

# CEDAR FALLS CITY COUNCIL

## GOAL SETTING

**NOVEMBER 17 & 19, 2020**

### **Goal Setting Work Sessions**

City Council members held goal setting work sessions on November 17 and 19, 2020. In attendance and participating at these meetings were council members Frank Darrah, Susan DeBuhr, Kelly Dunn, Simon Harding, Daryl Kruse, Mark Miller, Dave Sires, and Mayor Rob Green.

Also attending were City Administrator, Ron Gaines, Director of Community Development Stephanie Houk Sheetz, Assistant Public Safety Director/Police Chief Craig Berte, Director of Finance and Business Operations Jennifer Rodenbeck, Director of Public Works, Chase Schrage.

### **Policy Agreements**

#### **November 17, 2020**

After review and discussion, the Council reached general consensus on the following policy issues:

#### **1. FY 21-22 Budgetary/Financial Goals**

- a) Property tax goal
  - Increase residential properties no more than the CPI
- b) Use Backfill for Capital Project if received
- c) Continue to transfer TIF release to Economic Development Fund
- d) Maintain General fund cash reserves at 20%
- e) Only issue replacement debt
- f) Maintain a debt strategy that protects a least 25-30% of capacity
- g) Use general funds savings for certain projects
- h) Build user funds into capital projects when establishing fees
- i) Seek minimum private donation match of 25% of/for recreation & quality of life projects
- j) Emergency Reserve Fund
  - Agreed to put \$963,000 Local Govt Relief Fund in the Emergency Reserve Fund
  - Retain balance of \$1.5-2 million for emergencies
  - Some council members would like to see balance closer to \$2M
  - Council asked staff to review their recommended balance goal for 2021. The current number was based on the 2016 floods.
- k) Black Hawk County Gaming Association. Council was supportive of the project list and timelines presented by staff.

## **2. Capital Improvements Program**

- a. Indoor High School Pool project - Council supports staff's proposed funding and timeline in CIP
- b. Center Street - approved in ERF
- c. Emergency Reserve Fund
  - Council approved the proposed plan. Asked staff to find a way to move the minimum closer to \$2 million
- d. Purchase of School Administration Site approved
- e. City Hall Remodel approved
- f. Park Master plan
  - Approval to move forward with creating a master plan in 23-24
- g. Island Park Master Plan
  - Moved discussion to a future work session
  - Work session is to determine a study on flooding
  - Invite residents and consultant to present
  - In the meantime, Parks Department will work on the aesthetics of the grass, plant native grasses, etc.
- h. Place to Play Parking
  - Proceed with creating 13 parking spots in Spring 2021
- i. Dog Park, North Cedar
  - Proceed with planning and bring ideas back to Council regarding location, parking
- j. Sidewalks/Trails
  - Infill with CDBG - bring plan back to Council
  - Safe Routes to Schools
  - Plowing of trails in the winter approved as is
  - Rail Trail - Mayor to name task force to propose a plan for signage
- k. Downtown Parking Ramp timing
  - proceed with ramp plans
  - proceed with paid parking
- l. Resilience Plan budget items – proceed
- m. Wastewater – Council voted to “Modify Existing plant” (6-1)
- n. Permeable Alley program – proceed
- o. Other Project Updates - Council agreed for staff to proceed with the following projects:
  - W. Viking Road/Industrial Park Phasing
  - W. 27<sup>th</sup> Sewer Extension and tapping fee
  - Olive Street Box Culvert
  - Changes in CIP due to COVID

## **3. Vision Plans**

Council agreed for staff to proceed with the following projects:

- a. Downtown
- b. College Hill
- c. Future Areas, including College Square

## **4. Legislative Priorities**

- There was general agreement that the council support the legislative priorities shared by staff.

## November 19, 2020

After review and discussion, the Council reached general consensus on the following policy issues:

### 5. Council Engagement

#### a. Public Meeting Protocol during COVID

When BHC is in RED

- all meetings are virtual
- public may call into the meeting
- Chambers not available for others to use during this time

When BHC is below Red

- Council will meet in Chamber
- Members may choose to join virtually
- Public may call in while BHC is in a public health emergency
- Public may not come past the podium

Boards and commissions to follow same protocol as Council

#### b. Public Engagement – how to facilitate appropriate public dialogue

- Public Forum at the beginning of the meeting
  - 3 minutes maximum per speaker
  - Council may extend the time per speaker
- Public can pull an item off of the consent agenda
  - Limit of 3 minutes, must speak to the agenda topic
  - Council will address questions as they are asked rather than wait for the agenda item

#### c. Review of Admin Policy #7 and personal attacks

#### d. Council Expectations for meetings – ensuring business time of the City Council

#### e. Council Referrals – procedure for council referrals

- Council members to provide a paragraph of background info on referral topics that they are adding before the meeting
- “Gentleman’s agreement” not written into the policy

#### f. How to engage stakeholders in decision making process

- Separate out receiving and filing of a study and adopting the long- range plans

#### g. Re-implementing orientation for new Council members and board members

- New Council members encouraged to attend League of Cities training/conference
- Mayor to update the new council member handbook, bring back to council for review in 2021, then put online for all residents to see

#### h. Mayor/Council communications

- Mayor will send a bi-weekly e-newsletter to council members. City Administrator will continue to send staff updates as well

### 6. Street Studies

#### a. Complete Streets Policy

- Continue to use the 2013 policy for now
- Council members encouraged to read both policies
- This can come forward as a referral in 2021 if a council member chooses to do so

#### b. Hudson Road Corridor – proceed

#### c. Greenhill Corridor – proceed

#### d. Main Street - schedule a presentation of the original plan for all council members

## **7. Public Safety**

- a. Strategic Direction & Planning
  - Continue with strategic plan, will come to council in 2021
- b. Community Engagement (incl. National Night Out)
  - Consensus to explore new options and bring back to council

## **8. General Personnel Issues**

- a. Staff workload
- b. Staff workplace climate assessment survey
  - Work with UNI to conduct in 2021, after new HR director is on board

## **9. Studies/Ordinance Changes**

- Development strategy concerning roads in new subdivisions

## **10. Development**

- Industrial Parks
- Economic Incentives

## **11. Review of City Plans**

- Mayor is finding and indexing plans and will put them online

## **12. Setting of Future Work Session Topics**

- a. Part-time Mayor
  - Hold this work session in December 2020
  - Consider bringing in a facilitator from League of Cities, who can also share what others are doing
- b. Council Committee Structure
  - Council needs to know the options and benefits of committees
- c. Policy Changes to Promote Business (Downtown, College Hill, etc)
- d. Resilience Plan – Final Report
- e. Island Park Planning

## **Final Comments**

It was a pleasure to again assist the City of Cedar Falls with this goal setting process. We were particularly impressed with the level of cooperation and collaboration between the City Council and the staff.

Aimee Viniard-Weideman  
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December 9, 2020