

Council/Staff Planning Session

1. Meeting Date And Time

- 1.I. Meeting Date And Time – March 29, 2023 5:00 P.m., Council Chambers, 105 Milwaukee Mall Note: Mayor, Council And Staff Will Be Attending This Meeting In Person In The Council Chambers. Public Can Attend In Person Or They Can Attend The Meeting Via Zoom.com: Meeting ID 787 065 8066 Phone Number To Call To Participate Via Telephone: 312-626-6799 Please Note: This Meeting Is Starting At 5:00 P.m.

2. Call To Order

3. Mayor's Comments

4. First Half Of Tree Removal Project

Documents:

[AIS 2023 TREE REMOVAL PROJECT PRELIMINARY PLANS PLANNING SESSION.PDF](#)

5. Discussion On Vehicle Stipend For City Administrator

Documents:

[AIS STIPEND VEHICLE \(PACKET\) CITY ADMIN.PDF](#)

6. City Administrator Report

7. Board, Commission Or Committee Reports

8. Adjourn

AGENDA ITEM SUMMARY

Subject: Discuss 2023 Tree Removal Project

Background Summary:

At the next Council Meeting, we will request approval of the preliminary plans and specifications for the 2023 Tree Removal Project and schedule letting and public hearing dates. This project was brought up and discussed during the budget planning for the FY2024. We are planning to let the first half the total project this year with the remainder to be in FY 2025.

This year's project will involve removing approximately 325 trees.

The Project has a completion date of March 1, 2024.

At the April 3rd City Council Meeting, we will be requesting the Council set the project letting and hearing dates as April 27th and May 1st respectively or May 11th and May 15th respectively.

CITY OF CHARLES CITY

AGENDA ITEM SUMMARY

Subject: Review consideration to change to providing a monthly vehicle stipend in lieu of providing a city vehicle for city admin.

Background Summary:

At our last council workshop we discussed the concept of changing from a city provided vehicle, to the city administrator providing a vehicle and the city compensating with a vehicle stipend. The current vehicle generally runs well but is aging and starting to show some wear and tear. Also, it would work better for me (city admin) personally to have my own vehicle available to me for "non-city" related errands in town, as well as for available space at my home for the city vehicle. From the discussion there seemed to be general support to the concept and questions about comparisons to other communities and insurance were asked, which I've tried to address here and with the attached documents.

Attached are 1) the most recent comparisons from IA cities from the 2022 laCMA salary survey they conduct. 2) Insurance coverage - Bob Ingram's response is also attached but states generally that they would not cover me personally (I would need to provide that) but city existing insurance would cover city if the city gets sued due to an accident.

As you can see in the attached survey there is a fair amount of variance in the flat stipend amount, but I've found that some receive an amount of reimbursement in addition the flat amount based on factors from "*outside of city limits*" to "*>50 miles outside city*" to "*only if out of state or extra ordinary circumstances within the state.*" This is from some I reached out and heard back from. The communities I received responses from: [Ft. Dodge- \$600/mo., mileage only out of state; Waverly - \$250/mo., mileage outside of city limits; Burlington- \$350, mileage >50 miles one way; Grinnell- \$400 mileage for out of state or extra-ordinary in state travel]. I compared the planned travel for 2023 and based on IRS reimbursement that would be about \$1,120 in total mileage reimbursement. In the Waverly example you can basically add \$100 a month so that equates to \$350. My personal preference would be a higher flat fee and not have to deal with mileage reimbursement. I've proposed the \$500 stipend level which is towards the top end. When comparing costs of buying a used vehicle, fuel, insurance, maintenance and meetings in and around the state that I participate in, I thought that would be a fair amount. In FY23 we budgeted for this but have not yet gone this direction. It is budgeted once again in FY24 for up to \$6,000 per year/\$500 per month.

We discussed some what to do with the current vehicle, the 2010 Nissan Murano. It could be sold, but probably the best use is to keep it for other general use for city staff. Vehicles used for that purpose have typically been well used police sedans, that aren't always in the best condition.

IaCMA Salary/Compensation Survey 2022 - Vehicle Allowance Comparison

City/County	Population	Official Title	Base Salary	Annual Vehicle Allowance in Dollars	Monthly
Cascade	2,100	City Administrator	\$94,500	\$8,640	\$720
Fort Dodge	24,871	City Manager	\$189,072	\$7,200	\$600
Dyersville	4,477	City Administrator	\$132,600	\$6,000	\$500
Charles City (Proposed)	7,396	City Administrator	\$128,482	\$6,000	\$500
Davenport	101,724	City Administrator	\$248,722	\$5,856	\$488
Rock Valley	4,059	City Administrator	\$102,177	\$5,636	\$470
Clive	18,601	City Manager	203,409	\$5,400	\$450
West Burlington	3,197	City Administrator	\$138,320	\$5,400	\$450
Urbandale	45,580	City Manager	\$220,132.00	\$4,800	\$400
Johnston	24,064	City Administrator	\$175,000	\$4,800	\$400
Grinnell	9,546	City Manager	\$153,963.12	\$4,800	\$400
Orange City	6,247	City Administrator	\$130,000	\$4,800	\$400
Webster City	7,825	City Manager	\$135,000	\$4,200	\$350
Burlington	23,982	City Manager	\$173,000	\$4,200	\$350
Waukee	22,598	City Administrator	\$180,000	\$4,000	\$333
Grimes	15,423	City Administrator	\$166,500	\$3,900	\$325
Bondurant	7,365	City Administrator	\$154,800	\$3,900	\$325
Marshalltown	27,591	City Administrator	\$185,536	\$3,600	\$300
Newton	15,772	City Administrator	\$142,836	\$3,600	\$300
Boone	12,460	City Administrator	\$135,200	\$3,600	\$300

Nevada	6,925	City Administrator	\$124,124	\$3,600	\$300
DeWitt	5,514	City Administrator	\$115,053	\$3,600	\$300
Carlisle	4,160	City Administrator	\$92,451	\$3,600	\$300
North Liberty	20,479	City Administrator	\$190,528	\$3,000	\$250
Waverly	10,394	City Administrator	\$142,300	\$3,000	\$250
Perry	7,836	City Administrator		\$3,000	\$250
Clear Lake	7,700	City Administrator	\$167,000	\$3,000	\$250
Camanche	4,572	City Administrator	\$100,000	\$3,000	\$250
Monticello	4,040	City Administrator	\$96,500	\$3,000	\$250
Hawarden	2,700	City Administrator/Clerk	\$93,275	\$3,000	\$250
Ely	2,328	City Administrator	\$103,000	\$3,000	\$250
Norwalk	12,799	City Manager	\$180,000	\$2,500	\$208
Hampton	4,337	City Manager	\$112,000.00	\$2,400	\$200
Norwalk	12,799	City Manager	\$180,000	\$2,400	\$200
Keokuk	9,900	City Administrator	\$139,327	\$2,400	\$200
Clarion	2,810	City Administrator	\$78,800	\$2,400	\$200
LeClaire	4,708	City Administrator	\$110,000.00	\$2,400	\$200
Manchester	5,065	City Manager	\$112,214	\$1,200	\$100
Humboldt	4,792	City Administrator	\$100,700	\$1,200	\$100
Lisbon	2,303	City Administrator	\$87,125	\$1,000	\$83

Good morning Steve! We can't insure your personal auto on the City policy as it is owned by you. We will cover the City only under the Non-Owned auto should you (or any employee using their personal auto for City business) have an accident and the City gets sued because of the accident. If you use your personal auto for City business then you will have to change your personal auto usage classification to a business use. Hope this helps – if not let me know and I can stop in to discuss. Bob



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