



## City Administrator & Staff Update

2024.11.15

- **VA:** The VA final plat should be forthcoming in the next couple weeks for their forthcoming project on Division Street.
- **McClure:** We met with McClure Engineering to provide an overview of city projects – current and forthcoming to see where they may be of assistance and potential partners.
- **DC & SE Iowa Days in Des Moines:** Chamber - We have now received confirmation for June 3 and 4 for the Washington DC trip. Please mark these dates on your calendar. We will share additional information as it becomes available. Also, if there's anyone else who should be included in these updates, please let me know, and I'll make sure they're added. We also hope to see you in Des Moines on February 5 and 6 for Southeast Iowa Days. Here is the [link](#) to register for the 2025 SEIA Days. More information will be going out soon.
- **2025 City Calendar (League):** Please see the attached league calendar.
- **IISC/Arts:** The Students working on Arts & Culture will have a survey for forthcoming. The Student Survey summary and link is attached. Up and running soon. New group FB page: <https://www.facebook.com/profile.php?id=61568587677208>
- **IISC:** Apparently we should be getting some additional press on the prairie program. Getting a lot of interest and the University's Iowa Now Magazine will be putting an article together. Website: <https://now.uiowa.edu>
- **Iowa League:** [A new free and online version of the Iowa Handbook for City Clerks & Finance Officers is now available!](#) This guide has been prepared for the cities of Iowa to assist the city clerks, finance officers as well as other personnel in their municipal duties.
- **CLE:** This Thursday afternoon and Friday I am attending the Iowa Municipal Attorneys Association Board Meeting and annual CLE.

### IT (Newberry)

- This was a short week. I installed the new police car mobile computer in Squad 02 and am awaiting confirmation from Eldon to ensure that everything has been successfully transferred. I also handled the account of our former employee, only disabling them so we can still access any necessary information if needed.
- The last computer for the fire department is now set up, and I just need to place it on-site next week.
- Today, I was contacted by the Public Works Director regarding an issue with the HVAC system. It's currently experiencing difficulties displaying the maps, which are helpful for diagnosing issues for Chase. I'll reach out to the Johnson Controls representative to see if

they can resolve this. Although the graphics interface for monitoring the system is missing, I verified that the system is still functioning as intended, with everything working and calling for heat as expected.

- I also need to talk to you about getting the Public Works Director a new printer. His is broken. So next week if I don't remember can you bring it up. Chase would like a new printer. I can go over the issues with you (Gregg) of the printer and whether you want to purchase a new one for him or not.
- If you have any questions feel free to reach out.

### **Police/Fire (Logan)**

- Had an interview for the open Police Officer Position today. Applicant did an excellent job, and currently taking the MMPI. Should have the results back by Monday and get him registered for the Academy if the MMPI comes back good.
- Sgt. Dunham had a Reserve meeting last night and getting the 3 new Officers going in their Modules. There are 6 modules they must complete before they are able to get in uniform.
- Will be going around for Tobacco buys to local businesses in the next few weeks, probably will wait till after Thanksgiving.
- Should be getting the new squad car back from Karl Chevrolet next week.

### **Building (Crooks)**

#### **Building**

1. Seven new permits were applied for. Two of those are in review, but the others have been approved.
2. Re-inspections were completed for permits issued at the Swan Street apartments
3. Framing inspection was completed for the Bath & Body Works remodel at 411 W. Agency.

#### **Code Enforcement**

1. Three new nuisance notices were mailed out.
2. Follow up was done on outstanding nuisance issues with abatement likely to occur on two of them.
3. Multiple contacts were conducted with property owners regarding the notices mailed out for tree & shrubbery trimming. Most property owners understood the issue once things were explained to them and several have already complied.

#### **Licenses**

1. Three temporary business licenses were issued.

#### **Rental**

1. A rental inspection was completed on a single-family home.

#### **Misc.**

1. Code review was conducted on a window issue for Alice place.
2. Zoning code review was conducted on a parking issue.

## **City Clerk (Fry)**

- Pool: Starting to discuss pool staffing and rates for 2025 pool season. Kelly Benz has reached out and is asking about advertising for next season. Burlington Y asked to borrow the pizza warmer from the pool for the next 4 weekends.
- Comp Plan/Zoning Code Update: Met with Bolton-Menk to review Comprehensive Plan and Zoning progress ahead of the November 18<sup>th</sup> Committee meetings. Comp Plan Committee meeting Monday, Nov 18<sup>th</sup> from 11:30 – 1:00. Zoning Committee meeting from 2:00 – 3:30. Reviewed Future Land Use Map with Gregg at Bolton-Menk Request.
- Meetings/Training: Attended the SEICCA Meeting in Burlington
- Safety Training – Putting an employee list together to set up online training with IMWCA's new on-line training program. Requested training Matrix from IMWCA.
- Budget Workshop – Iowa City on Nov 21<sup>st</sup> 9:30 – 4:00 pm
- De-escalation Training – Tues, Nov 19<sup>th</sup> Katie and I are going to attend a webinar on the topic of de-escalation of potentially violent situations and building security tips. This webinar will touch on how to prevent violent situations by utilizing de-escalation techniques and information to help prevent criminals from accessing your facility. This training is provided by our insurance carrier, World Insurance. (Side note – we will be sending written notice to provide a 6 month prohibition fro City Hall (other than peer appointment) to a local resident that has had a history of issues. Gregg).
- Setting up PH for Economic Dev Chamber Grant – ED Payments) Agreement for the Nov 20<sup>th</sup> meeting. Notice will be published in the DMC News on 11/15/24.
- Reviewing Police Admin Job Description to address cross-training duties with Utility Billing
- Board of Adjustment: I reached out to a couple of people to see if they would be interested in serving on the Board of Adjustment. We have a request for a Special Use Permit to allow mini storage on Derek Lincoln Drive in a B-2 district.
- Getting ready to send Ordinances to Iowa Codification to update the Code Book and looking at Code Updates related to the following:
  - Animal Control Board – We have not had any interest from residents in serving on this board. Jesse is in favor of removing the animal control board and having hearings on vicious animals go before the City Council.
  - Urban Chicken Ordinance
  - Park Rules/Regulations
  - Emails/Follow-up/Preparing Packet for Nov 20<sup>th</sup> meeting
- Permits: Renewal Notice will be going out for Right-of-Way Permit renewals in the next couple weeks. Application and new Small Cell Guidelines went out to US Cellular for their upcoming project.
- Bid Opening for Spring Street Water Main Improvement Project – Low Bid from Local Boring Co. - \$155,740. Patrick with Snyder & Associates, Chase, and I attended the opening. We need to let Patrick know if we want Snyder & Associates to prepare an ESA for construction observation services on this project. (Gregg – this is coming froward in December as we are

looking to do the majority of inspection in house, but still have the admin needs, pay apps, etc.)

### Finance (Moore)

Here's a quick update on what I've been working on this week:

1. Annual Finance Report: I've finished the Annual Finance Report, and it's ready for the council agenda next week.
2. Street Finance Report: This one's done too and will be on the council agenda as well.
3. TIF Debt Certification: I'm focusing on the TIF debt certification right now. I have a meeting with Cheryl at the Des Moines County Auditor's office today at 2:30 PM to clear up some issues. Once that's sorted, I'll move on to the Annual Urban Renewal Report.
4. FY25-26 Budget Requests: We sent out the FY25-26 Budget Requests to all department heads, and they need to get them back by December 1st.
5. Hospital Litigation Effects on TIF Debt Certification: As part of the TIF debt certification, I've reviewed the impact of the final judgment from the hospital litigations. There's a comparison breakdown from the Des Moines County Assessor's office covering the 2021 valuations (before the judgment) and the 2024 post-judgment valuations. Looks like we're facing a projected loss of about \$14,732,400 in taxable valuation from the hospital. See attached documents as well.

Parcel	2021 Full	2021 Taxable	2024 Full	2024 Taxable	Difference	
					Full	Taxable
15-02-100-001	2,048,100	-	162,621,200	479,200	160,573,100	479,200
15-02-100-004	22,007,300	20,973,700	38,735,400	5,787,700	16,728,100	(15,186,000)
15-02-100-006	5,612,700	-	16,661,600	-	11,048,900	-
15-02-100-009	105,400	105,400	4,261,700	79,800	4,156,300	(25,600)
Totals	29,773,500	21,079,100	222,279,900	6,346,700	192,506,400	(14,732,400)

### Public Works (Williams)

#### Streets

- Water and sewer labs

#### Utilities

- Lift station rounds
- Clean lift stations
- Locates (06)

#### Other Activities

- Parks and Broadway Street trash and recycling
- Mowing parks and medians
- Service trucks and squad cars

- Sign maintenance
- Building maintenance and clean up
- Haul brush and grass
- Street sweep
- Winterize pool
- Pick up leaf bags
- Fix and oil broken hydrants
- Jetting sewers
- Put up flags up town
- Put up sprinkler throughout at Pat Klien
- Clean up piles of bikes in basement of city hall
- Trimmed dead branches

### **Projects**

- Spring street water main bid will be closed November 14

### **Additional Items/Upcoming Items of Interest**

- I have a list of trees in our right of way that have been damaged by storm that we will be working on taking down
- We have found that the hydrants around the hospital were not backfilled with enough pea gravel when installed which didn't allow them to drain properly and is causing the inside of the hydrants to rust out. We have found 2 with this problem so far but will most likely be more in that area in the future. We are looking into whether it would be more cost effective to get a rebuild kit for the hydrant instead of buying new hydrants.
- Jacob has signed up to take his grade 2 wastewater test
- Cole is in the process of getting signed up for grade 1 water distribution test
- We had an air compressor go bad at our sewer plant. It was one of the two we have down there that is used to treat our wastewater. We are working on getting a new replacement.

### **Summary**

- The new VFD is in the south lift station and running. Working with Alliant and Dave Bessine to come up with a solution for a fix to this ongoing problem.
- We have found the repair kit for the hydrants at the hospital are much cheaper than new hydrants. We will be working on rebuilding the two bad hydrants that we have already taken out.
- We received a couple quotes for air compressor replacement and are going to move forward and order one for sewer plant.

# 2025 City Calendar



## JANUARY

January 1	New Year's Holiday, <i>League office closed</i>
January 2	<b>Oath of Office for newly elected officials must be taken by noon</b> • <i>Oath of Office - The oath may be administered at any time after the election results are certified. Oath is not required to be administered at a council meeting.</i>
January 20	<b>Martin Luther King Day, League office closed</b>
January 31	<b>W-2 forms due to employees and filed with federal/state governments</b> <b>1099 forms due to contractors and filed with federal/state governments</b> <b>FICA (Form 941) and unemployment quarterly payments due (for 4th quarter of 2024)</b>

## FEBRUARY

February 1	<b>OSHA Log &amp; Summary of Work-Related Injuries and Illnesses to be posted</b> • <i>OSHA Log - A copy of the log must be posted in the place or places where notices to employees are customarily posted. This copy must be posted no later than February 1 and must remain in place until April 30. Even if there were no injuries or illnesses during the year, zeros must be entered in the total line and the form must be posted.</i>
February 5-7	<b>Municipal Professionals Institute - Virtual</b>
February 17	<b>President's Day</b>

## MARCH

March 4	<b>Iowa League of Cities Local Leaders Day - Des Moines</b>
March 10-12	<b>National League of Cities Congressional City Conference - Washington, D.C.</b>
March 26-28	<b>IMMI Conference - Iowa City</b>
March 31	<b>Audit or annual examination for the previous fiscal year is due</b> • <i>Cities over 2,000 in population must complete an audit every year. Cities 2,000 and under with \$1 million or more in budgeted expenditures must complete an annual financial examination. Full details are available at the Auditor of State's Office.</i>  <b>Periodic examination fee due to State Auditor</b> • <i>Cities 2,000 and under in population with less than \$1 million in budgeted expenditures must pay a periodic financial examination fee each year. The fee is based on a city's budgeted expenditures. Each city in the periodic examination pool will be examined at least once every eight years. Full details are available at the Auditor of State's Office.</i>

# 2025 City Calendar



## APRIL

April 9-11	Iowa Municipal Finance Officers Association (IMFOA) Spring Conference - Des Moines
April 23-24	Iowa Municipalities Workers' Compensation Association (IMWCA) University
April 30	<p>Perpetual Care Cemetery Annual Report due to Insurance Division</p> <p>FICA (Form 941) and unemployment quarterly payments due</p> <p><b>Budget must be certified to county auditor/filed with Department of Management</b></p> <ul style="list-style-type: none"><li><i>The original and one copy of the budget documents are required to be certified to the county auditor. The budget must be submitted electronically to the Department of Management. Full details on the budget approval process can be found on the League website.</i></li></ul>

## MAY

May 18-21	International Institute of Municipal Clerks (IIMC) Annual Conference - St. Louis, Missouri
May 21	Nuisance Abatement Conference
May 26	Memorial Day, <i>League office closed</i>
May 31	<p><b>Budget Amendments must be certified to county auditor</b></p> <ul style="list-style-type: none"><li><i>The original and one copy of any amendment must be certified to the county auditor. The amendment is required to be approved following a public hearing. The notice of public hearing must be published not less than 10 days and no more than 20 days before the hearing. If the city has a population of 200 or less, notice can be made by posting in three public places in the city. Proof of publication must be filed with the county auditor.</i></li></ul>

## JUNE

June 1	<p><b>Debt principal and interest payments due</b></p> <ul style="list-style-type: none"><li><i>Typically, general obligation debt principal and interest payments are due June 1 and interest payments are due December 1. There are certain exceptions, especially when dealing with a local lender. The finance officer should confirm these payment dates with the appropriate agency.</i></li></ul>
June 9-13	Municipal Professionals Academy / Municipal Professionals Institute
June 19	Juneteenth Holiday, <i>League office closed</i>
June 29-July 2	Government Finance Officers Association (GFOA) Annual Conference - Washington, DC.
June 30	<p><b>End of Fiscal Year 2025</b></p> <p>Cigarette permits expire</p>

# 2025 City Calendar



## JULY

July 1	<p><b>Fiscal Year 2026 begins</b></p> <p><b>Certification of necessity to retain Physical Plant and Equipment Levy (PPEL) to cover existing debt obligations in urban renewal districts due to school district</b></p> <ul style="list-style-type: none"><li><i>Cities should consult with their county auditor in addition to the school district prior to certification.</i></li></ul>
	<p><b>Consumer Confidence Reports due</b></p>
July 4	<p><b>Independence Day, League office closed</b></p>
July 9-11	<p><b>Iowa City/County Management Association (IaCMA) Summer Conference</b></p>
July 31	<p><b>FICA (Form 941) and unemployment quarterly payments due</b></p>

## AUGUST

August 31	<p><b>Outstanding Obligation Disclosure Report must be filed online with State Treasurer's Office</b></p> <p><b>Housing and Urban Development (Section 8 housing) Annual Report due to Department of Housing and Urban Development</b></p> <ul style="list-style-type: none"><li><i>Section 8 Management Assessment Program (SEMAP) Report - Due sixty (60) days after the end of the housing authority's fiscal year: 24CFR985.101.</i></li></ul>
-----------	--

## SEPTEMBER

September 1	<p><b>Labor Day, League office closed</b></p>
September 17-19	<p><b>League Annual &amp; Exhibit Conference - Central Iowa</b></p>

## OTHER DEADLINES

- IPERS payments due the 15th of each month
- Appointments to Boards & Commissions
- Federal and State Fuel Tax Refunds
- Iowa Withholding Due Date Calendars
- Iowa Sales Tax Due Date Calendars
- **Codification of Ordinances**  
*See Code of Iowa Section 380.8*
- **Annual Publication of Employee Salaries**  
*Publication of Salaries - The Iowa Attorney General has issued an opinion that the monthly salaries of each employee need not be published with the council minutes if the gross yearly salaries are otherwise published. See Op. Atty. Gen. (Sweeny), April 12, 1978.*

# 2025 City Calendar



## OCTOBER

October 1-3	Municipal Professionals Institute - Virtual
October 15-17	Iowa Municipal Finance Officers Association (IMFOA) Fall Conference - Des Moines
October 25-29	International City/County Management Association (ICMA) Conference - Tampa, FL
October 31	FICA (Form 941) and unemployment quarterly payments due

## NOVEMBER

November 1	<b>Unclaimed Property Report due to State Treasurer</b> • <i>Unclaimed Property Report - Cities are required to report unclaimed property annually to the state of Iowa by November 1. This may include unclaimed deposits or uncashed checks. Negative reports (no unclaimed property) are no longer required. The report is required to be submitted electronically using software available on the Treasurer of State website at: <a href="http://www.greatiowatreasurerehunt.gov">www.greatiowatreasurerehunt.gov</a>.</i>
November 19-22	National League of Cities City Summit - Salt Lake City, Utah
November 27-28	Thanksgiving Holiday, League office closed

## DECEMBER

December 1	<b>Annual City Financial Report due to Auditor of State</b> • <i>Annual Financial Report (AFR) - Code of Iowa Section 384.22 requires all cities in Iowa to electronically file an AFR no later than December 1 of each year. Proof of publication must be filed with the state auditor. If the city has a population of 200 or less, notice can be made by posting in three public places in the city. There is no public hearing requirement.</i>  <b>Tax Increment Financing debt requirements must be certified to county auditor</b>  <b>Annual Urban Renewal Report</b> • <i>Cities are required to file an electronic report with the Department of Management no later than December 1 of each year. The form can be found on the Department of Management's website at <a href="http://dom.iowa.gov/cities">dom.iowa.gov/cities</a>. City council must approve the form prior to submittal.</i>  <b>Debt interest payments due</b> • <i>Typically, general obligation debt principal and interest payments are due June 1 and interest payments are due December 1. There are certain exceptions, especially when dealing with a local lender. The finance officer should confirm these payment dates with the appropriate agency.</i>  <b>Iowa DOT Street Finance Report due online to Office of Local Systems</b>
December 25	Christmas Holiday, League office closed

**FOR IMIDIATE RELEASE****CONTACT:****BWBartsandculture@gmail.com****University of Iowa Graduate Students Seek Community Input on Arts and Culture in Burlington and West Burlington**

A team of University of Iowa graduate students are conducting a community input survey to gather information on the arts and culture ecosystem in Burlington and West Burlington. They are calling the survey “Voice Your Vision”, and it invites residents to share their ideas, perspectives, and aspirations for the future of arts and culture initiatives within West Burlington and Burlington.



The survey can be accessed at <https://bit.ly/4fdXS1T>

The students will use the survey results in creating a plan that aligns arts and culture initiatives with the needs and interests of the Burlington and West Burlington communities. Feedback from residents will provide valuable insights into how arts and culture can foster development, enhance community identity, and encourage social cohesion within these cities.

The arts & culture planning project is made possible through a collaboration between the City of West Burlington, City of Burlington, and the University of Iowa’s Iowa Initiative for Sustainable Communities (IISC) program. Through IISC, over 100 University of Iowa students are working with community leaders and residents on a wide variety of projects over the course of the academic year. The project list includes a prairie installation in West Burlington, public art, stormwater engineering, and many more.

**About Iowa Initiative for Sustainable Communities**

The University of Iowa’s Initiative for Sustainable Communities (IISC) is an engaged learning program housed in the School of Planning and Public Affairs at the University of Iowa. IISC pursues a dual mission of enhancing the sustainability of Iowa’s communities while transforming teaching and learning at the university. To learn more about IISC’s partnerships and projects visit <http://iisc.uiowa.edu>.

## SEIRMC Summary Judgment and Final Order

**EQEQ014630**

### 15-02-100-004

All property is exempt except for:

21.26% of B1 – Eastman Plaza – Full – 8,376,500, Taxable – 1,780,800, Exempt – 6,595,700

33.96% of B2 – Mercy Plaza – Full – 6,790,000, Taxable – 2,305,900, Exempt – 4,484,100

100 % of B5 - Dialysis Center - Full – 513,000, Taxable – 513,000, Exempt - 0

3.65% of B6 – Family Medicine – Full – 1,506,900, Taxable – 55,000, Exempt – 1,451,900

3.65% of Y2 – Family Medicine Parking – Full – 125,600, Taxable – 4,600, Exempt – 121,000

27.61% of Y4 – Eastman/Mercy Parking – Full – 845,300, Taxable – 233,400, Exempt – 611,900

15% of Land Value

Assessed Improvement – 35,616,900

Assessed Land – 3,118,500

Assessed Total – 38,735,400

Taxable Improvement Value – **5,319,900** = 15% of 35,616,900

Taxable Land Value – **467,800** = 15% of 3,118,500

Total Taxable Value – **5,787,700**

Exempt Improvement Value – 30,297,000

Exempt Land Value – 2,650,700

Exempt Total Value – 32,947,700

**EQEQ014631**

### 15-02-100-001

All property is exempt except for 58.42% of B4 Warehouse and Y1 – B4 paving and .29 % of land value.

B4 – 793,800

Y1 – 15,400

Total 809,200 – 58.42 = 472,700

Assessed Improvement – 162,621,200

Assessed Land – 2,228,000

Assessed Total – 164,849,200

Taxable Improvement Value – **472,700** = .29% of 162,621,200

Taxable Land Value – **6,500** = .29% of 2,228,000

Total Taxable Value – **479,200**

Exempt Improvement Value – 162,148,500

Exempt Land Value - 2,221,500

Exempt Total Value – 164,370,000

**EQEQ014632****15-02-100-006**

Entire Parcel Exempt

Assessed Improvement Value – 14,803,800

Assessed Land Value – 1,857,800

Assessed Total Value – 16,661,600

Exempt Improvement Value – 14,803,800

Exempt Land Value – 1,857,800

Exempt Total Value – 16,661,600

**EQEQ014633****02-26-276-005**

Entire Parcel Exempt

2022 Assessed Improvement Value – 106,800

2022 Assessed Land Value – 6,000

2022 Assessed Total Value – 112,800

2022 Exempt Improvement Value – 106,800

2022 Exempt Land Value – 6,000

2022 Exempt Total Value – 112,800

2023-24 Assessed Improvement Value – 147,900

2023-24 Assessed Land Value – 6,000

2023-24 Assessed Total Value – 153,900

2023-24 Exempt Improvement Value – 147,900

2023-24 Exempt Land Value – 6,000

2023-24 Exempt Total Value – 153,900

**EQEQ014634****15-02-100-009**

Portion of parcel occupied by Urgent Care Building

Assessed Improvement – 2,831,900

Assessed Land – 1,429,800

Assessed Total – 4,261,700

Taxable Improvement Value – 0

Taxable Land Value – 79,800

Total Taxable Value – 79,800

Exempt Improvement Value – 2,831,900

Exempt Land Value – 1,350,000

Exempt Total Value – 4,181,900

**SEIRMC 2022-2024**

Parcel	Assessed Imp	Assessed Land	Assessed Total	Exempt Imp	Exempt Land	Exempt Total	Taxable Imp	Taxable Land	Taxable Total
15-02-100-001	162,621,200	2,228,000	164,849,200	162,148,500	2,221,500	164,370,000	472,700	6,500	479,200
15-02-100-004	35,616,900	3,118,500	38,735,400	30,297,000	2,650,700	32,947,700	5,319,900	467,800	5,787,700
15-02-100-006	14,803,800	1,857,800	16,661,600	14,803,800	1,857,800	16,661,600	0	0	0
15-02-100-009	2,831,900	1,429,800	4,261,700	2,831,900	1,350,000	4,181,900	0	79,800	79,800
02-26-276-005(2022)	106,800	6,000	112,800	106,800	6,000	112,800	0	0	0
02-26-276-005(23-24)	147,900	6,000	153,900	147,900	6,000	153,900	0	0	0
Total Taxable Value:							5,792,600	554,100	6,346,700

**SEIRMC 2021-2022 Prior to Judgment**

Parcel	2021 Full Value	2021 Taxable Value	2022 Full Value	2022 Taxable Value	Description
02-26-276-005	112,800	112,800	112,800	63,723	Mepo Clinic
15-02-100-001	2,048,100	0	162,621,200	148,327,374	Main Hospital Campus
15-02-100-004	22,007,300	20,973,700	38,735,400	34,853,187	Eastman/Mercy/Family Practice/Cancer Care/Center for Rehab and Clinics
15-02-100-006	5,612,700	0	16,661,600	14,991,710	Hospice/Klein
15-02-100-009	105,400	105,400	4,261,700	3,834,576	Quick Care
15-02-100-901*	2,858,200	2,858,200	*Combined with 15-02-100-004 for 2022		Family Practice
15-02-100-902*	2,375,200	0	*Combined with 15-02-100-004 for 2022		Cancer Care
15-02-100-903*	4,891,400	0	*Combined with 15-02-100-004 for 2022		Center for Rehab and Clinics
Total	40,011,100	24,050,100	222,392,700	202,070,570	