



**FINANCE & ADMINISTRATION SUB-COMMITTEE
MEETING MINUTES
Wednesday, August 23, 2017 - 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, Deputy City Manager Jamie Letzring, City Attorney Dick Scieszinski, Finance Director Tim Stiles, Community and Economic Development Director Clyde Evans, Business Development Coordinator Katie Hernandez, Budget Analyst Chris Hamlett, and Administrative Secretary Maureen Richmond

Guests: Cannon Clark, Clark Development – Item 2
Scott Cutler, Cutler Development – Item 2

Meeting was called to order at 7:30 AM

1. **Fire Truck Fleet – Defer item until future date**
2. **Property Improvement Fund Program and Regulatory Compliance Fund Program – Recipient Recommendation from Due Diligence Committee**

Mr. Evans presented round 2 of applications for assistance under the Property Improvement Fund and the Regulatory Compliance Fund. The Due Diligence Committee reviewed and scored the applications as follows:

<u>Property Improvement Fund</u>		<u>Score (35 total possible points)</u>
G. Mig's/Veterans of Foreign Wars	128 5 th St.	22.6
Scott Cutler/Cannon Clark	224 5 th St.	33.2
New Silk Road/Veiock	225 5 th St.	23.9
Red House Remodeling	404 5 th St.	29.4

<u>Regulatory Compliance Fund</u>		
Scott Cutler/Cannon Clark	224 5 th St.	31.5
New Silk Road/Veiock	225 5 th St.	18.6
Red House Remodeling	405 5 th St.	28.4

The Due Diligence Committee elected to award 100% funding to those applications that scored over 28 points. The applications that scored 20-27.9, they would receive 75% and applications that scored 9.1-19.9 points, they would receive 50%.

The Due Diligence Committee recommends awarding all recipients as presented above.

The Councilmembers supported the recommendation as presented and to have the item be placed on the September 5 City Council agenda for full consideration.

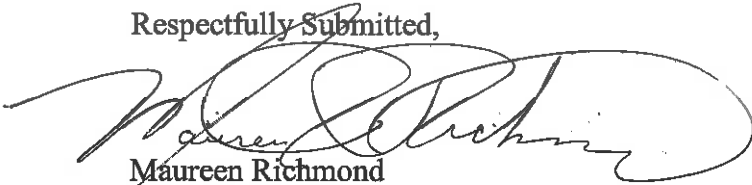
2. Staff Updates

6. Other Matters

- Mr. Stiles gave an update related to Westside Fire Station 22 shared jointly with Clive. Within the next 5 years City of Clive would like to partner with the City of Urbandale and withdraw from its agreement with West Des Moines. Staff has been negotiating with Clive on terms of a new agreement and to discuss the future termination and funding issues.
- There was a discussion on an Interchange Justification Report (IRG) for future Ashworth widening (88th Street).
- There was a discussion on low to moderate affordable housing and single family housing in West Des Moines. Ms. Letzring noted there was a RFP process recently completed for a study of housing in the City. There was only one response in the amount of \$25,000. Ms. Letzring noted Iowa Finance Authority has conducted a similar study and she will ask if the City could review their study. Mr. Hadden said he would follow up and keep the study moving forward.
- Mr. Trimble requested a salary study for Police Officers to determine if the City is competitive with other communities.

Meeting was adjourned at 8:44 AM.

Respectfully Submitted,



Maureen Richmond
Administrative Secretary