

Coralville City Council
Work Session
January 3, 2017
City Hall

Present: Mayor John Lundell; Council Members Tom Gill, Jill Dodds, Bill Hoeft, Laurie Goodrich

Staff Present: City Administrator Kelly Hayworth, Assistant City Administrator Ellen Habel, Building Official Jim Kessler, Director of Finance Tony Roetlin, City Clerk Thor Johnson, Broadband Telecommunications Coordinator Eric Dickerson, Fire Chief Dave Stannard, Water Plant Superintendent Kevin Callahan, Engineer Dan Holderness, Library Director Alison Ames Galstad, Police Lieutenant Shane Kron, Recreation Superintendent Scott Prochaska, Director of Parking and Transportation Vicky Robrock, Streets and Solid Waste Superintendent Eric Fisher, Wastewater Plant Superintendent Chris Gilstrap, Human Resource/Risk Manager Mike Funke, Police Chief Barry Bedford

Mayor Lundell opened the work session for the budget for fiscal year ending June 30, 2018, at 4:00 pm and wished City Administrator Kelly Hayworth a happy birthday.

City Administrator Kelly Hayworth said there has been good progress on the budget.

Director of Finance Tony Roetlin thanked department heads, finance department staff, administration, and the city council for their work on the budget. Roetlin briefly summarized the draft FY 2018 budget, noting the balanced budget maintains a property tax levy rate of \$13.5277 per \$1,000 valuation, which has been in place since FY 2011.

Roetlin reviewed the rollback for multi-residential, residential, and commercial properties, and noted the release from the 12th Avenue TIF in FY 2018 and the Mall/Highway 6 TIF in FY 2019. Roetlin also noted the commercial property tax reform replacement payments, referred to as backfill, are capped at the FY 2017 amount of \$1.571 million.

Scott Prochaska, Recreation Superintendent, summarized the proposed FY 2018 budget for Parks and Recreation, highlighting increased part-time wages for lifeguards, youth counselors, and parks maintenance workers; replacement of lifeguard chairs at the Aquatic Center; additional Recreation Associate hours for morning supervision; increased set-aside for replacement of the Showcase stage and the bus; and an increase in fees for Before and After School Programs of \$5 per month and \$5 per week for summer camps. For Parks, Prochaska highlighted purchase of a digital inspection software for playground inspections; replacement of a shelter at North Ridge Park; improvements at Altmaier Farm; increase to greens fees at Brown Deer Golf Club of \$1; and updated web site and increased staffing at the Center for the Performing Arts.

Hayworth invited the Council to review the information presented and follow up with questions. He also asked Roetlin to review the TIF release in greater detail.

Roetlin noted the FY18 12th Avenue TIF amount would have been \$1.16 million; with the release, \$454,494 will go to the Coralville general fund and the remainder to other taxing entities. In FY19, Roetlin noted \$376 million in valuation will be released from the Mall/Highway 6 TIF, which would have resulted in \$11.1 million in TIF revenue. Roetlin said \$4.3 million of that amount will be directed to the Coralville general fund and the remainder to other taxing bodies. Roetlin noted these numbers are estimates based on current valuations and tax levies.

Roetlin also noted Brown Deer Golf Club is now in the general fund.

Alison Ames Galstad, Library Director, noted the Library is in the midst of strategic planning and reallocating space. She said attendance at Library programs is up 13% and they are scheduling more programming to accommodate the number of attendees. Galstad also highlighted community outreach, including with the Iowa Medical Classification Center, homebound, child care facilities, and schools. For these reasons, Galstad explained, the Library budget is heavily weighted with staff costs.

Jim Kessler, Building Official, reported that with one-half of FY17 remaining, building permit revenues are already over the full-year's projections; however, as development can be hard to predict the revenue projection for FY18 has not been changed and remains at \$450,000. Kessler said licensing fees and plan review fees are expected to remain unchanged, as well; and added that additional expenses are \$13,500 for subdivision review software and additional mailing fees for neighbor notifications. Kessler said rental permit revenue is forecasted to increase because of construction of additional units.

City Engineer Dan Holderness reported the proposed FY18 Engineering budget is consistent with past years and also includes a portion of the subdivision review tracking software.

Broadband Telecommunications Coordinator Eric Dickerson said the proposed FY18 budget is for the most part flat. Roetlin added that the City has been drawing on reserves for departmental operations and has reduced that to allow the reserves to remain available for future needs. Dickerson said declining franchise fees from MediaCom impact departmental revenues and his budget is further impacted by an increase in part-time wages. Dickerson said in FY18 he will focus on data management and storage.

Police Lieutenant Shane Kron said an officer added in August 2016 is reflected in the FY18 budget; other proposed changes include purchase of Lexipol, a policy and training curriculum and replacement of car video platform that will integrate with body microphones. Kron said replacement of the K-9 is fully funded when that is necessary.

Fire Chief Dave Stannard said the department's proposed budget for FY18 includes reserves for Self Contained Breathing Apparatus, building improvements for Station #1, and a request for traffic pre-emption equipment.

Streets and Solid Waste Superintendent Eric Fisher said the FY18 proposed Streets budget includes reduced projected revenue from the Road Use Tax Fund based on the state's estimates; replacement of street lights on Highway 6 from Camp Cardinal Boulevard to Coral Ridge Avenue; installation of traffic signals at Jones Boulevard and Highway 6; and replacement of an end loader, van, and two plow trucks. Fisher said a grant will pay for the equipment portion of the traffic signal at Jones Boulevard, which equates to about half the cost.

Fisher said the Solid Waste proposed budget reflects \$10,000 in increased revenue and replacement of one recycling truck. Fisher said landfill tipping rates are unchanged but the cost for white goods disposal has increased.

Water Plant Superintendent Kevin Callahan said his proposed budget for FY18 is consistent with previous years and no rate changes are proposed. Callahan said bids for the water treatment plant expansion will be received January 19.

Wastewater Plant Superintendent Chris Gilstrap said his FY18 proposed budget reflects progress toward the plant expansion and improvements. Roetlin noted the proposed rate change for wastewater for the base rate and subsequent usage, and compared rates to other municipalities.

Holderness then reviewed the stormwater enterprise proposed budget, noting a focus on watershed assessment for Clear Creek, the best management practices reimbursement program, and best management practices streambank stabilization program. Holderness said equipment reserves continue to be increased to reach desired levels.

Director of Parking and Transportation Vicky Robrock reported the FY18 proposed budget reflects a decrease of \$84,000 in subsidy from the general fund as a result of lower fuel costs and increased Federal assistance. Robrock noted FY18 is the last year of the current ADA paratransit contract with SEATS. Robrock said the proposed budget includes two personnel additions: one part-time position to fill the on-call position when driving, and a portion of the match for a metro area mobility coordinator, funded in part by a grant from the DOT. Robrock said the proposed budget includes the purchase of 4 buses, which were in the FY17 budget but were delayed in production and will now be in the FY18 budget, as well as one light duty paratransit bus. Robrock said the cost of the 4 buses is \$1.74 million with \$1.37 million paid by grant; the cost of the light duty bus is \$99,000, with \$79,200 paid by grant. Robrock said the Parking budget proposed for FY18 includes the replacement of 2 pick-ups and a small tractor.

Roetlin briefly reviewed the administration budget, including the Coralville Marriott and social services budgets.

Hayworth said the budget process will continue with further review and although it seems as though it goes quickly, it is possible because department heads are conservative in their requests and in planning for equipment replacement with reserves. Hayworth also noted several items for consideration in the upcoming legislative session, including property tax

replacement funding, collective bargaining, and minimum wage. Human Resource/Risk Manager added that federal rules on non-exempt and exempt employees will also be monitored.

Mayor Lundell noted the letter from Johnson County Supervisor Rod Sullivan regarding funding for a facility for CIT.

The council took a brief recess at 5:55.

At 6:15, the meeting reconvened.

Present: Mayor John Lundell; Council Members Tom Gill, Jill Dodds, Bill Hoeft, Laurie Goodrich

Staff Members Kelly Hayworth, Ellen Habel, Tony Roetlin

Hayworth asked the Council to review the budget notebooks and submit any questions to him or Roetlin so they can provide answers on Tuesday. Hayworth said the budget is balanced but there is room for adjustments based on Council feedback. Several areas noted for further consideration were the culverts at Brown Deer Golf Club, indoor pool, traffic pre-emption, playground equipment, and ash tree removal.

Hayworth again encouraged the Council to notify him of any questions and said the budget process goes well because of experienced budget heads and growth in valuation.

Adjourned at 6:40 pm.

Notes taken by Ellen Habel, Assistant City Administrator