



City Administrator & Staff Update

2023.11.03

- **Budget:** A sample budget calendar provided by the state is attached for your information.
- **Community Visioning:** Attended the Community Visioning wrap up and c elaboration in Ames this Thursday. I have a booklet (11x17) of our complete process and a PDF version as well that I will work with Kelly to post on the website and share with the public.
- **Chamber Dinner:** Right now I have a table for 8. Please let me know if you are attending and if you have a plus one. 2024 Annual Camber Dinner:
 - Date: January 26, 2024
 - Location: Catfish Bend Convention & Event Center
 - Attire: Formal*
- **Humane Society:** FYI (Humane Society) – We will be meeting with the Denise to help coordinate and discuss their event at Pat Klein Park. Humane Society Event: We would like to move forward with a “dog days of summer” event on August 24th. We would like to flood the basketball court, like we discussed. Could we schedule a time to chat – in the coming weeks? Thank you! Denise Ballard.
- **Retail Recruitment:** I am gathering some additional information on retail recruitment and will send it out via separate email.
- **Watermain:** Alley adjacent to Pat Klein Park. Given early estimates of \$120,000, we are going to ask Snyder to given us a engineering services agreement for design. Given project size, this will have to be bid out. Of course, the project will be added to the budget and reviewed during the budget process for council consideration. But, we would like to bring the agreement forward now to at least get the design and cost estimate down.
- **TIF Urban Renewal Plan Updates:** In additional to the Senior Housing Project, I think it makes sense to add the following in the plan or extend their current dates/amounts. Please remember this is just the plan and just because something is in the plan doesn’t means it will or has to get down. It is simply the first step in order to utilize TIF proceeds.
 - Admin Fee by another 3-5 years. Increasing by at least 5% each year for a new combined total.
 - Chamber: ED Campaign. Extend another 5 years at \$6000 per year.
 - I have several planning efforts and projects to include and filled out the infrastructure form for bond counsel. The numbers are typically rounded up, but on the actually amount is used.

- Comp Plan and Zoning Update \$120,000
- Stormwater Master Plan \$120,00
- Agency Street Trail or Sidewalk (West Burlington Avenue to Gear Avenue) \$600,000 or \$1.2M
- Broadway Trail or Sidewalk (Walmart to Rec Plan) \$300,000 or \$600,000
- Economic Development Plan or Retail Study, \$50,000
- Housing Rehab Program (LMI), \$100,000
- 24" Force main Project Design (11,000 feet of FM) \$250,000
- Mall Ring Road
- **West Burlington City Council Forum: Here's the video link:** <https://youtu.be/r5pcz8ShG0s>.

Police/Fire (Logan)

- Police and Fire Dept went to Heartland Harley Davidson this past weekend and did Trunk or Treat. Very good turnout.
- I participated in the Safe Trick or Treat held by Burlington Police Department down at the Auditorium last night. Extremely busy all evening.
- I have some quotes back reference to a new report system for the Fire Department. The current program will no longer be supported by January 1st, 2024, so the company that bought out Emergency Reporting is ESO, and several departments around this area have gone to ESO. They also were using Emergency Reporting and they told me it was an easy transition into the new reporting system.
- Patrol had no issues on Halloween night.

Building (Crooks)

- Attached are two reports for the month of October showing issued or pending building permits and nuisances. Nuisance compliance has been going well, however some are taking some time and I am trying to work with the property owners to obtain compliance. In general, the city has issues with property owners completing projects without permits.
- iWorQ is working well, however we just started with the Rental tab and we're working with our rep to get that tab so it will work for us. All new permits as well as nuisance enforcement have been entered into this software.
- Rental inspections are needing to be done and I have been slow to get them scheduled due to other ongoing projects. I have completed 4 rental inspections in the month of October for new rental properties. All have had issues that have needed to be resolved. My goal for the next few months is to get rental inspections scheduled and completed to try and get caught up.
- I have been working to maintain a part time status. I have been working from 7 am to 1 pm Monday through Thursday and it seems to be working well. I will and have scheduled things outside of that time on an as needed basis.
- Building Permits:
 - Month of October and Nuisance reports attached

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 and leaves
- Leaf bag pick up.
- Mowing parks, city, properties, and medians.
- Trimming trees and removal.
- Backhoe and dump truck training for new higher
- Park clean up and maintenance and pool maintenance.
- Working on storm water plan.
- Started working on budget in spare time ha.
- Replaced water valve and fire hydrant on Ruthella.
- Replaced fire hydrant on Agency.
- Working on fire hydrant repairs.
- Starting fall sewer jetting.
- Street patching
- Hauled in salt and sand for winter.
- In on Sunday 10-29-23 for power outage on Mt Peasant St.
- Annual lift station maintenance should be done this week.

Example City Budget Process Calendar

The calendar is a general example of how to schedule your budget process. Please note the following:

- Check with your local paper and document the official publication day of your newspaper and when they need your notice. This will allow you to plan accordingly so you can meet these tight deadlines.
- The dates are recommendations based on suggested “not later” dates. These dates reflect meeting the April 30 deadline providing for the possible dates of publications and hearings. Remember, notices must be published/posted not less than 10, not more than 20 days before the hearing date in the official city newspaper.
- You can publish your first notice ahead of the required property tax notice mailing BUT the hearing itself should not take place prior to a window in which residents receive the mailing. We ask that you have your hearing on the property tax levy no earlier than March 25th in order to allow the mailings a chance to get to the citizens.

Example Budget Process Calendar

One Meeting a Month on First Tuesday

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| - Rollback released by Dept. of Revenue | November 1 |
| - Budget forms released by Dept. of Management | First Week of December |
| - Taxable Valuation entered into DOM valuation and budget system by County Auditors | January 1 |
| - Gather budget requests from departments / stakeholders | By January 1 |
| - Put together preliminary budget and hold budget workshops w/ City Council | Jan 2 and/or Feb 6 |
| - Set April 2 hearing date for the Property Tax Levy Hearing | February 6 or March 5 |
| - Create a proposed tax rate levy and set a public hearing date for the proposed property tax levy; enter these items into DOM software so they can be transferred to County Auditor's Office for required mailing | Not later than March 5
(Statutorily required by March 15) |
| - Mailing of truth-in-taxation statements is completed by the County Auditor | March 20 |
| - Publish / post notice of public hearing not less than 10, not more than 20 days prior to the date of the proposed levy rate public hearing | Must be published
between March 13 - 23 |
| - Hold Property Tax Levy Hearing – only item on the agenda for this meeting | April 2 |
| - Set special meeting for April 23 public hearing date for the full budget adoption hearing at a second Meeting on April 2; must be a separate meeting from the Property Tax Levy Hearing | April 2 |
| - Publish notice of public hearing for the full budget adoption | Must be published
between April 3 -13 |
| - Hold public hearing on budget adoption and adopt the budget | April 23 |
| - Submit budget in online system and to County Auditor | Not later than close of
business on April 30 |

Example Budget Process Calendar

Two Meetings a Month on First and Third Tuesday

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|--|---|
| - Rollback released by Dept. of Revenue | November 1 |
| - Budget forms released by Dept. of Management | First Week of December |
| - Taxable Valuation entered into DOM valuation and budget system by County Auditors | January 1 |
| - Gather budget requests from departments / stakeholders | By January 1 |
| - Put together preliminary budget and hold budget workshops w/ City Council | Jan 2, Jan 16, Feb 6 and/or Feb 20 |
| - Set April 2 hearing date for the Property Tax Levy Hearing | February 6 or Feb 20 |
| - Create a proposed tax rate levy and set a public hearing date for the proposed property tax levy; enter these items into DOM software so they can be transferred to County Auditor's Office for required mailing | Not later than March 5 (Statutorily required by March 15) |
| - Mailing of truth-in-taxation statements is completed by the County Auditor | March 20 |
| - Publish / post notice of public hearing not less than 10, not more than 20 days prior to the date of the proposed levy rate public hearing | Must be published between March 13 - 23 |
| - Hold Property Tax Levy Hearing – only item on the agenda for this meeting | April 2 |
| - Set April 23 public hearing date for the full budget adoption hearing at a second Meeting on April 2; must be a separate meeting from the Property Tax Levy Hearing | April 2 |
| - Publish notice of public hearing for the full budget adoption | Must be published between April 3 -13 |
| - Hold special meeting or move April 16 meeting to April 23 public hearing on budget adoption and adopt the budget | April 23 |
| - Submit budget in online system and to County Auditor | Not later than close of business on April 30 |



Permit Report Summary

10/1/2023 - 10/31/2023

Permit Date	Permit Type	Site Address	Residential/Commercial	Description	Main Status	Total Fees
10/31/2023	Parking Lot	1302 Broadway St.	Commercial	Parking lot replacement	Approved	\$338.00
10/31/2023	Alteration	701 E. Pennington St.	Commercial	Office Alteration	Approved	\$201.50
10/30/2023	Roof	406 Prairie St.	Residential	Roof Replacement	Approved	\$0.00
10/30/2023	Roof	426 E. Huston St.	Residential	Roof Replacement	Approved	\$0.00
10/24/2023	Roof	501 Summer St.	Residential	Roof replacement	Approved	\$0.00
10/23/2023	Fence	115 Ballard St.	Residential	New fence	Closed	\$25.00
10/23/2023	Roof	516 Broadway St	Residential	Roof Replacement	Approved	\$0.00
10/23/2023	Roof	634 Broadway St.	Residential	Roof Replacement	Approved	\$0.00
10/23/2023	Roof	302 Ramsey St	Residential	Roof replacement	Approved	\$0.00
10/23/2023	Roof	201 Swan St.	Residential	Roof Replacement	Approved	\$0.00
10/20/2023	Roof	115 Ballard St	Residential		Pending Approval	
10/19/2023					Pending Approval	
10/19/2023	Building	1500m W. Agency Rd.	Commercial	Safe Room	Pending Approval	\$10,894.78

10/12/2023	Parking Lot	3000 W. Mt. Pleasant St.	Commercial	New concrete parking lot	Approved	\$583.00
10/12/2023	Siding	608 Leffler St	Residential	New siding for house and garage	Approved	\$25.00
10/11/2023	Alteration	1500 W. Agency Rd.	Commercial	Alteration of unfinished first floor space in Blackhawk Tower	Approved	\$1,423.00
10/10/2023	Building	1105 W Agency Rd	Commercial	Convenience Store	Pending Approval	\$6,054.02
10/10/2023	Other	306 Layne Dr.	Commercial	Ground Mounted Solar Arrays	Approved	\$1,364.03
10/5/2023	Building	510 Layne Dr.	Commercial	New Apartment Building	Waiting Payment	\$9,653.82
10/5/2023					Pending Approval	
10/4/2023	Building	508 Layne Dr	Commercial	New Apartment Building	Waiting Payment	\$9,482.16
10/3/2023	Alteration	321 Ramsey St.	Residential	Siding/porch/sidewalk	Pending Approval	\$50.00
10/3/2023	Driveway	1206 S. Washington Rd.	Commercial	Replacing Gravel driveway with concrete	Pending Approval	\$25.00
10/2/2023	Alteration	305 W. Van Weiss Blvd	Residential	Residential Remodel to include altering load bearing walls	Approved	\$548.00
10/2/2023	Fence	1003 W. Agency Rd.	Commercial	Addition of Fence for Cell Tower Compound	Approved	\$25.00
10/2/2023	Fence	414 Ballard St.	Residential	addition of Privacy Fence	Approved	\$25.00
10/2/2023	Driveway	606 Broadway St.	Residential		Waiting Payment	\$25.00
10/9/2023	Addition	110 Washington Rd	Commercial	Addition to existing storage bldg	Approved	\$802.66
						\$41,544.97

Total Records: 28

10/31/2023

Case Report

10/1/2023 - 10/31/2023

Case Date	Parcel Address	Violation Type	Correction Required	Main Status
10/30/2023	910 BRUSHTOWN RD	Nuisance Violation	Remove Travel Trailer from property	Active
10/30/2023	501 SUMMER ST	Nuisance Violation	Remove junk cars	Active
10/30/2023	701 E PENNINGTON ST	Building Code		Active
10/26/2023	118 WEST BURLINGTON AVE	Nuisance Violation	Cut tall weeds and remove junk & debris near alleyway	Active
10/26/2023	611 LEFFLER ST	Nuisance Violation	Remove all cars and trailers from back yard	Active
10/19/2023	525 SPRING ST			
10/18/2023	521 BROADWAY ST	Nuisance Violation	Cars to be parked on durable dust free surface	Closed
10/17/2023	410 E VAN WEISS BLVD	Nuisance Violation	Cut tall weeds/shrubs on property	Active
10/17/2023	702 LEFFLER ST	Nuisance Violation	Cut/trim all weeds along fenceline	Closed
10/11/2023	413 SUMMER ST	Nuisance Violation	Remove vehicles & Trailers to a dust free surface	Closed
10/9/2023	505 WEST AIRE DR	Nuisance Violation	Cut tall grass & Weeds	Closed
10/9/2023	525 BROADWAY ST	Nuisance Violation	Remove all vehicles and trailers from yard	Closed
10/9/2023	305 RAMSEY ST	Nuisance Violation	Remove junk vehicle	Closed

10/9/2023	205 BALLARD ST	Nuisance Violation	Remove Vehicles from property	Closed
10/4/2023	525 BROADWAY ST	Nuisance Violation		Closed
10/4/2023	525 BROADWAY ST	Nuisance Violation	Remove all cars & Trailers in yard	Closed
10/3/2023	3222 W MT PLEASANT ST	Building Code	Obtain building permit	Closed

Total Records: 17

10/31/2023