

**MEETING MINUTES**

**FINANCE & ADMINISTRATION SUB-COMMITTEE**

**Wednesday, April 20, 2022 - 7:00 AM**

**Held via Microsoft Teams**

Present: Councilmember Greg Hudson, Councilmember Doug Loots, City Manager Tom Hadden, Deputy City Manager Jamie Letzring, Finance Director Tim Stiles, Budget Analyst Chris Hamlett, Community and Economic Director Clyde Evans, Housing Planner Christine Gordon, Parks & Recreation Director Sally Ortgies, Principal Engineer Brian Hemesath, Human Resources Director Jane Dodge, Accounting Associate Jenny Buffington, and Secretary Katie Johnson

Guests: Rick Kallmeier

 Alli (?)

 Ava Westfall

Meeting was called to order at 7:00 AM

1. **Financial Feasibility Studies – Sports Facilities Companies**

**A.** **Potential MidAmerican Energy Rec Plex Expansion**

Ms. Ortgies stated that staff is interested in updating the previous Rec Plex Financial Feasibility study with an eye towards expansion. An updated study would help with requesting construction funds (donations and grants).

Staff would like to consider an additional ice rink, potentially two more outdoor fields, and expanding parking. Mr. Stiles mentioned that he would like to compare the previous study estimates to actual costs now that the facility is operating. Staff feels while some areas will match with estimates but with market change, the numbers need updated. It is logical to use SFA for the update as they were the firm who completed the original study. Ms. Ortgies stated that according to SFA, the RecPlex is already in year 4 or 5 in their projections due to popularity and demand. The cost estimate for the study was $24,500 from SFA.

Both councilmembers are supportive of re-engaging SFA to update the Rec Plex Feasibility Study and the item will be placed on a future Council agenda for consideration.

**B. Potential Aquatic Facility**

Councilmember Loots started by stating that there was a working group including himself, Clyde, Sally, and others that have been discussing the opportunity for a new aquatic center to support the growth of swimming and diving in the area. The first step would be to do a feasibility study. SFA or the Councilman/Hunsaker Consulting firm were identified as firms which have specific expertise and experience to complete such a study.

Mr. Hadden stated that he has spoken to the Waukee School District about their planned construction of a Natatorium for both high schools, but there are no diving towers. He has also spoken with Leisha Barcus who runs the Downtown Des Moines YMCA. The concerns that were raised during those conversations were around financing construction and operations. Mr. Hadden suggested any efforts may require a partnership with a school, and the concerns support the need for a feasibility study. Mr. Stiles voiced concern over the current bidding climate for construction projects.

Councilmember Loots mentioned that he believes there is a set of private citizens which would be willing to share the cost of the feasibility study.

Councilmembers are supportive of using Councilman and performing the feasibility study with the cost to be shared equally between the city and the interested parties. The item will be placed on a future Council agenda for consideration.

1. **Workforce Rental Housing Program Guidelines**

Ms. Gordon presented two minor changes to this program. The first change is changing the name from Rental Workforce Housing Program to Workforce Rental Housing Program. The second change would no longer require a minimum assessment agreement. Mr. Evans stated that the minimum assessment agreement is problematic on large plats because it creates issues with the County Assessor.

Councilmembers were supportive of changing the name and removing the minimum assessment agreement.

1. **Fiscal Year 2022 Budget Amendment #3**

Mr. Hamlett presented budget amendment #3. He stated that this will be the last opportunity to amend. Some of the larger changes are:

* Increase hotel/motel tax revenue and the resulting increased contribution to BRAVO and CVB
* Increase EMS Supply Budget
* Increase in RecPlex Revenue
* Increase cost of Digital Enterprise project
* Increase due to leased vehicle maintenance

Councilmembers are supportive of the budget amendment and placing on a future council agenda.

1. **2022 General Obligation Bond Sales**

Mr. Stiles presented information about the upcoming 2022 General Obligation Bond Sales. The City will be having their rating call with the Credit Rating Agency within a couple of weeks. The City will then be selling the bonds on May 16th.

The sale will involve three series of bonds related to two projects. One series will be to fund the extension of Stagecoach Dr. West of Jordan Creek Parkway to 78th St. The other two series are related to Microsoft Ginger East. One piece is non-taxable and will fund construction of SE County Line Road on south side of Microsoft from Soteria St to Veterans Parkway. The other piece is a small taxable piece to construct some conduit on Microsoft’s behalf and to repay a RISE Grant. The RISE Grant was awarded to construct Maffitt Lake Road which now runs through Microsoft’s property and will be removed during construction of the Data Center.

Councilmembers are supportive of the bond sales and agreed to place the items on a future Council agenda.

1. **Staff Updates**

Mr. Stiles gave a quick update regarding the Westcom Management Committee Finance Workshop. Mr. Stiles and Mr. Hamlett helped lead the workshop which was attended by the Westcom City Managers. He noted that Polk County is responsible from distributing 911 funds and the County has lost track of proper distribution of funds. RSM (McGladrey) is going to come in and audit the funds to confirm that Westcom has received the proper amount.

West Des Moines is responsible for the accounting of the six entities of Westcom. Mr. Stiles recommended that Westcom have its own stand alone audit and financial statements each year.

**6. Other Items**

None

Meeting was adjourned at 8:13 AM.

Respectfully Submitted,

Katie Johnson

Katie Johnson

Recording Secretary