

**2017-18 Sidewalk Project Timeline
Assessment and GO Bonding**

3/6/17	<p>The City Council approves the Budget, including the Capital Improvement Plan.</p> <p>Mayor appoints the Complete Street Advisory Committee.</p> <p>Council considers approving a Scope and Fee from City Engineer for designing projects included in the Capital Improvement Plan to be constructed in FY 2016-17 and FY 2017-18.</p>
3/7/17	<p>The Complete Street Advisory Committee to meet with City Engineer to assist with street and sidewalk design, layout, trees, utilities, bicycle facilities and other traffic calming measures.</p>
4/3/17	<p>Preliminary Resolution with list of affected properties, an estimate of the cost, and a map showing the boundary of the project.</p> <p>Council set the public hearing for 5/1/17.</p>
4/10/17	<p>Send notice to paper for public hearing – at least 10 days before PH.</p> <p>Mail notices to affected property owners.</p>
4/17/17	<p>Send notice to paper for public hearing – at least 10 days before PH.</p> <p>Council also schedules a public hearing on the bond issuance for 5/1/17.</p>
5/1/17	<p>Receive final plans, specs and bid documents from Engineer.</p> <p>Council holds the public hearing on Resolution of Necessity & Resolution Ordering Plans and Specs be prepared.</p> <p>Council holds the public hearing on the bond issuance, adopts POS, and sets date for sale on 5/15/17.</p>
5/2/17	<p>Bond Counsel to prepare Resolution setting public hearing by noon 5/9/17.</p> <p>Certify with Polk County Resolution of Necessity Plat Map & schedule of Assessments</p>
5/15/17	<p>City Council sets public hearing on construction plans, specs and sets bid date and authorizes publication. Public Hearing 6/19/17.</p> <p>Send out Plans to Bidders.</p>
6/2/17	<p>City Clerk's publish date.</p>
6/7/17	<p>Open Bids at 3:00 p.m.</p>

	Bond Counsel prepares notifications and Resolution awarding the project by 6/14/17.
6/19/17	City Council holds the public hearing, awards the project, and authorizes execution of the contract.
6/26/17	Preconstruction Meeting with Contractor and Engineer.
7/10/17	Construction begins.
11/1/17	Project completion date.
11/6/17	Staff files Engineers Inspection Certificate of final costs and work done. Council reviews Resolution Accepting Work and amount to be assessed.
11/20/17	Resolution to adopt Final Assessment Schedule and direct staff to public notice.
11/20/17	Send notice to paper and mail letters to property owners.
11/27/17	Send notice to paper.
12/20/17	Special Assessment on taxes to Polk County

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**City of Windsor Heights, Iowa
Proposed Schedule of Events
for
Series 2017**

March							April							May							June						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4							1		1	2	3	4	5	6					1	2	3
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	
							30																				

Target Date	Required Task	Additional Details	Responsible Party
Mar-June	• Issue Planning	• Sizing, sale details, disclosure preparation	All
Apr 17	• Council Meeting	• Set Hearing for May 1	WH,BC
Apr 24	• POS	• Distribute draft to all parties	WH,BC
Apr 24-25	• Rating Call	• Targeted Dates for Ratings Call	WH, FA, RA
May 1	• Council Meeting	• Hold Hearing • Council adopts POS • Set Sale Date for May 15	WH,BC
May 4	• Ratings Released	• Receive Rating	
May 8	• Publish POS	• Distribute POS to potential buyers, PARITY	FA
May 15	• Bond Sale 11:00 AM • Council Meeting 6:00 PM	• Verify Bids • Accept winning bid	WH, FA WH, FA
June 5	• Closing Preparation	• Adopt Authorizing Resolution	WH, BC
June 6-19	• Closing Preparation	• Finalize Documents	WH, BC
June 20	• Bond Closing	• Finalize documents • Purchaser pays for the bonds	BC, WH, FA, PA

Financing Team:

WH: Windsor Heights

BC: Dorsey & Whitney

FA: Independent Public Advisors, LLC

PA: Bankers Trust Company

RA: Moody's Investors Service