

Meeting of: COLUMBIA HEIGHTS CITY COUNCIL
Date of Meeting: October 1, 2018
Time of Meeting: 7:00 PM
Location of Meeting: Conference Room #1
Purpose of Meeting: Work Session

CALL TO ORDER/ROLL CALL - The meeting was called to order at 7:22 PM

Present: Mayor Schmitt, Councilmembers Murzyn Jr, Novitsky, Williams, and Buesgens (via telephone)
Also present: Walt Fehst; City Manager, Lenny Austin; Police Chief, Matt Markham; Police Captain, Keith Windschitl; Recreation Director, Joe Kloiber; Finance Director, Kelli Bourgeois; Human Resources Director/Assistant City Manager, Renee Dougherty; Library Director, Joe Hogeboom; Community Development Director, Keith Dahl; Economic Development Manager, and Katie Bruno; City Clerk.

2019 Budget Discussion

Mayor Schmitt announced that the Police and Fire Departments 2019 Budget discussion will be moved to a work session on October 22nd at 6:00 PM.

Request for Upgrade of Public Safety Building Security Cameras

Police Chief Lenny Austin reported that the security needs have changed since the building was constructed in 2009. The cost is proposed to be split between the police and fire department.
The item will be brought to the October 8th City Council meeting for consideration.

Recreation

Keith Windschitl, Recreation Director gave a comparison between the 2018 and 2019 budgets. The nine departments within the Recreation budget have a decrease of \$12,068. There is an increase in the Capital Equipment Fund of \$65,000 to replace the minibus. The current vehicle is 15 years old with 140,000 miles. The part-time Recreation Coordinator position is included in the 2019 budget, although it is currently vacant.

Community Development

Joe Hogeboom reported that Community Development has the following areas; Building Department, Permits/Licensing, and Planning. The Economic Development budget is for EDA/Housing. Keith Dahl reported overall Community Development's budget increased by 8.514%. Expenses and revenues are equal. Fund 408 is the EDA Capital Improvement Project fund, this funds various projects and programs offered to the community.

Mayor Schmitt requested an update on HyVee. Hogeboom reported HyVee is expected to start construction in 2019.

Library

Renee Dougherty, Library Director reported that in 2017 visitors increased 4.8%, use of public meeting rooms has more than doubled, over 8,000 participated in programs, circulation increased 6.5%, and public internet use increased 33.6%. In 2018 visitors seem to be down, while circulation and room use has increased. The 2019 proposed budget includes a 5.3% increase, attributed to personnel, utilities and the IS department's change in allocation.

Administration

Mayor Council

City Clerk Katie Bruno reported the overall increase for the Mayor/Council budget from 2018 to proposed 2019 is \$14,271 (10.9%). Increases include health insurance, local travel expense, and membership fees.

Mayor Schmitt commented that the membership for Metro Cities has increased substantially. City Manager Fehst stated he thinks it is a benefit to the city, as it proactively educates the Council.

City Manager

Kelli Bourgeois, Human Resources Director/Assistant City Manager reported that there is a net overall increase in the City Manager's budget of \$896. The City planned to participate in the GARE (Government Alliance on Race & Equity) program, at a cost of \$20,000. Because of the decrease in fiscal disparities Bourgeois indicated this will be removed from the budget, and she will look into other training. Other increases include personnel and insurance costs.

City Clerk

The overall decrease for the City Clerk budget from 2018 to proposed 2019 is \$45,958. This large decrease is due to 2019 being a non-election year. For the 2018-2019 decrease the election related costs to personnel, supplies and "other services" were the most significant. It makes sense to mention a budget comparison to the most recent non-election year (2017). The difference is a \$3,555 increase, over 2 years. The increase is in both personnel and IS change in allocation.

Assessing & Legal Services

Assessing increased \$200, for personnel costs. Legal Services increased by \$5,100 in order to more closely match what has been spent in civil prosecution services over the past few years. Bourgeois indicated that our current contract with Barna & Guzy is very good.

Cable

Bourgeois reported that the purchase of NeoGov Software will allow the City to attract more applicants by utilizing online employment applications. The current HR Software (Bamboo) costs about \$12,000 annually, this is adequate until new finance software is purchased.

Mayor Schmitt asked if the cable intern position will remain in the budget. Bourgeois indicated that it will for the foreseeable future.

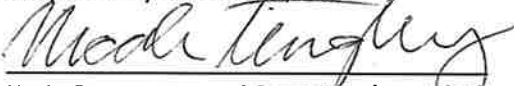
Mayor Schmitt questioned if there is any way to make up the loss in fiscal disparities, asking how much would need to be removed from the budget to decrease the levy by 1%. Finance Director Joe Kloiber stated that \$100,000 would decrease by slightly more than 1%.

Manager Fehst reported that an increase in inspection revenue is likely. Kloiber suggested discussing that further at the Fire Department budget presentation.

Various ideas were discussed including reduction in the Fire Department, and removing the expansion of the EDA Special Projects Fund. Kloiber stated that cutting the levy, would make the fiscal disparities formula worse for 2020.

Meeting Adjourned at 9:11 PM

Respectively Submitted,



~~Katie Bruno~~, Council Secretary/City Clerk

Nicole Tingley