

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

To: Mayor and Council
From: Matt Muckler, City Administrator
Date: December 9, 2011
Weekly Council Update

- **Comprehensive Plan Meeting with Council and Planning & Zoning:** A joint meeting of the City Council and Planning and Zoning Commission has been scheduled for Monday December 19, 2011 at 6:00 p.m. Nicole Turpin, Regional Planning Coordinator with the East Central Intergovernmental Association will be on hand to discuss questionnaire results and present a draft community survey for the review of members of the Commission and Council.
- **Joint Park & Rec Commission and Library Board Meeting:** A joint meeting of the Parks & Rec Commission and Library Board of Trustees was held on Wednesday December 7th. This preliminary meeting was held to discuss the potential for a future combined facility that would house an expanded library and a community center. While nothing concrete is being suggested by the group, members have an open line of communication and are exploring all possibilities to ensure that our future planning considers strategies for cost-effective alternatives.
- **League of Cities Special Budget Report:** The Iowa League of Cities has released their Budget Special Report for Fiscal Year (FY) 2012-2013. The report is an excellent resource for Councilmembers and staff in preparing for next year's budget. The Report includes a typical budget timeline (also provided below) that cities can follow in adopting the FY 2012-2013 Annual Budget. An electronic copy of the League's Budget Special Report for Fiscal Year (FY) 2012-2013 can be found on the City Website on the Administration Reports page at <http://westbranchiowa.org/departments/reports>

Fiscal Year 2012-2013 Budget Calendar

The following schedule, provided by the Iowa League of Cities, is an example for cities to follow during the budgeting process. The following information assumes the city has a Thursday newspaper with a Tuesday deadline and the council meets on the first and third Monday. Cities should adopt a calendar that meets their specific circumstances. Dates noted by an asterisk are statutory deadlines or requirements.

Typical Budget Timeline

City department heads give budget and proposals to city finance officerJanuary 3
(Normally held first Monday of January, however January 2 is an observed Holiday.)

Budget work session(s) with finance officer and city councilJanuary 16
(and February 6)

Council receives and adopts final proposed budget and orders notice of hearingFebruary 20

Notice of hearing on adoption of final budget publishedFebruary 23

NOTICE REQUIREMENT: Notice of the budget hearing must be given not more than 20* days nor less than 10* days before the date of the hearing.

DETAILED BUDGET: The detailed budget must be available for public inspection at least 10* days before the final budget hearing and 20* days before final date for certification, and is to be available at the clerk's and mayor's offices and the public library, or posted at three places designated by ordinance if there is no library.

Budget hearing.....March 5

Adoption of final budgetMarch 5

Certified budget to county auditorMarch 15*

Persons affected by the budget have 10 days after the date of certification to file a written protestMarch 25*

Iowa Department of Management certifies taxes back to county auditorJune 15*

Budget takes effectJuly 1*

**Dates noted by an asterisk are statutory deadlines or requirements.*

- **Library Update:** The Friends of the West Branch Public Library are hosting a winter book sale this weekend at the public library. The sale will take place between 10am and 2pm at the public library. Items for sale will include books for children and adults, VHS tapes, DVDs, audio books, and music CDs. The members of the Friends will be setting up the sale Friday evening beginning at 5pm and have been asking for volunteers to assist in the process. Volunteers will be provided with pizza and a free item for every hour of assistance. Prices for the sale will begin at 25 cents for children's books and adult paperbacks.

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.