

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

To: Mayor and Council  
From: Matt Muckler, City Administrator  
Date: October 26, 2012  
Weekly Council Update

- **Tax Increment Financing Reporting:** HF2460, passed during the last legislative session, which included extensive new TIF reporting requirements for cities that had an Urban Renewal Area in effect during the 2011/2012 fiscal year. The Iowa Department of Management (IDOM) has developed a new online TIF reporting form. This process is lengthy and cities will be required to fill out the form in advance of this year's budget process. Cities will not be allowed to publish notice for their city's budget public hearing unless the city's TIF report and Annual Financial Report (also due December 1) have been filed. IDOM sent materials to cities two weeks ago regarding the new TIF report, including a username and password to the online system. City staff participated in a webinar to learn more about the new forms and online system this week. It is estimated that the new reporting requirements will take about forty hours of additional staff time to complete.
- **Library Update:** The West Branch Public Library held the first stage in the building project's site selection process on Monday, the 22nd. The library's board of trustees as well as members of the community and Friends of the library met with FEH Associates and George Lawson Consulting in regards to setting overall goals for the building project as well as identifying preliminary sites for consideration. Goals for the project included making a space that would be able to evolve with changing priorities and technologies, keeping architecture in line with the heritage of the community, and creating a facility in which all members of the community can find their own space. Subsequent meetings will be held to examine the most likely sites and to begin to get a feel of what buildings might actually look like on a few of the sites. Meeting times will be held in December and January, but dates have yet to be officially set.
- **Park & Rec Update:** The registrations for youth basketball have been completed. This is the second year of offering this program for Pre K - 2<sup>nd</sup> grade children. There are fifty-eight children registered. This is an increase from the forty-eight who were registered last year. Practices will start Saturday November 3<sup>rd</sup> in the Hoover Gym and continue until Saturday December 1st. Parks and Rec and the Public Library are teaming together to host a Scrabble tournament on November 11<sup>th</sup> at the Brick Arch Winery. Entry fee is \$10 a person. This is an adult only event.

The 2<sup>nd</sup> annual Halloween soup dinner and costume contest will be held on October 31<sup>st</sup>. Dinner will be served from 4:45 p.m.-7:30 p.m. and the costume contest will be at 7:30 p.m. There will also be a pet costume contest. Families can drop in before or after Trick or Treating for a meal or take it to go.

- **Administrative Assistant Starts on Monday:** Jennifer Harden, our new administrative assistant, starts on Monday October 29<sup>th</sup>.

**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.**