



Revised minutes 11/1/18 – Item 2

**FINANCE & ADMINISTRATION SUB-COMMITTEE**  
**Wednesday, October 24, 2018 - 7:30 AM**  
**West Des Moines City Hall – 4200 Mills Civic Parkway**  
**City Council Chambers**

Present: Councilmember Russ Trimble, Councilmember Renee Hardman, City Manager Tom Hadden, City Attorney Dick Scieszinski, Finance Director Tim Stiles, Community & Economic Fire Chief Craig Leu, Parks & Recreation Director Sally Ortgies, Development Director Clyde Evans, Business Development Coordinator Rachel Wacker, Business Development Coordinator Katie Hernandez, Accounting Manager Lesley Montgomery, Fleet Manager Rian Rasmussen, Budget Analyst Chris Hamlett, and Administrative Secretary Maureen Richmond

Meeting was called to order at 8:00 AM

**1. Resource Enhancement and Protection (REAP) Grant –  
Raccoon River Park Boathouse**

Ms. Ortgies is seeking direction related to a grant application which was approved by the F & A Committee on July 18, 2018. The application was submitted in August 2018 to the Iowa Department of Natural Resources for funding through the Resource Enhancement and Protection (REAP) program. The City's grant request was for the maximum of \$200,000 to assist with in funding the Raccoon River Park Boathouse, a project with an estimated total cost of \$2.2 million.

Ms. Ortgies was recently notified that the application was approved, but at a lesser award of \$83,411. Staff is requesting that Council reconsider funds budgeted in the FY 18-19 CIP, which currently includes \$1,025,000 in LOST funding spread across three projects for design work (Boathouse, Ped Bridge over Raccoon River, and Sugar Creek Trail). Due in large part to the failed Polk County LOST vote, staff believes it more important at this time to push forward with completion of one project, versus planning for three projects.

Because the Boathouse project is further along and is scheduled for completion first, and due to the matching funds from REAP, staff is requesting (1) that a future budget amendment re-direct funds away from Sugar Creek Trail and the Ped Bridge towards the Boathouse, and (2) that the REAP grant be accepted. Councilmembers supported the recommendation from staff and recommended that the grant acceptance be placed on the October 29, 2018, City Council meeting agenda for consideration and approval.

**2. Property Improvement Fund and Regulatory Compliance Fund -  
Potential Amendment**

Mr. Evans is requesting to amend the Property Improvement Fund and Regulatory Compliance Fund. The guidelines adopted by the City Council state: *"These funds (Regulatory Compliance Fund) (RCF) may be used in combination with the Property Improvement Funds (PIF), but not with the Property Tax Rebate Program (PTR)".* A tenant from the Foundry (the Commissary

Kitchen) would like to apply for funding through the PIF and RCF but is restricted because the owner of the property (the Foundry) previously received funding through the Property Tax Rebate Program. The operator of Commissary Kitchen is requesting that the Council delete this restriction and staff supports the change.

Councilmembers suggested a provision where only the Tenant can apply for the PIF and RCF, but otherwise supported the amendment of the regulations to allow the use of Property Tax Rebate program with two existing Valley Junction rehab programs. They recommended this be placed on the October 29, 2018, City Council meeting agenda for consideration and approval.

### **3. Upper Story Housing Program Amendment**

Mr. Evans is requesting to amend the Upper Story Housing Program. Staff has been contacted by a property owner within the Historic Valley Junction area about eligibility of their project to apply for funding through the Upper Story Housing Program. The guidelines developed by staff currently state: *“These funds (Upper Story Housing Fund) may be used in combination with the Property Improvement Funds (PIF) and the Regulatory Compliance Fund (RCF), but not with the Property Tax Rebate Program (PTR)”*. The developer is requesting to delete this restriction.

Staff explained that the restriction was put in place with the thought that the Upper Story Program would only be for existing buildings, but this project would construct a brand-new building and so it seems appropriate that they would generate significant increment and thus have a meaningful tax rebate to apply for.

Councilmembers supported amending the regulation to allow the use of Property Tax Rebate for the program.

### **4. MidAmerican Sports Complex – Catch Des Moines’ (Greater Des Moines Convention Visitors Bureau) Funding Agreement**

Mr. Hadden presented a proposed contribution agreement from Greater Des Moines Convention Visitors Bureau (CVB) to assist with funding the MidAmerican Energy RecPlex. The City had requested \$65,000 for 20 years; CVB countered with \$55,000 for 10 years with an option to change the terms of the agreement after year five. The Mayor advised that the CVB’s counter-offer should be rejected and suggested that F&A committee consider the same action.

Councilmembers recommended that staff continue negotiations by requesting the original terms a second time.

### **5. Consulting Services Agreement – Sports Facility Advisory, LLC**

Mr. Hadden and Mr. Stiles presented a consulting services agreement from Sports Facility Advisor based in Clearwater, Florida. This study will provide the scope of services in preparation for construction and plan for management, operation, and programming of the Mid-American Energy RecPlex facility. This study is estimated to cost \$55,000 over two phases plus travel expenses. This expenditure will require a budget amendment, with funding source being Hotel/Motel Tax Revenue. Mr. Trimble pointed out that the governing laws in the document were the State of Florida, which was not acceptable for the City. Staff would request the change be made.

Councilmembers supported the Sports Facility Advisory Consulting Services Agreement and recommended this item be reviewed by Legal once the change is incorporated and then placed on a future City Council meeting agenda for consideration and approval.

## **6. Staff Updates**

Mr. Scieszinski updated that Westcom's liability claim with Panasonic with their mobile data/computers and the cell phone towers not communicating has been settled. Panasonic agreed to replace 130 new router units for an approximate cost of \$600,000. The new units will have new technology which has been tested by the Westcom public safety agencies and is performing well.

Mr. Stiles noted that all of the claims on the Sugar Creek Stormwater Fee District have been processed and will appear on the next City Council bill listing. The refunds totaled approximately \$470,000 (plus interest). These funds have been held in escrow.

Mr. Trimble met with Ankeny officials regarding the DART proposal to increase the cap on DART's property tax levy. Ankeny and West Des Moines were in agreement to propose a cap of \$.25 increase. After Mr. Trimble's discussion with Ankeny, DART governing Board met and presented a new proposal of not increasing the cap for cities. The proposal is to amend the 28E Agreement to allow DART the same levies as cities (General Fund, Insurance, Benefits, etc.). Mr. Trimble indicated that he would likely support the proposal.

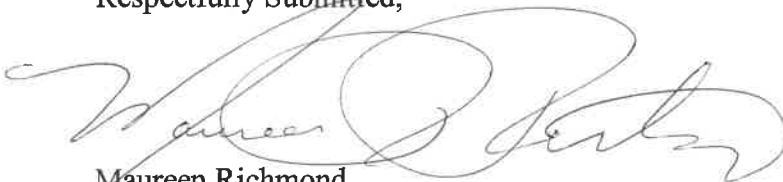
## **7. Other Matters**

Mr. Leu brought forward an issue with the Fire Department's 2010 ladder truck which is in need of repair. It was determined the truck's frame rail has corrosion and after evaluating cost comparison to repair, staff is recommending the unit undergo a more thorough refurbishment. The manufacturer of the unit submitted a proposal for Refurbishment/Repair in an amount not-to-exceed" \$120,000 (current estimate \$105,496), which meets all the needs identified by staff.

Councilmembers supported the expenditure and recommended this be placed on the October 29, 2018, City Council meeting agenda for consideration and approval.

Meeting was adjourned at 8:55 AM.

Respectfully Submitted,



Maureen Richmond  
Administrative Secretary