



City Administrator & Staff Update

2025.01.10

- **Budget Meetings:** See attached calendar. Next two budget meetings follow.
 - Presentation of Proposed Budget: January 22, 2025, 5:30pm
 - Budget Work Session: January 29, 2025, 9am to 4pm
- **Comp Plan & Zoning Ordinance Calendar:** See attached *DRAFT* calendar for the review and adoption process.
- **Taxable Valuations:** Looks like a 1.21% increase. See attached 100% and Taxable Valuations spreadsheet (pdf).
- **ED:** The attached plus the PowerPoint from the ISU Department of Community and Regional Planning are some of their data driven tools or products - Fiscal Conditions, Retail Trade and Data for Decision Makers ISU.
- **Spring Street:** The Spring Street Watermain project preconstruction meeting was held Tuesday January 7th. Chase and Mike attended along with our engineers. We have not worked with the contractor, but our engineers have reached out and heard some good comments on the contractor. This will be a good opportunity for our new DPW Director to work through a project from start to finish, ask questions of Mike and Snyder and be able to assess things upon completion. Good learning opportunity and a good project for the residents as well given the history of breaks. Please recall that our engineers will be utilize less than traditionally as we utilize Mike's time.
- **Trail Head Sign:** See attached design and pricing below from Sherwood's. I priced two different size message centers with two different resolutions. I used a 10mm and 6mm resolution screen for each size and the mm represents the spacing from center to center of each LED on the screen. The lower the mm on the size means the higher the resolution on the screen will be. This would be controlled by a cellular modem, lifetime data package included in the price, so it can be changed from any computer that has an internet connection and the sign software on it. It can also be password protected so that not just anyone can get into the sign and change it. Please let me know if you have any questions and how you would like for us to proceed. Thanks, and have a great day.
 - 4'8" tall x 10'6" tall x 10MM double sided message center with cellular modem controls, installed on top of the existing mall monument sign - \$48,855.00
 - 4'8" tall x 10'6" tall x 6MM double sided message center with cellular modem controls, installed on top of the existing mall monument sign - \$62,670.00
 - 6'3" tall x 10'6" tall x 10MM double sided message center with cellular modem controls, installed on top of the existing mall monument sign - \$60,390.00

- 6'3" tall x 10'6" tall x 6MM double sided message center with cellular modem controls, installed on top of the existing mall monument sign - \$79,230.00
- **Capital Projects & Budget:** Looking into future opportunities to utilize debt as it comes off – GO or GO paid with TIF. Not this next fiscal year, but soon.
- **Stormwater:** As we wrap up the Stormwater Infrastructure Improvement Plan, I'd like to present the recommendations to you before finalizing. I'd also like to discuss next steps as we look ahead to the Project Scoping phase for the FEMA HMA implementation grant.
- **Trail Project:** Our engineers and IDOT are trying to work through a contract issue regarding the bridge. A portion of the railing used Canadian (v. American Steel), and the subcontractor did not have IDOT pre-certification. Dax with Snyder is coordinating with IDOT to review solutions, liability, contractor requirements. This is the remaining issue and is holding up closeout of the project. IDOT has provided some guidance, but this is dragging out the project.

IT (Newberry)

- **Prepared for the New Administrative Assistant:** Entered all necessary systems for a smooth Day One and created a welcome packet.
- **Key Fob Ready:** Programmed and sent the key fob to finance for sign-out upon the assistant's arrival.
- **Website & Social Media Updates:** Updated the "Business of the Year" website and posted several updates on social media.
- **Storage Array Progress:** Racked what was possible on the new storage array. Waiting on the lasers to proceed with setup.
- **Budget Season Quotes:** Received some quotes for budget planning. Still waiting on one final quote to wrap up.
- **Backup & Recovery Solution Demo:** Attended a demo for a potential new backup and recovery solution that could save money by bundling multiple services (Backup, Remote Monitoring, Service Desk) into one app with volume discounts.
- **Decommissioned Old Virtual Servers:** Freed up space on the storage array by retiring outdated virtual servers.

Police/Fire (Logan)

- This Saturday at the Moose will be holding a breakfast and West Burlington Police Department will be present to meet with and chat with the community. All proceeds of the breakfast will be donated to the West Burlington K-9 unit. The breakfast will be from 800-1100, and the cost is \$10.00.
- Applications of slowly been coming through for the 2 open positions for Police Officer. Testing will be February 1.
- I was just notified that Snowbull has picked the area K9 units as beneficiary of this year Keeping Burlington Strong fundraiser. They will be splitting the funds between the 3 local departments. I will be attending a meeting next week. I will have updates after that meeting.

- I went to the new Safe Room and did a sprinkler and fire alarm test for the new addition, with both systems passing.

Building (Crooks)

Building

1. Two building permits were issued.
2. Sprinkler & fire alarm tests were conducted on SCC Safe Room

Code Enforcement

1. Eight new nuisance notices were mailed out.
2. Follow up was conducted on outstanding nuisance cases. All were closed except one and it will be posted for abatement

Licenses

1. Issued two mobile food licenses

Misc.

1. Attended a meeting at city hall with hospital representatives regarding permitting process
2. Attended a zoom meeting on training with Brycer software
3. Attended zoom meeting on comp and zoning changes
4. Completed review of residential property for zoning code issue
5. Completed review of NFPA requirements for kitchen hood cleaning
6. Completed review of file for issues with UPS property
7. The Compliance Engine software (Brycer) is set to go live on January 15th. This software will be an asset to the building & fire departments. There will be more to come on this.

Finance (Moore)

- This week, I've been deeply immersed in preparing the budget for 2025-2026. My tasks have included calculating and comparing valuations, entering all preliminary budget information into the Tyler system, and researching data to support informed budget decisions. It's been quite an engaging process, and I'm confident that our budget planning is on the right track
- In addition to my budget-related work, I've also posted the Public Works position on our website and Indeed. To ensure continued visibility, I reposted the Police Officer position on Indeed as well. Both positions are now actively advertised, and I hope we'll receive some strong candidates soon.
- Please let me know if there are any other priorities, you'd like me to focus on moving forward. Your guidance is always appreciated.

Public Works (Williams)

Streets

- Water and sewer labs

Utilities

- Lift station rounds

- Clean lift stations
- Locates (05)

Other Activities

- Parks and Broadway Street trash and recycling
- Service trucks and squad cars
- Service Jet truck
- Sign maintenance
- Building maintenance and clean up
- Haul brush and grass
- Pick up Christmas trees
- Take dead tree down (309 E Wheeler)
- Clean and go through concrete trailer
- Patch
- Fix traffic light heads (Agency, Gear)

Projects

- We had preconstruction meeting for the Spring watermain with local boring. Local Boring will be down next Monday to do a walk through with us and would like to start working within the next couple weeks.

Additional Items/Upcoming Items of Interest

- Cole signed up to take his grade 2 in water distribution
- Jacob has been preparing himself to take grade 2 in wastewater treatment
- Our open position for public works was posted and have had a good number of applications so far.

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.

West Burlington- 1-08-25

Teams meeting:

Gregg Mandsager Kelly Fry, Frannie Nielsen, Jim Harbaugh, Mojra Hauenstein

Comp Plan Timeline- Iowa Code 414.3

1/10/25: BMI sends Comp Plan to Gregg, Kelly & Mark.

1/20/25: Receive feedback from Gregg, Kelly & Mark.

1/22/25: Integrate feedback.

1/24 – 1/30 Share with Comp SC

1/2/25: Share and post publicly. Gregg, Kelly & Mark to have internal discussions, including with PC, Board of Adjustment, and City Council (CC).

2/1/25: Public posting (7 days prior but no more than 20 days before) for P&Z public hearing on 3/13/25 by Kelly.

3/5/25: Open house at City Hall from 4:30 PM to 6:00 PM (90 minutes)- **BMI in-person**

2/28/25: P&Z Agenda packet out.

3/13/25: P&Z Public Hearing (Virtual) - Provides a recommendation to CC. Invite CC as member of public.

3/15/25: BMI reviews edits with Gregg, Kelly & Mark makes edits, and prepares for CC Adoption on 4/2/25.

4/2/25: City Council presentation (not a public hearing) with **BMI in person**. Special council meeting for tax rate at 5:30 PM.

4/16/25 Adoption Public Hearing without BMI or with BMI remote.

Zoning Code Timeline

11/10/25: BMI sends Zoning code to Gregg, Kelly & Mark.

1/20/25: Receive feedback from Gregg, Kelly and Mark.

1/24/25: Attorney completes legal review (gives attorney 10 days).

1/27/25: BMI integrates attorney edits and sends to Zoning SC.

2/6/25: Feedback due back from SC Zoning.

2/12/25: BMI reviews all feedback with Gregg, Kelly & Mark integrates feedback accordingly.

2/12/25 - 2/19/25: Share with public. Gregg, Kelly & Mark to conduct internal meetings with Comp SC, Planning and Zoning Commission (P&Z), and City Council (CC).

2/19/25: Public posting (7 days prior but no more than 20 days before) for Planning and Zoning Commission public meeting on 2/26/25 by Kelly.

2/26/25: Presentation and Public Hearing in front of Planning and Zoning Commission- **BMI Virtual**.

P&Z and CC are both public hearings. Kelly to check on hearing and to check on 2/26/25.

2/19/25: Set date at CC for PH on 3/19/25.

3/5/25: Public posting (7 days prior but no more than 20 days before) for City Council, not a hearing on 3/19/25 by Kelly. *Newspaper publishes on Thursday, provide by Mondays.*

3/12/25: City Council agenda packet out.

3/19/25: **BMI in-person City Council presentation only.**

4/26/25: Adoption without BMI for City Council Public Hearing. * Kelly check date

(if must be noticed then: 7 days prior but no more than 20 days before) -by Kelly

City Council Public Hearing (They can choose to adopt it as is, adopt it with modifications, or reject it.)

Once adopted, copies of the comprehensive plan must be sent or made available to neighboring counties, cities within the county, the regional planning commission, and public libraries within the city

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3/19/25: City Council public hearing (The council can choose to adopt it as is, adopt it with modifications, or reject it).

BMI makes edits: if substantive, then notice & hearing must be repeated for adoption at CC (could be 4/2/25); if non-substantive, then it is adopted.

Post-Adoption: If the amendment is adopted, it must be published in a newspaper with general circulation in the city.

1. Question: ZONING ADOPTION * public hearing is CC not city code makes it go to P&Z but CC is public hearing per statute- correct
2. Open House at city hall 2/1/2/17 before agenda packets due
3. Draft Comp Plan and Zoning Code sent to Gregg and Kelly, comments due back by 1/17 (next Friday)

FY 25-26 BUDGET CALENDAR

REGULAR COUNCIL MEETING	BUDGET WORK SESSIONS	STAFF ONLY DATE	ACTION	
	SPECIAL MEETING			DEC 1
		DEC 1	STAFF'S BUDGET REQUESTS TURNED IN	
		DEC 1- JAN 23	BUDGET REVIEW/PREPARE PRESENTATION FOR PRESENTATION	
JAN 22			<ul style="list-style-type: none"> • PRESENTATION TO COUNCIL 	
		JAN 16 – 26	<ul style="list-style-type: none"> • ANGIE ON VACATION 	
	JAN 29		<ul style="list-style-type: none"> • BUDGET WORKSHOP #1 (All day 9 – 4 PM) 	
FEB 5			<ul style="list-style-type: none"> • BUDGET WORK SESSION #2 (Before/After Meeting) 	
	FEB 12		<ul style="list-style-type: none"> • BUDGET WORK SESSION #3 	
FEB 19 6:00 p.m.			<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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.			<ul style="list-style-type: none"> • REGULAR COUNCIL 	
		MAR 17	<ul style="list-style-type: none"> • 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.			<ul style="list-style-type: none"> • 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.		<ul style="list-style-type: none"> • 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.			<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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.			<ul style="list-style-type: none"> • REGULAR COUNCIL MEETING (COULD CANCEL THIS REGULAR MEETING AND MOVE EVERYTHING TO THE APR 23RD) 	
	APR 23 6:00 p.m.		<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • LAST DAY TO SUBMIT BUDGET TO THE DOM AND AUDITOR 	

Budget Workshop

Wed., January 29, 2025

9:00 am – 4:00 p.m.

Tentative Agenda

1. Overview of the workshop objectives

2. Overview of Budget Process

- Explanation of the budget timeline
- Key steps in the budget preparation process
- Roles and responsibilities of departments

3. Review of Capital Projects

- Presentation of proposed capital projects
- Discussion of project priorities and funding sources

4. Department Budget Requests

- **Police Department**
 - Presentation of budget request
 - Discussion of key initiatives and funding needs
 - Identify items that need additional information or follow-up
- **Fire Department**
 - Presentation of budget request
 - Discussion of key initiatives and funding needs
 - Identify items that need additional information or follow-up
- **Public Works**
 - Presentation of budget request
 - Discussion of key initiatives and funding needs
 - Identify items that need additional information or follow-up
- **Information Technology (IT)**
 - Presentation of budget request
 - Discussion of key initiatives and funding needs
 - Identify items that need additional information or follow-up
- **Building/Zoning**
 - Presentation of budget request
 - Discussion of key initiatives and funding needs
 - Identify items that need additional information or follow-up
- **Administration**
 - Presentation of budget request
 - Discussion of key initiatives and funding needs

- Identify items that need additional information or follow-up

5. Open Discussion

- General discussion on budget priorities
- Addressing any immediate concerns or questions

6. Items for Further Discussion/Follow-Up

- Review of items that need additional information or follow-up
- Assigning responsibilities for follow-up actions

7. Summary of key points discussed

- Next steps and timeline for finalizing the budget

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
			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	

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.

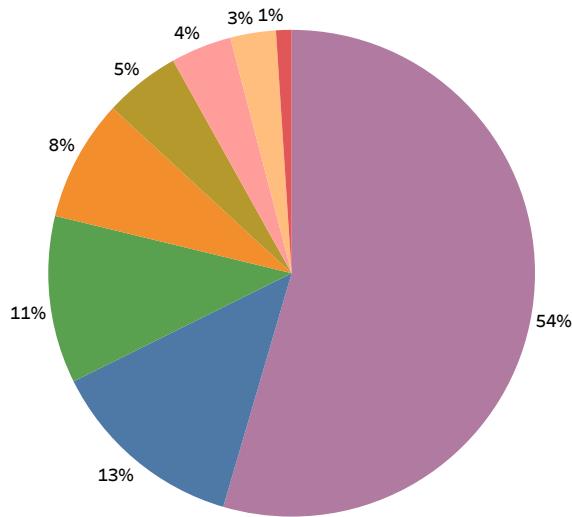


100% Valuations																																							
FY 24/25				FY 25/26				FY 24/25				FY 25/26				FY 24/25				FY 25/26				FY 24/25				FY 25/26											
Residential		Residential		\$\$ Difference		% (+/-)		Ag Land		Ag Land		\$\$ Difference		% (+/-)		Ag Buildings		Ag Buildings		\$\$ Difference		% (+/-)		Commercial		Commercial		\$\$ Difference		% (+/-)		Industrial		Industrial		\$\$ Difference		% (+/-)	
Non-TIF	147,781,592	150,018,035	2,236,443	1.51%	1,994,415	1,934,727	(59,688)	-2.99%	107,576	106,441	(1,135)	-1.06%	336,281,156	133,567,081	(202,714,075)	-60.28%	11,674,380	11,164,727	(509,653)	-4.37%																			
	13,683,608	14,189,045	505,437	3.69%	-	-	-	-	-	-	-	-	31,191,244	16,120,838	(15,070,406)	-48.32%	646,860	903,813	256,953	39.72%																			
	161,465,200	164,207,080	2,741,880	1.70%	1,994,415	1,934,727	(59,688)	-2.99%	107,576	106,441	(1,135)	-1.06%	367,472,400	149,687,919	(217,784,481)		12,321,240	12,068,540	(252,700)	-2.05%																			
*Note - the 100% valuation for the hospital was not updated																																							
FY 24/25												FY 25/26												FY 24/25				FY 25/26											
Utilities w/o						Utilities w/o						FY 24/25						FY 25/26						Valuations W/O						Valuations W/O									
Railroads		Railroads		\$\$ Difference		% (+/-)		Gas & Electric		Gas & Electric		\$\$ Difference		% (+/-)		Military Exempt		Military Exempt		\$\$ Difference		% (+/-)		G&E Utilities		G&E Utilities		\$\$ Difference		% (+/-)		Valuations w/ Gas & Utilities		Valuations w/ Gas & Utilities		\$\$ Difference		% (+/-)	
3,238,799		3,172,048		(66,751)		-2.06%		354,912		371,574		16,662		4.69%		1,297,250		2,133,000		835,750		64.42%		500,135,580		298,201,633		(201,933,947)		-40.38%		529,541,379		327,875,904		(201,665,475)		-38.08%	
-		-		-		-		354,912		371,574		16,662		4.69%		1,297,250		2,133,000		835,750		64.42%		45,521,712		31,213,696		(14,308,016)		-31.43%		45,521,712		31,213,696		(14,308,016)		-31.43%	
3,238,799		3,172,048		(66,751)		-2.06%		354,912		371,574		16,662		4.69%		1,297,250		2,133,000		835,750		64.42%		545,657,292		329,415,329		(216,241,963)		-39.63%		575,063,091		359,089,600		(215,973,491)		-37.56%	

Taxable Valuations																																							
FY 24/25				FY 25/26				FY 24/25				FY 25/26				FY 24/25				FY 25/26				FY 24/25				FY 25/26											
Residential		Residential		\$\$ Difference		% (+/-)		Ag Land		Ag Land		\$\$ Difference		% (+/-)		Ag Buildings		Ag Buildings		\$\$ Difference		% (+/-)		Commercial		Commercial		\$\$ Difference		% (+/-)		Industrial		Industrial		\$\$ Difference		% (+/-)	
Non-TIF	64,294,370	63,697,035	(597,335)	-0.93%	1,405,245	1,390,416	(14,829)	-1.06%	76,735	77,815	1,080	1.41%	289,703,343	109,879,202	(179,824,141)	-62.07%	9,915,325	9,445,106	(470,219)	-4.74%																			
	10,533,179	14,189,045	3,655,866	34.71%	-	-	-	-	-	-	-	-	31,179,420	16,120,838	(15,058,582)	-48.30%	647,909	903,813	255,904	39.50%																			
	74,827,549	77,886,080	3,058,531	4.09%	1,405,245	1,390,416	(14,																																

City General Fund Revenues by Source, FY 2025

Data Source: Iowa Department of Management



Source

- Property Taxes
- Charges for Fees & Service
- Other City Taxes
- Intergovernmental
- Miscellaneous
- Use of Money & Property
- Licenses & Permits
- Others

[Back to Dollar Bill Tool](#)

City General Fund Expenditure by Budget Category, FY 2025

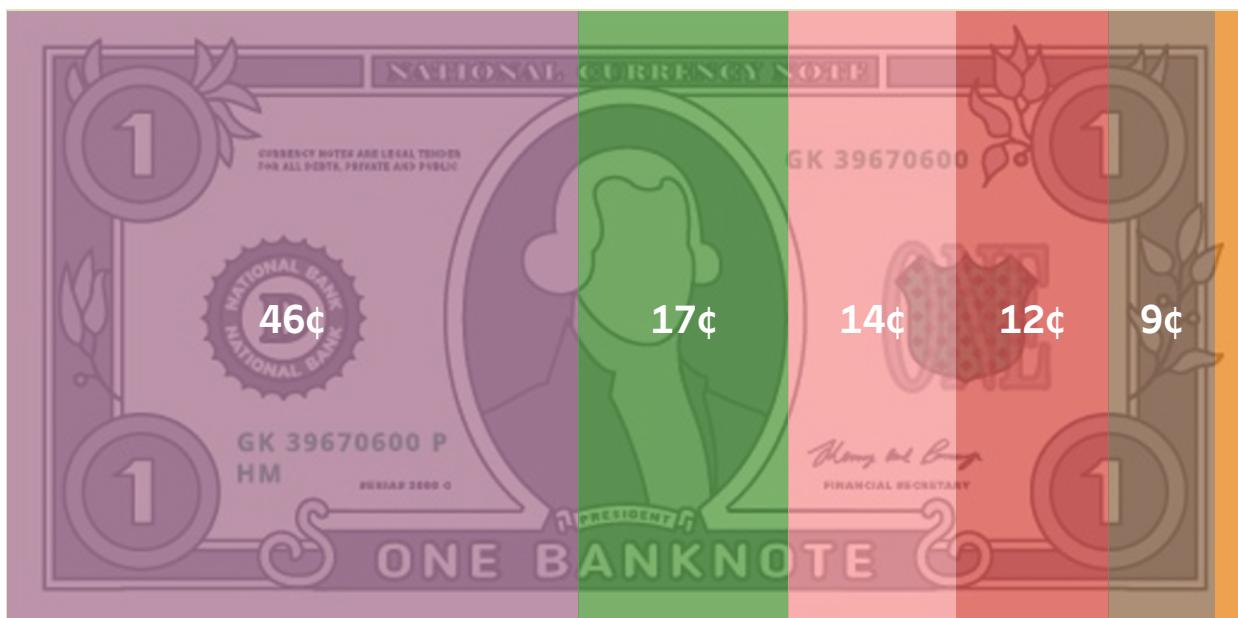
The dollar bill tool below shows the categories in which the selected city spends, or invests in, from its general fund. It represents how much of every dollar of revenue that comes to the city goes to each of the functions below by budget category. For example, if a city spends 35 cents of every general fund dollar on public safety, the dollar bill will show 35 cents for that category. Property tax revenues make up a significant portion of general fund revenues (about 54% for fiscal year 2025).

For more detailed information on general fund revenues and expenditures by category, see the **City General Fund Revenue and Expenditures** reports at: <https://indicators.extension.iastate.edu/Indicators/Publications/?.>

Use the drop-down menu to the right to select a city.

2025

WEST BURLINGTON



* Calculated values are rounded to the nearest cent which may add up to a total slightly more or less than \$1.00

Data Source: Iowa Department of Management

Budget Category

- Public Safety
- General Government
- Public Works
- Culture & Recreation
- Transfers

- Community & Economic Development
- Capital Projects
- Health & Social Services
- Debt Service



IOWA STATE UNIVERSITY
Extension and Outreach
Community and Economic Development

Contact erinm1@iastate.edu with questions

For more details on the source of average city general fund revenues visit the chart below.

Average City General Fund Revenues by Source

This institution is an equal opportunity provider. For the full non-discrimination statement or accommodation inquiries, go to www.extension.iastate.edu/diversity/ext.