



Windsor
Heights
the heart of it all

TO: Mayor & City Council
From: Jeffrey A. Fiegenschuh, City Administrator
Re: Monthly Report
Date: June 16, 2014

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

Street Project-The project is moving forward as I type this memo. Recently I sent out the list of streets that are part of the project along with proposed starting and completion dates. If you need another copy of the list please let me know. PW is using summer help to install door hangers in affected neighborhoods. Information is also available on the City's website. Because the bids were so favorable Colby Avenue from 67th to 73rd is being included in Phase I of the project.

Phase II will include a reconstruction of 80th Street and possible replacement of orange berg service lines to numerous homes. Because of this, Phase II will not be bid out until later this summer. Jason and I will work with the project engineer to come up with a new list of streets to include in Phase III of the project. This phase will begin this fall or next spring.

Phase I will now include a profile mill and asphalt over lay on the bike trail system from the College Street Bridge to Hickman Road (this is the worst portion of our trail system). If fund are available other portions of the trail will be patched.

New Building-The new HVAC unit has been installed and fiber has been run from the current city hall to the new location. The building committee is finalizing a recommendation for the remodel of the facility and will present to the full City Council for comments. The project will go to bid this summer with PW doing all deconstruction work. Our goal continues to be a final move in October to the new facility and will include an open house for the public.

Last week Dave, Jason and I met with the condo association to discuss all aspects of the care of the new building. The meeting went well and Jason interjected some great ideas that will save the City and the

dental offices money. The association will begin meeting regularly to ensure open dialogue. Dave was selected as the City's primary representative on the association board and Charlene was selected as the alternate.

Community Survey- Diana and I met with Quester last week to finalize the community survey. The survey includes most of the comments I received from the Council, Mayor and staff. This month a short notice will be included in the Living Magazine newsletter alerting our residents of the upcoming survey. The survey will be available online through a link that will be included in the July edition of the Water Works and Living Magazine newsletters, as well as on our website. For those residents who wish to take part in the survey but don't have access to a computer a station will be set up at City Hall for them to drop by to take the survey. The survey will be available through the end of August and final results will be tabulated and presented by Quester by mid October. I will go over the process again at a City Council meeting in case you have any questions. As a reminder, Quester is conducting this survey at no charge to the City.

Strategic Planning- Don't forget the strategic planning session is set for Monday June 9th from 5:00pm-9:00pm at the 3E Conference Center. Dave Unmacht will be contacting each of you individually to discuss the process and determine priorities you want to discuss. This is going to be a great planning session this year.

Development Guide-The Development Committee has broken off into two smaller subcommittees. One is working on updating the 2010 Windsor Heights Development Guide the other is working with Confluence on the Hickman Streetscape proposal. The subcommittee met last week to discuss updates to the development guide with staff. Sheena and I are incorporating their suggestions into the new guide, which will be completed sometime this summer. We will present to the full City Council before the product is finalized.

Streetscape Project-The subcommittee has met twice with Confluence to finalize a recommendation to the Development Committee, which in turn will give its final recommendation to the full City Council. The project must go to bid by mid October in order to secure the additional grant funds through the MPO. The committee has asked area developers to be involved in the project to gain their support and ideas.

Policy and Admin Committee-The Committee met last week to discuss the department heads' proposal for a new pay for performance plan. The committee discussed the thoughts behind the new plan and approved the overall framework. Next week staff will finalize the pay for performance plan, including updates to the annual merit score system and the annual employee evaluation form. I will present this to the City Council for final consideration in July.

Other Meetings Attended:

- Meetings with Residents
- Staff meetings & 1:1 meetings with Department Heads
- Chamber board meeting

- Young Professionals Meeting
- Coffee with council members
- Drake CPM Course
- Meetings with Mayor & Colby Interests to discuss future development project on University
- Meetings with Ahlers and Cooney to discuss expanding Urban Renewal area to include Shorewood Forrest development
- Meeting with Mayor and potential business prospects
- Monthly meeting with Chamber Director
- United Way fundraising Committee meeting
- Wellness Committee Lunch and Learn seminar for employees
- Building Committee Meeting
- Marketing Committee Meeting



June 7, 2014

Jeff Fiegenschuh, City Administrator
City of Windsor Heights
1133 66th Street
Windsor Heights, IA 50324-1799

Dear Jeff:

For the twenty-second consecutive year, the Board of Directors of the Iowa Communities Assurance Pool (ICAP) has approved property and casualty credits to members who have fully funded their Cumulative Reserve Fund (CRF).

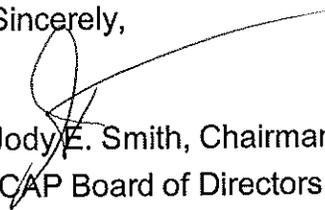
You will receive a credit voucher, in the amount of \$7,297.60, with your anniversary statement. Your contribution payment will be the gross anniversary contribution, less the credit indicated on the voucher.

This recognition is possible because of your commitment to the program and to the overall loss experience and financial condition of the Pool. The Board is of the opinion that this program, affecting 671 entities this year, is evidence of the committed loss control efforts of all our members and the continued strength and viability of our program.

The credit described above is in addition to the CRF refund program, which is entering its eighth year.

As always your opinions and suggestions are important to the Board of Directors. If at any time we can be of assistance, please let us know.

Sincerely,


Jody E. Smith, Chairman
ICAP Board of Directors

JES:jeb

CC: Mark Currie
INSPRO, Inc.