

05-11-2022 Town Council Meeting Responses to Council Questions

ITEM #1: FY 2022-23 Manager's Recommended Budget Discussion

Council Question:

Earlier this year, after discussions about taking over Franklin St. from DOT and in response to a CDC petition on developing downtown design standards, Council talked about beginning a comprehensive planning process for downtown (design, bike/ped circulation and safety, streetscapes). Are there any funds in the budget for this planning work?

Staff Response:

The Town's current approach for the Franklin Street process is to follow the Land Use Management Ordinance (LUMO)/Unified Development Ordinance (UDO)/Transit-Oriented Development (TOD) public engagement process which has a large Downtown component. There is \$166,140 in new budget set aside in the FY 2023 budget for those processes plus \$453,517 contractually encumbered for the multi-disciplinary consulting work with Skidmore, Owings & Merrill.

Council Question:

The manager's budget recommends a new position for a comp/class analyst in HR. Would they have other HR responsibilities? If so, what would they be? Considering that we're just wrapping up a consultant's study on the issue, could this hire wait a few years?

Staff Response:

The position will be almost exclusively focused on compensation-related matters, including a review of a portion of the Town's job classes each year to compare salaries and benefits to the market, update job descriptions, and recommend changes to the Town's Pay Plan. The person will also oversee compensation policies and review and conduct FLSA audits of all positions on an annual basis. They will review pay equity with any new salary offers and other position/salary moves being requested by departments. Should the Town move forward with additional changes to its compensation system, such as a step plan for certain positions or a merit-based pay increases, this position will be able to assist with designing and implementing those changes.

With the job market continuing to change rapidly for many positions across Town, staffing this role in early 2023 will help us remain competitive as we work to recruit and retain highly qualified and engaged employees. Starting the work in this fiscal year should significantly reduce the number of times we have to use an outside consultant to conduct studies in the future.

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ITEM #1: FY 2022-23 Manager's Recommended Budget Discussion

Council Question:

I'd like a list of all consultants the town works with - either formally or informally - to whom we pay \$5,000 or more. I'd like to look back at least two years and forward the same time frame based on contracts we have although I know these amounts may necessarily be estimates. I'd also like to know what we have contracted with each of these consultants to do.

Staff Response:

Please see the attached spreadsheets that detail: 1) a list of all consulting expenditures the Town incurred in FY 2020 – FY 2022 and 2) a list of all consulting contracts that are outstanding for FY 2023 – FY 2024.

Council Question:

What are the options for shifting some or all of the cost of maintaining the Cedar Falls Park artificial turf fields to the out of town travel teams who seem to use them the most?

Staff Response:

The majority of the field usage at Cedar Falls Park is by Orange County residents; however, the parent organization reserving the fields may be based out of a location outside of the county. Parks & Recreation's current athletic field allocation process assigns priority consideration to user groups who have at least 60% of the participants utilizing the field being Orange County residents. The user groups that have this priority designation also receive the county resident booking fee rate.

One possible funding option for future replacements of artificial turf fields would be to use a capital reserve fund in which the artificial turf field rental revenue is deposited into. In theory, assuming consistent peak usage and replacement costs, the fields would pay for their own replacement in approximately six years. One of the challenges in doing this is that this process would essentially reduce the Town's General Fund annual revenue generated through rental fees and charges by a corresponding amount. During 2018 and 2019, according to Parks & Recreation's booking software, the artificial turf fields at Cedar Falls generated \$209,000 and \$221,000 in rental fees. This money is placed in the Town's General Fund in charges for services and are used to balance the operating budget.

The cost associated with routine maintenance to a single artificial turf field per year is estimated to be \$5,400.

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Council Question:

Looking back four years, I'd like a breakdown of all the town-only financial and in-kind support we have given to our substantial efforts to build affordable housing. I am interested in town support and not any federal or state funding. I'd like to include things like the amount we have raised from our bond issues, any other direct financial support from any town funding, an estimate of in-kind public land values we have used for our efforts, and any other town financial support.

Staff Response:

Below is a breakdown of all Town contributions used to support affordable housing development projects since fiscal year 2018. Staff have included the in-kind public land value for projects that used Town-owned land. The second table further outlines the parcels used for affordable housing development and their associated land value. Appraised value was used for all properties that had a formal appraisal conducted and tax value was used for any property where an appraisal was not conducted.

Affordable Housing Development Funding

Funding Source	FY18	FY19	FY20	FY21	FY22	Total
Affordable Housing Fund	221,989	128,203	-	-	27,748	377,940
AH Development Reserve	1,025,521	506,797	498,395	373,395	513,395	2,917,503
Bond	-	-	5,000,000	-	1,350,000	6,350,000
In-Kind Land Value	-	350,000	-	-	4,950,600	5,300,600
Total	\$1,247,510	\$985,000	\$5,498,395	\$373,395	\$6,841,743	\$14,946,043

Project	Land Value
Jay Street	2,153,600
2200 Homestead	2,484,000
Trinity Court	178,000
Johnson St	135,000
Mitchell Lane	175,000
Lindsey St	175,000
Total	\$5,300,600

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Council Question:

Likewise, looking back four years, I'd like a breakdown of all the town-only financial and in-kind support we have given to our parks, recreation and trail efforts to the same extent and limitations I outline in my above question.

Staff Response:

Within the past four years, Parks & Recreation has utilized previously authorized bond funding, Payment-in-Lieu, and Pay-Go (small CIP project) funds in order to complete improvement and development projects at the Town's parks, recreation facilities, and trails. The approximate totals of expenditures within these funds from fiscal years 2019-2022 are included below.

Bond expenditures – charged against balances within prior general obligation bonds and Two-Thirds bonds: \$6.4 million

- Includes Bolin Creek Trail improvements and extension beneath Martin Luther King, Jr. Blvd. - \$5 million in total expenditures over the lifespan of the project; Town expense for Homestead artificial turf field project - \$700,000; and smaller improvements at other sites - approximately \$700,000*

Payment-in-Lieu – charged against amounts received for Payments in Lieu of Recreation & Open Space - \$580,000

- Includes a portion of construction of Booker Creek Basin Park - \$430,000 and various repairs and enhancements at Meadowmont, Ephesus, and Southern Community Parks – approximately \$150,000*

Pay-Go – small project funding included within the annual Town budget funding allocations in the CIP fund - \$402,000

- Parks & Recreation received a \$100,000 allocation each year in 2019 and 2020, \$0 in 2021, and \$170,000 in 2022.*
- An additional \$32,000 in small project funding has been allocated from Public Works for parks & recreation extraordinary maintenance during this period.*
- This funding is crucial in order to complete small repair and construction projects within parks, playgrounds, trails, and cemeteries.*

Council Question:

What are the historical budgeted funding levels for the Parks & Recreation Department for the last 5 years?

Staff Response:

Below is a table of the past five years of budgeted expenditures for each division of the Parks &

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Recreation Department, split between personnel and operating expenditures. There is also a separate section for Pay-Go capital budgets for the past five years on Parks related projects.

	FY22 Original	FY21 Original	FY20 Original	FY19 Original	FY18 Original
P&R Admin					
Personnel	\$956,253	\$949,177	\$958,144	\$914,066	\$893,093
Operating	257,607	231,215	216,314	208,224	205,478
Total	1,213,860	1,180,392	1,174,458	1,122,290	1,098,571
Parks Maint.					
Personnel	\$1,908,494	\$1,823,550	\$1,836,390	\$1,899,049	\$1,751,064
Operating	607,302	608,962	650,952	633,034	621,843
Total	2,515,796	2,432,512	2,487,342	2,532,083	2,372,907
Athletics					
Personnel	\$528,138	\$526,917	\$525,111	\$512,128	\$507,118
Operating	381,447	419,396	395,077	389,603	393,521
Total	909,585	946,313	920,188	901,731	900,639
Comm. Center					
Personnel	\$551,527	\$534,703	\$533,866	\$517,259	\$425,605
Operating	138,255	138,217	148,974	126,642	113,202
Total	689,782	672,920	682,840	643,901	538,807
Aquatics					
Personnel	\$976,037	\$945,189	\$940,914	\$902,454	\$899,381
Operating	264,760	273,094	269,113	271,861	266,869
Total	1,240,797	1,218,283	1,210,027	1,174,315	1,166,250
Hargraves					
Personnel	\$672,497	\$651,877	\$627,986	\$587,617	\$613,506
Operating	132,473	131,857	133,766	114,523	108,330
Total	804,970	783,734	761,752	702,140	721,836
Pay-Go Capital	\$170,000	-	\$100,000	\$100,000	\$259,000

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Council Question:

Can you provide options for incorporating the Economic Development position within the existing Manager’s Recommended Budget?

Staff Response:

The Manager’s Recommended Budget allocated about \$1.27 million in new initiatives or additional funding for existing initiatives proposed to be allocated as follows:

New Positions:

Diversity, Equity, and Inclusion Project Manager	100,000
Compensation Analyst (1/2 year)	58,039
Grants Administrator	121,324
Planning Technician	76,177
	355,540
Council Stipends	40,000
Climate Action	80,000
Affordable Housing & Homelessness Initiatives	80,000
Human Services Escalator (5%)	27,325
Downtown Improvements	100,000
Bike/Pedestrian Safety	75,000
Vision Zero	50,000
Cultural Arts	20,000
Parks Maintenance	50,000
Vehicle Replacements	95,600
Cost of Service Increases	200,000
Cybersecurity	98,000
	1,271,465

If Council would like to prioritize the Economic Development position with a projected cost of \$81,995, we could reconsider any of the above funding recommendations.

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Council Question:

Can you provide a breakdown of the Downtown Service District Budget for the last 5 years?

Staff Response:

The budgeted revenues and expenditures for the Downtown Service District for the last 5 years are listed below:

Downtown Service District					
	<u>FY22</u>	<u>FY21</u>	<u>FY20</u>	<u>FY19</u>	<u>FY18</u>
Revenues:					
Property Tax	391,000	382,000	372,000	361,000	311,610
Orange County (Launch)	73,500	73,500	73,500	73,500	73,500
Interest	1,000	1,000	1,000	1,000	528
Fund Balance	-	454	9,607	-	-
Total	465,500	456,954	456,107	435,500	385,638
Expenditures:					
Groundskeeper	62,177	59,954	59,107	56,597	54,338
Downtown Partnership	150,000	140,000	140,000	125,000	120,000
Launch	147,000	147,000	147,000	137,000	103,500
140 West	100,000	110,000	110,000	110,000	105,000
Reserve	6,323	-	-	6,903	2,800
Total	465,500	456,954	456,107	435,500	385,638

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Council Question:

Can you provide a breakdown of all Affordable Housing/Homelessness Initiative funding over the last 5 years?

Staff Response:

Below is a breakdown of all Affordable Housing/Homelessness Initiative funding since fiscal year 2018:

Funding Source	FY18		FY19		FY20	
	Budget	Allocations	Budget	Allocations	Budget	Allocations
CDBG	105,000	105,000	202,620	202,620	280,228	300,228
Affordable Housing Fund	436,052	436,052	478,062	264,077	514,464	131,256
AHDR	1,241,247	1,175,521	753,395	753,395	688,395	691,000
Affordable Housing Bond	-	-	-	-	5,000,000	5,000,000
CDBG-CV/CARES	-	-	-	-	-	-
Community Home Trust	339,831	339,831	339,831	339,831	352,518	352,518
OC Partnership to End Homelessness	45,306	45,306	63,899	63,899	81,857	81,857
Department Operations	562,514	562,514	599,079	599,079	599,079	599,079
Fund Balance	-	-	-	-	-	-
Total	\$ 2,729,950	\$ 2,664,224	\$ 2,436,886	\$ 2,222,901	\$ 7,516,541	\$ 7,155,938

Funding Source	FY21		FY22	
	Budget	Allocations	Budget	Allocations
CDBG	266,399	266,399	335,976	335,976
Affordable Housing Fund	379,000	123,000	450,000	150,000
AHDR	688,395	688,395	688,395	688,395
Affordable Housing Bond	-	-	2,000,000	1,350,000
CDBG-CV/CARES	915,442	915,442	-	-
Community Home Trust	358,009	358,009	358,009	358,009
OC Partnership to End Homelessness	96,300	96,300	96,300	96,300
Department Operations	586,723	586,723	597,723	597,723
Fund Balance	-	-	388,784	98,784
Total	\$ 2,729,950	\$ 2,664,224	\$ 4,915,187	\$ 3,675,187

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Council Question:

Can you provide an update on the Climate Action Plan activity?

Staff Response:

The tables below provide the latest update on the budget and planned expenditures for the use of FY22 and FY23 Climate Action Funds, including grants that have been awarded or applied for, as well as the new \$80,000 for Climate Action presented in the FY 23 Manager’s Recommended Budget. A portion of the Climate Action Fund dollars are dedicated to the new Sustainability Program Analyst position and, in FY23, the requested Sustainability Outreach Coordinator position. The tables below account for only those projects and programs where a cost has been identified for this year or next. Several active initiatives within the two-year implementation plan do not require funding outside of staff time. The amounts are shown in rounded figures to make the tables more readable.

FY22

Action Category	Amount (Grant/Incentive)	Update/Note
Buildings + Energy		
Upgrade to digital thermostats in Public Housing units as part of Duke Energy MF assessment	40,000	Utility performing phase 1 energy assessment; free energy and water upgrades included
Determine who is experiencing energy burden (study)	15,000	Vendor options identified
Upgrade all remaining Library lighting to LED	35,000 (64,000)	Installation underway; projected to save 25k/year; utility incentive of 64k
Upgrade Cedar Falls turf field lighting to LED	92,000 (128,000)	Contracting with vendor for installation
Update Council’s Green Building Policy Framework	54,000	Selecting energy consultant for phase 1 (10k only)
Energy management software for Town facilities	2,000	Software fully operational
<i>Category Total</i>	<i>\$238,000 (\$192,000)</i>	
Transportation + Land Use		
Develop Wayfinding Strategy for Town’s Mobility Plan	50,000	Contractor selected; project underway
Install 2 EV charging stations at Town Hall	12,000 (18,000)	Awarded 18k; installed November 2021
Replace 2-3 Town Hall fleet vehicles with all-electric vehicles	77,000	Vehicles would use new EV station to charge; targeting inspections division
Public EV charging station at Eubanks Park & Ride lot	(18,500)	Awarded 18.5k; installation scheduled for summer
EDF Climate Corps Fellow	(11,250)	Awarded fellow to develop accelerated EV transition plan

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<i>Category Total</i>	<i>\$139,000 (\$47,750)</i>	
Resiliency		
Pilot flood alert sensors	15,000	UNC Capstone project shows potential for early warning system benefits; now exploring vendor options
Create ESRI Hub site for climate action dashboard and engagement	8,500	Shared dashboard examples with Council; creating new site to launch in FY23
Tree planting	(40,000)	Awarded 40k; identified possible locations using in-house equity screening tool; will next coordinate with neighborhoods on plantings
<i>Category Total</i>	<i>\$23,500 (\$40,000)</i>	

FY23

Action Category	Amount (Grant/Incentive)	Note
Buildings + Energy		
Home weatherization for energy burdened residents	160,000 (estimate)	Scoping pre-weatherization and weatherization gap funding program; coordinating with local housing partners to understand gaps and needs
Energy management software for Town facilities	2,000	Ongoing utility data management
Solar on Rosemary Parking Deck	(TBD)	<u>Applied</u> for 1.75M from Community Project Funding
<i>Category Total</i>	<i>\$162,000 (\$TBD)</i>	
Transportation + Land Use		
Replace 2-3 vehicles with EVs	80,000*	Manager's additional recommended funding
EV refuse truck + fast charging station	~97,500* (212,000)	Town awarded 212k; match of ~258k likely to come from FY24 vehicle replacement and Climate Action Fund (~97.5k)
20 public EV charging stations at Rosemary Parking Deck	(TBD)	<u>Applied</u> for 25k from VW Settlement grant; Town portion from construction budget
<i>Category Total</i>	<i>\$80,000-177,500 (\$212,000 + TBD)</i>	

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Resiliency		
Outreach and engagement	\$8,500	Year 1 operating budget for Sustainability Outreach Coordinator

**Manager's additional recommended funding of \$80,000 could be used to support Town match for EV refuse vehicle, depending on vehicle replacement budget options in FY24*

Council Question:

Could we please get a budget breakdown mapped to program area/council goals? I know this can be hard to tease out and may be somewhat subjective. For example, purchasing EVs and increasing support for our public transit system are critical components of our climate action plan but, of course, are not reflected in the Climate Action line item. Same for AH, DEI, etc.

Staff Response:

Please see a high level allocation of the FY 2022 Adopted Budget mapped to the Council's Strategic Goals. If Council would like a more in depth analysis of this information, we would need to develop a process to include all departments to map out the services they carry out to each program area/Council goal. This would take a significant amount of time/resources and we would need to return to Council in the fall with an update.

Council Question:

Could you please show the total cost for doing the 4/5% staff pay increases?

Staff Response:

The costs for the 4/5% tiered pay adjustment with benefits is listed below by fund.

<i>General Fund</i>	<i>\$1,910,044</i>
<i>Downtown Service District</i>	<i>2,913</i>
<i>Climate Action Fund</i>	<i>3,981</i>
<i>Vehicle Maintenance Fund</i>	<i>26,246</i>
<i>Parking Fund</i>	<i>19,158</i>
<i>Transit Fund</i>	<i>535,496</i>
<i>Stormwater Fund</i>	<i>53,495</i>
<i>Public Housing Fund</i>	<i>48,956</i>
Total	\$2,600,289

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Council Question:

Please list all proposed new positions and where they would sit in the org structure.

Staff Response:

The new positions included in the Manager's Recommended Budget are listed below with their department, along with the page reference in the budget document.

- *Diversity, Equity, and Inclusion Project Manager, Manager's Office (pg. 23)*
- *Sustainability Outreach Coordinator, Manager's Office (pg. 23)*
- *Compensation Analyst, Human Resources (pg. 27)*
- *Grants Administrator, Business Management (pg. 29)*
- *Planning Technician, Planning (pg. 38)*

Council Question:

What is the timeline for getting the results of the splashpad feasibility study that we've already invested in?

Staff Response:

Recommendations from the splash pad feasibility analysis are expected in early 2023. An update on the project follows. A formal Request for Qualifications for a splash pad feasibility study was issued and six responses were received. Representatives from the splash pad work group then evaluated the proposals and invited Coulter Jewell Thames, P.A. and 80 West Group to provide a proposal and cost estimate. Staff is currently finalizing the negotiation of the scope and pricing for the study. Then, once the necessary funding is identified, a contract will be executed and work will begin. A possible schedule could look like: July - Contract Award and Kick-off; August-November - Preliminary Assessment and Community Engagement (such as survey, public meetings, etc.); December-February - Final Report with recommendations, costs for design, construction, start-up, operations & maintenance; presentation to Parks, Greenways, and Recreation Commission and Town Council.

Council Question:

Please provide a list of the backlog of parks & rec repairs and the associated costs.

Staff Response:

The current Capital Improvement Program (CIP) includes 72 projects valued at approximately \$25,491,902 over the 15 year CIP plan. Note that this figure is only an estimate as formal, recent cost estimates would be necessary for most projects that are included. Additional information related to the projects recommended to be completed over the next 5 years is included in the 5-year Budget Strategy document.

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Council Question:

Please incorporate the Partnership to End Homelessness and the IFA ILA requests into the slides where appropriate.

Staff Response:

We will include information on the requests from the Partnership to End Homelessness and the IFA ILA requests in the budget presentation for the 5/11 work session.

Council Question:

On page 23 of the budget, there are two new Climate Action positions shown – a Community Resilience Officer and a Sustainability Outreach Coordinator. Is the former the one that has already been added and can you provide a quick description of the duties of both?

Staff Response:

Climate Action Positions:

- *Community Resilience Officer is now Community Sustainability Manager (John Richardson)*
- *Sustainability Program Analyst (Brennan Bouma, hired November of 2021)*
- *Sustainability Outreach Coordinator* (new position requested for FY23)*

New Climate Action Position Descriptions:

- *Sustainability Program Analyst - This position supports the Office of Sustainability and Resilience and the implementation of the Town's Climate Action and Response Plan through the creation, implementation, and management of simultaneous projects and programs. This position is currently held by Brennan Bouma, who was hired in November of 2021.*
- *Sustainability Outreach Coordinator - This position supports the Office of Sustainability and Resilience and the implementation of the Town's Climate Action and Response Plan through the implementation, management, and communications associated with community-based projects and programs. This position is being requested as part of the FY23 budget and would be funded through the annual allocation to the Climate Action Fund.*

**On page #23 of the Manager's Recommended Budget document, this position was incorrectly listed as Community Resilience Officer. This will be corrected for the Adopted Budget Document.*

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Council Question:

On page 51, Affordable Housing and Community Connections, there is a large increase in Personnel from the 2021-22 estimated and the 2022-23 Budget. To what is this attributable?

Staff Response:

The Affordable Housing & Community Connections Department went nearly the entire fiscal year with their Assistant Director position vacant. That position was filled internally, thus creating another departmental vacancy. This is why there is substantial personnel savings in the current fiscal year. The large increase when comparing the current year estimate to next year's budget is a result of budgeting for a full staffing for the coming year along with the full year implementation of the results of Phase 1 of Class & Comp, the 4/5% tiered pay increase, the health insurance increase, as well as the retirement rate increase.

Council Question:

What are the land acquisitions shown on page 123?

Staff Response:

The land acquisitions account on page 123 shows Affordable Housing Development Reserve funding that has been allocated to projects related to purchasing land. The \$175,000 in FY 2020-21 Actual went to implementation of the Northside Neighborhood Landbank and FY 2021-22 Estimated is for Empowerment's purchase of a property on Lindsay Street and implementation of the Northside Neighborhood Landbank.

Council Question:

On page 127 in the breakdown for the Downtown Service District Fund:

- To what are the personnel costs attributable?
- What are the contracted services (and with whom)?
- What are the grants and deferred loans?
- Do these numbers include the payments to 140 West?

Staff Response:

- *Personnel costs are attributable for salary & benefits for a Groundskeeper position that is solely focused on downtown.*
- *Miscellaneous contracted services are broken out as follows:*

<i>Downtown Partnership (existing funding)</i>	<i>150,000</i>
<i>Downtown Initiatives (new in FY 2023)</i>	<i>100,000</i>
<u><i>140 West</i></u>	<u><i>110,000</i></u>
	<i>360,000</i>
- *Grants/Deferred Loans is a generic category term that we use in the budget. The \$147,000 allocated in this line is for Launch.*

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- *Yes, 140 West in the amount of \$110,000 is included in the Downtown Service District Fund under miscellaneous contracted services.*

Council Question:

On page 133, a performance agreement in the amount of \$70,000 for the Downtown Partnership is shown. How does this fit into the total funding for the Partnership?

Staff Response:

Historically, the General Fund has included \$70,000 in funding for the Downtown Partnership. Additionally, the Downtown Service District Fund has included funding for the Downtown Partnership in the amount of \$150,000. The FY 2023 Recommended Budget includes \$250,000 from the Downtown Service District which includes an additional \$100,000 for Downtown Initiatives. This brings the total to \$320,000.