



## City Administrator & Staff Update

2023.05.19

- **Community Visioning:** The Committee met on Tuesday May 16<sup>th</sup> to review the findings from the public meetings, identify and prioritize potential projects for ISU and the landscape architect to do renderings on the top 4 projects. Those will be taken to a public meeting where we ask residents to attend and provide feedback to help identify the preferred plan or project.
- **Pool:** The Assistant Manager (a former manager) was hired as well as another lifeguard and concessions person. Kelly is setting up a class for those that need certified.
- **Mt. Pleasant STBG:** We were second (versus third) for funding under STBG this year. I am working with SEIRPC so that we can work with our engineer (French-Reneker) to improve the application towards the scoring components. The board has yet to meet and finalize the TAC committee's actions. I am thinking that we should hand this project and the next two phases off to another engineering firm for several reasons. Happy to discuss.
  - A few brief notes from SEIRPC: So, in both cases, the project score increased between 2022 and 2023. But for Burlington, the score increased to a higher percentage. And just to be clear, they actually expanded the scope of their project to include ALL of Sunnyside between Roosevelt and Osborn. Previously, it was just Roosevelt to Irish Ridge. They also changed it from full concrete reconstruction to asphalt resurfacing (but with the brick subbase replaced with stone). So, I think the discrepancy is much more the result of what Burlington did to change their application, as opposed to what West Burlington did. I will also note that among the objective scoring criteria (the items where SEIRPC collects data and puts it into a spreadsheet), your project is at a natural disadvantage considering the fact that it's a 4-lane divided road that has low traffic volume, a low accident rate, and the project is simply a resurfacing with concrete. Ultimately though, the subjective scoring (from the TAC members) could conceivably cancel out the impact of the objective scores (as it did last year with Mount Pleasant beating Burlington).
- **Planning:** As I noted at the council meeting, I am working with two engineering firms to provide project scopes and costs for the Comp Plan or a strategic/action plan, Stormwater Master Plan, or a more focused plan on the area around Luers, economic development and the mall area.
- **iWorqs:** Additional staff have been added to the training for iWorqs to ensure we have several staff that can access and input the information.
- **Trail:** We are meeting in early June with Snyder to review the preliminary plans and cost estimates for the trail. IDOT are in the process of reviewing the plans and bridge details.

## **IT (Newberry)**

- I wanted to share an exciting update on the recent happenings in our IT department. This week has been a whirlwind of activities, with a strong focus on policy development to align ourselves with industry best practices. I have been dedicated to writing comprehensive policies that will streamline our operations and ensure we adhere to the highest standards. By implementing these policies, we are taking significant strides towards creating a more efficient and secure IT environment.
- In addition to my policy-related work, I've been lending a hand to Raine in getting the pool ready. While it might seem unrelated to our primary IT responsibilities, fostering a positive work atmosphere goes beyond the digital realm. Looking ahead to the upcoming week, our focus will shift towards two critical areas. Firstly, we'll be concentrating on getting the register up and running smoothly. This involves fine-tuning the system, ensuring its optimal performance, and providing training to our employees. With a well-functioning register, we'll streamline our transactions, enhance customer service, and elevate overall operational efficiency.
- Additionally, I anticipate having the necessary product information by next week to begin entering them into the register. This exciting milestone will enable us to accurately track inventory, improve order management, and streamline our sales processes. By harnessing the power of technology, we aim to drive seamless customer experiences and boost our pools business performance.
- As always, I remain open to your input, suggestions, and collaboration. If you have any questions or ideas regarding the policies, pool preparations, or upcoming initiatives, please feel free to reach out. Your perspectives are invaluable in shaping our IT strategies and fostering a culture of continuous improvement.

## **Police (Logan)**

- This Friday, we will be participating in the Special Olympics fundraising at Dunkin Donuts. Last year we were one of the top donations in the state with fundraising and it was the first year for the West Burlington Dunkin Donuts. We will be assisted by Burlington Police Department again, and it runs from 0500 am – 1200 pm.
- I will be heading to Atlanta Georgia from June 12-16<sup>th</sup>. I've been assisting SCC since 2020 with a US Department of Justice Grant that the received. There will be 4 of us going, and the reason I must go is that I'm part of SCC Coordinated Community Response Team Member, and Law Enforcement is a mandatory to show up. The training will be Tuesday through Thursday with Monday and Friday travel days. SCC will be responsible for my travel, which includes flights, hotels, and meals. The only thing the City will be responsible for is my wages while I'm away.
- We were awarded another GTSB Highway Safety Grant. We were awarded a total of \$19,491. The grant runs from October 1 through September 30<sup>th</sup> of each year. The difficult part of budgeting this into our budget is we never know what we will be awarded from year to year. This is the first time in over 5 years that we were awarded money for new equipment.
  - Overtime for General Enforcement \$6,282
  - Overtime for Impaired Enforcement \$9,409
  - New Lidar \$2,500 This is a handheld radar unit that sends a pinpoint laser beam on a vehicle. It is very accurate and assists us when we are working Grant.

- New PBT \$1,200, this will assist in working the Impaired Enforcement portion so when we get an OWI each squad car will have its own PBT.
- Sgt. Melssen has overseen the GTSB Grant for the past several years and doing very well with this portion. He just met with one of the State Coordinators and with all the paperwork that he has to submit, there were no issues. She did an audit on some of his paperwork and he had all the answers for her that she requested.

### **Building/Fire (Ryan)**

- Nuisance: Watching lawns – Marked a property for mowing. Several others got theirs taken care of. Couple houses with junk outside from clean-up – notices being given.
- Building Permits and Licenses: Wrap up plans for Comm. Health. Deck and Shed permits issued. 3 driveway permits issued. Issue Food Truck license.
- Code Review - Talk with developer on additional apartment complex design. Discuss fencing options with resident by Brentwood. Talk with Nelson Paving about driveway.
- Liquor License Inspection: Casey's done.
- Other Building: Work with Lee County Health Department on a local establishment that claimed they had an inspection – they didn't. Inspection taken care of after they reported to the Health Department, they had it done.
- iWorQ training continuing. Did comparison on entry of data – iWorQ was 25% faster to enter data than EnerGov. Training included information on being able to add codes for code enforcement, how to adjust or amend them later in the system.
- Fire Dept –
  - Burned off pallet pile at training ground.
  - Put materials inside to protect them.
  - At Training Ground: Built 4 walls and put up a ceiling on container that had openings in it. Also put in a window on a burn room, reframed an existing window.
  - Mowed Training Ground last Thursday. Also mowed on Monday.
  - Got LP tank put back upright and on blocks. Copper thieves had rolled it off its block stand.
  - Pulled starter off Grannie to send in to be rebuilt. Should have it back in time for the 4<sup>th</sup> of July.
  - Firefighter's Association discussed preparing for the Pancake Breakfast.
  - Hospital had fire alarm system in day care get knocked out due to the recent storms. Discussed available options for protecting the kids during operational hours until they can get a new control board located and installed.

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

- Raine has found enough staff to stay open the first week.
- Food is being delivered today. Pop and Candy delivered on Monday. We are going to buy a convection oven to bake cookies, Bosch sticks, and the Crispitos.
- Swim Lessons are going to be set up a little different due to staffing. They will have lessons on Monday and Wednesday for 8 weeks. 10:45 - 11:30. They will do all the levels at that time. Raine is working on a plan to open early or stay late a couple days next week for people to register.

- T-shirts for pool staff have been delivered. Swim Suits are being ordered.
- Coupon books are ordered. 12 daily admissions one free. Changing the amount in the Resolution to reflect the cost of the daily admissions being \$4.67 otherwise there is only about a 1.12 savings by buying the book.

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

- I have been thoroughly going through and making sure that all of the account payables have been allocated to the correct GL accounts and correcting them.
- Tara was gone last week so I did payroll and the remaining accounts payable that needed to be taken care of before the May 17<sup>th</sup> council meeting.
- All of the FY23-24 budget books are pretty much completed and ready to be distributed.

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

- Water lab
- Sewer lab
- Lift station rounds.
- Parks and Broadway trash and recycling
- Mowing twice a week parks, city properties, sewer plant and medians.
- Pool maintenance
- Locates.
- Service trucks and Squad cars
- Sign maintenance
- Hauling brush
- Hauling concrete finds for back fill
- Patching
- Backhoe and dump truck training for new higher.
- Park clean up and maintenance and pool maintenance.
- Will be working in 200 block of Swan.
- Pool is filling up getting ready for startup.
- Crack sealing should be starting the first or second week of June restriping after that.
- Had to camera sewer on gear by Fastbreak pavement sinking. Sewer checks out ok going to repour street patch.

#### **Trail Project Update:**

Submitted to IDOT:

On behalf of the City of West Burlington, we are submitting the Preliminary Plans for the Gear Avenue Trail Extension project TAP-U-8255(611) --8I-29 including the Preliminary Plan Checklist attachment B to I.M. 3.400. Could you please assist us with distributing these plans to the other appropriate bureaus associated with the project as necessary?

We would also like to request specific review of the following items:

1. From previous correspondence with the BSB during the concept phase, we are showing removals of the existing east barrier rail, sidewalk, 2" bridge floor surfacing, and chain link fence on the east side of the bridge.

2. We are showing 2 alternate details to tie the proposed separation rail to the bridge deck. Horizontal rail load and anchorage capacity is in accordance with AASHTO Standard Specifications.

- a. Alternate 1 - Intended to keep all construction above the deck. Anchors extend to within 1.5" of bottom of deck.

- b. Alternate 2 - Construction below deck required.

Our preference is to use Alternate 1 to avoid disruption to highway traffic below the bridge. Please confirm this is acceptable and review if BSB will require lane closures below the bridge during drilling of holes as shown in Alternate 1.

3. We are proposing to replace the existing tapered barrier rail end section with a new tapered end section (BA-108) for the separation rail on the approaches. BA-108 would be modified to fit the 1'-0" width of the separation rail. We note that according to Section 8A-4 of the design manual, it states: "If posted speed is 30 mph or less, use of guardrail or a crash cushion is preferred. If constraints don't allow for a placement of either of these options, a sloped concrete end treatment (BA-108) may be used." Gear Avenue is currently posted for a 35-mph speed limit and the 2018 AADT was 10,000. The tapered concrete end treatments were considered suitable for this speed as recently as 1/4/2017. When locating a multi-use trail on the non-vehicular side, the tapered end sections are superior to standard guardrail and posts from trail clear zone perspective. Please confirm the tapered concrete end treatments as shown are acceptable.

4. We are showing the 2 existing light pole bases to remain on the bridge. Please confirm these need to be retained since there are no poles/lights. Similarly, the existing plans indicate a junction box located in the existing sidewalk in span 2 for underdeck lights and the light pole base lighting. Please confirm if these connections need to be maintained.

5. We have designed the trail alignment along Gear Ave to match the existing parkway width between the back of curb and edge of trail (approximately 5' minimum). This results in significant fill material volume needed to regrade the foreslopes along Gear Ave north and south of the bridge. Will it be acceptable to reduce this parkway width (while maintaining minimum clearance from the edge of the travel lane)? IF this is an acceptable option, additional design coordination will be completed to address potential maintenance and snow storage elements.

Regards,

Dax Suntken, PE

For now, the \$1,184,359 number replaces the \$936,000 original construction amount. This increases the local City share from \$148,452 to \$396,811 to balance.

A few reasons not to panic (Snyder):

1. We are carrying a 10% contingency at this point. By the time we get to final plans the estimate will not include contingency.
2. This estimate reflects the more expensive of two options for anchoring the separation barrier rail on the bridge. Structural calculations indicated that the relatively thin bridge deck will not adequately anchor the drilled dowel bars to resist traffic impacts. This estimate includes drilling through the deck and providing anchorage below, which will require work below the bridge, with lane closures and temporary barrier rail on US

Highway 34. The other option ties the separation barrier to reinforcing steel in the new trail overlay slab. This costs a little more in concrete and steel, but substantial costs are saved by not working under the bridge and affecting traffic on the Highway. We'd still drill dowels into the deck, but not through the deck.

3. Inflation in construction costs has been stunning in the past year, as contractors generally have all the work they can handle and can charge a premium since not winning the bid is not a big concern. That said, we're hearing of private development projects slowing or being put on hold, so that may start to turn the tide back to more competitive pricing. Unfortunately, there is a glut of one-time funding (ARPA, Destination Iowa, etc.) plus a large infrastructure bill (IIJA) that are flooding money into transportation infrastructure with a deadline to get spent.
4. We'll keep working on this to refine and hopefully be able to lessen the anticipated costs. If it continues to trend high with respect to the allocated funding, we may need to discuss diminishing some of the intended improvements within the confines of signed funding agreements (hence the no-contingency final cost opinion).

Bottom line, the large increase in City share shown above is something to be prepared for when it's time to react to the bids received. Please note that projects developed through Systems Planning and let through DOT are expected to be awarded if the bid is within 10% over the engineer's estimate.

OPINION OF PROBABLE PROJECT COSTS - PRELIMINARY PLANS



GEAR AVE TRAIL - ALTERNATE 2  
TAP-U-8255(611)--8I-29  
WEST BURLINGTON, IA  
122.1719.08

ITEM #	ITEM CODE	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED PRICE
1	2101-0850002	CLEARING AND GRUBBING	75	UNIT	\$ 60.00	\$ 4,500.00
2	2102-2710070	EXCAVATION, CLASS 10, ROADWAY AND BORROW	2500	CY	\$ 12.00	\$ 30,000.00
3	2105-8425015	TOPSOIL, STRIP, SALVAGE AND SPREAD	2657	CY	\$ 6.00	\$ 15,942.00
4	2111-8174100	GRANULAR SUBBASE	1092	SY	\$ 25.00	\$ 27,300.00
5	2123-7450020	SHOULDER FINISHING, EARTH	39.78	STA	\$ 250.00	\$ 9,945.00
6	2301-1033080	STANDARD OR SLIP FORM PORTLAND CEMENT CONCRETE PAVEMENT, CLASS C, CLASS 3 DURABILITY, 8 IN.	1027	SY	\$ 70.00	\$ 71,890.00
7	2303-1033500	HOT MIX ASPHALT STANDARD TRAFFIC, SURFACE COURSE, 1/2 IN. MIX, NO SPECIAL FRICTION REQUIREMENT	206	TON	\$ 120.00	\$ 24,720.00
8	2303-6911000	HOT MIX ASPHALT PAVEMENT SAMPLES	1	LS	\$ 1,500.00	\$ 1,500.00
9	2401-6750001	REMOVALS, AS PER PLAN	1	LS	\$ 75,000.00	\$ 75,000.00
10	2403-0100010	STRUCTURAL CONCRETE (BRIDGE)	60	CY	\$ 1,350.00	\$ 81,000.00
11	2404-7775005	REINFORCING STEEL, EPOXY COATED	12000	LB	\$ 2.50	\$ 30,000.00
12	2404-7775009	REINFORCING STEEL, STAINLESS STEEL	2000	LB	\$ 6.00	\$ 12,000.00
13	2414-6425410	CONCRETE BARRIER, REINFORCED, SEPARATION	313	LF	\$ 200.00	\$ 62,600.00
14	2414-6445100	STRUCTURAL STEEL PEDESTRIAN HAND RAILING	285	LF	\$ 250.00	\$ 71,250.00
15	2416-0100018	APRONS, CONCRETE, 18 IN. DIA	2	EACH	\$ 1,500.00	\$ 3,000.00
16	2416-1165018	CULVERT, 2000D CONCRETE ENTRANCE PIPE, 18 IN. DIA.	20	LF	\$ 100.00	\$ 2,000.00
17	2435-0250104	INTAKE, SW-501, TOP ONLY	1	EACH	\$ 2,000.00	\$ 2,000.00
18	2435-0250500	INTAKE, SW-505	1	EACH	\$ 6,000.00	\$ 6,000.00
19	2435-0700020	CONNECTION TO EXISTING INTAKE	1	EACH	\$ 2,200.00	\$ 2,200.00
20	2502-8212106	SUBDRAIN, PLASTIC PIPE, 6 IN.	506	LF	\$ 20.00	\$ 10,120.00
21	2502-8221303	SUBDRAIN OUTLET, DR-303	1	EACH	\$ 250.00	\$ 250.00
22	2503-0114215	STORM SEWER GRAVITY MAIN, TRENCHED, REINFORCED CONCRETE PIPE (RCP), 2000D (CLASS III), 15 IN.	8	LF	\$ 150.00	\$ 1,200.00
23	2503-0200036	REMOVE STORM SEWER PIPE LESS THAN OR EQUAL TO 36 IN.	6	LF	\$ 20.00	\$ 120.00
24	2510-6745850	REMOVAL OF PAVEMENT	2211	SY	\$ 8.00	\$ 17,688.00
25	2510-6750600	REMOVAL OF INTAKES AND UTILITY ACCESSES	1	EACH	\$ 1,500.00	\$ 1,500.00
26	2511-0302600	RECREATIONAL TRAIL, PORTLAND CEMENT CONCRETE, 6 IN	1490	SY	\$ 60.00	\$ 89,400.00
27	2511-0310100	SPECIAL COMPACTION OF SUBGRADE FOR RECREATIONAL TRAIL	13.2	STA	\$ 400.00	\$ 5,280.00
28	2511-6745900	REMOVAL OF SIDEWALK	406	SY	\$ 15.00	\$ 6,090.00
29	2511-7528101	DETECTABLE WARNINGS	160	SF	\$ 60.00	\$ 9,600.00
30	2512-1725206	CURB AND GUTTER, P.C. CONCRETE, 2.0 FT.	260	LF	\$ 50.00	\$ 13,000.00
31	2519-1001000	FENCE, CHAIN LINK, VINYL COATED	276	LF	\$ 75.00	\$ 20,700.00
32	2524-6765010	REMOVE AND REINSTALL SIGN AS PER PLAN	5	EACH	\$ 300.00	\$ 1,500.00
33	2526-8285000	CONSTRUCTION SURVEY	1	LS	\$ 20,000.00	\$ 20,000.00
34	2527-9263117	PAINTED PAVEMENT MARKINGS, DURABLE	2.4	STA	\$ 750.00	\$ 1,800.00
35	2527-9263180	PAVEMENT MARKINGS REMOVED	18.6	STA	\$ 75.00	\$ 1,395.00
36	2527-9270111	GROOVES CUT FOR PAVEMENT MARKINGS	2.4	STA	\$ 400.00	\$ 960.00
37	2528-2518000	SAFETY CLOSURE	17	EACH	\$ 300.00	\$ 5,100.00
38	2528-8400048	TEMPORARY BARRIER RAIL, CONCRETE	3500	LF	\$ 15.00	\$ 52,500.00
39	2528-8445110	TRAFFIC CONTROL	1	LS	\$ 20,000.00	\$ 20,000.00
40	2533-4980005	MOBILIZATION	1	LS	\$ 70,000.00	\$ 70,000.00
41	2552-0000300	TRENCH COMPACTION TESTING	1	LS	\$ 1,000.00	\$ 1,000.00
42	2599-9999005	DRILL AND EPOXY GROUT DOWELS	630	EACH	\$ 25.00	\$ 15,750.00
43	2599-9999005	SEPARATION BARRIER RAIL ANCHORAGE (1)	490	EACH	\$ 150.00	\$ 73,500.00
44	2601-2634105	MULCHING, BONDED FIBER MATRIX	1.99	ACRE	\$ 3,500.00	\$ 6,965.00
45	2601-2636044	SEEDING AND FERTILIZING (URBAN)	1.99	ACRE	\$ 3,000.00	\$ 5,970.00
46	2601-2639010	SODDING	210	SQ	\$ 150.00	\$ 31,500.00
47	2601-2642120	STABILIZING CROP - SEEDING AND FERTILIZING (URBAN)	2.47	ACRE	\$ 1,500.00	\$ 3,705.00
48	2601-2643412	TURF REINFORCEMENT MAT, TYPE 2	830	SQ	\$ 45.00	\$ 37,350.00

49	2602-0000020	SILT FENCE	3000	LF	\$ 2.00	\$ 6,000.00
50	2602-0000071	REMOVAL OF SILT FENCE OR SILT FENCE FOR DITCH CHECKS	3000	LF	\$ 1.00	\$ 3,000.00
51	2602-0000101	MAINTENANCE OF SILT FENCE OR SILT FENCE FOR DITCH CHECK	1500	LF	\$ 1.00	\$ 1,500.00
52	2602-0000312	PERIMETER AND SLOPE SEDIMENT CONTROL DEVICE, 12 IN. DIA.	1080	LF	\$ 4.00	\$ 4,320.00
53	2602-0000351	REMOVAL OF PERIMETER AND SLOPE OR DITCH CHECK SEDIMENT CONTROL DEVICE	1080	LF	\$ 1.00	\$ 1,080.00
54	2602-0010010	MOBILIZATIONS, EROSION CONTROL	4	EACH	\$ 500.00	\$ 2,000.00
55	2602-0010020	MOBILIZATIONS, EMERGENCY EROSION CONTROL	2	EACH	\$ 1,000.00	\$ 2,000.00
						Subtotal: \$ 1,076,690.00
						Contingency (10%): \$ 107,669.00
						CONSTRUCTION TOTAL: \$ 1,184,359.00

(1) Separation Barrier Rail Anchorage required for plan Alternate 2 to install barrier anchorage with plates under the bridge deck. Refer to the plans for more detail and information regarding the alternate options.