

**MEETING MINUTES**

**FINANCE & ADMINISTRATION SUB-COMMITTEE**

**Wednesday, September 22, 2021 - 7:30 AM**

**Held via Microsoft Teams**

Present: Councilmember Russ Trimble, Councilmember Greg Hudson, City Manager Tom Hadden, Deputy City Manager Jamie Letzring, Finance Director Tim Stiles, Budget Analyst Chris Hamlett, Assistant City Attorney Greta Truman, Community and Economic Director Clyde Evans, Housing Planner Christine Gordon, City Engineer Brian Hemesath, Human Resources Director Jane Dodge, and Secretary Katie Johnson

Meeting was called to order at 7:00 AM

**1. Update on Housing Program Initiatives**

Ms. Gordon gave an update on the Housing Program Initiatives that had been previously discussed. She presented changes and council members added some of the additional changes:

* **Home Improvement Program:** The program will help improve the exterior and structural issues. The maximum income will be 100% of the area median income with the potential to raise the maximum after the first year. The City would match funds on a 10-year forgivable loan based on income. The program will begin once funding has been secured.
* **Rental Acquisition Program:** The program is the purchasing of single family rental properties and transitioning them to owner-occupied properties. The initial focus of the program is on the properties rated as “poor” or “below normal” according to the Polk County Assessor. It must then be sold to a purchaser at no more than 100% median household income. During the pilot phase, the program will only be offered up to non-profit organizations. The program will begin once funding has been secured.
* **Down Payment Assistance Program:** The program is to assist in the purchase of homes in the Historic West Des Moines area. This works with existing programs such as Iowa Finance Authority. Applicants would be required to apply for those programs as well. Qualified households would be able to receive a grant for down payment or closing costs of up to $2,500. Eligible active duty military, veterans, and first responders could apply for an additional $2,500. Qualified households could also apply for a loan for a down payment or closing costs of up to $5,000. The loan would be repayable upon refinancing of the original loan, sale of the property, or payment of the original loan in full. The program will begin once funding has been secured.

Councilmembers are supportive of the staff recommendations and placing on a future Council Agenda.

**2. Proposed South Jordan Creek Urban Renewal Area**

Mr. Evans stated that staff has been contacted by several different developers that were looking for City assistance in a residential area. Due to it being residential, the City would not be able to create an Economic Development – Urban Renewal but would instead need to create the Urban Renewal Area as a housing URA. The housing TIF is limited to a length of 12 years and 38% of the tax increment would need to go toward affordable housing within the community. The proposed boundaries would generally include the area from South Jordan Creek Parkway to South 88th Street, and from Cascade Drive to Booneville Road.

Councilmember Trimble questioned the amount the City would be contributing to public infrastructure. Mr. Evans stated that staff would need to look at arterial roadways. Mr. Hemesath mentioned that the only road that have been presented for help is Stagecoach at this point. Mr. Stiles added that anything beyond Stagecoach would be at the City’s discretion. He also mentioned that the school district stated that this may also be a good area to add an elementary school.

Councilmembers are supportive of the proposed South Jordan Creek Urban Renewal area and placing on a future Council Agenda.

**3. FY 2021-22 Budget Amendment #1**

Mr. Hamlett stated that typically the first budget amendment is carrying over from the previous year or changes since the budget was adopted. This year is different due to Covid and supply chain issues. Some of the amendments are:

* Carryover for Police Department ammunition. Orders have been in since December/January.
* Carryover for Fire Department Uniforms and bunker gear.
* Carryover for Vehicles that were previously ordered but have not been able to be delivered.
* Carryover for Furniture for the Nature Lodge.
* Updates to the Lockout/tagout proceducres at the Public Services facilities.
* Additional $3 million in C.A.R.E.S. Act funds
* Additional $700,000-$800,000 with the addition of Microsoft Data Center
* Budget increase for RecPlex and Fiber Conduit due to the inability to complete in the previous fiscal year.

Councilmembers are supportive of Budget Amendment #1 and placing on a future Council Agenda.

**4. Staff Updates**

Mr. Hemesath discussed the difficulty of seeding due to inclement weather.

**5. Other Items**

Mr. Evans mentioned that a business in town is working to acquire land in order to add a $13-15 million building.

Councilmember Trimble briefly discussed the increase in Stormwater Management.

Meeting was adjourned at 9:00 AM.

Respectfully Submitted,

Katie Johnson

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Recording Secretary