



**FINANCE & ADMINISTRATION SUB-COMMITTEE**  
**MEETING MINUTES**  
**Wednesday, October 21, 2015 - 7:30 AM**  
**West Des Moines City Hall – 4200 Mills Civic Parkway**  
**Training Room, 2<sup>nd</sup> Floor**

Present: Councilmember Russ Trimble, Councilmember Rick Messerschmidt, City Manager Tom Hadden, Finance Director Tim Stiles, City Attorney Dick Scieszinski, Human Resource Jane Pauba Dodge, Parks and Recreation Director Gary Scott, Parks, Parks Superintendent Sally Ortigies, Planner Linda Schemmel, Communications Specialist Lucinda Stephenson, Budget Analyst Chris Hamlett, and Administrative Secretary Maureen Richmond

**Item 1 – Sister Cities Plans**

Guests: Jeff Lipman, Sister Cities  
Phyllis Staplin, Sister Cities  
Mark Finkelstein, Jewish Foundation of Greater Des Moines

Meeting was called to order at 7:30 AM

**1. Sister Cities Strategic Plan and Proposed Budget Amendment**

The West Des Moines Sister Cities Commission (SCC) has developed a strategic plan and because part of that plan requires an upfront investment, they are requesting a budget amendment for the current fiscal year.

Mr. Lipman and Ms. Staplin explained that the SCC was formed last year and now is working toward developing economic opportunities and educational exchanges with two (potential) sister cities, Match Asher, Israel and Yiwu, China. Goals of the Sister Cities program include encouraging travel and exploring mutually-beneficial economic and cultural exchanges between the sister cities. The SCC members noted that in order to establish and build these relationships, it requires an “upfront” investment in terms of travel to the sister cities as well as hosting delegations from the sister cities. Mr. Lipman explained that trusting relationships need to be built prior to the respective cities entering into formal agreements.

Regarding specific expenses, Mr. Lipman explained that the custom is for the hosting city to pay for expenses of the traveling party, including lodging, meals, and incidentals. The SCC is asking for an additional \$15,015 to their current budget year remaining budget \$12,650 to cover travel expenses. They presented a proposed line-by-line budget to the Committee which included significant expenses as follows:

- Travel to Match Asher, Israel (\$10,000). This would pay for two SCC Board Members from the SSC Budget (City general fund). Mr. Finkelstein explained that the Jewish Foundation has offered to pick up the remainder of the cost for the delegation (approximately \$4,000).

- Travel to Yiwu, China (\$10,000). This would pay for two SSC Commissioners paid from SC Budget. It is likely that other delegates on this trip could include Community and Economic City Employees and the Pro-Tem Mayor, which would be likely be paid through the City's Economic Development fund.
- West Des Moines hosting for the delegation from Yiwu, China (Hotel, food, and gifts) – Cost estimated at \$3,000.
- Travel and registration for two SCC commission members to attend the Annual Sister Cities Conference in Washington, D.C., July 14-16, 2016 – Cost approximately \$2,400.

Mr. Lipman noted there are great opportunities with both countries and looks forward to having a Memorandum of Understanding signed with each city in the near future.

Mr. Stiles noted the funds are allocated from the City General Fund in the current budget. Councilmembers recommended that Hotel Motel funds be considered in future years.

Mr. Hamlett noted that he could revise Budget Amendment # 1, discussed below, to include this additional cost item.

Councilmembers supported the proposed amendment to the Sister Cities FY 2014-15 budget and recommended the expenditure item be included with Budget Amendment #1 on the November 16, 2015 City Council agenda for full consideration.

## **2. Forestry Program**

Mr. Scott is asking to purchase a \$100,000 forestry bucket truck, to be paid from the FY 2015-16 budget as part of the funding allocated to Emerald Ash Borer. Mr. Scott explained since the Urban Forester Supervisor was hired, the Parks Department has taken charge of handling all parks trees, pruning trees observed to be hazardous, and trimming "street" trees (those located in the right of way in residential neighborhoods) in situations where a non-compliant tree has been observed and reported by residents, trash collectors, or others.

Mr. Scott is proposing to revise the Parks tree trimming management by having the Forester handle all City trees and trimming all street trees. He noted that street trees have traditionally been the responsibility by the property owners. Currently when the City receives a report of a non-compliant street tree, an inspector is sent and if they agree, the resident is notified via door-knocker and certified mail and given a period of days to remedy the situation. The property is inspected again following the remedy period, then if still not in compliance the City hires a contractor to complete the work and prepares an assessment against the resident's property. Staff feels changing the process will be result in completing the required maintenance much more quickly which increases efficiency. There is also increased safety by having the problem addressed directly and immediately, and it is friendlier from a resident's perspective.

The bucket truck would also be used to provide maintenance in parks, such as changing lights and maintaining rooftops.

Councilmembers had concern with City liability if it assumes responsibility for trimming, and Mr. Scott and Mr. Scieszinski agreed to research. Mr. Scott was also tasked with collecting possibly cost saving data.

Councilmembers recommended this item to be deferred and brought back with the requested information to a future Finance and Administration meeting for further discussion.

### **3. Federally Funded Police Positions**

Mr. Hadden presented a Police Department Memo regarding hiring two additional Police Officers, each of which would be funded through grant opportunities. The first grant allows up to \$88,000 and is available through a Federal task force -- Drug Enforcement Administration High Intensity Drug Trafficking Area (HIDTA) Task Force. The second is available through the Federal Bureau of Investigation Regional Violent Crime Task Force. He explained that, in addition to the obvious benefit of having officers' salaried funded by other organizations, these grants provide several benefits to the department:

- Professional development opportunities for staff including high profile incident investigations
- Officers have increased ability to be more proactive in our community policing and crime prevention efforts
- The assigned Task Force officer would be present during cases for federal prosecution

Also, the department may financially benefit from the equitable sharing aspects of the Federal asset forfeiture program. Any available forfeiture funds can then be used for departmental needs.

Councilmembers supported the hiring the officers provided through the grant programs and recommended that the item be placed on the November 2, 2015, City Council meeting for full consideration.

### **4. FY 2015-16 Budget Amendment #1**

Mr. Stiles and Mr. Hamlett presented Budget Amendment #1. The majority of the Budget Amendment is to carry over funds from the previous fiscal year due to incomplete projects.

Mr. Messerschmidt asked about FCC licenses expense. It was noted that this was previously allocated in the Finance budget cost center but is being moved to WestCom cost center because the cost relates to WestCom and this way all WestCom cities will share in the expense.

Councilmembers supported moving forward with Budget Amendment #1. Notice will be published on November 6, 2015, and the item will be placed on the November 16, 2015, City Council agenda for full consideration.

**5. Staff Updates**

**318 5<sup>th</sup> Street Remodeling**

Ms. Schemmel presented an update on the remodeling at 318 5<sup>th</sup> Street. The current budget is \$541,000 carried over from the previous year which will cover the majority of the base remodel. There will likely be a budget amendment required once the bids are obtained to cover additional interior costs.

The contract is currently out for bidding. She noted that after bidding, a contract will be awarded for the base project including roof replacement, fire sprinkler system, and masonry/chimney repairs. In addition, removal of asbestos will be required through a separate contract process.

The bidding documents also include the following:

**1<sup>st</sup> Alternate – City Cost**

- Complete interior finishes (e.g. room panels/offices), carpet, paint
- No work in restrooms

**2<sup>nd</sup> Alternate – Tenant Cost**

- An additional restroom for the building will be required if the tenant uses the Community Room as an assembly space.

**3<sup>rd</sup> Alternate – Tenant Cost**

- Additional restroom updates – provide new fixtures

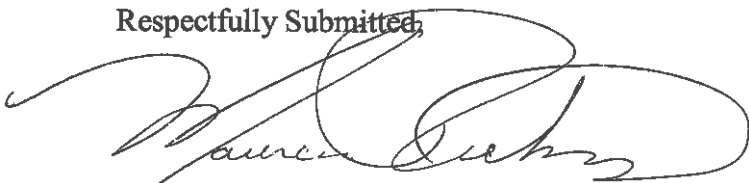
The City will receive the bids and award the contract for the improvements. The improvement costs will be presented to the tenant (WDM Incubator) and will be included in the lease for reimbursement.

**6. Other Matters**

**None**

Meeting was adjourned at 8:46 AM.

Respectfully Submitted,



Maureen Richmond  
Administrative Secretary