



AGENDA
WORK SESSION
OF THE WINDSOR HEIGHTS CITY COUNCIL
Monday, February 21, 2022 - Immediately Following the Regular
Council Meeting
Via ZOOM
Meeting ID: 898 0589 4584 | Passcode: 121163 | Phone: 312 626 6799

Notice to the Public: The Council may conduct workshop meetings or study sessions on matters which are expected to come before the Council for informal action at a regular meeting or otherwise need study by the Council. Items to be considered will be placed on an agenda as required by the open meetings statutes. Final action on items is not taken during workshop or study sessions. No formal vote of the Council in favor or against any workshop or study session item may be taken. Workshops and study sessions are not public hearings. The Presiding Officer may determine whether or not to allow public comment during a workshop or study session. No member or the public or interested party has the right to make a presentation or address the Council on an item under consideration in a workshop or study session.

1. **Call to Order/Roll Call**
2. **Budget and CIP Discussion**
 - A. Staff Report
3. **Adjourn**

The agenda was posted on the official bulletin boards, posted to www.windsorheights.org, and city social media platforms in compliance with the requirements of city ordinances and the open meetings law.



Staff Report

2/18/2022

Council Work Session

Budget and CIP Discussion

The FY23 proposed budget was presented to the City Council on February 8, 2022. The following is a summary of the key budget elements:

❖ Revenue Highlights

- Total revenues are estimated at \$10,394,150 an overall increase of .93%
- Road Use Tax estimated increase of 4.96% - \$31,000
- Local Option Sales Tax – LOST funds are to be dedicated to reducing the tax levy for the library, community center and liability insurance (as required by statute), and to support ERP purchases. All projects fulfill the ballot requirement of 50% Property Tax relief and 50% Other. Figures below include \$875,226 of unallocated funds from FY22 and \$508,300 of unallocated funds from FY23.

○ Library	\$ 63,700
○ Community Center	\$ 30,000
○ Liability Insurance	\$ 95,000
○ Debt Service – 2020A Bond	\$ 100,000
○ Funding the Equipment Replacement Plan	\$ 345,000
○ Funding Future Street Projects	\$1,383,526
○ Emergency Management	<u>\$ 9,000</u>
Total	\$2,026,226

❖ Recommended Levy Reduction

- \$0.71 reduction
- FICA & IPERS/Other Employee Benefits Levies are the levies being reduced. Reduction of revenue = \$121,573
- Use of reserves from Employee Benefits Fund can be sustained for 8-10 years
- Benefit to a homeowner of \$250,000 home = \$96 (rollback is 54.13% for FY23)

❖ Department Budgets

- No major changes
- Minor additions include:
 - Spanish Language Classes for city employees to provide better customer service (see attachment 1).

- Professional Planner Services for site plan/development (see attachment 1).
- Community Events and Holiday Lights (see attachment 1).
- Added insurance protection for cyber events (see attachment 1).
- Additional funding for tree removal services (see attachment 1).
- Contribution to the Des Moines Airport terminal Project (see attachment 1).

Capital Improvement Plan (CIP)

A draft CIP was included with the budget proposal. The Public Works Committee met on 12/9/21 and recommended the following project prioritization:

1. Flood Mitigation
2. 73rd Street - Phase 1
3. 68th Steet (North) – full street construction

Staff prepared the budget with the Public Works Committee recommendations included and the Proposed Budget was given to Council on 2/8/22. Council comments at the 2/8/22 meeting indicated a desire to balance street projects and quality-of-life projects in the CIP for FY23.

The Personnel & Finance Committee met on 2/10/22 and recommended:

- reduction of the levy rate by \$0.71 per thousand,
- inclusion of quality-of-life projects within the Capital Projects for FY23,
- presentation of a breakdown of the funding sources available (see below figures A and B), and
- requested that staff and Public Works committee members prioritize additional projects for the remainder of the funding (\$460,000).

Staff developed the following two options for the use of the \$460,000 available for Capital Projects:

Option A:

- Plaza Hills Overlay – Phase 2 @ \$280,000
 - 74th Street from Wilshire Blvd to College Drive
- Plaza Hills Overlay – Phase 3 @ \$180,000
 - 77th Street from Marilyn Drive to College Drive

Option B:

- Begin engineering design work for 73rd Street – Phase 2

Public Works Committee members were asked via email to offer input on these two options. The consensus supported allocating funds to begin design of 73rd St. Phase 2.

Attachment 1

Spanish Language Training for City Employees

Description: Funding of \$4,500 to be added to the City's budget to pay for Spanish language training for all City employees to improve communication and customer service to an increasingly more diverse community.

Professional Planner Services for Site Plan/Development

Description: Funding of \$7,000 to be added to the budget to fund contracted planning services for site plan and development review. These tasks are currently shared between the City Administrator and Public Works Director.

Community Events & Holiday Lights

Description: Funding of \$12,500 to support special event offerings and \$40,000 to purchase holiday lights for the University Avenue corridor.

Added Insurance Protection for Cyber Events

Description: Cyber-attack events for municipalities have been on the rise and the City's insurance carrier has increased premiums for this added risk.

Funding for Tree Removal Services

Description: The City has experienced increased expense relative to regular tree removal and maintenance in recent years. As a result, an additional \$4,500 has been added to the budget.

Contribution to the Des Moines Airport Terminal Project

Description: The City Council adopted resolution 2022-03 in support of the Des Moines Airport Terminal project and committing \$12,023 per year for four years in financial support for the project.