

CITY OF CHARLES CITY  
COUNCIL/STAFF BUDGET WORK SESSION  
February 4, 2026

Charles City City Council met in a budget work session on February 4, 2026, at 5:30 p.m., in the Zastrow Room of the Public Library. Mayor Dean Andrews presided and the following council members were present: Phillip Knighten, Patrick Lumley, Krista Noah, Jeff Otto, and Phoebe Pittman. Also present was City Administrator Tyler Trout, Deputy Clerk Virginia Titus, and Street Superintendent Tony Stonecypher.

Mayor Andrews opened the budget work session by welcoming those in attendance. He reported on a recent City Hall tour he attended with contractors and City staff, noting that the project is progressing well. He invited Council members to participate in a tour following the upcoming contractor update meeting scheduled for February 18.

Budgets for various street-related funds were reviewed with Street Superintendent Stonecypher. In the General Fund, \$10,000 has been included as a reimbursement line item for the sidewalk inspection program, and the \$20,000 budgeted for tree removal will be moved to the Road Use Tax (RUT) Fund. For FY27, crack seal/mastic work has been moved to Fund 303. The RUT budget was reviewed using a per capita estimate of \$140 for FY27, and salary allocations were reviewed by Administrator Trout, with wages increased in accordance with the union contract. A dump truck budgeted in the current fiscal year will be replaced with a one-ton pickup with plow at an estimated cost of \$55,000; the dump truck (with plow) will instead be budgeted for FY27 at \$200,000, with the plow portions of both vehicles allocated from RUT snow removal. The pavement management group was discussed, and there was interest in reactivating it. Superintendent Stonecypher asked which department is responsible for clearing snow from the trail; Park and Recreation will handle snow removal if needed, although wind exposure generally keeps the trail clear. A total of \$50,000 is budgeted for traffic signals. The Cedar Valley Transportation Center budget was reviewed; this shared City/Floyd County/IDOT facility divides expenses primarily by the number of bays used, with certain costs, such as insurance, split evenly. All overhead doors have been replaced, with one additional door kept in stock. For FY27, a mechanics room remodel will begin, with \$10,000 budgeted for the in-house project. The Tree Removal/Revite fund budget was also discussed, with revenues consisting entirely of donations designated to replace previously removed trees.

Next, the General Fund department budgets were reviewed. For FY27, the Engineering budget will consist primarily of contracted services. The new Development Services Director position will be placed under Planning & Zoning with salary and related expenses added. The Mayor and Council budget remains steady. In the City Administrator budget, training and travel were increased, the salary was reallocated to reflect departmental support, and funds were included for a technology due to inoperable equipment; the remaining \$3,000 in the Admin Reserve Fund will be transferred to the General Fund to close out the fund. In the City Clerk budget, the salary was likewise reallocated, and training and travel were increased to maintain certifications. Data processing was discussed and moved to the Business Office, as it supports all departments; this line increased by approximately \$5,000 due to copier lease, Radix storage, and technology support costs. Department 630 – Elections will have a zero budget for FY27; and FY26 was re-estimated and increased by \$125 to cover total city election costs of \$3,025. The Legal budget will increase slightly due to a higher volume of enforcement activity. The City Hall budget remains steady. For the Carnegie Building/Art Center, \$10,000 is budgeted for gutter replacement and re-grading, and moisture control, with discussion of establishing a reserve fund and reviewing the Art Center agreement. In the Business Office, salaries were allocated across departments to reflect staff time. Staff will also complete ordinance recodification and a full website redesign in FY27.

There being no further business, the work session was adjourned at 7:56 p.m.

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Dean Andrews, Mayor

Attest: \_\_\_\_\_  
Brittney Lentz, City Clerk