

**AGENDA**  
**FINANCE & PERSONNEL COMMITTEE**  
**CITY HALL COUNCIL CHAMBERS**  
**MONDAY, APRIL 10<sup>th</sup>, 2023**  
**3:30 PM**

Go to: [www.zoom.com](http://www.zoom.com)  
Meeting ID: 978 6396 1227  
Call-in only: 312 626-6799, enter meeting number

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. APPROVAL OF THE AGENDA**
- 4. APPROVAL OF MINUTES OF MARCH 13<sup>th</sup>, 2023 MEETING**
- 5. PUBLIC PARTICIPATION**
- 6. DISCUSSION REGARDING CREDIT CARD STATEMENT (MARCH, 2023)**
- 7. DISCUSSION REGARDING BANK STATEMENTS (MARCH, 2023)**
- 8. DISCUSSION ON FOOD TRUCK PERMITTING PROCEEDS & ASSOCIATED FEES**

City Manager Summary: This item is the result of a welcomed market in Maquoketa for visiting food trucks. Various food trucks bring food diversity to the City and drive traffic to the downtown district. The City's reactive policy to respond to last year's food truck volume was to quickly produce a food truck application form.

The current food truck application charges no fee. It is applicable when said food truck is on public property. City staff assumed a food truck on private property is at the risk of the private property owner. The food truck application requires proof of insurance and occupant information in order to ensure the business has insurance and there are no safety concerns for the community.

The process was successful but not 100% complied with. In some instances, the City's push to require compliance turned away visiting trucks. In many respects, City Staff feels calling out food truck applications on a per event basis proved to be difficult to track and time consuming.

In short, the City is seeking to license food trucks in the City in order to prove the same insurance, operator identifiers are given, and also ensure said trucks have all required food licensing. Licenses would ideally be available as a single day, month long, or annual as an example. This is consistent with other City ordinances on Food Trucks.

A unique problem to Maquoketa is the distance a food truck travels to the City in order to do business. Maquoketa’s distance from larger population bases drive down any profit margin and this should be considered in a fee determination.

At this point, Staff feels licensing trucks is the appropriate action. It is fair to local businesses who operate in actual real estate and puts the City in position to ensure all required food licensing has been properly issued. Staff’s recommendation is to have event organizers (businesses or persons) complete a \$25 event application which can list a date/dates and have this on file with the City as an approved event. This applies to public property events. Private property would be excluded from the need to have a City event application on file. In both cases, this proposal would demand a food truck be licensed with the City of Maquoketa.

Staff direction is requested.

**9. DISCUSSION AND POSSIBLE MOTION UPDATING FEES & FINES RESOLUTION**

City Manager Summary: City Staff keeps a routine log of curious fines and fees in our City Code. We attempt not to bring them to Committee attention until at least a couple have been brought to management attention. The following changes are proposed:

| Cause  | Current Cost | Proposed Cost |
|--|--------------|---------------|
| <b>Replacement or addition of Garbage/Recycling Cart</b> | <b>\$50</b>  | <b>\$60</b>   |
| <b>Landlord requested copies of tenant Utility Bills</b> | <b>\$0</b>   | <b>\$25</b>   |

Committee support is requested.

**10.AMERICAN RESCUE PLAN ACT (ARPA) REPORTING REQUIREMENTS**

City Manager Summary: Finance Clerk Andrea White must submit a report on the intended plan for the City of Maquoketa ARPA fund. Staff and Committee have continually discussed this item since November 2022 due to the budget planning process. For the purpose of reporting, Staff is seeking significant direction and consensus on the intended use of the remaining funds. To better prepare the discussion, Appendix A has been supplied with known and possible expenditures related to previous discussion.

Committee support is requested.

**11.DISCUSSION ON CITY HEALTH INSURANCE PLAN DESIGN AND POSSIBLE COLLECTIVE BARGAINING MEMORANDUM OF UNDERSTANDING**

City Manager Summary: The primary subject of this request is to open collective bargaining related to Article 16, Section 4 Deductible Limits. The conclusion of the current

labor contract is June 30, 2025. This request is due to the great cost increases the City continues to experience due to a continuous limit on deductibles.

For reference, the current overall deductible limit is listed:

Section 4. The insurance policy shall have an annual deductible as follows:

| Deductible   | Single | Family |
|--------------|--------|--------|
| July 1, 2015 | \$300  | \$600  |

The insurance policy shall have an annual maximum out of pocket as follows:

| Maximum Out of Pocket | Single | Family  |
|-----------------------|--------|---------|
| July 1, 2015          | \$600  | \$1,200 |

These limits are extremely beneficial to the employee but do weigh on the city cost of a plan. For example, on a per employee basis, the participation on the plan costs the City \$16,425 for PPO Family, \$6,570 for PPO Single, \$5,712 for HMO Single, and \$14,280 for HMO Family.

Staff direction requested.

## **12. DISCUSSION ON STAFFING PLAN**

City Manager Summary: In response to rising City costs, all Cities are wrestling with the thoughts of cutting expenditures. In the City of Maquoketa, this has been fulfilled with the exception of scaling back the City inputs into the Capital Improvement Plan and rethinking Staffing needs. This section should serve as an open ended discussion on costs, personnel staffing, and being able to take action steps to help the City during budget offseason.

Staff direction requested.

## **13. DISCUSSION AND POSSIBLE MOTION ACCEPTING FY2022-2023 BUDGET RE-ESTIMATE**

City Manager Summary: Finance Clerk, Andrea White, has completed a first draft of the City budget re-estimate for Council consideration. This is a routine action at the 75% point of the Budget year. These reports have been given to the Department Heads and administrative staff have requested all Department Heads remain frugal through the end of the Fiscal Year. The re-estimate has been applied to all funds beyond just the General Fund. A full attachment is provided.

Committee support is requested.

**14.OTHER BUSINESS**

**15.ADJOURN**

## Appendix A

| American Rescue Plan Act Fund - 323   |            |            |              |              |
|---|------------|------------|--------------|--------------|
|   | 2021-2022  | 2022-2023  | 2023-2024    | 2024-2025    |
| <b>ARP Funds Revenue</b>  | \$ 447,821 | \$ 447,821 | \$ -         | \$ -         |
| <b>Total Revenue</b>  | \$ 447,821 | \$ 447,821 | \$ -         | \$ -         |
|   |            |            |              |              |
| <b>Emergency Repairs</b>  | \$ 261,236 | \$ -       | \$ -         | \$ -         |
| <b>Equipment</b>  | \$ 79,664  | \$ -       | \$ -         | \$ -         |
| <b>Capital Projects</b>   | \$ -       | \$ -       | \$ 247,821   | \$ 306,921   |
| <b>Total Expenses</b>   | \$ 340,900 | \$ -       | \$ 247,821   | \$ 306,921   |
|   |            |            |              |              |
| <b>Net Revenue/Expenditures</b>   | \$ 106,921 | \$ 447,821 | \$ (247,821) | \$ (306,921) |
| <b>Ending Fund Balance</b>  | \$ 106,921 | \$ 554,742 | \$ 306,921   | \$ -         |
| <p><u>East Water Tower Capital Improvement</u> - <b>\$80,312</b> will be needed from the ARPA Fund in order to supplement shortcomings in the City's Water Capital Fund plan. The amount is dependent on the project cost and final needs for engineering inspection</p>      |            |            |              |              |
| <p><u>Support for child-care initiatives</u> - <b>\$219,367 (\$65,000 FY23-24; \$154,367 FY24-25)</b> overall proposed for the City of Maquoketa in order to expand the infant to two-year old care infrastructure in order to attract &amp; retain families in the City.</p> |            |            |              |              |
| <p><u>Police Vehicle Purchase &amp; Support</u> - <b>\$80,000 (\$40,000 FY23-24; \$40,000 FY24-25)</b> overall proposed to help supplement the need to equip the Police Department with modern vehicles.</p>  |            |            |              |              |
| <p><u>Stormwater Levee Construction Costs</u> - <b>\$175,063 (\$62,509 FY23-24; \$112,554 FY24-25)</b> expected in Cost overruns for the levee construction.</p>  |            |            |              |              |