



West Branch City Council
City Administrator's Report
12/21/20

Pending Action Items:

(Wastewater Topic)

Current Planning & Design Loan Application Draft has been submitted for \$619,000 (expected to be submitted before the January deadline). The remaining \$346,000 are expenses closer related to construction management items and will associated with the overall construction loan.

Budget (FY 2021-2022)

The attached budget timeline is a tentative schedule aimed to result in the Adoption and Certification with the County Auditor by March 31st. This will be the second year we will have to include the "Max Levy" process that will again need to be added to our budget process. Thanks to the Iowa Legislature we will need to add an additional public notification, public hearing, and a "Max Levy" resolution to our budget process in January 2021. We will start January with department budget presentations (no longer than 15 minutes each). Assessed Property Values has not been released as of yet, and revenues are yet to be analyzed. We still waiting to see if there are any effects of the COVID-19 pandemic on our city finances; however, I am expecting a non-controversial budget. Despite working through a merit pay system this budget cycle, I am still recommending a process that provides written department budget presentations, and holding budget workshops on an "If needed / as necessary" basis. I plan, we will continue to have budget deliberations in the form of discussion items during normal city council meetings. We will still strongly invite individual City Council members to schedule small group meetings with the City Administrator and the Finance Director. We will reuse last year's "budget information form" created for the purpose to submit written department budget data).

November

Capital Improvement

1. Work Session Establishing Priorities (November 9)

November Budget Activities

2. Health Insurance Review / Renewal (Res. 1959 – November 16)

December

Capital Improvement

1. Work Session Clarifying East Side Projects – Direction to create a 5 year Implementation Plan (December 2)
2. Resolution Approving Capital Improvements Priorities (Dec. 21)

Goal Setting

1. Work session to establish Goals and Objectives (December 2)
2. Resolution Adopting / Approving the Goals and Objectives for the FY 2021-2022 (Dec. 21)

December Budget Activities

1. Department Meetings with the City Administrator and Finance Director (Dec.22-23)
2. Fiscal Outlook Review of Accomplishments, Innovations / Efficiency Improvements, Fiscal Condition, Revenues, Expenditures, Assumptions, and Uncertainties (e-mail).
3. Presented in the City Administrator's Report the 2021-22 the Budget Schedule (December 21)
4. Merit Pay Structure / Concept (December 21)

January Budget Activities / Work Session (only if needed /requested)

1. Written Submission of Department Director Budget Presentation (Jan. 4 – Jan. 19)
2. Discussion Item: Initial General Fund Revenue Estimate (January 4)
3. Publish Public Hearing Notification (January 11th deadline for West Branch Times Edition on the 21st)

4. Setting Public Hearing for “Max Levy” Resolution (January 19)
5. Merit Pay System Discussion
6. Discussion Item: Tentative Employee Pay Plan Starting Estimates (January 19)
7. Discussion Item: General fund departmental non-salary expenditures (January 19)
8. Invite City Council members for one on one meetings with City Administrator and Finance Director.

February Budget Activities / Work Session (only if needed / requested)

1. Public Hearing regarding a “Max Levy” Resolution (February 1st)
2. Approve “Max Levy” Resolution (February 1st)
3. Motion to Approve Merit Pay System (February 1)
4. Motion to Approve: a Salary Plan (February 1st)
5. Motion to Approve Revenue Estimates for all Other Funds (February 1st)
6. Motion to Approve departmental non-salary expenditures for all other funds (February 1st)
7. Invite City Council Members for one on one meetings with City Administrator and Finance Director.
8. Special Meeting Workshop (only if needed – Week of February 2-26)
9. Publish Public Hearing Notification (February 8th deadline for West Branch Times Edition on the 18th)
10. Council receives City Administrator’s Recommended Budget (February 16)
11. Setting Public Hearing for first City Council meeting in March (March 1)

March Budget Activities / Work Session (only if needed / requested)

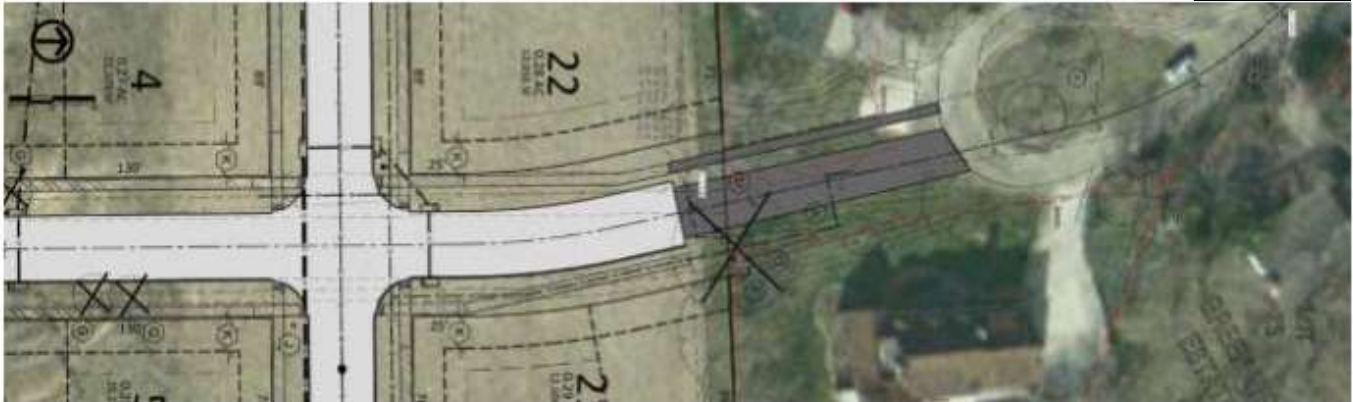
1. Public Hearing (March 1)
2. Resolution adopting the final budget. (March 2)
3. Final Budget Certification with County Auditor on or before March 31st.

Greenview Connection (Options 1 or 2)

With the recent review and prioritization of the CIP process, I wanted to revisit with City Council to clarify direction on which option should be pursued *(Request Council Direction)*.

Option 1

\$55.245



Option 2

\$239.130



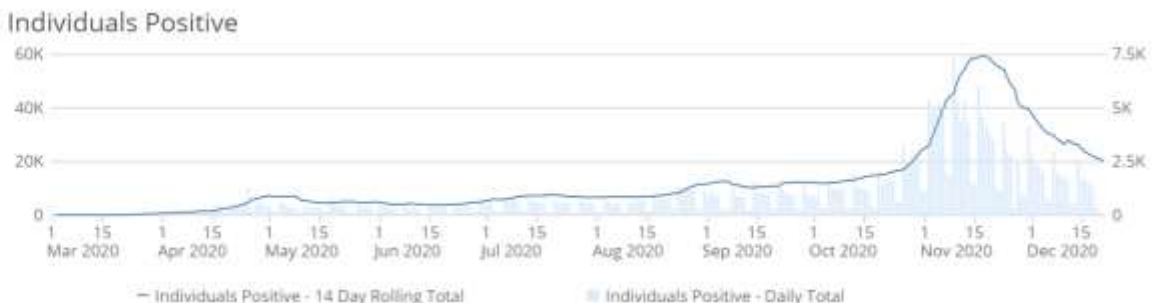
No.	Item Code	Description	Unit	Unit Price	31 ft 7" PCC Street		24 ft Sealcoat Street	
					Quantity	Extended Price	Quantity	Extended Price
1	2101-0850002	CLEAR+GRUBB	UNIT	\$50.00	50	\$2,500.00	5	\$250.00
2	2102-2710070	EXCAVATION, CL 10, RDWY+BORROW	CY	\$20.00	600	\$12,000.00	100	\$2,000.00
3	2102-2710080	EXCAVATION, CL 10, UNSUIT/UNSTABLE MAT'L	CY	\$40.00	137	\$5,480.00	10	\$400.00
4	2102-2713090	EXCAVATION, CL 13, WASTE	CY	\$40.00	325	\$13,000.00		
5	2105-8425005	TOPSOIL, FURN+SPREAD	CY	\$50.00	100	\$5,000.00	50	\$2,500.00
6	2113-0001100	SUBGRADE STABIL MAT'L, POLYMER GRID	SY	\$20.00	400	\$8,000.00	150	\$3,000.00
7	2115-0100000	MODIFIED SUBBASE	CY	\$45.00	245	\$11,025.00	100	\$4,500.00
8	2301-1013070	STD/S-F PCC PAV'T, CL A CL 3, 7"	SY	\$50.00	245	\$12,250.00		
9	2307-0025003	AGG, RDWY COVER, 3/8"	TON	\$200.00			9	\$1,800.00
10	2307-0600451	BINDER BITUMEN, MC-3000	GAL	\$5.00			600	\$3,000.00
11	2315-8275025	SURF, DRIVEWAY, CL A CR STONE	TON	\$25.00	20	\$500.00		
12	2435-0250100	INTAKE, SW-501	EACH	\$2,000.00	4	\$8,000.00		
13	2435-0251100	INTAKE, SW-511	EACH	\$3,000.00			1	\$3,000.00
14	2502-8212034	SUBDRAIN, LONGITUDINAL, (SHLD) 4"	LF	\$20.00	600	\$12,000.00	250	\$5,000.00
15	2503-0114215	STORM SWR G-MAIN,TRENCHED, RCP 2000D,15"	LF	\$40.00	450	\$18,000.00	0	\$0.00
16	2510-6745850	RMVL OF PAV'T	SY	\$35.00	100	\$3,500.00	50	\$1,750.00
17	2511-7526006	SIDEWALK, PCC, 6"	SY	\$45.00	65	\$2,925.00	70	\$3,150.00
18	2515-2475006	DRIVEWAY, PCC, 6"	SY	\$60.00	350	\$21,000.00		
19	2523-6765009	REMOVE REINSTALL SIREN	EACH	\$3,000.00	1	\$3,000.00	1	\$3,000.00
20	2526-8285000	CONSTRUCTION SURVEY	LS	\$7,000.00	1	\$7,000.00	1	\$2,000.00
21	2528-8445110	TRAFFIC CONTROL	LS	\$3,000.00	1	\$3,000.00	1	\$500.00
22	2533-4980005	MOBILIZATION	LS	\$25,000.00	1	\$25,000.00	1	\$5,000.00
23	2554-0114006	WATER MAIN, TRENCHED, PVC, 6"	LF	\$40.00	150	\$6,000.00	0	\$0.00
24	2554-0207006	VALVE, GATE, DIP, 6"	EACH	\$2,000.00	1	\$2,000.00	0	\$0.00
25	2554-0205707	WATER SERV CURB STOP & BOX, COPPER, 3/4"	EACH	\$400.00	4	\$1,600.00		
26	2601-2634100	MULCH	ACRE	\$2,000.00	0.5	\$1,000.00	0.3	\$500.00
27	2601-2636044	SEED+FERTILIZE (URBAN)	ACRE	\$4,000.00	0.5	\$2,000.00	0.3	\$1,200.00
28	2602-0000020	SILT FENCE	LF	\$2.00	500	\$1,000.00	250	\$500.00
29	2602-0000071	RMVL OF SILT FENCE/SILT FENC-DITCH CHECK	LF	\$1.00	500	\$500.00	250	\$250.00
30	2602-0000101	MAINT OF SILT FENC/SILT FENC-DITCH CHECK	LF	\$1.50	500	\$750.00	250	\$375.00
31	2602-0010010	MOBILIZATION, EROSION CONTROL	EACH	\$500.00	2	\$1,000.00		

Subtotal		\$189,030.00	\$43,675.00
Contingency	10%	\$18,900.00	\$4,370.00
Construction Total		\$207,930.00	\$48,045.00
Acquisition		\$0.00	\$0.00
		\$207,930.00	\$48,045.00
10% Engineering		\$20,800.00	\$4,800.00
5% Construction Observation		\$10,400.00	\$2,400.00
Engineering and Observation		\$31,200.00	\$7,200.00
Total Project		\$239,130.00	\$55,245.00

Report from the Desk of the City Administrator:

- COVID-19 Summary Statistics:

Individuals Positive
268,114



Total Deaths
3,589
all deaths related to Covid-19



Follow up / Reminder Items: *(new things in red)*

- **Should City Continue recent COVID-19 Response Measures?**
- The repair of the “Food Pantry Building”. After trying to find the contractors interested in repairing the Food Pantry building (the building adjacent to town hall), we could not find contractors who were interested in repairing this building due to the lack of time, or the complexity of the masonry that would be involved with the job. For this reason, we call the city insurance adjustor who visited the site two weeks ago and promised he could find a contract to do the job. Unfortunately, the insurance adjustor for the city could not find a contractor. Since, then we have gotten interest from two contractors and we will be getting estimates this week (if not after the holidays). We have asked the contractor to give us prices on the repairs and ADA work that was funded from the \$4,000 food pantry grant.
- The College Street Bridge Project has been closed out.
- Staff review / working on Gaskill request for a culvert cleaning – It is on Iowa Department of Transportation (IDOT) land, but V&K has agreed to bring this issue to the attention of IDOT.
- MOU Process – waiting for V&K to provide Gaskill with greater detail site information. **I have visited Kim Gaskill we agreed to hold off on the MOU discussions until V&K can provide them with greater details related the land anticipated to be involved in the project.**
- **As we know COVID-19 shut down many of the conferences this year including the Annual ICMA conference. If it wasn't cancelled I would have been presented this acknowledgment for my 20 years of dedication to public service and professional management at the local level. These service awards are granted to professionals that have exhibited years of service in local government specifically.**

ICMA

In honor of

20 Years of Service

Redmond D. Jones

Presented in conjunction with the 106th ICMA Annual Conference
September 24, 2020


Marc A. Ott
ICMA Executive Director


Jane Brautigam
ICMA President



December 15, 2020

Public Works began layout and grading of the Cubby Park parking lot this week. The parking lot will be graded and rock placed this week in order to have the area ready for forming and pouring as our first major project in the spring of 2021. We are placing rock and compacting to allow us access to the area in the spring even if the weather does not cooperate and we end up with wet weather that would hinder sod removal and rock placement. All other materials relevant to this project are being ordered over the winter and will be placed at our shop or stored on site. We hope to begin construction of the parking lot in late March or early April weather dependent. If a window does open up over the winter for some work on this project we will begin then. Pictures are attached of the progress.

Thank you,
Matt Goodale, Public Works Director

110 N Poplar · PO Box 218 · West Branch, IA 52358
319.643.5888 Fax: 319.643.2305 · city@westbranchiowa.org

www.WestBranchIowa.org

Mayor: Roger Laughlin · Council Members: Jerry Sexton, Colton Miller, Tom Dean, Nick Goodweiler, Jodee Stoolman

City Administrator/Clerk: Redmond Jones II · Fire Chief: Kevin Stoolman · Library Director: Nick Shimmin

Parks & Rec Director: Melissa Russell · Police Chief: [Name] · Public Works Director: Matt Goodale