West Des Moines

FINANCE & ADMINISTRATION SUB-COMMITTEE
MEETING MINUTES
Wednesday, July 22, 2015 - 7:30 AM
West Des Moines City Hall – 4200 Mills Civic Parkway
Training Room, 2nd Floor

Present: Councilmember Russ Trimble, Councilmember Jim Sandager, City Manager Tom Hadden, City Attorney Dick Scieszinski, ITS Director Mark Lumsden, Accounting Manager Becky Scott, City Communications Specialist Lucinda Stephenson, Budget Analyst Chris Hamlett, and Administrative Secretary Maureen Richmond

Meeting was called to order at 7:30 AM

1. Vendor Selection – City Hall Audio-Visual System (continued from 6/17)

Mr. Lumsden noted that this item was continued from the previous F&A meeting. At the June meeting, staff had recommended accepting a proposal from Conference Technologies, Inc. (CTI) for an estimated cost of $176,745.89 to replace and enhance the Audio-Visual system in the Council Chambers. At that meeting, Mr. Scieszinski noted that CTI was involved in constructing the RFP document so there may be some perceived conflict – he suggested the issue could use some additional research. The Councilmembers agreed and deferred action until research could be completed.

Mr. Lumsden reported that Sight and Sound Innovations' proposal substituted a lower quality system different from the specifications set forth in the RFP and should be considered unacceptable. He noted that, in addition to submitting a compliant proposal, CTI demonstrated superior experience in these specific types of installations. Mr. Lumsden presented a scoring matrix which showed the demonstrated direct experience of CTI, which includes installation and maintenance of integrated video, audio, voting, and broadcast systems. In addition to their sub-par response which does not meet the design standards of the RFP, Sight and Sound lacks any direct experience. Finally, Mr. Lumsden noted that the RFP did not contain specifications for proprietary equipment – suppliers could provide to any proposer. Due to these factors, staff recommends the contract for purchase and installation of Council Chambers A/V system be awarded to CTI.

Mr. Trimble suggested that to avoid confusion in the future: 1) If a bidder does not comply with the requirement process, the bid should be rejected. 2) If the City hires a consultant to write the specifications for a RFP, the consultant will be exempt from bidding on the RFP. Staff agreed with this approach.

Councilmembers supported accepting the submitted proposal from CTI for $176,745.89, and placing the item on a future Council agenda.

2. **City-Wide Schedule of Rates, Fees, and Charges – Police Report, Video, and Photo Fees**

Mr. Hamlett presented an updated City Wide Schedule of Rates, Fees, and Charges – with proposed adjustments to the Police Department section. This schedule was last updated and approved by Council June 29, 2015, but did not contain the proposed Police rate adjustments. The Police Department requested that the fee to provide DVD copies of videos and/or photos to the public will carry a charge of $25.00 to cover expenses associated with fulfilling the request, and that all written reports carry a $5.00 fee to cover related expenses.

The Councilmembers supported the updated Schedule of Rate, Fees, and Charges and recommended the item to be placed on the July 27, 2015, City Council meeting for full consideration.

3. **Municipal Advisory Services Agreement – Public Financial Management, Inc. (PFM)**

Mr. Hadden presented a Municipal Advisory Services Agreement from Public Financial Management, Inc. (PFM). PFM has served as the City's Financial Advisory Firm for the past several years. They were selected following a Request for Proposal process in 2004. Their prices to perform bond-issuance related services have remained unchanged from those quoted in their proposal at that time.

PFM staff has advised City staff that as a result of recent SEC rulings, they recently adopted a firm policy which requires a written agreement prior to performing financial advisory services. The SEC ruling was prompted by several instances where there was a lack of clarity between the roles of Bond Counsel and Municipal Advisor. The City staff also routinely uses PFM to perform other analysis, projections, and research.

The proposed Engagement Agreement defines the scope of services PFM staff will and will not provide as Financial Advisor for various projects and analysis as directed by staff and/or elected officials. The duties outlined in the agreement are consistent with duties they have performed in the past. The agreement is written to allow cancellation by either party.

The Councilmembers supported the Municipal Advisory Services Agreement with PFM and recommended the item to be placed on the July 27, 2015, City Council meeting for full consideration.

4. **Banking Services Consulting Agreement – NCP, Inc.**

This item was deferred from the June 17, 2015 Finance meeting. The Councilmembers requested to discuss detail with staff before going forward with this project.

From the June Meeting; Mr. Hadden and Mr. Stiles noted that staff is requesting to initiate an RFP proposal for banking services. The City's general banking and treasury services have been in place for many years and largely service the City's needs adequately. The

City has not sought competitive solicitations for at least ten years.

To go forward, staff's recommendation is approval of a Consulting agreement for banking services with NCP, Inc. Staff does not have specific technical expertise needed to assess the City's banking services with all the rapid changing technological advancement of many of the major institutions. NCP, Inc. came to staff highly recommended and has demonstrated its capability to provide this type of consulting service. Mr. Hadden and Mr. Stiles interviewed NCP staff and are confident they can provide expert direction to coordinate the banking service RFP process. NCP has estimated a maximum cost of $20,000.

Councilmembers supported to the proposed agreement with NC and recommended the item to be placed on the July 27, 2015, City Council meeting for full consideration.

5. City-Owned Automated Teller Machine at WDM Community Center

Mr. Hadden brought forward a recommendation to remove the city-owned ATM at the West Des Moines Community Center at 137 5th Street. The machine was purchased in 2004 by the City and First Bank was contracted to service the machine. At that time, the ATM's in Valley Junction were limited and this machine was intended to serve visitors in the Valley Junction area (e.g. Farmers Market, shopping). The ATM was initially well received and performed a great service over the years but has steadily decreased in activity.

Currently there are multiple businesses with ATM's for visitor access, many vendors at the Farmers Market now have the ability to accept credit/debit cards, and the existing City owned machine will need a significant software upgrade to comply with the upcoming pin & chip requirements being instituted by the banking industry.

Staff and First Bank both recommend that the machine be taken out of service at the Community Center.

Councilmembers supported removing the ATM from the Community Center.

6. Staff Updates

A. Mr. Hadden gave an update on the Stagecoach Drive paving/development project. Staff met with the developers; it was agreed the developers will cover the difference in the cost at the end of the 10-year agreement. Mr. Scieszinski is working with the developers on a formula. Mr. Scieszinski will draft an agreement between the developer and City for review.

B. Mr. Hadden brought forward an ongoing sidewalk issue at 550 S. 35th Street (east side of the street across from Southwoods School). The City recently installed a sidewalk adjacent to Southwoods Park along S. 35th Street, extending to the lot line of 550 S. 35th St. This property does not have sidewalk, thus leaving a break in the sidewalk system from the end of Southwoods Park to the south.

At one time the WDM School District owned the land, built the house as a school project but did not install a sidewalk. The WDM School District sold the home to the current owner. The City is now requiring the property owner to install a sidewalk. The property owner doesn't agree they should be required to install the sidewalk when it should have been installed previously. Options would be for the property owner to have the sidewalk installed at their cost, or the City to have it installed and assess the property owner. Another option is to approach the WDM Schools to request that it, the City and the property owner share in the cost to install the sidewalk. Mr. Scieszinski will do some research on this sidewalk issue and discuss at a future date.

7. Other matters

None

Meeting was adjourned at 8:10 AM.

Respectfully Submitted,

Maureen Richmond
Administrative Secretary