

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

To: Mayor and Council  
From: Matt Muckler, City Administrator  
Date: December 30, 2011  
Weekly Council Update

- **Council Work Session:** A City Council Work Session has been scheduled for Tuesday, January 3, 2012 at 6:00 p.m. A proposed Code of Ethics and Code of Conduct for members of the City Council will be discussed. City Attorney Kevin Olson will be on hand to brief Council members on a proposed Rules of Procedure for the City Council.
- **Main Street West Branch:** City Administrator Matt Muckler attended the monthly Board Meeting of Main Street West Branch on Wednesday December 28<sup>th</sup>. Board members toured the Hoover House to see the progress on the current renovation project, which is scheduled to be completed in February. Main Street has also thanked the City for support of Christmas Past, specifically for financial support that assisted in the purchase of lights for the Christmas Tree in Village Green.
- **Software Upgrade Schedule:** City office staff will be converting to new payroll, financial and utility billing software from Monday January 9<sup>th</sup> – Friday February 3<sup>rd</sup>. This will be a time-consuming process that will require the full attention of all three administration employees forty hours per week for this four-week period. Trainers from Tyler Technology will be on-site to convert to the new systems and provide training on each module.
- **Library Partners with Hoover National Historic Site:** Beginning in January, the West Branch Public Library will be partnering with the Herbert Hoover National Historic Site to provide special programming. Representatives from the site will be hosting a storytime every month on the first Tuesday of each month and a special program titled "Get to Know your Parks" on the first and third Wednesdays of the month. The first storytime will occur on the evening of January 3<sup>rd</sup> at 7:00 p.m. and is titled "We are Bears." Children at the event will learn about bears in nature and are encouraged to bring their own teddy bears. The first Wednesday afternoon program will run on January 4<sup>th</sup> at 2:00 p.m.
- **New Year's Holiday Schedule:** City Offices will be closed on Monday January 2<sup>nd</sup> for the New Year's Day Holiday. The West Branch Public Library will also be closed on Monday January 2<sup>nd</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.**