CITY ADMINISTRATOR'S OFFICE MEMO

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To: Mayor Bennett and City Council

From: City Administrator, Kim Downs

Date: May 11, 2016

RE: April 30, 2016 Report

Iowa League of Cities & North East Iowa Regional League-

On September 16, 2016 I will conclude my 2-two year consecutive terms and will leave the executive board as one of the League of Cities board member. The League Director, Alan Kemp has asked if I would consider other board positions within their organization. I was humbled by his request. I have enjoyed the opportunities the League as provided and would enjoy another board position when appropriate.

This is also the year my term as the President of the Northeast Iowa Regional League board president was completed. I will however play the role of past president and assist President Denise Schneider as she learns her position along with Melissa Atkinson as secretary/treasurer. Past President is another two-year term.

Conference Training-

I plan to attend the following conferences this year:

- IaCMA Conference-July 13-15 in Storm Lake
- League of Cities Conference-September 14-16 in Des Moines
- ICMA Conference-September 25-28 in Kansas City. I have received a $600 First Timer scholarship to attend the conference this year.

Insurance Services Office (ISO) Insurance Rating-

ISO is an insurer-supported organization with the primary mission of providing advisory insurance underwriting and rating information to insurers. Insurers may have adopted, or may be in the process of adopting, an ISO insurance rating program that provides rating credits to individual property insurance policies in recognition of community efforts to mitigate property damage due to natural disasters. ISO program applies credits to new construction within Hiawatha that has been issued a Certificate of Occupancy in the year 2016 and forward.

ISO grades the city's effectiveness in our building codes, comprehensive plans and determines our compliance with the state and local law and/or for making property/casualty loss prevention and life safety. Building code enforcement can have a major influence on the economic well-being of a municipality and the safety of its citizens. ISO collects information on our communities building code adoption and enforcement services, analyzes the data, and assigns a building code effectiveness classification ranging from 1-10. Class 1 represents exemplary commitment to building code effectiveness. Municipalizes with well-enforced, up-to-date codes demonstrate better loss experience, and their citizens' insurance rates can reflect that.

The report can help us evaluate our community's building code enforcement services utilizing benchmarking data collected throughout the country. The survey conducted has resulted in BCEGS class of 4 for 1 and 2 family dwellings and a class 4 for all other construction.

Areas of continued improvement consist of additional training, certification, field inspection, existing staffing. There are situations encountered by plan reviewers and inspectors dictated their need for continuing education. Hiawatha ranks at 14.95%-17% with others as high as 39.29% when it comes to certifications. We did excel in benchmarking the building codes. Hiawatha has been diligent when it comes to making appropriate changes to the code and its adoption. We have room for improvement in the certification area. We have been working over the past three years to promote certifications and training but it takes time to prepare for testing and then to gain the certification. We have come a long way with certifications part of our slow down as been due to staff turnover. The recommendation also suggest we need additional staff, but we have yet to determine the necessity of that due to budget constraints. Often administrators and building officials are asked how many inspectors and plan reviewers does a city need to supply the desired level of service to their communities. According to ISO the benchmark calculating staffing levels are determined by the following:

- 10 inspections per day per full time inspector
- 1 commercial plan review per day per full time reviewer
- 2 residential plan review per day per full time plan reviewer

These are average numbers of the entire department over the course of a year. Some inspectors because of the type of work they are assigned will exceed these benchmarks while others will not be able to reach them, the same is true of plan reviewers.

Overall our Community Development Department has been very successful in its work as a department and continues to work on their goals to meet state certification requirements in electrical along with future plumbing, mechanical and building licensure.

Legislative Session-

The Legislative Session is complete with no real harm to the cities. We had some favorable open meetings bill passed, city clerk's now have a process to accept election papers, a few technical bills that were favorable to us passed, and TIF was on the debate calendar but dropped because of cities calling their legislators explaining the effects of the bill that provided additional limitations to the use of TIF.

Embuillent-

Embuillent is getting closer in completing their proposal that includes a project phasing plan, timeline, cost, and potential jobs. They also need to provide the cost of infrastructure improvements. The goal is to get the value of the project close or above fair market value. Cindy and I will work with our bonding attorney to create a timeline the will guide us through the necessary notification when city property is sold.

North Center Point Road/Emmons Street/Robins Road Project-

The buildings are down and utility work is started with Mid American first. You may have noticed the staking is done and potholing has begun up and down all sides of the areas streets. Utility work will be completed by fall and a section of North Center Point Road (Phase 2/5) will be constructed. Phase 2/5 begins just after the north side of the Lantern's access north to Banacom's access (see attached document). This phase does include Fisher Street's access. The engineers estimate of cost for Phase 2/5 is $461,000 plus engineering cost.

Corridor Metropolitan Transit Study-

I have sat in the Corridor Metropolitan Transit Study discussions that you may have read or heard about through the Gazette. Has far as the two routes (5B & 6) that run through Hiawatha they remain intact with no variation other than to add additional times. The Cedar Rapids Transit runs 12 routes of those routes each were studied for their effectiveness in their designated areas. The top six routes carry 58% of all trips. Both of our routes are included in the top six. Route 5B is overcrowded and will be considered for additional runs throughout the day.

The existing systems hours are 66,808 with a maximum of 80,492. With recommended changes hours would increase to 162,848 over a 15-20 year period. The consultant also discussed needed levy increases and to begin charging for Sundays to maintain the current busing system. The transit system levy today is .95 cents and needs to increase to $1.34 per thousand to equal the transit systems expenses currently provided today. Currently the city of Hiawatha does not levy for this service. We are paying for this service out of our general fund and are not able to fill the gap at this point due to budget constraints along with maintaining our current levy rate.

Employee Harassment-

Often you hear of sexual and workplace violence amongst employees but more often than not we are now seeing our staff being harassed within our workplace by our citizens not only during scheduled work time but after hours as well. I am surprised to learn how often staff is confronted with unhappy citizens and are verbally attacked, often inappropriate comments are made. I have been in city government for almost 16 years and have not seen the type of harassment that I have seen in the past year. Is it due to the times and people becoming more frustrated with government as a whole.

We take every situation seriously and address the issue when we can appropriately and legally effect the situation in behalf of our city staff. We have provided difficult conversation training over the years and will continue to expand on this type of training.

Road work begins May 13 on Tower Terrace Road and Edgewood Road

LINN COUNTY, IA – On May 11 2016 – the paving project was scheduled to begin Friday, May 13 on two intersecting roads in Linn County: Tower Terrace Road from Milburn Road east two miles to N. Center Point Road and on Edgewood Road from Andrew's Christian Academy south to Tower Terrace Road.

Both roads will remain open to traffic, but one lane will be closed and traffic will be controlled by flaggers and a pilot car. Traffic should expect delays. The project is expected to take approximately one week for completion.

The project consists of a 3-inch asphalt overlay on Tower Terrace Road and Edgewood Road. The project was awarded to L.L. Pelling of North Liberty, Iowa.

2016 Iowa Smart Conference-

Mayor Bennet and I attend the 2016 Iowa Smart Conference on April 28 in Des Moines. The conference focused on Building the 21st Century Economy in Iowa, Quest to become a magnet for skilled workers, and local public funding (primarily TIF).

Debi Durham, director, Iowa Economic Development Authority spoke about focusing on what we do well and development upon those strengths. Iowa is the home of several top finance and insurance companies. There is strong growth in this area with 16 new companies entering into Iowa's markets since 2011. Iowa is a global accelerator. Advanced manufacturing is 19% of Iowa GDP; we will see this soften because of the downsize of agriculture. Advanced manufacturing is $31.9B of Iowa gross state product. Iowa is sticking money into

technology advancement considering Iowa possess the world's largest 3D printer owned by Cedar Valley Tech Works. Iowa is not seeing a lot of job growth but will see a lot of retention. Iowa continues to focus on bio-fuels; 27% of the production is in Iowa with 47,000 jobs retained in this field. Iowa created bioscience renewable tax credits and we are the first to create such an incentive program encouraging production. Durham stated, "we led the work in renewal energy". Innovation is promoted through incentives and investing in our Iowa women's initiative creating economic success.

Farmer's Market- City Council Meet and Greet-

The dates set for our first City Council Meet and Greet at our Wednesday night Farmer's Market at City Hall in the front parking lot. The first one is set for June 8 from 4-6:00 p.m. The second will be set for July 27 from 4-6:00 p.m. and the last one for the season is set for August 24 from 4-6:00 p.m.