



## City Administrator & Staff Update

2023.09.15

- **Chamber:** The Chamber will be returning in October to discuss the Partnering with GGB program and requested commitment. We will hold a work session at 5:16PM on October 18, 2023.
- **TIF:** Angie has been working through TIF on a project I requested – determining the TIF undesignated fund balance. Not so easy as there is a significant amount of history. However, it will be worthwhile as we suspect there is a significant balance that has been established over the years that could help pay for some of the planning efforts and other programs we have coming forward (Comp Plan, Stormwater, Force main, and some other ideas we'd like to discuss). However, we want to have a firm and confirmed undesignated TIF fund balance for you. Our early estimates show that are FB is higher than it should be, but we have appropriate expenditures coming forward that those funds could cover, but we do have to go through and declare the debt, etc.
- **Park Benches:** The Lion's Club has begun to repaint our park picnic tables and replace the table tops as well. Much appreciated!
- **Stormwater:** Mike will be onsite with railroad staff next week North of Luers to review the railroad culvert with. They will begin pumping the water out Monday.
- **Pool:** The old pool umbrellas brought in a surprising \$8575 in review on GovDeals!
- **Defense Community Infrastructure Program:** <https://oldcc.gov/defense-community-infrastructure-program-dcip>
  - See attached Fact Sheet
  - Potential funding source for streets and infrastructure impacted by the IAAAP expansion and construction.
- **IAAAP: Per the Chamber:**
  - Greetings Commander Dunlapp, Zach, and Rich: This past Friday Governor Kim Reynolds was in Burlington meeting with a small group of chamber member business owners. During the conversation, the IAAAP project was mentioned by one of the business owners, which led to concerns expressed by all regarding preparing the community for what is about to occur. I mentioned the intention of the Greater Burlington Partnership to host a Project Impact Summit in October. The Governor asked for more information and indicated that she wants to send representatives from her administration. I can only imagine how busy you all are. But the work at the

IAAAP is already making waves in the region, and we all know that what will come next year will feel like a tsunami if the Greater Burlington communities and surrounding area are not ready. We need the Project Impact Summit to kick-off the necessary preparations concerning housing, food service, health & safety, and transportation concerns. We cannot do this without you.

- **Meetings and Vacation:**

- **League:** The Iowa league of Cities meeting is next week – Wednesday through Friday. Mayor Teater, Council members Newberry and Young, City Clerk Fry, and Finance Manager Moore as well as myself will be attending.
- **ICMA:** ICMA is being held in Austin this year. I will be leaving Friday, September 29<sup>th</sup> and returning on Wednesday, October 4<sup>th</sup>. I'll certifiably be available via cell and email.
- **Vacation:** We are planning a short vacation with our son in the later half of October.

**IT (Newberry)**

- This week, I installed the Darktrace appliance and have it collecting information. I have the initial call scheduled to go over the device. Additionally, I have completed the paperwork to onboard with CrowdStrike. So, hopefully, next week, I will start installing the client and reporting to the 24/7 SOC.
- Moreover, I designated myself as the 24/7 SOC contact, with you (Gregg) as the backup contact. On a positive note, when looking at the KnowBe4 training, everyone has completed their initial training, so we are caught back up. However, our overall risk score has increased because we increased the complexity of the phishing tests, resulting in an additional four people clicking on them this week. Furthermore, I expect that number to drop dramatically, having a positive effect on people's scrutiny of emails in the future.
- I still have not placed the order for the five computers that were approved in the council meeting. If I receive an email confirming that I can proceed with the order, I will get that placed. Otherwise, it has been a pretty uneventful week. If you have any questions, please feel free to reach out.

**Police (Logan)**

- Rifle Qualifications were today at Big Hollow.
- Saturday, Brice, and I went to Tractor Supply Company where they donated the Kennel and gave us a \$100.00 gift card to purchase food with. Sounds like they are going to work with us and continue supplying us with the Dog Food. I was unable to get a picture because I was talking live on the Radio as the store manager was giving Brice the Gift Card. Once I get the cost of the kennel, I will let Angie know so she can record it for a donation. The officers are looking at several funding options – pickle ball tournament, trivia night, service clubs requests, and more. Open to ideas!
- We have been doing extra patrol over on West Burlington Ave for speeders and other violations.

- Scott Diehl, 59 of Burlington Iowa was charged with Disorderly Conduct (Initiates or Circulates False Reports), a Simple Misdemeanor.
- On Tuesday September 12, 2023, Officers from the West Burlington Police Department took several reports reference to Diehl making a bomb threat on his social media account towards the Southeast Iowa regional Medical Center, 1221 S. Gear Ave, West Burlington.
- After an investigation, Diehl was located and questioned regarding the threats that was posted and subsequently arrested on the threat that was made. The Hospital was not placed on lockdown, it was an isolated post that did not warrant a lockdown.
- West Burlington Police Department was assisted by the Des Moines County Sheriff's Office.
- The Southeast Iowa Narcotics Taskforce conducted a search warrant on 638 Broadway St in West Burlington. The homeowners were placed under arrest for Maintaining a Drug House and transported to the Jail. Bobbi Jo Crear and Amber McIntosh were the arrested parties.

#### **Building/Fire**

- We focused on projects and nuisances this week along with building permits – ongoing and past projects that did not have permits. We are still tracking down one roof company in particular. We met with Midwest Realty to review the project and upcoming infrastructure installation. We will assist in turning around review ASAP, but need final plans.

#### **City Clerk (Fry)**

- Received updates for City Code Books
- Starting a list of minor changes and items we need to review and amend
- Nuisance Abatement Code Review – Worked with Mark on some form letters
- Driveway Code Review
- Bank Reconciliation – July/August
- Updated our Covid Leave Policy to reflect new CDC Requirements for isolation and returning to work after testing positive for Covid or being exposed
- Reviewed audit Letter – Send Mia a report showing how I am reviewing and documenting Check sequence
- Pool:
  - Mike returned unopened cases of pop and syrup to Pepsi. We will have a credit of \$321 to start next season.
  - Therese was going to talk to the School to see if they wanted to buy the left over dipping dots and use the coolers during the school year.
- Community Visioning:
  - Ad in The Beacon Sept. 15 & 22

- Made contact with our new Coordinator from Trees Forever Jeff Jensen. He will send out a Zoom invite for a meeting on Sept. 26<sup>th</sup> at 4:00 to finalize plans for the Public Presentation on Sept. 28<sup>th</sup>.
- Made contact with the Landscape Architect – Should have final plans next week
- IWORQS:
  - Meeting on Thurs., Sept 14<sup>th</sup> to go over compliance letters, code references, creating a rental tab, add more business licenses, taking payments
- Council Meeting Minutes/Follow-up
  - Documentation for Change Order #1 and Pay Request #3 have been attached to the Agenda. We will have a Resolution accepting the project on the Sept. 27<sup>th</sup> Agenda.
- SEICCA – Katie and I attended the meeting in Washington on Sept. 13<sup>th</sup> – Speaker discussed Emergency Management and presented on the tornados that went through Washington. We are hosting the next meeting on November 8<sup>th</sup>.
- Election – So far, we have two people who have filed papers for City Council. The last day to file is Sept. 21<sup>st</sup> at 5:00 p.m.
- Navigated fraudulent emails and set up KnowBe4 training.
- Upcoming Meetings:
  - League Conference – Cedar Rapids – Sept. 20-22
  - Iowa Employment Conference – Des Moines – October 17
  - IMFOA – Des Moines – Oct 18, 19, 20

#### **Finance (Moore)**

- I have been working on several different projects. December 1<sup>st</sup> is coming quickly and there are several reports that are due to the state and county.
- Monday morning I had a conference call with Maggie at Spear Financial to go over some of the TIF questions that I had and needed her assistance with, this led to a conference call with Jon Danos at Dorsey Whitney on Tuesday. TIF continues to be a struggle but I am slowly working through it to figure it out. (Gregg – Traing is difficult to find and comes with experience. We are working with Speer, the County and Cindy will return for a day or two.)
- I have started working on the Annual Finance Report and also the Street Finance Report. The Street Finance Report is almost complete and the AFR is a quarter of the way complete.
- I am also continuing to research training opportunities.

#### **Public Works (Brissey)**

- Water lab
- Sewer lab
- Lift station rounds.
- Parks and Broadway trash and recycling
- Pool maintenance

- Locates.
- Service trucks and Squad cars
- Sign maintenance
- Hauling brush
- Mowing parks, city, properties, and medians.
- Trimming trees
- Backhoe and dump truck training for new higher
- Park clean up and maintenance and pool maintenance.
- Trying to get Mt Pleasant over lay closed out and water tower project closed out.
- Working on storm water plan.
- Pump motor on drop slide out to be repaired \$4285.00.
- Have been in touch with BNFS And County conservation. Have plans to get culvert inspection done on 9-19-23.
- Working on side walks
- Repaired water main break on West Mt Pleasant St.
- VFD for south lift is repaired and back in at no cost warranted bad electrical bored.
- Working on locating the truck replacements for water and streets that was budgeted for will have for next council meeting.
- See the stormwater photos attached. This happened just after the rather mild rain earlier in the week.



# Defense Community Infrastructure Pilot Program

## Overview

The Defense Community Infrastructure Pilot Program (DCIP) is designed to address deficiencies in community infrastructure, supportive of a military installation, in order to enhance military value, cadet training at covered educational institutions, installation resilience, and military family quality of life.

Section 2391(d) of Title 10, United States Code (10 U.S.C. 2391), authorizes the Secretary of Defense to “make grants, conclude cooperative agreements, and supplement funds available under Federal programs administered by agencies other than the Department of Defense,” for projects owned by a state or local government, or a not-for-profit, member-owned utility service to address deficiencies in community infrastructure supportive of a military installation.

DCIP is a competitive grant program administered by the Department of Defense Office of Local Defense Community Cooperation (OLDCC). Between FY20 and FY22, OLDCC awarded 48 projects representing \$200 million in Federal funding and over \$212 million in match. In FY23, \$100 million is available for award.

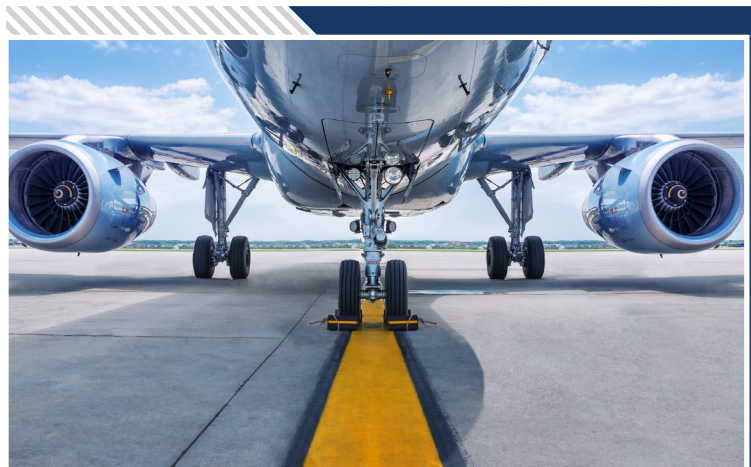
## Who Can Apply

- State or local governments
- Entities other than those identified above may partner with an eligible entity

## Eligible Projects

Eligible community infrastructure projects are any complete and useable transportation project, school, hospital, police, fire, emergency response, or other community support facility; or water, wastewater, telecommunications, electric, gas, or other utility project that meets the following criteria:

- Supports a military installation or the training of cadets enrolled in an independent program at a covered educational institution;
- Is located off of a military installation or on property under the jurisdiction of a Secretary of a military department that is subject to a real estate agreement;
- Will enhance military value, training of cadets enrolled in an independent program at a covered educational institution, military installation resilience, or military family quality of life at the supported military installation;
- Is endorsed by the installation commander representing the installation benefiting from the proposed project; and,
- Is construction-ready.



## Application Process

- OLDCC published a Notice of Funding Opportunity on March 24, 2023, describing proposal submittal requirements and timelines. Proposals are due by 5 p.m. PDT on June 23, 2023.
- Proposals will be competitively reviewed, and successful proposers will be invited to submit a grant application.
- Grants must be awarded, counter-signed, and obligated no later than September 30, 2023.

## For More Information

Sign up for email updates on DCIP and other OLDCC programs here: [public.govdelivery.com/accounts/USDODOLDCC/signup/14050](https://public.govdelivery.com/accounts/USDODOLDCC/signup/14050).



This fact sheet is current as of May 2, 2023 and may be periodically updated as new program authorities are issued and changes made to program requirements. Interested communities should verify these conditions in the final Notice of Funding Opportunity. For additional information about the DCIP and all of OLDCC's programs, please visit our website: [oldcc.gov](https://oldcc.gov).

## About the Office of Local Defense Community Cooperation

The Office of Local Defense Community Cooperation, in coordination with the other Federal agencies, delivers a program of technical and financial assistance to enable states, territories, and communities to plan and carry out civilian responses to workforce, business, and community needs arising from Department of Defense actions; cooperate with their military installations and leverage public and private capabilities to deliver public infrastructure and services to enhance the military mission; achieve facility and infrastructure savings as well as reduced operating costs; and, increase military, civilian, and industrial readiness and resiliency, and support military families. For more information, visit: [www.oldcc.gov](https://www.oldcc.gov)



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