



West Branch City Council
City Administrator's Report
2/1/21

Pending Action Items:

(Wastewater Topic)

V&K is working on the schematic design for layout and project sizing of the SAGR system needed for our project. The State Revolving Fund approved Planning and Design application in the amount not to exceed \$619,000 for the wastewater treatment improvements. We may need hold a public hearing and pass a resolution authorizing the city to execute the agreement. We will also need to contact our bond counsel to ensure everything meets state guidelines. In preparation for capital expense related to the new treatment process, the next tier of rate increases went into effect today. The rate will increase \$10.29 per 1,000 gallons to \$12.79 per 1,000 gallons. This is the second year of the incremental rate increase plan approved by Ordinance December 16, 2019. Although, it not a surprise due to the known challenges of compliance during the winter months; DNR has found our Wastewater Facility out of compliance siting effluent limits for pH, DO, and ammonia in consecutive months during the review period.

(Cedar / Johnson)

V&K has prepared an updated construction and concept expense of \$3,219,285.00 for the section between Main Street and the North city limits (just north of Birdie Lane). The need for an update cost estimate was discussed during goal setting and will used in our 5-year Capital Improvement Plan (as a planning estimate).

Cedar-Johnson Road Reconstruction

Estimate of Cost

January 28, 2021

| | Description | Units | Quantity | Unit Price | Extended Price |
|----|------------------------------------------|-------|----------|-------------|----------------|
| 1 | EXCAVATION, CL 10, RDWY+BORROW | CY | 16,500 | \$ 20.00 | \$ 330,000.00 |
| 2 | TOPSOIL, FURN+SPREAD | CY | 4,000 | \$ 30.00 | \$ 120,000.00 |
| 3 | SUBGRADE STABIL MAT'L, POLYMER GRID | SY | 3,000 | \$ 3.50 | \$ 10,500.00 |
| 4 | MODIFIED SUBBASE | CY | 2,689 | \$ 40.00 | \$ 107,560.00 |
| 5 | RELOCATION OF MAIL BOX | EACH | 3 | \$ 100.00 | \$ 300.00 |
| 6 | STD/S-F PCC PAV'T, CL C CL 3I, 7" | SY | 13,101 | \$ 50.00 | \$ 655,050.00 |
| 7 | SURF, DRIVEWAY, CL A CR STONE | TON | 200 | \$ 30.00 | \$ 6,000.00 |
| 8 | APRON, CONC, 36" | EACH | 1 | \$ 2,500.00 | \$ 2,500.00 |
| 9 | APRON, CONC, 42" | EACH | 3 | \$ 3,500.00 | \$ 10,500.00 |
| 10 | APRON, CONC, 60" | EACH | 2 | \$ 5,500.00 | \$ 11,000.00 |
| 11 | INTAKE, SW-510 | EACH | 30 | \$ 6,500.00 | \$ 195,000.00 |
| 12 | SUBDRAIN, LONGITUDINAL, (SHLD) 6" | LF | 7,500 | \$ 12.50 | \$ 93,750.00 |
| 13 | SUBDRAIN OUTLET (RF-19C) | EACH | 60 | \$ 200.00 | \$ 12,000.00 |
| 14 | STORM SWR G-MAIN,TRENCHED, RCP 2000D,15" | LF | 1,245 | \$ 65.00 | \$ 80,925.00 |
| 15 | STORM SWR G-MAIN,TRENCHED, RCP 2000D,18" | LF | 990 | \$ 75.00 | \$ 74,250.00 |
| 16 | STORM SWR G-MAIN,TRENCHED, RCP 2000D,24" | LF | 1,060 | \$ 90.00 | \$ 95,400.00 |
| 17 | STORM SWR G-MAIN,TRENCHED, RCP 2000D,30" | LF | 140 | \$ 95.00 | \$ 13,300.00 |
| 18 | STORM SWR G-MAIN,TRENCHED, RCP 2000D,36" | LF | 45 | \$ 150.00 | \$ 6,750.00 |
| 19 | STORM SWR G-MAIN,TRENCHED, RCP 2000D,42" | LF | 144 | \$ 180.00 | \$ 25,920.00 |
| 20 | STORM SWR G-MAIN,TRENCHED, RCP 2000D,60" | LF | 156 | \$ 225.00 | \$ 35,100.00 |

| | | | | | | | |
|--------------------|-------------------------------------------|------|--------|----|------------|----|------------------------|
| 21 | REVETMENT, CLASS E | TON | 200 | \$ | 60.00 | \$ | 12,000.00 |
| 22 | RMVL OF PAV'T | SY | 10,000 | \$ | 10.00 | \$ | 100,000.00 |
| 23 | SIDEWALK, PCC, 4" | SY | - | \$ | 40.00 | \$ | - |
| 24 | DRIVEWAY, PCC, 8" | SY | 70 | \$ | 175.00 | \$ | 12,250.00 |
| 25 | RMV+REINSTALL SIGN | EACH | 10 | \$ | 250.00 | \$ | 2,500.00 |
| 26 | CONSTRUCTION SURVEY | LS | 1 | \$ | 50,000.00 | \$ | 50,000.00 |
| 27 | TRAFFIC CONTROL | LS | 1 | \$ | 30,000.00 | \$ | 30,000.00 |
| 28 | MOBILIZATION | LS | 1 | \$ | 200,000.00 | \$ | 200,000.00 |
| 29 | SEED + FERTILIZE | ACRE | 4 | \$ | 5,000.00 | \$ | 20,000.00 |
| 30 | PERIMETER+SLOPE SEDIMENT CNTL DEVICE, 6" | LF | 10,000 | \$ | 5.00 | \$ | 50,000.00 |
| 31 | RMVL OF PERIMETER+SLOPE SEDIMENT CNTL DEV | LF | 10,000 | \$ | 1.00 | \$ | 10,000.00 |
| 32 | MOBILIZATION, EROSION CONTROL | EACH | 5 | \$ | 1,000.00 | \$ | 5,000.00 |
| | | | | | | | \$ 2,377,555.00 |
| Contingency 15% | | | | | | | \$ 356,630.00 |
| Subtotal | | | | | | | \$ 2,734,185.00 |
| Engineering 15% | | | | | | | \$ 410,100.00 |
| Geotechnical Svcs. | | | | | | | \$ 35,000.00 |
| Easements | | | | | | | \$ 40,000.00 |
| Total | | | | | | | \$ 3,219,285.00 |

(Please see attachment 1 for plan and profiles)

(28e Agreement with Johnson County - Roundabout)

At this time, City Attorney Olson is working with Johnson County Legal Department on a Draft that can be brought to City Council. As many of you may know currently the City Attorney is dealing with a family emergency and he is expect return to work next week.

(Wapsi Creek Widening)

V&K continues to work on the modeling needed to clarify the scope of work request from the Gaskill family. As of today V&K is nearing a project scope that minimizes the land needed from the Gaskill property, and for the project to make up to 18 inch reduction in flood water estimates. This is a substantial improvement over previous estimates.

(Greenview Connection)

Is anticipated to be complete this spring / summer. Currently, staff is working on the location of the weather siren, relocation of utilities and negotiation with adjacent land owners regarding right of way needs.

Budget (FY 2021-2022)

The attached budget timeline is a tentative schedule aimed to result in the Adoption and Certification with the County Auditor by March 31st. This will be the second year we will have to include the "Max Levy" process that will again need to be added to our budget process. Thanks to the Iowa Legislature we will need to add an additional public notification, public hearing, and a "Max Levy" resolution to our budget process in January 2021. We will start January with department budget presentations (no longer than 15 minutes each). Assessed Property Values has not been released as of yet, and revenues are yet to be analyzed. We still waiting to see if there are any effects of the COVID-19 pandemic on our city finances; however, I am expecting a non-controversial budget. Despite working through a merit pay system this budget cycle, I am still recommending a process that provides

written department budget presentations, and holding budget workshops on an “If needed / as necessary” basis. In plan, we will continue to have budget deliberations in the form of discussion items during normal city council meetings. We will still strongly invite individual City Council members to schedule small group meetings with the City Administrator and the Finance Director. We will reuse last year’s “budget information form” created for the purpose to submit written department budget data).

November

Capital Improvement

1. Work Session Establishing Priorities (November 9)

November Budget Activities

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

December

Capital Improvement

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

Goal Setting

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

December Budget Activities

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

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

1. Written Submission of Department Director Budget Presentation (Jan. 4 – Jan. 19)
2. Discussion Item: Initial General Fund Revenue Estimate (January 4)
3. Publish Public Hearing Notification (January 11th deadline for West Branch Times Edition on the 21st)
4. Setting Public Hearing for “Max Levy” Resolution (January 19)
5. Merit Pay System Discussion
6. Discussion Item: Tentative Employee Pay Plan Starting Estimates (January 19)
7. Discussion Item: General fund departmental non-salary expenditures (January 19)
8. Invite City Council members for one on one meetings with City Administrator and Finance Director.

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

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

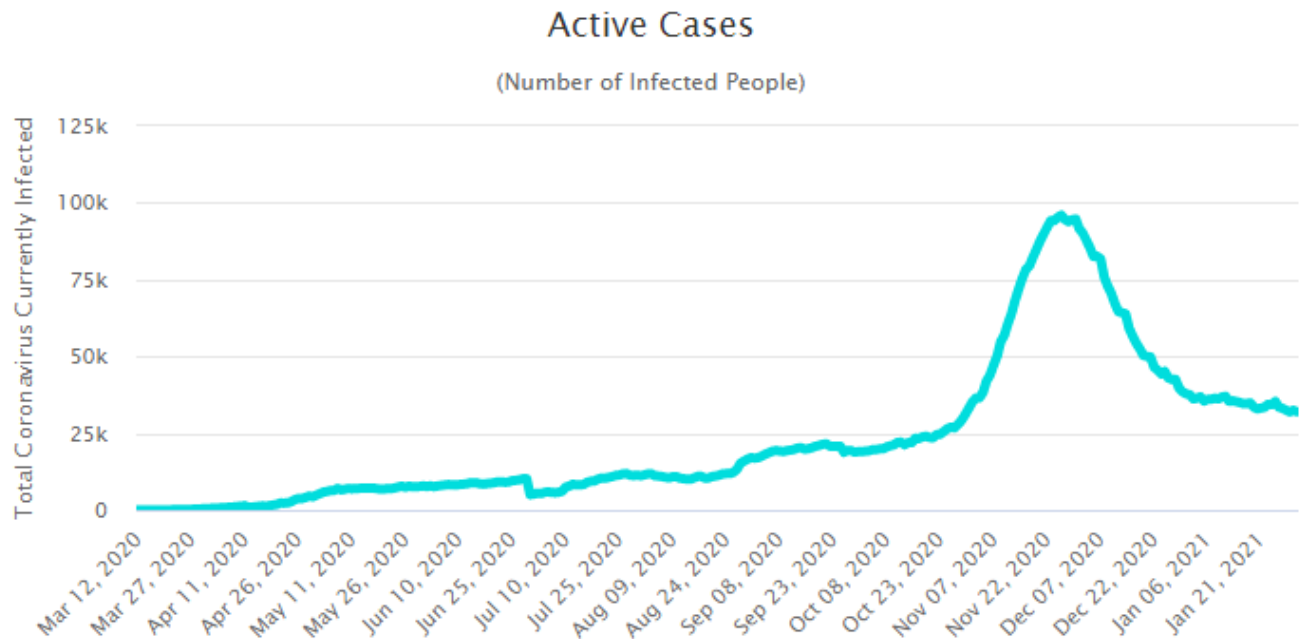
March Budget Activities / Work Session (only if needed / requested)

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

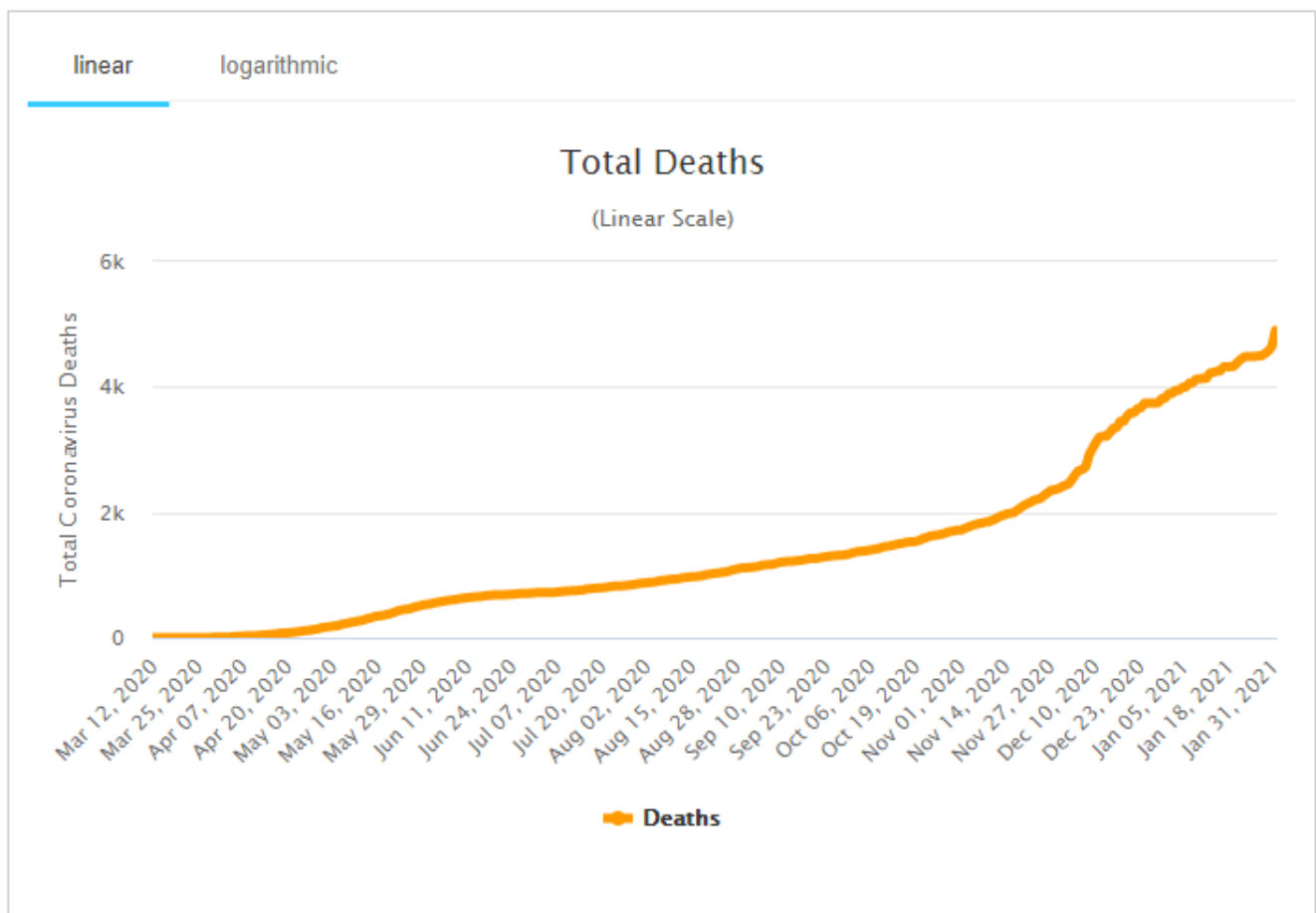
Report from the Desk of the City Administrator:

- COVID-19 Summary Statistics: (Updated as of 6:13pm today)

Active Cases in Iowa



Total Coronavirus Deaths in Iowa



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

- **Should City Continue recent COVID-19 Response Measures?**
 - **Reopen City as a “Mask required” facility?**
- The repair of the “Food Pantry Building”. After trying to find the contractors interested in repairing the Food Pantry building (the building adjacent to town hall), we could not find contractors who were interested in repairing this building due to the lack of time, or the complexity of the masonry that would be involved with the job. For this reason, we call the city insurance adjustor who visited the site two weeks ago and promised he could find a contract to do the job. Unfortunately, the insurance adjustor for the city could not find a contractor. Since, then we have gotten interest from two contractors and we will be getting estimates this week (if not after the holidays). We have asked the contractor to give us prices on the repairs and ADA work that was funded from the \$4,000 food pantry grant. We recently received interested potential bidder(s) for this project; for this reason, we are asking interested bidders to submit in a sealed envelope to the City Administrator @ City Hall 110 N. Poplar Street, West Branch, Iowa by 3:00pm. Since this is for repairs due to an insurance claim and a grant that has already been approved it is not anticipated that City Council will need any further approval. Therefore the awarded bid was notified last Friday. **We received three proposals Laughlin Design was the lowest responsible bid and was selected to do the work. This was approved by the Public Works Director, City Administrator and the City Attorney.**
- Staff review / working on Gaskill request for a culvert cleaning – It is on Iowa Department of Transportation (IDOT) land, but V&K has agreed to bring this issue to the attention of IDOT.
- Food Pantry Grant receipts and invoices are beginning to come in. One of three Food Pantries (the West Branch Food Pantry) and the Community Development Group (CDG) have presented the city invoices.