



## City Administrator & Staff Update

2023.10.17

- **Open House:** Please see the attached Open House invitation for December 20<sup>th</sup> from 3pm to 6pm.
- **IMAA (Iowa Municipal Attorneys Association):** I attended the IMAA Board meeting, Annual Meeting and Continuing Legal Education Thursday evening and Friday.
- **Evaluations:** Staff evals are completed and we have scheduling meeting times to review.
- **Trail:** IDOT Letting is 12/19/2023. The IDOT allowed winter working dates so the successful bidder will be able to work over the winter and not have those dates count towards their overall working days.
- **Mt. Pleasant Phases 3 & 4:** Working with Bolton & Menk to prepare for the STBG (perhaps TAP) applications due to SEIRPC in January. Reviewing defense funding as well.
- **Council:** Councilmember Orientation will be on November 30<sup>th</sup>.
- **IWorQ:** It appears that we will be able to set up 9 fillable online forms under the new system. We will be working to include these options as well as PDF download on the website.
- **Website:** Reviewing Revise in lieu of CivicPlus. Also reviewing our current CivicPlus contract. Revise seems to have several benefits including unlimited text and email, unlimited pages, ease of use, back end staff input, ability to modify to meet needs and close in costs. Having some issues with the small city CivicPlus version. Revise is working with several cities in Iowa.
  - Here are a list of some local sites for review as well:
    - <https://www.cityofhumboldt.org/>
    - <https://www.cedar-rapids.org/>
    - <https://www.cityofwaterlooia.com/>
    - <http://www.montezumaiowa.org/>
    - <https://www.bellevueia.gov/>
    - <https://www.cityofwellman.com/>
    - <https://www.dsm.city/>
    - <https://www.emersonia.org/>
    - <https://city.redoakiowa.com/>
    - <https://www.anamosa-iowa.org/>
    - <https://www.bettendorf.org/>

- <https://www.altoona-iowa.com/>
- <https://www.norwalk.iowa.gov/>
- <https://www.tiffin-iowa.org/>
- <https://www.huxleyiowa.org/>

### **IT (Newberry)**

- Well, this is the third week I am working on patching.
- Yesterday November 14 we moved to full deployment on crowd strike with the state, so we have full protection from the SOC.
- It is a never-ending job patching and with there were more of me to get these knocked out.
- This week I have updated the firmware on all the servers, Also updated our vSphere server software which is the software that runs all of our virtual servers and makes disaster recovery so fast for us. I have our router staged and ready to go on updating it. So as soon as I get a chance I will update it and get it running on the latest version.
- This week we had our Air Conditioner fail again at the street shop however this time it broke a stick of ram. I had some purchased from a previous update so I was able to use the one I had on hand. If you have any questions please let me know.

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

- We have the Eagles Club reserved for January 27<sup>th</sup>, for the K9, Trivia Night. Times will be posted next week along with getting the information out for teams and sign up. We have the tickets ordered to start the raffle sale. The raffle will start on November 27 with a tentative drawing date of December 31, 2023.
- Officer Mennen is still out in Ohio doing his K9 training. Going very well and he will be back on duty on November 21.
- Tobacco Grant information was delivered, and we have until February 15<sup>th</sup> to do our Tobacco buys.
- We have started the new year for GTSB for extra enforcement campaigns. Grant runs from Oct 1<sup>st</sup>, through Sept 30, 2024.

### **Finance (Moore)**

- The Street Finance Report has been submitted to the State of Iowa as well as the Urban Renewal Report.
- I have emailed the 24-25 budget request forms to the department heads so that they can start working on them. They are due back to me by December 1<sup>st</sup>. I have completed both the TIF report and the Annual Urban Report once those are approved by the council I certify the TIF with the county and submit the approval date to the state.
- I will primarily be focusing on the budget for the next several weeks.

**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.
- Backhoe and dump truck training for new higher
- Working on storm water plan.
- Working on budget in spare time ha.
- Working on fire hydrant repairs.
- Starting fall sewer jetting.
- Doing dirt work around valves and fire hydrants that have been repaired.

\* While doing the annual jetting through sewers we found five that we couldn't get in. We are having Four Seasons camera to see what is going on. We have Four Seasons working on the first one at Glasgow between Spring and Vernon.