



City of LeClaire, Iowa
City Council -Committee of the Whole Meeting Agenda
Monday, January 3, 2022 – 6:00 p.m.
(immediately following the City Council Meeting)
Council Chambers
325 Wisconsin St
LeClaire, IA
[Electronic Attendance Link](#)

I. Call to Order with Roll Call

II. Discussion Items:

- A. Council Vacancy Plan
Dennis Bockenstedt, City Administrator
- B. Fiscal Year 2022-2023 Budget Goals
Dennis Bockenstedt, City Administrator

III. Adjournment

Title VI Notice to the Public

It is the policy of the City of LeClaire to assure full compliance with Title VI of the Civil Rights Act of 1964. Related statutes and regulations provide that no person shall on the basis of race, color, national origin, gender, age or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity conducted by the City. Any person who believes that they are being denied participation in a project, being denied benefits of a program, or otherwise being discriminated against because of race, color, national origin, gender, age, or disability, may contact the City Administrator for the City of LeClaire at (563)-289-4242.

372.13 The council.

1. A majority of all council members is a quorum.

2. A vacancy in an elective city office during a term of office shall be filled, at the council's option, by one of the two following procedures:

a. (1) By appointment by the remaining members of the council, except that if the remaining members do not constitute a quorum of the full membership, paragraph "b" shall be followed. The appointment shall be made within sixty days after the vacancy occurs and shall be for the period until the next regular city election described in section 376.1, unless there is an intervening special election for that city, in which event the election for the office shall be placed on the ballot at such special election. If the council fails to make an appointment within sixty days as required by this subsection, the city clerk shall give notice of the vacancy to the county commissioner and the county commissioner shall call a special election to fill the vacancy at the earliest practicable date but no fewer than thirty-two days after the notice is received by the county commissioner.

(2) If the council chooses to proceed under this paragraph, it shall publish notice in the manner prescribed by section 362.3, stating that the council intends to fill the vacancy by appointment but that the electors of the city or ward, as the case may be, have the right to file a petition requiring that the vacancy be filled by a special election. The council may publish notice in advance if an elected official submits a resignation to take effect at a future date. The council may make an appointment to fill the vacancy after the notice is published or after the vacancy occurs, whichever is later. However, if within fourteen days after publication of the notice or within fourteen days after the appointment is made, there is filed with the city clerk a petition which requests a special election to fill the vacancy, an appointment to fill the vacancy is temporary and the council shall call a special election to fill the vacancy permanently, under paragraph "b". The number of signatures of eligible electors of a city for a valid petition shall be determined as follows:

(a) For a city with a population of ten thousand or less, at least two hundred signatures or at least the number of signatures equal to fifteen percent of the voters who voted for candidates for the office at the preceding regular election at which the office was on the ballot, whichever number is fewer.

(b) For a city with a population of more than ten thousand but not more than fifty thousand, at least one thousand signatures or at least the number of signatures equal to fifteen percent of the voters who voted for candidates for the office at the preceding regular election at which the office was on the ballot, whichever number is fewer.

(c) For a city with a population of more than fifty thousand, at least two thousand signatures or at least the number of signatures equal to ten percent of the voters who voted for candidates for the office at the preceding regular election at which the office was on the ballot, whichever number is fewer.

(d) The minimum number of signatures for a valid petition pursuant to subparagraph divisions (a) through (c) shall not be fewer than ten. In determining the minimum number of signatures required, if at the last preceding election more than one position was to be filled for the office in which the vacancy exists, the number of voters who voted for candidates for the office shall be determined by dividing the total number of votes cast for the office by the number of seats to be filled.

b. (1) By a special election held to fill the office for the remaining balance of the unexpired term. If the council opts for a special election or a valid petition is filed under paragraph "a", the special election may be held concurrently with any pending election as provided by section 69.12 if by so doing the vacancy will be filled not more than ninety days after it occurs. Otherwise, a special election to fill the office shall be called by the council at the earliest practicable date. The council shall give the county commissioner at least thirty-two days' written notice of the date chosen for the special election. The council of a city where a primary election may be required shall give the county commissioner at least sixty days' written notice of the date chosen for the special election. A special election held under this subsection is subject to sections 376.4 through 376.11, but the dates for actions in relation to the special election shall be calculated with regard to the date for which the special election is called.



CITY OF LECLAIRE, IOWA

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NOVEMBER 24, 2021

(EMAILED THIS DATE)

**TO: MAYOR RAY C. ALLEN
LECLAIRE CITY COUNCIL MEMBERS
CITY DEPARTMENT HEADS (CITY CLERK, POLICE, FIRE, PWD, LIBRARY)
CITY SUPERVISORS
CITY COMMITTEE/BOARD CHAIRS
(LIBRARY, B.O.A., PARKS & REC, P&Z, TOURISM)
LECLAIRE CHAMBER OF COMMERCE
OTHER INTERESTED PARTIES**

FROM: EDWIN N. CHOATE - CITY ADMINISTRATOR

RE: FISCAL YEAR 2022-2023 ANNUAL BUDGET PREPARATION NOTIFICATION

As most of you are aware, and as you can see by the attached, proposed schedule, the time is upon us again where we need to begin thinking about next year's budget. In so doing I'm asking everyone that has any interest or thoughts in being included in next year's budget, either financially or procedurally, to please begin your internal review and preparation processes as soon as possible. Please note the "blue-highlighted" areas on the attached scheduled for "extra-important" information and schedule dates.

In order to meet our preparation schedule (*SEE ATTACHED*) and to be included in the initial budget proposal submitted to the Council, I will need to have any of your **INITIAL** budget proposals, requests, supporting documentation, or other similar types of related information submitted to me no later than 5:00 p.m. on Monday, January 3, 2022.

In addition to any supporting documentation we are requiring that your official, final formal budget proposal be submitted on the City's computer-generated budget preparation form(s) ONLY. These forms can now be generated in the City's budgeting software. Please contact us if you have any problems or needs in this matter. This will assist everyone in collecting and organizing their thoughts and figures into a more readily useable format for input purposes. This will also help to eliminate any misunderstandings and/or misinterpretations of where items should be coded from and differences in personal handwritten or computer generated accounting practices.

WE ARE ASKING THAT EVERYONE IDENTIFY AND EXAMINE EACH OF THE "UNUSUAL OR OUT-OF-THE-ORDINARY" EXPENDITURES THAT ARE TO BE INCLUDED WITHIN EACH INDIVIDUAL LINE ITEM AND LIST THOSE EXPENDITURES AND A DETAILED EXPLANATION ON A SEPARATE SHEET.

WE ARE ALSO ASKING THAT EVERYONE REVIEW IN DETAIL YOUR CURRENT FISCAL YEAR ('21-'22) BUDGETS AND PROVIDE TO US AT THIS SAME TIME THOSE CHANGES THAT YOU WISH TO HAVE MADE IN THOSE LINE ITEMS AS A PART OF THE "RE-ESTIMATION" PROCESS THAT IS A PART OF THE BUDGETING PROCESS AND THAT WILL BECOME A PART OF THE BUDGET AMENDMENT PROCESS IN FEBRUARY/MARCH.

Also please review again the 10-year (F.Y. '20-'21 THROUGH AND INCLUDING F.Y. '29-'30) projection (estimated schedule) of those anticipated expenditures for each of the ten (10) fiscal years EXCEEDING \$10,000 within your budgets and submit that schedule as a part of your January 3rd submittal.

As we did last year everyone is encouraged to begin early in the review of your budgets and to discuss with your personnel, City Hall, Council Liaison, and the Finance Committee, your current fiscal year budget position and your proposed budget for next year.

Please attach any and all supporting information to these forms for your submittal. During this time, if anyone has any questions, or needs any assistance in this matter please feel free to contact me at any time.

Thank you for your help, cooperation, and consideration of this matter and we wish everyone a happy holiday season!!

BUDGET PREPARATION SCHEDULE

FISCAL YEAR 2022-2023

NOVEMBER 24, 2021 - City Administrator distributes proposed budget preparation schedule and request for budgets *and re-estimations for F.Y. '21-'22 budgets.* **ALL MATERIALS DUE BY 5:00 ON MONDAY, JANUARY 3, 2022.**

DECEMBER 6, 2021 - City Administrator presents budget preparation schedule for formal Council approval and adoption at this regularly scheduled City Council meeting. (6:00 p.m.)

DECEMBER 2021

Department Heads/Supervisors to meet with Council Liaisons & Finance Committee as needed to determine, review, discuss, fine-tune, and **FINALIZE** current & proposed budgets **PRIOR** to presentation, review, and discussion by entire Council.

JANUARY 3, 2022 - Regularly scheduled Council meeting. (6:00 p.m.)

JANUARY 3, 2022 - Committee-of-the-Whole meeting. (Immediately following Regular Meeting) (Council begins review and discussion of budget narratives, concepts, and priority items).

JANUARY 17, 2022 - Regularly scheduled Council meeting. (6:00 p.m.)

JANUARY 17, 2022 - Committee-of-the-Whole meeting. (Immediately following Regular Meeting) (Council continues to review and discuss budget narratives, concepts, and priority items along with available preliminary budget information, figures, policies, etc., and other items).

JANUARY 24, 2022 – **POTENTIAL** Special Committee-of-the-Whole meeting to be used exclusively as a budget workshop session. (6:00 p.m.)

FEBRUARY 3, 2022 - City Clerk submits F.Y. '22-'23 maximum property tax levy public hearing notice to Q.C. Times for publication on February 10, 2022 for hearing/adoption on February 21, 2022.

FEBRUARY 7, 2022 - Regularly scheduled Council meeting. (6:00 p.m.) Council will review and preliminarily consider special resolution establishing the total maximum property tax dollars to be certified for levy and calling for a public hearing thereon.

FEBRUARY 7, 2022 – Committee-of-the-Whole meeting (Immediately following Regular Meeting) used exclusively as a budget workshop session.

FEBRUARY 14, 2022 – **POTENTIAL** Special Committee-of-the-Whole meeting to be used exclusively as a budget workshop session. (6:00 p.m.)

FEBRUARY 17, 2021 – City Clerk submits F.Y. '21-'22 Budget Amendment (re-estimation) public hearing notice to Q.C. Times for publication on February 24, 2022 for hearing/adoption on March 7, 2022.

FEBRUARY 19, 2022 – **POTENTIAL** Special Committee-of-the-Whole meeting to be used exclusively as a budget workshop session. (8:00 a.m. to noon - **SATURDAY**)

FEBRUARY 22, 2021 – Special public hearing on property tax dollar increase. Regularly scheduled City Council meeting. (6:00 p.m.) Council will review and **FINALLY** consider (**by NOT LESS THAN 2/3 vote**) special resolution establishing the total maximum property tax dollars to be certified for levy.

FEBRUARY 22, 2021– Committee-of-the-Whole meeting (Immediately following Regular Meeting) used exclusively as a budget workshop session.

MARCH 7, 2022 -F.Y. '21-'22 Budget Amendment (Re-estimation) P.H.- Regularly scheduled City Council meeting. (6:00 p.m.) **City Council sets official budget public hearing date of March 21, 2022.**

MARCH 7, 2022 – Committee-of-the-Whole meeting (Immediately following Regular Meeting) used exclusively as a budget workshop session.

MARCH 3, 2022 – City Clerk submits F.Y. '22-'23 budget adoption public hearing notice to Q.C. Times for publication on March 10, 2022 for hearing/adoption on March 21, 2022.

MARCH 12, 2022 – **POTENTIAL** Special Committee-of-the-Whole meeting to be used exclusively as a budget workshop session. (8:00 a.m. to noon - **SATURDAY**)

MARCH 14, 2022 – **POTENTIAL** Special Committee-of-the-Whole meeting used exclusively as a budget workshop session.

MARCH 19, 2022 – **POTENTIAL** Special Committee-of-the-Whole meeting to be used exclusively as a budget workshop session. (8:00 a.m. to noon - **SATURDAY**)

MARCH 21, 2022 - City Council conducts official budget public hearing (6:00 p.m.) on finalized budget and considers adoption of formal budget resolution for certification at Regular Council meeting to follow. Committee-of-the-Whole meeting to follow, (if needed).

MARCH 31, 2022 - City Clerk certifies formal budget to County Auditor by 5:00 p.m. on this date.

APRIL 1, 2022 TO JULY 1, 2022 - City Administrator collects and organizes all budget preparation information to be processed and bound into official copies of the F.Y. '22 - '23 City Budget Packet.