



City Administrator & Staff Update

2024.11.25

- **Budget Calendar:** See attached tentative calendar. Our plan is to hold the day long first session on the 29th from 9am to 4pm having heard no objections.
- **Trees:** Staff has started to receive several thank you comments for the tree limbs over the ROW and sidewalks. People have appreciated the effort.
- **Chamber Public Officials Reception:**
 - Join the Greater Burlington Partnership for the annual Public Officials Reception to kick off the 2025 legislative session. This exclusive Chamber event allows members to connect with local leaders from the City of Burlington, the City of West Burlington, Des Moines County, local schools, and legislators. Light appetizers will be served.
 - When: Tuesday, December 10, 5-7 PM
 - Where: Art Center of Burlington, 301 Jefferson St
 - To RSVP, contact Teli Fedele at 319-208-0046, or by email tfedele@greaterburlington.com.
- **Trail Park:** This week, Jovana and I will be working on some initial ideas and concepts for the park. Once we have them ready, we'll send them over to you. From there, we can coordinate a meeting with you and the committee to discuss which direction would work best to move forward. As you mentioned, the semester is quickly coming to a close, and things are getting quite crazy. However, we'll do our best to finalize our ideas and schedule the meeting, likely by next week. Thank you for your patience, and we'll be in touch soon! Best regards, Farnaz Fatahi, Graduate Student at School of Planning and Public Affairs
- **Rep. Matt Rinker:** 12/18 in prep for coming session. an opportunity for us to discuss specific issues that are impacting you or the organizations that you represent.
- **Iowa Arts & Culture Grants (IEDA):** FYI. <https://culture.iowaeda.com/grants/>
- **Iowa League Legislative Committee and Iowa City Managers Association:**
 - Dear IaCMA Members,
As dedicated champions of our cities, it's vital that we stay informed and engaged in legislative affairs affecting our communities. By understanding where our property taxes and Local Option Sales and Services Tax (LOSST) funds are allocated, we can better advocate for the needs of our cities.
 - We encourage each of you to gather and analyze data on property taxes and LOSST distribution in your communities. This information is crucial as we prepare for discussions and collaborations aimed at fostering strong partnerships with other state asso

ciations and stakeholders to help tell the story of these funds to the State Legislature.

- To facilitate these conversations, we are organizing three Teams Town Hall sessions. These sessions will provide a platform to share insights, discuss ideas, and strategize on how we can support our cities more effectively at the state house.

Your participation is not only valuable but necessary for the success of our collective efforts.

- Please review the meeting times below and click on the link to register for one of the following Zoom Town Hall sessions:

- Monday, November 18 from 2-3 PM
(<https://events.teams.microsoft.com/event/c6f07679-a46b-451f-9517-e177f08f4621@b7211f6a-b7c2-473f-a916-67170c68cc18>)
- Thursday, November 21 from 9-10 AM
(<https://events.teams.microsoft.com/event/4a8b3c2c-90fc-42e9-a3b7-71994e73b7d0@b7211f6a-b7c2-473f-a916-67170c68cc18>)
- Monday, November 25 from 9-10 AM
(<https://events.teams.microsoft.com/event/20b4b07f-1865-4857-ac69-06b09812cf7c@b7211f6a-b7c2-473f-a916-67170c68cc18>)

- Please remember that we are looking for solutions and innovative ideas on how to move forward with helping the legislature understand the importance of property taxes and LOSST, so please come prepared with ideas to share!

Let's come together to share our knowledge, build partnerships, and drive meaningful change for the betterment of our communities.

Thank you for your commitment and dedication. Best regards, Legislative Affairs Committee - Iowa City/County Management Association (IaCMA)

- **Revenue Comparison:** Year over Year and YTD attached.

IT (Newberry)

- This week, I successfully racked the new storage array. However, I discovered that some of the components sent were incorrect. I am currently working on coordinating their replacement with the correct items.
- Additionally, I received the VMware quote for this year. As anticipated, there was an increase, but it fortunately remained just within our budget. Expect to see this item on the next council agenda.
- I am also obtaining quotes to secure five doors with the same system as we used on the new interview room and for the front door. This will allow for intercom access when there are fewer employees in the building.
- That concludes my update for this short week.

Police/Fire (Logan)

- New squad car is getting the Decals put on today, so should be out on patrol soon.
- So far applications have been slow for the open Administrative Assistant.

- Firefighters will be out on Friday morning collecting money for Toys for Tot. I talked with the Todd Lange yesterday who stated that the donations are low at this time.
- We had 3 K9's go through the West Burlington High School last Friday. It was a clean sweep through the school and parking lot. The dogs did hit on two vehicles in the parking lot, but nothing was found when the school officials searched the vehicle.

Building (Crooks)

Building

1. Seven permits have been applied for. Mostly roof replacements, but one accessory building was denied due to location on the property. I am waiting to hear if they want to relocate it to comply with the zoning code.
2. A site inspection was conducted at Alice Place. They are looking to get the drywall deck enclosed for the third floor so they can heat inside. Many trades have been working and overall things are coming together. Some items remain unfinished in the attic, and they likely will not be able to get it enclosed until next week.
3. I completed a final inspection on a minor alteration to the salon at 105 Winter Street. A new operator will be opening on December 1st.

Code Enforcement

1. Five new nuisance notices were mailed out. Items include not obtaining required permits to junk items
2. Completed follow up on outstanding nuisances. Some will be moving to abatement.
3. Still communicating with property owners regarding notices for tree limbs, however we have had success with trimming of trees around the town in general.

Misc.

1. Completed code review for outstanding violations on commercial property on Broadway St.
2. Completed code review for window issue at Alice Place
3. Spoke to property owner on Spring Street regarding ongoing residential improvements
4. Spoke to property owner on WB Ave regarding landscaping project

Finance (Moore)

- I wanted to give you an update on my progress this week. The Annual Finance Report, Annual Urban Renewal Report, Street Finance Report, and the TIF Report have all been filed with both the state and county.
- On the budget side, I have been working on determining the employee benefits budget amounts. Everything is moving along smoothly.
- Please let me know if you have any questions or need further information.

Public Works (Williams)

Streets

- Water and sewer labs

Utilities

- Lift station rounds
- Clean lift stations
- Locates (10)

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
- Jetting sewers
- Start getting trucks ready for snow
- Christmas decorations on Broadway
- Fixed water main break on cottage grove
- T.V problem sewer lines
- Patched holes in alley
- Took Tree down (Broadway)
- Read water meters
- Raised hydrants (Melville, Agency)
- Dirt work (Melville, Agency, Cottage Grove, Washington road)
- Take down soccer nets at Pat Klein Park
- Mulched leaves in parks

Projects

- Spring street water main bid 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
- Jacob has signed up to take his grade 2 wastewater test
- Cole is signed up for grade 1 water distribution test
- Lyle, Cole, I went to Ankeny for a 3-day water/wastewater class to keep up on our CEUs

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.

FY 25-26 BUDGET CALENDAR

REGULAR COUNCIL MEETING	BUDGET WORK SESSIONS SPECIAL MEETING	STAFF ONLY DATE	ACTION	
		DEC 1	STAFF'S BUDGET REQUESTS TURNED IN	
		DEC 1- JAN 23	BUDGET REVIEW/PREPARE PRESENTATION FOR PRESENTATION	
JAN 22			• PRESENTATION TO COUNCIL	
		JAN 16 – 26	• ANGIE ON VACATION	
	JAN 27,29,30		• BUDGET WORKSHOP #1 (All day 9 – 4 PM)	
FEB 5			• BUDGET WORK SESSION #2 (Before/After Meeting)	
	FEB 12		• BUDGET WORK SESSION #3	
FEB 19 6:00 p.m.			• FINALIZE BUDGET PLAN TO COMPLETE REQUIRED INFORMATION ON PROPOSED TAX RATE FORM. • SET PH ON PROPOSED TAX RATE FOR SPECIAL MEETING ON APR 2 AT 5:30 PM	
			•	
		MAR 5	• SEND PROPOSED TAX RATE & PH NOTICE TO DEPT OF MANAGEMENT ALONG WITH PH NOTICE (APR 2 SPECIAL COUNCIL MEETING AT 5:30 P.M.)	
MAR 5 6:00 p.m.			• REGULAR COUNCIL	
		MAR 17	• SEND PH NOTICE FOR PROPOSED TAX RATE TO DMC NEWS AND ALL SOCIAL MEDIA PLATFORMS TO BE PUBLISHED MAR 21 (14 DAYS PRIOR)	
MAR 19 6:00 p.m.			• REGULAR COUNCIL MEETING • TRUTH-IN-TAXATION NOTICE MAILED TO PROPERTY OWNERS BY COUNTY AUDITOR (INCLUDES PROPOSED TAX RATE & PH NOTICE)	
	APR 2 5:30 p.m.		• SPECIAL COUNCIL MEETING AT 5:30 P.M. TO HOLD A PUBLIC HEARING ON PROPOSED TAX RATE (No other business can be conducted at this meeting)	
APR 2 6:00 p.m.			• REGULAR COUNCIL MEETING • FINALIZE PROPOSED BUDGET FOR FY25-26 AND SET PH DATE OF APR 23 (SPECIAL COUNCIL MEETING) ON PROPOSED BUDGET FOR FY24-25	
		APR 7	• SEND PH NOTICE ON PROPOSED BUDGET TO DMC NEWS TO BE PUBLISHED APR 11 (12 DAYS PRIOR TO HEARING)	
APR 16 6:00 p.m.			• REGULAR COUNCIL MEETING (<i>COULD CANCEL THIS REGULAR MEETING AND MOVE EVERYTHING TO THE APR 23RD</i>)	
	APR 23 6:00 p.m.		• SPECIAL COUNCIL MEETING • HOLD PUBLIC HEARING ON PROPOSED BUDGET FOR FY25-26 • APPROVE RESOLUTION ADOPTING THE BUDGET AND SETTING THE LEVY RATE FOR FY25-26	
		APR 30	• LAST DAY TO SUBMIT BUDGET TO THE DOM AND AUDITOR	

Dec 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Jan 2025						
S	M	T	W	T	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Feb 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

Mar 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Apr 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2025						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Typical Budget Timeline

**Dates noted by an asterisk are statutory deadlines or requirements.*

NOVEMBER & DECEMBER	City elected officials and staff members meet to hold preliminary budget discussions and schedule formal work sessions and budget adoption dates
EARLY JANUARY	City department heads give budget and proposals to city finance officer
JANUARY 20	Budget work session(s) with staff members and city council <i>(some cities may hold additional work sessions and would add those into their schedule)</i>
MARCH 3	City finalizes budget plan to complete information required in Proposed Tax Rate form; council schedules Proposed Tax Rate public hearing
MARCH 5*	City submits Proposed Tax Rate form to Iowa Department of Management
MARCH 27	Notice of hearing on Proposed Tax Rate published
APRIL 7	Public hearing on Proposed Tax Rate (state code requires this hearing to be held separately of any other city council meeting and no other business may be discussed)
APRIL 7	Council receives and adopts final proposed budget and schedules public hearing (this can be done in the same evening as the Proposed Tax Rate hearing, but it must be set up as a separate, regular council meeting)
APRIL 10	Notice of hearing on adoption of final budget published
APRIL 21	Budget hearing and adoption of final budget by resolution
APRIL 30*	Certified budget to county auditor and filed with IDOM
MAY 10*	Persons affected by the budget have 10 days after the date of certification to file a written protest
JUNE 15*	IDOM certifies taxes back to county auditor
JULY 1*	Budget takes effect

NOTICE REQUIREMENT: Notice of the hearing on the Proposed Tax Rate and of the proposed annual budget must be given not more than 20* days nor less than 10* days before the date of the hearing.

DETAILED BUDGET: The detailed budget must be available for public inspection at least 10* days before the final budget hearing and 20* days before final date for certification, and is to be available at the clerk's and mayor's offices and the public library, or posted at three places designated by ordinance if there is no library.



		2021-2022 Total Activity	2022-2023 Total Activity	2023-2024 Total Activity
Fund				
Department: #NAME?				
001 - GENERAL		39,706.13	49,858.48	92,809.89
Department: 150 - FIRE				
001 - GENERAL		3,036.02	8,290.50	2,069.55
Department: 170 - BUILDING INSPECTIONS				
001 - GENERAL		62,385.82	92,754.43	131,029.59
Department: 199 - OTHER PUBLIC SAFETY				
001 - GENERAL		580.00	305.00	670.00
Department: 210 - ROADS, BRIDGES, SIDEWALKS				
001 - GENERAL		35,023.28	11,960.41	19,482.22
110 - ROAD USE TAX		440,229.27	445,384.30	461,993.47
Department: 290 - GARBAGE				
001 - GENERAL		169,091.04	169,042.99	187,849.64
Department: 291 - RECYLING				
001 - GENERAL		50,516.01	50,504.67	53,113.09
Department: 440 - RECREATION				
001 - GENERAL		49,156.01	84,278.73	93,687.56
Department: 540 - PLANNING & ZONING				
001 - GENERAL		480.00	90.00	1,300.00
Department: 610 - MAYOR/COUNCIL/CITY MGR				
001 - GENERAL		1,373.18	1,698.29	1,787.92
Department: 620 - CLERK/TREASURER/FINANCE				
001 - GENERAL		128,884.24	118,606.41	130,105.47
Department: 651 - IT				
001 - GENERAL		1,671.59	694.60	555.41
Department: 750 - CAPITAL PROJECTS				
001 - GENERAL		74,960.34	11,067.31	-

315 - CAPITAL PROJ/SIDEWALKS	-	100,000.00	149,631.97
316 - GO BOND FOR 17_18 STREET PROJECTS	185.97	528.12	15.46
320 - 2022 GO BOND MT PLEASANT ST PHASE 2	527,764.05	-	355,905.15
Department: 810 - WATER			
600 - WATER	3,077,606.37	3,603,875.39	2,069,225.11
601 - BEAVERDALE ESCROW	10,346.68	10,366.54	10,243.39
602 - WESTWOOD ESCROW	-	2,709.87	2,721.73
603 - WOODSMAN ESCROW	2,170.00	4,160.00	4,320.00
Department: 815 - SEWER/SEWAGE DISPOSAL			
610 - SEWER	1,644,568.43	1,804,069.76	1,508,184.75
612 - CAPITAL PROJECT - SEWER	21,296.62	21,331.89	20,679.08
Department: 855 - CABLE TV/PHONE/INTERNET			
001 - GENERAL	23,002.03	22,529.03	22,144.92
Department: 899 - OTHER BUSINESS TYPE			
001 - GENERAL	15,632.10	12,342.00	13,473.35
Department: 950 - GENERAL REVENUES			
001 - GENERAL	1,665,034.26	1,659,477.91	1,621,102.11
002 - HOTEL/MOTEL TAX FUND	75,519.52	82,648.44	73,057.14
003 - GAS & ELECTRIC FRANCHISE FEES	-	-	-
112 - EMPLOYEE BENEFITS	289,630.24	166,588.54	226,681.01
121 - LOCAL OPTION SALES TAX	796,276.55	682,387.00	717,977.01
124 - TIF REBATE	86,374.08	77,248.96	66,049.34
129 - TIF DEBT SERVICE	706,866.44	823,518.77	334,215.37
200 - DEBT SERVICE	-	60,117.95	29,811.00
Fund			
001 - GENERAL	2,320,532.05	2,293,500.76	2,371,180.72
002 - HOTEL/MOTEL TAX FUND	75,519.52	82,648.44	73,057.14
003 - GAS & ELECTRIC FRANCHISE FEES	-	-	-
110 - ROAD USE TAX	440,229.27	445,384.30	461,993.47

112 - EMPLOYEE BENEFITS	289,630.24	166,588.54	226,681.01
121 - LOCAL OPTION SALES TAX	796,276.55	682,387.00	717,977.01
124 - TIF REBATE	86,374.08	77,248.96	66,049.34
129 - TIF DEBT SERVICE	706,866.44	823,518.77	334,215.37
200 - DEBT SERVICE	-	60,117.95	29,811.00
315 - CAPITAL PROJ/SIDEWALKS	-	100,000.00	149,631.97
316 - GO BOND FOR 17_18 STREET PR	185.97	528.12	15.46
320 - 2022 GO BOND MT PLEASANT ST	527,764.05	-	355,905.15
600 - WATER	3,077,606.37	3,603,875.39	2,069,225.11
601 - BEAVERDALE ESCROW	10,346.68	10,366.54	10,243.39
602 - WESTWOOD ESCROW	-	2,709.87	2,721.73
603 - WOODSMAN ESCROW	2,170.00	4,160.00	4,320.00
610 - SEWER	1,644,568.43	1,804,069.76	1,508,184.75
612 - CAPITAL PROJECT - SEWER	21,296.62	21,331.89	20,679.08

2024-2025
YTD Activity
Through Oct

54,350.38

1,550.00

16,407.95

120.00

1,198.97

158,475.67

62,499.77

18,188.54

29,086.40

-

507.00

47,897.52

208.80

-

706,662.63
1.03
-

651,115.71
3,453.39
898.19
1,452.48

528,792.13
7,080.72

9,924.39

4,525.40

881,206.34
32,306.72
47,620.95
122,166.35
260,687.82
-

254,456.74
15,129.16

1,127,671.46
32,306.72
47,620.95
158,475.67

122,166.35
260,687.82
-
254,456.74
15,129.16
706,662.63
1.03
-
651,115.71
3,453.39
898.19
1,452.48
528,792.13
7,080.72