



Council Study Meeting
September 18, 2017
6:00 p.m.
City Council Chambers

Agenda

1. Presentation of the first phase of the pavement indexing process
2. Presentation and direction regarding the property maintenance code and nuisance abatement ordinance
3. Strategic Plan/Goals update
4. Other items

City Council Study Meeting

1.

Meeting Date: 09/18/2017

Information

Subject

Presentation of the first phase of the pavement indexing process

Information

Included in the City's 5 year CIP is funding for a pavement indexing study. The study is being conducted by the City's Engineer (Snyder and Associates). Data from this five year study will assist the City in planning and prioritizing roadway projects.

This study addresses one of the goals in the City's Strategic Plan. Dave Moeller will be present to report on the first year of the study.

Fiscal Impact

Attachments

Indianola Street Master Plan

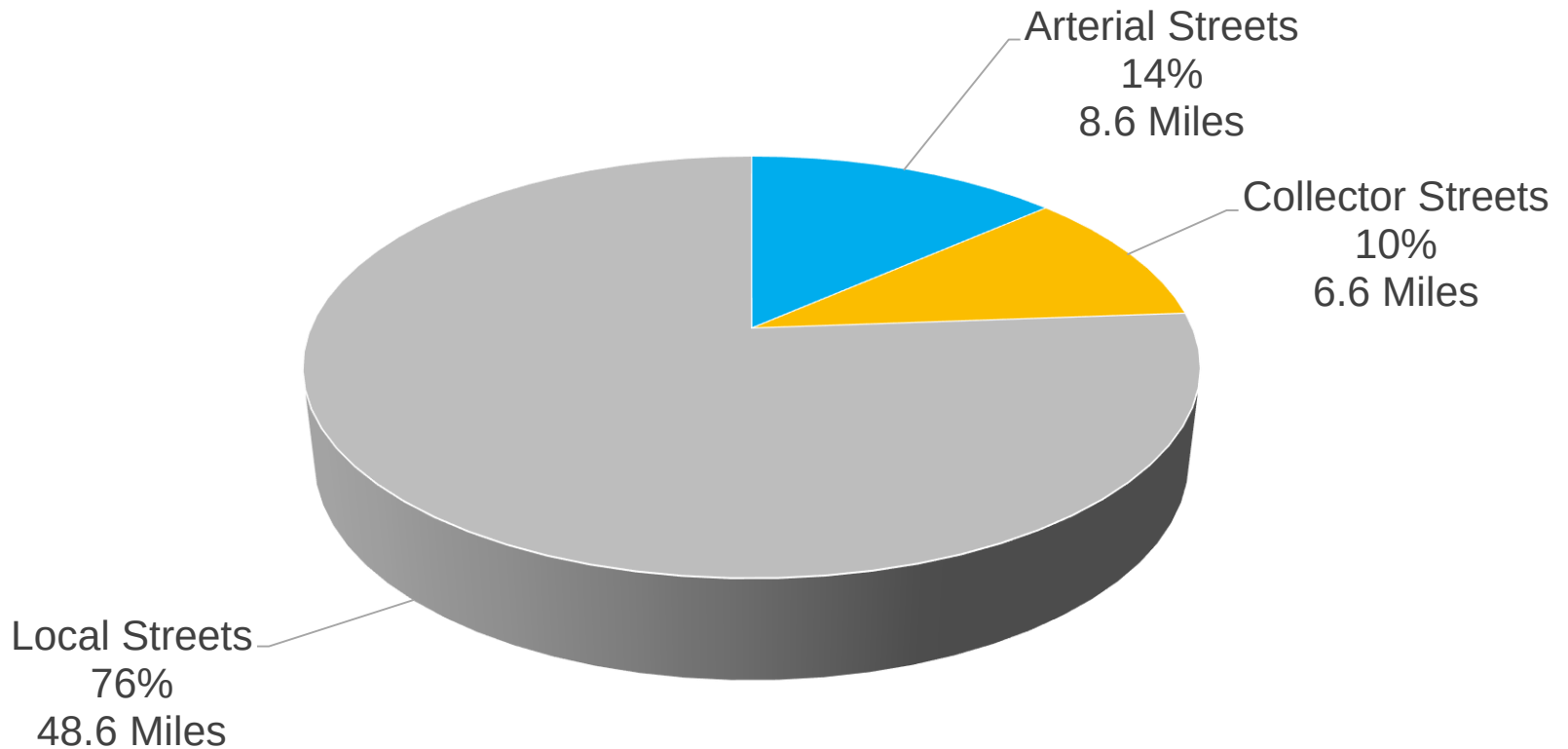
SEPTEMBER 18, 2017

CITY OF INDIANOLA STREET MASTERPLAN

City of Indianola Street Masterplan

Pavement Area Distribution

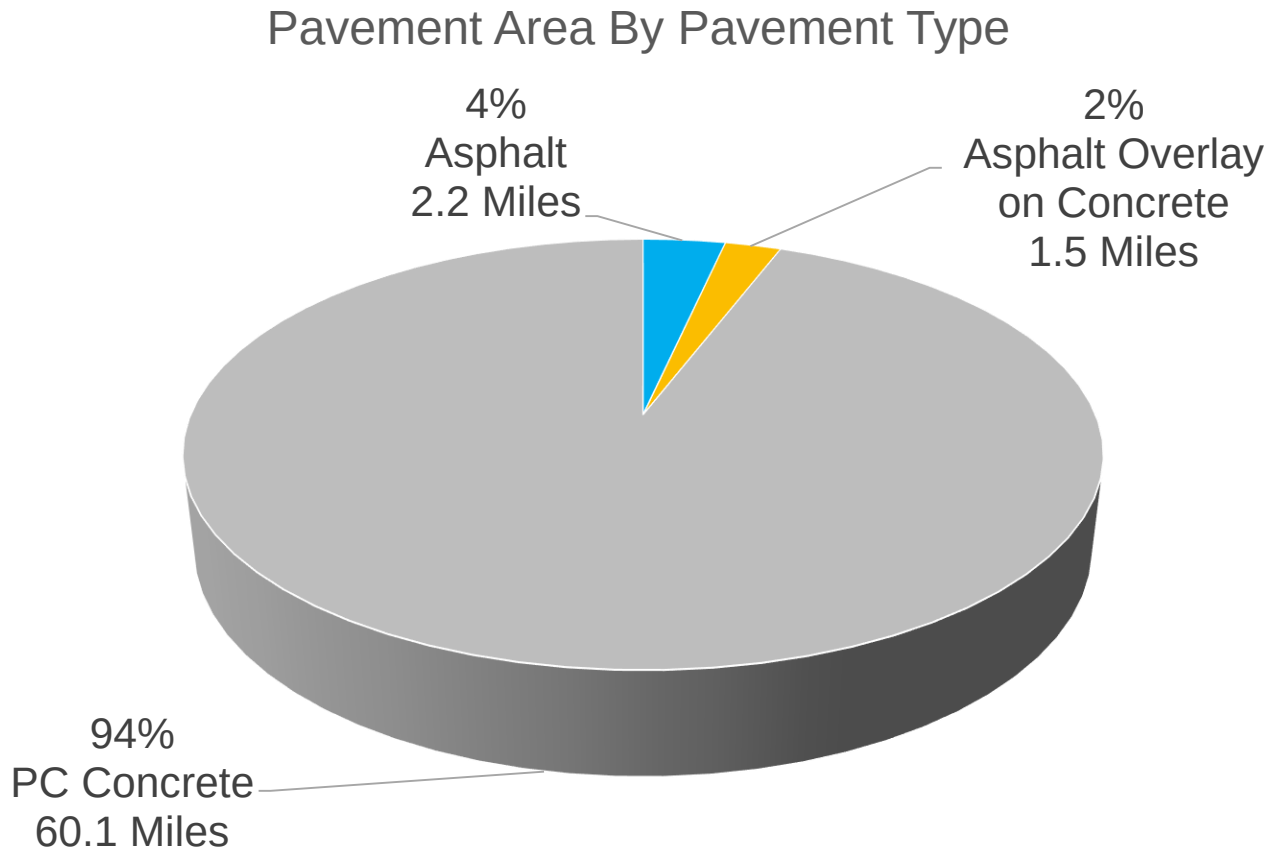
Pavement Area By Functional Classification



63.8 Total Centerline Miles

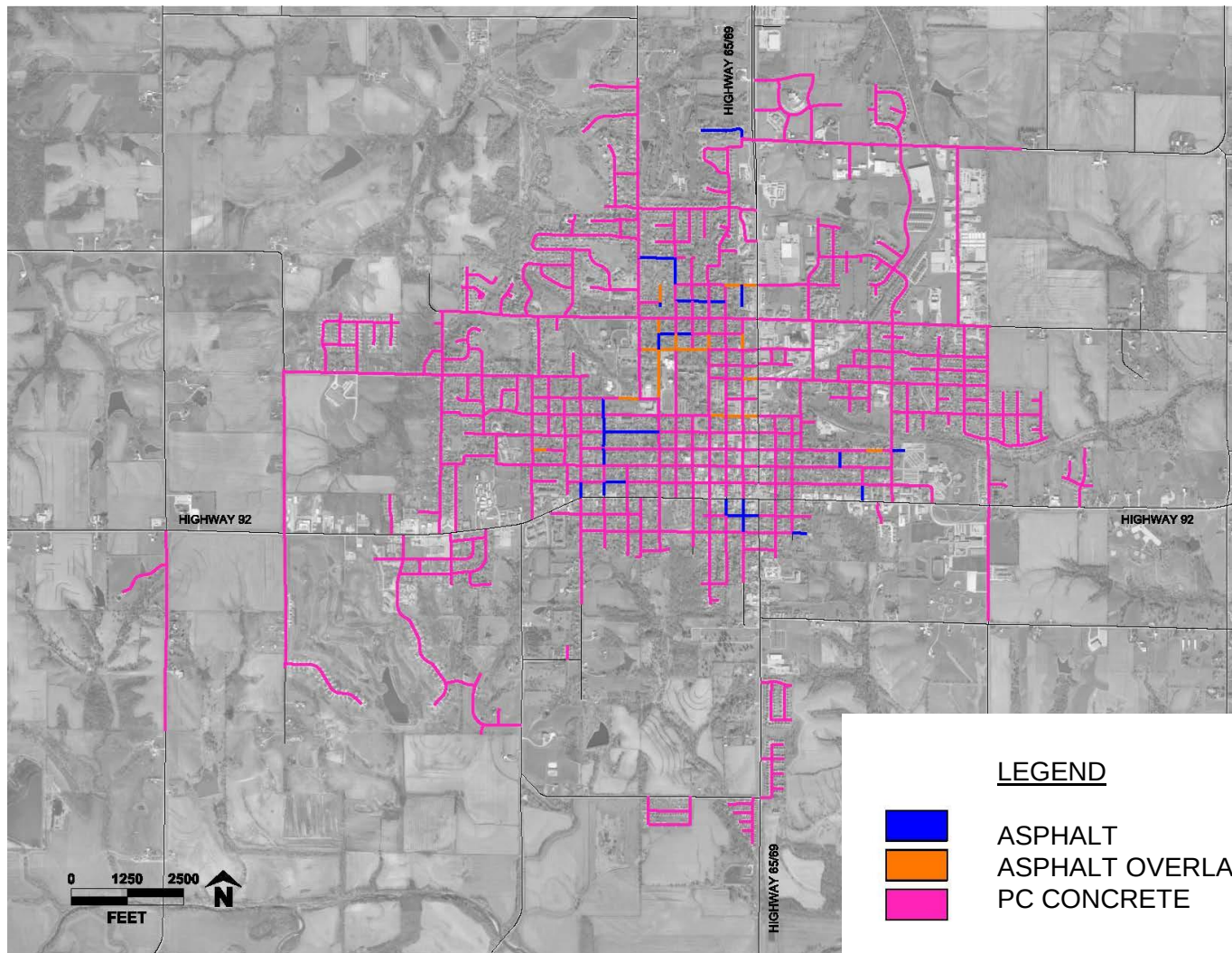
City of Indianola Street Masterplan

Pavement Area Distribution



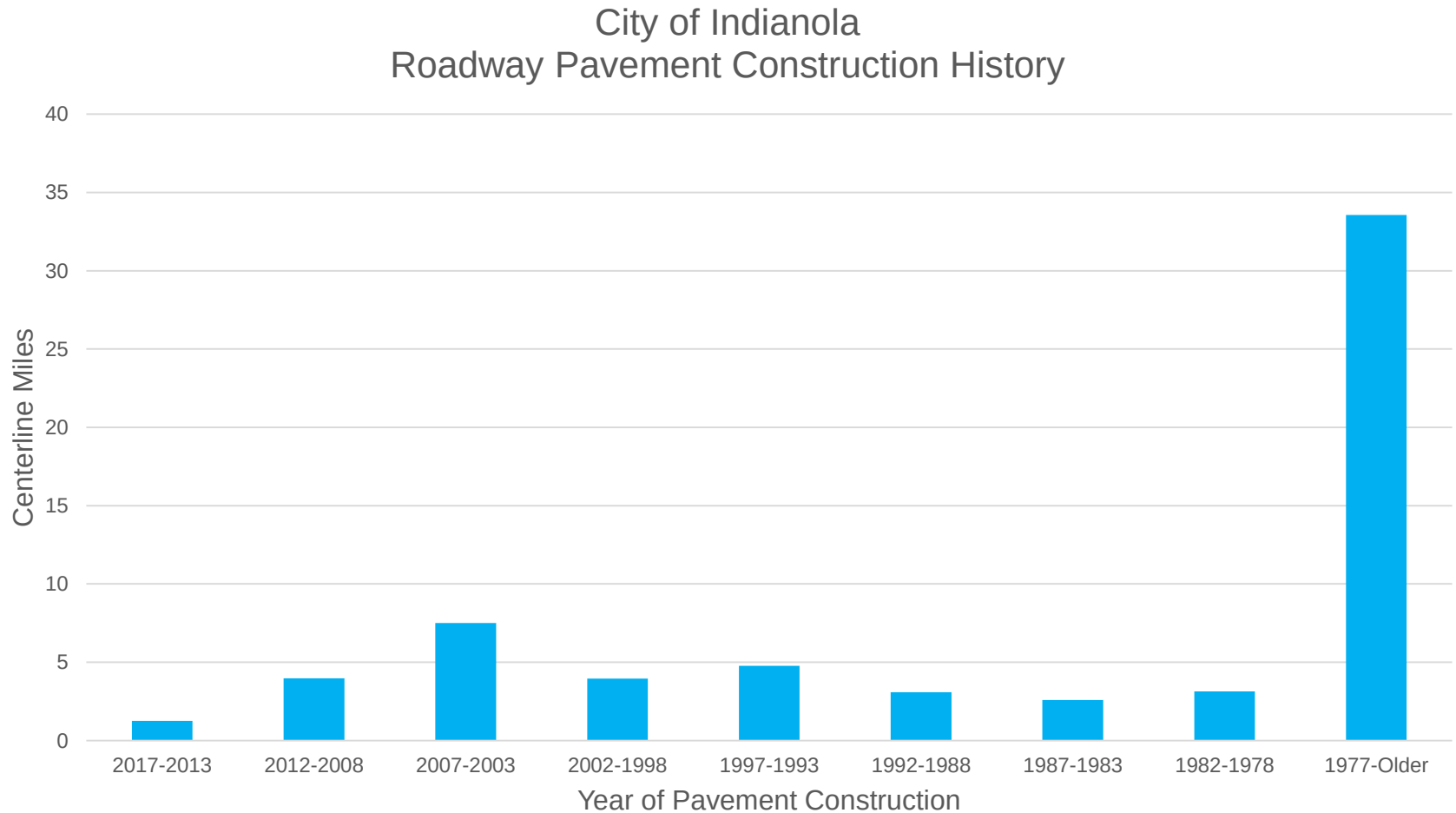
63.8 Total Centerline Miles

City of Indianola Street Masterplan Pavement Surface Distribution Map



City of Indianola Street Masterplan

Histogram Distribution

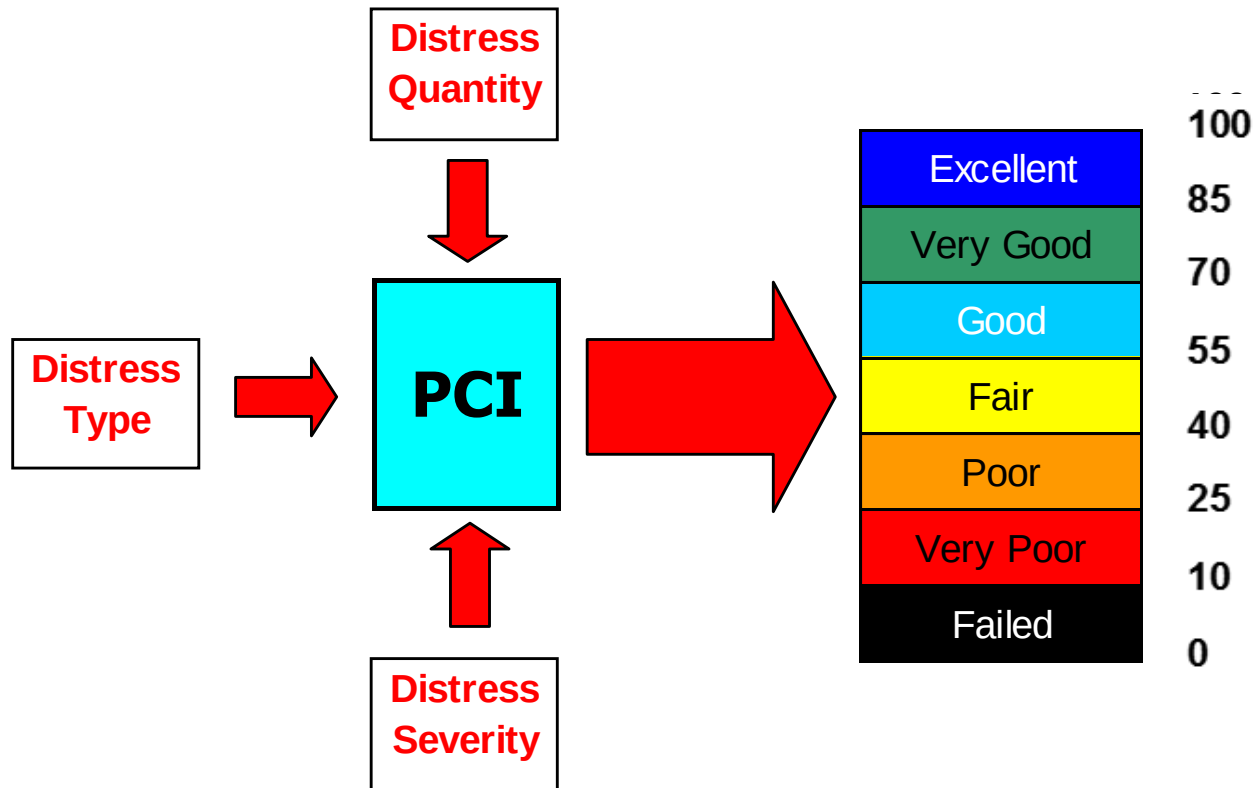


PAVER

The Pavement Maintenance Management System

- Originally developed in the late 1970's to help Department of Defense manage M&R for its inventory of pavements.
- Uses inspection data and a pavement condition index (PCI) rating from zero (failed) to 100 (excellent) for consistently describing a pavement's condition and for predicting its future M&R needs.
- Is continuously supported by U.S. Army, U.S. Navy, U.S. Air Force, Federal Aviation Administration (FAA) & Federal Highway Administration (FHWA).

PAVEMENT CONDITION INDEX (PCI) CONCEPT

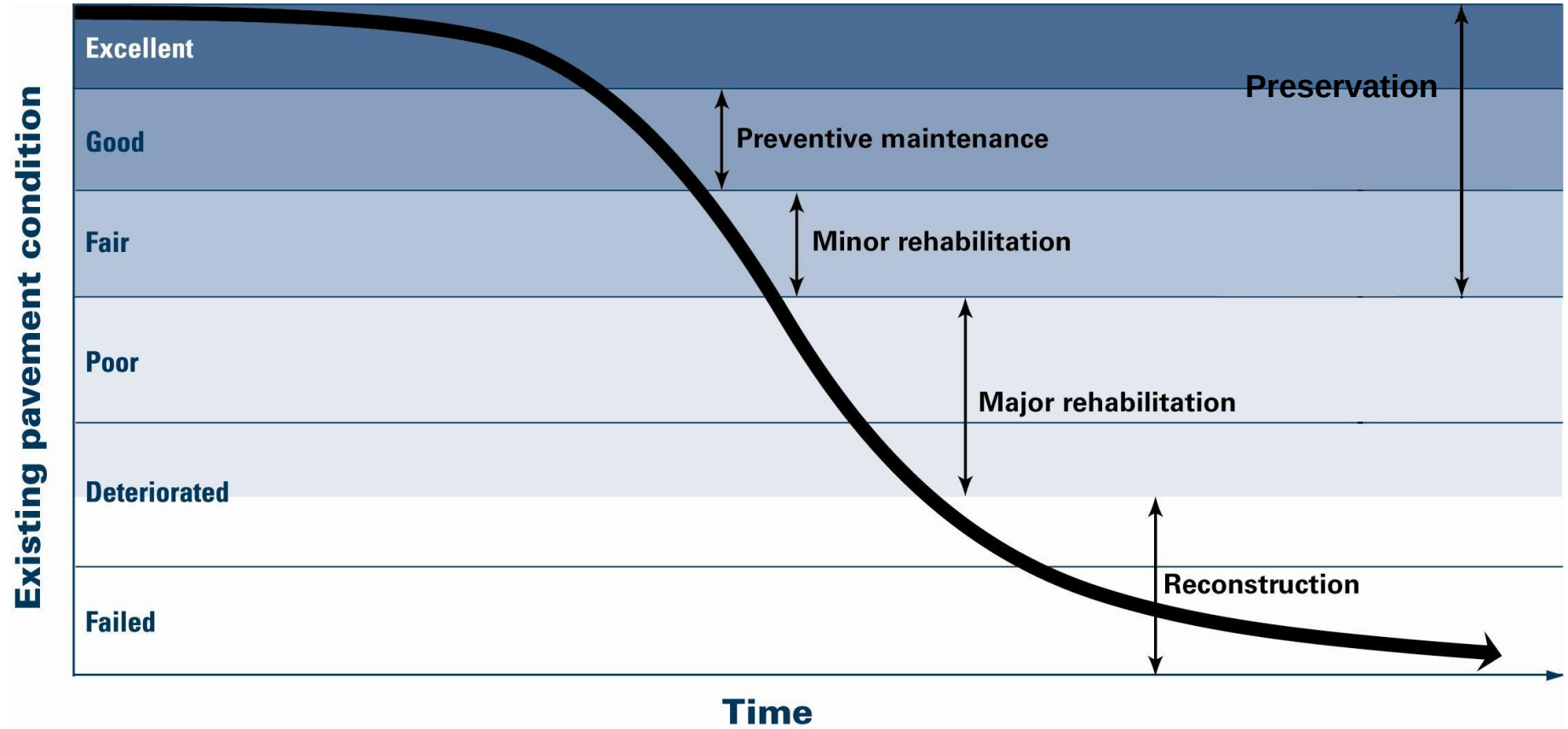


Visual Representation of PCI Scale

Typical Pavement Surface ¹	PCI
	100
	60
	5

¹Photographs shown are not specific to the project.

Maintenance & Rehabilitation Curve



Preservation

Preventative Maintenance



Full & Partial Patching



Minor Rehabilitation - Thin Overlays (2"-4")



Major Rehabilitation

Major Rehabilitation
Structural Overlays (>4")

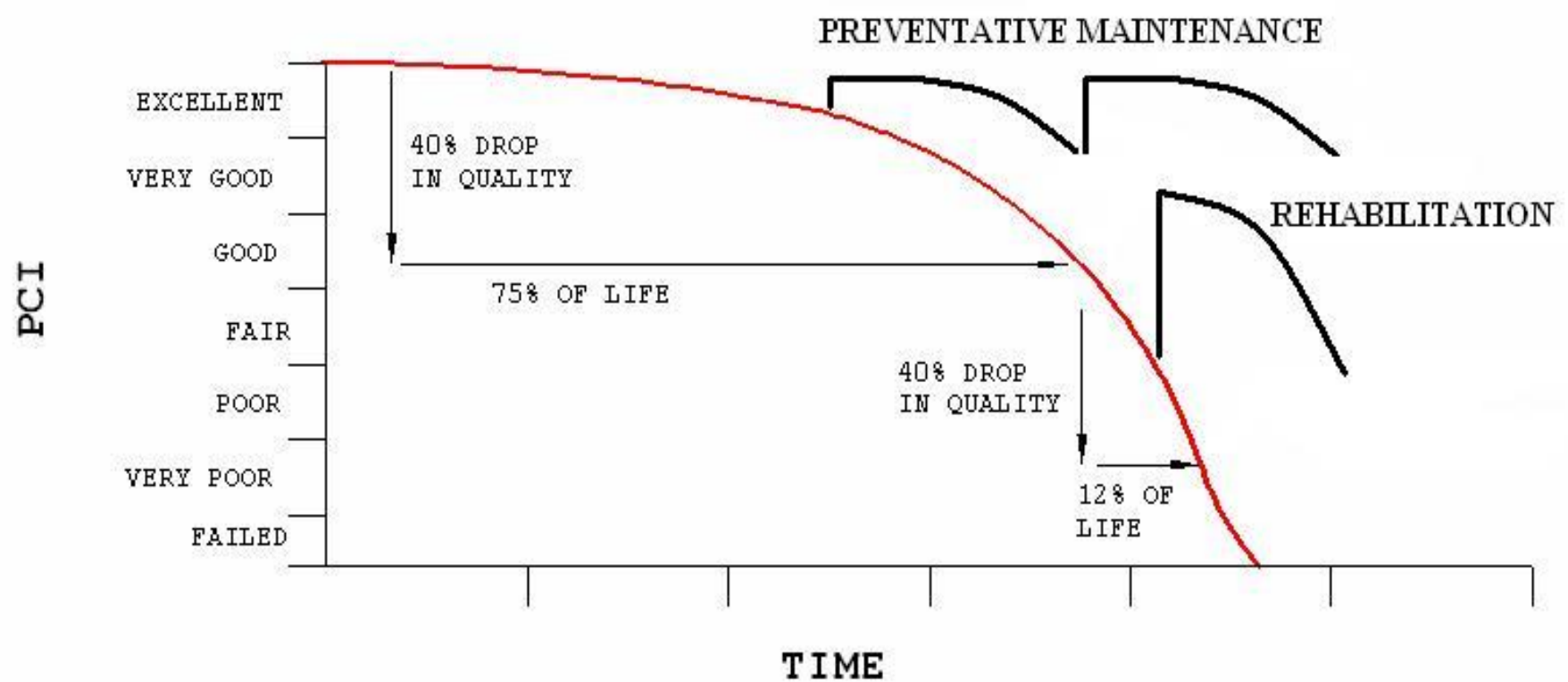


Reconstruction

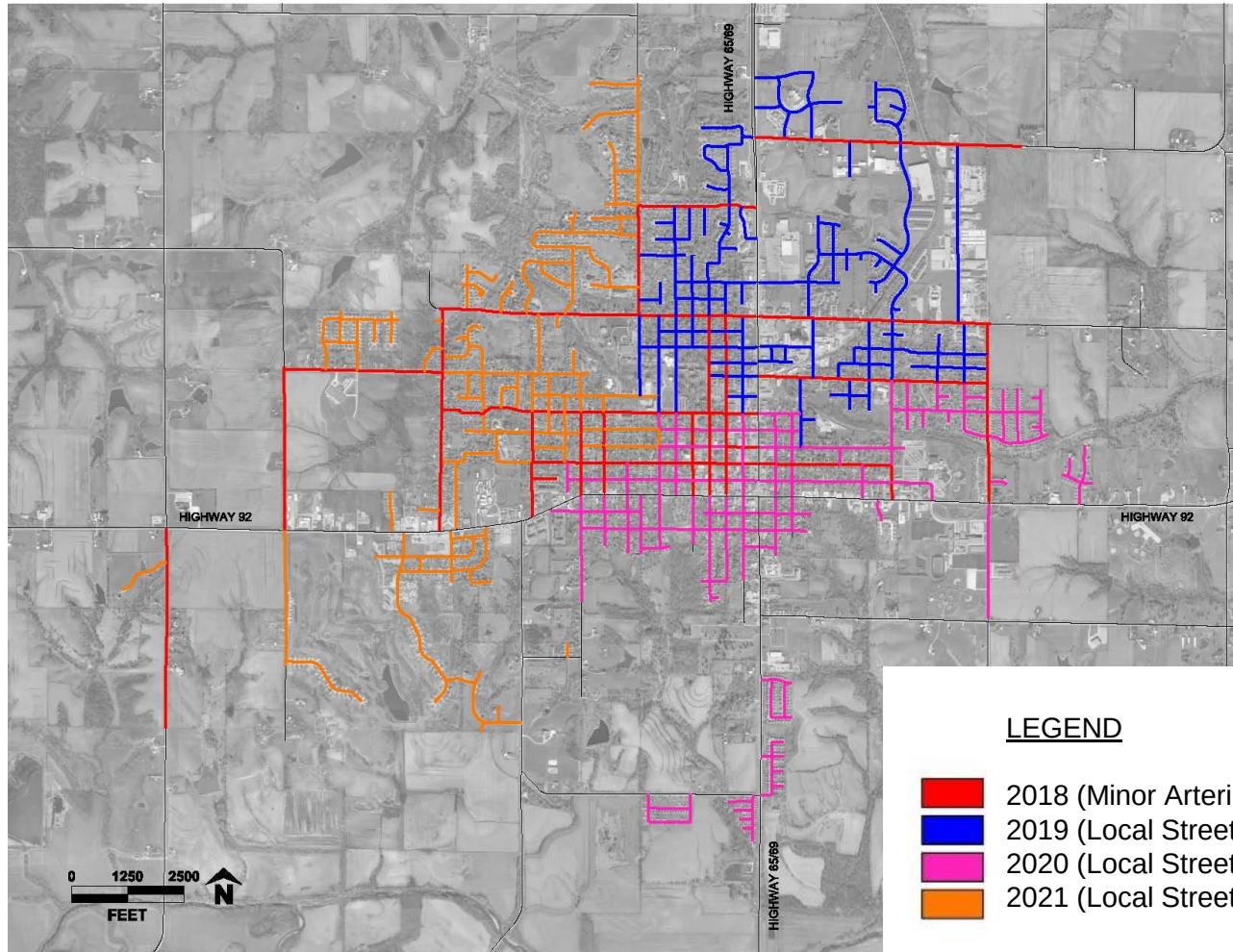
Removal and Replacement
of Subbase and Pavement



TYPICAL PAVEMENT CONDITION LIFE CYCLE



City of Indianola Street Masterplan Four Year Inspection Map



City Council Study Meeting

2.

Meeting Date: 09/18/2017

Information

Subject

Presentation and direction regarding the property maintenance code and nuisance abatement ordinance

Information

Fiscal Impact

Attachments

Property Maintenance Presentation

Chapter 163

Chapter 50

657A Iowa Code

Property Maintenance Issues

December 2016

Revisited September 18, 2017

Why Are We Here?

- City Council approved Strategic Plan August 1, 2016.
 - Strategic Plan objective – Quality of Life
 - “Vigorously promote enforcement of property maintenance standards.”
- Evaluate city property maintenance codes and revise as appropriate.

Research Completed

City's Researched

- Altoona
- Ankeny
- Clive
- Des Moines
- Johnston
- Marshalltown
- Newton
- Pella
- Pleasant Hill
- Urbandale
- Waukee
- West Des Moines
- Indianola

Ordinances Compared

- Building Maintenance
- Dangerous Buildings
- Junk Vehicle
- Nuisance
- Property Maintenance
- Plumbing Code
- Stormwater
- Fire Code

City Comparison Overview

City	Tall Weeds	Brush Pile	Junk Vehicle	Trash/Debris	Sump Line	Fire Damage	Dilapidated Bldgs	Partial Damage	Vandalism	Accumulation Bldg Materials / Lack of Maintenance	Abandoned Dwellings
Indianola	Nuisance	Nuisance	Junk Vehicle	Nuisance	Nuisance	X	X	X	X	X	X
Altoona	Property Maintenance	Property Maintenance	Property Maintenance	Property Maintenance	Plumbing Code	X	Property Maintenance	Property Maintenance	X	Property Maintenance	X
Ankeny	Nuisance	Nuisance	Junk Vehicle	Nuisance	X	X	X	X	X	Property Maintenance	X
Clive	Nuisance	Nuisance	Nuisance	Nuisance	X	X	Nuisance	Nuisance/Bldg Maintenance	X	Building Maintenance	X
Des Moines	Nuisance	Nuisance	Nuisance	Nuisance	Nuisance	Res. Nuisance	Res. Nuisance	Res. Nuisance	X	Nuisance	Yes
Johnston	Nuisance	Nuisance	Junk Vehicle	Nuisance	Stormwater	X	X	X	X	X	X
Marshalltown	Nuisance	Nuisance	Junk Vehicle	Nuisance	X	X	Dangerous Bldg	Dangerous Bldg.	X	Dangerous Building	Yes
Newton	Nuisance	Nuisance	Nuisance	Nuisance	X	X	X	X	X	Nuisance	Yes
Pella	Nuisance	Nuisance	Nuisance	Nuisance	Nuisance	Dangerous Building	Dangerous Bldg	Dangerous Bldg.	Nuisance	Property Maintenance	X
Pleasant Hill	Nuisance	Nuisance	Junk Vehicle	Nuisance	X	X	X	X	X	X	X
Urbandale	Property Maintenance	Property Maintenance	Junk Vehicle	Property Maintenance	X	X	Property Maintenance	Property Maintenance	X	Property Maintenance	Yes
Waukee	Property Maintenance	Property Maintenance	Junk Vehicle/Property Maintenance	Property Maintenance	X	X	Property Maintenance	Property Maintenance	X	Property Maintenance	Yes
West Des Moines	Nuisance	Nuisance	Nuisance	Nuisance	X	X	X	X	X	X	X

Also met with local Realtors and the Chamber of Commerce to share the draft ordinance changes and gain input/feedback.

Tall Weeds



- Corrected measures with additional language in Chapter 50 Nuisance Abatement Procedure
- 12. Weeds, Grass or Brush. Dense growth of all weeds, vines, brush or other vegetation in the City so as to constitute a health, safety or fire hazard. No person shall allow or permit grass or weeds to grow upon such person's property to a height in excess of six (6) inches, unless determined by the Council to be a planned and maintained prairie stand.

Accumulating Brush Pile



- Corrected measures with additional language in Chapter 50 Nuisance Abatement Procedure
- 4. Garbage, trash and the like. The depositing of, maintaining, permitting or failing to remove garbage, trash, rubbish, bottles, cans or other refuse outside a of a building on any property within the City, including large quantities or organic debris and materials, which accumulation is by other than natural means, except neatly maintained compost piles.

Accumulation of Trash/Debris



- Corrected measures with additional language in Chapter 50 Nuisance Abatement Procedure
- 4. Garbage, trash and the like. The depositing of, maintaining, permitting or failing to remove garbage, trash, rubbish, bottles, cans or other refuse outside a of a building on any property within the City, including large quantities or organic debris and materials, which accumulation is by other than natural means, except neatly maintained compost piles.

Accumulation of Building Materials / Lack of Maintenance



- Corrected measures with additional language in Chapter 50 Nuisance Abatement Procedure
- 6. Lumber, building materials and occupational materials and the like. The outside storage of lumber, pipes, forms, miscellaneous construction materials, machinery or other occupational materials upon property in the front yard or side yard corner lot or visible from a public street in a residential district.

Sump Line Drainage



- Corrected measures with additional language in Chapter 50 Nuisance Abatement Procedure
- 8. Blocking Public and Private Ways. Obstructing or encumbering, by fences, buildings or otherwise, the public roads, private ways, streets, sidewalks, alleys, commons, landing places or burying grounds.

Soil Erosion Control



- Corrected measures with additional language in Chapter 50 Nuisance Abatement Procedure
- 14. Failure to comply with Storm Water Pollution Prevention Plan. Failure by a developer, contractor or property owner to comply with any storm water pollution prevention plan or similar requirement, including but not limited to failure to comply with the plan, methods and/or techniques as required by Section 170.09 of these Code of Ordinances for controlling erosion along new or altered surface drainage courses within a subdivision.

Fire Damage



- Corrected measures with additional language in Chapter 163 of the City of Indianola Code of Ordinances, “Abandoned and Unsafe Buildings”
- 163.04 ABATEMENT OF ABANDONED OR UNSAFE BUILDINGS. All buildings or portions thereof which are determined after inspection to be abandoned or unsafe are declared to be public nuisances and shall be abated by repair, rehabilitation, demolition, or removal in accordance with the procedure specified in this chapter.

Dilapidated Buildings



- Corrected measures with additional language in Chapter 163 of the City of Indianola Code of Ordinances, “Abandoned and Unsafe Buildings”
- 163.04 ABATEMENT OF ABANDONED OR UNSAFE BUILDINGS. All buildings or portions thereof which are determined after inspection to be abandoned or unsafe are declared to be public nuisances and shall be abated by repair, rehabilitation, demolition, or removal in accordance with the procedure specified in this chapter.

Partial Damage



- Corrected measures with additional language in Chapter 163 of the City of Indianola Code of Ordinances, “Abandoned and Unsafe Buildings”
- 163.04 ABATEMENT OF ABANDONED OR UNSAFE BUILDINGS. All buildings or portions thereof which are determined after inspection to be abandoned or unsafe are declared to be public nuisances and shall be abated by repair, rehabilitation, demolition, or removal in accordance with the procedure specified in this chapter.

Abandoned Dwellings



- Utilize Iowa Code Chapter 167A
- Iowa Code Chapter 167A.2#2 If a petition filed pursuant to this chapter alleges that a building is abandoned or is in a dangerous or unsafe condition, the city may apply for an injunction requiring the owner of the building to correct the condition or to eliminate the condition or violation.

Recommendations

Adopt

- Adopt proposed amendment to Chapter 50 Nuisance abatement procedure.
- Adopt property maintenance code that will address those specific items that the current nuisance section does not address.
- Utilize Iowa Code 167A for Abandoned and Unsafe Buildings
- Seek cooperation from other city departments identifying property maintenance issues.
- Monitor repeat offenders and file in-house municipal citations for repeat offenders.

Questions?

ORDINANCE NO. ____

ORDINANCE CREATING CHAPTER 163 OF THE CITY OF INDIANOLA
CODE OF ORDINANCES, “ABANDONED OR UNSAFE BUILDINGS”

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF INDIANOLA:

Section 1. Chapter 163, “Abandoned or Unsafe Buildings” is hereby created as follows:

163.01 PURPOSE. Unsecured, vacant, and abandoned buildings present danger to the safety and welfare of public safety officers and the public, and, as such, constitute a public nuisance. This Article is enacted to promote the health, safety and welfare of the public and to minimize hazards to public safety personnel inspecting or entering such buildings, and by preventing unauthorized persons from gaining entry to abandoned and vacant buildings.

163.02 SCOPE. The provisions of this chapter shall apply uniformly to the repair, rehabilitation, demolition, or removal of every building or structure or portions thereof.

163.03 DEFINITIONS. The following definitions shall apply in the interpretation of this chapter.

163.03.01 “Abandoned Building” shall mean any building or structure, which has been abandoned for a period of six (6) months and which building or structure or portion thereof constitutes a nuisance or hazard to the public, or a detriment to the neighborhood or surrounding properties or violates any provision of Section 163.06 of this chapter.

163.03.02 “Building Code” is the Uniform Building Code promulgated by the International Conference of Building Officials, as adopted in Chapter 156 of this Code of Ordinances.

163.03.03 “Building Inspector” shall mean the official or officials of the City of Indianola appointed to administer the provisions of this chapter.

163.03.04 “Owner” shall mean any person who holds a legal or equitable interest in the property, along with any mortgagee, lien holder, or other person that holds an interest of record in the property.

163.03.05 “Person” shall mean an individual, corporation, limited liability company, government or governmental subdivision or agency, business trust, estate, trust, partnership, or association, or any other legal entity.

163.03.06 “Unsafe Building” shall mean any building or structure deemed to be dangerous under the provisions of Section 163.06 of this chapter.

163.04 ABATEMENT OF ABANDONED OR UNSAFE BUILDINGS. All buildings or portions thereof which are determined after inspection to be abandoned or unsafe are declared to be public nuisances and shall be abated by repair, rehabilitation, demolition, or removal in accordance with the procedure specified in this chapter.

163.05 VIOLATION. Each day’s violation of any provision of this chapter or failure to comply with an order given hereunder constitutes a separate offense. In addition to other prescribed penalties, the Building Inspector, after notice as prescribed, may cause said work to be done to accomplish

compliance and assess said costs to the property. The Building Inspector may further initiate civil legal proceedings against the owner to recoup costs and associated legal and enforcement expenses.

163.06 UNSAFE BUILDINGS. For the purpose of this chapter, any building or structure which has any or all of the conditions or defects hereinafter described shall be deemed to be an unsafe building, provided that such conditions or defects exist to the extent that the life, health, property, or safety of the public or its occupants is endangered.

163.06.01. Whenever any door, aisle, passageway, stairway, or other means of exit is not so arranged as to provide safe and adequate means of exit in case of fire or panic.

163.06.02 Whenever the walking surface of any aisle, passageway, stairway, or other means of exit is so warped, worn, loose, torn, or otherwise unsafe as to not provide safe and adequate means of exit in case of fire or panic.

163.06.03 Whenever the stress in any materials, member or portion thereof, due to dead and live loads, is more than one and one-half (1 ½) times the working stress or stresses allowed in the Building Code for new buildings or similar structure, purpose or location.

163.06.04 Whenever any portion thereof has been damaged by fire, earthquake, wind, flood, decay or any other cause, to such an extent that the structural strength or stability thereof is materially less than it was before such catastrophe and is less than the minimum requirements of the Building Code for new buildings of similar structure, purpose, or location.

163.06.05 Whenever any portion or member or appurtenance thereof is in substantial danger of failure, or to become detached or dislodged, or to collapse and thereby injure persons or damage property.

163.06.06 Whenever any portion of a building, or any member, appurtenance or ornamentation on the exterior thereof is not of sufficient strength or stability, or is not so anchored, attached, or fastened in place so as to be capable of resisting a wind pressure of one-half of that specified in the Building Code for new buildings of similar structure, purpose, or location without exceeding the working stresses permitted in the Building Code for such buildings.

163.06.07 Whenever any portion thereof has cracked, warped, buckled, or settled to such an extent that walls or other structural portions have materially less resistance to winds or earthquakes than is required in the case of similar new construction.

163.06.08 Whenever the building or structure, or any portion thereof, because of (i) dilapidation, deterioration or decay; (ii) faulty construction; (iii) the removal, movement or instability of any portion of the ground necessary for the purpose of supporting such building; (iv) the deterioration, decay, or inadequacy of its foundation; or (v) any other cause, is in substantial danger of partial or complete collapse.

163.06.09 Whenever, for any reason, the building or structure, or any portion thereof, is unsafe for the purpose for which it is being used.

163.06.10 Whenever any portion of the exterior walls or other vertical structural members list, lean or buckle to such an extent that a plumb line passing through the center of gravity does not fall inside the middle one-third of the base.

163.06.11 Whenever the building or structure, exclusive of the foundation, shows thirty-three percent (33%) more damage or deterioration of its supporting member or members, of fifty percent (50%) damage or deterioration of its non-supporting members, enclosing or outside walls or coverings.

163.06.12 Whenever the building or structure has been so damaged by fire, wind, earthquake, or flood, or by any other cause or has become so dilapidated or deteriorated as to become (i) an attractive nuisance to children; (ii) a harbor for vagrants, criminals, or immoral person; or as to (iii) enable persons to resort thereto for the purpose of committing unlawful or immoral acts.

163.06.13 Whenever any building or structure has been constructed, exists, or is maintained in violation of any specific requirement or prohibition applicable to such building or structure provided by the building regulations of this jurisdiction, as specified in the Building Code, or of any State law or ordinance of the City relating to the condition, location, or structure of buildings.

163.06.14 Whenever any building or structure which, whether or not erected in accordance with all applicable laws and ordinances, has in any non-supporting part, member, or portion less than fifty percent (50%) or in any supporting part, (i) strength, (ii) fire-resisting qualities or characteristics, or (iii) weather-resisting qualities or characteristics required by law in the case of a newly constructed building or like are, height, and occupancy in the same location.

163.06.15 Whenever a building or structure use or intended to be used for dwelling purposes, because of inadequate maintenance, dilapidation, decay, damage, faulty construction or arrangement, inadequate light, air or sanitation facilities, or otherwise, is determined by the Building Inspector to be unsanitary or unfit for human habitation or in such a condition that is likely to cause sickness or disease.

163.06.16 Whenever any building or structure is in such a condition as to constitute a public nuisance known to the common law or in equity jurisprudence.

163.06.17. Whenever any portion of a building or structure remains on a site after the total or partial demolition or destruction of the building or structure.

163.07 NOTICES AND ORDERS.

163.07.01. Commencement of Proceedings: When the Building Inspector has inspected or caused to be inspected any building and has found and determined that such building is an unsafe or abandoned building; the Building Inspector shall commence proceedings to cause the repair, vacation, or demolition of the building.

163.07.02 Notice and Order. The Building Inspector shall issue a notice and order directed to the owner of the building. The notice and order shall contain:

163.07.02(A) The street addresses and a legal description sufficient for identification of the premises upon which the building is located.

163.07.02(B) A statement that the Building Inspector has found the building to be dangerous with a brief and concise description of the conditions found to render the building unsafe under the provisions of this chapter.

163.07.02(C) A statement of the action required to be taken as determined by the Building Inspector.

163.07.02(D) If the Building Inspector has determined that the building or structure must be repaired, the order shall require that all required permits be secured therefore and the work physically commenced within such time (not to exceed sixty days from the date of order) and completed with such time as the Building Inspector shall determine is reasonable under all of the circumstances.

163.07.02(E) If the Building Inspector has determined that the building or structure must be vacated, the order shall require that the building or structure shall be vacated within a time certain from the date of the order as determined by the Building Inspector.

163.07.02(F) If the Building Inspector has determined that the building or structure must be demolished or repaired, the order shall require that the building be vacated within such time as the Building Inspector shall determine is reasonable (not to exceed thirty days from the date of the order); that all required permits be secured therefore within thirty days from the date of order; and that the demolition be completed within such time as the Building Inspector shall determine is reasonable (not to exceed ninety days).

163.07.02(G) Statement advising that if any required repair or demolition work (without vacation also being required) is not commenced within the time specified, the Building Inspector (i) will order the building vacated and posted to prevent further occupancy until the work is completed, and (ii) may proceed to cause the work to be done and charge the costs thereof against the property or its owner.

163.07.02(H) Statement advising (i) that any person having record title or other legal interest in the building may appeal from the notice and order or any action of the Building Inspector to the Building Appeals Board, provided the appeal is made in writing as provided in this chapter and filed with the Building Inspector within fifteen (15) days from the date of service of such notice and order and or posting of said building; and (ii) that failure to appeal will constitute a waiver of all right to an administrative hearing and determination of the matter.

163.07.03 Service of Notice and Order. The notice and order, and any amendment or supplemental notice and order, shall be served upon all owners of record at the mailing address last listed at the County Assessor's office or as may be of record in the County Recorder's office or elsewhere, either by certified mail or personal service. Additionally, the property shall be placarded as an unsafe or abandoned building. Should all reasonable attempts consist with due process of law to serve, locate, or ascertain all owners of record fail, placarding the property shall be deemed adequate and legal notice to all such persons. The inability of the Building Inspector to serve any owner or owners of record shall not invalidate any proceedings hereunder as to any other person duly served or relieve any person not served from any duty or obligation imposed by the provisions of this chapter.

163.07.04 Method of Service. Service by certified mail in the manner herein provided shall be effective on the date of mailing and service by placarding the property shall be effective on the date of placement of said placard. Personal service shall be effective in any manner provided for in the Iowa Rules of Civil Procedure and shall be effective on the actual date of such service.

163.07.05 Proof of Service. Proof of service of the certified notice and order shall be certified to at the time of service by a written declaration under penalty of perjury executed by the persons effective service, declaring the time, date, and manner in which service was made. The declaration, together with any receipt card returned in acknowledgement of receipt of certified mail shall be affixed to the copy of the notice and order retained by the Building Inspector. Proof of personal service shall be made by attaching a return of service form executed in compliance with the Iowa Rules of Civil Procedure affixed to the copy of the notice and order retained by the Building Inspector.

163.07.06 Recordation of Notice and Order. If compliance is not had with the order within the time specified therein, and no appeal has been properly and timely filed, the Building Inspector shall file in the office of the count Recorder a certificate describing the property and certifying (i) that the building is an unsafe or abandoned building and (ii) that all owners of record have been notified. Whenever the corrections ordered shall thereafter have been completed or the building demolished so that it no longer exists as a dangerous building on the property described in the certificate, the Building Inspector shall file a new certificate with the County Recorder certifying that the building has been demolished or all required corrections have been made so that the building is no longer dangerous, whichever is appropriate.

163.07.07 Repair, Vacation and Demolition. The following standards shall be followed by the Building Inspector (and by the Building Appeals Board if an appeal is taken) in ordering the repair, vacation, or demolition of any dangerous building or structure:

163.07(A) Any building declared an unsafe or abandoned building under this chapter shall be made to comply with one of the following:

163.07(A)(1) The building shall be repaired in accordance with the current Building Code or other current code applicable to the type of substandard conditions requiring repair; or

163.07(A)(2) The building shall be demolished; or

163.07(A)(3) If the building does not constitute an immediate danger to the life, limb, property, or safety of the public, it may at the discretion of the Building Inspector, be vacated, secured, and maintained against entry.

163.07.08 Posting. Every notice to vacate shall, in addition to being served as provided in this section, be posted at or upon each exit of the building and shall be in substantially the following form:

DO NOT ENTER
UNSAFE TO OCCUPY
It is a municipal infraction to occupy this building,
Or to remove or deface this notice
Community Development
City of Indianola, Iowa

163.07.09 Compliance. Whenever such notice is posted, the Building Inspector shall include a notification thereof in the notice and order issued. No person shall remain in or enter any building which has been so posted, except that entry may be made to repair, demolish, or remove such building permit. No person shall remove or deface any such notice after it is posted until the required repairs, demolition, or removal has been completed and a certificate of occupancy issued pursuant to the provisions of the Building Code.

163.07.10 Emergency Abatement. Notwithstanding other provisions of this chapter, whenever, in the opinion of the Building Inspector, there is imminent danger due to an unsafe condition, the Building Inspector shall order the necessary work to be done, including but not limited to boarding up of openings, repair of demolition, to render such structure safe whether or not the legal procedure herein described has been instituted; and shall cause such other action to be taken as the Building Inspector deems necessary to meet such emergency. Costs incurred in the performance of emergency work shall be collected as elsewhere provided in this chapter.

163.08 BOARD OF APPEALS. For the purposes specified in this chapter, the Board of Appeals established under the provisions of the Municipal Building Code Section 113 shall be the Board of Appeals.

163.08.01 Hearing. Any person affected by any notice that has been issued in connection with the enforcement of any provisions of this chapter may request, and shall be granted a hearing on the matter before the Board of Appeals, provided that such person shall file in the office of the Building Inspector a written petition requesting such hearing and setting forth a brief statement of the grounds therefore within ten (10) days after the date the notice was served. Upon receipt of such petition, the Building Inspector shall set a time and place for such hearing, shall give the Petitioner written notice thereof, and shall take no further enforcement action pending the outcome of the hearing. At such hearing, the Petitioner shall be given an opportunity to be heard and to show why such notice should be modified or withdrawn. The hearing shall commenced not later than thirty (30) days after the date on which the petition was filed, provided that, upon application of the Petitioner, the Building Inspector may postpone the date of the hearing for a reasonable time beyond such thirty (30) day period if, in the Building Inspector's judgment, the Petitioner has submitted a good and sufficient reason for such postponement.

163.08.02 Action by Board. After such hearing, the Board of Appeals shall by written order sustain, modify, or withdraw the violation(s) cited in the Building Inspector's notice, and reinstate or revoke the permit accordingly in said order, after consideration of whether the provisions of this chapter have been complied with.

163.08.03 Record and Appeal. The proceedings at such hearing, including the findings and decision of the Board of Appeals, shall be summarized, reduced to writing and entered as a matter of public record in the office of the Building Inspector. Such record shall also include a copy of every notice or order issued in connection with the matter. No hearing shall be valid unless a majority of the board is present and no decision at a hearing shall be valid and binding unless reached by a majority of the whole Board. Any person aggrieved by the decision of the Board of Appeals may seek relief there from by appeal to the Iowa District Court, in and for Warren County, Iowa.

163.08.04 Emergency Order. Whenever the Building Inspector finds that an emergency exists which threatens immediately the public health, the Building Inspector may issue an order reciting the existence of such an emergency and requiring that such action be taken as the Building Inspector deems necessary to meet the emergency. Notwithstanding the other provisions of this chapter, such order shall be effective immediately. Any person to whom such order is directed shall comply therewith immediately, but, upon petition to the Building Inspector, shall be afforded a hearing at the earliest expedient time. After such hearing, depending upon its findings as to whether the provisions of this chapter have been complied with, the Board of Appeals shall continue such order in effect, modify it or revoke it.

163.08.05 Conflict. Enforcement of the Building Code shall not be construed for the particular benefit of any individual or group of persons, other than the general public. In the event of a conflict between this section and any other section of the Building Code, this section shall govern insofar as applicable.

163.08.06 Liability. The city or any employee is not liable for damages to a person or property as a result of any act or failure to act in the enforcement of the Building Code. The Building Code shall be construed to relieve from or lessen the responsibility of any person owning, operating or controlling any equipment or structure regulated herein for damages to a person or property caused by its defects, nor shall the city or any city employee be held as assuming any such liability by reason of the inspections by this Code or any approvals issued under this Code.

163.09 ENFORCEMENT

163.09.01 General. After any order of the Building Inspector or the Board of Appeals made pursuant to this chapter shall have become final, no person to whom any such order is directed shall fail, neglect or refuse to obey any such order. Any such person who fails to comply with any such order is guilty of a violation of the Code of Ordinances.

163.09.02 Failure To Obey Order. If, after any order of the Building Inspector or Board of Appeals made pursuant of this chapter has become final, the person to whom such order is directed shall fail, neglect or refuse to obey such order, the Building Inspector may (i) cause such person to be prosecuted under this Code of Ordinances or (ii) institute any appropriate action to abate such building as a public nuisance.

163.09.03 Failure to Commence Work. Whenever the required repair or demolition is not commenced within thirty (30) days after any final notice and order issued under this chapter becomes effective:

163.09.03(A) The Building Inspector shall cause the building described in such notice and order to be vacated by posting at each entrance thereto the notice described Section 163.07 of this chapter.

163.09.03(B) No person shall occupy any building that has been posted as specified in this section. No person shall remove or deface any such notice so posted until the repair, demolition, or removal ordered by the Building Inspector has been completed and a certificate of occupancy issued pursuant to the provisions of the Building Code.

163.09.03 (C) The Building Inspector may, in addition to any other remedy herein provided, cause the building to be repaired to the extent necessary to correct the conditions which render the building unsafe or abandoned as set forth in the notice and order; or, if the notice and order required repair and/or demolition, to cause the building to be demolished, and the materials, rubble, and debris there from removed and the lot cleaned. Any such repair or demolition work shall be accomplished and the cost thereof paid and recovered in the manner provided in this chapter.

163.09.04 Extension of Time to Perform Work. Upon receipt of an application in writing and an acceptable performance guarantee from the person required to conform to the order and by agreement of such person to comply with the order of allowed additional time, the Building Inspector may grant an extension of time, not to exceed an additional one hundred twenty (120) days, within which to complete said repair, rehabilitation or demolition, if the Building Inspector determines that such an extension of time will not create or perpetuate a situation imminently dangerous to life or property. The Building Inspector's authority to extend time is limited to the physical repair, rehabilitation or demolition of the premises and will not in any way affect the time to appeal the notice and order.

163.09.05 Interference With Repair or Demolition Work Prohibited. No person shall obstruct, impede or interfere with any officer, employee, contractor or authorized representative of the City or with any person who owns or holds any estate or interest in any building which has been ordered repaired, vacated, or demolished under the provisions of the chapter, or with any person to whom such building has been lawfully sold pursuant to the provisions of this chapter, whenever such officer, employee, contractor or authorized representative of the City , person having an interest or estate in such building or structure, or purchaser is engaged in the work of repairing, vacating, or demolishing any such building, pursuant to the provisions of this chapter, or in performing any necessary act preliminary to or incidental to such work or authorized or directed pursuant to this chapter.

163.10 PENALTIES AND REMEDIES. Violation of the provisions of this chapter shall constitute a simple misdemeanor subject to the penalty provided in Chapter 4.03 Cod of Ordinances, or in the alternative to the provisions of the subsection above, the council may institute civil proceedings to obtain injunctive and declaratory relief or such other orders of the court as are reasonable and proper to abate practice, conditions or circumstances found to be contrary to or prohibited by the provisions of the Building Code, as amended. Each and every day that a violation occurs or continues shall be deemed a separate offense.

Section 2. Repealer Clause. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 3. Severability Clause. If any section, provision or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

Section 4. Effective. This ordinance shall be effective on _____, 2017, after the final passage, approval and publication as provided by law.

Passed this ____ day of _____, 2017

Approved this ____ day of _____, 2017

Kelly B. Shaw, Mayor

ATTEST:

Diana Bowlin, City Clerk

Approved As to Form:

Amy Beattie, Attorney

I, Diana Bowlin, City Clerk of the City of Indianola, Iowa, do hereby certify that the foregoing Ordinance was passed and approved by the City Council of the City of Indianola, Iowa, on the ____ day of _____, 2017 and was published in the Indianola Record Herald and Tribune, a newspaper of general circulation in the said City of Indianola on the ____ day of _____, 2017.

Dated this ____ day of _____, 2017.

Diana Bowlin, City Clerk

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE MUNICIPAL CODE OF THE CITY OF INDIANOLA, IOWA, CHAPTER 50 “NUISANCE ABATEMENT PROCEDURE”

WHEREAS, the Indianola Code of Ordinances sets out the procedure for abatement of nuisances;

WHEREAS, the City Council of the City of Indianola, Iowa, now deems it necessary and proper to amend the Code of Ordinances to expand the ordinance.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF INDIANOLA, IOWA:

Section 1: That Chapter 50.2 be and is hereby amended by inserting new paragraphs 4, 5, 6 and 14 as follows:

4. Garbage, trash and the like. The depositing of, maintaining, permitting or failing to remove garbage, trash, rubbish, bottles, cans or other refuse outside a of a building on any property within the City, including large quantities or organic debris and materials, which accumulation is by other than natural means, except neatly maintained compost piles.

5. Old machinery, junk and the like. The piling, storage or keeping of old machinery, junk, tires, parts, furniture, household furnishings or appliances or component parts thereof or other debris within the City.

6. Lumber, building materials and occupational materials and the like. The outside storage of lumber, pipes, forms, miscellaneous construction materials, machinery or other occupational materials upon property in the front yard or side yard corner lot or visible from a public street in a residential district.

14. Failure to comply with Storm Water Pollution Prevention Plan. Failure by a developer, contractor or property owner to comply with any storm water pollution prevention plan or similar requirement, including but not limited to failure to comply with the plan, methods and/or techniques as required by Section 170.09 of these Code of Ordinances for controlling erosion along new or altered surface drainage courses within a subdivision.

Section 2: That Chapter 50.2 be and is hereby amended by inserting the underlined language in Paragraphs 7 and 8:

7. Water Pollution. Corrupting or rendering unwholesome or impure the water of any river, stream, ~~or~~ pond, abandoned or unkempt swimming pools or

unlawfully diverting the same from its natural course or state, to the injury or prejudice of others.

8. Blocking Public and Private Ways. Obstructing or encumbering, by fences, buildings or otherwise, the public roads, private ways, streets, sidewalks, alleys, commons, landing places or burying grounds.

Section 3: That Chapter 50.2 be and is hereby amended by deleting the stricken language and inserting the underlined language in Paragraphs 12 and 13:

12. Weeds, Grass or Brush. Dense growth of all weeds, vines, brush or other vegetation in the City so as to constitute a health, safety or fire hazard. No person shall allow or permit grass or weeds to grow upon such person's property to a height in excess of six (6) inches, unless determined by the Council to be a planned and maintained prairie stand.

13. ~~Dutch Elm Disease. Trees infected with Dutch Elm Disease. (See also Chapter 151).~~ Trees. All public or private trees that are dead or dying and are considered dangerous to the public from falling limbs.

Section 4: That Chapter 50 be and is hereby amended by inserting new paragraph 50.14 as follows:

50.07 MUNICIPAL INFRACTION ABATEMENT PROCEDURE.

In lieu of the abatement procedures set forth in Section 50.05, the requirements of this chapter may be enforced under the procedures applicable to municipal infractions as set forth in Chapter 4 of this Code of Ordinances.

Section 5: All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Section 6: This ordinance shall be in full force and effect after its passage, approval and publication as provided by law.

PASSED AND APPROVED this ____ day of _____, 2017.

Kelly B. Shaw, Mayor

ATTEST:

Diana Bowlin, City Clerk

First reading: _____
Second reading: _____
Third reading: _____
Publication Date: _____

CHAPTER 657A

ABANDONED OR UNSAFE BUILDINGS — ABATEMENT BY REHABILITATION

Referred to in [§6B.56](#), [§446.7](#)

Nuisances in general, chapter 657

657A.1	Definitions.	657A.8	Assessment of costs.
657A.2	Petition.	657A.9	Discharge of receiver.
657A.3	Interested persons — opportunity to abate public nuisance.	657A.10	Compensation and liability of receiver.
657A.4	Appointment of receiver.	657A.10A	Petition by city for title to abandoned property.
657A.5	Determination of costs of abatement.	657A.11	Jurisdiction — remedies.
657A.6	Powers and duties of receiver.	657A.12	Indexing of petition.
657A.7	Priority of receiver's mortgage.		

657A.1 Definitions.

As used in [this chapter](#), unless context requires otherwise:

1. “*Abandoned*” or “*abandonment*” means that a building has remained vacant and has been in violation of the housing code or building code of the city in which the property is located or the housing code or building code applicable in the county in which the property is located if outside the limits of a city for a period of six consecutive months.

2. “*Abate*” or “*abatement*” in connection with property means the removal or correction of hazardous conditions deemed to constitute a public nuisance or the making of improvements needed to effect a rehabilitation of the property consistent with maintaining safe and habitable conditions over the remaining useful life of the property. However, the closing or boarding up of a building or structure that is found to be a public nuisance is not an abatement of the nuisance.

3. “*Building*” means a building or structure located in a city or outside the limits of a city in a county, which is used or intended to be used for commercial or industrial purposes or which is used or intended to be used for residential purposes and includes a building or structure in which some floors may be used for retail stores, shops, salesrooms, markets, or similar commercial uses, or for offices, banks, civic administration activities, professional services, or similar business or civic uses, and other floors are used, designed, or intended to be used for residential purposes.

4. “*Interested person*” means an owner, mortgagee, lienholder, or other person that possesses an interest of record or an interest otherwise provable in property that becomes subject to the jurisdiction of the court pursuant to [this chapter](#), the city in which the property is located, the county in which the property is located if the property is located outside the limits of a city, and an applicant for the appointment as receiver pursuant to [this chapter](#).

5. “*Neighboring landowner*” means an owner of property which is located within five hundred feet of property that becomes subject to the jurisdiction of the court pursuant to [this chapter](#).

6. “*Owner*” includes a person who is purchasing property by land installment contract or under a duly executed purchase contract.

7. “*Public nuisance*” means a building that is a menace to the public health, welfare, or safety, or that is structurally unsafe, unsanitary, or not provided with adequate safe egress, or that constitutes a fire hazard, or is otherwise dangerous to human life, or that in relation to the existing use constitutes a hazard to the public health, welfare, or safety by reason of inadequate maintenance, dilapidation, obsolescence, or abandonment.

[85 Acts, ch 222, §1](#); [86 Acts, ch 1059, §1](#); [96 Acts, ch 1204, §27](#); [2015 Acts, ch 136, §49, 54, 55](#)

Referred to in [§404.3B](#), [§446.19B](#), [§448.13](#)

657A.2 Petition.

1. A petition for abatement under [this chapter](#) may be filed in the district court of the county in which the property is located, by the city in which the property is located, by the county if the property is located outside the limits of a city, by a neighboring landowner, or

by a duly organized nonprofit corporation which has as one of its goals the improvement of housing conditions in the county or city in which the property in question is located. A petition for abatement filed under [this chapter](#) shall include the legal description of the real property upon which the nuisance or dangerous or unsafe condition is located unless the nuisance or dangerous or unsafe condition is not situated on or confined to a parcel of real property or is portable or capable of being removed from the real property. Service on the owner shall be by personal service or by certified mail, or if service cannot be made by either method, by posting the notice in a conspicuous place on the building and by publication.

2. If a petition filed pursuant to [this chapter](#) alleges that a building is abandoned or is in a dangerous or unsafe condition, the city, county, if the property is located outside the limits of a city, neighboring landowner, or nonprofit corporation may apply for an injunction requiring the owner of the building to correct the condition or to eliminate the condition or violation. The court shall conduct a hearing at least twenty days after written notice of the application for an injunction and of the date and time of the hearing is served upon the owner of the building. Notice of the hearing shall be served in the manner provided in [subsection 1](#).

3. If the court finds at the hearing that the building is abandoned or is in a dangerous or unsafe condition, the court shall issue an injunction requiring the owner to correct the condition or to eliminate the violation, or another order that the court considers necessary or appropriate to correct the condition or to eliminate the violation.

4. In a proceeding under [this chapter](#), if the court makes the finding described in [subsection 3](#) and additionally finds that the building in question is a public nuisance and that the owner of the building has been afforded reasonable opportunity to correct the dangerous or unsafe condition found or to eliminate the violation found but has refused or failed to do so, the judge shall cause notice of the findings to be served upon the owner, each mortgagee or other lienholder of record, and other known interested persons, and shall order the persons served to show cause why a receiver should not be appointed to perform work and to furnish material that reasonably may be required to abate the public nuisance. The notice shall be served in the manner provided in [subsection 1](#).

5. In a proceeding under [this chapter](#), if the court determines the building is not abandoned or is not in a dangerous or unsafe condition, the court shall dismiss the petition and may require the petitioner to pay the owner's reasonable attorney fees actually incurred.

85 Acts, ch 222, §2; 87 Acts, ch 113, §1, 2; 96 Acts, ch 1204, §28; 2004 Acts, ch 1165, §9, 11; 2010 Acts, ch 1050, §10

Referred to in §657A.10A

657A.3 Interested persons — opportunity to abate public nuisance.

1. Before appointing a receiver to perform work or to furnish material to abate a public nuisance under [this chapter](#), the court shall conduct a hearing at which the court shall offer mortgagees of record, lienholders of record, or other known interested persons in the order of priority of interest in title, the opportunity to undertake the work and to furnish the materials necessary to abate the public nuisance. The court shall require the person selected to demonstrate the ability to undertake promptly the work required and to post security for the performance of the work. All amounts expended by the person toward abating the public nuisance are a lien on the property if the expenditures were approved in advance by the judge and if the person desires the lien. The lien shall bear interest at the rate provided for judgments pursuant to [section 535.3](#), and shall be payable upon terms approved by the judge. If a certified copy of the court order that approved the expenses and the terms of payment for the lien, and a description of the property in question are filed for record within thirty days of the date of issuance of the order in the office of the county recorder of the county in which the property is located, the lien has the same priority as the mortgage of a receiver as provided in [section 657A.7](#).

2. If the court determines at the hearing conducted pursuant to [subsection 1](#), that no interested person can undertake the work and furnish the materials required to abate the public nuisance, or if the court determines at any time after the hearing that an interested person who is undertaking corrective work pursuant to [this section](#) cannot or will not proceed, or has not proceeded with due diligence, the court may appoint a receiver to take possession

and control of the property. The receiver shall be appointed in the manner provided in [section 657A.4](#).

[85 Acts, ch 222, §3](#)

Referred to in [§657A.4](#), [§657A.10A](#)

657A.4 Appointment of receiver.

After conducting a hearing pursuant to [section 657A.3](#), the court may appoint a receiver to take possession and control of the property in question. A person shall not be appointed as a receiver unless the person has first provided the court with a viable financial and construction plan for the rehabilitation of the property in question and has demonstrated the capacity and expertise to perform the required work in a satisfactory manner. The appointed receiver may be a financial institution that possesses an interest of record in the property, a nonprofit corporation that is duly organized and exists for the primary purpose of improving housing conditions in the county or city in which the property in question is located, or any person deemed qualified by the court. No part of the net earnings of a nonprofit corporation serving as a receiver under [this section](#) shall benefit a private shareholder or individual. Membership on the board of trustees of a nonprofit corporation does not constitute the holding of a public office or employment and is not an interest, either direct or indirect, in a contract or expenditure of money by a city or county. No member of a board of trustees of a nonprofit corporation appointed as receiver is disqualified from holding public office or employment, nor is a member required to forfeit public office or employment by reason of the membership on the board of trustees.

[85 Acts, ch 222, §4](#); [96 Acts, ch 1204, §29](#)

Referred to in [§657A.3](#), [§657A.10A](#)

657A.5 Determination of costs of abatement.

1. Prior to ordering work or the furnishing of materials to abate a public nuisance under [this chapter](#), the court shall make all of the following findings:

- a. The estimated cost of the labor, materials, and financing required to abate the public nuisance.
- b. The estimated income and expenses of the property after the furnishing of the materials and the completion of the repairs and improvements.
- c. The need for and terms of financing for the performance of the work and the furnishing of the materials.
- d. If repair and rehabilitation of the property are not found to be feasible, the cost of demolition of the property or the portions of the property that constitute the public nuisance.

2. Upon the written request of all the known interested persons to have the property or portions of the property demolished, the court may order the demolition. However, demolition shall not be ordered unless the requesting persons have paid the costs of demolition, the costs of the receivership, and all notes and mortgages of the receivership.

[85 Acts, ch 222, §5](#)

Referred to in [§657A.10A](#)

657A.6 Powers and duties of receiver.

Before proceeding with the receiver's duties, a receiver appointed by the court shall post a bond in an amount designated by the court. The court may empower the receiver to do the following:

1. Take possession and control of the property, operate and manage the property, establish and collect rents and income, lease and rent the property, and evict tenants. An existing housing or building ordinance violation does not restrict the receiver's authority pursuant to [this subsection](#).

2. Pay all expenses of operating and conserving the property, including but not limited to the cost of electricity, gas, water, sewerage, heating fuel, repairs and supplies, custodian services, taxes, assessments, and insurance premiums, and hire and pay reasonable compensation to a managing agent.

3. Pay prereceivership mortgages and other liens and installments of prereceivership mortgages and other liens.

4. Perform or enter into contracts for the performance of work and the furnishing of materials necessary to abate the public nuisance, and obtain financing for the abatement of the public nuisance.

5. Pursuant to court order, remove and dispose of personal property which is abandoned, stored, or otherwise located on the property, that creates a dangerous or unsafe condition or that constitutes a violation of housing or building regulations or ordinances.

6. Obtain mortgage insurance for a receiver's mortgage from an agency of the federal government.

7. Enter into agreements and take actions necessary to maintain and preserve the property and to comply with housing and building regulations and ordinances.

8. Give the custody of the property and the opportunity to abate the nuisance and operate the property to the owner or to a mortgagee or a lienholder of record.

9. Issue notes and secure the notes by mortgages bearing interest at the rate provided for judgments pursuant to [section 535.3](#), and terms and conditions as approved by the court. When transferred by the receiver in return for valuable consideration in money, material, labor, or services, the notes issued by the receiver are freely transferable.

[85 Acts, ch 222, §6](#)

Referred to in [§657A.8](#), [§657A.10A](#)

657A.7 Priority of receiver's mortgage.

1. If the receiver's mortgage is filed for record in the office of the county recorder of the county in which the property is located within sixty days of the issuance of a secured note, the receiver's mortgage is a first lien upon the property and is superior to claims of the receiver and to all prior or subsequent liens and encumbrances except taxes and assessments. Priority among the receiver's mortgages is determined by the order in which the mortgages are recorded.

2. The creation of a mortgage lien under [this chapter](#) prior to or superior to a mortgage of record at the time the receiver's mortgage lien was created does not disqualify a prior recorded mortgage as a legal investment.

[85 Acts, ch 222, §7](#)

Referred to in [§657A.3](#), [§657A.10A](#)

657A.8 Assessment of costs.

The court may assess the costs and expenses set out in [section 657A.6, subsection 2](#), and may approve receiver's fees to the extent that the fees are not covered by the income from the property.

[85 Acts, ch 222, §8](#)

Referred to in [§657A.10A](#)

657A.9 Discharge of receiver.

The receiver may be discharged at any time in the discretion of the court. The receiver shall be discharged when all of the following have occurred:

1. The public nuisance has been abated.

2. The costs of the receivership have been paid.

3. Either all the receiver's notes and mortgages issued pursuant to [this chapter](#) have been paid, or all the holders of the notes and mortgages request in writing that the receiver be discharged.

[85 Acts, ch 222, §9](#)

Referred to in [§657A.10A](#)

657A.10 Compensation and liability of receiver.

1. A receiver appointed under [this chapter](#) is entitled to receive fees and commissions in the same manner and to the same extent as receivers appointed in actions to foreclose mortgages.

2. The receiver appointed under [this chapter](#) is not civilly or criminally liable for actions pursuant to [this chapter](#) taken in good faith.

[85 Acts, ch 222, §10](#); [86 Acts, ch 1238, §27](#)

Referred to in [§657A.10A](#)

657A.10A Petition by city for title to abandoned property.

1. *a.* In lieu of the procedures in [sections 657A.2 through 657A.10](#), a city in which an abandoned building is located may petition the court to enter judgment awarding title to the abandoned property to the city. A petition filed under this section shall include the legal description of the abandoned property. If more than one abandoned building is located on a parcel of real estate, the city may combine the actions into one petition. The owner of the building and grounds, mortgagees of record, lienholders of record, or other known persons who hold an interest in the property shall be named as respondents on the petition.

b. The petition shall be filed in the district court of the county in which the property is located. Service on the owner and any other named respondents shall be by personal service or certified mail or, if service cannot be made by either method, by posting the notice in a conspicuous place on the building and by publication in a newspaper of general circulation in the city. The action shall be in equity.

2. Not sooner than sixty days after the filing of the petition, the city may request a hearing on the petition.

3. In determining whether a property has been abandoned, the court shall consider the following for each building that is located on the property and named in the petition and the building grounds:

a. Whether any property taxes or special assessments on the property were delinquent at the time the petition was filed.

b. Whether any utilities are currently being provided to the property.

c. Whether the building is unoccupied by the owner or lessees or licensees of the owner.

d. Whether the building meets the city's housing code as being fit for human habitation, occupancy, or use.

e. Whether the building meets the city's building code as being fit for occupancy or use.

f. Whether the building is exposed to the elements such that deterioration of the building is occurring.

g. Whether the building is boarded up or otherwise secured from unauthorized entry.

h. Past efforts to rehabilitate the building and grounds.

i. Whether those claiming an interest in the property have, prior to the filing of the petition, demonstrated a good-faith effort to restore the property to productive use.

j. The presence of vermin, accumulation of debris, and uncut vegetation.

k. The effort expended by the petitioning city to maintain the building and grounds.

l. Past and current compliance with orders of the local housing or building code official.

m. Any other evidence the court deems relevant.

4. In lieu of the considerations in [subsection 3](#), if the city can establish to the court's satisfaction that all parties with an interest in the property have received proper notice and either consented to the entry of an order awarding title to the property to the city or did not make a good-faith effort to comply with the order of the local housing or building code official within sixty days after the filing of the petition, the court shall enter judgment against the respondents granting the city title to the property.

5. If the court determines that the property has been abandoned or that [subsection 4](#) applies, the court shall enter judgment and order awarding title to the city. The title awarded to the city shall be free and clear of any claims, liens, or encumbrances held by the respondents.

6. If a city files a petition under [subsection 1](#), naming the holder of a tax sale certificate of purchase for the property as a respondent, the city shall also file the petition, along with a verified statement declaring that the property identified in the petition contains an abandoned building, with the county treasurer. Upon receiving the petition and verified statement, the county treasurer shall make an entry in the county system canceling the sale of the property and shall refund the purchase money to the tax sale certificate holder.

[2004 Acts, ch 1165, §10, 11; 2010 Acts, ch 1050, §11, 12; 2013 Acts, ch 30, §261; 2015 Acts, ch 136, §50 – 55](#)

Referred to in [§448.13](#)

657A.11 Jurisdiction — remedies.

1. An action pursuant to [this chapter](#) is exclusively within the jurisdiction of district judges as provided in [section 602.6202](#).
2. [This chapter](#) does not prevent a person from using other remedies or procedures to enforce building or housing ordinances or to correct or remove public nuisances.

[85 Acts, ch 222, §11](#)

657A.12 Indexing of petition.

1. When a petition affecting real property is filed by a governmental entity under [this chapter](#), the clerk of the district court shall index the petition pursuant to [section 617.10](#), if the legal description of the affected property is included in or attached to the petition.
2. After filing the petition with the clerk of the district court, the governmental entity shall also file the petition in the office of the county treasurer. The county treasurer shall include a notation of the pendency of the action in the county system, as defined in [section 445.1](#), until the judgment of the court is satisfied or until the action is dismissed. Pursuant to [section 446.7](#), an affected property that is subject to a pending action shall not be offered for sale by the county treasurer at a tax sale.

[2010 Acts, ch 1050, §13; 2016 Acts, ch 1011, §113](#)

Subsection 2 amended

City Council Study Meeting

3.

Meeting Date: 09/18/2017

Information

Subject

Strategic Plan/Goals update

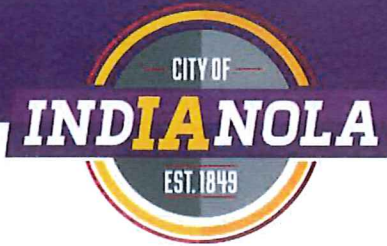
Information

City Manager Ryan Waller will present the Strategic Plan/Goals Update (packet).

Fiscal Impact

Attachments

Strategic Plan Goals Update



— City Manager's Office —

TO: Mayor and City Council

FROM: Ryan J. Waller, City Manager

CC: City Department Heads

DATE: September 14, 2017

SUBJECT: Strategic Plan/Goals Update (*City Council Study Session Agenda #3*)

As you will recall, the City held an Effective Governance session/retreat on April 1, 2017. A summary report, which included certain action items, guidelines for interactions, and other follow-up items from the retreat was accepted and filed by the City Council at its meeting on May 1, 2017.

One of the action items was for a presentation of the City Manager's organizational expectations and goals for the various City Departments to confirm with the Mayor and City Council the City Manager's goals and expectations for the various city departments. This presentation was provided at the City Council Study Session on April 17, 2017 (a copy of the presentation is attached).

Following the presentation, a goal setting session occurred with the City Clerk and the City Manager on April 24, 2017. As part of that process, the City Council requested that a report on the status of the City Manager's goals be provided prior to September 30, 2017.

Accordingly, the purpose of this memorandum is to transmit the attached document (labeled "City of Indianola - Major Projects & Goals Tracking Document"). The template for this document was shared in the presentation from April 17th and received positive feedback from the City Council as a reporting tool.

The attached document, which is the result of a collective effort from the City Leadership Team, is intended to not only identify major City projects/goals in a single format, but to also provide the requested update on the progress of these projects/goals. As you will see, this document includes the goals discussed on April 17th and 24th, included in the approved budget, and is organized around the City Council's Strategic Plan (approved on August 1, 2016) that has served as the foundation of City activities. Unless directed otherwise by the City Council, this document will be updated and shared on a quarterly basis during City Council meetings and via the City's website.

City staff are to be commended for their efforts with this document and will be available at the City Council Study Session to respond to questions regarding the provided updates.

DEPARTMENTAL GOALS & ORGANIZATIONAL EXPECTATIONS

CITY COUNCIL
STUDY SESSION
APRIL 17, 2017

PURPOSE OF THE PRESENTATION

To provide an overview of:

- ◉ Departmental Work plans
 - *aka* Departmental goals
 - *aka* The work
 - *aka* What we do
- ◉ Organizational Expectations
 - *aka* How we do the work

WORK PLAN DEVELOPMENT

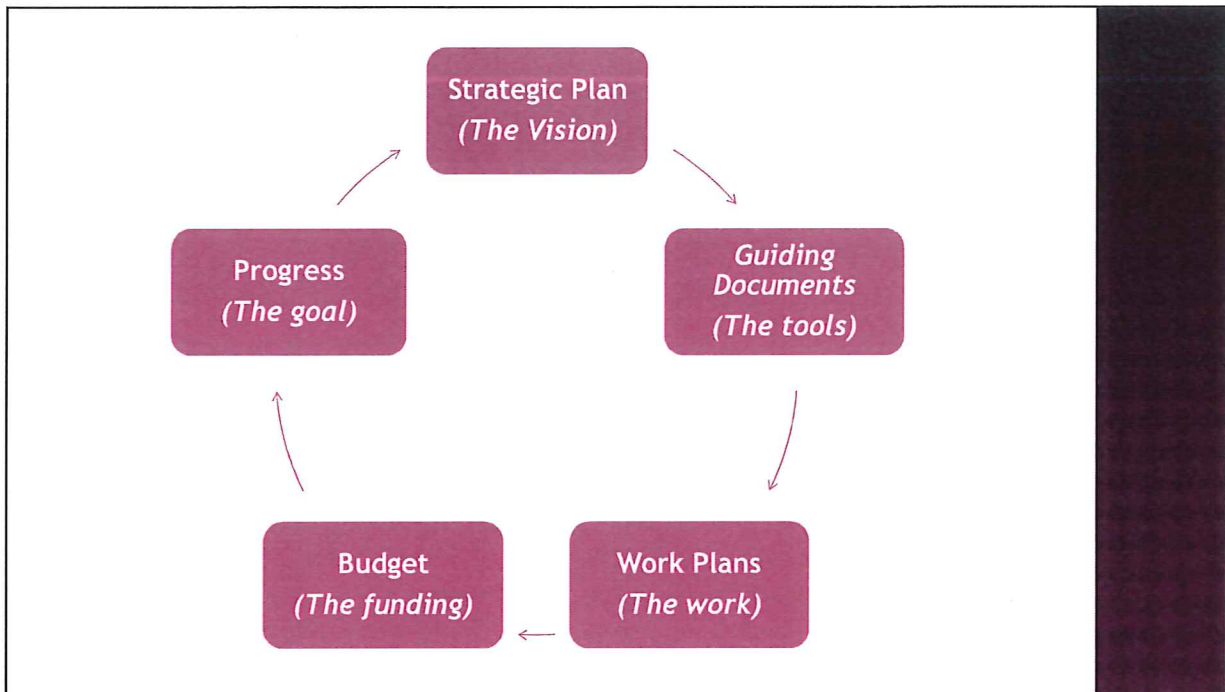
Who's involved/decides?

- Policy Makers (Mayor & City Council)
- Subject Matter Experts (Department Heads & staff)
- City Manager

How do we know what to put on it?

- Strategic Plan
- Guiding documents/policies
 - i.e. Comp Plan, Hazard Mitigation Plan, Capital Plans, Trail & Park Plans
- Budget
- Dialogue & Listening
 - Staff meetings (one-on-ones & group)
 - City Council meetings
- City Manager evaluations
- Mandates





COMMUNITY DEVELOPMENT

- ◉ Oversee the process for reviewing/updating of the City's abatement program. *(SP - Economic Development & CM evaluation)*
 - A fully developed work plan identifying key steps, deadlines, public involvement process and communication plan is required.
- ◉ Work to review/improve the property maintenance codes and inspection process. *(SP - Quality of Life)*
 - continue to actively and proactively enforce property maintenance codes.
 - work collaboratively with other departments to develop a process through which they may communicate potential issues.
- ◉ Develop an internal developmental improvement team with a primary goal of evaluating and suggesting improvements to the developmental and permitting process. *(SP - Economic Development)*
- ◉ Work to develop a schedule (and ultimate execution of) for providing an overview of the current comprehensive plan to the Plan/Zoning Commission, as well as the City Council. *(SP - Economic Development)*
 - This process should work to identify for council direction a prioritization of next steps for the organization should begin working on.

FINANCE

- ◉ Update budget calendar and actively manage the budget process for City and IMU. *(SP - Budget & Finance)*
 - work with departments on continuation of zbb,
 - continued development of the CIP budgets,
 - a comprehensive review and recommendation regarding fees in the fee resolution.
- ◉ Proactively monitor City & IMU budgets/funds. *(SP - Budget & Finance)*
 - Develop summarized financial statements and budget comparisons for presentation to the City Council and Board of Trustees on a quarterly basis (documents should be interpretable at the policy maker level).
- ◉ Develop plan and implement conversion of the general ledger and financial statements from being maintained on a cash basis to accrual basis. *(SP - Budget & Finance)*
- ◉ Develop an orientation to City and Utility finance presentation for delivery to new City Council and Board of Trustee members. *(SP - Budget & Finance)*
- ◉ Submit FY 18 Budget for the GFOA distinguished budget award. *(CM Evaluation)*

FIRE DEPARTMENT

- ◉ Continue to work with Police Department establishing a work plan that it focused on identifying cost effective solutions for public safety communications. *(discussed with City Council in early 2016)*
- ◉ Continue to work with internal/external (Police, Warren County) stakeholders on improving the dispatch services. *(discussed with City Council in early 2016)*
- ◉ Together with Police, begin thinking about education/training for city staff in the event of a significant emergency.
- ◉ Departmental Scheduling - explore opportunities to better schedule existing resources to alleviate demands for service placed upon the department. *(SP - City Staffing & FY 18 Budget)*
- ◉ Develop a plan to study and recommend a replacement schedule of warning sirens.
- ◉ Together with Police Department conduct staffing study. *(SP - City Staffing & FY 18 Budget)*

HUMAN RESOURCES

- ◉ Continue to evaluate the City's benefit program, mainly health insurance. *(SP - City Staffing)*
- ◉ Review and recommend updates to the City/IMU personnel policies. *(FY 18 Budget)*
- ◉ Review and recommend updates, if needed, to job descriptions.
- ◉ Implement an employee Exit Interview process. *(City Manager evaluation - item completed)*
- ◉ Continue to work with the Health Insurance Committee and other employee committees to provide necessary training and organizational information. *(FY 18 Budget)*
- ◉ Continue implementation of payroll processing with Kabel. *(Council & IMU action with restructure)*

INFORMATION TECHNOLOGY

- ◉ Develop and execute a plan to ensure website is up to date and important informational pieces are visible in a sufficient amount of time. *(SP - Economic Development)*
- ◉ Develop a work plan to implement the IT capital budget. *(SP - Budget & Finance and FY 18 budget)*
- ◉ Continue to work on the implementation of the Microsoft Exchange Server. *(SP - Budget & Finance and FY 18 budget)*
- ◉ Research options to reduce costs associated with the I-magazine. *(SP - Budget & Finance)*
- ◉ Develop and execute a training/orientation program for staff on security protocols and programs available to them.

PARKS & RECREATION

- ◉ Coordinate the Pickard Park concession stand/storage area project. *(SP - City Facilities & Council action re: T-Rex)*
- ◉ Work with the Parks Commission on reviewing, updating and prioritizing the trail and park master plan. *(SP - Quality of Life)*
- ◉ Continue the project of reviewing opportunities to reduce costs associated with mowing parks (i.e. native grass project). *(SP - Budget & Finance and City Manager evaluation)*
- ◉ Coordination of the landscape median project. *(SP - Quality of Life)*

POLICE DEPARTMENT

- ◉ Continue to work with Fire Department establishing a work plan that it focused on identifying cost effective solutions for public safety communications. *(discussed with City Council in early 2016)*
- ◉ Continue to work with internal/external (Fire, Warren County) stakeholders on improving the dispatch services. *(discussed with City Council in early 2016)*
- ◉ Working with Community Development explore opportunities for patrol officers to assist in identifying properties that may not be in compliance with the City's property maintenance codes, or performing work without proper permits. *(SP - Quality of Life)*
- ◉ Together with Fire, begin thinking about education/training for city staff in the event of a significant emergency.
- ◉ Together with Fire Department conduct staffing study. *(SP - City Staffing & FY 18 Budget)*

SEWER DEPARTMENT

- ◉ Continue to televise the city's sewer mains and develop a schedule for manhole repairs, sewer lining, sewer replacement, lift stations (and pumps) and other projects for inclusion in the Capital Budget. *(SP - Infrastructure)*
- ◉ Continue to work with the City Manager and HR Green on the necessary steps to end with a new WWTP. *(SP - Infrastructure)*
- ◉ Development of Time of Sale policy, present draft to the Council, discussion with Council regarding smoke testing and, pending council support, develop/implement strategy for smoke testing. *(2014 DNR mandate - item completed)*
- ◉ Work with Streets Department and any other department to develop a system to track and repair areas on roadways in need of tarring or other type of work. *(SP - Infrastructure)*
- ◉ Morlock Lift Station Improvements. *(SP - Infrastructure & Economic Development)*

STREETS DEPARTMENT

- ◉ Coordinate and conduct on-going training for self and staff on use of the City's CemenTech truck. *(SP - Infrastructure)*
 - Utilization of the truck shall also include regular updates of the performance measurement tracking document that was created by the Finance Director.
- ◉ Work with the City Manager and the City's Engineer (Snyder) on development and execution of the City's road reconstruction and rehabilitation program. *(SP - Infrastructure)*
- ◉ Establish a written schedule that identifies scheduled areas of town and timeframes for regular departmental activities, which should include, but is not limited to the following:
 - Crosswalk painting/stripping;
 - Storm sewer cleanings; and
 - Crack sealing.
- ◉ Evaluate options for South K Street. *(SP - Infrastructure)*
- ◉ Manage Brush Facility operations

CITY MANAGER/CITY CLERK

- ◉ Goals to be discussed on April 24th
- ◉ Some initial items, include:
 - Evaluate renovation options of City Hall/Public Safety (*SP - City Facilities & FY 18 Budget*)
 - Research ED position (*City Council direction during budget meeting*)

City of Indianola						2016/17 Strategic Plan Draft Final Report Feb - April	8/1/16
						N/A	
						% Progress Goals, MIP, MP	0%
						% Progress OTH	
						% Added Priority	
Item #	RM	Description	Key Issues	Activities / Milestones	Time	Comments	Status
Objective 1: Economic Development							
Goal 1: Promote Residential Development (PRD)							
G1-PRD1	CD	Review residential development program					
G1-PRD2	CD	E. Euclid Extension					
G1-PRD3	CD	Frankie Glynn					
G1-PRD4	CD	Ashton Park					
G1-PRD5	CD	Deer Creek					

“...We will transmit this place not only, not less, but greater and more beautiful than it was transmitted to us.”

- ATHENIAN OATH

MANAGEMENT PHILOSOPHY

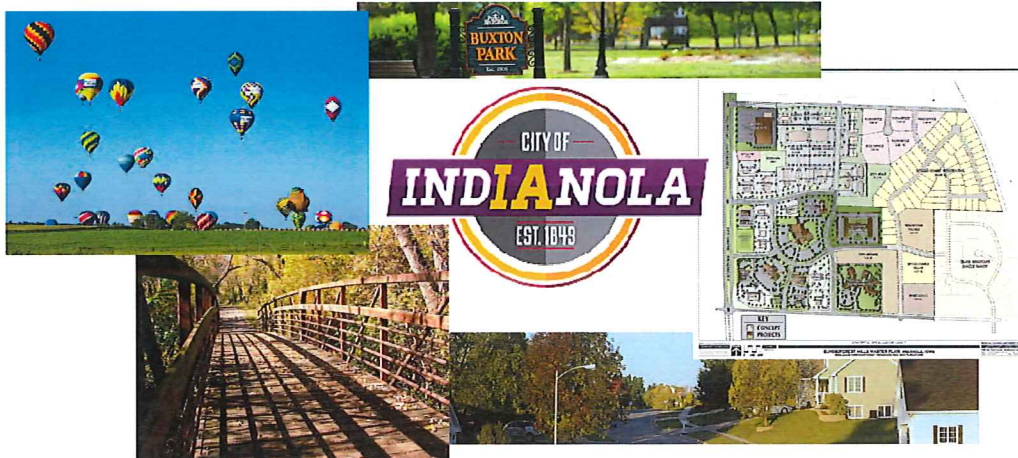
The 4 C's

- Communication
- Customer Service
- Collaboration
- Community Engagement

SELF EXPECTATIONS

- Advocator
- Broker
- Cheerleader
- Communicator
- Director
- Facilitator
- Listener
- Strategist
- Sounding board
- Translator
- Buffer

Main responsibility is to ensure
organizational alignment with the
community's vision



TEAM'S ROLE

- ◉ Invaluable
- ◉ Transforms vision to reality
- ◉ Adheres to
 - Open communication
 - Collaboration
 - Excellence
 - Trust



ACHIEVEMENT FOR INDIANOLA

- ◉ Understand vision
- ◉ Understand responsibilities
- ◉ Communicate openly and frequently
- ◉ Collaborate with internal and external stakeholders
- ◉ Trust and respect
- ◉ Monitor progress
- ◉ Celebrate successes
- ◉ Review, reassess and repeat





City of Indianola					
Major Projects & Goals Tracking Document					
Updated September 14, 2017					
Item #	Dept	Key Issues	Activities / Milestones	Estimated Timeline	Status/Comments
Strategic Focus Area #1 - Economic Development					
Goal 1: Promote Residential Development					
1-1-a: Review residential abatement program.	CD	Identified as priority by Council. Review of program is a legal process. Funds budgeted for FY 18.	Submitted research and budget recommendation on Nov. 11, 2016	11/1/2016	Complete
			Funding included in FY18 CIP Budget	-	Complete
			Develop Request for Proposals for blight assessment	5/17/2017	Complete
			Present proposal for Council action	7/17/2017	Complete
			Perform windshield evaluation	9/1/2017	Occurring
1-1-b: East Euclid Extension	CD	Extension of E. Euclid Will serve Prairie Glynn & Ashton Park subdivisions. Extension of road will create possibility of at least 140+ residential lots.	Determine to continue city-wide evaluation	10/1/2017	
			Complete evaluation and recommend change in ordinance and adoption	11/17/2017	
			Presented option for Development Agreement to ED Subcommittee for direction. Direction was to pursue.	-	Complete
			Development Agreement approved by City Council at April 3rd meeting	4/17/2017	Complete
			Developers provided bids	5/17/2017	Complete
1-1-c: Evaluate development and permit processing	CD	Evaluate process to ensure it is seamless and customer service oriented for residents and developers.	Review of bids by staff and city engineer	5/17/2017	Complete
			Installation of public improvements	9/20/2017	
			Council approval of improvements	10/20/2017	
			Develop team to include city staff, council member, builder and real estate agent	11/17/2017	
			Team will evaluate building codes, subdivision ordinance, site plan, zoning codes and filing fees	12/1/2017	
1-1-d: Work to develop a schedule (and ultimate execution of) for providing an overview of the current comprehensive plan to the Plan/Zoning Commission, as well as the City Council.	CD	Comp Plan is a guiding policy document that establishes a road map for City to prepare for/accomplish growth.	Team to make recommendation to city council	1/1/2018	
			Provide copy or web site link to current Council and P&Z Commission members	7/17/2017	Complete
			Research number of zoning changes, subdivision plat approvals, street extensions and utility extensions since current plan adoption	8/17/2017	Complete
			Develop and share presentation for Council and P&Z Commission	Month of October	Need to obtain dates for a joint meeting.
			Prepare a list of recommended action steps for P&Z and Council consideration and direction	11/14/2017	

Goal 6: Continue the marketing/branding initiative

1-6-a: Continue to market the community as a place to live, work and play.	CM	Ensure that developers, businesses and potential residents are aware of Indianola's quality of life, proximity to DSM and other attractions.	Develop a marketing video that highlights the community's commitment to residential growth.	9/16/2016	Complete
			Continue to work with community partners on marketing community	Ongoing	
			* worked with DMMO, Chamber, Warren County Fair, WCEDC, NBC on jointly participating in a digital marketing campaign to advertise the community's plethora of summer events.	6/1/2017	Arrangements made with Cumulus radio for digital marketing campaign. Partners are currently marketing their events, providing exposure for Indianola.
			* working with Greater DSM Partnership on modifying the marketing video to be utilized in community partners' digital marketing campaign.	8/1/2017	Two shorter videos are being created to use in the digital marketing campaign. Videos will be strategically placed in/around events that are attractions for families and home builders.
			* working with Greater DSM Partnership on modifying the marketing video to be utilized in community partners' digital marketing campaign.		
			* working with CVB and NBC to highlight/increase exposure of community and the Classic via the "Flight Over Des Moines"	7/17/2017	Flight over DSM to occur on 7/24/17.
			* continue to participate in events and meetings with developers and economic development groups	Ongoing	continue to participate in events in order to ensure Indianola is a visible name at key events.

Strategic Focus Area #2: Infrastructure

Goal 1: Continue to move forward with Waste Water System Updates

2-1-a: Facility plan for the WWTP Facility	WPC	Strategic Plan goal	Plan sent to DNR for review/approval	5/1/2016	
			Met with DNR officials for questions	8/1/2016	
			Met with DNR to discuss Anti-Deg	8/17/2017	8/8/2017
			Meet with DNR for further discussion	9/17/2017	Tentatively in Sept. 2017
2-1-b: Morlock Lift station	WPC	Upgrades needed to the 40 year old facility in order to handle growth on east side.			
			Bids received	week of 8/28	
			Bids presented to Council	9/5/2017	
			SRF funding application prepared/ready	9/5/2017	
			Project begins	10/1/2017	
			SRF funding application prepared/ready	9/17	
			Completion - Force Main-Lift Station	6/1/2018	
			Completion - Gravity Portion	7/1/2018	
			Time of Sale Ordinance passed	01/17	
			50,000 ft. of sewer cleaned & televised	08/16	
2-1-c: Inflow/Infiltration	WPC	Working to eliminate I/I will assist in ensuring operating costs are held in check.	20,000 ft. of sewer smoke tested	10/16	
			1,038 ft. sewer lined / 11 laterals lined	06/17	
			FY18 Sewer Locations Maps given to CIT	06/17	Clean, TV, Smoke Testing
			FY18 Clean, televising completed August 2017	08/17	20,000 feet
			FY18 Smoke Testing in mid September	9/13/2017	20,000 feet
			Engineer working on RFP	04/17	
2-1-d: McCord Lift Station Generator	WPC		RFP's sent out May 4, 2017	05/17	
			Meet with HR Green May 25th to review RFP's	05/17	After reviewing bids, recommending Van Maanen
			Recommendation to Council 6-5-17	06/17	
			Pre Con Meeting in July	08/17	August 2 @ HR Green office
			Start Date (Tentatively Middle of Sept.)		
			Final Completion October 1, 2017	10/17	
			Start reviewing project scope w/HR Green	9 to 10/17	
2-1-e: 15th St & HWY 92 Sewer	WPC		Review Plans w/Joe Frankl HR Green	09/17	
			Design & RFP's	12/17	Estimated Date
			Bid Opening	02/18	Estimated Date
			Pre Con Meeting	04/18	Estimated Date
			Completion	06/18	Estimated Date
			Memo from HR Green w/plans to bypass	8/16	
2-1-f: Lift Station Study	WPC	To help in focusing repairs and maintenance on lift stations and respective equipment.	Resolution to Council Approving Emergency Repairs	Completed	
			Recommendation to Council 9-18-17	9/17	
2-1-g: Fixed Film Reactor Bypass	WPC	Emergency repairs needed to ensure no violation of DNR permit.	Memo from HR Green w/plans to bypass	8/16	
			Resolution to Council Approving Emergency Repairs	Completed	
			Recommendation to Council 9-18-17	9/17	

Goal 2: Develop street repair/maintenance and financing plan				
2-2-a: Develop street repair/maintenance program	Streets	Council directive from November 2016	Snyder & Associates is conducting a five year comprehensive pavement indexing exercise	Oct. 2022 This is a five year project.
			Present survey results to City Council	Sept. 2017 Presentation of year 1 results.
			City staff and Engineer to review data in conjunction with CIP budgeting	Sept. - Nov. 2017
			Develop a prioritized schedule of projects.	Sept. - Nov. 2018
			Perform repairs from list	Spring thru Fall 2018
			Continue training and educating efforts for staff on best management practices and cementtech truck	Ongoing
			Record/report usage of cementtech truck	Ongoing
			Review short and long term options for S. K St.	Completed Presentation provided by City Engineer in Jan. 2017.
			Present options to CC for direction	Completed Direction provided to pursue short-term dust control efforts and monitor costs for maintaining.
			Conduct project	Completed
2-2-a: Evaluate options for South K St	Streets	Council directive from November 2016	Monitor condition of S. K St.	Ongoing Continue to monitor dust and condition of roadway.
			Track maintenance costs for City on S. K St.	Ongoing Costs for 2017 to be reviewed with City Engineer, CM and FD in winter.
			Provide update to City Council	Spring 2018
Goal 3: Develop a multi-year CIP & Vehicle/Equipment Replacement Plan				
2-3-a: Develop a Comprehensive Storm Water Plan	Streets		Snyder & Associates is conducting a three year comprehensive Storm Water/ Watershed management survey	Oct. 2020
			Present survey results to City Council	Nov. 2017 Presentation of year 1 results.
			City staff will clean and inspect 1/4 of storm sewer intakes annually	Nov. 2017
			Develop a prioritized schedule of projects.	Fall/Winter 2017/2018
			Repair and/or televise intakes and lines found to be deficient	Spring 2018
			Train and Educate staff on best management practices for storm water management	Summer 2018 partner with Iowa Storm Water Education Partnership to provide training deemed suitable for Street Department staff
			Inspect and inventory all traffic signal cabinets	October, 2017
			Perform preventative maintenance on all traffic signal cabinets.	November, 2017
2-3-b: Develop a Comprehensive Traffic Control Device Masterplan	Streets			

Strategic Focus Area #4: City Facilities					
Goal 1: Evaluate existing city facilities (city-wide) in terms of meeting current and projected needs and develop plan for enhancing facilities as may be needed					
				Business and feasibility study for fiber	
				completed	
4-1-a: City/IMU administrative & public safety facilities	CM/IMU	Evaluate the opportunities to co-locate City/IMU admin staff at current IMU building	Review/evaluate space layouts for admin staff at IMU	TBD	awaiting new GM
			Conduct a review of existing City Hall for opportunities re: new public safety facility	TBD	RFP to be developed after P.S. Staffing study
					EVALUATION TO OCCUR FOLLOWING RESULTS OF STAFFING STUDIES BEING PROCURED BY POLICE AND FIRE. LIKELY TO OCCUR TOWARDS 3RD OR 4TH QUARTER OF FY 18.
					Developed a 3-stage plan. Part 1 completed in February 2017. Part 2 will begin in Nov. 2017. Part 3 is still in the planning stage.
4-1-b: Renovate existing library building	Library	Renovate existing library building	Work with a space consultant with the State Library of Iowa to review options for better utilizing existing space.		Funding plans in process for Spring 2018
			Pursue outside funding to improve the library's main entrance	6/17/2017	
4-1-c: Address Library's AV equipment needs	Library	AV Needs	Develop a technology improvement plan to address the library's AV equipment needs	Start Spring 2018.	
4-1-d: Replace undersized Pickard Park Concession Stand/Storage building	PR	Upgrade City Facilities and Council action re: T-Rex. Replace two buildings that are undersized and in need of repair	Concept Design – Snyder & Associates	September 2017	
			RFP Proposal to City Council	18-Sep-17	
			Award of construction Contract	Oct-17	
			Move and store current equipment/supplies	Sept-Oct 2017	
			Demo of current storage building	Oct-Nov 2017	
			Construction of new building	Oct 2017-Mar 2018	
			Demo of old concession building and implement use of new building for 2018 Spring Season	Mar-April 2018	

4-1-e: Replace greenhouse at Pickard Park	PR	High School Greenhouse is now unavailable and this will consolidate the flowers and plants into one location	Evaluate park areas to locate larger building	Fall 2016	Complete
			Estimate of expenses for building and installation	Winter 2016	Complete
			Seek alternative site plan with Community Development	Spring 2017	Complete
			Bids for building and construction	04/17	Complete
			Demo of current greenhouse	July-August 2017	Complete
			Construction of new building	Sept-Oct 2017	Complete
			Implement new greenhouse for winter planting and growing	11/17	
4-1-f: Address IT equipment issues	IT		Research of hardware and software		Completed
			Hardware buildout		Completed
			Spam filter purchase and configuration		Completed
			Backup device ordered and configured		Completed
			Purchase of licensing		Completed
			Transfer of email accounts to the new domain		Completed
			Cleanup of old domain and preparation for it being discontinued.		Completed
4-1-g: Enhance city website	IT	Identified as priority to enhance the council goal of economic development	Research and analysis of current site	-	Complete
			Department head feedback from website analysis.	-	In Progress
			Make department changes to current site to bring content up to date.	TBD	
			Develop a plan with department heads input to annually review website for needed changes	TBD	
4-1-h: Replace SCADA system	IT	Replacement of existing SCADA system by Osii for the electric department	Meet with vendor to determine IT needs for the system	Spring 2017	Completed
			Build out of IT infrastructure to handle the new system	Summer 2017	In Progress
			Installation of new system	Fall/Winter 2017	

Strategic Focus Area #5: City Staffing					
Goal 1: Address human resources issues					
5-1-a: Develop staffing plan for Police Department and Fire Department	PD/FD	Determine the proper staffing levels to provide adequate public safety	Develop RFP		
			Present to City Council for review and authorization	completed	completed
5-1-b: Update personnel policies/handbooks	HR	Currently have 4 different handbooks with different policies/procedures.	Publish RFP	completed	responses due Sept. 29, 2017
			Review responses and develop recommendation for Council consideration	completed	
			Present to City Council for award	10/20/2017	
			Consultant to conduct review	11/16/2017	
			Present findings of studies to City Council	3/1/2018	
			Review each handbook; look for similarities and differences.	4/2/2018	
			Reach out to other City HR contacts for samples.	10/17	
			Combine all policies into 1 handbook.	08/17	Complete
			Brick Gentry to review	03/18	
			City Manager/GM to review.	04/18	
5-1-c: Review and update if necessary Job Descriptions	HR	Job descriptions do not contain a last reviewed date; it is unknown when they were last reviewed. Need to add signature line for employee to attest receiving; ensures employee knows what their job entails.	Council/Board to approve.	05/18	
			Update job descriptions with EEO language, signature block & date.	06/18	
			Reach out to other City HR contacts for samples, if needed	09/17	
			Send to dept heads to obtain signatures from employees	As needed	This will be done as needed as jd's are reviewed by dept heads
			Due date for signed jd's to be completed and back to HR.	09/17	
5-1-d: Implement an employee exit interview process	HR	Allows for us to understand why an employee is leaving and look for patterns of areas we can improve on.			
			Have staff member complete form upon turning in resignation.		
			Meet with Human Resources to discuss items on exit interview	Ongoing	
			HR follows up with City Manager and or dept head as needed.	Ongoing	

Goal 2: Evaluate employee wage and benefit packages				
5-2-a: Review of public safety pay plan	HR/PD/FD/FIN	Review and recommend adjustments to public safety pay plan, if necessary	Conduct survey of Metro communities	
			completed	
			Draft a conceptual pay scale addressing deficiencies	
			completed	
			Conduct analysis of impacts of conceptual scales, factoring health insurance savings.	
	Ongoing			
	Prepare draft memo with analysis and recommendations			
	10/1/2017			
	Present to City Council			
	10/16/2017			
5-2-b: Review payroll system	HR	Current system is outdated and very manual causing lots of room for errors.	Review functionality of Kabel	
			completed	
			5/9/17 - Completed 4/28 and 5/2. Due to fiber implementation, it was learned that a new billing and financial system may be necessary. Reviewing this function along with the fiber initiative to gain economies of scale. 9/5/17 - waiting for further word from IMU re fiber accounting system.	
			Ongoing	
			Temporary fix for timesheets - convert from paper to Excel. Working with staff on creating templates in order to create some efficiencies.	
			09/17	
Goal 1: Continue programs and actions to enhance the City's financial condition				
6-1-a: Evaluate cost savings regarding printing and mailing the Indianola Magazine	IT	Determine if there are any cost savings to printing and mailing the Indianola Magazine	Research Printing Costs	
			Spring 2018	
			Request RFP for 2 year contract for magazine printing	
			Spring 2018	
6-1-b: Evaluate cost savings associated with converting park areas to native prairies	PR	Procedures, education and costs associated with converting park areas to native prairies	Identify areas of parks that could be potential prairie areas	
			Complete	
			Estimate of expenses related to planting prairie areas and research grant opportunities to address costs. Identify potential partners	
			Complete	
			Present to Parks and Recreation Commission and City Council	
			Sept-Oct 2017	
Educate and communicate to community				
Sept-Oct 2017				
Implement new procedures or prepare for prairie plantings if selected				
Nov 2017-March 2018				

Goal 2: Implement the City's financial policies					
6-2-a: Implement City's financial policies	FN	Review and modification of policies	Reviewed City's financial policies in advance of FY19 budget	completed	
			Identified three areas for updating	completed	
			Present to City Council for consideration	9/18/2017	
	6-2-b: Library Fund Balance	Library	Addressing the library's compliance with Section 3 of the COI Financial Policy	Library Board of Trustees approved a five-year plan to bring the library's budget into compliance with the Cash Reserves Policy.	Plan approved but unfunded in FY18. Will address again in FY19 budget.
Goal 3: Evaluate alternatives to address rising costs associated with providing employee health insurance					
6-3-a: Evaluate health insurance options	HR/FIN	Current plan is costly and outdated.	Meet with insurance broker to determine options.	completed	
			Meet with Health Insurance committee as needed to discuss options and ideas, as needed.	completed	
			Meet with Council to review options, as needed	completed	
			Council Initial Review of Proposal	completed	
			Roll Out Plans or Options to Employee	completed	
			Work on renewal for a 1/1/18 plan year	Oct-Nov 2017	
				Health insurance committee meetings	Monthly
6-3-b: Continue to work with the Health Insurance Committee and other employee committees to provide necessary training and organizational information.	HR	Ensure all staff have information and questions are being answered			
			Employee forums to educate on new health plan	Monthly	
			Publicize information via Facebook, emails, handouts and other employee forums.	Ongoing	

Goal 4: Develop multi-year Capital Improvements Program and Equipment/Asset Replacement Plan				
6-4-a: Develop CIP	FN	Improved Budgeting	Review Needs with Departments	Continuous
			Develop Initial Plan FY 17	4/1/2016
			Develop 5 year CIP/Equipment	4/1/2017
			Council Approval (with Budget)	4/1/2017
6-4-b: Review Emergency Sirens System	FD	Replacement of out dated equipment	Add new years information and re-prioritize	Continuous
			Conduct an inspection of siren network	completed
			Perform necessary repairs as identified by inspection	Ongoing
			Develop a tentative replacement schedule	10/2/2017
6-4-b: Develop work plan to implement IT capital budget	IT		Research likely cost of replacement	10/2/2017
			Submit funding request	FY 19 budget process (CIP)
			Gathering of financial information from the 16/17 budget to determine expenses	-
			Identify items that will be requested on the 17/18 CIP	-
			Develop a spending plan for approved purchases based on workload and ability to implement changes	In Progress
			Request quotes for IT equipment	May - June
			Replace main switch stack	July - August
			Replace gateway security device	September
			Replace desktop computers (25)	March 2018
				In Progress
				three of the seven sirens have received maintenance

Goal 5: Improve budget process					
6-5-a: Update budget calendar and actively manage the budget process.	FN	Goals and Deadlines for budget process to ensure compliance with City policy & State law.	Review Prior Year Issues/Activities	5/1/2017	Complete
			Develop Changes and Recommendation	5/1/2017	Complete
			Issue new calendar to staff for comment	6/1/2017	Complete
			Calendar Presented to Council	6/1/2017	Complete
6-5-b: Proactively monitor budgets/funds to improve tracking of financial condition.	FN	Better tracking of financial condition and communication to elected officials and public.	Implement with Staff and Council	3/18/2017	On schedule
			Develop Summarized Financial Statements	12/1/2017	
			Develop Budget Comparisons	12/1/2017	
			Present Information to Staff for comment	9/12/2017	
			Initial Quarterly Report	9/18/2017	FY 17 year end
			1st Quarter Report	10/18/2017	FY 18 1st quarter
			2nd Quarter Report	1/15/2018	
			3rd Quarter Report	4/15/2018	
			4th Quarter Report	7/15/2018	
6-5-c: Convert general ledger and financial statement from cash to accrual basis	FN	Accrual basis provides a more accurate reporting of City's financial health.	Auditor in Place for FY18	6/1/2017	Completed by Council Vote
			Coordination Meeting to Develop Timeline	10/1/2017	Initial Meeting Complete, follow-up forthcoming
			Write Full Schedule	10/15/2017	
6-5-d: Submit FY 18 Budget for GFOA distinguished budget award	FN	Submit annual budget document to the GFOA for scrutiny and feedback on improving document.	Prepare Budget with needed criteria	3/1/2017	Completed and Passed Council
			Application Completed	5/1/2017	Completed
			Criteria Sheet	5/1/2017	Completed
			Submission	5/15/2017	Completed
			GFOA Award Recommendation Deadline	06/2018	FY17 recommendations could be as late as June of the following year
			FY19 Budget Preparation	08/2017-03/2018	
			Application for FY19	5/1/2018	

OTHER

7-1-a: Emergency planning	PD/FD	City-wide emergency effects most departments, not just public safety	Design table top exercise for directors	Complete	
			Review specifics of "table top" with County	Complete	
			Work with Dept Heads on FEMA prep work	10/1/2017	
			Conduct table top exercise with Dept. Heads	Fall 2017	Date for table top TBD but targeted for Fall. Waiting to see how a table top with local senior centers go before setting date.
7-1-b: Develop and execute a training program for staff on IT security protocols	IT	Ongoing educational training			
			Research programs from State of Iowa	Spring 2018	
			Develop training schedule for departments	Summer/Fall 2018	
7-1-c: Conduct a review of the City's Purchasing Policy	City Clerk	Action item from City Council April 1st retreat			
			Survey of communities	11/1/2017	
			Review results of survey with Staff and develop a draft	12/1/2017	
			Present to City Council for review/direction	2/1/2018	
7-1-d: Create an onboarding process for new Council Members	CM	Ongoing educational training			
			Prepare introduction letters for candidates	10/1/2017	
			Schedule meetings with candidates	on-going	
			Create departmental tour/meetings	mid October	
7-1-e: Work with necessary stakeholders to implement Hometown Pride endeavor	CM	Council Directive	Research and schedule League of Iowa Cities orientation	TBD	
			Met with steering committee in August.	Complete	Performed by steering committee at August meeting.
			Community coach job ad created/posted	Complete	waiting on info from Chair
			Conduct review of resumes/interview	TBD	Per the 28E agreement for Hometown Pride, City Council must appoint a committee to work with Community Coach.
			Appoint a City Hometown Pride Committee	October or November 2017	

City Council Study Meeting

4.

Meeting Date: 09/18/2017

Information

Subject

Other items

Information

Fiscal Impact

Attachments

No file(s) attached.
