



## City Administrator & Staff Update

2023.11.09

### City Administrator Evaluation...NEXT WEEK

Wednesday November 15th at 5:15pm

I have 2 of the 6 evals returned.

Please return them ASAP so that I can make copies for Wednesday.

Thanks very much!!

- ☐ **SEIRPC:** Open House Celebrating 50 Years. December 7, 2023. 3:30pm to 6pm. See attached.
- ☐ **Purple Heart City:** Please see the attached letter from the Mr. McAllister.
- ☐ **Housing Developer:** I met with a housing developer out of the metro area to review WB options and sites. We discussed ideas, concepts, what's in the works (commercial, residential, housing needs assessment, incentives, IAAAP and more. They will be making a trip to the area in the next few weeks.
- ☐ **Planning and Projects:** STBG and TAP FYI and attached.
  - Regarding Mt. Pleasant (and potentially Agency Street given the gate that the IAAAP plans to use) and in addition to STBG and Defense Funding, TAP may be an option for bike lanes, a separate trail project or stormwater and other components for this and other projects. I see there is new guidance this year. Also attached the letter from SEIRPC on STBG and TAP funding.
  - Transportation Alternatives
    - A. Construction, planning, and design of on-road and off-road trail facilities for pedestrians,
    - bicyclists, and other non-motorized forms of transportation, including sidewalks, bicycle
    - infrastructure, pedestrian and bicycle signals, traffic calming techniques, lighting and other
    - safety-related infrastructure, and transportation projects to achieve compliance with the
    - Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq).
    - B. Construction, planning, and design of infrastructure-related projects and systems that will

- provide safe routes for non-drivers, including children, older adults, and individuals with
- disabilities to access daily needs.
- C. Conversion and use of abandoned railroad corridors for trails for pedestrians, bicyclists, or other
- non-motorized transportation users.
- D. Construction of turnouts, overlooks, and viewing areas.
- E. Community improvement activities, which include but are not limited to:
  - I. Inventory, control, or removal of outdoor advertising.
  - II. Historic preservation and rehabilitation of historic transportation facilities.
  - III. Vegetation management practices in transportation rights-of-way to improve roadway
- safety, prevent against invasive species, and provide erosion control.
- IV. Archaeological activities relating to impacts from implementation of a transportation
- project eligible under this title.
- V. Streetscaping and corridor landscaping.
- F. Any environmental mitigation activity, including pollution prevention and pollution abatement
- activities and mitigation to:
  - I. Address stormwater management, control, and water pollution prevention or
  - abatement related to highway construction or due to highway runoff, including
  - activities described in Title 23 sections 133(b)(11), 328(a), and 329; or
  - II. Reduce vehicle-caused wildlife mortality or to restore and maintain connectivity among
  - terrestrial or aquatic habitats.
- 2. The Recreational Trails program (RTP) under 23 U.S.C. 206. (Any project eligible under the RTP also is
- eligible under the TA Set-Aside).
- 3. The Safe Routes to School program including:
  - • Infrastructure-related projects eligible under 23 U.S.C. 208(g)(1), and
  - • Non-infrastructure-related activities eligible under 23 U.S.C. 208(g)(2).
- 4. Planning, designing, or constructing boulevards and other roadways largely in the right-of-way of
- former Interstate System routes or other divided highways.

#### **IT (Newberry)**

- This week I have been working on removing the old internet explorer 11 applications from all computers on our network. Not an easy way to push it down so I had to touch every computer to uninstall it. Over the next several weeks I will be remediating vulnerabilities that were discovered in the new crowd strike console. Also having a

problem with a server that I am currently addressing that won't allow me to open any software in administrator mode. Hopefully I will have that resolved soon. I am also in the process of updating the last fire department computer I hope to have it down there soon. I had to purchase just the apps and that will add \$8.00 per month for the fire department. I also have 10 yubikeys for city hall side I have issued one to Kelly so if you want one let me know. I will be issuing them out as an alternative to log in to windows. These were discounted for cybersecurity month. I was out of the office for a couple of days last week so this week I am verifying that all updates were pushed down. Tonight, I will restart all servers and computers. We also got access to the crowdstrike console with the state SOC so hopefully you are registered and can browse what is available to us as well. We do need to finish sunseting Energov as I need those licenses for some other servers, and I Just ran out of the trial. So hopefully we can expedite moving to IWorqs so I can sunset those servers and retrieve the licenses. If you have any questions please let me know.

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

- ☐ Several items that I put on the agenda for next week for the PD. One of the items will be a new hire that will be starting at the end of December. Certified Officer already, so should not take long to get them on their own.
- ☐ Working on some quotes for the Fire Department. Have several PPE that are expired that need to be replaced. Need helmets, gloves, boots, bunker gear.
- ☐ Will have Fit Testing for the Fire Department on December 4<sup>th</sup>. That is where we get recertified every year to be able to wear our SCBA.
- ☐ Going to have a Police Department meeting when Brice gets back from training.
- ☐ Getting a couple committees set up at the Fire Department. One of them is the EMT committee had several people step up for that.
- ☐ Having a radio meeting tomorrow, that is possible going to be a big item for next year budget.

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

- ☐ TIF Report
- ☐ Urban Renewal Report
- ☐ Annual Finance Report
- ☐ Gregg prepared the budget memo, capital outlay forms and vehicle and equipment lists for staff and Angie is sending out the budget worksheets.

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

- ☐ Hosted the regional clerks meeting yesterday at City hall.
- ☐ **POOL** – The Booster Club has purchased our remaining Dippin Dots to sell this winter during sporting events. They picked up the cooler on Monday and if it works out well for them, they will enter into a contract with Dippin Dots to place another order.

☐ **BUDGET Calendar** – First Draft

FY 24-25 BUDGET CALENDAR				
REGULAR COUNCIL MEETING	6 BUDGET WORK SESSIONS (BWS) & 2 SPECIAL MEETING	STAFF ONLY DATE	ACTION	
		DEC 1	STAFF'S BUDGET REQUESTS TURNED IN	
		DEC 2- JAN 23	<input type="checkbox"/> BUDGET REVIEW/PREPARE PRESENTATION FOR 1 <sup>ST</sup> BWS	
	JAN 23		<input type="checkbox"/> BWS #1 (PRESENTATION TO COUNCIL)	
	JAN 31		<input type="checkbox"/> BWS#2	
FEB 7			<input type="checkbox"/> BWS #3 & REGULAR COUNCIL MEETING <input type="checkbox"/> OPTION#1 - SET PH ON PROPOSED TAX LEVY FOR APR 3 (SPECIAL COUNCIL MEETING AT 5:30 P.M.)	
	FEB 14		<input type="checkbox"/> BWS #4	
FEB 21			<input type="checkbox"/> BWS #5 & REGULAR COUNCIL MEETING <input type="checkbox"/> OPTION #2 - LAST POSSIBLE DATE TO SET PH ON PROPOSED TAX LEVY FOR SPECIAL COUNCIL MEETING ON APR 3	
	FEB 28		<input type="checkbox"/> BWS #6 (NEED TO HAVE PROPOSED TAX LEVY DECIDED TO SEND TO DEPT. OF MANAGEMENT (DOM) WILL SEND THIS TO COUNTY AUDITOR TO BE INCLUDED IN TRUTH-IN-TAXATION NOTIFICATION MAILED TO PROPERTY OWNERS)	
		MAR 5	<input type="checkbox"/> SEND PROPOSED TAX LEVY TO DOM ALONG WITH PH DATE (APR 3 SPECIAL COUNCIL MEETING AT 5:30 P.M.)	
MAR 6			<input type="checkbox"/> REGULAR COUNCIL	
		MAR 18	<input type="checkbox"/> SEND PH NOTICE FOR PROPOSED TAX LEVY TO DMC NEWS TO BE	

			PUBLISHED MAR 22 (13 DAYS PRIOR)	
MAR 20			<input type="checkbox"/> REGULAR COUNCIL MEETING <input type="checkbox"/> TRUTH-IN-TAXATION NOTICE MAILED TO PROPERTY OWNERS BY COUNTY AUDITOR	
	<b>APR 3</b>		<input type="checkbox"/> SPECIAL COUNCIL MEETING AT 5:30 P.M. TO HOLD A PUBLIC HEARING ON PROPOSED TAX LEVY RATE (No other business can be conducted at this meeting)	
APR 3			<input type="checkbox"/> REGULAR COUNCIL MEETING <input type="checkbox"/> SET PH DATE OF APR 24 (SPECIAL COUNCIL MEETING) ON PROPOSED BUDGET FOR FY24-25	
		APR 8	<input type="checkbox"/> SEND PH NOTICE ON PROPOSED BUDGET TO DMC NEWS TO BE PUBLISHED APR 12 (12 DAYS PRIOR TO HEARING)	
APR 17			<input type="checkbox"/> REGULAR COUNCIL MEETING <i>(COULD CANCEL THIS REGULAR MEETING AND MOVE EVERYTHING TO THE APR 24<sup>TH</sup>)</i>	
	<b>APR 24</b>		<input type="checkbox"/> SPECIAL COUNCIL MEETING <input type="checkbox"/> HOLD PUBLIC HEARING ON PROPOSED BUDGET FOR FY24-25 <input type="checkbox"/> APPROVE RESOLUTION ADOPTING THE BUDGET AND SETTING THE LEVY RATE FOR FY24-25	
		APR 30	<input type="checkbox"/> LAST DAY TO SUBMIT BUDGET TO THE DOM AND AUDITOR	

**P&Z Meeting** – We have a P&Z Meeting Scheduled for Tues., March 14<sup>th</sup>. The Commission will be reviewing two Final Plats and making recommendations for the Council to act on during the Nov 15<sup>th</sup> meeting. I have included them in the Council packet, so everyone will have an idea of what the Plats look like.

**BUDGET WORKSHOP** – There is a Virtual Budget Workshop on Tuesday, November 21<sup>st</sup> if anyone is interested in attending. It is from 9:30 – 1:00. I can register anyone that is interested.

**ELECTED/APPOINTED OFFICIALS OPEN HOUSE** – Dec 20<sup>th</sup> from 4 – 6 p.m. before the last City Council meeting. Mark your calendar and spread the word. I will have an invitation ready soon

that we can post on social media and advertise. Please let me know by the Council meeting next week if there is an issue with that date/time.

**Public Works (Brissey)**

- ☐ Water lab
- ☐ Locates
- ☐ Sewer lab
- ☐ Clean trucks
- ☐ Clean equipment at shop
- ☐ Wash trucks
- ☐ Recycling and trash
- ☐ Sweep streets
- ☐ Haul brush and leaves
- ☐ Mow city properties
- ☐ Mow at sewer plant
- ☐ Mow medians
- ☐ Install signposts and signs
- ☐ Dig out and pour sidewalk on Mt Pleasant St
- ☐ Dig up manhole at the south end of Vernon St and raise it to ground level
- ☐ Dig up storm sewer manhole at the south end of Vernon St and raise it to ground level
- ☐ Jet sewers



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November 2, 2023

**Subject: Regional STBG and TAP Grant Applications for FFY2028**

Dear Regional Partner:

This letter is to inform you that SEIRPC is now accepting applications for another round of funding from the Surface Transportation Block Grant Program (STBG) and Transportation Alternatives Program (TAP). Application materials are available on our website, and completed applications for both programs are due to SEIRPC by **Friday, January 26, 2024 @ 5:00 PM**. Please use the following specific URL: <https://www.seirpc.com/transportation>.

The table below shows the amount of total funding that was available for each program last year, with STBG funds split into separate pools for Cities and Counties. Targets for FFY2028 aren't yet available, but we anticipate that the amounts will be similar to these.

	Funding Awarded Last Year
STBG – City Pool	\$1,499,706
STBG – County Pool	\$1,832,974
TAP	\$366,000

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**For STBG Applicants only:**

For this year's funding round, STBG projects can proceed to construction in FFY2028.

Recently, there was an important change in Iowa DOT's policy on Federal Aid Swap, which impacts City STBG projects. Engineering costs are no longer eligible for reimbursement for STBG swap funds. Applications can still include design and construction engineering activities as part of the total project cost, but they must be accounted for by local match funding (including other outside sources unrelated to STBG). So for example, if engineering costs account for 10% of the total project cost, your application should request no more than 90% of the total from STBG.





**For TAP Applicants only:**

TAP projects may proceed to construction in any year from FFY2025 through FFY2028. If you plan on applying for TAP, please contact us first, to discuss the anticipated timeframe of your project.

This year, the TAP program will resume after being on hold by the Iowa DOT for over a year. As a result, since none of the TAP funding from last year was awarded, this money will be carried over into the FFY2028 round, resulting in roughly twice as much funding as in a typical year (likely around \$700,000).

As previously, applicants must download application materials on the Iowa DOT website, and submit them to SEIRPC by the deadline listed below. It is also very important that you download the 'TAP Application' document on the SEIRPC website, as it contains additional information on the regional scoring criteria, and how applicants should address those items when filling out the DOT application form. A link to the specific page on the DOT website is included in that document.

The DOT is using a brand new application form for TAP this year, and if you have any questions about filling out specific items on that form, please contact me directly. In particular, pay close attention to the columns in Part C ('Project Costs and Matching Funds'), as it does not follow the typical format of a project costs table. Also, for Part F, Question 6, please ignore the fact that it's asking for 'statewide' tourism benefits, and instead reference any tourism benefits that may apply – local, regional *or* statewide.

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Please contact me if you have any questions or comments about applications, the application processes, or specific funding programs.

Thank you,



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