



**Council**  
**Communication**  
Office of the City Manager

<b>Date</b>	November 5, 2007
<b>Agenda Item No.</b>	24
<b>Roll Call No.</b>	<u>07-</u>
<b>Communication No.</b>	<u>07-656</u>
<b>Submitted by: Donald M. Tripp, Park and Recreation Director</b>	

**AGENDA HEADING:**

Approving Lease Agreements with Polk County for Use of Archie Brooks, Chesterfield, Logan and Scott Four Mile Community Centers for Congregate Meal Sites and for Office Space at Logan Community Center.

**SYNOPSIS:**

Recommend approval of Lease Agreements with Polk County for use of Archie Brooks, Logan, Scott Four Mile, and Chesterfield Community Centers for the congregate meal program and to lease space at Logan Community Center for the Polk County Office of the Iowa Department of Human Services (DHS). The proposed lease agreements are for a term of July 1, 2007, through June 30, 2010.

**FISCAL IMPACT:**

Amount: \$108,270 - total revenue adopted in the FY08 operating budget 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 of 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.

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| • Logan DHS Lease                        | Rent: \$70,380 + CAM \$4,335 = \$ 74,715       |
| • Pioneer-Columbus Congregate Meal Site  | Rent: \$ 5,744 + CAM \$2,672 = \$ 8,416        |
| • Chesterfield Congregate Meal Site      | Rent: \$ 5,952 + CAM \$2,196 = \$ 8,148        |
| • Logan Congregate Meal Site             | Rent: \$ 8,305 + CAM \$2,167 = \$ 10,472       |
| • Scott Four Mile Congregate Meal Site   | Rent: \$ 4,588 + CAM \$1,931 = <u>\$ 6,519</u> |
| • Total income from Polk County for FY08 | <u>\$108,270</u>                               |

Funding Source:

Polk County lease and CAM payments to be deposited into the operating budgets for the respective facilities where space is being leased:

- Archie Brooks Community Center:  
FY 2007-08 Operating Budget, GE001 PKS102800, General Fund, pg. 244.
- Chesterfield Community Center:  
FY 2007-08 Operating Budget, GE001 PKS103100, General Fund, pg. 245.
- Logan Community Center  
FY 2007-08 Operating Budget, GE001 PKS103400, General Fund, pg. 246.
- Scott Four Mile Community Center:  
FY 2007-08 Operating Budget, GE001 PKS102500, General Fund, pg. 243.

**ADDITIONAL INFORMATION:**

The leases provide office space for the Polk County Office of the State of Iowa's Department of Human Services at Logan Community Center and facility space at the Archie Brooks, Chesterfield, Logan, and Scott Four Mile Community Centers for Polk County's Elderly Services Congregate Meal programs which are on file with the City Clerk.

The Lease Agreements were submitted to Polk County staff in June of 2007 and have been under review by their corporate council and operation staff. Staff was informed that the Polk County Board of Supervisors approved the new leases at their regular meeting on Tuesday, October 9, 2007.

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. With the exception of the John R. Grubb YMCA, the City leases space to Polk County for its Elderly Services Congregate Meal programs (Archie Brooks, Chesterfield, Logan and Scott Four Mile) and for the Polk County Office of the State of Iowa's Department of Human Services (Logan), whose programs serve low to moderate income families through energy assistance, food stamps, etc. The Elderly Services Congregate Meal program provides lunchtime meals and activities to senior citizens between the hours of 9:00 a.m. and 1:00 p.m. Monday through Friday.

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 facilities serve 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: July 12, 2004

Roll Call Number: 04-1437

Action: Lease Agreements with Polk County for Department of Human Services (DHS) office space at Logan Community Center and Congregate Meal Sites at Archie Brooks, Chesterfield, Logan and Scott Four Mile Community Centers. Moved by Brooks to adopt. Motion Carried 7-0.

**BOARD/COMMISSION ACTION(S): NONE****ANTICIPATED ACTIONS AND FUTURE COMMITMENTS: NONE**