

To: City Council

From: Matt Muckler, City Administrator

Date: December 13, 2013

Weekly Council Update

- **Holiday Trash Pick-Up:** Due to the Christmas and New Year's Holidays, trash and recycling will be picked up in West Branch on Saturday December 28, 2013 and Saturday January 4, 2014. All recycling and garbage should be placed at the curb no later than 6:00 a.m. on each Saturday morning. Please note that the West Branch Public Library, Park & Recreation Department and the City Offices will be closed Tuesday December 24th, Wednesday, December 25th and Wednesday January 1st for the holidays. Please contact the City Office at (319) 643-5888 with any questions that you may have.
- **Winter Weather Reminders:** The City of West Branch Public Works Department would like to provide residents with winter weather reminders concerning snow emergencies and the need to clear snow and ice from sidewalks, as well as mail boxes and fire hydrants.

SNOW EMERGENCIES are issued at the discretion of the Public Works Director when cars need to be removed from City streets to help with snow removal. During a Snow Emergency, on-street parking is not allowed. Drivers are encouraged to find alternate parking spots before the first snow fall so that you have a place to park. Violators can be ticketed or towed. Snow emergencies will be announced via the West Branch City Website at www.westbranchiowa.org and the West Branch Cable Access Channel 5. The City will also notify the West Branch Times for publication on their website, the Iowa City Press-Citizen website, the Cedar Rapids Gazette website, KCRG-TV and KGAN-TV.

SIDEWALKS: Sidewalks must be cleared of all snow and ice accumulations within 24 hours after the end of a snow or ice event. If sidewalks are not cleared, the City will clear the sidewalks and bill the owner at a rate of \$50/sidewalk plus a \$40 administration fee. Corner lots are considered two sidewalks, and would be billed accordingly. We encourage residents to have a sturdy snow shovel and a supply of ice melt on hand. We also encourage residents to practice smart shoveling techniques while clearing their walks and drives. Also, please remember that snow from sidewalks or driveways may not be pushed into or across City streets.

If you are interested in hiring out for snow removal, you may leave your name and contact information at the City Office at (319) 643-5888. City staff will keep a list if anyone calls looking for individuals to clear their sidewalks.

MAIL BOXES AND FIRE HYDRANTS: We encourage residents to clear snow away from immediately in front of your mailboxes. This allows carriers to deliver your mail in a safe fashion. We also ask that residents please help keep snow from piling around fire hydrants. This is an important safety measure in case a fire occurs and the Fire Department needs to make a connection to a hydrant.

- **City of West Branch, Iowa FY15 Proposed Budget Timeline:** The following schedule combines Iowa League of Cities and Staff recommendations for a proposed budget schedule. Please contact me if you have any suggested improvements to this proposed schedule.

Budget work session(s) with finance officer and city council January 6

- 1) Updated City of West Branch, Iowa FY 15 Proposed Budget Timeline
- 2) Review of City Council Goals
- 3) FY 13 Expenditures by Function
- 4) FY 13 Revenue by Source
- 5) West Branch Property Tax Distribution
- 6) My Tax Dollars at Work
- 7) Introduction of Budget Forms
- 8) Supervision of Information Technology Services and Cable Access
- 9) Department Director Budget Presentations
- 10) Council Member Input - Questions and Comments for Staff

Budget work session(s) with finance officer and city council January 21

- 1) Council approves an initial general fund revenue estimate
- 2) Council approves a salary plan
- 3) Council sets general fund departmental non-salary expenditures.
- 4) Council Member Input - Questions and Comments for Staff

Budget work session(s) with finance officer and city council February 3

- 1) Council approves initial revenue estimates for all other funds
- 2) Council approves departmental non-salary expenditures for all other funds
- 3) Council Member Input - Questions and Comments for Staff

Council receives and adopts final proposed budget and orders notice of hearing February 18
 Notice of hearing on adoption of final budget published February 20

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

DETAILED BUDGET: The detailed budget must be available for public inspection at least 10* days before the final budget hearing and 20* days before final date for certification, and is to be available at the clerk's office and the public library.

Budget hearing & Adoption of Final Budget	March 3
Certified budget to county auditor	March 15*
Persons affected by the budget have 10 days after the date of certification to file a written protest	March 25*
IDOM certifies taxes back to county auditor	June 15*
Budget takes effect	July 1*

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

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.