

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

AMES, IOWA

FEBRUARY 3, 2015

The Ames City Council met in special session at 5:17 p.m. on February 3, 2015, in the Council Chambers in City Hall, 515 Clark Avenue, pursuant to law with Mayor Ann Campbell presiding and the following Council members present: Gloria Betcher, Amber Corrieri, Tim Gartin, Matthew Goodman, and Peter Orazem. Council Member Chris Nelson arrived at 5:56 p.m. *Ex officio* Member Lissandra Villa was absent.

FY 2015/16 BUDGET PROPOSALS: Moved by Goodman, seconded by Corrieri, to approve the proposed FY 2015/16 budget. (Vote will be taken on March 3, 2015.)

Library Services. Mayor Campbell noted that Library Director Lynne Carey had a family emergency and could not be present at this meeting. In her absence, Jerri Heid, Youth Services Manager, reported that the new and renovated (fifth addition) to the Library opened on September 14, 2014, with over 4,000 people attending the Open House.

Ms. Heid presented the proposed budget for Library Operations, including Administration, Operations Services, Resource Services, Youth Services, Adult Services, Customer Account Services, and Information Services.

Under Resource Services, Ms. Heid there is new catalog system called Polaris, In 2012/13, there were 185,521 virtual items in the Library. Today, the Library has 33,000 virtual e-books and downloadable items. It is open 24/7, even though the building itself is not open. The catalog system allows patrons to put holds on items. Ms. Heid explained the other benefits offered by the new system. She showed a video of how the new Automated Materials Handling System works when items are returned via the book drop in the back of the building. The System reduces the number of times Library staff touches a returned item before replacing it on the shelves. The new Automated Check-Out and Media Box services were explained.

According to Ms. Heid, volunteers make up 5.8% of the Library's workforce. At the inquiry of Council Member Gartin, Ms. Heid advised that there are 600 volunteers assisting with various programs at the Library.

Ms. Heid explained the reorganization of the divisions of the Library that occurred after the Library moved into its new and renovated building on Douglas Avenue in September 2014.

At the inquiry of Council Member Goodman, Assistant City Manager Melissa Mundt advised that during the three-week period when the Library closed, staff was being trained on the new systems, receiving safety training, and transitioning into the renovated building on Douglas. Although the circulation may have been impacted during the three-week closure, attendance has exceeded expectations since the new facility opened. According to Ms. Heid, during the first week of the reopening (September 14 - 18), 31,000 items were checked-out; the average is 25,000 items per week since that time. Prior to moving to the temporary location, the average in 2011 was 52,000 items/month.

Water Operations. John Dunn, Water and Pollution Control Assistant Director, provided an overview of the service objectives of divisions and programs of the Water Department: Administration, Production, Treatment, and Pumping, W&PC Metering, and W&PC Laboratory.

Under Water Treatment, the number of Full-Time-Equivalency (FTE) was decreased by one as a result of the Operator Intern Program, where a full-time Water Plant Operator position was eliminated and replaced by four interns (students from Iowa State University).

Director Dunn advised that, in 2015, the Water Pollution Control Facility has completed 25 consecutive years of 100% compliance with its discharge permit. He also recognized Joe Krebs, Water Pollution Control Plant Operator, for winning the Water Environment Federation's Operations Ingenuity Contest. According to Mr. Dunn, Mr. Krebs was one of ten people nationally to win the Contest. The award was presented to Mr. Krebs at the Federation's conference held last October in New Orleans.

Council Member Nelson arrived at 5:56 p.m.

Public Works. Public Works Director John Joiner gave an overview of the major work activities for the Public Safety Program, which included Traffic Maintenance, Traffic Engineering, and Other Community Protection (Street Lights).

At the inquiry of Council Member Nelson, Mr. Joiner explained the Traffic Sign Database, which is being developed under a federal mandate.

Budget highlights of the Utilities Program, which included Resource Recovery and Utility Maintenance were given. A highlight of 2015 will be the 40th Anniversary of the opening of the Resource Recovery Plant. Director Joiner advised that Gary Freel will be retiring in fewer than two months after 39 years of service with the City. Mr. Joiner expressed gratitude on behalf of the City for Mr. Freel's outstanding service.

Highlights of the Storm Sewer Maintenance and Utility Maintenance programs were given. Reports were also summarized for the Street System program, including Street Surface Maintenance, Street Surface Cleaning, Snow and Ice Control, and Right-of-Way Maintenance; Parking; and Airport under the Transportation Program.

Under Snow and Ice Control, Mr. Joiner noted that 20 snow and ice events had been budgeted for; there have been nine (9) to date with a total of 28 inches of snow. Snow and Ice Control Policies will be analyzed during Spring and Summer 2015 and brought back to the Council for review and approval.

Operations Manager Justin Clausen noted the two Web sites there are available for people to report concerns about sidewalks and streets after snow events: snowstreets@city.ames.ia.us and snowwalks@city.ames.ia.us

It was noted that a portion of the Emerald Ash Borer Plan funding was included under Right-of-Way Maintenance. This also includes the Urban Forester Program in connection with the Department of Natural Resources.

The Council was briefed on Airport Operations. It was noted that the Fixed Base Operator Contract is due to expire on June 30, 2015; however, under the extended agreement approved by Council in June 2013, the current FBO will continue until the completion of the new Terminal Building.

Lastly, Mr. Joiner provided highlights of the budgets for the Cemetery, Administration, and Engineering. Under Administration, Mr. Joiner noted that administrative support services have been combined with Planning and Housing and Inspections to create a “one-stop shop.” Under Engineering, an additional FTE for a new Design Technician has been included in the FY 2015/16 Budget. The addition of this position will allow the expansion of in-house design capabilities, allowing projects to be completed more quickly and at a lower cost (a savings of approximately \$90,000).

City Manager Steve Schainker told the Council that the staff time associated with administering the MS4 Permit (Municipal Separate Storm Sewer System Permit issued by the EPA) has not been covered by the Permit Fees, as originally hoped. Two new permits are being introduced: Subdivision Storm Water Plan Review and Grading Plan Review under Public Works Engineering. Even with those, the projected expenses for administering the MS4 Permit will exceed revenues by \$74,800. That difference is being covered from the Storm Water Utility Fund.

Council Member Gartin asked what the schedule was for the Transportation Plan update. Director Joiner responded that there would be an AAMPO Policy Committee meeting on March 24. There will be several opportunities for community engagement. At the end of summer, the Council will see the final draft. In September, the final Plan will be brought to the AAMPO. Traffic Engineer Damion Pregitzer advised that, in April/May, after the Issues and Visioning Workshop, they will go back out to the public for comments.

Mr. Schainker distributed and explained the Analysis of Self-Funded Storm Sewer Utility. He noted that the current ERU rate is \$3.45/month. To fund the Utility fully from fees including all existing and planned debt service will require an average of \$545,010 in additional fee revenue each of the five years of the current Capital Improvements Plan. That would mean a 44% increase or a little over \$1.50 per ERU, if initiated in FY 2015/16. The increase would be in addition to the two planned increases in 2016/17 and 2018/19. It was noted that the fee increase would be higher if it is started later. Mr. Schainker advised this will require a policy decision on the part of the Council. He said that he was not advocating that Council discuss it today, but wanted to ensure that the City Council fully understands the issue.

Fleet Services. Director Corey Mellies outlined the Customer Service goals set by Fleet for 2016. A graph was shown outlining the City versus contracted services. The fleet is being kept in good repair while savings are being realized. Mr. Mellies advised that an objective is to have 70% of the technicians’ time be billable. Fuel continues to be the largest line item in the Fleet budget. A chart showing the fluctuating fuel prices was explained. The plan for acquisition of electric vehicles was shared by Mr. Mellies.

Facilities. Director Mellies advised that the Facilities budget mainly provides for the routine operating and maintenance expenses of two facilities: City Hall (including parking, grounds and the Veterans’ Memorial) located at 515 Clark Avenue and the Maintenance Facility (including associated parking lots) located at 2207 Edison Street. According to Mr. Mellies, there will be a slight maintenance increase in FY 2015/16 to improve the appearance inside and out by updating wall finishes and repairing worn and damaged services and sidewalks at City Hall. As far as the strategic plan to reduce the City’s carbon emissions, the focus will be on changing user behaviors that will result in energy savings.

Finance Services. Finance Director Duane Pitcher presented the budgets for Economic Development and Finance Services, including Administration and Budget, Accounting and Reporting, Information Technology, Communication Services, and Purchasing Services.

Under Economic Development, Mr. Pitcher stated that local companies that had received support from the City were Boehringer Ingelheim Vetmedica, Workiva, and the expansion of the ISU Research Park.

City Council Contingency and Special Allocations were explained. Mr. Pitcher defined Council Contingency as a fund that allows the Council to be able to respond to needs that were not foreseen at the time of budget preparation. He noted that the allocation for FY 2015/16 is recommended to be \$50,000. If it is not spent, it does not get carried over to the next year.

Mr. Pitcher advised that funds from Special Allocations are used for Outside Funding Requests. City Manager Schainker stated that some of the outside funding requests are coming in much higher than in the past (e.g., increases in excess of 20%). He noted that the City Council has given staff very little direction as to how it should evaluate those requests. It was suggested by City Manager Schainker that direction be given to staff when Budget Guidelines are discussed in November. Mr. Schainker stated that the Council may also want to set priorities and/or set aside a maximum amount of funding to be used for the Outside Funding Requests. Management Analyst Brian Phillips suggested that the Council have a discussion on what services they would like to see. City Manager Schainker advised that the Outside Funding Requests will be presented at Budget Wrap-Up. At that time, the Council can see how well the process is working and decide whether or not changes should be made for next year.

COUNCIL COMMENTS: Moved by Betcher, seconded by Goodman, to refer to staff, for placement on the Special Meeting Agenda for February 5, 2015, the letter from Theta Delta Chi dated January 27, 2015, requesting a Resolution of Support for rehabilitation of the property. Vote on Motion: 6-0. Motion declared carried unanimously.

Moved by Goodman, seconded by Gartin, to refer to staff, for a memo back to Council, the letter from Wheatsfield Co-Op dated January 29, 2015, requesting a waiver from the Ordinance that requires an underground storm water management system in its parking lot. Vote on Motion: 5-0-1. Voting aye: Betcher, Corrieri, Gartin, Goodman, Orazem. Voting nay: None. Abstaining Due to a Conflict of Interest: Nelson. Motion declared carried.

City Manager Schainker distributed a revised CIP page on Flood Mitigation - River Flooding. Noting the wording contained in Paragraph 3 of the revised page, Council Member Orazem said that, during discussion of the CIP on January 27, 2015, he made it clear that he felt there would be more people impacted than the businesses on South Duff Avenue.

ADJOURNMENT: Moved by Corrieri to adjourn at 7:22 p.m.

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

AMES, IOWA

FEBRUARY 4, 2015

The Ames City Council met in special session at 5:18 p.m. on February 4, 2015, in the Council Chambers in City Hall, 515 Clark Avenue, pursuant to law with Mayor Ann Campbell presiding and the following Council members present: Gloria Betcher, Amber Corrieri, Matthew Goodman, Chris Nelson, and Peter Orazem. Council Member Gartin arrived at 7:06 p.m. *Ex officio* Member Lissandra Villa was also present.

FY 2015/16 BUDGET PROPOSALS: The Council heard and discussed highlights of the Community Enrichment, Public Safety, and Utilities Programs.

Parks & Recreation. Director Keith Abraham advised that, although the Recreation budget includes almost \$1,985,473 in expenses, \$1,355,778 is generated through fees and charges. The tax subsidy is approximately \$629,695 (32%). On the Parks side, expenses total \$1,352,435; revenues are \$76,000; and the tax subsidy is approximately \$1,276,435 (94%). Homewood Golf Course and Ames/ISU Ice Arena are both enterprise funds. Total Department expenses total \$3,337,908 with revenues of \$1,431,778, and the tax subsidy equates to \$1,906,130 (57%).

There will be no changes in the number of FTEs. The importance of volunteers to the Parks and Recreation Department was emphasized by Mr. Abraham. Permanent staff in the Department totals 19.5; however, there are also over 400 seasonal workers.

According to Director Abraham, the Department is always looking for ways to improve services that will also save money. He described many improvements the staff has come up with that will be discussed and perhaps come to fruition. Mr. Abraham noted the many agencies and “Friends” groups that partner with Ames Parks and Recreation that allow for the programs and activities to occur.

The Department will also be working on new Branding efforts relative to the parks, facilities, and programs. In order to take a more comprehensive look at the satisfaction level with its programming, parks, facilities, and trails and to determine the needs and wants of the community, a city-wide survey will be conducted.

New programming activities and events were described by Mr. Abraham. The Scholarship Funding program was explained. The City is seeking an arrangement with the Ames School District for space for indoor programs, which would free up space in the Community Center gymnasium for open recreation.

The goal of no trimming in the parks by changing installation locations and methods within the next ten years was explained by Director Abraham. He also noted the cost savings realized by having City staff perform the weed control activities versus contracting it out.

Council Member Betcher noted that the Council had received an e-mail citing concerns about the fee structure at the Auditorium. Ms. Betcher asked for a definition of the “seat fee.” Mr. Abraham explained that the fee charged is either as a per-hour charge or a per-seat charge. Mr. Abraham offered to respond to the person who had sent the email.

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

Administration decreased its budget by 4.8% from FY 2014/15 Adopted. The November 12, 2013, decision of the City Council to convert Plant from coal to natural gas was noted. Demand Side Management programs continue to be quite effective in keeping demand growth low. As a result of these programs, it is estimated that the peak demand has been reduced by over 15 megawatts. The 161 kV Line was completed. The City became a Transmission owner in MISO. Mr. Kom advised that the 5th Annual ECO Fair will be held on April 4, 2015.

“Smart Energy” programs were specifically highlighted. The budget is currently \$1,000,000, and no increase is planned for 2015/16. It is projected that 300 PTP switches will be installed, bringing the total to 10,000 and reducing the demand by 3.8 MW. Since a solar rebate has been added, there have been five completed and there are seven pending projects. The Department is developing an Industrial Interruptible/Off-Peak Rate.

Power Production’s total expenditures equate to \$10,907,987, which is an increase of 1.2% over the FY 2014/15 Adopted. A GT-1 catastrophic failure occurred in June 2013. The all-time peak of 130.7 MW was reached on July 25, 2012. An electric peak of 122.6 occurred on September 4, 2014.

The budget for Fuel and Purchased Power will increase 4.6% to \$32,222,897. Wind energy purchases provided the equivalent of 11.4% of the City’s usage; RDF provided 2.8% of energy consumed. Market Energy prices are flat. The Energy Cost Adjustment will move from negative to positive.

Electric Distribution Operations and Maintenance will see a 0.2% decrease from FY 2014/15. Tree trimming will increase by \$15,000 due to the Emerald Ash Borer Plan. There will be increased animal-guarding of the system. The conversion of the Downtown network to 13.8kV is nearing completion.

Electric Distribution Extension/Improvements will increase 5.2% from FY 2014/15 Adopted. Aged/failing underground cable, poles and wires, and overhead switches will be replaced. Trenching costs will increase by 50% due to those improvements. A new circuit will be installed into the ISU Research Park Phase III. Obsolete substation relays, switches, and breakers will be replaced.

There will be a decrease of 13.2% for Electric Technical Services over FY 2014/15 Adopted. Meters/start radio remote reads will be replaced. Two apprentices have replaced two retired employees.

There will be an increase of 8.9% for Electric Engineering. Underground and pole inspections and infrared testing will be ongoing. The cost increase is due to new NERC/MRO compliance. Upgrading of relays, controls, and breakers and switchgear will be done aimed at improving reliability. Feeder extensions from the Vet Med Substation will be constructed.

In summary, the estimated total expenses for 2015/16 are projected at \$51,383,447 and revenues at \$59,619,000. The ending Fund Balance for FY 2014/15 is estimated to be \$20,268,120. The minimum fund balance target is \$10,100,000, which leaves a net Unreserved Fund Balance of

\$10,168,120. Director Kom advised that there is no rate increase being requested for 2014/15; however, a 4% rate increase is anticipated for 2015/16.

Law Enforcement. Details were given by Police Chief Chuck Cychosz of the budget for the Public Safety Program, which included Administration and Records, Crime Prevention and Police Services, General Investigation, Emergency Communications, Forfeiture/Grants, Animal Control, and Parking Enforcement.

Under Administration and Records, Chief Cychosz noted that the budget priorities for the Department have remained consistent for the last few years. Improvements in technology have been a priority for the Police Department. Those improvements have allowed Department personnel to be more effective and efficient in meeting the demand for services. Chief Cychosz noted that there were officers who suffered significant injuries while on duty this year. Phase I of the Facility Remodel was completed in November 2013. Phase 2 will impact the Police Department by renovating investigators' and administrative offices.

Chief Cychosz gave highlights of the Crime Prevention and Police Services, specifically noting the Safe Neighborhoods Team (SNT) and Crime-Free Housing. Problem-solving and building relationships are core goals. A significant amount of Patrol time is invested in quality-of-life problems, e.g., noise complaints, vandalism, garbage, and illegal parking. Alcohol continues to be a significant factor in the crimes that occur in Ames. Crime trends in the City for robbery and assault arrests from 2000 to 2014, for intoxication/OWI arrests from 1998 to 2014, and for quality-of-life issues (noise, trespass, and nuisance party) from 1998 to 2014 were shared. Chief Cychosz gave credit to the Crime-Free Housing Program and property managers for working with the Police Department.

Special initiatives being conducted by the General Investigations Division were listed. That Division includes six Investigators, one Sergeant, two part-time Evidence Technicians, one part-time Mental Health Advocate (which is currently vacant), one School Resource Officer, and one Commander. Chief Cychosz brought the Council's attention to the high-risk environments to officers, family, and community caused by domestic violence. Statistics from the Mental and Emotional Health calls were given from 2007 to 2014. The Department will be attempting to partner with other agencies, e.g., Eyerly Ball, who might be able to bring expertise to crises situations in a more timely manner. It is also hoped that some type of maintenance services might also be developed.

Under Emergency Communications, Chief Cychosz advised that there had been 23,958 emergency calls in 2013/14, of which 3,776 had been medical dispatch calls. New equipment to receive and manage both 9-1-1 and non-emergency phone calls was installed in the Communications Center. The new equipment is capable of handling the next generation developments in communications, such as text to 9-1-1. Funding for the new system was provided by the Story County E9-1-1 Service Board and a State of Iowa 9-1-1 Grant Program.

Highlights of Forfeiture/Grants and Parking Law Enforcement were given. Chief Cychosz stated that the Drug Drop-off Box had been extremely popular. The Department is appreciative of those residents who get those drugs out of their homes.

Pertaining to the Animal Shelter, Chief Cychosz reported that facility improvements continue in animal housing areas. A new database has been acquired that allows the tracking of all animals, requests for field services, donors, fiscal operations, and customer data. The primary

source of funding for the new software was a private foundation grant and supplemented by local donations.

Chief Cychosz provided a brief overview of the Parking Enforcement program. He noted that the main focus of the Community Safety officers' duties (80%) was enforcing illegal parking, overtime meter regulations, and managing parking response during snow emergencies. The total number of parking citations in 2013/14 was 22,331. It is projected to reach 24,000 in 2015/16.

The Chief stated that the Department is continually investing in providing quality service, outreach, and in forming relationships. A video of citizens commenting about their experiences with members of the Police Department was shown. The video specifically highlighted the relationship-building efforts being undertaken by police officers.

Council Member Gartin arrived at 7:06 p.m.

City Manager Schainker provided information to the Council members that they had requested pertaining to the use of the Intermodal Facility for parking.

Fire Department. Chief Shawn Bayouth stated that the Fire Safety budget will increase overall by approximately 3.1%.

The budgets for Fire Administration and Support will see a 1.6% increase. The Contractual will be up 42.4%. The changes at the Iowa Fire Service Training Bureau have made it difficult to ensure that new or uncertified recruits are prepared to work in a timely fashion after getting hired. A contract training officer will be hired to coordinate and teach inter-departmental training academies for Ames fire fighters. Invitations have been extended to fire departments in nearby towns to participate as well.

Under Suppression and Emergency Action, contractual will be up 9.4% due primarily to an increase in Fleet charges, and commodities will be up 15.3%.

At the inquiry of Council Member Corrieri, Chief Bayouth replied that the response time to EMS calls is less than five minutes. In FY 2013/14, the Department responded to 2,400 EMS calls. There are times that the First Responders on the scene have to wait for Mary Greeley Medical Center Mobile Intensive Care Services to arrive. According to Chief Bayouth, there are also times when Mary Greeley is not available to respond to an EMS call and medical services by an outside agency have to be requested.

Pictures were shown of significant fires in 2014. Highlights for the Fire Prevention and Safety Education were given. There will be an overall 3.2%. An initiative by the Fire Inspector during the past year was to specifically target high school seniors and their parents in an attempt to provide an important message about selecting fire-safe college living facilities.

Building Safety/Inspections' budget will increase 5.3%. There will be a 70.3% increase in contractual expenses. The 2013/14 fiscal year saw an overall 7% increase in the number of building, mechanical, plumbing, and electrical permits. Building permits increased by 9% and plumbing permits increased by 12%. Personnel changes occurred in 2014. Each inspector needs to have a qualified back-up. The Division is back to one Plumbing Inspector, and a total of \$24,000 has been set aside for contract inspectors to cover for vacation/sick/training time. That amount partially accounts for the 70% increase in contractual expenses. An Assistant Building

Official position was created to assist with the increasing administration demands of the Division.

City Manager Schainker acknowledged Iowa State University's contribution of 25% of the Fire Department's operating costs plus debt service. In 2014/15, that will amount to \$1,644,805.

ADJOURNMENT: Moved by Corrieri to adjourn the meeting at 7:44 p.m.

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

AMES, IOWA

FEBRUARY 5, 2015

The Ames City Council met in special session at 5:15 p.m. on February 5, 2015, in the Council Chambers in City Hall, 515 Clark Avenue, pursuant to law with Mayor Ann Campbell presiding and the following Council members present: Gloria Betcher, Amber Corrieri, Tim Gartin, Matthew Goodman, and Chris Nelson. Council Member Peter Orazem was absent. *Ex officio* Member Lissandra Villa was also present.

THETA DELTA CHI HISTORIC REHABILITATION PROJECT: Moved by Goodman, seconded by Gartin, to adopt RESOLUTION NO. 15-057 indicating the City's support for the Theta Delta Chi historic rehabilitation project.

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

FY 2015/16 BUDGET PROPOSALS: The City Council heard reports on the Transportation Program (Transit) and General Government and Internal Services.

Transit System. Transit Director Sheri Kyras gave the ridership history and predicted trend. She noted that each Iowa State student represents 170 rides. At the inquiry of Council Member Gartin, Ms. Kyras stated that the ridership represents approximately 90% students and 10% non-students.

Under Administration and Support, Ms. Kyras pointed out that 2016/17 will be the last loan repayment match to the Intermodal Facility construction grant. She advised that the Student Fee will increase by \$2.24 (\$66.35/semester). The GSB Trust Fund Balance will be lowered to \$865,000. Two new projects: Transit Asset Management Plan and Safety Plan were described.

Ms. Kyras reported on major projects under the Fixed Route Service program.

Under the Dial-A-Ride program, Director Kyras noted that CyRide is required, under the Americans with Disabilities Act (ADA) to provide complimentary para-transit door-to-door service for persons unable to use Fixed Route services. There was a significant increase in ridership (25%) at the end of 2013/14. This program is funded with 80% federal dollars. CyRide has contracted with HIRTA to provide that service from June 2012 - June 2015. Ms. Kyras explained the process to be undertaken by the Transit Board of Trustees in advance of the contract renewal. Major projects for the Dial-A-Ride program were highlighted by Ms. Kyras.

Council Member Goodman asked what would happen if a new development on the outer limits of Ames were to occur. Director Kyras explained that it would be a decision of the Transit Board as to whether service would be provided to the new development.

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

According to Ms. Huisman, in 2014, 50 recruitments were launched. The number of applicants for open and promotional recruitments totaled 2,200. Key recruitments completed through 12/31/2014 were highlighted by Ms. Huisman. She also named the upcoming key recruitments.

Under employee development, 64% of employees went through classes offered by the Employment Development Center. The number of hours of leadership and management training offered for 2012/13 totaled 35.

Under Employee and Labor Relations, Ms. Huisman advised that there were no labor negotiations in 2014/15. All five bargaining units will be negotiated in 2015/16 (Blue Collar, Electric Distribution, Fire, Police, Power Plant). Two-thirds of the City's workforce are covered by Union contracts.

Health Insurance. Human Resources Officer Laurie Textor presented highlights for the Health Insurance Management program. She noted that the City is self-insured and is managed by Wellmark.

Information pertaining to healthcare claims was distributed to the Mayor and City Council. Influencing health plan costs are: industry trends, catastrophic claims, covered members, number of medical and pharmacy claims, and workforce demographics. Ms. Textor presented the cost of claims by range.

Added value programs were listed as follows: (1) Health Insurance Advisory Committee, (2) Outcomes Medication Therapy Management Services, (3) Conditions Support/Advanced Care, and (4) Health Promotion Program.

Andrea Cardenas, Health Promotion Coordinator, reviewed key services and programs that are offered to employees. At the question of Council Member Goodman, Ms. Cardenas described how the City attempts to benchmark the rate of improved health of employees. The City has seen significant improvements in the health issues of employees participating in the Healthy4Life program.

Council Member Gartin asked to be provided with more years of claims history. Council Member Goodman asked to receive information on industry trends. Ms. Textor stated that Wellmark has been asked for that information, and it will be provided to the Council.

Risk Management. Human Resources Director Huisman highlighted the main risk management activities: Self-Insured Workers' Compensation, Property Insurance, and Liability Premiums. Property premiums will increase 4.9%. Insured property values will increase 1.5%. Liability premiums will increase 4.4%. Under workers' compensation claims, there were 85 in 2012/13, 73 in 2013/14, and 44 in 2014/15 to date. The average cost/claim for active employees is \$2,771 in 2014/15 to date. Ms. Huisman explained a new program, Functional Job Assessments, that will be launched in 2015.

City Council. Management Analyst Brian Phillips provided a list of the Council's Goals that were recently discussed in its Special Meeting. He noted that staff had identified a list of ten workshop topics. He presented a summary of the annual events sponsored in whole or in part by the City Council.

City Manager. Highlights of the major projects supported by the City Manager's Office were given by Management Analyst Phillips. He noted the staff support provided for Boards, Commissions, and other organizations. The employee-driven initiative, Bringing Our Values to Life, was described. All employees discuss each value, its meaning, and what it looks like in practice. The Excellence Through People materials are also being refreshed.

City Clerk. Diane Voss presented the City Clerk's Division budget. Many of the services provided by the City Clerk's Office were summarized. Major sources of revenue and the largest expenses were highlighted.

Council Member Goodman left the meeting at 6:30 p.m.

Public Relations. Susan Gwiasda, Public Relations Officer, listed ways that the City communicates internally and externally. She highlighted press releases, newsletters, the Web site, social media, EcoSmart Update, and community branding. Ms. Gwiasda noted the assistance provided by Derek Zarn, Print Shop Operator, in improving the graphics of the City's publications. The internal efforts were also listed, including subcommittees, social media, redesign of the Web site, Video/Channel 12, and internal branding standards. Several upcoming events were announced by Ms. Gwiasda.

Cable TV. Derek Crisler, Cable Coordinator, stated that the City would be going through a major HD conversion soon. He explained that a Major Equipment Replacement and Upgrade Plan had been created. New programs for weekly playback continue to be received. There has been an increase in programs and continued improvement in quality.

Legal Services. City Attorney Judy Parks summarized the services provided by the Legal Department. Ms. Parks highlighted the areas of experience brought to the City by Assistant City Attorneys Mark Lambert and Jessica Spoden.

City Attorney Parks showed the Department's funding sources and how they are allocated. She listed major Planning and public improvement projects that the Legal Department has worked on over the past year. It was noted that the Attorney's Office also works on property assessment appeals and other major tasks, e.g., ordinance review and preparation. The civil litigation cases that have been or are being worked on were shown. Ms. Parks said that she cannot remember a time in her 20+ years when there have been so many cases.

Council Member Gartin noted the significant increase in Contractual expenses and asked if the City had reached a point where it would be beneficial for another attorney to come on board, either half-time or full-time. City Attorney Parks stated that she will be in a better position to report on that after the new newer assistants had been on board for three years or more. Mayor Campbell pointed out that the increase in Contractual did not mean outside counsel. City Manager Steve Schainker stated that the expenses for outside counsel were charged to the Department under which the lawsuit had arisen.

Long-Range Planning and Current Planning. Planning and Housing Director Kelly Diekmann showed a pie chart to indicate how much time has been taken up by its 2014 activities. The Department also staffs the Planning and Zoning Commission, Historic Preservation Commission, and Zoning Board of Adjustment

Director Diekmann described what types of projects constitute Long-Range Planning. Long-Range Planning activities for 2014/15 were shown. These significant projects were the result of Council Goals. They will be tracking the number of referrals in the future. For 2015/16, the Land Use Policy Plan (LUPP) Update will be the major project. They will continue to complete the Lincoln Way Corridor Plan, the East Industrial Planning Area, completing the Code amendment review process for city-wide landscaping standards, and finalizing the Campustown Facade Program.

Council Member Gartin asked if the Department had enough staff to perform all the work. City Manager Schainker asked the Council members to comment as to whether they felt staff was responding in the manner desired by the Council. He reported that the total cost of adding a Planner would be approximately \$98,000.

Under Current Planning, the many development applications handled were shown. Some of those applications are not brought before the Council for approval. A good deal of time is spent on customer service (responding to public inquiries and supporting neighborhoods).

Development applications are up over 20% in the last two years. Major project concentration will be devoted to reviewing zoning and subdivisions requests for the Northern Growth Area. According to Director Diekmann, it is planned that the Planning Intern will be consolidated with the Neighborhood Planning Intern. The budget includes a decrease of approximately \$9,100 as a result of eliminating the Planning Intern position.

Mr. Diekmann stated that the Department is projecting continued high demand for site plan approvals and subdivisions. The Department is looking forward to incorporating the new Ener-Gov License Module.

City Manager Schainker reported that a workshop will be scheduled in the near future to discuss the Planning Work Program.

City-Wide Affordable Housing. Vanessa Baker-Latimer, Housing Coordinator, noted the city-wide housing activities for 2014/15 and 2015/16. She noted that in lieu of a permanent .37 FTE position in the Housing Division, temporary and/or contracted staff will be utilized until such time as it is determined that a permanent position is needed. Staff will continue to host community educational programs related to housing.

Community Development Block Grant. The Community Development Block Grant (CDBG) activities were highlighted for 2014/15. Ms. Baker-Latimer reported that the City received its 11th CDBG allocation in the amount of \$488,278. For 2014/15, the five programs to be administered under the Neighborhood Sustainability Program and the project under the Public Facilities Improvement Program were explained. For 2015/16, the City's allocation has not yet been announced. For budgeting purposes, the 2014/15 allocation (\$488,278) is being projected. The Second Annual Action Plan as part of the newly adopted 5-Year Consolidated Plan (2014-19) will incorporate the Program goals and priorities. This must be submitted to the Department of Urban Development before May 17, 2015.

Administrative Services. Mr. Diekmann reported on the gained efficiencies from the combination of clerical staff members from the Planning and Housing, Public Works, and Fire Department. This has allowed for a more reliable support staff. The goal is to share services, increase collaboration, and provide a “one-stop” shop.

City Manager Schainker noted that, at the February 10, 2015, Budget Wrap-Up session, the Council will need to make decisions on COTA funding, funding for Public Art, ASSET funding, other funding requests, and any other changes that the Council wants to make. He reminded that the Council will also need to make a motion pertaining to the new Flood Mitigation wording.

ADJOURNMENT: Moved by Corrieri to adjourn at 7:42 p.m.

Diane R. Voss, City Clerk

Ann H. Campbell, Mayor