

(The following is a synopsis of the minutes of the West Branch City Council meeting. The full text of the minutes is available for inspection at the City Clerk's office. The minutes are not approved until the next regularly scheduled City Council meeting.)

**West Branch, Iowa
Council Chambers**

City Council Work Session

**January 14, 2015
8:00 p.m.**

Mayor Worrell opened the West Branch City Council Work Session at 8:03 p.m. by welcoming the audience and the following City staff: City Administrator Matt Muckler, Deputy City Clerk Leslie Brick, Police Chief Mike Horihan, Public Works Director Matt Goodale, Library Director Nick Shimmin, Parks & Recreation Director Melissa Russell, and City Attorney Kevin Olson. Council members: Jordan Ellyson, Colton Miller, Brian Pierce, Tim Shields and Mary Beth Stevenson. Absent: Deputy City Clerk Dawn Brandt.

City Administrator Matt Muckler – (on behalf of Deputy City Clerk Dawn Brandt) – City of West Branch, Iowa FY 16 Proposed Budget Timeline.

Muckler provided an overview of the proposed budget timeline for reviewing and approving the FY16 general fund, revenue estimate and salary plan.

Park & Recreation Director Melissa Russell – Review of City Council Goals.

Russell reviewed the City Council 2014 goal setting results.

Library & IT Director Nick Shimmin- Fiscal Year 2013-2014 actual expenditures & revenue, and Property Tax Distribution.

Shimmin provided an overview of the West Branch (Cedar County) Property Tax Distribution, FY14 Expenditures by function, and FY14 Revenue by source.

City Administrator Matt Muckler – (on behalf of Deputy City Clerk Dawn Brandt) – Review of Budget Forms.

Muckler reviewed the budget form format that will be used by the Department Directors when completing their respective budgets. The form is the same as used in past years.

Police Chief Mike Horihan – Discussion of potentially adding a 4th Full-Time Police Officer

Horihan presented his reasons for the need to hire a 4th full-time police officer. He cited several justifications why a 4th officer is needed including that it would add additional patrol hours. Currently, only 120 hours per week are covered. Additional staff would allow more opportunities for officer training and shorten response times when off duty officers are called for an emergency or assistance. In addition, with the current staffing levels it makes adequate patrolling difficult especially when officers are on vacation or sick.

City Administrator Matt Muckler – (on behalf of Deputy City Clerk Dawn Brandt) – Total Employee Compensation- FY 2015/16.

Muckler reviewed the Total Employee Compensation plan for FY2015/16 with a presumed 3percent salary increase for all full-time employees.

COUNCIL MEMBER INPUT – QUESTIONS AND COMMENTS FOR STAFF

Muckler informed the Council that there is a Planning & Zoning training on April 6, 2015 which he felt would be beneficial to attend and invited all interested members to contact Deputy City Clerk Leslie Brick to register.

ADJOURNMENT

Motion to adjourn meeting by Pierce, second by Shields. Motion carried on a voice vote. City Council Work Session adjourned at 9:09 p.m.

Mark Worrell, Mayor

ATTEST: _____
Leslie Brick, Deputy City Clerk