



**FINANCE & ADMINISTRATION SUB-COMMITTEE
SPECIAL MEETING MINUTES
Wednesday, January 20, 2016 - 7:00 AM
West Des Moines City Hall – 4200 Mills Civic Parkway
Training Room, 2nd Floor**

Present: Councilmember Russ Trimble, Councilmember Jim Sandager, Finance Director Tim Stiles, City Attorney Dick Scieszinski, Human Resources Director Jane Pauba Dodge, Budget Analyst Chris Hamlett, Administrative Secretary Maureen Richmond

Guests: Mr. Bob Quinn, Tiger Softball Club
Ms. Vicky Long Hill, Eddie Davis Community Center, Inc.
Mr. Chuck Ebensberger, WDM Soccer Club
Mr. Ross Moffat, WDM Soccer Club
Mr. Jake Anonson, WDM Soccer Club

Meeting was called to order at 7:00 AM

1. Hotel/Motel Presentations by Applicant Organizations

Prior to the December 21, 2015, deadline, nine (9) organizations completed applications for discretionary Hotel/Motel Tax funding for the upcoming fiscal year beginning July 1, 2016. Part of the application process includes a brief presentation by the applicant organization to the F&A committee. Mr. Stiles noted that these presentations are scheduled to occur over the course of the next three (3) meetings, with this meeting including the second round of presentations. Mr. Stiles introduced representatives of the presenting organizations:

A. Tiger Softball Club

Mr. Bob Quinn, Representative of Tiger Softball Club, 807 38th Street, West Des Moines, provided a summary of his program. The organization is requesting \$2,000, the same amount as the previous year. Mr. Quinn described how the requested funding will be used.

Mr. Quinn noted that the mission of the Tiger Softball Club is to provide instructional programming to girls in grades 3-8 who would like to play softball at a competitive level. The program started in 1999 by serving 36 girls, and this past season the Club served 135 girls.

The club primarily uses the facilities of Valley High School and draws on the coaching expertise of the Valley High School staff, along with volunteers. Although most of the participants are WDM school players, the Club has also seen participants from Dowling and other schools. Member dues and fees pay for all tournament and travel expenses of the club. The City funds, if awarded, will be used for supplemental equipment which is a continued need.

B. Eddie Davis Community Center

Ms. Vicky Long Hill, representative of Eddie Davis Community Center, 1312 Maple Street, West Des Moines provided a summary of the organization and described how the requested funding will be used. She explained that The Eddie Community Center serves as a cultural, recreational, and entertainment facility. Their wide-ranging programs consist of educational programming along with events and recreation, all of which attracts a diverse population. The Center is primarily operated by volunteers and serves as a site where persons can volunteer from organizations such as WDM Schools, the WDM Police Department Youth Juvenile Justice Program, Boy Scouts, and other youth groups. The Center provides a safety net for people not eligible for government program (e.g. individuals who lost their job, those experiencing hard times); the center doesn't have an income guideline. As an example, someone who has used their monthly food allocation from another food pantry could receive additional needed food supplies at Eddie Davis.

The Councilmembers discussed the number of participants in the Center's programs and reviewed the financial reports provided, asking several questions of Ms. Long-Hill related to each area of the application.

The organization is requesting \$15,000 in funding. The previous year allocation of \$15,000 was used to fund facility and programming needs and this year's funding will provide assistance for community education, as well as recreational, health, and general human service programs.

C. West Des Moines Soccer Club (WDMSC)

Mr. Chuck Ebensberger, representative of WDM Soccer Club, 1776 22nd St., Suite 100, West Des Moines provided a summary of the organizational and described how the requested funding will be used. The WDM Soccer fields are located in Raccoon River Park. This Club's primary purpose is to provide health, recreation, and soccer skill building services to our membership. The program membership is for ages 3 through 18, and services range from recreational, parent-coached soccer that train and compete locally, to competitive, professionally-coached teams that travel the Midwest. There are approximately 1,200 students in the program.

In FY 2010-11, due to successive floods and ineffective drainage, the Club requested advance allocation of Hotel/Motel funding. The cost of the repair project was approximately \$200,000; WWDSC privately raised \$100,000 towards the project and the City advanced \$100,000 with the understanding that the club would not request additional funding for the next five (5) fiscal years. FY 16-17 is the first fiscal year following this hiatus.

The organization is requesting \$30,000 in funding for FY 16-17. The funding will be used for safety-related facilities improvements including reconstructing spectator paths, re-working the fencing and parking lot configuration to enhance safety during drop off and pick up, and shelter expansion to provide a safe gathering place during inclement weather. Additional capital needs include replacement of an aging sprinkler system as well as goals and other equipment.

After the presentations, the councilmembers thanked the organizations for their time and noted that the committee and staff will make a recommendation to the Council after all organizations have presented and been properly discussed and considered.

2. Staff Updates

Ms. Dodge explained that requirements of the Federal Affordable Care Act (ACA) requires employers to offer health insurance coverage to full-time employees and their dependents. "Full time" under the ACA are employees averaging 30 hours/week. The employers are mandated to send an annual statement (1095C) to all employees eligible for coverage describing the insurance available to them. The IRS created Form 1095-C to serve as that statement. Sending out 1095-C is mandatory starting with the 2015 tax year. Employers have until end of March to send out these forms.

Ms. Dodge is requesting possible funding of up to \$22,000 to hire a 3rd party vendor BCA Financial (State of Iowa uses this vendor) to administer the Affordable Care Act (ACT) reporting, which not only includes generation of the 1095C forms, but also the monthly tracking of average hours. The contract will be for the 2015 tax year only.

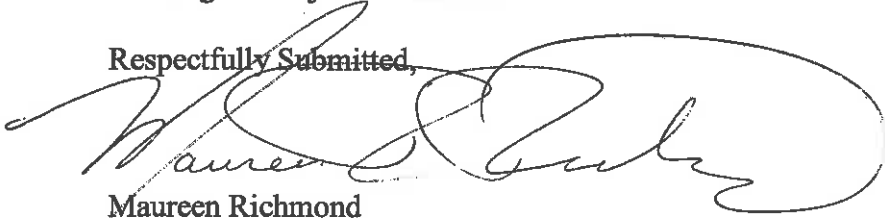
Councilmembers supported the proposed 3rd party vendor for 2015 ACT reporting with BCA Financial and recommended that staff proceed with the engagement.

3. Other Matters

None

Meeting was adjourned at 7:51 AM.

Respectfully Submitted,

A large, stylized handwritten signature in black ink, appearing to read "Maureen Richmond". The signature is written over the typed name and title.

Maureen Richmond
Administrative Secretary