

NOTICE OF PUBLIC MEETING

Governmental Body : Van Meter Public Library

Date : December 20th, 2017

Time/Place : 6:00 PM – Van Meter Public Library, 505 Grant St.

Our Mission: The mission of the Van Meter Public Library is to provide access to materials and services for recreational reading and information needs of the public library customers.

1. Call to Order
2. Roll Call
3. Emergency Additions and Approval of the Agenda
4. Consent Agenda
 - a. Minutes
 - b. Claims
 - c. Stats
 - d. Finances
5. Discussion Items
 - a. Schedule interviews for architectural firms with Chief Daggett
 - b. Review of Hours, Holidays, and Closings Due to Inclement Weather Policy
 - c. Review City of Van Meter Employee Compensation and Classification Plan
6. Action Items
 - a. Adopt Confidentiality of Library Records Policy
 - b. Adopt any changes to the Hours, Holidays, and Closings Due to Inclement Weather Policy
 - c. Adopt City of Van Meter Employee Compensation and Classification Plan
7. Director's report
8. President's report
9. Adjourn

Agenda Item #1 - Call to Order

Sample Motions: The time is six o'clock PM on Wednesday, December 20th, 2017. I hereby call this meeting of the Van Meter Public Library Board to order.

Agenda Item #2 – Roll Call

Sample Language: Roll call please.

Backstrom ___; Freeman ___; Durflinger ___; Maguire ___; Devick ___;

Agenda Item #3 - Emergency additions and Approval of the Agenda

Submitted for: Action

Recommendation: Approval

Sample Language: At this time are there any additions to the agenda?

Additions:

Sample Motion: Do I hear a motion to approve the agenda?

Board Member _____: So moved. Board Member _____: Second.

Agenda Item #4 – Consent Agenda

Submitted for: Action

Recommendation: Approval

Sample Language: Please review the Consent Agenda.

Additions:

Sample Motion: Does the Library Board wish to discuss any item on the consent agenda separately? If not, I would entertain a motion to approve a Resolution Adopting the Consent Agenda as it has been presented to us?

Board Member _____: So moved. Board Member _____: Second.

Agenda Item #5 - Discussion Items

- a. Schedule interviews for architectural firms with Chief Daggett
- b. Review of Hours, Holidays, and Closings Due to Inclement Weather Policy
- c. Review City of Van Meter Employee Compensation and Classification Plan

Agenda Item #6 - Action Items

- a. Adopt Confidentiality of Library Records Policy
- b. Adopt any changes to the Hours, Holidays, and Closings Due to Inclement Weather Policy
- c. Adopt City of Van Meter Employee Compensation and Classification Plan

Agenda Item #7 – Director's report

Agenda Item #8 – President's report

Agenda Item #9 – Adjourn

Submitted for: Action

Recommendation: Approval

Sample Motion: With no further business do I hear a motion to adjourn?

Board Member _____: So moved. Board Member _____: Second.

Sample Language: The meeting is adjourned. Thank you.

Van Meter Public Library

Library Board Minutes – 11/15/17

The Van Meter Public Library Board met on Wednesday, November 15th, 2017 at the Van Meter Public Library.

President Backstrom called the meeting to order at 6:02 PM. Members present at roll call: Rachel Backstrom, Molly Maguire, Amanda Durflinger, Rachel Devick, and Erin Freeman. Also in attendance were Barb Phillips, Bill Daggett, Jon Bruen, and Suzanne Lindaman.

Having no emergency additions, President Backstrom asked for a motion to approve the Agenda. Moved by Durflinger, supported by Devick. Passed unanimously.

After reviewing the Consent Agenda, President Backstrom asked for a motion to approve the Consent Agenda. Moved by Durflinger, supported by Maguire. Passed unanimously.

The six responses from architectural firms to our request for proposal were discussed by the command staff of Public Safety and the Library Board of Trustees. Bill Daggett and Suzanne Lindaman will visit sites they have constructed and schedule interviews. The Confidentiality of Library Records Policy was discussed, and a copy will be sent to the Board by the Director. It will be voted on at the December meeting. Discussion was started about the budget for the next fiscal year.

Freeman made a motion to continue with three firms: Studio Melee, FEH, and ISG. The motion was seconded by Maguire and approved by all.

The Library Director's report was given.

Having no further business, President Backstrom asked for a motion to adjourn. Moved by Freeman, supported by Devick. Passed unanimously. Adjourned at 7:11 p.m.

Van Meter Public Library
Circulation Summary

Transactions 11/1/2017 through 11/30/2017, VMPL

Totals for This Period

Checked out	345
Checked in	376
Renewed	60
Used in-library	14
Fines and charges	\$60.00
Payments collected	\$0.00
Ledger adjustments	\$0.00

As of 12/12/2017, 2:52 pm

Materials checked out	310
Materials overdue	133
Patrons overdue	43

Van Meter Public Library Multi-Day Circulation Statistics

Transactions 11/1/2017 through 11/30/2017, VMPL

Date		Out	In	Renew	In-Lib Use	Fines & Charges	Payments	Adjustments
Wednesday	01-Nov-2017	47	19	3	3			
Thursday	02-Nov-2017	22	30					
Friday	03-Nov-2017	11	7	7				
Saturday	04-Nov-2017		8					
Sunday	05-Nov-2017							
Monday	06-Nov-2017	7	13		3			
Tuesday	07-Nov-2017	11	16	8	1			
Wednesday	08-Nov-2017	16	35	5				
Thursday	09-Nov-2017	13	5	1		85.00		
Friday	10-Nov-2017	18	21					
Saturday	11-Nov-2017	8	6					
Sunday	12-Nov-2017							
Monday	13-Nov-2017	14	34	5				
Tuesday	14-Nov-2017	7	17					
Wednesday	15-Nov-2017	10	23			-25.00		
Thursday	16-Nov-2017	29	17	1				
Friday	17-Nov-2017							
Saturday	18-Nov-2017	6	1	9				
Sunday	19-Nov-2017							
Monday	20-Nov-2017	3	4		2			
Tuesday	21-Nov-2017	4	4					
Wednesday	22-Nov-2017	54	41	10	5			
Thursday	23-Nov-2017							
Friday	24-Nov-2017							
Saturday	25-Nov-2017	1	9					
Sunday	26-Nov-2017							
Monday	27-Nov-2017	31	29	1				
Tuesday	28-Nov-2017	19	3					
Wednesday	29-Nov-2017	10	16	1				
Thursday	30-Nov-2017	4	18	9				
Totals		345	376	60	14	0.00	0.00	0.00

BUDGET REPORT
CALENDAR 11/2017, FISCAL 5/2018

PCT OF FISCAL YTD 41.6%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
182-410-6010	WAGES - FULL TIME	38,000.00	2,697.19	13,282.94	34.96	24,717.06
182-410-6020	WAGES - PART TIME	10,500.00	792.99	3,934.28	37.47	6,565.72
182-410-6030	WAGES - SEASONAL/TEMP	.00	.00	.00	.00	.00
182-410-6210	DUES	200.00	.00	624.59	312.30	424.59-
182-410-6215	PROGRAMMING	1,500.00	439.00	650.95	43.40	849.05
182-410-6220	SUBSCRIPTION	800.00	.00	378.96	47.37	421.04
182-410-6230	TRAINING	150.00	.00	.00	.00	150.00
182-410-6311	OPERATION & MAINTENANCE	400.00	51.17	101.17	25.29	298.83
182-410-6371	UTILITIES	1,500.00	55.12	530.23	35.35	969.77
182-410-6373	TELEPHONE/COMMUNICATIONS	600.00	114.35	596.91	99.49	3.09
182-410-6408	INSURANCE	.00	.00	.00	.00	.00
182-410-6413	PAYMENTS - OTHER AGENCIES	.00	.00	.00	.00	.00
182-410-6419	TECHNOLOGY	.00	.00	.00	.00	.00
182-410-6424	COMMUNITY INTERSET	1,000.00	.00	.00	.00	1,000.00
182-410-6499	OTHER CONTRACTUAL SERV	2,000.00	.00	.00	.00	2,000.00
182-410-6502	LIBRARY MATERIALS	5,000.00	567.84	3,602.29	72.05	1,397.71
182-410-6506	OFFICE SUPPLIES	2,500.00	159.27	2,600.76	104.03	100.76-
182-410-6511	MEMORIAL MATERIALS	.00	.00	.00	.00	.00
	DIFFERENCE	64,150.00	4,876.93	26,303.08	41.00	37,846.92
	PROOF	64,150.00	4,876.93	26,303.08	41.00	37,846.92

GENERAL LEDGER HISTORY REPORT
FROM 11/2017 TO 11/2017

ACCOUNT NUMBER	JOB/PO ACCOUNT TITLE	(FISCAL 5/2018 TO 5/2018)		DEBITS	CREDITS	NET CHANGE
DATE ACCT NO	NAME INVOICE NO	CHECK NO REFERENCE				ENDING BAL
182-410-6010	WAGES - FULL TIME			10,585.75		
11/03/17		PR DT: 10/29/17		1,354.50		
11/17/17		PR DT: 11/12/17		1,342.69		
		BUDGET 38,000.00				
		ENCUMBERED .00				
		AVAILABLE 24,717.06		2,697.19	.00	13,282.94
182-410-6020	WAGES - PART TIME			3,141.29		
11/03/17		PR DT: 10/29/17		394.05		
11/17/17		PR DT: 11/12/17		398.94		
		BUDGET 10,500.00				
		ENCUMBERED .00				
		AVAILABLE 6,565.72		792.99	.00	3,934.28
182-410-6215	PROGRAMMING			211.95		
11/13/17	440 SYNCB/AMAZON 112017	27326 PROGRAMMING & LIB MATERIALS		439.00		
		BUDGET 1,500.00				
		ENCUMBERED .00				
		AVAILABLE 849.05		439.00	.00	650.95
182-410-6311	OPERATION & MAINTENANCE			50.00		
11/13/17	44 LOWE'S 112017	27314 LIB FURNACE FILTERS		18.57		
11/13/17	103 CULLIGAN 112017LIB	27291 COOLER RENTAL/WATER		32.60		
		BUDGET 400.00				
		ENCUMBERED .00				
		AVAILABLE 298.83		51.17	.00	101.17
182-410-6371	UTILITIES			475.11		
11/13/17	24 MIDAMERICAN EN 112017	27317 GAS/ELEC		55.12		
		BUDGET 1,500.00				
		ENCUMBERED .00				
		AVAILABLE 969.77		55.12	.00	530.23
182-410-6373	TELEPHONE/COMMUNICATIONS			482.56		
11/13/17	122 CENTURY LINK 112017LIB	27286 LIB PHONE LINE/FD FAX LINE		49.41		
11/13/17	180 WELLS FARGO CC 112017	27333 LIB POSTAGE		64.94		
		BUDGET 600.00				
		ENCUMBERED .00				
		AVAILABLE 3.09		114.35	.00	596.91
182-410-6502	LIBRARY MATERIALS			3,034.45		
11/13/17	185 TASTE OF HOME 112017	27327 SUBSCRIPTION		13.48		
11/13/17	415 BARNES & NOBLE 3557329	27278 BOOKS		43.18		
11/13/17	440 SYNCB/AMAZON 112017	27326 PROGRAMMING & LIB MATERIALS		436.18		
11/13/17	508 HAWKINS MEMORI 1017	27300 LARGE PRINT BOOKS		20.00		
11/13/17	711 IDA GROVE PUBL 112017	27302 BOOKS		10.00		
11/13/17	734 BLOOMFIELD PUB 112017	27279 BOOKS		20.00		
11/13/17	735 STUART LIBRARY 3	27325 BOOKS		25.00		
		BUDGET 5,000.00				
		ENCUMBERED .00				
		AVAILABLE 1,397.71		567.84	.00	3,602.29
182-410-6506	OFFICE SUPPLIES			2,441.49		
11/13/17	11 OFFICE DEPOT 21493739	27319 LIB SUPPLIES		159.27		

GENERAL LEDGER HISTORY REPORT
 FROM 11/2017 TO 11/2017

ACCOUNT NUMBER DATE ACCT NO	JOB/PO ACCOUNT TITLE NAME INVOICE NO	(FISCAL 5/2018 TO 5/2018) CHECK NO REFERENCE	DEBITS	CREDITS	NET CHANGE ENDING BAL
182-410-6506	OFFICE SUPPLIES		2,441.49		
		BUDGET	2,500.00		
		ENCUMBERED	.00		
		AVAILABLE	100.76-		

			159.27	.00	2,600.76
REPORT TOTALS			=====	=====	
	TOTAL DEBITS / CREDITS		4,876.93	.00	

G/L REVENUE HISTORY REPORT
FROM 11/2017 TO 11/2017

ACCOUNT NUMBER	ACCOUNT NAME	(FISCAL 5/2018 TO 5/2018)	AMOUNT
DATE	JOURNAL RECEIVED FROM/ALPHA ID	RECEIPT NO REF/DESCRIPTION	
182-410-4705	DONATIONS - LIBRARY TRUST		
11/01/17	RM4223 LIBRARY CASH	23330 LIBRARY DONATIO GUILT FINES/DONATIONS	73.03
11/03/17	RM4226 1/2 PRICE BOOK STORES	23346 LIBRARY DONATIO PROFIT FROM SOLD BOOKS	12.00
	ACCOUNT TOTAL		----- 85.03
		REPORT TOTAL	===== 85.03

TREASURER'S REPORT
CALENDAR 11/2017, FISCAL 5/2018

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
182 LIBRARY TRUST FUND	37,921.93	85.03	4,876.93	.00	33,130.03
Report Total	37,921.93	85.03	4,876.93	.00	33,130.03

G/L EXPENSE HISTORY REPORT
FROM 11/2017 TO 11/2017

ACCOUNT NUMBER	ACCOUNT NAME	(FISCAL 5/2018 TO 5/2018)	AMOUNT
DATE JRNL	NAME/OTHER REFERENCE	PO NUMBER INVOICE CHECK NO REF/DESCRIPTION	
051-410-6499	OTHER CONTRACTUAL SERV		
11/13/17 AP1198	GEORGE LAWSON CONSULTING	109 27296 LIB BUILDING CONSULT	3,000.00
	ACCOUNT TOTAL		----- 3,000.00
		REPORT TOTAL	=====
			3,000.00

TREASURER'S REPORT
CALENDAR 11/2017, FISCAL 5/2018

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
051 LIBRARY BUILDING FUND	10,634.34	.00	3,000.00	.00	7,634.34
Report Total	10,634.34	.00	3,000.00	.00	7,634.34

Van Meter Public Library Director's Report

December 2017

November Statistics

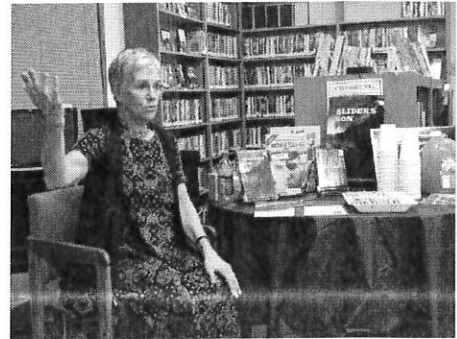
- Visitors – 516
- Programs – 13
- Programming attendance – 91
- Outreach programs – 221
- Computer usage – 66
- Wireless usage – 49
- Reference questions – 85
- Fax/Scan – 2
- Copy/Print – 7
- Library checkouts – 405
- Materials borrowed from other libraries – 5
- Materials loaned to other libraries – 3
- E-books & e-audiobooks usage – 96

Activities

- Dallas County Librarian meeting on January 9th
- Webinars to attend
 - Summer Reading Program
 - Adults on January 16th
 - Children on January 23rd
- Upcoming programming
 - Special Saturday Story Time on December 23rd is a showing of The Polar Express.
 - Harry Potter and the Prisoner of Azkaban Interactive Movie for Tweens and Teens on December 27th.
 - Dallas County Conservationist program on January 10th about ospreys.
 - The Special Saturday Story Time in January will be about stranger danger with Chief Daggett.
 - On January 25th we will be having Al Perales, an Investigator with the Office of the Attorney General of Iowa, in the library talking about fraud.

- Past programming

- Author Rebecca Fjelland Davis was a hit! The kids were talking about her school visit when they came to the library that afternoon. Plus, two of the middle school students came to hear her a second time that evening.



- On Wednesdays after school we have a teen/tween makerspace. On November 29th the kids took apart a broken laptop to explore the inner workings. A great STEM project! The Facebook post about it was shared by The Communicator, a page that focuses on interesting and fun news in the Des Moines area.



Hours, Holidays, and Closings Due to Inclement Weather Policy

Hours

The hours of operation for the Van Meter Public Library are as follows:

Monday 10:00 a.m. – 5:00 p.m.

Tuesday 10:00 a.m. – 7:00 p.m.

Wednesday 10:00 a.m. – 5:00 p.m.

Thursday 10:00 a.m. – 7:00 p.m.

Friday 10:00 a.m. – 5:00 p.m.

Saturday 10:00 a.m. – 1:00 p.m.

Holidays

The library will be closed on the following holidays:

- New Year's Day
- Good Friday
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving
- Friday following Thanksgiving
- Christmas Eve (open from 10:00 a.m. – 4:00 p.m., unless it falls on a Saturday, then the library will be open normal hours)
- Christmas
- New Year's Eve (open from 10:00 a.m. – 4:00 p.m., unless it falls on a Saturday, then the library will be open normal hours)

Inclement Weather

To fulfill its mission of public service the Van Meter Public Library will make every reasonable effort to open to the public as scheduled, consistent with safe access for the public and staff. The library will close, delay opening, or close ahead of schedule when the weather becomes hazardous to the health and/or safety of the public and/or library staff. Emergency/inclement weather closings will be authorized by the Director and/or the Board of Library Trustees. If the library closes early due to

inclement weather, the library will post a sign on the exterior doors. The library will also post early closures on the City of Van Meter website and Facebook account.

Adopted – September 25, 2017



City of Van Meter, Iowa

Employee Compensation and Classification Plan

August 2017

Executive Summary

Consistent with the proposal that was accepted by the City Council at the May 18, 2017 City Council meeting this plan has been developed with two primary goals. The first was to ground employee compensation in an analysis of the established positions, the work performed by the incumbents, and the market rate for the work being done. The second goal was to recommend a policy structure so that pay is equitable within the organization and moving forward there is an objective method applied to pay adjustments.

In order to ground employee pay each employee was asked to complete a job analysis questionnaire. The questionnaires were designed to solicit as much information from the employees about their work as possible. Position descriptions were then updated based on 1) the data collected and 2) industry best practices.

Subsequently recommended policies were developed that require the classification of each positions and the establishment of pay grades. The recommended policies insist that position descriptions and classifications be updated when there is turnover and the pay reflect good stewardship of the public's funds.

To stay competitive and fair the recommended policy and pay structure takes into account 1) inflation for the cost of living, 2) market changes, 3) organizational equity, and 4) an employee's performance.

In all, the City of Van Meter has a great team of dedicated public servants who take pride in their work. They strive to deliver personalized service in an environment that increasingly insists on standardization and bureaucratic processes.

If the City Council adopts the findings and recommendations of this plan the initial cost of implementation will be \$6,666 more than the City's current system of adjusting employee pay. That cost is affordable for Van Meter and moving forward it will protect the City from political encroachments into human resource practices that create unnecessary liability and angst.

Thank you for the opportunity to present this information.

Sven Peterson
(515) 418-8239

1. Analysis

This plan has been limited in scope to examine the positions of only regular full time City Employees. Further the study was limited to a review of wages only. Benefits, holidays, vacation, etc. were not included as a part of this examination.

The analysis began by collecting data from each employee. This was done through a job analysis questionnaire that each employee was asked to complete. This information was then compared to their existing job descriptions. The job descriptions were then updated, ranked against the organizational chart, and assigned a grade ranging from zero (0) to five (5).

Next the comparable cities were surveyed for wage and salary information for each position included in this study: City Administrator, City Clerk, Public Works Director, Public Works Operator, Police Chief, Police Officer, and Library Director.

Where positions were assigned the same grade their wages were blended to arrive at a "grade average" which was then the basis used to establish the grade's pay range. This approach moves the recommended policy and pay structure away from the market rates for those positions however it does achieve a certain level of equity within Van Meter's organization that is important. This equalization was applied to the Public Works Director position and Police Chief position together and to the market rates for City Clerks and Finance Officers because the JAQ's revealed that that those job responsibilities are combined into a single position in Van Meter.

a. Job Analysis Questionnaires

- i. City Administrator
 1. Duties include Management and Administration, Mission and Policy Planning, Financial Activities, Legal and Regulatory Compliance, Maximizing Efficiencies and Maintaining Relationships, and Special Projects.
 2. Position entails a high level of decision making and critical thinking.
- ii. City Clerk

1. Duties include Clerk include Payroll, Utility Billing, Newsletter Development, Bank Deposits, Accounts Payable, Issuance of Building Permits, Website and Social Media Maintenance, Maintenance of Cemetery Records, Reporting, and City Record Keeping.
 2. This positions requires a deep understanding of municipal functions and regulatory compliance.
- iii. Public Works Director
1. Duties include Water Treatment and Distribution, Wastewater Collection and Treatment, Roads Maintenance, Snow Plowing, Parks and Cemetery Maintenance, and General City Maintenance as needed.
 2. Job requires in-depth knowledge of heavy equipment, water and wastewater treatment, and historical knowledge of the community.
- iv. Public Works Operator
1. Duties include Water Treatment and Distribution, Wastewater Collection and Treatment, Utility Meter Reading, Roads Maintenance, Snow Plowing, Parks and Cemetery Maintenance, and General City Maintenance as needed.
 2. Position reports to Public Works Director.
- v. Police Chief
1. Duties include Full Management Responsibility for all Public Safety Department Services and Activities, General Law Enforcement, Criminal Investigation, Fire Suppression and Prevention, Rescue Services, Disaster Response, Code Enforcement, Emergency Management Planning, Department Budgeting, Evaluates and Implements Service and Staffing Levels, and Manages Personnel.
 2. Position requires quick decision making skills, critical thinking, ability to manage high stress situations, and problem solving.
- vi. Police Officer

1. Duties include Protection of Life within Jurisdictional Boundaries, Enforcement of Laws, Provide a Visible Presence within the Community, Crime Investigations, Attend and Testify in Court, Respond to Fires, Provide EMS support, and Intense Physical and Mental Excursion.
2. Position reports to Police Chief.

vii. Library Director

1. Duties include Administration and Supervision of the Library, Selection, Ordering and Processing of Materials and Supplies, Library Programming, Engagement of City Council and Library Board, Library Collection Management, Budgeting, Long-range Planning, and Professional Development.
2. Position reports to Library Board.

b. **Market Survey**

Selecting comparable cities for the market survey was a challenge. Typically in metropolitan areas it is important to look at cities that might hire away Van Meter's employees and consider them competitors for talent in the labor market. That is based on the assumption that as long as a higher paying position is commutable, employees will rationally sell their labor for higher pay.

That said, the size and resources of Van Meter's neighbors make them unrealistic comparables when weighing the cost to compete for labor against the the City Council's fiduciary responsibility to the taxpayers.

At the same time, Van Meter does have a need for talent and leadership. The City Council will struggle to provide quality services and leverage growth options if it compares itself to similar sized communities where there is less opportunity.

To balance those interests and move the analysis forward the following Cities were selected as comparables: Adel, Bondurant, Carlisle, Perry, Polk City, Sergeant Bluff, and Windsor Heights.

Because each comparable is larger than Van Meter, the average wage calculation is discounted by ten (10%) to establish the upper end of the pay range where 20 years of service is required by the policy. The recommended starting wage is calculated by discounting the market average by twenty (20%) percent.

Stated differently, the pay range for each grade is seventy five (80%) percent to ninety (90%) percent of the market average.

Market Survey Annualized Wages/Salaries										
City	Van Meter	Adel	Bondurant	Carlisle	Perry	Polk City	Sergeant Bluff	Windsor Heights		
Population	1016	3682	3860	3876	7702	3418	4227	4860		
GRADE	POSITION									Average
7	City Administrator	\$ 90,000.00	\$ 69,628.00	\$ 131,663.00	\$ 88,441.00	\$ 95,000.00	\$ 101,846.00	\$ 110,000.00	\$ 102,104.75	
5	City Clerk	\$ 47,630.00	\$ 43,127.00	\$ 41,205.00	\$ 60,000.00	\$ 45,000.00	\$ 54,075.00	\$ 60,986.00	\$ 49,282.57	
5	Finance Officer		\$ 51,000.00	\$ 53,040.00		\$ 55,865.00	\$ 77,250.00	\$ 60,986.00	\$ 61,581.33	
3	Library Director	\$ 32,240.00	\$ 50,440.00	\$ 53,040.00	\$ 47,465.00	\$ 49,197.00	\$ 37,960.00		\$ 45,718.57	
6	Police Chief	\$ 58,475.00	\$ 67,972.00		\$ 79,955.00	\$ 67,701.00	\$ 75,000.00	\$ 88,411.00	\$ 73,930.57	
4	Police Officer	\$ 38,002.00	\$ 46,758.00		\$ 49,774.00	\$ 51,022.00	\$ 45,344.00	\$ 46,337.00	\$ 47,417.71	
	Public Works									
6	Director	\$ 61,285.00	\$ 64,570.00	\$ 56,160.00	\$ 68,660.00	\$ 63,840.00	\$ 81,150.00	\$ 76,752.00	\$ 68,812.25	
	Public Works									
*2	Operator	\$ 35,360.00	\$ 38,542.00	\$ 36,691.00	\$ 39,770.00	\$ 43,056.00	\$ 45,718.00	\$ 46,924.00	\$ 41,344.50	

2. Recommendations

a. Policy Recommendations

Upon approval and adoption of this plan the following policies are to be incorporated into the City of Van Meter's employee handbook. These policies are designed to objectively structure employee classification and compensation. Further they clearly communicate expectations to employees, prospective employees, elected officials, and the public.

i. Classification of Employment

1. Prior to all hiring, position descriptions must be developed and/or updated and submitted to the City Administrator for approval. All recommended hires shall be submitted by the appropriate department director to the City Administrator who shall have the discretion to reject the recommendation or forward the it to the City Council.
2. Position descriptions shall include a classification category and pay grade. Positions shall be either exempt or nonexempt and shall be placed in one of the following categories:

Regular Full-time	(RF)
Regular Part-time	(RP)
Temporary Full-time	(TF)
Temporary Part-time	(TP)
Full-time Equivalent	(FTE)

A pay grade matrix shall be detailed in a document separate from this policy, but is by this policy hereby adopted and shall be amended annually by resolution of the City Council.

3. An employee's pay grade, working hours, and benefits depend on the requirements of the employee's job. If an employee is promoted, transferred, or demoted, his/her pay grade, working hours, and benefits may change.

4. Newly appointed employees will normally be hired at the minimum entry pay level approved for each position. Appointments may be made above the minimum pay level based upon the individual's qualifications, experience, approval of the City Administrator, and subject to council approval.
5. For non-exempt employees, overtime will be computed at 1.5 times an employee's rate of pay for hours worked in excess of 40 per week.
6. Exempt employees are not eligible for overtime.

ii. Compensation Adjustments

1. Cost of Living Adjustments

- a. The pay ranges associated with each pay grade, and subsequently each employee's salary or wage within the matrix, shall be updated annually to provide a cost of living adjustment (COLA), and to maintain the competitiveness and equity of Van Meter's compensation structure.
- b. The COLA shall be based on the United States Department of Labor's Bureau of Labor Statistics' Consumer Price Index for All Urban Consumers in the Midwest for all items not seasonally adjusted. The formula for calculating the COLA shall follow this example:

Example Based on 2017 CPI-U Midwest Figures	
CPI for January of the current year	228.279
Less CPI for previous January	223.301
Equals index point change	4.978
Divided by previous period CPI	223.301
Equals (rounded to the nearest thousandths)	0.022
Result multiplied by 100	0.022 x 100
Equals percent COLA	2.2

- c. The COLA shall be calculated by the City Administrator and recommended to the City Council for approval within sixty days prior to implementation of the new fiscal budget period beginning July 1 of each year.
 - d. Employees that are on probation for either initiation or disciplinary purposes are not eligible for cost of living adjustments. If an employee is released from probation they shall receive any pay raises missed while on probation.
2. Performance Adjustments
- a. It shall be the policy of the City of Van Meter that managers address performance problems as they arise. Therefore, it is the City Council's expectation that passing the following milestones represents satisfactory performance:
 - i. Initial Probationary Period
 - ii. After 2 years of employment
 - iii. After 5 years of employment
 - iv. After 10 years of employment
 - v. After 15 years of employment
 - vi. After 20 years of employment
 - b. The the pay grade matrix shall divide the pay ranges into seven steps consistent with the milestones outlined above. (Starting wage plus six performance milestones.)
 - c. The performance milestones outlined above apply to an individual's tenure in a particular position. It should not be construed to apply to an individual's overall time as an employee of the City of Van Meter.
 - d. Employees that are on probation for disciplinary purposes are not eligible for Performance Adjustments. If an employee is released from probation they shall receive any pay raises missed while on probation.

3. Periodic Market Adjustments

- a. Every three years the City Administrator shall conduct a market analysis and recommend to the City Council adjustments to the salary and wage matrix to verify and maintain the equity and competitiveness of Van Meter's compensation structure.
- b. Market adjustments shall be in addition to, not in lieu of, COLA adjustments. Meaning that the City Administrator shall conduct the market analysis before applying the COLA adjustment.
- c. Employees that are on probation for either initiation or disciplinary purposes are not eligible for Market Adjustments. If an employee is released from probation they shall receive any pay raises missed while on probation.

iii. Total Remuneration

Any salary rate established for an employee shall be the total remuneration for the employee, but not to be construed as including overtime, group medical insurance benefits, life insurance, pension, or reimbursement of uniforms and official travel. Except as otherwise provided, no employee shall receive pay from the city in addition to the salary authorized for services rendered by him/her, either in the discharge of ordinary duties or any additional duties which may be imposed upon the employee, or which he/she may undertake or volunteer to perform. Under no circumstances may city services be extended by employees in exchange for special rewards, gifts or other remuneration from someone else.

b. **Job Description Recommendations**

The recommended job descriptions are attached as appendices to this plan.

c. Pay Matrix Recommendations

Grades 0 and 1 on this matrix are suggested for both temporary and part-time employees. Grade 0 is minimum wage or \$7.25/hour and Grade 1 is \$10.00/hour. Both grades are unaffected by COLA adjustments. They are offered for reference purposes only because this plan is limited in scope to only regular full time employees. It should be noted that the City does have part time employees whose compensation does not fall into either grade.

Pay Grade Ranges Pre-COLA										
GRADE	Grade Average	Start	After Probation	After 2 years	After 5 years	After 10 years	After 15 years	After 20 years		
% of Average		80%	81%	83%	85%	86%	88%	90%		
0	N/A	\$15,080.00	\$15,532.40	\$15,998.37	\$16,478.32	\$16,972.67	\$17,481.85	\$18,006.31		
1	N/A	\$20,800.00	\$21,424.00	\$22,066.72	\$22,728.72	\$23,410.58	\$24,112.90	\$24,836.29		
*2	\$ 45,394.50	\$36,315.60	\$36,769.55	\$37,677.44	\$38,585.33	\$39,039.27	\$39,947.16	\$40,855.05		
3	\$ 45,718.57	\$36,574.86	\$37,032.04	\$37,946.41	\$38,860.79	\$39,317.97	\$40,232.34	\$41,146.71		
4	\$ 47,417.71	\$37,934.17	\$38,408.35	\$39,356.70	\$40,305.06	\$40,779.23	\$41,727.59	\$42,675.94		
5	\$ 55,431.95	\$44,345.56	\$44,899.88	\$46,008.52	\$47,117.16	\$47,671.48	\$48,780.12	\$49,888.76		
6	\$ 71,371.41	\$57,097.13	\$57,810.84	\$59,238.27	\$60,665.70	\$61,379.41	\$62,806.84	\$64,234.27		
7	\$ 102,104.75	\$81,683.80	\$82,704.85	\$84,746.94	\$86,789.04	\$87,810.09	\$89,852.18	\$91,894.28		

This table is the recommended pay matrix. It is presented separately to illustrate the application of the CPI calculated COLA.

Recommended Pay Matrix									
CPI	2.2%								
GRADE	Grade Average	Start	After Probation	After 2 years	After 5 years	After 10 years	After 15 years	After 20 years	
% of Average		80%	81%	83%	85%	86%	88%	90%	
0	N/A	\$15,080.00	\$15,532.40	\$15,998.37	\$16,478.32	\$16,972.67	\$17,481.85	\$18,006.31	
1	N/A	\$20,800.00	\$21,424.00	\$22,066.72	\$22,728.72	\$23,410.58	\$24,112.90	\$24,836.29	
*2	\$ 46,393.18	\$37,114.54	\$37,578.47	\$38,506.34	\$39,434.20	\$39,898.13	\$40,826.00	\$41,753.86	
3	\$ 46,724.38	\$37,379.50	\$37,846.75	\$38,781.24	\$39,715.72	\$40,182.97	\$41,117.45	\$42,051.94	
4	\$ 48,460.90	\$38,768.72	\$39,253.33	\$40,222.55	\$41,191.77	\$41,676.38	\$42,645.60	\$43,614.81	
5	\$ 56,651.46	\$45,321.16	\$45,887.68	\$47,020.71	\$48,153.74	\$48,720.25	\$49,853.28	\$50,986.31	
6	\$ 72,941.58	\$58,353.27	\$59,082.68	\$60,541.51	\$62,000.34	\$62,729.76	\$64,188.59	\$65,647.42	
7	\$ 104,351.05	\$83,480.84	\$84,524.35	\$86,611.38	\$88,698.40	\$89,741.91	\$91,828.93	\$93,915.95	

3. Cost of Implementation

Based on the recommended pay matrices outlined above, the following table outlines the existing pay for Van Meter's full time regular employees, their tenure in their position, and their recommended pay. Those employees whose pay exceeds the recommendation (City Administrator) will have their wage/salary frozen until the matrix catches up with their pay.

That said, the initial cost of implementing this pay plan is \$14,652.30. The cost of the City's past practice (an across the board percentage increase) would total \$7,986. Comparatively this plan will cost an additional \$6,666.48.

Cost of Implementation										8/11/2017
GRADE	Position	Current Pay	Start Date	Years in Position	Recommended Pay	Difference	Cost of Implementation	2.2% COLA ONLY		
7	City Administrator	\$ 90,000.00	11/1/2010	6.78	\$88,698.40	\$ (1,301.60)	\$ -	\$ 1,980.000		
5	City Clerk/Finance Officer	\$ 47,630.00	9/15/2004	12.90	\$48,720.25	\$ 1,090.25	\$ 1,090.25	\$ 1,047.860		
3	Library Director	\$ 32,240.00	5/1/2017	0.28	\$37,846.75	\$ 5,606.75	\$ 5,606.75	\$ 709.280		
6	Police Chief	\$ 58,475.00	10/29/2012	4.78	\$60,541.51	\$ 2,066.51	\$ 2,066.51	\$ 1,286.450		
4	Police Officer	\$ 38,002.00	6/5/2017	0.18	\$38,768.72	\$ 766.72	\$ 766.72	\$ 836.044		
6	Public Works Director	\$ 61,285.00	11/23/1998	18.72	\$64,188.59	\$ 2,903.59	\$ 2,903.59	\$ 1,348.270		
*2	Public Works Operator	\$ 35,360.00	1/3/2017	0.60	\$37,578.47	\$ 2,218.47	\$ 2,218.47	\$ 777.920	Difference	
							\$ 14,652.30	\$ 7,985.82	\$ 6,666.48	
*2	Note: The Public Works Operator position is elevated \$4,050 above the average market rate before the COLA is applied in order to cover perviously committed incentive pay for DNR water and waste water certifications.									

4. Resolution Approving the Recommendations

Resolution #2017-____ “A resolution approving and adopting the Van Meter employee classification and compensation plan”

WHEREAS, the Van Meter City Council has determined that it is necessary for the prudent management of the City's human resources to objectively structure employee classification and pay, and

WHEREAS, the Van Meter City Council has asked an independent third party consultant to objectively evaluate employee pay and craft an employee classification and compensation plan, and

WHEREAS, the consultant has presented the findings of that evaluation to the City Council, now
THEREFORE, be it resolved by the Van Meter City Council that:

Section 1. The consultant's findings are hereby accepted and adopted.

Section 2. The recommended policies are hereby incorporated into the City of Van Meter's Employee Handbook.

Section 3. The recommended job descriptions are hereby approved and adopted.

Section 4. The recommended pay matrix is hereby approved and adopted.

Section 5. The schedule of Employee Pay is hereby approved and adopted.

Section 6. Repealer. All resolutions or parts of resolutions in conflict with the provisions of this resolution are hereby repealed.

Section 7. Severability. If any section, provision, or part of this resolution, or the policies herein adopted are invalidated, such invalidation shall not affect the validity of the resolution and/or policies as a whole.

Section 8. The City Council recognizes that this resolution does not extend the plan, policies, or pay to the Library Director or Library Employees. Per Chapter 22 of the Van Meter Code that action is reserved to the Library Board of Trustees.

Passed and approved this ____ day of August 2017.

_____, Mayor ATTEST: _____, City Clerk

Confidentiality of Library Records Policy

To protect the rights of our library users, Van Meter Public Library endeavors to keep all records pertaining to customers' use of library materials and information confidential. Section 22.7(13), Code of Iowa, states that unless otherwise ordered by a court, by the lawful custodian of the records, or by another person duly authorized to release such information, the following library records shall be kept confidential:

The records of a library which, by themselves or when examined with other public records, would reveal the identity of the library patron checking out or requesting an item or information from the library. The records shall be released to a criminal or juvenile justice agency only pursuant to an investigation of a particular person or organization suspected of committing a known crime. The records shall be released only upon a judicial determination that a rational connection exists between the requested release of information and a legitimate end and that the need for the information is cogent and compelling.

Confidentiality extends to information sought or received and materials consulted, borrowed, requested or acquired, and includes Internet and electronic resource search records, reference interviews and transactions, circulation records, interlibrary loan records, and other personally identifiable uses of library materials, equipment, or services.

The Van Meter Public Library will ensure the confidentiality of a patron's library record and account by limiting access to only approved staff members. Information concerning an individual's account will be released to that individual only, unless one of the following exceptions applies:

- a. The Library interprets possession of a card (or card number in a phone or email request) as consent to use it unless it has been reported lost or stolen, or there is reason to believe that consent has not been given.
- b. The library will release information to the parent or guardian of a minor child for the purpose of recovering overdue materials and settling accounts for lost, late, or damaged material, and for other matters related to the recovery of material or charges incurred by minor children for which a parent or guardian may be considered liable. However, information will not be provided to the parent or guardian who is merely attempting to determine what library materials a minor child is using.

The Library cannot guarantee the confidentiality of information sought or received, or materials consulted or borrowed, from third party digital services, including but not limited to, e-books and e-audio, to which we provide access. The Library Director or the Director's designee, as the lawful custodian of library records, is authorized to release records that are otherwise confidential "...upon a

judicial determination that a rational connection exists between the requested release of information and a legitimate end and that the need for the information is cogent and compelling” (Iowa Code 22.7).

Adopted –

December 2017 Bills

DATE PAID	COMPANY	AMOUNT
12/12/2017	Century Link - phone service	\$49.41
12/12/2017	Amazon	\$338.05
12/12/2017	Demco	\$283.19
12/12/2017	Fisher Whiting Memorial Library	\$13.00
12/12/2017	Culligan	\$27.85
12/12/2017	Surpass Software	\$1,775.00
12/12/2017	Union Public Library	\$18.00
12/12/2017	Wells Fargo Credit Card - postage	\$18.27
12/12/2017	Taste of Home - book	\$19.50
12/13/2017	Monticello Public Library	\$45.00