



**FINANCE & ADMINISTRATION SUB-COMMITTEE
MEETING MINUTES
Wednesday, May 18, 2016 - 7:30 AM
West Des Moines City Hall – 4200 Mills Civic Parkway
Teamwork Room, 1st Floor**

Present: Councilmember Russ Trimble, Councilmember Jim Sandager, City Manager Tom Hadden, Deputy City Manager Jamie Letzring, City Attorney Dick Scieszinski, Finance Director Tim Stiles, Human Resources Director Jane Pauba Dodge, Community and Economic Development Director, Development Services Director Lynne Twedt, City Engineer Duane Wittstock, Accounting Manager Becky Scott, Budget Analyst Chris Hamlett, and Administrative Secretary Maureen Richmond

Meeting was called to order at 7:30 AM

1. Development Application Fees

Ms. Twedt presented a city-to-city comparison of Development Application Fees. Her schedule compared various development application fees with Ames, Ankeny, Clive, Des Moines, Johnston, Des Moines, Urbandale, and Windsor Heights. She pointed out that WDM currently bills most of its fees up front, but it currently bills for publication and recordation fees “after the fact” (after publication occurs). She noted the City currently does not recover codification costs.

Staff recommends incorporating publication and recordation fees into the initial application fee. This approach would be more efficient for staff, and also it has been expressed that developers appreciate knowing their total fee up front rather than making multiple payments. Staff recommends that the adjustments be effective July 1, 2016.

Councilmembers supported the changes and recommended staff include these rates with the annual July 1 update to City-wide fees and charges which will be presented to Council on Monday, June 27 for approval.

2. Disposal of City-Owned Real Estate

Mr. Wittstock presented (2) aerial maps of homes that the City recently has acquired as part of two street improvement projects:

- Hornbrook Property, 8705 Booneville Road (S. 88th Street Paving Project)
- Bush Property, 500 Westwood Drive (S. 50th Street Widening Project)

Mr. Wittstock noted that the house on the first property will be demolished as part of the project, but the Engineering Department believes there are some options for the second property. The City could sell the property including the house "as is" and the purchaser could either demolish the house or have the house moved. Another option is to sell the house separately so it can be moved

then sell the land separately. It is anticipated that a new house that fits the revised lot foot print would eventually be constructed on the lot.

In addition, Mr. Wittstock asked the committee about using an online auction service, People's Company, to list the property. It was noted that IDOT currently uses this company for surplus land. Their fees are \$2,500 minimum per parcel or 7% commission whichever is greater. Mr. Wittstock will pursue a formal agreement with People's.

The Councilmembers supported demolition of the property related to the 88th Street project and supported pursuing an agreement with People's to sell the property related to the 50th Street project. They recommended bringing forward two items to City Council agenda for full consideration at a future meeting(s): (1) an agreement with People's Company, and (2) a request to dispose of the excess property related to 50th Street widening.

3. Use of City Hall Conference Rooms

Ms. Letzring presented information related to rental of the City Council Chambers. She provided a list of private parties scheduling the Council Chambers for FY 2015-16, and also results of a survey of metro communities related to use of their chambers.

She explained that staff is recommending revising the City's policy to discontinue the use of renting space within City Hall for outside, unrelated organizations. This would not affect events and meetings conducted with a direct city benefit or relationship such as elected official meetings, Chamber functions, and boards where the City has a seat or interest. Ms. Letzring explained that City Hall staff currently spends considerable time to coordinate schedules, clean and set-up the room, and involving IT staff in set up of AV equipment. There is also a security factor in allowing outside organizations access to the equipment and facilities. These groups will be referred to the Library, Community Center, and Nature Lodge where staff is more equipped to facilitate rentals.

She noted that the survey results showed that Ankeny, Waukee, Altoona, Urbandale, Clive, and Norwalk currently don't allow organizations to use their Chambers while Johnston rents on a limited basis.

The Councilmembers supported the update to the City Hall Conference Rooms rental policy.

4. Potential Funding Program for Redevelopment Projects

Mr. Evans presented a narrative overview of potential funding program for redevelopment projects. The program would help commercial property needing major repairs/expenses to the building (e.g. roof, grease traps, sprinkler systems, storm water). The City would create a fund considered as a loan at low interest which would be applied to the property as an assessment for a repayment schedule. Mr. Stiles noted there may be details to work through if TIF is involved.

Councilmembers suggested this fund could be available for targeted areas of the City rather than available citywide. There were suggestions about involving banks as partners and also implementing a pilot program initially, which was ultimately the direction given by the Councilmembers. Mr. Evans will further develop the policy and bring more details to the full Council.

5. 12T High Quality Jobs Program Application

Mr. Evans presented information on a pre-application to Iowa Economic Development Association (IEDA). Innovative Injection Technologies, 2360 Grand Ave, a corporation currently based in the City, will be upgrading their current facility with a cost of approximately \$11 million and plans to hire 36 new employees. Mr. Evans is recommending offering Innovative Injection Technologies a five-year sliding scale tax rebate with the expected local match being a combination of a forgivable loan, a no interest loan, and the sliding scale tax rebate. The funding for the loans would come from the Economic Development account.

The Councilmembers recommended that the City participate in the required local match for Innovative Injection Technologies pre-application to IEDA.

6. Staff Updates

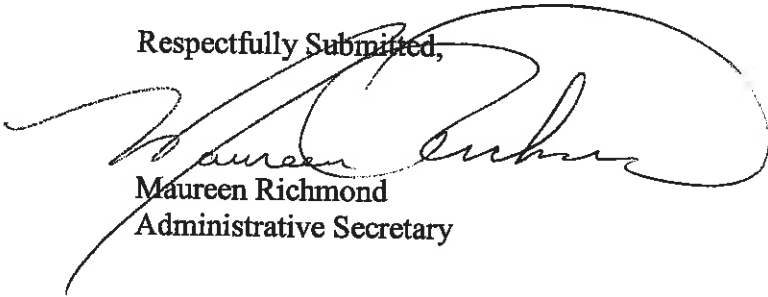
- Mr. Evans noted that staff plans to update the City's Economic Development Action Plan. He has contacted Angelou Economics, who performed the original study in 2009, and they gave a proposal of \$85,000 to update the plan. Mr. Evans is recommending to use the Economic Development budget to pay for the update. Councilmembers suggested staff to discuss the funding source and recommended placing the item on a future Council agenda for full consideration.
- Mr. Stiles noted that a 5-year capital lease for City's MDC Equipment (computers used in public safety vehicles) expired in December, 2015, and the WestCom committee has recommended replacement. Financing is preferred to paying cash because the repayment funds come from E911 revenues, which are received over time. A leasing company affiliated with the manufacturer has offered a lease at a 3.5% interest rate but a preferred option of staff is to work with the City's banking partner, West Bank, and they have verbally offered a loan note at 2.5%. Councilmembers supported using West Bank to finance the equipment.

7. Other Matters

None

Meeting was adjourned at 8:27 AM.

Respectfully Submitted,


Maureen Richmond
Administrative Secretary

