

Administrator's Report November 3, 2016

*****Public Works Committee Meeting:** 4:00 p.m. on November 7th at City Hall.

Budget/CIP Planning: Attached is a copy of the updated Budget Timeline for FY 2017-18. According to the schedule, budget worksheets are due back from department heads on November 21st. The Council Budget Committee (Mayor Willits, Steve Peterson and Tony Timm) will meet immediately following the Mayor's New House on December 12th to review proposed CIP Projects, Equipment Revolving Plans, and TIF Projections.

Also attached is a Municipal Budgeting and Finance Q&A and visual flow chart, which have been added to the finance page on the city's website and it will be included in the next City Newsletter.

Staff also added the Financial Overview that Tionna Pooler presented at a Special Council Meeting in August to the Department/Financial Department Page on the Website.

Parklets ad Walkability: See attached press release from the DSM Area MPO and Wellmark Foundation that mentions the Windsor Heights Parklet Project.

The DSM Area MPO is hosting a speaker on Walkability: Beyond Downtown at the Windsor Heights Community Center on Thursday, November 10th from 7:30 – 9:00 a.m. See attached link: <https://dmampo.org/events/walkability-beyond-downtown-with-david-fields/>

Ahead of this discussion I have been invited to accompany a group on touring the area with the Transportation Consultant on the Tomorrow Plan, David Fields, to get acquainted with the areas efforts on walkability. There is no cost to attend.

Mayor's City News Hour: On November 14th at 5:30 p.m. at the Community Center there will be a reception and book signing by George Hanusa and an introduction of the Fulcrum Building.

Comprehensive Plan: The Comprehensive Plan is in its final review stages. We have invited the Planning and Zoning Commission to meet with the City Council immediately following the regular City Council meeting on Monday, November 21st for a final review.

Department Visits: On October 17th, I toured the Public Works Department. On October 18th, I toured the Police Department and on October 19th, I toured the Fire Department. I plan to spend more time with each department after we conclude the budget process so I can get acclimated.

Sump Pump and Sanitary Sewer Ordinance Amendments: Staff is working on a potential amendment to the sanitary and storm water ordinances to propose and seek approval prior to construction of phases 2-4 of the Sunset Terrace Project.

Koester Development: I have had several meetings with Mr. Koester. We are working on the project plan reviews, planning and zoning approval timelines and construction details.

Sunset Terrace: Staff met with MSA on October 14th to get an update on the Sunset Terrace Project and discuss next steps for Phases 2, 3 and 4. The Public Works Committee will be discussing option at their next meeting on Monday, November 7th.

ICAP Meeting: Staff met with ICAP on October 18th to discuss risk management and safety in the workplace.

Development Committee Meeting: The Development Committee met on October 20th to discuss their role and a variety of projects.

Des Moines Water Works Meeting: I met with Des Moines Water Works on October 21st. We reviewed the fee schedule, revenues generated, and DMWW's proposed CIP from 2015. This list will be reviewed and discussed at the Public Works Committee on November 7. Enclosed please find their report and letter indicating a 10% rate increase.

TIF Conference Call: Staff had a conference call with Financial Advisor Pooler and Bond Counsel John Danos from Dorsey & Whitney on October 21st to discuss the process of putting short and long term TIF financing in place, reimburse the economic development grant program, and review the Urban Renewal Plan.

Union Conference Call: Staff had a conference call with Matt Brick to discuss the Union Negotiations process and schedule. We kick off the process on Tuesday, November 15th. City Attorney Brick plans to update the Council in Closed Session on Monday, November 21st.

MidAmerican Energy Meeting: I met with Mid American Energy on October 25th to discuss proposed costs for burying electrical lines.

Bankers Trust Visit: Staff introduced me to Betty Ridout at Bankers Trust on October 26th and I signed on as a co-signer on all accounts.

Board of Adjustment Meeting: I attended the Board of Adjustment meeting on October 26th. The Board was considering revoking a Conditional Use Permit for multiple businesses being run at 6901 Center Street. The board took no action, which kept the property owner on probation and continues monthly inspections.

Walmart Ribbon Cutting and Hy-Vee/Starbucks Ribbon Cutting Events: I attended the Walmart Ribbon Cutting event, where the City's Fire Department Police Department and Administration received Walmart Foundation Grants on October 28th. I also attend the Starbuck's Ribbon Cutting Event at Hy-Vee on November 3rd.

Iowa City Manager's Association Board Meeting: I attended the IaCMA Board meeting on October 28th in Ames.

Mayor's Meeting: I met with Mayor Willits for much of November 2nd to plan an upcoming Council and Staff training event in December and to go through "our piles" for one another.

Department Head Meeting: The department heads met on Monday, October 24th at City Hall. See attached agenda so that the Council is aware of items discussed with the staff.

Visit with Council Member Betty Glover: I had a home visit with Council member Glover on October 24th. We discuss the Budget/CIP process, finances and other expectations. I hope to meet with each Council member one-on-one when it is convenient with your schedules. Betty said she would likely be able to attend the November 21st Council Meeting.

Employee/Council Training: Staff is working on organizing a Staff and Council training; tentatively scheduled for Friday, December 16th from 1:00 – 7:00 p.m. at the Community Center. We are working on offering A.L.I.C.E training, customer service, and board training. Employee appreciation is also included in this event. We hope to confirm all of the details by the end of next week.

“Play by Play” Production in Windsor Heights: Mr. John Busbee contacted Council Member Tony Timm and Tony forwarded me his contact. John is the location manager for a Los Angeles production company filming the first short season for a new television series in Greater Des Moines. The show, "Play by Play," is a well-crafted coming of age reflection along the lines of "The Wonder Years" with a current day sports caster reminiscing about growing up, beginning when he was 14.

Staff met with John and a small production crew on November 3rd. They would like to start filming next Tuesday-Thursday at 7005 Reite Avenue. Most of the filming will be indoors and any lighting and sound will be focused inside the property. The crew will meet with surrounding property owners to stage their trucks, etc. They believe the production will be complete by December 23rd. Staff is recommended they complete a Right of Way Application since they would like to leave their trucks and equipment in place for 72 hours each week and they would like to exit the trucks onto the right-of-way. Staff will consider a Right of Way Application for the first week and reconsider for the second week. Staff wants to ensure that neighborhood concerns with lighting, traffic, noise, hours of work and schedule of production are being met. We may have an on-site contact as they will likely hire an off-duty officer to help assist and control. I will keep the Council informed as this proceeds.

Water Management Authority Meeting: I met with ISG Consultants, Polk County Conservation, the Watershed Management Authority and Darren Fife on November 2nd to hear about potential project planning in Windsor Heights and upcoming funding opportunities.

What Meetings are Coming Up and When I may not be in the Office:

Tour with David Fields and MPO on Wednesday, November 9th at 3:00 p.m.

Walkability: Beyond Downtown Presentation on November 10th at 7:30 a.m. at the Community Center.

Insurance Meeting with Staff on November 10th at 9:00 a.m. at City Council Chambers.

MSA Meeting on November 11 at 9:00 a.m. at City Hall.

Mayor's News Hour Meeting on Monday, November 14th at 5:30 p.m. at the Community Building.

Union Negotiations begin on Tuesday, November 15th at 1:00 p.m. at City Hall.

**Budget,
TIF, Equipment Replacement
and Capital Improvement Planning Timeline
September 2016 – March 2017**

9/1 - 9/29/16	Meet with Gallagher on Insurance Renewal. (Ideal to do so in August/September)
9/1 – 10/21/16	Staff, City Engineer and Public Works Committee begins CIP planning. Equipment Replacement (5-15 year outlook) and Capital Improvement Project worksheets go out to the department heads. Due back on October 10. One-on-one meetings with City Administrator. Probable costs from City Engineer due October 14.
10/24/16	Budget worksheets go out to department heads. City Administrator, City Clerk and Financial Advisor to meet with Council Budget Committee (Mayor Willits, Peterson and Timm) to review and discuss an overview of the city's financial position and long-term financial plan and confirm insurance renewal. Meet at 5:30 – 7:30 p.m.
11/21/16	Budget worksheets due from the department heads. City Administrator and City Clerk to Meet. City staff to prepare TIF Projections and CIP/ERP spreadsheets.
12/12/16	City Administrator to meet with each department head. City Administrator and City Clerk to meet with Council Budget Committee to review CIP Projects, ERP and TIF Projections. (Meet immediately following Mayor's News Hour, approximately 6:30 - 8:00 p.m.)
1/2/17	City Administrator and City Clerk to meet regarding all budget docs. Department staff gets recommendations from Council Committees (Public Safety and Public Works).
1/9/17	City Administrator to meet with each department head.
2/6/17	Council Budget Committee and Staff will present recommendations on CIP Projects, ERP and TIF Projections for full Council approval.
2/13/17	Special Council Meeting – Budget Work Session at 6:00 p.m.
2/20/17	Set the Public Hearing for March 6 th to discuss and direct appropriate follow-up on the FY 2017-18 Budget and authorize publication. Publish Notice 2/24.
3/6/17	Public Hearing to discuss and request approval of the FY 2017-18 Budget.
3/15/17	Filing deadline of FY 2017-18 Budget with Polk County.

Created 10/12/2016 10:43 AM

Updated 11/2/2016 11:03 AM

MUNICIPAL BUDGETING AND FINANCE

What is a Municipal Budget?

- A City budget is a Plan
- It is based on projections
- Actual experiences may vary and we may need to adjust the budget during the year
- Budget sets policy for the upcoming year and determines projects that will be undertaken, etc.
- It is also a communication tool

What is the City doing to Manage our Financial Situation?

- Raised new revenues
- Reviewing user fees for service
- Cost Control
- Doing More with Less
- Lean – Reducing costs and improving service

How does the City monitor the finances?

- Monthly budget to actual report
- Monthly bank reconciliation
- Quarterly budget line-item review per fund
- Regular project status reports
- Annual Audit
- Annual Report

Who are the members of the City's Finance Team?

- Elected Officials: Mayor Diana Willits, Council members, Betty Glover, Threase Harms, Zachary Henry-Bales, Steve Peterson, and Tony Timm
- City Staff
- Project specific technical experts (i.e. Engineers, Des Moines Water Works, MidAmerican Energy, etc.)
- Independent financial advisors (i.e. Tionna Pooler)
- Bond Counsel
- Citizens

What is the Budget Process or Timeline? (See Flow Chart)

August – Update the Insurance Renewal

September/October – Update Capital Improvement (CIP) and Equipment Revolving Plans (ERP), presentation and discussion with Council Public Works Committee, update CIP, ERP and Tax Increment Finance (TIF) projections, presentation and discussion with Council Budget Committee on process, plans, services and cost saving

November – Staff working on all budget worksheets

December – Council Budget Committee reviews Hotel/Motel (H/M), TIF, CIP, and ERP spreadsheets and makes a recommendation

January – Staff fine tunes budget by line item

February – Council Budget Committee recommends Council approve H/M, TIF, CIP and ERP. Budget work session occurs and then Council sets the Public Hearing

March – Public Hearing and Approve Budget

How is a Capital Improvement Plan (CIP) put together?

1. Staff reviews the Strategic Goals and Initiatives approved by the City Council.
2. Staff collects data from Public Works, City Engineer, Des Moines Water Works, MidAmerican Energy, etc.
3. The data is rated; which provides objective information that is fact-based, measurable and observable.
4. The City Engineer provides probable costs for top priority projects.
5. Staff meets with the City's Financial Advisor to review the debt service levy and short and long-term financial position of the City.
6. Staff presents a draft to the Council Public Works Committee for review and feedback.
7. Staff presents a draft to the Council Budget Committee for review and feedback.
8. The Council Budget Committee presents the final draft to the City Council for approval.
9. The City Council approves the Budget, including the Capital Improvement Plan.



Equipment Replacement Plan (ERP), Capital Improvement Plan (CIP) and Budget worksheets due from the department heads. Preparation of Tax Increment Financing (TIF) Projections, CIP and ERP spreadsheets for the Council Budget Committee.

City Administrator to meet with each department, DMWW, MidAmerican Energy, and City Engineer.

City Administrator and Treasurer to meet with Council Budget Committee specifically on staff recommendations for the CIP ERP and TIF Projections.

City Administrator and Treasurer to meet regarding all budget documents.

City Administrator to meet with each department. Department Heads present proposed budget documents to their perspective Committees.



Budget Committee and Staff will present recommendations to City Council for approval.

Special Council Meeting Budget Presentation and Work Session.

Set the Public Hearing for March 6th on the FY 2017-18 Budget and authorize publication.

Public Hearing to discuss and request approval of the FY 2017-18 Budget.

Filing deadline of FY 2017-18 Budget with Polk County.



The Wellmark Foundation is an Independent Licensee of the Blue Cross and Blue Shield Association

FOR IMMEDIATE RELEASE:
Monday, October 31, 2016

Teresa Roof | 515.376.5869 | RoofT@wellmark.com
Gunnar Olson | 515.334.0075 | golson@dmampo.org

With complete streets projects, cities invite healthful use by active people

Four new Complete Streets Tactical Starts projects are on-the-ground and making it easier for people to walk, bike, and take transit in Greater Des Moines. These projects include a new type of bicycle parking on Ingersoll Avenue in Des Moines, a portable parklet on 66th Avenue in Windsor Heights, a safer trail crossing of NW 60th Avenue in Johnston, and a dedicated bike lane and sharrows on South 5th Street in Carlisle.

The Complete Streets Tactical Starts Mini-Grants Program was funded by The Wellmark Foundation and administered by the Des Moines Area Metropolitan Planning Organization. The program sought to fund projects that remove barriers to daily physical activity, promote more active transportation, and improve the health outcomes of the community.

“The Wellmark Foundation applauds the changes these communities have done to the built environment by making active transportation easier for their citizens,” said Stephanie Perry, The Wellmark Foundation manager. “These projects represent sustainable change which can improve the overall well-being of the communities.”



South 5th Street in Carlisle

The grant program was part of a larger effort by region’s cities to adopt complete streets policies. To date, nine cities in the region have adopted complete streets policies, including all of the cities implementing the Complete Streets Tactical Starts projects. More information on complete streets and the grant program can be found at dmampo.org/complete-streets.

Two additional projects have been funded, an expansion of the Des Moines BCycle bike-share program and a new connection between the Neal Smith Trail and 6th Avenue in Des Moines. These two projects will be completed in 2017.

Each of these projects demonstrated complete streets principles and will help add transportation options to the community, improve public health outcomes, and demonstrate positive solutions that can be used throughout the region. For more information, call or email the MPO staff at 515-334-0075 or info@dmampo.org.

The Wellmark Foundation is a private, non-profit foundation created by Wellmark, Inc., doing business as Wellmark Blue Cross and Blue Shield of Iowa. Please visit The Wellmark Foundation's Web site at www.wellmark.com/foundation to learn more about our grant program, as well as a list of previous grant recipients. Wellmark Blue Cross and Blue Shield and The Wellmark Foundation are independent licensees of the Blue Cross and Blue Shield Association.

The Des Moines Area Metropolitan Planning Organization (MPO) acts as a regional forum to ensure coordination between the public and local, state, and federal agencies in regard to planning issues and to prepare transportation plans and programs. The MPO develops both long- and short-range multimodal transportation plans, selects and approves projects for federal funding based upon regional priorities, and develops methods to reduce traffic congestion.

WINDSOR HEIGHTS CAPITAL IMPROVEMENT PLAN

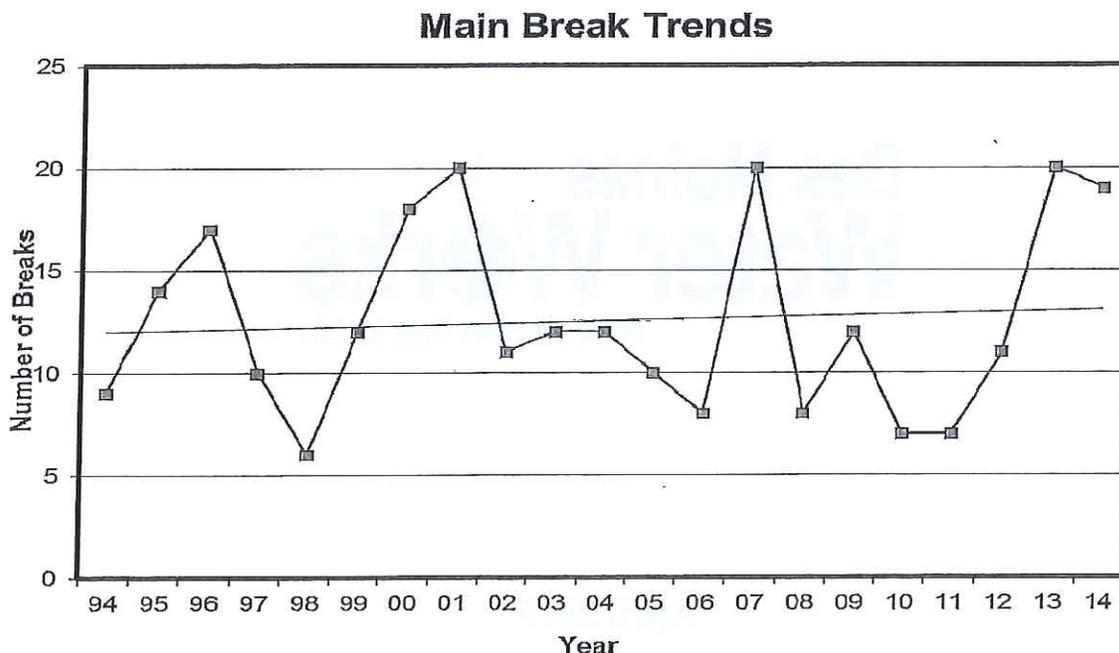


April 2015

The City of Windsor Heights became a full service customer to Des Moines Water Works (DMWW) in 1988. DMWW provides services such as billing for water, reading meters, providing customer service to the property owners, provides engineering services, managing, maintaining, and operating the water distribution system for the City of Windsor Heights. The water distribution system has approximately 23 miles of water main from 4 inches in diameter to 12 inches in diameter. There are also 202 fire hydrants and 223 valves in the water distribution system.

DMWW prefers to coordinate with consultants to include replacing water mains, if needed, with City projects for street or sewer improvements. There has been some success with consultants in the past to coordinate street improvement projects with water main replacement in Windsor Heights. There is a lot of efficiency when a project reconstructs a street, replaces storm sewers and sanitary sewers, and replaces water main. Coordinating this work can be very beneficial to property owners, the City, and existing utilities. A paving program has been developed for the City of Windsor Heights that goes until the end of 2015. This paving program includes HMA overlay with some full-depth patching a few storm sewer structure replacements. Since a paving program has not been developed beyond 2015, DMWW could not coordinate that work with the Capital Improvement Plan. Comparing the existing paving program that was developed for 2015 and this report for a Capital Improvement Plan (CIP) for the water distribution system, most areas of the paving program do not align with this CIP for water distribution improvements. The areas where these projects do align, I would suggest waiting to overlay the street until after the water main has been replaced or anode retrofit has been installed.

As shown on the graph below, the main breaks in the City of Windsor Heights have been high in the last two years with approximately 20 main breaks in a year. The trend line on this graph shows that the number of main breaks in the City of Windsor Heights is increasing.



DMWW has created a CIP to improve the water distribution system for the City of Windsor Heights. This CIP includes both replacing existing water mains with a larger new water main and utilizing an anode retrofit program to cathodically protect existing water mains.

The anode retrofit program uses sacrificial anodes to lower the rate of corrosion that occurs on existing water mains, which lengthens the life of a water main. The cost of implementing an anode retrofit program on an existing water main is significantly less than replacing the same water main. However, there are times where replacing the water main is more beneficial. It is better to replace a water main if the water main is too small to provide fire protection to the community, if there have been too many previous main breaks on a water main, or if the City plans for a project to completely reconstruct the street.

Fire protection is available to a community when a hydrant is placed on a water main that is at least 6 inches in diameter. If a hydrant is on a smaller main than 6 inches, the water available to fight a fire is minimal. The fire department would need to bring a water tank on a truck that has a limited supply of water to the fire to fight the fire. For this reason, the smallest water main that DMWW recommends installing is an 8-inch water main.

There have been six water mains within the City of Windsor Heights that anodes for controlling corrosion has been installed. The first anode retrofit project was implemented in 2006 in the City of Windsor Heights. Since implementing the anode retrofit program to these water mains, the main breaks on these streets have decreased significantly, which has shown to prolong the lifespan of the water main. Below is a table that shows the streets that have been cathodically protected using the anode retrofit program in the City of Windsor Heights.

Anode Retrofit Program Installed

<u>Year</u>	<u>Street</u>	<u>From</u>	<u>To</u>	<u>Water Main Size</u>	<u>Length (ft)</u>
2006	Timmons Drive	69th Street	68th Street	6"	555
2008	74th Street	College Drive	Wilshire Boulevard	6"	1,444
2009	Sunrise Boulevard	73rd Street	70th Street	6"	1,486
2011	Colby Avenue	73rd Street	70th Street	6"	1,279
2013	College Drive	75th Street	73rd Street	6"	620
2013	68th Street	Timmons Dr	Hickman Road	6"	1,287

There have been three water main replacement projects in the last 10 years. The first main replacement project was constructed in 2009 on 64th Street from School Street north to the dead end and on Mott Avenue from 64th Street to 65th Street. This water main was replaced because of the high number of main breaks on the existing water main, and the size of the existing water main is too small for fire protection. The second main replacement project was constructed in 2011 underneath Walnut Creek just north of I-235. This water main became too shallow underneath the creek after the 2008 floods. This project was paid for by FEMA funding. The third water main replacement project was constructed in 2011 in a City of Windsor Heights project. The water main in this project was replaced on Hickman Road from 63rd Street west for

approximately 1,100 feet. Completing this project of replacing City infrastructure and existing utilities at the same time allowed for the inconvenience to drivers and property owners to be at a minimum.

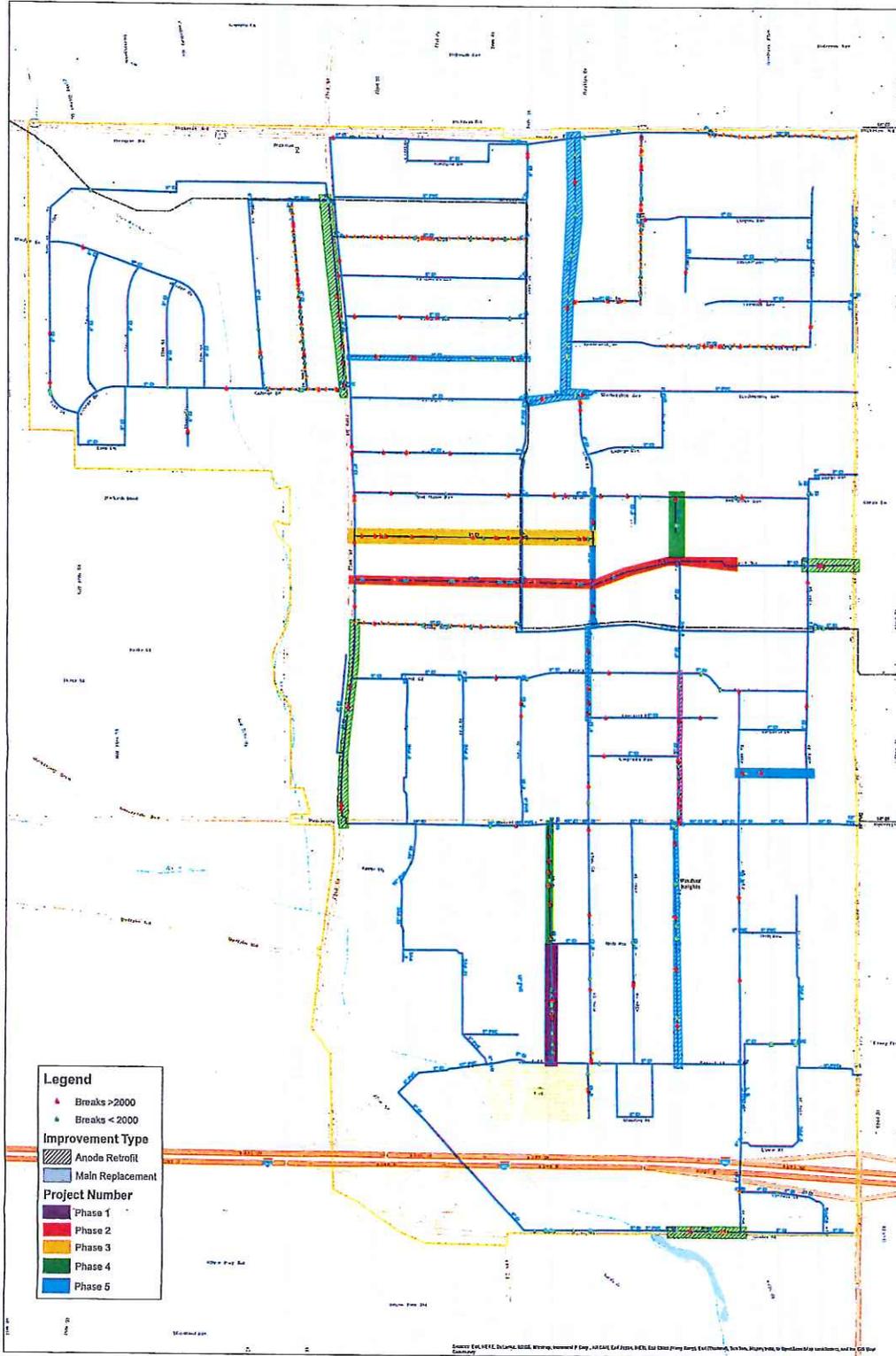
The CIP that DMWW has created is divided into five different projects that total approximately \$1,500,000 as shown in the table on page 4. The projects were created with the main break to length ratio in mind, as well as the cost for each project. The streets with the water mains that have the highest main break to length ratio are near the top of the table, and the streets with water mains that have a low main break to length ratio are near the bottom. Streets were grouped together so the construction cost for each project was approximately \$300,000. The projects can either be completed all at once, do one project every year, or complete the projects every other year as funding is available.

The map on page 5 shows the City of Windsor Heights and the CIP projects. Implementing this CIP will definitely reduce the main breaks that are experienced and improve the water distribution system in the City of Windsor Heights. Coordinating projects with City street projects will help keep costs down, be more efficient, and not cause as much inconvenience to the property owners in the areas of construction.

Windsor Heights CIP Summary

Project	Street	From	To	Replacement Total Cost	ARP Total Cost	\$/ft	Total Cost Each Year	Replace/ARP
1	69th Street	School Street	Mott Avenue	\$184,200		\$202.42	\$198,450	Replace
1	66th Street	University Avenue	Forest Court		\$14,250	\$12.37		ARP
2	Sunset Terrace	73rd Street	6500 Sunset Terrace	\$437,400		\$173.57	\$437,400	Replace
3	Reite Avenue	73rd Street	68th Street	\$309,000		\$169.32		Replace
4	Sunset Terrace	64th Street	63rd Street		\$6,400	\$17.30	\$309,000	ARP
4	Center Street	Walnut Creek	65th Street		\$7,000	\$13.06		ARP
4	73rd Street	Wilshire Boulevard	College Drive		\$16,800	\$11.36	\$279,400	ARP
4	69th Street	University Avenue	Mott Avenue	\$153,000		\$170.00		Replace
4	73rd Street	University Avenue	Colby Avenue		\$22,400	\$14.51	\$279,400	ARP
4	66th Street	Del Matro Avenue	Sunset Terrace	\$73,800		\$150.61		Replace
5	68th Street	Elmcrest Drive	Colby Avenue		\$8,400	\$12.43	\$321,500	ARP
5	Jefferson Avenue	73rd Street	70th Street		\$15,400	\$11.35		ARP
5	Carpenter Avenue	65th Street	64th Street	\$95,500		\$181.90	\$321,500	Replace
5	66th Street	University Avenue	School Street		\$20,300	\$11.16		ARP
5	Washington Avenue	70th Street	68th Street		\$7,000	\$12.64	\$321,500	ARP
5	69th Street	Washington Avenue	Hickman Road		\$22,400	\$11.42		ARP
5	68th Street	Colby Avenue	Del Matro Avenue	\$152,500		\$152.50	Replace	

Capital Improvements for Windsor Heights



November 4, 2016

Mr. Jeff Klein
City of Windsor Heights
1133 66th St
Windsor Heights, Iowa 50311-1703

Dear Mr. Klein:

The Des Moines Water Works Board of Trustees approved a 10% rate increase for 2017.

The City of Windsor Heights rate classification will apply to all of the consumption used for 2017.

Those rates are:

Effective Date	Rate / 1,000 gallons
January 1, 2017 – March 31, 2017	\$3.81
April 1, 2017 - December 31, 2017	\$4.19

If you have any questions, please do not hesitate to contact me.

Best Regards,



Tonia Smith
Des Moines Water Works
Customer Service Coordinator
515.283.8779

STAFF MEETING AGENDA

Monday, October 24, 2016

9:00 – 10:30 A.M.

City Hall – Conference Room

A. Welcome/Handouts: Budget Timeline

B. Council Meeting Agenda: All packet materials and agenda items are due by noon on Wednesday. If not received, the item will be postponed until the following meeting.

1. Staff Reports – a. 1st Meeting – Tim, Doug and Marcia

b. 2nd Meeting – Brandt, Jess and Derek

Old Business

A. One Organization – How have you helped another department this last week? How can you help in the next few?

1. Marcia and Liz to help on AFG Grant.

2. Public Works to seek help from Derek on location of ATE's and truck route signs needed

B. Newsletter articles for DMWW and WH Living is for December are due November 15th - Send to Jess

1. Chamber and Community Events/Winter Festival – Jess

2. Winter Driving Tips – Derek

3. Snow Emergency Reminder – Doug

4. CIP - Liz

5. Police K9 Wanted – Derek

6. WDM Sweeping, Nov. 6-12 – Doug

7. Mayor's Column and Council Bios and monthly Coffee –

8. November 14th City News Hour –

9. Metro West Program –

10. Metro Waste Website –

11. Free Libraries and Map to come soon –

12. Flag Program for FD – Pic and article for all media (Mayor)

13. Walkability Podcast –

14. Financial Overview -

15. Vacation Watch -

C. Projects Update: Sunset Terrace –

D. Budget – Please bring ERP with you today if you don't have it in. Budget worksheets going out on 10/24 and due 11/21.

1. Fee Schedule Review –

New Business

A. Amending Zoning Regulations – Capital Crossroads Initiative: Staff to review

B. Nolan Garage – Electric Permit: Code Enforcement is reviewing

C. Mosquito Spraying – Spray before the Fourth of July

D. Election – Police Protection: PD is looking at if this is needed.

E. Safety Training: IAMU or other? Continued Education? Safety Coordinator? ICAP visit: CA to review requirements.

F. Employment: PT Temp Snow Plow Driver: Posted on web, facebook, ILC, Grandview and DMACC

G. WH Foundation – Wish List and Details: Distributed to Marcia and Doug for follow-up

H. Customer Service/Complaint Form Follow-up: CA to follow-up on software research

I. Special Events Follow-up: Distributed to Marcia and Doug for follow-up

Updates

A. Police Department – Many calls recently are on financial fraud. In process of recruiting 1 admin and 2 officer replacements.

B. Fire/EMS/Safety – Recruiters are studying to test in Indianola next weekend. Ember still has worms.

C. Public Works – PW is obtaining 2 more quotes for overhead door replacement at Maintenance Facility. Doug did presentation with Clive Learning Academy.

D. Communications/Special Events – Newsletter for November is done today and being reviewed by administration, staff is working on Santa event in December and Jess will be following-up with the Mayor on a Mayor's Column.

E. Administration – Marcia will be on vacation from November 11-18.

Adjourn: Next Meeting: Monday, November 14 at 9:00 a.m. at City Hall.

Elizabeth Hansen

From: John Busbee <johntaylorbusbee@gmail.com>
Sent: Thursday, November 03, 2016 7:17 PM
To: Derek Meyer; Doug Stone; Elizabeth Hansen
Cc: Kevin Mann; William Coit
Subject: Follow up to our meeting today

Many thanks for taking the time today to make our production work in Windsor Heights follow a mutually beneficial path for all involved.

I spent much time with one of the home's owners at 7005 Reite visit with many of the neighbors in the immediate area, and all appreciated the upfront meeting and information. Most commented that they were wondering what was happening at the house we will be filming in. All now have my contact information and an overview of what the project will entail, including parking production trucks along the north side of Reite.

Doug, I perused the different permit options, and wasn't sure which one I should consider for our use for short term, overnight parking when we are filming at this location. Most of these situations would involved locating the production trucks to this street on the Tuesday night before beginning three days of filming, then moving the trucks at the end of production on Friday. There likely will be variations of this, but I want to be sure we have proper permissions and permits in place, and understand what fees we need to pay.

I found the noise ordinances, and am checking out parameters with the guidelines spelled out in the ordinances so we can be good partners in this venture.

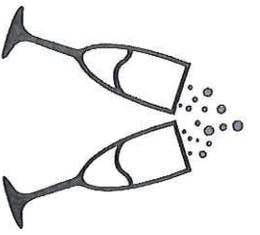
Capt. Meyer, I'd like to put in a request now for an off-duty officer to be on location Tuesday when we move production trucks in and on Wednesday when we begin production work. I will provide more specific information about time. Our production office needs any officer to fill out a W-2, and payment for services will be by check following their support.

We will provide out best initial production schedule to you by Monday, as we have several meetings through the weekend to determine the initial time.

I also will request a Certificate of Insurance for city-owned property on which our production vehicles will be situated. Please let me know if I need to forward anything different than the City Hall address (1145-66th Street, Suite 1, Windsor Heights, IA 50324) and if the correct name is "City of Windsor Heights."

I believe that covers some of the initial steps needed. Thanks again for your help making sure we create a positive experience for everyone.

Best,
John Busbee, Location Manager
C: 515-707-1532



GOLD
Bankers Trust
Kemins Industries, Inc.
Nationwide

SILVER
Kim and Roger Ceilley
Allison and Jim Fleming
Genus Landscape Architects

A Toast... To Our Sponsors

Josephs Jewelers
McGowen Hurst Clark & Smith, P.C.
McKee, Voorhees & Sease, P.C.
MidAmerican Energy
Brenda and Bernie Mouw
Kim and Carlton Peterson
Principal
West Bank

BRONZE
AAA Travel and Insurance
Laurie and Neil Barrick
Michelle Book
Cindy and Kent Brady
Jean and Craig Clabaugh
Katrina Guest and Andrew Gangle
Carolyn Lynner and Keith Thornton

SUPPORTER
Victoria Brenton and Adam Lackey
Nicole Graziano

celebrate champagne & chocolate

Greater Des Moines Botanical Garden
Friday, November 18, 2016 / 6 – 8 p.m.
Complimentary Valet Parking

Toast the start of the holiday season in style with champagne, chocolate and hors d'oeuvres as we celebrate the unveiling of the Botanical Garden's 4th Annual Holiday Exhibition. Be enveloped in the warmth of the garden and be amazed by the classic elegance of dozens of Amaryllis varieties and an array of seasonal flowers only this holiday gala brings.

Please reserve your tickets by Friday, November 11.

Please fill out and mail the information to your right to:
Greater Des Moines Botanical Garden / 909 Robert D. Ray Drive,
Des Moines, Iowa 50309-2897. To purchase tickets online,
please visit dmbotanicalgarden.com.

Following the event at 8 p.m., limited reservations will be available for a three course dinner at Trellis. To reserve your table call 515-330-1517 or email eventsales@port-of-desmoines.com

Your generosity benefits the Botanical Garden's year-round educational and outreach programming.

YOU ARE CORDIALLY INVITED TO ATTEND
THE

Senior Business Hall of Fame

2016 BLACK TIE DINNER



HONORING THIS YEAR'S INDUCTEES

Kyle J. Krause

John R. & Randy Winegard

THURSDAY, DECEMBER 1, 2016

RECEPTION ~ 5:30 PM

DINNER AND PROGRAM • 6:30 PM

THE MEADOWS EVENTS AND CONFERENCE CENTER
ONE PRAIRIE MEADOWS DR., ALTOONA, IA

FORMAL ATTIRE
A REPLY CARD IS ENCLOSED

RSVP

- ENCLOSED IS A CHECK PAYABLE TO THE GREATER DES MOINES COMMITTEE FOR \$175 PER GUEST WITH THEIR NAME(S) LISTED ON THE REVERSE SIDE OF THIS CARD.
- ENCLOSED IS A CHECK PAYABLE TO THE GREATER DES MOINES COMMITTEE FOR \$1,500 FOR A RESERVED TABLE OF EIGHT GUESTS WITH THEIR NAME(S) LISTED ON THE REVERSE SIDE OF THIS CARD.
- I REGRET I AM NOT ABLE TO ATTEND THE 2016 BLACK TIE DINNER.

Name(s) _____

RSVP BY NOVEMBER 23, 2016

CONTACT CARMELLA HECKARD AT (515) 286-4943 FOR ADDITIONAL INFORMATION.

