



West Branch City Council
City Administrator's Report
8/21/17

Pending Action Items:

The Staff Work Plan is currently in development. Public Works will be presented tonight to be followed by Police and Fire next Council Cycle. We are currently working to have these work plans available on-line under the Administration tab of our web site.

Report from the Desk of the City Administrator:

- Economic Vitality 101 Meeting with Main Street West Branch – The Mayor and I met with the Main Street West Branch Board and a representative with the Iowa Main Street division of the Iowa Economic Development Authority. We were being briefed on the components and process of conducting a Market Study / analysis here in West Branch. As you may know, the Main Street West Branch group will be coordinating a market analysis process to promote an in-depth understanding of local and regional market conditions and trends impacting the community's downtown district current economic performance and opportunities for the future. It will be important that the city stay involved in this process; once complete the analysis could provide sound rationale for decision-making and strategies for both public and private sectors.
- The discovery of the issues affecting Well # 6 (our largest producing well), has raised issues that should be addressed in our next budget process. I would like to explore contingency budget earmarks for our enterprise funds (Water, Sewer, and Stormwater). Although, staff is rather resourceful, it is prudent to at very least start the process of building up contingencies in service areas that involve critical infrastructure assets. As we continue to develop, greater demands are to be expected; additionally, tighter regulation (with unfunded mandates) are guaranteed. Eventually we want our enterprise operations to be independent activities within the City. This would eventually come with separate bond ratings and standalone financing. This approach allows opportunity for greater business like activities and potential sources of new revenues outside of strictly rate hikes.
- DNR has given the City 52 months to design, finance, and construct a wastewater treatment facility that will address our Ammonia, Nitrogen and E.coli amounts in our wastewater discharge. This may require budget that includes design expenses (estimates maybe as high as \$300,000). For a total project that could be in the range of \$5 million. Staff will be identifying communities our size and conducting a survey of these communities to determine various approaches in processes and treatment facilities. Staff will also be conducting field trips to review these facilities and ascertain a recommended process which will assist with budget decision making processes this coming budget cycle. We expect this process will be start with the Goal Setting later this year.

Follow up / Reminder items:

- Weather Warning Sirens parts have come in and the last siren is scheduled to be worked on tomorrow.

- Cubby Park Budgeted Amount – new Architect Project estimates are expected to be received this week. Below are estimates given the city months ago.

CITY OF WEST BRANCH IOWA	<u>Budgeted Amount</u>
Phase 1 Projects	
HBK Phase 1 Parks	\$ 190,135.00
Sand Volleyball Courts	\$ 24,200.00
Beranek Park Lighting Imp.	\$ 16,500.00
Subtotal	\$ 230,835.00
Parks Phase 2 Projects	
Wapsi Creek Bathroom and Shelter	\$ 88,000.00
Lions Field Soccer Field Turf Imp.	\$ 78,650.00
Subtotal	\$ 166,650.00
Park Space at Pedersen Valley	
Engineering design & const. for Park	\$3,505,715.00
Bonding and Legal	
	\$ 50,000.00
	\$3,953,200.00



PARK AT PEDERSEN VA
CITY OF WEST BRANCH, IO
Project No. 16-072

Preliminary Opinion of Probable Cost

Phase 1 - Mass Grading, Utilities, and Parking Lot Paving

Grading	\$200.00
Utilities	
Sanitary Sewer	\$31.00
Water Main	\$55.00
Storm Sewer	\$106.00
Paving	\$230.00
Seeding	\$30.00
Erosion & Sediment Control	\$30.00
Contingency	\$50.00
Phase 1 total:	\$732.00

Phase 2 - Park Amenities

Concessions Stand	\$350.00
Fields	\$835.00
Walking Trails	\$250.00
Playground	\$60.00
Pickleball	\$30.00
Creek Restoration	\$40.00
Erosion Control	\$15.00
Landscaping	\$100.00
Contingency	\$150.00
Phase 2 total:	\$1,830.00

Project Sub Total:	\$2,562.00
Engineering:	\$177.00
Project Total:	\$2,739.00
Budget (from Master Plan by HBK):	\$2,897.28
Difference:	\$158.00

In the Funnel

(This is a section that I use periodically, but when it is used it usually represents staff generated concepts and research items that are expected to be brought to Council as a recommendation should the item be viewed as viable.)

- Revised Fee Schedule / Policies
- Staff Review - West Branch Historic Preservation Plan 2017
- Comprehensive Plan Revisions

Events:

- Iowa League of Cities Annual Conference September 27-29th.