



Windsor
Heights
the heart of it all

TO: Mayor & City Council

From: Jeffrey A. Fiegenschuh, City Administrator

Re: Biweekly Update

Date: November 18, 2013

Below is a list of projects I have been working for the past month. Let me know if you have any questions

Street Project-Staff will continue working on this project to ensure the financial package is completed and ready to close in early January. Due to the size of the issuance, our financial adviser suggested the City update its bond rating with Moody's. We presented the project for review with Moody's on November 8th and should know our new rating by the end of Nov. The presentation is attached for your review.

ICMA CPM-Staff submitted information to ICMA CPM on the first of October. Final results from the surveys will be available in early January and will be included in our FY 15 budget process. The three areas for performance measurement the City is focusing on include Policy Safety, Fire/EMS services and Code Enforcement. Once our new council members become more acclimated, I will go over a short presentation on performance measures and how they will help the City move toward priority and outcomes based budgeting.

City Budget/Budget Committee –Last week I met with Mayor-Elect Willits to discuss the idea of creating a budget committee. The committee should be comprised of two council members, the Mayor and one or two citizen representatives. The idea of the committee is to work with staff to formalize the initial capital and operations budgets. The committee will give input and make suggestions before the final budget is sent for approval to the City Council. This process allows for more public input into the budget process, can help to work out any potential problems and allows the Council to gauge the budget for 10K feet so members can stay more focused on policy ramifications and not counting paper clips. The only area the committee will not make recommendations on will be staff wages. If you are supportive

we will need to form the committee by the first meeting in December. This will allow staff to begin formulating the capital budgets for consideration in late December or early January.

2013 Budget Workshops-The IA League of Cities is once again hosting their annual City Budget Workshops. The nearest to us will be December 5th in Van Meter. It will run from 9am through 3:30pm. Although this workshop is geared towards newly elected officials I would recommend any council member more interested in learning about all the state budget forms Cities are required to submit attend the training. Several areas to be touched upon include budget projections, state budget form changes, budget form basics and how the new property tax law will affect cities. I have reserved 6 spots so let me know if you are interested in attending.

Accounting Clerk-The City received over 100 resumes and applications for the new accounting clerk position. Last week I conducted 30 phone interviews based on the number of quality candidates for the position. I recently narrowed the field down to 8 finalists who will be coming to City Hall on Nov 13th and 14th for personal interviews. My hope is to make a formal job offer on Friday or Monday if a quality candidate is selected. Ideally this will allow for the candidate to begin training possibly for a few days before Thanksgiving with a full-time start date in early December.

2013 CDBG Housing Grant-I've been working with Simmering Cory to prepare a CDBG (Community Development Block Grant) housing rehab application. This past week City employees helped survey the targeted area (69th to 66th south of University to School Street). We need an 80% response rate and as of today only have 54%. I will be going out later this week with a few more volunteers to try to reach the additional 33 homes we need to validate the survey. At this meeting, the City Council will need to adopt a resolution committing up to \$30,000 in City funds if the project is funded. Based on the grant amount of approx \$220,000, this will assist in the rehab of 10-12 homes in the targeted area. The City will also host a public hearing on the application at our first meeting in December. The final application is due to the state in mid December. While in Sac City, we applied for this funding three times and were finally funded on our last attempt.

Library Contributions-Attached is a spreadsheet detailing the FY 14 payment for contractual library services to Windsor Heights. The formula is based on each library system's total circulation, total operating expenditures and number of checkouts to Windsor Heights residents in FY 13. The resulting individual totals, for each of the eight participating library systems, are then reduced by an overall percentage to achieve the \$172,155 not to exceed clause in the current 5-year contract. The final column in the spreadsheet is the annual amount to be paid by the City to each of the contracted Polk County Library Systems. Currently the City levies for approximately \$56,000 of the total costs through a library contract levy allowed by the State of Iowa. Going forward I would strongly suggest if that levy can be increased then we consider it to cover the entire \$172,155 cost.

Walnut Creek YMCA-Just wanted to let you know that I was asked and agreed to serve on the board for the Walnut Creek YMCA.

Other Meetings Attended:

- Meetings with Residents
- Staff meetings & 1:1 meetings with Department Heads
- Chamber board meeting
- Young Professionals Lunch and Learn
- Wellness Committee Meeting
- Oversaw Employee Benefits Fair
- Council Candidate open house at City Hall
- Coffee with council members
- Keep Windsor Heights Beautiful meeting (entrance signage)
- Completed annual employee evaluations
- Accounting Clerk interviews
- Website meetings

Polk County-Windsor Heights Library Funding Formula for FY 14

Provider Libraries	Total Usage (circulation to all users) in FY 13	Total Operating Expenses in FY 13	Windsor Heights Usage in FY 13	Cost Per Circ	% of Total Usage	Cost to Windsor Heights	Prorated Amount
Clive Public Library	235,408	\$810,458	5,489	\$ 3.44278	0.1384%	\$23,565	\$18,029.09
Des Moines Public Library	1,332,838	\$8,096,863	19,595	\$ 6.07490	0.4941%	\$84,124	\$64,361.46
Grimes Public Library	136,882	\$499,201	24	\$ 3.64694	0.0006%	\$103	\$78.83
Johnston Public Library	312,197	\$1,174,981	883	\$ 3.76359	0.0223%	\$3,791	\$2,900.29
Kirkendell Public Library (Ankeny)	579,524	\$1,355,819	0	\$ 2.33954	0.0000%	\$0	\$0.00
Pleasant Hill Public Library	119,798	\$521,944	1	\$ 4.35687	0.0000%	\$4	\$3.28
Urbandale Public Library	628,608	\$2,165,184	22,602	\$ 3.44441	0.5700%	\$97,034	\$74,238.21
West Des Moines Public Library	620,323	\$2,400,323	3,819	\$ 3.86947	0.0963%	\$16,395	\$12,543.83
Windsor Heights Contract Libraries	3,965,578	\$17,024,773	52,413	\$ 4.29314	1.3217%	\$225,016	\$172,155.00



Windsor Heights Community Center

**Presentation to Moody's
General Obligation Capital Loan Notes, Series 2014A**

**City of Windsor Heights
1133 66th Street
Windsor Heights, Iowa 50324
515.279.3662 (phone)
www.northlibertyiowa.org**

Presentation Participants



City of North Liberty, Iowa

- ❑ Jeff Fiegenschuh, *City Administrator*

Independent Public Advisors, LLC

- ❑ Tionna Pooler, *President*

Moody's Investors Service

- ❑ Marshall Carter, *Analyst*

Mayor & Council



- ❑ The City is governed by a Mayor and a Council of five members elected on a non-partisan basis. The council is served by a full-time city administrator to operate daily business. The council meets on the first and third Mondays of each month. Members are listed below:

Jerry Sullivan	Mayor
Diana Willits ¹	Council Member/Mayor Pro Tem
Betty Glover	Council Member
Charlene Butz	Council Member
Dave Jenison ²	Council Member
Dave Burgess	Council Member

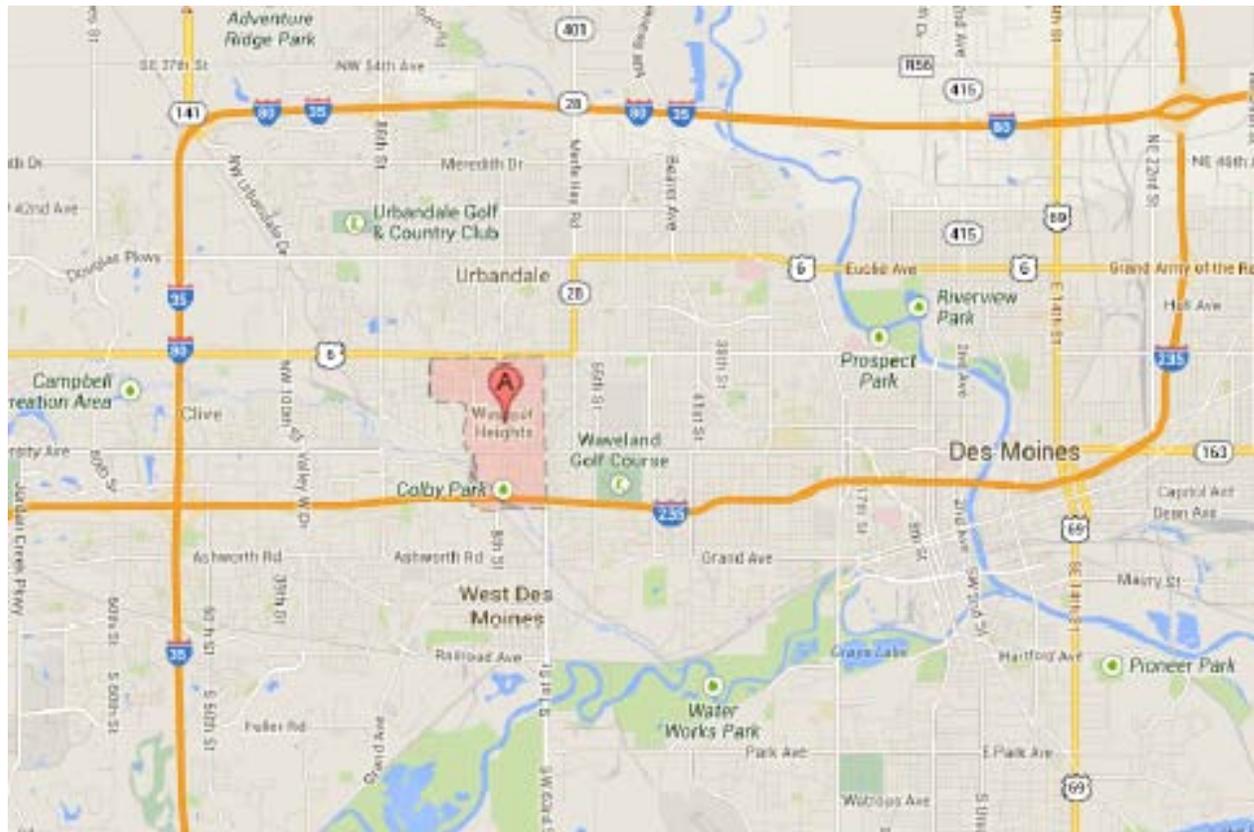
¹ Elected mayor.

² Was not re-elected.

Location



- ❑ The City is located in central Iowa in Polk County, and is a suburb of Des Moines.



Principal Employers



- The principal employers are presented in the table below; data as of 2013.

<u>Employer</u>	<u>Type of Business</u>	<u>Approximate # of Employees</u>
Wal-Mart	Retail Distributor	400
Hy-Vee Foods	Grocery	280
YMCA	Child & Youth Services	250
Sam's Club	Retail Distributor	187
Electrical Engineer & Equipment Co. (3E)	Electrical Equipment	122
Cowles Elementary School	Elementary School	75
Clive Elementary School ¹	Elementary School	70
Iowa Natural Resources Department	Air Quality Department	62
RE/MAX ²	Real Estate	61
City of Windsor Heights	Municipal Government	53
City Wide Heating and Air Conditioning	Heating and Cooling	42
Schott Mauss & Associates ²	Law Firm	19

- Additional major employers in the Des Moines metropolitan include, but are not limited to the following:

<u>Employer</u>	<u>Type of Business</u>	<u>Approximate # of Employees</u>
Wells Fargo & Co	Financial Services	13,000
Mercy Hospital Medical Center	Healthcare (Hospitals and Clinics)	7,100
State of Iowa	State Government	6,617
Principal Financial Group	Insurance	6,131
UnityPoint Health ³	Healthcare	5,248
Des Moines Public Schools	Education	4,655
Nationwide/Allied Insurance	Insurance	4,438
Pioneer Hi-Bred International Inc.	Seed Manufacturing	2,849
John Deere Des Moines Works	Farm Equipment & Consumer Financial Services	3,100

¹Could not be reached for update; figure as of March 2012

²For the Greater Des Moines metropolitan statistical area which includes Dallas, Guthrie, Madison, Polk and Warren counties. Does not include Fair Authority, Community-Based Corrections, or Regents employees.

³Formerly Iowa Health Systems.

Valuation Trend



- ❑ The City's January 1, 2012 valuations show an increase over the prior year.

Assessment Year	Payable Fiscal Year	100% Actual Valuation	Taxable Valuation (With Rollback)	Taxable TIF Increment
2008	2009-10	\$403,044,388	\$184,890,389	\$50,214,500
2009	2010-11	402,228,209	188,469,262	46,772,520
2010	2011-12	401,129,279	192,447,307	46,574,560
2011	2012-13	383,753,462	188,395,992	46,553,120
2012	2013-14	383,805,896	195,001,048	45,925,370

Tax Rates



- ❑ The City has a history of stable tax rates, with an increase in the consolidated rate for FY 2013/14.

Taxing District	FY 2009/10 \$/\$1,000	FY2010/11 \$/\$1,000	FY2011/12 \$/\$1,000	FY2012/13 \$/\$1,000	FY2013/14 \$/\$1,000
City of Windsor Heights	13.76398	13.31499	13.31486	13.31499	13.89892
Polk County	6.82855	6.81833	6.80992	6.80992	6.94381
Des Moines Independent CSD	17.64277	17.64347	18.34848	18.34845	18.34842
West Des Moines CSD	13.64410	13.94266	13.84954	13.30184	13.26452
Broadlawns Hospital	2.80423	2.92111	2.92193	2.97819	2.99567
Urbandale-Windsor Heights Sanitary Sewer District	0.24131	0.28411	0.38435	0.47069	0.47163
County Assessor	0.30104	0.27848	0.24628	0.24382	0.27822
County Ag Extension	0.03752	0.03631	0.03696	0.03866	0.03945
Des Moines Area Community College	0.56778	0.56008	0.59018	0.58466	0.69120
Regional Transit Authority	0.55804	0.56680	0.57800	0.72800	0.80800
State of Iowa	<u>0.00300</u>	<u>0.00340</u>	<u>0.00320</u>	<u>0.00330</u>	<u>0.00330</u>
Consolidated Tax Rates	FY 2009/10 \$/\$1,000	FY2010/11 \$/\$1,000	FY2011/12 \$/\$1,000	FY2012/13 \$/\$1,000	FY2013/14 \$/\$1,000
City Resident in Des Moines School District	42.74822	42.42708	43.23416	43.52068	44.47862
City Resident in West Des Moines School District	38.74955	38.72627	38.73522	38.47407	39.39472
City Resident in West Des Moines School District; Outside Sanitary Sewer District	38.50824	38.44216	38.35087	38.00338	38.92309

Tax Collections



- ❑ Historical tax collections have been consistent.

<u>Year</u>	<u>Taxes Levied</u>	<u>Current Collections</u>	<u>% of Taxes Levied</u>
2008-09	\$4,473,251	\$4,471,859	99.97%
2009-10	4,456,968	4,460,429	100.08%
2010-11	4,279,748	4,276,659	99.93%
2011-12	4,343,024	4,347,011	100.09%
2012-13	4,259,782	4,291,935	100.75%
2013-14	4,392,418	In process of collection	

General Fund



- ❑ The City has a history of healthy balances.
- ❑ The FY 2011 fund balance increase reflects the repayment of an internal TIF loan.
- ❑ The FY 2014 fund balance decrease reflects street projects and an additional police officer.

	<u>Fiscal</u>	<u>General</u>	<u>General</u>	<u>% General</u>
	<u>Year End</u>	<u>Fund Balance</u>	<u>Fund Revenues</u>	<u>Fund Revenues</u>
Audit				
	06/30/09	1,646,597	2,589,750	63.58%
	06/30/10	1,723,545	2,745,557	62.78%
	06/30/11	4,097,281	2,296,978	178.38%
	06/30/12	3,839,110	2,362,224	162.52%
	06/30/13	3,420,484	2,375,140	144.01%
Budgeted				
	06/30/14	2,124,264	2,672,108	79.50%

Economic Activity—Current & Future Projects



- Sale of 7.8 acres
- Medical facility retail
- Possible multi-family housing

Debt Overview



General Obligation Debt Paid by Property Taxes (Includes the Notes)

<u>Date of Issue</u>	<u>Original Amount</u>	<u>Purpose</u>	<u>Final Maturity</u>	<u>Principal Outstanding As of 12/02/14</u>
07/13A	\$450,000	Corporate Purpose	06/19	\$450,000
01/14A	3,090,000	Corporate Purpose	06/33	<u>3,090,000</u> *
Subtotal				\$3,540,000

General Obligation Debt Paid by Tax Increment

<u>Date of Issue</u>	<u>Original Amount</u>	<u>Purpose</u>	<u>Final Maturity</u>	<u>Principal Outstanding As of 12/02/14</u>
03/07A	\$1,500,000	Park Improvements	06/17	\$680,000
06/08A	1,980,000	Park & Street Improvements	06/28	1,675,000
06/08B	3,805,000	Civic Center/Street Projects (Taxable)	06/28	3,205,000
02/11A	3,360,000	Taxable Refunding	06/21	2,810,000
02/11B	440,000	Refunding	06/16	235,000
05/12A	1,375,000	Refunding	06/18	1,255,000
07/13A	500,000	Refunding	06/16	<u>500,000</u>
Subtotal				\$10,360,000

Total General Obligation Debt Subject to Debt Limit:

\$ 13,900,000*

*Preliminary; subject to change.

Debt Statistics



- Indirect debt is as follows (school figures exclude sales and services tax revenue bonds):

<u>Taxing District</u>	<u>1/1/2012 Taxable Valuation</u>	<u>Portion of Taxable Value In the City</u>	<u>Percent Applicable</u>	<u>GO Debt</u>	<u>City's Indirect Portion</u>
Polk County	\$20,913,609,432	\$240,926,418	1.15%	\$253,350,679	\$2,918,620
Des Moines Independent CSD	7,319,732,459	122,657,466	1.68%	0	0
West Des Moines CSD	4,355,728,442	118,268,952	2.72%	41,275,000	1,120,720
Urbandale-Windsor Heights San. Dist.	385,453,231	232,074,103	60.21%	0	0
Des Moines Area Comm. College	38,538,891,860	240,926,418	0.63%	72,390,000	<u>452,547</u>
TOTAL					\$4,491,887

- Debt ratios are provided below.

	<u>G.O. Debt</u>	<u>Debt/Actual Market Value \$383,805,896</u>	<u>Debt/4,903 Population</u>
Direct General Obligation Debt	\$13,900,000	3.622%	\$2,835.00
Indirect General Obligation Debt	<u>4,491,887</u>	<u>1.170%</u>	<u>916.15</u>
Combined Debt	\$18,391,887	4.792%	\$3,751.15

General Obligation Capital Loan Notes, Series 2014A



Amount: \$3,090,000
Term: 2014-2033
Security: Debt levy
Average Life: 11.485 years
Purpose: Street Improvements
Tax Status: Federal Exempt

Amortization:	<u>June 1,</u>	<u>Amount</u>	<u>June 1,</u>	<u>Amount</u>
	2015	100,000	2025	165,000
	2016	130,000	2026	170,000
	2017	130,000	2027	175,000
	2018	135,000	2028	180,000
	2019	135,000	2029	190,000
	2020	140,000	2030	195,000
	2021	145,000	2031	205,000
	2022	150,000	2032	215,000
	2023	155,000	2033	220,000
	2024	155,000		