



Council
Communication
 Office of the City Manager

Date	July 23, 2007
Agenda Item No.	22
Roll Call No.	<u>07-</u>
Communication No.	<u>07-442</u>
Submitted by: Donald M. Tripp, Park and Recreation Director	

AGENDA HEADING:

Approving Space Allocation Agreements between the Community Development and the Park and Recreation Departments for use of Archie Brooks, Logan and Scott Four Mile Community Centers for Community Services Site offices.

SYNOPSIS:

Recommend approval of Space Allocation Agreements between the Community Development and Park and Recreation Departments for use of community centers for office space for Community Development's Community Service Site offices. The proposed Space Allocation Agreements are for a term of July 1, 2007 through June 30, 2010.

FISCAL IMPACT:

Amount: \$34,521 is the total revenue to the Park and Recreation Department in the first year, with a 3% increase each additional year for the term of the Lease Agreement. These revenues include an annual lease payment and a Common Area Maintenance (CAM) Fee. The CAM is a split between custodial and utility charges for the common areas of the leased space, which include entryways, rest rooms, and hallway areas that are shared by customers of all of the building tenants.

- Archie Brooks Site Office: Rent: \$ 4,521 + CAM \$5,334 = \$ 9,855
- Logan Congregate Site Office: Rent: \$ 14,813 + CAM \$4,335 = \$ 19,148
- Scott Four Mile Congregate Meal Site: Rent: \$ 1,656 + CAM \$3,862 = \$ 5,518
- Total Income for FY08 \$ 34,521

Funding Source: Community Development Block Grant (CDBG) funds will pay for the site office leased spaces: FY2007-08 Operating Budget, Community Development Department, Community Development Block Grants (CDBG), SP020 CDD049900 CDBG2007001, page 105.

Payments will be deposited into the FY 2007-08 Park and Recreation Operating Budgets for the respective facilities where space is being leased:

- Archie Brooks Community Center, GE001 PKS102800, page 244.
- Logan Community Center, GE001 PKS103400, page 246.
- Scott Four Mile Community Center, GE001 PKS102500, page 243.

ADDITIONAL INFORMATION:

The Space Allocation Agreements, which are on file in the City Clerk's office, provide for dedicated office space at Archie Brooks, Logan and Scott Four Mile Community Center for Community Developments Site offices.

The City of Des Moines owns five community centers. Of the five facilities, the Park and Recreation Department manages three (Archie Brooks, Chesterfield and Scott Four Mile). The former Model City Community Center (John R. Grubb Community YMCA) is now managed and operated by the YMCA of Greater Des Moines. The Boys and Girls Club of Central Iowa is currently operating the Logan Community Center under a Management Agreement with the City. With the exception of the John R. Grubb YMCA and Chesterfield Community Center, the City leases space to the City's Community Development Department to house their Community Services Site offices (Archie Brooks, Logan and Scott Four Mile), whose programs serve low- to moderate-income families and assist with energy payments, furnace repair and replacement, holiday food baskets, personal pantries, weatherization applications and other social services needs.

The Park and Recreation Department operates and manages Archie Brooks, Chesterfield and Scott Four Mile Community Centers. All three centers also provide congregate meals services through lease agreements with Polk County Senior Services. Additionally, the Park and Recreation Department provides a variety of programs for all ages at Archie Brooks and Scott Four Mile community centers ranging from peewee sports, athletics, senior programming, special events and private rentals. The department serves over 125,000 (Brooks) and 76,000 (Scott Four Mile) visitors respectively. The Chesterfield location also houses the department's green house operations and downtown maintenance staff operations.

As a part of the adopted FY08 operating budget, the City Council approved the anticipated revenues through the increase of the lease rate and collection of Common Area Maintenance (CAM) fees from the existing tenants.

PREVIOUS COUNCIL ACTION(S):

Date: September 13, 2004

Roll Call Number: 04-1912

Action: Space Allocation Agreements between Community Development and Park and Recreation Department for office space at Archie Brooks, Logan Community and Scott Four Mile Community Centers. Moved by Vlassis to adopt. Motion Carried 7-0.

BOARD/COMMISSION ACTION(S): NONE

ANTICIPATED ACTIONS AND FUTURE COMMITMENTS: NONE