



City Administrator & Staff Update

2024.04.19

- **Emergency Management Seminar:** Iowa League - May 4 is the 2024 Emergency Management Seminar in West Des Moines. This one-day seminar will help mayors, city council members, and staff be prepared for anything that may happen from natural disasters to active threat events. This training provides tools for how you, as the face of the city, can respond to the unexpected. Link: <https://iowaleague.org/get-involved/iowa-mayors-association/emergency-management-seminar/>
- **DC:** SIERMC is now doing the DC brochure and we will be attaching our three handouts. Kelly is making the force main brochure similar to the other two for consistency.
- **SRO:** Lisa Beams reached out regarding the SRO and is looking to consider a different option as it relates to a potential SRO position combined with a teaching position. The following is per Eldon on the COPS grant:
 - School Resource Officers (SROs) may serve in a variety of roles including, but not limited to, that of a law enforcement officer/safety specialist, law-related educator, and problem solver/community liaison. These officers may teach programs such as crime prevention, substance abuse prevention, and gang resistance as well as monitor and assist troubled students through mentoring programs.
 - School is asking about a joint Criminal Justice teacher and SRO position. Basically half day of each (3 hours), but could be released to respond to city issue, school issue, etc. Needing to make some decisions shortly. I have not seen this example and do not know if it is eligible for funding?
- **Mall Meeting:** Meeting next week with Mall management, economic development coordinator, owner, and chamber to discuss the mall and opportunities.
- **Nuisances:** The newsletter (and social media) will address seasonal items such as sidewalks (blocking and tree clearing), tree trimming along streets and alleys, mowing, etc. We are working in the Brushtown area to clean up several nuisances. Oping for voluntary compliance and trying to be flexible with timing given the number of issues. Several projects have been completed in the area without permits and that is being addressed as well.
- **Building Permits:** From Marks starts in August 2023 through April 15 \$62,000+ not including water meters, etc. and simply Building permits. New construction plus catching the items that were not being done without permits, improperly, or hadn't been followed up on previously.
- **Streets:** Denco will be in town around the 29th or 30th of April to complete the crack sealing.
- **Bridge Camera System:** This will be on the 4/24 consent agenda.

- **Coffee Shop Relocation:** The mall coffee shop was relocated on Friday, April 19th. Utilities and the concrete pad are ready for the new business.
- **Alliant:** FYI - Should have revisions next week. Per Alliant, "I'll likely need an extra day or two to get back to you with something solid, as I haven't been able to connect with folks here with the questions that council raised. Changing the 10 years to 5 may not be all that necessary. I'm trying to confirm how many roads we've moved in W. Burlington in the last ten years. But I've found that except for one somewhat recent road project, it doesn't appear that the "road move clock" is ticking on most of the other roads in town. I need to check some more project maps to make sure that's still the case."

IT (Newberry)

- This weekend, I came in to reboot the storage array, and it didn't come back up. One of the controllers had become corrupted and needed to be cleared and redone. This took 7 hours to figure out and get back up. This array is well past its end-of-life, so there is no second line of defense if I can't figure it out. We can't pay for support even if we wanted to or get parts. I stumbled upon the solution by accident as I was in the process of trying to factory reset the array, which would have lost all the data, and I would have then had to restore from backup. However, after factory resetting the first controller card, the second controller took over, and everything started to come back up online. The second controller, in theory, should have detected the failure to start with and come up on its own, but it didn't. The estimated cost to replace this system is \$80,000 or more depending on if we need to go with an enterprise solution.
- Additionally, this week I had to run wires for the new evidence room. I finished that task yesterday and it's ready for the installers when they get here. They will be installing the door access system on Friday. I still need to run the cables for the camera system, however. I am not sure when those will be here, but I will get them installed when the equipment arrives.
- Nothing else interesting to report this week. However, I was able to keep the police department up by using our backup system and bringing our domain controller online from the backup the night before, so that officers could still log in to Motorola and their computers until I had everything operational again. If you have any questions, feel free to reach out to me.

Police/Fire (Logan)

- We did joint training with Burlington Fire Department on Monday. I was not present at the training, but Battalion Chief Boyd advised that the training went very well. The training started at 6:00 pm and they finished up around 8:30 pm. We had approximately 15 FF's that participated and Burlington had their whole shift participate. We will do another joint Training in June and another one at a later date.
- We'll be assisting in a Sex Offender Register Compliance Check in May assisting the Sheriff's Department. We also have another project coming up assisting the US Marshal's Office.

- Sgt Melssen and I will be heading to Dallas next week for Flex Summit. There are numerous classes that we will be attending that will be very helpful with the program.

Building (Crooks)

Here are my weekly updates.

1. Reviewed 8 and issued 6 new building permits applications. Projects include sign, driveway, fence, and porch.
2. Reviewed and issued 1 new business license.
3. Issued 3 new code nuisance notices and followed up on outstanding issues, including E. Van Weiss and several on Brushtown Rd.
4. Completed a Certificate of Occupancy inspection for remodel at Sade Suites.
5. Completed site inspection for remodel project at 221 Broadway St.

Attached are reports for building and nuisance. The Nuisance report is for March through today (Wednesday).

Public Works (Brissey)

- Water lab
- Sewer lab
- Lift station rounds
- Parks and Broadway trash and recycling
- Locates
- Service trucks and Squad cars
- OSH training
- Sign maintenance
- Backhoe training
- Building maintenance and clean up
- Street sweeping
- Strom manhole repair
- Working on water valve replacement
- Dirt work
- West lift check valve and seal problem on pump 3 quote \$2690.00
- Still working with IAAP on storm sewer problem in ditch on highway 406
- Working with SCC on INI around fairgrounds
- East lift pump seal and impeller \$6850.00
- Starting to drain clean and reassemble pool and bath house



BUILDING PERMITS ISSUED IN IWORQ

9/13/2023 - 04/17/2024

Permit #	Permit Date	Permit Type	Site Address	Payment Date	Fee Name	Fee Amount
Group: 001-170-4120						
20230020	9/13/2023	Alteration	410 Ruthella Dr.	9/20/2023	Additional Plan Review Fee	25.00
20230030	9/18/2023	Alteration	914 Broadway St. Suite 1	10/2/2023	Building Permit Fee - Alterations	233.00
20230025	9/18/2023	Accessory Structure	1002 Brushtown Rd	9/29/2023	Utility Shed Fee - (100-200 sqft)	25.00
20230038	10/2/2023	Fence	414 Ballard St.	10/12/2023	Fence Permit Fee	25.00
20230040	10/2/2023	Alteration	305 W. Van Weiss Blvd	10/2/2023	Building Permit Fee - Alterations	548.00
20230037	10/2/2023	Driveway	606 Broadway St.	10/3/2023	Driveway Fee	25.00
20230039	10/2/2023	Fence	1003 W. Agency Rd.	10/2/2023	Fence Permit Fee	25.00
20230041	10/3/2023	Driveway	1206 S. Washington Rd.	10/3/2023	Driveway Fee	25.00
20230042	10/3/2023	Alteration	321 Ramsey St.	10/3/2023	Deck/Patio Fee	25.00
20230042	10/3/2023	Alteration	321 Ramsey St.	10/3/2023	Sidewalk Fee	0.00
20230042	10/3/2023	Alteration	321 Ramsey St.	10/3/2023	Siding Permit Fee	25.00
20230043	10/4/2023	Building	508 Layne Dr	11/30/2023	Building Permit Fee - New Construction	7,172.24
20230045	10/5/2023	Building	510 Layne Dr.	11/30/2023	Building Permit Fee - New Construction	7,343.90
20230036	10/9/2023	Addition	110 Washington Rd	10/11/2023	Building Permit Fee - Additions	802.66
20230046	10/10/2023	Other	306 Layne Dr.	10/12/2023	Building Permit Fee - New Construction	1,364.03
20230047	10/10/2023	Building	1105 W Agency Rd	1/29/2024	Sign Permit - Permanent	500.00
20230047	10/10/2023	Building	1105 W Agency Rd	1/29/2024	Building Permit Fee - New Construction	7,444.80
20230047	10/10/2023	Building	1105 W Agency Rd	1/29/2024	Fence Permit Fee	25.00
20230047	10/10/2023	Building	1105 W Agency Rd	1/29/2024	Parking Lot	3,306.00
20230048	10/11/2023	Alteration	1500 W. Agency Rd.	10/16/2023	Building Permit Fee - Alterations	1,423.00
20230049	10/12/2023	Siding	608 Leffler St	10/16/2023	Siding Permit Fee	25.00
20230050	10/12/2023	Parking Lot	3000 W. Mt. Pleasant St.	10/16/2023	Parking Lot	583.00
20230052	10/19/2023	Building	1500 W. Agency Rd.	12/27/2023	Building Permit Fee - New Construction	11,481.40
20230064	10/31/2023	Alteration	701 E. Pennington St.	11/15/2023	Building Permit Fee - Alterations	201.50
20230065	10/31/2023	Parking Lot	1302 Broadway St.	11/16/2023	Parking Lot	338.00
20230067	11/14/2023	Alteration	221 Broadway St.	11/29/2023	Building Permit Fee - Alterations	233.00
20230070	11/21/2023	Alteration	1221 S. Gear Ave.	12/21/2023	Building Permit Fee - Alterations	303.00
20230070	11/21/2023	Alteration	1221 S. Gear Ave.	12/21/2023	Penalty Fee	303.00
20230071	11/30/2023	Building	514 Layne Dr.	12/5/2023	Building Permit Fee - New Construction	8,688.97
20230072	12/4/2023	Sign	116 W. Agency Rd. Suite 8	12/7/2023	Sign Permit - Permanent	200.00
20230073	12/13/2023	Siding	605 Melville Ave.	12/13/2023	Siding Permit Fee	25.00
20230074	12/13/2023	Alteration	502 W. Mt. Pleasant St.	12/14/2023	Building Permit Fee - Alterations	30.00
20230076	12/20/2023	Siding	310 Brentwood Dr.	12/27/2023	Siding Permit Fee	25.00
20230077	12/20/2023	Roof	310 Brentwood Dr.	12/27/2023	Roof - Complete Residential	50.00
20240001	1/4/2024	Siding	406 Spring St	1/4/2024	Siding Permit Fee	25.00
20240002	1/16/2024	Fence	305 Leffler St.	1/22/2024	Fence Permit Fee	25.00
20240004	1/18/2024	Alteration	309 S. Gear Ave. Bldg 100	1/22/2024	Sign Permit - Permanent	100.00
20240004	1/18/2024	Alteration	309 S. Gear Ave. Bldg 100	1/22/2024	Building Permit Fee - Alterations	1,423.00
20240004	1/18/2024	Alteration	309 S. Gear Ave. Bldg 100	1/22/2024	Driveway Fee	25.00
20240004	1/18/2024	Alteration	309 S. Gear Ave. Bldg 100	1/22/2024	Penalty Fee	1,548.00
20240006	1/22/2024	Roof	213 Ballard St	1/22/2024	Penalty Fee	25.00
20240008	2/8/2024	Alteration	314 Ramsey St.	2/12/2024	Building Permit Fee - Alterations	158.59
20240009	2/12/2024	Driveway	434 E GLASGOW ST	2/13/2024	Deck/Patio Fee	25.00
20240009	2/12/2024	Driveway	434 E GLASGOW ST	2/13/2024	Driveway Fee	25.00
20240010	2/13/2024	Siding	525 Ballard St	2/27/2024	Siding Permit Fee	25.00
20240015	2/27/2024	Siding	202 Swan St.	2/28/2024	Penalty Fee	25.00
20240015	2/27/2024	Siding	202 Swan St.	2/28/2024	Siding Permit Fee	25.00
20240016	3/4/2024	Fence	314 Vernon St.	3/6/2024	Fence Permit Fee	25.00
20240018	3/6/2024	Decks/Patios/Porch Coverings	109 Spring St.	3/7/2024	Deck/Patio Fee	25.00
20240024	3/18/2024	Building	621 Washington Rd	3/19/2024	Building Permit Fee - New Construction	368.09
20240025	3/19/2024	Roof	434 E. Glasgow St.	3/19/2024	Penalty Fee	25.00
20240025	3/19/2024	Roof	434 E. Glasgow St.	3/19/2024	Roof - Shingles/Steel Only	0.00

TL Payments not updated into iWorQ between 04/01/2024 and 04/17/24 1,140.20

TL Building Pmt Revenue since we started using iWorQ \$ 57,887.38

Group Total: 52



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04/17/24

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using iWorQ \$ 57,887.38

Group
Total: 52

Case Report

03/01/2024 - 04/17/2024

Case Date	Parcel Address	Violation Type	Correction Required	Main Status
4/15/2024	503 BROADWAY ST	Nuisance Violation	Trim the tree away from the sidewalk	Active
4/10/2024	319 SUMMER ST	Zoning Code	Remove the camper from the front yard	Closed
4/10/2024	321 VERNON ST	Nuisance Violation	Trim bushes away from alley	Closed
3/13/2024	900 BRUSHTOWN RD	Building Code	Obtain demo & driveway permits, and no parking on gravel	Closed
3/13/2024	907 BRUSHTOWN RD	Nuisance Violation	Remove abandoned home/obtain construction permit/remove junk	Active
3/13/2024	910 BRUSHTOWN RD	Nuisance Violation	Remove all junk/junk vehicle/& camper	Active
3/13/2024	1009 BRUSHTOWN RD	Nuisance Violation	Remove the fallen tree from the property	Active
3/13/2024	1016 BRUSHTOWN RD	Nuisance Violation	Remove all junk stored in the yard	Active
3/13/2024	1018 BRUSHTOWN RD	Nuisance Violation	Repair or remove the unsafe building and remove all junk and inoperable vehicle	Active

Case Date	Parcel Address	Violation Type	Correction Required	Main Status
3/13/2024	1100 BRUSHTOWN RD	Nuisance Violation	Remove all junk, and inoperable junk vehicles	Active
3/13/2024	222 N GEAR AVE	Nuisance Violation	Remove all junk and inoperable vehicles	Active
3/13/2024	1615 W MT PLEASANT ST	Nuisance Violation	Remove the fallen tree and repair the building	Active
3/13/2024	1009 MULBERRY LN	Nuisance Violation	Repair or remove fence and remove all junk	Closed
3/13/2024	412 N GEAR AVE	Nuisance Violation	Remove all piles of brush from the property	Closed
3/13/2024	406 N GEAR AVE	Nuisance Violation	Remove all piles of cut brush	Closed
3/13/2024	118 N GEAR AVE	Nuisance Violation	Cut & trim weeds and brush. Remove piles of debris of brush	Active
3/12/2024	312 N GEAR AVE	Nuisance Violation	Remove cars/ trim bushes & trees	Active
3/12/2024	210 N GEAR AVE	Nuisance Violation	Repair or remove the unsafe building	Active
3/12/2024	520 N Gear Ave.	Nuisance Violation	Remove all Junk, Junk Vehicles, & Unsafe Building	Active
3/12/2024	201 WINTER ST	Nuisance Violation	Remove the car to be parked on hard surface	Active

Case Date	Parcel Address	Violation Type	Correction Required	Main Status
3/11/2024	606 RAMSEY ST	Nuisance Violation	Parking is allowed on hard surfaces only	Closed
3/11/2024	434 E GLASGOW ST	Building Code	Obtain permit for garage roof replacement	Closed
3/4/2024	410 E VAN WEISS BLVD	Nuisance Violation	Clean property and trim trees and bushes	Active

Total Records: 23

4/17/2024



04/01/2024 - 04/17/2024

Permit Date	Permit Type	Site Address	Residential /Commercial	Description	Main Status	Total Fees
4/17/2024					Pending Approval	
4/17/2024	Sign	1818 W. Mt. Pleasant St	Commercial	New ground sign	Waiting Payment	\$100.00
4/17/2024					Pending Approval	
4/17/2024	Fence	717 Broadway St.	Residential	Fence in back yard	Needs Additional Info	
4/16/2024	Driveway	409 Spring St.	Residential	Parking pad in back yard	Waiting Payment	\$25.00
4/15/2024	Driveway	900 Brushtown Rd	Residential	New concrete driveway	Waiting Payment	\$50.00
4/15/2024	Building	409 Leffler St.	Residential	Add Mother-in-Law Suite to back yard	Denied	
4/11/2024	Decks/Patios/ Porch Coverings	906 W Mt. Pleasant St.	Residential	Repair & Alter front deck	Waiting Payment	\$25.00
4/10/2024	Parking Lot	801 West Burlington Ave.	Commercial	Asphalt overlay of parking lot	Approved	\$238.25
4/9/2024	Driveway	408 W Van Weiss BLVD	Commercial	New service driveway to concession stand	Waiting Payment	\$25.00
4/9/2024	Temporary (Signs Only)	123 Broadway St.	Commercial	Temporary sign covering	Approved	\$50.00

Permit Report Summary

Permit Date	Permit Type	Site Address	Residential /Commercial	Description	Main Status	Total Fees
4/9/2024	Parking Lot	408 W Van Weiss BLVD	Commercial	Parking Lot & Sidewalk improvement s	Waiting Payment	\$303.00
4/9/2024	Alteration	545 Ramsey St.	Commercial	Classroom Alteration	Waiting Payment	\$128.00
4/8/2024	Other	502 W Mt. Pleasant St.	Commercial	Relocate 24x24 garage on same property	Approved	
4/8/2024	Driveway	621 Washington Rd	Residential	Replace existing driveway	Approved	\$25.00
4/8/2024	Roof	638 Broadway St.	Residential	Replace roof Shingles	Approved	\$0.00
4/8/2024	Inground Pool	610 Park PL	Residential	In-ground swimming pool	Approved	\$25.00
4/8/2024	Parking Lot	116 W. Agency Rd	Commercial	Remove & replace concrete parking lot	Approved	\$226.00
4/8/2024	Roof	117 Ballard St.	Residential	Roof Replacement	Approved	\$0.00
4/2/2024	Temporary (Signs Only)		Commercial	Temporary Vendor - Westland Mall	Approved	\$50.00
						\$1,270.25

Total Records: 20

4/17/2024