

## **Coralville City Council**

### **Work Session**

**May 26, 2020**

**Via Electronic Meeting because a meeting in person is impossible or impractical due to concerns for the health and safety of Council members, staff, and the public presented by COVID-19**

Present: Mayor John Lundell; Council Members Laurie Goodrich, Meghann Foster, Jill Dodds, Mitch Gross, Tom Gill

Staff Present: City Administrator Kelly Hayworth, Assistant City Administrator Ellen Habel, City Attorney Kevin Olson, Director of Finance Tony Roetlin, Community Development Director Dave Johnson, City Engineer Dan Holderness, Communications Specialist Jon Hines

Mayor Lundell opened the meeting at 7:35 pm.

1. June Re-zonings: Community Development Director Dave Johnson presented a request to amend the C PUD B Site Plan for Lot 1, Oakdale Plaza Second Addition. Johnson explained this includes a 3,400 square foot addition to the dental office and a parking lot expansion. He said it would also allow for the screening to be brought into compliance and noted the building materials match those of the existing building.
2. COVID-19 Financial Review: City Administrator Kelly Hayworth said the City had received a bond rating from Fitch of AA- for General Obligation, A+ for General Obligation Annual Appropriation, and AA for Road Use Tax Revenue Bonds. Hayworth said the borrowing will be for the street construction that is underway at E. 2<sup>nd</sup> Avenue and E. 9<sup>th</sup> Street. Hayworth thanked Director of Finance Tony Roetlin and Tim Oswald of Piper Sandler for their work in providing information to Fitch. Hayworth shared the key ratings drivers and analytical conclusion and noted the importance of maintaining fund balances throughout the current health crisis.

Hayworth reviewed proposed budget adjustments for Fiscal Year 2021, noting there was a \$300,000 savings from four positions that will remain unfilled. He reviewed additional savings from the Library in the areas of staffing, staff development, materials, and contractual services; and from Parks and Recreation in staffing, contracts, projects and reserves, programming, publications, production costs, and memberships. Hayworth noted the Library will also supplement their budget with funds from the Trust and Agency account, and Parks and Recreation had a proposal for increased revenues. In total, the two departments project possible savings to the General Fund of \$836,884. Hayworth noted the City also has the CARES funding for the Transit Department and will review the hotel/motel tax projections again. He commented that 70% of the City budget is personnel.

Hayworth said Human Resource/Risk Manager Mike Funke is working diligently with regard to staff returning to work. Hayworth noted the installation of safety shields at front desks

and in shared offices and the importance of working to be fair and equal in decision making regarding returning to work. Hayworth also said staff were asked to return on May 26 in preparation for June 1, and identified creative solutions of some departments for social distancing, including additional break areas and staggered lunch hours. Hayworth said that with primary voting in City facilities on June 2, it is important to have safety procedures in place. Assistant City Administrator Ellen Habel added that staff were asked to self-screen prior to coming to work, hand sanitizing stations and signage are being added, and that all staff are expected to assist with cleaning the work space. Hayworth noted the importance of having staff in the office to provide back-up, particularly when open to the public.

The council discussed the June 9 meeting and felt most comfortable meeting via Zoom.

3. City Administrator's Time: Hayworth reported on the following:

- He asked Habel to share information regarding a state grant opportunity. Habel said she is working with ECICOG on two applications: one for owner occupied housing rehabilitation and one for down payment assistance, and that both are funded on a first-come, first-served basis. She said a news release would be distributed on May 27 regarding the owner-occupied housing rehabilitation opportunity.
- He asked Mayor Lundell to provide an update on federal funding. Mayor Lundell said there is a highly coordinated effort of advocacy from cities currently. He also said the Iowa League of Cities Executive Board had discussed the reconvening of the Iowa Legislature and the changes to be expected. Finally, Mayor Lundell said he, Habel, and Hayworth spoke on May 26 with the Iowa League of Cities staff regarding their fall conference in Coralville.

Adjourned at 9:15 pm.

Notes taken by Ellen Habel, Assistant City Administrator