



**FINANCE & ADMINISTRATION SUB-COMMITTEE
MEETING MINUTES
Wednesday, March 9, 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, Information Technology Director Mark Lumsden, Enterprise Apps Manager Darrel Greifzu, Community & Economic Development Director Clyde Evans, Housing Planner Christine Gordon, Communication Specialist Lucinda Stephenson, Budget Analyst Chris Hamlett, and Administrative Secretary Maureen Richmond

Guests: Ms. Sam Ericson, Community Housing Initiatives, Inc. (CHI) – Item 2

Meeting was called to order at 7:00 AM

1. Purchase Storage Area Network Equipment and Software

Mr. Lumsden presented a proposal to purchase Storage Area Network (SAN) Equipment and Software. The existing SAN requires immediate additional stage capacity to support new technology, namely body cameras for the WDM Police Department, the new Computer Aided Dispatch (CAD) system in Westcom, and the growth in other audio/visual files in use by the City.

A Request for Proposals was developed to request bids and distributed to potential vendors on January; responses were due on February 17, 2016. Three vendors submitted responses to the RFP: IP Pathways, OneNeck, and EMC Direct. Proposals were evaluated on process and vendor qualifications. OneNeck was selected based on being the lowest overall cost and having extensive previous experience installing and integrating the current system.

Up to \$420,000 has been budgeted in FY 2016-17 for completion of this project. A portion of the project will be funded by Westcom and the participating agencies. The remainder will be funded by general obligation bonds to be issued later. A budget amendment will be requested in April to cover the funds in the current fiscal year 2015-16.

Councilmembers supported placing this item on the March 21, 2016, City Council Agenda for full consideration and approval.

2. Iowa Workforce Housing Loan, Phenix Elementary Project

Ms. Gordon and Ms. Erickson from Community Housing Initiatives (CHI) presented a project profile to provide loan funding for the Phenix Elementary project. CHI has contracted with the City to develop and convert Phenix Elementary into affordable housing for the neighborhood.

Ms. Erickson has met with Econ Development staff and is proposing that the City apply for a new loan program through Iowa Workforce Housing Tax Incentive Program (WHTIP). This program is designed to provide low interest loans for the development of affordable housing with existing buildings and/or mixed used housing. The program begins July 1, 2016, and because of the newness, relatively few specifics are available.

CHI and Econ Development staff are proposing that the City apply IEDA for a loan of \$625,000 at 1% (per cent) for 20 years. The formal WHITIP application would be submitted to the Iowa Economic Development Authority (IEDA). The City would guarantee 100% of the bank loan, and would be in first position in case of default by CHI.

Ms. Erickson reviewed details of the project with Councilmembers, including income levels of potential tenants, finishes, plans related to the existing playground, and CHI's plans for an artist colony housing on the main floor. She noted that the building has a fire sprinkler already in place. There were several questions asked about the four (4) remaining lots adjacent to the school which would be retained by the City.

Councilmembers asked that staff and CHI research the program details, and eventually place the application on a future City Council Agenda for full consideration and approval. If the loan is awarded, Council would also need to review and approve the loan agreement.

3. Assessment and Consulting Services - Human Resource System, ClientFirst Technology Consulting

Ms. Dodge presented a proposal for People Management Needs Assessment and Consulting Services submitted by ClientFirst Technology Consulting. She noted that the Human Resources department has been allocated funds to conduct a needs assessment and to assist developing a plan for moving forward with human resources / payroll system software.

Normally, the consulting services may be obtained through a competitive solicitation. However, Ms. Dodge explained that ClientFirst was hired through a competitive RFP process in 2014 to provide consulting for the City's financial system, and they had provided very good service during the tenure of that agreement. People Management software systems is also well within their scope of expertise, so given that ClientFirst has agreed to maintain the rates charged previously and was very familiar with the specifics of the City, it was agreed by staff that they were qualified and in the best position to perform the service. The cost, not to exceed \$50,000, is already budgeted in the current FY 2015-16 budget.

Councilmembers supported staff moving forward using Client First Technology Consulting Agreement for Human Resources consulting needs.

4. Broker/Agent of Record for Insurance Services, Begin Request for Proposals Process

Mr. Stiles presented a Broker/Agent of Record for Insurance Services Request for Proposal (RFP). This agent, when selected, will cover insurance services currently purchased through the Iowa Community Assurance Pool (ICAP). The City is a member of the Iowa Communities Assurance Pool (ICAP), which provides coverage and protection in the following categories: general liability, automobile liability, automobile physical damage, Public Officials' liability, policy professional liability, property, Inland Marine, and boiler and machinery.

The City has used its current Insurance Agent for several years. Because the City plans to continue to purchase product from ICAP, cost of agent services becomes a minimal consideration, so the RFP focuses on procuring the most qualified agency.

The Insurance Agent coordinates the insurance needs of the City and provides written recommendations, obtains' coverall/policy documents from coverage providers, reviews all binders, coverage documents and endorsements to assure coverage, place, cancel all coverage placements, policies, and endorsements, assist the City in submittal of claims to coverage providers, review loss runs quarterly and provide copies of the loss runs to the City.

Councilmembers supported issuing a Request for Proposals for the Broker/Agent of Record for Insurance Services.

5. Update to Official City Depository Listing

Mr. Stiles presented an update to Official City Depository listing. The Iowa Code requires that all funds by the City shall be deposited in one or more depositories first approved by City Council. In addition to normal updates for bank locations opening/closing around the City, and routine name changes, the City most recent changed general banking services to West Bank and Miles Capital for investment services so depository levels are being adjusted to reflect their status as "primary" depository institutions.

Councilmembers supported placing this item on the March 21, 2016, Council Agenda for full consideration and approval.

6. Staff Updates - None

7. Other Matters

Mr. Evans brought forward discussion of a potential development project. The developer for this project is investigating land acquisition for a large data center project, and has indicated that, if the sale occurred prior to harvest, the proposed seller would likely seek compensation for the 2016 crop season for this tract of ground. Potential outlay of cash could be up to approximately \$20,000, and the developer is hopeful that the City could front the outlay, with reimbursement coming in the form of a developer rebate or other negotiated item. Councilmembers were agreeable to the concept and advised Mr. Evans to continue working with the developer.

Meeting was adjourned at 7:51 AM.

Respectfully Submitted,



Tim Stiles
Finance Director