



**FINANCE & ADMINISTRATION SUB-COMMITTEE**  
**Wednesday, December 12, 2018 - 7:30 AM**  
**West Des Moines City Hall – 4200 Mills Civic Parkway**  
**City Council Chambers**

Present: Councilmember Russ Trimble, Councilmember Jim Sandager, City Manager Tom Hadden, Deputy City Manager Jamie Letzring, Finance Director Tim Stiles, Human Resources Director Jane Dodge, Parks and Recreation Director Sally Ortgies, Recreation Superintendent Ryan Penning, Accounting Manager Lesley Montgomery, Community & Economic Clyde Evans, Business Development Coordinator, Rachel Wacker, Business Development Coordinator Katie Hernandez, Community Compliance Specialist Eric Boike, IT Business Application Analyst Aaron Schwartz, IT SharePoint Developer Ryan Siegert, Development Services Secretary Juanita Greer, Budget Analyst Chris Hamlett, and Administrative Secretary Maureen Richmond

Meeting was called to order at 7:30 AM

**1. Holiday Park Baseball Agreement Renewals & Fee Adjustments**

Ms. Ortgies and Mr. Penning presented two agreements:

- **Sportsplex West** manages the youth baseball services at Holiday Park Baseball Complex. Their original five year contract expires at the end of 2018. Sportsplex West has received high satisfaction from surveys performed annually by the City and the baseball programs are well established in the community. Staff and Sportsplex West have agreed on all terms of a new five year agreement, which is very similar to the original agreement and has been reviewed by the Legal Department.
- **Iowa Cubs Sports Turf Management** manages the turf and field maintenance services at Holiday Park. The original five year contract agreement expires at the end of 2018. The Iowa Cubs perform work as defined in the agreement, including dugout and field maintenance and field preparation prior to games. They are increasing fees from \$25 to \$30 per hour but unit cost for mowing, which is a large percentage of services, will remain at \$50 per hour. The total estimated annual amount of the original agreement was \$129,900. Based on the 2018 hours spent at the complex in 2018 and the new hourly rates, the total estimated annual amount of the proposed agreement will be for approximately \$157,840.

To offset the increased cost, staff is also recommending a \$5.00 per field/per game increase to be paid to the City for tournament use. This will be implemented beginning 2019. Fees for use by Sportsplex West will be increased beginning in 2020.

Also, staff is recommending that rental fees for both aquatic centers be increased to reflect recent increases to the hourly pay rates of lifeguards. Rental fees have not been increased since November, 2016.

Councilmembers supported the renewal of both agreements and fee adjustments for Holiday Park Baseball Complex and both aquatic centers, and recommended staff place all items on a future Council Agenda for review and consideration.

## **2. Employee Volunteer Program**

The Employee Volunteer Committee – Ms. Montgomery, Ms. Greer, Mr. Boike, Mr. Swartz, and Mr. Siegert – presented a proposed update to the Employee Volunteer Program (EVP) policy. The EVP is defined as a planned, managed effort that motivates and enables employees to serve community needs and social responsibility to the community. Volunteers who work full-time jobs use their weekends and evenings to participate in Community Service. Several local private companies offer some form of paid time off for volunteer opportunities and many government agencies across the country are starting to develop their own programs.

Currently the City has a policy allowing full-time employees 4-hours off for paid time off to volunteer in the community. The Committee proposed that all regular full-time employees could volunteer up to 16 hours per year with an approved agency or organization and directors approval. The employees would have to follow the guidelines of the proposed policy.

Ms. Montgomery noted currently there is no volunteer tracking in the payroll system due to no pay code. With the implementation of the Kronos pay system in 2019, a new pay code can be created to track volunteer hours.

Councilmembers recommended the volunteer program be adjusted but only as a pilot program the first year, and with up to 8 hours per employee per year. The program will be reviewed after the first year of participation. This will be considered a benefits change by the Human Resources department and next steps will follow their appropriate procedures for adoption.

## **3. Audit Services for Fiscal Year End June 30, 2019**

Ms. Montgomery and Mr. Stiles presented a memo related to audit services for FY 2018-19. The current audit service agreement with Eide Bailly has been in place since Eide Bailly was the successful proposer from a Request for Proposal (RFP) process completed in March 2012. At the time Eide Bailly was selected, the RFP documents contemplated a 5-year service agreement with an additional 2-year option by mutual agreement. The 2-year (7<sup>th</sup> year) continuation period ended with the FY 2018 audit. There have been no issues with the level of service provided by Eide Bailly.

To select a new audit firm, a new RFP process would need to occur this spring. Due to the Accounting Manager being on maternity leave at that time, and the resulting increased work flow for the remaining staff, the Finance Department is requesting to extend the Eide Bailly agreement for auditing services for an additional year. The cost for the services in FY 2018 was \$57,700, and Eide Bailly has quoted FY 2019 at \$60,000.

Councilmembers supported extending the Audit Services Agreement with Eide Bailly.

## **4. Development Agreement Amendments**

- **Cyrus Quick/Food with Flair Catering, Inc.** – This Development Agreement is a result of Round III of the Redevelopment Programs for Historic Valley Junction. This amendment is necessary to extend the project completion date.
- **The Silvers Building, LLC/Paper Street Watering Company, LLC** – This Development Agreement is a result of Round II of the Redevelopment Program for Historic Valley Junction.

This amendment is necessary to extend the terms of the Promissory Note for loan repayment from 5 years to 10 years, which is within the program guidelines.

- **Busy Beaver Holdings, LLC/Inspire Papercrafting, LLC** – This Development Agreement is a result of Round III of the Redevelopment Programs for Historic Valley Junction. This amendment is necessary to substitute the tenant within the Agreement. Inspire Papercrafting (current tenant) has closed, and Bing’s (new tenant) has taken its place and will guarantee the jobs for that project.
- **Microsoft Project Osmium** – This Development Agreement was approved to facilitate the newest Microsoft project – Project Osmium. This amendment is necessary to extend and clarify the project completion date and size. The completion date of the public improvements is also being updated. The Minimum Assessment Agreement will not change.

Councilmembers supported the recommendations amending the four above mentioned Development Agreements, which will be placed on a future City Council Agenda for review and consideration.

#### **5. Property Tax Rebate Program Application – JARCOR, LLC (8<sup>th</sup> Street project)**

Mr. Evans brought forward an update modifying the proposal for JARCOR’s Property Tax Rebate Program Application. This was previously discussed at the F&A meeting on September 26, 2018 and that discussion was as follows:

- The applicant is proposing to demo the vacant restaurant building at 1261 8th Street (former Prime Steak) and construct two new buildings for retail and farm to market specialty food market and restaurant.
- A yet-to-be-named restaurant would be the major tenant in the first 7,500 square foot building, which is estimated to cost \$3,450,000. The restaurant tenant would create a minimum of five new full-time positions
- A second yet-to-be-named restaurant will be the major tenant of the second 4,300 square foot building on the eastern portion of the property, which is estimated to cost \$2,250,000. This building could also house additional retail space. This restaurant tenant would also create a minimum of five new full-time positions.
- The existing two-story office building at 1249 8th Street will remain on the site but may be renovated.

Due to the current lot configuration and the re-platting, ascertaining the base valuation and calculating the actual amounts of rebates on the new parcels is difficult. Staff will be meeting with the Polk County Assessor for direction on the frozen base to enable the calculations.

Councilmembers reviewed and discussed this request but deferred on passing a recommendation. The item will come back for discussion at the F&A meeting of January 9, 2019.

## 6. Urban Renewal Plans

Ms. Hernandez and Mr. Evans presented the following Urban Renewal Plans:

- **8300 Mills Civic Parkway Urban Renewal Plan (New)** -- A new Urban Renewal Plan is created to facilitate the Development Agreement for Project Fantastic. Projects will include a Development Agreement (to include incentives) and public infrastructure projects. The general location of this new area will be the southwest quadrant of 81<sup>st</sup> Street and Mills Civic Parkway.
- **Jordan Creek Urban Renewal Plan (Amendment #6)** – Amendment No. 6 of the Jordan Creek Urban Renewal Area is to add land area to include a project financed by tax increment financing to widen EP True Parkway between Jordan Creek Parkway and 81<sup>st</sup> Street.

Councilmembers supported the recommendations and each amendment will be placed on a future City Council Agenda for review and consideration.

## 7. 2019 Finance & Administrative Committee Meetings

Councilmembers supported the proposed 2019 Finance & Administration Subcommittee Meeting dates as presented. The meetings will generally be held the first and third Wednesdays of each month.

## 8. Staff Updates

Mr. Evans received a Tax Rebate Program application from Cutler for the project at 333 5<sup>th</sup> Street. This will be a \$1,000,000 renovation project.

Mr. Evans brought forward a request to consider the Tax Rebate Program to be extend the Opportunity Zone to include 8<sup>th</sup> Street & Val Gate area.

Mr. Evans gave an update on Iowa Clinic, 3<sup>rd</sup> floor agreement meeting the recruiting requirement. This project will be delayed until the summer of 2019 due to staff issues.

## 9. Other Matters

None

Meeting was adjourned at 8:35 AM.

Respectfully Submitted,



Maureen Richmond  
Administrative Secretary