



City Administrator & Staff Update

2024.04.05

- **Comp Plan:** Progress report attached. Please remember to share the survey and interactive map with as many folks as you can! Please take the survey and add items to the map yourselves. Everyone's input is critical! Thanks!!
<https://storymaps.arcgis.com/stories/284961f1d76b40b290ea9366fa970787>
- **Trail:** Mike and staff exposed the conduit for the 8 loops yesterday. The conduit is too high and, in the way, - the loops and the conduit (additional cost) will be damaged. So, it appears that we will be bringing the purchase of the camera system to council for approval with \$7500 contribution from the contractor, subcontractor, and engineer.
- **Budget:** The notice and budget will have the \$10.25 posted, a copy of the \$10.10 will be in the packet. To reduce the rate to the lower amount that night. Council's resolution to approve the budget should be something to the effect of "move to approve the budget and the \$XX.XX levy rate".
- **Iowa Employment Conference:** Attended the Iowa Employment conference this week. Several good sessions.
- **Open Records:** Just a note for information purposes. So that you are aware, text messages sent during a council meeting could be subject to an open records request. Just something to keep in mind or at least be aware of.
- **Coffee Shop:** A notice of trespass was sent to the owner of the Lost Bear today. It was posted, emailed, and sent via regular and return receipt requested mail.

IT (Newberry)

1. **Server Updates:** This week, I addressed a severe vulnerability in the SSH stack on several of our servers by pushing down necessary updates. I'm pleased to inform you that this task has been successfully completed.
2. **3rd Party Software Updates:** Currently, I'm in the process of manually updating third-party software such as OpManager, the helpdesk, and Bomgar. These updates are crucial for maintaining our systems' security and functionality.
3. **Office Clean-Up:** While these updates are underway, I've also taken the opportunity to tidy up and dust my office. A clean workspace fosters productivity and organization.
4. **Firmware Updates:** In the near future, I'll need to schedule a time after hours to run firmware updates on our servers and storage arrays. I'll keep you informed as we approach this task.

5. **Windows Server 2022 Trial:** This week, I experimented with Windows Server 2022 with Hyper-V to assess its suitability as a replacement solution. Next steps involve installing it into the rack for further evaluation.
6. **Azure Security Training:** I've scheduled a class on Azure Security starting in July. This training will span five days, during which I won't be available. I'm taking this course to enhance our ability to protect our cloud infrastructure effectively.
7. **Questions:** If you have any questions or need further clarification on any of these matters, please don't hesitate to reach out. Your input and guidance are always appreciated.

Police/Fire (Logan)

- Bob's Best Shot K9 ride on Saturday. Check-in is from 8-10 AM, Leave at 10:00 am and return to Mediapolis by 5:00pm. They will have music starting at 7:00pm.
- I put a notice out on Facebook reference to Spring Clean-up and residents have been putting items on the curb already.
- A raffle draw this Friday at 3:00pm at Mitchells Arms.
- Last Friday, someone vandalized a semi parked in the Menards Parking lot and 20 gallons of Diesel fuel. Contacted Burlington Hazmat and contacted Iowa DNR. It was contained to the 2nd manhole, and we were able to get the diesel cleaned up before it reached the lake. The investigation is on-going and should of charges.

Public Works (Brissey)

- Water lab
- Sewer lab
- Lift station rounds
- Parks and Broadway trash and recycling
- Locates.
- Service trucks and squad cars
- OSHA training
- Sign maintenance
- Backhoe training
- Building maintenance and clean up
- Street sweeping
- Manhole repair
- Working on water valve replacement
- Dirt work
- West lift check valve and seal problem on pump 3 Waiting for quote
- Working with IAAP on storm sewer problem in ditch on highway 406
- Working with SCC on INI around fairgrounds
- Working throw problems on trail project with traffic and street light conduits and two storm water boxes that in bad shape due to age
- I was called Friday March 29 around 9:00 am by Jesse Logan to inform me there was Diesel fuel in the storm sewer in Menards parking lot. West Burlington pd and fire along with Burlington Hazmat

were on seen. Cole Williams was doing weekend rounds. I called Cole to meet me at Menards with iPad that has GIS utilities. When I got there Burlington Hazmat had diesel fuel contained in manhole and rags and pads absorbing the fuel. I asked if DNR was notified. Burlington Hazmat had already contacted DNR and there was a field agent on the way from Washington Iowa. All storm lines at Menard were private so we had no locations on them. We contacted Menards manager for store site plans he said he would have corporate email them to him. At this time, I called Angela Moore. She was working to ask her if she could locate plans for Menards in the city vault. Angela said she thought she knew right where they were. I went to city hall and got plan for Angela and took back to Menards to verify with Burlington Hazmat on storm locations. At this time, it was verified it was contained and waiting on DNR. At that time, me and Cole left and told PD and fire to call if something changes or if they needed me. DNR did show up to inspect and had Hazmat soak up a little more and then flush the line with water.

Additional Information:

Alliant Franchise Fees – Rate Differences and Commercial v. Residential

Some utilities can offer different rates based on customer class. They can do this for several reasons, but the main one is how their rates are structured. They have built their rates around three separate classes – residential, commercial, and industrial. Different rate classes give you the ability to apply different franchise fees because all the customers in that class are treated the same. Our rates are more structured by energy use and energy needs and that makes it nearly impossible to separate franchise fees without leaving out some customers in a particular class. *We also prefer that if a town wants to charge different groups different fees, that the town administers that program. Keokuk and Dubuque have refund programs that are mostly situated around a town's industrial customers.*

As for the revenue estimates, I've talked to some folks here and I hesitate to release a spreadsheet of franchise fees based on customer class. We tend not to release this kind of detailed sales information for a specific community as it would allow someone to reverse engineer this important company information. Also, providing very specific calculations based on customer class gives the impression that a town can project and budget for the money it makes in franchise fees. There are several factors – from the weather to energy use – that can create changes in bills and then franchise fees. Our projections get you in the ballpark, but the actual numbers will vary.

The easiest way to characterize franchise fees by customer class for West Burlington:

- For electric – Commercial customers contribute the most, then residential, then industrial. Commercial customers will contribute roughly 2.5 times more than residential customers.
- For gas – Residential customers contribute the most, but their total only edges out the commercial total by roughly \$5,000 to \$6,000.



**BOLTON
& MENK**

Real People. Real Solutions.

West Burlington (0T6.130028) Monthly Progress Report

Submission Date: April, 2024

Performance Period:
March 20224 – April 2024

Project: West Burlington
Comprehensive Plan Update

BMI Job No.: 0T6.130028

Recipient: Gregg Mandsager, West
Burlington City Administrator

Subrecipient: Jim Harbaugh Client
Relation Manager, Bolton & Menk,
Inc

Prime Consultant: BMI

Subconsultants: None

Invoice Status

Invoice # 0331972 issued on
2/29/2024 @ \$9,352.50.

Invoice # 0329638 issued on
1/31/2024 @ \$5,179.50.

Schedule Status/Deliverable Status

On time and according to
schedule.

Input Needed from Client or Others?

None at this time

Other Issues/Concerns

None at this time

Dear Gregg Mandsager, West Burlington City Administrator:

Enclosed is Bolton & Menk's invoice for the West Burlington Comprehensive Plan Update project, for the period ending April 20, 2024. The total fee for work completed from Jan 5th, 2024, to this time period March 29th, 2024, is \$31,479.00.

What We Accomplished

- Kick-off Meeting
- Completed Existing Document Review and Analysis
- completed plan layout and branding
- activated the project website
- activated the project INPUTID
- activated the project Story Map
- Printed all currently needed GIS Maps
- Completed 90% of Chapter 1 (The Process), 75% of 2 (Existing Condition) & 95% of 3 (The Planning Legacy)
- Currently preparing for the Steering Committee virtual workshop 2
- Developed Dashboard for the INPUTID and Online Survey

What We Plan to Do in the Next 2-3 Month

- Monitoring the online survey
Monitoring the project website.
- Monitoring the project online story map.
- Monitoring the project INPUTID public online comment board.
- Prescribing data collection from steering Committee workshop and meetings
- Prescribing data collection from stakeholders from interviews and online survey
- Finalize Chapters 1 (The Process), 2 (Existing Condition) & 3 (The Planning Legacy)
- Set up the workshop 2 agenda and activities. For review results of the survey and comment board
- Analyzing data from online survey and comments board
- Introduce activities for goal setting

West Burlington Monthly Progress Report (cont.)

Scope Changes/Value Added

None at this time

Budget Status/Percent

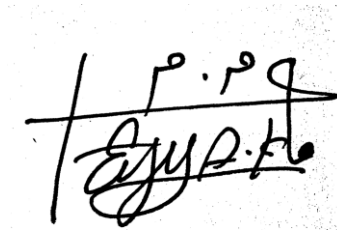
Complete

We are tracking our work on the comprehensive plan update, the proportion of the budget used to date is \$ 31,479 that has been billed or is in the process of being billed, which equals 42.66% of the overall budget of \$71,500. This is expected due to the setup work required for the online INPUTID, Story Map, Survey, and workshop 1, as well as the preliminary work of reviewing existing documents, developing plan outlines, drafting chapters 1-3, which is nearly 90% complete, and work in progress to develop the next phase of the project of data analysis, goal setting, and future land use map. These will be reviewed in Workshop 2.

If you have any questions, please do not hesitate to call me at 515-415-0375

Sincerely,

Bolton & Menk, Inc.

A handwritten signature in black ink, appearing to read 'Ed Salem', is written over a horizontal line. The signature is stylized and cursive.

Ed Salem
Senior Planner