

OFFICE OF THE CITY MANAGER  
DES MOINES, IOWA

CITY COUNCIL COMMUNICATION 96-265  
JUNE 24, 1996 AGENDA

SUBJECT:	TYPE:	SUBMITTED BY:
SPACE ALLOCATION AGREEMENTS— SENIOR CONGREGATE MEAL SITES/ POLK COUNTY ELDERLY SERVICES	◆ RESOLUTION ORDINANCE RECEIVE/FILE	DONALD TRIPP PARK AND RECREATION DEPARTMENT

**SYNOPSIS —**

Space allocation agreements with Polk County Elderly Services are presented to continue utilizing four community centers for senior congregate meal sites. These agreements were approved by the Park and Recreation Board on May 14, 1996.

**FISCAL IMPACT —**

These space allocation agreements will provide annual revenue as follows:

Robert L. Scott Four Mile Community Center	\$ 1,776.00
Archie Brooks Community Center	2,223.60
Southeast Community Center	2,366.40
Logan Community Center	3,214.80
<b>Total annual revenue</b>	<b>\$ 9,580.80</b>
<b>Total revenue for three-year lease period</b>	<b>\$28,742.40</b>

A portion of these funds will be used to increase the annual operating budget of the four community centers to pay for annual operating costs of an upgraded telephone system. The upgraded phone system is necessary to improve communications with the public as the community centers' role is enhanced through recent reorganization.

**RECOMMENDATION —**

Approve the space allocation agreements.

**BACKGROUND —**

Polk County Elderly Services has utilized space in the four community centers for many years without a formal agreement in place with the City for such operations. The City has provided the facilities at no charge, including utilities, phone service, custodial maintenance, and capital improvements. All other agencies utilizing space in the community centers have lease or space allocation agreements with the City, and share the cost of building operations and maintenance equitably with the City. With this action, each site will have a formal agreement, which outlines a utility fee per square foot of space exclusively used during the congregate meal program Monday through Friday, between the hours of 9:00 AM and 1:30 PM, throughout the year, with the exception of holidays when the center is closed. Implementing a formal agreement with Polk County for the congregate meal sites will bring every facility user into parity with the other agencies.

The congregate meal sites use kitchens, multipurpose rooms, and in some cases, offices for four hours daily. Since Polk County Elderly Services has exclusive use of these facilities during those four hours, but not for the entire day, a formula was developed based on a percentage of rent. The per square foot utility fee is \$1.20. The average rent paid by other community center tenants who have exclusive use 24 hours per day is \$5.50 per square foot in 1996.

Polk County has agreed to enter into these space allocation agreements with the City for continued use of community centers as congregate meal sites.