



**PUBLIC NOTICE AND AGENDA OF THE WEST BRANCH CITY COUNCIL MEETING  
SCHEDULED TO CONVENE AT 7:00 P.M. TUESDAY JANUARY 19, 2020 IN THE CITY  
COUNCIL CHAMBERS, 110 NORTH POPLAR STREET, WEST BRANCH, IOWA.**

**Mayor**  
**Mayor Pro Tem**  
**Council Member**  
**Council Member**  
**Council Member**  
**Council Member**  
**City Administrator**  
**City Attorney**  
**Deputy City Clerk**

**Roger Laughlin**  
**Colton Miller**  
**Jodee Stoolman**  
**Nick Goodweiler**  
**Tom Dean**  
**Jerry Sexton**  
**Redmond Jones II**  
**Kevin Olson**  
**Leslie Brick**

[mayor@westbranchiowa.org](mailto:mayor@westbranchiowa.org)  
[mcolton@rocketmail.com](mailto:mcolton@rocketmail.com)  
[j.stoolmanwbcc@yahoo.com](mailto:j.stoolmanwbcc@yahoo.com)  
[nickgoodweilerwbcc@gmail.com](mailto:nickgoodweilerwbcc@gmail.com)  
[tdiowa@hotmail.com](mailto:tdiowa@hotmail.com)  
[jerrysextonwb@gmail.com](mailto:jerrysextonwb@gmail.com)  
[rjonesii@westbranchiowa.org](mailto:rjonesii@westbranchiowa.org)  
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[leslie@westbranchiowa.org](mailto:leslie@westbranchiowa.org)

**Please note:** *Most written communications to or from government officials regarding government business are public records available to the public and media upon request. Your e-mail communications may therefore be subject to public disclosure. Electronic Meeting (Pursuant to Iowa Code section 21.8) An electronic meeting is being held because a meeting in person is impossible or impractical due to concerns for the health and safety of council members, staff and the public presented by COVID-19. You can watch and/or participate in the meeting at the following link <https://zoom.us/j/5322527574> or dial in phone number 1-312-626-6799 with Meeting ID 532 252 7574. A video of the meeting will also be made available January 25<sup>th</sup> on the City Website. For your safety and the safety of others please explore all available opportunities to participate by phone or computer. If you are unable to attend or participate by computer or phone, you may come to City Hall as an audience member.*

**AGENDA**

**A. Call to Order**

**B. Opening Ceremonies**

1. Pledge of Allegiance
2. Welcome

**C. Roll Call**

**D. Guest Speaker, Presentations and Proclamations.**

1. Fire Chief Stoolman – Fire Department Budget Presentation.
2. Matt Goodale – Department Budget Presentation for Public Works.
3. Redmond Jones II, Leslie Brick, Gordon Edgar: Administration – Online Utility Billing Presentation, Fund Balance Health Presentation, and Department Budget Summary.

**E. Public Comment**

*Anyone wishing to address the City Council may come forward when invited; please state your name and address for the record. Public comments are typically limited to three minutes, and written comments may be submitted to the Deputy City Clerk.*

*"Turning Vision into Reality is our Business"*

**F. Approve Agenda / Consent Agenda / Move to Action**

*Routine items and items not anticipated to be controversial are placed on the Consent Agenda to expedite the meeting. If a Council member, staff member or member of the Public wishes to discuss any item on the Consent Agenda, they can request the item be removed from the Consent Agenda for discussion.*

1. **Motion to Approve** Meeting Minutes for City Council Meeting January 4, 2021.
2. **Resolution 1973** – A Resolution Adopting a Policy Authorizing the City Clerk or Deputy City Clerk to Pay Certain Bills Prior to the City Council's Approval.
3. **Motion to Accept** the Police Department Calendar Year End Report
4. **Motion to Set a Public Hearing** on February 1, 2021, Considering the Maximum Tax Dollars from Certain Levies to be Certified in the Proposed Fiscal Year 2020-2021 Budget.
5. **Motion to Set a Public Hearing** on February 1, 2021 for a Public Hearing Regarding the I-80 Water Main Relocation.
6. **Motion to Set a Bid Date** on February 10, 2021 for Bidding Plans, Specifications, Form of Contract, and Estimated Cost Regarding the I-80 Water Main Relocation.
7. **Motion to Approve** a Class E Liquor License for AJ's Jack & Jill, Located at 115 W. Main Street, West Branch, Iowa
8. **Motion to Approve** the LL Pelling Seal Coat Unit Pricing for 2021.
9. **Motion to Approve** the Claims Report.

**G. Public Hearing / Non-Consent Agenda**

1. **Resolution 1974** – Consider Amending the Recreation Facility, Park & Sport Field Use and Fee Policy.
2. **Discussion Item:** Merit Pay Proposal.
3. **Discussion Item:** Tentative Employee Pay Plan Starting Estimates.
4. **Discussion Item:** General Fund Departmental Non-Salary Expenditures.
5. **Discussion Item:** East Side Five Year Capital Improvement Plan.
6. **Discussion Item:** Capital Improvement 5 year Outlook.

**H. Reports**

1. City Administrator's Report
2. City Attorney Report
3. Staff Hearsays

**I. Comments from the Mayor and City Council Members**

**J. Adjournment**

*"Turning Vision into Reality is our Business"*



## FIRE DEPARTMENT EQUIPMENT REPLACEMENT SCHEDULE

YEAR	Beginning Balance	Add to Year	Gift/Carry Over	Sale of Truck	Capital Balance	Projected Cost	Equipment	Ending Balance
2011-12						\$53,000	Suburban	
2012-2013					\$0	\$60,750	Air Pak Upgrade	
2013-2014					\$0	\$20,000	Air Pak Tanks	
2014-2015	\$266,800	\$100,000	\$28,250	\$58,500	\$453,350	\$383,000	Med Truck	\$70,350
2015-2016	\$70,350	\$100,000	\$30,665		\$201,015			\$201,015
2016-2017	\$201,015	\$100,000	\$21,798		\$322,813			\$322,813
2017-2018	\$322,813	\$110,000	\$44,547		\$477,360			\$477,360
2018-2019	\$477,360	\$114,000	\$16,808	\$165,000	\$773,168	\$653,168	191 Pumper	\$120,000
2019-2020	\$120,000	\$116,000	\$15,152		\$251,152			\$251,152
2020-2021	\$251,152	\$117,000	\$27,982		\$396,134	\$25,100	Radios	\$371,034
2021-2022	\$371,034	\$120,000			\$491,034	\$0		\$491,034
2022-2023	\$491,034	\$120,000		\$50,000	\$661,034	\$675,000	192 Pumper	-\$13,966
2023-2024	-\$13,966	\$123,000			\$109,034			\$109,034
2024-2025	\$109,034	\$124,000			\$233,034	\$200,000	Air Paks	\$33,034
2025-2026								
2026-2027								

West Branch Fire Department Budget								
Expenditures-Year Ending	2015-2018	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	
	Budgeted	Budgeted	Budgeted	Budgeted	Budgeted	Budgeted	Budgeted	DIFFERENCE
<b>EXPENSES</b>								
6010 Salaries/Wages	\$36,500	\$36,000	\$36,000	\$36,500	\$37,500	\$42,000	\$42,000	\$0
6210 Dues, Membership	\$5,000	\$5,000	\$5,000	\$5,000	\$6,000	\$6,000	\$6,000	\$0
6230 Training/Education	\$6,000	\$6,000	\$9,000	\$6,000	\$5,000	\$5,000	\$5,000	\$0
6310 Building Maintenance	\$5,000	\$6,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$0
6331 Motor Operation Fuel	\$9,000	\$9,000	\$6,000	\$5,000	\$5,000	\$5,000	\$5,000	\$0
6332 Repair/Maint. Vehicles	\$17,000	\$17,000	\$15,000	\$12,000	\$10,000	\$12,000	\$12,000	\$0
6350 Equipment Repair/Maint.	\$0	\$0	\$0	\$0	\$6,000	\$6,000	\$6,000	\$0
63501 Repairs of Radios	\$5,500	\$5,500	\$5,000	\$8,000	\$8,000	\$6,500	\$6,500	\$0
6371 Utility Services Gas/Elect	\$8,000	\$8,000	\$9,000	\$9,000	\$9,000	\$9,000	\$10,000	\$1,000
6373 Telephone Operations	\$2,500	\$2,500	\$2,500	\$2,500	\$2,000	\$2,000	\$2,000	\$0
6399 Other Maintenance & Re	\$0	\$0	\$0	\$1,000	\$1,000	\$1,000	\$1,000	\$0
6441 Fire Prevention	\$750	\$750	\$750	\$800	\$1,000	\$500	\$500	\$0
6504 Minor Equipment	\$6,000	\$12,000	\$11,000	\$16,000	\$15,000	\$15,000	\$15,000	\$0
6599 Misc Supplies	\$2,400	\$2,400	\$2,400	\$2,400	\$2,600	\$2,500	\$2,500	\$0
6727 Equipment	\$100,000	\$100,000	\$110,000	\$114,000	\$116,000	\$117,000	\$120,000	\$3,000
6506 Office Supplies	\$2,000	\$3,000	\$3,000	\$3,000	\$2,500	\$2,500	\$2,500	\$0
6510 Safety Equipment	\$2,500	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$0
6514 Medical Supplies	\$2,500	\$4,500	\$3,900	\$3,900	\$3,000	\$3,000	\$5,000	\$2,000
6529 Uniforms-Gear	\$8,000	\$8,000	\$8,000	\$9,500	\$10,000	\$10,000	\$10,000	\$0
<b>TOTAL FIRE OPERATION</b>	<b>\$218,650</b>	<b>\$228,650</b>	<b>\$234,550</b>	<b>\$242,600</b>	<b>\$247,600</b>	<b>\$253,000</b>	<b>\$259,000</b>	<b>\$6,000</b>
<b>INCOME</b>								
Scott	\$68,509	\$74,321	\$78,741	\$80,204	\$81,409	\$81,658	\$83,154	\$1,496
Graham	\$18,345	\$20,226	\$17,815	\$18,414	\$18,883	\$18,921	\$19,378	\$457
Springdale	\$26,958	\$26,866	\$28,209	\$30,521	\$31,293	\$32,551	\$33,851	\$1,300
Iowa	\$6,930	\$7,391	\$7,724	\$8,182	\$8,413	\$8,525	\$8,817	\$292
Gower	\$25,695	\$26,920	\$28,281	\$30,259	\$31,428	\$32,007	\$32,929	\$922
Cass	\$4,073	\$4,391	\$4,636	\$4,868	\$5,031	\$5,257	\$5,442	\$185
<b>SUBTOTAL</b>	<b>\$150,510</b>	<b>\$160,115</b>	<b>\$165,388</b>	<b>\$172,428</b>	<b>\$176,457</b>	<b>\$178,919</b>	<b>\$183,571</b>	<b>\$4,652</b>
City of West Branch	\$68,140	\$68,535	\$69,153	\$70,172	\$71,143	\$74,081	\$75,429	\$1,348
<b>TOTAL REVENUE</b>	<b>\$218,650</b>	<b>\$228,650</b>	<b>\$234,541</b>	<b>\$242,600</b>	<b>\$247,600</b>	<b>\$253,000</b>	<b>\$259,000</b>	<b>\$6,000</b>



## 2021-2022 Proposed Budget

### Public Works Department

#### Five Year History of Budget and Position Authorities



## Budget Priorities

### 110 Roads and Streets

**6320 Building /Grounds Maintenance-** This line is generally used for any small maintenance items that come up throughout the year. Any unforeseen need for a tool or materials would also utilize this line.

**6444 Tree Trimming-** This line is used for tree trimming, tree removals and stump grinding for city owned trees. It also is utilized to provide for grinding of the city brush pile. Due to the age of many trees in the older sections of town there has been a steady climb in the amount of trimming and removals needed yearly. This line is also used for the replacement of trees that were removed or for new additions to our public trees.

**6509 Signs/Supplies-** This line provides for replacement for outdated or damaged signs and additional signs when needed.

**6512 Salt-** This is used for the salt Public Works uses in snow removal. We currently use a treated salt that will continue to work at a lower temperature than regular road salt. It is also treated with an anti-clumping agent to keep from the salt from sticking to itself, this aids in better spreading capabilities, less down time due to spreaders plugging up and less time preparing our salt sand. This line also covers the sidewalk deicers currently in use on City sidewalks.



**6521 Motor Vehicle Maintenance-** This line is used for any repairs necessary to the fleet during the year.

**6724 Equipment Set Aside in GF and RUT-** This line is for in place to use for future truck and equipment. This fund would cover 50% of the cost of purchases.

**6727 Equipment in GF and RUT-** This line is used to help pay for a portion of any new equipment or trucks purchased by the City for use by the Public Works Department. This line would be used in the year the truck would be purchased and would be funds from the set aside as well as a portion from that year's budget. This year it would fund 50% of a 1 ton truck with a flat bed and plow. The new truck would be utilized for streets functions primarily. We are replacing a 2004 F350 that is currently set up as our streets truck and is used to haul all the tools and equipment for concrete repairs, sign installations and all other streets related projects. It is also currently used to plow. Public Works plans to keep the 2004 F350. It will be used for cold patching, cemetery cleanup, parks tasks and for general lighter use. It will not be used to plow. By keeping this truck we will cut our fleet by one truck but will keep a more useable vehicle than the Rangers. We are selling the two Rangers that were previously used by parks and cemetery staff. With some of the reorganization of the department they will have use of two of the dodge half tons currently in use.

**6761 Capital Improvement Streets-** This line is for any street project to be completed during the year. These will be completed assuming funds are available and allocated this year. Seal coating is a maintenance item that generally needs completed yearly.

1. **Sealcoat street patching-** This would include sealcoat streets to be determined after the thaw in the spring. If there is not a significant need for these funds in sealcoat I would request to use the remainder for the concrete patches below. **\$40,000**
2. **Concrete Patches-**These would be completed in house throughout the year to include streets, sidewalks or parking areas owned and maintained by the City. This would also be utilized for any patchwork/driveway repairs/intersections due to water/sewer projects, mainly the East Side Water Main replacements but will be needed for the Greenvview north loop if that project is approved for the water budget this year. **\$30,000**
3. **Crack sealing-** this is a maintenance need for streets. Generally for concrete and asphalt streets to help keep water, dirt and sand from entering cracks and deteriorating the road. **\$10,000**
4. **Concrete installation at the Public Works Shop-** This would be the second phase of the Public Works parking lot installation. (Phasing plan attached) We are attempting to get it poured in sections over a 6 year period. The first section was last year and was on the north and east sides of the salt shed. These are 70 to 80 yard pours per section and are being completed in house. **\$10,000**

## **600 Water Fund**

**6230 Training and Education-** Continuing Education is required by Iowa DNR in order to maintain certification in sewer and water operations.

**6310 Building Maintenance-** This line is used for general upkeep on the water plant and other associated facilities. Painting, small plumbing issues, lighting, heating, etc.

**6501 Chemicals-** Chlorine and phosphate are added to the water supply daily. This line covers the cost of those and any other additive we may use in our water supply.

**6599 Misc. Supplies-** The majority of this line would supply staff with meters and radio read equipment to be installed in the coming year. This would fund 40 meters and radio reads to be installed on homes as necessary. This would also fund any additional meters purchased for approximately 40 new homes. This line also pays for markers, paint and color coding materials for fire hydrants.

**1. Meter and radio read equipment for new homes (approximately 40) and 40 replacements-\$22,000**

**6727 Equipment-** This line is used to help pay for a portion of any new equipment or trucks purchased by the City for use by the Public Works Department. This line would be used in the year the truck would be purchased and would be funds from the set aside as well as a portion from that year's budget. This year it would fund 50% of a 1 ton truck with a flat bed and plow. We are replacing a 2004 F350 that is currently set up as our streets truck and is used to haul all the tools and equipment for concrete repairs, sign installations and all other streets related projects. It is also currently used to plow. Public Works plans to keep the 2004 F350. It will be used for cold patching, cemetery cleanup, parks tasks and for general lighter use. It will not be used to plow. By keeping this truck we will cut our fleet by one truck but will keep a more useable vehicle than the Rangers. We are selling the two Rangers that were previously used by parks and cemetery staff. With some of the reorganization of the department they will have use of two of the dodge half tons currently in use. This line also contributes \$1,500 to lawn mower purchases.

**6783 Utilities System Replacement-** This line is typically used for repair or replacements of water mains.

**1. Greenview North Loop Water Main Replacement Project.** Goal setting put a priority on replacing this section of water main within the operating budget this year. This includes new valves on the intersecting streets, new services, new fire hydrants and replacement of a 4" main with a new 6" main. **-\$75,000**

**6796 Capital System Set Aside-** This is set aside for water tower painting and cleaning. This year we have not put anything towards that but intend to set aside funds for this over the next three years in order to have the painting completed in 4 years.

**6797 Capital Equipment Set Aside-** This line is in place to use for future truck and equipment purchases. This fund would cover 25% of the cost of truck/equipment purchases. This line would also fund 17% of future mower purchases.

## **610 Sewer Fund**

**6230 Training and Education-** Continuing Education is required by Iowa DNR in order to maintain certification in sewer and water operations. With three new operators there will be additional classes and conferences necessary to keep up on certifications.

**6310 Building Maintenance-** This line is used for general upkeep on the sewer plant and other associated facilities. Painting, small plumbing issues, lighting, heating, air filters, etc.

**6412 Lab Analysis-** The city is required by the DNR to test wastewater on a weekly basis. This line covers the cost of having samples tested in a laboratory.

**6510 Safety Equipment-** This line provides for safety equipment used by staff- vests, lights, monitors, etc. With the new Safety Committee in place there have been many deficiencies noted at the Public Works facilities. Staff is working diligently to address these issues. Some of these issues require purchase of safety equipment, locks, containers and additional supplies.

**6727 Equipment-** This line is used to help pay for a portion of any new equipment or trucks purchased by the City for use by the Public Works Department. This line would be used in the year the truck would be purchased and would be funds from the set aside as well as a portion from that year's budget. This year it would fund 50% of a 1 ton truck with a flat bed and plow. We are replacing a 2004 F350 that is currently set up as our streets truck and is used to haul all the tools and equipment for concrete repairs, sign installations and all other streets related projects. It is also currently used to plow. Public Works plans to keep the 2004 F350. It will be used for cold patching, cemetery cleanup, parks tasks and for general lighter use. It will not be used to plow. By keeping this truck we will cut our fleet by one truck but will keep a more useable vehicle than the Rangers. We are selling the two Rangers that were previously used by parks and cemetery staff. With some of the reorganization of the department they will have use of two of the dodge half tons currently in use. This line also contributes \$1,500 to lawn mower purchases.

**6783 Utilities System Replacement-** This line is generally used for work in the collection system. Staff would request use of these funds to complete the remaining phase 3 wastewater point repairs this budget. Following years this budget line would address lining the areas that have been repaired.

**6790 Capital Equipment-** This line is for in place to use for future truck and equipment purchases.

#### **Major Sewer Projects for the FY21-22 Budget**

1. Point repairs and manhole repairs for phase 3-\$45,000

### **450 Cemetery Fund**

**6320 Building/Grounds Operations-** This line is used for small ticket items used in our daily activities. Mainly for maintenance purchasing materials used in maintenance work or repairs.

**6504 Minor Equipment-** Used to purchase shovels, rakes, chain saw blades, trimmers or other small hand tools needed in caring for the cemetery.

**6521 Motor Vehicle Maintenance-** Utilized in repairs or maintenance to our fleet of mowers or vehicles used in the cemetery.

**6529 Uniforms-** This line is used to pay for a portion of the clothing allowance for each full time employee on Public Works.

**6727 Equipment-**The request for this line is based off of the mower set-aside program. This allows us to follow a schedule of replacement, provides a way to save for the future and minimizes the chance of having a large request on any given year. This line contributes \$7,000 to lawn mower purchases. This year the 2011 John Deere is scheduled to be replaced. This lawn tractor is used for snow removal on City sidewalks and for cleanup in the cemetery between headstones for funerals. In the past it was also used to mow and has been a backup mower. The replacement tractor will be a sub-compact with a loader attachment on the front. This would have similar use but will also have the added use of backfilling graves at the cemetery, carrying lime onto the baseball fields and other tasks requiring smaller equipment to move materials. We have looked at both new and used options, we have decided to go with new. Comparable used tractors would save minimal dollars when placed against the municipal pricing achieved. We will be putting two lawn tractors out for bid this spring that will be used to help pay for this piece of equipment along with the set aside funds.

## **PART TIME PUBLIC WORKS HOURS FOR 2021-22**

Part Time year round- Dan Heick- Thirty hours year round for snow removal, mowing, trimming and other tasks.

1,560@\$12.95hr \$20,202

Part Time Seasonal #1 - Thirty hours per week for 28 weeks beginning April 12 and ending October 22- Eligible for IPERS

840@ \$12.50/hr \$10,500

Part Time Seasonal #2 - Thirty hours per week for 28 weeks beginning April 12 and ending October 22-Eligible for IPERS

840@ \$12.50/hr \$10,500

**Total Part Time Hours**

**3,240 hours**

**Total Cost for Part Time Labor**

**\$41,202 + IPERS**

Part time labor may be used to fill in for fulltime workers in the case of illness, classes, vacation or other issues that may require a full time employee to be gone from work, but for the majority of their hours will be mowing and trimming city grounds. Part time staff do an excellent job at the duties they are given and are excellent support for full time employees and Public Works could not function effectively without them.

Just for comparison a full time employee would work 2,080 hours at a cost of \$40,560 for our lowest paid full time per year plus 208 hours overtime on the high end for a total cost of \$46,644 for 2288 hours worked. With the part time coverage we have we effectively get the man hours of 1.5 full time employees for \$5,442 less than that of a full time employee. Looking at our peak (spring, summer, fall) weekly breakdown of staffing shows a greater value as we receive 90 hours



of work from part time weekly for \$1,138.50, or \$241.50 more for 90 hours of work than that of our lowest paid full time employee at 44 hours per week.

### **OVERTIME EXPLANATION FOR 2021-22**

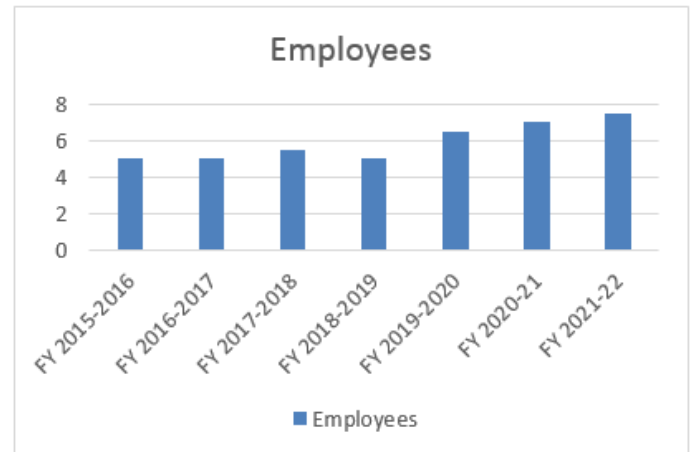
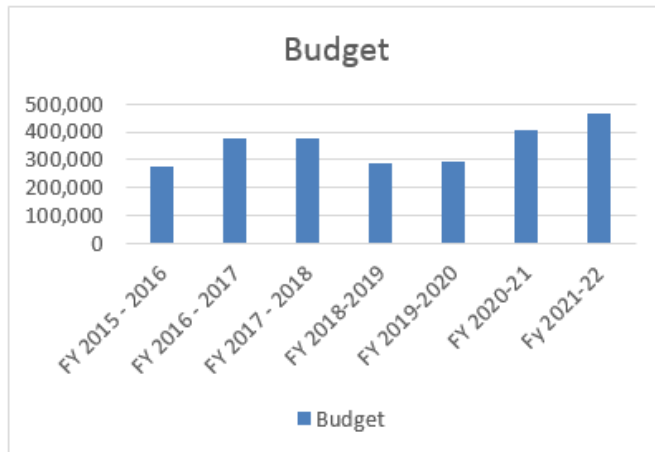
EMPLOYEE	TOTAL HRS	WEEKENDS 13 PER EMPLOYEE	COUNCIL MEETINGS	P&Z MEETINGS	SAFETY MEETINGS	HOLIDAYS	HRS SCHEDULED/ NON NEMERGENCY	HRS REMAINING	HRS PER WEEK FOR EMERGENCY/ CALL BACK/ PROJECTS
Matt Goodale 15%+	208+		48	12			60	148	2.8
Tim Moss 15%	208	52				6	58	150	2.8
Nevin Tucker 15%	208	52			24	6	82	126	2.4
Max Kober 15%	208	52				6	58	150	2.8
Logan Cilek 15%	208	52			24	6	82	126	2.4

By adding the new employee this past year I was able to take myself off the on call schedule. As it is now I help the on call guy if any call requires two employees and generally make myself available for any time the on call guy asks for assistance with his on call weekend. I attempt to maintain around 208 hours of overtime yearly but have averaged around 250 hours of overtime per year since 2014. I am at half of that 208 halfway through the year but spring typically uses a higher percentage of extra hours and this year will be no exception. I adjust my hours when possible, usually on rainy days or other lower work day. Removing me from the on call schedule gave me an extra 52 hours to dedicate to work and I am still available to assist the on call guys the same as I currently do while not needing to adjust my schedule as many hours in order to maintain manageable and reasonable hours for the pay I am currently making.

All other full time employees I try to maintain at 208 and under for over-time hours. With the projects planned we will be using every bit of that in the coming months.



**2021 – 2022 Proposed Budget  
Road and Streets  
Five Year History of Budget and Position Authorities**



**Summary of FY 2020 – 2021 Mid-Year Achievements**

As of December, Public Works had completed several projects, the majority of them done in house or with the assistance of local contractors. Other projects were completed that were not on the goals but determined to be necessary or were part of the operating budget approved last year.

- The purchase of a used plow truck was made this year. This is a single axle dump truck and replaces the 1990 International.
- Concrete was poured at the Public Works Shop. We poured around 80 yards of concrete on the north end near the salt shed. This is part of a multi-year plan to pave the parking lot at the Public Works Shop.
- Poured trail at Beranek Park from the shelter to the restroom. This is also part of a multi-year approach to installing concrete trails at Beranek Park.
- Began grading and sod removals at Cubby Park for the parking lot extension. Gravel was installed, graded and rolled to prepare the sight for early spring forming and pouring.
- North water tower was washed.
- Forty five fire hydrants were painted.
- Fire flows were completed on multiple sections of town, again a multi-year approach to completing fire flows for the entire town.
- Hydrants were color coded, with a whip and band installed to show flow levels.
- New full time employee was added in September due to Covid 19 pushing that hire back three months.
- College Street Water main Project has been engineered.
- Greenview Connection is in progress with utilities and grading being completed in the spring and the siren being moved as soon as feasible.
- Not a goal or project but approximately a month of our time was spent on storm cleanup after the derecho.

## Summary of FY 2021 – 2022 Requested Funding Based on City Council Goals, Objectives or Maintenance Needs

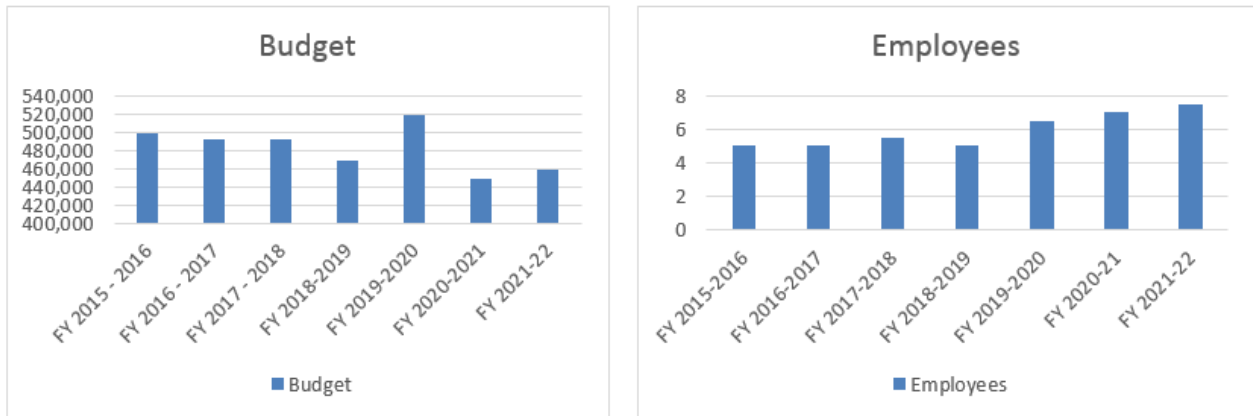
- **Sealcoat street patching-** This would include sealcoat streets to be determined after the thaw in the spring. **\$40,000**
- **Concrete Patches-**These would be completed in house throughout the year to include streets, sidewalks or parking areas owned and maintained by the City. This would also be used for repairs for intersections, driveways or other surfaces impacted by water main projects. **\$30,000**
- **Purchase of 2021 Lawn tractor per replacement schedule-** 2011 John Deere with attachments replaced by 2021 John Deere with attachments. **\$21,000 - \$6,300 minimum trade or sale of used mower**
- **Purchase of 2021 F550 per replacement schedule-** 2004 F350 replaced by 2021 F550 with flat bed and plow. **\$68,000 - \$16,000 anticipated from sale of replaced vehicles.**
- **Concrete installation at the Public Works Shop-** Phase two of six. This is the section closest to the shop doors. This would be completed in house. **\$10,000**
- **Water main installation on the Greenview north loop-** this project would replace a 4” water main with and 6” water main. It would also include new services, corner valves and new fire hydrants. **\$70,000**
- **Sewer Point Repairs to Phase 3-** Manhole and pipe repairs. This will finish out point repairs and allow us to move forward with lining in a future budget.
- **Chloride Removal at 348 Cookson Street-** Removal of chlorides on property. Agreement with property owner to remove in 2022. **\$20,000 GF R&S**

### Department Budget Highlights

• 6010 Salaries and Wages	Budgeted in FY 20/21	\$ 57330
	Requesting in FY 21/22	\$ 29,834
• 6320 Building/Grounds Operations	Budgeted in FY 20/21	\$ 11,000
	Requesting in FY 21/22	\$ 11,000
• 6332 Vehicle Repair & Maintenance	Budgeted in FY 20/21	\$ 12,000
	Requesting in FY 21/22	\$ 17,000
• 6504 Minor Equipment	Budgeted in FY 20/21	\$ 2,000
	Requesting in FY 21/22	\$ 4,000
• 6723 Equipment Set Aside	Budgeted in FY 20/21	\$ 0
	Requesting in FY 21/22	\$ 18,000
• 6727 Equipment	Budgeted in FY 20/21	\$ 9,975
	Requesting in FY 21/22	\$ 12,500
• 6761 Capital Improvement Streets	Budgeted in FY 20/21	\$ 120,000
	Requesting in FY 21/22	\$ 90,000
• 001-6761 Capital Improvement	Budgeted in FY 20/21	\$ 5,000
	Requesting in FY 21/22	\$ 25,000



**2021 – 2022 Proposed Budget  
Water  
Five Year History of Budget and Position Authorities**



**Summary of FY 2020 – 2021 Mid-Year Achievements**

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- The purchase of a used plow truck was made this year. This is a single axle dump truck and replaces the 1990 International.
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- Began grading and sod removals at Cubby Park for the parking lot extension. Gravel was installed, graded and rolled to prepare the sight for early spring forming and pouring.
- North water tower was washed.
- Forty five fire hydrants were painted.
- Fire flows were completed on multiple sections of town, again a multi-year approach to completing fire flows for the entire town.
- Hydrants were color coded, with a whip and band installed to show flow levels.
- New full time employee was added in September due to Covid 19 pushing that hire back three months.
- College Street Water main Project has been engineered.
- Greenview Connection is in progress with utilities and grading being completed in the spring and the siren being moved as soon as feasible.
- Not a goal or project but approximately a month of our time was spent on storm cleanup after the derecho.

## **Summary of FY 2021 – 2022 Requested Funding Based on City Council Goals, Objectives or Maintenance Needs**

- **Sealcoat street patching-** This would include sealcoat streets to be determined after the thaw in the spring. **\$40,000**
- **Concrete Patches-**These would be completed in house throughout the year to include streets, sidewalks or parking areas owned and maintained by the City. This would also be used for repairs for intersections, driveways or other surfaces impacted by water main projects. **\$30,000**
- **Purchase of 2021 Lawn tractor per replacement schedule-** 2011 John Deere with attachments replaced by 2021 John Deere with attachments. **\$21,000 - \$6,300 minimum trade or sale of used mower**
- **Purchase of 2021 F550 per replacement schedule-** 2004 F350 replaced by 2021 F550 with flat bed and plow. **\$68,000 - \$16,000 anticipated from sale of replaced vehicles.**
- **Concrete installation at the Public Works Shop-** Phase two of six. This is the section closest to the shop doors. This would be completed in house. **\$10,000**
- **Water main installation on the Greenview north loop-** this project would replace a 4” water main with and 6” water main. It would also include new services, corner valves and new fire hydrants. **\$70,000**
- **Sewer Point Repairs to Phase 3-** Manhole and pipe repairs. This will finish out point repairs and allow us to move forward with lining in a future budget.
- **Chloride Removal at 348 Cookson Street-** Removal of chlorides on property. Agreement with property owner to remove in 2022. **\$20,000 GF R&S**

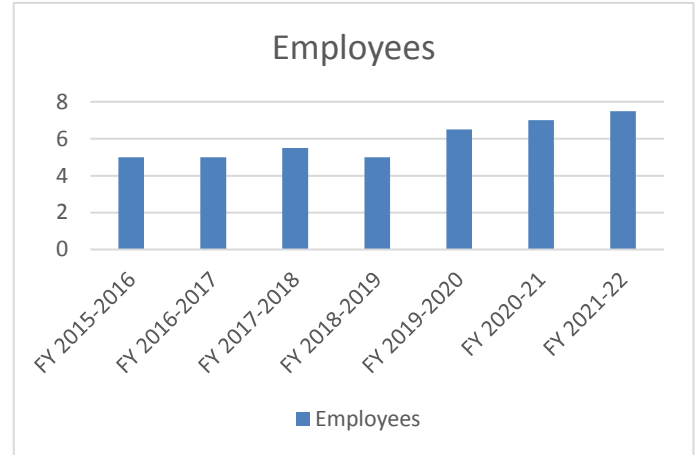
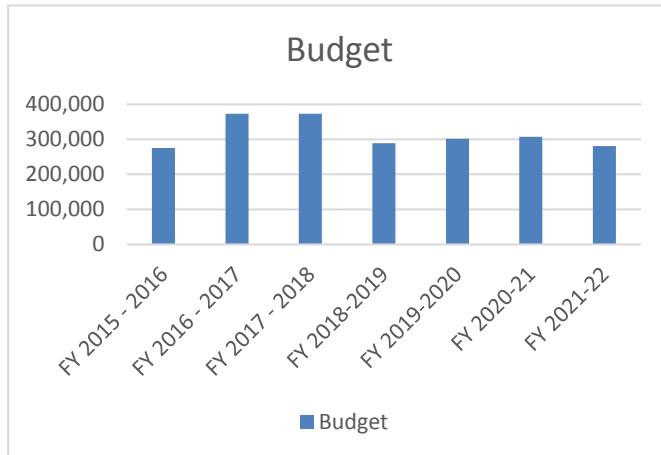
## **Department Budget Highlights**

• 6320 Building/Grounds Operations	Budgeted in FY 20/21	\$ 4,500
	Requesting in FY 21/22	\$ 4,500
• 6332 Vehicle Repair & Maintenance	Budgeted in FY 20/21	\$ 1,500
	Requesting in FY 21/22	\$ 1,500
• 6501 Chemicals	Budgeted in FY 20/21	\$ 20,000
	Requesting in FY 21/22	\$ 20,000
• 6727 Equipment	Budgeted in FY 20/21	\$ 12,500
	Requesting in FY 21/22	\$ 15,500
• 6599 Misc. Supplies	Budgeted in FY 20/21	\$ 20,000
	Requesting in FY 21/22	\$ 22,000
• 6783 Utilities System Replacement	Budgeted in FY 20/21	\$ 77,028
	Requesting in FY 21/22	\$ 75,000





**2021 – 2022 Proposed Budget**  
**Sewer**  
**Five Year History of Budget and Position Authorities**



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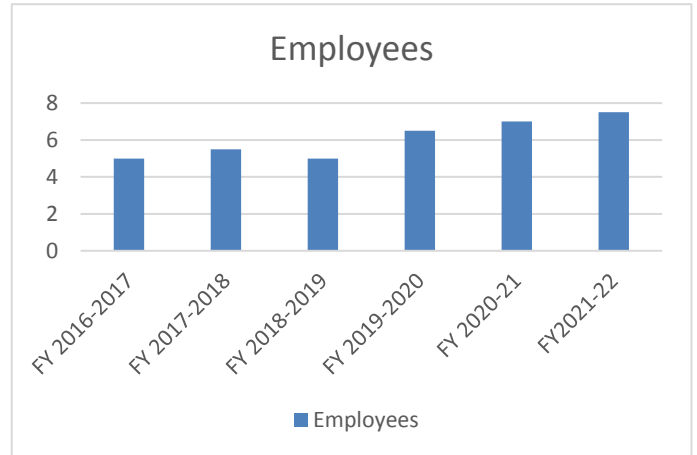
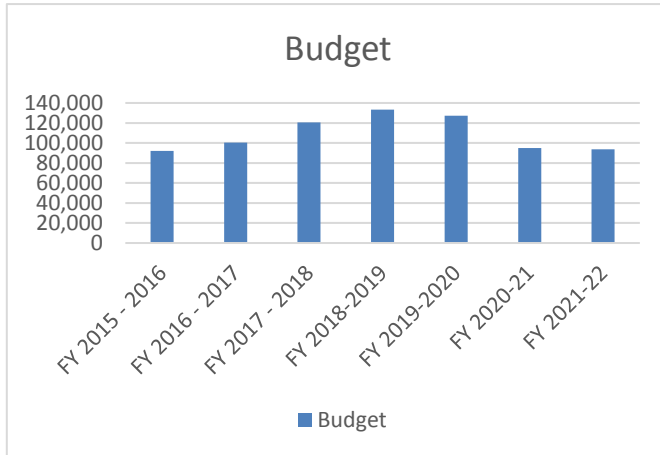
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## **Department Budget Highlights**

• 6320 Building/Grounds Operations	Budgeted in FY 19/20	\$ 4,000
	Requesting in FY 20/21	\$ 4,000
• 6332 Vehicle Repair & Maintenance	Budgeted in FY 19/20	\$ 2,000
	Requesting in FY 20/21	\$ 2,000
• 6510 Safety Equipment	Budgeted in FY 19/20	\$ 4,000
	Requesting in FY 20/21	\$ 4,000
• 6783 Utilities System Replacement	Budgeted in FY 19/20	\$ 45,000
	Requesting in FY 20/21	\$ 45,000
• 6790 Capital Equipment	Budgeted in FY 19/20	\$ 12,500
	Requesting in FY 20/21	\$ 15,500



**2021 – 2022 Proposed Budget  
Cemetery  
Five Year History of Budget and Position Authorities**



**Summary of FY 2020 – 2021 Mid-Year Achievements**

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### Department Budget Highlights

• 6010 Salaries and Wages	Budgeted in FY 20/21	\$ 57330
	Requesting in FY 21/22	\$ 29,834
• 6320 Building/Grounds Operations	Budgeted in FY 20/21	\$ 2,000
	Requesting in FY 21/22	\$ 2,000
• 6332 Vehicle Repair & Maintenance	Budgeted in FY 20/21	\$2,000
	Requesting in FY 21/22	\$ 2,000
• 6510 Safety Supplies/Equipment	Budgeted in FY 20/21	\$ 0
	Requesting in FY 21/22	\$ 250
• 6727 Equipment	Budgeted in FY 20/21	\$ 9,975
	Requesting in FY 21/22	\$ 15,000

# VEHICLE SET ASIDE

Updated December 28, 2020

Year	Vehicle Replaced	Vehicle Replacement	Set Aside	Cost	Set Aside Total
2019-2020	2003 Ford Ranger	2019 1 Ton Truck w/dump	+\$0	-\$68,000	\$0
2020-2021	1990 International Dump Truck	Used Dump Truck	+\$0	-\$50,000	\$0
2021-2022	2004 F350 (kept for light duty)	2022 1 Ton w/flatbed/plow	+\$0	-\$68,000	\$0
2022-2023	2012 Cat Skid Loader	2023 Skid Loader	+\$0	-\$50,000	\$0
2023-2024	1983 Cat End Loader	Telehandler/Loader	+\$0	-\$50,000	\$0
2024-2025			+\$50,000	-\$0	\$50,000
2025-2026	2004 F350	2025 1 ton/ dump bed	+\$50,000	-\$75,000	\$25,000
2026-2027	2012 Dodge ½ Ton Truck	2027 ½ Ton Truck	+\$25,000	-\$30,000	\$45,000
2027-2028	2016 Dodge ½ Ton Truck	2028 ½ Ton Truck	+\$45,000	-\$30,000	\$65,000
2028-2029	2016 F550	2029 1 Ton Truck w/dump	+\$65,000	-\$76,000	\$39,000
2029-2030	2017 F250	2030 ¾ Ton Truck	+\$39,000	-\$34,000	\$55,000
2030-2031	2017 Dodge ½ Ton Truck	2031 ½ Ton Truck	+\$55,000	-\$32,000	\$73,000
2030-2031	2012 Tarco Leaf Vac	2031 Leaf Vac	+\$73,000	-\$53,000	\$70,000

This set-aside program requires a \$50,000 contribution yearly either to be placed entirely into set-aside or spent out partially or completely in that years budget. The set-aside required from each individual budget would be \$12,500 RUT, \$12,500 GF R&S, \$12,500 Water, \$12,500 Sewer. Any trade in value from trucks or equipment would be added to that years purchase or put into the set aside account for future purchases. Each Public Works vehicle would be in use for 12-15 years before being replaced.

## Mower Set Aside

Revised January 4, 2021

Year	Mower Replaced	Replacement Mower	Set Aside	Cost	Set Aside Total
2018-2019	(1)2012 JD, (1)2013 DC	(2)2018 Cub Cadet Z900	+\$0	-\$22,000	\$0
2019-2020	-----	-----	+\$9,975	-\$0	\$9,975
2020-2021	-----	-----	+\$9,975	-\$0	\$19,950
2021-2022	(1)2012 JD	(1)2022 JD 4x4 lawn tractor	+\$10,000	-\$15,000	\$14,950
2022-2023	-----	-----	+\$10,000	-\$0	\$24,950
2023-2024	(1)2017, (2)2018 Cub Cadet Z900	(3)2013 Unknown	+\$10,000	-\$33,000	\$1,950
2024-2025	-----	-----	+\$10,000	-\$0	\$10,000
2025-2026	-----	-----	+\$10,000	-\$0	\$20,000
2026-2027	-----	-----	+\$10,000	-\$0	\$30,000
2027-2028	-----	-----	+\$10,000	-\$0	\$40,000
2028-2029	(3)2013 Unknown	(3)2028 Unknown	+\$10,000	-\$36,000	\$14,000
2029-2030	-----	-----	+\$10,000	-\$0	\$24,000
2030-2031	-----	-----	+\$10,000	-\$0	\$34,000
2031-2032	(1)2022 JD 4x4 lawn tractor	(1)2031 JD 4x4 lawn tractor	+\$10,000	-\$20,000	\$24,000

Initially \$9,975 (changed to \$10,000 in 2021-22) would be set aside. Due to the hours spent in respective areas Cemetery would fund 70% (\$7,000), Water would fund 15% (\$1,500) and Sewer would fund 15% (\$1,500). This set aside is adjusted when necessary to account for equipment price increases or needs. It does not take into account sale or trade in value of mowers.



# West Branch, IA



1 in. = 60ft.



120.4 0 60.21 120.4 Feet

This Cadastral Map is for informational purposes only. It does not purport to represent a property boundary survey of the parcels shown and shall not be used for conveyances or the establishment of property boundaries.

THIS MAP IS NOT TO BE USED FOR NAVIGATION

Legend

Notes



***Presentation Back Ground Sheet***

<b>MEETING DATE:</b> January 21, 2020	
<b>AGENDA ITEM:</b>	Motion to approve a quote from Tyler Technologies for adding additional software services for Utility billing customers
<b>CITY GOAL:</b>	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
<b>PREPARED BY:</b>	Deputy Clerk Leslie Brick
<b>DATE:</b>	January 14, 2020

**BACKGROUND:**

The City of West Branch utilizes Tyler Technologies software for its utility billing, cash collections, general ledger and accounting, and cemetery services. Staff is pleased with the current software capabilities and recently discovered additional features that both staff and residents can benefit from.

Utility Billing Online: allows customers to login into Tyler Technologies website to view their current bill, make payments and view past consumption history. There is a \$1.25 service fee (per payment transaction) that can be passed along to the customer or paid by the City.

Notifications for Utility Billing: allows staff to quickly and easily send text or voice messages to customers when new bills are created, past due, or nearing disconnect status. This feature also allows for general notifications to be sent as well, such as: street closures, water main breaks, snow emergencies, and other general reminders on city services. The cost for this feature is \$0.10 per call and would be paid by the City when utilized based on the number of calls made.

The cost for setting up the services (in addition to the above transaction fees) are as follows:

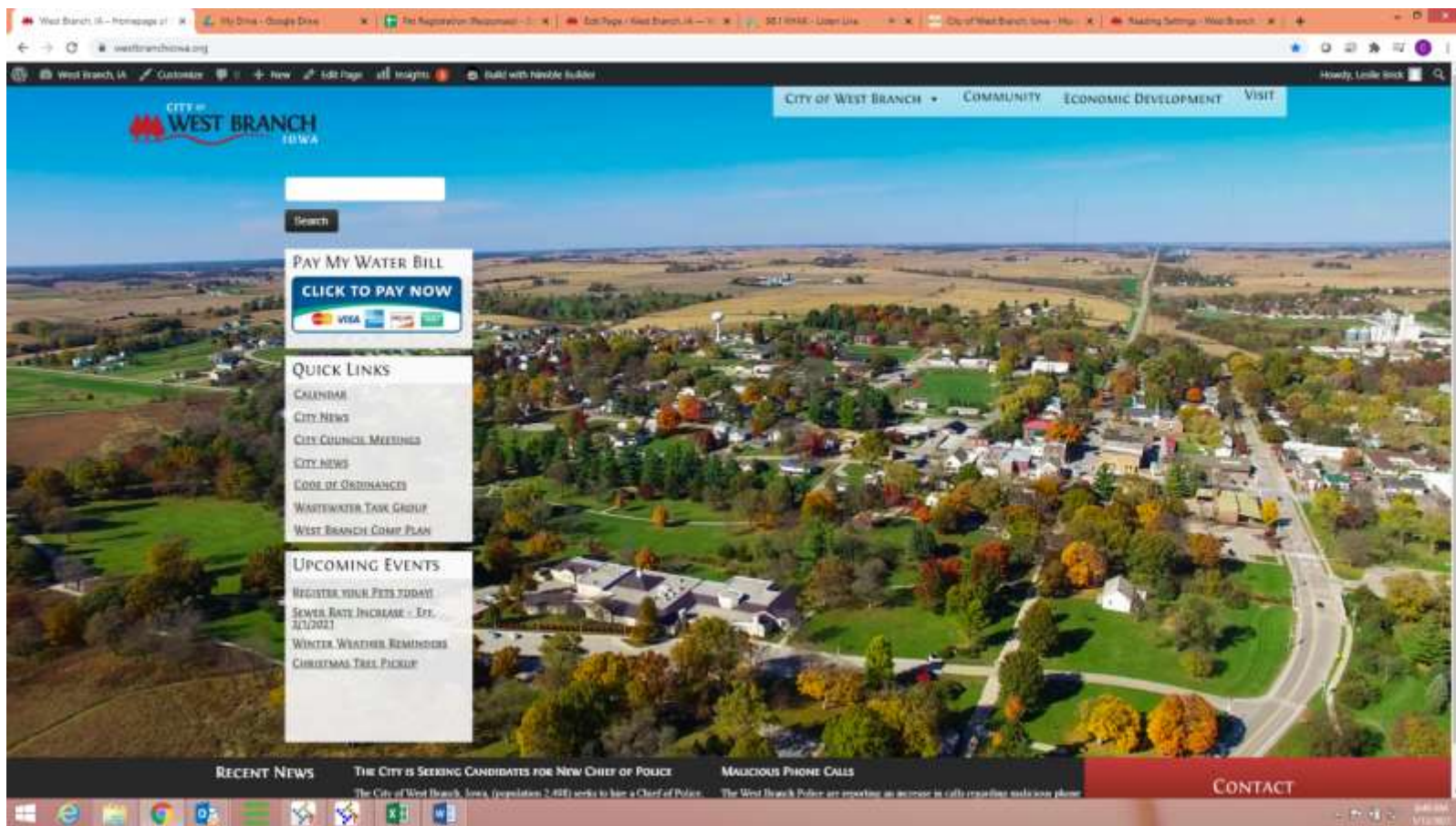
One time set up fee:	\$800.00
Annual fee:	<u>\$576.00</u>
Total:	\$1376.00

<b>STAFF RECOMMENDATION:</b>	Accomplishing a 2020 – 2019 Goal
<b>COUNCIL ACTION:</b>	
<b>MOTION BY:</b>	
<b>SECOND BY:</b>	

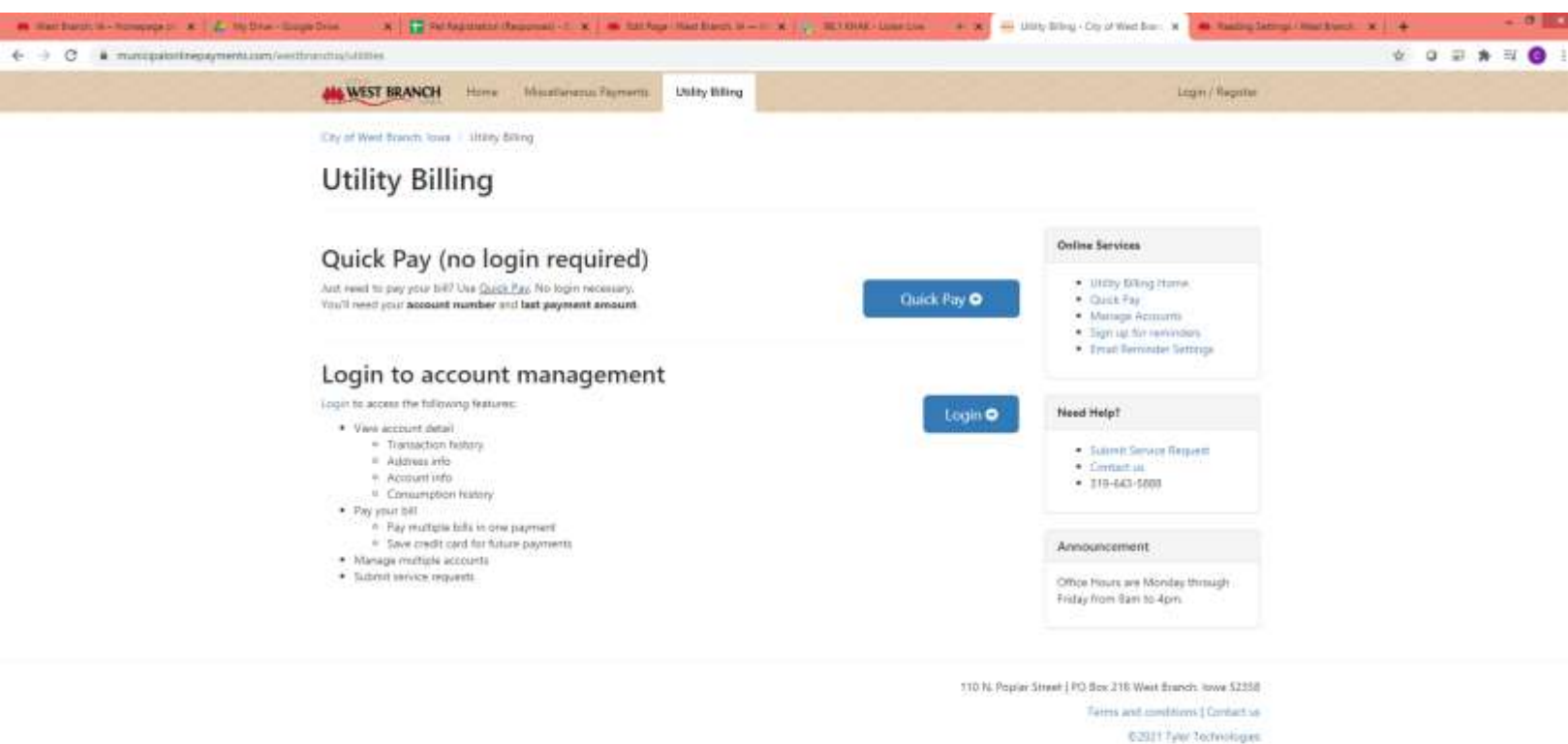
*"Turning Vision into Reality is our Business"*

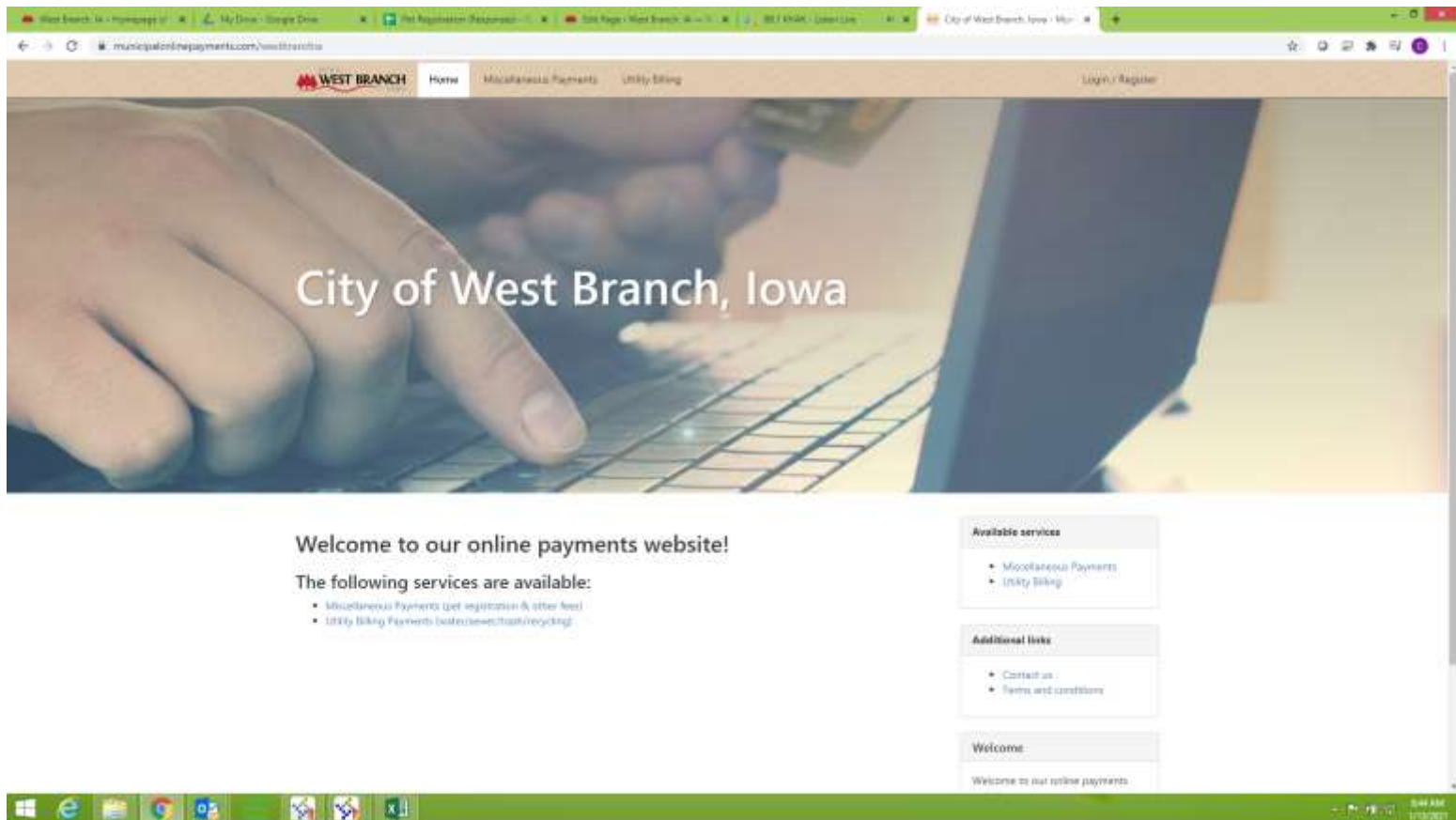


Welcome to Online Payments: westbranchiowa.org – click on the Pay My Water Bill button

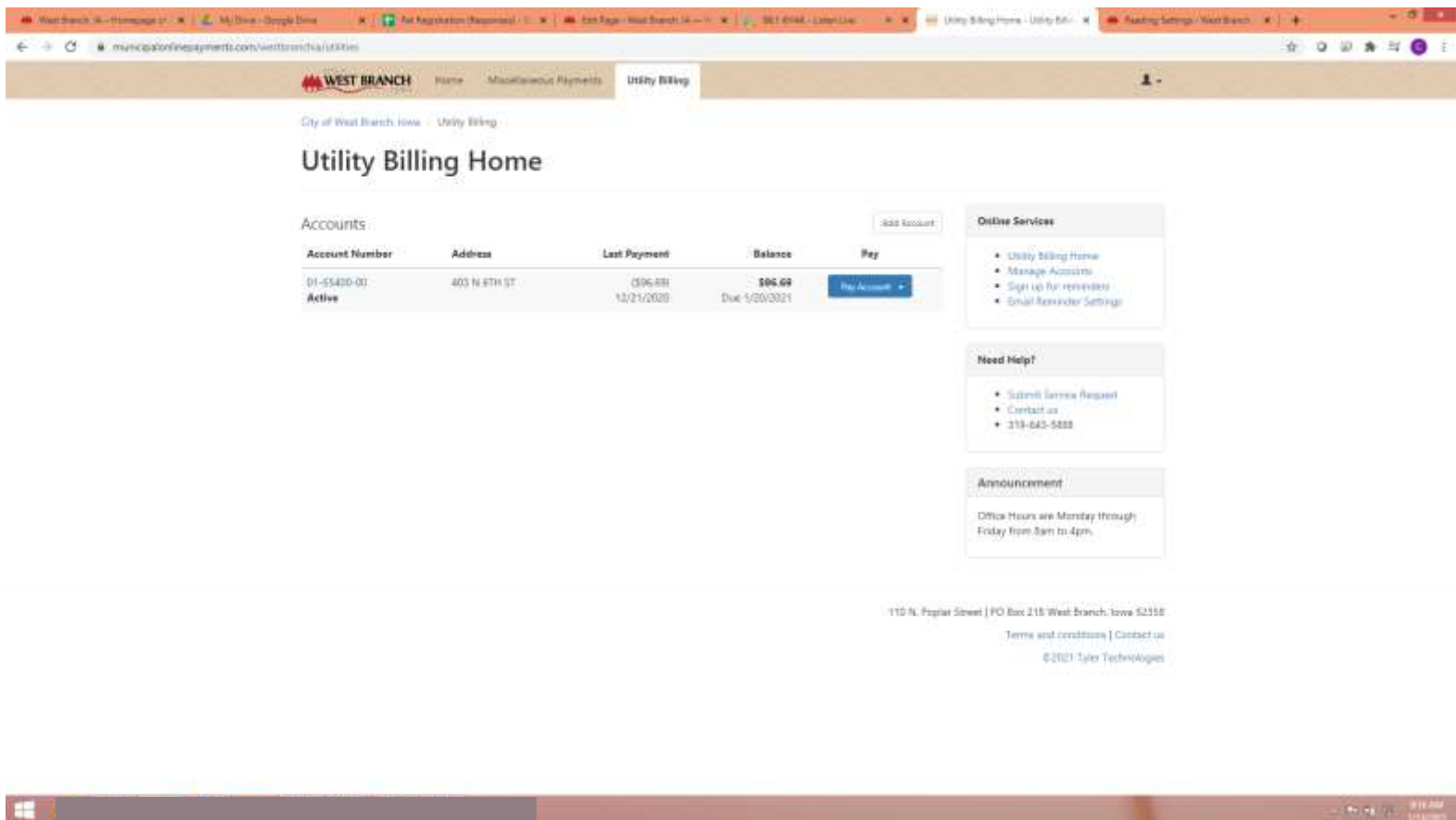


Residents can choose to simply pay their water bill (Quick Pay) or set up an account to view their account information, schedule payments on the date of their choice and set up text and email reminders. The fee for making payments online is \$1.25 per transaction.





Residents who choose to register their account will have access to pay their bill and view payment and consumption history on their account.



## Utility Account Detail

The screenshot shows the 'Account detail' page for a utility account. The account is for Joe & Jill Citizen, ID 01-654010-00, located at 604 N. 6th ST. The account is active. The balance is \$96.69. The page includes tabs for Account Detail, Transaction History, Address Info, Account Info, and Consumption History. A balance summary shows a prior balance of \$0.00, a current bill of \$96.69 due 1/26/2021, and a current account balance of \$96.69. There are no payment arrangements, contracts, or deposits for this account. The right sidebar contains links for online services, a need help section, and an announcement about office hours.

City of West Branch, Iowa / Utility Billing / Accounts / Account detail

### Account detail

Joe & Jill Citizen  
01-654010-00  
604 N. 6<sup>th</sup> ST  
This account is active.

Balance: \$96.69  
[Payment +](#)

Online Services

- [Utility Billing Home](#)
- [Manage Accounts](#)
- [Sign up for reminders](#)
- [Email Reminder Settings](#)

Need Help?

- [Submit Service Request](#)
- [Contact us](#)
- [319-543-3888](#)

Announcement

Office Hours are Monday through Friday from 8am to 4pm.

Account Detail Transaction History Address Info Account Info Consumption History

#### Balance Summary

Prior Account Balance	\$0.00
Current Bill (Due 1/26/2021)	\$96.69
Transactions Since Current Bill	\$0.00
Account Balance	\$96.69

#### Payment Arrangements

There are no Payment Arrangements for this account.

#### Contracts

There are no Contracts for this account.

#### Deposits

There are no Deposits for this account.

## Payment History

The screenshot shows the 'Transaction history' page for the same utility account. It displays a list of transactions from 01-13-2020 to 01-13-2021. The transactions include bills and bank drafts. The right sidebar is identical to the previous page. The bottom of the page shows 'Page 1 of 3'.

City of West Branch, Iowa / Utility Billing / Accounts / Transaction history

### Transaction history

Joe & Jill Citizen  
01-654010-00  
604 N. 6<sup>th</sup> ST  
This account is active.

Balance: \$96.69  
[Payment +](#)

Online Services

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Account Detail Transaction History Address Info Account Info Consumption History

#### Find Transactions

Start Date: 01-13-2020 End Date: 01-13-2021 [Search](#)

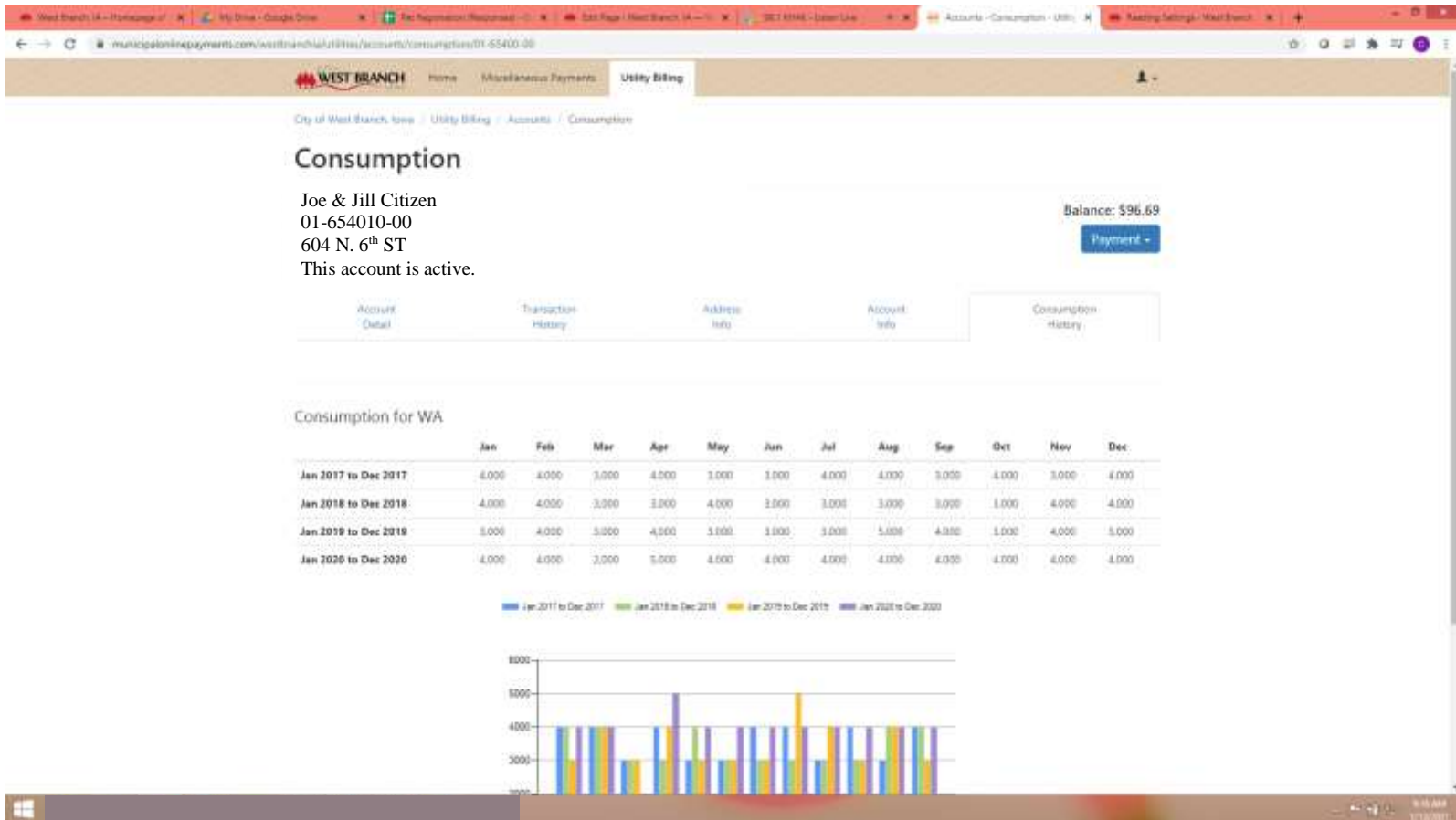
#### Transactions from 01-13-2020 to 01-13-2021

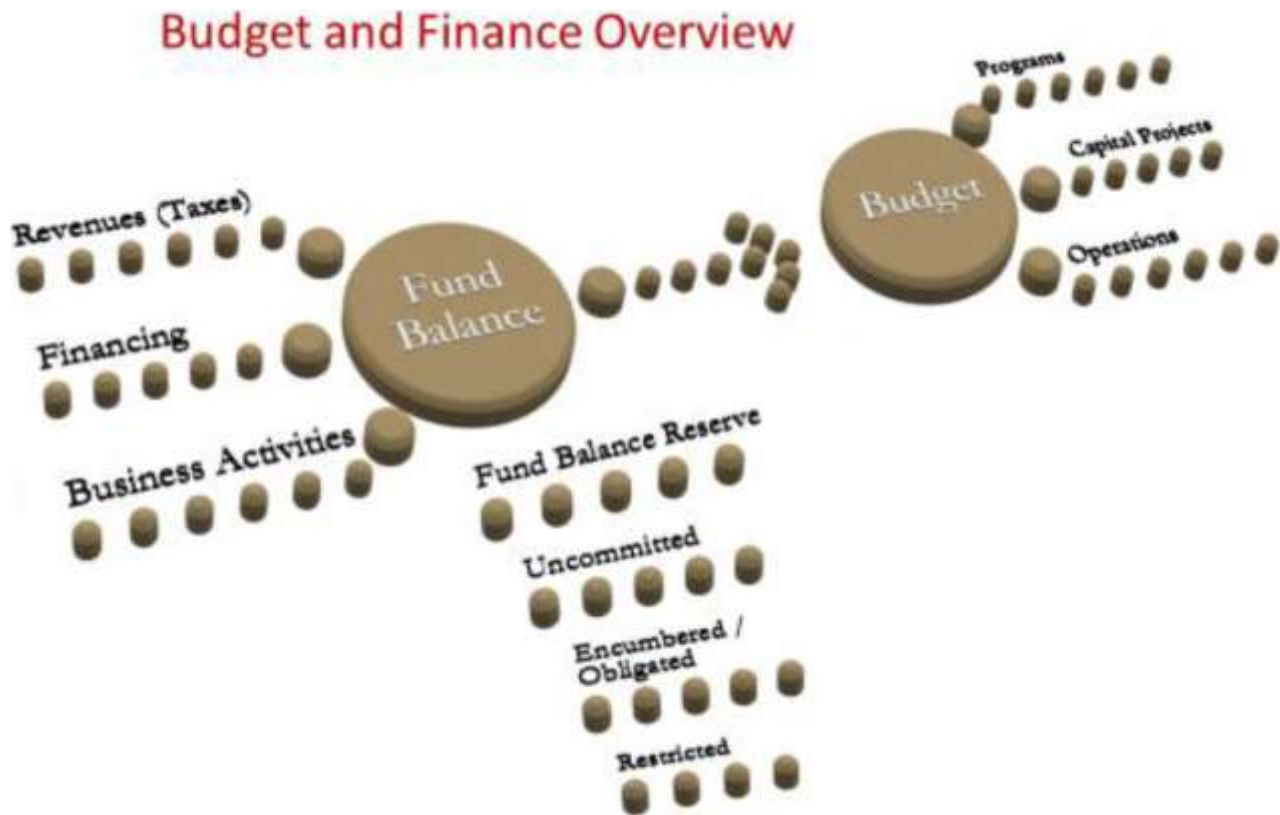
Date	Description	Amount	Running Balance
1/13/2021	Bill	\$96.69	\$96.69
12/21/2020	Bank Draft	(\$96.69)	\$0.00
12/1/2020	Bill	\$96.69	\$96.69
11/20/2020	Bank Draft	(\$96.69)	\$0.00
11/1/2020	Bill	\$96.69	\$96.69
10/20/2020	Bank Draft	(\$96.69)	\$0.00
10/1/2020	Bill	\$96.69	\$96.69
9/21/2020	Bank Draft	(\$96.69)	\$0.00
9/1/2020	Bill	\$96.69	\$96.69
8/20/2020	Bank Draft	(\$96.69)	\$0.00

Page 1 of 3



## Consumption History





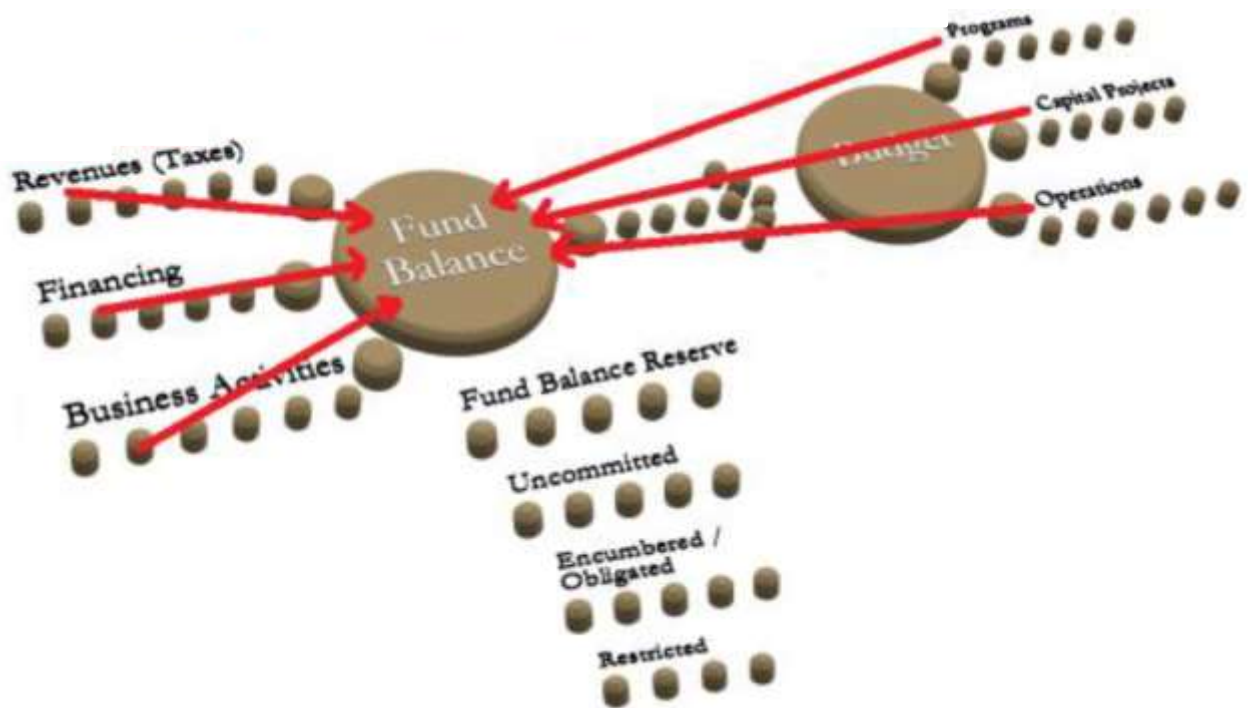
Other terms used depending on the report or presentation may include “Nonspendable”, “Proprietary”, “assigned”, or unassigned.

#### **Typical Definitions:**

**Restricted** – A restricted fund is a reserve of money that can only be used on specific purposes. Some Restricted funds are more restrictive than others and under certain guidelines and circumstances these funds can be used as loans to other funds.

**“Encumbered”, “Obligated”, and/or “Committed”** – Are funds that are intentionally set aside to pay for future obligated, planned, and/or budgeted Funds. City Council would have to approve funds and/or method of securing these fund which are to be encumbered.

**“Fund Balance Reserve”** – Is a like a savings account that typically is highly liquid. Sometimes also called a Rainy Day Fund, the fund is intended to meet any unexpected cost that may arise in an emergency. However, under limited and restricted (higher threshold policy body approval) these funds can be used for other purposes. Typically, cities will keep 3 to 6 months of operation expenses in Reserves.



**Fund Balance Health** – Fund balance is to serve as a measure of the financial resources available in a governmental fund. It is essential that governments maintain adequate levels of fund balance to mitigate current and future risks (e.g., revenue shortfalls and unanticipated expenditures). Fund balance levels are a crucial consideration, too, in long-term financial planning.

**The Government Finance Officers Association (GFOA)** recommends that governments establish a formal policy on the level of unrestricted fund balance that should be maintained in the general fund. Such a guideline should be set by the City Council and provide both a temporal framework and specific plans for increasing or decreasing the level of unrestricted fund balance, if it is inconsistent with the policy.

Although prioritized as a Moderate Goal Priority, Developing a Fund Balance Policy is recommended for discussion for FY 2021 – 2022,

# CLERK'S REPORT

	12/31/2020	LESS REMAINING BUDGET EXP	PLUS REMAINING BUDGET REV		PROJECTED BAL 6-30-2021	
DESCRIPTION						
<b>GENERAL</b>						
*(001) GENERAL OPERATING FUND	\$ 1,198,222.24	\$ 982,978.00	\$ 717,934.00		\$ 933,178.24	unassigned
** FIRE APPARATUS RESERVE	\$ 279,827.53				\$ 279,827.53	restricted
POLICE APPARATUS RESERVE	\$ 27,130.70				\$ 27,130.70	committed
PARK & RECREATION RESERVE	\$ 17,340.39				\$ 17,340.39	committed
PUBLIC WORKS RESERVE	\$ 11,030.00				\$ 11,030.00	committed
SIGNS-ACCIONA DTN INVESTMENT	\$ 6,971.33				\$ 6,971.33	unassigned
(022) CIVIC CENTER	\$ 39,804.57	\$ 14,254.00	\$ 9,877.00		\$ 35,427.57	restricted
(027) MEMORIAL GARDEN PROJECT	\$ 314.00				\$ 314.00	restricted
(028) SPLASH PAD RESERVE	\$ 100.00				\$ 100.00	restricted
(031) LIBRARY	\$ 91,842.40	\$ 112,858.00	\$ 101,704.00		\$ 80,688.40	restricted
(036) TORT LIABILITY	\$ (9,573.78)	\$ 9,462.00	\$ 19,362.00		\$ 326.22	restricted
<b>TOTAL GENERAL</b>	<b>\$ 1,663,009.38</b>	<b>\$ 1,119,552.00</b>	<b>\$ 848,877.00</b>		<b>\$ 1,392,334.38</b>	
<b>SPECIAL REVENUE</b>	<b>\$ -</b>					
(110) ROAD USE TAX	\$ 235,725.57	\$ 218,049.00	\$ 135,940.00		\$ 153,616.57	restricted
(112) TRUST & AGENCY (EMPLOYEE BENEFITS)	\$ 212,450.87	\$ 147,395.00	\$ 138,462.00		\$ 203,517.87	restricted
(119) EMERGENCY TAX FUND	\$ 26,048.36	\$ 38,822.00	\$ 16,941.00		\$ 4,167.36	restricted
(121) LOCAL OPTION SALES TAX	\$ 278,211.87	\$ 213,975.00	\$ 55,274.00		\$ 119,510.87	restricted
(125) TIF	\$ 358,651.91	\$ 486,238.00	\$ 234,563.00		\$ 106,976.91	restricted
(160) REVOLVING LOAN FUND	\$ 137,082.45				\$ 137,082.45	restricted
<b>TOTAL SPECIAL REVENUE</b>	<b>\$ 1,248,171.03</b>	<b>\$ 1,104,479.00</b>	<b>\$ 581,180.00</b>		<b>\$ 724,872.03</b>	
<b>DEBT SERVICE</b>	<b>\$ -</b>					
(226) DEBT SERVICE	\$ 212,240.64	\$ 929,989.00	\$ 854,888.00		\$ 137,139.64	restricted
<b>CAPITAL PROJECTS</b>	<b>\$ -</b>					
(304) W MAIN ST STORMWATER IMP	\$ 10,000.00				\$ 10,000.00	restricted
(308) PARK IMP - PEDERSEN VALLEY	\$ 135,648.73	\$ 43,261.00			\$ 92,387.73	restricted
(309) PHASE I PARK IMPROVEMENTS	\$ 0.00					restricted
(310) COLLEGE STREET BRIDGE	\$ 100,167.64	\$ (19,707.00)	\$ (34,072.00)		\$ 85,802.64	restricted
(312) DOWNTOWN EAST REDEVELOPMENT	\$ 173,912.82	\$ 99,100.00	\$ (95,013.00)		\$ (20,200.18)	restricted
(315) MAIN ST WATER MAIN IMPROVEMENTS	\$ -				\$ -	restricted
(316) SAN SEWER I & I LINE/GROUT PH 2	\$ 0.00					restricted
(318) COLLEGE ST & 2ND ST IMPROVEMENTS	\$ (345,703.72)	\$ (12,780.00)			\$ (332,923.72)	restricted
(319) RELOCATION OF WATER & SEWER LINES	\$ 2,304.78	\$ 450,000.00	\$ 543,830.00		\$ 96,134.78	restricted
(320) LIBRARY PARKING LOT IMPROVEMENTS	\$ -				\$ -	restricted
(321) WIDENING WAPSI CREEK @ BERANEK PARK	\$ 181,029.45	\$ 249,276.00	\$ 100,000.00		\$ 31,753.45	restricted
(322) SPLASH PAD	\$ -				\$ -	restricted
(323) I-80 WEST, WATER MAIN RELOCATE	\$ (19,610.80)	\$ (7,200.00)			\$ (12,410.80)	restricted
(324) WW TREATMT FAC IMP 2021	\$ 71,255.00	\$ (8,745.00)	\$ (80,000.00)		\$ -	restricted
<b>TOTAL CAPITAL PROJECTS</b>	<b>\$ 309,003.90</b>	<b>\$ 793,205.00</b>	<b>\$ 434,745.00</b>		<b>\$ (49,456.10)</b>	
<b>PERMANENT</b>	<b>\$ -</b>					
(500) CEMETERY PERPETUAL FUND	\$ 124,782.95		\$ (620.00)		\$ 124,162.95	NONSPENDABLE
(501) KROUTH PRINCIPAL FUND	\$ 54,977.72		\$ (469.00)		\$ 54,508.72	NONSPENDABLE
(502) KROUTH INTEREST FUND	\$ 19,434.52		\$ (126.00)		\$ 19,308.52	restricted
<b>TOTAL PERMANENT FUNDS</b>	<b>\$ 199,195.19</b>	<b>\$ -</b>	<b>\$ (1,215.00)</b>		<b>\$ 197,980.19</b>	
<b>ENTERPRISE</b>	<b>\$ -</b>					
(600) WATER FUND	\$ 244,759.67	\$ 201,878.00	\$ 232,185.00		\$ 275,066.67	PROPRIETARY
(603) WATER SINKING FUND	\$ 31,946.25	\$ 57,046.00	\$ (30,193.00)		\$ (55,292.75)	PROPRIETARY
(610) SEWER FUND	\$ 322,894.81	\$ 139,383.00	\$ 222,401.00		\$ 405,912.81	PROPRIETARY
(611) SEWER FUND SPECIAL	\$ 35,650.25	\$ (80,000.00)	\$ (66,876.00)		\$ 48,774.25	PROPRIETARY
(614) WASTEWATER LIFT STATION	\$ -				\$ -	PROPRIETARY
(740) STORM WATER UTILITY	\$ 168,117.25	\$ 40,430.00	\$ 28,284.00		\$ 155,971.25	PROPRIETARY
<b>TOTAL ENTERPRISE FUNDS</b>	<b>\$ 803,368.23</b>	<b>\$ 358,737.00</b>	<b>\$ 385,801.00</b>		<b>\$ 830,432.23</b>	
(950) BC/BS FLEXIBLE BENEFIT	\$ 752.86	\$ (1,479.00)			\$ (397.24)	restricted
<b>TOTAL</b>	<b>\$ 4,435,741.23</b>	<b>\$ 4,304,483.00</b>	<b>\$ 3,104,276.00</b>		<b>\$ 3,232,905.13</b>	
O/S CHECKS	\$27,396.60	\$70,303.97			\$22,309.19	
O/S DEPOSIT	\$117.64	\$600.00			\$79.42	
BANK STATEMENT BALANCE	\$4,463,020.19	\$4,374,186.97			\$3,255,134.90	
<b>CHECK FIGURES</b>	<b>\$ 4,435,741.23</b>	<b>\$ 4,304,483.00</b>	<b>\$ 3,104,276.00</b>	<b>\$ -</b>	<b>\$ 3,232,905.13</b>	



CLERK'S REPORT				
	12/31/2020	6/30/2020	12/31/2019	
DESCRIPTION				
GENERAL				
*(001) GENERAL OPERATING FUND	\$ 1,198,222.24	\$ 883,911.79	\$ 804,101.61	unassigned
** FIRE APPARATUS RESERVE	\$ 279,827.53	\$ 279,827.53	\$ 135,152.42	restricted
POLICE APPARATUS RESERVE	\$ 27,130.70	\$ 27,130.70	\$ 27,130.70	committed
PARK & RECREATION RESERVE	\$ 17,340.39	\$ 17,340.39	\$ 17,340.39	committed
PUBLIC WORKS RESERVE	\$ 11,030.00	\$ 18,250.00	\$ 18,250.00	committed
SIGNS-ACCIONA DTN INVESTMENT	\$ 6,971.33	\$ 6,965.54	\$ 6,919.59	unassigned
(022) CIVIC CENTER	\$ 39,804.57	\$ 33,427.19	\$ 28,533.30	restricted
(027) MEMORIAL GARDEN PROJECT	\$ 314.00	\$ 314.00	\$ 314.00	restricted
(028) SPLASH PAD RESERVE	\$ 100.00	\$ 100.00	\$ -	restricted
(031) LIBRARY	\$ 91,842.40	\$ 95,177.58	\$ 89,472.56	restricted
(036) TORT LIABILITY	\$ (9,573.78)	\$ 22,949.83	\$ (32,978.91)	restricted
TOTAL GENERAL	\$ 1,663,009.38	\$ 1,385,394.55	\$ 1,094,235.66	
SPECIAL REVENUE	\$ -			
(110) ROAD USE TAX	\$ 235,725.57	\$ 212,013.53	\$ 188,065.26	restricted
(112) TRUST & AGENCY (EMPLOYEE BENEFITS)	\$ 212,450.87	\$ 179,367.42	\$ 195,416.31	restricted
(119) EMERGENCY TAX FUND	\$ 26,048.36	\$ 4,167.66	\$ 26,990.13	restricted
(121) LOCAL OPTION SALES TAX	\$ 278,211.87	\$ 123,485.39	\$ 232,638.77	restricted
(125) TIF	\$ 358,651.91	\$ 106,976.86	\$ 322,306.49	restricted
(160) REVOLVING LOAN FUND	\$ 137,082.45	\$ 137,082.45	\$ 137,082.45	restricted
TOTAL SPECIAL REVENUE	\$ 1,248,171.03	\$ 763,093.31	\$ 1,102,499.41	
DEBT SERVICE	\$ -			
(226) DEBT SERVICE	\$ 212,240.64	\$ 84,111.63	\$ 165,745.69	restricted
CAPITAL PROJECTS	\$ -			
(304) W MAIN ST STORMWATER IMP	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	restricted
(308) PARK IMP - PEDERSEN VALLEY	\$ 135,648.73	\$ 142,387.68	\$ 505,298.52	restricted
(309) PHASE I PARK IMPROVEMENTS	\$ 0.00			restricted
(310) COLLEGE STREET BRIDGE	\$ 100,167.64	\$ 85,802.65	\$ 300,607.07	restricted
(312) DOWNTOWN EAST REDEVELOPMENT	\$ 173,912.82	\$ 79,800.32	\$ 152,692.95	restricted
(315) MAIN ST WATER MAIN IMPROVEMENTS	\$ -		\$ (100,000.00)	restricted
(316) SAN SEWER I & I LINE/GROUT PH 2	\$ 0.00			restricted
(318) COLLEGE ST & 2ND ST IMPROVEMENTS	\$ (345,703.72)	\$ (332,923.40)	\$ (499,108.71)	restricted
(319) RELOCATION OF WATER & SEWER LINES	\$ 2,304.78	\$ (3,865.62)	\$ (10,440.00)	restricted
(320) LIBRARY PARKING LOT IMPROVEMENTS	\$ -			restricted
(321) WIDENING WAPSI CREEK @ BERANEK PARK	\$ 181,029.45	\$ 181,753.45		restricted
(322) SPLASH PAD	\$ -			restricted
(323) I-80 WEST, WATER MAIN RELOCATE	\$ (19,610.80)	\$ (12,410.80)		restricted
(324) WW TREATMT FAC IMP 2021	\$ 71,255.00	\$ -		restricted
TOTAL CAPITAL PROJECTS	\$ 309,003.90	\$ 150,544.28	\$ 359,049.83	
PERMANENT	\$ -			
(500) CEMETERY PERPETUAL FUND	\$ 124,782.95	\$ 121,962.91	\$ 119,935.10	NONSPENDABLE
(501) KROUTH PRINCIPAL FUND	\$ 54,977.72	\$ 54,509.04	\$ 54,049.59	NONSPENDABLE
(502) KROUTH INTEREST FUND	\$ 19,434.52	\$ 19,308.91	\$ 19,185.72	restricted
TOTAL PERMANENT FUNDS	\$ 199,195.19	\$ 195,780.86	\$ 193,170.41	
ENTERPRISE	\$ -			
(600) WATER FUND	\$ 244,759.67	\$ 154,023.33	\$ 174,325.66	PROPRIETARY
(603) WATER SINKING FUND	\$ 31,946.25	\$ 4,942.00	\$ 30,935.00	PROPRIETARY
(610) SEWER FUND	\$ 322,894.81	\$ 240,075.61	\$ 183,028.22	PROPRIETARY
(611) SEWER FUND SPECIAL	\$ 35,650.25	\$ 48,771.50	\$ -	PROPRIETARY
(614) WASTEWATER LIFT STATION	\$ -			PROPRIETARY
(740) STORM WATER UTILITY	\$ 168,117.25	\$ 145,970.76	\$ 145,679.37	PROPRIETARY
TOTAL ENTERPRISE FUNDS	\$ 803,368.23	\$ 593,783.20	\$ 533,968.25	
(950) BC/BS FLEXIBLE BENEFIT	\$ 752.86	\$ 2,231.55	\$ (397.24)	restricted
TOTAL	\$ 4,435,741.23	\$ 3,174,939.38	\$ 3,448,272.01	
O/S CHECKS	\$27,396.60	\$70,303.97	\$22,309.19	
O/S DEPOSIT	\$117.64	\$600.00	\$79.42	
BANK STATEMENT BALANCE	\$4,463,020.19	\$3,244,643.35	\$3,470,501.78	
CHECK FIGURES	\$ 4,435,741.23	\$ 3,174,939.38	\$ 3,448,272.01	



## Why Fund Balance Reserves are Important (Real Iowa Example).



MEMO

To: Redmond Jones

From: Mickey Shields

Date: 1/15/2021

RE: History of State Funding Reductions

Budget shortfalls and campaign promises to not increase taxes resulted in a costly legislative session on the backs of city and county budgets. Pending legislation could result in millions of dollars in cuts to cities and counties. Currently, city officials are forced to wait for the governor's action on two key pieces of legislation that will result in cuts ranging from \$50.68 million to \$44.2 to cities. Both Senate Files (SF), 453- the Reinvention Bill, and 458- the Standing Appropriation bill, will foretell the future action cities will need to take with their FY04 budgets.

The Reinvention Bill was a product of a consulting firm, Public Strategies Group (PSG), hired by the governor to reinvent Iowa's budget spending. The consultant recommended savings to the state by eliminating three reimbursements to local governments. The reimbursements include the consolidated payment, the bank franchise fee tax payment, and the Machinery & Equipment (M&E) replacement. The total in reimbursements is \$50.68 million to cities. This amount is reduced to \$44.2 million if the governor signs SF 458 that restores the bank franchise payments and reduces the cut in M & E reimbursement.

In exchange of millions of dollars in lost revenue to cities, the bill included nominal mandate relief of: 1) lifting the \$5 cap on parking fines, 2) increasing the municipal infraction penalty from \$750 to \$1000 and 3) allowing an individual to pay their own training to the Iowa Law Enforcement Academy. Unfortunately, the intended mandate relief and the true cuts cities will be forced to make, leaves the touted reinvention reform made through this legislation, unseen through the eyes of city officials.

The League continues dialogue with lawmakers and the governor over concern on how this legislation will impact cities. The following report is intended to provide League members initial information on the cuts and guidance on managing reductions in city services that may result from this legislation.

### **Budget Cuts by the Numbers**

#### **Senate File 453- Reinvention Bill**

Cuts \$34.5 million\* from cities by eliminating the "consolidated payment" received from the state. This payment includes personal property tax replacement, monies and credits and population allocation. This is eliminated beginning in FY04 and for all years thereafter.

Cuts \$5.28 million from cities by eliminating the bank franchise tax payment. Currently cities (60%) and counties (40%) receive a portion of the bank franchise tax, total payment to local government is \$8.8 million. SF453 eliminates the bank franchise tax payment to cities and counties and the state retains all revenue generated from the bank franchise tax. The payment to local governments is eliminated beginning in FY04 and for all years thereafter.

Current law phases out machinery and equipment (M&E) replacement with the last payment occurring in FY06. This cuts FY04 payment in half by appropriating only 45.92% of M&E tax replacement dollars, resulting in an approximate loss of \$10.9 million, and eliminates M&E replacement funds for FY05 and FY06.

**Senate File 458- Standing Appropriation Bill**

Restores Bank Franchise Tax at \$8.8 million, 60% going to cities or approximately \$5.28 million.

Appropriates 51.39% for M&E replacement funds in FY04, restoring about \$1.2 million.

Funds both restorations by eliminating the \$10 million “Local Government Innovation Fund” established in SF453.

Net FY04 loss if SF453 signed by Governor and SF 458 signed by Governor

\$34.5 million for consolidated payment  
\$9.7 million for M&E

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\$44.2 million

Net FY04 loss if SF453 signed by Governor and SF458 vetoed by Governor

\$34.5 million for consolidated payment  
\$5.28 million for bank franchise tax payment  
\$10.9 million for M&E

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\$50.68 million

Although the consolidated payment is a rather consistent figure from year to year, bank franchise tax revenue and M&E replacement funds are much more difficult to gauge. To find an approximation of individual city's losses for the consolidated payment and bank franchise tax and county level M&E loss information, visit the League web site at [www.iowaleague.org](http://www.iowaleague.org) or contact us at (515) 244-7282.

\*All dollar amounts are approximate, based on the most current information available from the Iowa Department of Revenue and Finance. Actual cut totals may vary slightly from projections.

S:\DATA\Special Reports\Budget Cuts\BudgetCutsbyNumbers.doc

**A Draft Proposal  
Discussed 2019  
Suggested to be discussed in the future**



## **Fund Balance / Reserve Policy**

### **Purpose**

As reflected in the 2018 – 2019 City Council Goal Setting Process. The City of West Branch desires to maintain a prudent level of financial resources to guard its stakeholders against service disruption in the event of unexpected temporary revenue shortfalls or unpredicted one-time expenditures. In addition, this policy is intended to document the appropriate Reserve level to protect the City's credit worthiness and provide adequate cash flow based upon the traditional operating cycle. Reserves are accumulated and maintained to provide stability and flexibility to respond to unexpected adversity and/or opportunities to minimize the cost associated with short-term cash borrowing. The International City / County Management Association's analysis recommends the establishment of a formal reserve policy because they "minimize political concerns and considerations of adequate reserve levels and keep the organization more focused on providing structural balance in their operations.

### **Authority**

The West Branch City Council is responsible for the approval of financial policies which establish and direct the operations of the City of West Branch. The City Administrator is responsible for carrying out the policy directives of the City Council and managing to the day-to-day operations of the executive departments, including the Finance Department. This policy shall be administered on behalf of the City Administrator by the Director of Finance.

### **Monitoring Performance**

The City will measure its compliance with the policy on an annual basis during the City's budgeting process. During the course of the fiscal year the Director of Finance shall closely monitor the City's revenues and expenditures to ensure Revenues are not used beyond any planned usage. If the target level of Reserves is not met at fiscal year-end or is not likely to be met at any point within a ten-year time horizon, then during the annual budget process a plan to replenish the Reserve levels will be developed by collaboration among affected funds and department budgets based on the requirements outlined in this policy.

### **Funding the Reserves**

Funding of Reserve targets will generally first come from excess revenues over fund balance expenditures or one-time budgeted general fund investments.

## **Excess of Reserves**

In the event Reserves exceed the minimum balance requirements, at the end of each fiscal year, any excess reserves may be used in the following ways:

1. Fund accrued liabilities, including but not limited to debt service, and other budget needs or financial operating pressures in future periods;
2. Appropriate for purposes of lower or lowering the amount of bonds;
3. Increase the pay-as-you-go contributions needed to fund capital projects in the City's Capital Improvement Plan;
4. One-time expenditure that do not increase recurring operating cost that cannot be funded through current revenues. Emphasis will be placed on one-time uses that reduce operating costs; or
5. Start-up expenditures for new programs, provided that such action is approved by the City Council and is considered in the context of multi-year projections of revenue and expenditures as prepared by the City Administrator's Office / Finance Department.

## **References / Sources / Justification**

In an article, entitled "A Risk-Based Analysis of General Fund Reserve Requirements", dated May 2013, and published by The Government Finance Officers Association (GFOA); local governments are vulnerable in the situations of extreme events (e.g., natural disasters). It is critical in these circumstances, public safety functions are funded, and the federal and state programs that would help ensure proper funding may take time to get assistance for local governments who are likely to have resources stretched thin. For example, reimbursement from the Federal Emergency Management Agency (FEMA) does not always occur right away, so it is important to have reserves to absorb the cost in the meantime, and FEMA does not necessarily reimburse 100 percent of the cost of responding to an event.

The GFOA also recommends, at a minimum, that general purpose governments, regardless of size, maintain unrestricted budgetary fund balance in their general fund of no less than two months of regular general fund operating revenues or regular general fund operating expenditures. GFOA acknowledges that a government's particular situation may require a level unrestricted fund balance in the general fund significantly in excess of recommended minimum level. The City of West Branch's goal is to established a higher 3 month minimum balance based upon: (1) the exposure to significant one-time outlays, such as natural disasters; (2) potential impact on the City's bonding or lending rating and capacity; and (3) the city's lack of history of having any similar type of fund that would protect from having to potentially drain general fund resources for emergencies, capital improvements, or other unforeseen situations; There are several examples sophisticated reserve programs that segregate reserves into operating reserves, debt reserves, capital facility reserves, and replacement reserves; However, at this time the City of West Branch is recommending only one reserve fund established at average 3 month of operational period.

## **Three Month Operation Goal**

With the unusual austerity measures involved in Fiscal Year 2017 -2018 budget, it was determined that actual budget of Fiscal Year 2016 – 2017 would be a better determining factor in establishing a reserve fund balance goal.

Operational Expenditure based on 2016 – 2017 (Annual Actual)	
Police	\$ 329,963
Fire	\$ 103,344
Public Works	
Water	\$ 398,346
Roads	\$ 270,531
Sewer	\$ 205,397
Cemetery	\$ 100,000
Administration	\$ 139,465
Library	\$ 197,198
Parks and Recreation	\$ 92,044
Annual Operation Estimate Total	\$ 1,836,288
Monthly Operation Estimate	\$ 153,024 = (1,836,288 / 12)
Fund Balance Reserve Goal	\$ 459,072 = (153,024 x 3)

#### **Recommended Targeted Revenues**

Emergency Revenue Levy (FY 2018-19) ..... \$35,525

Emergency Revenue Levy (FY 2019-20) ..... \$36,564

Additional Unrestricted Fund Balance funding may be appropriated by City Council during the city's annual budget process.

*(The following is a synopsis of the minutes of the West Branch City Council meeting. A video recording is available for inspection on the City of West Branch Website at [westbranchiowa.org/city-of-west-branch/mayor-city-council/meetings/](http://westbranchiowa.org/city-of-west-branch/mayor-city-council/meetings/). The minutes are not approved until the next regularly scheduled City Council meeting.)*

**West Branch, Iowa  
Council Chambers**

**City Council  
Regular Meeting**

**January 4, 2021  
7:00 p.m.**

*An Electronic Meeting (pursuant to Iowa Code Section 21.8) of the City Council of the City of West Branch, Cedar County, IA was held on Monday, January 4, 2021 at 7:00 p.m. because a meeting in person was impossible or impractical due to concerns for the health and safety of Council Members, Staff and the Public presented by COVID-19.*

*Until further notice, all of our Council Meetings will be held electronically. Persons may still attend, observe and participate in the meeting at the Council Chambers, City Office, 110 N. Poplar St, West Branch, Iowa. Social distancing practices shall be observed for any persons attending the meeting in person at City Hall.*

Mayor Roger Laughlin called the West Branch City Council regular meeting to order at 7:01 p.m. Roll call: Council members: Colton Miller, Jodee Stoolman, Jerry Sexton, Tom Dean and Nick Goodweiler were present. City Staff present: City Administrator, Deputy Clerk Leslie Brick, Finance Officer Gordon Edgar, Sergeant John Hanna and City Attorney Kevin Olson. City Staff attending via Zoom: City Engineer Dave Schechinger, Public Works Director Matt Goodale, Park & Recreation Director Melissa Russell and Library/IT Director Nick Shimmin.

### **GUEST SPEAKER PRESENTATIONS**

#### Melissa Russell – Department Budget Presentation for Parks and Recreation.

Russell presented her FY22 budget and said that not much would change from FY21. Russell said she had increased the salary budget for her department to account for salaries for mowing the parks. She said most other activities were decreased due in part to COVID-19 and the unknown of how that will affect participation. Russell reported that since the opening of Cubby Park last summer, the park was used by residents in a variety of ways despite the on-going pandemic.

#### Nick Shimmin – Department Budget Presentation for the Library and Information Technology.

Shimmin presented his FY22 budget and said much of his remained unchanged as well with the exception of employee salaries which is still to be determined with ongoing discussions of moving to a merit pay system. Shimmin said he was requesting a slight increase for building maintenance, but decreasing janitorial services and employee travel expenses for FY22. Shimmin added that library programs in 2020 were shifted to online which increased participation and attendance. He said other outdoor activities were also popular and hoped to continue to offer them in the future.

#### Chief John Hanna – Department Budget Presentation for the Police

Hanna presented his FY22 budget and noted just a couple of changes to membership fees to reflect actual costs and said that \$12,500 was being requested for his equipment set aside fund, down from \$20,000 last fiscal year. Hanna said he would be working on a paid on-call time for his officers which was listed as a goal of the City Council for FY22. Hanna gave a presentation on the body worn cameras in use by all officers which was goal of FY21.

### **PUBLIC COMMENT**

Resident, Robert Van Ginkle, 120 N. Downey Street addressed the Council on the condition of Cookson and S. 4<sup>th</sup> Street. Van Ginkle said that both streets are in need of attention due to constant water run-off from an adjacent property. He stated that this has been an on-going issue for several years and that the water causes ice flows all winter along both streets making it unsafe for vehicles and pedestrians and added that the water issue has also caused both streets to crack and break up in numerous areas. Van Ginkle said the water flows between the city shop and Dave Peden's property and is a constant flow at all times of the year. He said the water has been tested for chlorine by Public Works and has been told it is not city water. Van Ginkle said he is considering renting or purchasing the property from Peden but wants to know what the city is going to do to correct the problems. He also asked for a timeline on when the City would be removing the contaminated soil from Peden's property from the salt shed run-off. (This was an issue brought to the City's attention in 2016.) Laughlin said the City has until FY22 to remove the contaminated soil and it was on their radar. Laughlin stated that the city is aware of the water problem as well but believes that the Parkside Hills subdivision will rectify the problem. Laughlin said they will just need to take a 'wait and see' attitude at this time. Since the water is not coming from City property, the City has no responsibility in fixing the problem. Laughlin said the City will continue to monitor the situation and said that Public Works would try to keep a better handle on the ice flows this winter.

### **CONSENT AGENDA**

- Motion to Approve Minutes for City Council Meeting December 21, 2020.
- Motion to Approve the Annual Mayoral Appointments. These Appointments are Mayor Pro Tem- Colton Miller; Official Newspaper – West Branch Times; Animal Control Facility – West Branch Clinic; City Engineer – Dave Schechinger of Veenstra & Kimm, Inc.; Public Health Officer Dr. Thomas Novak.
- Motion to Approve the Claims Report.

EXPENDITURES	1/4/2021	
AMAZON.COM.CA., INC.	SUPPLIES	33.78
APPARATUS TESTING SERVICE	EQUIPMENT TESTING	602.50
BOCWAY INVESTMENTS LLC	BUILDING INCENTIVE PAYMENT	952.69
BROWN'S WEST BRANCH	VEHICLE REPAIR	577.65
CEDAR COUNTY COOPERATIVE	FUEL - VEHICLES	1,084.84
EARL MAY NURSERY & GARDEN	CHRISTMAS TREES	125.00
EAST CENT INTERGOVT ASSOCIATION	DUES 1-1-21 TO 6-30-21	812.70
ELECTRICAL ENGINEERING & E	MAINTENANCE SUPPLIES	1,678.46
IOWA LIBRARY ASSOCIATION	KNOCHE & SCHAFER - DUES 2021	185.00
IOWA RURAL WATER ASSOC.	DUES 1-1-21 TO 12-31-21	275.00
JOHN DEERE FINANCIAL	SUPPLIES	542.21
KIESLER POLICE SUPPLY, INC	AMMUNITION	328.00
KOCH OFFICE GROUP	COPIER MAINTENANCE	284.81
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,570.29
MACQUEEN EQUIPMENT	EQUIPMENT REPAIR	677.90
MEDIACOM	CABLE SERVICE	41.90
MID-STATES ORGANIZED CRIME	ANNUAL MEMBERSHIP FEES	100.00
OLSON, KEVIN D	LEGAL SERVICES - JANUARY, 2021	1,500.00
OMNISITE	WIRELESS SERVICE - LIFT STATIONS	360.00
PITNEY BOWES INC	POSTAGE METER RENTAL	180.00
PORT 'O' JONNY INC.	SERVICE - CEMETERY	101.00
QUILL CORP	OFFICE SUPPLIES	650.00
RUMMELLS FARMS INC.	EASEMENT AGREEMENTS - RESOLUTION 1966	11,071.73
SHRED-IT USA	DOCUMENT DESTRUCTION	55.38
STATE INDUSTRIAL PRODUCTS	CHEMICALS	244.00
THE HOME DEPOT PRO	HAND SANITIZER GEL	29.82
VEENSTRA & KIMM INC.	COLLEGE STREET WATER MAIN 4TH TO 5TH	396.10
VEENSTRA & KIMM INC.	CHANNEL WIDENING - FLOOD IMPROVEMENT	2,624.25
VEENSTRA & KIMM INC.	I-80 WATER MAIN RELOCATION	1,311.00
VEENSTRA & KIMM INC.	LOETHEN RIDGE CONSTRUCTION REVIEW	1,852.75
VEENSTRA & KIMM INC.	WW TREATMENT FACILITY IMPROVEMENT - 2021	8,745.00
VERIZON WIRELESS	WIRELESS SERVICE	420.43
WATCH GUARD VIDEO	BODY CAMERA	1,140.00
WEST BRANCH CDG	FINANCIAL SUPPORT WBCDG	10,000.00
WEST LIBERTY GUN CLUB, INC	MEMBERSHIP 2021 - STEEN	120.00
TOTAL		50,674.19
PAYROLL	12/24/2020	54,063.64
PAID BETWEEN MEETINGS		
GRIEBAHN INDUSTRIESINC	NAME PLATE	24.00
KELLY TREE FARM LLC	TREES	6,420.00
WALMART	BUILDING MAINTENANCE SUPPLIES	17.96
WEST BRANCH FORD	MAINTENANCE SUPPLIES	188.64
US POSTAL SERVICE	POST OFFICE BOX RENT	84.00
MEGAN HOFFMAN	CLEANING SERVICE	261.00
TOTAL		6,995.60
GRAND TOTAL EXPENDITURES	111,733.43	
FUND TOTALS		
001 GENERAL FUND	39,159.63	
022 CIVIC CENTER	116.88	
031 LIBRARY	6541.84	
110 ROAD USE TAX	14,799.72	
112 TRUST AND AGENCY	10,981.41	
321 WIDENING WAPSI CREEK @ BERANEK PARK	2,624.25	
323 I-80 WEST, WATER MAIN RELOCATION	12,382.73	
324 WW TREATMENT FACILITY IMPROVEMENT 2021	8,745.00	
600 WATER FUND	8330.39	
610 SEWER FUND	8051.58	
GRAND TOTAL	111,733.43	

Motion by Sexton, second by Goodweiler approve agenda/consent agenda. AYES: Sexton, Goodweiler, Miller, Stoolman, Dean. NAYS: None. Motion carried.

**PUBLIC HEARING / NON-CONSENT AGENDA**

Third Reading of Ordinance 779 – Amending Chapter 165; entitled Zoning Regulations. /Move to action.  
There was no discussion.

Motion by Miller, second by Goodweiler to approve the third reading of Ordinance 779. AYES: Miller, Goodweiler, Dean, Sexton, Stoolman. NAYS: None. Motion carried.

**ORDINANCE NO. 779**

**AN ORDINANCE AMENDING CHAPTER 165 “ZONING REGULATIONS.”**

WHEREAS, the Planning & Zoning Commission of the City of West Branch, Iowa, believes that the clarification of certain sections in the Zoning Code will lead to a clearer understanding of the Code’s requirements; and  
WHEREAS, the Planning & Zoning Commission of the City of West Branch, Iowa, believes that a more uniform and consistent wording in the language contained within certain sections in the Zoning Code will aide in making the Zoning Code more navigable and lead to more consistent interpretation of the requirements; and  
WHEREAS, the Planning & Zoning Commission recommends to the City Council of the City of West Branch, adoption of these amendment recommendations in the Zoning code; and



WHEREAS, the City Council of the City of West Branch, Iowa has reviewed these recommendations and concurs with the Planning & Zoning Commission.

NOW, THEREFORE, BE IT ORDAINED:

1. BE IT ENACTED by the City Council of West Branch, Iowa, that Chapter 165 “ZONING REGULATIONS” of the Code of West Branch, Iowa is hereby amended by revising the following subsections to Chapter 165.

**165.34 I-2 DISTRICT REQUIREMENTS - Amend by adding number 5:**

**5. Area Regulations.**

**A. Lot Requirements: None.**

**B. Yard Requirements:**

**(1) Front Yard. No Building shall be constructed within forty (40) feet of the front lot line.**

**(2) Side Yards. On lots adjacent to a residential district, all buildings and incidental areas shall be located so as to provide a minimum side yard of twenty (20) feet on the side adjacent to the residential district. All other side yards shall be a minimum of eight (8) feet.**

**(3) Rear Yards. No building shall be constructed within twenty (20) feet of the rear lot line.**

Passed and approved this 4th day of January, 2021.

First Reading: December 7, 2020  
Second Reading: December 21, 2020  
Third Reading: January 4, 2021

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Roger Laughlin, Mayor

Attest: \_\_\_\_\_  
Leslie Brick, Deputy Clerk

**Public Hearing: Regarding the Adoption of the Amendment Number 3 to the Amended and Restated Urban Renewal Plan for the West Branch Urban Renewal Area.**

Laughlin opened the public hearing at 7:42. There were no public comments. Laughlin closed the public hearing at 7:43.

**Resolution 1969 – Approving and Adopting Amendment No. 3 to the Amended and Restated Urban Renewal Plan for the West Branch Urban Renewal Area. / Move to action.**

City Attorney Olson explained that the West Branch School District’s turn-lane project must be added to the amended Urban Renewal Plan in order to use TIF dollars to help fund the project.

Motion by Goodweiler, second by Sexton to approve Resolution 1969. AYES: Goodweiler, Sexton, Miller, Stoolman, Dean. NAYS: None. Motion carried.

**Resolution 1970 – Approving a 28E Agreement with the West Branch Community School District Regarding the Sharing of Cost on Improvements on W. Main Street. /Move to action.**

City Attorney Olson explained that the agreement had been reviewed by both parties and the final agreement commits the City to reimbursing the West Branch School District \$100,000 toward the turn-lane project on West Main Street in between the entrance of the middle and high school. Olson explained that the City will pay the district \$50,000 in October 2021 and \$12,500 each year for four years fulfilling their commitment.

Motion by Dean, second by Sexton to approve Resolution 1970. AYES: Dean, Sexton, Stoolman, Goodweiler, Miller. NAYS: None. Motion carried.

**Resolution 1971 – Adding the Old Casey’s Parking Lot to the Goal Setting List of Projects Considered for Funding in the FY 2021- 2022 City Administrator’s Recommended Budget. / Move to action.**

Jones explained that the City now officially owns the former Casey’s site and prior discussions by the Council was to turn the site into a parking lot. Jones said the north end the property was also determined to be the best placement of the city mural which has been completed by artist Allie Hval. Council member Dean ask why the city needs another parking lot downtown and suggested that grass might be better than a hard surface. Miller said the site needs something done with it, but didn’t feel it should be listed as a Council ‘goal’. Stoolman agreed with Dean and felt that a parking lot at this time was unnecessary. Jones said the property’s sidewalks were in disrepair and at minimum should be reconstructed which could be done in-house. The council discussed the condition of adjacent sidewalks and said they should be addressed as well. Motion by Sexton, second by Miller to approve Resolution 1971. AYES: Sexton. NAYS: Dean, Goodweiler, Stoolman, Miller. Motion FAILED.

**Resolution 1972 – Approving a “Not to Exceed” \$20,000 Proposal for a Potential \$700,000 Forgivable Loan Application to be used for Water Quality and Storm Water Projects in Connection with City Parks. / Move to action.**

Laughlin introduced the resolution and reminded the Council that this item was discussed at the last meeting. Laughlin said the forgivable loan, if approved, would provide the City added ability to complete other storm water projects within the City. City Engineer Schechinger said that Veenstra & Kimm would lead the loan application process and ensure that all requirements were met.

Motion by Miller, second by Dean to approve Resolution 1972. AYES: Miller, Dean, Sexton, Stoolman, Goodweiler. NAYS: None. Motion carried.

**Discussion: Initial General Fund Revenue Estimates.**

Jones said that valuations were received from both Cedar and Johnson counties and that the city should see an approximate \$93,000 in general fund revenues. Jones said with minor budget changes from the various departments this year, the FY22 budget would be pretty much status quo. The council had no comments.

**Discussion: Merit Pay Proposal.**

Jones said he had reviewed Dean’s merit pay proposal and asked for further guidance from the Council on the subject. Dean said his proposal would provide staff a guide to help measure employee performance and

appropriate pay increases. Other council members said they had experience with individual goal setting with their managers at their annual reviews. This allows the manager to set goals for the employees, the employee to also set goals for themselves and with monitoring of the goals throughout the year, would give the manager something to measure their performance. The Council requested that a new process for employee increases (based on performance) be determined and put into place for the FY22 budget. Jones said he would do some additional research and bring back a proposal soon.

Discussion: – Consider Amending the Recreation Facility, Park & Sport Field Use and Fee Policy.

Russell explained changes proposed by the Park & Recreation Commission on field use fees for non-residents. Russell said the Commission has proposed raising non- resident fees to \$150.00 while keeping the resident fees the same at this time. The Council asked if a park staff member would be present for all tournaments and if those fees were reflective of covering the staff salary. Russell stated that a staff member would be present working the concession stand and said she felt that the fee would cover the cost while adding revenue sales from the concession stand. The Council agreed the fees were appropriate and fair. There was no further discussion on the subject.

**CITY ADMINISTRATOR REPORT**

Jones reported on the status of the food panty building repairs. Jones said the city had received one bid so far and would be collecting them until Friday. Jones said quotes have been solicited to repair the building that was struck in August by a semi-truck trying to turn around on North First Street and also improvements to making the food panty ADA accessible. Jones also reminded the Council of the upcoming budget schedule and said that this year without a lot of changes or requests from city departments, it should be fairly straight forward. Jones said the Gaskill project is still moving slowly forward and that additional information on the project had been requested by the Gaskill's.

**CITY ATTORNEY REPORT**

No report.

**STAFF REPORTS**

No reports.

**COMMENTS FROM MAYOR AND COUNCIL MEMBERS**

Laughlin reported that he had received revised cost estimates for the Herbert Hoover round-a-bout project from Johnson County Engineers. Laughlin said revisions were made to the design to shorten some of the proposed road to the south of Cedar-Johnson and remove the curb and gutter portions and go with a rural approach since that area currently is not urbanized. These changes brought the City's share back down to approximately \$332,000.

Sexton said he received several positive comments from residents regarding the recent snow storm and how well Public Works did on clearing the streets so quickly. Sexton thanked Public Works for the good job.

**ADJOURNMENT**

Motion to adjourn the regular meeting by Miller, second by Goodweiler. Motion carried on a voice vote. City Council meeting adjourned at 9:13 p.m.

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Roger Laughlin, Mayor

ATTEST: \_\_\_\_\_  
Leslie Brick, Deputy City Clerk



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	January 19, 2021
<b>AGENDA ITEM:</b>	<b>Resolution 1973</b> – A Resolution Adopting a Policy Authorizing the City Clerk or Deputy City Clerk to Pay Certain Bills Prior to the City Council's Approval.
<b>CITY GOAL:</b>	Promote quality of life including public safety, community pride events, strong citizen involvement, parks and recreation opportunities and investment.
<b>PREPARED BY:</b>	Leslie Brick, Deputy City Clerk
<b>DATE:</b>	January 12, 2021

### BACKGROUND:

This is a routine item that is approved annually to allow staff to take care of financial items that relate to day to day operations.

<b>STAFF RECOMMENDATION:</b>	Approve Resolution 1973 – Move to Action
<b>REVIEWED BY CITY ADMINISTRATOR:</b>	
<b>COUNCIL ACTION:</b>	
<b>MOTION BY:</b>	
<b>SECOND BY:</b>	

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## **RESOLUTION 1973**

### **A RESOLUTION AUTHORIZING THE FINANCE DIRECTOR, CITY CLERK OR DEPUTY CITY CLERK TO PAY CERTAIN BILLS PRIOR TO THE CITY COUNCIL'S APPROVAL**

**BE IT RESOLVED**, by the City Council of the City of West Branch, Iowa:

**Section 1.** The City Council hereby establishes the following policy authorizing the Finance Officer, City Clerk or Deputy Clerk to pay the following bills prior to the City Council's approval:

- Utility Deposit Refunds
- Payroll, Payroll taxes and other payments relative to Payroll (such as garnishments, insurance, etc.)
- Postage
- Library Bills approved by the Library Board of Trustees
- Recycling Services
- Conferences or Registration fees, mileage, meals, books and lodging
- Employee Reimbursements
- Recording and Filing Fees
- Loan and Bond Payments
- Authorize the Finance Officer, City Clerk or Deputy Clerk to issue checks for immediate payment of amounts due, which if not paid promptly would result in loss of discount, penalty for late fee or additional interest cost.

**Section 2.** All Resolutions or parts of Resolutions in conflict with the provisions of this resolution are hereby repealed.

\* \* \* \* \*

**PASSED AND APPROVED, this 19th day of January 2021.**

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Roger Laughlin, Mayor

ATTEST:

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Redmond Jones II, City Administrator/Clerk



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	January 19, 2021
<b>AGENDA ITEM:</b>	Motion to Accept the Police Department Annual Report.
<b>CITY GOAL:</b>	Promote quality of life including public safety, community pride events, strong citizen involvement, parks and recreation opportunities and investment.
<b>PREPARED BY:</b>	John K. Hanna, Chief of Police
<b>DATE:</b>	January 12, 2021

### BACKGROUND:

This is an annual report that the Police Department will make available due to recent software and reporting enhancements.

<b>STAFF RECOMMENDATION:</b>	Approve the Motion – Move to Action
<b>REVIEWED BY CITY ADMINISTRATOR:</b>	
<b>COUNCIL ACTION:</b>	
<b>MOTION BY:</b>	
<b>SECOND BY:</b>	

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# Annual Report

West Branch Police Department

John K. Hanna  
Chief of Police

# Call Type - Count

## WEST BRANCH POLICE DEPT

### Call Type Count

1/1/2020 thru 12/31/2020

Tracking: Grid Selected Agency Type: Police Selected Agency ID: WBPD

Call Type	Total
1046	1
MOTORIST ASSIST	26
1050HIT	1
MOTOR VEHICLE ACC HIT ANI	32
1050PD	1
MVA PROPERTY DAMAGE ON	3
1050PI	50
MOTOR VEHICLE ACCIDENT V	30
1050UNK	27
MOTOR VEHICLE ACC UNKOV	4
ABANDON	54
ABANDONED 911	41
ALARM	6
ANIMAL	92
ANIMAL COMPLAINT	1
ASSAULT	1
ASSIST	1
ASSISTANCE	1
ATL	1
ATT TO CONT/LOCATE/WELFA	1
BURGLARY	1
BURGLARY	1
BUS	1
BUSINESS CHECK/OPEN DOC	1
CHECK	1
PARK CHECK	1
CHILD	1
CHILD ENDANGERMENT/ABU:	1
CIVIL	1
CIVIL DISPUTE-NON FAMILY	4
CIVILFAM	51
FAMILYPROBLEMS/CUSTODY	2
CP	7
CIVIL PAPER SERVICE	1
CRIMIS	1
CRIMINAL MISCHIEF	1
DEBRIS	1
SIGN/TREE/WIRES, ETC	1
DISORDER	1
DISORDERLY CONDUCT	1
DOGS	1
DOG BITES/ DOGS AT LARGE	10
DOMESTIC	3
DOMESTIC DISTURBANCE / 1	1
DRUGS	6
DRUGS/MANUFACTURING	1
DUMPING	1
ILLEGAL DUMPING/LITTERING	1
EXTRA	1
EXTRA PATROL	1
FDALARM	1
CARBON MONOXIDE/SMOKE/I	1
FD BRUSH	1
BRUSH/GRASS/FIELD	1
FD CONTRB	1
CONTROLLED BURN	1
FD GAS	1
NATURAL GAS RELEASE INSII	12
FD OTHER	3
OTHER FD CALLS	1
FD STRUCT	1
STRUCTURE FIRE RES/COMM	1
FD VEHICL	1
VEHICLE FIRE	1
FIGHT	1
FIGHT IN-PROGRESS	1
FINGER	1
FINGER PRINTING	1
FIREWORK	1
FIREWORKS COMPLAINT	1
FOLUP	1
FOLLOW UP	11
FRAUD	18
FRAUD/SCAM	144
HARASS	6
HARASSMENT/THREATS	5
INTELL	1
INTELLIGENCE INFO/DATA	1
INTOXICA	1
PUBLIC INTOXICATION	1
JUVENILE	1
JUV COMP-NOT MISSING OR I	1
LIFT	1
LIFT ASSIST	1
LOITER	1
LOITERING	1
MEDBREAT	1
BREATHING PROBLEMS	1
MEDCHEST	1
CHEST PAIN/HEART	1
MEDFALL	1
FALLS/BACK INJURIES-TRAUM	1
MEDICAL	1
MEDICAL CALL	1
MEDOVERD	1
OD/DEATH/SUICIDE/ETCISON	1
MEDSTAND	1
STAND BY	1
MEET	1
MEETING	1
MENTAL	1
MENTAL PERSON	1
MISSING	1
MISSING PERSON/JUVENILE	1
NCO	1
NO CONTACT ORDER	1
NOISE	1
NOISE COMPLAINT	1
NUISANCE	1
NUISANCE/ABATEMENT	1

Call Type	Total
PARK	38
PARKING VIOLATIONS	2
PARTY	1
PARTY COMPLAINT	5
PCS	1
POSS ANY TYPE OF DRUGS	1
PROPERTF	6
PROPERTY FOUND	2
PROPERTL	3
PROPERTY LOST	279
PROPEX	10
PROPERTY EXCHANGE	24
PURSUIT	2
PURSUIT	3
REPO	3
REPOSSESSED VEHICLES	3
SEX	1
SEX OFFENSES	35
SOLICIT	1
SOLICITOR	279
SUSP	10
SUSPICIOUS PERSON/ACTIV	24
SWO	2
SPEAK WITH OFFICER	16
TEST	1
TEST	1
THEFT	1
THEFT/LARCENY/SHOPLIFTIN	1
TRAFCONT	1
TRAFFIC CONTROL/ESCORT	1
TRAFFIC	1
TRAFFIC HAZD/DISABLED VEI	1
TRAINING	1
TRAINING	1
TRANS	1
TRANSPORT NON-MEDICAL	1
TRESPASS	1
TRESPASSING	1
TS	1
TRAFFIC STOP	1
UNLOCK	1
VEHICLE UNLOCK	1
VACATION	1
VACATION WATCH	1
VANDALIS	1
VANDALISM	1
WARRANT	1
WARRANT SERVICE	1
WARRANTS	1
SEARCH WARRANT	1
WEATHER	1
weather / watch / warning	1

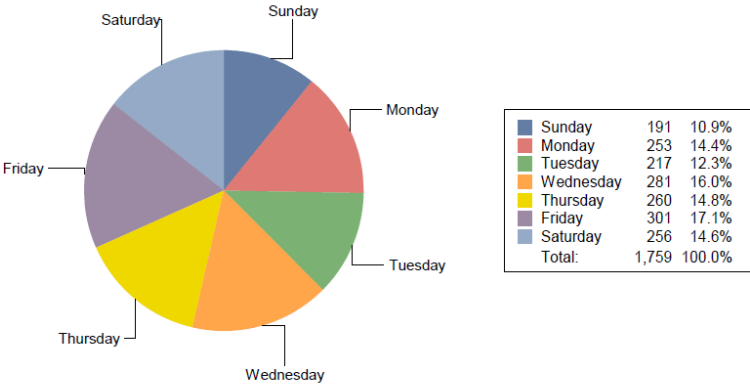
1759



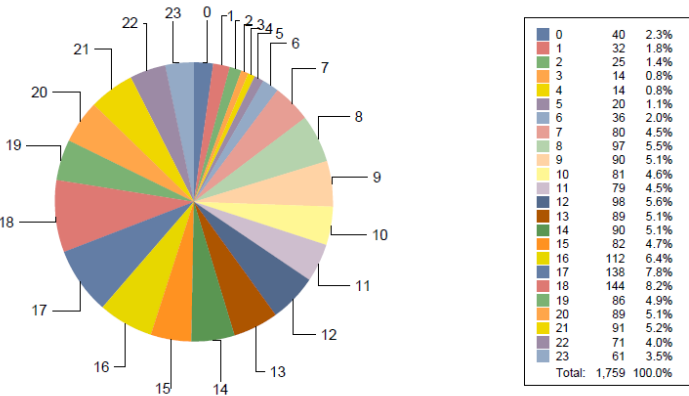
# Calls by Day of Week and Hour

WEST BRANCH POLICE DEPT  
Graph CFS count by Day of Week and Hour  
1/1/2020 thru 12/31/2020

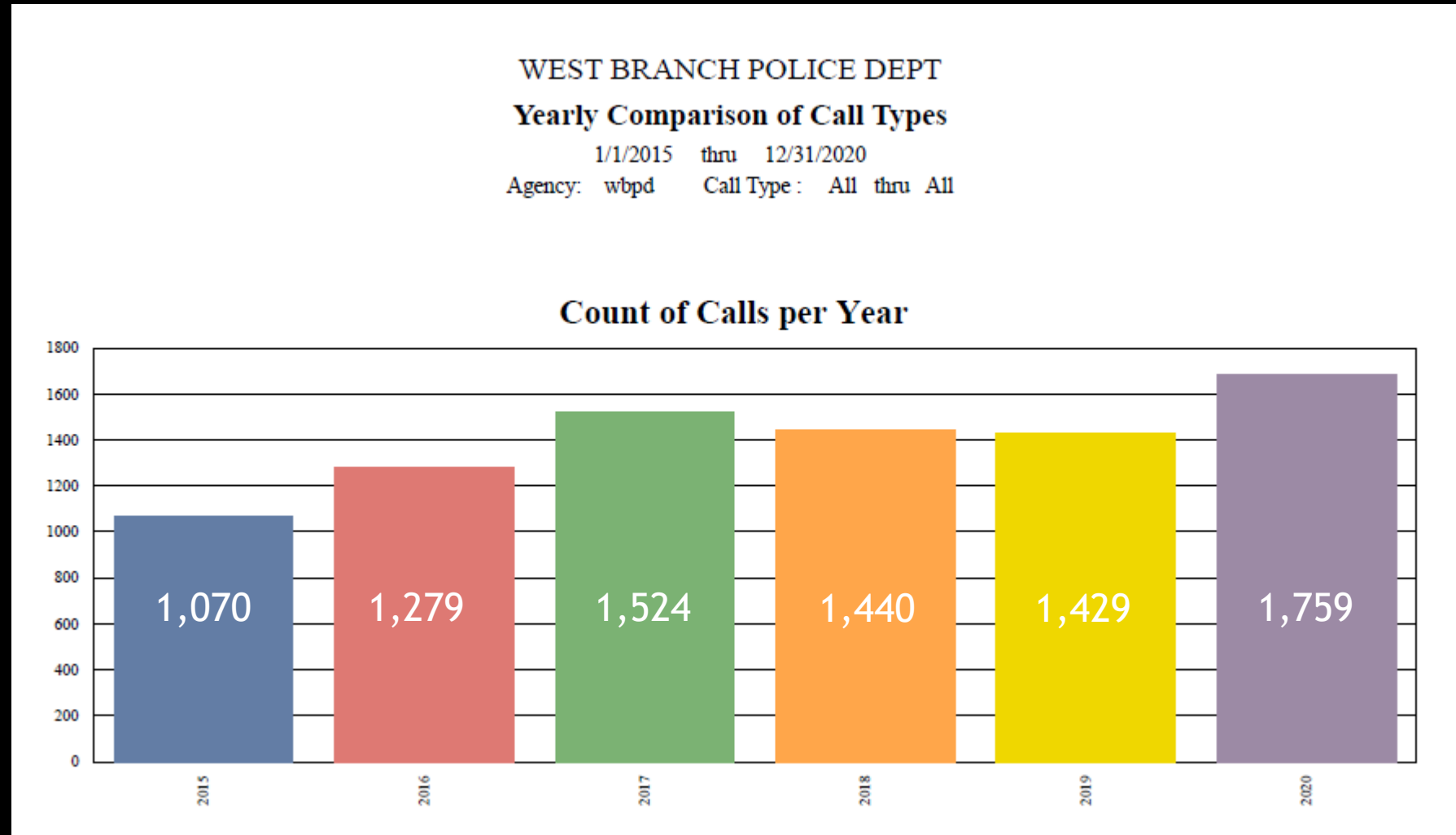
CFS by Day of Week



CFS by Hour of Day



# Call Comparison by Year





## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	January 19, 2021
<b>AGENDA ITEM:</b>	<b>Motion to Approve Setting a Date for a Public Hearing:</b> on February 1, 2021, for Consideration of the Maximum Tax Dollars from Certain Levies to be Certified in the Proposed Fiscal Year 2020-2021 Budget.
<b>CITY GOAL:</b>	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
<b>PREPARED BY:</b>	Redmond Jones II, City Administrator
<b>DATE:</b>	January 12, 2021

### BACKGROUND:

Per SF 634 (new Code of Iowa 384.15A), the county must prepare and publish the required hearing notice form within the budget software (Max Levy Notice). Notice of the hearing must be published in the official newspapers for cities 201 and over in population as of the last official census. Notice of the hearing must be posted in the 3 locations within the cities set by ordinance for cities 200 and under in population as of the last official census. The budget hearing notices must be published/posted not less than 10 nor more than 20 days before the date of the public hearing. The notice must also be posted on the city's web site and on the city's social media sites if applicable.

*At the hearing, taxpayers and residents of the city may present to the Council their objections to, or arguments in favor of the tax asking (Code of Iowa Section 384.15A 5(a)).*

Following the hearing, the Council may decrease, but not increase, the proposed maximum property tax dollars. The Council must adopt the maximum property tax dollars via resolution (resolution example found at <https://dom.iowa.gov/cities> under the FORMS section). If the increase is greater than 102% from the current year, the Council must approve the resolution by 2/3 majority (4 out of 5, 5 out of 7, or 2 out of 3). The adopted resolution must be posted on the city's web site within 10 days of approval by the Council. The resolution shall be maintained and accessible for public viewing on the internet site as well as resolutions posted for subsequent budget years.

<b>STAFF RECOMMENDATION:</b>	Approve Motion – Move to Action
<b>REVIEWED BY CITY ADMINISTRATOR:</b>	
<b>COUNCIL ACTION:</b>	
<b>MOTION BY:</b>	
<b>SECOND BY:</b>	

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<b>CITY NAME</b> West Branch	<b>NOTICE OF PUBLIC HEARING -PROPOSED PROPERTY TAX LEVY</b> <b>Fiscal Year July 1, 2021 - June 30, 2022</b>	<b>CITY CODE</b> 16-142
---------------------------------	----------------------------------------------------------------------------------------------------------------	----------------------------

The City Council will conduct a public hearing on the proposed Fiscal Year City property tax levy as follows:

<b>Meeting Date:</b> 2/1/2021	<b>Meeting Time:</b> 7:00 PM	<b>Meeting Location:</b> City Council Chambers, City Office, 110 N. Poplar, West Branch, Iowa
----------------------------------	---------------------------------	--------------------------------------------------------------------------------------------------

At the public hearing any resident or taxpayer may present objections to, or arguments in favor of the proposed tax levy. After adoption of the proposed tax levy, the Council will publish notice and hold a hearing on the proposed city budget.

<b>City Web Site (if available):</b> https://westbranchiowa.org		<b>City Telephone Number:</b> 319-643-5888		
<b>Iowa Department of Management</b>	<b>Current Year Certified Property Tax  2020/2021</b>	<b>Budget Year Effective Property Tax  2021/2022**</b>	<b>Budget Year Proposed Maximum Property Tax  2021/2022</b>	<b>Annual    % CHG</b>
Regular Taxable Valuation	1 143,785,299	150,927,653	150,927,653	
<b>Tax Levies:</b>				
Regular General	2 \$1,164,661	\$1,164,661	\$1,222,514	
Contract for Use of Bridge	3 \$0	\$0		
Opr & Maint Publicly Owned Transit	4 \$0	\$0		
Rent, Ins. Maint. Of Non-Owned Civ. Ctr.	5 \$0	\$0		
Opr & Maint of City-Owned Civic Center	6 \$18,885	\$18,885	\$18,885	
Planning a Sanitary Disposal Project	7 \$0	\$0		
Liability, Property & Self-Insurance Costs	8 \$44,451	\$44,451	\$44,451	
Support of Local Emer. Mgmt. Commission	9 \$8,908	\$8,908	\$9,465	
Emergency	10 \$38,822	\$38,822	\$38,822	
Police & Fire Retirement	11 \$0	\$0		
FICA & IPERS	12 \$161,782	\$161,782	\$161,782	
Other Employee Benefits	13 \$120,000	\$120,000	\$153,550	
<b>*Total 384.15A Maximum Tax Levy</b>	14 \$1,557,509	\$1,557,509	\$1,649,469	<b>5.90%</b>
<b>Calculated 384.15A Maximum Tax Rate</b>	15 \$10.83219	\$10.31957	\$10.92887	

Explanation of significant increases in the budget:

West Branch is a growing community, with more residents come greater demand for services. The FY 2021 - 2022 General Fund Budget will need to keep pace with new personnel expenses, added expenses related to the operation of our new Cubby Park. The anticipated demand on General Fund will also need to reflect design expenses related to matching fundings with Johnson County needed for road improvements to Hoover Hwy.

If applicable, the above notice also available online at:

<https://westbranchiowa.org/wp-content/uploads/2021/01/20210111154533064.pdf>  
<https://www.facebook.com/cityofwestbranchiowa.com>

\*Total city tax rate will also include voted general fund levy, debt service levy, and capital improvement reserve levy

\*\*Budget year effective property tax rate is the rate that would be assessed for these levies if the dollars requested is not changed in the coming budget year



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	January 19, 2021
<b>AGENDA ITEM:</b>	<b>Motion to Set a Public Hearing</b> on February 1, 2021 for a Public Hearing Regarding the I-80 Water Main Relocation.
<b>CITY GOAL:</b>	Develop inviting high profile visual impact projects; including gateways, establishing destination, branding and other projects that reflect tax results.
<b>PREPARED BY:</b>	Dave Schechinger, City Engineer with Veenstra & Kimm, Inc.
<b>DATE:</b>	January 12, 2021

### BACKGROUND:

Set the date for the public hearing for the I80 Water Main Relocation Project.

Public Hearing February 1, 2021

Anticipated bid date will be February 10, 2021

City Council Approval is not required, but can be discussed February 16<sup>th</sup> (if needed for any further action).

<b>STAFF RECOMMENDATION:</b>	Approve Motion – Move to Action
<b>REVIEWED BY CITY ADMINISTRATOR:</b>	
<b>COUNCIL ACTION:</b>	
<b>MOTION BY:</b>	
<b>SECOND BY:</b>	

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## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	January 19, 2021
<b>AGENDA ITEM:</b>	<b>Motion to Set a Bid Date</b> on February 10, 2021 for Bidding Plans, Specifications, Form of Contract, and Estimated Cost Regarding the I-80 Water Main Relocation.
<b>CITY GOAL:</b>	Promote quality of life including public safety, community pride events, strong citizen involvement, parks and recreation opportunities and investment.
<b>PREPARED BY:</b>	Dave Schechinger, City Engineer with Veenstra & Kimm, Inc.
<b>DATE:</b>	January 12, 2021

### **BACKGROUND:**

Set the date for Accepting Bids for the I80 Water Main Relocation Project.

Bid date will be February 10<sup>th</sup>

This is a DOT funded project and the City Council's Approval is not required, but can be discussed / reviewed February 16<sup>th</sup> (if needed for any further action).

<b>STAFF RECOMMENDATION:</b>	Approve Motion – Move to Action
<b>REVIEWED BY CITY ADMINISTRATOR:</b>	
<b>COUNCIL ACTION:</b>	
<b>MOTION BY:</b>	
<b>SECOND BY:</b>	

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## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	January 19, 2021
<b>AGENDA ITEM:</b>	<b>Motion to Approve</b> a Class E Liquor License for AJ's Jack & Jill, Located at 115 W. Main Street, West Branch, Iowa.
<b>CITY GOAL:</b>	Promote quality of life including public safety, community pride events, strong citizen involvement, parks and recreation opportunities and investment.
<b>PREPARED BY:</b>	Leslie Brick, Deputy City Clerk
<b>DATE:</b>	January 12, 2021

### BACKGROUND:

Approve Class E Liquor License for Aj's Jack & Jill with the following privileges;

Class B Wine  
Class C Beer (carryout)  
Class E Liquor  
Sunday sales

Effective January 2021 to January 2022.

<b>STAFF RECOMMENDATION:</b>	Approve Motion – Move to Action
<b>REVIEWED BY CITY ADMINISTRATOR:</b>	
<b>COUNCIL ACTION:</b>	
<b>MOTION BY:</b>	
<b>SECOND BY:</b>	

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## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	January 19, 2021
<b>AGENDA ITEM:</b>	<b>Motion to Approve</b> the LL Pelling Seal Coat Unit Pricing for 2021 Report.
<b>CITY GOAL:</b>	Develop, maintain and rebuild safe, clean, diverse, healthy, neighborhoods, including partnering with the school district.
<b>PREPARED BY:</b>	Matt Goodale, Public Works Director
<b>DATE:</b>	January 14, 2021

### **BACKGROUND:**

LL Pelling gives us a unit price quote yearly for seal coat work. This price is what is used to determine cost on any seal coat work we hire LL Pelling for during this year. There is an increase in price to each area.

Type A \$.20 square yard increase

Type B \$.20 square yard increase

Cold patch \$25 per ton increase

This is a similar increase to last year and would equate to around a \$4,000 increase in cost for a normal years sealcoat work to be completed.

<b>STAFF RECOMMENDATION:</b>	Approve Motion – Move to Action
<b>REVIEWED BY CITY ADMINISTRATOR:</b>	
<b>COUNCIL ACTION:</b>	
<b>MOTION BY:</b>	
<b>SECOND BY:</b>	

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# PROPOSAL

City of West Branch (PG)  
P.O. Box 218  
West Branch, IA 52358-0218



WWW.LLPELLING.COM

1425 W. Penn Street P.O. Box 230 North Liberty, Iowa 52317

(319) 626-4600 FAX (319) 626-4605

WE PROPOSE TO DO THE FOLLOWING WORK AND/OR FURNISH THE MATERIALS AT THE UNIT PRICE QUOTED BELOW:

**RE: 2021 Sealcoat Work**

**December, 2020**

**Description of Work:**

**Type A Work (Option 1)**

**Unit Price**

**A. Base repair and single seal coat consisting of:**

Scarify and pulverize existing street surface  
Furnish water as required for compaction, reshape and recompact.  
Furnish and apply single seal coat of MC-3000 asphalt  
Furnish, spread and roll 3/8" chips.

\$ 3.80 SY

**OR**

**Type B Work (Option 2)**

**B. Single seal coat consisting of:**

Power broom streets  
Furnish and apply single seal coat of MC-3000 asphalt  
Furnish, spread and roll 3/8" chips.

\$ 2.70 SY

**Cold Mix Patch Material (15 tons or less)**

\$ 250 TON

**NOTES:**

1. Billing on final units completed.
2. Cold Mix Patching amount is an *estimated* quantity. Invoice will be on actual tons placed.
3. Prices for 2021 Construction Season, if accepted and mailed back by January 30<sup>th</sup>, 2021.

\*Is this project tax exempt? Yes ☐ No ☐. If you checked yes, please send the Iowa Construction Sales Tax Form with your signed proposal.

**Authorized  
Signature**

Darrin Tippie

Note: This proposal may be withdrawn if not accepted within 30 days.

All work & materials will be according to specifications submitted or per standard practices. Any alteration or deviation from the above specifications involving extra cost will become an extra charge over and above the estimate. Items bid per Unit of Measure are based on estimated quantities, and payment will be based on actual quantities placed. Payment is due upon receipt of invoice. 1 3/4% Service Fee will be charged on all past due accounts (21% per annum). Any expense incurred to collect past due accounts, including attorney fees, will be reimbursed by owner.

**Acceptance of Proposal** The above prices, specifications and conditions are satisfactory and hereby accepted. You are authorized to do the work as specified. Payment will be due upon receipt of invoice. I will retain the white copy for my records and return the yellow copy for authorization to schedule work.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**"Committed to Excellence since 1948"**



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	January 19, 2021
<b>AGENDA ITEM:</b>	<b>Motion to Approve</b> the Claims Report.
<b>CITY GOAL:</b>	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
<b>PREPARED BY:</b>	Gordon Edgar, Finance Director
<b>DATE:</b>	January 16, 2021

**BACKGROUND:**

These are routine expenditures that include such items as payroll, budget expenditures, and other financial items that relate to City Council approved items and/or other day to day operational disclosures.

<b>STAFF RECOMMENDATION:</b>	Approve Claims Report – Move to Action
<b>REVIEWED BY CITY ADMINISTRATOR:</b>	
<b>COUNCIL ACTION:</b>	
<b>MOTION BY:</b>	
<b>SECOND BY:</b>	

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**EXPENDITURES****1/19/2021**

ALLIANT ENERGY	ALLIANT ENERGY	9,736.11
ALTORFER INC	VEHICLE MAINTENANCE & SUPPLIES	292.49
AMAZON	BOOKS	822.15
AMAZON.COM.CA.,INC.	SUPPLIES	37.98
ASCAP	ANNUAL LICENSE FEE	367.00
AT & T MOBILITY	WIRELESS SERVICE	369.93
BAKER & TAYLOR INC.	BOOKS	516.18
BEAN & BEAN	GRAVE OPENINGS	1,650.00
BMI	ANNUAL MUSIC LICENSE FEE	368.00
CEDAR COUNTY RECORDER	RECORDING FEES	35.00
CJ COOPER & ASSOCIATES	PREEMPLOYMENT SERVICES	35.00
CULLIGAN WATER TECHNOLOGIES	WATER SOFTENER SERVICE	23.20
ELDON C STUTSMAN INC	SUPPLIES	732.32
F&B COMMUNICATIONS INC	HOSTING SERVICE	179.70
GALLS, LLC	SUPPLIES	95.92
HAWKINS INC	AZONE	356.99
HI-LINE ELECTRIC COMPANY INC	HI-LINE ELECTRIC COMPANY INC	85.05
HOTSY CLEANING SYSTEMS	EQUIPMENT REPAIR	626.52
ILLINOIS LIBRARY ASSOCIATION	PROGRAM SUPPLIES	216.10
IMWCA	IMWCA	2,345.00
IOWA ASSN. MUN. UTILITIES	SAFETY TRAINING	733.51
IOWA LAW ENFORCEMENT ACADEMY	ADMINISTRATIVE FEE	125.00
IOWA ONE CALL	UTILITY LOCATION SERVICE	61.20
JOHNSON COUNTY REFUSE INC.	RECYCLING & TRASH - DEC 2020	15,576.50
KANOPY	VIDEO RENTALS	34.00
LINN COUNTY R.E.C.	STREET LIGHTS	185.40
LYNCH'S PLUMBING INC	LYNCH'S PLUMBING INC	81.10
MERCY IOWA CITY PHYSICIAN & CLINIC SERVICES	PHYSICAL - CILEK	137.00
MESADYNE CORPORATION	SUPPLIES	66.50
MIDWEST FRAME & AXLE	VEHICLE REPAIR	3,431.60
DEBORAH RAMSEY	REFUND	10.00
OVERDRIVE INC	EBOOK	3.49
PITNEY BOWES INC	POSTAGE METER RENTAL	59.49
PORT 'O' JONNY INC.	SERVICE-WAPSI PARK	228.00
QUILL CORP	OFFICE SUPPLIES	16.26
RIVER PRODUCTS COMPANY INC	ROAD ROCK	1,231.47
STATE HYGIENIC LAB	LAB ANALYSIS	27.00
US BANK EQUIPMENT FINANCE	COPIER MACHINE LEASE	106.25
WALMART COMMUNITY/RFCS LLC	SUPPLIES	204.58
WEST BRANCH TIMES	LEGAL PUBLICATIONS	489.64
WEX BANK	VEHICLE FUEL	1,169.68

**TOTAL****42,868.31****PAYROLL****1/8/2021 48,023.70**

**PAID BETWEEN MEETINGS**

UMB	INTEREST-BANK FEES	1,250.00
WAGeworks	EMPLOYEE FLEX PLAN	31.96
GLOBAL PAYMENTS INTEGRATED	CREDIT CARD FEES	38.22
CEDAR COUNTY COOPERATIVE	VEHICLE FUEL	658.74
MELISSA RUSSELL	HAND SANITIZER	180.45

<b>TOTAL</b>		<b>2,159.37</b>
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<b>GRAND TOTAL EXPENDITURES</b>		<b>93,051.38</b>
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**FUND TOTALS**

001 GENERAL FUND	42,778.30
022 CIVIC CENTER	532.17
031 LIBRARY	7,675.41
036 TORT LIABILITY	2,164.30
110 ROAD USE TAX	13,131.87
112 TRUST AND AGENCY	4,932.24
226 DEBT SERVICE	1,250.00
600 WATER FUND	11,535.02
610 SEWER FUND	9,020.11
950 FLEXIBLE BENEFITS	31.96

<b>GRAND TOTAL</b>	<b>93,051.38</b>
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DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
POLICE OPERATION	GENERAL FUND	GALLS, LLC	SUPPLIES	11.02
			SUPPLIES	84.90
		WEX BANK	VEHICLE FUEL	586.42
		IOWA LAW ENFORCEMENT ACADEMY	ADMINISTRATIVE FEE	125.00
		ALLIANT ENERGY	SERVICES	151.52
			SERVICES	15.91
		AT & T MOBILITY	WIRELESS SERVICE	369.93
		AMAZON.COM.CA.,INC.	SUPPLIES	37.98
		MESADYNE CORPORATION	SUPPLIES	66.50
			TOTAL:	1,449.18
FIRE OPERATION	GENERAL FUND	WEX BANK	VEHICLE FUEL	66.80
		ALLIANT ENERGY	SERVICES	456.56
		CULLIGAN WATER TECHNOLOGIES	WATER SOFTENER SERVICE	23.20
			TOTAL:	546.56
STREET LIGHTING	GENERAL FUND	LINN COUNTY R.E.C.	STREET LIGHTS	185.40
		ALLIANT ENERGY	SERVICES	2,210.49
			SERVICES	188.80
			TOTAL:	2,584.69
PARK & RECREATION	GENERAL FUND	PORT 'O' JONNY INC.	SERVICE-WAPSI PARK	114.00
			SERVICE - CUBBY PARK	114.00
		ALLIANT ENERGY	SERVICES	246.04
			TOTAL:	474.04
CEMETERY	GENERAL FUND	WEX BANK	VEHICLE FUEL	139.41
		BEAN & BEAN	GRAVE OPENINGS	1,650.00
			TOTAL:	1,789.41
COMM & CULTURAL DEVEL	GENERAL FUND	ASCAP	ANNUAL LICENSE FEE	367.00
		BMI	ANNUAL MUSIC LICENSE FEE	368.00
		ALLIANT ENERGY	SERVICES	47.72
			TOTAL:	782.72
CLERK & TREASURER	GENERAL FUND	F&B COMMUNICATIONS INC	HOSTING SERVICE	179.70
		ALLIANT ENERGY	SERVICES	166.79
			TOTAL:	346.49
LEGAL SERVICES	GENERAL FUND	WEST BRANCH TIMES	LEGAL PUBLICATIONS	394.84
		CEDAR COUNTY RECORDER	RECORDING FEES	35.00
			TOTAL:	429.84
SOLID WASTE	GENERAL FUND	JOHNSON COUNTY REFUSE INC.	RECYCLING & TRASH - DEC 20	15,576.50
			TOTAL:	15,576.50
LOCAL CABLE ACCESS	GENERAL FUND	WEST BRANCH TIMES	LEGAL PUBLICATIONS	94.80
		ALLIANT ENERGY	SERVICES	100.00
			TOTAL:	194.80
NON-DEPARTMENTAL	GENERAL FUND	MISCELLANEOUS V DEBORAH RAMSEY	DEBORAH RAMSEY:REFUND	10.00
			TOTAL:	10.00
TOWN HALL	CIVIC CENTER	ALLIANT ENERGY	SERVICES	351.72
			TOTAL:	351.72

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
LIBRARY	LIBRARY	OVERDRIVE INC	EBOOK	3.49
		WALMART COMMUNITY/RFCSLLC	SUPPLIES	4.74
			SUPPLIES	12.24
			SUPPLIES	77.72
			SUPPLIES	109.88
		QUILL CORP	OFFICE SUPPLIES	16.26
		BAKER & TAYLOR INC.	BOOKS	165.37
			BOOKS	103.67
			BOOKS	72.95
			BOOKS	161.71
			BOOKS	33.25
			BOOKS	20.77-
		ALLIANT ENERGY	SERVICES	343.12
		AMAZON	BOOKS	822.15
		US BANK EQUIPMENT FINANCE	COPIER MACHINE LEASE	106.25
		PITNEY BOWES INC	POSTAGE METER RENTAL	59.49
		KANOPY	VIDEO RENTALS	34.00
		ILLINOIS LIBRARY ASSOCIATION	PROGRAM SUPPLIES	216.10
			TOTAL:	2,321.62
POLICE OPERATIONS	TORT LIABILITY	IMWCA	WORK COMP - POLICE	494.11
			TOTAL:	494.11
FIRE OPERATION	TORT LIABILITY	IMWCA	WORK COMP - FIRE	764.89
			TOTAL:	764.89
BUILDING INSPECTIONS	TORT LIABILITY	IMWCA	WORK COMP - BLDG INSPECT	18.84
			TOTAL:	18.84
ROADS & STREETS	TORT LIABILITY	IMWCA	WORK COMP - STREETS	489.18
			TOTAL:	489.18
LIBRARY	TORT LIABILITY	IMWCA	WORK COMP - LIBRARY	28.60
			TOTAL:	28.60
PARK & RECREATION	TORT LIABILITY	IMWCA	WORK COMP - PARK & REC	241.43
			TOTAL:	241.43
CEMETERY	TORT LIABILITY	IMWCA	WORK COMP - CEMETERY	81.19
			TOTAL:	81.19
CLERK & TREASURER	TORT LIABILITY	IMWCA	WORK COMP - ADMIN	46.06
			TOTAL:	46.06
ROADS & STREETS	ROAD USE TAX	LYNCH'S PLUMBING INC	LYNCH'S PLUMBING INC	81.10
		RIVER PRODUCTS COMPANY INC	ROAD ROCK	1,231.47
		ALTORFER INC	VEHICLE MAINTENANCE & SUPP	84.80
			VEHICLE MAINTENANCE & SUPP	15.78
			REPAIR PARTS	119.26
			REPAIR PARTS	72.65
		WEX BANK	VEHICLE FUEL	125.67
		ALLIANT ENERGY	SERVICES	178.26
		CJ COOPER & ASSOCIATES	PREEMPLOYEMENT SERVICES	35.00
		ELDON C STUTSMAN INC	SUPPLIES	732.32
		MERCY IOWA CITY PHYSICIAN & CLINIC SER	PHYSICAL - CILEK	137.00
		HOTSY CLEANING SYSTEMS	EQUIPMENT REPAIR	197.63

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
			VEHICLE & EQUIPMENT REPAIR	235.00
			VEHICLE & EQUIPMENT REPAIR	193.89
		HI-LINE ELECTRIC COMPANY INC	SUPPLIES	28.35
		MIDWEST FRAME & AXLE	VEHICLE REPAIR	3,431.60
			TOTAL:	6,899.78
			-	
WATER OPERATING	WATER FUND	IOWA ONE CALL	NOTIFICATIONS	30.60
		STATE HYGIENIC LAB	LAB ANALYSIS	27.00
		IOWA ASSN. MUN. UTILITIES	SAFETY TRAINING	733.51
		HAWKINS INC	AZONE	356.99
		IMWCA	WORK COMP - WATER	128.96
		WEX BANK	VEHICLE FUEL	125.67
		ALLIANT ENERGY	SERVICES	2,997.37
			SERVICES	101.00
		HI-LINE ELECTRIC COMPANY INC	SUPPLIES	28.35
			TOTAL:	4,529.45
SEWER OPERATING	SEWER FUND	IOWA ONE CALL	NOTIFICATIONS	30.60
		IMWCA	WORK COMP - SEWER	51.74
		WEX BANK	VEHICLE FUEL	125.71
		ALLIANT ENERGY	SERVICES	2,180.81
		HI-LINE ELECTRIC COMPANY INC	SUPPLIES	28.35
			TOTAL:	2,417.21

===== FUND TOTALS =====

001	GENERAL FUND	24,184.23
022	CIVIC CENTER	351.72
031	LIBRARY	2,321.62
036	TORT LIABILITY	2,164.30
110	ROAD USE TAX	6,899.78
600	WATER FUND	4,529.45
610	SEWER FUND	2,417.21

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	GRAND TOTAL:	42,868.31
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**REVENUE-FISCAL YEAR 2021**

<b>FUND</b>	<b>DEC</b>
001 GENERAL FUND	107,127.52
022 CIVIC CENTER	524.38
031 LIBRARY	527.69
036 TORT LIABILITY	1,212.30
110 ROAD USE TAX	28,476.77
112 TRUST & AGENCY	7,684.88
119 EMERGENCY TAX FUND	1,058.83
121 LOCAL OPTION SALES TAX	20,470.41
125 TIF	6,752.43
226 DEBT SERVICE	9,404.21
310 COLLEGE ST BRIDGE REPLACEMENT	34,072.07
500 CEMETERY PERPETUAL FUND	420.00
501 KROUTH PRINCIPAL FUND	234.87
502 KROUTH INTEREST FUND	62.89
600 WATER FUND	53,605.84
610 SEWER FUND	48,389.67
740 STORM WATER UTILITY	5,340.75
<b>TOTAL</b>	<b>325,365.51</b>



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	January 19, 2021
<b>AGENDA ITEM:</b>	<b>Resolution 1974</b> – A Resolution Amending the Recreation Facility, Park & Sport Field Use and Fee Policy.
<b>CITY GOAL:</b>	Develop, maintain and rebuild safe, clean, diverse, healthy, neighborhoods, including partnering with the school district.
<b>PREPARED BY:</b>	Melissa Russell, Parks and Recreation Director
<b>DATE:</b>	January 13, 2021

### BACKGROUND:

It is the policy of the West Branch Parks and Recreation Department to control to use of recreation facilities, parks and sport fields, to protect these resources and to allow usage to individuals, groups and organizations based on availability and priority. Use shall be consistent with City Policies and Ordinances, and promote wellness, recreation, and positive participation and sportsmanship. The City desires to be supportive of such use and will schedule and help facilitate their use in accordance with the requirements of the policy presented in this item.

<b>STAFF RECOMMENDATION:</b>	Approve Resolution 1974 – Move to Action
<b>REVIEWED BY CITY ADMINISTRATOR:</b>	
<b>COUNCIL ACTION:</b>	
<b>MOTION BY:</b>	
<b>SECOND BY:</b>	

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113 N 1<sup>st</sup> Street • PO Box 218 • West Branch, Iowa 52358  
(319) 930-0393 • Fax (319) 643-2305 • [www.westbranchiowa.org](http://www.westbranchiowa.org) • [melissa@westbranchiowa.org](mailto:melissa@westbranchiowa.org)

### **Recreation Facility, Sport Field Use & Fee Policy**

It is the policy of the West Branch Parks Department and Recreation Department to control the use of recreation facilities, parks and sport fields, to protect these resources and to allow usage to individuals, groups and organizations based on availability and priority. Use shall be consistent with City Policies and Ordinances, and promote wellness, recreation, and positive participation and sportsmanship. The City desires to be supportive of such use and will schedule and help facilitate their use in accordance with the requirements of this policy.

#### **Purpose**

This policy is intended to enhance the recreation opportunities and events available to the citizens of West Branch; to facilitate City and non-City use and scheduling of recreational venues; to offer recreation programming for participants and spectators and to adequately reimburse the City for expenses related to providing this use.

#### **User Groups**

The City recognizes the following categories of users and user groups:

- City of West Branch Programs
- West Branch School District
- Community-based (organizations organized in and operated from West Branch), volunteer-operated recreation organizations
- Organizations providing competitive, accelerated or super league programming
- Adult recreation leagues or programs
- Privately owned and operated program providers
- Corporate, commercial, business, church or family groups

#### **Prioritization of Users**

The West Branch Parks and Recreation Departments reserve the right to schedule activities and events on facilities, parks and sport fields on an "as available" basis. The following priority applies to all scheduling for use of facilities:

1. West Branch Parks and Recreation programs
2. West Branch Community School District
3. West Branch community-based recreation organizations



4. West Branch non-profit competitive, accelerated or super league youth programs
5. West Branch non-profit adult recreation leagues or programs
6. All others

#### **Guidelines**

1. West Branch Parks and Recreation reserves the right to schedule activities and events on facilities and parks on an "as available" basis. West Branch Parks and Recreation reserves the right to cancel any scheduled activity due to conditions or circumstances that are determined to be detrimental, unsafe or in conflict with City Ordinances and policies.
2. Users conducting their activities for commercial or individual financial gain are not endorsed by the City. Conducting business or sale of merchandise for profit is prohibited, without prior approval by the Park and Recreation Director.
3. The recreation facilities, parks and sport field use fees will be paid in advance of use and before the event for a single event such as a tournament. Regular weekly practices, games, or events will be billed at the end of the month based on the reservation calendar. Teams, team members, or individuals that do not pay the fee by the deadline will have all future reservations deleted until the previous bill is up to date.
4. Cancellation of an event due to weather, facility or field conditions, or city-declared emergency will be rescheduled, if possible, or refunded. Playability of fields will be determined by the Sport Site Supervisor or Parks and Recreation Director.
5. Cancellation of an event due to user failing to comply with this policy or City Code and policies, or due to acts or activities deemed to be offensive or harmful, shall not receive a refund. The City reserves the right to prohibit the user from future use of or scheduling of the facilities.
6. No fireworks, weapons or other dangerous devices are permitted in park or facility areas. Camping, archery or amplified sound equipment must be approved through the City's special event policy.
7. Alcohol is not allowed at Heritage Square, Lions Field, or Wapsi Park without West Branch City Council authorization.
8. User shall release, indemnify and hold harmless the City of West Branch, its elected and appointed officials, officers, employees and volunteers from any and all claims, damages, lawsuits, losses and expenses (including attorney fees) arising out of or resulting from User's performance or failure to perform this agreement and all of User's activities conducted on City's facilities/property.
9. Users shall make every reasonable and prudent effort to keep the area in which user's activities are held, clean and free from trash or other debris. User will clean up any trash and debris generated by user's activities and place it in trash containers provided by the City. The User is responsible for any maintenance or cleanup costs incurred through the negligence of the User of any area or facility.
10. Scheduling must be requested annually. No automatic or protected right to use because of previous use shall be granted. The City reserves the right to deny use of City facilities to any user that, in the City's opinion, has had public relations problems, has abused City facilities or property, has administered its programs in such a way to cause discredit to the City or has not paid all fees due or past due.
11. The City assumes no financial responsibility for the user's group, programs or any of their constituents.

12. Users shall abide by sport or event-specific rules and field usage rules. All tournaments, games and practice games need to be scheduled through West Branch Parks and Recreation. A game is defined by any one of the following criteria:

- a. If there is more than one team present.
- b. If there are officials present, certified or not, or coaches acting as officials.
- c. If players are in uniform.
- d. If one of the teams travels to game site from another city or location.

13. All games and programs must end by 9:45 p.m., unless approved by the Parks and Recreation Director at least 48 hours in advance. All lights must be turned off by 10:00 p.m.

14. No painting or altering of fields is allowed. Moving of bleachers, tables or other equipment owned, maintained or managed by the City is not allowed.

15. Concessions will be maintained and operated by the City of West Branch unless specifically directed otherwise by the Parks and Recreation Director.

16. Users are allowed to charge a gate fee to spectators of the event, however the park patrons will not be charged the fee.

#### **Fees**

Non-Parks and Rec Practice and game for WB resident and team (at least 1 team player must reside in West Branch City limits) 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 at Cubby Park and Summer League Field:

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

***2-hour game per diamond*** (not lined only dragged)-\$15

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

**1 diamond or soccer field** - \$75 per day

\$50 for 2nd day of 2-day tournament

**2 diamonds** - \$100 per day

\$75 for 2nd day of 2-day tournament

**3 diamonds** - \$125 per day

\$100 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** - \$125 per day

\$75 for 2nd day of 2-day tournament

**2 diamonds** - \$150 per day

\$100 for 2nd day of 2-day tournament

**3 diamonds** - \$200 per day

\$125 for 2nd day of 2-day tournament

Event and Tournament Fee at Summer League Fields

Events / tournaments requiring (4) hours or less of facilities time will be charged \$20 dollars for post maintenance fee.

Events/ tournaments requiring (4) hours or more of facilities time will be charged \$30 dollars per facility (field) for facilities use, in addition to a \$30 fee for post-maintenance.

**ORDINANCE 1974**  
**A RESOLUTION AMENDING THE RECREATION FACILITY, PARK & SPORT FIELD**  
**USE AND FEE POLICY.**

**WHEREAS,** It is the policy of the West Branch Parks Department and Recreation Department to control the use of recreation facilities, parks and sport fields, to protect these resources and to allow usage to individuals, groups and organizations based on availability and priority; and

**WHEREAS,** the use of such facilities shall be consistent with City Policies and Ordinances; and

**WHEREAS,** it the intent of the City of West Branch to promote wellness, recreation, and positive participation and sportsmanship; and

**WHEREAS,** the City desires to be supportive of such use and will schedule and help facilitate their use in accordance with the requirements of this policy; and

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of West Branch, Iowa, that the aforementioned policy is hereby approved. Further, the Mayor is directed to execute the agreements on behalf of the City.

\* \* \* \* \*

**Passed and approved this 19th day of January, 2021.**

Attest:

\_\_\_\_\_  
Roger Laughlin, Mayor

\_\_\_\_\_  
Redmond Jones II, City Administrator/Clerk



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	January 19, 2021
<b>AGENDA ITEM:</b>	<b>Discussion Item:</b> Merit Pay Proposal.
<b>CITY GOAL:</b>	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
<b>PREPARED BY:</b>	Redmond Jones, City Administrator / Tom Dean, City Council Member
<b>DATE:</b>	January 14, 2021

### BACKGROUND:

For FY 2021-2022, the City Council prioritized as a Top Objective in the recent Goal Setting Session to address employee compensation issues through revamping / creating a Merit Pay System. The structure of a Merit Pay System has been presented by Tom Dean, and has been discussed in public forum over several public meetings. In addition, there has been several one on one City Council meetings on this topic. It is recommended that the City Council consider to accept and approve the Merit Pay System at the February 1<sup>st</sup> meeting, with the understanding that over the Fiscal 2021-2022 the system fine-tuned by surveying comparisons with other similar communities; and recommending positions be adjusted as needed. Thus, having the system ready for implementation July 1, 2022.

Over the next 12 month the following is proposed:

- Competitive Market Place Analysis
- Examine Pay Range (at all levels)
- Compression Analysis Supervisors and subordinates
- Examine positions for appropriate level location
- Provide performance evaluation training for supervisors and managers.

To accomplish these objectives a salary survey of benchmark Iowan cities / positions will be conducted. Comparable cities will be chosen to survey. The City of West Branch will compare minimum and maximum salary ranges to determine if any adjustments need to be made in position(s) or level(s) of our system. The merit system shall be considered performance pay above annual (if any) cost of living adjustments.

<b>STAFF RECOMMENDATION:</b>	Seeking Feedback
<b>REVIEWED BY CITY ADMINISTRATOR:</b>	
<b>COUNCIL ACTION:</b>	
<b>MOTION BY:</b>	
<b>SECOND BY:</b>	

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Yearly/Hourly Salary																	
	<u>Step 1</u>			<u>Step 2</u>			<u>Step 3</u>			<u>Step 4</u>			<u>Step 5</u>			<u>Step 6</u>	
<u>Job Category</u> <u>Level ↓</u>	Yearly	Hourly		Yearly	Hourly		Yearly	Hourly		Yearly	Hourly		Yearly	Hourly		Yearly	Hourly
1	26000	12.50		26650	12.81		27300	13.13		27950	13.44		28600	13.75		29250	14.06
2	35750	17.19		36644	17.62		37538	18.05		38431	18.48		39325	18.91		40219	19.34
3	45500	21.88		46638	22.42		47775	22.97		48913	23.52		50050	24.06		51188	24.61
4	55250	26.56		56631	27.23		58013	27.89		59394	28.55		60775	29.22		62156	29.88
5	65000	31.25		66625	32.03		68250	32.81		69875	33.59		71500	34.38		73125	35.16
<u>Level Five</u>			<u>Current Salary</u>														
Public Works Director			69123.00														
Police Chief			70000.00														
Building Inspector			37.00 / Hr														
<u>Level Four</u>																	
Head Librarian - IT			55365.00														
Parks and Recreation Director			50136.00														
Police Sergeant			53402.59														
Finance Officer			61522.00														
Deputy Clerk			47091.00														
Police Community Relations																	
Senior Utilities Operator			54300.00														
<u>Level Three</u>																	
Lead Water Operator																	
Lead Waste Water Operator			41700.00														
Childrens Librarian			41017.00														
Police Officer II			53402.59														
Police Officer II			48394.11														
Utilities Specialist																	
Librarian Assistant			41000.00														
<u>Level Two</u>																	
Maintenance Worker			40560.00														
Police Officer I																	
<u>Level One</u>																	
Seasonal Worker			12.50														
Part Time Library Assistant			12.15														
Recreation Assistant			12.50														

### Explanation of Wage Scale

1. Each job description will be assigned a job category level based on level of complexity and required level of training
2. Each Employee will have a job description of the essential functions of their job.
3. All Employee's will be assigned a job level category specific to that job description
4. Each Employee will be assigned a step level for pay purposes within that job level.
5. Each Employee will be expected to meet the standard of that job description.
6. Each Employee will have a yearly performance review.
7. Step level increases within the assigned job level will only be given after a successful performance review and at the discretion the front-line supervisor with approval by the city manager.

8. Job Level advancement will only be considered according to City needs.
9. Cost of Living increases will be given to all employees based on City Council approval.
10. Pay scale on Cost of Living increases will be equitable across all steps and will be adjusted accordingly to each level.

**Performance Bullets**

- Ability To Work As An Effective Team Member
- Possesses Interest To Acquire Knowledge/Grasp Concepts
- Demonstrates Appropriate Knowledge & Expertise In Assigned Tasks Within Their Job Description
- Motivated To New Challenges
- Displays Sound Judgment
- Seeks Self-Improvement
- Is Adaptable To Changing Situations
- Attendance & Punctuality
- What Things Will You Focus On In The Next Year To Help You Grow And Develop As a Valued Employee?

**Overall Job Performance Grading**

Below Standard	Meets Standard	Above Standard





## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	January 19, 2021
<b>AGENDA ITEM:</b>	<b>Discussion Item:</b> Tentative Employee Pay Plan Starting Estimate.
<b>CITY GOAL:</b>	Develop, maintain and rebuild safe, clean, diverse, healthy, neighborhoods, including partnering with the school district.
<b>PREPARED BY:</b>	Redmond Jones II, City Administrator
<b>DATE:</b>	January 14, 2021

### BACKGROUND:

There are a couple of key areas that makes this year's budget challenging (not impossible) but some direction from City Council can be helpful. Please be prepared to rank from **1 as most important to 5 least important**. "I don't know" or "all are just as important" is also an acceptable response. I would like to ask the City Council to provide this information at their convenience. This should not be viewed as votes, rather should be viewed as just consensus gathering.

General Fund is anticipated to grow \$95,000. The anticipated maximum budget growth \$102,275; the anticipated areas of budget growth are conservative, the anticipated minimum is \$79,844 - \$89,844

\_\_\_\_\_ Police On-call Pay Policy (priced @ \$3,315)

\_\_\_\_\_ Matching / Participation in Design Expenses with Johnson County related to the Roundabout Hoover Hwy (est. @ \$25,000 - \$35,000)

\_\_\_\_\_ Soil Mitigation Project (est. @ \$25,000)

\_\_\_\_\_ The remainder of Greenview Connection (est. @ \$14,000)

\_\_\_\_\_ 1.38% Cost of Living Adjustment (est. \$12,529)

Or,

\_\_\_\_\_ 2.75% Cost of Living Adjustment (est. \$24,960)

<b>STAFF RECOMMENDATION:</b> Seeking Feedback
<b>REVIEWED BY CITY ADMINISTRATOR:</b>
<b>COUNCIL ACTION:</b>
<b>MOTION BY:</b>
<b>SECOND BY:</b>

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## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	January 19, 2021
<b>AGENDA ITEM:</b>	<b>Discussion Item:</b> General Fund Departmental Non-Salary Expenditures.
<b>CITY GOAL:</b>	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
<b>PREPARED BY:</b>	Redmond Jones II, City Administrator
<b>DATE:</b>	January 14, 2021

### BACKGROUND:

With vehicle capital outlay expenses being combined into operational budget. This item will focus on modest investments in our technology.

As many can account every organization's needs are different. To succeed, you need innovative insight, strong customer / citizen services, economic development and consideration of relevant regulatory laws to keep a strong growth agenda. Technology will play a critical role in this success.

Marco has conducted an assessment that helped us determine areas of concern in our security vulnerabilities as well as provided a guide for overall workflow improvements. The timing for addressing can be incremental and should be determined by the city.

At this point we believe we can make some changes in our existing budget and budget \$4,000 in FY 2021 – FY 2022 to address an aging "Server" and "Internal Computer Needs".

<b>STAFF RECOMMENDATION:</b>	Seek Feedback
<b>REVIEWED BY CITY ADMINISTRATOR:</b>	
<b>COUNCIL ACTION:</b>	
<b>MOTION BY:</b>	
<b>SECOND BY:</b>	

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108 Jefferson St. E.  
P.O. Box 309  
Wheatland, IA 52777-0309

Phone: 563-374-1322  
Fax: 563-374-1320  
Web: www.ts-fbc.com

## PROJECT PROPOSAL

*valid for 30 days*

**DATE:** December 22, 2020  
**TO:** City of West Branch  
**FROM:** Technology Solutions  
**RE:** Server

Technology Solutions is pleased to present a proposal for City of West Branch

### **HPE Proliant ML110 GEN10 Server (Tower)**

Microsoft Windows Server 2019 Standard + 5 User Licenses (64-bit)  
1 x Intel Xeon E-2224 / 3.4 GHz (4.6 GHz) (Quad-Core)  
16GB 2400 MHz RAM (192GB Max)  
2x 480GB SATA 6GB/s SSD w/ RAID 1  
HPE Smart Array S100i SR Software RAID  
AC 120/230 V (50/60 Hz) 550 Watt Power Supply  
2 x Gigabit Ethernet  
3 years Manufacturer Warranty

<b>Server Subtotal with ALL options</b>	<b><u>\$2,899.99</u></b>
-----------------------------------------	--------------------------

Estimated Cost of Professional Services for Setup and Installation	\$680 – 1,360
--------------------------------------------------------------------	---------------

*Notes:*

1. **PRICES, SPECIFICATIONS, AVAILABILITY AND REBATES SUBJECT TO CHANGE WITHOUT NOTICE. SALES TAX NOT INCLUDED.**
2. *Additional labor charges apply for setup, software installation and/or network integration unless noted above at standard hourly rate of \$75 plus any materials.*

### **Why buy from Technology Solutions?**

**\* All computer systems purchased from Technology Solutions include a 12-point Start-up Package that covers installation of common software and plug-ins, system optimization and installation of updates and security patches to prepare the computer for first use. This package is a \$45 to \$80 value.**

**\* Technology Solutions offers complimentary telephone and remote support services during regular business hours for the first 90 days of purchase to cover basic operational questions. Beyond 90 days, our technicians continue to be available to support your information technology needs. In some cases, a support fee may apply to address software or other advanced troubleshooting requests.**

**\* Technology Solutions stands behind the products we sell. In the rare event of a hardware failure, we will act as your liaison with the manufacturer and handle warranty processing, less nominal shipping and processing charges.**

**\* Finally, we understand that dealing with technology can be frustrating and time consuming. Our number one goal is to serve as your local resource that can ease the burden and allow you to focus on doing your job. There's no need to waste countless hours on hold with an international call center. Let us be your first line of defense and we are confident you will be pleased with our hometown service.**

**Thank you for the opportunity!**

### ***Acceptance of project estimate and acknowledgement to proceed:***

I agree to proceed with the project and/or equipment as outlined above. All above items are special order and the terms and conditions of the Technology Solutions store policies apply (see below).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### **RETURNS**

Technology Solutions/F&B Communications will accept returns or exchanges on computers, monitors, small electronics and other peripheral items within **15 days** of purchase with a copy of the receipt. Products must be in new condition and contain all original packing materials, warranty cards, manuals and accessories to avoid any additional fees. Products that have been neglected, misused or abused are not returnable. Storage devices such as memory cards and hard drives are eligible for exchange only. Unless the product is defective, a restocking fee of 15% may be charged on opened merchandise. A restocking fee of 25% may apply on special order products, including computers and televisions. Due to license and copyright laws, returns on opened software are not accepted. Services such as shipping, home delivery and setup are not refundable.

### **WARRANTY**

All products are sold as is and may be eligible for the manufacturer's limited warranty. Refer to the documentation packaged with your product for complete warranty details.



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	January 19, 2021
<b>AGENDA ITEM:</b>	<b>Discussion Item:</b> East Side Five Year Capital Improvement Plan.
<b>CITY GOAL:</b>	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
<b>PREPARED BY:</b>	Redmond Jones, City Administrator / Matt Goodale, Public Works Director
<b>DATE:</b>	January 14, 2021

### BACKGROUND:

At this time we anticipate a total outlay of \$1.2 million for this 5 year. The first year should have some saving due to funds currently budgeted. There will be road improvements involved in these capital project therefore will allow some road use tax participation to be added to water and sewer enterprise participation. Staff is still working on detailed budget estimates and a financing strategy. If City Council agrees with the annual project breakdown, staff can move forward developing the remaining steps of this capital program.

#### Year 1

College Street 4<sup>th</sup> to 5<sup>th</sup>  
College Street 5<sup>th</sup> to 6<sup>th</sup>

#### Year 2

Orange Street. 5<sup>th</sup> to 6<sup>th</sup>  
2<sup>nd</sup> Street / bridge to Maple Street

#### Year 3

6<sup>th</sup> Street / Main to North end

#### Year 4

Main Street / 5<sup>th</sup> to Railroad Right-of-Way  
Water Street / Main to Railroad Right-of-

#### Year 5

4<sup>th</sup> Street / Main to E. Orange

<b>STAFF RECOMMENDATION:</b>	Seek Feedback
<b>REVIEWED BY CITY ADMINISTRATOR:</b>	
<b>COUNCIL ACTION:</b>	
<b>MOTION BY:</b>	
<b>SECOND BY:</b>	

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## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	January 19, 2021
<b>AGENDA ITEM:</b>	<b>Discussion Item:</b> Capital Improvement 5 year Outlook.
<b>CITY GOAL:</b>	Develop inviting high profile visual impact projects; including gateways, establishing destination, branding and other projects that reflect tax results.
<b>PREPARED BY:</b>	Redmond Jones II, City Administrator
<b>DATE:</b>	January 14, 2021

### BACKGROUND:

#### Year 1 (FY 2021-2022)

Waste Water Treatment Design  
 Greenview Connection  
 Wapsi Creek Widening Land / Easement Agreement  
 Wapsi Creek Widening Design  
 College Street 4<sup>th</sup> to 5<sup>th</sup>  
 College Street 5<sup>th</sup> to 6<sup>th</sup>

#### Year 2 (FY 2022-2023)

Wapsi Creek Widening Construction + An additional TBA Water Quality Project.  
 Waste Water Treatment Construction  
 West Branch School District Turn Lane, Crosswalk, and Sidewalks Project(s)  
 Orange Street. 5<sup>th</sup> to 6<sup>th</sup>  
 2<sup>nd</sup> Street / bridge to Maple Street

#### Year 3 (FY 2023-2024)\*

Northwest End Booster Station Design and Construction  
 6<sup>th</sup> Street / Main to North end

#### Year 4 (FY 2024-2025)\*

Main Street / 5<sup>th</sup> to Railroad Right-of-Way  
 Water Street / Main to Railroad Right-of-Way  
 Participation in the Parkside Turn Lane

#### Year 5 (FY 2025-2026)\*

4<sup>th</sup> Street / Main to E. Orange  
 Cedar / Johnson County Road

<b>STAFF RECOMMENDATION:</b>	Seek Feedback
<b>REVIEWED BY CITY ADMINISTRATOR:</b>	
<b>COUNCIL ACTION:</b>	
<b>MOTION BY:</b>	
<b>SECOND BY:</b>	

*"Turning Vision into Reality is our Business"*



# City of West Branch, Cedar County, IA

## General Obligation Debt

		2013		2015		2016A		2016B		
		\$2,730,000 GO Corp Purp & Ref Bonds		\$855,000 GO Corp Purp Bonds		\$1,000,000 G.O. Corp. Purp.Bond		\$400,000 G.O. Taxable U.R. Bonds		
		Issued: 3/5/2013      TIC -2.32%		Issued: 8/18/15      TIC - 2.20%		Issued: 7/19/2016      TIC - 1.83%		Issued: 7/19/2016      TIC - 2.27%		
Date	Fiscal Year	Principal	Principal & Interest	Principal	Principal & Interest	Principal	Principal & Interest	Principal	Principal & Interest	FY
01-Dec-2020		\$	15,675.00	\$	5,127.50	\$	6,521.25	\$	3,425.00	
01-June-2021	2021	\$ 175,000.00	190,675.00	\$ 85,000.00	90,127.50	\$ 85,000.00	91,521.25	\$ 50,000.00	53,425.00	21
01-Dec-2021			14,450.00		4,320.00		5,968.75		2,950.00	
01-June-2022	2022	175,000.00	189,450.00	90,000.00	94,320.00	90,000.00	95,968.75	50,000.00	52,950.00	22
01-Dec-2022			13,093.75		3,330.00		5,293.75		2,475.00	
01-June-2023	2023	180,000.00	193,093.75	90,000.00	93,330.00	90,000.00	95,293.75	50,000.00	52,475.00	23
01-Dec-2023			11,563.75		2,340.00		4,618.75		1,925.00	
01-June-2024	2024	185,000.00	196,563.75	95,000.00	97,340.00	90,000.00	94,618.75	50,000.00	51,925.00	24
01-Dec-2024			9,852.50		1,200.00		3,831.25		1,375.00	
01-June-2025	2025	190,000.00	199,852.50	100,000.00	101,200.00	95,000.00	98,831.25	55,000.00	56,375.00	25
01-Dec-2025			7,952.50	This debt is retired FY26			3,000.00		687.50	
01-June-2026	2026	80,000.00	87,952.50			95,000.00	98,000.00	55,000.00	55,687.50	26
01-Dec-2026			7,032.50				2,050.00			
01-June-2027	2027	80,000.00	87,032.50			100,000.00	102,050.00			27
01-Dec-2027			6,112.50				1,050.00			
01-June-2028	2028	80,000.00	86,112.50			100,000.00	101,050.00			28
01-Dec-2028			5,112.50							
01-June-2029	2029	85,000.00	90,112.50							29
01-Dec-2029			4,050.00							
01-June-2030	2030	85,000.00	89,050.00							30
01-Dec-2030			2,775.00							
01-June-2031	2031	90,000.00	92,775.00							31
01-Dec-2031			1,425.00							
01-June-2032	2032	95,000.00	96,425.00							32
		\$ 1,500,000.00	\$ 1,698,190.00	\$ 460,000.00	\$ 492,635.00	\$ 745,000.00	\$ 809,667.50	\$ 310,000.00	\$ 335,675.00	

Speer Financial, Inc.

October 27, 2020

2017			2017		Total	Total Principal & Interest	Less Sewer Revenue	Less Water Revenue	Less LOST Revenue (2106A)	Less LOST Revenue (2017)	Less T.I.F. Revenue	Total Property Taxes	FY
\$495,000 G.O. Judgement Settlement Issued: 6/2017 TIC -		\$4,200,000 G.O. Corp. Purp. Bond Issued: 12/5/2017 TIC - 2.5836%											
FY	"Callable" Principal	Principal & Interest	Principal	Principal & Interest	Principal								
		\$ 4,826.25		\$ 43,836.25		\$ 79,411.25							
21	\$ 99,000.00	103,826.25	\$ 350,000.00	393,836.25	\$ 844,000.00	923,411.25	\$ 92,047.50	\$ 114,302.50	\$ 22,549.78	\$ 191,175.00	\$ 376,588.48	\$ 206,159.24	21
22	99,000.00	3,217.50 102,217.50	365,000.00	40,336.25 405,336.25	869,000.00	71,242.50 940,242.50	91,067.50	112,832.50	23,445.63	197,775.00	376,372.62	209,991.75	22
23	99,000.00	1,608.75 100,608.75	375,000.00	36,686.25 411,686.25	884,000.00	62,487.50 946,487.50	89,982.50	116,205.00	23,135.13	204,175.00	369,640.62	205,836.75	23
24	This debt is retired FY 24		400,000.00	32,936.25 432,936.25	820,000.00	53,383.75 873,383.75	93,792.50	114,335.00	22,824.63	215,375.00	230,771.62	249,668.75	24
25			405,000.00	27,936.25 432,936.25	845,000.00	44,195.00 889,195.00	92,405.00	117,300.00	23,612.38	215,250.00	232,721.38	252,101.24	25
26			220,000.00	22,873.75 242,873.75	450,000.00	34,513.75 484,513.75	95,905.00		23,230.00		233,022.50	166,870.00	26
27			225,000.00	19,848.75 244,848.75	405,000.00	28,931.25 433,931.25	94,065.00		23,943.00		179,184.50	165,670.00	27
28			235,000.00	16,473.75 251,473.75	415,000.00	23,636.25 438,636.25	92,225.00		23,483.00		179,894.50	166,670.00	28
29			240,000.00	12,948.75 252,948.75	325,000.00	18,061.25 343,061.25	95,225.00				148,427.50	117,470.00	29
30			175,000.00	9,228.75 184,228.75	260,000.00	13,278.75 273,278.75	93,100.00				149,397.50	44,060.00	30
31			180,000.00	6,385.00 186,385.00	270,000.00	9,160.00 279,160.00	95,550.00				150,010.00	42,760.00	31
32			190,000.00	3,325.00 193,325.00	285,000.00	4,750.00 289,750.00	97,850.00				155,250.00	41,400.00	32
\$ 297,000.00		\$ 316,305.00	\$ 3,360,000.00	\$ 3,905,630.00	\$ 6,672,000.00	\$ 7,558,102.50	\$ 1,123,215.00	\$ 574,975.00	\$ 186,223.55	\$ 1,023,750.00	\$ 2,781,281.22	\$ 1,868,657.73	

# City of West Branch, Cedar County, Iowa

## General Obligation Debt Capacity

Column:	#1	#2	#3	#4	#5	#6
	FY 19-20 1/1/2018	FY 20-21 1/1/2019	FY 21-22 1/1/2020	FY 22-23 1/1/2021	FY 23-24 1/1/2022	FY 24-25 1/1/2023
<b>Assessed Valuation(100%)/GO Bond Capacity</b>						
<b>Property Valuation @(100%)(Actual/Projected)</b>	\$225,095,748	\$243,824,276	\$249,919,883	\$256,167,880	\$262,572,077	\$269,136,379
<b>Statutory GO Debt Limit @ 5% of 100% Value</b>	\$11,254,787	\$12,191,214	\$12,495,994	\$12,808,394	\$13,128,604	\$13,456,819
<b>Bonds Outstanding (Beginning Fiscal Year)</b>						
GO Bonds (Outstanding - Maturities)	\$ 7,496,000.00	\$ 6,672,000.00	\$ 5,828,000.00	\$ 4,959,000.00	\$ 4,075,000.00	\$ 3,255,000.00
TIF Revenue Bonds Outstanding (Principal Only)						
TIF Rebate Agreements (Annual Appropriations)	26,709.51	33,900.00	75,233.00	75,233.00	75,233.00	75,233.00
Other Debt Outstanding (Principal Only)		-	-	-	-	-
<b>Bonds Paid (During Fiscal Year)</b>						
GO Debt (Principal Only) (Paid)	\$ 824,000.00	\$ 844,000.00	\$ 869,000.00	\$ 884,000.00	\$ 820,000.00	\$ 845,000.00
GO Debt Refunded (Principal Only) (Paid)						
TIF Rebate Agreements (Paid) (Annual Appropriation)	26,709.51	33,900.00	75,233.00	75,233.00	75,233.00	75,233.00
Other Debt (Principal Only) (Paid)						
<b>Bonds Issued (During Fiscal Year)</b>						
GO Bonds (Principal Only) (Issued)						
TIF Rebate Agreements (Annual Appropriations)						
TIF Rebate Agreements (Issued)						
Other Debt (Principal Only) (Issued)						
<b>Remaining GO Debt Capacity (Not Obligated)</b>	\$4,582,787	\$6,363,214	\$7,536,994	\$8,733,394	\$9,873,604	\$11,046,819
<b>Percent of Capacity Remaining</b>	40.72%	52.20%	60.32%	68.18%	75.21%	82.09%
<b>GO Contingency Reserve (% of GO Capacity)</b>	20%					
	\$2,250,957	\$2,438,243	\$2,499,199	\$2,561,679	\$2,625,721	\$2,691,364
<b>Total GO Capacity - Less Contingency Reserve</b>	\$2,331,830	\$3,924,971	\$5,037,795	\$6,171,715	\$7,247,883	\$8,355,455
<b>Percent of Capacity Remaining</b>	20.72%	32.20%	40.32%	48.18%	55.21%	62.09%
<b>Percent Increase for Property Valuation Projection</b>	8.320%	2.500%	2.500%	2.500%	2.500%	2.500%

SPEER FINANCIAL, INC.

October 27, 2020

[illegible]