council.
4. That the GRANTOR consents to changes of grade of the easement area in connection with the initial construction of the improvements and GRANTOR accepts said change(s).
5. Subject to the terms and conditions of the Agreement referenced in Paragraph 4, that the CITY shall have the right to make excavations and to grade as it may find reasonably necessary only for (i) the construction, operation, repair, maintenance and reconstruction of the Project in the permanent easement area; and (ii) for the construction and installation of the Project in the temporary construction easement

area.

6. That the CITY shall have the right, with notice to GRANTOR, to trim and remove all trees and bushes which may interfere with the exercise of the CITY'S rights pursuant to this Agreement; however, if valuable timber is to be removed, it may be timely claimed as the property of the GRANTOR and promptly removed.
7. That the CITY shall have the right of ingress and egress to and from the easement areas by such route as shall occasion the least practical damage and inconvenience to the GRANTOR.
8. That the GRANTOR reserves the right to use the above-described easement areas for purposes which do not materially interfere with the rights granted in this Agreement.
9. That, specifically and without limiting the general restriction of use set forth in Paragraph 8 above, the GRANTOR shall not erect, construct or locate in the permanent easement area any structure or object that would prevent the CITY's reasonable access to the permanent easement area or prevent the public's full enjoyment of the rights granted hereunder, nor shall the GRANTOR allow or cause any substantial fill or cut over said easement without the written consent of the CITY, which consent shall not be unreasonably withheld.
10. That the CITY agrees to promptly repair any damages within the permanent and temporary easement areas, with the intent being to restore the surface of said areas to as close to original condition as is reasonably practicable given the permanent rights granted hereunder.
11. That the CITY shall indemnify GRANTOR against (i) any loss, damage or injury to the GRANTOR or the GRANTOR's property, and (ii) any loss, damage, injury, claim or other liability to any third party which may occur as a result of the CITY's, or its representatives', agents', or contractors' exercise of the easement rights granted hereunder by the CITY, except for loss which may be occasioned by a diminution in business or personal use.
12. That the GRANTOR acknowledges that possession of that certain easement interest described in this Agreement is the essence of this agreement and the GRANTOR does hereby grant the CITY immediate possession of said real property.
13. That the CITY will be responsible for fees to record this easement Agreement. The CITY will also replace any property pins displaced because of the Project construction.
14. That provisions hereof shall inure to the benefit of and bind the heirs, successors, personal representatives and assigns of the respective parties hereto, and all covenants shall apply to and run with the land. This Agreement shall be recorded at the time of its execution with the understanding that the CITY has complete and absolute sole ownership, use and control of the facilities and equipment constructed in the permanent easement area in accordance with the grant of rights conveyed herein.
15. That this written Perpetual Sanitary Sewer Easement and Temporary Construction Easement Agreement

shall be fully binding upon the parties hereto. No waiver, change, modification or amendment of this Agreement shall be binding upon the GRANTOR or the CITY unless in writing and signed by both parties. The waiver by either party of a breach of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent breach of that provision or of any other provision or condition in this Agreement.

- 16. That this written Perpetual Sanitary Sewer Easement and Temporary Construction Easement Agreement is intended to set forth all of the commitments, responsibilities and obligations as between the GRANTOR and the CITY in connection with the easement rights granted herein. Accordingly, the terms of this Agreement supersede and replace all prior oral negotiations and written documentation provided to facilitate negotiation of the easement rights granted herein, specifically including without limitation, the terms and provisions of that certain partial acquisition contract that pertain to the easement rights granted via this Agreement.

Dated this _____ day of _____, 2024.

GRANTOR:
City of North Liberty, Iowa

CITY OF CORALVILLE:

By: _____
Chris Hoffman, Mayor

Meghann Foster, Mayor

ATTEST:

ATTEST:

Tracey Mulcahey, City Clerk

Thorsten J. Johnson, City Clerk

STATE OF IOWA, COUNTY OF JOHNSON, ss:

This instrument was acknowledged before me on this ____ day of _____, 2024, by Meghann Foster and Thorsten J. Johnson, as Mayor and City Clerk of the City of Coralville, Iowa, respectively.

Notary Public

STATE OF IOWA, COUNTY OF JOHNSON, ss:

This instrument was acknowledged before me on this ____ day of _____, 2024, by Chris Hoffman and Tracey Mulcahey as Mayor and City Clerk respectively of the City of North Liberty, Iowa.

Notary Public

PERPETUAL SANITARY SEWER & TEMPORARY CONSTRUCTION EASEMENT FOR THE CITY OF CORALVILLE, IOWA

INDEX LEGEND

COUNTY: JOHNSON
SECTION: 19 TOWNSHIP: 80 RANGE: 6
ALIQUOT PART: SE1/4 - NW1/4
CITY: NORTH LIBERTY, IA

LOCATION: LOT 5 - McLAUGHLIN'S FIRST ADD.

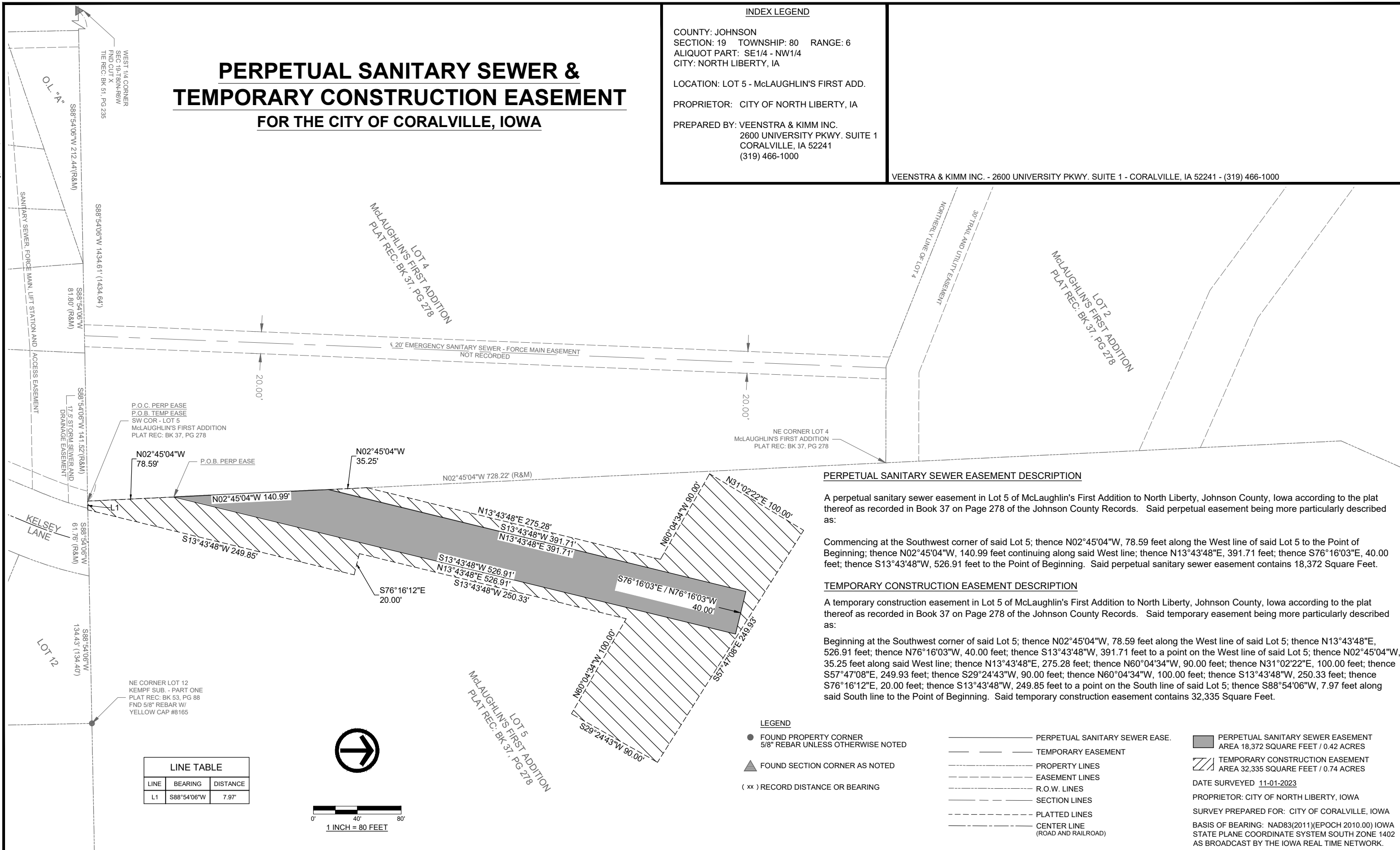
PROPRIETOR: CITY OF NORTH LIBERTY, IA

PREPARED BY: VEENSTRA & KIMM INC.
2600 UNIVERSITY PKWY. SUITE 1
CORALVILLE, IA 52241
(319) 466-1000

VEENSTRA & KIMM INC. - 2600 UNIVERSITY PKWY. SUITE 1 - CORALVILLE, IA 52241 - (319) 466-1000

PLOTTED: Tuesday, March 26, 2024 8:23:45 PM

X-REFS: Aerial Coralville & Iowa City
FILE PATH: Z:\CORALVILLE 283278 KEMPF LIFT STATION ABANDONMENT - DSCADD\PRODUCTION DRAWINGS\PE-01 CITY OF NORTH LIBERTY EASEMENT



PERPETUAL SANITARY SEWER EASEMENT DESCRIPTION

A perpetual sanitary sewer easement in Lot 5 of McLaughlin's First Addition to North Liberty, Johnson County, Iowa according to the plat thereof as recorded in Book 37 on Page 278 of the Johnson County Records. Said perpetual easement being more particularly described as:

Commencing at the Southwest corner of said Lot 5; thence N02°45'04"W, 78.59 feet along the West line of said Lot 5 to the Point of Beginning; thence N02°45'04"W, 140.99 feet continuing along said West line; thence N13°43'48"E, 391.71 feet; thence S76°16'03"E, 40.00 feet; thence S13°43'48"W, 526.91 feet to the Point of Beginning. Said perpetual sanitary sewer easement contains 18,372 Square Feet.

TEMPORARY CONSTRUCTION EASEMENT DESCRIPTION

A temporary construction easement in Lot 5 of McLaughlin's First Addition to North Liberty, Johnson County, Iowa according to the plat thereof as recorded in Book 37 on Page 278 of the Johnson County Records. Said temporary easement being more particularly described as:

Beginning at the Southwest corner of said Lot 5; thence N02°45'04"W, 78.59 feet along the West line of said Lot 5; thence N13°43'48"E, 526.91 feet; thence N76°16'03"W, 40.00 feet; thence S13°43'48"W, 391.71 feet to a point on the West line of said Lot 5; thence N02°45'04"W, 35.25 feet along said West line; thence N13°43'48"E, 275.28 feet; thence N60°04'34"W, 90.00 feet; thence N31°02'22"E, 100.00 feet; thence S57°47'08"E, 249.93 feet; thence S29°24'43"W, 90.00 feet; thence N60°04'34"W, 100.00 feet; thence S13°43'48"W, 250.33 feet; thence S76°16'12"E, 20.00 feet; thence S13°43'48"W, 249.85 feet to a point on the South line of said Lot 5; thence S88°54'06"W, 7.97 feet along said South line to the Point of Beginning. Said temporary construction easement contains 32,335 Square Feet.

LEGEND

- FOUND PROPERTY CORNER
5/8" REBAR UNLESS OTHERWISE NOTED
- ▲ FOUND SECTION CORNER AS NOTED
- (xx) RECORD DISTANCE OR BEARING
- PERPETUAL SANITARY SEWER EASE.
- TEMPORARY EASEMENT
- PROPERTY LINES
- EASEMENT LINES
- R.O.W. LINES
- SECTION LINES
- PLATTED LINES
- CENTER LINE
(ROAD AND RAILROAD)
- ▨ PERPETUAL SANITARY SEWER EASEMENT
AREA 18,372 SQUARE FEET / 0.42 ACRES
- ▨ TEMPORARY CONSTRUCTION EASEMENT
AREA 32,335 SQUARE FEET / 0.74 ACRES

DATE SURVEYED 11-01-2023
PROPRIETOR: CITY OF NORTH LIBERTY, IOWA
SURVEY PREPARED FOR: CITY OF CORALVILLE, IOWA
BASIS OF BEARING: NAD83(2011)(EPOCH 2010.00) IOWA
STATE PLANE COORDINATE SYSTEM SOUTH ZONE 1402
AS BROADCAST BY THE IOWA REAL TIME NETWORK.

DATE	REVISIONS	SCALE	AS NOTED
2023-2-2	EXISTING EASEMENT REVISION	DRAWN	BCT
2024-3-26	TEMPORARY CONSTRUCTION EASEMENT REVISION	CHECKED	DRS
		APPROVED	DRS
		DATE	11-15-2023
		ISSUED FOR	



KEMPF LIFT STATION ABANDONMENT
CITY OF CORALVILLE, JOHNSON COUNTY, IOWA

2600 University Parkway, Suite 1 • Coralville, Iowa 52241
319-466-1000 • 319-466-1008(FAX) • 888-241-8001(WATS)

<h2 style="margin: 0;">PERPETUAL SANITARY SEWER EASEMENT & TEMPORARY CONSTRUCTION EASEMENT LOT 5 McLAUGHLIN'S FIRST ADDITION</h2>	<p>SHEET NO. PE-01</p> <p>PROJECT 283278</p>
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Resolution No. 2024-37

A RESOLUTION APPROVING THE PERPETUAL SANITARY SEWER EASEMENT AND TEMPORARY CONSTRUCTION EASEMENT AGREEMENT BETWEEN THE CITY OF CORALVILLE AND THE CITY OF NORTH LIBERTY

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

WHEREAS, the City of Coralville is requesting a perpetual and temporary construction easement to facilitate the Coralville Central Trunk Sewer Improvements Project – Phase 2;

WHEREAS, it is the parties' desire to agree and establish, in writing, their understanding concerning the agreement for the project.

NOW, THEREFORE, BE IT RESOLVED that the attached agreement between the City of Coralville and the City of North Liberty is approved for the property legally described as follows:

PERPETUAL SANITARY SEWER EASEMENT DESCRIPTION

A perpetual sanitary sewer easement in Lot 5 of McLaughlin's First Addition to North Liberty, Johnson County, Iowa according to the plat thereof as recorded in Book 37 on Page 278 of the Johnson County Records. Said perpetual easement being more particularly described as:

Commencing at the Southwest corner of said Lot 5; thence N02°45'04"W, 78.59 feet along the West line of said Lot 5 to the Point of Beginning; thence N02°45'04"W, 140.99 feet continuing along said West line; thence N13°43'48"E, 391.71 feet; thence S76°16'03"E, 40.00 feet; thence S13°43'48"W, 526.91 feet to the Point of Beginning. Said perpetual sanitary sewer easement contains 18,372 Square Feet.

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Lot 5; thence S88°54'06"W, 7.97 feet along said South line to the Point of Beginning. Said temporary construction easement contains 32,335 Square Feet.

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

APPROVED AND ADOPTED this 9th day of April, 2024.

CITY OF NORTH LIBERTY:

CHRIS HOFFMAN, 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



West Penn Street Project

Prepared by and Return to:
Grant D. Lientz, 3 Quail Creek Circle, P.O. Box 77, North Liberty, IA 52317 319-626-5767

**PERMANENT RIGHT OF WAY EASEMENT AND TEMPORARY
CONSTRUCTION EASEMENT AGREEMENT**

This agreement is made and entered into by and between EC Farm, LLC, owners of the real estate described herein, (hereinafter referred to as "Property Owner," which expression shall include their agents, successors or assigns), James Avenue Sod Farm LLC, a tenant of Property Owner on the real estate described herein (hereinafter referred to as "Tenant") the CITY OF NORTH LIBERTY, IOWA, a municipal corporation, (hereinafter referred to as "City," which expression shall include its agents, successors or assigns) and Johnson County, Iowa.

IT IS HEREBY AGREED AS FOLLOWS:

For the sum of one dollar (\$1.00) plus other valuable consideration, the receipt of which is hereby acknowledged, Property Owner hereby grants and conveys to Johnson County, Iowa, a permanent easement for right-of-way purposes (Division I) and conveys to City a temporary easement (Division II) for the public purpose of improving West Penn Street and James Avenue NW, including widening and paving of the roadway with concrete, installing shoulders, and lowering the slope of the ditch (the "Project"), under, over, through and across the areas described in the exhibits, which are attached.

Additionally, as part of the consideration for this agreement,

- A. Property Owner will not be assessed for any costs for the design and construction of the Project, plans for which are on file at City Hall, nor shall Property Owner be responsible for the initial costs of constructing or maintaining the Project; however, connection fees, frontage fees, or other typical and customary fees will be collected by City at the time any part of the property is developed.
- B. City shall be responsible for the recording of this Agreement and payment of the costs for the same.
- C. City shall indemnify and hold harmless Property Owner and Tenant, their successors and assigns, from and against any loss, damage, expense, cost, third party claims, causes of action, or other liabilities arising out of, or purporting to arise out of, City's exercise of the rights granted under this Agreement. This indemnification and hold harmless shall include, but is not

limited to, reasonable legal fees and cost of defense incurred by Property Owner or Tenant.

- D. Tenant relinquishes any rights to occupy the real estate described herein as it concerns Division I and II below.

DIVISION I – PERMANENT EASEMENT FOR RIGHT OF WAY AND DRAINAGE

1. Property Owner does hereby grant and convey to Johnson County a permanent easement for right-of-way purposes, including constructing and maintaining roadway and drainage improvements. The permanent easement area being granted and conveyed by this Agreement is depicted and legally described in Exhibit A, which is attached and fully incorporated herein.
2. Johnson County's rights under the permanent easement granted and conveyed herein by the Property Owner run indefinitely with the land.

DIVISION II – TEMPORARY EASEMENT

Property Owner, Tenant and City agree that:

1. The temporary easement area being granted and conveyed by this Agreement is depicted on and legally described in Exhibit B, which is attached and fully incorporated herein and referred to herein as "Temporary Construction Easement Area."
2. Property Owner does hereby grant and convey to City a temporary construction easement for the purpose of facilitating City's construction of the Project described above.
3. Neither Property Owner nor Tenant shall erect any landscaping, fences, or structures over, under or within the temporary construction easement area during the construction of the Project, without obtaining the prior written approval of the City Engineer.
4. Neither Property Owner nor Tenant shall change the grade, elevation or contour of any part of the Temporary Construction Easement Area without obtaining the prior written consent of the City Engineer during the same timeframe, which consent shall not be unreasonably withheld.
5. City shall have the right of access to the Temporary Construction Easement Area and have all rights of ingress and egress reasonably necessary for the use and enjoyment of the easement area as herein described, including but not limited to the right to remove any unauthorized obstructions or structures placed or erected on the easement area. City shall exercise such access rights in a manner resulting in the least inconvenience to Property Owner or Tenant.
6. Following the construction and installation of the Project and final acceptance by City, City shall restore the Temporary Construction Easement Area to substantially the same condition as existed prior to the commencement of construction operations. If necessary, City shall provide temporary livestock fencing on the real estate described herein at the request of Tenant.

7. City covenants and agrees that driveways, fences and other site features that are removed or disturbed shall be replaced by City consistent with the final construction plans, which City Engineer shall make available to the Property Owner or Tenant upon request. Any fence unable to be relocated will be replaced with fence of like kind and quality at City's expense. City covenants and agrees that existing underground drainage tiles that are removed or disturbed shall, to the extent reasonably possible, be replaced by City. City further agrees that all grassed areas disturbed by the construction shall be seeded within a reasonable time after construction is complete, and all Tenant grassed areas disturbed by the construction shall be graded and seeded with seed matching Tenant's existing sod seed. Property Owner agrees that trees, shrubs and brush that are removed or disturbed will not be replaced by City.

8. City covenants and agrees to remove and stockpile existing topsoil from areas to be excavated, to be used in the event of any repair. Following installation of the improvements described herein, all areas within the Temporary Construction Easement Area which are disturbed will be graded to form a uniform slope, and topsoil shall be replaced and spread over disturbed areas, thereby restoring said areas substantially to their prior condition, with the exception of the replacement of trees, shrubs and brush.

9. The rights as described above in the Temporary Construction Easement Area shall commence upon execution hereof and shall cease and terminate following the completion of the construction of the Project or December 31, 2024, whichever occurs first.

DIVISION III – GENERAL

Property Owner does hereby covenant with the City that the Property Owner holds said real estate described in this Agreement by title in fee simple subject to the rights of Tenant; that Property Owner has good and lawful authority to convey the same; and that Property Owner covenants to warrant and defend the said premises against the lawful claims of all persons whomsoever. The provisions hereof shall inure to the benefit of and bind the successors and assigns of the respective parties hereto, and all covenants shall apply to and run with the land. City hereby gives Property Owner and Tenant notice of their right to renegotiate construction or maintenance damages not apparent at the time of the signing of this Agreement as required by Iowa Code Section 6B.52 (2023).

Dated this 15th day of April, 2024

PROPERTY OWNER:

Signed: Christine Christian
 By: Christine Christian, Manager

CITY:

Signed: _____
 Chris Hoffman, Mayor

Signed: _____
 Tracey Mulcahey, City Clerk

TENANT:

Signed:

By: Corey Peterson, Manager

JOHNSON COUNTY:

Signed:

Rod Sullivan
Chairperson, Johnson County of Board of Supervisors

STATE OF IOWA, JOHNSON COUNTY: ss

On this 1st day of April, 2024, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared Christine Christian, to me known to be manager of EC Farm, LLC, and who executed the foregoing instrument, and acknowledged that s/he executed the same as her/his voluntary act and deed on behalf of the EC Farm, LLC.



Mark T. Hamer
Notary Public in and for said State

STATE OF IOWA, JOHNSON COUNTY: ss

On this _____ day of _____, 20____, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared Rod Sullivan, to me known to be the person named in and who executed the foregoing instrument, and acknowledged that he executed the same as his voluntary act and deed on behalf of the Board of Supervisors of Johnson County, Iowa.

Notary Public in and for said State

STATE OF IOWA, JOHNSON COUNTY: ss

On this 1st day of April, 2024, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared Corey Peterson, to me known to be manager of James Avenue Sod Farm, LLC, and who executed the foregoing instrument, and acknowledged that s/he executed the same as her/his voluntary act and deed on behalf of the James Avenue Sod Farm, LLC.



Jada L. Melvin
Notary Public in and for said State

STATE OF IOWA, JOHNSON COUNTY: ss

On this _____ day of _____, 20____, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared Chris Hoffman 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 _____, 20____, and that Chris Hoffman 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.

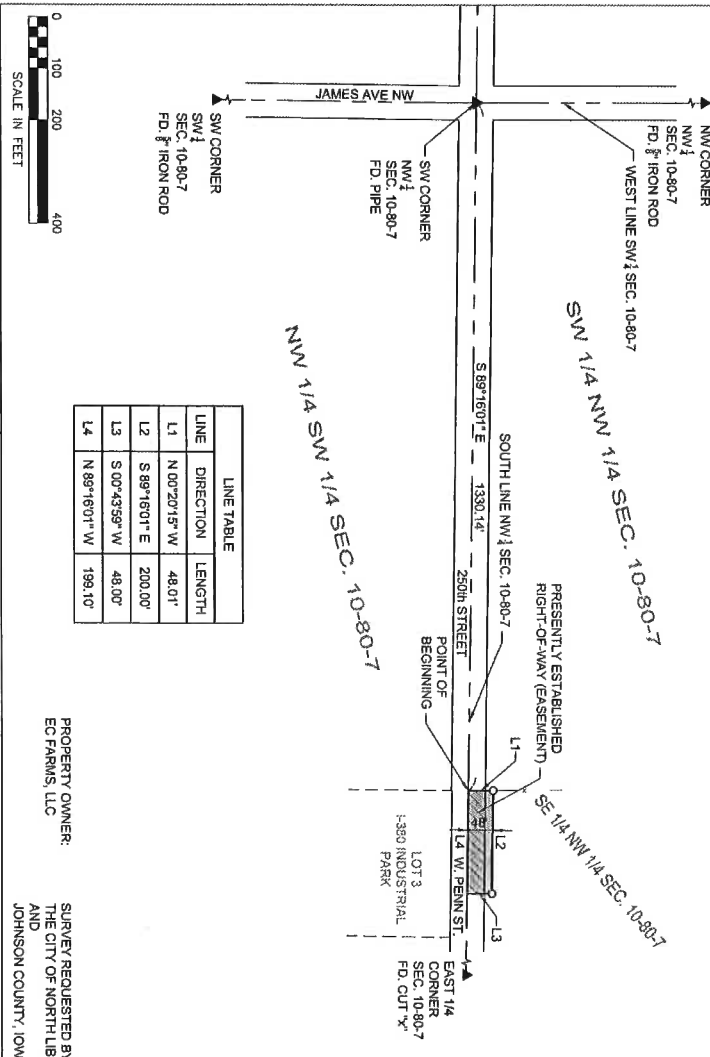
Notary Public in and for the State of Iowa

EXHIBIT A

**EXHIBIT A
RIGHT-OF-WAY ACQUISITION PLAT
A PART THE SOUTHEAST QUARTER OF THE NORTHWEST QUARTER
SECTION 10, TOWNSHIP 80 NORTH, RANGE 7 WEST
JOHNSON COUNTY, IOWA**

City	IA
County	JOHNSON COUNTY
District	DISTRICT OF RECORDING
Document	PLAT OF RIGHT-OF-WAY ACQ. PLAT
Project	250TH STREET
Owner	THE CITY OF NORTH LIBERTY
Surveyor	SHIVE-HATTERY ARCHITECTURE + ENGINEERING
Scale	AS SHOWN
North	TRUE NORTH
Plat No.	250TH STREET

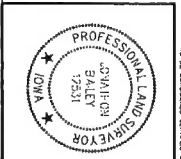
- LEGEND**
- ▲ FOUND SECTION CORNER
 - SET IRON ROD W/ YELLOW CAP #12531



LINE	DIRECTION	LENGTH
L1	N 00°20'15\" W	48.01'
L2	S 89°16'01\" E	200.00'
L3	S 00°43'59\" W	48.00'
L4	N 89°16'01\" W	198.10'

PROPERTY OWNER:
EC PARKS, LLC

SURVEY REQUESTED BY:
THE CITY OF NORTH LIBERTY
AND
JOHNSON COUNTY, IOWA



PRELIMINARY

DESCRIPTION

That part of the Southeast Quarter of the Northwest Quarter of Section 10, Township 80 North, Range 7 West of the 5th P.M., Johnson County, Iowa described as follows:

Commencing as a point of reference at the Southwest Corner of said Northwest Quarter;

thence South 89°16'01" East 1330.14 feet along the south line of said Northwest Quarter (assumed bearing for this description only) to the point of beginning;

thence North 0°20'15" West 48.01 feet along an existing fence line extended southerly and along said fence line;

thence South 89°16'01" East 200.00 feet along a line parallel with and 48 feet in perpendicular distance north of said south line of said Northwest Quarter;

thence South 0°43'59" West 48.00 to a point of intersection with said south line;

thence North 89°16'01" West 198.10 feet along said south line to the point of beginning.

Area: Total area 8,578 square feet with a net area of 2,988 square feet which excludes the presently established right-of-way.

THIS SPACE RESERVED FOR RECORDER'S USE

DATE	7/25/2023	SCALE	AS SHOWN
DRAWN BY	JSB	FIELD BOOK	
APPROVED BY	JSB	REVISION	

SHIVEHATTERY
ARCHITECTURE + ENGINEERING

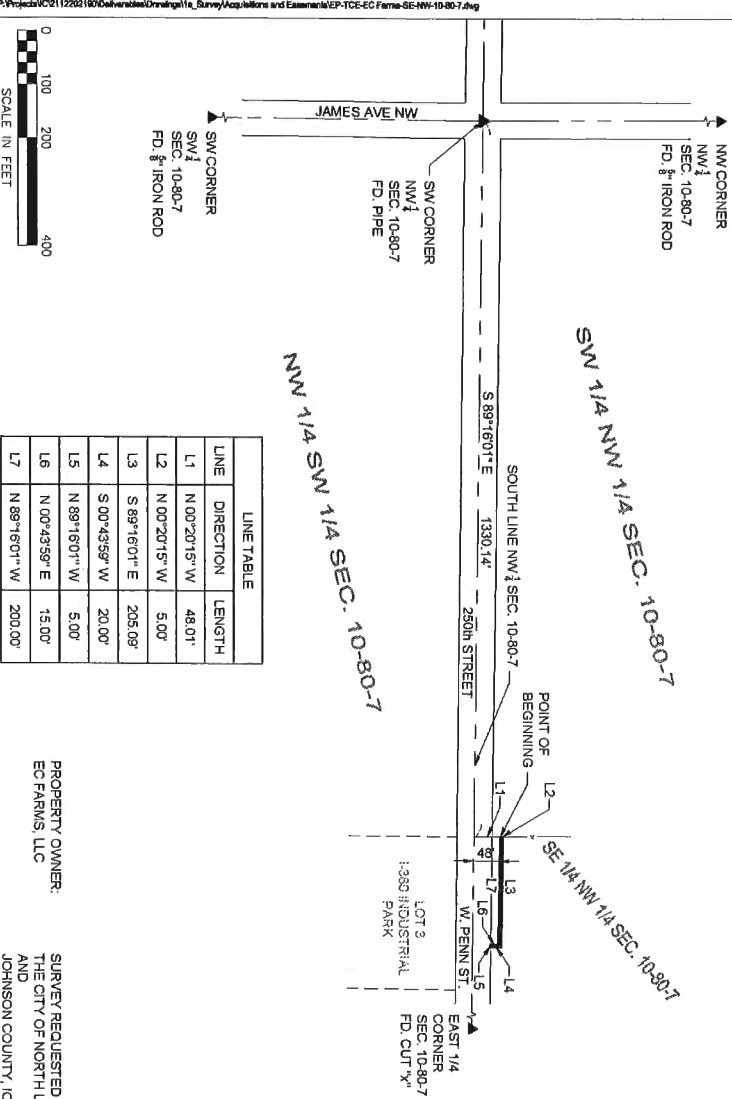
2839 NORTHGATE DRIVE
IOWA CITY, IOWA 52245
319.354.3040 | SHIVE-HATTERY.COM

EXHIBIT B

EASEMENT EXHIBIT B
TEMPORARY CONSTRUCTION EASEMENT
 A PART THE SOUTHEAST QUARTER OF THE NORTHWEST QUARTER
 SECTION 10, TOWNSHIP 80 NORTH, RANGE 7 WEST
 JOHNSON COUNTY, IOWA

City	Wakarusa
County	Johnson County
Parcel ID	1631070001
Map	A PART OF SEC. 10-80-7
Owner	ESTRONS, LLC
Project	2550 INDUSTRIAL PARK
Survey	2550 INDUSTRIAL PARK
Report To	2550 INDUSTRIAL DRIVE IOWA CITY, IOWA 52245 PH: 319.354.3040

LEGEND
 ▲ FOUND SECTION CORNER



LINE	DIRECTION	LENGTH
L1	N 00°20'15" W	48.01'
L2	N 00°20'15" W	5.00'
L3	S 89°16'01" E	205.08'
L4	S 00°43'59" W	20.00'
L5	N 89°16'01" W	5.00'
L6	N 00°43'59" E	15.00'
L7	N 89°16'01" W	200.00'

PROPERTY OWNER:
 EC FARMS, LLC

SURVEY REQUESTED BY:
 THE CITY OF NORTH LIBERTY
 AND
 JOHNSON COUNTY, IOWA

PRELIMINARY

THIS SPACE RESERVED FOR RECORDER'S USE

DESCRIPTION

A temporary construction easement on that part of the Southeast Quarter of the Northwest Quarter of Section 10, Township 80 North, Range 7 West of the 5th P.M., Johnson County, Iowa described as follows:

Commencing as a point of reference at the Southwest Corner of said Northwest Quarter.

thence South 89°16'01" East 1330.14 feet along the south line of said Northwest Quarter (assumed bearing for this description only);

thence North 0°20'15" West 48.01 feet along an existing fence line extended southerly and along said fence line to the point of beginning;

thence continuing North 0°20'15" West 5.00 feet;

thence South 89°16'01" East 205.08 feet;

thence South 0°43'59" West 20.00 feet to a point of intersection with the existing northerly right-of-way of West Penn Street;

thence North 89°16'01" West 5.00 feet along said right-of-way;

thence North 0°43'59" East 15.00 feet;

thence North 89°16'01" West 200.00 feet along a line parallel with and 48 feet in perpendicular distance north of said south line of said Northwest Quarter to the point of beginning.

Area: 1,100 square feet more or less.

SHIVE-HATTERY
 ARCHITECTURE+ENGINEERING

2839 NORTHGATE DRIVE
 IOWA CITY, IOWA 52245
 319.354.3040 | SHIVE-HATTERY.COM

EASEMENT EXHIBIT
 A PART OF THE SE 1/4 NW 1/4 SECTION 10-80-7
 2504 STREET/WEST PENN STREET
 JOHNSON COUNTY, IOWA

DATE	7/29/2023	SCALE	AS SHOWN
DRAWN BY	JSB	FIELD BOOK	
APPROVED BY	JSB	REVISION	

Resolution No. 2024-38

A RESOLUTION APPROVING PERMANENT RIGHT OF WAY EASEMENT AND TEMPORARY CONSTRUCTION EASEMENT AGREEMENTS BETWEEN EC FARM LLC, JAMES AVENUE SOD FARM LLC, 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 has authorized the West Penn Street Public Improvement Project across and adjacent to property owned by EC Farm LLC and leased by James Avenue Sod Farm LLC, and;

WHEREAS, permanent right of way easements and a temporary construction easement over and across the subject properties are necessary for this project, and;

WHEREAS, the City of North Liberty agrees to purchase the necessary easements for \$2,175.00, and damages to the property's farm tenant in the amount of \$600.00; and

WHEREAS, it is the parties' desire to agree and establish, in writing, their understanding concerning the agreement for the project.

NOW, THEREFORE, BE IT RESOLVED that the purchase of permanent right of way and temporary construction easements pursuant to the attached agreements between the City of North Liberty, EC Farm LLC, and James Avenue Sod Farm LLC is approved for the West Penn Street Public Improvement 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 9th day of April, 2024.

CITY OF NORTH LIBERTY:

CHRIS HOFFMAN, 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



IMWCA

Preparer

Information:	<u>Jeff Hovey</u>	<u>500 SW 7th Street, Suite 101</u>	<u>DSM, IA 50309-4506</u>	<u>(515)244-2708</u>
	Name	Street Address	City/State/Zip	Phone

**Iowa Municipalities Workers' Compensation Association 500 SW 7th Street, Suite 101
Des Moines, IA 50309-4506**

Return to Preparer

Resolution No. 2024-39

A RESOLUTION AUTHORIZING THE CITY TO APPLY FOR MEMBERSHIP IN THE IOWA MUNICIPALITIES WORKERS' COMPENSATION ASSOCIATION (IMWCA)

WHEREAS, the Iowa Municipalities Workers' Compensation Association, a Chapter 28E association, has been established as a group self-insurance program, for the purpose of providing coverage for workers' compensation and related employer liability to Iowa cities, counties, 28E entities and a political subdivision and,

WHEREAS, the City of North Liberty desires to become a member of the Association, a self-insured group, in order to obtain coverage for workers' compensation and related employer liability.

NOW THEREFORE BE IT RESOLVED, that the City of North Liberty hereby adopts the Agreement of the Iowa Municipalities Workers' Compensation Association, and authorizes and directs the Mayor and the City Clerk to execute the documents necessary for the City of North Liberty to become a member of the Association.

APPROVED AND ADOPTED this 9th day April, 2024.

CITY OF NORTH LIBERTY:

CHRIS HOFFMAN, 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

~~~~~





# **Fire Station #2 Land Acquisition**

## REAL ESTATE PURCHASE AGREEMENT

1. REAL ESTATE DESCRIPTION. Buyers agree to buy and Sellers agree to sell real estate in Johnson County, Iowa, depicted on the attached Exhibit A, and legally described as follows:
  - a. That part of the Southwest Quarter of the Northeast Quarter of Section 14, Township 80 North, Range 7 West of the 5th P.M., North Liberty, Johnson County, Iowa described as follows: Commencing as a point of reference at the Southwest Corner of said Northeast Quarter; thence North 88°57'02" East 270.00 feet along the south line of said Northeast Quarter (assumed bearing for this description only); thence North 1°02'58" West 45.00 feet to a point of intersection with the northerly right-of-way line of St. Andrews Drive, said point being the point of beginning, thence continuing North 1°02'58" West 341.00 feet; thence North 88°57'02" East 383.00 feet; thence South 1°02'58" East 341.00 feet to a point of intersection with the northerly right-of way of said St. Andrews Drive; thence South 88°57'02" West 383.00 feet along said northerly right-of-way to the point of beginning and containing 3.00 acres more or less.
2. TEMPORARY CONSTRUCTION EASEMENT. In addition, Buyers agree to buy and Sellers agree to sell a temporary construction easement over and across the real estate described on the attached Exhibit B for the purpose of installing sewer services to serve the real estate described in Paragraph 1 above. The temporary construction easement shall expire upon completion of the installation of said sewer service. Buyers shall restore the temporary construction easement area to its original condition upon completion of the installation of said sewer service.
3. PRICE. The purchase price for the property and easement shall be Two Hundred Thirty-Five Thousand Dollars (\$235,000.00). Buyer shall pay the purchase price in full on or before April 12, 2024 (the Settlement Date), at which time Seller shall deliver the Warranty Deed pursuant to the terms of this agreement.
4. REAL ESTATE TAXES. Sellers shall pay all real estate taxes accrued at the time a deed is delivered according to the terms of this agreement to be paid in subsequent years and any unpaid real estate taxes payable in prior years. Buyers shall pay all subsequent real estate taxes. Any proration of real estate taxes on the Real Estate shall be based upon such taxes for the year currently payable unless the parties state otherwise.
5. SPECIAL ASSESSMENTS.
  - a. Sellers shall pay all special assessments which are a lien on the Real Estate at the time a deed is delivered according to the terms of this agreement.

- b. All other special assessments shall be paid by Buyers.
6. RISK OF LOSS AND INSURANCE. All risk of loss shall remain with Sellers until a deed is delivered according to the terms of this agreement.
7. CARE AND MAINTENANCE. The Real Estate shall be preserved in its present condition and delivered intact at the time possession is delivered to Buyers.
8. FARM TENANCY TO SELLER. Buyer grants to Seller, in connection with and as consideration for Seller's sale of the Real Estate to Buyer, a farm tenancy in the Real Estate, with term of not less than three (3) years from the date of the execution of this Agreement (the "Initial Term"). The Initial Term shall end March 1, 2027. Said farm tenancy shall automatically be renewed in one (1) year subsequent terms (each a "Renewal Term") in accordance with the provisions of Iowa Code Chapter 562. Buyer may not terminate the farm tenancy during the Initial Term for any reason except nonpayment of rent. Buyer may terminate the farm tenancy during or in advance of the first three (3) Renewal Terms only for the purposes of construction of a fire station on the Real Estate, or for nonpayment of rent. Buyer may terminate the farm tenancy during or in advance of the fourth and each subsequent Renewal Term for any reason. Annual rent for the farm tenancy is One Dollar, payable March 1 of each year, except for the rent for the first year, which shall be due on the Settlement Date. Seller may prepay the rent for as many years as Seller chooses. Said prepayment shall not affect Buyer's right to terminate the tenancy as provided for in this paragraph. If Buyer or Seller terminates the lease pursuant to this paragraph for any period for which the rent has been prepaid, then promptly after notice of termination, Buyer shall refund the prepaid rent for all periods after the tenancy terminates. Seller may terminate the tenancy for any reason during the Initial Term and at any other time by giving notice to Buyer in accordance with the provisions of Iowa Code Chapter 562. Seller may sublet or assign this lease. Prior to closing and prior to March 1 of each and every year, Seller shall notify Buyer of the name and mailing address of Seller's tenant or assignee.
9. POSSESSION. Possession of the Real Estate shall be delivered to Buyers upon termination of the farm tenancy.
10. PRORATION OF EXPENSES AND PAYMENT OF COSTS. Seller shall pay recording fees for documents needed to cure title defects, and Buyer shall pay real estate transfer tax, other conveyance fees or taxes, recording costs for financing documents and the deed, costs of any title search, title insurance, attorney's opinion, any survey, and all escrow company fees.
  - a. Seller shall pay all real estate taxes that are liens as of the Settlement Date. All subsequent taxes are payable by the Buyer, except that at settlement, Buyer shall be given a credit for taxes from the first day of July prior to the Settlement Date based upon the last known actual net real estate taxes payable according to public records.

11. USE OF PURCHASE PRICE. At time of settlement, funds of the purchase price may be used to pay taxes and other liens and to acquire outstanding interests, if any, of others.
12. ABSTRACT AND TITLE. Buyer may, at their expense, obtain an abstract of title to the Real Estate.
13. DEED. Upon payment of the purchase price, Sellers shall convey the Real Estate to Buyers or their assignees, by warranty deed, free and clear of all liens, restrictions, and encumbrances.
14. JOINT TENANCY IN PROCEEDS AND IN REAL ESTATE. If Sellers, immediately preceding the date of this agreement, hold title to the Real Estate in joint tenancy with full right of survivorship, and the joint tenancy is not later destroyed by operation of law or by acts of the Sellers, then the proceeds of this sale, and any continuing or recaptured rights of Sellers in the Real Estate, shall belong to Sellers as joint tenants with full rights of survivorship and not as tenants in common; and Buyers, in the event of the death of either Seller, agree to pay any balance of the price due Sellers under this contract to the surviving Seller and to accept a deed from the surviving Seller consistent with paragraph 11.
15. JOINDER BY SELLER'S SPOUSE. Seller's spouse, if not a titleholder immediately preceding the date of this agreement, executes this contract only for the purpose of relinquishing all rights of dower, homestead and distributive shares or in compliance with Section 561.13 of the Iowa Code and agrees to execute the deed or real estate contract for this purpose.
16. TIME IS OF THE ESSENCE. Time is of the essence in this contract.
17. REMEDIES OF THE PARTIES
  - a. If Buyers fail to timely perform this contract, Sellers may forfeit it as provided in the Iowa Code, and all payments made shall be forfeited or, at Seller's option, upon thirty days written notice of intention to accelerate the payment of the entire balance because of such failure (during which thirty days such failure is not corrected) Sellers may declare the entire balance immediately due and payable. Thereafter this contract may be foreclosed in equity and the Court may appoint a receiver.
  - b. If Sellers fail to timely perform this contract, Buyers have the right to have all payments made returned to them.
  - c. Buyers and Sellers also are entitled to utilize any and all other remedies or actions at law or in equity available to them and shall be entitled to obtain judgment for costs and attorney fees as permitted by law.
18. APPROVAL OF COURT. If the sale of the Real Estate is subject to Court approval, the fiduciary shall promptly submit this contract for such approval. If this contract is not so approved, it shall be void.

19. CONTRACT BINDING ON SUCCESSORS IN INTEREST. This contract shall apply to and bind the successors in interest of the parties.

20. CONSTRUCTION. Words and phrases shall be construed as in the singular or plural number, and as masculine, feminine or neuter gender, according to the context.

21. OTHER PROVISIONS.

- a. Buyers shall not be bound by this Real Estate Purchase Agreement unless and until it is approved by a majority of the City Council of the City of North Liberty, Iowa. If not so approved on or before April 9, 2024, this Agreement shall be null and void without the necessity of notice from or to either party.
- b. It is understood and agreed that this sale is occurring under the threat and imminence of involuntary conversion (also referred to as condemnation or requisition) by exercise of the power of eminent domain by Buyer.

FOR BUYER:

\_\_\_\_\_  
Chris Hoffman, Mayor, City of North Liberty

\_\_\_\_\_  
Date

FOR SELLER:

  
\_\_\_\_\_  
Harold Cameron

4-1-2024

\_\_\_\_\_  
Date

**Prepared by and Return to:**  
**Grant D. Lientz, 3 Quail Creek Circle, P.O. Box 77, North Liberty, IA 52317 319-626-5767**

### **TEMPORARY CONTRUCTION EASEMENT AGREEMENT**

This agreement is made and entered into by and between HAROLD CAMERON, owner of the real estate described herein, (hereinafter referred to as "Property Owner," which expression shall include their agents, successors or assigns), CASEY WILLIAMS, a tenant of Property Owner on the real estate described herein (hereinafter referred to as "Tenant") and the CITY OF NORTH LIBERTY, IOWA, a municipal corporation, (hereinafter referred to as "City," which expression shall include its agents, successors or assigns).

IT IS HEREBY AGREED AS FOLLOWS:

For the sum of one dollar (\$1.00) plus other valuable consideration, the receipt of which is hereby acknowledged, Property Owner hereby grants and conveys to City a temporary easement for the public purpose of extending sanitary sewer and water utility services to the future site of the West Side Fire Station (the "Project"), under, over, through and across the areas described in the exhibit A, which is attached hereto and by this reference fully incorporated herein.

Additionally, as part of the consideration for this agreement,

- A. Property Owner will not be assessed for any costs for the design and construction of the Project, nor shall Property Owner be responsible for the initial costs of constructing or maintaining the Project; however, connection fees, frontage fees, or other typical and customary fees will be collected by City at the time any part of the surrounding property is developed.
- B. City shall be responsible for the recording of this Agreement and payment of the costs for the same.
- C. City shall indemnify and hold harmless Property Owner and Tenant, their successors and assigns, from and against any loss, damage, expense, cost, third party claims, causes of action, or other liabilities arising out of, or purporting to arise out of, City's exercise of the rights granted under this Agreement. This indemnification and hold harmless shall include, but is not limited to, reasonable legal fees and cost of defense incurred by Property Owner or Tenant.



- D. Tenant and Property Owner relinquish any rights to occupy the real estate described herein as it concerns Division I below upon commencement of the Project until the Project is completed, which is understood to be less than one calendar year. City shall give at least six (6) months' written notice prior to Project commencement, and in no event shall such notice be provided later than March 1 of the year in which the Project shall commence.

### **DIVISION I – TEMPORARY CONSTRUCTION EASEMENT**

Property Owner, Tenant and City agree that:

1. The temporary easement area being granted and conveyed by this Agreement is depicted on and legally described in Exhibit A, which is attached and fully incorporated herein and referred to herein as "Temporary Construction Easement Area."
2. Property Owner does hereby grant and convey to City a temporary construction easement for the purpose of facilitating City's construction of the Project described above.
3. Neither Property Owner nor Tenant shall erect any landscaping, fences, or structures over, under or within the temporary construction easement area during the construction of the Project, without obtaining the prior written approval of the City Engineer.
4. Neither Property Owner nor Tenant shall change the grade, elevation or contour of any part of the Temporary Construction Easement Area without obtaining the prior written consent of the City Engineer during the same timeframe, which consent shall not be unreasonably withheld.
5. City shall have the right of access to the Temporary Construction Easement Area and have all rights of ingress and egress reasonably necessary for the use and enjoyment of the easement area as herein described, including but not limited to the right to remove any unauthorized obstructions or structures placed or erected on the easement area. City shall exercise such access rights in a manner resulting in the least inconvenience to Property Owner or Tenant.
6. Following the construction and installation of the Project and final acceptance by City, City shall restore the Temporary Construction Easement Area to substantially the same condition as existed prior to the commencement of construction operations. If necessary, City shall provide temporary livestock fencing on the real estate described herein at the request of Tenant.
7. City covenants and agrees that driveways, fences and other site features that are removed or disturbed shall be replaced by City consistent with the final construction plans. City covenants and agrees that existing underground drainage tiles that are removed or disturbed shall, to the extent reasonably possible, be replaced by City. City further agrees that all grassed areas disturbed by the construction shall be seeded within a reasonable time after construction is complete. Property Owner agrees that trees, shrubs and brush that are removed or disturbed will not be replaced by City.
8. City covenants and agrees to remove and stockpile existing topsoil from areas to be excavated, to be used in the event of any repair. Following installation of the improvements described

herein, all areas within the Temporary Construction Easement Area which are disturbed will be graded to form a uniform slope, and topsoil shall be replaced and spread over disturbed areas, thereby restoring said areas substantially to their prior condition, with the exception of the replacement of trees, shrubs and brush.

- 9. The rights as described above in the Temporary Construction Easement Area shall commence upon execution hereof and shall cease and terminate following the completion of the construction of the Project.

**DIVISION II – GENERAL**

Property Owner does hereby covenant with the City that the Property Owner holds said real estate described in this Agreement by title in fee simple subject to the rights of Tenant; that Property Owner has good and lawful authority to convey the same; and that Property Owner covenants to warrant and defend the said premises against the lawful claims of all persons whomsoever. The provisions hereof shall inure to the benefit of and bind the successors and assigns of the respective parties hereto, and all covenants shall apply to and run with the land. City hereby gives Property Owner and Tenant notice of their right to renegotiate construction or maintenance damages not apparent at the time of the signing of this Agreement as required by Iowa Code Section 6B.52 (2023).

Dated this 1<sup>st</sup> day of April, 2024.

**PROPERTY OWNER:**

Signed: [Signature]  
By: Harold Cameron  
w.

**CITY:**

Signed: \_\_\_\_\_  
Chris Hoffman, Mayor

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

**TENANT:**

Signed: [Signature]  
By: Casey Williams

STATE OF IOWA, JOHNSON COUNTY: ss

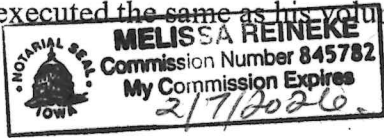
On this 1st day of April, 2024, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared Harold Cameron, individually, to me known to be the person named in and who executed the foregoing instrument, and acknowledged that she executed the same as his voluntary act and deed.

[Signature]  
Notary Public in and for said State



STATE OF IOWA, JOHNSON COUNTY: ss

On this 3 day of April, 2024, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared Casey Williams, Tenant, to me known to be the person named in and who executed the foregoing instrument, and acknowledged that he executed the same as his voluntary act and deed.



Melissa Reineke  
Notary Public in and for said State

STATE OF IOWA, JOHNSON COUNTY: ss

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared Chris Hoffman 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 \_\_\_\_\_, 20\_\_\_\_, and that Chris Hoffman 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



Prepared by and return to: Grant D. Lientz, City of North Liberty, 3 Quail Creek Circle, PO Box 77, North Liberty, IA 52317; (319) 626-5766

### WARRANTY DEED

For the consideration of One Dollar(s) and other valuable consideration, HAROLD W. CAMERON, a single person, does hereby convey to the CITY OF NORTH LIBERTY, IOWA, the following described real estate in Johnson County, Iowa:

That part of the Southwest Quarter of the Northeast Quarter of Section 14, Township 80 North, Range 7 West of the 5th P.M., North Liberty, Johnson County, Iowa described as follows:

Commencing as a point of reference at the Southwest Corner of said Northeast Quarter;

thence North  $88^{\circ}57'02''$  East 270.00 feet along the south line of said Northeast Quarter (assumed bearing for this description only);

thence North  $1^{\circ}02'58''$  West 45.00 feet to a point of intersection with the northerly right-of-way line of St. Andrews Drive, said point being the point of beginning,

thence continuing North  $1^{\circ}02'58''$  West 341.00 feet;

thence North  $88^{\circ}57'02''$  East 383.00 feet;

thence South  $1^{\circ}02'58''$  East 341.00 feet to a point of intersection with the northerly right-of way of said St. Andrews Drive;

thence South  $88^{\circ}57'02''$  West 383.00 feet along said northerly right-of-way to the point of beginning and containing 3.00 acres more or less.

Grantor does hereby covenant with Grantee, and successors in interest, that Grantor holds the real estate by title in fee simple; that he has good and lawful authority to sell and convey the real estate; that the real estate is free and clear of all liens and encumbrances except as may be above stated; and Grantor covenants to warrant and defend the real estate against the lawful claims

of all persons except as may be above stated. Each of the undersigned hereby relinquishes all rights of dower, homestead and distributive share in and to the real estate.

**There is no known private burial site, well, solid waste disposal site, underground storage tank, hazardous waste, or private sewage disposal system on the property as described in Iowa Code section 558.69, and therefore the transaction is exempt from the requirement to submit a groundwater hazard statement.**

Words and phrases herein, including acknowledgment hereof, shall be construed as in the singular or plural number, and as masculine or feminine gender, according to the context.

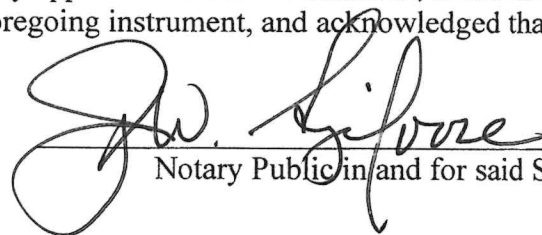
Dated this 1<sup>st</sup> day of April, 2024



Harold W. Cameron, Grantor

STATE OF IOWA, JOHNSON COUNTY: ss

On this 1<sup>st</sup> day of April, 2024, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared Harold W. Cameron, to me known to be the person named in and who executed the foregoing instrument, and acknowledged that he executed the same as his voluntary act and deed.



Notary Public in and for said State





**Part II - TO BE COMPLETED BY THE ASSESSOR**

Assessed values must be as of January 1 of the year in which the sale occurred.

**SECTION A: SINGLE CLASSIFICATION**

Primary Classification: Residential (4); Commercial (5); Industrial (2); Agricultural (1); Multi-residential (7)

City/Township: \_\_\_\_\_

Occupancy: \_\_\_\_\_

Primary Parcel Number: \_\_\_\_\_

Year Built: \_\_\_\_\_

| Class    | Land | Building | Dwelling |
|----------|------|----------|----------|
| Res      | .00  | .00      | .00      |
| Com      | .00  | .00      |          |
| Ind      | .00  | .00      |          |
| Ag       | .00  | .00      | .00      |
| MultiRes | .00  | .00      | .00      |

Subtotal .00

**SECTION B: DUAL CLASSIFICATION**

Primary Classification: Commercial (5);

Industrial (2);

Multi-residential (7)

City/Township: \_\_\_\_\_

Occupancy: \_\_\_\_\_

Primary Parcel Number: \_\_\_\_\_

Year Built: \_\_\_\_\_

| Class    | Land | Building | Dwelling |
|----------|------|----------|----------|
| Com      | .00  | .00      |          |
| Ind      | .00  | .00      |          |
| MultiRes | .00  | .00      | .00      |

Subtotal .00

**Total:** Add Subtotal amounts from Sections A and B

.00

**Enter amount from line 3, page 1**

.00

**Ratio:** Divide Total amount by the amount on line 3, page 1

%

NUTC

Jurisdiction

Comments:



## EXHIBIT A

That part of the Southwest Quarter of the Northeast Quarter of Section 14, Township 80 North, Range 7 West of the 5th P.M., North Liberty, Johnson County, Iowa described as follows:

Commencing as a point of reference at the Southwest Corner of said Northeast Quarter;

thence North  $88^{\circ}57'02''$  East 270.00 feet along the south line of said Northeast Quarter (assumed bearing for this description only);

thence North  $1^{\circ}02'58''$  West 45.00 feet to a point of intersection with the northerly right-of-way line of St. Andrews Drive, said point being the point of beginning,

thence continuing North  $1^{\circ}02'58''$  West 341.00 feet;

thence North  $88^{\circ}57'02''$  East 383.00 feet;

thence South  $1^{\circ}02'58''$  East 341.00 feet to a point of intersection with the northerly right-of way of said St. Andrews Drive;

thence South  $88^{\circ}57'02''$  West 383.00 feet along said northerly right-of-way to the point of beginning and containing 3.00 acres more or less.

**RECEIPT**

On this 12<sup>th</sup> day of April, 2024, the City of North Liberty hereby acknowledges receipt of the sum of five dollars (\$5.00) from Harold Cameron in payment of rent for the real estate described on Exhibit A attached hereto, consisting of three (3) acres. Said payment is made pursuant to Paragraph 8 of the Real Estate Purchase Agreement for said real estate. Said payment is for the period beginning April 12, 2024, and ending March 1, 2029.

The City further acknowledges that on said date and in compliance with said Paragraph 8, Harold notified the City that Harold has sublet said real estate to Casey Williams, whose mailing address is 3762 Osage Street SW, Iowa City, IA 52240. The City further acknowledges that Harold has notified the City that Casey will continue to be the subtenant for said real estate for all future rental periods unless Harold terminates Casey, at which time Harold will so notify the City as to the name and address of any new subtenant.

The City of North Liberty:

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

Print name & title: \_\_\_\_\_

\_\_\_\_\_

## EXHIBIT A

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thence continuing North  $1^{\circ}02'58''$  West 341.00 feet;

thence North  $88^{\circ}57'02''$  East 383.00 feet;

thence South  $1^{\circ}02'58''$  East 341.00 feet to a point of intersection with the northerly right-of-way of said St. Andrews Drive;

thence South  $88^{\circ}57'02''$  West 383.00 feet along said northerly right-of-way to the point of beginning and containing 3.00 acres more or less.

**RESOLUTION NO. 2024-40**

**APPROVAL OF PURCHASE AGREEMENT FOR  
PROPERTY REQUIRED FOR THE WEST SIDE FIRE  
STATION PROJECT**

**WHEREAS**, the City Council approved acquisition of land and easements necessary for the West Side Fire Station Project (the "Project") during the regular City Council Meeting on the September 12, 2023; and

**WHEREAS**, City staff has negotiated a proposed purchase agreement with the owner of the property, Harold Cameron, for the real property rights required for the Project, which contemplate the purchase of three acres of land and construction easement along St. Andrews Drive; and

**WHEREAS**, a deed from Harold Cameron to the City of North Liberty has been prepared, and a copy of said deed is attached hereto and by this reference made a part hereof; and

**WHEREAS**, said deed has been examined and is found to be in proper form; and

**WHEREAS**, the City of North Liberty agrees to provide compensation to Harold Cameron in accordance with the attached purchase agreement in the total amount of Two Hundred Thirty-Five Thousand Dollars (\$235,000.00).

**NOW, THEREFORE, BE IT RESOLVED** that that the attached Purchase Agreement is approved and the Warranty Deed is accepted in accordance with the terms of the Purchase Agreement.

**APPROVED AND ADOPTED** this 9th day of April, 2024.

CITY OF NORTH LIBERTY:

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CHRIS HOFFMAN, 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



# **Micromobility Devices**

## ORDINANCE NO. 2024-02

### AN ORDINANCE AMENDING CHAPTER 76 OF THE NORTH LIBERTY CODE OF ORDINANCES CONCERNING THE OPERATION OF ELECTRIC PERSONAL ASSISTIVE AND MICROMOBILITY DEVICES

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

**SECTION 1. NEW SECTIONS.** Chapter 76 of the North Liberty Code of Ordinances is amended by adding the following new sections:

#### **76.13 ELECTRIC PERSONAL ASSISTIVE AND MICROMOBILITY DEVICES DEFINED.**

1. "Electric personal assistive mobility device" has the same meaning as set forth under Iowa Code § 321.1(20B).
2. "Micromobility Device" means any device not an electric personal assistive mobility device and not a bicycle or low-speed electric bicycle, designed to carry one rider or operator, where such device is equipped with an electric motor of less than seven hundred fifty watts, and where such device is not required to be licensed or registered by the State of Iowa. Micromobility devices may be propelled either by the power of the rider or by an electric motor or a combination thereof. Micromobility devices include, but are not limited to, electric unicycles, electric tricycles, electric stand-up scooters, electric sit-down scooters, and motorized skateboards.

#### **76.14 SAFE OPERATION OF ELECTRIC PERSONAL ASSISTIVE AND MICROMOBILITY DEVICES.**

1. Electric personal assistive mobility devices may be operated on sidewalks and bikeways in accordance with this section and the provisions of Iowa Code § 321.235A.
2. Micromobility devices may be operated on sidewalks and bikeways in accordance with this section.
3. A person who operates an electric personal assistive mobility device or micromobility device shall exercise caution to avoid colliding with any pedestrian, shall yield the right of way to any pedestrian, and shall not operate the device in such a manner as to indicate a willful or wanton disregard for the safety of persons.

4. It shall be unlawful for any person to operate an electric personal assistive mobility device or a micromobility device upon any publicly owned property at a speed greater than 20 miles per hour.
5. No person shall operate an electric personal assistive mobility device on any roadway, except for designated bikeways and traversing the roadway at marked pedestrian crossings.
6. No person shall operate a micromobility device on any roadway unless the person possesses a valid driver's license and obeys the rules of the road.
7. Prohibited Operation: No person shall operate a micromobility device upon any road with a posted speed limit greater than 25 miles per hour.
8. All electric personal assistive mobility devices and micromobility devices ~~used during the hours from sunset to sunrise in use between sunset and sunrise~~ shall ~~be equipped with display or their drivers shall wear~~ a lamp on the front part of the device ~~emitting, and the lamp shall emit~~ a white light visible from a distance of at least three hundred feet (300') from the front of the device and ~~with a lamp on the rear of the device emitting~~ a red ~~visible~~ light ~~visible~~ from a distance of at least three hundred feet (300') from the ~~rearback~~ of the device. ~~The lamps may be attached to the rider of the device rather than the device itself provided that the visibility requirements are met.~~

**76.15 AUTHORIZED POLICE DEVICES.** An on-duty police officer operating a duly authorized Police Department bicycle, electric personal assistive device, or micromobility device may, when necessary, in the performance of his/her official duties, operate or park such bicycle, electric personal assistive device, or micromobility device contrary to the provisions of this Chapter. The foregoing provision shall not relieve the operator of an authorized bicycle, electric personal assistive device, or micromobility device of the duty of operating with due regard for the safety of all persons nor shall such provision protect the operator from the consequences of his/her reckless disregard for the safety of others.

**76.16 PENALTY.** Violations of this chapter are a simple misdemeanor punishable by a fine of twenty-five dollars (\$25.00) for a first offense. Second and subsequent offenses are simple misdemeanors punishable in accordance with the standard city criminal penalty set forth in Chapter 1.14.

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



**SECTION 3. SCRIVENER'S ERROR.** The correction of typographical errors which do not affect the intent of the ordinance may be authorized by the City Clerk or the Clerk's designee without further public hearing.

**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 \_\_\_\_\_, 2024  
Second reading on \_\_\_\_\_, 2024.  
Third and final reading on \_\_\_\_\_, 2024.

CITY OF NORTH LIBERTY:

\_\_\_\_\_  
CHRIS HOFFMAN, 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. 2024-02 in the Cedar Rapids Gazette on the \_\_\_\_ day of \_\_\_\_\_, 2024.

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

## ORDINANCE NO. 2024-02

### AN ORDINANCE AMENDING CHAPTER 76 OF THE NORTH LIBERTY CODE OF ORDINANCES CONCERNING THE OPERATION OF ELECTRIC PERSONAL ASSISTIVE AND MICROMOBILITY DEVICES

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

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2. Micromobility devices may be operated on sidewalks and bikeways in accordance with this section.
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5. No person shall operate an electric personal assistive mobility device on any roadway, except for designated bikeways and traversing the roadway at marked pedestrian crossings.
6. No person shall operate a micromobility device on any roadway unless the person possesses a valid driver's license and obeys the rules of the road.
7. Prohibited Operation: No person shall operate a micromobility device upon any road with a posted speed limit greater than 25 miles per hour.
8. All electric personal assistive mobility devices and micromobility devices used during the hours from sunset to sunrise shall display or their drivers shall wear a lamp on the front part of the device, and the lamp shall emit a white light visible from a distance of at least three hundred feet (300') from the front of the device and a red visible light from a distance of at least three hundred feet (300') from the back of the device.

**76.15 AUTHORIZED POLICE DEVICES.** An on-duty police officer operating a duly authorized Police Department bicycle, electric personal assistive device, or micromobility device may, when necessary, in the performance of his/her official duties, operate or park such bicycle, electric personal assistive device, or micromobility device contrary to the provisions of this Chapter. The foregoing provision shall not relieve the operator of an authorized bicycle, electric personal assistive device, or micromobility device of the duty of operating with due regard for the safety of all persons nor shall such provision protect the operator from the consequences of his/her reckless disregard for the safety of others.

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**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 March 26, 2024.

Second reading on \_\_\_\_\_, 2024.

Third and final reading on \_\_\_\_\_, 2024.

CITY OF NORTH LIBERTY:

\_\_\_\_\_  
CHRIS HOFFMAN, 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. 2024-02 in the Cedar Rapids *Gazette* on the \_\_\_\_ day of \_\_\_\_\_, 2024.

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



# **Additional Information**



To **Mayor and City Council**  
CC **City Administrator**  
From **Tom Palmer, Building Official**  
Date **4/3/2024**  
Re **Monthly Report**

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**March Permits:**

79 permits were issued in the month of March with an estimated construction value of 8.3 million dollars. Staff completed 293 inspections in the month of March.

**Rental/Code Compliance Cases:**

Two rental permit applications were received in March. Six code compliance cases were processed in March.

**Salon & Studios Project:**

A permit application was received to build an 11,000 square foot mixed use commercial building located corner Liberty Way and Jones Blvd. The contractor valued the project at 2.2 million dollars.



# March Permit Tally Report

| Request Type                                       |  | Construction Value    |
|----------------------------------------------------|--|-----------------------|
| <b>Group: Accessory Structure</b>                  |  |                       |
|                                                    |  | <b>\$48,000.00</b>    |
|                                                    |  | <b>Group Total: 1</b> |
| <b>Group: Automatic Fire Sprinkler System</b>      |  |                       |
|                                                    |  | <b>\$327,770.00</b>   |
|                                                    |  | <b>Group Total: 1</b> |
| <b>Group: Construction Site Runoff</b>             |  |                       |
|                                                    |  | <b>\$2,165,000.00</b> |
|                                                    |  | <b>Group Total: 1</b> |
| <b>Group: Deck</b>                                 |  |                       |
|                                                    |  | <b>\$104,331.00</b>   |
|                                                    |  | <b>Group Total: 7</b> |
| <b>Group: Driveway</b>                             |  |                       |
|                                                    |  | <b>\$0.00</b>         |
|                                                    |  | <b>Group Total: 1</b> |
| <b>Group: Fence</b>                                |  |                       |
|                                                    |  | <b>\$25,364.00</b>    |
|                                                    |  | <b>Group Total: 9</b> |
| <b>Group: Fire Alarm &amp; Detection Equipment</b> |  |                       |
|                                                    |  | <b>\$26,329.00</b>    |
|                                                    |  | <b>Group Total: 2</b> |
| <b>Group: Fire Protection System</b>               |  |                       |
|                                                    |  | <b>\$38,000.00</b>    |
|                                                    |  | <b>Group Total: 1</b> |
| <b>Group: Grading</b>                              |  |                       |
|                                                    |  | <b>\$0.00</b>         |
|                                                    |  | <b>Group Total: 1</b> |
| <b>Group: Kitchen Hood Suppression System</b>      |  |                       |
|                                                    |  | <b>\$3,847.58</b>     |
|                                                    |  | <b>Group Total: 1</b> |
| <b>Group: Mechanical Electrical Plumbing (MEP)</b> |  |                       |
|                                                    |  | <b>\$58,260.00</b>    |
|                                                    |  | <b>Group Total: 8</b> |
| <b>Group: Mobile Food Unit</b>                     |  |                       |
|                                                    |  | <b>\$0.00</b>         |
|                                                    |  | <b>Group Total: 1</b> |
| <b>Group: New Commercial</b>                       |  |                       |
|                                                    |  | <b>\$2,165,000.00</b> |

**Group Total: 1**

**Group: New Single Family Dwelling**

|  |  |                       |
|--|--|-----------------------|
|  |  | <b>\$1,760,000.00</b> |
|--|--|-----------------------|

**Group Total: 6**

**Group: New Townhouse**

|  |  |                       |
|--|--|-----------------------|
|  |  | <b>\$1,200,000.00</b> |
|--|--|-----------------------|

**Group Total: 6**

**Group: Patio**

|  |  |               |
|--|--|---------------|
|  |  | <b>\$0.00</b> |
|--|--|---------------|

**Group Total: 1**

**Group: Rental**

|  |  |               |
|--|--|---------------|
|  |  | <b>\$0.00</b> |
|--|--|---------------|

**Group Total: 2**

**Group: Residential Addition**

|  |  |                    |
|--|--|--------------------|
|  |  | <b>\$27,000.00</b> |
|--|--|--------------------|

**Group Total: 1**

**Group: Residential Alteration**

|  |  |                     |
|--|--|---------------------|
|  |  | <b>\$220,354.00</b> |
|--|--|---------------------|

**Group Total: 9**

**Group: Sign**

|  |  |                    |
|--|--|--------------------|
|  |  | <b>\$31,713.00</b> |
|--|--|--------------------|

**Group Total: 5**

**Group: Stormwater Quality Grant**

|  |  |               |
|--|--|---------------|
|  |  | <b>\$0.00</b> |
|--|--|---------------|

**Group Total: 2**

**Group: Swimming pools, spas and hot tubs**

|  |  |                     |
|--|--|---------------------|
|  |  | <b>\$197,200.00</b> |
|--|--|---------------------|

**Group Total: 2**

**Group: Temporary Use**

|  |  |                 |
|--|--|-----------------|
|  |  | <b>\$300.00</b> |
|--|--|-----------------|

**Group Total: 1**

**Group: Urban Chickens**

|  |  |               |
|--|--|---------------|
|  |  | <b>\$0.00</b> |
|--|--|---------------|

**Group Total: 2**

**Group: Utility Service**

|  |  |                   |
|--|--|-------------------|
|  |  | <b>\$1,000.00</b> |
|--|--|-------------------|

**Group Total: 3**

|  |  |                       |
|--|--|-----------------------|
|  |  | <b>\$8,399,468.58</b> |
|--|--|-----------------------|

**Total Records: 79**



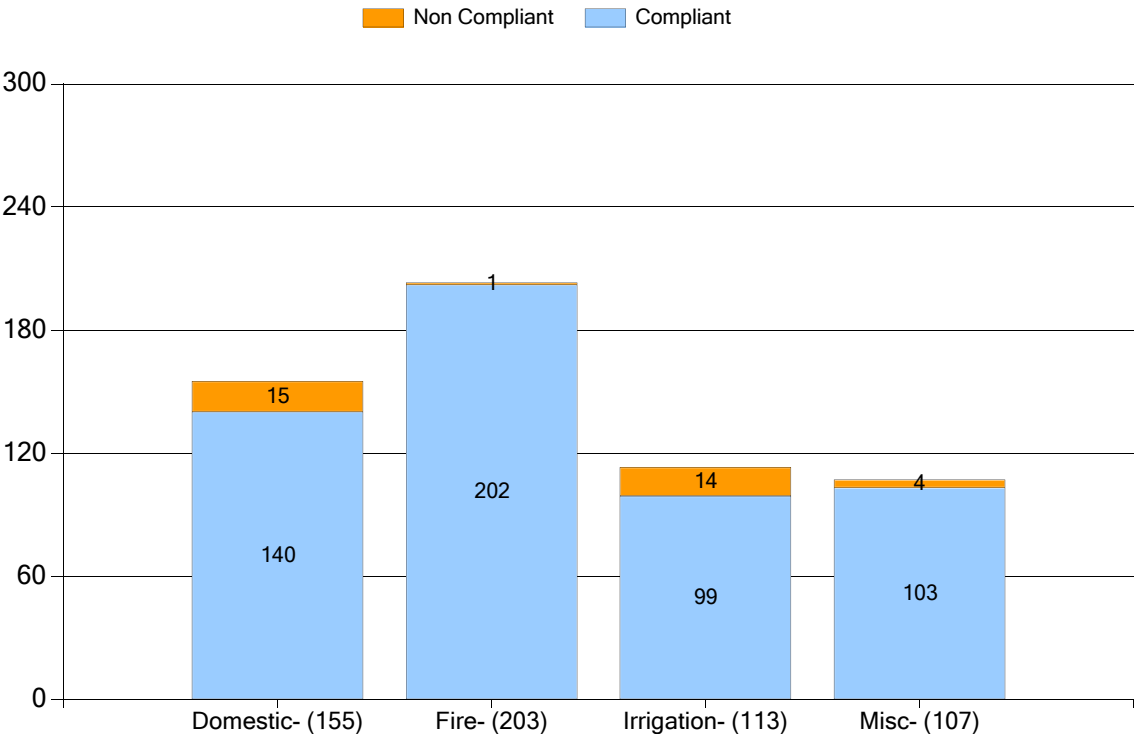


# Code Compliance Report

03/01/2024 - 03/31/2024

| Case Date | Case #   | Complaint                                                                                                         | Reporting Code            |
|-----------|----------|-------------------------------------------------------------------------------------------------------------------|---------------------------|
| 3/1/2024  | 20240023 | Junk in side and rear yards.                                                                                      | Nuisance                  |
| 3/6/2024  | 20240024 | Past due backflow test                                                                                            | City Code                 |
| 3/6/2024  | 20240025 | Past due backflow test                                                                                            | City Code                 |
| 3/11/2024 | 20240026 | Failure to maintain building life safety and maintenance requirements per city adopted rental and building codes. | Property Maintenance Code |
| 3/18/2024 | 20240027 | Past due backflow test                                                                                            | City Code                 |
| 3/19/2024 | 20240028 | Past due backflow test                                                                                            | City Code                 |
|           |          |                                                                                                                   |                           |

### Breakdown of Backflow Preventer Compliance



Fire = Fire Protection / Fire Detector Bypass  
Domestic = Domestic / Domestic Bypass  
Irrigation = Lawn Irrigation  
Isolation = All Others



To **Mayor and City Council**  
CC **City Administrator Ryan Heiar**  
From **Community Relations Director Nick Bergus**  
Date **April 2, 2024**  
Re **Community Relations Staff Report for February**

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## Building North Liberty's Next Stage

We continue to work on fundraising and design, with the project expected to go out for bids in April and awarded in May. Our fundraising total is \$2,295,167.65, and work continues to identify and connect with potential naming partners. With a better understanding of the completion timeline, Angela has worked to fine tune private rental availability and revenue projections that protect the venue for public-facing programs from the city and partners while keeping in mind sustainability of staffing.

## City Slate

March's City Slate had three events: Operation Leprechaun (March 9 to 17), Bunny Clue Trail (March 23) and magician, comedian and balloon artist John Cassidy (March 23), each with good attendance. We also prepped for April, May and June events including Community Center Open House (April 3), Playground Crawl (May 11), Remarkable Rigs (May 18), Summer Reading Kick-Off Party (May 22), Let Love Fly (June 8) and the Ranshaw House Concert Series (Fridays in June and July) and a late summer Street Dance.

## Blues & BBQ

We closed food vendor applications at the end of March with more than two dozen interested vendors. We'll be able to select about 15 for the event and will narrow that down in the coming week. We gathered the planning committee for its first meeting of the year and will continue through the event on July 13. Volunteer opportunities will be available in April.

## Youth Council

Micah has led the group through conversations with Diamond Dreams, who will host a teen kickball tournament on May 11, and members of the US Department of State to talk about connecting with foreign delegations to talk about teen issues. In April, the group will meet with Mayor Hoffman at new City Hall to discuss issues important to them.

## Utility Bills

We worked with utility billing staff to explain the changes and impacts of the new billing software, what the new bills would look like, how our rates had remained constant for the past several years (and were expected to remain so for at least another). This project has been in the works for a while, and our was to answer as many questions as we could to avoid calls and visits to city hall; we saw very little confusion online or in our email.

## Road Projects

Construction season starts in the spring and we worked in March to prepare the public for impacts to roads. Beginning in 2020, we moved our annual project open house online and discovered that it worked really well: it gave us an efficient way to explain the projects and answer questions and disseminate that information to folks who would have a scheduling conflict by recording and posting the video. We hosted our open house, covering West Penn Street, Penn Street railroad crossing, Forevergreen signalization and the Fox Run Pond projects, on March 29 with a streets and engineering teams. The video is viewable at [northlibertyiowa.org/projects](http://northlibertyiowa.org/projects).

## Other Items

Staff represented the city at Greater Iowa City's Community Development Innovation Council in preparation for the first quarterly meeting in April and Think Iowa City's Herky on Parade streets committee in preparation for the May 1 unveiling.

Staff volunteered with the Englert Theatre, Bike Iowa City, North Liberty Community Pantry, 100+ Women Who Care, Johnson County Successful Aging Policy Board, and worked with other local initiatives and non-profits.

We produced the City Council meeting and submitted it to the Iowa City government channel and produced several podcasts for the library in addition to 52317 episodes.

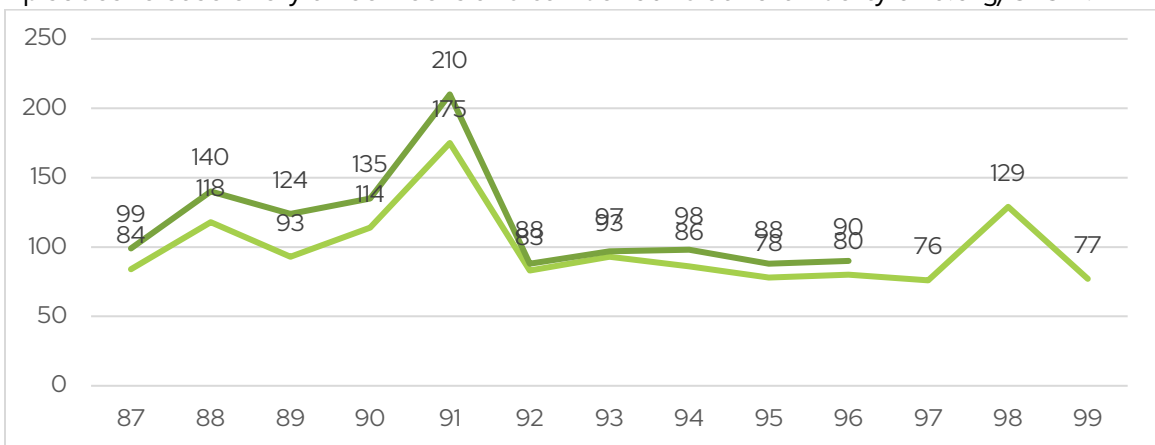
We posted news releases about City Slate events, dog park reseeding, grant awards, projects and improvements and more.

## Completed Videos

| Title                                    | Requested By                            | Completed | Duration |
|------------------------------------------|-----------------------------------------|-----------|----------|
| <b>Parks &amp; Recreation Commission</b> | Administration                          | March 7   | 0:54     |
| <b>City Council</b>                      | Administration                          | March 12  | 0:30     |
| <b>Eye on: Library</b>                   | Community Relations                     | March 12  | 0:11     |
| <b>Library Board of Trustees</b>         | Administration                          | March 18  | 1:11     |
| <b>Mission Square retirement</b>         | Human Resources                         | March 15  | 0:52     |
| <b>City Council</b>                      | Administration                          | March 26  | 0:24     |
| <b>Project Open House</b>                | Community Relations                     | March 29  | 0:42     |
| <b>Total completed productions: 7</b>    | <b>Duration of new video: 4.7 hours</b> |           |          |

## 52317 Podcast

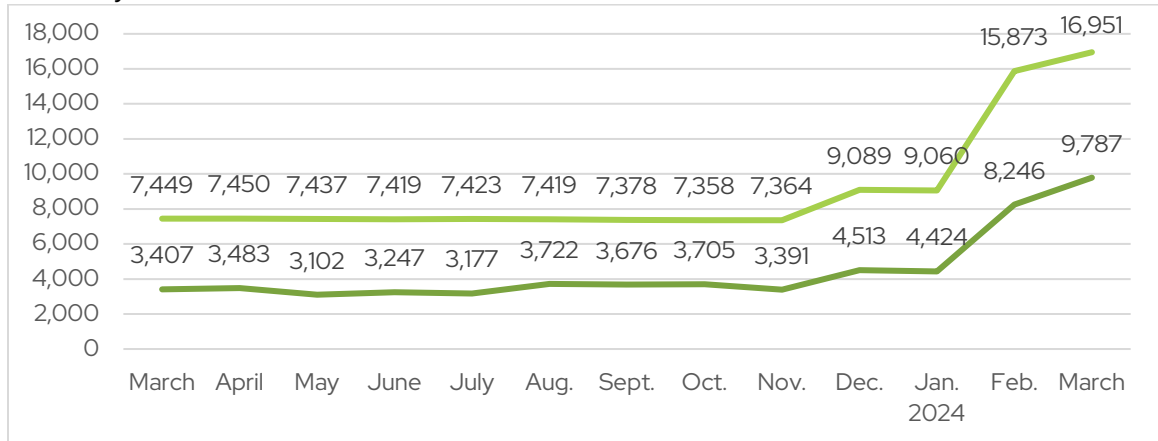
Episodes release every three weeks and can be found at [northlibertyiowa.org/52317](http://northlibertyiowa.org/52317).



**Downloads** is the number times the podcast file was downloaded to a player, including a podcast client, webpage-embedded player or other device in its first 30 days and 90 days of publication. Numbers are as reported by service provider LibSyn as of the date of this report.

## North Liberty Bulletin Email Newsletters

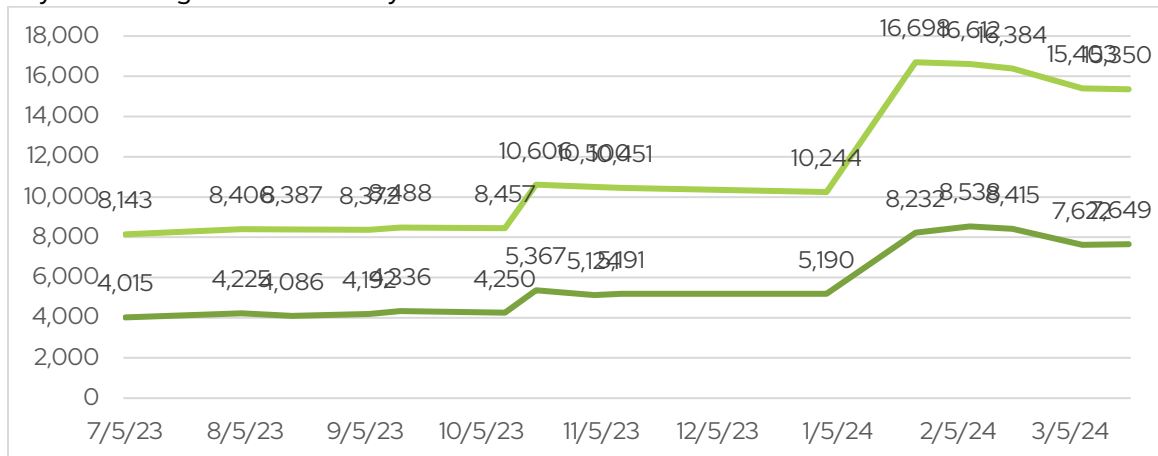
These emails offer news and updates in a friendly, approachable way on the first Thursday of each month.



**Recipients** is the number of email addresses to which an issue of the Bulletin was sent and is represented by the top line. **Opens** is the number of unique recipients who opened the Bulletin and is represented by the bottom line; the standard open rate for government is 25.4%. Numbers are as reported by service provider Mailchimp.

## Know Before You Go Emails

These emails focus on free, large-scale community and leverage the city's email list. It is a key marketing channel for City Slate events.



**Recipients** is the number of email addresses to which an issue of the Bulletin was sent and is represented by the top line. **Opens** is the number of unique recipients who opened the Bulletin and is represented by the bottom line; the standard open rate for government is 25.4%. Numbers are as reported by service provider Mailchimp.

## Social Media

| Month           | Facebook    |         | Instagram | Nextdoor |
|-----------------|-------------|---------|-----------|----------|
|                 | New follows | Reach   | Followers | Members  |
| <b>March</b>    | 130         | 56,333  | 3,341     | 6,579    |
| <b>Feb</b>      | 102         | 72,100  | 3,313     | 6,498    |
| <b>Jan 2024</b> | 107         | 46,047  | 3,273     | 6,413    |
| <b>Dec</b>      | 69          | 43,961  | 3,235     | 6,339    |
| <b>Nov</b>      | 122         | 59,918  | 3,209     | 6,289    |
| <b>Oct</b>      | 105         | 63,718  | 3,182     | 6,206    |
| <b>Sept</b>     | 112         | 82,206  | 3,145     | 6,151    |
| <b>Aug</b>      | 78          | 94,400  | 3,129     | 6,087    |
| <b>July</b>     | 113         | 88,157  | 3,097     | 6,058    |
| <b>June</b>     | 208         | 220,786 | 3,063     | 6,026    |
| <b>May</b>      | 195         | 102,109 | 3,035     | 5,999    |
| <b>April</b>    | 144         | 118,294 | 2,994     | 5,945    |
| <b>March</b>    | 92          | 41,370  | 2,977     | 5,937    |

**Facebook new likes** is the net number of new users following 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, reported on a 28-day period. **Instagram followers** is the number of users following the city's Instagram account. **Nextdoor members** is the number of verified North Liberty residents who are users and able to receive our agency messages.



To North Liberty Mayor and City Council Members  
CC Ryan Heiar, City Administrator  
From Brian Platz, Fire Chief  
Date April 4<sup>th</sup>, 2024  
Re Fire Department Report to Council – February 2024

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I want to start out by providing an apology of sorts. I would normally provide our monthly statistics in this memo; however, as we continue to get acclimated to our new records management system, the act of quality checking our incident reports is taking extra time. I attribute this to both the end user's unfamiliarity of the reporting system as well as the increased time required to ensure reports are accurate. As we gain experience with the new system, statistical analysis should become easier. More to follow on that.

As you are all aware, the ability to meet our mission is largely dependent on our staffing. Each time we adjust our staffing levels, our staffing plan requires an update. Considering the contents of the FY25 proposed budget, I've again adjusted our plan. The plan is included in the council packet, and while much of the plan is self-explanatory, I'd like to provide a short overview.

First, the current staffing picture is shown on page 2 in terms of position, status, and number of positions. Of significant importance is the reduction in paid per call (PPC), or volunteers, that we've realized over the past 18 months. We've gone from 35 to 23 members, with two of them classified as EMS only responders. That said, just last week we onboarded seven new candidates. Because these candidates have not been cleared to run calls, they are not included within the current staffing. We hope to release them to respond to calls mid-summer.

Page 3 shows our current staffing in time blocks associated with each day. The paragraph on this page clearly points out our gaps, which is our target in the years to come. Pages 4 and 5 speak about the issues, and some positive gains, with our current staffing model. Pages 6 and 7 point out our staffing goals as well as the plan to reach our goals. To distribute the financial load over multiple years, which we've done since plan inception, we will realize a crew of three responders in FY28. These responders will be both full-time and part-time. The large unknown, as I see it, will be the size of our PPC group. A solid sized PPC group will allow for some flexibility to staff more than three on a truck or multiple trucks at a time.

Lastly, on page 9, we list a few concerns with this approach. We're assuming that we will have solid luck with our use of part-time firefighters. We are currently the only department in the area that uses part-time firefighters so attracting them has been somewhat easy. Future availability remains unknown. We will have to adjust our plan based on the environment as we look to expand the program.

This plan was created as an approach to guarantee a three-person crew is staffing the current fire station. We have not yet discussed how to best approach a second facility. My suspicion is that this plan will likely saturate our ability to attract additional more part-time applicants as well as continue to realize a downward trend in PPC. If that's the case, we would then need to consider additional full-time personnel to fill needed positions.



# STAFFING PLAN

FY25-FY28

## OVERVIEW

This document contains a snapshot of the current staffing model as well as plans for expansion.

### Brian Platz

Fire Chief

## Current Staffing Picture

The department is staffed as a combination fire department. The following is a list of positions within the organization and their associated status.

| Position                                       | Status               | Number of Positions |
|------------------------------------------------|----------------------|---------------------|
| Fire Chief                                     | Full-time - 40 hr/wk | 1                   |
| Fire Chaplin                                   | Administrative       | 1                   |
| Assistant Chief/Fire Marshal                   | ¾ Time - 29 hr/wk    | 1                   |
| Assistant Chief/Recruitment & Training         | ¾ Time - 29 hr/wk    | 1                   |
| Assistant Chief/Operations                     | Paid-per-call (Vol)  | 1                   |
| Training Captain                               | Full-time - 40 hr/wk | 1                   |
| Operations Captain                             | Paid-per-call (Vol)  | 1                   |
| Operations Lieutenant                          | Full-Time – 56 hr/wk | 3                   |
| Equipment Lieutenant                           | Paid-per-call (Vol)  | 1                   |
| Training Lieutenant                            | Paid-per-call (Vol)  | 1                   |
| Firefighter/EMT                                | Part-time            | 12                  |
| Firefighter/EMT                                | Paid-per-call (Vol)  | 17                  |
| EMS Responder                                  | Paid-per-call (Vol)  | 2                   |
| Investigation Support                          | Part-time            | 1                   |
| <b>Total Personnel – Not all responders...</b> |                      | <b>44</b>           |

Staffing Breakdown:

| Status                 | Number of Positions |
|------------------------|---------------------|
| Full-time              | 5                   |
| ¾ Time                 | 2                   |
| Part-time              | 13                  |
| Paid-per-call          | 23                  |
| Support (non-response) | 1                   |



The current department configuration leaves us with multiple issues to consider.

**Lack of Responders** – As the above chart shows, we have gaps in our staffing to include:

- Early each weekday morning when part-time employees leave shift and when day staff arrive (6:00 am to 7:30 am). We typically have a full-time lieutenant on during this period, however, if they're using accruals, we don't currently have funding to backfill.
- When day staff leave work in the afternoons and before part-time members start shift (4:30 pm to 6:00 pm). We typically have a full-time lieutenant on during this period, however, if they're using accruals, we don't currently have funding to backfill.
- Saturday and Sunday from when part-time staff leave in the morning and arrive in the evening (6:00 am to 6:00 pm). We try to assign PPC firefighters during this time, however, their availability is not guaranteed. Additionally, we may only be able to staff one or no additional firefighters during this time.

It's important to remember that during periods when we have two personnel scheduled, this crew can only respond to fire alarms, medical incidents, public assists, and investigations. Any type of fire situation or technical rescue must be handled with a crew of three or more. A two-person crew must wait for additional responders to arrive at the station before they respond. This results in additional minutes added to their turnout time.

The NLFD experienced a significant number of PPC personnel resigning over the past 18 months. One of the reasons for leaving is our high call volume, which equates to being intrusive to family life. With the loss of so many, the existing PPC group cannot cover the existing staffing gaps. The growing call volume is telling us that additional paid staff is the way forward along with a stipend program to reward PPC members for spending time being available for call response.

Over the course of 2021, the NLFD missed five calls (no one responded). Additionally, we are only able to muster a crew of one or two responders for 12.3% (203) of calls. Also, important to note, in 2021 the department made 1648 calls for service. This is a 10% increase from the year prior. Over the course of 2022, the NLFD missed one call. Additionally, we were only able to muster a crew of one or two responders for 8.3% (142) of calls. Also, we realized an increase in total call volume, 1716 calls for service in 2022. Over the course of 2023, the NLFD missed no calls for service and our total incidents garnering two or less responders fell to 5.1% (86 calls). Call volume shrunk in 2023, totaling 1688 calls for service. Seeing a reduction in missed calls and calls where two responders or less responded, we can see that improvements to our staffing are making a positive difference.

The National Fire Protection Association (NFPA) 1720 Standard for Deployment provides for how many firefighters are needed on scene in a specific timeframe. We strive for 10 personnel on scene within 10 minutes to muster an effective response force. We are currently not meeting this national standard.

**Lack of Supervision** – The hiring of three full time lieutenants has greatly improved our ability to provide crew supervision. That said, when a lieutenant uses accruals, we don't have budget authority to hire back coverage. Within FY24, we have institutionalized an "acting" program. This program allows us to identify someone to fulfill that role and pay them a shift differential. Additionally, we continue to discuss a command officer program which places an experienced fire officer "on call" each night with a take home vehicle. However, these experienced officers are currently needed to spend their "on call" hours on trucks to answer calls. As we expand part-time coverage and increase our numbers on the PPC side, we will free up more experienced officers which will then allow for such a program to exist. Until then, a duty officer program will be a difficult proposition and this role is left largely to the fire chief to perform. We still hope to start this in calendar year 2024. Lastly, the draft FY25 budget contains funds to backfill full-time vacancies with part-time personnel.

**Program Management** – With the loss of many PPC members this past eighteen months, we've witnessed a significant deficit in administrative functions related to truck maintenance, facility maintenance, public education, and operations. As we brought on the three full-time lieutenants, many of these duties have been redistributed. As an example, all our truck maintenance and repair were assumed by a paid per call officer. These duties have largely been moved to a full-time lieutenant position with the assistance of various PPC personnel. We're making solid progress with this approach.

**Lack of Station Presence** – As indicated above, there are gaps during the week where one person or no one is present at the fire station. We have greatly reduced this occurrence; however, it happens from time to time. We will continue to fill gaps as appropriate within the existing budget. We expect this to be a moot point in FY25 as we expand the part-time program and have backfill funding.

**Response Reliability** – With ongoing difficulty mustering a response crew, especially during gaps within service coverage, the NLFD is also struggling with answering multiple calls at the same time. This percentage is conveyed as response reliability, or the ability to answer more than a single call at a time. Over the course of the past few years, the NLFD realized a fluctuation in response reliability from 28.4% in 2021, to 18.24 % in 2022, and 14.8% in 2023. In other words, in 2023, 14.8% of the time the pager alerts, a second call will occur before we've completed the initial call. While we see this trend lowering, we will continue to evaluate it year to year. With an average of 5 responders per incident, answering two calls at the same time can be difficult. Especially if one of those incidents is a motor vehicle accident or fire response.

## Staffing Goals

To further combat identified problems, we've come up with a short list of goals:

- Staff the station with a crew of three response personnel, 24/7. This would come in the form of full-time, part-time, and PPC personnel.
- Maintain a total of 30 PPC personnel. This total includes both firefighters and officers. At the time of this report, this total is 23 personnel. The ability to muster a future effective response force relies heavily on our PPC group. Statistically, we are getting 4.8 personnel to respond to the pager (in addition to the on-duty crew) for building fires. This statistic is reflective of a declining PPC group. We are considering an expansion of our recruitment program by doing two recruit classes per year.
- Move the fire marshal's position to full-time. After an evaluation of current duties and anticipated city development, this would occur in FY25.
- Create a stipend program to entice PPC recruitment and positively affect staffing gaps. We are currently writing a SAFER grant to create such a program.

## PLAN

The table below outlines the financial portion needed from the City of North Liberty for the next several fiscal years. The narrative after each fiscal year explains how the funds will be used specifically that year.

| Year (fiscal)       | FY25                  |                  |                           |                                                          | FY26                           | FY27                          | FY 28                                                    |
|---------------------|-----------------------|------------------|---------------------------|----------------------------------------------------------|--------------------------------|-------------------------------|----------------------------------------------------------|
| <b>Action Steps</b> | Full Time SAFER Grant | Backfill Funding | Fire Marshal To Full Time | Expand Part Time Personnel an additional 7 (day) shifts. | Full Time SAFER Grant (3 mos.) | City Costs – SAFER absorption | Expand Part Time Personnel an additional 7 (day) shifts. |
| <b>Total</b>        | <b>\$0</b>            | <b>\$15,000</b>  | <b>\$55,000</b>           | <b>\$74,500</b>                                          | <b>\$85,000</b>                | <b>\$260,000</b>              | <b>\$80,000</b>                                          |

### FY25

- SAFER Grant (full-time) - No financial cost to the City. FY25 is the second full year.
- Backfill pay included in the budget to hire back part time personnel when full time member use accruals.

- Fire Marshal Position transitions to full-time instead of  $\frac{3}{4}$  time.
- Expansion of part time program to seven additional shifts per week. One shift each day from 6am to 6pm.

#### **FY26**

- The City of North Liberty starts assuming the cost of the 3 full-time lieutenants acquired through the SAFER grant. Three months (\$85,000) will need to be added to the budget.

#### **FY27**

- The City of North Liberty will assume 100% of the cost of the 3 full-time lieutenants acquired through the SAFER grant. Nine months (\$260,000) added to the budget on top of the three months (\$85,000 in FY26).

#### **FY28**

- Expansion of part time program to seven additional shifts per week, 6am to 6pm. This is the last step to ensure a dedicated crew of three personnel, 24/7.





The table below shows staffing levels in FY28, once the plan is executed. A crew of three is realized with no gaps in coverage.

| FY28                | Monday - Friday                                                       | Saturday                                                 | Sunday                                                   |
|---------------------|-----------------------------------------------------------------------|----------------------------------------------------------|----------------------------------------------------------|
| 6:00 am-<br>7:30 am | 1 full-time firefighter/officer<br>2 part-time personnel              | 1 full-time firefighter/officer<br>2 part-time personnel | 1 full-time firefighter/officer<br>2 part-time personnel |
| 7:30 am-<br>4:30 pm | 1 full-time firefighter/officer<br>2 part-time personnel<br>Day Staff | 1 full-time firefighter/officer<br>2 part-time personnel | 1 full-time firefighter/officer<br>2 part-time personnel |
| 4:30 pm-<br>6:00 pm | 1 full-time firefighter/officer<br>2 part-time personnel              | 1 full-time firefighter/officer<br>2 part-time personnel | 1 full-time firefighter/officer<br>2 part-time personnel |
| 6:00 pm-<br>6:00am  | 1 full-time firefighter/officer<br>2 part-time personnel              | 1 full-time firefighter/officer<br>2 part-time personnel | 1 full-time firefighter/officer<br>2 part-time personnel |

## Concerns:

This plan is a best-case scenario. Certain work force influences could cause us to rethink certain steps.

- The inability to expand the part-time program due to lack of applicants is a significant concern with this plan. Currently, 12 part time members fill 14 shifts each week. We plan to increase this number to 18 members in FY25 to fill 21 shifts per week. In FY28, we anticipate needing to bump this number up an additional 6 members, for a total of 24 part-time members to fill 28 shifts per week. Our ability to locate and retain this number of part-time members could prove difficult. This could be a reason to entertain additional full-time firefighter positions.
- The FD is authoring a new SAFER recruitment and retention grant that will include a stipend program for PPC members. As the fire departments around us are starting to use this tool to reward and retain members, we hope for a successful grant to be competitive and attract new members. The big picture result with a stipend program would be one PPC member each day, 24/7 if two things occur, we are successful with the grant and we can recruit and retain additional PPC members.
- The current facility was never designed to accommodate firefighters 24/7. While this plan provides a financially prudent approach to a guaranteed crew of three, the facility would need significant changes to house them safely and efficiently.
- Our assistant chief in charge of emergency operations is a PPC member. This position is becoming increasingly important and time consuming. His retirement, which isn't known, could be cause for a potential full-time, chief level position.

## Results:

Overall, the goal of placing three personnel in the station, 24 hours a day, is to reduce response times. This plan continues to do that as well as solve workload gaps and provide formal supervision for operations personnel.

This multi-year plan allows for the ability to provide a more dependable, competent response, in line with community expectations. Department administration believes that utilizing a combination of full-time, part-time, and paid-per-call personnel is a practical and affordable approach to meeting the response needs of the community. Outside influences could adjust this approach.



TO: Ryan Heiar, City Administrator and City Council  
FROM: Jennifer Jordebek, Assistant Library Director  
DATE: April 4, 2024  
SUBJECT: Monthly Library Report

## Library News

The North Liberty Community Center is now a *Sensory Certified* building. Our Youth & Teen Services Librarian, Kayla, led the initiative. We partnered with KultureCity to enhance our ability to assist and accommodate guests with sensory needs (like PTSD, autism, and dementia). Our goal is to provide an inclusive experience for all guests using the community center and to help them feel welcomed.

The program combines training by professionals, sensory bags for guest use, and signage to help ensure that everyone is accepted and included regardless of the event they are attending. There are now designated Headphone Zones to let guests know an area may be loud and they might need their noise cancelling headphones included in the sensory bag. The zones in the recreation center are in both gyms, the indoor pool and fitness area. The library has one in the children's area. There are also two designated Quiet Areas that are quieter and more secure spaces where guests can decompress.

The library has been selected as one of 310 libraries to participate in round two of *Libraries Transforming Communities: Accessible Small and Rural Communities*, an American Library Association (ALA) initiative that provides community engagement and accessibility resources to small and rural libraries to help them better serve people with disabilities.

This competitive award comes with a \$10,000 grant to install hearing loops in the library meeting rooms. Hearing loops deliver intelligible, distortion-free speech and sound in our public meeting rooms where distance, ambient noise and challenging acoustics otherwise make listening and understanding with hearing aids and cochlear implants difficult.

This is the third grant the library has received as part of ALA's *Libraries Transforming Communities*, totaling \$33,000, since 2021. These grants have also enabled the library to host in-depth community conversations and fund the installation of automatic restroom door openers.

Every year the library holds *Book Madness*. This year was a battle of adult fiction versus picture book favorites. Patrons voted for each weekly bracket to advance titles to the next round. The 2024 battle of books winning title was *Hair Love*, by Matthew A. Cherry.

A *Tiny Art Workshop* was held for artists to create their tiny masterpieces. Tiny canvases and art supplies were made available with special guests from Big Picture Gallery & Studio offering artistic tips and tricks. Art will be on display following a *Tiny Art Show* in April.

A *Conversational English Group* has begun meeting weekly at the library. A host helps guide conversation so participants can build confidence and fluency by practicing speaking, listening, and comprehension in a supportive and welcoming environment. This program is open to language learners of all levels and is funded by the *Theisen's More for Your Community Grant* of \$1,200.

Scroll down for additional highlights.



Seed Library is ready for planting

*KultureCity Certification*  
 Sensory bags include  
 noise canceling  
 headphones  
 fidget tools  
 verbal cue cards  
 and weighted lap pads  
 for anyone who  
 may feel overwhelmed  
 by the environment



Book Madness winner  
*Hair Love* by Matthew A. Cherry



Youth enjoyed creating  
 Pokémon Terrariums

Liberty High's  
 Little Mermaid Showcase  
 Cast members  
 performed songs  
 answered questions  
 about the show  
 and  
 posed for pictures



Mac & Murder  
 Lock-In  
 Held after hours  
 while teens enjoyed  
 mac and cheese  
 snacks  
 games  
 crafts  
 and a  
 murder mystery

Tiny Art Workshop





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

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

Date **April 1, 2024**

Re **Monthly Report**

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We performed various building maintenance tasks as needed this month.

We maintained equipment as needed this month. We continue to prepare for the upcoming growing season by performing preventative maintenance and repairing of ball field maintenance, mowing, trimming, landscaping, and forestry equipment.

We removed some snow and ice from city parking lots, sidewalks and trails this past month. Hopefully we can remove winter equipment soon.

We have begun spring turf aeration and applied fertilizer & seed to turf grass areas. We have a good start and will finish up as the weather permits. We incorporated 120 tons of compost into the soil at Red Fern Dog Park (large dog side) and seeded the area with grass seed. The turf had degraded to the point that it was a necessary improvement.

Spring landscape clean-up has begun. We applied preemergent weed control to all our landscaping areas to help with summer weed pressure. We will continue to work through all our landscaping areas as the weather permits.

Our sports field maintenance crew has now begun weekly field maintenance. Ball fields will be maintained daily as well as our soccer fields. Baseball/softball begins very soon as well as the spring soccer program which begins on April 15<sup>th</sup>.

We continue to meet with the NLCBS ball league regarding field usage and future improvements at Penn Meadows ball complex for this upcoming season.

We assisted the IDNR Fishery Management team with the release of 2000 rainbow trout at Liberty Centre Pond on March 21<sup>st</sup>. The trout arrived from the state hatchery near Manchester, Iowa. The trout stocking will give anglers local fishing opportunities at Liberty Centre Pond this spring. All IDNR fishing regulations will be enforced.

On March 28<sup>th</sup> Parks Staff assisted with the ball field clean-up and enhancements night at Penn Meadows Park along with NLCBS parents and youth ball players. There were eight dump truck loads of trash and leaves collected. Thank you to all that helped.

Staff reinstalled the Little Free Library at Penn Meadows Park that was removed due to the north parking lot improvements.

I attended multiple meetings with Shive Hattery this past month. City Admin building construction progress, Centennial Park “Next Stage” building design planning, and the Fox Run Park/Pond trail project. We completed a punch list inspection at the Penn Meadows Park Parking lot improvements project as well.

I met with multiple contractors at the Community Center to go over the masonry tuckpointing and painting project. We hope to have all bids back soon so we can move forward with a contractor to complete the project this summer.

The Parks Department along with Storm Water Coordinator, Mike Wolfe and the Fire Department coordinated a prairie burn at the Centennial Park bio-swales on March 12<sup>th</sup> and Goose Lake wetland area on March 21<sup>st</sup>. Burning is the best option for controlling invasive plants and the overall general health of the prairie. The two scheduled prescribed burns were a success and went very well.

The city has been awarded the Tree City USA designation for the 28<sup>th</sup> consecutive year after meeting all requirements and approval by the state IDNR Forestry and the Arbor Day Foundation.

The city has been awarded a tree grant from the Mid-American *Trees Please* grant program. The grant will help fund new trees at Penn Meadows Park due to the emerald ash borer and ash tree removals.

We continue to seek Seasonal Park Maintenance Worker employees and have conducted some interviews. We are behind compared to last year in terms of the number of employees hired. We have 6 of the anticipated 12-14 seasonal employees hired for the season.



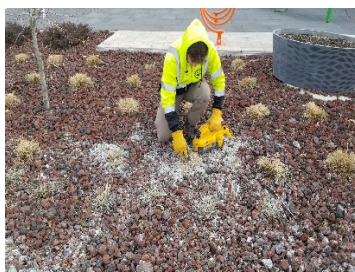
Aerating Soccer fields.



Red Fern Dog Park seeding project.



Spring landscaping maintenance and clean-up has begun.



Little Free Library installed.



DNR trout stocking at Liberty Centre Pond on March 21<sup>st</sup>.



Ball field Clean-up with the NLCBS ball league, parents, players, and Parks staff on March 28<sup>th</sup>.



Prescribed prairie burning at Centennial Park on March 12<sup>th</sup>.



Prescribed prairie burning at Goose Lake wetland area on March 21<sup>st</sup>.



# North Liberty Police Monthly Report March 2024

## Training:

- Two officers attended the two-day Iowa Association of Women Police (IaAWP) spring conference in Muscatine (32 hours)
- The K9 officer attended monthly training (8 hours)
- One officer attended SERT training (8 hours)
- The department sent one officer to FTO school (40 hours)
- An officer completed DRE certification (8 hours)
- One officer assisted with an ARIDE class (3 hours)
- Five officers attended MTTU Leadership Training in Moline (80 hours)

## Public Relations:

- The PIO gave an advisory talk at a high school
- Officers attended the Optimist Club breakfast
- The PIO attended the Heartland Heroes event at the Xtream Arena
- The PIO began making contact with local businesses to verify emergency contact information and to see if there are unmet needs from the police department. This is an ongoing project, and we plan to speak to every business in town by summer.

|                                       |      |
|---------------------------------------|------|
| Traffic Contacts                      | 321  |
| Parking Contacts                      | 39   |
| Vehicle Inspections                   | 18   |
| Vehicle Unlocks                       | 18   |
| Crash Investigations                  | 20   |
| Public Assists                        | 373  |
| Assist other Agency                   | 121  |
| Crimes Against Persons Report         | 7    |
| Crimes Against Property Report        | 8    |
| Other Reports                         | 30   |
| Arrests                               | 25   |
| Warrants                              | 4    |
| Alcohol/Narcotics Charges             | 14   |
| Crimes Against Persons Charges        | 10   |
| Crimes Against Property Charges       | 4    |
| Other Charges                         | 15   |
| Animal Calls                          | 43   |
| Total Calls for Service               | 1752 |
| *Total Calls for Service for the year | 5492 |

## Equipment:

- Equipment and uniforms continued to come in for the CSO

## Enforcement/Crime:

- To review any criminal complaints for the month [List of Criminal Complaints | Johnson County Iowa](#) or see North Liberty Calls for service go to [Joint Emergency Communications Center \(jecc-ema.org\)](#) or you can visit the crime map at [LexisNexis® Community Crime Map](#) and type in North Liberty.
- The department deployed speed trailers at two locations to collect traffic pattern and speed data.

## Department Admin:

- The CSO received training on unlocks, parking tickets and animal control and is now answering calls solo.
- The officer application packet was updated and posted on the City's website, Indeed, Handshake, and Iowa Works. So far we have had twenty-two individuals show interest which is more than we have in the past.
- Our intern continued to come in and ride with the officers. They will complete their internship during the first week of April.





To **Park & Recreation Commission Board Members**  
CC **Mayor, City Council, City Administrator**  
From **Shelly Simpson**  
Date **April 1, 2024**  
Re **Monthly Report – March 2024**

March is a busy month as we finalize summer programs and get the Seasonal Activity Guide out to the public. March also brought Spring Break which brought heavy use to gymnasiums and the indoor pool. Several special events took place this month such as Optimist Pancake Breakfast, Operation Leprechaun, Recsters Spring Break, Swim lessons session and our Eggstravaganza Events. We did have that seldom city holiday when the entire facility is closed – Easter Sunday.

**Upcoming Events:** April events include NLCC Open House – 4/3, Special Swim/BASP All Day – 4/10 & 19, Shed Hunt – 4/13, and Kayaking Trip – 4/26.

**Recdesk Database:**

Reviewing our Recdesk database; we have 14,188 residents (60%) and 9,601 non-residents (40%) totaling 23,789 individuals. Increase of 384 from last month.

**Aqua Programs:**

Aqua classes continued this month. Aqua Toning (7), Aqua Boot Camp (5), Aqua Zumba (2), Arthritis MWF (15), Arthritis T TH (15), Easy Does It (9), Water Resistance (7), totaling 60 registered, plus drop-ins. Aqua Program/Class revenue totaled \$3,025.50.

**Swim Lessons:**

Swim lessons had the following breakdown: Level 1-(63), Level 2-(68), Level 3-(44), Level 4-(42), Level 5 – (12), Level 6 – (23), Parent Tot – (40), Tadpoles – (24), Private – (42) and Adult (4), totaling 362 participants.

Rec Swim Team had (12) participants.  
Revenues totaled \$3,127.50.

**Leagues/Sports:**

Adult Leagues: Coed VB and Men’s BB session has ended.  
Pickleball: Beginner League has ended. Beginner Pickleball Lessons (8) participants.  
Pee Wee Baseball: Both AM & PM classes, totaling 65 participants.  
Sport/Leagues revenues totaled \$3,030.

**Recsters BASP Program:**

BASP AM – 16 participants, PM – 48 participants.  
Spring Break Week & All Days: averaged 23-28 participants per day.  
Current Before & After School participants could begin registration for summer camp and revenues this month totaled \$134,170.

**Classes/Programs:**

Body Blast (2), Hapkido Jujitsu (3), Taiji Club (7), Taiji Level 1 (3), Total Body Sculpt (8), Zumba (6), totaling 29 registered, plus drop-ins.

Tippi Toes Dance classes continued Baby Ballet (20), Ballet/Tap Jazz/ (17), Hip Hop (6) Tippi Pro (5) and Toddler & Me (13) totaling 61 participants.

Connection Luncheons averaged 326 participants per date.

Classes/Programs revenue totaled \$4,713.50.

**Pools:** This month, Season Pool Pass revenues totaled \$3,703.48; Daily Pool Fees totaled \$2,385; Pool Rentals totaled \$704.17, and Concessions revenues totaled \$-0-

**Weight & Exercise Area / Track:**

Weight fee revenues totaled \$15,517; Split membership revenues totaled \$4,812.

We had 3,194 active memberships for the month.

We had 1,592 point of sale transactions for the month.

**Rentals:**

Gymnasium Rental revenues totaled \$2,557.50; Community Center Rental revenues totaled \$3,749.58; Shelter rental revenues totaled \$185; Field Rental/Tennis Courts revenues totaled \$330.

**Revenues:**

Revenues for March totaled \$182,403.23.

**Additional Reports:** Recdesk Monthly Revenue, Dashboard Summary, Membership Summary and Organizational Activity.



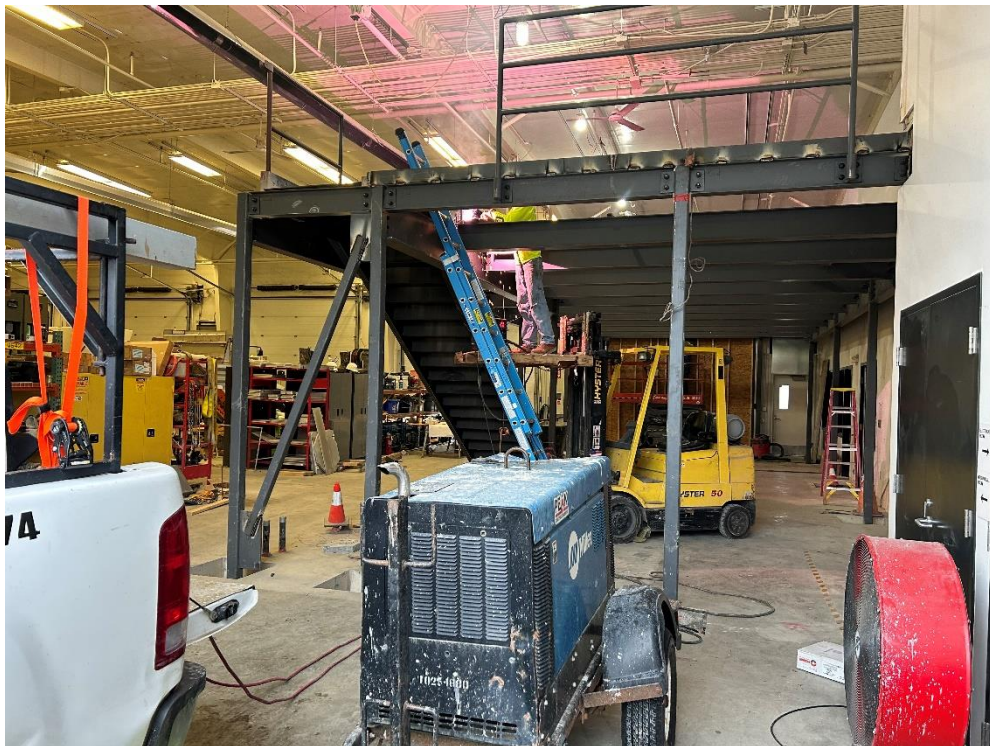
To **Mayor and City Council**  
CC **City Administrator Ryan Heiar**  
From **Street Superintendent Michael Pentecost**  
Date **April 1, 2024**  
Re **Street Department Staff Monthly Report for March**

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The following items took place in the month of **March** that involved the Street Department.

- Locating of City Utilities (210 job tickets) ongoing
  - a. This is an increase of 8% from March 2023
- Continued animal control services (4 responses to animal issues)
- Cemetery plot locates (2 in total)
- Projects/Meetings
  - a. Street Department Building Project
    - i. Bi-monthly progress meetings held
    - ii. Steel supporting structures are getting installed
- Training
  - a. Water License training for supervisor for CEU
  - b. Respiratory protection training on Vector Solutions platform
  - c. Situational awareness / de-escalation training for all staff
- Sanitary Sewer
  - a. Inspection of various manhole locations
- Storm Sewer
  - a. Removal of trees and vegetation around Muddy Creek on city property
- Street Sweeping operations continue this month
  - i. Ongoing spring activity until all public streets have been cleaned
  - ii. Quantity of debris hauled to landfill so far is 21.65 ton costing \$1082
- Street Repairs
  - a. Pothole patch repairs in various locations
  - b. Crack sealing operation on public streets (Fox Run, Aspen, and Cedar Spring subdivisions)
  - c. Gravel roads and shoulder grading
- Traffic Signals
  - a. Saratoga/Penn St traffic cabinet getting installed with an estimated April 3<sup>rd</sup> date for intersection to become active
  - b. Burned out light replacement at Ranshaw Way and Zeller St
- Construction plan review of proposed subdivisions and site plans
- Traffic Control Committee meeting to discuss residential requests/complaints
- Spring clean up meeting held with LRS contractor for April 27<sup>th</sup> event
- Staff conducted monthly safety inspections for all street equipment and buildings

- Monthly warning siren testing in all 8 locations
- Sign repairs and installation
- Service work performed on equipment
- Snow Operations
  - a. 6" snow event on 3-22-24 that required salt and plowing
  - b. Weather forecast for this event was completely inaccurate, but staff was able to perform snow clearing operations effectively
  - c. All equipment was cleaned, inspected, and any repairs made after the event
  - d. Snow fence removed from all areas and placed in storage
  - e. Ordering, delivering, and stacking of salt inventory started this month and will continue through April
- Annual Project Open House event held on-line
  - a. Team presented information on the 4 major projects set for this construction season (W Penn St reconstruction west of I380, Penn St / RR track crossing, W Forevergreen Rd traffic signals at S Jones Blvd and S Kansas Ave, and Fox Run Pond trail and playground construction
  - b. Q and A section followed presentation for public inquiries



**Steel structures getting installed and welded**



**Crews performing crack sealing of streets to increase life of structures**

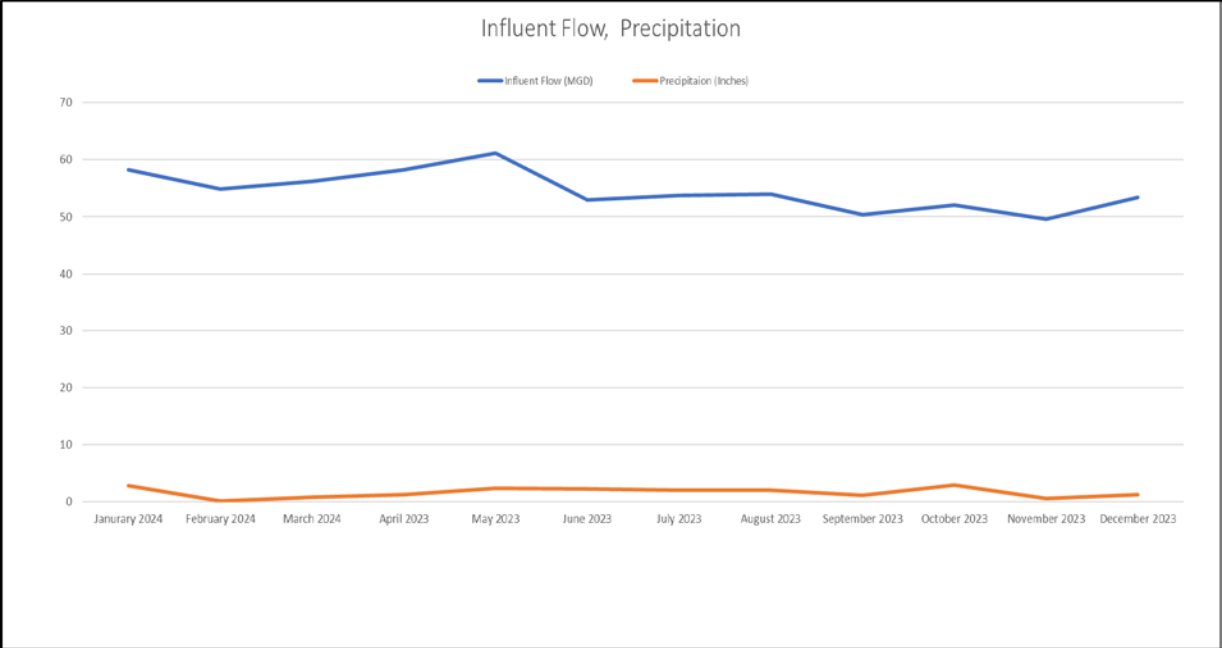


To **City Council, Mayor, and City Administrator**  
From **Drew Lammers**  
Date **April 1, 2024**  
Re **March 2024 Water Pollution Control Plant (WPCP) Report**

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1. All scheduled preventative maintenance at the plant and lift stations was completed. **90 work orders** were completed throughout March. Maintenance replaced 1 HVAC fan motor on the dewatering rooftop. Staff completed repairs to the emergency trailer pump and replaced the grit system cyclone in the pretreatment building. Tree cleanup was done around the facility fence as well as some spring landscaping cleanup. One lift station pump was pulled to remove a blockage of rag buildup in the pump volute.
2. This month's staff safety meeting topic was Personal Protection Equipment. Staff completed target solutions training online and reviewed PPE as a group.
3. Operations and Lab completed all monthly sample results and reports. Monthly Influent Flow Avg. was **1.81 MGD**. **0.84 MG** of solids were wasted from biological tanks to digesters during March. WPCP staff continues to transport biosolids from our storage building to a stockpile in a farm field south of Tiffin. Field application equipment is onsite and waiting for appropriate ground conditions to land apply. Bio-solids 5-year mapping plan was also updated to reflect current field availability. Staff added biosolids field locations and land application records to a digital mapping platform. This makes future planning and records for land applications easier to find and share between City, IDNR, hauling contractor, and landowner.
4. IDNR performed a Treatment Facility Inspection. This is done every 2 years for facilities that receive over 1 million gallons per day. The inspection reviewed records for maintenance, operations, laboratory, collections, and lift stations. The inspector also performed a facility walk through and we visited 2 of our 11 lift stations. The final report showed no deficiencies throughout the entire system. The final report document can be found on the shared drive or the link [here](#).
5. WPCP continues to assist UIHC with sanitary discharge requests. Approvals were made by IDNR and WPCP. UIHC ran the first of several discharges while WPCP monitored treatment operations and effluent quality. There was no effect to treatment operations and effluent quality remained the same so UIHC intends to proceed with upcoming discharges throughout the next couple of months.

Drew Lammers - WPCP Superintendent





To **North Liberty Mayor and City Council Members**  
CC **City Administrator Ryan Heiar**  
From **Water Superintendent Greg Metternich**  
Date **April 2, 2024**  
Re **Monthly Report – March 2024**

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In the month of March, we treated a total of 38,039,000 gallons of water, our average daily flow was 1,227,000 gallons, and our maximum daily flow was 1,535,000 gallons. The total amount of water used in the distribution system was 12.53% higher than in March 2023. A large contributing factor in the high pumpage for last month was due to the fact we're flushing every hydrant in the distribution system not just the dead-ends, and we started a month earlier this year.

We have had a busy month with 9,293 accounts read, 40 re-reads, 87 service orders, 45 new meter set inspections, 5-meter change outs, 8 MIU change outs, assisted 14 customers with data logging information, 29 calls for service, and 6 after hour or emergency calls. Our monthly total service work averaged 25 service orders per day. After changing the billing software over to New World last month, the decision was made not to hang late notices or do shutoffs.

Kistler Crane and Hoist completed all annual inspections on our overhead cranes at the treatment plant, and one at the Booster Station. No deficiencies were found at this time.

On Friday, March 15<sup>th</sup> at 2:30 in the afternoon the treatment plant shutdown with a low suction pressure alarm and would not restart, after several hours of troubleshooting the problem, we discovered the concentrate valves on both train I, and train II had failed, one with a broken control wire and other had gone into an alarm mode that could not be cleared. We repaired the broken control wire on train I, and replaced the actuator on train II using what we had in our spare parts inventory. The plant was back up and running around 8:30 that night.

Maintenance staff have continued to work on flushing every hydrant in the distribution system, currently we've finished about 70% of the system and should be finished by the end of April.

Staff have continued to work on our Lead and Copper inventory list for the EPA. The inventory is due by October 16<sup>th</sup>, 2024. Currently we have collected data on 7,921 properties and have 1,358 unknowns. We were able to identify 100 services in the month of March. As of the date of this report, I am not aware of any Lead service lines, and we have not found any connected to our distribution system.

Water Superintendent  
Greg Metternich





**Parks & Recreation Commission Meeting Minutes**  
**March 7, 2024, 7:00pm**

Present: Shelly Simpson, Brian Motley, Tim Hamer, Richard Grugin, Shannon Greene, Amy Chen, Nicholas Arnold, Donglin Chai, Gwen Johnson, Jeremy Parrish

1. Call to Order

2. Approval of Minutes: Motion to approve February 1, 2024 minutes: Chen; Second: Johnson. Approved via unanimous consent.

3. Reports

Parks Report—Tim Hamer

- Parks staff continued standard maintenance activities and is finishing up work on the out building at the Community Center.
- A new portable water tank has been completed for landscaping this summer.
- Turf seeding is underway in parks and some landscaping has begun due to warmer weather. Staff cleaned up several broken tree limbs
- The ice rink has been disassembled at Penn Meadows and two new pickle ball nets have been installed. There are now six permanent courts and two movable nets for a total of eight courts.
- Guy Goldsmith met with NLCBS regarding upcoming baseball and softball season.
- Goldsmith also met with teams regarding the new City Hall and Centennial Stage construction projects.
- Full time staff attended a two day conference in Ames on landscape and tree maintenance.
- Parks Department is still seeking seasonal employees. Employees must be 18 years old. Simpson mentioned they are hiring at the Recreation Center as well – seeking approximately 50-100 seasonal employees.
- Hamer stated the City applied for the Tree City USA grant and is fairly sure we received the grant which will buy 10-12 trees for City parks.
- Johnson inquired about work at the Dog Park. City staff is backfilling dirt into the area for possible expansion of the park in the future.
- 

Recreation/Pool Report—Shelly Simpson

- Simpson stated staff is looking toward summer programming after winter events wrapped up.
- Swim lessons will be starting soon at the pool.
- Easter events are fast approaching. Center will be closed on Sunday, March 31.
- Programming at the Center continues to be strong and referred Commission to her report for full details.
- Motley updated the Commission on progress of winter leagues which are wrapping up in March.
- Johnson inquired whether there were any senior age-group leagues. Motley said there just hasn't been the interest to hold a league in the past. Simpson noted there will be a pickle ball league and tournament as part of the summer program.
- Motley said the baseball field rental lottery was held and teams have been assigned practice slots for the spring/summer.
- Grugin asked whether more parking will be available at Penn Meadows following the recent construction. Motley stated yes but that there will still be overflow into surrounding areas during tournaments.

#### 4. Questions, Concerns, Updates

- Arnold asked whether Parks and Recreation will gain any space at the Community Center once the new City Administration building is complete. Simpson stated that they will gain the space currently used by the City Communications team for office space for staff.
- Grugin asked if there is a projected date for the outdoor pool to open. Simpson stated that there isn't a firm date but it could be Memorial Day weekend or later depending on staffing levels and weather.
- Arnold asked how budget conversations have been progressing for FY25. Simpson stated that those conversations are ongoing. Some projected cuts to the budget have been added back in. Simpson will continue to push the capital projects forward, including parking lot renovations, pool air duct replacement, aquatic bathroom updates.
- Johnson asked about a long-term strategic plan concerning the Recreation Center and future needs. Simpson stated they have been working off a plan with Shive Hattery that outlines what needs to be prioritized. The City completed a comprehensive plan which is available on the City website. Department heads meet with an advisory group every two years to conduct goal setting. That meeting was just completed in February.
- Arnold asked whether any future expansion projects would involve potential public/private partnership opportunities to fund community "wants" that aren't funded. Simpson stated they would be open to that option.
- Parrish asked whether the ongoing pool projects are complete. Staff stated that those are mostly complete but there are items that arise and need to be addressed.
- Chai asked about the process for renting space in the Community Center for ongoing programming. Simpson stated that City programs take priority for any scheduling. Second option is given to contracted vendors who work with the city on programs. Third, non-contracted programming is available to those who want to rent space to hold their own programs.
- Chai asked about the process for adding and removing community event flyers to the bulletin. Staff stated that community members can bring a flyer to be approved by staff and then posted to the board. Staff clears outdated events about once per month.
- Arnold asked how summer programming registration was going. Registration opens to the full community on April 1. Currently only open to returning registrants. Motely stated that first day of registration they took in over \$100,000. Summer programs are open from 7:00 a.m. – 6:00 p.m. and for K-6 students with 50 slots each week with a field trip held once per week.

#### 5. Community Input / Ideas to Share - none

#### 6. Upcoming Events

- a. Community Center Open House, April 3

#### 7. New Business

#### 8. Old Business

#### 9. Next Meeting

- a. Thursday, April 4, 2024, at 7:00 p.m.

#### 10. Adjourn Motion: Parrish; Second: Chen None opposed.



**Planning Commission**

April 2, 2024

Council Chambers, 1 Quail Creek Circle

**Call to Order**

Chair Josey Bathke called the April 2, 2024 Planning Commission to order at 6:30 p.m. in the Council Chambers at 1 Quail Creek Circle. Commission members present: Josey Bathke, Sheila Geneser, Jason Heisler, and Amy Yotty; absent: Barry A'Hearn, Patrick Staber, and Dave Willer.

Others present: Ryan Rusnak, Ryan Heiar, Grant Lientz, Josiah Bilskemper, Tracey Mulcahey, Loren Hoffman, and other interested parties.

**Approval of the Agenda**

Yotty moved, Geneser seconded to approve the agenda. The vote was all ayes. Agenda approved.

**Zoning Map Amendment**

*Staff Presentation*

Rusnak presented the request of Northridge 2-4, LLC for a zoning map amendment (rezoning) from ID Interim Development District to RS-4 Single-Unit Residential District on 5.36 acres of property located at the northeast corner of North Liberty Road and Oak Lane NE. Staff recommends the Planning Commission accept the finding; the rezoning request from ID Interim Development to RS-4 Single-Unit Residence District would achieve consistency with the approval standards enumerated in Section 165.09 of the Zoning Code; and forward the request to approve a rezoning of approximately 5.36 acres from ID Interim Development to RS-4 Single-Unit Residence District to the City Council with a recommendation for approval.

*Applicant Presentation*

Loren Hoffman, Hall & Hall Engineers, was present on behalf of the developer and offered additional information on the application.

*Public Comments*

No public comments were offered.

*Questions and Comments*

The Commission had no questions or comments on the application.

*Recommendation to the City Council*

Heisler moved, Yotty seconded that the Planning Commission accept the listed finding and forward the zoning map amendment to the City Council with a recommendation for approval. The vote was: ayes – Heisler, Yotty, Bathke, Geneser; nays – none; absent – A'Hearn, Staber, Willer. Motion carried.

**Approval of Previous Minutes**

Yotty moved, Geneser seconded to approve the minutes of the February 6, 2024 meeting. The vote was all ayes. Minutes approved.

**Old and New Business**

Rusnak reported that several submittals have been received that will be on May's agenda. He provided an update on ongoing projects.

**Adjournment**

At 6:37 p.m., Geneser moved, Yotty seconded to adjourn. The vote was all ayes. Meeting adjourned.

Signed:

Tracey Mulcahey, City Clerk



To **Mayor Chris Hoffman and City Council**  
CC **Communications Director Nick Bergus, City Administrator Ryan Heiar**  
From **Outreach & Equity Coordinator Micah Ariel James**  
Date **March 26, 2024**  
Re **North Liberty Youth Council Letter to City Council**

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The North Liberty Youth Council program invites local high school students to engage more deeply with the city, develop leadership skills, support the community through service projects and advocate for other young people in North Liberty. Members of the 2023-2024 North Liberty Youth Council, with a term that runs from September 2023 to August 2024, include Asher Bonner (Liberty), Chase Lovetinsky (CCA), Kevin Ni (Liberty), Leela Strand (Liberty), McKenna Kelley (CCA), Megan Quinn (Liberty), Mi'niri Jurgens (Regina), Montana Duron (Liberty), Olivia Roling (CCA) and Piper Kearney (Liberty).

As established by the program's inaugural cohort, the mission of the North Liberty Youth Council is to ensure all North Liberty youth have the chance to excel by expanding equality and resources throughout the community. The group's vision is a North Liberty where all people, especially youth, have the resources needed to manage their mental health and succeed in an inclusive, sustainable community. To that end, the Youth Council has collaborated with city staff and community partners to tackle a number of projects this year, including hosting a youth basketball tournament, launching a banned book club, organizing a hygiene products drive and more, which the group has detailed in the letter below.

Members of the program's second cohort are making significant strides in their efforts to ensure our community is welcoming and inclusive for people of all ages, especially young people. The current cohort of the North Liberty Youth Council will conclude its term this summer and we will begin accepting applications for the 2024-2025 term this spring. Participation is open to students in grades 9 through 12. Public, private and home school students who live in North Liberty or attend school in North Liberty are eligible to apply. More information can be found at [northlibertyiowa.org/youthcouncil](https://northlibertyiowa.org/youthcouncil).

Dear North Liberty City Council,

Greetings from the North Liberty Youth Council! We appreciate your willingness to connect and work with us. We are a group of ten North Liberty teens who are invested in advocating for the youth of North Liberty through service projects and learning from local organizations.

Over this past year, our group has gained invaluable insights into what the youth of our community want and need through our youth survey. The survey received 42 responses from seventh through 12<sup>th</sup> graders attending Liberty, North Central, and Clear Creek Amana. One of the questions asked was what was the biggest issue facing youth in our community. Mental health was identified as the most significant issue, followed by a lack of youth activities. It was because of this answer that we chose to donate our basketball tournament proceeds to United Action for Youth. This local nonprofit organization offers counseling and youth development programs. The Youth Council is also partnering with Diamond Dreams to host a fun teen night in late spring or early summer, based on survey responses that indicated a desire for youth nights and teen-only events. The Youth Council has also attempted to foster relationships with local organizations such as Global Ties, Iowa Leap, Johnson County Social Services, Johnson County Community & Family Resources, the North Liberty Library, and the North Liberty Rec Center in the hopes of more meaningful collaborations and impactful initiatives in the future.

Since the start of the 2024-2025 term, the Youth Council has diligently worked on several impactful projects and activities to foster youth engagement and address various social justice issues. One of our flagship initiatives was successfully organizing a hygiene drive, collecting and distributing 125 pounds of essential hygiene products to support individuals facing social and economic challenges through the North Liberty Community Pantry. Our Youth Council Storytime at the North Liberty Library was well-received, with a special reading of *Democracy for Dinosaurs* to the children. The Youth Council also established a Banned Book Club, where young individuals can gather to explore literature and discuss social justice themes, promoting critical thinking and awareness. Our Basketball Tournament as a part of Beat the Bitter was a huge success. Ten teams signed up, and all ten showed up ready to put in their best effort. There were even requests by the participants for more events like it. The Tournament provided a platform for youth activities and healthy competition, raising funds, which we matched and donated to United Action for Youth, enhancing our collective impact. Lastly, we conducted a youth survey to gather valuable insights and feedback from our community, to help guide our future endeavors. We are proud of these achievements and remain committed to making a positive difference in our city.

Currently, we are planning our future projects for this spring, summer, and the 2024-2025 term. We are planning a youth kickball tournament with the help of Diamond Dreams after the success of our basketball tournament. With our youth survey, our goal was to closely engage with other youth in our community. To further achieve this goal, we

plan on launching a newsletter about new bills being proposed and passed in Iowa. This is to encourage other youth in North Liberty to be "in the know" of what is going on around them. Additionally, we plan on creating a map of all the little free libraries in North Liberty to motivate the youth of North Liberty to go outside and explore the endless possibilities of literature. We are also working on recruiting new members to the NLYC for our next term.

One of the main things we focused on this year is youth engagement. While North Liberty is good at providing activities and resources for kids, there seems to be a lack of these things for teens. Over the term, a lot of us expressed how most teenagers have to go into Coralville and Iowa City to find something more age-appropriate to do. We suggest the City Council encourage businesses and places like the North Liberty Library to gear activities towards high-school-aged teens. As mentioned, we got to speak with many non-profits that specifically focus on older youth, and we were inspired by the work they do in our community. We would also like to see the Social Services Grant go towards non-profits that are centered around teens.

As a youth council, we could not achieve what we have without your continued support. We sincerely appreciate your willingness to listen to and understand the perspectives of North Liberty's youth. We hope to continue working with you to create a better community for the youth in North Liberty.

Warmest Regards,  
The North Liberty Youth Council