

**City of West
Branch
Office of the
City
Administrator**

To: Mayor and Council
From: Matt Muckler, City Administrator
Date: February 3, 2012 Weekly Council Update

- **Police Department Update:** West Branch Police Chief Mike Horihan presented a program to high school students this week on good citizenship. The Chief spoke to students about staying safe and being good citizens online. Topics included internet safety, bullying and the use of Facebook. Mike encouraged students not to disclose personal information and stressed the importance of not posting inappropriate material on social networking sites. Chief Horihan will be attending some advanced National Incident Management System (NIMS) training this week in Johnson County. Incident Command System 300 is a course that teaches standardized management tools for meeting the demands of small or large emergency or non-emergency situations. The course includes "best practices" and has become the standard for emergency management across the country. It may be used for planned events, natural disasters, and acts of terrorism and is a key feature of NIMS.
- **Fitness Classes:** Fitness classes are back. Angela Herren is still offering Pilates on Monday nights and the class has been well attended with fifteen to twenty people for every class. Robin Blackburn will offer a class called Total Body Conditioning on Wednesdays starting on February 15th. This class will be very similar to the Boot Camp that was previously offered. Kelly Sorgenfry is our new Zumba instructor. Zumba classes will be held on Thursday evenings starting February 23rd. Our next session will be shortened so it will finish the week before spring break. Another session will start after spring break.
- **Software Training:** Software upgrades and training were completed this week. The staff has been learning the new systems for the past four weeks in addition to the completion of their regular duties. We are confident that the new systems will increase efficiency in completing tasks associated with financial, payroll and utility billing.
- **February 6th Council Work Session:** Matt Wildman, P.E., with HR Green will present on the Walker, Iowa Submerged Attached Growth Reactor (SAGR) Project at 6:00 p.m. on Monday, February 6, 2012.

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