

City of West Branch, Iowa

Capital Improvements Plan (CIP)



Fiscal Years 2016 to 2020

Public Hearing – February 2, 2015

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West Branch Capital Improvements Plan 2016-2020

1. General Overview and Introduction

A. Introduction

The Mayor and City Council decided to prepare a capital improvements plan (CIP) for future capital projects in West Branch in 2014. The two basic components of a CIP are to identify the projects and the estimated costs of each and then devise a way to pay for these projects. Appendix G is an overall summary of what constitutes a capital improvements plan.

B. The CIP – What it is and is Not

A capital improvement plan is a “tool” for the scheduling, planning, and financing of large construction projects and major pieces of equipment. It is a “blueprint” for the future infrastructure improvements in the City. It is a written document that links together the City’s comprehensive plan with the City’s annual budget. It provides the mayor, city council, city staff and the citizens with a listing of capital projects that the City will need to complete over the next four to five years.

On the other hand, a capital improvements plan is not “cast in stone.” It is a planning document that can be revised at any time. It is not a legal commitment by the city council to complete any particular project within a specified period of time. The adoption of the CIP does not obligate future city councils to any course of action. It merely provides an indication of the projects that might be completed, when they might be accomplished, and how they could be funded. The final decision as to whether a project will be built will be decided by the city council during the preparation of the annual city budget and the actual award of a contract to complete the project.

C. Annual CIP Reviews

After the CIP has been adopted, it will need to be reviewed and updated on an annual basis by the city staff. Completed projects will be deleted from the CIP. New projects will be added to the CIP. Some projects will be revised and updated, as new information becomes available. The ideal time to update the CIP is in October or November of each year or prior to the preparation of the next city budget.



D. Previous Construction Projects

The City of West Branch has completed numerous capital improvement projects in recent years. The City has identified many other capital improvement projects that will need to be completed in the next five years in order to meet the needs of the community. While the City has completed some engineering reports and feasibility studies on individual municipal services, the City has never developed a capital improvements plan in order to get the “big picture” on all of these needs and capital projects. Therefore, the City Council voted to contract with Callahan Municipal Consultants, LLC to complete a capital improvements plan for the community.

While the City Council was aware of the need for many capital projects, questions remained as to how to pay for them, when to construct them, or how to rank them. In other words, the City needed a capital improvements plan that would identify all the potential projects, the sources of funding for the projects, and the proposed timetable for construction.

E. Phase I – Identification of Potential Capital Projects

The first major phase of the preparation of the CIP was to identify all potential capital projects and the possible sources of revenue to finance these projects. The Mayor, City Council Members, City Department Directors, and members of the City’s Boards and Commissions identified dozens of potential projects in 2014. The City also conducted a comprehensive review to identify potential capital projects.

While it is readily acknowledged that the City does not have the financial capacity to finance all the projects that were identified, the process of listing all the potential projects did provide the City with an overview of the City’s long term infrastructure needs.

The list of potential capital projects was obtained from the following sources and documents:

1. City Executive Team suggestions
2. Mayor and Council Members’ suggestions
3. City Boards and Commissions
4. Residents and community members’ responses to the Comprehensive Plan and Parks & Recreation public input surveys

F. Phase II – Ranking of Capital Projects

The second phase of the CIP process involved the ranking of the proposed projects by the Mayor and City Council in July, 2014. The Mayor and Council Members were asked to assign a rating of A, B, C and D for each capital project. The following A to D ratings were used:

- An “A” ranking would mean that this is a very important project that should be completed within the next two fiscal years – July 1, 2015 to June 30, 2017.
- A “B” ranking of a project would indicate that this is a high priority project that should be included in the CIP. These projects would hopefully be completed within the next three to four fiscal years – July 1, 2017 to June 30, 2019.
- A “C” ranking of a project would indicate “moderate priority” meaning that the project could be delayed for five to six years. If funds are available, these projects could be scheduled for July 1, 2019 to June 30, 2020.

- Lastly a “D” ranking would indicate that this project should be postponed to some date beyond July 1, 2020. While the project may be worthwhile or beneficial, the funds for such a project would probably not be available within the next five years

An average score was calculated for each of the projects based upon the individual rankings completed by the Mayor and City Council in July of 2014. The ranking of capital projects took place over a series of meetings and is attached as Appendices U, V and Y.

G. Review of Existing Documents

The identification of potential capital projects is usually not that difficult. The more challenging part of the CIP process is deciding how to pay for the capital projects. In order to determine the City’s financial ability to pay for capital projects the following documents were reviewed:

- City budget summaries for the previous three fiscal years.
- Independent auditor’s reports for the previous three years.
- City of West Branch water and sewer utility rate structure
- City’s outstanding General Obligation bonds, notes, and loans
- City cash balances – all funds – monthly financial reports.

2. Potential Sources of Funding for Capital Projects

A. General Obligation Loans

Many of the City’s previous capital projects have been financed with general obligation (G.O.) bonds or loans. Many of the projects identified in this CIP could be financed with G.O. bonds, but there are some limitations on the City’s ability to finance future projects with G.O. bonds, such as the state constitutional debt limit and the amount of the City’s property tax debt service levy. Detailed reviews of both of these limitations are covered later in Appendices AF and AG.

B. Sanitary Sewer & Water Revenue Loans

The City can issue sanitary sewer revenue and water revenue bonds or loans in order to finance sewer and water capital projects. The City has issued water revenue loans for water system projects. The City has pledged sewer user fee revenues to retire these loans. Water and sewer rates have been increased in order to accommodate water and sewer capital improvement projects.



C. Grants

The City has identified some capital projects that may qualify for various grants. For example, the City has recently obtained a REAP Grant for the West Branch Village Trail Project which would provide for a pedestrian bridge and trail from the Hoover Trail to the West Branch Village Storm Shelter. The City has also received a bridge replacement grant through the Iowa Department of Transportation which will offset the cost of the replacement of the College Street Bridge.



D. Donations and Bequests

It is very common for cities to receive donations or bequests for library related projects, park improvements, trails, and fire department equipment. The sources for these donations can be service clubs, individuals, foundations and corporations with local connections.

E. Local Option Sales Tax (LOST) Revenue

The voters in West Branch approved a four-year local option sales tax for the maintenance and expansion of the West Branch Fire Department for the period of July 1, 2011 through June 30, 2015. Those improvements have been completed. The balance of LOST funds from that election are expected to be spent on emergency communications equipment for the West Branch Fire Department.

On November 4, 2014, voters approved a ten ten-year extension to the local option sales tax (LOST) for City of West Branch park improvements. While over 57% of the voters also supported a \$4 million park bond, the bond failed as it needed 60% to pass. Over 60% of registered voters in West Branch participated in the November 4th election. Out of 915 West Branch voters, 507 voted for the LOST and 524 voted for the park bond. The LOST, which only required a simple majority, passed with 55.4% of the vote. While the park bond actually had stronger support, at 57.3%, that measure failed because it needed 60% approval to pass. The park bond failed by only 25 votes.

Moving forward, the Park & Recreation Commission has made recommendations and the City Council will make the decisions on appropriating the \$1.8 million in LOST funds for park improvements. These funds will be collected over a ten-year period and cannot be used for any purpose other than City of West Branch park improvements. The Park & Recreation Commission has also made a recommendation to the City Council to hold another vote on the \$4 million park bond on November 3, 2015.

F. *Cash Reserves*

The City has the option of financing some of the less expensive capital projects with cash resources. The City had \$673,340 in cash reserve as of June 30, 2013, but much of this money was in restricted accounts or is needed for cash flow purposes. The funds that have the potential to finance capital projects and equipment purchases include:

Fund	Actual Balance July 1, 2013	Actual Balance July 1, 2014
• General Fund	\$454,569	\$579,328
• Road Use Tax Fund	\$43,072	\$108,555
• Local Option Sales Tax	\$78,324	\$77,952
• Sewer Utility Fund	\$578,122	\$248,326
• Water Utility Fund	\$245,003	\$181,441

Please note that investments, reserve balances for specific departments (for example police car set-asides), and Town Hall fund reserves are not included in the General Fund totals. While there are cash reserves in all of these funds, the cash balances are not sufficient to finance major capital projects. The current balances are needed to be retained for cash flow purposes.

G. *Storm Water Utility Revenues*

The City adopted a storm water utility in 2014. Funds are being collected and will be made available for storm water infrastructure and storm water best management practices. The third highest rated City Council Goal adopted on September 14, 2015 was to pilot five stormwater best management practices in the City of West Branch on city property.

H. *Tax Increment Financing (TIF)*

Many cities have adopted urban renewal plans and established urban renewal areas and TIF districts, which enables these cities to collect TIF funds. As long as the City incurs a debt or contractual obligation to fund a capital project located in an established TIF district, the City can request TIF money to finance infrastructure improvements, such as street construction, sanitary sewer lines, water mains, and storm sewers. The City has most recently amended the West Branch Urban Renewal Plan on June 2, 2014. Future projects are described in that document.

3. *Ongoing City Revenues – Capital Projects*

The City has access to City revenues that can be allocated for capital projects on an annual basis. While there are restrictions and limitations on these revenues, they include:

- General Fund – property tax revenues
- Road Use Tax (RUT) gasoline tax
- Local Option Sales Tax – local 1% sales tax
- Water Utility – user fees
- Sanitary Sewer Utility – user fees
- Stormwater Utility – user fees
- Tax increment financing

These potential sources of funding for capital projects are reviewed in this CIP report.

4. Optional Funding Sources – Not Currently Used by the City of West Branch

The City of West Branch could generate additional revenue for capital projects by authorizing one or more of the funding sources listed in this section. If the City was to experience a significant decline in other sources of revenue, the City might consider the funding sources identified in this section, however, at this time, the City is not considering the use of these funding sources.

A. Capital Improvement Fund Tax Levy

Section 384.7 of the Code of Iowa permits cities to collect a property tax capital improvements levy of 67.5 cents per \$1,000 of taxable valuation, if approved by the voters. Many cities use this additional property tax revenue to finance streets, sidewalks, and storm sewer improvements.

B. Franchise Fees – Electric, Gas, & Cable Revenues

Sections 364.3 and 384.3A authorize cities to impose up to a five percent (5%) fee on electric, cable, and gas utility gross revenues. If the cities follow the process, as outlined in the Code of Iowa, and earmark the additional revenues for a lawful public purpose, cities can then use their franchise fee revenues for basic infrastructure needs. Many cities with franchise fees reason that since the utility providers are basically paying the fees for the use of the public right-of-way (ROW), it is appropriate to earmark the funds for repairs to the infrastructure located in the ROW, such as streets, sidewalks, and storm sewers.

The Code of Iowa does not require voter approval to implement franchise fees, which typically are “pass through” fees on the electric, cable, and gas bills that are paid by local customers of the utility. After the implementation process has been followed, the City Council can adopt a resolution that sets forth a franchise fee of not more than 5% on utilities. In order to calculate the potential revenues to the City from franchise fees, the City can contact the utility provider and request information regarding their gross revenues in West Branch.

C. Special Assessments

It is possible for the City to construct or rebuild streets, sidewalks, storm sewers, water mains, and sanitary sewers and then assess a portion of the cost back to the properties that benefit from the improvements. Section 384.37 to 384.79 of the Code of Iowa sets forth the detailed special assessment process for public improvements. The special assessment process requires a super majority vote of $\frac{3}{4}$ of all Council Members or basically four votes of the West Branch City Council. If a valid petition against the special assessment is filed, then a unanimous vote of the City Council is required.

5. Annual Appropriations for Capital Projects

A. City General Fund

Every year when the city budget is adopted by the City Council, the budget allocates funds from the General Fund for some of the less expensive capital projects. Between fiscal years 2011 and 2015, the City allocated General Fund money to finance mainly sidewalk and road and street improvements. The amount of funds dedicated to these projects has varied during this time period within which the City has enjoyed an annual average growth rate of close to ten percent.

Recent growth has allowed for a considerable amount of projects to be completed within the \$8.10 limit, as well as significant compensation adjustments and the addition of a third full-time employee at the West Branch Public Library. If the annual revenues credited to the General Fund continue to increase at a string pace, then the City may be able to finance additional capital projects. However, if revenues to the General Fund were to increase at a lower rate in the future, then the City may not have the financial resources to pay for any capital projects from the General Fund.

It is important to note that the State imposed limit of \$8.10 per \$1,000 valuation on the General Fund and the State imposed residential property tax “rollback,” coupled with the recent legislation to limit the property taxes paid by commercial property owners is affecting and will continue to affect the amount of revenues in the City’s General Fund. This potential reduction in property tax growth is adversely impacting the funding for future street improvements with money from the General Fund. The City currently levies the \$0.27 emergency tax levy, which generates roughly \$30,000 in additional revenue annually, all of which is dedicated to sidewalk, road and street improvements.

B. Road Use Tax (RUT) Revenues

The City receives about \$240,000 per year in road use tax money from the State of Iowa. This funding is derived from the “gas tax” which drivers pay at the pump. In this sense, the revenue acts as a user fee. The City can use this money for transportation related expenses such as street repairs, sidewalks, street equipment, storm sewers, and street construction projects. This “pot of money” cannot be used for such things, as sanitary sewer lines, fire equipment, or park improvements.



Prior to the fiscal year 2011 budget, the City allocated a portion of this funding for salaries and for debt payments on the Public Works building loan. Since then, the annual RUT revenues have been dedicated to ongoing operation expenses for the street department, such as wages, gasoline, equipment repairs, telephone, and supplies. While remaining funds are unable to provide for an extensive amount of road and street maintenance and repair, the balance of these funds are spent every year on road and street maintenance and repair.

C. Sanitary Sewer and Water Fund Revenues

After deliberations during 2010 and 2011, the City Council adopted Ordinance 685 on November 21, 2011. This ordinance provided for five years of increases to both the water and sewer funds. While these increases are not sufficient to complete major projects, such as the lift station project

or I&I Phase I and II repairs, it is expected that these rate increases will allow the water and sewer enterprises to be self-supporting. Prior to this time, these funds relied on general fund revenue to retire debts that were taken on to make improvements primarily to the water fund.



6. Proposed Capital Improvement Projects By Funding Area

The City Council has decided to approach the capital improvement planning process by dividing projects into five major areas:

A. *Park Planning*

The June 2, 2104 West Branch Urban Renewal Plan includes the Pedersen Valley Park and Recreation & Library Complex. The City purchased 18.6 acres of land in Pedersen Valley for the purpose of providing community members with a community park, called for in the West Branch Comprehensive Plan, amended April 1, 2013. This project will construct athletic fields, concession stand, restrooms, trails and community center for a total cost of \$7,000,000. The TIF contribution will be capped at \$2,300,000. TIF revenues would only be appropriated for the street and utility portions of the project to include water, sewer and stormwater. No TIF funds will be used on any public buildings, ball fields or trails. The City is proposing to use incremental property tax revenues to pay for approximately 33% of the Project, and proposed to use monies from the Local Option Sales Tax and a Bond Referendum to fund the additional pieces. This project is only feasible if the city uses tax increment revenues to fund a portion of the Project. The LOST will generate \$1,700,000. To fund the rest with GO Bond revenues would raise the City's property taxes by 25.75%, which is not feasible. The TIF revenues are the final piece of funding. The TIF portion of the project was later estimated at \$1.8 million.





Voters approved the \$1.8 million in Park Funds at the polls on November 4, 2014 by approving a ten-year extension to the local option sales tax (LOST). While over 57% of the voters also supported a \$4 million park bond, the bond failed as it needed 60% to pass. Over 60% of registered voters in West Branch participated in the November 4th election. Out of 915 West Branch voters, 507 voted for the LOST and 524 voted for the park bond. The LOST, which only required a simple majority, passed with 55.4% of the vote. While the park bond actually had stronger support, at 57.3%, that measure failed because it needed 60% approval to pass. The park bond failed by only 25 votes. Moving forward, the Park & Recreation Commission will make recommendations and the City Council will make the decisions on appropriating the \$1.8 million in LOST funds for park improvements. These funds will be collected over a ten-year period and cannot be used for any purpose other than City of West Branch park improvements.

B. Tax Increment Financing

Several projects are included in the June 2, 2014 Urban Renewal Plan:

- 1) Procter & Gamble Hair Care, LLC, Phases 2 and 3 (abatement only)
- 2) Water Tower #2 (\$481,373)

- 3) Casey's Marketing Company TIF Rebate Agreement (\$425,000)
- 4) South Downey Road Improvements Project (\$1,500,000)
- 5) Parkside Drive Road Improvements Project (\$200,000)
- 6) Tidewater Drive Road Improvements Project (\$200,000)
- 7) Pedersen Valley Park and Recreation & Library Complex (\$2,300,000)
- 8) Fawcett Drive Road Improvements Project (\$1,000,000)
- 9) Slach's Commercial Subdivision Project (\$1,000,000)
- 10) Tidewater Rebate Agreement (\$100,000)
- 11) Acciona legal fees and administrative costs (\$100,000)
- 12) Johnson-Cedar Road (\$1,000,000)

Several of the projects planned to be funded by tax increment financing are projects that are tied to specific opportunities. The Casey's Project, for instance, will be implemented after the new property is placed on the tax rolls. The Slach's Commercial Subdivision Project, for instance, will be completed after an annexation of the project area is completed.

C. Fire Department

The West Branch Fire Department provides fire and rescue services for one of the largest fire districts in the state of Iowa. Six townships partner with the City of West Branch through an annual 28E agreement to provide funding for the Department. As two-third of the call volume takes place outside city limits, two-thirds of the funding for the Department is provided by townships. This arrangement has proven to be beneficial for both the townships and the City. A separate capital improvement plan is presented by the Fire Department annually to the City Council as part of the annual budget process. Items included in this plan include new trucks, air packs, and other equipment that cannot be purchased solely through the equipment line of the Fire Department's annual budget.



D. *Utility (Water/Sewer/Stormwater)*

Recent increases to the water and sewer rates, described in more detail previously in Section 5C, have ensured that both the water and sewer utilities are self-sustaining, to include any capital improvement projects. Future projects may require revenue bonding, however current capital improvements are planned to be completed by utilizing annual rates paid by water users. It is important to note that several customers of the water utility are located outside the city limits. One of the largest water customers, West Branch Village Mobile Home Community, has its own wastewater treatment facility. Both the water service that is provided outside city limits and the funding situation with West Branch Village Mobile Home Community ensure that water revenues consistently outpace sewer revenues.

As described earlier in Section 2G, the City of West Branch recently created a stormwater utility with the purpose of encouraging and implementing storm water best management practices and repairing, replacing and installing storm water infrastructure. Initial plans calls for matching funds to be provided for these purposes from the general fund.

E. *General Obligation Bonds*

Lastly, the projects that are not receiving funding from the sources described in Sections 6A-D will compete for revenue generated by general obligation bonds. The Council has decided to funds these projects at \$800,000 per year for the five upcoming fiscal years: 2015-2016, 2016-2017, 2017-2018, 2018-2019 and 2019-2020. A large part of the capital improvement planning process involved prioritizing the projects that will be funded through general obligation bonds. Sections 7-11 contain a listing of the individual projects and a brief description of what is planned as part of each project.

7. *Proposed Capital Projects – FY 2015-16*

A. *4th Street from WB Animal Clinic to Reagan Blvd. (\$500,000)*

This portion of 4th Street has long been a concern for both drivers and pedestrians. The project would reconstruct 4th Street and install a sidewalk on the west side of the street.

B. *Main Street Crossings at Pedersen Street and Scott Drive (\$70,000)*

When Pedersen Valley was developed, there was no planning for a crossing of Main Street to take place at Pedersen Street. In its current condition, there is no safe way to cross Main Street at this location and pedestrians are forced to navigate a ditch on the south side of Main Street in order to access the trail that runs from the Herbert Hoover National Historic Site (near the Ford Garage) and West Branch High School.

C. *Main & Oliphant Intersection Improvements (\$110,000)*

This intersection has been a topic of discussion for several years. A three-way stop was created at this intersection through the addition of stop signs for both westbound and eastbound traffic. That was followed by the installation of flashing school zone lights. This project would provide an accessible crossing for pedestrians. From the very beginning of the capital improvement planning process (see Appendix U), this project received unanimously high marks from both city staff and elected officials.

D. Main & Foster Intersection Improvements (\$150,000)

Another popular place for students to walk before and after school and for drivers to access West Branch Middle School, this intersection is an important one for the safety of our students in West Branch. Stairs are present of the sidewalk located on the northwest corner of the intersection. These improvements would include providing an accessible intersection for pedestrians.

8. Proposed Capital Projects FY 2016-17

A. Beranek Street (\$400,000)

The Beranek Street Project is the major project planned for the 2016-2017 fiscal year. This project will include a road construction project on Beranek Street from 2nd Street to the entrance of Beranek Park. Also included is a sidewalk and the widening of the Beranek Park Parking Lot.

B. South Maple Street, 2nd to 4th (\$60,000)

This project has been long regarded as a priority project. Staff recommendations were to improve this roadway in the 2010-2011 annual budget. Instead, the City Council appropriated funding that year to resurface N. Downey Street. This project would provide an asphalt overlay on this portion of the road.

C. North 1st Street, Green to Maple (\$60,000)

This stretch of N. 1st Street was identified as failing on the Street Condition Map. It was identified as a PCC road with severe cracking, patching, exposed rebar, potholes and spalling.

D. 2nd Street, Green to College (\$135,000)

This stretch of roadway was rated as poor by the recent street inspection process. The inspection described the road as a seal coat road with a couple minor cold patches in the surface and slight edge unraveling/edge rutting. An asphalt overlay will be completed.

E. 2nd Street, Main to Green (\$150,000)

This section of roadway also received a rating of poor from the street inspection process. The inspection noted that this stretch of 2nd Street is a seal coat road with several edge pot holes, lane rutting, and unraveling edges. There is also a broken up section at Green Street. An asphalt overlay will be completed

9. Proposed Capital Projects – FY 2017-18

A. College Street Bridge (\$750,000)

The necessity to replace the College Street Bridge was a driving force in the motivation to develop a capital improvement plan. This project, which will likely \$1.5 million, was a project that would never have been able to be replaced as part of the regular operating budget.

B. South 1st Street, Cookson to Cedar (\$102,000)

This stretch of roadway was described in the street inspection report as having several severe longitudinal cracks and several transverse cracks. The road will be replaced.

10. Proposed Capital Projects – FY 2018-19

A. Cookson Drive, Maple Street to end (\$73,000)

This road is described as PCC with many severe cracks both longitudinal and transverse. Removal and replacement of the road will be completed.

B. Foster Street, Main Street to WB Middle School (\$158,000)

Foster Street is a PCC road with minor pitting, settlement cracking, longitudinal cracking and some transverse cracks. This project would resurface the roadway.

C. Town Hall Renovations (\$400,000)

At the January 10, 2013 City Council Budget Work Session, the City Council held a discussion of potential renovations to the Town Hall building and continued those discussions at their January 22, 2013 Council Meeting. Four main objectives were identified by staff that could be accomplished by a renovation of Town Hall, while maintaining the building's primary focus as a public meeting and gathering space:

- 1) Make the building accessible. This is important not only for voting, but also for allowing access to the building for all of our community members for all events held in the Town Hall.
- 2) Provide modern his and hers restroom facilities on the main floor of the building (in the vicinity of the current Park & Rec Office).
- 3) Convert the two-car garage space into more usable space, which could include stairs, an elevator or lift to allow people access to the main floor, an office (for park & rec), a conference room and a lobby area.
- 4) Restrict access to the basement and provide a space for Police Department evidence storage (in an area of the basement that is secure) and general Police Department and Park and Recreation storage.





At the January 22, 2013 City Council Meeting, Main Street West Branch offered the services of Main Street Iowa Design Specialist Tim Reinders. Mr Reinders recently visited West Branch and discussed the facility renovation needs with the West Branch Preservation Commission. The Commission has reviewed the conceptual drawings provided by Mr. Reinders and have developed several recommendations for the City Council as they consider potential renovations to the Town Hall. The West Branch Preservation Commission believes that the lower version of Sheet Number 1 of 2 would be the preferred plan of action for interior renovations. Their main recommendations include:

- 1) Do not decrease size of events/community/main room but if space is needed, reduce the size of the kitchen,
- 2) It would be best to have the bathrooms on the same level as the main room,
- 3) The old garage should have two rooms,
- 4) Exterior modifications should be harmonious with the structure,
- 5) Preserve the Veteran's memorial in the main room.
- 6) Additional concerns include a) keeping the coat racks close to the main room, b) water fountains, c) the proposed lift enclosure should be sympathetic to the interior architecture, and d) there is an exterior door in the kitchen that needs to be factored into the project.

D. Oliphant Street, Downey to 551 N. Oliphant (\$130,000)

This road was rated as failing in the recent street study. The road was found to be PCC with many severe cracks both longitudinal and transverse. Removal and replacement of most of road is needed.

11. Proposed Capital Projects – FY 2019-2020

A. North 1st Street, College Street to dead end (\$239,000)

This was yet another stretch of road that was determined to be failing. The road was described as a PCC road with major spalling, cracking throughout the slab with lots of patching. Reconstruction was recommended.

B. Northside, Oliphant to Maple (\$113,000)

During the recent street inspections, Northside was found to be a PCC road with heavy cracking and faulting. No saw joints were ever cut into pavement and major pitting was detected. The road was rated as failing.

C. West Main Street Overlay (\$215,000)

While both the west and east main street overlays were lower priorities than some of the previously mentioned projects, it is expected that there will be a need for an overlay on Main Street within the next several years.

D. East Main Street Overlay (\$205,000)

While both the west and east main street overlays were lower priorities than some of the previously mentioned projects, it is expected that there will be a need for an overlay on Main Street within the next several years.

12. Final Comments and Acknowledgements

The preparation of a capital improvements plan requires the review and analysis of potential capital project and the City's capacity to finance the proposed projects. The process of writing a capital improvements plan is really a "team effort" that involves the City's employees and elected officials.

We would like to thank the Mayor and City Council members for suggesting potential projects, ranking the projects, and reviewing the various CIP reports. They were committed to the process and were willing to put in the hard work to make this plan a reality.

We would like to thank the West Branch Executive Team for providing much of the background information and data needed for this CIP report: City Administrator Matt Muckler, Fire Chief Kevin Stoolman, Police Chief Mike Horihan, Parks & Recreation Director Melissa Russell, Public Works Director Matt Goodale, and Library Director Nick Shimmin. They reviewed various parts of the CIP early in the process so as to verify that accurate and current information was being used in the financial analysis of the City's capacity to fund projects.

Finally, we would also like to thank City Engineer Dave Schechinger, as well as Larry and Maggie Burger with Speer Financial. Dave Schechinger provided information regarding potential capital projects. His knowledge of the City's infrastructure needs was very valuable in the preparation of the list of potential projects. Larry and Maggie Burger provided the Council with important information concerning the City's constitutional debt limit, property tax levy projections and advice concerning tax increment financing.

List of Appendices

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B	24-26	Resolution 1182, March 3, 2014
C	27-30	Minutes, March 3, 2014 City Council Meeting
D	31-32	Agenda, May 5, 2014 Executive Team Work Session
E	33-35	Agenda, May 5, 2014 City Council Work Session
F	36	Minutes, May 5, 2014 City Council Work Session
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H	45-49	Patrick Callahan – GO vs. Revenue Debt
I	50-51	Initial List of Projects, May 5, 2014
J	52	Initial Park Projects Estimate, May 5, 2014
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V	100-109	Capital Improvement Plan, Revised July 20, 2014
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AC	127	Minutes, November 17, 2014 City Council Work Session
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AE	129	CIP Funding Options, November 17, 2014
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City of West Branch

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Ph. 319-643-5888 • Fax 319-643-2305 • www.westbranchiowa.org • wbcity@lcom.net

CITY COUNCIL WORK SESSION
Monday, March 3, 2014 • 6:00 p.m.
City Council Chambers, 110 North Poplar Street

1. Call to order
2. Roll call
3. Christine Ashley, Head of School, Scattergood Friends School & Farm
4. Adjourn

CITY COUNCIL MEETING AGENDA
Monday, March 3, 2014 • 6:30 p.m.
City Council Chambers, 110 North Poplar Street
Action may be taken on any agenda item.

1. Call to order
2. Pledge of Allegiance
3. Roll call
4. Welcome
5. Approve Agenda/Consent Agenda/Move to action.
 - a. Approve minutes from the February 18, 2014 City Council Work Session.
 - b. Approve minutes from the February 18, 2014 City Council Meeting.
 - c. Approve minutes from the February 18, 2014 City Council Work Session #2.
 - d. Approve claims.
 - e. Approve the Wage Works Flexible Spending Account Renewal for April 1, 2014-March 31, 2015 in the amount of \$520.00.
 - f. Approve destruction of records with Document Destruction & Recycling Services listed on Records Destruction Form per the Record Retention Manual for Iowa Cities.
 - g. Approve interfund transfer of \$75,000 donation from general fund to Fire Apparatus Reserve Fund.
 - h. Approve moving the Monday March 17, 2014 City Council Meeting to Monday, March 24, 2014.
6. Communications/Open Forum
7. Public Hearing/Non-Consent Agenda
 - a. Mark Nolte, President, Iowa City Area Development – ICAD Update
 - b. Second Reading of Ordinance 719, amending Title Chapter 17 “Council.”/Move to action.
 - c. Public Hearing on the Fiscal Year 2014-2015 Annual Budget.
 - d. Resolution 1178, adopting the Fiscal Year 2014-15 Annual Budget./Move to action.

Mayor: Mark Worrell • **Council Members:** Jordan Ellyson, Colton Miller, Brian Pierce, Tim Shields, Mary Beth Stevenson
City Administrator/Clerk: Matt Muckler • **Fire Chief:** Kevin Stoolman • **Library Director:** Nick Shimmin
Parks & Rec Director: Melissa Russell • **Police Chief:** Mike Horihan • **Public Works Director:** Matt Goodale

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CITY COUNCIL MEETING AGENDA

Monday, March 3, 2014 • 6:30 p.m. (continued)

City Council Chambers, 110 North Poplar Street

Action may be taken on any agenda item.

- e. Resolutions 1179, approving an agreement with J & M Displays for a fireworks show in the amount of \$35,000./Move to action.
 - f. Resolution 1180, approving that certain agreement with the West Branch Community School District for the provisions of safe traffic and pedestrian circulation in and around the Herbert Hoover Elementary and Middle School Complex./Move to action.
 - g. Resolution 1181, approving a 28E Agreement with the West Branch Community School District to make road and sidewalk improvements in and adjacent to North Maple Street and the Middle School Parking Lot./Move to action.
 - h. Resolution 1182, approving a consulting services agreement for the facilitation of a capital improvements plan with Callahan Municipal Consultants, LLC in an amount not to exceed \$2,950.00./Move to action.
 - i. Resolution 1183, approving 28E agreements between the City of West Branch, Iowa and the Boards of Trustees of Cass, Gower, Graham, Iowa, Scott and Springdale Townships for the purposes of fire protection and aid and assistance for other emergencies or disasters relating to life and property, or hazardous materials./Move to action.
- 8. City Staff Reports
 - a. City Engineer Dave Schechinger and City Attorney Kevin Olson - Ordinance 718, amending the Code of Ordinances of the City of West Branch by Creating and Incorporating a Storm Water Utility.
 - 9. Comments from Mayor and Council Members
 - 10. Adjournment

CITY COUNCIL WORK SESSION #2

Monday, March 3, 2014

Immediately following regular City Council Meeting

City Council Chambers, 110 North Poplar Street

- 1. Call to order
- 2. Roll call
- 3. Municipal Leadership Academy Part II – Human Resources for Cities of All Sizes
- 4. Adjourn

RESOLUTION NO. 1182

A RESOLUTION APPROVING A CONSULTING SERVICES AGREEMENT FOR THE FACILITATION OF A CAPITAL IMPROVEMENTS PLAN WITH CALLAHAN MUNICIPAL CONSULTANTS, LLC IN AN AMOUNT NOT TO EXCEED \$2,950.

WHEREAS, the City Council of the City of West Branch approved the West Branch Comprehensive Plan Update on April 1, 2013; and

WHEREAS, the City Council now desires to prioritize and plan for capital projects in the City; and

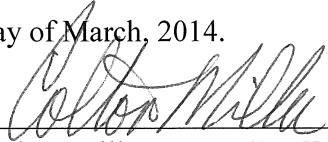
WHEREAS, the City Council believes that the best manner in which to accomplish this goal is to include a facilitator, city staff, the city engineer and the city's independent financial advisor; and

WHEREAS, the consultant proposal to accomplish the facilitation of the capital improvement plan has been submitted by Callahan Municipal Consultants, LLC and includes a scope of services, a time of completion, general terms, and compensation for services; and

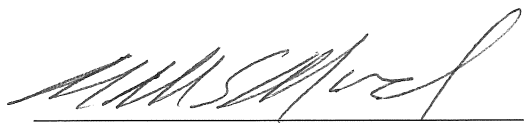
WHEREAS, it is now necessary for the City Council to approve said consultant agreement.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Cedar County, Iowa, that the City Council approves a consulting services agreement with Callahan Municipal Consultants, LLC for the facilitation of a capital improvements plan in an amount not to exceed \$2,950.

Passed and approved this 3rd day of March, 2014.


Colton Miller, Mayor Pro Tem

ATTEST:


Matt Muckler, City Administrator/Clerk



February 20, 2014

Matt Muckler
City Administrator
City Hall – 110 North Poplar St.
West Branch, Iowa 52358

Re: Facilitation of CIP Meetings

Dear Matt:

You recently contacted us regarding a proposal to facilitate five City Council work sessions for the preparation of a capital improvements plan (CIP). We would be pleased to provide this service to the City of West Branch. We have prepared twelve capital plans for cities in Iowa and have developed a comprehensive process for the preparation of a CIP.

Infrastructure Plans & Studies Completed or Proposed

You explained to us that the City has already completed or is in the process of completing various planning reports that will be very useful in the preparation of the CIP. You mentioned that these reports include recently completed comprehensive plan, a library expansion study, and a public input survey. A parks and recreation study will be completed in June.

CIP Partners

It is our understanding that Speer Financial will be handling the financial portion of the CIP and that Veentra & Kimm will provide engineering cost estimates for the proposed projects. The City Staff will provide the overall coordination of the CIP preparation process. You requested our assistance with the facilitation of various meetings to explain the CIP process and the actual preparation of the CIP. We discussed the following meetings and tentative dates.

Initial CIP Overview Meetings – April 21

We would meet with the City Department Heads in the afternoon and the City Council in the evening to provide an overview of the reasons for completing a CIP, define what we mean by a capital project, and discuss the process to prepare a CIP. We would also discuss potential capital projects.

Project Review Meeting – May 5

The purpose of this meeting would review all the capital projects that have been proposed by the Mayor, City Council, and Department Heads. The merits of each project would be discussed. We would identify those projects that may require additional research.

Project Prioritization Work Session – June 23

We would facilitate a City Council work session to review all the proposed capital projects. We would assist the Mayor and City Council with a process to rank or prioritize the proposed capital projects.

CIP Draft Review Meeting – July 21

A date would be selected in July to review the first draft of the proposed CIP with the Mayor, City Council, and City Department Heads. The financial component of the CIP will be presented by Speer Financial at this meeting. The City Council may conduct a second ranking of projects, depending upon the impact that the proposed capital projects could have on the City's overall financial situation. The CIP will then be modified and revised, as directed by the Mayor, City Council and City Staff.

CIP Review and Approval – August 18

The last meeting would include a review of the most current draft of the CIP. The mandatory public hearing could be conducted at this same meeting. After the final corrections and changes have been reviewed and approved, the City Council would be asked to formally approve the CIP by resolution.

Consulting Fees and Expenses

We would agree to facilitate these five meetings for the City of West Branch for a fee not to exceed \$2,950.00, which includes all consulting time and all travel expenses for the five meetings listed in this proposal. This fee would include consultations by telephone from city staff regarding various aspects of preparing the capital improvements plan.

If you have any questions, please feel free to contact us.

Sincerely,

Callahan Municipal Consultants, LLC



Patrick Callahan
Municipal Consultant

Appendix C

(The following is a synopsis of the minutes of the West Branch City Council meeting. The full text of the minutes is available for inspection at the City Clerk's office. The minutes are not approved until the next regularly scheduled City Council meeting.)

**West Branch, Iowa
Council Chambers**

City Council Meeting

**March 3, 2014
6:32 p.m.**

Mayor Pro Tem Miller opened the West Branch City Council work session by welcoming the audience and the following City staff: City Administrator Matt Muckler, Administrative Assistant Shanelle Peden, Deputy City Clerk Dawn Brandt, Library Director Nick Shimmin, Parks & Recreation Director Melissa Russell, Police Chief Mike Horihan, Public Works Director Matt Goodale, and City Attorney Kevin Olson. Council members: Jordan Ellyson, Brian Pierce, and Tim Shields.

APPROVE AGENDA/CONSENT AGENDA

- a. Approve minutes from the February 18, 2014 City Council Work Session.
- b. Approve minutes from the February 18, 2014 City Council Meeting.
- c. Approve minutes from the February 18, 2014 City Council Work Session #2.
- d. Approve claims.
- e. Approve the Wage Works Flexible Spending Account Renewal for April 1, 2014-March 31, 2015 in the amount of \$520.00.
- f. Approve destruction of records with Document Destruction & Recycling Services listed on Records Destruction Form per the Record Retention Manual for Iowa Cities.
- g. Approve interfund transfer of \$75,000 donation from general fund to Fire Apparatus Reserve Fund.
- h. Approve moving the Monday March 17, 2014 City Council Meeting to Monday, March 24, 2014.

Motion by Ellyson to approve the agenda/consent agenda, second by Shields. AYES: Ellyson, Shields, Pierce, Miller. NAYS: None. ABSENT: Stevenson. Motion carried.

Date 3-3-14

City of West Branch
Claims Register Report

Blue Cross Blue Shield	Insurance	11,057.07
Davis & Stanton	Police – Supplies	16.00
Dearborn National Insurance	Life Insurance	48.95
EFTPS	Federal Withholdings	6,089.66
IA Dept. of Public Safety	Police – FY14 Annual fees Iowa online	1,200.00
Iowa Department Of Revenue	Payroll Expense	989.63
Iowa League of Cities	Admin – IMFOA Spring training conference	300.00
Iowa Section AWWA	Water – Water dist. conference training	120.00
IPERS	IPERS	8,004.94
John Deere Financial	Water/sewer – supplies	160.06
Johnson County Refuse	Solid Waste – garbage stickers	625.00

Appendix C

Medicom	Admin – service	40.90
Payroll Expense	Payroll Expense 2-28-14	26,299.23
Russell, Melissa	Park & Rec – reimbursement NRPA dues	159.00
Treasurer State of Iowa	State Withholding tax	2,200.00
University of Iowa Center	Admin – 2014 IMMI Training	465.00
UPS	Sewer – shipping	50.28
Wageworks	Flex – HCFA2013	30.00
West Branch Ford	Police – Service 2014 Taurus	31.44
Wiele Chevrolet	Fire – 2014 Chevy Silverado vehicle replacement	35,012.46
	Grand Total	92,899.62

Fund Totals	
001 General Fund	61,636.57
031 Library	5,114.21
112 Trust And Agency	11,691.08
600 Water Fund	7,823.44
610 Sewer Fund	6,604.32
950 BC/BS Flexible Benefit	30.00
Grand Total	92,899.62

COMMUNICATIONS/OPEN FORUM

There were no comments during the communications/open forum.

PUBLIC HEARING/NON-CONSENT AGENDA

Mark Nolte, President, Iowa City Area Development

Mark Nolte, President of the Iowa City Area Development (ICAD), spoke to the Council regarding the group's current focus and initiatives. President Nolte noted the group's primary focus is recruiting and resourcing industries and employment opportunities related to interstate commerce. President Nolte also noted that the group re-evaluates its initiatives every five years, with its primary emphasis on site selection. President Nolte concluded with comments regarding the area's low unemployment and how ICAD markets to prospective clients.

Second Reading of Ordinance 719-amending Title Chapter 17 "Council."

Motion by Ellyson to approve the second reading of Ordinance 719, second by Pierce. AYES: Ellyson, Pierce, Shields, Miller. NAYS: None. ABSENT: Stevenson. Motion carried.

Public Hearing on the Fiscal Year 2014-2015 Annual Budget

Mayor Pro Tem Miller opened the public hearing at 6:40 p.m. With no comments from the public, Miller closed the public hearing at 6:41 p.m.

Resolution 1178, adopting the Fiscal Year 2014-2015 Annual Budget

Muckler noted that changes to the budget since the February 18 Council meeting are the addition of the McDonald's trail project and the proper accounting of backfill revenue.

Appendix C

Motion by Ellyson to approve Resolution 1178, adopting the Fiscal Year 2014-2015 Annual Budget, second by Shields. AYES: Ellyson, Shields, Pierce, Miller. NAYS: None. ABSENT: Stevenson. Motion carried.

Resolution 1179, approving an agreement with J & M Displays for a fireworks show in the amount of \$35,000.00

Muckler noted that this year's fireworks display for Hoover's Hometown Days would eliminate three, four, and five inch to allow for better visibility in the overall show. City Administrator Muckler also added that the Parks & Recreation Department is looking for sponsorship for the inflatables, which have been a free public feature for children.

Motion by Shields to approve Resolution 1179, second by Pierce. AYES: Shields, Pierce, Ellyson, Miller. NAYS: None. ABSENT: Stevenson. Motion carried.

Resolution 1180, approving that certain agreement with the West Branch Community School District for the provisions of safe traffic and pedestrian circulation in and around the Herbert Hoover Elementary and Middle School Complex

Olson commented that approval of this easement would allow City property owners on North Maple Street needed access to their homes, regardless of proposed future changes to the West Branch Community School District property.

Motion by Ellyson to approve Resolution 1180, second by Shields. AYES: Ellyson, Shields, Pierce, Miller. NAYS: None. ABSENT: Stevenson. Motion carried.

Resolution 1181, approving a 28E Agreement with the West Branch Community School District to make road and sidewalk improvements in and adjacent to North Maple Street and the Middle School Parking Lot

Miller asked what impact approval of this resolution would have on potential destruction of the West Branch Community School District property. Muckler responded that this project will provide benefit both in the short-term and when the School moves forward with their facilities plan. Muckler indicated that approval of this agreement would allow the City and the School District to split the total projects costs.

Motion by Ellyson to approve Resolution 1181, second by Shields. AYES: Ellyson, Shields, Pierce, Miller. NAYS: None. ABSENT: Stevenson. Motion carried.

Resolution 1182, approving a consulting services agreement for the facilitation of a capital improvements plan with Callahan Municipal Consultants, LLC in an amount not to exceed \$2,950.00

Motion by Shields to approve Resolution 1182, second by Pierce. AYES: Shields, Pierce, Ellyson, Miller. NAYS: None. Absent: Stevenson. Motion carried.

Resolution 1183, approving 28E agreements between the City of West Branch, Iowa and the Boards of Trustees of Cass, Gower, Graham, Iowa, Scott and Springdale Townships for the purposes of fire protection and aid and assistance for other emergencies or disasters relating to life and property, or hazardous materials

Motion by Shields to approve Resolution 1183, second by Ellyson. AYES: Shields, Ellyson, Pierce, Miller. NAYS: None. ABSENT: Stevenson. Motion carried.

CITY STAFF REPORTS

Police Chief Mike Horihan reminded the public that National Incident Management System (NIMS) training will be offered to emergency management official and administrators on March 4, 2014 at 6:30 p.m. at the West Branch Fire Station training room.

City Engineer Dave Schechinger and City Attorney Kevin Olson- Ordinance 718, amending the Code of Ordinances of the City of West Branch by Creating and Incorporating a Storm Water Utility

Schechinger addressed the Council regarding the creation and future implementation of a storm water utility for the City. Schechinger presented five cost options to Council, based on discussions with City Staff regarding classifications of residences within the City. Olson remarked that this fee would allow the City to stop using road use tax funds for storm water infrastructure improvements. Muckler also added that the City could offer credit towards entities within the City that have impervious areas. Of the five cost options presented to Council, members showed preference towards the first, fourth, and fifth options presented. Council agreed to review the information presented in more detail, and asked that additional information be brought back to the March 24, 2014 City Council meeting.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

Councilperson Shields felt that the new tablets are working well. He was pleased to see the cost savings information on printing costs that was provided to the Council.

ADJOURNMENT

Motion by Ellyson to adjourn the meeting, second by Shields. Motion carried on a voice vote. City Council meeting adjourned at 7:51 p.m.

Colton Miller, Mayor Pro Tem

ATTEST: _____
Matt Muckler, City Administrator/Clerk

AGENDA

CITY OF WEST BRANCH, IOWA

**DEPARTMENT HEADS WORK SESSION
CAPITAL IMPROVEMENT PLANNING PROCESS**

Monday, May 5, 2014

2:00 p.m.

West Branch City Hall – 110 North Poplar Street

- 1. Call to Order and Introductions**
- 2. General Overview of the Meeting**
 - Definition of capital improvements plan
 - Summary of the CIP process
- 3. The Reasons for Developing a Capital Improvements Plan (CIP)**
 - Callahan's Top Ten List
 - Additional Reasons
- 4. The Steps in the CIP Preparation Process**
- 5. The Time Table for the CIP Preparation Process**
 - Tentative Dates
 - Goals & Objectives of Each Meeting
- 6. Defining the Roles and Expectations of all the Participants in the CIP Process**
 - Consultant or Facilitator
 - City Hall Staff – Coordinator
 - City Department Heads
 - City Financial Advisor – Speer Financial
 - City Engineer – Veenstra & Kimm
 - Mayor & City Council Members
 - West Branch Residents
- 7. Review of Potential Projects**
 - Comprehensive Plan – Suggestions
 - Infrastructure Studies
 - City Department Head Lists
 - Mayor & Council Members Lists
 - Goal Setting Reports – Past & Present
 - Missing or Forgotten Projects

8. The Next CIP Meeting – June 2nd

- Purpose and Overview
- Date, Time & Location
- Advance Preparation – Who & What

9. Comments and Questions

10. Adjourn

City of West Branch

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CITY COUNCIL MEETING AGENDA

Monday, May 5, 2014 • 7:00 p.m.

City Council Chambers, 110 North Poplar Street

Action may be taken on any agenda item.

1. Call to order
2. Pledge of Allegiance
3. Roll call
4. Welcome
5. Approve Agenda/Consent Agenda/Move to action.
 - a. Approve minutes from the April 21, 2014 City Council Work Session #1.
 - b. Approve minutes from the April 21, 2014 City Council Meeting.
 - c. Approve minutes from the April 21, 2014 City Council Work Session #2.
 - d. Approve claims.
6. Communications/Open Forum
7. Public Hearing/Non-Consent Agenda
 - a. Mayor Mark Worrell – Recognition of Herb N’ Lou’s.
 - b. Accept resignation of Kristin Gibbs from the Library Board of Trustees./Move to action.
 - c. Accept resignation of Monica Tylee from the Animal Control Commission./Move to action.
 - d. Mayor Mark Worrell - Appointments/Reappointments/Move to action.
 - i. Monica Tylee – Library Board of Trustees, June 30, 2016.
 - e. Third Reading of Ordinance 720, amending Chapter 165 “Zoning Regulations.”/Move to action.
 - f. Second reading of Ordinance 721, amending Title Chapter 165 “Zoning Regulations.”/Move to action.
 - g. Second Reading of Ordinance 718, amending the Code of Ordinances of the City of West Branch by creating and incorporating a storm water utility./Move to action.
 - h. Second Reading of Ordinance 723, amending Title “Police, Fire and Emergencies,” Chapter 31 “Reserve Police Force.”/Move to action.
 - i. Resolution 1193, approving a Memorandum of Understanding between the West Branch Community School District and the City of West Branch, Iowa regarding the Summer League Ball Program./Move to action.

City of West Branch

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CITY COUNCIL MEETING AGENDA

Monday, May 5, 2014 • 7:00 p.m. (continued)

City Council Chambers, 110 North Poplar Street

Action may be taken on any agenda item.

- j. Resolution 1194, setting a date for consultation and a date for a public hearing on the proposed Amended and Restated West Branch Urban Renewal Plan./Move to action.
- k. Resolution 1195, authorizing Internal Advance to Tax Increment Revenue Fund./Move to action.
- l. Resolution 1197, hiring _____ as a Part-Time Public Works Laborer and setting the salary for the FY 2013-2014 fiscal year./Move to action.
- m. Resolution 1199, to fix a date of meeting for a public hearing in amending the current budget for the fiscal year ending June 30, 2014./Move to action.
- 8. City Staff Reports
 - a. City Administrator Matt Muckler – City of West Branch Mission Statement
 - b. Brian Boelk, HBK Engineering – Report on Park and Library Charrette Open House and Next Steps in Planning Process
 - c. Zoning Administrator Paul Stagg – May 14, 2014 Planning & Zoning Commission Meeting
- 9. Comments from Mayor and Council Members
- 10. Adjournment

CITY COUNCIL WORK SESSION

Monday, May 5, 2014

Immediately following regular City Council Meeting

City Council Chambers, 110 North Poplar Street

- 1. Call to order
- 2. Roll call
- 3. Pat Callahan, Capital Improvement Planning Process
 - a. Introductions
 - b. General Overview of the Meeting
 - Report on Department Heads Meeting
 - Definition of capital improvements plan
 - Summary of the CIP process

Mayor: Mark Worrell • **Council Members:** Jordan Ellyson, Colton Miller, Brian Pierce, Tim Shields, Mary Beth Stevenson
City Administrator/Clerk: Matt Muckler • **Fire Chief:** Kevin Stoolman • **Library Director:** Nick Shimmin
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CITY COUNCIL WORK SESSION

Monday, May 5, 2014

Immediately following regular City Council Meeting (continued)

City Council Chambers, 110 North Poplar Street

- c. The Reasons for Developing a Capital Improvements Plan (CIP)
 - Callahan's Top Ten List
 - Additional Reasons
 - d. The Steps in the CIP Preparation Process
 - e. The Time Table for the CIP Preparation Process
 - Tentative Dates
 - Goals & Objectives of Each Meeting
 - f. Defining the Roles and Expectations of all the Participants in the CIP Process
 - Consultant or Facilitator
 - City Hall Staff – Coordinator
 - City Department Directors
 - City Financial Advisor – Speer Financial
 - City Engineer – Veenstra & Kimm, Inc.
 - Mayor & City Council Members
 - West Branch Residents
 - g. Review of Potential Projects
 - Comprehensive Plan – Suggestions
 - Infrastructure Studies
 - City Department Head Lists
 - Mayor & Council Members Lists
 - Goal Setting Reports – Past & Present
 - Missing or Forgotten Projects
 - h. The Next CIP Meeting – June 2, 2014
 - Purpose and Overview
 - Date, Time & Location
 - Advance Preparation – Who & What
 - i. Comments and Questions
4. Adjourn

Appendix F

(The following is a synopsis of the minutes of the West Branch City Council meeting. The full text of the minutes is available for inspection at the City Clerk's office. The minutes are not approved until the next regularly scheduled City Council meeting.)

**West Branch, Iowa
Council Chambers**

City Council Work Session

**May 5, 2014
8:11 p.m.**

Mayor Worrell opened the West Branch City Council work session at 8:11 p.m. by welcoming the audience and the following City staff: City Administrator Matt Muckler, Deputy City Clerk Dawn Brandt, Administrative Assistant Shanelle Peden, Public Works Director Matt Goodale, Library Director Nick Shimmin, Parks & Recreation Director Melissa Russell, and City Attorney Kevin Olson. Council members: Jordan Ellyson, Colton Miller, Mary Beth Stevenson, Brian Pierce. Absent: Tim Shields.

Pat Callahan, Capital Improvement Planning Process

Pat Callahan, Municipal Consultant gave the Council an overview of the capital improvements planning (CIP) process. He explained why cities should take the time and effort to prepare a CIP. He provided the Council a top ten list of reasons why a CIP is an important element of the elected official's decision making process and overall vision for the city. He said most CIP's are developed for a five-year period. He explained that the Council's role in the process will be to develop a list of projects, rank those projects, review the draft plan and promote the plan to the public. City Administrator Matt Muckler shared a preliminary project list from the Department Directors. The next meeting is June 2nd with a wrap up of the CIP process in September or October 2014.

ADJOURNMENT

Motion by Stevenson to adjourn the work session, second by Ellyson. Motion carried on a voice vote. City Council work session adjourned at 9:13 p.m.

Mark Worrell, Mayor

ATTEST: _____
Dawn Brandt, Deputy City Clerk

Capital Improvements Planning and Budgeting

by

Patrick Callahan – Callahan Municipal Consultants, LLC

A Capital Improvements Plan (CIP) is basically a long range plan for the planning, scheduling, and financing of large construction projects and the purchasing of major pieces of equipment by the city. A capital improvement plan is a written document that links together the city's comprehensive plan and the city's annual budget. The CIP describes in detail the projects that need to be accomplished in order to implement the comprehensive plan or smart plan. A CIP can provide the blueprint needed to complete those projects that will be authorized in the city's annual budget.

A. REASON FOR PREPARING A CIP: "THE TOP TEN LIST"

There are numerous reasons why a city should take the time and effort to prepare a CIP. The following are the top ten reasons why a CIP is an important element of the elected officials' decision making process and overall vision for the city.

1. SYSTEMATIC EVALUATION OF PROJECTS

A CIP requires the systematic evaluation of all potential projects at the same point in time. It helps the elected officials to see the big picture and to judge and rank all projects at the same time, rather than on an individual or stand alone basis. It will clearly present trade-offs that may occur as elected officials assign priorities.

2. LEVEL DEBT STRUCTURE

A realistic and complete CIP will help the city to stabilize the volume of expenditures and better manage the city's debt structure. It will hopefully remove the major peaks and valleys of the city's repayment of debt and thus eliminate any major fluctuation in the city's property tax askings and utility rates.

3. LOWER BORROWING COSTS

A CIP will coordinate the financing of capital costs and hopefully lower the city's costs for borrowing money by consolidating projects and the financing of these projects.

4. PUBLIC RELATIONS TOOL

A CIP can also be a valuable public relations tool that can be used to show local citizens how their special projects, requests, or suggestions fit into the city's overall plan for the future. A CIP will help reduce the political pressure to fund low priority projects suggested by a "vocal minority" of local citizens. Citizens can also be asked to judge each project based upon how it will fit into the city's overall plan of action or CIP.

5. PRESERVATION OF CITY INFRASTRUCTURE

The CIP gives the city a workable plan to preserve the city's infrastructure - the publicly owned buildings, streets, sewers, water mains, equipment, storm sewers, parks, etc. It provides the city with a plan to identify and schedule the maintenance work that is needed to preserve these assets of the city.

6. ECONOMIC DEVELOPMENT TOOL

A well-maintained community infrastructure and a level debt payment schedule will then make the city a better place to start a business or industry. In other words, a CIP will demonstrate to potential investors that the city has its act together and has a plan for the future.

7. EFFICIENT USE OF PUBLIC FUNDS

A CIP will encourage the most efficient use of public funds. Since the city's financial resources are limited, a CIP will provide a plan to make the most efficient use of tax dollars.

8. FOSTER COOPERATION AMONG CITY DEPARTMENTS

A CIP may promote a better understanding and help foster greater cooperation among the city departments and employees. If the city employees are allowed to comment and make recommendations regarding the CIP, it will also encourage them see the "big picture" of the city's projects and overall needs.

9. INFORMATION FOR OTHER GOVERNMENTAL ENTITIES

If the city shares the CIP with other governmental units, such as the county, school district, and surrounding cities, it may promote regional cooperation. These entities may have similar projects or needs and a CIP will alert them to the city's plans. It may then spark some interest in a service sharing, joint contracting, or joint purchasing project. The city in turn should request and review the CIP of other governmental entities to determine the potential for regional cooperation and sharing.

10. ACCOMPLISHMENT OF LONG TERM GOALS

The adoption of a CIP allows the mayor and city council to work towards long term goals and an overall vision for the community. These goals could include economic development efforts, opening up land for housing developments, and increasing recreational opportunities.

B. LEGAL ASPECTS OF CIP: CODE OF IOWA REQUIREMENTS

There are some legal aspects of capital improvements planning that need to be considered by the city.

1. PUBLIC HEARING

Section 384.15(3) of the *Code of Iowa* requires the city to conduct a public hearing prior to the adoption of a CIP.

2. CIP LEVY

The voters of the city can authorize a levy of 67.5¢ per \$1,000 of assessed value to establish a capital improvements reserve fund in order to fund capital projects. Section 384.7 of the *Code of Iowa* permits such a levy by referendum.

3. BID LETTING

Although the city has a CIP, it must still follow the contract bid letting requirements that are outlined in Section 384.95-384.103 of the *Code of Iowa*.

4. EMERGENCY LEVY

Section 384.8 of the *Code of Iowa* authorizes a 27 ¢ per \$1,000 of assessed valuation emergency fund levy that could be earmarked for capital projects. The 27¢ levy does not require voter approval and can be enacted by the city council, if the city has reached the \$8.10 property tax limit.

5. CONSTITUTIONAL DEBT LIMIT

Finally, the city needs to be aware that the Iowa Constitution restricts the overall general obligation debt limit to no more than 5% of the total assessed valuation of the city. For example, if the city's assessed value is \$65,000,000, the general obligation debt limit is \$3,250,700. This same limit does not apply to revenue bonds that are repaid from utility monies, such as water and sewer user fees. Cities are encouraged to use no more than 80% of the general obligation debt capacity.

C. THE PROJECTS IN A CIP

The projects in a CIP will vary from city to city, depending upon the city council's policy and the size of the community. The typical CIP will contain such projects as land acquisition for public improvements, public building replacements or additions, major building repairs or renovations, street construction, storm sewer and drainage projects, wastewater facility improvements, watermain construction, water facility renovations, park developments, library projects, public works equipment, fire trucks, and police equipment.

D. THE PROCESS OF PREPARING A CIP

The process of preparing a capital improvements plan could include the following steps and actions:

1. Define a capital project or expenditure in terms of minimum costs and frequency of occurrence. For example, a capital equipment expenditure might be something that costs \$10,000 or more and has a life expectancy of five years or more.

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2. Organize the process by appointing one person, such as the city administrator or city clerk, as the overall coordinator of the process and establish a committee to oversee the process.
3. Develop basic city policies and criteria, such as the goal is to have all curb and gutter streets and all water mains of six inches or more.
4. Forecast the demand for services and infrastructure and project the growth and development of the city.
5. Do an inventory of the existing facilities and assess the overall condition by reviewing previous studies and plans and conducting inspections. Prepare a maintenance plan for buildings and facilities.
6. Prepare project proposals with the available information. The project summaries can include a name or title, brief description, justification, schedule for completion, cost estimates, priority, map or site plan, and pictures.
7. Seek the advice of department heads, employees, engineers, contractors, architects, and consultants as the project proposals are prepared.
8. Review and analyze the city's financial capacity by researching past financial reports, the revenue projections for the future, and current debt repayment schedules.
9. Prepare level of service and revenue scenarios and then schedule the high priority projects over a specified period of time, such as five years.
10. Present the CIP to the city council for review and comment. Make corrections and changes as directed by the city council.
11. Conduct a public hearing on a draft of the CIP and seek the comments of local citizens.
12. Make the final revisions, set the priorities, and adopt the CIP by council resolution.
13. Conduct an annual review or assessment. Continue to revise and update the CIP on an annual basis.

E. TIME TABLE FOR THE CIP

The implementation of a workable CIP does require time and a flexible schedule. A suggested schedule could be as follows:

- | | |
|---|-----------|
| 1.Organize the process | May |
| 2.Develop policies and forecast the demand for services | June |
| 3.Inventory existing facilities | July |
| 4.Prepare project proposals and analyze the finances | August |
| 5.Prepare a working draft of the CIP | September |
| 6.Conduct the public hearing | October |
| 7.Final adoption of CIP by council resolution | October |
| 8.Include CIP projects in annual budget proposal | November |

F. SOURCES OF FUNDING FOR CIP

The single most difficult task in developing a CIP may be identifying the revenue sources to fund the proposed projects or capital expenditures. The city needs to be creative and consider many options or combination of options. The following is a list of potential revenue sources that may be used to finance capital projects:

1. Essential corporate purpose general obligation bonds for projects that do not require voter approval, such as streets, sanitary sewers, storm sewers, and water mains.

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2. General corporate purpose general obligation bonds for projects that do require voter approval, such as city halls, libraries, public works buildings, parks, recreation centers, etc.
3. Utility revenue bonds for utility improvements such as wastewater plants, water plants, sanitary sewers, water mains, electric systems, natural gas systems, municipal cable systems, and storm water drainage districts.
4. Special assessment bonds for projects, such as street construction, when part of the costs can be assessed back to the benefited property owners within a specified area.
5. Loan agreements which allow the city to borrow funds, but subject to many of the same requirements as a general obligation bond issue.
6. Road use tax funds that can be used to fund specific projects such as street construction, sidewalk construction, storm sewer, street lighting and public works equipment.
7. Grants, loans, and donations for certain projects, such as swimming pools, recreation centers, wastewater plants, libraries and other facilities.
8. The Code of Iowa allows cities to enter into lease purchase agreements to finance such things as major pieces of equipment and even buildings. Cities have purchased backhoes, endloaders, and other major pieces of equipment through lease purchase agreements.
9. Tax increment financing (TIF) can be used to finance infrastructure improvements in specific areas, provided that there will be enough new private project building construction to generate the additional property tax revenues needed to repay the city's debt for these improvements.
10. Local option sales tax revenue is sometimes used for capital improvements, provided that the voters implement the one cent sales tax with that stipulation.
11. User fees can be used to partially fund some capital improvements for their respective departments. For example, a recreation center could be partially funded with revenues from fees paid by the persons using the center.
12. Special taxing districts can be set up to fund specific improvement, such as storm drainage systems and downtown improvements.

The important thing to remember is that many capital projects may require a combination of funding sources. Cities need to consult their financial advisers and legal counsel to make certain that what is being proposed is legal and will not jeopardize the city's financial condition.

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CAPITAL IMPROVEMENTS PLANNING PROCESS

**Provided by
Patrick Callahan, Municipal Consultant
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A. Organizing the Process for Capital Improvements Plan (CIP)

1. Council Committee of the Whole
2. Special CIP Committee
3. Designating the Coordinator or "Quarterback"
4. Establishing a meeting schedule and time table
5. Identifying expert assistance – department heads, engineers, financial consultant, contractors, vendors, city employees, etc.
6. Develop Project Profile Form

B. Defining a Capital Project

1. Consider the frequency of occurrence
2. Determine minimum cost threshold
3. Consider the life expectancy of the project or equipment

C. Develop the City's Basic Policies on Infrastructure and Level of Service

1. Streets – surface, width, base, curb & gutter
2. Water Mains – size, type, depth, pressure, etc.
3. Storm Sewers – size, intakes, type, and locations
4. Sanitary Sewers – locations, size, type, and service lines
5. Parks – number, size, playground equipment, facilities, etc.
6. Water – treatment, storage capacity, and DNR requirements
7. Wastewater – DNR requirements, future needs, type of treatment
8. Police & Fire – vehicles and equipment

D. Forecast Demand for Services

1. Determine areas for potential growth
2. Identify areas that lack basic services – water, sanitary sewer, storm drainage, and paved streets

E. Review Existing Documents for Potential Projects

1. Comprehensive Plan
2. Smart Planning Process
3. Iowa DNR Wastewater Inspection Reports
4. Iowa DNR Water Inspection Reports
5. Previous Engineering Studies

6. Department Head "Wish Lists"
7. Annual Reports – City Departments

F. Conduct an Inventory of Existing Facilities and Equipment

1. City Hall/Library – roof, foundation, structure, size, & appearance
2. Public Works Garage – roof, foundation, location, & appearance
3. Fire Station – roof, foundation, siding, appearance, & size
4. Water Towers – age, size, paint, & interior condition
5. Wastewater Plant - age, capacity, condition, & cost of operation
6. Parks – condition of facilities, appearance, & safety of equipment
7. Fire Equipment – age, use, condition, & repairs
8. Public Works Equipment – age, use, condition, repairs, & potential for sharing

G. Prepare List of Potential Projects

1. Discuss the merits of each project
2. Review City's financial capacity to pay for the projects
3. Determine the priority of projects
4. Conduct Council tour of projects and buildings
5. Develop two lists – include in CIP or postpone

H. Prepare Project Profiles or Project Summaries for Each Project

1. Title or name
2. Brief description
3. Justification for the project
4. Cost estimate – construction, engineering, & legal
5. Possible completion date or timing
6. Priority or ranking by Departments and Council
7. Map, site plan, or picture
8. Potential funding sources
9. Annual impact on revenues and expenditures

I. Review of Project Profiles

1. Department Head comments
2. Engineer comments
3. Financial Consultant review

J. Conduct an Initial Ranking of Projections

1. Assign a score – A, B, C, or D – by Council Members and Mayor
2. Tabulate results and assign an average score
3. Discuss the overall ranking of projects

K. Review the City's Financial Capacity to Complete the Projects

1. Identify potential revenues for CIP Projects

- a. Current or Existing Funds
 - Cash balances
 - Road use tax funds
 - Sewer or water revenues
 - Property taxes
- b. Grants and Loans
 - DNR programs
 - CBDG funds
 - USDA programs
 - Donations and bequests
- c. Municipal Debt Options
 - General obligation bonds
 - Revenue bonds
 - Special assessment bonds
 - Lease purchase agreements

2. Identify Other Financial Options

- a. Local option sales tax
- b. Storm water utility
- c. Tax increment financing (TIF)
- d. Capital improvements levy
- e. Increase general fund levy
- f. Increase water and sewer user fees
- g. Joint sharing agreements with other cities and county

3. Select best financial option for each project

- a. Prepare department or category schedules
- b. Identify financial impact of projects on cash balances, user fees, and property taxes

L. Conduct a Second Ranking of Projects – Optional

- 1. Assign a score – A, B, C, or D
- 2. Tabulate the results and assign an average score
- 3. Discuss the overall ranking of projects
- 4. Reach a consensus!

M. Public Comments

1. Publish public hearing notice on CIP
2. Copies of CIP on file at the Library and City Hall
3. Conduct public hearing
4. Make final revisions

N. Adoption of the CIP and Inclusion in Annual Budget

1. Adopt by Resolution
2. Conduct quarterly review on progress of top priority projects
3. Include "Year 1" in Annual Budget
4. Conduct an annual review and update of projects
5. Continue to refine the process

O. Future Citizen Input on CIP Process

1. Copies of CIP available for public review
2. Presentation to Service Clubs
3. Annual Town Meetings
4. Annual "Open House" of City Facilities
5. City Newsletter Feature

MUNICIPAL DEBT FINANCING - TWO OPTIONS

**GENERAL OBLIGATION NOTES/BONDS/LOANS
and**

UTILITY REVENUE NOTES/BONDS/LOANS

The Two Basic Options - An Introduction

There are generally two kinds of municipal debt financing for improvements to the city's water system, wastewater treatment facility, and sanitary sewer system. The first is called general obligation debt, which is borrowed money backed by the "full faith and credit" of the city's taxing authority. In other words, the property taxpayers are obligated to repay the debt. The second is called revenue debt financing, which is borrowed money paid backed by the payment of city service fees or a specific revenue source (i.e. water or sewer utility payments.) General obligation (G.O.) bonds usually have the lowest rate of interest and are typically considered the municipal debt with the least risk.

There are two types of general obligation bonds- "essential" corporate purpose bonds and "general" corporate purpose bonds. Essential corporate purpose bonds do not require voter approval. General corporate purpose bonds may require voter approval.

Bonds issued for basic or necessary city functions are termed "essential" corporate purpose bonds and can include improvements to the city's water system, wastewater treatment facility, and sanitary sewer system which is the focus of this report. The objective of this report is to explain the advantages and disadvantages of general obligation bonds versus revenue bonds for the purpose of municipal debt financing for water and sewer projects.

While this report will make reference to general obligation and revenue bonds, loans and notes, the same concepts and characteristics apply to bonds, loans and notes. This report discusses "bonds" for the sake of brevity, rather than continually referring to loans, notes and bonds.

State Constitutional Debt Limit

There is a very important difference between a city's actual or 100% assessed valuation of property and the taxable valuation of property when it comes to calculating the city's

constitutional debt limit. There has been some confusion by city officials who have used the wrong valuation number when calculating the city's general obligation debt capacity.

The Iowa Constitution states that no city may become indebted in any manner, or for any purpose, in an amount exceeding five percent of the value of taxable property in the city. However, The Iowa Supreme Court has ruled that this provision applies only to debt payable from property taxes. The Iowa General Assembly has enacted a statute which interprets this Constitutional provision to allow the calculation of a city's debt capacity against the 100% or actual valuation of property, rather than the taxable value which incorporates the "roll-back." Further, this limit applies only to outstanding principal amounts of debt. It should be noted that utility revenue notes and bonds do not count against the city's "five percent debt limit."

General Obligation Bonds/Notes/Loans

General obligation bonds can be used to finance capital improvement projects for municipal water utilities, wastewater treatment plants, and sanitary sewer systems. The city council can issue essential corporate purpose bonds which would be backed by the city's legal authority to impose a debt service levy on all taxable property in order to repay the debt.

The Advantages of G.O. Bonds/Notes/Loans

1. Lower Interest Rates. A general obligation bond will generally have a lower interest rate than a revenue bond. While the difference will vary from city to city, depending upon the city's financial history and current trends in the bond market, a general obligation bond will have an interest rate of 0.25% to 0.50% less than a revenue bond.

2. Flexible Payment Options. When general obligation bonds are used to finance a water or sewer project, the city council retains the option of repaying the debt with either property taxes or user fees or a combination of both sources of revenue. Whereas, the city cannot use property taxes from a debt service levy to repay revenue bonds. Depending upon the circumstances and the legal requirements, it may also be permissible for the city to use special assessments, local option sales tax receipts, and general fund tax revenues to finance general obligation debt payments for water and sanitary sewer projects. The city cannot use property taxes from a debt service levy to repay revenue bonds.

3. Fewer Requirements. Since general obligation bonds are backed by the "full faith and credit" of the city, or the City's ability to use a property tax debt service levy, the requirements for such things as a reserve account, improvement fund, and sinking fund are less restrictive than revenue bonds.

Disadvantages of the G.O. Bonds/Notes/Loans

1. *Constitutional Debt Limit.* The State Constitution limits the amount of the city's outstanding general obligation debt to no more than five percent (5%) of the actual or 100% assessed valuation of property in the city. This limitation applies to all general obligation debt, regardless of the sources of revenues that are used to repay the debt. Therefore, a general obligation bond that is repaid with water or sewer revenues will still count against the city's five percent general obligation debt limit.

2. *Enterprise Funds.* It has been argued that the city's general obligation debt capacity should be reserved for those improvements such as streets, city halls, libraries, police stations, fire stations that cannot be financed with user fees. It can also be argued that water and sewer systems need to be operated as "stand alone independent operations" with no reliance on property taxes and general obligation bonds. Therefore, it can be argued that most, if not all, water and sewer debt financing should be covered by revenue bonds or special assessment bonds.

Revenue Bonds/Notes/Loans

If a city wants to issue revenue bonds for an improvement, it may do so without a vote of the citizens. However, the city must hold a bond public hearing and pass an authorizing resolution before such bonds can be issued.

Revenue bonds can be issued for many municipal projects including, but not limited to: parking facilities, civic centers, recreation facilities, port facilities, airports, water systems, sewer systems, municipal electric improvements, municipal gas improvements, solid waste facilities, bridges, hospitals, bus systems, stadiums, housing for the elderly or physically handicapped, and utility operations. Obviously, there must be adequate revenue from these enterprises to payoff these bonds, because the debt is NOT secured by the property tax base of the city.

Advantages of Revenue Bonds/Notes/Loans

1. *No Legal Limits.* Unlike general obligation bonds that have the "five percent debt limit," there is no legal limit on the outstanding balance of revenue bonds. However, revenues from the particular enterprise fund must be adequate to repay the bonds.

2. *Debt Payments Based on User Fees.* The payment of revenue bonds is basically funded from user fees or money paid by the people or businesses that actually benefit from the improvements. If the home owner or business owner is not connected to the city's water or sewer system, then they do not "contribute" to the city's account from which the debt is repaid. If the cost to finance a water or sewer improvement is financed in whole or

part from a debt service levy paid by property tax collections, then there may be property owners who are required to repay a debt for a service that they do not utilize.

3. The Question of Fairness. An example of the situation described above could be a business property owner who owns a warehouse or rental storage units who pays debt service property taxes to fund a water or sewer improvement, but does not have water or sewer service. The owner of a car wash, who pays a water and sewer bill that is based upon lower rates because a debt service property tax levy is used to repay a major utility improvement, then gets a "break". It could be argued that the warehouse owner is "subsidizing" the car wash owner in this example. The use of revenue bond to finance capital utility projects helps to ensure that the people, who benefit from an improvement, actually pay the bill for the debt attributed to the project.

Disadvantages of Revenue Bonds/Notes/Loans

1. Slightly Higher Interest Rates. Since revenue bonds are not backed by the "full faith and credit" of the city's property tax base, the interest rates are slightly higher than rates for general obligation bonds. While the difference in interest rates between the two types of financing has narrowed, there is still a "spread", because revenue from user fees is not quite as "rock solid" as property tax collections from a historical perspective.

2. Additional Requirements. The issuance of revenue bonds will typically require the establishment of special funds, such as a reserve account, an improvement fund, and sinking fund. The establishment of these special funds or accounts will require some additional work for city personnel. It will necessitate that the city adequately fund the enterprise to cover all the costs of operation, including the repayment of the revenue bonds. The City may be required to provide a coverage of 25% over the actual amount of the annual debt payment in order to assure potential investors that revenues will be adequate to repay the bonds or notes, plus interest. This requirement is typically called a "debt coverage ratio." It should be noted that the debt coverage ratio for a State Revolving Fund (SRF) loan is 10%, rather than 25%.

3. User Fee Increases. The repayment of revenue bonds for water or sewer construction projects will often times require an increase in water and sewer user fees. If the city has been reluctant to raise water and sewer rates in the past, the "required increase" in user fees can often times be significant and burdensome. Since water and sewer bills are normally paid on a monthly basis, the impact of user fee increases can be immediate, controversial, and politically unpopular.

4. Collection Problems. Since the city is responsible for the collection of the user fees required to repay revenue bonds, water and sewer receipts can be influenced by such problems as bankruptcies, slow collections, customer resistance, decreased consumption, industry closings, and citizens complaints. Collection problems can be very troublesome when the city's largest water and sewer customer, such as a meat packing plant, decides to

reduce water consumption or close its facilities in the community. The remaining rate payers may face additional user fee increases to "cover" the loss of revenues paid by the major user of the City's water or sewer services

Seek Legal and Financial Consultant Advice

City officials should always consult their financial consultant, city attorney, and bonding attorney prior to making any decisions regarding the options discussed in this report. There are court decisions and legislative actions that can have a significant impact on the city's ability to issue bonds or notes to fund capital improvement projects.

Conclusion

There is no "right or wrong answer" when making a choice between general obligation bonds and revenue bonds to finance water and sewer construction projects. City officials need to take into consideration many factors when selecting municipal debt financing alternatives. These factors can include:

- * The current amount of outstanding general obligation debt
- * Outstanding revenue bonds, notes, and loans.
- * City's current general obligation debt capacity.
- * Future capital project financing needs and the debt capacity projections.
- * Current and future user fees for water and sewer services.
- * Property tax debt service levy and the projected levy.
- * Citizen comments and suggestions.
- * Upcoming water and sewer projects.

After taking these factors into consideration, the city council can select the option that best meets the city's needs.

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Appendix I

CIP Projects:

- 1) Beranek Street
- 2) College Street Bridge
- 3) Slach Commercial Subdivision Project
- 4) County Line Road
- 5) Main & Oliphant Intersection Improvements
- 6) Main & Foster Intersection Improvements
- 7) Trail 1.1, 1.2 and 3.2.
- 8) Water Main Loop – Pheasant Run to West Branch Village
- 9) South Maple Street
- 10) Main Street Crossings at Pedersen Street and Scott Drive
- 11) Police/Fire Radios
- 12) Park Amenities
- 13) Library/Community Center
- 14) Cemetery Software
- 15) Electronic Records
- 16) Water Main, curb and gutter, asphalt and stormwater on Orange, College
- 17) Upgrade to at least 6” water mains
- 18) Water Main from 4th Street to Pheasant Run to 6”
- 19) SAGR system at lagoons
- 20) Maintenance on all wells
- 21) West Main Street Overlay
- 22) East Main Street Overlay
- 23) Downtown Overlay with water, sewer and stormwater
- 24) Town Hall Renovation
- 25) Public Works Salt Shed
- 26) 1st Street, Main to Green
- 27) Main Street Bridge Repair/Replacement
- 28) Trail Loop to Oliphant Street Sidewalk to Dog Park

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- 29) More city entrance signs – dog park, BP
- 30) N. 4th Sidewalk
- 31) Connect Greenview to the City
- 32) Paving 4th Street
- 33) Sidewalks on 1st Street (connecting to Main Street)
- 34) Sidewalks on W. Orange
- 35) Stormwater BMP's
- 36) Street Light Study/Improvements
- 37) Heritage Square Improvements
- 38) Downtown Streetscape
- 39) Enlow Parking Lot Improvements
- 40) Park Projects
- 41) Amended Urban Renewal Plan Projects
- 42) Main & Downey Sidewalk Reconstruction

Appendix J

CITY of WEST BRANCH
HBK Job 13-839
Comprehensive Parks Planning Project
5.1.14 (revised 5.5.14)

COST ESTIMATE

No.	ITEM	QTY	UNIT	UNIT COST	ITEM TOTAL
PEDERSEN					
1	PCC Paving, 8"	3460	SY	\$45.00	\$155,700.00
2	PCC Trail Paving, 6"	5650	SY	\$35.00	\$197,750.00
3	PCC Parking Lot, 7"	5600	SY	\$40.00	\$224,000.00
4	Water Main (Service)	967	LF	\$60.00	\$58,020.00
5	Sanitary Sewer (Service)	999	LF	\$85.00	\$84,915.00
6	Storm Sewer (pipes and intakes)	1	LS	\$40,000.00	\$40,000.00
7	Concession Stand w/ Restrooms	1	EA	\$90,000.00	\$90,000.00
8	Native Prairie Seeding	3	ACRE	\$1,800.00	\$5,400.00
9	Seed Open Areas	9	ACRE	\$1,000.00	\$9,000.00
10	Creek Restoration	13	STA	\$3,500.00	\$45,500.00
11	Playground w/ Equipment	1	EA	\$35,000.00	\$35,000.00
12	Grading w/ Import Material	185000	CY	\$5.00	\$925,000.00
13	Stormwater Detention Basin	3000	CY	\$25.00	\$75,000.00
14	Adult Baseball Field	1	EA	\$375,000.00	\$375,000.00
15	Little League Baseball Fields	2	EA	\$275,000.00	\$550,000.00
16	Bleachers	360	LF	\$75.00	\$27,000.00
*	10% CONTINGENCY				\$289,728.50
PEDERSEN VALLEY TOTALS					\$3,187,013.50
LIONS FIELD					
1	Restroom Facility	1	EA	\$65,000.00	\$65,000.00
2	PCC Access Walk	83	SY	\$35.00	\$2,905.00
*	10% CONTINGENCY				\$6,790.50
LIONS FIELD TOTALS					\$74,695.50
WAPSI VALLEY					
1	Restroom/Shelter Facility	1	EA	\$80,000.00	\$80,000.00
2	Playground Equipment	1	LS	\$20,000.00	\$20,000.00
*	10% CONTINGENCY				\$10,000.00
WAPSI VALLEY TOTALS					\$110,000.00
BERANEK					
1	2 Sand Volleyball Courts	2	EA	\$10,000.00	\$20,000.00
2	Lighting for Courts	1	EA	\$15,000.00	\$15,000.00
3	Sand Volleyball Equipment	1	EA	\$2,000.00	\$2,000.00
*	10% CONTINGENCY				\$3,700.00
BERANEK TOTALS					\$40,700.00
MEADOWS					
1	PCC Trail, 6"	300	SY	\$35.00	\$10,500.00
2	Restroom Facility	1	EA	\$65,000.00	\$65,000.00
*	10% CONTINGENCY				\$7,550.00
MEADOWS TOTALS					\$83,050.00
DOG PARK					
1	Restroom Facility	1	EA	\$65,000.00	\$65,000.00
*	10% CONTINGENCY				\$6,500.00
DOG PARK TOTALS					\$71,500.00
TOTAL ESTIMATE					\$3,566,959.00
Notes: 1. Baseball field estimates assume lighting, fence, and scoreboards. 2. Grading is based on 2' aerial contours and requires substantial cut and fill. This number assumes flattening out much of the area in order to build baseball fields and have ADA accessible trail systems. Please note grading quantities can fluctuate based on detailed design, retaining wall placement, and layout configuration. 3. Paving thickness is assumed based on typical practice and knowledge. Pavement quantities include extension of Gilbert Drive as shown in final Site Plan developed at design charrette. 4. Utility extensions and connections are included in facility costs. 5. All features listed for Pedersen Valley are based on final Site Plan developed during design charrette process.					

Appendix K

City of West Branch
CIP Part 1: City Park Phase 1

Project Name	Description	Cost Estimate	Dept. Head Rankings	Funding Sources	Overall Council Rankings
PEDERSEN VALLEY					
PCC Paving, 8"		\$155,700.00			
PCC Trail Paving, 6"		\$197,750.00			
PCC Parking Lot, 7"		\$224,000.00			
Water Main (Service)		\$58,020.00			
Sanitary Sewer (Service)		\$84,915.00			
Storm Sewer (pipes and intakes)		\$40,000.00			
Concession Stand w/ Restrooms		\$90,000.00			
Native Prairie Seeding		\$5,400.00			
Seed Open Areas		\$9,000.00			
Creek Restoration		\$45,500.00			
Playground w/ Equipment		\$35,000.00			
Grading w/ Import Material		\$925,000.00			
Stormwater Detention Basin		\$75,000.00			
Adult Baseball Field		\$375,000.00			
Little League Baseball Fields		\$550,000.00			
Bleachers		\$27,000.00			
10% CONTINGENCY		\$289,728.50			
PEDERSEN VALLEY TOTALS		\$3,187,013.50			
LIONS FIELD					
Restroom Facility		\$65,000.00			
PCC Access Walk		\$2,905.00			
10% CONTINGENCY		\$6,790.50			
LIONS FIELD TOTALS		\$74,695.50			
WAPSI VALLEY					
Restroom/Shelter Facility		\$80,000.00			
Playground Equipment		\$20,000.00			
Trailhead parking lot		\$35,000.00			
10% CONTINGENCY		\$13,500.00			
WAPSI VALLEY TOTALS		\$148,500.00			

City of West Branch
CIP Part 1: City Park Phase 1

Project Name	Description	Cost Estimate	Dept. Head Rankings	Funding Sources	Overall Council Rankings
BERANEK PARK					
2 Sand Volleyball Courts		\$20,000.00			
Lighting for Courts		\$15,000.00			
Sand Volleyball Equipment		\$2,000.00			
10% CONTINGENCY		\$3,700.00			
BERANEK PARK TOTALS		\$40,700.00			
	GRAND TOTAL	\$3,450,909.00			

City of West Branch
CIP Part 2: TIF

Project Name	Description	Cost Estimate	Dept. Head Rankings	Funding Sources	Overall Council Rankings
Pending Projects - FY 15 or FY16					
Casey's Marketing Company TIF Rebate Agreement		\$425,000			
Parkside Drive Road Improvements Project		\$200,000			
Procter & Gamble Hair Care, LLC, Phases 2 and 3 (abatment only)					
Future Projects					
Water Tower #2		\$481,373			
South Downey Road Improvements Project		\$1,500,000			
Tidewater Drive Road Improvements Project		\$200,000			
Pedersen Valley Park and Recreation & Library Complex		\$2,300,000			
Fawcett Drive Road Improvements Project		\$1,000,000			
Slach's Commercial Subdivision		\$1,000,000			
Tidewater Rebate Agreement		\$100,000			
Acciona legal fees and administrative costs		\$100,000			
Johnson-Cedar Road		\$1,000,000			

Appendix K

City of West Branch CIP Part 3: Other

Project Name	Description	Cost Estimate	Dept. Head Rankings	Funding Sources	Overall Council Rankings
Beranek Street		\$409,327		GF, WA, SE, SW	
Town Hall Renovation		\$400,000		GF	
College Street Bridge					
Slach Commercial Subdivision Project					
County Line Road					
Main & Oliphant Intersection Improvements					
Main & Foster Intersection Improvements					
Trail 1.1, 1.2 and 3.2.					
Water Main Loop – Pheasant Run to West Branch Village					
South Maple Street	Asphalt overlay S 2nd St to S 4th	\$60,000			
Main Street Crossings at Pedersen Street and Scott Drive					
Police/Fire Radios					
Cemetery Software	GIS cemetery mapping, database & acctg.	\$25,000			
Electronic Records	Records imaging and management				
Water Main, curb and gutter, asphalt and stormwater on Orange, College Streets		\$152,000			
Upgrade to at least 6" water mains	\$20,000 to \$30,000 per block	\$30,000			
Water Main from 4 th Street to Pheasant Run to 6"		\$80,000			
SAGR system at lagoons					
Maintenance on all wells	\$25,000 per well - 4 wells	\$100,000			
West Main Street Overlay					
East Main Street Overlay					
Downtown Overlay with water, sewer and stormwater					
Public Works Salt Shed		\$75,000			
1 st Street, Main to Green					
Main Street Bridge Repair/Replacement					

City of West Branch
CIP Part 3: Other

Project Name	Description	Cost Estimate	Dept. Head Rankings	Funding Sources	Overall Council Rankings
Trail Loop to Oliphant Street Sidewalk to Dog Park					
More City entrance signs – Dog park, BP					
N. 4 th Sidewalk					
Connect Greenview to the City					
Paving 4 th Street					
Sidewalks on 1 st Street (connecting to Main Street)					
Sidewalks on W. Orange					
Stormwater BMP's					
Street Light Study/Improvements					
Heritage Square Improvements					
Downtown Streetscape					
Enlow Parking Lot Improvements					
Main & Downey Sidewalk Reconstruction					
Future Park Projects					
MEADOWS					
PCC Trail, 6"		\$10,500.00			
Restroom Facility		\$65,000.00			
10% CONTINGENCY		\$7,550.00			
MEADOWS TOTALS		\$83,050.00			
DOG PARK					
Water line		\$200,000.00			
Restroom Facility		\$65,000.00			
10% CONTINGENCY		\$6,500.00			
DOG PARK TOTALS		\$271,500.00			

AGENDA

CITY OF WEST BRANCH, IOWA

**CITY DEPARTMENT HEADS WORK SESSION
CAPITAL IMPROVEMENT PLANNING PROCESS**

Monday, June 2, 2014

2:00 p.m.

West Branch City Hall – 110 North Poplar Street

- 1. Call to Order and Introductions**
- 2. General Overview of the Meeting**
 - Report on City Council Meeting on May 5th
 - Review of CIP - Thresholds for a Capital Project
- 3. The Time Table for the CIP Preparation Process**
 - Tentative Dates
 - Goals & Objectives of Each Meeting
- 4. Review of Potential Projects - Sources**
 - Comprehensive Plan
 - Infrastructure Studies
 - City Department Head Lists
 - Mayor & Council Members Lists
 - Goal Setting Reports – Past & Present
 - Missing or Forgotten Projects
- 5. Review of Proposed Capital Projects**
 - Police Department
 - Fire Department
 - Parks & Recreation
 - Library
 - Street and Public Works
 - Water Utility
 - Sewer Utility
 - City Hall Projects
- 6. Sources of Funding for Projects – General Overview**
- 7. Mayor & City Council Ranking Process**
 - Completion of List of Projects
 - Cost Estimates for Projects

Appendix L

- Department Head Priority
- Ranking System – A, B, C, & D

8. The Next CIP Meeting – June 23rd

- Purpose and Overview
- Date, Time & Location
- Advance Preparation – Who & What

9. Comments and Questions

10. Adjourn

City of West Branch

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CITY COUNCIL WORK SESSION

Monday, June 2, 2014

Immediately following regular City Council Meeting

City Council Chambers, 110 North Poplar Street

1. Call to Order
2. Roll Call
3. Introductions & General Overview of the Meeting
 - Report on City Council Meeting on May 5th
 - Review of CIP – Thresholds for a Capital Project
4. The Time Table for the CIP Preparation Process
 - Tentative Dates
 - Goals & Objectives of each Meeting
5. Review of Potential Projects – Source
 - Comprehensive Plan
 - Infrastructure Studies
 - City Department Director List
 - Mayor & City Council Member Lists
 - Goal Setting Reports – Past & Present
 - Missing or Forgotten Projects
6. Review of Proposed Capital Projects
 - Police Department
 - Fire Department
 - Park & Rec
 - Library
 - Streets and Public Works
 - Water, Sewer and Stormwater Utilities
 - City Hall Projects
7. Sources of Funding for Projects – General Overview
8. Mayor & City Council Ranking Process
 - Completion of List of Projects
 - Cost Estimates for Projects
 - Department Director Priority
 - Ranking System – A, B, C & D
9. The Next CIP Meeting – June 23rd
 - Purpose and Overview
 - Advance Preparation – Who & What
10. Comments and Questions
11. Adjourn

Mayor: Mark Worrell • **Council Members:** Jordan Ellyson, Colton Miller, Brian Pierce, Tim Shields, Mary Beth Stevenson
City Administrator/Clerk: Matt Muckler • **Fire Chief:** Kevin Stoolman • **Library Director:** Nick Shimmin
Parks & Rec Director: Melissa Russell • **Police Chief:** Mike Horihan • **Public Works Director:** Matt Goodale

Appendix N

(The following is a synopsis of the minutes of the West Branch City Council meeting. The full text of the minutes is available for inspection at the City Clerk's office. The minutes are not approved until the next regularly scheduled City Council meeting.)

**West Branch, Iowa
Council Chambers**

**City Council
Work Session**

**June 2, 2014
8:40 p.m.**

Mayor Pro Tem Miller opened the West Branch City Council work session at 8:40 p.m. by welcoming the audience and the following City staff: City Administrator Matt Muckler, Administrative Assistant Shanelle Peden, Library Director Nick Shimmin, Parks & Recreation Director Melissa Russell, Police Chief Mike Horihan, City Attorney Kevin Olson, and City Engineer Dave Schechinger. Council members: Jordan Ellyson, Colton Miller, Tim Shields, Mary Beth Stevenson. Absent: Mayor Mark Worrell and Brian Pierce.

Pat Callahan, Capital Improvement Planning Process

Pat Callahan, Municipal Consultant, presented more details regarding the CIP, including an overview of the phasing, which includes: Phase I, City Parks; Phase II, Tax Incremental Financing; and Phase III, Other. Muckler noted that as Council prioritizes the projects, he asked that they include a fourth column to account for the future impact on the City utility system. For each project within each phase, Callahan explained the timetable, cost estimates, rankings, and funding sources. Callahan asked that the Council review each project, and prioritize them for the June 23, 2014 Council meeting. Callahan also asked that when Council reviews items by department, Council take into consideration possible sources of grants and funding. Muckler asked Council to prioritize between normal budget items and larger dollar projects. Callahan added that enterprises should work towards operating on a self-sufficient basis. Callahan concluded his statements by letting Council and Staff know he would bring a first draft to the July 21, 2014 Council meeting.

Motion by Shields to adjourn the work session, second by Stevenson. Motion carried on a voice vote.
City Council work session adjourned at 9:23 p.m.

Colton Miller, Mayor Pro Tem

ATTEST: _____
Matt Muckler, City Administrator/Clerk

CITY OF WEST BRANCH, IOWA
CAPITAL IMPROVEMENTS PLAN
GENERAL OVERVIEW OF FUNDING SOURCES
JUNE 2, 2014

<u>Projects/Department</u>	<u>Funding Sources</u>
1. Police Department - Facilities & Equipment	*General Fund *G.O. Loans *LOST Funds *Grants
2. Fire Department – Trucks, Equipment, & Facilities	*Township Share *G.O. Loans *Grants – USDA
3. Parks & Recreation - Equipment & Facilities	*G.O. Loan *LOST Funds *Grants – REAP *Grants – LWCF *Grants – Trails
4. Library	*G.O. Loan *Grants
5. Street & Public Works – Vehicles Equipment, & Infrastructure	*Road Use Tax *LOST Funds *Storm Water Fees *G.O. Loan *TIF
6. Water Utility – Vehicles, Equipment & Infrastructure	*SRF Loans *Water Revenue Loans *G.O. Loans *TIF *Special Assessment
7. Sewer/Wastewater Utility - Vehicles, Equipment & Infrastructure	*SRF Loans *Sewer Revenue Loans *G.O. Loans *TIF

Appendix O

8. City Hall Projects – Equipment & Infrastructure

*G.O. Loans
*General Fund
*LOST Funds

Appendix P

City of West Branch
CIP Part 1: City Park Phase 1

	Project Name	Description	Cost Estimate	Dept. Head Rankings	Funding Sources	Overall Council Rankings
1	PEDERSEN VALLEY					
	PCC Paving, 8"		\$155,700.00	A	Local option, TIF	
	PCC Trail Paving, 6"		\$197,750.00	A	Local option, TIF	
	PCC Parking Lot, 7"		\$224,000.00	A	Local option, TIF	
	Water Main (Service)		\$58,020.00	A	Local option, TIF	
	Sanitary Sewer (Service)		\$84,915.00	A	Local option, TIF	
	Storm Sewer (pipes and intakes)		\$40,000.00	A	Local option, TIF	
	Concession Stand w/ Restrooms		\$90,000.00	A	Local option, TIF	
	Native Prairie Seeding		\$5,400.00	A	Local option, TIF	
	Seed Open Areas		\$9,000.00	A	Local option, TIF	
	Creek Restoration		\$45,500.00	A	Local option, TIF	
	Playground w/ Equipment		\$35,000.00	A	Local option, TIF	
	Grading w/ Import Material		\$925,000.00	A	Local option, TIF	
	Stormwater Detention Basin		\$75,000.00	A	Local option, TIF	
	Adult Baseball Field		\$375,000.00	A	Local option, TIF	
	Little League Baseball Fields		\$550,000.00	A	Local option, TIF	
	Bleachers		\$27,000.00	A	Local option, TIF	
	10% CONTINGENCY		\$289,728.50	A	Local option, TIF	
	PEDERSEN VALLEY TOTALS		\$3,187,013.50	A		
2	LIONS FIELD					
	Restroom Facility		\$65,000.00	A	Local option, TIF	
	PCC Access Walk		\$20,000.00	A	Local option, TIF	
	10% CONTINGENCY		\$8,500.00	A	Local option, TIF	
	LIONS FIELD TOTALS		\$93,500.00	A		
3	WAPSI CREEK					
	Restroom/Shelter Facility		\$80,000.00	A	Local option, TIF	
	Playground Equipment		\$20,000.00	A	Local option, TIF	
	Trailhead parking lot		\$35,000.00	A	Local option, TIF	
	10% CONTINGENCY		\$13,500.00	A	Local option, TIF	
	WAPSI CREEK TOTALS		\$148,500.00	A		

Appendix P

City of West Branch CIP Part 1: City Park Phase 1

	Project Name	Description	Cost Estimate	Dept. Head Rankings	Funding Sources	Overall Council Rankings
4	BERANEK PARK					
	2 Sand Volleyball Courts & Equipment		\$22,000.00	A	Local option, TIF	
	Lighting for Courts		\$15,000.00	A	Local option, TIF	
	10% CONTINGENCY		\$3,700.00	A	Local option, TIF	
	BERANEK PARK TOTALS		\$40,700.00	A		
		GRAND TOTAL	\$3,469,713.50	A		

Appendix P

City of West Branch
CIP Part 2: TIF

[illegible]

Appendix P

City of West Branch
CIP Part 3: Fire Dept.

[illegible]

Appendix P

City of West Branch
CIP Part 4: Utility

[illegible]

Appendix P

City of West Branch CIP Part 5: Other

	Project Name	Description	Cost Estimate	Dept. Head Rankings	Funding Sources	Overall Council Rankings
1	Beranek Street		\$409,327	A	GF, WA, SE, SW	
2	Town Hall Renovation		\$400,000	A	GF	
3	College Street Bridge		\$1,000,000	B		
4	Main & Oliphant Intersection Improvements			A		
5	Main & Foster Intersection Improvements			D		
6	Trail 1.1, 1.2 and 3.2.			D		
7	South Maple Street	Asphalt overlay S 2nd St to S 4th	\$60,000	Budget		
8	Main Street Crossings at Pedersen Street and Scott Drive					
9	Police/Fire Simulcast Radio system		\$193,000	A		
10	Electronic Records	Records imaging and management		D		
11	West Main Street Overlay			D		
12	East Main Street Overlay			D		
13	Downtown Overlay with water, sewer and stormwater			D		
14	Public Works Salt Shed		\$75,000	D		
15	1 st Street, Main to Green			D		
16	Trail Loop to Oliphant Street Sidewalk to Dog Park			D		
17	More City entrance signs – Dog park, BP			D		
18	N. 4 th Sidewalk			D		
19	Paving 4 th Street	Curb, gutter and asphalt		D		
20	Sidewalks on 1 st Street (connecting to Main Street)			D		
21	Sidewalks on W. Orange			D		
22	Street Light Study/Improvements			D		
23	Heritage Square Improvements			D		
24	Downtown Streetscape			D		
25	Enlow Parking Lot Improvements			D		
26	Main & Downey Sidewalk Reconstruction			D		
27	West Branch Community Center		\$5,000,000	B		
28	West Branch Public Library		\$3,500,000	B		

Appendix P

City of West Branch
CIP Part 5: Other

	Project Name	Description	Cost Estimate	Dept. Head Rankings	Funding Sources	Overall Council Rankings
	Future Park Projects					
29	MEADOWS					
	PCC Trail, 6"		\$10,500.00	D		
	Restroom Facility		\$65,000.00	D		
	10% CONTINGENCY		\$7,550.00	D		
	MEADOWS TOTALS		\$83,050.00	D		
30	DOG PARK					
	Water line		\$200,000.00	D		
	Restroom Facility		\$65,000.00	D		
	10% CONTINGENCY		\$6,500.00	D		
	DOG PARK TOTALS		\$271,500.00	D		
31	LIONS FIELD					
	Soccer field turf	Square, renovate and get sub drain system in (based on 300' x 210"	\$71,500.00	C		
	10% CONTINGENCY		\$7,150.00	C		
	LIONS FIELD TOTALS		\$78,650.00	C		

Appendix Q

City of West Branch
CIP Part 1: City Park Phase 1

	Project Name	Description	Cost Estimate	Dept. Head Rankings	Funding Sources	Overall Council Rankings
1	PEDERSEN VALLEY					
	PCC Paving, 8"		\$155,700.00	A	Local option, TIF	
	PCC Trail Paving, 6"		\$197,750.00	A	Local option, TIF	
	PCC Parking Lot, 7"		\$224,000.00	A	Local option, TIF	
	Water Main (Service)		\$58,020.00	A	Local option, TIF	
	Sanitary Sewer (Service)		\$84,915.00	A	Local option, TIF	
	Storm Sewer (pipes and intakes)		\$40,000.00	A	Local option, TIF	
	Concession Stand w/ Restrooms		\$90,000.00	A	Local option, TIF	
	Native Prairie Seeding		\$5,400.00	A	Local option, TIF	
	Seed Open Areas		\$9,000.00	A	Local option, TIF	
	Creek Restoration		\$45,500.00	A	Local option, TIF	
	Playground w/ Equipment		\$35,000.00	A	Local option, TIF	
	Grading w/ Import Material		\$925,000.00	A	Local option, TIF	
	Stormwater Detention Basin		\$75,000.00	A	Local option, TIF	
	Adult Baseball Field		\$375,000.00	A	Local option, TIF	
	Little League Baseball Fields		\$550,000.00	A	Local option, TIF	
	Bleachers		\$27,000.00	A	Local option, TIF	
	10% CONTINGENCY		\$289,728.50	A	Local option, TIF	
	PEDERSEN VALLEY TOTALS		\$3,187,013.50	A		
2	LIONS FIELD					
	Restroom Facility		\$65,000.00	A	Local option, TIF	
	PCC Access Walk		\$20,000.00	A	Local option, TIF	
	10% CONTINGENCY		\$8,500.00	A	Local option, TIF	
	LIONS FIELD TOTALS		\$93,500.00	A		
3	WAPSI CREEK					
	Restroom/Shelter Facility		\$80,000.00	A	Local option, TIF	
	Playground Equipment		\$20,000.00	A	Local option, TIF	
	Trailhead parking lot		\$35,000.00	A	Local option, TIF	
	10% CONTINGENCY		\$13,500.00	A	Local option, TIF	
	WAPSI CREEK TOTALS		\$148,500.00	A		

Appendix Q

City of West Branch CIP Part 1: City Park Phase 1

	Project Name	Description	Cost Estimate	Dept. Head Rankings	Funding Sources	Overall Council Rankings
4	BERANEK PARK					
	2 Sand Volleyball Courts & Equipment		\$22,000.00	A	Local option, TIF	
	Lighting for Courts		\$15,000.00	A	Local option, TIF	
	10% CONTINGENCY		\$3,700.00	A	Local option, TIF	
	BERANEK PARK TOTALS		\$40,700.00	A		
		GRAND TOTAL	\$3,469,713.50	A		

Appendix Q

City of West Branch
CIP Part 2: TIF

[illegible]

Appendix Q

City of West Branch
CIP Part 3: Fire Dept.

[illegible]

Appendix Q

City of West Branch
CIP Part 4: Utility

[illegible]

Appendix Q

City of West Branch CIP Part 5: Other

	Project Name	Description	Cost Estimate	Dept. Head Rankings	Funding Sources	Overall Council Rankings
1	Beranek Street		\$409,327	A	GF, WA, SE, SW	
2	Town Hall Renovation		\$400,000	A	GF	
3	College Street Bridge		\$1,000,000	B		
4	Main & Oliphant Intersection Improvements			A		
5	Main & Foster Intersection Improvements			D		
6	Trail 1.1, 1.2 and 3.2.			D		
7	South Maple Street	Asphalt overlay S 2nd St to S 4th	\$60,000	Budget		
8	Main Street Crossings at Pedersen Street and Scott Drive					
9	Police/Fire Simulcast Radio system		\$193,000	A		
10	Electronic Records	Records imaging and management		D		
11	West Main Street Overlay			D		
12	East Main Street Overlay			D		
13	Downtown Overlay with water, sewer and stormwater			D		
14	Public Works Salt Shed		\$75,000	D		
15	1 st Street, Main to Green			D		
16	Trail Loop to Oliphant Street Sidewalk to Dog Park			D		
17	More City entrance signs – Dog park, BP			D		
18	N. 4 th Sidewalk			D		
19	Paving 4 th Street	Curb, gutter and asphalt		D		
20	Sidewalks on 1 st Street (connecting to Main Street)			D		
21	Sidewalks on W. Orange			D		
22	Street Light Study/Improvements			D		
23	Heritage Square Improvements			D		
24	Downtown Streetscape			D		
25	Enlow Parking Lot Improvements			D		
26	Main & Downey Sidewalk Reconstruction			D		
27	West Branch Community Center		\$5,000,000	B		
28	West Branch Public Library		\$3,500,000	B		

Appendix Q

City of West Branch CIP Part 5: Other

	Project Name	Description	Cost Estimate	Dept. Head Rankings	Funding Sources	Overall Council Rankings
29	2nd St. (Green St. to College) - Poor	Seal Coat road with a couple minor cold patches in the the surface and slight edge unraveling/edge rutting				
30	2nd St. (Main St. to Green St.) - Poor	Seal Coat road with several edge pot holes, lane rutting, unravelign edges & Broken up section at Green St.				
31	2nd St. (Cedar to Maple) - Poor	PCC road with transverse cracking, some pitting, fault pot holes and cracks				
32	2nd St. (Maple to house 215) - Poor	PCC road with severe pitting and a few transverse cracks				
33	1st St. (Cookson Dr. to Cedar St.) - Poor	Several severe longitudinal cracks and several transverse cracks. Needs maint. or replacements				
34	Cookson Dr. (Maple St. to end) - Poor	PCC with many severe cracks both longitudinal and transverse, Removal and replacement of most of road				
35	Maple St. (2nd St. to Cookson Dr.) - Failing	PCC road with intersection @2nd & Maple in need of repair, Maple St. with many Meandering cracks				
36	1st St. (Green to Main St.) - Failing	PCC road with Severe cracking, patching, exposed rebar, potholes and spalling				
37	College St. (Downey to First) - Failing	Seal Coat road with unraveling edge, pot holes, drainage issues, bumps and heaving, severe cracking at intersection.				
38	Foster Rd. (Main St. to School parking at end of block) - Failing	PCC road with minor pitting, settlement cracking, longitudinal cracking and some transverse cracks				
39	1st St. (College St. to dead end) - Failing	PCC road with major spalling, cracking throughout the slab, lots of patching. (reconstruction needed)				
40	Oliphant St. (Downey to House 551) - Failing	PCC with many severe cracks both longitudinal and transverse, Removal and replacement of most of road				

Appendix Q

City of West Branch
CIP Part 5: Other

	Project Name	Description	Cost Estimate	Dept. Head Rankings	Funding Sources	Overall Council Rankings
41	Oliphant St. (Crestview to Northside) - Poor	PCC with several cracks around the Crestview intersection and also near Northside intersection, HMA patch, potholes				
42	Northside (Oliphant to Maple) - Failing	PCC road with Heavy cracking and faulting,(No saw joints cut into pavement ever) major pitting				
43	Thomas Dr. - Poor	PCC with major cracking, chipping and pitting. Several transverse and linear cracks				
44	Thomas Dr. East - Poor	PCC with many severe cracks both longitudinal and transverse, round about has several patches and faults				
45	Maple St. (Main north to Dead end) - Failing	Asphalt road with severe cracking throughout entire lane. Very narrow, pot holes, and in need of repair				
46	Poplar St. (Main St. to Bus Parking garage) - Failing	Chipped Seal Coat road with lots of cracking, pitting, faulting and heaving				
	Future Park Projects					
47	MEADOWS					
	PCC Trail, 6"		\$10,500.00	D		
	Restroom Facility		\$65,000.00	D		
	10% CONTINGENCY		\$7,550.00	D		
	MEADOWS TOTALS		\$83,050.00	D		
48	DOG PARK					
	Water line		\$200,000.00	D		
	Restroom Facility		\$65,000.00	D		
	10% CONTINGENCY		\$6,500.00	D		
	DOG PARK TOTALS		\$271,500.00	D		
49	LIONS FIELD					
	Soccer field turf	Square, renovate and get sub drain system in (based on 300' x 210"	\$71,500.00	C		
	10% CONTINGENCY		\$7,150.00	C		
	LIONS FIELD TOTALS		\$78,650.00	C		

City of West Branch ~A Heritage for Success~

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CITY COUNCIL MEETING AGENDA

Monday, June 23, 2014 • 7:00 p.m.

City Council Chambers, 110 North Poplar Street

Action may be taken on any agenda item.

1. Call to order
2. Pledge of Allegiance
3. Roll call
4. Welcome
5. Approve Agenda/Consent Agenda/Move to action.
 - a. Approve minutes from the June 2, 2014 Special and Regular City Council Meetings.
 - b. Approve minutes from the June 2, 2014 City Council Work Session.
 - c. Approve claims.
 - d. Approve Class E Liquor license with privileges: Class B Carryout Wine permit, Class C Carryout Beer permit, and Sunday Sales permit for Kum & Go, LC, DBA: Kum & Go #254.
 - e. Approve FY15 Cigarette Permit renewals for: Kum & Go, Dewey's Jack & Jill, Casey's General Store #2524, and BP Amoco.
 - f. Approve Fire Department payroll for July 1, 2014, in the amount of \$31,720.00.
 - g. Approve Fire Department officers for fiscal year 2014-2015.
 - h. Approve destruction of records with Document Destruction & Recycling Services listed on Records Destruction Form per the Record Retention Manual for Iowa Cities.
 - i. Approve transfer of \$35,017.58 from Emergency Fund to General Fund.
 - j. Approve transfer of \$1,360.86 from Library - Krouth Principal Fund to General Fund.
6. Communications/Open Forum
7. Public Hearing/Non-Consent Agenda
 - a. Mayor Mark Worrell - Appointments/Reappointments/Move to action.
 - i. Neil Korsmo – Animal Control Commission, December 31, 2016.
 - ii. Amy Guhl – Library Board of Trustees, June 30, 2017.
 - iii. Dan Stevenson – Library Board of Trustees, June 30, 2017.
 - b. Jerry Fleagle, Executive Director, Hoover Presidential Foundation – Complaint from the Hoover Presidential Foundation against the City of West Branch for fundraising efforts undertaken by the City to offset a portion of the cost of providing free inflatable rides for children on the Village Green during Hoover's Hometown Days.
 - c. Second Reading of Ordinance 724, amending Title Chapter 69 "Parking Regulations." /Move to action.
 - d. Resolution 1202, approving City of West Branch Mission Statement./Move to action.
 - e. Resolution 1206, approving West Branch High School Phase 1 Parking and Site Improvements Site Plan./Move to action.
 - f. Resolution 1207, approving Brown Subdivision Preliminary Plat./Move to action.
 - g. Resolution 1208, approving Brown Subdivision Final Plat./Move to action.
 - h. Resolution 1209, setting the salary for an appointed officer of the City of West Branch, Iowa for the fiscal year 2014-2015./Move to action.

City of West Branch ~A Heritage for Success~

110 N. Poplar Street • PO Box 218 • West Branch, Iowa 52358
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CITY COUNCIL MEETING AGENDA

Monday, June 23, 2014 • 7:00 p.m. (continued)

City Council Chambers, 110 North Poplar Street

Action may be taken on any agenda item.

- i. Resolution 1210, setting the salary for an employee of the City of West Branch, Iowa for the fiscal year 2014-2015./Move to action.
- j. Resolution 1211, approving agreement with the East Central Intergovernmental Association for fundraising services in an amount not to exceed \$5,000./Move to action.
- k. Public Hearing on proposed plans and specifications, proposed form of contract and estimate for cost of construction of Oliphant Street Sidewalk Improvements – Phase 2 for the City of West Branch, Iowa, and the taking of bids therefor.
- l. Resolution 1212, approving proposed plans, specifications, estimate of cost and form of contract for the Oliphant Street Sidewalk Improvements – Phase 2 Project./Move to action.
- m. Resolution 1213, accepting bids and awarding the construction contract for the Oliphant Street Sidewalk Improvements – Phase 2 Project./Move to action.
- n. Resolution 1216, approving those certain agreements in connection with the Oliphant Street Sidewalk Improvements – Phase 2 Project./Move to action.
- o. Resolution 1214, amending a 28E Agreement with the West Branch Community School District to make road and sidewalk improvements in and adjacent to North Maple Street and the Middle School parking lot./Move to action.
- p. Brian Boelk, HBK Engineering – Presentation of Strategic Park Plan
8. City Staff Reports
 - a. Deputy City Clerk Dawn Brandt – International Institute of Municipal Clerks Annual Conference.
 - b. Fire Chief Kevin Stoolman – Bid Process for Rescue Truck
 - c. Police Chief Mike Horihan – Potential Compensation for Reserve Officer Todd Thurman
 - d. City Attorney Kevin Olson – Draft Ballot Language for City Parks Development – Phase I
9. Comments from Mayor and Council Members
10. Adjournment

CITY COUNCIL WORK SESSION

Monday, June 23, 2014

Immediately following regular City Council Meeting

City Council Chambers, 110 North Poplar Street

1. Call to Order
2. Roll Call
3. Complete Project List, Identify Sources of Revenue and Start Ranking Process
4. The Next CIP Meeting – July 21st
5. Adjourn

Appendix S

(The following is a synopsis of the minutes of the West Branch City Council meeting. The full text of the minutes is available for inspection at the City Clerk's office. The minutes are not approved until the next regularly scheduled City Council meeting.)

**West Branch, Iowa
Council Chambers**

City Council Work Session

**June 23, 2014
8:16 p.m.**

Mayor Worrell opened the West Branch City Council work session at 8:16 p.m. by welcoming the audience and the following City staff: City Administrator Matt Muckler, Deputy City Clerk Dawn Brandt, Library Director Nick Shimmin, Parks & Recreation Director Melissa Russell, Police Chief Mike Horihan and City Attorney Kevin Olson. Council members: Jordan Ellyson, Colton Miller, Brian Pierce, Tim Shields. Absent: Mary Beth Stevenson.

Pat Callahan, Capital Improvement Planning Process

Pat Callahan, Municipal Consultant presented the updated version of the CIP. City Administrator Matt Muckler gave the Council an overview of the changes, department head rankings and additions of cost estimates to each CIP part: Part 1: City Park Phase 1, Part 2: TIF, Part 3: Fire Department, Part 4: Utility, Part 5: Other. He added that the Park & Recreation Commission would like the Lions Field Soccer Field turf for \$71,500 to be considered for Part 1: City Park Phase 1. Muckler will update the funding sources breakdown on City Park Phase 1 to show if the project is being paid with Tax increment financing or Local option sales tax. The Council and Mayor discussed several of the street projects. Mayor Mark Worrell asked to add Greenview St reconstruction as a project. Callahan asked the Council to review each project and rank them with an A-D and return them to Matt or Dawn by Monday, June 30th. Rankings are A: 1-2 year priority, B: 3-4 year, C: 5-6 year and D: Not included in the CIP plan. The next CIP meeting will be July 21st following the City Council meeting

ADJOURNMENT

Motion by Pierce to adjourn the work session, second by Miller. Motion carried on a voice vote.
City Council work session adjourned at 9:03 p.m.

Mark Worrell, Mayor

ATTEST: _____
Dawn Brandt, Deputy City Clerk

Appendix T

	Project Name	Description	Cost Estimate	Dept. Head Rankings	Funding Sources	Overall Council Rankings
1	PEDERSEN VALLEY					
	PCC Paving, 8"		\$155,700.00	A	TIF	
	PCC Trail Paving, 6"		\$197,750.00	A	LOST	
	PCC Parking Lot, 7"		\$224,000.00	A	TIF	
	Water Main (Service)		\$58,020.00	A	LOST	
	Sanitary Sewer (Service)		\$84,915.00	A	TIF	
	Storm Sewer (pipes and intakes)		\$40,000.00	A	TIF	
	Concession Stand w/ Restrooms		\$90,000.00	A	LOST	
	Native Prairie Seeding		\$5,400.00	A	LOST	
	Seed Open Areas		\$9,000.00	A	LOST	
	Creek Restoration		\$45,500.00	A	LOST	
	Playground w/ Equipment		\$35,000.00	A	LOST	
	Grading w/ Import Material		\$925,000.00	A	TIF	
	Stormwater Detention Basin		\$75,000.00	A	TIF	
	Adult Baseball Field		\$375,000.00	A	LOST	
	Little League Baseball Fields		\$550,000.00	A	LOST	
	Bleachers		\$27,000.00	A	LOST	
	10% CONTINGENCY		\$289,728.50	A	Local option, TIF	
	PEDERSEN VALLEY TOTALS		\$3,187,013.50	A		
2	LIONS FIELD					
	Restroom Facility		\$65,000.00	A	LOST	
	PCC Access Walk		\$20,000.00	A	LOST	
	Soccer Field Turf		\$71,500.00	A	LOST	
	10% CONTINGENCY		\$15,650.00	A	LOST	
	LIONS FIELD TOTALS		\$172,150.00	A		
3	WAPSI CREEK					
	Restroom/Shelter Facility		\$80,000.00	A	LOST	
	Playground Equipment		\$20,000.00	A	LOST	
	Trailhead parking lot		\$35,000.00	A	LOST	
	10% CONTINGENCY		\$13,500.00	A	LOST	
	WAPSI CREEK TOTALS		\$148,500.00	A		

Appendix T

	Project Name	Description	Cost Estimate	Dept. Head Rankings	Funding Sources	Overall Council Rankings
4	BERANEK PARK					
	2 Sand Volleyball Courts & Equipment		\$22,000.00	A	LOST	
	Lighting for Courts		\$15,000.00	A	LOST	
					LOST	
	10% CONTINGENCY		\$3,700.00	A	LOST	
	BERANEK PARK TOTALS		\$40,700.00	A	LOST	
		GRAND TOTAL	\$3,548,363.50	A		

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Appendix T

	Project Name	Description	Cost Estimate	Dept. Head Rankings	Funding Sources	Overall Council Rankings
1	Beranek Street		\$409,327	A	GO Bond	
2	Town Hall Renovation		\$400,000	B	GO Bond	
3	College Street Bridge		\$750,000	A	GO Bond, Federal Funding	
4	Main & Oliphant Intersection Improvements		\$110,000	A	GO Bond	
5	Main & Foster Intersection Improvements		\$150,000	A	GO Bond	
6	Trail 1.1, 1.2 and 3.2.			D	GO Bond	
7	South Maple Street	Asphalt overlay S 2nd St to S 4th	\$60,000	A	GO Bond	
8	Main Street Crossings at Pedersen Street and Scott Drive		\$70,000	A	GO Bond	
9	Police/Fire Simulcast Radio system		\$193,000	A	GO Bond	
10	Electronic Records	Records imaging and management		Budget	GF	
11	West Main Street Overlay		\$215,000	D	GO Bond	
12	East Main Street Overlay		\$205,000	D	GO Bond	
13	Downtown Overlay with water, sewer and stormwater			D	GO Bond	
14	Public Works Salt Shed		\$75,000	D	GO Bond	
15	1 st Street, Main to Green			D	GO Bond	
16	Trail Loop to Oliphant Street Sidewalk to Dog Park			D	GO Bond	
17	More City entrance signs – Dog park, BP			D	GO Bond	
18	N. 4 th Sidewalk		\$100,000	A	GO Bond	
19	Paving 4 th Street	Curb, gutter and asphalt	\$1,200,000	C	GO Bond	
20	Sidewalks on 1 st Street (connecting to Main Street)			D	GO Bond	
21	Sidewalks on W. Orange			D	GO Bond	
22	Street Light Study/Improvements			D	GO Bond	
23	Heritage Square Improvements			Budget	GF	
24	Downtown Streetscape			D	GO Bond	
25	Enlow Parking Lot Improvements			C	GO Bond	
26	Main & Downey Sidewalk Reconstruction			D	GO Bond	
27	West Branch Community Center		\$5,000,000	B	GO Bond	
28	West Branch Public Library		\$3,500,000	B	GO Bond	

Appendix T

	Project Name	Description	Cost Estimate	Dept. Head Rankings	Funding Sources	Overall Council Rankings
29	2nd St. (Green St. to College) - Poor	Seal Coat road with a couple minor cold patches in the the surface and slight edge unraveling/edge rutting		C	GO Bond	
30	2nd St. (Main St. to Green St.) - Poor	Seal Coat road with several edge pot holes, lane rutting, unravelign edges & Broken up section at Green St.		C	GO Bond	
31	2nd St. (Cedar to Maple) - Poor	PCC road with transverse cracking, some pitting, fault pot holes and cracks		D	GO Bond	
32	2nd St. (Maple to house 215) - Poor	PCC road with severe pitting and a few transverse cracks		D	GO Bond	
33	1st St. (Cookson Dr. to Cedar St.) - Poor	Several severe longitudinal cracks and several transverse cracks. Needs maint. or replacements		C	GO Bond	
34	Cookson Dr. (Maple St. to end) - Poor	PCC with many severe cracks both longitudinal and transverse, Removal and replacement of most of road		C	GO Bond	
35	1st St. (Green to Main St.) - Failing	PCC road with Severe cracking, patching, exposed rebar, potholes and spalling		C	GO Bond	
36	College St. (Downey to First) - Failing	Seal Coat road with unraveling edge, pot holes, drainage issues, bumps and heaving, severe cracking at intersection.		Budget	GF	
37	Foster Rd. (Main St. to School parking at end of block) - Failing	PCC road with minor pitting, settlement cracking, longitudinal cracking and some transverse cracks		C	GO Bond	
38	1st St. (College St. to dead end) - Failing	PCC road with major spalling, cracking throughout the slab, lots of patching. (reconstruction needed)		C	GO Bond	
39	Oliphant St. (Downey to House 551) - Failing	PCC with many severe cracks both longitudinal and transverse, Removal and replacement of most of road		C	GO Bond	
40	Oliphant St. (Crestview to Northside) - Poor	PCC with several cracks around the Crestview intersection and also near Northside intersection, HMA patch, potholes		D	GO Bond	

Appendix T

	Project Name	Description	Cost Estimate	Dept. Head Rankings	Funding Sources	Overall Council Rankings
41	Northside (Oliphant to Maple) - Failing	PCC road with Heavy cracking and faulting,(No saw joints cut into pavement ever) major pitting		C	GO Bond	
42	Thomas Dr. - Poor	PCC with major cracking, chipping and pitting. Several transverse and linear cracks		D	GO Bond	
43	Thomas Dr. East - Poor	PCC with many severe cracks both longitudinal and transverse, round about has several patches amd faults		D	GO Bond	
44	Maple St. (W. Orange north to Dead end) - Failing	Asphalt road with severe cracking throughout entire lane. Very narrow, pot holes, and in need of repair		B	GO Bond	
	Future Park Projects					
47	MEADOWS					
	PCC Trail, 6"		\$10,500.00	D	GO Bond	
	Restroom Facility		\$65,000.00	D	GO Bond	
	10% CONTINGENCY		\$7,550.00	D	GO Bond	
	MEADOWS TOTALS		\$83,050.00	D	GO Bond	
48	DOG PARK					
	Water line		\$200,000.00	D	GO Bond	
	Restroom Facility		\$65,000.00	D	GO Bond	
	10% CONTINGENCY		\$6,500.00	D	GO Bond	
	DOG PARK TOTALS		\$271,500.00	D	GO Bond	
49	Greenview Subdivision	Curb, gutter and asphalt overlay	\$1,500,000	D	GO Bond	
50	4th Street (from Main Street to West Branch Animal Clinic)	Road Reconstruction	\$500,000	D	GO Bond	

Appendix U

	Project Name	Cost Estimate	Dept. Head Rankings	Funding Sources	W	S	ST	P	E	M	Overall Council Rankings
1	PEDERSEN VALLEY										
	PCC Paving, 8"	\$155,700.00	A	TIF	A	A	A	A	A	A	A
	PCC Trail Paving, 6"	\$197,750.00	A	LOST	A	A	A	A	A	A	A
	PCC Parking Lot, 7"	\$224,000.00	A	TIF	A	A	A	A	A	A	A
	Water Main (Service)	\$58,020.00	A	LOST	A	A	A	A	A	A	A
	Sanitary Sewer (Service)	\$84,915.00	A	TIF	A	A	A	A	A	A	A
	Storm Sewer (pipes and intakes)	\$40,000.00	A	TIF	A	A	D	A	A	A	A
	Concession Stand w/ Restrooms	\$90,000.00	A	LOST	A	A	A	A	A	A	A
	Native Prairie Seeding	\$5,400.00	A	LOST	A	A	A	A	A	A	A
	Seed Open Areas	\$9,000.00	A	LOST	A	A	A	A	A	A	A
	Creek Restoration	\$45,500.00	A	LOST	A	A	A	A	A	A	A
	Playground w/ Equipment	\$35,000.00	A	LOST	A	A	A	A	A	A	A
	Grading w/ Import Material	\$925,000.00	A	TIF	A	A	A	A	A	A	A
	Stormwater Detention Basin	\$75,000.00	A	TIF	A	A	A	A	A	A	A
	Adult Baseball Field	\$375,000.00	A	LOST	A	A+	A	A	A	A	A
	Little League Baseball Fields	\$550,000.00	A	LOST	A	A+	A	A	A	A	A
	Bleachers	\$27,000.00	A	LOST	A	A+	A	A	A	A	A
	10% CONTINGENCY	\$289,728.50	A	LOST, TIF	A	A	A	A	A	A	A
	PEDERSEN VALLEY TOTALS	\$3,187,013.50	A		A	A	A	A	A	A	A
2	LIONS FIELD										
	Restroom Facility	\$65,000.00	A	LOST	A	A	A	A	A	A	A
	PCC Access Walk	\$20,000.00	A	LOST	A	A	A	A	A	A	A
	Soccer Field Turf	\$71,500.00		LOST							
	10% CONTINGENCY	\$15,650.00	A	LOST	A	A	A	A	A	A	A
	LIONS FIELD TOTALS	\$172,150.00	A		A	A	A	A	A	A	A
3	WAPSI CREEK										
	Restroom/Shelter Facility	\$80,000.00	A	LOST	A	A	A	A	A	A	A
	Playground Equipment	\$20,000.00	A	LOST	A	A	A	A	A	A	A
	Trailhead parking lot	\$35,000.00	A	LOST	A	A	D	A	A	A	A

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	Project Name	Cost Estimate	Dept. Head Rankings	Funding Sources	W	S	ST	P	E	M	Overall Council Rankings
	10% CONTINGENCY	\$13,500.00	A	LOST	A	A	A	A	A	A	A
	WAPSI CREEK TOTALS	\$148,500.00	A		A	A	A	A	A	A	A
4	BERANEK PARK										
	2 Sand Volleyball Courts & Equipment	\$22,000.00	A	LOST	A	A	A	A	A	A	A
	Lighting for Courts	\$15,000.00	A	LOST	A	A	A	A	A	A	A
				LOST							
	10% CONTINGENCY	\$3,700.00	A	LOST	A	A	A	A	A	A	A
	BERANEK PARK TOTALS	\$40,700.00	A	LOST	A	A	A	A	A	A	A
		\$3,548,363.50	A		A	A	A	A	A	A	A

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	Project Name	Cost Estimate	Dept. Head Rankings	Funding Sources	W	S	ST	P	E	M	Overall Council Rankings
	Pending Projects - FY 15 or FY16										
1	Casey's Marketing Company TIF Rebate Agreement	\$425,000	C	TIF	C	C	A	C	C	C	C
2	Parkside Drive Road Improvements Project	\$200,000	A	TIF	A	A	B	A	A	A	A
3	Infrastructure Development for Pedersen Valley Park, Recreation and Library Complex	\$2,300,000	A	TIF	A	A	A	A	A	A	A
	Procter & Gamble Hair Care, LLC, Phases 2 and 3 (abatement only)	N/A	Ongoing	TIF	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing
	Future Projects										
1	Water Tower #2	\$481,373	Ongoing	TIF	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing
2	South Downey Road Improvements Project	\$1,500,000	D	TIF	D	D	D	D	D	D	D
3	Tidewater Drive Road Improvements Project	\$200,000	C	TIF	C	C	C	C	C	C	C
4	Fawcett Drive Road Improvements Project	\$1,000,000	D	TIF	D	D	D	D	D	D	D
5	Slach's Commercial Subdivision	\$1,000,000	B	TIF	B	B	B	B	B	B	B
6	Tidewater Rebate Agreement	\$100,000	D	TIF	D	D	D	D	D	D	D
7	Acciona legal fees and administrative costs	\$100,000	A	TIF	A	A	A	A	A	A	A
8	Johnson-Cedar Road	\$1,000,000	C	TIF	C	C	C	C	C	C	C

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	Project Name	Description	Cost Estimate	Dept. Head Ranking	Funding Sources	W	S	ST	P	E	M	Overall Council Ranking
1	Beranek Street		\$409,327	A	GO Bond	A	A	A	A	A	A	A
2	Town Hall Renovation		\$400,000	B	GO Bond	B	B	D	B	B	B	B
3	College Street Bridge		\$750,000	A	GO Bond, Federal Funding	A	A	A	A	A	A	A
4	Main & Oliphant Intersection Improvements		\$110,000	A	GO Bond	A	A	A	A	A	A	A
5	Main & Foster Intersection Improvements	*Add Sidewalk	\$150,000	A	GO Bond	A	A*	A	A	A	A	A
6	Trail 1.1, 1.2 and 3.2.			D	GO Bond	D	D	C	D	D	D	D
7	South Maple Street	Asphalt overlay S 2nd St to S 4th	\$60,000	A	GO Bond	A	A	A	A	A	A	A
8	Main Street Crossings at Pedersen Street and Scott Drive		\$70,000	A	GO Bond	A	A	A	A	A	A	A
9	Police/Fire Simulcast Radio system		\$193,000	A	GO Bond	A	A	C	A	A	A	A
10	Electronic Records	Records imaging and management		Budget	GF	Budget	Budget	Budget	Budget	Budget	Budget	Budget
11	West Main Street Overlay		\$215,000	D	GO Bond	D	D	D	D	D	D	D
12	East Main Street Overlay		\$205,000	D	GO Bond	B-	D	D	D	D	D	D
13	Downtown Overlay with water, sewer and stormwater			D	GO Bond	A-	D	D	D	D	D	D
14	Public Works Salt Shed		\$75,000	D	GO Bond	B	D	A	D	D	D	D
15	1 st Street, Main to Green			D	GO Bond	C	D	D	D	D	D	D
16	Trail Loop to Oliphant Street Sidewalk to Dog Park			D	GO Bond	C	D	B	D	D	D	D
17	More City entrance signs – Dog park, BP			D	GO Bond	D	D	D	D	D	D	D
18	N. 4 th Sidewalk		\$100,000	A	GO Bond	C	A	A	A	A	A	A
19	Paving 4 th Street	Curb, gutter and asphalt	\$1,200,000	C	GO Bond	B	B	C	C	C	C	C
20	Sidewalks on 1 st Street (connecting to Main Street)			D	GO Bond	D	D	D	D	D	D	D
21	Sidewalks on W. Orange			D	GO Bond	D	D	D	D	D	D	D

Appendix U

	Project Name	Description	Cost Estimate	Dept. Head Ranking	Funding Sources	W	S	ST	P	E	M	Overall Council Ranking
22	Street Light Study/Improvements			D	GO Bond	D	D	D	D	D	D	D
23	Heritage Square Improvements			Budget	GF	Budget	Budget	Budget	Budget	Budget	Budget	Budget
24	Downtown Streetscape			D	GO Bond	D	D	B-	D	D	D	D
25	Enlow Parking Lot Improvements			C	GO Bond	C	C	C	C	C	C	C
26	Main & Downey Sidewalk Reconstruction			D	GO Bond	D	D	D	D	D	D	D
27	West Branch Community Center		\$5,000,000	B	GO Bond	B	B	B	B	B	B	B
28	West Branch Public Library		\$3,500,000	B	GO Bond	B	B	B	B	B	B	B
29	2nd St. (Green St. to College) - Poor	Seal Coat road with a couple minor cold patches in the the surface and slight edge unraveling/edge rutting		C	GO Bond	C	C	B-	C	C	C	C
30	2nd St. (Main St. to Green St.) - Poor	Seal Coat road with several edge pot holes, lane rutting, unravelign edges & Broken up section at Green St.		C	GO Bond	C	C	B-	C	C	C	C
31	2nd St. (Cedar to Maple) - Poor	PCC road with transverse cracking, some pitting, fault pot holes and cracks		D	GO Bond	D	D	B-	D	D	D	D
32	2nd St. (Maple to house 215) - Poor	PCC road with severe pitting and a few transverse cracks		D	GO Bond	D	D	B-	D	D	D	D

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	Project Name	Description	Cost Estimate	Dept. Head Ranking	Funding Sources	W	S	ST	P	E	M	Overall Council Ranking
33	1st St. (Cookson Dr. to Cedar St.) - Poor	Several severe longitudinal cracks and several transverse cracks. Needs maint. or replacements		C	GO Bond	C	C	B-	C	C	C	C
34	Cookson Dr. (Maple St. to end) - Poor	PCC with many severe cracks both longitudinal and transverse, Removal and replacement of most of road		C	GO Bond	C	C	B-	C	C	C	C
35	1st St. (Green to Main St.) - Failing	PCC road with Severe cracking, patching, exposed rebar, potholes and spalling		C	GO Bond	C	C	A-	C	C	C	C
36	College St. (Downey to First) - Failing	Seal Coat road with unraveling edge, pot holes, drainage issues, bumps and heaving, severe cracking at intersection.		Budget	GF	Budget	Budget	Budget	Budget	Budget	Budget	Budget
37	Foster St. (Main St. to School parking at end of block) - Failing	PCC road with minor pitting, settlement cracking, longitudinal cracking and some transverse cracks		C	GO Bond	C	C	A-	C	C	C	C

Appendix U

	Project Name	Description	Cost Estimate	Dept. Head Ranking	Funding Sources	W	S	ST	P	E	M	Overall Council Ranking
38	1st St. (College St. to dead end) - Failing	PCC road with major spalling, cracking throughout the slab, lots of patching. (reconstruction needed)		C	GO Bond	C	C	A-	C	C	C	C
39	Oliphant St. (Downey to House 551) - Failing	PCC with many severe cracks both longitudinal and transverse, Removal and replacement of most of road		C	GO Bond	C	C	A-	C	C	C	C
40	Oliphant St. (Crestview to Northside) - Poor	PCC with several cracks around the Crestview intersection and also near Northside intersection, HMA patch, potholes		D	GO Bond	D	D	B-	D	D	D	D
41	Northside (Oliphant to Maple) - Failing	PCC road with Heavy cracking and faulting, (No saw joints cut into pavement ever) major pitting		C	GO Bond	C	C	A-	C	C	C	C
42	Thomas Dr. - Poor	PCC with major cracking, chipping and pitting. Several transverse and linear cracks		D	GO Bond	D	D	B-	D	D	D	D

Appendix U

	Project Name	Description	Cost Estimate	Dept. Head Ranking	Funding Sources	W	S	ST	P	E	M	Overall Council Ranking
43	Thomas Dr. East - Poor	PCC with many severe cracks both longitudinal and transverse, round about has several patches amd faults		D	GO Bond	D	D	B-	D	D	D	D
44	Maple St. (W. Orange north to Dead end) - Failing	Asphalt road with severe cracking throughout entire lane. Very narrow, pot holes, and in need of repair		B	GO Bond	B	B	A-	B	B	B	B
	Future Park Projects											
47	MEADOWS											
	PCC Trail, 6"		\$10,500.00	D	GO Bond	C	D	D	D	D	D	D
	Restroom Facility		\$65,000.00	D	GO Bond	C	D	D	D	D	D	D
	10% CONTINGENCY		\$7,550.00	D	GO Bond	C	D	D	D	D	D	D
	MEADOWS TOTALS		\$83,050.00	D	GO Bond	C	D	D	D	D	D	D
48	DOG PARK											
	Water line		\$200,000.00	D	GO Bond	D	D	D	D	D	D	D
	Restroom Facility		\$65,000.00	D	GO Bond	D	D	D	D	D	D	D
	10% CONTINGENCY		\$6,500.00	D	GO Bond	D	D	D	D	D	D	D
	DOG PARK TOTALS		\$271,500.00	D	GO Bond	D	D	D	D	D	D	D
49	Greenview Subdivision	Curb, gutter and asphalt overlay	\$500,000	D	GO Bond	D	D	D	D	D	D	D
50	4th Street (from Main Street to West Branch Animal Clinic)	Road Reconstruction	\$125,000	D	GO Bond	D	D	D	D	D	D	D

Appendix V

	Project Name	Cost Estimate	Dept. Head Rankings	Funding Sources	W	S	ST	P	E	M	Overall Council Rankings
1	PEDERSEN VALLEY										
	PCC Paving, 8"	\$155,700.00	A	TIF	A	A	A	A	A	A	A
	PCC Trail Paving, 6"	\$197,750.00	A	LOST	A	A	A	A	A	A	A
	PCC Parking Lot, 7"	\$224,000.00	A	TIF	A	A	A	A	A	A	A
	Water Main (Service)	\$58,020.00	A	LOST	A	A	A	A	A	A	A
	Sanitary Sewer (Service)	\$84,915.00	A	TIF	A	A	A	A	A	A	A
	Storm Sewer (pipes and intakes)	\$40,000.00	A	TIF	A	A	D	A	A	A	A
	Concession Stand w/ Restrooms	\$90,000.00	A	LOST	A	A	A	A	A	A	A
	Native Prairie Seeding	\$5,400.00	A	LOST	A	A	A	A	A	A	A
	Seed Open Areas	\$9,000.00	A	LOST	A	A	A	A	A	A	A
	Creek Restoration	\$45,500.00	A	LOST	A	A	A	B	A	A	A
	Playground w/ Equipment	\$35,000.00	A	LOST	A	A	A	B	A	A	A
	Grading w/ Import Material	\$925,000.00	A	TIF	A	A	A	A	A	A	A
	Stormwater Detention Basin	\$75,000.00	A	TIF	A	A	A	A	A	A	A
	Adult Baseball Field	\$375,000.00	A	LOST	A	A+	A	A	A	A	A
	Little League Baseball Fields	\$550,000.00	A	LOST	A	A+	A	A+	A	A	A
	Bleachers	\$27,000.00	A	LOST	A	A+	A	A	A	A	A
	10% CONTINGENCY	\$289,728.50	A	LOST, TIF	A	A	A	A	A	A	A
	PEDERSEN VALLEY TOTALS	\$3,187,013.50	A		A	A	A	A	A	A	A
2	LIONS FIELD										
	Restroom Facility	\$65,000.00	A	LOST	A	A	A	A	A	A	A
	PCC Access Walk	\$20,000.00	A	LOST	A	A	A	A	A	A	A
	Soccer Field Turf	\$71,500.00		LOST				B			
	10% CONTINGENCY	\$15,650.00	A	LOST	A	A	A	A	A	A	A
	LIONS FIELD TOTALS	\$172,150.00	A		A	A	A	A	A	A	A
3	WAPSI CREEK										
	Restroom/Shelter Facility	\$80,000.00	A	LOST	A	A	A	B	A	A	A
	Playground Equipment	\$20,000.00	A	LOST	A	A	A	B	A	A	A
	Trailhead parking lot	\$35,000.00	A	LOST	A	A	D	B	A	A	A

Appendix V

	Project Name	Cost Estimate	Dept. Head Rankings	Funding Sources	W	S	ST	P	E	M	Overall Council Rankings
	10% CONTINGENCY	\$13,500.00	A	LOST	A	A	A	B	A	A	A
	WAPSI CREEK TOTALS	\$148,500.00	A		A	A	A	B	A	A	A
4	BERANEK PARK										
	2 Sand Volleyball Courts & Equipment	\$22,000.00	A	LOST	A	A	A	B	A	A	A
	Lighting for Courts	\$15,000.00	A	LOST	A	A	A	B	A	A	A
				LOST							
	10% CONTINGENCY	\$3,700.00	A	LOST	A	A	A	B	A	A	A
	BERANEK PARK TOTALS	\$40,700.00	A	LOST	A	A	A	B	A	A	A
		\$3,548,363.50	A		A	A	A	A	A	A	A

Appendix V

	Project Name	Cost Estimate	Dept. Head Rankings	Funding Sources	W	S	ST	P	E	M	Overall Council Rankings
	Pending Projects - FY 15 or FY16										
1	Casey's Marketing Company TIF Rebate Agreement	\$425,000	C	TIF	C	C	A	C	C	C	C
2	Parkside Drive Road Improvements Project	\$200,000	A	TIF	A	A	B	A	A	A	A
3	Infrastructure Development for Pedersen Valley Park, Recreation and Library Complex	\$2,300,000	A	TIF	A	A	A	A	A	A	A
	Procter & Gamble Hair Care, LLC, Phases 2 and 3 (abatment only)	N/A	Ongoing	TIF	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing
	Future Projects										
1	Water Tower #2	\$481,373	Ongoing	TIF	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing
2	South Downey Road Improvements Project	\$1,500,000	D	TIF	D	D	D	D	D	D	D
3	Tidewater Drive Road Improvements Project	\$200,000	C	TIF	C	C	C	C	C	C	C
4	Fawcett Drive Road Improvements Project	\$1,000,000	D	TIF	D	D	D	D	D	D	D
5	Slach's Commercial Subdivision	\$1,000,000	B	TIF	B	B	B	B	B	B	B
6	Tidewater Rebate Agreement	\$100,000	D	TIF	D	D	D	D	D	D	D
7	Acciona legal fees and administrative costs	\$100,000	A	TIF	A	A	A	A	A	A	A
8	Johnson-Cedar Road	\$1,000,000	C	TIF	C	C	C	B	C	C	C

Appendix V

[illegible]

Appendix V

[illegible]

Appendix V

	Project Name	Description	Cost Estimate	Dept. Head Ranking	Funding Sources	W	S	ST	P	E	M	Overall Council Ranking
1	Beranek Street		\$409,327	A	GO Bond	A	A	A	A	A	B	A
2	Town Hall Renovation		\$400,000	B	GO Bond	B	B	D	B	B	B	B
3	College Street Bridge		\$750,000	A	GO Bond, Federal Funding	A	A	A	A	A	A	A
4	Main & Oliphant Intersection Improvements		\$110,000	A	GO Bond	A	A	A	A	A	A	A
5	Main & Foster Intersection Improvements	*Add Sidewalk	\$150,000	A	GO Bond	A	A*	A	A	A	A	A
6	Trail 1.1, 1.2 and 3.2.			D	GO Bond	D	D	C	D	D	D	D
7	South Maple Street	Asphalt overlay S 2nd St to S 4th	\$60,000	A	GO Bond	A	A	A	A	A	A	A
8	Main Street Crossings at Pedersen Street and Scott Drive		\$70,000	A	GO Bond	A	A	A	A	A	A	A
9	Police/Fire Simulcast Radio system		\$193,000	A	GO Bond	A	A	C	B	A	A	A
10	Electronic Records	Records imaging and management		Budget	GF	Budget	Budget	Budget	Budget	Budget	Budget	Budget
11	West Main Street Overlay		\$215,000	D	GO Bond	D	D	D	D	D	D	D
12	East Main Street Overlay		\$205,000	D	GO Bond	B-	D	D	D	D	D	D
13	Downtown Overlay with water, sewer and stormwater			D	GO Bond	A-	D	D	D	D	D	D
14	Public Works Salt Shed		\$75,000	D	GO Bond	B	D	A	D	D	D	D
15	1 st Street, Main to Green			D	GO Bond	C	D	D	D	D	D	D
16	Trail Loop to Oliphant Street Sidewalk to Dog Park			D	GO Bond	C	D	B	D	D	D	D
17	More City entrance signs – Dog park, BP			D	GO Bond	D	D	D	C	D	D	D
18	N. 4 th Sidewalk		\$100,000	A	GO Bond	C	A	A	A	A	A	A
19	Paving 4 th Street	Curb, gutter and asphalt	\$1,200,000	C	GO Bond	B	B	C	C	B	C	C
20	Paving 4 th Street in Phases	Curb, gutter and asphalt	\$1,200,000	C	GO Bond					A	A	

Appendix V

	Project Name	Description	Cost Estimate	Dept. Head Ranking	Funding Sources	W	S	ST	P	E	M	Overall Council Ranking
21	Sidewalks on 1 st Street (connecting to Main Street)			D	GO Bond	D	D	D	D	D	D	D
22	Sidewalks on W. Orange			D	GO Bond	D	D	D	D	D	D	D
23	Street Light Study/Improvements			D	GO Bond	D	D	D	D	D	D	D
24	Heritage Square Improvements			Budget	GF	Budget	Budget	Budget	Budget	Budget	Budget	Budget
25	Downtown Streetscape			D	GO Bond	D	D	B-	D	D	D	D
26	Enlow Parking Lot Improvements			C	GO Bond	C	C	C	C	C	C	C
27	Main & Downey Sidewalk Reconstruction			D	GO Bond	D	D	D	D	D	D	D
28	West Branch Community Center		\$5,000,000	B	GO Bond	B	B	B	B	B	B	B
29	West Branch Public Library		\$3,500,000	B	GO Bond	B	B	B	B	B	B	B
30	2nd St. (Green St. to College) - Poor	Seal Coat road with a couple minor cold patches in the the surface and slight edge unraveling/edge rutting		C	GO Bond	C	C	B-	C	C	C	C
31	2nd St. (Main St. to Green St.) - Poor	Seal Coat road with several edge pot holes, lane rutting, unravelign edges & Broken up section at Green St.		C	GO Bond	C	C	B-	C	C	C	C
32	2nd St. (Cedar to Maple) - Poor	PCC road with transverse cracking, some pitting, fault pot holes and cracks		D	GO Bond	D	D	B-	D	D	D	D

Appendix V

	Project Name	Description	Cost Estimate	Dept. Head Ranking	Funding Sources	W	S	ST	P	E	M	Overall Council Ranking
33	2nd St. (Maple to house 215) - Poor	PCC road with severe pitting and a few transverse cracks		D	GO Bond	D	D	B-	D	D	D	D
34	1st St. (Cookson Dr. to Cedar St.) - Poor	Several severe longitudinal cracks and several transverse cracks. Needs maint. or replacements		C	GO Bond	C	C	B-	C	C	C	C
35	Cookson Dr. (Maple St. to end) - Poor	PCC with many severe cracks both longitudinal and transverse, Removal and replacement of most of road		C	GO Bond	C	C	B-	C	C	C	C
36	1st St. (Green to Main St.) - Failing	PCC road with Severe cracking, patching, exposed rebar, potholes and spalling		C	GO Bond	C	C	A-	C	C	B	C
37	College St. (Downey to First) - Failing	Seal Coat road with unraveling edge, pot holes, drainage issues, bumps and heaving, severe cracking at intersection.		Budget	GF	Budget	Budget	Budget	Budget	Budget	Budget	Budget
38	Foster St. (Main St. to School parking at end of block) - Failing	PCC road with minor pitting, settlement cracking, longitudinal cracking and some transverse cracks		C	GO Bond	C	C	A-	C	C	B	C

Appendix V

	Project Name	Description	Cost Estimate	Dept. Head Ranking	Funding Sources	W	S	ST	P	E	M	Overall Council Ranking
39	1st St. (College St. to dead end) - Failing	PCC road with major spalling, cracking throughout the slab, lots of patching. (reconstruction needed)		C	GO Bond	C	C	A-	C	C	B	C
40	Oliphant St. (Downey to House 551) - Failing	PCC with many severe cracks both longitudinal and transverse, Removal and replacement of most of road		C	GO Bond	C	C	A-	C	C	B	C
41	Oliphant St. (Crestview to Northside) - Poor	PCC with several cracks around the Crestview intersection and also near Northside intersection, HMA patch, potholes		D	GO Bond	D	D	B-	D	D	D	D
42	Northside (Oliphant to Maple) - Failing	PCC road with Heavy cracking and faulting, (No saw joints cut into pavement ever) major pitting		C	GO Bond	C	C	A-	C	C	B	C
43	Thomas Dr. - Poor	PCC with major cracking, chipping and pitting. Several transverse and linear cracks		D	GO Bond	D	D	B-	D	D	D	D

Appendix V

	Project Name	Description	Cost Estimate	Dept. Head Ranking	Funding Sources	W	S	ST	P	E	M	Overall Council Ranking
44	Thomas Dr. East - Poor	PCC with many severe cracks both longitudinal and transverse, round about has several patches amd faults		D	GO Bond	D	D	B-	D	D	D	D
45	Maple St. (W. Orange north to Dead end) - Failing	Asphalt road with severe cracking throughout entire lane. Very narrow, pot holes, and in need of repair		B	GO Bond	B	B	A-	B	B	B	B
	Future Park Projects											
47	MEADOWS											
	PCC Trail, 6"		\$10,500.00	D	GO Bond	C	D	D	D	D	D	D
	Restroom Facility		\$65,000.00	D	GO Bond	C	D	D	D	D	D	D
	10% CONTINGENCY		\$7,550.00	D	GO Bond	C	D	D	D	D	D	D
	MEADOWS TOTALS		\$83,050.00	D	GO Bond	C	D	D	D	D	D	D
48	DOG PARK											
	Water line		\$200,000.00	D	GO Bond	D	D	D	D	D	D	D
	Restroom Facility		\$65,000.00	D	GO Bond	D	D	D	D	D	D	D
	10% CONTINGENCY		\$6,500.00	D	GO Bond	D	D	D	D	D	D	D
	DOG PARK TOTALS		\$271,500.00	D	GO Bond	D	D	D	D	D	D	D
49	Greenview Subdivision	Curb, gutter and asphalt overlay	\$500,000	D	GO Bond	D	D	D	D	D	D	D
50	4th Street (from Main Street to West Branch Animal Clinic)	Road Reconstruction	\$125,000	D	GO Bond	D	D	D	D	D	D	D

City of West Branch

~A Heritage for Success~

110 N. Poplar Street • PO Box 218 • West Branch, Iowa 52358
(319) 643-5888 • Fax (319) 643-2305 • www.westbranchiowa.org • city@westbranchiowa.org

CITY COUNCIL MEETING AGENDA

Monday, July 21, 2014 • 7:00 p.m.

City Council Chambers, 110 North Poplar Street

Action may be taken on any agenda item.

1. Call to order
2. Pledge of Allegiance
3. Roll call
4. Welcome
5. Approve Agenda/Consent Agenda/Move to action.
 - a. Approve minutes from the June 23, 2014 City Council Meeting and City Council Work Session.
 - b. Approve claims.
 - c. Approve Class C Liquor License with Outdoor Service and Sunday Sales for Casa Tequila Foods 3, Inc. DBA Casa Tequila Authentic Mexican Grill.
 - d. Approve Class B Beer Permit (includes wine coolers) with Outdoor Service for West Branch Firefighters Inc. on August 1, 2014 and August 2, 2014.
 - e. Approve payment to Visu-Sewer, Inc. in the amount of \$80,951.13 for Partial Pay Estimate No. 2 Sanitary Sewer Rehabilitation – Phase 1.
6. Communications/Open Forum
7. Public Hearing/Non-Consent Agenda
 - a. Mayor Mark Worrell – Recognition of Main Street Antiques & Art.
 - b. Accept the resignation of Reserve Officer Todd Thurman from the West Branch Police Department./Move to action.
 - c. Mayor Mark Worrell – Recognition of Reserve Officer Todd Thurman.
 - d. Third Reading of Ordinance 724, amending Title Chapter 69 “Parking Regulations.”/Move to action.
 - e. Resolution 1215, directing the city administrator to send a letter to certain Pedersen Valley Part IV residents on stormwater issues./Move to action.
 - f. Todd Thein – Pedersen Valley Part IV Flooding Issues.
 - g. Resolution 1216, approving those certain agreements in connection with the Oliphant Street Sidewalk Improvements – Phase 2 Project./Move to action.
 - h. Resolution 1217, setting the salary for an employee for the fiscal year 2014-2015./Move to action.
 - i. Resolution 1218, approving consulting services agreement with Elert & Associates for an emergency communications feasibility study in an amount not to exceed \$8,600./Move to action.
 - j. Resolution 1220, adopting the *Strategic Plan for Park & Rec Capital Improvements: West Branch, IA*./Move to action.

Mayor: Mark Worrell • **Council Members:** Jordan Ellyson, Colton Miller, Brian Pierce, Tim Shields, Mary Beth Stevenson
City Administrator/Clerk: Matt Muckler • **Fire Chief:** Kevin Stoolman • **Library Director:** Nick Shimmin
Parks & Rec Director: Melissa Russell • **Police Chief:** Mike Horihan • **Public Works Director:** Matt Goodale

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CITY COUNCIL MEETING AGENDA

Monday, July 21, 2014 • 7:00 p.m. (continued)

City Council Chambers, 110 North Poplar Street

Action may be taken on any agenda item.

8. City Staff Reports
 - a. City Engineer Dave Schechinger – Lift Station, Wastewater Lagoons and other Flooding Issues around West Branch
 - b. City Attorney Kevin Olson – ballot language for the November 4, 2014 ballot to support the initial phase of city park improvements.
 - c. Public Works Director Matt Goodale – Seal coat estimate.
9. Comments from Mayor and Council Members
10. Adjournment

CITY COUNCIL WORK SESSION

Monday, July 21, 2014

Immediately following regular City Council Meeting

City Council Chambers, 110 North Poplar Street

1. Call to order
2. Roll call
3. Pat Callahan, Capital Improvement Planning Process
 - a. Review of Mayor and City Council Rankings of Projects
 - Review of Individual Rankings
 - Review of Composite Scores
 - b. General Overview of Possible Scheduling of Projects
 - Capital Projects – 2014-2015
 - Capital Projects – 2015-2016
 - Capital Projects – 2016-2017
 - Capital Projects – 2017-2018
 - Capital Projects – 2018-2019
 - Capital Projects – 2020 and beyond
 - c. General Discussion regarding the financial impact of proposed capital projects
 - d. The Next CIP Meeting – August 18, 2014
 - Speer Financial Report – Financial Impact of Projects
 - Decision regarding Second Ranking of Projects
 - e. Comments and Suggestions
4. Adjourn

Appendix X

(The following is a synopsis of the minutes of the West Branch City Council meeting. The full text of the minutes is available for inspection at the City Clerk's office. The minutes are not approved until the next regularly scheduled City Council meeting.)

**West Branch, Iowa
Council Chambers**

City Council Work Session

**July 21, 2014
8:55 p.m.**

Mayor Worrell opened the West Branch City Council work session at 8:55 p.m. by welcoming the audience and the following City staff: City Administrator Matt Muckler, Public Works Director Matt Goodale, City Attorney Kevin Olson, and City Engineer Dave Schechinger. Council members: Colton Miller, Brian Pierce, Tim Shields, Mary Beth Stevenson. Councilperson Jordan Ellyson was absent.

Pat Callahan, Capital Improvement Planning Process

Pat Callahan, Municipal Consultant, reviewed the individual rankings and composite scores based on feedback provided by the mayor at city council. Stevenson mentioned reviewing options for storm water management in Pedersen Valley as it continues to develop. Shields noted that a higher rating for the City would hopefully bring more residents and increase revenue. Stevenson and Shields both noted that improvements to Wapsi Park were not their highest priorities. Callahan noted that a Tax Incremental Financing district for Casey's would be projected for three to four years in the future. Discussion continued around future projects such as Johnson-Cedar Road, Fire Department, and connecting Pheasant Run into the City's utility system. Callahan concluded his remarks with the financial impacts of projects discussed, and noted that the next CIP meeting would take place on August 18, 2014.

ADJOURNMENT

Motion by Shields to adjourn the work session, second by Miller. Motion carried on a voice vote. City Council work session adjourned at 9:48 p.m.

Mark Worrell, Mayor

ATTEST: _____
Matt Muckler, City Administrator/Clerk

Appendix Y

City of West Branch
CIP Part 1: City Park Phase 1

	Project Name	Cost Estimate	Dept. Head Rankings	Funding Sources	W	S	ST	P	E	M	Overall Council Rankings
1	PEDERSEN VALLEY										
	PCC Paving, 8"	\$155,700.00	A	TIF	A	A	A	A	A	A	A
	PCC Trail Paving, 6"	\$197,750.00	A	LOST	A	A	A	A	A	A	A
	PCC Parking Lot, 7"	\$224,000.00	A	TIF	A	A	A	A	A	A	A
	Water Main (Service)	\$58,020.00	A	LOST	A	A	A	A	A	A	A
	Sanitary Sewer (Service)	\$84,915.00	A	TIF	A	A	A	A	A	A	A
	Storm Sewer (pipes and intakes)	\$40,000.00	A	TIF	A	A	A	A	A	A	A
	Concession Stand w/ Restrooms	\$90,000.00	A	LOST	A	A	A	A	A	A	A
	Native Prairie Seeding	\$5,400.00	A	LOST	A	A	A	A	A	A	A
	Seed Open Areas	\$9,000.00	A	LOST	A	A	A	A	A	A	A
	Creek Restoration	\$45,500.00	A	LOST	A	A	A	B	A	A	A
	Playground w/ Equipment	\$35,000.00	A	LOST	A	A	A	B	A	A	A
	Grading w/ Import Material	\$925,000.00	A	TIF	A	A	A	A	A	A	A
	Stormwater Detention Basin	\$75,000.00	A	TIF	A	A	A	A	A	A	A
	Adult Baseball Field	\$375,000.00	A	LOST	A	A+	A	A	A	A	A
	Little League Baseball Fields	\$550,000.00	A	LOST	A	A+	A	A+	A	A	A+
	Bleachers	\$27,000.00	A	LOST	A	A+	A	A	A	A	A
	10% CONTINGENCY	\$289,728.50	A	LOST, TIF	A	A	A	A	A	A	A
	PEDERSEN VALLEY TOTALS	\$3,187,013.50	A		A	A	A	A	A	A	A
2	LIONS FIELD										
	Restroom Facility	\$65,000.00	A	LOST	A	A	A	A	A	A	A
	PCC Access Walk	\$20,000.00	A	LOST	A	A	A	A	A	A	A
	Soccer Field Turf	\$71,500.00		LOST	A	A	A	B	A	A	A
	10% CONTINGENCY	\$15,650.00	A	LOST	A	A	A	A	A	A	A
	LIONS FIELD TOTALS	\$172,150.00	A		A	A	A	A	A	A	A
3	WAPSI CREEK										
	Restroom/Shelter Facility	\$80,000.00	A	LOST	A	A	A	B	A	A	A
	Playground Equipment	\$20,000.00	A	LOST	A	A	A	B	A	A	A
	Trailhead parking lot	\$35,000.00	A	LOST	A	A	D	B	A	A	A

Appendix Y

City of West Branch
CIP Part 1: City Park Phase 1

	Project Name	Cost Estimate	Dept. Head Rankings	Funding Sources	W	S	ST	P	E	M	Overall Council Rankings
	10% CONTINGENCY	\$13,500.00	A	LOST	A	A	A	B	A	A	A
	WAPSI CREEK TOTALS	\$148,500.00	A		A	A	A	B	A	A	A
4	BERANEK PARK										
	2 Sand Volleyball Courts & Equipment	\$22,000.00	A	LOST	A	A	A	B	A	A	A
	Lighting for Courts	\$15,000.00	A	LOST	A	A	A	B	A	A	A
				LOST							
	10% CONTINGENCY	\$3,700.00	A	LOST	A	A	A	B	A	A	A
	BERANEK PARK TOTALS	\$40,700.00	A	LOST	A	A	A	B	A	A	A
		\$3,548,363.50	A		A	A	A	A	A	A	A
	10% Engineering	\$354,836									
	Legal/Bonding/etc.	<u>\$50,000</u>									
	Phase I Estimated Total	\$3,953,200									

Appendix Y

City of West Branch
CIP Part 2: TIF

	Project Name	Cost Estimate	Dept. Head Rankings	Funding Sources	W	S	ST	P	E	M	Overall Council Rankings
	Pending Projects - FY 15 or FY16										
1	Casey's Marketing Company TIF Rebate Agreement	\$425,000	C	TIF	C	C	C	C	C	C	C
2	Parkside Drive Road Improvements Project	\$200,000	A	TIF	A	A	B	A	A	A	A
3	Infrastructure Development for Pedersen Valley Park, Recreation and Library Complex	\$2,300,000	A	TIF	A	A	A	A	A	A	A
	Procter & Gamble Hair Care, LLC, Phases 2 and 3 (abatment only)	N/A	Ongoing	TIF	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing
	Future Projects										
1	Water Tower #2	\$481,373	Ongoing	TIF	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing
2	South Downey Road Improvements Project	\$1,500,000	D	TIF	D	D	D	D	D	D	D
3	Tidewater Drive Road Improvements Project	\$200,000	C	TIF	C	C	C	C	C	C	C
4	Fawcett Drive Road Improvements Project	\$1,000,000	D	TIF	D	D	D	D	D	D	D
5	Slach's Commercial Subdivision	\$1,000,000	B	TIF	B	B	B	B	B	B	B
6	Tidewater Rebate Agreement	\$100,000	D	TIF	D	D	D	D	D	D	D
7	Acciona legal fees and administrative costs	\$100,000	A	TIF	A	A	A	A	A	A	A
8	Johnson-Cedar Road	\$1,000,000	C	TIF	C	C	C	C	C	C	C

Appendix Y

City of West Branch
CIP Part 3: Fire Dept.

[illegible]

Appendix Y

City of West Branch CIP Part 4: Utility

[illegible]

Appendix Y

City of West Branch
CIP Part 5: Other

	Project Name	Description	Cost Estimate	Dept. Head Ranking	Funding Sources	W	S	ST	P	E	M	Overall Council Ranking
1	Beraneck Street		\$409,327	A	GO Bond	A	A	A	A	A	B	A
2	Town Hall Renovation		\$400,000	B	GO Bond	C	B	D	B	B	B	B
3	College Street Bridge		\$750,000	A	GO Bond, Federal Funding	A	A	A	A	A	A	A
4	Main & Oliphant Intersection Improvements		\$110,000	A	GO Bond	A	A	A	A	A	A	A
5	Main & Foster Intersection Improvements	*Add Sidewalk	\$150,000	A	GO Bond	A	A*	A	A	A	D	A
6	Trail 1.1, 1.2 and 3.2.			D	GO Bond	D	D	C	D	D	D	D
7	South Maple Street	Asphalt overlay S 2nd St to S 4th	\$60,000	A	GO Bond	A	A	A	A	A	A	A
8	Main Street Crossings at Pedersen Street and Scott Drive		\$70,000	A	GO Bond	A	A	A	A	A	A	A
9	Police/Fire Simulcast Radio system		\$193,000	A	GO Bond	A	A	A	B	A	A	A
10	Electronic Records	Records imaging and management		Budget	GF	Budget	Budget	Budget	Budget	Budget	Budget	Budget
11	West Main Street Overlay		\$215,000	D	GO Bond	D	D	D	D	D	D	D
12	East Main Street Overlay		\$205,000	D	GO Bond	B-	D	D	D	D	D	D
13	Downtown Overlay with water, sewer and stormwater			D	GO Bond	A-	D	D	D	D	D	D
14	Public Works Salt Shed		\$75,000	D	GO Bond	B	D	A	D	D	D	D
15	1st Street, Main to Green	SEE #36		D	GO Bond	C	D	D	D	D	D	D
16	Trail Loop to Oliphant Street Sidewalk to Dog Park			D	GO Bond	D	D	B	D	D	D	D
17	More City entrance signs – Dog park, BP			D	Budget	D	D	D	C	D	D	D
18	N. 4th Sidewalk	SEE #50	\$100,000	A	GO Bond	C	A	A	A	A	A	A
19	Paving 4th Street	Curb, gutter and asphalt	\$1,200,000	C	GO Bond	B	B	C	C	B	C	C
20	Paving 4th Street in Phases	Curb, gutter and asphalt	\$1,200,000	C	GO Bond	-	-	-	-	A	A	-

Appendix Y

City of West Branch
CIP Part 5: Other

	Project Name	Description	Cost Estimate	Dept. Head Ranking	Funding Sources	W	S	ST	P	E	M	Overall Council Ranking
21	Sidewalks on 1 st Street (connecting to Main Street)			D	GO Bond	D	D	D	D	D	D	D
22	Sidewalks on W. Orange			D	GO Bond	D	D	D	D	D	D	D
23	Street Light Study/Improvements			D	GO Bond	D	D	D	D	D	D	D
24	Heritage Square Improvements			Budget	GF	Budget	Budget	Budget	Budget	Budget	Budget	Budget
25	Downtown Streetscape		\$400,000/block	D	GO Bond	B	D	B-	D	D	D	D
26	Enlow Parking Lot Improvements			C	GO Bond	C	C	C	C	C	C	C
27	Main & Downey Sidewalk Reconstruction			D	GO Bond	D	D	D	D	D	D	D
28	West Branch Community Center		\$5,000,000	B	GO Bond	B	B	B	B	B	B	B
29	West Branch Public Library		\$3,500,000	B	GO Bond	B	B	B	B	B	B	B
30	2nd St. (Green St. to College) - Poor	Seal Coat road with a couple minor cold patches in the the surface and slight edge unraveling/edge rutting	\$135,000	C	GO Bond	C	C	B-	C	C	C	C
31	2nd St. (Main St. to Green St.) - Poor	Seal Coat road with several edge pot holes, lane rutting, unravelign edges & Broken up section at Green St.	\$140,000	C	GO Bond	C	C	B-	C	C	C	C
32	2nd St. (Cedar to Maple) - Poor	PCC road with transverse cracking, some pitting, fault pot holes and cracks	\$66,000	D	GO Bond	D	D	B-	D	D	D	D

Appendix Y

City of West Branch
CIP Part 5: Other

	Project Name	Description	Cost Estimate	Dept. Head Ranking	Funding Sources	W	S	ST	P	E	M	Overall Council Ranking
33	2nd St. (Maple to house 215) - Poor	PCC road with severe pitting and a few transverse cracks	\$73,000	D	GO Bond	D	D	B-	D	D	D	D
34	1st St. (Cookson Dr. to Cedar St.) - Poor	Several severe longitudinal cracks and several transverse cracks. Needs maint. or replacements	\$102,000	C	GO Bond	C	C	B-	C	C	C	C
35	Cookson Dr. (Maple St. to end) - Poor	PCC with many severe cracks both longitudinal and transverse, Removal and replacement of most of road	\$73,000	C	GO Bond	C	C	B-	C	C	C	C
36	1st St. (Green to Main St.) - Failing	PCC road with Severe cracking, patching, exposed rebar, potholes and spalling	\$81,000	C	GO Bond	A	B	A-	C	C	B	B
37	College St. (Downey to First) - Failing	Seal Coat road with unraveling edge, pot holes, drainage issues, bumps and heaving, severe cracking at intersection.	\$99,000	Budget	GF	Budget	Budget	Budget	Budget	Budget	Budget	Budget
38	Foster St. (Main St. to School parking at end of block) - Failing	PCC road with minor pitting, settlement cracking, longitudinal cracking and some transverse cracks	\$158,000	C	GO Bond	C	C	A-	C	C	B	C

Appendix Y

City of West Branch
CIP Part 5: Other

	Project Name	Description	Cost Estimate	Dept. Head Ranking	Funding Sources	W	S	ST	P	E	M	Overall Council Ranking
39	1st St. (College St. to dead end) - Failing	PCC road with major spalling, cracking throughout the slab, lots of patching. (reconstruction needed)	\$239,000	C	GO Bond	C	C	A-	C	C	B	C
40	Oliphant St. (Downey to House 551) - Failing	PCC with many severe cracks both longitudinal and transverse, Removal and replacement of most of road	\$130,000	C	GO Bond	C	C	A-	C	C	B	C
41	Oliphant St. (Crestview to Northside) - Poor	PCC with several cracks around the Crestview intersection and also near Northside intersection, HMA patch, potholes	\$97,000	D	GO Bond	D	D	B-	D	D	D	D
42	Northside (Oliphant to Maple) - Failing	PCC road with Heavy cracking and faulting, (No saw joints cut into pavement ever) major pitting	\$113,000	C	GO Bond	C	C	A-	C	C	B	C
43	Thomas Dr. - Poor	PCC with major cracking, chipping and pitting. Several transverse and linear cracks	\$28,000	D	GO Bond	D	D	B-	D	D	D	D

Appendix Y

City of West Branch
CIP Part 5: Other

	Project Name	Description	Cost Estimate	Dept. Head Ranking	Funding Sources	W	S	ST	P	E	M	Overall Council Ranking
44	Thomas Dr. East - Poor	PCC with many severe cracks both longitudinal and transverse, round about has several patches amd faults	\$214,000	D	GO Bond	D	D	B-	D	D	D	D
45	Maple St. (W. Orange north to Dead end) - Failing	Asphalt road with severe cracking throughout entire lane. Very narrow, pot holes, and in need of repair	\$302,000	B	GO Bond	B	B	A-	B	B	B	B
	Future Park Projects											
47	MEADOWS											
	PCC Trail, 6"		\$10,500.00	D	GO Bond	C	D	D	D	D	D	D
	Restroom Facility		\$65,000.00	D	GO Bond	C	D	D	D	D	D	D
	10% CONTINGENCY		\$7,550.00	D	GO Bond	C	D	D	D	D	D	D
	MEADOWS TOTALS		\$83,050.00	D	GO Bond	C	D	D	D	D	D	D
48	DOG PARK											
	Water line		\$200,000.00	D	GO Bond	D	D	D	D	D	D	D
	Restroom Facility		\$65,000.00	D	GO Bond	D	D	D	D	D	D	D
	10% CONTINGENCY		\$6,500.00	D	GO Bond	D	D	D	D	D	D	D
	DOG PARK TOTALS		\$271,500.00	D	GO Bond	D	D	D	D	D	D	D
49	Greenview Subdivision	Curb, gutter and asphalt overlay	\$815,000	D	GO Bond	D	D	D	D	D	D	D
50	4th Street (West Branch Animal Clinic to Reagan Blvd.)	Road Reconstruction	\$500,000	D	GO Bond	A	A	A	A	A	A	A

City of West Branch

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CITY COUNCIL WORK SESSION

Monday, August 18, 2014

**Immediately following regular City Council Meeting
City Council Chambers, 110 North Poplar Street**

1. Call to order
2. Roll call
3. Pat Callahan, Capital Improvement Planning Process
 - a. Review of Mayor and City Council Rankings of Projects
 - Review of Individual Rankings – Revised
 - Review of Composite Scores – Revised
 - b. General Overview of Possible Scheduling of Projects
 - Capital Projects – 2014-2015
 - Capital Projects – 2015-2016
 - Capital Projects – 2016-2017
 - Capital Projects – 2017-2018
 - Capital Projects – 2018-2019
 - Capital Projects – 2020 and beyond
4. Maggie Burger, Speer Financial
 - a. General Overview of City's Financial Capacity to fund projects
 - b. Review of the potential impact on the City's overall financial condition, if all proposed projects are complete.
 - c. Recommendations regarding the financing of proposed capital projects.
5. Discussion regarding the City Council's need to conduct a second ranking of projects.
6. Discussion regarding the preparation of the first draft of the Capital Improvements Plan.
7. The Next CIP Meeting – September 15, 2014
 - a. Review first draft of CIP
 - b. Preliminary approval of CIP
 - c. Set date for public hearing of CIP
8. Comments and Suggestions
9. Adjournment

Appendix AA

(The following is a synopsis of the minutes of the West Branch City Council meeting. The full text of the minutes is available for inspection at the City Clerk's office. The minutes are not approved until the next regularly scheduled City Council meeting.)

**West Branch, Iowa
Council Chambers**

City Council Work Session

**August 18, 2014
8:21 p.m.**

Mayor Worrell opened the West Branch City Council work session at 8:21 p.m. by welcoming the audience and the following City staff: City Administrator Matt Muckler, Deputy City Clerk Dawn Brandt, Administrative Assistant Shanelle Peden, Library Director Nick Shimmin, Parks & Recreation Director Melissa Russell, and City Attorney Kevin Olson. Council members: Jordan Ellyson, Colton Miller, Mary Beth Stevenson, Brian Pierce and Tim Shields.

Resident Todd Thein of 701 Sullivan Street asked the Council to look at adding two cross walks. One at Scott Drive across Main Street and the other at Pedersen Street across Main that will allow kids to walk safely to the high school. He also commented that there are no school zone signs on the way out to the high school. City Administrator Matt Muckler said that this is a priority project in the CIP plan.

Pat Callahan, Capital Improvement Planning Process

Review of Mayor and City Council Rankings of Projects

- Review of Individual Rankings – Revised • Review of Composite Scores – Revised

Callahan reviewed the rankings and revisions the Council made and asked if they would like to do a second ranking or make any changes. Mayor Worrell asked to keep the current rankings as is until after the presentation from Larry Burger.

Muckler provided Council with a list of potential A and B projects for years 2016 through 2019.

Maggie Burger, Speer Financial - Larry Burger from Speer Financial filled in for Maggie. Larry explained that a city's total of outstanding loans, bonds, or notes payable from property taxes cannot exceed the principal amount of five percent of the actual valuation of the city. He gave examples of city debt that counts against the debt limitation: General obligation debt, urban renewal or tax increment revenue debt and local option sales tax revenue debt. Examples of city debt that does not count against the debt limit: Utility revenue bonds, special assessment debt and road use tax revenue debt. The City has 9.6 million in total debt capacity and is in good financial shape with continued property tax growth in the future.

Council made no changes to the current ranking of projects. Callahan said a tentative date for the review of the first draft of the Capital Improvements Plan could be at the September 15 Council meeting.

ADJOURNMENT

Motion by Miller to adjourn the work session, second by Pierce. Motion carried on a voice vote. City Council work session adjourned at 9:02 p.m.

Mark Worrell, Mayor

ATTEST: _____
Dawn Brandt, Deputy City Clerk

City of West Branch

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CITY COUNCIL MEETING AGENDA
Monday, November 17, 2014 • 7:00 p.m.
City Council Chambers, 110 North Poplar Street
Action may be taken on any agenda item.

1. Call to order
2. Pledge of Allegiance
3. Roll call
4. Welcome
5. Approve Agenda/Consent Agenda/Move to action.
 - a. Approve minutes from the October 20, 2014 City Council Meeting.
 - b. Approve claims.
 - c. Approve Class C Beer license with Sunday Sales for Casey's Marketing Co. DBA Casey's General Store #2524.
 - d. Approve transfer from fund 031 to fund 502 in the amount of \$1,348.86.
 - e. Approve destruction of records with Document Destruction & Recycling Services listed on Records Destruction Form per the Record Retention Manual for Iowa Cities.
6. Communications/Open Forum
7. Public Hearing/Non-Consent Agenda
 - a. Mayor Mark Worrell – Recognition of Liberty Communications.
 - b. Accept resignation of Trent Hansen from the Planning & Zoning Commission./Move to action.
 - c. Councilperson Brian Pierce - Appointments/Reappointments/Move to action.
 - i. Ryan Bowers – Planning and Zoning Commission, December 31, 2017.
 - d. Mayor Mark Worrell - Appointments/Reappointments/Move to action.
 - i. Angie Miller – Park & Recreation Commission, June 30, 2016.
 - e. Public Hearing on the voluntary annexation of the West Branch Municipal Cemetery.
 - f. Resolution 1243, approving annexation of the West Branch Municipal Cemetery./Move to action.
 - g. Resolution 1244, approving the submission of the City of West Branch 2013-2014 Annual Financial Report to the State Auditor's Office./Move to Action.
 - h. Resolution 1245, approving the submission of the City of West Branch FY 2013 Annual Urban Renewal Report./Move to Action.
 - i. Resolution 1246, obligating funds from the urban renewal tax revenue fund for the payment of annual appropriation tax increment financed obligations in fiscal year 2015./Move to action.

Mayor: Mark Worrell • **Council Members:** Jordan Ellyson, Colton Miller, Brian Pierce, Tim Shields, Mary Beth Stevenson
City Administrator/Clerk: Matt Muckler • **Fire Chief:** Kevin Stoolman • **Library Director:** Nick Shimmin
Parks & Rec Director: Melissa Russell • **Police Chief:** Mike Horihan • **Public Works Director:** Matt Goodale

City of West Branch

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CITY COUNCIL MEETING AGENDA

Monday, November 17, 2014 • 7:00 p.m. (continued)

City Council Chambers, 110 North Poplar Street

Action may be taken on any agenda item.

- j. Resolution 1247, approving Partial Payment Estimate Number One for the Oliphant Street Sidewalk – Phase 2 Project in the amount of \$94,699.80 to All American Concrete, Inc. of West Liberty, IA./Move to action.
- k. Ordinance 728, amending Title “Compensation”, Chapter 15 “Mayor.”/Move to action.
- l. Ordinance 729, amending Title “Compensation”, Chapter 17 “Council.”/Move to action.
8. City Staff Reports
 - a. Police Chief Mike Horihan – School Bus Safety Tips.
 - b. Park & Rec Director Melissa Russell – Fall/Winter Programming Update.
 - c. Public Works Director Matt Goodale – Update on Town Hall Basement Clean-Up
9. Comments from Mayor and Council Members
10. Motion to adjourn to closed session to discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent where the disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation pursuant to Section 21.5(c) of the Code of Iowa.
11. Adjournment

CITY COUNCIL WORK SESSION

Monday, November 17, 2014

Immediately following regular City Council Meeting

City Council Chambers, 110 North Poplar Street

1. Call to order
2. Roll call
3. Pat Callahan – Capital Improvement Plan
4. Adjourn

Appendix AC

(The following is a synopsis of the minutes of the West Branch City Council meeting. The full text of the minutes is available for inspection at the City Clerk's office. The minutes are not approved until the next regularly scheduled City Council meeting.)

**West Branch, Iowa
Council Chambers**

City Council Work Session

November 17, 2014

Mayor Worrell opened the West Branch City Council work session at 9:00 p.m. by welcoming the audience and the following City staff: City Administrator Matt Muckler, Deputy City Clerk Dawn Brandt, Deputy City Clerk Leslie Brick, Police Chief Mike Horihan, Sergeant John Hanna, Library Director Nick Shimmin, Parks & Recreation Director Melissa Russell, and City Attorney Kevin Olson. Council members: Jordan Ellyson, Colton Miller, Mary Beth Stevenson, Brian Pierce and Tim Shields.

Pat Callahan, Capital Improvement Plan (CIP) – Pat Callahan reviewed the CIP process with the City Council. Callahan reviewed the City's general obligation debt capacity with the City Council, discussed four alternative CIP options that were prepared by city staff, and the forthcoming draft of the CIP. Callahan told the Council that the City was in good shape in terms of its debt capacity and encouraged the Council to reserve 20% of the debt capacity for emergencies that may arise. The four CIP scenarios would fund five consecutive years of CIP projects at \$480,000/year (Level 1), \$650,000/year (Level 2), \$800,000/year (Level 3), and \$1,200,000/year (Level 4). Levels 1-3 provided debt capacity for another Park Phase I vote in the near future. The debt capacity that would be reached by implementing the CIP at Level 4 was projected to preclude another vote on the Park Phase I Project until 2022. Councilperson Pierce stated that Level 4 should not be considered as he felt the Park Phase I Project vote should be placed back on the ballot as soon as possible. Councilperson Ellyson agreed that Level 4 should not be considered. Miller thought that Level 4 should still be considered in the case that voters do not approve the Park Phase I Project. Mayor Worrell and Ellyson expressed support for Level 3. Callahan stated that the feedback from the Council appeared to be for Level 3 and asked if any Council member was opposed to Level 3 and no Council members expressed opposition. Callahan asked Council members if they wanted to see any changes with the rankings that were compiled by staff on the CIP Funding Scenario Worksheet. Muckler reported that aggressive debt reduction by the City Council in recent years has placed the City in a good financial position to be able to fund the CIP in coming years. The City's financial advisor estimated that the levy would need to increase by \$0.55 per thousand to implement the CIP at Level 3. Shields asked about how West Branch's tax levy compares to surrounding communities. Callahan stated that West Branch had a very low levy at \$12.04/thousand of assessed value. Muckler reported the following levies for other communities: \$12.38/thousand in Mechanicsville, \$12.54/thousand in Lowden, \$12.99 per thousand in Tipton, \$13.30 per thousand in Bennett, \$13.47 per thousand in Durant, \$13.52 per thousand in Coralville, \$13.78 per thousand in Wilton, \$13.85 per thousand in West Liberty, and \$16.80 per thousand in Iowa City. For similar sized cities around the state, West Branch compares favorably as well: \$12.24/thousand in Greenfield (1,982), \$15.40/thousand in Postville (2,227), \$17.74 in Audubon (2,176), \$16.45/thousand in Belle Plaine (2,534), \$17.59/thousand in Madrid (2,543), \$15.77/thousand in Ogden (2,044), and \$14.72/thousand in Jesup (2,520).

ADJOURNMENT

Motion by Shields to adjourn the work session, second by Ellyson. Motion carried on a voice vote.
City Council work session adjourned at 9:43p.m.

Mark Worrell, Mayor

ATTEST: _____
Matt Muckler, City Administrator/Clerk

Appendix AD

CIP Funding Scenario Worksheet

11/14/2014				
Spending/Year	<u>Level 1</u> \$479,865	\$ 2,399,327	<u>Level 2</u> \$651,465	\$ 3,257,327
Low Debt Capacity Percentage Avail./FY	26.38%/FY16		24.60%/FY16	
Allows for Park Vote	3-Nov-2015		3-Nov-2015	
Year 1 Projects	PD/Fire	\$ 350,000	PD/Fire	\$ 350,000
	Int./Crossings	\$ 130,000	Int./Crossings	\$ 330,000
Year 2 Projects	Int./Crossings	\$ 200,000	Beranek St	\$ 409,327
Year 3 Projects	Beranek St	\$ 409,327	4th St	\$ 500,000
Year 4 Projects	4th St	\$ 500,000	College St. Bridge	\$ 750,000
Year 5 Projects	College St. Bridge	\$ 750,000	S, Maple (2nd-4th)	\$ 60,000
	S. Maple (2nd -4th)	\$ 60,000	N. 1st Street (Green to Main)	\$ 81,000
	TOTAL	\$ 2,399,327	Town Hall Renovation	\$ 400,000
			2nd Street (Green to College)	\$ 135,000
			2nd Street (Main to Green)	\$ 140,000
			S. 1st Street (Cookson to Cedar)	\$ 102,000
			TOTAL	\$ 3,257,327

Appendix AE

Spending/Year	<u>Level 1</u> \$479,865\$ 2,399,327	<u>Level 2</u> \$651,465\$ 3,257,327	<u>Level 3</u> \$794,065\$ 3,970,327	<u>Level 4</u> \$1,201,065\$ 6,005,327
Levy Affect	\$12.17	\$12.17	\$12.59	\$13.56
Addt. Annual Property Tax Addt. tax-\$100,000 home Addt. tax-\$200,000 home	\$ 9.50 8 yr loan \$ 19.00	\$ 9.50 1st 4 yrs as 10 yr \$ 19.00 loan and 5th yr as 12 yr loan	\$ 29.61 15 yr bonds \$ 59.22	\$ 82.14 15 yr bonds \$ 164.28
Year 1 Projects	PD/Fire \$ 350,000 Int./Crossings \$ 130,000	PD/Fire \$ 350,000 Int./Crossings \$ 330,000	PD/Fire \$ 350,000 Int./Crossings \$ 330,000	PD/Fire \$ 350,000 Int./Crossings \$ 330,000 Beranek St \$ 409,327
Year 2 Projects	Int./Crossings \$ 200,000	Beranek St \$ 409,327	Beranek St \$ 409,327 4th St \$ 500,000	4th St \$ 500,000 College St. Bridge \$ 750,000
Year 3 Projects	Beranek St \$ 409,327	4th St \$ 500,000	College St. Bridge \$ 750,000 S. Maple (2nd-4th) \$ 60,000	S. Maple (2nd-4th) \$ 60,000 N. 1st St (Green to Main) \$ 81,000 2nd Street (Green to College) \$ 135,000 2nd Street (Main to Green) \$ 140,000 S. 1st Street (Cookson to Cedar) \$ 102,000 Cookson Dr (Maple to end) \$ 73,000 Foster Rd (Main to School) \$ 158,000 Oliphant St (Downey to 551 N.) \$ 130,000
Year 4 Projects	4th St \$ 500,000	College St. Bridge \$ 750,000	N. 1st Street (Green to Main) \$ 81,000 2nd Street (Green to College) \$ 135,000 2nd Street (Main to Green) \$ 140,000 S. 1st Street (Cookson to Cedar) \$ 102,000 Cookson Dr (Maple to end) \$ 73,000 Foster Rd (Main to School) \$ 158,000	Town Hall Renovation \$ 400,000 N. 1st St (College to dead end) \$ 239,000 Northside (Oliphant to Maple) \$ 113,000 Greenview Subdivision \$ 815,000
Year 5 Projects	College St. Bridge \$ 750,000 S. Maple (2nd -4th) \$ 60,000 TOTAL \$ 2,399,327	S, Maple (2nd-4th) \$ 60,000 N. 1st Street (Green to Main) \$ 81,000 Town Hall Renovation \$ 400,000 2nd Street (Green to College) \$ 135,000 2nd Street (Main to Green) \$ 140,000 S. 1st Street (Cookson to Cedar) \$ 102,000 TOTAL \$ 3,257,327	Town Hall Renovation \$ 400,000 N. 1st St (College to dead end) \$ 239,000 Oliphant St (Downey to 551 N.) \$ 130,000 Northside (Oliphant to Maple) \$ 113,000 TOTAL \$ 3,970,327	West Main St. Overlay \$ 215,000 East Main St. Overlay \$ 205,000 Downtown Streetscape (2 blocks) \$ 800,000 TOTAL \$ 6,005,327

Appendix AF

City of West Branch, Cedar County, Iowa

Example #1 - CIP \$480k

General Obligation Debt Capacity

Page 1

Column:	#1	#2	#3	#4	#5
	FY 13-14 1/1/2012	FY 14-15 1/1/2013	FY 15-16 1/1/2014	FY 16-17 1/1/2015	FY 17-18 1/1/2016
Assessed Valuation(100%)/GO Bond Capacity					
Property Valuation @(100%)(Actual/Projected)	\$184,240,891	\$187,668,595	\$191,421,967	\$195,250,406	\$205,012,927
Statutory GO Debt Limit @ 5% of 100% Value	\$9,212,045	\$9,383,430	\$9,571,098	\$9,762,520	\$10,250,646
Bonds Outstanding (Beginning Fiscal Year)					
GO Bonds (Outstanding - Maturities)	\$ 3,237,973.78	\$ 3,159,215.82	\$ 2,779,071.52	\$ 6,671,298.00	\$ 6,503,378.00
TIF Revenue Bonds Outstanding (Principal Only)					
TIF Rebate Agreements Outstanding					
Other Debt Outstanding (Principal Only)					
Bonds Paid (During Fiscal Year)					
GO Debt (Principal Only) (Paid)	\$ 376,483.96	\$ 380,144.30	\$ 212,773.52	\$ 217,920.00	\$ 218,516.00
GO Debt Refunded (Principal Only) (Paid)	\$ 102,274.00				
Capital Improvements Plan Repayment				55,000.00	110,000.00
Park Improvement Repayment				375,000.00	375,000.00
Bonds Issued (During Fiscal Year)					
GO Bonds (Principal Only) (Issued)	\$ 400,000.00				
TIF Rebate Agreements (Annual Appropriations)					
Capital Improvements Plan Bonds			\$ 480,000.00	\$ 480,000.00	\$ 480,000.00
Park Improvements Bonds (TIF/LOST)			\$ 4,000,000.00		
Remaining GO Debt Capacity (Not Obligated)	\$6,052,829	\$6,604,358	\$2,524,800	\$3,259,142	\$3,970,784
Percent of Capacity Remaining	65.71%	70.38%	26.38%	33.38%	38.74%
GO Contingency Reserve (% of GO Capacity)	20%	\$1,842,409	\$1,876,686	\$1,914,220	\$1,952,504
		\$2,050,129			
Total GO Capacity - Less Contingency Reserve	\$4,210,420	\$4,727,672	\$610,581	\$1,306,638	\$1,920,655
Percent of Capacity Remaining	45.71%	50.38%	6.38%	13.38%	18.74%
Percent Increase for Property Valuation Projection	1.860%	2.000%	2.000%	5.000%	5.000%

Appendix AF

City of West Branch, Cedar County, Iowa

General Obligation Debt Capacity

Page 2

#6 FY 18-19 1/1/2017	#7 FY 19-20 1/1/2018	#8 FY 20-21 1/1/2019	#9 FY 21-22 1/1/2020	#10 FY 22-23 1/1/2021	#11 FY 23-24 1/1/2022	#12 FY 24-25 1/1/2023	#13 FY 25-26 1/1/2024	#14 FY 26-27 1/1/2025
\$215,263,573	\$226,026,752	\$237,328,089	\$249,194,494	\$261,654,218	\$274,736,929	\$288,473,776	\$302,897,464	\$318,042,338
\$10,763,179	\$11,301,338	\$11,866,404	\$12,459,725	\$13,082,711	\$13,736,846	\$14,423,689	\$15,144,873	\$15,902,117
\$ 6,274,862.00	\$ 5,975,738.00	\$ 5,610,978.00	\$ 4,690,562.00	\$ 3,754,444.00	\$ 2,792,601.00	\$ 1,855,000.00	\$ 985,000.00	\$ 715,000.00
\$ 219,124.00	\$ 224,760.00	\$ 230,416.00	\$ 231,118.00	\$ 236,843.00	\$ 202,601.00	\$ 190,000.00	\$ 80,000.00	\$ 80,000.00
170,000.00	230,000.00	290,000.00	295,000.00	305,000.00	310,000.00	250,000.00	190,000.00	130,000.00
380,000.00	390,000.00	390,000.00	400,000.00	410,000.00	420,000.00	425,000.00	430,000.00	
\$ 480,000.00	\$ 480,000.00							
\$4,777,441	\$5,690,360	\$7,165,842	\$8,695,281	\$10,280,110	\$11,876,846	\$13,433,689	\$14,859,873	\$15,397,117
44.39%	50.35%	60.39%	69.79%	78.58%	86.46%	93.14%	98.12%	96.82%
\$2,152,636	\$2,260,268	\$2,373,281	\$2,491,945	\$2,616,542	\$2,747,369	\$2,884,738	\$3,028,975	\$3,180,423
\$2,624,805	\$3,430,092	\$4,792,562	\$6,203,336	\$7,663,568	\$9,129,477	\$10,548,951	\$11,830,899	\$12,216,694
24.39%	30.35%	40.39%	49.79%	58.58%	66.46%	73.14%	78.12%	76.82%
5.000%	5.000%	5.000%	5.000%	5.000%	5.000%	5.000%	5.000%	5.000%

Appendix AF

City of West Branch, Cedar County, Iowa

Example #2 - CIP \$650k

General Obligation Debt Capacity

Page 1

Column:	#1	#2	#3	#4	#5
	FY 13-14 1/1/2012	FY 14-15 1/1/2013	FY 15-16 1/1/2014	FY 16-17 1/1/2015	FY 17-18 1/1/2016
Assessed Valuation(100%)/GO Bond Capacity					
Property Valuation @(100%)(Actual/Projected)	\$184,240,891	\$187,668,595	\$191,421,967	\$195,250,406	\$205,012,927
Statutory GO Debt Limit @ 5% of 100% Value	\$9,212,045	\$9,383,430	\$9,571,098	\$9,762,520	\$10,250,646
Bonds Outstanding (Beginning Fiscal Year)					
GO Bonds (Outstanding - Maturities)	\$ 3,237,973.78	\$ 3,159,215.82	\$ 2,779,071.52	\$ 6,841,298.00	\$ 6,823,378.00
TIF Revenue Bonds Outstanding (Principal Only)					
TIF Rebate Agreements Outstanding					
Other Debt Outstanding (Principal Only)					
Bonds Paid (During Fiscal Year)					
GO Debt (Principal Only) (Paid)	\$ 376,483.96	\$ 380,144.30	\$ 212,773.52	\$ 217,920.00	\$ 218,516.00
GO Debt Refunded (Principal Only) (Paid)	\$ 102,274.00				
Capital Improvements Plan Repayment				75,000.00	155,000.00
Park Improvement Repayment				375,000.00	375,000.00
Bonds Issued (During Fiscal Year)					
GO Bonds (Principal Only) (Issued)	\$ 400,000.00				
TIF Rebate Agreements (Annual Appropriations)					
Capital Improvements Plan Bonds			\$ 650,000.00	\$ 650,000.00	\$ 650,000.00
Park Improvements Bonds (TIF/LOST)			\$ 4,000,000.00		
Remaining GO Debt Capacity (Not Obligated)	\$6,052,829	\$6,604,358	\$2,354,800	\$2,939,142	\$3,525,784
Percent of Capacity Remaining	65.71%	70.38%	24.60%	30.11%	34.40%
GO Contingency Reserve (% of GO Capacity)	20%	\$1,842,409	\$1,876,686	\$1,914,220	\$1,952,504
		\$2,050,129			
Total GO Capacity - Less Contingency Reserve	\$4,210,420	\$4,727,672	\$440,581	\$986,638	\$1,475,655
Percent of Capacity Remaining	45.71%	50.38%	4.60%	10.11%	14.40%
Percent Increase for Property Valuation Projection	1.860%	2.000%	2.000%	5.000%	5.000%

Appendix AF

City of West Branch, Cedar County, Iowa

General Obligation Debt Capacity

Page 2

#6 FY 18-19 1/1/2017	#7 FY 19-20 1/1/2018	#8 FY 20-21 1/1/2019	#9 FY 21-22 1/1/2020	#10 FY 22-23 1/1/2021	#11 FY 23-24 1/1/2022	#12 FY 24-25 1/1/2023	#13 FY 25-26 1/1/2024	#14 FY 26-27 1/1/2025
\$215,263,573	\$226,026,752	\$237,328,089	\$249,194,494	\$261,654,218	\$274,736,929	\$288,473,776	\$302,897,464	\$318,042,338
\$10,763,179	\$11,301,338	\$11,866,404	\$12,459,725	\$13,082,711	\$13,736,846	\$14,423,689	\$15,144,873	\$15,902,117
\$ 6,719,862.00	\$ 6,525,738.00	\$ 6,245,978.00	\$ 5,220,562.00	\$ 4,174,444.00	\$ 3,107,601.00	\$ 2,065,000.00	\$ 1,110,000.00	\$ 775,000.00
\$ 219,124.00	\$ 224,760.00	\$ 230,416.00	\$ 231,118.00	\$ 236,843.00	\$ 202,601.00	\$ 190,000.00	\$ 80,000.00	\$ 80,000.00
235,000.00	315,000.00	395,000.00	405,000.00	410,000.00	415,000.00	335,000.00	255,000.00	170,000.00
380,000.00	390,000.00	390,000.00	400,000.00	410,000.00	420,000.00	425,000.00	430,000.00	
\$ 650,000.00	\$ 650,000.00							
\$4,227,441	\$5,055,360	\$6,635,842	\$8,275,281	\$9,965,110	\$11,666,846	\$13,308,689	\$14,799,873	\$15,377,117
39.28%	44.73%	55.92%	66.42%	76.17%	84.93%	92.27%	97.72%	96.70%
\$2,152,636	\$2,260,268	\$2,373,281	\$2,491,945	\$2,616,542	\$2,747,369	\$2,884,738	\$3,028,975	\$3,180,423
\$2,074,805	\$2,795,092	\$4,262,562	\$5,783,336	\$7,348,568	\$8,919,477	\$10,423,951	\$11,770,899	\$12,196,694
19.28%	24.73%	35.92%	46.42%	56.17%	64.93%	72.27%	77.72%	76.70%
5.000%	5.000%	5.000%	5.000%	5.000%	5.000%	5.000%	5.000%	5.000%

Appendix AF

City of West Branch, Cedar County, Iowa

Example #3 - CIP \$800k

General Obligation Debt Capacity

Page 1

Column:	#1	#2	#3	#4	#5
	FY 13-14 1/1/2012	FY 14-15 1/1/2013	FY 15-16 1/1/2014	FY 16-17 1/1/2015	FY 17-18 1/1/2016
Assessed Valuation(100%)/GO Bond Capacity					
Property Valuation @(100%)(Actual/Projected)	\$184,240,891	\$187,668,595	\$191,421,967	\$195,250,406	\$205,012,927
Statutory GO Debt Limit @ 5% of 100% Value	\$9,212,045	\$9,383,430	\$9,571,098	\$9,762,520	\$10,250,646
Bonds Outstanding (Beginning Fiscal Year)					
GO Bonds (Outstanding - Maturities)	\$ 3,237,973.78	\$ 3,159,215.82	\$ 2,779,071.52	\$ 6,991,298.00	\$ 7,123,378.00
TIF Revenue Bonds Outstanding (Principal Only)					
TIF Rebate Agreements Outstanding					
Other Debt Outstanding (Principal Only)					
Bonds Paid (During Fiscal Year)					
GO Debt (Principal Only) (Paid)	\$ 376,483.96	\$ 380,144.30	\$ 212,773.52	\$ 217,920.00	\$ 218,516.00
GO Debt Refunded (Principal Only) (Paid)	\$ 102,274.00				
Capital Improvements Plan Repayment				75,000.00	150,000.00
Park Improvement Repayment				375,000.00	375,000.00
Bonds Issued (During Fiscal Year)					
GO Bonds (Principal Only) (Issued)	\$ 400,000.00				
TIF Rebate Agreements (Annual Appropriations)					
Capital Improvements Plan Bonds			\$ 800,000.00	\$ 800,000.00	\$ 800,000.00
Park Improvements Bonds (TIF/LOST)			\$ 4,000,000.00		
Remaining GO Debt Capacity (Not Obligated)	\$6,052,829	\$6,604,358	\$2,204,800	\$2,639,142	\$3,070,784
Percent of Capacity Remaining	65.71%	70.38%	23.04%	27.03%	29.96%
GO Contingency Reserve (% of GO Capacity)	20%	\$1,842,409	\$1,876,686	\$1,914,220	\$1,952,504
		\$2,050,129			
Total GO Capacity - Less Contingency Reserve	\$4,210,420	\$4,727,672	\$290,581	\$686,638	\$1,020,655
Percent of Capacity Remaining	45.71%	50.38%	3.04%	7.03%	9.96%
Percent Increase for Property Valuation Projection	1.860%	2.000%	2.000%	5.000%	5.000%

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City of West Branch, Cedar County, Iowa

General Obligation Debt Capacity

Page 2

#6 FY 18-19 1/1/2017	#7 FY 19-20 1/1/2018	#8 FY 20-21 1/1/2019	#9 FY 21-22 1/1/2020	#10 FY 22-23 1/1/2021	#11 FY 23-24 1/1/2022	#12 FY 24-25 1/1/2023	#13 FY 25-26 1/1/2024	#14 FY 26-27 1/1/2025
\$215,263,573	\$226,026,752	\$237,328,089	\$249,194,494	\$261,654,218	\$274,736,929	\$288,473,776	\$302,897,464	\$318,042,338
\$10,763,179	\$11,301,338	\$11,866,404	\$12,459,725	\$13,082,711	\$13,736,846	\$14,423,689	\$15,144,873	\$15,902,117
\$ 7,174,862.00	\$ 7,140,738.00	\$ 7,025,978.00	\$ 6,015,562.00	\$ 4,989,444.00	\$ 3,942,601.00	\$ 2,915,000.00	\$ 1,885,000.00	\$ 1,385,000.00
\$ 219,124.00	\$ 224,760.00	\$ 230,416.00	\$ 231,118.00	\$ 236,843.00	\$ 202,601.00	\$ 190,000.00	\$ 80,000.00	\$ 80,000.00
225,000.00	300,000.00	380,000.00	385,000.00	390,000.00	400,000.00	410,000.00	420,000.00	340,000.00
380,000.00	390,000.00	390,000.00	400,000.00	410,000.00	420,000.00	425,000.00	430,000.00	
\$ 800,000.00	\$ 800,000.00							
\$3,612,441	\$4,275,360	\$5,840,842	\$7,460,281	\$9,130,110	\$10,816,846	\$12,533,689	\$14,189,873	\$14,937,117
33.56%	37.83%	49.22%	59.88%	69.79%	78.74%	86.90%	93.69%	93.93%
\$2,152,636	\$2,260,268	\$2,373,281	\$2,491,945	\$2,616,542	\$2,747,369	\$2,884,738	\$3,028,975	\$3,180,423
\$1,459,805	\$2,015,092	\$3,467,562	\$4,968,336	\$6,513,568	\$8,069,477	\$9,648,951	\$11,160,899	\$11,756,694
13.56%	17.83%	29.22%	39.88%	49.79%	58.74%	66.90%	73.69%	73.93%
5.000%	5.000%	5.000%	5.000%	5.000%	5.000%	5.000%	5.000%	5.000%

Appendix AF

City of West Branch, Cedar County, Iowa

Example #4 - CIP \$1.2m

General Obligation Debt Capacity

Page 1

Column:	#1	#2	#3	#4	#5
	FY 13-14 1/1/2012	FY 14-15 1/1/2013	FY 15-16 1/1/2014	FY 16-17 1/1/2015	FY 17-18 1/1/2016
Assessed Valuation(100%)/GO Bond Capacity					
Property Valuation @(100%)(Actual/Projected)	\$184,240,891	\$187,668,595	\$191,421,967	\$195,250,406	\$205,012,927
Statutory GO Debt Limit @ 5% of 100% Value	\$9,212,045	\$9,383,430	\$9,571,098	\$9,762,520	\$10,250,646
Bonds Outstanding (Beginning Fiscal Year)					
GO Bonds (Outstanding - Maturities)	\$ 3,237,973.78	\$ 3,159,215.82	\$ 2,779,071.52	\$ 3,766,298.00	\$ 4,638,378.00
TIF Revenue Bonds Outstanding (Principal Only)					
TIF Rebate Agreements Outstanding					
Other Debt Outstanding (Principal Only)					
Bonds Paid (During Fiscal Year)					
GO Debt (Principal Only) (Paid)	\$ 376,483.96	\$ 380,144.30	\$ 212,773.52	\$ 217,920.00	\$ 218,516.00
GO Debt Refunded (Principal Only) (Paid)	\$ 102,274.00				
Capital Improvements Plan Repayment				110,000.00	220,000.00
NO Park Improvement Repayment					
Bonds Issued (During Fiscal Year)					
GO Bonds (Principal Only) (Issued)	\$ 400,000.00				
TIF Rebate Agreements (Annual Appropriations)					
Capital Improvements Plan Bonds			\$ 1,200,000.00	\$ 1,200,000.00	\$ 1,200,000.00
NO Park Improvements Bonds (TIF/LOST)					
Remaining GO Debt Capacity (Not Obligated)	\$6,052,829	\$6,604,358	\$5,804,800	\$5,124,142	\$4,850,784
Percent of Capacity Remaining	65.71%	70.38%	60.65%	52.49%	47.32%
GO Contingency Reserve (% of GO Capacity)	20%	\$1,842,409	\$1,876,686	\$1,914,220	\$1,952,504
		\$2,050,129			
Total GO Capacity - Less Contingency Reserve	\$4,210,420	\$4,727,672	\$3,890,581	\$3,171,638	\$2,800,655
Percent of Capacity Remaining	45.71%	50.38%	40.65%	32.49%	27.32%
Percent Increase for Property Valuation Projection	1.860%	2.000%	2.000%	5.000%	5.000%

Appendix AF

City of West Branch, Cedar County, Iowa

General Obligation Debt Capacity

Page 2

#6 FY 18-19 1/1/2017	#7 FY 19-20 1/1/2018	#8 FY 20-21 1/1/2019	#9 FY 21-22 1/1/2020	#10 FY 22-23 1/1/2021	#11 FY 23-24 1/1/2022	#12 FY 24-25 1/1/2023	#13 FY 25-26 1/1/2024	#14 FY 26-27 1/1/2025
\$215,263,573	\$226,026,752	\$237,328,089	\$249,194,494	\$261,654,218	\$274,736,929	\$288,473,776	\$302,897,464	\$318,042,338
\$10,763,179	\$11,301,338	\$11,866,404	\$12,459,725	\$13,082,711	\$13,736,846	\$14,423,689	\$15,144,873	\$15,902,117
\$ 5,399,862.00	\$ 6,045,738.00	\$ 6,570,978.00	\$ 5,770,562.00	\$ 4,959,444.00	\$ 4,127,601.00	\$ 3,320,000.00	\$ 2,510,000.00	\$ 1,800,000.00
\$ 219,124.00	\$ 224,760.00	\$ 230,416.00	\$ 231,118.00	\$ 236,843.00	\$ 202,601.00	\$ 190,000.00	\$ 80,000.00	\$ 80,000.00
335,000.00	450,000.00	570,000.00	580,000.00	595,000.00	605,000.00	620,000.00	630,000.00	510,000.00
\$ 1,200,000.00	\$ 1,200,000.00							
\$4,717,441	\$4,730,360	\$6,095,842	\$7,500,281	\$8,955,110	\$10,416,846	\$11,913,689	\$13,344,873	\$14,692,117
43.83%	41.86%	51.37%	60.20%	68.45%	75.83%	82.60%	88.11%	92.39%
\$2,152,636	\$2,260,268	\$2,373,281	\$2,491,945	\$2,616,542	\$2,747,369	\$2,884,738	\$3,028,975	\$3,180,423
\$2,564,805	\$2,470,092	\$3,722,562	\$5,008,336	\$6,338,568	\$7,669,477	\$9,028,951	\$10,315,899	\$11,511,694
23.83%	21.86%	31.37%	40.20%	48.45%	55.83%	62.60%	68.11%	72.39%
5.000%	5.000%	5.000%	5.000%	5.000%	5.000%	5.000%	5.000%	5.000%

City of West Branch, Cedar County, Iowa

SPEER FINANCIAL, INC.

\$480,000 Annually for 5 year

Date of Bonds: 01/Jul/15

13 Year Maturity

Date	Principal and Interest	Fiscal Year	Estimated Series 2015 Debt Service	LEVIES Outstanding Issues	Total	Estimated Net Debt Service	Taxable Valuation 1/1/13	ETV Growth Assumptions	Estimated Tax Rate Per (\$1000 ETV)	Taxes Per Property \$100,000 Assessed \$54,400.20 Taxable Value
01/Dec/15										
01/Jun/16	20,000	2016	\$20,000.00	\$ 203,000.00	\$223,000.00	\$ 223,000.00	\$ 126,103,396		\$ 1.77	\$ 96.20
01/Dec/16										-
01/Jun/17	97,500	2017	97,500.00	127,000.00	224,500.00	224,500.00	127,364,430	1%	1.76	95.89
01/Dec/17										-
01/Jun/18	218,000	2018	218,000.00	8,000.00	226,000.00	226,000.00	128,638,074	1%	1.76	95.57
01/Dec/18										-
01/Jun/19	222,500	2019	222,500.00	8,000.00	230,500.00	230,500.00	129,924,455	1%	1.77	96.51
01/Dec/19										-
01/Jun/20	223,000	2020	223,000.00	8,000.00	231,000.00	231,000.00	131,223,700	1%	1.76	95.76
01/Dec/20										-
01/Jun/21	225,000	2021	225,000.00	8,000.00	233,000.00	233,000.00	132,535,937	1%	1.76	95.64
01/Dec/21										-
01/Jun/22	227,500	2022	227,500.00	8,000.00	235,500.00	235,500.00	133,861,296	1%	1.76	95.71
01/Dec/22										-
01/Jun/23	230,000	2023	230,000.00	8,000.00	238,000.00	238,000.00	135,199,909	1%	1.76	95.76
01/Dec/23										-
01/Jun/24	240,000	2024	240,000.00		240,000.00	240,000.00	136,551,908	1%	1.76	95.61
01/Dec/24										-
01/Jun/25	243,000	2025	243,000.00		243,000.00	243,000.00	137,917,427	1%	1.76	95.85
01/Dec/25										-
01/Jun/26	245,000	2026	245,000.00		245,000.00	245,000.00	139,296,601	1%	1.76	95.68
01/Dec/26										-
01/Jun/27	246,000	2027	246,000.00		246,000.00	246,000.00	140,689,567	1%	1.75	95.12
01/Dec/27										-
01/Jun/28	202,000	2028	202,000.00		202,000.00	202,000.00	142,096,463	1%	1.42	77.33
										-
Total	\$2,639,500		\$2,639,500.00	\$378,000.00	\$3,017,500.00	\$3,017,500.00			\$ 1.73 Average	\$ 94.36 Average

Net Interest Rate
Bond Years
Average Life

0.104022%

20,299,543

7.691

Premium

Discount

run date:

file name:

\$21,116.00

17/NOV/14

SPEER FINANCIAL, INC.

PRELIMINARY - SUBJECT TO CHANGE

City of West Branch, Cedar County, Iowa

SPEER FINANCIAL, INC.

\$650,000 Annually for 5 year

Date of Bonds: 01/Jul/15

17 Year Maturity

Date	Principal and Interest	Fiscal Year	Estimated Series 2015 Debt Service	LEVI ES Outstanding Issues	Total	Estimated Net Debt Service	Taxable Valuation 1/1/13	ETV Growth Assumptions	Estimated Tax Rate Per (\$1000 ETV)	Taxes Per Property \$100,000 Assessed \$54,400.20 Taxable Value
01/Dec/15										
01/Jun/16	20,000	2016	\$20,000.00	\$ 203,000.00	\$223,000.00	\$ 223,000.00	\$ 126,103,396		\$ 1.77	\$ 96.20
01/Dec/16										-
01/Jun/17	97,500	2017	97,500.00	127,000.00	224,500.00	224,500.00	127,364,430	1%	1.76	95.89
01/Dec/17										-
01/Jun/18	218,000	2018	218,000.00	8,000.00	226,000.00	226,000.00	128,638,074	1%	1.76	95.57
01/Dec/18										-
01/Jun/19	222,500	2019	222,500.00	8,000.00	230,500.00	230,500.00	129,924,455	1%	1.77	96.51
01/Dec/19										-
01/Jun/20	224,000	2020	224,000.00	8,000.00	232,000.00	232,000.00	131,223,700	1%	1.77	96.18
01/Dec/20										-
01/Jun/21	226,000	2021	226,000.00	8,000.00	234,000.00	234,000.00	132,535,937	1%	1.77	96.05
01/Dec/21										-
01/Jun/22	228,500	2022	228,500.00	8,000.00	236,500.00	236,500.00	133,861,296	1%	1.77	96.11
01/Dec/22										-
01/Jun/23	231,000	2023	231,000.00	8,000.00	239,000.00	239,000.00	135,199,909	1%	1.77	96.17
01/Dec/23										-
01/Jun/24	241,500	2024	241,500.00		241,500.00	241,500.00	136,551,908	1%	1.77	96.21
01/Dec/24										-
01/Jun/25	244,000	2025	244,000.00		244,000.00	244,000.00	137,917,427	1%	1.77	96.24
01/Dec/25										-
01/Jun/26	246,000	2026	246,000.00		246,000.00	246,000.00	139,296,601	1%	1.77	96.07
01/Dec/26										-
01/Jun/27	249,000	2027	249,000.00		249,000.00	249,000.00	140,689,567	1%	1.77	96.28
01/Dec/27										-
01/Jun/28	251,000	2028	251,000.00		251,000.00	251,000.00	142,096,463	1%	1.77	96.09
01/Dec/28										-
01/Jun/29	254,000	2029	254,000.00		254,000.00	254,000.00	143,517,428	1%	1.77	96.28
01/Dec/29										-
01/Jun/30	256,000	2030	256,000.00		256,000.00	256,000.00	144,952,602	1%	1.77	96.08
01/Dec/30										-
01/Jun/31	258,500	2031	258,500.00		258,500.00	258,500.00	146,402,128	1%	1.77	96.05
01/Dec/31										-
01/Jun/32	236,000	2032	236,000.00		236,000.00	236,000.00	147,866,149	1%	1.60	86.82
										-
Total	\$3,703,500		\$3,703,500.00	\$378,000.00	\$4,081,500.00	\$4,081,500.00			\$ 2.30 Average	\$ 124.99 Average

Net Interest Rate
Bond Years
Average Life

0.081198%
36,488.376
9.852

Premium
Discount \$29,628.00

run date: 17/Nov/14

file name:

SPEER FINANCIAL, INC.

PRELIMINARY - SUBJECT TO CHANGE

City of West Branch, Cedar County, Iowa

SPEER FINANCIAL, INC.

\$800,000 Annually for 5 year

Date of Bonds: 01/Jul/15

19 Year Maturity

Date	Principal and Interest	Fiscal Year	Estimated Series 2015 Debt Service	LEVIES Outstanding Issues	Total	Estimated Net Debt Service	Taxable Valuation 1/1/13	ETV Growth Assumptions	Estimated Tax Rate Per (\$1000 ETV)	Taxes Per Property \$100,000 Assessed \$54,400.20 Taxable Value
01/Dec/15										
01/Jan/16	67,327	2016	\$67,327.00	\$ 203,000.00	\$270,327.00	\$ 270,327.00	\$ 126,103,396		\$ 2.14	\$ 116.62
01/Dec/16										-
01/Jan/17	134,137	2017	134,137.00	127,000.00	261,137.00	261,137.00	127,364,430	1%	2.05	111.54
01/Dec/17										-
01/Jan/18	200,317	2018	200,317.00	8,000.00	208,317.00	208,317.00	128,638,074	1%	1.62	88.10
01/Dec/18										-
01/Jan/19	270,754	2019	270,754.00	8,000.00	278,754.00	278,754.00	129,924,455	1%	2.15	116.72
01/Dec/19										-
01/Jan/20	340,266	2020	340,266.00	8,000.00	348,266.00	348,266.00	131,223,700	1%	2.65	144.38
01/Dec/20										-
01/Jan/21	341,451	2021	341,451.00	8,000.00	349,451.00	349,451.00	132,535,937	1%	2.64	143.43
01/Dec/21										-
01/Jan/22	342,053	2022	342,053.00	8,000.00	350,053.00	350,053.00	133,861,296	1%	2.62	142.26
01/Dec/22										-
01/Jan/23	342,110	2023	342,110.00	8,000.00	350,110.00	350,110.00	135,199,909	1%	2.59	140.87
01/Dec/23										-
01/Jan/24	341,610	2024	341,610.00		341,610.00	341,610.00	136,551,908	1%	2.50	136.09
01/Dec/24										-
01/Jan/25	340,413	2025	340,413.00		340,413.00	340,413.00	137,917,427	1%	2.47	134.27
01/Dec/25										-
01/Jan/26	338,511	2026	338,511.00		338,511.00	338,511.00	139,296,601	1%	2.43	132.20
01/Dec/26										-
01/Jan/27	340,866	2027	340,866.00		340,866.00	340,866.00	140,689,567	1%	2.42	131.80
01/Dec/27										-
01/Jan/28	342,236	2028	342,236.00		342,236.00	342,236.00	142,096,463	1%	2.41	131.02
01/Dec/28										-
01/Jan/29	342,596	2029	342,596.00		342,596.00	342,596.00	143,517,428	1%	2.39	129.86
01/Dec/29										-
01/Jan/30	341,978	2030	341,978.00		341,978.00	341,978.00	144,952,602	1%	2.36	128.34
01/Dec/30										-
01/Jan/31	275,368	2031	275,368.00		275,368.00	275,368.00	146,402,128	1%	1.88	102.32
01/Dec/31										-
01/Jan/32	205,601	2032	205,601.00		205,601.00	205,601.00	147,866,149	1%	1.39	75.64
01/Dec/32										-
01/Jan/33	137,994	2033	137,994.00		137,994.00	137,994.00	149,344,811	1%	0.92	50.27
01/Dec/33										-
01/Jan/34	67,697	2034	67,697.00		67,697.00	67,697.00	150,838,259	1%	0.45	24.42
										-
Total	\$5,113,285		\$5,113,285.00	\$378,000.00	\$5,491,285.00	\$5,491,285.00			\$ 2.11 Average	\$ 114.74 Average

Net Interest Rate
Bond Years
Average Life

0.080502%
50,813.705
9.938

Premium
Discount \$40,906.28

run date: 17/Nov/14

file name:

SPEER FINANCIAL, INC.

PRELIMINARY - SUBJECT TO CHANGE

City of West Branch, Cedar County, Iowa

SPEER FINANCIAL, INC.

\$1,200,000 Annually for 5 year

Date of Bonds: 01/Jul/15

19 Year Maturity

Date		Principal and Interest	Fiscal Year	Estimated Series 2015 Debt Service	LEVIES Outstanding Issues	Total	Estimated Net Debt Service	Taxable Valuation 1/1/13	ETV Growth Assumptions	Estimated Tax Rate Per (\$1000 ETV)	Taxes Per Property \$100,000 Assessed \$54,400.20 Taxable Value
01/Dec/15											
01/Jan/16	103,390	\$103,390.00	2016	\$103,390.00	\$ 203,000.00	\$306,390.00	\$ 306,390.00	\$ 126,103,396		\$ 2.43	\$ 132.17
01/Dec/16											-
01/Jan/17	205,975	205,975.00	2017	205,975.00	127,000.00	332,975.00	332,975.00	127,364,430	1%	2.61	142.22
01/Dec/17											-
01/Jan/18	307,850	307,850.00	2018	307,850.00	8,000.00	315,850.00	315,850.00	128,638,074	1%	2.46	133.57
01/Dec/18											-
01/Jan/19	408,030	408,030.00	2019	408,030.00	8,000.00	416,030.00	416,030.00	129,924,455	1%	3.20	174.19
01/Dec/19											-
01/Jan/20	512,185	512,185.00	2020	512,185.00	8,000.00	520,185.00	520,185.00	131,223,700	1%	3.96	215.65
01/Dec/20											-
01/Jan/21	511,450	511,450.00	2021	511,450.00	8,000.00	519,450.00	519,450.00	132,535,937	1%	3.92	213.21
01/Dec/21											-
01/Jan/22	509,870	509,870.00	2022	509,870.00	8,000.00	517,870.00	517,870.00	133,861,296	1%	3.87	210.46
01/Dec/22											-
01/Jan/23	512,507	512,507.00	2023	512,507.00	8,000.00	520,507.00	520,507.00	135,199,909	1%	3.85	209.44
01/Dec/23											-
01/Jan/24	514,219	514,219.00	2024	514,219.00		514,219.00	514,219.00	136,551,908	1%	3.77	204.86
01/Dec/24											-
01/Jan/25	509,866	509,866.00	2025	509,866.00		509,866.00	509,866.00	137,917,427	1%	3.70	201.11
01/Dec/25											-
01/Jan/26	509,533	509,533.00	2026	509,533.00		509,533.00	509,533.00	139,296,601	1%	3.66	198.99
01/Dec/26											-
01/Jan/27	508,003	508,003.00	2027	508,003.00		508,003.00	508,003.00	140,689,567	1%	3.61	196.43
01/Dec/27											-
01/Jan/28	505,176	505,176.00	2028	505,176.00		505,176.00	505,176.00	142,096,463	1%	3.56	193.40
01/Dec/28											-
01/Jan/29	505,964	505,964.00	2029	505,964.00		505,964.00	505,964.00	143,517,428	1%	3.53	191.79
01/Dec/29											-
01/Jan/30	510,312	510,312.00	2030	510,312.00		510,312.00	510,312.00	144,952,602	1%	3.52	191.52
01/Dec/30											-
01/Jan/31	407,990	407,990.00	2031	407,990.00		407,990.00	407,990.00	146,402,128	1%	2.79	151.60
01/Dec/31											-
01/Jan/32	308,515	308,515.00	2032	308,515.00		308,515.00	308,515.00	147,866,149	1%	2.09	113.50
01/Dec/32											-
01/Jan/33	207,100	207,100.00	2033	207,100.00		207,100.00	207,100.00	149,344,811	1%	1.39	75.44
01/Dec/33											-
01/Jan/34	104,150	104,150.00	2034	104,150.00		104,150.00	104,150.00	150,838,259	1%	0.69	37.56
											-
Total	\$7,662,085	\$7,662,085.00		\$7,662,085.00	\$378,000.00	\$8,040,085.00	\$8,040,085.00			\$ 3.08 Average	\$ 167.74 Average

Net Interest Rate
Bond Years
Average Life

0.080714%

75,943.516

1.92

Premium
Discount \$61,296.68

run date: 17/Nov/14
file name:

SPEER FINANCIAL, INC.

PRELIMINARY - SUBJECT TO CHANGE

PUBLIC NOTICE

NOTICE IS HEREBY GIVEN that a public hearing will be held by the City Council of the City of West Branch in the Council Chambers, at the City Hall at 110 N. Poplar Street, at 7:00 o'clock PM, Monday, February 2nd, 2015. This public hearing shall be to consider the adoption of the City of West Branch Capital Improvements Plan, Fiscal Years 2016 through 2021.

All interested parties may present written or oral comments to the City at the time of the hearing.

Published by order of the City Council of the City of West Branch, Iowa.

/s/Matt Muckler
West Branch City Clerk