



PUBLIC NOTICE AND AGENDA OF THE WEST BRANCH CITY COUNCIL MEETING SCHEDULED TO CONVENE AT 7:00 P.M. MONDAY AUGUST 17, 2020 IN THE CITY COUNCIL CHAMBERS, 110 NORTH POPLAR STREET, WEST BRANCH, IOWA.

Mayor	Roger Laughlin	mayor@westbranchiowa.org
Mayor Pro Tem	Colton Miller	mcolton@rocketmail.com
Council Member	Jodee Stoolman	j.stoolmanwbcc@yahoo.com
Council Member	Nick Goodweiler	nickgoodweilerwbcc@gmail.com
Council Member	Tom Dean	tdiowa@hotmail.com
Council Member	Jerry Sexton	jerrysextonwb@gmail.com
City Administrator	Redmond Jones II	rjonesii@westbranchiowa.org
City Attorney	Kevin Olson	kevinolsonlaw@gmail.com
Deputy City Clerk	Leslie Brick	leslie@westbranchiowa.org

Please note: Most written communications to or from government officials regarding government business are public records available to the public and media upon request. Your e-mail communications may therefore be subject to public disclosure. Electronic Meeting (Pursuant to Iowa Code section 21.8) An electronic meeting is being held because a meeting in person is impossible or impractical due to concerns for the health and safety of council members, staff and the public presented by COVID-19. You can watch and/or participate in the meeting at the following link <https://zoom.us/j/5322527574> or dial in phone number 1-312-626-6799 with Meeting ID 532 252 7574. A video of the meeting will also be made available August 21st on the City Website. For your safety and the safety of others please explore all available opportunities to participate by phone or computer. If you are unable to attend or participate by computer or phone, you may come to City Hall as an audience member. Access will be granted in accordance with the Social Distancing Order by the Governor of the State of Iowa.

AGENDA

A. Call to Order

B. Opening Ceremonies

1. Pledge of Allegiance
2. Welcome

C. Roll Call

D. Guest Speaker, Presentations and Proclamations.

1. Presentation - Representatives from Marco Technologies Regarding Security Assessment (Cyber Security).

E. Public Comment

Anyone wishing to address the City Council may come forward when invited; please state your name and address for the record. Public comments are typically limited to three minutes, and written comments may be submitted to the Deputy City Clerk.

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F. Approve Agenda / Consent Agenda / Move to Action

Routine items and items not anticipated to be controversial are placed on the Consent Agenda to expedite the meeting. If a Council member, staff member or member of the Public wishes to discuss any item on the Consent Agenda, they can request the item be removed from the Consent Agenda for discussion.

1. **Motion to Approve** Meeting Minutes for City Council Meeting August 03, 2020.
2. **Motion to Approve** a Class C Liquor License (LC) Commercial with Sunday Sales Privileges for Mexico Lindo, Inc., DBA: Mexico Lindo Grill and Cantina at a new location: 711 South Downey Street in West Branch (Pending a Fire Inspection Approval).
3. **Motion to Approve** the Claims Report.

G. Public Hearing / Non-Consent Agenda

1. **Resolution 1922** – A Resolution Declaring West Branch an Emergency Disaster.
2. **Resolution 1923** – A Resolution Approving Cedar's Edge Part 2 Final Plat.
3. **Discussion Item:** Regarding City Cyber Security.
4. **Resolution 1924** – A Resolution Setting a Date for the Public Hearing on the Status of Funded Activities for the West Branch Food Pantry Project.

H. Reports

1. City Administrator's Report
2. City Attorney Report
3. City Staff Hearsays

I. Comments from Mayor and Council Members

J. Adjournment Regular Meeting

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REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	August 20, 2020
AGENDA ITEM:	Presentation – Marco Technologies re: Technology/Security Assessment
CITY GOAL:	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
PREPARED BY:	Nick Shimmin, Library & IT Director
DATE:	August 13, 2020

BACKGROUND:



The existing city office networking and computer systems were implemented in 2013 and utilize equipment and methodologies which are dated. Recommended technology life span is typically around 3-5 years which means many parts of the whole system will need replacement for both modernization and security. As the network and systems are dated to a large extent, there is also a large possibility for current security vulnerabilities which could significantly disrupt the operation of the city as a whole for an extended period and/or cost a significant amount to fix.

This assessment will help determine immediate concerns for security vulnerabilities as well as provide a guide for what should be addressed, how soon changes should be conducted, and suggestions for overall workflow improvements.

STAFF RECOMMENDATION:	Approve Motion – Move to Action
REVIEWED BY CITY ADMINISTRATOR:	
COUNCIL ACTION:	
MOTION BY:	
SECOND BY:	

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MARCO TECHNOLOGY ASSESSMENT

KNOW YOUR ORGANIZATION'S I.T.

How current is your technology environment? Have you identified known risks and addressed how they are impacting your business? Effectively managing your technology can be overwhelming and confusing. And it's not always easy to stay on top of the dynamic IT landscape, especially as your organization grows. That's why we developed the Marco Technology Assessment.

Benefits of Marco's Technology Assessment:

- Mitigate risk
- Meet compliance standards
- Optimize your technology
- Align with industry best practices
- Solve security issues

Marco's Technology Assessment starts with a baseline understanding of your organization's technology. A Marco technician performs an onsite audit to gather data on the health and configuration of your current environment. After reviewing the data reports, a Marco certified systems engineer provides a consultative assessment of your environment.

The assessment process includes analyzing your current state of technology and identifying known risks and the associated business impacts. We assess 12 key technology areas:



Discover What You Need

After the initial assessment, your certified systems consultant will share the findings and outline any concerns that may affect your business. We will offer recommendations to better manage your technology environment so you can avoid pitfalls, stay up-to-date and prepare for growth.

**GET STARTED
TODAY**

800.847.3098
marco@marconet.com



taking technology further

marconet.com

(The following is a synopsis of the minutes of the West Branch City Council meeting. A video recording is available for inspection on the City of West Branch Website at westbranchiowa.org/city-of-west-branch/mayor-city-council/meetings/. The minutes are not approved until the next regularly scheduled City Council meeting.)

**West Branch, Iowa
Council Chambers**

**City Council
Regular Meeting**

**August 3, 2020
7:00 p.m.**

An Electronic Meeting (pursuant to Iowa Code Section 21.8) of the City Council of the City of West Branch, Cedar County, IA was held on Monday, July 20, 2020 at 7:00 p.m. because a meeting in person was impossible or impractical due to concerns for the health and safety of Council Members, Staff and the Public presented by COVID-19.

Until further notice, all of our Council Meetings will be held electronically only. Persons may still attend, observe and participate in the meeting at the Council Chambers, City Office, 110 N. Poplar St, West Branch, Iowa. Social distancing practices shall be observed for any persons attending the meeting in person at City Hall.

Mayor Roger Laughlin called the West Branch City Council meeting to order at 7:00 p.m. Roll call: Council members: Colton Miller, Jodee Stoolman, Nick Goodweiler, Jerry Sexton and Tom Dean were present. City Staff: City Administrator Redmond Jones II, Deputy City Clerk Leslie Brick, and Library/IT Director Nick Shimmin were present. Attending via Zoom: City Attorney Kevin Olson, City Engineer Dave Schechinger, Public Works Director Matt Goodale, Parks & Recreation Director Melissa Russell and Police Chief Mike Horihan.

GUEST SPEAKER PRESENTATIONS

None.

PUBLIC COMMENT

Clara Oleson, 422 N. 1st Street, representing Human's for Racial Justice, a newly formed group of West Branch residents asked the Council to consider allowing a resident from the community the opportunity to participate in the hiring process of the new police chief that will be vacated by the upcoming retirement of Police Chief Mike Horihan. Oleson suggested to the Council that they choose a resident of color to participate as this would support a more diverse community approach.

Justin Watson, 14 Greenview Drive, spoke in support of Oleson's request and volunteered to participate in the hiring process if selected.

Liz Wildenberg-DeHernandez, 219 Cookson Drive, shared an encounter with the West Branch Police several years ago. Wildenberg-DeHernandez, a long-time resident of West Branch explained that her husband who is from Guatemala, experienced a situation that "made him not feel trusted in his own community". Wildenberg-DeHernandez encouraged the Council to consider engaging the public in recruitment and hiring process.

CONSENT AGENDA

Motion to approve minutes for City Council Meeting July 20, 2020.

Motion to approve destruction of certain record retention with Shred-It Services listed on the Records Destruction Form per the Record Retention Manual for Iowa Cities.

Motion to approve the claims reports.

EXPENDITURES

8/3/2020

GONGORA, JOSE	SAFETY CONSULTING	3,537.50
HD SUPPLY CONST AND INDUST	CONSTRUCTION SUPPLIES	203.76
IOWA DEPARTMENT OF NATURAL	NPDES FEE FOR FY2021	210.00
IOWA ONE CALL	UNDERGROUND LOCATION SERVICE	71.10
JJ NICHING COMPANY	REPAIR PARTS	32.00
JOHN DEERE FINANCIAL	BLDG & GRNDS SUPPLIES, UNIFORMS	725.84
JOHNSON COUNTY REFUSE INC.	GARBAGE STICKERS	285.00
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,797.13

MENARDS	SHIELD ON OFFICE COUNTER	123.96
OLSON, KEVIN D	LEGAL SERVICES-AUGUST, 2020	1,500.00
PORT 'O' JONNY INC.	SERVICE - CEMETERY	90.00
PSC DISTRIBUTION	BUILDING REPAIRS	283.62
QUILL CORP	OFFICE SUPPLIES	113.77
SAWYER, ALEX	PARTIAL BUILDING PERMIT REFUND	20.20
STEVEN M BERRY	BUILDING INCENTIVE PAYMENT	1,899.23
UNITED STATES GEOLOGICAL SURVEY	STREAM STUDY	2,160.00
USA BLUE BOOK	SUPPLIES	276.19
VEENSTRA & KIMM INC.	GOLF COURSE DEVELOPMENT REVIEW	465.88
VEENSTRA & KIMM INC.	LOT SITE PLAN REVIEW	181.00
VEENSTRA & KIMM INC.	MEADOWS 3 & 4 CONSTRUCTION REVIEW	242.13
VEENSTRA & KIMM INC.	HIGH SCHOOL SITE PLAN REVIEW	362.00
VEENSTRA & KIMM INC.	323 I-80 WEST WATER MAIN RELOCATION	552.00
VEENSTRA & KIMM INC.	LOETHEN RIDGE CONSTRUCTION REVIEW	379.25
VERIZON WIRELESS	VERIZON WIRELESS	342.20
WEST BRANCH FIREFIGHTERS FOUNDATION	WEST BRANCH FIREFIGHTERS FOUNDATION	2,500.00
TOTAL		18,353.76
PAYROLL	7/24/2020	58,872.38
PAID BETWEEN MEETINGS		
MEDIACOM	CABLE SERVICE	41.90
PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE METER	500.00
UNUM LIFE INSURANCE COMPANY	LIFE & DISABILITY INSURANCE	613.03
TOTAL		1,154.93
GRAND TOTAL EXPENDITURES		78,381.07
FUND TOTALS		
001 GENERAL FUND	34,833.95	
022 CIVIC CENTER	57.55	
031 LIBRARY	6,557.71	
110 ROAD USE TAX	3,767.10	
112 TRUST AND AGENCY	13,546.55	
323 I-80 WEST, WATER MAIN RELOCATION	552.00	
600 WATER FUND	8,950.01	
610 SEWER FUND	7,956.20	
740 STORM WATER UTILITY	2,160.00	
GRAND TOTAL	78,381.07	

Motion by Sexton, second by Miller approve agenda/consent agenda items. AYES: Sexton, Miller, Stoolman, Dean, Goodweiler. NAYS: None. Motion carried.

PUBLIC HEARING / NON-CONSENT AGENDA

Discussion- Presentation /proposal regarding the turn lane requirements related to the high school expansion project.

Dave Panos, Shive Hattery Architecture & Engineering, representing the West Branch Community School District presented four turn lane options for West Main Street to accommodate the high school / middle school expansion. The school district has requested the City to share 50/50 in the cost of the street improvements. Panos, explained the four options using asphalt and provided cost estimates. Panos described Option A which would widen West Main Street on both the north and south side (\$309,600). Option B would widen the street on the north side only and includes costs for the moving of certain utilities (\$260,400). Option C would widen the south side of the street (\$283,200). Option D widens the north side of street, moving of certain utilities and would include an asphalt curb & gutter (\$420,000). Panos also included costs for using concrete instead of asphalt, north side (\$339,600) and south side (\$367,200). The Council discussed the options presented and commented that each one had its advantage and disadvantages. They discussed current wash out issues along this portion of the street, but all agreed that the required improvements (turn lane) was not the city's issue to bear fifty (50) percent of the costs while other city

projects would suffer as a result. After discussing, the majority of the Council said they liked Option D which will direct water to the storm sewer rather the ditch to help with wash out issues.

Motion to approve and accept the Staff Work Plan for Fiscal Year 2021. / Move to action.

Jones presented the FY21 Staff Work Plan which he described as the last step of the goal setting and budget process. Jones said each department is represented in the document with tasks to be completed and provides a status update for each task/goal. Jones said the staff work plan will be posted on the city website to provide transparency for the various projects. Councilperson Miller questioned why a few projects were listed “no longer an objective” due to budget constraints. Miller said other projects (like the W. Main Street turn lane) project shouldn’t be considered over other city priorities and goals.

Motion by Goodweiler, second by Dean. AYES: Goodweiler, Dean, Stoolman, Sexton, Miller. NAYS: None. Motion carried.

Resolution 1920 – Considering the request of Cathy Steen for special consideration for a vacation accrual adjustment from 4.0 to 4.9 to reflect a full-time five year employee. / Move to action.

Although the Council approved the request by a four/one vote, they did all agree that they no longer wanted to receive employee benefit requests such as two recent requests directly from city employees. The Council said they preferred that department managers and the Administrator discuss these requests internally and only the City Administrator would make recommendations for exceptions. The Council also asked the Employee Handbook be reviewed, changed as necessary and followed by all employees unless part of an employment agreement..

Motion by Miller, second by Dean to approve Resolution 1920. AYES: Miller, Dean, Goodweiler, Stoolman. NAYS: Sexton. Motion carried.

Resolution 1921 – Approving staff recommendation to accept the quote of \$4800 from AquaShine for the services of cleaning the exterior of the north water tower. / Move to action.

No discussion.

Motion by Miller, second by Goodweiler to approve Resolution 1921. AYES: Miller, Goodweiler, Dean, Sexton, Stoolman. NAYS: None. Motion carried.

Discussion – the use of tree sap / equivalent on public gravel surfaces in the city.

Goodale said he had obtained a verbal quote from Binns & Stevens for \$1814.40 for approximately a half mile of road surface near the city’s sewer lagoons. Goodale said typically the road would be treated in the spring and again in the early fall for an annual cost of a little more than \$3600. The Council thought it might be good to try this method but decided that it was too late in the year to make a difference this year. The Council asked Goodale to bring this topic back next spring. Jones added that this road treatment might be a good option for the gravel alleys in town that require on-going maintenance by Public Works after heavy rainfalls.

CITY ADMINISTRATOR REPORT

Jones stated the code enforcement of nuisance properties continues each week. While most residents notified of a violation complies with abatement, there are a couple who are still out of compliance. Miller advised Jones of another repetitive violator on East Main Street that he would like to see cleaned up. Jones also reported that the City received a letter regarding a subdivision within two miles of city limits and asked if the Council wanted to comment. The Council said they would like to see the subdivision plans and for the Planning & Zoning Commission to comment.

CITY ATTORNEY REPORT

Olson said he continues to work with Casey’s General Store Inc. on the completion of the former Casey’s site clean-up on East Main Street.

STAFF REPORTS

None.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

Miller said he received an email from a 'snow bird' resident who was concerned about paying for trash and recycling during the winter months while not residing in West Branch for the winter. Miller asked staff to find out what the procedure is with Johnson County Refuse on the subject.

Stoolman said she had received some inquiries on the walking distance of the trail that surrounds Cubby Park and if it will be maintained for walking in the winter. Stoolman also asked if the school would provide winter walking during the colder months.

Sexton asked when street painting would occur and noted that many of the intersections where the paint was nearly worn off.

Laughlin suggested that an interview committee should be assembled for the police chief recruitment.

ADJOURNMENT

Motion to adjourn the meeting by Goodweiler, second by Miller. Motion carried on a voice vote. City Council meeting adjourned at 9:06 p.m.

Roger Laughlin, Mayor

ATTEST: _____
Leslie Brick, Deputy City Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	August 17, 2020
AGENDA ITEM:	Motion to Approve a Class C Liquor License (LC) Commercial with Sunday Sales Privileges for Mexico Lindo, Inc., DBA: Mexico Lindo Grill and Cantina at a new location: 711 South Downey Street in West Branch (Pending a Fire Inspection Approval).
CITY GOAL:	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
PREPARED BY:	Leslie Brick, Deputy City Clerk
DATE:	August 13, 2020

BACKGROUND:

Approve Class C Liquor License (LC) (Commercial) with Sunday Sales privileges for Mexico Lindo, Inc., DBA: Mexico Lindo Grill and Cantina.

STAFF RECOMMENDATION: Approve Motion – Move to Action
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REVIEWED BY CITY ADMINISTRATOR:
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COUNCIL ACTION:

MOTION BY:

SECOND BY:

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REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	August 17, 2020
AGENDA ITEM:	Motion to Approve the Claims Report.
CITY GOAL:	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
PREPARED BY:	Gordon Edgar, Finance Director
DATE:	August 11, 2020

BACKGROUND:

These are routine expenditures that include such items as payroll, budget expenditures, and other financial items that relate to City Council approved items and/or other day to day operational disclosures.

STAFF RECOMMENDATION:	Approve Claims Report – Move to Action
REVIEWED BY CITY ADMINISTRATOR:	
COUNCIL ACTION:	
MOTION BY:	
SECOND BY:	

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EXPENDITURES**8/17/2020**

AE OUTDOOR POWER	EQUIPMENT REPAIR, SUPPLIES	721.09
ALLIANT ENERGY	SERVICE 6-1 TO 6-30-2020	11,775.15
ALTORFER INC	EQUIPMENT REPAIR	2,060.49
AT & T MOBILITY	WIRELESS 6-20 TO 7-19-20	389.03
BAKER & TAYLOR INC.	BAKER & TAYLOR INC.	517.20
BATTERY PRODUCTS INC	RADIO SUPPLIES	150.00
BEAN & BEAN	GRAVE OPENINGS	1,650.00
BIBLIONIX	AUTOMATION SUBSCRIPTION	1,708.00
BOUND TREE MEDICAL LLC	MEDICAL SUPPLIES	265.38
BOWERS CUSTOM SERVICES LLC	HAULING-ROCK, COLD MIX	720.00
BROWN'S WEST BRANCH	VEHICLE REPAIR	27.49
CEDAR COUNTY COOPERATIVE	CEDAR COUNTY COOPERATIVE	122.75
CEDAR COUNTY EMERGENCY MANAGEMENT	2020-2021 EMA ASSESSMENT	8,908.00
CEDAR COUNTY RECORDER	RECORDING FEES	16.00
CHAUNCEY BUTLER POST 514	FLAG	40.00
CJ COOPER & ASSOCIATES	DRUG TEST	35.00
CULLIGAN WATER TECHNOLOGIE	WATER SOFTENER SERVICE	57.12
D&R PEST CONTROL	D&R PEST CONTROL	70.00
DIAMOND VOGEL PAINTS	HYDRANT PAINTING SUPPLIES	919.54
FELD FIRE EQUIPMENT CO, INC	ANNUAL MAINTENCE SERVICE	700.00
FRED'S FEED & SUPPLY LLC	SUPPLIES	31.96
HORIHAN, MIKE	KEYS	24.00
IMWCA	IMWCA	2,345.00
JOHNSON CONTROLS	SERVICE CALL	831.00
JOHNSON COUNTY EMERGEN	FY 2021 HAZ MAT TEAM 28E AGREEMENT	47.50
JOHNSON COUNTY REFUSE	RECYCLING, TRASH PICKUP JUL 2020	15,218.50
JOSHUA LANGFORD	BUILDING INCENTIVE PAYMENT #4	1,131.48
KANOPY	VIDEO SERVICE	7.00
KWM INC	DUMPSTER ENCLOSURE	56.80
LINN COUNTY R.E.C.	ST LIGHTS	180.10
MANATT'S INC	COLD MIX	1,585.85
MARTIN GILLESPIE	MARTIN GILLESPIE	1,599.44
MERCY IOWA CITY PHYSICIAN AND CLINIC SERVICES	PHYSICAL-STEEN	158.00
MISCELLANEOUS VENDOR	REFUND	550.00
OVERDRIVE INC	BOOKS	371.47
PLUNKETT'S PEST CONTROL INC	PEST CONTROL- POLICE & FIRE	170.18
PORT 'O' JONNY INC.	SERVICE-WAPSI PARK	103.00
PYRAMID SERVICES INC.	CHAIN SAWS & REPAIR PARTS	877.88
QC ANALYTICAL SERVICES LLC	LAB ANALYSIS	1,043.00
QUILL CORP	OFFICE SUPPLIES	583.92
STATE INDUSTRIAL PRODUCTS	CHEMICALS	244.00
TREETOP PRODUCTS	ENTRANCE SIGN	1,614.33
TYLER TECHNOLOGIES	SOFTWARE SUBSCRIPTION	9,372.00
VITAL IMAGERY LTD	SUBSCRIPTION TO I CLIP ART	50.00
WEST BRANCH REPAIRS	VEHICLE REPAIR	654.11
WEST BRANCH TIMES	LEGAL PUBLICATIONS, ADVERTISING	966.73

TOTAL		70,669.49
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PAYROLL	8/7/2020	46,641.31
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PAID BETWEEN MEETINGS

VARIOUS CUSTOMERS	UTILITY REFUNDS	362.56
CEDAR COUNTY COOP	VEHICLE FUEL	1,299.72
JULIA HIME	VIDEOGRAPHY SERVICE	50.00
MEGAN HOFFMAN	CLEANING SERVICE	342.00
CROELL, INC	CONCRETE	298.00
MERCHANT SERVICES	CREDIT CARD FEES	200.64

TOTAL	2,552.92
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GRAND TOTAL EXPENDITURES	119,863.72
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FUND TOTALS

001 GENERAL FUND	67,164.11
022 CIVIC CENTER	5975.8
031 LIBRARY	4,549.32
036 TORT LIABILITY	2,164.30
110 ROAD USE TAX	8,846.12
112 TRUST AND AGENCY	5,153.85
308 PARK IMP - PEDERSEN VALLEY	1,671.13
600 WATER FUND	12,850.32
610 SEWER FUND	11,488.77

GRAND TOTAL	119,863.72
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DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
POLICE OPERATION	GENERAL FUND	PLUNKETT'S PEST CONTROL INC	PEST CONTROL- POLICE & FIR	37.50
		BROWN'S WEST BRANCH	VEHICLE REPAIR	27.49
		ALLIANT ENERGY	SERVICE 6-1 TO 6-30-2020	229.99
			SERVICE 6-1 TO 6-30-2020	19.14
		CJ COOPER & ASSOCIATES	DRUG TEST	35.00
		MERCY IOWA CITY PHYSICIAN & CLINIC SER	PHYSICAL-STEEN	158.00
		HORIHAN, MIKE	KEYS	24.00
		AT & T MOBILITY	WIRELESS 6-20 TO 7-19-20	389.03
		CEDAR COUNTY EMERGENCY MANAGEMENT	2020-2021 EMA ASSESSMENT	4,454.00
			TOTAL:	5,374.15
FIRE OPERATION	GENERAL FUND	BOUND TREE MEDICAL LLC	MEDICAL SUPPLIES	265.38
		WEST BRANCH REPAIRS	VEHICLE REPAIR	654.11
		QUILL CORP	OFFICE SUPPLIES	532.20
		PLUNKETT'S PEST CONTROL INC	PEST CONTROL- POLICE & FIR	37.50
		FELD FIRE EQUIPMENT CO. INC	ANNUAL MAINTENCE SERVICE	700.00
		ALLIANT ENERGY	SERVICE 6-1 TO 6-30-2020	689.97
		JOHNSON COUNTY EMERGENCY MANAGEMENT AG	FY 2021 HAZ MAT TEAM 28E A	47.50
		BATTERY PRODUCTS INC	RADIO SUPPLIES	150.00
		CHAUNCEY BUTLER POST 514	FLAG	40.00
		CULLIGAN WATER TECHNOLOGIES	WATER SOFTENER SERVICE	57.12
		CEDAR COUNTY EMERGENCY MANAGEMENT	2020-2021 EMA ASSESSMENT	4,454.00
			TOTAL:	7,627.78
STREET LIGHTING	GENERAL FUND	LINN COUNTY R.E.C.	ST LIGHTS	180.10
		ALLIANT ENERGY	SERVICE 6-1 TO 6-30-2020	2,262.58
			SERVICE 6-1 TO 6-30-2020	220.01
			TOTAL:	2,662.69
PARK & RECREATION	GENERAL FUND	PORT 'O' JONNY INC.	SERVICE-WAPSI PARK	103.00
		CEDAR COUNTY COOPERATIVE	CEDAR COUNTY COOPERATIVE	40.92
		ALLIANT ENERGY	SERVICE 6-1 TO 6-30-2020	322.59
		AE OUTDOOR POWER	EQUIPMENT REPAIR	334.35
		MISCELLANEOUS V SHARI HEICK	SHARI HEICK:REFUND L HEICK	200.00
		MELISSA POE	MELISSA POE:REFUND KORBIN	200.00
		KALINA LAGUNAS	KALINA LAGUNAS:REF KINDER	100.00
			TOTAL:	1,300.86
CEMETERY	GENERAL FUND	TYLER TECHNOLOGIES	SOFTWARE SUBSCRIPTION	656.00
		FRED'S FEED & SUPPLY LLC	SUPPLIES	31.96
		AE OUTDOOR POWER	EQUIPMENT REPAIR, SUPPLIES	321.75
			EQUIPMENT REPAIR, SUPPLIES	64.99
		BOWERS CUSTOM SERVICES LLC	HAULING-ROCK, COLD MIX	85.00
		BEAN & BEAN	GRAVE OPENINGS	1,650.00
			TOTAL:	2,809.70
COMM & CULTURAL DEVEL	GENERAL FUND	ALLIANT ENERGY	SERVICE 6-1 TO 6-30-2020	57.41
			TOTAL:	57.41
ECONOMIC DEVELOPMENT	GENERAL FUND	MARTIN GILLESPIE	MARTIN GILLESPIE	1,599.44
		JOSHUA LANGFORD	BUILDING INCENTIVE PAYMENT	1,131.48
			TOTAL:	2,730.92
CLERK & TREASURER	GENERAL FUND	TYLER TECHNOLOGIES	SOFTWARE SUBSCRIPTION	4,218.00
		PLUNKETT'S PEST CONTROL INC	PEST CONTROL CITY OFFICE	47.59
		ALLIANT ENERGY	SERVICE 6-1 TO 6-30-2020	281.95

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
			TOTAL:	4,547.54
LEGAL SERVICES	GENERAL FUND	WEST BRANCH TIMES	LEGAL PUBLICATIONS, ADVERT	808.73
		CEDAR COUNTY RECORDER	RECORDING FEES	2.00
			RECORDING FEES	14.00
			TOTAL:	824.73
SOLID WASTE	GENERAL FUND	JOHNSON COUNTY REFUSE INC.	RECYCLING, TRASH PICKUP JU	15,218.50
			TOTAL:	15,218.50
LOCAL CABLE ACCESS	GENERAL FUND	ALLIANT ENERGY	SERVICE 6-1 TO 6-30-2020	100.00
			TOTAL:	100.00
TOWN HALL	CIVIC CENTER	PLUNKETT'S PEST CONTROL INC	PEST CONTROL TOWN HALL	47.59
		ALLIANT ENERGY	SERVICE 6-1 TO 6-30-2020	551.47
			TOTAL:	599.06
LIBRARY	LIBRARY	OVERDRIVE INC	BOOKS	232.99
			BOOKS	138.48
		VITAL IMAGERY LTD	SUBSCRIPTION TO ICLIPART	50.00
		QUILL CORP	OFFICE SUPPLIES	5.99
			MAINTENENCE SUPPLIES	45.73
		BAKER & TAYLOR INC.	BAKER & TAYLOR INC.	54.65
			BOOKS	411.90
			BOOKS	50.65
		D&R PEST CONTROL	D&R PEST CONTROL	70.00
		ALLIANT ENERGY	SERVICE 6-1 TO 6-30-2020	748.93
		JOHNSON CONTROLS	SERVICE CALL	831.00
		BIBLIONIX	AUTOMATION SUBSCRIPTION	1,708.00
		MISCELLANEOUS V HOLLY HANSEN	HOLLY HANSEN:REFUND	50.00
		KANOPY	VIDEO SERVICE	7.00
			TOTAL:	4,405.32
POLICE OPERATIONS	TORT LIABILITY	IMWCA	WORK COMP - POLICE	494.11
			TOTAL:	494.11
FIRE OPERATION	TORT LIABILITY	IMWCA	WORK COMP - FIRE	764.89
			TOTAL:	764.89
BUILDING INSPECTIONS	TORT LIABILITY	IMWCA	WORK COMP - BLDG INSPECT	18.84
			TOTAL:	18.84
ROADS & STREETS	TORT LIABILITY	IMWCA	WORK COMP - STREETS	489.18
			TOTAL:	489.18
LIBRARY	TORT LIABILITY	IMWCA	WORK COMP - LIBRARY	28.60
			TOTAL:	28.60
PARK & RECREATION	TORT LIABILITY	IMWCA	WORK COMP - PARK & REC	241.43
			TOTAL:	241.43
CEMETERY	TORT LIABILITY	IMWCA	WORK COMP - CEMETERY	81.19
			TOTAL:	81.19
CLERK & TREASURER	TORT LIABILITY	IMWCA	WORK COMP - ADMIN	46.06
			TOTAL:	46.06

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
ROADS & STREETS	ROAD USE TAX	WEST BRANCH TIMES	LEGAL PUBLICATIONS, ADVERT	158.00
		ALTORFER INC	EQUIPMENT REPAIR	387.25
			EQUIPMENT REPAIR	1,673.24
		PYRAMID SERVICES INC.	CHAIN SAWS & REPAIR PARTS	782.44
			CHAIN SAWS & REPAIR PARTS	95.44
		CEDAR COUNTY COOPERATIVE	CEDAR COUNTY COOPERATIVE	40.92
		ALLIANT ENERGY	SERVICE 6-1 TO 6-30-2020	43.25
		BOWERS CUSTOM SERVICES LLC	HAULING-ROCK, COLD MIX	635.00
		MANATT'S INC	COLD MIX	1,585.85
			TOTAL:	5,401.39
INVALID DEPARTMENT	PARK IMP - PEDERSE	TREETOP PRODUCTS	ENTRANCE SIGN	1,614.33
		KWM INC	DUMPSTER ENCLOSURE	56.80
			TOTAL:	1,671.13
WATER OPERATING	WATER FUND	TYLER TECHNOLOGIES	SOFTWARE SUBSCRIPTION	2,249.00
		DIAMOND VOGEL PAINTS	HYDRANT PAINTING SUPPLIES	765.00
			HYDRANT PAINTING SUPPLIES	154.54
		IMWCA	WORK COMP - WATER	128.96
		ALLIANT ENERGY	SERVICE 6-1 TO 6-30-2020	3,502.51
			SERVICE 6-1 TO 6-30-2020	88.65
			TOTAL:	6,888.66
SEWER OPERATING	SEWER FUND	TYLER TECHNOLOGIES	SOFTWARE SUBSCRIPTION	2,249.00
		QC ANALYTICAL SERVICES LLC	LAB ANALYSIS	1,043.00
		IMWCA	WORK COMP - SEWER	51.74
		CEDAR COUNTY COOPERATIVE	CEDAR COUNTY COOPERATIVE	40.91
		ALLIANT ENERGY	SERVICE 6-1 TO 6-30-2020	2,656.70
		STATE INDUSTRIAL PRODUCTS	CHEMICALS	244.00
			TOTAL:	6,285.35

===== FUND TOTALS =====

001	GENERAL FUND	43,254.28
022	CIVIC CENTER	599.06
031	LIBRARY	4,405.32
036	TORT LIABILITY	2,164.30
110	ROAD USE TAX	5,401.39
308	PARK IMP - PEDERSEN VALLE	1,671.13
600	WATER FUND	6,888.66
610	SEWER FUND	6,285.35

GRAND TOTAL:	70,669.49
--------------	-----------

SELECTION CRITERIA

SELECTION OPTIONS

VENDOR SET: 01-City of West Branch
VENDOR: All
CLASSIFICATION: All
BANK CODE: All
ITEM DATE: 0/00/0000 THRU 99/99/9999
ITEM AMOUNT: 99,999,999.00CR THRU 99,999,999.00
GL POST DATE: 8/17/2020 THRU 8/17/2020
CHECK DATE: 0/00/0000 THRU 99/99/9999

PAYROLL SELECTION

PAYROLL EXPENSES: NO
EXPENSE TYPE: N/A
CHECK DATE: 0/00/0000 THRU 99/99/9999

PRINT OPTIONS

PRINT DATE: None
SEQUENCE: By Department
DESCRIPTION: Distribution
GL ACCTS: NO
REPORT TITLE: C O U N C I L R E P O R T
SIGNATURE LINES: 0

PACKET OPTIONS

INCLUDE REFUNDS: YES
INCLUDE OPEN ITEM:NO

REVENUE-FISCAL YEAR 2021**FUND****JULY**

001 GENERAL FUND	23,474.83
022 CIVIC CENTER	256.82
031 LIBRARY	68.91
036 TORT LIABILITY	440.48
110 ROAD USE TAX	39,039.44
112 TRUST & AGENCY	2,512.23
119 EMERGENCY TAX FUND	353.62
121 LOCAL OPTION SALES TAX	18,587.34
125 TIF	97.30
226 DEBT SERVICE	2,902.91
312 DOWNTOWN EAST REDEVELOPMENT	7,500.00
500 CEMETERY PERPETUAL FUND	360.11
502 KROUTH INTEREST FUND	0.03
600 WATER FUND	52,941.21
610 SEWER FUND	47,590.79
740 STORM WATER UTILITY	5,330.11
TOTAL	201,456.13



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	August 17, 2020
AGENDA ITEM:	Resolution 1922 – A Resolution Declaring West Branch an Emergency Disaster.
CITY GOAL:	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
PREPARED BY:	Roger Laughlin, Mayor / Redmond Jones II, City Administrator
DATE:	August 12, 2020

BACKGROUND:

Disasters like the “High Wind Storm” that occurred Monday August 10th in West Branch can cause extensive damage on a community. Partnering with Cedar County and the State of Iowa, our declaration will allow residents effected to get the benefits of aid, assistance, and relief programs, including funds available from the State of Iowa. This is afforded under Iowa Civil Emergency Preparedness Act.



STAFF RECOMMENDATION:	Approve Resolution 1922 – Move to Action
REVIEWED BY CITY ADMINISTRATOR:	
COUNCIL ACTION:	
MOTION BY:	
SECOND BY:	

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RESOLUTION 1922

A RESOLUTION DECLARING WEST BRANCH AN EMERGENCY DISASTER

WHEREAS, the City of West Branch, Iowa has suffered severe damage caused by severe weather occurring on and about the 10th day of August, 2020; and

WHEREAS, extensive damage was caused to public property, street City facilities, etc. and damage was also caused to private business, inventory, facilities, homes, land, agriculture, etc.; and,

WHEREAS, the damage has resulted in undue human suffering and hardship and threatens the safety, health, welfare, and well-being of citizens and economic function of the City of West Branch, Iowa; and,

WHEREAS, all locally available public and private resources and forces available to mitigate and alleviate the damage are deemed insufficient to cope with the resulting situation, initiate repairs, and meet restoration requirements;

NOW, THEREFORE; I, by virtue of the authority provided as the Mayor of the City of West Branch and the Iowa Civil Emergency Preparedness Act, do hereby declare the City of West Branch, Iowa to be a disaster area for the purpose of exercising necessary emergency powers and expenditure of available resources, and requesting aid, assistance, and relief programs, and funds available for the State of Iowa.

Passed and approved this 17th day of August, 2020.

Roger Laughlin, Mayor

ATTEST:

Redmond Jones, City Administrator/Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	August 17, 2020
AGENDA ITEM:	Resolution 1923 – A Resolution Approving Cedar’s Edge Part 2 Final Plat.
CITY GOAL:	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
PREPARED BY:	Redmond Jones II, City Administrator
DATE:	August 12, 2020

BACKGROUND:

This is the second and final part of the subdivision which includes 10 lots on Serenity Circle. This item was approved by the Planning & Zoning Commission in a Special Meeting on August 11th. This final plat received review from the City Engineer, Fire Chief, City Attorney, and the Public Works Director.

STAFF RECOMMENDATION:	Approve Resolution 1923 – Move to Action
REVIEWED BY CITY ADMINISTRATOR:	
COUNCIL ACTION:	
MOTION BY:	
SECOND BY:	

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FINAL PLAT
CEDARS EDGE - FIRST ADDITION
A RE-SUBDIVISION OF OUTLOT A
WEST BRANCH, IOWA

OUTLOT A - LEGAL DESCRIPTION

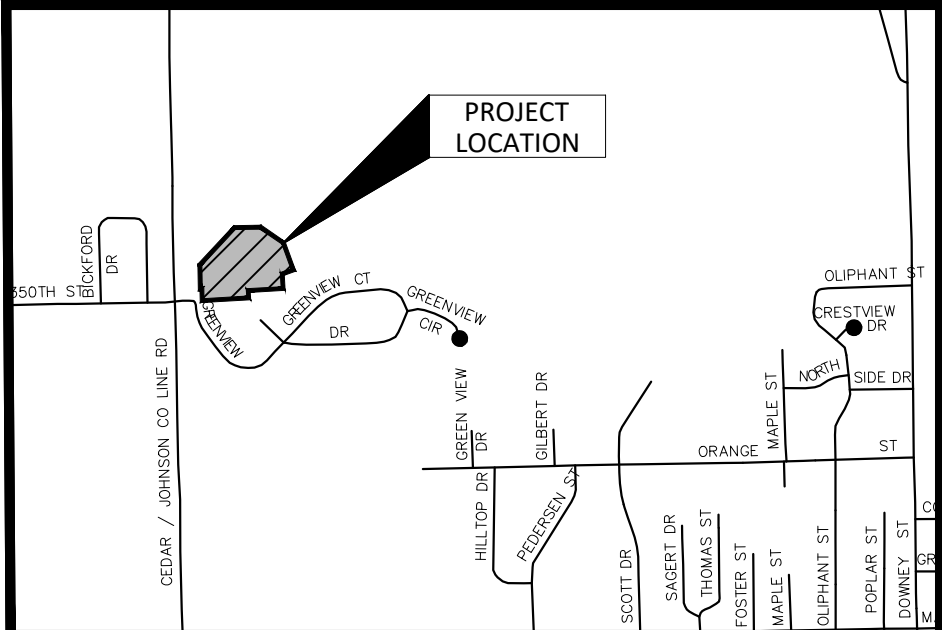
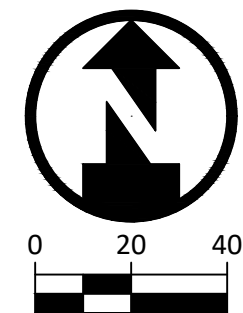
OUTLOT A OF CEDARS EDGE, A SUBDIVISION IN THE CITY OF WEST BRANCH, ACCORDING TO THE PLAT RECORDED IN BOOK 1465, PAGE 65 IN THE CEDAR RECORDER'S OFFICE, CEDAR COUNTY, IOWA

DESCRIBED PARCEL CONTAINS 3.31 ACRES AND IS SUBJECT TO EASEMENTS AND OTHER RESTRICTIONS OF RECORD.

CURVE TABLE					
CURVE #	LENGTH	RADIUS	DELTA	CHORD DIR.	CHORD LEN.
C1	54.95	50.00	62°57'52"	N74° 31' 31"E	52.22
C2	30.66	60.00	29°16'52"	S88° 38' 00"E	30.33
C3	51.68	60.00	49°20'56"	N52° 03' 06"E	50.10
C4	49.74	60.00	47°30'10"	N03° 37' 33"E	48.33
C5	49.74	60.00	47°30'10"	N43° 52' 36"W	48.33
C6	49.74	60.00	47°30'10"	S88° 37' 14"W	48.33
C7	22.86	60.00	21°49'34"	S53° 57' 22"W	22.72
C8	53.21	120.00	25°24'21"	S55° 44' 46"W	52.78

FOR RECORDER'S USE ONLY

RECORDER'S INDEX	
COUNTY:	CEDAR
SECTION:	6-79-4
QUARTER SECTION:	SW 1/4 - NW 1/4
CITY:	WEST BRANCH
SUBDIVISION:	
BLOCK:	NA
LOT(S):	OUTLOT A
PROPRIETOR:	CEDARS EDGE PROPERTIES, LLC
REQUESTED BY:	CEDARS EDGE PROPERTIES, LLC
PREPARED BY:	AXIOM CONSULTANTS, LLC, 60 E. Court St. Unit 3 Iowa City, IA 52240 - PH# 319.519.6220



LOCATION MAP - NOT TO SCALE

PLAT APPROVALS

CEDAR COUNTY AUDITOR:

OWNER / DEVELOPER	DATE
WEST BRANCH CITY CLERK	DATE
WEST BRANCH PLANNING & ZONING	DATE
WEST BRANCH MAYOR	DATE

UTILITY APPROVALS

ALLIANT ENERGY	DATE
LINN COUNTY REC	DATE
MEDIACOM	DATE
CENTURYLINK	DATE
LIBERTY COMMUNICATIONS	DATE

SIGNED BEFORE ME THIS _____ DAY OF _____, 20____.

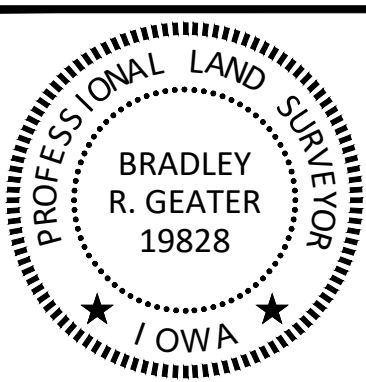
NOTARY PUBLIC, IN AND FOR THE STATE OF IOWA.

LEGEND	
	SECTION CORNER
	PROPERTY CORNER - FOUND 5/8" Ø REBAR WITH OPC #19828 OR AS LABELED
	PROPERTY CORNER - FOUND 1/2" Ø REBAR YPC #8165
	PROPERTY CORNER - SET SET 5/8" Ø REBAR WITH OPC #19828
OPC	ORANGE PLASTIC CAP
YPC	YELLOW PLASTIC CAP
RPC	RED PLASTIC CAP
	BOUNDARY OR PROPERTY LINE
	EXISTING PROPERTY LINE
	SECTION LINE
	EASEMENT
	EXISTING FENCE

PLAT PREPARED BY:
AXIOM CONSULTANTS
60 E. COURT STREET, UNIT 3
IOWA CITY, IA 52240

OWNER/SUBDIVIDER:
CEDARS EDGE PROPERTIES
19 GREENVIEW DRIVE
WEST BRANCH, IA 52358

ATTORNEY:
JOHN E. BEASLEY
PHELAN TUCKER MULLEN WALKER TUCKER GELMAN LLP
321 EAST MARKET STREET
IOWA CITY, IOWA 52244



I HEREBY CERTIFY THAT THIS LAND SURVEYING DOCUMENT WAS PREPARED BY ME OR UNDER MY DIRECT PERSONAL SUPERVISION AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF IOWA.

BRADLEY R. GEATER, P.L.S., P.E.
LICENSE NUMBER 19828.

MY LICENSE RENEWAL DATE IS DECEMBER 31, 2021.

PAGES OR SHEETS COVERED BY THIS SEAL: ALL

ENGINEER:

DRAWING LOG	
REV	DATE

CITY REVIEW	

PROJECT NAME:	CEDARS EDGE FIRST ADDITION
CLIENT NAME:	CEDARS EDGE PROPERTIES
DATE ISSUED:	MAY 7, 2020
CURRENT REV:	

SHEET NAME:	FINAL PLAT
SHEET NUMBER:	1 OF 1
PROJECT NO.:	18-0013
PROJECT MANAGER:	WELCH

Prepared by: Kevin D. Olson, 1400 5th Street, Coralville, Iowa 52241 (319) 351-2277
Return to: City of West Branch, 110 Poplar Street, West Branch, Iowa 52358 (319) 643-5888

RESOLUTION 1923

RESOLUTION APPROVING THE FINAL PLAT OF CEDARS EDGE FIRST ADDITION, WEST BRANCH, IOWA.

WHEREAS, the developer did file with the City Clerk of West Branch, a final plat for Cedars Edge First Addition, West Branch, Iowa; and

WHEREAS, the legal description for said Subdivision is as follows:

See Exhibit "A" attached hereto
; and

WHEREAS, said property has been dedicated with the free consent and in accordance with the desires of the owner; and

WHEREAS, the aforementioned plat and subdivision is found to conform with Chapter 354 of the State Code of Iowa, Chapter 170 of the West Branch Code of Ordinances, and all other ordinances and statutory requirements; and

WHEREAS, said final platting of the aforementioned subdivision has been examined by the West Branch Planning and Zoning Commission; and

WHEREAS, recommendations from both said Commission and City Staff have been made; and

WHEREAS, after due deliberation, said Commission has recommended that the final platting of the proposed subdivision, be accepted and approved.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of West Branch, Iowa, that the final platting of Cedars Edge First Addition, West Branch, Iowa, be and the same is hereby approved.

BE IT FURTHER RESOLVED that the City Clerk of the City of West Branch, Iowa, is hereby authorized and directed to certify a copy of this Resolution to the County Recorder of Cedar County, Iowa, along with all other required ancillary documents.

* * * * *

Passed and approved this 17th day of August, 2020.

Roger Laughlin, Mayor

ATTEST:

Redmond Jones II, City Administrator/Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	August 17, 2020
AGENDA ITEM:	Discussion Item: Regarding City Cyber Security.
CITY GOAL:	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
PREPARED BY:	Nick Shimmin, Library and Information Technology Director
DATE:	August 12, 2020

BACKGROUND:

Hostile cyber actors (the bad guys/hackers/for cities, often nation-state sponsored and well-funded) are looking for and finding vulnerabilities in a city's digital and physical ecosystem. The city's weakest link and vulnerabilities could make us a potential victim. These attacks are sophisticated and automated; the intent is to sow fear, distrust, and terror to debilitate local, state, and national governments. Ransomware (one form of attack) is an easy form of extortion. Any breach can be very costly for the city, even if a ransom is paid. Diligent, frequent, and far-sighted risk management / assessments is the only antidote. New models are required for risk management that look at sensor-generated telemetry, multidimensional data used to spawn intelligence about threats, and vulnerability risk estimations. The National Institute of Standards and Technologies (NIST) suggests the following:

- “Assume that an attacker is present on the network and that a city-owned network infrastructure is no different—or no more trustworthy—than any non-city-owned network. In this new paradigm, a city must continually analyze and evaluate the risks to its internal assets and business functions and then enact protections to mitigate these risks.”

A 2019 *New York Times* article highlights cities both big and small that are increasingly the target of hostile cyber actors.³ Many cities think they are too small to worry about such things, or that their firewall and antivirus software protect and secure them. The reality is that urban cyberterrorism is opportunistic, and every city is a potential target as it pursues intelligent city services as a smart city.

This item is to discuss what might be a strategy to protect our systems from these types of vulnerabilities.

STAFF RECOMMENDATION:	Seek Feedback from the City Council
REVIEWED BY CITY ADMINISTRATOR:	
COUNCIL ACTION:	
MOTION BY:	
SECOND BY:	

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August 6, 2020

A Proposal for

City of West Branch

Nick Shimmin

nshimmin@westbranch.lib.ia.us

Prepared By

Huey Brim

Technology Advisor

huey.brim@marconet.com

Document Number: 084093

taking technology further

MANAGED SERVICES

CLOUD SERVICES

BUSINESS IT SERVICES

COPIERS & PRINTERS



marconet.com





IT - Technology Assessment -- City of West Branch

Prepared by:

Marco - Des Moines
Huey Brim
huey.brim@marconet.com

Prepared for:

City of West Branch
110 N. Poplar Street
west branch, IA 52358
Nick Shimmin
319.643.5888
nshimmin@westbranch.lib.ia.us

Quote Information:

Quote #: 084093
Version: 1
Date Issued: 08/06/2020
Expiration Date: 09/04/2020
Special Pricing Program:
VMware: MHEC-021213

■ Primary Site

Description	One-Time	Qty	Ext. One-Time
Technology and Security Assessment or Basic Security Risk Assessment Product Agreement as Indicated Below			
Physical Address: 110 N Poplar St West Branch IA 52358			
Marco - Technology Assessment - Primary Site	\$3,500.00	1	\$3,500.00
Subtotal:			\$3,500.00



Quote Summary - One-Time Expenses

Description	Amount
Primary Site	\$3,500.00
Total:	\$3,500.00

Approval

- Client represents that it has reviewed and agrees to be legally bound by this Schedule of Products.
- Client represents that it has reviewed and agrees to be legally bound by the Relationship Agreement, any Product Agreement(s) referred to herein, and applicable policy(ies) ("Terms and Conditions") which are located at www.marconet.com/legal for the Products it is obtaining as identified in this Schedule of Products. If the parties have negotiated changes to the Terms and Conditions, the modified version(s) of an such Terms and Conditions, that have not expired or been terminated, shall control.
- Client agrees to use electronic signatures, electronic communications, and electronic records to transact business under the above documents.
- The pricing above does not include taxes. Taxes, fees and surcharges shall be paid by Client and will be shown on invoices to Client.

Marco Technologies, LLC

Signature: _____

Name: _____

Title: _____

Date: _____

City of West Branch

Prepared for: Nick Shimmin

Signature: _____

Signed by: _____

Title: _____

Date: _____

PO Number: _____

Email Address: _____



Schedule A: Marco Technology Assessment - Prerequisite Checklist

The Marco Technology Assessment is a comprehensive assessment that includes an onsite visit to your main office location. The assessment involves an automated network scan, manual audits of systems, and a site walkthrough. Proper credentials and access are critical to perform the assessment and as such we require you, the client, to be prepared to provide the following information.

REQUIRED INFORMATION:

The information requested below is mandatory. Marco will not schedule an onsite engineer until you have verified that you will be able to provide all the items listed. We ask that you provide all information directly to the Marco engineer at the beginning of the onsite portion of the assessment. Although no credentials will be documented by Marco, it is advisable that you change the password on any account provided at the conclusion of the onsite visit.

- ☐ Physical access to all rooms and closets with server and networking gear
- ☐ Console access to the Domain Controller server
- ☐ Username and password for a domain administrator account
- ☐ Username and password for a management account to the following additional systems
 - ☐ Firewall
 - ☐ Core Switch
 - ☐ Wireless
 - ☐ Backup Solution
 - ☐ VMWare vCenter/ESXi (if product exists in network)

ADDITIONAL REQUESTED INFORMATION:

Please attempt to answer all the questions below. Unknown or incomplete answers can be completed by the Marco engineer through a manual discovery at the beginning of the onsite assessment.

- ☐ ISP Info – **Please provide a copy of your latest ISP invoice(s) per site. Typically, these statements will list the info needed such as type of connection, speed, static IPs, DNS, and possibly other services provided**
- ☐ Internal IP Ranges – **Please provide a list of all the IP ranges that exist within your main and branch office networks**
- ☐ Public Domain Names – **Other than the domain name used in your email, are there other domain names that you use for public internet or email presence?**
- ☐ SNMP Community String – **Please provide the SNMP community string(s) that are configured on all switches, routers, firewalls, and access points**
- ☐ Rooms and Closets – **Please list out all of the room or closet names (with numbers if applicable) in which there exists any networking equipment (servers, firewalls, routers, switches, ISP gear, etc)**



Technology Assessments



MARCO TECHNOLOGY ASSESSMENT

- Don Hoversten and Troy Weitgenant - 8/24/18
- Focus on alignment with industry best practices, security compliance, and redundancy
- Review 40 or more reports, assessment files, scorecards, checklists, pictures, and videos
 - 130 Point Recommendation Checklist
- Prioritize discoveries
 - Identify known risks
 - Potential business impact
 - Conceptual recommendation
 - Immediate Action
 - Strategic Considerations

Assessment Reports				
Name	Date modified	Type	Size	
Asset Detail Report	7/17/2018 8:47 AM	Microsoft Word Docum...	8,695 KB	
BDR Needs Analysis	7/17/2018 9:05 AM	Microsoft Word Docum...	515 KB	
Client Risk Report	7/17/2018 8:37 AM	Microsoft Word Docum...	2,297 KB	
Consolidated Management Plan	7/17/2018 9:08 AM	Microsoft Word Docum...	212 KB	
Consolidated Risk Report	7/17/2018 9:06 AM	Microsoft Word Docum...	3,005 KB	
Consolidated Security Report Card	7/17/2018 9:09 AM	Microsoft Word Docum...	172 KB	
Data Breach Liability Report	7/17/2018 9:10 AM	Microsoft Word Docum...	162 KB	
External Vulnerability Scan Detail by Issue Report	7/17/2018 8:56 AM	Microsoft Word Docum...	326 KB	
Full Detail Report	7/17/2018 8:39 AM	Microsoft Word Docum...	628 KB	
Layer 2-3 Detail Report	7/17/2018 8:53 AM	Microsoft Word Docum...	199 KB	
Layer 2-3 Diagram	7/17/2018 8:53 AM	TIF File	6,335 KB	
Login History by Computer Report	7/17/2018 9:00 AM	Microsoft Word Docum...	38,063 KB	
MTA - Onsite Engineer Manual Assessment Punchlist	7/16/2018 12:39 PM	Microsoft Word Docum...	173 KB	
Outbound Security Report	7/17/2018 8:53 AM	Microsoft Word Docum...	237 KB	
RVTools_export_all	6/26/2018 11:38 AM	Microsoft Excel Worksh...	194 KB	
Security Policy Assessment	7/17/2018 8:53 AM	Microsoft Word Docum...	298 KB	
Security Risk Report	7/17/2018 8:53 AM	Microsoft Word Docum...	791 KB	
Share Permission Report	7/17/2018 8:54 AM	Microsoft Word Docum...	434 KB	
Toolbox _ DNSstuff _ DNSReport Results	7/16/2018 12:27 PM	Adobe Acrobat Docum...	200 KB	
TotalView VoIP Assessment Report	7/16/2018 1:57 PM	MHTML Document	282 KB	
User Behavior Analysis Report	7/17/2018 9:04 AM	Microsoft Word Docum...	30,424 KB	
WAN Diagram	7/17/2018 10:01 AM	Microsoft Visio Drawing	709 KB	
Windows Patch Assurance Report	7/17/2018 8:40 AM	Microsoft Word Docum...	11 KB	
Windows Service Account Report	7/17/2018 8:48 AM	Microsoft Word Docum...	196 KB	

Client Recommendation Checklist



taking technology further

Security

Grade	Item	Concern	Impact	General Recommendation	Information Found At:	Reviewer Notes
!	Domain Password Policy	Domain Password Policy is weak or does not exist, or accounts set to override	Increased security vulnerability, risk of data loss, and potential downtime	Enable domain password policies via group policy with complexity enabled, a minimum length of 8 characters, and reset every 180 days. Individual accounts must be set to not override this policy.	Security Policy Assessment and Excel Report/Users Tab	
✗	Failed Password Attempt Lockout Policy	Failed Password Attempt Lockout Policy is weak or does not exist	Increased security vulnerability, risk of data loss, and potential downtime	Enable account lockout policies via group policy with a minimum threshold in which 10 failed logon attempts will lock a user account. This prevents brute force password attempts.	Login Failures by Computer Report, Security Policy Assessment and Excel Report/Users Tab, User Behavior Analysis Report	
✓	Local Administrators Group	Unneeded accounts in the Administrators group	Users who have local administrator rights can override any security policy that applies to that computer.	Evaluate the need for each local administrator account.	Excel Report/Security Group Tab	
✓	Members of Domain Admins Group	Unneeded accounts within Domain Admins Group	Users of this group have full rights across all workstations, servers and file systems and can override any security policy that applies to the environment.	Only allow IT Administrators, hardened service accounts, or users who have been granted this level of rights to be members of this group. Typically, a secondary _admin user account is created for these users.	Excel Report/Security Group Tab	
✗	Service Account Hardening	Service accounts with weak or old passwords or with unnecessary rights.	Service accounts typically have elevated rights and passwords that do not expire. For this reason, they are targeted frequently for password hacking.	Evaluate service accounts and the rights assigned to them. Service accounts should include descriptions and passwords should be complex and stored in an access controlled repository. Passwords may be set to never expire but should be changed regularly.	Excel Report/Service Accounts Tab	
●	Remote Users Access Group	Ability granted to unnecessary accounts	Increased risk of systems being compromised	Remote VPN/RDP/Citrix/Etc services should be limited to a Active Directory security group explicitly listing allowed remote users and removing all domain default groups such as "Domain Users"	Excel Report/Security Group Tab	
✓	Remote Management Interfaces	Using cleartext protocols such as telnet or http	Increased risk of credentials being compromised	Device management interfaces must be capable of enabling encryption. This is typically facilitated by disabling unencrypted telnet and HTTP and enabling encrypted SSH or HTTPS management. If management access is open to the internet, specify a locked down range of allowed public IPs if possible.	Excel Report/Listening Ports Tab & Consolidated Risk Excel	



CURRENT INFRASTRUCTURE ASSESSMENT



■ High Priority ■ Medium Priority ■ Low Priority ■ Not Monitored

Summary Preview

Technical Recommendations Summary

High	Medium	Low
Security <ul style="list-style-type: none"> - Enable password policies - Enable account lockout policies - Disable unencrypted protocols - Evaluate Admin users - Change service account passwords Firewall <ul style="list-style-type: none"> - Enable Edge AV/Malware Protection - Enable Intrusion Prevention Services Internet <ul style="list-style-type: none"> - Renew your SSL certificate Applications <ul style="list-style-type: none"> - Create a license library Workstations <ul style="list-style-type: none"> - Enable encryption on all mobile devices 	Security <ul style="list-style-type: none"> - Disable inactive accounts - Disable unnecessary shared accounts - Enable desktop session timeout - Encrypt drives Network <ul style="list-style-type: none"> - Upgrade switch firmware Server <ul style="list-style-type: none"> - Update cipher security suites File Systems <ul style="list-style-type: none"> - Enable Shadow Copy Power & Environment <ul style="list-style-type: none"> - Evaluate cooling needs 	Applications <ul style="list-style-type: none"> - Review applications - Create an application white list Workstations <ul style="list-style-type: none"> - Create and use a consistent PC naming convention - Label all PCs

NOTE: Pricing is based on estimates only and provided for budgeting purposes. Actual costs at time of purchase may vary.

* Pricing does not include Marco Professional Services



Executive Summary

2019	2020	2021
Security <ul style="list-style-type: none"> - Approve password policies - Annual vulnerability scan - Security Awareness Training Network <ul style="list-style-type: none"> - Network Switch Upgrade - replace unmanaged switches - additional redundancy? Firewall <ul style="list-style-type: none"> - Redundant firewall? Server <ul style="list-style-type: none"> - Renew support/replace older servers - Upgrade 2003/2008 servers Internet <ul style="list-style-type: none"> - Redundant internet connections? Backup & Disaster Recovery <ul style="list-style-type: none"> - Review 14 day retention policy Workstations <ul style="list-style-type: none"> - Replace Vista and Windows 7 PCs 	Security <ul style="list-style-type: none"> - Mobile Device Management? - Annual vulnerability scan Network <ul style="list-style-type: none"> - Network Access Control (ClearPass)? Server <ul style="list-style-type: none"> - New storage system in 2020 or 2021 File Systems <ul style="list-style-type: none"> - Cloud Access Security Broker? Email <ul style="list-style-type: none"> - Office 365? Applications <ul style="list-style-type: none"> - Upgrade Office 2010 	Security <ul style="list-style-type: none"> - Annual vulnerability scan - Security Information & Event Mgmt? Servers <ul style="list-style-type: none"> - New storage system in 2020 or 2021 Workstations <ul style="list-style-type: none"> - Replace Windows 8 PCs

NOTE: Pricing is based on estimates only and provided for budgeting purposes. Actual costs at time of purchase may vary.

* Pricing does not include Marco Professional Services



Network Overview

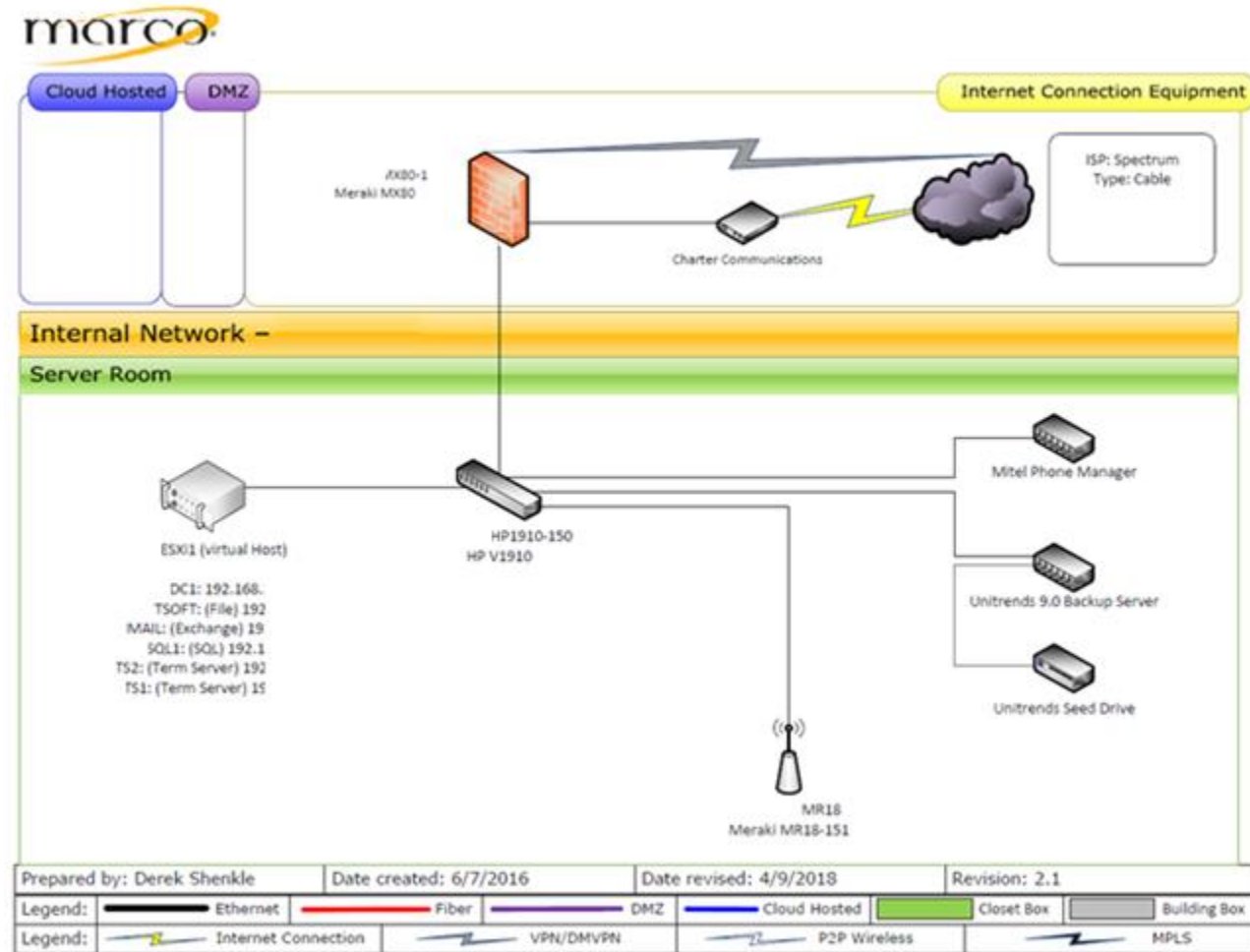


Server Environment

Total Used Disk Space	1,392 GB
Total Disk Space	2,021 GB
Total Servers	8
Total Server Partitions in Backup	10

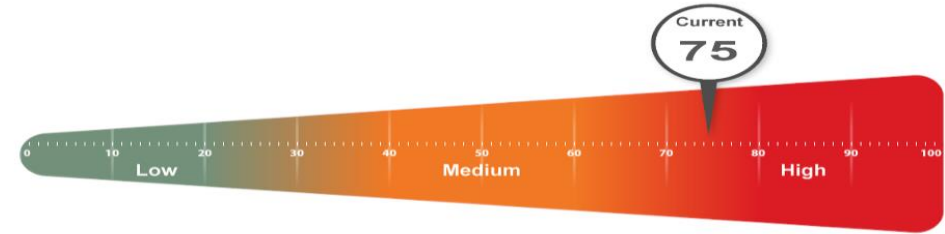
Domain	
Domain Controllers	2
Users	
# Enabled	290
Last Login within 30 days	130
Last Login older than 30 days	160
# Disabled	167
Last Login within 30 days	0
Last Login older than 30 days	167
Computers in Domain	
Total Computers	318
Last Login within 30 days	159
Last Login older than 30 days	159
Miscellaneous	
Non-A/D Systems	137
MX Records	2
MS SQL Servers	9
Web Servers	126
Printers	34
Exchange Servers	1
Network Shares	180
Installed Applications	524

Network Overview





SECURITY



Marco Score
(unweighted)

Network Detective Score
(weighted)

1 1.1 1.2 1.3 1.4 1.5 1.6 1.7 1.8 1.9 2 2.1 2.2 2.3 2.4 2.5 2.6 2.7 2.8 2.9 3

Risk Area	Issue	Severity	Risk Score	Instances	Weighted Risk Score
Network	User password set to never expire	Low	30	230	6900
Network	Operating system in Extended Support	Low	20	81	1620
Network	Inactive computers	Low	15	72	1080
Network	User has not logged on to domain in 30 days	Low	13	68	884
Network	Anti-spyware not installed	High	94	8	752
Network	Anti-virus not installed	High	94	8	752
Network	Insecure listening ports	Low	10	47	470
Network	Unsupported operating systems	High	97	2	194
Network	Un-populated organization units	Low	10	11	110
Network	Few Security patches missing on computers.	Medium	75	1	75
Security	Medium External Vulnerabilities Detected	Medium	75	1	75
Security	Passwords less than 8 characters allowed	High	75	1	75
Security	Password complexity not enabled	High	75	1	75
Security	Password history not remembered for at least six passwords	High	72	1	72
Security	Automatic screen lock not turned on	Medium	72	1	72



SECURITY

Password Policy

	Setting
Enforce password history	0 passwords remembered
Maximum password age	0 days
Minimum password age	0 days
Minimum password length	4 characters
Password must meet complexity requirements	Disabled

Password complexity not enabled (75 pts each)

Current Score: 75 pts x 1 = 75: 16.09%

Issue: Enforcing password complexity limits the ability of an attacker to acquire a password through brute force.

Recommendation: Enable password complexity to assure domain account passwords are secure.

Password history not remembered for at least six passwords (72 pts each)

Current Score: 72 pts x 1 = 72: 15.45%

Issue: Short password histories allow users to rotate through a known set of passwords, thus reducing the effectiveness of a good password management policy.

Recommendation: Increase password history to remember at least six passwords.

How secure is your password?

Tip: Avoid the use of dictionary words or common names, and avoid using any personal information Show password: ☐

.....

Very Weak

4 characters containing: ☒ Lower case ☐ Upper case ☐ Numbers ☐ Symbols

Time to crack your password:

22.85 seconds

Review: Oh dear, using that password is like leaving your front door wide open.

How secure is your password?

Tip: Avoid the use of dictionary words or common names, and avoid using any personal information Show password: ☐

.....

Very Strong

8 characters containing: ☒ Lower case ☒ Upper case ☒ Numbers ☒ Symbols

Time to crack your password:

1 thousand years

Review: Fantastic, using that password makes you as secure as Fort Knox.

How secure is your password?

Tip: Avoid the use of dictionary words or common names, and avoid using any personal information Show password: ☐

.....

Very Strong

14 characters containing: ☒ Lower case ☐ Upper case ☐ Numbers ☐ Symbols

Time to crack your password:

3 million years

Review: Fantastic, using that password makes you as secure as Fort Knox.





SECURITY

User Name	Display Name	Enabled	Password Last Set	Password Expires
Hogwarts.LOCAL\Hermione	Hermione Granger	enabled	07/11/2017 8:02:10 AM	<never>
Hogwarts.LOCAL\RonW	Ron Weasley	enabled	02/27/2015 10:43:47 AM	<never>

User password set to never expire (80 pts each)

Current Score: 80 pts x 75 = 6000: 40.22%

Issue: User accounts with passwords set to never expire present a risk of use by unauthorized users. They are more easily compromised than passwords that are routinely changed.

Recommendation: Investigate all accounts with passwords set to never expire and configure them to expire regularly.



SECURITY

Account Lockout Policy	Setting
Account lockout threshold	Disabled

Operating System | Windows Server 2008 R2 Datacenter

Network Logon Failures (logon for remote access to a system resource, such as a shared folder)

User	Failures		
	Past 24 hours	Past 7 days	Past 30 days
Hogwarts\Students	220	3031	9423
Hogwarts\Administrator	5124	5124	5124
Hogwarts\Hermione	168	2688	12187
Hogwarts\RonW	2229	2229	2229

Account lockout disabled (77 pts each)

Current Score: 77 pts x 1 = 77: 26.19%

Issue: Account lockout (disabling an account after a number of failed attempts) significantly reduces the risk of an attacker acquiring a password through a brute force attack.

Recommendation: Enable account lockout for all users.



SECURITY



The Common Vulnerability Scoring System (CVSS) provides a way to capture the principal characteristics of a vulnerability and produce a numerical score reflecting its severity. The numerical score can then be translated into a qualitative representation (such as low, medium, high, and critical) to help organizations properly assess and prioritize their vulnerability management processes.

High Risk

CVSS	Recommendation
10	MS15-034 HTTP.sys Remote Code Execution Vulnerability (remote check) Summary This host is missing an important security update according to Microsoft Bulletin MS15-034. Solution Run Windows Update and update the listed hotfixes or download and install the hotfixes from the referenced advisory.

Medium Risk

CVSS	Recommendation
5	SSL/TLS: Report Vulnerable Cipher Suites for HTTPS Summary This routine reports all SSL/TLS cipher suites accepted by a service where attack vectors exists only on HTTPS services. Solution The configuration of this services should be changed so that it does not accept the listed cipher suites anymore. Please see the references for more resources supporting you with this task.

Critical External Vulnerabilities Detected (95 pts each)

Current Score: 95 pts x 1 = 95: 20.39%

Issue: Critical external vulnerabilities may potentially allow malicious attacks from outside your network and should be addressed as soon as possible. External vulnerabilities are considered potential security holes that can allow hackers access to your network and information.

Recommendation: Assess the risk of each vulnerability and remediating all external vulnerabilities as prescribed.



SECURITY

Dark Web Scan Summary

2 entries were found.

Email	Password/SHA1	Compromise Date
ron@howgwarts.com	4134*****	6/27/2017
harry@hogwarts.com	12Gr*****	6/27/2017

Compromised Passwords found on the Dark Web (90 pts each)

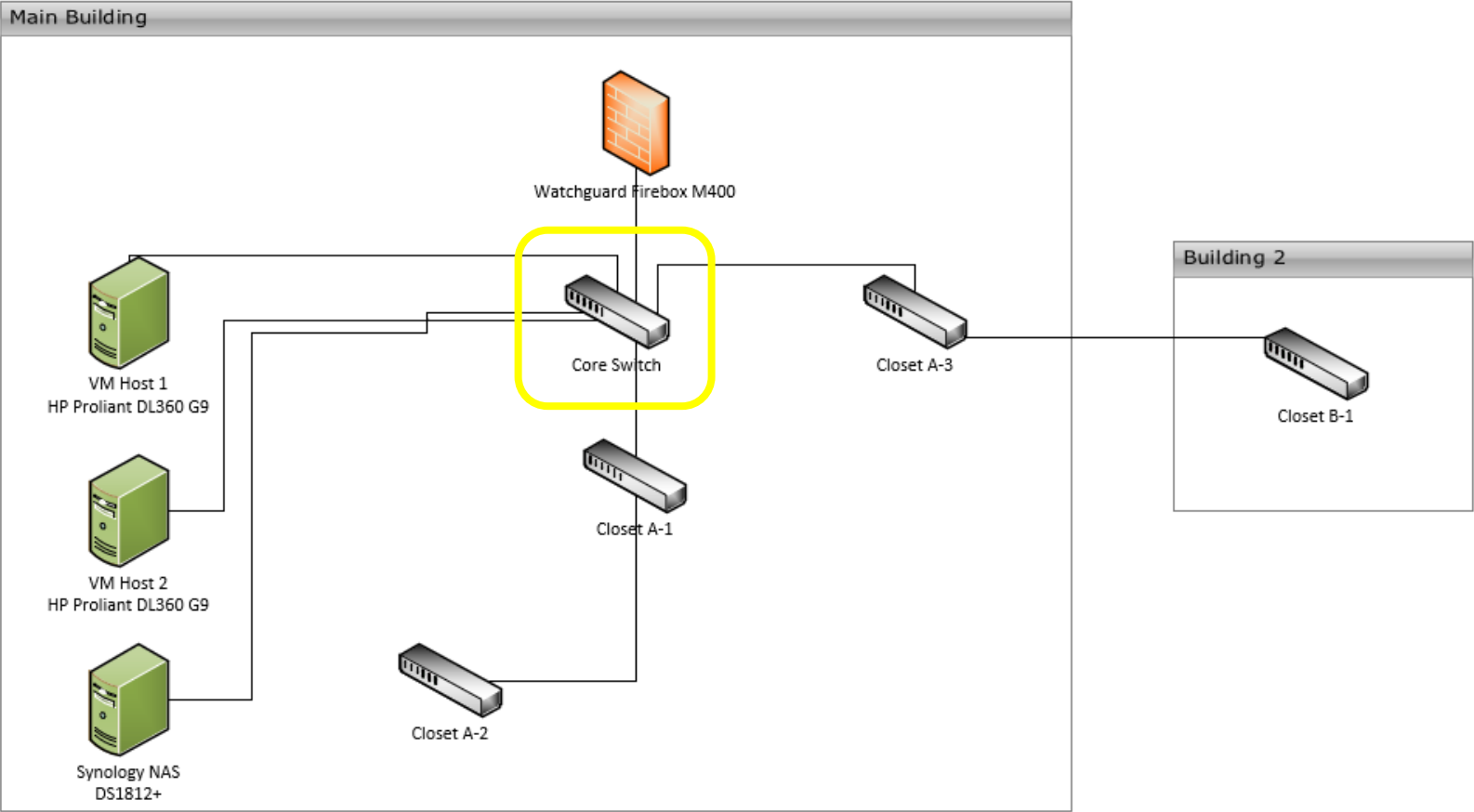
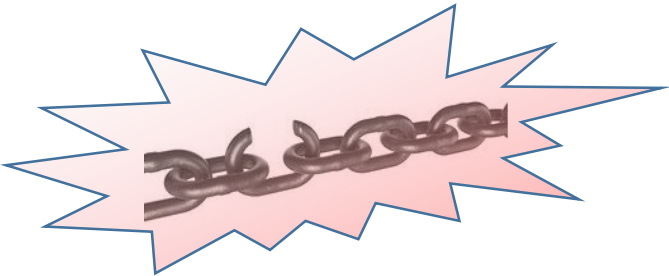
Current Score: 90 pts x 2 = 180: 71.43%

Issue: A scan of the Dark Web revealed one or more compromised passwords from your domain. The most recent compromise occurred in 2017.

Recommendation: Ensure the compromised passwords are no longer in use. We recommend having all users reset their password as the extent of the compromise is difficult to assess.



NETWORK INFRASTRUCTURE






NETWORK INFRASTRUCTURE

pathSolutions

Call Simulation -- End-to-End test

I. Test Timeframe
Test start time: 12/13/2018 10:48:05 AM
Test end time: 12/14/2018 8:08:08 AM
Test duration: 21 hours, 20 minutes, 04 seconds
Codec: G.711 (64kbits)

 This test saw one or more periods when call quality dropped below 3.5 MOS.

II. Average MOS seen during test period
Average MOS seen during test period: **4.1**
Percentage of time that call quality was "Good": 74.5 %
Percentage of time that call quality was "Fair": 21.1 %
Percentage of time that call quality was "Poor": 4.4 %

The Mean Opinion Score Values

Taken in whole numbers, the numbers are quite easy to grade.

- **5** - Perfect. Like face-to-face conversation or radio reception.
- **4** - Fair. Imperfections can be perceived, but sound still clear. This is (supposedly) the range for cell phones.
- **3** - Annoying.
- **2** - Very annoying. Nearly impossible to communicate.
- **1** - Impossible to communicate



A value of 4.0 to 4.5 is referred to as toll-quality and causes complete satisfaction.

Values dropping below 3.5 are termed unacceptable by many users.



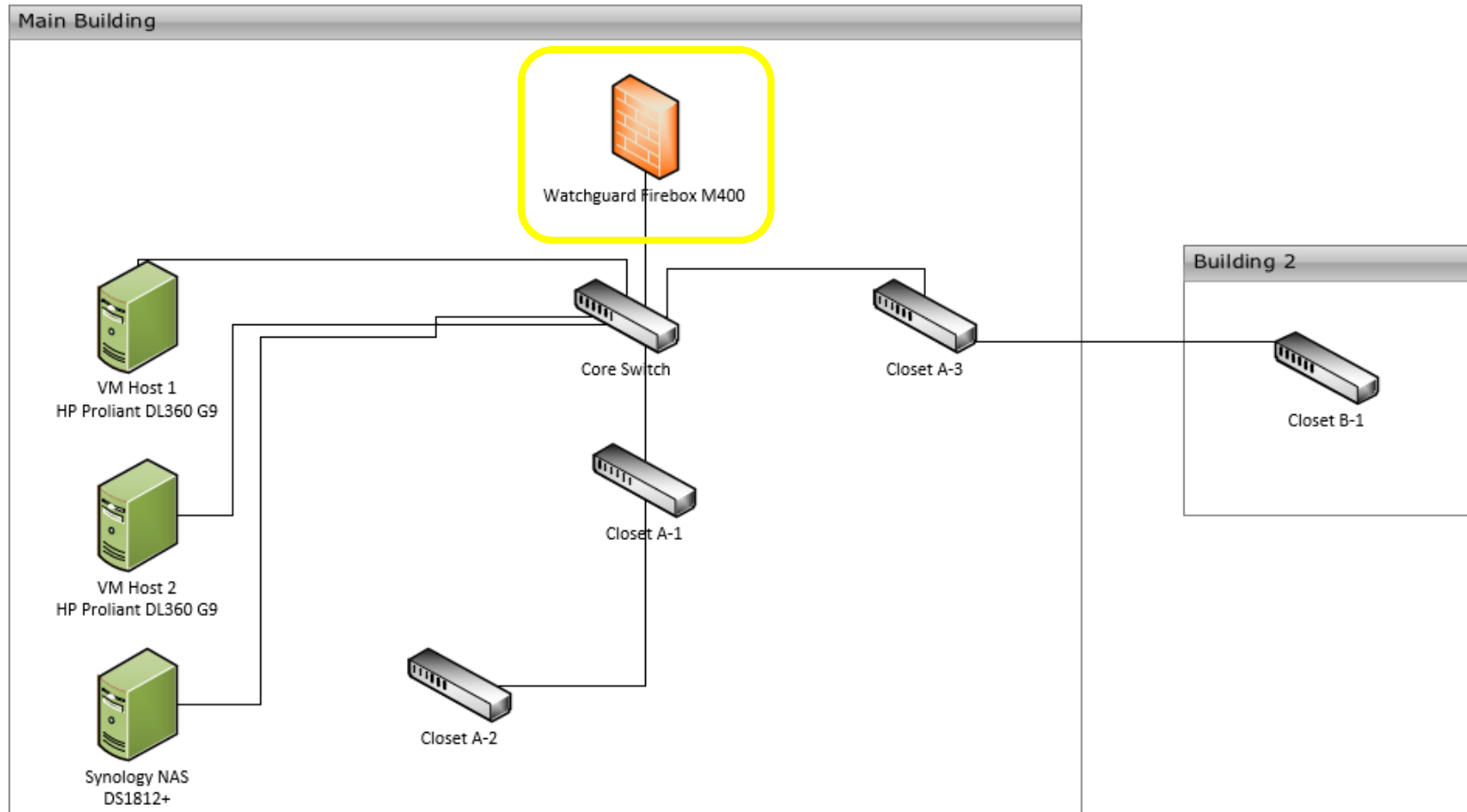
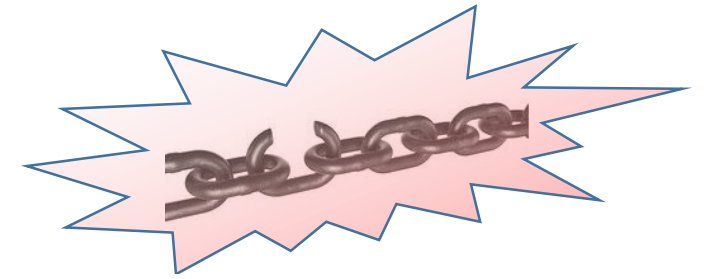
NETWORK INFRASTRUCTURE

Quantity	Network Switch	End of Sale	End of Vulnerability Support	Software Version	Upgrade To
2	HPE 2530-24G-PoE+	Current	2024+	YA.15.16.0006 (3-30-2015)	YA.16.08.0001
2	HPE 2530-48G-PoE+	Current	2024+	YA.15.12.0015 (4-4-2014)	YA.16.08.0001
1	HPE 2530-48G-2SFP+	9/30/2017	9/30/2022	YA.15.17.0009 (11-27-2015)	YA.16.08.0001
1	HPE 2920-24G-PoE+	8/31/2018	8/31/2023	WB.15.12.0015 (4-4-2014)	WB.16.08.0001
1	HPE Aruba 2930F-24G-PoE+-4SFP	Current	2024+	WC.16.02.0016 (2-1-2017)	WC.16.08.0001
2	Cisco 2960S Network Switch	11/6/2015	11/5/2018	12.2(53)SE2 (11-2011)	15.0.2-SE12 (8-31-2018)
1	HPE ProCurve 2824 J4903A	12/1/2009	12/1/2014	I.10.32	I.10.107 (5-24-2015)
3	HPE ProCurve 2626 J4900B	6/1/2009	6/1/2014	H.10.113	H.10.119 (4-26-2016)

Concern	Impact	Recommendation
Devices on old or unstable code versions	Increased vulnerability to bugs and security vulnerabilities	Upgrade code versions to most recent stable versions.

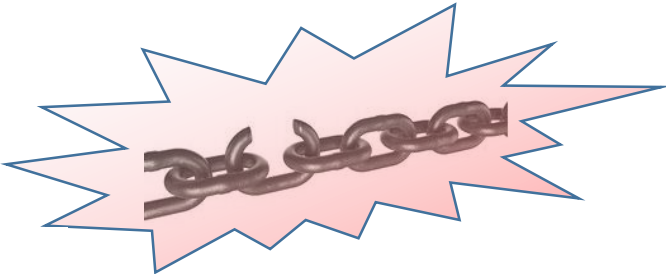


FIREWALL





FIREWALL



Software	Support Date	Recommended Version
Cisco Adaptive Security Appliance Version 9.8(2)38	8/28/2017	9-10-1 (2-19-2019)

Cisco ASA 5508-X with FirePOWER Services

Product

Product ID	ASA5516-FPWR-K9
End of Sale	Not Announced
End of Support	Not Announced

Contract

Status	Not Covered
Number	Unavailable
Type	Unavailable

Warranty

Status	EXPIRED
Type	Unavailable





SERVER INFRASTRUCTURE

Server Environment

Total Used Disk Space	1,392 GB
Total Disk Space	2,021 GB
Total Servers	8
Total Server Partitions in Backup	10



CPU Model	# CPU	Cores per CPU	CPU usage %	# Memory	Memory usage %	# VMs	# vCPUs	vCPUs per Core	ESX Version
Xeon E5620 @ 2.40GHz	2	4	14	73,715	89	9	33	4	VMware ESXi 5.5.0 build-5230635
Xeon E5620 @ 2.40GHz	2	4	14	73,715	77	9	22	3	VMware ESXi 5.5.0 build-5230635

Name	# VMs	Capacity MB	Provisioned MB	In Use MB	Free MB	Free %	# Hosts
ESX-1	0	134,912	92,549	92,549	42,363	31	1
ESX-2	0	134,912	1,434	1,434	133,478	98	1
SAN-1	6	1,905,408	871,384	871,384	1,034,024	54	2
SAN-2	3	1,905,408	1,225,928	1,225,928	679,480	35	2
SAN-3	5	1,905,408	1,510,224	1,510,224	395,184	20	2



SERVER INFRASTRUCTURE

Quantity	Server/Storage	Support	Retired	End of Support Life
4	HPE DL380 G5	Expired 2-26-2011	9/23/2010	9/23/2015
2	HPE DL380 G6	Expired 11-18-2012	4/30/2011	4/30/2016
4	HPE DL380 G7	Expired	4/30/2013	4/30/2018
3	HPE DL380p Gen8	Through 3-20-2019	8/17/2015	8/17/2020
2	HPE DL360 Gen9	Through 11-14-2019	2018	2023
1	HPE MSA 2040 SAN	Through 3-3-2020	2018	2023

Miscellaneous	
Non-A/D Systems	482
MX Records	4
MS SQL Servers	14
Web Servers	114
Exchange Servers	1
Network Shares	154





SERVER INFRASTRUCTURE

Servers in Domain	
Windows Server 2003	2
Windows Server 2008 R2 Standard	7
Windows Server 2012 Datacenter	2
Windows Server 2016 Standard	4

Products Released ↓	Lifecycle Start Date	Mainstream Support End Date	Extended Support End Date
Windows Server 2008 R2 Service Pack 1	2/22/2011	1/13/2015	1/14/2020
Products Released ↓	Lifecycle Start Date	Mainstream Support End Date	Extended Support End Date
Windows Server 2012 R2 Standard	11/25/2013	10/9/2018	10/10/2023
Products Released ↓	Lifecycle Start Date	Mainstream Support End Date	Extended Support End Date
Windows Server 2016 Standard	10/15/2016	1/11/2022	1/11/2027



SERVER INFRASTRUCTURE

Computer Name	Issue	Result	Assessment
Server-01	Critical Updates, Windows Server 2012	Failed (critical)	14 critical updates are missing.
	Drivers, Windows Server 2012	Failed (non-critical)	12 updates are missing.
	Feature Packs, Windows Server 2012	Failed (non-critical)	1 update is missing.
	Security Updates, Windows Server 2012	Failed (critical)	91 security updates are missing.
	Updates, Windows Server 2012	Failed (non-critical)	34 updates are missing.

Excessive security patches missing on computers (90 pts each)

Current Score: 90 pts x 1 = 90: 0.47%

Issue: Security patches are missing on computers. Maintaining proper security patch levels helps prevent unauthorized access and the spread of malicious software. Lots is defined as missing four or more patches.

Recommendation: Address patching on computers missing 4+ security patches.

Few Security patches missing on computers. (75 pts each)

Current Score: 75 pts x 1 = 75: 0.98%

Issue: Security patches are missing on computers. Maintaining proper security patch levels helps prevent unauthorized access and the spread of malicious software. Few is defined as missing 3 or less patches.

Recommendation: Address patching on computers missing 1-3 security patches.



INTERNET INFRASTRUCTURE

Internet Speed Test Results

Download Speed: **27.38 Mb/s**



Upload Speed: **16.27 Mb/s**





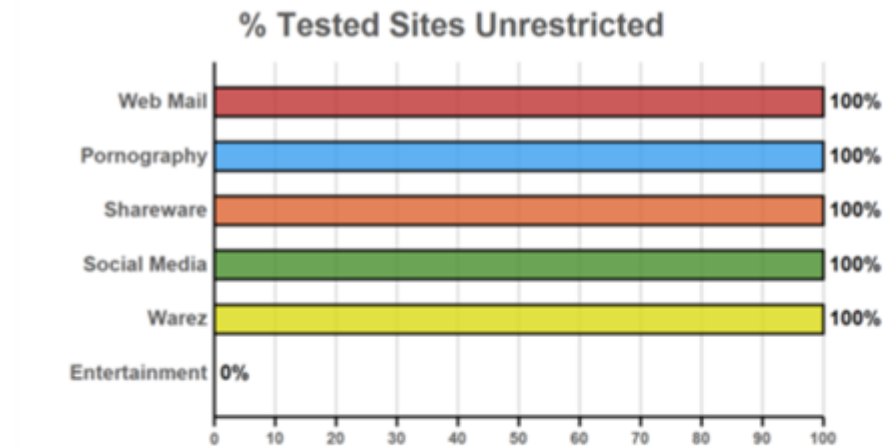
INTERNET INFRASTRUCTURE

Internet Infrastructure

Vulnerability: security and possible productivity vulnerabilities

Recommendations: Restrict categories

Consider restricting bandwidth to some categories



URL	Category	Unrestricted End Point(s)	Analysis
ESPN	Entertainment	IDC1	
Playboy	Pornography	IDC1	Unrestricted
YouPorn	Pornography	IDC1	Unrestricted
Download.cnet.com	Shareware	IDC1	Unrestricted
Tucows.com	Shareware	IDC1	Unrestricted
Facebook	Social Media	IDC1	Unrestricted
Google+	Social Media	IDC1	Unrestricted
MySpace	Social Media	IDC1	Unrestricted
YouTube	Social Media	IDC1	Unrestricted
https://yts.am	Warez	IDC1	Unrestricted
Pirate Bay	Warez	IDC1	Unrestricted
Gmail	Web Mail	IDC1	Unrestricted
Yahoo Mail	Web Mail	IDC1	Unrestricted



FILE SYSTEMS

Sensitive Data

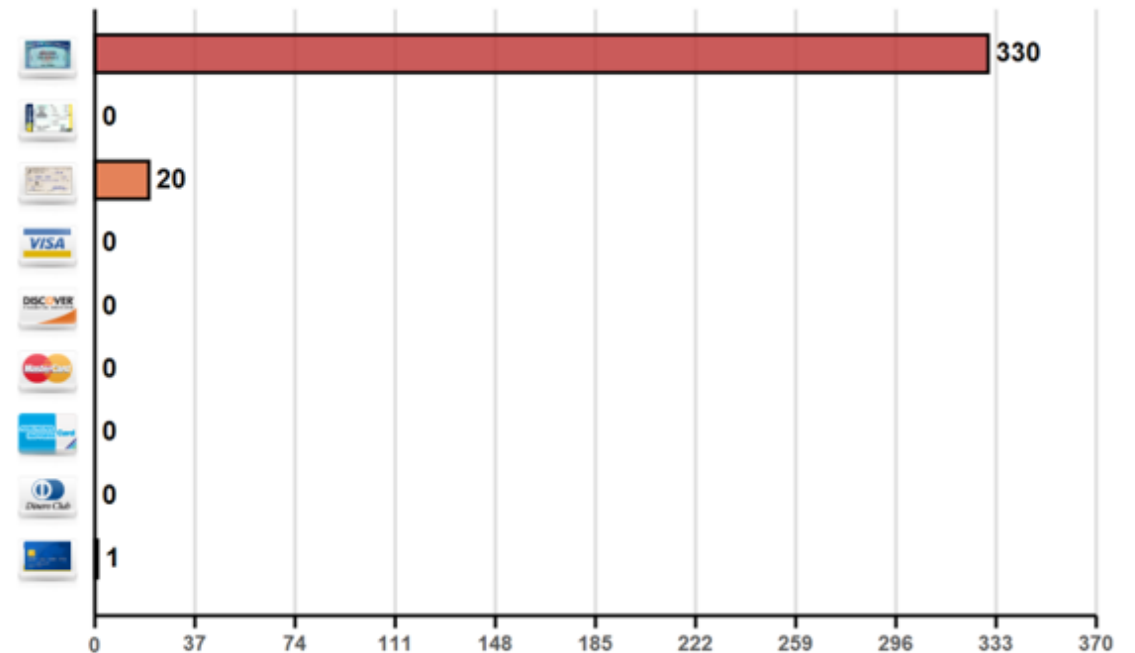
Social Security Numbers
Checking Account Information
Employee Date of Birth
Credit Card Number



DATA BREACH LIABILITY REPORT

Unprotected Data

Count by Type





FILE SYSTEMS



Concern

Removable devices are allowed on all workstations

Impact

Increased risk of data being compromised

Recommendation

Consider limiting access to removal devices through group policies



WORKSTATIONS

Computers in Domain	
Total Computers	298
Last Login within 30 days	250
Last Login older than 30 days	48
Windows 10 Pro	160
Windows 7 Professional	56
Windows 8 Pro	1
Windows 8.1 Pro	7
Windows 8.1 Pro with Media Center	1

Operating system in Extended Support (20 pts each)

Current Score: 20 pts x 59 = 1180: 9.2%

Issue: Computers are using an operating system that is in Extended Supported. Extended Support is a warning period before an operating system is no longer supported by the manufacturer and will no longer receive support or patches.

Recommendation: Upgrade computers that have operating systems in Extended Support before end of life.

Client operating systems	End of mainstream support	End of extended support
Windows 8.1	January 9, 2018	January 10, 2023
Windows 7, service pack 1*	January 13, 2015	January 14, 2020

* Support for Windows 7 RTM without service packs ended on April 9, 2013. Be sure to install **Windows 7 Service Pack 1** to continue to receive support and updates.

Technical Recommendations Summary

High

Security

- Enable password policies
- Enable account lockout policies
- Disable unencrypted protocols
- Evaluate Admin users
- Change service account passwords

Firewall

- Enable Edge AV/Malware Protection
- Enable Intrusion Prevention Services

Internet

- Renew your SSL certificate

Workstations

- Enable encryption on all mobile devices

Medium

Security

- Disable inactive accounts
- Disable unnecessary shared accounts
- Enable desktop session timeout
- Encrypt drives

Network

- Upgrade switch firmware

Server

- Update cipher security suites

File Systems

- Enable Shadow Copy

Power & Environment

- Evaluate cooling needs

Low

Applications

- Review applications
- Create an application white list

Workstations

- Create and use a consistent PC naming convention
- Label all PCs

EXECUTIVE DECISIONS & EXENDITURES

2019

Network

- Replace (5) Cisco 3560 switches
- Replace (1) D-Link 10/100 switch
- Install redundant core switches

Server

- Consider Remote Desktop Services – more virtual RDS servers may be required

Internet

- SSL Certificate

Email

- Backup, DLP, Archive, Encryption?

Power & Environment

- Consider redundant battery backups

Phone System

- Consider a cloud or redundant phone system

2020

Network

- Deploy 802.1X NAC?

Firewall

- Renew firewalls
- Consider a redundant firewall

Server

- Refresh Windows Server 2008R2

Internet

- Redundant connections at branch locations?

File Systems

- Removal device policy?

Backup & Disaster Recovery

- How much downtime is acceptable?

Email

- Two factor authentication

Workstations

- Replace Windows 7 PCs

2021

Security

- Consider a Security Information and Event Management (SIEM) system

Servers

- Plan for a 2021 server and storage replacement
- Plan for Windows Server 2012R2 replacements

Wireless

- Wireless upgrade in 2020 unless capacity or redundancy requirements accelerate the need

Power & Environment

- Can exposure to water be limited?

Workstations

- Prepare to replace Windows 8 PCs

NOTE: Pricing is based on estimates only and provided for budgeting purposes. Actual costs at time of purchase may vary.

** Pricing does not include Marco Professional Services*





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REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	August 17, 2020
AGENDA ITEM:	Resolution 1924 – A Resolution Setting a Date for the Public Hearing on the Status of Funded Activities for the West Branch Food Pantry Project.
CITY GOAL:	Develop, maintain and rebuild safe, clean, diverse, healthy, neighborhoods, including partnering with the school district.
PREPARED BY:	Redmond Jones II, City Administrator
DATE:	July 29, 2020

BACKGROUND:

In order to receive the \$25,000 Community Development Block Grant (CDBG) funding for our Food Bank and related activities. The City of West Branch must submit what the federal government refers to as an “Environmental Review Record”. This includes but is not limited to:

- A Program Public Hearing Notice
- ✓ A Excessive Force Resolution
- ✓ Residential Anti-Displacement and Relocation Assistance Plan
- ✓ Equal Opportunity Policy
- ✓ Fair Housing Policy
- ✓ Code of Conduct
- ✓ Procurement Policy

This item specifically addresses the CDBG requirement pursuant to Section 508 of the Housing and Community Development Act of 1987, which prescribes the process and purpose of holding public hearings regarding funding projects through the Community Development Block Grant. This item sets the date in which the hearing will be held. The hearing will provide the public the opportunity to discuss how Food Pantry Grant funds are to be handled as it relates to the \$25,000 Community Development Block Grant awarded to the City of West Branch.

STAFF RECOMMENDATION:	Approve Resolution 1924 – Move to Action
REVIEWED BY CITY ADMINISTRATOR:	
COUNCIL ACTION:	
MOTION BY:	
SECOND BY:	

"Turning Vision into Reality is our Business"

Public Hearing Notice

**NOTICE OF PUBLIC HEARING ON THE STATUS OF FUNDED ACTIVITIES FOR
THE WEST BRANCH FOOD PANTRY PROJECT.**

Pursuant to the requirements of Section 508 of the Housing and Community Development Act of 1987, as amended, the City of West Branch City Council or Cedar County Board of Supervisors will hold a public hearing on September 8th, 2020; at 7:00pm; at City Hall (110 N. Poplar St.). The purpose of the hearing will be to discuss the status of funding for the West Branch Food Pantry project. The project is being funded through a Community Development Block Grant provided by the Iowa Economic Development Authority. If you have questions concerning the project or if you require special accommodations to attend the hearing such as handicapped accessibility or translation services, you may contact City Administrator, Redmond Jones II at (319) 643-5888. Persons interested in the status of funding or the progress of the project are welcome to attend this meeting.

DRAFT



2020 CDBG OT AWARD (20-OT-047)

**“AS A NATION WE MUST PREVENT HUNGER
AND COLD TO THOSE OF OUR PEOPLE WHO
ARE IN HONEST DIFFICULTIES.”**

West Branch Native Son and 31st President of the United States of America – Herbert Hoover



Grant Plan and Budget

In Partnership with:



West Branch Community School District
Scattergood Friends School and Farm
Hawkeye Area Community Action Program
West Branch Middle School Pantry
City of West Branch

West Branch Area Religious Council
West Branch Food Pantry
Operation Backpack
West Branch High School Pantry

Project Plan

Introduction:

Simply put, feeding people is at the core of everything we do. Over the years, we've built a reliable and trusted food assistance collaborative that provides a safety net for West Branch citizens and others who find themselves in honest need and difficulties. Following the example of West Branch native Herbert Hoover who would become known for holding the office of President of the United States, but he would also become known as "The Great Humanitarian" for his food relief efforts.

With this history in mind, West Branchians have come together in an impressive collaborative that involves: the City of West Branch, the West Branch Food Pantry, the churches of West Branch and Springdale, Scattergood Friendship Farm & School, Operation Back Pack, West Branch Middle School Pantry, West Branch High School Pantry and Hawkeye Area Community Action Program.

Goal and Objective Statement *(Need for the CDBG Project):*

In response to the COVID-19 infectious disease response we not only wanted to distribute food to our most vulnerable populations, we have the goal to distribute more nutritious food and show the community that by pooling resources together, we can identify and alleviate some of the root causes of hunger that drive people to seek out food assistance in and out of a pandemic.

Description of the CDBG Funded Project(s) and/or Activities:

Supporting the Downtown Hot Meal Voucher Program – This is a program that is implemented by the West Branch Community Development Group. While the main function of this group is centered on the historic downtown district, this group is also the bridge between local restaurant owners and citizens suffering from household food shortages. This program entitles participants to receive anywhere from one to 12 vouchers per month to be used at any of our multiple local eateries. This is a great way to assist two sub sections of our community that have been hit hard by the COVID-19 pandemic.

Restocking the West Branch Food Pantry – For any pandemic, before it strikes, the U.S. Department of Homeland Security recommends storing up enough food and water for two weeks. For families who struggle during normal times this precaution is almost impossible. For this reason our West Branch food pantries are working hard to provide larger amounts than normal for vulnerable families who could find themselves hampered with the COVID-19 sickness.



Bring the Food Pantry Facility within Americans with Disabilities Compliance – The grant will allow the West Branch Food Pantry serve residents of all ages and citizens with disabilities. Unfortunately, our food pantry facility doesn't accommodate citizens with disabilities and is not



user friendly for our older populations. We have had the unfortunate experiences of slips and falls from citizens trying to access the food pantry. This has created barriers for food and service delivery. We anticipate creating a rear entry to the structure that would not require managing any steps or hand rails. This will allow replacing broken shelving and a prep table.

Supporting Operation Backpack – This is a program that serves grades kindergarten through grade 6. Instead of the typical backpack programs that focus on school supplies, our program supplies breakfast and lunch plus snacks for the weekend. This program supplies bags of food to the school once a week during the school year. Program partners and coordinators work with the West Branch United Methodist Church to store program supplies. This program heavily relies on the generosity of fundraising. The largest of these fundraisers is a golf tournament, which raises approximately \$6,000 annually. Due to COVID-19 pandemic and safety concerns for participants, this year's tournament had to be canceled.

The West Branch School Food Pantries – Like the "Operation Backpack" program, the West Branch Middle School Food Pantry provides backpack bags for grades 7-8, and the West Branch High School Food Pantry provides backpack bags for grades 9-12. These programs purchase items similar to those in their predecessor program "operation backpack" with food enough for individual servings of breakfast, lunch and snack items for a weekend. We pack a bag of food for each student in the program to take home every Friday during the school year. This program grew from the Operation Backpack program, which traditionally ends after 6th grade. There was a need for students who had been in the program to continue to receive food support. Hence the program has grown, and the COVID-19 pandemic has only sharpened this need.

The Farm to Food Bank Program – Our "Farm to Food Bank" initiative partners our food pantries with Scattergood Farm and School to rescue and deliver perfectly healthy food to hungry families. This is not one of those programs that donate unmarketable produce. Instead our program and goal is to fight hunger by providing more nutritious food through the agricultural surplus from our local farm and school. To help address the food distribution crisis caused by the COVID-19 pandemic, this program will bridge the gap between on-farm surpluses and our growing food pantry demands. One of the biggest hurdles in preventing on-farm food waste is logistics. Especially with perishable produce like lettuce, food rescue is urgent. But the cost for coordination, packaging, and transportation are all major obstacles that farming

economies cannot readily absorb. With funding from this grant we will be able to alleviate this concern, deliver produce directly to our local food pantries, and give hungry families more nutritional options.

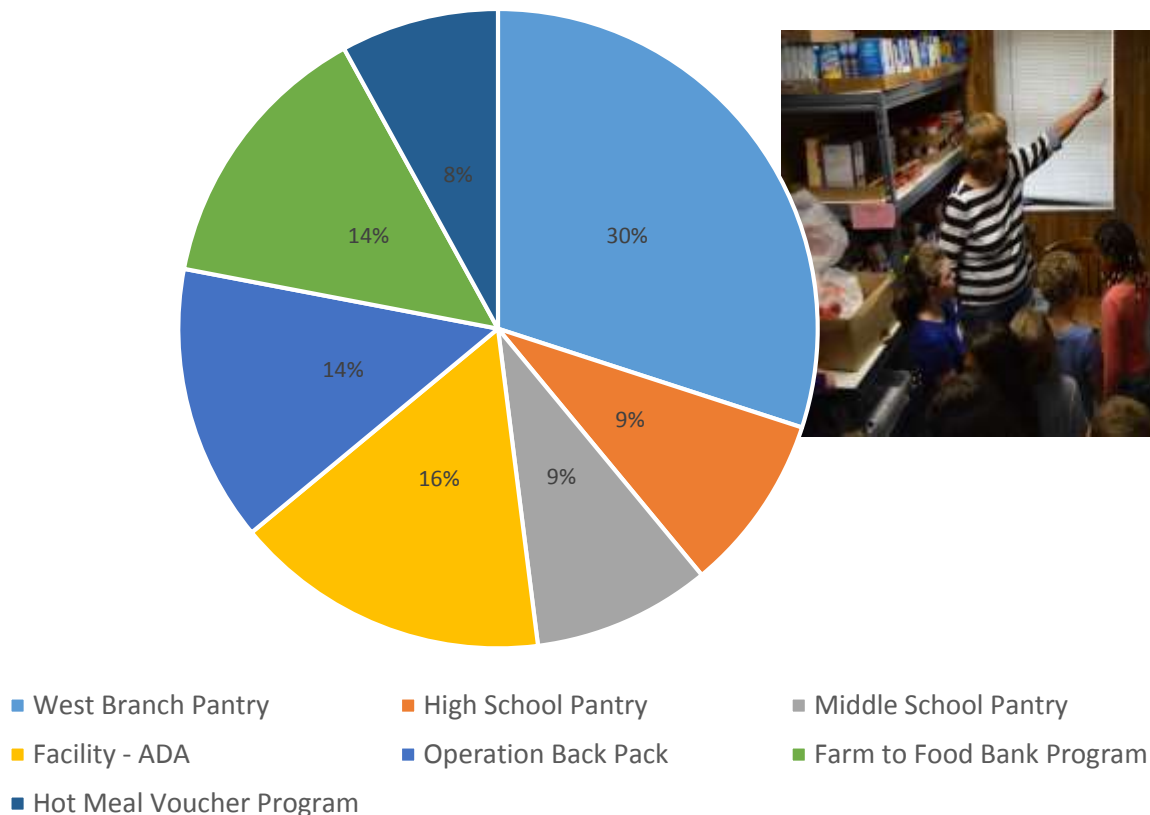
The Hawkeye Area Community Action “Mobile Food Pantry” program (HACAP) – This program is not receiving any funding from our CDBG grant; however, since the program works so closely with our other programs and activities, we wanted to mention this important program. In response to the recent spread of COVID-19, HACAP has made the following changes to their mobile pantry distribution to protect the health of our volunteers, staff, and clients:

- 1) They started distributing pre-boxed food rather than setting up tables for clients to “shop”.
- 2) Additionally, HACAP started the use of boxes and bags ready to add the perishable items like produce, bakery and meats.
- 3) HACAP has also started distribution directly from the truck to reduce contact with clients.

Project Budget *(the amount of CDBG funds for the project)*

The City of West Branch was awarded \$25,000 in Community Development Block Grant (CDBG) funds for Infectious Disease Response to COVID-19. The focus of these funds is to assist with the efforts of the West Branch Food Pantry.

Activity Breakdown



<i>Bring the Food Pantry Facility within Americans with Disabilities Compliance</i>	\$ 4,000
<i>Restocking the West Branch Food Pantry</i>	\$ 7,500
<i>Supporting the Downtown Hot Meal Voucher Program</i>	\$ 2,000
<i>Supporting Operation Backpack</i>	\$ 3,500
<i>The West Branch School Food Pantries</i>	\$ 4,500
<i>The Farm to Food Bank Program</i>	\$ 3,500
<i>"Mobile Food Pantry" program (funded by HACAP)</i>	\$ <u>0</u>
Grand Total	\$25,000

Public Hearing Topics *(these items are required to be presented in the grant plan)*

Many of these items will not be applicable but will need to still be presented and addressed at the public hearing scheduled September 8th 2020.

- **Need for the CDBG project.** Please see page 2 "Goals and Objectives Statement".
- **Description of the CDBG funded project & activities.** Please see pages 2-4 "Description of the CDBG Funded Project(s) and/or Activities".
- **The amount of CDBG funds for the project.** Please see pages 4-5 "Project Budget" \$25,000 grant award.
- **Estimated Amount of CDBG assistance that will benefit low and moderate income persons.** Our programs do not track income information; however based on the Des Moines Register Data Central statistics, West Branch has an average of 25.6% students who qualify for free or reduced meals. Considering the economic impact of COVID-19 our estimate of low and moderate income participants is anticipated to be around 38%.
- **The location of Activities.** All activities are anticipated to occur within the City of West Branch.
- **Any Relocation that will have to take place as a result of the CDBG project.** No, this is a strict food assistance program there will be no housing displacement.
- **City Contact Information for Residents to Contact with Concerns or Complaints Regarding the Project.** Complaints or Concerns are to be forwarded to the City Administrator, Redmond Jones II, 110 N. Poplar Street, P.O. Box 218, West Branch, Iowa 52358, (319) 643-5888.

- **Community Development and Housing Needs of low to moderate persons in the City / County and any planned or potential activities to address these needs.** Not Applicable, This program is not focused or equipped to address housing needs.
- **Other Community Development and Housing Needs and any planned or potential activities to address these needs.** Not Applicable, This program is not focused or equipped to address housing needs.

The City will prepare hearing minutes from this public hearing. The public hearing minutes will include this plan as well as the aforementioned nine points. The public will be notified of the public hearing through the West Branch Times, the City Website, and through postings at City Hall, West Branch Post Office, and the West Branch Public Library. The intent is to make sure residents are aware of the project. The City will also have public hearing published in the West Branch Times no more than 20 days and no less than 4 days from September 8th, 2020 the date of the public hearing.

In Conclusion

Our work is driven by collaboration, teamwork, and sharing a common goal to ending hunger for the people of our community. Collectively, our team members are executing their missions with extreme care for the CDC guidelines that is needed in this COVID-19 environment. Practices such as requiring recipients to wait in their vehicles and just drive thru for pick up. If they do not have cars, we are asking that a line of participants using social distancing be formed and individuals are called one person at a time up to receive their pre-boxed and bagged items. These are just a couple of examples of not only responding to COVID-19 but respecting our part in trying to control the disease.

RESOLUTION 1924

A RESOLUTION SETTING A DATE FOR THE PUBLIC HEARING ON THE STATUS OF FUNDED ACTIVITIES FOR THE WEST BRANCH FOOD PANTRY PROJECT.

WHEREAS, The \$25,000 CDBG grant that was awarded to the City of West Branch is intended to assist the West Branch Food Pantry; and

WHEREAS Pursuant to the requirements of Section 508 of the Housing and Community Development Act of 1987, as amended, the City of West Branch City Council will set a date to hold a public hearing on September 8th, 2020; and

WHEREAS, the purpose of the hearing will be to discuss the status of funding for the West Branch Food Pantry project; and

WHEREAS, the public will be notified of the public hearing through the West Branch Times, the City Website, and through postings at City Hall, West Branch Post Office, and the West Branch Public Library; and

WHEREAS, the intent is to make sure residents are aware of the project.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Iowa, that the aforementioned staff recommendation to set a date to hold a public hearing on September 8th, 2020 to discuss the status of funding for the West Branch Food Pantry project is hereby accepted and approved.

* * * *

Passed and approved this 17th day of August, 2020.

Roger Laughlin, Mayor

ATTEST:

Redmond Jones II, City Administrator/Clerk