



**AGENDA  
CITY OF CEDAR FALLS, IOWA  
STANDING COMMITTEE MEETING  
MONDAY, APRIL 17, 2023  
5:45 PM AT CITY HALL, 220 CLAY STREET**

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*Committee meetings will begin at the time noted above with succeeding Committee meetings starting immediately following the conclusion of the previous meeting. Time periods for individual topics represent an estimate and is based on the time of completion of the previous Committee topic.*

**Call to Order**

**Roll Call**

**Committee of the Whole**

1. Review of Council Salary.  
(20 Minutes, Controller/City Treasurer Lisa Roeding)

**Community Development Committee**

1. Downtown Public Restroom Study.  
(25 Minutes, Community Development Director Stephanie Houk Sheetz)
2. Iowa Workforce Housing Tax Credit.  
(20 Minutes, Community Development Director Stephanie Houk Sheetz)

**Adjournment**

# ***Review of City Council Member Salary FBO Committee April 17, 2023***



# ***Council Goal Setting Recommendation***

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Item 1.

Council recommended during City Council FY2024 Goal Setting in November 2022, to review Council pay.

## ***Council Members as Employees & Restrictions on Compensation***

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Item 1.

City council members and mayors are considered employees of the city and must be paid through the city's payroll for any compensation that has been established by ordinance as required in *Code of Iowa* Section 372.13(8). Many cities have adopted ordinances that pay council members on a per meeting basis or through an annual wage to satisfy this requirement.

# ***Cedar Falls Code of Ordinance***

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Item 1.

Sec. 2-47. - Salary of members.

Each councilmember of the city shall receive an annual salary of \$4,098.60 and after January 1, 2000 an annual salary adjustment equal to the latest calendar year annual federal consumer price index rate awarded at the start of each fiscal year. Said salary shall be payable in such manner as the council shall by motion direct.

# ***Rate History 2000 - 2009***

Item 1.

<b>Calendar Year</b>	<b>Council Salary</b>	<b>Prior Year-end CPI</b>
<b>2000</b>	\$ 4,098.60	5.80%
<b>2001</b>	\$ 4,209.24	2.70%
<b>2002</b>	\$ 4,352.40	3.40%
<b>2003</b>	\$ 4,422.00	1.60%
<b>2004</b>	\$ 4,528.08	2.40%
<b>2005</b>	\$ 4,614.12	1.90%
<b>2006</b>	\$ 4,766.40	3.30%
<b>2007</b>	\$ 4,928.40	3.40%
<b>2008</b>	\$ 5,051.64	2.50%
<b>2009</b>	\$ 5,258.76	4.10%

# ***Rate History 2010 - 2019***

<b>Calendar Year</b>	<b>Council Salary</b>	<b>Prior Year-end CPI</b>
<b>2010</b>	\$ 5,264.04	0.10%
<b>2011</b>	\$ 5,406.12	2.70%
<b>2012</b>	\$ 5,487.24	1.50%
<b>2013</b>	\$ 5,651.88	3.00%
<b>2014</b>	\$ 5,748.00	1.70%
<b>2015</b>	\$ 5,834.28	1.50%
<b>2016</b>	\$ 5,880.96	0.80%
<b>2017</b>	\$ 5,922.12	0.70%
<b>2018</b>	\$ 6,046.44	2.10%
<b>2019</b>	\$ 6,173.40	2.10%



# ***Rate History 2020 - 2023***

Item 1.

<b>Calendar Year</b>	<b>Council Salary</b>	<b>Prior Year-end CPI</b>
<b>2020</b>	\$ 6,290.64	1.90%
<b>2021</b>	\$ 6,435.36	2.30%
<b>2022</b>	\$ 6,525.48	1.40%
<b>2023</b>	\$ 6,982.32	7.00%



# ***Percentage of Rate Change from 2000 to 2023***

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Item 1.

	<u><b>2000</b></u>	<u><b>2023</b></u>	<u><b>% Change</b></u>
<b>CY Council Salary</b>	\$ 4,098.60	\$ 6,982.32	70.4%

- Actual Change in CPI during this time was 70.1%

# City Council Salary Survey Results

Item 1.

- Top 25 Cities were Surveyed; with 24 responses

<b>Average Annual Salary</b>	<b>\$ 9,372.60</b>
<b>Average W/out Cedar Rapids &amp; Des Moines *</b>	<b>\$ 7,902.17</b>
<b>Median</b>	<b>\$ 7,864.00</b>

- Cedar Falls Current Annual Salary \$6,982.32

\* Cedar Rapids \$22,214.40/yr.; Des Moines \$28,880.28/yr.

# ***Change to Ordinance***

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Item 1.

...and the council shall not adopt an ordinance changing the compensation of the mayor, council members, or other elected officers during the months of November and December in the year of a regular city election. A change in the compensation of council members becomes effective for all council members at the beginning of the term of the council members elected at the election next following the change in compensation. (*Code of Iowa* Section 372.13(8))

# ***Motion***

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Item 1.

- Keep ordinance the same
- Direct staff to draft amendment to the ordinance (Sec. 2-47).

# ***Questions?***



### 2023 Salary Survey

City	City Population	Annual Salary
Ames	66,427	\$ 10,000.00
Ankeny	67,887	\$ 7,000.00
Bettendorf	39,102	\$ 9,196.00
Burlington	23,982	\$ 9,270.00
Cedar Falls	40,713	\$ 6,982.56
Cedar Rapids	137,710	\$ 22,214.40
Clinton	24,469	\$ 6,000.00
Coralville	22,949	\$ 5,733.00
Council Bluffs	62,799	\$ 12,996.12
Davenport	101,584	
Des Moines	214,133	\$ 28,880.28
Dubuque	59,667	\$ 11,100.00
Fort Dodge	24,871	\$ 4,800.00
Iowa City	74,828	\$ 13,832.00
Johnston	24,064	\$ 1,200.00
Marion	41,535	\$ 4,800.00
Marshalltown	27,591	\$ 5,500.00
Mason City	27,338	\$ 7,400.00
Muscatine	23,474	\$ 4,400.00
Ottumwa	25,529	\$ 4,000.00
Sioux City	85,797	\$ 15,000.00
Urbandale	45,580	\$ 7,000.00
Waterloo	67,314	\$ 10,309.96
Waukee	24,089	\$ 8,328.00
West Des Moines	68,723	\$ 9,000.00

Average Annual Salary	\$ 9,372.60
Average W/out Cedar Rapids & Des Moines *	\$ 7,902.17
Median	\$ 7,864.00

**DEPARTMENT OF COMMUNITY DEVELOPMENT**

City of Cedar Falls  
220 Clay Street  
Cedar Falls, Iowa 50613  
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**MEMORANDUM****Administration Division**

**TO:** Mayor Green & City Council  
**FROM:** Stephanie Houk Sheetz, AICP, Director of Community Development  
**DATE:** April 10, 2023  
**SUBJECT:** Downtown Public Restroom Study Discussion

On July 19, 2022, the Council referred to the Community Relations & Planning Committee, a discussion on whether a downtown restroom study was warranted. Staff has prepared information intended to support the Committee's discussion including. A brief presentation at the Committee meeting will include: location and availability of public restrooms downtown, private restroom requirements, accessibility requirements, location and type of upgrades that could be considered for existing public facilities, and other ideas such as public-private partnerships, temporary restrooms, or new building of a permanent restroom facility.



# ***Downtown Public Restrooms Study***

***April 17, 2023***



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## ***Background: Public Restrooms***

- Referred in July 2022: Discuss whether a study is needed.
- Goal setting did not identify as a priority to work toward implementing.
- Multiple comments from one individual during public have been on-going.



Community Development Committee: April 17, 2023



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## ***Informational Topics: Public Restrooms***

- Public restroom availability downtown
- Private restroom requirements
- Accessibility requirements
- Potential upgrades to City facilities
- Other ideas



Community Development Committee: April 17, 2023



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## ***Map of Public Restrooms***



- Always open
- During business hours
- During events
- Summer



Community Development Committee: April 17, 2023



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## ***Private Restroom Requirements***

### General Building Code Information:

- Bathrooms are required for all buildings.
- The use (classification) sets the ratio of water closets, lavatories, or bathrooms/showers.
- Exceptions may apply when less than 50 occupant load, allowing one unisex bathroom in lieu of two separate ones.
- Owner/business is required to have those available to their customers, in most cases.



Community Development Committee: April 17, 2023

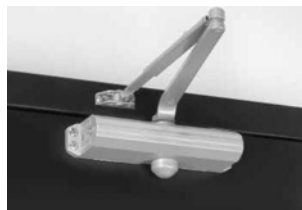


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## ***Accessibility Requirements: Restrooms***

### General Building Code Information:

- Effort to open is regulated, not weight or closing time.
- Best practice: self closing.



Community Development Committee: April 17, 2023



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## ***Potential Change to Select Locations***

Change Library or Community Center: Add push button to open  
OR remove self-closing hardware

### **Library Restroom on 1<sup>st</sup> floor:**

- Add push buttons to main bathrooms (women's & men's) ≈ \$7,000
- Readily recognized as an open facility
- Open every day of the week & several evenings

### **Library Restroom on 2<sup>nd</sup> floor:**

- Remove self-closing hardware, add sign alerting users to close it.

### **Community Center Restrooms:**

- Remove self-closing hardware, add sign alerting users to close it.



Community Development Committee: April 17, 2023



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## ***Other Ideas: Public Restrooms***

- Install permanent standalone restroom facility
- Include in future parking ramp
- Temporary bathrooms: trailer or port-a-potty
- Public-private partnership: rent existing bathrooms



Community Development Committee: April 17, 2023



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## ***Other Ideas: Public Restrooms***

### **Standalone restroom facility**

- Nordic Park (near Mayors Ped Bridge)
  - Built in 2016
  - \$25,000 → today: \$31,250
  - Single unisex space
- Place-to-Play Park
  - Built in 2019
  - \$65,000 → today: \$81,250
  - Two, gender separate spaces
  - Size: 10 ½ x 30 feet (4 parking spaces)



Community Development Committee: April 17, 2023

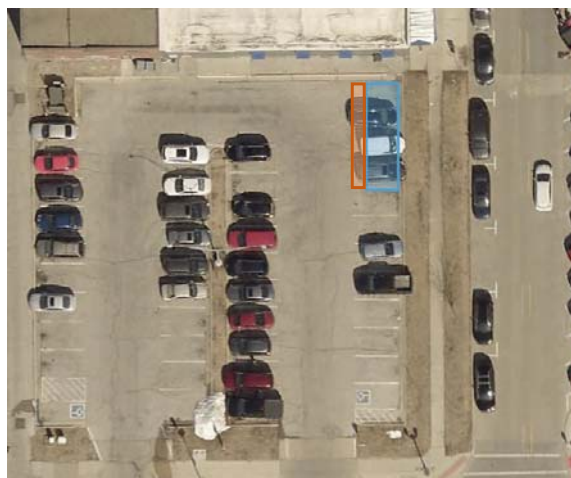


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## ***Other Ideas: Public Restrooms***

### **Standalone restroom facility**

- Size: 10 ½ x 30 feet  
(4 parking spaces)



Community Development Committee: April 17, 2023



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## Other Ideas: Public Restrooms

### Temporary bathrooms: trailer or port-a-potty

- Time of year: May – October? All year?
- Port-a-Potty: \$135/mo, serviced 4 times per month (7' deep x 5 ½ ' wide = 1 parking space)
- Trailer – no response to three requests



Wheelchair-Accessible Restroom Trailer  
ADA+2



ADA-Compliant Portable Restroom



Community Development Committee: April 17, 2023

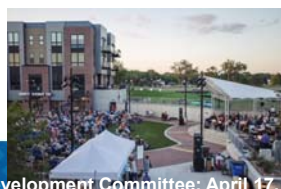
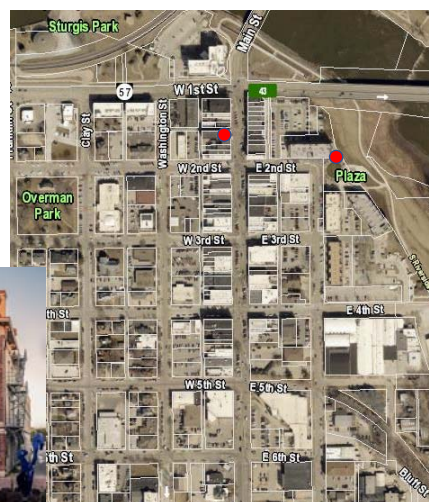


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## Other Ideas: Public Restrooms

### Public-private partnership: rent existing bathrooms

- River Place Plaza ≈ \$56,000/yr, plus initial security install costs of \$4,000.
- Black Hawk Hotel ≈ \$32,500/yr



Community Development Committee: April 17, 2023



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## Potential Restroom Locations



- City Public Parking lots (black dots): E 3<sup>rd</sup>/State, E 2<sup>nd</sup> St., W 2<sup>nd</sup> St., W 3<sup>rd</sup> St (3<sup>rd</sup>/Washington), W 5<sup>th</sup> St./Washington
- City spaces (green dots): Peter Melendy Park, Overman Park, W 1<sup>st</sup> St, 309 E 4<sup>th</sup> St.
- Private land (blue dots):
  - 122 Washington St. (motel, if extra parking)
  - SEC 3<sup>rd</sup> & State
  - NWC W 2<sup>nd</sup> & Clay
  - 422 Main St. (if extra parking)
  - 301 Washington St. (former Lincoln Savings)
  - 200 W 1<sup>st</sup> St. (Arabella, if extra parking)
  - NEC 4<sup>th</sup> & State (Viking Pump)
  - SWC 4<sup>th</sup> & State (vacant building?)



Community Development Committee: April 17, 2023



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## Vandalism & Other Uses

- Constant and frequent monitoring is very important.
- Depending on hours open, can be a significant staff cost.
- Restroom cleaning/maintenance was ≈700 hours in 2022.
- Vandalism was 35-40% of this, with ≈ \$5,700 in direct costs to cleaning up, replacing, and repairing items.



Community Development Committee: April 17, 2023



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## ***Discussion: Public Restrooms***



Community Development Committee: April 17, 2023



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**MEMORANDUM*****Administration Division***

**TO:** Mayor Green & City Council  
**FROM:** Stephanie Houk Sheetz, AICP, Director of Community Development  
**DATE:** April 10, 2023  
**SUBJECT:** Iowa Workforce Housing Tax Credit Program

Goal 4.C.6 of the Council adopted FY2024 Council Goals (CFD1101) includes a variety of affordable housing development objectives. The State has offered an Iowa Workforce Housing Tax Credit Program for a number of years. This year, several developers have expressed to staff their intent to apply and requested to know the City's potential support of their project. While we have not received a formal request or proposal at this time, staff anticipates this prior to the June 9, 2023 application deadline. Therefore, staff would like to provide an overview of the State's program as well as the potential local projects and requests under the program at the April 17<sup>th</sup> Committee meeting.

# ***Iowa Workforce Housing Tax Credit Program***

***April 17, 2023***



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## ***Program Highlights***

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- Applications due June 9, 2023
- \$35 million available
  - Small cities: 50%
  - Urban areas: 50% (Black Hawk County is defined as urban)
- Very competitive: 2022 -133 applications, 57 awarded (\$35M)



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## ***Eligible Project Sites***

- Housing development located on a brownfield or grayfield site.
- Repair or rehabilitation of dilapidated housing units.
- Upper story housing development (existing multi-use building).
- New construction in a greenfield (Small Cities only).



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## ***Requirement Highlights***

- Local action:
  - Requires resolution of support from city
  - Requires local match - \$1,000/unit minimum
- A Market study / Housing assessment / Developer Market Review must be provided as an attachment.



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## ***Program Financial Highlights***

- Minimum number of units in project:
  - single family: 4+
  - multi-family: 3+
  - upper story housing: 2+
- State tax credit up to 10% of first \$150,000 of new investment per unit (max credit: \$15,000)
- Maximum award for a project is \$1 million
- Cost cap per unit:
  - single-family \$298,021
  - multi-family: \$241,643
- Credit is earned when unit is certified for occupancy



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## ***Recent Past Cedar Falls Applications***

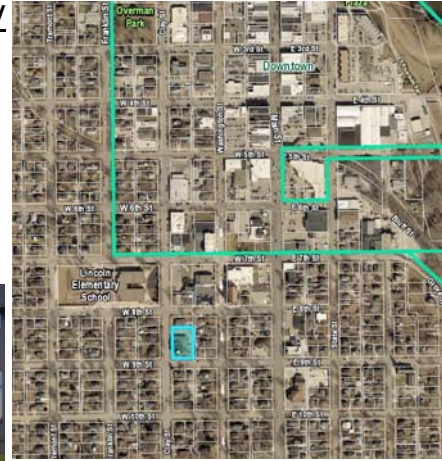
- Urban Flats (W 23<sup>rd</sup> St.) - 2015
- RiverPlace (MU2 Project) – 2019
- 2119 College St - 2022



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## 2023 Potential Applications

### Downtown Area – Cottage Courts (9<sup>th</sup> & Clay)



Urban Renewal District

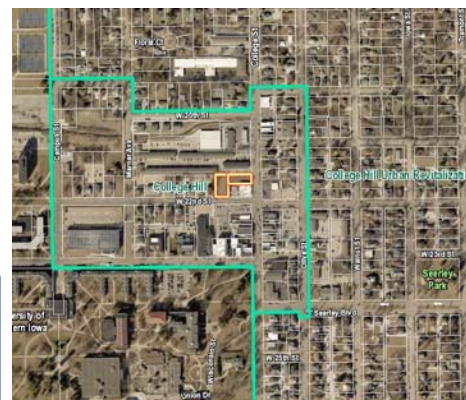


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## 2023 Potential Applications

### College Hill Area – 2119 College St.

- Site plan approved: June 2019



Urban Renewal District



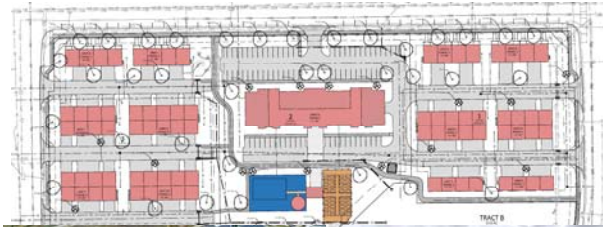
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## 2023 Potential Applications

### Greenhill Village

- No approved site plan



Tiffin, IA



Tiffin, IA

Urban Renewal District



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## Discussion



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