



City Administrator & Staff Update

2023.09.08

- **Community Visioning Reminder:** Thursday September 28th 5-7PM @ The Homestead 1839. Attached is the handout for sharing.
- **CIP:** Please keep an eye out for the CIP OneDrive link to the CIP in prep for our meeting. I have one copy printed out as well and ready for pickup.
- **Comp Plan:** Keep an eye out for the OneDrive link for planning efforts. – Comp and Stormwater.
- **Stormwater Funding:** There is a federal grant now available for planning. I'm reviewing and hope to submit an application for the full funding.
- **ClearGov Tools:** I had a zoom call with ClearGov yesterday. There have a number of useful tools for CIPs, Comp Plans (after completed), Budget creation, Budget Display, and Transparency tools (finances). I'll have more info to share, but the following is their website. <https://cleargov.com>. I'll likely pull up the CIP tool during our CIP discussion as an example.
- **Brush:** PD ran the plates for 6 vehicles illegally dumping brush at the DPW drop off site. Fines will be sent to the vehicle owners or businesses.
- **Force Main Study:** See the attached summary on the force main project. The first section includes engineer recommendations to proceed with further investigation. At this point, we aren't recommending we spend any further dollars. The second half includes our notes and current recommendations.
- **Pool:** Attached is a jpeg of the current umbrella bids. Higher than expected.
- **Audit:** reviewed draft audit findings (improved from last year). The audit period covers our Finance Manager's first full FY in the position. Met to review and prepare responses.

IT (Newberry)

- This week's focus was on maintenance of the systems. Seeing all of the old data in the system, I verified all backups, which passed their restore tests. It had been a few weeks since I had done this, so it was important that it got done. I need to get you the quotes for the pool cameras that were discussed at the meeting. I will get those to you ASAP. We also had the AED stuff finally come in for the pool, so I will get the equipment replaced and ready for next year. I also worked on integrating the helpdesk with our authentication system this week, so that is complete. Logging in to the helpdesk can be

accomplished by going to <https://helpdesk.westburlington.org> and is ready for use. I need to start walking around and reentering assets into this system to help track the IT assets. I updated the KnowBe4 training to increase the difficulty level for employee training. If you have any questions, feel free to reach out.

Police (Logan)

- Chief Logan spoke with Allie Houston Prevention Specialist with ADDS in Burlington. They are working on a presentation that we will be giving to the high school during red ribbon week which is October 23-31. We will also be judging the Elementary doors and Jr/Sr high school lockers in reference to drug awareness. We will have a presentation on Friday at the high school that Officer McCampbell will present.
- Officers will be conducting extra patrols along Wet Burlington Avenue.
- No big issues over the Labor Day weekend.
- Working with Brad from the Hawkeye wanting our statistics from the 2022 year, so I have been getting those for him. I should be able to get it to him on 9/7.
- I will be work on the illegal dumping out at the dump site at Public Works from this past weekend.
- Held an interview for a Reserve Police Officer position this afternoon and it went well. We have a few Reserve Officers that will be starting training in October at Indian Hills Community College. The reserve funds pay for this training. With the classes being Friday night, and Saturday during the day, we may look at hotels over there for them.

Fire (Logan)

Calls year to date...

- 52 calls were not in the city limits of West Burlington.
- 38 Auto-Aid calls to Burlington, of the 38 calls we were cancelled 18 times. Either before or after we went enroute to the call.
- 11 Fire Mutual Aid calls to either the Quad Townships, Middletown, Danville, or New London.
- 3 EMS Mutual Aid calls to Burlington for medical calls. We are called to assist when they don't have manpower available for a high priority calls.

Building/Fire (Mandsager/Crooks)

- I continue to work on learning city ordinances and processes for the building inspection department. Other Items include.
 1. Prepare forms with proper notices to be used with various nuisance violations. These will be used with the IWorQ program.
 2. I have taken tutorials on the IWorQ program in preparation to start fully using it.
 3. I have posted 30 courtesy notices on properties around WB over the last 3 weeks. Violations include.
 - a. Tall grass and weeds
 - b. Shrubbery obstructing the sidewalks and alleys.

- c. Inoperable vehicles
- d. Defective sidewalk
- e. Accumulation of junk/trash
- f. Work without required permits.
- To date, 11 residents have complied with the courtesy notice and others have called or are working to correct.
- 4. Inspections have been done on SCC's Student Center and the Pharmacy addition to Community Health.
- 5. 2 - Business Licenses and 4 Building permits have been issued.

Finance (Moore)

- Pool: Attached is the YTD pool report. Please note that we still have a few months to add to give us a better picture and of course once we end the FY, we will have the best comparison. Revenue is up significantly over last year.

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.
- Trimming trees
- Backhoe and dump truck training for new higher
- Park clean up and maintenance and pool maintenance.
- Trying to get Mt Pleasant over lay closed out and water tower project closed out.
- Working on storm water plan.
- Pump motor on drop slide out to be repaired \$4285.00.
- Have been in touch with BNSF And County conservation. Have plans to get culvert inspection done on 9-12-23.
- Working on side walks
- Repaired water main break on West Mt Pleasant St. Clean-up will wrap up next week. We need to acquire more mulch for the parks while it is available.