

**AGENDA**  
**MEETING OF THE AMES AREA METROPOLITAN**  
**PLANNING ORGANIZATION TRANSPORTATION POLICY COMMITTEE AND**  
**REGULAR MEETING OF THE AMES CITY COUNCIL**  
**COUNCIL CHAMBERS - CITY HALL**  
**MARCH 25, 2014**

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

**AMES AREA METROPOLITAN PLANNING ORGANIZATION (AAMPO)**  
**TRANSPORTATION POLICY COMMITTEE MEETING**

**CALL TO ORDER: 6:00 p.m.**

1. Motion approving Draft FY 2015 Transportation Planning Work Program and setting May 27, 2014, as the date of public hearing
2. Motion approving Final FY 2015 Passenger Transportation Plan
3. Motion certifying that the AAMPO transportation planning process is being conducted in accordance with all applicable requirements

**POLICY COMMITTEE COMMENTS:**

**ADJOURNMENT:**

**REGULAR CITY COUNCIL MEETING\***

\*The Regular City Council Meeting will immediately follow the meeting of the Ames Area Metropolitan Planning Organization Transportation Policy Committee.

**PROCLAMATIONS:**

1. Proclamation for "Eco Fair Day," March 29, 2014
2. Proclamation for "Good Neighbor Emergency Assistance Month," April 2014

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

3. Motion approving payment of claims
4. Motion approving Minutes of Regular Meetings of February 25 and March 4, 2014
5. Motion approving Report of Contract Change Orders for February 16-28, 2014
6. Motion approving renewal of the following beer permits, wine permits, and liquor licenses:
  - a. Class C Liquor – Café Northwest, 114 Des Moines Avenue
  - b. Class C Liquor – Sips/Paddy's Irish Pub, 126 Welch Avenue
  - c. Class E Liquor, C Beer, and B Wine – Wal-Mart Store #749, 3015 Grand Avenue
7. Motion authorizing staff to issue Request for Proposals for Conversion of Automated Water Meter Reading System

8. Resolution approving appointment of Delores Ball to Property Maintenance Appeals Board
9. Resolution approving and adopting Supplement No. 2014-2 to *Municipal Code*
10. Resolution adopting 2013/14 Rental Housing Registration Fee Schedule
11. Resolution setting date of public hearing for April 8, 2014, on vacation and relocation of pedestrian easement for Sunset Ridge, 4<sup>th</sup> Addition
12. Resolution approving preliminary plans and specifications for 2013/14 Water System Improvements Program-Water Service Transfer Program #1 (10<sup>th</sup> Street - Douglas Avenue to Grand Avenue); setting April 16, 2014, as bid due date and April 22, 2014, as date of public hearing
13. Resolution approving preliminary plans and specifications for 2012/13 Concrete Pavement Improvements #1 (Wheeler Street-Grand Avenue to Roy Key Avenue); setting April 16, 2014, as bid due date and April 22, 2014, as date of public hearing
14. Resolution approving preliminary plans and specifications for 2013/14 Concrete Pavement Improvements (Knapp Street-Welch Avenue to Lynn Avenue and Lynn Avenue-Storm Street to Knapp Street); setting April 16, 2014, as bid due date and April 22, 2014, as date of public hearing
15. Resolution approving preliminary plans and specifications for Specialized Wet Dry Vacuum, Hydro Blast, and Related Cleaning Services for Power Plant; setting April 23, 2014, as bid due date and May 13, 2014, as date of public hearing
16. Resolution approving preliminary plans and specifications for Asbestos Maintenance Services for Power Plant; setting April 23, 2014, as bid due date and May 13, 2014, as date of public hearing
17. Resolution approving preliminary plans and specifications for Vet Med Substation Feeder Extension; setting April 30, 2014, as bid due date and May 13, 2014, as date of public hearing
18. Resolution approving renewal of contracts for purchase of Electric Distribution Padmounted Transformers with RESCO of Ankeny, Iowa, and for purchase of Overhead Transformers with Wesco Distribution of Des Moines, Iowa, for period from April 1, 2014, through March 31, 2015
19. Resolution awarding Engineering Services Contract to Black & Veatch Corporation of Overland Park, Kansas, for 69kV Substation Panel and Transmission Line Terminal Upgrades in an amount not to exceed \$113,514
20. Resolution awarding contract to Sherman & Reilly of Chattanooga, Tennessee, for purchase of Trailer-Mounted Underground Cable Puller for Electric Distribution Division in the amount of \$179,445
21. Resolution awarding contract to Murphy Tractor and Equipment of Altoona, Iowa, for John Deere 544K Wheel Loader with Bucket in the amount of \$119,925 with Buy-Back Guarantee for Loader
22. Resolution awarding contract to Altec Industries, Inc., of St. Joseph, Missouri, for Truck Body, Aerial Platform, and Accessories in the amount of \$103,124
23. Resolution awarding contract to OBS Specialty Vehicles, Inc., of Canton, Ohio, for Library Bookmobile in the amount of \$240,475
24. Resolution awarding contract to RCS Millwork, L.C., of Ankeny, Iowa, for Library Refurbished Furniture in the amount of \$4,998
25. Resolution awarding contracts for Public Library furniture in the total amount of \$1,268,244.45, as follows:
  - a. Business Interiors by Staples - \$352,567.10
  - b. Jones Library Sales, Inc. - \$238,726.00
  - c. Story Kenworthy - \$182,165.69
  - d. Workspace, Inc. - \$171,007.06
  - e. Koch Brothers - \$148,880.65
  - f. Embury, Ltd. - \$69,332.45
  - g. Triplett Interiors Solutions- \$53,281.82
  - h. Indica Interiors -- \$26,545.73
  - i. LFI - \$18,605.00
  - j. Pigott, Inc.- \$7,132.95

26. Resolution approving Change Order with HDR Engineers for Easement Acquisition Assistance on Lift Station Improvement Project in an amount not to exceed \$28,885
27. Resolution approving contract and bond for 2013/14 Arterial Street Pavement Improvements - Lincoln Way
28. Resolution approving contract and bond for 2012/13 Asphalt Resurfacing/Seal Coat Removal/ Asphalt Reconstruction Program - Carroll Avenue)
29. Resolution approving contract and bond for Northridge Heights Park Improvements
30. Resolution approving contract and bond for Motor Repair Contract for Power Plant
31. Resolution approving contract and bond for 1200 Amp Switchgear for Vet Med Feeder Extension
32. Resolution accepting partial completion of public improvements for Northridge Heights, 15<sup>th</sup> Addition, and lessening the amount of security being held therefor
33. Resolution accepting completion of 2011/12 Shared-Use Path System Expansion (Skunk River Trail – Hunziker Youth Sports Complex to SE 16<sup>th</sup> Street)
34. Resolution accepting completion of SE Entryway Project
35. Resolution accepting Final Plat for Dauntless Subdivision, 10<sup>th</sup> Addition

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

**ORDINANCES:**

36. First passage of Post-Construction Storm Water Ordinance as Chapter 5B of the *Municipal Code*
37. Third passage and adoption of ORDINANCE NO. 4173 on rezoning of 321 State Avenue from Government/Airport (S-GA) to Residential Low-Density (RL)

**PERMITS, PETITIONS, AND COMMUNICATIONS:**

38. Motion approving 5-Day Class C Liquor License for Christiani’s Events at the Agricultural Learning Center, 2516 Mortensen Road
39. Staff report on Floor Area Ratio in Highway-Oriented Commercial Zoning District
40. Resolution approving Encroachment Permit for a sign at 2900 West Street (Lorry’s Coffee)

**ADMINISTRATION:**

41. Motion approving City of Ames Language Assistance Policy for Limited English Proficiency (LEP) Persons
42. Discussion of Resident Satisfaction Survey policy questions
43. Motion approving 2014/15 Council Goals and Objectives

**HEARINGS:**

44. Hearing on rezoning with Master Plan for 601 State Avenue from Government/Airport to (S-GA) to Suburban Residential Medium-Density (FS-RM):
  - a. First passage of ordinance/motion denying rezoning
  - b. Motion directing staff to prepare Zoning Agreement to be signed by applicant prior to third passage of ordinance
45. Hearing on Furnishing 15kV Outdoor Metalclad Switchgear and 69kV Control Panels for Ames Plant Distribution Substation:
  - a. Resolution approving final plans and specifications and awarding contract to Central Electric Manufacturing Company, d/b/a AZZ Switchgear Systems of Fulton, Missouri, in the amount of \$509,831.13 (inclusive of Iowa sales tax)

46. Hearing on Fuel Oil Pipe Installation at Combustion Turbine Site:
  - a. Motion accepting report of no bids
47. Hearing on 2013/14 Downtown Pavement Improvements (Fifth Street - Duff Avenue to Burnett Avenue):
  - a. Resolution reallocating savings from other completed CIP projects to help fund the project
  - b. Resolution approving final plans and specifications and awarding contract to Con-Struct, Inc., of Ames, Iowa, in the amount of \$1,234,443
48. Hearing on Zoning Ordinance Text Amendment to change required parking for other office uses (excluding medical and dental offices):
  - a. First passage of ordinance
49. Hearing on Text Amendments regarding storm water management regulatory standards found in Subdivision and Zoning chapters and making reference to standards contained in Chapter 5B:
  - a. First passage of ordinance amending Section 23.407
  - b. First passage of ordinance amending Section 23.502
  - c. First passage of ordinance amending Section 29.406
  - d. First passage of ordinance amending Section 29.1502
50. Hearing on Sewer Revenue Plan and Design Loan from State Revolving Fund:
  - a. Resolution taking additional action with respect to a Sewer Revenue Loan and Disbursement Agreement and authorizing, approving, and securing the payment of a \$375,000 Sewer Revenue Loan and Disbursement Agreement Anticipation Project Note (IFA Interim Loan and Disbursement Agreement)

**PLANNING & HOUSING:**

51. Resolution approving amended Development Agreement for Ames Community Development Park 4<sup>th</sup> Addition (South Bell Avenue TIF Agreement)
52. Community Development Block Grant:
  - a. Results of Public Forum held March 18, 2014
  - b. Resolution approving Consolidated Plan
53. Staff report on annexation requests:
  - a. 3535 - 530<sup>th</sup> Avenue (Reyes property)
  - b. ISU Research Park Phase 3 Expansion
    - i. Motion combining two Annexation Petitions and directing staff to meet with adjacent property owners to determine who might be included in proposed annexation as additional consenting or non-consenting owners

**PUBLIC WORKS:**

54. Protest on Tree Removal (Welch Avenue and Lincoln Way):
  - a. Resolution approving removal of trees posted in accordance with *Municipal Code* Section 27.3
55. Resolution approving preliminary plans and specifications for Grant Avenue Water Main and Sanitary Sewer Improvements (North Grand Area Utility Extension); setting April 16, 2014, as bid due date and April 22, 2014, as date of public hearing

**COUNCIL COMMENTS:**

**ADJOURNMENT:**

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

**AMES AREA METROPOLITAN PLANNING ORGANIZATION (AAMPO)  
TRANSPORTATION POLICY COMMITTEE ACTION FORM**

**SUBJECT: DRAFT FY 2015 TRANSPORTATION PLANNING WORK PROGRAM**

**BACKGROUND:**

As a part of the federal regulations governing Metropolitan Planning Organizations (MPO), the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) provide planning funds to reimburse these agencies for transportation planning activities. The Iowa Department of Transportation (IDOT) administers this program.

The Transportation Planning Work Program (TPWP) includes several elements to ensure an integrated transportation system. One element is review of development plans to determine impact on the transportation system. Beyond subdivision and major site development activity, this includes reviewing potential changes to the Land Use Policy Plan or Urban Fringe Plan, which are closely linked to the transportation system. The other elements of the TPWP include the general work of administering the MPO transportation activities, as well as public involvement. The Long Range Transportation Plan (LRTP) update was initiated in February 2014 with a final completion date expected in October 2015.

The Technical Committee recommended the draft FY 2015 TPWP with minor changes for approval at their March 17, 2014 meeting. The minor changes included updating CyRide bus passengers to read 6 million in the Background section, updating the Corporate Boundary in Figure 1, and changing Long Range Planner to Planning Staff in the Long Range Transportation Plan section. The updated draft FY 2015 TPWP is attached.

**ALTERNATIVES:**

1. Approve the Draft FY 2015 TPWP and set May 27, 2014 as the date for the public hearing.
2. Modify the Draft FY 2015 TPWP and set May 27, 2014 as the date for the public hearing.

**ADMINISTRATOR'S RECOMMENDATION:**

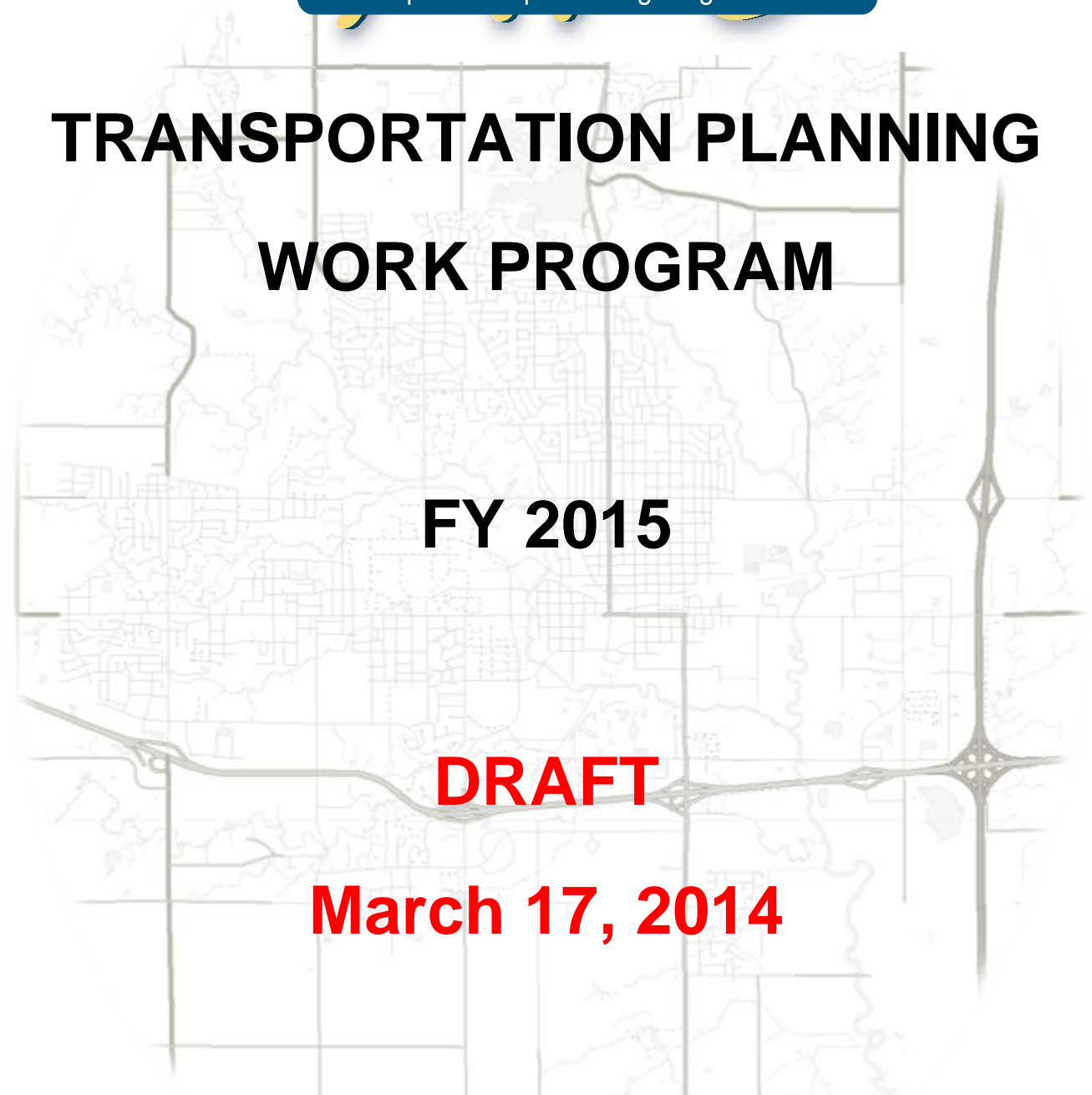
The AAMPO Technical Committee has developed and now recommends approval of this Draft FY 2015 TPWP. Therefore, it is recommended by the Administrator that the

Transportation Policy Committee adopt Alternative No. 1, thereby approving the Draft FY 2015 TPWP and setting May 27, 2014 as the date for the public hearing.



**Ames Area**

metropolitan planning organization



# **TRANSPORTATION PLANNING WORK PROGRAM**

**FY 2015**

**DRAFT**

**March 17, 2014**

"The preparation of this report has been financed in part through grant[s] from the Federal Highway Administration and Federal Transit Administration, U.S. Department of Transportation, under the State Planning and Research Program, Section 505 [or Metropolitan Planning Program, Section 104(f)] of Title 23, U.S. Code. The contents of this report do not necessarily reflect the official views or policy of the U.S. Department of Transportation."

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## **Introduction**

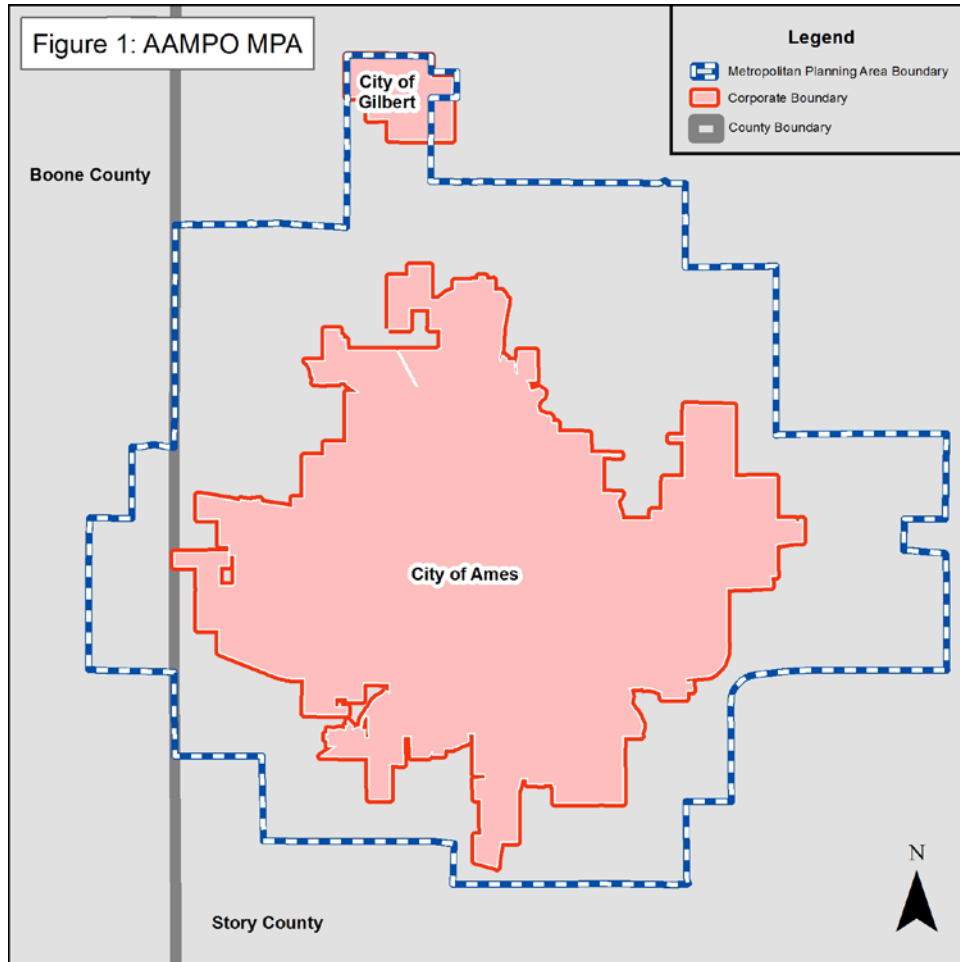
The Fiscal Year 2015 Transportation Planning Work Program (FY 2015 TPWP) is the Ames Area Metropolitan Planning Organization's (AAMPO) work plan for the fiscal year beginning July 1, 2014 and ending June 30, 2015. The FY 2015 TPWP identifies planning activities completed in the prior fiscal year and documents all planning activities and anticipated work products for the current fiscal year. In addition, the FY 2015 TPWP also documents the AAMPO's costs to support the fiscal year planning activities and work products.

## **Background**

The AAMPO was officially designated as the MPO of the Ames urbanized area by the Governor of Iowa in March 2003. This designation was the result of the Ames urbanized area having a population of greater than 50,000 people in the 2000 census. Ames is located in central Iowa and is served by I-35, U.S. Highway 30, and U.S. Highway 69. Surface transportation needs are met through over 248 centerline miles of streets. The community has a very progressive mass transit system, CyRide, which carries over 6 million bus passengers per year. While the majority of transit users have Iowa State University ties, the bus system serves the entire Ames community. The MPO is served by the Ames Municipal Airport, which serves general aviation needs for business, industry, and recreation users. On average 119 aircraft operations occur per day at the Ames Municipal Airport. Union Pacific Railroad provides freight service to the area by dual east-west mainline tracks and a northern agricultural spur.

## **Responsibilities**

The AAMPO provides a regional forum to assure local, State, and Federal agencies and the public coordinate transportation planning issues and prepare transportation plans and programs. The AAMPO develops both long range and short range multimodal transportation plans, selects and approves projects for federal funding based on regional priorities and develops ways to reduce traffic congestion. The AAMPO is responsible for these transportation planning activities within a geographic area identified as the Metropolitan Planning Area (MPA). The AAMPO approved its current MPA boundary on November 13, 2012. As a result of the 2010 Census, the urbanized areas of Ames and Gilbert were combined as one urbanized area, therefore requiring the MPA to be expanded to encompass this area in its entirety. The current MPA can be seen below in Figure 1.



## Membership

Voting membership on the AAMPO is open to any county or city government located, wholly or partially, in the designated MPA. Currently the AAMPO membership includes the following cities and counties: City of Ames, City of Gilbert, Boone County, and Story County. The Iowa Department of Transportation (DOT), the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), and Iowa State University (ISU) serve as advisory, non-voting, representatives to the AAMPO. The City of Gilbert recently requested to become a voting member of the Transportation Policy Committee (TPC). On March 26, 2013, Gilbert was added as a voting member of the TPC and Iowa State University was added as an advisory, non-voting member.

The Transportation Technical Committee (TTC) consists of technical personnel whom review and recommend improvements to the overall transportation system that includes both the road and trail network, provides input and feedback on transportation studies and planning documents, and reviews and recommends Surface Transportation Program (STP) and Transportation Alternative Program (TAP) projects for funding in the yearly TIP.

## Committee Representation

<b>Table 1: MPO Transportation Policy Committee Representatives</b>		
<b>Representing</b>	<b>Name</b>	<b>Title</b>
City of Ames†	Ann Campbell	Mayor
City of Ames	Gloria Betcher	Council Member
City of Ames	Matthew Goodman	Council Member
City of Ames	Tim Gartin	Council Member
City of Ames	Peter Orazem	Council Member
City of Ames	Chris Nelson	Council Member
City of Ames	Amber Corrieri	Council Member
Boone County	Chet Hollingshead	Board of Supervisors
Story County	Wayne Clinton	Board of Supervisors
City of Gilbert	Jonathan Popp	Mayor
Iowa DOT††	Garrett Pedersen	District Transportation Planner
FHWA††	Tracy Troutner	Iowa Division
FTA††	Mark Bechtel	Region 7
ISU††	Cathy Brown	Campus Planning Asst. Director

† Chair      †† Advisory, Non-Voting Member

<b>Table 2: MPO Transportation Technical Committee Representatives</b>		
<b>Representing</b>	<b>Name</b>	<b>Title</b>
City of Ames†	Tracy Warner	Municipal Engineer
City of Ames††	Damion Pregitzer	Traffic Engineer
City of Ames	Corey Mellies	Operations Manager
City of Ames	Kelly Diekmann	Planning & Housing Director
City of Ames	Charlie Kuester	Long Range Planner
CyRide	Sheri Kyras	Transit Director
Iowa State University	Cathy Brown	Campus Planning Asst. Director
Boone County	Bob Kieffer	County Engineer
Story County	Darren Moon	County Engineer
Ames Community School District	Gerry Peters	Facilities Director
Ames Economic Development Commission	Angela Davidson	Government Relations Director
Iowa DOT†††	Phil Mescher	District Transportation Planner
FHWA†††	Tracy Troutner	Iowa Division
FTA†††	Mark Bechtel	Region 7

†Chair      ††Vice-Chair      †††Advisory, Non-Voting Member

## TPWP Development

Overall, the Transportation Planning Work Program (TPWP) is a living, working plan that is utilized throughout the year through the course of coordination with other governmental and transportation agencies, technical committee members, and private citizens. This is accomplished through a continuing, cooperative, and comprehensive transportation planning

process. There is a multi-phase public participation process carried out in creating the TPWP. In addition to informal input throughout the year, there is formal input sought at the Policy Committee public hearings for the Draft and Final TPWP and at a Public Input session. In an effort to increase public awareness and involvement, AAMPO staff meets with community groups such as Iowa State University classes and committees, Ames Chamber of Commerce, and civic organizations such as Rotary International. The TPWP also includes elements gathered at other meetings and events such as Passenger Transportation Plan meetings, MPO quarterly meetings, and public informational meetings.

The AAMPO planning area puts forth efforts in preparation of regional plans to help guide orderly growth and development within the MPA. Such plans are noted in the next section under work elements.

## **Work Elements**

In general, the overall metropolitan planning goals for the AAMPO are to:

- Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency
- Increase the safety of the transportation system for motorized and non-motorized users
- Increase the security of the transportation system for motorized and non-motorized users
- Increase the accessibility and mobility of people and for freight
- Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and state and local planned growth and economic development patterns
- Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight
- Promote efficient system management and operation
- Emphasize the preservation of the existing transportation system

The following documents are developed, updated, or maintained on an annual basis:

- Transportation Planning Work Program (TPWP)
- Transportation Improvement Program (TIP)
- Public Participation Plan (PPP)
- Long-Range Transportation Plan (LRTP)
- Passenger Transportation Plan (PTP): As part of an effort to coordinate and develop services with human service agencies and other transit agencies, a Passenger Transportation Plan has been developed, and is updated every five years. CyRide, representing AAMPO, has met locally with human service agencies and transportation providers in an effort to further this goal.

The major activity of the AAMPO has been the preparation of area-wide plans to help guide orderly growth and development within the region. Another major activity is the preparation of the TIP, which is the annual prioritization and programming of Surface Transportation Program and Transportation Alternative Program projects. Some challenges will be the lack of capital funding the major transit provider, CyRide; will not be receiving due to cuts in funding levels for transit services.

## **Administration**

Task Objective: Administration of AAMPO Transportation Planning.

## AAMPO FY 2015 Transportation Planning Work Program

Project Description: The FY 2015 TPWP and the budget will be monitored and amended as necessary. The FY 2016 TPWP and budget will be prepared. The financial audit for FY 2014 will be initiated.

Staff: -MPO Administrator  
-Municipal Engineer  
-Traffic Engineer  
-Transportation Planner  
-Transit Planner

-City Clerk  
-Planning Staff  
-Operations Manager  
-Clerical  
-Public Works Administrative Assistant

Staff Time: 575 hours  
Staff Cost: \$27,164 (6.5%)

### Work Products:

- FY 2015 TPWP maintenance and budget monitoring (on-going)
- FY 2016 TPWP development (May 2015)
- Self Certification (March 2015)
- Planning funding reimbursement submittals (quarterly)
- Title VI training for employees (November 2014)
- Title VI document maintenance and review (on-going)

### Previous Work:

- FY 2014 TPWP maintenance, budget monitoring
- FY 2015 TPWP development
- Self Certification
- Identify and analyze potential changes to the Transportation Policy and Transportation Technical Committees structure

## **Transportation Improvement Program**

Task Objective: State and federal project programming for AAMPO member agencies.

Project Description: The Federal Fiscal Year 2015 – 2018 Transportation Improvement Program (FFY 2015 – 2018 TIP) will be maintained and amended as necessary. The FFY 2016 – 2019 TIP for Surface Transportation Projects and Enhancement Projects will be developed. Coordination with the Iowa DOT Statewide Transportation Improvement Program (STIP) will also be undertaken.

Staff: -MPO Administrator  
-Municipal Engineer  
-Traffic Engineer  
-Transportation Planner  
-Transit Planner  
-City Clerk

-Finance Director  
-Budget Officer  
-Transit Coordinator  
-Clerical  
-Transit Director  
-Public Works Administrative Assistant

Staff Time: 300 hours  
Staff Cost: \$16,717 (4.0%)

### Work Products:

- Maintain the FY 2015 – 2018 TIP (on-going)
- Prepare the FY 2016 – 2019 TIP (Draft due June 15<sup>th</sup>, Final Due July 15<sup>th</sup>)
- Revise and amend the FY 2015 – 2018 TIP (as necessary)

Previous Work:

- Completed the FY 2015 – 2018 TIP
- Maintained, revised, and amended the FY 2014 – 2017 TIP

## **Comprehensive Planning**

Task Objective: Integrate transportation planning and land use planning for AAMPO member agencies.

Project Description:

- Review subdivisions and development projects to determine transportation impact
- Forecasting activities related to transportation, livability, and transit planning
- Attend relevant conferences and training pertaining to MPO planning issues
- Updating/amending the shared use path map, as necessary
- Updating/amending the LUPP and Urban Fringe Plan, as necessary
- Traffic counts along area streets and Traffic crash data analyses
- Street alignment and traffic signal concept layouts
- Utilization of the regional ITS architecture when applicable
- Research mobility issues relating to walks, paths, safe routes, etc.
- Participation in and support of Highway 30 Coalition activities
- Competitive funding applications for member agencies

Staff:	-MPO Administrator	-Transportation Planner
	-Municipal Engineer	-Transit Planner
	-Traffic Engineer	-Planning Staff

Staff Time: 550 hours  
Staff Cost: \$25,075 (6.0%)

Work Products:

- Update Safe Routes to School maps (as necessary)
- Participation in CIRTPA Bicycle Roundtable (on-going)
- City of Ames Shared Use Path Map update (as necessary)
- Integrate multi-modal projects(non-motorized) for improvement to LOS (as directed)
- Maintain/update transportation network model (on-going)
- Development of pavement management system (on-going)
- City-wide count program and traffic signal synchronization review (on-going)
- Review/update ADA Transition Plan (as necessary)
- Performance Measures tracking development (annually)
- Analyze potential alternative funding sources (as requested by member agencies)
- Intersection Improvement Study (as necessary, possible consultant partnering)

Previous Work:

- Analyze fringe area growth impacts on transportation
- Safe Routes to School map updates
- Downtown parking map update
- Central Iowa Bicycle Roundtable
- Neighborhood traffic calming coordination





## Special Transit Studies

### Alternative Analysis Study (in an approved transit grant)

Task Objective: Conduct Alternative Analysis study of Orange Route corridor between Iowa State Center and Iowa State University campus

Project Description: An Alternatives Analysis (AA) Study will be conducted of the Iowa State Center to Iowa State University campus corridor identified currently as the Orange Route. The Ames Transit Agency completed a smaller Transit Feasibility Study in June 2007 looking at seven corridors in the community that had either current transportation/growth issues or future identified growth. The study identified transportation options to resolve corridor problems of which the Orange Route is operating at near maximum capacity. It was determined through the Transit Feasibility Study that the Orange Route may qualify for Small New Starts funding to establish a Bus Rapid Transit corridor which would operate more like a light rail type system only using more cost-efficient buses. The AA study will analyze specific route options in more depth regarding transit-only corridors, provide detailed information on bus stop upgrades, and analyze route speed increases that could be realized with extended-green technology. This study will also analyze the financial capacity/needs of the Ames community to undertake a project such as Bus Rapid Transit. At the conclusion of the AA Study, a locally preferred alternative – the “proposed action” – will be determined.

The Alternative Analysis study began in January 2013 and is expected to conclude in spring 2015. The study includes data collection in the form of rider surveys, on/off boardings, gate access to ISU campus, class concentration, public input, etc. Public meetings are anticipated to occur in the fall 2014 or spring 2015 when the majority of the students that utilize this route are living in Ames to attend university classes. The study and locally preferred alternatives will be finalized in spring 2015. The total budget is \$200,000 (\$160,000 federal) for the study but will cross fiscal years 2014 and 2015. The budget below assumes that remainder of the federal funds, approximately 58%, will be expended in FY2015.

<b>Federal (5339)</b>	<b>\$93,056</b>
Local (CyRide)	\$23,264
Total Cost	\$116,320

## Public Participation

Task Objective: Incorporate a public involvement process that fosters public participation throughout the planning and transportation decision-making process.

Project Description: Informational meetings, as well as public hearings, will be held to obtain public input and feedback on ongoing activities of the AAMPO. The Public Participation Plan (PPP), along with other pertinent documents maintained and developed by the Ames Area Metropolitan Planning Organization, is posted online at [www.aampo.org](http://www.aampo.org). These documents will be transferred to the AAMPO website during the duration of this work plan. Feedback and social media links can be found on the webpage to provide comments on the AAMPO website and its contents. Integration of virtual meetings to enhance and promote meeting attendance and participation.

Currently, the City of Ames maintains a website on which the activities of the AAMPO are included. Items include the meeting schedule and the approved TIP and TPWP as well as links to LRTP and PTP information. An additional goal will be to review the AAMPO Public Participation Plan (PPP) to make suggestions for improving outreach activities and strengthening public input.

## AAMPO FY 2015 Transportation Planning Work Program

Staff: -MPO Administrator  
-Municipal Engineer  
-Traffic Engineer  
-Transportation Planner  
-Transit Planner

-Transit Director  
-Clerical Staff  
-Planning staff  
-Public Relations Officer  
-Channel 12 TV staff

Staff Time: 200 hours  
Staff Cost: \$10,448 (2.5%)

### Work Products:

- Public meetings for TIP and TPWP input (tentative)
  - Public Input Session for TPWP and TIP – May 2015
  - Public Hearing for TPWP – May 2015
  - Public Hearing for TIP – June 2015
- Update letters to neighborhood groups and interested parties (on-going)
- Maintain and update the PPP (as necessary)
- Maintain and update AAMPO webpage to enhance web presence (on-going)
- Integrate use of virtual meetings (as necessary)
- Promote the AAMPO for public recognition and branding (on-going)

### Previous Work:

- Public meetings for TIP, TPWP, and PTP
- Public meetings for project input sessions
- Update letters to neighborhood groups and interested parties

## **Committee Support**

Task Objective: Provide information, background material, and viable alternatives to the committees to assist them in making fully informed decisions.

Project Description: Support for the Transportation Policy Committee and Transportation Technical Committee will be conducted on an as needed basis. Work elements include reports, records management, correspondences, planning of meetings, and supporting materials.

Staff: -MPO Administrator  
-Municipal Engineer  
-Traffic Engineer  
-Transportation Planner  
-Transit Planner

-Transit Director  
-Planning Staff  
-City Clerk  
-Clerical Staff  
-Operations Manager

Staff Time: 175 hours  
Staff Cost: \$8,358 (2.0%)

### Work Products:

- Technical Committee and Policy Committee meetings/minutes (tentative)
  - Technical Committee Meeting – March and April 2015
  - Policy Committee Meeting – March, May and June 2015
- Conduct Citizen Advisory Committee meetings (as necessary)
- Policy and Technical Committees membership composition review (annually)

### Previous Work:

- Technical Committee and Policy Committee meetings/minutes

## Long Range Transportation Plan

**Task Objective:** Provide framework for orderly, efficient growth of an integrated, multi-modal transportation network.

**Project Description:** The 2040 Long Range Transportation Plan is scheduled to be updated in October 2015. With the recent implementation of MAP-21, the plan will be developed to meet the requirements set by this transportation bill. Work activities that will be taking place for the update include evaluation of the Land Use Policy Plan (LUPP) for compliance, reviewing traffic impact studies for major site developments, alternative network development and analysis, updated transit analysis, Origin Destination Study for transit, update the transportation model, public participation opportunities, and completion of the final report. Staff will go through a RFP and consultant selection process to select a consultant to assist staff in completing the 2040 LRTP update.

Staff:	-MPO Administrator	-Transit Coordinator
	-Municipal Engineer	-Planning Staff
	-Traffic Engineer	-Finance Director
	-Transportation Planner	-Budget Officer
	-Transit Planner	-City Clerk/Clerical Staff
	-Transit Director	-Public Works Administrative Assistant

Staff Time:	800 hours
Consultant Time:	2,100 hours
Staff Cost:	\$22,970
Consultant Cost:	<u>\$273,750</u>
Total Cost:	\$296,720 (71.00%)

### Work Products:

- Development of 2040 LRTP Update (on-going)
  - Existing Multimodal System Performance Report (July 2014)
  - Future Multimodal System Performance Report (Oct. 2014)
  - Alternative Land Development Scenario (Sept. 2014)
  - Alternatives Project and Strategy Development Summary Memo (Jan. 2015)
  - Funding Strategies / Alternative Cost Assessment Memo (May 2015)
  - Community Engagement Program
    - Alternatives Development Input Milestone (Nov. 2014)
    - Alternatives Screening / Prioritization Input Milestone (March 2015)
- Maintain and amend 2035 LRTP (as necessary)

### Previous Work:

- Maintain and amend 2035 LRTP (as necessary)

## Schedule

The following identifies the completion schedule of the previously identified work products.

Work Element	Description (work product)	1 <sup>st</sup> Qtr	2 <sup>nd</sup> Qtr	3 <sup>rd</sup> Qtr	4 <sup>th</sup> Qtr
		(July – Sept.)	(Oct. – Dec.)	(Jan. – March)	(April – June)
<b>Administration</b>					
	FY 2015 TPWP maintenance and budget monitoring	X	X	X	X

*AAMPO FY 2015 Transportation Planning Work Program*

<b>Work Element</b>	<b>Description (work product)</b>	<b>1<sup>st</sup> Qtr (July – Sept.)</b>	<b>2<sup>nd</sup> Qtr (Oct. – Dec.)</b>	<b>3<sup>rd</sup> Qtr (Jan. – March)</b>	<b>4<sup>th</sup> Qtr (April – June)</b>
	FY 2016 TPWP development			X	X
	Self Certification			X	
	Planning funding reimbursement submittals	X	X	X	X
	Title VI employee training		X		
	Title VI document maintenance	X	X	X	X
<b>Transportation Improvement Program</b>					
	FY 2015 TIP maintenance and revisions as necessary	X	X	X	X
	FY 2016 TIP development			X	X
<b>Comprehensive Planning</b>					
	Update SRTS maps	X			
	CIRTPA Bicycle Roundtable meetings	X	X	X	X
	Shared Use Path map updates		X	X	
	Integrate multi-modal projects for improvement to LOS	X	X	X	X
	Maintain and update transportation network model	X	X	X	X
	Development of pavement management system	X	X	X	X
	City wide count program and traffic signalization review	X			X
	Review and update ADA transition plan		X	X	
	Performance measures tracking development	X	X	X	X
	Analyze potential alternative funding sources	X	X	X	X
	Intersection improvement study	X	X	X	X
<b>Transit Planning</b>					
	Administration and audits of various transit plans: EEO, Title VI, LEP, DBE, Transit Asset Management Plan, Safety Plan	X	X	X	X
	Maintain and update PTP			X	X
	Capital/Financial planning to analyze fleet and facility needs for 5 year period	X	X	X	X
	Corridor and facility expansion studies	X	X	X	X
	Bus stop amenities	X			X
	System-wide performance measures	X	X	X	X
	Intermodal facility project development and performance measures	X	X	X	X
	Administration of Ames Alternative Analysis Study	X	X	X	
	Participation in Ames – Des Moines Corridor Study	X	X	X	
<b>Special Transit Studies</b>					
	Alternative Analysis Study	X	X	X	

*AAMPO FY 2015 Transportation Planning Work Program*

<b>Work Element</b>	<b>Description (work product)</b>	<b>1<sup>st</sup> Qtr (July – Sept.)</b>	<b>2<sup>nd</sup> Qtr (Oct. – Dec.)</b>	<b>3<sup>rd</sup> Qtr (Jan. – March)</b>	<b>4<sup>th</sup> Qtr (April – June)</b>
<b>Public Participation</b>					
	Public meeting for TIP and TPWP public review and comments				X
	Update letters to neighborhood groups and interested parties			X	X
	Maintain and update the PPP	X	X	X	X
	Maintain and update the AAMPO webpage	X	X	X	X
	Integrate use of virtual meetings				X
	Promote AAMPO for public recognition and branding	X	X	X	X
<b>Committee Support</b>					
	Technical and Policy Committee meetings and minutes	X		X	X
	Citizen Advisory Committee meetings			X	
<b>Long Range Transportation Plan</b>					
	Development of 2040 LRTP update	X	X	X	X
	Existing Multimodal System Performance Report	X			
	Future Multimodal System Performance Report	X	X		
	Alternative Land Development Scenario	X	X		
	Alternatives Project and Strategy Development Summary Memo		X	X	
	Funding Strategies / Alternative Cost Assessment Memo			X	X
	Alternatives Development Input Milestone	X	X		
	Alternatives Screening / Prioritization Input Milestone		X	X	
	Maintain and update 2035 LRTP	X	X	X	X

## **FY 2014 Budget Summary**

<b>Table 3: FY 2014 Funding Sources</b>		
<b>Targets</b>		<b>Estimated Costs</b>
FTA 5305d	\$ 31,561	\$ 31,561
FHWA PL	\$ 89,537	\$ 89,537
STP	\$ 155,000	\$ 155,000
<b>Carryover Funds</b>		
STP	\$ 49,791	\$ 49,791
FTA 5305d	\$ -	\$ -
FHWA PL	\$ 8,443	\$ 8,443
<b>Local Match</b>	<b>\$ 83,583</b>	<b>\$ 83,583</b>
<b>TOTAL</b>	<b>\$ 417,915</b>	<b>\$ 417,915</b>

## Cost Allocation Plan

The local match for salaries and other expenses is a part of the 2014/15 City of Ames Program Budget adopted by the City Council for all personnel and associated expenses. Costs billed will be for those specified. The main source of local-match funds will come from the City of Ames Road Use Tax allocation. New FY 2015 funds have been combined with the carryover amounts for expense allocations. **Carryover funds will be used first before new allocations.** The AAMPO does not charge indirect costs. The AAMPO will submit a DBE projection worksheet to the Iowa DOT to assist them in setting their DBE goal for the year.

Table 4: Budget Summary

Work Element	Total Cost	Local Match	Federal Funds							% of Funding	Total Staff Hours
			Total Federal Funds	FTA 5305d New	FTA 5303 Carryover	FHWA STP New	FHWA STP Carryover	FHWA PL Carryover	FHWA PL New		
Administration	\$ 27,164	\$ 5,433	\$ 21,732	\$ 2,051	\$ -	\$ 10,075	\$ 3,236	\$ 549	\$ 5,820	6.5%	575
TIP	\$ 16,717	\$ 3,343	\$ 13,373	\$ 1,262	\$ -	\$ 6,200	\$ 1,992	\$ 338	\$ 3,581	4.0%	300
Comprehensive Planning	\$ 25,075	\$ 5,015	\$ 20,060	\$ 1,894	\$ -	\$ 9,300	\$ 2,987	\$ 507	\$ 5,372	6.0%	550
Transit Planning	\$ 33,433	\$ 6,687	\$ 26,747	\$ 2,525	\$ -	\$ 12,400	\$ 3,983	\$ 675	\$ 7,163	8.0%	600
Public Participation	\$ 10,448	\$ 2,090	\$ 8,358	\$ 789	\$ -	\$ 3,875	\$ 1,245	\$ 211	\$ 2,238	2.5%	200
Committee Support	\$ 8,358	\$ 1,672	\$ 6,687	\$ 631	\$ -	\$ 3,100	\$ 996	\$ 169	\$ 1,791	2.0%	175
L RTP	\$ 296,720	\$ 59,344	\$ 237,376	\$ 22,408	\$ -	\$ 110,050	\$ 35,352	\$ 5,995	\$ 63,571	71.0%	800
<b>Totals</b>	<b>\$ 417,915</b>	<b>\$ 83,583</b>	<b>\$ 334,332</b>	<b>\$ 31,561</b>	<b>\$ -</b>	<b>\$ 155,000</b>	<b>\$ 49,791</b>	<b>\$ 8,443</b>	<b>\$ 89,537</b>	<b>100.0%</b>	<b>3,200</b>
% of Total	100%	20%	80%								

## Revisions to the TPWP

Changes to the work program may happen due to unexpected staff demands or requests of the Policy Committee. Revisions to the TPWP require sign off by the U.S. DOT or Iowa DOT and approval is provided in writing.

There are three agencies that may provide approval of changes to the TPWP. The U.S. DOT approves the following types of revisions:

- Additional federal funding
- The transfer of funds between categories in the TPWP that exceed 10% of the total TPWP budget
- Revisions to the scope or objectives of the TPWP activities
- The hiring of a consultant
- Capital expenditures such as equipment

The Iowa DOT approves the following types of revisions:

- The transfer of funds between TPWP categories that do not exceed 10% of the total TPWP budget
- The transfer of funds for training allowances

The AAMPO approves the following types of revisions:

- The extension of the period of time allotted for work program activities past the current TPWP
- The changing of key persons when identified in an application or grant award

**AMES AREA METROPOLITAN PLANNING ORGANIZATION (AAMPO)  
TRANSPORTATION POLICY COMMITTEE ACTION FORM**

**SUBJECT: AMES AREA 2015 PASSENGER TRANSPORTATION PLAN (PTP)**

**BACKGROUND:**

The federal government requires an annual, locally coordinated planning process for transportation issues between human/health service agencies and transportation providers. States and metropolitan planning organizations, in turn, have been charged to carry out this process.

Previously, the Federal Transit Administration identified three federal funding sources that need to be coordinated through locally developed plans between transportation providers and human/health service agencies. These are New Freedom (disabled focused), Job Access Reverse Commute (low-income focused), and Enhanced Mobility for Seniors and Individuals with Disabilities funding (elderly/disabled focused). New Freedom and JARC funding program were eliminated within the new federal transportation bill (MAP-21), and transit agencies were advised that the projects funded in these areas could be financed through their general apportionment funding.

As a result, only one program is technically required to be coordinated through the PTP process. This is the Enhance Mobility for Seniors and Individuals with Disabilities. However, the Iowa Department of Transportation (IDOT) has stated that they would like other federal/state funded projects to continue to be coordinated through this process if at all possible.

The goals of the PTP process as identified by the IDOT are to:

- Improve transportation services to individuals working/living in Ames
- Increase passenger transportation coordination
- Create awareness of unmet transportation needs
- Develop new working partnerships
- Assist decision makers, advocates, and consumers in understanding the range of transportation options available
- Develop justification for future passenger transportation investments
- Save dollars and eliminate overlapping of services

**INFORMATION:**

**PTP Requirements**

The Iowa DOT is now requiring a full Passenger Transportation Plan every five years, which is due on May 1<sup>st</sup>. Since the Ames Area MPO's last full plan was approved in FY2010, the full FY2015 plan is due by May 1, 2014. The plan must include an honest effort to jointly involve human service agencies/organizations, private transportation

provider and transit systems in the passenger transportation planning process, and consideration of all passenger transportation needs and services. The Ames Area MPO's Policy Board must approve the PTP as well as any amendments, if needed. Once the full plan is approved, there must be documentation of at least two coordination meetings to be submitted to the IDOT annually by July 31<sup>st</sup>.

Specifically, the PTP is divided into five sections:

- 1. Introduction and Process:** Discussion of coordination efforts and documentation of the process in how the PTP was completed. Include meetings (pgs. 3-4), public input (pg. 6), and a listing of all participants (pg. 5).
- 2. Inventory and Process Discussion:**
  - a. Inventory: Includes a discussion of existing providers within Ames (pgs. 6-14)
    - i. Provider for each passenger transportation service
    - ii. Types of services available
    - iii. Who is eligible for the service
    - iv. Hours/days of service
    - v. Type, number and ADA status of vehicles in each fleet, if applicable
  - b. Area Profile: (pgs. 15-23)
    - i. Demographic characteristics within Ames and how they impact transportation needs
    - ii. Analysis of limited English proficient (LEP) population – identify where concentrated areas where LEP persons live, work, attend school, etc. Identify how meaningful access to passenger transportation programs and activities are provided.
    - iii. Describe layout of the study area in where the population accesses services and how this impacts transportation needs.
- 3. Coordination Issues:** This discussion will cover the following: (pg. 24-32)
  - a. General assessment of service, management, fleet and facility needs
  - b. Status of previously recommended priorities and strategies
  - c. Recent development that may affect coordination issues
  - d. Public input received concerning needs and/or coordination issues.
- 4. Priorities and Strategies:** Describes proposed strategies for the next five years that could eventually lead to projects. The Enhanced Mobility for Seniors and Individuals with Disabilities funding (Section 5310) must be specifically included in the PTP. For CyRide, this is to fund Dial-A-Ride service and the improvement of bus stops. (pgs. 33-39)
- 5. Funding:** Includes a brief overview of funding opportunities and expectations. This section lists what sources are available including non-DOT funding, what funding is reasonably achievable over the next five years and what funding sources will be sought to meet strategies. (pgs. 40-49)

Again, the Iowa DOT requires the Enhanced Mobility for Seniors and Individuals with Disabilities projects to be in an approved PTP update prior to inclusion of projects into a Transportation Improvement Plan (TIP) and subsequent grant applications.



**ALTERNATIVES:**

1. Approve the final Ames Area MPO 2015 Passenger Transportation Plan for submission to the Iowa Department of Transportation and Federal Transit Administration.
2. Approve the final Ames Area MPO 2015 Passenger Transportation Plan Update with AAMPO Policy committee modifications for submission to the Iowa Department of Transportation and Federal Transit Administration.

**ADMINISTRATOR'S RECOMMENDATION:**

It is recommended by the Administrator that the AAMPO Policy Committee adopt either Alternative No. 1 or No. 2 based on comments made at the committee meeting. This will allow CyRide and HIRTA to include projects within the TIP and apply for grant funding to support transportation services in the Ames community.

# Ames Area MPO 2015 - 2019 Final Passenger Transportation Plan March 2014



Prepared By:



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## APPENDIX

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# I – INTRODUCTION & PROCESS

## INTRODUCTION

Transportation is the foundation for all individuals to access employment, education, medical care, social activities, and recreational opportunities within the Ames community. For those individuals without a personal vehicle due to personal circumstance, accessing these critical needs is still vital. For some, taking public transit is just part of the university life while attending school. For others, limiting vehicles in the household is a “green” lifestyle choice for a better environment while others choose and prefer alternative transportation to the automobile. But regardless of preferred choice or hardship, mobility throughout the Ames community is essential to maintain connections and independent lifestyles we all cherish.

The Ames Passenger Transportation Plan (PTP) is an effort of providing key community decision makers with the knowledge of how individuals are currently being transported throughout Ames, the additional transportation needs and service requests identified, and recommended strategies or projects to overcome these needs. The plan, developed by Ames transportation providers and human/health service agency representatives, focuses on improving transportation access and availability for the community with an emphasis towards low-income, elderly and disabled populations. The process also allows opportunity to coordinate together to bring knowledge of what, where and when transportation services are available; how to use them; and then how to provide the most efficient service with available identified resources.

Congress mandates this coordination through the MAP-21 reauthorization transportation bill, which requires a coordinated planning effort in order to receive Enhanced Mobility for Seniors and Individuals with Disabilities formula funding (Section 5310 program). The Iowa Department of Transportation further requires each metropolitan planning organization or regional planning alliance to conduct this planning effort to receive this type of federal “transit” funding distributed by the State. They additionally encourage the coordination with other types of funding but it is not required. However, coordinating transportation services offers a way to communicate transportation services offered by all transportation providers while ensuring the efficient use of funding for existing or new services that benefit the entire community.

The Ames Area Metropolitan Planning Organization has been conducting this coordinated effort since 2008. With the passage of MAP-21, the Iowa DOT now requires:

An honest effort to jointly involve human service agencies/organizations, private transportation providers, and transit systems in the PTP process and consider all passenger transportation needs and services

An updated PTP (at a minimum) every five years including this input as one of several inputs into the Transit Chapter of the Long Range Transportation plan

An approved PTP, and any future amendments, by the AAMPO Policy Board.

At least two transportation collaboration meetings are required each year and must be submitted to the Iowa Department of Transportation’s Office of System Planning within the PTP by February 1st. On years when the full PTP is not due, then minutes from these two transportation coordination meetings must be submitted by July 31<sup>st</sup> of each year.

The following items detail the required sections for the full Passenger Transportation Plan.

## PROCESS

Seventy-four organizations throughout Ames collaborated through approximately **26 meetings/tasks** over the past year into the development of the Ames PTP. Formal involvement of the PTP occurs through the Story County Human Services Council (HSC) which meets monthly when Iowa State University is in session. The meetings and minutes from this group are located on the [Story County Human Service Council](http://storycountyhumanservices.org/?page_id=45) website ([http://storycountyhumanservices.org/?page\\_id=45](http://storycountyhumanservices.org/?page_id=45)) and on the Ames Area Metropolitan Planning Organization (<http://www.cityofames.org/index.aspx?page=811>) website. These identified organizations identify transportation needs throughout the community, strategies on how to resolve these needs as well as provides consensus regarding the recommended projects included within the plan to forward to the AAMPO for formal approval. However, the major emphasis for HSC is networking with other human service agency representatives and updates on the ASSET process which provides funding for many human service agencies. The AAMPO representative, Shari Atwood, whom coordinates the PTP process for Ames is the current Secretary for this group on the HSC executive board. Ms. Atwood helps guide the monthly meetings programs with the rest of the HSC board and encourages monthly participation at meetings. Ms. Atwood discusses the PTP update with the HSC and updates the membership on specific transit issues, particularly CyRide, throughout the year.

In 2007, [United Way of Story County \(UWSC\)](http://www.uwstory.org) began the Transportation Collaboration (TC) providing a smaller forum for human service agencies and transportation providers to discuss transportation issues. The United Way of Story County identified [transportation](http://www.uwstory.org/Transportation.php) (<http://www.uwstory.org/Transportation.php>) as one of its core areas to focus upon citing it in their past [campaign efforts](http://www.uwstory.org/media/2013_Campaign_Brochure.pdf) ([http://www.uwstory.org/media/2013\\_Campaign\\_Brochure.pdf](http://www.uwstory.org/media/2013_Campaign_Brochure.pdf)) and continues to support transportation coordination. The TC meets periodically through the year where only transportation issues are discussed. Transportation projects previously funded by UWSC include a car seat program, bus education, car maintenance/ insurance forums, emergency gas voucher program, medical transportation to University of Iowa Hospitals and Clinics and the [Story County Transportation “Anyone Can Ride” brochure](http://www.ridehirta.com/sct.pdf) ([www.ridehirta.com/sct.pdf](http://www.ridehirta.com/sct.pdf)).

### Passenger Transportation Development Plan Meetings

The following **26** meetings/tasks, contained within the Appendices with subsequent notes/minutes; if taken, were held to discuss transportation issues and needs of the Ames community. However, all these meetings provided opportunities to gain knowledge from providers on new technology or inventory of vehicles. Any needs identified through meetings held below were discussed and are identified within the PTP plan. Public input, if received, was documented through the minutes of these meetings.

**Mobility Is...**  
**Knowledge of transportation services available and how to use them**

### Human Services Council – PTP Meetings

February 28, 2013 [Human Service Council Minutes 2-28-13](#); [Agency Sharing 2-28-13](#)  
March 28, 2013 [Human Service Council Minutes 3-28-2013](#); [Agency Sharing 3-28-2013](#);  
[Final AAMPO FY2014 PTP](#) was shared with the group;  
How to Use Nextbus technology and how to use it  
April 25, 2013 [Human Service Council Minutes 4-25-2013](#); [Agency Sharing 4-25-2013](#);  
May 23, 2013 [Human Service Council Minutes 5-23-2013](#); [Agency Sharing 5-23-2013](#);

No summer meetings

September 26, 2013 [Human Service Council Minutes 9-26-2013](#); [Agency Sharing 9-26-2013](#)

October 24, 2013  
December 12, 2013  
January 23, 2014

[Human Service Council Minutes 10-24-2013](#); [Agency Sharing 10-24-2013](#)  
Holiday Networking Luncheon (no business meeting/minutes)  
[Human Service Council Minutes 1-23-2014](#); [Agency Sharing 1-23-2014](#)  
[2015-2019 Transportation Needs/Strategies/Projects](#)

### **Transportation Collaboration Meetings (TC)**

March 20, 2013 Transportation Collaboration Agenda Packet/Minutes  
April 17, 2013 Transportation Collaboration Agenda Packet/Minutes  
June 19, 2013 Transportation Collaboration Agenda Packet/Minutes  
Demonstrated How to Use Nextbus to TC group  
August 21, 2013 Transportation Collaboration Agenda Packet/Minutes  
September 18, 2013 Transportation Collaboration Agenda Packet/Minutes  
October 16, 2013 Transportation Collaboration Agenda Packet/Minutes  
November 20, 2013 Transportation Collaboration Agenda Packet/Minutes  
January 16, 2014 Transportation Collaboration Agenda Packet/Minutes

### **Educational Meetings**

**Promoting “Anyone can Ride” Story County Transportation brochure ([www.ridehirta.com/sct.pdf](http://www.ridehirta.com/sct.pdf)) & NEXT BUS ([www.cyride.com/nextbus](http://www.cyride.com/nextbus))**

October 15, 2013 Cyclone Action Club  
October 19, 2013 Story County Community Services (DHS) staff  
November 13, 2013 NAMI Wellness Center  
November 14, 2013 Central Iowa Epilepsy Support Group

### **Other Meetings/Tasks**

February 1, 2013 NEXT BUS began (real-time information of when your next bus will arrive at a particular bus stop)

March 26, 2013 [Story County Quality of Life Alliances \(<http://www.storycountyqol.org/>\)](http://www.storycountyqol.org/): group of several collaborations in Story County to go over healthcare needs/strategies including access to healthcare via transit

May 27, 2013 Mobility Matters Workshop (Des Moines)

March 28, 2013 CyRide Articulated Buses began service

September 10, 2013 Participated in Transportation Provider Focus Group for Des Moines Area MPO’s gaps for elderly/disabled in Story County

September 27, 2013 Meeting with transit providers, United Way and school board director to discuss at-risk youth transportation in Ames.

November 14, 2013

November 22, 2013 Met with school Alternative Learning Program, AMOS and United Way representatives to discuss getting at-risk youth to school via public transit

November 19, 2013 [Story County Quality of Life Alliance \(<http://www.storycountyqol.org/>\)](http://www.storycountyqol.org/) All [partnership alliances \(<http://www.storycountyqol.org/partnership-model.html>\)](http://www.storycountyqol.org/partnership-model.html) throughout Story County attend. Presented TC efforts to date and shared Story County Transportation brochure  
Transportation Collaboration members also educated other Story County agencies/organizations that take calls to book appointments encouraging them to ask the question to their clients... “Do you have transportation to your next appointment?” and asking them to share the brochure information.



The AAMPO has compiled an extensive e-mail database listing of Ames' human/health service agencies and private-public transportation providers it utilizes in obtaining transportation needs and suggestions to improve transportation services for the community. A great number of these agencies attend/participate in either the Human Service Council or Transportation Collaboration or both toward PTP collaboration efforts. This listing has also been utilized in the past few years for gaining letters of support for several successful national discretionary grants for CyRide transit projects within the Ames community. This email listing has also served to communicate about alternative transportation, to market the Ames to Iowa City transportation service or to relay local sales or donation of used equipment to non-profit agencies such as vehicles, bicycles, furniture and printers. Overall communication between human service providers and coordination for increased public transit services has vastly improved as a result of this process.

Key PTP participants are listed below:

- |   |  |  |
|---|--|--|
| 1. Ames Community Preschool Center (ACPC)                 | 26. DMACC/ALP Adult Literacy Program                             | 52. Mid-Iowa Community Action (MICA) Health Services                     |
| 2. Aging Resources of Central Iowa                        | 27. Emergency Resident Project (ERP)                             | 53. Mid-Iowa Community Action (MICA) Family Development                  |
| 3. Ames Area MPO  | 28. Epilepsy Foundation  | 54. National Alliance on Mental Illness Central Iowa (NAMI-CI)           |
| 4. Ames Community Schools                                 | 29. Executive Express  | 55. Nevada Chamber of Commerce   |
| 5. Ames Police Department                                 | 30. Experience Works (EI)  | 56. Parent Partner   |
| 6. Ames Public Library                                    | 31. Eyerly Ball  | 57. People Place/Crisis Childcare  |
| 7. A Mid-Iowa Organizing Strategy (AMOS)                  | 32. Foster Grandparent Program                                   | 58. Planned Parenthood   |
| 8. Assault Care Center (ACCESS)                           | 33. Girl Scouts of Greater Iowa                                  | 59. Raising Readers  |
| 9. At Home Care Company                                   | 34. Good Neighbor Emergency Assistance (GNEA)                    | 60. Retired & Senior Volunteer Program (RSVP)                            |
| 10. Bickford Assisted Living                              | 35. Heartland Senior Services (HSS)                              | 61. Richmond Mental Health Center  |
| 11. Boost Together for Children                           | 36. Heart of Iowa Regional Transit Agency (HIRTA) Public Transit | 62. Riverside Manor  |
| 12. Boys & Girls Club of Story County                     | 37. Homeward   | 63. Story County   |
| 13. Burlington Trailways                                  | 38. Iowa Comprehensive Human Service & Iowa Homeless Youth       | 64. Story County Community Life  |
| 14. Camp Fire USA   | 39. Iowa Workforce Development                                   | 65. Story County Community Services                                      |
| 15. Center for Child Care Resources                       | 40. ISU Extension & Outreach                                     | 66. Story County Sheriff's Department                                    |
| 16. Center for Creative Justice                           | 41. ISU Story County Extension                                   | 67. Story County Medical Center  |
| 17. Childserve  | 42. ISU Memorial Union   | 68. The Arc of Story County  |
| 18. Childcare Resource & Referral                         | 43. Jefferson Lines  | 69. The Salvation Army   |
| 19. CIT   | 44. Kiwanis Club of Ames   | 70. University Community Childcare                                       |
| 20. City of Ames (Administrative)                         | 45. Legal Aid Society  | 71. United Way of Story County (UWSC)                                    |
| 21. Community & Family Resources (CFR)                    | 46. Life Connections   | 72. Volunteer Center of Story County (VCSC)                              |
| 22. Community Partnerships for Protecting Children (CPPC) | 47. Life Line Resources  | 73. Youth & Shelter Services (YSS)                                       |
| 23. Community That Works                                  | 48. Lutheran Services in Iowa (LSI)                              | 74. YWCA (Engaging International Spouses; International Friendship Fair) |
| 24. Creative Counseling                                   | 49. Madrid Home Communities                                      |  |
| 25. CyRide  | 50. Mainstream Living  |  |
|   | 51. Mary Greeley Medical Center                                  |  |

## Public Input

Public input into needs and projects essential come from the public calling into the public transit system about issues they may be having on the service and through feedback through public meetings, including board meetings. CyRide receives public comments from passengers via telephone or e-mail at anytime throughout the year regarding requests for services and passes those needs along through the Ames Area MPO's PTP effort. CyRide's policy is to address any customer comment within 24 hours of receiving the comment and to resolve the issue as soon as possible. The formal written comments are officially documented within Access database so that they are addressed in a timely manner. In addition, CyRide reviews its route system to determine if there are significant load capacity issues on certain routes. CyRide's policy is to not leave passengers standing at bus stops due to capacity and therefore many suggestions for additional service are recommended from CyRide. Routes needing additional service this year were #6 Brown, #2 Green and #3 Blue Sunday service which have been identified as priorities/strategies within the PTP. With additional university students, it is critical to continually assess the routes to determine capacity/load issues with each semester as enrollment changes.

## II – INVENTORY & AREA PROFILE

### EXISTING PASSENGER TRANSPORTATION SERVICE

#### A. Airports

The Ames Municipal Airport is owned and operated by the City of Ames and located within the Ames' corporate boundaries just south of US Highway 30 and west of US Highway 69 providing excellent access to the community and to the Interstate.

Ames Municipal Airport has been designated as a general aviation airport by the National Plan of Integrated Airport Systems (NPIAS) and an enhanced service airport by the Iowa Aviation Systems Plan. This airport is an important means of accessing Ames and nearby communities providing links to the national transportation systems in Story County. The airport is utilized by single engine, twin engine, turboprop, and business jet aircraft along with helicopters. The airport offers one fixed-base operator (FBO) that offers fueling and two FBO's offering aircraft maintenance, flight instruction, aircraft sales and charter operations. The airport also offers aircraft parking and hangar storage. The nearest passenger air service is available in Des Moines, Iowa approximately 40 miles from Ames.



#### B. Taxi Service

Taxi service within the City of Ames is provided by Ames Taxi also referred to as Cyclone Cab and can be reached by calling 232-1343. According to manager Mike Seronko via a December 27, 2007 Des Moines Register article entitled "Taxi responds to New Year's call", cab fare to just about anywhere in Ames is \$10-\$15 per trip. Typically calls are \$4 for the cab to come pick up a person plus \$2 per mile and 50¢ per minute for wait time if the person is running in/out of a business and heading to another destination. They operate between five and seven vehicles for their operations of which none are ADA accessible. However, they do offer the ability to fold up the wheelchair in the trunk of the taxicab. Their

cabs are insured to transport 100 miles from Ames and actually have two vehicles that can travel anywhere within the United States. The Transportation Collaboration has discussed that having Ames Taxi involved in conversations at future collaboration meetings may prove productive. Ames Taxi is included within the e-mail database being sent out regarding any collaborative meetings for transportation; however they have yet to participate within meetings. Ames Taxi was also included within the planning of the Ames Intermodal Facility by providing two on-street parking spots to pick up or drop off passengers in coordination with airport shuttle trips and intercity trips.

### C. School Transportation



Durham, Inc, a nationally owned private charter company, provides the transportation for Ames School District for the following schools: Ames High School, Ames Middle School, Edwards Elementary, Fellows Elementary, Meeker Elementary, Mitchell Elementary and Sawyer Elementary. According to Iowa State law, Elementary and Middle school students are entitled to free transportation if they live more than two miles from their designated school for attendance. High school students are entitled to free transportation if they live more than three miles. Eligibility for this free bus service is

determined at the beginning of each semester. For more information go to <http://www.ames.k12.ia.us/Transportation/Transportation.htm>.

The Ames School District also realizes that some consideration needs to occur for students that live within 2 miles (3 miles for high school) from school. This service is called “Discretionary Busing Service”. Any students living within the two-mile zone (three miles for high school) may request discretionary busing and are approved on a first come, first serve basis. These students must live or have child care on/near an existing Durham Ames bus route, must be able to get to an established bus stop, have available seat for them and also pay a fee for this service. If the bus seats are all full with eligible riders, no discretionary students would be allowed to ride. Discretionary pricing rates are available to view at the following location: <http://www.ames.k12.ia.us/Transportation/Dbrates.htm>. All route information including location and time of pickups are handled by Durham School Services. According to Durham’s local General Manager, Durham has a total of 35 buses in their fleet for Ames school transportation of which four are ADA accessible. Durham utilizes three of these vehicles daily to accommodate passengers with disabilities, leaving one for a back up vehicle.

Note that both the Ames Middle School ([#1 Red Route](#) map) and Ames High School ([#2 Green route](#) map) are both located on fixed route bus routes that operate 359 days a year through the Ames community. There are also numerous elementary schools along bus routes as well. Any student living along a public city bus route can investigate public transit options at [www.cyride.com](http://www.cyride.com) and can ride for 60 cents per ride. Additionally, for the past two years the United Way has funded public transit bus tickets for the youth that are distributed through the Alternative Learning Program (ALP) through the schools to help at risk youth get to and from school.

### D. Charter

The Federal Transit Administration (FTA) maintains a charter registration website for private charter companies to register where they conduct business throughout the nation. This website provides a listing of private charter operators serving communities throughout the nation and is subject to change at any time. To access this website, go to: [http://ftawebprod.fta.dot.gov/CharterRegistration/\(S\(y5pc2yb3xlddc255jthj4kmg\)\)/Default.aspx](http://ftawebprod.fta.dot.gov/CharterRegistration/(S(y5pc2yb3xlddc255jthj4kmg))/Default.aspx).

As of January 29, 2014, there are 39 charter companies registered to conduct charters in Ames as shown below:

ORGANIZATION NAME	STATE	CITY	EMAIL
<a href="#">Anchor Tours</a>	AL	Tuscumbia	<a href="mailto:sales@anchortrailways.com">sales@anchortrailways.com</a>
<a href="#">Gulf Coast Tours, Inc</a>	AL	Mobile	<a href="mailto:ed@gulfcoasttoursandtravel.com">ed@gulfcoasttoursandtravel.com</a>
<a href="#">Industrial Bus Lines Inc</a>	AZ	Mesa	<a href="mailto:ron@allaboardamerica.com">ron@allaboardamerica.com</a>
<a href="#">West Valley Trailways</a>	CA	Campbell	<a href="mailto:Mail@westvalleytrailways.com">Mail@westvalleytrailways.com</a>
<a href="#">Heritage Valley Bus, Inc.</a>	CA	Santa Paula	<a href="mailto:info@hvbus.com">info@hvbus.com</a>
<a href="#">SureRide Charter, Inc.</a>	CA	National City	<a href="mailto:ltokarz@sundiegotravel.com">ltokarz@sundiegotravel.com</a>
<a href="#">Kelly Tours, Inc</a>	GA	Savannah	<a href="mailto:don@kellytours.com">don@kellytours.com</a>
<a href="#">coastal georgia trailways</a>	GA	brunswick	<a href="http://www.tours@goldenislesfun.com">http://www.tours@goldenislesfun.com</a>
<a href="#">COAST TO COAST TOURS LLC.</a>	GA	CONLEY	<a href="mailto:wjohnson@coasttocoasttours.com">wjohnson@coasttocoasttours.com</a>
<a href="#">Exceptional Persons, Inc</a>	IA	Waterloo	<a href="mailto:chris.sparks@episervice.org">chris.sparks@episervice.org</a>
<a href="#">Windstar Lines, Inc.</a>	IA	Carroll	<a href="mailto:info@gowindstar.com">info@gowindstar.com</a>
<a href="#">Caldwell Transportation Company, Inc.</a>	ID	Caldwell	<a href="mailto:mike@ctcbus.com">mike@ctcbus.com</a>
<a href="#">Great River Bus Line, Inc.</a>	IL	Quincy	<a href="mailto:goodwin@adams.net">goodwin@adams.net</a>
<a href="#">Peoria Charter Coach Company</a>	IL	Peoria	<a href="mailto:erinh@peoriacharter.com">erinh@peoriacharter.com</a>
<a href="#">Wiersema Charter Service, Inc.</a>	IL	Morrison	<a href="mailto:comments@wiersemacharter.com">comments@wiersemacharter.com</a>
<a href="#">Miller Transportation</a>	KY	Louisville	<a href="mailto:john@millertransportation.com">john@millertransportation.com</a>
<a href="#">Spotlight Coaches, Inc.</a>	MI	Gladstone	<a href="mailto:vicki49837@hotmail.com">vicki49837@hotmail.com</a>
<a href="#">Spotlight Express, Inc.</a>	MI	Gladstone	<a href="mailto:vicki49837@hotmail.com">vicki49837@hotmail.com</a>
<a href="#">GREAT LAKES MOTORCOACH, INC</a>	MI	GRAND RAPIDS	<a href="mailto:questions@greatlakesmotorcoach.com">questions@greatlakesmotorcoach.com</a>
<a href="#">B &amp; W Charters, Inc.</a>	MI	Kalamazoo	<a href="mailto:quotes@bwcharters.com">quotes@bwcharters.com</a>
<a href="#">Minnesota Coaches, Inc.</a>	MN	Hastings	<a href="mailto:mkarlen@minnesotacoaches.com">mkarlen@minnesotacoaches.com</a>
<a href="#">Rochester Bus Service</a>	MN	Rochester	<a href="mailto:mkarlen@minnesotacoaches.com">mkarlen@minnesotacoaches.com</a>
<a href="#">Minnesota Motor Bus, Inc.</a>	MN	Fairmont	<a href="mailto:jimjensen@mnmotorbus.com">jimjensen@mnmotorbus.com</a>
<a href="#">Lorenz Bus Service, Inc.</a>	MN	Blaine	<a href="mailto:mikec@lorenzbus.com">mikec@lorenzbus.com</a>
<a href="#">Southeastern Tours Inc</a>	NC	Greenville	<a href="mailto:setoursjj@aol.com">setoursjj@aol.com</a>
<a href="#">Carolina Charters of Vale Inc.</a>	NC	Vale	<a href="mailto:stretch@gocarolinacharters.com">stretch@gocarolinacharters.com</a>
<a href="#">Harris travel charter bus service</a>	NC	Burlington	<a href="mailto:Harristravel99@aol.com">Harristravel99@aol.com</a>
<a href="#">L&amp;G Leasing</a>	NY	Amityville	<a href="mailto:glebron@rideparadise.com">glebron@rideparadise.com</a>
<a href="#">LAKEFRONT LINES, INC.</a>	OH	BROOK PARK	<a href="mailto:Tom.Goebel@coachamerica.com">Tom.Goebel@coachamerica.com</a>
<a href="#">First Student, Inc</a>	OH	Cincinnati	<a href="mailto:angela.rieger@firstgroup.com">angela.rieger@firstgroup.com</a>
<a href="#">Rivers Transport Services</a>	SC	Beaufort	<a href="mailto:richard@riverstransportservices.com">richard@riverstransportservices.com</a>
<a href="#">Carolina Travel &amp; Tours, LLC</a>	SC	Kingstree	<a href="mailto:marthascott@ftc-i.net">marthascott@ftc-i.net</a>
<a href="#">Sunshine Travel/Express</a>	SC	Lancaster	<a href="mailto:sunshineinc@comporium.net">sunshineinc@comporium.net</a>
<a href="#">Frontier Bus Charters</a>	SD	Trent	<a href="mailto:robert@frontierbus.com">robert@frontierbus.com</a>
<a href="#">Davis Business Ventures LLC</a>	TX	Roanoke	<a href="mailto:info@xpressbus.org">info@xpressbus.org</a>
<a href="#">San Miguel Bus Line</a>	TX	DALLAS	<a href="mailto:INFO@TRANSPORTESSANMIGUEL.MX">INFO@TRANSPORTESSANMIGUEL.MX</a>
<a href="#">Platinum Travel &amp; Tour Company, LLC</a>	VA	Montpelier	<a href="mailto:platinumtours@embarqmail.com">platinumtours@embarqmail.com</a>
<a href="#">Newton Bus Service</a>	VA	Gloucester	<a href="mailto:sabina@charteredbus.com">sabina@charteredbus.com</a>
<a href="#">Starline Luxury Coaches</a>	WA	Seattle	<a href="mailto:sales@discoverstarline.com">sales@discoverstarline.com</a>

FTA makes no effort to verify the accuracy of these previous private charter operators or the completeness of information provided on the website may change without notice. Of these 39 registered charter companies, two are only housed in Iowa and there are 25 out of the 39 listed willing to provide free or reduced rates. Federal regulations actually prohibit public transit providers from conducting charters with a few minor exceptions. One of those exceptions is providing charters to these registered qualified human service agencies or agencies receiving certain federal funding already defined within FTA's charter regulations.

Within Ames Story County Area DEX phone book, charter companies are identified under Buses – Charter and Rental with the following charter companies listed:

<u>Charter Company</u>	<u>Location</u>
CIT Signature Transportation	Ames, Iowa
Hawkeye Stages Inc	Iowa City, Iowa
Windstar Lines	Carroll/Des Moines/Cedar Rapids/Mason City

### **E. Airport Shuttle Service**

Executive Express, a private airport shuttle company, began taking reservations for trips between Ames and the Des Moines International Airport in August 2009. Previously, CyRide provided a limited trip shuttle service to the airport before and after the university student breaks. Executive Express offered a more frequent service to passengers. This service thereby reduced the need for transportation to the airport via CyRide that had been a previous community need. In addition, Executive Express provided a safe location for luggage to be contained for the ride to and from Des Moines.

Executive Express provides trips 14 times a day, seven days a week, leaving Ames between 3:45 AM and 10:45 PM. They operate out of the Ames Intermodal Facility (AIF) at 129 Hayward Ave and have an additional pick up in east Ames at the Holiday Inn Express & Suites at 2600 E. 13<sup>th</sup> Street. The AIF opened in June 2012 providing office space for Executive Express to sell tickets as well as a comfortable inside waiting area for their passengers. The AIF also offers an inside garage area for Executive Express to park their two vehicles. Executive Express brings in additional vehicles before and after the holidays (winter break or spring break) when the university students go on long breaks. Fares fluctuate depending on the number of passengers booking a trip but begin at \$48 round trip for one person. Kids under 7 always ride free and kids under 18 ride free with two paying adults. More information can be found at [www.executiveexpress.biz](http://www.executiveexpress.biz) or specific schedule information at <http://www.executiveexpress.biz/City/56/Ames-Iowa%20State%20University.aspx>.

### **F. RideSharing Services**

The City of Ames currently does not offer an organized vanpooling/carpooling program. However, the Des Moines Area Regional Transit Authority (DART) in Des Moines, Iowa offers a vanpooling/carpooling program for the entire central Iowa region (all counties surrounding Polk County) which includes Story County and the City of Ames. For more information on DART's vanpool/carpool program go to: <http://www.ridedart.com/vanpools.cfm>. As of December 31, 2013, DART was operating eleven vans (8 – 15 passenger; and 3 – 7 passenger) from Ames to the Des Moines metropolitan area for work purposes. One 15-passenger van and one 7-passenger van travel to West Des Moines; one 7-passenger van travels to Ankeny and the rest commute to downtown Des Moines. No DART vanpools currently operate from Des Moines to Ames for work purposes.

DART RideShare also houses a free carpool database at their organization in which individuals commuting from one area to another can put in their relevant commuter data and the database will provide a way to contact other individuals doing the same trip in their single passenger vehicles. DART RideShare does not keep a database of these organized carpools once they are formed. However the Des Moines Transit Management Association, created in 2002, does focus their marketing efforts on alternative transportation options as well as educating commuters on the cost savings, distance traveled and pollution saved by their alternative transportation efforts. For more information, go to <https://rideshare.ridedart.com/drivetime/>.

In addition, Iowa State University's transportation department operates a non-formalized vanpool program exclusive to university faculty for commuting to work purposes. They currently lease four vanpools (2 Roland, 1 Boone and 1 Story County) to travel to/from campus from respective outlying areas. The members of each vanpool split the cost according to how many existing members they have at the time. In addition, the transportation department does lease out between 20-77 of their approximate 250 total vehicles each day of various vehicles ranging from farm equipment, pickups, maintenance equipment, and automobiles/vans. The leases vary in length from daily to seasonally and are currently only available to ISU employees.

**G. Public Transit Providers (Fixed Route & Demand Response)**

Public transit operations within the Ames metropolitan area generally consist of [Ames Transit Agency \(CyRide\)](http://www.cyride.com) ([www.cyride.com](http://www.cyride.com)) and [Heart of Iowa Regional Transit Agency \(HIRTA\)](http://www.ridehirta.com) ([www.ridehirta.com](http://www.ridehirta.com)). Below is a synopsis of the types of services provided:

Type of Service	Fixed-Route Public Transit Service	ADA Complimentary Service (Dial-A-Ride)	Demand Response Public Transit Service for Story County
<b>Operator</b>	Ames Transit Agency (CyRide)	HIRTA (CyRide subcontractor)	HIRTA (direct operation)
<b>Service Area</b>	City of Ames	City of Ames	Story County
<b>Who is Eligible?</b>	General Public	General Public (as ADA eligible)	General Public, Seniors and Persons with Disabilities
<b>Days of Operation</b>	359 days/year	359 days/year	Weekdays
Monday-Friday	6am – 12am	6am – 12am	7am – 5:30pm (outside Ames) 6am – 8pm (within Ames)
Saturday	8am – 12am	8am – 12am	7:30am – 6pm (within Ames only)
Sunday	9am – 12am	9am – 12am	8:30am – 6pm (within Ames only)-
Holidays	Closed: New Years Day, July 4 <sup>th</sup> , Memorial Day, Thanksgiving, and Christmas.	Closed: New Years Day, July 4 <sup>th</sup> , Memorial Day, Thanksgiving, and Christmas.	Closed: New Years Day, July 4 <sup>th</sup> , Memorial Day, Thanksgiving, and Christmas.
<b>Fare Structure (one-way)</b>	FULL FARE = \$1.25  REDUCED FARE = \$0.60 (Elderly/disabled, K-12 students and Medicare cardholders Medicaid cardholders)  Free; ISU students (ISU student ID Required) More Info at: <a href="http://www.cyride.com/fares">www.cyride.com/fares</a>	\$2.00  \$6.00 (east of Skunk River)	\$2.00 (in Ames) \$4.00 (in Story County) \$1.00 suggested fare (low-income passengers; prior approval required)  \$10.00/round trip (Ames-Iowa City)  \$25.00/hour (outside Story County)
<b>Fleet</b>	Articulated Bus = 2 Heavy duty 40' bus = 73 Light duty bus = 8 (Buses 100% accessible) Trucks = 2 Administrative = 4	Light duty bus = 16 Vans = 2 100% accessible	

CyRide is a collaborative partnership between the City of Ames, Iowa State University and ISU's Government of the Student Body that provides fixed-route and complimentary ADA services to the general public within Ames.

CyRide contracts with the yellow school bus provider, [Durham, Inc](http://www.durhamschoolservices.com/) (<http://www.durhamschoolservices.com/>), to aid in providing fixed-route trippers during peak hours when heavy loads on certain fixed-routes occur. Durham typically drops off their students at school, and then assists CyRide by picking up one trip of university students heading to Iowa State university campus as they are returning to the garage. As of late January 2014, Durham currently operates 5 fixed-route trips but has operated in the past as many as 7 trippers for CyRide. Utilizing Durham, helps CyRide by not pulling out additional buses for one heavy morning trip into campus. CyRide only has 73 large buses (4 contingency) and currently pulls out 69-70 buses on a consistent basis to meet its peak ridership demands in the morning hours.

CyRide also contracts with [Heart of Iowa Regional Transit Agency](http://www.cyride.com/index.aspx?page=1257) (HIRTA) to provide [CyRide's complementary ADA service](http://www.cyride.com/index.aspx?page=1257) (<http://www.cyride.com/index.aspx?page=1257>), called Dial-A-Ride, within the Ames community. This service serves passengers that cannot otherwise ride CyRide's fixed-route buses due to a disability. All passengers must be approved by CyRide to ride this service. The Dial-A-Ride (DAR) service allows qualified individuals per ADA guidelines ride this door-to-door service for twice the fare of the fixed-route system. Please note that fares for DAR are still \$2.00 per ride as CyRide did not choose to raise DAR fares when it increased its fixed-route base fare to \$1.25 in January 2012. The DAR services mirrors the hours/days of the fixed-route system providing service to anywhere in the City of Ames.

Finally, HIRTA also provides door-to-door demand-response transit service in the counties of Boone, Dallas, Jasper, Madison, Marion, Story and Warren. HIRTA provides the service directly for Story County. This service is open to the general public. The days and hours of service per county differ however. For more information visit <http://www.ridehirta.com/>. The following table describes the transit services provided in Ames and Story County.

#### **H. RSVP Volunteer Transportation Program**

Central Iowa Retired Senior Volunteer Program (RSVP) provides transportation to the general public via volunteers for those needing essential transportation primarily for medical transportation within Story County through volunteers. RSVP recruits, trains and schedules all volunteer drivers as well as processed and prioritized requests for the service, making medical trips, affordable rates, and safety a priority. Priority is given to those residents needing rides to in-county medical appointments (doctor appointments, therapy and treatment sessions, picking up medication, etc.), but other trips are provided as needed. All clients fill out an application for transportation services in which they need to meet the following criteria: 1) Be a resident of Story County, 2) Be ambulatory 3) Be willing to fill out a waiver of liability for RSVP to keep on file, 4) Be willing to comply with ridership policies.



Volunteer drivers, located throughout Story County, utilize their own vehicles with mileage reimbursement available to the volunteers. RSVP welcomes referrals from any Story County agency whose clients may need to access this service but accepts anyone living in Story County, irregardless of income, on this service as long as they're ambulatory. Approved clients can access transportation Monday through Friday 8:00am to 4:30pm. Most recently, RSVP started providing transportation for individuals wanting to get their GED at DMACC campus in Boone or Ankeny for those that do not have available transportation. Additional changes made this year include that RSVP can no longer charge clients to ride this service due to requirements from its funding source. Therefore, RSVP now suggests

a donation to ride the service between \$3 - \$12 per trip but this is not a requirement. These donations are solely utilized to reimburse the driver for their mileage costs. However, many drivers donate their mileage reimbursement as well as time for this essential program. Currently, the program is funded by UWSC, Story County and the City of Ames.

On the following page are some highlights of how the program has grown in the four years since its onset of being operated through RSVP. To summarize, round trip ridership has increased by 167.6 % since the program began in January 2010.

	CY2010	CY2011	CY2012	CY2013
Round Trip Rides	213	386	559	570
Volunteer Drivers	29	40	41	43
# Clients Taking Trips	38	70	89	82
# Transportation Clients Registered	40	104	140	113

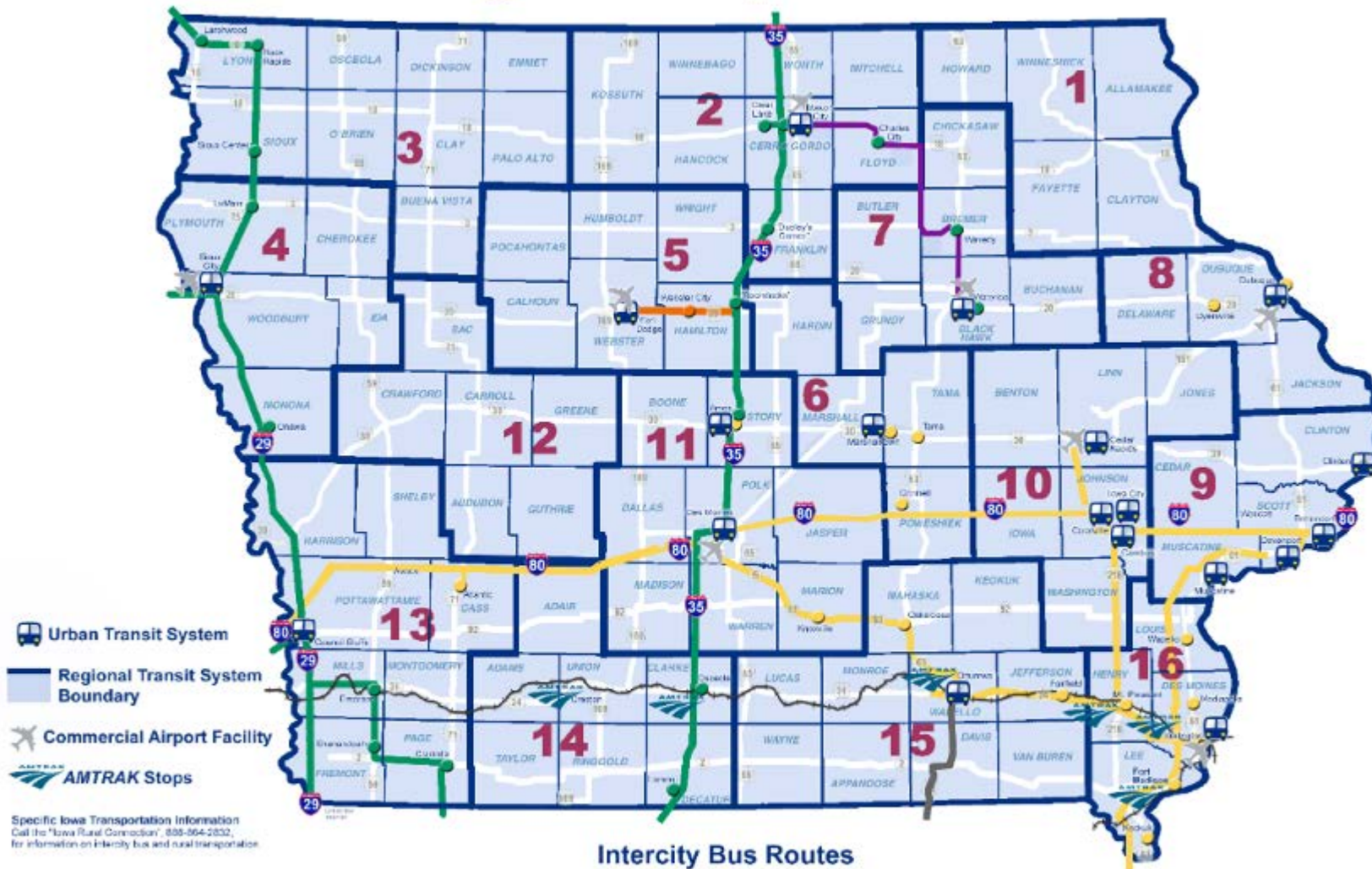
### I. Intercity Bus

Two intercity bus carriers, Jefferson Lines and Burlington Trailways, operate scheduled bus service from Ames out of the Ames Intermodal Facility (AIF) at 129 Hayward Ave., Suite 103 located in the center of Ames near campustown. This is a new centralized location that opened in June 2012, after numerous years of the intercity depot being located on the eastern outskirts of Ames where residents could not easily obtain this alternative transportation service. Previously, ridership averaged less than 10 passengers per day getting on and off the bus in Ames when both intercity carriers were in east Ames. The following explains the operations of both carriers:

- Jefferson Lines currently travels north-south throughout eleven states in the central United States. For service in Ames, Jefferson operates three trips heading north and two heading south. These northbound trips have decreased since 2011 due to the reduced availability for drivers, not demand. According to their website, Jefferson Lines is open for ticket sales at the AIF Monday – Friday from 9am – 1pm and 4pm-6pm but closed Saturday, Sunday and holidays. Public transit is located one block from the facility on CyRide’s [#6 Brown route](#) (<http://www.cyride.com/modules/showdocument.aspx?documentid=4366>). Jefferson can accommodate customers with disabilities if provided 48 hours notice prior to departure as described on their website at <https://www.jeffersonlines.com/customers-with-disabilities.asp>. If notice is not within 48 hours notice, they will make every “reasonable effort to accommodate” as long as such accommodation will not delay the departure of the schedule an individual wishes to travel. During a week in October 2013, the carrier averaged 58 passengers leaving Ames.
- Burlington Trailways is based in West Burlington, Iowa. It offers east-west service from Denver to Chicago and down to St. Louis. In Iowa, it operates along I-80 and provides several routes in Eastern Iowa linking the Burlington area, Des Moines, the Quad Cities, Dubuque, Cedar Rapids, and Waterloo-Cedar Falls. According to Bob Hoxie with Burlington Trailways, all over the road buses were required to be 100% ADA equipped by October 2012. Currently Burlington Trailways have 36 buses of which 33 are lift equipped with two-wheelchair positions on each bus. As a result, three of their buses are not placed on scheduled intercity trips. Weekly ridership averaged 46 passengers in October 2013. The map on the following page illustrates the current Iowa intercity bus travel according to the Iowa DOT.



# Iowa Passenger Transportation Services




## Intercity Bus Routes

- Burlington Trailways**  
 906 Broadway  
 PO Box 531  
 West Burlington, IA 52655-0531  
 Phone: 319-753-2864 or  
 800-992-4818  
 burlingtontrailways.com
- Dodger Area Rapid Transit (DART)**  
 530 1st Ave S  
 Fort Dodge, Iowa 50501-4602  
 Phone: 515-573-8145
- Jefferson Lines**  
 2100 E 26th ST  
 Minneapolis, MN 55404-4101  
 Phone: 800-451-5333  
 jeffersonlines.com
- Greyhound Lines**  
 P.O. Box 660362  
 Dallas, TX 75266-0362  
 Phone: 800-231-2222  
 greyhound.com
- Region 2 Transit**  
 515 6th Street Southwest  
 Mason City, IA 50401  
 Phone: 641-423-0491



## J. Client Transportation Providers

The following organizations below either indicated they provide service for their clients with agency owned vehicles and discussed their usage at meetings, attained information from their website or over the telephone in conversations with AAMPO staff. In addition, City of Ames staff identified organizations they knew were transportation providers since they help fund those agencies through the City of Ames Analysis of Social Service Evaluation Team (ASSET) process. Fifteen providers for direct client transportation previously provided information and the AAMPO contacted these organizations via phone to improve the information previously provided for the 2010 PTP. The fifteen transportation providers have the ability to transport their clientele around the Ames community, Story County and neighboring counties in some instances.

		Vehicles				
	Direct Client Transportation Providers	Bus	Van	Cars		Hours
1	Green Hills Retirement Community	1	2		1 van	As Requested
2	Northcrest Community/ Heartwood House	1	?	?	?	As Requested
3	The Waterford		1		yes	As Requested
4	Windsor Oaks		1		no	9am- 3pm
5	American Red Cross		1			Field trips only (take CyRide often)
6	Ames Community Pre-School Center		2		no	As Requested
7	Boys & Girls Club		2		no	As Requested
8	Youth & Shelter Services		6			As Requested
9	ChildServe		2			M-F: 2-8pm Sat: 9am-5pm
10	Lutheran Services in Iowa		2		no	M-F: 8am-5pm Sat: 9am-5pm
11	Mainstream Living Inc.		4	4	4	
12	Richmond Center - merge w/CFR			5	no	As Requested
13	Story County Community Life			22	no	As Requested

Nursing Home/Retirement Community/Senior Living Transportation Providers: Four nursing home/health transportation providers have vehicles specifically to transport clients living at their residential communities with two of these providers having small buses.

- Green Hills Retirement Community – Fleet of 1 bus and 2 vans of which 1 of the vans is accessible. These vehicles are typically utilized for clients upon request only. Trips are not scheduled. One full time driver and two part-time are available on an as needed basis.
- Northcrest Retirement community – Fleet of at least 1 small bus to transport their clients throughout Ames for grocery shopping, social, and medical needs.
- The Waterford – Fleet of one accessible van according to their website. Transportation is provided for their clients upon request.
- Windsor Oaks Senior Living – Fleet of 1 van that is non-accessible. This vehicle is typically utilized for clients per request. A part-time maintenance employee operates the vehicle while on duty between the hours of 9am-3pm.

Human Service Agency Transportation: The following human service agencies provide transportation for their clients. Three agencies provide transportation for the youth in Ames for programs and or services they provide. However, the majority of these providers serve the mentally disabled community that may require more personal attention in their transport. In addition, these agencies below also serve the entire county and may travel to neighboring counties for their clients.

- American Red Cross: 1 van, 1 trailer according to City of Ames (COA) staff.
- Ames Community Pre-School: 2 vans (15 passenger), vehicles are only utilized for field trips for children under 5 years of age and only when CyRide is not an option.
- Boys & Girls Club: 2 sunshine (Variety Club) vans; utilized only to transport to/from schools to B&G Club and field trips. Durham drops off passengers via their transport in yellow school buses to the B&G Club after school
- Youth & Shelter Services: Through a PTP meeting, YSS staff revealed 5-6, 15-passenger vans have been converted to dissipate load so that vans can be insured due to rollover factor. MPO believes they may operate more than 6 vehicles.
- Childserve: Fleet of 2 accessible vans with phones; utilize vehicles to transport children with mental and/or physical disabilities. Many of their clients live outside of the Ames community. They provide weekday transportation between 2-8pm and Saturdays between 9am-5pm. This service is free to their clients.
- Lutheran Services in Iowa: Fleet of 2 vans that are not accessible. LSI transports for their Services for People with Disabilities (SFPD) and crisis child care programs. LSI's Crisis Child Care program offers short-term relief to people caring for individuals with disabilities.
- Mainstream Living Inc – Fleet of 4 vans and 4 cars; 4 are accessible. Mainstream is one of the main locations that many Story County agencies refer mentally disabled clients to receive life skills. Many clients of one agency in Ames are also clients at ML.
- Richmond Center: 2 vans, 3 cars. These vehicles are utilized for meetings throughout Story County very regularly – according to past discussion at PTP meetings.
- Story County Community Life Program: Fleet of 22 cars/vans with the City of Ames Fleet services maintaining these vehicles. Surplus of SCCL's budget may indicate car replacement each year. Fleet Services performs the bidding specifications for them and may allocate vehicles from City of Ames police department's retired fleet. On average a vehicle in their fleet is 9 years of age, has 77,000 miles, and operates about 6,000 miles/year equivalent to 18 hours a week for each vehicle. They utilize their fleet to transport clients with mental disabilities primarily to medical appointments, grocery store and shopping. They have approximately 40 full time drivers and 40 part-time drivers.

## AREA PROFILE

### A. Location

The City of Ames is located within Story County at the intersection of I-35 and Highway 30 as shown on the following page. The area highlighted in green is the 2010 Census Ames Urbanized Area. The City of Ames corporate boundary is the dotted black line. The red line is the 2010 Urban Area boundary and the blue line the Metropolitan Planning Area boundary.

The Ames Area Metropolitan Planning Organization is one of nine metropolitan planning areas in the State of Iowa; newly formed after the 2000 Census when the community rose over 50,000 in population. The Ames community is also home to Iowa State University students that equate to over half of the Ames population. Specifically, the 2010 Ames urbanized area population from the US Census is 60,438 with nearly 33,000 (54.6%) of that university students. (Source: <http://www.census.gov/geo/reference/ua/urban-rural-2010.html>) However, those students drop to approximately 11,000 for the summer enrollment (Source: <http://www.iastate.edu/~registrar/stats/>). Essentially 36% of the total population leaves Ames during the summer which dramatically impacts the passenger transportation needs and level of service provided to the community. As a result, the Ames community enjoys a much higher level of public transit service due to the university students' demand for alternative transportation. The public transit operator, CyRide, estimates that approximately 91% of the public transit ridership in Ames is university student related and they in turn pay 60% of the public transit providers' budget. As a result, the transportation services are greatly influenced by where the university students' live within the Ames community with most routes operating through central campus. These high frequency services however also benefit the overall community as they travel through Ames.

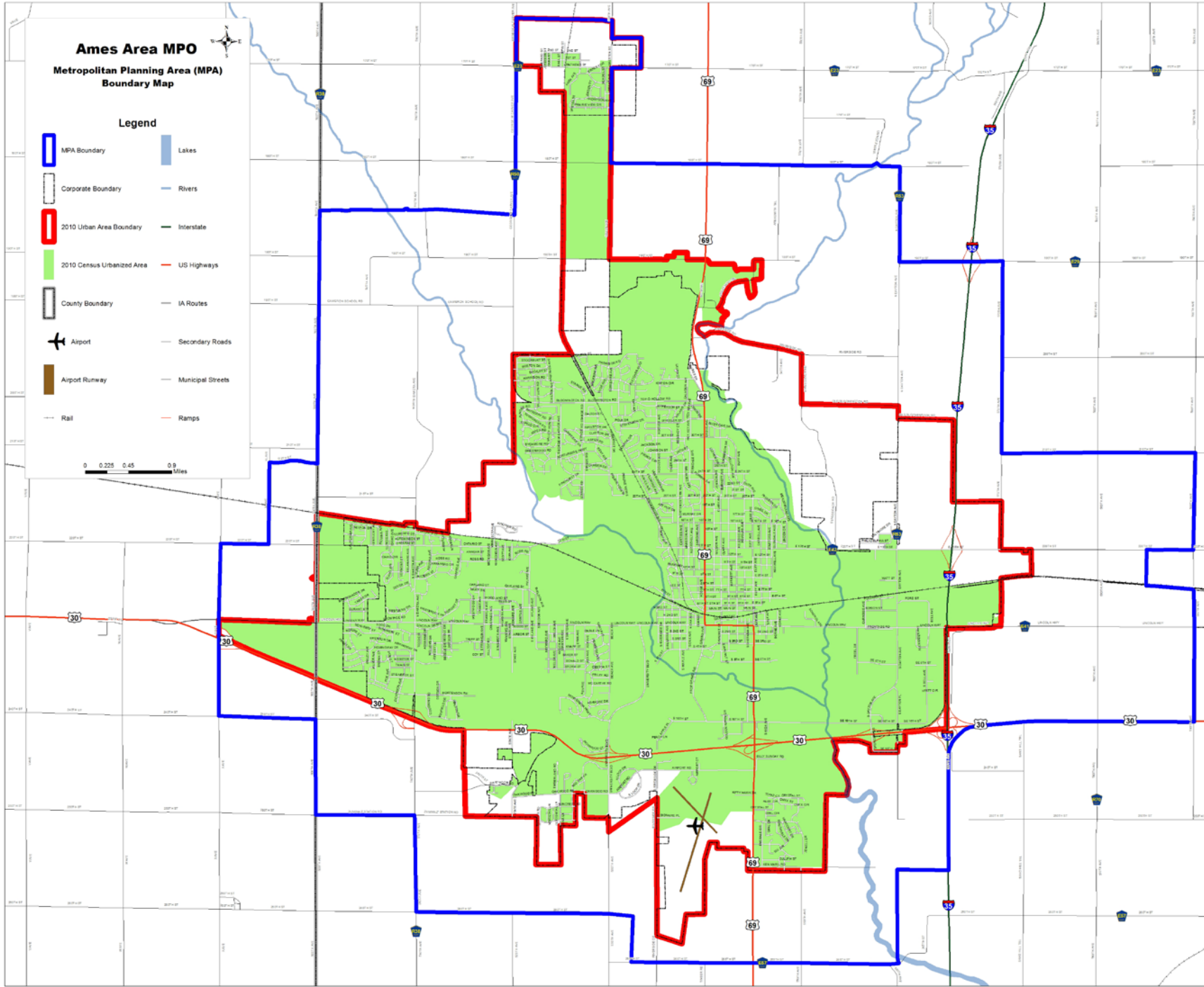
# Ames Area MPO

## Metropolitan Planning Area (MPA) Boundary Map

### Legend

- MPA Boundary
- Corporate Boundary
- 2010 Urban Area Boundary
- 2010 Census Urbanized Area
- County Boundary
- Airport
- Airport Runway
- Rail
- Lakes
- Rivers
- Interstate
- US Highways
- IA Routes
- Secondary Roads
- Municipal Streets
- Ramps

0 0.225 0.45 0.9 Miles



## B. Demographics

The following demographic information is reported from the US Census Bureau's American Fact Finder 2008-2012 website in regards to information on the City of Ames' low-income, elderly and disabled populations. However, the total population from these tables mirrors the 2010 Census Ames Urbanized area which now includes the City of Gilbert. (Source: <http://www.census.gov/geo/reference/ua/urban-rural-2010.html>).

Population information was also ascertained from Iowa State University regarding student enrollment, students with disabilities and students with low-income to obtain more detailed information on this subset. It should be noted that students were counted as part of the 2010 US Census since the count is based on where you live for the majority of the year. Again, university students equate to half of the total City of Ames population and are anticipated to continue increasing to 35,000 students in the next few years. This increase impacts CyRide greatly as each student attending ISU rides on average 170 times per year. CyRide places "extra" buses, up to 7 more in certain cases, out on routes to handle this higher demand.

### Elderly Population

The elderly population in Ames is nearly 15% of the residents. As shown, ISU students hardly contribute to this 15% as approximately 0.7% is over the age of 50 years. In fact, the Ames community is relatively a young community with the median age being 23.6.

<b>Ames, Iowa: Population By Age 2008-2012 ACS 5-Year Estimates</b>	<b>Number</b>	<b>Percent</b>	<b>ISU Students: Population By Age - 2013</b>	<b>Number</b>	<b>Percent</b>
Total Population*	60,438		Total Population	32,955	54.53%
Under 19 years of Age	15,043	24.89%	Under 19 Years of Age	5,138	15.59%
19-24 yrs.	18,385	30.42%	19-24 yrs.	22,499	68.27%
25-55 yrs.	18,143	30.02%	25-49 yrs.	5,089	15.44%
55-65 yrs.	4,176	6.91%	50-65 yrs.	220	0.67%
Over 65 yrs.	4,684	7.75%	Over 65 yrs.	9	0.03%
Median Age	23.6				

Sources: ISU Students: Population By Age 2013; Office of the Registrar (<http://www.ir.iastate.edu/FB14/students14.html>)

Ames, Iowa: Population By Age; 2008-2012 American Community Survey 5-year estimates - ([http://factfinder2.census.gov/faces/tableservices/jsf/pages/productview.xhtml?pid=ACS\\_12\\_5YR\\_DP05](http://factfinder2.census.gov/faces/tableservices/jsf/pages/productview.xhtml?pid=ACS_12_5YR_DP05))

\*Total Population (<http://www.census.gov/geo/reference/ua/urban-rural-2010.html>)

### Disabled Population

Approximately 5.6% of the Ames community is estimated to be disabled. The largest population segment of disabled individuals is between the ages of 35-64 years old.

<b>Ames, Iowa: Disabled Population</b>	<b>Number</b>	<b>Years</b>			<b>Percent</b>
		<b>Male</b>	<b>Female</b>	<b>Total</b>	
Total Population*	60,438.0				
		<b>1,732</b>	<b>1,654</b>	<b>3,386</b>	5.60%
Under 5 Years		-	17	<b>17</b>	0.50%
5-17 Years		56	95	<b>151</b>	4.46%
18-34 Years		385	299	<b>684</b>	20.20%
35-64 Years		749	524	<b>1,273</b>	37.60%
65-74 Years		219	249	<b>468</b>	13.82%
75 Years and Over		323	470	<b>793</b>	23.42%

Source: \*Total Population (<http://www.census.gov/geo/reference/ua/urban-rural-2010.html>)

Disabled Population breakdown by age -

[http://factfinder2.census.gov/faces/tableservices/jsf/pages/productview.xhtml?pid=ACS\\_12\\_5YR\\_B18101&prodType=table](http://factfinder2.census.gov/faces/tableservices/jsf/pages/productview.xhtml?pid=ACS_12_5YR_B18101&prodType=table)

## Poverty Status

Approximately 14,500 individuals are below the poverty level in Ames. The majority of those are between the ages of 18-64 years old as shown in the following 2008-2012 American Community Survey 2008-2012 Estimates table. The Office of Student Financial Aid at Iowa State University determined that \$396,092,553 in financial aid dollars is awarded to ISU students for 2013 through scholarships, grants loans or employment. Approximately 33,241 students attended Iowa State University in the fall 2013.

Ames, Iowa: Poverty Status in the Past 12 Months (American Community Survey 2008-2012 Estimates)	All income levels	Below Poverty Level	Percent below poverty level
All individuals for whom poverty status is determined	51,405	14,500	28.2%
Under 18 years	7,846	1,105	14.1%
18-64 Years	39,082	13,171	33.7%
65 years +	4,477	224	5.0%

Source: [http://factfinder.census.gov/servlet/QTTTable?\\_bm=y&-qr\\_name=DEC\\_2000\\_SF3\\_U\\_QTP34&-geo\\_id=16000US1901855&-ds\\_name=DEC\\_2000\\_SF3\\_U&-redoLog=false](http://factfinder.census.gov/servlet/QTTTable?_bm=y&-qr_name=DEC_2000_SF3_U_QTP34&-geo_id=16000US1901855&-ds_name=DEC_2000_SF3_U&-redoLog=false)

### C. Limited English Proficient (LEP) Population

An analysis of the City of Ames' limited English proficient (LEP) population is provided below which was based on CyRide's 2013-2016 Title VI Program which was approved by the Federal Transit Administration on November 29, 2013. This program expires on November 30, 2016.

LEP persons, as defined by [FTA C 4702.1B](#), are individuals that speak English "less than very well." The City of Ames, according to the American Community Survey table shown on page 19, has approximately 1,905 LEP individuals speaking English less than "very well" that prefer to speak other various languages within their home.

While the City of Ames has 1,905 LEP persons living within the community, there is not a defined LEP population above the Department of Justice's Safe Harbor threshold within Ames. The Department of Justice defines the Safe Harbor threshold as 1,000 persons OR 5% of the total population for a particular language, whichever is less, requiring vital document translation. If the LEP population is under this threshold for particular languages, then translation of vital documents is not required within that language. As shown in the table on the next page, none of the languages spoken in Ames are over 1,000 persons or meet 5% of the total population for speaking English less than very well. The highest LEP population is Chinese with 895 people or 1.6% of the Ames' population speaking English less than very well, which is under this Safe Harbor threshold as defined by the Department of Justice that was also adopted by the Department of Transportation. The next highest languages speaking English less than very well in Ames are Korean (240 or 0.4%) and Spanish (172 or 0.3%).

Furthermore, more analysis was conducted to locate LEP groups within the Ames community. Nearly all of the groups identified were also affiliated with the university and only one non-university LEP group could be identified. This group is Engaging International Spouses (EIS) which is a group of spouses of university students that focuses on providing community resources and weekly Conversations in English at the public library to this group. Other LEP university groups include: [Intensive English and Orientation Program \(IEOP\)](#), International Students & Scholars (ISS), Chinese Evangelical Free Church of Ames, Korean United Methodist Church, Korean Christian Reformed Church of Ames, Ames Asia Market, Asia Foods Store, etc.

With virtually no LEP groups associated with no ties to the university, it was concluded that the majority of LEP individuals are residing in Ames to attend school or are family members of those attending the university. According to CyRide's LEP plan ([www.cyrider.com/lep](http://www.cyrider.com/lep)), ISU students are required to pass the Test of English as a Foreign Language (TOEFL) exam before attending Iowa State University. All classes are taught in

English and therefore students must have English aptitude to do well within their courses. If they do not pass the TOEFL, they may enroll in English courses for a semester through the [Intensive English and Orientation Program \(IEOP\)](#). They have a total of three semesters to pass the TOEFL. After the third time failing, their VISA is revoked and they must return to their home country. Therefore, they are required to have English skills in order to study at the university before enrollment is approved. CyRide staff estimate the majority of LEP individuals reside within high-residential areas which coincidentally lie along CyRide's major core fixed-routes including: University Village/Schilletter (Edenburn Dr./Blankenburg), South Meadows Apartments (S. 5<sup>th</sup> Street), Bloomington Rd. and University West Apartments (Mortensen Rd).

Within a previous survey of CyRide's employees, over 90% of drivers indicated that LEP persons rode CyRide everyday or a few times a week. However, it is more likely that many Asian minorities speak their comfortable native language on the bus to their friends rather than English. Staff felt the survey was misleading in that drivers related all Asian minorities as being limited English speaking just because they speak their native tongue on the bus, which is not necessarily valid. The quantitative number CyRide was trying to determine how many times drivers are having "issues" or "concerns" communicating with individuals on a daily basis to the point that they need to put a call into dispatch for help. This figure is actually pretty low as administrative staff logs the frequency of times that it is called into the field to help a driver with a conversation between them and a passenger. This survey indicated that drivers have direct communications with LEP persons 22% everyday, 38% a few times a week, and 29% a few times a month.

Current methods CyRide provides to ensure meaningful access to public transit services in Ames include:

- Supervisor Assistance– Bus operators are trained to slow down their rate of speech or use written communication when working with non-English speaking passengers. Often passengers are able to identify their destination on the route map. If drivers are unable to communicate with passengers, they should call the dispatcher for assistance. If a supervisor assists, they have access to language interpreter services if needed.
- Google Translate – provides online translation of website into preferred language. Although not fully accurate the Mandarin language as shared by Chinese Global Outreach Director (YSS), the translation provides some ability for LEP individuals in a multitude of languages to translate posted news (detours, alerts and news) information. A highly educated community, Ames residents rely more upon their smart phones or tablets to determine when a bus will arrive either on CyRide's website or IASTATE application or via real-time through NEXT BUS.
- Customer Service
  - Picture Graphics - a picture book is available at CyRide's office filled with pictures or graphics of typical lost items are found on the bus. These photos are identified via photos and words in alternative languages (Chinese, Korean, Spanish, etc) to help determine what passengers may be trying to locate when coming to CyRide's offices for Lost & Found items.
  - I Speak Cards - [I Speak Cards](#) are utilized to help decipher which language the individual speaks to assist them further.
- Language Interpreter Services - Over the phone language interpreter services to assist in understanding our non-English speaking customers' needs. This language interpreter service supports over 240 languages and can be accessed during all days and times of the week, 365 days a year, whenever there language barriers and confusion by transit staff in understanding our customers' needs. Similarly, CyRide's customers can also request the Language Line Interpreter service whenever calling or visiting CyRide and language is a barrier/limitation to receiving CyRide's services. CyRide's supervisors also have access to this over the phone service when assisting non-English speaking customers in the field. This service would be utilized as well during public hearings. This meaningful access is communicated on CyRide's website at <http://www.cyride.com/language-assistance>

Table 1: City of Ames Limited English Proficiency (LEP) Individuals

Language	Speak language at home	Speak English "very well"	Speak English less than "very well"	Percentage speaking English less than very well
Total Ames' Population 5 years and over	55,534			
Speak English only	49,505			
Spanish	1,083	911	172	0.3%
French	314	241	73	0.1%
French Creole	0	0	0	0.0%
Italian	17	17	0	0.0%
Portuguese/Portuguese Creole	40	29	11	0.0%
German	234	187	47	0.1%
Yiddish	0	0	0	0.0%
Other West Germanic languages	14	14	0	0.0%
Scandinavian languages	90	78	12	0.0%
Greek	5	5	0	0.0%
Russian	226	170	56	0.1%
Polish	44	15	29	0.1%
Serbo-Croatian	23	23	0	0.0%
Other Slavic languages:	11	11	0	0.0%
Armenian	0	0	0	0.0%
Persian	11	0	11	0.0%
Gujarati	19	0	19	0.0%
Hindi	149	133	16	0.0%
Urdu	21	21	0	0.0%
Other Indic languages:	226	165	61	0.1%
Other Indo-European Languages	52	31	21	0.0%
Chinese	1,972	1,077	895	1.6%
Japanese	65	60	5	0.0%
Korean	426	186	240	0.4%
Mon-Khmer, Cambodian	0	0	0	0.0%
Hmong	0	0	0	0.0%
Thai	20	7	13	0.0%
Laotian	23	23	0	0.0%
Vietnamese	57	14	43	0.1%
Other Asian languages	453	373	80	0.1%
Tagalog	64	27	37	0.1%
Other Pacific Island languages	150	106	44	0.1%
Navajo	0	0	0	0.0%
Other Native North American languages	6	0	6	0.0%
Hungarian	0	0	0	0.0%
Arabic	86	80	6	0.0%
Hebrew	0	0	0	0.0%
African languages	128	120	8	0.0%
Other and unspecified languages	0	0	0	0.0%
<b>TOTAL</b>			<b>1905</b>	

Source: 2007-2011 American Community Survey 5-year Estimates for the City of Ames:

[http://factfinder2.census.gov/faces/tableservices/jsi/pages/productview.xhtml?pid=ACS\\_11\\_5YR\\_B16001&prodType=table](http://factfinder2.census.gov/faces/tableservices/jsi/pages/productview.xhtml?pid=ACS_11_5YR_B16001&prodType=table)



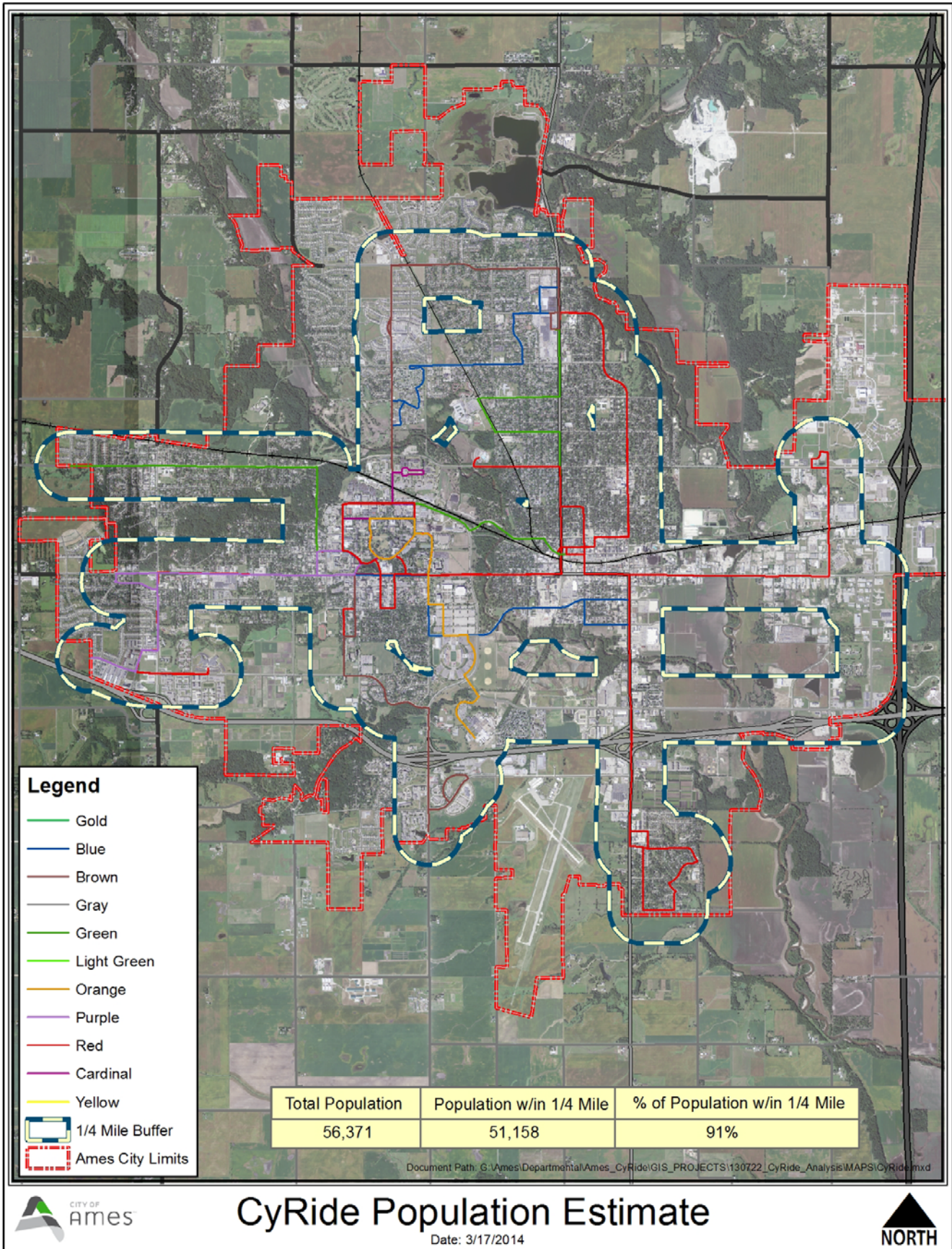
With no identified LEP population within Ames over the Safe Harbor Threshold, public transit agencies are not required to translate vital documents into another language. This information can be verbally provided if requested. However with the current Chinese LEP at 895, it is assumed that at some point in the near future this threshold of 1,000 persons will be exceeded. As a result, CyRide's transportation planner will be working with any Chinese LEP groups to determine specifically what documents would most meaningful to this population in their own language to ensuring access to CyRide's services and programs. According to the current CyRide LEP plan, the following critical services are vital documents:

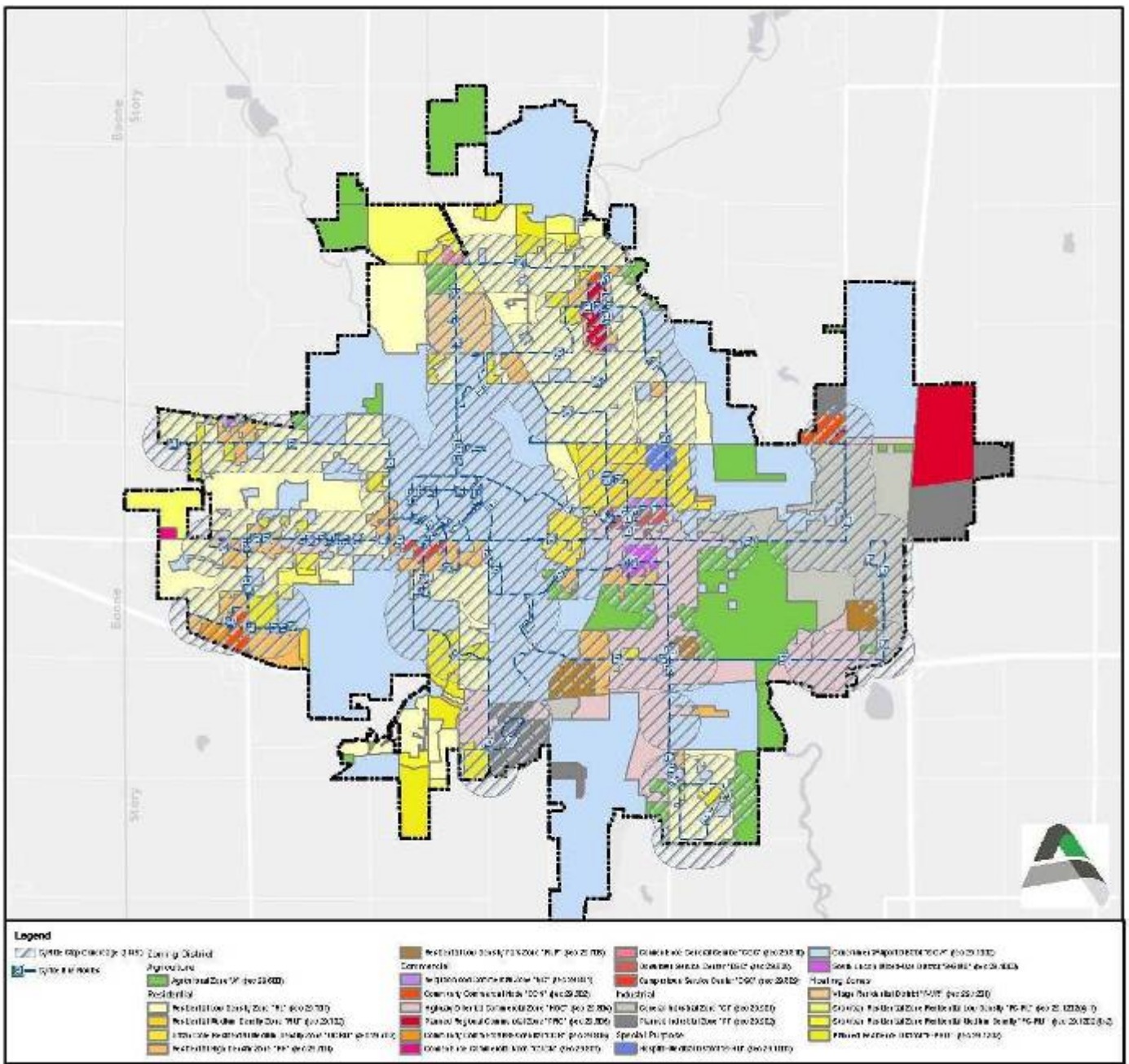
<b>Critical Service</b>	<b>Explanation</b>	<b>Importance</b>
Schedule/Timetable	Map, Routes, Timetables (Available via print or website)	Extremely Important
Detour Information	Changes to routing or bus stop closures (Available via website, closed stops & temporary bus stops)	Extremely Important
What's New Information	Changes to CyRide's policy, new service route, events, public meetings, etc	Very Important
Fares Information	How much to ride CyRide	Very Important Students ride free with ISU ID;
Pass Sales Outlet Information	Where to obtain passes/tickets.	Very Important
ADA Brochure (online & printed)	Complimentary ADA Service	Very Important
ADA Application Form (online & printed)	How to apply for complimentary ADA Service	Very Important
Title VI Complaint Process & Online Form	Ability to file Civil Rights complaints with CyRide, FTA or City.	Very Important
Public Meetings	Verbal Interpretation	Very Important

### Layout of Study Area

Within the 2010 PTP, the AAMPO spent hours creating maps detailing where major employers, banks, schools nursing homes/assisted living facilities, medical services, pharmacies, childcare, and grocery stores were located in relation to public transit. The AAMPO chose not to detail out these maps this year as many of the areas are served but may be served less at night, during the mid-day or on weekends. Those issues can be relayed verbally within the coordination section.

It was recently estimated that CyRide services approximately 91% of the Ames residential areas within ¼ mile from their home. In addition, CyRide serves a great majority of the Ames employment district (See maps on the following two pages for these estimates or visit [www.cyride.com/coverage](http://www.cyride.com/coverage)). The areas that CyRide does not cover includes more affluent residential areas of the community and government/airport zones. The major employers in town are Iowa State University, Iowa Department of Transportation, Mary Greeley, USDA, and Danfoss, Inc., etc. The significant impact is that over 55% of the population is going to school for a higher education. One of the main issues is that while CyRide does serve many areas within the Ames, the service may not be frequent enough to adequately serve an area to encourage them to take public transit. For instance, the S. 16<sup>th</sup> corridor only has hourly transit service which is quickly becoming a high-residential area with construction of several apartment complexes marketed for student housing and one low-income residential housing complex. In addition, the corridor has several human/health agencies taking up residence along the corridor including: Mid Iowa Community Action, WIC, Richmond Center, BioPlasma Center, Community & Family Resources, Eyerly Ball and the new Ames Primary Health Center which will serve low-income.





CyRide Coverage By City Zoning

Note: This map shows CyRide Route coverage relative to City Zoning areas.

### III – COORDINATION ISSUES

#### GENERAL ASSESSMENT

CyRide coordinates with Durham, Inc and Heart of Iowa Regional Transit Agency (HIRTA) in providing transportation throughout the Ames community. CyRide has an excellent working relationship with each of these organizations. CyRide currently has contracts with Durham and HIRTA to provide public transportation services for the Ames community. These efforts are described below:

- Heart of Iowa Regional Transit Agency (HIRTA) provides public transportation directly for Story County as well as coordinates with CyRide to provide their ADA complimentary service for the City of Ames. In this manner, one transportation provider offers all demand response service within one county with multiple contracts thereby maximizing coordination. HIRTA is responsible for all transportation for counties surrounding Polk County and provides direct service to two other counties other than Story which are Jasper and Marion Counties.
- Durham, currently provides “extra tripper service” for CyRide’s high capacity corridor services under contract with CyRide. These “extra tripper” buses vary from semester to semester but the number of buses provided has been up to 7 buses throughout the contract. Durham also provides the Ames Community School District transportation for students in the Ames area. The trips are economical as Durham provides rides into Iowa State University campus after they have dropped off their K-12 students at area schools. Therefore, the tripper service provided is on their deadhead miles back to their garage.
- CyRide coordinates transportation service for the entire Ames community including the University under a 28E Agreement between the City of Ames, Iowa State University, and Iowa State University Government of the Student Body. As a result, many discussions transpire monthly and more often between these organizations in an effort to provide quality transit to the community. In the past year, CyRide implemented NextBus, added additional storage bay to their facility to park 11 buses inside, floodproofed their facility, raised the internal height of their old storage area allowing hybrids to travel throughout the facility without hitting the roof,. While all of these facility modifications were needed, CyRide has added additional buses to its fleet to accommodate ridership demand and will be parking buses outside the facility as soon as six more new buses and 5 used buses (yet to be found) are delivered.

In addition, CyRide also now coordinates with Executive Express, Jefferson Lines and Burlington Trailways in their annual lease agreements to use the Ames Intermodal Facility. While CyRide does not operate through the facility itself, CyRide/City of Ames does own the facility and the impact to have these three services centralized within the community is essential. The one location for regional transportation provides a one stop shop within the community for transportation outside of Ames.

Transportation Collaboration: In August 2007, the United Way of Story County began a Transportation Collaboration to discuss transportation needs/issues of human service agencies in Ames and this committee is still intact. This committee meets at least quarterly but has met monthly over the past year in 2013. Discussions for improving transportation over the last year within the community and education have impacted the following areas:

- Education – Anyone Can Ride Brochure; promotion of “Do you have Transportation?” question to medical/health providers; promote HIRTA that anyone can ride; promote CyRide’s Nextbus
- HIRTA service promotion (Boone campus to DMACC campus transportation )
- Medical service transportation to Iowa City/Des Moines
- Bus passes/gas voucher emergency program
- RSVP driver volunteer program
- At-risk youth transportation
- AMOS proposal: K-12 fare free on CyRide

## CyRide's General Assessment –

**Service Demand:** In general, the demand for public transit within the Ames community is at an all time high. Residents are demanding additional service routes, additional frequency on existing routes, and later evening service along corridors. The impact of CyRide's services are described in the table below in the amount of unlinked (one-way rides) ridership on CyRide. CyRide has increased ridership by 41.2% since FY2006 and served the most passengers ever in FY2013 with 5.89 million rides. Due to additional students at Iowa State in 2013-2014, CyRide anticipates ridership to be another record breaker at 6.6-6.8 million rides for FY2014. Iowa State is also expecting enrollment to increase again next year up to 35,000 students. With each additional student attending the university, CyRide can anticipate 170 rides per student for the year.

	<b>CyRide Fixed Route (ALL Services; including Dial-A-Ride)</b>			
Annual Numbers	<b>FY2010</b>	<b>FY2011</b>	<b>FY2012</b>	<b>FY2013</b>
# Riders (unlinked)	5,337,115	5,447,289	5,759,883	5,892,786
# Elderly Rides	65,148	65,412	69,825	71,628
# Disabled Rides	48,511	38,923	41,549	42,459
# Revenue Hours	110,167	113,182	113,025	113,909
# Revenue Miles	1,152,680	1,185,088	1,184,183	1,189,906
# Days Provided	362	362	359	359
Operating Costs	\$7,144,448	\$7,563,828	\$7,877,589	\$8,288,226
FTA (5307 & STA)	\$1,574,500	\$1,688,593	\$1,732,711	\$1,703,047
State	\$448,180	\$497,650	\$613,684	\$606,634

The highest demand is primarily along high residential housing or apartments within the Ames community into campus. The past few years have centered around where developers are going to build housing and how best to serve that area of the community with transit. Within the next year or two, housing has or will be built near S. 16<sup>th</sup>, Frederickson Court, Mortensen Road, and State St.

**Staff:** CyRide has maintained same management since 2006. CyRide did hire a Transit Planner in 2006 to help with the additional planning requirements due to the City of Ames becoming a metropolitan planning organization after exceeding 50,000 in population. However, positions within CyRide's maintenance division have not changed since 2006 when CyRide operated 49 buses. CyRide now has an overall fleet of 91 vehicles (buses, administrative vehicles, trucks). With the additional work, a larger and more varied fleet (hybrid and articulated buses) as well as the technology that is now required to maintain these vehicles, the job of maintaining CyRide's fleet has become more challenging. The transit industry uses a "rules of thumb" methodology to determine appropriate maintenance staffing levels within a transit agency. These are illustrated below along with CyRide's metric for each.

<b>Rule of Thumb</b>	<b>Industry Standard</b>	<b>CyRide Actual</b>
Miles of Service	1 mechanic/120,000 miles	1 mechanic/253,504 miles
Buses Per Mechanic	1 mechanic/7.62 buses	1 mechanic/15.9 buses
Buses Per Lane Worker	1 lane worker/17.92 buses	1 lane worker/41.5 buses

In January 2014, CyRide's board approved two additional lane workers, two additional mechanics and a summer trainer to help support this level of buses to be maintained and drivers to be trained in order to sustain this ridership level.

**Fleet:** CyRide's fleet is overall pretty young due to the influx of bus purchases since in the past six years. CyRide has been extremely successful in attaining national discretionary grants to support the purchase of bus replacement/expansion. CyRide is expecting another delivery of new buses in 2015 which will be the last of new buses for the foreseeable future.

However, CyRide is currently operating a 3 bus spare ratio to serve its passengers and is anticipating another ridership record for FY2015 after FY2014 reaches 6.6 – 6.8 million. CyRide plans to keep any bus that is purchased to replace old buses within the fleet until the enrollment at Iowa State levels off. To help anticipate additional ridership for next fall, the transit board approved for CyRide to solicit 5 used buses from hopefully warm weather transit agencies that are disposing vehicles throughout the nation.

**Facility:** CyRide just completed an expansion to its facility allowing inside storage for an additional 11 buses. The original facility was built in 1983 on its current site. Since that time, there have been numerous expansions via piecemeal as federal funding is available. Remaining work on the current expansion includes finalizing the flood wall/berm, electric work within the storage facility and landscaping which will occur during the spring. Once construction is finalized, CyRide will still have four to six buses parked outside and are trying to procure an additional 5 used buses due to ridership demand that will increase that even more. Therefore, over the next year, CyRide will be undergoing discussions with the board to determine if additional resources should be invested on the current property or if a second location should be selected for future expansion.

### **HIRTA General Assessment –**

HIRTA's service assessment would be conducted within CIRPTA's PTP for the region since HIRTA's service coverage is all of the counties surrounding Polk County.

## **STATUS OF PREVIOUSLY RECOMMENDED PRIORITIES AND STRATEGIES**

The Human Service Council (HSC) members had opportunity to review the status of previously recommended projects, listed above, at their October 27, 2013 meeting of which was also dispersed via e-mail. An overview of the PTP requirement was shared for those new to HSC. A summary spreadsheet of previously recommended projects from the 2014 PTP was shared with the group and the status of whether they were on-going, pending or not started which can be viewed on the following pages. At that time, yellow highlighted projects were approved, on-going or would be implemented. Bold projects were partially funded for a portion of the full project. Pending projects were highlighted in grey. Projects in white were not approved for grant funding and therefore not implemented, not requested or delayed. Justification to the community for each project follows the table thereafter. Comments were requested from the group and received. The update was also shared via e-mail out to human/health service agencies representatives not able to attend the meeting.

To summarize, Ames was extremely successful within the past year receiving grant funding to implement several transportation services and purchase buses. Major highlights include:

- CyRide NEXT BUS real-time prediction software began January 31, 2013
- Two CyRide articulated buses were delivered on February 28, 2013 (Clean Fuels Grant)
- Six CyRide large buses were ordered in December 2014 (Last State of Good Repair under SAFETEA-LU. Future State of Good Repair grants under MAP-21 are designated for rail improvements.)
- CyRide Subcontracted ADA Dial-A-Ride Services Continuation
- CyRide Facility Expansion Significantly Completed January 2014: 1) Expansion bus storage for 11 more buses, 2) flood barrier enhancements (flood gate/wall/berm) two feet above the 500-year floodplain, 3) Increase ceiling height to allow hybrids to operate throughout entire facility and lastly 4) Rehabilitation of wash/fuel bay. Remainder to complete includes flood wall/berm, inside finish work and landscaping.

## Status of Previously Recommended PTP Projects

**Highlighted = Approved project; on-going or will be implemented**

Highlighted = Application process pending or new direction indicated to resolve need

Normal text = Project denied or not recommended to request grant funding due to budgetary concerns

	Provider Name	Project Description	Need	Proposed Total Funding (List all anticipated federal/state sources)		Implementation
				Source	Amount (\$)	
Projects recommended as candidates for FTA or STA funding:						
1	CyRide	General Operations	Supports existing transit operations need for Ames community	5307	\$ 7,875,000	Increase fares in January 2012. Eliminated service on Memorial Day, July 4 <sup>th</sup> , Labor Day as well as last trip of #22 Gold Route. GSB approved up to \$X of additional extra trips (22 thus far) for ISU student ridership.
1	CyRide	General Operations		STA - F	\$ 590,000	
2	CyRide	Subcontracted ADA Dial-A-Ride Service	Service to ADA eligible clientele	5310	\$ 237,500	Continued.... Changed providers from HSS to HIRTA as of July 1, 2012. Working through issues.
3	CyRide	I35 Ames-Des Moines Corridor Planning	P	STA - C	\$ 0	Project currently ongoing with consultant hired by Des Moines MPO.
4	AAMPO	Planning	Planning Requirements	5303	\$ 45,000	On-going support of PTP efforts, federal planning documents and long-range planning.
5	CyRide	Transit Amenities	C	5310	\$ 50,000	On-going funding for bus stop improvements including accessible shelters and Nextbus technology
6	CyRide	Expand 60' Articulated Diesel Buses (4 vehicles, cameras)	C	5307, 5309, Clean Fuels	\$ 2,800,000	Need for articulated buses for overcrowding; Received 2 articulated buses in 2/2013. Still need two more.
7	CyRide	Expand 40' HD Large Diesel Hybrid Buses (5 vehicles, cameras)	C	5307, 5309,	\$ 1,763,840	Did not request
8	CyRide	Replace 40' HD Large Diesel Buses (24 vehicles, cameras)	C	5309, SGR	\$14,384,289	Grant Approved for 6 large 40' buses at \$2,031,840; pending delivery in 2015
9	CyRide	Replace 176" LD Small Buses (7 vehicles, diesel, urban, cameras)	C	5339, SGR	\$ 576,000	Request in FY2014 as buses rank in PTMS.
10	CyRide	Vehicle Security System Cameras Rep.	C	5339 CyRide	\$ 150,000	Board approved to systematically replace 5 each year
11	CyRide	Nextbus signage/technology	C	GSB	\$ 1,700,000	1. GSB funded Nextbus system 100% for capital and 3 years operating. 2. Nextbus Completely installed

12	CyRide	Maintenance Facility Exp./ Rehab: expand storage for buses; rehab fuel/wash lane; flood protection barriers & ceiling extension	C	5309, PTIG, SGR	\$2,000,000	Funded via PTIG (2 grants) and 5309. Design approved by transit board. Construction Bid for spring 2013; begin construction 4/2013. Project significantly complete 12/2014 with 100% completion anticipated in spring 2014.
13	CyRide	Ames Intermodal Facility – Phase II	C	TIGER	\$12,500,000	<b>Phase I completed. Facility opened 8/13/2012.</b> Phase II – additional parking, CyRide shuttle denied under request #4 for TIGER funding, no other requests at this time.
14	CyRide	Facility Cameras/Proximity Card Access	C	5339	\$ 56,660	Not requested; delayed
15	CyRide	Electric Distribution Rehabilitation	C	5339	\$ 30,000	Not requested; delayed
16	CyRide	Fire Sprinkler System Upgrade	C	5339	\$ 250,000	Will be completed with Maintenance Facility project in 2013/2014.
17	CyRide	Storage area air handling replacement	C	5339	\$ 250,000	Will be completed with Maintenance Facility project in 2013/2014.
18	CyRide	Maintenance Pit Drainage Restoration	C	5339 PTIG	\$250,000	Maintenance pits are beginning to crumble inside the facility and risking a bus falling through. CyRide needs to develop independent cost estimate.
19	CyRide	Re-roof Maintenance Facility	C	5309, PTIG	\$ 500,000	Not requested; delayed
20	CyRide	Ames Fare Free/Low-Income Fare Program	O	?	\$ 5,010,955	<b>Implemented 2009 summer fare free for @ \$75,000 minus marketing funding. Various proposals for K-12 fare free discussed among community in 2012. UWSC approved \$2,500 in tickets for ALP students in 2013 and 2014.</b>
21	CyRide	Vanpool Program	C, O	ICAAP, 5309	\$ 430,000	Not requested at this time; awaiting study
22	CyRide	Resurface ISC Commuter parking	C	5309, SGR	\$ 1,000,000	Not requested at this time; discussed with ISU parking
23	RSVP	Central Iowa RSVP Volunteer Driver Program	C, O	UWSC, SCCL, ASSET	\$ 5,000	Began 1/2010 as demonstration project; on-going program.

**Funding Source Codes:** FTA Programs: **5307** = Urbanized Formula, **5309** = Capital Investment Grants, **5310** = Special Needs, **5311** = Non-Urbanized Formula, **JARC** = Job Access/Reverse Commute, **NF** = New Freedom, 5339 = Alternative Analysis Funding, **ICAAP** = Iowa's Clean Air Attainment Program/Congestion Mitigation Air Quality  
STA Programs: **STA – F** = State Transit Formula, **STA – S** = State Transit Special Projects,  
**PTIG** = Public Transit Infrastructure Grant  
HHS Programs: **HS** = Head Start, **OAA** = Older Americans Act, etc., **WTF** = Welfare to Work; laDHS Programs:



## RECENT DEVELOPMENTS

Recent developments since the last Passenger Transportation Plan have occurred and are noteworthy to report as they may impact/change the transportation needs for the community and ability to fund future transportation projects.

- 1) MAP-21 Transportation Bill Impact – The most significant development that impacts transit in Story County is the new Transportation Bill entitled *Moving Ahead for Progress in the 21st Century Act* (MAP-21). Federal funding for transportation programs is authorized on a multi-year basis in Congressional bills, then signed into law by the president. The previous transportation law, called SAFETEA-LU, was a five-year authorization bill that expired on September 30, 2009. Since that time, Congress has approved twelve Continuing Resolutions to extend this legislation. On July 6, 2012, the President signed into law a new transportation law called MAP-21, which is an 18-month law that expires on October 1, 2014. This new law provides transit agencies with its “authorized” level of federal operating and capital funding for this period. Congress then “appropriates” funds annually each year.

The transportation funding distributed under MAP-21 was primarily to transit agencies with rail transportation, with the remainder primarily going to agencies serving large populations. All discretionary funding for small urban transit agencies that have a population between 50,000-200,000 will now be distributed by the Iowa DOT. Specifically, instead of CyRide receiving the \$2 million on average annually, they will now receive \$0, unless their buses rank well within the Iowa DOT’s Public Transit Management System (PTMS) process. This PTMS process distributes funding to the oldest and highest mileage vehicles throughout the State of Iowa. Rural transit agencies will receive discretionary funding allocated directly to the Iowa DOT of approximately \$1.25 million. Previously, Iowa tried to attain \$7-\$13 million in discretionary funding for bus replacement for both urban and rural transit systems. The State was traditionally successful in attaining \$5 million through past years.

Two years ago, nationally competitive grants seemed to be the future in how transit agencies could acquire capital funding as opposed to a direct earmark from their senator or congressman. With MAP-21, national competitive discretionary grants are no longer available and much of the funding is now formulaized. However, even if competitive grants became available in the future, CyRide would not qualify to apply as it is no longer designated a designated recipient. CyRide is classified now as direct recipient and can only apply through the Iowa DOT.

Specifically, two discretionary programs that could fund bus replacement that were eliminated were TIGGER and Clean Fuels. CyRide previously received funding for hybrid upgrades through the TIGGER program and for articulated buses under the Clean Fuels program. State of Good Repair funding that funded several years of buses for CyRide as well as the Iowa DOT to distribute to transit agencies is now only available to transit agencies with rail modes of transportation. Rail does not exist currently for Iowa. The only discretionary program that remains intact is TIGER which funded the Ames Intermodal Facility.

Iowa transit agencies did communicate this problem for capital funding to the Iowa DOT Commission requesting they allocate Iowa’s Clean Air and Attainment Program (ICAAP) funding for bus replacement. The Iowa Commission agreed to fund \$3 million of ICAAP funding for bus replacement to be dispersed through the Iowa DOT’s PTMS process for the next year. This PTMS process funds buses throughout the state that are the oldest vehicles with the highest mileage.

As stated earlier, discretionary programs were either eliminated or have been turned into formula programs under MAP-21. While Job Access Reverse Commute (JARC) and New Freedom (NF) funding was eliminated, the projects can be rolled into a transit agencies’ general operations funded through their annual formula appropriation. JARC and New Freedom funding generally provided funding for routes serving the low-income, elderly or disabled individuals. Specifically, CyRide received

Job Access and Reverse Commute (JARC) funding to operate the #6 Brown (Summer & Weeknight), #4A Gray (Yellow mid-day) and #10 Pink routes. HIRTA received these funds for the Ames-Iowa City Service to Iowa City Hospitals service as well as a Mobility Coordinator position. These JARC funds helped subsidize 50% of the total route costs which is funded through March 2014. CyRide's board has approved to continue these routes along with other existing route services for FY2014 and FY2015. The Small Transit Intensive Cities funding increased from 1% of federal transit funds to 1.5% of the funds, providing CyRide with another \$500,000 within their operating budget. Assuming continued funding levels, CyRide anticipates these routes would continue in the future. CyRide typically reviews their operating budget in the fall of each year, which includes the continuation, and expansion of any and all CyRide routes. The AAMPO will continue to discuss and document any changes of CyRide's routes through the PTP process.

CyRide has virtually no prospects of future funding availability for facility construction with the exception of state Public Transit Infrastructure Grant (PTIG) monies which are limited to approximately \$800,000 - \$880,000 federal per year. If any future opportunities arose in the future, CyRide most likely will not be able to apply due to its "direct" status as only designated recipients may apply for Section 5339 type funds unless Congress designates otherwise. Lastly, under MAP-21 there are two new planning program requirements for transit agencies to prepare Asset Management and Safety Plans.

- 2) Central Iowa RSVP's Volunteer Driver Transportation Program – January 2014 marks the start of the fourth year for RSVP to manage its Volunteer Driver Transportation program to Story County residents. Changes this year include that RSVP can no longer charge clients to ride this service. However, reimbursing the driver for their mileage costs is still a priority to keep this program solvent. Otherwise volunteer drivers may not wish to participate, especially with high gas prices.. Therefore, RSVP now "suggests donations" from clients between \$3 and \$12 per trip. For more information, view the Story County Transportation brochure at [www.ridehirta.com/sct.pdf](http://www.ridehirta.com/sct.pdf)
- 3) Story County's Resource Guide – Last year, an online resource guide was developed by a team of individuals to replace Mid-Iowa Community Action's (MICA's) paper version. This guide lists out locations for Story County residents to find information about the following categories: Food/Shelter, Disability, Health, Older Adults, Parent/Family, Youth, Education, Community, Substance Abuse, Domestic Violence, Veteran Assistance, Financial Assistance, and Give Back. Unfortunately, transportation was not a resource that was listed out separately on the home page.

As a result, the United Way's Transportation Collaboration (TC) tried to contact the online resource guide team to add Transportation as a main category for navigation as well as add the new Story County Transportation Brochure as a resource to the guide. The TC discovered that all of the original members of the online resource guide development were no longer with their organizations and had left Story County. Therefore, there was no way to update the guide with this information. The guide was built on the premise that agencies would develop and update their portions of the guide as needed. This updating has not materialized, for various reasons, and the guide is now outdated and not as resourceful as the previous paper version.

In December 2012, an original member of the online resource guide development team returned to Story County. The Story County Human Service Council is now the organization that oversees the guide providing some continuous oversight of the document. Additionally, the online guide proved to be more expensive to maintain than originally anticipated and was dropped this past year. Attempts have been made to move forward once again with an updated paper copy of the guide.

- 4) Story County Transportation Brochure – The United Way's Transportation Collaboration (TC) developed a brochure that markets all of the open to the public transportation available throughout the county. The brochure resulted after 658 surveys were taken from low-income clients in late 2011. The survey determined that clients that relied on public transportation did not express difficulty in getting to their essential appointments. Of the 20% (132) that indicated major difficulties in transportation, they

were not necessarily aware of other transportation options. A half-sheet summary of available alternative transportation was provided to clients for this anticipated reason when the surveys were distributed. Another huge issue for transportation difficulties was the cost of fuel or mechanical problems for their vehicles.

It was determined by the TC that a brochure was needed to fully market available transportation resources to not only low-income agency clients but to the general public as well. With the new Ames Intermodal Facility being the new connection point for regional travel, this brochure could also market these intercity services as well as the airport shuttle provider. The brochure can be downloaded at [www.ridehirta.com/sct.pdf](http://www.ridehirta.com/sct.pdf).

This year, the TC members marketed the brochure to several medical/health organizations in Story County and get call takers to ask the question, “Do you have transportation to your next appointment” as they schedule their next appointment. The brochure can be a resource for those that do not have transportation or for those that need options in case their ride falls through. The brochure will also be on display at the Ames Intermodal Facility, Memorial Union and the ISU Visitor’s Center. Several organizations plan on putting the URL link on their website to market all of the transportation options available in Story County.

- 5) CyRide Shelters – In November 2012, CyRide installed the first of its newly designed shelter at Mortensen/Dickenson and received good reviews by our passengers. In addition to the new design image, the shelter incorporates solar lighting and will provide additional accessibility to patrons. The second shelter of this type was installed at Parks Library on Osborn this fall. CyRide has approximately \$200,000 in federal funding appropriated for this project and plans to continue the installation of these newer style shelters in 2014-2016.



- 6) Articulated Buses – CyRide acquired articulated buses at the end of February 2013 to serve passengers specifically on its #23 Orange route, which is the busiest route in the State of Iowa carrying 1.5 million passengers last year. Buses leave the Park & Ride at Iowa State Center every 2-3 minutes. As soon as one bus leaves the lot, another bus pulls up to board passengers. However, in many cases these buses are packed and CyRide will provide “extra” buses to follow a bus along the route to ensure passengers can board throughout the route. It is common to pull up to the library on campus and have a bus fill at that one stop. With the articulated buses, there is less need for an “extra” bus to follow and passengers are not left behind.

Buses 660 and 661 are new NOVA ‘bendy buses’ that are longer than normal buses, 62 feet compared to 40 feet. The capacity of the buses are double of a normal bus, 120 passengers can fit sitting and standing, compared to 60 passengers on a regular bus. The articulated buses went into service at the end of March 2013 however difficulties have occurred in attaining the required 10,000 miles required through the Public Transit Management System (PTMS) process. The articulated buses were specifically purchased to help the #23 Orange Route. However, the route is less than 3 miles round trip which even if these vehicles operate every day of service and every trip on this route, they will not achieve the required mileage the Iowa DOT requires. This is even truer if these buses are out for preventive maintenance let alone a more significant repair. It is anticipated that unless CyRide removes these buses from helping out the busiest route in the State to a route with ample capacity but

with long round trip mileage, these buses will not meet this 10,000 mile policy for buses that have not exceeded their useful life. The PTMS Committee believes that unless buses operate 10,000 in a given year, they are not needed within the fleet. CyRide rotates its 40-foot buses throughout the system on different routes to attain mileage on its other buses but the articulated buses were specifically purchased to help the #23 Orange Route. It is anticipated that although this is a rational reason, it will not be valid enough for the committee at the end of the year mileage explanation. It's second busiest route, the #1A Red route, is not much longer in mileage. If low mileage is not an approved rationale by the PTMS committee, the buses will not acquire their PTMS points for the year or any year they don't acquire the needed mileage. If the articulated buses receive no points year after year, they will never rank for replacement under the state's PTMS process. Therefore, CyRide anticipates moving the buses around the community on routes where they are not necessarily needed to fulfill a mileage requirement.

- 7) Osborn Corridor – Significant coordination is occurring regarding the Osborn Corridor on campus. This corridor is one where many CyRide buses as well as pedestrians, long boarders and permissible vehicle traffic travel through university campus. With the additional influx of students, the corridor is becoming difficult to travel for both student and CyRide operator. CyRide is currently performing a study of its #23 Orange Route, the busiest route in the state at 1.6 million passengers, trying to determine alternative ways to safely operate the route and managing the existing riders it carries each day. CyRide has a bus leaving the Park & Ride to travel into campus every 2-3 minutes for the entire day when the university is in full session. Meanwhile, the university is also performing its own study with a consultant discussing different alternatives and policies to ensure safety within the corridor while maintaining the Iowa State Experience.

Any public input received was incorporated into the priorities and strategies within the next sections as a viable strategy.

## IV – PRIORITIES AND STRATEGIES

The following are passenger transportation priorities and strategies for the next five years, as recommended by the Story County Human Service Council at their January 23, 2014 meeting. These are projects that could secure grant funding over the next five year period. Please note, that any Enhanced Mobility for Seniors and individuals with Disabilities projects (Section 5310 funding) must be specifically included in the PTP. All other strategies/projects funded by other means are encouraged to include in the PTP but are not required. This process ensures a cooperative effort between human service agencies and transportation providers to focus on transportation services to achieve the best possible transportation service for the community focusing on the elderly and disabled populations.

The PTP committee, made up of transportation providers and human/health service agencies, provided consensus to forward the following priorities and strategies forward and recommends this plan to the Ames Area Metropolitan Planning Organization for formal approval. The AAMPO must review and approve the projects and overall PTP plan for submittal to the Iowa Department of Transportation by May 1, 2014.

1. **Dial-A-Ride Service (Section 5310):** This need was identified as a base need for the community for those individuals that cannot ride the fixed-route system but can rather ride CyRide’s Dial-A-Ride door-to-door service operated under subcontract currently to Heart of Iowa Regional Transit Agency (HIRTA). CyRide is mandated by the federal government as part of the American’s With Disabilities Act (ADA), to provide this complementary fixed-route service for person’s with a disability. This demand response service operates the same hours and days as the CyRide’s fixed-route transit system. More demand will be warranted from the community in future years. Enhanced Mobility for Seniors and individuals with Disabilities funding (Section 5310 funds) can be utilized by transit agencies to subcontract out their ADA service however; they cannot provide the service themselves and receive the funding. Therefore, it is more economical to subcontract and coordinate with another provider. **Approximate annual funding = (\$237,500 total; \$190,000 federal)**

	<b>Dial-A-Ride (HIRTA)</b>			
	Provides door-to-door ADA service within the Ames city limits.			
<b>Annual Numbers</b>	<b>FY2010</b>	<b>FY2011</b>	<b>FY2012</b>	<b>FY2013</b>
# Revenue Hours	2,551	2,503	2,665	3,204
# Revenue Miles	30,498	31,122	34,108	35,445
# Days Provided/Yr.	362	362	359	359
<b># Riders (unlinked)</b>	<b>9,745</b>	<b>9,101</b>	<b>10,853</b>	<b>9,468</b>
# Elderly Rides				
# Disabled Rides	9,745	9,101	10,853	9,468
<b>Operating Costs</b>	<b>\$136,856</b>	<b>\$142,717</b>	<b>\$162,094</b>	<b>\$144,023</b>

2. **Transit Amenities/Bus Stop Improvements (Section 5310):** Improving the accessibility of CyRide’s bus stops as well as CyRide’s image is of importance to CyRide and their Board of Trustees. Shelters have be prioritized within a bus stop plan for the community to be funded from this identified funding in the next few years as long as funding is available to improve accessibility. These improvements also include lighting within the bus stop improvement as only a few bus stops currently have lighting within the shelter. Many passengers result to lighting up the schedule display within the shelter in the evening hours with their cell phone or a street light. Future shelters would incorporate lighting.

In addition, real-time schedule information has been a request within the Ames community for many years. This technology was implemented in February 2013 with LED digital signage at certain major transfer points on Iowa State University campus. Additional LED signage for real-time bus information can be incorporated into CyRide’s system making it easier for seniors and the disabled know when their Next bus will be arriving. CyRide intends to place these signs at major transfer locations. **Approximate annual funding = (\$50,000 total; \$40,000 federal)**

The remaining projects/strategies are not required to be coordinated through the PTP but have been expressed as needs within previous meetings over the years or throughout the past year:

Previous needs were shared with the Human Service Council at their October 24, 2013 meeting and were requested to provide additional needs and possible strategies within the next few months. This information was also shared at the UWSC’s Transportation Collaboration Committee. **The additional or refined needs and strategies/projects are identified in red below and were shared with the group in subsequent meetings and/or via e-mail.** Those strategies that have been implemented or partially implemented are identified in blue.

Please note that no additional core needs were defined but only possible strategies/projects were added to meet those core needs. The needs were accumulated from the public through public meetings and/or through communications with transportation providers and human service agency representatives. Note that these possible strategies have not all been recommended but if federal/state/local funding became available for the specific project – it could be recommended into the program rather easily as it’s already defined as a need.

<b>Needs</b>	<b>Possible Strategies/Project</b>
<p><b>Education/Marketing:</b></p> <ol style="list-style-type: none"> <li>1. Need to reduce intimidation and misconceptions to riding public transit.</li> <li>2. Awareness of available programs regarding transportation.</li> <li>3. Need for insurance/maintenance awareness for automobile owners</li> </ol>	<ol style="list-style-type: none"> <li>1. Large Group Training of how to ride public transit</li> <li>2. Train the Trainer Sessions for one-on-one training.</li> <li>3. How to Ride CyRide digital formatted DVD video</li> <li>4. Communication tools for non-English speaking individuals riding CyRide ie. picture board?</li> <li>5. Promote RSVP volunteer transportation program – volunteers &amp; for additional volunteers</li> <li>6. Maintenance/insurance class for vehicle owners</li> <li>7. Car Seat installation education program and/or resources</li> <li>8. Market “Beyond Welfare” car donation program need for pass through sponsorship by other non-profit agencies due to state regulations limiting more than 6 non-profit car donations per non-profit per year.</li> <li>9. Improve CyRide’s How to Ride written materials describing what a transfer is; when a transfer is applicable as opposed to utilizing two fares; and actual logistics of transferring.</li> <li>10. Implement Google Transit and/or Trip Planner so anyone could Google how to get from point A to point B via bus in Ames.</li> <li>11. Develop a “Need Transportation” brochure so individuals can quickly determine which service provider could provide a ride to their destination and for how much.</li> </ol>
<p><b>Affordability Needs:</b></p> <ol style="list-style-type: none"> <li>1. Need for affordable passenger transportation services or programs to make services more affordable.</li> <li>2. Need for transportation assistance programs.</li> <li>3. Increased demand for elderly “free” transportation at health/residential facility homes –as seniors vacate their automobiles &amp; become less independent.</li> </ol>	<ol style="list-style-type: none"> <li>1. Continue Transportation Assistance for bus pass/tickets or gas vouchers               <ol style="list-style-type: none"> <li>a. City of Ames Planning &amp; Housing: CDBG program</li> <li>b. UWSC “emergency” program through Good Neighbor Emergency Assistance</li> <li>c. Story County (assistance to those leaving the state of Iowa)</li> </ol> </li> <li>2. Implement common data-base of all Ames transportation assistance bus pass/ticket &amp; gas voucher programs to avoid duplication. Send to one agency to avoid duplication.</li> <li>3. Continue Car Seat Donation Program</li> <li>4. United Way’s TC investigate/discuss possible improvements?               <ol style="list-style-type: none"> <li>a. Affordability of Heart of Iowa Regional Transit Agency transportation.</li> <li>b. No resources available for non-Medicaid individuals issue.</li> </ol> </li> <li>5. Identify opportunities for human service organizations to share vehicles and/or drivers (operating 15-18 hours/week on average).</li> </ol>

Needs	Possible Strategies/Project
<p><b>Maintenance/Insurance Needs:</b></p> <ol style="list-style-type: none"> <li>1. Need for more cost efficient methods to maintain and replace human service provider vehicles.</li> <li>2. Need for low-cost maintenance for Wheels to Work program.</li> </ol>	<ol style="list-style-type: none"> <li>1. Coordination of replacement/maintenance of human service provider vehicles.</li> <li>2. Coordinate group of mechanics to repair Beyond Welfare donated vehicles.</li> <li>3. Investigate “sharing” of vehicles for providers &amp; implications to insurance coverage.</li> </ol>
<p><b>Bus Storage/Maintenance Facility &amp; Connection :</b></p> <ol style="list-style-type: none"> <li>1. CyRide Bus Storage Facility: CyRide is currently housing 70 vehicles and storage is at capacity. Anticipating growth to 95 vehicles, expansion buses, articulated buses, 100% bike racks on current fleet, hybrid buses would be beyond capacity of current garage to store as well as provide adequate maintenance.</li> <li>2. CyRide Facility Renovation: Emission requirements of newer buses require CyRide to raise ceiling heights of garage doors as well as internal components throughout the garage due to increased bus height</li> <li>3. CyRide Maintenance Shop: Need to expand maintenance work area to maintain new buses as well as house extra bays (1 bay per 10 buses)</li> </ol>	<ol style="list-style-type: none"> <li>1. Additional Bus Facility Storage – identify and build additional capacity for bus storage, maintenance and operational needs over next 20 years either on-site at current location or through off-site location. Design off-site CyRide facility with appropriate functions.</li> <li>2. Modernize current CyRide storage facility including rehab old wash-bay, upgrade ventilation system, replace shop/barn air conditioning system, replace shop/barn exhaust removal system, maintenance pit drainage restoration, make facility energy efficient in all mechanisms possible, relocate parts office, replace shop hoists, secure building/buses, replace/repair exterior walls, shutoff system for fuel/oil/hydraulic lines, electric distribution rehabilitation, fire sprinkler upgrade, security systems added to facility, install back-up power supply, fuel pump improvements, concrete rehabilitation/improvements, re-roof facility, replace boilers, rehabilitate wash bay/fuel area, flood barrier enhancements and increase ceiling height of garage doors and interior building by raising internal components to allow hybrid buses to pass through entire facility.</li> <li>3. Actively pursue federal funding opportunities and/or nationally competitive grants.</li> <li>4. Resurface Iowa State Center Parking lot where commuters park to obtain #23 Orange to travel to ISU campus.</li> <li>5. ISU Intermodal Facility – Continue to study, discuss and construct an Intermodal facility housing Intercity carriers near proximity of campus to connect all transportation modes within one location. The facility opened in August 2012 however, continued efforts should continue towards future funding to meet original vision of facility incorporating 350 additional parking spaces and a CyRide shuttle to/from the facility.</li> </ol>
<p><b>Fleet Needs</b></p> <ol style="list-style-type: none"> <li>1. Reduce transit providers average fleet age to national average</li> <li>2. Attain 100% accessible fleet for transit providers</li> <li>3. Increase/maintain spare ratio to 18-20% for transit providers.</li> <li>4. Increase fleet size for increases in service needs (frequency and geographic coverage)</li> <li>5. Improve vehicle security systems</li> </ol>	<ol style="list-style-type: none"> <li>1. Identify and apply for federal/state grants as necessary to meet transportation providers’ fleet needs for replacement.</li> <li>2. CyRide Bus Replacement – 25 large and 6 small CyRide buses are still past their useful life and need to be replaced throughout the next 5-year period</li> <li>3. Heart of Iowa Regional Transit Agency (Replace/expand as needed). CyRide purchased a second minibus to operate Dial-A-Ride service in 2008 which is currently leased to HIRTA.</li> <li>4. New and/or Used Bus Purchases - Accessible vehicles to expand new services or add additional trips to safely operate/meet growing demand for transit service.</li> <li>5. Surveillance Systems – Add/replace cameras to all CyRide buses to reduce liability and improve ability to assist City of Ames Police.</li> <li>6. Automated Passenger counters are needed on CyRide buses to perform required NTD counts of passengers.</li> </ol>

Needs	Possible Strategies/Project
<p><b>Transportation Amenities</b></p> <ol style="list-style-type: none"> <li>1. Need to improve accessibility and lighting of bus stops/shelters.</li> <li>2. Need for bike racks on buses to promote sustainability of community.</li> </ol>	<ol style="list-style-type: none"> <li>1. Identify/study passenger travel paths (sidewalk access) to/from bus stops from health facilities. (CyRide buses must travel main arterials via city policy.)</li> <li>2. Bus Stop/Shelter improvements (solar shelters, benches, i-stops, ADA concrete pads, lighting) for major boarding locations.</li> <li>3. Bike Racks on 100% of CyRide vehicles.</li> </ol>
<p><b>Urban</b></p> <ol style="list-style-type: none"> <li>1. Maintain existing transit services and geographic coverage.</li> <li>2. Need to geographic service coverage of transit in Ames to serve gap areas.</li> <li>3. Need for increased frequencies of service on high-capacity corridors.</li> <li>4. Need for additional hours of transportation to specific areas of Ames.</li> <li>5. Specific need for third shift transportation (12am - 6am?)</li> <li>6. Need for affordable <u>emergency</u> transportation for low-income K-12 (at-risk) students and seniors.</li> </ol>	<p><b>Urban Strategies/Projects</b></p> <ol style="list-style-type: none"> <li>1. <a href="#">RSVP Volunteer Transportation program managed by RSVP.</a> Research possibility of providing background checks on drivers.</li> <li>2. <a href="#">Continuation of mandated Paratransit ADA Service via contracting opportunity with HIRTA.</a></li> <li>3. <a href="#">Continue previously funded JARC/New Freedom transit services.</a> <ul style="list-style-type: none"> <li>▪ <a href="#">Continuation of Brown Route Frequency/Hours Expansion</a></li> <li>▪ <a href="#">Continuation of Yellow Route Mid-day Expansion</a></li> <li>▪ <a href="#">Continuation of Pink Route Service to E. 13<sup>th</sup>/Dayton</a></li> </ul> </li> <li>2. Study third shift transportation needs for Ames. (Transportation needed after 6pm and before 6am)</li> <li>3. <a href="#">Alternative Analysis Study of Orange Route</a></li> <li>4. <a href="#">New Transit Route Services:</a> <ul style="list-style-type: none"> <li>• <a href="#">Blue Route Alignment Expansion to Target/Wal-Mart</a></li> <li>• <a href="#">Additional frequency on #3 Blue Sunday - Monday through Saturday, the Blue Route operates at 20-minute intervals and on Sunday at 40-minute intervals. Due to increased traffic on this route and at the S. 3<sup>rd</sup> and Duff bus stop (near Wal-Mart) particularly on the weekend, improving the route's service frequency to 20-minutes on Sunday as is operated the remainder of the week will reduce overcrowding and on-time performance issues currently being experienced on the route. One bus could be added on Sunday's and service scheduled every 20 minutes from 11 am to 5 pm from the Friley bus stop to the S. pm on Fri. Sat., and Sun. in summer.</a></li> <li>• <a href="#">Additional frequency on #2 Green &amp; #6 Brown – Ridership on the Brown Route has increased by more than 45% in the past three years due to increased availability of apartments north of Somerset and full utilization of the Wallace/Wilson Residence Halls. As a result, this route is currently experiencing on-time performance issues where trips are consistently late and buses are exceeding capacity. Two additional buses would be placed on the Brown Route each weekday from 11:30 am to 6:00 pm. The Green Route is also experiencing overcrowding issues from 11:30 am to 6:00 pm each weekday. An additional bus would be added to relieve this overcrowding and to keep buses on time. One additional bus would be placed on the Green Route each weekday from 11:30 am to 6:00 pm. An added benefit of these changes is that the Brown and Green Routes will now be able to meet the other buses (Red, Blue Routes) to make transfers allowing customers to switch between buses to travel to other areas of campus or the city. Currently these buses arrive several minutes after the other route buses have left, causing customers to wait almost 20 more minutes until their next bus arrives.</a></li> </ul> </li> </ol>



Needs	Possible Strategies/Project
<p><b><u>Urban continued....</u></b></p> <ol style="list-style-type: none"> <li>7. Maintain existing transit services and geographic coverage.</li> <li>8. Need to geographic service coverage of transit in Ames to serve gap areas.</li> <li>9. Need for increased frequencies of service on high-capacity corridors.</li> <li>10. Need for additional hours of transportation to specific areas of Ames.</li> <li>11. Specific need for third shift transportation (12am - 6am?)</li> <li>12. Need for affordable <u>emergency</u> transportation for low-income K-12 (at-risk) students and seniors.</li> </ol>	<ul style="list-style-type: none"> <li>• Additional frequency on #4 Gray along S. 16<sup>th</sup> corridor - Prior to the fall 2014 semester, a new development targeted at students is scheduled to open along S. 16<sup>th</sup> St. called Copper Beach. This complex is to house 720 additional students, doubling the number of student living in this area (The Grove + Copper Beach). This route is currently served by the Gray route, which has 60-minute service from 7:00 am to 5:30 pm with no service in the evening or on weekends. The new Primary Health care location, serving low-income clients, will be located along this corridor in the next few months. Eyerly Ball, mental health provider, plans to relocate into the same facility as Primary Health. In addition, a low-income facility, Laverne Apartments, lies along the corridor as well. The Bioplasma Center specifically contacted CyRide for additional frequency along the corridor for their donors.. In addition, Iowa State students living along the corridor have issues planning their trip into campus based on this lower level of service, particularly for students with night classes when no service operates. The recommendation is to add one bus between 7:00 am and 9:00 pm between campus and a portion of the Gray Route to S. Duff Ave. This would provide 40-minute service during the weekday and 60-minute service during the weekday evening on this portion of the Gray Route.</li> <li>• New State Street route to Mortensen Ave. (#1 Red area) - Service along the Red Route has increased by 54% in the last six years. Demand on some trips on this route from west Ames to campus have increased to the level that as many as seven buses are needed to provide capacity for all students needing to get to campus for class. In light of this heavy demand and anticipated new development in the State Street area, staff recommends dividing the current Red Route into two routes allowing the west Ames area, with heavy multi-family developments, to access service more efficiently.</li> <li>• Billy Sunday Road/Airport – Request from apartment complex. 7:30 am – 5:30pm (F = 40 min.)</li> <li>• Brown Route – Evening Service to Wessex Apt. (several requests from the community)</li> <li>• Gray Route – Saturday service to DMACC</li> <li>• Cardinal Route – Friday evening service desired</li> <li>• Pink Route – Please extend this route to Barilla on E. Lincoln Way</li> <li>• Pink Route – Please provide mid-day service along this route</li> <li>• Purple Route – Please provide mid-day service along this route</li> <li>• All Routes – Extend Past 10 pm on Fri. Sat., and Sun. during the summer-time.</li> <li>• All Routes – Please operate regular routes later in the evening to replace Moonlight Express, the safe ride home service.</li> <li>• Service to Northridge/GW Carver area</li> </ul> <ol style="list-style-type: none"> <li>5. <b>Fare-free city-wide:</b> 5 options (Large Scale, Weekends only, Weekends/nights only, <b>Summer only</b>, K-12, middle/high-school students only, <b>“at-risk” K-12 students only</b>)</li> <li>6. Additional Frequencies/Trips on existing services.</li> </ol>

	<p>7. Demand/On-Call Service for:</p> <ul style="list-style-type: none"> <li>• Senior transportation after 2pm to/from health facilities</li> <li>• Low-income students missing school buses from middle/high schools.</li> <li>• Boys &amp; Girls Club transportation from schools alternative - high costs for special service, gasoline &amp; vehicle insurance.</li> <li>• AVL technologies - Improve route efficiencies by adding AVL technology, kiosks to the public, trip planner and automated scheduling software. Scheduling software was installed in FY2012. NEXTbus technology and signage to provide real-time information.</li> </ul>
Needs Possible Strategies/Project	
Regional	Regional Strategies/Projects
<ol style="list-style-type: none"> <li>1. Need for additional/improved transportation outside the Ames community for medical transportation and other essential services.</li> <li>2. Need for commuter transportation to/from outlying areas in Story County into Ames as well as I-35 corridor between Ames &amp; Des Moines.</li> </ol>	<ol style="list-style-type: none"> <li>1. Transit service between Ames &amp; Iowa City for medical purposes. Possibly coordinate with other interested partners for service continuation to also serve other central Iowa residents to Iowa City and expand ability of Ames residents to receive medical care into Des Moines.</li> <li>2. Study I-35 corridor between Ames and Des Moines to account for daily commute patterns and possible transit need/solutions from bus rapid transit, regular bus service, to vanpool/carpool options.</li> <li>3. Study transportation commuter needs into Ames from Story County communities. Possibly coordinate program with ISU transportation that offers employee incentives to carpool/vanpool city-wide.</li> <li>4. Adult Day Service transportation for Story County residents</li> <li>5. Additional hours for senior agency special events</li> <li>6. Easier demand response re-scheduling of pickups/drop offs</li> <li>7. Transportation service to/from Nevada 3 x's a day</li> <li>8. Rural meal-site transportation (meals/activities)</li> <li>9. Out of service hours transportation for agency special events</li> </ol>

## V – FUNDING

Financial support for the planning and delivery of public transit services comes from many sources. The one federal funding programs that rely upon inclusion in this document for grant approval from the federal government is Special Needs Formula Program (Section 5310). However, the Iowa Department of Transportation is encouraging the coordination of all other state and federal funding. Therefore, the primary federal and state programs supporting transit and transit planning as documented by IDOT staff with inclusions from Ames MPO staff are as follows:

*Mobility Is....*

*Ability to pay for the service!*

### Federal Transit Assistance Programs

- Metropolitan Transportation Planning Program (Section 5303)
- Statewide and Nonmetropolitan Transportation Planning Program (Section 5304)
- Urbanized Area Formula Grant Program (Section 5307)
- Bus and Bus Facilities Formula Grants Program (Section 5339)
- State of Good Repair Grants (Section 5337)
- Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities (Section 5310)
- Formula Grants for Rural Areas Program (Section 5311)
- Rural Transit Assistance Program (RTAP) (Section 5311(b)(3))
- Intercity Bus Assistance Program (Section 5311(f))

### State Programs

- STA Formula Program
- STA Fellowship Program
- STA Special Projects
- Public Transit Infrastructure Grant Program
- Capital Match Loan Program (Amoco Loans)
- Iowa Power Fund (new program in 2008)

### Federal Flexible Funds Available to Transit

- Congestion Mitigation/Air Quality (CMAQ) Program known as the Iowa Clean Air Attainment Program (ICAAP)
- Surface Transportation Program (STP)

### Local Funding

- Passenger Revenues
- Contract Revenue
- Local Taxes
- Student Fees
- Advertising Revenue

Each one of these programs is described in detail below.

## Federal Transit Assistance Programs

### Metropolitan Planning Program (Section 5303)

This is a federal program to support planning activities in metropolitan areas on an 80 percent federal, 20 percent non-federal basis. By law, the state is the direct recipient of the funding. In Iowa, these funds are administered by the Iowa DOT's Office of Systems Planning and are distributed to each of the state's

Metropolitan Planning Organizations (MPOs). Annual allocations of 5303 funds are based on a formula that distributes 1/3 of the funds based on the 1990 urban area population, 1/3 based on the 2000 urban area population and the last 1/3 is equally distributed. The 5303 funds are administered jointly with Metropolitan Planning "PL" funds available through the Federal Highway Administration as part of a Consolidated Planning Grant. The 5303 and PL funds can support any MPO costs related to intermodal transportation planning activities for the urbanized area.

A portion of these dollars is allocated for transportation planning, approximately \$30-35,000, within the Ames Transportation Planning Work Program to support transit planning conducted throughout the year by Ames employees.

### **Statewide Planning Program (Section 5304)**

These funds are intended to support transit planning in addition to what is conducted by the individual MPOs. By law, the state is the direct recipient of the funding. Iowa uses these funds, along with 5311 funds set aside specifically for planning, to support a system of Regional Planning Affiliations (RPAs). The RPAs are responsible for local intermodal transportation planning in areas of the state not included in a Metropolitan Planning Organization. Iowa DOT's Office of Systems Planning serves as the direct recipient of these funds. The combined 5304 and 5311 planning funds are allocated among the state's 18 RPAs based on half of the funds being evenly distributed among the RPAs, 25% distributed on the basis of population and 25% on the basis of the number of counties within the region.

Since Ames is a designated Metropolitan Planning Organization (MPO), this funding would not be allocated to the City of Ames for planning.

### **Urbanized Area Formula Grants (Section 5307)**

This is a federal program for support of urban transit systems serving communities with more than 50,000 in population. In all urbanized areas, 5307 funds can be used for capital improvements, including preventive maintenance activities, or planning activities on an 80% federal, 20% non-federal basis. Purchase and installation of special equipment or features required by the Americans with Disabilities Act or the Clean Air Act Amendments, and certain bicycle accommodation projects are eligible for 90% federal assistance. With the passage of the new transportation bill MAP-21, FTA has allowed ADA revenue vehicles to be purchased at 85% federal, 15% non-federal. Transit systems may also use up to 10 percent of their total 5307 funds to pay for ADA Paratransit costs on an 80% federal, 20% non-federal basis.

Each area over 200,000 in population receives its own 5307 allocation directly from FTA. The allocations are based partially on population and population density, and partially on performance factors, including passenger miles of service provided.

Each state receives a single allocation of 5307 funds for use in the smaller urbanized areas (with population from 50,000-200,000). This 'Governor's Apportionment' includes a base allocation calculated strictly on population and population density of the state's communities in that size range, plus a "growing states" allocation, based on projected population growth. There is also now a "small transit intensive cities" tier that provides additional funding if any of the small urbanized areas in the state exceed the average performance of the larger communities across the nation on one or more of six specified performance measures. The state is responsible for deciding how 5307 Governor's Apportionment funds are distributed. Ames, University of Iowa's Cambus, Cedar Rapids, Coralville, Dubuque, Iowa City, Sioux City, and Waterloo all receive funding from the Iowa Governor's Apportionment. (Sioux City also receives funding from the Nebraska and South Dakota Governor's Apportionments.) In addition to capital and planning uses, funding for these smaller urbanized areas can also be used to support any operating deficit. Funds for operating support must be matched by non-federal funds (other than passenger revenues) on a dollar-for-dollar basis.

The Iowa DOT determines the allocation of the 5307 Governor's Apportionment funds after the federal appropriation process is completed. However, the full 2014 Apportionments have not yet been released. In fact, within the past decade the apportionments are delayed later and later each year. A decade ago, you could anticipate apportionments to be approved between October – December of the given federal fiscal year. Now apportionments are approved near the end of the year.

As of 2007, CyRide began utilizing all 5307 funding to support operations and allocates none of this funding to support capital purchases. This makes the grant process easier and they utilize local funding to support their capital needs. CyRide received approximately \$1,901,771 (\$999,468 in 5307/\$902,303 in STIC) for FFY2013 funding which is approximately \$500,000 more in assistance they normally receive for their operating budget.

### **Bus and Bus Facilities (Section 5339)**

This is a new formula program created under MAP-21. Section 5339 funding can finance capital projects to replace, rehabilitate and purchase buses or related equipment and to construct bus-related facilities. This federal program provides discretionary funding of transit capital improvements on an 80% federal, 20% non-federal matching basis (85% federal, 15% non-federal for vehicles equipped to meet ADA and Clean Air standards).

For transit agencies serving less than 200,000 in population, this new program is a drastic change from the previous program. Previously, transit agencies received bus or bus facilities funding under discretionary allocations which were awarded either through a Congressional earmark or most recently by receiving a grant from a national Notice of Funding Availability (NOFA) to specific transit systems or State DOT's. Furthermore, all transit agencies over 50,000 in population as well as States had an opportunity to apply for these grant funding opportunities called NOFA's. Small transit agencies could apply and receive this funding directly if so awarded. Now, only "designated recipients" are allowed to receive this formulized funding which is dispersed based on population. In Iowa, designated recipients are large transit systems serving populations over 200,000 or the Iowa Department of Transportation.

Therefore, the Iowa DOT receives all of the Section 5339 funding for transit agencies serving between 50,000 and 200,000 in population which includes CyRide. Since this overall funding amount is so low, the Iowa DOT pools the funding for large urban systems and allocates it out for only bus replacement based on how buses rank statewide through the Public Transit Management System (PTMS) process.

Within the last transit appropriations bill called SAFETEA-LU, CyRide was extremely successful in attaining replacement buses and expansion buses for its fleet as it was still able to apply directly for these grant opportunities. The impact is that CyRide, who had received an average of \$2,000,000 in capital funding on an annual basis through the NOFA process, will now receive \$0 in capital funding. As such, its fleet is comparatively young within the State of Iowa and estimates that it will be 5-6 years before it will attain any funding for bus replacements through this process.

Additionally, if a new discretionary funding source became available, it is unlikely that transit agencies under 200,000 in population could apply directly for the funding with a "direct recipient" designation. With no immediate prospects of attaining federal funding for new buses in the future, CyRide will be focusing its efforts to purchase used buses from around the nation to support its growing demand for its services. CyRide and HIRTA both compete in the statewide ranking process for replacement of their vehicles.

### **State of Good Repair Grants (Section 5337)**

This is a new formula-based program dedicated to repairing and upgrading the nation's rail transit systems along with high-intensity motor bus systems the use of high-occupancy vehicle lanes, including bus rapid transit (BRT). At the present time, CyRide or HIRTA is not eligible for this type of funding as they do not provide rail or BRT transit service.

## **Enhanced Mobility of Seniors & Individuals with Disabilities (Section 5310)**

This is a federal program for support of transit services to enhance mobility for seniors and person with disabilities. The programs may also serve beyond transitional public transit services and ADA complementary paratransit service. These funds are allocated to Iowa on the basis of the number of persons who are elderly or have disabilities within the state compared to other states. By law, the state is the direct recipient of the funding. Public agencies responsible for coordinating human service transportation are eligible, as are private not-for-profit agencies. Because Iowa requires the direct public transit systems to coordinate all publicly-funded passenger transportation services, Iowa distributes these funds to the public transit agencies. The funds may be used for the cost of contracted operations, equipment and passenger or vehicle shelters on an 80% federal, and 20% non-federal basis. Purchase of vehicles equipped for access by persons with disabilities can be funded at 85% federal participation. Facilities other than passenger or vehicle shelters are not eligible.

The Iowa DOT's Office of Public Transit (OPT) is the recipient of the 5310 funds from FTA. Seventy percent of the annual funding is distributed to Iowa's large urban transit systems to support services to qualifying persons living in urbanized areas. These funds are distributed based on the same formula used for the rural systems, but with each transit system developing its own eligible project. The remaining 30% of the funds are administered and distributed in conjunction with Non-urbanized Area Formula Program 5311 funds. To simplify administration, the 5310 funds going to rural systems are only distributed to transit systems that purchase contracted transportation services. All projects using 5310 funding must derive from the Passenger Transportation Plan (PTP) prepared by the respective metropolitan or regional planning agency through their joint public transit/human service transportation planning process. All services supported with 5310 funding must be operated open to the general public. (Complementary ADA Paratransit meets this requirement, so long as it operates the same days/hours as an urban transit system.)

For CyRide, 5310 funding has traditionally been utilized to contract out their Paratransit services (Dial-A-Ride or DAR) operated by Heart of Iowa Regional Transit Agency (HIRTA). This DAR service is the ADA complementary service for the City of Ames for those individuals that cannot otherwise ride the fixed route system due to their disability. Individuals must apply directly to CyRide to be eligible for this service. Any funding remaining from 5310 in the past after subsidizing Dial-A-Ride operations is utilized to purchase buses for Dial-A-Ride services, passenger shelters along the fixed routes or purchase NEXT BUS signage.

CyRide is estimated to receive \$239,034 in 5310 funding for FY2014.

## **Formula Grants for Rural Areas (Section 5311)**

This federal program supports transit activities in rural areas and communities with less than 50,000 population. These funds are allocated to Iowa based on the number of persons living outside urbanized areas compared to other states. By law, the state is the direct recipient of the funding. Iowa DOT serves as the direct recipient of the funds, through both the Office of Public Transit (OPT) and the Office of Systems Planning. The OPT administers the bulk of the 5311 funding that is provided to small urban and regional transit systems, as well as the 15% of the annual apportionment, that in conformance with federal law, is utilized to support intercity bus services. The Office of Systems Planning administers that portion of the 5311 funds that are combined with the 5304 funding to support rural transit and intermodal planning activities.

The portion of the 5311 funds used for support of public transit services in Iowa is administered in conjunction with the rural portion of the 5310 funding. The 5311 funds may be used to support operating deficits (potentially on a 50% federal, 50% non-federal match), capital purchases (on an 80% federal, 20% non-federal match or 85% federal, 15% non-federal for vehicles meeting ADA and Clean Air standards), or planning activities (on an 80% federal, 20% non-federal match).

The Iowa DOT formula allocating 5310 and 5311 funds uses the past year's performance statistics. The amount of formula funds to be distributed to small urban systems versus regional systems is determined by

comparing the "net public deficit" (unrestricted tax support) for all urban systems to that for all regional systems. The individual allocations to small urban systems are then determined on the basis of 50 percent of the percentage of total small urban ridership accomplished by that system and 50 percent of the percentage of total small urban revenue miles provided by the individual system. Individual allocations for regional systems are based on 40 percent of the system's percentage contribution to total regional transit ridership and 60 percent on the system's percentage contribution to total regional revenue miles.

The formula apportionment funds received by each system must be used to support services open to the public. This would include eligible transit capital or operating expenses as defined by the federal government. The decision of how the formula funds are programmed is a part of the local transportation planning and programming process conducted through the regional planning affiliation. Office of Public Transit (OPT) provides a projection of the formula funding that will be available to each system for the coming state fiscal year in early December, in order to facilitate integration of the 5311 programming process with the annual preparation of the Passenger Transportation Plan (PTP) and the regional Transportation Improvement Program (TIP).

The OPT decides which agencies will receive 5310 funds versus 5311 funds, based on how the transit systems will use the monies. At present, most transit systems choose to use their formula funds for support of transit service costs. The 5310 funds are targeted to systems that purchase services from sub-providers, and 5311 funds are targeted first to systems that provide their services directly. To the extent that any system proposes to use its 5310/5311 allocation for purchase of rolling stock to operate within an urbanized area, 5310 funds will be used (and the project will be included in that urbanized area's Transportation Improvement Program (TIP).) If facility improvements are programmed with the formula funds, 5311 funding will be used. Non-urbanized Formula Funding is only available for rural transit services and not available as viable funding source for transportation within the City of Ames since Ames is 100% urban. Therefore this funding is not referenced within the urban Ames PTP plan.

### **Rural Transit Assistance Program (Section 5311(b)(3) - RTAP)**

This federal program provides a source of funding to assist in the design and implementation of training and [technical](#) assistance programs and other support services tailored to meet the specific needs of transit operators in non-urbanized areas (less than 50,000 in population). By law, the state is the direct [recipient](#) of the funding. In Iowa, the DOT's OPT serves as the [recipient](#) of these funds.

Iowa's RTAP funds are mainly used to provide local transit agencies training fellowships. The fellowships pay 80 percent of the cost for Iowa's small urban and regional transit systems and their planners to attend Iowa DOT sponsored seminars, as well as transit-related courses or conferences sponsored by other groups. Transit systems may also be reimbursed for training held in-house. A parallel program funded with state transit assistance (STA) funds pays for costs incurred by large urban systems and their planners.

CyRide is not eligible for this funding since the City of Ames is over 50,000 in population. Heart of Iowa Regional Transit Agency (HIRTA) may be eligible for this training funding.

### **Section 5311(f) Intercity Bus Assistance Program**

A minimum of 15 percent of each year's non-urbanized [formula](#) funds allocated to Iowa under the 5311 program is required to be set aside to support intercity bus transportation. Iowa's Intercity Bus Assistance Program is intended to support intercity bus service in rural and small urban areas. Private-for-profit companies, private non-profit corporations, or public entities may apply for this funding. Eligible bus service must make convenient connections to the existing national intercity bus network. Connections to Amtrak or passenger air service terminals are desirable. Service strictly for commuter purposes is not eligible. Projects may include operating assistance, capital assistance, planning, or administrative costs such as marketing and insurance.

The Iowa Intercity Bus Assistance Program includes funding in four categories of projects:

- Category 1 is support for continuation of existing services. Funding is available for providers of existing intercity bus service that apply and agree to reporting requirements. Category 1 projects pay \$0.10/revenue mile of scheduled route service that is justified based on preventive maintenance costs.
- Category 2 is support for new and expanded intercity bus service or feeders connecting to existing intercity bus services. It is not intended to support duplication of existing services. Projects pay up to \$0.50/mile based on preventive maintenance, insurance and administrative costs, and operating support for a maximum of two years. After two years, the service may receive support under Category 1.
- Category 3 is support for marketing of existing and new services. Preference is for cooperative projects with involvement by communities served. Projects may pay up to 80% of project administration/marketing costs.
- Category 4 supports facility improvements or equipment purchases necessary for the support of existing or new intercity bus services. Projects pay up to 80% of approved project amounts (83% for purchase of accessible vehicles or 90% on accessibility retrofits of existing vehicles) based on actual costs.

The Intercity Bus Assistance Program is included as a statewide total in the Statewide Transportation Improvement Program (STIP). Annual intercity bus assistance applications must be received by OPT by the first business day of October for projects to begin in January. Project selections are finalized by December.

## **State Programs**

The State of Iowa currently offers six programs providing financial assistance to public transit systems.

### **State Transit Assistance (STA)**

All public transit systems are eligible for funding under the STA program, which began in 1976. Since 1984, STA funding has been derived from a dedicated portion (currently 1/20th) of the first four cents of the state “use tax” imposed on the sale of motor vehicles and accessory equipment. STA funds are provided to support public transit services and may be used for either operating or capital projects.

### **STA Formula Program**

The majority of the state transit assistance funds received in a fiscal year are distributed to individual transit systems on the basis of a formula using performance statistics from the most recent available year. Each month, the dollars received in the fund during the prior month are allocated to the transit agencies. These funds can be used by the public transit system for operating, capital or planning expenses related to the provision of open-to-the-public passenger transportation.

The STA formula funds are first split between urban and regional systems on the basis of total revenue miles of service provided by each group. The funds are then split among individual systems in each category, 50 percent on the basis of locally determined income (LDI), 25 percent on the basis of rides per dollar of expense, and 25 percent on the basis of revenue miles per dollar of expenditure. OPT calculates LDI by subtracting FTA and STA formula funds from the system's operating expenses.

CyRide typically utilizes this funding for partial support of its operations of \$470,000 each year. HIRTA would receive STA formula funds for regional transit services within Story County. This funding is anticipated to decrease dramatically since vehicle sales have dropped over the past year. Transit systems were warned from IDOT to adjust their budgets accordingly.

### **STA Statewide Special Projects**

Each year up to \$300,000 of the total STA funds are set aside to fund “special projects.” These can include grants to individual systems to support transit services which are developed in conjunction with human service agencies, or statewide projects to improve public transit in Iowa through such means as technical training for transit system or planning agency personnel, statewide marketing campaigns, etc.



## **STA Special Projects**

Special Projects are considered an “immediate opportunity” program by the Iowa DOT, meaning that these funds can be applied for at any time of the year as an opportunity arises, provided that funding is still available. Projects are intended to assist with start-up of new services that have been identified as needs by health, employment or human service agencies participating in the Passenger Transportation Development Planning process. Most projects are small in scope and typically will fall within the \$5,000-\$25,000 range. Projects shall be for no more than one year, but a second year of funding can be applied for separately. Priority is given to projects which include a contribution from human service agencies. In past years, HIRTA was awarded funding for the Ames – Iowa City transit service and also funding to print the Story County Transportation brochure ([www.ridehirta.com/sct.pdf](http://www.ridehirta.com/sct.pdf)). HIRTA applied for \$13,042 in federal special project funding last year to partially fund the Ames to Iowa City transit service which began January 20, 2009. CyRide has not yet applied for any of this funding.

A major component of the state-wide Special Projects is a program of transit training fellowships that parallels the RTAP fellowship program described previously. The STA fellowship program focuses on training costs for Iowa’s large urban transit systems and metropolitan planning organizations that are not eligible under RTAP. CyRide utilizes this fellowship program for its administrative, maintenance and operational staff of about \$15,000 each year for the following uses: FTA/IDOT seminars, transit related conferences, NTI Trainings, State Rodeo (funded at 100%), and trips to other University transit communities. This program generally reimburses 50% of registration, travel, hotel expenses.

The statewide project funds can also be used on statewide transit marketing and projects exploring new transit technologies. The administrative rules provide flexibility for use of the funding.

If not needed for special projects, the money set aside for that purpose may be moved back into the STA formula program for distribution to all systems.

## **Public Transit Infrastructure Grants**

In 2006, the Iowa Legislature established a new program to fund some of the vertical infrastructure needs of Iowa’s transit systems. Applications are accepted as part of the annual Consolidated Transit Funding Program. Projects can involve new construction, reconstruction or remodeling, but must include a vertical component to qualify. They are evaluated based on the anticipated benefits to transit, as well as the ability to have projects completed quickly. The infrastructure program participation in the cost of transit-related elements of a facility project is limited to 80% and cannot, in combination with federal funding, exceed that number. Also no single system can receive more than 40% of the available infrastructure funding in a given year.

CyRide received \$880,000 in FY2007 to aid in the construction of the administrative portion of their two-story facility that was completed in mid April 2008. An additional \$160,000 in funding was approved by the IDOT in FY2008 to rehabilitate the cracked walls/floors/ceiling of the old wash bay that is now our steam cleaning area. Finally, CyRide has received an additional \$1.4 million (\$800,000 in FY2011 and \$600,000 in FY2012) to construct/rehabilitate the garage for the following efforts: 1) Relocation of the ductwork/mechanicals to heighten the ceiling to accommodate hybrid buses throughout the entire facility; 2) Storage Area Air Handling/Roof Replacement 3) Upgrade Sprinkler System and to 4) Expand Bus Storage to accommodate eleven more buses. The funding was matched with federal discretionary funding. The construction/rehabilitation projects are nearing completion and will be finalized in the early summer 2014.

## **Capital Match Revolving Loan Fund (AMOCO Loan)**

The capital match revolving loan fund was created by the Iowa Legislature in the early 1980’s with funds from Iowa’s share of the federal government’s petroleum overcharge settlement against the American Oil Company (Amoco.) The loan program is subject to an intergovernmental agreement between the Iowa DOT and the Iowa Department of Natural Resources (DNR). All public transit systems are eligible for loans under this program. The intent of the program is to increase the inherent energy conservation benefits of public transit by expediting the implementation of transit capital projects.

The program allows “no interest” loans to transit systems, which the transit system uses towards the required local match on a federally-funded capital project, paying it back over a negotiated time period as local funds become available. The loan can be used to temporarily fund the entire local match on capital equipment projects or 50% of the required non-federal match on facility projects. Loan recipients may be required to report project energy savings annually to OPT until the loan is repaid.

A project is eligible if it is a transit capital project that is approved for federal funding. The project should be targeted at energy savings.

## **Federal Flexible Funds Available to Transit**

### **Iowa Clean Air Attainment Program (ICAAP)**

This program is one of the five core funding programs of the Federal Highway Administration (FHWA) that can be flexed between highway, transit or bicycle/pedestrian uses. Nationally, the Congestion Mitigation/Air Quality (CMAQ) program is intended to fund transportation projects to assist metropolitan areas in violation of Clean Air Act standards. In those states with areas in violation, much or all of the CMAQ monies must be spent in the affected areas for projects conforming to a state air quality implementation plan. Because Iowa does not have any area in violation of transportation-related federal clean air standards, the state receives a minimum allocation of CMAQ funding that can be used anywhere in the state for any purpose for which STP funds can be used on the same 80% federal, 20% non-federal basis.

In Iowa, funds are programmed for highway or transit projects through a statewide application process based on the project's anticipated air quality or congestion relief benefits. Applications are due the first business day of October for projects to begin the following federal fiscal year. Project selections are determined in February. When ICAAP funds are programmed for transit projects, funding is transferred from FHWA to FTA for administration through the statewide grant under either the 5307 or 5311 programs depending on whether the projects are in urbanized or non-urbanized areas.

CyRide received ICAAP funding for their Public Education program of \$50,800 federal that they applied for in October 2007. In addition CyRide received ICAAP funding for two hybrid buses of \$915,200 federal that they applied for in October 2008. These buses were received in August 2010 along with 10 others funded through the 2009 Recovery Act. This funding could be utilized in the future for service expansion for either buses or service within Ames.

Finally, due to the lower apportionments in 5339 discretionary funding for small urban and rural transit agencies, the Iowa DOT was successful in securing \$3 million of ICAAP funding to be utilized towards the replacement of buses. This funding will be dispersed through the PTMS process with the oldest and highest mileage buses throughout the state being replaced first.

### **Surface Transportation Program (STP)**

This is another of FHWA's core programs. These funds come to the state based on a number of factors including vehicle miles of travel, highway lane miles and the number and size of bridges. The funds can be used for roadway, transit capital projects, pedestrian/bikeway projects, or intermodal planning projects on an 80% federal, 20% local basis. In Iowa, a portion of these funds is programmed by local governments acting through metropolitan or regional planning agencies. Nearly all of Iowa RPAs and some MPOs fund a portion of their intermodal transportation planning activities from STP funds. Most transit systems have also been successful in receiving STP funding from their local MPO or RPA. When programmed for transit or planning projects, these funds are transferred from FHWA to FTA for administration, either through a direct 5307 grant for large urban transit systems, through a statewide 5311 grant for small urban or regional systems, or through the statewide consolidated planning grant for planning projects. OPT administers the statewide grant for individual small urban and regional transit systems. The Office of Systems Planning administers the planning grant.

Formally, no STP dollars have been allocated to CyRide for transit purposes. However since CyRide is an agency of the City of Ames, STP dollars have been directly utilized by the transit system for planning projects such as the Ames Transit Feasibility Study (\$100,000; 40% STP) and CyRide Facilities Master Plan Update

(\$40,000; 25% STP). To date, transit capital projects, such as buses, have not been funded through STP funding. Reimbursements for these CyRide projects are requested directly from the City of Ames.

## **Local Funding**

The bulk of transit funding in Iowa comes from local sources, especially on the operating side. How systems generate their local financial support varies, but some of the more common sources are as follows:

### **Passenger Revenues**

Fees paid by the passengers are one of the most common sources of local support. This can include monies collected on-board the transit vehicle (usually called “farebox receipts”), as well as prepaid fares from sale of passes or tickets, or fares billed to the passenger after the fact. FTA requires that all passenger revenues be subtracted from the total cost of operating transit service to identify a net operating cost, before eligibility for federal financial support of operations can be calculated.

### **Contract Revenue**

Human service agencies, local communities, as well as private businesses are often willing to pay a part or all of the cost for certain types of rides provided as part of the open to the public transit operation. Such subsidies are classified as contract revenues and can count toward the required local match on federal projects.

## **Local Taxes**

### **Municipal Transit Levy**

Iowa law authorizes municipalities to levy up to 95 cents per \$1,000 assessed valuation to support the cost of a public transit system. Most of Iowa’s larger communities levy for support of their urban transit systems. A number of smaller communities use this authority to generate funding used to support services contracted from their designated regional transit system. CyRide has its own transit levy for the community of which Ames is approximately 17% of its revenue stream. For Ames, this levy is approximately 65.791 cents per \$1,000 assessed valuation.

### **Regional Transit Levy**

In 2005, the Iowa legislature authorized Iowa’s two largest counties to form special taxing districts, under the control of the county, for support of area-wide public transit services. Once formed, adjacent counties can become part of the district, or municipalities in non-participating adjacent counties can join. The district can levy up to the 95 cents per \$1,000 assessed valuation; but, unlike the provisions in the municipal levy, the regional transit districts can set differing levy rates across their territory. As of July 2007, only Polk County has chosen to form a district, and has, so far, limited its geographic coverage to just their county. This is not an option available to Story County.

### **General Fund Levy**

The cost of supporting transit services is an eligible use of general fund revenues for all Iowa governments and is the primary source of funding to support transit for counties who don’t have the option of a transit levy, as well as for cities which chose not to use the transit levy.

### **Trust and Agency Levy**

The Trust and Agency Levy can be used by cities and counties to support employee benefit plans. As such, it can be used to help support the cost of a city operated transit system.

## **Other Local**

### **Student Fees**

Mandatory student fees established by a college or university are similar to a tax levy in that all members of the particular community contribute. This mandatory student fee goes towards the GSB which is 40% of CyRide’s revenue source.

## **Advertising Revenues**

Sale of on-board advertising or advertising space in brochures, etc., can provide some additional revenues to the transit program. Currently, CyRide contracts out their advertising program to place ads on our buses and therefore splits the revenues received with the advertising agency.

## **Human Service Agencies**

Within the first PTP meeting in October 2007, agencies noted that funding is not generally provided for transportation projects. Rather the funding is tied to the individual clients for each agency. However, there are several community partners such as the City of Ames, Story County, United Way of Story County, Story County Empowerment that can provide matching dollars for projects if it pertains to each particular agency's goals and funding is available. These partners often participate within the Transportation Collaboration or through Analysis of Social Services Evaluation Team (ASSET).

**Story County Quality of Life Alliance** (<http://www.storycountyqol.org/>), an alliance of [partner coalitions and organizations](http://www.storycountyqol.org/partner-coalitions-and-organizations.html) (<http://www.storycountyqol.org/partner-coalitions-and-organizations.html>) in Story County, meet quarterly throughout the year. Other such collaborations are the hunger collaboration and early childhood collaboration. This alliance was established to help promote health and quality of life across Story County. The Transportation Collaboration is part of this alliance and we help residents to the places they need to promote good health and improve their quality of life. The groups plans are to share needs throughout the county as well as grant funding strategies or other resources. The alliance also allows networking across community groups that you may not otherwise meet.

## **VI – CONCLUSION**

The PTP coordination effort is an ongoing process throughout the year to define funding and further refine recommended projects. Efforts will continue to coordinate transportation services, identify needs and expand funding availability identified within the recommended projects. This effort includes identifying and encouraging additional federal/state/local funding resources yet to be approved or identified through future transit reauthorization bills. Involvement through Human Services Council, United Way's Transportation Collaboration Committee and Story County's Quality of Life Alliance groups has provided additional opportunities for increased communication between transportation providers and human/health service agencies to ensure better mobility options to the community and region. Coordination offers a great way to obtain positive results from limited resources while sharing available transportation options by many transportation providers to agencies that communicate those resources to the transit dependant, low-income, elderly and disabled populations

**AMES AREA METROPOLITAN PLANNING ORGRANIZATION (AAMPO)  
TRANSPORTATION POLICY COMMITTEE ACTION FORM**

**SUBJECT: AAMPO ANNUAL SELF-CERTIFICATION FOR FY 2015**

**BACKGROUND:**

Pursuant to federal regulations, each Metropolitan Planning Organization (MPO) must self-certify that the transportation planning process is addressing the major issues in the metropolitan planning area and is being conducted in accordance with all applicable requirements. In the last AAMPO process review by the Federal Transit Administration (FTA) and the Federal Highway Administration (FHWA), a joint report was issued finding that the transportation planning activities of AAMPO are being carried out in accordance with federal regulations, policies, and procedures.

**ALTERNATIVES:**

1. Certify that the AAMPO transportation planning process is being conducted in accordance with all applicable requirements.
2. Reject the certification.

**ADMINISTRATOR'S RECOMMENDATION:**

It is the recommendation of the Administrator that the AAMPO Policy Committee adopt Alternative No. 1, thereby certifying that the AAMPO transportation planning process is being conducted in accordance with all applicable requirements.

**AMES AREA METROPOLITAN PLANNING ORGANIZATION**  
**ANNUAL SELF-CERTIFICATION**

In accordance with 23 CFR 450.334, the STATE DEPARTMENT OF TRANSPORTATION and the Ames Area Metropolitan Planning Organization for the Ames, Iowa urbanized area(s) hereby certify that the transportation planning process is addressing the major issues in the metropolitan planning area and is being conducted in accordance with all applicable requirements of:

- (1) 23 U.S.C. 134, 49 U.S.C. Section 5303, and 23 CFR Part 450;
- (2) In nonattainment and maintenance areas, Sections 174 and 176(c) and (d) of the Clean Air Act as amended (42 U.S.C. 7504, 7506(c) and (d) and 40 CFR 93);
- (3) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21;
- (4) 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex or age in employment or business opportunity;
- (5) Section 1101(b) of the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (Pub. L. 109-59) regarding the involvement of Disadvantaged Business Enterprises in FHWA and FTA funded planning;
- (6) 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
- (7) The provisions of the Americans with Disabilities Act of 1990 (Pub. L. 101-336, 104 Stat. 327, as amended) and USDOT implementing regulation;
- (8) Older Americans Act, as amended (42 U.S.C. 6101);
- (9) 23 U.S.C. 324, regarding prohibition of discrimination based on gender; and
- (10) Section 504 of the Rehabilitation Act of 1973 and 49 CFR Part 27, regarding discrimination against individuals with disabilities.

For AAMPO:

\_\_\_\_\_  
Ann Campbell, Chair  
Transportation Policy Committee

\_\_\_\_\_  
Date

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

**AMES, IOWA**

**FEBRUARY 25, 2014**

**REGULAR MEETING OF THE AMES CONFERENCE BOARD**

The regular meeting of the Ames Conference Board was called to order by Chair Ann Campbell at 6:30 p.m. on February 25, 2014. Present from the Ames City Council were Gloria Betcher, Amber Corrieri, Tim Gartin, Matthew Goodman, Chris Nelson, and Peter Orazem. Story County Board of Supervisors present were Wayne Clinton and Rick Sanders. Representing the Ames School Board were Jane Acker and Bill Talbot. Gilbert and United Community School Districts were not represented.

**MINUTES OF JANUARY 28, 2014, MEETING OF THE CONFERENCE BOARD:** Moved by Gartin, seconded by Acker, to approve the minutes of the January 28, 2014, meeting of the Ames Conference Board.

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

**PUBLIC HEARING ON PROPOSED FY 2014/15 BUDGET FOR CITY ASSESSOR'S OFFICE:** Chair Campbell opened the hearing. After no one came forward wishing to speak, the hearing was closed.

Moved by Betcher, seconded by Sanders, to adopt the FY 2014/15 budget for the Ames City Assessor's Office.

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

**ADJOURNMENT:** Moved by Goodman, seconded by Sanders, to adjourn the Ames Conference Board meeting at 6:32 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 Ann Campbell at 6:40 p.m. on February 25, 2014, in the City Council Chambers in City Hall, 515 Clark Avenue. Present from the Ames City Council were Gloria Betcher, Amber Corrieri, Tim Gartin, Matthew Goodman, Chris Nelson, and Peter Orazem. *Ex officio* Member Alexandria Harvey was also present.

Mayor Campbell announced that the Council would be working with an amended agenda. She reported that the Public Hearing for the rezoning of property at 321 State Avenue would be considered along with the Public Hearing for approval of a Master Plan. To have (or not) a Master Plan will be incorporated with the first passage of the ordinance for rezoning. An item has been added to the Consent Agenda for the Final Plat approval for Ringgenberg Subdivision, 4<sup>th</sup> Addition. Council Member Orazem asked to pull Item No. 6, "Purple Dragon" sculpture, for separate consideration.

**CONSENT AGENDA:** Moved by Goodman, seconded by Nelson, to approve the following items on the Consent Agenda:

1. Motion approving payment of claims
2. Motion approving Minutes of Regular Meeting of February 11, 2014

3. Motion approving Report of Contract Change Orders for February 1-15, 2014
4. Motion approving renewal of the following beer permits, wine permits, and liquor licenses:
  - a. Class E Liquor, C Beer, and B Wine – Wal-Mart Supercenter #4256, 534 South Duff Avenue
  - b. Class C Liquor & Outdoor Service – Buffalo Wild Wings, 400 South Duff Avenue
  - c. Special Class C Liquor & Outdoor Service – Stomping Grounds, 303 Welch Avenue, #101
  - d. Class C Beer & B Native Wine – Casey’s General Store #2905, 3612 Stange Road
5. RESOLUTION NO. 14-086 approving TSIP Agreement with Iowa Department of Transportation for widening Mortensen Road between South Dakota Avenue and Dotson Drive and constructing two right-turn lanes at intersection with Coconino Road
6. RESOLUTION NO. 14-088 approving closure of parking spaces on Chamberlain Street between Welch Avenue and Fire Station #2 driveway and Chamberlain Lot Y on April 11 - 13 to facilitate staging of law enforcement vehicles and related equipment during VEISHEA
7. RESOLUTION NO. 14-089 approving Agreements for intermittent use of dealership cars by Police Department
8. RESOLUTION NO. 14-090 approving preliminary plans and specifications for Water Pollution Control Main Plant Transformer Replacement; setting April 10, 2014, as bid due date and April 22, 2014, as date of public hearing
9. RESOLUTION NO. 14-091 approving preliminary plans and specifications for 2013/14 Downtown Pavement Improvements (Fifth Street - Duff Avenue to Burnett Avenue); setting March 19, 2014, as bid due date and March 25, 2014, as date of public hearing
10. RESOLUTION NO. 14-092 approving contract and bond for 2013/14 Traffic Signal Program (Grand Avenue & 20<sup>th</sup> Street)
11. RESOLUTION NO. 14-093 approving contract and bond for 2013/14 Collector Street Pavement Improvements (Sheldon Avenue)
12. RESOLUTION NO. 14-094 accepting completion of SF6 Circuit Breakers
13. RESOLUTION NO. 14-095 approving final plat for Ringgenberg Subdivision, 4<sup>th</sup> Addition  
Roll Call Vote: 6-0. Resolutions/Motions declared adopted/approved unanimously, signed by the Mayor, and hereby made a portion of these Minutes.

**“PURPLE DRAGON” SCULPTURE:** Council Member Orazem wished to publicly thank both Francis Wilke, donor of the art sculpture, and artist Dave Johnson for the donation to the City.

Moved by Orazem, seconded by Nelson, to adopt RESOLUTION NO. 14-087 accepting the “Purple Dragon” art sculpture.

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

**PUBLIC FORUM:** Jan Dreesman, resident of 5<sup>th</sup> Street, Ames, indicated that she lives downtown and works at Fellows Elementary School. Due to her disability, she uses Dial-A-Ride services. Its service had been excellent until changes were made in January to add more passengers to the schedule. Her pick-up schedule with HIRTA has changed, and she was told that her service can not be revised due to the increased ridership. She urged the Council not to cut the Dial-A-Ride funding, because it will be very difficult for it to “ensure customer satisfaction with service delivery.” She said that the City should keep it at the same level this year and next year to allow for HIRTA to add an additional bus, which would then accommodate her schedule.



Richard Deyo, 505 8<sup>th</sup> Street #2, Ames, stated that when the Council members took their oaths of office, they swore to uphold the Constitution of the United States. He said they should swear to support the people. Mr. Deyo further requested that he be allowed to speak during “Council Comments.”

Joe Rippetoe, 419 Pearson Avenue, Ames, attended the League of Women Voters forum regarding the March 4 bond issue for the new convention center add-on at the Scheman Center. He tried to find needed answers, of which he did not. He didn’t feel that his concerns have been answered, and the predecessor Council failed to “vet” this project. He questioned which entity would be responsible for operating losses. He further questioned where the Ames Convention and Visitors Bureau (ACVB) would go when it does not have the money to pay the University’s losses. Mr. Rippetoe stated it would come back full circle to the Council to ask for the bail-out. He reported that current Council members need to commit themselves to doing a more thorough review of any issues they might place on a ballot before the voters. Mr. Rippetoe said that two things are known for certain, 1) all the numbers reviewed by the Council in putting this ballot issue up were wrong; and, 2) all of the numbers used by the ACVB in advocating the ballot issue were wrong. He indicated that this Council needs to take steps to ensure that such a ballot and campaign as this will never happen again.

Merlin Pfannkuch, 1424 Kellogg Avenue, Ames, said that the City needs to regain some accountability for how the Ames Convention and Visitors Bureau spends the taxpayers’ money. The ACVB gets roughly \$1.2 million/year in revenue from the Hotel/Motel Tax, with almost no oversight in accountability. He indicated that no other organization gets such a free ride in Ames. Mr. Pfannkuch questioned what the City gets for that \$1.2 million. He said that all of the numbers used to “vet” this special bond issue do not add up, and that it seems the ACVB has a lot of money to waste.

**8-MONTH CLASS B BEER PERMIT & OUTDOOR SERVICE AREA FOR HOMEWOOD**

**GOLF COURSE:** Moved by Goodman, seconded by Corrieri, to approve an 8-month Class B Beer Permit & Outdoor Service for Homewood Golf Course, 401 East 20<sup>th</sup> Street.

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

**CLASS C LIQUOR LICENSE FOR GE’ANGELO’S, 823 WHEELER STREET, STE. 9:**

Moved by Betcher, seconded by Nelson, to approve a Class C Liquor License for Ge’Angelo’s, 823 Wheeler Street, Suite 9.

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

**CLASS E LIQUOR, C BEER, & B WINE LICENSE FOR ALMOST ALWAYS OPEN, 419**

**LINCOLN WAY:** Moved by Goodman, seconded by Corrieri, to approve a Class E Liquor, C Beer, and B Wine License for Almost Always Open, 419 Lincoln Way.

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

**CLASS C LIQUOR LICENSE FOR TAKING IT EASY LOUNGE, 129 LINCOLN WAY:**

Moved by Corrieri, seconded by Goodman, to approve a Class C Liquor License for Taking It Easy Lounge, 129 Lincoln Way.

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

**CY STATUE PROJECT:** City Operations Manager Corey Mellies stated that the Chamber of Commerce’s Leadership Ames class has taken the lead on the “CyclONE City” project, which will serve as a fundraiser for local non-profits. He introduced MacKenzie Heddens, Nathan Buss, and Mike Mullen, who are the tri-chairs of this project. Mr. Mellies indicated that City staff had been approached about this project, asking for assistance in the placement of the life-sized “Cy” statues throughout the community.

Mike Mullen and Nathan Buss presented an overview of the project and explained that the Leadership Ames class wanted to pursue several projects that would benefit local charities. However, it was decided to do one big project as a whole. The fiberglass statues would be a way to bring ISU into the City. It is the class’s intent to set up an ISU scholarship for a prospective Ames resident. The statues would be on display through this summer/fall, or could be a permanent fixture for a business. Examples of the statue were shown and how they might be decorated. It was noted that the deadline for artist designs and sponsors is March 3.

Mackenzie Heddens explained the sponsorship levels (1-3). She advised that an unveiling event will take place in the summer/fall of 2014 to showcase the many faces of Cy that will be placed in the community. A second event will host the auction to find “forever homes” for the Cy statues that were sponsored but not owned.

City Operations Manager Mellies stated that the project was discussed with the Public Art Commission (PAC), and it voted to support the project in public spaces if a representative from the PAC is involved in the design and location selections. Since locations and numbers are not yet determined, an agreement would allow City staff, the Public Art Commission, and the Leadership Ames class to find the best public spaces for the project. Mr. Mellies reported that the agreement would cover the requirements of temporary obstructions, including liability. It would also state the parties responsible for installation, maintenance, and removal of the statues.

When questioned, Ms. Heddens explained that the statues have a life time of about 10 years. She further said that their initial goal is to have 20 statues placed around Ames. People can donate at any level if they can not sponsor a statue on their own.

Moved by Goodman, seconded by Corrieri, directing staff to develop an agreement with CyclONE City for the placement of Cy statues on City property.

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

**KINGLAND CAMPUS PROPERTIES’ REQUEST TO PLACE VIDEO CAMERA ON TRAFFIC SIGNAL POLE:**

Traffic Engineer Damion Pregitzer reported that Kingland Campus Properties is requesting to temporarily mount a security camera on the southeast traffic signal pole at Lincoln Way and Welch Avenue. He stated that the organization needs an off-site camera to monitor its demolition and reconstruction work due to the property being built right up to the property line. The camera would be facing inward towards the Kingland project. In talking with Kingland representatives and the Police, they want to be certain the work site is tightly monitored throughout the duration of the project. Mr. Pregitzer advised that other cameras will be placed on-site, as well as on neighboring properties. He further indicated that Kingland has agreed to pay the City for the cost of power used by the camera while in use.

Moved by Goodman, seconded by Nelson, approving the request from Kingland Campus Properties to place a temporary security camera on a City traffic signal pole for site construction security, and approving issuance of a temporary obstruction permit for this purpose.

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

**REQUEST TO PURCHASE SOIL FROM AIRPORT FARM PROPERTY:** Traffic Engineer Damion Pregitzer stated that FOX Engineering has requested permission to purchase soil from Airport farm property on the north side of Airport Road west of Sam's Club, and to move the soil to property at 1204 South 4<sup>th</sup> Street owned by Brian Hoyle. The subject farm property has been affected by construction of a warehouse on neighboring property. He noted that the farm property has not been fully restored after the warehouse project. The development required some off-site grading onto the Airport farm ground in order to construct the foundation of the building. He further noted that the soil being removed from the site is fill material and not topsoil.

Mr. Pregitzer reported that Mr. Hoyle's proposal is to take approximately 50,000 cubic yards of fill soil material from the parcel, and the revenue gained from the sale is about \$50,000. He described the permitting process and the conditions that will be incorporated into an agreement. This agreement will be brought back to the City Council for approval.

Moved by Nelson, seconded by Orazem, to direct staff to work with Brian Hoyle in developing an agreement for removal of fill soil from the Airport farm property.

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

**FIRST NATIONAL BANK REQUEST TO RESERVE THREE PARKING SPACES:** Traffic Engineer Damion Pregitzer reviewed the background of the request. On January 28, 2014, the City Council had referred the request of the First National Bank (FNB) to reserve three parking meter spaces located near the front of its temporary location at 119 Stanton Avenue. The need for the reserved parking has resulted from the bank moving to a temporary location while its current location is being reconstructed. The request for the customer parking stalls would be for a period through June 2015. Mr. Pregitzer explained that current City policies allow for parking meter rentals for short durations only. When meters are reserved on a temporary basis, the individual or business pays for all nine hours of each day. Therefore, the cost to FNB from March 1, 2014, to June 30, 2015, would cost about \$4,685 (\$.50/hour, which equates to \$4.50/meter/day).

Mr. Pregitzer stated that he contacted the businesses in the immediate area that front Stanton Avenue, which included Legacy Towers, Campustown Property Management, St. John's by the Campus Church, and Jeff's Pizza. All expressed support for FNB reserving the metered stalls, except for Jeff's Pizza. The management at Jeff's Pizza expressed significant concerns about losing the additional stalls. The management staff also mentioned concerns with further reduction of available parking that will occur once other reconstruction projects begin in Campustown. Mr. Pregitzer advised that Jeff's Pizza did not want to allow exclusive use of these three stalls by FNB.

Mr. Pregitzer reported that to ensure that other local businesses had representation as part of this discussion, the Campustown Action Association (CAA) was approached to get feedback. The CAA board was not in support of exclusive use by the FNB, but proposed an alternative to allow all of the public to utilize 15-minute parking without the use of the parking meters. He stated

that staff has concerns with this option, given the fact that the City's Parking System relies on use fees to pay for the enforcement and maintenance of the meters. Any loss of revenue is considered significant.

Mr. Pregitzer advised that it is staff's recommendation to approve the alternative proposed by the CAA to change the three parking meter stalls in front of 119 Stanton Avenue by reducing the time limit of the metered stalls to 15 minutes (with signage for FNB customers only, Monday-Friday), but retain the meters so that fees are still collected by the Parking Fund.

Scott Bauer, President of First National Bank, stated that they have reached out to all of those whom they thought would be affected by this matter. They did not reach out to Jeff's Pizza, but everyone that FNB spoke with were generally supportive. He indicated that FNB would pay the full fees for these metered spaces, because it wants to provide convenience to its customers. Discussion ensued regarding the parking in Campustown and that it is at a premium, especially during all of the present and upcoming construction projects occurring.

Council Member Gartin stated that given there is no precedent regarding this type of request, the City needs to develop some sort of procedure. He said that there is no past history for requests of this duration. It is unique in that it is a displaced business and the spaces will be used for customers—not for construction purposes. He was concerned that the Council is being asked to choose which business it wants to help. Since there was no sense of the impact this will have, Council Member Gartin proposed that the Council allow FNB exclusive use of the three metered parking spaces by signing the stalls as reserved for FNB customers on a temporary basis. That way, the Council could get feedback and revisit this matter instead of allowing this for a period of 1-1/2 years to begin with.

Council Member Orazem asked whether customers might use the parking lot at St. John's Episcopal Church during the times that it is not in use.

Moved by Orazem, seconded by Gartin, to approve the request from First National Bank to change the three parking meter stalls in front of 119 Stanton Avenue by signing the stalls as reserved for FNB customers, Monday through Friday, 8:30 a.m. to 5:30 p.m. beginning March 1 through May 31, 2014, with the Bank being responsible to pay the established rate of \$0.50/hour per space for all nine hours of each weekday; to direct that staff observe how businesses in that area are affected; and, at the end of the three-month period, to direct staff to bring this back to Council to reassess how the parking situation is working.

Council Member Goodman indicated that many businesses will be relocated within the next two years due to construction projects, and it would be very difficult to take public parking spaces and allocate them out to individual businesses. He wanted to support what is happening with the Bank, however, setting a precedent to a very specific benefit is not a solution to parking in Campustown.

Council Member Betcher stated that she is a patron of Jeff's Pizza, and often has difficulty finding a parking space in front of that business. She supported the idea of discussing possible parking alternatives with St. John's, and she was concerned about how honoring this request will disadvantage other businesses in Campustown.

Vote on Motion: 4-2. Voting Aye: Corrieri, Gartin, Nelson, Orazem. Voting Nay: Betcher, Goodman. Motion declared carried.

**HEARING ON REZONING OF 321 STATE AVENUE FROM GOVERNMENT/AIRPORT (S-GA) TO RESIDENTIAL LOW-DENSITY (RL):** Karen Marren, City Planner, explained that

the request from Breckenridge Group Ames Iowa, LLC, has approached the City to develop three parcels of land located at 205 South Wilmoth Avenue, 321 State Avenue, and 601 State Avenue. The site of this specific rezoning request is for the middle parcel (321 State Avenue) of the old Ames Middle School property. She reported that the current zoning for the middle property is Government/Airport (S-GA), and the developer wishes to change it to Residential Low-Density (RL) for development of up to 78 dwelling units. As part of the rezoning request, the City Council had requested that a Master Plan, along with a list of conditions, be submitted for all three parcels. In addition, the Council had asked staff to set up neighborhood meetings. A series of four meetings were held, with a final Neighborhood Association meeting in August 2013 to present a collective Plan concept to the neighborhood and general public.

Ms. Marren stated that staff feels that, based on the information provided on the applicant's Master Plan, adoption of the proposed Plan is not warranted along with the rezoning. To develop the site in conformance with the proposed RL zoning, the applicant will be required to complete a preliminary and final subdivision plat for the property before development can occur. She explained that the development concept by the applicant is for a new student housing rental development of small individual buildings that differs from traditional apartment-type student housing developments.

Planning Director Kelly Diekmann reviewed the options for Council consideration. He reported that staff is recommending Alternative No. 1, which will approve the rezoning without a Master Plan. He stated that a petition has been filed, which protests the rezoning. He explained that 20% of the property owners within 200 feet of the site are protesting. As a result of this protest, any action to rezone the site will require five affirmative votes by the City Council.

Mayor Campbell opened the public hearing and announced that anyone wishing to talk should speak only to the issue of the rezoning request.

Michael Petersen, 3302 Morningside Street, Ames, stated that he is a member of the College Creek/Old Middle School Neighborhood Association, and has lived in Ames for over 43 years. He stated that he was before the Council to voice several concerns regarding the natural resources, flooding, traffic, and zoning. Mr. Petersen spoke about the applicant's plan to increase the amount of impervious surface by about 10% on this parcel. He stated his concern regarding the increase in storm water run-off during heavy rains. He further stated that he was concerned about the loss of a fence row of trees and brush that provides excellent wildlife habitat. Mr. Petersen said that there are too many unresolved problems with no provided answers associated with the proposed development for students-only housing in this area. He urged the Council to zone the middle parcel as RL, with added conditions of a single-family house on each lot.

Tami Hicks, 4125 South 530<sup>th</sup> Street, Ames, stated that she is a real estate broker in Ames and feels that the Breckenridge proposal is a good project and she is in favor of the rezoning. She felt that this project will increase the value to the other homes in the area. Students want to live

close to campus, and this housing will provide that. Given the RL zoning occupancy (three unrelated people per dwelling), she felt that this type of housing will be a good fit with the neighborhood. Ms. Hicks encouraged the Council to work with the developers even after the rezoning is passed. She said that with this development, tax dollars will be added to the community.

Sharon Stewart, 437 Hilltop Road, Ames, outlined the reasons for her family's recent move to Ames and that they found the perfect neighborhood in which to reside. She stated that the proposed development raises red flags to her, and that she felt this project will decrease the diversity in the neighborhood, which is what they wanted to experience. With regard to the Master Plan, Ms. Stewart said that the developer has yet to answer numerous questions, and it is far from detailed, as was requested by the City Council.

Joanne Pfeiffer, 3318 Morningside Street, Ames, stated that she is very grateful for the Land Use Policy Plan (LUPP). She wished to preserve the values any neighborhood would wish to maintain—some of those being safety, low traffic volumes, connectivity, lower noise levels, protection of green corridors, and protection of daily living requirements. Ms. Pfeiffer said that this middle parcel should be developed with the vision of the LUPP goals and objectives.

Ms. Pfeiffer read a statement submitted by Duffie Lorr, 233 Hilltop Road, Ames. Ms. Lorr supported the RL rezoning, as it is the best zoning for their neighborhood, and that the proposed zoning is in line with the LUPP. She was not confident that the development will enhance the integrity, value, and character of the neighborhood. Ms. Lorr didn't feel that the current Master Plan submitted by Breckenridge supports confidence. She wasn't confident that the development will extend Ames' vision of connectivity and overall community identity and spirit. In keeping with the character of the surrounding neighborhood, all of the streets should be subdivision plots, compliant, and given to the city. She urged the Council to determine the zoning change to RL and not to accept the Master Plan.

Sarah Cady, 2812 Arbor Street, Ames, indicated that the RL zoning is the best, as recommended by the Planning and Zoning Commission. She said that the neighborhood is trusting that the City Council will ensure that appropriate details are shown in the Master Plan. Ms. Cady stated that a goal of the City Council is to increase a wide range of housing choices. This development has a use compatibility of 100% rental housing, and is not compatible with the existing neighborhood. She showed a map of the new and proposed rental housing in areas close to the neighborhood. She reported that her neighborhood would be turned into an "undergraduate" neighborhood. She stood behind the RL zoning on all three parcels, but wants to see details in a Master Plan. She urged the Council to delay or reject the rezoning until an acceptable compromise is reached.

Sharon Guber, 2931 Northwestern Avenue, stated that she is a member of the College Creek/Old Middle School Neighborhood Association. She further stated that the neighborhood residents are concerned with what the development will actually look like. From the beginning, the neighbors have asked that the zoning be RL; they signed a petition over a year ago asking that it be zoned RL; and, the LUPP has designated the site as RL. Ms. Guber explained that the reason the neighbors filed a protest is not because of the RL zoning, but what the development may turn out to be. She further explained that they had asked for all of the three parcels to be on the Master Plan. However, in October 2013 when it came time to show the Master Plan for all three parcels, the Plan was solely for the middle parcel. Ms. Guber asked about the details.

Since they've not seen them, it has caused major concerns for the neighborhood. She explained that there are so many unanswered questions (e.g., no time to complete a review of the traffic impact analysis by the Planning and Zoning Commission, since it was not done until this past January). The Planning and Zoning Commission was then up against a 90-day deadline in which to make its recommendation to the Council. Ms. Guber emphasized that the Council has questions to ask of the developer in its application for RL that goes beyond the rezoning itself.

Brian Torresi, Davis & Brown Law Firm, stated that this is a simple rezoning issue from Government/Airport to Residential Low-Density. He said that as the LUPP provides, when property is no longer owned by Government, it should be zoned RL. The Master Plan that has been provided, despite the lack of specificity that the Council requested, is in compliance with the *Ames Municipal Code*. He asked that the Council approve the Planning and Zoning Commission's recommendation to rezone the property to RL.

Scott Renaud, FOX Engineering, addressed the issue of the traffic impact analysis. City staff had provided background information. He explained that the traffic count was done in a more conservative way in counting the number of vehicle trips. Mayor Campbell reminded everyone that the issue before Council tonight was solely the rezoning to RL.

Charlie Vatterott, Executive Vice President of Development for Aspen Heights, stated that he was present to answer any questions about the rezoning request. There were no questions of Mr. Vatterott.

The Mayor closed the hearing.

Moved by Orazem, seconded by Corrieri, to pass on first reading an ordinance rezoning property at 321 State Avenue from Government/Airport (S-GA) to Residential Low-Density (RL) with no Master Plan.

Council Member Goodman asked if the Master Plan is a component that is traditionally suppose to be a part of the Zoning Ordinance. Planning Director Diekmann stated that the Master Plan is part of the Zoning Ordinance with regard to rezoning; it is a chance to have a basic look at what the mix of uses would be on a property without the full details of a subdivision preliminary plat being filed. He explained that the process was changed about 1-1/2 years ago. A Master Plan is a component of the zoning action, but it is not at the level of detail shown with preliminary plats or major site plan reviews.

Mayor Campbell stated that if the motion is approved at this meeting, all of the issues raised during the hearing will come to the City Council as part of the preliminary plat approval, and will be addressed. She reported that the rezoning to RL is not "Breckenridge specific," as this process would be for whomever would own the property. Council Member Goodman stated that with this rezoning, there may be an interest in what "the vision" may mean in the future.

Roll Call Vote: 5-1. Voting Aye: Betcher, Corrieri, Gartin, Nelson, Orazem. Voting Nay: Goodman. Motion declared carried.

The meeting recessed at 8:58 p.m.

The meeting reconvened at 9:06 pm.

**HEARING ON VACATION OF EASEMENT IN RINGGENBERG SUBDIVISION, FOURTH ADDITION:** Mayor Campbell opened the hearing.

Scott Renaud of FOX Engineering stated that the developer is installing another sewer line, so that is the reason for the vacation of the existing sanitary sewer.

There being no one else wishing to speak, the Mayor closed the hearing.

Moved by Goodman, seconded by Betcher, to adopt RESOLUTION NO. 14-096 approving an agreement with the developer requiring a new easement and relocation of the sanitary sewer line. Roll Call Vote: 6-0. Resolution declared adopted unanimously, signed by the Mayor, and made a portion of these Minutes.

Moved by Corrieri, seconded by Nelson, to adopt RESOLUTION NO. 14-097 approving the vacation of the sanitary sewer easement in Ringgenberg Park, Fourth Addition. Roll Call Vote: 6-0. Resolution declared adopted unanimously, signed by the Mayor, and made a portion of these Minutes.

**HEARING ON 2013/14 ARTERIAL STREET PAVEMENT IMPROVEMENTS - LINCOLN WAY:** The public hearing was opened by the Mayor. She closed the hearing after no one came forward to speak.

Moved by Goodman, seconded by Corrieri, to adopt RESOLUTION NO. 14-098 approving final plans and specifications and awarding a contract to Manatt's, Inc., of Brooklyn, Iowa, in the amount of \$778,982.51 for the 2013/14 Arterial Street Pavement Improvements - Lincoln Way (Thackeray Avenue to Hickory Drive). Roll Call Vote: 6-0. Resolution declared adopted unanimously, signed by the Mayor, and made a portion of these Minutes.

**HEARING ON 2012/13 ASPHALT RESURFACING/SEAL COAT REMOVAL/ASPHALT RECONSTRUCTION PROGRAM - CARROLL AVENUE:** The Mayor opened the public hearing. Since no one spoke, the hearing was closed.

Moved by Goodman, seconded by Nelson, to adopt RESOLUTION NO. 14-099 approving final plans and specifications and awarding a contract to Manatt's, Inc., of Brooklyn, Iowa, in the amount of \$273,782.50 for the 2012/13 Asphalt Resurfacing/Seal Coat Removal/Asphalt Reconstruction Program - Carroll Avenue (9<sup>th</sup> Street to 13<sup>th</sup> Street). Roll Call Vote: 6-0. Resolution declared adopted unanimously, signed by the Mayor, and made a portion of these Minutes.

**HEARING ON MOTOR REPAIR FOR POWER PLANT:** Mayor Campbell opened the hearing. There being no one wishing to speak, she closed same.

Moved by Betcher, seconded by Orazem, to adopt RESOLUTION NO. 14-100 approving final plans and specifications and awarding a contract Electrical Engineering and Equipment Company of Windsor Heights, Iowa, for hourly rates and unit prices bid, in an amount not to exceed \$94,000 for the Motor Repair Contract for the Power Plant.



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

**HEARING ON NORTHRIDGE HEIGHTS PARK IMPROVEMENTS:** The public hearing was opened by the Mayor. She closed the hearing after no one came forward to speak.

Moved by Goodman, seconded by Orazem, to adopt RESOLUTION NO. 14-101 approving final plans and specifications and awarding a contract to Ames Trenching & Excavating, Inc., of Ames, Iowa, in the amount of \$96,260 for the Northridge Heights Park Improvements.

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

**DEMOLITION OF DELTA TAU DELTA FRATERNITY AT 2121 SUNSET DRIVE:**

Planning Director Kelly Diekmann explained that an application for demolition of the Delta Tau Delta Fraternity has been submitted. The application explained the background and reasons for the proposed project, and cited the reason of economic hardship for demolition of the house in lieu of reconstructing the building. The house was built in 1953, with an addition constructed in 1975 and building remodels in 1990 and 1996. The applicant indicated that the fraternity's program needs were not being met, and that it is economically more feasible to build a new Greek house than to renovate the current house to meet these needs. Mr. Diekmann stated that the cost to construct a new fraternity house and to remodel the existing one is roughly the same. The applicant indicated that funding sources for donations are more secure with new construction versus remodeling. Director Diekmann said that staff feels that the applicant has met the findings for economic hardship for demolition of a Greek house.

Planning Director Diekmann explained that rehabilitation costs equates to \$4.4 million. The proposed slightly, larger structure is just over \$5 million. Therefore, it is about \$1 million more for new construction, but the chapter is getting a different building for that million dollars.

Council Member Betcher asked if there was any review done of the historic value of the house since it is over 50 years old. Mr. Diekmann stated that staff did not ask for an evaluation of the property to see if was eligible for the National Register. It was not one of the demolition criteria.

When questioned by Council Member Goodman, Director Diekmann reported that the Code doesn't identify the economic threshold. In this case, one of the reasons staff is supporting the demolition of the building is that one of the impacts of the University Overlay is to facilitate the Greek fraternities and sororities; replacement use with a Greek house weighed heavily in its suitability in that area.

Council Member Betcher questioned the practicality of how this meets an economic hardship when a structure is going to be built that is more than \$1 million more expensive than what the fraternity would be getting for renovated building.

Planning Director Diekmann cited the *Code* section when determining economic hardship. He said that reasonable use is a big consideration in staffs' eyes. Staff was persuaded that the reformat of the house and a newer building was a reasonable use of that property versus the smaller scale rehabilitation project.

Council Member Betcher referred to two variances for parking that were granted by the Zoning Board of Adjustment. She asked if there would be any requirements for a parking deck and if this would be part of the financial considerations. Mr. Diekmann responded that the cost does not include potential costs for a parking structure, as it will not be providing additional parking. Currently, the parking accommodates 56 house members, and with new construction, it will house 65 individuals. There will be 22 spaces on site with a long-term encroachment for 10 parking spaces on Gable Lane.

Chuck Safris, 4107 Greenview Drive, Urbandale, stated that he currently serves as treasurer of Gamma Pi of Delta Tau Delta, Inc., which is the landlord for the Greek house. He stated that in line with the economic hardship concerns, the chapter finds itself investing more and more money into the existing structure, and having difficulty increasing the number of occupants who have to pay rent. The Chapter is striving to meet ISU's standard of double-occupancy rooms, and trying to compare its rent with the double-occupancy of the dorm rates. This is their economic test in maintaining its viability in offering its rooms for students.

Mr. Safris explained the current floor plan of the house and pointed out where the addition/remodeling had occurred over the years. The Greek Chapter's proposal significantly changes the footprint and would allow them to obtain the facilities that is needed. To remodel the existing structure, a third-floor addition would be necessary. Many years down the road, there would be a 40 year-old building on top of a 100 year-old building. The new footprint would be a square, three-story building which would serve its purposes and needs.

Betcher wondered if the applicant knows any of the history of this house. She stated that one the reasons that there is a University-Impacted Area Overlay in the Greek House District is because of the historic nature of many of the homes. Since it was built over 50 years ago, as a Council policy, she felt it wise to be asking the question of whether a house is historic or not before the Council allows it to be demolished. She further stated that it is unfortunate that this is not a part of the City's process, although it was part of the discussion when the University-Impacted Area Overlay was developed. Council Member Betcher said that since there is an Overlay on this area that has certain requirements, she would ask that, in the future, research into the historical background of a structure be made a part of the process prior to the Council's consideration.

City Planner Jeff Benson reported this is the third structure in the Overlay Area that has come before the Council for demolition. Ms. Betcher indicated that if the City Council is too quick to approve demolition of buildings, there is no reason to have the Overlay in place as it is.

Discussion was held regarding the chart that was submitted indicating the Chapter's revenues. It showed the total income to the landlord for the lease of the facility to the Chapter. Mr. Safris stated that if they need to continue investing in the shelter, and in the process of making the rooms more compatible with the Campus standard, the capacity will be reduced. He noted that going ahead with no change would cause a downward spiral. The Chapter would lack flexibility to modify, improve, and change the facility into something that is compatible with what the University is building, and with what is being done with other Greek organizations in the area.

When questioned by Council Member Goodman, Mr. Safris responded that the inability to compete in the market is an economic hardship. He stated that its location is very important and the Chapter wants to stay where it currently exists. If they are not able to do something with that

building, it calls into question its viability. Mr. Safris reiterated the problems of adding a third floor.

More discussion ensued regarding the aspects of economic hardship and the ability/inability to use the Greek house for its intended purpose.

Moved by Gartin, seconded by Orazem, to adopt RESOLUTION NO. 14-102 approving demolition of the Greek residence at 2121 Sunset Drive, provided the following conditions are met before the demolition permit is issued: 1) a Minor Site Development Plan is approved by the Planning and Housing Department; 2) complete plans are submitted for a building permit application consistent with building elevations and with applicable design standards; and, 3) Proof of financing for the building is approved by the City Attorney.

Council Member Goodman sensed that the Council does not have a commitment to the ordinance as it is written, and he asked that it consider removing or speaking to certain portions pertaining to proof of economic hardship and change in use. He felt that the Council is ignoring the ordinance in representing certain values.

Roll Call Vote: 4-2. Voting Aye: Corrieri, Gartin, Nelson, Orazem. Voting Nay: Betcher, Goodman. Resolution declared adopted, signed by the Mayor, and hereby made a portion of these Minutes.

**SOLUM, INC.:** Finance Director Duane Pitcher gave some brief background regarding the request to terminate the contracts with Solum, Inc. The company had sold the Ames-based business, and said that the buyer intends to maintain the business in Ames. With the sale, Solum has requested to terminate both agreements. Mr. Pitcher said that since Solum did not draw upon any of the funds, the City has no pending claims against the company.

Moved by Goodman, seconded by Nelson, to adopt RESOLUTION NO. 13-103 approving termination of the contract for economic development assistance with the Iowa Economic Development Authority and Solum, Inc.

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

Moved by Goodman, seconded by Nelson, to adopt RESOLUTION NO. 13-104 approving termination of the contract providing a local match in the form of a forgivable loan in the amount of \$40,000 from the City and the Ames Economic Development Commission.

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

**WIRB AND SRF WATER RESOURCE RESTORATION-SPONSORED PROJECT GRANT APPLICATIONS:** City Engineer Tracy Warner reviewed the proposed grant applications. The City would have the opportunity to make stormwater quality improvements in the downtown area by combining two state-funded watershed programs with a planned downtown street paving project.

Moved by Goodman, seconded by Betcher, to adopt RESOLUTION NO. 13-105 authorizing applications for a Clean Water State Revolving Fund (SRF) Water Resource Restoration-Sponsored Project and a Watershed Improvement Review Board (WIRB) Project, and designating Municipal Engineer Tracy Warner as the authorized representative to sign the grant

applications.

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

**STATE REVOLVING FUND PLANNING AND DESIGN LOAN FOR SANITARY SEWER REHABILITATION PROGRAM:** Moved by Goodman, seconded by Corrieri, to adopt RESOLUTION NO. 14-106 establishing March 25, 2014, as the date of public hearing for authorization to enter into a Planning and Design Loan agreement with the Iowa Finance Authority in an amount not to exceed \$375,000 for the purpose of planning and designing the Sanitary Sewer Rehabilitation Program.

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

**ORDINANCE EXEMPTING FRATERNITIES AND SORORITIES FROM RENTAL HOUSING CODE:** Moved by Goodman, seconded Orazem, to pass on third reading and adopt ORDINANCE NO. 4171 exempting fraternities and sororities from the Rental Housing Code.

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

**ORDINANCE ELIMINATING AMES MUNICIPAL CODE SECTIONS 13.403(1.c) AND 13.802(5) OF RENTAL HOUSING CODE (FIRE ALARM SYSTEM RETROFITTING):**

Moved by Goodman, seconded by Nelson, to pass on third reading and adopt ORDINANCE NO. 4172 eliminating *Ames Municipal Code* Sections 13.403(1.c) and 13.802(5) of the Rental Housing Code (Fair Alarm System Retrofitting.)

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

**COUNCIL COMMENTS:** Council Member Betcher proposed that the Demolition Ordinance be referred to staff. She would like the Council to consider historic designations or age of the building, which would then trigger a historic review component of a building. After discussion was held regarding the refinements to the Ordinance, Mayor Campbell suggested that Members deliberate this issue to possibly be brought up at a later date.

Mayor Campbell gave a brief update regarding a visit to the Capitol. Assistant City Attorney Mark Lambert and she met with Senator Mike Gronstal and the Iowa League of Cities regarding residential occupancy as it impacts Ames.

**HUMAN RESOURCES:** Moved by Goodman, seconded by Nelson, to hold a Closed Session as provided by Section 20.17(3), *Code of Iowa*, to discuss collective bargaining strategy.

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

The Regular Meeting reconvened at 9:58 p.m.

Moved by Orazem, seconded by Goodman, to adopt RESOLUTION NO. 14-107 ratifying the contract with the International Union of Operating Engineers, Local 234 (IUOE) employees (Blue Collar Unit) arrived at through collective bargaining.

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

Moved by Orazem, seconded by Goodman, to adopt RESOLUTION NO. 14-108 ratifying the contract with the International Union of Operating Engineers, Local 234 (IUOE) employees (Power Plant Unit) arrived at through collective bargaining.

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

Moved by Orazem, seconded by Goodman, to adopt RESOLUTION NO. 14-109 ratifying the contract with the International Association of Fire Fighters, Local 625 (IAFF) employees arrived at through collective bargaining.

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

**ADJOURNMENT:** Moved by Orazem to adjourn the meeting at 10:01 p.m.

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Diane R. Voss, City Clerk

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Ann H. Campbell, Mayor

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Jill L. Ripperger, Recording Secretary

## REGULAR MEETING OF THE AMES CITY COUNCIL

AMES, IOWA

MARCH 4, 2014

The Regular Meeting of the Ames City Council was called to order by Mayor Ann Campbell at 7:00 p.m. on the 4<sup>th</sup> day of March, 2014, in the City Council Chambers in City Hall, 515 Clark Avenue. City Council Members present were Amber Corrieri, Tim Gartin, Matthew Goodman, Chris Nelson, and Peter Orazem. *Ex officio* Member Alexandria Harvey arrived at 7:51 p.m. Council Member Gloria Betcher was absent.

**CONSENT AGENDA:** Moved by Nelson, seconded by Orazem, to approve the following items on the Consent Agenda:

1. Motion approving payment of claims
  2. Motion approving Minutes of Special Meeting of February 18, 2014
  3. Motion approving certification of civil service applicants
  4. Motion approving renewal of the following beer permits, wine permits, and liquor licenses:
    - a. Class C Liquor & Outdoor Service - Coldwater Golf Links, 615 South 16<sup>th</sup> Street
    - b. Class E Liquor - Kum & Go #227, 2108 Isaac Newton Drive
    - c. Class E Liquor - Kum & Go #113, 2801 East 13<sup>th</sup> Street
    - d. Class A Liquor & Outdoor Service - Elks Lodge #1626, 522 Douglas Avenue
    - e. Class B Beer & B Native Wine - Swift Stop #4, 1118 South Duff Avenue
    - f. Class C Beer & B Wine - Swift Stop #5, 3218 Orion Street
    - g. Special Class C Liquor - The Spice Thai Cuisine, 402 Main Street
    - h. Special Class C Liquor - Valentino's, 823 Wheeler Street, Ste. 1
    - i. Class E Liquor, C Beer, & B Wine - Sam's Club #6568, 305 Airport Road
    - j. Class C Liquor - Carlos O'Kelly's Mexican Café, 631 Lincoln Way
  5. RESOLUTION NO. 14-110 approving appointments to City's various boards and commissions
  6. RESOLUTION NO. 14-111 approving revisions to ASSET Policies and Procedures
  7. RESOLUTION NO. 14-112 awarding contract for purchase of Unit No. 8 Coal Mill Parts to Babcock & Wilcox of Barberton, Ohio, in the amount of \$138,298.95
  8. RESOLUTION NO. 14-113 approving contract and bond for Ames Water Treatment Plant Tree Removal Project
  9. RESOLUTION NO. 14-114 accepting completion of 2011/12 Resource Recovery System Improvements (New Scale Platform)
  10. RESOLUTION NO. 14-115 approving Plat of Survey for 1523 S. Dayton Place
  11. RESOLUTION NO. 14-116 approving Plat of Survey for 4400 Timber Ridge Drive and 507 Quam Circle
  12. RESOLUTION NO. 14-117 approving Plat of Survey for 4312 Timber Ridge Drive and 506 Quam Circle
  13. RESOLUTION NO. 14-118 approving Minor Final Plat for Aubry Subdivision
- Roll Call Vote: 5-0. Resolutions/Motions declared adopted/carried unanimously, signed by the Mayor, and hereby made a portion of these Minutes.

**PUBLIC FORUM:** Richard Deyo, 505 Eighth Street, #2, Ames, Iowa, explained that he had a declaration that he had asked people to sign "to honor the rights... responsibilities of those who wear no clothes...as a public expression of their rights." He noted that the signatures of several

people were received as he greeted them on their way to work at the Post Office. As Mr. Deyo proceeded to read the names on the declaration, Mayor Campbell asked him not to read all the names, but rather give the declaration to the City Clerk for the record. Mr. Deyo returned to a seat in the Council Chambers without filing the declaration with the City Clerk.

There being no one else wishing to speak, the Mayor closed Public Forum.

**5-DAY SPECIAL CLASS C LIQUOR LICENSE FOR OLDE MAIN BREWING COMPANY:**

Moved by Goodman, seconded by Corrieri, to approve a 5-day Special Class C Liquor License for Olde Main Brewing Company at Reiman Gardens, 1407 University Boulevard.

Vote on Motion: 5-0. Motion declared carried unanimously.

**GREEK WEEK 2014 REQUESTS:** Brent Sexton, 201 Gray Avenue, Ames, spoke as one of the Co-Chairs for Greek Week Central Committee. He informed the Council that there would be a number of changes this year, specifically, there would be no “Greek Get-Away.”

Moved by Goodman, seconded by Corrieri, to adopt RESOLUTION NO. 14-119 approving closure of portions of Sunset Drive, Ash Avenue, Gray Avenue, Greeley Street, and Lynn Avenue from 8:00 a.m. to 5:00 p.m. on Saturday, March 29.

Roll Call Vote: 5-0. Resolution declared adopted unanimously, signed by the Mayor, and hereby made a portion of these Minutes.

Moved by Goodman, seconded by Corrieri, to adopt RESOLUTION NO. 14-120 approving suspension of parking regulations for portions of Gray Avenue, Greeley Street, Pearson Avenue, Lynn Avenue, and Sunset Drive from 5:00 p.m. Friday, March 28, to 7:00 p.m. Saturday, March 29.

Roll Call Vote: 5-0. Resolution declared adopted unanimously, signed by the Mayor, and hereby made a portion of these Minutes.

**REQUEST OF MAIN STREET CULTURAL DISTRICT (MSCD) TO SUSPEND PARKING FOR MAIN STREET IOWA WORKSHOP:**

Moved by Corrieri, seconded by Orazem, to adopt RESOLUTION NO. 14-121 approving the request of MSCD to suspend parking regulations for CBD Lots X, Y, and Z from 7:00 to 9:00 p.m. on March 26 and from 7:00 a.m. to 4:30 p.m. on March 27 for Main Street Iowa Workshop.

Roll Call Vote: 5-0. Resolution declared adopted unanimously, signed by the Mayor, and hereby made a portion of these Minutes.

**HEARING ON AMENDMENTS TO FISCAL YEAR 2013/14 BUDGET:** Mayor Campbell opened the public hearing. She closed same after no one came forward to speak.

Moved by Orazem, seconded by Goodman, to adopt RESOLUTION NO. 14-122 amending the budget for the current Fiscal Year ending June 30, 2014.

Roll Call Vote: 5-0. Resolution declared adopted unanimously, signed by the Mayor, and hereby made a portion of these Minutes.

**HEARING ON ADOPTION OF 2014/15 BUDGET:** The public hearing was opened by the Mayor. No one came forward to speak, and Mayor Campbell closed the hearing.

Moved by Goodman, seconded by Orazem, to adopt RESOLUTION NO. 14-123 approving the 2014/15 Budget.

Roll Call Vote: 5-0. Resolution declared adopted unanimously, signed by the Mayor, and hereby made a portion of these Minutes.

**HEARING ON GENERAL OBLIGATION CORPORATE PURPOSE AND REFUNDING BONDS IN AN AMOUNT NOT TO EXCEED \$13,250,000:** The Mayor opened the public hearing and closed same after no one came forward to speak.

Moved by Goodman, seconded by Corrieri, to adopt RESOLUTION NO. 14-124 approving the Loan Agreement.

Roll Call Vote: 5-0. Resolution declared adopted unanimously, signed by the Mayor, and hereby made a portion of these Minutes.

**FS-RL REZONING APPLICATION FOR PROPERTY LOCATED AT WESTON DRIVE AND GEORGE WASHINGTON CARVER AVENUE (ATHEN PARCEL):** Planning and Housing Director Kelly Diekmann advised that the *Municipal Code* requires that, prior to considering an application for a Floating Zone Suburban Low-Density or Medium-Density rezoning, the City Council shall determine whether it wishes to have a Master Plan prepared to accompany the rezoning request. In order to have a complete application for rezoning, the City Council must first indicate its interest in having a Master Plan accompany the requested FS-RL rezoning. Upon annexation on December 30, 2013, the area identified for development (123-acre parcel west of George Washington Carver Avenue) was designated as Village/Suburban Residential on the Land Use Policy Plan (LUPP) Map with an Environmentally Sensitive Lands overlay. In addition to the LUPP designations, the annexation agreement for this property described the intended areas for development as FS-RL Zoning and for limited encroachments of low-impact amenities and accessory structures within the environmentally sensitive areas. The owner (Hunziker Development Company) had submitted a rezoning request to FS-RL and an application for a Preliminary Plat for development of the site. Approximately 50% of the site is shown as developable.

Director Diekmann informed the Council that, after staff had examined the site and held conversations with the owner, it was known that the development would likely contain single-family attached and single-family detached housing. The site contains wetlands, flood plain, and other documented sensitive conditions or natural resources; there is a portion of the site that has been designated as an Environmentally Sensitive Area. There are several public improvements that will be required (streets, sanitary sewer, water service, and other infrastructure necessary for residential development). Also, there is a high-pressure natural gas line on the site that will need to be accommodated during the development review and approvals.

According to Mr. Diekmann, a Master Plan is intended to provide a broad view of the development concept by describing the intended uses, building types, access points, and protected areas. He noted the next steps that would need to be taken by the owners.



Moved by Orazem, seconded by Goodman, to require a Master Plan with the FS-RL rezoning application for the subject site.

Vote on Motion: 5-0. Motion declared carried unanimously.

**IOWA REINVESTMENT DISTRICT PROJECT ALONG SE 16<sup>TH</sup> STREET:** City Manager Steve Schainker told the Council that City staff had been working with Rick Worner of Leawood, Kansas, who represents the Iowa Destination Developers, LLC. According to Mr. Schainker, Mr. Worner had approached the City with a desire to take advantage of newly passed state funding legislation to build a mixed-use development along the south side of SE 16<sup>th</sup> Street between South Duff Avenue and Dayton Avenue. The proposed development would include a Menard's store, a restaurant, a hotel, and a Field Station Dinosaurs Museum/Camp. Mr. Schainker noted that it was highly unusual for staff to ask the City Council to make such an important decision on the same night as the concept was introduced. He explained that the administrative rules for the Program were not finalized until December, and the pre-application forms were not available until the end of that same month. The application material and supporting documentation were not received by City staff until February 26, and the IEDA's deadline for pre-applications is March 15, 2014.

Mr. Schainker reported that, in the last State Legislative Session, a bill was passed creating the Iowa Reinvestment District Program, to be administered by the Iowa Economic Development Authority. The Program was designed to assist communities in "developing transformative projects that will improve the quality of life, create and enhance unique opportunities, and substantially benefit the community, region, and state." The Iowa Reinvestment District Program has a total of \$100 million for distribution across the entire state.

City Manager Schainker further explained that the City of Ames will not be providing any incentives to this project. If approved by the State, the incentive granted by the State is the remittance of the new state sales and hotel/motel taxes generated in the established Reinvestment District. The funds are then remitted to a city for up to 20 years or as long as it takes for the amount approved for the developer to be collected, whichever comes first.

It was stated by City Manager Schainker that, according to the pre-application prepared by the developer's representative, the project is projected to cost \$48,416,196. Of that total, \$14,745,587 is being requested to be remitted from new State sales and hotel/motel taxes generated in the proposed District.

Mr. Schainker reviewed the minimum requirements that must be met in order to qualify for the Program. He also gave specifics as to the application process and the scoring criteria.

It was explained by City Manager Schainker that this Program was explored as a possible funding stream for the renovations and expansion to the Scheman complex. However, since the District would have needed to be contiguous with the Scheman Building and the District may not be larger than 25 acres, there would not have been sufficient additional State sales and hotel/motel tax revenues generated with that boundary to help finance the proposed

improvements. He noted that the area in question (between Lincoln Way and Center Drive and between Beach Avenue and University Boulevard) totals 41 acres.

Mr. Schainker reported that he had distributed documentation to the Council members prior to the meeting in an attempt to clarify the differences between establishing an urban renewal area and urban revitalization.

Council Member Gartin asked if the City was putting itself at risk not knowing what all the rules are specific to this kind of project. He specifically questioned if the State could come back on the City of Ames with some type of “clawback” provision if one of the enterprises folded and the revenues were not being generated. City Manager Schainker answered that the City does not have those answers yet; those will come after the project is selected and the City begins to negotiate an agreement with the State. He does not believe that there is any risk to get the project pre-application submitted before the deadline. In Mr. Schainker’s opinion, the risk lies with the developer because Ames could be selected, and the developer would have spent a substantial amount of money in the process; however, might not agree to the terms of the City’s agreement; or, the State might have a clawback clause and the City would choose not to be involved in the process. It was his opinion that the City has the right to walk away from the project at that time. Mr. Schainker stated that he did not believe the City was at any risk moving ahead with the pre-application. If it did not move ahead at this time, Ames would not have a chance at this round of funding.

Mr. Gartin shared that he had asked members of the community for input on this project. He noted that the No. 1 issue was the wisdom of continuing construction in a flood-prone area. Mr. Gartin asked for the City Attorney’s opinion whether the City was putting itself at risk if development in the flood-prone area was allowed. He specifically asked if the City could set a moratorium and not allow any additional construction in the area. City Attorney Judy Parks advised that the City had approved moratoria in other parts of the City; however, they are not typically looked upon as permanent. In a private-property situation, the City would have to look at what other uses could be made of it in order to avoid a potential taking claim. Council Member Gartin asked City Manager Schainker what factors that City staff was thinking through in terms of mitigating the impacts of flooding. Mr. Schainker noted the difference between river flooding and overland flooding. He noted that the area in question was near a river. The Council was informed of requirements that the City had placed on commercial development in flood-prone areas in the past.

City Manager Schainker noted that millions of dollars had already been invested in the SE 16<sup>th</sup> Street area. Council Member Orazem asked about the prior agreement with business owners in the area dealing with paving the road and the bike path. Public Works Director John Joiner advised that part of the SE 16<sup>th</sup> Street Project was financed with special assessments, which are already being levied.

Corb Maxwell with the Polsinelli Law Firm advised that he was present on behalf of Iowa Destination Developers, a to-be-formed LLC that would be the proposed master developer for this project. Mr. Maxwell introduced Rick Worner, Managing Director of Oppenheimer

(investment firm from Kansas City), and the person who would be the Managing Director of Iowa Destination Developers.

Mr. Maxwell told the Council that one of the best ways to create economic development in the Midwest is through tourism from a unique attraction development. Since the passing of the Legislation (Iowa Reinvestment District), they have been looking for opportunities in other communities for reinvestment opportunities. They have experience with similar legislation being passed in Kansas and Missouri. According to Mr. Maxwell, Mr. Worner has had a nearly 15-year career in pioneering attraction development. Examples of that type of project created in Kansas were given. They are now looking for other municipalities in other states where there is similar potential. According to Mr. Maxwell, the proposed location in Ames at Highway 30, Interstate 35, and S. 16<sup>th</sup> Street makes it very attractive to them for this mixed-use project. The mixed-uses being proposed for the project were listed as a 200,000 square foot home improvements store (Menard's), 150-room limited services hotel (to be named), the Field Station Dinosaur Park, and a restaurant (to be named). In total, the project would cost approximately \$48 million. The request that they would like to make to the State of Iowa would be approximately \$14.7 million in funding. According to Mr. Maxwell, this project would have a \$32 million economic impact to Story County and should produce as many as 430 direct and indirect jobs. He again explained why Ames was chosen as the community for this project and why a dinosaur park was being proposed. Mr. Maxwell said the risk was on the developers, not the City. He is aware that the City would require a development agreement, and the City could always turn the project down.

The Council was also told by Mr. Maxwell that Ames is under-served by the retail environment. He noted that they are not doing this project to attract a big box retailer; the incentive in this project is being put into attraction development that will bring in visitors. The big box retailer will be the revenue-generator and allow for other development. Iowa State University was also described as being crucial to the development of this project. It is thought that students majoring in Paleontology or other applicable fields of study would be employed as guides throughout the Dinosaur camp.

Rick Worner explained how he decided to propose a dinosaur camp. He noted the State's restriction that the project be built on no more than 25 acres, which tends to limit the type of development. Also noted was the funding cap of \$100 million statewide and not knowing how much each city applying might receive. Mr. Worner said that they have come to the conclusion that Ames was the right city; they have not applied to any other city. He told the Council that there is no dinosaur camp anywhere in the United States. Some universities have boxes and boxes of fossils that have gone unclaimed, and so by having the dinosaur camp, it is hoped that children will have hands-on experience as to what fossils are, how they are formed, etc. Mr. Worner said he hopes that the attraction becomes an "edutainment" destination. He said that if the project is successful, they will have organized school field trips and family field trips. It was stated by Mr. Worner that they had spent tens of thousands of dollars on studies to determine that Ames was the right place for the attraction.

Mayor Campbell noted that the dinosaur park was ultimately going to be in the hands of a local board. She asked what they had done in terms of trying to generate interest in the community

to serve on their local board. At the question of Mayor Campbell, Mr. Worner advised that they felt there would be a lot of interest between the educational (University) community and students.

Council Member Corrieri shared that she had been getting a lot of phone calls from friends who have young children asking why Ames was looking at building a dinosaur park. She said that she had read the proposal and noted that the Field Station Group out of New Jersey would be managing the first season and then be relying on a local board to decide on fees to be charged and other operational matters. She asked how much involvement the Field Station Group would have after the local board takes control. Mr. Worner said the Field Station Group would do the day-to-day management for the first year, but they would continue to be involved for seven to ten years.

Mr. Maxwell advised that the attraction would not have a large debt burden. The structure will be operated as a non-profit. He noted that if it were the desire of the City of Ames to have the project be for-profit, they could always have Field Station Group continue to manage it.

Council Member Corrieri questioned why Menard's would not just build on the site in question without the dinosaur park. Mr. Worner advised that they probably would; however, they had contacted retailers and Menard's indicated that they were very interested in participating in the project with the other three components (dinosaur park, restaurant, hotel).

Mayor Campbell asked what was carved in stone as far as the pre-application. Mr. Worner advised that Menard's was in stone as the retailer as was the dinosaur park being the attraction. He also reported that the dinosaur park would take up only approximately four acres of a over-40-acre site.

Council Member Goodman asked the presenters if they would be ok with the City not offering any incentives, in participating in flood mitigation efforts, and following all the City's design standards. Mr. Maxwell and Mr. Worner said that City Manager Schainker had made it very clear that the City would not be offering any incentives. They would be happy to participate with the City on its flood mitigation efforts, and of course, they would follow the City's design standards. Mr. Schainker noted that many of the details still needed to be worked out.

City Manager Schainker reported on the next steps to be taken by the City. He told the Council that the existence of the Iowa Reinvestment District Program offers a unique opportunity for the City to encourage a \$48 million development project without offering any City incentives. Mr. Schainker also noted previous City Council actions that had been taken to support development in the area in question.

Moved by Goodman, seconded by Gartin, to adopt RESOLUTION NO. 14-125:

1. Finding that the area in the proposed Reinvestment District is suitable for redevelopment
2. Declaring the City Council's interest in establishing a Reinvestment District under the Iowa Reinvestment Act

3. Expresses the City Council's support for the pre-application for the proposed Reinvestment District project
4. Authorizing the City Manager to submit the pre-application
5. Committing the City Council to initiate consideration for the creation of an urban renewal area for the proposed Reinvestment District project following the submission of the pre-application to the Iowa Economic Development Authority

Council Member Goodman offered his perspective on this project. Even though he had not been a fan of interfering with the market, he noted that the City already had an urban renewal project in this area, i.e., Deery Brothers, and he wanted consistency.

Council Member Gartin pointed out that this was not the first similar project for this developer.

Matt Hill, 307 Eighth Street, Ames, stated that he had a number of reservations about the dinosaur display being the topic of the project. At the inquiry of Council Member Gartin, Mr. Hill said that he is the "resident paleontologist" and one of four or five people in the State of Iowa who is an expert on large extinct animals. He acknowledged that he is with Iowa State University; however, noted that he was speaking as a citizen of Ames. Mr. Hill was very dismayed that dinosaurs "were being peddled in Iowa." He noted that only one dinosaur fossil had been found in Iowa (in Guthrie County). Mr. Hill stated that there are not dinosaur fossils in Iowa, Wisconsin, or Minnesota. The developers have implied that there will be field trips "to explore the rich dinosaur history of the Midwest;" however, the reality is that fossil records do not exist here. What they are going to find are impressions in sediments from fish and shells. In Mr. Hill's opinion, dinosaurs are a great "springboard" into learning and analytic thinking; however, what happens when it is done wrong is that there is a lot of "unlearning in the classrooms." It affects the overall intellectual health of children if something like the dinosaur park is built in this community. He cringes at children and others going to something like what is being proposed because of the unlearning that has to happen afterwards. Mr. Hill also took issue with the comment by the presenters that there are no dinosaur camps; there are and they are called dinosaur schools.

Roll Call Vote: 4-1. Voting aye: Gartin, Goodman, Nelson, Orazem. Voting nay: Corrieri. Resolution declared adopted, signed by the Mayor, and hereby made a portion of these Minutes.

Moved by Goodman, seconded by Gartin, to direct staff to work with the developer and include the following in its negotiations:

1. That there be no City of Ames' incentives involved in this project and that the property will be held by taxable entities.
2. That flood mitigation measures are considered seriously in the development of the site plan..
3. That design review be part of the process.
4. That the "dinosaur camp" have a commitment to education and not to misinformation in any way.

Vote on Motion: 5-0. Motion declared carried unanimously.

The meeting recessed at 9:00 p.m. and reconvened at 9:06 p.m.

**POST-CONSTRUCTION STORM WATER ORDINANCE:** Municipal Engineer Tracy Warner reminded the City Council that input had been gathered from the Storm Water Advisory Committee as well as from the Council's February 18, 2014, work session. Ms. Warner asked the Council for direction on the following questions and offered the staff's recommendations to each:

1. Which manual should the City rely on when developing the City's new storm water program?

Staff's Recommendation: Utilize the IDNR Iowa Storm Water Management Manual, including Unified Sizing Criteria with future editions and local supplemental specifications.

Moved by Goodman, seconded by Orazem, to accept staff's recommendation.  
Vote on Motion: 5-0. Motion declared carried unanimously.

2. To what size of development should the new storm water standards apply?

Staff's Recommendation: Apply to new development and redevelopment disturbing one acre or more of land and to any development disturbing less than one acre if impervious cover exceeds 10,000 square feet.

Moved by Goodman, seconded by Orazem, to accept staff's recommendation.  
Vote on Motion: 5-0. Motion declared carried unanimously.

3. Should stream buffers be required, and if so, how wide should they be?

Staff's Recommendation: Use the same standard as that contained in the City's existing Conservation Subdivision Ordinance. The South Skunk River, Squaw Creek, and Onion Creek would require an analysis to determine adequate buffer width. College, Clear, and Worle Creeks would utilize a stream buffer width of 100 feet on each side perpendicular to the waterway.

Moved by Goodman, seconded by Corrieri, to accept staff's recommendation.  
Vote on Motion: 5-0. Motion declared carried unanimously.

4. Should there be a requirement for a Letter of Credit to ensure that required storm water improvements are properly constructed?

Staff's Recommendation: Require financial security with Final Plat or Site Plan.

Moved by Goodman, seconded by Orazem, to accept staff's recommendation.

Vote on Motion: 5-0. Motion declared carried unanimously.

5. Who should be responsible for the ongoing maintenance of storm water management facilities (the developer and ultimately a property or homeowners association or the City)?

Staff's Recommendation: Designate this as the owner's responsibility in all development and redevelopment.

Council Member Gartin asked Ms. Warner if she had an estimate of costs that would be passed on to the developer. Ms. Warner advised that costs could be \$100,000 to \$150,000 to dredge retention ponds (20 years out) and \$50,000 for bio-swales (10 to 20 years out). Prairie grass burns would be recommended for larger areas away from the residential areas. According to Ms. Warner, City staff performs the prairie grass burn. Council Member Orazem shared his perspective that the more costly maintenance (\$100,000+) would be a very large expense for homeowners' associations. He is concerned that, after 20 years, the residents would have changed, and the current ones might have to bear the expense even though they had not lived there long.

After being questioned, Ms. Warner answered that, of the 26 communities surveyed, 19 had the property owners responsible for maintenance.

Council Member Goodman shared that he had calculated the numbers for the estimated expenses for maintenance of storm water management facilities divided by the number of lots in certain subdivisions. An estimate of costs per home owner would be approximately \$32/year to be collected for storm water management facility maintenance.

Mr. Winkleblack reminded that subdivisions do not start out being completely built-out; it takes ten (10) to 15 years before the subdivision is complete. He also noted that every home owner in Ames is already paying storm water fees to the City. Upon being asked, Chuck Winkleblack, 105 S. 16<sup>th</sup> Street, Ames, stated that there will be approximately 350 lots in Northridge Heights when built-out; Somerset will include a similar number.

City Manager Schainker offered a compromise, i.e., that the City takes on the large investment of reconstructing the retention ponds in residential areas; however, not the smaller tasks, such as mowing.

Moved by Orazem, seconded by , to accept staff's recommendation except for large repair items in residential areas (storm water detention basins) when City storm water fees will be used.

Vote on Motion: 4-1. Voting aye: Corrieri, Gartin, Nelson, Orazem. Voting nay; Goodman. Motion declared carried.

6. Should there be a requirement for a performance bond to ensure that the storm water improvements continue to function properly, and if so, how long should the bond be in effect?

Staff's Recommendation: Require a four-year performance bond.

Moved by Goodman, seconded by Orazem, to accept staff's recommendation.

Vote on Motion: 5-0. Motion declared carried unanimously.

7. To protect homes from overland localized flooding, should there be a requirement that the lowest opening of an inhabited building be at least three (3) feet above the 100-year water surface elevation?

Staff's Recommendation: Specify that all buildings adjacent to or impacted by a storm water Best Management Practice (BMP) shall have the lowest opening a minimum of three feet above the 100-year water surface elevation.

Moved by Goodman, seconded by Orazem, to specify that all buildings adjacent to or impacted by a storm water Best Management Practice shall have the lowest opening a minimum of three feet above the 100-year water surface elevation calculated from the top of the window well.

Vote on Motion: 5-0. Motion declared carried unanimously.

8. Should there be a waiver process administered by the Municipal Engineer?

Staff's Recommendation: Direct that partial waivers may be granted by the Municipal Engineer for redevelopment projects if the proposed development does not impair attaining the objectives of this ordinance. Sequential factors to consider in analyzing a waiver request would include (1) establishing alternative minimum requirements for on-site management, (2) constructing facilities off the project site to meet the requirements, and then (3) making a monetary contribution (fee-in-lieu) for watershed studies, monitoring, and/or improvements.

Moved by Gartin, seconded by Orazem, to accept staff's recommendation.

Moved by Goodman seconded by Orazem, to amend the motion to strike (3).

Vote on Amendment: 4-1. Voting aye: Corrieri, Goodman, Nelson, Orazem. Voting nay: Gartin. Motion declared carried.

Vote on Motion, as amended: 5-0. Motion declared carried unanimously.

9. Should an appeal process be established for challenges to the waiver decision?

Staff's Recommendation: Rely on the waiver process noted above, without creating an appeal process. Should that waiver process be problematic in the future, an additional appeal level could be created through the City Council or a separate Storm Water Appeals Board.

Moved by Gartin, seconded by Orazem, to direct that appeals come to the City Council for resolution.

Vote on Motion: 5-0. Motion declared carried unanimously.



Moved by Goodman, seconded by Corrieri, to direct that the City Attorney prepare a draft ordinance that incorporates the above recommendations.

Vote on Motion: 5-0. Motion declared carried unanimously.

**ORDINANCE REZONING 321 STATE AVENUE:** Moved by Goodman, seconded by Nelson, to pass on second reading an ordinance rezoning 321 State Avenue from Government/Airport (S-GA) to Residential Low-Density (RL).

Roll Call Vote: 5-0. Motion declared carried unanimously.

**COUNCIL COMMENTS:** Moved by Corrieri, seconded by Goodman, to direct staff to place the request of VKB Management on the March 25, 2014, City Council Agenda.

Vote on Motion: 5-0. Motion declared carried unanimously.

Moved by Gartin, seconded by Nelson, to refer to staff, for a memo, the request of Denny Elwell Company dated February 27, 2014, pertaining to a text amendment regarding signage at 3299 E. 13<sup>th</sup> Street.

Vote on Motion: 5-0. Motion declared carried unanimously.

**ADJOURNMENT:** Moved by Nelson to adjourn the meeting at 10:12 p.m.

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Diane Voss, City Clerk

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Ann H. Campbell, Mayor



## REPORT OF CONTRACT CHANGE ORDERS

<b>Period:</b>	<input type="checkbox"/>	1 <sup>st</sup> – 15 <sup>th</sup>
	<input checked="" type="checkbox"/>	16 <sup>th</sup> – End of Month
<b>Month &amp; Year:</b>	February 2014	
<b>For City Council Date:</b>	March 25, 2014	

Department	General Description of Contract	Contract Change No.	Original Contract Amount	Contractor/ Vendor	Total of Prior Change Orders	Amount this Change Order	Change Approved By	Purchasing Contact (Buyer)
Electric Services	Ames Plant Substations Improvements	2	\$632,472.96	Harold K. Scholz Company	\$7,809.00	\$16,800.00	D. Kom	CB
Ames Public Library	Ames Public Library Renovation & Expansion - Abatement Work	8	\$49,659.00	Abatement Specialties, LLC	\$46,966.00	\$800.00	L. Carey	MA
Transit	CyRide Bus Facility Expansion	35	\$4,489,000.00	Henkel Construction Company	\$475,920.00	\$3,219.02	M. Mundt	MA
Transit	CyRide Bus Facility Expansion	36	\$4,489,000.00	Henkel Construction Company	\$479,139.87	\$4,620.40	M. Mundt	MA
Electric Services	Furnishing Control Panels for Haber Road Substation	1	\$93,934.85	Schweitzer Engineering Laboratories, Inc.	\$0	\$4,820.35	L. Cook	CB
			\$		\$	\$		

*Caring People  
Quality Programs  
Exceptional Service*

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**6 a-c**

**TO:** Mayor Ann Campbell and Ames City Council Members

**FROM:** Lieutenant Jeff Brinkley – Ames Police Department

**DATE:** March 12, 2014

**SUBJECT:** Beer Permits & Liquor License Renewal Reference City Council Agenda  
March 25, 2014

The Council agenda for March 25, 2014, includes beer permits and liquor license renewals for:

- Class C Liquor – Café Northwest, 114 Des Moines Ave
- Class E Liquor, C Beer, and B Wine – Wal-Mart #749, 3015 Grand Ave
- Class C Liquor – Sips/Paddy’s Irish Pub, 124 Welch Ave

A routine check of police records for the past twelve months found no violations for Café Northwest or Wal-Mart #749. The Police Department would recommend renewal of these licenses.

The third license is a bit of an anomaly. It is one license for the premises, but two bars work off of that license. For Paddy’s Irish Pub, there were no violations in the past twelve months. Sips had five violations – three for On Premises Underage, one for Fake ID, and there was one arrest for Public Intoxication. Our department is continuing to monitor compliance and is completing bar checks. At this time, we would recommend renewal.

**COUNCIL ACTION FORM**

**SUBJECT: WATER METER AUTOMATIC METER READING SYSTEM**

**BACKGROUND:**

The City of Ames has been purchasing Elster AMCO mechanical water meters with mechanical pulse generator registers as part of a multi-year contract. This has been the standard meter purchased for residential and small commercial accounts for many years. The meters are read manually by entering the meter reading (displayed remotely on the outside of the property) into a hand-held device carried by the City's meter readers. In January of 2013, Elster AMCO informed the City that they would stop producing the mechanical meters and registers by mid-year 2013. The last order taken by Elster AMCO for these type meters was in March 2013. Because Elster AMCO was the last meter manufacturer producing this type of meter register, a replacement meter reading technology needed to be selected.

A process improvement team was formed to recommend a long-term replacement system for both water and electric meters, as well as to determine a short term solution for reading water meters that aligns with both utilities' long term vision and that fits within the adopted CIP and Water Fund rate structure.

The Automated Meter Reading/Advanced Metering Infrastructure (AMR/AMI) process improvement team consists of eight members representing a cross section of all involved departments. This extends from meter reading all the way through billing, as well as maintaining the physical assets for both the water and electric meters. Team members include Mike Wheelock (Utility Customer Service Supervisor), Jeff Martin (Senior Meter Reader), Tim Scher (Electric Meter Supervisor), Dave Blumer (Water Meter Supervisor), Micci Gillespie (Water Meter Principal Clerk), and Steve DuVall (former Assistant Director of Water and Pollution Control). Brian Phillips (Management Analyst) and Keith Abraham (Director of Parks and Recreation) served as facilitators.

The team performed their analysis by contacting vendors and requesting technical information, as well as references for utilities that were currently using their systems. The team invited each vendor in for presentations and contacted all references provided. A survey of internal and external customers was conducted to help determine their needs and wants. Understanding the needs and wants helped the team to know what benefits an AMR/AMI system can provide our customers. Statistical survey results were used when considering the vendors and the products available.

The team initially identified nine viable meter reading technologies, but reduced that number to six options. The three options that were eliminated are AMR Fixed Base (Licensed), AMR Fixed Base (Unlicensed), and AMI Power Line Carrier (PLC). These

technologies were determined not to be workable solutions for the City, based on the high infrastructure cost and the potential for the PLC system to become obsolete in the near future. Once the six viable alternatives were selected, the team drafted a list of criteria required for the technology to best suit the City of Ames. Each technology alternative was scored against the criteria using a rating of 1 to 5, with 5 being the best. Weights were assigned to each criterion to help determine the technology that would best meet the needs of the City.

Based on the alternatives and weighted criteria, the AMR/AMI Team recommended the AMR Walk-by technology as the short term solution, with a requirement that it be provided by a vendor that can transition to an AMI Mesh (unlicensed) system in the future as the long-term solution. The AMR Walk-by system was the basis for the CIP project presented to City Council in January 2014.

Based upon this conclusion, staff has developed a Request for Proposals to procure an AMR Walk-by system as a replacement to the old mechanical register system. Council is now asked to give preliminary approval of specifications for procurement of an AMR Walk-by system including hardware, software, meters and installation services for a complete system, and to issue the Request for Proposals.

The estimated cost for this procurement is as follows:

Water Meters Equipped With AMR (Radio Read) Reading Equipment, Software, Maintenance Agreement	\$356,000 \$ 39,900
Contingency, 5%	\$ 19,795
<hr/> Total	<hr/> \$415,695

The approved FY 14/15 CIP includes \$417,000 to begin the AMR conversion as the first year of a projected ten-year replacement of the old mechanical register system. In addition, the Water Meter operating budget includes \$180,000 each year for routine meter replacements.

**ALTERNATIVES:**

1. Issue preliminary approval of specifications for procurement of an AMR Walk-by system including hardware, software, meters and installation services for a complete system, and issue a Request for Proposals.
2. Do not issue preliminary approval of specifications and a Request for Proposals at this time. This would negatively impact the water meter replacement program, since the City can no longer purchase new meter registers that operate on the existing legacy meter reading system.

**MANAGER'S RECOMMENDED ACTION:**

The current water meter technology used by the City has become obsolete and is no longer available in the marketplace. The AMR/AMI Process Improvement Team thoroughly vetted all currently available metering technologies for both water and electric metering to arrive at a recommendation that will support both the short and long term goals for both utilities well into the future.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby issuing preliminary approval of specifications for procurement of an AMR Walk-by system including hardware, software, meters and installation services for a complete system and issuing a Request for Proposals. Staff will bring the evaluated proposals to Council later this spring for an award.

ITEM # 8  
3-25-14

**To:** Members of the City Council  
**From:** Ann H. Campbell, Mayor  
**Date:** March 21, 2014  
**Subject:** Appointment to Property Maintenance Appeals Board

There currently exists a vacancy on the Property Maintenance Appeals Board. The position needs to be filled by an Ames citizen who is a long-term tenant.

Delores Ball has indicated her interest in serving on the Board. Therefore, I request that the City Council approve the appointment of Delores to fill the term of office on the Property Maintenance Appeals Board.

AHC/jlr

**RESOLUTION NO. \_\_\_\_\_****RESOLUTION APPROVING AND ADOPTING  
SUPPLEMENT NO. 2014-2 TO THE AMES MUNICIPAL CODE**

BE IT RESOLVED, by the City Council for the City of Ames, Iowa, that in accordance with the provisions of Section 380.8 Code of Iowa, a compilation of ordinances and amendments enacted subsequent to the adoption of the Ames Municipal Code shall be and the same is hereby approved and adopted, under date of April 1, 2014, as Supplement No. 2014-2 to the Ames Municipal Code.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 201\_.

\_\_\_\_\_  
Ann H. Campbell, Mayor

Attest:

\_\_\_\_\_  
Diane R. Voss, City Clerk



**COUNCIL ACTION FORM**

**SUBJECT:     2013/14 RENTAL REGISTRATION FEES**

**BACKGROUND:**

Rental registration fees are billed to landlords annually after approval by City Council. The total revenue needs for the program, which are billed near the end of each fiscal year, are calculated by dividing the current year final amended budget by the current number of registered rental units. This method allows the City to closely match the actual cost of administration of the rental program to the user fees charged.

This year's projected actual costs for administration of the Rental Housing program are lower than budgeted due to salary savings from staff turnover (e.g., a new Housing Inspector being hired at a lower pay step and a vacant support staff position). Even with the removal of the Greek Houses from the list of billable rentals, this employee turnover and an increase in the net number of billable rental units have assured that fees collected are anticipated to be greater than administrative expenditures.

**If Council should choose to keep the fees the same as the previous 2012/13 fiscal year, an additional \$23,683 in fee revenue will be generated. It is hoped that this additional revenue would be used as part of a \$26,000 capital contribution dedicated to the new Inspection Permitting Software. This approach corresponds to Alternative #1 below.**

**It should be noted that for the 2014/15 fiscal year salary increases and rising annual maintenance costs for the new permitting software all will contribute to a higher overall budget for this program. Therefore, should Council decide to reduce the current fees to match projected administrative expenditures, each registration fee would be lowered by \$1.90/unit in 2013/14 (corresponding to between a 6.7% to 9.1% decrease). This approach would correspond with Alternative #2 below. However, the Council should note that the following year rental property owners will experience double digit increases.**

		<b><u>Alternative 1</u></b>		<b><u>Alternative 2</u></b>	
	FY 12-13 Reg. Fee	FY 13-14 Reg. Fee	No Increase	FY 13-14 Reg. Fee	Decrease
Single Family	\$28.50	\$28.50	\$0.00	\$26.60	(\$1.90)
Duplexes	\$24.20	\$24.20	\$0.00	\$22.30	(\$1.90)
3-6 Apartments	\$23.80	\$23.80	\$0.00	\$21.90	(\$1.90)
7-20 Apartments	\$23.80	\$23.80	\$0.00	\$21.90	(\$1.90)
> 20 Apartments	\$21.03	\$21.03	\$0.00	\$19.13	(\$1.90)
Lodging & Boarding	\$23.30	\$23.30	\$0.00	\$21.40	(\$1.90)
Fraternities and Sororities	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00
Condominium	\$28.50	\$28.50	\$0.00	\$26.60	(\$1.90)
Totals		\$310,350.00		\$295,375.00	

### **ALTERNATIVES:**

1. Approve the proposed 2013/14 (current fiscal year) rental housing registration fee schedule that includes no changes to the fees.
2. Approve the proposed changes to the 2013/14 (current fiscal year) rental housing registration fees to decrease \$1.90 per rental unit per year.
3. Refer the rental registration fee schedule back to staff with direction to develop an alternative fee structure.

### **MANAGER'S RECOMMENDED ACTION:**

Although it would be a nice gesture to reduce fees for the 2013/14 fiscal year, the resulting double digit percentage increase the following year (FY 2014/15) might be difficult for rental property owners to absorb. Keeping fees at the current level for 2013/14 would also allow for a one-time capital contribution for the new Inspection Permitting Software, and require only a modest increase (4.9% to 6.7%) for the 2014/15 fiscal year.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative #1, thereby adopting a 2013/14 rental housing registration fee schedule that includes no changes to the current fees.

RESOLUTION NO. \_\_\_\_\_

**RESOLUTION ADOPTING NEW AND REVISED FEES FOR  
RENTAL HOUSING REGULATION**

**BE IT RESOLVED** by the City Council for the City of Ames, Iowa, that the following fees shall be adopted or adjusted to recover the approximate actual costs of city services from those who use and benefit from these services, pursuant to Section 13.300, Ames Municipal Code:

**A. Multi-family Dwellings.**

Three-Six Apartments	\$23.80/apartment
Seven to Twenty Apartments	\$23.04/apartment
Over Twenty Apartments	\$21.03/apartment

Due and payable within 30 days of date of notice each year is hereby established for multi-family dwellings (Apartment buildings).

**B. Lodging House and Boarding House.** A fee of twenty-three dollars and thirty cents (\$23.30) per room, due and payable within 30 days of date of notice each year, is hereby established for what are called Rooming Houses, Boarding Houses, and Lodging Houses.

**C. Owner-Occupied Single-Family Dwelling with Roomers Paying Rent to the Owner.** A fee of twenty-eight dollars and fifty cents (\$28.50) per rental room, due and payable within 30 days of date of notice each year, is hereby established for single family dwellings with rooms to rent.

**D. One- or Two-Family Rental Housing.** A fee of twenty-eight dollars and fifty cents (\$28.50) per unit for single family dwellings and twenty-four dollars and twenty cents (\$24.20) per unit for duplexes, due and payable within 30 days of date of notice each year, is hereby established for one and two unit dwellings.

**E. Special Request Inspection.** A fee of fifty-two dollars (\$52.00) per dwelling unit for inspections made at the special request of the owner, a realtor, or potential buyer of a property, is hereby established.

**F. Reinspection Fee.** A fee of fifty-two dollars (\$52.00) per dwelling unit for a reinspection after one free reinspection, is hereby established.

**G. Appeals and Hearings.** For petitions for hearings or appeals to the Housing Code Board of Appeals a fee of seventy-eight dollars (\$78.00) shall be charged to defray the costs thereof.

**H. Condominiums.** A fee of twenty-eight dollars and fifty cents (\$28.50) per unit for condominiums, due and payable within 30 days of date of notice each year, is hereby established.

**BE IT FURTHER RESOLVED,** that the aforesaid fees shall be in effect from and after April 1, 2014.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
Diane R. Voss, City Clerk

\_\_\_\_\_  
Ann H. Campbell, Mayor

**COUNCIL ACTION FORM**

**SUBJECT:** SUNSET RIDGE 4<sup>TH</sup> ADDITION – PEDESTRIAN EASEMENT  
VACATION/RELOCATION

**BACKGROUND:**

As Sunset Ridge residential development continues to build out, it was discovered that a City of Ames Electric transformer was placed within a pedestrian easement. Staff met with the developer on site to review the area, and it was determined the most cost effective and acceptable solution would be to relocate the existing pedestrian easement.

Attachment A shows the existing easement with the transformer shown within the easement. Attachment B shows the location of the proposed easement.

With the easement being specified as a pedestrian easement, no additional outreach to utility companies or entities was necessary, since Public Works is the only stakeholder in the easement. Staff sees no issues with relocation of the easement and the future sidewalk.

**ALTERNATIVES:**

1. Set April 8, 2014 as the date of public hearing for the proposed vacation of the pedestrian easement as shown on Attachment A.
2. Direct staff to pursue other options.

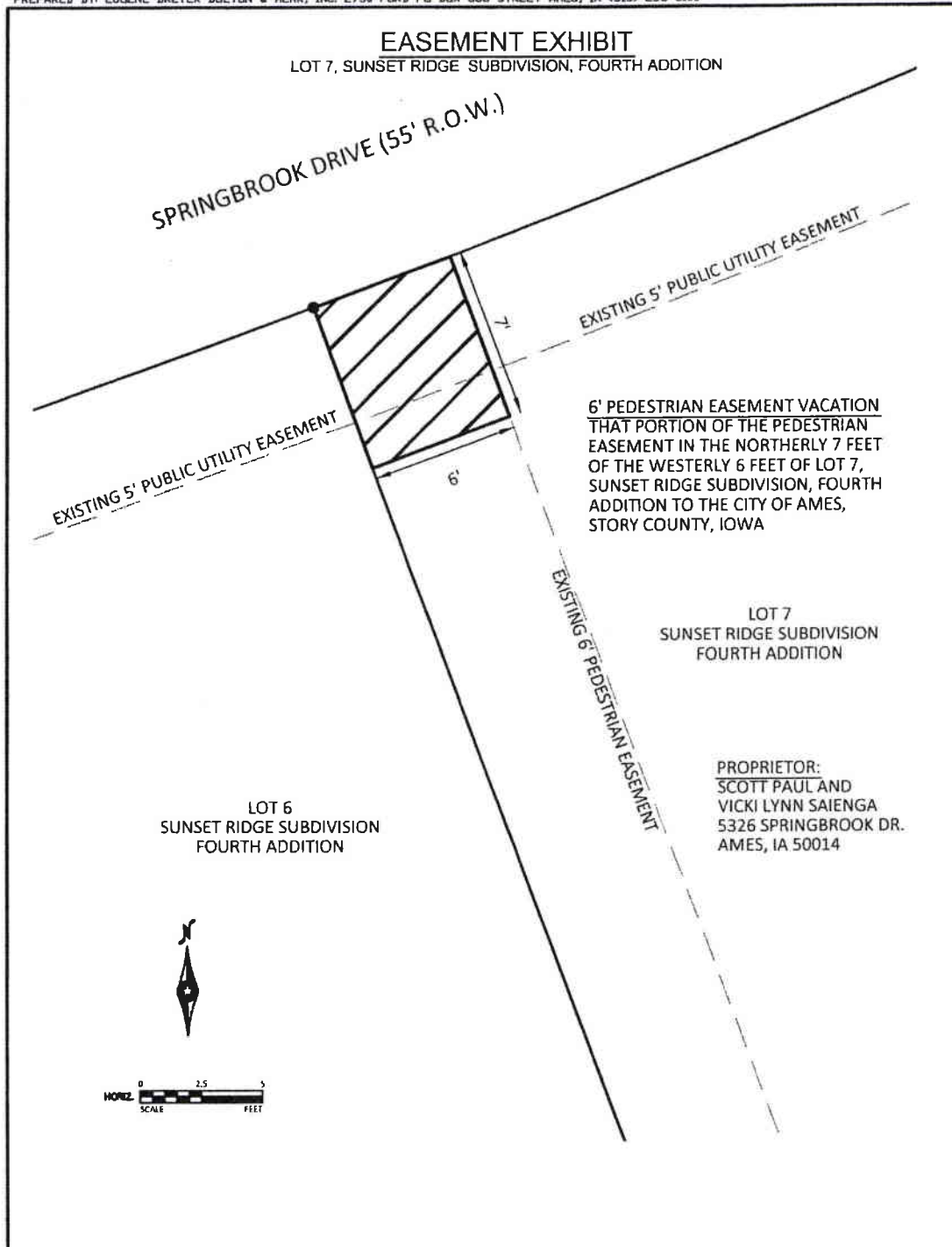
**MANAGER'S RECOMMENDED ACTION:**

By moving forward with the process to approve vacation of this easement, Council will facilitate this development requirement to install the sidewalk. The proposed easement shown on Attachment B will be recorded separate from this action.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby setting April 8, 2014 as the date of public hearing for the proposed vacation of the pedestrian easement as shown on Attachment A.

Attachment  
A

PREPARED BY: EUGENE DREYER BOLTON & MENK, INC. 2730 FORD PO BOX 668 STREET AMES, IA (515) 233-6100



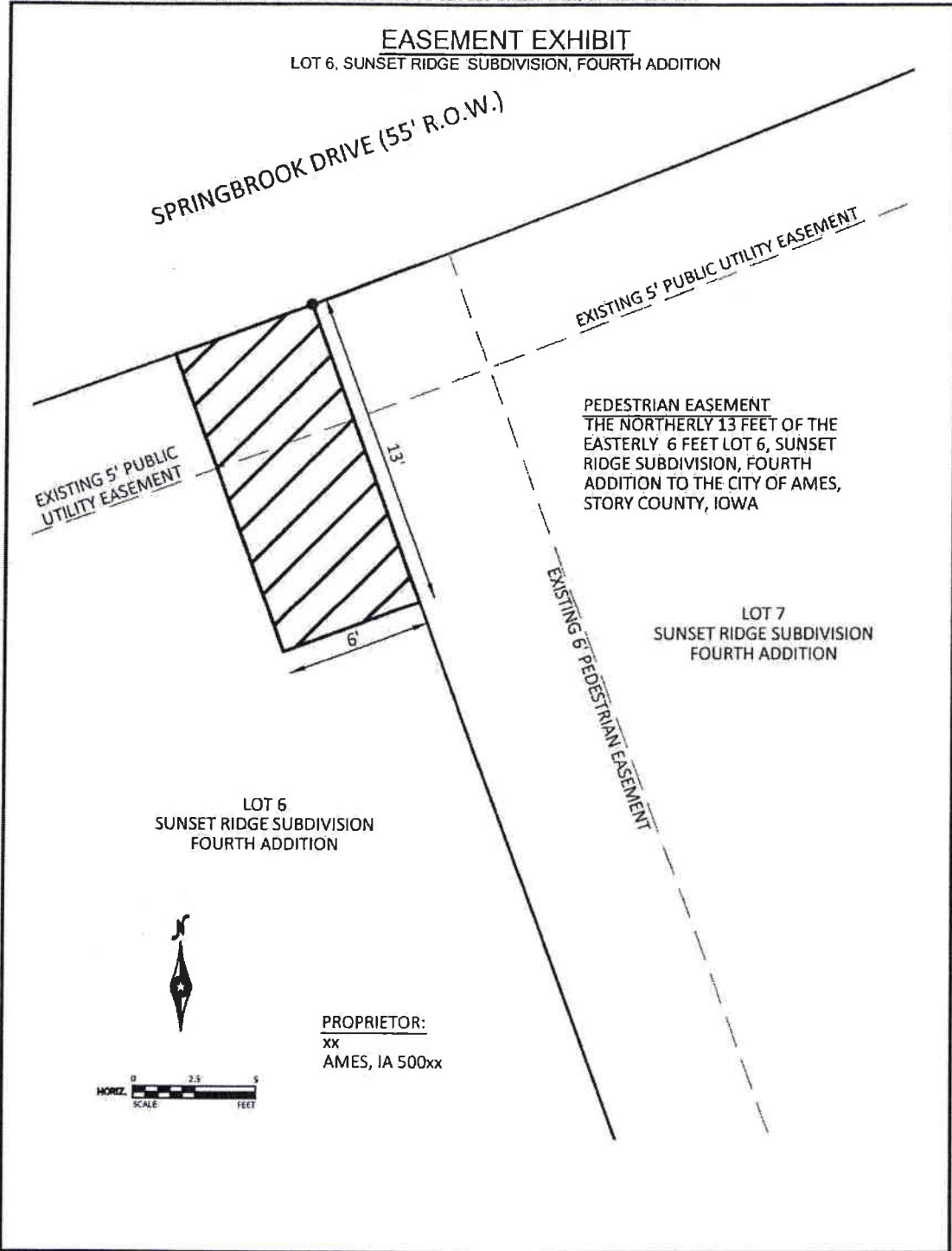
<p><b>EASEMENT VACATION -- LOT 7</b> SUNSET RIDGE SUBDIVISION, FOURTH ADD., AMES, IOWA</p> <p><b>BOLTON &amp; MENK, INC.</b> Consulting Engineers &amp; Surveyors HAWKATL, MN FARMINGTON, MN SLEEPY EYE, MN BURNSVILLE, MN WILLMAR, MN CHANDLER, MN SUNSET, MN HAWLEIGH, MN BAXTER, MN ROCHESTER, MN AMES, IA SPENCER, IA</p>	<p>EUGENE R. DREYER 17538 IOWA</p>	<p>I HEREBY CERTIFY THAT THIS LAND SURVEYING DOCUMENT WAS PREPARED BY ME AND THE RELATED FIELD WORK WAS PERFORMED BY ME OR UNDER MY DIRECT PERSONAL SUPERVISION AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF IOWA.</p> <p>EUGENE R. DREYER, L.S. _____ DATE: _____ MY LICENSE RENEWAL DATE IS DECEMBER 31, 2014 PAGE(S) OR SHEET(S) COVERED BY THIS SEAL: 1 of 1</p>	<p><b>SHEET</b> 1 OF 1</p>
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Attachment

B

PREPARED BY: EUGENE DREYER BOLTON & MENK, INC. 2730 FORD RD BOX 668 STREET AMES, IA (515) 233-6100

**EASEMENT EXHIBIT**  
LOT 6, SUNSET RIDGE SUBDIVISION, FOURTH ADDITION



PEDESTRIAN EASEMENT  
THE NORTHERLY 13 FEET OF THE  
EASTERLY 6 FEET LOT 6, SUNSET  
RIDGE SUBDIVISION, FOURTH  
ADDITION TO THE CITY OF AMES,  
STORY COUNTY, IOWA

LOT 7  
SUNSET RIDGE SUBDIVISION  
FOURTH ADDITION

LOT 6  
SUNSET RIDGE SUBDIVISION  
FOURTH ADDITION

PROPRIETOR:  
XX  
AMES, IA 500xx

PEDESTRIAN EASEMENT - LOT 6  
SUNSET RIDGE SUBDIVISION, FOURTH ADD., AMES, IOWA



**BOLTON & MENK, INC.**

Consulting Engineers & Surveyors  
HAWKATL, MN FAIRMONT, MN SLEEPY EYE, MN BURNSVILLE, MN  
WILLMAR, MN CHICKA, MN TOWSET, MN MAPLEWOOD, MN  
BAXTER, MN ROCHESTER, MN AMES, IA SPENCER, IA



I HEREBY CERTIFY THAT THIS LAND SURVEYING DOCUMENT WAS PREPARED  
BY ME AND THE RELATED FIELD WORK WAS PERFORMED BY ME OR  
UNDER MY DIRECT PERSONAL SUPERVISION AND THAT I AM A DULY  
LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF IOWA

EUGENE R. DREYER L.S.  
RES. NO. 17335 DATE: \_\_\_\_\_  
MY LICENSE RENEWAL DATE IS DECEMBER 31, 2014  
PAGES OR SHEETS COVERED BY THIS SEAL: 1 of 1

SHEET  
1  
OF  
1

**COUNCIL ACTION FORM**

**SUBJECT: 2013/14 WATER SYSTEM IMPROVEMENTS PROGRAM –  
WATER SERVICE TRANSFERS (10<sup>TH</sup> STREET)**

**BACKGROUND:**

The annual Water System Improvements program provides for replacing water mains in areas that are experiencing rusting water problems. It also provides for installing larger distribution mains in areas that have a high concentration of 4-inch supply lines, transferring water services from 4-inch water mains in streets where larger water mains exist, and abandoning 4-inch water mains. Eliminating duplicate water mains, where possible, improves water flow and helps reduce rusty water. Installing larger distribution lines in areas that have a high concentration of 4-inch supply lines and less than desirable fire-fighting capacity (predominately in the older areas of the community) also provides larger supply quantities in relation to the current and proposed land uses, in accordance with the Land Use Policy Plan.

**This specific project entails transferring the existing services to the 8” water main along 10<sup>th</sup> Street and the abandonment of the existing 4” water main.**

Staff completed plans and specifications with estimated construction costs of \$52,853 Engineering and construction administration costs for this project are estimated at \$7,930 bringing total project costs to \$60,783. Overall program funding is shown in the 2013/14 Capital Improvements Plan in the amount of \$975,000 from the Water Utility Fund.

The 2013/14 Water System Improvements Program includes expenses as follows:

Sheldon Avenue Water Main Replacement (Contract)	\$167,370
South Franklin/Tripp/Village Water Main Replacement (Est.)	\$326,255
Southeast 5 <sup>th</sup> Street Water Main Replacement (Estimated)	\$170,000
13/14 CDBG – South Maple (Estimated)	\$ 30,000
<b>Water Service Transfers (10<sup>th</sup> Street) (This Project)</b>	<b>\$ 52,853</b>
Engineering and Contract Administration (Estimated)	<u>\$175,000</u>
	\$912,478

**ALTERNATIVES:**

1. Approve the 2013/14 Water System Improvements – Water Service Transfers (10<sup>th</sup> Street) by establishing April 16, 2014, as the date of letting and April 22, 2014, as the date for report of bids.
2. Do not approve this project.



**MANAGER'S RECOMMENDED ACTION:**

By approving these plans and specifications, it will be possible to improve the reliability of the water system by eliminating an aged water main and improving water quality for our citizens in this area.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby approving the 2013/14 Water System Improvements – Water Service Transfers (10<sup>th</sup> Street) by establishing April 16, 2014, as the date of letting and April 22, 2014, as the date for report of bids.

**COUNCIL ACTION FORM**

**SUBJECT: 2012/13 CONCRETE PAVEMENT IMPROVEMENTS  
(WHEELER STREET – GRAND AVENUE TO ROY KEY AVENUE)**

**BACKGROUND:**

This annual program is to remove and replace concrete street sections that have deteriorated. Removal and replacement of concrete street sections provides enhanced rideability to residents and visitors.

The 2012/13 project locations are Wheeler Street (Grand Avenue to Roy Key Avenue), Southeast 5<sup>th</sup> Street (east of South Duff Avenue), and the frontage road at Southbend Drive. Work will consist of concrete pavement reconstruction, storm sewer intake replacement, sanitary sewer manhole replacement, and sanitary sewer main repairs. The water main on Southeast 5<sup>th</sup> will also be replaced with the Southeast 5<sup>th</sup> Street portion of the project.

**This specific project is for the pavement improvements on Wheeler Street. The project will include pavement replacement from Grand Avenue to Orion Drive, storm sewer improvements, and pavement patching from Orion Drive to Roy Key Avenue.** Staff held a project information meeting with area businesses to receive input on the project timing and staging. Many of the comments received were implemented in the project design.

Plans and specifications for this project were completed by staff with estimated construction costs of \$330,350. Engineering and construction administration are estimated at \$49,550, for a total estimated project cost of \$379,900.

This program is shown in the 2012/13 Capital Improvements Plan with funding of \$600,000 in General Obligation Bonds and \$50,000 in Road Use Tax. An additional \$230,000 will be utilized from the 2013/14 Water System Improvements for the design and construction of water main replacement on Southeast 5<sup>th</sup> Street. Utilizing unobligated G.O. Bonds in the amount of \$225,000 from the 2009/10 Concrete Pavement Improvements Program brings total available funding to \$1,105,000.

The 2012/13 Concrete Pavement Improvements Program includes expenses as follows:

<b>Wheeler Street (This Project)</b>	<b>\$330,350</b>
Southeast 5 <sup>th</sup> Street (Estimated)	\$319,750
2013/2014 Water System Improvements (5 <sup>th</sup> Street) – (Estimated)	\$200,000
Frontage Road (near JAX Outdoor/Southbend Drive) (Estimated)	\$ 75,000
Engineering and Contract Administration	<u>\$157,500</u>
	\$1,082,600

**ALTERNATIVES:**

1. Approve the 2012/13 Concrete Pavement Improvements (Wheeler Street – Grand Avenue to Roy Key Avenue) by establishing April 16, 2014, as the date of letting and April 22, 2014, as the date for report of bids.
2. Direct staff to revise the project.

**MANAGER'S RECOMMENDED ACTION:**

By approving plans and specifications and setting the date of letting, it will be possible to move forward with the reconstruction of this street during the summer of 2014. This will meet the requests of the majority of the businesses to have the work done outside of the Iowa State Football season.

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

**COUNCIL ACTION FORM**

**SUBJECT: 2013/14 CONCRETE PAVEMENT IMPROVEMENTS  
(KNAPP STREET – WELCH AVENUE TO LYNN AVENUE, AND  
LYNN AVENUE – STORM STREET TO KNAPP STREET)**

**BACKGROUND:**

This annual program is to remove and replace concrete street sections that have deteriorated. Removal and replacement of concrete street sections provides enhanced rideability to residents and visitors.

The 2013/14 program locations are Knapp Street from Welch Avenue to Lynn Avenue, Lynn Avenue from Storm Street to Knapp Street, and North 2<sup>nd</sup> Street east of Elm Street.

**This specific project is for the street replacements on Knapp and Lynn Streets. Work will consist of replacing the existing pavement, making storm sewer improvements on Lynn Avenue, storm sewer intake replacement, sanitary sewer manhole replacement, and sanitary sewer main repairs.**

Staff and the design consultant, Veenstra and Kimm, held a project information meeting with area residents to receive input on the project timing, staging and any other additional information related to the project. All of this input was taken into consideration and many of the comments, including the storm sewer improvements for Lynn Avenue, were incorporated into the design.

The program is shown in the 2013/2014 Capital Improvements Plan with \$1,185,000 in General Obligation Bond, \$50,000 from Road Use Tax, and \$50,000 from Electric Utility Fund. Total program funding for the program is \$1,285,000. At this time it is anticipated that the \$50,000 from Electric Utility Funds will not be utilized as a part of the project.

The 2013/2014 Concrete Pavement Improvements Program includes expenses as follows:

<b>Knapp Street and Lynn Avenue (This Project)</b>	<b>\$854,654</b>
North 2 <sup>nd</sup> Street (Estimated)	\$ 65,000
Engineering and Contract Administration	<u>\$175,000</u>
	<b>\$1,094,654</b>

**ALTERNATIVES:**

1. Approve the 2013/14 Concrete Pavement Improvements (Knapp Street – Welch Avenue to Lynn Avenue and Lynn Avenue from Storm Street to Knapp Street) by establishing April 16, 2014, as the date of letting and April 22, 2014, as the date for report of bids.
2. Direct staff to revise the project.

**MANAGER'S RECOMMENDED ACTION:**

By approving plans and specifications and setting the date of letting, it will be possible to move forward with the reconstruction of Knapp Street during the summer of 2014, to complete the reconstruction of Lynn Avenue during 2014, and to avoid the impacts related to the additional traffic generated while ISU is in session.

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

**COUNCIL ACTION FORM**

**SUBJECT: POWER PLANT SPECIALIZED WET DRY VACUUM, HYDRO BLAST, AND RELATED CLEANING SERVICES CONTRACT**

**BACKGROUND:**

The Electric Utility's two coal-fired, high-pressure steam generation units in the City's Power Plant are referred to as Units No. 7 and 8. These units require regular professional maintenance and repair. This consists of emergency service, as well as regularly scheduled planned repairs and services during scheduled outages. The cleaning and special preparation of the boiler surfaces on these generation units requires professional tradecrafts and maintenance experts. Both units operate under environmental conditions with high heat and high pressure, resulting in slag and other industrial debris coating the boiler and other plant equipment surfaces. Prior to repair and maintenance work, it is necessary to have the surfaces professionally cleaned using high-pressure water jets and vacuums.

In order to clean the surfaces, outside contractors are used who can provide mobile high pressure generator trucks with hoses and lances to cut through and wash away the industrial debris coatings. These same firms have the industrial vacuum trucks that can accumulate and contain this industrial debris for proper disposal. The goal of this contract is to meet these requirements in the most economical manner.

The City currently has an annual renewable contract in place for these services. This contract is in its final year and expires on June 30, 2014.

**Staff recommends that these services continue to be outsourced on an annual renewable contract basis.** The benefits of having a contract for these services in place include the following:

- 1) Consistency of work and quality from a single contractor.
- 2) Reduction in the City's exposure to market forces regarding prices and availability for labor, travel, and supplies in preparation for a scheduled outage.
- 3) Rapid contractor mobilization to start emergency repairs, thus reducing generation downtime.
- 4) Saved City staff time obtaining quotes, evaluating bids and preparing specifications and other procurement documentation.

The approved FY2014/15 Power Plant operating budget includes \$67,000 for miscellaneous services to be performed under this contract. Invoices will be based on contract rates for time and materials for services actually received.

**ALTERNATIVES:**

1. Approve preliminary plans and specifications for the specialized wet dry vacuum, hydro blast, and related cleaning services contract, and set April 23, 2014 as the due date for bids and May 13, 2014 as the date of public hearing and award of contract.
2. Purchase specialized wet/dry vacuum, hydro blast, and related cleaning services on an as-needed basis.

**MANAGER'S RECOMMENDED ACTION:**

This work is necessary to ensure that a qualified professional firm will respond to both scheduled and emergency needs for these specialized cleaning services, and will also control costs by having established billing rates. Funds will be expended only as work is required and in accordance with approved invoices.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative #1 as stated above.

**COUNCIL ACTION FORM**

**SUBJECT: ASBESTOS MAINTENANCE SERVICES FOR POWER PLANT**

**BACKGROUND:**

This contract involves the removal and proper disposal of asbestos insulation at the City's Power Plant, including Units 5 and 6 (both retired) and operating units 7 and 8. The two retired units and Unit 7 are primarily insulated with asbestos type insulation. Unit 8 is considered "asbestos free" excluding some gasket material and steam pipe insulation around the turbine. In addition, there is other equipment and piping located in the Power Plant that has been insulated with asbestos type insulation.

The Power Plant benefits from having a service contract with a firm that provides routine and emergency asbestos remediation services. These services include removal and disposal of asbestos containing insulation, and the remediation/ encapsulation of identified areas or where an encapsulated surface is damaged. Asbestos must be removed and disposed of per State and Federal regulations before retired equipment can be physically removed. In addition, asbestos should be removed or encapsulated where employees will be working.

This process reduces the City's exposure to market forces regarding prices and availability for labor, travel, and supplies for these services. By having a contract in place, City staff will also save considerable time obtaining quotes, evaluating proposals and preparing specifications and other procurement documentation.

The approved FY2014/15 Power Plant operating budget includes \$75,000 for asbestos removal. Invoices will be based on contract rates for time and materials for services actually received.

**ALTERNATIVES:**

1. Approve preliminary plans and specifications for Asbestos Maintenance Services Contract for Power Plant, and set April 23, 2014, as the proposals due date and May 13, 2014, as the date of public hearing and award of contract.
2. Purchase asbestos maintenance services on an as-needed basis.

**MANAGER'S RECOMMENDED ACTION:**

Asbestos removal and encapsulation will be an on-going cost, since most of the old equipment at the Power Plant was insulated with asbestos. This contract will establish rates for service and provide for guaranteed availability, thereby setting in place known rates for service. Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No.1 as stated above.



**COUNCIL ACTION FORM**

**SUBJECT: VET MED ELECTRIC SUBSTATION FEEDERS EXTENSION**

**BACKGROUND:**

The expansion of the Vet Med Substation completed in FY 2010/11 provided additional substation capacity for growth in the Research Park south of Highway 30 and along South 16th Street. In order to provide capacity to these growing areas and to improve system reliability, feeder extensions are now needed to fully utilize the added substation capacity.

**This project will add a new underground feeder south to the ISU Research Park. This portion of the project is for the construction phase. The Engineer's estimate of the cost of this portion is \$280,000.**

The approved 2013/14 CIP for Electric Services includes \$300,000 for materials and construction of this project. To date, the project budget has the following items encumbered:

\$17,334	Actual cost for 1200 amp switchgear – (Awarded by City Council on February 11, 2014)
<b><u>\$280,000</u></b>	<b>Estimated cost for Vet Med Substation Feeder Extension construction portion – this item (this agenda item)</b>
\$297,334	Total estimated cost

**ALTERNATIVES:**

1. Approve preliminary plans and specifications for the Vet Med Substation Feeder Extension, and set April 30, 2014 as the bid due date and May 13, 2014 as the date of public hearing and award of contract.
2. Do not approve the plans and specifications at this time.

**MANAGER'S RECOMMENDED ACTION:**

This project is necessary to extend feeder capacity from the Vet Med Substation to the ISU Research Park. This will provide capacity for new load growth and improve reliability to the Research Park and surrounding areas. Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1 as stated above.

**COUNCIL ACTION FORM**

**SUBJECT:**     **CONTRACT RENEWAL FOR PURCHASE OF ELECTRIC  
DISTRIBUTION TRANSFORMERS**

**BACKGROUND:**

This contract includes the purchase of Padmounted transformers manufactured by ERMCO, and the purchase of Overhead Transformers manufactured by ABB. These are in accordance with unit prices and energy losses bid for the Electric Services Department for FY 13/14 with renewals for FY14/15, FY15/16, and FY16/17.

On April 23, 2013, City Council awarded a contract to RESCO of Ankeny, Iowa for the purchase of Padmounted Transformers (manufactured by ERMCO), and to Wesco Distribution of Des Moines, Iowa, for the purchase of Overhead Transformers, (manufactured by ABB), for Electric Services. This contract contained three renewal options. The period from April 1, 2014 through March 31, 2015, is the first renewal option subject to Council approval of funding for the Transformer purchases. Increases for FY 14/15 are shown on the attached sheet. The RESCO purchases shown include a 4% increase from FY 13/14, and the Wesco purchases shown include a 5% increase from FY 13/14, both in accordance with the contract terms initially established.

Units are to be purchased as requested; and payments will be based on unit prices bid and actual quantities ordered plus applicable sales taxes. Total cost for FY 14/15 shall not exceed the budgeted amount of \$475,000.

**ALTERNATIVES:**

1. Approve the contract renewal with RESCO of Ankeny, Iowa for the purchase of Padmounted Transformers (manufactured by ERMCO), and to Wesco Distribution of Des Moines, Iowa, for the purchase of Overhead Transformers, (manufactured by ABB) for the one-year period from April 1, 2014, through March 31, 2015.
2. Reject all renewal contracts and attempt to purchase electric distribution transformers on an as needed basis.

**MANAGER'S RECOMMENDED ACTION:**

Awarding these renewal contracts will allow for a sure supply of transformers needed for new service and for emergency replacements at a known cost. Transformers will be purchased as needed under these renewal contracts at the price(s) quoted in the bid process. Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1 as stated above.



**RESCO Padmounts (ERMCO)  
FY 2014 / 2015  
1 of 3 Renewal Extensions  
IFB 2013-147**

**Group I - PADMOUNT TRANSFORMERS**

**Division 1- SINGLE PHASE PADMOUNTED DISTRIBUTION TRANSFORMER 120/240 VOLTS, IN ACCORDANCE WITH  
CITY OF AMES SPECIFICATION 1ΦPADTRANSF (REVISED 2/23/13)**

Item#	Type KVA	Est. Qty	Mfg.	FY 2013/2014 Price	Renewal 2014/2015 Price
1	25	5	ERMCO	1,550.77	1,612.80
2	37.5	10	ERMCO	1,705.64	1,773.87
3	50	10	ERMCO	1,865.64	1,940.27
4	75	1	ERMCO	2,413.00	2,509.52
5	100	2	ERMCO	2,796.92	2,908.80

**Division 2- THREE PHASE PADMOUNTED DISTRIBUTION TRANSFORMER 120/208 VOLTS, IN ACCORDANCE WITH  
CITY OF AMES SPECIFICATION 3ΦPADTRANSF (REVISED 2/26/13)**

Item#	Type KVA	Est. Qty	Mfg.	FY 2013/2014 Price	Renewal 2014/2015 Price
1	112.5	1	ERMCO	5,906.67	6,142.94
2	150	3	ERMCO	6,564.10	6,826.66
3	225	1	ERMCO	7,970.26	8,289.07
4	300	3	ERMCO	9,366.15	9,740.80
5	500	3	ERMCO	11,183.59	11,630.93
6	750	1	ERMCO	15,149.74	15,755.73

**Division 3- THREE PHASE PADMOUNTED DISTRIBUTION TRANSFORMER 120/208 VOLTS, IN ACCORDANCE WITH  
CITY OF AMES SPECIFICATION 3ΦPADTRANSF (REVISED 2/26/13)**

\*\*\*ALTERNATE LOOP FEED SWITCHES\*\*\*  
(REVISED 2/26/13)

Item#	Type KVA	Est. Qty	Mfg.	FY 2013/2014 Price	Renewal 2014/2015 Price
1	112.5	1	ERMCO	7,091.28	7,374.93
2	150	5	ERMCO	7,185.64	7,473.07
3	225	1	ERMCO	8,647.18	8,993.07
4	300	5	ERMCO	9,922.05	10,318.93
5	500	3	ERMCO	11,764.10	12,234.66
6	750	1	ERMCO	14,668.72	15,255.47

**Division 4- THREE PHASE PADMOUNTED DISTRIBUTION TRANSFORMER 277/480 VOLTS, IN ACCORDANCE WITH  
CITY OF AMES SPECIFICATION 3ΦPADTRANSF (REVISED 2/26/13)**

Item#	Type KVA	Est. Qty	Mfg.	FY 2013/2014 Price	Renewal 2014/2015 Price
1	300	2	ERMCO	8,476.92	8,816.00
2	500	2	ERMCO	10,876.92	11,312.00
3	750	1	ERMCO	13,882.05	14,437.33
4	1000	1	ERMCO	18,268.72	18,999.47
5	1500	1	ERMCO	20,966.15	21,804.80

**Division 5- THREE PHASE PADMOUNTED DISTRIBUTION TRANSFORMER 277/480 VOLTS, IN ACCORDANCE WITH  
CITY OF AMES SPECIFICATION 3ΦPADTRANSF (REVISED 2/26/13) \*\*\*STANDARD 55°C rise\*\*\***

Item#	Type KVA	Est. Qty	Mfg.	FY 2013/2014 Price	Renewal 2014/2015 Price
1	2500	2	ERMCO	32,552.82	33,854.93

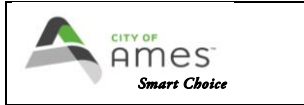
**Group II - OVERHEAD TRANSFORMERS**

**Division 1- SINGLE PHASE OVERHEAD DISTRIBUTION TRANSFORMER 120/240 VOLTS, IN ACCORDANCE WITH CITY OF AMES SPECIFICATION OVHDTRANSF (REVISED 2/26/13)**

Item#	Type KVA	Est. Qty	Mfg.	FY 2013/2014 Price	Renewal 2014/2015 Price
1	5	1	ERMCO	632.82	658.13
2	10	1	ERMCO	694.36	722.13
3	15	2	ERMCO	773.33	804.26
4	25	5	ERMCO	1,009.23	1,049.60
5	37.5	1	ERMCO	1,067.69	1,110.40
6	50	5	ERMCO	1,247.18	1,297.07
7	75	2	ERMCO	2,041.03	2,122.67
8	100	1	ERMCO	2,277.95	2,369.07

**Division 2- SINGLE PHASE OVERHEAD DISTRIBUTION TRANSFORMER 277/480 VOLTS, IN ACCORDANCE WITH CITY OF AMES SPECIFICATION OVHDTRANSF (REVISED 2/26/13)**

Item#	Type KVA	Est. Qty	Mfg.	FY 2013/2014 Price	Renewal 2014/2015 Price
1	15	1	ERMCO	771.28	802.13
2	25	1	ERMCO	1,003.08	1,043.20
3	37.5	1	ERMCO	1,056.41	1,098.67
4	50	1	ERMCO	1,263.59	1,314.13
5	75	1	ERMCO	2,038.97	2,120.53
6	100	1	ERMCO	2,225.64	2,314.67



**Group I - PADMOUNT TRANSFORMERS**

**Division 1- SINGLE PHASE PADMOUNTED DISTRIBUTION TRANSFORMER 120/240 VOLTS, IN ACCORDANCE WITH CITY OF AMES SPECIFICATION 1ΦPADTRANSF (REVISED 2/23/13)**

Item#	Type KVA	Est. Qty	Mfg.	FY 2013/2014 Price	Renewal 2014/2015 Price
1	25	5	ABB	1,731.00	1,817.55
2	37.5	10	ABB	1,874.00	1,967.70
3	50	10	ABB	2,130.00	2,236.50
4	75	1	ABB	2,251.00	2,363.55
5	100	2	ABB	2,897.00	3,041.85

**Division 2- THREE PHASE PADMOUNTED DISTRIBUTION TRANSFORMER 120/208 VOLTS, IN ACCORDANCE WITH CITY OF AMES SPECIFICATION 3ΦPADTRANSF (REVISED 2/26/13)**

Item#	Type KVA	Est. Qty	Mfg.	FY 2013/2014 Price	Renewal 2014/2015 Price
1	112.5	1	ABB	5,797.00	6,086.85
2	150	3	ABB	6,198.00	6,507.90
3	225	1	ABB	7,627.00	8,008.35
4	300	3	ABB	9,022.00	9,473.10
5	500	3	ABB	11,131.00	11,687.55
6	750	1	ABB	15,646.00	16,428.30

**Division 3- THREE PHASE PADMOUNTED DISTRIBUTION TRANSFORMER 120/208 VOLTS, IN ACCORDANCE WITH CITY OF AMES SPECIFICATION 3ΦPADTRANSF (REVISED 2/26/13)**  
**\*\*\*ALTERNATE LOOP FEED SWITCHES\*\*\***  
**(REVISED 2/26/13)**

Item#	Type KVA	Est. Qty	Mfg.	FY 2013/2014 Price	Renewal 2014/2015 Price
1	112.5	1	ABB	6,391.00	6,710.55
2	150	5	ABB	7,039.00	7,390.95
3	225	1	ABB	8,081.00	8,485.05
4	300	5	ABB	9,457.00	9,929.85
5	500	3	ABB	12,299.00	12,913.95
6	750	1	ABB	16,772.00	17,610.60

**Division 4- THREE PHASE PADMOUNTED DISTRIBUTION TRANSFORMER 277/480 VOLTS, IN ACCORDANCE WITH CITY OF AMES SPECIFICATION 3ΦPADTRANSF (REVISED 2/26/13)**

Item#	Type KVA	Est. Qty	Mfg.	FY 2013/2014 Price	Renewal 2014/2015 Price
1	300	2	ABB	9,051.00	9,503.55
2	500	2	ABB	11,431.00	12,002.55
3	750	1	ABB	17,020.00	17,871.00
4	1000	1	ABB	18,269.00	19,182.45
5	1500	1	ABB	20,315.00	21,330.75

**Division 5- THREE PHASE PADMOUNTED DISTRIBUTION TRANSFORMER 277/480 VOLTS, IN ACCORDANCE WITH CITY OF AMES SPECIFICATION 3ΦPADTRANSF (REVISED 2/26/13) \*\*\*STANDARD 55°C rise\*\*\***

Item#	Type KVA	Est. Qty	Mfg.	FY 2013/2014 Price	Renewal 2014/2015 Price
1	2500	2	ABB	29,368.00	30,836.40

**Group II - OVERHEAD TRANSFORMERS**

**Division 1- SINGLE PHASE OVERHEAD DISTRIBUTION TRANSFORMER 120/240 VOLTS, IN ACCORDANCE WITH CITY OF AMES SPECIFICATION OVHDTRANSF (REVISED 2/26/13)**

Item#	Type KVA	Est. Qty	Mfg.	FY 2013/2014 Price	Renewal 2014/2015 Price
1	5	1	ABB-Power Partners	471.00	494.55
2	10	1	ABB-Power Partners	530.00	556.50
3	15	2	ABB-Power Partners	600.00	630.00
4	25	5	ABB-Power Partners	793.00	832.65
5	37.5	1	ABB-Power Partners	959.00	1,006.95
6	50	5	ABB-Power Partners	1,248.00	1,310.40
7	75	2	ABB-Power Partners	1,625.00	1,706.25
8	100	1	ABB-Power Partners	2,772.00	2,910.60

**Division 2- SINGLE PHASE OVERHEAD DISTRIBUTION TRANSFORMER 277/480 VOLTS, IN ACCORDANCE WITH CITY  
OF AMES SPECIFICATION OVHDTRANSF (REVISED 2/26/13)**

Item#	Type KVA	Est. Qty	Mfg.	FY 2013/2014 Price	Renewal 2014/2015 Price
1	15	1	ABB-Power Partners	628.00	659.40
2	25	1	ABB-Power Partners	691.00	725.55
3	37.5	1	ABB-Power Partners	938.00	984.90
4	50	1	ABB-Power Partners	1,203.00	1,263.15
5	75	1	ABB-Power Partners	1,568.00	1,646.40
6	100	1	ABB-Power Partners	2,660.00	2,793.00

**COUNCIL ACTION FORM**

**SUBJECT: ENGINEERING SERVICES FOR 69KV SUBSTATION PANEL AND TRANSMISSION LINE TERMINAL UPGRADES**

**BACKGROUND:**

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

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

**Project 1: Dayton Avenue Substation Relay Panel Upgrades:**

Three existing panels with electromechanical relays are to be replaced at the Dayton Substation. These panels provide relay protection and controls for the transmission line terminal breaker, the circuit switcher that protects the distribution transformer, and the substation bus panel.

**Project 2: Stange Road 69kV Substation Relay Panel and Circuit Breaker Upgrades:**

Four existing panels with electromechanical relays are to be replaced at the Stange Road 69kV Substation. These panels provide relay protection and control for two transmission terminal breakers, a circuit switcher which protects the distribution transformer, and the substation bus panel. Two of the 69kV line terminal breakers are presently single tank oil breakers and are to be replaced with SF6 circuit breakers.

On February 18, 2014, the RFP was issued to fifteen firms for proposals. The RFP was advertised on the Current Bid Opportunities section of the Purchasing webpage, and was also sent to one plan room. On March 7, 2014, staff received proposals from seven firms. These proposals were then sent to a committee for evaluation. The committee consisted of a Power Plant Operations Superintendent, the Electrical Engineering Manager, and an Electrical Engineer. The committee members independently evaluated and scored all seven of the proposals in two steps.

STEP 1:

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

STEP 2:

The proposals were evaluated based on: 1) price; 2) completeness of proposal and knowledge, capabilities, skills and abilities of the proposed team based on the information submitted; and 3) the firm's experience list with similar projects

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

Offerors	Averaged Scores	Not to Exceed Amount
<b>Black &amp; Veatch Corporation Overland Park, KS</b>	<b>804</b>	<b>\$113,514.00</b>
Dewild Grant Reckert & Associates Company Rock Rapids, IA	770	\$141,200.00
Sega Inc., Overland Park, KS	715	\$170,550.00
Stanley Consultants, Inc. Des Moines, IA	668	\$201,682.00
Power System Engineering, Inc. Des Moines, IA	648	\$184,980.00
Electrical Consultants, Inc., Madison, WI	623	\$248,770.00
R.G. Vanderweil Engineers, LLP Syracuse, NY		Fail

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

The proposal submitted from R.G. Vanderweil Engineers, LLP failed because of non-compliance with requirements of the proposal document.

**Based on the averaged scores and a unanimous decision by the evaluation committee, staff is recommending that a contract be awarded to Black & Veatch Corporation, Overland Park, Kansas, for an amount not to exceed \$113,514. Payments would be calculated on unit prices bid for actual work performed.**

The funds for this engineering services work are contained within the CIP budget for the Ames Plant 69kV Switchyard Relay and Control replacement. To date, the project budget has the following items encumbered:



<b>\$1,700,000.00</b>	<b>Amount Budgeted for Project</b>
\$162,200.00	Encumbered Engineering for Ames Plant Switchyard (includes change orders 1 and 2)
\$56,377.25	Actual cost for SF6 circuit breakers
\$122,868.40*	Actual cost for electrical materials (*This amount includes applicable sales taxes to be paid directly by Ames to the State of Iowa)
\$198,469.55	Actual cost for Ames Plant Substation control panels.
\$397,069.40	Actual cost for materials installation phase for the Ames Plant Switchyard Project (includes change order 1 & 2)
\$98,755.20	Actual cost for Control Panels for Haber Road Substation (includes change order 1)
\$152,435.00	Actual cost of Ames Plant area commissioning
<b>\$113,514.00</b>	<b>Engineering Services for Dayton Avenue and Stange Road Substation Relay and Control Panels (This Item)</b>
<b><u>\$1,301,688.80</u></b>	<b>Total committed to Date</b>
\$398,311.20	Amount available to complete project. (Relay and Controls equipment and installation at the Dayton and Stange substations)

**ALTERNATIVES:**

1. Award a contract to Black & Veatch Corporation, Overland Park, Kansas, for the Engineering Services for 69kV Substation Panel and Transmission Line Terminal Upgrades in an amount not to exceed \$113,514.
2. Reject all proposals and delay the engineering for 69kV substation panel and transmission line terminal upgrades.

**MANAGER'S RECOMMENDED ACTION:**

These projects are necessary for Electric Services to continue providing safe, reliable, service to the customers in the City. By installing modern, programmable relays and updated controls in this location, long-term reliability can be improved by eliminating the obsolete and maintenance-intensive electro-mechanical relays and aged, lengthy control circuits that are no longer accessible for repair.

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

**COUNCIL ACTION FORM**

**SUBJECT:** FLEET REPLACEMENT PROGRAM – PURCHASE OF TRAILER MOUNTED CABLE PULLER

**BACKGROUND:**

The City has one trailer mounted cable puller used by the Electric Distribution Division. It is used to pull underground power lines that are being installed to provide service to our customers. The City's existing cable puller was purchased in 1982; and can pull up to 5,000 lbs., which is not enough to safely pull the longer, heavier cable now being installed in the electric distribution network. Electric Distribution staff requested onsite demonstrations of different cable pullers and has defined performance requirements for an acceptable 10,000 lb. unit, which will provide exceptional service at the best price.

The approved budget to purchase this Trailer Mounted Cable Puller is \$190,000. Bids were requested, and Sherman & Reilly of Chattanooga, TN was the lone bidder. Their quoted price for an acceptable Trailer Mounted Cable Puller which meets the bid specification is \$179,445.

<b><u>Bidder:</u></b>	<b><u>Year</u></b>	<b><u>Make / Model</u></b>	<b><u>Base Bid</u></b>
Sherman & Reilly	2014	S&R / U1000XA 10,000 lb.	\$179,445
Use Tax at 5%			<u>8,972</u>
Total			<b>\$188,417</b>

**FUNDING:**

Electric Distribution Adjusted FY13/14 Budget **\$190,000**

**ALTERNATIVES:**

1. Award this contract to Sherman & Reilly of Chattanooga, Tennessee, for the purchase of one 2014 Trailer-Mounted Underground Cable Puller, Model U1000XA, as specified in Bid No. 2014-159 for \$179,445.
2. Reject this quote.

**MANAGER'S RECOMMENDED ACTION:**

Staff has determined that the purchase of the one bid Trailer Mounted Underground Puller is the best option at the lowest cost.

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

**COUNCIL ACTION FORM**

**SUBJECT: FLEET REPLACEMENT PROGRAM – PURCHASE OF RUBBER-TIRED WHEEL LOADER WITH BUCKET**

**BACKGROUND:**

There are four rubber-tired wheel loaders in the City’s fleet. The loader used at Street Maintenance is scheduled for replacement in June 2014. Bids for a new loader were solicited with a request for a guaranteed buy back offer. Bids for this machine were received as follows:

<b><u>Bidder</u></b>	<b><u>Machine</u></b>	<b><u>Base Bid</u></b>	<b><u>Buy Back After 5 Years</u></b>	<b><u>Net Cost</u></b>
Murphy	JD 544K	\$119,925	\$ (115,000)	<b>\$ 4,925</b>
Titan	Case 621F	\$130,175	\$ (46,000)	\$ 89,263

The lowest base bid is \$119,925; while the net low bid comparing only the base bid less the buy-back guarantee is from Murphy Tractor & Equipment at a net cost of \$ 4,925 for a John Deere 544K. The City has operated several John Deere loaders in the past and finds them to be acceptable. Comparing the two units bid, the John Deere has higher fuel consumption at a rate of 2.4 gallons per hour as compared to the Case at 2.31 gallons per hour. The John Deere will burn an estimated 14,400 gallons of fuel over 5 years of service to the City. The following includes fuel costs for the net evaluated cost:

<b><u>Bidder</u></b>	<b><u>Machine</u></b>	<b><u>Net Cost</u></b>	<b><u>Fuel cost</u></b>	<b><u>Net Evaluated Cost</u></b>
Murphy	JD 544K	\$ 4,925	\$ 48,960	<b>\$ 53,885</b>
Titan	Case 621F	\$89,263	\$ 47,124	\$ 136,387

The net evaluated low bid - which includes the projected cost of fuel at \$3.40 per gallon, the purchase cost of the machine, and the buy back guaranteed credit amount - is from Murphy Tractor & Equipment for the John Deere 544K model.

**Available Funding for this acquisition is as follows:**

Accumulated fleet replacement funds available June 30, 2014	\$ 53,461
Funds from buy back guarantee for existing unit	65,000
Additional support from Public Works operating budget	1,464
<b>Total Funding</b>	<b>\$119,925</b>

**ALTERNATIVES:**

1. Award this contract, as the net evaluated low bid, to Murphy Tractor and Equipment, Altoona, IA, for one John Deere 544K wheel loader with bucket for \$119,925, and approve the City's option to exercise the buy back guarantee for the loader of \$115,000 after five years.
2. Direct staff to analyze bids for other options.
3. Reject bids.

**MANAGER'S RECOMMENDED ACTION:**

The purchase of this piece of equipment is crucial to the operations of the Street Maintenance division of the Public Works Department, and the guaranteed buy-back brings the net purchase price to less than \$5,000.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative #1 as described above.

**COUNCIL ACTION FORM**

**SUBJECT: FLEET ACQUISITION PROGRAM – PURCHASE OF TRUCK BODY, 45-FOOT AERIAL PLATFORM AND ACCESSORIES**

**BACKGROUND:**

The City's fleet has seven aerial bucket trucks, four of which are used by the Electric Distribution Division. One of the existing aerial trucks (#714) is to be replaced in FY 13/14 with a similar unit. This truck is used for street lights and equipment installation.

**This bid is for the purchase of one aerial platform, truck body, and accessories; but does not include the truck chassis.** The new truck chassis will be brought before City Council for approval at a later date. Replacement funding for the truck will be fully available on June 30 at the end of the City's fiscal year. The payment for the truck will not be made until Fall 2014, the estimated time for delivery of this vehicle.

Bids for the truck body, aerial platform and accessories were received as follows:

Company	Make	Model	Year	Cost
Altec Industries, Inc.	Altec	TA45	2014	\$103,124
ABM Equipment & Supplies, LLC	Versalift / Brand FX	VST-47-1/ BFXB	2014	\$104,532
Truck Equipment, Inc.	Dur-A-Lift Brand FX	DPM47DU/ BFX 102 T WUC#	2014	\$112,389

**Evaluation of the bids determined that the equipment complies with the specifications required by the City. The base bid from Altec Industries, Inc., for the aerial platform, body and accessories is acceptable.**

Total costs for this equipment are now estimated as follows:

Altec quoted price for aerial platform, body, & accessories	\$ 103,124
Estimated chassis purchase price	86,000
Sales Tax 5% on chassis	<u>4,300</u>
Total	\$ 193,424

Resources available for the scheduled replacement of this truck are as follows:

Equipment Replacement Fund	\$144,000*
Electric Department Operating Budget FY13/14	40,000
Estimated salvage value for truck	<u>15,000</u>
Total	\$199,000

*\*Balance will not be available until 6/30/14; payment for truck will not be made until it is received Fall 2014*

**ALTERNATIVES:**

1. Award this contract to Altec Industries, Inc., for the TA45 aerial platform, Altec body, and accessories at the purchase price of \$103,124.
2. Award this contract to one of the other bidders.
2. Reject the bid and re-bid.

**MANAGER'S RECOMMENDED ACTION:**

Staff has determined that purchasing the Altec TA45 aerial platform, Altec body, and accessories will provide a quality machine to meet the established service requirements at a reasonable price.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative #1 as stated above.

**COUNCIL ACTION FORM**

**SUBJECT: PURCHASE OF A LIBRARY BOOKMOBILE**

**BACKGROUND:**

The Ames Public Library (APL) bookmobile is used to provide the community with remote access to library resources. The APL's existing bookmobile was purchased in 2001, and is scheduled to be replaced in FY 13/14. The FY 13/14 budget included \$260,000 in the equipment replacement fund for the purchase of a new bookmobile.

Proposals were solicited from fifteen companies. On January 14, 2014, proposals were received from four companies and were evaluated independently by Fleet Services, APL, and Purchasing staff using an evaluation matrix, which included design, adherence to specifications, and cost as shown in the following two tables.

<b>Proposal Cost</b>	<b>Gerling &amp; Associates</b>	<b>OBS Inc.</b>	<b>Summit Bodyworks</b>	<b>Matthews</b>
Cost	\$213,669	\$235,620	\$263,961	\$268,181
Delivery Fee	2,813			
Training	1,200			
Total cost	\$217,682	235,620	263,961	268,181
<b>Options</b>				
Selected Option*	7,778	4,855	6,628	7,059
<b>Total Bookmobile</b>	<b>\$ 225,460</b>	<b>\$240,475</b>	<b>\$ 270,589</b>	<b>\$ 275,240</b>

*\*Selected options include: spare tire and wheel (\$620), electronically controlled awning (\$2,100), and LED interior lighting (\$2,135).*

**Evaluation Scores**

	<b>OBS Inc.</b>	<b>Matthews</b>	<b>Gerling &amp; Associates</b>	<b>Summit Bodyworks</b>
<b>Total Score</b>	<b>539.07</b>	<b>496.93</b>	<b>471.39</b>	<b>470.12</b>

**The proposal from OBS Specialty Vehicles was the highest evaluated score and meets APL's requirements.** On February 27, 2014, the Library Board of Trustees approved a resolution to negotiate the contract with OBS Specialty Vehicles for the new bookmobile.

**Funding for the purchase of the bookmobile is already available;** however, the payment for the bookmobile will not be made until Spring 2015 when the vehicle arrives.

Vehicle	\$ 235,620
<u>Selected Options</u>	<u>4,855</u>
Total	<b>\$ 240,475</b>

**ALTERNATIVES:**

1. Award a contract to OBS Specialty Vehicles, Inc., of Canton, Ohio, for the purchase of one 2015 Bookmobile, as proposed with selected options for \$240,475.
2. Award a contract to one of the other bidders.
3. Reject all bids and direct staff to re-bid this contract.

**MANAGER'S RECOMMENDED ACTION:**

Staff determined the purchase of the bookmobile from OBS Specialty Vehicle of Canton, Ohio to be in the best interest of the City. The funding is available for replacement of the existing Bookmobile in FY 13/14.

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



**COUNCIL ACTION FORM**

**SUBJECT: LIBRARY REFURBISHED FURNITURE – PUPPET THEATER AND LITTLE THEATER**

**BACKGROUND:**

An invitation to bid for refurbishment of the Library's Puppet Theater and Little Theater was issued on February 26, 2014. Seven potential bidders requested bid packets. One bid was received by the deadline on March 19.

At its meeting on March 20, the Library Board of Trustees received the bid information and unanimously adopted a resolution recommending that the City Council award the contract for Library Refurbished Furniture to RCS Millwork, L.C. of Ankeny, Iowa, in the amount of \$4,998. This work will be paid for with proceeds from the bonds sold for the Library Renovation and Expansion Project.

As of February 28, 2014, the available balance of **bond funds** in the Library Renovation and Expansion Project was \$3,859,209.41. The library budget includes a \$2,240,622 estimate for furnishings and installation. Approval of the furniture contracts in the amount of \$1,268,244.45 and this contract in the amount of \$4998 will leave a project budget balance of \$967,379.55.

**ALTERNATIVES:**

1. Award the contract for Library Refurbished Furniture to RCS Millwork, LC, of Ankeny, Iowa, in the amount of \$4,998 using Library Renovation and Expansion Project bond funds.
2. Do not award the contract to RCS Millwork, LC, of Ankeny, Iowa and direct that this project be rebid.

**MANAGER'S RECOMMENDED ACTION:**

One responsive, responsible bid for this work was received by the Purchasing Department.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby approving the award of the contract for Library Refurbished Furniture to RCS Millwork, LC, of Ankeny, Iowa, in the amount of \$4,998.

**COUNCIL ACTION FORM**

**SUBJECT:** LIBRARY FURNITURE BIDS

**BACKGROUND:**

An invitation to bid for new Library furniture was sent to over 75 potential vendors in February 2014. Because of the large number and wide variety of items needed, the bid was separated into 42 furniture groupings that could be bid separately or in aggregate by interested parties.

Responsive bids for 38 of the 42 furniture groupings were received on March 12, 2014, from 12 firms. No bids were received for four of the groupings. The items in the four groups that received no bids will be obtained using the City's standard purchasing procedures.

The Library Board of Trustees received the attached bid summary on March 20, 2014, and unanimously adopted a resolution recommending the award of contracts in the total amount of \$1,268,244.45 for the purchase of library furniture from the following low bidders:

<b>Bidder</b>	<b>Total Award</b>
Business Interiors by Staples of Framingham, MA	\$352,567.10
Jones Library Sales, Inc. of Carlisle, IA	\$238,726.00
Story Kenworthy of Ames, IA	\$182,165.69
Workspace, Inc. of Des Moines, IA	\$171,007.06
Koch Brothers, Inc. of Des Moines, IA	\$148,880.65
Embury, Ltd. of DeForest, WI	\$69,332.45
Triplett Interior Solutions of Urbandale, IA	\$53,281.82
Indica Interiors of Panora, IA	\$26,545.73
LFI of Northbrook, IL	\$18,605.00
Pigott, Inc. of Des Moines, IA	\$7,132.95
<b>Grand Total:</b>	<b>\$1,268,244.45</b>

As of February 28, 2014, the available balance of **bond funds** in the Library Renovation and Expansion Project was \$3,859,209.41. The library budget includes a \$2,240,622 estimate for furnishings and installation. Approval of the contracts shown above will leave a balance of \$972,377.55.

The millwork and refurbishing were bid separately. The refurbishing bid is also on the agenda for consideration at the March 25 City Council meeting; and the millwork package will be brought to Council at a later date.

**ALTERNATIVES:**

1. Award the contracts for the purchase of library furniture to the lowest bidders listed above in a grand total amount of \$1,268,244.45 using Library Renovation and Expansion Project bond funds.
2. Do not award the contracts.

**MANAGER'S RECOMMENDED ACTION:**

The bond referendum approved by Ames voters in November 2011 was to be used to construct and equip the Ames Public Library. Now that construction is well under way, furniture, furnishings, and equipment must be ordered to complete the project. The furniture bid package was divided up into appropriate groupings of furniture to allow vendors the opportunity to bid on as few or as many of the items as they are able to provide. The bidding process was followed correctly and the grand total of the bids received are well within the Library's budget for the project.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby awarding the contracts for the purchase of library furniture to the lowest bidders listed above in a grand total amount of \$1,268,244.45 using Library Renovation and Expansion Project bond funds.

Bid Tabulation - RFP #2014-162 Ames Public Library Furniture Purchase

Group	A	Story Kenworthy	Workspace Inc.	Pigott, Inc.	Design Within Reach	LFI	Indica Interiors	OSDI - Spacesaver	Jones Library Sales	Embury Ltd.	Staples	Koch Brothers	Triplett	Low Bid
B	-	-	41,705.50	-	61,969.48	-	-	-	-	-	-	40,217.42	41,595.19	40,217.42
C	-	1,380.00	-	2,091.60	3,082.22	-	-	-	-	-	-	-	-	2,091.60
D	-	-	14,133.37	-	19,225.48	-	-	-	-	-	1,061.49	1,251.14	1,251.30	1,061.49
E	-	-	33,626.33	-	-	-	-	-	-	-	13,346.56	13,926.31	13,924.07	13,346.56
F	-	-	-	-	-	-	-	-	-	-	-	-	-	33,626.33
G	-	-	-	-	-	5,159.00	-	-	-	-	-	-	-	5,159.00
H	-	-	-	1,703.40	3,796.34	-	-	-	-	-	-	-	-	1,703.40
I	-	-	-	-	-	-	-	-	-	-	-	-	-	-
J	28,428.28	28,428.28	-	-	-	-	-	-	-	-	25,477.90	30,693.26	-	25,477.90
K	9,808.92	10,866.91	-	-	-	-	-	-	-	10,150.84	-	-	11,090.81	9,808.92
L	90,694.38	93,970.49	-	89,292.41	-	-	-	-	-	-	-	84,054.55	89,958.91	84,054.55
M	-	-	-	-	-	-	-	-	-	-	77,381.29	79,673.96	83,900.65	77,381.29
N	-	-	7,287.88	-	-	-	-	-	-	-	-	8,381.61	6,902.51	6,902.51
O	-	-	-	-	13,446.00	-	-	-	-	-	13,513.00	-	-	13,446.00
P	-	-	137,380.73	-	-	-	-	-	-	-	-	-	-	137,380.73
Q	-	-	-	-	-	-	-	16,595.00	-	-	16,988.02	17,595.82	17,998.72	16,595.00
R	40,694.54	-	-	-	-	-	-	-	-	-	36,674.68	-	-	36,674.68
S	3,592.50	-	-	-	-	-	3,680.28	-	-	-	3,388.50	7,763.28	3,889.35	3,388.50
T	-	-	18,883.40	-	-	-	-	-	-	-	18,367.51	18,733.68	18,828.96	18,093.00
U	-	-	-	-	-	-	-	-	18,093.00	-	-	-	25,773.56	25,773.56
V	68,515.05	70,715.52	-	-	-	-	67,982.75	-	-	-	67,381.28	69,207.94	-	67,381.28
W	-	-	-	-	-	-	-	-	-	-	10,356.96	-	-	10,356.96
X	17,600.25	-	-	-	-	-	-	-	-	-	16,929.45	-	17,008.13	16,929.45
Y	-	-	-	-	-	-	-	-	-	-	-	24,608.68	-	24,608.68
Z	-	-	-	-	-	-	-	-	-	-	22,753.79	23,691.32	23,472.92	22,753.79
AA	-	-	-	-	-	-	-	-	-	-	-	-	-	-
BB	-	-	9,784.23	-	-	-	-	-	-	-	9,300.40	-	9,816.83	9,300.40
CC	-	-	-	3,337.95	-	-	-	-	-	-	-	-	-	3,337.95
DD	-	-	-	-	-	-	-	-	-	-	19,121.17	-	19,806.23	19,121.17
EE	-	-	-	-	-	-	-	350,787.29	194,904.00	201,744.88	-	-	-	194,904.00
FF	172,356.77	-	-	-	-	-	-	-	-	-	180,069.65	-	-	172,356.77
GG	-	-	-	-	-	73,300.00	-	-	-	69,332.45	-	-	-	69,332.45
HH	-	-	-	-	-	-	26,545.73	-	-	-	-	-	-	26,545.73
II	-	-	-	-	-	-	-	-	9,134.00	-	-	-	10,086.29	9,134.00
JJ	-	-	-	-	-	-	-	-	-	18,060.38	9,156.44	-	-	15,604.91
KK	-	-	-	-	-	-	-	-	-	-	15,604.91	-	-	15,604.91
LL	-	-	-	-	-	-	-	-	-	-	2,742.60	-	3,667.18	2,742.60
MM	-	-	-	-	-	-	-	-	-	-	23,195.01	-	20,605.75	20,605.75
NN	-	-	-	-	-	-	-	-	-	-	10,255.10	-	-	10,255.10
OO	-	-	-	-	-	-	-	-	-	-	10,596.68	-	-	10,596.68
PP	10,233.20	10,557.87	-	-	-	-	-	-	-	-	10,194.34	-	-	10,194.34
													<b>TOTAL OF ALL GROUPS:</b>	<b>1,268,244.45</b>

Bidder Totals: 182,165.69 171,007.06 7,132.95 18,605.00 26,545.73 238,726.00 69,332.45 352,567.10 148,880.65 53,281.82 1,268,244.45

**COUNCIL ACTION FORM**

**SUBJECT: DESIGN SERVICES FOR LIFT STATION IMPROVEMENTS**

**BACKGROUND:**

On December 17, 2013, Council awarded a contract to HDR Engineering, Inc. in an amount not to exceed \$96,055 for the design of improvements needed to the Orchard Drive and Highway 30 sanitary sewer lift stations. HDR Engineering's original scope of work for the project did not include work related to investigating and acquiring permanent and temporary construction easements for the two lift station sites.

The Orchard Drive lift station was originally constructed in 1930 and is situated on private property. Preliminary investigations by HDR are showing that, at the time of the original construction, no official easements were recorded for this location. The Highway 30 lift station is located on City-owned right-of-way, but construction activities may require temporary construction easements from adjacent property owners.

Since construction activities at both locations will require access to private property, existing easements need to be verified and, where necessary, new permanent utility easements and temporary construction easements need to be acquired. HDR has submitted a proposed scope of work for assisting the City in verifying existing easements and negotiating permanent and temporary easements for this project. HDR has proposed a fee to perform this work based on an hourly rate, not to exceed \$28,885 without prior approval from the City. HDR's scope and fee is based on a worst case scenario that assumes a lengthy, protracted series of negotiations with the property owners. If easements can be readily attained from property owners, then the actual fee for acquisition services will be much lower.

**ALTERNATIVES:**

1. Approve Change Order No. 1 to HDR's contract, dated December 17, 2013, to include assistance with easement review and acquisition in the scope of services with compensation based on an hourly rate and not to exceed \$28,885.
2. Do not approve the change order with HDR Engineering, Inc. for assisting staff with easement review and acquisition at this time.

**MANAGER'S RECOMMENDED ACTION:**

The Highway 30 and Orchard Drive lift stations are nearing the end of their useful services lives. Design and construction needs to be completed in the near future to ensure sanitary sewer wastes are properly conveyed to the Water Pollution Control Facility. Construction cannot commence without verifying existing easements and acquiring needed permanent and temporary utility easements. Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1 as described above.



# MEMO

**To:** Mayor and Members of the City Council

**From:** City Clerk's Office

**Date:** March 21, 2014

**Subject:** Contract and Bond Approval

There are no Council Action Forms for Item Nos. 27 through 31. Council approval of the contract and bond for these projects is simply fulfilling a *State Code* requirement.

/jr



March 21, 2014

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

Ladies and Gentlemen:

I hereby certify that the street lighting required as a condition for approval of the final plat of **Northridge Heights, 15<sup>th</sup> Addition** have been completed in an acceptable manner. The above mentioned improvements have been inspected by the Electrical Division of the City of Ames, Iowa and found to meet City specifications and standards.

As a result of this certification, it is recommended that the financial security for public improvements on file with the City for this subdivision be reduced to \$10,000.00. The remaining work that covers this financial security is the installation of pedestrian ramps.

Sincerely,

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

JJ/jc

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

Northridge Heights, 15<sup>th</sup> Addition  
 March 26, 2013

Description	Unit	Quantity
Silt Fence	LF	1100
Inlet Protection	EA	12
Stabilized Construction Entrance	EA	1
Pavement Removal	SY	15
Excavation and Embankment	CY	8768
Subgrade Preparation	SY	5240
4-inch Sanitary Service	EA	18
8-inch Sanitary Sewer	LF	582
48-inch Diameter Sanitary Manhole (SW-301)	EA	3
1-inch Water Service	EA	19
8-inch Water Main	LF	563
12-inch Water Main	LF	578
8-inch 11.25 Degree M.J. Bend	EA	2
8-inch 22.5 Degree M.J. Bend	EA	2
8-inch 45 Degree M.J. Bend	EA	1
12"x12"x8" M.J. Tee	EA	1
8-inch M.J. Gate Valve	EA	1
12-inch M.J. Gate Valve	EA	2
Hydrant and Hydrant Run (includes 8"x8"x6" M.J. Tee, 6" M.J. Gate Valve, 6" Pipe and Hydrant)	EA	1
Hydrant and Hydrant Run (includes 12"x12"x6" M.J. Tee, 6" M.J. Gate Valve, 6" Pipe and Hydrant)	EA	1
Temporary Blowoff Hydrant Run (Remove and Reuse 12"x6", M.J. Reducer, 6" Pipe and Hydrant)	EA	1
Temporary Blowoff Hydrant Run (12"x6", M.J. Reducer, 6" Pipe and Hydrant)	EA	1
1.5-inch Sump Service	EA	18
6-inch Collector Line	LF	425
6-inch Perforated Tile Line	LF	310
12-inch RCP, Class III	LF	30
15-inch RCP, Class III	LF	596
18-inch RCP, Class III	LF	379
Storm Sewer Manhole (SW-301)	EA	1
Storm Sewer Manhole (SW-501)	EA	6
Storm Sewer Manhole (SW-503)	EA	6
Area Intake (SW-512)	EA	1
Collector Line Cleanout	EA	3
30-inch PCC Curb and Gutter	LF	2744
8-inch HMA Pavement	SY	1275
9.5-inch HMA Pavement	SY	2557
6-inch PCC Pedestrian Ramp	SY	396
Detectable Warning Material	SF	88
Straw Mulch	AC	14
Seeding, Type (5) Stabilizing Crop	AC	14



**COUNCIL ACTION FORM**

**SUBJECT: SHARED USE PATH SYSTEM EXPANSION (SKUNK RIVER TRAIL – HUNZIKER YOUTH SPORTS COMPLEX TO SOUTHEAST 16<sup>TH</sup> STREET)**

**BACKGROUND:**

This program provides for construction of shared use paths on street rights-of-way, adjacent to streets, and through greenbelts. The Long Range Transportation Plan (LRTP) identifies those paths that separate bicycle traffic from higher-speed automobile traffic. This program supports one of the City Council's priorities for the year, connecting our community. This project was shown in the City's Capital Improvements Plan (CIP) in 2011/12 (construction) program years.

On September 25, 2012 City Council awarded construction for this project to Con-Struct, Inc. of Ames, Iowa, in the amount of \$252,409.75. Two change orders were processed for this project and were administratively approved by staff in accordance with Purchasing Policies and Procedures. Change order number one, in the amount of \$2,615.40, addressed erosion potential under the Southeast 16<sup>th</sup> Street and Highway 30 bridges. Change order number two was the balancing change order to reflect actual field quantities for this project, which was a credit in the amount of \$8,508.23. Construction was completed in the amount of \$246,516.92. Contract administration costs associated with construction totaled \$42,216, bringing overall project costs to \$288,732.92.

Financing for construction is programmed in the 2011/12 CIP to include \$350,000 from the Local Option Sales Tax Fund, and \$86,000 from Federal Surface Transportation Program (STP) funds. This brings to total available funding to \$436,000. Any additional leftover funds will be carried forward for future shared use path projects.

**ALTERNATIVES:**

1. Accept the 2011/12 Shared Use Path Expansion – Skunk River Trail (Hunziker Youth Sports Complex to Southeast 16<sup>th</sup> Street) as completed by Con-Struct, Inc. of Ames, Iowa, in the amount of \$246,516.92.
2. Direct staff to pursue modifications to the project.

**MANAGER'S RECOMMENDED ACTION:**

This project was completed in accordance with the approved plans and specifications and is within the approved budget. Final acceptance will complete the audit process by the Iowa Department of Transportation.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby accepting the 2011/12 Shared Use Path Expansion – Skunk River Trail (Hunziker Youth Sports Complex to Southeast 16<sup>th</sup> Street) as completed by Con-Struct, Inc. of Ames, Iowa, in the amount of \$246,516.92.

**COUNCIL ACTION FORM**

**SUBJECT:     SOUTHEAST ENTRYWAY IMPROVEMENT PROJECT**

**BACKGROUND:**

This project was a continued partnership between the City of Ames and the South Ames Business Neighborhood (SABN) to complete improvement features to the Southeast Entryway, including installation of artistic light columns and planting of trees, native plants and flowers. A portion of the Southeast Entryway had previously been improved with grading and plantings at the intersection of Dayton Avenue and S.E. 16<sup>th</sup> Street, extending up to the Dayton Avenue overpass over U.S. Highway 30.

On October 25, 2011, Council approved a sole source contract with RDG Dahlquist Art Studio for the fabrication and installation of 12 sculptural light columns and two pedestrian scale sculptural light columns in the amount of \$555,495. A Change Order in the amount of \$1,454.22 was administratively approved due to constructability issues related to the light sculpture anchor bolts. This contract was completed in the amount of \$556,949.22.

On June 12, 2012, City Council awarded the installation and landscaping portion of the project to Truelsen Blumenthal DBA Soil-Tek of Grimes, IA in the amount of \$343,416. Two change orders for this project were administratively approved by staff. Change order #1 in the amount of \$3,924 addressed safety and access concerns during work adjacent to Highway 30. Change order #2 was the balancing change order for this project, and was a credit in the amount of \$2,990. This change order balanced the actual quantities installed in the field. Construction was completed in the amount of \$344,350.

To fund this project, Council authorized the use of City funds in the amount of \$148,000 from General Obligation bonds that are being abated through property owner assessments, \$99,100 from Local Option Sales Tax funds, and private funding received from SABN in the amount of \$46,000 left over from the previous phase. These sources more than cover the 20 percent local match required for the \$683,000 state-wide Transportation Enhancement grant previously awarded to the City. The City was also able to secure a planting grant through the Iowa DOT in the amount of \$63,632.

Project Revenue and Expenses are summarized below:

	<u>Expenses</u>	<u>Revenue</u>
G.O. Bonds (abated through property assessments)		\$ 148,000
Local Option Sales Tax		\$ 99,100
Private Funding Through SABN		\$ 46,000
State-Wide Transportation Enhancement Grant		\$ 683,000
Iowa DOT Planting Grant		\$ 63,632
Art Fabrication/Installation Contract	\$ 556,949.22	
Landscaping/Footing/Mowing Contract	\$ 344,350.00	
Engineering/Contract Administration	<u>\$ 138,387.57</u>	
Totals	\$ 1,039,686.79	<u>\$1,039,732</u>

**ALTERNATIVES:**

1. Accept the Ames Southeast Entryway Project as completed by Truelsen Blumenthal DBA Soil-Tek of Grimes, IA in the amount of \$344,350.
2. Direct Staff to pursue modifications to the project.

**MANAGER'S RECOMMENDED ACTION:**

This project has been completed in accordance with the approved plans and specifications. Final acceptance will complete the audit process by the Iowa Department of Transportation.

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

**COUNCIL ACTION FORM**

**SUBJECT:**     **MINOR FINAL PLAT FOR DAUNTLESS SUBDIVISION 10<sup>th</sup>  
ADDITION**

**BACKGROUND:**

The City's subdivision regulations are included in Chapter 23 of the Ames Municipal Code. This Subdivision Code includes the process for creating or modifying property boundaries, and specifies whether any improvements are required in conjunction with the platting of property. Creation of new lots is classified as either a major or a minor subdivision. A **minor subdivision** includes three or fewer lots and does not require additional public improvements. A minor subdivision does not require a preliminary plat, and may be approved by Council as a final plat only, subject to the applicant completing the necessary requirements. After City Council approval of the plat, it must then be recorded with the County Recorder to become an officially recognized subdivision plat.

**Property owner Kinneer Development LLC is requesting approval of a final plat for a minor subdivision of the 2.18 acres of land located at 4540 Mortensen Road** (see Attachment A). This existing single parcel has street frontage on both Mortensen Road and Dickinson Avenue and is currently vacant. Access from Mortensen Road is restricted to one location at the northeast corner of the lot. This access point includes an existing 30-foot north/south public access easement through the site, and also provides the sole access to the properties to the east from Mortenson Road. The south boundary of the lot has the benefit of an east/west public access easement on the neighboring lot to the south.

The proposed final plat (Attachment B) shows the subject site with the division of property as requested by the owner. Proposed Lot 1 includes 0.96 acres and includes easements for access among neighboring parcels. Proposed Lot 2 includes 1.22 acres, and access from Dickinson Avenue is available for this parcel. The Community Commercial Node zoning for both of these properties permits retail trade, except automotive trade, and short term lodging. No other residential use is permitted. The sites are also subject to the Southwest Gateway Overlay District, which includes additional site development and architectural standards. Staff is reviewing a site development plan for a hotel on Lot 2. There is not a proposed project for Lot 1 at this time.

Public utilities serve both parcels. An existing agreement requires installation of the public sidewalk for the existing lot along the entire Mortensen and Dickinson frontages at the time the lot is developed, before an occupancy permit is approved. This is typical for sidewalk agreements approved with subdivisions in commercially zoned areas. However, this existing sidewalk agreement does not apply to this subdivision for the

10th Addition that divides the lot into two lots. **Therefore, a new sidewalk agreement is provided for City Council approval that requires the sidewalks along the entire length of Mortensen Road and Dickinson Avenue frontages (both Lot 1 and Lot 2) to be completed before an occupancy permit is issued for the first building to be built in the subdivision.** (See Attachment C Agreement for Sidewalk and/or Shared Use Path) Staff recommends requiring the complete installation on all frontages with the first building due to the current need along the site evidenced by the existing connections abutting the site. Additionally, if the property was not subdivided, all frontages would be improved with the first building to be built.

Please note that street trees are not required as part of the subdivision in commercially zoned areas.

The proposed subdivision complies with all relevant and applicable design and improvement standards of the Subdivision Regulations, to the City's Land Use Policy Plan, to other adopted City plans, ordinances and standards, and to the City's Zoning Ordinance.

#### **ALTERNATIVES:**

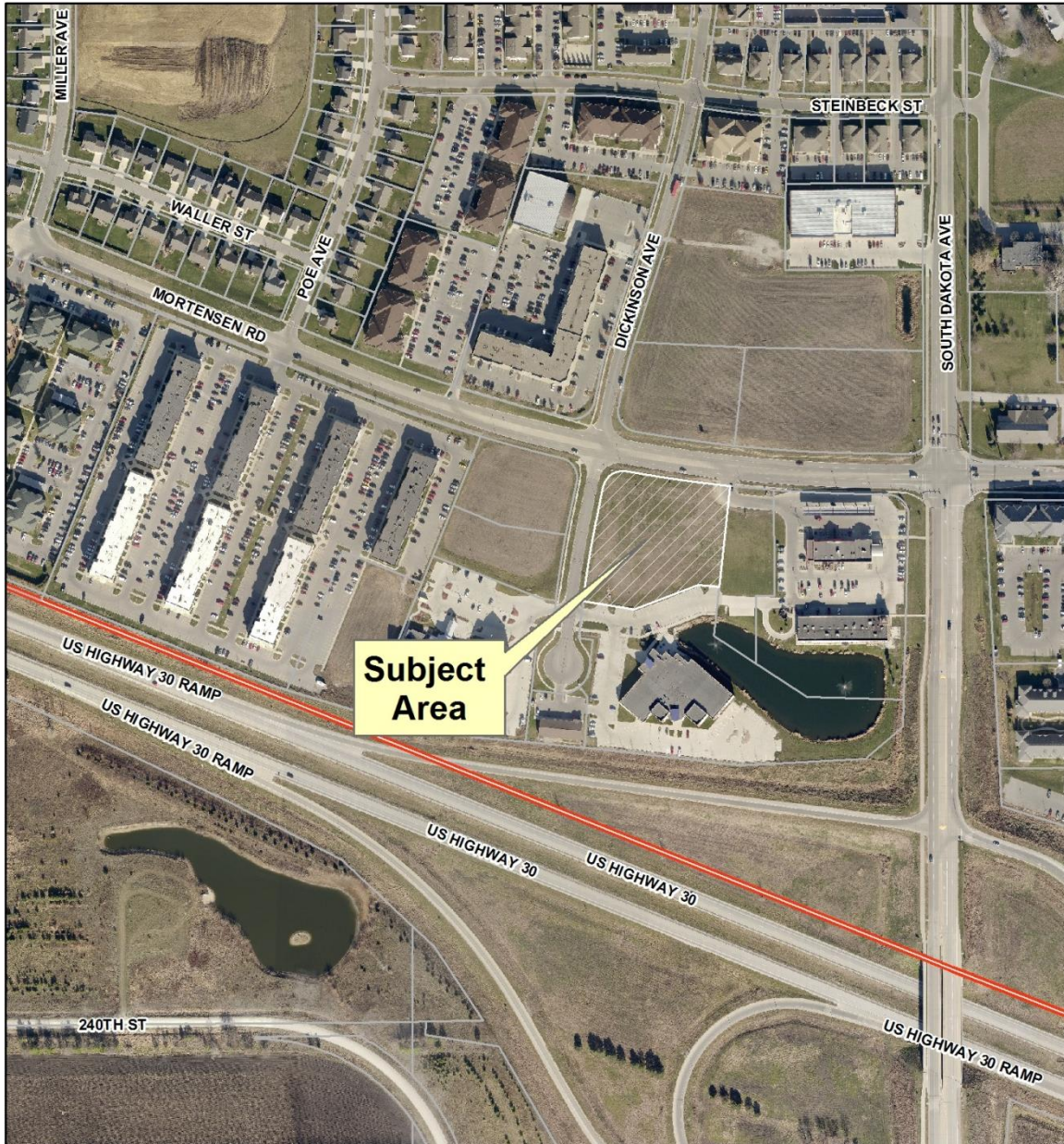
1. The City Council can approve the final plat for Dauntless Subdivision 10<sup>th</sup> Addition including the proposed sidewalk/shared path agreement for improvements along all frontages prior to occupancy of the first building built on either Lot 1 or Lot 2, based upon the findings and conclusions stated above.
2. The City Council can approve the final plat for Dauntless Subdivision 10<sup>th</sup> Addition, based upon the findings and conclusions stated above, conditional upon approval of a sidewalk agreement that is revised to require sidewalks to be built separately on Lot 1 and Lot 2, when each lot is developed.
3. The City Council can deny the final plat for Dauntless Subdivision 10<sup>th</sup> Addition if the Council finds that the proposed subdivision does not comply with applicable ordinances, standards or plans.
4. The City Council can refer this request back to staff or the applicant for additional information.

#### **MANAGER'S RECOMMENDATION:**

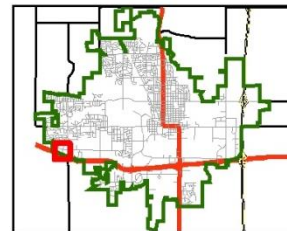
The proposed final plat for Dauntless Subdivision 10<sup>th</sup> Addition is consistent with the City's existing subdivision and zoning regulations, other City ordinances and standards, the City's Land Use Policy Plan, and the City's other duly adopted plans. Staff supports the proposed agreement requiring installation of the remaining sidewalks all at one time, since the existing sidewalk agreement anticipated that is how the sidewalk would be implemented with the overall original subdivision.

Therefore, it is the recommendation of the City Manager that the City Council accept Alternative #1.

# Attachment A Location Map



**Location Map  
Dauntless Subdivision  
10th Addition**







**Attachment C**  
**Agreement for Sidewalk and/or Shared Use Path**

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**DO NOT WRITE IN THE SPACE ABOVE THIS LINE; RESERVED FOR RECORDER**

Prepared by: Jessica D. Spoden, City of Ames Legal Department, 515 Clark Ave., Ames, IA 50010 (Phone: 515-239-5146)  
Return to: City of Ames City Clerk, 515 Clark Ave., Ames, IA 50010

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**AGREEMENT FOR SIDEWALK AND/OR SHARED USE PATH**

The parties to this agreement are Kinneer Development, LLC, their successors and assigns (hereinafter referred to as “Owners”) and the City of Ames, Iowa (hereinafter referred to as “City”).

**WHEREAS**, the Owners are in the process of platting a subdivision of real estate per Chapter 23 of the Municipal Code of Ames, Iowa, to be known as 10TH ADDITION, DAUNTLESS SUBDIVISION, Ames, Story County, Iowa; and

**WHEREAS**, the Owners are required to construct a sidewalk and/or shared use path in all segments that abut a street in the subdivision as part of the platting procedure of the City.

**NOW, THEREFORE**, in consideration of the premises, it is hereby understood and agreed that:

1. The Owners shall construct a sidewalk and/or shared use path as required by the City for said subdivision, in accordance with plans and specifications on file with the City’s engineers and by this reference made a part of this agreement before any city zoning/building permit will be issued with respect to said subdivision. In the alternative, Owners may obtain said permits and proceed with construction pursuant to said permits with the understanding that

an "occupancy permit" under City ordinances shall be withheld with respect to any building in the subdivision unless and until the sidewalk and/or shared use path is completed as aforesaid for the entire subdivision. Further, if the sidewalk and/or shared use path is not completed as aforesaid for the entire subdivision within twenty-four (24) months of the issuance of the zoning building permit for any building, the said building permit shall be revoked and be null and void with respect to that building.

2. This agreement shall be filed of record in the office of the Story County Recorder and all covenants, agreements, promises and representations herein stated shall be deemed to be covenants running with the land and shall endure and be binding on the parties hereto, their successors and assigns, for a period of twenty-one (21) years from the date of the recording of these covenants, unless claims to continue any interest in the covenants are filed as provided by law.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2014.

**OWNERS**

**CITY OF AMES, IOWA**

By \_\_\_\_\_  
Kevin Kinneer

By \_\_\_\_\_  
John Joiner, Director of Public Works

<p>STATE OF IOWA, COUNTY OF STORY, ss:</p> <p>This instrument was acknowledged before me on _____, by Kevin Kinneer as Manager of Kinneer Development, LLC.</p> <p>_____ Notary Public in and for the State of Iowa</p>	<p>STATE OF IOWA, COUNTY OF STORY, ss:</p> <p>This instrument was acknowledged before me on _____, by John Joiner as Director of Public Works for the City of Ames, Iowa.</p> <p>_____ Notary Public in and for the State of Iowa</p>
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## **Attachment D Applicable Laws**

The laws applicable to this case file are as follows:

*Code of Iowa*, Chapter 354.8 states in part:

A proposed subdivision plat lying within the jurisdiction of a governing body shall be submitted to that governing body for review and approval prior to recording. Governing bodies shall apply reasonable standards and conditions in accordance with applicable statutes and ordinances for the review and approval of subdivisions. The governing body, within sixty days of application for final approval of the subdivision plat, shall determine whether the subdivision conforms to its comprehensive plan and shall give consideration to the possible burden on public improvements and to a balance of interests between the proprietor, future purchasers, and the public interest in the subdivision when reviewing the proposed subdivision and when requiring the installation of public improvements in conjunction with approval of a subdivision. The governing body shall not issue final approval of a subdivision plat unless the subdivision plat conforms to sections 354.6, 354.11, and 355.8.

Ames *Municipal Code* Section 23.303(3) states as follows:

(3) City Council Action on Final Plat for Minor Subdivision:

(a) All proposed subdivision plats shall be submitted to the City Council for review and approval in accordance with Section 354.8 of the Iowa Code, as amended or superseded. Upon receipt of any Final Plat forwarded to it for review and approval, the City Council shall examine the Application Form, the Final Plat, any comments, recommendations or reports examined or made by the Department of Planning and Housing, and such other information as it deems necessary or reasonable to consider.

(b) Based upon such examination, the City Council shall ascertain whether the Final Plat conforms to relevant and applicable design and improvement standards in these Regulations, to other City ordinances and standards, to the City's Land Use Policy Plan and to the City's other duly adopted plans. If the City Council determines that the proposed subdivision will require the installation or upgrade of any public improvements to provide adequate facilities and services to any lot in the proposed subdivision or to maintain adequate facilities and services to any other lot, parcel or tract, the City Council shall deny the Application for Final Plat Approval of a Minor Subdivision and require the Applicant to file a Preliminary Plat for Major Subdivision.

**COUNCIL ACTION FORM**

**SUBJECT:** POST CONSTRUCTION STORMWATER MANAGEMENT ORDINANCE

**BACKGROUND:**

At the March 4, 2014 Council meeting, the City Council provided to staff policy direction regarding a number of issues for finalization of the Post Construction Stormwater Management Ordinance, which will become a new Chapter 5B of the Municipal Code. The proposed ordinance that is before the City Council for approval incorporates the decisions made at the previous meeting.

**ALTERNATIVES:**

1. Adopt the new stormwater management standards as Chapter 5B of the Municipal Code.
2. Direct staff to achieve the federal and state law requirements in a different way.

**MANAGER'S RECOMMENDED ACTION:**

Staff has spent several years developing this ordinance, which is required by both federal and state laws. Input has been received from stormwater management experts, as well as from local developers and civil engineers who will be impacted by the new requirements. Council's final decisions regarding a number of policy issues from the March 4<sup>th</sup> Council meeting have been incorporated into the attached ordinance.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby adopting the attached ordinance adding the stormwater management standards to Chapter 5B of the Municipal Code.

**ORDINANCE NO.**

**AN ORDINANCE TO AMEND THE MUNICIPAL CODE OF THE CITY OF AMES, IOWA, BY ENACTING A NEW CHAPTER 5B THEREOF, FOR THE PURPOSE OF POST CONSTRUCTION STORMWATER MANAGEMENT IN COMPLIANCE WITH BOTH FEDERAL AND STATE ENVIRONMENTAL LAWS; REPEALING ANY AND ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT TO THE EXTENT OF SUCH CONFLICT; AND ESTABLISHING AN EFFECTIVE DATE.**

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

Section One. The Municipal Code of the City of Ames, Iowa shall be and the same is hereby amended by enacting a new Chapter 5B as follows:

**“CHAPTER 5B  
POST CONSTRUCTION STORMWATER MANAGEMENT**

**Sec 5B.1. GENERAL PROVISIONS**

(1) The U.S. Environmental Protection Agency’s National Pollutant Discharge Elimination System (NPDES) permit program (Program) administered by the Iowa Department of Natural Resources (IDNR) requires that cities meeting certain demographic and environmental impact criteria obtain from the IDNR an NPDES permit for the discharge of stormwater from a Municipal Separate Storm Sewer System (MS4) (the MS4 Permit). The City of Ames (City) is subject to the Program and is required to obtain, and has obtained, an MS4 Permit. The City’s MS4 Permit is on file at the office of the City Clerk and is available for public inspection during regular office hours.

(2) As a condition of the City’s MS4 Permit, the City is obliged to develop, implement and enforce a program to address stormwater runoff from new construction and reconstruction projects for which stormwater permit coverage is required.

(3) No state or federal funds have been made available to assist the City with inspections, monitoring and/or enforcing the Program. Accordingly, the City shall fund its inspection, monitoring and enforcement responsibilities entirely by fees imposed on the owners of properties which are made subject to the Program by virtue of state and federal law, and/or other sources of funding established by a separate ordinance.

(4) Land development and associated increases in impervious cover alter the hydrologic response of local watersheds and increase stormwater runoff rates and volumes, flooding, stream channel erosion, and sediment transport and deposition if left uncontrolled; this uncontrolled stormwater runoff contributes to increased quantities of water-borne pollutants, and; stormwater runoff, soil erosion and nonpoint source pollution can be controlled and minimized through the regulation of stormwater runoff from development sites.

(5) Therefore, City establishes this set of City stormwater standards applicable to all surface waters to provide reasonable guidance for the regulation of stormwater runoff for the purpose of protecting local water resources from degradation. It is determined that the regulation of stormwater runoff discharges from land development and other construction activities shall not result in increases in stormwater runoff rates and volumes, soil erosion, stream channel erosion, and non-point source pollution associated with stormwater runoff, is in the public interest and will prevent threats to public health and safety.

(6) The Iowa Stormwater Management Manual published by the Iowa Department of Natural Resources and maintained by the Iowa Storm Water Education Program establishes guidelines consisting of unified sizing criteria (water quality volume, channel protection storage volume, overbank flood protection, extreme flood protection) stormwater management designs, specifications, and best management practices (BMPs). City hereby finds and declares that the guidelines provided in the Iowa Stormwater Management Manual, and in future editions thereof, along with any locally adopted modifications, are hereby adopted as the stormwater management standards of City. Any BMP installation that complies with the provisions of the Iowa Stormwater Management Manual, or future editions thereof, along with any locally adopted modifications, at the time of installation shall be deemed to have been installed in accordance with this ordinance.

(7) The purpose of this ordinance is to adopt as City's standards the guidelines established in the Iowa Stormwater Management Manual (hereinafter collectively City's stormwater requirements or standards) in order to protect and safeguard the general health, safety, and welfare of the public within this jurisdiction. This ordinance seeks to meet that purpose through the following objectives:

(a) Minimize increases in stormwater runoff from development within the city limits and within 2 mile limit where the City has exercised subdivision authority fringe area in order to reduce flooding, siltation, increases in stream temperature, and stream bank erosion in order to maintain the integrity of stream channels;

(b) Minimize mass grading of sites to preserve natural features and drainageways as well as protection of open space and impervious cover minimization;

(c) Minimize increases in non-point source pollution caused by stormwater runoff from development which would otherwise degrade local water quality;

(d) Distribute and minimize runoff by utilizing vegetated areas for stormwater treatment (e.g. parking lot islands, vegetated areas along property boundaries, front and rear yards, building landscaping. Encourage infiltration and soil storage of runoff through such practices as bioswales, soil quality improvement with compaction reduction and compost amendments, bioretention cells and rain gardens. Plant vegetation that does not require irrigation beyond natural rainfall and runoff from the site;

(e) Mitigate stormwater runoff rates and volumes, soil erosion and non-point source pollution, wherever possible, through establishment of appropriate minimum stormwater management standards and BMPs and to ensure that BMPs are properly maintained and pose no threat to public safety.

(8) This ordinance shall be applicable to all development and redevelopment applications meeting the minimum square foot applicability criteria of 5B.1.(8)(a), unless eligible for an exemption or granted a waiver by City under Section 5B.4 of this ordinance. The ordinance also applies to land disturbance activities that are smaller than the minimum square foot applicability criteria specified in 5B.1.(8)(a) if such activities are part of a larger common plan of development or redevelopment that meets the minimum square foot applicability criteria of 5B.1.(8)(a), even though multiple separate and distinct land development activities may take place at different times on different schedules:

(a) City stormwater requirements must be met for development or redevelopment to be approved. City stormwater requirements apply to any new development, redevelopment disturbing 1 acre or more of land, or to any development disturbing less than said acreage of land if the amount of impervious cover created exceeds 10,000 square feet. New development includes any new residential, commercial, or industrial subdivision or individual site improvement requiring a site development plan. The following activities are exempt from this ordinance:

(i) Any agricultural activity.

(ii) Additions or modifications to an existing single family property.

(iii) Storm Water Management Design standards do not apply to any area within a 1,000-foot distance from any City of Ames drinking water well located in the Southeast Well Field and Youth Sports Complex Well Field. In these specific areas, developments will need to meet requirements for storm water quality-based treatment or a combination of quantity- and quality-based treatment, as approved by both the Director of Public Works and the Director of Water and Pollution Control.

(9) Compatibility with Other Permit and Ordinance Requirements is as follows:

(a) It is intended that this ordinance be construed to be consistent with Municipal Code Chapter 5A Construction Site Erosion and Sediment Control, Chapter 23 Subdivisions, Chapter 28 Utilities, and Chapter 29 Zoning.

(b) The requirements of this ordinance should be considered minimum requirements, and where any provision of this ordinance imposes restrictions different from those imposed by any other ordinance, rule or regulation, or other provision of law, whichever provisions are more restrictive or impose higher protective standards for human health or the environment shall be considered to take precedence.

## Sec 5B.2. DEFINITIONS

(1) Terms related to stormwater management in this ordinance other than those defined below shall have the meanings set out in the Iowa Storm Water Management Manual.

“**Applicant**” means a property owner or agent of a property owner who has filed an application for a storm water management permit.

“**Best Management Practice (BMP)**” means a practice or series of practices used to manage stormwater and as further defined in the Iowa Stormwater Management Manual.

“**Building**” means any structure, either temporary or permanent, having walls and a roof, designed for the shelter of any person, animal, or property, and occupying more than 150 square feet of area.

“**Channel Protection Storage Volume**” means providing for practices that will allow for extended detention of the runoff generated by a 1-year, 24-hour event. This means capturing the runoff volume from a storm of this nature, and slowly releasing it over a period of no less than 24-hours to reduce the rapid “bounce” effect common in many urban streams that leads to downcutting and streambank erosion.

“**City Stormwater Requirements**” or “standards” mean the guidelines provided for in this ordinance and the Iowa Stormwater Management Manual.

“**COSESCO**” means Construction Site Erosion and Sediment Control Ordinance permit issued by the City of Ames Public Works Department.

“**Dedication**” means the deliberate appropriation of property by its owner for general public use.

“**Developer**” means a person or entity that undertakes land development activities.

“**Development**” means land disturbance activity of one acre (43,560 square feet) or more on land previously vacant of buildings or largely free of previous land disturbance activity other than agriculture.

“**Drainage Easement**” means a legal right granted by a landowner to a grantee allowing the use of private land for stormwater management purposes.

“**Enforcement Officer**” means that person or persons designated by the City having responsibility for administration and enforcement of this ordinance.

“**Extreme Flood Protection**” means managing the effects of larger storm events (10-year to 100-year recurrence intervals) on the stormwater management system, adjacent property, and downstream facilities and property. The impacts of these extreme events is accomplished using detention controls and/or floodplain management.

“**Fee in Lieu**” means a payment of money in place of achieving or exceeding all or part of City stormwater requirements.

“**Impervious Surface**” means surfaces (roads, sidewalks, driveways and parking lots) that are covered by impenetrable materials such as asphalt, concrete, brick, and stone, rooftops as well as soils compacted by urban development.

“**Iowa Stormwater Management Manual (ISWMM)**” means the manual collaboratively developed by the Iowa Department of Natural Resources (IDNR) and the Center for Transportation Research and Education (CTRE) at Iowa State University and updated by the Iowa Storm Water Education Program that contains the sizing criteria, design and specification guidelines and BMPs that address stormwater quality and quantity management.

“**Land Disturbance Activity**” means any grading, digging, cutting, scraping, or excavating of soil, placement of fill materials, paving, construction, substantial removal of vegetation, or any activity which bares soil or rock or involves the diversion or piping of any natural or man-made watercourse.

“**Low Impact Development**” means an approach to stormwater management that attempts to mimic pre-development conditions by compensating for losses of rainfall abstraction through infiltration, evapotranspiration, surface storage, and increased travel time to reduce excess runoff.

“**Landowner**” means the legal or beneficial owner of land, including those holding the right to purchase or lease the land, or any other person holding proprietary rights to the land.

“**Overbank Flood Protection**” means providing on-site stormwater detention to limit runoff peak flow rates from the 5-year recurrence interval storm event to prevent downstream surcharge of conveyance systems and reduce overbank flooding. At the site development level, this can be accomplished by providing detention practices with multi-stage outlets that control the outflow from these events to pre-settlement conditions (meadow in good condition).

“**Pre-Settlement Land and Vegetation Conditions**” means for intended stormwater design calculations, meadow in good condition.

**“Redevelopment”** means land disturbance activity in areas where existing land use is commercial, industrial, institutional or multi-family residential.

**“Stormwater Management”** means the use of BMPs that are designed in accordance with City stormwater requirements to reduce stormwater runoff pollutant loads, discharge volumes, peak flow discharge rates and detrimental changes in stream temperature that affect water quality and habitat.

**“Stormwater Management Plan”** means a plan that addresses post construction stormwater management addressing water quality and quantity.

**“Storm Water Pollution Prevention Plan”** (SWPPP) means a plan that is designed to minimize the accelerated erosion and sediment runoff at a site during construction activities and includes provisions for additional pollution prevention and addresses stormwater quality and quantity management after construction.

**“Stream”** means perennial and intermittent water sources identified through site inspection, and/or an approved city of Ames map, and/or United States Geological Survey (USGS) 7.5 minute series topographical map.

**“Stream Buffer”** means a vegetated strip of land which lies adjacent to a stream and provides such functions as protecting water quality, providing wildlife habitat and storing flood waters.

**“Stream Order”** means a classification rank, used by the United States Geological Survey and other hydrological entities, of the relative sizes of streams draining a watershed based on the nature of their tributaries. The smallest unbranched tributary is first order, the stream receiving the tributary is second order etc.

**“Unified Sizing Criteria”** means an integrated approach to managing stormwater runoff quality and quantity by addressing the adverse impacts of stormwater runoff from development. The intent is to comprehensively manage stormwater to remove pollutants and improve water quality, prevent downstream streambank and channel erosion, reduce downstream overbank flooding and safely convey and reduce runoff from extreme storm events.

**“Water Quality Volume”** means the runoff resulting from a rainfall depth of 1.25”, or less which is approximately 90% of the rainfall events in Central Iowa. By managing these storms many of the “first flush” pollutants of concern will be effectively managed on-site.

### **Sec 5B.3. PROCEDURES AND REQUIREMENTS**

(1) No land owner or developer shall receive any building or other site development approvals without first meeting the requirements of this ordinance.

(2) Unless otherwise exempted by this ordinance, the Stormwater Management Plan and maintenance plan must be included with the site plan or subdivision preliminary plat and include the COSESCO permit application or approved COSESCO permit.

(3) The stormwater management plan and maintenance plan shall be prepared to meet the requirements of Section 5B.3(7) of this ordinance, and fees shall be those established by the City as necessary by separate ordinance or resolution.

(4) Following submission and approval of Stormwater Management Plans to the City, all applicable state and federal environmental permits shall be obtained prior to issuance of local permits including floodplain permits.

(5) If the stormwater management plan and maintenance plan are approved by the City, all appropriate local land development activity permits may be issued.

(6) Approvals issued in connection with this ordinance shall be valid from the date of issuance through the date City notifies the permit holder that all stormwater management BMPs have passed the final inspection required and the financial security has been released.

(7) The stormwater management plan and maintenance plan shall be prepared to meet the following requirements:

(a) Be prepared by a Licensed Professional Engineer (PE) or Professional Landscape Architect or credentialed in a manner acceptable to the City; and

(b) Indicate whether stormwater will be managed on-site or off-site and, if on-site, the general location and type of BMPs, with clear citations to the Iowa Storm Water Management Manual; and

(c) Include a signed and dated certification, under penalty of perjury by the preparer, of the stormwater management plan that it complies with all requirements of this ordinance and applicable sections of the Iowa Stormwater Management Manual, meets the submittal requirements outlined in the Iowa Stormwater Management Manual, and is designed to achieve City stormwater requirements.



(d) Contact Information, including but not limited to the name, address, and telephone number of all persons having a legal interest in the property and the tax reference number and parcel number of the property or properties affected.

(e) Topographic Base Watershed Map, at a scale no greater than 1" = 100' which extends a minimum of 200' beyond the limits of the proposed development and indicates existing surface water drainage including streams, ponds, culverts, field tiles, ditches, and wetlands; current land use including all existing structures; locations of utilities, roads, and easements; and significant natural and manmade features not otherwise shown. A minimum of 2' contours shall be shown on-site and 2' contours outside of the proposed property.

(f) A written or graphic inventory of the natural resources at the site and immediate area as it exists prior to the commencement of the project and a description of the watershed and its relation to the project site. This description should include a discussion of existing predevelopment soil conditions such as hydric soils and areas for infiltration-based BMPs, vegetative and forest cover, topography, wetlands, and other native vegetative areas on the site. Particular attention should be paid to environmentally sensitive resources that provide particular opportunities or constraints for development.

(g) Use hydrologic and hydraulic design calculations for the pre-development and post-development conditions for the design storms specified in the Iowa Stormwater Management Manual. Low Impact Development hydrology should be applied where appropriate and as approved by the City Municipal Engineer. Provide information in accordance with Section 2A-5 Project Drainage Report using the methodologies referenced in Sections 2B and 2C in the Iowa Stormwater Management Manual.

(h) Minimize the rate and volume of surface water runoff which flows from any specific development project site after completion to not exceed the pre-development hydrologic regime of meadow in good condition.

(i) If mass grading is used, flows shall not exceed the predevelopment hydrologic requirements of meadow in good condition. Classification of the altered soils shall be taken into consideration throughout the design.

(j) Utilize Low Impact Development features such as (but not limited to):

(i) Open space protection and restoration through conservation of existing natural areas, reforestation, re-establishment of prairies and wetlands, and re-establishment of native vegetation into the landscape including native turf.

(ii) Minimizing impervious cover.

(iii) Capture, store and reuse runoff for irrigation in areas where irrigation is necessary.

(k) A soil management plan shall be provided that includes a site map that identifies areas where soils and vegetation will not be disturbed and shows where topsoil will be stripped and stockpiled. It shall include, if used, a description of soil health (quality) improvement methods such as tilling, ripping, and amending with materials such as compost and topsoil. It shall also include a technical assessment of soils that identifies the soil series and the site limitations based on soils data provided in the Web Soil Survey for Story County hosted by Natural Resources Conservation Service (NRCS). Soil borings shall be included when necessary to confirm suitable site conditions for placement of buildings with basements and related structures, especially in areas with hydric soils and shallow depth to groundwater. Existing soil conditions should be considered when designing the site layout. If a stormwater BMP depends on the properties of soils, the assessment shall include the necessary information such as, but not limited to: organic content and percolation/infiltration rates. The number and location of required soil borings and/or soil test sites shall be determined based on what is needed to determine the suitability and distribution of soil types present at the location of the BMP. This information shall be used to provide a summary of the associated risks and potential for adequate drainage related to infiltration practices, groundwater mounding and basement flooding. Consultation with a Certified Professional Soil Scientist or Soil Classifier may be necessary or required.

(l) Provisions shall be made for stream buffers. The area shall be defined within a recorded easement that includes a management plan. They shall be maintained with native vegetation along naturally occurring stream areas using the following requirements based on stream order:

(i) Streams exceeding 3rd order and above, the City requires sketches, maps, studies, engineering reports, tests, profiles, cross-sections, construction plans and specifications to determine adequate buffer widths.

(ii) Perennial streams (1st and 2nd order). The total required stream buffer width is one hundred (100) feet on each side perpendicular to the waterway measured from the outer wet edge of the channel during base flows.

(iii) Intermittent streams. The total required stream buffer width is fifty (50) feet on each side perpendicular to the water way measured from the centerline of the channel.

(iv) Waterways and/or dry channels that have a contributing drainage area of fifty (50) acres or greater. The total required stream buffer width is thirty (30) feet on each side perpendicular to the waterway measured from the centerline of the waterway.

(v) Waterways and/or dry channels with a contributing drainage area of less than 50 acres. The total required stream buffer width is twenty (20) feet on each side perpendicular to the waterway measured from the centerline of the waterway.

(m) A Maintenance, Repair, and Landscaping Plan that is periodically updated for all structural and nonstructural stormwater BMPs including detailed routine maintenance as well as long-term maintenance of vegetation, and repair procedures to ensure their continued efficient function shall be provided to the Public Works Department. These plans will identify the parts or components of a stormwater BMP that need to be maintained and the equipment, skills or training necessary. The plan shall also indicate who will be responsible for the maintenance of vegetation at the site. Provisions for the periodic review and evaluation of the effectiveness of the maintenance program and the need for revisions or additional maintenance procedures shall be included in the plan. Native Iowa plants and trees shall be considered for use with stormwater BMPs.

(n) Proof of permanent recorded Maintenance Easements that will ensure access to all stormwater BMPs at the site for the purpose of inspection and repair. These easements will be recorded with the stormwater management final plan and will remain in effect even with transfer of title to the property.

(o) Dedicating Drainage Easements: Any stormwater BMP outside of the public right-of-way shall be dedicated in a perpetual unobstructed easement with satisfactory access to a public way and from a public way to a natural watercourse or to other stormwater management measure. Any such easement shall be secured by the subdivider or developer and dedicated to the City without cost to the City.

(p) The property owners of residential, commercial, and industrial properties are responsible for short and long-term maintenance of all water quality practices. The City of Ames accepts long-term responsibility (e.g. dredging, outlet structure replacement) for large water quantity (flood) control practices (e.g. detention basins) as part of residential developments. A recorded easement shall be provided to the City of Ames to cover the entirety of and access to the large water quantity control practices. The property owners have short-term maintenance responsibility (e.g. mowing, weed control, removal of volunteer trees) of the water quantity (flood) control practices as part of residential developments. The property owners are responsible for maintenance of all stormwater facilities as part of commercial and industrial properties.

(q) Copies of all existing SWPPPs (as required by the City's COSESCO ordinance) current as of the date of submission of the stormwater management final plan for all construction activities related to implementing any on-site stormwater BMPs .

(r) For lot development impacted by stormwater BMPs and conveyance features:

(i) The builder shall provide to the Municipal Engineer, or designated City representative, an Elevation Certificate that is signed and sealed by a land surveyor, engineer, or architect authorized by law to certify elevation information.

(ii) The Elevation Certificate shall certify that the protected level (lowest opening or protective flood barrier that achieves the same result) of all buildings shall be a minimum of 3 feet above the 100 year water surface elevation of stormwater BMPs.

(iii) Building foundations adjacent to stormwater BMPs and/or stormwater infrastructure (i.e. conveyance features, inlets, manholes) shall be 3 feet above the 100 year water surface elevation.

(s) Any required storm sewers including foundation drain collector lines shall be separate from any required sanitary sewers and shall be installed at the subdivider's or developer's expense and subject to requirements of the City and shall be adequate to serve all lots or parcels of land within the area to be subdivided.

(i) The storm sewer system shall be designed with due regard to the present and reasonably foreseeable needs of the area to be subdivided and to the location and capacity of

existing storm sewers and other stormwater management measures available to serve existing and reasonably anticipated development or use of areas abutting the area to be subdivided.

(ii) Upon determination by Municipal Engineer, such storm sewers may become the property of the City, upon determination of the Municipal Engineer through the City's inspection, approval, and acceptance of such sewers, after the subdivider pays to the City any costs associated with their installation including any reasonable charge for any supervisory or other services provided by the City.

(t) Accommodating Upstream Drainage Areas: Any necessary and appropriate stormwater BMPs shall be designed to accommodate runoff from any upstream area potentially draining into or through the area to be subdivided, whether such area is inside or outside the area to be subdivided. Such design shall assume that the upstream area upon development or redevelopment will be regulated such that volume of surface water runoff shall be equal to the runoff from the current landuse condition.

(u) Protecting Downstream Drainage Areas: Any development shall provide for mitigation of any overload condition reasonably anticipated on any existing downstream stormwater BMPs outside the area to be subdivided, provided that the development or use of the area to be subdivided creates or contributes to such condition.

#### **Sec 5B.4. WAIVERS**

(1) Every applicant shall provide for stormwater management as required by this ordinance except in certain redevelopment situations when confronted with difficult site conditions that limit design of such BMPs listed in the Iowa Stormwater Management Manual. In such case, a written request must be filed to waive implementation of BMPs in part or in whole. Requests to waive implementation of BMPs in part as defined in 5B.4(2) shall be submitted to the Municipal Engineer for approval.

##### **(2) Partial Waivers**

(a) Partial waivers of BMPs required by this ordinance may be granted for redevelopment projects if the proposed development is not likely to impair attainment of the objectives of this ordinance. At least one of the following conditions, in successive order, shall be established by applicant based on authoritative written evidence satisfactory to the Municipal Engineer:

(i) Alternative minimum requirements for on-site management of stormwater have been established in a stormwater management plan that has been approved by the Municipal Engineer and fully implemented. If the applicant is unable, for good cause shown, to meet the requirements of this subsection, the applicant shall meet the following condition:

(ii) Provisions are made to manage stormwater by an off-site facility that has been approved by the Municipal Engineer. The off-site facility is required to be in place, to be designed and adequately sized to provide a level of stormwater control that is equal to or greater than that which would be afforded by on-site practices and there is a responsible entity legally obligated to monitor the performance of and maintain the efficiency of stormwater BMPs in accordance with an approved maintenance plan.

(b) In instances where one of the above conditions is established, the applicant must further establish by authoritative written evidence satisfactory to the Municipal Engineer that the partial waiver will not result in any of the following impacts to downstream waterways:

(i) deterioration of existing culverts, bridges, dams, and other structures;

(ii) degradation of biological functions or habitat;

(iii) accelerated streambank or streambed erosion or siltation;

(iv) increased threat of flood damage to public health, life, property.

#### **Sec 5B.5. FINANCIAL SECURITY AND PERFORMANCE BOND**

(1) City shall require the submittal of an installation performance security or bond prior to issuance of approval in order to insure that the stormwater BMPs are installed as required by the approved stormwater management final plan:

(a) The amount of the installation financial security or bond shall be the total estimated construction cost of the stormwater BMPs approved in the stormwater management plan. The installation financial security or bond shall contain forfeiture provisions for failure to complete work specified in the stormwater management plan.

(b) The installation financial security or bond shall be released in full only upon submission of "as built plans" of all stormwater BMPs specified in the stormwater management plan and written certification by a Licensed Professional Engineer or Professional Landscape Architect or person credentialed in a manner suitable to the city that the stormwater BMPs have been installed in accordance with the approved stormwater management final plan and other applicable provisions of this ordinance. City will make a final inspection of stormwater BMPs to ensure compliance with the approved stormwater management plan and the provisions of this ordinance. Provisions for a partial pro-rata release of the installation performance security or bond based on the completion of various development stages can be made at the discretion of the Municipal Engineer.

(2) City shall also require the submittal of a maintenance performance security or bond prior to issuance of a permit in order to insure that the stormwater BMPs are maintained in an effective state for a minimum of four years. This maintenance performance security or bond may be released by the City upon a showing satisfactory to the Municipal Engineer that:

(a) another bona fide financially responsible legal entity, such as a home-owners' or similar organization organized under Iowa law, has been assigned responsibility for maintenance of the stormwater BMPs in an effective state for the balance of the four year period after assignment; and

(b) said assignee-legal-entity has fully accepted such responsibility in a written document that qualifies for recording and has been recorded in the county recorder's office under Iowa law; and

(c) said assignee-legal-entity posts a substitute maintenance performance security or bond subject to release at the end of the initial four year period upon a further showing by the assignee-legal-entity that the stormwater BMPs are, in City's sole judgment, still reasonably effective.

#### **Sec 5B.6. CONSTRUCTION INSPECTION**

(1) After construction is completed, applicants are required to submit actual "as built" drawings satisfactory to City for any stormwater BMPs located on-site. The drawings must show the final design specifications for all stormwater BMPs and must be certified by a Professional Engineer, Landscape Architect or credentialed in a manner acceptable to the city. A final inspection by City is required before the release of any performance securities can occur.

(2) Construction inspections will be conducted by the City or designated representative of the City at the conclusion of a development or redevelopment project after as-built plans are submitted to the City to ensure the stormwater BMPs have been built according to the stormwater management plan. For subdivisions, the owner is responsible for covering actual Engineering cost per City code. For individual site developments, the cost is included in the COSESCO fee.

(3) Financial security or bond will be released upon acceptance.

#### **Sec 5B.7. MAINTENANCE AND REPAIR OF STORMWATER BMPs**

(1) The applicant or owner of every site, or an assignee qualified, shall be responsible for maintaining as-built water quality BMPs in an effective state.

(2) Prior to the issuance of a COSESCO permit that has a stormwater management BMP as one of its requirements of the permit, and part of receiving approval of the stormwater management plan, the applicant or owner of the site agree to provide for access to the BMP and the land it serves at reasonable times for periodic inspection by City or City's designee and for regular or special assessments of property owners to ensure that the BMP is maintained in proper working condition to meet City stormwater requirements.

(3) Maintenance of all stormwater management BMPs shall be ensured through the creation of a maintenance plan that must be approved by City at time of the stormwater management plan approval. As part of the plan, a schedule shall be developed for when and how often maintenance will occur to ensure proper function of the stormwater management BMPs. The plan shall also include plans for periodic inspections to ensure proper performance of the BMPs between scheduled cleanouts.

(4) All stormwater management BMPs must undergo an annual inspection to document maintenance and repair needs and ensure compliance with the requirements of this ordinance and accomplishment of its purposes. Any maintenance or repair needs detected must be corrected by the developer or entity responsible in a timely manner, as determined by City, and the inspection and maintenance requirement may be increased as deemed necessary to ensure proper functioning of the stormwater management BMPs.

(5) Inspection programs may be established on any reasonable basis. Inspections may include, but are not limited to: reviewing maintenance and repair records; sampling discharges, surface water, groundwater, and material or water in storm water BMPs, and evaluating the condition of stormwater management BMPs.

(6) Parties responsible for the operation and maintenance of stormwater management BMPs shall make records of the installation and of all maintenance and repairs, and shall retain the records for at least 3 years. These records shall be made available to City during inspection of the facility and at other reasonable times upon request.

(7) If a responsible party fails or refuses to meet the requirements of the approved plan or any provision of this ordinance, City, after reasonable notice, may correct a violation by performing all necessary work to place the BMP in proper working condition. In the event that the stormwater management BMP becomes a danger to public safety or public health, City shall notify the party responsible for maintenance of the stormwater management BMP in writing. Upon receipt of that notice, the responsible person shall have 30 days to effect maintenance and repair of the stormwater management BMP in an approved manner. After proper notice, City may assess, jointly and severally, the owner(s) of the stormwater management BMP or the property owners or the parties responsible for maintenance under any applicable written agreement for the cost of repair work and any penalties; and the cost of the work shall be a lien on the property, or prorated against the beneficial users of the property, and may be placed on the tax bill and collected as ordinary taxes.

#### **Sec 5B.8. ENFORCEMENT BY LEGAL OR ADMINISTRATIVE ACTION**

(1) Violation of any provision of this ordinance may be enforced by civil action including an action for injunctive relief. In any civil enforcement action, administrative or judicial, the City shall be entitled to recover its attorneys' fees and costs from a person who is determined by a court of competent jurisdiction to have violated this ordinance.

(2) Violation of any provision of this ordinance may also be enforced as a municipal infraction within the meaning of Iowa Code Section §364.22, pursuant to the City's municipal infraction ordinance.

(3) Restoration of lands: Any violator may be required to restore land to its undisturbed condition. In the event that restoration is not undertaken within a reasonable time after notice, City may take necessary corrective action, the cost of which shall become a lien upon the property until paid.

(4) Holds on Occupation Permits: Occupancy permits shall not be granted until all storm water management BMPs have been inspected and approved by City.

#### **Sec 5B.9. MEANS OF APPEAL**

Any person directly affected by a decision of the Municipal Engineer or other City staff, or a notice or order issued under this code, shall have the right to appeal. That appeal shall be heard by the City Council. An appeal shall be made in writing and be filed with the City Clerk no later than 20 days after the date of the notice or order. The written appeal shall specify in detail the action appealed from, the errors allegedly made by the enforcement officer giving rise to the appeal, a written summary of all oral and written testimony the applicant intends to introduce at the hearing, including the names and addresses of all witnesses the applicant intends to call, copies of all documents the applicant intends to introduce at the hearing, and the relief requested.

An application for appeal shall be based on a claim that:

- (1) the true intent of this Code or the rules legally adopted hereunder have been incorrectly interpreted, or
- (2) the provisions of this Code do not fully apply, or
- (3) the requirements of this Code are adequately satisfied by other means, and the specific proposed alternative action will increase the degree of general code compliance of the specific system or the building and premises, or
- (4) there are specific fixed conditions that make strict compliance with this Code impracticable, or
- (5) required actions cannot be completed within the time limit specified by the Municipal Engineer or other City official."

Section Two. All ordinances, or parts of ordinances, in conflict herewith are hereby repealed to the extent of such conflict, if any.

Section Three. This ordinance shall be in full force and effect from and after its passage and publication as required by law.

Passed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Diane R. Voss, City Clerk

\_\_\_\_\_  
Ann H. Campbell, Mayor

**Applicant**

3-25-14

<b>Name of Applicant:</b>	<u>Christiani's Events, LLC</u>		
<b>Name of Business (DBA):</b>	<u>Christiani's Events</u>		
<b>Address of Premises:</b>	<u>2516 Mortensen Rd</u>		
<b>City:</b> <u>Ames</u>	<b>County:</b> <u>Story</u>	<b>Zip:</b> <u>50011</u>	
<b>Business Phone:</b>	<u>(515) 287-3169</u>		
<b>Mailing Address:</b>	<u>1150 E. Diehl</u>		
<b>City:</b> <u>Des Moines</u>	<b>State:</b> <u>IA</u>	<b>Zip:</b> <u>50315</u>	

**Contact Person**

<b>Name:</b>	<u>Peter</u>		
<b>Phone:</b>	<u>(515) 287-3169</u>	<b>Email Address:</b>	

Classification: Class C Liquor License (LC) (Commercial)Term: 5 daysEffective Date: 04/04/2014Expiration Date: 04/08/2014

Privileges:

Class C Liquor License (LC) (Commercial)**Status of Business**

<b>BusinessType:</b>	<u>Limited Liability Company</u>		
<b>Corporate ID Number:</b>	<u>305392</u>	<b>Federal Employer ID #</b>	<u>20-2195774</u>

**Ownership****Carol Christiani****First Name:** Carol**Last Name:** Christiani**City:** Des Moines**State:** Iowa**Zip:** 50321**Position** member**% of Ownership** 100.00 %**U.S. Citizen****Insurance Company Information**

<b>Insurance Company:</b>	<u>Founders Insurance Company</u>		
<b>Policy Effective Date:</b>	<u>04/04/2014</u>	<b>Policy Expiration Date:</b>	<u>04/09/2014</u>
<b>Bond Effective Continuously:</b>		<b>Dram Cancel Date:</b>	
<b>Outdoor Service Effective Date:</b>		<b>Outdoor Service Expiration Date:</b>	
<b>Temp Transfer Effective Date:</b>		<b>Temp Transfer Expiration Date:</b>	

## Staff Report

## FLOOR AREA RATIO IN "HOC" (HIGHWAY-ORIENTED COMMERCIAL) ZONING DISTRICT

March 25, 2014

### **BACKGROUND**

On January 14, the City Council initially directed staff to prepare a background memo addressing the request of VKB Management (developer) for a change to the maximum Floor Area Ratio (FAR) in the Highway-Oriented Commercial (HOC) zone (see *Attachment A*). The developer is interested in building a hotel on the property at 2120 Isaac Newton Drive. Due to the size of the site and prototypical design of the hotel, it would have an estimated .82 FAR, where only .50 is allowed.

On February 21, a memo was sent to the City Council from Kelly Diekmann, Planning and Housing Director, providing the background information in this report. On February 28, a letter was received from VKB Management, addressed to the Ames City Council. In this letter (see *Attachment B*), Kalpesh Patel urged the City Council to consider taking further action on the memo from the Planning and Housing Director at their meeting on March 4. **He explained further that he is requesting that staff be directed to prepare a zoning text change to increase the maximum allowed Floor Area Ratio (FAR) in the HOC zone, limited to properties zoned as HOC in the area of the community generally described as northwest of the intersection of Interstate 35 and Highway 30. (See Attachment D)**

On March 4, City Council directed staff to include the background memo as an item on the March 25 City Council agenda for consideration.

Floor Area Ratio "Floor Area Ratio (FAR)" is the amount of the floor area in relation to the amount of the lot area, determined by dividing the gross floor area of all buildings on a lot by the area of that lot. FAR is a zoning regulation (development standard) with two purposes. It can be used to limit the intensity of use (e.g. floor area for employees) or as a building size and design standard to limit bulk. Other examples of building design regulations include minimum required setbacks, maximum building coverage (building footprint), minimum landscaped area, and maximum height limits.

The majority of commercial land in Ames is zoned as Highway Oriented Commercial (HOC). (See Attachment C) HOC is located along significant commercial corridors of Lincoln Way and Duff Avenue, as well as general areas near the Highway 30 off-ramps at S. Dayton, University, and Duff. HOC encompasses a wide range of lot types and surrounding land uses because of the diverse locations throughout the city.



A maximum FAR also applies in the following zoning districts:

<u>Zoning District</u>	<u>FAR</u>
Highway Oriented Commercial (HOC)	0.50
Neighborhood Commercial (NC)	0.70
Community Commercial Node (CCN)	0.75
Community Commercial/Residential Node (CCR)	0.75
Downtown Service Center (DSC)	None
Campustown Service Center (CSC)	None
South Lincoln Sub Area (S-SMD) Mixed Use District	0.75
Planned Regional Commercial (PRC)	None
Planned Industrial (PI)	0.35
General Industrial (GI)	None

**If the Council is interested in a text change to increase the maximum allowed FAR in the HOC zone, it could be limited to properties zoned as HOC in a particular area of the community, or only for specific uses, such as a “hotel.”** For example, locations near a freeway or in the Southeast Gateway Overlay along Highway 30 may be appropriate to increase the intensity of use compared to other areas of the City due to the orientation of the business and lack of compatibility issues.

**In combination with increasing FAR, Council could adopt additional design standards for building and roof articulation in response to allowing for larger buildings. Increasing the allowance for hotels specifically or to particular area of the City would incentivize and encourage development related to those sites or uses compared to the remaining HOC land. Alternatively, Council could consider this as a broad issue relevant to all HOC zoned properties throughout the City.**

**A limited text change to HOC could be processed in a much shorter timeframe than if the FAR for the entire HOC zone were changed for all commercial properties throughout the community.** Text changes which would impact all properties zoned as HOC would require a series of meetings to obtain input from land owners, businesses, developers, and other stake holders.

**If the City Council approves the developer’s request to proceed with an application for a limited text amendment, staff estimates it would require approximately 15 hours of staff time for review without undertaking public outreach. If Council considers this item to be of interest on a community-wide scale, it would need to be referred as a policy issue and prioritized with other items on the Planning and Housing Department work program.** As a policy issue that includes public outreach, staff estimates it may require 60 hours of staff time to coordinate and review that larger project. Alternatively, Council could determine there is not an interest in reviewing a FAR increase at this time and choose not to refer the item for any further action.

ATTACHMENT A



VKB MANAGEMENT

1/4/14

Ames City Council,

I am writing this letter to ask the council to consider changing or amending an ordinance that is affecting the development of a property in Ames.

My company is looking at the property at 2120 Isaac Newton Drive to develop a limited service hotel under the Comfort Suites brand. Unfortunately, the requirements for Maximum FAR as described in the Highway-Oriented Commercial (HOC) Zone Development Standards, Table 29.804 (3) in Supplemental #2013-4 will not allow this to happen. Currently the standard is written such that the total number of square feet of a building must be equal to or less than one-half the total square feet of the land. The building we are proposing to build would be approximately 55,000 square feet and the property has a total of 66,920 square feet. Even though the land is plenty sufficient for the purpose of building a hotel and it required parking, it is woefully short of the 0.50 ratio for maximum FAR.

We are asking that the city council and planning team revise or adjust the Maximum FAR requirement as a whole at least for this area of the city, so that the property in the area can be developed and new businesses can continue to come into the Ames community.

Thank you for your consideration.

Kalpesh Patel

VKB Management

5050 Merle Hay Rd

Johnston, IA 50131

Kalpesh.patel@vkbmanagement.com

## ATTACHMENT B



## VKB MANAGEMENT

2/28/14

Ames City Council,

I am writing this letter to urge the council to consider the memo requesting a change in the maximum FAR sent to you by Kelly Diekmann, the Planning and Housing Director, on February 21<sup>st</sup> 2013. It is my understanding that this memo was not brought up for discussion during the council's last meeting on February 25<sup>th</sup>. I ask that the council consider this memo during their next meeting on March 4<sup>th</sup> 2013 and appeal to the council to direct staff to work on this text change to increase the maximum allowed FAR in the HOC zone, limited to properties zoned as HOC in the particular area of we wish to develop in the area of the NorthWest corner of Interstate 35 and Highway 30. This text change would allow for the further development of this area to continue to add value and needed resources to the city of Ames.

Thank you again for your consideration.

Kalpesh Patel

VKB Management

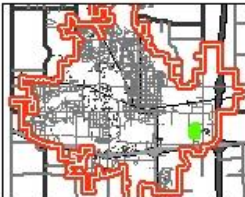
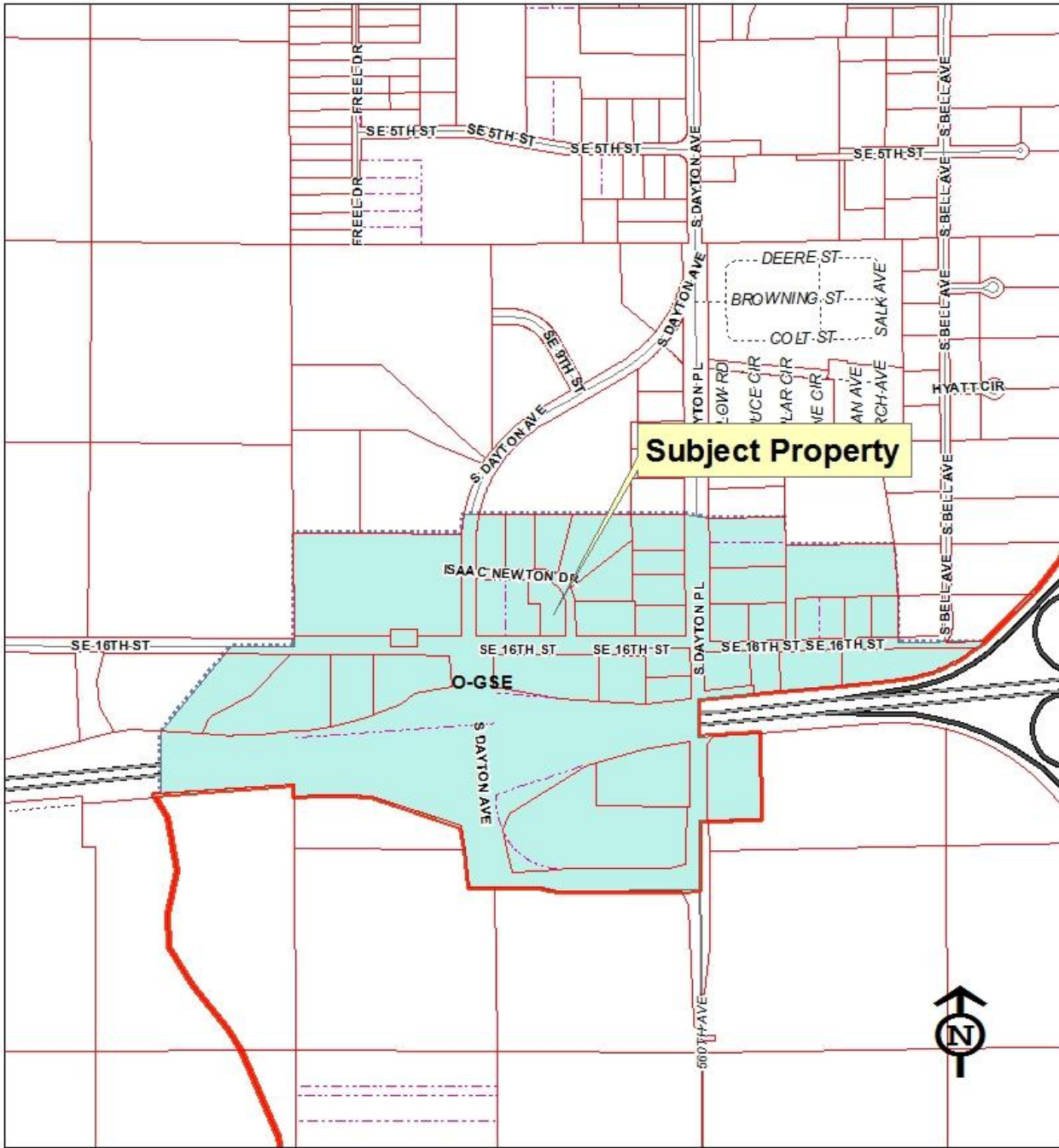
5050 Merle Hay Rd

Johnston, IA 50131

Kalpesh.patel@vkbmanagement.com



ATTACHMENT D



**Southeast Entryway  
Gateway  
Overlay District**



ITEM # 40  
DATE: 03-25-14

**COUNCIL ACTION FORM**

**SUBJECT: ENCROACHMENT PERMIT FOR SIGN AT 2900 WEST STREET**

**BACKGROUND:**

Lorry's Coffee, tenant in the building at 2900 West Street, has requested an encroachment permit to allow a new sign to encroach over the City right-of-way.

The proposed sign is 15.75 square feet and will project approximately 3.5 feet off of the building. The encroachment of the sign should not impair pedestrian movement or the operation of the road way.

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

**ALTERNATIVES:**

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

**MANAGER'S RECOMMENDED ACTION:**

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



**COUNCIL ACTION FORM**

**SUBJECT: CITY OF AMES LANGUAGE COMMUNICATIONS GUIDELINES  
FOR LIMITED ENGLISH PROFICIENCY PERSONS**

**BACKGROUND:**

Title VI of the Civil Rights Act of 1964 is the federal law that protects individuals from discrimination on the basis of their race, color, or national origin in programs that receive federal financial assistance. In certain situations, failure to ensure that persons who have limited English proficiency can effectively participate in, or benefit from, federally assisted programs may violate Title VI's prohibition against national origin discrimination.

Persons who, as a result of national origin, do not speak English as their primary language and who have limited ability to speak, read, write, or understand English may be entitled to language assistance under Title VI in order to receive a particular service, benefit, or encounter.

The City of Ames is strongly committed to making its services and information about those services available to everyone, **regardless** of language barriers. This commitment stems from overall City values of being customer driven and providing exceptional customer service. As residents or visitors who live in, work in and visit our community, people with limited English proficiency (LEP) are entitled to fair and equal access to service.

The City of Ames and its departments are required by federal law to plan and provide meaningful access to services for those with limited English proficiency. Title VI of the Civil Rights Act of 1964 and related federal regulations, state law and municipal ordinances apply to all City departments that receive federal financial assistance.

As more City Departments have become recipients of federal dollars, the need to determine if the City should create a citywide Language Assistance Policy (LAP) became apparent. For the purposes of this LAP determination, LEP persons are citizens' households who are eligible to participate and/or benefit from the various federally funded programs administered by the various City Departments. Examples include Planning and Housing for CDBG Funds; Cy-Ride for federal transportation funds; Public Works for DOT Funds; Police for Homeland Security funds; Fleet and Facilities for Department of Energy funds; Water and Pollution Control for Environmental Protection Agency funds; and other departments that may receive federal funds in the future.

City staff has conducted a Four-Factor Analysis (FFA), which serves as the guide for determining which language assistance measures the City will undertake to guarantee access to its various federally funded programs. **The data used in the FFA is from the 2008-12 American Community Survey (ACS) Estimate. The ACS data revealed that 1.23 percent of the City's population do not speak English as their primary language and have a limited ability to read, write, speak or understand English. This percentage does not**



**meet the threshold that would require the City to develop a Language Assistance Policy (LAP). However, City staff believes it is appropriate for the City to be proactive and responsive by creating Language Communication Guidelines for Limited English Proficiency (LEP) persons to access services and programs provided by the City of Ames.**

City-wide Language Communication Guidelines will create consistency and will include Departments **regardless of their receipt of federal dollars**. The Policy gives specific direction to staff about how to make City services accessible to those who speak limited English. Limited English Proficiency (LEP) persons are defined as persons who do not speak English as their primary language and who have a limited ability to read, write, speak or understand English.

Attached is a copy of the proposed **Language Communication Guidelines** (including the Four Factor Analysis) for City Council review and adoption.

**ALTERNATIVES:**

1. The City Council can adopt the City of Ames Language Communication Guidelines for Limited English Proficiency (LEP) persons as presented.
2. The City Council can choose not to adopt the City of Ames Language Communication Guidelines for Limited English Proficiency (LEP) persons as presented.

**MANAGER'S RECOMMENDED ACTION:**

These guidelines will be a working document for the City to utilize as appropriate in meeting the needs of federal program requirements and the needs of our citizens. The guidelines will require updating and monitoring of our LEP populations in the City of Ames. Once the Policy is approved, staff will begin training classes for representatives from each City Department and will work with departments receiving federal funds to insure that specific guidelines have been established.

At the time the City exceeds the population percentage threshold, a fully developed Language Assistance Plan will need to be created.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative #1, thereby adopting the City of Ames **Language Communication Guidelines** for Limited English Proficiency (LEP) persons to gain access to services, programs and other activities provided by the City.



# City of Ames in Your Language



CITY OF  
**Ames**<sup>™</sup>

**Language Communication Guidelines  
to Ensure Equal Access to City Services  
for People with Limited English Proficiency**



March 2014



## LANGUAGE COMMUNICATION GUIDELINES

### 1-A. OVERVIEW

The City of Ames in utilizing federal funds will take affirmative steps to communicate with people who need services or information in a language other than English. Limited English Proficiency (LEP) persons are defined as persons who do not speak English as their primary language and who have a limited ability to read, write, speak or understand English. For the purposes of this Policy, LEP persons are citizen's households who are eligible to participate and/or benefit from the various federally funded programs administer by the various City Departments (e.g. Planning & Housing (CDBG Funds); Cy-Ride (Transportation funds); Public Works (DOT Funds); Police (Homeland Security funds); Fleet and Facilities (Department of Energy funds) Water and Pollution Control (Environmental Protection Agency) and others that may receive funds in the future.

### 2-B. ASSESSING NEED FOR PROGRAM ACCESS:

Each City Department that receives federal funding will conduct a Four Factor Analysis (FAA) in determining the need for program access for persons of LEP based on the program and/or project being administered as follows:

1. The number or proportion of LEP persons eligible to be served or likely to be encountered by the program(s) administered through the above departments and others;
2. The frequency with which LEP persons come into contact with the program(s);
3. The nature and importance of the program, activity, or service provided by the program to people's lives; and
4. The resources available to the program/recipient and costs.

The City has conducted a Four-Factor Analysis (FFA), which serves as the guide for determining which language assistance measures the City of Ames will undertake to guarantee access to its various federally funded programs. The data used in the FFA is from the 2008-12 American Community Survey (ACS) Estimate. The ACS data revealed that the **1.23 percent** of people in the City of Ames **do not** speak English as their primary language and who have a **limited** ability to read, write, speak or understand English. This percentage **does not** meet the threshold that would require the City to develop a specific Language Assistance Policy (LAP). However, the City being a proactive and a responsive government is creating **Language Communication Guidelines** for Limited English Proficiency (LEP) persons to access services and programs provided by the City of Ames.

### 3-C. The City of Ames' LANGUAGE COMMUNICATION GUIDELINES (LCG)

The City of Ames has established the following **Language Communication Guidelines** for Limited English Proficiency (LEP) persons to ensure compliance with the various Federal agencies regulations and Executive Order 13166 issued by President Clinton in 2000 along with subsequent guidance under Title VI of the Civil Rights Act of 1964. Under these requirement and guides,

the City of Ames must take reasonable steps to ensure meaningful access to their programs and activities by persons with Limited English Proficiency (LEP).

#### **4-D. SAFE HARBORS**

In accordance with the safe harbors for LEP persons, the cities must translate written documents for groups that are at least 5% of the eligible population, or 1,000 persons, whichever is less.

If there are fewer than 50 persons in a language group that reaches the 5% trigger above, cities are not required to translate the vital written materials, but should provide written notice in the primary language of the LEP group of the right to receive competent oral interpretation of those written materials, free of cost.

#### **DOCUMENT TRANSLATION**

- a. The City of Ames seeks to have available all translated documents that have been made available by the various federal agencies providing funding to the City.
- b. As necessary, per the results of the above analysis, the City of Ames may continue to offer documents in other languages as the analysis above reveals is necessary and/or upon a reasonable request from the Agency's customers or service providers serving our mutual customers.
- c. The City of Ames will evaluate the need for posting announcements in the most common languages encountered.

#### **CURRENT RESOURCES OFFERED:**

The City of Ames currently offers the following resources to ensure access to LEP persons:

1. Oral Interpretation Service –  
The City of Ames offers the Language Line Interpretation Service. If there is a non-English speaking individual that comes into a city department, staff can show them the brochure for the Language Line Interpretation Service and have them select the language that they understand (the languages are written in both the native language and in English). Staff members can call the Language Interpretation Service and asks for the appropriate interpreter as pointed out by the customer. Staff members can utilize a speaker phone so both the staff member and the customer can be on the line at the same time. Flyers offering the Language Line Interpretation Service will be posted in the Administrative Offices.

Additionally, where best appropriate, staff employees will also utilize Google Translator Interpretation Service from their computers and/or as application on their cell phones.

2. Bureau Refugee Services – the City of Ames as needed, will work with the Bureau of Refugee Services.
3. The City of Ames has developed a list of all City employees that speak, write, or read a language other than English fluently. The City of Ames may contact employees on this list for

interpretation services as their schedule permits. A current list will be maintained in the in the Human Resources internal website.

4. The City of Ames will also allow LEP persons to use an interpreter of their own choosing (whether a professional interpreter, family member, or friend) in place of or as a supplement to the Language Line interpretation services offered by the City of Ames.
5. The City's web page has the ability to allow its information to be translated into different languages by selecting the language of choice.

## **STEPS TO ENSURE ACCESS TO LEP PERSONS/PROVIDING ONGOING NOTICE TO LEP PERSONS**

1. The City will on an ongoing basis provide to its employees a copy of Thebigword (over the phone interpreting service) display posters and/or a table stand offering the Language Line Interpretation Service in their Administrative Offices.
2. The City will include the availability of the Language Line Interpretation Service in their announcements, informational packets and other media material when administering a project and/or program.
3. Additionally, where best appropriate, staff employees will also utilize Google Translator Interpretation Service from their computers and/or as application on their cell phones.
4. The City as needed will make outreach efforts for assistance with the Bureau of Refugee Services, Iowa State University and other organizations to provide assistance with LEP needs within our jurisdiction.

## **STAFF TRAINING**

The City of Ames will conduct staff training periodically, either in a group setting or by written communication with staff. The following are the subjects will be reviewed during each training session:

1. Types of language translator services available;
2. How staff can obtain those services;
3. How to respond to Limited English Proficiency (LEP) callers;
4. How to respond to written communications from LEP persons; and
5. How to respond to LEP persons who have in-person contact with staff

## **MONITORING AND UPDATING THE LANGUAGE COMMUNICATION GUIDELINES**

The City of Ames will monitor the effectiveness of its' Language Communication Guidelines Proficiency (LEP) Policy by reviewing information in the following areas on an bi-annual basis:

1. Reviewing the current available American Community Survey data to determine the LEP populations in the City of Ames jurisdiction and if threshold numbers have changed.

2. Have Departments monitor the frequency of encounters with LEP language groups that may come in contact through the administration of their projects and/or programs.
3. Continuing to conduct outreach to service providers to ensure awareness and access to the City of Ames' programs and services are known;
4. Reviewing and identifying available resources, including technological advances and associated costs imposed translation software the City of Ames is made aware of via e-mail notification, newsletters, web sites, etc.;
5. Reviewing whether existing services are meeting the needs of the LEP persons, by reviewing the annual use of the language line and any requests for translated materials made by customers and/or service providers;
6. Conducting annual staff training; and
7. Updating resources in the community that have been identified as sources for assistance to determine if they are still in operation and providing the same services to the community.



## **FOUR-FACTOR ANALYSIS and LANGUAGE ACCESS POLICY FOR LIMITED ENGLISH PROFICIENCY PERSONS**

### **CITY OF AMES, IOWA**

**Purpose:** In compliance with Executive Order 13166, Ames has developed the following Language Access Policy (LAP) for Limited English Proficiency (LEP) persons.

**History:** Title VI of the Civil Rights Act of 1964 is the federal law which protects individuals from discrimination on the basis of their race, color, or national origin in programs that receive federal financial assistance. In certain situations, failures to ensure that persons who have limited English proficiency can effectively participate in, or benefit from, federally assisted programs may violate Title VI's prohibition against national origin discrimination. Persons who, as a result of national origin, do not speak English as their primary language and who have limited ability to speak, read, write, or understand English may be entitled to language assistance under Title VI in order to receive a particular service, benefit, or encounter.

**City of Ames Four-Factor Analysis:** The following Four-Factor Analysis will serve as the guide for determining which language assistance measures the City of Ames will undertake to provide LEP customer access to the services provided by the various Departments in the City of Ames.

1. Number or proportion of LEP persons served or encountered in the eligible service population (served or encountered includes those persons who would be served by the recipient if the person received education and outreach and the recipient provided sufficient language services).

*The City of Ames utilized the data from The American Community Survey Data for 2008-2012- Age by Language Spoken at Home By Ability to Speak English for Populations 5 Years and Over (see table) to determine the populations that may need assistance with language skills to access and/or benefit from the various programs administered throughout the City using federal funding. However, all citizen participation activities are open to the general public.*

**Source: 2008-2012 American Community Survey – Story County, Iowa**

**General Characteristics of persons 5 years and older:**

Total Population of persons 5 and older = 56,549

Population of persons 5 to 17 years = 5,297

Population of persons 18 to 64 years = 46,661  
Population of persons 64 years and older = 4,591

Number and percent of Spanish-speaking Population = 1,211 or 2.0%

Number and percent of persons speaking other Indo-European languages = 1,298 or 2.3%

Number and percent of persons speaking Asian and Pacific Islander languages = 3,461 or 6.12%

Number and percent of persons speaking other languages = 261 or 0.4%

**Characteristics of Persons 5 and Older Who Speak a Language other than English at Home:**

Spanish-speakers: Speak English “very well” and “well” = 1,109; speak English “not well” or “not at all” = 102 persons or 0.18%

Speakers of other Indo-European languages: Speak English “very well” and “well” = 1,229; speak English “not well” or “not at all” = 69 persons or 0.12%

Speakers of Asian and Pacific Island languages: Speak English “very well” and “well” = 3,029; speak English “not well” or “not at all” = 449 persons or 0.79%

Speakers of other languages: Speak English “very well” and “well” = 257; speak English “not well” or “not at all” = 4 persons or 0.002%

Total persons who speak English “not well” or “not at all” = 624 persons or 1.23% of total population

\*Age by language spoken at home by ability to speak English for population 5 years and over.  
American Community Survey 2008-2012, City of Ames, Story County, Iowa

Other languages = Based on the above languages do not have sufficient information to determine the number of persons that speak a certain type of language. For example, other Indo European languages could include languages such as Indian, Hindu, and several other languages. Data is not available for each specific language; therefore, the City of Ames is unable to determine the percentage of number of persons.

2. The frequency with which the LEP persons come into contact with the program.  
*The City of Ames administers various projects that utilizing federal dollars, each Department receiving these funds will identify in their individuals programs the nature of the projects that residents are likely to have considerable direct contact with the project or program and its staff.*
3. The nature and importance of programs, activities, or services provided by the Department.  
*Some of the projects administered with federal funding do provide direct assistance to beneficiaries related to housing, utilities, transit, infrastructure, emergency services and protection, etc.; therefore, the nature of the activity or service is of significant importance to all eligible residents.*



*Other services administered with federal funding do not provide direct assistance to individuals (e.g. public infrastructure, construction and maintenance, and similar type projects). As a result, LEP persons rarely come into contact with these City programs. However, all citizen participation activities are open to the general public.*

4. The resources available and costs to the recipient.

*Currently, the City of Ames web site can be utilized to translate information into various languages posted on this site. Additionally, the City offers the following services:*

- a. Oral Interpretation Service – The City of Ames has contracted a Language Line Interpretation Service. If there is a non-English speaking individual that comes into the office, staff members can show them the brochure for the Language Line Interpretation Service and have them select the language that they understand (the languages are written in both the native language, and in English). The staff member can call the Language Interpretation Service and asks for the appropriate interpreter as pointed out by the customer. Staff can utilize a two line (head set) system or speaker phone so both the staff member and the customer can be on the line at the same time. A flyer indicating that the Language Line Interpretation Service will be provided to all City employees at their workstations. The flyer is also posted at customer contact areas in each Department.*
- b. In order to ensure that any limited English or non-English speaking resident receives equal access to services, the City of Ames will display in those Departments with service desk the "I Speak" posters to provide assistance.*
- c. The City of Ames has developed a list of all City employees that speak, write, or read a language other than English fluently. The City of Ames may contact employees on this list for interpretation services as their schedule permits. See attached list.*
- d. The City of Ames permits LEP persons to use an interpreter of their own choosing (whether a professional interpreter, family member, or friend) in place of or as a supplement to the Language Line Interpretation Service offered by the City of Ames.*

Additionally, many of the common forms used in the implementation of a City programs are available in multiple languages on the HUD, DOL, and other federal websites. Therefore, limited Language Access Policy (LAP) measures are reasonable given the resources available to City of Ames.

In conclusion, based on the data collected from *The American Community Survey Data for 2008-2012- Age by Language Spoken at Home By Ability to Speak English for Populations 5 Years and Over*, the populations in the City of Ames currently **do not meet** the 1,000 or 5% LEP persons threshold for any languages or language(s) identified, therefore the City is not required to a Language Access Plan (LAP) for its jurisdiction. However, the City of Ames will adopt a Language Communication Guidelines. The Four-Factor Analysis (FFA) will be kept in the City's Fair Housing and Equal Opportunity Plan and a copy of the FFA will also be provided to the City's Affirmative Action Officer.

**Certification:** Based on the above Four-Factor Analysis, the City of Ames is **not** required to develop a Language Access Plan (LAP).

However, the City of Ames will implement **Language Communication Guidelines** to provide reasonable attempts to accommodate Limited English Proficiency (LEP) persons to gain access to services, programs and other activities provided by the City of Ames.

Chief Elected Official

\_\_\_\_\_  
Ann H. Campbell, Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Attest: Diane Voss, City Clerk

\_\_\_\_\_  
Date

## Age by Language Spoken at Home by Ability to Speak English for Population 5 Years and Over

City of Ames, Story County, Iowa  
(2008-2012 American Community Survey Estimate)

	5 to 17	18-64	65 & Over	Total Population 5 and over	Percent of Total Population est. population
<b>Total Population</b>	<b>5,297</b>	<b>46,667</b>	<b>4,591</b>	<b>56,549</b>	
<b>Speak Spanish</b>	117	1,058	36	1,211	
Speak English "very well" and "well"	116	951	36	1,103	
Speak English "not well"	1	79	0	80	
Speak English "not at all"	0	22	0	22	
<b>Sub-total speakers that speak English "not well" or "not at all"</b>	<b>1</b>	<b>101</b>	<b>0</b>	<b>102</b>	<b>0.18</b>
<b>Speak other Indo-European language</b>	98	1,068	132	1,298	
Speak English "very well" and "well"	98	1,025	106	1,229	
Speak English "not well"	0	43	26	69	
Speak English "not at all"	0	0	0	0	
<b>Sub-total speakers that speak English "not well" or "not at all"</b>	<b>0</b>	<b>43</b>	<b>26</b>	<b>69</b>	<b>0.12</b>
<b>Speak Asian/Pacific Island language</b>	341	3,034	86	3,461	
Speak English "very well" and "well"	322	2,700	7	3,029	
Speak English "not well"	13	317	40	370	
Speak English "not at all"	23	17	39	79	
<b>Sub-total speakers that speak English "not well" or "not at all"</b>	<b>36</b>	<b>334</b>	<b>79</b>	<b>449</b>	<b>.079</b>
<b>Speak other languages</b>	47	205	9	261	
Speak English "very well" and "well"	47	201	9	257	
Speak English "not well"	0	4	0	4	
Speak English "not at all"	0	0	0	0	
<b>Sub-total speakers that speak English "not well" or "not at all"</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>4</b>	<b>0.01</b>
<b>Grand Total of people 5 and over who speak English "not well" or "not at all"</b>	<b>37</b>	<b>482</b>	<b>105</b>	<b>624</b>	<b>1.23</b>

**List of Interpreters within the City of Ames to assist with non-English speakers or speech/hearing impaired:**

<u>Language</u>	<u>Dept.</u>	<u>Contact info.</u>
<b>Spanish</b>		
Paul Sandoval	Fire	X 5108
Amber Rozeboom	Police	X 5133
Blake Marshall	Police	X 5133
Julie Huisman	HR	X5199
Nikki Masetro	Utility Customer Service	
<b>French</b>		
Dominic Roberge	PW	X 5278
Neal May	Elec. Eng.	X 5207
<b>German</b>		
Brian Phillips	CMO	X 5227
<b>Mandarin Chinese</b>		
Sue Xia	Finance-Accounting	X5212
<b>Welsh</b>		
Brian Phillips	CMO	X 5227



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*Caring People ♦ Quality Programs ♦ Exceptional Service*

# MEMO

**ITEM #42**  
**3-25-14**

**To:** Mayor and Council

**From:** Susan Gwiasda, Public Relations Officer

**Date:** March 21, 2014

**Subject:** Resident Satisfaction Survey 2014

The City of Ames is again working with Iowa State University's Institute for Design Research and Outreach to produce, distribute, and analyze the 2014 Resident Satisfaction Survey. This will be the 32<sup>nd</sup> year of the survey, which includes mostly benchmarking questions. Each year, a small amount of space is reserved for a current issue question to be added.

In 2012, we added technology questions to the benchmarking portion of the survey under the category of Public Information. This included questions on smart phone, tablet, and Internet capabilities, as well as participation in social media. These questions have been continued on future surveys. Our recent policy questions have examined economic development and yard waste free days. I received a request to add race/ethnicity to the survey, similar to the U.S. Census, and have incorporated that question into the demographic information section. The 2014 survey will also include space for comments after each departmental section.

Based on recent feedback and comments throughout the year, several topics have been suggested as 2014 policy questions. We are at the point where we need Council consensus on any new questions to be explored. When considering these topics, please remember that the best questions are simple and don't require a lot of background information. Also, before adding a question, consider how the data will be used and what information it will provide.

We are able to explore one or two new topics. The actual question will be crafted by our consultant. Here are the suggestions I've received. Some may need additional clarification:

- Mosquito fogging – Are residents supportive of mosquito fogging or opposed to mosquito fogging? (From the City Council meeting: July 9, 2013)
- Flood plain development. Do it or don't do it? Should the City of Ames incentivize it or not incentivize it? This question should include background information on the 2010 flood including financial data on the amount of money the City of Ames paid for flood buy out and flood plain infrastructure repairs. The point of this question would be to discover the extent to which people think development in the flood plain is okay and the extent to which the City should incentivize that development.
- Are residents willing to volunteer to help build a green belt trail along the creeks? How much time would an individual be willing to devote to this project?
- Do residents support building a \$6 to \$8 million indoor, warm-water, recreational aquatics facility on property at Ames High School, but separate from the competitive, indoor swimming pool the Ames Community School District is planning?



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# MEMO

43

**To:** Mayor and Ames City Council

**From:** Steven L. Schainker, City Manager

**Date:** March 21, 2014

**Subject:** City Council Goals and Objectives

After working very hard together over a period of three sessions, you were able to finalize your list of Goals and Objectives for the next two years. Since your three meetings, the City Council has not yet formally approved these priorities. **Therefore, I am submitting the attached list for your approval.**

Please note that the list of specific tasks that will be undertaken to assure successful completion of your Goals and Objectives, along with an estimated completion date for each task, is equally important. **At a later date, I will provide you with the corresponding tasks. This information will most likely not be available until you complete your workshop in May regarding your expectations for the LUPP update. Your direction concerning this one project will impact the availability of staff for the other tasks.**

**City Council**  
**GOALS AND OBJECTIVES**

Established: January 11, 2014

To Be Accomplished by: December 31, 2015

PROMOTE A SENSE OF ONE COMMUNITY

- Review "One Community" Report to identify action steps to improve community involvement and integration
- Develop a process for neighborhood engagement to proactively address community issues
- Work with the Ames Community School District to identify mutual goals

STRENGTHEN DOWNTOWN & CAMPUSTOWN

- Develop a facade grant program for Campustown
- Consult with Main Street Iowa (IEDA) regarding downtown betterment and funding opportunities

EXPAND SUSTAINABILITY EFFORTS

- Research what other cities are doing to consider environmental impact when implementing policies
- Build energy efficiency strategy into transportation planning
- Explore options for parking standards that improve storm water management
- Develop a greenbelt trail plan

ADDRESS HOUSING NEEDS

- Investigate ways to increase availability of affordable housing
- Explore ways to encourage availability of all types of housing
- Reevaluate building and zoning codes to determine if changes should be made to improve the existing housing stock at a lower cost
- Explore, with GSB, ISU, and the Ames Rental Association, the creation of a Tenant/Landlord Service, including education and complaint and conflict resolution

STRENGTHEN HUMAN SERVICES

- Increase the accountability of funded services.
- Proactively engage with the ASSET funders in understanding the needs in the community (including mental health and youth needs).

PROMOTE ECONOMIC DEVELOPMENT

- Review and update the economic development policy.
- Pursue the industrial park opportunity.
- Examine the LUPP for relevancy and effectiveness.
- Develop a brand communication plan.
- Identify characteristics of the type of community that supports ISU's technology transfer efforts.



**COUNCIL ACTION FORM**

**SUBJECT: REZONING WITH MASTER PLAN FOR PROPERTY AT 601 STATE AVENUE**

**BACKGROUND:**

Breckenridge Group Ames Iowa, LLC has approached the City to develop/redevelop three parcels of land located at 205 S. Wilmoth Avenue, 321 State Avenue, and 601 State Avenue, respectively. **The subject site of this rezoning request is 28.9 acres at 601 State Avenue (South Parcel). (See Attachment A) The request is to change the zoning designation from S-GA (Special-Government/Airport) to FS-RM (Floating Suburban Residential Medium-Density) for development of up to a maximum of 432 dwelling units.** The development concept articulated by the applicant is for a new student housing rental development with a mix of residential unit types ranging from two-family, townhome, and apartment style dwelling units. Attached housing as townhomes or apartments is limited to individual buildings no greater than 12 units per building. Complete analysis of the project is included as an addendum to the report.

Based upon the Land Use Policy Plan (LUPP) land use designation, the site is generally split by College Creek with approximately 1.63 acres of Low Density north of College Creek and 27.37 acres of Village Suburban south. A Greenway designation also overlays College Creek. **The proposed Residential Medium density zoning of FS-RM is a zoning district that can be found to be consistent with the LUPP of the site south of the creek. However, Suburban Residential land use designation allows zoning of a site as Low Density or Planned Residential Development as well.** A determination that the site has a split designation with Low Density residential north of the creek requires an RL zoning for such an area for consistency with the LUPP.

Outlined in the addendum to the report is a review of the net acreage and density calculation for the site and a difference between staff's calculation and the applicant's request, as well as differences within the applicant's submitted master plan documents. Staff has calculated a net acreage of 14.38 acres for the site based on code allowed exceptions for constrained areas as compared to the applicant's proposal of 19.78 net acres. The major differences are excluding areas of severe slope and the full extent of the Greenway designation. The master plan indicates no development would occur within a 50-foot buffer along the south boundary with ISU and also shows no development within the floodplain and conservation easement.

Staff notes that while most public infrastructure is adequate to serve the site, the findings of the applicant's traffic impact analysis identifies off-site impacts of the new development with a low to moderate yield of units from the site. Development of this site with the cumulative impact of development at 321 State Avenue shows incremental

impacts to nearby intersections, specifically at the intersection of Mortensen Road and State Avenue. The applicant has not offered mitigation for traffic impacts with the rezoning request. **Staff finds that the potential traffic impact to be substantial and may unexpectedly accelerate needs for improvements at Mortensen and State.**

**To develop the site in conformance with the proposed master plan, the applicant will be required to complete a preliminary and final plat for the property before development of any of the proposed residential units.** This is due to the mix of units described in the plan. Because the proposed rezoning request is for a mix of housing types, site plan review approval would be based on the code required approval requirements for each use type as outlined in the addendum.

### **ALTERNATIVES:**

In response to the variety of zoning options available for the subject site and wide range of comments concerning development of the site, staff has developed detailed alternatives to help guide the City Council.

Generally the City Council may rezone the site to Floating Suburban Residential (FS) and designate the relevant development standards of Residential Medium density (FS-RM) or Residential Low density (FS-RL) with the rezoning ordinance. However, the City Council may have an interest in other alternatives than discussed below.

Should the Council desire to proceed with a different zoning alternative (such as a rezone to PRD or RL); it will require denial of this petition and then consideration of a subsequent zoning amendment.

For any alternative where the Council requires a master plan, the Zoning Code requires the applicant to submit a signed zoning agreement that specifies future development will be consistent with the approved master plan. Staff recommends the zoning agreement for the master plan be required to be submitted prior to the third reading of any ordinance rezoning the site.

**1. Planning and Zoning Commission Recommendation for 27.37 acres FS-RL and 1.63 Acres RL, with conditions on the master plan, and request for contract rezoning for traffic improvements at Mortensen and State. **Development under this alternative is estimated at up to 105 units, pending subdivision review.****

Master Plan Conditions-

- a. the master plan be revised to limit density of the whole site to a minimum of 3.75 units per net acre to a maximum of 7.26 units per net acre,
- b. the master plan be revised with a net acreage of approximately 14.38 acres based upon all exemptions of the zoning code for areas of flood plain, greenways, severe slopes, and trails.
- c. the master plan include a 50 foot buffer along the south property line,
- d. the master plan include allowance for relocation of the bike path and easement to limit the number of vehicular crossing for safety of the bike trail users subject to the approval by the City.

With this alternative, the use of the majority of the site would be based on FS-RL development standards for detached and attached single-family dwellings. RL would apply to a small portion of the site north of College Creek to match the underlying LUPP designation delineated by College Creek.

This alternative meets the interest of providing housing types for individual lots through mandatory subdivision requirements, and also attempts to address issues of compatibility by defining basic development parameters of a master plan. The conditions are based upon the master plan application requirements of Section 29.1507(4).

The proposed density range in this alternative approximates the development intensity typically seen in Ames for suburban single-family development. It also limits the intensity of use for the site to address potential impacts on the street system at Mortensen Road and State Avenue and to CyRide capacity. The modified net acreage of 14.38 acres reflects the extent of the Greenway designation and removes the most severe slopes of the site as net acreage. The 50-foot buffer and modifications to the trail location are elements of the master plan as proposed by the applicant.

Since the applicant's request relates to FS-RM, details about layout and design under this alternative for FS-RL are unknown even with the recommended basic conditions.

**The applicant contended to the Planning and Zoning Commission that the City could not mandate conditions on the master plan without consent of the applicant** and that they viewed the changes to the master plan as the equivalent to a contract rezoning as specified in Section 414.5 of the Iowa Code that requires their agreement. Additionally, the applicant has not stated an interest in agreeing to participation in the costs of traffic improvements at Mortensen and State as a contract rezoning provision that conforms to Section 414.5 of the Iowa Code.

Staff's interpretation is that Council has the ability to modify and place conditions on a master plan. As a required element of a rezoning application, Council would have discretion to review and approve the required master plan along with the zoning map amendment. Staff concurs that tying traffic mitigation to rezoning is consistent with Iowa Code contract rezoning provisions, and therefore would require the applicant's agreement to implement at this stage.

**2. Applicant request for rezoning of 29 acres as FS-RM with a master plan of multiple building types including one and two-family homes and multi-family apartments for with a net developable acreage of 19.78 acres for development of **up to 432 dwelling units.****

With this alternative, the applicant has requested that the LUPP land use designation be generally interpreted to be Village/Suburban Residential to the north edge of their property and not have it split by the creek.

**The master plan describes a range of building types that includes apartments that may be incorporated into the site, but does not provide an arrangement of use or**

**building types. The maximum development is stated as 432 dwelling units, but the applicant also states they have a target mix shown as approximately 200 units. The applicant’s traffic study does not include analysis of the maximum development potential indicated by the master plan.** The master plan indicates that the conservation easement, flood plain, and 50-foot south buffer will not include development of structures.

This alternative would require a combination of subdivision and site development plan reviews, including Council review of a Major Site Plan for development that includes apartment buildings.

3. Deny the request for rezoning of approximately 29 acres of land from “S-GA” (Government/Airport) to “FS-RM” (Floating Suburban Residential Medium Density).

With this alternative, Council would decide that medium density development and the broader range of uses as described in the applicant’s master plan are not appropriate for the site. This determination may, among other reasons, be based upon the projected substantial impacts of development on the transportation system, ambiguity in the project description and master plan details, a desire for review of alternative development concepts and site design, or a desire to increase supply for single-family home building types at lower densities. **If the Council denies the FS-RM rezoning petition, the Zoning Code procedure precludes a renewal of the FS-RM application by the applicant for 12 months without City Council initiation.**

4. Action on this request can be postponed and referred back to City staff and/or the applicant for additional information.

**MANAGER’S RECOMMENDED ACTION:**

The LUPP designation of the site for the area south of the creek allows for multiple zoning districts, including the requested zoning change to FS-RM. However, a portion of the site north of College Creek carries a Low Density Residential designation which is intended for development consistent with low density residential (R-L) zoning and not the requested FS-RM. FS-RM requires a minimum density of 10 dwelling units per acre with lot area requirements of each building type setting the maximum density of the site. As a result, the proposed master plan identifies a maximum development potential of 432 dwelling units based on a net acreage of 19.8 acres.

The master plan provided by the applicant offers limited information about project feasibility and does not clearly describe the pattern of development for the overall site, due to the broad range of unit types and the large range of number of units. Additionally, there are discrepancies in the project description between the draft traffic study and the master plan components. Based on lot constraints due to undevelopable areas or protected areas of the site and access limitations, staff questions if the proposed range of units could even be accomplished within requirements of subdivision design and improvement standards.

The requested FS-RM and master plan mix of uses does not match the policy intent of the City from the 2008 Government Land Study that had a stated interest for single-family housing types in this area. The current policy intent of the City is also to expand single-family home opportunities within the City as there has been a lack of single-family home development due to land availability over the past five years.

Therefore, it is the recommendation of the City Manager that the City Council accept Alternative #3, thereby denying the petition to rezone the property from "S-GA" (Government/Airport) to "FS-RM" (Suburban Residential Medium Density) based upon the public record, information within this report, and the findings of facts stated on pages 13-14 of this report.

The change of zoning and master plan are not in the public interest as it does not promote the City's interest in single-family housing opportunities needed within the community and for housing opportunities that stabilize this area of transition between low and high-density uses. Furthermore, the change would be detrimental to the general welfare of the community and surroundings in its intensity of development with its incompatibility to its surroundings and site constraints, including impacts on the surrounding transportation and bus systems.

Consistent with the requirements of Section 29.1507(8), a protest of the zone change application signed by 19 property owners representing 23 of the 31 properties within 200 feet of the subject site has been submitted to the City. As a result of this protest, action to rezone the site to any zoning district except RL (Low Density Residential) will require 5 affirmative votes by the City Council.

## ADDENDUM

### BACKGROUND INFORMATION:

Breckenridge Group Ames Iowa, LLC initially approached the City to develop/redevelop three parcels of land located at 205 S. Wilmoth Avenue, 321 State Avenue, and 601 State Avenue, respectively. See Attachment A. The three properties are currently designated as Low Density Residential or Village/Suburban Residential and all three are zoned Special-Government/Airport (S-G/A). See Attachment B, Future Land Use Map, and Attachment C, Existing Zoning Map. The development concept traditionally used by the applicant is for a new student housing rental development that differs from traditional apartment type student housing developments. The concept had been for small individual buildings rather than a development of larger apartment buildings. For this lot however, a mix of residential unit types is being identified by the applicant within the master plan. Development of the properties requires a rezoning to allow for development consistent with an underlying land use designation.

The applicant has filed two separate rezoning requests. The first request, which was approved by the City Council at the meeting on February 25, 2014, was for rezoning of 321 State Avenue, the middle parcel, to Residential Low Density. **The subject request is for rezoning of 601 State Avenue, the south parcel, from S-GA (Special-Government/Airport) to FS-RM (Floating Suburban Residential Medium-Density) with a master plan for development of up to 390 dwelling units to 432 units.** See Attachment D Proposed Zoning. The subject site is an undeveloped 29 acre site at 601 State Avenue (referred to herein as the south parcel). Development of the site could yield up to approximately 432 dwelling units at their maximum development based on the submitted master plan, as there are inconsistencies in the description. Full development potential is unlikely to be realized once design and subdivision requirements are taken into account.

At the time of initial application, City Council directed the applicant to prepare a master plan and to consider a number of concerns related to development of all of the properties and specifically asked that all three parcels be included in a master plan. See Attachment E for a list of zoning code requirements of a master plan and an excerpt of Council requested master plan conditions. Council also directed staff to facilitate a discussion with the neighborhood and the applicant to address concerns for the development sites and the integration of the proposed rental development into the neighborhood.

The applicant agreed to a series of facilitated neighborhood meetings with Iowa State University representatives and the College Creek/Old Ames Middle School Neighborhood Association representatives in an effort to identify community issues and concerns in relation to the proposed development. A series of four meetings were held in June and July, with a final Neighborhood Association meeting in August to present a collective master plan concept to the neighborhood and the general public. The discussions with ISU and the neighborhood representatives encompassed many concerns and issues for the sites including such items as: land use, density, storm water and utilities, impacts to the surrounding neighborhood, quality of life concerns, on-

site amenities, traffic, parking, lighting, and safety. Neighborhood representatives also met with staff to discuss their various interests and to understand the many steps in a development review process. Upon completing these neighborhood meetings the applicant finalized their rezoning applications in the fall of 2013.

**Project Description**

The rezoning request and master plan submitted for review for the south parcel are for a FS-RM development with a mix of units ranging from duplexes, attached units (row houses), and apartments. (Attachment F) The master plan identifies approximately 19.8 net acres for development. The range of units proposed for the site based on four development parcels identified in the master plan is 193 to 390 units. An additional Residential Unit Type Table was also submitted by the applicant that identifies the range of unit types with a total of 119 to 432 units for the site, inconsistent with the master plan document. This range of units could yield anywhere from 388 to 1,360 beds for the property depending on the final mix of buildings. The applicant identifies on the Residential Unit Type Table an example target mix of units which shows 218 units for a total of 664 beds. This table is included in the applicants submittal materials included with the report as Attachment F. Staff notes this project description exceeds the number of units described in the applicant’s traffic impact analysis.

No public street improvements are indicated for the site on the master plan; however, the applicant shows two State Street access points for ingress and egress to the site. The master plan does note the intent for an additional access point at South Franklin if parcel #2 is developed or if additional access is required for parcel 3 or 4, but this type of detail will be reviewed as part a subsequent subdivision application and not as a master plan component.

The applicant has also identified the existing bike trail easement and has noted that the easement will be maintained as it exists and the bike trail location would be unaltered as part of the development.

**Project Analysis**

**Existing Land Use.** Land uses that occupy the subject property and other surrounding properties are described in the following table:

<b>Direction from Subject Property</b>	<b>Existing Land Uses/ Ownership of Properties</b>
Subject Property	Vacant Breckenridge Ames Iowa, LLC
North	Single Family Homes/Former Ames Middle School Rental and Owner Occupied/Breckenridge Ames Iowa, LLC
East	Undeveloped Park and Open Space Iowa State University

South	Undeveloped Park and Open Space Iowa State University
West	Single-Family Homes/ Current Middle School Site Rental and Owner Occupied/Ames Com. School District

**Land Use Designation/Zoning.**

The subject parcel was included within the citywide Land Use Policy Plan map amendment study for assigning government land a land use designation for future reuse. The City Council adopted a resolution changing this site from Government use to Village Suburban Residential on February 26, 2008. The alternative approved by City Council was to extend the village/suburban designation for residential development in response to a general interest to provide for more single-family home development opportunities in support of the neighborhood and school district interests.

The current LUPP future land use designation for the subject site is represented as split by College Creek. It is Low Density on two areas north of the creek, development parcel 1 along South Wilmoth and development parcel 2 at the end of the South Franklin ROW. Development parcels 1 and 2 total 1.63 acres. The subject site is also designated as Village Suburban Residential on all areas south of College Creek for a total of 27.37 acres. The applicant has requested the whole of the site be viewed as Suburban Residential rather than as a split designation as boundaries of the LUPP are general in nature. See Attachment D. Additionally, the site has a Greenway designation shown in relation to College Creek (Chapter 2 of the LUPP). Greenways demark stream-ways and intended open space linkages in the community.

The Low-Density Residential designation of the LUPP is intended for such uses as single-family residential with the Residential Low Density (RL) zone and compatible with the adjacent established neighborhood. Rezoning development parcels one and two to the RL will limit the areas to single-family residential dwellings with a maximum density of 7.26 dwelling units per acre for a maximum of 12 units, subject to subdivision standards. The applicant indicates as Suburban Residential with FS-RM zoning the two parcels could support between 12 to 28 dwelling units.

The Village Suburban designation is intended for one of two types of development: the village concept or the suburban residential concept. Suburban residential developments are intended for remaining in-fill areas and new lands area where the village residential development is not chosen.

Suburban residential designated areas are anticipated to develop similar to past residential development patterns, such that it is generally a singular residential use pattern with little design integration as compared to a village. This concept generally requires that landscape buffering be used as a separation of land use types. The LUPP intends for Suburban Residential, however while vehicular focused, to provide for improved pedestrian connection to parks, schools and open space areas using such amenities as sidewalks on both sides of the street, bike connections, and open space area. It is also required that the conservation of designated natural resources areas, such as designated environmental sensitive areas, be protected through design



features incorporated into the development.

**The requested rezoning from the current Government/Airport (S-GA) to the Floating Suburban Residential Medium Density (FS-RM) zone is one of a few options for zoning districts intended to implement the LUPP designation.** Another option is the Floating Suburban Residential Low Density zone (FS-RL) or Floating Zone Planned Residential Development (F-PRD). The appropriateness of each type of zoning is evaluated on a case by case basis.

The rezoning request to the FS-RM zone could allow for a development with a mix of single family, two family, single-family attached (12 units or less) and apartments (12 units or less), which is in line with the use types currently requested by the applicant. The code will require that each single family, two-family, or single-family attached unit be constructed on an individual lot as established through the requirements of subdivision. Multiple apartment buildings, however, could be constructed on one large lot without the benefit of subdivision, subject to a major site plan review by Council.

The minimum density established by the Zoning Code for the FS-RM zone is 10 units per acre. Based on the applicant's calculation of proposed density for the master plan, the minimum number of units for the site is 198 units; this takes into account a net acreage for the site of 19.78 acres after the applicant has exempted out undevelopable areas of floodplain, the existing conservation easement, and the existing bike trail easement. The Zoning Code describes other types of constraints that may be exempted for a net acreage calculation in the supplemental zone standards for FS zones.

Staff would assert that additional areas of land should be exempted out of the net acreage calculation such as areas of severe slopes greater than 18% as estimated on soil maps and greenway areas identified on the LUPP. With staff's limited data on slopes for the site, staff has conservatively calculated net developable acreage as 14.3 acres for a minimum development requirement of 144 units under FS-RM. Code also identifies areas of right-of-way and detention/retention as required exceptions from the density calculation; however, at the master plan level those areas have not been identified for the site.

In line with a general interest toward providing for more single-family housing types, the Council could choose to apply the FS-RL zone for all areas south of College Creek. The FS-RL zone allows for only single family and single-family attached (12 units or less) residential units. Based on code requirements, both of these unit types would require an individual lot for each dwelling unit which would be reviewed for compliance with the subdivision code.

The minimum density established for the FS-RL zone is 3.75 units per acre. Based on the applicant's calculation of net acreage (19.78 acres) the minimum number of units under an FS-RL zoning would be 74 units, after exempting out undevelopable areas for floodplain, the conservation easement, and the existing bike trail easement. Staff would assert that additional areas of land should be exempted out as previously noted, reducing the buildable acreage of the site to 14.38 acres for a minimum of 54 units. Code also identifies areas of right of way and detention/retention as required exceptions

from the density calculation; however, at the master plan level those areas have not been identified. Assuming 14-19 acres of developable land, the **maximum FS-RL development potential is estimated at 280 to 400 units as exclusively attached single-family under ideal design and layout circumstances. This is density is consistent with the maximum development range of FS-RM.** Additionally FS-RL is restricted to single-family dwellings and does not allow for apartments

Under the FS-RL zone only single-family attached dwellings would require an administrative site plan approval. All units types will need to meet the minimum lot area, setback, frontage, and open space requirements as spelled out in Table 29.1202(5)-1 which is included in the report as Attachment F for reference.

Planned Residential Development zoning is also provided for in the LUPP and the zoning code. Property developed according to the FPRD (Planned Residence District) requirements is to allow for innovative housing types and create a development pattern that is more aesthetic in design and sensitive to the natural features of the site and to surrounding uses of land than would customarily result from the application of the requirements of other residential zoning districts. Development is to include a mix of housing types, integrated design, open space, site amenities, and landscaping that exceeds the requirements that exist in other residential zone development standards. If the Council determines a PRD is suitable for the site, a major site development plan would be required before the zoning could be approved for the property.

#### **Subsequent Development Review.**

Subsequent to rezoning of the site, there are a variety of development review steps depending on building types. Subdivision would be required to create individual lots for development of different building types besides apartments. The code does not require site plan review for single-family and two-family dwellings in the FS-RL or FS-RM zone, but does require administrative review of a Minor Site Plan for any single-family attached unit and a Major Site Development Plan approval by the Commission and Council for any apartment units. All unit types will need to meet the minimum lot area, setbacks, frontage and open space requirements as spelled out in Table 29.1202(5)-2 of the code which is included in the report as Attachment G for reference.

**Access.** The master plan submitted indicates two access points to the site along State Avenue. No new public streets are identified on the master plan; however, identification of public streets is not a required element of the master plan submittal by the zoning code and would typically be addressed at the time of subdivision. Based on the two access points proposed, staff notes a concern for safety of the bike trail crossing. Staff would like to have the ability to consider a relocation of the path at the time of subdivision once a lot layout can be reviewed.

**Infrastructure.** The subject area is an undeveloped lot. Public utility mains for water and sewer are immediately adjacent to the subject property. Utility connections and runs and storm water management will be verified at the time of site development based on the use(s) and site layout proposed. Electric service will need to be run to the site from the intersection of State Avenue and Mortensen Road. Any costs associated with

getting electric service to the site will need to be reviewed for the property at the time of development.

**Transportation Impacts.** The Long Range Transportation Plan (LRTP) currently does not plan for any new residential units within the areas of the previous school district owned sites as they were government owned and not expected for near term development when it was adopted. The traffic impact analysis submitted by the applicant is intended to identify areas of increased traffic for vehicular movements at surrounding major intersections based on the projected number of new residential units for the sites. The city considers operational capacity at intersections when evaluating the effectiveness of the transportation network. The LUPP Transportation Chapter targets Level of Service (LOS) C for intersections.

The applicant intends to develop the existing vacant site with potentially a mix of uses ranging from 119 to 432 residential units for student housing rentals at 601 State Avenue. The applicant's traffic study accounted for 570 bedrooms or approximately 200 units, depending on type. The traffic study also accounted for the pending rezoning of 321 State Avenue as 50 units and considered the combined impacts of both projects. The applicant used assumptions of trips per person rather than units because of the intention for the development as student housing. The applicant also utilized a 20% discount in trip generation due to expected lower car utilization based on a survey of parking utilization at Campus Crest Communities on South 16<sup>th</sup> Street in Ames.

The City provided the trip distribution for the new development based upon the City's traffic model. The applicant then added their new project trips with a generalized distribution to the existing traffic counts in order to estimate operational levels at the time the development is built. Based on the submitted traffic impact analysis, there are some off-site impacts of the new development when considered in conjunction with the pending south site rezoning application. The highest level of impact is to the intersection of Mortensen Road and State Avenue during the PM Peak Hour.

Under current conditions, the unsignalized Mortensen and State intersection operates at the cusp of acceptable delay. With the proposed project there is a significant increase in the delay for certain traffic movements at the intersection and a worsening of conditions. The conclusions drawn by the applicant's engineer indicates that the decreased level of service shown from the inclusion of the proposed development increase is not a significant change from existing conditions to warrant any mitigation on behalf of the development.

Derived from a needs assessment done for the current LRTP, a planned improvement for this intersection of a roundabout would mitigate the projected project impacts of both 321 and 601 State Avenue. The existing conditions of the intersection do show a need for improvement and it is identified on a LRTP priority list for improvement within the 10-year planning cycle. However the current priorities do not show the improvement planned in the current 5-year Capital Improvement Program (CIP). The development of these parcels as described in the TIA may cause a need for the City to accelerate the planned improvements before the City's planned LRTP timeline. Development of the subject site could be accountable for a portion of the improvement needed to mitigate

the impact and a condition of the rezoning as the City has not planned for this improvement in the near term.

**Staff has reviewed the preliminary conclusions of a revised traffic impact analysis that was submitted in February (See Attachment J).** Generally staff finds the quantitative analysis to be accurate, with the exception of the 20% trip discount. The 20% reduction has not been substantiated to staff's satisfaction as it is based on a parking study rather than a trip generation study. Staff did note specifically that the development identified in the master plan did not match the range of development used for the analysis on the south parcel. **The TIA showed less development on the site than indicated in the "Example Mix of Units" on the Residential Units Type Table submitted with the master plan.** Staff does not concur with the conclusions of the study that the projects do not impact the transportation system as there is unanticipated degradation of level of service at Mortensen and State caused by this project.

The applicant has also identified the existing bike trail easement and has noted that easement will be maintained as existing and the bike trail would be unaltered as part of the development. There is concern with the development parcels identified and the identification of two access points on State Avenue. There could be a need to relocate the trail for safety purposes. Staff is not comfortable with allowing the trail to cross multiple vehicular crossings as part of the development without review of site plan details. Staff would be open to a relocation of the path; however, with the terrain of the site, an examination of slope and connection points will need to be reviewed to make sure safety and accessibility is maintained as required.

Additionally, it is noted that while there is existing transit service to the area by way of existing routes and stops on Lincoln Way, the current CyRide service in the area is at capacity. CyRide has indicated they would not alter its routes to provide service on State Avenue for direct service to the site. CyRide does not currently have the financial means necessary to increase the level of service to the area with bus capacity or routes to accommodate the cumulative increase of new development in the area. Even with a large concentration of housing on this site, there is unlikely to be public bus service in the near future.

**Goals of the Land Use Policy Plan (LUPP).** Several of the ten goal statements of the LUPP speak indirectly to this request for rezoning. However, Goal No. 5 seems to address the rezoning proposal most directly since it states that "it is the goal of Ames to establish a cost-effective and efficient growth pattern for development in new areas and in a limited number of existing areas for intensification." Objective 5.C.states: "Ames seeks continuance of development in emerging and infill areas where there is existing public infrastructure and where capacity permits."

**Public Notice.** Notice was mailed to property owners within 200 feet of the rezoning area and a sign was posted on the subject property.

**Planning and Zoning Commission Meeting.** The Planning and Zoning Commission held a public hearing on February 3, 2014 for the requested rezoning of 601 State

Avenue. Many comments and concerns were voiced from the neighborhood regarding issues such as increased traffic, details of the proposed use and density, safety, impervious surface area and storm water control, removal of wildlife habitat, and expansion of the conservation area. **The resident comments also focused around the desire to have the entire property rezoned to Residential Low Density (RL) rather than either FS-RL or FS-RM.**

Based on comments from the applicant and the neighborhood residents, the Commission discussed project details and the alternatives identified in the report. Planning and Zoning Commission then continued the application to the March 5, 2014 meeting to get 1) clarification from staff on the legality of the alternatives proposed as well as the request from the neighborhood that the property be rezoned to RL even though it is not in conformance with the Land Use Policy Plan, and 2) the commission requested additional information from the applicant in terms of a completed Traffic Impact Analysis and additional details on the Master Plan.

The Planning and Zoning Commission agreed to reopen the public hearing at the March 5<sup>th</sup> meeting to consider the information offered by the City Attorney supporting the legality of the alternatives presented by staff. **The Planning and Zoning Commission recommended with a vote of 4-1 to implement Alternative 1.** This included zoning the area south of the creek as FS-RL and the property north of the creek as RL with conditions:

- a) the master plan be revised to limit density of the whole site to a minimum of 3.75 units per net acre to a maximum of 7.26 units per net acre;
- b) the master plan be revised with a net acreage of approximately 14.38 acres;
- c) the master plan include a 50 foot buffer along the south property line;
- d) the master plan include allowance for relocation of the bike path and easement to limit the number of vehicular crossing for safety of the bike trail users subject to the approval by the City;
- e) enter into a contract rezoning for the cost of off-site mitigation of the traffic improvements needed for the intersection of Mortensen Road and State Avenue.

**Applicable Laws and Policies.** The City of Ames laws and policies that are applicable to this proposed rezoning are included in (**Attachment H**).

**Applicant's Statements.** The applicant has provided a description of the proposed rezoning request and a narrative with the proposed master plan (**See Attachment F**).

**Findings of Fact.** Based upon an analysis of the proposed rezoning and laws pertinent to the applicant's request, staff makes the following findings of fact that may be incorporated into final decision on the project:

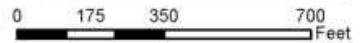
1. The subject site is a vacant lot zoned S-GA. S-GA allows for uses related to or owned by federal, state, county, school districts, or municipal governmental authorities, such as publicly owned facilities used for administration, services or general aviation functions.

2. *Ames Municipal Code Section 29.1507(2)* allows owners of 50 percent or more of the area of the lots in any district desired for rezoning to file an application requesting that the City Council rezone the property. The property represented by the applicant is entirely under one ownership representing 100 percent of the property requested for rezoning.
3. The subject property has been designated on the Land Use Policy Plan (LUPP) Future Land Use Map as “Residential Low Density” north of College Creek and “Village/Suburban Residential” south of College Creek. The City completed an analysis of government lands in 2008 and designated this site accordingly to accommodate a desired increase in low-density single-family development and for compatibility with surrounding neighborhood.
4. The “Village/Suburban Residential” land use designation supports multiple zoning district choices. The proposed “Suburban Residential Floating Residential Medium Density” (FS-RM) zoning designation request for the site for areas south of College Creek. Under “FS-RM” zoning the proposed uses as identified in the master plan are permitted. The applicant will be required to subdivide the property through a preliminary and final plat to allow for each two-family and single-family attached residential unit to be located on individual lots. The code would allow for multiple apartment buildings to be located on a single lot subject to a major site plan review.
5. *Ames Municipal Code Sec. 29.1507(5)* requires approval of a zoning agreement for an application with a master plan and that all subsequent development comply with the master plan.
6. Public infrastructure is generally available to serve the proposed development and pending development. The project contributes substantial incremental negative impacts to intersection operations in the area of the site and contributes additional riders to the bus system that already operates at capacity.
7. Development of the project would accelerate the need to implement traffic mitigation at the intersection of Mortensen and State that is not programmed within the City’s Capital Improvement Plan.
8. The “Village/Suburban Residential” land use designation supports alternative zoning district choices to the proposed FS-RM. The site may also be zoned “Suburban Residential Floating Residential Low Density” (FS-RL) or Suburban Residential Floating Planned Residential Development (F-PRD).

# Attachment A Location Map



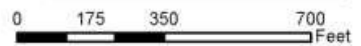
**Location Map  
Breckenridge Development Properties**



# Attachment B LUPP Future Land Use Map



Existing Land Use Policy Plan Map  
Breckenridge Development Properties

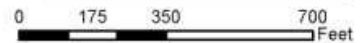




# Attachment C Existing Zoning



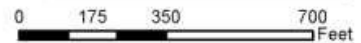
Existing Zoning Map  
601 State Avenue



# Attachment D Proposed Zoning



**Proposed Zoning Map  
601 State Avenue**



## **Attachment E**

### ***Code Requirements for a master plan and City Council Requested Conditions of the master plan for Old Middle School South, Middle, and North Sites***

#### **Per Section 29.1507(4): master plan Submittal Requirements:**

- a. Name of the applicant and the name of the owner of record.
- b. Legal description of the property.
- c. North arrow, graphic scale, and date.
- d. Existing conditions within the proposed zoning boundary and within 200 feet of the proposed zoning boundary: Project boundary; all internal property boundaries; public rights-of-way on and adjacent to the site, utilities; easements; existing structures; topography (contours at two-foot intervals); areas of different vegetation types; designated wetlands; flood plain and floodway boundaries; areas designated by the Ames Land Use Policy Plan as Greenways and Environmentally Sensitive Areas
- e. Proposed zoning boundary lines.
- f. Outline and size in acres of areas to be protected from impacts of development
- g. Outline and size in acres of areas proposed of each separate land use and for each residential unit type
- h. Pattern of arterial streets and trails and off-site transportation connections
- i. For proposed residential development provide the number of unit type for each area, expressed in a range of the minimum to maximum number to be developed in each area
- j. For proposed residential development provide a summary table describing all uses of the total site area, including the number of units per net acre for each unit type and each zoning area.

#### **City Council Conditions of master plan (April 9, 2013 Meeting):**

- a. In the RL zone consider locating each home on an individual lot as typical in a traditionally subdivision or alternatively consider requiring a Major Site Development Plan for a site with multiple single-family homes on a single lot.
- b. Descriptions of buffering and security. These should be physical design features that can be expected to be incorporated into the site and building designs, rather than employment of personnel which may be diminished over time.
- c. As part of the master plan, the City Council may wish to see a street connection of Tripp Street from Wilmoth Avenue to State Avenue. Such interconnectivity of residential neighborhoods is a consistent expectation of the City Council in reviewing other developments.
- d. As part of the master plan, the owner should identify the natural resources of the site, such as the flood plain, Greenway and Environmentally Sensitive Lands of the LUPP, conservation easements. Further, the owner should provide information as to how these resources will be protected as part of the project.

## Attachment E, Cont.

- e. As part of the master plan, the owner should identify any common facilities, such as open spaces or amenity buildings.
- f. As part of the master plan, the City Council asked that all three properties be included. Although a rezoning is sought only for the middle and south parcels at this time, it is the owner's expressed expectation that the north parcel would be a later phase.
- g. Items listed as part of the letter submitted from Iowa State University dated April 4, 2013:
  - 1. Impact on adjacent agricultural plot and field work, require adequate fencing
  - 2. Light pollution on adjacent experimental field plots
  - 3. College Creek watershed impact and downstream water management.
  - 4. Portions of State Street are in institutional road. Responsibility for funding road improvements. Who will pay for widening, signalization other possible improvements?
  - 5. This project may require traffic signalization or construction of a roundabout at State Street and Mortensen to safely manage traffic.
  - 6. Adequate parking in the area.
  - 7. CyRide cost increases for bus service. ISU and students fund ~70% of CyRide operations. Where will financial support come from for expanded service?
  - 8. Impact on Arboretum and Cross County Track on east side of State Street.
  - 9. Walking and bicycle paths from the housing area to campus and retail and residential development to the west.
  - 10. Impact on ISU recreations are to east.
  - 11. Law enforcement and fire protection impact.
  - 12. Campustown revitalization is higher priority for resource commitments and may be a better location for expanded student housing.
  - 13. Long term ISU enrollment trend. Is housing of this type needed and can it be converted to other uses if there are changes in enrollment trends?
  - 14. Impact on residential neighborhood and housing that many of our younger faculty and staff occupy. The neighborhood is opposed to the project.
- h. As part of the master plan, the City Council asked that the plan include the equivalency of subdividing the property so that every building is on a separate lot and meets all City requirements.

**Attachment F**  
*Proposed master plan*

**See PDF of the Master Plan Document**

## **Attachment F, Cont. Applicant's Statement**

601 State Avenue  
Narrative to the Master Plan  
FS-RM Rezoning  
Master Plan as per Ames Code 29.1507(4)  
October 16, 2013

Reference Master Plan for detailed responses to the legal requirements of 29.1507(4).

The complex will be a mix of residential types; duplexes, row houses and apartments. Duplexes will be 2 and 3 bedrooms per unit. Row houses will be 2 to 5 bedrooms per unit. Apartments will have 4 to 5 bedrooms per unit with 3 to 12 units per building.

There will not be any public streets within the development.

The existing bike trail may remain in its current configuration and the development will be distributed throughout the developable ground on the parcel. The Developer is agreeable to relocation of the bike trail in cooperation with the City. There will be some fringe areas and/or unusable/or undevelopable areas adjacent to the floodplain or conservation area will not be developed.

Two accesses will be provided to State Avenue in accordance with the City's requirements.

Public sidewalks will be constructed as per the requirements for access except where trails have already been constructed on State Avenue.

### Utilities

Water - Available adjacent to the site. Public mains will be run in easement as required to service the buildings and to provide fire protection.

Sanitary Sewer - Available adjacent to the site. Public mains will be run in easements required to service the buildings.

Storm Sewer/Drainage - Available adjacent to the site. Will be distributed throughout the site and will be private. Some accommodations will be made for offsite drainage from the south (ISU property). Drainage will be in conformance with the City's standards.

Gas/Electric/Phone - Available adjacent to the site.

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## Attachment F, Cont.

Residential Unit Type Table

Unit Type	Bedrooms per Unit	Lower Range of Unit Type			Upper Range of Unit Type			Example of a Mix of Units		
		Count	Units	Bedrooms	Count	Units	Bedrooms	Count	Units	Bedrooms
Duplex A	2	17	34	68	35	70	140	22	44	88
Duplex B	3	17	34	102	34	68	204	18	36	108
Row House C2	2	4	4	8	58	58	116	30	30	60
Row House C3	3	8	8	24	116	116	348	60	60	180
Apartment D	4	9	9	36	48	48	192	12	12	48
Apartment E	5	30	30	150	72	72	360	36	36	180
<b>TOTALS</b>		85	<u>119</u>	388	363	<u>432</u>	1,360	178	<u>218</u>	664

*Apartment configurations will vary from 12 units per building to 3 units per building.*

Comments

The ranges are for each unit type. There will be a mix of units and the type of units will vary in each mix. The minimum density required is 10.0 units per acre. The mix of units will be used to reach the required 198 units for the parcel as distributed through the 4 developable tracts.

## Attachment G Zoning Code Table 29.1202(5)-1

Table 29.1202(5)-1  
Suburban Residential Floating Zone  
Residential Low Density (FS-RL) Supplemental Development Standards

SUPPLEMENTAL DEVELOPMENT STANDARDS	F-S ZONE LOW DENSITY		
	SINGLE FAMILY	TWO FAMILY DWELLINGS	SINGLE FAMILY ATTACHED DWELLING
Minimum Lot Area	6,000 sf	7,000 sf.	3,500 sf per unit for exterior units; 1800 sf per unit for interior units
Minimum Principal Building Setbacks: Front Lot Line Side Lot Line	25 ft. 6 ft.; or 8 ft for 2 stories 8 ft. for 3 stories	25 ft. 6 ft.; or 8 ft for 2 stories 8 ft. for 3 stories	25 ft.
Side Lot Line (party wall line for Single Family Attached Dwelling)			0 ft.
Side Lot Line (all other side lots lines except party wall line)			6 ft. for one story; 8 ft for 2 stories; 10 ft. for 3 stories 20 ft for 4 stories
Rear Lot Line	20 ft	20 ft	20 ft.
Corner Lots	Provide 2 front yards and 2 side yards	Provide 2 front yards and 2 side yards	Provide 2 front yards and 2 side yards
Minimum Frontage:	35 ft. @ street line; 50 ft. @ building line	35 ft. @ street line; 50 ft. @ building line	24 ft @ street line and building line
Maximum Building Coverage	35%	40%	No Maximum
Maximum Site Coverage (includes all buildings, paving and sidewalks on lot)	60%	60%	No Maximum
Minimum Landscaped Area	40%	40%	No Minimum
Maximum Height Principal Building	40 ft. or 3 stories, whichever is lower	40 ft. or 3 stories, whichever is lower	40 ft. or 3 stories, whichever is lower
Parking Between Buildings and Streets	No	No	No
Drive-Through Facilities	No	No	No
Outdoor Display	No	No	No
Outdoor Storage	No	No	No
Trucks and Equipment	No	No	No

Note: Maximum Height for an Accessory Building has been deleted for all categories. This is addressed in Sec. 29.408(7)(a)(ii).



## Attachment H Zoning Code Table 29.1202(5)-2

Table 29.1202(5)-2  
Suburban Residential Floating Zone  
Residential Medium Density (FS-RM) Supplemental Development Standards

Supplemental Development Standards	F-S Zone			
	Single Family Dwellings	Two Family Dwellings	Single Family Attached Dwellings	Multiple Family Dwellings
Minimum Lot Area	6,000 sf	7,000 sf	2,400 sf for exterior units; 1,200 sf for interior units.	7,000 sf for the first two units; 1,800 sf for each additional unit
Minimum Principal Building Setbacks: Front Lot Line Side Lot Line	25 ft 6 ft for 1 story; 8 ft for 2 stories; 10 ft for 3 stories; 20 ft for 4 stories	25 ft 6 ft for 1 story; 8 ft for 2 stories; 10 ft for 3 stories; 20 ft for 4 stories	25 ft 6 ft for 1 story; 8 ft for 2 stories; 10 ft for 3 stories; 20 ft for 4 stories	25 ft 6 ft for 1 story; 8 ft for 2 stories; 10 ft for 3 stories; 20 ft for 4 stories
Side Lot Line (party wall line for Single Family attached Dwelling)			0 ft	
Side Lot Line (all other side lots lines except party wall line)			16 ft for 1 story; 8 ft for 2 stories; 10 ft for 3 stories; 20 ft for 4 stories	
Rear Lot Line	25 ft	25 ft	25 ft 0 ft for back-to-back single family attached dwellings	25 ft
Corner Lots	Provide two front yards and two side yards	Provide two front yards and two side yards	Provide two front yards and two side yards	Provide two front yards and two side yards

Minimum Frontage	35 ft @ street line; 50 ft @ building line	35 ft @ street line; 50 ft @ building line	24 ft @ street line and building line	35 ft @ street line; 50 ft @ building line
Minimum Landscaping				See Article 29.403
Maximum Height Principal Building	50 ft or 4 stories, whichever is lower	50 ft or 4 stories, whichever is lower	50 ft or 4 stories, whichever is lower	50 ft or 4 stories, whichever is lower
Maximum Height Accessory Building	12 ft to midpoint of roof, 15 ft to ridge	12 ft to midpoint of roof, 15 ft to ridge	12 ft to midpoint of roof, 15 ft to ridge	12 ft to midpoint of roof, 15 ft to ridge
Drive-through Facilities	No	No	No	No
Outdoor Display	No	No	No	No
Outdoor Storage	No	No	No	No
Trucks and Equipment	Light only, no advertising	Light only, no advertising	Light only, no advertising	Light only, no advertising

*(Ord. No. 3579, 8-22-00; Ord. No. 3591, 10-10-00; Ord. No. 3595, 10-24-00, Ord. No. 3640, 12-11-01, Ord. No. 3660, 4-23-02)*

## **Attachment I**

### ***Applicable Laws and Policies***

The laws applicable to the proposed rezoning at 321 State Avenue are as follows:

- Land Use Policy Plan (LUPP) Goals, Policies and the Future Land Use Map:

The Land Use Policy Plan (LUPP) Future Land Use Map identifies the land use designations for the property proposed for rezoning.

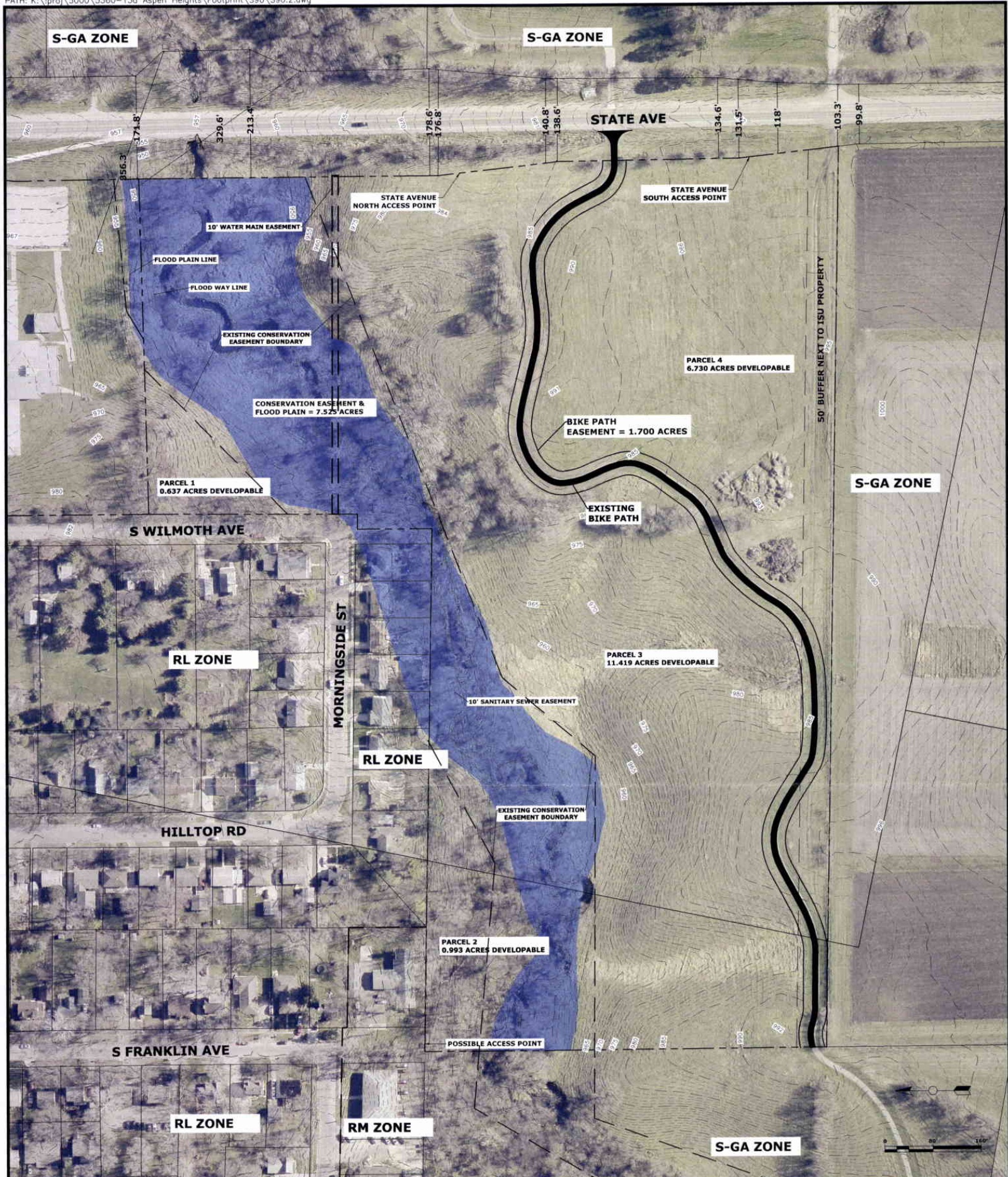
- *Ames Municipal Code* Chapter 29, Section 1507, Zoning Text and Map Amendments, includes requirements for owners of land to submit a petition for amendment, a provision to allow the City Council to impose conditions on map amendments, provisions for notice to the public, and time limits for the processing of rezoning proposals.
- *Ames Municipal Code* Chapter 29, Section 701, Residential Low Density (RL) Zone, includes a list of uses that are permitted in the Residential Low Density zoning district and the zone development standards that apply to properties in that zone.
- *Ames Municipal Code* Chapter 29, Section 1200, Floating Zones, includes a list of uses that are permitted in the Village Residential, Suburban Residential and Planned Residential zoning districts and the zone development standards that apply to properties in those zones.

**Attachment J**  
***Traffic Impact Study***

**See PDF of the Traffic Impact Study**  
**Dated February 19, 2014**

# Master Plan Document

PATH: K:\proj\5000\5360-13a Aspen Heights\Footprint\S90\S90.2.dwg



**MASTER PLAN SUBMITTAL REQUIREMENTS as per City Code Section 29-1507(4)**

(i) Name of the applicant and the name of the owner of record  
 Greg Henry  
 Manager  
 Breckenridge Group Ames Iowa, L.L.C.  
 1301 S. Capital of Texas Highway  
 Suite 8-201  
 Austin, Texas 78746  
 Phone

(ii) Legal description of the property  
 Reference attached boundary survey.

(iii) North arrow, graphic scale, and date shown.

(iv) Existing conditions within the proposed zoning boundary and within 200 feet of the proposed zoning boundary: Project boundary; all internal property boundaries; public rights-of-way on and adjacent to the site; utilities; easements; existing structures; topography (contours at two-foot intervals); areas of different vegetation types; designated wetlands; flood plain and floodway boundaries; areas designated by the Ames Land Use Policy Plan as Greenways and Environmentally Sensitive Areas  
 Easements are shown from available City record. Reference attached City utility maps. Location of utility and easement to be confirmed in design.  
 Floodplains from available FEMA information to be confirmed during design. All areas in the floodway or flood fringe are designated as Environmentally Sensitive Areas. It is expected some water, storm sewer and sanitary sewer utility work will occur in the floodway and flood fringe. There are no designated wetlands - though it is assumed some wetlands exist within the flood plain.  
 Topography is from LIDAR information. Aerial photography was taken in April 2012. There are no existing buildings on this property.

(v) Proposed zoning boundary lines  
 Zoning boundaries are same as the property boundary. Requested zoning is F-S RM Suburban Residential Medium Density.

(vi) Outline and size in acres of areas to be protected from impacts of development  
 No development in the flood plain or conservation easement areas. Size of the floodplain and conservation easement is 7.525 acres. There are numerous easements for sanitary sewer that will need to be protected

from development - though most are already in the flood plain. The bike path easement is left in place and not disturbed. However, the bike path could be relocated to another location with the cooperation of the City. At the request of Iowa State University there is a 50 foot buffer adjacent to the ISU property on the south. (Note - the buffer is included in the developable acreage.)

(vii) Outline and size in acres of areas proposed of each separate land use and for each residential unit type  
 Single land use within the boundary of the property. Residential unit type in conformance with zoning. There are four areas that may be developed:  
 Development Parcel No. 1 - Small 0.637 acre area adjacent to South Wilmoth Avenue.  
 Development Parcel No. 2 - Large 0.993 acre area off the end of South Franklin Avenue.  
 Development Parcel No. 3 - Large 11.419 acre parcel bordered by the bike trail to the south and the flood plain to the north.  
 Development Parcel No. 4 - Large 6.730 acre parcel bordered by the bike trail to the north and ISU property to the south.

(viii) Pattern of arterial streets and trails and off-site transportation connections  
 There are two planned connections to State Avenue - north and south. Two connections are needed for internal connectivity and fire protection requirements.  
 A connection to South Franklin Avenue is proposed in the event Development Parcel No. 2 is developed or if alternate or additional access is required to Parcels 3 and 4.  
 Existing bike trail on State Avenue is unaffected. The bike trail from State Avenue to the Ames Middle School is unaffected and will be left in place.

(ix) For proposed residential development provide the number of unit type for each area, expressed in a range of the minimum to maximum number to be developed in each area.  
 Development Parcel No. 1 - A minimum of 4 units or maximum of 8 units.  
 Development Parcel No. 2 - A minimum of 8 units or a maximum of 20 units.  
 Development Parcel No. 3 - A minimum of 114 units or a maximum of 228 units.  
 Development Parcel No. 4 - A minimum of 67 units or a maximum of 134 units.

(x) For proposed residential development provide a summary table describing all uses of the total site area, including the number of units per net acre for each unit type and each zoning area.  
 Zoning requested is F-S RM  
 Total Site Area = 29.00 acres  
 Undevelopable area in the floodplain or conservation easement = 7.525 acres  
 Area in the bike trail easement = 1.700 acre  
 Approximate developable area = 19.78 acres  
 Uses in accordance with the F-S RM zoning designation

Minimum density is 10 units per net acre  
 Minimum number of units required = 138 units

(xi) For proposed commercial development: placement, size in square feet and approximate dimensions for all buildings, locations and approximate dimensions of all parking areas; area of landscape, screening, buffer, plaza and open space; circulation pattern for all modes of transportation on the site.  
 Does not apply to this residential development.



**SOUTH PARCEL MASTER PLAN  
 OCTOBER 16, 2013**

FIGURE:		S	
REVISION	NO.	DATE	
DRAWN	PROJECT NO.	DATE	
TJH	5360-13A	10/16/13	

# **Aspen Heights**

## Traffic Impact Analysis

Prepared for:  
FOX Engineering

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February 19, 2014

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## I. Introduction

### A. Purpose

The purpose of this traffic impact analysis (TIA) is to forecast the travel demand and related traffic impacts associated with the proposed Aspen Heights development projects. This development is located on State Avenue, at the former Ames middle school site in Ames, Iowa.

The two (2) proposed Aspen Heights development projects discussed in this TIA are:

- the middle project located at the old Ames middle school site
- the south project located to the south of the middle project and north of Mortensen Road, on the west side of State Avenue.

The results of the TIA will identify acceptable levels of service (LOS) and provide input regarding traffic improvements that may be necessary to obtain acceptable levels of capacity in the future. Roadway capacity is evaluated on the basis of a Level of Service (LOS) analysis. Levels of Service are given letter designations of A through F, and are categorized based on driver perception and ease of traffic movements. LOS A represents free-flow conditions with no delays, while LOS E and F are generally considered unacceptable in urban areas.

### B. Analytical Process

A detailed technical process was used in order to achieve the above objectives. Key steps in the process include:

- Trip Generation – The product of the trip generation is the estimated number of trips to and from each proposed land use within a development or project. Input includes statistics on the proposed development (i.e. number of dwelling units, bedrooms, persons etc.), and trip generation for each proposed use, (i.e. trips per person, etc.).
- Trip Distribution – The prime output of trip distribution is the quantification of the “desire” to travel from one location (the origin) to another location (the destination). The % of trips generated in the cardinal direction of north, south, east and west are documented. No route or trip path is implied by the trip distribution process.
- Trip Assignment – The assignment process requires that a roadway network be identified such that each estimated trip generated can be assigned to a specific path (roadway) connecting each origin-destination pair. The aggregation of all trips assigned to a given link in the roadway link in the network is the final traffic forecast for the roadway network.
- Capacity Analysis – This step consists of determining physical requirements needed to accommodate the forecasted traffic volumes and the associated level of service (LOS). The *Synchro* traffic modeling software, utilizing the *Highway Capacity Manual (HCM)* methods, is a key tool in this step.



## II. Background

### A. Aspen Heights Development

The Aspen Heights development project has been detailed in the 321 and 601 State Avenue master plans. The development is designed to be student apartments. The reason, it is expected that approximately 85% of the residents will be ISU students.

#### *Trip Generation - Persons vs Dwelling Units*

There may be a question concerning using persons and automobiles for the trip generation analyses rather than the number of units. The following calculations illustrate that the number of trips generated are similar when considering that the ITE trip generation rates are a result of several studies and compiling data to establish those rates. The following calculations compare traffic generated by persons and by dwelling units for the middle project

#### *Persons Analysis:*

The master plan shows 54 units. If we assume 3 persons per unit on the average there would be 163 persons. Not everyone will have a vehicle and as a result, they will not be generating a vehicle trip. This report assumes that 20 % of the people will not have a vehicle. Therefore, we can reduce the number of persons by 20%. The calculations for daily trips would be:  
 $(54 \text{ units}) (3 \text{ persons per unit}) (0.80) = 129$  (assume 130 persons)

The ITE Trip Generation Manual code 220 Apartment indicates 3.31 trips per day per person.  
 $(130 \text{ persons})(3.31) = 430$  trips daily

#### *Dwelling Units Analysis:*

The master plan shows 54 units. The ITE Trip Generation Manual, code 220 Apartment assumes 6.65 trips per day per unit.  
 $(54 \text{ units})(6.65 \text{ trips per day}) = 359$  trips (assume 360)

If the number of trips is reduced by 20% because not all residents will have a vehicle, the number of daily trips is assumed to be:  
 $(360 \text{ trips})(0.80) = 288$ .

#### *Conclusion:*

The conclusion that we can draw is that using persons as a metric to calculate vehicle trips is more conservative than using dwelling units. As a result, this TIA will utilize the number of persons (autos) as the basis for the analysis.

#### *Establishing Maximum Number of Vehicles*

The first step will be converting the number of bedrooms to persons and then to automobiles. The middle site (321) is projected to include 150 bedrooms, and the south site (601) is projected to include 570 bedrooms. The TIA will assume there is one (1) person per bedroom. The TIA also assumes that there will be a maximum possible of one automobile for each person. Therefore, the analysis will use a base of 150 persons (autos) for the middle project and 570 persons (autos) for the south project.

### *Establish Vehicles for Trip distribution*

The next step was to determine the number of automobiles that will be used in the trip distribution analysis. We know that not all students will have a vehicle. This fact reduces the traffic impact the two developments will have on the adjacent street system. A study was completed on January 23 and 24, 2013 at the Campus Crest apartment complex. The Campus Crest study documents that approximately 20% of the occupants in that complex did not have a vehicle on the site. The results of this study were used to discount the number of vehicles at Aspen Heights by 20%. Therefore, the number of vehicles estimated for the Aspen Heights development is 120 ( $150 \times 80\% = 120$ ) for the middle project and 455 ( $570 \times 80\% = 456$ ) for the south project.

### **B. Location**

The Aspen Heights development is located at the old Ames middle school site on State Avenue in Ames, Iowa. It is divided into 3 projects. The north project is at the old track and field location on Lincoln Way. The middle site is at the old middle school site and the south site is located between the middle project and Mortensen Road on the west side of State Avenue. These projects are shown in Figure 1. Only the middle and south projects are included in this TIA.



**Figure 1 – Aspen Heights Project Locations**

### **C. Study Area**

The study area for this TIA was determined in consultation with the Ames City Traffic Engineer. It was concluded that the intersections that are most likely to be impacted by the Aspen Heights projects are: Lincoln Way and Wilmoth, Lincoln Way and State Avenue, Lincoln Way and Highland Avenue, Wilmoth and Tripp Street, State Avenue and Tripp Street, State Avenue and South Project entrance and State Avenue and Mortensen Drive. Surveillance cameras were used to record traffic data at these intersections. The cameras recorded traffic data on Decem-

ber 3, 2013. Figure 2 below shows the intersections of interest and the location of the 5 surveillance cameras.



**Figure 2 – Study Area**

#### D. Background Traffic Volumes

The traffic counts used for background volumes were recorded by 5 cameras on December 3, 2013. The digital data from the cameras was used to determine hourly volumes, turning movements and % cars and trucks at each intersection. In order to establish traffic peak flow periods, data from Iowa State University was used. Iowa State University had completed a study in April/May of 2013 at State Avenue and Mortensen Road. The ISU study identified the peak hours as 8:00 – 9:00 AM and 4:30 – 5:30 PM. In order to utilize the traffic data from the camera counts taken on December 3, 2013, the peak hours of 8:00 – 9:00 AM and 5:00 – 6:00 PM were established for this TIA.

### III. Site Trip Generation

Site trip generation refers to the relationship between vehicle trip making and land use activity. Trip generation rates were taken from statistical studies of similar land use categories and documented by the Institute of Transportation Engineers (ITE). The application of these rates for

proposed land uses results in a travel demand which is then distributed by direction and assigned to the adjacent road network.

ITE's *Trip Generation, Version 9* was used in this TIA to calculate expected trips generated by the middle and south projects. ITE Code 220 Apartment was used to calculate vehicle trips. Table 1 is a summary of the trip generation analysis.

**Table 1 - Site Generated Traffic**

Location	ITE Code	Persons	Daily Rate	AM Peak Rate		PM Peak Rate		Daily Trips	AM Peak Trips		PM Peak Trips	
				Enter	Exit	Enter	Exit		Enter	Exit	Enter	Exit
Middle Project	220 p.345-6	120	3.31	0.14	0.16	0.24	0.26	400	16	20	29	31
South Project	220 p.345-6	455	3.31	0.14	0.16	0.24	0.26	1506	64	72	110	118
<b>TOTAL</b>								<b>1906</b>	<b>80</b>	<b>92</b>	<b>139</b>	<b>149</b>

#### IV. Trip Distribution

Trip distribution is the process of allocating the site generated trips to the street network and is based on general location and direction of major population areas, employment, and commercial hubs, combined with the availability of roadways to connect these attractions to the proposed land development. The majority of the trips generated by the middle and south projects will be directed to the north and south along State Avenue. There is more of a desire to travel from the two projects south on State Avenue than to the north. The distribution shown in figure 3 illustrates that desire.

#### V. Traffic Assignment

Traffic assignment combines existing traffic volumes (the before condition) and the site generated traffic. The trips generated by the projects were added to the background volumes to estimate the future (total) build out traffic volumes. Figures 4-24 illustrate the three traffic volume components of traffic assignment; the existing, the site generated, and the combined traffic volume for each of the intersections included in this study.

#### VI. Capacity Analysis

Roadway capacity is evaluated on the basis of a Level of Service (LOS) analysis. Levels of Service are given letter designations of A through F, and are categorized based on driver perception and ease of traffic movements. LOS A represents free-flow conditions with no delays, while LOS E and F are generally considered unacceptable LOS in urban areas.

The capacity analysis was conducted using *Synchro* traffic modeling software which follows the *Highway Capacity Manual (HCM)* methods. For un-signalized intersections, LOS is given by minor street approach, and unlike signalized intersections, no overall level of service is given per intersection. The LOS letter designation is shown in each of the intersection combined traffic figures. The LOS designations appear as 

B
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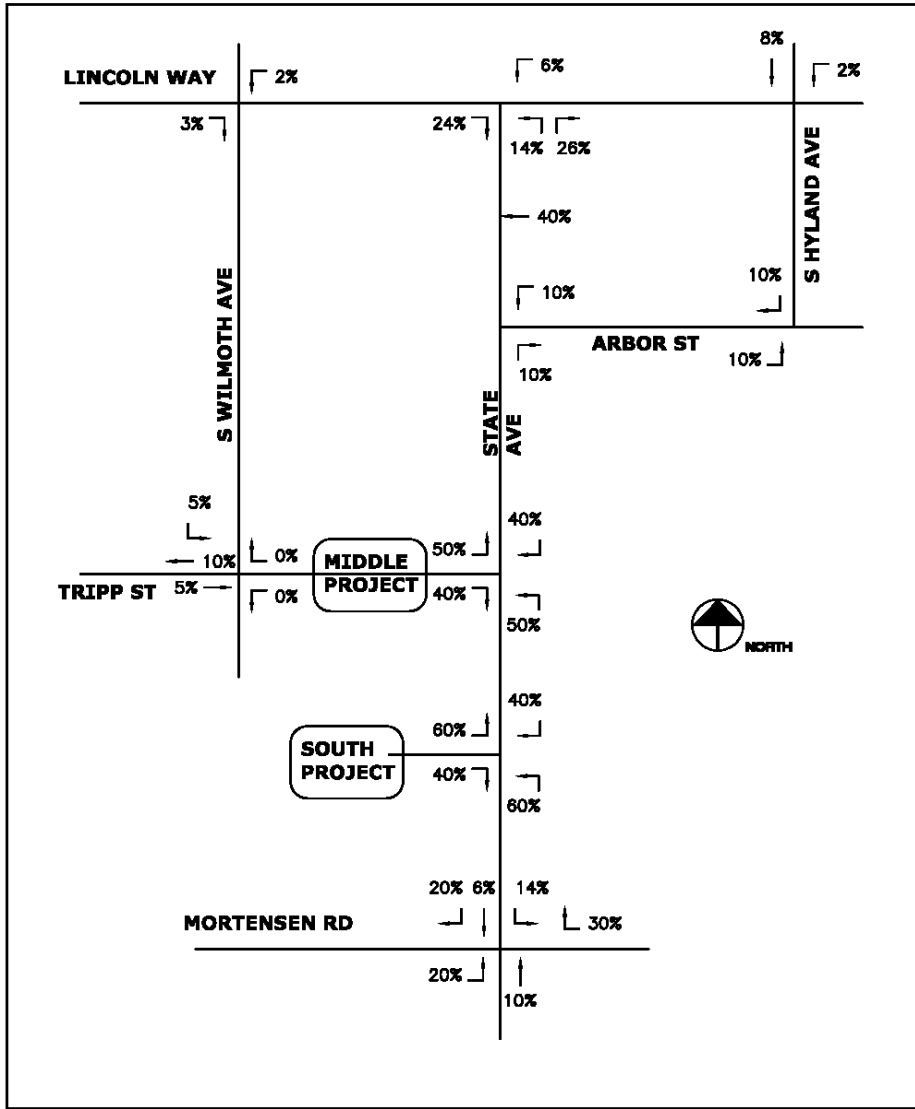


Figure 3. Trip Distribution Middle and South Projects

# Intersection Traffic Assignments

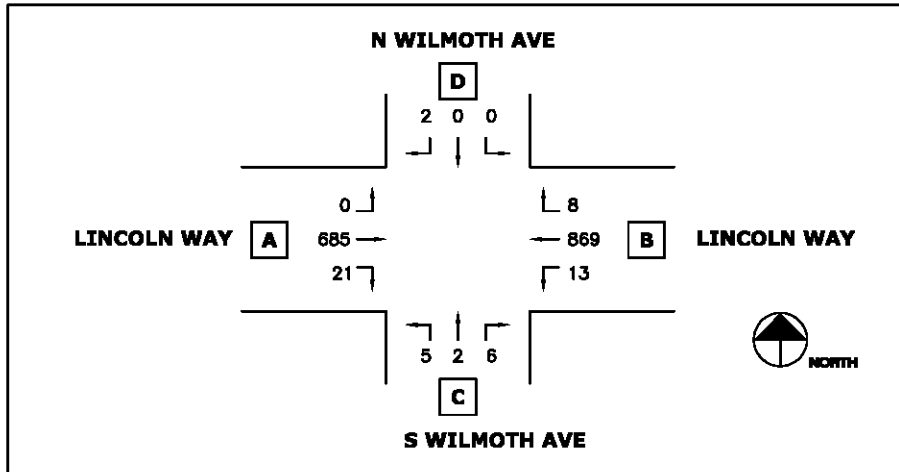


Figure 4 Lincoln Way – Wilmoth Avenue Existing Traffic Volumes

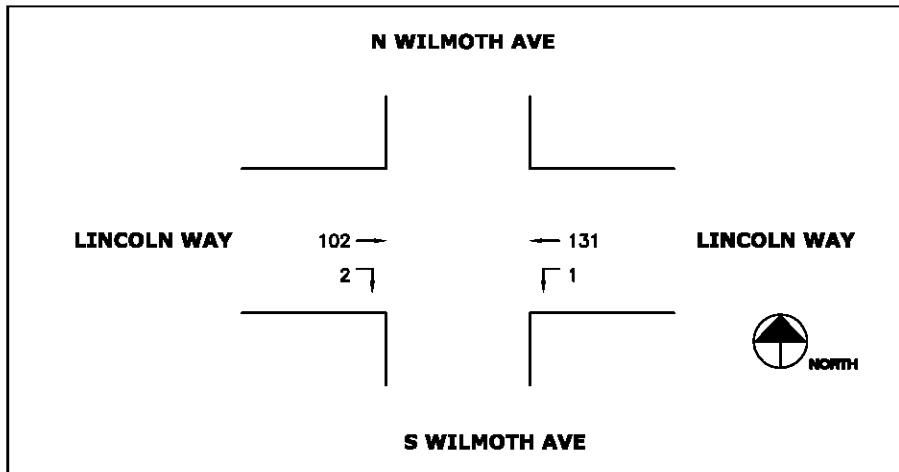


Figure 5 Lincoln Way – Wilmoth Avenue Site Generated Traffic Volumes

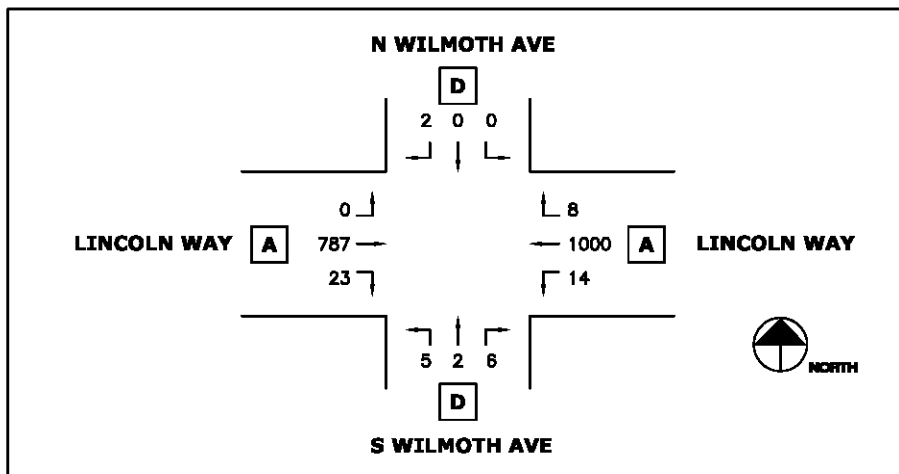


Figure 6 Lincoln Way – Wilmoth Avenue Combined Traffic Volumes

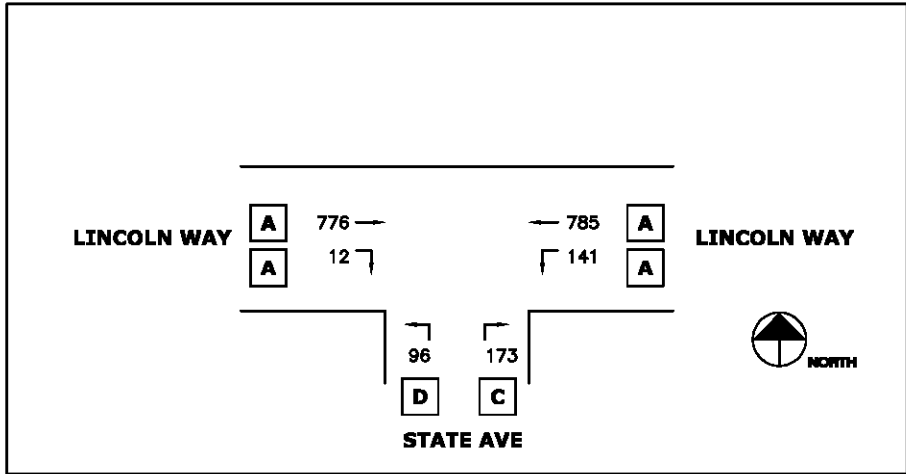


Figure 7 Lincoln Way – State Avenue Existing Traffic Volumes

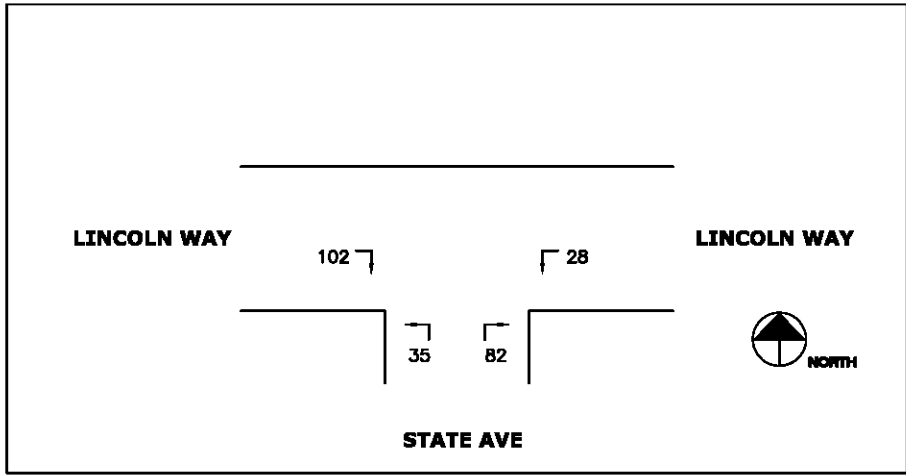


Figure 8 Lincoln Way – State Avenue Site Generated Traffic Volumes

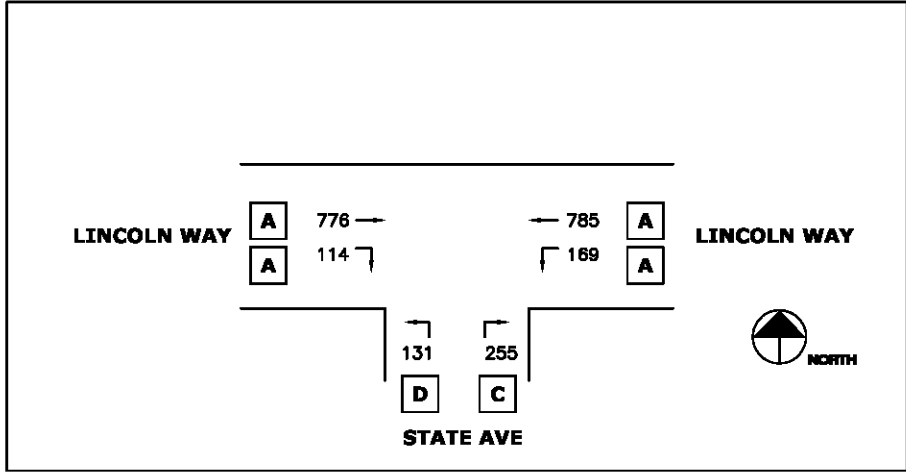


Figure 9 Lincoln Way – State Avenue Combined Traffic Volumes

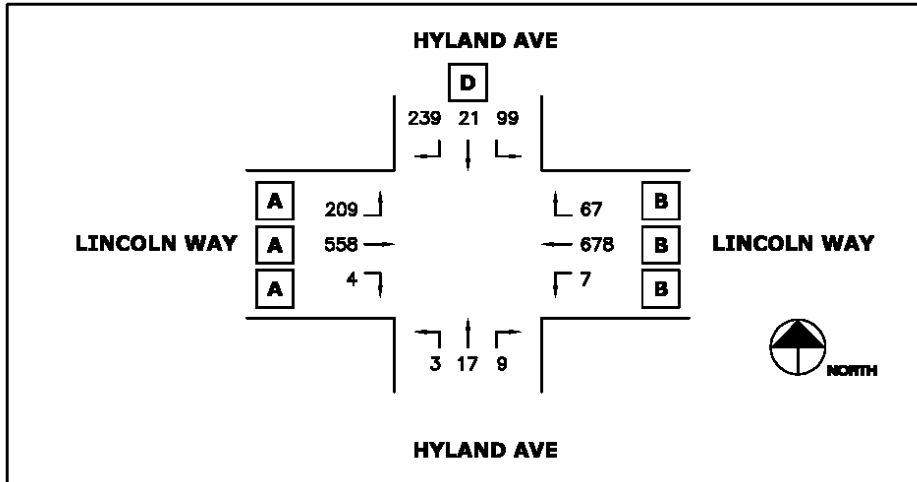


Figure 10 Lincoln Way – Hyland Avenue Existing Traffic Volumes

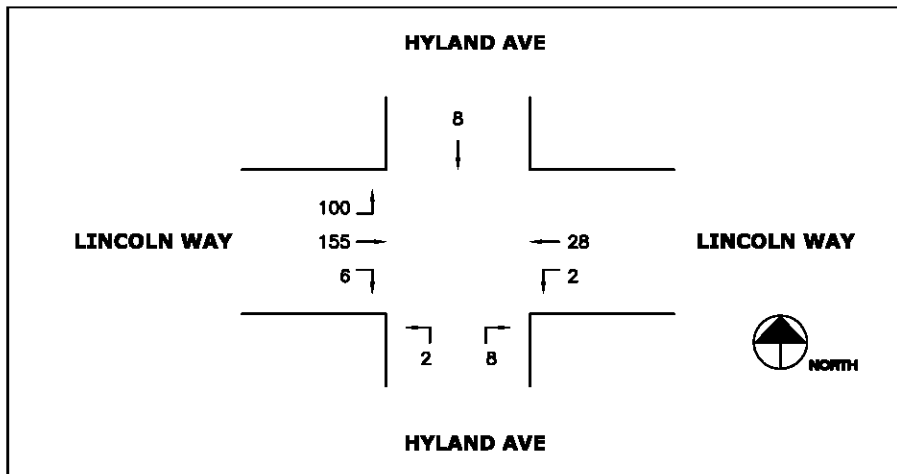


Figure 11 Lincoln Way – Hyland Avenue Site Generated Traffic Volumes

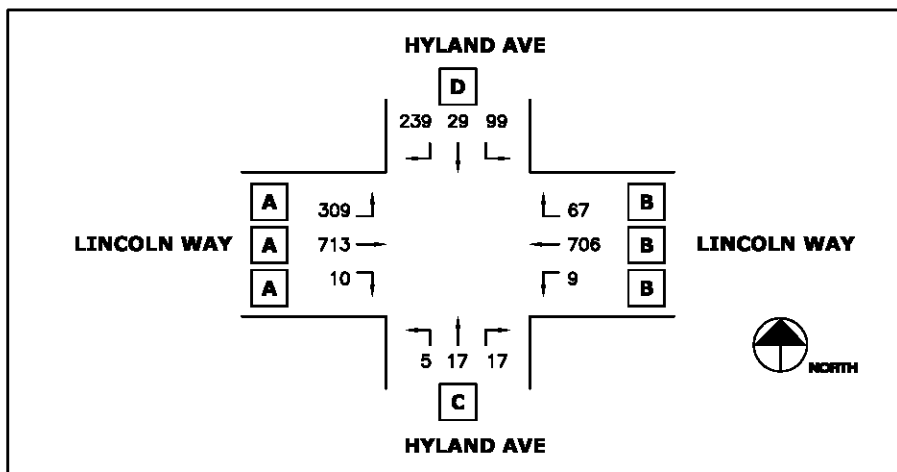


Figure 12 Lincoln Way – Hyland Avenue Combined Traffic Volumes



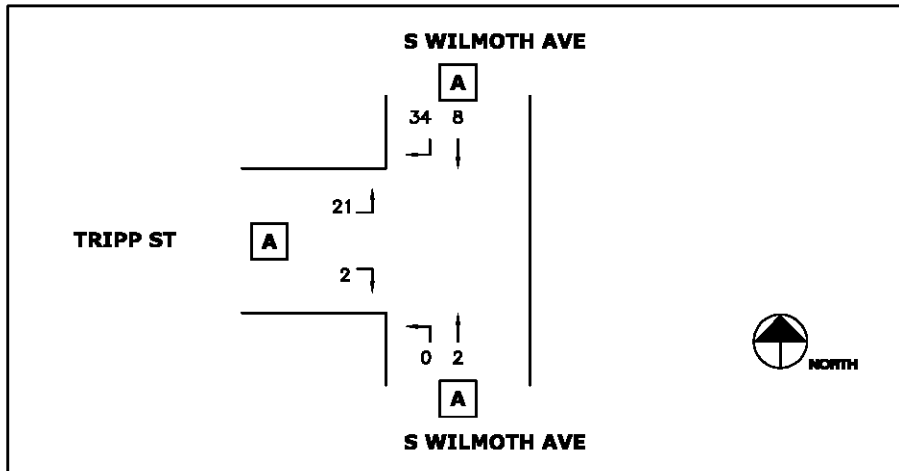


Figure 13 Wilmoth Avenue – Tripp Street Existing Traffic Volumes

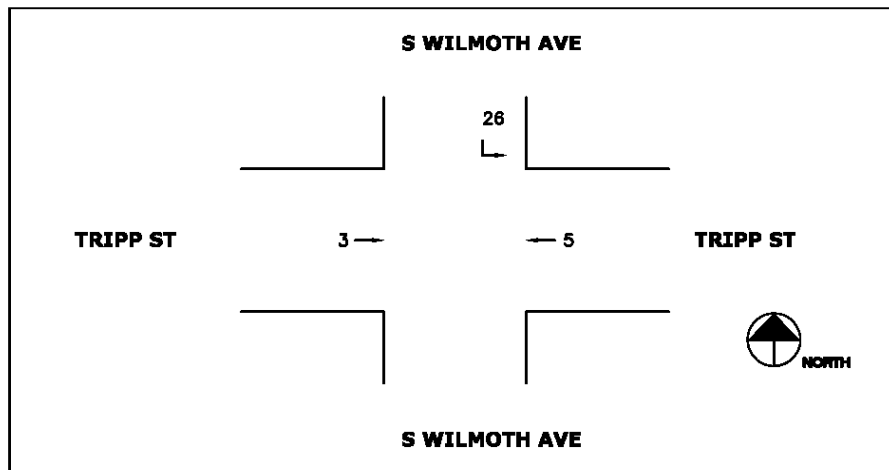


Figure 14 Wilmoth Avenue – Tripp Street Site Generated Traffic Volumes

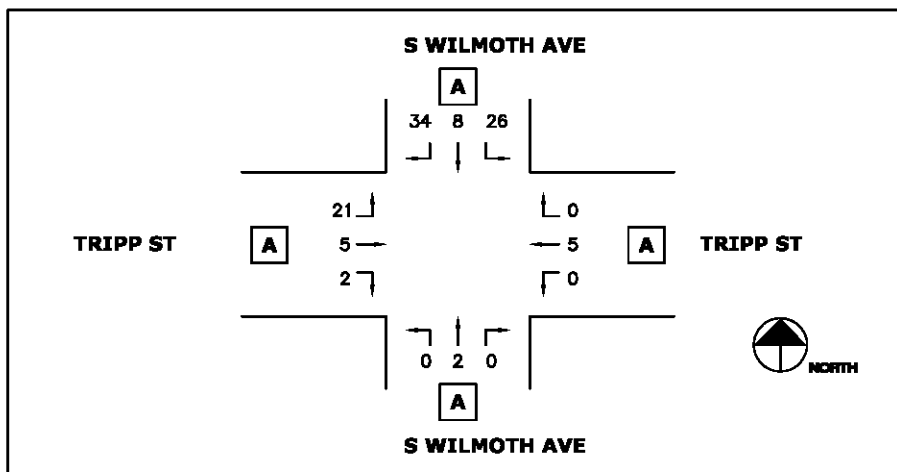


Figure 15 Wilmoth Avenue – Tripp Street Combined Traffic Volumes

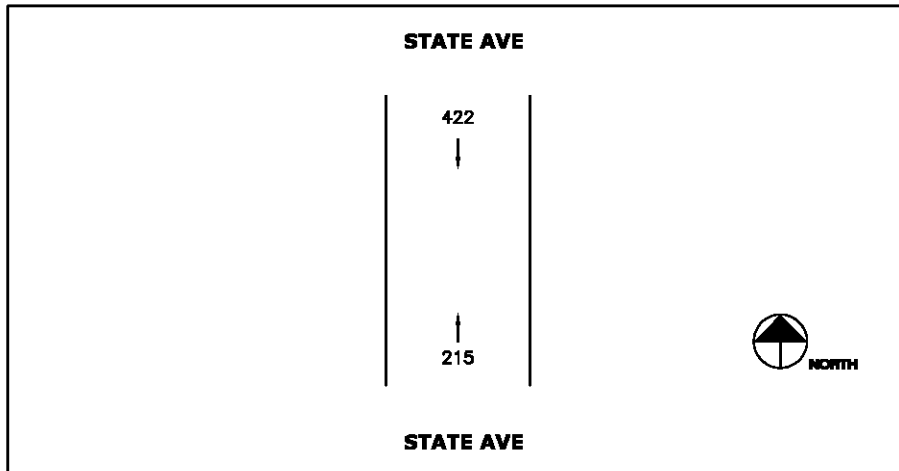


Figure 16 State Avenue – Tripp Street Existing Traffic Volumes

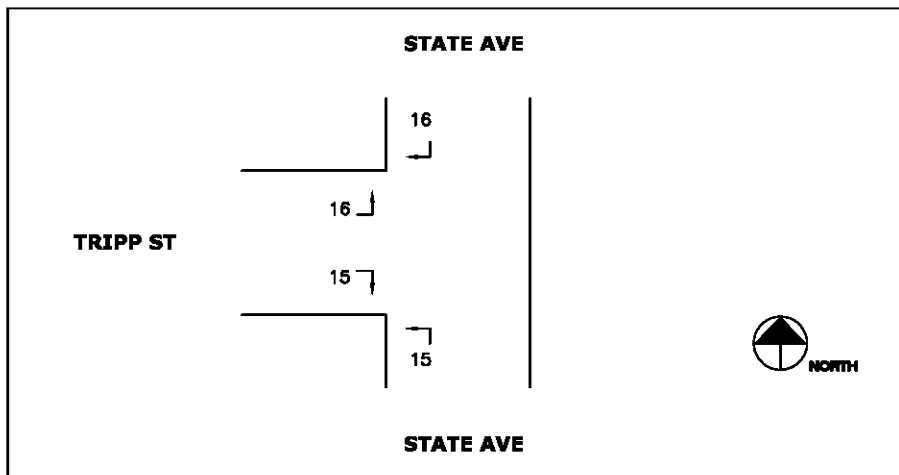


Figure 17 State Avenue – Tripp Street Site Generated Traffic Volumes

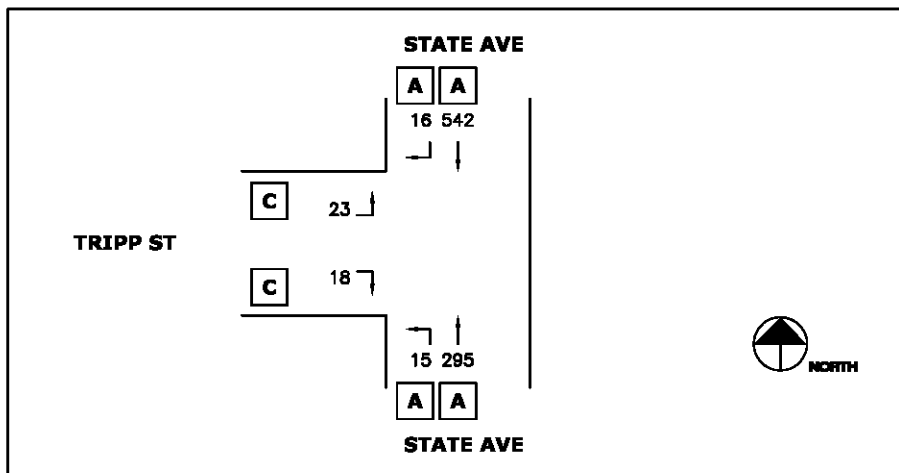


Figure 18 State Avenue – Tripp Street Combined Traffic Volumes

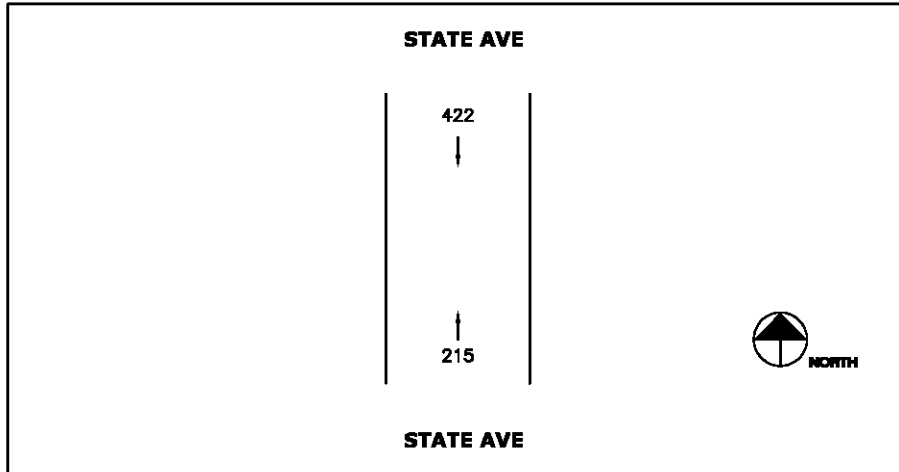


Figure 19 State Avenue – South Project Existing Traffic Volumes

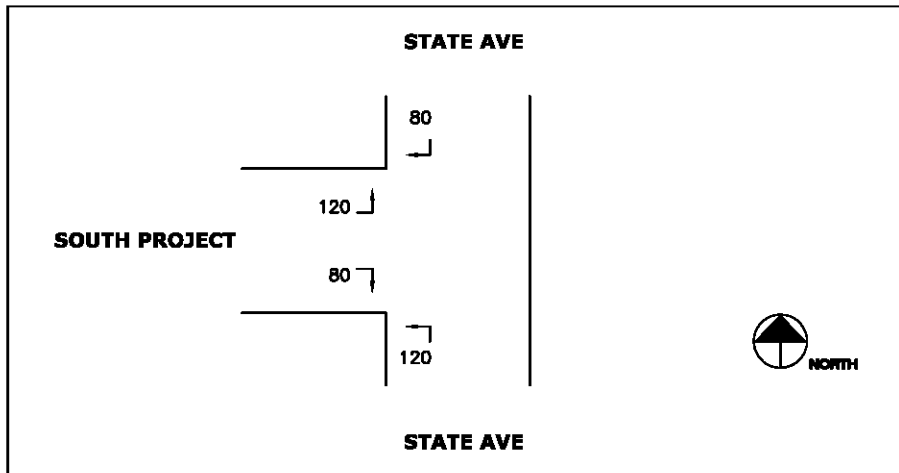


Figure 20 State Avenue – South Project Site Generated Traffic Volumes

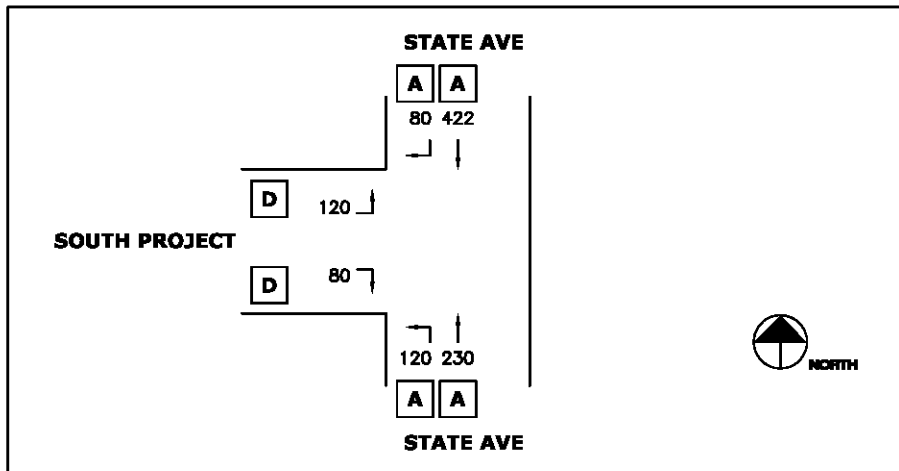


Figure 21 State Avenue – South Project Combined Traffic Volumes

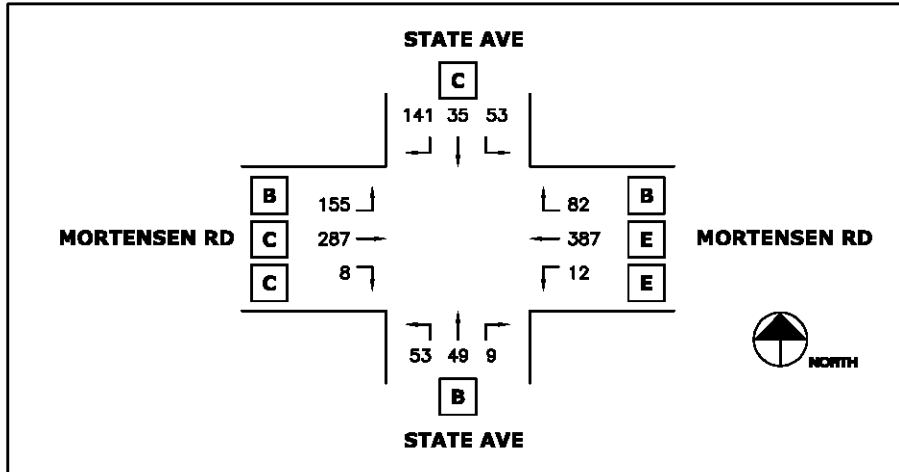


Figure 22 State Avenue – Mortensen Road Existing Traffic Volumes

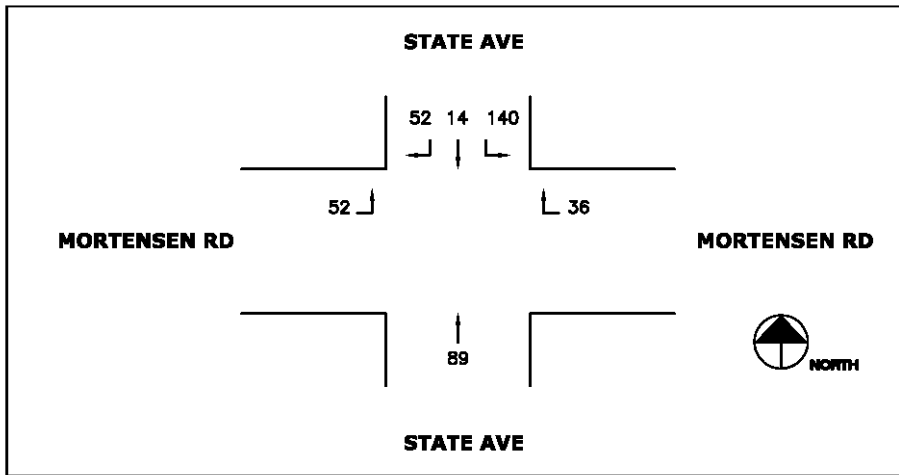


Figure 23 State Avenue – Mortensen Road Site Generated Traffic Volumes

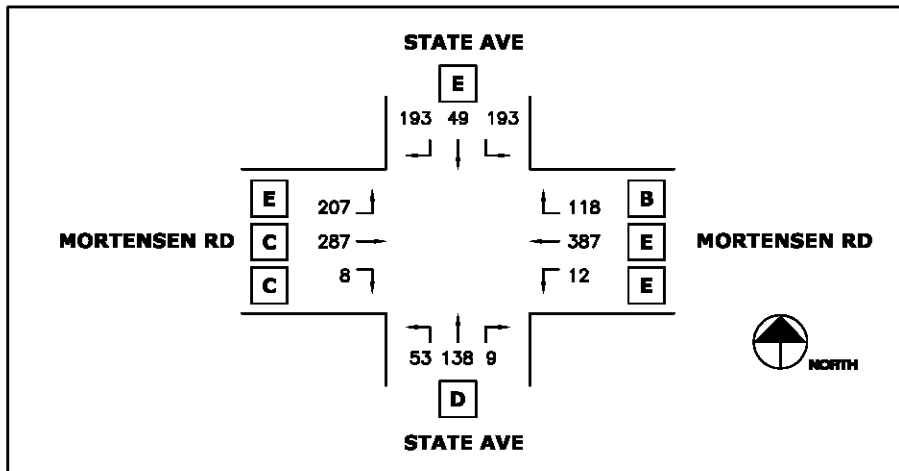


Figure 24 State Avenue – Mortensen Road Combined Traffic Volumes

## VII. TIA Conclusions

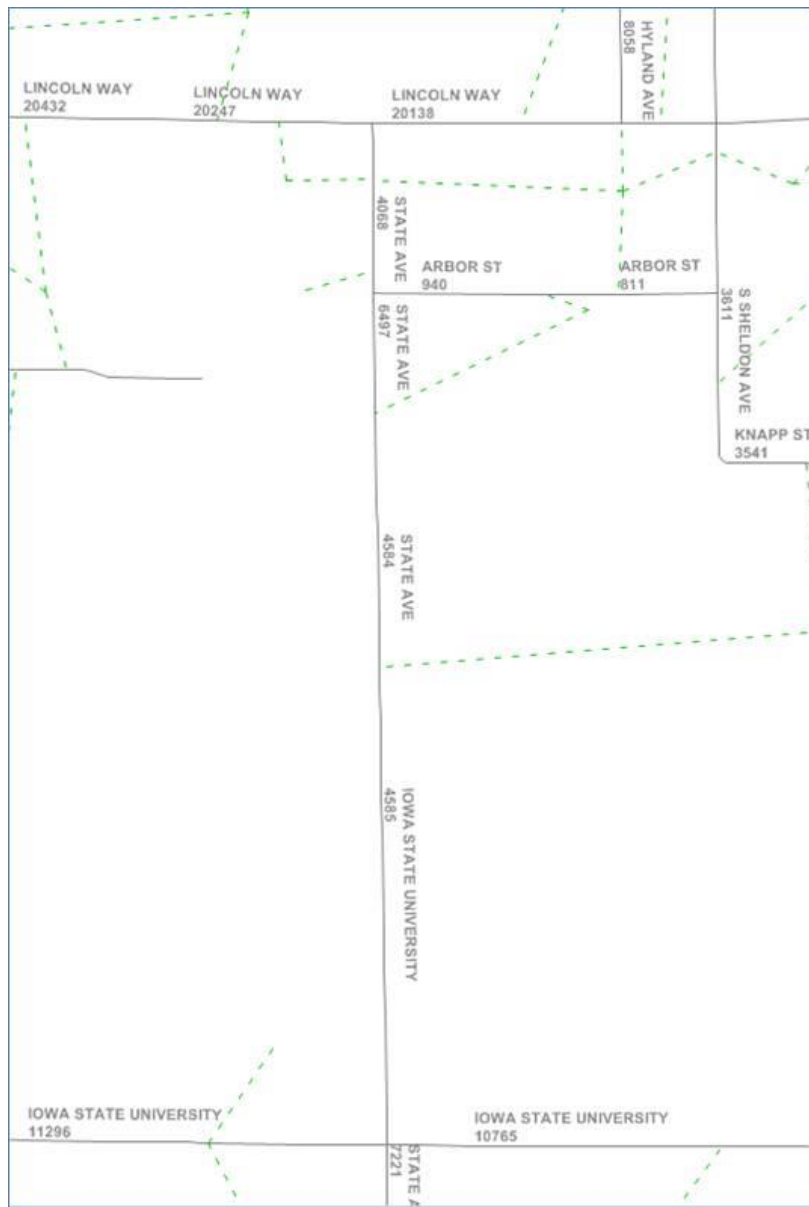
Most every intersection in the study area will experience some changes in traffic volumes as a result of these two projects. In almost all cases, changes in LOS are small and will not be noticed by the traveling public. The intersection movements that show the most changes are:

1. The signalized intersection of Lincoln Way and State Avenue is expected to have some movements that are at LOS D but those are not changes from the current condition. No improvements are recommended at this location.
2. The intersection of Lincoln Way and Hyland is expected to have some movements that are at LOS D but those are not changes from the current condition. No improvements are recommended at this location.
3. The un-signalized intersection of Lincoln Way and Wilmoth is expected to experience a LOS of D for the northbound movement. No improvements are recommended for this movement. If the traveling public perceives that this is an unacceptable LOS there are other routing options available.
4. The un-signalized intersection of State Avenue and the South Project entrance is expected to function at an excellent LOS level except for the eastbound left and right turn lanes. These two movements may function at a LOS of D. This should be acceptable since it is predicted to occur only during the highest travel time of the day and only the residents of the development will experience this lower LOS. In many urban areas LOS D is acceptable during peak traffic flow periods. No improvements on State Avenue are required for this intersection.
5. In the future, the un-signalized intersection of State Avenue and Mortensen Road is expected to experience low LOS for some traffic movements. Today, the intersection is experiencing low LOS conditions. The movements that are of concern for the future are the eastbound, northbound and southbound traffic movements. Please refer to figure 24. Major improvements to the entire intersection would be required in order to provide a higher LOS. Planning activities for these improvements may include constructing a traffic roundabout or the installation of traffic signals. No improvements are recommended as a result of this study since the lower LOS condition exists today. The intersection LOS is considered to be a regional issue and not an Aspen Heights project development driven issue.

## VIII Transportation Model 2035

The city of Ames utilizes a transportation model to estimate transportation demands for future dates. The Iowa Department of Transportation (DOT) manages this transportation model for the city of Ames. The DOT provided the transportation model values in the study area for the year 2035. Please refer to figure 25 which illustrate the 2035

transportation model values. The model includes the “Existing + Committed + Planned” roads. The model is showing adjusted traffic volumes for the Old Middle School location. The transportation modeling engineer at the DOT thought the traffic volumes weren't showing as much growth on Lincoln Way as he would expect. After further analysis he stated “I took a look at the counts from 1999 to 2011 in this area and there doesn't seem to be much growth of traffic in the north half of the study area. More of the growth from the base year counts seems to be towards the south part of the study area, which the model shows as well.” With the DOT transportation model engineer’s statement we can assume that the traffic volumes in the study area will show only modest, if any, growth in the future. Therefore the LOS values would not be significantly different than the values estimated in this TIA.



**Figure 25 Transportation Model 2035**

## IX Estimating Impacts in 2035

The following discussion will look at traffic projections for the target year 2035 and will make a conclusion about the impact the Aspen Heights development may have in that future year. The two intersections that will be most impacted by the Aspen Heights development are Lincoln way / State Avenue and State Avenue / Mortensen Road. These two intersections that were analyzed for the 2035 impacts.

The steps included in making the predictions for the target year of 2035 included:

1. Compare the existing traffic counts with the 2035 traffic model predictions and establish a traffic growth relationship between the two. The DOT has existing traffic counts in the study area and they were used to make the comparison. From figure 25 the 2035 projected volumes were established. These values are illustrated in figures 26 – 27. The percent change is shown in each of the figures. The values are shown as : (2011 / 2035) XX%.
2. The next step is to apply the growth scenarios shown in figures 26 and 27 to the estimated turning movements. The estimated turning movements are shown in figures 3 and 22. Please refer to figures 28-29 for the turning movements that have been estimated for the future year of 2035. A LOS has been calculated for each of the intersection legs.
3. The site generated traffic volumes shown in figures 8 and 23 were added to the 2035 estimated turning movements. The resulting values are shown in figures 30-31. A LOS has been calculated for each of the intersection legs.

It would appear from the estimates for the year 2035 indicate the Aspen Heights developments will have approximately the same traffic impact on the study intersections as they will when the projects are first developed. There will be a small increase in traffic as a result of this development but that increase will not reduce the LOS to unacceptable levels.

The intersection of State Avenue and Mortensen Road as illustrated in figure 31 will have several traffic movements predicted to be at LOS F. This condition will exist without the Aspen Heights development. The reason this intersection is at such a low LOS is because of it's role in the entire transportation system in southern Ames. The traffic issues at this intersection are regional issues and not issues driven by the Aspen Heights development projects.

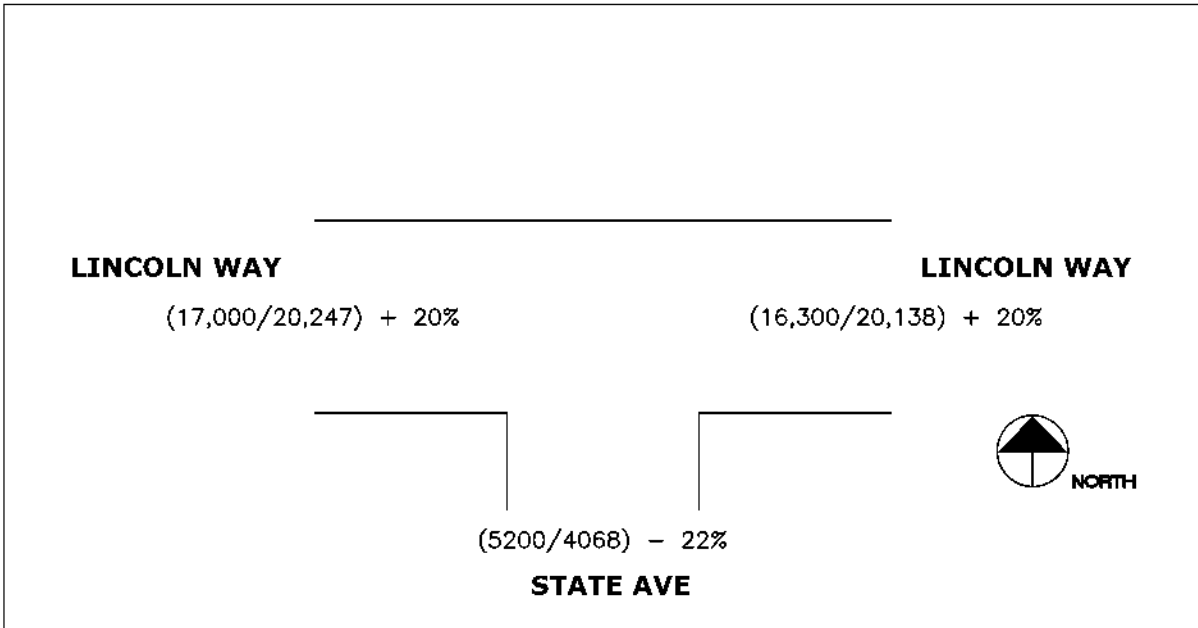


Figure 26 Lincoln Way and State Avenue percent growth

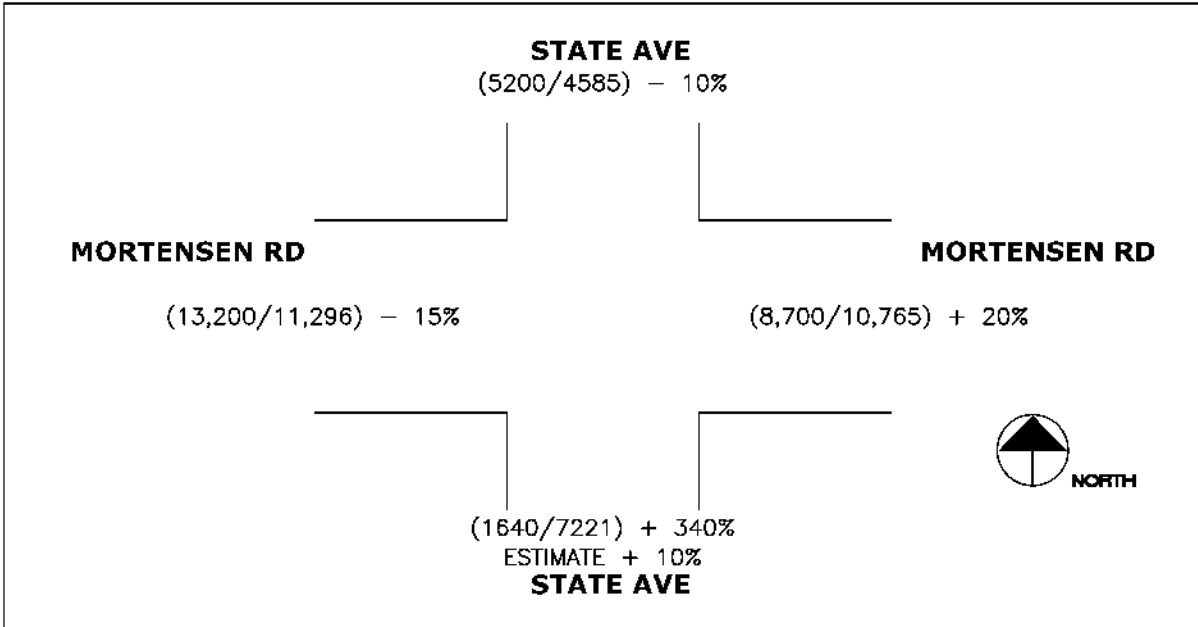


Figure 27 State Avenue and Mortensen Road percent growth



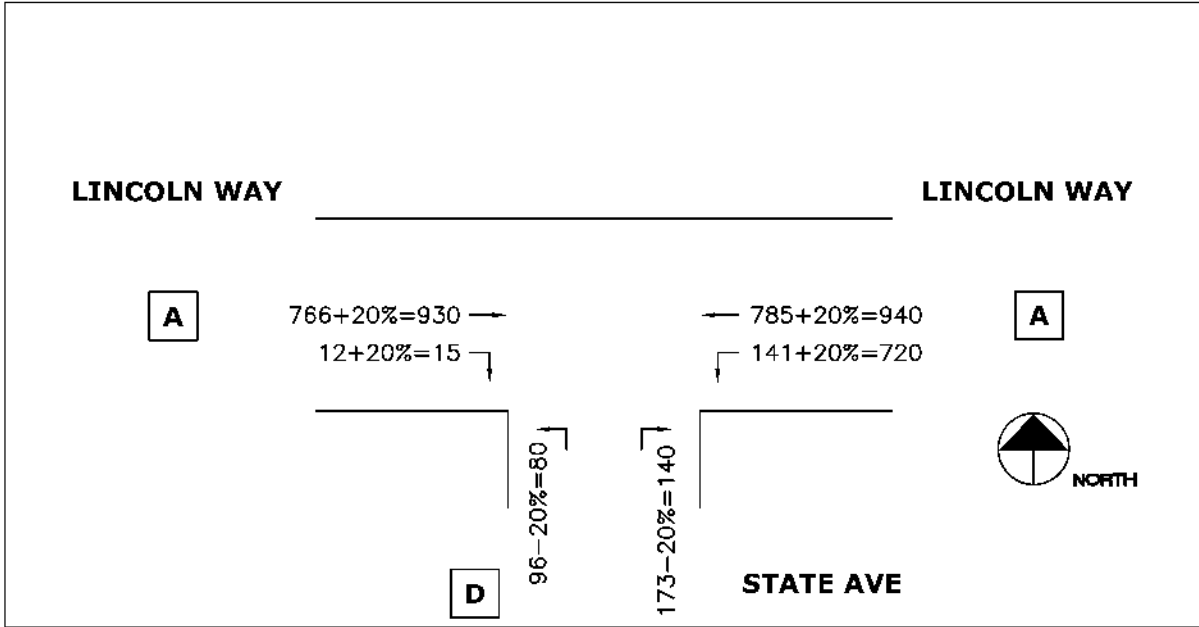


Figure 28 Lincoln Way and State Avenue 2035 Turning Movements

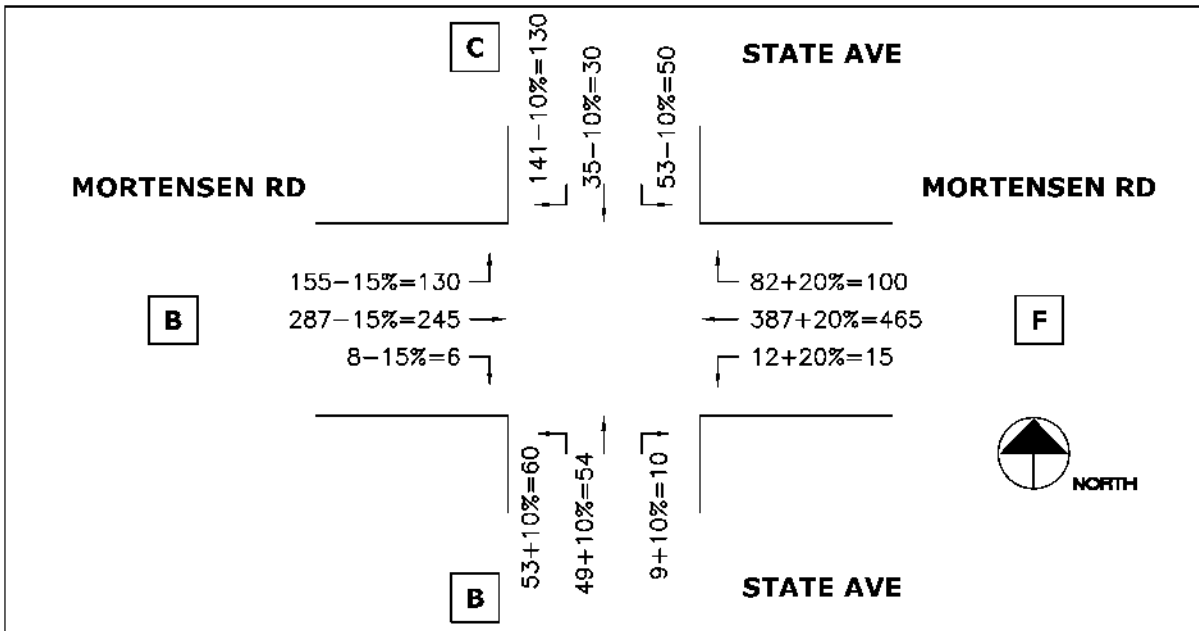


Figure 29 State Avenue and Mortensen Road 2035 Turning Movements

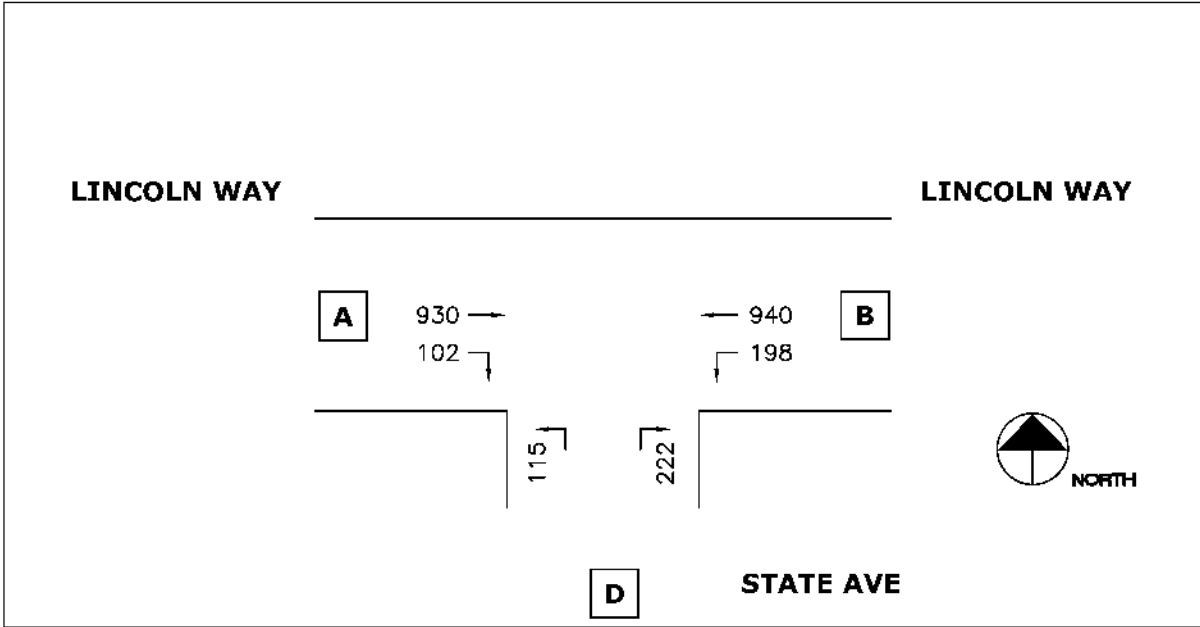


Figure 30 Lincoln Way and State Avenue 2035 Total Traffic

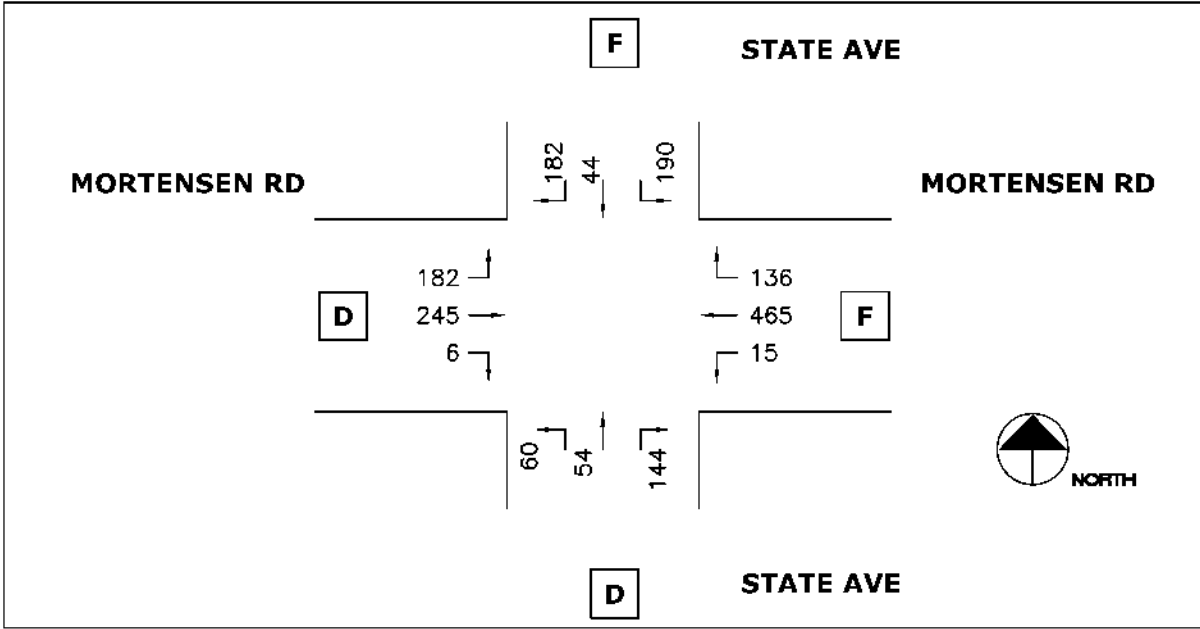


Figure 31 State Avenue and Mortensen Road 2035 Total Traffic

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DO NOT WRITE IN THE SPACE ABOVE THIS LINE, RESERVED FOR RECORDER  
Prepared by: Judy K. Parks, Ames City Attorney, 515 Clark Avenue, Ames, IA 50010 Phone: 515-239-5146  
Return to: Ames City Clerk, P.O. Box 811, Ames, IA 50010 Phone: 515-239-5105

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**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF AMES, IOWA, AS PROVIDED FOR IN SECTION 29.301 OF THE *MUNICIPAL CODE* OF THE CITY OF AMES, IOWA, BY CHANGING THE BOUNDARIES OF THE DISTRICTS ESTABLISHED AND SHOWN ON SAID MAP AS PROVIDED IN SECTION 29.1507 OF THE *MUNICIPAL CODE* OF THE CITY OF AMES, IOWA; REPEALING ALL ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT HEREWITH AND ESTABLISHING AN EFFECTIVE DATE**

**BE IT HEREBY ORDAINED** by the City Council of the City of Ames, Iowa;

Section 1: The Official Zoning Map of the City of Ames, Iowa, as provided for in Section 29.301 of the *Municipal Code* of the City of Ames, Iowa, is amended by changing the boundaries of the districts established and shown on said Map in the manner authorized by Section 29.1507 of the *Municipal Code* of the City of Ames, Iowa, as follows: That the real estate, generally located at 601 State Avenue, is rezoned from Government/Airport (S-GA) to Suburban Residential Medium-Density (FS-RM).

**Real Estate Description:** Ames Middle School 2003, Plat 2: A subdivision of Lot 1, Ames Middle School 2003, City of Ames, Story County, Iowa, as recorded on April 7, 2004, as Instrument No. 04-04069.

Section 2: All other ordinances and parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

Section 3: This ordinance is in full force and effect from and after its adoption and publication as provided by law.

ADOPTED THIS \_\_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
Diane R. Voss, City Clerk

\_\_\_\_\_  
Ann H. Campbell, Mayor

**COUNCIL ACTION FORM**

**SUBJECT: SWITCHGEAR AND CONTROL PANELS - AMES PLANT  
DISTRIBUTION SUBSTATION**

**BACKGROUND:**

On January 28, 2014, City Council approved preliminary plans and specifications for furnishing 15kV Outdoor Metalclad Switchgear for Ames Plant Distribution Substation project.

Bid documents for this project were issued to twenty firms. The bid was advertised on the Current Bid Opportunities section of the Purchasing webpage and a Legal Notice was published in the Ames Tribune. The bid was also sent to two plan rooms.

On March 12, 2014, six bids were received as shown on the attached report. The bid submitted by Siemens Industry, Inc. was found to be non-responsive because they did not fill out and provide a signature on the bid submittal form, which was a mandatory requirement.

**Electric Services staff and an engineer from Dewild Grant Reckert & Associates (DGR) Company reviewed the remaining five bids and concluded that the apparent low bid submitted by Central Electric Manufacturing Company, DBA: AZZ Switchgear Systems, Fulton, MO, in the amount of \$509,831.13 (inclusive of Iowa sales tax), is acceptable.**

The engineer's estimate of the cost of these control panels was \$425,000. DGR explains that bid prices are overall higher than the estimate due to diminished competition from regional switchgear suppliers from recent acquisitions.

The approved FY2013/14 Capital Improvements Plan for Electric Services includes \$1,160,000 for engineering, materials, and construction of the Ames Plant Distribution Substation Feeder and Switchgear Extension project. To date, the project budget has the following items encumbered:

**Ames Plant Distribution Substation**

<b>\$1,160,000.00</b>	<b>Amount Budgeted for Project</b>
\$210,000.00	Encumbered Engineering for Ames Plant Distribution Substation
\$112,754.50	Actual cost for SF6 circuit breakers.
\$9,466.00*	Actual cost for electrical materials. *This amount includes applicable sales taxes to be paid directly by the City to the State of

	Iowa.
\$260,012.56	Actual cost for materials installation phase for the Ames Plant Distribution Substation Project. (includes change order 1)
<b>\$509,831.13</b>	<b>Actual cost for the purchase of the 15kV Outdoor Metalclad Switchgear and 69kV Controls Panels – this item (pending Council of award for this agenda item)</b>
<b><u>\$1,102,064.17</u></b>	<b>Total estimated costs</b>
\$57,935.81	Balance remaining

**ALTERNATIVES:**

1. Award a contract to Central Electric Manufacturing Company, DBA: AZZ Switchgear Systems, Fulton, MO, for the furnishing 15kV Outdoor Metalclad Switchgear and 69kV Controls Panels for Ames Plant Distribution Substation in the amount of \$509,831.13 (inclusive of Iowa sales tax).
2. Reject all bids and delay the purchase of this equipment for this project.

**MANAGER'S RECOMMENDED ACTION:**

This equipment is the last element needed to complete the project at the Ames Plant distribution substation. The project is necessary for Electric Services to continue providing safe, reliable, service to customers across the City.

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



**INVITATION TO BID NO. 2014-150 FURNISHING 15KV OUTDOOR METALCLAD SWITCHGEAR AND 69KV CONTROL PANELS FOR AMES PLANT DISTRIBUTION SUBSTATION BID SUMMARY**

BIDDER:		Central Electric Manufacturing Company, DBA: AZZ Switchgear Systems Fulton, MO	Harold K. Scholz Co Ralston, NE	Powercon Corp. Severn, MD	Eaton Corp Omaha, NE	ABB Inc. Lake Mary, FL	Siemens Industry, Inc. Wendell, NC
DESCRIPTION	QTY	PRICE	PRICE	PRICE	PRICE	PRICE	PRICE
15 kV outdoor metalclad switchgear, with one (1) 2,000 A, and five (5) 1,200 A breakers, PT's, CT's, controls, relaying, testing, drawings, and enclosure accessories	1	\$414,215.00	\$428,000.00	\$500,243.00	\$490,936.00	\$599,780.00	Non-Responsive. Did not fill out and provide signature on last page of bid form.
Control Panel P1, "Breaker AP614 & Transformer AP6T1 Panel"	1	\$29,122.00	\$30,000.00		\$20,000.00	\$39,330.00	
Control Panel P2, "Breaker AP615 & Transformer AP6T6 Panel"	1	\$29,122.00	\$29,000.00		\$20,000.00	\$39,130.00	
<b>SUBTOTAL:</b>		\$472,459.00	\$487,000.00		\$500,243.00	\$530,936.00	
<b>SALES TAX (7%):</b>		\$33,072.13	\$34,090.00	\$35,017.01	\$37,165.52	\$47,476.80	
<b>FREIGHT (NON-TAXABLE):</b>		\$4,300.00	\$20,000.00	\$25,000.00	\$5,000.00	\$12,570.00	
<b>TOTAL BASE BID:</b>		<b>\$509,831.13</b>	<b>\$541,090.00</b>	<b>\$560,260.01</b>	<b>\$573,101.52</b>	<b>\$738,286.80</b>	
<b>Outdoor Metalclad Switchgear Mfr.</b>		AZZ Switchgear Systems	H.K. Scholz	Powercon Corp.	Eaton Corp	ABB Inc. /AZZ	
<b>Control Panel Mfr.</b>		AZZ Switchgear Systems	H.K. Scholz	Powercon Corp.	Eaton Corp	Kemco	
<b>Delivery Date</b>		Oct 30, 2014 if rec. order by April 17, 2014	Oct. 31, 2014	Ship Oct. 14, 2014	Nov. 20, 2014	Oct 31, 2014 if rec. order by March 25, 2014	
<b>Security Enclosed</b>		Included	Included	Included	Included	Included	

**COUNCIL ACTION FORM**

**SUBJECT: FUEL OIL PIPE INSTALLATION AT COMBUSTION TURBINE SITE**

**BACKGROUND:**

On February 11, 2014, City Council approved preliminary plans and specifications for the Fuel Oil Pipe Installation at Combustion Turbine Site. The project scope involves installing new double-walled carbon steel piping to replace the existing underground carbon steel piping that runs from the fuel oil storage tank to the fuel oil pump house.

Bid documents were issued to sixteen potential bidders. The bid was also advertised on the Current Bid Opportunities section of the Purchasing webpage and a Legal Notice was published in the Ames Tribune. It was also sent to three plan rooms. **The bid due date was March 25, 2014, and the City did not receive any bids.**

**Staff is in the process of trying to determine why bids were not received. The technical specifications will be reviewed along with discussions with the design engineer and plan holders to determine the reason no bids were submitted. This project will be rebid at a later date with potential changes to the specifications.**

**ALTERNATIVES:**

1. a. Accept the report of no bids.  
b. Direct staff to rebid the project at a later date.

**MANAGER'S RECOMMENDED ACTION:**

This project is needed because all original lines installed in 1972 are subject to failure. This is the last section of pipe that needs to be replaced.

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

**COUNCIL ACTION FORM**

**SUBJECT: 2013/14 DOWNTOWN STREET PAVEMENT IMPROVEMENTS  
(5<sup>TH</sup> STREET – DUFF AVENUE TO BURNETT AVENUE)**

**BACKGROUND:**

The annual Downtown Street Pavement Improvements program is for rehabilitation or reconstruction of streets within the downtown area. **The 2013/14 program location is 5<sup>th</sup> Street from Duff Avenue to Burnett Avenue.** This project includes removal and replacement of the existing pavement, storm sewer improvements and sanitary sewer improvements, as well as ornamental street lighting and a ribbon of colored sidewalk concrete to match the previously reconstructed areas of downtown.

City staff and the engineering consultant, Snyder & Associates, held a project information meeting with area businesses and the Main Street Cultural District (MSCD). The project will be staged to maintain access to all businesses during construction and is scheduled for completion in fall 2014. Staff has also coordinated project timing to avoid having street closures during the July 4<sup>th</sup> Parade, Midnight Madness, the Ames Public Library grand opening, and the Sesquicentennial Celebration activities.

On March 19, 2014 bids on the project were received as follows:

Engineer's Estimate	\$ 960,535
Con-Struct, Inc.	\$1,234,443

Engineering and construction administration costs are estimated at \$185,150, bringing total estimated cost to \$1,353,690.

**The large cost increase is likely due to the specified staging related to coordination of the many activities in the area (see above), which were included to provide excellent customer service. There were several potential concrete contractors that were plan holders. In follow-up conversations with these contractors, it was found that the staging required in the contract appeared to be complex, or else they would have needed to hire several subcontractors to complete the work. Therefore, they made a choice not to bid on the work.**

Funding available for this project summarized below:

General Obligation Bonds (FY 2013/14 CIP for street)	\$1,000,000
Sanitary Sewer Funds (2013/14 Sanitary Sewer Rehabilitation Program)	\$ 125,000
Sanitary Sewer Funds (2011/12 Sanitary Sewer Rehabilitation Program)	\$ 90,000
Sidewalk Safety Program Funds (2013/14 CIP)	\$ 65,000
Unused G.O. Bond Funding (11/12 Collector Street Impr. Program)	\$ 150,000
Unused G.O. Bond Funding (09/10 Concrete Street Impr. Program)	<u>\$ 150,000</u>
<b>Total Funding</b>	<b>\$1,380,000</b>



## **ALTERNATIVES:**

- 1a. Accept the report of bids for the 2013/14 Downtown Street Pavement Improvements (5<sup>th</sup> Street – Duff Avenue to Burnett Avenue).
  - b. Approve the final plans and specifications for the 2013/14 Downtown Street Pavement Improvements (5<sup>th</sup> Street – Duff Avenue to Burnett Avenue).
  - c. Reallocate the specified savings from other completed CIP projects to help fund this project.
  - d. Award the 2013/14 Downtown Street Pavement Improvements (5<sup>th</sup> Street – Duff Avenue to Burnett Avenue) to Con-Struct, Inc., of Ames, Iowa, in the amount of \$1,234,443.
- 2a. Accept the report of bids for the 2013/14 Downtown Street Pavement Improvements (5<sup>th</sup> Street – Duff Avenue to Burnett Avenue).
  - b. Do not award the project at this time, but direct staff to consult with the City's design engineer to attempt to determine if redefining project elements could save a significant amount of cost for the project.
- 3a. Accept the report of bids for the 2013/14 Downtown Street Pavement Improvements (5<sup>th</sup> Street – Duff Avenue to Burnett Avenue).
  - b. Reject all bids, and direct staff to analyze potential design revisions to rebid the project at a later time.

## **MANAGER'S RECOMMENDED ACTION:**

This project represents City Council's continuing commitment to reinvest in Downtown infrastructure. By moving forward with this project now, it will be possible to reconstruct 5<sup>th</sup> Street during the summer and fall of 2014. Delay of approval could delay the reconstruction until 2015.

**The only bid received for this project is \$273,908 more than the engineer's estimate. This appears to largely be due to the unique timing constraints included in the specifications; which was done in order to avoid negative impacts on the various special events in the downtown area and to address specific property owner needs. If the award of the project is delayed, there is potential that the Public Library project could be completed and open for business and then the road would be closed again for reconstruction. The roadway and utility work as part of this project are priorities for the community due to the aged condition of the existing infrastructure.**

**Assuming the City Council would prefer to move ahead in advance of the opening of the new Library and to accommodate the needs of the surrounding**

**businesses, it is the recommendation of the City Manager that City Council adopt Alternative #1.**

**If, however, the City Council places a higher priority on cost savings, then it is the recommendation of the City Manager that Council adopt Alternative #3.**

**COUNCIL ACTION FORM**

**SUBJECT: ZONING TEXT AMENDMENT TO REDUCE THE GENERAL OFFICE  
REQUIRED PARKING RATE**

**BACKGROUND:**

At its January 28 meeting, City Council referred to staff a letter from Chuck Winkleblack requesting a text amendment to address the parking requirements for general office uses within all zoning districts (see Attachment 1). Mr. Winkleblack has identified a potential conflict in the code regarding the development of speculative commercial buildings in that different parking rates may apply to the same space for similar uses.

Typically the use a future tenant may make in a speculative commercial building is unknown, and determination of parking at the time of original development may limit the ability of the site to secure future tenants. The current request would not change the existing parking ratios for medical or dental offices.

In response to a proposed development at 517 Grand Avenue, the applicant is requesting that **the general office parking ratio be decreased to 1 parking space for every 300 square feet of gross floor area (equivalency of 3.3 parking spaces per 1,000 sq. ft.) to be consistent with the 2<sup>nd</sup> floor office parking rate and retail sales and service parking rate.** This change would accommodate the needs of a new general office use for the applicant's speculative building.

General office describes a wide variety of uses that include professional, administrative, business, and financial uses. It does not include medical uses for parking purposes. Currently Table 29.406(2): *Minimum Off-Street Parking Requirements* requires that general office uses provide one parking space for every 250 square feet of ground floor area devoted to office space and one space for every 300 square feet of office space on other levels of the building. As currently written, the code requires more parking for a ground level office tenant than for a retail tenant that may occupy the same space.

Staff notes that a significant parking text amendment was adopted in June 2012 to simplify and lower the retail parking rate to one space per 300 square feet of floor area. Prior to the text amendment, retail use had a similar parking rate to office. Retail had previously been described in terms of size of shopping center and whether floor area was on the ground floor or 2<sup>nd</sup> floor to determine required parking. The amendment was approved in recognition of lower parking needs for retail compared to existing built shopping centers and the desire to have easier administration of the requirements with one parking rate, since the use of a building may change over time.

Staff has reviewed codes from other communities. There is some variation in requirements based on either gross floor area or number of employees. Many communities, such as Fort Dodge, Cedar Falls, Nevada, Clive, Sioux City, and Iowa

City, have a minimum parking standard for general office uses at one parking space for every 300 square feet of gross floor area. **The typical national average when reviewing Institute of Traffic Engineers (ITE) and Urban Land Institute (ULI) comparisons is between 1 space per 300 square feet to 1 space per 400 square feet in the context of a suburban environment.**

**The proposed change will reduce parking requirements by approximately 17%. This will allow for a property owner to build a larger building on a site compared to current requirements, approximately 10% larger floor area.** For small sites, there would be only marginal effects on building size because of the constraints of a small site compared to setback and parking dimension requirements. For larger sites, it will provide for more flexibility to either design a larger building or to consider a phased approach to providing parking based on tenant needs. This second scenario would be more likely to occur on large parcels in the industrial parks.

**PROPOSED AMENDMENTS:**

A text amendment was prepared for consideration by the Planning and Zoning Commission and by the City Council. Table 29.406(2) would be modified as shown below:

PRINCIPAL LAND USE	ALL ZONES EXCEPT DOWNTOWN AND CAMPUS TOWN SERVICE CENTER ZONES	DOWNTOWN AND CAMPUSTOWN SERVICE CENTER ZONES
<b>OFFICE</b>		
Medical/Dental office	1 space/143 sf where there is no agreement for shared parking; 1 space/200 sf where there is an agreement for shared parking or for medical facilities that exceed 50,000 sf	NONE
Other office	<del>Ground level: 1 space/250 sf; other than ground level: 1 space/300 sf</del> <b>1 space /300 sf</b>	NONE

**Planning and Zoning Commission Recommendation**

The Planning and Zoning commission held a public hearing on this proposed text amendment on March 5, 2014, and voted 5-0 in support of the amendment.

**ALTERNATIVES:**

1. The City Council can adopt the zoning text amendment to change the required parking for other office uses to one space for every 300 square feet of gross floor area.
2. The City Council can deny the proposed text amendment.
3. The City Council can refer this issue back to staff for further information.

## **MANAGER'S RECOMMENDATION:**

This amendment, although proposed in response to one particular property, would apply to any general office use throughout the City. This would include office uses in the industrial zones, as well as in commercial zones that require parking. The proposed zoning text amendment is a reasonable change to the current parking requirements given the experience cited by the applicant in reference to development of speculative commercial buildings, and is in line with other surrounding communities' parking standards.

Parking requirement for both general office uses and retail uses would be equal, which would allow for an easier evaluation of parking needs when determining parking needs for speculative mixed retail and office buildings. It would also expand the range of use for existing buildings, as well as for newly constructed buildings.

Staff believes that the proposed amendment is a reasonable revision to the parking standards to better align parking needs for compatible uses. **Therefore, it is the recommendation of the City Manager that the Council adopt Alternative #1, thereby adopting the zoning text amendment to change the required parking for other office uses to one space for every 300 square feet of gross floor area.**

It should be remembered that Council has a current goal to consider parking development requirements and their relationship to sustainability. While this text amendment will reduce parking required for one use type, it will not change the site development standards. **A comprehensive assessment of parking development and landscaping requirements for all zoning districts and use types will be part of a later analysis to address the Council goal.**

**Attachment 1  
Request Letter**

Date: January 24, 2014

To: Honorable Mayor and City Council

From: Chuck Winkleblack

RE: Office parking standards in commercial zones

Mayor and Council,

I met with the planning director this past week to discuss the parking standards for buildings that are in commercial zones. Currently there is a conflict in the code when we are developing commercial buildings. We don't generally know who is going to be the tenant when we start buildings. That makes it very difficult to complete the site plan when the parking standards differ between retail and office. It also hard for staff to analyze the site plan when we cannot guarantee who will be occupying the building

My request is to modify the parking standards for office uses. The request is to bring the office standards in line with what the retail standards are. The minor change will simplify things for everyone involved. Currently the office standard is 4 stalls per thousand square feet of building. The retail is 3.3 stalls per thousand square feet of building.

The 3.3 request is consistent with other municipalities. We all strive to reduce impervious areas; this is another way to help accomplish that goal. We are currently seeking approval of a project at 517 Grand; we have an office user that wants to go into the property occupying half of the building. The parking standards affect what will or could be allowed to occupy the balance of the building.

Although this request affects the property mentioned above, the code change would be community wide. We believe the planning director and planning staff are supportive of the minor change in the code.

Thanks in advance for your consideration,



Chuck Winkleblack  
Hunziker & Associates, Realtors

**ORDINANCE NO.**

**AN ORDINANCE TO AMEND THE MUNICIPAL CODE OF THE CITY OF AMES, IOWA, BY REPEALING TABLE 29.406(2) AND ENACTING A NEW TABLE 29.406(2) THEREOF, FOR THE PURPOSE OF CHANGING REQUIRED PARKING FOR OTHER OFFICE USES; REPEALING ANY AND ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT TO THE EXTENT OF SUCH CONFLICT; AND ESTABLISHING AN EFFECTIVE DATE.**

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

Section One. The Municipal Code of the City of Ames, Iowa shall be and the same is hereby amended by repealing Table 29.406(2) and enacting a new Table 29.406(2) as follows:

**“Sec. 29.406. OFF-STREET PARKING.**

**Table 29.406(2)  
Minimum Off-Street Parking Requirements**

<b>PRINCIPAL LAND USE</b>	<b>ALL ZONES EXCEPT DOWNTOWN AND CAMPUS TOWN SERVICE CENTER ZONES</b>	<b>DOWNTOWN AND CAMPUS TOWN SERVICE CENTER ZONES</b>
<b>RESIDENTIAL DWELLINGS</b>		
One and Two-Family and Single Family Attached (including Manufactured Homes outside RLP District)	2 spaces/Residential Unit (RU)	1 space/RU
Apartment Dwellings	1.5 space/RU; for one-bedroom units 1 space/bedroom for units of 2 bedrooms or more 1.25 space/bedroom for units of 2 bedrooms or more in University Impacted (O-UIE and OUIW) 1 space/residential unit for an Independent Senior Living Facility	1 space/RU
Dwelling House	1 space per bedroom	N/A
Family Home	2 spaces plus 1 space/2 full time staff members of the largest shift	NONE
Group Living		NONE
Nursing and convalescent homes	1 space/5 beds, plus 1 space/2 staff members of the largest shift	
College and University housing, fraternities and sororities	1 space/bed	

Mobile Home and Manufactured Home in Manufactured/Mobile Home Parks	2 spaces/Manufactured/Mobile Home Space plus 1 space for guest parking/4 Manufactured/Mobile Home Spaces	NONE
Short-Term Lodging Hotel/Motel, including ancillary uses	1 space/guest room; plus 6 spaces/1,000 sf of ballroom, meeting, bar and restaurant areas; plus 1 space/2 employees of the largest shift	1 space/guest room, plus 5 spaces/1,000 sf of ballroom, meeting, bar and restaurant areas; plus 1 space/2 employees of the largest shift
Boarding houses, rooming houses, and lodging houses	1 space/bed	0.5 space/bed
<b>OFFICE</b>		
Medical/Dental office	1 space/143 sf where there is no agreement for shared parking; 1 space/200 sf where there is an agreement for shared parking or for medical facilities that exceed 50,000 sf	NONE
<b>Other office</b>	<b>1 space / 300 sf</b>	<b>NONE</b>
<b>TRADE AND WHOLESALE</b>		
Wholesale Trade	1 space/500 sf	NONE
Printing	1 space/200 sf of retail area; plus 1 space/2 employees on largest shift; plus 1 space/company vehicle	NONE
Fuel Sale/Convenience Stores	1 space/200 sf; spaces at fuel pump islands may be counted towards this requirement	NONE
Retail Sales and Services-General	1 space/300 sf	NONE
Display store (furniture, appliances, carpets, etc.)	1 space/500 sf	NONE
Financial institution (freestanding or as ground level service area)	Ground level: 1 space/250 sf; other than ground level: 1 space/300 sf	NONE
Entertainment and Recreation Trade	14 spaces/1,000 sf	NONE
Sit-Down Restaurant	9 spaces/1,000 sf	NONE
Fast food restaurant	12 spaces/1,000 sf in dining or waiting area, or 1 space/2 employees if no seating	NONE
Recreation facility, health club	5 spaces/1,000 sf	NONE
Enclosed tennis, handball, racquetball or squash courts	4 spaces/court plus 1 space/200 sf for rest of building	NONE
Bowling Alley	5 spaces/lane. Bar, restaurant and other uses shall provide parking according to the requirement for that use	NONE



<b>INSTITUTIONAL AND MISCELLANEOUS USES</b>		
Auditoriums, theaters, stadiums and arenas	Greater of 1 space/5 seats or 10 spaces/1,000 sf, with a minimum of 20 spaces	Greater of 1 space/4 seats or 10 spaces/1,000 sf, with a minimum of 20 spaces
Places of Worship	When seating is provided in main auditorium: 1 space/4 seats, exclusive of Sunday School and other special areas. When seating is not provided in main auditorium: 1 space/60 sf of worship area	NONE
Private clubs, fraternal organizations, libraries, museums and community buildings	1 space/200 sf	NONE
Funeral Home/Mortuary	1 space/50 sf in slumber rooms, parlors and funeral service rooms	NONE
Vehicle Service Facilities Fuel Sales Only Service/Repair Facilities	3 spaces plus 1/employee 3 spaces plus 2 spaces/service bay	NONE
Car Wash	2 spaces plus 5 stacking spaces/washing bay	NONE
Motor vehicle sales and service	2 spaces plus 1 space/500 sf over 1,000 sf in the showroom, plus 2 spaces/service bay	NONE
Heliport or helicopter landing area	Greater of 1 space/employee or 2 spaces/1,000 sf of patron area, but not less than 10 spaces	NONE
Hospital/medical center	1 space/2 beds plus 1 space/2 staff members of the largest shift	NONE
Schools primarily serving children younger than age 16	Greater of 2 spaces/classroom or 1 space/4 seats in auditorium	NONE
High schools and universities	Greater of 1 space/2 students; or 10 spaces/classroom; or 1 space/4 seats in auditorium	4 spaces/classroom
Sports Practice Facility	2 spaces/1,000 sq ft of gross floor area	2 spaces/1,000 sq ft of gross floor area
<b>INDUSTRIAL</b>		
Industrial Service, Manufacturing and Production, Resource Production and Extraction	1 space/500 sf plus 1/space/company vehicle	NONE
Warehouse	One (1) parking space per 5,000 sq.ft.	NONE
<b>MIXED-USE DEVELOPMENT</b>		
	Mixed-use development parking shall be determined as the sum of parking requirements of the individual use components	NONE

..

Section Two. All ordinances or parts of ordinances, in conflict herewith are hereby repealed to the extent of such conflict, if any.

Section Three. This ordinance shall be in full force and effect from and after its passage and publication as required by law.

Passed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Diane R. Voss, City Clerk

\_\_\_\_\_  
Ann H. Campbell, Mayor

**COUNCIL ACTION FORM**

**SUBJECT: ZONING CODE AND SUBDIVISION CODE TEXT AMENDMENTS REGARDING POST-CONSTRUCTION STORM WATER MANAGEMENT**

**BACKGROUND:**

As part of a separate agenda item, the City Council is being asked to adopt a Post-Construction Stormwater Management Ordinance as Chapter 5B of the Ames Municipal Code. This change requires corresponding amendments to the Zoning Code and Subdivision Code as cleanup amendments to maintain consistency in references. The new ordinance will include a new quality-based stormwater runoff standard as well as maintaining a quantity-based standard. Additionally, the new ordinance will include provisions for stream bank setbacks, flood protection standards near stormwater facilities, requirements for ongoing maintenance of facilities, best management practice (BMPs) treatment measures, and requirements for redevelopment of existing sites to mitigate stormwater runoff.

The Public Works Department will have responsibility for implementation of the new Chapter 5B. This new Chapter 5B includes all of the standards and requirements regarding stormwater management for site plan and subdivision review. Accordingly, a number of changes are also needed in Chapter 23 (Subdivision Regulations) and Chapter 29 (Zoning Ordinance). The proposed changes to Chapter 23 amend the requirements for storm water detention by deleting the quantity standards of Section 23.407 (2) and referring to the new Chapter 5B. A change is also made to reference Chapter 5A Construction Site Erosion and Sediment Control. The proposed changes are found in Attachment 1.

The proposed changes to Chapter 29 are similar to those in Chapter 23. The quantity standards of Section 29.406 (11) for parking lot design are deleted and a new Section 29.413 is proposed that refers to the new Chapter 5B. There are also two amendments made to Section 29.1502 (2) for application requirements for Site Plan reviews. The proposed changes are found in Attachment 2.

**Planning and Zoning Commission Meeting:**

On March 19, 2014, the Planning and Zoning Commission recommended approval of the proposed text amendments by a vote of 5 to 0. The Commission had no significant concerns. There was no additional public comment.

**ALTERNATIVES:**

1. The City Council can approve the proposed amendments to Chapter 23 and Chapter 29 to bring these chapters into conformance with the new Chapter 5B.

2. The City Council chose to not adopt these proposed text amendments.
3. The City Council can refer this issue back to staff for further information.

**RECOMMENDED ACTION:**

The proposed amendments are necessary to ensure consistency with the new Chapter 5B Post-Construction Storm Water Management Ordinance. The Public Works Department has been conducting public outreach over the past year with a working group of developers, engineering professionals, and conservation interests; public meetings; and two work sessions with the City Council.

The deletions and additions remove the regulatory standards found in the Subdivision and Zoning regulations and refers to the new Chapter 5B, allowing all storm water management regulations to be found in one place within the Municipal Code. The new Chapter 5B will include provisions for allowing projects that have submitted a complete development permit application to not be subject to the new regulations. However, new development applications submitted upon the effective date of the new ordinance, estimated as May 1, 2014, will be subject to all the development requirements.

The new standards will potentially affect the layout of new subdivisions, approach to landscape plans and requirements, building placement, and parking lot design. Follow up measures to adopting the new ordinance will included future landscaping and parking lot design standards to address potential competing design interests between implementing stormwater treatment measures and other landscape needs for screening and aesthetic variety.

It is the recommendation of the City Manager that the City Council accept Alternative 1, thereby approving the amendments to Chapter 23 and Chapter 29 to bring these Chapters into conformance with the new Chapter 5B.

## Attachment 1: Proposed Amendments to Chapter 23

New language is indicated by underline. ~~Deletion is indicated by strikethrough.~~

### Sec. 23.407. STORM WATER MANAGEMENT.

#### 1. General:

- a. Any subdivision shall make adequate provision to control the rate of storm or flood water runoff including by storm water management measures necessary and appropriate for carrying away by pipe or surface channelization any spring or surface water that may exist at the time of subdivision or be reasonably expected to be created by development or use of the area to be subdivided.
- b. Any required storm sewers including foundation drain collector lines shall be separate from any required sanitary sewers and shall be installed at the subdivider's expense and subject to requirements of the City and shall be adequate to serve all lots or parcels of land within the area to be subdivided.
- c. The storm sewer system shall be designed with due regard to the present and reasonably foreseeable needs of the area to be subdivided and to the location and capacity of existing storm sewers and other storm water management measures available to serve existing and reasonably anticipated development or use of areas abutting the area to be subdivided.
- d. Any such storm sewers may become the property of the City, upon the City's inspection, approval, and acceptance of such sewers, after the subdivider pays to the City any costs associated with their installation including any reasonable charge for any supervisory or other services provided by the City.

#### 2. Storm Water Management Design Standards: ~~Storm water management design shall include grading, facilities or improvements or some combination thereof, which results in no increase in the rate of runoff when compared to the undeveloped condition of the area to be subdivided. The rainfall frequencies that shall be incorporated in the design of the storm water management system shall include the five year, ten year, 50 year, and 100-year design storm events. In the case of major subdivisions, the calculations and design of the storm water management system shall be prepared by an engineer licensed to practice in Iowa.~~ Where applicable, the storm water management design shall incorporate the requirements of Chapter 5B Post Construction Stormwater Management Ordinance.

- a. ~~Exemption. Storm Water Management Design standards do not apply to any area within a 1,000 foot distance from any City of Ames drinking water well located in the Southeast Well Field and Youth Sports Complex Well Field. In these specific areas, developments will need to meet requirements for storm water quality based treatment or a combination of quantity and quality-based treatment, as approved by both the Director of Public Works and the Director of Water and Pollution Control.~~

3. Accommodating Upstream Drainage Areas: Any necessary and appropriate storm water management measure shall be designed to accommodate runoff from any upstream area potentially draining into or through the area to be subdivided, whether such area is inside or outside the area to be subdivided. Such design shall assume that the upstream area will be regulated such that storm water discharge shall be ~~equal to the runoff from the undeveloped condition for the various regulated design storm events as provided for in Section 23.407(2)~~ in conformance with the requirements of Chapter 5B Post Construction Stormwater Management Ordinance.
4. Protecting Downstream Drainage Areas: Any subdivision shall provide for mitigation of any overload condition reasonably anticipated on any existing downstream storm water management measure outside the area to be subdivided, provided that the development or use of the area to be subdivided creates or contributes to such condition.
5. Dedicating Drainage Easements: Any necessary and appropriate public storm water management measure shall be located in the right-of-way associated with a public way to the extent practical. Any such measures that cannot be so located shall be located in a perpetual unobstructed easement with satisfactory access to a public way and from a public way to a natural watercourse or to other storm water management measure. Any such easement shall be secured by the subdivider and dedicated to the City.

Amend Section 23.502(2)(j) and (k) to read:

(j) ~~a grading plan and a plan for soil erosion and sediment control~~ a sediment and erosion control plan meeting the requirements of Chapter 5A Construction Site Erosion and Sediment Control;

(k) ~~a plan for storm water management and run-off control~~ a storm water management plan meeting the requirements of this chapter and Chapter 5B Post Construction Stormwater Management Ordinance.

## Attachment 2: Proposed Amendments to Chapter 29

New language is indicated by underline. Deletion is indicated by strikethrough.

Delete Section 29.406(11)(c) in its entirety.

~~(c) Storm Water Management Design Standards: Storm water management design shall include grading, facilities or improvements or some combination thereof which results in no increase in the rate of runoff when compared to the undeveloped condition of the area to be developed. The rainfall frequencies that shall be incorporated in the design of the storm water management system shall include the five year, ten year, 50 year and 100 year design storm events. The calculations and design of the storm water management system shall be prepared by an engineer licensed to practice in Iowa.~~

~~(i) Exemption. Storm Water Management Design standards do not apply to any area within a 1,000 foot distance from any City of Ames drinking water well located in the Southeast Well Field and Youth Sports Complex Well Field. In these specific areas, developments will need to meet requirements for stormwater quality based treatment or a combination of quantity and quality based treatment, as approved by both the Director of Public Works and the Director of Planning and Housing.~~

Create new Section 29.413. The new Section 29.413 will read:

### Section 29.413 Storm Water Management Design Standards

(i) Where applicable, the storm water management design shall incorporate the requirements of Chapter 5B Post Construction Stormwater Management Ordinance.

Amend Section 29.1502(2)(o) and (p) to read:

~~(o) When an application for development involves .5 acres or more of cumulative disturbed area(s), a Sediment and Erosion Control Plan shall be submitted. However, such a Plan may be required for applications with disturbed area of less than .5 acres, if deemed necessary by the Planning Director. A sediment and erosion control plan meeting the requirements of Chapter 5A Construction Site Erosion and Sediment Control.~~

~~(p) Storm water management plan. A storm water management plan meeting the requirements of this chapter and Chapter 5B Post-Construction Stormwater Management Ordinance.~~

**ORDINANCE NO.**

**AN ORDINANCE TO AMEND THE MUNICIPAL CODE OF THE CITY OF AMES, IOWA, BY REPEALING CHAPTER 23 SECTION 407 (2)(3) AND ENACTING A NEW CHAPTER 23 SECTION 407(2)(3) THEREOF ; REPEALING ANY AND ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT TO THE EXTENT OF SUCH CONFLICT; AND ESTABLISHING AN EFFECTIVE DATE.**

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

Section One. The Municipal Code of the City of Ames, Iowa shall be and the same is hereby repealing Chapter 23 Section 407(2)(3) and enacting a new Chapter 23 Section 407(2)(3) as follows:

**“Sec. 23.407. STORM WATER MANAGEMENT.**

\* \* \*

2. Storm Water Management Design Standards: Where applicable, the storm water management design shall incorporate the requirements of Chapter 5B Post Construction Stormwater Management Ordinance.

3. Accommodating Upstream Drainage Areas: Any necessary and appropriate storm water management measure shall be designed to accommodate runoff from any upstream area potentially draining into or through the area to be subdivided, whether such area is inside or outside the area to be subdivided. Such design shall assume that the upstream area will be regulated such that storm water discharge shall be in conformance with the requirements of Chapter 5B Post Construction Stormwater Management Ordinance.”

\* \* \*

Section Two. All ordinances, or parts of ordinances, in conflict herewith are hereby repealed to the extent of such conflict, if any.

Section Three. This ordinance shall be in full force and effect from and after its passage and publication as required by law.

Passed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Diane R. Voss, City Clerk

\_\_\_\_\_  
Ann H. Campbell, Mayor



**ORDINANCE NO.**

**AN ORDINANCE TO AMEND THE MUNICIPAL CODE OF THE CITY OF AMES, IOWA, BY REPEALING CHAPTER 23 SECTION 502(2)(j)(k) AND ENACTING A NEW CHAPTER 23 SECTION 502(2)(j)(k) THEREOF; REPEALING ANY AND ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT TO THE EXTENT OF SUCH CONFLICT; AND ESTABLISHING AN EFFECTIVE DATE.**

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

Section One. The Municipal Code of the City of Ames, Iowa shall be and the same is hereby amended by repealing Chapter 23 Section 502(2)(j)(k) and enacting a new Chapter 23 Section 502(2)(j)(k) as follows:

**“Sec. 23.502. PRELIMINARY PLAT (MAJOR SUBDIVISION).**

\*\*\*

(2) Features. In addition to all information provided with the Sketch Plan, the Preliminary Plat shall show the following information:

\*\*\*

(j) a sediment and erosion control plan meeting the requirements of Chapter 5A Construction Site Erosion and Sediment Control;

(k) a storm water management plan meeting the requirements of this chapter and Chapter 5B Post Construction Stormwater Management Ordinance.”

\*\*\*

Section Two. All ordinances, or parts of ordinances, in conflict herewith are hereby repealed to the extent of such conflict, if any.

Section Three. This ordinance shall be in full force and effect from and after its passage and publication as required by law.

Passed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Diane R. Voss, City Clerk

\_\_\_\_\_  
Ann H. Campbell, Mayor

**ORDINANCE NO.**

**AN ORDINANCE TO AMEND THE MUNICIPAL CODE OF THE CITY OF AMES, IOWA, BY REPEALING CHAPTER 29 SECTION 406(11)(c)(i) AND ENACTING A NEW CHAPTER 29 SECTION 413 THEREOF, THAT REFERS TO THE NEW CHAPTER 5B REPEALING ANY AND ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT TO THE EXTENT OF SUCH CONFLICT; AND ESTABLISHING AN EFFECTIVE DATE.**

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

Section One. The Municipal Code of the City of Ames, Iowa shall be and the same is hereby amended by repealing Chapter 29 Section 406(11)(c)(i) and enacting a new Chapter 29 Section 413 as follows:

**“Sec. 29.406. OFF-STREET PARKING.**

\* \* \*

(c) Storm Water Management Design Standards: Storm water management design shall include grading, facilities or improvements or some combination thereof which results in no increase in the rate of runoff when compared to the undeveloped condition of the area to be developed. The rainfall frequencies that shall be incorporated in the design of the storm water management system shall include the five year, ten year, 50 year and 100 year design storm events. The calculations and design of the storm water management system shall be prepared by an engineer licensed to practice in Iowa.

*(Ord. No. 3591, 10-10-00)*

(i) Exemption. Storm Water Management Design standards do not apply to any area within a 1,000-foot distance from any City of Ames drinking water well located in the Southeast Well Field and Youth Sports Complex Well Field. In these specific areas, developments will need to meet requirements for storm water quality-based treatment or a combination of quantity- and quality-based treatment, as approved by both the Director of Public Works and the Director of Water and Pollution Control.

*(Ord. No. 4009, 09-22-09)*

**Sec. 29.413. STORM WATER MANAGEMENT DESIGN STANDARDS.**

Where applicable, the storm water management design shall incorporate the requirements of Chapter 5B Post Construction Stormwater Management Ordinance.”

Section Two. All ordinances, or parts of ordinances, in conflict herewith are hereby repealed to the extent of such conflict, if any.

Section Three. This ordinance shall be in full force and effect from and after its passage and publication as required by law.

Passed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Diane R. Voss, City Clerk

\_\_\_\_\_  
Ann H. Campbell, Mayor

**ORDINANCE NO.**

**AN ORDINANCE TO AMEND THE MUNICIPAL CODE OF THE CITY OF AMES, IOWA, BY REPEALING CHAPTER 29 SECTION 1502(2)(o)(p) AND ENACTING A NEW CHAPTER 29 SECTION 1502(2)(o)(p) THEREOF, REPEALING ANY AND ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT TO THE EXTENT OF SUCH CONFLICT; AND ESTABLISHING AN EFFECTIVE DATE.**

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

Section One. The Municipal Code of the City of Ames, Iowa shall be and the same is hereby amended by repealing Chapter 29 Section 1502(2)(o)(p) and enacting an new Chapter 29 Section 1502(2)(o)(p) as follows:

**“Sec. 29.1502. SITE DEVELOPMENT PLAN REVIEW.**

\*\*\*

**(2) General Requirements for Site Plan Review.**

\*\*\*

(o) A sediment and erosion control plan meeting the requirements of Chapter 5A Construction Site Erosion and Sediment Control.

(p) A storm water management plan meeting the requirements of this chapter and Chapter 5B Post-Construction Stormwater Management Ordinance.”

\*\*\*

Section Two. All ordinances, or parts of ordinances, in conflict herewith are hereby repealed to the extent of such conflict, if any.

Section Three. This ordinance shall be in full force and effect from and after its passage and publication as required by law.

Passed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Diane R. Voss, City Clerk

\_\_\_\_\_  
Ann H. Campbell, Mayor

**COUNCIL ACTION FORM**

**SUBJECT: STATE REVOLVING FUND PLANNING AND DESIGN LOAN FOR  
SANITARY SEWER REHABILITATION PROGRAM**

**BACKGROUND:**

The ability of the sanitary sewer system to convey wastewater well into the future is dependent on the removal of the current large amount of infiltration and inflow (“I & I,” or I/I) in the system that occurs during rain events. In order to minimize the need for costly expansions to the City’s Water Pollution Control (WPC) facility, as well as to convey flows from new development as the City grows, the City must work to reduce the overall I/I in the system.

This evaluation is a comprehensive and systematic program for identifying the defects that could contribute I/I across the entire, City-wide sanitary sewer system. It also involves prioritizing those defects and estimating rehabilitation costs so that repairs can be made as part of the Capital Improvements Plan. The Sanitary Sewer System Evaluation (SSSE) program generally consists of the following tasks: data collection, flow monitoring, sewer televising, smoke testing, manhole inspection, siphon inspection, and system modeling. Not only does the SSSE identify sources of I/I, it also identifies areas of aging infrastructure in need of repair to prevent unexpected failures and emergency repairs, as well as potential capacity issues that may develop over time.

With over 90 percent of the data collection phase being complete, it is evident that there are over \$25 million worth of immediate structural improvements needed to the sanitary sewer system. Future CIP projects for the sanitary sewer system will be based on the results of this evaluation. Work will include rehabilitation, such as the lining of existing mains or spray lining of existing structures, as well as complete removal and replacement of structures and sanitary sewer mains. These projects are shown in our CIP beginning in 2013/14. Funding will come from the State Revolving Fund (SRF) in the amount of \$3,270,000 for each year.

To begin this first year’s work, an SRF Planning and Design Loan in the amount of \$375,000 will be utilized to hire a consultant to help determine the best action plan for implementation of system repairs, as well as for design services for the first year of the project.

Based on the SRF funding source identified in the CIP, staff applied for and received approval for a Planning and Design (P&D) loan in an amount not to exceed \$375,000. The P&D loan program is administered by the Iowa Finance Authority, and provides a no interest, no fees loan for up to three years. P&D loans can later be rolled into a larger SRF construction loan or be repaid when another form of permanent financing is in place.

Ultimately, it is the intent of staff to apply for a construction loan through the SRF and to roll the P&D loan into the construction loan. After this project action plan and the initial design are complete, the public hearing will be held and an application for the construction loan will be approved. Repayment of the construction SRF loan will be from revenues generated in the Sanitary Sewer Fund.

The planning and design loan amount requested will provide funding for the **estimated** expenses listed below:

Administrative & Legal Expenses	\$ 25,000
Engineering Planning & Design	<u>\$350,000</u>
	\$375,000

The City's P&D loan project was placed on the Iowa DNR's SRF Intended Use Plan on September 17, 2013, a step that was needed prior to entering into the P&D loan agreement. The next step is for the City Council to hold a public hearing prior to taking action to incur the debt. Staff is recommending that Council establish March 25, 2014, as the date of the public hearing. Immediately following the hearing, the City Council will be asked to enter into the P&D loan agreement.

**ALTERNATIVES:**

1. Establish March 25, 2014, as the date to hold a public hearing and take action to enter into a P&D loan agreement with the Iowa Finance Authority in an amount not to exceed \$375,000 for the purpose of planning and designing the Sanitary Sewer Rehabilitation Program.
2. Direct staff to seek alternative financing options for the planning and design expenses.

**MANAGER'S RECOMMENDED ACTION:**

Entering into the SRF P&D agreement is necessary to provide immediate financing for the planning and design related to implementing repairs identified by the sanitary sewer system evaluation. Moving forward utilizing a SRF P&D loan is the most economical way to finance this project for our utility customers. Upon execution of the agreement, the next step will be to issue a Request for Proposals. It generally takes about two months to receive and evaluate proposals.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby establishing March 25, 2014, as the date to hold a public hearing and take action to enter into a P&D loan agreement with the Iowa Finance Authority in an amount not to exceed \$375,000, for the purpose of planning and design for the Sanitary Sewer Rehabilitation Program.

**COUNCIL ACTION FORM**

**SUBJECT: AMENDMENT TO SOUTH BELL AGREEMENT WITH DAYTON PARK, LLC**

**BACKGROUND:**

The City of Ames and Dayton Park, LLC entered into a development agreement on February 4, 2009 in order to establish an urban renewal area and tax increment finance (TIF) district for the construction of the Ames Community Development Park 4<sup>th</sup> Addition. This development created 14 lots for industrial development and completed the connection of S. Bell Avenue between E. Lincoln Way and SE 16<sup>th</sup> Street.

**The agreement, among other things, requires the developer to construct a series of speculative buildings.** The first building was required within 18 months after the completion of the public improvements. The second speculative building was required to be constructed within twelve months of the occupancy of the first (or by July 23, 2013). This requirement was not met by the developer.

**The agreement also required the developer to grant to the City a first lien mortgage in the amount of \$350,000 encumbering not less than 6.36 acres of the development.** This mortgage was to ensure the completion of the required speculative buildings. This mortgage was never granted and the City is holding no financial security to ensure the developer performs.

At the December 17, 2013 meeting, the City Council directed staff to prepare amendments to the agreement to grant a one-time extension to require the second speculative building to be completed by June 1, 2014. The City Council also directed staff to obtain a letter of credit (rather than a mortgage) and to assess the developer \$12,000 as consideration for non-performance to meet the timeline for completion of the second speculative building and grant an extension.

**At the January 28, 2014 City Council meeting, the Council reviewed a letter from Dayton Park, LLC offering amended terms to the development agreement. In response to this request (see attached), City Council directed staff to prepare an amendment to the agreement that required completion of the second building by July 1, 2014 and to accelerate the construction of the third speculative building to be completed by December 31, 2014.**

An amendment to the Ames Community Development Park Subdivision 4<sup>th</sup> Addition Development Agreement has been prepared by staff based on that direction. The agreement has been reviewed by the developer and is signed and ready for execution by the City.

**ALTERNATIVES:**

1. The City Council can approve the amended Development Agreement for the Ames Community Development Park 4<sup>th</sup> Addition that requires the developer to complete the second speculative building by July 1, 2014, to commence construction of the third speculative building by July 1, 2014 with completion by December 31, 2014, and to provide a letter of credit to the City in the amount of \$350,000, rather than a first lien mortgage at execution of the agreement.
2. The City Council can deny the request to approve the amended the agreement.
3. The City Council can refer this item to staff for further information.

**MANAGER'S RECOMMENDED ACTION:**

The development agreement approved in 2009 required certain timeframes for completion of speculative buildings in the South Bell business park. Unfortunately, the timeframe to complete the second speculative building was not met by the developer. The proposed modification to the existing agreement accelerates the construction of the third speculative building by the developer as consideration for the City Council extending the time for the construction of the second building.

This agreement also provides the City with a more liquid form of financial security. With a letter of credit, the City is better able to draw upon any funds than with a mortgage, which would require foreclosure on the property.

Therefore, it is the recommendation of the City Manager that the City Council accept Alternative #1 as described above, thereby approving the amended Development Agreement for the Ames Community Development Park 4<sup>th</sup> Addition that requires the developer to complete the second speculative building by July 1, 2014, to commence construction of the third speculative building by July 1, 2014 with completion by December 31, 2014, and to provide a letter of credit in the amount of \$350,000 rather than a first lien mortgage.

Date: January 24, 2014

To: Honorable Mayor and City Council

From: Chuck Winkleblack

RE: S. Bell development agreement

Mayor and Council,

In December council directed staff to meet with our organization and make some modifications to our existing agreement as well as impose a penalty for not completing the second spec building per the terms of the agreement.

I met with the planning director to discuss alternatives to the council action that was taken in December. Dayton Park would like to suggest an alternative proposal to the direction that the council gave staff. Rather than pay a penalty of \$12,000 to the city of Ames, I propose that in addition to completing the building under construction prior to July 1 of 2014, Dayton Park also agrees to start another building within the TIF district by July 1, 2014 and completing the building by December 31, 2014.

Dayton Park would also like to amend the agreement to allow for a letter of credit instead of a mortgage for security against future improvements.

Thanks in advance for your consideration.

Respectfully submitted,



Chuck Winkleblack  
Hunziker & Associates, Realtors



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**DO NOT WRITE IN THE SPACE ABOVE THIS LINE; RESERVED FOR RECORDER**

Prepared by: Judy K. Parks, City of Ames Legal Department, 515 Clark Ave., Ames, IA 50010; 515-239-5146

Return to: Ames City Clerk, Ames City Hall, 515 Clark Ave., P.O. Box 811, Ames, IA 50010

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**ADDENDUM TO DEVELOPMENT AGREEMENT  
FOR THE AMES COMMUNITY DEVELOPMENT PARK  
SUBDIVISION, 4<sup>TH</sup> ADDITION**

**THIS DEVELOPMENT AGREEMENT ADDENDUM** is made and entered into this \_\_\_\_\_ day of March, 2014, by and between the CITY OF AMES, IOWA (hereinafter called the **“City”**) and DAYTON PARK, L.L.C. (hereinafter called the **“Developer”**) (the City and the Developer collectively being referred to herein as the **“Parties”**).

**WHEREAS**, the Parties originally entered into a Development Agreement for the Ames Community Development Park Subdivision 4<sup>th</sup> Addition (“Development Agreement”) on the 4<sup>th</sup> day of February, 2009, for construction and marketing of industrial buildings on South Bell Avenue in the City of Ames; and

**WHEREAS**, the Development Agreement (recorded as instrument number 2009-00001635 on February 18, 2009, in the office of the Story County Recorder) called for sequential construction of buildings and provision of security, as well as for a mechanism to pay for the improvements the City constructed and paid for at the beginning of the project; and

**WHEREAS**, the Developer has fallen behind in the completion milestones such that the building currently under construction will not be completed by the deadline called for by the Development Agreement, and is now seeking modification of the provisions of the Development Agreement; and

**WHEREAS**, the Parties are interested in continuation of the project, and modification of its terms would further the realization of the mutual benefits that the Parties sought to achieve.

**NOW, THEREFORE**, the Parties agree to modification of the specific terms of Sections 9 and 10 the Development Agreement as set forth below.

1. **REVISED COMPLETION DATE FOR SECOND AND THIRD SPECULATIVE BUILDINGS AND SUBSEQUENT SPECULATIVE BUILDINGS.** The Parties agree that in lieu of the completion date provided in section 9 of the Development Agreement for the Second Speculative Building, the completion date of the Second Speculative Building shall be not later July 1, 2014.

The Parties further agree that in lieu of the completion date provided in section 9 of the Development Agreement for the Third Speculative Building, construction of the Third Speculative Building shall be started by July 1, 2012, and the completion date of the Third Speculative Building shall be no later than December 31, 2014.

Completion of buildings subsequent to the third one shall be according to the terms of the Development Agreement, and all other terms in section 9 of the Development Agreement shall remain in full force and effect.

2. **REVISED FORM OF SECURITY.** The Parties agree that in lieu the requirement in section 10 of the Development Agreement for Developer to execute and deliver to the City a first lien mortgage in the amount of \$350,000.00, the Developer shall provide to the City, upon execution of this Addendum, an irrevocable Letter of Credit in the amount of \$350,000.00 as the security for future improvements.

All other terms and requirements of section 10 of the Development Agreement shall remain in full force and effect.

**IN WITNESS WHEREOF**, the Parties have caused this Agreement to be signed by their authorized representatives as of the date first above written.

<p><b>CITY OF AMES, IOWA</b></p> <p>By _____ Ann H. Campbell, Mayor</p> <p>Attest By _____ Diane R. Voss, City Clerk</p> <p>STATE OF IOWA, COUNTY OF STORY, ss:</p> <p>On this _____ day of _____, 2014, before me, a Notary Public in and for the State of Iowa, personally appeared Ann H. Campbell and Diane R. Voss, to me personally known and who, by me duly sworn, did say that they are the Mayor and City Clerk, respectively, of the City of Ames, Iowa; that the seal affixed to the foregoing instrument is the corporate seal of the corporation; and that the instrument was signed and sealed on behalf of the corporation, by authority of its City Council, as contained in Resolution No. _____ adopted by the City Council on the _____ day of _____, 2014, and that Ann H. Campbell and Diane R. Voss acknowledged the execution of the instrument to be their voluntary act and deed and the voluntary act and deed of the corporation, by it voluntarily executed.</p> <p>_____ Notary Public in and for the State of Iowa</p>	<p><b>DAYTON PARK, L.L.C.</b></p> <p>By _____ Dean E. Hunziker, Manager</p> <p>STATE OF IOWA, COUNTY OF STORY, ss:</p> <p>This instrument was acknowledged before me on _____, 2014, by Dean E. Hunziker, Manager of Dayton Park, L.L.C.</p> <p>_____ Notary Public in and for the State of Iowa</p>
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**COUNCIL ACTION FORM**

**SUBJECT: 2014-2018 COMMUNITY DEVELOPMENT BLOCK GRANT CONSOLIDATED PLAN PROPOSED FIVE YEAR GOALS AND OBJECTIVES**

**BACKGROUND:**

One major requirement in receiving Community Development Block Grant (CDBG) funds is for the City to submit a three or five-year Consolidated Plan to the federal Department of Housing and Urban Development (HUD). The Consolidated Plan is the planning document (Comprehensive Housing Affordability Strategy, or CHAS) for the jurisdiction. This plan must include detailed background information on the community, derived both from census data and from other comprehensive studies performed by the community. The Plan must identify, over the selected period, the governing body's goals and priorities to address the housing and community development needs of both low and moderate-income persons and non-low and moderate-income persons.

The City of Ames has selected the five-year period to submit its plan and will complete the administration of its second five-year Consolidated Plan on June 30, 2014. CDBG regulations require that the City now submit an updated five-year plan for the period from July 1, 2014 to June 30, 2018.

HUD regulations require that the Consolidated Plan be submitted for HUD's approval within 45 days before the beginning of the program fiscal year, which would be May 17, 2014. However, due to delays in training opportunities on HUD's new software template, staff has received approval from City Council to request a time extension to submit the plan to HUD on or before June 13, 2014. Additionally, the regulations require that the proposed Consolidated Plan be published for 30 days to allow for citizen review.

To begin the process for updating the City's Consolidated Plan, the March 18, 2014 City Council workshop was scheduled as the annual public forum to solicit public input regarding the possible goals and priorities for the Consolidated Plan.

During the workshop, an overview of the CDBG Program was presented. Council members then scribed to record public input as small groups reviewed and discussed potential goals for the upcoming five years. As background, these participants utilized the 2004-09 (attachment A) and 2009-14 (attachment B) Five-Year Housing and Community Development goals and priorities to determine if either continues to reflect the community's needs. The small groups discussed if the historic goals should be updated, and also discussed new perceived needs of the community.

After the small group discussions, each group was asked to share their comments on the goals and any proposed goals. These are shown in attachment C.

In reviewing the comments from each of the small groups, the following similar conversations or themes for these goals emerged:

1. Need to provide affordable housing for homeless, very low and moderate income persons.
2. Need to provide transportation needs of very low income persons.
3. Need to increase the supply of affordable housing for homeless, and/or special needs, low and moderate income persons.
4. Need to leverage CDBG dollars through private and public partnerships

The Consolidated Plan must also take into consideration the data from the recent update of our Fair Housing Analysis Impediments Study.

Based on all of the above input and information, staff is proposing the following goals and priorities for the 2014-2018 five-year Consolidated Plan for the City Council's consideration. **These goals and priorities may need to be adjusted after the data provided by HUD's new software template has been incorporated into the analysis of the Consolidated Plan.**

**Additionally, the City received notification that its 2014 CDBG allocation for 2014 will be \$488,278 which is approximately a \$20,893 drop from the 2013-14 allocation of \$509,171.**

**Goal 1: Utilize and leverage CDBG Funds for Low and Moderate Income Persons through private and public partnerships as follows:**

1a. Objective: To create, expand and maintain Affordable Housing for Homeless and Low-income persons.

b. Outcomes:

- Increase the supply of affordable rental housing
- Improve the quality of affordable rental housing
- Increase the availability of affordable owner-occupied housing
- Maintain the supply of affordable owner-occupied housing
- Provide Temporary Rental Assistance
- Increase supply of Mixed-Use Development
- Expand and Maintain Supply of Emergency Shelter and Transitional Housing

2a. Objective: To maintain Community Development Services to address the needs of Low and Moderate Income persons:

b. Outcomes:

- Continue provision of the Public Service Needs for homeless, special populations and low income households (utilities, rent, deposits, childcare, transportation, employment training, substance abuse, health services, legal services, other public service needs) and reduce duplication of services.
- Continue provision of Public Facilities Needs for homeless, special populations and low income households (senior centers, homeless facilities, child care centers, mental health facilities, Neighborhood facilities, and other public facilities needs).

- Continue provision of Public Infrastructure Needs in low-income census tracts (water, street, sidewalk improvements).

**Goal 2: Utilize and leverage CDBG Funds for NON Low and Moderate Income Persons through private and public partnerships as follows:**

1a. Objective: Address Housing Needs in Non-Low and Moderate Income Census Tracts

b. Outcome:

- Integrate affordable and market rate residential developments
- Remove blight and deteriorated housing to reuse into new housing
- Support and address code enforcement of deteriorated housing
- Remove blight and deteriorated housing in flood plain and other hazardous areas

**If the City Council is in agreement with the proposed goals and priorities for the 2014-2018 Consolidated Plan, the next step will be for staff to prepare the Consolidated Plan for the required 30 day comment period and public hearing, prior to submittal to HUD on or before June 13, 2014.**

**ALTERNATIVES:**

1. The City Council can approve the above goals and objectives, direct staff to incorporate these into the 2014-2018 proposed five-year Consolidated Plan, and direct staff to publish the proposed Plan for public comment.
2. The City Council can modify, and then approve, its goals and objectives, direct staff to incorporate those into the 2014-2018 proposed five-year Consolidated Plan, and direct staff to publish the proposed Plan for public comment.
3. The City Council can refer this item back to staff for further development.

**MANAGER'S RECOMMENDED ACTION:**

These CDBG funds bring the City a unique opportunity to use federal funding to address local housing and community development priorities. In order to continue to receive funding

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative #1 as described above.

# ATTACHMENT A

## 2004-09 City of Ames

Goals and Priorities to Address the  
Major Housing and Community Development Needs of  
Low and Moderate Income residents in the community:

1. Construct/Acquire/and Rehabilitate affordable housing and support to homeowners, home buyers, and renters to obtain and remain in affordable housing.
2. Support a continuum of care for new or expanded housing and services targeted for homeless, transitional housing clients and persons with special needs. Any proposed project from Human Services Agencies must have prior approval through the ASSET process.
3. Increase and improve public facilities, infrastructure and other activities and redevelopment of non-public facilities.
4. Expand job opportunities by assisting with microenterprise business development and by providing training and access to employment.
5. Support activities and services that meet the social, health, recreational and educational needs of low and moderate income residents.

Goals and Priorities to address the major Housing and Community Development needs  
of **NON** Low and Moderate Income residents in the community

1. CDBG funds should be used for slum and blight removal in non low and moderate income areas to assist in redevelopment projects to decrease the number of substandard housing units through acquisition, demolition, and new construction.

# ATTACHMENT B

## 2009-14 City of Ames

Goals and Priorities to Address the  
Major Housing and Community Development Needs of  
Low and Moderate Income residents in the community:

1. CDBG funds should be used to strengthen neighborhoods by implementing affordable housing programs and services through acquiring, demolishing, and rehabilitating housing units that support homeowners, homebuyers, and renters to obtain and remain in affordable housing.
2. CDBG funds should be used to promote one community by implementing programs that support a continuum of new or expanded housing and services targeted for homeless, transitional housing clients, and persons with special needs.
3. CDBG funds should be used to strengthen neighborhoods by implementing programs that will increase or improve public facilities, infrastructure, and services

Goals and Priorities to address the major Housing and Community Development needs  
of **NON** Low and Moderate Income residents in the community

1. CDBG funds should be used for slum and blight removal in non low and moderate income areas to assist in redevelopment projects to decrease the number of substandard housing units through acquisition, demolition, and new construction.



# ATTACHMENT C

## CDBG PUBLIC FORUM WORKSHOP MARCH 18, 2014 SMALL GROUP DISCUSSION NOTES

### Scribe - Corrieri:

- Merge goal #1 from both five year plans and add focus on moving renters to home buyers
- Invest in activities that meet social, health, recreational, educational needs of LMI residents with increased focus on transportation
- Assistance to single head of household families with unique barriers (victim of domestic violence)
- More affordable housing (by definition)
- Acquire properties to be renovated for low income housing or make funds available to non-profit agencies for same purpose

### Scribe - Gartin:

- Partner with non-profits (ex: habitat) to provide affordable housing
- Spread out affordable rental units around Ames to avoid concentration of LMI residents
- Encourage landlords to rent to LMI residents
- Increase public transport to areas of Ames with affordable housing and surrounding communities
- Look at adding townhouses as a rental option for LMI residents

### Scribe - Nelson:

- Minimize infrastructure spending; look at new manufactured home park infrastructure
- Retain goal #2: Increase accountability to receiving organizations, focus on implementation, focus on publicizing program
- Reconsider goal #4 from 04-09 plan
- Add homeless to verbiage in goal #1 from 09-14 plan
- Goal #1 in non-LMI areas
- Emphasis on affordable good housing

### Scribe - Betcher:

- Keep item #1, from both plan cycles, it is ongoing and will continue to be because of income disparities and community needs:
  - Do we have staff and resources in place to identify homes that will fit the category?
  - Retrofitting is a great idea
  - Could generate income (eventually)
  - Would programs like energy audits be used more by the LMI community if we enhanced education on available programs?
- Keep non-LMI goal #1 if we continue with this, there will still be benefits for the community; keeps the community safe and cared for – not everyone has the resources to demolish or rebuild
- Current item #2 is still useful because the affected populations continue to expand and need assistance

- Could we look for additional funds from partners (leverage money), especially for non-profits, private partners (home improvement stores?), get the community involved?
- Can some funds be used for studies and planning to help us redirect/allocate funds?
  - What would be our desired deliverables from planning? What timeframe?
  - HUD formulas are difficult to understand; is there room to study ways to make the process/requirements more transparent?
  - Could we focus the plan/education efforts effectively? How?
  - Do we know who benefits? Do we have quantifiable values?
- Item #3 is useful to include because of the need for shovel ready projects that can be completed in a timely way to meet grant requirements
  - Expanded transportation needs; dedicate services (HIRTA) – special needs populations
  - Expand CyRide routes
  - Meeting spaces for small groups; facilitate meetings for groups/neighborhoods
  - Something for young people; kids' free passes – Octagon passes
- Item #4 from 04-09; how could the City assist in this? Do we have willing employers? Might be worth exploring.

**Scribe - Goodman:**

- New construction range of housing for all income; “If you work in Ames, you should be able to live in Ames.” (with mandatory inclusion of VLI housing)
- Leverage 15% on transit and job training
- Maximize Public/Private Partnerships; leverage CDBG funds
- Maximize staff time to adequately staff programs
- Limiting infrastructure exclusively to investments which generate additional LMI to VLI housing
- Greatly expand availability of emergency housing for families

**COUNCIL ACTION FORM**

**SUBJECT: ANNEXATION REQUESTS – IOWA STATE UNIVERSITY RESEARCH PARK AND REYES FAMILY**

**BACKGROUND:**

The City of Ames has received two annexation petitions for property in south Ames. The two petitions are adjacent to each other and are separated by University Boulevard (S. 530<sup>th</sup> Avenue). One petition is for an approximately 189 acre southern expansion of the ISU Research Park. The second is for approximately 20 acres of land intended for residential development south of the existing Wessex Apartment complex.

Annexations are governed by the Code of Iowa Section 368.7, and are initiated by the City Council. Annexation requests filed as an application are classified as a voluntary application with consenting property owners. **With a voluntary application, the City may include up to 20 percent of the total annexed land area with additional non-consenting property owners. This is often times done to create more uniform boundaries or to avoid creating islands, since the Code of Iowa does not allow islands to be created by annexations. This rule is often referred to as the 80/20 rule, where you have a minimum of 80 percent consenting land area and a maximum of 20 percent non-consenting land area.**

In addition to statute, the City's intergovernmental agreement implementing the Ames Urban Fringe Plan (AUF) requires the City to consider annexation applications only for those areas designated as Urban Residential or Planned Industrial in the Ames Urban Fringe Plan.

**ISU Research Park Annexation**

There are three property owners included as applicants for the ISU Research park annexation.

- ISU Achievement Foundation (98.31 acres);
- ISU Research Park (9.90 acres); and
- Erben and Margaret Hunziker Apartments LLC (79.72 acres).

The annexation of these properties requires the additional annexation of several non-consenting properties in order to avoid creating islands. A map of the area including owners is found in Attachment A. These non-consenting properties are: John and Deborah Forth (2.09 acres); Stephen and Letitita Harder (4.42 acres); John Smith Trust (1.46 acres); Arthur and Kathleen Riley (2.57 acres); and Gary and Katherine May (5.00 acres).

The area proposed for the ISU Research Park annexation and its associated non-consenting properties is identified on the Ames Urban Fringe Plan as Planned Industrial. The AUF was amended on November 12, 2013 in anticipation of this

annexation request. If annexed, the Land Use Policy Plan (LUPP) designation will be Planned Industrial.

### Reyes Annexation

The Reyes annexation comprises two applicants. These are Jamie and Daphne Reyes (two tracts totaling 19.14 acres); and RDJ Holdings (two tracts totaling 0.821 acres). One non-consenting property will need to be included in order to avoid creating an island. This parcel is owned by Holly Plagmann (0.59 acres). Attachment 2 is a map of this area, including owners.

The area proposed for the Reyes annexation is identified on the Ames Urban Fringe Plan as Urban Residential. This has been its designation since the adoption of the AUF in 2007.

The LUPP identifies this area as within the Southwest II Allowable Growth Area. If annexed, the LUPP designation would be Village/Suburban Residential, allowing for a broad range of residential development types.

### Annexation Considerations

An owner may seek annexation for a number of reasons. These could include facilitating the urban development of his or her land, obtaining City services that would otherwise not be available, or selling to a developer who wishes to develop the land.

The City has a policy for annexations to be consistent with the LUPP and the AUF. The growth areas identified in these documents are areas that were based on the ability to provide services, establish compact boundaries, protect ISU agricultural areas, and preserve quality farmland.

**Accepting an annexation petition is a discretionary act of the City Council—it is under no obligation to annex. Consideration of the merits of a request to annex and the effect it may have on City services and city land needs will be weighed at the time of the public hearing. Upon annexation, a property automatically assumes the LUPP land use designation consistent with its use designation as described in the AUF. A property is also automatically zoned agriculture upon annexation.**

Upon annexation, the City of Ames would provide fire and police protection, replacing the rural fire service (in this case, Kelley Fire Department) and the County sheriff, respectively. Property taxes would change (the rural county levy would be removed and the city levy added) based on the next calendar year assessment. The new levy would be reflected in the tax statement in the fall of the following calendar year.

Other public services will vary in newly annexed areas based on state established district boundaries. For example, electric service territories and school district boundaries are not set by city boundaries and are unaltered by annexation. Traditionally, water service areas have been managed by the City at the time of annexation since they are not set by the state. Prior to annexation, the City requires that a property owner make provisions to allow for City service to a property to ensure there

is adequate water for fire protection. In this area, a portion of the ISU Research Park expansion area is within Xenia Rural Water District territory, and the remainder is within the City's service area. There presently is a mix of existing water customers, with some properties on City water, Xenia water, or private wells. As with the recent North annexations, staff will ensure that agreements are in place for these newly annexed areas to be served by the City of Ames prior to recommending that City Council give final approval to the annexations.

### Annexation Process

The first step in this annexation is for the City Council, if interested in their consideration, to accept the applications and refer them to the Planning and Zoning Commission for a recommendation. The City Council will also set a date for a consultation with the Supervisors of Story County and the Trustees of Washington Township. Prior to approval of an annexation, the City Council is also required to hold a public hearing.

**In this proposed annexation, however, staff would first ask that the City Council consider combining the two annexation petitions into a single annexation.** There are a number of meetings, published notices and mailings which, if combined, would eliminate much duplication. Combining these two petitions is possible since the two territories are adjacent—separated only by University Boulevard (S. 530<sup>th</sup> Avenue).

**Staff would also ask that the City Council give direction to staff to evaluate the potential to maximize the 80/20 rule for including non-consenting property owners consistent with the provisions of Code of Iowa Section 368.7(1)(a) to create more uniform boundaries.** As the applications stand now, there is a total of approximately 207 acres of land owned by consenting owners. There is also a need to annex approximately 16 acres of land owned by non-consenting owners to avoid creating islands. This leaves the potential for approximately 28.8 acres of additional area that could be included with the annexation petition under the 80/20 rule.

Any additional non-consenting acreage would be located west of University Boulevard (S. 530<sup>th</sup> Avenue) abutting the Reyes application, since this area includes additional designated growth area. Notably, there are three parcels abutting the Reyes site totaling 20 acres at 2212 Oakwood Road owned by Floyd and Anna Christofferson. The City Council approved the voluntary annexation of those properties on May 28, 2013. However, the Christoffersons chose to withdraw their request on May 31 as allowed by state code within three days following the public hearing.

**By seeking to expand beyond the minimum number of property owners and creating a more uniform boundary, the City can better accommodate future voluntary annexations, in accordance with the Allowable Growth Areas of the LUPP.** Attachment C is an excerpt of the Ames Urban Fringe Plan Map that shows Urban Residential areas already identified as appropriate for annexation and development.

**If the City Council chose to combine applications and direct staff to gauge other property owners' interest, the City Council should defer sending the annexation**

**petitions to the Planning and Zoning Commission or to set a consultation date with the Supervisors and Trustees until a final application boundary is set.** Instead, staff would first meet with possible affected property owners to gauge their interest in consenting to the annexation. Staff would return to the City Council at some later date (likely in April) to present the final consenting/non-consenting petition for annexation.

**ALTERNATIVES:**

1. The City Council can combine the two annexation petitions and direct staff to meet with the adjacent property owners in order to determine who might be included in the proposed annexation as additional consenting or non-consenting owners. The final petition would then be presented to the City Council at a later meeting for referral to the Planning and Zoning Commission and to set a date for the consultation with the Story County Supervisors and Washington Township Trustees.
2. The City Council can combine the two annexation petitions and immediately forward them to the Planning and Zoning Commission for a recommendation, and set April 8, 2014 as the date for the consultation with the Story County Supervisors and Washington Township Trustees. This would begin the annexation petition only with those consenting and non-consenting properties already noted above.
3. The City Council can forward the two annexation petitions, separately, to the Planning and Zoning Commission for a recommendation, and set April 8, 2014 as the date for the consultation with the Story County Supervisors and Washington Township Trustees. This would move the annexations forward only with those consenting and non-consenting properties already noted and as two separate annexations.
4. City Council could choose not to refer the annexation requests at this time.

**MANAGER'S RECOMMENDED ACTION:**

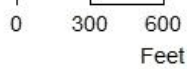
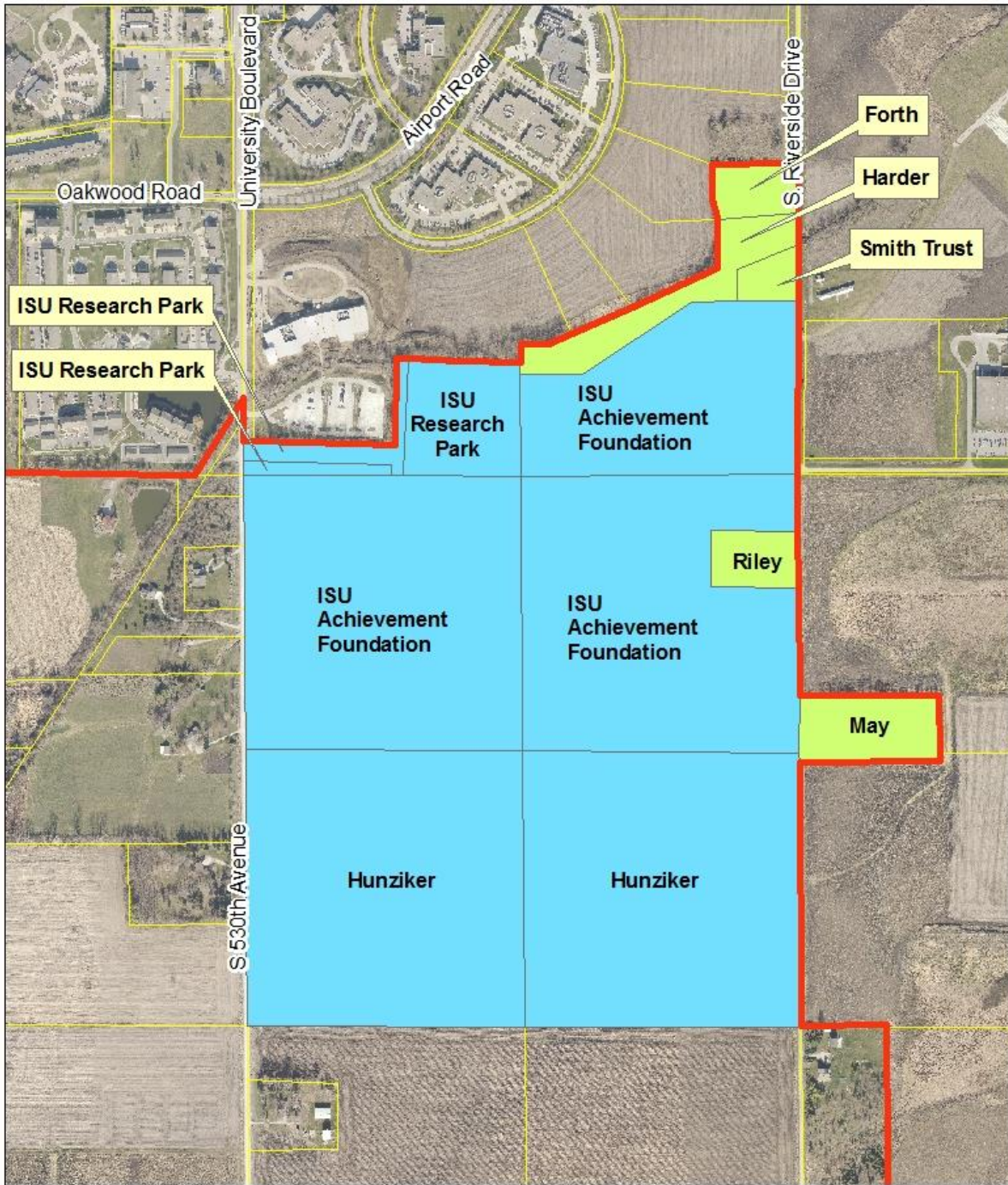
These two annexations total an area of 224.191 acres, of which 16.13 acres (7.3 percent) are, by necessity, non-consenting. However, considering the designation of the general area as a Growth Area in the LUPP, it may be to the City's benefit to consider an expanded annexation boundary. Council can direct staff to seek to include additional properties (either as consenting or as non-consenting) to create more uniform boundaries through the 80/20 rule.

Annexation requests in the past have typically included only those non-consenting properties necessary to avoid creating islands. In some instances, however, the result has been very irregular boundaries that have prevented or delayed later annexations. Irregular boundaries also lead to questions of jurisdiction and provision of services when, for instance, half of a road right-of-way is within the City and half remains within the unincorporated portion of the county.

**Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby combining the two annexation petitions and directing staff to meet with the adjacent property owners in order to determine who might be included in the proposed annexation as additional consenting or non-consenting owners.**

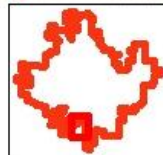
The final petition with property boundaries would then be presented to the City Council at a later meeting for referral to the Planning and Zoning Commission and to set a date for the consultation with the Story County Supervisors and Washington Township Trustees.

# ATTACHMENT A: ISU RESEARCH PARK ANNEXATION



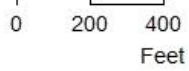
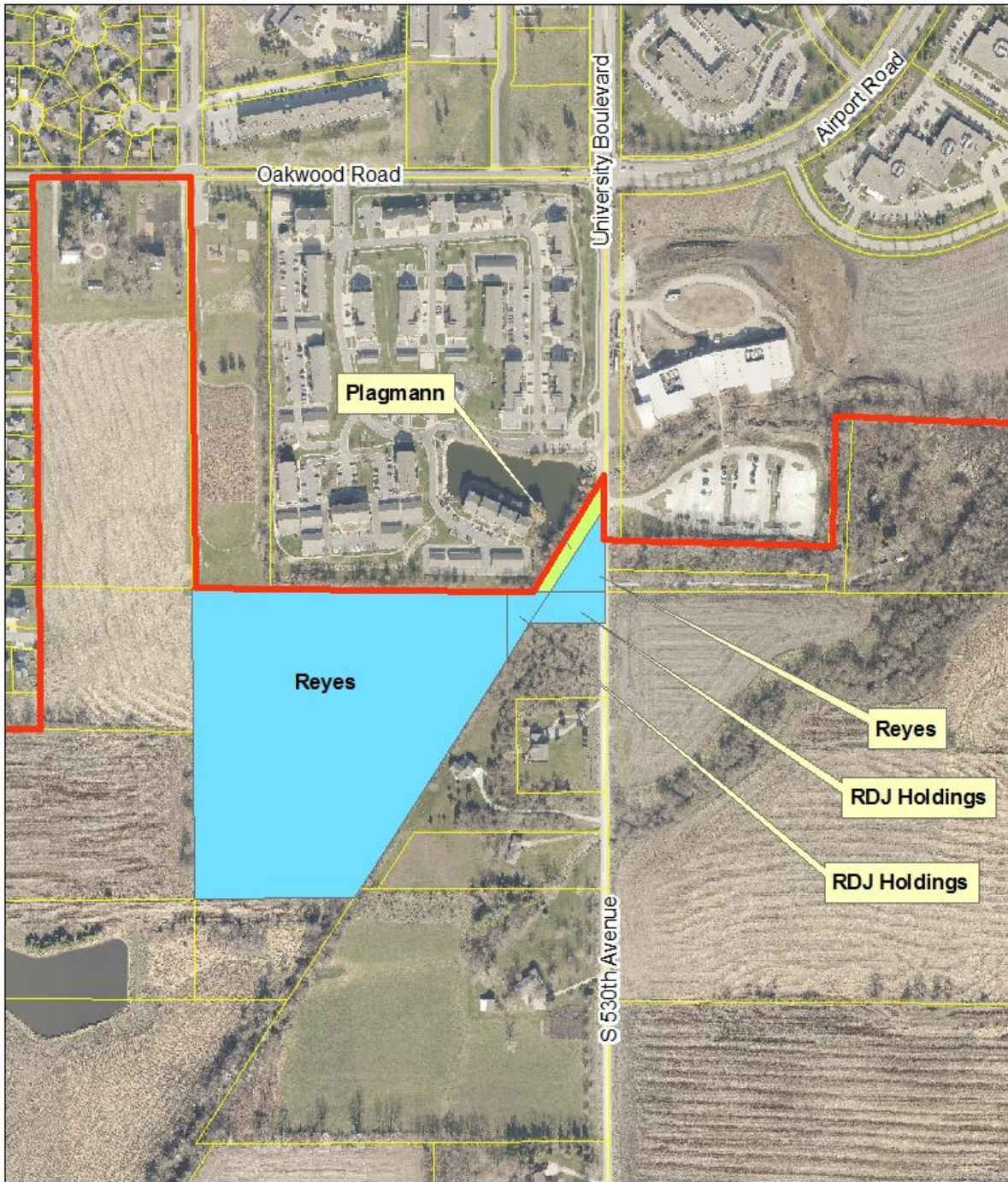
### Legend

- Ames City Boundary
- Consenting
- Non-consenting






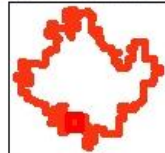


# ATTACHMENT B: REYES ANNEXATION

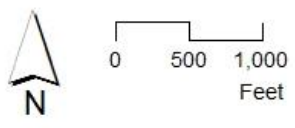
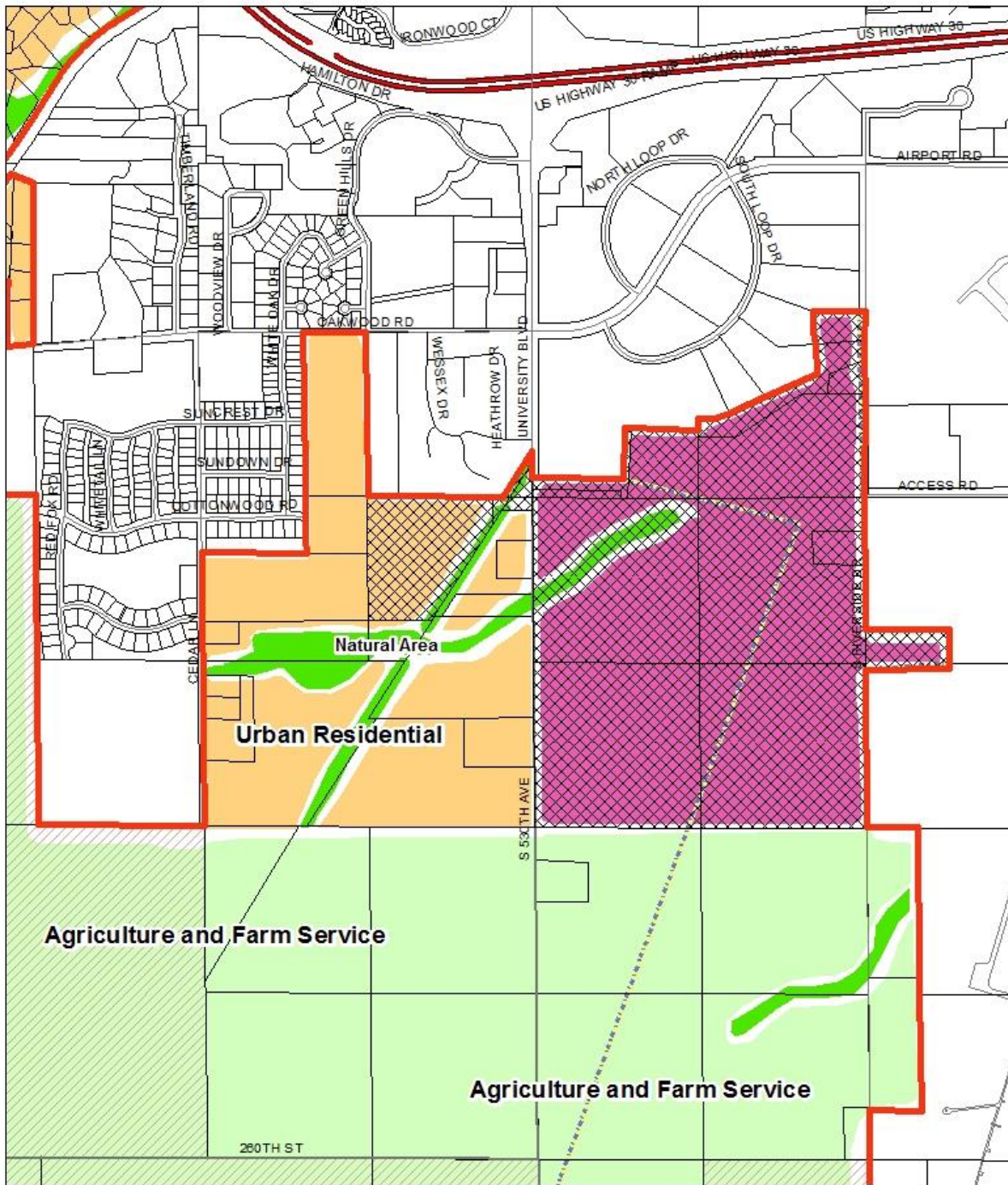


### Legend

-  Ames City Boundary
-  Consenting
-  Non-consenting



# ATTACHMENT C: AMES URBAN FRINGE PLAN MAP [EXCERPT]



**Legend**

- Ames City Boundary
- Research Park and Reyes Request



**COUNCIL ACTION FORM**

**SUBJECT: PUBLIC HEARING ON TREE REMOVAL ALONG LINCOLN WAY AND WELCH AVENUE**

**BACKGROUND:**

City staff was approached about the trees surrounding the Kingland Systems property and the need for these to be removed to accommodate the construction of the new building. The first phase would remove six trees on Lincoln Way and three trees on Welch Avenue. The second phase is the removal of an additional three trees on Welch Avenue (see attached map).

**The process for removing a street tree is contained in Section 27.3 of the Municipal Code. If a tree is not being removed due to being a clear and present danger, then City staff must follow the procedure outlined in this section of the Code. This section requires that the tree be posted for 15 days, during which citizens can file a written objection to the removal with the City Manager. If no objections are received, the City Manager can then cause the trees to be removed. However, if an objection is filed, then a hearing is held before the City Council. The Council can sustain the objection, or can cause the trees to be removed if deemed to be in the City's best interest.** The trees proposed for removal were posted in accordance with this ordinance and a date was set to receive objections. The attached written objection was received on the removal of these trees.

The demolition and future construction of the Kingland building foundation will require excavation to occur to near the curb line adjacent to the Kingland property. One of the concerns raised was that any vaults that had been filled in under the existing sidewalk would need to be completely removed in order to accommodate the new foundation. Heavy construction equipment will be used to accomplish this work in limited space. This and the subsequent above-ground construction activities will negatively impact the trees even if they are not removed at this time.

It is important to note that the Minor Site Development Plan has not yet been approved for this site. The request to remove the trees stemmed from the need to demolish the existing buildings, which can be done through a demolition permit and does not require an approved site plan. It should also be noted that tree removal in this area was discussed by the Campustown Bicycle and Pedestrian Task Force, and may be presented as an optional project with that future report.

**ALTERNATIVES:**

1. Approve the removal of the trees posted and shown on the attached map as Phase 1 Removals in accordance with Municipal Code Section 27.3.

Under this option, the Council could instruct City staff to explore replacement of the trees as part of the site plan approval process.

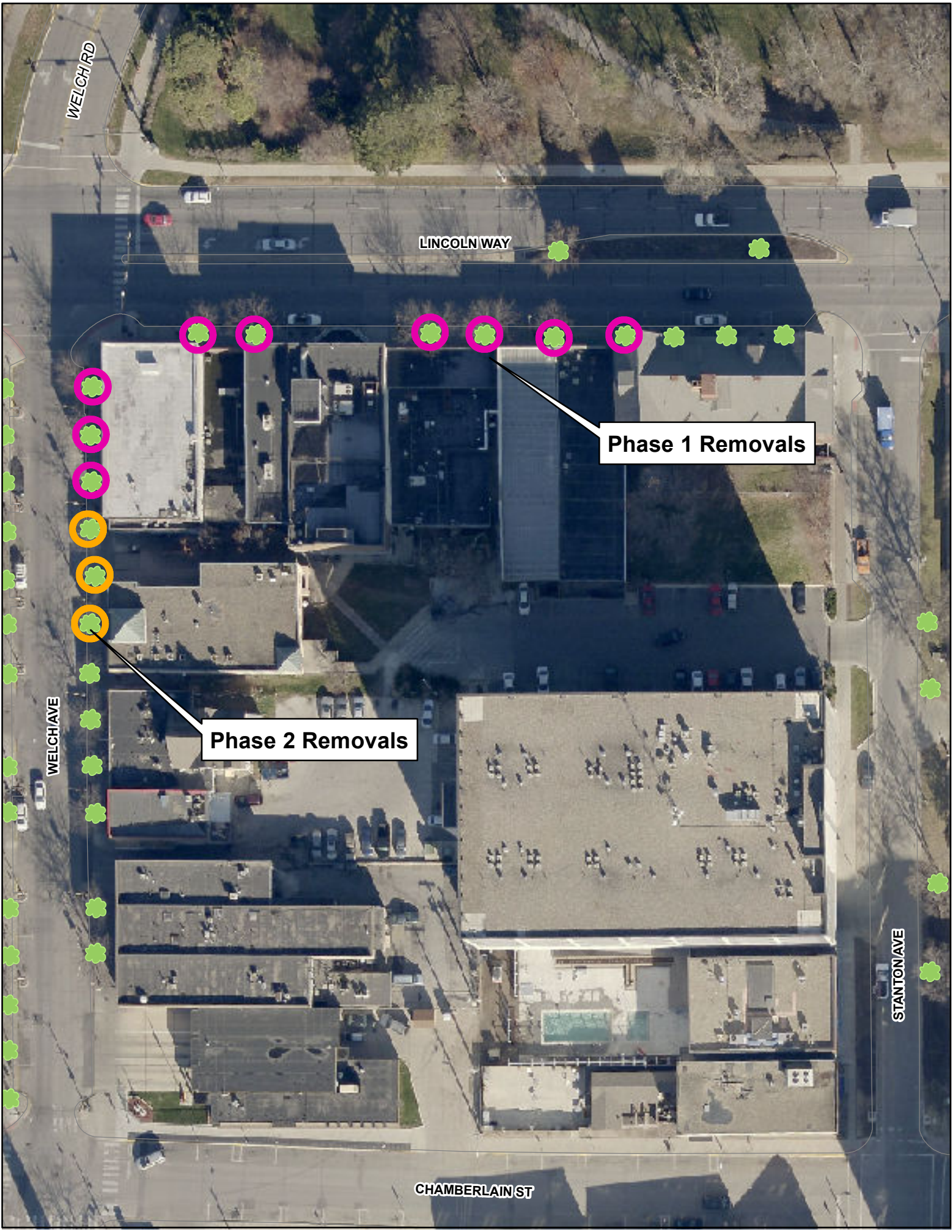
2. Do not approve the removal of the trees at this time. It should be noted, however, that the trees may later need to be removed by the developer if they are destroyed or ultimately die due to stress caused by the demolition and construction processes.
3. Do not allow removal of trees.

**MANAGER'S RECOMMENDED ACTION:**

Trees are a valuable resource and the cited Municipal Code section is in place to protect this resource. However, in this case the amount of impact from construction excavation will likely impact the trees negatively, which will likely result in dead and/or hazardous trees. **It is important to note the site development plan has not been approved, so the site development plan approval process could provide an opportunity to reestablish trees or other appropriate landscaping to offset the loss of the existing trees.**

Assuming that it still remains a priority of the City Council to facilitate the redevelopment of Campustown, it is the recommendation of the City Manager that the City Council approve Alternative No. 1, thereby approving the removal of the trees posted and shown on the attached map as Phase 1 Removals in accordance with Municipal Code Section 27.3.

The City staff can make sure that consideration is given to replacing the removed trees with trees or other appropriate landscaping as part of the Kingland site development plan approval process.



WELCH RD

LINCOLN WAY

Phase 1 Removals

Phase 2 Removals

WELCH AVE

CHAMBERLAIN ST

STANTON AVE

28 February 2014

Mr. Steve Schainker  
City Manager  
515 Clark Avenue  
Ames, Iowa

Subject: Removal of tress on Welch Ave and Lincoln Way in campus town

1. I am objecting to the removal of the trees from Welch Ave and Lincoln Way in campus town.
2. It is my impression from speaking with Mr. Pepper (point of contact for the City), that the reason for their removal is the presence of some underground rooms (vaults) from an earlier era that extend from the basements of some buildings out under the sidewalks . The presence of these underground rooms would interfere with the foundation of the planned new building(s). Removal of these rooms apparently requires the removal of the trees.
3. I can understand the necessity of removing specific trees that interfere with the construction of the new building but not of those trees that do not pose a problem i.e. those located in areas where there are no underground rooms (vaults). The City should only permit the removal of those trees that would interfere with the elimination of the underground rooms (vaults), and not remove trees that would simply be a convenience for the developer.

Respectfully submitted



Kenneth B Platt  
3620 Woodland Street

**COUNCIL ACTION FORM**

**SUBJECT: NORTH GROWTH AREA UTILITY EXTENSION**

**BACKGROUND:**

Since 2009 the City has been working with developers, land owners and current residents within the northern growth area to plan for the installation of public infrastructure to serve this area. The northern growth area, generally located north of Bloomington Heights Subdivision to 190<sup>th</sup> Street between George Washington Carver Avenue and Ada Hayden Heritage Park, has been identified by the Council for residential development.

To facilitate this growth, Council directed that the water main and sanitary sewer main extensions to serve the area along Grant Avenue be included in the 2012/13 Capital Improvements Plan (CIP) and Budget. The 2014/15 CIP also includes the street paving of Grant Avenue.

The City will up-front the costs to design and install each of these improvements. Utility connection districts will be established to recover the utility costs as developments are platted and as existing homesteads connect to these mains. Street construction costs will be shared and recovered through a separate special assessment district. The annexation agreements previously signed between the City and the three developers (Rose Prairie, Quarry Estates and Hunziker) confirmed these financing arrangements. Construction (temporary) and permanent easements for the utility and roadway (Grant Avenue) projects are continuing to progress through negotiations. City Council will be updated as the negotiations continue.

**Available project funding for water improvements** are summarized below:

Engineering Services Water Design (Developers)	\$ 24,330
2012/2013 General Obligation Bonds (Water Utility Abated)	\$ 703,000
Unobligated G.O. Bonds (12/13 CyRide Route Pavement Imp)	<u>\$ 125,000</u>
Total Water Improvement Funding	\$ 852,330

**The costs associated with water improvements** include the following:

Engineering and Construction Administration	\$ 108,146
Civil Design Advantage (Engineering Services)	\$ 24,330
Base Water Main Construction (Estimated)	<u>\$ 662,379</u>
Total Estimated Water Improvement Base Costs	\$ 794,855

The unobligated G.O. Bonds shown are program savings from specific projects that have been final accepted by Council. There are no other planned locations for these savings. The Sanitary Sewer fund projects are savings realized from completed project by Water & Pollution Control Department that were going to be returned back to the fund balance with final budget amendments for use on other projects.

**Available project funding for sanitary sewer improvements** are summarized below:

Engineering Services Sewer Design (Developers)	\$ 30,500
General Obligation Bonds (Sewer Utility Abated)	\$ 698,000
Unobligated G.O. Bonds (12/13 CyRide Route Pavement Imp)	\$ 249,828
Unobligated G.O. Bonds (12/13 Downtown Pavement Imp)	\$ 285,996
Sanitary Sewer Funds (vertical turbine pump replacement)	\$ 115,000
Sanitary Sewer Funds (blower replacement project)	<u>\$ 205,000</u>
Total Sewer Improvement Funding	\$ 1,584,324

**The costs associated with sanitary sewer improvements** include the following:

Engineering and Construction Administration	\$ 134,854
Civil Design Advantage (Engineering Services)	\$ 30,500
Base Sanitary Sewer Main Construction (Estimated)	<u>\$1,322,147</u>
Total Estimated Sewer Improvement Base Costs	\$1,487,501

**As the detailed design and land owner coordination has progressed, the estimated project cost has increased from \$1,401,000 to \$2,282,356, or an additional \$881,356. The following factors contributed to this increase:**

- **Approximately \$103,000 is estimated for the extension of sanitary sewer to the south Hunziker-owned parcel. This extension was not a part of the original cost estimate as Hunziker was anticipating crossing private property and not becoming a part of a connection district. Negotiations with the private property owner were unsuccessful and therefore Hunziker is now requesting to be a part of a connection district.**
- **Approximately \$100,000 is due to the need to bore the sanitary sewer under Harrison Road in order to keep the street open to traffic for the adjacent neighborhood.**
- **The remaining cost increase is due to a required material change because of varying depths of the sanitary sewer. This involves changing from 15” plastic main to 16” ductile iron main. This heavier pipe material is needed to protect the main from overburden soil pressure for deeper installations to avoid the need for a lift station, as well as to protect the main from shallow installation depths at other locations to maintain gravity flows.**

The project includes three bid alternates – one for installation of individual water services to the residential home owners, one for the installation of the water main stubs to Quarry Estates, and one for the sanitary sewer service stubs for the residents at the



south end of the project. **These bid alternates will only be constructed based on available project funding or individual agreements with property owners.**

Bid Alternate "1" (Water Service Stubs)	\$ 12,652.50
Bid Alternate "2" (Water Main Stubs)	\$ 43,076.25
Bid Alternate "3" (Sanitary Sewer Service Stubs)	\$ 5,250.00

The costs associated with the water main and sanitary sewer main installation will be recovered over time through the connection district ordinances that are currently in the process of being established. On March 18, 2014, the City Council initiated the process to implement the appropriate connection districts.

**ALTERNATIVES:**

1. Approve moving ahead with the North Growth Area Utility Extension Project by establishing April 16, 2014, as the date of letting and April 22, 2014 as the date for report of bids.
2. Direct staff to work with the design engineer to explore revisions to the project that might reduce the overall cost of the project.

**MANAGER'S RECOMMENDED ACTION:**

The City Council is aware that there is insufficient land currently available for single-family home development. By moving forward with this project at this time, the water and sanitary sewer main installation can occur during the 2014 construction season. Hence, the installation of these utilities will be completed ahead of the roadway improvement scheduled to be bid this summer with construction beginning this fall and with completion in the summer of 2015. These improvements will facilitate the development of residentially zoned land in the north growth area.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby approving the North Growth Area Utility Extension by establishing April 16, 2014, as the date of letting and April 22, 2014 as the date for report of bids.