

AGENDA
WORK SESSION AND REGULAR MEETING OF THE AMES CITY COUNCIL
COUNCIL CHAMBERS - CITY HALL
APRIL 24, 2012

NOTICE TO THE PUBLIC: The Mayor and City Council welcome comments from the public during discussion. **If you wish to speak, please complete an orange card and hand it to the City Clerk. When your name is called, please step to the microphone, state your name for the record, and limit the time used to present your remarks in order that others may be given the opportunity to speak.** The normal process on any particular agenda item is that the motion is placed on the floor, input is received from the audience, the Council is given an opportunity to comment on the issue or respond to the audience concerns, and the vote is taken. On ordinances, there is time provided for public input at the time of the first reading. In consideration of all, if you have a cell phone, please turn it off or put it on silent ring.

CALL TO ORDER: 6:00 p.m.

WORK SESSION:

1. Presentation on Airport Protection Planning

REGULAR CITY COUNCIL MEETING*

*The Regular City Council Meeting will immediately follow the Work Session.

PROCLAMATION:

2. Proclamation for Arbor Day, April 27, 2012

CONSENT AGENDA: All items listed under the consent agenda will be enacted by one motion. There will be no separate discussion of these items unless a request is made prior to the time the Council members vote on the motion.

3. Motion approving payment of claims
4. Motion approving Minutes of the Regular Meeting of April 10, 2012
5. Motion approving certification of civil service applicants
6. Motion approving Report of Contract Change Orders for April 1-15, 2012
7. Motion approving renewal of the following beer permits, wine permits, and liquor licenses:
 - a. Class C Liquor w/Outdoor Service – Perfect Games, 1320 Dickinson Avenue
 - b. Class C Beer – Swift Stop #2, 3406 Lincoln Way
8. Motion directing City Attorney to draft ordinance prohibiting parking at all times on north side of Timber Ridge Drive
9. Resolution approving appointment of *ex officio* student liaison to City Council
10. Resolution confirming appointments of GSB Senator Daniel Rediske and Representative Chad Leines to Ames Transit Agency Board of Trustees
11. Resolution approving Quarterly Investment Report for quarter ending March 31, 2012
12. Resolution approving revisions to Records Retention Schedule
13. Resolution approving 60-month CenturyLink private data line agreement
14. Resolution approving funding agreement with Iowa Department of Transportation for 2011/12 Shared Use Path System Extension (Skunk River Trail Extension - HYSC to Southeast 16th Street)
15. Resolution awarding contract for CyRide vehicle tracking software and three years annual expenses to NextBus in an amount not to exceed \$447,125
16. Resolution awarding contract for purchase of Wheel Loader and Clam-Type Bucket to Murphy

Tractor & Equipment of Altoona, Iowa, in the amount of \$143,100 and approving the buy-back guarantee for the loader only without returning the bucket

17. Resolution approving preliminary plans and specifications for Brookside Park - East Side Improvements; setting May 31, 2012, as bid due date and June 12, 2012, as date of public hearing
18. Resolution approving contract and bond for 2010/11 Asphalt Resurfacing/Seal Coat Removal/Asphalt Reconstruction Program
19. Resolution approving contract and bond for 2011/12 Collector Street Pavement Improvements (Ash Avenue)
20. Resolution approving contract and bond for 2012/13 Water system Improvements, Water Main Replacement (East Lincoln Way from Center Avenue to 729 East Lincoln Way)
21. Resolution approving contract and bond for Underground Trenching for Electric Services
22. Resolution approving contract and bond for Ames/ISU Ice Arena Rubber Flooring Replacement Project
23. Resolution accepting completion of public improvements and releasing security for Northridge Heights Subdivision, 14th Addition

PUBLIC FORUM: This is a time set aside for comments from the public on topics of City business other than those listed on this agenda. Please understand that the Council will not take any action on your comments at this meeting due to requirements of the Open Meetings Law, but may do so at a future meeting. The Mayor and City Council welcome comments from the public; however, at no time is it appropriate to use profane, obscene, or slanderous language. **The Mayor may limit each speaker to five minutes.**

PERMITS, PETITIONS, & COMMUNICATIONS:

24. Motion approving Outdoor Service for El Azteca, 2727 Stange Road
25. Motion approving new 6-month Class B Beer Permit & Outdoor Service for Ames Jaycees at Bandshell Park
26. Motion approving new Special Class C Liquor License & Outdoor Service for Golden Wok, 223 Welch Avenue
27. Motion approving 5-Day licenses for Olde Main Brewing:
 - a. Class C Liquor (April 26-30) at ISU Alumni Center, 420 Beach Avenue
 - b. Special Class C Liquor (May 3-7) at ISU Alumni Center, 420 Beach Avenue
 - c. Class C Liquor (May 10-14) at ISU Alumni Center, 420 Beach Avenue
 - d. Class C Liquor (May 12-16) at CPMI Event Center, 2321 North Loop Drive
28. Motion approving encroachment permit for sign at Della Viti, 323 Main Street
29. Requests for Hope Run on June 16, 2012:
 - a. Resolution approving closure of portion of Mortensen Road from 7:45 a.m. to approximately 8:15 a.m.
 - b. Resolution approving closure of portion of State Street from 7:45 a.m. to approximately 10:00 a.m.
30. Requests for American Legion Parade on July 14, 2012:
 - a. Resolution approving closure of portions of Main Street, 5th Street, Clark Avenue, Burnett Avenue, Kellogg Avenue, and Douglas Avenue from 5:00 to 7:00 p.m.
 - b. Resolution approving closure of portion of CBD Lot X from 5:00 to approximately 8:00 p.m.
 - c. Resolution approving waiver of parking meter fees from 5:00 to 6:00 p.m.
 - d. Motion approving Blanket Vending Permit
 - e. Resolution approving waiver of fee for Blanket Vending Permit

- f. Motion approving Blanket Temporary Obstruction Permit
 - g. Motion approving 5-Day Class B Beer Permit & Outdoor Service
31. Requests for Summerfest in Campustown on June 9, 2012:
- a. Resolution approving closure of 100-200 block of Welch Avenue and Welch Lot T from 8:00 a.m. to 11:00 p.m.
 - b. Resolution approving waiver of electricity costs and parking meter fees
 - c. Motion approving Blanket Temporary Obstruction Permit
 - d. Motion approving Blanket Vending Permit
 - e. Resolution approving waiver of fee for Blanket Vending Permit
 - f. Motion approving 5-Day Class B Beer Permit with Outdoor Service

ADMINISTRATION:

32. Human Services:
- a. Resolution approving revisions to ASSET policies and procedures
 - b. Update on status of outstanding human services contracts
 - c. Resolution approving human services contract with Eyerly Ball
33. Resolution approving 2011/12 funding contract for VEISHEA, Inc., in an amount not to exceed \$8,000
34. Resolution approving 2012/13 funding contracts with local organizations
35. Council direction on Northridge Heights Subdivision bike path improvements

ELECTRIC SERVICES:

36. Resolution approving Engineering Services Agreement for Ames Plant Area Substations Improvements to Dewild Grant Reckert & Associates Company of Rock Rapids, Iowa, in an amount not to exceed \$322,700

LIBRARY:

37. Resolution approving Construction Advisor Services Contract with Integrity Construction Services, LLC, of Ames, Iowa, in an amount not to exceed \$85,000 for Library Renovation project

WATER & POLLUTION CONTROL:

38. Motion directing staff to proceed with development of specifications for Repair to Methane Engine Generator Set #2, and authorizing project budget of \$129,000

FIRE:

39. Report on Emergency Response Time

HEARINGS:

40. Hearing on South 4th Street Water Main Repair:
- a. Resolution approving final plans and specifications and awarding contract to Synergy Contracting LLC of Bondurant, Iowa, in the amount of \$126,255
41. Hearing on 2011/12 Asphalt Pavement Improvements (Barr Drive and Indian Grass Court):
- a. Resolution approving final plans and specifications and awarding contract to Manatt's, Inc., of Ames, Iowa, in the amount of \$485,118.18
42. Hearing on Unit No. 8 Feedwater Heater Replacement:
- a. Motion accepting report of bids and delaying award of contract

ORDINANCES:

43. First passage of ordinance adopting Water and Sewer Rates

44. First passage of ordinance increasing illegal parking fines and removing all references to coins in the form of payment for parking meters
45. Second passage of ordinance adopting 2011 National Electric Code with State and City of Ames amendments

46. Second passage of ordinance making Zoning text amendment to create separate land use for delayed deposit service providers and enacting prohibitions against their locating in Highway-Oriented Commercial or Gateway Overlay Zones or within 1,000 feet of certain specified facilities
47. Third passage and adoption of ORDINANCE NO. 4108 making Zoning Ordinance text amendment related to definitions of “story” and “basement”
48. Third passage and adoption of ORDINANCE NO. 4109 changing term of office commencement date for Library Board of Trustees from July 1 to April 1

COUNCIL COMMENTS:

ADJOURNMENT:

***Please note that this agenda may be changed up to 24 hours before the meeting time as provided by Section 21.4(2), *Code of Iowa*.**



Memo

Department of Planning & Housing

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TO: Mayor and Ames City Council

FROM: Steve Osguthorpe, Planning & Housing Director

DATE: April 24, 2012

SUBJECT: Council Workshop – Airport Protection Regulations

One of the Council's priorities for Planning staff has been to develop options for protecting the continued viability of the Ames Municipal Airport in its current location. The Code of Iowa Chapter 329 gives cities the police power to protect airports through regulation. If the Iowa DOT demands that a municipality adopt reasonably adequate zoning regulations to protect an airport, and the municipality does not act within 60 days, the DOT may petition the court. So far the state has not made a demand on the City of Ames. The DOT is carrying out Chapter 329 by offering 85% matching grants for cities to update policies.

Currently, the only regulation in the Ames Municipal Code is Section 29.408(6), which states:

***Height Near Airports.** Heights of buildings constructed within 750 feet of the property boundary of any airport shall be in compliance with the height restrictions from the Federal Aviation Administration.*

On August 23 and December 13, 2011, the City Council considered whether additional land use planning and zoning regulation around the Ames Municipal Airport should be considered. Staff reminded Council that the Federal Aviation Administration does not regulate land use around airports. Rather, it is left up to cities to do this on their own. The Council then asked staff to research how other cities in Iowa are regulating development around airports. The Council was particularly interested to know to what degree the City should regulate use of land to protect the airport as opposed to just regulating the heights of structures. Accordingly, the Council directed staff to do further analysis of this, and also asked for information on what an airport zoning consultant might cost.

In response, staff invited Stephanie Ward with Mead & Hunt to give a workshop presentation on this topic. Ms. Ward has expertise in airport operations and regulations, and in fact authored a report on airport regulations called *Guidebook for Airport Irregular Operations Contingency Planning*. The workshop with Ms. Ward is scheduled with the City Council for April 24, 2012, at 6:00 p.m.

This workshop will include a PowerPoint presentation by Ms. Ward explaining her experiences with other cities and how they handled their own situations. She will then field Council questions about how vicinity land uses have impacted airports in other areas, what the potential impacts to the City would be if there

are no changes in our regulations, and what the implications would be to only regulate building height and not land use.

The information presented may help the Council determine if it wishes to direct staff to pursue further code development on this topic. The alternatives include: 1) not instituting any additional restrictions, 2) implementing height restrictions, 3) establishing use and development regulations, or 4) creating height and use regulations.

Members of the Planning and Zoning Commission have also been invited to this workshop, as well as airport users who have shown an interest in this subject.

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MINUTES OF THE REGULAR MEETING OF THE AMES CITY COUNCIL

AMES, IOWA

APRIL 10, 2012

The regular meeting of the Ames City Council was called to order by Mayor Pro Tem Larson at 7:00 p.m. on April 10, 2012, in the City Council Chambers in City Hall, 515 Clark Avenue. Present from the Ames City Council were Davis, Goodman, Larson, Orazem, Szopinski, and Wacha. Mayor Campbell was absent. *Ex officio* Member Finseth was also present.

Mayor Pro Tem Larson announced that the City Council would be working from an Amended Agenda. Two items had been added under Electric to authorize work to begin on the Power Plant Precipitator Wire Replacement Project and on Unit 8 Stack Repair.

PROCLAMATION FOR ADMINISTRATIVE PROFESSIONALS WEEK: Mayor Pro Tem Larson proclaimed April 22 - 28, 2012, as Administrative Professionals Week. Beth McPhail, Karen Thompson, and Mary Jo Tungsveick accepted the Proclamation on behalf of the Ames Chapter of the Iowa Association of Administrative Professionals.

PROCLAMATION FOR FAIR HOUSING MONTH: April 2012 was proclaimed as Fair Housing Month by Mayor Pro Tem Larson. Accepting the Proclamation were John Klaus and Barbara Woods, representing the Ames Human Relations Commission; Cindy Jorgensen, representing Ames Rental Association; and Holly McDonald of Hunziker Property Management. City Housing Coordinator Vanessa Baker-Latimer advised that the City will be partnering with the Central Iowa Board of Realtors, Ames Rental Association, Hunziker Property Management, and the Ames Human Relations Commission on an event to be held on April 17 at Noon and 6 PM to celebrate Fair Housing in Ames.

Moved by Goodman, seconded by Davis, to approve the following items on the Consent Agenda:

1. Motion approving payment of claims
2. Motion approving Minutes of Special Meeting of March 20, 2012, and Regular Meeting of March 27, 2012
3. Motion approving Report of Contract Change Orders for March 16-31, 2012
4. Motion approving renewal of the following beer permits, wine permits, and liquor licenses:
 - a. Special Class C Liquor – India Palace, 120 Hayward Avenue
 - b. Class E Liquor, C Beer, & B Wine – Dahl’s Foods, 3121 Grand Avenue
 - c. Class C Liquor – Dangerous Curves, 111 5th Street
 - d. Class C Beer and B Native Wine – Ames British Foods, 429 Douglas Avenue
 - e. Class C Liquor w/ Outdoor Service – Cyclone Experience Network, Hilton Coliseum
5. RESOLUTION NO. 12-169 approving and adopting Supplement No. 2012-2 to *Municipal Code*
6. RESOLUTION NO. 12-170 approving Neighborhood Improvement Project Grant with Old Town/Sunrise Neighborhood Associations
7. RESOLUTION NO. 12-171 approving carry-over of funds to FY 2012/13 for Ames Historical Society regarding Mayors’ Recognition Project
8. RESOLUTION NO. 12-172 authorizing increasing staffing level of sworn police officers on a temporary basis
9. RESOLUTION NO. 12-173 approving preliminary plans and specifications for Unit No. 7 Stack Repair; setting May 23, 2012, as bid due date and June 12, 2012, as date of public hearing
10. RESOLUTION NO. 12-174 approving preliminary plans and specifications for 2010/11 and 2011/12 Asphalt Resurfacing and Seal Coat Removal/Asphalt Reconstruction Program; setting May 2, 2012, as bid due date and May 8, 2012, as date of public hearing
11. RESOLUTION NO. 12-175 awarding contract for RDF Drag Conveyors for Power Plant to Clarke’s

Sheet Metal, Inc., of Eugene, Oregon, in the amount of \$92,414.63

12. Underground Trenching for Electric Services:
 - a. RESOLUTION NO. 12-176 awarding primary contract to Ames Trenching & Excavating, Inc., of Ames, Iowa, in an amount not to exceed \$175,500.00
 - b. RESOLUTION NO. 12-177 awarding back-up contract to Dig America, Inc., of St. Cloud, Minnesota, in an amount not to exceed \$19,500.00
13. RESOLUTION NO. 12-178 approving contract and bond for Cemetery Grounds Fencing Project
14. RESOLUTION NO. 12-179 approving contract and bond for 2011/12 & 2012/13 Neighborhood Curb Replacement Program
15. RESOLUTION NO. 12-180 approving contract and bond for 2012/13 Water System Improvements Water Service Transfer Contract No. 1
16. RESOLUTION NO. 12-181 accepting completion of WPC Switchgear Facility Switchgear Rehabilitation Project by Ziegler Power Systems of Altoona, Iowa, in the amount of \$28,420
17. RESOLUTION NO. 12-182 approving Plat of Survey for property located at NE 1/4 of Section 29, Township 84, Range 24 (commonly known as 3601 and 3699 George Washington Carver)
Roll Call Vote: 6-0. Resolutions declared adopted unanimously, signed by the Mayor, and hereby made a portion of these Minutes.

PUBLIC FORUM: Richard Deyo, 505 Eighth Street, #2, Ames, said he only wanted to say three words, "Name Ames Home."

Peter Hallock, 114 Eighth Street, Ames, representing the Historic Old Town Neighborhood Association, thanked the City for approving the Joint Neighborhood Improvement Grant for Street Tree Planting in the Historic Old Town and Sunrise Neighborhoods and for having the Neighborhood Improvement Project (NIP) grant program. He pointed out that the program allows citizens to improve their neighborhoods and conditions throughout the City. Fred Bradner, 1111 Stafford Avenue, Ames, also thanked the Council for allocating funding for the NIP program. In addition, he expressed appreciation for the fencing improvements being done at the cemetery.

No one else came forward to speak, and the Mayor Pro Tem closed Public Forum..

5-DAY CLASS C LIQUOR LICENSE FOR OLDE MAIN BREWING COMPANY: Moved by Davis, seconded by Goodman, to approve a 5-day (April 13 - 17) Class C Liquor License for Olde Main Brewing Company at ISU Alumni Center, 420 Beach Avenue.
Vote on Motion: 6-0. Motion declared carried unanimously.

5-DAY CLASS C LIQUOR LICENSE FOR CHRISTIANI'S EVENTS AT ISU ALUMNI CENTER: Moved by Davis, seconded by Szopinski, to approve a 5-Day (April 21-25) Class C Liquor License for Christiani's Events at ISU Alumni Center, 420 Beach Avenue.
Vote on Motion: 6-0. Motion declared carried unanimously.

PARKING PROHIBITIONS DURING VEISHEA: Moved by Davis, seconded by Wacha, to adopt RESOLUTION NO. 12-183 approving parking prohibitions on a portion of Chamberlain Avenue during VEISHEA.
Roll Call Vote: 6-0. Resolution declared adopted unanimously, signed by the Mayor, and hereby made a portion of these Minutes.

HEARING ON 50-YEAR LEASE WITH IOWA STATE UNIVERSITY (ISU) FOR

PLACEMENT OF A GOLF MAINTENANCE FACILITY ON THE SOUTHWEST PORTION OF MOORE MEMORIAL PARK: Mayor Pro Tem Larson opened the public hearing.

George Serovy, 2827 Greensboro Drive, Ames, expressed his dismay over the possible approval of a 50-year lease that would allow ISU to build a golf maintenance shed on the southwest edge of Moore Memorial Park. Mr. Serovy said that, in his opinion, the proposed shed will completely obliterate the view of the Park for walkers in that area. He summarized the past three public meetings dealing with this topic. He noted that the shed will be approximately 5,000 feet; however, the proposed area to be leased will total nearly 12,000 -13,000 square feet. Mr. Serovy believes that the shed will ruin that part of the Park.

It was pointed out by Mr. Serovy that the following persons had spoken against the proposed lease at past meetings: Bill and Laura LaGrange, Virginia Stafford, Dr. and Mrs. Ron Smith, Marcia Imsande, and George and Joyce Serovy. He believes that the Council members should serve in the best interests of the people of Ames, not of Iowa State University or members of the golf course. Mr. Serovy alleged that the ISU golf course is not particularly a good neighbor; they burn off weeds and leave beer cans behind.

John Nervig, 2808 Hampton Street, Ames, spoke as a proponent of the lease, stating that he felt it was the best location for the golf maintenance shed. He pointed out that the golf course is an asset for the entire community, not just Iowa State University. According to Mr. Nervig, there had always been good cooperation between the City and the University, and he hoped that will continue.

Cathy Brown, 2309 Hayes Avenue, Ames, identified herself as a Planner at Iowa State University. She recalled that a question had been raised at a previous City Council meeting about the Northern Natural Gas line located near the proposed site in question. Ms. Brown said that ISU and the City had reviewed the easement and found no specific requirements in the easement. A staff engineer from ISU followed up with a representative of Northern Natural Gas. It is the intent of ISU to follow the Northern Natural Gas standards, which include a 25-foot setback for the building from the centerline of the pipeline. That can be accomplished within the land lease boundaries, either by shrinking the building or shifting the building slightly. Ms. Brown also clarified that the land mass required to support the building requires approximately 12,000 square feet; the building, itself, will be approximately 5,000 square feet.

The public hearing was closed after no others requested to speak.

Moved by Davis, seconded by Orazem, to adopt RESOLUTION NO. 12-184 approving a 50-year Lease with ISU for placement of a golf maintenance facility on the southwest portion of Moore Memorial Park.

Roll Call Vote: 6-0. Resolution declared adopted unanimously, signed by the Mayor, and hereby made a portion of these Minutes.

HEARING ON ADOPTION OF 2011 NATIONAL ELECTRIC CODE: Building Official David Brown advised that there were two minor amendments to the National Code. Those have been unanimously recommended by the Building Board of Appeals. Local contractors had been apprised and voiced no objections.

The public hearing was opened by Mayor Pro Tem Larson and closed after no one came forward to speak.

Moved by Goodman, seconded by Wacha, to pass on first reading an ordinance adopting the 2011 National Electric Code, with State and City of Ames amendments.

Roll Call Vote: 6-0. Motion declared carried unanimously.

HEARING ON 2010/11 AIRPORT IMPROVEMENTS (WEST APRON REHABILITATION):

Mayor Pro Tem Larson opened the public hearing. No one asked to speak, and the hearing was closed.

Moved by Wacha, seconded by Orazem, to adopt RESOLUTION NO. 12-185 approving final plans and specifications and awarding a contract to Godbersen-Smith Construction of Ida Grove, Iowa, in the amount of \$1,256,500.65, subject to receipt of approved FAA grant.

Roll Call Vote: 6-0. Resolution declared adopted unanimously, signed by the Mayor, and hereby made a portion of these Minutes.

It was pointed out by Council Member Goodman that airport user fees, not the General Fund, pay for improvements at the Airport..

HEARING ON 2010/11 CONCRETE PAVEMENT IMPROVEMENTS (LINCOLN SWING AND OAKLAND STREET): The hearing was opened by the Mayor Pro Tem. No one asked to speak, and the hearing was closed.

Moved by Szopinski, seconded by Wacha, to adopt RESOLUTION NO. 12-186 approving final plans and specifications and awarding a contract to Con-Struct, Inc., of Ames, Iowa, in the amount of \$739,207.10.

Roll Call Vote: 6-0. Resolution declared adopted unanimously, signed by the Mayor, and hereby made a portion of these Minutes.

HEARING ON ZONING TEXT AMENDMENT TO CREATE A SEPARATE LAND USE FOR DELAYED DEPOSIT SERVICE PROVIDERS:

Brian Phillips, Project Manager, advised that regulating and licensing payday lenders are powers reserved by the state; however, cities can determine the conditions and locations in which commercial activity occurs. Mr. Phillips stated that the City has used that provision to set stringent conditions, and when all are applied, there is no location within the City limits where payday lending institutions could legally locate. The City has justified doing so after identifying a number of negative effects that are associated with payday lending. Mr. Phillips specifically noted the supplemental information that had been provided to the City Council and the public showing the findings that other communities have experienced those negative effects. He reported that Ames did not necessarily have had to experience the negative impacts in order for this type of ordinance to be legally defensible.

Council Member Orazem noted that one portion of the supplemental information recommended outreach to inform individuals on how to manage money. He asked how many papers had shown that the type of geographic regulation being recommended actually reduced the use of payday loans. Mr. Phillips said he was not sure, but that there had been a lot of studies that had shown negative effects. Mr. Orazem referenced a paper written by Rebecca Blank that had been oriented towards improving the ability of individuals to manage money; however, she did not recommend geographic restrictions on payday lending institutions. He also asked if there had been substantiated evidence that the negative effects were a direct result of payday lending institutions. Mr. Phillips said that he had no further information other than what had been provided to the Council on the negative effects that had been perceived in other communities. He recalled that the City Council had directed

staff in September of 2011 to draft an ordinance as restrictive as legally possible to limit the locations in which payday lenders could operate.

Council Member Szopinski felt one of the positive outcomes would be the encouragement of other lending institutions to pick up the needs of that population who are being charged 300 to 400% on short-term loans.

Mayor Pro Tem Larson opened the hearing. No one requested to speak, and Mr. Larson closed the hearing.

Mr. Orazem noted that the existing businesses of this type would not be in compliance with the proposed ordinance; they would be grandfathered-in, and “effectively, given monopoly rights on their areas.” Mr. Phillips stated that those establishments would be grandfathered-in because they existed prior to the adoption of a new ordinance. City Attorney Marek confirmed that the existing establishments would be allowed to continue until they had a change of use. Mr. Orazem asked where a new payday lending institution could locate in Ames. Mr. Phillips reiterated that there is no location within the current city limits of Ames that meets the criteria, so no new payday lending institution could locate in Ames if the ordinance is adopted. It was pointed out by Council Member Orazem that the existing businesses would then not face any additional competition.

Council Member Goodman asked how many payday lending institutions currently exist in Ames. Mr. Phillips advised that he believed there were six. Mr. Goodman recalled that there had been near consensus around the dais after a past staff presentation on the subject that payday lending is devastating to the parts of the population that are low-income and sometimes have other issues associated with low economic status. It was pointed out by Mr. Goodman that the City Council had asked for the ordinance to strictly limit future expansion of that type of institutions. He also noted that the six existing businesses are fairly close to each other, and in his opinion, the City would be a long way away from creating a monopoly if the ordinance were passed. Council Member Goodman argued that competition had made it any less devastating to those of low-income levels in any community. Council Member Wacha concurred with that, stating that there had been information provided to allege that the payday lenders were actually together to set the very high interest rates.

Council Member Orazem contended that the proposed ordinance, which would be an absolute prohibition, would not make things better and could make things worse by creating a monopoly for the existing businesses. He recommended removing the Highway-Oriented Commercial district from the regulation. Again referencing the Rebecca Blank paper, Mr. Orazem advised that, if that is not done, it basically locks in monopoly powers for this type of business; that actually raises, not lowers, the rates.

At the inquiry of Council Member Larson, City Attorney Marek advised that state legislation to put restrictions on the interest rate charged has been unsuccessful to date. The time, place, and manner of business is what is left for local governments to regulate.

Moved by Wacha, seconded by Goodman, to pass on first reading an ordinance to create a separate land use for delayed deposit service providers and enacting prohibitions against their locating in Highway-Oriented Commercial or Gateway Overlay Zones or within 1,000 feet of certain specified facilities.

Council Member Orazem again quoted Rebecca Blank's conclusion that additional restrictions will not reduce the cost of short-term credit and may make it worse. He asked if there was any alternative that could stimulate the provision of services from formal financial institutions. Mr. Marek said that some communities, when enacting zoning regulations, have proposed community education and outreach, e.g., partnering with banks and credit unions, to encourage alternative sources of short-term loans. Mr. Orazem noted that Rebecca Blank had recommended that be done and asked if there had been any conversation with any community groups that would be interested in coordinating that outreach. Council Member Wacha stated that there is a group represented by Matthew Covington. He recalled that Mr. Covington had spoken to the City Council when this topic first surfaced. It was stated by Council Member Goodman that the organization is called Iowa Citizens for Community Improvement.

Roll Call Vote: 5-1. Voting aye: Davis, Goodman, Larson, Szopinski, Wacha. Voting nay: Orazem. Motion declared carried.

Moved by Orazem, seconded by Goodman, to direct City staff to provide a report on what agency the City could partner with, what it would cost, and what would be involved in starting an outreach program to help at-risk households to learn about alternatives at community banks.

Vote on Motion: 6-0. Motion declared carried unanimously.

POWER PLANT PRECIPITATOR WIRE REPLACEMENT PROJECT: Council Member Larson noted that this project was bid over a year ago and the bidder was willing to honor the bid 18 months later. Electric Services Director Donald Kom explained that there had been two Change Orders at zero cost. The third Change Order to extend the contract through the end of Calendar Year 2012 was in the amount of approximately \$26,000; that reflects their labor cost increase. That is still well within the estimate and budget for both projects.

Moved by Goodman, seconded by Davis, to adopt RESOLUTION NO. 12-187 authorizing work to begin on the Power Plant Precipitator Wire Replacement Project.

Council Member Goodman asked why it had taken so long to begin the project. Assistant Director of Electric Services Brian Trower answered that certain levels of maintenance at a power plant often raise issues that need to be address through legal opinions; that was the case for this one.

Roll Call Vote: 6-0. Resolution declared adopted unanimously, signed by the Mayor, and hereby made a portion of these Minutes.

UNIT 8 STACK REPAIR: Moved by Davis, seconded by Wacha, to adopt RESOLUTION NO. 12-188 authorizing work to begin on Unit 8 Stack Repair.

Roll Call Vote: 6-0. Resolution declared adopted unanimously, signed by the Mayor, and hereby made a portion of these Minutes.

The meeting recessed at 8:04 p.m. and reconvened at 8:12 p.m.

SE 16TH STREET TAX ABATEMENT PROJECT (tabled from March 27, 2012): Planning and Housing Director Steve Osguthorpe noted that the Deery Brothers' intent is to subdivide the land in question into three lots and construct a car dealership on the middle lot. He recalled that, on February 28, 2012, staff initially reported on the request from Brad Deery to consider granting tax abatement for development at the southwest corner of Southeast 16th Street and South Dayton Road to offset some of the expense of excavation and fill to allow for the development on the property.

At that meeting, the City Council had directed staff to develop a policy establishing qualifying criteria for an economic development tax abatement area that would specifically include the following criteria:

1. Property located along Southeast 16th Street between South Duff Avenue and Dayton Road
2. The costs for raising land at least three feet out of the floodway fringe area equal to or greater than the value of the abatement.
3. An Engineer's Certificate showing that raising the land would have no impact on surrounding properties.
4. Any other criteria that staff feels are necessary.

It was pointed out that the list of criteria had been provided to the City Council members in their meeting packets. He reviewed the criteria, as follows:

Criterion 1: Mr. Osguthorpe recalled that, because the Council had directed that the abatement criteria include filling property above the base flood elevation, the only parcels along Southeast 16th Street between South Duff Avenue and Dayton Road that would be eligible are properties wholly or partly within the floodway Fringe zoning overlay district. He brought the Council's attention to the Deery property not being one of the parcels within the Floodway Fringe, as established by FEMA in 2008; however, staff believes this was an oversight on FEMA's part since it is well known that the property has flooded in the past.

Criterion 2: Director Osguthorpe emphasized that the City Council had directed that the qualifying criteria would specifically relate to the costs for raising land at least three feet out of the Floodway Fringe. Because the Deery property is outside of the Floodway Fringe, the Council's direction would not apply to the property in question. In an attempt to fulfill the spirit of Council's direction, staff recommended that the FEMA-established base flood elevation of adjacent properties (884 feet) within the Floodway Fringe be used. The qualifying criterion for this issue references the elevation of 887, rather than three feet above the base flood elevation.

It was also noted by Mr. Osguthorpe that Council had directed that an engineering study be provided showing that raising the land would have no impact on surrounding properties. He pointed out that any filling in the floodplain will have some impact, however small, on surrounding properties that have yet to be filled; therefore, the proposed policy of the Council could never be met. As an alternative, staff proposed to require that an engineer certify that the filling of the land would have no impact on surrounding properties beyond that impact already anticipated in establishing the Base Flood Elevation (a maximum rise of one foot).

Criterion 3. The City Council had directed that the criteria would specifically relate the costs for raising land at least three feet out of the Floodway Fringe to the amount of tax abatement received. This criterion requires an engineer-certified cost estimate of flood protection measures to protect the improvements up to elevation of 887 feet. Working with the City Assessor, staff will provide estimates of the value of the tax abatement based on the three-, five-, and ten-year tax abatement schedules that the City uses for all other Urban Revitalization Programs, which allow the City Council to determine eligibility. Under this Criterion, the estimated abatement value may not exceed the estimated cost of flood protection. However, another possibility is to allow for abatement related

only to the costs of filling to elevation 887, and another possibility would allow for tax abatement regardless of the level of fill brought on to the site.

City Manager Schainker emphasized that the Council's requirement that the cost of fill exceeds the tax abatement benefit received is a qualifying criteria. The calculation is based on the estimated cost for the fill work and projected assessed value of a proposed project. He cautioned that it is possible that, after the abatement is certified by the City Assessor, it might be determined that the actual value of the improvements or cost for fill are different from the original estimates. At that time, however, it would not be possible to deny the abatement. Mr. Schainker said that a technique to protect the City from that situation would be to require a Developer's Agreement that would provide for the property owner to make annual payments back to the City during the life of the abatement for any amount of the total abatement that exceeds the cost of raising land out of the Floodway Fringe. He told the Council that it would have to decide if it wanted to institute that contractual strategy, eliminate the qualifying criterion, or rely on the original estimates without verification at a later date.

Discussion ensued about what area would be included and whether it would include more than the three lots proposed to be developed by the Deery Brothers. Council Member Wacha said it made more sense to him for the Council to look at the entire corridor, not just the three lots that are proposed to be occupied by the Deery Brothers. Council Member Orazem agreed so as to remove an amount of uncertainty so future developers would know what the costs and requirements are if they want to develop in the area in question. In Council Member Szopinski's opinion, it would be better to look at just the piece of property to be owned by the Deery Brothers because it would be a known entity. She believes that, if there are other entities who are interested in other land in the same vicinity, the Council would then address the issues pertaining to that particular type of business or request. City Manager Schainker said that if Council were to limit it to just those three lots, there would be a different type of boundary. What is being proposed by staff is to include an area that would run from South Duff to South Dayton; however, Council could choose to focus on just the three lots for the Deery Brothers. Ms. Szopinski contended that the Deery Brothers' proposal could "jump start" and be the sole impetus for other businesses that want to develop in the area, but may not have the same requirements that the Deery Brothers do. Council Member Goodman asked why the land on the west side of the creek would not be important. He expressed his opinion that this type of abatement "already sets the stage inequitably." It is his belief that every project has its own problems and the City should not abate any of them; the market should choose "winners and losers."

Director Osguthorpe told the Council that the developers would have to apply for a Minor Site Development Plan that would be checked for compliance with the criteria. City Planner Benson advised that after staff had reviewed the plans, the developer would request approval of an Urban Revitalization Plan by the Council. If Council determined that it met the criteria for tax abatement, a hearing date would be set on the Urban Revitalization Plan and Area. Mr. Osguthorpe clarified that the only item on tonight's Agenda is approval of the criteria.

City Manager Schainker brought the Council's attention to the proposed Urban Revitalization Policy drafted by staff for Southeast 16th Street. He asked for feedback from the Council.

Brad Deery, 101 Grand, Burlington, Iowa, advised that they would be constructing close to a five-acre lake on the western and lower end of the property in question. The lake would be approximately 14' deep and would add approximately 70 acres of flood water storage. He contended that the lake would create a net positive effect in the floodway that is certifiable by their engineer. The Deery Brothers believe that their proposed development would create an exciting, vibrant, and

attractive catalyst for the gateway corridor into Ames. They also believe that the Southeast 16th Street extension would see increased traffic and exposure, which would help create additional growth. Mr. Deery explained that the car dealerships they build are well-maintained. He pointed out that they are a regional dealership that has had success by drawing customers into the area. According to Mr. Deery, the real estate in question is currently paying \$736 annually in property taxes. That amount will increase significantly (to \$45,000) on the day they close on the property. Upon completion of the Chrysler store, the property tax will increase to approximately \$180,000 annually for just that one building. Additionally, when the other two lots are developed with comparable buildings, approximately \$350,000 would be generated in annual property taxes. In summary, the entire development should bring in \$480,000 to \$520,000 in property taxes annually. It was Mr. Deery's understanding that the development will have a commercial tax classification and dollar amounts similar to an industrial or light commercial classification. Mr. Deery alleged that the proposed project will not cost the City of Ames anything; it will only be a gain.

Addressing jobs, Mr. Deery said that they initially plan to hire 40 employees in the first year. They plan to increase to 60 employees with an average annual wage with benefits at \$63,000/employee. It is their belief that the additional properties at this location could generate 20 to 40 additional jobs per building. Mr. Deery also stated that they had been told that the City would receive \$300,000 in assessment pay-off from the current land owner (Dennis Pyle) when the sale is final.

Mr. Deery further advised that 1% of the local sales tax option on service, parts, and rental cars will be as high as \$40,000 to \$60,000 annually. Since Dodge/Chrysler/Jeep will be in Ames, people will be able to have those vehicles serviced in the City instead of going out of town. In addition, construction of the facility will create another 40 jobs in an eight- to nine-month construction cycle.

Council Member Goodman asked Mr. Deery if the benefits/assets he spoke of would come with any new car dealerships. Mr. Deery responded that he thought they would. Mr. Goodman then asked Mr. Deery if he was aware that other car dealerships had been operating in Ames successfully for over 20 years without tax abatement. He noted that he was aware of that; however, the Deery Brothers would be creating a very nice gateway into the community in a less desirable area, and without that, there won't be anything out there. They are also taking a risk to create an environment that will help the other car dealerships in Ames, believing that the best place to build "a shoe store was next to a shoe store," competition keeps the consumer in Ames.

At the inquiry of Ms. Szopinski, Brad Deery confirmed that they are going beyond the minimum requirement for fill. He advised that their show floor is planned to be five feet above the base requirement. Their inventory will never be affected based on the current calculations.

Steve Marley, 1502 Meadowlane Avenue, Ames, argued that the City should never allow development in the Floodway. He believes that allowing the proposed project is "not just a bad idea, it is a terrible idea." Mr. Marley stated that he lives on Meadowlane Avenue, an area that at times has significant flood risk. He advised that the homes on the west side of Meadowlane Avenue are at a higher elevation than those on the east and are less subject to flood risk. According to Mr. Marley, some Meadowlane residents feel that the City must "not like them much because City development policies seem to exacerbate, rather than mitigate, flood risk". He specifically noted the 2010 Flood and the expert testimony that storm frequency and intensity are increasing with each crest exceeding the previous record. Mr. Marley told the Council that he now has to buy flood insurance in the amount of \$455/year. He urged the Council to reject the tax abatement proposal.

Richard Deyo, 505 Eighth Street, #2, Ames, said he believed that there are too many cars and not enough gas to power them.

Audrey Marley, 1502 Meadowlane Avenue, Ames, advised that she and her husband moved into their new home in 1965. At that time, their home was not located in the floodplain. Flood water had never come into their yard until 1993 when it came up one foot into their yard. In 1996, it came up two feet. In 2010, they had substantial flooding.

Fred Bradner, 1111 Stafford Avenue, Ames, asked to know if the proposed project would go forward if tax abatement were not to be granted. Brad Deery said that, without the tax abatement, they would not be able to locate their Chrysler/Dodge/Jeep dealership in Ames.

Council Member Orazem said that he had discussed the flood area between I-35 to Lincoln Way with an engineer from the Department of Transportation. That individual had told him that when there is enough water, it is very difficult to move it past Ames without flooding. Having ways of storing water made sense to Mr. Orazem, and in looking at the map, it appeared to him that the location in question was the only area where water storage areas could be located.

Council Member Goodman said that the Council should be looking at ways that can make the flooding situation better. He does not believe that granting tax abatement would make it better. Mr. Goodman stated that he needed to know scale of improvement; “better is not good enough.” Mr. Orazem noted that the Deery Brothers would be taking on added expense to make it better, rather than neutral. In this case, it appears that the proposal means that the developers would be sacrificing some of their property to create a lake to make the situation somewhat better, and at the same time, they are not making the situation worse for their neighbors.

Council Member Larson noted that he had looked at this proposal for tax abatement from the perspective of sound economics. He pointed out that the City had made substantial investments in the area in question to stimulate development; however, three years from now, the City will not have any more than it has there now without incentivizing new projects. Mr. Larson believes the land in question will not develop otherwise. It is his belief that the abatement is not costing anyone anything at this stage; it is just deferring the collection of taxes.

Mr. Larson said that he believes it would be “sound economics” to grant the abatement in terms that the City had invested a lot of money in the area already, and if something isn’t done to stimulate economic growth in that area, there will be nothing more than what currently exists. He contended that the City would not be spending a dime. Mayor Pro Tem Larson noted that the property now nets less than \$750 annually in taxes; just a change from Ag to Highway-Oriented Commercial would increase it to \$45,000 annually. Once the buildings are built, it raises the property taxes substantially. In Mr. Larson’s opinion, it was not fair to tell the citizens that this project would cost the citizens of Ames. It has been seen that the land in question will not develop without some sort of abatement. Council Member Goodman disagreed, stating that the Council does not have the ability to guarantee what will happen in the market, and it needs to be very careful about incentivizing one project over others in the community.

Ex officio Member Finseth said that he could see no drawbacks to the project. Tax abatement would be offered because there is an added risk in building in the area in question. He felt that the City should give the developer the tools necessary to allow the proposed development to move forward and create jobs.

Pertaining to potential flooding, Council Member Orazem pointed out that the Deery Brothers would be taking on added expense to make the situation even better than neutral. There is no requirement to even make it neutral, but they are willing to do so so that they don't make problems for their neighbors. Fred Rose from Cedar Falls, acting as the developer working with the Deery Brothers, explained that it will result in a net positive impact, however, comparatively small.

Council Member Szopinski advised that she had been involved in many discussions concerning the proposed project. Those comments covered the whole spectrum and they all had merits. Ms. Szopinski said that she had come up with a long list of pros and cons. Her "con list" was very much fueled by her philosophy of not encouraging "winner-take-all" politics. She advised, however, in this particular situation, her list of pros was greater in that she feels that this is the type of project that the City has been looking for to retain consumer dollars in Ames. It is in an area that no one else has come forward with any interest in developing. The proposed developer is a good Iowa-based company. There will be jobs created. Ms. Szopinski acknowledged that she has concerns about flooding; however, is not sure that anyone has the answers for that. It is unknown how much rainfall will come or how fast. She said she could not use that as reason enough not to see the benefits of the proposed project.

Moved by Orazem, seconded by Davis, to direct that the Council establish an Urban Revitalization Area in this area that involves qualifying criteria Items 1 , 2a, 3b, 4, and 5.

Council Member Wacha noted that the land in question lies in a flood-prone area. For him, it is about balancing the increased risk of flooding with the need for a vital commercial area. He said that he could not believe that \$100,000 or \$200,000/year for three years in tax abatement would mean that this project would not move forward. He hopes that the Deery Brothers will still build in Ames; he definitely wants the project in Ames.

Council Member Goodman expressed his opinion that it was not the government's responsibility to make the land in question more valuable than other commercial properties that are available for development. He said that he was disappointed that the Deery Brothers even asked for incentives and would hope that developers wouldn't ask for help that they possibly don't need. Mr. Goodman cited his own experience as a business owner and that he had not asked for any incentives from the City. He did not think doing so creates a "fair world to live in." It was stated by Mr. Goodman that he understood why the Deery Brothers were asking for tax abatement "because the more people ask, the more business owners feel that it is a part of being involved in business to ask." According to Mr. Goodman, "the market is there to create winners and losers," and the City is there to make sure that the work can get done.

Council Member Larson asked Mr. Goodman to remember what he had just said the next time he asks the City for something in Campustown. Mr. Goodman said that he hoped he could still fight for members of the community.

Roll Call Vote: 3-3. Voting aye: Davis, Larson, Orazem. Voting nay: Goodman, Szopinski, Wacha. Motion failed.

CLOSURE OF DUFF AVENUE RAILROAD CROSSING FOR REPAIR: Moved by Davis, seconded by Goodman, to adopt RESOLUTION NO. 12-189 designating Public Works staff to approve closure of Duff Avenue Railroad Crossing for repair by Union Pacific Railroad Company. Roll Call Vote: 6-0. Resolution declared adopted unanimously, signed by the Mayor, and hereby made a portion of these Minutes.

DRAINAGE DISTRICT TRANSFER FROM COUNTY TO CITY: Ms. Warner indicated that on February 1, 2012, the City received letters from Scott Wall, Drainage Clerk with Story County, indicating that the Story County Board of Supervisors, acting as Drainage District Trustees, intended to transfer control of three drainage districts to the City of Ames. Ms. Warner explained the circumstances under which *Iowa Code* authorizes the transfer of drainage districts to a City. The facts pertaining to each of the three drainage districts were given. It was emphasized that before the Trustees may complete any transfer of jurisdiction, they must first have findings that each drainage district meets the standards set out in the *Iowa Code* and then pass a resolution transferring jurisdiction to the City.

According to Ms. Warner, should the City need to accept transfer of the District, additional responsibilities could include locating, inspection, and maintenance of the drainage tile to ensure that the tile functions. This would be necessary especially due to the fact that Story County has not located, cleaned, and/or inspected the tile for decades. Given the City's lack of experience maintaining this type of system, it is very difficult to estimate the additional cost or personnel time that the City would be assuming each year. Ms. Warner noted that the City has no idea how much work would be necessary to maintain the drainage tile.

Ms. Warner gave the history of Washington #59, which was installed in 1913 and runs through the Teagarden area. Story County Supervisors and Engineer have indicated that they have no idea of the condition of the tile within the District. They said that it has not been televised or cleaned, so there is no confirmation that the tile is fully functional at this time. If the tile that still remains is in disrepair, it could be a rather large project that the City would have to undertake to repair the tile. The project could be an assessment project to the Drainage District properties, including those located in the City limits and in the County.

City Manager Schainker said that staff was looking for direction from the City Council as to whether it wanted staff to oppose the transfer of Drainage District Washington #59.

Moved by Goodman, seconded by Szopinski, to direct staff to attend the April 24, 2012, Board of Supervisors meeting and convey Council's opposition regarding the transfer of Drainage District Washington #59 to the City.

Vote on Motion: 6-0. Motion declared carried unanimously.

PARKING VIOLATION FINES: Police Chief Cychosz recalled that in August 2011, staff alerted the Council that fine increases may be necessary to adequately deter illegal and overtime parking. After that time, staff held public meetings, with those comments reported to the Council in January 2012. Chief Cychosz noted that the two criteria used for setting the parking fine amount are deterrence and supporting the cost of enforcement. He suggested that illegal parking fines be increased first to see if that generates an adequate amount of revenue to offset the cost of operation.

A summary of overtime and illegal parking fines for several other Iowa communities had been included in the Council Action Form. Council Member Wacha noted that Ames is the only community that lowers the fine if it is paid within a certain period of time. Council Member Larson pointed out that Ames charges the lowest overtime and illegal parking fine.

Council Member Goodman recalled that the City had embarked on a pilot project to use meters that accept credit cards. City Manager Schainker pointed out that those meters are expensive; they have to be paid for with revenue from parking fees or fines.

Moved by Wacha, seconded by Goodman, to direct the City Attorney to develop an ordinance increasing the illegal parking fine to \$20 (\$15 if paid within seven days), effective July 1, 2012.
Vote on Motion: 6-0. Motion declared carried unanimously.

PROPERTY INSURANCE BROKER SERVICES: Risk Manager David Eaton explained that for the past seven years, the City has purchased property insurance from an insurer that sells directly to its customers, rather than through brokers. He told the Council several reasons for considering the utilization of a broker. Mr. Eaton described the process followed to select a broker. According to Mr. Eaton, there were very specific reasons why Willis stood out as the strongest broker even though they were not the lowest cost proposal.

At the inquiry of Council Member Wacha, a property insurance broker will improve access to the insurance marketplace where most insurers are accessible only through brokers. Also, the technical assistance they will provide for loss control engineering will assist City departments in the capital improvement planning process. In addition, the City will have consultation on reducing the overall risk to the City's property assets from the City's point of view.

Council Member Goodman noted that Willis was much more costly than the lowest-cost proposal. Mr. Eaton again reviewed the reasons why Willis stood out as the strongest broker. Assistant City Manager Bob Kindred said that he was also a member of the evaluation team. He advised that the team focused on quality, not cost.

Moved by Wacha, seconded by Goodman, to adopt RESOLUTION NO. 12-190 awarding a three-year contract in the amount of \$160,000 to Willis of Illinois of Moline, Illinois, for Property Insurance Broker Services.

Roll Call Vote: 6-0. Resolution declared adopted unanimously, signed by the Mayor, and hereby made a portion of these Minutes.

PRESENTATION OF WATER AND SEWER RATES: Water and Pollution Control Director John Dunn gave a Power Point presentation explaining national and state-wide trends in water rates, the projected need for revenue increases in Ames, how revenue increases are translated to rate increases, and projected Ames rates compared to projected state-wide averages. Mr. Dunn also presented information on sewer revenues. He specifically noted on the Sewer fund that the projections shown had nominal dollar amounts coming out of the Sanitary Sewer Evaluation being done by Public Works. However, there likely are some projects that might be needed or recommended after that Evaluation that will be expensive; that might necessitate rate increases larger than what are being shown.

Mr. Dunn summarized that, based on the Operating Budget and CIP as originally presented, the rate increase would be 3% in water and 5% in sewer. To add the northern growth area will add .5% in water and .8% in sewer, and the eastern growth will add .7% in water and 4.2% in sewer. According to Mr. Dunn, staff would like to bring back the rate ordinance to Council on April 24, 2012.

City Manager Schainker told the Council that the ordinance would generate revenue for the total system; how the fund will ultimately be allocated will be a later decision by the Council. If it turns down the eastern growth, the revenue will be applied to the next year's balance. No funds are being allocated to a specific project at this time. Council Member Orazem said that he did not see the point in raising sewer rates unless the City plans to have industrial capacity on the east side of the Interstate. Council Member Wacha advised that just because he was in favor of committing to the rates now does not mean that he is committing to approving growth all the way to 590th.

Moved by Goodman, seconded by Szopinski, to direct staff to create an ordinance that increases the base rates 3% for water and 5% for sewer for 2012/13.

Council Member Larson said that he did not agree with that motion because it presents a risk that there would be no funding for growth to either the east or the north. He would not support the motion unless there was a subsequent motion to increase water by an additional 1.2%. However, he did not like the idea of separate motions. Council Member Davis pointed out that if the rates increased by 4.2% and 10%, and Council did not approve growth either to the north or to the east, the fund balance would be used to offset the next year's increase; it would not be allowed to just continue to grow. He, too, preferred that only one motion be made and allow the fund balance to do what it is supposed to; no funds would be allocated towards any projects at this time.

Vote on Motion: 4-2. Voting aye: Davis, Goodman, Szopinski, Wacha. Voting nay: Larson, Orazem. Motion declared carried.

Moved by Orazem, seconded by Larson, to direct staff to create an ordinance that increases the rates an additional 1.2% for water and 5% for sewer, which makes it a total of 4.2% and 10% for 2012/13. Vote on Motion: 6-0. Motion declared carried unanimously.

ZONING TEXT AMENDMENT RELATED TO DEFINITIONS OF "STORY" AND "BASEMENT:" Moved by Davis, seconded by Szopinski, to pass on second reading a Zoning Ordinance text amendment related to definitions of "story" and "basement."

Roll Call Vote: 6-0. Motion declared carried unanimously.

TERM OF OFFICE FOR LIBRARY BOARD OF TRUSTEES: Moved by Davis, seconded by Goodman, to pass on second reading an ordinance changing term of office commencement date for Library Board of Trustees from July 1 to April 1.

Roll Call Vote: 6-0. Motion declared carried unanimously.

COUNCIL COMMENTS: Moved by Goodman, seconded by Szopinski, to refer to staff the email message from Julia McGinley (requesting that Ames compete in the Earth Hour City Challenge) for a cursory explanation in memo form from staff back to the Council.

Vote on Motion: 5-1. Voting aye: Davis, Goodman, Larson, Orazem, Szopinski. Voting nay: Wacha. Motion declared carried.

Moved by Davis, seconded by Goodman, to request the City Manager to offer a recommendation pertaining to the request from John Hostettler regarding repayment of the forgivable loan given to the Richmond Center.

Vote on Motion: 6-0. Motion declared carried unanimously.

Ex officio Member Tor Finseth advised that his replacement has been selected from the Government of the Student Body and this was his last meeting.

ADJOURNMENT: Moved by Davis to adjourn the meeting at 11:16 p.m.

Diane R. Voss, City Clerk

Ann H. Campbell, Mayor

MINUTES OF THE AMES CIVIL SERVICE COMMISSION

AMES, IOWA

MARCH 22, 2012

The Ames Civil Service Commission met in regular session at 8:15 a.m. on March 22, 2012, in the Council Chambers of City Hall, 515 Clark Avenue, with Commission Members Adams, Crum, and Shaffer present. Also in attendance was Human Resources Director Julie Huisman.

APPROVAL OF MINUTES: Moved by Shaffer, seconded by Crum, to approve the minutes of the January 26, 2012, Civil Service Commission meeting as written.

Vote on Motion: 3-0. Motion declared carried unanimously.

CERTIFICATION OF PROMOTIONAL-LEVEL APPLICANTS: Moved by Crum, seconded by Shaffer, to certify the following individuals to the Ames City Council as promotional-level applicants:

Senior Meter Reader:	Brian Wakefield	85
	Jeff Martin	81

Vote on Motion: 3-0. Motion declared carried unanimously.

COMMENTS: The next regularly scheduled Civil Service Commission meeting was set for April 26, 2012, at 8:15 a.m.

ADJOURNMENT: The meeting adjourned at 8:16 a.m.

Terry Adams, Chair

Jill Ripperger, Recording Secretary



REPORT OF CONTRACT CHANGE ORDERS

Period:	<input checked="" type="checkbox"/>	1 st – 15 th
	<input type="checkbox"/>	16 th – end of month
Month and year:	April, 2012	
For City Council date:	April 24, 2012	

Department	General Description of Contract	Contract Change No.	Original Contract Amount	Contractor/ Vendor	Total of Prior Change Orders	Amount this Change Order	Change Approved By	Purchasing Contact Person/Buyer
Public Works	2009/10 Concrete Pavement Improvements	1	\$1,022,869.17	Concrete Technologies, Inc.	\$0.00	\$-(2,074.00)	T. Warner	MA
Transit	Ames Intermodal Facility	17	\$7,115,000.00	The Weitz Company, LLC	\$106,840.71	\$4,709.19	S. Kyras	MA
Transit	Ames Intermodal Facility	18	\$7,115,000.00	The Weitz Company, LLC	\$111,549.90	\$975.06	S. Kyras	MA
Transit	Ames Intermodal Facility	19	\$7,115,000.00	The Weitz Company, LLC	\$112,524.96	\$2,621.47	S. Kyras	MA
Transit	Ames Intermodal Facility	20	\$7,115,000.00	The Weitz Company, LLC	\$115,146.43	\$87.00	S. Kyras	MA
Transit	Ames Intermodal Facility	21	\$7,115,000.00	The Weitz Company, LLC	\$115,233.43	\$11,471.43	S. Lundt	MA

Department	General Description of Contract	Contract Change No.	Original Contract Amount	Contractor/ Vendor	Total of Prior Change Orders	Amount this Change Order	Change Approved By	Purchasing Contact Person/Buyer
Transit	Ames Intermodal Facility	22	\$7,115,000.00	The Weitz Company, LLC	\$126,704.86	\$7,952.71	S. Lundt	MA
Transit	Ames Intermodal Facility	23	\$7,115,000.00	The Weitz Company, LLC	\$134,657.57	\$892.82	S. Lundt	MA
Transit	Ames Intermodal Facility	24	\$7,115,000.00	The Weitz Company, LLC	\$135,550.39	\$11,305.61	S. Lundt	MA
Transit	Ames Intermodal Facility	26	\$7,115,000.00	The Weitz Company, LLC	\$149,355.71	\$2,302.14	S. Kyras	MA
Transit	Ames Intermodal Facility	27	\$7,115,000.00	The Weitz Company, LLC	\$151,657.85	\$12,065.92	S. Kyras	MA
Electric Services	Electric Services Outage Management	1	\$223,294.71	Milsoft Utility Solutions	\$0	\$0 (Scope of Work Change)	D.Kom	CB
			\$		\$	\$		
			\$		\$	\$		



Memo

Police Department

7

TO: Mayor Ann Campbell and Ames City Council Members

FROM: Commander Geoff Huff – Ames Police Department

DATE: March 27, 2012

SUBJECT: Beer Permits & Liquor License Renewal Reference City Council Agenda
April 24, 2012

The Council agenda for April 24, 2012, includes beer permits and liquor license renewals for:

- Class C Liquor w/ Outdoor Service – Perfect Games, 1320 Dickinson
- Class C Beer – Swift Stop #2, 3406 Lincoln Way

A routine check found no violations for Perfect Games. The same check found that an employees of Swift Stop #2 sold alcohol to a minor during a compliance check conducted by the Ames Police Department. This incident occurred on November 18, 2011.

The police department would recommend renewal of both establishments.

COUNCIL ACTION FORM

SUBJECT: PARKING REGULATIONS ON TIMBER RIDGE DRIVE

BACKGROUND:

On February 10, 2012, City Council referred to staff a letter from Chuck Winkleblack regarding the existing parking regulations along Timber Ridge Drive in the Estates West Subdivision located off of North Dakota Avenue. The letter indicated the current ordinance prohibits parking on both sides of Timber Ridge Drive and that the residents in the subdivision would like to see parking allowed along one side of the street.

After receiving the initial request from Mr. Winkleblack, staff found that the preliminary plat had anticipated that parking be prohibited only along the north side of Timber Ridge Drive, which is consistent with the City's normal standard, given the width of the road and that the fire-hydrants/water main are also located on the north side of the street.

Following the review of the subdivision information and performing a field review of Timber Ridge Drive, staff did not find a safety or operational reason to not allow on-street parking. Therefore, staff recommends that an ordinance be drafted to revise Section 18.31 (345) of the *Municipal Code* to prohibit parking at all times along the north side of Timber ridge Drive.

ALTERNATIVES:

1. Direct the City Attorney to develop an ordinance revising the parking regulations on Timber Ridge Drive to prohibit parking at all times on the north side of the road.
2. Reject this ordinance.

MANAGER'S RECOMMENDED ACTION:

This revision would be consistent with the City's normal parking standards and practice.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby directing the City Attorney to develop an ordinance revising the parking regulations on Timber Ridge Drive to prohibit parking at all times on the north side of the road.



Memo

City Clerk's Office
515 Clark Avenue ♦ Ames, IA

9

TO: Members of the City Council

FROM: Ann Campbell, Mayor

DATE: April 20, 2012

SUBJECT: Appointment of GSB *ex officio* City Council Liaison

Tor Finseth, *ex officio* representative to the City Council, has completed his term of office and will no longer be serving in that capacity. Consequently, an appointment needs to be made to fill this vacancy.

I have been informed by Jared Knight, President of the Government of the Student Body (GSB), that Sawyer Baker has been selected to serve as the City Council's *ex officio* representative. Therefore, I request that the Council appoint Ms. Baker, representing the Iowa State University GSB, as *ex officio* liaison to the City Council.

AHC/bcp



Memo

City Clerk's Office

10

TO: Members of the City Council

FROM: Ann H. Campbell, Mayor

DATE: April 20, 2012

SUBJECT: Government of the Student Body (GSB) Appointments to Ames Transit Agency Board of Trustees

Due to upcoming expirations of GSB terms on the Ames Transit Agency Board of Trustees, the Council needs to confirm appointments to fill these vacancies. I have been notified that Daniel Rediske, Senator, and Chad Leines, Representative, have been appointed to serve on the Board.

Therefore, I recommend that the City Council confirm the GSB appointments of Daniel Rediske and Chad Leines to the Ames Transit Agency Board of Trustees for a one-year term.


AHC/jlr



City Treasurer

P. O. Box 811
515 Clark Avenue
Ames, Iowa 50010
515-239-5119
Fax 515-239-5320

TO: Mayor and City Council

FROM: Roger Wisecup, CPA 
City Treasurer

DATE: April 10, 2012

SUBJECT: Investment Report for Quarter Ending March 31, 2012

Introduction

The purpose of this memorandum is to present a report summarizing the performance of the City of Ames investment portfolio for the quarter ending March 31, 2012.

Discussion

This report covers the period ending March 31, 2012 and presents a summary of the investments on hand at the end of March 2012. The investments are valued at amortized cost; this reflects the same basis that the assets are carried on the financial records of the City. All investments are in compliance with the current Investment Policy.

Comments

The Federal Reserve has continued to maintain its target rate for federal funds at zero to 0.25 percent. While the yield curve has a normal shape, rates are at historic lows. This means that future investments will be made at lower rates and future interest income will decrease. The current outlook has the Federal Reserve maintaining the target rate into the first quarter of 2014. Therefore, we will maintain our investment strategy, extending some investments maturities to the twelve months and longer range.

CITY OF AMES, IOWA

**CASH AND INVESTMENTS SUMMARY
AND SUMMARY OF INVESTMENT EARNINGS**

**FOR THE QUARTER ENDED MARCH 31, 2012
AND THE ACCUMULATED YEAR-TO-DATE**

DESCRIPTION	BOOK VALUE	MARKET VALUE	UN-REALIZED GAIN/(LOSS)
CERTIFICATES OF DEPOSIT	20,000,000	20,000,000	0
FEDERAL AGENCY DISCOUNTS			0
FEDERAL AGENCY SECURITIES	47,589,006	47,667,439	78,433
INVESTMENT POOLS	14,217,167	14,217,167	0
COMMERCIAL PAPER	9,984,666	9,985,470	804
PASS THRU SECURITIES PAC/CMO	732,558	742,145	9,588
MONEY FUND SAVINGS ACCOUNTS	13,198,190	13,198,190	0
CORPORATE BONDS			0
US TREASURY SECURITIES			
INVESTMENTS	105,721,586	105,810,411	88,825
CASH ACCOUNTS	10,091,879	10,091,879	
TOTAL FUNDS AVAILABLE	115,813,465	115,902,290	88,825

ACCRUAL BASIS INVESTMENT EARNINGS	YR-TO-DATE
GROSS EARNINGS ON INVESTMENTS:	568,488
INTEREST EARNED ON CASH:	20,533
TOTAL INTEREST EARNED:	589,021



**Investments FY 2011-2012
Portfolio Management
Portfolio Summary
March 31, 2012**

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM 360 Equiv.	YTM 365 Equiv.
Certificates of Deposit	20,000,000.00	20,000,000.00	20,000,000.00	18.92	878	558	0.937	0.950
Money Market	14,217,166.76	14,217,166.76	14,217,166.76	13.45	1	1	0.542	0.550
Passbook/Checking Accounts	13,198,189.95	13,198,189.95	13,198,189.95	12.48	1	1	0.247	0.250
Commercial Paper Disc. -Amortizing	10,000,000.00	9,985,470.00	9,984,665.84	9.44	182	96	0.517	0.524
Federal Agency Coupon Securities	47,370,000.00	47,667,438.96	47,589,005.58	45.01	1,243	1,103	0.991	1.005
Pass Through Securities /PAC/CMO	703,395.29	742,145.26	732,557.63	0.69	1,485	483	1.713	1.737
Investments	105,488,752.00	105,810,410.93	105,721,585.76	100.00%	753	615	0.788	0.799

Total Earnings	March 31 Month Ending	Fiscal Year To Date
Current Year	64,331.37	568,487.91
Average Daily Balance	99,560,755.93	
Effective Rate of Return	0.76%	

I certify that these reports are in conformance with the Iowa Public Investment Act.

Roger J. Wisecup II, CPA 4-10-12
 Roger J Wisecup II, City Treasurer

**US TREASURY CONSTANT MATURITY RATES
PERIOD ENDING MARCH 31, 2012
3 YEAR COMPARISON**

	March 31, 2012	March 31, 2011	March 31, 2010
3 Months	0.07%	0.09%	0.16%
6 Months	0.15%	0.17%	0.24%
1 Year	0.19%	0.30%	0.42%
2 Years	0.33%	0.80%	1.05%
3 Years	0.51%	1.29%	1.63%
5 Years	1.04%	2.24%	2.59%

**Investments FY 2011-2012
Portfolio Management
Portfolio Details - Investments
March 31, 2012**

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM 360	YTM 365	Days to Maturity	Maturity Date
Certificates of Deposit												
SYS48280	48280	First National Bank		09/09/2010	2,000,000.00	2,000,000.00	2,000,000.00	0.950	0.937	0.950	61	06/01/2012
SYS48315	48315	First National Bank		10/15/2010	5,000,000.00	5,000,000.00	5,000,000.00	1.000	0.986	1.000	425	05/31/2013
SYS48766	48766	First National Bank		10/14/2011	1,000,000.00	1,000,000.00	1,000,000.00	0.350	0.345	0.350	12	04/13/2012
SYS48767	48767	First National Bank		10/14/2011	1,000,000.00	1,000,000.00	1,000,000.00	0.350	0.345	0.350	26	04/27/2012
SYS48768	48768	First National Bank		10/14/2011	1,000,000.00	1,000,000.00	1,000,000.00	0.350	0.345	0.350	44	05/15/2012
SYS7809399202	7809399202	Wells Fargo		10/14/2011	4,500,000.00	4,500,000.00	4,500,000.00	1.064	1.049	1.064	791	06/01/2014
SYS7809399210	7809399210	Wells Fargo		10/14/2011	4,500,000.00	4,500,000.00	4,500,000.00	1.226	1.209	1.226	1,156	06/01/2015
SYS7961416901	7961416901	Wells Fargo		09/30/2010	1,000,000.00	1,000,000.00	1,000,000.00	0.754	0.744	0.754	61	06/01/2012
Subtotal and Average			25,451,612.90		20,000,000.00	20,000,000.00	20,000,000.00	0.937	0.950	0.950	558	
Money Market												
SYS4531558874A	4531558874A	Great Western Bank			4,075,782.82	4,075,782.82	4,075,782.82	0.550	0.542	0.550	1	
SYS4531558874B	4531558874B	Great Western Bank			10,141,383.94	10,141,383.94	10,141,383.94	0.550	0.542	0.550	1	
Subtotal and Average			14,216,966.98		14,217,166.76	14,217,166.76	14,217,166.76	0.542	0.550	0.550	1	
Passbook/Checking Accounts												
SYS6952311634A	6952311634A	Wells Fargo		10/19/2011	9,195,876.97	9,195,876.97	9,195,876.97	0.250	0.247	0.250	1	
SYS6952311634B	6952311634B	Wells Fargo		10/19/2011	4,002,312.98	4,002,312.98	4,002,312.98	0.250	0.247	0.250	1	
Subtotal and Average			8,506,859.68		13,198,189.95	13,198,189.95	13,198,189.95	0.247	0.250	0.250	1	
Commercial Paper Disc. -Amortizing												
0027A0KF7	0586-12	Abbey National LLC		03/26/2012	1,000,000.00	994,300.00	995,184.45	0.880	0.902	0.915	197	10/15/2012
0027A0GW5	0587-12A	Abbey National LLC		03/26/2012	1,500,000.00	1,496,880.00	1,496,750.00	0.650	0.651	0.661	120	07/30/2012
0027A0GW5	0587-12B	Abbey National LLC		03/26/2012	1,000,000.00	997,920.00	997,833.33	0.650	0.651	0.661	120	07/30/2012
36959HDW4	0562-11	General Electric Capital Corp.		11/01/2011	1,000,000.00	999,630.00	999,718.06	0.350	0.351	0.355	29	04/30/2012
36959HFF9	0574-11	General Electric Capital Corp.		12/12/2011	1,500,000.00	1,499,565.00	1,499,062.50	0.300	0.305	0.310	75	06/15/2012
36959HFV4	0575-11	General Electric Capital Corp.		12/12/2011	1,500,000.00	1,499,445.00	1,498,887.50	0.300	0.305	0.310	89	06/29/2012
4042F0FF3	0568-11	HSBC		11/15/2011	1,500,000.00	1,498,680.00	1,498,250.00	0.560	0.569	0.577	75	06/15/2012
89233GFC5	0563-11	Toyota		11/02/2011	500,000.00	499,525.00	499,490.00	0.510	0.518	0.525	72	06/12/2012
8923A0FC2	0564-11	Toyota		11/02/2011	500,000.00	499,525.00	499,490.00	0.510	0.518	0.525	72	06/12/2012
Subtotal and Average			7,620,798.63		10,000,000.00	9,985,470.00	9,984,665.84	0.517	0.524	0.524	96	
Federal Agency Coupon Securities												
31331KEV8	0537-11	Federal Farm Credit		04/28/2011	1,500,000.00	1,500,435.00	1,500,000.00	0.290	0.286	0.290	82	06/22/2012
31331KLC2	0538-11	Federal Farm Credit		05/16/2011	870,000.00	874,106.40	870,000.00	2.250	2.219	2.250	1,506	05/16/2016

**Investments FY 2011-2012
Portfolio Management
Portfolio Details - Investments
March 31, 2012**

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM 360	YTM 365	Days to Maturity	Maturity Date
Federal Agency Coupon Securities												
31331KR69	0567-11	Federal Farm Credit		11/14/2011	1,000,000.00	999,890.00	1,000,000.00	1.470	1.450	1.470	1,688	11/14/2016
31331K3V0	0578-11	Federal Farm Credit		12/23/2011	1,000,000.00	1,000,701.39	1,000,021.39	0.770	0.759	0.770	995	12/22/2014
3133EABE7	0579-12A	Federal Farm Credit		01/30/2012	1,500,000.00	1,496,280.00	1,499,637.71	1.230	1.218	1.235	1,765	01/30/2017
3133EABE7	0579-12B	Federal Farm Credit		01/30/2012	1,000,000.00	997,520.00	999,758.47	1.230	1.218	1.235	1,765	01/30/2017
3133EADT2	0582-12	Federal Farm Credit		02/21/2012	1,000,000.00	998,190.00	1,000,000.00	0.620	0.612	0.620	1,145	05/21/2015
3133EAJY5	0592-12	Federal Farm Credit		03/30/2012	1,000,000.00	1,000,140.00	1,000,140.52	0.330	0.316	0.321	547	09/30/2013
313373EE8	0530-11	Federal Home Loan Bank		04/15/2011	3,500,000.00	3,573,675.00	3,503,320.27	1.420	1.356	1.375	789	05/30/2014
313375UH8	0565-11	Federal Home Loan Bank		11/10/2011	1,000,000.00	1,000,650.00	1,000,750.00	1.000	1.402	1.421	1,656	10/13/2016
3133XXYX9	0572-11	Federal Home Loan Bank		11/15/2011	1,500,000.00	1,527,435.00	1,528,671.52	1.875	0.302	0.306	446	06/21/2013
3133784D0	0583-12	Federal Home Loan Bank		02/28/2012	2,500,000.00	2,497,700.00	2,500,000.00	1.250	1.233	1.250	1,794	02/28/2017
313378EG2	0584-12	Federal Home Loan Bank		03/15/2012	1,500,000.00	1,497,615.00	1,500,000.00	1.300	1.282	1.300	1,809	03/15/2017
313373KA9	0588-12A	Federal Home Loan Bank		03/30/2012	1,000,000.00	1,008,532.22	1,009,616.13	0.800	0.217	0.220	390	04/26/2013
313373KA9	0588-12B	Federal Home Loan Bank		03/30/2012	1,000,000.00	1,008,532.22	1,009,616.13	0.800	0.217	0.220	390	04/26/2013
3137EABJ7	0529-11	Federal Home Loan Mortgage Co.		04/15/2011	3,000,000.00	3,110,190.00	3,091,423.82	3.500	0.834	0.846	423	05/29/2013
3134G2LY6	0545-11	Federal Home Loan Mortgage Co.		06/30/2011	1,000,000.00	1,003,150.00	1,000,000.00	2.000	1.973	2.000	1,550	06/29/2016
3134G23J9	0569-11	Federal Home Loan Mortgage Co.		11/15/2011	1,000,000.00	1,000,160.00	1,000,000.00	0.600	0.592	0.600	593	11/15/2013
3134G23X8	0571-11	Federal Home Loan Mortgage Co.		11/15/2011	500,000.00	499,660.07	500,434.43	0.725	0.675	0.685	773	05/14/2014
3134G3EL0	0573-11	Federal Home Loan Mortgage Co.		12/28/2011	1,000,000.00	1,004,680.00	1,000,000.00	1.150	1.134	1.150	1,366	12/28/2015
3134G26H0	0576-11	Federal Home Loan Mortgage Co.		12/12/2011	1,500,000.00	1,500,249.17	1,500,729.17	1.250	1.644	1.666	1,702	11/28/2016
3134G3NA4	0581-12	Federal Home Loan Mortgage Co.		02/28/2012	1,500,000.00	1,483,770.00	1,500,000.00	0.750	1.295	1.313	1,794	02/28/2017
3137EACJ6	0589-12A	Federal Home Loan Mortgage Co.		03/30/2012	1,000,000.00	1,021,917.92	1,021,877.26	1.625	0.230	0.234	379	04/15/2013
3137EACJ6	0589-12B	Federal Home Loan Mortgage Co.		03/30/2012	1,000,000.00	1,021,917.91	1,021,877.25	1.625	0.230	0.234	379	04/15/2013
3137EACL1	0590-12	Federal Home Loan Mortgage Co.		03/30/2012	1,000,000.00	1,012,574.44	1,012,558.81	0.875	0.306	0.310	575	10/28/2013
3134G23H3	0591-12	Federal Home Loan Mortgage Co.		03/30/2012	1,000,000.00	1,004,982.22	1,004,977.25	0.500	0.316	0.320	562	10/15/2013
3136F9DU4	0478-10	Federal Nat'l Mtg. Assoc.		01/05/2010	500,000.00	519,445.00	508,711.64	4.000	2.219	2.250	379	04/15/2013
3136FR2V4	0554-11	Federal Nat'l Mtg. Assoc.		09/28/2011	1,000,000.00	998,680.00	1,000,000.00	1.000	1.580	1.602	1,732	12/28/2016
3136FR6N8	0555-11	Federal Nat'l Mtg. Assoc.		09/30/2011	1,000,000.00	1,000,180.00	1,000,000.00	0.810	0.799	0.810	1,093	03/30/2015
3136FTCP2	0560-11	Federal Nat'l Mtg. Assoc.		10/26/2011	1,500,000.00	1,499,925.00	1,500,000.00	1.150	1.134	1.150	1,303	10/26/2015
3136FTDN6	0561-11A	Federal Nat'l Mtg. Assoc.		10/24/2011	1,500,000.00	1,501,035.00	1,500,000.00	1.000	0.986	1.000	1,118	04/24/2015
3136FTDN6	0561-11B	Federal Nat'l Mtg. Assoc.		10/24/2011	1,000,000.00	1,000,690.00	1,000,000.00	1.000	0.986	1.000	1,118	04/24/2015
31398A6F4	0570-11	Federal Nat'l Mtg. Assoc.		11/15/2011	1,000,000.00	1,001,440.00	1,001,258.81	0.375	0.202	0.205	271	12/28/2012
3135G0DX8	0577-11	Federal Nat'l Mtg. Assoc.		12/15/2011	1,500,000.00	1,503,988.33	1,503,208.33	1.375	1.356	1.375	1,662	10/19/2016
3136FTM30	0580-12	Federal Nat'l Mtg. Assoc.		02/15/2012	1,500,000.00	1,498,335.00	1,500,000.00	0.500	1.371	1.390	1,781	02/15/2017
3136FTY37	0585-12A	Federal Nat'l Mtg. Assoc.		03/20/2012	1,500,000.00	1,499,440.00	1,500,250.00	1.000	0.986	1.000	1,443	03/14/2016
3136FTY37	0585-12B	Federal Nat'l Mtg. Assoc.		03/20/2012	1,000,000.00	999,626.67	1,000,166.67	1.000	0.986	1.000	1,443	03/14/2016
Subtotal and Average			42,902,173.74		47,370,000.00	47,667,438.96	47,589,005.58		0.991	1.005	1,103	

**Investments FY 2011-2012
Portfolio Management
Portfolio Details - Investments
March 31, 2012**

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM 360	YTM 365	Days to Maturity	Maturity Date
Federal Agency Disc. -Amortizing												
Subtotal and Average			90,311.82									
Pass Through Securities /PAC/CMO												
31371LB99	0442-09	Federal Nat'l Mtg. Assoc.		02/18/2009	71,881.46	77,225.85	74,217.61	4.500	2.576	2.612	487	08/01/2013
31371K3N9	0444-09	Federal Nat'l Mtg. Assoc.		03/23/2009	30,755.00	33,498.96	32,177.42	5.500	2.138	2.167	334	03/01/2013
3136F6YK9	0453-09	Federal Nat'l Mtg. Assoc.		05/26/2009	252,073.85	257,896.76	263,811.04	4.400	0.694	0.704	268	12/25/2012
31371LGW3	0454-09	Federal Nat'l Mtg. Assoc.		06/16/2009	64,889.53	70,153.37	67,464.83	5.000	2.742	2.780	579	11/01/2013
31371LMX4	0458-09	Federal Nat'l Mtg. Assoc.		09/18/2009	147,501.38	156,764.47	152,479.55	4.000	2.109	2.138	699	03/01/2014
31391FGK8	0462-09	Federal Nat'l Mtg. Assoc.		09/25/2009	18,232.20	19,985.04	19,143.81	6.500	2.219	2.250	153	09/01/2012
31400GJZ9	0463-09	Federal Nat'l Mtg. Assoc.		09/28/2009	34,989.61	37,812.92	36,739.09	6.000	2.059	2.088	275	01/01/2013
31371LWK1	0465-09	Federal Nat'l Mtg. Assoc.		10/08/2009	44,907.94	48,246.85	46,928.80	4.500	2.252	2.284	913	10/01/2014
31371LVX4	0466-09	Federal Nat'l Mtg. Assoc.		10/19/2009	38,164.32	40,561.04	39,595.48	4.000	2.056	2.084	883	09/01/2014
Subtotal and Average			772,032.17		703,395.29	742,145.26	732,557.63		1.713	1.737	483	
Total and Average			99,560,755.93		105,488,752.00	105,810,410.93	105,721,585.76		0.788	0.799	615	

Investments FY 2011-2012
Portfolio Management
Portfolio Details - Cash
March 31, 2012

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM 360	YTM 365	Days to Maturity
Average Balance			0.00								0
Total Cash and Investments			99,560,755.93		105,488,752.00	105,810,410.93	105,721,585.76		0.788	0.799	615

**Investments FY 2011-2012
Portfolio Management
Investment Status Report - Investments
March 31, 2012**

CUSIP	Investment #	Issuer	Par Value	Stated Rate	Maturity Date	Purchase Date	YTM 360	YTM 365	Payment Dates	Accrued Interest At Purchase	Current Principal	Book Value
Certificates of Deposit												
SYS48280	48280	FN	2,000,000.00	0.950	06/01/2012	09/09/2010	0.937	0.950	06/01 - At Maturity		2,000,000.00	2,000,000.00
SYS48315	48315	FN	5,000,000.00	1.000	05/31/2013	10/15/2010	0.986	1.000	05/31 - At Maturity		5,000,000.00	5,000,000.00
SYS48766	48766	FN	1,000,000.00	0.350	04/13/2012	10/14/2011	0.345	0.350	04/13 - At Maturity		1,000,000.00	1,000,000.00
SYS48767	48767	FN	1,000,000.00	0.350	04/27/2012	10/14/2011	0.345	0.350	04/27 - At Maturity		1,000,000.00	1,000,000.00
SYS48768	48768	FN	1,000,000.00	0.350	05/15/2012	10/14/2011	0.345	0.350	05/15 - At Maturity		1,000,000.00	1,000,000.00
SYS7809399202	7809399202	WF	4,500,000.00	1.064	06/01/2014	10/14/2011	1.049	1.064	06/01 - At Maturity		4,500,000.00	4,500,000.00
SYS7809399210	7809399210	WF	4,500,000.00	1.226	06/01/2015	10/14/2011	1.209	1.226	06/01 - At Maturity		4,500,000.00	4,500,000.00
SYS7961416901	7961416901	WF	1,000,000.00	0.754	06/01/2012	09/30/2010	0.744	0.754	06/01 - At Maturity		1,000,000.00	1,000,000.00
Certificates of Deposit Totals			20,000,000.00				0.937	0.950		0.00	20,000,000.00	20,000,000.00
Money Market												
SYS4531558874A	4531558874A	GWB	4,075,782.82	0.550			0.542	0.550	07/01 - Monthly		4,075,782.82	4,075,782.82
SYS4531558874B	4531558874B	GWB	10,141,383.94	0.550			0.542	0.550	07/01 - Monthly		10,141,383.94	10,141,383.94
Money Market Totals			14,217,166.76				0.542	0.550		0.00	14,217,166.76	14,217,166.76
Passbook/Checking Accounts												
SYS6952311634A	6952311634A	WF	9,195,876.97	0.250		10/19/2011	0.247	0.250	10/31 - Monthly		9,195,876.97	9,195,876.97
SYS6952311634B	6952311634B	WF	4,002,312.98	0.250		10/19/2011	0.247	0.250	10/31 - Monthly		4,002,312.98	4,002,312.98
Passbook/Checking Accounts Totals			13,198,189.95				0.247	0.250		0.00	13,198,189.95	13,198,189.95
Commercial Paper Disc. -Amortizing												
0027A0KF7	0586-12	ABBEY	1,000,000.00	0.880	10/15/2012	03/26/2012	0.902	0.915	10/15 - At Maturity		995,037.78	995,184.45
0027A0GW5	0587-12A	ABBEY	1,500,000.00	0.650	07/30/2012	03/26/2012	0.651	0.661	07/30 - At Maturity		1,496,587.50	1,496,750.00
0027A0GW5	0587-12B	ABBEY	1,000,000.00	0.650	07/30/2012	03/26/2012	0.651	0.661	07/30 - At Maturity		997,725.00	997,833.33
36959HDW4	0562-11	GECAP	1,000,000.00	0.350	04/30/2012	11/01/2011	0.351	0.355	04/30 - At Maturity		998,240.28	999,718.06
36959HFF9	0574-11	GECAP	1,500,000.00	0.300	06/15/2012	12/12/2011	0.305	0.310	06/15 - At Maturity		1,497,675.00	1,499,062.50
36959HVF4	0575-11	GECAP	1,500,000.00	0.300	06/29/2012	12/12/2011	0.305	0.310	06/29 - At Maturity		1,497,500.00	1,498,887.50
4042F0FF3	0568-11	HSBC	1,500,000.00	0.560	06/15/2012	11/15/2011	0.569	0.577	06/15 - At Maturity		1,495,030.00	1,498,250.00
89233GFC5	0563-11	TOYOTA	500,000.00	0.510	06/12/2012	11/02/2011	0.518	0.525	06/12 - At Maturity		498,420.42	499,490.00
8923A0FC2	0564-11	TOYOTA	500,000.00	0.510	06/12/2012	11/02/2011	0.518	0.525	06/12 - At Maturity		498,420.42	499,490.00
Commercial Paper Disc. -Amortizing Totals			10,000,000.00				0.517	0.524		0.00	9,974,636.40	9,984,665.84
Federal Agency Coupon Securities												
31331KEV8	0537-11	FFCB	1,500,000.00	0.290	06/22/2012	04/28/2011	0.286	0.290	06/22 - 12/22	Received	1,500,000.00	1,500,000.00

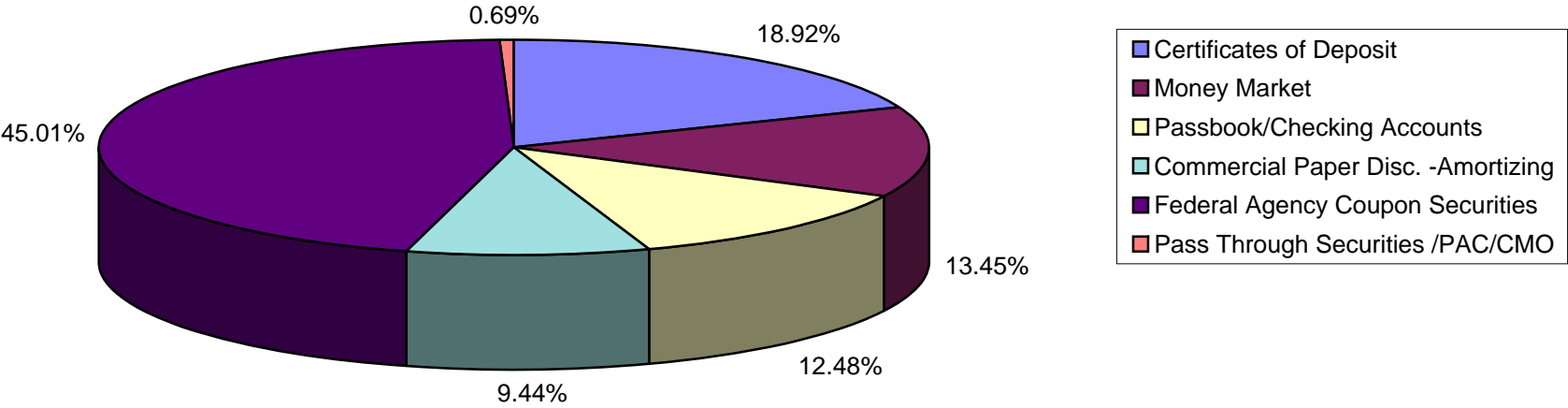
**Investments FY 2011-2012
Portfolio Management
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CUSIP	Investment #	Issuer	Par Value	Stated Rate	Maturity Date	Purchase Date	YTM 360	YTM 365	Payment Dates	Accrued Interest At Purchase	Current Principal	Book Value
Federal Agency Coupon Securities												
31331KLC2	0538-11	FFCB	870,000.00	2.250	05/16/2016	05/16/2011	2.219	2.250	11/16 - 05/16		870,000.00	870,000.00
31331KR69	0567-11	FFCB	1,000,000.00	1.470	11/14/2016	11/14/2011	1.450	1.470	05/14 - 11/14		1,000,000.00	1,000,000.00
31331K3V0	0578-11	FFCB	1,000,000.00	0.770	12/22/2014	12/23/2011	0.759	0.770	06/22 - 12/22	21.39	1,000,000.00	1,000,021.39
3133EABE7	0579-12A	FFCB	1,500,000.00	1.230	01/30/2017	01/30/2012	1.218	1.235	07/30 - 01/30		1,499,625.00	1,499,637.71
3133EABE7	0579-12B	FFCB	1,000,000.00	1.230	01/30/2017	01/30/2012	1.218	1.235	07/30 - 01/30		999,750.00	999,758.47
3133EADT2	0582-12	FFCB	1,000,000.00	0.620	05/21/2015	02/21/2012	0.612	0.620	05/21 - 11/21		1,000,000.00	1,000,000.00
3133EAJY5	0592-12	FFCB	1,000,000.00	0.330	09/30/2013	03/30/2012	0.316	0.321	09/30 - 03/30		1,000,140.78	1,000,140.52
313373EE8	0530-11	FHLB	3,500,000.00	1.420	05/30/2014	04/15/2011	1.356	1.375	05/30 - 11/30	Received	3,504,795.00	3,503,320.27
313375UH8	0565-11	FHLB	1,000,000.00	1.000	10/13/2016	11/10/2011	1.402	1.421	04/13 - 10/13	750.00	1,000,000.00	1,000,750.00
3133XXYX9	0572-11	FHLB	1,500,000.00	1.875	06/21/2013	11/15/2011	0.302	0.306	12/21 - 06/21	Received	1,537,533.62	1,528,671.52
3133784D0	0583-12	FHLB	2,500,000.00	1.250	02/28/2017	02/28/2012	1.233	1.250	08/28 - 02/28		2,500,000.00	2,500,000.00
313378EG2	0584-12	FHLB	1,500,000.00	1.300	03/15/2017	03/15/2012	1.282	1.300	09/15 - 03/15		1,500,000.00	1,500,000.00
313373KA9	0588-12A	FHLB	1,000,000.00	0.800	04/26/2013	03/30/2012	0.217	0.220	04/26 - 10/26	3,422.22	1,006,210.00	1,009,616.13
313373KA9	0588-12B	FHLB	1,000,000.00	0.800	04/26/2013	03/30/2012	0.217	0.220	04/26 - 10/26	3,422.22	1,006,210.00	1,009,616.13
3137EABJ7	0529-11	FHLMC	3,000,000.00	3.500	05/29/2013	04/15/2011	0.834	0.846	05/29 - 11/29	Received	3,167,100.00	3,091,423.82
3134G2LY6	0545-11	FHLMC	1,000,000.00	2.000	06/29/2016	06/30/2011	1.973	2.000	12/29 - 06/29	Received	1,000,000.00	1,000,000.00
3134G23J9	0569-11	FHLMC	1,000,000.00	0.600	11/15/2013	11/15/2011	0.592	0.600	05/15 - 11/15		1,000,000.00	1,000,000.00
3134G23X8	0571-11	FHLMC	500,000.00	0.725	05/14/2014	11/15/2011	0.675	0.685	05/14 - 11/14	10.07	500,500.00	500,434.43
3134G3EL0	0573-11	FHLMC	1,000,000.00	1.150	12/28/2015	12/28/2011	1.134	1.150	06/28 - 12/28		1,000,000.00	1,000,000.00
3134G26H0	0576-11	FHLMC	1,500,000.00	1.250	11/28/2016	12/12/2011	1.644	1.666	05/28 - 11/28	729.17	1,500,000.00	1,500,729.17
3134G3NA4	0581-12	FHLMC	1,500,000.00	0.750	02/28/2017	02/28/2012	1.295	1.313	08/28 - 02/28		1,500,000.00	1,500,000.00
3137EACJ6	0589-12A	FHLMC	1,000,000.00	1.625	04/15/2013	03/30/2012	0.230	0.234	04/15 - 10/15	7,447.92	1,014,467.92	1,021,877.26
3137EACJ6	0589-12B	FHLMC	1,000,000.00	1.625	04/15/2013	03/30/2012	0.230	0.234	04/15 - 10/15	7,447.91	1,014,467.92	1,021,877.25
3137EACL1	0590-12	FHLMC	1,000,000.00	0.875	10/28/2013	03/30/2012	0.306	0.310	04/28 - 10/28	3,694.44	1,008,880.00	1,012,558.81
3134G23H3	0591-12	FHLMC	1,000,000.00	0.500	10/15/2013	03/30/2012	0.316	0.320	04/15 - 10/15	2,222.22	1,002,760.00	1,004,977.25
3136F9DU4	0478-10	FNMA	500,000.00	4.000	04/15/2013	01/05/2010	2.219	2.250	04/15 - 10/15	Received	527,485.91	508,711.64
3136FR2V4	0554-11	FNMA	1,000,000.00	1.000	12/28/2016	09/28/2011	1.580	1.602	03/28 - 09/28		1,000,000.00	1,000,000.00
3136FR6N8	0555-11	FNMA	1,000,000.00	0.810	03/30/2015	09/30/2011	0.799	0.810	03/30 - 09/30		1,000,000.00	1,000,000.00
3136FTCP2	0560-11	FNMA	1,500,000.00	1.150	10/26/2015	10/26/2011	1.134	1.150	04/26 - 10/26		1,500,000.00	1,500,000.00
3136FTDN6	0561-11A	FNMA	1,500,000.00	1.000	04/24/2015	10/24/2011	0.986	1.000	04/24 - 10/24		1,500,000.00	1,500,000.00
3136FTDN6	0561-11B	FNMA	1,000,000.00	1.000	04/24/2015	10/24/2011	0.986	1.000	04/24 - 10/24		1,000,000.00	1,000,000.00
31398A6F4	0570-11	FNMA	1,000,000.00	0.375	12/28/2012	11/15/2011	0.202	0.205	12/28 - 06/28	Received	1,001,900.00	1,001,258.81
3135G0DX8	0577-11	FNMA	1,500,000.00	1.375	10/19/2016	12/15/2011	1.356	1.375	04/19 - 10/19	3,208.33	1,500,000.00	1,503,208.33
3136FTM30	0580-12	FNMA	1,500,000.00	0.500	02/15/2017	02/15/2012	1.371	1.390	08/15 - 02/15		1,500,000.00	1,500,000.00
3136FTY37	0585-12A	FNMA	1,500,000.00	1.000	03/14/2016	03/20/2012	0.986	1.000	09/14 - 03/14	250.00	1,500,000.00	1,500,250.00

**Investments FY 2011-2012
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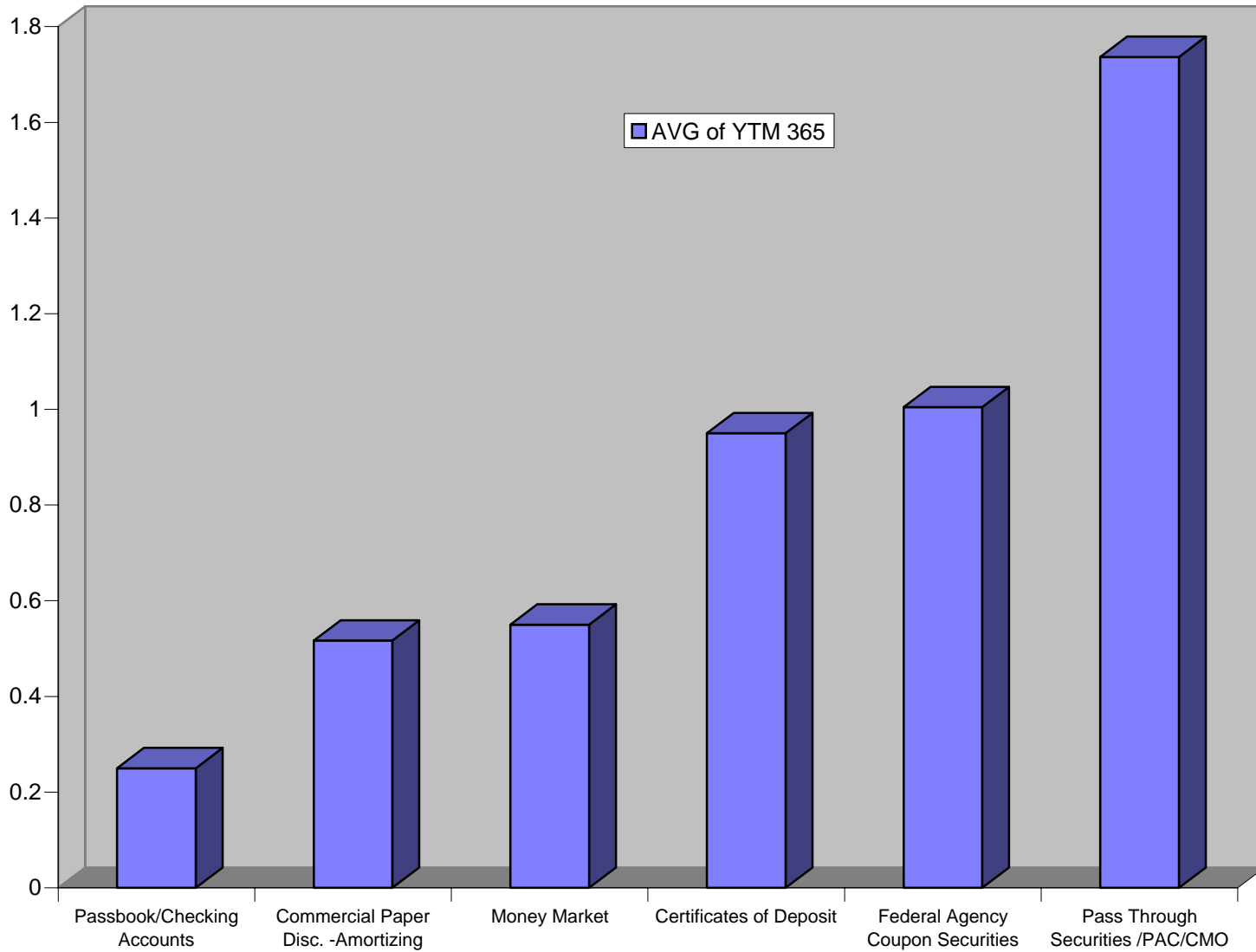
CUSIP	Investment #	Issuer	Par Value	Stated Rate	Maturity Date	Purchase Date	YTM 360	YTM 365	Payment Dates	Accrued Interest At Purchase	Current Principal	Book Value
Federal Agency Coupon Securities												
3136FTY37	0585-12B	FNMA	1,000,000.00	1.000	03/14/2016	03/20/2012	0.986	1.000	09/14 - 03/14	166.67	1,000,000.00	1,000,166.67
Federal Agency Coupon Securities Totals			47,370,000.00				0.991	1.005		32,792.56	47,661,826.15	47,589,005.58
Pass Through Securities /PAC/CMO												
31371LB99	0442-09	FNMA	71,881.46	4.500	08/01/2013	02/18/2009	2.576	2.612	03/25 - Monthly	Received	74,217.61	74,217.61
31371K3N9	0444-09	FNMA	30,755.00	5.500	03/01/2013	03/23/2009	2.138	2.167	04/25 - Monthly	Received	32,177.42	32,177.42
3136F6YK9	0453-09	FNMA	252,073.85	4.400	12/25/2012	05/26/2009	0.694	0.704	06/25 - Monthly	Received	263,811.04	263,811.04
31371LGW3	0454-09	FNMA	64,889.53	5.000	11/01/2013	06/16/2009	2.742	2.780	07/25 - Monthly	Received	67,464.83	67,464.83
31371LMX4	0458-09	FNMA	147,501.38	4.000	03/01/2014	09/18/2009	2.109	2.138	10/25 - Monthly	Received	152,479.55	152,479.55
31391FGK8	0462-09	FNMA	18,232.20	6.500	09/01/2012	09/25/2009	2.219	2.250	10/25 - Monthly	Received	19,143.81	19,143.81
31400GJZ9	0463-09	FNMA	34,989.61	6.000	01/01/2013	09/28/2009	2.059	2.088	10/25 - Monthly	Received	36,739.09	36,739.09
31371LWK1	0465-09	FNMA	44,907.94	4.500	10/01/2014	10/08/2009	2.252	2.284	11/25 - Monthly	Received	46,928.80	46,928.80
31371LVX4	0466-09	FNMA	38,164.32	4.000	09/01/2014	10/19/2009	2.056	2.084	11/25 - Monthly	Received	39,595.48	39,595.48
Pass Through Securities /PAC/CMO Totals			703,395.29				1.713	1.737		0.00	732,557.63	732,557.63
Investment Totals			105,488,752.00				0.788	0.799		32,792.56	105,784,376.89	105,721,585.76

Book Value By Investment Type



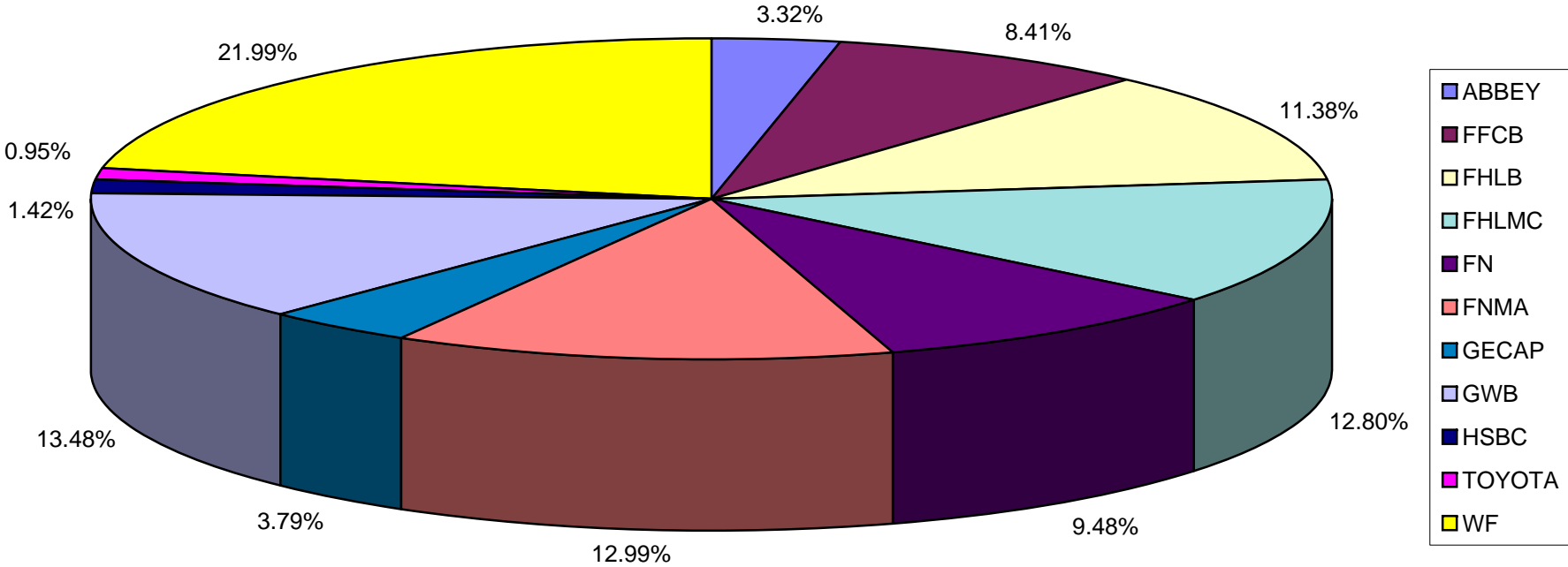
For Quarter Ending March 31, 2012

Investment Yield by Type



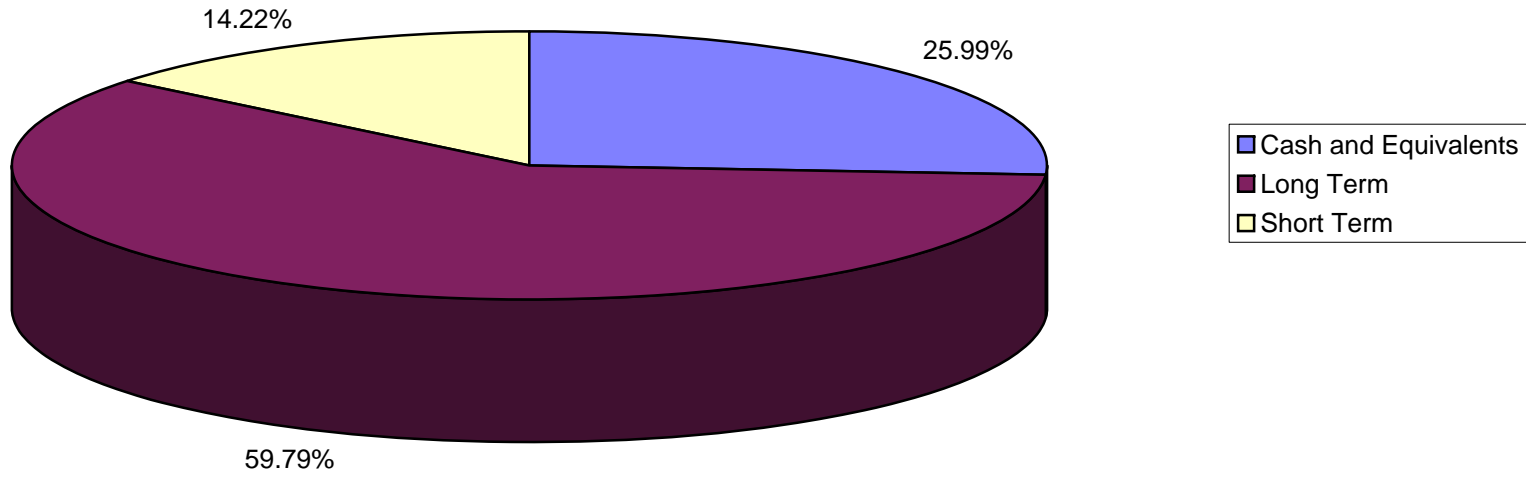
For Quarter Ending March 31, 2012

Par Value by Issuer Graph



For Quarter Ending March 31, 2012

Portfolio by Asset Class



For Quarter Ending March 31, 2012

ITEM # _____

DATE: 4-24-12

COUNCIL ACTION FORM

SUBJECT: AMENDMENTS TO THE CITY'S RECORDS RETENTION SCHEDULE

BACKGROUND:

The Records Retention Schedule, originally adopted in 1998, was revised in its entirety and adopted by Resolution No. 11-347 on July 12, 2011. The purpose of mandatory compliance with the Records Retention Schedule is to enable Records Stewards to provide requested documents to the public and internal customers in the most accurate and cost-efficient manner. Therefore, it is crucial that the Schedule be revised whenever records are added or deleted from a Department's/Division's inventory.

The attached table lists the additions, deletions, and/or revisions that are being presented to the City Council for approval at this time.

ALTERNATIVES:

1. Adopt a resolution approving the amendments, as listed on the attached table, to the City of Ames Records Retention Schedule.
2. Do not approve the amendments listed on the attached table, to the City of Ames Records Retention Schedule.

MANAGER'S RECOMMENDED ACTION:

It is the recommendation of the City Manager that the City Council adopt Alternative #1, adopting a resolution approving the amendments, as listed on the attached table, to the City of Ames Records Retention Schedule.

DEPARTMENT/DIVISION	ADDITION/DELETION/ REVISION	CATEGORY/RECORD TITLE	CHANGE
Electric	Deletion	Administration/Contracts- Miscellaneous	Delete MCG contract
	Revision	Administration/Contracts- Miscellaneous	Change Retention Period to 5 years for PRT contract
	Addition	Administration/Contracts- Miscellaneous	Add PCI contract
	Addition	Administration/Contracts- Miscellaneous	Add Nextera contract
	Addition	Administration/Professional/ Consulting Services Agreements	New category
	Deletion	Administration/Employee Records	Delete Temporary employee paperwork
	Addition	Administration/Environ- Mental Reports – State	Add DNR – annual compliance certification reports
	Deletion	Administration/Energy Planning	Delete PRT Forecast
	Revision	Administration/Energy Planning	Change Retention Period to 5 years for ISU Schedule
	Addition	Administration/Environ- Mental Reports – State	Add DNR – annual compliance certification reports

Electric (Continued)	Addition	Administration/MISO - MAPP	Add MISO Annual Certification Form
	Addition	Administration/MISO – MAPP	Add MISO CASPR data requests & supporting documents
	Addition	Administration/MISO – MAPP	Add MISO Planning Year Forecasts.xls
	Addition	Administration/NERC - NRO	Add NERC Membership Form
	Addition	Administration/Production Statistics	Add Ash System O&M.xls
	Addition	Administration/Production Statistics	Add Coal Dust Abatement Costs.xls
	Addition	Administration/Wind – RECS	Add Green e Attestation
	Revision	Administration/Wind – RECS	Delete retirements after REC electric/change electronic to no

COUNCIL ACTION FORM

SUBJECT: CENTURYLINK 60-MONTH PRIVATE DATA LINE AGREEMENT

BACKGROUND:

The City of Ames uses four CenturyLink private data lines that provide telephone and data services to Fire Station #3, CyRide, Fire Station #2, and Parks & Recreation Gateway/Ice Arena. The current contract for this service is up for renewal. The present rate is \$1,226.95 per month. For renewal, CenturyLink has proposed monthly rates that vary depending on the term of the contract as shown below.

12 months	\$ 1,308.85
24 months	1,281.25
36 months	1,226.95
60 months	1,064.65

By signing a 60-month agreement as opposed to a 36-month agreement, the City would save approximately \$1,950 per year or \$9,738 over the term of a 60-month agreement. Savings are even greater when compared to shorter term options.

City Council approval is required to take advantage of lower prices offered through a multi-year contract. The final contract contains a non-appropriation clause, as required by law.

ALTERNATIVES:

1. Approve an agreement between the City of Ames and CenturyLink, Inc. for a 60-month period to provide private data lines to the City of Ames at a cost of \$1,064.65 per month, or \$12,776 per year.
2. Approve an agreement between the City of Ames and CenturyLink, Inc. for a term other than 60 months at the price options provided above.

MANAGER'S RECOMMENDED ACTION:

By approving a 60-month agreement with CenturyLink to obtain private data lines at a total cost of \$63,879, the City will save nearly \$10,000 over five years when compared to a 36-month agreement.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby approving an agreement between the City of Ames and CenturyLink, Inc. for a 60-month period as described above.

COUNCIL ACTION FORM

SUBJECT: FUNDING AGREEMENT FOR 2011/12 SHARED USE PATH SYSTEM EXPANSION (SKUNK RIVER TRAIL – HUNZIKER YOUTH SPORTS COMPLEX TO SOUTHEAST 16TH STREET)

BACKGROUND:

This program provides for construction of shared use paths on street rights-of-way, adjacent to streets, and through greenbelts. The Long Range Transportation Plan identifies those paths that separate bicycle traffic from higher-speed automobile traffic. This program supports one of the City Council's priorities, connecting our community. The 2011/12 program location is identified as the Skunk River Trail Extension, Hunziker Youth Sports Complex (HYSC) to Southeast 16th Street.

An agreement with the Iowa Department of Transportation (Iowa DOT) is required in order to utilize federal enhancement funds for this project. Staff has been in conversations with the Iowa DOT, who indicated that the earliest possible bid letting date is August 2012. This schedule would allow a contractor to begin construction in fall 2012, in order to avoid roosting dates for the Indiana Bat. That species of bat has not been identified in this area, but provision must be made to avoid construction during the roosting dates since the habitat is correct for this species. The construction completion date is May 2013 in order to allow for re-seeding of the construction area.

This program is identified in the 2011/12 Capital Improvements Plan (CIP) in the amount of \$350,000 from Local Option Sales Tax and \$86,000 from Metropolitan Planning Organization (MPO)/Surface Transportation Program (STP) funds. This brings the total project funding to \$436,000.

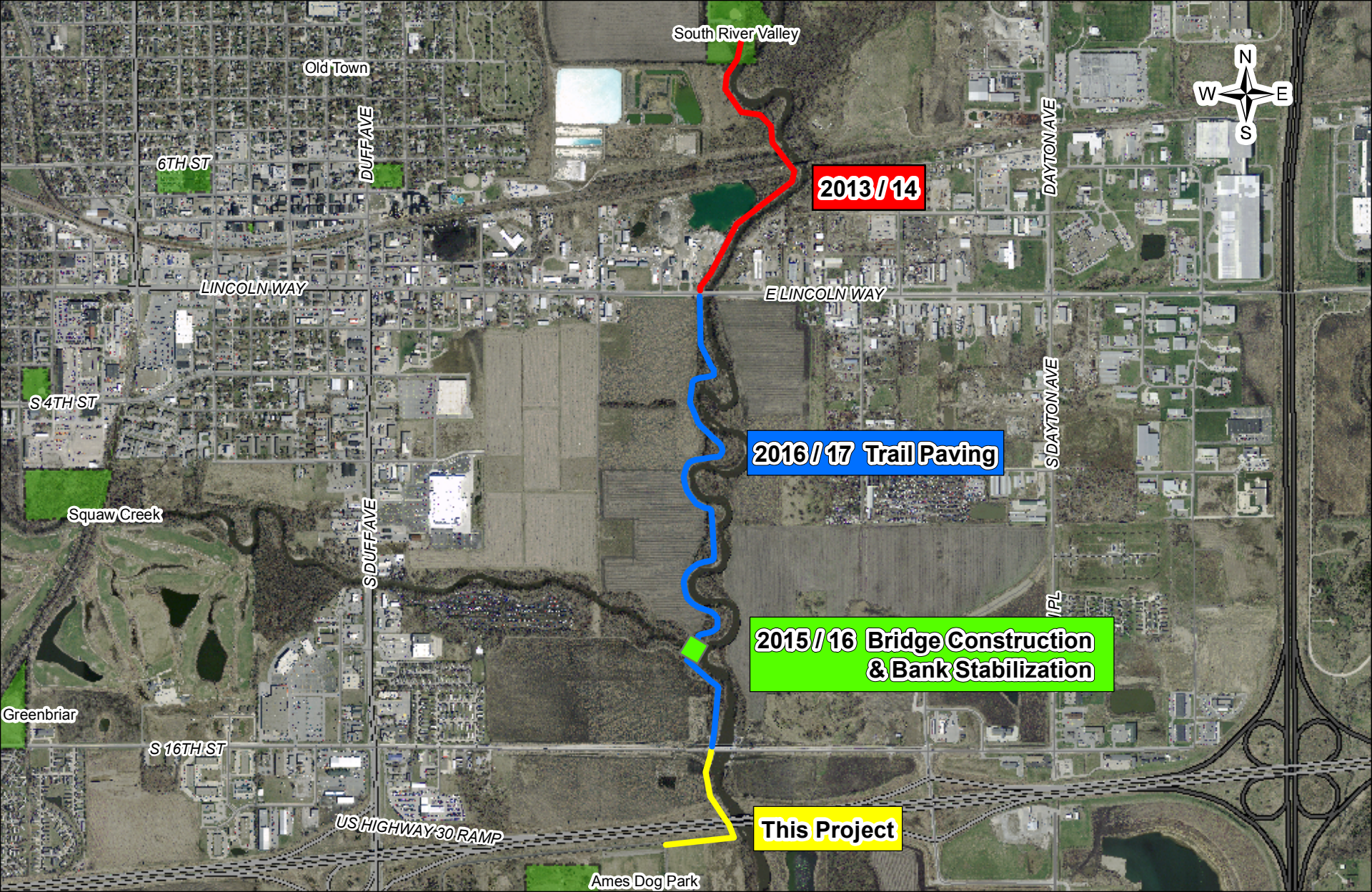
ALTERNATIVES:

1. Approve the Iowa DOT Agreement 12-STPE-124 for STP funding for the 2011/12 Shared Use Path System Expansion (Skunk River Trail – Hunziker Youth Sports Complex to Southeast 16th Street).
2. Reject the Agreement.

MANAGER'S RECOMMENDED ACTION:

By approving this agreement with the Iowa DOT, it will be possible to move forward with an important shared use path connection from the Hunziker Youth Sports Complex to the existing shared use path along SE 16th Street.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby approving the Iowa DOT Agreement 12-STPE-124 for STP funding for the 2011/12 Shared Use Path System Expansion (Skunk River Trail – Hunziker Youth Sports Complex to Southeast 16th Street).



South River Valley

Old Town



6TH ST

DUFF AVE

2013 / 14

DAYTON AVE

LINCOLN WAY

ELINCOLN WAY

S 4TH ST

2016 / 17 Trail Paving

S DAYTON AVE

Squaw Creek

S DUFF AVE

2015 / 16 Bridge Construction & Bank Stabilization

IPL

Greenbriar

S 16TH ST

This Project

US HIGHWAY 30 RAMP

Ames Dog Park

COUNCIL ACTION FORM

SUBJECT: CYRIDE VEHICLE TRACKING SOFTWARE

BACKGROUND:

In February 2011, the Transit Board of Trustees approved the purchase of a vehicle tracking system that would provide CyRide customers with real-time, bus-stop level arrival information to increase CyRide’s convenience for its riding public. Specifically, customers would be able to identify a bus stop location where they would be boarding and use a computer, smartphone or telephone to receive the next two times their bus would be arriving at that stop. This technology would alleviate waiting in inclement weather at a bus stop for a bus.

Funding for this project was to be secured from CyRide’s GSB Trust Fund provided by student fee dollars and; therefore, could be purchased outside of the normal purchasing methods, if approved by a purchasing waiver from the Ames City Council. At the City Council meeting on March 22, 2011, it was decided that a formal bid process was preferred. Over the summer and early fall, CyRide staff developed a Request for Proposal that was released in December 2011. The bid deadline was extended at the request of several bidders; therefore, proposals were due on January 27, 2012.

Six proposals were received, and following a formal evaluation process from a team of individuals, three finalists were selected to demonstrate their product to a group of CyRide, City of Ames Information Technology, and Government of the Student Body representatives. The evaluation results and three-year cost of the finalists’ products were as follows:

		MVTT	NextBus	Syncromatics
Technical Requirements	10%	2.8	4.4	3.2
Wireless	10%	4.7	3.7	2.5
Training	5%	4.3	4.2	4.0
Schedule	10%	4.2	4.3	2.8
Personnel	10%	3.7	3.8	3.8
Other	10%	3.3	3.7	3.2
Price	45%	4.39	5.00	3.09

4.06	4.44	3.13
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Initial Cost (BAFO)	\$ 161,885	\$ 143,400	\$ 417,740
3 Year Cost	\$ 461,669	\$ 405,520	\$ 655,145

The NextBus proposal and product were determined by the evaluation team to be the best “fit” for CyRide and the Ames community based on its lowest price and for its technical capabilities. Additionally, after reviewing the three products, it was the team’s consensus that the NextBus product also had the strongest passenger information component of the three vendor products.

The attached budget reflects a cost breakdown associated with the vehicle tracking system’s purchase, deployment and three-year cost.

This three year budget is slightly higher than NextBus’ proposal as it includes modifications to the bid to add spare units for quick “switching out” of non-working units, modifications to the number of vehicles to accurately reflect CyRide’s current fleet and additional cost for four signs as well as their installation/electrification at the Kildee, Bessey, Student Services and Friley bus stops where a large number of customers transfer between buses, or board/alight buses.

The 2011 discussions with the Government of the Student Body indicated a desire to fund this technology, and three years of its annual cost from their CyRide GSB Trust Fund balance. Currently this fund has a positive balance of approximately \$1.5 million. After the three-year period, discussions between the Transit Board of Trustees and the Government of the Student Body would determine if the Trust Fund or their fees would continue to provide funding for this system or whether CyRide’s operating budget, divided between the three local funding partners, would assume responsibility for the annual expense of this technology.

The Transit Director met with the GSB Senate on Wednesday, April 18, 2012 to discuss the project and its funding with student representatives and to determine their continued desire for the project. The GSB Senate unanimously approved the purchase and funding of this project for three years.

The Transit Board of Trustees unanimously approved an award of contract to NextBus during its April 19, 2012, meeting.

ALTERNATIVES:

1. Approve award to NextBus for vehicle tracking software and three years annual expenses in an amount not-to-exceed of \$447,125.
2. Reject all bids and direct staff to rebid a vehicle tracking software package.
3. Do not purchase a transit scheduling software package.

MANAGER'S RECOMMENDED ACTION:

The ability for customers to secure real-time bus arrival information has been the most requested enhancement to CyRide's service for the past six years. However, the cost to purchase and install a technology system of this type has been outside CyRide's ability to financially consider. However, with the Government of the Student Body's healthy trust fund balance and the members' desire to spend a portion of this balance on a vehicle tracking system, CyRide's ability to feasibly fund this technology has become possible.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby awarding a contract to NextBus to provide the benefits of a vehicle tracking system for not only students at Iowa State University, but the entire community.

CyRide NextBus Project Cost

One-Time Expense

Budget Item	Final Budget
Base System – Large Buses	\$109,135
Base System – Small Buses	\$8,365
Shipping – GPS Base/Spare Units	\$4,250
Spare Units (5)	\$7,475
4 Signs – Eqt./Shipping Cost	\$22,000
Route Configuration	\$34,000
Telephone Info. System	\$5,000
Test Messaging System	\$5,000
Mobile Computers	\$1,300
XML Data Feed	\$5,000
Project Management	\$15,000
Travel and Expenses	\$5,000
Training On Site	\$500
Less Discount	\$49,500
Total Bid One-Time Cost	\$172,525
Sign Installation/Electrification - ISU	\$12,000
Total One-Time Cost	\$184,525

Annual Expenses

Budget Item	Year 1	Year 2	Year 3
Cell Service Base System	\$28,800	\$28,800	\$28,800
Cell Service - Signs	\$1,440	\$1,440	\$1,440
Software Base System	\$39,420	\$39,420	\$39,420
Software Support Vehicles	\$1,680	\$1,680	\$1,680
Software - Signs	\$2,160	\$2,160	\$2,160
Telephone Info. System	\$4,380	\$4,380	\$4,380
Test Messaging System	\$4,380	\$4,380	\$4,380
Base System Warranty (after Year 1)	NA	\$11,750	\$11,750
Signs Warranty (after Year 1)	NA	\$2,160	\$2,160
Total Annual	\$82,260	\$96,170	\$96,170

Total Three-Year Cost

Expense	Year 1	Year 2	Year 3	Total
One Time	\$184,525	\$0	\$0	\$184,525
Annual	\$82,260	\$96,170	\$96,170	\$274,600
Total	\$266,785	\$96,170	\$96,170	\$459,125

COUNCIL ACTION FORM

**SUBJECT: FLEET REPLACEMENT PROGRAM ACQUISITION OF WHEEL
LOADER AND CLAM-TYPE BUCKET**

BACKGROUND:

There are four rubber-tired wheel loaders in the City's fleet. Two are used primarily at Resource Recovery, one is used at the coal yard, and one is used for street maintenance. One of the loaders used at Resource Recovery is scheduled for replacement in August 2012.

In years past, the loaders at Resource Recovery have been purchased with a new clam-type bucket. After 2 years of service, the loader and bucket have been returned to the vendor, under the guaranteed buy-back option.

Because these clam-type buckets have some custom guards installed and cost around \$17,000 new, they have very little value on the buy-back option. Fleet Services has evaluated buying the bucket separately and replacing it on a separate life cycle. This evaluation determined that:

1. These buckets currently cost between \$15,000 and \$17,000.
2. The buckets are usually in good shape when they are returned.
3. The equipment dealers have a hard time reselling a used bucket.
4. The value of the bucket (which is included in the buy-back option) is between \$0 and \$5,000.
5. The bucket can be purchased separately from the loader, and put on a separate and longer replacement program. This will reduce the cost of equipment for RRP and the City by approximately \$48,000 over the next 10 years.

To establish this bucket replacement program, a new bucket will need to be purchased on this bid and retained, returning just the loader on the buy-back in 2 years. This will then establish the new replacement program for the bucket. Once established, a new bucket will be purchased every other year from then on. The estimated net savings per bucket is around \$12,000. There will be four fewer buckets purchased over 10 years, and in today's dollars that is an estimated \$48,000 savings.

Bids for a new machine were solicited with a new bucket and for guaranteed buy-backs with and without the bucket.

Bids for a new machine were received as follows:

With a guaranteed buy-back amount for loader only:

<u>Bidder</u>	<u>Machine</u>	<u>Base Bid</u> (includes bucket & loader)	<u>Buy- Back</u> After 2 Years, without bucket	<u>Fuel Use</u> over life of machine	<u>Net Cost</u>
Murphy	JD 624K	\$143,100	\$ (105,000)	\$ 31,000	\$ 69,100
Ziegler	CAT 938K	\$180,869	\$ (125,000)	\$ 22,800	\$ 78,669
Titan	Case 721FX	\$161,085	\$ (92,000)	\$ 20,700	\$ 89,785

With a guaranteed buy-back amount for loader and bucket

<u>Bidder</u>	<u>Machine</u>	<u>Base Bid</u> (includes bucket & loader)	<u>Buy- Back</u> After 2 Years, with bucket	<u>Fuel Use</u> over life of machine	<u>Net Cost</u>
Ziegler	CAT 938K	\$180,869	\$ (135,000)	\$ 22,800	\$ 68,669
Murphy	JD 624K	\$143,100	\$ (105,000)	\$ 31,000	\$ 69,100
Titan	Case 721FX	\$161,085	\$ (102,000)	\$ 20,700	\$ 79,785

These bids were evaluated to determine the net low evaluated cost by using the cost of the machine, less the guaranteed buy-back amount with and without the bucket, plus the projected cost of the fuel over the life of each machine. Fuel consumption is based on each machine's published fuel efficiency rate. Fuel evaluation is as follows:

<u>Make/Model</u>	<u>Fuel Efficiency Rating</u>	<u>Fuel Price x Est. Gallons</u>	<u>Fuel Cost</u>	<u>CO2 Footprint</u>
Case 721	2.1 GPH	\$2.50/gal x 8,280 =	\$20,700	88 T. of CO2
CAT 938	2.3 GPH	\$2.50/gal x 9,120 =	\$22,800	97 T. of CO2
JD 624	3.1 GPH	\$2.50/gal x 12,400 =	\$31,000	132 T. of CO2

The net low evaluated bid is from Ziegler for a CAT 938K. However, this machine does not meet specifications, as it does not have the required differential lock that is required for good traction; plus this bid includes returning the bucket in 2 years, which does not support the proposed bucket replacement program.

The second net low evaluated bid is from Murphy for a JD (John Deere) 624K, either with or without the bucket being returned. This machine meets all specifications and provides a bucket for the proposed bucket replacement program at no cost to the City. However, the John Deere consumes the most fuel and produces the most CO2.

The wheel loader with the best fuel efficiency is the Case 721FX. The Case is the net high evaluated bid. The Case will use 4,120 gallons less fuel over its 2 year life cycle than the John Deere. That is 30% less, and saves 44 tons of carbon emissions. The Case has the highest base bid costing \$18,000 more than the John Deere at purchase and returns \$13,000 less in buy-back (with the City retaining the bucket). The cost savings on fuel over two years will be \$10,300. The total extra cost of \$31,000, less fuel

savings of \$10,300, equals \$20,700 of the total extra cost for the Case over the John Deere, over two years.

The budget for this acquisition is \$150,000. The fleet replacement fund will have a balance of \$162,477 in August 2012 for purchase of this machine.

ALTERNATIVES:

1. Award this bid, as the net low evaluated bid, to Murphy Tractor & Equipment, Altoona, IA, for one John Deere 624K and bucket for \$143,100, and approve the buy-back guarantee for the loader only of \$105,000, **without** returning the bucket, after two years.
2. Award this bid, as an acceptable machine with the best fuel efficiency, to Titan Machinery, Ankeny, Iowa, for one Case 721E-Z bar wheel loader and bucket for \$161,085, and approve the buy-back guarantee for the loader only of \$92,000, **without** returning the bucket, after two years.
3. Direct staff to analyze bids for other options.
4. Reject all bids.

MANAGER'S RECOMMENDED ACTION:

The Fleet Services Director and the Resource Recovery Superintendent have reviewed the analysis and support the proposed bucket replacement program, as a cost saving measure that will not affect the function and service of this equipment.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby approving to award this bid, as the net low evaluated bid, to Murphy Tractor & Equipment, Altoona, IA, for one John Deere 624K and bucket for \$143,100, and approve the buy-back guarantee for the loader only of \$105,000, **without** returning the bucket, after two years.

COUNCIL ACTION FORM

SUBJECT: BROOKSIDE PARK IMPROVEMENTS

BACKGROUND:

The FY 2012/13 Capital Improvement Plan includes \$380,000 to replace the four tennis courts and \$127,500 to repair and rebuild the limestone walls and to replace the concrete steps and walkway leading from Brookridge Avenue west into Brookside Park. Upon completion of the tennis courts, City staff will install a 30' x 60' concrete basketball pad and goals adjacent to the tennis courts.

In October 2011, staff hosted a public meeting to gain insight on the role that the tennis courts play within the neighborhood and overall community. Resident and park user input indicated the need to replace the existing courts at this location.

This construction project will require closure of the stairs leading from Brookridge Avenue west into the park from July through mid-October. Signs will be posted to notify park users of this closure and directing them to 6th Street.

PROJECT BUDGET:

Tennis Courts = \$380,000

Engineering = \$25,000
Construction of Courts (base bid) = \$255,000
Lighting (bid alternate) = \$80,000
Construction Contingency = \$20,000

Limestone Walls and Concrete Steps / Walkway = \$127,500

Engineering = \$4,000
Construction of walls, steps, and walkway (base bid) = \$98,000
Limestone Drinking Fountain Refurbished (bid alternate) = \$4,500
Construction Contingency = \$21,000

ALTERNATIVES:

1. Approve plans and specifications to replace the tennis courts, to repair and rebuild the limestone walls, and to replace the concrete steps and walkway at Brookside Park and establish May 31, 2012 as the bid due date and June 12, 2012 as the date to report bids and award a contract.
2. Do not proceed with this project at this time.

CITY MANAGER'S RECOMMENDED ACTION:

This project is now ready for bidding, which will allow construction to be completed during 2012. Therefore, it is the recommendation of the City Manager that the Council approve Alternative No. 1 as described above.



Memo

City Clerk's Office

TO: Mayor and Members of the City Council

FROM: City Clerk's Office

DATE: April 20, 2012

SUBJECT: Contract and Bond Approval

There are no Council Action Forms for Item Nos. 18 through 22. Council approval of the contract and bond for these projects is simply fulfilling a *State Code* requirement.

/jlr



Public Works Department
515 Clark Avenue, Ames, Iowa 50010
Phone 515-239-5160
Fax 515-239-5404

ITEM #: 23

April 13, 2012

Honorable Mayor and Council Members
City of Ames
Ames, Iowa 50010

Ladies and Gentlemen:

I hereby certify that the sanitary sewer required as a condition for approval of the final plat of **Northridge Heights, 14th Addition** has been completed in an acceptable manner by Halbrook Excavating, Inc. The above mentioned improvements have been inspected by the Engineering Division of the Public Works Department of the City of Ames, Iowa and found to meet City specifications and standards.

As a result of this certification, it is recommended that the financial security for public improvements on file with the City for this subdivision be released in full.

Sincerely,

John Joiner, P.E.
Public Works Director
City of Ames

JJ/jc

cc: Finance, Contractor, Construction Supervisor, PW Senior Clerk, Planning & Housing

Description	Unit	Quantity
Inlet Protection	EA	17
Excavation and Embankment	CY	9,800
Silt Fence	LF	900
Stabilized Construction Entrance	EA	2
Straw Mulch	ACRE	5
Seeding, Type (5) Stabilizing Crop	ACRE	5
48-inch Diameter Sanitary Manhole (A)	EA	8
Manhole Adjustments	EA	11
4-inch Sanitary Service	EA	37
8-inch Sanitary Sewer	LF	1,889
8-inch Water Main	LF	2,095
8-inch 11.25 Degree M.J. Bend	EA	1
8-inch 22.5 Degree M.J. Bend	EA	1
8-inch 45 Degree M.J. Bend	EA	1
8-inch M.J. Gate Valve	EA	5
8"x8"x8" M.J. Tee	EA	1
12"x12"x8" M.J. Tee	EA	1
12"x12"x8"x8" M.J. Cross	EA	1
12-inch Water Main	LF	710
12-inch 11.25 Degree M.J. Bend	EA	1
12-inch M.J. Gate Valve	EA	3
Hydrant and Hydrant Run (includes 8"x8"x6" M.J. Tee, 6" M.J. Gate Valve, 6" Pipe and Hydrant)	EA	6
Temporary Blowoff Hydrant (Remove and Reuse 8"x6" M.J. Reducer, 6" Pipe and Hydrant)	EA	2
Temporary Blowoff Hydrant (Remove and Reuse 12"x6" M.J. Reducer, 6" Pipe and Hydrant)	EA	2
Watervalue Adjustments	EA	4
1-inch Water Service	EA	37
6-inch Collector Line	LF	1,001
12-inch RCP, Class III	LF	487
15-inch RCP, Class III	LF	267
18-inch RCP, Class III	LF	389
24-inch RCP, Class III	LF	399
30-inch RCP, Class III	LF	193
36-inch RCP, Class III	LF	62
Storm Sewer Manhole (SW-301)	EA	1
Storm Sewer Manhole (SW-401 60-inch)	EA	1
Storm Sewer Manhole (SW-501)	EA	1
Storm Sewer Manhole (SW-503)	EA	1
Storm Sewer Manhole (SW-505)	EA	1
Storm Sewer Manhole (SW-506)	EA	1
Storm Sewer Manhole (Sanitary Type A)	EA	2
Storm Sewer Manhole (60-inch)	EA	1
Storm Sewer Intake (M-A)	EA	5
Storm Sewer Intake (M-C)	EA	5
Beehive Intake (SW-512 24-inch)	EA	1

RCP Area 18" Diameter with Type 3A Beehive Grate	EA	1
Collector Line Cleanout	EA	4
1.5-inch Sump Service	EA	37
Subgrade Preparation	SY	10,142
4-inch Perforated Subdrain (Pavement)	LF	796
6-inch Tile Line	LF	371
8-inch Riser	EA	2
Special Backfill	CY	734
Earth Filled Median	CY	60
30-inch PCC Curb and Gutter	LF	5,490
6-inch PCC Pedestrian Ramp	SY	105
Detectable Warning Material	SF	160
Pavement Removal	SY	16
8-inch HMA Pavement	SY	3,590
9.5-inch HMA Pavement	SY	2,434
11-inch HMA Pavement	SY	3,378

Applicant

Name of Applicant:	<u>El Azteca, Inc.</u>		
Name of Business (DBA):	<u>El Azteca</u>		
Address of Premises:	<u>2727 Stange Rd</u>		
City: <u>Ames</u>	County: <u>Story</u>	Zip: <u>50010</u>	
Business Phone:	<u>(515) 292-9494</u>		
Mailing Address:	<u>2727 Stange Rd</u>		
City: <u>Ames</u>	State: <u>IA</u>	Zip: <u>50010</u>	

Contact Person

Name:	<u>Alfonso Contreras</u>		
Phone:	<u>(515) 451-5608</u>	Email Address:	

Classification: Class C Liquor License (LC) (Commercial)Term: 12 monthsEffective Date: 04/25/2012Expiration Date: 02/28/2013

Privileges:

Class C Liquor License (LC) (Commercial)
Outdoor Service

Status of Business

BusinessType:	<u>Privately Held Corporation</u>		
Corporate ID Number:	<u>283200</u>	Federal Employer ID #	<u>43-2021963</u>

Ownership**Alfonso Contreras**First Name: AlfonsoLast Name: ContrerasCity: AmesState: IowaZip: 50010Position Owner% of Ownership 100.00 %

U.S. Citizen

Insurance Company Information

Insurance Company:	<u>Amco Insurance Company</u>		
Policy Effective Date:	<u>03/01/2012</u>	Policy Expiration Date:	<u>03/01/2013</u>
Bond Effective Continuously:		Dram Cancel Date:	
Outdoor Service Effective Date:	<u>04/20/2012</u>	Outdoor Service Expiration Date:	<u>02/28/2013</u>
Temp Transfer Effective Date:		Temp Transfer Expiration Date:	

ITEM # 25
DATE: 04-24-12

COUNCIL ACTION FORM

SUBJECT: JAYCEES' REQUEST TO OBTAIN LIQUOR LICENSE FOR EVENTS AT BANDSHELL PARK DURING SPRING/SUMMER 2012

BACKGROUND:

At their March 29, 2012 Parks and Recreation Commission meeting, Commissioners unanimously approved the Ames Jaycees utilization of Bandshell Park and the Durham Bandshell for its "Ames on the Half Shell" activities. These events will occur on eight Friday evenings between June 1 and July 20 from the hours of 5:00 PM and 8:00 PM. The Jaycees will pay the City approximately \$2,500 for renting the Bandshell for these nine events.

The Commission's action required the Jaycees to obtain a liquor license from the City Council, allowing beer and wine coolers to be consumed in a public place, Bandshell Park. It should be noted that Section 17.7 of the Ames Municipal Code prohibits consumption of alcoholic beverages in public places. This restriction includes parks since they are considered public places. The ordinance has two exceptions, as follows:

1. The ordinance allows for consumption of beer or wine from single serving bottles or cans in Moore Memorial, North and South River Valley, Inis Grove, and Emma McCarthy Lee Parks. Under this exception, keg beer may also be permitted in these parks if the Parks and Recreation Commission grants approval.
2. The limitations on alcoholic beverages reflected in the ordinance do not apply in any public place if a valid liquor license is obtained.

In this situation, the Jaycees desire to locate their event at Bandshell Park and dispense bottled beer and wine coolers. Therefore, this request falls under the second exception and can be allowed if the City Council grants a liquor license.

The Jaycees sponsored similar events at this location during the summers of 2003, 2004, 2007, 2008, 2009, 2010, and 2011. Following the 2007 season, staff completed a survey of the surrounding neighborhood to gain feedback concerning the Jaycees event. Of the 87 letters mailed out, 16 were returned. Of those returned, only three objected, expressing concern with illegal parking, alcohol being allowed at the park, and the noise level of the overall event.

Each year, Parks and Recreation administrative staff attends the event. Staff has consistently been impressed with the level of organization that the Jaycees provide and

that the event draws people of all ages. The Police Department did not receive any phone calls or complaints concerning the event in 2007, 2008, 2009. There was one noise complaint in 2010, but the Jaycees responded immediately to the request to turn down the volume. There were no complaints in 2011. The Police Department continues to report that the event is well managed and that the size of the crowd and related parking issues are comparable to Thursday evening Municipal Band concerts.

ALTERNATIVES:

1. Approve a liquor license for the Ames Jaycees at Bandshell Park for events to be held on eight Fridays between June 1 and July 20, 2012, from the hours of 5:00 PM to 8:00 PM.
2. Deny the request.

MANAGER'S RECOMMENDED ACTION:

Upon receiving requests to utilize City facilities, staff strives to take into account the pros and cons that the activity will have on the group making the request, on adjacent property owners, and on the community at large. Though some residents may voice similar concerns of those expressed in 2007, upon reviewing the overall positive comments from the neighborhood, along with the Parks and Recreation administrative staff and the Ames Police Department's feedback, the City Manager concurs with the Commission's evaluation of the appropriateness of this event occurring at Bandshell Park.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative #1, thereby approving a liquor license for the Ames Jaycees for their events at Bandshell Park during the spring/summer of 2012.

Applicant

Name of Applicant:	<u>223 Welch Avenue, LLC</u>		
Name of Business (DBA):	<u>Golden Wok Ice Cream</u>		
Address of Premises:	<u>223 Welch Avenue</u>		
City: <u>Ames</u>	County: <u>Story</u>	Zip: <u>50010</u>	
Business Phone:	<u>(515) 243-4289</u>		
Mailing Address:	<u>10546 Justin Drive</u>		
City: <u>Urbandale</u>	State: <u>IA</u>	Zip: <u>50322</u>	

Contact Person

Name:	<u>Anthony Clem</u>		
Phone:	<u>(515) 243-4289</u>	Email Address:	<u>aclem@myiowaagent.com</u>

Classification: Special Class C Liquor License (BW) (Beer/Wine)

Term: 12 months

Effective Date: 04/25/2012

Expiration Date: 04/24/2013

Privileges:

Outdoor Service
Special Class C Liquor License (BW) (Beer/Wine)

Status of Business

BusinessType:	<u>Limited Liability Company</u>		
Corporate ID Number:	<u>Applied For</u>	Federal Employer ID #	

Ownership

Anthony Clem

First Name: Anthony

Last Name: Clem

City: Urbandale

State: Iowa

Zip: 50322

Position Owner

% of Ownership 100.00 %

U.S. Citizen

Insurance Company Information

Insurance Company:	<u>Auto Owners Insurance Company</u>		
Policy Effective Date:		Policy Expiration Date:	
Bond Effective Continuously:		Dram Cancel Date:	
Outdoor Service Effective Date:		Outdoor Service Expiration Date:	
Temp Transfer Effective Date:		Temp Transfer Expiration Date:	

Applicant

Name of Applicant:	<u>LJPS, Inc</u>		
Name of Business (DBA):	<u>Olde Main Brewing Co</u>		
Address of Premises:	<u>ISU Alumni Center, 420 Beach Ave. Second Floor</u>		
City: <u>Ames</u>	County: <u>Story</u>	Zip: <u>50010</u>	
Business Phone:	<u>(515) 232-0553</u>		
Mailing Address:	<u>316 Main St</u>		
City: <u>Ames</u>	State: <u>IA</u>	Zip: <u>50010</u>	

Contact Person

Name:	<u>Jamie Courtney</u>		
Phone:	<u>(515) 291-8346</u>	Email Address:	<u>jcourtney@oldemainbrewing.com</u>

Classification: Class C Liquor License (LC) (Commercial)

Term: 5 days

Effective Date: 04/26/2012

Expiration Date: 04/30/2012

Privileges:

Class C Liquor License (LC) (Commercial)

Status of Business

BusinessType:	<u>Privately Held Corporation</u>		
Corporate ID Number:	<u>286196</u>	Federal Employer ID #	<u>770613629</u>

Ownership

Len GriffenFirst Name: LenLast Name: GriffenCity: PotomacState: MarylandZip: 24854Position Vice President% of Ownership 25.00 %

U.S. Citizen

Scott GriffenFirst Name: ScottLast Name: GriffenCity: AmesState: IowaZip: 50010Position President% of Ownership 50.00 %

U.S. Citizen

Sue GriffenFirst Name: SueLast Name: GriffenCity: PotomacState: MarylandZip: 24854Position Treasure% of Ownership 25.00 %

U.S. Citizen

Insurance Company InformationInsurance Company: Founders Insurance Company

Policy Effective Date:

Policy Expiration Date:

Bond Effective Continuously:

Dram Cancel Date:

Outdoor Service Effective Date:

Outdoor Service Expiration Date:

Temp Transfer Effective Date:

Temp Transfer Expiration Date:

License Application ()

27b

Applicant

Name of Applicant:	<u>LJPS, Inc</u>		
Name of Business (DBA):	<u>Olde Main Brewing Co</u>		
Address of Premises:	<u>ISU Alumni Center, 420 Beach Ave. Second Floor</u>		
City: <u>Ames</u>	County: <u>Story</u>	Zip: <u>50010</u>	
Business Phone:	<u>(515) 232-0553</u>		
Mailing Address:	<u>316 Main St</u>		
City: <u>Ames</u>	State: <u>IA</u>	Zip: <u>50010</u>	

Contact Person

Name:	<u>Jamie Courtney</u>		
Phone:	<u>(515) 291-8346</u>	Email Address:	<u>jcourtney@oldemainbrewing.com</u>

Classification: Special Class C Liquor License (BW) (Beer/Wine)

Term: 5 days

Effective Date: 05/03/2012

Expiration Date: 05/07/2012

Privileges:

Special Class C Liquor License (BW) (Beer/Wine)

Status of Business

BusinessType:	<u>Privately Held Corporation</u>		
Corporate ID Number:	<u>286196</u>	Federal Employer ID #	<u>770613629</u>

Ownership

Len GriffenFirst Name: LenLast Name: GriffenCity: PotomacState: MarylandZip: 24854Position Vice President% of Ownership 25.00 %

U.S. Citizen

Scott GriffenFirst Name: ScottLast Name: GriffenCity: AmesState: IowaZip: 50010Position President% of Ownership 50.00 %

U.S. Citizen

Sue GriffenFirst Name: SueLast Name: GriffenCity: PotomacState: MarylandZip: 24854Position Treasure% of Ownership 25.00 %

U.S. Citizen

Insurance Company InformationInsurance Company: Founders Insurance Company

Policy Effective Date:

Policy Expiration Date:

Bond Effective Continuously:

Dram Cancel Date:

Outdoor Service Effective Date:

Outdoor Service Expiration Date:

Temp Transfer Effective Date:

Temp Transfer Expiration Date:

Applicant

Name of Applicant:	<u>LJPS, Inc</u>		
Name of Business (DBA):	<u>Olde Main Brewing Co</u>		
Address of Premises:	<u>ISU Alumni Center, 420 Beach Ave. Second Floor</u>		
City: <u>Ames</u>	County: <u>Story</u>	Zip: <u>50010</u>	
Business Phone: <u>(515) 232-0553</u>			
Mailing Address: <u>316 Main St</u>			
City: <u>Ames</u>	State: <u>IA</u>	Zip: <u>50010</u>	

Contact Person

Name: <u>Jamie Courtney</u>			
Phone: <u>(515) 291-8346</u>	Email Address: <u>jcourtney@oldemainbrewing.com</u>		

Classification: Class C Liquor License (LC) (Commercial)

Term: 5 days

Effective Date: 05/10/2012

Expiration Date: 05/14/2012

Privileges:

Class C Liquor License (LC) (Commercial)

Status of Business

BusinessType: <u>Privately Held Corporation</u>			
Corporate ID Number: <u>286196</u>	Federal Employer ID # <u>770613629</u>		

Ownership

Len GriffenFirst Name: LenLast Name: GriffenCity: PotomacState: MarylandZip: 24854Position Vice President% of Ownership 25.00 %

U.S. Citizen

Scott GriffenFirst Name: ScottLast Name: GriffenCity: AmesState: IowaZip: 50010Position President% of Ownership 50.00 %

U.S. Citizen

Sue GriffenFirst Name: SueLast Name: GriffenCity: PotomacState: MarylandZip: 24854Position Treasure% of Ownership 25.00 %

U.S. Citizen

Insurance Company InformationInsurance Company: Founders Insurance Company

Policy Effective Date:

Policy Expiration Date:

Bond Effective Continuously:

Dram Cancel Date:

Outdoor Service Effective Date:

Outdoor Service Expiration Date:

Temp Transfer Effective Date:

Temp Transfer Expiration Date:

Applicant

Name of Applicant:	<u>LJPS, Inc</u>		
Name of Business (DBA):	<u>Olde Main Brewing Co</u>		
Address of Premises:	<u>CPMI Event Center, 2321 N Loop Dr</u>		
City: <u>Ames</u>	County: <u>Story</u>	Zip: <u>50010</u>	
Business Phone:	<u>(515) 232-0553</u>		
Mailing Address:	<u>316 Main St</u>		
City: <u>Ames</u>	State: <u>IA</u>	Zip: <u>50010</u>	

Contact Person

Name:	<u>Jamie Courtney</u>		
Phone:	<u>(515) 291-8346</u>	Email Address:	<u>jcourtney@oldemainbrewing.com</u>

Classification: Class C Liquor License (LC) (Commercial)

Term: 5 days

Effective Date: 05/12/2012

Expiration Date: 05/16/2012

Privileges:

Class C Liquor License (LC) (Commercial)

Status of Business

BusinessType:	<u>Privately Held Corporation</u>		
Corporate ID Number:	<u>286196</u>	Federal Employer ID #	<u>770613629</u>

Ownership

Len GriffenFirst Name: LenLast Name: GriffenCity: PotomacState: MarylandZip: 24854Position Vice President% of Ownership 25.00 %

U.S. Citizen

Scott GriffenFirst Name: ScottLast Name: GriffenCity: AmesState: IowaZip: 50010Position President% of Ownership 50.00 %

U.S. Citizen

Sue GriffenFirst Name: SueLast Name: GriffenCity: PotomacState: MarylandZip: 24854Position Treasure% of Ownership 25.00 %

U.S. Citizen

Insurance Company InformationInsurance Company: Founders Insurance Company

Policy Effective Date:

Policy Expiration Date:

Bond Effective Continuously:

Dram Cancel Date:

Outdoor Service Effective Date:

Outdoor Service Expiration Date:

Temp Transfer Effective Date:

Temp Transfer Expiration Date:

COUNCIL ACTION FORM

SUBJECT: ENCROACHMENT PERMIT FOR A SIGN AT 323 MAIN STREET

BACKGROUND:

The tenant in the building at 323 Main Street, Della Viti, has requested an encroachment permit for a new sign which will encroach over the City sidewalk.

The proposed sign will be a projecting sign fixed to the front of the building. The sign will extend not more than five feet over the sidewalk, and will not infringe upon the use of the sidewalk by the public.

The requirements of Section 22.3 of the Municipal Code have been met with the submittal of a hold-harmless agreement signed by the property owner and the applicant, and a certificate of liability insurance coverage which protects the City in case of an accident. The fee for this permit was calculated at \$25, and the full amount has been received by the City Clerk's Office.

ALTERNATIVES:

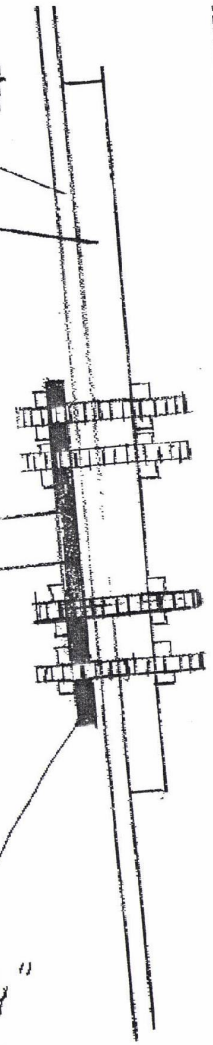
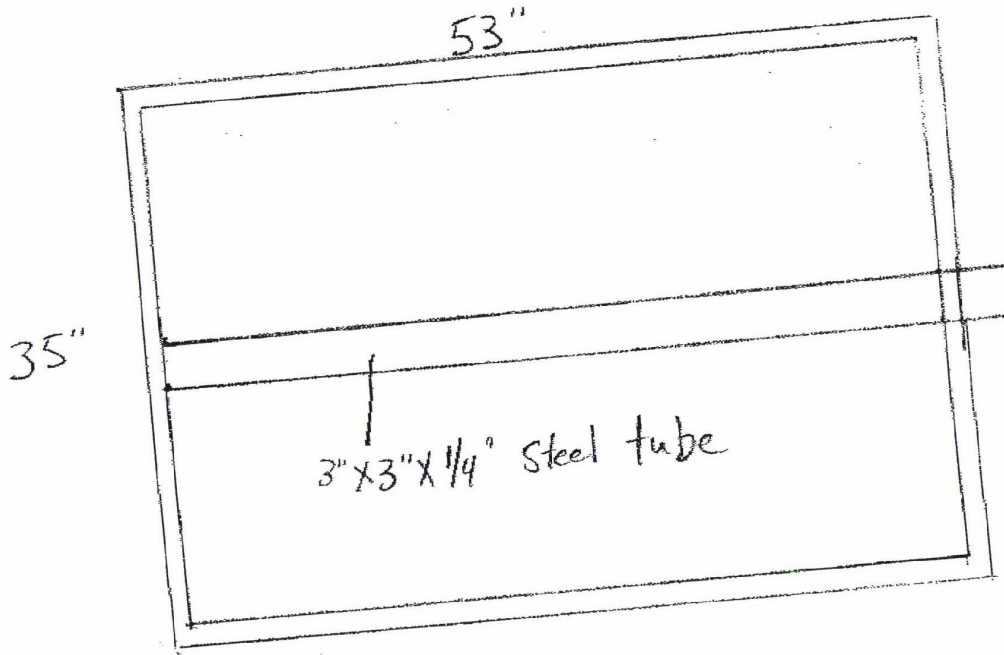
1. Approve the request.
2. Deny the request.

MANAGER'S RECOMMENDED ACTION:

It is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby granting the encroachment permit for this sign.

2 - 2" X 12" X 30"
WOOD BRACKER

3/4" WOOD STAKE
FRONT



sign fasteners
4 - 3/4" X 8" GRADE 8 steel bolts

12" X 24" X 3/4"
steel plate

31/22/1995 01:09 5152651783

AERIAL SIGN

PAGE 01



COUNCIL ACTION FORM

SUBJECT: REQUESTS FOR HOPE RUN ON JUNE 16, 2012

BACKGROUND:

Mary Greeley Medical Center (MGMC) is sponsoring the annual Hope Run for Hospice on Saturday June 16, 2012, beginning at 8:00 AM. The event includes 5K, 10K, and 1-mile running events, and a Hope Run Jr. event. The route will affect portions of Mortensen Road, State Avenue, Lettie Street, Wilmoth Avenue, Tripp Street, Dotson Drive, Baughman Road, Beedle Drive, Lincoln Swing, and Abraham Drive.

In order to facilitate the movement of participants, temporary street closures are needed on June 16, 2012, as follows:

- Mortensen Road between Seagrave Blvd. and State Avenue from approximately 7:45 AM until approximately 8:15 AM.
- State Avenue between Mortensen Road and Arbor Street from approximately 7:45 AM until approximately 10:00 AM.

The roads will reopen as soon as the last participants are safely through. The longer closure is required on State Avenue because the second lap of the 10K run will go down State Ave., but not Mortensen Road. Public Works will provide barricades and cones as required to facilitate the traffic closures and Mary Greeley will provide volunteers to staff them.

ALTERNATIVES:

1. Approve the road closures as requested by Mary Greeley Medical Center
2. Do not approve the requested road closures.

MANAGER'S RECOMMENDED ACTION:

This annual event enjoys strong support from the community and Council approval of these closures is necessary for this event to occur as planned.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby approving the road closure requests for Hope Run for Hospice on June 16, 2012.



April 19, 2012

Dear Ames City Council Members:

“Life is all about how you run the race.”

I heard those powerful words at last year’s Hope Run for Hospice from a woman who had just started receiving hospice care. Pushed in a wheelchair and surrounded by family and friends, she crossed the race finish line that day and was an inspiration to many, sharing that a positive attitude makes all the difference.

This year’s Hope Run for Hospice is scheduled for Saturday, June 16, at the Ames Middle School. In 2011 we had nearly 500 participants and 125 volunteers, raising more than \$31,000 in funds and in-kind support for the Israel Family Hospice House. Our race route – which was newly-introduced last year – has already become a local favorite, and with your support 2012 is sure to be even more successful.

On behalf of the Hope Run for Hospice planning committee and Mary Greeley Medical Center, I **respectfully request your approval for the following street closures on Saturday, June 16, 2012:**

- Mortensen Road, from the east Middle School drive to State Avenue (7:45-8:15 a.m.)
- State Avenue, from Mortensen Road to Lettie Street (7:45-10:00 a.m.)

We will also be temporarily closing the following streets to facilitate our race:

- Lettie Street, from State Avenue to S Wilmoth Avenue (7:00-10:00 a.m.)
- S Wilmoth Avenue, from Lettie Street to Tripp Street (7:00-10:00 a.m.)
- Tripp Street, from S Wilmoth Avenue to Beedle Drive (7:00-10:00 a.m.)
- Beedle Drive, from Aplin Road to Lincoln Swing (7:00-10:00 a.m.)
- Lincoln Swing, from Beedle Drive to Abraham Drive (7:00-10:00 a.m.)

Again, **thank you for your continued support of the Hope Run for Hospice.** Please contact me if you have any questions or concerns at 515-239-2158 or hammesdodge@mgmc.com.

Sincerely,

Andrea Hammes Dodge
Development Coordinator

P.S. I hope to see you on Saturday, June 16 for this year’s Hope Run for Hospice – runners and walkers of all abilities are encouraged to participate! Please visit www.mgmc.org/hoperun for more information.

COUNCIL ACTION FORM

SUBJECT: REQUESTS FOR AMERICAN LEGION PARADE ON JULY 14, 2012

BACKGROUND:

Post #37 of the American Legion plans to host a parade on July 14, 2012 as a part of the American Legion of Iowa Department Convention in Ames July 12th-15th. The parade will begin at 6:00 PM, with participants and parade vehicles staging in CBD Lot X and on Main Street. The parade will begin at the corner of Main Street and Clark Ave., go north on Clark Ave., east on 5th Street, South on Douglas Ave., and west on Main Street. A review stand will be located at Kellogg Ave. and Main Street.

Though staff has not yet held a Special Events meeting with Midnight Madness organizers, Midnight Madness is historically held on the same date and on portions of the same route. American Legion representatives and Midnight Madness organizers have been in contact to coordinate their efforts. It is intended that once the parade route has been completed, barricades on the west end of the route will be transferred from American Legion volunteers to Midnight Madness volunteers.

Following the parade, the American Legion plans to host a concert at Bandshell Park from 7 PM to 8 PM. A beer garden is planned for the street in front of the American Legion at 225 Main Street between 7:00 PM and 11:00 PM. The American Legion intends to hire an off-duty Ames Police Officer to be present at the beer garden. All of the events hosted by the American Legion on this day are open to the public. Proceeds from the sale of t-shirts, koozies, and other items will go to the Local Post's Building Fund

In order to facilitate the movement of participants, temporary street closures are needed on July 14, 2012, as follows:

- Main Street between the entrance to Depot Lot V. and Kellogg Ave. from 5:00 PM to approximately 7:00 PM.
- Main Street between Kellogg Ave. and Douglas Ave. from approximately 5:00 PM to approximately midnight.
- 5th Street between Clark Ave. and Douglas Ave. from approximately 5:00 PM to approximately 7:00 PM.
- Clark Ave. between the south entrance to CBD Lot X and 5th Street from approximately 5:00 PM to approximately 7:00 PM.
- Burnett, Kellogg, and Douglas Avenues between Main Street and 5th Street from approximately 5:00 PM to approximately 7:00 PM.
- Part of CBD Lot X from approximately 5:00 PM to approximately 8:00 PM.

The parade route roads not needed for Midnight Madness will reopen as soon as the last parade participants are safely through.

In addition to the road and parking lot closures stated above, the American Legion also requests:

1. Waiver of parking meter fees from 5:00 PM to 6:00 PM (approximately \$280 loss to the Parking Fund)
2. Blanket Vending Permit
3. Waiver of Blanket Vending Permit Fee (\$50 loss to City Clerk's Office)
4. Temporary Obstruction Permit
5. 5-Day Class B Beer Permit with Outdoor Service Privilege

ALTERNATIVES:

1. Approve the requests for road closures, parking lot closures, Temporary Obstruction Permit, Blanket Vending Permit, 5-Day Class B Beer Permit, waiver of parking meter fees, and waiver of Blanket Vending License fee.
2. Approve the requests for road closures, parking lot closures, Temporary Obstruction Permit, Blanket Vending Permit, and 5-Day Class B Beer Permit, but require reimbursement to the City for lost revenue to the Parking Fund and City Clerk's Office.
3. Do not approve the requests.

MANAGER'S RECOMMENDED ACTION:

These events are open to the public and the logistics have been coordinated with the long-standing event being held on the same date, Midnight Madness.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby approving the road closure requests for the American Legion Parade on July 14, 2012.

April 20, 2012

Mayor and City Council
City of Ames
515 Clark Ave
Ames, IA 50010



Dear Honorable Mayor Campbell and City Council,

Ames will be host to the 2012 American Legion of Iowa Department Convention. The event is scheduled to be held at the Gateway Hotel and Conference Center, July 12th through 15th, with a parade in the downtown area on Saturday evening, the 14th. This is a very important event to the entire American Legion Family and, in conjunction with the Convention, the local American Legion Post #37 would like to celebrate and showcase their post. At this time, the American Legion Post #37 asks the City Council to consider the following specific requests:

1. The Local Post #37 requests the closure of Main Street from Pearle Avenue to Douglas Avenue, and Fifth Street to Douglas Avenue on Saturday, July 14th, between the hours of 5:00pm-7:00pm for the Parade Route. We would also like to request that parking fees be waived from 5:00pm to 6:00pm so that the participants may get to their designated areas in time to help with the parade line-up.

Parade Related Schedule-

5:00pm – Parade Line Up
6:00pm – 6:45pm - Parade
6:45pm – 7:00pm - Disassemble Parade Units

2. The Local Post #37 also requests the continued partial closure of Main Street from Kellogg to in front of The American Legion Local Post #37 on Saturday July 14th, between the hours of 7pm-11:30pm to host a fenced-in area for food and beverage services with entertainment. Beer would be served inside the fenced-in area and the Legion Post does have the proper liquor license to serve the beer outside their post. Also, arrangements are being made to hire an off-duty Ames Police Officer to assist with security for the evening.

After Parade Fenced-in Area on Main Street Schedule:

6:00pm 7:00pm - Adjust Road Closure
7:00pm to 11:00pm – Food/Beverage Service with Entertainment
11:30pm – Road Reopens

3. The Local Post #37 also request a Vendor Permit to allow for the possible sale of event t-shirts and koozies. Since the proceeds from the sales would go towards the Post's Building Fund, we request the fee be waived.

Thank you for your consideration of these requests and continued support of downtown Ames events.

Sincerely,

A handwritten signature in black ink that reads "James Demarest". The signature is written in a cursive style with a large, sweeping initial "J".

James Demarest
Commander
American Legion Post #37
225 Main Street
Ames, IA 50010

COUNCIL ACTION FORM

SUBJECT: REQUESTS FOR SUMMERFEST IN CAMPUSTOWN ON JUNE 9, 2012

BACKGROUND:

The Campustown Action Association (CAA) plans to hold Summerfest on June 9, 2012. CAA successfully held the first Summerfest last year. The event involves activities for young people, live music, and a beer garden. The Ames Chamber of Commerce is providing liability insurance coverage for this event, as the CAA is an affiliate organization of the Chamber.

Organizers plan to close Welch Avenue from Lincoln Way to Hunt Street. The portion of Welch Avenue between Lincoln Way and Chamberlain will be closed from approximately 8:00 a.m. to 11:00 p.m. Parking meters will be covered and parking enforcement suspended on that portion of Welch during the hours of the event. The Fire Department will be allowed access onto Chamberlain westbound, similar to past activity arrangements. Chamberlain itself will be closed only in the intersection with Welch. Access to businesses along the east and west portions of Chamberlain will be allowed. Metered spaces in City Lot T (south of Pizza Pit) will also close from 8:00 a.m. to 10:00 p.m. to facilitate a beer garden and food sales.

The Public Works Department will provide barricades for the event, and organizers will obtain a noise permit through the Police Department. Based on the success of last year's event, staff will not require that organizers hire a police officer to monitor the beer garden this year.

Organizers are requesting the following:

- Closure of the 100-200 block of Welch Ave. between 8:00 AM and 11:00 PM
- Closure of Welch Lot T
- Waiver of parking meter fees (loss of revenue of approximately \$300)
- Waiver of fees for electricity use (approximately \$20 loss)
- Blanket Temporary Obstruction Permit
- Blanket Vending Permit
- Waiver of fee for Blanket Vending Permit (\$50 loss to City Clerk's Office)
- Approval of 5-Day Class B Beer Permit with Outdoor Service

ALTERNATIVES:

1. Approve the requests for closure of part of Welch Avenue and closure of Welch Lot T for the duration of the event, issue the Blanket Temporary Obstruction Permit and Blanket Vending Permit, waiver of parking meter and electricity fees and fee for

Blanket Vending Permit, and approve a 5-Day Class B Beer Permit with Outdoor Service.

2. Approve the requests for street closures, for the Temporary Obstruction Permit, and for the beer permit, but require reimbursement to the City for lost revenue to the Parking Fund, Electric Fund, and City Clerk's Office.
3. Do not approve the requests.

MANAGER'S RECOMMENDED ACTION:

Campustown Action Association's first Summerfest was a successful event, and staff feels comfortable that the event will continue to be successful this year. In addition, it is important that CAA is successful in promoting the Campustown area through events and activities like Summerfest.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby approving the requests as stated by Campustown Action Association for Summerfest 2012.

April 12, 2012

Mayor and City Council
City of Ames
515 Clark Ave
Ames, IA 50010

Dear Honorable Mayor Campbell and City Council,

The Campustown Action Association (CAA) is planning to hold the second Summerfest in Campustown this summer. The event is scheduled for Saturday June 9th from noon to 9pm (the road is scheduled to be closed from 8:00AM to 11:00PM to allow for setup, teardown, and cleanup). The event will be located on the 100-200 blocks of Welch Ave. The event will showcase many of the membership businesses. They will be sponsoring kids activities all day. At this time, CAA asks the Ames City Council to consider four specific requests:

1. CAA requests the use of electricity in the one hundred and two hundred blocks of Welch Avenue and requests a waiver for electricity costs for city outlets located on those two blocks of Welch Ave on June 9th from 8am-11pm. The exact location of the stage using these outlets has been submitted in a separate map.
2. CAA requests a temporary obstruction permit for Welch Ave. on the 100 and 200 blocks for June 9th from 8am to 11pm.
3. CAA requests a Blanket Vending Permit along Welch Ave. on the 100 and 200 blocks for June 9th from 8am to 11pm, in the case that some businesses that do not currently have vending permits, may sell merchandise and food. A waiver of the license fee for this permit is also requested.
4. The CAA requests the closure of Welch Ave. on the 100 and 200 blocks for June 9th from 8am to 11pm, to host Summerfest in Campustown. We also request a waiver of parking meter fess for June 9, 2012 on these two blocks of Welch and Lot T.

Thank you for your consideration of these requests and continued support of Campustown. We look forward to seeing you on June 9th.

Sincerely,

Anne M. Taylor
CAA Events Chair

License Application ()

Applicant

Name of Applicant:	<u>Matthew Enterprises, LLC</u>		
Name of Business (DBA):	<u>Summerfest 2012</u>		
Address of Premises:	<u>City Parking Lot: Welch Ave. Lot T</u>		
City: <u>Ames</u>	County: <u>Story</u>	Zip: <u>50014</u>	
Business Phone:	<u>(515) 441-0460</u>		
Mailing Address:	<u>2019 Friley Rd.</u>		
City: <u>Ames</u>	State: <u>IA</u>	Zip: <u>50014</u>	

Contact Person

Name:	<u>Matthew Goodman</u>		
Phone:	<u>(515) 441-0460</u>	Email Address:	<u>matthew@eatfightingburrito.com</u>

Classification: Class B Beer (BB) (Includes Wine Coolers)

Term: 5 days

Effective Date: 06/09/2012

Expiration Date: 06/13/2012

Privileges:

Class B Beer (BB) (Includes Wine Coolers)
Outdoor Service

Status of Business

BusinessType:	<u>Limited Liability Company</u>		
Corporate ID Number:	<u>498DLC386345</u>	Federal Employer ID #	<u>27-0919525</u>

Ownership

Matthew Goodman

First Name: Matthew

Last Name: Goodman

City: Ottumwa

State: Iowa

Zip: 52501

Position owner

% of Ownership 100.00 %

U.S. Citizen

Insurance Company Information

Insurance Company:	<u>Scottsdale Insurance Company</u>		
Policy Effective Date:		Policy Expiration Date:	
Bond Effective Continuously:		Dram Cancel Date:	
Outdoor Service Effective Date:		Outdoor Service Expiration Date:	
Temp Transfer Effective Date:		Temp Transfer Expiration Date:	

Staff Report

**REVISION OF ASSET POLICIES AND PROCEDURES AND UPDATE ON ASSET
CONTRACTS/MENTAL HEALTH SERVICES**

April 24, 2012

Policies and Procedures:

Each year, ASSET Administrative Team members and volunteers review the Policies and Procedures. As a result of this review, several changes are being recommended. As you review the attached Policies and Procedures document, please note on page 7, section XI (C) that ASSET is allowing for the electronic submission of IRS Form 990 and/or a full audit (depending on which is required for an agency). Also on page 7, section XI (h) has been deleted, as this procedure for new and expanded services has been moved to section XIV.

In section XII, two minor changes were made to clarify that ASSET's recommendations will follow panel work sessions and that information not provided to ASSET in a timely manner may lead to reduced, sequestered, or withheld funding. In section XIV, the most significant change in the process was made. That change is to require agencies requesting new or expanded services to identify and align with Funder priorities and priority areas from the most recent Story County Community Assessment. Also, the Administrative Team will review new or expanded services and recommend to the ASSET Team whether or not the service meets the criteria to be included in the process. Current practice is for agencies to submit new or expanded services to the entire team for review and decisions on funding. This change will allow the Administrative Team to more fully analyze the request prior to the volunteers deciding on funding.

Changes to the Policies and Procedures must be adopted by all the Funders to take effect. ASSET approved submitting these changes to the Funders at its April meeting. **The Council is asked to approve these revisions**

Update on Contracts:

At the current time, the City is still holding six ASSET contracts. Those contracts being held are:

Contract Held:	Reason:
American Red Cross	Questions remain on the cost basis for the services listed, the definition of those services, and the units of service.
Big Brothers/Big Sisters	Questions remain on actual service to be delivered.
Heartland Senior Services	Adjustments may be needed to the overhead allocated to funded services with the termination of the transportation contract
Lutheran Services in Iowa	ASSET has not yet received an audit for 2010/11

The Richmond Center/Community and Family Resources	ASSET has not yet received an audit of the Richmond Center for 2010/11. Questions remain on the transitioning of mental health services to the newly-designated community mental health provider for 2012/13, Eyerly Ball.
--	--

ASSET staff has met with representatives of and the American Red Cross in an attempt to finalize service costs and determine how data on service demand can be provided to the funders in a usable format. Work in this regard is continuing. The local office manager for the American Red Cross has been promoted to a similar position in Cedar Rapids. It is unclear what the Central Iowa Chapter plans are for paid staff at the Ames office. ASSET will continue to work through the local board to try to establish service definitions and contract terms.

Big Brothers/Big Sisters has informed ASSET that it will be implementing a school-based mentoring program in the near future. This would not be funded with ASSET dollars, but with one-time grant funds. ASSET is attempting to determine the long-range plan for this program without ASSET support. We also need to ensure that we are not unnecessarily duplicating the current school-based mentoring programs offered by another provider that **are** funded by ASSET.

We are working to set up a meeting with Heartland Senior Services the week of April 23rd to finalize contract terms for non-transportation services.

Communication has been sent to Lutheran Services in Iowa (LSI) that we are awaiting the 2010/11 audit, which was expected by the first of April but not yet received (LSI uses the Federal fiscal year).

Community Mental Health Services:

Discussions between staff from Story County, United Way of Story County, and the City of Ames continue with Eyerly Ball. At the writing of this report, Eyerly Ball is in the process of finalizing space for its operation and has begun the process of hiring staff. Conversations have also occurred with Heart of Iowa Regional Transit Agency (HIRTA) with respect to client transportation availability. While all of the specifics of services are yet to be finalized (specifically increased crisis services), discussions are very positive and progress is being made to fully define services for our residents. Eyerly Ball is meeting with staff from Community and Family Resources (CFR)/Richmond Center to develop transition plans.

The County anticipates the clients whose services it reimburses to be transitioned to Eyerly Ball by July 1. It is our understanding that the State of Iowa will be sending communication to CFR/Richmond Center that Medicaid clients which it pays for will also transition to Eyerly Ball on July 1.

In a recent meeting with CFR/Richmond Center staff, we were informed that the Richmond Center will close as an operating agency some time within the next six

months to one year. Staff has been told that CFR plans to focus on providing mental health services to those who also have substance abuse issues (co-occurring treatment). Staff was told that CFR anticipates receiving a three-year mental health certification from the state. Any mental health services provided through CFR would be for adults only. Some adolescent youth and children will be seen in therapy only. Outreach mental health services are transitioning at the current time to the Story County Community Life Program. With respect to City-funded clients with a co-occurring diagnosis (mental health + substance abuse), the Council will need to decide whether it wishes to include reimbursement for those services under any new contract which may be issued to CFR for the 2012/13 year. Again, staff is recommending that no contract be issued to CFR until the Richmond Center audit is received.

In order to begin reimbursement to Eyerly Ball for establishing community mental health services during the current year, the Funders are being asked to provide start up contributions totaling \$140,210. The City is being asked to provide \$23,560, Story County is being asked to contribute \$109,785 and United Way is being asked to provide \$6,450. GSB may be asked for approximately \$400. This breakdown of funding is based on the recommended proportion of funding from each funder for mental health services for 2012/13.

Attached please find a proposed contract for the current year with Eyerly Ball, which will provide for reimbursement of expenses associated with the establishment of community mental health services for Ames residents. **The Council is being asked to provide the \$23,560 out of the Local Option Sales Tax fund balance for this purpose, and enter into a contract with Eyerly Ball for providing mental health services for residents of Ames. The 2011/12 budget will be amended to reflect this at the appropriate time.** It should be noted that the City allocated funds for Center for Childcare Resources for 2011/12, which closed before funds were drawn down. Though a portion of this was re-allocated to Orchard Place, there remains an unallocated balance of \$8,629 in City funds for 2011/12. Additionally, at the end of 2010/11, there was an unspent balance among the agencies of \$24,080 of City funds. This leaves a total of \$32,709 over the last two years returned to the fund balance that can be used for Eyerly Ball's transition.

Representatives from the City, Story County, United Way of Story County, and Eyerly Ball will be present on April 24 to answer any questions you may have.

ASSET

POLICIES & PROCEDURES

July, 2012

City of Ames (Approved)

Story County (Approved)

United Way of Story County (Approved)

State of Iowa (Local D.H.S. Office) (Approved)

ISU Government of the Student Body (Approved)

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POLICIES AND PROCEDURES FOR ASSET

By agreement among sponsoring organizations (Funders), a team shall be authorized by all sponsors but separate from any sponsor. The name of this process is “Analysis of Social Services Evaluation Team” or “ASSET.”

I. PURPOSE

- A. To promote coordination of human services planning and funding among the sponsoring organizations.
- B. To assess the human services needs in Story County and evaluate the capabilities of agencies to provide the programs that meet those needs.
- C. To provide funding recommendations to the governing bodies of the sponsoring organizations.

II. SPONSORING ORGANIZATIONS (FUNDERS)

- A. Ames City Council (City)
- B. Story County Board of Supervisors (County)
- C. United Way of Story County (UWSC)
- D. ISU Government of the Student Body (GSB)
- E. State of Iowa through local office of Department of Human Services (DHS)

III. TEAM STRUCTURE

- A. The City, County, UWSC, GSB, and DHS shall each appoint four (4) Volunteers as voting members of the team (Volunteers).
- B. The City, County, UWSC, GSB, and DHS shall each appoint one staff person. The staff appointees shall be non-voting members for the purpose of ASSET business (Staff).
- C. One Agency Panel Representative (APR) for each panel, elected by the Human Services Council, from ASSET funded agencies, shall be non-voting members of ASSET.
- D. The Administrative Assistant shall be a contract position paid jointly by the Funders through a 28E Agreement and shall be a non-voting participant.

IV. TENURE OF MEMBERS

- A. The terms of Volunteers shall be three (3) years. ASSET recognizes that GSB appointees may not be able to serve three-year terms. The APR's shall serve for three years.
- B. The terms of Staff shall be continuous until terminated by the appointing Funder.

- C. An un-expired term of a Volunteer shall be filled by the Funder that appointed that Volunteer.
- D. No Volunteer may serve more than two (2) consecutive full terms, except the Past Chair, Chair or Chair Elect may serve longer in order to fulfill the duties of their offices.
- E. If a Volunteer is appointed to fill the remainder of an unexpired term, the newly appointed Volunteer is eligible to serve a maximum of seven consecutive years unless conditions delineated in paragraph D above apply.
- F. If a Volunteer accumulates three consecutive unexcused absences in any one ASSET year (April through March), or otherwise fails to fulfill his/her responsibilities, the Volunteers may, by a simple majority vote of quorum, request that a Funder appoint a replacement Volunteer. An unexcused absence is defined as when a Volunteer does not notify an Administrative Team member, or the Administrative Assistant about being absent. Notifying the Administrative Assistant is the preferred method.

V. OFFICERS

- A. Officers shall be Chair, Chair-Elect, Past Chair, and Treasurer, each of whom shall be elected for a one-year term by a quorum of the Volunteers at the April meeting each year.
- B. Staff and APR members are ineligible to hold an office.
- C. A Chair may not hold that office for more than two consecutive one-year terms.
- D. A vacancy in any office shall be filled by a majority vote of a quorum of the Volunteers for the unexpired portion of the term, except for the position of past chair, which would remain vacant should that volunteer leave the ASSET process.
- E. The ASSET Chair is authorized to sign contracts and agreements on behalf of ASSET with respect to operations of the ASSET board. The Chair-Elect may sign if the Chair is unavailable.

VI. ASSET OPERATIONS

- A. Regular meetings of ASSET shall be held in accordance with Chapter 21 of the Code of Iowa. If circumstances warrant it, a meeting of ASSET may be cancelled by the Administrative Team. An announcement of meeting cancellation will be posted and notice sent to members and participating agencies as soon as possible under the circumstances.
- B. Unless otherwise specified, meetings shall be conducted according to Robert's Rules of Order. However, technical or non-substantive departures from these rules shall not invalidate any action taken at a meeting.
- C. Agendas will be posted at Ames City Hall, the ASSET website (<http://www.storycountyasset.org>) and at other public locations, at least three days prior to the meeting, and notification mailed electronically to each ASSET member

and participating Agency.

- D. A quorum shall consist of one-half plus one of the currently appointed volunteers. A majority vote of the quorum present shall constitute a decision of ASSET. In the event a quorum is not present, ASSET business may be conducted by a simple majority vote of those present, except for funding recommendations or changes to the Policies and Procedures, or anything that requires Funder approval, if at least one voting member from each funder is represented.
- E. The Chair may vote on all business that comes before ASSET and shall be included as part of the quorum.
- F. Special meetings may be called by the Chair or by petition of one-fourth of the Volunteers with not less than five days written notice to the Volunteers, Staff, and APR's, by email or regular mail.
- G. Minutes of ASSET meetings shall be recorded and distributed to Staff, Volunteers, Agency Panel Representatives, and Agencies, by posting on the ASSET website (<http://www.storycountyasset.org>). Minutes shall be made public in accordance with the Iowa Open Records law.

VII. ADMINISTRATIVE TEAM OPERATIONS

- A. Staff members, the Chair, the immediate past Chair, the Chair-Elect, and the Treasurer, shall serve as an Administrative Team.
- B. The Administrative Team will meet prior to regular ASSET meetings. If there are no significant pending actions, an Administrative Team meeting may be cancelled by the Chair or Chair Elect.
- C. All members of the Administrative Team shall be voting members on Administrative Team business, including staff members.
- D. A quorum shall consist of more than half of the existing Administrative Team members. A quorum shall include at least one Volunteer. A majority vote of the quorum present shall constitute a decision of the Administrative Team.
- E. Minutes of the Administrative Team and ASSET shall be recorded and distributed to all Staff, Volunteers, APR's, and Agencies, by posting on the ASSET website (<http://www.storycountyasset.org>). Minutes shall be made public in accordance with the Iowa Open Records law.

VIII. AGENCY PANEL REPRESENTATIVES (APR)

- A. One APR shall represent each panel.
- B. The role of the Agency Panel Representative (APR) shall be as follows:
 1. The APR's shall be non-voting members of ASSET who shall provide information and perspective to ASSET based on their specific knowledge of the service area they represent.
 2. The APR's shall be totally integrated into ASSET, but shall not serve on the committees that review the agencies and recommend funding.

IX. COMMITTEES

- A. Staff and committees shall have substantial responsibility for the operation of ASSET and for assisting the Volunteers. Committees may be established as follows:
 - 1. The Administrative Team may form committees to identify issues, perform studies, and bring recommendations to ASSET.
 - 2. ASSET may request committees to identify issues, perform studies, and bring recommendations to ASSET. Committee members may be appointed by the ASSET Chair.
 - 3. A Funder may request formation of a committee and make recommendations to ASSET with respect to membership on such committee. The ASSET Chair may appoint the committee members.

X. DUTIES AND RESPONSIBILITIES OF ASSET

- A. To make annual allocation recommendations to the Funders for services provided by participating agencies. The recommendations shall be consistent with instructions and priorities received from each Funder;
- B. To set a timetable each year for the funding recommendation process;
- C. To organize hearings for agency presentations regarding their proposed budgets and program plans;
- D. To review services and code definitions as assigned to agencies for use in the budget and billing process;
- E. To meet with the Funders at least twice yearly. At these meetings each Funder has one vote. A majority of Funders constitutes quorum;
- F. To give timely reports on funding recommendation decisions to the Funders and to the agencies;
- G. To develop and maintain an index of services offered in Story County; (This index will be located in the ASSET Reference Manual for Volunteers and Agencies.)
- H. To perform any specific task that the Funders might request of ASSET.

XI. AGENCY PARTICIPATION

- A. **ELIGIBILITY.** Agencies seeking funding eligibility must be serving clients within the geographic area of Story County and shall meet the criteria outlined in the Application.
- B. Agencies and services will be reviewed annually by ASSET, through the budget process.

- C. Agencies shall annually provide financial reports in accordance with Generally Accepted Accounting Practices (GAAP). These reports shall be submitted within six months after the close of the Agency's fiscal year. Reports will meet the following guidelines:
1. *Agencies with an annual budget below \$100,000 must, at least, submit six (6) hard copies, **or one electronic copy** of IRS Form 990 and a balance sheet prepared externally and independently, to the ASSET Administrative Assistant.*
 2. *Agencies with an annual budget of \$100,000 or more must submit six (6) hard copies, **or one electronic copy**, of their full audits, and six hard copies, **or an electronic copy**, of their IRS Form 990's to the ASSET Administrative Assistant.*
- D. Agencies seeking eligibility to apply for funding through the ASSET process should fill out the application form called "Application for ASSET Agency Participation", shown as Appendix B to this document, and present verification of the stated criteria and all required attachments. All application documents shall be submitted to the Admin Team.
- E. The ASSET Administrative Team shall insure that the forms are complete and make recommendations to the Volunteers. The Volunteers will then approve or disapprove the recommendation.
- F. A written notification shall be sent to the Agency, stating its acceptance or the reason why it was not accepted.
- G. Approval of an applicant Agency does not guarantee a subsequent dollar allocation.
- ~~H. ASSET shall be notified of new and expanded services. This notification will be on the "New or Expanded Service" form, shown as Appendix D to this document. (stated in Sec. XIV)~~
- H. Any Agency may request to be placed on the ASSET or Administrative Team agenda by contacting the Administrative Assistant.

XII. FUNDING PROCESS

- A. Each Agency requesting funding shall be assigned to one or more panel(s) by service area(s).
- B. Each Volunteer shall be assigned to only one panel and shall review the services within that panel.
- C. The Administrative Team shall prepare the appropriate budget and reporting forms for the agencies to complete and make the forms available via the ASSET website.
- D. Agencies must submit completed budget and reporting forms for all approved services to ASSET by the date stated in the yearly ASSET calendar.
- E. The Administrative Team shall conduct an Agency training session on the date

stated in the yearly ASSET calendar.

- F. Volunteers shall conduct Liaison visits to individual agencies as scheduled on the ASSET calendar.
- G. Hearings for agencies shall be conducted each year as scheduled on the ASSET calendar.
- H. Recommendations for allocations shall be made by ASSET to the Funders after the hearings **and panel work sessions** are completed.
- I. Information regarding the funding and rationale shall be provided to the agencies and their governing bodies after Funders' approval.
- J. If any Agency does not provide the required information, or provides information that is inadequate, incorrect, **or not timely**, ASSET shall make a report to the Funders that procedures were not followed and may recommend that funding be reduced, sequestered, or not allocated at all.
- K. After completion of the funding process, the Volunteers shall refer information on unfunded or under funded services, if any, to the Empowerment Board, Decat Board, United Way of Story County Grant Program, and any other potential funders of those services.

XIII. PLANNING PROCESS

Asset shall provide a community forum to work constructively and cooperatively in addressing human services concerns. This may be achieved by, but is not limited to:

- A. Participating in studies and developing strategies that enhance the delivery of human services within the county;
- B. Collecting and evaluating facts that provide valid data for decisions on program needs, and effectiveness of current delivery;
- C. Evaluate the need for new or modified services and/or duplication of services.

XIV. CHANGES IN SERVICES

- A. Any new or existing ASSET Agency, providing services to Story County clients, that wishes to add **significant** new or expanded services, must report the changes to the ASSET Administrative Team. ~~Significant~~ Changes that should be reported ~~would~~ include increases in service beyond the normal expected growth, new or different services that have an impact on staffing, or services that result in **a new set of new** clientele.
- B. Agencies will report new and expanded services to the ASSET Administrative Team on the "Notification of New or Expanded Service" form, shown as Addendum D to this document. **The need for new or expanded services shall be identified and aligned with the Funder's priorities and the priority areas from the most recent Story County community assessment. The Administrative Team will review the information changes and determine if the service(s) meets criteria to be included in**

the ASSET funding process. The Administrative Team will inform the ASSET Board. ~~inform ASSET of the changes in services.~~ This review and informing of ASSET is not a commitment of funding. If ASSET asks for additional information, a committee of Volunteers may be appointed to gather more information and report its findings to ASSET for further review.

- C. If an Agency is reducing or dropping a service, a letter should be submitted to the ASSET Administrative Team within thirty days of the Agency board's vote to drop or reduce a service.
- D. Service changes may occur any time during the funding year. If funding through ASSET is being considered, the ASSET Administrative Team should be notified of a new program by the date stated in the ASSET calendar.

XV. FUNDING APPEAL PROCESS. An Agency wishing to make an appeal may do so by following the individual Funders appeal process.

XVI. AMENDMENTS TO POLICIES AND PROCEDURES

- A. These Policies and Procedures shall be reviewed annually prior to May 1.
- B. Amendments to the Policies and Procedures may be proposed by a Volunteer, a Staff member, or a Funder.
- C. A proposed amendment shall require a majority vote of quorum to recommend such amendment to the Funders.

ADDENDUM A - DECAT/EMPOWERMENT BOARDS

The Story County Decategorization Board (i.e. Decat) and the Story County Empowerment Board have adopted the following statements with regard to their collaboration and communication with Story County ASSET. These strategies were approved to facilitate better communication between Decat, Empowerment, and ASSET.

- a. Provide ASSET with annual reports, project community plans, and other reports prepared on behalf of the Decat Board and/or Empowerment Board to update funders or community stakeholders
- b. As applicable, include in bid solicitations for Empowerment and Decat a request for ASSET budget sheet information so Empowerment and Decat board members are aware of dollars allocated through the ASSET process to applicants requesting funds.
- c. Attend the ASSET joint Funders meetings as scheduled to share Empowerment and Decat priorities and qualifications for funding.
- d. Provide a Decat and Empowerment update at every ASSET meeting as a standing agenda item.
- e. Annually, prior to the ASSET agency hearings and panel discussions, provide historical funding data on Empowerment and Decat funded programs/services.
- f. ASSET will provide Decat and Empowerment boards a list of programs/services recommended for funding based on community need. This may include recommendations for program/service support that ASSET Funders are unable to fulfill.
- g. At the first regular meeting of each new fiscal year, Decat and Empowerment board will include an agenda item to review the ASSET process and its role in supporting human service needs in Story County.

Story County Empowerment Board Approved 5-5-2010
Story County Decategorization Board Approved 5-14-2010

ADDENDUM B – APPLICATION FOR ASSET AGENCY PARTICIPATION

CRITERIA FOR FUNDING ELIGIBILITY

Financial support through ASSET is open to **not-for-profit human service agencies** that are serving clients within the geographic area of Story County and who meet the basic eligibility criteria. The Application for ASSET Agency Participation form that follows must be completed. **Approval of an applicant Agency does not guarantee a subsequent dollar allocation.** The allocation recommendation will be made on a program-by-program basis during the annual allocation process. To be considered for financial support, agencies must comply with the following requirements and provide supporting documents to demonstrate compliance:

1. The Agency must be a non-profit corporation or chartered as a local unit of a non-profit corporation that has an IRS section 501(c)(3) status.
2. The Agency must have articles of incorporation, bylaws, or other documents, which clearly define its purposes and function.
3. The Agency must have an Equal Opportunity Policy that has been approved by its Board of Directors.
4. The Agency must have been incorporated and actively conducting business for at least one year at the time of the application.
5. The Agency must maintain, in its budget and programs, a demarcation between any religious programs and other programs so that ASSET does not financially support programs designed for religious purposes.
6. The Agency must demonstrate need and community support for the proposed service through letters of support, needs assessments, or other documentation.
7. The Agency shall be governed by a Board of Directors or Advisory Board whose members serve without compensation and that approves and oversees the implementation of the budget and policies of the Agency. It is recommended that the Board of Directors have representation from Story County.
8. Agencies that offer the following services shall not be eligible for funding from ASSET Funders:
 - a. Agencies that are primarily political in nature.
 - b. Agencies that provide services limited to the members of a particular religious group.
 - c. Agencies that exist solely for the presentation of cultural, artistic, or recreational programs.
 - d. Basic educational program services considered the mandated responsibility of the public education system.

To request consideration as an ASSET service provider, send six sets of the request, including the documentation listed above, to: ASSET, P. O. Box 1881, Ames, IA 50010

A. Agency General Information

1. Legal name of organization: _____
Address: _____
Telephone: _____

2. Executive director: _____

3. Date of incorporation: _____ State of incorporation: _____
Please attach letter of determination of tax-exempt status from Internal Revenue Service.

4. Tax Identification Number: _____ Your Fiscal Year: _____

5. Is organization affiliated with a national and/or state organization? _____ If so, name of national and/or state organization _____

Explain nature of affiliation and describe national and/or state organization's control over local administration and activities _____

Explain benefits of affiliation _____

6. What is your Agency mission statement? _____

7. Governing Arrangements

Please attach a list of members of the governing body including names, professional affiliation, addresses, places of business.

How are members and composition of the governing body selected? _____

What is the governance role of the Board of Directors? _____

How do you ensure Story County representation? _____

8. Membership

Does the organization have a membership program? _____

If so: Membership categories and dues _____

Membership benefits _____

B. Agency Service Information

1. Geographic area served: _____

2. Types of services: _____

3. What are the characteristics and demographics of the population served? _____

Do you offer a sliding fee scale for your services? _____

4. List other agencies (both non-profit and for-profit) in Story County that provide similar services, if any: _____

5. List agencies (both non-profit and for-profit) in Story County with whom you collaborate: _____

6. List agencies (both non-profit and for-profit) in Story County with whom you share referrals: _____

C. Agency Accreditation and Licensing

Is the organization accredited? _____ If so, by whom? _____

 For what length of time? _____
 Describe organization and staff licensing and certification requirements: _____

D. Financial/Legal Information

- Please attach 6 copies of current budget and budget for coming fiscal year, including all sources of income.
- Please attach statement of assets and liabilities and statement of income and expenses. List all sources of funds for this budget.
- Agencies shall annually provide financial reports in accordance with Generally Accepted Accounting Practices (GAAP) as follows:
 1. *Agencies with an annual budget below \$100,000 must, at least, submit six (6) hard copies, or one electronic copy of IRS Form 990 and a balance sheet prepared externally and independently, to the ASSET Administrative Assistant.*
 2. *Agencies with an annual budget of \$100,000 or more must submit six (6) hard copies, or one electronic copy, of their full audits, and six hard copies, or an electronic copy, of their IRS Form 990's to the ASSET Administrative Assistant.*

These reports shall be submitted within six months after the close of the Agency's fiscal year.

E. ASSET Information

1. Please list or attach a complete description of the service(s) that you provide that you will be asking for funding from ASSET. _____

2. Using the enclosed Service Code List, please tell us which service code(s) your service(s) fits into. _____

ADDENDUM C - SERVICE CODES

(Complete descriptions of each service code are in the ASSET Reference Manual)

1. HEALTH SERVICES

1.1 Health and Safety Services

- 1.1a Community Clinics: Unit of Service: 1 Clinic Hour
- 1.1b In Home Nursing: Unit of Service: 1 Visit
- 1.1c In Home Hospice: Unit of Service: 1 day (24 hour)
- 1.1d Blood Services: Unit of Service: 1 Pint of Blood
- 1.1e Substance Abuse or Co-occurring Disorder Treatment (Out Patient): Unit of Service: 1 Client Hour

1.2 Mental Health Services

- 1.2a Preliminary Diagnostic Evaluation: Unit of Service: 1 Client Hour
- 1.2b primary Treatment and Health Maintenance (Out Patient): Unit of Service: 1 Client Hour
- 1.2c Residential Treatment – Adults Unit of Service: 1 24 hour Day
- 1.2d Residential Treatment – Children Unit of Service: 1 24 hour Day
- 1.2e Peer Assessment and Screening Unit of Service: 1 Client Hour

1.3 Services for Mentally and/or Physically Impaired

- 1.3a Supported Community Living Services Unit of Service: 1 hour or 1 24-hour day
- 1.3b Special Recreation Unit of Service: 1 participant/per hour
- 1.3c Community Support Services Unit of Service: 1 Staff Hour
- 1.3d Work Activity Center Unit of Service: 6-1/2 Hour Day
- 1.3e Home and Community Based Services Unit of Service: 1 Hour
- 1.3f Residential Care/Mentally Retarded Unit of Service: 1 24-hour Day
- 1.3g Employment Assistance for Physically or Mentally Disabled Unit of Service: One Staff Hour
- 1.3h Alternative Family Living Unit of Service: One Month (administration fee, based on family stipend and client income)
- 1.3i Individual and Family Support Services Unit of Service: 1 Service or 1 support
- 1.3j Day Habilitation Services Unit of Service: One-Half Day
- 1.3k Pre-Vocational Services Unit of Service: One-Half Day
- 1.3l Enclave Services Unit of Service: One Client Hour
- 1.3m Direct Support Paraprofessional Unit of Service: One course term
- 1.3n Peer Support Unit of Service: Four client contacts per month

1.4 General Health Support Services

- 1.4a Day Care – Adults Unit of Service: 1 client day
- 1.4b In-Home Health Monitoring Unit of Service: 1 person monitored per month
- 1.4c Homemaker/Home Health Assistance Unit of Service: 1 Hour
- 1.4d Home Delivered Meals Unit of Service: 1 Meal
- 1.4e Congregate Meals Unit of Service: 1 Meal

2. BASIC NEEDS SERVICES

2.1 Emergency Services

- 2.1a Emergency Assistance for Basic Material Needs Unit of Service: 1 Client Contact
- 2.1b Battering Relief Unit of Service: 1 Staff Hour
- 2.1c Rape Relief Unit of Service: 1 Staff Hour
- 2.1d Child Protection Services Unit of Service: 1 Client Contact
- 2.1e Crisis Intervention Unit of Service: 1 Contact
- 2.1f Court Watch Unit of Service: 1 Staff Hour

2.1g Third Party Supervision Unit of Service: 1 Client Contact

2.2 Public Safety and Legal Services

2.2a Correctional Services Unit of Service: 1 Client Hour

2.2b Dispute Mediation Services Unit of Service: 1 Client Hour

2.2c Legal Aid – Civil Unit of Service: 1 Staff Hour

2.3 General Support Services for Individuals and Families in Need

2.3a Clothing, Furnishing, and Other Assistance Unit of Service: 1 Client Contact

2.3b Employment Assistance for Adults Unit of Service: 1 Client Contact

2.3c Disaster Services Unit of Service: 1 Staff Hour

2.3d Transportation Unit of Service: One way trip

2.3e Budget/Credit Counseling Unit of Service: One Client Contact

2.3f Respite Care Unit of Service: 1 client hour of service

2.3g Health and Safety Education Unit of Service: 1 person certified

3. YOUTH AND CHILDREN SERVICES

3.1 Child Care

3.1a Day Care – Infant Unit of Service: 1 Full Day

3.1b Day Care – Children Unit of Service: 1 Full Day

3.1c Day Care - School Age Unit of Service: 1 partial day

3.1d Preschool Unit of Service: 1 day

3.1e Meal Service for Family Day Care Homes Unit of Service: Cost per Meal

3.1f Childcare Service Coordination Unit of Service: 1 Client Contact

3.1g Childcare Resource Development Unit of Service: 1 Staff Hour

3.1h Childcare for Mildly Ill Children Unit of Service: 1 Hour Child Care

3.2 Social Adjustment and Developmental Services

3.2a Youth Development and Social Adjustment Unit of Service: 1 Client Contact/Day

3.2b Day Camp Unit of Service: 1 Client Contact/Day

3.2c Employment Assistance for Youth Unit of Service: 1 Staff Hour

3.2d Out of School Program Unit of Service: 1 partial day (3 hours)

4. PREVENTION AND/OR SUPPORT SERVICES

4.1 Family Life Services

4.1a Family Development/Education Unit of Service: 1 Client Hour

4.1b Foster Family Homes Unit of Service: 1 Staff Hour

4.1c Separated Families Unit of Service: 1 Client Contact

4.1d Adoption Services Unit of Service: 1 Hour of Client Contact or 1 Family Study

4.2 Support Services

4.2a Information and Referral Unit of Service: 1 Call

4.2b Volunteer Management Unit of Service: 1 Staff Hour

4.2c Service Coordination Unit of Service: 1 Client Hour

4.2d Activity and Resource Center Unit of Service: 1 Client Contact

4.3 Prevention and Awareness Services

4.3a Public Education and Awareness Unit of Service: 1 Staff Hour

4.3b Advocacy for Social Development Unit of Service: 1 Staff Hour

4.3c Resource Development Unit of Service: 1 Staff Hour

4.3d Consultation Service Unit of Service: 1 Staff Hour

4.3e Informal Education for Self-Improvement and Self-Enrichment Unit of Service: 1 Client Contact

ADDENDUM D – NOTIFICATION OF NEW OR EXPANDED SERVICE

DATE: _____ AGENCY: _____

PROGRAM/SERVICE: _____ SERVICE CODE _____

Provide a brief description of the new or expanded service and population to be served.

Please describe how the need for this service was identified.

Describe how this new or expanded service meets the Funder priorities.

Is there new clientele to be served? If yes, how many?

How will outcomes be measured?

Do you anticipate that ASSET funds will be requested for this service? _____
If yes, how would ASSET funds be used to support the service? (scholarships/staff/direct service, etc)

Is this service funded through a time-limited grant? _____
If yes, what is the length of the grant? _____
Does this grant require a local cash match? _____ If yes, how much? _____

ADDENDUM E – CONFLICT OF INTEREST

Organization: Story County Analysis of Social Services Evaluation Team (ASSET)

Policy: Conflict of Interest Policy

Date Adopted: 4/10/03

Date Revised:

Story County ASSET and its voting members/staff persons, hereinafter referred to as “board” and “board members(s)”, agree to the following conflict of interest policy hereinafter referred to as “policy”, as adopted and revised as indicated above:

1. The policy will be adopted yearly at the first regularly scheduled board meeting following the start of the fiscal year. Each board member is to review and sign the policy at the first board meeting prior to voting on any matters before the board (if applicable).
2. A new voting board member/staff person will be required to review and sign the policy prior to voting as a board member (if applicable) at the beginning of their term and/or the first meeting of the fiscal year.
3. It is the duty of a voting board member/staff person to disclose a conflict of interest to the full board when a conflict arises. Disclosure may be made at any time to the ASSET Administrative Team; hereinafter referred to as “the Team”, who shall then notify the full Board. A record of the conflict of interest shall be made at the first regularly scheduled board meeting following disclosure.
4. A conflict of interest is defined in chapter 68B, Iowa Code. The Iowa Code defines conflict of interest as that which evidences an advantage or pecuniary benefit for the member and/or their immediate family not available to others similarly situated. A violation for a conflict of interest is punishable by both civil and criminal penalties in the State of Iowa.
5. A “potential” conflict of interest is defined herein. A potential conflict of interest is when a voting board member/staff person has reason to believe there may be a conflict of interest. This potential conflict shall be disclosed in the same manner as a conflict. If, in the opinion of the Team, the circumstances meet the definition of a conflict of interest the matter shall then be disclosed to the full board and a record shall be made at the next regular meeting.
6. A voting board member/staff person with a conflict of interest shall not vote or use their personal influence with any board member on the matter in conflict.

I agree by my signature below that I have read the above Story County ASSET Conflict of Interest Policy and understand it and will abide by the terms and conditions as stated herein.

Date: _____

Signature: _____

CONTRACT FOR HUMAN SERVICES

THIS AGREEMENT, made and entered into the 1st day of May 2012, by and between the **CITY OF AMES, IOWA**, a municipal corporation organized and existing pursuant to the laws of the State of Iowa (hereinafter sometimes called "City") and **Eyerly-Ball Community Mental Health Services** (a nonprofit corporation organized and existing pursuant to the laws of the State of Iowa and hereinafter called "Provider");

WITNESSETH THAT:

WHEREAS, the City of Ames has determined, by its City Council acting in open and regular session, that certain services and facilities to be provided to the City of Ames and its citizens by Provider, such services and facilities being hereinafter described and set out, should be purchased in accordance with the terms of a written agreement as hereinafter set out, in accordance with all applicable Federal, State, and Local laws or regulations;

NOW, THEREFORE, the parties hereto have agreed and do agree as follows:

I PURPOSE

The purpose of this Agreement is to procure for the City of Ames and for the health, safety, and welfare of its citizens certain services and facilities as hereinafter set out and described; to establish the methods, procedures, terms and conditions governing payment by the City of Ames for such services; and to establish other duties, responsibilities, terms and conditions mutually undertaken and agreed to by the parties hereto in consideration of the services to be performed and monies paid.

II SCOPE OF SERVICES

Provider shall provide such services as may be necessary for the protection and improvement of the public health as provided for by the Ames Municipal Code and State Law. Such services shall be provided to City of Ames citizens as set out in the service descriptions listed below. These descriptions must conform to the standardized definitions used by the Analysis of Social Services Evaluation Team (ASSET), and unit costs must be consistent among all ASSET funders.

The City is contracting for services associated with community mental health center services required by the State of Iowa and the Story County Management Plan. The City shall reimburse the provider in an amount not to exceed \$23,560 for:

1. Reimbursement of clinical director time in establishing the Story County Community Mental Health Center, including benefit costs in establishing and managing the Story County Community Mental Health Center;

2. Reimbursement for clinical staff and nursing services including benefits provided at the center;
3. Reimbursement for costs associated with general operational support, including but not limited to occupancy costs and technology support.

III METHOD OF PAYMENT

A. All payments to be made by the City of Ames pursuant to this Agreement shall be reimbursement for actual costs incurred by Provider in providing services required by Section II above.

B. The City will disburse payment monthly on requisition of Provider. The initial disbursement may, if Provider so requests, be an advance on projected and estimated costs for the month to follow. If disbursements are made as an advance on estimated and projected costs, no subsequent disbursements shall be made until the provider submits complete and accurate documentation of actual costs for the previous disbursement period.

C. Requisitions for disbursement shall be made in such form and in accordance with such procedures as the Director of Finance for the City shall prescribe. Said form shall include but not be limited to an itemization of the nature and amount of costs for which reimbursement is requested, and must be filled out completely.

D. The maximum total amount payable by the City of Ames under this agreement is **\$23,560** as detailed in the SCOPE OF SERVICES (Part II of this contract), and no greater amount shall be paid.

E. All unobligated amounts disbursed to the Provider shall be repaid to the City as of the effective date of termination of this agreement. The Provider shall repay to the City any disbursed funds for which documentation of actual expenses is not provided.

F. The Provider shall requisition for funds on a monthly basis. If Provider wishes to request disbursement of funds on other than a monthly basis, the Provider must request in writing that an alternate disbursement period be adopted and approved by the Director of Finance for the City. Failure to request reimbursement in a timely manner shall be grounds for termination of this agreement.

IV FINANCIAL ACCOUNTING AND ADMINISTRATION

A. All monies disbursed under this Agreement shall be accounted for by the accrual method of accounting.

B. Monies disbursed to Provider by the City will be deposited by Provider in an account under the Provider's name. All checks drawn on the said account shall bear a memorandum line on which the drawer shall note the nature of the costs for which the check is drawn in payment, and the program(s) of service.

C. All costs for which reimbursement is claimed shall be supported by documentation evidencing in proper detail the nature and propriety of the charges. The City-provided reimbursement form shall be completed and include the service name, the unit cost claimed for each service, and the client code where required. A client code shall be required for any service in which the individual has entered the program through a third party referral, intake process, personal application, or emergency response. Exceptions shall include one-time educational sessions, confidential telephone counseling, or where the identity and residency of a person cannot be reasonably determined. The Provider may assign whatever client code it deems appropriate, as long as it can be used to verify the client's Ames or Story County residency and participation in City-subsidized programs of service and/or sliding fee scale. The reimbursement form shall also contain any reimbursement being received from any other source for services rendered to an Ames resident for whom the City is also being charged.

D. All checks or other accounting documents pertaining in whole or in part to this Agreement shall be clearly identified as such and readily accessible for examination and audit by the City or its authorized representative.

E. All records shall be maintained in accordance with procedures and requirements established by the City Finance Director, and the City Finance Director may, prior to any disbursement under this Agreement, conduct a pre-audit of record keeping and financial accounting procedures of the Provider for the purpose of determining changes and modifications necessary with respect to accounting for funds made available hereunder. All records and documents required by this Agreement shall be maintained for a period of three (3) years following final disbursement by the City.

F. At such time and in such form as the City may require, there shall be furnished to the City such statements, records, reports, data, and information as the City may require with respect to the use made of monies disbursed hereunder.

G. At any time during normal business hours, and as often as the City may deem necessary, there shall be made available to the City for examination all records with respect to all matters covered by this Agreement and Provider will permit the City to audit, examine, and make excerpts or transcripts from such records.

H. Monies provided under this agreement shall not be used as matching funds for a grant to fund activities in any county other than Story County.

V DURATION

This Agreement shall be in full force and effect from and after May 1, 2012, until June 30, 2012. The City Council may terminate this Agreement by giving written notice to the Provider at least sixty (60) days before the effective date of such termination. From and after the effective date of termination, no further disbursement under this Agreement shall be made by the City. Any money disbursed to the Provider and unencumbered or unspent as of the effective date of termination, shall be repaid to the City.

**VI
DISCRIMINATION PROHIBITED**

In accordance with Chapter 14 of the Municipal Code, no person shall, on the grounds of age, race, color, creed, religion, national origin, disability, sexual orientation, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under this Agreement.

IN WITNESS WHEREOF the parties hereto have, by their authorized representatives, set their hand and seal as of the date first above written.

CITY OF AMES, IOWA

ATTEST:

BY _____
Ann Campbell, Mayor

Diane Voss, City Clerk

EYERLY-BALL COMMUNITY MENTAL HEALTH SERVICES

BY _____
Authorized Representative

Authorized Representative

Name and Title

Name and Title

Approved as to Form

Doug Marek, City Attorney

COUNCIL ACTION FORM

SUBJECT: 2011/12 FUNDING CONTRACT WITH VEISHEA, INC.

BACKGROUND:

During approval of amendments to the 2011/12 Budget, the City Council allocated \$8,000 for use by VEISHEA, Inc., to provide services for use by the public.

The parties must now enter into an agreement to confirm the manner in which the organization will use this funding. The proposed contract is similar to those utilized for arts agency and human service agency funding. The contract specifically describes the organization's scope of services as follows:

Funds awarded shall be used towards costs associated with contracting for and/or providing for a pancake feed to be held as an alcohol-free activity during the late night hours of VEISHEA weekend 2012. In turn, patrons of the pancake feed will be charged lower prices than they would if expenses were not subsidized.

Council should note that VEISHEA 2012 and the activities supported by Council occurred last weekend. Therefore, the proposed contract has a retroactivity clause which will allow VEISHEA, Inc., to be reimbursed after the activity has taken place.

ALTERNATIVES:

1. Approve the 2011/12 funding contract for VEISHEA, Inc. in an amount not to exceed \$8,000.
2. Modify the authorized amount or scope of services for VEISHEA, Inc.
3. Do not approve the 2011/12 funding contract for VEISHEA, Inc.

MANAGER'S RECOMMENDED ACTION:

These activities have been supported by City Council over the past several years, and funding for this activity was included by Council in the approved 2011/12 budget.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby approving the 2011/12 funding contract with VEISHEA, Inc.

COUNCIL ACTION FORM

SUBJECT: LOCAL ORGANIZATION 2012/13 FUNDING CONTRACTS

BACKGROUND:

During approval of the 2012/13 Budget, the City Council allocated funds for use by several local organizations to provide facilities and services for use by the public.

The parties must enter into an agreement to confirm the manner in which each organization will use its allocated funding. The contracts are similar to those utilized for arts agency and human service agency funding. The scopes of services for each are as follows:

Organization	Amount	Scope of Services
VEISHEA, Inc.	\$8,000	Funds awarded shall be used towards costs associated with contracting for and/or providing for a pancake feed to be held as an alcohol-free activity during the late night hours of VEISHEA weekend 2013. In turn, patrons of the pancake feed will be charged lower prices than they would if expenses were not subsidized.
Hunziker Youth Sports Complex	\$25,000	Funds awarded shall be used towards operating expenses for facilities. In turn, participants in sports programs will be charged lower participant fees than they would if operating expenses were not subsidized.
Homecoming Central Committee	\$1,000	Funds awarded shall be used towards costs associated with contracting for and/or providing for a pancake feed to be held as an alcohol-free activity during the late night hours of one night of Homecoming weekend 2012. In turn, patrons of the pancake feed will be charged lower prices than they would if expenses were not subsidized.
Ames Historical Society	\$16,000	Funds awarded shall be used towards occupancy costs (including rent, utilities, insurance, phones and communication lines, and inspections) related to documenting and housing historical artifacts from and about the Ames community.
Main Street Cultural District	\$31,000	A portion of the funds awarded shall be used towards permanent beautification projects in the downtown area. The remainder of funds shall be used for logistical and operational expenses associated with hosting the Ames

		Main Street Farmers' Market, 4 th of July Parade and Festival, ArtWalk, MusicWalk, Snow Magic Celebration, and Tune In To Main Street. The Provider shall serve as a point of contact for coordinating events held in the Main Street Cultural District, regardless of whether the event is sponsored by the Provider or another entity.
Campustown Action Association	\$25,000	Funds awarded shall be used to produce a five-year strategic plan for the Provider's organization. The Provider will also develop a strategy to achieve diversified sources of financial support within three years and to increase membership in the organization by 50% within two years. Funds shall be used to support the Cleanliness Project. Funds shall be used to support logistical and operational expenses related to hosting Summerfest 2013 and at least one additional large event. The Provider shall maintain an active website and social media accounts to inform the public of activities in the area. The Provider shall serve as a point of contact for coordinating events held in Campustown, regardless of whether the event is sponsored by the Provider or another entity.

Council has already authorized the contract for 2012/13 funding of the Ames International Partner Cities Association, Inc. in the amount of \$5,000.

ALTERNATIVES:

1. Approve the 2012/13 funding contracts for VEISHEA, Inc., Hunziker Youth Sports Complex, Homecoming Central Committee, Ames Historical Society, Main Street Cultural District, and Campustown Action Association.
2. Modify the authorized amount or scope of services for one or more organization.
3. Do not approve 2012/13 funding contracts for VEISHEA, Inc., Hunziker Youth Sports Complex, Homecoming Central Committee, Ames Historical Society, Main Street Cultural District, and Campustown Action Association.

MANAGER'S RECOMMENDED ACTION:

Many of these activities have been supported by Council over the past several years. Funding for these activities was included in the City Council's 2012/13 budget.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby approving the 2012/13 funding contracts.

Staff Report
NORTHRIDGE HEIGHTS PARK IMPROVEMENTS
April 24, 2012

As part of the Northridge Heights development north of Bloomington Road, the City and Uthe Development Co., LLC, entered into a development agreement in 2000. Under the terms of that agreement, the developer agreed to convey to the City, at no cost, a four acre area at the intersection of Harrison Road and Stange Road for use as a City neighborhood park. That conveyance was to count toward satisfaction of the City's open space requirements for the subdivision, and was to occur by the time 375 dwelling units had been constructed in the subdivision. The developer agreed to improve that land to meet the street improvement standards of the City, and to also pay the City \$80,000 in cash for park improvements and equipment. These commitments are shown as Subsection A on the attached sheet containing relevant sections of the development agreement.

As a general part of the development agreement, the developer also agreed to construct all street improvements and appurtenances throughout Northridge Heights subdivision in accordance with the City's requirements and specifications and at no charge to the City. This is included in sub-section B-2. As a part of this assurance, the developer agreed that bike path improvements would be completed along specified streets in the subdivision. This is included in subsection B-10. Also attached is a map showing the planned bike trails throughout the subdivision, including the trails along Harrison Road and Stange Road immediately adjacent to the park. This map was an appendix to the developer's agreement.

In preparation for approval of the final plat for Northridge Heights 15th Addition, the developer has installed needed water, sewer, storm sewer and electric service lines within this addition, and is currently constructing streets. Those infrastructure improvements must either be completed or financially secured before approval can be given to the final plat; and the final plat must be approved before lots can be legally created and conveyed. This recent work by the developer coincides with the Parks and Recreation Department's efforts to haul fill dirt onto the future park land to bring it up to grade. After the final plat is approved and the City accepts ownership of the park land, staff will bring in top soil for final site grading, seed the grassy areas, and lay concrete for the walking paths and basketball court.

As these improvements have been carried out, a question has now arisen regarding the responsibility for constructing bike trails along Harrison and Stange adjacent to the park.

As more general background, when the Council approves a preliminary plat for a subdivision, the developer assumes responsibility for installation of both bike path and sidewalk improvements throughout the subdivision. However, in contrast to the utility and street infrastructure mentioned above, these paths and sidewalks are not required

to be installed or financially secured prior to final plat approval. Instead, the developers typically pass those responsibilities on to the purchasers of each lot. Installation of sidewalks, and oftentimes bike paths, is thus usually delayed until each lot purchaser has completed their desired construction activity, after which the lot purchasers themselves fulfill this responsibility. The sidewalk and bike path systems throughout the subdivision are thus completed lot-by-lot as the subdivision develops. This approach is a matter of practice followed by developers and staff, rather than a policy spelled out by the Council.

In accordance with this standard practice, the Northridge Heights developer believed that the City would install the bike paths adjacent to the park, since the City will be the new owner of the land.

In contrast to the practice described above, both the development agreement and the terms of the preliminary plat clearly state that installation of bike paths across the entire subdivision is the developer's responsibility. The developer also assumes responsibility for construction of all street improvements and street appurtenances at no cost to the City.

To staff's knowledge, this question has not previously been raised. That may be due to the fact that the City has not heretofore had a subdivision development agreement that included dedication of park land with a monetary contribution to the City. In 1998 the City purchased 4.5 acres from the developers of the Bloomington Heights Subdivision, Knapp Revocable Trust, at a cost of \$91,745 for development of a neighborhood park. In that case, the developer sold the land to the City, and neither the developer nor the City installed sidewalks adjacent to the park. The land was improved entirely at the City's cost, and was ultimately dedicated as Lloyd Kurtz Park.

Because of this lack of consensus, staff promised that we would bring this matter before the Council for resolution.

Reasons for the City to assume responsibility for constructing these trails can be summarized as follows:

- The developer relied upon standard development practice across the community, and understood that the City would install the adjacent bike paths as would be done for other parcels within the subdivision.
- The developer already paid the City \$80,000 for park development, and understood that that payment would be used to pay for the bike paths along the streets adjacent to the park.
- The developer notes that the developer of the Bloomington Heights Subdivision was not required to install either sidewalks or a bike path; and that the City also has not done so since taking possession of that park land.

Reasons for the developer to assume responsibility for constructing these trails can be summarized as follows:

- As with other subdivision plat approvals across the City, the Northridge Heights developer accepted responsibility to see that all specified public sidewalks and bike paths are constructed within the subdivision. The development agreement for this subdivision clearly confirms that the developer has these responsibilities.
- The \$80,000 originally paid by the developer was intended to be for “park improvements and equipment” in developing the park itself; and staff did not anticipate a need to include the cost of bike trails adjacent to the park in the calculated charge.

The estimated cost to construct these paths is \$30-35,000. In the event that the Council decides that the City will bear this expense, funding can be taken from the Park Development Fund.

In the future, if a parkland development payment is ever included in a development agreement, staff will be certain to include the cost of sidewalk or bike path construction in the calculation used to determine the amount of the developer’s payment.

**NORTHRIDGE HEIGHTS SUBDIVISION DEVELOPMENT AGREEMENT
SELECTED SUB-SECTIONS**

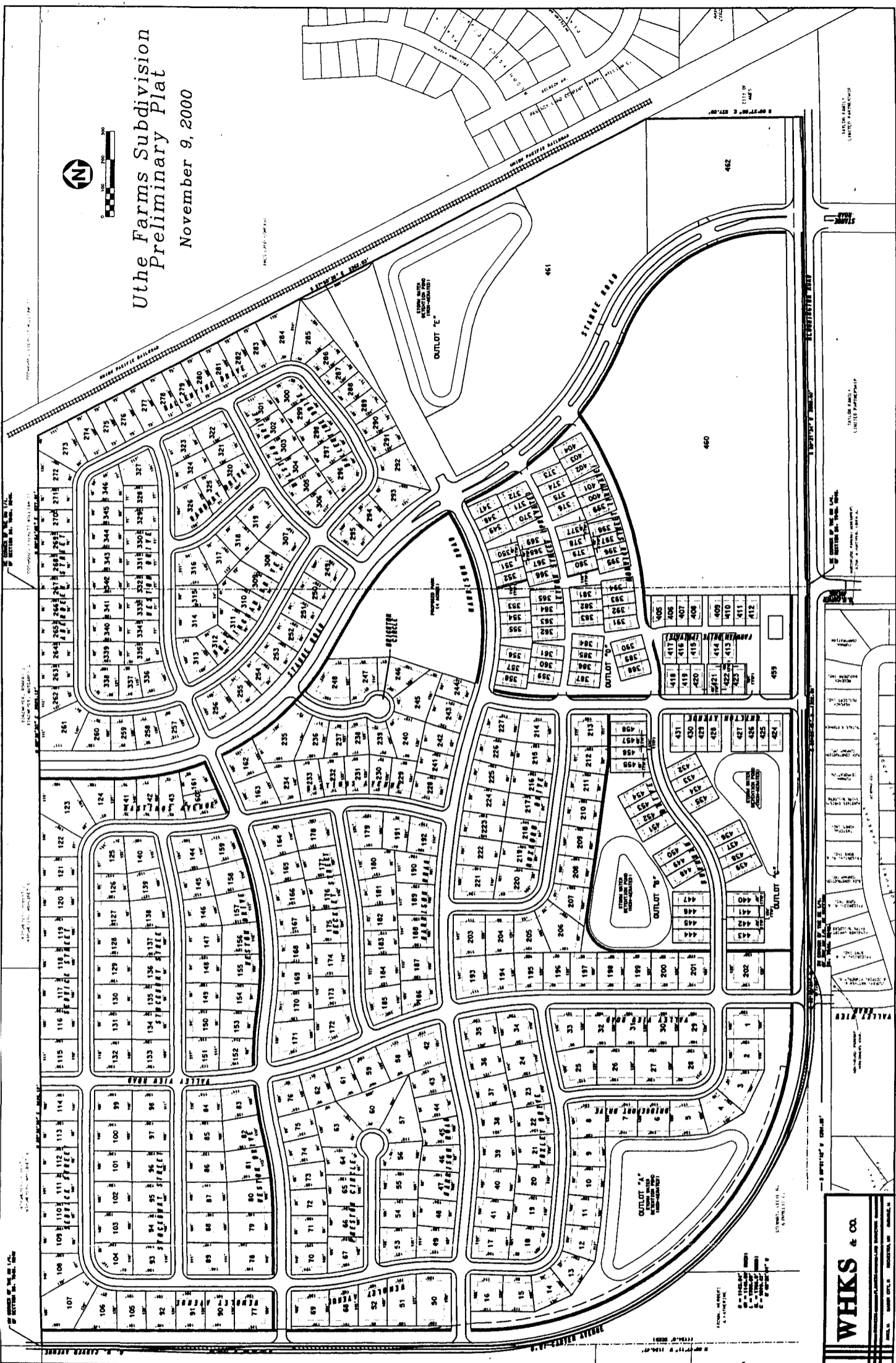
A. Park. Developer shall convey, by warranty deed to the City, at no cost or charge to the City, for use as a City park, a four-acre area of land and located at the intersection of proposed Harrison Road and Stange Road, as said area of land is shown and described on Appendix D. That conveyance to the City shall count toward satisfaction of the open space requirement of the City ordinances. The said deed shall be executed and delivered to the City not later than the date when 375 dwellings units have been constructed on the Site. If at the time of the execution and delivery of the said deed, the area of land to be conveyed to the City does not abut on an established City street, the Developer shall then convey to the City street land as show on the approved Preliminary Plat that will give the City public access to the said park land; and Developer shall at that time improve that land, at Developer's sole expense, to meet the street improvement standards of the City. Additionally, Developer shall pay to the City the sum of \$80,000 for park improvements and equipment, said payment to be made at the time of the approval of the final plat of the first Phase of Development of the Site.

B-2. The Developer shall, with respect to all streets as shown on Appendix E, construct all street improvements and street appurtenances in accordance with the requirements and specifications of the City, at no cost or charge to the City. That work shall be completed in accordance with the schedule set by the City at the time of approval of the final plat for the Phase Development in which the street improvement is included or on which such street improvement abuts, unless another time for construction of such improvements is herein specified.

B-10. The Developer shall, at its sole expense, and at no cost or charge to the City, construct bike path improvements as specified by the City. Those bike path improvements shall be constructed as shown on Appendix E [see following page] in accordance with the schedule and construction specifications set by the City at the time of approval by the City of the final plat of the land abutting a bike path.

Uthe Farms Subdivision Preliminary Plat

November 9, 2000



WHKS & CO.

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COUNCIL ACTION FORM

SUBJECT: ENGINEERING SERVICES FOR AMES POWER PLANT SUBSTATIONS IMPROVEMENTS

BACKGROUND:

There are two upcoming projects affecting substations at the Power Plant. Staff has consolidated the required engineering services portions of these projects into a single request for proposal (RFP). A single RFP allows staff to procure these services more efficiently since each project requires similar qualifications from engineering firms.

This portion of the project is for the engineering which involves the analysis, design, drawings and specifications development, construction contract preparation, and detailed cost estimates for each of the two projects. The scope of work also requires the engineering firm to provide an approved bidders list for all major equipment purchases and a detailed engineer's estimate. In addition, the selected firm will provide construction management services for both projects.

Project 1: Ames Plant Distribution Substation Expansion

Upgrade the existing substation switchgear to replace obsolete equipment and provide an additional feeder to serve customer load in the downtown area and remove customer loads from the Power Plant bus, thereby improving plant reliability by reducing plant bus exposure to distribution faults. This upgrade will also include modern relaying and control equipment to improve reliability of service and protection of equipment. As an option, the proposal also asked for a price to design the addition of breakers to replace fusing for the two transformers in the substation.

Project 2: 69kV Switchyard Control and Relaying Upgrade

The 69kV Switchyard currently includes a 69kV transfer bus with ten 69kV circuit breakers that connect to Ames' 69kV transmission loop system, the Ames Plant 161kV Substation, and Ames' 69kV transmission tie to MidAmerican Energy. Relaying and controls for the 69kV Switchyard are presently located in the Power Plant, roughly ¼ mile away from the switchyard. The electromechanical relays in the Power Plant are obsolete and difficult to keep calibrated, and parts are no longer available for maintenance and replacements of these relays. The length and age of the control wires and ducts also make troubleshooting and repairs difficult. The project is to "engineer" the relocation of the relaying panels to the control house adjacent to the switchyard, and the installation of modern microprocessor-based relaying and control equipment. This project will also design the upgrade of the tap changer controls of two Power Plant service transformers to automatic controls for better regulation of the plant bus voltage.

On February 6, 2012, the RFP was issued to nineteen firms for proposals. The RFP was advertised on the Current Bid Opportunities section of the Purchasing webpage, and was also sent to one plan room. On March 2, 2012, staff received competitive proposals from eight firms. These proposals were then sent to a committee for evaluation. The committee consisted of a Power Plant Engineer, the Electrical Engineering Manager and an Electrical Engineer. The committee members independently evaluated and scored all eight of the proposals in two steps.

STEP 1:

The proposals were evaluated based on compliance with proposal documents and the exceptions each offeror took to the terms and conditions of the proposal. Each of those two criteria was rated on a Pass / Fail basis.

STEP 2:

The proposals with the “Breaker Option included” were evaluated based on: 1) price; 2) knowledge, capabilities, skills and abilities of the proposed team based on resumes submitted; and 3) the firm’s experience with similar projects

Based on the matrix, the averaged scores in this step are shown below:

Offerors	Averaged Scores	Not to Exceed Amount
Dewild Grant Reckert & Associates Company Rock Rapids, IA	763	\$322,700.00
SAIC Energy, Environment & Infrastructure, LLC, St. Paul, MN	706	\$229,253.00
Electrical Consultants, Inc., Madison, WI	679	Incomplete
NEI Electric Power Engineering Inc., Arvada, CO	633	Incomplete
Stanley Consultants, Inc. Des Moines, IA	627	\$705,680.00
Sega Inc., Overland Park, KS	583	\$454,875.00
Eng Global, Schaumburg, IL	566	Incomplete
Burns & McDonnell Engineering Co, Inc. Kansas City, MO	524	\$1,173,967.00

Each score was based on a scale of 1 to 10. Overall, 1,000 possible points were available cumulatively for each firm that responded. The overall weighted score was a function of the aforementioned factors of price, knowledge/capabilities (including understanding of scope and responsiveness to the RFP) and experience.

Council should note that in the overall evaluation, it is important to determine whether or not a firm has a good understanding of the project’s scope of work, so

part of the secondary evaluation included a review of their estimate of the total hours of work contained within the proposal.

From this review in the second step, some of the proposals were found to be incomplete:

- Electrical Consultants, Inc. did not include Construction Management services in its proposal (but did include an effective hourly rate for these services).
- NEI Electric Power Engineering Inc. did not include the Breaker Option in its proposal.
- ENG Global did not include the Breaker Option in its proposal.

Staff understands there is a large price differential between the proposals that received the highest and second highest average scores. Upon further review of these two proposals, it was determined that Dewild Grant Reckert & Associates Company's proposal included 2357 hours, compared to 1147 hours in SAIC's proposal. From this, it was deduced that SAIC may have missed some important aspects of design. The average number of hours for all proposals was 2,503 hours, so DGR was close to the average which further gives staff confidence DGR has a good grasp of the scope of work.

Based on the averaged scores and a unanimous decision by the evaluation committee, staff recommends that a contract be awarded to Dewild Grant Reckert & Associates Company (DGR), Rock Rapids, Iowa, for an amount not to exceed \$322,700. Payments would be calculated on unit prices bid for actual work performed.

Council should note that price in this proposal process was intentionally not a majority weighting factor in the overall evaluation, in deference to the more important aspects of qualifications, experience, and ability to perform the work. This secondary analysis of hours, however, was instrumental in assessing that DGR's proposal demonstrated that they had the better overall understanding of the project than the other two firms that ranked in the top 3 overall.

The funds for this engineering services work is contained within the following three CIP budget items: The approved FY 2012/13 CIP for the "69kV Switchyard Relay/Control" project includes \$150,000 for engineering services; the approved FY 2012/13 CIP under the "Ames Plant Distribution Substation" project includes \$110,000 for engineering services; and the current FY 2011/12 CIP includes \$100,000 under the "Ames Plant Distribution Substation Expansion" project for engineering services. The combined total budget for engineering services under these three CIP projects is \$360,000.

ALTERNATIVES:

1. Award a contract to Dewild Grant Reckert & Associates Company, Rock Rapids, Iowa, for the engineering services for Ames plant area substations improvements in an amount not to exceed \$322,700.
2. Reject all proposals and delay the engineering for Ames plant area substations improvements.

MANAGER'S RECOMMENDED ACTION:

These projects are necessary for Electric Services to continue providing safe, reliable, service to the customers in the City. The large dollar spread in responses caused staff to look into the detail of hours assumed by consultants in developing their bids. Consideration of skills, cost, and estimated hours (reflecting an understanding of the project scopes) were part of the selection process. The analysis of proposals has identified the firm that staff judges to be able to provide exceptional engineering services at the best price.

This new substation switchgear will help move customer loads off the Power Plant bus and will help to limit exposure of the Power Plant bus to distribution faults, thereby improving Power Plant reliability. By installing modern, programmable relays and updated controls for 69kV Switchyard breakers, long-term reliability can be improved by eliminating the obsolete and maintenance-intensive electromechanical relays and aged, lengthy control circuits that are no longer accessible for repair.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1 as stated above.

COUNCIL ACTION FORM

SUBJECT: CONTRACT FOR LIBRARY CONSTRUCTION ADVISOR

BACKGROUND:

In consideration of the most favorable method for the construction phase of the Library renovation and expansion project, a specially-appointed committee of Library Board members and Library staff met to consider two bidding options. The first was a single prime bid (general contractor), and the second was multi-prime bids managed by a construction management agent. The committee's recommendation was to bid the project to a single prime contractor.

Given the lack of technical expertise within the Library administration, the Board also approved contracting with a construction advisor to assist Library administration with the phases of the construction project. The duties of the construction advisor will be to assist the Library with oversight of the project, to identify and prepare an off-site location during construction, to assist with the relocation prior construction, to review design development documents, to review the bidding documents, to assist with the bidding process, to visit the site during construction, and to coordinate Furnishing/Fixtures/Equipment (FFE) items. At the end of the project, the construction advisor will also assist Library with the move into the renovated facility.

On February 22, 2012, a Request for Qualifications (RFQ) was issued to thirteen firms, which included area professional consultants such as those in the construction trades, architectural firms, and engineering firms. The document was also advertised on the Current Bid Opportunities section of the Purchasing webpage. On March 23, 2012, seven responses were received. These proposals were sent to an evaluation team consisting of a Library Board member, the retired director of Iowa State University's Department of Facilities Planning and Management, the project manager from the Library's architectural firm, the Library's building maintenance supervisor, the assistant Library Director, and the Library Director.

The team members independently evaluated and scored all seven proposals based on the criteria stated in the RFQ. Each score was based on a scale of 1 to 5. The overall weighted score is a combination of cost, responsiveness to proposal requirements, completeness of proposal, references and qualifications, background and experience. The knowledge and experience related scores represent 80% of the overall score and the proposed fees accounted for 20%.

The average score for each proposal, the firm's ranking, and the cost proposal are summarized in the following table:

Company	Average Points	Rank	Cost Proposal
Integrity Construction Services, LLC, Ames, IA	73.79	1	\$85,000
Construction Services, Inc., West Des Moines, IA	68.63	2	\$85,000
The Design Partnership Architects, West Des Moines, IA	63.75	3	\$50,750
Benjamin Design Collaborative, Ames, IA	63.10	4	\$135,000
Haila Architecture, Ames, IA	62.67	5	\$170,000
Diversified Construction Services, Ames, IA	59.68	6	\$87,000
Woodruff Companies, Ames, IA	56.46	7	\$126,240

The Evaluation team invited the top two firms for interviews. Both firms offered a guaranteed maximum cost of \$85,000 and had excellent credentials for the project.

The evaluation team selected Integrity Construction Services, LLC, citing the firm's knowledge of the local market, its experience as construction advisors for similar local projects, outstanding references, and a thorough understanding of the scope of work. Integrity Construction Services offered a guaranteed maximum amount of \$85,000.

Construction Services, Inc. (CSI), is experienced as a construction management firm and demonstrated that the limited role of construction advisor was not something they did very often. While CSI demonstrated they had access to many resources, the evaluation team did not believe there was a clear understanding of the importance of assistance for a temporary location, which is an important function for this project.

Design Partnership Architects, which submitted the lowest cost proposal, was not selected during the independent evaluation for the following reasons:

1. The time allotted for various functions within the scope of work was evaluated to be inadequate, given the challenges associated with re-locating the Library into a temporary location during the construction period.
2. The list of experience with similar projects was unclear and did not have the merit that the other proposals did.
3. References did not include projects of similar size and scope.
4. Knowledge of local market was not as strong as other proposals.

LIBRARY BOARD RECOMMENDATION:

At its meeting on April 19, 2012, the Library Board of Trustees adopted a resolution recommending that the City Council award a contract to Integrity Construction Services, LLC, of Ames, Iowa, to provide Construction Advisor services on the Ames Public Library Project at a cost not to exceed \$85,000, with the provision that the Board may approve a cost increase if the scope of services is changed based on unknown factors which may arise.

PAYMENT FOR SERVICES:

Payment for the Construction Advisor is to come from funds within the Library's bequest account. Payments for this three year project are estimated to follow this timeline:

FY 2011/12: \$12,000
FY 2012/13: \$47,000
FY 2013/14: \$26,000

ALTERNATIVES:

1. Approve the Construction Advisor Services Contract for the Library Renovation project with Integrity Construction Services, LLC, of Ames, Iowa as recommended by the Library Board of Trustees, at a cost not to exceed \$85,000.
2. Reject all proposals and re-bid for the construction advisor position.

MANAGER'S RECOMMENDED ACTION:

With a project of the size and complexity of the Library Renovation, it will be advantageous for the Board to employ a construction advisor to monitor the progress of the work and provide advice to the Board and staff should any problems or possible change orders arise. This has been done in a similar fashion on the Intermodal Facility construction, and has proven to be quite a valuable service.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby approving the construction advisor contract for the Library Renovation project with Integrity Construction, of Ames, Iowa in an amount not to exceed \$85,000.

**CONTRACT FOR
PROFESSIONAL SERVICES FOR CONSTRUCTION ADVISOR
FOR AMES PUBLIC LIBRARY; CITY OF AMES**

THIS AGREEMENT, made and entered into effective the 24 day of April , 2012, by and between the CITY OF AMES, IOWA, a municipal corporation organized and existing pursuant to the laws of the State of Iowa (hereinafter sometimes called "City") and Integrity Construction Services, L.L.C. (a domestic limited liability corporation, organized and existing pursuant to the laws of the State of Iowa and hereinafter called "Provider");

WITNESSETH THAT:

WHEREAS, the City of Ames has determined that certain services to be provided to the City of Ames and its citizens by Provider, such services and facilities being hereinafter described and set out, should be purchased in accordance with the terms of a written agreement as hereinafter set out;

NOW, THEREFORE, the parties hereto have agreed and do agree as follows:

**I
PURPOSE**

The purpose of this Agreement is to procure for the City of Ames certain services as hereinafter described and set out; to establish the methods, procedures, terms and conditions governing payment by the City of Ames for such services; and, to establish other duties, responsibilities, terms and conditions mutually undertaken and agreed to by the parties hereto in consideration of the services to be performed and monies paid.

**II
SCOPE OF SERVICES**

Provider shall provide the services set out in the City of Ames, Iowa, Scope of Work, and Professional Services for construction advisor services for Ames Public Library, a department of the City of Ames attached hereto as Exhibit A.

The City, without invalidating the Agreement, may direct changes in the project within the general scope of the Agreement, with the authorized payment maximum being adjusted accordingly. Any change in the scope of service by the provider shall be done by written agreement signed by both parties. The added cost or cost reduction to the City resulting from a change in the Agreement shall be determined by mutual acceptance of a lump sum properly itemized and supported by sufficient data to permit evaluation, or by unit prices stated in the Agreement or subsequently agreed upon.

It shall be the responsibility of the provider, before proceeding with any change in scope, to verify that the change has been properly authorized on behalf of the City. No additional charges or any other change in the Agreement will be allowed unless previously authorized in writing by the City, with the applicable compensation method and maximum authorized additional sum stated.

**III
METHOD OF PAYMENT**

Payments shall be made by the City of Ames monthly during the life of the project by properly submitted invoices by the contractor.

The maximum total amount payable by the City of Ames under this Agreement is \$85,000 and no greater amount shall be paid without written amendment.

Payment will be made upon completion of the work and acceptance by the Ames Public Library and the City of Ames. Provider shall submit an invoice upon completion of the work. The invoice shall include an itemization of the work for which payment is claimed. Invoices referencing the assigned purchase order number shall be sent to the following address: Ames Public Library; 515 Douglas Avenue, Ames, Iowa 50010-6215

IV
FINANCIAL ACCOUNTING AND ADMINISTRATION

A. All claims for payment shall be supported by properly executed payrolls, time records, invoices, contracts, vouchers, or other documentation evidencing in proper detail the nature and propriety of the charges. All checks, payrolls, invoices, contracts, vouchers, orders, or other accounting documents pertaining in whole or in part to this Agreement shall be clearly identified as such and readily accessible for examination and audit by the City or its authorized representative.

B. All records shall be maintained in accordance with procedures and requirements established by the City Finance Director, and the City Finance Director may, prior to any payment under this Agreement, conduct a pre-audit of record keeping and financial accounting procedures of the Provider for the purpose of determining changes and modifications necessary with respect to accounting for charges made hereunder. All records and documents required by this Agreement shall be maintained for a period of three (3) years following final payment by the City.

C. At such time and in such form as the City may require, there shall be furnished to the City such statements, records, reports, data, and information as the City may require with respect to the payments made or claimed under this Agreement.

D. At any time during normal business hours, and as often as the City may deem necessary, there shall be made available to the City for examination all records with respect to all matters covered by this Agreement and Provider will permit the City to audit, examine, and make excerpts or transcripts from such records, and to make audits of all contracts, invoices, materials, payrolls, records of personnel, conditions of employment, and other data relating to all matters covered by this Agreement.

V
INSURANCE

A. The provider shall maintain insurance coverage in scope and amounts acceptable to the City's Risk Manager.

B. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the City of Ames, its officials, employees, or volunteers.

C. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, cancelled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the City.

D. Provider shall furnish the City with certificates of insurance and with original endorsements effecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements are to be on standard insurance company forms or forms provided by the City and are to be received and approved by the City before work commences. The City reserves the right to require complete, certified copies of all required insurance policies, at any time.

E. Provider shall include all subcontractors as insured under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

F. To the fullest extent permitted by law the Provider shall indemnify and hold harmless the City of Ames, their agents, and employees from and against all claims, damages, losses, and expenses, including, but not limited to attorneys' fees arising out of or resulting from the performance of the work, provided that any such claim, damage, loss, or expense (1) is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property (other than the work itself) including the loss of use resulting therefrom; and (2) is caused in whole or in part by any negligent act or omission of the Provider, any Subcontractor, anyone directly or indirectly employed by any of them or any one for whose acts, any of them may be liable.

G. In no case will the Provider's coverage be constructed to provide coverage for acts of negligence alleged to be caused by the sole negligence of employees of the City of Ames.

**VI
PROPRIETARY RIGHTS AND CONFIDENTIAL INFORMATION**

Provider agrees to hold in trust and confidence any confidential and/or proprietary information or data relating to City business and shall not disseminate or disclose such confidential information to any individual or entity, except Provider's employees or subcontractors performing services hereunder (who shall be under a duty of confidentiality), and any other individuals specifically permitted in each instance by the City.

**VII
TERMINATION**

The City of Ames may terminate this Agreement without penalty to the City at any time by giving written notice to the Provider at least fifteen (15) days before the effective date of such termination. In any case where the Provider fails in whole or in part to substantially perform its obligations or has delivered nonconforming services, the City shall provide a Cure notice. If after notice the Provider continues to be in default, the City may terminate this agreement immediately. The City shall only be obligated to compensate the Provider for compliant services performed prior to notice of termination.

**VIII
INDEPENDENT CONTRACTOR STATUS**

Provider agrees that the relationship between Provider and the City is that of an independent contractor for employment tax purposes. The Provider shall be solely responsible for all taxes relating to payments under this agreement including those of employees.

**IX
LAWS**

This contract is governed by the law of the State of Iowa with venue in Story County District Court.

**X
ASSIGNMENT**

This Agreement may not be assigned or transferred by the Provider without the prior written consent of the City.

**XI
AFFIRMATIVE ACTION**

Provider shall place on file with the City a statement of nondiscrimination policy in the form of a completed *Assurance of Compliance with the City of Ames, Iowa, Affirmative Action Program* satisfactory to the Affirmative Action Officer of the City.

**XII
CONFIDENTIALITY**

The contractor agrees to abide by all Iowa laws regarding the confidentiality of library records. The Contractor will not investigate or gain access to patron borrower records within the library's database. In the event such access is necessary to perform the duties specified within this contract, the contractor and all sub-contractors shall hold such information in confidence and will not share such information with any third party.

**XIII
SMOKING ON LIBRARY/CITY PROPERTY**

The contractor and all subcontractors agree to abide by Iowa State Code regarding a prohibition on smoking on any property of the Library of the City of Ames.

XIV
SEX OFFENDERS AGAINST MINORS

The contractor and all subcontractors will abide by the exclusion of any registered sex offender against a minor in its employ and all subcontractors and their employees on the real property of the Library in accordance with Iowa State law.

XV
DURATION

This Agreement shall be in full force and effect from and after April 24, 2012 until completion of the Work, or, until terminated by the City of Ames, Iowa.

IN WITNESS WHEREOF the parties hereto have, by their authorized representatives, set their hand and seal as of the date first above written.

CITY OF AMES, IOWA

INTEGRITY CONSTRUCTION SERVICES, LLC

By: _____
Ann H. Campbell, Mayor

By _____
Brad Heemstra, Member

Attest by: _____
Diane R. Voss, City Clerk

Approved as to Form

Douglas R. Marek
City Attorney

CONTRACT FOR PROFESSIONAL SERVICES FOR CONSTRUCTION ADVISOR

Exhibit A: SCOPE OF SERVICE

1. Review and become familiar with the Architect's Final Schematic Design Report. At the conclusion of this review, meet with the Architect and the Library to review any findings.
2. Review the Library total Project Budget and advise the Library on any necessary changes, additions or recommended deletions. Track the overall project budget on a monthly basis. Tracking will be done on a percentage and dollar amount based on specific line items. The Advisor shall maintain records that support the budget updates.
3. Periodically, together with the Architect, report project status and development to the Administration.
4. Temporary Location Services
 - a. Assist the Library with the identification of appropriate space (s) for their temporary location during construction.
 - b. Once a space is identified, assist the Library with negotiation with the Landlord to the completion of a lease.
 - c. Work with the Architect to prepare the space to receive the Library.
 - d. Work with the Library to prepare and solicit bids for moving to the temporary location. This includes issuance of the Architect's drawings for any required retrofitting.
 - e. Assist the Library with vacating the premises, in accordance with the Lease Agreement, at the conclusion of the lease.
 - f. Monthly, ensure timely submission of lease payments. Assist the Library with securing any legal or insurance advise that is needed.
5. Design Development Phase
 - a. Attend regular Design Team and Owner project development meetings (assumed to be twice a month).
 - b. Assist the Owner with the review of the developing work product from the Architect and his Consultants and their compliance with the Owner-Architect Agreement.
 - c. Periodically, together with the Architect, report project status and development to the Administration. Provide a Monthly Summary Report in writing and in person at monthly board meetings.
 - d. Coordinate the collection, recording and delivery of information to the Architect as required of the Owner by the Owner-Architect Agreement.
 - e. Assist the Owner with final review of the documents including a transmittal communicating all edits, changes and deletions required for compliance with the Owner's requirements. A review comments are to be marked-up electronically.
6. Construction Documents Phase
 - a. Attend regular Design Team and Owner project development meetings (assumed to be twice a month for projects under development).
 - b. Assist the Owner with the review of the developing work product from the Architect and his Consultants and their compliance with the Owner-Architect Agreement.
 - c. Update the Project Budget based on 50% and 90% Construction Costs Estimate as provided to the Owner by the Architect.
 - d. Periodically, together with the Architect, report project status and development to the Administration. Provide a Monthly Summary Report in writing and in person at monthly board meetings.

- e. Assist the Owner with final review of the documents including a transmittal communicating all edits, changes and deletions required for compliance with the Owner's requirements.
7. Bidding / Negotiation Phase
- a. Assist the Library with all publication of bids.
 - b. Promote the Library project within the appropriate Contractors, Subcontractors, Suppliers and Plan Centers.
 - c. Attend the Pre-Bid Conference.
8. Construction Phase
- a. Attend the Pre-construction meeting.
 - b. Attend bi-weekly Contractor Coordination Meetings and prepare written project progress reports to the Director of the Library based on these meetings. Additional meetings may be requested and will be considered an additional service if authorized in advance. For the purpose of this RFP, assume that there will be 36 on-site meetings. It is not intended that the Advisor maintain full time Supervisory Staff, but rather provide experienced Professional Construction Personnel to periodically visit the active construction project to observe and report on progress and on going activities and represent the Owner in decisions to be made as progress on each project is made.
 - c. Prepare and present Owner initiated Change Order Requests to the Architect and Contractor
 - d. Review Change Order proposals with the Owner, and together with the Architect, make recommendations on action.
 - e. The Architect will certify the Certificate for Payment in accordance with Iowa law.
 - f. Represent the Owner in minor decisions to extent authorized and advise and consult with the Owner on larger decisions.
 - g. Represent the Owner in matters related to claims and change order requests by the Contractor.
 - h. Attend the Substantial Completion Inspection and represent the Owner in determining the contractual completion of the Project.
 - i. Coordinate the Owner's first use and occupancy. In the RFP response, clearly detail a work-plan for this work and the associated fee.

COUNCIL ACTION FORM

**SUBJECT: WATER POLLUTION CONTROL FACILITY METHANE
ENGINE- GENERATOR REHABILITATION PROJECT**

BACKGROUND:

The City's Water Pollution Control Facility uses three Caterpillar engines to convert methane into electricity to help power the WPC Plant. The engines drive a generator that is connected to the plant's electrical grid via automatic switchgear. Hot water from the engines is used to heat the primary digesters in order to treat the solids collected by the treatment process. This, in turn, generates methane gas that is captured and burned in the engines.

Methane Engine-Generator Set No. 3 (MG Set No. 3) is currently undergoing a rebuild, and MG Set No. 2 recently failed. This leaves only MG No. 1 in operation. This is a smaller engine with only half the generating capacity of the other two engines. Ideally, at least two of the three engines will always be available for service. The failure of MG Set No. 2 puts the Facility at risk in case MG No. 1 was also to fail.

MG Set No. 2 is original to the plant construction in 1989 and, like the other engines, periodically requires a major overhaul. The rehabilitation of these engines is not a routine maintenance task, but is something that can be expected to be required approximately every 30,000 hours.

Staff recommends that repairs to MG Set No. 2 be performed immediately. The cost of the repair is estimated at \$129,000. This overhaul is not currently programmed in either the operating budget or the Capital Improvements Plan. Savings in the form of unspent contingency from the WPC Clarifier Painting Project (\$53,449) is available to offset a portion of the repair costs. It is hoped that 2012/13 CIP projects will eventually produce savings that can retroactively be applied to this shortfall. In the meantime, however, Council will need to authorize the balance of the expense to come from the available Sanitary Sewer Fund balance.

Upon Council authorization, staff will secure the specifications for the repairs, which will be brought back to Council for issuance of a Notice to Bidders.

ALTERNATIVES:

1. Direct staff to proceed with development of specifications for the repair to Methane Engine-Generator Set No. 2, with a project budget of \$129,000 and funding as shown above.

2. Do not take any action related to Methane Engine-Generator Set No. 2 at this time.

MANAGER'S RECOMMENDED ACTION:

Production of electrical energy through the use of treatment process byproducts is an excellent example of "green energy," and it helps reduce the cost of purchased power for the treatment facility. In order to reduce the facility's electrical consumption and its electrical demand charges, it is in the City's best interest to restore this unit to service as soon as possible. This will also help maintain reliability of the majority of the three MG engine-generator sets.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby directing staff to proceed with development of specifications for the repair to Methane Engine-Generator Set No. 2.

Staff Report

EMERGENCY RESPONSE TIME STUDY

April 24, 2012

BACKGROUND

Since at least 1984, the City of Ames has had a goal for the Fire Department (AFD) to respond to **85% of the community within 5 minutes** of travel time. Since that time, the City Council has consistently referred to this goal when deliberating on land use issues related to annexation and rezoning requests.

What has exacerbated the challenge to meet this response goal is the fact that the City has grown in land area (2,164 acres have been annexed in the last 15 years – a 14% increase in land area) and population (from 50,731 residents in 2000 to 58,965 in 2010 – a 16% increase).

In addition to this growth, the City is now contemplating annexing more land in two directions—residential growth to the north along Grant Avenue and west of George Washington Carver and industrial growth to the east. It is clear from GIS analysis that we will not be able to meet our existing emergency response time goal for the total City, assuming our current three fire station scenario, if the expansion continues in a northern and eastern direction. In anticipation of an annexation request to the north, the City Council asked staff to revisit the question of the appropriate response time goal for the City and to explore how other cities address response time. Since the time this request was made, the City Council began considering annexation to the east as well.

The City has commissioned two reports in the last 30 years related to fire station planning and response times. The *Fire Station Location Study* was delivered in 1984 to address response times to southeast Ames. At the time, a southern spur of railroad tracks crossed Lincoln Way and South 16th Street. Stopped trains could inhibit all routes to southeastern Ames except U.S. Highway 30.¹

In the 1984 study, the City considered either relocating Fire Station #2 to the south (where access to U.S. Highway 30 was improved) or building a third fire station. During the study it was discovered that the south spur of the railroad line was to be abandoned in 1985.² Thereafter, all areas of the City came under an acceptable response time and no stations were built or relocated.

The 1984 study does not explicitly state the adoption of a fire response time goal. However, subsequent documents refer to a goal of reaching 85% of the community within 5 minutes having been established in 1984. Any discussion that might have occurred about this goal was not reflected in the Council minutes. The goal may have derived from an appendix in the study that indicated under the existing configuration of stations, with all railroad crossings open, just under 85% of the community could be reached within 5 minutes.³

¹ City of Ames (1984, December). *Fire Station Location Study*. Ames, IA: City of Ames, Iowa.

² *Ibid.*

³ *Ibid.*

Southeast Ames residents again raised concerns that they were not receiving adequate fire protection in 1999, prompting the City to issue the *Long Range Fire Station Location Plan*.⁴

This study noted, “In 1984, a response time study was conducted which resulted in the City Council adopting a fire suppression travel time goal. **The goal was to cover 85% of the community within 5 minutes travel time from any station.**”⁵ With two stations in 1999, 82% of the City could be reached within 5 minutes, or 79% of the community within 5 minutes when the Duff Avenue railroad crossing was impassible. Scenarios with three and four stations were evaluated to reduce response time.⁶

The study also considered requirements such as sprinklers and alarm systems for new homes constructed outside the 5-minute service limit and additional fire code requirements for new buildings. None of the station locations considered would have improved response to the industrial sites east of I-35. It was anticipated that travel times to these sites could be longer due to the existence of automated detection and suppression systems and employees trained in industrial safety.⁷ A bond referendum was held after this study, culminating in the construction of Fire Station #3 in 2002.

EMERGENCY CALLS IN AMES

In a reflection of national trends, the number of calls for service in Ames is at a historical high. In 2011, the Ames Fire Department responded to 3,884 total incidents: 2,225 EMS/rescue calls, 745 false alarm calls, 646 service calls, 181 fire calls, 81 hazardous materials/conditions calls, and 6 mutual aid calls.

Figure 1: National trend of fire department call types

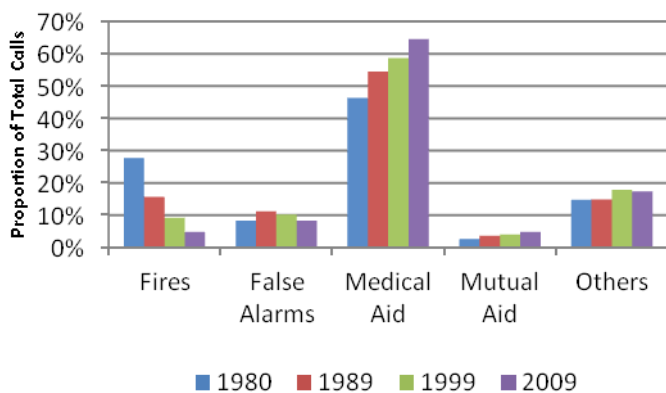
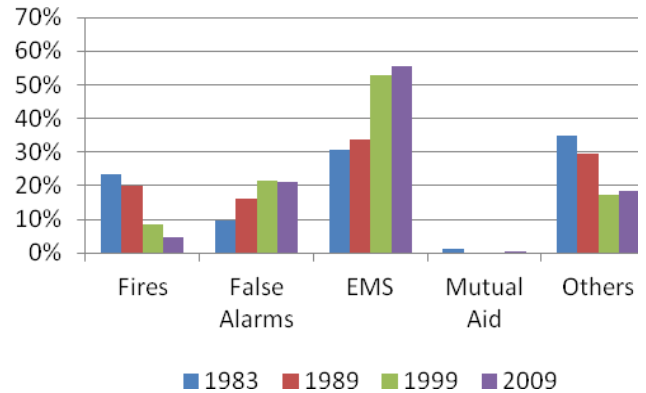


Figure 2: Ames trend of fire department call types



The above sample of Ames Fire Department calls reveals a decrease in the proportion of fire calls and an increase in the proportion of medical calls compared to overall calls, similar to national trends (Fig. 1 and 2). While false alarms held a steady proportion nationally, they have increased as a proportion of total calls in Ames.

⁴ City of Ames (1999, November). Long Range Fire Station Location Plan. Ames, IA: City of Ames, Iowa.

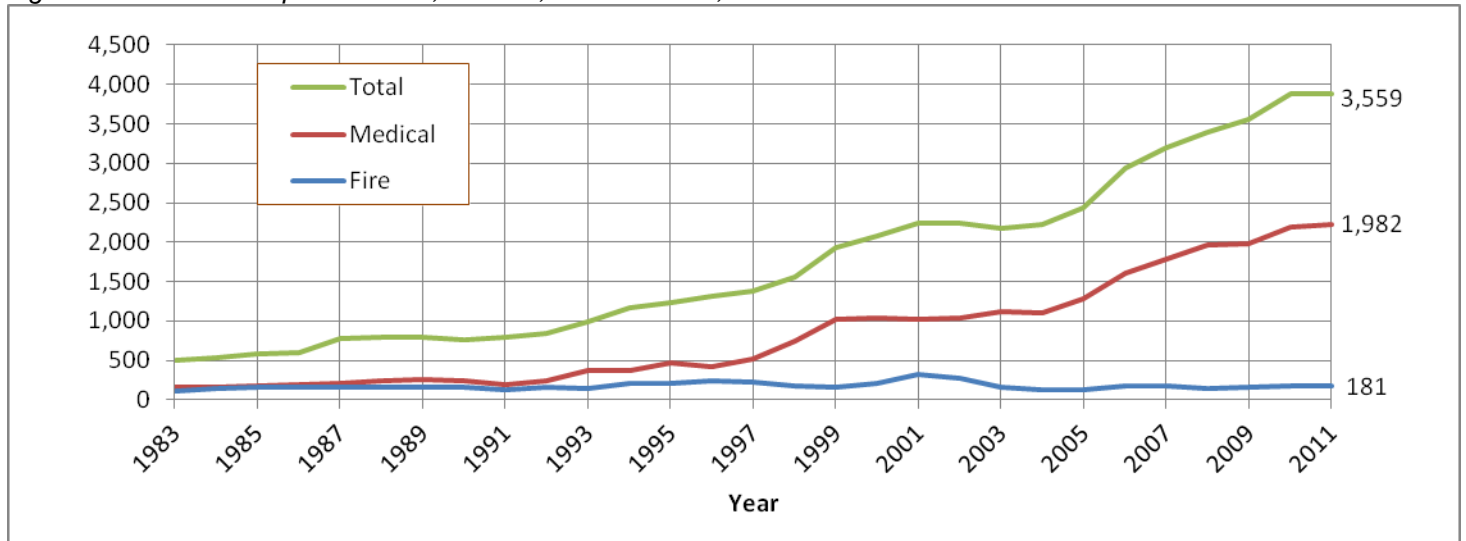
⁵ Ibid.

⁶ Ibid.

⁷ Ibid.

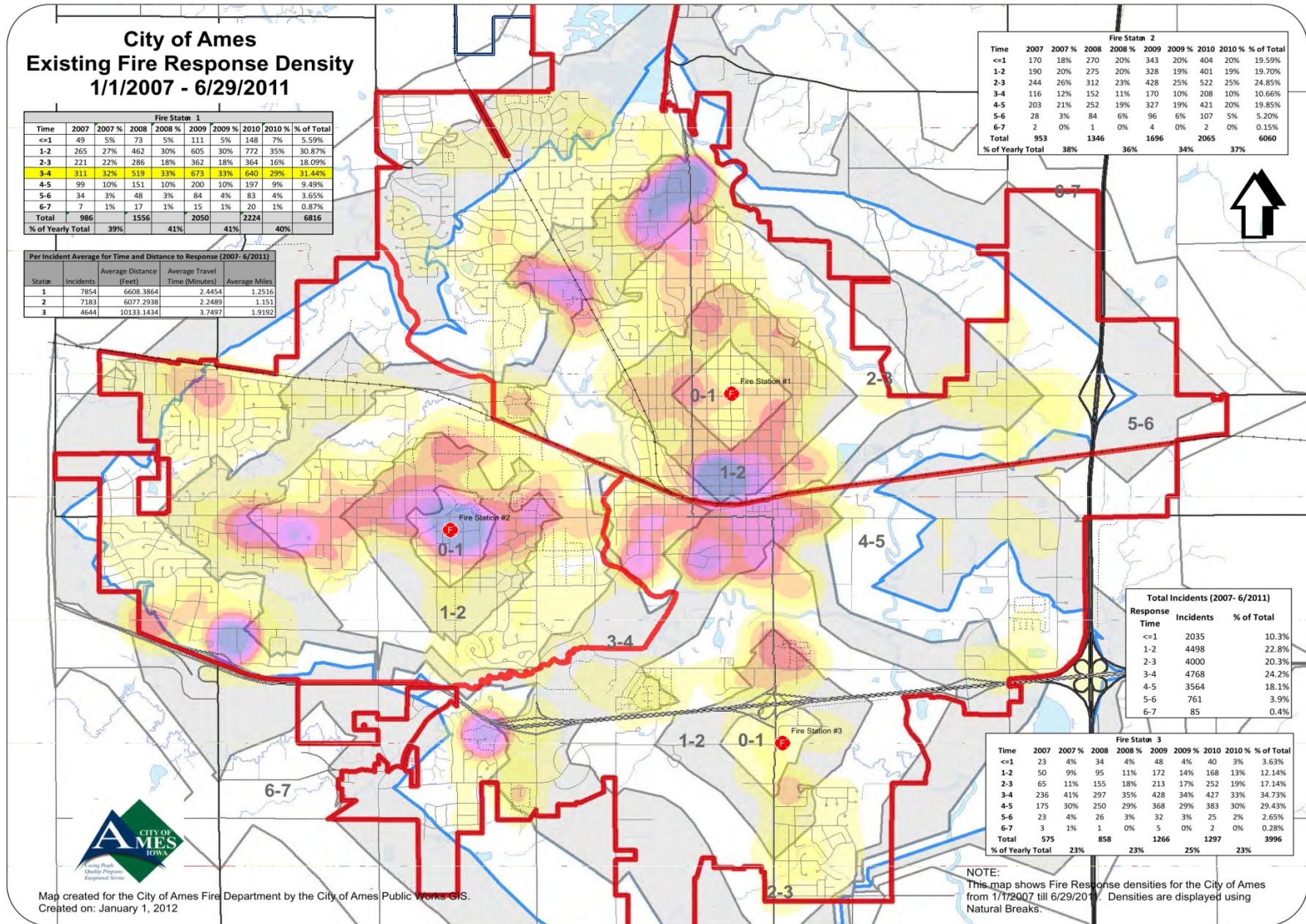
Since 1983, the number of fires in Ames has ranged from 119 to 234, which—compared to the ranges of other types of incidents—is fairly steady (Fig. 3). The call volume in Ames is similar to national trends, with fire growth occurring at a much slower rate than EMS or all other types of emergency response.

Figure 3: Ames Fire Department fire, medical, and total calls, 1983-2010



In addition, it should be noted that call volumes have intensified in certain types of occupancies over time in Ames. Particular types of development tend to have higher Fire Department service needs. These include areas of high-density residential, commercial areas, medical, assisted living and/or nursing home facilities. Figure 4 shows the locations of calls to the Fire Department from January 2007 to June 2011, and the anticipated travel times from the nearest station indicated in concentric rings. The bold red lines indicate the response districts for each station. The blue color represents the highest call volume areas. Each blue area has one or more of the following occupancies: high density residential, commercial, medical, assisted living, or nursing home.

Figure 4: City of Ames existing fire response density

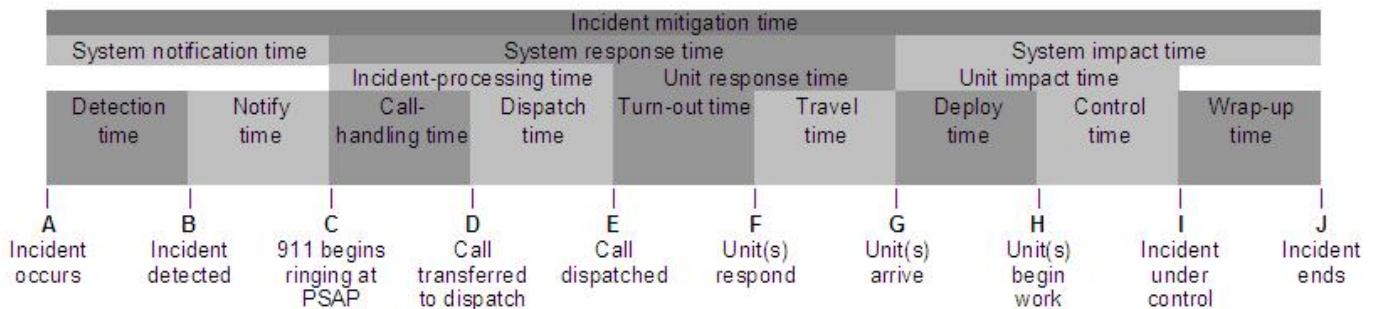


Map created for the City of Ames Fire Department by the City of Ames Public Works GIS.
Created on: January 1, 2012

RESPONSE TIME GOAL: WHAT IS IT, HOW IS IT MEASURED, AND WHY IS IT IMPORTANT?

Fire response time goals are typically measured based on travel time. Travel time starts when the apparatus wheels are rolling and stops when the apparatus is curbside to the incident. Additional components of time involved in responding to a call include call handling, dispatch, and turnout (Fig. 5).⁸

Figure 5: Sample emergency incident response timeline and response intervals



Response time goals can be measured using different methods. These include:

1. Using information from actual calls for service.
2. Measuring the amount of land area that can be responded to within a specified amount of time using time/distance formulas (which produces data similar to the line rings of Fig. 4, showing the time needed to respond to certain distances).
3. Assigning nodal points to areas of the map that present a higher demand for service and then modeling run times to those points. Farm fields, for example, would receive fewer nodal points than a cluster of high-rise apartments. This measurement provides a weighted projection of response time performance. (Fig. 4 is similar to this method in its calculation of response times, since it considers both where the calls are and how many calls there are).

Each method has strengths and weaknesses. **Historically, Ames has used information from multiple methods to evaluate response time data.**

Fire response time goals tend to be constructed to encourage the arrival of firefighters prior to *flashover*. Flashover occurs when combustible gases have built up in a burning room, heating until the point at which the room's contents simultaneously ignite. **Flashover is extremely dangerous, as even protected firefighters cannot survive** for more than a few seconds. Once flashover occurs, fire spreads more quickly. Fighting a post-flashover fire requires larger hose lines, more equipment, and more personnel than a fire that is pre-flashover.

⁸ Endicott, D. T. (2002). Performance measures and organizational improvement. D. Compton & J. Granito (Eds.), *Managing Fire and Rescue Services* (pp. 291-333). Washington, D.C.: International City/County Management Association.

The National Fire Protection Association (NFPA)⁹ notes that “an early, aggressive, and offensive primary interior attack on a working fire, where feasible, is usually the most effective strategy to reduce loss of lives and property damage.”¹⁰

Although modern structures are somewhat less likely to ignite than older structures due to improvements in fields such as electrical safety, once a fire begins openly burning, the construction methods and materials and typical layouts of modern structures allow fire to grow and spread much more quickly than a similar fire in a structure constructed three or more decades ago.¹¹

A 2007 National Institute of Standards and Technology (NIST) study found that typical modern furnishings produce more dangerous heat and gases once ignited compared to furniture constructed with natural fibers and materials, as was common in the 1950s and 60s.¹²

There are no legal mandates for a city’s fire response time. Iowa Code requires cities to “provide for the protection of life and property against fire,” but does not specify minimum response time criteria. Iowa municipalities have governmental immunity from liability claims that might allege an injury would not have occurred had there been an additional fire station, more firefighters, or something of a similar nature.

The NFPA-recommended standard is 80 seconds for turnout, 4 minutes travel time for the initial response, and 8 minutes travel time for the full alarm response in 90% of actual calls.¹³

The Insurance Services Office (ISO)¹⁴ establishes community fire protection ratings used by insurance companies to set property insurance rates. Using ISO criteria, the developed area of a city should have an engine company response of no more than 3.2 minutes and a ladder company response of no more than 4.9 minutes.¹⁵

⁹ The NFPA is a trade association comprised primarily of individuals in the fire service, business and industry, architecture and engineering, health care, safety equipment manufacturing, and government.

¹⁰ National Fire Protection Association. (2010). NFPA 1710: Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments. Retrieved from www.nfpa.org/aboutthecodes/AboutTheCodes.asp?DocNum=1710&cookie%5Ftest=1. Op. cit., National Fire Protection Association.

¹¹ Izydorek, M., Zeeveld, P., Samuels, M., Smyser, J., and Behring, R. (2008). Report on Structural Stability of Engineered Lumber in Fire Conditions. Underwriters Laboratories, Inc.

¹² Bukowski, R., Peacock, R., Averill, J., Cleary, T., Bryner, N., Walton, W., Reneke, P., and Kuligowski, E. (2007). NIST Technical Note 1455 - Performance of Home Smoke Alarms: Analysis of the Response of Several Available Technologies in Residential Fire Settings. National Institute of Standards and Technology. Washington, D.C.: U.S. Government Printing Office.

¹³ Op. cit., National Fire Protection Association.

¹⁴ ISO is a corporation owned by insurance companies that provides databases of information for insurers in making risk calculations.

¹⁵ Insurance Services Office. (2011). Fire Suppression Rating Schedule FSRs Overview. Retrieved from <http://www.isomitigation.com/ppc/2000/ppc2001.html>.

Commission on Fire Accreditation International (CFAI)¹⁶ does not establish a recommended response goal, but notes: “When new areas are being developed that begin to extend travel times, they do not automatically become the source of new alarms. In fact, new construction can have a period of several years before creating fire type service demands not necessarily true from the perspective of emergency medical calls. EMS services are often needed during the construction phase of a project long before any structures are occupied.”¹⁷

Medical response time standards tend to be constructed around the need for defibrillation. Most estimates indicate that survival chances decrease 10 percentage points for each minute delay before defibrillation

Table 3: Comparison of medical response standards (mm:ss)

<u>Org./Standard</u>	<u>1st-Arriving Unit</u>	<u>ALS Unit</u>	<u>% of Time</u>
Ames Fire Dept.	06:00	--	85%
NFPA 1710	05:00	09:00	90%
AHA	--	05:00	--
CAAS 201.05	--	08:59	90%
IDPH	05:59	08:59	80%

is provided for a victim in cardiac arrest or with a cardiac rhythm disturbance. These types of incidents currently represent approximately 1.5% of the ambulance calls in Ames for 2011.

Medical response standards are typically measured from the time the 911 call is answered to the time the ambulance is curbside to the incident. NFPA, American Heart Association (AHA), Commission on Accreditation Ambulance Services (CAAS), and Iowa Department of Public Health (IDPH) all have goals that are relevant to Ames (Table 3).^{18 19 20 21} For some goals, there is an expectation for the first-responding unit (providing defibrillation/CPR) and an expectation for an advanced life support unit (providing drugs, more invasive procedures, and typically transport).

EXISTING FIRE AND MEDICAL RESPONSE RESOURCES AND GOALS

City of Ames

There are presently three fire stations in Ames. Fire Station #1 was opened in 1980, and has a service territory of 9.1 square miles. Fire Station #2 was built in 1966 to serve Iowa State University and western Ames. Its service territory is 6.5 square miles. Fire

¹⁶ CFAI is a branch of the Center for Public Safety Excellence, which is a nonprofit governing body for organizations that offer accreditation and credentialing of fire services. CPSE was originally founded jointly by the International City-County Management Association and the International Association of Fire Chiefs.

¹⁷ Center for Public Safety Excellence, Commission on Fire Accreditation International. (2008). CFAI Standards of Cover, 5th edition. Chantilly, VA: Center for Public Safety Excellence.

¹⁸ Op. cit., National Fire Protection Association.

¹⁹ Commission on Accreditation of Ambulance Services. (1993). Standards for the Accreditation of Ambulance Services, 4th edition. Dallas: Commission on Accreditation of Ambulance Services.

²⁰ American Heart Association (2000). ACLS 2000: Overview of Recommended Changes in ACLS From the Guidelines 2000 Conference Evidence-Based International Resuscitation Guidelines. Part Six: Advanced Cardiovascular Life Support.

²¹ Iowa Department of Public Health, Bureau of EMS. (2010). Iowa EMS system standards. Retrieved from www.idph.state.ia.us/ems/common/pdf/ems_system_standards/ems_system_standards.pdf.

Station #3 was built in 2002 in southeast Ames. The service territory for Fire Station #3 is 8.5 square miles.

The Ames Fire Department has 54 personnel responsible for fire suppression (Table 1). Minimum staffing for a shift is 12. Crews respond to a variety of incidents, which differ in terms of the resources required to resolve them. Fires, while infrequent, require large amounts of resources. Medical assists are more frequent, but require fewer resources. (Appendix A).

Table 1: Ames Fire Department personnel and apparatus

	<u>Station #1</u>	<u>Station #2</u>	<u>Station #3</u>
Personnel	1 Lieutenant 5 Firefighters	1 Lieutenant 4 Firefighters	1 Lieutenant 4 Firefighters
Apparatus	Engine 1 Rescue 1 Command 1 Rescue Boat Reserve Engine 4 3 Admin. Vehicles	Engine 2 Rescue 2 Haz-Mat 1	Ladder 3 Rescue 3 Engine 3

Both the amount of land and the proportion of actual calls that are within the 5 minute travel time goal can be measured. In 2011, **83% of the City's land area was serviceable within 5 minutes travel time. During this same year, 87.5% of actual calls had a 5 minute or shorter response.** Table 2 provides this same analysis of area coverage and actual calls over the past five years.

The current Fire Station Location Plan contemplates relocating Fire Station #2 to the former water tower site on North Dakota Avenue at some point in the future. This move was planned to meet the response time goal for the targeted growth priority areas that were to be developed to the southwest and northwest as envisioned in the LUPP.

Table 2: Actual and projected Ames Fire Department response and coverage metrics

	<u>Actual</u>				<u>Adjusted</u>	<u>With Projected Growth</u>		
	<u>07/08</u>	<u>08/09</u>	<u>09/10</u>	<u>10/11</u>	<u>11/12</u>	<u>North</u>	<u>North/Northwest</u>	<u>North/West/East</u>
Land area within 5 min. response	83%	83%	83%	83%	83%	78%	65%	63%
Actual calls responded to ≤5 min.	87%	83.9%	86.9%	86.5%	87.5%	--	--	--

Mary Greeley Medical Center

Mary Greeley Medical Center (MGMC) provides ambulance services for the City of Ames with a staff of 22.2 FTEs operating 3 ambulances. For calendar year 2011, a total of 2,249 ambulance runs were made in Ames. This included 10 cardiac arrest runs (0.44% of total), 66 respiratory distress runs (2.93% of total), 111 chest pain/heart attack symptoms runs (4.94% of total), and 531 trauma runs (23.61% of total).

The Medical Center does not currently have an adopted response time goal. At the time of this report, MGMC staff was in the process of implementing a computer-aided dispatching system, monitoring run times only for significant variability. MGMC has indicated that more data from computer-aided dispatch is needed before it can consider

adopting a response time goal. MGMC has, however, reported an actual response time of 8 minutes to 90% of its calls, as measured from time of dispatch to arrival on scene.

The Ames Police Department has recently implemented two important changes to enhance the City's medical assist capabilities. One is the initiation of Emergency Medical Dispatch (EMD) in early 2011. EMD allows dispatchers to gather better information about medical emergencies and deliver it to responders en route. This also allows dispatchers to provide instructions to 911 callers to render first aid if they are able and willing to provide it. The second change is the purchase of three automated external defibrillators, which have been placed in the three area cars for use in the north, west, and south patrol areas. The Police Department has budgeted to purchase defibrillators for all 10 patrol cars by July 2012.

COMPARABLE DATA

To compare Ames' response time goal with other cities, a list of 22 comparable cities was developed. The list was based on cities with characteristics similar to Ames (e.g., population, isolation, college town, Midwestern) and several additional cities within Iowa. Fire department officials and city administrators in each community were contacted to provide information about their emergency response and how their response goals are used (Appendix B).

Based on the responses from this survey, the following conclusions can be made:

- **Most cities contacted indicated that the response time goal is an internal Fire Department performance measure, not a policy decision formally approved by their City Council.** (Only two of the cities surveyed have a response time goal that has been approved by the Council)
- **All the cities base their response time goals on the percentage of actual response time data, rather than the percentage of area covered.**
- **All the cities use the same response time goal for both fire and emergency medical response goals.**
- **There is no singular accepted response time goal, as indicated by the wide variation of goals among the cities that were studied. Goals range from Ankeny's goal of 80% within 8 minutes to Marshalltown's goal of 100% in 4 minutes.**
- **While most of the cities have established response time goals, only 6 of the 22 cities surveyed are actually meeting their goals.** (Ames is also currently meeting its goal).

- **None of the cities have adopted policies that would lead the city to deny a request to annex or rezone due to a negative impact on response times.**
- **Over half the cities indicated that when new developments or annexations are considered, their Fire Departments provide feedback to the City Council on the effect this development would have on response times.**
- **At least four cities have placed AEDs in police cars to help provide better first responder medical capability.**

POLICY DIRECTION NEEDED:

❖ **What Response Time Goal Should the City of Ames Have?**

The goal of reaching 85% of calls within 5 minutes travel time is within the range of medical and fire response goals when compared to the other cities surveyed and other national organizations that were studied. However, it should be emphasized that Ames is one of few communities meeting its goal on a regular basis. **Our current goal seems to balance the need to arrive before patient health in medical emergencies significantly deteriorates and before fire conditions become too dangerous to fight, but if left as is would not require more fire stations and personnel to achieve in the near term.**

In 1999, staff reported that a longer response time for industrial properties could be acceptable due to personnel trained in industrial safety, sprinklers, and fire brigades. In the event that the City moves forward with annexing land east of I-35 as industrial reserve, fire response time will not likely be a barrier to doing so. Most industrial land uses tend to have a low frequency of need for fire response. New industrial facilities will have to comply with a modern fire code, and advances in first aid and defibrillation technology improve the likelihood of survival for individual incidents. In the rare event of a large-scale medical or fire emergency, resources would likely need to come long distances to address the situation anyway. **Therefore, a response time goal (performance measure) to the industrial area planned to the east could be longer than for the other parts of the City.**

The City Council should decide whether to modify the goal or leave it as is.

❖ **How Should Response Time Be Measured?**

The typical method for measuring response time goals is based on actual calls for service. Measuring based on total land area with a certain travel time limit no longer appears to be the best approach. For planning purposes, advances in GIS technology now allow the City to map actual calls for service,

and then project the calls for service anticipated upon full build-out in an area of potential annexation. The projections can be based on call densities for similar types of developments. Time-distance formulas are then used to calculate emergency response times based on actual and anticipated calls. This is a more sophisticated method of measurement than the City has been able to use in the past.

Therefore, staff recommends benchmarking response times based on actual calls for service and using GIS projection data for planning decisions.

❖ **Who Should Adopt This Response Time Goal?**

In most of the communities surveyed, emergency response time goals are internal benchmarking measures used by the Fire Department administration—not adopted by the City Council. However, **emergency service literature suggests that the City Council should have the final say on what the goal is and how it is used to help ensure that the overall City picture is kept in mind when decisions are made.**

Since goal carries the connotation that the City is bound to take action if it is not met, it may be more appropriate for the Fire Department to establish “85% of calls within 5 minutes” as a performance measure.

❖ **Should there be Separate Response Time Goals for Fire and Medical Calls?**

Although some emergency standards literature suggests using separate goals for fire and medical response, there is little guidance on what the distinctions should be. In Ames, fire and medical assist response times can be tracked separately, although they tend to occur in similar places—areas of denser population. This, in conjunction with evidence that none of the comparison cities use separate goals, supports the conclusion that having separate response goals for fire and medical calls in Ames is not justified at this time.

Since Mary Greeley Medical Center is the primary provider of ambulance service in the city, the City will look to them to establish the emergency medical response goal for the community.

Staff will continue to analyze medical and fire responses by particular type to determine if in the future different goals should be established within those categories.

❖ **What Council Decisions Can Help the City Better Meet the Response Time Performance Measure?**

If the City continues to grow as anticipated, station relocations and/or additional fire station(s) are not a matter of if, but of when and where. It should be remembered that several factors such as the growth of the City's land area, population growth, density, direction of growth, and the type of development will influence the need for future fire stations.

As new development occurs, response performance as measured by actual calls for service will at some point require that the City begin discussion of station location options. That study will likely take a year or more to develop once it is initiated.

As has been noted elsewhere in this report, the annexation of new land will not cause an immediate failure to meet the response time goal. In the past, dropping below the fire response goal has not been used as an automatic trigger to initiate action to relocate or construct a station. Rather, this trend would signal a future need for an additional fire station if the existing response time goal, as measured by area, is maintained by the City Council.

Land Use/Zoning Decisions

Until it becomes necessary to relocate and/or construct stations, the City Council can help mitigate the increasing demands on the Fire Department through land use choices. High-density residential and assisted living/retirement community land uses have much greater needs for service than do low-density residential and industrial development. (Figure 4)

Staff recommends that the City Council, through its land use and zoning decisions, attempt to place only developments with lower demands for service on the periphery of potential areas of annexation, and place higher-demand developments closer to the existing urban core.

This land use strategy is being suggested for two reasons. A facility distant from a fire station will experience a longer time before rescue personnel can arrive, so facilities with more frequent needs will be served more effectively if they are closer. In addition, when emergency call volumes increase to the extent they have in Ames, the number of simultaneous calls increases. Frequent calls to locations far from fire stations will tend to increase the number of simultaneous calls, causing others in the community to wait longer for service.

Life Safety Initiatives

Several options are available to the Council to mitigate the danger posed by fire by improving fire protection requirements. These could include requirements for sprinklers in residential properties, requiring smoke detectors on every level and in every sleeping room of a structure, and more stringent construction standards.

The Fire Department should continue its partnership with MGMC and develop innovative approaches to mitigate medical risks, the City might offer a program to place AEDs in businesses or provide first aid and CPR training for the public. Effective bystander first aid has the potential to improve patient outcomes in a variety of medical incidents.

APPENDIX A: Examples of Typical Ames Fire Department Emergency Calls

Responding to different types of emergencies requires different types of resources from the Fire Department. The section below describes this based on actual recent calls:

Apartment Structure Fire in Campustown:

This call was dispatched at 15:33:23. Engine 2 arrived at 15:37:23 with three personnel (4:00 minute response time). This first arriving engine company initiated fire attack (two personnel), connected hydrant (one person), assumed command, safety, and accountability officer (one person), set up secondary means of escape (two personnel), began search and rescue (two personnel), and initiated positive pressure ventilation (one person)

(Subtotal 3 personnel on scene)

Engine 1 arrived with three personnel five seconds after the crew of Engine 2 initiated these tasks (4:05 minute response time). This crew began the secondary fire attack, search and rescue, and overhaul (exposing walls and ceilings to search for fire extension).

(Subtotal 6 personnel on scene)

At 7:36 minutes after dispatch, Command 1 arrived with one officer who assumed command, safety, and accountability duties. The first-arriving officer reported back to his crew. Rescue 1 arrived with two personnel who had been on another call. They began to assist Engine 1's crew.

(Subtotal 9 personnel on scene)

At 11:50 minutes after dispatch Command 3 arrived with one officer who acted as safety and accountability officer. This officer coordinated victim support and worked with the press. Ladder Truck 3 arrived with four personnel. This crew checked for fire extension (two personnel), conducted a secondary search for victims (two personnel), conducted salvage and overhaul operations (two personnel), and conducted roof operations for ventilation (two personnel).

(Total 14 personnel on scene)

NFPA Standard 1710 of 14 personnel in under 8 minutes was not met

In total, this fire used resources from all three stations. A total of 6 apparatus and 14 personnel were involved for 2 hours and 39 minutes. During this incident there were no on-duty fire personnel available anywhere else in Ames. In comparison, the medical assist below utilized an ambulance crew and resources from one fire station: four firefighters and two fire apparatus. The firefighters returned to service at 19:13:31, or 1 hour and 37 minutes after dispatch.

Medical Assist Call at Assisted Living Facility:

This call was dispatched at 17:36:17. Rescue 2 arrived at 17:42:45 with two personnel (6:28 response time). Once on scene, the two personnel began assessing the medical situation and initiating patient care. This involved these tasks: initial patient assessment (minimum one person), begin patient care (minimum 2 personnel), assume command (requests additional resources if needed, communicates with on-site staff and other responding personnel -- one person).

Engine 2 was dispatched separately from Rescue 2. As the crew from Rescue 2 assessed the patient, it became known that the patient had a Do Not Resuscitate order. At 7:59 minutes from the initial dispatch, Engine 2 was cancelled by the crew from Rescue 2. Had the crew from Engine 2 arrived, they would have assisted with patient care and if necessary, controlled traffic, assisted with helicopter landing, or coordinated other resources while treatment was underway.

At 11:38 minutes after dispatch, an ambulance crew of two from Mary Greeley arrived and assumed treatment. Efforts to revive the patient were unsuccessful, so crews remained until the coroner arrived.

APPENDIX B: Comparative cities and prioritization

Jurisdiction	Pop.	ISO Number	Isolated?	Career?	Midwest/College Town?	TOTAL POINTS
Fargo, ND	100,453	3 1	Yes	1 Yes	1 Both	6
Bloomington, IN	80,405	3 1	Yes	1 Yes	1 Both	6
Manhattan, KS	52,281	3 1	Yes	1 Yes	1 Both	6
Lawrence, KS	116,393	2 0	Yes	1 Yes	1 Both	5
Columbia, MO	108,500	2 0	Yes	1 Yes	1 Both	5
Asheville, NC	80,000	3 1	Yes	1 Yes	1 College Town	5
Charlottesville, VA	80,000	3 1	Yes	1 Yes	1 College Town	5
*Columbia, MO	75,000	2 0	Yes	1 Yes	1 Both	5
Evanston, IL	74,239	3 1	No	0 Yes	1 Both	5
Iowa City, IA	68,300	3 1	No	0 Yes	1 Both	5
Council Bluffs, IA	62,230	3 1	Yes	1 Yes	1 Midwest	5
Dubuque, IA	57,637	5 0	Yes	1 Yes	1 Both	5
Stillwater, OK	45,688	3 1	Yes	1 Yes	1 College Town	5
Cedar Rapids, IA	126,326	3 1	No	0 Yes	1 Midwest	4
Sioux City, IA	75,000	2 0	Yes	1 Yes	1 Midwest	4
Waterloo, IA	68,406	3 1	No	0 Yes	1 Midwest	4
Cedar Falls, IA	36,145	3 1	No	0 Yes	1 Both	4
Clinton, IA	26,231	3 1	Yes	1 Yes	1 Midwest	4
Davenport, IA	75,000	5 0	No	0 Yes	1 Midwest	3
West Des Moines, IA	56,000	3 1	No	0 No	0 Midwest	3
Ankeny, IA	45,562	4 0	Yes	1 No	0 Midwest	3
Marshalltown, IA	27,552	0 0	Yes	1 Yes	1 Midwest	3
Mason City, IA	28,079	0 0	Yes	1 Yes	1 Midwest	3
Fort Dodge, IA	25,206	0 0	Yes	1 Yes	1 Midwest	3
Ottumwa, IA	24,988	4 0	Yes	1 Yes	1 Midwest	3

*Unable to obtain information from department

APPENDIX C: Comparative City Responses

City	# Stations	# Uniformed Personnel	Annual Incidents	Incident Breakdown (Fire:EMS:Other) (%)	Highest level of medical support	Minimum staffing: engines or trucks	Typical staffing: engines or trucks	Response Time Goal	Response Time Actuals	Response Goals Adopted by Council?	Separate Medical Response Goals?	Emergency Response Considered in New Developments?	Development Restricted if Outside a Certain Response Time?	Unique Considerations
AMES	3	55	3,881	4:55:41	BLS	2	4	85% in 5 minutes travel	86.5% in 5 minutes	Yes	No	Yes	Yes	AEDs in some police cars
Ottumwa	2	32	2,500	2:73:25	First Responder	2-3	3-4	100% in 4 minutes travel	80% in 4 minutes travel		No	Yes	No	
Mason City	1	46	4,750		ALS, Transport					No	No	Yes	Possible, but no Automatic Req'ts.	Would consider conditions if outside response threshold (e.g., sprinklers)
Marshalltown	1	28	2,170	6:78:16	BLS	3	3	100% in 4 minutes travel	80% in 4 minutes travel			No	No	AEDs in police cars
Ankeny	2	73	3,023	20:80:00	ALS, Transport	3-4	3-4	80% in 8 minutes travel	80% in 8 minutes travel	Yes	No	No	No	
West Des Moines	5	92	2,601	7:39:54	ALS	3-4	3-4	90% in 6.5 minutes travel	90% in 6.5 minutes travel	No	No	No	No	AEDs in police cars
Davenport	7	142	14,818	3:72:25	ALS	3	3-4	100% in 6 minutes total	90% in 6 minutes total	Yes	No	No	No	
Cedar Falls	3	48	1,645	6:54:40	BLS	3	3	90% in 4 minutes travel	35% in 4 minutes travel	No	No	Yes	No	
Waterloo	6	109	11,000	32:68:00	ALS, Transport	3-4	2-4	90% in 4 minutes travel	90% in 3.8 minutes	No	No	Yes	No	
Sioux City	7	112	6,806	4:74:22	ALS	3	3-4	90% in 4 minutes travel	83% in 4 minutes travel	No	No	Yes	Possible, but no Automatic Req'ts.	
Cedar Rapids	10	144	9,562	45:55:00	ALS	3	3-4	90% in 5 minutes total	61% in 5 minutes total	No	No	Yes	Possible, but no Automatic Req'ts.	AEDs in police cars
Dubuque	6	89	5,000	04:70:26	ALS, Transport	2	2-5	85-90% in 4 minutes travel	88.9% in 4 minutes travel	No	No	Yes	No	Maintain growth area triggers for a new station; AEDs in all police cars
Council Bluffs	5	99	6,926	00:75:25	ALS, Transport	3	3	90% in 4 minutes travel	87% in 4 minutes travel			Yes	Possible, but no Automatic Req'ts.	Station 5 built after development demonstrated a need.
Iowa City	4	64	4,603	04:55:41	First Responder	3	3-4	90% in 4 minutes travel	90% in 5:46 travel	No	No	Yes	No	Station built on northeast side to reduce travel times.
Stillwater, OK	4	71	5,250	37:63:00	ALS	3	4			No	No	Yes	No	
Evanston, IL	5	107	8,917	38:62:00	ALS, Transport	3	3	No stated goal	Less than 4 minutes travel	No	No	No	No	City is completely built-out, coverage adequate
Lawrence, KS	6	135	9,303	20:80:00	ALS, Transport	4	4	90% in 4 minutes travel		No	No	Yes	No	
Manhattan, KS	5	80	2,700	20:80:00	First Responder	3-4	3-4	90% in 4 minutes travel	83% in 4 minutes	No	No	No	No	Some new areas were required to be sprinklered
Fargo, ND	7	115	4,500	10:50:40	BLS	3	3	90% in 8.2 minutes travel	90% in 8.2 minutes	No	No	No	No	Purchased land in growth areas for future fire station locations. Buy/sell it as needed.
Bloomington, IL	5	98	9,500	20:80:00	ALS, Transport	3	3	90% in 6 minutes travel	98% in 6 minutes		No	No	No	
Columbia, MO	9	136	1,000	35:65:00	ALS	3	3	80% in 4.5 minutes travel			No	No	No	
Asheville, NC	12	235	14,176	04:61:35	First Responder	4	4	90% in 5.2 minutes travel	90% in 4.5 minutes travel		No	Yes	No	
Charlottesville, VA	3	86	5,634	07:49:44	ALS	3	3					Yes	No	Currently relocating a station to accommodate for growth

COUNCIL ACTION FORM

SUBJECT: S. 4TH STREET WATER MAIN REPAIR

BACKGROUND:

During the 2010 flood, a 12" water main was damaged under Squaw Creek just north of S. 4th Street. Since that time, staff has worked with Stanley Consultants in coordinating with the Federal Emergency Management Agency (FEMA) to determine the best option for repair to make sure a major failure would not reoccur. FEMA recommended that the water main be repaired under Squaw Creek; however, the City requested an alternate project that would allow for replacement of the water main and some minor stabilization. FEMA ultimately approved the alternative project, which means they will contribute 85% of the original scope of work, up to **\$140,411.50**. Any costs over that amount will need to be paid 100% by the City. The matching funds for the City's 15% totaling **\$26,900** are included in the FY 2011/12 operating budget. Internal staff time for inspection and administration costs of the project may also be eligible for reimbursement.

On April 18, 2012, bids on this project were received as follows:

Engineer's Estimate	\$114,200.00
Synergy Contracting LLC	\$126,255.00
Ames Trenching & Excavating Inc.	\$134,133.00
MPS Engineers	\$162,144.00
EJM Pipe Services, Inc.	\$162,606.56
GM Contracting, Inc.	\$175,661.67
J&K Contracting, LLC	\$177,603.00

Engineering costs are estimated at \$29,100, and it is anticipated that these costs will be eligible for reimbursement by FEMA. This brings total estimated costs to **\$155,355**, 85% or **\$132,052** of which would be paid by **FEMA**, and 15% or **\$23,303** of which would be paid by the **City**. These estimates are both within the totals approved by FEMA and in the City's budget.

ALTERNATIVES:

- 1a. Accept the report of bids for the S. 4th Water Main Repair
- b. Approve the final plans and specifications for the S. 4th Water Main Repair
- c. Award the S. 4th Water Main Repair to Synergy Contracting LLC of Bondurant, Iowa, in the amount of \$126,255.00.

2. Reject the project.

MANAGER'S RECOMMENDED ACTION:

It has taken a great deal of effort to persuade FEMA to approve a project that staff and our consulting engineers feel will adequately safeguard this river crossing. By awarding the project now, it will be possible to move forward with the critical repair of this water main. Delay of approval could impact FEMA funding.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1 thereby accepting the report of bids, approving the final plans and specifications and awarding the S. 4th Water Main Repair to Synergy Contracting LLC of Bondurant, Iowa, in the amount of \$126,255.00.

COUNCIL ACTION FORM

**SUBJECT: 2011/12 ASPHALT PAVEMENT IMPROVEMENT PROGRAM –
(BARR DRIVE AND INDIAN GRASS COURT)**

BACKGROUND:

This is the annual program for reconstruction of full-depth asphalt streets, typically located within residential neighborhoods. Streets within residential subdivisions have been installed using full-depth asphalt pavement since mid-1970s. Full-depth replacement of these streets has become necessary due to structural pavement failure. This program was created to support the City Council's goal of strengthening our neighborhoods.

The 2011/12 program will consist of roadway reconstruction with seven-inch asphalt paving, repair of damaged curb and gutter, and storm sewer intake replacement. **The program will be packaged into four separate contracts in order to better coordinate with construction activities in the respective areas**, which are South Oak Avenue (will be combined with 2011/12 Low Point Drainage Improvements), Ironwood Court (will be combined with 2010/11 Low Point Drainage Improvements), Indian Grass Court and Barr Drive, and Abraham Drive and Todd Circle.

The locations for this first project are Barr Drive and Indian Grass Court. The overall program is shown in the 2011/12 Capital Improvements Plans with financing established in the amount of \$2,576,000 from General Obligation Bonds.

On April 18, 2012, bids on this project were received as follows:

Engineer's Estimate	\$458,058.00
Manatts, Inc.	\$485,118.18

The 2011/12 Asphalt Pavement Improvement Program includes expenses as follows:

Barr Drive/Indian Grass Court (this project)	\$ 485,118.18
Abraham Drive/Todd Circle (Estimated)	\$ 175,000.00
Ironwood Court (Estimated)	\$ 650,000.00
South Oak Avenue (Estimated)	\$ 750,000.00
Engineering/Administration (Estimated)	<u>\$ 336,000.00</u>
Total	\$2,396,118.18

Any remaining funds will be utilized for contingencies and additional projects.

ALTERNATIVES:

- 1a. Accept the report of bids for the 2011/12 Asphalt Pavement Improvement Program (Barr Drive and Indian Grass Court).
 - b. Approve the final plans and specifications for the 2011/12 Asphalt Pavement Improvement Program (Barr Drive and Indian Grass Court).
 - c. Award the 2011/12 Asphalt Pavement Improvement Program (Barr Drive and Indian Grass Court) to Manatts, Inc. of Ames, in the amount of \$485,118.18.
2. Reject the project.

MANAGER'S RECOMMENDED ACTION:

By approving plans and specifications and setting the letting date, it will be possible to move forward with the rehabilitation of these two streets during the 2012 construction season. Delay of approval could delay the reconstruction by a year.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1 thereby accepting the report of bids, approving the final plans and specifications and awarding the 2011/12 Asphalt Pavement Improvement Program (Barr Drive and Indian Grass Court) to Manatts, Inc. of Ames, in the amount of \$485,118.18.

COUNCIL ACTION FORM

SUBJECT: POWER PLANT UNIT NO. 8 FEEDWATER HEATER REPLACEMENT

BACKGROUND:

On March 6, 2012, City Council approved preliminary plans and specifications for Unit No. 8 Feedwater Heater Replacement. This project is for a contractor to supply and replace feedwater heaters on Unit 8.

Bid documents were issued to twenty-three potential bidders. The bid was advertised on the Current Bid Opportunities section of the Purchasing webpage and a legal notice was published in the Ames Tribune. The bid was also sent to three plan rooms.

On April 11, 2012, two bids were received as shown below:

Bidder	Alternate 1: 70-30 Cu-Ni Material	Alternate 2: T-22 Material
SPX Heat Transfer, Inc., Bethlehem, PA	\$825,697.00	\$752,007.00
HOLTEC International, Inc., Marlton, NJ	Non-Responsive	

Electric Services staff reviewed the bids. The bid submitted by HOLTEC International, Inc., was found to be non-responsive because bid security was not submitted with its bid.

As a result, only one bid remains and it contains additional terms and conditions that were submitted along with their bid. **Due to the additional terms, staff needs more time to review those terms before a recommendation can be made to Council. The review will ensure that the added conditions do not pose any unnecessary risk to the City.**

ALTERNATIVES:

1. Accept the report of bids and delay award for the Unit 8 Feedwater Heater Replacement.
2. Award a contract to the apparent low bid.
3. Reject all bids and direct staff to rebid.

MANAGER'S RECOMMENDED ACTION:

Given the added terms and conditions submitted by the one response bidder, time for additional analysis is needed. Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1 as stated above.

COUNCIL ACTION FORM

SUBJECT: WATER AND SEWER RATE ADJUSTMENTS

BACKGROUND:

On April 10, staff presented Council with an overview of the Water and Sewer Funds, with projections showing various levels of rate increases. Also presented were illustrations of how the rates would affect representative customers.

At the end of the presentation, Council directed staff to prepare a rate increase ordinance to increase water rates by 4.2% and sewer rates by 10%. Both rate increases were to be “across-the-board” and be effective for utility bills mailed on and after July 1, 2012. The attached ordinance accomplished the Council’s direction and is ready for Council approval.

ALTERNATIVES:

1. Approve the attached rate ordinance on first reading, thereby increasing water rates by 4.2% and sewer rates by 10% effective July 1, 2012.
2. Direct staff to make modifications to the rate ordinance.
3. Do not take any action to adjust water and sewer rates at this time.

MANAGER’S RECOMMENDED ACTION:

The proposed rate increases are necessary to fund the on-going operations and maintenance needs of these utilities, as well as anticipated Capital Improvements Projects. In the event that any capital projects anticipated by these rates are not initiated, the revenues generated will be used to offset future-year increases. While Council is taking no action at this time on future-year rate increases, it is important to note that additional increases in future years will also be necessary to fully fund the Capital Improvements Plan for both of these utilities.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby approving on first reading the attached rate ordinance increasing water rates by 4.2% and sewer rates by 10% effective July 1, 2012.

ORDINANCE NO.

AN ORDINANCE TO AMEND THE MUNICIPAL CODE OF THE CITY OF AMES, IOWA, BY AMENDING SECTION 28.201(1)(b)(ii)(a)(b), (2)(b)(ii)(a)(b), (3)(b)(ii)(a)(b), (4)(b)(ii)(a)(b), (5)(b)(ii)(a)(b), (7), (8), SECTION 28.304(3), THEREOF, FOR THE PURPOSE OF WATER AND SEWER RATE REVISIONS; REPEALING ANY AND ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT TO THE EXTENT OF SUCH CONFLICT; AND ESTABLISHING AN EFFECTIVE DATE.

BE IT ENACTED, by the City Council for the City of Ames, Iowa, that:

Section One. The Municipal Code of the City of Ames, Iowa shall be and the same is hereby amended by amending Section 28.201(1)(b)(ii)(a)(b), (2)(b)(ii)(a)(b), (3)(b)(ii)(a)(b), (4)(b)(ii)(a)(b), (5)(b)(ii)(a)(b), (7), (8), Section 28.304(3) as follows:

“Sec. 28.201. WATER RATES AND CHARGES

The rates and charges for water supplied to consumers by the water utility of the city, to be billed on or after July 1, 2012 are as follows:

(1) Residential Rates.

(a) **Availability.** The residential rate shall apply to all customer accounts within the Ames corporate limits serving properties that are intended for occupancy by a single family as defined by the Ames Zoning Ordinance, provided that such accounts consist of no more than two dwelling units served by a single water meter or to multiple unit residential structures (such as apartment buildings) where every dwelling unit is separately metered. The rate does not apply to domestic uses that consist of more than two dwelling units served by a single meter or to water accounts that provide service for common areas such as shared laundry facilities or for general property maintenance.

(b) **Rate per billing period.** For each monthly billing period a residential rate customer:

(i) shall be charged a minimum charge based on meter size, and in addition

(ii) shall be charged for water usage during the billing periods as follows:

(a) for bills mailed on or between July 1 and October 31 (summer period):

\$0.0195 per cubic foot for the first 1000 cubic feet of usage

\$0.0344 per cubic foot for the next 1500 cubic feet of usage

\$0.0517 per cubic foot for all usage over 2500 cubic feet

(b) for bills mailed on or between November 1 and June 30 (winter period):

\$0.0195 per cubic foot

(2) Non-residential (Commercial) Rates

(a) **Availability.** The non-residential rate shall apply to all accounts that do not meet the criteria for residential, irrigation and yard water, rural water, or preferred industrial rates.

(b) **Rate per billing period:** For each monthly billing period a non-residential customer:

(i) shall be charged a minimum charge based on meter size, and in addition

(ii) shall be charged for water usage during the billing periods as follows:

(a) for bills mailed on or between July 1 and October 31 (summer period):

\$0.0255 per cubic foot

(b) for bills mailed on or between November 1 and June 30 (winter period):

\$0.0195 per cubic foot

(3) Non-Peaking Industrial Rate.

(a) **Availability.** The non-peaking industrial rate shall be available to all non-residential rate customers who meet the following criteria:

(i) Average winter usage greater than 100,000 cubic feet per billing period.

Average winter usage per billing period will be calculated by taking the sum of the usage during the most previous December, January, and February billing periods and dividing by three.

(ii) The summer peaking factor shall be computed by taking the largest consumption billed during the most recent summer billing periods (bills mailed July, August, September, and October) and dividing it by the average winter usage, with the result expressed as a percentage.

(b) **Rate per Billing Period.** For each monthly billing period a non-peaking industrial rate customer:

(i) shall be charged a minimum charge based on meter size, and in addition

(ii) shall be charged for water usage during the billing periods as follows:

(a) for bills mailed on or between July 1 and October 31 (summer period):

\$0.195 per cubic foot

(b) for bills mailed on or between November 1 and June 30 (winter period):

\$0.0195 per cubic foot

(4) **Irrigation and Yard Water Service Rate.**

(a) **Availability.** The irrigation and yard water rate shall apply to all separately metered water uses that meet one of the following criteria:

(i) Serves primarily outdoor water uses, such as irrigation systems and outside hose bibs.

(ii) Serves cooling towers, spray ponds, evaporative condensers, chillers, or such similar uses where water is used as a medium for cooling.

(iii) Serves as a temporary water service, whether for irrigation purposes or for other outdoor uses.

(b) **Rate per Billing Period.** For each monthly billing period an irrigation and yard water rate customer:

(i) shall be charged a minimum charge as described below, and in addition

(ii) shall be charged for water usage during billing periods as follows:

(a) for bills mailed on or between July 1 and October 31 (summer period):

\$0.0281 per cubic foot for the first 2000 cubic feet of usage

\$0.0517 per cubic foot for the next 3000 cubic feet of usage

\$0.0861 per cubic foot for all usage greater than 5000 cubic feet.

(b) for bills mailed on or between November 1 and June 30 (winter period):

\$0.0195 per cubic foot

(5) **Rural Water Rate.**

(a) **Availability.** The rural water rate shall apply to all customer accounts outside the Ames corporate limits, except those covered by a separate wholesale contract or agreement for service.

(b) **Rate per billing period.** For each monthly billing period, a rural water rate customer:

(i) shall be charged a Rural water minimum charge based on meter size.

(ii) shall be charged for water usage during billing periods as follows:

(a) for bills mailed on or between July 1 and October 31 (summer period):

\$0.0323 per cubic foot for the first 2000 cubic feet of usage

\$0.0594 per cubic foot for the next 3000 cubic feet of usage

\$0.0989 per cubic foot for all usage greater than 5000 cubic feet.

(b) for bills mailed on or between November 1 and June 30 (winter period):

\$0.0224 per cubic foot for all consumption.

(6) **Water Rate and Charge Adjustments.** It shall be the duty of the director of water and pollution control to review and recommend to the city council revisions of the rates and charges established and set out in this division at intervals appropriate to provide for the funding needs of the utility.

(7) **Minimum charges.** For each monthly billing, each customer shall be charged a minimum monthly charge based on the size of the water meter (s) and/or irrigation meter (s) at each location. The minimum monthly charge may be prorated, based on a 30-day billing period, for the customer's initial and/or final bills, provided that in no case shall the minimum monthly charge be less than four dollars and seventy-eight cents (\$4.78). The minimum monthly charge for each water meter location shall be as follows:

Size of Meter	Residential, Non-residential, Non-peeking Industrial, and Irrigation Accounts	Yard Water Accounts	Rural Water Accounts
5/8" or 5/8"x3/4"	9.96	3.77	11.48
3/4 inch	19.92	5.86	22.90
1 inch	39.84	8.16	45.81
1-1/2 inch	79.67	11.25	91.66
2 inch	159.35	14.96	183.32
2 inch, battery of 2	308.74	--	355.28
2 inch, battery of 3	458.14	--	527.18
3 inch	318.71	19.46	366.75
4 inch	537.81	24.20	618.83
6 inch	896.35	28.98	1,031.39
8 inch	1,792.70	33.76	2,062.34
10 inch	2,689.05	38.49	3,094.74

(8) **Multiple dwellings – Mobile home parks.** Multiple dwellings, including mobile home parks, may be serviced from a single water meter. However, there shall be a surcharge added to the water rates set forth above, to be calculates as follows:

For a 5/8 inch meter serving 2 or more dwelling units.....	2.87/month/unit
For a 3/4 inch meter serving 4 or more dwelling units.....	2.87/month/unit
For a 1 inch meter serving 8 or more dwelling units.....	2.87/month/unit
For a 1-1/2 inch meter serving 16 or more dwelling units.....	2.87/month/unit
For a 2 inch meter serving 30 or more dwelling units.....	85.81/month
for the first 30 units plus \$4.45/month per unit for each additional unit in excess of 30 units	
For a 3 inch or larger meter serving any number of dwelling units	3.94/month/unit

For the purposes of this section, a dwelling unit is defined as a self-contained living facility (i.e., including kitchen and bath) such as an apartment or a licensed independent mobile home space.

(a) For rural customer accounts outside the Ames corporate limits, the multiple unit charges shown above shall be multiplied by a factor of 1.15.

Sec. 28.304. SEWER RATES ESTABLISHED.

(1) Each user shall pay for the services provided by the City based on his use of the treatment works as determined by water meter readings or other appropriate methods acceptable to the City.

(2) For all users, monthly user charges shall be based on actual water usage, except where a practical method of wastewater measurement is available. If a user has a consumptive use of water, or in some other manner uses water which is not discharged into the wastewater collection system, the user charge for that contributor may be

based on readings of a wastewater meter(s) or separate water meter(s) installed and maintained at the user's expense and in a manner acceptable to the City.

(3) For each monthly billing on or after July 1, 2012, each customer shall be charged a minimum monthly charge. The minimum charge for each location shall be eight dollars and sixty-six cents (\$8.66). The minimum monthly charge may be prorated, based on a 30-day billing period, for the customer's initial and/or final bills, provided that in no case shall the prorated minimum monthly charge be less than three dollars and thirty-three cents (\$3.33). In addition, for all water metered beginning with the first cubic foot each month, each user shall pay two dollars and twenty-one cents (\$2.21) per 100 cubic feet.

(Ord. No. 3168, Sec. 1, 4-28-92; Ord. No. 3326, Sec. 2, 5-9-95; Ord. No. 3834, 5-24-05; Ord. No. 3956, 06-10-08)

Section Two. All ordinances, or parts of ordinances, in conflict herewith are hereby repealed to the extent of such conflict, if any.

Section Three. This ordinance shall be in full force and effect from and after its passage and publication as required by law.

Passed this _____ day of _____, _____.

Diane R. Voss, City Clerk

Ann H. Campbell, Mayor



Memo

Police Department

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TO: Mayor and Ames City Council Members

FROM: Charles Cychosz
Chief of Police

DATE: April 18, 2012

SUBJECT: Revision to City Ordinance 18.7 and 18.28

Accompanying this memo are recommended changes to City ordinance language related to meter parking violations. Ordinance 18.7 has been revised to reflect the City Council action directing the City Attorney to draft an ordinance increasing illegal parking fines to \$20 (\$15 if paid within seven days), effective July 1, 2012.

At the same time, we are recommending that the ordinance language in 18.28 be modified to reflect the fact that new meters may allow payment by methods other than the use of coins. Consequently, the word "coins" has been removed and replaced with "payment." This will allow enforcement of meter violations for those meters that accept other forms of payment.

ORDINANCE NO. _____

AN ORDINANCE TO AMEND THE MUNICIPAL CODE OF THE CITY OF AMES, IOWA, BY REPEALING SECTIONS 18.7(1) & 18.28 AND ADOPTING NEW SECTIONS 18.7(1) & 18.28; THEREOF, FOR THE PURPOSE OF INCREASING ILLEGAL PARKING FINES FROM \$15.00 TO \$20.00 & ELIMINATING ALL REFERENCE TO COINS AS THE FORM OF PAYMENT FOR PARKING METERS; REPEALING ANY AND ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT TO THE EXTENT OF SUCH CONFLICT; AND ESTABLISHING AN EFFECTIVE DATE.

BE IT ENACTED, by the City Council for the City of Ames, Iowa, that:

Section One. The Municipal Code of the City of Ames, Iowa shall be and the same is hereby amended by repealing Section 18.7(1) and adopting a new Section 18.7(1) as follows:

“Sec. 18.7. PARKING VIOLATIONS; METHOD OF CHARGING; METHOD OF PAYING.

(1) Any violation of any parking regulations of this chapter, or of Section 22.8 (snow routes), may be charged by placing a notice of violation and fine on the vehicle so parked. The amount of the fine payable for each violation of Section 18.28 (overtime parking) shall be ten dollars (\$10.00). However, if the fine is paid within the first seven (7) days of the date of the violation, five dollars (\$5.00) of the fine amount will be waived. The amount of fine payable for all other parking violations, except Section 18.18(1) (handicapped parking), including snow route violations, shall be twenty dollars (\$20.00). However, if the fine is paid within the first seven (7) days of the date of the violation, five dollars (\$5.00) of the fine amount will be waived. Any fines that remain unpaid after thirty (30) days from the date of the violation will be deemed contested and may be prosecuted.

...”

Section Two. The Municipal Code of the City of Ames, Iowa shall be and the same is hereby amended by repealing Section 18.28 and adopting a new Section 18.28 as follows:

“Sec. 18.28. DUTIES WHEN PARKING AT A METERED SPACE; OVERTIME PARKING.

During the hours when a parking space is controlled by a parking meter:

(1) No Person shall park a vehicle in any parking space for which a parking meter or a parking station is installed, unless such person immediately deposits or causes to be deposited in said meter such payment as shall be necessary to pay the rates stated on the meter for the time said vehicle is to occupy said parking space.

(2) No operator of a vehicle shall permit a vehicle to remain in a metered space or a space controlled by a parking station after the time for which payment has been deposited, unless such person deposits additional payment at the rates stated on the meter for additional time provided such additional time when added to the original time does not extend beyond the maximum time the vehicle can remain at the meter.

Violation of each subsection of this section shall constitute a separate offense of “overtime parking”.”

Section Three. All ordinances, or parts of ordinances, in conflict herewith are hereby repealed to the extent of such conflict, if any.

Section Four. This ordinance shall be in full force and effect July 1, 2012, after its passage and publication as required by law.

Passed this _____ day of _____, _____.

Diane R. Voss, City Clerk

Ann H. Campbell, Mayor