



Memo

Department of Planning & Housing

TO: Historic Preservation Commission

FROM: Department of Planning and Housing *KD*

DATE: September 10, 2026

SUBJECT: Annual Budget

The City's HPC budget includes \$2000 a year for education and training purposes. The \$2000 is generally considered \$1000 for training of commissioners and \$1000 for community education. Training is focused on costs related to commissioner attendance at the Preserve Iowa Summit, but can include subscriptions, memberships, etc. Education includes annual awards, community events, speakers, and other outreach activities.

For FY25/26 we spent \$150 on awards and \$200 on two commission members' registrations for Preserve Iowa. City Council also authorized carryover of FY24/25 funds totaling \$1715 in support of the Glimpse Inside educational event.

For the current FY26/27 there have been no expenses to date. You may recall that HPC had planned to provide funding for the Glimpse Inside event totaling \$1500 out of the FY26/27 budget. However, City Council elected to provide \$1500 for the event with their contingency funding and no funding from HPC is needed.

Looking forward to likely expenses this year, staff assumes \$75-150 for awards. Preserve Iowa is in Davenport. Sending one or two commissioners with travel expense reimbursement would be between \$700-1400. The remaining balance would be available for speaker costs or other educational or training expenses.

City Budget Process

The public components of the City's budget process occur primarily between October and February. The formal budget approval occurs in March as required by state law. The key date for setting the budget is the first City Council meeting in February where the City Council directs staff to proceed with setting a maximum budget amount and related tax levies for a final hearing in the spring.

The City's budget process begins in earnest in October with a City Town Hall budget meeting where members of the public can first suggest ideas for funding projects, services, and activities. No specific action comes from this meeting, but the comments and suggestions are provided to the City Council for their consideration later in the budgeting process.

The City has a formal process for outside agencies and event funding requests with an application process to submit the requests in early November. These requests are then forwarded to the City Council in December where they are included with a budget preview provided to City Council about changes in property tax valuations and other financial estimates that will help set the framework for budgeting. The Ames History Museum and their requested City funding is an example of an outside funding request. HPC is not an outside agency and is not included in this process.

Ultimately, City staff prepares the budget and presents the outside agency and other funding requests to the City Council for their approval in February, at the first regular meeting of the month. The Council then makes decisions about the overall budget and whether to include the individual requests and the amount of requested funding in the upcoming budget.

Based upon recent expenses, staff does not believe a substantial increase in regular HPC funding would be warranted. If the HPC has identified additional program or project funding needs, it is likely best to be considered as a separate one-time request. This has occurred on occasion with the most significant example being the funding request for a plaque program for downtown buildings.

The Commission would have time to discuss project or program interests over the next couple of months. Ideally any specific one-time request or other budget adjustment request would be made by December so that it can be accounted for in the overall budget process.