

STATE OFFICE FOR
PLANNING AND PROGRAMMING



REPORT



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INSIDE THIS ISSUE:

PAGE

LETTER FROM THE DIRECTOR

2

GOVERNOR'S EDUCATIONAL ADVISORY COMMITTEE

2

DIVISION OF MUNICIPAL AFFAIRS

DIRECTOR'S COLUMN

3

STATE ACTION ON HOUSING NEEDS

3

DIVISION REPORTS

4

DIVISION STAFF

4

IOWA HIGHWAY SAFETY PROGRAMS

5

C.A.M.P.S. IN NEW CAMPSITE

5

PLANNING FOR RESULTS

6

INFORMATION CENTER ON FEDERAL PROGRAMS

6

TO OUR READERS:

The Office for Planning and Programming was established as a statutory office on July 1, 1969. The past year has been spent reorganizing the office to carry out the duties imposed by the new State legislation, and also required by the federal grants assigned to us. The activity reports contained in this newsletter indicate that most of the programs of this office have medium or long range significance. If these programs are to be successful we must have an effective means of communication with persons in other State departments and agencies, and with persons in local governments who also have a vital interest in improving government services. A newsletter is a poor substitute for a personal visit, but we believe it necessary to issue a monthly report to help keep you informed of our activities. We will supplement it with interim specialized reports as required.

As most of you realize, comprehensive state planning is a relatively new concept. It departs from traditional, functional planning and aspires to soar into new worlds of better government service. State planning activities are summarized in such words as "coordination," "technical assistance," "intergovernmental relations," "clearinghouse activities," "evaluation," and "executive management" or "policy framework planning." These words have different meanings depending upon the sophistication of the reader. However, I have a great suspicion that what the taxpayer wants, however we describe it, is better and more efficient government services regardless of the level or the nature of the service. Government in all of its activities ought to be devoted entirely to this single purpose. This is the primary objective of our staff.

We hope this newsletter will give you some knowledge of our people, programs and responsibilities and be an invitation to you to call upon us for assistance. When Adam first proposed to Eve, she shunned him. But he was insistent and offered his heart in a second effort, but again she only blushed but gave no response. Finally in desperation he asked, "Tell me Eve, is there another?" Communication is a reciprocal process! Our news report will be one of our efforts to communicate with you. We hope that, unlike Eve, you will respond and support us with comments and criticisms in a joint effort toward making better and more efficient government a reality.

LEROY H. PETERSEN
Director

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GOVERNOR'S EDUCATIONAL ADVISORY COMMITTEE

The study of education now in progress under the auspices of the Advisory Committee has been organized into several projects.

One of these projects is an assessment of vocational-technical education in Iowa and the area schools. The Governor's Committee and the State Advisory Committee for Vocational Education have joined in a cooperative effort to conduct this study which will enable each group to satisfy the responsibilities each holds. This cooperation will provide a more thorough study than would have been possible had each committee worked alone.

The contract for work on this project has been awarded to the Institute for Educational Development based in New York. This firm has experience in the assessment of educational programs. A key phase of this study is the on-site visitation of each Area School, several secondary schools, business and industry representatives in each area, and several private colleges.

Several members of the education committees of the legislature, the State Board of Public Instruction, the Board of Regents, and other education groups have also spoken with the consultants.

The preliminary report to the Governor's Committee and the Vocational Advisory Council is expected in September 1970. The findings will be reviewed and incorporated in the final report of the Governor's Educational Advisory Committee.

Project Director Named

The Governor's Educational Advisory Committee has retained Dr. Dennis Harken as consultant to serve as project director for the entire study. Dr. Harken has served in Iowa education for ten years, most recently as Superintendent of North Central Community School District. His responsibilities include direction of sub-projects and final report preparation.

DIVISION OF MUNICIPAL AFFAIRS

DIRECTOR'S COLUMN

The major objective of the Division of Municipal Affairs (DMA), established during the first session of the 63rd General Assembly, is to assist Iowa's counties, cities and towns in providing efficient and effective services to local citizens.

I do not have to dwell on the multitude of well publicized problems confronting local government. Increasing urbanization and industrialization have brought continued growth and progress to Iowa; however, along with these benefits have come problems for local government, especially in the delivery of community services. Demands on local government for more and better services are increasing at a rapid rate and many Iowa communities are under heavy financial strain to meet these demands. None of the problems confronting us are insurmountable. However, solutions will require organized forethought and direct coordinated action. We must carefully formulate planned solutions based upon an honest and objective analysis of the present and future needs confronting our local units of government, a careful examination of alternative methods for handling the problems and a well structured design for implementing the collectively agreed upon program of action.

It is the specific responsibility of the Division of Municipal Affairs to provide assistance to Iowa cities, towns and counties in their delivery of community services. This office will be action oriented. In order to avoid spreading ourselves too thin among the multitude of problems confronting our local units of government and thereby dilute our impact, we will initially focus our major attention upon the two or three most critical problems confronting Iowa's local units of government. The basic tools to be used by this office in carrying out its responsibilities include: providing advice and assistance to the Governor in directing the resources of state government to aid local governments in the solution of their problems; providing overall supervision, direction, evaluation and coordination of technical assistance activities from state and federal agencies to local governments; carrying out research on local government problems; serving as a clearinghouse of information related to the common problems of local government and of state and federal resources available to assist in the solution of those problems; and, providing technical assistance to local governments in the solving of local problems.

I would hope that I could call upon you for your comments and suggestions as to the direction this office might take in the future in order to best fulfill its responsibilities.

KENNETH C. HENKE, JR.
Director, Division of Municipal Affairs
Office for Planning and Programming

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STATE ACTION ON HOUSING NEEDS

The Division of Municipal Affairs has been assigned the responsibility of coordinating state involvement in the area of housing. DMA is presently preparing a multi-year work program to enable better coordination of efforts directed toward reducing Iowa's housing problem. Specific activities related to housing include:

- a. Updating of the 1968 State Housing Needs report (summaries available upon request) according to 1970 Census data.
- b. Preparation of printed information describing governmental housing programs.
- c. Inventory and analysis of potential aggregated housing markets.

- d. Staff assistance in the preparation of enabling legislation authorizing the establishment of a uniform State Building Code based upon performance standards.
- e. In-depth analysis as to the causes giving rise to Iowa's housing problems and the development and analysis of possible solutions.
- f. Review and analysis of state enabling legislation pertaining to municipal and county zoning as to its effect upon the supply of housing for all residents.
- g. Inventory and analysis of potential sites for use by aggregated markets.

DIVISION REPORTS

The following reports prepared by the Division of Municipal Affairs for use by local units of government are available upon request:

- *How to Conduct and Program Urban Housing Projects.* This manual and its companion report, *How to Conduct Comprehensive Inventories of Housing Needs*, have been designed for use by local units of government which must serve their communities with rather limited staff resources. The manuals are set up to attack housing problems in a step-by-step procedure. Among other topics, the manuals cover subject areas such as: The measurement of housing needs, the analysis of present housing conditions, the forecasting of future needs and supply, the establishment of an organization for the execution of housing projects, and an explanation of the major governmental housing programs available.
- *Annexation in Iowa: Planning and Procedures.* This manual was prepared to provide the reader with a clear and concise understanding of annexation in Iowa. Attention is directed at primary considerations in deciding whether or not to annex, the proper procedure for implementing annexation, and the Iowa law regarding annexation.
- *Guide for Civil Service Commissioners in Iowa.* This manual deals with the functions and responsibilities of civil service commissioners in Iowa. Its primary purpose is to instruct civil service commissioners on how to perform their duties within the framework of Iowa civil service law as provided in Chapter 365 of the *Code of Iowa*. Its secondary purpose is to provide a concise explanation of what civil service is -- the role of the civil service commission, the legal guidelines regarding testing procedure, selection of applicants, and procedure for hearing appeals.
- *Implementation of Newly Enacted Laws.* This manual is designed to provide city clerks, mayors, city attorneys, and other interested city officials with a guide to new or modified procedures required by the passage of legislation of the 63rd General Assembly which affect cities and towns in Iowa.
- *Licenses and Fees: A Review.* This manual was prepared as an aid to those cities and towns desiring to review their license and permit fee schedules.

DIVISION STAFF

The Division of Municipal Affairs presently has a staff of seven individuals consisting of:

Kenneth C. Henke, Jr. - Director

Mr. Henke, a graduate of Iowa Wesleyan College, has had past experience in both teaching and business and prior to assuming his present position, served two consecutive terms as Mayor of the City of Keokuk. Mr. Henke also holds the rank of major in the United States Army Reserve Corps of Engineers.

Robert C. Fuller - Summer Intern

Mr. Fuller, a native of Des Moines, Iowa, holds a B.A. degree in government and music from Columbia University to which he will return for graduate work in the fall.

Rodney F. Hanway - Administrative Asst.

Mr. Hanway is currently a senior in the urban planning program at Iowa State University from which he will graduate in the fall of 1970. Mr. Hanway also serves with the Iowa National Guard and is presently enrolled in the Iowa Military Academy.

Norman P. Riggs - Administrative Asst.

Mr. Riggs, a native of Des Moines, holds a B.A. degree in political science from Drake University and is currently writing a thesis for completion of requirements leading to a M. A. degree in political science. Mr. Riggs has had several years of experience in both private industry and state government.

Richard F. Sale - Senior Planner

Mr. Sale holds an M. C. P. degree from the Ohio State University and serves on the urban planning faculty at Iowa State University. Mr. Sale has had experience in county, regional and state planning.

Mrs. Lehl Vander Werff - Secretary

Mrs. Vander Werff, a native of Alta, Iowa, joined the staff on the 1st of May after 5 years of experience in private industry. Mrs. Vander Werff is a graduate of the Nettleton Business Training College.

Mrs. Maude E. White - Associate Planner

Mrs. White holds a B. A. degree from Drake University and is presently writing a thesis for completion of requirements leading to a M.A. degree in sociology. Mrs. White, a native of Perry, Iowa, has had 12 years experience in federal, state and local government.

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On September 9, 1966, the Highway Safety Act (Public Law 89-564) was signed into law by the President. This Act places great responsibility on each state and community in the nation to coordinate efforts in a comprehensive traffic safety program.

The Act provides for financial assistance to the states on a 50-50 matching basis. In fiscal year 1971, Iowa will receive approximately \$989,823.00 to accelerate highway traffic safety programs approved by the Secretary of Transportation designed to reduce traffic accidents and deaths, injuries, and property damage.

The Highway Safety Act places responsibility for implementation, coordination, and operation of each state's comprehensive traffic safety program upon the Office of the Governor. The Governor has delegated this responsibility to the Office for Planning and Programming directed by Mr. Leroy H. Petersen.

There are 16 standard or functional program areas under which project grants are awarded to Iowa. Through Governor Ray's letters of designation, state agencies are responsible for the planning and project activity under the 16 program areas. Each state agency is also responsible for the local government program aspects (see chart of state agencies). The Office for Planning and Programming serves as overall coordinator of the program.

State Agencies

<u>Standard</u>	<u>Agency Responsible</u>
Periodic Motor Vehicle Inspection	Public Safety
Motor Vehicle Registration	Public Safety
Motorcycle Safety	Public Safety
Driver Education	Public Instruction
Driver Licensing	Public Safety
Codes and Laws	Attorney General
Traffic Courts	Supreme Court
Alcohol in Relation to Highway Safety	Public Safety
Identification and Surveillance	Public Safety
Traffic Records	Public Safety
Emergency Medical Services	Public Health
Highway Design, Construction and Maintenance	Highway Commission
Traffic Control Devices	Highway Commission
Pedestrian Safety	Public Safety
Police Traffic Services	Public Safety
Debris Hazard Control and Clean-up	Public Safety

Although CAMPS is not camping -- CAMPS (Cooperative Area Manpower Planning System) is now relocated in the Executive Hill office complex, Suite 306, 1209 East Court. Our mailing address remains the same, Office for Planning and Programming, State Capitol, Des Moines, Iowa 50319. A new telephone number has been added (515) 281-3582. We're pleased to advise that all staff positions have been filled, those funded through the Governor's grant and also the Employment Security Commission. The manpower staff is composed of:

Director:
Mr. Gordon Bennett

Secretariats:
Walter Salomon
Richard Madison
Dennis Fetters
M.E. Bailey
Tom Reinhardt

Mr. Reinhardt is assigned to the Area XI CAMPS Committee. Mr. Madison, Mr. Bailey and Mr. Fetters are mobile secretariats, making regular calls to the 15 State area CAMPS committees.

Federal legislation dealing with the complex of manpower problems and human resources development cannot be fully effective in the absence of inter-agency coordination, since these programs cut across departmental and agency lines both in the Federal sector and at State and local levels. The services provided by the manpower and related programs require maximum feasible coordination of government actions, both in the planning stage and during program operations.

The benefits derived from continuous liaison between various government services includes cooperative planning of related program goals, a consistent web of program objectives, cooperative planning of services for mutual advantage and a timely response to those operating problems which, due to changing conditions, frequently require adjustments in the extent, nature, and scope of services rendered. The basic missions of the coordinating committees are:

1. Planning a coordinated program of needed manpower services, and
2. Cooperative implementation of programmed operations.

Although considerably less than perfect, the voluntary CAMPS effort has resulted in cooperative effort between nearly forty public and private manpower oriented agencies. Great progress will be noted in the Fiscal Year 1971 effort!

OPP has initiated a new annual work program, designed to increase the effectiveness of public and private efforts for improving the quality of life in Iowa.

Ten action-oriented projects are included in the program, as submitted to the U. S. Department of Housing and Urban Development for partial funding. A few copies of the detailed submittal, which also includes a five-year "overall program design," are available from staff member Bob Krebill, 281-5974. The work divides into four major categories:

1. Framework plans in major functional areas will develop Iowa strategies and policies in:
 - Education
 - Rural Community Development
 - Housing.
2. Planning systems efforts will sharpen the analytic tools of government through:
 - Training for Planning
 - Tying Planning to Budgeting.
3. Data base and information systems development work would provide government agencies with:
 - Census Data Analysis
 - Annual Economic Report/ Statistical Abstract
 - Libraries on Federal Aids and Planning.
4. Support functions, in addition to the day-to-day operations of OPP, include publication of this newsletter, an annual report, and special reports.

Future issues of the newsletter will include progress reports on these efforts and their results.

OFFICE FOR PLANNING & PROGRAMMING
State Capitol
Des Moines, Iowa 50319

Reference Dept.
Traveling Library
Historical Bldg.
LOCAL

OPP now boasts a central "Clearinghouse" for information on federal programs. Established in response to requests by Governor Ray, the Iowa General Assembly, and local officials, the new Clearinghouse provides the following services:

- Information, on request, on federal program availability, eligibility, and application procedure.
- Review, in keeping with new federal and State requirements, of funding proposals from State and local agencies to insure compatibility and coordination with other plans, programs, and priorities.
- Collection and analysis of data, as needed by key policy-makers, on the actual federal funding received in Iowa.

In May, OPP distributed guidelines entitled *Project Notification and Review System* on the Clearinghouse to state and local officials. OPP is now one of 49 state clearinghouses in the nation, 42 of which are administered by state planning offices.

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