



**FINANCE & ADMINISTRATION SUB-COMMITTEE**  
**Wednesday, September 12, 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, Human Services Director Althea Holcomb, Sr. Human Resources Generalist Julie Jones, Housing Planner Christine Gordon, Accounting Manager Lesley Montgomery, Budget Analyst Chris Hamlett, and Secretary Katie Johnson

Meeting was called to order at 7:32 AM

**1(a) Volunteer Policy - Update**

Mr. Hadden presented a change to the current volunteer policy. The city's current policy allows for 4 paid hours to volunteer. The committee would like to increase the policy to 16 volunteer hours per year.

Councilmembers would like research done regarding the amount of hours that other local private entities provide to employees. Councilmembers would also like the policy to include that the volunteering would be done within the City of West Des Moines. This item will be brought back at a future F & A meeting.

**1(b) Reporting of Violations of Criminal Law - New**

Mr. Stiles presented a new Fraud Reporting Policy. The Iowa Department of Homeland Security is administering a FEMA grant related to flooding damage in the City, and they have adopted a new process of assessing the risk of their grantees. There are three risk levels (high, medium, low).

If the City were to add this suggested Fraud Reporting Policy that states "City of West Des Moines elected officials, departments, and/or employees are required to disclose, in writing and in a timely manner, all violations of federal criminal law involving fraud, bribery, or gratuity potentially affecting a federal award", the City will be subject to less audit procedures.

The Councilmembers support approving a Fraud Reporting Policy. This will be presented to council on September 17, 2018.

**1(c) Purchasing Policy – Compliance with Federal Regulations - Update**

This item has the same background as Item 1(b) above. Mr. Stiles presented a change to the City's Purchasing Policy. By changing the policy as recommended, to state that the City of West Des

Moines will not award a contract to a party who is listed as debarred, suspended, or otherwise excluded in the System for Award Management, the City will be subject to less audit procedures.

The Councilmembers support approving the changes to the Purchasing Policy. This will be presented to council on September 17, 2018.

## **2. Rapid Rehousing Program Funding**

Ms. Holcomb and Mr. Trimble provided background to this item. West Des Moines Human Services' Rapid Rehousing program is currently funded by HUD at \$102,256 annually. The funds received are used for staffing (one part-time Human Services Department employee), rent deposits, and monthly rent payments for homeless individuals from around the metro. The program provides this temporary housing and also finds employment for the individual at locations around the metro. A majority are placed outside West Des Moines.

Unfortunately, Mr. Trimble explained that the local committee which oversees this grant, of which Mr. Trimble is a member, has denied funding to West Des Moines beginning October 2019, due to a paperwork error by City staff. He stated that, in addition, there is no guarantee that the program will receive funding in future years -- other competing programs also apply for the funds.

After discussion of several options, it was determined that funding is in place for the near term (to October 2019), and a more thorough consideration of the long-term future of the program would occur during City's FY 19-20 annual budget process. A recommendation will be brought back to this committee.

## **3. Staff Updates**

Mr. Hadden mentioned that Bridges is also struggling and are considering making apartments for Veterans. They approached the City with a funding request.

Mr. Stiles stated that he and several staff members would be attending the League of Cities Conference in Council Bluffs later this week, where Councilmember Hardman will be speaking.

Mr. Evans stated that staff has met multiple times with the Iowa Clinic and will be coming forward with a proposal. The City's current program is 5 years at 100% and then the property owner must keep the minimum assessment for 5 years. Mr. Trimble suggested this project receive 10 years at 100% and keeping the minimum assessment for 10 years. Mr. Evans stated the issue with 10 years is that it locks in that value and so staff is more comfortable with increases at the 6 and 11 year mark. The development agreement will be negotiated by staff and brought back to the Committee for further recommendation.

**4. Other Matters**

None.

Meeting was adjourned at 8:14 AM.

Respectfully Submitted,

A handwritten signature in blue ink that reads "Katie Johnson". The signature is written in a cursive, flowing style.

Katie Johnson  
Secretary