

CITY OF MUSCATINE
BUDGET REVIEW SESSION

MINUTES

CITY HALL CONFERENCE ROOM

February 23, 1989

4:00 p.m.

PRESENT: Mayor LeMar, Councilmembers Brewer, York, Harder, Kemp
Sayles and Phillips

ABSENT: Councilmember Amerine

ALSO PRESENT: Kevin Whittaker, Acting City Administrator
Deb Neels, Director of Finance and Records

Library Budget Review

Also present: Brenda Fikes, Grace King and Margaret Myers, Board of
Trustee Members
Marsha Tate, Library Director
Sheila Chaudoin, Assistant to Library Director

Tate reviewed the status report of the FY 1989/90 objectives and showed the City Council copies of the Spanish language brochure. She noted during the discussion of FY 1989/90 objectives that a file is being developed for Muscatine County history.

Much of the discussion focused on a need for part time security assistance at the Library. Library staff have been unable to handle the unruly kids. This is especially evident during the hours of 5:00 p.m. through 9:00 p.m. Tate indicated that the Police Department had randomly sent officers over to walk through, but this did not resolve the problem.

City Council suggested that the Library consider contacting the County Sheriff patrol or Temporary Associates in addition to other security firms.

Upon completion of a review of the capital outlay request and trust fund balances no further discussion took place.

Risk Management Budget Review

Also present: Jim King, City Insurance Agent
Randy Hill, City Risk Manager

Hill reviewed the status report and objectives of the current budget and FY 1989/90 proposed budget. Following discussion of attendance of safety and training sessions to reduce on the job injuries, Councilmember Harder indicated that improvements could be made as only 50% of the City employees were attending these meetings.

King and Hill reviewed a proposal for a self-imposed deductible. This was for minor injuries where no time was lost on the job and the amount

involved was less than \$250.00. They indicated that 11 out of 14 claims in 1988 fell into this group.

They also have a letter from the City insurance carrier, Northwestern National Insurance Company, dated December 30, 1988, which endorsed the self-imposed deductible concept with certain stipulations. Councilmember Harder indicated that employees have to be kept aware of this approach so as not to adversely affect the City Safety Program. Hill and King concurred with this and recommended that \$2,000 be provided for in the professional fee line item in the FY 1989/90 risk management budget. Further, they indicated that \$1,700 should be provided for in the FY 1988/89 revised budget estimate for the purpose of handling the self-imposed insurance deductible. In general, Council supported the concept of the self-imposed insurance deductible.

After discussion relating to a dividend amounting to \$11,400 that the City would receive from the insurance carrier and a review of the insurance trust fund balances by Deb Neels, Council concluded its review of this budget.

Mayor LeMar left the meeting to address an Engineering Week special event.

Building and Grounds Budget Review

Also present: Jerry DeVore, Building and Grounds Supervisor

DeVore and Hill reviewed the status report and objectives for the current year and proposed FY 1989/90 budget. DeVore indicated that he is now certified in pest control and weed spraying. He also discussed the value of the JPTA to the City during the summer months. Hill indicated that the budget proposal reflects \$1,362 for the cost of materials to improve the lighting of the city impound lot.

Upon completing the review of the capital outlay item, Council concluded its review of this budget.

Airport Budget Review

Also present: Gary Lewis, Airport Advisory Commission Chairperson
Ray Childs, City Engineer

Whittaker reviewed the goals and objectives of this budget. Childs reviewed the status of the fuel tank and other capital outlay items. Lewis indicated that the FBO operator would be submitting a grant application to IDOT/FAA to acquire two hand-held radios. The total estimated cost of this equipment is \$1,200. The grant would pay \$600 and \$600 would be necessary from the capital outlay line item of the Airport budget.

Upon reviewing the FY 1989/90 City subsidy of \$35,600 for the operation of the airport, Council concluded its review of this budget.

Attest:


Don LeMar, Mayor


Kevin Whittaker, Acting City Administrator