



**FINANCE & ADMINISTRATION SUB-COMMITTEE
MEETING MINUTES
Wednesday, November 18, 2015 - 7:30 AM
West Des Moines City Hall – 4200 Mills Civic Parkway
Training Room, 2nd Floor**

Present: Councilmember Russ Trimble, Councilmember Jim Sandager, City Manager Tom Hadden, Finance Director Tim Stiles, City Attorney Dick Scieszinski, Fire Chief Craig Leu, Fleet Manager Rian Rasmussen, Enterprise Applications Manager Darrel Greifzu, Principal Engineer Brian Hemesath, Accounting Manager Becky Scott, Communications Specialist Lucinda Stephenson, Budget Analyst Chris Hamlett, and Administrative Secretary Maureen Richmond

Meeting was called to order at 7:30 AM

1. Collective Data – Fleet Management Software Contract

Mr. Greifzu presented results of a recent Request for Proposal (RFP) issued by the City to select and purchase Vehicle Fleet Management Software. Up to \$75,000 had been budgeted in FY 2015-16 for this purpose. He noted that the cost of the purchase agreement for the base software, including installation and training, is \$53,500. There will be an added cost to develop an interface between the fleet management software and the City's newly-purchased financial software (implementation scheduled for July 1, 2016). When this cost is known, a change order will be requested at that time, but total cost is not expected to exceed the allocated budget of \$75,000.

Mr. Greifzu explained that the City's existing software package is needed to keep service records on vehicles. The current platform is 20+ years old, is DOS based, and has not kept up with technology over time. It currently doesn't provide necessary automation and reporting and fleet mechanics have to process much of the paperwork manually. Service reminders, logs of warranty items, and invoice history are needed but not available in the current system.

The RFP was conducted and 10 vendors submitted proposals prior to the due date of July 17, 2015. A review team consisting of Public Works and IT staff evaluated each proposal and Collective Data scored the highest out of three finalists.

Collective Data is an Iowa based company with modern technology. The new software has the capability of monitoring vehicle maintenance history, scheduling service, tracking fuel usage, forecasting replacement, and integration with financial software to streamline purchase orders, invoice payments, and asset management. The project time line is approximately six months from date of purchase to full implementation.

Councilmembers recommended approval of the purchase of Fleet Management Software from Collective Data and suggested the item be placed on the November 30, 2015, City Council agenda for full consideration and approval.

2. Oppidan – 93rd Street Certification

Mr. Hemesath, Mr. Scieszinski, and Mr. Stiles presented certification costs from Oppidan (KTJ 201 LLC) related to an existing agreement allowing reimbursement from the City for Oppidan's cost to construct 93rd Street in the Woodland Hills Urban Renewal Area.

Oppidan submitted a listing of over \$1.2 million of related costs which were reviewed by Staff. Following review and subsequent negotiations and discussions with Oppidan, the two sides have agreed on an amount of \$529,305. It was noted along the way that the City will also be responsible for a payment of \$20,315 for reimbursement of construction cost for a trail along 93rd Street.

Mr. Hemesath noted that the development cost still needs to be certified by an engineer or accountant, as per terms of the agreement.

Councilmembers agreed with the negotiated Oppidan Woodland Hills/93rd Street certified cost in the amount of \$529,305, and recommended the item be placed on the November 30, 2015, City Council agenda for full consideration and approval, pending appropriate certification by a licensed engineer or accountant.

3. S. 88th Street Grading Project – Funding Source Clarification

Mr. Stiles brought forward a previous Council approval item for funding clarification. The Council Communication for S. 88th Street Grading Project which was approved at the Nov. 2, 2015, Council Meeting did not specify that the project is being paid with TIF funds. This information should have been included. He noted that the item was identified during the budget process as a TIF funding source, and this has been consistent as the project was discussed.

Councilmembers acknowledged the clarification and agreed that minutes of this meeting could serve as sufficient documentation of the intention.

4. FY 2014-15 Comprehensive Annual Financial Report (CAFR) Status

Mr. Stiles noted that staff has received an extension of time to submit the City's FY 14-15 Comprehensive Annual Financial Report (CAFR) to the Government Finance Officers Association (GFOA). He noted that the extension was granted due to staff commitments towards software implementation, and also to an extended medical leave by Kristi Garland, Staff Accountant. The original deadline was December 31, 2015, but the extension will allow for submittal by January 31, 2016. Mr. Stiles noted the AFR (State report) was submitted by the deadline of November 30, 2015.

Mr. Stiles noted that the Council will still need to review and approve the CAFR prior to submission to GFOA. The report will be presented at a City Council meeting for full consideration and approval on either January 11 or 26, depending on timing.

Councilmembers acknowledged the update and noted the new timeline.

5. 2016 Finance & Administration Subcommittee Proposed Meeting Schedule

Ms. Richmond provided the Councilmembers with a calendar of proposed 2016 Committee meeting dates. Dates were agreed to with one exception, it was noted that the January 13th meeting will begin at 7:00 AM rather than 7:30 AM.

Mr. Stiles distributed a proposed Hotel/Motel application process and timeline, related to applicant organizations. It was agreed that all applicants would give a presentation before the committee, including a narrative on how the City's contribution was spent the previous fiscal year.

6. Staff Updates

- A. Mr. Stiles brought forward preliminary results of the City's recent Banking Service Request for Proposals, noting that a total of nine responses were received. He reminded the Committee that the RFP broke down services into three categories: General Banking, Investments, and Credit Card Processing. Not all institutions were required to respond to each section, and so proposals for each area will be considered separately (all pieces do not need to be awarded to the same proposer). The City's retained consultant (NCP, Inc.) and staff will evaluate the bids and conduct interviews with finalist institutions. It is hoped that staff can bring back a recommendation for the successful proposer(s) by the time of the December 16 committee meeting.
- B. Mr. Stiles presented a general fund cash balance comparison for the years ending June 30, 2014 and 2015, noting that the city's reserves maintained a balance of approximately 47%. He mentioned that a budget overview workshop is scheduled for December 14, 2015.
- C. Mr. Stiles distributed the Iowa League of Cities FY 16-17 Special Report. This report includes significant changes to Iowa's property tax system along with other economic factors for city governments.

7. Other Matters

Fleet Manager Rian Rasmussen and Fire Chief Craig Leu noted that in early November the City submitted a grant application to the Iowa Department of Natural Resources (IDNR) program related to its Diesel Emissions Reduction Act (DERA). The grant program seeks to incentivize governments to remove older diesel vehicles from their fleets in an effort to improve the environment. The Fire Department currently has several engines which qualified under the program so the funding was applied for.

Staff is pleased to report that this DERA grant to the City was very recently approved for \$125,000. West Des Moines is one of two entities to receive funding. A contract between the IDNR and the City will establish the project requirements. The \$125,000 will be funded by IDNR to replace a 1995 fire truck providing the remaining costs (estimated at \$515,000)

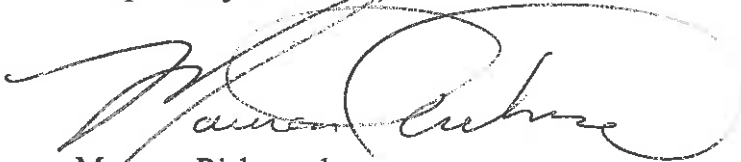
as a match. The 1995 Fire truck was due to be replaced in FY 2016-17 and has been scheduled to be purchased July 1, 2016. Mr. Rasmussen noted the grant takes approximately one-year to be submitted for payment.

Ms. Scott noted since these are Federal Funds there are underlying audit requirements. Ms. Scott will contact IDNR to request information.

Councilmembers supported that staff proceed with negotiating an agreement to go forward with the \$125,000 IDNR DERA grant contract and recommended that the item be placed on the November 30, 2015, City Council meeting for full consideration and approval.

Meeting was adjourned at 8:24 AM.

Respectfully Submitted,



Maureen Richmond
Administrative Secretary