



FINANCE & ADMINISTRATION SUB-COMMITTEE
Wednesday, June 13, 2018 - 7:30 AM
West Des Moines City Hall – 4200 Mills Civic Parkway
Training Room, 2nd Floor

Present: Councilmember Russ Trimble, Councilmember John Mickelson, City Manager Tom Hadden, Deputy City Manager Jamie Letzring, City Attorney Dick Scieszinski, Finance Director Tim Stiles, Human Resources Director Jane Dodge, Community & Economic Development Director Clyde Evans, Business Development Coordinator Katie Hernandez, City Engineer Brian Hemesath, Principal Engineer Jason Schlickbernd, Budget Analyst Chris Hamlett, and Administrative Secretary Maureen Richmond

Guests: Diana Wilson, West Des Moines Water Works	Item 1
Richard Hurd, Hurd Real Estate	Item 2
Richie Hurd, Hurd Real Estate	Item 2
Sean Mandelbaum, Mandelbaum Properties (phone)	Item 2
Nate Barber, Attorney Representing Mandelbaum Properties	Item 2
Jim Miller, Valley Junction Foundation	Item 4

Meeting was called to order at 7:30 AM

1. Purchase Agreement – Acquiring West Des Moines Water Works Office Space in City Hall

Mr. Hadden and Ms. Wilson presented a calculation of the amount required for the City to purchase the West Des Moines Water Works (WDMWW) office space in City Hall. Both parties are in agreement on the calculation, which totals \$1,200,498.35. The space agreement stipulates that both sides must agree to any buyout. The funding source is recommended to be general fund cash reserves. Mr. Stiles explained that the City will likely end FY 2017-18 with a surplus in excess of the required payout amount. A budget amendment in FY 18-19 would show the expenditure.

Mr. Hadden noted that next steps are to prepare a purchase agreement which will be presented to both the WDMWW Board and City Council. The Councilmembers recommended proceeding in the indicated direction.

2. Mandelbaum Development – First Street and Grand Ave. – Construction of Driveways

Mr. Hemesath and Mr. Schlickbernd presented a summary of Mandelbaum Development's plans for redevelopment of the parcels at First Street and Grand Avenue. The discussion before the committee is focused on defining responsibility for the development's access and circulation driveways

They explained that areas depicted in blue on the attached map (Project 1 Display) are newer pavement areas which must be removed and replaced in order to construct the City's storm sewer. Areas depicted in red indicate existing pavement which is in need of replacement and will be replaced as part of the City storm sewer project. Areas depicted in yellow and green are areas of new pavement that will be installed as part of the storm sewer project. It has been agreed that all this pavement is the responsibility of the City.

The attached Phase Plan exhibit shows the complete circulation drive through the First Street Redevelopment area, connected to Highway 28 on the south and Grand Avenue on the north.

The attached Grand Avenue Widening exhibit shows an access roadway ("North Drive") across the former Grand Avenue Vet Clinic and Sully's Irish Pub parcels with a connection to Grand Avenue. This merges accesses for the Hurd properties and the Mandelbaum properties into one access. Discussion indicated that the North Drive could logically be owned and constructed jointly by Mandelbaum and Hurd.

At the other end of the Mandelbaum project, another drive ("South Drive") is planned. This drive lies entirely within the Mandelbaum project. The City has agreed to backfill and rough grade the area near the proposed south drive as part of its storm sewer project.

Direction to staff was to meet with Mandelbaum and Hurd to finalize details of transfer of ownership of the City's parcels and construction of the drives, and provide a report back to the Finance Subcommittee at a future meeting. Mr. Hadden and the Councilmembers shared concerns that the City may also need to participate financially in the construction of a portion of these drives in order to support redevelopment activity.

3. Adjustment to Budgeted Phasing for Stormwater Improvement Projects – Walnut Creek Outfall (First Street and Grand Ave. Area)

Mr. Stiles and Mr. Schlickbernd presented the Walnut Creek Outfall (First Street and Grand Avenue) Stormwater Improvement Project. Staff is requesting a change in the schedule and budget for the project at this time.

Phase 1 is nearing completion. This included the pump station structures and the box culvert from Walnut Creek to the former Sully's site (under Highway 28).

Phase 2 involves running a box culvert under Grand Avenue and Phase 3 involves purchase and installation of the permanent pumps. Currently, Phase 2 is planned for 2019 and Phase 2 is planned for 2020. Mr. Stiles explained that this phasing was recommended due to financial considerations – the Stormwater fund has minimal reserves and delaying Phase 3 would save up-front dollars, as it is the more expensive phase.

However, is now recommending that Phase 3 be advanced ahead in the sequence to constructed in 2019 and follow with Phase 2 in 2020. The primary reasons are (a) potential cost savings – by keeping a contractor on-site, up to \$250,000 could be realized – and (b) Grand Avenue would only need to be closed in 2020, versus closing the road for parts of both 2019 and 2020.

Councilmembers supported going forward with a FY 18-19 budget amendment to adjust phasing of the Walnut Creek Outfall Stormwater Improvement Project.

4. Redevelopment Funding Programs, Round 4 – Historic Valley Junction

Ms. Hernandez and Mr. Evans presented Round 4 for redevelopment funding programs in Historic West Des Moines.

On January 22, 2018, the City Council passed a motion to continue the Redevelopment Funding Programs for Historic West Des Moines, using the remaining balance until depleted, and potentially allocate additional monies to the program annually. This item was brought back to the Council meeting on March 5 on how much funding, if any, should be allocated to this program in FY 2018-19. Council directed staff to bring this item back for reconsideration at a future Finance meeting.

Staff recommends adding \$255,000 to the program, with the funding source identified as general fund cash reserves. This would be part of a FY 18-19 budget amendment. Councilmembers supported the recommendation.

5. Property Tax Rebate Program – Addition of New Eligible Area

Deferred to June 27, 2018 Finance and Administration Subcommittee Meeting

6. Urban Renewal Plan Amendments:

- **Osmium Urban Renewal Plan – Amendment No. 2**
- **Alluvion Urban Renewal Plan – Amendment No. 3**

Mr. Evans and Ms. Hernandez presented Urban Renewal Plan Amendments for Osmium Urban Renewal Plan Amendment No. 2 and Alluvion Urban Renewal Plan Amendment No. 3. The purpose of these amendments is the inclusion of city conduit and fiber optic installation along streets being constructed in those areas to support the Microsoft Data Centers.

The Councilmembers supported the recommendation for the amendments. Staff will proceed and the item will be placed on the June 25, 2018 Council agenda.

7. Annual Update to City-Wide Schedule of Rates, Fees, and Charges

Mr. Stiles presented multiple rate changes in regards to fees associated with building permit and sewer district fees, ambulance fees, Fire Department plan review fees, and Parks & Recreation facility rental charges. These changes will all be presented to Council for approval at the meeting of June 25, with an effective date of July 1. Councilmembers supported the recommended changes.

In addition, Mr. Stiles noted the City's solid waste rates have not been adjusted since 2010 because there was a surplus fund balance after the City began contracting the service. At this time, the

City's Solid Waste charges is below the fees charged by the Metro Waste Authority.

The proposed effective date is September 1, 2018. The proposed rates are as follows:

<u>48 Gallon</u>	<u>Current Cost</u>	<u>Proposed Cost</u>
Per Month	\$10.55	\$11.67
Ea. Additional Cart	\$ 7.05	\$ 7.68
<u>96 Gallon Cart</u>		
Per Month	\$11.25	\$11.21
Ea. Additional Cart	\$ 7.75	\$ 7.20

These fee structures include a combination of three factors: (a) the rates changed by MWA, (b) a flat rate charged by WDMWW for providing billing services, and (c) a flat fee charged by the City to oversee moves/adds/changes and all address customer service issues.

Adjusting this fee requires an ordinance change, so it cannot be placed on the agenda with the other rate adjustments. Councilmembers were supportive of the adjusted Solid Waste Fees and recommended proceeding with the ordinance change.

8. Staff Updates

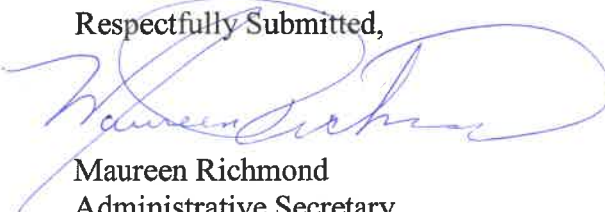
None

9. Other Matters

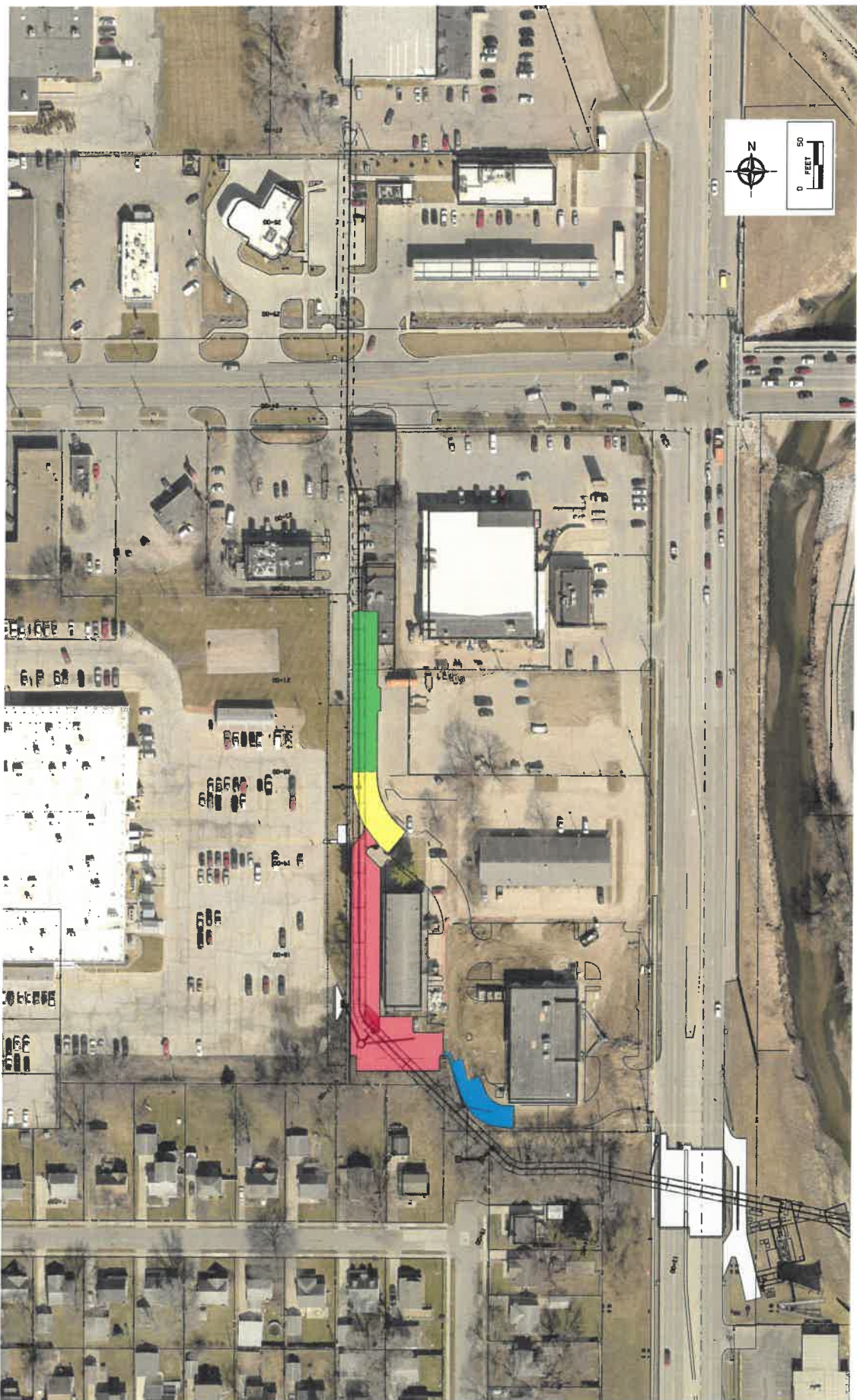
None

Meeting was adjourned at 8:55 AM.

Respectfully Submitted,



Maureen Richmond
Administrative Secretary



PROJECT NO. 120408-01
 PROJECT DATE: 06/08/2016
 CAD DATE: 04/12/2017
 CAD FILE: s:\120408-01\120408-01.dwg

DESIGNED BY: J. ROOPE
 CHECKED BY: P. BAILEY
 9:30:00 AM
 DRAWN BY: J. ROOPE
 CAD FILE: s:\120408-01\120408-01.dwg - Project 120408-01.dwg

NO.	DATE	BY	REVISION DESCRIPTION

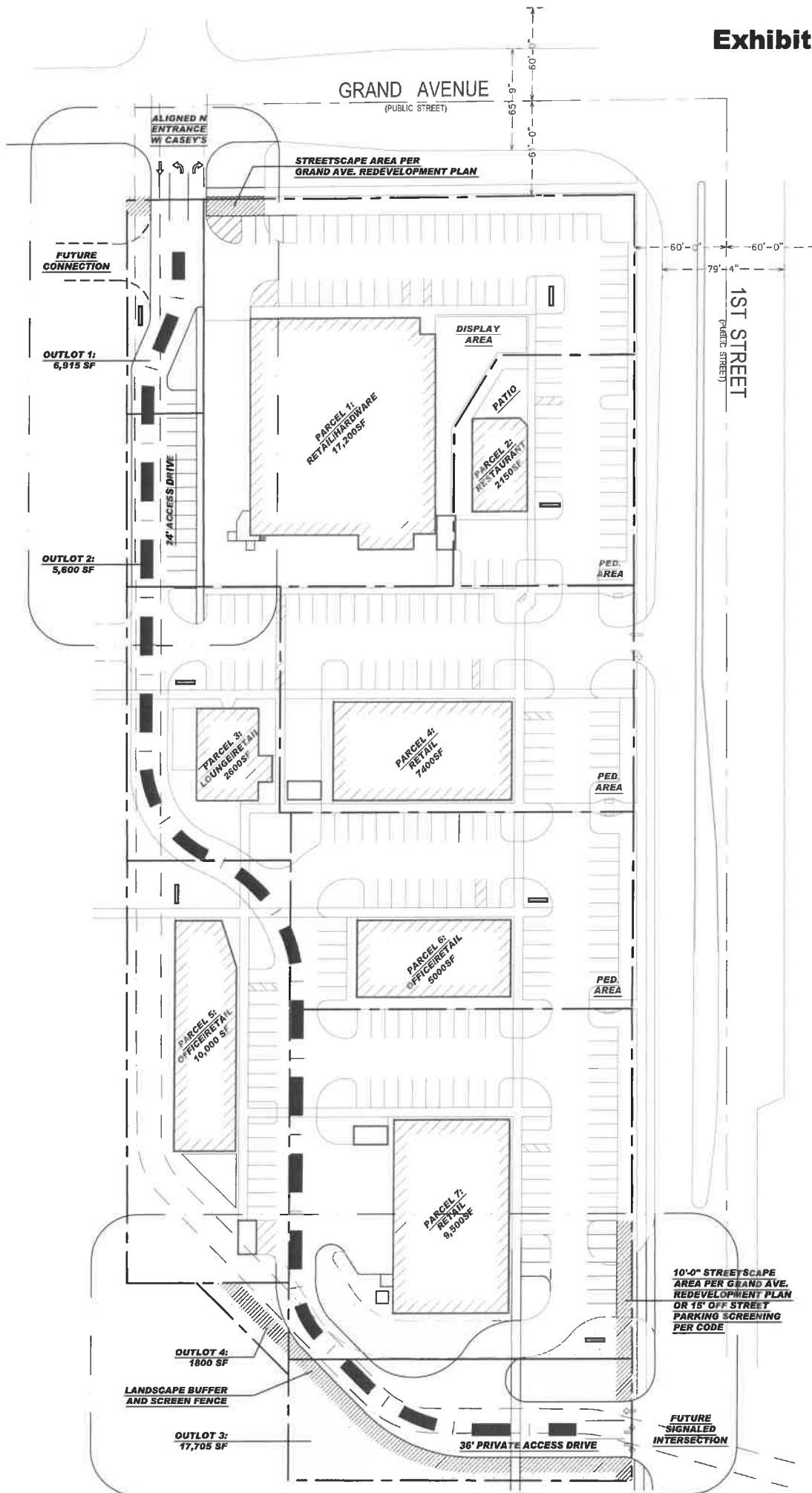
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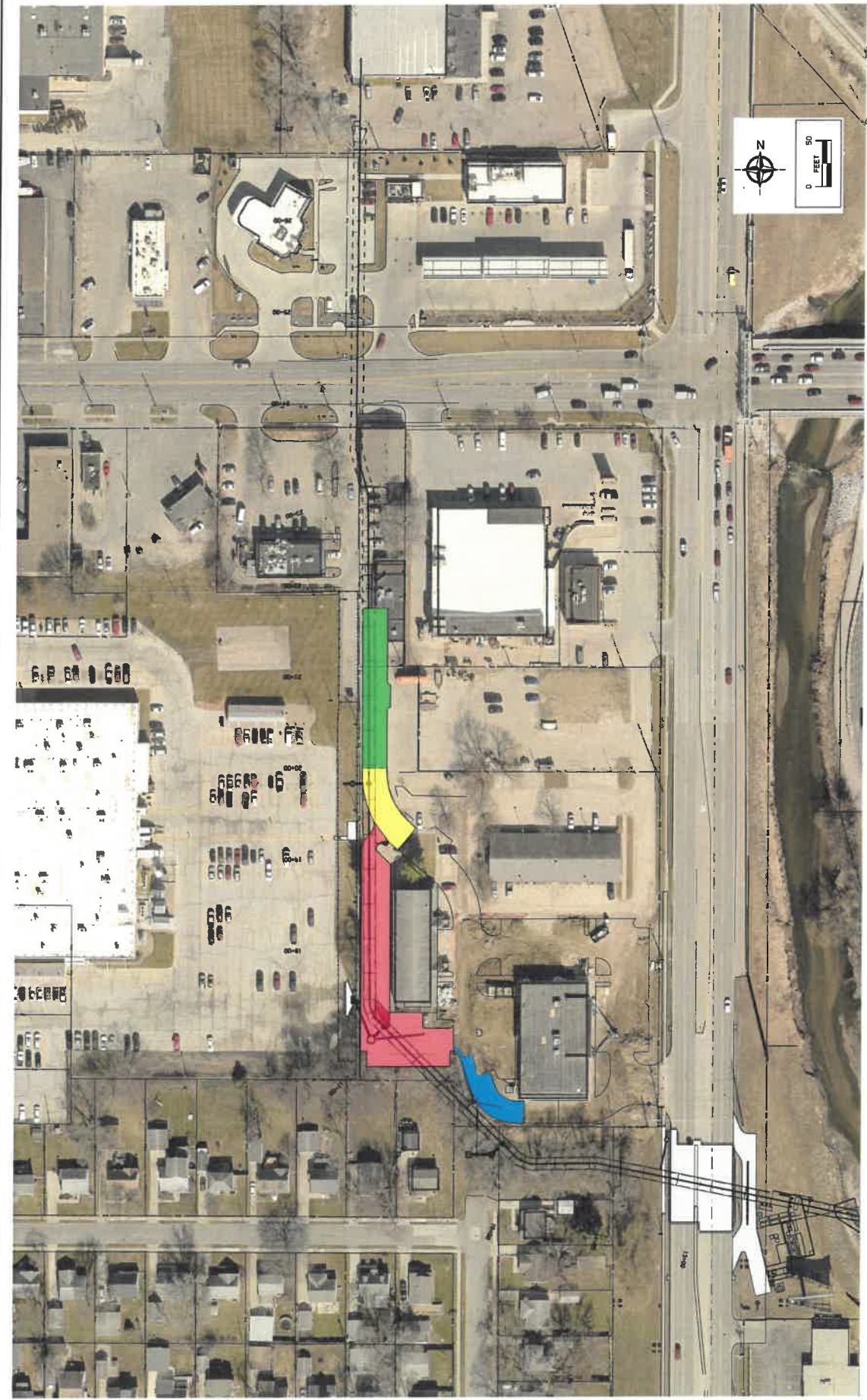
WALNUT CREEK OUTFALL - PHASE 1
 WALNUT CREEK TO 400-FT SOUTH OF GRAND AVENUE
 WEST DES MOINES, IOWA

SUBJECT TO CHANGE
 WALNUT CREEK OUTFALL STORM SEWER
 PLAN VIEW

SHEET NO.
D.01

Exhibit A





SHEET NO.
D.01

SUBJECT TO CHANGE
WALNUT CREEK OUTFALL STORM SEWER
PLAN VIEW

WALNUT CREEK OUTFALL - PHASE 1
WALNUT CREEK TO 400-FT SOUTH OF GRAND AVENUE
WEST DES MOINES, IOWA



NO.	DATE	BY	REVISION DESCRIPTION

PROJECT NO: 12ND04-01
 DESIGNED BY: J. ROOZE
 PROJECT DATE: 09/09/2016
 CHECKED BY: P. BLUMER
 CAD DATE: 10/11/2017
 DRAFTER BY: J. ROOZE
 CAD FILE: c:\p\external\12ND04\12ND04-01.dwg