CITY ADMINISTRATOR'S OFFICE MEMO

cityadmin@hiawatha-iowa.com
319-393-1515 ext.523

To: Mayor and City Council

From: City Administrator, Kim Downs

Date: June 16, 2019

RE: City Administrator Report-May/June 2019

Economic Development-

- Joint HEDCO Hiawatha Summit and Farmers State Bank 50-year celebration was a successful event with 75+ in attendance.
- Hiawatha Summit- Next Summit will be held July 9 at Access Systems at their new location on the corner of Metzger and Hawkeye Drive from 4-6:00 P.M. This is our annual young professionals event.
- ENSEVA-Mayor Bennett and I met with Doug Sevey, Chris Sevey, Senator Mathis and Representative Hinson to interrupted the newly passed Empower Iowa bill. Rules are written, dollars have been appropriated awaiting process documentation which may take up to a year to establish. In review of the bill Hiawatha is an ineligible community due to our urban designation. However, the Cities of Walker and Coggon would fall under the eligible community. This bill provides funding potential for relocation of the KGAN tower controls on NCPR to shift to their Walker tower providing there is fiber access. City staff will continue to explore and advocate on behalf of this initiative.
  We also talked about legislation that would assist in funding for high speed city wide Wi-Fi and its value to economic development.
- Toyota-Celebrated 50-years this June. Ribbon Cutting was held on June 12. Thanks to all that were able to attend. Our presence is never overlooked and demonstrates our commitment to our community.

- Robins Road Corridor Redevelopment Study-Shared and corresponded with developers and other area investors regarding the study to drive interest in future redevelopment of Robins Road.
- I continue to work with Wade Hiner of Destiny Homes Smart Series Housing and the Legion for potential future development. The Legion recently had appraisals completed. Both parties continue to have interest in the project. I will facilitate a joint meeting as schedules allow within the next two weeks.
- HEDCO/Hiawatha Annual Report-developing an annual report portfolio for the "State of the City".

- Kirkwood Community All-Star Ceremony-Attended Kirkwood's All-Star Ceremony for our very own Kyla Pfeiler GIS Technician. Although we were celebrating one of our own. The Kirkwood All Star is an event promoting workforce development. Our local economy is definitely strong, but it could be stronger. The key to reaching our full potential is to help our workforce thrive by making sure that the future leaders of our Iowa City/Cedar Rapids area receive the education and the training they need to make an immediate impact. Below was our supportive ad in the 2019 All Star of ICR magazine.

We Believe in Making

a Difference

If you're ready for more than a job, you're ready to join our team. Hiawatha grows and support positive work environments, professional-personal growth and giving back to community!

We make a difference in people's lives!

Kyla Pfeiler is one of those individuals making a difference. Congratulations Kyla on your All-Star Recognition. We are proud of you!
www.hiawatha-iowa.com

- CBJ 2019 Fastest Growing Companies-
  The CBJ annual Fastest Growing Companies identified and honored the region's most dynamic companies that have made significant contributions to the local economy. 25 companies were named, of those companies, five call Hiawatha there home. *Boomerang Corporation (Ricklefs Construction), Channel Fusion, Crystal Group, Mobile Demand and Wickwire Chiropractic and Wellness Center.*
- Corridor Metropolitan Planning Organization (MPO)-
  - Local Dues Analysis entails a 4% increase in dues; FY-19 Dues $4,565.60 to FY-20 Dues $4,748.22 and $182.62 difference. Our MPO dues are reasonable and in compasses a grand total of $125,875.26 from Linn County and (7) seven metro communities.
  - The City did request the defunding of $1,000,000 in roads funding for the Boyson Road interchange project. The reason for defunding is due to our project timeline being unknown as the Tower Terrace Road interchange at I-380 has become our priority. Those dollars can now be shifted to FY-20 $16,000 and FY-21 $884,000 for immediate use.
  - Model splits for the 2045 Long Range Transportation Plan-
    - Every five years the model splits are reviewed, updated, and adopted
      - Model splits for 2015 for FY 2021-FY 2024
        --50% Roads
        -- 30% Trails
        -- 20% Transit
      - Model splits for 2020 for FY 2025- FY2029 (approved at policy board March 21, 2019)
        --50% Roads
        --25% Trails
        -- 20% Transit
        -- 5% Safe Route to School
  - Short discussion to request MPO funding to assist in a future BUILD grant for application preparation.
  - Reviewed FY20-FY23 Transportation Improvement Program (TIP) funding request documenting our request for funding for Tower Terrace Interchange and the pavement reconstruction project from I-380 to 700 ft. east of NCPR. Funding is appropriated and a round-a-bout was noted.
- Livability Media- a firm hired by Cedar Rapids Metro Economic Alliance is creating a magazine and a media outreach telling the stories of our cities, region and state. Best of all, they leverage the power of Livability.com

to help attract talent, investment, and tourism. I am working with their developer to create a Hiawatha/HEDCO page.

- State of Iowa Laborshed Analysis for 2019 released-The Laborshed is the area or region from which an employment center draws its commuting workers. Community Laborshed analyses are conducted across the State of Iowa and are used to determine the approximate boundaries of a Laborshed area and to measure the availability and characteristics of its workers. The following analysis is a summary of the data compiled from 4,045 survey responses provided by individuals between the ages of 18 and 64 years old residing in the State. These responses were extracted from the statewide Laborshed database of 6,478 surveys conducted between January 2018-January 2019. The complete study can be found at www.lowaalmi.gov/laborshed.

Iowa City/Cedar Rapids IOWA (ICR) Regional Laborshed Area 2019

Estimated Population Ages 18-64
887,767

Total Estimated Labor Force Ages 18-64
726,148

Employed	80.5% (714,652)	Employed likely to change employment	25.7%
Unemployed	9.4% (83,450)	Unemployed likely to accept employment	65.8%
Homemakers	4.2% (37,286)	Homemakers likely to accept employment	54.2%
Retired	5.9% (52,378)	Retired likely to accept employment	21.6%

- Census 2020- The city of Hiawatha will be participating in a new construction program. The new construction program will help ensure the U.S. Census Bureau's address list is as complete and accurate as possible by Census Day, April 1, 2020. The new construction program is the opportunity for us to submit city-style mailing addresses for new units where construction began during or after March 1, 2018 and the address was not submitted to the Census Bureau as part of another geographic partnership program since March 2018.
- Interesting facts:
    - Alliant Energy is 31% carbon free energy today, and will be 42% renewable by 2024
    - CIPCO is nearly 60% carbon free today and is reducing its supply of fossil fuel supply to less than a third of its energy supply by 2028
    - MidAmerican Energy is 55% carbon free energy today, and has a vision for 100% renewable energy generation
    - 34% of Iowa's power comes from wind power

Miller Road (Cedar Rapids Section) Update-

Repairs on Miller Rd as follows:

- Milling and asphalt repairs from Progress Dr. to address # 1200 Miller Rd.
- Reclaimed rock surface added road stone from property # 1200 to Tower Terrace Rd Ne
- Mag Chloride application will be applied to rock sections for dust control and stabilization as soon as weather allows.

- June – August re-evaluate for sealcoat of Miller Rd NE.

Cedar Rapids opened the road, 5-28-19 for use until weather dries out and we able to finish repairs. Repairs were postponed several times due to wet weather. City of Cedar Rapids put out several Daily Traffic Reports with Miller Rd information for public info.

Boundaries are confusing and do not reflect accuracy. Cedar Rapids is questioning whether Miller Road should be a shared jurisdiction between the city of Hiawatha and Cedar Rapids up to second curve (Start of 1200 Miller Rd property). Cedar Rapids will investigate a little more on their end for specifics of boundaries, jurisdiction, and responsibility. Going forward Cedar Rapids will keep us aware of projects in the vicinity.

Property Sale and or Purchase Status -

- Side by Side property closing for Oakbrook and property located on the corner of Emmons Street and N. Center Point Road Update-is currently in default of our purchase, sale and development agreement. Awaiting signed document from developer.

- Brewer Property-107 B Avenue-Preliminary title opinions are complete with no need to proceed with a phase I environmental study. As a reminder there are indeed four parcels (Lots 4, 5, 6 and 7). One of the parcels is a shared drive access. Upon the transfer of land, the city will want to continue to provide a shared access for the two property owners that will continue to exists. The agreement will state the city will allow a shared access and the property owners who will access the shared drive will maintain the access for snow removal and all other maintenance needed to maintain the access.
  We heard on Friday DHS will not object to the sale to the City for the appraised value. I will follow up with Mark Parmenter on Monday to set a closing date.

Hiawatha-70th Celebration-

Next year on June 15 the city will be celebrating its 70th birthday. I have briefly had a conversation with the History Committee chair, Pat Semeroth, to discuss celebration ideas. We will put an attentive plan together and then run those ideas past city council in the next few months.

Ground Emergency Medical Transportation (GEMT)-

The Iowa Department of Human Services (IDHS) has finally began their processes to establish implementation of the GMET program. First IDHS has to provide notice of the following proposed action regarding its methods and standards for GEMT reimbursement under the State Plan under Title XIX of the Social Security Act Medical Assistance Program (Medicaid).

Based on requirements of House File 2285 of the 2018 Legislative session, the Iowa Department of Human Services (DHS) drafted a State Plan Amendment to implement a GEMT supplemental payment program for services provided on or after July 1, 2018. Under this program:

- Public and publicly contracted emergency medical service (EMS) providers would receive Medicaid Supplemental reimbursement for the cost of providing emergency medical services to an Iowa Medicaid Fee-For-Service (FFS) member;
- DHA would use matching federal funds to increase payment to eligible EMS providers;
- EMS providers would provide the state share of funds through an intergovernmental transfer agreement;
- Comment period closed on April 1, 2019.
- Our estimated revenue numbers beginning July 2020 would range between $100,000-$120,000

IDOT Communications-

Senator Liz Mathis-attended the IDOT Commissioners meeting on May 14 in our behalf updating the commissioners on our Linn County progress with Tower Terrace Road.

- The State proposes to construct improvements on I-380, including an interchange at Tower Terrace Road. Local jurisdictions propose improvements on Tower Terrace Road immediately adjacent to the proposed interchange.

- The State and local jurisdictions mutually agree to joint cooperation to construct the Tower Terrace interchange in conjunction with the portions of the adjacent Tower Terrace Road improvements.
- Iowa DOT will design, prepare letting plans, and acquire right-of-way necessary for the Tower Terrace interchange. Letting July of 2021. Local jurisdictions will design, prepare letting plans, and acquire right-of-way for improvements along with relocation of local jurisdiction owned utilities both east and west of the interchange.
- Hiawatha has hired Snyder and Associates Engineers from Cedar Rapids to start the design work on our section of approximately 2000 feet of Tower Terrace over to Center Point Road. Schedule:
    - Preliminary plans due October of 2019
    - Check plans due July 2020
    - Final plan due September of 2020
    - Contract turn-in December of 2020
    - Not sure where Cedar Rapids is in starting the design of the section west of I-380.
- Iowa DOT will let a joint project. Inclusion of Tower Terrace Road improvements as part of the joint project would be contingent on the local jurisdiction ability to meet the State's development schedule. Iowa DOT will inspect and provide construction administration of joint project construction.
- Iowa DOT has agreed to allow flexibility of committed dollars (MPO-$5M) providing $1M of those funding to put toward the construction of the interchange and the balance of $4M to be split between the cities of Hiawatha and Cedar Rapids for our adjacent roadway improvement project. Iowa DOT in addition would expect a cost share of the cities of Hiawatha and Cedar Rapids if actual cost of construction of the interchange is above the $17,585,000 budget. The memorandum of Agreement is in a very DRAFT form, hopefully finalized in a month or so.

- ***Tower Terrace Road Metro Jurisdiction Meeting-***
  Our first Tower Terrace Road to construct complete streets from I-380 to Highway 13 meeting with our metro jurisdictions went very well. Sherry Kurtz from Congressman Grassley's office was in attendance as well. Snyder & Associates lead the meeting with the following goals:
    - to review the project corridor,
    - review potential for BUILD/RISE funding,
    - talk through what steps would need to be taken to be successful in procuring those funds, and
    - garner a commitment from each of the four cities and Linn County
    - Build Grant Program Details
        - $900M total
            - $25M max award per application
            - $5M min for urban/$1M min for rural (200,000 pop threshold)
            - $90M max award to any state
            - No less than $450M for rural or urban areas
            - $15M for planning, prep/design of eligible projects (will not be rated as competitively)
            - Up to $180M used to pay subsidy and admin costs for TIFIA
            - $27M for DOT admin costs
            - 20% minimum non-federal match required for urban projects
            - Less than 20% local match is okay for rural projects

Every community was represented and participation in discussions were vast. Because the BUILD Grant is a large grant and came with concerns. First, working with five entities that would need to have NEPA-environment assessments completed prior to ROW acquisitions and final design of the whole corridor would be required and

could take up to two-years to get through all the field studies, document preparation, and review for approvals by DOT and FHWA along with bid letting for BUILD could not be later than September 30, 2021.
The group did decide to move forward with discussion with our local IDOT for consideration of RISE grants and the appropriate timing for a BUILD grant. RISE grants will assist in matching funding for the BUILD grant process.

Library Renovation & Expansion Project-

- Parking lot, separation wall being constructed
- RFP AV in process
- RFP Communications, IT and Data in process
- Terracon Geotechnical Services-Reporting surficial subgrade soils appear to be relatively free of organic matter, frost, water and other unsuitable materials that would significantly affect subgrade performance. Topsoil has been stripped and storm sewer installation is in progress. Building corners were not staked and rough grade elevations not known at the time of observation.

Housing Rehab-

ECIcog is moving forward with the second home with a walk through of the home this coming week. Income verification documentations are in process. In addition, will likely start final verification on the next two homes together to get things moving along more. IEDA has been understanding of the unfortunate situation we ran into with the first home. It is as been a slow process and out of our control as to how the process moves forward with each home. City staff continues to touch base with ECIcog to ensure activity is happening.

Iowa DNR Updated Floodplain Maps-

City staff is reviewing Iowa DNR updated floodplain maps. Flood plain maps are used for flood management, flood insurance rating, and identifying flood hazards. Insurance companies will use the maps to determine flood insurance rates, bank funding approval and at the local the ability to build a structure. There are times flood plain areas can and will bring in dirt to fill and raise the parcel to circumvent their flood plain allocation. Upon the completion of the fill the property owner can request a review from the IDNR to remove the parcel out of the flood plain map layer.

City staff has reviewed the maps and found no significant changes or additions to our flood plain map. There was one parcel along Stonegate Court that has brought dirt in raising the elevation of the parcel and is no longer within the flood plain designation. We have also accounted for newer annexations such as Todd Hills Road for review.

Finance Software Program-

The Finance Director and I are investigating financial programs that can assist with budget forecasting, data analyzing, graphing, and has the ability to merge Citizens Serve and other department programs into one system to tell our story. In the interim we have scheduled onsite training for this summer with gWorks (formally Data Tech and current finance program) for updates with graphing and new reporting that we have not been implemented yet. We are hoping the current program can do for us what we are looking for. We will keep you posted on this.

City Council Meeting Recording Updates and Live Streaming Initiative

As you know, our AV recorder has crashed. We have a Vaddio SD camera set up with no lower thirds or graphics. Our recording process is such we record to DVD then Kari rips the DVD to mp4 and then it is sent to the cable company who inserts it on a channel. With the DVD recorder no longer working, we are searching for all options that we might have to provide the public opportunity to view our council meetings.

We have engaged with the City of Coralville's IT specialist to assist in our search for the best product to produce the media that will allow us to provide a source for ImOn, Mediacom, and other formats such as Facebook. We are also looking at streamlining options. We know we will need a HDMI converter, encoder, internet line in the AV room, SD card slot capability and an HDMI video monitor for streaming. In the interim we are audio recording.

Staffing and Benefit Updates-

- Providing opportunities for high school and college students has always been a passion of mine. We have participated in providing internship opportunities over the past nine (9) years through-Kirkwood Community College and Kaplan University. We will carry on this initiative again this year beginning in June.
    - Engineer (1)
    - Financing (1)
    - City Clerk/City Administrator (2)
    - Library (1)

  Workforce availability is a top concern from many. A study by the American Institute for Economic Research found that around 70% of young college graduates decide where to locate based on quality of life factors. Ignite ICR and Kirkwood Workforce Development aims to increase the retention of interns, college and high school students in the Iowa City-Cedar Rapids. As city council, mayor and staff we should all be very proud that we are participants in this effort and in fact have been ahead of the game for the past 9-years.
- Fire Fighter Appointments-Recently approved the following volunteer's members; two women and eight men. This is an exciting group with varying skill sets from skilled EMT's to construction laborer.
    - Mason Ayers-Berry. Morgan Beers, Michael Behn, Kenna Fry, Alexander Cragg, Robert Hulme, Logan Ludwig, William McNulty, Matthew Sitter, and Austin Wille
- Police Officer Erik Naaktgeborn making us proud. As you know I love the good feel stories and often our staff is the writer of these stories without knowing it. They are just being themselves doing their job. In reading this email from a mother who is making a positive difference in her son's life, so does Officer Naaktgeborn.

  From: Ashlie Schenk
  Sent: Thursday, June 06, 2019 8:19 PM
  To: chief@hiawathapolice.com
  Subject: Thank you!

Hello, i just wanted to tell you how insanely proud I am right now of your police department. My oldest son has been getting in a lot of trouble at daycare with stealing candy, I know candy stealing isn't a very big deal, but his father and I don't want it to progress into stealing other things that are not his. I brought my 6 year old son into the Hiawatha Police Department today around 6:30-7:00 to talk to a police officer about the importance of not stealing. I can't remember the officers last name but it started with a "B". He was absolutely outstanding with my son. My son was a little scared when we first walked in and once the officer started talking to my son Gabriel about how stealing is bad, my son was all ears with him. I have never seen him listen so well! When we were all done talking to the officer, he gave my son some awesome stickers and tattoos. My son hasn't stopped talking about how he wants to be a police officer just like him. He told his little brother he made a new police officer friend. I am overwhelmed with joy. If there are ever any volunteer things with the police department, my family and I would LOVE to be a part of that! I believe that police officer changed my son's life. I want him to get recognition for what he's done. I just wanted you to know that police officer has such a kind heart and I feel very safe knowing he is out protecting our town/city! If there is anything my family and I can ever do for the department, please let me know. Thank you so much for your time!

-Ashlie Schenk

- ***Wellmark Health Insurance Benefit Plan 1st Quarter Review-***
    - Quarterly Claims paid are below our average in comparison to previous two years at $24,000;
    - Estimated annual claims based on the above average is 23% vs.31% below our past experiences;
    - Our annual average cost per employee of $9,633, which is $3,600 less than the industries average annual cost;
    - We have had no claims of $10,000 or greater in 2019;
    - Partial self-funding is still on course with an estimated 2019 annual savings of $96,900; our 2018 annual savings was $92,900;

- IMWCA 2019-2020 Worker's Compensation Coverage Renewal-Our safety compliance efforts continue to maintain safe environments in all departments and provide our tax payers with the lowest worker's

compensation coverage possible based on our modification factor. The .68 modification factor is the lowest we have ever been and equates to lowest premium in payroll calculations. If you wonder if the time and commitment staff put into safety training throughout the year is worth it. My response would be absolutely. Our actual claims are far below our expected experience based on the underwriter's data.

Experience Modifier

	Actual	Expected
Primary Losses	$3,130	$69,771
Excess Losses	$2	$200,778
Total Losses	$3,132	$270,549
Weighting Value	$0.18	$0.18
Ballast Value	53,775	53,775
Weighting Expected Excess	$164,638	164,638
Ratable Excess	$0	$36,140
Total	$221,543	$324,324
Experience Modification		0.68

Final Experience Modifier ***0.68***

Pure Premium	$177,281
Modifier Factor	0.68
Modified Premium	$120,553
IMWCA Discount	$57,865
Discount Premium	$62,688
Good Exp. Bonus	.80
Expense constant	$160
Annual Premium	$50,310
Non-Statutory Coverage	$100
Total Premium	***$50,410***