



West Branch City Council
 City Administrator's Report
 6/23/17

Pending Action Items:

Future Reports: will use this section to respond to directives that are motioned and/or consensus given (usually at a city council meeting) to staff to respond, research, or implement.

Report from the Desk of the City Administrator:

(This section will usually represent the notes from the City Administrator's Office over the City Council Agenda Cycle period)

- As you may know, my first day on the job was Monday 19th of this month. As planned I have staked residence in Davenport (as I have property there) and have completed a week of my commute. I am aggressively seeking residency in West Branch and I will keep the council updated as to my adventures in this matter.
- My first week has given me the opportunity to visit with two members of council, as well as interactions with the Mayor. I will be seeking to schedule introduction meetings with the remaining members of council in coming week(s) as schedules permit.
- I have also had the opportunity to set introduction meetings with several community leaders. I will also be participating in these meetings over the next several weeks. Soon thereafter, meetings will be set up with each and every city employee. These interactions are intended to provide me an in-depth prospective of the temperature and shape of the organization.
- New City Council Agenda Cycle – (see below typical Council Cycle)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				Start of cycle	Deadline Items from Departments	
	Staff Agenda Review		First Draft Agenda sent Council		Final Draft Agenda sent Council	
	City Council Meeting	End of cycle				

Follow up / Reminder items:

- In the interest to keeping an Open, Agile, and Purposeful Government the City Administrative Office will be implementing standing meeting times for City Council. The Administrator's Office is asking Council to come up with 3 time frames that would represent times that are typically open for individual council members. These time frames will set aside on the City

Administrators schedule for said council members. Council members are not obligated to use these time frames, nor are they obligated only to meet with the City Administrator the times provided. This is just a process intended to develop and maintain strong lines of communication with the Administration and policy body.

In the Funnel

(This is a section that I use periodically, but when it is used it usually represents staff generated concepts and research items that are expected to be brought to Council as a recommendation should the item be viewed as viable.)

- Capital Improvement Work Plan – a concept that would share with the council and the public where, when, and sometimes how Capital Improvement Projects are to be financed, designed and constructed.
- Alternative Financing Strategies

Events:

- Hoover's Hometown Days (hooverdays.org) – August 4th and 5th, 2017 – West Branch, IA