



City Administrator & Staff Update

2023.01.06

- **Budget Calendar:** Please see the attached budget schedule starting on 1/25/23...it is about that time!
- **WB Businesses:** Business of the Year nominations – please share the website link below or our Facebook post! Thanks!
 - ! <https://www.westburlingtoniowa.gov/site-home/news/business-year-nominations>
- **Bolton & Menk:** Worked with this firm quite a bit in the past several years and have had an excellent experience. Like to bring them to town to meet staff and council. I have asked them to look at the upcoming trails for planning and funding and to consider a stormwater Master Plan which is often required to obtain outside funding. They are looking at several potential funding sources.
- **McClure:** I have inquired as to Strategic Planning (ED/Mall) and stormwater.
- **Cell Tower:** We have approved improvements/upgrades to the current cellular equipment on our Agency Street water tower should you see any work being done.
- **Fire Pay:** Apparently, all Fire Fighters have been paid for time that dispatch has failed to call our FFs out. Even though we do not get anywhere near 100% attendance on calls. FYI. I plan to end this practice.
- **Vacation:** 1/13, week of 1/16: Kelly will sit in for me. Please see Kelly for any issues or concerns. I should have access to Wifi and will check a couple times per day.

IT (Newberry)

This week was trying to get things accomplished that occurred over the holidays as well as get the PD set up for training on the new Motorola software. Also helped get the business nomination page off the ground for the website and get the posts set up for social media. It's another short week with myself taking tomorrow off for some appointments that I have to make. I have the digital signage put back up front if you can think of anything for the public that should be added to it let me know. As far as computer issues this week it was an abnormally slow week. I will also be starting to get ready and studying for my class that is coming up in February. I will be gone for five days while I take this course. Other than that short week.

Police (Logan)

- We will start training tomorrow on Motorola software. Over the next couple weeks all Officers will be going down to Burlington to do the training.
- I went out to Iowa Workforce today and spoke with Katelyn Orth, on how we can get messaged about Job Fairs that are being held in the area. I received an email from her, and we are on that list so anytime a Job Fair is posted we will be invited to participate. We did not make the list for

next week's Job Fair being held in Mt. Pleasant but if they have someone cancel, they will contact me. (Which they did...)

- I will have some end of the year numbers tonight at the council meeting, but I want to go through them and double check a few things before I send them to you.

Building/Fire (Ryan)

City Clerk (Fry)

COMMUNITY VISIONING

- Visioning Committee Meeting – January 17th at 6:00 p.m.

The Committee is working on recruiting community members to join a Focus Group Workshop on Saturday, Feb. 18th. There are seven focus groups including the steering committee. Each group will meet for approximately an hour. If you can think of any residents who might be interested or willing to attend the Workshop, we are looking for at least 8-10 people for each group.

Purpose of the Focus Group: WEST BURLINGTON is participating in the 2023 Community Visioning Program. Iowa State University is gathering information from community members to learn your opinions on how to improve the community's landscape through transportation enhancements. Your input is an important part of this process and your ideas about community design and enhancement are valuable to the West Burlington Visioning Committee.

Group 1 – Older Adults: 9:00 – 10:00 am

Group 2 – Mobility Challenged: 9:00 – 10:00 am

Group 3 – Parents: 10:15 – 11:15 am

Group 4 – Youth 12 and Under: 10:15 – 11:15 am (Will need a parent to sign a consent form)

Group 5 – Youth 13 and Older: 10:15 am – 10:15 pm

Group 6 – Active Recreationalists: 11:30 am – 12:30 pm

Group 7 – Steering Committee: 11:30 am – 12:30 pm

OSHA REPORT

I'm working on the EOY Work Comp Report for OSHA. In 2022 we had six Work Comp incidents reported. Only two incidents required treatment (laceration requiring stitches and sprain/strain requiring restricted duty)

BOARD/COMMITTEES

- **Planning & Zoning Commission** – Meeting January 12th at 6:00 p.m.

EMERGENCY/DISASTER RESPONSE PLAN

Gina Hardin provided several updates she felt would be beneficial to our Emergency Disaster Plan. I will incorporate the changes for Council to approve.

NIMS – Shaun said he was waiting on two Council members to finish their NIMS training. Our two newest Public Works Employees completed their training today. We have a new Police Officer that will also need training if she hasn't already had it.

POOL

Kathy, Therese, Gregg, and I met a few weeks ago to go over some of the issues last season, and discussed rates, hours, swim lessons, and options for concessions. Will be working on a list of items to address before the season opens and looking at sending letters out to past employees that we would like to see return this summer.

IWORK SOFTWARE

Looking at new software solution for Business Licensing and Permitting from iWorq.

The software also offers a solution for Fleet Management, which would be useful for the Public Works Dept.

<https://iworg.com/>

INCODE TRAINING

We have budgeted for two people to go to the Incode Training this year. Last year, Angie and I went. This year Tara and Katie are interested in attending.

CIP

Working on data entry for the CIP

ONGOING/FUTURE PROJECTS:

Record Retention

Comp Plan

Updating Job Descriptions – (most recently working on Public Works and we need to look through the Pool Manager)

Beaverdale Water System/Contract

Public Works (Brissey)

- Water lab
- Sewer lab
- Lift station rounds
- Parks and Broadway trash and recycling
- Locates.
- Service trucks and Squad cars
- Maintenance and clean up at sewer plant
- Replacing broken fire hydrant
- Working on new budge
- Still working on issues with water tower.
- Sign maintenance
- Cleaning up at sewer plant
- Hauling sand and rock
- Started repairs on jet truck getting more parts
- Main break 514 Spring Street
- Working on sewer between Vernon and Melville Street backed up found lot of non-flushable wipes in pipe and manhole. We are having it televised and talking to all residents involved.

FY 23-24 BUDGET CALENDAR

(Using Regular Council Meeting Date and 1 Special Council Meeting on Feb 22)

REGULAR COUNCIL MEETING	WORK SESSION & SPECIAL MEETING	STAFF ONLY DATE	ACTION
	JAN 25		<ul style="list-style-type: none"> Budget Work Session #1 (<i>Power Point Presentation and Start Budget Review</i>)
FEB 1			<ul style="list-style-type: none"> Regular City Council Meeting & Budget Work Session #2 Set PH on Max Levy for Feb 22 (Special Meeting)
		FEB 6	<ul style="list-style-type: none"> Send PH Notice on Max Levy to DMC News on Feb 6 Publish PH Notice in DMC News on Feb 9 (13 days prior to PH)
	FEB 8		<ul style="list-style-type: none"> Budget Work Session #3
FEB 15			<ul style="list-style-type: none"> Regular Council Meeting & Budget Work Session #4 Wrap Up
	FEB 22		<ul style="list-style-type: none"> Special Council Meeting & Budget Work Session #5 Extra Hold PH on Max Levy Approve Resolution setting Max Levy Set PH Date on Proposed Budget for Mar 15
		FEB 27	<ul style="list-style-type: none"> Send PH Notice for Budget to DMC News on Feb 27 (Reminder – Council can adopt Budget with Levy Rate lower than published rate, but not higher) Publish in DMC News on Mar 2 (13 days prior to PH)
MAR 1			<ul style="list-style-type: none"> Regular Council Meeting & Budget Work Session #6 Extra Could set PH Date for a Special Council Meeting
	MAR 8		<ul style="list-style-type: none"> Budget Work Session #7 Extra (Last Work Session before Hearing & Adoption)
MAR 15			<ul style="list-style-type: none"> Hold PH on Proposed Budget Approve Resolution Adopting Budget for FY 22-23
	MAR 22		<ul style="list-style-type: none"> Special Council Meeting to adopt Budget –ONLY IF NECESSARY
		MAR 30	<ul style="list-style-type: none"> Certify Budget with DMC Auditor

Nov 7 – 11 Angie out of the office

Jan 13 – 22 Gregg out of the office



BUSINESS OF THE YEAR

1st Annual

NOMINATIONS OPEN

January 1 - January 31

WINNER ANNOUNCED

Thursday, March 16

**NOMINATE YOUR FAVORITE
WB BUSINESS NOW!**

WESTBURLINGTONIOWA.GOV/BUSINESS