



HUXLEY
— HEART OF THE PRAIRIE —

SPECIAL CITY COUNCIL MEETING NOTICE

**HUXLEY CITY HALL – COUNCIL CHAMBERS – 515 N. MAIN AVENUE
MONDAY JULY 13, 2020 8:00 A.M.**

AGENDA

- 1. ROLL CALL**
- 2. APPROVE AGENDA AS PRESENTED AND/OR AMENDED**
- 3. PUBLIC COMMENT (5 MINUTE TIME LIMIT FOR ITEMS NOT ON THIS AGENDA)**
- 4. BUSINESS ITEMS**
 - a. Approve Resolution No. 20-066 FY 20/21 Salaries
 - b. First Reading of Revised Ordinance No. 509 an Ordinance Amending the Code of Ordinances of the City of Huxley, Iowa by Amending Provisions of the Ordinance Regarding Chapter 90, Water Conservation Plan. Possible Waiving of the 2nd and 3rd Reading.
- 5. ADJOURNMENT**

For more information on this and other agenda items, please call the City Clerk's Office at 515-597-2561 or visit the Clerk's Office, City Administration Building at 515 N. Main Ave. Council agendas are available to the public at the City Clerk's Office on Monday morning preceding Tuesday's council meeting. Citizens can also request to receive meeting notices and agendas by email by calling the Clerk's Office or sending their request via email.

COUNCIL COMMUNICATION

AGENDA HEADING:

Approving Resolution for No. 20-066 FY 20/21 Salaries

SUBMITTED BY: Rita Conner, City Administrator

SYNOPSIS:

The accompanying resolution provides for the scheduled increases as shown for the 20/21 fiscal year. Evaluations have been conducted utilizing the City of Huxley matrix. The amounts shown in the table provide for both cost of living and merit increases for the City of Huxley employees.

FISCAL IMPACT: \$329,709.12

- Funding Source: City of Huxley General Fund and Enterprise Funds

ADDITIONAL INFORMATION:

- Salaries will be effective beginning June 27, 2020 with first payroll on July 13, 2020.

PREVIOUS COUNCIL ACTION(S):

- June 23, 2020 review and discussion of FY 20/21 salaries by Council

RECOMMENDATION: APPROVAL

ANTICIPATED ACTIONS AND FUTURE COMMITMENTS:

- Personnel Committee has proposed a review of the current wages and job descriptions as the matrix is in its third round of the increases planned with the original version in 2018.
- Information from the last process would be able to be utilized and there may be abilities to work with other Story County cities for comparisons, without hiring an outside consultant.

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RESOLUTION NO. 20-066

RESOLUTION SETTING SALARIES FOR FISCAL YEAR 2021 FOR APPOINTED OFFICERS AND EMPLOYEES OF THE CITY OF HUXLEY, IOWA

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HUXLEY:

SECTION 1. The following positions named, upon completion of annual evaluation, a satisfactory review and completing requirements for the positions, shall be paid the salaries or wages indicated. These wages are less legally required or authorized deductions from the amounts set out below on a bi-weekly basis and also make such contributions to Social Security, Medicare, I.P.E.R.S or other purposes as required by law or authorization of the City Council, all subject to audit and review by the City Council. All employees in the table below will be considered regular full-time and part-time employees. Full-time employees working at least a 40-hour week and part-time less than 40 hours.

<i>POSITION</i>	<i>ANNUAL SALARY OR HOURLY RATE FOR FY 2021 AS OF 6/27/20 Payroll Period</i>	<i>CLASSIFICATION ANNUAL SALARY (SAL) OR HOURLY (HR)</i>
POLICE		
POLICE CHIEF	\$74,881.28	ANNUAL SALARY
SERGEANT	\$ 31.10	HOURLY RATE
SERGEANT	\$ 30.81	HOURLY RATE
POLICE OFFICER	\$ 28.75	HOURLY RATE
POLICE OFFICER	\$ 28.75	HOURLY RATE
PUBLIC WORKS		
PUBLIC WORKS DIRECTOR	\$ 85,174.37	ANNUAL SALARY
WATER SUPER/ASST. PWD	\$ 35.63	HOURLY RATE
WASTEWATER SUPERINTENDENT	\$ 28.11	HOURLY RATE
STREET SUPERINTENDENT	\$ 27.01	HOURLY RATE
PUBLIC WORKS EMP. UTILITY II	\$ 20.79	HOURLY RATE
PUBLIC WORKS EMP. UTILITY I	\$ 23.59	HOURLY RATE
PUBLIC UTILITY EMP./PARKS	\$ 20.90	HOURLY RATE
PARKS AND RECREATION		
PARKS & RECREATION DIR.	\$ 61,118.22	ANNUAL SALARY
ADMINISTRATIVE ASSISTANT	\$ 23.44	HOURLY RATE
GROUNDS & MAINT. EMPLOYEE	\$ 16.48	HOURLY RATE
ADMINISTRATION		
CITY ADMINISTRATOR	\$ 108,150.00	ANNUAL SALARY
CITY CLERK/FINANCE OFFICER	\$ 32.57	HOURLY RATE
HR ADMINISTRATIVE COOR.	\$ 32.40	HOURLY RATE
UTILITIES & ZONING/DEP CC	\$ 25.72	HOURLY RATE

SECTION 2. The normal work week for the City of Huxley shall begin on Saturday at 12.01 a.m. and end on the following Friday at midnight.

SECTION 3. Job descriptions, rules and benefits will be provided to each employee and updated as required.

SECTION 4. GROUP HEALTH INSURANCE AND BENEFITS: The City will provide benefits to the City employees as outlined in the City's Personnel Manual and related resolutions.

SECTION 5. MILEAGE REIMBURSEMENT/AUTO ALLOWANCE: If an employee is asked to travel on behalf of the City they shall use a City vehicle when it is possible to do so. If an employee has to use their own vehicle they shall be reimbursed at the rate set by the IRS for that fiscal year. If it is less to travel by air then that option will be implemented. If it is less costly to travel by air and the employee elects to travel by vehicle and they use their vehicle, the employee shall not receive reimbursement greater than the lesser cost between air and vehicle.

SECTION 6. EFFECTIVE DATE: The effective date of these revisions to the FY21 salaries shall be June 27, 2020.

SECTION 7. COMPENSATORY TIME: An employee may choose to receive comp time or overtime for hours worked over 40 hours in a work week. No employee shall accumulate more than 40 hours of compensatory time in any calendar year. Any employee that has reached the maximum of 40 hours may not select comp time but shall receive overtime for approved hours earned over 40 hours worked or until such time that compensatory time has fallen below 40 hours.

SECTION 8. This resolution declares null and void any sections of previously approved salary resolutions in conflict with sections of this resolution.

PASSED, ADOPTED AND APPROVED this 13th day of July, 2020.

Roll Call	Aye	Nay	Absent
Nate Easter	—	—	—
David Kuhn	—	—	—
Greg Mulder	—	—	—
Rick Peterson	—	—	—
Tracey Roberts	—	—	—

APPROVAL BY MAYOR

I hereby approve the foregoing **Resolution No. 20-065** by affixing below my official signature as Mayor of the City of Huxley, Iowa, this 13th day of July, 2020.

Kevin Deaton, Mayor

ATTEST:

Jolene Lettow, City Clerk

COUNCIL COMMUNICATION

AGENDA HEADING:

First Reading of Ordinance No.509 an Ordinance Amending the Code of Ordinances of the City of Huxley, Iowa by Amending Provisions of the Ordinance Regarding Chapter 90, Water Conservation Plan

SUBMITTED BY: Rita Conner, City Administrator

SYNOPSIS:

On Wednesday, July 8, 2020, Council enacted an emergency water conservation plan per Chapter 90 of the Huxley Code of Ordinances. Council determined that the water emergency warranted immediate action to put conservation practices in place to protect the community, but requested staff undertake revisions to the language in the original ordinance, which was not seen to best reflect the intentions and concerns of Council.

The revised water conservation plan is briefly summarized below and detailed further in the accompanying ordinance. This ordinance shall be effective upon its passage, approval and publication as provided by law.

FISCAL IMPACT: NONE AT THIS TIME.

ADDITIONAL INFORMATION:

- Water sources under the conservation plan have been expanded
- Watering and irrigation of specific areas has been proposed for allowance between 8 pm and 6 am to better accommodate the working public
- Huxley Water Superintendent has additional ability to determine allowable uses
- Increased rate charge has been revised to penalty of water shutoff

PREVIOUS COUNCIL ACTION(S):

- July 8, 2020 Special Council Meeting-Resolution No. 20-065

BOARD/COMMISSION ACTION(S): NONE

ANTICIPATED ACTIONS AND FUTURE COMMITMENTS:

- Staff will work on a further amended ordinance for the water conservation plan utilizing plans from other cities and present for a future Council agenda
- This future water conservation plan will incorporate phasing for different levels of water conditions that may need to be considered.
- For more information on this and other agenda items, please call the City Clerk's Office at 515-597-2561 or visit the Clerk's Office, City Administration Building at 515 N. Main Ave. Council agendas are available to the public at the City Clerk's Office on Friday afternoon preceding Monday's Council meeting. Citizens can also request to receive meeting notices and agendas by email by calling the Clerk's Office or sending their request via email.

ORDINANCE NO. 509

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF
THE CITY OF HUXLEY, IOWA, BY AMENDING PROVISIONS OF
THE ORDINANCE REGARDING CHAPTER 90, WATER
CONSERVATION PLAN

Be It Enacted by the City Council of the City of Huxley, Iowa:

SECTION 1. Section 90.23, Water Conservation Plan, is hereby amended by adding the underlined language and deleting the stricken language as follows:

90.23 WATER CONSERVATION PLAN. The Council may declare a water conservation emergency whenever the supply of water or water system facilities are found to be inadequate for the needs of the City or whenever there appears to be a substantial and imminent danger of such inadequacy. ~~A resolution making such finding and declaring such emergency shall be published for one publication in a newspaper of general circulation in the City and upon publication shall require compliance with this section by all persons using water from the municipal water system until by resolution of the Council the emergency is declared to be terminated. As an alternative to publication in a newspaper of general circulation, the City may notify residents via door-to-door delivery of notices.~~

1. Restrictions. During a water conservation emergency declared under this section, potable processed water from the municipal water system, which does not include water that has been reclaimed or recycled from an authorized primary use, is from a private well or pond but specifically excluding any public storm water detention basin, or is trucked in from an outside source, shall not be used for any of the following purposes:

A. ~~The use of water consuming air conditioning equipment which consumes in excess of five percent of the water circulating in such equipment;~~

B. Watering or irrigation of residential, business or industrial lawns and all other outside vegetation except that direct outside applications of water ~~not exceeding one inch per week~~ are permitted between the hours of ~~10:00 a.m. and 6:00 p.m.~~ 8:00 p.m. and 6:00 a.m. on flower and vegetable and/or fruit gardens, trees and shrubs less than four years old and areas which were ~~newly-seeded or sodded~~ within forty-five (45) days prior to issuance of the emergency resolution. Installation of sod and seed is prohibited during the emergency period.;

C. The washing of cars, trucks, trailers and other mobile vehicles or equipment except at commercial establishments which provide that service;

D. The cleaning of outdoor surfaces including buildings, sidewalks, driveways and porches;

E. The non-essential cleaning of commercial and industrial equipment, machinery and interior spaces;

F. The filling or addition of water to ~~of~~ private swimming pools, wading pools (including “kiddie pools”), ~~reflecting pools,~~ ornamental fountains, or any other structure making similar use of water and including the use of water for sprinklers, slip and slides or other recreational equipment;

G. Permitting the loss of water through defective plumbing or fixtures, except where the customer can provide proof of prompt repair of the defect;

H. Use by a business or industry of an amount of water, including for agricultural irrigation, exceeding the amount used during the corresponding month of the preceding year except where the business or industry is declared by resolution of the Council to be necessary for the public health, safety and welfare. Where there is no corresponding period of use, the ~~Council~~ Water Superintendent shall ~~hold a public hearing to~~ determine the allowable use.

2. ~~Rates~~ Penalty. Customers using water in violation of this Section shall be notified by a tag left at the property. If the use is not suspended within 24 hours, water service will be terminated and the termination fee will apply. Water service will be restored only upon receipt of the termination fee and written confirmation from the customer that the customer understands and will comply with the mandatory conservation measures. Any person ~~customer~~ found to be using City water in violation of this section also may be charged with a municipal infraction in accordance with Chapter 3 of the Municipal Code, ~~four times the rate which would otherwise apply. This rate shall apply to all metered service through the service connection used in the violation during any month that a water conservation emergency is declared by the Council to exist and during which the violation has occurred or continued.~~

SECTION 2. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION 3. This ordinance shall be effective upon its passage, approval and publication as provided by law.

PASSED and approved this ____ day of _____ 2020.

Kevin Deaton, Mayor

ATTEST:

Jolene Lettow, City Clerk