



110 N. Poplar Street • PO Box 218 • West Branch, Iowa 52358
(319) 643-5888 • Fax (319) 643-2305 • www.westbranchiowa.org • matt@westbranchiowa.org

City Administrator's Weekly Update

Matt Muckler, City Administrator

January 1, 2017

- **Reminder – Next Council Meeting is Tuesday, January 3rd:** Due to the observance of the New Year's Holiday on Monday, January 2nd, the first City Council Meeting of the New Year will take place on Tuesday, January 3rd at 7:00 p.m. Immediately following the regular Council Meeting, the Council will hold its third of six budget work sessions in preparation for the adoption of the fiscal year 2017-2018 annual budget. January is a very busy month for city council meetings, work sessions and board and commission meetings. Please see the "Upcoming Meetings and Events" section at the end of the second page of this week's *Update* for more information.
- **Urban Chickens Policy:** The next meeting of the Animal Control Commission will be held on Tuesday, January 10th at 6:30 p.m. Mr. Blake Shultice and the 4th graders from West Branch Elementary School will be making a presentation to the members of the Animal Control Commission at that meeting concerning the potential for adoption of an urban chicken policy in West Branch. All are welcome to attend and provide input to Commission Members on this issue as they start the process of considering a recommendation to the City Council on this issue.
- **Park Space in Pedersen Valley:** The December Progress Report for the Park Space in Pedersen Valley is available and attached to this week's *Update*. Fehr-Graham continues to work on the preliminary design of the project and submitted the current site plan to the pipeline companies for review and comment. The development of the Preliminary Plan set is also ongoing.
- **Iowa Fiscal Conditions Report:** The Iowa League of Cities has released the 2016 Iowa Fiscal Conditions Report. The Report looks at municipal fiscal trends, including demographics, city revenue sources, legislative impacts from the property tax reform law, general fund expenditures, and outstanding debt. While the Report is quick to point out that every city is unique, some interesting overall trends are discussed as well. Since 2010, the U.S. Census Bureau's Population Estimate program, for instance, has shown a continued trend towards the urbanization in Iowa. 70,030 residents were added in Iowa since this time and these additions were primarily in 257 cities in Iowa, which makes up about one-third of the cities in Iowa. The other 635 out of Iowa's 944 cities have lost population. West Branch is fortunate to be growing. The full Iowa Fiscal Conditions Report is attached to this week's *Update* for your review.
- **Christmas Tree Curbside Pick-Up:** The City of West Branch is currently picking up Christmas trees that are placed at the curb with plastic, ornamentation and stands removed. Friday, January 20, 2017 will be the last day for Christmas tree pick-up. Please call the City Office at (319) 643-5888 if your tree has not been picked up within a day or two of placement at the curb.

Mayor: Roger Laughlin • **Council Members:** Jordan Ellyson, Colton Miller, Brian Pierce, Tim Shields, Mary Beth Stevenson

City Administrator/Clerk: Matt Muckler • **Fire Chief:** Kevin Stoolman • **Library Director:** Nick Shimmin

Parks & Rec Director: Melissa Russell • **Police Chief:** Mike Horihan • **Public Works Director:** Matt Goodale



110 N. Poplar Street • PO Box 218 • West Branch, Iowa 52358
(319) 643-5888 • Fax (319) 643-2305 • www.westbranchiowa.org • matt@westbranchiowa.org

- **Park & Rec –Phase 1 Improvements Update:** A progress report on the improvements at Beranek Park, Wapsi Creek Park and Lions Field is included in this week’s *Update*. The work at both Beranek and Wapsi Creek Parks are near completion. Just prior to the Christmas holiday, the decision was made to postpone the work at Lions Field until spring. All utility stubs, foundation and footing work and masonry were completed for the restroom facility. In the spring, the restroom buildout, sidewalk paving, and final grading and seeding will be completed.
- **MLK Event at Town Hall – January 16th, 5:30-8:30 p.m.:** A Martin Luther King, Jr. event will take place in Town Hall on Monday, January 16th in observance of the Martin Luther King, Jr. Holiday. Community members are invited to participate in a potluck and public reading from the works of Martin Luther King. Potluck begins at 5:30.
- **2017 Pet Tags Now Available:** All cats and dogs over four months of age residing within the city limits must be registered annually with the City of West Branch. Please [CLICK HERE](#) for the Annual Pet Registration form. Registrations and tags for 2017 are also available at City Offices located at 110 North Poplar Street. When registering your pets, please provide current rabies vaccination papers at the time of registration. The fee for registering pets is \$5 per animal.
- **Upcoming City Meetings & Events:** Please see the Calendar of Events on the City Website <http://westbranchiowa.org/home> for a complete list of upcoming events. There are several meetings and other community events currently scheduled in the next few weeks:
 - Monday January 2nd City Offices, Library, Park & Rec – Closed
 - Tuesday January 3rd at 7:00 p.m. Regular City Council Meeting
 - Tuesday January 3rd (after Council) City Council Work Session
 - Thursday January 5th at 6:30 p.m. City Council Joint Work Session with School Board
 - Tuesday January 10th at 6:30 p.m. Animal Control Commission
 - Wednesday January 11th at 6:30 p.m. Zoning Board of Adjustment Meeting
 - Thursday January 12th at 6:30 p.m. Library Board of Trustees Meeting
 - Monday January 16th – MLK Day City Offices, Library, Park & Rec – Closed
 - Monday January 16th, 5:30-8:30 p.m. Martin Luther King Jr. Event at Town Hall
 - Tuesday January 17th at 7:00 p.m. Regular City Council Meeting
 - Tuesday January 17th (after Council) City Council Work Session
 - Thursday January 19th at 6:30 p.m. Park & Recreation Commission Meeting
 - Tuesday January 24th at 7:00 p.m. Planning and Zoning Commission Meeting
 - Thursday January 26th at 6:30 p.m. (Tentative) West Branch Preservation Commission Mtg.
 - Tuesday January 31st at 7:00 p.m. City Council Work Session

The information provided is one-way communication and should not be discussed among you as this could be a violation of the open meeting law.

Mayor: Roger Laughlin • **Council Members:** Jordan Ellyson, Colton Miller, Brian Pierce, Tim Shields, Mary Beth Stevenson
City Administrator/Clerk: Matt Muckler • **Fire Chief:** Kevin Stoolman • **Library Director:** Nick Shimmin
Parks & Rec Director: Melissa Russell • **Police Chief:** Mike Horihan • **Public Works Director:** Matt Goodale

MONTHLY PROJECT STATUS REPORT
Work Completed in December 2016
Pedersen Valley Park
Project No. 16-072

| SCOPE | | SCHEDULE UPDATE | |
|--------------------------------|------------|-----------------|--------|
| Task/Item | % Complete | Target | Actual |
| 1.0 Topographic Survey | 100% | 6/6/16 | 6/3/16 |
| 2.0 Construction Plans | 28% | 2/1/17 | |
| <i>2.1 Preliminary Plans</i> | 70% | 11/15/16 | |
| <i>2.2 Check Plans</i> | 0% | 12/15/16 | |
| <i>2.3 Final Plans</i> | 0% | 2/1/17 | |
| 3.0 Site Assessments & Permits | 70% | 2/1/17 | |
| 4.0 Project Coordination | 40% | 2/1/17 | |
| 5.0 Construction Services | 0% | 11/1/17 | |
| <i>5.1 Bid Letting</i> | 0% | 3/28/17 | |
| <i>5.2 Construction</i> | 0% | 11/1/17 | |

SUMMARY OF WORK DONE LAST MONTH

- Continued preliminary design and development of Preliminary Plans
- Conducted third work session with client (included architect for concessions stand) to discuss project concepts, general design, and challenges identified to date (Dec. 8)
- Began working on details for amenities and detailed site design
- Prepared exhibits for Corps of Engineers and DNR Flood Plain submittals
- Submitted current site plan to pipeline company for review and comment

FORECAST OF WORK TO BE COMPLETED NEXT MONTH

- Finalize preliminary design and Preliminary Plans
- Submit information to Corps of Engineers and DNR
- Collect feedback/comments on Preliminary Plans
- Begin work on Check Plans
- Begin permitting process with pipeline company (contingent upon their approval of site plan as last submitted)

PROBLEMS ENCOUNTERED/RECOMMENDED SOLUTIONS

- Project is behind schedule after put on hold for acquisition negotiations/will continue to work diligently towards original letting

ACTION NEEDED BY CITY

- Direction on over-all theme, amenities, preferences, and details (on-going)

OVERALL PROJECT STATUS

The project is behind schedule after being put on hold while city explored land acquisition. Project is on track but approximately two months behind the contract dates.

Iowa Fiscal Conditions Report



2016



Iowa Fiscal Conditions Report

This Iowa League of Cities report looks at municipal fiscal trends at a time when communities continue to face many financial challenges. Cities are showing a slow recovery from the economic downturn of the recession and other external factors beyond their control. Additionally, the impact of the 2016 elections won't be played out until sometime in 2017. The Iowa League of Cities will continue to analyze those impacts as information is available. Our *League Weekly* eNewsletter and other League communications will alert cities to any items that will influence our local governments.

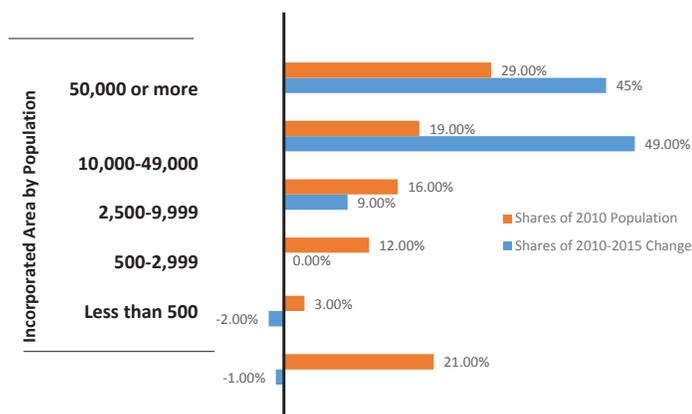
Demographics

During the 2000 and 2010 Census reports, Iowa citizens followed a general trend toward urbanization. Since 2010 the U.S. Census Bureau's Population Estimate program has shown 70,030 residents were added in Iowa. These additions were primarily in 257 cities, about one third of the communities in the state. On the other hand, 635 of Iowa's 944 cities have experienced population losses. Ten cities have populations of 50,000 or more and captured 45 percent of the new residents. Cities with populations from 10,000 – 49,999 captured half of the increase, while cities ranging between 2,500 to 9,000 in population increased approximately 9 percent. Cities in populations less than 2,499 experienced modest gains and losses in comparison. (See Figure 1)

Figure 1

Percentage Shares of Statewide Population Change by City Size, 2010-2015

Data Source: Iowa Community Indicators Program, Iowa State University by Liesl Eathington, Department of Economics, Iowa State University



The growth or retention of residents can be used as a benchmark for a city's sustainability. Based upon the 2015 Census estimates, the likelihood of population growth generally increases with city size and location within metropolitan statistical areas. The population distribution also impacts cities in other ways. With large or diverse changes in population, the demand for services can stress existing resources and infrastructure. Cities are called upon to meet these demands even when valuations, sales tax collections or other revenues have a long lag time to satisfy the new service levels. With a loss of residents, basic services can be more difficult and expensive to provide. For example, many communities that have volunteer fire departments are challenged to provide 24/7 services when the working population commutes to a neighboring community. Additionally, many utility fees are based on the number and type of users of the service. Even subtle swings in the number or types of users can create a burden on those remaining.

City Revenues

Cities in Iowa continue to rely heavily on stable revenue sources such as property taxes to fund operations and services. A statewide breakdown in Graph 1 shows that 44 percent of governmental revenues for budget FY 2017 are property taxes. Ten percent are for other city taxes such as Utility Tax Replacement Excise taxes, Local Option Sales Tax, and hotel/ motel taxes, a general fund total of more than 54 percent.



(515) 244-7282

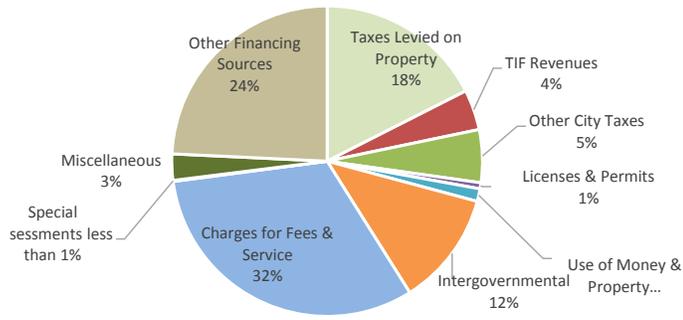


mailbox@iowaleague.org



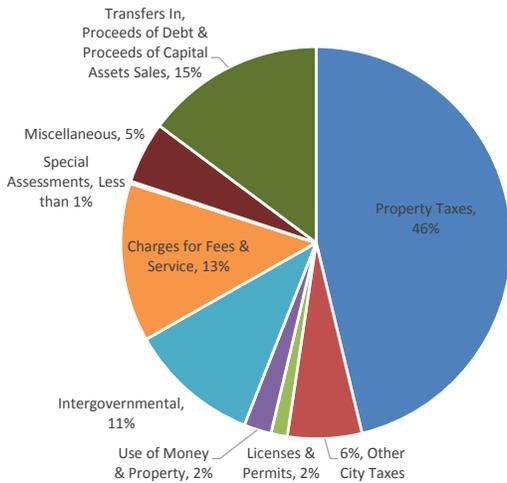
www.iowaleague.org

Graph 1
City General Fund Revenues by Category, FY 2017 (Budgeted) All Cities
 Data Source: Iowa DOM

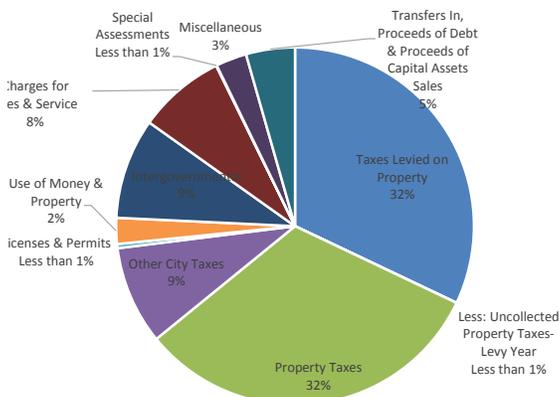


The size of the community, by population and taxable valuation is relative to the level of resources available. Graphs 1.1 -1.5 demonstrate the breakdown of revenues by population range.

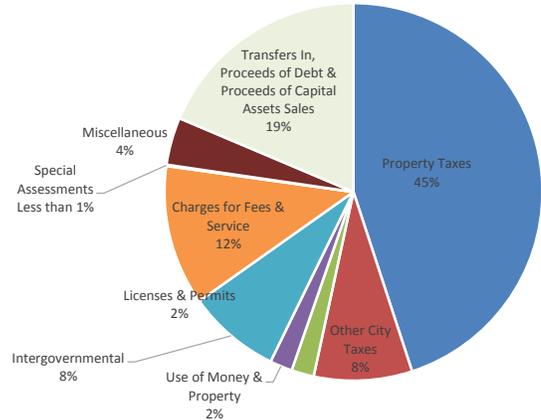
Graph 1.1
City General Fund Revenues Cities with Population, FY 2017 (Budgeted) < 500
 Data Source: Iowa DOM



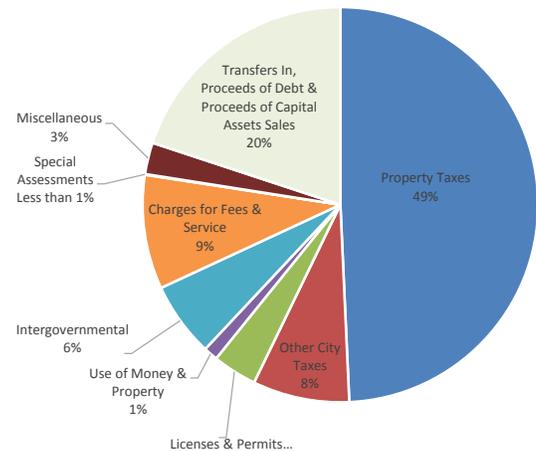
Graph 1.2
City General Fund Revenues Cities with Population, FY 2017 (Budgeted) 500 to 2,999
 Data Source: Iowa DOM



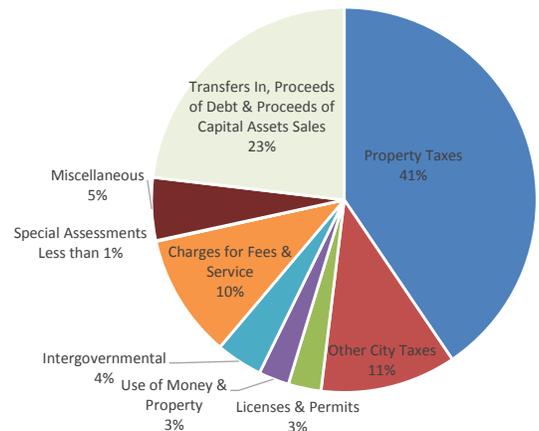
Graph 1.3
City General Fund Revenues Cities with Population, FY 2017 (Budgeted) 3,000 to 9,999
 Data Source: Iowa DOM



Graph 1.4
City General Fund Revenues Cities with Population, FY 2017 (Budgeted) 10,000 to 49,999
 Data Source: Iowa DOM

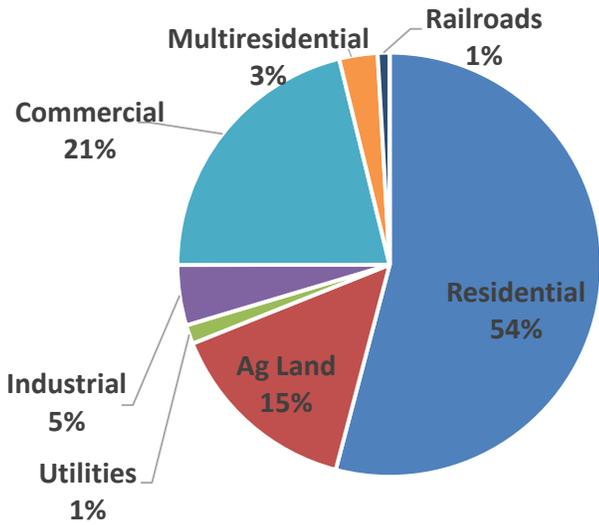


Graph 1.5
City General Fund Revenues Cities with Population, FY 2017 (Budgeted) > 50,000
 Data Source: Iowa DOM



The sources of property tax revenues, however, is changing due to the Property Tax Reform of 2013. Graph 2 shows that residential tax payers continue to pay the bulk of city taxes collected (54 percent). Although the percentage of rollback for FY 2017 was at 55.6259 percent, this graph demonstrates that there is more residential in most communities.

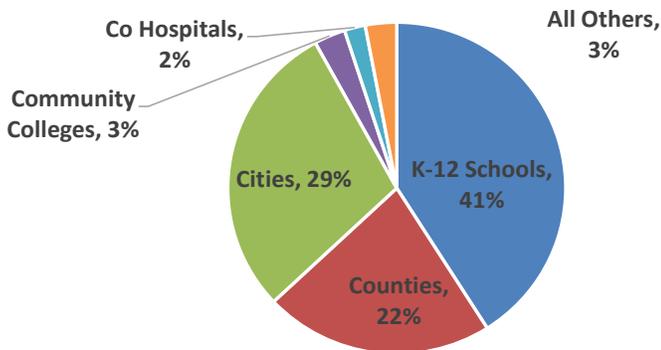
Graph 2
Iowa Property Tax Revenue by Class, FY 2017
 Data Source: Iowa DOM



Only a portion of property taxes paid by individuals or businesses goes to the city. Other tax authorities share the property tax distribution. Schools, cities, counties and other taxing authorities impact the distribution of the property taxes as shown in Graph 3.

Graph 3
Property Tax Revenue Distribution, FY 2017
 Data Source: Iowa DOM

The property tax legislation created a new property tax clas-



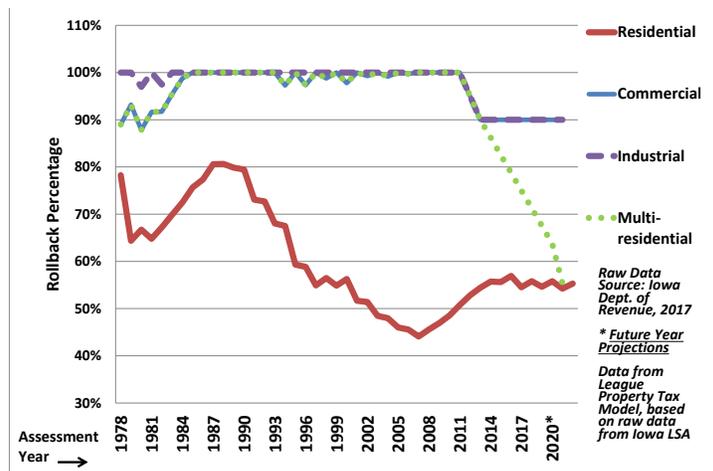
sification of Multi-residential (see more under Legislative Impacts below) which for FY 2017 reflects 3 percent of the taxable valuation, reducing the valuations formerly classified as commercial down to 21 percent (was 25 percent in 2015). Meanwhile, industrial, residential and ag land increased by 1 percent over 2015 valuations.

It should be noted that county and city assessors assign the value of property based primarily on market value. Changes in market values drive these assessments, whereas agricultural land and buildings are valued on productivity and net earning capacity. With the recent downward turn of agricultural commodities and land values in Iowa, these valuations are anticipated to impact FY 2018 values.

Property Tax Rollbacks after 2013 Law

Assessment limitations, known as rollbacks, began in 1978 to restrict taxable valuation growth of properties and link the growth of certain property classes to help balance growth among property classes, after the fact. Property assessments are compiled by local assessors, and submitted to the Iowa Department of Revenue (IDR) for an equalization process. This process compares statewide assessed valuations to market sales valuations and to help maintain equitable assessments across property classes. The rollback, then, is applied to each property class and affects taxable valuations accordingly. See Figure 2 for the historical and projected property tax roll back by property classification.

Figure 2
Historic and Projected Property Tax Rollback Trend



Legislative Impacts

The property tax reform law created a fixed rollback for commercial, industrial and railroad properties at 90 percent of the assessed valuation. The law also created a standing appropriation to replenish the lost valuations commonly referred to as a “backfill” to replace revenues the city would have lost on the commercial and industrial property values. The amount of the backfill was frozen at FY 2017 levels. This backfill is a standing appropriation by the Iowa Legislature, which has been funded and distributed as shown on Figure 3. It includes appropriations to cities, counties, schools and other taxing agencies.

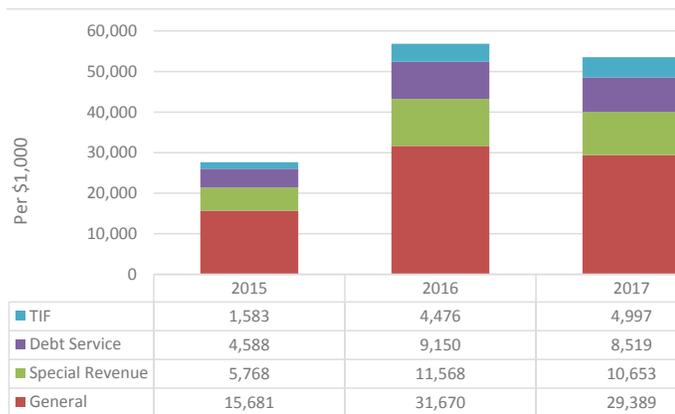
Figure 3
“Backfill” Distribution: All Taxing Agencies

Data Source: Iowa DOM

| Total State Appropriation | |
|---------------------------|------------------|
| FY 2015 | \$78,250,121.54 |
| FY 2016 | \$161,078,338.07 |
| FY 2017 | \$152,114,544.26 |

The city allocation of the “backfill” is further broken down into four funds demonstrating the impact with the frozen FY 2017 levels in Figure 4, which are approximately 5.5 percent lower than FY 2016 levels.

Figure 4
City “Backfill” Allocation Fund Breakdown



Cities should refer to the Department of Management Web site to see the impact on the individual city level.

Additionally, the 2013 legislation created the new multi-residential class of property class in FY 2017. However, no “backfill” was provided to compensate cities as the taxable valuations on this new classification rolls back over the next 7 years (budget FY 2017-2024) as shown to the right.

Figure 5

Multi-Residential Property Rollback Schedule

| Assessment Year | Budget Year | Rollback Percentage |
|-----------------|-------------|----------------------|
| 2015 | FY 2017 | 6.25% |
| 2016 | FY 2018 | 82.50% |
| 2017 | FY 2019 | 78.75% |
| 2018 | FY 2020 | 75.00% |
| 2019 | FY 2021 | 71.25% |
| 2020 | FY 2022 | 67.50% |
| 2021 | FY 2023 | 63.75% |
| 2022 and beyond | FY 2024 | Equal to residential |

Other Major Revenues

Other special revenues have become major influences on the activities within a community such as the Road Use Tax and Local Option Sales Tax. Each of these revenues have special designations as discussed below.

Road Use Tax: This revenue is distributed upon a per capital distribution from the state based upon gasoline sales and other items such as vehicle licensing. This revenue is to be used only for street related items. Some communities use this revenue solely for major street repair and construction while others include wages and other operating expenses associated with streets. Over the next 5 years, the Department of Transportation projects a modest 1.6 percent growth.

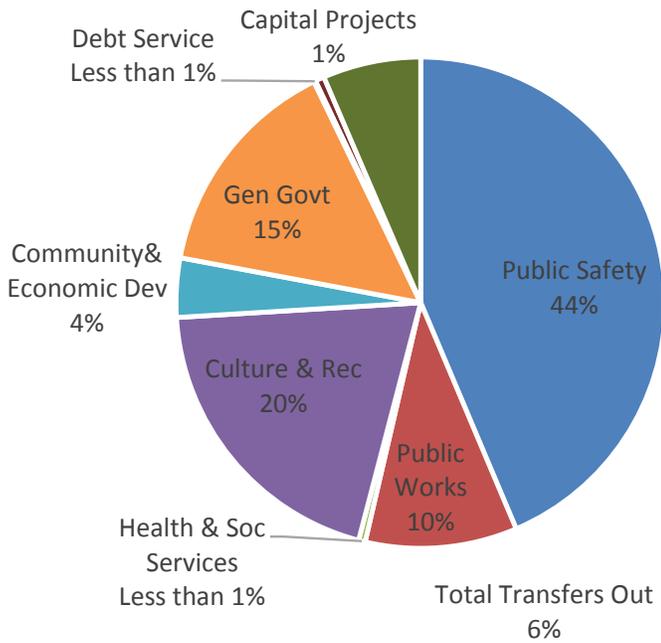
Local Option Sales Tax: Most communities in Iowa have voted to impose a 1 percent local option sales tax. With each election, the purpose for which the revenues are to be used is designated. The Iowa Department of Revenue estimates that with consumer confidence growing, this revenue will continue to grow by 1.5 percent.

See the revenues chart on page 4 for more details

Expenditures

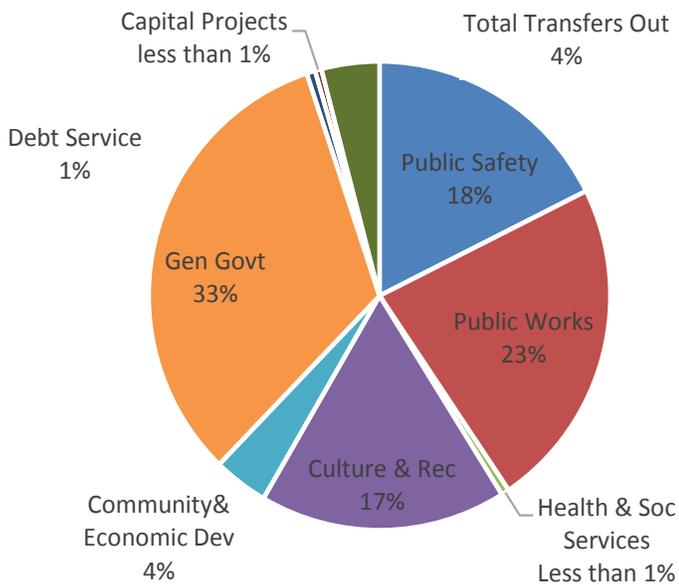
Cities are similar to many service industries and have large wage and benefit costs that are subject to inflation and health care costs. More than other industries, however, cities are impacted with legislative mandates and retirement costs beyond a city’s control. Graph 4 reflects averaged city general fund expenditures by category (all populations). As a reminder, the general fund does not include activities such as utilities which are a major expense included in the overall operation of a city. The size of the community, by population is also indicative of the difference in service levels that are provided, therefore Graphs 4.1-4.5 demonstrate expenditures by population range.

Graph 4
City General Fund Expenditures by Category, FY 2017 (Budgeted) | AllCities
 Data Source: Iowa DOM

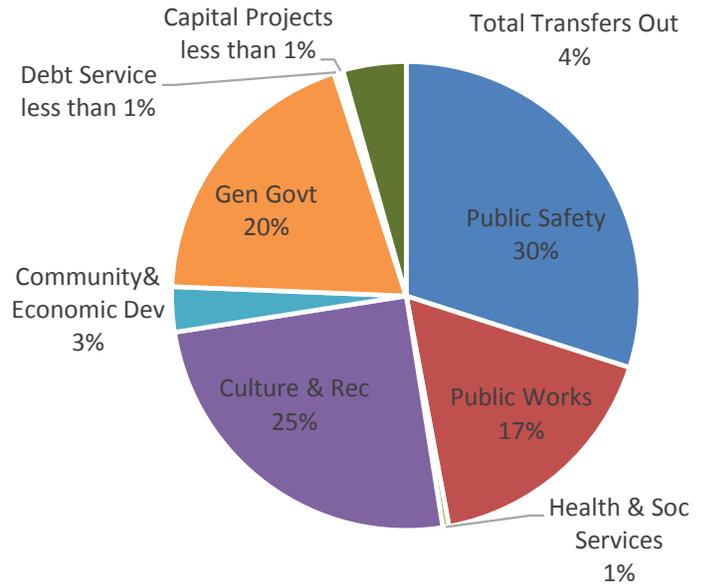


* Refer to the Appendix on page 8 for more details about what is included in each category.

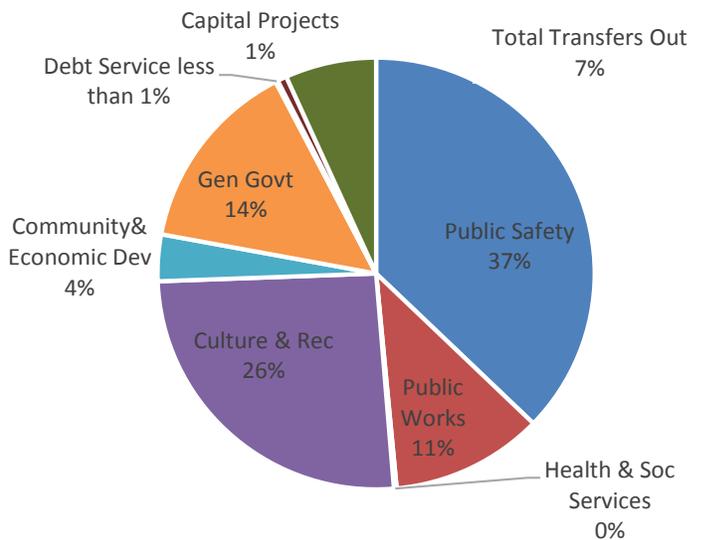
Graph 4.1
General Fund Expenditures Cities with Populations, FY 2017 (Budgeted) < 500
 Data Source: Iowa DOM



Graph 4.2
General Fund Expenditures Cities with Populations, FY 2017 (Budgeted 500 to 2,999)
 Data Source: Iowa DOM



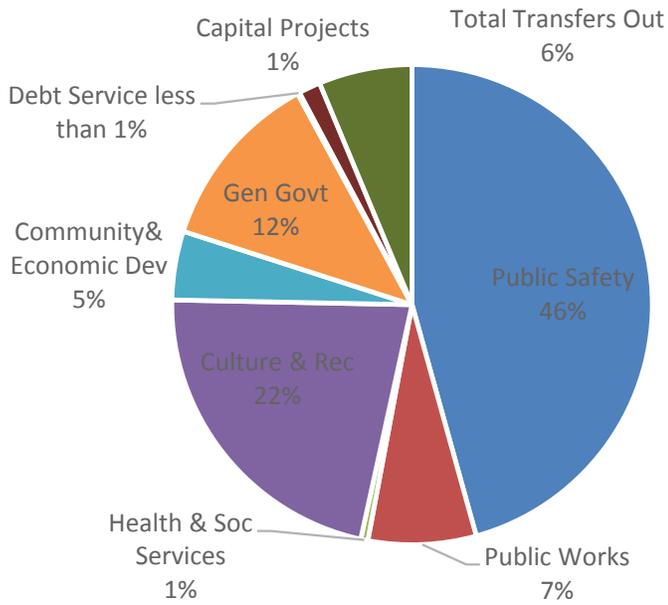
Graph 4.3
General Fund Expenditures Cities with Populations, FY 2017 (Budgeted) 3,000 to 9,999
 Data Source: Iowa DOM



Graph 4.4

**General Fund Expenditures
Cities with Populations, FY 2017 (Budgeted)
10,000 to 49,999**

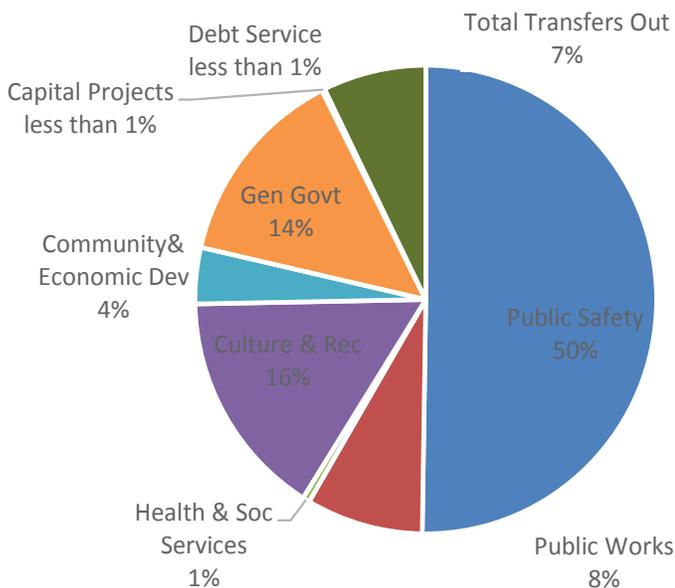
Data Source: Iowa DOM



Graph 4.5

**General Fund Expenditures
Cities with Populations, FY 2017 (Budgeted) > 50,000**

Data Source: Iowa DOM



Outstanding Debt

Code of Iowa Section 12.1 requires all political subdivisions to report outstanding obligations to the Treasurer of State. Obligations to be reported include bonds, notes, certificates of participation, leases and anticipatory warrants as defined by Code Section 74.1.

This data is reported annually by each government authority. This data show that the largest source of city debt are related to utilities, particularly sanitary sewer and transportation. The “Other” category consists of local debt and blends more than one category (pro rated bond issues) for a mixture of utilities, roads and public safety. This aggregated data is very volatile from year-to-year based upon pressures from external agencies such as the Department of Natural Resource for water and wastewater compliance. As Iowa cities respond to population shifts and economic recovery, they show evidence of the struggle to recruit and retain residents, businesses and provide lifestyle amenities to all citizens.

Cities of Iowa will continue to be challenged under current statutory mandates and constraints to provide the services expected by their residents. The tolerance and capacity of our cities to mitigate the stressors of population shifts seen between 2010 and 2015 Census estimates will be fodder for local councils as they try to control increases in property taxes and utility user fees.

Each City is Unique

This report reproduces historical information, each city reflects a different unique fiscal condition profile. The geographic location, governance practices, fiscal policies and the makeup of property classes, employers and other community amenities influences each community differently. External factors (such as state and federal mandates) are beyond the control of the local government, however, it is important that each city review it’s unique circumstances regularly as it attempts to provide efficient and effective services to its citizens.

The Iowa League of Cities will continue to provide guidance and insight into the fiscal impacts of cities in Iowa. Tools available to all cities continue to be updated as the economic factors and legislative actions occur. For more information about city finance and research, visit the League Web site at www.iowal league.org.



(515) 244-7282



mailbox@iowal league.org



www.iowal league.org

APPENDIX

General Fund Revenue Categories

Appendix 1: General Fund Revenue Categories

Taxes Levied

- Property taxes
- Delinquent Property taxes
- TIF revenues

Other City Taxes

- Utility tax replacement excise taxes
- Utility franchise tax
- Pari-mutuel wager tax
- Gaming wager tax
- Mobile home taxes
- Hotel/motel taxes
- Other Local Option Taxes

Licenses and Permits

- City licenses
- City permitting

Use of Money and Property

- Interest earned on investments
- Rental revenues (property and equipment)

Intergovernmental

- Federal grants and reimbursements
- Road use taxes
- Other state grants and reimbursements (including State replacement claim post SF295)
- Local grants and reimbursements

Charges for Fees and Service

- Water utility
- Sewer utility
- Electric utility
- Gas utility
- Parking
- Airport
- Landfill/garbage
- Hospital
- Transit
- Cable TV, internet, telephone
- Housing authority
- Storm water utility
- Other fees and charges

Special Assessments

- Special assessments revenue

Miscellaneous

- Miscellaneous

General Fund Transfers In, Proceeds of Debt, and Proceeds of Capitol Asset Sales

- Proceeds of debt (excluding TIF internal borrowing)
- Proceeds of Capital asset sales
- Regular operating transfers in
- Internal TIF loan transfers in



APPENDIX

General Fund Expenditure Categories

Appendix 2. General Fund Expenditure Categories

Public Safety

- Police Department / Crime prevention
- Jail
- Emergency management
- Flood control
- Fire department
- Ambulance
- Building inspections
- Miscellaneous protective services
- Animal control
- Other public safety

Public Works

- Roads, bridges and sidewalks
- Parking – meter and off-street
- Street lighting
- Traffic control and safety
- Snow removal
- Highway engineering
- Street cleaning
- Airport (if not enterprise)
- Garbage (if not enterprise)
- Other public works

Health and Social Services

- Welfare assistance
- City hospital
- Payments to private hospitals
- Health regulation and inspection
- Water, air and mosquito control
- Community mental health
- Other health and social services

Culture and Recreation

- Library services
- Museum, band and theater
- Parks
- Recreation
- Cemetery
- Community center, zoo and marina
- Other culture and recreation

Community and Economic Development

- Community beautification
- Economic development
- Housing and urban renewal
- Planning and zoning
- Other community and economic development

General Government

- Mayor, council and city manager
- Clerk, treasurer and finance administration
- Elections
- Legal services and city attorney
- City hall and general buildings
- Tort liability
- Other general government

Debt Service

- Governmental capital projects
- TIF capital projects

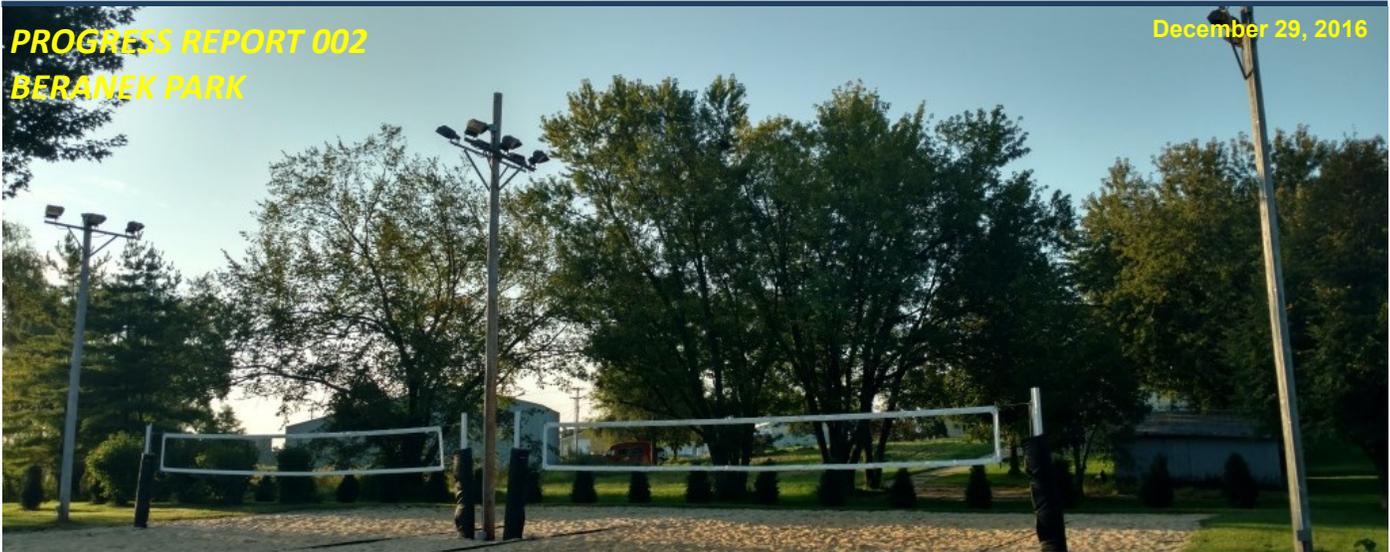
General Fund Transfers Out

- Regular transfers out
- Internal TIF loan / repayment transfers out



PROGRESS REPORT 002
BERANEK PARK

December 29, 2016



| PROJECT INFORMATION | | |
|--|------------------------------|---|
| REPORT BY: Brian Boelk | PHONE: (319) 400-1056 | EMAIL: bboelk@hbkengineering.com |
| OWNER: City of West Branch | PHONE: (319) 643-4212 | LOCATION: West Branch, Iowa |
| CONTRACTOR: All American | Phone Number: (319) 325-5071 | EMAIL: jay@aaconcreteinc.com |
| SITE WEATHER CONDITIONS | | |
| Weather: 74°, sunny | | Time of Day: 2:30 pm |
| Site Conditions: sites in good condition overall | | |
| Rain This Week: Unknown | Rain This Month: 1.08" | Deviation From Ave: -1.27" |

CONSTRUCTION PROGRESS

OVERVIEW

All lights have been installed and are functioning at Beranek Park. All materials have been squared away with Van Meter in regards to extra pieces and those that were previously missing. HBK previously provided the Pay Estimate and Invoice from Oasis in regards to the completion of this work.

TO DO

- Complete final walkthrough and create punchlist for any remaining cleanup items.

NOTES

- Final restoration to be evaluated after winter to determine need for any additional final grading and seeding.



PROGRESS REPORT 003
WAPSI PARK

December 27, 2016



| PROJECT INFORMATION | | |
|--|------------------------------|---|
| REPORT BY: Brian Boelk | PHONE: (319) 400-1056 | EMAIL: bboelk@hbkengineering.com |
| OWNER: City of West Branch | PHONE: (319) 643-4212 | LOCATION: West Branch, Iowa |
| CONTRACTOR: All American | Phone Number: (319) 325-5071 | EMAIL: jay@aaconcreteinc.com |
| SITE WEATHER CONDITIONS | | |
| Weather: 54°, Rainy | | Time of Day: 12:45 pm |
| Site Conditions: site in good condition with final stabilization | | |
| Rain This Week: Unknown | Rain This Month: 1.08" | Deviation From Ave: -1.27" |

CONSTRUCTION PROGRESS

OVERVIEW

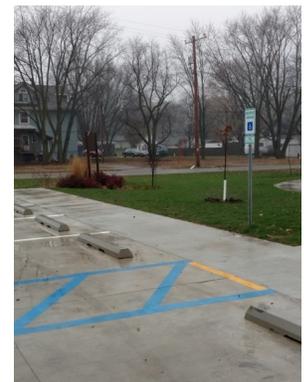
All construction substantially completed for Wapsi Park. Playground equipment installed, paving and storm sewer completed, and grass established. Pavement markings, signage, and parking bumpers installed and completed as well within parking area. Thru several visits it was observed that the general public was using the park playground equipment and everything working well.

TO DO

- Culvert extension if so desired from City. Contractor previously directed to complete but has not yet done so.
- Final walkthrough and punchlist to be created following winter.

NOTES

- All disturbed areas restored and seeded, and grass well established prior to winter freeze.



PROGRESS REPORT 003 LION'S FIELD

December 27, 2016



| PROJECT INFORMATION | | |
|--|------------------------------|---|
| REPORT BY: Brian Boelk | PHONE: (319) 400-1056 | EMAIL: bboelk@hbkengineering.com |
| OWNER: City of West Branch | PHONE: (319) 643-4212 | LOCATION: West Branch, Iowa |
| CONTRACTOR: All American | Phone Number: (319) 325-5071 | EMAIL: jay@aaconcreteinc.com |
| SITE WEATHER CONDITIONS | | |
| Weather: 38°, sunny | | Time of Day: 4:36 pm |
| Site Conditions: sites in good condition overall | | |
| Rain This Week: Unknown | Rain This Month: 1.08" | Deviation From Ave: -1.27" |

CONSTRUCTION PROGRESS

OVERVIEW

ADA sidewalk has been poured and remains covered. All utility stubs, foundation/footing, and masonry work has been completed for restroom facility.

TO DO

- Complete restroom buildout.
- Pave sidewalk around restroom facility.
- Final grade and seed all disturbed areas.

NOTES

- All construction materials have been ordered and obtained for remaining construction of restroom facility.
- Waiting for revised schedule from Contractor based on previous request made.

