

COUNCIL PROCEEDINGS
JANUARY 11, 2023

Charles City city council met in a budget planning session on January 11, 2023 at 5:30 p.m. in council chambers. Mayor Dean Andrews presided and the following council members were present: Keith Starr, Patrick Lumley, DeLaine Freeseaman, Phoebe Pittman and Phillip Knighten. Also present were city administrator Steve Diers and engineer in training Brian Sullivan.

Miscellaneous general fund budgets were reviewed. We are still working on finding property to purchase for a gun range/lime sludge storage/brush site and have a couple leads. We have included \$25,000 in the budget for this item. No major work is planned for 401 N. Main since we recently completed a large remodel there. Their parking lot is in need of some work and that has been included in Fund 303 with other street projects. The payments to others TIF account is where we expend items that will be repaid **with TIF funds, such as our payments to ADC, Façade and Cultural/Entertainment grants, etc.** Council and mayor salaries may be reviewed at a later date. This would have to be approved prior to the next city council election in order to take effect the January after the election. City administrator expense line items remain pretty steady. \$6700 for a vehicle stipend has been included in FY24 since the current administrator car is getting quite old. City clerk expense line items also remain pretty steady. The data processing line item has been increased for FY24 for a contract with our current IT person to fill our technology needs. For city hall capital improvement, a \$200,000 figure has been included to re design the entrance and business office reception area to make it more handicap accessible and also more secure. We really have no idea what this might cost. Mark Wicks was present and commented that we would be able to access design services from Main Street Iowa program, so we will look at doing that soon to get a better idea of what we are looking at. ARPA funds would be able to fund this project. Salary raises for deputy clerk, utility clerk and accounts payable clerk have been included for FY24 to make them more comparable to other cities. Council asked to have these proposed amounts sent to them. The engineer salary for FY23 was re estimated since we have now hired that position and know what that salary is. Rest of the engineering expenses remain pretty steady.

For Emergency Fund budget, we have included the emergency levy of \$.27/thousand in our revenues into that fund with the corresponding transfer out to General fund for that amount.

Employee Benefit fund budget reviewed. All of the benefits for General fund and RUT fund salaries are expensed from here with a corresponding levy coming in. We underfunded this levy last year to keep the levy down so the cash balance here decreased.

American Rescue Plan fund budget has a total balance of just over 1.1 million. We have included this same expense for FY24, which would include the remodel of the business office reception/entrance. These funds need to be designated by December 2024 and expended by December 2026, so we have time to plan.

State CARES fund will be closed at the end of FY23, it has a small balance of approximately \$300.

Cable fund budget was reviewed. The revenues here are from the Mediacom cable/video sales in Charles City. These amounts have been declining, due mostly to more streaming being done by their customers. The county reimburses us \$3000 annually to cover the costs of videotaping their supervisor meetings. The supervisors are renovating a room at the courthouse to become their meeting room and may install the necessary equipment to tape their own meetings. So this reimbursement could go away. The agreement with the school for one of their employees to oversee the uploading of the city's meeting videos is in limbo right now. It was discussed putting our meetings on YouTube, so this may be an option for us in the future. The cable commission may not be necessary anymore with so many changes in the cable industry, so this will be discussed at a future meeting of that commission.

Fiber to the Home fund reviewed. Right now, the only activity in this fund are the utility bills for the building up on North Main Street that was to be the office for the city's telecom utility. With the uncertainty of that project, this building may become available for other uses by the city. There will be a transfer from the General fund to cover these utility bills at the end of the year.

Jennifer Lantz, Foster Grandparent director, was present to review her budgets. The advisory fund is where the sales of their items and grant awards are deposited. The non qualifying grandparents expenses come out of advisory fund since they can't use Federal money for them. We currently have two of these grandparents in service. Foster Grandparent Operating fund budget was discussed. The stipends line item has increased quite a bit from FY23 and FY24 and this is due to the increase in the stipends from \$3.15/hr to \$4.00/hr. Long distance travel has also increased quite a bit for FY24 due to Jennifer traveling to Washington DC as a Americorp Seniors board member. The office supplies line item is also increasing quite a bit from FY23 to FY24 due to changing all of the pamphlets and sending postcards to show the increase in the stipends. Jennifer is working on getting more grandparents hired and hopes that Mason City will garner us quite a few more. Current number is 39, with two more being non qualified and two more being a Foster Grandparent for free.

City administrator Diers reviewed the tax levy sheet that had been distributed prior to the meeting. The initial proposed FY24 levy is quite higher than the current year but we will probably be bringing this down as we review the budget further. This is just the starting point. He has included a \$250,000 G.O. loan in debt service to take down about 500 trees.

There being no further business, meeting was adjourned.

Dean Andrews, Mayor

Attest:

Trudy O'Donnell, City Clerk