



**FINANCE & ADMINISTRATION SUB-COMMITTEE**  
**Wednesday, August 1, 2018 - 7:30 AM**  
**West Des Moines City Hall – 4200 Mills Civic Parkway**  
**Teamwork Room, 2<sup>nd</sup> 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 & Economic Development Director Clyde Evans, Business Development Coordinator Rachel Bailey, Housing Planner Christine Gordon, Accounting Manager Lesley Montgomery, Budget Analyst Chris Hamlett, and Administrative Secretary Maureen Richmond

Meeting was called to order at 7:30 AM

**1. Financing Update & Memorandum of Understanding – Proposed Multi-Sport Facility**

Mr. Hadden and Ms. Letzring presented a written summary of the proposed Central Iowa Sports Complex. The proposed project site sits adjacent to existing infrastructure at Grand Avenue and Jordan Creek Parkway. They provided a written summary of the potential development, which includes a fieldhouse two sheets of ice, basketball courts, and indoor field turf. The design for the hockey areas showed seating capacity of approximately 1,500 and 500 spectators.

The project will require a combination of public and private contributors. Non-profit hockey and soccer groups are responsible for programming. Ms. Letzring discussed the financing plan for the \$29 million facility, noting that the most significant portion of the \$29 million project would be \$14 million in City-issued General Obligation Urban Renewal Bonds. The proposal suggests that the annual bond payment of \$1.031 million be pledged (budgeted) from Hotel/Motel Tax revenues.

Issuance of the GO Bonds requires a public hearing and Mr. Hadden recommended that the hearing be held August 20, 2018. The Councilmembers supported the proposed plan, including the public hearing. An item to approve notice of the public hearing will be presented to Council with the meeting agenda of August 6, 2018.

**2. Spending Plan for Woodland Hills TIF Low-and-Moderate Income (LMI) Funds**

Mr. Evans and Ms. Gordon presented funding allocations for City-wide Low-and-Moderate Income (LMI) Housing Programs.

They explained that the City has one (Residential) Urban Renewal Area (URA) generating LMI funds. The Woodland Hills TIF began in FY 2014-15. Until this year, LMI funds from this URA have been used to fund the rehabilitation of Phenix Elementary School, but that project is nearing completion.

After Phenix, there is a balance of \$745,339.30 in LMI funds available and with anticipated expenses and revenues between now and June 30, 2019, a balance of \$1,011,072 is expected to be available to be used in the current fiscal year or anytime thereafter.

Ms. Gordon explained that to develop the spending plan, staff sought public input through several methods including conducting “bean” exercises at City Hall and numerous Park and Rec events, forming on-line surveys, and holding public meetings. Also, staff has met individually with each Councilmember and reviewed the market as well as similar projects undertaken by other entities.

The proposed spending plan for the LMI funds includes the following:

**Phase I – September 1, 2018 to June 30, 2019** – Available Funds - \$1,011,072

- Other Housing Commitments (MHIP, DCLHTF, DMMHA Section 8) \$ 50,000
- Upper Story Housing in Valley Junction 10 units at \$75,000/unit \$ 750,000
- Owner-Occupied Rehabilitation – 10 houses at \$15,000/house \$ 150,000
- Down Payment – 1-5 low-moderate income- Neighborhood Finance \$ 50,000

Mr. Stiles explained that if and when the proposed Booneville Road construction is approved and General Obligation Urban Renewal Bonds are ultimately issued to fund the project, this action will extend the life of the Woodland Hills TIF through FY 2025. This action will generate an additional \$756,283 annually in LMI funds from FY 2020 through FY 2024 and another \$335,650 in FY 2025, making an estimated total additional spending of \$4,117,065.

Staff is proposing that these funds be used as follows:

**Phase II – July 1, 2019 to June 30, 2025** – Available funds - \$4,117,065

- Other Housing Commitments (MHIP, DCLHTF, DMMHA Section 8) \$ 150,000
- Housing Transition Homes-Purchase single-family rental properties  
Transition into affordable owner-occupied single family units \$1,000,000
- Upper Story Housing in Valley Junction 20 units at \$75,000/unit \$1,500,000
- Owner-Occupied Rehabilitation – 10 houses at \$15,000/house for 6 yrs. \$ 900,000
- Down payment - 1-5 low-moderate income – Neighborhood Finance \$ 300,000
- Reserve for unbudgeted funds \$ 267,065

Ms. Gordon noted these allocated funds will be reviewed annually.

The Councilmembers supported the funding allocation for the housing programs and recommended an item be placed on the August 20, 2018, agenda for consideration and approval. In addition, the spending program will be placed in Budget Amendment #1 (discussed below).

**3. FY 2018-19 Budget Amendment #1**

Mr. Stiles and Mr. Hamlett presented the 1<sup>st</sup> budget amendment of the fiscal year. Some of the larger proposed adjustments include:

- Carrying over budgeted expenditures for projects not completed before June 30, 2018.
- Adding a rental inspector position to be funded by additional rental inspection fees.

- Purchasing the West Des Moines Water Works space in City Hall.
- Funding for the City Hall HVAC replacement and renovation project

Councilmembers supported the budget amendment and recommended that it placed on the August 20, 2018, City Council meeting agenda for consideration and approval.

**4. Staff Updates**

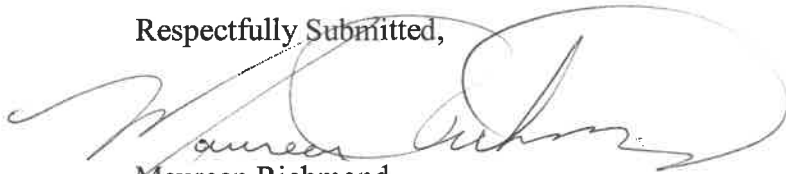
None

**5. Other Matters**

None.

Meeting was adjourned at 8:36 AM.

Respectfully Submitted,



Maureen Richmond  
Administrative Secretary