

CITY OF MUSCATINE
CITY COUNCIL BUDGET REVIEW SESSION
City Council Chambers, City Hall – January 30, 2018 – 8:00 a.m.

Mayor, Diana Broderson, called the meeting for the City Council's budget review session for Saturday, January 30, 2021, to order at 8:00 a.m. Councilmembers present were; Brockert, Brackett, Gordon, Malcolm, Jindrich, Froelich and Hopkins.

Following the call to order, the Mayor turned the meeting over Finance Director Nancy Lueck for an overview of general information regarding to the 2021/2022 projected budget.

Mayor and City Council;

City Administrator Carol Webb stated a request to approve Ipads for the City Council members to accommodate virtual meetings, note taking and ease of access to City Council Information. Ms. Webb stated the cost for said IPADS would be \$300 each and would be passed to new Councilmembers as needed.

There was discussion among City Council regarding the need for Ipads, the consistency it would create, cost savings of not having to print council information, ease of updating all Councilmembers with information, the benefit of having the City IT department available to maintain the Ipads and the creation of a policy regarding the use of said Ipads.

There was a consensus from City Council to move forward with the purchase of the Ipads.

Mayor Broderson had questions regarding the cost for more team building training that was addressed by City Administrator Carol Webb stating there had been enough budgeted to accommodate future training.

Councilmember Kelcey Brackett asked when the last time the City Council compensation had been reviewed. There were no definite answers and it was suggested to be looked at prior to 2022/2023 budget.

Legal Services:

Finance Director Nancy Lueck stated this would have to be monitored, as legal services are hard to predict. She also stated the legal fees for capital projects, HR Insurance fees and Enterprise Fund Legal fees are not included in this part of the budget.

There was discussion regarding if it would be cost effective to hire a full time attorney for the City of Muscatine. City Administrator Webb stated she had reached out to other colleagues regarding this and has found that most other cities use the contract model because of the variety of services that are needed.

Council stated they would like to review current legal services and put out an RFQ for the services needed for the City either by a single attorney or a firm. Staff commented they would like to have more accessibility to the cities legal council and would like their participation in council meetings as needed.

There was a consensus with City Council to move forward with an RFQ for legal services.

City Administrator

Finance Director Nancy Lueck gave an overview of the projected City Administrator budget and a new request this year for a community survey.

City Administrator Carol Webb stated that the City of Muscatine performed a Citizen Survey in 2011 and would like to do one this year to get citizen feedback from community to help in working with the strategic plan.

There was discussion among City Council members regarding the marketing of a citizen survey, time length for process, sharing of information on City Web page and a policy establishing a set time (4-5 years) that citizen surveys would be performed.

Human Resources

Finance Director Nancy Lueck gave an overview of the projected Human Resources budget. She stated the Human Resources Dept. is under budget due to the deferment of the extra Human Resources Position.

There were questions from City Council members regarding the process for medical bill that was addressed by HR Manager Stephanie Romagnoli.

Risk Management

Finance Director Nancy Lueck gave an overview of the projected Risk Management budget.

Councilmember Malcolm had questions regarding why the Fire Dept. does not utilize random drug testing. Ms. Romagnoli stated that the police had voluntarily put it in their contract and the Fire Dept. had not negotiated that as part of their contract. Ms. Romagnoli then answered questions regarding what employees are subject to drug testing.

Finance

Finance Director Nancy Lueck gave an overview of the proposed Finance Dept. budget.

There were questions and discussion with City Council regarding CARES Act Funding.

Information Technology

Finance Director Nancy Lueck gave an overview of the proposed IT Dept. budget.

There was discussion between IT Manager John Kruezenstein, City Administrator and City Council regarding cost, time frame and procedures for implementing a Cyber Security System for the City of Muscatine. Mr. Kreuzenstein stated this item was not included in the upcoming year budget but would need to be looked at in the near future.

Council requested this item be brought back for discussion.

Community Development

Finance Director Nancy Lueck gave an overview of the proposed Community Development budget.

There were questions from City Council regarding Ash tree removal, condemned properties, responsibility of sidewalks and boulevards that were addressed by Community Development Director Jodi Royal Goodwin.

Mayor Broderson had questions regarding the decrease in building permit revenue. Ms. Royal-Goodwin stated that it is not a reduction in permits but the types of permits. More small home project permits have been issued than commercial construction permits.

Mayor Broderson had questions regarding the merging of Community Development and Housing that was explained by Ms. Royal-Goodwin.

Airport

Finance Director Nancy Lueck gave an overview of the proposed Airport budget.

City Council had questions regarding the taxiway construction that were addressed by Community Development Director Jodi Royal-Goodwin.

Police Department

Finance Director Nancy Lueck gave an overview of the proposed Police Department Budget.

Chief Talkington and Assistant Chief Snider were present to answer questions.

There were comments regarding the police vehicle replacement plan of 2 one year and 3 the next year.

Animal Control

Assistant Chief Snider gave an overview of Animal Control stating they are working on getting the office nationally certified. Mr. Snider states the animal pick up has been down which he feels is related to people being home and able to watch their animals.

At this time City Council took a break for lunch. (12:00 p.m.)

Library

Finance Director Nancy Lueck gave an overview of the proposed Library Budget.

Library Director Pam Collins presented information regarding programs they have implemented to serve the community during COVID. She stated they had increased the WIFI area and that it is common to see cars in the parking lot area using the WIFI service.

Cablevision

Finance Director Nancy Lueck gave an overview of the proposed Cablevision budget.

City Administrator Carol Webb stated that there were request to update equipment in Council Chambers.

Art Center

Finance Director Nancy Lueck gave an overview of the proposed Art Center Budget.

Art Center Director Melanie Alexander gave an overview of the Art Center programs over the last year including special virtual programs due to COVID.

There were questions and comments from City Council regarding upcoming programs and the renovation of the Japanese Garden that were addressed by Ms. Alexander.

Fire Department

Finance Director Nancy Lueck gave an overview of the proposed Fire Department Budget.

Fire Chief Jerry Ewers shared an overview of the past year and how their procedures have had to change to protect staff and citizens from COVID.

There were questions from City Council regarding how many of the firefighters opted to get the COVID vaccine. Mr. Ewers stated that about 40% of the firefighters received the vaccination.

There was discussion regarding the plan for future approval of hiring of three new firefighters as finances allow.

Councilmembers had questions regarding the replacement of vehicles and the plans for the new fire station that were addressed by Chief Ewers.

Mayor Broderson asked Mr. Ewers if the stopped trains on the track had ever affected the fire department in getting to a fire. Mr. Ewers stated that only one time and he stated that they have a number to the train dept. to make arrangements to be able to get emergency equipment through.

Ambulance

Finance Director Nancy Lueck gave an overview of the proposed Ambulance budget.

There was discussion regarding a reduction in injuries due to the purchase of the new ambulance lift, facility transfers and in field enzyme testing.

Housing

Finance Director Nancy Lueck gave an overview of the proposed Housing budget.

Housing Administrator Jodi Royal Goodwin shared an overview of activity in the housing department over the last year and plans for projects and staffing restructure in the coming year.

City Council had questions and concerns about Hershey Manor to include the HVAC system, low resident numbers, complaints regarding water quality,

Mayor Broderson questioned if a cost analysis has been done regarding the management of Hershey Manor. She states the City is losing revenue when all the work the housing department does for only getting 5% in revenue is considered. Ms. Royal-Goodwin and Nancy Lueck answered questions regarding the revenue from Hershey Manor.

City Administrator Carol Webb stated she would set up a time during an in-depth council meeting for further discussion regarding Hershey Manor.

Councilmember Hopkins mad a motion to adjourn the meeting at 3:10 p.m.

Respectfully submitted,



Carol Webb
City Administrator

***** Proof of Publication *****

The undersigned, being first duly sworn, on oath does say that he/she is an authorized employee of THE MUSCATINE JOURNAL, morning edition, a daily newspaper printed and published by Lee Enterprises, Incorporated, in the City of Davenport, Scott County, Iowa, and that a notice, a printed copy of which is made a part of this affidavit, was published in said THE MUSCATINE JOURNAL, on the dates listed below.

CITY OF MUSCATINE- Legals account

215 Sycamore Street
MUSCATINE, IA 52761

ORDER NUMBER 88158

The affiant further deposes and says that all of the facts set forth in the foregoing affidavit are true as he/she verily believes.

Becky Morrison

NOTICE
CITY OF MUSCATINE
CITY COUNCIL
BUDGET REVIEW SESSION
City Hall Council Chambers -
January 30, 2021 - 8:00 a.m.
Mayor Diana Broderson called the meeting for the City Council's budget review session for Saturday, January 30, 2021 to order at 8:00 a.m. Councilmembers present were Malcolm, Brackett, Brockert, Jindrich, Gordon, Froelich and Hopkins.
Department budgets discussed included City Council, Legal Services, City Administrator, Human Resources, Risk Management, Finance, Information Technology, Community Development, Airport/Airport Subsidy, Police Operations, Animal Control, Library Operations, Cablevision, Art Center, Fire Operations, Ambulance and Housing.
With no further comments concerning the budget preparation material, comments were solicited from Councilmembers.
The meeting adjourned at 3:30 p.m.
Respectfully submitted,
Carol Webb
City Administrator

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Subscribed and sworn to before me by said affiant this 16 day of Feb 2021.

Danine Glascock

Notary Public in and for Scott County, Iowa

