



TENTATIVE AGENDA  
OTTUMWA CITY COUNCIL

SPECIAL WORK SESSION NO. 11  
Room 8B – Depot Conference Room

March 25, 2025  
5:30 O’Clock P.M.

PLEDGE OF ALLEGIANCE

ROLL CALL: Council Member Galloway, Hoffman, McAntire, Caviness, Reid and Mayor Johnson.

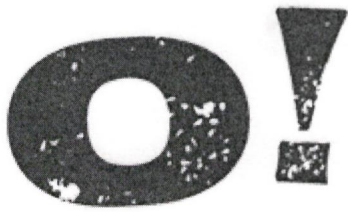
APPROVAL OF AGENDA

1. Finance – FY25/26 Budget Workshop – Continued Discussions.

*All items on this agenda are subject to discussion and/or action.*

ADJOURN

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[ CITY OF ]

OTTUMWA

## FAX COVER SHEET

City of Ottumwa

DATE: 3/20/2025 TIME: 3:40 PM NO. OF PAGES 2  
(Including Cover Sheet)

TO: News Media CO: \_\_\_\_\_

FAX NO: \_\_\_\_\_

FROM: Christina Reinhard

FAX NO: 641-683-0613 PHONE NO: 641-683-0620

MEMO: Tentative Agenda for the Special City Council Work Session #11 to be held on  
3/25/2025 at 5:30 P.M. in Room 8B – 2<sup>nd</sup> Floor Depot Conference Room, 210 West Main  
Street.

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## FAX MULTI TX REPORT

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JOB NO. 0460  
DEPT. ID 4717  
PGS. 2

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ERROR 916416847834  
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TX REPORT  
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JOB NO. 0460  
DEPT. ID 4717  
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SHEETS 2  
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TO: Mayor and Council

CC: Phil Rath  
Department Heads

FROM: Cole S. O'Donnell

DATE: March 13, 2025

RE: Budget Reductions and Possible Impacts

After the Council Work Session of February 25<sup>th</sup>, I requested that departments with expenses in or supported by the General Fund examine their budget requests in order to find revenue enhancements and expenditure reductions. As part of the examination, I also requested that departments assess their staffing and the effects on service delivery should staff reduction occur. As the Council continues to consider the FY 26 budget, this information will provide you with possible impacts of policy decisions.

Expenditure Reductions:

- Proposed addition of three positions is removed. Those positions were:
  - Administrative Specialists- Fire Department. Staff is looking at current positions to determine if current personnel in other departments could be utilized at a part-time level.
  - Turf Specialist- Parks. Current staffing of the Parks Department will be reviewed to determine if reorganization of personnel can be used to meet current and future needs.
  - Facilities Manager- City Hall. Current staffing of the Parks Department will be reviewed to determine if reorganization of personnel can be used to meet current and future needs.
  - Direct salary costs- (\$162,620.90)
  - Benefit savings will include a revenue reduction in transfers from Fund 112 Employee Benefits for a net zero savings.
- Staff is recommending (\$167,064) in additional reductions.
- Staff was requested to evaluate their training, dues and membership, and travel requests to determine the value of conferences and memberships. Elimination of all non-essential training/travel/conferences was not considered at this time, but staff needed to determine the actual value to themselves and the organization.
- Total recommended expenditure reductions: (\$329,685)
- Additional positions:
  - Clerk or Aviation Specialists- Airport. Position is being evaluated for need and timing.

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- Library reductions. Director Ferrell also submitted \$28,800 in operational fund reductions by moving certain permissible expenses to the bequest fund.
  - The library operating fund has a \$35,806 shortfall. The question is, do we apply the operational savings to the shortfall or reduce the General Fund support? The library has sufficient reserves (26.5% of expenditures) to absorb the shortfall, but expect the shortfall to compound in future years.

#### Revenues Enhancements:

- Most of the recommendations involved increases in fees.
  - Park/recreation fees
  - Permit fees
  - Police service fees
- New or revised revenue
  - Sale of city owned real estate- \$25,000
  - Soccer field rental- \$9,000
  - Clubhouse Rental- \$1,200
- Total proposed additional revenue- \$223,471

#### **TOTAL PROPOSED SHORTFALL REDUCTION: \$553,156**

#### Service and Personnel-

Staff was requested to review the staffing for their departments and determine the impact to services if personnel were reduced. As departments are already operating at or close to minimal staffing, service impacts would be significant with any staff reductions. However, as personnel costs are our highest operational expense, any further reductions in expenses will need to consider staffing levels.

At this time, it would not be our recommendation to reduce staff through the elimination of filled positions. However, as vacancies occur, positions should be reviewed as to need and service impact. A determination as to filling the position would then be on a case by case basis.

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ACCOUNT #	ACCOUNT	REVENUE	EXPENDITURE
001-110-4552	SERVICE FEES	\$ 15,335	FEE INCREASE
001-110-4552	SERVICE FEES	\$ 2,600	FEE INCREASE
001-2204775	PARKING VIOLATION FINES	\$ 13,036	PENALTY INCREASE
001-1104770	WARRANT SERVICE FEE	\$ 9,000	FEE INCREASE
001-340-3470	WEED MOWING		(\$20,000) RECOMMENDED REDUCTION
001-340-6499	CONTRATUAL SERVICES		(\$20,000) RECOMMENDED REDUCTION
001-340-4121	BUILDING PERMITS	\$ 35,000	FEE INCREASE
001-340-4122	ELECTRIC PETMITS	\$ 7,500	FEE INCREASE
001-340-4124	HEATING PERMITS	\$ 5,500	FEE INCREASE
001-340-4126	PLUMBING PERMITS	\$ 5,500	FEE INCREASE
001-340-4154	ERENTAL PERMITS	\$ 13,800	FEE INCREASE
001-000-4800	SALE OF REAL ESTATE	\$ 25,000	HISTORICALLY EXCEED BUDGETED AMOUNT
001-430-4501	SOCCER RENTAL	\$ 9,000	NEW FEES
001-429-4556	CLUBHOUSE RENTAL	\$ 1,200	NEW FEES
001-430-4555	CAMPING FEES	\$ 40,000	FEE INCREASE
001-445-4532	BEACH ADMISSIONS	\$ 34,000	FEE INCREASE
001-445-6240	TRAVEL & CONFERENCE		(\$1,000) ONE LIFE GUARD TRAINING IN FY 25
001-430-4556	SHELTER RENTAL	\$ 7,000	FEE INCREASE
001-610-6210	DUES & MEMBERSHIPS		(\$1,150) ELIMINATE ICMA MEMBERSHIP
001-610-6210	DUES & MEMBERSHIPS		(\$914) ELIMINATE ROTARY MEMBERSHIP (EMPLOYEE CONTRACT)
001-610-6230	TRAINING		(\$750) ONLY BUDGET FOR 1/2 OF COUNCIL TO ATTEND ILC
001-610-6240	TRAVEL & CONFERENCE		(\$1,200) ONLY BUDGET FOR 1/2 OF COUNCIL TO ATTEND ILC
001-610-6490	OTHER PROF SERV		(\$25,000) ELIMINATE COMP PLAN TRACKING SOFTWARE
001-610-6499	CONTRACTUAL SERVICES		(\$60,000) FUND GOPIP THROUGH TIF
001-610-6499	CONTRACTUAL SERVICES		(\$5,000) ELIMINATE "AUTOMATION EQUIPMENT"
001-610-6507	OPERATING SUPPLIES		(\$500) REDUCE HRC SUPPLIES TO REFLECT CHARGES IN FY25
001-615-6402	ADVERTING/LEGAL PUB.		(\$3,000) REDUCTION IN RECRUITMENT MATERIAL
001-620-6402	ADVERTING/LEGAL PUB.		(\$20,000) BASED ON HISTORY
001-620-6405	RECORDING & COURT		(\$500) BASED ON HISTORY
001-620-5416	ELECTION COSTS		(\$10,000) ELIMINATION OF PRIMARY COSTS
001-625-6210	DUES & MEMBERSHIP		(\$50) ELIMINATE IMFOA MEMBERSHIP
001-625-6230	TRAINING		(\$500) REDUCTION TO REFLECT HISTORICAL EXPENDITURES
001-625-6240	TRAVEL & CONFERENCE		(\$500) ELIMINATE IMFOA CONFERENCE
	<b>SUBTOTAL</b>	<b>\$ 223,471</b>	<b>(\$170,064)</b>
	NEW POSITION FREEZE		(\$162,620.90)
	<b>TOTALS</b>	<b>\$ 223,471</b>	<b>\$ (332,685)</b>
	<b>NET SHORTFALL REDUCTION</b>	<b>\$ 556,156</b>	

### **FY26 Budget – notable changes**

- 3% COLA was used as placeholder – changed to Midwest CPI of 2.5%

#### **Police**

- New officers will start later than expected due to testing / hiring processes. This will push back the date of increases which will reduce total salary slightly.

#### **Dispatch**

- New dispatch will start later than expected due to current training progress. This will push back the date of increases which will reduce total salary slightly.
  - Assuming this person will be NCIC certified within 6 months of hire.

#### **Parking Attendant**

- Notified that the current employee will retire in September. Planned through the end of the month and then replace with a new employee.
  - \$5,968.90 (current employee through 9/30/2025) + \$15,290.30 (new employee starting 10/01/2025) = \$21,259.20

#### **Fire**

- Fire Chief started later than projected. This changed salary projections.
  - This will also apply to promotional assessments.
- There will also be a request to move the Fire Chief to a grade 14 to be in line with the Police Chief.
  - Budgeted to move to grade 14 step 3 on 7/1/2025 and then step 4 on 01/01/2025.
- With moving the Fire Chief, there may be a need to move the Deputy Chief to a grade 12 (which would also match the Police Lieutenants)
  - Budgeted to move to grade 12 step 4 on 07/01/2025
- Budgeted adding Administrative Specialist
  - Start at step 3 - \$44,644.57 in salary
  - IPERS = (9.44%) = \$4,214.45
  - OASDI = (7.45%) = \$3,326.02
  - Benefits = \$31,220.07 (budgeting for family coverage)
  - Workers Comp = \$64.29
  - Total = \$83,469.40

#### **Engineering**

- Two (2) Engineering Techs will be starting later than originally anticipated. Salary projections changed slightly.
- Assistant City Engineer budgeted at grade 9 step 3



## Building & Code

- New Clerk is starting at step 2 and in six months going to step 3 (previous employee returning)
- Building Inspector position filled
- Code Compliance position budgeted to fill as of 04/06/2025 (approximation based upon Civil Service timeframes)
  - Budgeted to start at staged approach as agreed upon with Union
    - Upon Hire - \$22.27 per hour
    - 07/01/2025 - \$23.16 per hour (plus any COLA that is decided upon)
    - 01/01/2026 - \$24.04 per hour (plus any COLA that is decided upon)

## Parks

- Budgeted adding Senior Maintenance Worker (Turf Specialist) as of 7/1/2025
  - Grade 5
  - Start at step 3 - \$54,208.81 in salary
  - IPERS = (9.44%) = \$5,117.31
  - OASDI = (7.45%) = \$4,038.56
  - Benefits = \$31,038.81
  - Workers Comp = \$1,186.52
  - Total = \$95,590.01
- Budgeted adding Program Instructor – Tennis as of 07/1/2025
  - Seasonal position = \$2,420 in salary
  - OASDI = (7.45%) = \$180.29
  - Workers Comp = \$52.97
  - Total = \$2,653.26
- Increased Clerk's salary to 50/50 to Parks / Cemetery
  - Removed 10% from Beach

## Human Resources

- Director received certification – salary increased

## IT

- New Technician will be on board as of March 10, 2025. Previous experience will increase salary slightly

## City Hall Maintenance

- Budgeted adding Facilities Maintenance manager as of 7/1/2025
  - Grade 7
  - Start at step 3 - \$63,767.52 in salary
  - IPERS = (9.44%) = \$6,019.65

- OASDI = (7.45%) = \$4750.68
- Workers Comp = \$1,436.91
- Benefits = \$30,869.52
- Total =
- This position will remove some of the duties from Parks employees to allow them to focus more on their primary duties.

#### Traffic Maintenance

- Current Traffic Maintenance Supervisor is retiring as of June 30, 2025.
- Budgeted replacement position at grade 7 step 3 = \$63,767.52 in salary

#### Street Cleaning

- Notified current employee will retire in June
  - Budgeted for a replacement as of July 1, 2025

#### Public Works Garage

- Employee is moving departments – budgeted for new Mechanic to start on March 23, 2025.

#### Airport

- Employee left in January. New employee starting March 3, 2025.
- Budgeted adding Administrative Clerk as of 7/1/2025
  - Grade 3
  - Start at step 3 - \$44,644.57 in salary
  - IPERS = (9.44%) = \$4,214.45
  - OASDI = (7.45%) = \$3,326.02
  - Benefits = \$31,220.07 (budgeting for family coverage)
  - Workers Comp = \$64.29
  - Total = \$83,469.40

#### Landfill

- Employee moving into open position as of March 23, 2025
  - Anticipate Landfill Certified six months in to role – increase in salary
- Budgeted adding Administrative Clerk as of 3/2/2025 (8 hours per week)
  - Grade 3
  - Start at step 9 (authorized step 7, 8 or 9) - \$4,972.07 in salary
  - IPERS = (9.44%) = \$469.36
  - OASDI = (7.45%) = \$370.42
  - Workers Comp = \$3.67
  - Total = \$5,815.52
  - 50% from Recycling and 50% from Landfill

## Overtime for all departments updated

- Went through what has been spent so far through FY25. Projected out for the entire year.
- Applied the average COLA and step increase to the amount that is projected to be spent in FY25
- Fire - Based on the number of hours that are taken for time off (vacation, holiday, sick, etc.), we increased the amount of overtime forecasted for the department.
  - FY25 – Time-off hours through 8 months = 14,702
  - Projecting 22,053 hours for the year
  - \$24.93 = average hourly wage without assistant chiefs for FY26.
  - \$549,715 total overtime