



Departments

- Administration (Budget / Finance, Community Development, and Human Resources)
- Parks and Recreation Department
- Public Works Department
- Police and Fire

Administration

(Special Projects, Budget / Finance, Community Development and Human Resources)

Planning Alternative Wastewater and Wetland Research Park

Project Status

Complete In-progress Not started No longer an objective

Project / Program Remarks, Updates, and Communications:

This project has not been started, however, there has been much public interest in the area of green development, alternative wastewater treatment, and wetland banking / credits. Although, the city had to abandon its pursuit of an Alternative wastewater treatment process as its primary treatment system there are still interest in examining educational, research, and natural recreation opportunities that involve these green alternatives.

The process will start with town meetings and small task groups to gauge the viability of such a future project. It will conclude with a presentation to the City Council with next steps and/or recommendations.

Renew Building Incentive Program

Project Status

Complete In-progress Not started No longer an objective

Project / Program Remarks, Updates, and communications:

The West Branch Building Incentive Program was approved by the City Council on May 4, 2015 and revised on February 19, 2019. The program was developed by a group of builders, realtors, bankers, and associated professionals who reside and work within the West Branch community. The program was revisited and restructured this year to have separate incentives for the builders and homeowners. The building incentive program is now scheduled to expire on June 30, 2021.

Splash Pad Funding / Contributions

Project Status

Complete In-progress Not started No longer an objective

Project / Program Remarks, Updates, and communications:

At this time the project is not funded. Staff will be looking for grant and other fund raising opportunities.

Wayfinding Signage for the Industrial Park

Project Status

Complete In-progress Not started No longer an objective

Project / Program Remarks, Updates, and communications:

This project is a partnership with the Community Development Group. It is anticipated to have a presentation to the Industrial Park business to get feedback regarding potential Gateway and wayfinding signage in the Industrial Park. Marketing and Naming are expected to be among the topics. September 17th is expected to be the kick off date with a business afterhours meeting at Brown's Auto Dealership.

Overlay One Alley (Terror Trail Solution)

Project Status

Complete In-progress Not started No longer an objective

Project / Program Remarks, Updates, and communications:

This has long been a problem area for access by resident(s) and by city staff during snow removal events. Over the years a neighbor has grown trees in the city right of way. The trees have grown to the point that it has been a barrier for neighbors to access their property. The plan is to pull the trees and roots out of the alley replace with gravel and/or black top / cold patch.

Downtown East Redevelopment

Project Status

Complete In-progress Not started No longer an objective

Project / Program Remarks, Updates, and communications:

The City of West Branch is very interested in hearing from qualified developers (individuals or firms) interested in presenting a viable design and development concept for a mixed-use development on 3.450 acres of real estate located in Downtown West Branch, Iowa, owned by the City of West Branch. The site has recently been used as concrete ready-mix plant. Using existing grain elevators... the city is looking for a creative approach to development that accommodates entertainment venues such as a city market, hotel, housing, brewery and/or other significant mixed-used developments on the site (all ideas will get considerable review and investigation). The following documents are intended to provide interested developers and investors with background information that could assist their research and value propitiation processes.

This process will be on-going with many opportunities for city council feedback. A RFP process in expected, demolition, and other pre-develop work is expected over the next fiscal year.

Solid Waste Service Contract (New / Renewal)

Project Status

Complete In-progress Not started No longer an objective

Project / Program Remarks, Updates, and communications:

Currently working with the City Attorney to review RFP processes from other communities. It is intended that a Request for Proposals or Request for Qualifications will commence 6 months prior to the city current solid waste service contract expires next year. The samples in the city hall lobby are intended to get feedback from the citizens and rate payers. Despite who we contract with it is expected that we will be moving away from the current garbage sticker system.

I-80 Utility Relocation

Project Status

Complete In-progress Not started No longer an objective

Project / Program Remarks, Updates, and communications:

Veenstra & Kimm are working on this project as the city's engineers. Working with the Iowa Department of Transportation the project is expected to be designed and constructed as a pass through or 100% reimbursable project. Despite, having previously agreed to pay for these expenses, the Iowa Department of Transportation amended their position of splitting the cost and agreed to pay 100% of the expenses relating to this project. This was due to timeline expectations and the city's limited financial resources.

Town Hall Improvements

Project Status

Complete In-progress Not started No longer an objective

Project / Program Remarks, Updates, and communications:

The town hall has been a priority to place more attention to its maintenance schedule.

Capital Improvement Reserve Levy

Project Status

Complete In-progress Not started No longer an objective

Project / Program Remarks, Updates, and communications:

This item will be on the November Ballot. Public Information efforts are expected.

Parks and Recreation Department

Cubby Park Improvement Park – Completion / Additional Operation Resources

Project Status

Complete In-progress Not completed No longer an objective

Project / Program Remarks, Updates, and communications:

The lawn mower for Cubby Park has been ordered and will be delivered by August 30, 2019. Tru Green has been contacted to provide an estimate on ongoing lawn care for Cubby Park and Lions Field. Additional estimates will be obtained. The Parks and Recreation Commission would like to have an alcohol policy similar to Beranek Park, which allows participants to bring their own alcohol into the Park, but not during youth leagues. They would like to create a no smoking policy as well. They are recommending all parks remain open between 6am-10pm. A concession-stand operating manual, field reservation and rental Policy, and a weather policy draft was completed and submitted to the Parks and Recreation Commission for evaluation.

Phase 1 Park Improvements

Project Status

Complete In-progress Not completed No longer an objective

Project / Program Remarks, Updates, and communications:

6 new soccer goals have been ordered for Lions Field. It is estimated delivery and installation will occur the 1st week in September. The basketball hoops at Beranek Park are scheduled to be replaced in Spring 2020. The Beranek Parking lot is in the process of resurfacing and enlargement. The seal coating will not be completed until Spring 2020 when Pelling has an opening in the schedule. The trail surfacing will not be completed in FY20 due to budget constraints.

Heritage Park Improvements

Project Status

Complete In-progress Not completed No longer an objective

Project / Program Remarks, Updates, and communications:

The sod is scheduled to be replaced in the Fall Season of 2019; after Farmers Market is done for the 2019 season. The project will be completed by the Public Works Department.

Hoover's Hometown Days Planning

Project Status

Complete In-progress Not completed No longer an objective

Project / Program Remarks, Updates, and communications:

This is an ongoing event. Committees are always looking for ways to enhance and improve the event. The Hoover's Hometown Days committee will host the next meeting Thursday September 12 at 11am in the West Branch Council Chambers.

Music on the Green Planning

Project Status

Complete In-progress Not completed No longer an objective

Project / Program Remarks, Updates, and communications:

Christmas Past

Project Status

Complete In-progress Not completed No longer an objective

Project / Program Remarks, Updates, and communications:

The date for Christmas Past has been set for December 6th, 2018 and December 7th, 2018.

CDG Festivals

Project Status

Complete In-progress Not completed No longer an objective

Project / Program Remarks, Updates, and communications:

CDG Festival dates have been set: Fall Festival October 5, 2019, Downtown Trick and Treat Event October 31, 2019, Shop Business November 30, 2019, A Christmas Past December 6 and December 7, 2019, and Sweets for Success February 15, 2020. No other information is available at this point.

Splash Pad Fund Raising / Contribution

Project Status

Complete In-progress Not completed No longer an objective

Project / Program Remarks, Updates, and communications:

Administration will be taking the lead on this initiative.

Beranek Park Parking Lot

Project Status

Complete In-progress Not completed No longer an objective

Project / Program Remarks, Updates, and communications:

This project has been looked at for many years by previous administration and council but has been held back due to budgetary constraints. Due to that consideration a lower cost solution was arrived at this past spring and the work is being completed in house by Public Works. Currently the parking lot is not capable of handling parking for large events. This project will not completely fix that, but it will double the amount of parking spaces available. Public Works has removed 3 trees and some bushes that were in the way of the expansion, graded and will begin forming for new curbs August 29. When complete there will be new concrete curb and gutter, seal coat surface on the parking area, ADA compliant sidewalks connecting to the newly renovated shelter and a bike parking area near the shelter. The seal coat work may not be completed until spring due to timing with our contractors on that.

Public Works Department

Downstream Widening

Project Status

Complete In-progress Not started No longer an objective

Project / Program Remarks, Updates, and Communications:

Widening, tree removals and bank work for the area south and east of Beranek Park. This project was identified by modeling through the USGS to help reduce flooding in the Second Street, First Street and Main Street areas. While it won't relieve all of the flooding concerns it has been shown to lower flood elevations in those areas by 6 to 9 inches and up to 12 inches when done in conjunction with upstream retention. This project is in the process of being engineered and partial funding is expected to come from the park bond. A clear picture of funding needs will be available after the Cubby Park Improvement Project is complete; due to the anticipation that a large portion of funding will be derived from the contingency and value engineering savings from the aforementioned project.

Creek Maintenance / Clean-up Project

Project Status

Complete In-progress Not started No longer an objective

Project / Program Remarks, Updates, and communications:

This is an ongoing task that is generally completed in winter months due to lower water levels, solid ground and availability of staff time. This year's cleanup will include the area from the bridge on the Hoover trail south to where we left off last year and will involve tree removals, grindings and trimming. Due to the tightly grown trees in that area there are many trees that are in need of removal to allow for proper growth of the trees remaining. Most of this work is done in house.

Asphalt Shoulder on West Main Street

Project Status

Complete In-progress Not started No longer an objective

Project / Program Remarks, Updates, and communications:

This would add an asphalt shoulder to the north and south side of W Main Street for the Cedar/Johnson County Line to the intersection of Cameron Drive with W Main Street. Due to construction in the area budget considerations it will be re-evaluated in the spring of 2020 for viability.

College Street Bridge

Project Status

Complete In-progress Not started No longer an objective

Project / Program Remarks, Updates, and communications:

This project included water main replacement and upgrade to 3 blocks, storm sewer installation, sidewalks, concrete roads, sewer repairs and a new bridge on College Street. This project was made largely possible by a DOT grant the City Engineers, V&K, applied for and received which covers \$1,000,000 of the total project cost. At this time the infrastructure west of N Second Street and the bridge are complete. There is still backfilling and seeding to be completed on that portion of the project but the street is open to residents and local traffic. The east side of the bridge has much of the storm sewer in place and the water main was recently installed. As of August 28 the water main was being pressure tested and will be put in service once that passes. This project is running very close to on schedule and is set to be complete by mid October.

Beranek Parking Improvement

Project Status

Complete In-progress Not started No longer an objective

Project / Program Remarks, Updates, and communications:

This project has been looked at for many years by previous administration and council but has been held back due to budgetary constraints. Due to that consideration a lower cost solution was arrived at this past spring and the work is being completed in house by Public Works. Currently the parking lot is not capable of handling parking for large events. This project will not completely fix that but it will double the amount of parking spaces available. Public Works has removed 3 trees and some bushes that were in the way of the expansion, graded and will begin forming for new curbs August 29. When complete there will be new concrete curb and gutter, seal coat surface on the parking area, ADA compliant sidewalks connecting to the newly renovated shelter and a bike parking area near the shelter. The seal coat work may not be completed until spring due to timing with our contractors on that.

North Maple Street Curb and Gutter

Project Status

Complete In-progress Not started No longer an objective

Project / Program Remarks, Updates, and communications:

This project is on hold. Council has asked that we re-evaluate in the spring of 2020. Lower cost alternatives that do not affect the entire length of the street may be sought out.

2020 1-ton Dump Box and Snow Plow (Purchase and Fleet Introduction)

Project Status

Complete In-progress Not started No longer an objective

Project / Program Remarks, Updates, and communications:

The truck was ordered several months ago and held at the dealership to allow us to get the previous year's model as waiting would have required us to get a 2020 for approximately \$5,000 more than anticipated with the 2019. Due to a tight budget and other considerations for payouts on the College Street Bridge Project we were directed to not take possession until October. The truck will be complete by September 24 and delivered shortly after. This truck will replace the 2004 F 350 we currently have in our fleet. That truck will be repurposed as the cemetery truck and back up plow truck. We will be removing a 1997 Ranger from our fleet as this truck comes on line.

Spring and Fall Cleanup Days

Project Status

Complete In-progress Not started No longer an objective

Project / Program Remarks, Updates, and communications:

Program ran through Jonson County Refuse to allow residents to get rid of trash too large or for spring cleanup of residences.

Greenview Connection

Project Status

Complete In-progress Not started No longer an objective

Project / Program Remarks, Updates, and communications:

This project is widely dependent on the contractor of Loethen Ridge for completion and at this time is at a standstill. I would estimate that this will be a spring or summer of 2020 project.

Washing North Water Tower

Project Status

Complete In-progress Not started No longer an objective

Project / Program Remarks, Updates, and communications:

This year is the rotation for the north water tower to be washed. I have received some quotes and was recently approached by a local contractor who would like to put in a quote. I will be meeting with him next week. This is tentatively scheduled for early spring.

Overlay One Alley (Terror Trail Solution)

Project Status

Complete In-progress Not started No longer an objective

Project / Program Remarks, Updates, and communications:

This project has not been started yet but is on our agenda for this fall. This would involve removal of several trees that were planted in the alley row, regrading and either an overlay or sealcoat of the surface. This was a low priority project for council and will be one of the later projects of the fall in case weather prohibits further projects and something needs moved to spring scheduling.

Northside Sidewalk Project (Brian Shay's Development)

Project Status

Complete In-progress Not started No longer an objective

Project / Program Remarks, Updates, and communications:

This project was brought about by the development of the Northside Addition on North Downey Street. The developer was required to add sidewalks for residents that would effectively go nowhere so the City is making a connection to Northside Drive from the new addition to allow walkability in this area. This project is being done in house to minimize cost.

Trees Forever Grant Project

Project Status

Complete In-progress Not started No longer an objective

Project / Program Remarks, Updates, and communications:

This is an ongoing project. There were 75+ trees planted at Cubby Park this spring from this grant and the next round of plantings will occur on October 16 with 41 ROW trees and will include Scott Drive from West Orange Street to Cubby Park and West Orange Street from Pedersen Street to the water tower road. I will be applying for next year's grants prior to the November 1st deadline and will include Orht Street, Ridge View Drive, Sullivan Street and Hilltop Drive. Since 2012 there have been around 500 trees planted with nearly \$30,000 in grant funds along with City budget for trees, maintenance and upkeep. These have been planted in the cemetery, parks and in the ROW and have involved community members and school children of all ages as well as teachers and staff.

Police and Fire Departments

School Resource Officer Program

Project Status

Complete In-progress Not started No longer an objective

Project / Program Remarks, Updates, and communications:

Our School Resource Officer (SRO) is a sworn law enforcement officers responsible for safety and crime prevention in our West Branch schools. The City and the School District have partnered together in commitment and dedicated resources in an effort to create a safer environment. The responsibilities of our SRO are similar to regular police officers in that they have the ability to make arrests, respond to calls for service, and document incidents that occur within their jurisdiction. Beyond law enforcement, our SRO also serves as an educator, emergency manager, and informal counselor. While our SRO primary responsibility is law enforcement, whenever possible, our SRO strives to employ non-punitive techniques when interacting with students. Arrests are used only as a last resort under specified circumstances. This program is ongoing.

Fire Service Township 28E Agreements

Project Status

Complete In-progress Not started No longer an objective

Project / Program Remarks, Updates, and communications:

The purpose of these agreements is to improve the provision of fire protection and emergency medical services within the respective jurisdictions of the parties of the agreement. The parties of this agreement to share in the cost of providing emergency aid and fire protection. This task is on-going.

Law Enforcement MOU with National Park Service

Project Status

Complete In-progress Not started No longer an objective

Project / Program Remarks, Updates, and communications:

The objective of the Agreement is to coordinate emergency law enforcement assistance between the two agencies. Herbert Hoover NHS is under concurrent legislative jurisdiction, and the NPS and the West Branch Police Department (hereinafter WBPD) therefore share a common interest in law enforcement at Herbert Hoover NHS.

Both agencies recognize through long experience that violations affecting the safety and welfare of citizens, property, and resources under their protection frequently involve individuals and groups operating across jurisdictional boundaries. Both agencies also recognize that the most effective and sometimes only method to detect, deter, and solve these crimes is through cooperative efforts. Accordingly, the NPS and the WBPD do hereby enter into an agreement to provide emergency cooperative assistance to maintain public safety and welfare on lands and roadways in West Branch, Iowa, within and surrounding Herbert Hoover NHS, as both parties can mutually benefit from the expertise and resources of their respective agencies. This task is on-going.

Police Department Evidence Facility

Project Status

Complete In-progress Not started No longer an objective

Project / Program Remarks, Updates, and communications:

Nearly every department has an evidence room or an evidence locker or even a large evidence storage facility. It is well documented that well maintained, well documented, and orderly evidence rooms have helped put and keep dangerous criminals in prison. Additionally, well, maintained facilities, rooms, or lockers prevent missing evidence; which, can also prevent those wrongly convicted of crimes and serving prison time the ability to have evidence retested with new and future technologies.

Upon review of our current capacities in this area, staff believes this is a topic for a future CIP item and/or budget discussion. It is also possible with the old Casey's store coming up for sale and with the city's position as first right of refusal, a low cost agreement can be obtained. This task has not been started and currently is not an objective of the city.

The Town Hall garage is now under control of the West Branch Police Department. Patrol vehicles when not being used are now being stored in Town Hall Garage. A large storage container that will be used to store evidence has been placed in Town Hall. Even with the storage container in place we are still able to store 2 police vehicles. We need to install lights and shelves in the storage container, before we transfer any evidence.

Fire Truck Replacement – Phase 1 (FY18)

Project Status

Complete In-progress Not started No longer an objective

Project / Program Remarks, Updates, and communications:

The Department currently maintains and operates a variety of vehicles in its fire-service fleet. The goal of the Department is to provide comprehensive fire/EMS services as quickly, safely, and efficiently as possible. Based on our Vehicle Replacement program, Truck 191 is due for replacement. The fire department is currently working of developing specifications and expect to go out for bid next month.

Wireless Emergency Notification System

Project Status

Complete In-progress Not started No longer an objective

Project / Program Remarks, Updates, and communications:

WENS continues to be actively maintained to provide emergency and informational notices to the residents of West Branch and Cedar County as a whole via email, text, and automated phone messages. Primary use is currently in providing environmental alerts such as tornado and flood warnings, but is also used to provide notices for boil orders, snow emergencies, and other such information within the community when they occur. This project is on-going.

Shieldware: Police Reporting Software

Complete In-progress Not started No longer an objective

Project/Program Remarks, Updates and Communications

All software, hardware, antivirus, backup devices and other related items have been installed and are operational. The West Branch Police Department shares the same case numbers with Cedar County. We can share data with Cedar County and can be computer dispatched by Cedar County. WBPD can run drivers license checks and vehicle registrations. Police calls can be more easily tracked and reported to the state. Officer's duties and work can be more easily tracked and reported. There is no longer the need for officers to maintain a radio log.

New Squad Car.

Complete In-progress Not started No longer an objective

Project/Program Remarks, Updates and Communications.

The West Branch Police Department is looking forward to purchasing a police vehicle in October of 2019. We are waiting to purchase the vehicle when the funds from Cedar County become available. We are looking into what type of vehicle is best suited for the West Branch Police Department. We are also looking into what equipment would need to be purchased/ installed into the patrol vehicle. The WBPD Body Cameras are starting to get to the end of their service life. We will be looking into incorporating body cameras into the squad car video cameras.