

(The following is a synopsis of the minutes of the West Branch City Council meeting. The full text of the minutes is available for inspection at the City Clerk's office. The minutes are not approved until the next regularly scheduled City Council meeting.)

**West Branch, Iowa
Council Chambers**

City Council Work Session

**January 4, 2016
7:00 p.m.**

Mayor Laughlin opened the West Branch City Council work session at 7:21 p.m. by welcoming the audience and the following City staff: City Administrator Matt Muckler, Deputy City Clerk Leslie Brick, Finance Officer Gordon Edgar, City Attorney Kevin Olson, Police Chief Mike Horihan, Library Director Nick Shimmin, Park & Recreation Director Melissa Russell and Public Works Director Matt Goodale. Council members: Jordan Ellyson, Colton Miller, Brian Pierce, Tim Shields, and Mary Beth Stevenson were present.

Review of Proposed Budget Schedule

Muckler reviewed the proposed budget schedule and presented the timeline for completing the budget. The next City Council meeting on January 19, 2016 will focus on two items; the Department Directors will give their budget presentations and the Council will approve the initial general fund revenue estimates and salary plan. February 1st - Council approves: 1) general fund non-salary expenditures, 2) revenue estimates for all other funds, and 3) non-salary expenditures for all other funds. February 16th - Council receives and adopts final proposed budget and orders notice of hearing. March 7th - Budget Hearing and Adoption of Final Budget.

Comp Plan Review

Planning & Zoning Chairperson, John Fuller reported to the Council that the P&Z Commission is currently reviewing the Comp Plan. The review covers identifying the changing needs of the community and its residents, updating census data, indicating project completions, fixing typos etc. The review is an ongoing project and Fuller hopes to have an updated plan completed in 2017.

CIP Review

Muckler reviewed the 5 Proposed Capital Improvements for FY16/17. 1) Beranek Street (\$400,000), includes water, sewer and storm water updates, 2) S. Maple, between 2nd & 4th (\$60,000) – asphalt overlay and sewer updates, 3) N. 1st Street, Main to Green (\$81,000) street improvements, 4) N. 2nd Street, Main to Green (\$140,000) street improvements, 5) N. 2nd Street, Green to College (\$135,000) street improvements. Ellyson recommended holding off on improvements to N. 2nd Street until the College Street bridge project is completed. Stevenson suggested an increase in the budget to allow for additional BMP projects. Shields also suggested that Council consider moving up the construction of a new salt shed and making it a priority.

City Council Annual Goals

Muckler reviewed the goals the Council set in the 2015 Goal Setting Session. Ellyson suggested that the list be reprioritized specifically noting that improvements to Wapsi Park at this time would be a waste of resources until the College Street bridge project is completed. Stevenson felt Wapsi Park should not be off for too long, but agreed that more information was needed regarding the bridge project and how that would affect the moving forward with the park progress.

Total Employee Compensation Proposal

City Administrator Muckler provided Council with the employee compensation proposal for FY16/17. The proposal includes a three percent salary increase for all full-time employees, a 10% for the deputy city clerk and the police department. Miller questioned the 10% increase for the two new officers and Muckler responded that the increase was an effort to keep and attract current and future officers to the City.

FY 16 Expenditures by Function

Muckler provided a breakdown of expenditures by function.

FY 16 Revenue by Source

Muckler reviewed the revenue sources and actual revenue amounts from each source.

West Branch Property Tax Distribution

Muckler presented a chart depicting how taxes are distributed between the various taxing entities.

My Tax Dollars at Work

Muckler presented information on how tax dollars are distributed among the various city functions and services.

Review of Budget Forms

This item was not discussed at the meeting.

Council Member Input - Questions and Comments for Staff

Shields commented that the recent city tour was very helpful in understanding what the needs are of the departments and to see what projects have been accomplished. Pierce agreed and suggested that this be done each budget session in order to assess the city's needs.

ADJOURNMENT

Motion by Shields to adjourn the work session, second by Ellyson. Motion carried on a voice vote.
City Council work session adjourned at 8:57 p.m.

Roger Laughlin, Mayor

ATTEST: _____
Leslie Brick, Deputy City Clerk