

**MINUTES OF THE SPECIAL MEETING
OF THE AMES CITY COUNCIL**

AMES, IOWA

JANUARY 19, 2013

The Ames City Council met in special session at 8:30 a.m. on the 19th day of January, 2013, in the Parks and Recreation Activity Room, 1500 Gateway Hills Park Drive, pursuant to law with Mayor Ann Campbell, Council Members Jeremy Davis, Matthew Goodman, Jami Larson, Peter Orazem, Victoria Szopinski, and Tom Wacha and *ex officio* Member Sawyer Baker present. City Manager Steve Schainker, Assistant City Managers Bob Kindred and Melissa Mundt, Acting City Attorney Judy Parks, Management Analyst Brian Phillips, and City Clerk Diane Voss were also in attendance.

UPDATE ON EXISTING CITY COUNCIL GOALS/OBJECTIVES: Assistant City Manager Kindred led the group in a team-building exercise.

Mayor Campbell led a discussion on City Council interactions between Council members and other Council members, Council members and staff, and Council members and the public.

Council/Council. Council members shared their evaluations of Council meetings. Suggestions for improvement were made as follows:

1. Council Member Goodman: Not allowing discussion until a motion had been made and seconded.
2. Council Member Szopinski: Council members discuss their perspectives one-on-one with other Council members to get each other's perspectives prior to the meeting.
3. City Manager Schainker: Put more items under the Consent Agenda.
4. Mayor Campbell: Redundant points should not be made.

Council Member Orazem said that the City is unique in that: it includes a Power Plant as part of its Electric Utility and it has a jointly operated Transit system. He also noted that the City has an aging sewer system and is building a new Water Treatment Plant. Mr. Orazem contended that there are many issues that need to be dealt with, so sometimes lengthy meetings are necessary.

Council Member Larson acknowledged that the meetings are many and long, but needed due to the complexity of the issues.

Council Member Wacha pointed out that he had been the Council member who had wanted a goal of more efficient meetings; however, he now believes that could actually compromise quality.

Discussion ensued on "calling the question" when discussion had stalled, was becoming redundant, or no new information was being presented. Assistant City Attorney Judy Parks advised that it was her understanding of Robert's Rules that if a Council member called for the question, discussion would cease, and the vote would be taken. Council Member Davis added that there are two options under Robert's Rules: (1) all discussion ceases immediately or (2) the legislative body would actually vote on whether the question should be called.

The Council was also asked if the amount of information to be provided on Agenda items by staff was adequate. Council members concurred that it was. Mayor Campbell noted that if a Council member had any questions about any items on an Agenda, he or she should ask City Manager Schainker to answer those prior to the meeting.

Council Member Goodman asked if it were possible for staff to be more conservative when creating the Agendas. City Manager Schainker pointed out that there are many time-sensitive items and the Council has directed that staff have a “can-do attitude.” He believes that staff needs to be more direct in telling the Council that there is only time to deal with a certain number of issues; therefore, the Council has to direct which items will have to “slide” to the next agenda.

Council/Staff - City Attorney. Mayor Campbell advised that Council Members Goodman and Larson had been assigned to work on the recruitment of the new City Attorney. Mr. Larson gave a report on his and Mr. Goodman’s meetings with Acting City Attorney Judy Parks, City Manager Schainker, and Mayor Campbell. It was noted that the City Council directly supervises the City Attorney. Council Member Goodman said that he felt the Council had been remiss in not knowing what the City Attorney does and providing direction to him or her. The Mayor shared that the Council members needed to be cognizant of the amount of work that they assign to the City Attorney. Council Member Szopinski stated her preference that the City Attorney be seated around the dais with the Mayor, Council, and City Manager.

The City Council committed to continue to meet with the City Attorney periodically. It was decided that the Mayor and two Council members serving on the compensation committee would be the ones to periodically meet with him or her.

Council/Staff – City Manager and Staff. City Manager Schainker reviewed the current policy regarding City Council members contacting staff: Any Council member has the prerogative to go directly to any City employee to ask questions, just like any other citizen. Mr. Schainker would like to be apprised of the issue, if possible. It is understood that Council members will not direct any staff member to embark on any task without the consensus of other Council members. City Manager Schainker noted that there are times when a citizen has an issue, shares it with a Council member, and that Council member asks a member(s) of City staff to meet at the site of the issue. When the Council member also attends such a meeting, it puts pressure on the City employee, who is unsure whether he or she is being directed to do whatever action is being asked for by the citizen or just there to listen to the issue. Mr. Schainker recommended that, if he or she chooses, the Council member could continue to meet at the site with the citizen and City employee (preferably including City Manager Schainker) and listen to the complaint or issue, but not direct staff to take any action at that time. City Manager Schainker clarified that it is important for Council members to continue to meet with their constituents. The difference is that no direction to take any action should be given to staff by the Council member. To do that, it needs to be by a vote of the Council as a whole. Council Member Larson asked Mr. Schainker to let the Council know if staff ever expresses that he or she felt pressured by a Council member to take any action.

Mr. Schainker shared that 80 referrals for some type of action had been made by the City Council to staff. Staff was requested to send the Referrals update to Council on a monthly basis.

Council/Public. The City Manager noted a staff policy that if one Council member asks a question of the City Manager or staff, staff’s response is sent to all Council members, not only to the one making the inquiry. Discussion ensued whether a Council member should forward information via email to the other Council members after he or she had met with a neighborhood association, citizen advocacy group, or constituent. Concerns were expressed whether doing so was actually violating the Open Meetings Law since all Council members could be offering dialog on the issue without it occurring at a public meeting. It was noted that members may

have discussions one-on-one, but the public perception is very important and the public may draw the wrong conclusion. Acting City Attorney Parks cautioned the Council about having individual meetings with citizens and sharing their opinions about the issue in an email with all the Council members.

Ms. Parks also cautioned the Council that when discussion involves a certain set of facts pertaining to a legislative change, e.g., rezoning, that information needs to be presented to the remainder of the Council at the same time. Any discussion between the Council member and the public should be curtailed and a recommendation made to bring it before the entire Council as a whole. An example was provided by Council Member Goodman that if a zoning change has been applied for, therefore pending, it should not be discussed in an individual meeting. Assistant City Manager Kindred stated that City staff needs to advise the Mayor and Council when applications had been filed.

The meeting recessed at 10:30 a.m. and reconvened at 10:37 a.m.

Review of Current Status of Goals/Objectives/Tasks. City Manager Schainker noted that 33 tasks had emanated from the Goals and Objectives set during the last Goal-Setting Session.

Council Member Wacha recommended that the Council “stay the course;” when the current goals were set, they were set as two-year goals. He pointed out that there is a great deal already placed on staff’s plate.

Council Member Larson noted that situations had changed, so what was germane last year might not be so this year. City Manager Schainker noted that, on the Summary distributed by staff, if the item says “Completed,” it only refers to the Task, not necessarily the Objective or the entire Goal.

Discussion ensued on specific items where no action had yet been taken, as follows:

Wayfaring Signs (Entryway Signs). City Manager Schainker noted that the Chamber had taken a different path to accomplish the objective. Management Analyst Phillips noted that the Chamber had submitted a grant for funding through the Outside Request funding program.

Council Member Goodman asked to review each goal individually.

- **SUPPORT ENVIRONMENTAL SUSTAINABILITY**

Improve electric energy efficiency within the community. Council Member Goodman suggested that a strategy be developed to go from informing to action.

Educate Ames residents about environmental sustainability. Council Member Larson recommended asking the Student Affairs Commission to assist the City with educating the public about Ames efforts.

Increase availability of alternative forms of transportation. Nothing further.

Increase availability of alternative forms of transportation Consider life-cycle operating costs when making vertical infrastructure decisions.

- **PROMOTE ECONOMIC DEVELOPMENT**

Develop Ames as a Regional Center. The first two tasks are in progress, and nothing further is needed. Regarding the third task that pertains to extending utilities to 590th Street, it was concurred by the Council that a resolution to the issue as to what entity was going to provide water to the east needed to be found.

Support private sector growth to improve quality of life, increase number of jobs, develop stronger tax base. Discussion occurred about the use of EDSAT (Economic Development Self-Assessment Tool). It was concurred that the Council needed to be re-educated as to how the matrix works. They need to review the matrix and determine if the matrix needed to be “tweaked.” Council Member Goodman asked staff to report specifically on what EDSAT has to offer (receivables) and if there are similar companies who do that work. Council also asked to receive an update from the AEDC as to what has already been done in this area. *Ex officio* Member Baker also commented on keeping Iowa State graduates in Ames and finding ways to notify them of what jobs were available. A suggestion was made for the Student Affairs Commission to work with the Chamber of Commerce/Economic Development Commission to link graduates with available jobs.

The meeting recessed at 11:35 a.m. and reconvened at 11:50 a.m.

The discussion on the tasks under Promote Economic Development continued.

Beautify entrances to Ames and major arterials. No new tasks were assigned, but Council concurred that it wanted to retain this objective.

Revisit City Codes, policies, and procedures to streamline processes and to help facilitate renovation of existing buildings. It was noted that the Fire Chief is working with the Management Analyst to determine how other cities have dealt with this issue.

Promote Ames as a welcoming place to do business by embracing a “Can Do” attitude. The Business Development Coordinator is working on developing a page on the City’s website to help businesses who are contemplating developing and/or expanding in Ames.

- **STRENGTHEN OUR COMMUNITY**

Promote community vision and brand. Council Member Goodman stated his opinion that the City should be expanding its efforts, including allocating funding for external advertising. Council decided to direct the BRAG Team to have conversations with all local groups to share a common message promoting Ames and to identify a list of specific organizations that would help spread the word. Staff asked to have a report from the BRAG Team as a Council presentation.

Enhance interactions between ISU students and permanent residents. It was suggested that members of the Student Affairs Commission be asked for recommendations to revamp the Commission.

Work with ASSET funders to identify and address service deficiencies in human service delivery. Discussion centered around whether the Objective needed to be changed to

“Review the Needs Assessment annually (with City’s ASSET volunteers)in the summer prior to the budget hearings and possibly set new priorities.”.

Explore issues related to youth in the community. Council Member Szopinski said that she will talk to YSS, Ames and Gilbert School Systems, United Way, etc., to share information and see if there is any interest in developing a youth master plan and report back to the Council.

- **MITIGATE FLOODING IN OUR COMMUNITY.** Staff was asked to provide recommendations regarding possible City policies regarding overland (non-river) flooding. It was decided that staff would continue to work on developing a strategy to educate the public regarding the impacts of future intense rainfall events and how they can take to prevent and/or ensure against damage.
- **ENHANCE RELATIONSHIPS WITH ISU THROUGH ADDITIONAL PARTNERSHIPS.**

Revitalize Campustown. Council concurred that staff should continue to work with Campus Action Association and ISU to assist in their efforts to revitalize Campustown.

Foster negotiations between ISU and CAA to help Campustown businesses be viable. City Council members concurred that this task should be removed.

Explore convention center funding feasibility. Council Member Larson suggested that they talk to the Governor about options other than a beverage tax. It was also recommended that this task be moved under Economic Development. It was decided that the Mayor and City Manager should work with the ACVB and Iowa State University about alternate funding sources.

It was decided to add a new task under Enhancing Relationships with ISU through Additional Partnerships: Host a working lunch (informal setting) with the ISU President Leath and his key staff to get a brief review of the University’s goals, discuss Town & Gown, share information about Airport, etc.

Council Comments: Mayor Campbell shared with the Council that after the Legislature went back into Session, House File 9 was introduced that would deregulate the number of unrelated persons who may live in a unit. She said it was a Bill that would be watched carefully by the City. She invited anyone who desired to listen in on a telephone conference that she and Assistant City Manager Kindred have regularly with the Iowa League of Cities.

Attempts were made to find alternate dates for workshops on the Flood Study #2, Inspection of Greek Houses, and the Gasification Study. Council Member Larson asked that the City Manager request Fire Chief Shawn Bayouth to be present at a meeting to be held in the afternoon on February 2, 2013, to discuss inspection of Greek houses with fraternity/sorority Board Presidents. Discussion occurred as to whether to schedule the Council meeting regarding the inspection of Greek Houses during the morning of February 2, 2013, and perhaps opening up Saturday mornings for Council workshops. No further action was taken.

ADJOURNMENT: The meeting adjourned at 2:08 p.m.

Diane R. Voss, City Clerk

Ann H. Campbell, Mayor

**MINUTES OF THE SPECIAL MEETING
OF THE AMES CITY COUNCIL**

AMES, IOWA

FEBRUARY 1, 2013

The Ames City Council met in special session at 2:15 p.m. on February 1, 2013, in the Council Chambers of City Hall, 515 Clark Avenue, pursuant to law with Mayor Campbell presiding and the following Council members present: Matthew Goodman, Jami Larson, Peter Orazem, and Victoria Szopinski. Council Member Jeremy Davis was absent. Council Member Tom Wacha arrived at 2:35 p.m. *Ex officio* Member Baker was also present.

WAIVER OF GENERAL SERVICES ADMINISTRATION PRICING THRESHOLD AND AUTHORIZING PURCHASE OF EQUIPMENT FOR POLICE DEPARTMENT: Chief Chuck

Cychosz explained that, as part of the City Hall Renovation project, the Police Department has identified evidence storage lockers and shelving that will meet its needs. The Department intends to fund the purchase through a Department of Justice Edward Byrne Memorial Justice Assistance Grant, which will expire on February 20, 2013. There is an urgency to procure the evidence lockers before the Grant expires. This equipment is being offered through General Service Administration (GSA) contract pricing; however, the City's Purchasing Policies limit the use of GSA expenditures to \$25,000. The Police Department is requesting that that dollar limit be waived. The cost of the lockers is \$29,004.74 and the shelving is \$2,034.90 for a total cost of \$31,039.64.

Moved by Larson, seconded by Orazem, to adopt RESOLUTION NO. 12-037 approving a waiver of City Purchasing Policies regarding General Services Administration pricing threshold and authorizing the purchase of evidence lockers and weapons shelving at a cost of \$31,039.64. Roll Call Vote: 4-0. Resolution declared adopted unanimously, signed by the Mayor, and hereby made a portion of these Minutes.

COUNCIL COMMENTS: Moved by Orazem, seconded by Larson, to refer to staff the request from Bob Gibson, Civil Design Advantage, for a waiver of the design and improvement standards for a 16-lot single-family home rural subdivision to be located at 3491 Cameron School Road.

Vote on Motion: 4-0. Motion declared carried unanimously.

FY 2013/14 BUDGET OVERVIEW: City Manager Steve Schainker told the Council that the FY 2013/14 budget is particularly challenging because of a number of unfunded mandates as well as the responsibility to fund the recently voter-approved bond issue. The need to repair or replace deteriorated utility infrastructure, as well as meet federal and state environmental regulations, have included the need for user fee increases in two (Water and Sanitary Sewer) of the five utilities for FY 2013/14. Mr. Schainker advised that the budget that he was recommending for FY 2013/14 reflected expenditures of \$206,272,897.

Council Member Wacha arrived at 2:35 p.m.

City Manager Schainker announced that he is proposing a property tax increase of \$.14 (or a 1.27% increase) per \$1,000 of taxable valuation (from \$10.72 to \$10.86). He explained that the City was informed that the additional cost to finance the state-mandated Fire & Police Retirement System will be \$340,558. That amount alone would cause a \$.12 increase in the tax rate. Secondly, the additional cost to cover debt service payments for the construction phase of the Library renovation project is estimated to be \$906,000 or a \$.39 increase in the tax rate. Those

two items would have increased the tax rate by \$.51. According to Mr. Schainker, property taxes historically have been used to finance the Police, Fire, Transit, Planning, Parks, Recreation, Cemetery, and Library services. The Department Heads have worked very hard to keep the expenditures as low as possible without sacrificing the quality of services citizens have come to expect. The increase in the cost of General Fund operations is 3.2%.

Finance Director Duane Pitcher stated that the City's levy makes up 33.13% of a property's total tax bill; the School District makes up 44.72% (if in the Ames Community School District); 20.34% is the County's share; and 1.81% goes to Des Moines Area Community College (DMACC).

Mr. Pitcher gave a comparison of City Property Tax Valuations and Total Levies to be collected for fiscal year 2013/14 for the 13 largest cities in Iowa. Ames has the second-lowest total city tax levy per \$1,000 valuation; Mr. Pitcher reiterated that for FY 2013/14, the total tax levy/\$1,000 taxable valuation will be \$10.86.

City Manager Schainker gave a summary of the Local Sales Tax Expenditures for 2013/14. Total receipts for 2013/14 is estimated at \$7,122,355. Sixty percent (60%) of that goes directly to property tax reduction and 40% (\$2,848,942) goes for Community Betterment. The funding coming from Community Betterment goes to:

ASSET Allocations (3% increase)	\$1,184,786
COTA Allocations (2% increase)	140,879
Human Services Administration	16,149
Public Art	33,500
Municipal Band	26,968
City Council Special Allocations	116,000
Hotel/Motel Tax Revenues to Replace LOST	88,286
Contribution to Park Development Fund	100,000
Contribution to Ames/ISU Arena Fund	20,000
City CIP Projects	<u>1,237,270</u>
Difference	\$ 61,676

Mr. Schainker listed the agencies being funded through City Council Special Allocations:

- Ames Historical Society
- Ames Partner City Association
- Campustown Action Association
- Main Street Cultural District
- Hunziker Youth Sports Complex
- ISU Homecoming
- FACES
- VEISHEA

Council Member Goodman asked to have the CIP broken down. Mr. Schainker said that is already being done and will be reviewed for the City Council.

He gave a detailed analysis of changes in taxable values among residential, commercial, industrial, and utilities. Residential increased by 5.43%, Commercial increased by 2.36%,

Industrial decreased slightly (1.65%), and Utilities increased 2.93%. The percentage change in taxable value equates to 3.85%.

The Fire & Police Trust Fund was reviewed in detail by Mr. Pitcher. He emphasized that the amount to be funded out of property tax will continue to increase; next year it is estimated that it will be amount \$2,000,000.

Finance Director Pitcher reviewed the debt service cost allocation for the 2013/14 Budget. He told the Council how the bond proceeds will be used, with the largest portion (\$5,540,222) going to streets. The debt service issues for Fiscal Years 2012/2013 through 2017/18 were highlighted. The total FY 2013/14 Debt Service Levy will be 3.59946/\$1,000 valuation.

Council Member Goodman asked for a graph showing total costs of City Services, not only those amounts provided by property taxes.

A summary of change in tax asking for 2013/14 was presented by Finance Director Pitcher..

The costs of City services for 2013/14 per residence from property taxes (based on a \$100,000 home) were summarized, as follows:

Streets/Traffic	\$	138
Police Protection		131
Fire Protection		89
Recreation and Parks		52
Library		71
Transit		34
General Support Services		23
Planning		10
Storm Sewer		7
Resource Recovery		6
Animal Control		5
Building and Grounds/Airport		4
Inspections/Sanitation		3
TOTAL	\$	<u>573/\$100,000</u>

An historic breakdown of the budget, specifically valuation increases and rollback, from 1992/93 to the present was given by Mr. Pitcher. He also reviewed the Full-Time Equivalent (FTEs) recommended for 2012/13. There will be no new FTEs in 2013/14.

Rental Housing Fees, including FY 2012/13 Adjusted and FY 2013/14 Recommended, were shown. City Manager Schainker emphasized that the new software for Inspections (estimated at \$250,000) will not be charged back to customers; it will be paid for from excess revenue in the General Fund.

Finance Director Pitcher showed the proposed FY 2013/14 fees for Building Permits, which will be increased by an average of 3.0%. He showed the proposed fees for 2013/14 for Parks and Recreation facilities and programs.

City Manager Schainker reported that two out of five utilities (Water and Sanitary Sewer) will have rate increases.

Assistant Director of Water and Pollution Control Steve DuVall reviewed water and sewer rates, including the Water and Sewer Funds and CIP expenses. He noted that FY 2013/14 is the last rate increase associated to the new Water Plant. In FY 2015/16, the increase of 7% will go towards development of new well fields. Mr. DuVall showed the Water Fund Balance projection, which has been built up and will make the transition into paying the expenses for the new Water Plant easier.

The Sewer Rate Projections as of April 10, 2012, were shown. Those projected rates changed as of February 1, 2013. FY 2013/14 will need a 9% increase, instead of 5%; FY 2014/15 will be 12%, instead of 8%; FY 2015/16 will be 9%, instead of 0% and FY 2016/17, a 6% increase will be needed. Much of the increase is due to increases in CIP projects that have been proven necessary by studies being conducted. There is a possibility that the increases will not be as large when the two studies are complete. The Total Sewer CIP Expense Projections as of February 1, 2013, were given.

Council Member Orazem left the meeting at 3:45 p.m.

Mr. DuVall showed what a typical residential, commercial, and industrial customer will pay.

City Manager Schainker emphasized that the City Council is not approving the rates at this time. Staff will come back to the Council in April for a decision.

Budget Officer Nancy Masteller outlined the Fund Sheets, broken down by General Fund, Special Revenue Funds [e.g., Local Option Sales Taxes, Hotel/Motel Tax, Leased Housing, Road Use Tax, City-Wide Affordable Housing, Tax Increment Financing, Fire/Police Pension Retirement, Employee Benefit Property Tax, Miscellaneous Special Revenues, Library Donations, Developer Projects, and Economic Development (Revolving Loans and Forgivable Loans)], Permanent Funds (Cemetery, Furman Aquatic Center Operations), Debt Service, Capital Projects (Special Assessment, Street Construction, Airport Construction, American Recovery and Reinvestment Act Energy Block Grant, Various Construction Grants, and Bond Proceeds), the Enterprise Funds (Water Utility, Water Construction, Sewer Utility Operations, Sanitary Sewer Improvements, Electric Utility, Parking Operations and Improvement, Transit Agency Operations, Transit Capital Reserve, GSB Transit Trust, and Transit Agency Intermodal Facility.)

City Manager Schainker reminded the Council about the agreement with Iowa State University to split the amount of any operations deficit for the Intermodal Facility.

Ms. Masteller continued with the Enterprise Funds (Storm Sewer, Ames/ISU Ice Arena, Ice Arena Capital Reserve, Homewood Golf Course, Resource Recovery Operations and Improvements). Internal Services were summarized, including Fleet Maintenance Services, Fleet Replacement, Information Technology, Computer Replacement Fund, Risk Management, and Health Insurance.

Finance Director Pitcher pointed out that the City's Health Benefits Plan is self-insured (funded through City and employee contributions). The Health Insurance Fund has enjoyed lower increases for many years. There were some larger claims in 2012/13, and an 8% contribution rate increase is budgeted for FY 2013/14.

Council Member Larson noted the lower balance in the Electric Utility fund. He did not want the fund balance to drop so low that it necessitates a large rate increase.

City Manager Schainker brought the Council's attention to the memos pertaining to:

1. 2013/14 ASSET Allocations and COTA Funding requests. More in-depth information will be provided on February 12, 2013, during Budget Wrap-Up.
2. 2013/14 Public Art Commission funding request.
3. 2013/14 Outside Funding Requests.

City Manager Schainker told the Council that the request from Ames Historical Society for funds to help with the Ames Sesquicentennial celebration had not been included as part of the 2013/14 Outside Funding Requests.

Mayor Campbell also reported that she had gotten notice from the Jaycees that they will no longer be involved in funding the 4th of July fireworks. Therefore, funding for the fireworks will need to come from another source, be it from the City or others.

It was noted by Mr. Schainker that the minutes of the Town Budget Meeting on October 2, 2012, were included in the budget information.

The Council's attention was brought to six revised CIP sheets. Three of the revisions pertain to the Resource Recovery Plant, shifting funding to General Obligation Bonds for the Primary Shredder, the PDS Cyclone, and a new project, the Area Sprinkler System. One of the revisions is for the Cy Ride Building Expansion and Modernization, shifting funding on a small portion of the project not eligible for federal funding. Two revisions pertain to Parks and Recreation and both are new projects: one for Playground/Park Equipment Improvements for Roosevelt Neighborhood Park Development and the other to add playground equipment to the former Willson-Beardshear School, which has recently been purchased by the Ames Community Preschool Center.

Regarding the recommendation to fund improvements in the amount of \$80,000 to the playground at the former Roosevelt School in 2014/15, Council Member Wacha asked why only Roosevelt was being included and not the other the other closed schools. Council Member Larson noted that the City had not heard anything from Edwards or Crawford.

Discussion ensued about the potential CIP project to add \$30,000 for playground equipment for Ames Community Preschool Center (ACPC) at the former Willson-Beardshear school site. Mr. Schainker advised that a User Agreement would need to be developed and signed. Council Member Goodman noted that normally the City pays 50% with the School District paying the other 50% for playground equipment. That arrangement has been the norm because the school sites are used as neighborhood parks. He pointed out that the school property is used for a neighborhood park for those months and times when school is not in session. That would not be the case for Willson-Beardshear as ACPC would be in operation during the day year-round.

Council Member Wacha said that he felt Willson-Beardshear was a unique situation. From a neighborhood asset standpoint, the development of Willson-Beardshear as a neighborhood park would be ideal.

Discussion continued about the City Manager inquiring from ACPC if it would be willing to pay a portion of the playground equipment. Due to two members of the Council being absent and

Council Member Wacha indicated that he would need to abstain due to a conflict of interest, no further action was taken on this matter.

ADJOURNMENT: Moved by Larson to adjourn the meeting at 4:40 p.m.

Diane R. Voss, City Clerk

Ann H. Campbell, Mayor

**MINUTES OF THE SPECIAL MEETING OF
THE AMES CITY COUNCIL**

AMES, IOWA

FEBRUARY 5, 2013

The Ames City Council met in special session at 5:21 p.m. on February 5, 2013, in the Council Chambers in City Hall, 515 Clark Avenue, pursuant to law with Mayor Campbell presiding and the following Council members present: Jeremy Davis, Matthew Goodman, Jami Larson, Peter Orazem, Victoria Szopinski, and Tom Wacha. *Ex officio* Member Sawyer Baker was also present.

FY 2013/14 BUDGET PROPOSALS: Moved by Goodman, seconded by Larson, to approve the proposed FY 2013/14 budget. (Vote will be taken on March 5, 2013.)

Library. Acting Director Lynne Carey presented the proposed budget for Library Operations, including Administration, Outreach, Collection Development, Youth Services, Information Services, Circulation, Network Services, and Grants and Gifts. Ms. Carey reported on the completion of several Library-wide initiatives, specifically highlighting the design development for the renewed Ames Public Library, its relocation to temporary sites, and commencement of the construction phase.

Ms. Carey told the Council that staff made “educated guesses” as to what to include in the FY 2013/14 budget due to the Library being located at temporary sites. There will be salary savings and building maintenance savings, which will be used towards unique needs and opportunities related to staffing changes, temporary relocation, emerging technologies, changing operations, and planned capital improvements.

The changing trends in materials checked-out towards audiobooks and e-books due to emerging technologies were noted by Ms. Carey; that has increased from 1% to 2% from last fiscal year. In addition, an “Ames Pocket Library” app for smart phones and mobile devices has been created and proven to be very popular.

At the inquiry of Council Member Davis, Ms. Carey advised that the fundraising efforts towards the Library renovation/construction are ahead of schedule. The community was thanked by Ms. Carey, on behalf of the Public Library, for their monetary donations and volunteerism related to the Library Renovation and Construction project.

Water. Steve DuVall, Water and Pollution Control Assistant Director, gave highlights of the budget of the Administration, Production, Treatment, Plant Maintenance, Plant Operation, Laboratory, and Water Metering/Cross-Connection Control.

Under Administration, Mr. DuVall noted that the drought of 2011 that continued through 2012 had an impact on the Department’s operating expenses. There were some slight increases in chemical and electricity expenses; however, on the positive side, the increase in revenues was sufficient to adequately maintain the Water Fund balance. The rate increases needed to fund the new Water Treatment Plan will be completed in FY 2013/14, with a proposed 6% increase. Last year, extra effort had been put towards the Summer of Smart Irrigation program; that will likely continue in FY 2013/14.

Water Production reflects a -2.2% change from the 2012/13 Adopted. In FY 2013/14, the combined electrical efficiency of the wells will be increased by about 17.5%. Mr. DuVall reported that the increased efficiency was realized this year in spite of the drought and the increased energy required to pump groundwater from a greater depth. Regarding routine well

rehabilitation, it was noted that the first year of the next five-year cycle has already been completed with no major repairs being required. Mr. DuVall said that the decrease in contractual expenses projected for FY 2013/14 is because only four of the 22 wells are scheduled for rehabilitation. He emphasized that planning is underway for development of a future well field. The investment made in prior years to fund a comprehensive model of the aquifer formation has paid off with the identification of a viable location for a new well field that can be developed at a lower total cost than had been previously estimated.

Pertaining to Water Treatment, Mr. DuVall said that routine preventative maintenance is only being performed on infrastructure that will continue to be used with the new treatment plant. Only those repairs necessary to keep the existing facility operational are being performed. A modest increase in the cost of treatment chemicals is anticipated when the contracts are re-bid in Spring 2013. A significant increase in quantities of lime sludge disposal is expected during FY 2012/13 and the next two fiscal years as a portion of the large north lagoon is emptied to allow it to be subdivided to maximize its usable capacity. The lime disposal expenses are included in the Operations Budget; however, the additional disposal quantities will be included in the State Revolving Fund loan for the new plant.

The Water Laboratory program will see a decrease of 3% from the 2012/13 Adopted.

A collection of major maintenance activities are planned for FY 2013/14 under the Water Pumping program and will result in a 13.3% increase from 2012/13.

Under the Water Metering/Cross Connection Control program, Mr. DuVall advised that the Water Meter Division had been using the same technology to transit the water meter reading from the meter to a location on the outside of the property for more than 20 years. However, the last remaining manufacturer of the Legacy Generator/Remote System has advised the City that it will no longer produce the equipment after June 2013. Staff is currently evaluating possible migration strategies to a newer technology. The funding for the transition to an Automatic Meter Reading/Advanced Metering Infrastructure system is included in the Capital Improvements Plan as a place-holder for funds until the team finalizes its recommendation. Increased contractual expenses in FY 2013/14 are due to planned repairs to the building's membrane roof and to the HVAC system; those expenses are shared between the Water Meter and the Laboratory Services Divisions.

Highlights were given of Water Distribution Maintenance and Storm Sewer Maintenance.

The proposed 2013/14 Budget for WPC Operations, including Administration, Plant Maintenance and Operation, and Laboratory, reflects a 2.3% change from the 2012/13 Adopted Budget. Mr. DuVall reported that the increase in the number of industrial pretreatment permits was due to the addition of each building in the ISU Research Park to the program. Mike Klocke-Sullivan, Environmental Engineer, added that the nature of wastewater discharges from the buildings can change rapidly as the nature and purpose of the Park is to foster new businesses. Recently, discharges by a tenant in the Park have led to unanticipated challenges for the WPC facility, prompting the addition of the Research Park to the pretreatment program.

Mr. DuVall told the Mayor and Council that, for the 22nd consecutive year, the City's Water Pollution Control Facility achieved 100% compliance with its NPDES Discharge Permit. That is the third-longest compliance streak in the country and represents meeting 27,412 individual

limits without a violation. The Facility again achieved 100% compliance in Calendar Year 2012, and receipt of the Platinum 23 award is anticipated.

It was stated by Mr. DuVall that an opportunity to restructure the staffing for the WPC Laboratory presented itself when a Laboratory Technician position came open in Fall 2012. One full-time equivalency (FTE) was split, with one-half FTE being used to move a half-time Laboratory Analyst to full-time and the other one-half FTE used to create a part-time Laboratory Aide position. This has resulted in the positions now being better matched with the workload. Payroll savings were also realized from having a new employee start at the beginning of the wage steps.

Public Works. The Council heard an overview of the major work activities for the Public Safety Program, which included Traffic Control (Traffic Maintenance and Traffic Engineering), presented by Public Works Director John Joiner.

Under Traffic Maintenance, Mr. Joiner announced that, as a result of replacing incandescent bulbs in traffic signals with light-emitting diode (LED) lamps, there has been a reduction in power consumption costs of over \$36,400 annually. In 2013/14, new legislation is anticipated to require traffic signal battery back-up systems for those intersections adjacent to railroad crossings. The City has four such intersections: Duff/Main and Hazel/Brookridge/6th Street will be done in 2013/14 and 13th/Ridgewood and 13th/Northwestern will be done in 2014/15. With nearly 10,000 traffic signs throughout the community, a Sign ID Program has been put into the FY 13/14 budget in an amount of \$5,300. This Program will include the addition of a property tag on the back of each sign, which will be connected with the traffic sign database. If a traffic sign goes missing or is recovered, more accurate maintenance records will be kept and replaced more efficiently.

Budget highlights of the Utilities Program, which included Resource Recovery, Water Distribution Maintenance, Storm Sewer Maintenance, and Sanitary Sewer Maintenance, were given. Under Resource Recover Operations, the per capita rate for the partner cities and Story County will remain at \$9.10 for FY 2013/14, tipping fees for municipal solid waste will remain at \$52.75/ton, cars and passenger vans will remain at \$8, and pickups and vehicles with trailers will remain at \$22. Staff will be carefully evaluating all rates with the goal of maintaining a 10% balance in the Resource Recovery Fund; that might mean rate increases as soon as FY 14/15.

Reports were summarized for Street Surface Maintenance, Street Cleaning, Snow and Ice Control; and Right-of-Way Maintenance. Mr. Joiner told the Council that the City was recently selected as one of three pilot cities for inclusion in an Iowa Department of Natural Resources (IDNR) grant application with the United States Forest Service. That grant would allow the City an opportunity to work with an urban forester on public education to build a network of volunteers to develop effective maintenance plans to ensure the health of trees and develop ordinances to protect and enhance the “urban forest.” For FY 2013/14, the rights-of-way tree trimming contract has been increased to \$75,000. With the Urban Forester position and the completed tree inventory, it is anticipated that additional tree trimming and removals will be needed.

Under Parking Operation and Maintenance, Mr. Joiner reported that in FY 2012/13, the City began offering SmartCards (an alternative payment for parking meters in select locations). Success of the pilot project may lead to changeover of the entire system over a ten-year period.

Council Member Larson suggested that additional public education efforts regarding the use of Smart Cards be undertaken.

Mr. Joiner reviewed the budget details for the Airport and Cemetery. Regarding the Airport, in FY 2012/13, staff held numerous Airport user meetings to help define expectations of a new terminal building. Over the next two years, staff will continue to work on the funding aspects of that project. The Airport Terminal Building and Hangar is included in the FY 2015/16 year of the Capital Improvements Plan. Mr. Joiner reported that staff worked with a Cemetery Focus Group to provide input and recommendations on how the Cemetery can be a better experience for visitors. Staff purchased three granite benches and 11 new trash cans that will be placed in the Cemetery. Additional improvements are included in the Capital Improvements Plan.

Lastly, Mr. Joiner reviewed the budgets for Public Works Administration, Engineering, and Public Buildings. He reported that Administration staff had worked with Parks and Recreation Administration on the mowing team efforts, which resulted in transcending Department boundaries and using the principles of Total City Perspective to realize greater efficiencies. Major activities of the Engineering program were highlighted. Pertaining to the City Council's priority goal of flood mitigation, staff had been directed to proceed with a new rate structure based on impervious area. The Sanitary Sewer System Evaluation (SSSE) is a high priority project for Engineering and Operations staff. Mr. Joiner noted that staff partners with Iowa State to hire Civil Engineering students as co-ops and interns. Public outreach efforts and partnerships on a variety of projects were highlighted.

Ex-officio Member Baker asked if it would be possible for the SmartCards issued by Iowa State University to be compatible with the City's meters. Director Joiner said he would check into the possibility.

Finance. Finance Director Duane Pitcher presented the budget for Economic Development. City personnel costs associated with Economic Development have shifted from the Hotel/Motel Fund to the General Fund. He said that an impact of the funding shift shows that the Hotel/Motel Fund will go down in 2013/14 by approximately \$70,000. When forgivable loans have met all the criteria to be forgiven, the Economic Development fund "gets whittled down." Mr. Pitcher gave an update on various companies that had received economic development funding from the City in 2012/13. Council Member Goodman commented on the funding shift. He believed that the same type of funding shift could be used to fund Human Services, i.e., from the General Fund instead of drawing down the Local Option Sales Tax Fund. Council Member Larson said that there are different philosophies on where certain items should be funded. He found it unusual to assign portions of the salaries of the City Manager and Finance Director to various departments throughout the City. Mr. Larson originally suggested that the portion of the City Manager's and Finance Director's salary not come out of Economic Development. City Manager Schainker noted that in order to arrive at a true program budget, the cost of administration should be allocated to the respective programs. He believes, therefore, that it is correct to show a portion of the administrators' salaries in the programs that they administer.

Highlights of the budgets for Finance Administration, Accounting and Reporting, Information Technology and WiFi Services, and Communication were given by Director Pitcher. It was noted that the Finance Administration and Budget program reflects a 0.7% decrease from FY 2012/13. Accounting and Reporting is up only 1.4%. Change in personnel, specifically, retirements of long-tenured employees was the main reason. The Information Technology

budget is dependent largely on the number of computers and/or servers replaced. New Inspections software is planned to be purchased and implemented in 2013/14. In 2013/14, the network fiber infrastructure will be expanded to connect Water and Pollution Control, Animal Control, and Fire Station #3.

Mr. Pitcher also reviewed budgets for Purchasing Services, Customer Service, and Parking Violation Collection. Staff from the Parking Violation Collection handle the sale of SmartCards.

Lastly, Mr. Pitcher highlighted the City Council Contingency, which allows the Council to be able to respond to needs that were not foreseen at the time of budget preparation. He noted that for FY 2013/14 the amount remains at \$50,000.

Projects to be funded by City Council Special Allocations were listed during Budget Overview held on February 1, 2013. The Council was reminded about the City's grant process used to determine funding requests from outside groups.

Finance Director Pitcher lastly explained the merit pool, which is used to reward employees for good performance. A percentage of increase is budgeted, however, Mr. Pitcher noted that City employees are not guaranteed any increases; it depends on their job performance.

ADJOURNMENT: Moved by Davis to adjourn at 7:00 p.m.

**MINUTES OF THE SPECIAL MEETING
OF THE AMES CITY COUNCIL**

AMES, IOWA

FEBRUARY 6, 2013

The Ames City Council met in special session at 5:19 p.m. on February 6, 2013, in the Council Chambers in City Hall, 515 Clark Avenue, pursuant to law with Mayor Campbell presiding and the following Council members present: Jeremy Davis, Matthew Goodman, Jami Larson, Peter Orazem, Victoria Szopinski, and Tom Wacha. *Ex-officio* Member Sawyer Baker was also present.

FY 2012/13 BUDGET PROPOSALS: The Council heard and discussed highlights of the Community Enrichment, Public Safety, and Utilities Programs.

Parks & Recreation. Acting Director Keith Abraham advised that the Parks and Recreation Commission had approved the fees and charges for 2013/14 to support the Operating Budget. He said that staff had worked hard to "hold the line" on expenses; fees were only increased where there was a direct program change.

Mr. Abraham advised that, although the Recreation budget includes almost \$2 million in expenses, \$1.296.210 is generated through fees and charges. The tax subsidy for that program is approximately 58%.

The Parks Division generates revenue only through shelter reservations; 94% of that program budget is subsidized. Homewood Golf Course and Ames/ISU Ice Arena are both enterprise funds. Homewood's revenue currently exceeds its expenses.

The importance of volunteers to the Parks and Recreation Department was emphasized by Mr. Abraham. They have over 2,000 annual volunteers. Permanent staff in the Department totals 19.5; however, there are also over 400 seasonal workers.

Summarizing activities that occurred in 2011/12, Mr. Abraham advised that there were 12,000 program registrations in 141 programs; participants came from 8,400 Ames households. On-line registrations account for 35% of all registrations.

Highlights of the Instruction and Athletic Programs were given. The City partners with the Ames Racquet and Fitness Club to provide Parks and Recreation tennis lessons. Three out of 40 instructional programs have seen a decline in participation: youth basketball, soccer, and flag football, basically due to club teams. Registrations for instructional programs equated to 2,700.

There were over 3,698 participants in 28 different adult athletic programs. Ms. Abraham gave statistics showed that 312 teams had participated in the adult leagues..

Mr. Abraham reported that attendance totaled 110,000 in Summer 2012 at the Furman Aquatic Center. It is projected to net \$78,173 in revenue in FY 2012/13 and \$93,671 in FY 2013/14. The facility receives no direct operating subsidy. Swimming lessons continue to be popular with over 1,500 people of all ages learning to swim each year.

Activities for the Community Center/Auditorium/Bandshell and the Wellness Program were described. There were 119,000 visits to the Community Center Gymnasium; 17,000 people used the weight room, and 14,000 participated in open gym. The Auditorium hosts an average of 56 events per year. Bandshell averages over 800 people at each Municipal Band concert.

There were over 3,000 participants in over 50 fitness classes/week. There are 28 fitness instructors and personal trainers. Zumba classes draw approximately 325 people per week; 16 classes/week are held. Over 55 people participate in the program for older adults. Humana reimburses the City for participant fees for the *Silver Sneakers* program.

The public/private partnership with the Green Hills Retirement Community (GHRC) was highlighted. The City provides fitness and aqua classes for GHRC residents, and some classes are also offered to the public. Expenses are anticipated to be \$35,709, and revenues are expected to be \$40,559; Green Hills reimburses the City \$25,000.

Mr. Abraham reported that the Wellmark 3-Point-Play Program totaled \$16,530 as of February 6, 2013, and per Council direction, that money will be used to purchase fitness equipment.

Pertaining to the Homewood Golf Course, fees will not increase for the 2013 season. It was noted that the cell tower revenue equates to \$28,995 and motorized carts bring in \$19,000. It is the City's goal to maintain a fund balance of 27% of operational expenses. There were approximately 19,000 rounds of golf played at Homewood last year.

Regarding the Ice Arena, Acting Director Abraham reported the policy is to also maintain a fund balance of 15% of operational expenses. No rental fee increases are being recommended; however, the fund balance will be drawn down. Mr. Abraham reported on the two annual tournaments held at the Ice Arena.

The Council was apprised of a possible cost-share (50/50) agreement with ISU to make a new parking lot to be built by Iowa State University as part of the Hansen Agriculture Student Learning Center available for Ice Arena parking, which experiences ongoing parking shortage. The amount estimated at approximately \$51,000 to be paid from Capital Reserve Funds to provide the City's share of the costs. City Manager Schainker stated that he is working out an Agreement with Iowa State University for this project. Council Member Larson asked whether the parking lot would be the primary lot for ISU's Student Learning Center and what would happen if there were events being held at each facility. Mr. Schainker advised that those details will need to be worked out.

The Park System budget was reviewed. There are 37 parks and woodland/open spaces totaling over 1,200 acres; however, only 337 acres are mowed. Fifty (50) to 60 trees are planted each year. Mr. Abraham acknowledged Holub Greenhouse and Garden Center's annual donation of \$8,000 in flowers for the "Adopt a Flower Garden" program.

Electric. Donald Kom, Director of Electric Services, highlighted the operations budgets for each division (Administration, Production, Fuel Purchases, Distribution, Technical Services, and Engineering).

Administration decreased its budget by 27% (\$444,000) from FY 2012/13, which is due mainly to the redistribution of insurance costs to the applicable Divisions. Demand Side Management programs continue to be quite effective in keeping demand growth low. As a result of these programs, it is estimated that the peak demand has been reduced by over 6.6 megawatts and energy usage by over 11,000 megawatt hours. Increases in Ames' rates were approved by the Council in late 2012 and implemented in January 2013. The new rates were aimed at encouraging energy conservation and matching rates with time-of-use.

Council Member Goodman reported that the Council had discussed energy audits at its recent Goal-Setting Session and how to encourage people to take action after the audit. City Manager Steve Schainker said that staff will follow up on that task.

"Smart Energy" programs were specifically highlighted. The budget is currently \$1,000,000, and no increase is planned for 2013/14; \$540,416 has been paid out to date, which is 54% of the budget. The City is considering adding solar to the rebate program. The installation of 450 *Prime Time Power* switches has resulted in a reduction in demand of 3.3 MW; that is half of the reduction in peak demand. Staff is considering instituting an Industrial Interruptible Rate.

Electric Production's total expenditures equate to \$10,823,934, which is an increase of 3.6% over the FY 2012/13 Adopted. The upgrade to OSI SCADA was highlighted.

A new historical peak of 130.7 MW was reached on July 25, 2012. The previous peak of 128.6 MW occurred on July 19, 2011.

The budget for Fuel and Purchased Power will decrease 5.3% to \$30,962,505. It is the largest component of the Electric Services budget. The major items include coal, market energy purchases, wind, fuel oil, transmission service, and refuse-derived-fuel payments.

City Manager Schainker recalled that the City Council had directed staff to work on coal storage alternatives. He informed the Council that discussion on the coal contract will be occurring at the Council's February 12, 2013.

Electric Distribution Operations and Maintenance will see an increase of 3.2% from FY 2011/12. The main expense will be the tree trimming contract, which is very important to prevent outages. This Division works with the Technical Services Division (substation crew) to perform routine and emergency maintenance on all substations and the Downtown Central Business District underground network. There will be system upgrades to reduce animal-related outages.

Electric Distribution Extension/Improvements will increase 43.2% due mainly to equipment that will be purchased for a major 3M expansion project. That percentage is misleading because the City will be reimbursed by that customer.

There will be an increase of 6.9% for Electric Technical Services over FY 2012/13. Replacement of defective meters will be accelerated. There will be a capital increase to purchase a Vacuum Bottle Tester and Field Tester. There will be a contractual increase for substation equipment painting.

There will be an increase of 15.5% for Electric Engineering. The biggest expense will be from relay testing aimed at improving reliability. Underground and pole inspections, infrared testing, and the 161kV project are ongoing. A New Outage Management System was implemented in 2012, which has improved outage response times. An additional upgrade is planned to add call overflow and contingency services, which will further improve Electric Services' ability to take outage-reporting calls during a major storm event.

Pertaining to Customer Services, the amount for FY 2012/13 for net write-offs was based on an estimate done at a time when utility rates were increasing and the number of customers needing payment arrangements for their delinquent balances was at an all time high. Conditions have improved since that time, and the amount of net write-offs is trending lower than the projections used for the Adopted Budget. The estimate for bad debts in FY 2012/13 has been decreased by \$15,640 from the amount adopted and the estimate for FY 2013/14 is \$13,280 less than adopted for FY 2012/13.

In summary, the estimated FY 2013/14 revenues will be approximately \$59,154,860, which is a decrease of 4%. The estimated fund balance is \$29,021,911 at the beginning of FY 2013/14 and ending at \$27,021,911. Mr. Kom noted that the Council has a policy of maintaining a minimum fund balance target of \$10,100,000. No rate increase is being requested for 2013/14.

Council Member Larson asked how many of the 450 Prime Time Power units installed were new construction. Director Kom answered that he believed it to be approximately half, but he would have to check. Mr. Larson raised the possibility of mandating those units on all new construction. Mr. Kom said that the City wants its customers to be happy, so if they do not want it, they would prefer not to install it. City Manager Schainker added that the City could adopt a policy. Mr. Larson said he could not see it being anything but a "win-win" for the City and the customer.

Police Department. Details were given, by Police Chief Chuck Cychosz, of the budget for the Public Safety Program, which included Administration and Records, Crime Prevention and Police Services, General Investigation, Emergency Communications, and Forfeiture/Grants. It was noted that Animal Control and Parking Enforcement also falls under the Police Department. The budget for overall operations is up 2.0%.

Under Administration and Records, Chief Cychosz highlighted the Department's partnership with Story County and Iowa State University in implementing an information management system (OSSI). Due to many retirements of long-tenured officers, the Department is engaged in leadership development of a new workforce. The Department's biggest challenge is the Municipal Fire and Police Retirement System expenses, which will increase \$163,777 for next year. The rates for that System is set at the state level. The total System expense for the City (which includes both Fire and Police) will increase from \$1,781,000 to \$2,122,000 for FY 2013/14.

Chief Cychosz gave highlights of the Crime Prevention and Police Services, specifically the use of Automated External Defibrillators, the Safe Neighborhoods Team (SNT), and Crime-Free Housing. The Chief expressed pride in the officers' response times to medical calls and added the value of the City's investment in the Defibrillators. Pertaining to the Safe Neighborhoods program, the Police Department has started to see the benefits from lower call volumes in the areas where the owners have made the investment. The SNT is currently working with Iowa State University to problem-solve VEISHEA-related issues.

The policy of rotating of officers to different shifts with different responsibilities was raised by Council Member Goodman, asking specifically about the Safe Neighborhoods Team. Chief Cychosz said that officers are assigned to the SNT for two years; however, some stay on that Team for as long as four years. Rotating on that basis allows officers to build contacts and relationships in neighborhoods, but after a couple years, allows officers to experience fresh challenges. The contacts and relationships made are maintained and new ones are formed. If there are properties that are costing the City, and thus its citizens, a lot in police calls, Council Member Orazem felt that there should be some penalties or sanctions. It is apparent that the SNT is making a difference in some areas, but not in others. Council Member Wachas suggested the publishing of the police call numbers could be a deterrent as renters would not want to rent those units.

Chief Cychosz shared his philosophy regarding the importance of the educational component of alcohol consumption as alcohol continues to be the No. 1 substance abuse problem within the community. He advised that there is a great amount of work being done in emphasizing a safe and healthy lifestyle. Council Member Larson noted appreciation for the enhancement to the reports being provided to the City Council concerning renewal of Liquor Licenses and Beer Permits; those assist the Council members in making difficult decisions.

Special initiatives being conducted by the General Investigations Division were listed. General Investigations includes the School Resource Officer, Juvenile Investigations, and Fraud. Every school in Ames will be visited this year by two officers. Ames assigns one officer to the Central Iowa Drug Task Force. Two officers have been assigned to monitor the Sex Offender Registry.

Chief Cychosz reported that the Police Department has seen a significant increase in mental-health-related service calls in 2012. During the past year, 408 mental-health-related incidents occurred. One hundred ninety (190) of those calls were attributed to 70 people. The FY 2012/13 Budget included a part-time Mental Health Advocate as the most-cost-effective way of addressing that workload increase; that has been very successful. The position provides support services to officers by compiling information and data on mental-health-related calls for service and provides analysis of the data. The Advocate provides a local-point of contact. He made 222 follow-up contacts, 39 of which were face-to-face. Chief Cychosz noted that the need is increasing and State funding is decreasing. Council Member Larson noted that it was important

for the Council to be advised in light of its upcoming discussion with ASSET volunteers on February 12, 2013. He stated his preference that the dilemma be solved on the mental health provider and treatment side rather than the law enforcement side. Chief Cychosz noted the good working relationships the Police Department has with Eyerly Ball and Mary Greeley Medical Center. The Chief reported on the actions taken by the Mental Health Advocate and the Police Department after the Sandy Hook Elementary tragedy.

Under Emergency Communications, Chief Cychosz reported that the Communications Center successfully implemented Emergency Medical Dispatching. The dispatchers fielded over 3,000 medical calls in 2012. The Emergency Communications Center continued its formal working relationship with Iowa State University and Story County, which has allowed for more effective emergency and citizen support responses. The Department is continuing its work with the Story County E911 Service Board to research and purchase replacement telephone equipment for the 911 calls. The existing equipment is very old and replacement parts are becoming hard to find. Also, advancing technology has significantly changed the nature of how phone calls are initiated and delivered. New equipment will be capable of handling text and data when those options for 911 become available.

Highlights of Forfeiture/Grants and Parking Law Enforcement were given. The Department has been fortunate to receive a number of state and federal grants that provided a significant infusion of funds. Equipment is purchased and programs are added without relying on property tax support. The recordkeeping, reporting, and compliance requirements attached to federal grant funding have become increasingly complex.

Under the Traffic and Impaired Driving program, Chief Cychosz reported that there were 1,287 collisions in 2012, 13% of those occurred on South Duff. There were 2,782 citations issued. Fifty percent (50%) were rear-end collisions mainly due to inattentive driving, following too close, and excessive speed. Six percent (6%) of the collisions resulted in injuries; 13% of those occurred on South Duff. The causes of those collisions were mainly due to the high volume of traffic on South Duff and excessive speed.

There has been turnover in the Community Safety Officers under the Parking program. Chief Cychosz recalled the Council approved the increase in the fine for Illegal Parking citations. It is too soon to tell if the fine has proven to be a deterrent.

Chief Cychosz reported that the service levels continue to increase at the Animal Shelter. In terms of sheltering, Animal Control is currently at an 93% rate for animal reclamation and adoption. The population of dogs at the Animal Shelter has remained lower than historic averages. It was noted that staff has enhanced its public interaction through Facebook and Twitter. Chief Cychosz explained the energy savings program that has been undertaken to improve the Shelter environment for animals and staff.

The meeting recessed at 7:34 p.m. and reconvened at 7:43 p.m.

Fire Department. The Fire Safety Activities portion of the Public Safety program was presented by Chief Shawn Bayouth. This included budgets for Administration and Support, Suppression and Emergency Action, Prevention and Safety Education, and Building Safety. Overall, the Department will see a 6.5% increase, due mainly to the contribution to the Municipal Fire and Police Retirement System. There are no capital requests contained in the 2013/14 Budget for Fire.

Chief Bayouth noted the leadership change with the retiring of former Chief Petersen. He explained his leadership team philosophy. The management team is looking at creative ways for Emergency Medical Services. The Department is also trying to improve transparency and fiscal awareness.

Under Administration & Support, Chief Bayouth noted that the City has obtained a Class 3 rating from the Insurance Services Organization (ISO). The Class 3 rating places the Fire Department in the top 2% of fire departments in the State of Iowa. Every ten years, ISO conducts a survey of the level of services provided by the fire department, communications (dispatch center), and water supply system. The percentages of time allocated to different programs among Fire Administration and Building Safety staff were analyzed; that resulted in an increase of .20 FTE and slightly more than \$11,000 added to the budget.

Pertaining to Fire Suppression, Ames Firefighters responded to 3,957 incidents in 2012, which is an increase of 1,781 calls or 81.9% since 2003. In 2012, the Department had set a goal of completing 270 preplans (documentation that the firefighters have gathered in advance of an emergency). At the end of 2012, the Firefighters had completed 306 preplans. In total, Firefighters have completed nearly 1,000 preplans. Neighborhood/Public Education Outreach activities were highlighted.

Under the Prevention and Safety Education, activities of the Fire Inspector were highlighted.

The retirement of the Building Official at the end of August 2012 initiated the recruitment process for that position. City Manager Schainker noted that, even with a 3% permit fee increase, projected revenues still result in a deficit for Inspections.

Pertaining to Rental Housing, Chief Bayouth said when he came on as Chief, the inspectors were two years behind. The Chief has directed that the inspectors inspect those units that are to be inspected this year at the same time as the scheduled inspections for next year. Chief Bayouth has given them a goal of being totally caught up by 2015. He noted that there was only one of the inspectors out in the field and the other one, who was a supervisor, was mainly assigned to administrative duties. That supervisor voluntarily was demoted, and now there are two inspectors in the field. There were also two and a-half Principal Clerks who each had a different supervisor. Those employees are now supervised by the Building Official. The half-time Principal Clerk will be re-assigned to the Planning and Housing Department on a trial basis to fill the vacancy created by the resignation of that Department's secretary. The reallocation of personnel resulted in a decrease of .05 FTE and a reduction of more than \$1,000 from the Building Safety program budget and a decrease of .15 FTE and reduction of \$25,000 from the Rental Housing program budget.

City Manager Schainker emphasized the benefits to the City of partnerships with other entities, specifically noting the partnership with Iowa State University with the Ames Fire Department.

ADJOURNMENT: Moved by Davis to adjourn the meeting at 8:16 p.m.

**MINUTES OF THE SPECIAL MEETING
OF THE AMES CITY COUNCIL**

AMES, IOWA

FEBRUARY 7, 2013

The Ames City Council met in special session at 5:16 p.m. on February 7, 2013, in the Council Chambers in City Hall, 515 Clark Avenue, pursuant to law with Mayor Campbell presiding and the following Council members present: Jeremy Davis, Matthew Goodman, Jami Larson, Peter Orazem, Victoria Szopinski, and Tom Wacha. *Ex officio* Member Baker was absent.

FY 2012/13 BUDGET PROPOSALS: The City Council heard reports on the Transportation Program and General Government and Internal Services.

Transit System. Transit Director Sheri Kyras gave a six-year history of CyRide ridership. Ridership increased 40% in those six years, and it appears that that level of growth will continue. Om 2012/13, 5.9 million rides are anticipated in 2012/13. It is projected that over 6 million rides will be provided in 2013/14. With increasing Iowa State University enrollment predicted to continue in the near future, CyRide continues to be in a growth period, which places operational and infrastructure pressures on the system at a time when non-local funding is lowered.

Director Kyras noted that the total operating budget is approximately \$8.4 million for 2012/13 and \$8.8 million in 2013/14. She noted where the revenue will come from in 2013/14. Federal transit dollars have shifted with additional operating funding and no capital funding. There will be a 3.8 % increase in state dollars, local dollars from the three funders will increase 5% from each of the funders (City, Iowa State University, and the Government of the Student Body). Fuel prices are expected to increase 9.4% in FY 2013/14 budget with the average price of fuel budgeted at \$3.75/gallon; that will impact the budget by more than \$80,000 in FY 2013/14. To sustain the basic level of capital replacement, \$800,000 will need to come from the General Fund, and \$819,965 will need to be transferred from the Transit Operation to Capital Budget. It has been estimated that 90% of CyRide's ridership is from students; that is part of the reason that the funding shares are not even. Council Member Wacha, who represents the Council on the Transit Board, pointed out that the GSB provides 65% of the funding.

Major projects planned for 2013/14 were explained by Ms. Kyras: the Orange Route Study, which is anticipated to be completed in Spring 2014; the NEXTbus system, Articulated Buses, Management of Predicted Growth in the System, Intermodal Facility Project/Grant Close-out, Facility Construction Management, and Bus Shelter Improvements..

Council Member Larson noted, and Director Kyras concurred, that large apartment complexes increase demands on CyRide. Mr. Larson suggested that the Council consider those impacts when such a project comes before it for approval. Ms. Kyras said she was not sure the costs of those impacts; however, she can provide those to the Council.

Mayor Campbell asked how Dial-a-Ride is working since CyRide has contracted with the Heart of Iowa Regional Transit Agency for the service. Ms. Kyras reported that there have been some challenges with scheduling, but they are attempting to work out the issues. She noted that CyRide is not in a position to provide the service; if it is contracted-out, federal dollars are received; if it is done in-house, it is not federally funded.

Fleet. Fleet Support Manager Rich Iverson told the Council that they have been reducing its outsourcing. He noted that the public sector average shop rate is \$103 vs. the City rate of \$59.10. Public sector parts costs have a mark-up of 30%, and City parts are billed at cost. They reduce their costs through shop efficiencies, equipment and tools, communication, and training. Fuel prices are expected to rise to \$3.30 per gallon in FY 2013/14. Fuel continues to be the largest line item in the 2013/14 budget, at \$697,000.

Under Fleet Acquisition and Disposals, Mr. Iverson told the Council that the Department formerly had interest earnings to offset the cost of fleet; however, that is no longer the case. He added that the life cycles of fleet have been extended to reduce costs to departments, and there are some carry-over funds, but there will still be significant increases.

According to Mr. Iverson, 15% of fleet was considered “green” in 2013. They continue to purchase alternate-fueled fleet whenever possible. There are some challenges to alternate-fuel vehicles; however, the City continues to look at Compressed Natural Gas, Hybrid, all-electric, and bio-fueled vehicles.

Facilities. Director Hinderaker reported on budget changes. There is a \$10,000 increase in insurance premiums due to re-valuations. The City Hall’s appraised value doubled in 2011. There is a \$57,856 capital carry-over in FY 12/13, which is intended to be used for minor remodeling in Human Resources and Finance Departments. There is a \$17,000 (13%) reduction on electric expense for City Hall after energy-efficiency projects have been undertaken. There is an anticipated increase of \$10,000 for the cleaning contract in 2012/13; it has not increased in six years and more emphasis is going to be placed on the appearance of City Hall. For the exterior improvements, \$10,000 has been added for landscape borders/edging. Mr. Hinderaker stated that the focus will be on maintenance of City Hall. He shared the list of improvements to be undertaken.

Human Resources. The budget for Human Resources was detailed by Director Julie Huisman.

In 2010/11, 50 recruitments were launched. A total of 2,211 applications were received. NEO-GOV, the on-line applicant tracking system, significantly reduced the amount of paper and postage used by the Department. Ms. Huisman listed the key recruitments performed during 2011/12 and to date in 2012/13.

Highlights for the Health Insurance Management were given. She said that the City has implemented a host of programs and services that have strengthened the City’s ability to moderate and absorb expected fluctuations. The City is certified as a Gold Well Workplace by the Wellness Council of America. The City is the only municipality in the state with this level of designation, and has sustained that certification since 2000. Currently, the City is pursuing the Platinum designation.

Ms. Huisman gave an update on the Union settlements that have been reached. She advised that the Police Unit is going to arbitration.

Risk Management. Risk Manager David Eaton highlighted the workers’ compensation, safety, and insurance categories. It was noted that claims for workers’ compensation and property insurance claims are the main budget-drivers. Initiatives that allow the City to get out ahead of the claims were explained by Mr. Eaton.

The 2013/14 budget includes an increase of 3.6% increase for general risk management and liability insurance and related administrative fees and services. Regarding property insurance, appraisals were completed last year. No capital dollars, other than those planned and preferred by the Electric Department, will be included in the budget. Overall, the Risk Management budget will decrease 1%.

Health Benefits. Human Resources Officer Doug Garnett reviewed the service objectives of Health Insurance Management: to keep average healthcare cost increases below national and regional averages. For 2012/13, rates for health insurance contributions increased 5%; however, for FY 2013/14, health insurance rates are budgeted to increase by approximately 8%. That is due, in part, to additional fees that the City will be required to pay under the Patient Protection and Affordable Care Act. The City has implemented many programs and services to educate employees to make good health-care decisions. Mr. Garnett outlined the three programs that have strengthened the City's ability to moderate and absorb expected fluctuations: (1) Outcomes Medication Therapy Management Services, (2) Disease Management Services provided by Wellmark/Healthways, and (3) Health Promotion.

City Council. Assistant City Manager Melissa Mundt provided a brief summary of the Council's Goal-Setting Session held on January 19, 2013. Public Relations Officer Susan Gwiasda talked about the City's branding/visioning efforts, which included updating materials, Brag Team meetings, and encouraging partnerships. The annual events sponsored by the Council were listed. She asked the Council to think about whether or not to continue the Ames Citizens Academy, which has seen dwindling interest. Council Member Szopinski expressed her desire to continue the program. She had learned a great deal about the City from attendance at the Academy. Council Member Davis asked if there was any overlap between Leadership Ames and the Ames Citizens Academy. Council Member Wacha said that the Leadership Ames classes focuses on community, rather than just the City. It was pointed out that Leadership Ames costs; the Citizens Academy does not charge its participants. Ms. Gwiasda also asked the Council to consider participating in the University's WelcomeFest rather than holding its own Welcome Back Event on Welch Avenue. Attendance at the Event was lower than usual.

Executive Management. Assistant City Manager Mundt listed the numerous committees and commissions staffed by the City Manager's Office. She also noted the support provided by staff on major City projects and assisting departments due to Director vacancies. Work continues on the Excellence Through People initiatives.

The meeting recessed at 7:10 p.m. and reconvened at 7:20 p.m.

City Clerk. Diane Voss presented the City Clerk's Division budget. The Council's use of iPads allowed for a \$4,000 reduction in the Printing line item. The cost of purchasing the iPads was offset in fewer than eight months by savings in printing, staff time, and materials. A major expense for the City Clerk's Division is the publication of legal notices, minutes, and ordinances, which is projected to equate to approximately \$38,000/year.

Public Relations. Susan Gwiasda, Public Relations Officer, listed ways that the City communicates internally and externally. There were 170 media releases during 2012. She showed how the publications have changed throughout the years. Pertaining to social media, the City participates in *Twitter* and *Facebook*. Ms. Gwiasda advised that the City has 1,500 Friends on *Facebook* and 2,500 on *Twitter*. Four events promoted by the Public Relations

Officer to be held in 2013 were highlighted. Ongoing promotions under the EcoSmart - Smart Energy (Demand Side Management) were described by Ms. Gwiasda.

Cable TV. Derek Crisler, Cable Coordinator, was present. Highlights were provided for Channel 12 (Government) and Channel 16 (Public) were provided by Public Relations Officer Gwiasda. Upgrades are being made and equipment replaced in the Control Room. Mr. Crisler has changed all graphics on live and original programs to match the new color scheme and logo. New video control system has been installed for Channel 16. New programs for weekly playback continued to be received. Under Mr. Crisler's leadership, there has been an increase in programs and continued improvement in quality. Council Member Larson suggested that Channel 16 be better promoted.

Ms. Gwiasda gave tribute to the interns who assist the Public Relations Officer and Cable TV.

Legal Services. Acting City Attorney Judy Parks recognized that the City Attorney's position has been vacant after the retirement of Doug Marek in early December. Ms. Parks showed the funding sources for Legal Services; the General Fund provides \$322,803. Major planning and Public Works projects were highlighted. Ms. Parks compared the costs of services provided by the City Attorney versus a private attorney. Council Member Larson stated that he and Council Member Goodman have begun to meet with the City Attorney's Office on a regular basis to provide guidance. He noted that the City Attorney is one of two City employees who is directly supervised by the City Council..

Planning & Housing. Highlights on the budgets for Long-Range and Current Planning were presented by Acting Planning and Housing Director Bob Kindred. For 2013/14, they have decreased budgeted staff time devoted to Long-Range Planning from 50% to 20%. This stems from the more active development climate and from staff's efforts to emphasize responsive customer service and the Council's "Can Do Attitude." Current Long-Range activities for 2012/13 and 2013/14 were listed as were work activities under the Current Planning Program. Planner Jeff Benson has been designated to be a liaison to work with the Ames Community School District on development of new schools and disposition/redevelopment of former school sites.

Housing & Community Development. Vanessa Baker-Latimer, Housing Coordinator, said that she would be focusing on the administration of the Neighborhood Sustainability Program. She noted that for 2012/13 and 2013/14, their Action Plan will include: (1) Neighborhood Sustainability Program, (2) and Neighborhood Public Improvement Programs, which includes neighborhood infrastructure improvements. Ms. Baker-Latimer reported that the City has not heard what its CDBG allocation will be for 2013/14.

Council Member Larson suggested that the City's event trailer could be used to facilitate a "ribbon cutting" when infrastructure projects funded via CDBG funds are completed. That would allow the Mayor and City Council members as well as members of the public to celebrate the completion of the project with the affected neighbors..

COMMENTS: City Manager Schainker brought the Council's attention to a graph prepared by the Budget Officer at the request of Council Member Goodman showing the Total Costs of City Services.

Mr. Schainker also wanted the Council to note the letter placed around the dais from Julie Weeks, on behalf of the Ames Convention & Visitors Bureau, requesting the City to match the Ames Community Grant Program funding in the amount of \$10,000 for 4th of July fireworks. Council Member Goodman explained that when the Council agreed to a referendum to be placed before the citizens for a 2% increase in the Hotel/Motel Tax, the Ames Convention & Visitors Bureau agreed to fund several funding requests; fireworks was one of those.

City Manager Schainker told the Council that a memo reminding the Council of pending issues that they will need to make decisions on at Budget Wrap-Up on February 12:

ADJOURNMENT: Moved by Davis to adjourn at 8:34 p.m.

Diane R. Voss, City Clerk

Ann H. Campbell, Mayor

**MINUTES OF THE REGULAR MEETING OF THE
AMES CONFERENCE BOARD AND
REGULAR MEETING OF THE AMES CITY COUNCIL**

AMES, IOWA

JANUARY 22, 2013

REGULAR MEETING OF THE AMES CONFERENCE BOARD

The regular meeting of the Ames Conference Board was called to order by Chairperson Ann Campbell at 6:30 p.m. on January 22, 2013. Present from the Ames City Council were Jeremy Davis, Matthew Goodman, Jami Larson, Peter Orazem, Victoria Szopinski, and Tom Wacha. Story County Board of Supervisors present were Wayne Clinton and Rick Sanders. Representing the Ames School Board were Teresa Simpson and Bill Talbot. Gilbert School District was represented by Marcia Dezonias. United School District was not represented.

MINUTES OF THE JULY 10, 2012, SPECIAL MEETING OF THE CONFERENCE BOARD:

Moved by Clinton, seconded by Goodman, to approve the minutes of the Special Meeting of the Conference Board held July 10, 2012.

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

ASSESSOR'S BUDGET PROPOSALS: Ames City Assessor Greg Lynch highlighted information from the City Assessor's 2013/14 Annual Report. He specifically explained Taxable Valuations by Class at 100% Assessed Value and at Rolled Back or Taxable Values. The percentage of change between the 2011 and 2012 values was noted. The 2012 rollback factor was 52.8166%. According to Mr. Lynch, the increase in the rollback is the primary driver of the net 5.4% change in taxable value from 2011 to 2012.

Department activities were reviewed by Mr. Lynch. Residential properties are starting to rebound from problems experienced in past years. He brought the Council's attention to Attachment D contained within the Report, which shows the quarterly sales activity. The overall sales volume for new homes decreased 30% from 2010 to 2011, but in 2012, it increased back up to 43. The sale price for new homes also increased. There were 575 sales in 2012 compared to 492 in 2011. The overall sales volume for existing homes increased by 16.87%, and the average sales price per square foot increased 2.05%. The median sales price showed a slight increase of 1.49% from \$161,500 in 2011 to \$163,000 in 2012. According to Mr. Lynch, that, coupled with a median sales ratio of 99.3% for sales that are believed to be included in the Iowa Department of Revenue's sales ratio analysis for equalization, leads to the conclusion that residential revaluation for January 2013 would not be required. He also stated that since the Assessor's Office current software that is used to generate values is no longer supported, they have developed a new model and are currently calibrating it. It will be used to revalue residential properties.

In regards to commercial properties, based on information provided by the Iowa Department of Revenue through October of 2012 and on other sales that have occurred since then, Mr. Lynch estimated the median sales ratio to be 98%. This is down from a year ago when it was 100.7%. The 98% range is well within the range of 95% to 105%, which excludes it from equalization by the Department of Revenue; based on that, no city-wide commercial revaluation is warranted.

Department accomplishments for 2012 were highlighted by Mr. Lynch.

Assessor Lynch reported on staff changes within the office. Brenda Swaim, who has been with the Assessor's Office since 1996 was appointed as Deputy Assessor in 2012. The former Deputy Assessor, Paul Overton, had been appointed the Boone County Assessor. Matt Emerson was hired on July 1, 2012, as the Database Manager/IS Administrator.

Mr. Lynch detailed the City Assessor's budget proposal for 2013/14. Pertaining to salaries, he is asking for a 2.0% cost-of-living increase and a 1.00% merit pool, for a total of 3.00%, for the Assessor and all other staff. The Health Insurance line item was increased by 8%. Mileage reimbursement increased by \$.01/mile; it is paid at the current IRS rate. Mr. Lynch reminded the Conference Board that the Assessor's Office now uses the City's Information Technology Division for all of its needs.

The Board of Review line item was reviewed by Mr. Lynch, and a summary of the cases that had come before the Property Assessment Appeal Board was given. For 2012, 15 cases were filed; ten of those cases involved parcels held in a cooperative form of ownership.

Regarding the GIS and Mapping portion of the Assessor's Budget, Mr. Lynch advised that they had contracted with Pictometry for new aerial imagery. The flight occurred in March 2012, but because of early foliage, the photography was not acceptable. The company gave the Assessor's Office those images at no cost and re-flew the City in November 2012. They are hoping to be on a three-year cycle for aerial photography.

An explanation of the funds and balances uses and proposed was given by City Assessor Lynch. He noted that the projected ending balance is about 30% of the annual budget; it is felt that that amount of reserves is adequate.

The annual survey, as required by the Conference Board, was summarized by Mr. Lynch. Of the 100 forms mailed, 37 were returned. The Board's attention was brought to the comments that were contained within the Report.

Mr. Lynch pointed out that the percentage of change between the Proposed and Current Budget shows a decrease except for Assessment Appeals/Court Costs. The total percentage increase in the Assessor's Budget is 1.9%, which is the least amount of increase during Mr. Lynch's tenure.

Moved by Sanders, seconded by Szopinski, to approve the proposed City Assessor's 2013/14 budget, as above-discussed.

Roll Call Vote: 3-0. Motion declared carried unanimously.

Moved by Sanders, seconded by Szopinski, to receive the proposed budget (adoption of the budget will occur after the hearing is held).

Roll Call Vote: 3.0. Motion declared carried unanimously.

Moved by Sanders, seconded by Szopinski, to set 6:30 p.m. on February 26, 2013, as the date of public hearing on the proposed FY 2013/14 City Assessor's budget.

Roll Call Vote: 3-0. Motion declared carried unanimously.

COMMENTS: Council Member Larson added that the *Iowa Code* mandates that the City Attorney represent the Conference Board and states that the city may be reimbursed for its expenses. As part of an evaluation of the duties of the City Attorney in connection with the City's recruitment for that position, Acting City Attorney Judy Parks had done an analysis of the costs incurred over the past two years by the City Attorney's Office to provide the services to the City Assessor's Office. That analysis revealed that, depending on the number of appeals, the costs came out between \$5,000 and \$10,000/year, which was at the rate that other City departments are charged for the City Attorney's services. It was noted that those fees were much less than using the

services of a private attorney. Mr. Larson said that City Assessor Lynch had agreed to add that reimbursement to the City for the services of the City Attorney in the future. For 2013/14, that amount will be \$10,000.

ADJOURNMENT: Moved by Sanders, seconded by Davis, to adjourn the Ames Conference Board at 7:00 p.m.

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

REGULAR MEETING OF THE AMES CITY COUNCIL

The Regular Meeting of the Ames City Council was called to order by Mayor Campbell at 7:05 p.m. on January 22, 2013, 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. *Ex officio* Member Sawyer Baker was also present. The Mayor announced that the Council would be working off of an Amended Agenda: (1) The properties at 118-122 Campus Avenue were added to Item No. 16 pertaining to approval of a Plat of Survey; (2) Item No. 20 had been stricken because the establishment is not ready for final inspection; and, (3) approval of a Fireworks Permit for North Grand Mall was added under Permits, Petitions, and Communications. She also advised that staff had requested that Item No. 11 (purchase of Medium-Duty Truck Chassis for Electric Distribution Division) be pulled.

CONSENT AGENDA: 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 Regular Meeting of January 8, 2013, and Special Meeting of January 15, 2013
3. Motion approving certification of civil service applicants
4. Motion approving Report of Contract Change Orders for January 1-15, 2013
5. Motion approving renewal of the following beer permits, wine permits, and liquor licenses:
 - a. Class C Liquor - The 5 & Dime, 115 5th Street
 - b. Class C Liquor & Outdoor Service - West Towne Pub, 4518 Mortensen Road, Suite 101
 - c. Class C Liquor & Outdoor Service - Dublin Bay, 320 South 16th Street
 - d. Special Class C Liquor & Outdoor Service - Black Market Pizza, 2610 Northridge Parkway
 - e. Class C Liquor & Outdoor Service - Mickey's Irish Pub, 109 Welch Avenue
6. RESOLUTION NO. 13-019 approving Quarterly Investment Report for period ending December 31, 2012
7. RESOLUTION NO. 13-020 approving plans and specifications for 2012/13 Asphalt Street Reconstruction – 2012/13 Water System Improvements (South Wilmoth Avenue, Hilltop Road, Tripp Street, and Morningside Street), Water Main Replacement; setting February 20, 2013, as bid due date and February 26, 2013, as date of public hearing
8. RESOLUTION NO. 13-021 approving plans and specifications for Toronto Area Water Main Replacement (Toronto Street, Arizona Avenue, Tucson Court, Windsor Circle); setting February 20, 2013, as bid due date and February 26, 2013, as date of public hearing
9. RESOLUTION NO. 13-022 approving plans and specifications for 2012/13 Ames Municipal Cemetery Paving Improvements; setting February 20, 2013, as bid due date and February 26, 2013, as date of public hearing
10. RESOLUTION NO. 13-023 approving plans and specifications for Hickory Drive Improvements (Lincoln Way and Westbrook Drive); setting February 20, 2013, as bid due date and February 26, 2013, as date of public hearing
11. RESOLUTION NO. 13-025 approving Change Order No. 2 for 2011/12 Collector Street Pavement Improvements (Ash Avenue)
12. 2012 Electric Services Underground Trenching Project:

- a. RESOLUTION NO. 13-026 accepting completion of 2012 Underground Trenching primary contract with Ames Trenching & Excavating
 - b. RESOLUTION NO. 13-027 accepting completion of 2012 Underground Trenching back-up contract with Dig America
 - c. RESOLUTION NO. 13-028 approving preliminary plans and specifications for rebid of Underground Trenching for Electric Services; setting February 14, 2013, as bid due date and February 26, 2013, as date of public hearing
13. RESOLUTION NO. 13-029 accepting completion of 2012/13 Collector Street Pavement Improvements (Meadowlane Avenue - East 13th Street to Carr Drive)
14. RESOLUTION NO. 13-030 approving completion of Brookside Park East Side Improvements
15. RESOLUTION NO. 13-031 approving Plat of Survey for 125 Hyland Avenue and 118-122 Campus Avenue
- Roll Call Vote: 6-0. Resolutions declared adopted unanimously, signed by the Mayor, and hereby made a portion of these Minutes.

PUBLIC FORUM: Aaron Fultz, 1115 Orchard Drive, Ames, Chairperson of the Ames Human Relations Commission, announced the recipient of the Ames Humanitarian Award: Debra Lee, who had been nominated by Jane Acker and Lynne Carey. The Award had been presented to Ms. Lee at the Martin Luther King, Jr., Celebration held on January 21.

Mr. Fultz also summarized the program held in observance of Martin Luther King, Jr., Day,

Michelle DeLaRira, Interim Director of Community and Family Resources (CFR), 1619 S. High Avenue, Ames, gave an update on the changes that had occurred to CFR's Management Team. She presented the response of CFR to the State Audit. Ms. DeLaRira thanked the City for forgiving the \$25,000 loan made to The Richmond Center. She stated that the City has been paid for the amount of the billing error discovered for nursing services between the City and Story County. Ms. DeLaRira told the City that CFR is very committed to the Ames community and dedicated to the prevention, treatment, and services that it provides and wants to partner with the City. She said she was very willing to address any concerns that the City may have regarding CFR's new Management Team and/or fiscal operations.

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

5-DAY CLASS C LIQUOR LICENSE FOR OLDE MAIN BREWING COMPANY: Moved by Goodman, seconded by Davis, to approve a 5-Day Class C Liquor License for Olde Main Brewing Company at the CPMI Event Center, 2321 North Loop Drive.
Vote on Motion: 6-0. Motion declared carried unanimously.

CLASS C LIQUOR LICENSE FOR CHARLIE YOKE'S: Moved by Goodman, seconded by Davis, to approve a Class C Liquor License for Charlie Yoke's, 2428-2430 Lincoln Way.
Vote on Motion: 6-0. Motion declared carried unanimously.

SPECIAL CLASS C LIQUOR LICENSE FOR SHOGUN OF AMES: Moved by Davis, seconded by Larson, to approve a Special Class C Liquor License for Shogun of Ames, 3704 Lincoln Way.
Vote on Motion: 6-0. Motion declared carried unanimously.

FIREWORKS PERMIT FOR NORTH GRAND MALL: Moved by Goodman, seconded by Davis, to approve a Permit to shoot fireworks from the rooftop of North Grand Mall on March 7, with a rain date of March 8, 2013.

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

2013-2018 CAPITAL IMPROVEMENTS PLAN (CIP): Mayor Campbell invited the public to provide input on the 2013-2018 CIP.

Sue Wuhs, 2920 Monroe, Ames, the Director of Ames Community Preschool Center (ACPC), advised that she had learned just last Friday that ACPC's bid had been accepted by the Ames Community School District for purchase of the former Willson-Beardshear School building. She said that the building will be the new home of ACPC. Ms. Wuhs said that she had already been contacted by members of the Sunset Neighborhood Association, who want some of the land to be donated and turned into a park. She said that ACPC was not in a position to give anyone land; however, Ms. Wuhs hoped that the City would be willing to do something similar to what it does at other schools where the playground would be opened up for use by the public at night and on weekends when ACPC is closed. In that regard, Ms. Wuhs asked for the City to include in its CIP funding for playground structures at the subject site. She noted that it would be some time before ACPC could afford to purchase any playground equipment. Ms. Wuhs requested \$27,000 be placed in the CIP for purchase of playground equipment at the new ACPC site. Council Member Orazem asked when ACPC would move into the Willson-Beardshear building. Ms. Wuhs said that the contractor and architect believe ACPC could move into the building as early as Fall 2013. She said that one of the improvements that will have to be done is to add a kitchen, which will be very costly. According to Ms. Wuhs, ACPC's current lease with the Ames Christian Church expires in December 2013; they would honor that lease. At the question of Council Member Orazem, Ms. Wuhs responded that ACPC is a non-profit agency. She also answered the inquiry about how the \$27,000 figure was arrived at by stating that she had met with staff from the City's Parks and Recreation Department.

Stacey Ross, 1121 Marston Avenue, Ames, representing the Citizens for Roosevelt Park, thanked the City Council for its vote on November 27, 2013, to accept as large of parcel as possible from the School District. As such, Ms. Ross asked that the City Council budget monies in the CIP for Roosevelt Park development. She noted that the School Board had recently created a bid document to sell 2.2 acres of land around the School; the 1.3-acre potential park is exempted from the bidding document. Ms. Ross said that it was her understanding that the School Board will take formal action to recommend transferring 1.3 acres to the City within 60 to 90 days. According to Ms. Ross, the current 2.3-acre park space at Roosevelt gets extensive use by individuals and families from throughout the community of Ames. The 1.3-acre park space does not include the blacktop or the "iconic fort playground."

Marty Helland, 1024 Roosevelt Avenue, Ames, said that the Roosevelt School green space has served as a city park for nearly 100 years. For the 80+ years that the School had been opened, the park space had been labeled "a school playground." According to Ms. Helland, since the School closed, the area has gotten little attention from the School or the City, but it certainly didn't mean that it wasn't used as a park; dedicated neighbors have maintained the area - trimming the bushes, planting flowers, picking up trash. She urged the Council to add money for park development in the CIP.

Kate Padgett-Walsh, 1209 Marston Avenue, Ames, stated that she was the President of the City's oldest neighborhood association, also urged the Council to allocate funding in the CIP for development of Roosevelt Park. She said that there are people from all over Ames and Gilbert that use the Park, some on a daily basis.

City Manager Schainker noted that staff had already been in discussion with the Parks & Recreation Commission concerning the Roosevelt School site. City staff will probably recommend placing development of a park at the Roosevelt School site in the second year of the CIP. Meetings will need to be held and input received from the neighbors.

Regarding the request of ACPC, City Manager Schainker noted that the City has considered open space/play areas at schools as neighborhood parks, and the City had entered into an agreement to share 50/50 with the Ames Community School District to buy playground equipment. ACPC is not offering to pay 50%; however, the difference might be that ACPC's new location might not necessarily be a city park. Discussion will need to occur with ACPC and the Parks & Recreation Director as to what percentage of the costs of playground equipment would be paid for by the City.

ANNEXATION AGREEMENTS WITH HUNZIKER LAND DEVELOPMENT, LLC, AND QUARRY ESTATES: City Manager Schainker advised the Council that there currently is an approved annexation agreement with the owners of Rose Prairie. Quarry Estates representatives also had signed an annexation agreement; however, it was never approved by the City Council. The Council had hoped to approve an agreement with Hunziker and Quarry Estates at the same time.

According to Mr. Schainker, based on the Council's most recent discussions, there are two policy issues that need City Council direction before City staff can prepare an agreement for approval:

Issue 1: Sprinklers in Homes. In order to address the concern of the new development north along Grant Avenue impacting the City's emergency response time, the developer suggested that any residential building include a fire sprinkler system; said requirement would be included in the annexation agreement. Mr. Schainker reported that Chuck Winkleblack, who represents Hunziker Land Development is adamant that no agreement can be reached for its two properties unless the sprinkler requirement be eliminated. Officials from Quarry Estates subsequently stated that even though the City has a signed agreement that includes the sprinkler requirement, they will not proceed with their development unless the sprinkler requirement is removed from the agreement. Therefore, the issue before the City Council is whether or not to include the residential sprinkler requirement in the annexation agreements with Hunziker and Quarry Estates.

Issue 2: Extension of Electric Utility Lines to Area B. Electric Services Director Donald Kom stated that all of Rose Prairie is not within the Ames Electric Utility service area.

City Manager Schainker pointed out that someone must pay for the extension of the electric distribution system up to the Hunziker property. The issue before the City Council is who should be responsible for extending the electric distribution system from Bloomington Road up to the southern boundary line of the Hunziker property.

Director Kom pointed out that the developer of Bloomington Heights was not required to extend the electric distribution system to the northern edge of his property up to the Hunziker property. Since it has been decided to annex property to the north, the electric system must be extended. The costs to add overhead lines would be approximately \$280,000. The costs to add underground lines would equate to approximately \$430,000. The system would be built big enough to accommodate all the growth that would happen in the Ames service territory. It would be the responsibility of the developer to install the internal infrastructure (within the development) and create the capability to get through to the edge of the development.

Council Member Goodman asked if there were any instances when the City would give up any of its territory to another utility. City Manager Schainker said that would mean the City would give up revenue. There are times when utilities “swap” areas, but not give it up.

According to Mr. Kom, from an electrical infrastructure standpoint, the estimated investment in this case to pick up the number of customers who would be living in the area is not out of line. If this property were somewhere else in the City, it would do the same thing. Also, if only Bloomington Heights was going to be served with a redundant system, the cost would be approximately one-half of the amount, i.e., \$140,000 for overhead lines or \$215,000 for underground lines. Assistant City Manager Bob Kindred noted that the *Code* requires that the distribution system be installed underground in residential areas. Mr. Kom added, however, if additional transmission is needed, and a transmission line would need to be constructed, because of the size of the load, it would need to be overhead. Even though it would be along the railroad tracks, this might not be appealing to new home owners.

Council Member Larson stated his opinion that it was not fair to require Hunziker to pay for expansion of the electric distribution system because Midland Homes or Regency Builders were not required to construct it to the northern edge of its property.

Council Member Szopinski expressed her frustration that the City is already investing \$1.4 million to extend infrastructure, paying 23% of the paving of Grant Road. She felt that the City keeps saying, “Sure.” It is her opinion that the developers needed to share in the costs, instead of it “being all us. It is always the City picking up the tab.” Ms. Szopinski said it will “only benefit a few.”

Director Kom noted, from an electrical provider standpoint, that when new territory is added, the City typically service is brought to the property at the City’s cost.

Chuck Winkleblack, 105 S. 16th Street, Ames, pointed out that, regardless of what the Land Use Policy Plan shows, the property in question has been in the Ames Electric Service territory for a long time, probably decades. He has never known any utility to give up its service territory because it refused to provide basic infrastructure. Mr. Winkleblack noted that Rose Prairie had already been annexed to the City of Ames. Assistant City Manager Kindred advised that the annexation agreement does require the developers of Rose Prairie to pay for electric distribution lines; however, in order for service to that land, the lines would have to go through the Hunziker land. Mr. Winkleblack asked who would pay for the infrastructure if the Hunzikers do not agree to annex; that would be approximately \$500,000 waiting to be paid for Rose Prairie.

Mr. Winkleblack took offense to Ms. Szopinski’s comments that “the Hunzikers keep asking” and the comments in Council Member Goodman’s blog, which is transmitting information to the public that is inaccurate. According to Mr. Winkleblack, the blog says, “that the Hunzikers keep asking and asking.” He wanted the record set straight: the developers of the Hunziker parcel have never asked the City to invest \$1.4 million in infrastructure; they preferred to “keep the City out of it.” In addition, he noted that paying a portion (23%) of paving Grant Road is an actual policy of the City – that adjacent property owners pay their share, and the City is an adjacent property owner. Mr. Winkleblack emphasized that the Hunzikers were paying costs for this annexation above and beyond what is traditional for subdivisions. They did not ask for their percentage of that to be done; the Hunzikers did not want to be a part of it. Regarding the electrical connection, it is traditional that the City brings the infrastructure to the development. This is the first time that Hunziker developers have ever been asked to pay to get power to their property. Mr. Winkleblack also stated that the Athen development needs to move forward because it is up against strict time constraints. He

advised that the retirement community equates to approximately \$13 million plus the residential development, and it needs to move forward.

Moved by Larson, seconded by Orazem, to exclude residential sprinklering requirement in both Hunziker and Quarry Estates annexation agreements.

Council Member Wacha asked what would happen if the developer of Rose Prairie asks to also be excluded from the sprinklering requirement. Mr. Larson stated that his motion did not include Rose Prairie.

Council Member Goodman noted that the developers of Quarry Estates had signed the annexation agreement as it was negotiated at that time. The fact that the City had not consummated the agreement was irrelevant; it could be signed by the City at any time. Hunziker had never signed the agreement; however, Quarry Estates had signed it, and he felt that developer should uphold its commitment. Mr. Goodman said that he was concerned over the City being willing to renegotiate agreements that had been signed.

It was asked by Mr. Goodman where the low-impact development comes into play. Assistant City Manager Kindred answered that the Conservation Subdivision Ordinance applies to all of the land within the Ada Hayden Watershed; that would apply to all three subdivisions (Hunziker, Quarry Estates, and Rose Prairie).

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

Moved by Larson, seconded by Orazem, for the City of Ames bear the cost and the responsibility for extending the electric distribution system from Bloomington Road up to the southern boundary line of the Hunziker property, and that be accomplished in an overhead along the railroad portion.

Council Member Goodman stated his disagreement with that motion. He stated that these choices are made because the Land Use Policy Plan changed. When that happens, there are extra costs that are incurred by the City. Mr. Goodman said that he did not think it was unreasonable to ask for cost-share. The requests of developers triggers the extra costs and those costs should be shared to those whom stand to benefit the most in terms of profit.

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

STONE BROOKE SUBDIVISION EROSION CONCERNS: Civil Engineer Eric Cowles stated that the City's Storm Sewer Outlet Erosion Control annual program provides for stabilization of areas that have become eroded due to discharges of the storm sewer system into streams, channels, swales, gullies, or drainage ways in residential areas. The intent of that annual CIP program is to provide a more permanent control of the erosion and will reduce recurring maintenance costs in these areas. He noted that the location identified for this program in 2011/12 was the creek adjacent to the Stone Brooke Subdivision (the creek crossing at Hoover Avenue to the outlet at Ada Hayden Park).

Although his property will not be impacted, City Manager Schainker recused himself from assisting the City Council on this issue since he is a member of the Stone Brooke Homeowners Association.

According to Mr. Cowles, the main area of concern for the property owners is an area of settlement between their respective properties. Maps were shown of the settlement area between 4002/1506 Stone Brooke Road. Between the properties is an existing storm sewer pipe that outlets into the creek. The land settlement is occurring above/near the storm sewer pipe installation. Mr. Cowles listed several possibilities as to why the land could be settling.

Assistant City Manager Kindred advised that it is the City's responsibility to maintain the storm sewer pipe as well as the creek since it carries public storm water discharge.

Mr. Cowles reported that City staff televised the section of storm sewer to determine if there were any irregularities in the storm sewer and found no evidence of collapse, cracks, holes, or soil infiltration into the storm sewer. The drainage channel was also analyzed and showed little evidence of significant erosion. The only point of issue was the small location between the two homes. No major bank erosion in this area was found that would lead to the settlement issue. In fact, it was found that the drainage channel is one of the more stable drainage channels across the City.

In summary, Mr. Cowles said that the likely reason for the settlement is due to poor compaction above or near the storm sewer trench when the pipe was installed. The settlement will be monitored with an electronic survey to ensure that the area is no longer settling. If it has ceased, the area will be stripped of the existing grass, soil will be added, and the area will be re-sodded. If the settlement is not yet complete, the area will be excavated, fill material added and compacted, and the area will then be re-sodded. In regards to the creek and the out-of-bank flows, no further action is recommended. It is estimated that this work will cost in the range of \$10,000 to \$15,000.

COMPLETION OF CONTRACT PROVISIONS FOR REDEVELOPMENT OF NORTH GRAND MALL: Moved by Wacha, seconded by Goodman, to adopt RESOLUTION NO. 13-032 accepting completion of contract provisions for redevelopment of North Grand Mall.
Roll Call Vote: 6-0. Resolution declared adopted unanimously, signed by the Mayor, and hereby made a portion of these Minutes.

2013/14 ANNUAL ACTION PLAN: Housing Coordinator Vanessa Baker-Latimer told the Council that, as part of the City's process for preparing the Community Development Block Grant (CDBG) Program Annual Action Plan, staff had hosted three public input opportunities. Those meetings were designed to educate the public about the CDBG Program, receive feedback on Program activities based on customer input during program implementation and/or from requests for assistance, and receive input from various community groups, organizations, and citizens regarding other possible program activities. According to Ms. Baker-Latimer, 26 persons representing various agencies and five citizens had attended and/or provided specific input. The overall feedback received centered around affordable housing, and specifically, rental housing.

Ms. Baker-Latimer reported that the following suggestions were made:

1. The City continue utilizing CDBG funds to administer the Renter Affordability Program.
2. Expand the Dangerous Buildings Program to include substandard rental properties for non-profit organizations to build new affordable housing units.
3. Set aside the 15% public service cap for non-profit organizations in order for them to apply for implementation of various programs or services.
4. If any affordable housing is removed for any reason, there should be a one-to-one replacement of each property due to the affordable housing shortage.

5. Utilize CDBG funds to assist Project Iowa with job training opportunities for under-employed persons seeking living wage careers and employers seeking workers.
6. Utilize CDBG funds to subsidize K-12 students for CyRide transportation costs to attend school.

Council Member Goodman asked if it would be possible to use CDBG funding in connection with human service agencies. Ms. Baker-Latimer said that she would have to look into that further.

7. Utilize CDBG funds to assist with expanding affordable rental housing.
8. Utilize CDBG funds to assist with the Coordination Intake Process for non-profits to track assistance provided to homeless individuals and/or households.

Ms. Baker-Latimer noted that the City had not been notified of its CDBG funding allocation for 2013/14. Last year, the City was notified in March. The Plan needs to be submitted to HUD by May 17, 2013.

The following programs were recommended by City staff after taking into consideration the public forum comments. Ms. Baker-Latimer emphasized that it would depend on the amount of CDBG funds that the City will receive for 2013-14.

1. Home Improvement Rehabilitation
2. Homebuyer Assistance
3. Acquisition/Reuse
4. Operations and Repair
5. Dangerous Buildings
6. Deposit Assistance
7. Neighborhood Infrastructure Improvements

Ms. Baker-Latimer provided staff's rationale for recommending a continuation of those Programs. She noted that all of the activities proposed, except for the Dangerous Building Program, would be of 100% benefit to low- and moderate-income persons and/or neighborhoods.

Shari Reilly, 320 Ash Avenue, Ames, said that she was representing A Mid-Iowa Organizing Strategy. She expressed AMOS' concerns about a lack of affordable rental housing. Members of AMOS believe that it is important to use CDBG funding to develop programs that support people, rather than City infrastructure. AMOS would like to see a close working relationship between the City and Central Iowa Regional Housing Authority (CIRHA). AMOS would like to see transportation assistance be included in the next five-year Action Plan. Ms. Reilly also voiced AMOS' support for Project Iowa with job-training opportunities for under-employed persons.

Mayor Campbell noted that Ames is unique due to the ASSET process. That process is utilized for many of the projects that Ms. Reilly spoke about; the ASSET process has the scrutiny, without many of the administrative "strings" attached.

Council Member Larson acknowledged that Ms. Reilly's ideas were very creative. He noted that some of the funders take on other projects outside of the ASSET process, e.g., the United Way working on the transportation issue on a County-wide basis and provided separate funding on a one-time basis. Perhaps there would be CDBG funds that could be used for such programs since ASSET funds are in such demand. Mayor Campbell noted that the City Council has requested to review the

ASSET guidelines much earlier in the process, i.e., in the summer instead of right before budget time.

Council Member Orazem said that, in order to prioritize the Programs, it was important to know what services already have a funding source.

Moved by Wacha, seconded by Davis, to adopt RESOLUTION NO. 13-033 approving the proposed 2013/14 Annual Action Plan Program projects as noted above in connection with the City's CDBG Program and authorize staff to prepare the Action Plan document for the 30-day public comment period.

Council Member Goodman noted that some of the CDBG funding goes to pay for infrastructure (curb and gutter) in the low- to moderate-income areas. He said he shared Ms. Reilly's philosophy that the funding go to people, not infrastructure. Mayor Campbell noted that the infrastructure being funded is in the low- to moderate-income neighborhoods. Mr. Goodman said he felt that this year might be the year to explore other opportunities.

Council Member Davis stated that Housing Coordinator Baker-Latimer would soon be requesting that the Council develop its priorities for the next five-year Plan. He would like to wait to develop new programs until priorities are set. Mayor Campbell suggested that Council establish the priorities for CDBG funding around the same time as the ASSET Needs Assessment.

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

Council Member Goodman said that he sees some value to the comments made by Ms. Reilly. He asked if it would be best to wait to bring up other ideas, making sure that AMOS representatives are aware of when the discussion would occur. Housing Director Baker-Latimer pointed out that 2013/14 is the last year of the second five-year Plan. Next year, the City would have to approve a new five-year Consolidated Plan and priorities. She thought that would be the best time to bring up new goals and Programs.

Ms. Baker-Latimer noted that HUD had changed the entire plan for next year. She has not had the opportunity to review all the changes, but the City might need to hire some assistants to collect data and community input.

Greta Anderson, 60371-190th Street, Nevada, stated that she does not live in Ames, but serves on the Board of the Emergency Residence Project (ERP). She noted that the ERP does provide partial rental and utility deposits, but not enough to cover the entire cost of the deposit. Ms. Anderson alleged that there is a crisis of homelessness in Ames. Ms. Anderson said that the ASSET funding is not nearly enough to meet the needs in the Ames community. She suggested that staff engage the creativity and knowledge of the non-profits and AMOS in the development of the five-year Plan. Ms. Anderson asked that the City, as a whole, make greater efforts to engage the creativity of non-profits in the planning process.

Moved by Goodman, seconded by Larson, to direct that a discussion of the current and possible processes to develop the next 5-Year Plan be placed on a future City Council agenda.

It was noted that the time frame would be late Summer or early Fall 2013.

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

REPORT OF AMES MUNICIPAL UTILITY PLAN: Moved by Davis, seconded by Goodman, to accept the Report from the Utility Retirement Advisory Board and recommend that the relationship with Vanguard as Plan Administrator be continued.

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

STEAM TURBINE NO. 8 OVERHAUL: Electric Services Director Kom explained that typically, about every five years, one the units is taken down, and the turbine is opened up, cleaned, examined for anything that needs to be replaced, and then closed up (“open, clean, and close”). Steam Turbine Unit No. 8 is scheduled to be disassembled and inspected during the Spring 2013 outage.

According to Mr. Kom, bid documents were issued to open, clean, and close Unit No. 8, and in addition to the Base Bid, the bid contains 14 options based on time and material not to exceed prices for major repair work that may be necessary once the unit is opened up. The purpose of the options was to limit costs for the City and pay actual costs for the repair since the scope of each repair could not be defined for a lump sum bid. A price not-to-exceed was requested from each bidder, and the bids were evaluated on that basis. Staff requested that the Council approve a contract to open, clean, and close plus three options that the City knows will need to be done as well as authorizing staff to approve repair work once the unit is opened up and the need verified. The contract with NAES Corporation, if approved, gives staff the flexibility to authorize repairs, if needed. According to Director Kom, the City may not need to spend the entire amount of the contract if there are no other unforeseen repairs needed.

At the request of Council Member Orazem, Mr. Kom gave the history of the maintenance work issues that had occurred with Unit No. 7.

Moved by Goodman, seconded by Larson, to adopt RESOLUTION NO. 13-034 awarding a contract to NAES Corporation of Houston, Texas, in the amount of \$807,800 for Steam Turbine No. 8 Overhaul.

City Manager Schainker emphasized that the City learned from what had occurred in Unit No. 7. The City is pre-bidding certain items. If there is a repair needed that is not on that list, Special Council Meetings might be necessary so that the parts can be bid as soon as possible (while the Unit is open). The City will also be hiring a consultant (equipment manufacturer representative) on this project to provide guidance to the City and monitor the project. Two of the three options that staff knows will be needed are: (1) recasting the bearings, and (2) a low-speed stop test.

Noting that another problem with Unit No. 7 had been that the company doing the work had limited bonding capacity, Council Member Larson stated that he wanted to ensure that the company hired has the ability to add to the original bond in case performance issues are encountered. Director Kom said that the company doing the work on Unit No. 7 was a much smaller company than NAES; it was the low bidder.

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

HEARING ON VACATING ELECTRIC FACILITIES EASEMENT AT 218-5TH STREET: The Mayor opened the public hearing. There being no one wishing to speak, the hearing was closed.

Moved by Davis, seconded by Wacha, to adopt RESOLUTION NO. 13-035 vacating an electric facilities easement granted by Youth & Shelter Services for its properties located at 218-5th Street. Roll Call Vote: 6-0. Resolution declared adopted unanimously, signed by the Mayor, and hereby made a portion of these Minutes.

HEARING ON VACATING UTILITY EASEMENTS IN THE STREETS OF NORTH GRAND SUBDIVISION: The public hearing was opened by the Mayor. She closed same after no one came forward to speak.

Moved by Wacha, seconded by Goodman, to adopt RESOLUTION NO. 13-036 vacating utility easements in the Streets of North Grand Subdivision. Roll Call Vote: 6-0. Resolution declared adopted unanimously, signed by the Mayor, and hereby made a portion of these Minutes.

HEARING ON PROGRAMMATIC AGREEMENT WITH IOWA STATE HISTORIC PRESERVATION OFFICE (SHPO) IN CONNECTION WITH ADMINISTRATION OF CITY'S COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM: Mayor Campbell opened the public hearing. No one asked to speak, and the hearing was closed.

Moved by Davis, seconded by Larson, to adopt RESOLUTION NO. 13-024 approving the Agreement and authorizing its submittal to SHPO.

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

ORDINANCE STRIKING REFERENCES TO BOARD OF HEALTH IN MUNICIPAL CODE CHAPTER 11 (HEALTH AND SANITATION): Moved by Goodman, seconded by Davis, to pass on first reading an ordinance striking references to Board of Health in *Municipal Code* Chapter 11 (Health and Sanitation). Roll Call Vote: 6-0. Motion declared carried unanimously.

ORDINANCE STRIKING REFERENCE TO BOARD OF HEALTH IN THE INDEX OF THE MUNICIPAL CODE: Moved by Davis, seconded by Szopinski, to pass on first reading an ordinance striking references to Board of Health in the index of the *Municipal Code*. Roll Call Vote: 6-0. Motion declared carried unanimously.

ORDINANCE REZONING PROPERTY LOCATED AT 2008-24TH STREET FROM RESIDENTIAL LOW-DENSITY (RL) TO RESIDENTIAL HIGH-DENSITY (RH): Moved by Goodman, seconded by Wacha, to pass on second reading an ordinance rezoning property located at 2008-24th Street from Residential Low-Density (RL) to Residential High-Density (RH). Roll Call Vote: 6-0. Motion declared carried unanimously.

COUNCIL COMMENTS: Moved by Davis, seconded by Larson, to refer to staff the letter from the Iowa State University Research Park Corporation dated January 14, 2013, requesting that the City consider:

1. Placing traffic lights at the intersection of Airport Road and University Boulevard
2. Examine the widening of University Boulevard adjacent to the WebFilings project to accommodate turning lanes and a through lane

3. Evaluate the intersection of the Highway 30 westbound exit and University Boulevard at the peak traffic times of 8:00 a.m. and 4-5:00 p.m.

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

Regarding the letter from Bo Su, City Manager Schainker stated that staff will contact Mr. Su again and discuss the issues with him.

ADJOURNMENT: Moved by Davis to adjourn the meeting at 9:30 p.m.

Diane R. Voss, City Clerk

Ann H. Campbell, Mayor