



City Administrator & Staff Update

2023.02.17

- **Iowa League:** See their Legislative Update (Email) from yesterday. Property tax legislation is moving fast.
- **Nagrocki:** Per Kelly...Ryan Nagrocki was in this morning and said they (Kathy Schwenker and Ryan) are planning to apply for Workforce Housing Tax Credits again for the proposed Penn's Landing Subdivision. He wanted to see if Council would approve a Resolution of support like we did last year. The proposed subdivision has 19 lots, but they are only asking for support for 12 single-family homes currently. I mentioned that we wanted to talk with them about storm water issues in that area. He was aware that we wanted to discuss that. He said the layout of the subdivision would look the same and if they were successful in getting the tax credits, they would come back to the city to complete the subdivision process. He thinks Kathy is ready to move forward even if they don't get the Tax Credits, which is good to know. Of course, they want to try it first. The application is due June 19th, so I will put the attached Resolution on the May 3rd agenda if you are okay with how it reads. He said they might look at single family on the east side and maybe duplexes on the west.
- **Deery:** I had a good conversation yesterday with Brad Deery about revisiting the housing development and the trail. We will find a time to meet in person in the near future.
- **Community Visioning:** Please see the attached schedule and minutes. TIF and infrastructure costs will be key points of discussion.
- **BNSF:** The permit for the Fourth of July has been signed and delivered.
- **Articles: A couple articles of interest: Downtowns/malls and zoning reforms**
 - <https://www.cnu.org/publicsquare/2023/04/26/failed-mall-downtown-core-city-takes-charge>
 - <https://www.cnu.org/publicsquare/2023/04/27/three-zoning-reforms-compact-housing>

IT (Newberry)

This week (4/19) I have started to update the documentation from scratch. This involved deleting everything and starting over as they were out of date, and I didn't want out of date stuff to make it into the network maps or documentation. Creating these maps and performing inventory is the first step in updating our BCP (Business Continuity plan). This could take

several weeks as I have not collected serial numbers yet or built my rack diagrams. Once documentation is finished, I can move forward with performing my risk assessments in creating the DRP (disaster recovery plan) which falls under the BCP. I have attached images of the maps made so far in Opmanager. This is where I am generating my content. Please don't publish the images with your public update as they contain sensitive information on our network. I have vacation coming up in a few weeks. I had put it on the calendar a while ago but wanted to make you aware in case you haven't seen the calendar yet. Andy wants to put a link on the front page for the fourth of July, but I am not sure where to put it. The only thing I think we can do to make it prominent would be to replace the budget link for a few months with the fourth of July link as the front page is very limited. I tried to add an additional button, but it screws up the template and doesn't display properly as with the size it makes too many buttons. Wanted to see what your thoughts are. Not sure why we made the calendar the default open tab instead of the news. The calendar never seems to have anything worthwhile.

The Fourth of July Website has been linked to the City's main page.

Police (Logan)

The Police Department will be participating in Cop on a Roof, with the Iowa Special Olympics raising money. The West Burlington Dunkin Donut was picked last year to participate in this fundraising and since we did such a good job last year we were picked again. The event will be held on Friday, May 19th from 5am-12pm. Burlington Police Department assist with manpower for this event as well.

The Police Department had a 2-hour training session this morning with the assistance of the University of Iowa. Adam presented on RVAP, but also spoke of several different topics that they can assist on from Domestic, Sexual Assault, Stalking to assisting Officers.

Officer McCampbell has Dare Graduation on Friday at 1:00pm that everyone is invited to. It will be held at the West Burlington Elementary Gym.

The Chief is reviewing candidates for current vacancies we have on the department.

Gregg prepared the Letter of Understanding for the hiring of Officer Chiprez.

Building/Fire (Ryan)

City Clerk (Fry)

Pool Update:

Concessions – The Committee members have some new products to try at the concession stand.

- A frozen drink of some kind that comes in a plastic cup.
- DOTS ice cream. They will provide the freezer and we buy the product.

- We were able to get the Auto Fry machine to work, so they want to do a chicken sandwich and fries, mini corn dogs.

I have registered Raine and Olivia DeLlanos for the Food Manager Certification Class on May 23, which we are required to have in order to serve hot food. We are only required to have one person certified, but I felt it was best to have at least two on staff. \$160 each. Recertification is \$60, so if we can get at least one to come back next year, it will be a savings.

Pool Facebook – Brad added Raine to the Pool Facebook pages, so she can start using them.

Swim Lessons – We have to have a certified WSI in order to teach the Red Cross Learn-to-Swim Program. I talked to Brad Selby with Burlington, and he said he will be holding a WSI Certification Class sometime and he will let me know, so we can send Raine and anyone else that wants to take it. They stopped using the Red Cross Learn-to-Swim Program due to the lack of WSI. They just modified the program and renamed it, so it doesn't reference Red Cross, and they don't advertise that they teach Red Cross lessons. I think that is our best option. Raine is willing to take the WSI class, but I don't think we need to try and find one for her to take before the season starts if Burlington is going to offer a class.

Staffing - Raine is setting up Zoom interviews with a couple of people for the Assistant Manager positions, but She is going to make some new fliers to put in the school and try to do some recruiting as well.

We have 10 Lifeguards and 8 Admission/Concession staff hired. It takes 14 people to fully staff the pool every day.

We still need more guards. I told Raine, I would run another ad in the paper. I'm going to run an ad in The Beacon this time.

I emailed Brad the following "To Do List" that needs to be done by the week of May 15 – 19th (Brad is gone the week before this for his Florida trip)

- Internet
- Phones
- Cameras
- Time Clock (ribbon and timecards)
- Printer (ink and paper)
- Receipt Printer (ink and paper)
- AED Machine (Charged and pads)
- Square App – Check into upgrading to the paid version for more options (more report options, logins, etc.)

Raine will be in town May 12th, and we will get her keys so she can start working over there and getting it set up. Mike is planning to have water in the pool May 22nd.

Repairs at the Pool – Mike made a gate for the little play structure and removed the netting. We won't replace it at this time. Millard's is coming to repair a float, a valve, and something else.

Finance (Moore)

This week I have been working on multiple projects. I have completed the budget amendment information for the council meeting. I have also done multiple resolutions for wages, budget, and budget amendment. I did the ordinances for water, sewer, garbage, and recycling.

The ARPA report has been completed and submitted.

Public Works (Brissey)

- Water lab
- Sewer lab
- Lift station rounds.
- Parks and Broadway trash and recycling
- Locates.
- Service trucks and Squad cars
- Sign maintenance
- Hauling brush
- Patching
- Backhoe and dump truck training for new higher.
- Park clean up and maintenance and pool maintenance.
- Will are working in 100 block of Spring Street on sidewalks.
- Working on putting pool back together
- South lift station VFD is back from repair and installed. The new line reactors to protect the VFD are installed on all three pumps.
- The new drain valve for pool is to be installed Thursday and new float for pump 2. We are just about ready to put water in.

Meeting	Date	Purpose	Participants
Review of Assessments & Goal Setting	May 16 th at 5:30pm	Review TAB boards (survey and focus groups), Bioregional maps, and Transportation inventory. Prioritize goals and projects. Tour of city (TBD).	Steering Committee Field Coordinator Landscape Architect & Design Team
Design Workshop	July 4 th , Tuesday at 10:00am-2:00pm. In front of City Hall.	Get community input on preliminary designs 2-3.	Whole Community Steering Committee FC LA
Project Review: pre-final	July 25 th Tuesday at 5:30pm	Get input for changes on first designs. Decide on date for Public reveal and plan the event.	Steering Committee Focus group participants FC LA
Project Review Final	Aug. 7 th boards delivered to reviewers. No in-person meeting.	Completed Designs, get last minute corrections.	2-3 steering committee members for board review. Whole committee at planning session
Project Designs Public Presentation	Sept. at public event (TBD)	Present the final projects for public view.	Whole Community Steering Committee FC & LA

Meeting Minutes

Community:

Meeting Title:

If Other:

Meeting Number:

Trees Forever Facilitator:

Minutes Completed By:

Meeting Date:

Meeting Start Time:

Meeting Length:

Number of Committee Members in Attendance:

Number of Youth in Attendance:

Names of Committee Members in Attendance:

Number of Non-Committee Members in Attendance:

Names of Non-Committee Members in Attendance:

Meeting Summary:

Meeting Summary (continued):

Meeting Summary (continued):