



City Administrator & Staff Update

2023.06.16

- **Work Session** – Planning Efforts (and Samples), CIP – Like to be thinking about an appropriate time for a works session. I have a couple update scopes of service to review and one other firm.
- **Beaverdale:** I have contacted Beaverdale with a request to review their status on infrastructure improvements, funding, etc. We will likely submit our letter of intent to pull out but continue to meet as well. Infrastructure needs repaired, costs (50%) over WB residents and doing their own repairs. Ideally their usage isn't counted against ours, or in theory, they could contract directly with Burlington. Much to discuss.
- **Pool:** See the attached sales summary noted last week, only updated.
- **Mt. Pleasant:** We met with the Contractor last week to go over potential solutions to the surface course on the West Burlington project. Norris recommended (per our suggestion) blowing out the pop outs and filling them with an epoxy than following up with a fog seal to help seal the coarse areas. They said they will follow IDOT's advice to refill the core hole locations. IDOT agreed that filling in the holes with an epoxy and then fog sealing the lane is a reasonable approach (along with redoing the core holes).
- **Water Tower:** We meet with the Boomerang Office Manager. They went through a number of factors dealing with their own internal issues over the past year or so that affected the project and timing. Hoping to see if we would concur with a reduction in liquidated damages, but nothing suggests that the dates should change based on what we heard this week. The tower wasn't filling to capacity – just one of several issues. Pay apps, a change order for the liquidated damages, and then closeout will be forthcoming.
- **Credentialing:** My ICMA Credentialed Manager (ICMA-CM) status was approved following my annual submittal.
- **Library:** Attached is the revised Library report. Brittany said that, although many rural libraries are at risk of losing all of their budget, BPL is only at risk of losing part (a good portion) of its funding. Nevertheless, that will not change what West Burlington pays for library services. If you have any questions, please let me know. I will see you next week at the West Burlington City Council meeting. Becky Teater
- **Bike Helmets:** Our bike helmets arrived from the recent grant submittal – 25 free small, medium, and large helmets.

IT (Newberry)

This week I was playing catch-up from last week. Checking to ensure backups are functioning, checking logs, helping update content. I am also reviewing alternatives to barracuda which is the spam and fraud filtration for email. Not finding any that seem to be better so I will just stick with Barracuda. I am waiting on the quote to come through and should have the renewal on the agenda shortly. Also getting ready to sign another MOU with the state to deploy the software needed to do the 24/7 monitoring of our system by the state for potential breaches. I will get you that MOU to sign after it is drawn up. If you have any questions, please contact me.

Police (Logan)

- Squad car is getting the equipment installed will pick up next week.
Still working through some issues with the new reporting system. Plan on doing some follow up training with the other local and state departments that are using flex.
- Jesse has been in training related all this week.

Building/Fire (Ryan)

- Nuisance: Vehicles that were illegally parked at 1615 W Mt Pleasant have been removed. Been working with renter and property owner on several nuisance issues.
- Building Permits and Licenses: License issued and paid for gun show at Mall. 2 legal sign permits applied for and issued but not paid for by same at this time. Working on 3 licenses for food.
- Code Review - Inspect College Student Center. Inspect cafeteria changeover at SCC. Speak with contractor on pharmacy addition. Inspect Menards addition. Inspect Nexus construction.
- Liquor License Inspection:
- Other Building: Not building but had front desk send caller back to me about neighbor parking in her driveway. Complete civil matter for her and her neighbor to work out. Subject wasn't happy with my suggestion to talk with neighbor, tow vehicle at her expense, or talk to her lawyer. Not a building or fire matter at all.
- IWorQ training: Went through Templates; went over inspection items; looked over portal forms.
- Fire Dept –
 - We've run 30 calls in 12 days thus far.
 - Several members attended Lisa Shackleford's visitation and memorial service. We're trying to keep Jason active while still respecting his space. Same for his sons.
 - Contacted by Mt Pleasant Fire – their aerial "is out-of-service for the foreseeable future". They advised they will be contacting us if an aerial is needed as we are the closest.
 - Sprayed for weeds at training ground.
 - There's a honeybee hive that started in one area of the training ground. We are leaving it alone for now but when we start work in that area, we intend to have

someone move the bees rather than kill them. They aren't bothering anything at present time but will be in future.

City Clerk (Fry)

- Attached is a Sales Summary graph that shows on the Square website, but it doesn't print or export, so I just included a screenshot for your information.

Finance (Moore)

- I have updated the revenue vs expenditure for FY 23/24 to reflect the amendment amounts.
- I have reviewed all purchases daily to monitor spending till the end of the month. I do feel that we should be okay.
- The health insurance renewals are due tomorrow, and I am currently missing a vision form and I will have it in the morning.
- I am going to start working on switching over the reports that I have been using to the reports that you want me to use. (Gregg – project tracking forms).
- I continue to work on the 4th of July stuff for the event and have started working on Therese's items.

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
- Mowing parks, city, properties, and medians.
- Backhoe and dump truck training for new higher.
- Park clean up and maintenance and pool maintenance.
- Fye Excavating Called in locates for spring street water main replacement started 6-13-2023.
- Started street painting.