



West Branch City Council
City Administrator's Report
1/13/19

Pending Action Items:

(Wastewater Task Group)

I have been informed that the Department of Natural Resources (DNR) has finished their review of the flow analysis portion of our facility plan (a state required step in designing a system that will allow the city to meet water discharge requirements. There were reports that DNR was holding permits from KLM for the new Stuelke sanitary sewer line. The holdup was an inappropriate action from DNR. Although, Public Works Director worked diligently to get this action corrected. This another example of the right-hand not knowing what the left-hand is doing. After probing for the reason this permit was held back we found out it was because our facility plan was not on their records. A plan that was waiting on DNR reviewers approve the flow analysis. So, essentially our development was held up due to their unresponsiveness.

This coupled with the confusion of the pedestrian bridge where DNR could not / would not permit a project that DNR extended a project grant for... I plan to reach out to Bobby Kauffman and Acting DNR Director Bruce Trautman with the hope to convey the message that West Branch is working diligently to address its wastewater treatment requirements, and we are in no need of any strong arm methods, particularly if it could harm construction or economic development.

Now, that the flow analysis has DNR approval, I will set appointment with V&K our engineering consultants as to the status of our facility plan. I also have met with Todd Baldrige of Baldrige Environmental Inc., he has jet back and forward to Asia and he is looking to secure the necessary enzymes to start the pilot project in March. We are still working on getting / setting up the shelter that will house the defused oxygen unit.

College Street Bridge

The Iowa Department of Transportation (IDOT) has accepted bids on behalf of the City of West Branch. IDOT has determined the contractor who provided the lowest responsive bid. The Awarded Vendor is Taylor Construction Inc. for a bid of \$1,666,025.10 (this is within our anticipated planning budget, but still may present cash flow issues that could need financing). Anticipated start date is April 1st, 2019.

Bid

Report from the Desk of the City Administrator:

- On April 10, 2018, Governor Kim Reynolds signed Senate File 481, An Act Relating to the Enforcement of Immigration Laws and Providing Penalties and Remedies, Including the Denial of State Funds to Certain Entities. Senate File 481 (SF 481) is now codified at Iowa Code Chapter 825. SF 481 requires law enforcement agencies to adopt written policies consistent with the Senate file. After review this matter with both the City Attorney and the Chief of Police in was determined that such an action is best done with an internal department policy not needing City Council Approval. Attached is the policy in question.
- Croell Ready Mix Site Suggestions (Pool mention more than any other item).

- Public Scoping and Agency Coordination: July / August 2018
 - Preparation of Draft Environmental Assessment: June-October 2018
 - Environmental Assessment for Public Review: Fall 2018
 - Decision Document: Early 2019
 - Implementation: 2019
- I-80 Project – The City Engineering Firm V&K and I met with IDOT officials December 19th regarding the I-80 expansion project. As you know, the overpass over the old abandon Chicago Railroad line will be replaced with a box covert tunnel. The city currently have a force main and an existing water main running through this area as well. After some research, IDOT has verified that indeed a portion of the expense or relocation and updating these lines will be of a cost to (and responsibility of) the city. This is an expense that will need to be budgeted for in the 2019 – 2020 fiscal year. At this time we do not have design estimates as to the expense of this project.
 - A potential project which has asked to be kept confidential is currently studying the potential use of our newly established Planned Unit Development Ordinance. The project is expected to be discussed in public at the Planning and Zoning Commission on Tuesday January 29th. At this time, the project is being referred to as “Concept Six”. The project promises Retail / Hotel, Senior Living, and New Urbanist Style housing.
 - As you may know, communities across Iowa saluted and said a final goodbye to firefighter Lt. Eric Hosette. Lt. Hosette served as a fireman with the City of Clinton Iowa. He died in the line of duty when an explosion occurred during a response to a fire at an agriculture processing plant. The West Branch Fire and Police departments were among these communities. Lt. Hosette passed away January 5th 2019.



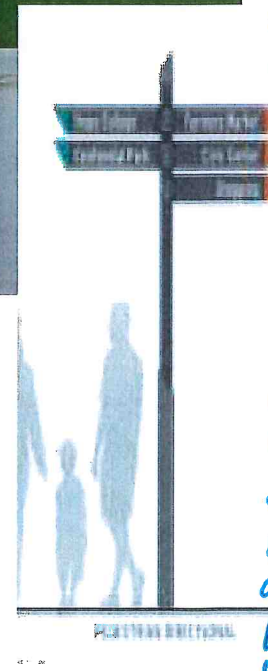
Events / Scheduled Meetings:

- **Indoor Walking – Call Parks Department at 319-930-0393**
- **Zumba – January 14th, 21st, and 28th**
- **Adult Volley Ball League 13, 20, and 27th**



West Branch Management Team
(11:00 am)

- ✓ Cubby Park Update
- ✓ Budget
 - Reports (A.S.A.P)
 - Road and Alley Priority List (Public Works)
- Salary System
- Letters to Browns and The Family Pet Veterinary Clinic



The vet clinic sign still hinders the view from the stop line
a replacement of these signs with something much more narrow and located outside the view of the driver will let driver and customers know where to go and be safer

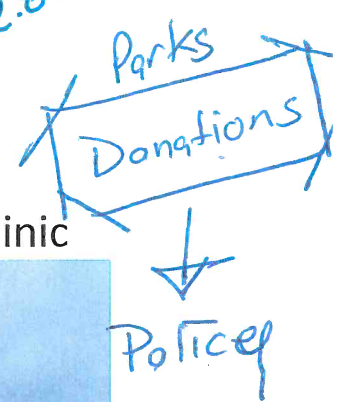
Parks estimates equipment
on Policy Call Time for PD

Sted
Next Month

* Siding being installed
2 man crew
* Acknowledge Next step on Tile Project

* Needham Discussion Item
Jan 22nd
Timeline (Best case/worst case)
* liquidated damages Approach

Legal - 2018
Cost of Living - 2%
2019 - 2.8%



Parks Commission

- On Call – Police Department / Public Works
- Agenda Posting
- College Street Bridge Project.

TOP

- Develop / Build Fund Balance Reserve Policy (13)
- Downstream Flood Mitigation (13)
- Cubby Park (12) *(spring)*
- ~~○ West Branch Village Trail Project (12)~~
- Trails Plan (11) *(waiting for close-out presentation)*



GIS

HIGH

- College Street Bridge Project (9)) *(Bid Day)*
- Police Department Evidence Facility (8)
- Nuisance Abatement Program (7)
- **Splash Pad (7)**
- Downtown East Redevelopment Project (7 weak)
- West Branch Village Water & Sewage System (6)

MODERATE

- ✓ Christmas Past (4 strong)
- 2. Town hall Remodel (4) *(doors)*
- ~~2. Greenview Connection (4)~~
- ✓ CDG Festivals (Spring, Summer, Fall) (4 weak)
- ✓ Joint School Board / City Council Work Session (3)
- ✓ Park and City Camera Project (2)
- ~~7. Update City Council Tablets and repurpose the old tablets for other city uses. (2)~~
- ~~8. Orange Street 4th / 5th (2)~~
- ✓ Bethany Parking Lot Sweeping Agreement (1)
- ✓ 1. Cable Access Microphone Upgrades (1)

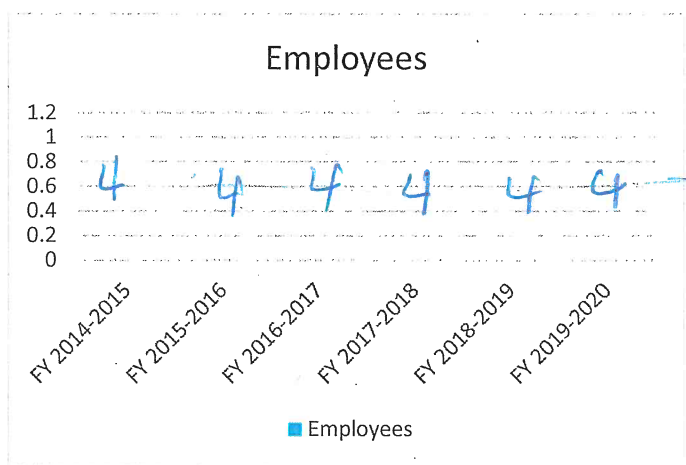
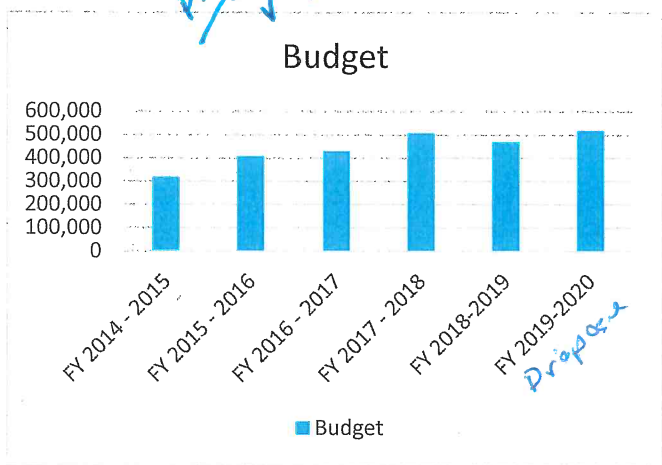
SAMPLE
 Department have been getting them in
 ✓ Parks
 ✓ PW
 ✓ Police
 ✓ Lib
 They need to be checked



2019 – 2020 Proposed Budget

Police Department

Five Year History of Budget and Position Authorities



Summary of FY 2018 – 2019 Mid-Year Achievements

This will be an opportunity to give an update as to the previous year goals as the new budget process starts mid-year of the previous budget.

Summary of FY 2019 – 2020 Requested Changes Based on City Council Goals and Objectives

- New Police Department Squad Car – This is just an example of format... a justification and program explanation would follow this objective.
- Update Police Department Reporting Software – This is just an example of format... a justification and program explanation would follow this objective.

Department Budget Highlights

- 6210 Dues & Memberships

Budgeted in FY 18/19	\$?,???,??
Requesting in FY 19/20	\$?,???,??

\$ 2,700

- 6230 Training & Education Budgeted in FY 18/19 \$?,???? Requesting in FY 19/20 \$?,????
- 6240 Travel & Conference Budgeted in FY 18/19 \$?,???? Requesting in FY 19/20 \$?,????
- 6320 Building & Grounds Maintenance Budgeted in FY 18/19 \$?,???? Requesting in FY 19/20 \$?,????
- 6331 Motor Vehicle Fuel Budgeted in FY 18/19 \$?,???? Requesting in FY 19/20 \$?,????
- 6332 Vehicle Repair & Maintenance Budgeted in FY 18/19 \$?,???? Requesting in FY 19/20 \$?,????
- 6371 Utility Services Budgeted in FY 18/19 \$?,???? Requesting in FY 19/20 \$?,????

Budget Detail

2-13-2018 09:33 PM

CITY OF WEST BRANCH
APPROVED BUDGET
AS OF: JANUARY 31ST, 2018

PAGE: 1

DEPARTMENTAL EXPENDITURES	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018		2018-2019 REQUESTED BUDGET	2018-2019 PROPOSED SUBJECT
			CURRENT BUDGET	YEAR-TO-DATE ACTUAL		
POLICE OPERATION						
001-GENERAL FUND						
001-5-1-110-6010 SALARIES AND WAGES	206,711	271,335	208,761	159,470	292,324	
001-5-1-110-6210 FEES, MEMBERSHIP	4,622	4,121	4,100	4,276	4,200	
001-5-1-110-6230 TRAINING AND EDUCATION	15,711	326	2,000	239	2,000	
001-5-1-110-6240 TRAVEL AND CONFERENCE	559	573	2,000	397	2,000	
001-5-1-110-6320 BLDG/GROUNDS OPTIMIZATION	1,451	687	500	519	1,000	
001-5-1-110-6331 MOTOR OPERATION FUEL	6,655	5,516	15,000	5,464	15,000	
001-5-1-110-6332 REPAIR/MAINTENANCE-VEH	2,770	7,079	5,000	3,124	5,000	
001-5-1-110-63801 REPAIRS-RADIOS	424	325	1,000	176	1,000	
001-5-1-110-6371 UTILITY SERVICES/GAS	2,543	2,036	2,000	1,454	2,500	
001-5-1-110-6373 TELEPHONE/OPERATIONS	5,897	6,717	6,000	3,770	6,000	
001-5-1-110-6399 OTHER MAINTENANCE & RE	0	0	0	0	0	
001-5-1-110-6411 LEGAL FEES	949	97	1,000	0	1,000	
001-5-1-110-6414 ADVERTISEMENT & LEGAL	429	0	500	20	250	
001-5-1-110-6491 RESERVE OFFICERS	0	0	1,500	0	1,500	
001-5-1-110-6499 CONTRACT PAYMENTS	1,465	6,122	2,700	0	3,000	
001-5-1-110-6504 MINOR EQUIPMENT	1,280	810	1,000	0	3,000	
001-5-1-110-6506 OFFICE SUPPLIES	657	2,213	1,000	513	1,000	
001-5-1-110-6508 POSTAGE AND SHIPPING	56	0	200	0	200	
001-5-1-110-6510 SAFETY EQUIPMENT	0	0	0	0	0	
001-5-1-110-6513 AMMUNITION	880	776	1,100	0	1,100	
001-5-1-110-6521 MOTOR VEHICLE MAINT. &	63	0	1,000	0	1,000	
001-5-1-110-6529 UNIFORMS	3,782	1,345	2,000	474	2,000	
001-5-1-110-6539 MISC. SUPPLIES	2,811	296	3,000	247	3,000	
001-5-1-110-6723 VEHICLE SET ASIDE	41,042	0	50,000	38,218	0	
001-5-1-110-6725 OFFICE EQUIPMENT	1,300	1,291	9,000	115	5,500	
001-5-1-110-6727 EQUIPMENT	13,339	10,417	0	0	2,800	
TOTAL 001-GENERAL FUND	315,613	323,952	394,711	217,821	343,324	
034-TORT LIABILITY						
034-5-1-110-6160 WORKMENS COMP.	16,522	16,682	12,708	13,259	13,368	
034-5-1-110-64081 LIABILITY INSURANCE	5,413	6,113	5,166	6,001	6,121	
TOTAL 034-TORT LIABILITY	21,935	22,795	17,874	19,260	19,489	
112-TRUST AND AGENCY						
112-5-1-110-6110 FICA	14,304	19,665	21,861	11,581	21,598	
112-5-1-110-6130 FEES	20,135	26,765	25,119	15,673	28,825	
112-5-1-110-6150 GROUP INSURANCE	34,027	39,308	44,340	24,488	43,829	
TOTAL 112-TRUST AND AGENCY	68,466	85,738	91,320	51,742	94,252	
TOTAL POLICE OPERATION	406,014	432,485	503,905	388,823	537,065	



**June 3-7th, 2019:
L0278: National Flood Insurance
Program/Community Rating System**

A FREE course about the Community Rating System (CRS), a nationwide initiative of FEMA’s National Flood Insurance Program (NFIP). It describes activities eligible for credit under the CRS, how a community applies, and how a community modifies an application to improve its classification.

Please note: All participants must have an understanding of the NFIP and floodplain management principles. The course material will be difficult to follow without a participant being well-versed in basic concepts of floodplain management. It is suggested that participants be a Certified Floodplain Manager (CFM), or have completed the E273: *Managing Floodplain Development Through the National Flood Insurance Program (NFIP)* course, or be a Floodplain Administrator with more than 2 years of floodplain management experience.

**Presented by: FEMA Region VII, ISO,
Nebraska Department of Natural Resources,
Iowa Department of Natural Resources, IFsMA, and NeFsMA.**



Course Objectives:

- Describe how to join the CRS program and improve community CRS classifications.
- Identify ways to earn CRS points by reducing and avoiding flood damage to insurable property.
- Understand how to take full advantage of available CRS points as you strengthen and support the insurance aspects of the NFIP.
- Describe how to gain CRS points by fostering comprehensive floodplain management.

Registration:

Amanda Gowans, CFM
Amanda.Gowans@verisk.com

Course Location:



**Papio-Missouri NRD
Office**

8901 S 154th Street
Omaha, NE 68138



WEST BRANCH POLICE DEPARTMENT

105 S. SECOND STREET, P.O. BOX 218

WEST BRANCH, IOWA 52358

ROUTINE PHONE: (319) 643-2222 FAX: (319) 643-2464

"PROTECT, SERVE, VIGILANCE"



GENERAL ORDER: ENFORCEMENT OF IMMIGRATION LAWS -- POLICY

PURPOSE

On April 10, 2018, Governor Kim Reynolds signed Senate File 481, An Act Relating to the Enforcement of Immigration Laws and Providing Penalties and Remedies, Including the Denial of State Funds to Certain Entities. Senate File 481 (SF 481) is now codified at Iowa Code Chapter 825. SF 481 requires law enforcement agencies to adopt written policies consistent with the Senate file. This policy constitutes the West Branch Police Department's policies and practices regarding SF 481.

SCOPE

This policy applies to all sworn personnel of the West Branch Police Department.

RESPONSIBILITY

All departmental personnel must familiarize themselves and comply with the applicable provisions of this order. All departmental supervisors must ensure compliance with this policy.

POLICY

The primary function of the West Branch Police Department is public safety for all who live and visit West Branch. Enforcement of immigration law is a federal government function carried out by Immigration and Customs Enforcement (ICE), part of the Department of Homeland Security (DHS). If a federal immigration requests assistance or cooperation with enforcement of immigration enforcement, the West Branch Police Department will assist or cooperate with immigration enforcement in accordance with this policy, the Constitutions of the United States and the state of Iowa, and all local, state, and federal laws. Except for certain changes set forth in this policy, the standard practices of the West Branch Police Department will not change.

Community trust and cooperation are essential for effective policing and public safety. Accordingly, victims and witnesses of crimes will be the focus of immigration inquiries and will be encouraged to report and cooperate with investigation of crime. The West Branch Police Department will not inquire about the national origin of a victim of a crime, a witness of a crime, or a person reporting a crime unless such information is pertinent to the investigation.

Enforcement of state and federal immigration laws is complex and requires cooperation of multiple agencies and consideration of many facts and circumstances. Except for emergencies, a supervisor will determine whether a federal immigration officer's request for enforcement assistance is reasonable or necessary. West Branch Police Department operational needs and overall community safety will be prioritized when determining how to utilize limited West Branch Police Department resources and personnel. Supervisors and shift commanders will assign and direct West Branch Police Department personnel as West Branch Police Department needs or situations dictate.

DEFINITIONS

- Immigration Detainer Request: A written federal government request to maintain temporary custody of a person, including DHS I-247 or a successor form that is accompanied by one of the following: a) DHS form I-200 (Warrant for Arrest of an Alien); or b) DHA form I-205 (Warrant of Removal/Deportation). A request that is not accompanied by one of these forms is *not* an "immigration detainer request."
- Immigration Law: Any state of Iowa or federal law relating to aliens, immigrants, or immigration, including but not limited to the federal Immigration and Nationality Act.
- Public Offense: Any offense prohibited by statute and punishable by fine or imprisonment but excluding traffic violations.

- Lawful Detention: Detention of a person for investigation of a Public Offense but excluding detention if the only reason for detention is that a person is a victim of or a witness to a public offense or is reporting a public offense.

PROCEDURES

West Branch Police Department personnel will comply with all federal and state laws, including SF 481 and will not prevent other West Branch Police Department personnel from compliance. The West Branch Police Department will consult with the City Attorney's Office to determine the appropriate course of action if a conflict or interpretation of laws arises.

The West Branch Police Department does not have its own holding facility. Consequently, if the West Branch Police Department receives an Immigration Detainer Request, it will direct the requesting agency to contact the Cedar County Sherriff's Office or other entity with a holding facility.

If the West Branch Police Department receives a request for immigration enforcement assistance or cooperation from ICE or a federal immigration officer, the Department will cooperate or assist when it is reasonable or necessary. Except in an emergency, a supervisor will determine whether a federal immigration officer's request for enforcement assistance is reasonable or necessary based on the circumstances at the time of the request, including the operational needs of the Department and the overall safety of the City.

West Branch Police Department personnel will not consider race, skin color, spoken language, or national origin when assisting or cooperating with immigration law enforcement except for considerations allowed under the Constitutions of the United States and the state of Iowa.

West Branch Police Department personnel will not ask a victim, a witness to an alleged public offense, or a person reporting an alleged public offense for information about that person's national origin unless that information is pertinent to the investigation of the alleged public offense.

This order will be in effect on this 10th day of April, 2018.

By order of



Michael D. Horihan
Chief of Police
West Branch Police Department

Weekly Parks and Recreation Update

January 10, 2019

Recreation Updates

- The walking at Hoover Elementary gym has continued this week: Monday, Tuesday, Thursday, Friday at 5am and Wednesdays at 6pm.
- Adult volleyball started January 6, 2019. There are 10 teams participating.
- Tot time resumed this week. Tot time occurs Wednesday at Town Hall from 9am-10:30am

Park Updates

- Siding is being installed at Cubby Park.
- Estimates are being obtained for Cubby Park equipment. Equipment includes: mower and sweeper, field groomer, weed eater, and drag. These items will need to be purchased in FY19.

Park and Recreation Commission Updates

- Recreation Commission meeting met on Thursday January 10th.
- Park and Recreation Commission Chair-Angie Miller, Vice Chair-Mike Fryauf, Secretary-Melissa Russell
- Easter Egg Hunt will be at Hoover Elementary.
- Cubby Park Grand Opening ceremony will be planned for when the park is entirely complete (grass included). Hopefully this will be in mid-May.
- Tentative field rental fees were discussed. Below is the recommendation of the commission. These will be reviewed again at the commission meeting in February

Field Rental Fees

Non-Parks and Rec Practice and game for WB resident and team (over half the team members need to reside in West Branch school district at Cubby Park:

- **1.5-hour practice per diamond** (not lined only dragged)-\$5
- **2-hour game** (not lined only dragged)-\$10

Non-Parks and Rec Practice and game for non-WB resident and team (under half the team members need to reside in West Branch school district at Cubby Park or Summer League Fields:

- **1.5-hour practice per diamond** (not lined only dragged)-\$10
- **2-hour game per diamond** (not lined only dragged)-\$20

Tournament Fee (3 teams or more) Cubby Park Only or Lions Field for WB Resident and team

- 1 diamond or soccer field-\$125 per day
 - \$75 for 2nd day of a 2-day tournament
- 2 diamonds - \$200 per day
 - \$100 for 2nd day of a 2-day tournament
- 3 diamonds - \$275 per day
 - \$137.50 for 2nd day of a 2-day tournament

Tournament Fee (3 teams or more) Cubby Park Only or Lions Field for non-WB Resident and team

- 1 diamond or soccer field - \$250 per day
 - \$125 for 2nd day of a 2-day tournament
- 2 diamonds - \$400 per day
 - \$200 for 2nd day of a 2-day tournament
- 3 diamonds - \$550 per day
 - \$225 for 2nd day of a 2-day tournament

Miscellaneous

- Hoover's Hometown Days Community meeting is planned for Monday January 28th at a location still to be determined. All residents interested in giving input or helping on a committee are encouraged to attend. More information will come at a later date.
- Hoover's Hometown Days meeting schedule for Thursday January 10th was rescheduled to January 31st. This was rescheduled so that the NPS can attend.
- Christmas Past wrap up meeting will be Tuesday January 29th at 9am.