

Urbandale Capital Improvements Program (CIP) Committee Minutes  
CIP 2017 – 2022+  
**Meeting #1**  
November 15, 2016

The Urbandale Capital Improvements Program (CIP) Committee met as scheduled at 7:15 a.m. in the Council Chambers, 3600-86th Street, with CIP Chair Mike Carver presiding. The following CIP Committee members were present: Mike Carver, Tom Gayman, Betty Devine, Bridget Montgomery (arrived at 7:18 a.m.), John Bouslog, John Hollebrands, Steve Bass, Steve Lytle, and Susan Bonnicksen. Absent: None. Also present from City Staff were City Manager A. J. Johnson, Finance Director Nicci Lamb, Assistant Finance Director Kim Keisler, Director of Parks and Recreation Jan Herke, Assistant Director of Parks Kevin James, Fire Chief Jerry Holt, Assistant Fire Chief for Training Mike Cardwell, Director of Engineering and Public Works Dave McKay, Assistant City Engineer John Larson, GIS Coordinator Ryan Noah, Senior Engineer Kristin Brostrom, Police Chief Ross McCarty, and Assistant City Manager Su Zanna K. Prophet.

Carver opened the meeting and read the Character Counts statement.

Carver asked City Manager Johnson to provide a brief summary of the CIP program. Johnston thanked the Committee members for their time and indicated the City Council values their input. Johnston “welcomed” new CIP Committee member Steve Bass. Johnston indicated the importance of the CIP as the “blue print” for the City and departments to develop capital projects for the City Council to consider. Johnson indicated the CIP Committee focus is on projects in the first 5 years—primarily years 1, 2, and 3; rather than the Unprogrammed (years 6 to 10) unless there is reason to advance the project. Johnson indicated it takes 12-18 months to design large projects and to seek bids. Johnson indicated the CIP shows the 17 new CIP projects and the 15 CIP projects completed in 2016—the list is after his transmittal letter. Johnson indicated the 10 year CIP is divided into 12 categories--the City is responsible for 11 categories and the Water Utility is responsible for its projects.

Johnson briefly reviewed the CIP funding sources. The 2 primary funding sources are: (1) GOB at \$2.18/per \$1,000 of valuation, programmed to increase 2¢ this year to \$2.20/per \$1,000 of valuation; and (2) TIF-Northwest Market Center (NWMC), captures incremental value in the TIF district—only raise and spend TIF funding in that district. Other funding sources include the Road Use Tax, which the State increased 2 years ago—means more funding comes to the City which reduces the reliance on GOB for Street projects, and Grant funding. Johnson noted the CIP outlines 6 Bond Referendum projects, including the City Services Center, and the Aquatics

Facility. Johnson indicated a 60% super majority is required from the public to authorize spending, and there are 4 times a year when a vote could occur. Johnson indicated the CIP is a 10 year program from 2017 through 2026--the cost for the first 5 years is approximately \$209M, and the cost for the 10 years is approximately \$297M. Johnson indicated that approximately .80¢ out of every dollar in the CIP 10 year program is for projects in Public Works and Water; and the remaining .20¢ is for the remaining projects. Johnson also indicated this CIP included energy efficiency initiatives in the cost estimates for building design and construction, with no intent to require LEED certification. Johnson indicated that are 101 CIP projects and 17 were new projects.

Carver introduced Finance Director Lamb. Lamb provided two handouts—the 2016 amended Fiscal Performance Goals, and the 10 year benchmark items profiling the Fiscal Performance Goals. In regards to the 10 year benchmark items, Lamb indicated it has/would be revised for the new taxable base, updated fiscal goals, new census, valuation, etc., as the CIP and the budget are developed and finalized. The CIP process comes first, then the budget. Lamb indicated that due to the increased size of CIP projects, the annual bond issuance would be in March-April, 2017. Lamb indicated the CIP as presented is in balance and could be approved as presented. If the CIP Committee wanted to move a project forward, Lamb stressed that the funding sources would need to be the same (i.e., GOB for GOB), and the funding sources cannot be mixed to match the funding amount. Lamb indicated that budget funding is also presented (i.e., General Fund, Storm Water Utility Fund) for informational purposes, since debt is not issued for those funding sources. In regards to Bond Referendum funding, Lamb indicated that when additional debt is approved by a voter approved Bond Referendum, it is in addition to the GOB debt levy. Carver suggested that Finance provide the CIP Committee members with the City's valuation figures for informational purposes. Committee member Lytle indicated that the Fiscal Performance Goals are based on the FY term, but the CIP projects are based on the annual calendar term which was confusing, and asked if the years could be the same? Lamb indicated that the FY term conforms to the budget and the audit, and these cannot be changed; and the calendar year matches the year the bond is issued for construction in that calendar year (*which overlaps two fiscal years*).

Carver thanked Johnson and Lamb for the overview.

Carver explained the review process. The CIP Committee will go through each section and Committee members can ask questions after each section. If a CIP Committee member wanted to propose a change, it would require a Motion, and Second to the Motion, and at least 5 votes in support of the Motion. Carver indicated that at the CIP Committee Public Hearing, the CIP

Committee members would have another opportunity to propose changes to the CIP. Carver also thanked the CIP Committee members for their participation in the CIP process. Carver also indicated his intent to adjourn the meeting at 8:30 a.m. if possible. Carver asked City staff to summarize the projects in the Parks, Art, Building, Major Equipment, and Technology sections.

While projects in the identified sections were reviewed, the comments below are provided for only those projects requiring clarification or additional follow-up.

The “Parks” section was reviewed by the CIP Committee:

- Engineering provided a map of the Park CIP project locations.
- Tot Lots & Playground Improvements: Various Locations: Herke indicated that once a playground is installed there is often a request for a small shelter. Herke showed a photo of a recently constructed shelter. CIP Committee member Bouslog asked if picnic tables are provided in or for the shelters. Herke confirmed that picnic tables are provided after the shelters are constructed.
- Trail, Disc Golf & Amenities: Waterford Park – 156<sup>th</sup> Street to Waterford Road: Herke indicated a consultant has been hired to start the design of this project, and to determine the location and potential necessity for a bridge.
- Walker Johnston Park – Tennis Court Restoration: Herke indicated that the school also uses the public tennis courts for their high school team practices and meets. Herke indicated that due to seepage of the tacking material up to/on the court surface that the 4 south courts needed to be restored. CIP Committee member Montgomery asked if the school would contribute funding for use of the courts. Herke indicated no, as there are other reciprocal arrangements between the City and schools. CIP Committee members Devine and Gayman asked about the tacking issue and if the restoration would resolve the issue. McKay indicated that the 2011 reconstruction project was funded in part by a USTA grant that required the tacking (petro mat with spray asphalt) that seeped at the time of construction, the contractor mitigated, but the tacking seeped up along the saw cuts. A different process would be used for the proposed restoration project.
- Walker Johnston Park – Tennis Court Lights: Herke indicated lights would be installed when the restoration project is constructed, and the installation would be coordinated with the contractor, and with the school to avoid conflicts with the school’s tennis season if at all possible.
- Walnut Creek Regional Park (WCRP) – Acquisition: Herke indicated this is a top priority but there have been no recent discussions between the City and property owners.

- WCRP-Avondale Pond Removal: Herke indicated that after a recent discussion with the property owners next to the pond, the residents did not want to proceed with the project to remove the pond, but wanted the Parks department to continue the treatment it has done in the past for algae, etc. Herke indicated the project could be removed from the CIP, and if necessary it could be returned to the CIP in the future. At this time, Herke indicated the pond continues to serve as retention area.
- WCRP-Park Roadway System-Douglas Parkway to the North: Herke mentioned that the timing of this project is contingent upon the development of the northwest corner of the roundabout at 142<sup>nd</sup> and Douglas Parkway, as the park access road would need to have access from a frontage road in this area. CIP Committee member Montgomery asked if area development does not occur, what would happen to this project. Herke indicated if development does not occur then this project would be delayed or not happen, but the new project—WCRP-Parking Lot and Utilities in the adjacent area could be built since it would be next to the existing park access road in the WCRP.
- WCRP- Annual Landscaping and Specialized Landscaping: CIP Committee member Lytle asked where landscaping for other parks is planned. Herke indicated the budget for trees in other parks are also in the General Fund as part of the annual Parks budget and are not listed in the CIP.

The “Art” section was reviewed by the CIP Committee:

- No questions.

The “Building” section was reviewed by the CIP Committee:

- Aquatic Facility: Herke indicated the Aquatics Feasibility Study proposed in last year’s CIP has been completed, and the City Council approved the recommended 3 phases at its meeting in July, 2016. Herke indicated the bond referendum was proposed for 2019 with construction in 2020; since the bond referendum for the new Fire Station was proposed for 2017 with construction in 2018. CIP Committee member Bouslog asked about the discussions with other cities about a shared Aquatics Facility. City Manager Johnson indicated that the Cities of Clive, Grimes, and Johnston were not interested now. Waukee has some interest and may consider based on location—in Dallas County, and in the Waukee Community School District. Johnson indicated that Urbandale would bear the full cost, and a funding arrangement would need to be developed with a potential partner; if arranged before the vote, then indicate another partner would cost share the project. Johnson indicated he would provide a copy of the memo he prepared for the City Council on the discussions with the other cities about the Aquatics Facility. CIP Committee member Bouslog asked if \$10M was to complete just Phase I. Herke confirmed this, and indicated the actual components and amenities for the Phase I

facility are unknown until it is designed. Bouslog asked what the cost was for a splash pad--there is one by his office and it is used all the time; cost benefit of splash pad to a facility. Herke indicated that based on the public forums for the Aquatic Facility Feasibility study there is interest in swim lessons and other activities that would require a facility with water; the design would include features the community wanted. Montgomery wanted to advance the Aquatics Facility from 2019 to 2018. CIP Committee member Lytle wanted to discuss, bad policy to move up, lots of work to get ready, put a bond referendum on fast track and it will fail. CIP Committee member Gayman agreed with Lytle; 2 huge projects clouds the issue, each needs to stand alone. CIP Committee member Montgomery indicated there was no reason to put a year in between projects when there is momentum and community support.

Montgomery moved, seconded by Devine, to advance the Aquatic Facility Bond Referendum from 2019 to 2018, and to advance the construction from 2020 to 2019. Voice call. Ayes: Montgomery, Devine, Carver. Nays: Gayman, Bass, Bouslog, Hollebrands, Lytle, and Bonnicksen. **Motion FAILED.**

- City Services Center: City Manager Johnson indicated the City Services Center combined 2 projects (Fire Station No. 43: Construction and Satellite Police) and (Parks and Public Works Maintenance Facility: 94th Street / 95th Street and Hickman Road). Johnson indicated the bond referendum was proposed for 2017 with construction in 2018. Chief Holt indicated the Standards of Coverage (SOC) document was about 90% done, which would recommend the desired location for the new Fire Station. Holt indicated that a coverage area is within 5 miles of a Fire Station. CIP Committee member Gayman asked if the SOC would outline other possible locations; and if other cities were interested in an arrangement with Urbandale. Holt indicated that Clive was still interested in an arrangement, but the Cities of Grimes, Johnston and Waukee were not interested in an arrangement or partnership. Johnson indicated that as Waukee continues to grow there may be an opportunity, but at this time Waukee was not interested. Holt indicated there may be interest in a possible arrangement for the closest unit to respond. CIP Committee member Montgomery asked, if the SOC document is 90% done, could it change the location and cost? Johnson indicated yes, it could change both factors. Johnson indicated that staff has started the process for the Fire Station to be designed, since the design will be what it is regardless of the location. Johnson explained that if the location changes, the acquisition cost for a new location would be included in the Bond Referendum, and the City would be able to sell all or a portion of the land intended for the joint facility, and use the sale proceeds to buy down the cost of the project. Johnson indicated that the Bond Referendum

identifies cost up to “x” amount and a cost adjustment is often included in the bonded amount. Carver indicated that based on an estimated cost of \$5.5M, the levy increase would be .15533¢, which based on his property tax would be an increase of \$17.71/monthly. CIP Committee member Gayman asked Holt to provide a follow-up report if there are significant changes in the SOC document.

- McKay provided additional explanation on the proposed Fire Station location at 170<sup>th</sup> and Waterford Road on property owned by the City, which will have an impact on the construction year of the Fire Station. McKay indicated the City has stockpiled dirt at the location. In the CIP Street section, McKay indicated the Waterford Road: 156<sup>th</sup> Street to 170<sup>th</sup> Street was **moved up** from 2019 (*last CIP*) to 2018 (*this CIP*), and in turn, Meredith Drive: 156<sup>th</sup> Street to 170<sup>th</sup> Street was **moved back** from 2018 (*last CIP*) to 2019 (*this CIP*). McKay indicated this means that the proposed Fire Station location site at 170<sup>th</sup> and Waterford Road will not be ready for building a Fire Station until the Fall of 2018, and the Fire Station would not be completed until summer of 2019.
- CIP Committee member Montgomery indicated that the public does not know about the Fire Station project, need to get the information out to the public. Carver indicated that the Council knows about the project and there are a number of steps to be completed.
- Carver asked for any additional comments. CIP Committee member Hollebrands indicated he was distressed to see that the new Fire Station was combined in the City Services Center with the Parks and Public Works Maintenance Facility. Hollebrands indicated that the Bond Referendum should only be for the new Fire Station, and it will be difficult to get it passed. Hollebrands proposed that the Bond Referendum vote in 2017 be only for the Fire Station (not combined with the Parks and Public Works Maintenance Facility).

Hollebrands moved that the Bond Referendum vote in 2017 be only for the Fire Station; no second. **Motion FAILED for a lack of a second.**

- CIP Committee member Gayman asked how did this evolve that the Fire Station was combined with the Parks and Public Maintenance Facility? McKay indicated: (1) site work—utilities will be jointly shared between both, (2) fuel station—Fire, Parks, Public Works, Police, and (3) same site—build at same time, do it once and be done with it. CIP Committee member Lytle asked how much does it add to the cost? McKay indicated building 2 at the same time cost less than building 2 at separate times. Carver indicated it strengthened the issue to combine and with support for the Police. CIP Committee member Bonnicksen said the logic speaks for itself.

The "Equipment" section was reviewed by the CIP Committee:

- Holt indicated 1 pumper was for the new station (2019), and the other pumper was a new project for a scheduled replacement (2021).

The "Technology" section was reviewed by the CIP Committee:

- CIP Committee member Gayman asked if the City had safeguards against cyber-attacks. Johnson indicated that the City is at its highest level it can be.

Petition Distributed:

McKay handed out a petition the City received in regards to the vicinity of Aurora Avenue between 128<sup>th</sup> Street and 142<sup>nd</sup> Street (which is NOT in the CIP). The petition will be discussed at the next CIP meeting in regards to either Sidewalks or Streets. Engineering will also prepare cost scenarios.

- The "thick" hand-out was the on-line petition (approximately 30 pages).
- The "thin" hand-out was a 2 page document of those opposed to eminent domain.

Johnson invited CIP Committee members to contact him or SK if any additional information was desired.

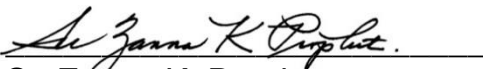
Carver asked if there were any other Committee items. None.

With no further business to come before the CIP Committee, the meeting adjourned at 8:50 a.m.



Mike Carver, CIP Committee Chair

Attest:



Su Zanna K. Prophet  
Assistant City Manager

<b>1st CIP Meeting – Nov 15, 2016 - Follow-Up Items</b>	
<b>Items</b>	<b>Status of Follow-up</b>
Carver suggested that <b>Finance</b> provide the CIP Committee members with the <b>City’s valuation figures</b> for informational purposes.	PDF - Finance – Valuation History (FY16-17 to FY04-05), Urbandale (Polk and Dallas). <i>(PDF e-mailed to CIP Committee on Nov 22, 2016).</i>
<b>Parks:</b> <u>WCRP-Avondale Pond Removal</u> : Herke indicated the project could be removed from the CIP, and if necessary it could be returned to the CIP in the future.	<ul style="list-style-type: none"> <li>• Need Motion and Second, and vote from CIP Committee to remove.</li> </ul>
<b>Building:</b> <u>Aquatic Facility</u> : Johnson indicated he would provide a copy of the memo he prepared for the City Council on the discussions with the other cities about the Aquatics Facility.	PDF - City Manager memo Oct 25, 2016, Aquatic Center Update, to Mayor and City Council. <i>(PDF e-mailed to CIP Committee on Nov 22, 2016).</i>
<b>Building:</b> <u>City Services Center</u> : CIP Committee member Gayman asked Fire Chief Holt to provide a follow-up report if there are significant changes in the SOC (Standards of Coverage) document.	The consultant reviewed the partial report with the Fire Chiefs of Urbandale and Clive on November 17, 2016. The consultant will complete the report in January, 2017, and will present the findings to the City Councils. Keep the costs as presented in the CIP.
<p><b>Water:</b> After the meeting, CIP Committee Bonnicksen asked why the 4 Water main projects were “removed” from the CIP.</p> <ul style="list-style-type: none"> <li>• WA06-03-Meredith Drive: 132<sup>nd</sup> to 142<sup>nd</sup></li> <li>• WA10-01-Dellwood: Roseland to 78<sup>th</sup></li> <li>• WA10-02-Maryland: 68<sup>th</sup> to 72<sup>nd</sup></li> <li>• WA16-02-Roseland: 70<sup>th</sup> to 72<sup>nd</sup></li> </ul>	<p>Per the Water Utility:</p> <ul style="list-style-type: none"> <li>• <u>WA06-03</u> was removed since it is a cost share reimbursement after development occurs.</li> <li>• <u>WA10-01</u> and <u>WA10-02</u> were removed—replaced by higher priority projects.</li> <li>• <u>WA16-02</u> error, was NOT removed and is the CIP Staff Recommendation (Nov 2016). <u>Instead WA15-02-Roseland Water Main: 64<sup>th</sup> to 70<sup>th</sup> was removed.</u> The “2016 CIP Projects Completed or Nearly Completed” listing was updated to show <u>WA15-02</u> as <u>Removed</u>.</li> </ul>

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End