

## MINUTES OF THE REGULAR MEETING OF THE AMES CITY COUNCIL

AMES, IOWA

MAY 12, 2015

The Regular Meeting of the Ames City Council was called to order by Mayor Ann Campbell at 7:00 p.m. on the 12<sup>th</sup> day of May, 2015, in the City Council Chambers in City Hall, 515 Clark Avenue. Present were Council Members Gloria Betcher, Amber Corrieri, Tim Gartin, Matthew Goodman, Chris Nelson, and Peter Orazem. *Ex officio* Member Sam Schulte was also present.

**PROCLAMATION FOR “PEACE OFFICERS’ MEMORIAL DAY:”** Mayor Campbell proclaimed May 15, 2015, as “Peace Officers’ Memorial Day.” Accepting the Proclamation were Ames Police Commander Huff, Lieutenant Tom Shelton, Officers Amber Christian, Steve Spoon, Clint Hertz, and Dispatcher Pam Dodd.

**PROCLAMATION FOR “NATIONAL PUBLIC WORKS WEEK:”** May 17 - 23, 2015, was proclaimed as “National Public Works Week” by Mayor Campbell. On behalf of the Ames Public Works Department, Director John Joiner, Municipal Engineer Tracy Warner, Traffic Engineer Damion Pregitzer, and Civil Engineer Eric Cowles accepted the Proclamation.

**CONSENT AGENDA:** Mayor Campbell announced that Item No. 18, an Ames Intermodal Facility Commercial Tenant Lease with Jefferson Lines, and Item No. 19, the Intergovernmental Agreement with HIRTA for Dial-A-Ride Bus Service, had been pulled by staff.

Council Member Gartin requested to pull Item No. 13, the 2015/16 Annual Commission on The Arts (COTA) Grants for separate discussion. Mr. Gartin indicated that he made that request due to a conflict of interest.

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

1. Motion approving payment of claims
2. Motion approving minutes of Regular Meeting of April 28, 2015
3. Motion approving Report of Contract Change Orders for April 16-30, 2015
4. Motion approving renewal of the following Beer Permits, Wine Permits, and Liquor Licenses:
  - a. Special Class C Liquor – Mongolian Buffet, 1620 South Kellogg Avenue, #103
  - b. Class E Liquor, C Beer, and B Wine – Walgreen’s #12108, 2719 Grand Avenue
  - c. Class B Beer – Jeff’s Pizza Shop, 2402 Lincoln Way
  - d. Class C Liquor – Mother’s Pub, 2900 West Street
  - e. Class C Liquor – Bar La Tosca, 400 Main Street
  - f. Special Class C Liquor – Chicha Shack, 131 Welch Avenue
  - g. Class C Beer & B Native Wine – Tobacco Outlet Plus #530, 204 South Duff Avenue
  - h. Special Class C Liquor – Octagon Center for the Arts, 427 Douglas Avenue
5. RESOLUTION NO. 15-279 approving appointment of Council Member Tim Gartin to Ames Transit Agency Board of Trustees
6. Requests from Ames Patriotic Council for Memorial Day Parade on Monday, May 25, 2015:
  - a. RESOLUTION NO. 15-280 closing south half of Parking Lot M from 9:00 a.m. until approximately 11:00 a.m. for staging parade
  - b. RESOLUTION NO. 15-281 approving closure of 5<sup>th</sup> Street from Grand Avenue to Clark Avenue from 9:00 a.m. until 11:00 a.m. for line-up and start of parade
  - c. RESOLUTION NO. 15-282 approving temporary closure of Clark Avenue (from 5<sup>th</sup> Street to 9<sup>th</sup> Street), 9<sup>th</sup> Street (from Clark to Maxwell), 6<sup>th</sup> Street (at Clark) and Duff Avenue (at 9<sup>th</sup> Street), as parade moves through intersections
7. Motion approving temporary transfer of Class C Liquor License & Outdoor Service for Cyclone Liquors (back room only) from 626 Lincoln Way to 1800 South 4<sup>th</sup> Street

8. Motion approving Ownership Change of Class A Liquor License & Outdoor Service for Green Hills Residents' Association, 2200 Hamilton Drive, Suite 100
9. Motion approving Ownership Change of Class C Liquor License for Mother's Pub, 2900 West Street
10. Motion approving 5-day Special Class C Liquor License and Outdoor Service for Main Street Cultural District for the following events:
  - a. Firefly Country Night, July 7-July 11
  - b. Bike Night, June 18-June 22
  - c. Oktoberfest, September 18-September 22
11. RESOLUTION NO. 15-284 approving purchase of sculptures for the Neighborhood Art Program
12. RESOLUTION NO. 15-285 approving Agreement for temporary remote parking at 119 Stanton Avenue for apartment units at 111 Lynn Avenue
13. RESOLUTION NO. 15-286 approving one-year Lease extension for Welch Avenue Parking Lot T
14. RESOLUTION NO. 15-287 approving Ames Intermodal Facility Commercial Tenant Lease with Executive Express
15. RESOLUTION NO. 15-290 approving Agreement with Iowa Department of Transportation for Skunk River Trail Extension, Phase 2 (South River Valley Park to East Lincoln Way)
16. RESOLUTION NO. 15-291 approving Engineering Services Agreement with Veenstra & Kimm of West Des Moines, Iowa, in an amount not-to-exceed \$76,700 for 2014/15 West Lincoln Way Intersection Improvements (Lincoln Way and Franklin Avenue)
17. RESOLUTION NO. 15-292 awarding contract to ASK Studio for CyRide On-Call Architectural Services
18. RESOLUTION NO. 15-293 approving preliminary plans and specifications for 2014/15 Seal Coat Street Pavement Improvements; setting June 3, 2015, as bid due date and June 9, 2015, as date of public hearing
19. RESOLUTION NO. 15-294 awarding contract to Independent Salt Company of Kanopolis, Kansas, for Purchase of Rock Salt for 2015/16 Ice Control Program for Public Works Department in the amount of \$67.74/ton
20. RESOLUTION NO. 15-295 awarding contract to Stock Equipment Company of Chagrin Falls, Ohio, for Precipitator Control Replacement in the amount of \$91,843 (inclusive of applicable Iowa sales tax)
21. RESOLUTION NO. 15-296 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, 2015, through March 31, 2016
22. RESOLUTION NO. 15-297 approving new Task Order to HDR Engineering, Inc., of Des Moines, Iowa, for Pipeline Route Study (associated with Source Water Expansion Project) in an amount not to exceed \$37,500
23. RESOLUTION NO. 15-298 approving contract and bond for 2014/15 Right-of-Way Restoration Program
24. RESOLUTION NO. 15-299 approving contract and bond for 2013/14 Asphalt/Seal Coat Street Rehabilitation Program (Ashmore Drive, Ashmore Circle, Ashmore Court, and South Franklin Avenue)
25. RESOLUTION NO. 15-300 approving contract and bond for 2012/13 Concrete Pavement Improvements Program #3 (Lincoln Way Frontage Road)
26. RESOLUTION NO. 15-301 approving contract and bond for 2013/14 Concrete Pavement Improvements Program #2 (North 2<sup>nd</sup> Street)
27. RESOLUTION NO. 15-302 approving contract and bond for WPC Facility Make-Up Air Unit and Heat Recovery Units Replacement
28. RESOLUTION NO. 15-303 approving Change Order No 1 to Boone County Landfill for Waste Disposal Operations in the amount of \$110,490

29. RESOLUTION NO. 15-304 approving Change Order No. 2 with Knutson Construction Services, Inc., for New Water Treatment Plant - Contract No. 2
30. RESOLUTION NO. 15-305 approving Change Order No. 3 with Alstom Power, Inc., for Natural Gas Conversion Equipment, including Burners, Igniters, Scanners, Thermal Analysis, and Computer Modeling
31. RESOLUTION NO. 15-306 accepting partial completion of public improvements and reducing security for Brookview Place West Subdivision, 4<sup>th</sup> Addition
32. RESOLUTION NO. 15-307 accepting partial completion of public improvements and reducing security for South Fork Subdivision, 6<sup>th</sup> Addition
33. RESOLUTION NO. 15-308 accepting partial completion of public improvements and reducing security for Somerset Subdivision, 25<sup>th</sup> Addition
34. RESOLUTION NO. 15-309 accepting completion of MEC Interconnection 161-kV Line Construction
35. RESOLUTION NO. 15-310 approving Plat of Survey for 2257 - 240<sup>th</sup> Street (Boone County)  
Roll Call Vote: 6-0. Resolutions/Motions declared adopted/approved unanimously, signed by the Mayor, and hereby made a portion of these Minutes.

**2015/16 ANNUAL COMMISSION ON THE ARTS (COTA) GRANTS:** Moved by Goodman, seconded by Corrieri to adopt RESOLUTION NO. 15-283 approving the 2015/16 Annual Commission on The Arts (COTA) Grants.

Roll Call Vote: 5-0-1. Voting aye: Betcher, Corrieri, Goodman, Nelson, Orazem. Voting nay: None. Abstaining due to a conflict of interest: Gartin. Resolution declared adopted, signed by the Mayor, and hereby made a portion of these Minutes.

**PUBLIC FORUM:** Joe Rippetoe, 419 Pearson Avenue, Ames, spoke about the action taken by the Mayor and City Council members on March 10, 2015, to remove his request for a review of drive-thrus in Campustown from the Planning Department's program of work. Mr. Rippetoe presented a chronology of events since November 26, 2013, when the majority of the then-Council had agreed that the issue he had raised was important and had referred it to staff for review. He had been assured that a review would be done. However, on March 10, 2015, the commitment of the earlier Council was rescinded when his request was removed from the list of Planning Department referrals. Mr. Rippetoe noted that it was not put on a list to be addressed at some point in the future; it was removed entirely from future consideration. He said that he cannot find any past incidents of such actions being taken by the City Council. In addition, Mr. Rippetoe had been told that the Council had directed staff to send him a letter explaining the removal of the referral from the Planning Department's program of work; however, no such letter has ever arrived. As an individual citizen, Mr. Rippetoe believed that he did not get the same consideration as commercial developers are given. He again noted that his was the only citizen-initiated request on the list of 30, and he believes that citizen-initiated requests should receive the same treatment as developer requests.

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

**FRANCHISE UPDATE FROM ALLIANT ENERGY:** Annette Renaud, Account Manager for Alliant Energy, distributed a copy of Alliant's Annual Report for 2014 to the Mayor and City Council. Ms. Renaud specifically highlighted that Alliant had given 3,326 rebates, providing \$706,658.16 in customer rebate incentives. She also noted that Alliant is an employer and a taxpayer in the City; 94 people from Ames and the surrounding area are employed in the Ames facility. Ms. Renaud reported that Alliant's natural gas infrastructure investment last year was \$1,735,941, and Alliant is currently working on two large gas projects in Ames.

**CURBSIDE GARBAGE CONTAINER OPTIONS:** At the inquiry of Council Member Gartin, Building Official Seana Perkins advised that, from Spring 2014 to the present, there had been one complainant who had contacted the Inspections Division 11 times with 130 garbage container issues occurring on rental properties.

Ms. Perkins pointed out that the only regulation currently in the *Municipal Code* regulating refuse, garbage, and other organic waste is in Chapter 13, which is the Rental Housing Code. Therefore, staff is only able to regulate the placement of approved garbage containers on rental properties. According to Ms. Perkins, Inspections Division staff enforces violations on a complaint-only basis. If compliance is not achieved after City staff works with the property manager, a Municipal Infraction may be issued. The fine for the first offense is set by *Municipal Code* Section 5.501: \$500 for the first offense, \$750 for the second, and \$1,000 for the third. Ms. Perkins advised that the Inspections staff works hard to educate residents so that a Municipal Infraction is not necessary.

Council Member Betcher stated her concerns that the regulation only pertains to rental properties. She also advised that one of her constituents had emailed her suggesting that the City attempt to educate renters through the *Rent Smart* Web site, emphasizing the Ames Resource Recovery Plant services, and recycling opportunities.

Council Member Gartin pointed out that there was only one complainant, albeit calling Inspections 11 times with 130 issues about garbage containers. He did not feel that one complainant warranted additional regulations.

Ms. Perkins clarified that if the City receives a complaint about garbage not in a container at owner-occupied homes, the City will investigate.

Moved by Goodman, seconded by Nelson, to ask staff to look at how this regulation can be made unified across all properties, i.e., rental and owner-occupied.

*Ex officio* Member Sam Schulte requested that it be clarified in the *Code* when the 24-hour time frame actually begins.

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

Council Member Orazem felt that the fine is out of line with the actual offense.

Moved by Orazem, seconded by Goodman, to set the fine for the first offense at \$50.

City Attorney Judy Parks stated that usually the Municipal Infraction fine is uniform unless specifically called out in the *Code*.

Motion withdrawn.

Moved by Orazem to request that staff come up with a graduated fine structure.  
Motion died for lack of a second.

Moved by Orazem, seconded by Gartin, to receive information from staff regarding lowering the fine to be more in line with other Municipal Infractions.

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

**AFFORDABLE HOUSING REPLACEMENT OF 519-521 6<sup>TH</sup> STREET:** Housing Coordinator Vanessa Baker-Latimer reported that in July 2014, the City acquired three properties at 519 - 601 6<sup>th</sup> Street (formerly Ames Community Preschool). The properties were purchased with Community Development Block Grant funds. The structures on the site have now been demolished and the three lots are ready for redevelopment as affordable housing. The properties total approximately 27,000 square feet and are zoned Residential Medium-Density with a Single-Family Conservation Overlay (RM O-SFC). At its meeting of February 24, 2015, the City Council supported development of household living uses as rental housing.

Ms. Baker-Latimer reported that staff had sent meeting invitations to property owners within 200 feet of the site so as to glean their input. On March 15, 2015, staff met with four interested neighbors. According to Planning and Housing Director Kelly Diekmann, the primary concerns of the neighbors were: parking quantity and access and fearing that parking will be along the alley; affordability levels and types of households living in the units; increased traffic through the alley and through the Church parking lot to the alley; option to access the lots not using the Church entrance on 6<sup>th</sup> Street; number of units being built; appearance of duplexes vs. townhomes; and rental versus ownership housing options.

A summary of the major components proposed to be included in the RFP was given by Ms. Baker-Latimer. Discussion ensued on preferences wanted to be included in the RFP. Council Member Gartin expressed his desire to tailor this to the areas in the community that have the greatest need. According to Ms. Baker-Latimer, a lack of affordable housing for families with children was the area of greatest need. Mr. Gartin said that, given that information, all ten units should include that preference. Ms. Baker-Latimer pointed out that the affordability housing programs have typically given preference to families with children, elderly persons, and disabled persons. She noted that the Department of Housing and Urban Development (HUD) defines an individual elderly person or a disabled person as a “family;” however, students would not qualify under HUD’s definition. Ms. Baker-Latimer stated that income levels would be set and monitored by the City.

Raising the issue that parking facilities take up valuable land, Council Member Goodman asked staff to investigate and understand what the ratios are regarding the number of parking spaces/unit for affordable housing units.

Ms. Baker-Latimer reported that, in support of the development of affordable housing, the City will consider one or both of the following incentives for the selected developer, if a need is proven: (1) Offer the site at a reduced cost or no cost to the developer, and (2) Offer property tax abatement through creation of an Urban Revitalization Area consistent with the limitations of Chapter 404 of the *Code of Iowa*.

Ms. Baker-Latimer reviewed the selection criteria upon which all applications would be scored. The steps to be utilized after the preferred developer has been selected were explained by Ms. Baker-Latimer. She also outlined the proposed time frame. If directed by the City Council, staff would also proceed with a rezoning application to remove the O-SFC Overlay to allow for a development application to proceed. The rezoning would be complete prior to final selection of a developer.

Mary Jane Button-Harrison, representing the First Christian Church, voiced her concerns that the Church’s parking lot would become the parking lot for the new housing units if there is a lack of parking spaces for the units. Ms. Button-Harrison also advised that there are motorists who go the wrong way through the Church parking lot to access 6<sup>th</sup> Street; that creates a safety concern.

Moved by Gartin, seconded by Corrieri, to approve the criteria for the redevelopment of the City-owned properties at 519 - 521 6<sup>th</sup> Street in connection with the CDBG 2014/15 Acquisition/Reuse for

Affordable Housing Program and authorize staff to issue a Request for Proposals, which gives preference to families with children, and the elderly, and disabled; and direct staff to initiate rezoning of the properties from RM/O-SFC to RM.

Director Diekmann expressed his concern over including priority for the elderly and disabled because that would mean a certain type of housing would have to be built.

Moved by Goodman, seconded by Gartin, to amend the motion to state that, in addition to giving preference to families with children, preference to the elderly and disabled would also be given as long as those criteria can be integrated without impacting the design.

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

Vote on Motion, as Amended: 6-0. Motion declared carried unanimously.

**RIGHT-OF-WAY IMPROVEMENTS:** Director Diekmann advised that the City Council had directed staff on February 24, 2015, to research and prepare amendments to the *Ames Municipal Code* to require the installation of missing infrastructure at the time of development if a project is not already covered by an infrastructure installation agreement. The amendments were not to apply to single-family or two-family construction, but would apply to commercial, industrial multi-family residential, and institutional uses. Mr. Diekmann reported that staff had developed options in response to Council's direction; however, needs clarity on two issues: Industrial Sidewalk Placement and Infrastructure Triggers needed to be given.

Moved by Goodman, seconded by Corrieri, to require sidewalks in industrial areas on both sides of the street.

Council Member Goodman said that he had run the numbers for Barilla, and the costs of the installation of sidewalks compared to the total cost of the development were minimal. He emphasized that sidewalks would provide access to industrial areas for those in the community without vehicles and handicapped persons.

Council Member Orazem stated his desire to require the owner(s) whose property is located on the side where sidewalks are not required to fill in the gaps in existing infrastructure.

Vote on Motion: 2-4. Voting aye: Corrieri, Goodman. Voting nay: Betcher, Gartin, Nelson, Orazem. Motion failed.

Moved by Goodman, seconded by Orazem, to direct that sidewalks be integrated into the north and east sides of the street in the Industrial zone with criteria for exceptions.

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

Moving to Issue 2, Infrastructure Triggers, Director Diekmann asked Council to provide direction to staff on the definition of substantial improvement as it relates to additions and remodeling. Four options were presented for the Council's consideration.

City Manager Steve Schainker pointed out that, when reviewing 2014 Building Permit records, there were seven Minor Site Plan projects that were described as additions, while there were 43 properties that had Building Permits for remodeling alterations or additions in excess of \$100,000. Staff believes that while more projects are captured and gaps filled through a valuation threshold, it might lead to more customer consternation as it would apply to Building Permit projects.

Moved by Goodman, seconded by Orazem, to define “substantial improvement” as improvements valued at \$100,000 or greater.

*Ex officio* Member Schulte noted that staff might want to consider the aggregate total for the improvement to discourage property owners from breaking down the improvement into amounts less than \$100,000 and applying for successive Building Permits.

Director Diekmann noted that the City Council might want to add a hardship clause. It was understood that staff would work on the specifics of that and bring it back to the Council.

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

**ARBOR ON THE GREEN POND:** Civil Engineer Eric Cowles noted that, on January 13, 2015, the Council had referred to staff a letter from Patrick Brooks, Arbor on the Green Homeowners’ Association (HOA) President, 2881 Greensboro Circle, Ames. The letter had requested that the City assume management of the Pond via an easement, instead of the Pond being managed by the HOA. He stated that a City Neighborhood Improvement Grant had been granted in 1997 to improve the Pond and make it into a “public” space.

According to Mr. Cowles, the City currently maintains control of the storm water system upstream and downstream of the existing Pond and has made significant investments in recent years in those areas. The Pond at Moore Memorial Park was recently improved (2012/13 Flood Response and Mitigation Project and the 2009/10 Storm Water Facility Rehabilitation Project) with a new outlet structure and additional storage, including a forebay to reduce the amount of solids and nutrients that pass through the Pond. Mr. Cowles also noted that currently, the creek bank along the rear of the properties on Pinehurst Drive is under construction to stop erosion in the area.

Mr. Cowles said that, under current requirements, a subdivision would have to meet all the requirements outlined in the new Post Construction Storm Water Management Ordinance. Property owners of residential, commercial, and industrial properties are responsible for short- and long-term maintenance of all water quality practices. It was emphasized by Civil Engineer Cowles that the current condition of the Pond in regards to the extent of siltation is not known. Mr. Cowles stated that the existing pond was not developed as a required storm water management feature with the subdivision. The 1993 site plan for development of townhouses to the north shows the pond as existing and the Final Plat places the pond in Outlot A. There are no existing storm sewer connections directly into the Pond other than the pass-through flow from Moore Memorial Park, which is considered “public” water.

Patrick Brooks, 2881 Greensboro Circle, Ames, said that the Pond was built at the time of the Subdivision. He noted that the City had cooperated and participated with the Homeowner’s Association in the past to dredge the Pond.

Moved by Gartin, seconded by Orazem, to direct staff to work with Legal to draft an easement giving the City the long-term maintenance responsibilities of the existing pond.

It was clarified that if that motion passes, the City would be responsible for the dredging, or deepening of the pond should it become necessary while the HOA would retain the responsibilities of short-term care, such as, but not be limited to, mowing and general maintenance of the area and its amenities. The City would be responsible for sediment removal, and the project would need to be prioritized within the Capital Improvements Plan.

Moved by Goodman, seconded by Orazem, to amend the motion to include in the language that the easement means that the City would have the right to effectively treat the storm water, if need be.

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

Vote on Motion, as Amended: 6-0. Motion declared carried unanimously.

**LOCATION FOR AMES MUNICIPAL AIRPORT TERMINAL BUILDING AND HANGAR:**

Traffic Engineer Damion Pregitzer provided a summary of the actions taken by the City Council on February 10, 2015, and February 24, 2015. It is still the intent for Iowa State University (ISU) and the private sector to construct the hangar portion of this project during Summer 2015. Mr. Pregitzer acknowledged that that was a very aggressive schedule; however, the project is still on schedule at this time.

Mr. Pregitzer explained that a project focus group had been established to help guide the design process. That focus group is comprised of a wide range of Airport users representing all levels of business and recreational uses. The first meeting of the focus group was held on April 27, 2015, with its first and foremost task being to make a recommendation on the location of the new terminal building.

According to Mr. Pregitzer, the existing approved 2008 Airport Master Plan had anticipated that a new terminal building would be located at a central point at the southernmost point of the buildable area on Airport property. The focus group agreed with the general location reflected in the Master Plan to move the terminal building to the center of the property because of two key benefits: it allows the Fixed Based Operator staff working in the facility to have a nearly unobstructed view of the entire airside operational area (runways and taxiways) and it provides clear direction to customers where to go for services when entering the property. From the focus group discussions, the City's airport consultant engineers Bolton & Menk put together two conceptual layouts: Concept A and Concept B.

The consultants and City staff believe that Concept A is the most efficient and cost-effective design that incorporates the highest potential for future expansion. It also provides significant improvement for access to the terminal building by way of a new drop-off area. Concept B is different mainly in that it has tried to keep a south-facing orientation for the hangar building. However, by doing so, the hangar would forever be physically separate from the terminal building. Concept B also requires more paving around the buildings, rather than utilizing the existing apron areas.

Moved by Orazem, seconded by Betcher, to approve Concept A for the Airport Terminal and Hangar layout and direct staff to move forward with site design.

Vote on Motion: 5-1. Voting aye: Betcher, Corrieri, Gartin, Nelson, Orazem. Voting nay: Goodman. Resolution declared adopted unanimously, signed by the Mayor, and hereby made a portion of these Minutes.

**STORM WATER RETENTION EASEMENT AT 1515 INDIANA:** Civil Engineer Eric Cowles reported that he had been working with the Homeowners' Association, the Larsons, and the City's Legal staff to determine the best way to handle this to allow the Larsons to build a porch onto their home. This process had been going on for over a year. All had concurred that the best way to handle this was to get an individual easement on the Larson's property. If other property owners come to the City, each will be handled individually.

Moved by Goodman, seconded by Corrieri, to direct staff to secure an easement for only the property at 1515 Indiana.

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



Since there would no longer be a need for vacating an easement, the hearing that was continued on February 24, 2015, was canceled.

**HEARING ON REVISION TO MAJOR SITE DEVELOPMENT PLAN FOR OLD ORCHARD MOBILE HOME PARK:** Planner Jeff Benson explained that Grand Center, Ltd., is proposing to construct a maintenance building within its Old Orchard Manufactured Home Park (1100 block of S. 16<sup>th</sup> Street). The maintenance building is proposed to be built at 97 Peach lane near the southwest corner of the site. The property is zoned Residential Low-Density Park (RLP), which requires that the City Council approve a Major Site Development Plan revision to switch from a residential use of a lot to add the proposed maintenance building. Maintenance buildings are permitted in the RLP zone. The proposed Plan includes the one-story 1,280 square-foot maintenance building located in conformance with the setback requirements. The building is proposed to be accessed via an existing non-conforming gravel driveway from an existing gravel road to the west. According to Mr. Benson, staff has found that the proposed maintenance building does not change the compliance of the Old Orchard Major Site Development Plan with the exception of the proposed use of the current gravel driveway paving. Planner Benson told the Council that the Zoning Ordinance requires that all vehicle areas be hard-surfaced. The applicant has provided photographs documenting that the existing drive served a house that was on the site before the standard was enacted. Therefore, staff concurs that the driveway is legally non-conforming. The applicant has also submitted a letter from the project engineer stating that it is impractical to pave the driveway because it abuts an unpaved street. Staff believes, however, that it is practical to end the non-conformity and pave the existing driveway at this time, which would be consistent with general City standards for all new construction.

Discussion ensued as to whether a condition that the driveway be paved should be added to any approval of the maintenance building. Mr. Benson noted that the existing gravel road is a remnant of a county road that existed before the manufactured housing park was developed and the area was subsequently annexed. He stated that that gravel road is not likely to be paved in the foreseeable future. According to Planner Benson, the Planning and Zoning Commission, at its meeting of April 15, 2015, recommended approval of the revision to the Plan without the requirement to pave the driveway.

Mayor Campbell opened the public hearing.

Bob Holland, Bolton & Menk, representing the owner, indicated that there is no intent to improve the gravel driveway.

No one else came forward to speak, and the hearing was closed.

Moved by Gartin, seconded by Betcher, to adopt RESOLUTION NO. 15-288 approving a revision to the Major Site Development Plan for the Old Orchard Mobile Home Park to add a maintenance building, without conditions, at 97 Peach Lane.

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

**HEARING ON IOWA STATE UNIVERSITY RESEARCH PARK PHASE III - ROADWAY PAVING:** The public hearing was opened by Mayor Campbell. She closed same after no one came forward to speak.

Moved by Nelson, seconded by Betcher, to adopt RESOLUTION NO. 15-289 approving final plans and specifications and awarding a contract to Manatt's, Inc., of Brooklyn, Iowa, in the amount of \$4,607,745.60

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

**HEARING ON GRANT AVENUE (HYDE AVENUE) PAVEMENT IMPROVEMENTS:** Civil Engineer Eric Cowles advised that the lowest bid still came in over \$400,000 over the Engineer's estimate. Staff is in the process of scheduling a meeting with the developers to review the cost impacts to all parties. Additionally, staff is working with the consulting engineer to determine if there are any options to reduce costs. According to Mr. Cowles, staff prefers that the hearing be continued until the next Regular Meeting to allow the project to be further analyzed and to come up with a recommendation as to how to proceed.

The Mayor opened the public hearing.

Moved by Goodman, seconded by Corrieri, to accept the report of bids and approve final plans and specifications.

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

Moved by Goodman, seconded by Corrieri, to continue the hearing to May 26, 2015.

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

**HEARING ON 2014/15 DOWNTOWN PAVEMENT IMPROVEMENTS (5<sup>TH</sup> STREET - BURNETT AVENUE TO GRAND AVENUE)** Mr. Cowles advised that, on May 6, 2015, bids for the project were received. There was one bidder, and the amount came in over \$200,000 higher than the engineer's estimate. As a result of the bid, staff is working with the consulting engineer to determine if there are any options to reduce costs or to find alternative funding sources. Staff would like the hearing to be continued to the next Regular Meeting to allow time for staff to ascertain if there are any possible options to reduce the costs of the project.

Mayor Campbell opened the hearing.

Moved by Goodman, seconded by Betcher, to accept the report of bids, approve final plans and specifications, and to continue the hearing to May 26, 2015..

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

**HEARING ON 2013/14 AND 2014/15 RESOURCE RECOVERY SYSTEM IMPROVEMENTS (HVAC IMPROVEMENTS):** The Mayor declared the public hearing open. No one requested to speak, and Mayor Campbell closed the hearing.

Moved by Goodman, seconded by Betcher, to accept the report of no bids.

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

**HEARING ON VALVE MAINTENANCE AND RELATED SERVICES AND SUPPLIED FOR THE POWER PLANT:** The public hearing was opened by Mayor Campbell. There being no one asking to speak, the hearing was closed.

Moved by Goodman, seconded by Betcher, to accept the report of bids and delay award.

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

**ORDINANCE REVISING CHAPTER 23 OF THE *MUNICIPAL CODE* PERTAINING TO SUBDIVISIONS:** Moved by Goodman, seconded by Corrieri, to pass on first reading an ordinance

revising Chapter 23 of the *Municipal Code* pertaining to subdivisions.  
Roll Call Vote: 6-0. Motion declared carried unanimously.

**ORDINANCE PERTAINING TO CHILD RESTRAINT SYSTEMS:** Moved by Nelson, seconded by Corrieri, to pass on first reading an ordinance pertaining to child restraint systems.  
Roll Call Vote: 6-0. Motion declared carried unanimously.

**ORDINANCE REZONING PROPERTIES AT 130 SOUTH SHELDON AVENUE, 119 HAYWARD AVENUE, AND 2622 LINCOLN WAY:** Moved by Goodman, seconded by Corrieri, to pass on second reading an ordinance rezoning properties located at 130 South Sheldon Avenue, 119 Hayward Avenue, and 2622 Lincoln Way from Government-Airport (S-GA) to Campustown Service Center (CSC).  
Roll Call Vote: 6-0. Motion declared carried unanimously.

**SECONDHAND GOODS ORDINANCE:** Moved by Corrieri, seconded by Gartin, to pass on third reading and adopt the SECONDHAND GOODS ORDINANCE NO. 4214.

Council Member Betcher advised that she had been contacted by constituents who were not clear as to where collectibles would fall under Ordinance. Ms. Betcher believes that there needs to be a definition of collectibles in the Ordinance. Management Analyst Brian Phillips advised that collectibles would fall under the category of antiques, which are excluded from the Ordinance. Ms. Betcher suggested that if the intent is to exclude collectibles, that should be made clear in the Ordinance. Ms. Phillips felt that the Ordinance was clear on collectibles since an antique dealer is defined as someone who buys and sells collectible objects. City Attorney Judy Parks said that if language were added to the Ordinance at this point, the process would have to start over. Council Member Corrieri voiced her opinion that the Ordinance was clear.

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

**WATER AND SEWER RATE ORDINANCE:** Moved by Goodman, seconded by Corrieri, to pass on third reading and adopt a WATER AND SEWER RATE ORDINANCE NO. 4215.  
Roll Call Vote: 6-0. Ordinance declared adopted unanimously, signed by the Mayor, and hereby made a portion of these Minutes.

**ORDINANCE TO ALLOW SMALL PRODUCTION FACILITIES, INCLUDING MICRO BREWERIES, IN COMMERCIAL ZONES:** Moved by Goodman, seconded by Nelson, to pass on third reading and adopt ORDINANCE NO. 4216 to allow small production facilities, including micro breweries, in commercial zones.  
Roll Call Vote: 6-0. Ordinance declared adopted unanimously, signed by the Mayor, and hereby made a portion of these Minutes.

**COUNCIL COMMENTS:** Referencing the comments made by Joe Rippetoe during Public Forum, Council Member Betcher asked if there was a policy governing referrals. City Manager Schainker advised that there is not a policy; however, staff attempts to follow-up on every referral. Director Diekmann acknowledged that he did not send a letter to Mr. Rippetoe. Council Member Goodman said he now wishes that Council would have just kept Mr. Rippetoe's letter in the "parking lot."

Moved by Betcher, seconded by Goodman, to direct staff to send Mr. Rippetoe a letter explaining its removal of the referral from the list and including an except of the Minutes from that meeting as they

pertain to that referral.

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

Moved by Goodman, seconded by Gartin, to refer to staff for a memo addressing the request from Jessica and Jon Brandon for a sidewalk that connects South Dakota and Dickinson along Mortensen Road.

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

**CLOSED SESSION:** Council Member Gartin asked City Attorney Parks if there was a legal reason to go into Closed Session. Ms. Parks replied in the affirmative.

Moved by Gartin, seconded by Goodman, to hold a Closed Session, as provided by Section 21.5(1)(a) and ©, *Code of Iowa*, to discuss items pending litigation or presently in litigation.

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

The meeting resumed in Regular Session at 10:42 p.m.

Moved by Gartin, seconded by Corrieri, to direct staff to continue negotiations consistent with the Council's discussion in Closed Session.

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

**ADJOURNMENT:** Moved by Gartin, seconded by Goodman, to adjourn the meeting at 10:48 p.m.

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Diane R. Voss, City Clerk

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Ann H. Campbell, Mayor

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

AMES, IOWA

MAY 22, 2015

The Ames City Council met in Special Session at 1:05 p.m. on the 22<sup>nd</sup> day of May, 2015, in the City Council Chambers in City Hall, 515 Clark Avenue, pursuant to law with Mayor Ann Campbell presiding. Since it was impractical for all Council members to attend in person, Council Members Gloria Betcher, Tim Gartin, Matthew Goodman, Chris Nelson, and Peter Orazem were brought in telephonically. Council Member Amber Corrieri and *ex officio* Member Sam Schulte were absent.

### **CHANGE IN BID DUE DATE FOR ELECTRIC SERVICES UNIT #7 CRANE REPAIR:**

Assistant Director of Electric Services Brian Trower explained that two technical addendums had been issued recently, and a few interested bidders had requested bid extensions in order to review and process. Staff had determined that it would be in the City's best interest to extend the bid due date to allow interested bidders enough time to process the additional addenda.

At the inquiry of Council Member Nelson, Mayor Campbell stated that the previous bid due date had been May 27, 2015, and the previous award date had been June 9, 2015.

Moved by Goodman, seconded by Betcher, to adopt RESOLUTION NO. 15-315 approving a change in the bid due date for Electric Services Unit #7 Crane Repair; setting June 10, 2015, as the new bid due date and June 23, 2015, as the new date of public hearing.

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

**ADJOURNMENT:** Moved by Goodman to adjourn the meeting at 1:12 p.m.

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Diane R. Voss, City Clerk

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Ann H. Campbell, Mayor



## REPORT OF CONTRACT CHANGE ORDERS

<b>Period:</b>	<input checked="" type="checkbox"/>	1 <sup>st</sup> – 15 <sup>th</sup>
	<input type="checkbox"/>	16 <sup>th</sup> – End of Month
<b>Month &amp; Year:</b>	May 2015	
<b>For City Council Date:</b>	May 26, 2015	

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)
Public Works	Engineering Services for Grant Avenue Pavement and Utility Improvements	4	\$119,756.00	Civil Design Advantage	\$41,774.00	\$4,850.00	E. Cowles	MA
Water & Pollution Control	Special Inspections New Water Treatment Plant Contract 2	1	\$199,782.00	Terracon Consultants, Inc.	\$0.00	\$14,841.00	C. Murphy	MA
Public Works	Hauling and Related Services - RRP to Boone Co. Landfill	1	\$213,750.00	Waste Management of Ames	\$0.00	\$15,000.00	B. Schmitt	MA
Electric Services	Valve Maintenance, Testing, Repair, Replacement and Related Services and Supplies for the Power Plant	1	\$70,000.00	Allied Valve, Inc.	\$0.00	\$11,411.65	D. Kom	CB
			\$		\$	\$		
			\$		\$	\$		





CITY OF  
Ames™

*Caring People ♦ Quality Programs ♦ Exceptional Service*

# MEMO

**To:** Mayor and City Council

**From:** Diane Voss, City Clerk

**Date:** May 22, 2015

**Subject:** Item No. 4

Mayor Campbell and Mayor Pro-Tem Goodman will be absent from the June 9, 2015, Regular City Council meeting. It is, therefore, necessary to appoint an Acting Mayor for that meeting. Mayor Campbell has suggested that Council Member Orazem, who is the next-longest-serving Council member, assume the role of Mayor on June 9, 2015, and he has agreed to do so.

/drv





# MEMO

*Caring People  
Quality Programs  
Exceptional Service*

**ITEM NO.: 5 a - d**

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

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

**DATE:** May 4, 2015

**SUBJECT:** Beer Permits & Liquor License Renewal Reference City Council Agenda  
May 26, 2015

The Council agenda for May 26, 2015, includes beer permits and liquor license renewals for:

- Class B Liquor with Outdoor Service – Gateway Hotel & Conference Center, 2100 Green Hills Dr
- Class C Liquor – Old Chicago, 1610 S Kellogg Ave
- Class C Liquor – Della Viti, 323 Main St #102

A routine check of police records for the past twelve months found no violations for any of these licensees. The police department would recommend renewal of all of these licenses.

**Applicant License Application ( )**

<b>Name of Applicant:</b> <u>LJPS Inc.</u>		
<b>Name of Business (DBA):</b> <u>Olde Main Brewing Company</u>		
<b>Address of Premises:</b> <u>420 Beach Ave</u>		
<b>City</b> <u>Ames</u>	<b>County:</b> <u>Story</u>	<b>Zip:</b> <u>50010</u>
<b>Business</b>	<u>(515) 232-0553</u>	
<b>Mailing</b>	<u>PO Box 1928</u>	
<b>City</b> <u>Ames</u>	<b>State</b> <u>IA</u>	<b>Zip:</b> <u>50010</u>

**Contact Person**

<b>Name</b> Matt Sinnwell
<b>Phone:</b> (505) 400-5981 <b>Email</b> mattombc@gmail.com

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

**Term:** 5 days

**Effective Date:** 06/06/2015

**Expiration Date:** 01/01/1900

**Privileges:**

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

**Status of Business**

<b>BusinessType:</b> <u>Privately Held Corporation</u>
<b>Corporate ID Number:</b> <u>286196</u> <b>Federal Employer ID</b> <u>77-0613629</u>

**Ownership**

**Scott Griffen**

**First Name:** Scott      **Last Name:** Griffen  
**City:** Ames      **State:** Iowa      **Zip:** 50010  
**Position:** Owner  
**% of Ownership:** 50.00%      **U.S. Citizen:** **Yes**

**Daniel Griffen**

**First Name:** Daniel      **Last Name:** Griffen  
**City:** Potomac      **State:** Maryland      **Zip:** 24854  
**Position:** Owner  
**% of Ownership:** 25.00%      **U.S. Citizen:** **Yes**

**Susan Griffen**

**First Name:** Susan      **Last Name:** Griffen  
**City:** Potomac      **State:** Maryland      **Zip:** 24854  
**Position:** Owner  
**% of Ownership:** 25.00%      **U.S. Citizen:** **Yes**

**Insurance Company Information**

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

**Applicant License Application ( )**

<b>Name of Applicant:</b> <u>Roman Lynch</u>		
<b>Name of Business (DBA):</b> <u>Midnight Madness Road Races</u>		
<b>Address of Premises:</b> <u>City Lot East of Ames City Hall next to Clark Av</u>		
<b>City</b> <u>Ames</u>	<b>County:</b> <u>Story</u>	<b>Zip:</b> <u>50010</u>
<b>Business</b>	<u>(515) 233-6057</u>	
<b>Mailing</b>	<u>3720 Jewel Dr</u>	
<b>City</b> <u>Ames</u>	<b>State</b> <u>IA</u>	<b>Zip:</b> <u>50010</u>

**Contact Person**

<b>Name</b> <u>Roman Lynch</u>	
<b>Phone:</b> <u>(515) 231-9995</u>	<b>Email</b> <u>romanlynch@mchsi.com</u>

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

**Term:**5 days

**Effective Date:** 07/11/2015

**Expiration Date:** 01/01/1900

**Privileges:**

Class B Beer (BB) (Includes Wine Coolers)

Outdoor Service

**Status of Business**

<b>BusinessType:</b> <u>Privately Held Corporation</u>	
<b>Corporate ID Number:</b> <u>218543</u>	<b>Federal Employer ID</b> <u>42-1476108</u>

**Ownership**

**Roman Lynch**

**First Name:** Roman **Last Name:** Lynch

**City:** Ames **State:** Iowa **Zip:** 50010

**Position:** Director

**% of Ownership:** 100.00% **U.S. Citizen:** Yes

**Insurance Company Information**

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

**Applicant License Application ( LB0002080 )**

<b>Name of Applicant:</b> <u>Gateway Hotel and Conference</u>		
<b>Name of Business (DBA):</b> <u>Gateway Hotel and Conference Center, LLC</u>		
<b>Address of Premises:</b> <u>2100 Green Hills Dr</u>		
<b>City</b> <u>Ames</u>	<b>County:</b> <u>Story</u>	<b>Zip:</b> <u>50014</u>
<b>Business</b>	<u>(515) 331-1753</u>	
<b>Mailing</b>	<u>200 10th St., Ste 300</u>	
<b>City</b> <u>Des Moines</u>	<b>State</b> <u>IA</u>	<b>Zip:</b> <u>50309</u>

**Contact Person**

<b>Name</b> <u>Greg Peterson</u>	
<b>Phone:</b> <u>(515) 268-2211</u>	<b>Email</b> <u>gregp@gatewayames.com</u>

**Classification** Class B Liquor License (LB) (Hotel/Motel)

**Term:**12 months

**Effective Date:** 06/15/2016

**Expiration Date:**

**Privileges:**

Class B Liquor License (LB) (Hotel/Motel)

**Status of Business**

<b>BusinessType:</b> <u>Limited Liability Company</u>	
<b>Corporate ID Number:</b> <u>465157</u>	<b>Federal Employer ID</b> <u>46-4160164</u>

**Ownership**

**Friends of ISU Hotel Holdings**

**First Name:** Friends of ISU                      **Last Name:** Hotel Holdings  
**City:** Des Moines                                      **State:** Iowa                                      **Zip:** 50313  
**Position:** Partner  
**% of Ownership:** 100.00%                                      **U.S. Citizen:** Yes

**Doug Drees**

**First Name:** Doug                                      **Last Name:** Drees  
**City:** Des Moines                                      **State:** Iowa                                      **Zip:** 50313  
**Position:** Manager  
**% of Ownership:** 0.00%                                      **U.S. Citizen:** Yes

**Insurance Company Information**

<b>Insurance Company:</b> <u>General Casualty</u>	
<b>Policy Effective Date:</b>	<b>Policy Expiration</b>

**Bond Effective**

**Dram Cancel Date:**

**Outdoor Service Effective**

**Outdoor Service Expiration**

**Temp Transfer Effective**

**Temp Transfer Expiration Date:**

**COUNCIL ACTION FORM**

**SUBJECT: ENCROACHMENT PERMIT FOR BRICK AT 2402-2408 LINCOLN WAY**

**BACKGROUND:**

Gibbs Harris Partnership has requested an encroachment permit to allow brick to encroach over the City right-of-way.

The proposed encroachment is for 4 inches of brick that will project out from the building on both the north and east sides. The east side is 49 feet long and the north side is 111 feet long. The encroachment of the brick 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 \$53.33, 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 brick.



APPLICATION FOR ENCROACHMENT PERMIT

An Encroachment Permit approved by the Ames City Council is required for anything of a "fixed character" which is "upon, over or under" the surface of any "street, alley or sidewalk."

Address of Encroachment: 2402 - 2408 LINCOLN WAY

Type of Encroachment: 4" OF BRICK, USED TO REPAIR EXTERIOR WALL  
(If the encroachment is a sign, please apply for a sign permit through the Inspections Division).

Name of Applicant: GIBBS HARRIS PARTNERSHIP

Address: 4400 - 199 STREET, AMES 50014

Applicant's Home Phone: 515-203-0325 Work or Cell Phone: \_\_\_\_\_

Owner of Building: GIBBS HARRIS PARTNERSHIP

Owner's Address: 4400 - 199 STREET, AMES 50014

Owner's Home Phone: 515-203-0325 Work or Cell Phone: \_\_\_\_\_

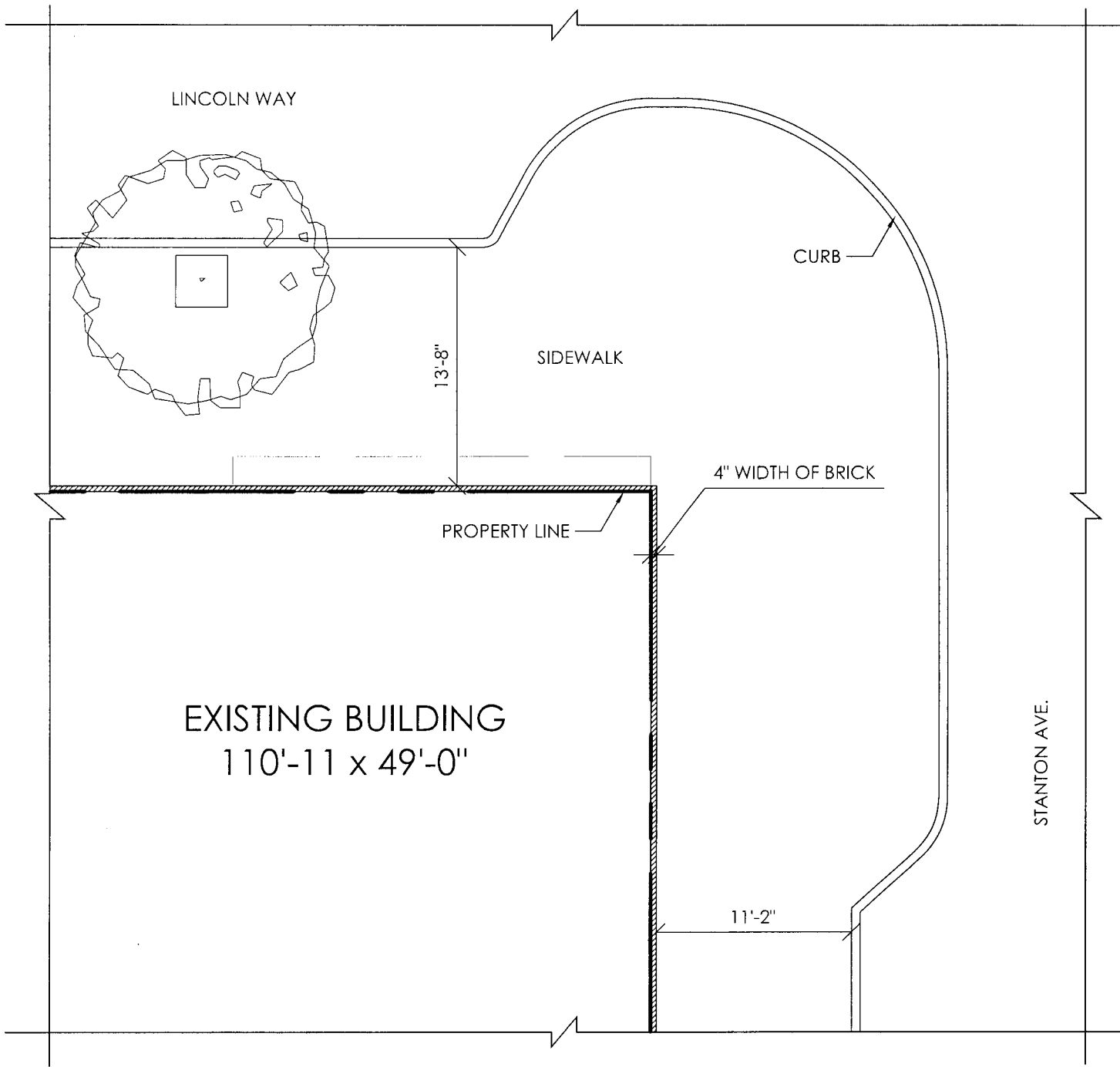
These items must be submitted with your application prior to approval of the permit:

1. An Encroachment Permit Agreement approved as to form by the City Attorney and signed by the owner of the building where the encroachment will occur. (Obtained from the City Clerk's Office).
2. A sketch of the encroaching item (i.e., sign, canopy, awning, etc.) drawn to scale.
3. A sketch showing the placement of the encroaching item on the property.
4. An insurance certificate with comprehensive general liability coverage in an amount of not less than \$500,000 combined single limit naming the City of Ames as an additional insured on the policy. Said certificate must be accompanied with a copy of Endorsement CG 2013.
5. A fee to be determined by the City's Building Official. The fee is \$1.00 per square foot of the encroachment or a minimum of \$25.00.

Applicant's Signature: Monte Dill

Owner's Signature (If different): \_\_\_\_\_






# SITE PLAN

SCALE: 1/8" = 1'-0"



[FILE NAME] 0000A1	[CONTENTS] SITE PLAN	[DATE] 05-20-15	<b>CRANFORD FACADE</b> <b>M. GIBBS, M. ALGER, D. HARRIS</b> <b>2402-2408 LINCOLN WAY</b>	 <b>Benjamin Design Collaborative, P.C.</b> 401 Clark Avenue, Suite 200, Ames, IA 50010 Phone - 515-232-0888 Fax - 515-232-0882 www.benjamin-design.com
[SHEET NO.] A1 of 1		[PROJ. NO.] 21510		

ITEM # 10  
DATE 05-26-15

**COUNCIL ACTION FORM**

**SUBJECT: ENCROACHMENT PERMIT FOR SIGN AT 2810-2812 WEST STREET**

**BACKGROUND:**

West Street Deli has requested an encroachment permit to allow a new sign to encroach over the City right-of-way.

The proposed sign is 3.05 square feet and will project approximately 3.3 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.



## APPLICATION FOR ENCROACHMENT PERMIT

An Encroachment Permit approved by the Ames City Council is required for anything of a "fixed character" which is "upon, over or under" the surface of any "street, alley or sidewalk."

Address of Encroachment: 2810-2812 WEST STREET

Type of Encroachment: BLADE SIGN  
(If the encroachment is a sign, please apply for a sign permit through the Inspections Division).

Name of Applicant: WEST STREET DECI, INC

Address: 2810-2812 WEST ST, P.O. Box 1905, AMES, IA 50010

Applicant's Home Phone: 515 232-8893 Work or Cell Phone: 515 290-7280

Owner of Building: MOTHER LODGE ENTERPRISES, INC

Owner's Address: 3213 WEST ST AMES, IA 50014

Owner's Home Phone: 515 291-7000 JOE Work or Cell Phone: 515 290-7719 DAVE

These items must be submitted with your application prior to approval of the permit:

1. An Encroachment Permit Agreement approved as to form by the City Attorney and signed by the owner of the building where the encroachment will occur. (Obtained from the City Clerk's Office).
2. A sketch of the encroaching item (i.e., sign, canopy, awning, etc.) drawn to scale.
3. A sketch showing the placement of the encroaching item on the property.
4. An insurance certificate with comprehensive general liability coverage in an amount of not less than \$500,000 combined single limit naming the City of Ames as an additional insured on the policy. Said certificate must be accompanied with a copy of Endorsement CG 2013.
5. A fee to be determined by the City's Building Official. The fee is \$1.00 per square foot of the encroachment or a minimum of \$25.00.

Applicant's Signature: Don Sprenner, Pres

Owner's Signature (If Different): David Blumby, Secy/Treas



CITY OF  
**Ames**<sup>™</sup>  
INSPECTIONS

**SIGN PERMIT APPLICATION**

Fire/Inspections Division  
515 Clark Ave, Room 205, Ames, IA 50010  
515-239-5153 FAX 515-239-5261  
www.cityofames.org/inspections

Project Address 2810-2812 WEST STREET

Applicant is:  Property Owner  Tenant  Contractor

Name WEST STREET DELI, INC Phone (515) 290-7280

Company BRUCE RUNNER Email \_\_\_\_\_

Mailing Address P.O. Box 1905, AMES, IA 50010-1905

If contractor, provide property owner/tenant name \_\_\_\_\_

If contractor, provide State of Iowa Contractor Registration No. \_\_\_\_\_

Type of Sign:  Ground  Wall  Awning and Canopy  Portable  Other \_\_\_\_\_

Permanent sign  Temporary sign

Electronic Message:  Yes  No (Flashing signs are prohibited)

Illuminated:  Yes  No

Illumination:  Internal  External (If external, attach lighting specifications including lumens)

New electrical:  Yes  No (Permit required for new electrical)

Distance between faces: 22" (30 inches or greater, include both faces for sq footage)

Square footage (per each face): 11.2

Height above grade (top of sign): 17' Height above grade (bottom of sign): 14'

Setback from property line: NA (ground signs only)

Applicant Signature *Bruce Runner* Date 5/20/15

Owner Signature *[Signature]* Date \_\_\_\_\_

\*Signature is required to process this permit

**FOR OFFICE USE**

Fee:  \$63.85 Non-Illuminated  \$90.65 Illuminated  No Permit Needed

IDOT approval required?  Yes  No

Flood Plain Development Permit Required:  Yes  No Zoning District: NC

Encroachment Permit required?  Yes  No

Approved by \_\_\_\_\_ Date \_\_\_\_\_ Permit No \_\_\_\_\_

- Sign permit approved, pending approval of encroachment permit.  
5/21/15  
SM

# PROOF

ATTENTION! It is your responsibility to read and check this proof carefully and thoroughly. By approving this proof, you are accepting all responsibility for undetected errors. Changes made to the proof may result in delays and additional costs. If proof is not approved within 30 days, the customer may be charged for creative time. This design is the sole property of Sign Pro. Any duplication in whole or in part without the express written consent of Sign Pro is strictly prohibited.

Order Date:  
05/05/15

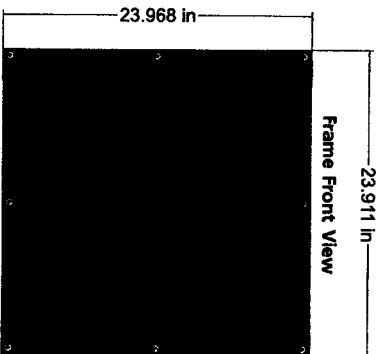
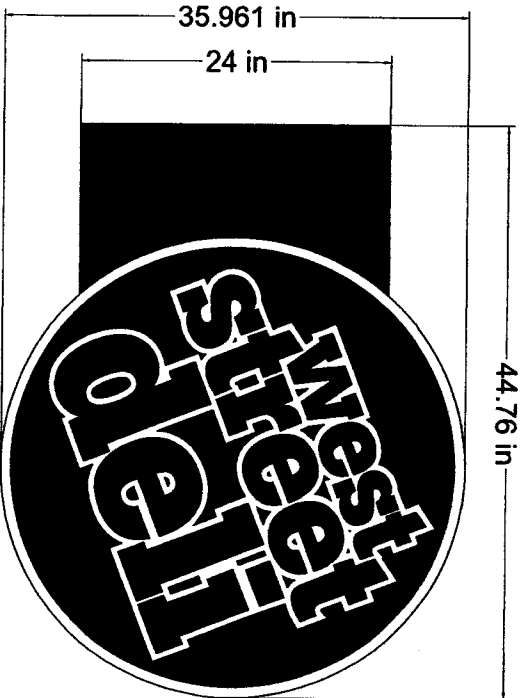
Customer:  
West Street Deli

Ordered by:  
Drew

Job #:

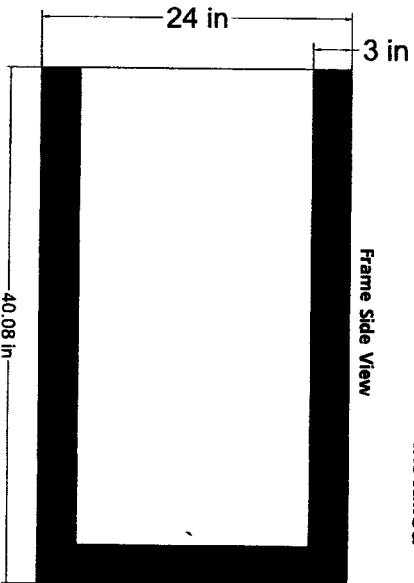
Due Date:

## JOB NOTES

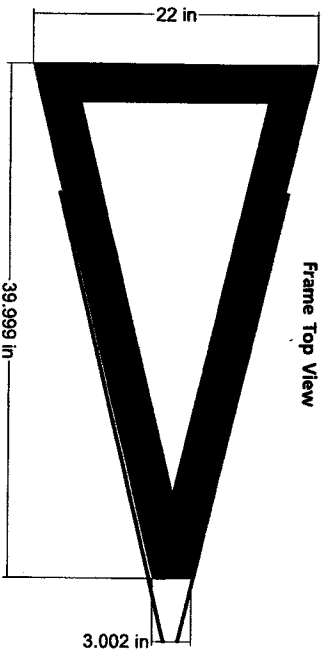


Frame Front View

Qty: 1  
36"x44.8" dibond blade sign  
Inkjet print on 3165RA w/laminate  
2 sided with cut to shape 36" circle  
Installed



Frame Side View



Frame Top View



619 S. 4th Street  
Ames, Iowa 50010  
515-232-4500 • SignProAmes.com

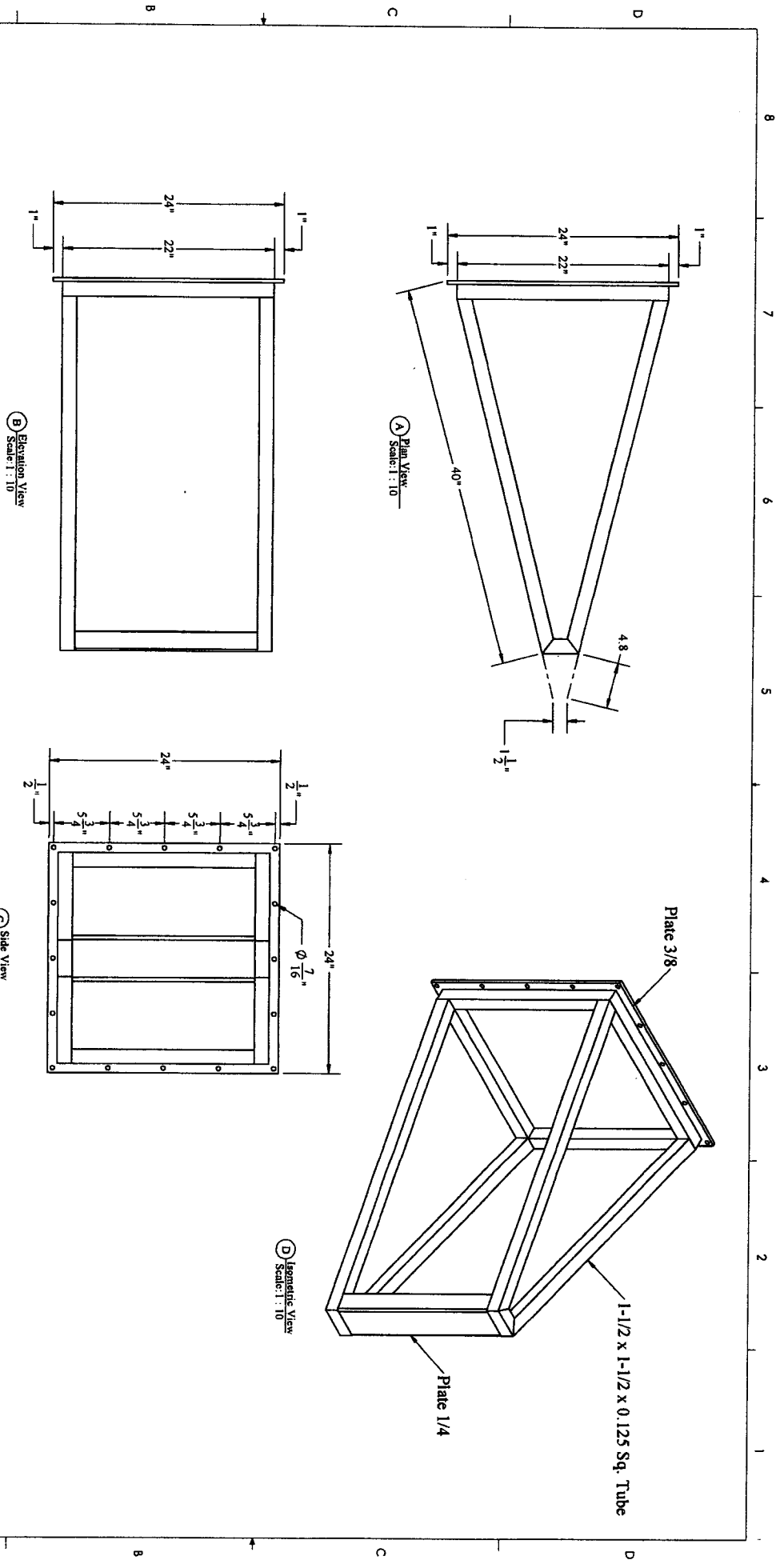
PAGE 1/1

DESIGN: \_\_\_\_\_ 1hr

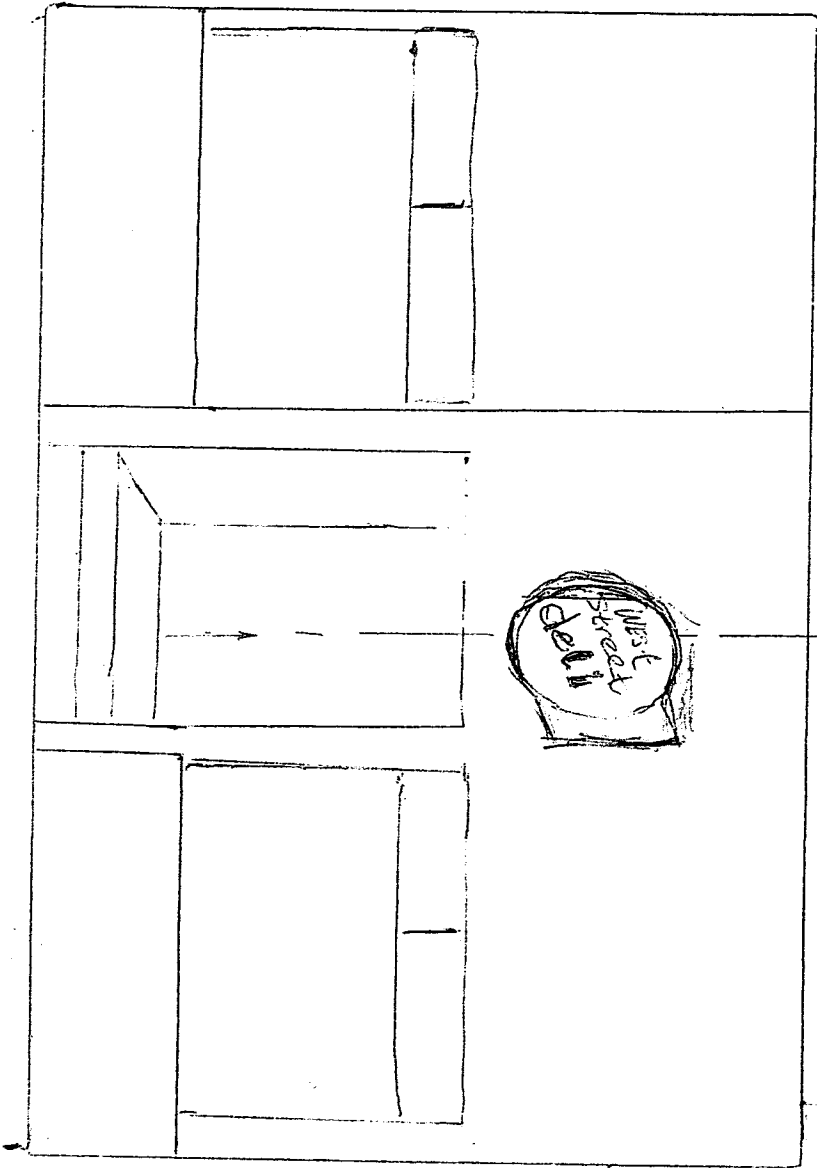
PRODUCTION: \_\_\_\_\_

INSTALL: \_\_\_\_\_

CUSTOMER CALLED: \_\_\_\_\_



<p><b>PROHIBITARY AND CONFIDENTIAL</b></p> <p>THE ORIGINAL COPY CONTAINED IN THIS DRAWING IS THE SOLE PROPERTY OF SARGENT METAL FABRICATING. ANY REPRODUCTION IN PART OR AS A WHOLE WITHOUT THE WRITTEN PERMISSION OF SARGENT METAL FABRICATING IS PROHIBITED.</p>		<p><b>UNLESS OTHERWISE SPECIFIED:</b></p> <p>DIMENSIONS ARE IN INCHES</p> <p>TOLERANCES:</p> <p>FRACTIONS: ± 1/16" CHG ± BEND ± 1/16"</p> <p>ANGLES: ± 1/4°</p> <p>TWO PLACE DECIMAL: ± 0.01</p> <p>THREE PLACE DECIMAL: ± 0.001</p>	
Rev. 1		DATE	NAME
Rev. 2		5-18-15	ZTA
Rev. 3			JA
Rev. 4			
Rev. 5			
Rev. 6			
<p><b>SARGENT METAL FABRICATING</b></p> <p>650 ARRASWIRTH TRAIL</p> <p>AMES, IA 50010-9022</p> <p>(515)-232-1535</p>		<p><b>West Street Deli Sign</b></p> <p>Sign Pro</p> <p>Ames, IA</p>	
<p>SIZE: <b>B</b></p> <p>DWG. NO.: <b>SB-3</b></p> <p>SCALE: 1:10</p> <p>WEIGHT: 36.6736</p>		<p>REVISIONS:</p> <p>REV: <b>0</b></p> <p>SHEET 1 OF 1</p>	



CENTERED  
ABOVE COVE  
ENTRANCE

**COUNCIL ACTION FORM**

**SUBJECT:** APPROVAL OF 2015-16 PAY PLAN

**BACKGROUND:**

Each year the City Council approves a Pay Plan that specifies pay ranges and steps for the City's work force. The attached 2015-2016 Pay Plan reflects negotiated wage settlements with the five bargaining units shown below, as well as a 2.25% scale increase for merit employee job classifications. Actual salary increases for merit employees are performance based and are established by two factors – each individual's performance rating, and positioning within the salary ranges for each grade. Each merit job grade has a minimum, midpoint and maximum within the pay plan. These are shown on both an annual and hourly basis. Funding for the various salaries was previously approved by Council in the 2015/16 Adopted Budget.

The bargaining units' respective across-the-board settlements are 2.25% for IUOE-Blue Collar (E Pay Plan), 2.5% for IBEW-Electric Distribution (H Pay Plan), 2.25% for IUOE-Electric Production (I Pay Plan), 2.25% for IAFF-Fire (G Pay Plan), and 2.5% for PPME-Police (F Pay Plan). Unclassified job categories are adjusted proportionally with merit or union employees or the relevant labor market. The statutory minimum wage is included as the scale minimum for temporary Unclassified Laborers and Office Workers.

Also included in the Pay Plan is an alphabetical listing of every approved classification in the City of Ames. This listing includes the unique code for each position, the EEO (Equal Employment Opportunity) code, the FLSA (Fair Labor Standards Act) exemption code, and the pay grade. Pay grades for merit employees range from grade 51 to 96.

**ALTERNATIVES:**

1. Approve the attached 2015-2016 Pay Plan.
2. Do not approve the 2015-2016 Pay Plan.

**MANAGER'S RECOMMENDED ACTION:**

The Pay Plan document formally establishes pay ranges and steps for City positions.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby approving the 2015-2016 Pay Plan.



# PAY PLAN

## CITY OF AMES



2015 - 2016

**UNCLASSIFIED CLASSES**  
**Effective 7/1/15**

<b><u>CODE</u></b>	<b><u>CLASSIFICATION</u></b>	<b><u>MINIMUM</u></b>	<b><u>MIDPOINT</u></b>	<b><u>MAXIMUM</u></b>
1116	Co-op	15.6020	17.5379	19.4736
1311	Transit Driver	11.9600	12.9900	14.0100
2206	Community Safety Officer Coordinator	17.4600		
2209	Community Safety Officer	16.6287		
2204	Public Safety Quality Assurance Coordinator	16.0000	18.4000	20.8000
2228	Property/Evidence Technician	16.0000	18.4000	20.8000
2229	Lead Property/Evidence Technician	17.5000	20.4450	23.3900
2230	Mental Health Advocate	16.2600	20.5800	24.9000
2310	Animal Control Attendant	12.0400	14.0400	16.0400
2311	Animal Control Officer	16.2600	19.3300	22.4000
5142	Water/Wastewater Laboratory Aide	12.5154	14.4589	16.4023
9403	Unclassified Laborer	7.2500	11.6457	16.0414
9404	Unclassified Skilled Laborer	15.7611	22.1433	28.5257
9405	Office Worker	7.2500	11.6457	16.0414
9407	Technical Assistant	13.7620	16.4671	19.1721
9450	Temporary Manager	27.7928	40.7298	53.6668

**C PAY PLAN**  
**Effective 7/1/15**

<u>PAY GRADE</u>	<u>PAY PERIOD</u>	<u>MINIMUM</u>	<u>MIDPOINT</u>	<u>MAXIMUM</u>
51	Annual Hourly	28,774 13.8339	33,077 15.9028	37,380 17.9713
52	Annual Hourly	30,475 14.6515	35,366 17.0032	40,256 19.3542
53	Annual Hourly	32,405 15.5794	37,857 18.2008	43,309 20.8218
54	Annual Hourly	34,587 16.6285	40,709 19.5718	46,832 22.5156
55	Annual Hourly	37,020 17.7981	43,910 21.1106	50,803 24.4245
56	Annual Hourly	39,758 19.1148	47,519 22.8458	55,277 26.5757
57	Annual Hourly	42,864 20.6078	51,614 24.8146	60,364 29.0213
58	Annual Hourly	46,359 22.2880	56,242 27.0396	66,125 31.7910
59	Annual Hourly	50,301 24.1835	61,470 29.5529	72,639 34.9227
60	Annual Hourly	54,773 26.3333	67,425 32.4159	80,077 38.4988
61	Annual Hourly	59,832 28.7654	74,203 35.6749	88,573 42.5834
62	Annual Hourly	65,593 31.5353	81,922 39.3856	98,250 47.2356
62*	Annual Hourly	65,594 22.5254	81,922 28.1326	98,250 33.7397
63	Annual Hourly	72,136 34.6811	90,743 43.6268	109,349 52.5719
90	Annual Hourly	66,710 32.0721	80,440 38.6734	94,168 45.2732
91	Annual Hourly	72,875 35.0364	88,519 42.5573	104,159 50.0767
92	Annual Hourly	79,891 38.4095	97,713 46.9775	115,534 55.5456
93	Annual Hourly	87,857 42.2391	108,224 52.0309	128,590 61.8223
94	Annual Hourly	96,915 46.5940	120,237 57.8064	143,556 69.0177
95	Annual Hourly	107,267 51.5708	134,011 64.4285	160,753 77.2853

**D PAY PLAN**  
**Effective 7/1/15**

<u>PAY GRADE</u>	<u>PAY PERIOD</u>	<u>MINIMUM</u>	<u>MIDPOINT</u>	<u>MAXIMUM</u>
64	Annual	79,573	100,823	122,075
	Hourly	38.2565	48.4730	58.6902
65	Annual	88,069	112,383	136,695
	Hourly	42.3413	54.0305	65.7191
66	Annual	97,830	125,708	153,583
	Hourly	47.0338	60.4367	73.8380
96	Annual	119,150	149,878	180,608
	Hourly	57.2837	72.0570	86.8309

**E PAY PLAN**  
**IUOE Blue Collar Unit**  
**Effective 7/1/15**

<u>HTE</u>	<u>CLASS</u>		<u>STEP A (START)</u>		<u>STEP B (18 MOS)</u>		<u>STEP C (48 MOS)</u>	
	<u>CODE</u>	<u>TITLE</u>	<u>Annual</u>	<u>Hourly</u>	<u>Annual</u>	<u>Hourly</u>	<u>Annual</u>	<u>Hourly</u>
300	141	Meter Reader	39,291.20	18.89	44,553.60	21.42	52,416.00	25.20
302	142	Senior Meter Reader	41,225.60	19.82	46,467.20	22.34	56,908.80	27.36
304	1110	Engineering Technician I	37,481.60	18.02	42,411.20	20.39	49,961.60	24.02
306	1111	Engineering Technician II	40,664.00	19.55	47,236.80	22.71	54,184.00	26.05
308	1131	Traffic Signal Technician	See page 5					
309	1134	Traffic Signal Technician Lead	See page 5					
310	1222	Plumbing Inspector	50,856.00	24.45	57,491.20	27.64	67,308.80	32.36
312	1223	Electrical Inspector	50,856.00	24.45	57,491.20	27.64	67,308.80	32.36
313	1228	Community Codes Liaison	50,856.00	24.45	57,491.20	27.64	67,308.80	32.36
314	1225	Housing Inspector	50,856.00	24.45	57,491.20	27.64	67,308.80	32.36
315	1226	Building & Zoning Inspector	50,856.00	24.45	57,491.20	27.64	67,308.80	32.36
316	1311	Transit Driver (Full-time)*	34,195.20	16.44	40,393.60	19.42	48,484.80	23.31
318	1311	Transit Driver (PT 20 hrs)*		14.05		17.12		18.51
320	1318	Lane Worker	29,224.00	14.05	35,609.60	17.12	38,500.80	18.51
321	1307	Lead Lane Worker	30,680.00	14.75	37,440.00	18.00	40,435.20	19.44
322	1322	Mechanic Assistant	40,851.20	19.64	46,425.60	22.32	54,579.20	26.24
323	1322	Mechanic Assistant (CyRide)	39,353.60	18.92	46,425.60	22.32	54,579.20	26.24
325	1323	Mechanic (CyRide)	47,112.00	22.65	51,958.40	24.98	61,089.60	29.37
327	1324	Lead Mechanic (CyRide)	49,420.80	23.76	54,579.20	26.24	64,043.20	30.79
328	5112	Water Plant Operator	51,688.00	24.85	58,593.60	28.17	68,806.40	33.08
329	5111	Plant Maintenance Specialist	48,713.60	23.42	55,224.00	26.55	65,041.60	31.27
330	5130	Water Utility Locator	47,112.00	22.65	53,310.40	25.63	62,878.40	30.23
332	5131	Water Meter Repair Worker	44,636.80	21.46	50,668.80	24.36	59,571.20	28.64
334	5140	Water/PC Lab Technician	41,912.00	20.15	46,841.60	22.52	54,433.60	26.17
336	5141	Water/PC Lab Analyst	51,688.00	24.85	58,593.60	28.17	68,806.40	33.08
337	5115	Water Plant Asst. Operator	See page 5					
337	5212	WPC Plant Asst. Operator	See page 5					
338	5213	WPC Plant Operator	51,688.00	24.85	58,593.60	28.17	68,806.40	33.08
339	5220	Res. Rec. Lead Operator	48,651.20	23.39	55,182.40	26.53	64,833.60	31.17
340	5221	Res. Rec. Maint. Operator	46,404.80	22.31	52,603.20	25.29	61,651.20	29.64
342	5411	Plant Maintenance Operator	51,688.00	24.85	58,593.60	28.17	68,806.40	33.08
343	5412	Process Maintenance Worker	See page 6					
344	6112	Maintenance Worker	See page 6					
346	6113	Senior Maintenance Worker	45,344.00	21.80	51,376.00	24.70	60,361.60	29.02
348	6114	Parks Maintenance Specialist	45,988.80	22.11	48,547.20	23.34	56,763.20	27.29
350	6121	Building Maint. Specialist	44,636.80	21.46	50,668.80	24.36	59,571.20	28.64
352	6151	Truck Driver	35,110.40	16.88	39,707.20	19.09	46,716.80	22.46
354	6152	Senior Heavy Equipment Oper.	47,652.80	22.91	50,668.80	24.36	59,571.20	28.64
356	6153	Heavy Equipment Operator	43,388.80	20.86	46,155.20	22.19	54,225.60	26.07
358	1137	Traffic Technician	See page 5					
359	6117	W&PC Maint. Tech. I	See page 6					
360	6118	W&PC Maint. Tech. II	See page 6					
362	6111	Laborer	See page 5					
364	1319	Service Worker	See page 5					
366	6163	Custodian	See page 5					
370	1326	Fleet Technician	See page 5					
371	1328	Lead Fleet Technician	53,976.00	25.95	57,324.80	27.56	67,496.00	32.45
372	6154	Res. Rec. Equipment Operator	45,344.00	21.80	51,376.00	24.70	60,361.60	29.02
724	6119	RRP Maint. Tech. I	See page 6					
726	6120	RRP Maint. Tech. II	See page 6					

**E PAY PLAN  
IUOE Blue Collar Unit  
Effective 7/1/15**

<u>HTE</u>	<u>CLASS</u>		<u>STEP A (START)</u>		<u>STEP B (30 MOS)</u>	
	<u>CODE</u>	<u>TITLE</u>	<u>Annual</u>	<u>Hourly</u>	<u>Annual</u>	<u>Hourly</u>
362	6111	Laborer	35,027.20	16.84	41,204.80	19.81
364	1319	Service Worker	37,169.60	17.87	43,867.20	21.09
366	6163	Custodian	33,696.00	16.20	39,603.20	19.04

<u>HTE</u>	<u>CLASS</u>		<u>Annual</u>	<u>Hourly</u>
	<u>CODE</u>	<u>TITLE</u>		
308	1131	Traffic Signal Technician		
		Step A (Start)	48,776.00	23.45
		Step B (12 months)	51,396.80	24.71
		Step C (24 months)	55,827.20	26.84
		Step D (48 months)	59,363.20	28.54
309	1134	Traffic Signal Technician Lead		
		Step A (Start)	51,272.00	24.65
		Step B (12 months)	55,515.20	26.69
		Step C (24 months)	59,800.00	28.75
		Step D (48 months)	62,296.00	29.95
358	1137	Traffic Technician		
		Step A (Start)	40,684.80	19.56
		Step B (12 months)	44,116.80	21.21
		Step C (24 months)	47,465.60	22.82
		Step D (48 months)	54,225.60	26.07
337	5212	WPC Plant Assistant Operator		
		Step A (Start)	45,344.00	21.80
		Step B (within 8 months) Grade I certificate	48,505.60	23.32
		Step C (within 24 months) 21 CEU's directly related to wastewater treatment	51,688.00	24.85
337	5115	Water Plant Assistant Operator		
		Step A (Start)	45,344.00	21.80
		Step B (within 8 months) Grade I certificate	48,505.60	23.32
		Step C (within 24 months) 21 CEU's directly related to water treatment	51,688.00	24.85
370	1326	Fleet Technician		
		Step A - 4 ASE tests	51,376.00	24.70
		Step B - 7 ASE tests (within 1 year)	55,640.00	26.75
		Step C - 10 ASE tests (within 2 years)	59,904.00	28.80
		Step D - ASE certified (within 3 years)	64,335.20	30.94

**E PAY PLAN  
IUOE Blue Collar Unit  
Effective 7/1/15**

<u>HTE</u>	<u>CLASS CODE</u>	<u>TITLE</u>	<u>STEP A (START)</u>	<u>STEP B (6 MOS)</u>	<u>STEP C (12 MOS)</u>	<u>STEP D (18 MOS)</u>	<u>STEP E (24 MOS)</u>	<u>STEP F (36 MOS)</u>	<u>STEP G (48 MOS)</u>
343	5412	Process Maintenance Worker Annual Hourly	39,083.20 18.79	40,976.00 19.70	43,201.60 20.77	44,720.00 21.50	46,612.80 22.41	48,505.60 23.32	50,398.40 24.23
344	6112	Maintenance Worker Annual Hourly	39,145.60 18.82		40,206.40 19.33		41,704.00 20.05		49,025.60 23.57
359	6117	W&PC Maint. Tech. I Annual Hourly					45,656.00 21.95*		53,019.20 25.49
360	6118	W&PC Maint. Tech. II Annual Hourly							60,361.60 29.02
724	6119	RRP Maint. Tech. I Annual Hourly					49,961.60 24.02*	51,854.40 24.93*	53,726.40 25.83*
726	6120	RRP Maint. Tech. II Annual Hourly						58,489.60 28.12*	60,361.60 29.02*

\*must also have successfully completed required skill block to be eligible for this rate

**F PAY PLAN  
PPME - Police  
Effective 7/1/15**

<u>HTE</u>	<u>CLASS CODE</u>	<u>TITLE</u>	<u>STEP A (START)</u>	<u>STEP B (18 MOS)</u>	<u>STEP C (36 MOS)</u>
400	2308	Animal Control Clerk	38,116 18.3250	45,705 21.9735	
402	131	Parking Meter Attendant	34,180 16.4327	36,194 17.4010	43,443 20.8861
403	2207	Lead Police Records Clerk	40,021 19.2409	43,945 21.1274	52,367 25.1764
404	2208	Police Records Clerk	38,116 18.3250	41,851 20.1207	49,874 23.9779
416	2201	Public Safety Lead Dispatcher	44,254 21.2760	46,412 22.3135	53,499 25.7207
406	2202	Public Safety Dispatcher	41,387 19.8976	43,382 20.8567	50,144 24.1077
408	2212	Police Officer	49,970 24.1401	54,690 26.4203	65,226 31.5101
412	2311	Animal Control Officer	36,197 17.4024	39,250 18.8702	48,648 23.3885

Step A = 0 through 18 months  
 Step B = 19 through 36 months, or 19 months plus  
 Step C = 37 months plus



**G PAY PLAN  
IAFF - Fire  
Effective 7/1/15**

<u>HTE</u>	<u>CLASS CODE</u>	<u>TITLE</u>	<u>STEP A</u>	<u>STEP B</u>	<u>STEP C</u>	<u>STEP D</u>
504	2111	Firefighter	45,094 15.4855	49,404 16.9659	59,148 20.3120	64,661 22.2051
506	2112	Fire Lieutenant	71,666 24.6107			
508	2114	Fire Inspector	78,713 37.8429			

Step A = 0 through 18 months  
 Step B = 19 months  
 Step C = 37 months  
 Step D = 60 months (see also Section 16.3)

Effective July 1, 2004, the City will combine incentive pay (First Responder - .7%, Instructor I - .7%, and DMACC classes - 1.7% for a total of 3.1%) and add to Firefighter Step D, Fire Lieutenant, and Fire Inspector pay scale.

**H PAY PLAN  
IBEW  
Effective 7/1/15**

<u>HTE</u>	<u>CLASS CODE</u>	<u>TITLE</u>	<u>Annual</u>	<u>Hourly</u>
600	171	Storekeeper	44,574.40	21.43
602	711	Records and Materials Specialist	56,638.40	27.23
604	4209	Substation Electrician Assistant	63,419.20	30.49
606	4210	Underground Electric Serviceworker	60,424.00	29.05
608	4211	Groundswoker	55,577.60	26.72
610	4212	Truck Driver/Groundswoker	60,424.00	29.05
612	4213	Electric Serviceworker	64,916.80	31.21
614	4215	Electric Lineworker	74,817.60	35.97
616	4218	Substation Electrician	74,817.60	35.97
618	4221	Electric Line Foreman	79,268.80	38.11
620	4231	Electric Meter Repair Worker	64,521.60	31.02
622	4311	Electrical Engineering Assistant	61,776.00	29.70
624	4312	Electrical Engineering Technician	80,516.80	38.71
626	6126	Substation Foreman	79,268.80	38.11
628	4214	Apprentice Electric Lineworker		
		A. 1st twelve months/2000 hrs. (60%)	44,886.40	21.58
		B. 2nd twelve months/2000 hrs. (70%)	52,374.40	25.18
		C. 3rd twelve months/2000 hrs. (80%)	59,862.40	28.78
		D. 4th twelve months/1000 hrs. (90%)	67,329.60	32.37
630	4217	Apprentice Substation Electrician		
		A. 0 - 1000 hours (65%)	48,630.40	23.38
		B. 1000 - 2000 hours (70%)	52,374.40	25.18
		C. 2000 - 3000 hours (75%)	56,118.40	26.98
		D. 3000 - 4000 hours (80%)	59,862.40	28.78
		E. 4000 - 5000 hours (85%)	63,585.60	30.57
		F. 5000 - 6000 hours (90%)	67,329.60	32.37
632	4230	Apprentice Electric Meter Repair Worker		
		A. 0 - 1000 hours (75%)	48,401.60	23.27
		B. 1000 - 2000 hours (80%)	51,625.60	24.82
		C. 2000 - 3000 hours (85%)	54,849.60	26.37
		D. 3000 - 4000 hours (90%)	58,073.60	27.92

The above listed wage rates for apprentices are based on percentages of journeymen rates as set out in the respective apprentice agreements. Progression within the apprentice classifications is contingent upon training and outside coursework plus meeting the requirements set out in the apprenticeship agreement.

**I PAY PLAN  
IUOE - Power Plant  
Effective 7/1/15**

<u>HTE</u>	<u>CLASS CODE</u>	<u>TITLE</u>	<u>Annual</u>	<u>Hourly</u>
700	4110	Lead Coal Handler	65,582.40	31.53
702	4111	Coal Handler		
		1st 6 months	46,758.40	22.48
		2nd 6 months	49,878.40	23.98
		3rd 6 months	56,160.00	27.00
		Thereafter	62,462.40	30.03
704	4112	Power Plant Auxiliary Operator		
		1st 6 months	54,433.60	26.17
		2nd 6 months	57,865.60	27.82
		3rd 6 months	61,235.20	29.44
		4th 6 months	64,708.80	31.11
		Thereafter	68,120.00	32.75
706	4113	Power Plant Fireworker		
		5th 6 months	69,014.40	33.18
		6th 6 months	72,072.00	34.65
		Thereafter	74,318.40	35.73
708	4114	Power Plant Operator		
		7th 6 months	77,064.00	37.05
		Thereafter	79,456.00	38.20
709	4117	Environmental Instrument & Control Technician		
		1st 6 months	61,360.00	29.50
		2nd 6 months	65,520.00	31.50
		3rd 6 months	69,617.60	33.47
		4th 6 months	73,590.40	35.38
		5th 6 months	77,750.40	37.38
		6th 6 months	80,204.80	38.56
		Thereafter	82,014.40	39.43
709	4118	Instrument & Control Technician		
		1st 6 months	61,360.00	29.50
		2nd 6 months	65,520.00	31.50
		3rd 6 months	69,617.60	33.47
		4th 6 months	73,590.40	35.38
		5th 6 months	77,750.40	37.38
		6th 6 months	80,204.80	38.56
		Thereafter	82,014.40	39.43

**I PAY PLAN  
IUOE - Power Plant  
Effective 7/1/15**

<u>HTE</u>	<u>CLASS CODE</u>	<u>TITLE</u>	<u>Annual</u>	<u>Hourly</u>
714	4122	Power Plant Maintenance Foreman	82,014.40	39.43
716	4124	Power Plant Maintenance Worker		
		1st 6 months	42,016.00	20.20
		2nd 6 months	44,969.60	21.62
		3rd 6 months	50,523.20	24.29
		Thereafter	57,116.80	27.46
718	4125	Power Plant Maintenance Mechanic		
		1st 6 months	56,513.60	27.17
		2nd 6 months	60,049.60	28.87
		3rd 6 months	63,606.40	30.58
		4th 6 months	67,100.80	32.26
		Thereafter	70,699.20	33.99
720	6123	Electrician		
		1st 6 months	54,080.00	26.00
		2nd 6 months	57,574.40	27.68
		3rd 6 months	61,235.20	29.44
		4th 6 months	64,833.60	31.17
		5th 6 months	68,411.20	32.89
		6th 6 months	70,699.20	33.99
		Thereafter	72,072.00	34.65
722	6163	Custodian		
		1st 6 months	35,027.20	16.84
		2nd 6 months	37,128.00	17.85
		Thereafter	40,976.00	19.70

Progression within the apprentice classification is contingent upon successful completion of outside course work and satisfactory progress during each step interval plus meeting the requirements set out in the apprenticeship agreement.

**ALPHABETICAL LISTING**

<u>CODE</u>	<u>HTE</u>	<u>EEO</u>	<u>FLSA</u>	<u>CLASSIFICATION</u>	<u>PAY GRADE</u>	<u>PAGE</u>
0133	----	6	NE	Account Clerk	56	2
0307	----	2	NE	Accountant	59	2
0124	----	1	E	Administrative Services Coordinator	60	2
2310	----	8	NE	Animal Control Attendant	Temporary	1
2308	400	6	NE	Animal Control Clerk	Union-F	7
2311	412	8	NE	Animal Control Officer	Union-F	7
2311	----	8	NE	Animal Control Officer	Temporary	1
2312	----	3	E	Animal Control Supervisor	61	2
4230	632	7	NE	Appr. Electric Meter Repair Worker	Union-H	9
4217	630	8	NE	Appr. Substation Electrician	Union-H	9
4214	628	7	NE	Apprentice Electric Lineworker	Union-H	9
1227	----	2	E	Assistant Building Official	60	2
0411	----	2	E	Assistant City Attorney	61	2
0612	----	1	E	Assistant City Manager	65	3
4331	----	1	E	Assistant Director Electric Services	94	2
5311	----	1	E	Assistant Director of Water and PC	63	2
313	----	1	E	Assistant Director of Finance	62	2
4222	----	2	E	Assistant Electric Distribution Supt.	90	2
0612	----	1	E	Assistant City Manager	65	3
0611	----	1	E	Assistant to the City Manager	64	3
1317	----	1	E	Assistant Transit Director-Fleet & Facilities	62	2
1321	----	1	E	Assistant Transit Director-Operations	62	2
1314	----	5	E	Assistant Transit Operations Supervisor	60	2
3206	----	2	E	Auditorium/Bandshell Manager	59	2
0308	----	2	E	Budget Officer	61	2
6121	350	7	NE	Building Maintenance Specialist	Union-E	4
1224	----	1	E	Building Official	62	2
1226	315	1	NE	Building and Zoning Inspector	Union-E	4
0608	----	3	NE	Cable Television Coordinator	57	2
0132	----	6	NE	Cashier	56	2
2223	----	1	E	Chief of Police	65	3
1120	----	2	E	Civil Engineer I	60	2
1121	----	2	E	Civil Engineer II	62	2
0218	----	2	E	Client Support Coordinator	60	2
0215	----	5	NE	Client Support Specialist	57	2
1116	999	8	NE	Co-op	Temporary	1
4111	702	8	NE	Coal Handler	Union-I	10
1228	313	1	NE	Community Codes Liaison	Union-E	4
2209	----	4	NE	Community Safety Officer	Temporary	1
2206	----	4	NE	Community Safety Officer Coordinator	Temporary	1
1113	----	3	E	Construction Supervisor	61	2
5133	----	3	NE	Cross Connection Control Coordinator	59	2
6163	366	8	NE	Custodian	Union-E	5
6163	722	8	NE	Custodian	Union-I	11
2118	----	1	E	Deputy Fire Chief, Operations	63	2
2117	----	1	E	Deputy Fire Chief, Support Services	63	2
4332	----	1	E	Director of Electric Services	96	3
0314	----	1	E	Director of Finance	65	3
0174	----	1	E	Director of Fleet Services	65	3
0514	----	1	E	Director of Human Resources	65	3

3215	----	1	E	Director of Parks and Recreation	65	3
1232	----	1	E	Director of Planning and Housing	65	3
6232	----	1	E	Director of Public Works	65	3
1315	----	1	E	Director of Transit	65	3
5312	----	1	E	Director of Water and WPC	65	3
4224	----	1	E	Electric Distribution Manager	91	2
4310	----	5	NE	Electric GIS Specialist	59	2
4221	618	7	NE	Electric Line Foreman	Union-H	9
4215	614	7	NE	Electric Lineworker	Union-H	9
4231	620	7	NE	Electric Meter Repair Worker	Union-H	9
4232	----	3	E	Electric Meter Supervisor	90	2
4213	612	7	NE	Electric Service Worker	Union-H	9
4130	----	2	E	Electric Services Maintenance Supt	90	2
4129	----	2	E	Electric Services Operations Supt	90	2
4318	----	2	E	Electrical Engineer	90	2
4322	----	2	E	Electrical Engineering Manager	92	2
4311	622	5	NE	Electrical Engineering Assistant	Union-H	9
4312	624	3	NE	Electrical Engineering Technician	Union-H	9
1223	312	1	NE	Electrical Inspector	Union-E	4
6123	720	7	NE	Electrician	Union-I	11
2200	----	6	E	Emergency Communications Supervisor	60	2
4316	----	2	E	Energy Services Coordinator	60	2
1110	304	5	NE	Engineering Technician I	Union-E	4
1111	306	3	NE	Engineering Technician II	Union-E	4
5305	----	2	E	Environmental Engineer I	60	2
5306	----	2	E	Environmental Engineer II	61	2
4117	709	3	NE	Environmental Instrument & Control Tech	Union-I	10
5309	----	2	E	Environmental Specialist	60	2
2116	----	1	E	Fire Chief	65	3
2114	508	1	NE	Fire Inspector	Union-G	8
2112	506	2	NE	Fire Lieutenant	Union-G	8
2111	504	4	NE	Firefighter	Union-G	8
6140	----	1	E	Fleet Support Manager	61	2
1326	370	7	NE	Fleet Technician	Union-E	5
1125	----	2	E	GIS Coordinator	61	2
1115	----	3	NE	GIS Specialist	59	2
6221	----	7	NE	Grounds Foreman	58	2
6222	----	3	E	Grounds Supervisor	60	2
4211	608	8	NE	Groundswoker	Union-H	9
0509	----	2	E	Health Promotion Coordinator	60	2
6153	356	7	NE	Heavy Equipment Operator	Union-E	4
0212	----	6	NE	Help Desk Specialist	56	2
1216	----	2	E	Housing Coordinator	61	2
1225	314	1	NE	Housing Inspector	Union-E	4
0513	----	2	E	Human Resources Officer	61	2
0511	----	5	E	Human Resources Analyst	59	2
0222	----	1	E	Information Technology Manager	62	2
4118	709	3	NE	Instrument and Control Technician	Union-I	10
0312	----	2	E	Investment Officer	60	2
0213	----	5	NE	IT Operations Technician	57	2
0225	----	3	NE	IT Specialist - Public Safety	58	2
6111	362	8	NE	Laborer	Union-E	5
1318	320	8	NE	Laneworker	Union-E	4
4110	700	8	NE	Lead Coal Handler	Union-I	10

1328	371	7	NE	Lead Fleet Technician	Union-E	4
1307	321	8	NE	Lead Lane Worker	Union-E	4
1324	327	7	NE	Lead Mechanic (CyRide)	Union-E	4
2207	403	6	NE	Lead Police Records Clerk	Union-F	7
2229	----	6	NE	Lead Property-Evidence Technician	57	2
2229	----	6	NE	Lead Property-Evidence Technician	Temporary	1
0118	----	6	NE	Legal Secretary	57	2
0120	----	5	E	Legal Services Administrative Assistant	59	2
0119	----	6	NE	Legal Technician	57	2
3121	----	2	E	Librarian	58	2
3117	----	5	NE	Library Administrative Assistant	58	2
3108	----	1	E	Library Adult Services Manager	61	2
3113	----	5	NE	Library Assistant	57	2
3110	----	8	NE	Library Building Maintenance Supervisor	57	2
3106	----	6	NE	Library Clerk - Adult/Youth Services	53	2
3109	----	6	NE	Library Clerk - Customer Account Services	53	2
3111	----	6	NE	Library Clerk - Resource Services	53	2
3107	----	6	NE	Library Client Support Technician	57	2
3114	----	2	E	Library Community Relations Specialist	58	2
3129	----	2	E	Library Customer Account Services Manager	61	2
3123	----	1	E	Library Director	65	3
3120	----	2	E	Library IT Systems Administrator	60	2
3131	----	2	E	Library Operations Services Manager	61	2
3126	----	2	E	Library Reference Specialist	59	2
3105	----	2	E	Library Resource Services Manager	61	2
3132	----	5	E	Library Resource Services Technician	57	2
3130	----	2	E	Library Volunteer Coordinator	59	2
3128	----	2	E	Library Youth Services Manager	61	2
0166	----	6	NE	Mail Clerk	55	2
6112	344	8	NE	Maintenance Worker	Union-E	6
0614	----	2	E	Management Analyst	58	2
4315	----	3	E	Manager of Energy Market Operations	90	2
1323	325	7	NE	Mechanic (CyRide)	Union-E	4
1322	322	8	NE	Mechanic Assistant	Union-E	4
1322	323	8	NE	Mechanic Assistant (CyRide)	Union-E	4
2230	----	4	NE	Mental Health Advocate	Temporary	1
0141	300	6	NE	Meter Reader	Union-E	4
1122	----	1	E	Municipal Engineer	63	2
0216	----	3	NE	Network Technician	57	2
9405	999	6	NE	Office Worker	Temporary	1
0131	402	6	NE	Parking Meter Attendant	Union-F	7
6114	348	8	NE	Parks Maintenance Specialist	Union-E	4
3213	----	1	E	Parks and Facilities Superintendent	62	2
3210	----	5	E	Parks and Facilities Supervisor	59	2
0134	----	6	NE	Payroll Clerk	57	2
1212	----	2	E	Planner	60	2
1230	----	5	E	Plans Examiner	59	2
5411	342	7	NE	Plant Maintenance Operator	Union-E	4
5111	329	7	NE	Plant Maintenance Specialist	Union-E	4
1222	310	1	NE	Plumbing Inspector	Union-E	4
2224	----	1	E	Police Commander	63	2
2222	----	2	E	Police Lieutenant	62	2
2212	408	4	NE	Police Officer	Union-F	7
2208	404	6	NE	Police Records Clerk	Union-F	7

2205	----	6	E	Police Records Supervisor	59	2
2221	----	3	E	Police Sergeant	61	2
2225	----	2	E	Police Support Services Manager	63	2
4112	704	7	NE	Power Plant Auxiliary Operator	Union-I	10
4323	----	2	E	Power Plant Engineer	90	2
4113	706	7	NE	Power Plant Fireworker	Union-I	10
4122	714	7	NE	Power Plant Maintenance Foreman	Union-I	11
4125	718	7	NE	Power Plant Maintenance Mechanic	Union-I	11
4124	716	8	NE	Power Plant Maintenance Worker	Union-I	11
4132	----	1	E	Power Plant Manager	92	2
4114	708	7	NE	Power Plant Operator	Union-I	10
0113	----	6	NE	Principal Clerk	56	2
0163	----	7	NE	Printing Services Technician	56	2
5412	343	8	NE	Process Maintenance Worker	Union-E	6
0175	----	5	NE	Procurement Specialist I	57	2
0172	----	5	NE	Procurement Specialist II	59	2
2228	----	6	NE	Property/Evidence Technician	56	2
2228	----	6	NE	Property/Evidence Technician	Temporary	1
0713	----	2	E	Public Relations Officer	61	2
2202	406	6	NE	Public Safety Dispatcher	Union-F	7
2201	416	6	NE	Public Safety Lead Dispatcher	Union-F	7
2204	----	6	NE	Public Safety Quality Assurance Coordinator	Temporary	1
0712	----	5	E	Public Works Administrative Assistant	60	2
6230	----	1	E	Public Works Operations Manager	62	2
6231	----	3	E	Public Works Operations Supervisor	61	2
0169	----	6	NE	Purchasing Clerk	56	2
0173	----	2	E	Purchasing Manager	62	2
0711	602	6	NE	Records and Materials Specialist	Union-H	9
9500	----	6	E	Records Manager/City Clerk	61	2
3201	----	5	E	Recreation Coordinator	57	2
3202	----	5	E	Recreation Coord - Aquatics & Activities	57	2
3214	---	1	E	Recreation Superintendent	62	2
5222	----	2	E	Resource Recovery Asst. Superintendent	61	2
6154	372	7	NE	Resource Recovery Equipment Operator	Union-E	4
5220	339	7	NE	Resource Recovery Lead Operator	Union-E	4
5221	340	7	NE	Resource Recovery Maint. Operator	Union-E	4
6119	724	8	NE	Resource Recovery Maint. Tech. I	Union-E	6
6120	726	8	NE	Resource Recovery Maint. Tech. II	Union-E	6
5223	----	1	E	Resource Recovery Superintendent	62	2
0610	----	1	E	Risk Manager	61	2
3200	----	8	NE	Seasonal Parks and Recreation	Temporary	
0121	----	6	NE	Secretary I	57	2
0122	----	6	NE	Secretary II	58	2
0112	----	6	NE	Senior Clerk	55	2
1112	----	3	NE	Senior Engineering Technician	59	2
6152	354	7	NE	Senior Heavy Equipment Operator	Union-E	4
6113	346	8	NE	Senior Maintenance Worker	Union-E	4
0142	302	6	NE	Senior Meter Reader	Union-E	4
1319	364	8	NE	Service Worker	Union-E	5
2113	----	2	E	Shift Commander	62*	2
0171	600	6	NE	Storekeeper	Union-H	9
1123	----	2	E	Stormwater Specialist	59	2
6211	----	7	NE	Streets Maintenance Foreman	59	2
6213	----	3	E	Streets Operations Supervisor	61	2



4218	616	7	NE	Substation Electrician	Union-H	9
4209	604	8	NE	Substation Electrician Assistant	Union-H	9
6126	626	7	NE	Substation Foreman	Union-H	9
0221	----	2	E	Systems Analyst	60	2
9407	----	3	NE	Technical Assistant	Temporary	1
3116	----	6	NE	Technical Services Assistant	56	2
0224	----	2	E	Telecommunications/Network Specialist	60	2
9450	----	1	E	Temporary Manager	Temporary	1
1133	----	2	E	Traffic Engineer I	61	2
1136	----	2	E	Traffic Engineer II	62	2
1131	308	3	NE	Traffic Signal Technician	Union-E	5
1134	309	3	NE	Traffic Signal Tech Lead Worker	Union-E	5
1132	----	3	E	Traffic Supervisor	60	2
1137	----	7	NE	Traffic Technician	Union-E	5
1316	----	5	E	Transit Scheduler/Admin Analyst	60	2
1311	----	8	NE	Transit Driver (< 20 hrs/week)	Temporary	1
1311	316	8	NE	Transit Driver	Union-E	4
1310	----	5	E	Transit Maintenance Coordinator	60	2
1313	----	6	NE	Transit Operations Assistant	57	2
1312	----	2	E	Transit Operations Supervisor	61	2
1305	----	2	E	Transit Planner/EEO Officer	60	2
1320	----	5	E	Transit Trainer	59	2
1129	----	2	E	Transportation Planner	60	2
6151	352	8	NE	Truck Driver	Union-E	4
4212	610	8	NE	Truck Driver/Groundworker	Union-H	9
3216	----	5	E	Turf Maintenance Coordinator	58	2
9403	999	8	NE	Unclassified Labor	Temporary	1
9404	999	8	NE	Unclassified Skilled Laborer	Temporary	1
4210	606	7	NE	Underground Electric Serviceworker	Union-H	9
0310	----	2	E	Utility Accounts Supervisor	61	2
0135	----	6	NE	Utility Accounts Technician	57	2
0136	----	6	NE	Utility Customer Services Clerk	56	2
4320	----	2	E	Utility Engineer	90	2
5121	----	7	NE	Utility Maintenance Foreman	59	2
5131	332	8	NE	Water Meter Technician	Union-E	4
5132	----	3	E	Water Meter Supervisor	60	2
5141	336	3	NE	Water & PC Laboratory Analyst	Union-E	4
5143	----	1	E	Water & PC Laboratory Supervisor	60	2
5140	334	3	NE	Water & PC Laboratory Technician	Union-E	4
6117	359	8	NE	Water & PC Maintenance Technician I	Union-E	6
6118	360	8	NE	Water & PC Maintenance Technician II	Union-E	6
5114	----	2	E	Water Plant Assistant Superintendent	60	2
5112	328	7	NE	Water Plant Operator	Union-E	4
5113	----	1	E	Water Plant Superintendent	62	2
5130	330	8	NE	Water Utility Locator	Union-E	4
5142	----		NE	Water/Wastewater Laboratory Aide	Temporary	1
3208	----	5	E	Wellness Program Manager	59	2
5215	----	2	E	WPC Plant Assistant Superintendent	60	2
5212	337	7	NE	WPC Plant Assistant Operator	Union-E	5
5213	338	7	NE	WPC Plant Operator	Union-E	4
5214	----	1	E	WPC Plant Superintendent	62	2

**COUNCIL ACTION FORM**

**SUBJECT: APPROVAL OF 2015/16 ASSET CONTRACTS**

**BACKGROUND:**

During its February 2015 budget approval process, the City Council approved a total of \$1,212,375 in ASSET allocations for the 2015/16 fiscal year. Contracts have been mailed to the City-funded ASSET agencies and returned to the City. These are now presented for City Council approval.

	<b><u>Current</u></b> <b><u>2014/2015</u></b>	<b><u>Allocation</u></b> <b><u>2015/2016</u></b>	<b><u>Increase</u></b>
ACCESS	\$ 71,007	\$ 89,164	\$ 18,157
ACPC	81,688	84,160	2,472
American Red Cross	9,000	9,000	0
ARC	6,418	6,210	-208
Boys & Girls Club	94,000	98,700	4,700
Camp Fire USA	6,443	6,640	197
Center for Creative Justice	52,948	54,007	1,059
ChildServe	17,700	19,790	2,090
Emergency Residence Project	66,799	73,000	6,201
Eyerly Ball	0	18,022	18,022
Good Neighbor	16,200	16,605	405
Heartland Senior Services	152,638	153,749	1,111
<b>HIRTA</b>	<b>40,133</b>	<b>42,000</b>	<b>1,867</b>
Legal Aid Society	82,244	85,000	2,756
Lutheran Services in Iowa	3,500	4,500	1,000
Mary Greeley Home Health Svcs.	39,775	40,025	250
MICA	51,492	54,059	2,567
NAMI	5,463	5,500	37
Raising Readers	7,690	14,000	6,310
RSVP	27,688	28,500	812
The Salvation Army	36,249	34,000	-2,249
University Community Childcare	47,982	52,751	4,769
Visiting Nurse Services	3,382	5,386	2,004
Volunteer Center of Story County	7,000	7,475	475
Youth and Shelter Services	<u>205,622</u>	<u>210,132</u>	<u>4,510</u>
	\$ 1,133,061	\$ 1,212,375	\$ 48,043

It should be noted that HIRTA did not have a board meeting during the time that its contract was out for approval. Therefore its contract has not been approved and returned for approval prior to this City Council meeting. That contract will be submitted

for City Council approval at a later date.

**ALTERNATIVES:**

1. Approve the ASSET agency contracts for FY 2015/16 (excluding HIRTA)
2. Do not approve the ASSET agency contracts

**MANAGER'S RECOMMENDED ACTION:**

The City Council has allocated funds for human services activities through the ASSET hearing process and the approval of the City's 2015/16 budget. The ASSET-funded organizations have signed and returned their contracts for services.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative #1, thereby approving the ASSET agency contracts for FY 2015/16 (excluding HIRTA).

**COUNCIL ACTION FORM**

**SUBJECT: APPROVAL OF 2015/16 OUTSIDE FUNDING REQUEST CONTRACTS**

**BACKGROUND:**

During adoption of the FY 2015/16 Budget, the City Council reviewed requests from local organizations. The City Council allocated Local Option Sales Tax funds for these organizations to provide facilities and services to the public. In total, \$138,180 was allocated for activities occurring in FY 2015/16.

Contracts with each organization have been signed by organization representatives, returned to City staff, and are now before the City Council for approval. Scopes of services and funding amounts for each organization are listed below:

<b>Ames Economic Development Commission</b>		<b>\$7,500</b>
Funding will be used to purchase one year of access to the Buxton SCOUT program. Reports from this program will be made available to representatives of prospective businesses, existing businesses, and others requesting retail analysis of the Ames area. The Provider shall send a report to the City in January 2016 and in July 2016 summarizing the use of the program, including the number of times reports have been produced for potential customers.		
Drawdown Schedule:		
<u>Task</u>	<u>Date</u>	<u>Amount</u>
Renew Buxton Subscription	July 2016	\$7,500

<b>Ames Historical Society</b>		<b>\$35,000</b>
Funds awarded shall be used to:		
<ol style="list-style-type: none"> <li>1. Present 40 presentations and open houses at the Ames History Center and in the community</li> <li>2. Take the history trailer to 15 classes of Ames 3rd graders and at least 8 community events</li> <li>3. Answer at least 200 research requests</li> <li>4. Host at least 1300 public open hours at the Ames History Center, with at least 1,500 visitors</li> <li>5. Catalog at least 500 historical Ames collections objects</li> <li>6. Present 8 new exhibits at the Ames History Center</li> </ol>		
Drawdown Schedule:		
<u>Task</u>	<u>Date</u>	<u>Amount</u>
Present 10 presentations/open houses; take the history trailer to 4 3 <sup>rd</sup> grade classes and 2 community events; answer 50 research requests; host 325 public open	September 2015	\$8,750

hours at the Ames History Center; catalog 125 historical Ames objects; present 2 new exhibits at the Ames History Center		
Present 10 presentations/open houses; take the history trailer to 4 3 <sup>rd</sup> grade classes and 2 community events; answer 50 research requests; host 325 public open hours at the Ames History Center; catalog 125 historical Ames objects; present 2 new exhibits at the Ames History Center	December 2015	\$8,750
Present 10 presentations/open houses; take the history trailer to 4 3 <sup>rd</sup> grade classes and 2 community events; answer 50 research requests; host 325 public open hours at the Ames History Center; catalog 125 historical Ames objects; present 2 new exhibits at the Ames History Center	March 2016	\$8,750
Present 10 presentations/open houses; take the history trailer to 3 3 <sup>rd</sup> grade classes and 2 community events; answer 50 research requests; host 325 public open hours at the Ames History Center; catalog 125 historical Ames objects; present 2 new exhibits at the Ames History Center	June 2016	\$8,750

<b>Ames International Partner Cities Association</b>	<b>\$5,000</b>
<p>Funds provided shall be used to undertake such activities as will foster and promote friendly relations and mutual understanding between the people of Ames, Iowa and people of similar cities of other nations. These activities shall include the hosting of international delegations, the sending of delegation leaders, and the sending of youth delegation chaperones in sanctioned trips to the City's recognized partner cities. The Provider shall also act as a coordinating influence among those organizations, groups and individuals desiring to engage in activities furthering those objectives and purposes stated above.</p>	
Drawdown Schedule:	
<u>Task</u>	<u>Date</u> <u>Amount</u>
Hosting Expenses for visiting adult delegation	September 2015 \$2,400
Partial travel expenses for adult delegation trip leader(s)	June 2015 \$2,100
Supplies and Equipment	June 2016 \$ 500

<b>Campustown Action Association (Ames Chamber of Commerce)</b>		<b>\$27,000</b>
<p>Provider shall:</p> <ol style="list-style-type: none"> <li>1. Host a series of community-oriented family summer events to draw visitors to Campustown</li> <li>2. Assist the City in creating a campaign promoting the use of the Ames Intermodal Facility</li> <li>3. Evaluate and develop recommendations to enhance a) the public lighting system in Campustown and b) the outdoor public space of the 100 blocks of Hayward Avenue and Welch Avenue.</li> <li>4. Develop recommendations for the City and coordinate activities related to the Healthiest Ames initiative.</li> <li>5. Assist Campustown Façade Grant applicants in developing applications that meet the intent and requirements of the program.</li> <li>6. Coordinate the involvement of Campustown businesses in the development and implementation of the Long-Range Transportation Plan.</li> <li>7. Serve as a point of contact for coordinating events held in Campustown, regardless of whether the event is sponsored by the Provider or another entity.</li> </ol>		
<u>Task</u>	<u>Date</u>	<u>Amount</u>
Host a series of community-oriented family summer events	October 2015	\$ 5,000
Creating a campaign promoting the use of the Ames Intermodal Facility	November 2015	\$ 4,000
Develop recommendations and coordinate activities related to the Healthiest Ames initiative	February 2016	\$ 4,000
Assist Façade Grant applicants in developing applications that meet program intent and req'ts	March 2016	\$ 2,000
Coordinate businesses involvement in development and implementation of the LRTP	May 2016	\$ 2,000
Evaluate and develop recommendations to enhance public lighting and outdoor public space	June 2016	\$ 10,000

<b>Homecoming Central Committee</b>		<b>\$1,000</b>
<p>Funds awarded shall be used towards costs associated with contracting for and/or providing for a pancake feed to be held as an alcohol-free activity during the late night hours of one night of Homecoming weekend 2015. In turn, patrons of the pancake feed will be charged lower prices than they would if expenses were not subsidized.</p>		
<u>Task</u>	<u>Date</u>	<u>Amount</u>
Host pancake feed	October 2015	\$1,000

<b>Hunziker Youth Sports Complex</b>		<b>\$26,680</b>
<p>Funds awarded shall be used towards operating expenses for facilities, including but not limited to utilities, communications, supplies, equipment, professional services, and maintenance. In turn, participants in sports programs will be charged lower participant fees than they would if operating expenses were not subsidized.</p>		

<u>Task</u>	<u>Date</u>	<u>Amount</u>
Provide and maintain turf playing surfaces	October 2015	\$19,000
Provide/maintain HYSC facilities (e.g., garbage, utilities, etc.)	October 2015	\$ 7,680

<b>Main Street Cultural District</b>	<b>\$36,000</b>
<p><u>Fulfill all requirements to maintain Ames as a designated Main Street Iowa community:</u> \$19,000  <i>The Main Street Iowa program provides comprehensive support and assistance to participating communities to enhance local downtown and economic development efforts. The program provides access to financial incentives and ongoing technical assistance in the areas of architectural/historic preservation, design, business development, economic development, market analysis, capacity building, and district marking. Services are provided to communities which maintain National Main Street Accreditation and Main Street Iowa program requirements.</i></p> <ul style="list-style-type: none"> <li>▪ <u>The Provider shall:</u> <ol style="list-style-type: none"> <li>i. Fulfill all program and accreditation requirements to maintain Main Street Iowa designation.</li> <li>ii. Serve as the point of local contact and base of knowledge for downtown revitalization, economic development strategies in the MSCD, Main Street Iowa, and the National Main Street Center.</li> <li>iii. Facilitate the technical services provided through the Main Street Iowa program.</li> <li>iv. Maintain current Main Street district building and business inventory.</li> <li>v. Maintain and share appropriate district statistics per Main Street Iowa accreditation and program requirement processes.</li> <li>vi. Represent downtown Ames and the community of Ames at local, state, and national Main Street conferences, marketing, and business events.</li> </ol> </li> </ul>	
<p><u>Enhance the look and feel of the Main Street Cultural District:</u> \$5,000  <i>Improving the physical appearance of downtown provides the foundation for economic development and creates a catalyst for private investment. The local Main Street program will continue to create an atmosphere in the Main Street Cultural District that encourages local residents to do their business, live, work, and be entertained in downtown Ames.</i></p> <ul style="list-style-type: none"> <li>▪ <u>The Provider shall:</u> <ol style="list-style-type: none"> <li>i. Serve as the point of contact and base of knowledge for downtown historic preservation efforts, downtown development strategies, and district wide improvement efforts.</li> <li>ii. Assist in the marketing and implementation of the Ames Downtown Façade Grant Program.</li> <li>iii. Initiate district beautification projects, including but not limited to hosting clean up days, purchasing flowers/plant and mulch, labor costs of planting and maintaining downtown plantings throughout the spring, summer, and fall months.</li> </ol> </li> </ul>	
<p><u>Reestablish the Main Street Cultural District as the social gathering space for Ames:</u> \$12,000  <i>Strengthening the social value of downtown through retail and special events draws people to the community and district, enhances the positive image of the community, and increases exposure and economic opportunity for downtown businesses.</i></p> <ul style="list-style-type: none"> <li>▪ <u>The Provider shall:</u> <ol style="list-style-type: none"> <li>i. Serve as a point of contact for coordinating community events held in the Main Street Cultural District by other entities.</li> <li>ii. Host a series of community-oriented family summer events to draw outside visitors to the cultural and business center of Ames, Iowa. Including: Art Walk, June 5 (\$2,000), 4<sup>th</sup> of July Parade, July 4 (\$4,000), Summer Sidewalk Sales, July 23-25 (\$1,000), Music Walk, September 3 (\$2,000), Snow Magic, November 13- December 12 (\$3,000)</li> </ol> </li> </ul>	

- iii. Budget for each event includes any marketing and advertisement costs, administrative costs, permit costs, outside entertainment costs such as live music, security costs, and miscellaneous costs associated with putting on an event that is geared to attract hundreds and thousands of participants and increase business traffic and revenue within the Main Street Cultural District.

Drawdown Schedule:

<u>Task</u>	<u>Date</u>	<u>Amount</u>
Host 4 <sup>th</sup> of July Parade	July 2015	\$4,000
Host Summer Sidewalk Sales	July 2015	\$1,000
Fulfill req'ts to maintain Ames as an MSI community (pt 1)	August 2015	\$9,500
Host Music Walk	September 2015	\$2,000
Host Snow Magic	December 2015	\$3,000
Fulfill req'ts to maintain Ames as an MSI community (pt 2)	January 2016	\$9,500
Enhance the Look and Feel of the MCSD	March 2016	\$5,000
Host Art Walk	June 2016	\$2,000

**ALTERNATIVES:**

1. Approve outside funding contracts with the organizations listed above for FY 2015/16
2. Modify the authorized amount or scope of services for one or more organizations
3. Do not approve these funding contracts.

**MANAGER'S RECOMMENDED ACTION:**

Funding for these activities was included in the City Council's 2015/16 Budget. These scopes of services have been developed in cooperation with the organizations to ensure that the City's funding is used for the benefit of the public.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby approving outside funding contracts with the organizations listed above for FY 2015/16



## COUNCIL ACTION FORM

**SUBJECT: REVISIONS TO ASSET POLICIES AND PROCEDURES MANUAL**

### **BACKGROUND:**

Each year, the ASSET Administrative Team and volunteers review the ASSET Policies and Procedures. In 2014, modifications were made to accommodate the creation of the new mental health services region, called Central Iowa Community Services (CICS). At that time, the goal was to integrate CICS into the ASSET process, with further changes to come at a later time.

CICS is now organized to the point where it is prepared to appoint volunteers in the same manner as the other ASSET funders. Previously, Story County volunteers had acted to represent both the county and CICS. With the proposed changes, CICS will appoint three volunteers to ASSET. In addition, a change has been recommended to clarify the name of the BooSt Together for Children Board (Early Childhood Iowa Area Board).

The paragraphs that require changes are as follows (additions underlined, deletions in strikethrough):

### **III. TEAM STRUCTURE (subject to change and pending approval by ASSET funders)**

- A. The City, County, UWSC, and GSB shall each appoint five (5) volunteers as voting members of the team (Volunteers). Due to the nature of the services funded by CICS, CICS shall appoint three (3) volunteers as voting members of the team (Volunteers). ~~FY 2015-16 is the first year CICS is participating in the ASSET process. The County is a member of CICS and CICS will utilize the County volunteers until further determination is made on making separate volunteer appointments.~~

### **XII. FUNDING PROCESS**

- K. After completion of the funding process, the Volunteers shall refer information on unfunded or under funded services, if any, to the BooST Together for Children (Early Childhood Iowa Area Board), Decategorization Board, Community Partnerships for Protecting Children, United Way of Story County Grant Program, and any other potential funders of those services.

### **ADDENDUM A**

## **STORY COUNTY DECATEGORIZATION / EARLY CHILDHOOD IOWA AREA BOARDS**

The Story County Decategorization Board and the BooST Together for Children (Early Childhood Iowa Area Board) ~~BooSt Together for Children (Boone and Story Counties) Early Childhood Iowa (ECI) Area Board~~ will provide ASSET with quarterly reports to update funders and community stakeholders.

The ASSET team met on May 14 and voted to recommend adoption of these changes by each funder. Amendments to the Policies and Procedures become effective upon approval by a majority of ASSET funders.

### **ALTERNATIVES:**

1. Approve the changes to Paragraphs III and XII and Addendum A of the ASSET Policies and Procedures, as recommended by the ASSET board.
2. Do not approve changes to the ASSET Policies and Procedures.

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

ASSET's Administrative Team and volunteers have discussed and now recommend approval of the proposed changes to the ASSET Policies and Procedures Manual by the Funders. These changes will help clarify the ASSET process and allow for the appointment of volunteers by the CICS mental health region.

Therefore, it is the recommendation of the City Manager that City Council approve Alternative #1, thereby approving the changes to Paragraphs III and XII and Addendum A of the ASSET Policies and Procedures, as recommended by the ASSET board.

**COUNCIL ACTION FORM**

**SUBJECT: SAFETY TRAINING AND RELATED SERVICES CONTRACT**

**BACKGROUND:**

The City annually contracts with an outside firm for basic safety training, OSHA compliance, and regulatory consultation services for City departments. These services have been provided by the Iowa Association of Municipal Utilities (IAMU) for the past eleven years.

The proposed renewal contract with IAMU calls for a continuation of the agreement during FY 2015/16 at a cost not to exceed \$127,600. This amount is lower than the \$134,000 included in the expiring agreement, which included a one-time \$18,000 expense for training and implementation of a new electronic safety data sheet system. The new amount reflects additional training and OSHA compliance activities planned for FY 2015/16 listed in the Comments section below. The \$127,600 amount was included in the Council’s approved FY2015/16 Budget.

The new contract includes additional training requested by the Power Plant and other departments (natural gas safety and other topics), mock OSHA compliance inspections, a hearing program evaluation (last evaluated in 2009), and additional support for the City’s AED program, for which location inventory tracking, equipment assistance and training is now centralized by Risk Management to support all departments.

<b><u>2015/16 not to exceed Contract</u></b>	<b><u>Comments</u></b>
Training, monthly & special topics <b>\$ 60,000</b>	- Regular monthly OSHA/compliance safety training and department-specific classes. Same amount as expiring.
OSHA Compliance Support	- Same program, as in prior years.
<b>\$ 56,000</b>	- Basic training and consultation program.
<b>\$ 116,000</b>	- <u>Added</u> : monthly and special training classes, requested by Power Plant and other depts., incl. natural gas safety.
<b>\$ 3,600</b>	
<b>\$ 3,100</b>	- <u>Added</u> : re-evaluate Hearing program; conduct sound level tests at various depts.
<b>\$ 4,900</b>	- <u>Added</u> : conduct mock OSHA inspections and follow-up on findings.
-----	
<b>TOTAL</b>	<b>\$127,600</b> - <b>FY2015/16 Not To Exceed Contract</b>

**IAMU's knowledge and expertise in supporting municipal utilities and public works departments is recognized throughout the state of Iowa. The City of Ames is one of many communities benefiting from their programs. Individual departments regularly consult with IAMU and take advantage of their expertise and familiarity with the City's safety programs.**

**ALTERNATIVES:**

1. Approve the contract with IAMU to continue the City's program of safety and training professional services during FY2015/16 at a cost not to exceed \$127,600.
2. Reject the IAMU proposed contract and direct staff to seek proposals from other providers of these services.

**MANAGER'S RECOMMENDED ACTION:**

The Iowa Association of Municipal Utilities has demonstrated its expertise and has leveraged its firsthand knowledge of City operations over the past eleven years by providing services that enhance the safety and well-being of City employees. Their trainers and consultants help ensure that the City stays current with industry practices and regulations. The planned FY2015/16 services are an integral part of our Risk Management program aimed at reducing the number of injuries and controlling the cost of workers compensation claims.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby approving the renewal contract with the Iowa Association of Municipal Utilities for professional services for safety compliance and training during FY 2015/16 at a cost not to exceed \$127,600.

**COUNCIL ACTION FORM**

**SUBJECT: RENEWAL OF ICAP MEMBERSHIP TO PROCURE CASUALTY AND LIABILITY INSURANCE COVERAGES**

**BACKGROUND:**

The City's annual membership in the Iowa Communities Assurance Pool (ICAP) expires on June 30, 2015. **The City has been a member since July 1, 2004, and secures its casualty and liability coverages through this membership.** ICAP provides similar protection to approximately 300 cities, 70 counties, 50 fair boards and over 250 other public entities. ICAP was established in 1986 under Iowa Code section 670.7 as a member owned and funded group insurance pool for Iowa public entities. The following City coverages are provided by ICAP: General (Third Party) Liability, Vehicle and Transit Bus Liability, Bookmobile Physical Damage, Public Officials Wrongful Acts, Police Professional Liability and Employee Theft (Bond).

Staff did not seek alternatives to this program this year. Membership in the ICAP pool is a long-term commitment based on the fundamentals of rate stability, availability of coverages meeting the City's needs, and the quality of services from underwriting, loss control and claims. A summary of ICAP's quote for these services showing the current and upcoming year's proposed fees is shown below.

<b>Comparison by Line of Coverage</b>	<b>APPROVAL REQUESTED</b>		
	FY 2014-15	FY 2015-16	FY 2015-16
Type of Coverage	\$15.0 million limits	<b>\$15.0 million limits</b>	\$15.0 million limits
	<b>Prior Year</b>	<b>Quoted Renewal</b>	<b>Budget</b>
General Liability --at \$15.0 Million Limit	\$241,898	<b>\$257,040</b>	\$179,300
Bond, incl. fee	6,450	<b>5,623</b>	6,450
ICAP "Profit Sharing" Credit*	(69,371)	<b>(92,725)</b>	
Liability & Bond Sub-total	\$178,977	<b>\$169,938</b>	\$185,750
Department Specific:			
Fleet Services/Auto	61,029	<b>58,565</b>	68,650
Transit	173,655	<b>183,466</b>	176,500
Public Officials	29,613	<b>31,206</b>	31,000
Law Enforcement	30,803	<b>30,799</b>	33,750
Bookmobile PD	563	<b>578</b>	1,000
<b>Total Net (Invoice) Cost</b>	\$474,640	<b>\$474,552</b>	\$503,100

\*See Comment below on Profit Sharing credit.

### **Profit Sharing Credit**

The City was recently notified by the ICAP Board of Directors that they have again declared member credits based on the size and financial condition of the pool, including such factors as loss experience and investment income. The amount of the credit distributed to the City of Ames this year is \$92,725. **As in past years, this amount will be taken as a direct offset to the July 1 renewal invoice.**

Although the ICAP Board has consistently taken this action since the City became a member, it has never been an item that is included in the Risk Management budget, since the issuance of the credit is not guaranteed. Also, the amount can vary from year to year. For example, the 2014/15 credit was \$69,371, the 2013/14 credit was \$45,568, the 2012/13 credit was \$41,282 and the 2011/12 credit was \$32,763. The credit is referred to as "Profit Sharing;" and while ICAP is not earning "profit" in the traditional sense, it is certainly an added benefit of membership when income that exceeds expenses and capital requirements is distributed to the pool members.

### **ALTERNATIVES:**

1. Accept the quote for renewal of the City's membership in the Iowa Communities Assurance Pool (ICAP), with the net cost of \$474,552 for the coverages listed above.
2. Direct staff to immediately seek other alternatives for casualty and liability insurance.

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

The City's membership in ICAP continues to result in receiving excellent casualty and liability coverages and associated services at a competitive price.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative #1, thereby accepting the quote for renewal of the City's membership in the Iowa Communities Assurance Pool, with the net cost of \$474,552 for the coverages listed above.

**COUNCIL ACTION FORM**

**SUBJECT: TEMPORARY STREET CLOSURE FOR 2014/15 CYRIDE ROUTE  
PAVEMENT IMPROVEMENTS PROGRAM (24<sup>TH</sup> STREET)**

**BACKGROUND:**

This is the annual program for pavement improvements to streets that are or were bus routes. These streets were originally designed and built for lighter residential traffic. With these streets designated as bus routes, accelerated deterioration of the street pavement occurred. Planned pavement improvements will restore or improve these street sections to carry projected traffic volumes and weights.

The 2014/15 locations included for this program are 24<sup>th</sup> Street (Union Pacific Railroad to Northwestern Avenue) and Bloomington Road (Eisenhower Avenue west 500 feet). The work to be completed on 24<sup>th</sup> Street involves removal of the existing pavement and replacement with new concrete pavement, storm sewer improvements, sanitary sewer repairs, and installation of ADA compliant pedestrian facilities. Work to be completed on Bloomington Road involves a mill and overlay of the existing pavement and installation of ADA compliant pedestrian facilities. Construction is scheduled to be completed through an Iowa Department of Transportation (DOT) contract during summer of 2015.

**The original plan for traffic control for the reconstruction of 24<sup>th</sup> Street was to maintain head to head traffic along 24<sup>th</sup> Street, thus maintaining one lane of east and west bound traffic through the construction zone. Due to safety concerns and the location of the existing sanitary sewer, it has now been determined that the closure of the 24<sup>th</sup> Street and Hayes Avenue intersection is required. Because this closure is a major change from what was first reported, it is believed that the City Council should authorize this new traffic control plan for this project.**

Public Works will work with the contractor to minimize the disruption to the traveling public and adjacent properties. There will also be coordination required to notify the public of the street closure.

**ALTERNATIVES:**

1. Approve a temporary street closure, as determined by Public Works, for the proposed sanitary manhole, sanitary sewer main, and pavement replacement at the intersection of 24<sup>th</sup> Street and Hayes Avenue.
2. Direct staff and the contractor to pursue alternate construction arrangements.

**MANAGER'S RECOMMENDED ACTION:**

The installation of the sanitary sewer manhole and mains are being completed as part of the improvement plans for 24<sup>th</sup> Street from the Union Pacific railroad tracks to Northwestern Avenue. The greater safety gained from these improvements outweighs inconvenience to the public during the construction process.

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

**It is anticipated the street will need to be closed approximately 14 working days. Staff will work with the contractor to accomplish this closure once the Ames Community School District have completed spring classes and started the summer break.**



**COUNCIL ACTION FORM**

**SUBJECT: 2015/16 AIRPORT TERMINAL BUILDING AND HANGAR**

**BACKGROUND:**

The City's 2015-2020 Capital Improvements Plan (CIP) includes a project to construct a new terminal building, itinerant hangar, and related site improvements at the Ames Municipal Airport. The total project budget is \$2,410,000, which includes \$867,000 in General Obligation (G.O.) Bonds, \$943,000 in bonds abated by future revenues from the management agreement with a Fixed Base Operator (FBO), \$150,000 in a State of Iowa vertical infrastructure grant, and \$450,000 in federal entitlement funds.

On February 24, 2015, the City Council approved an architectural and engineering services agreement with Bolton and Menk of Ames, Iowa. The consultant has completed plans and specifications for Phase 1 of the project that includes site grading, paved parking, and utilities. Estimated construction costs for the base bid are \$754,600, along with a bid alternate of \$113,100. This brings the total base plus alternate to \$867,649. The bid alternate is for the relocation of the airfield lighting control that is in the basement of the existing Terminal.

Engineering and construction administration are estimated in the amount of \$140,000, which brings the total estimated cost of Phase 1 to \$895,000, or \$1,008,000 with the bid alternate. Phase 1 will use all of the Federal (\$450,000) and State (\$150,000) funding, with the remainder to be paid with G.O. bonds approximately totaling \$295,000. This leaves an estimated \$1,515,000 for the Terminal Building construction and furnishings.



An overview of the site improvements is shown above.

**ALTERNATIVES:**

1. Approve the plans and specifications for the 2015/16 Airport Terminal Building and Hangar project (Phase 1) by establishing June 17, 2015, as the date of letting and June 23, 2015, as the date for report of bids.
2. Reject the project.

**MANAGER'S RECOMMENDED ACTION:**

Approval of these plans and specifications will initiate the letting process and should allow for the project to meet two critical deadlines. The first is to have a FAA grant application based upon a public bid prior to July 2, 2015, thereby being included in this fiscal year's congressional release of funds. The second is to have the site prepared such that the private sector can construct a hangar facility with an anticipated completion date of October 2015. The overall Terminal Building construction is scheduled for completion in Spring/Summer of 2016.

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

ITEM# 19  
DATE: 05/26/15

## COUNCIL ACTION FORM

**SUBJECT: SOLE SOURCE PROVIDER (MIOVISION AUTOMATED TRAFFIC DATA COLLECTION SERVICES)**

### **BACKGROUND:**

In the 2014/15 Capital Improvements Plan under the Traffic Engineering Studies program there is a project to collect intersection turning movement counts at signalized intersections throughout Ames. The purpose of this study is to collect current traffic data to establish hourly traffic patterns and to determine modal split at these major intersections. Data will also be used to update the traffic signal timing and coordination plans. Current timing plans were last updated around 2008 based upon the availability of staff at the time. Past practice has been for staff to sit at an intersection and manually count turning movements using either an electronic or analogy counting board. National best practices advocate for a proactive approach to traffic management – the City’s count program, and specifically the use of video processing to automated collection of that count data, is intended to meet that requirement.

Recent changes in traffic data collection technology has opened up the opportunity for automated traffic counts through the analyzing of intersection video. **Currently there is only one company that offers a data collection services that are fully automated, this company is Miovision Technologies, Inc.** They have created a software algorithm that processes video information to determine vehicle counts and classification. Because of the process power needed to perform this task, video files are uploaded through via a web portal and processed using Amazon’s cloud based data services. Staff has successfully used their services in the past and concurs with the justification for the City of Ames to use Miovision Technologies, Inc. as the sole provider of automated video process services to provide count data at various intersections in Ames.

### **COST COMPARISON:**

Current methods available for collecting count data are; Manual Methods - Paper forms, Hand “Click” Counters, or Hand-held Electronic Counters; Semi-Automated to Automated - Pavement Loops, Radar, or Video based. Most methods require the physical and continuous operation by an individual in real-time.

When collecting count data manually at an intersection it usually takes two staff members and one vehicle parked at the location to accurately enter data. This is because peak-hour traffic at signalized intersections have too much activity for one person to capture – it is especially true when you are needing to count pedestrians,

bicycles, transit, and motor vehicles separately. Typically, manual classification of separate modes takes a count for each individual mode since it is almost an impossible task to ask a staff member to collect at the same time. (Note: Miovision method includes an estimated \$75.00 setup cost for staff to place video equipment.)

**Example 1: 12 hour continuous count (no classification)**

Method	\$/hr	Duration	Total
2 Interns + Vehicle	\$ 80.00	12	\$ 960.00
2 Full-Time Staff + Vehicle	\$ 132.00	12	\$ 1,584.00
Consultant (2 people)	\$ 140.00	12	\$ 1,680.00
Miovision Technologies	\$ 26.00	12	\$ 387.00

**Example 2: 12 hour continuous count (with ped/bike/vehicle classification)**

Method	\$/hr	Duration	# of Counts	Total
2 Interns + Vehicle	\$ 80.00	12	3	\$ 2,880.00
2 Full-Time Staff + Vehicle	\$ 132.00	12	3	\$ 4,752.00
Consultant (2 people)	\$ 140.00	12	3	\$ 5,040.00
Miovision Technologies	\$ 26.00	12	1	\$ 387.00

**Cost estimate, citywide, for one year's worth of counts.**

Method	Subtotals	Signals to Count	Annual Cost (x1)
2 Interns + Vehicle	\$ 2,880.00	68	\$ 195,840.00
2 Full-Time Staff + Vehicle	\$ 4,752.00	68	\$ 323,136.00
Consultant (2 people)	\$ 5,040.00	68	\$ 342,720.00
Miovision Technologies	\$ 387.00	68	\$ 26,316.00

**As seen in the tables above, when comparing the efficiencies of typical manual counting by staff members or consultant to the automated video counting services of Miovision Technologies there is a significant cost-benefit.** These calculations do not include the safety benefits of not have staff parked at the corner of these high traffic intersections for a 12-hour period. It also does not include the human error associated with fatigue a person experiences when counting traffic for 12 continuous hours that leads to inaccuracies in the data collected. **The 2014/15 CIP programmed \$50,000 from Road Use Tax in the Traffic Engineering Studies program for this activity.**

**ALTERNATIVES:**

1. Approve Miovision Technologies, Inc. of Kitchener, Ontario, Canada, as the sole provider of software that will analyze recorded raw video from an intersection, roundabout, highway, or mid-block location and provide a detailed, tabular report of vehicular counts, movements and classifications.

2. Direct staff to maintain the current practice of manual traffic data collection.

**MANAGER'S RECOMMENDED ACTION:**

Public Works staff in the Traffic Division has conducted several searches of traffic vendors, consultants, and product demonstrations at trade shows throughout the years. Currently, Miovision Technologies, Inc. is the only provider of truly automated collection of traffic data collection with classification available on the market. The analysis above also clearly shows that Miovision's services provide the best product at the most cost effect price. This action will only approve Miovision as a sole source provider. In the future, a contract will be solicited from Miovision for a specific amount depending on the scope of a particular data collection or traffic study effort.

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

## Attachment 1: Comparison of Municipal Traffic Data Collection Practices

	Q1	Q2	Q3	Q4	Q5
City Responded	1) Do you use Manual or Automated methods for collecting turning movement counts? (examples = Paper forms, Hand Counters, Hand-held Electronic Counters, Pavement Loops, Radar, or Video based)	2) Who collects the data? (examples = City Staff, Consultant, or other Vendor)	3) How often are turning movement counts collected? (examples = As Needed or for a Specific Study, Annually or other time period, or Continuously by automated methods)	4) Do you budget for data collection or is it just part of your general operating budgets? If it is separate, do you usually use Lump Sum or Hourly cost estimates? and if so, can you provide some typical costs?	5) If you have some thoughts or experience that I did not cover in these questions or anything you think would be helpful please let me know.
<b>Waterloo</b>	We have not collected turning movement counts for over 10 years.	n/a	As needed.	We have budget for temporary help which used to be used for count collection.	Machine counters and video detection cameras can be helpful in collecting approach volumes.
<b>Marion</b>	Manual on hand counter	city staff, sometimes a consultant	as needed	Contained in the project budgeted cost	N/A
<b>Iowa City (By MPO)</b>	MPOJC uses manual hand-held counters to collect the bulk of our turning movement counts. We use Jamar Technologies brand hand-held electronic counters and Apple iPads with a turning movement app.	MPOJC interns conduct the vast majority of our counts with staff occasionally filling-in.	MPOJC turning movement counts are collected 'as needed' for specific studies. We also collect counts for 1/5 of the metro area traffic signals each year (on a rotation) so we are keeping up with signal optimization.	Intern turning movement data collection is part of our general operating budget.	We have found that iPads with a turning movement app are the most cost effective device for collecting turning movement counts. However, they are not as easy to use at locations with very high traffic volumes. For these locations, we find the Jamar Technologies brand hand-held counters to be easier to use (and thus more precise).
<b>Council Bluffs</b>	We use hand-held electronic counters. We have used intersection video detection cameras in the past but because of the different ideal camera positioning for intersection detection and count detection, we don't consider the data reliable. We have recently installed intersection radar detection and plan to try using that for counts soon.	City staff including temporary workers.	As needed.	General operating budget.	A local engineering company working for IDOT used a company called Miovision (miovision.com) to collect turning movement count data. Miovision provides a specialized camera, but they were also able to extract data from recorded PTZ camera video.

**COUNCIL ACTION FORM**

**SUBJECT: SQUAW CREEK WATER MAIN PROTECTION PROJECT  
(HAZARD MITIGATION GRANT PROGRAM FLOOD MITIGATION)**

**BACKGROUND:**

Following flooding in 2010, Public Works staff submitted 11 projects for consideration under the Federal Emergency Management Agency's (FEMA) Hazard Mitigation Grant Program (HMGP). Nine of the projects were denied federal funding due to failure to achieve a benefit cost analysis greater than 1.0. **On June 26, 2012, City Council directed staff to continue pursuing federal funding for the Stuart Smith Park Bank Stabilization project, which has been named the Squaw Creek Water Main Protection project** by Iowa Homeland Security and Emergency Management Department (HSEMD). Municipal Engineer Tracy Warner was designated as the City's authorized representative for the project, and a local match was approved up to \$120,000.

Included in the 2012-2017 Capital Improvements Plan (CIP) was a program entitled Flood Response and Mitigation Projects that included \$820,000 in General Obligation Bonds and \$325,000 in Storm Sewer Utility Funds. Portions of this funding were used on a flood mitigation project in Northridge Subdivision/Moore Memorial Park and for bank stabilization near Utah Drive and another location near North Riverside. These three projects are now complete. The two remaining projects are the Trail Ridge Landslide and the Squaw Creek Water Main Protection project (this report). Unspent local funding totaling \$620,081 has been carried forward through budget amendments.

The City hired an engineering consultant to complete the HMGP Drainage Project Application, which was completed and submitted for consideration in July 2012. The proposed construction project included sheet pile walls and riprap infill for bank stabilization to protect the existing 24-inch water main under Squaw Creek on the south side of Lincoln Way. In September 2012, the City was notified that this project was considered stacked, which meant that the funding cap was reached by other projects for the certain disaster covering this project. However, if funding remained, then the City's project would be considered for funding. In June 2014, a Request for Information was received from FEMA, and a response was submitted back to FEMA within a month. Staff has been notified that FEMA is interested in breaking up the project into phases, which includes Phase I (this report and associated agreement) that would fund further analysis of the problem and the best proposed solution, including consideration of whether the existing low-head dam should be removed as part of the project. Through this agreement, FEMA would fund 75%, the State would fund 10%, and the City would fund 15% of the cost of Phase I.

	<b>Utah Drive Landslide (actual cost)</b>	<b>Trail Ridge Landslide (estimated cost)</b>	<b>Squaw Creek Water Main Protection (estimated, this project)</b>	<b>North Riverside Water Main (actual cost)</b>	<b>Northridge/ Moore Park (actual cost)</b>	<b>Total</b>
<i>Project Cost</i>	\$163,790	\$310,00	\$695,000	\$66,882	\$769,060	\$2,004,732
2009/10 Storm Water Facility Rehab					\$98,998	\$98,998
2010/11 Storm Water Facility Rehab					\$57,495	\$57,495
2011/12 Storm Sewer Improvements					\$70,000	\$70,000
2011/12 Low Point Drainage					\$70,000	\$70,000
2012/13 Flood Response & Mitigation (G.O. Bonds)	\$163,790	\$310,000	\$120,000	\$66,882	\$158,902	\$820,000
2012/13 Flood Response & Mitigation (Storm Sewer Utility)					\$313,665	\$313,665
FEMA/State			\$575,000			\$575,000
<b>Total Funding</b>	\$163,790	\$310,000	\$695,000	\$66,882	\$769,060	<b>\$2,004,732</b>

A table summarizing these various projects is shown on the next page.

Professional services proposals were received and rated by city staff for work associated with the recommended Phase I work tasks as agreed upon by FEMA and HSEMD. One proposal was received and rated as follows:

Consultant	Total Score (out of possible 360 points)	Overall Rank	Estimated Cost
Snyder & Associates, Inc.	326	1	\$99,500

Since only one proposal was received, staff was quick to compare the proposed scope of services and estimated cost with other similar projects that the City is currently working to complete. The associated fee in connection to the required schedule (in



order to meet FEMA deadlines) and scope of services is comparable to other contracts. Staff also discussed the proposal with HSEMD who concurred that the proposal is sound and that Snyder & Associates, Inc. is strongly qualified to complete this work. Staff has negotiated a professional services contract with Snyder & Associates, Inc. of Ankeny, Iowa, due to their strong understanding of the HMGP process, technical skills necessary for the work associated with Phase I, and their ability to meet the necessary (tight) timeline for completing this funded project.

**ALTERNATIVES:**

- 1a. Approve Grant Agreement with FEMA/Iowa Homeland Security for Phase I of the City of Ames, Squaw Creek Water Main Protection Project. **Under this agreement FEMA and the Iowa Homeland Security will pay up to \$84,575 (85%) of the Phase I engineering contract, with the City contributing \$14,925 (15%).**
- b. Approve a professional services agreement with Snyder & Associates, Inc. of Ankeny, Iowa, for work associated with Phase I of the City of Ames, Squaw Creek Water Main Protection Project at a not to exceed cost of \$99,500.
2. Direct staff to pursue alternative funding sources for this project.
3. Do not proceed with this project at this time.

**MANAGER'S RECOMMENDED ACTION:**

Through approving these agreements, the City of Ames can continue pursuing federal and state funding to aid in protecting the existing 24-inch was main at Squaw Creek/Lincoln Way. Phase I will continue engineering analysis to develop the best solution for stabilizing this area with consideration by FEMA. Delay of approving these agreements could jeopardize receipt of federal and state funding due to this project being on an extremely tight schedule as directed by FEMA.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, as noted above. **Under this agreement FEMA and the Iowa Homeland Security will pay up to \$84,575 (85%) of the Phase I engineering contract, with the City contributing \$14,925 (15%).**

**COUNCIL ACTION FORM**

**SUBJECT: PURCHASE OF ELECTRIC METERS FOR THE ELECTRIC SERVICES DEPARTMENT**

**BACKGROUND:**

This proposed action is for the purchase of residential single phase, poly phase, programmable demand type, and power quality socket type electric meters to meet the needs of the Electric Services Department inventory. These meters will be purchased from an Electric Services Technical Services Division inventory asset account and charged to the appropriate operations accounts as the meters are put into use.

This contract is to provide electric meters for the period from August 1, 2015, through July 31, 2016. The contract includes a provision that would allow the City to renew the contract for up to four additional one-year terms.

Under the proposed contract, electric meters would be purchased at the City's discretion, which may be quarterly or on an as-needed basis. This provides the City with flexible inventory management and helps to reduce the need for storage space. Bid prices plus applicable sales taxes, which are applicable to the purchase of this equipment, are paid directly by the Utility. **No contract amount is being authorized at this time, since payments will be made as these meters are purchased.**

On May 8, 2015, an Invitation to Bid document was issued to 45 companies. The bid was advertised on the Current Bid Opportunities section of the Purchasing webpage.

On May 12, 2015, four bids were received as shown below.

<b>BIDDER</b>	<b>Single Phase Meters Group 1 Cost</b>	<b>Poly Phase and Demand Meters Group 2 Cost</b>	<b>Power Quality Socket Type Electric Meters Group 3 Cost</b>
Fletcher-Reinhardt Co. Cedar Rapids, IA	<b>\$39,217.12</b>	<b>\$12,868.00</b>	<b>\$38,688.00</b>
Schneider Electric USA, Inc Palatine, IL	No Bid	No Bid	\$54,000.00
EI Electronics LLC. Westbury, NY	No Bid	No Bid	\$52,608.00
RESCO Ankeny, IA	\$138,442.40	Non-responsive	No Bid

**(Note - RESCO did not have inexpensive meters that met the City's specification and bid their high end meter which resulted in the large cost difference between them and the apparent low bidder.)**

Council should note that the evaluation amount is based on unit prices and estimated quantities on prior year purchases. The recommended award is based on the estimated total evaluated cost.

**Staff reviewed the bids and concluded that the apparent low bid, based on the City's estimated quantities, and determined that the bid submitted by Fletcher-Reinhardt Co., Cedar Rapids, Iowa, is acceptable.**

**ALTERNATIVES:**

1. Award a contract to Fletcher-Reinhardt Co., Cedar Rapids, Iowa, for the purchase of electric meters in accordance with unit price bid.

Electric meters will be purchased as requested. Payments will be based on unit prices bid and actual quantities ordered, plus applicable sales taxes.

2. Award a contract to one, or more, of the other bidders for the purchase of electric meters in accordance with unit price bid.
3. Reject all bids and purchase electric meters on an as needed basis at unpredictable prices.

**MANAGER'S RECOMMENDED ACTION:**

It is important to purchase electric meters at the lowest possible cost with minimal risk to the City. It is also imperative to have these meters available to meet customer needs for new service or emergency replacements.

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

**COUNCIL ACTION FORM**

**SUBJECT: CHEMICAL TREATMENT PROGRAM FOR POWER PLANT**

**BACKGROUND:**

This contract is for the chemicals and services for chemical treatment of the boilers, cooling tower, coal yard, and ash ponds at the Power Plant. The scope of work includes supplying a range of chemicals, technical expertise in boiler chemistry and analysis, the ability to train Power Plant staff in maintaining the system, and detailed monitoring and analysis of the boilers to insure they are safeguarded against damage. All of this is essential for the operation of the Power Plant.

**This contract is to provide chemical treatment services for the period from July 1, 2015 through June 30, 2016.** The contract includes a provision that would allow the City to renew the contract for up to four additional one-year terms. Council should note that the City currently has an annual renewable contract in place for these services. This contract is in the final year and expires on June 30, 2015.

On March 27, 2015, a Request for Proposal (RFP) was issued to ten companies 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 May 7, 2015, staff received proposals from three companies. Staff evaluated the proposals and independently evaluated and scored all three proposals in the following two steps:

**STEP 1:**

The proposals were evaluated based on documentation of site visit and compliance with proposal documents. This criterion was rated on a Pass / Fail basis.

**STEP 2:**

The proposals were evaluated based on: 1) service related performance capabilities; 2) references, history of performance, and ability to meet ongoing services; 3) technical proposal; and 4) price.

Based on the matrix used to quantify these proposals, the averaged scores in this step are shown below:

Offerors	Averaged Scores	Overall Annual Base Case Cost*
ChemTreat, Inc Glen Allen, VA	958	\$111,862.62
Veolia Water Technologies Vandalia, OH	828	\$123,885.64
Jaytech, Inc. Des Moines, IA	731	\$216,720.20
* Annual estimated costs to perform the specified services and supply of chemicals based on typical operating conditions.		

Each score was based on a scale of 1 to 10. Overall, 1,000 possible points were available cumulatively for each firm. The overall weighted score was a function of the aforementioned evaluation factors.

**Based on the averaged scores and a unanimous decision by the evaluation committee, staff is recommending that a contract be awarded to ChemTreat, Inc., Glen Allen, VA, for an amount not-to-exceed \$125,000. Payments would be calculated on unit prices bid for actual work performed.**

**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 FY2015/16 Power Plant operating budget includes \$260,000 for this contract. Invoices will be based on contract rates for time and materials for services actually received.

**ALTERNATIVES:**

1. Award a contract to ChemTreat, Inc., Glen Allen, VA, for Chemical Treatment Program in an amount not-to-exceed \$125,000.

This contract includes a provision that would allow the City to renew the contract for up to four additional one-year terms at stated rates.

2. Reject all proposals and purchase chemical treatment services on an as-needed basis.

**MANAGER'S RECOMMENDED ACTION:**

The quality of the chemicals and service that we receive under this contract is critical to optimal operation of the Plant. Competent treatment of the water in the boiler and cooling tower systems is essential to keeping the Plant in top operating condition.

It is essential to receive chemicals and related treatment services for the Power Plant at the lowest possible cost consistent with the quality required to maintain Plant operations. It is also necessary to lock in prices and accountability with key contractors. By choosing alternative No. 1, the Plant would be able to achieve these goals.

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

**COUNCIL ACTION FORM**

**SUBJECT: LIQUID SODIUM HYPOCHLORITE PURCHASE FOR WATER TREATMENT**

**BACKGROUND:**

This contract is for the purchase of liquid sodium hypochlorite which is used for disinfection in the water treatment process at the City Water Treatment Plant and treatment of cooling tower water at the Power Plant. The 2015/16 Water Plant operating budget includes \$43,500 for sodium hypochlorite. The 2015/16 Power Plant operating budget includes \$30,000 for this product.

The following bids were received on April 22, 2015:

<b>Bidder</b>	<b>Price/Gallon</b>	<b>Total Cost</b>
DPC Industries, Inc., Omaha, NE	\$ 0.735	\$73,500
Hawkins Water Treatment Group, Slater, IA	\$ 0.850	\$85,000
Rowell Chemical Corp., Hinsdale, IL	\$ 1.100	\$110,000
Vertex Chemical Corporation, St. Louis, MO	\$ 1.250	\$125,000

The total estimated cost shown above is for the estimated quantity of 100,000 gallons for the 2015/16 contract period, which is shared between the Water Plant and Power Plant.

**ALTERNATIVES:**

1. Award a contract for the purchase of 2015/16 liquid sodium hypochlorite to DPC Industries, Inc. of Omaha, NE in the amount of \$0.735/gallon for an estimated total cost of \$73,500.
2. Award the contract for the purchase of liquid sodium hypochlorite to one of the other two bidders.
3. Reject all bids and attempt to obtain the required services on an as-needed basis.

**MANAGER'S RECOMMENDED ACTION:**

Liquid sodium hypochlorite is an essential treatment chemical, as it provides the final disinfectant barrier that keeps our drinking water and cooling tower water safe from microbial contaminants.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, awarding a contract for the purchase of 2015/16 liquid sodium hypochlorite to DPC Industries, Inc. of Omaha, NE in the amount of \$0.735/gallon for an estimated total cost of \$73,500.

**COUNCIL ACTION FORM**

**SUBJECT: PEBBLE LIME PURCHASE FOR WATER TREATMENT**

**BACKGROUND:**

Pebble lime is used in the water treatment process to remove water hardness. Almost 3,000 tons are used annually and it is the largest chemical cost for the Water Plant. The contract for pebble lime is bid for the upcoming fiscal year plus an optional extension for the subsequent year. On April 23, 2015, bids were received for fiscal year 2015/16:

BIDDER	July 1, 2015 - June 30, 2016		Optional Extension 7/1/16-6/30/17	
	Price Per Ton	Estimated Total Cost	Price Per Ton	Estimated Total Cost
Graymont Western Lime Inc. West Bend, WI	\$148.00	\$429,200	\$154.00	\$446,600
Mississippi Lime Company St. Louis, MO	\$202.40	\$586,960	\$212.40	\$615,960
Lhoist North America of Missouri, Inc. St. Genevieve, MO	\$251.50	\$729,350	No bid	

The total cost in the table above is for an estimated quantity of 2,900 tons per 12-month period. Actual usage will depend on water quality and demand. The 2015/16 operating budget estimates 2,754 tons at \$156.15 per ton for a total of \$430,000.

**ALTERNATIVES:**

1. Award a contract for the purchase of pebble lime to Graymont Western Lime Inc. of West Bend, WI. The contract provides lime at \$148.00 per ton for FY 2015/16. A decision to award the optional second year will be made a year from now.
2. Award the contract for the purchase of pebble lime to one of the other two bidders.
3. Reject all bids and attempt to obtain the required services on an as-needed basis.

**MANAGER'S RECOMMENDED ACTION:**

Acquiring an adequate supply of pebble lime is essential for the established water softening process at the Water Treatment Plant. Graymont Western Lime Inc. has demonstrated the ability to dependably provide this product at a competitive rate. Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby awarding a contract for the purchase of FY 2015/16 pebble lime requirements to Graymont Western Lime Inc. of West Bend, WI in the amount of \$148.00 per ton.



**COUNCIL ACTION FORM**

**SUBJECT:** RENEWAL OF CONTRACT FOR NON-ASBESTOS INSULATION AND RELATED SERVICES AND SUPPLY CONTRACT FOR POWER PLANT

**BACKGROUND:**

This contract involves the removal, repair, and reinstallation of non-asbestos insulation of all types used at the City's Power Plant.

On January 13, 2015, City Council awarded a contract to Total Insulation Mechanical, Inc., Story City, IA, for the Non-Asbestos Insulation and Related Services and Supplies Contract Power Plant to be furnished as requested from award date through June 30, 2015. The contract was in an amount not-to-exceed \$90,000. The initial contract period was shortened to enable future renewals to coincide with the City's fiscal year.

The contract has the option for the City to renew in one-year increments for up to four additional years. Staff recommends renewing the agreement for FY 2015/16. **The rates which will be charged by Total Insulation Mechanical, Inc will be unchanged for this first renewal.** This is the first renewal out of four maximum.

**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 FY2015/16 Power Plant operating budget includes \$125,000 for these services. **The budgeted amount is larger than the first year of the contract due to expected increased insulating work as a result of the Power Plant conversion project.** Invoices will be based on contract rates for time and materials for services actually received.

**ALTERNATIVES:**

1. Approve the contract renewal with Total Insulation Mechanical, Inc., Story City, IA, for the Non-Asbestos Insulation and Related Services and Supplies Contract for the one-year period from July 1, 2015, through June 30, 2016, and approve contract and bond. Total work in FY 2015/16 shall be an amount not-to-exceed \$125,000.
2. Do not renew the agreement and instruct staff to seek new competitive bids.

**MANAGER'S RECOMMENDED ACTION:**

This contract is needed to carry out emergency and routine non-asbestos insulation services at the Power Plant. The contract will establish rates for service and provide for guaranteed availability, thereby setting in place known rates for service. 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 No. 1 as stated above.

**COUNCIL ACTION FORM**

**SUBJECT: ASBESTOS MAINTENANCE SERVICES FOR POWER PLANT –  
CONTRACT RENEWAL**

**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 company that provides both routine and emergency asbestos remediation services. These services include removal and disposal of asbestos containing insulation, as well as the remediation/encapsulation of identified areas or areas 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.

On May 13, 2014, the City Council awarded a contract to ESA, Inc., N. Sioux City, SD, for this asbestos maintenance services contract. These services were to be furnished as requested from July 1, 2014, through June 30, 2015, in an amount not-to-exceed \$75,000.

This contract included the option for the City to renew in one-year increments for up to four additional years. Staff recommends renewing the agreement for FY 2015/16. There is a rate provision under this contract that increases rates at fixed percentages above the previous fiscal year's contracted rates at time of renewal. The yearly rate increase is 2% for both Labor and Travel & Subsistence. This increase is in accordance with the contract terms initially established. **This is the first renewal out of four maximum.**

**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 FY2015/16 Power Plant operating budget includes \$150,000 for asbestos removal. Invoices will be based on contract rates for time and materials for services actually received. **The anticipated expenditures for this service are expected to increase from \$75,000 per year to \$150,000 per year because there will be increased abatement in the Power Plant for the removal of floor tile and piping as well as for cooling tower demolition.**

**ALTERNATIVES:**

1. Approve the contract renewal with ESA, Inc., North Sioux City, SD, for the asbestos maintenance services contract for the City's Power Plant for the one-year period from July 1, 2015, through June 30, 2016; and approve the company's contract and bond. Total work in FY 2015/16 shall be an amount not to exceed \$150,000.
2. Do not renew the agreement and direct staff to seek new competitive bids.

**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 establishes rates for service and provides for guaranteed availability, thereby setting in place known timing and 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: ADA HAYDEN HERITAGE PARK ASPHALT PATH OVERLAY BID****BACKGROUND:**

Since Ada Hayden Heritage Park opened in 2004, the 3.2 mile asphalt trail around the north and south lakes has been used by patrons for bicycling, running, walking and rollerblading. To maintain the trail, annual maintenance of crack sealing has been performed. When necessary, small trail sections in need of repair have been removed and replaced. In recent years, larger sections of the path (as indicated on the attached map) have deteriorated to the point of needing more extensive repairs than what is described above.

The 2015-2019 Capital Improvements Plan (CIP) had \$200,000 appropriated in FY 2014/15 for resurfacing the south lake trail and \$200,000 in FY 2015/16 for resurfacing the north lake. Through discussions with a local asphalt contractor and a City Engineer, it was determined approximately 75% of the 3.2 mile trail has five to ten years of life left. This leaves approximately 4,000 linear feet of the trail in need of resurfacing, resulting in the 2014/15 CIP budget being amended to \$75,000. Minor repairs throughout the rest of the trail will be accomplished with City staff.

This project will require sections of the trail to be closed for approximately five days, weather permitting. To educate park users and residents of the trail closures and alternate routes, signs will be posted in advance of the work being done and press releases will be distributed. The contractor will have until October 1, 2015 to complete the project described below in the base bid.

The **Base Bid** includes all labor, equipment, materials, transportation, traffic control (vehicle and pedestrian), and other components necessary to complete a two inch overlay of Hot Mix Asphalt (HMA) on sections of the ten-foot wide asphalt path at Ada Hayden Heritage Park.

**Ada Hayden Heritage Park Asphalt Overlay**

<b>Bidder</b>	<b>Base Bid</b>
Manatts, Inc.	\$55,600

**ALTERNATIVES:**

1. Award the Ada Hayden Heritage Park Asphalt Path Overlay contract to Manatts, Inc. of Ames for the bid amount of \$55,660.
2. Accept the report of bids for the Ada Hayden Heritage Park Asphalt Overlay but do not award bids on the project at this time.
3. Reject all bids.

**MANAGER'S RECOMMENDED ACTION:**

The proposed project will address needed repairs along sections of the 3.2 mile loop around the north and south lakes. After reviewing the trail and realizing the amount of use it gets from park patrons, Staff believes it is necessary to overlay sections of the path to continue to provide a smooth and safe surface for bicyclists, walkers, runners, and rollerbladers. Because the majority of the trail has 50% of its useful life left, staff believes that this project to resurface at this time only the worse sections of the path, rather than the total path, is the most prudent way to proceed.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby awarding the Ada Hayden Heritage Park Asphalt Path Overlay contract to Manatts, Inc. of Ames, IA for the bid in the amount of \$55,660.

Red line designates overlay area  
(Red line not to scale)



Ada Hayden Walking Path Improvements



1 inch = 417 feet  
Date: 4/24/2015



CITY OF  
Ames™

*Caring People ♦ Quality Programs ♦ Exceptional Service*

# MEMO

**To:** Mayor and City Council

**From:** Diane Voss, City Clerk

**Date:** May 22, 2015

**Subject:** Contract and Bond

There is no Council Action Form for Item No. 28. Council approval of the contract and bond for this project is simply fulfilling a State Code requirement.

/drv



**COUNCIL ACTION FORM**

**SUBJECT: ACCEPTANCE OF SUBSTATION ELECTRICAL MATERIALS - 69 KV SWITCHES, INSTRUMENT TRANSFORMERS AND STEEL STRUCTURES**

**BACKGROUND**

On June 11, 2013, City Council approved preliminary plans and specifications for certain electrical materials associated with the replacement of the 69kV switchyard relay controls at the Ames Plant Substation. This phase of the project is for the purchase of electrical materials consisting of 69kV Switches, Instrument Transformers, Lightning Arrestors and Steel Structures. The Engineer's estimated cost of these materials is \$175,000. A budget of \$1,700,000 is included in the 2013/14 CIP for the entire project.

On June 26, 2013, bids were received and evaluated by Electric Services staff and an engineer from Dewild Grant Reckert & Associates (DGR) Company. The recommended awards were as followed:

- **Bid No. 1 69kV Switch – Hamby-Young, Aurora, OH for \$52,552.84\***
- **Bid No. 2 Instrument Transformers - RESCO, Ankeny, IA for \$66,160.70\***
- Bid No. 3 Lighting Arresters – Fletcher-Reinhardt Company, Bridgeton, MO for \$11,273.52\* (The delivery of this material was certified as complete by the City Council at a prior meeting.)

*\*Award amounts for Bid No.'s 1-3 are inclusive of Iowa Sales Tax*

- **Bid No. 4 Steel Structures – Galvanizers, Inc., West Fargo, ND for \$2,189.62, plus applicable sales taxes (in the amount of \$137.72) to be paid directly by the City of Ames to the State of Iowa.**

**The total cost of all four of these awards (including all applicable sales tax) was \$132,314.40.**

Hamby-Young has delivered all of the 69kV switches. As a result, the Project Engineer has provided a certificate of completion for this phase of the electrical materials. The total contract amount is \$52,552.84.

RESCO has delivered all of the instrument transformers. As a result, the Project Engineer has provided a certificate of completion for this phase of the electrical materials. The total contract amount is \$65,779.59. There was one change for this contract resulting in a deduction of \$381.11 to change two 15kV Potential Transformers to double-bushing V rated transformers.

Galvanizers, Inc. has delivered all of the steel structures. As a result, the Project Engineer has provided a certificate of completion for this phase of the electrical materials. The total contract amount is \$2,189.62.

**ALTERNATIVES:**

- 1) a. Accept completion of the contract for the 69kV switches phase of the Substation Electrical Materials with Hamby-Young, at a total cost of \$52,552.84, and authorize final payment to the contractor.
  - b. Accept completion of the contract for the instrument transformers phase of the Substation Electrical Materials with RESCO, at a total cost of \$65,779.59, and authorize final payment to the contractor.
  - c. Accept completion of the contract for the steel structures phase of the Substation Electrical Materials with Galvanizers, Inc. at a total cost of \$2,189.62, and authorize final payment to the contractor.
- 2) Delay acceptance of the completion of the contract for the materials.

**MANAGER'S RECOMMENDED ACTION:**

The three contractors for the 69kV switches, instrument transformers, and steel structures phases of the Substation Electrical Materials have delivered all of the materials specified under the contract. The Project Engineer has issued a certificate of completions on the work, and the City is legally required to make final payment.

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



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

May 21, 2015

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

Ladies and Gentlemen:

I hereby certify that the final utility fixture adjustments and street lighting, required as a condition for approval of the final plat of **South Fork, 6<sup>th</sup> Addition** have been completed in an acceptable manner by **Manatts, Inc. of Ames, IA**. The above-mentioned improvements have been inspected by the Engineering Division of the Public Works Department of the City of Ames, Iowa and found to meet City specifications and standards.

As a result of this certification, it is recommended that the financial security for public improvements on file with the City for this subdivision be set at **\$4,725.00**. The remaining work covered by this financial security includes the installation of a shared use path.

Sincerely,

John C. Joiner, P.E.  
Director

JJ/jc

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

South Fork, 6<sup>th</sup> Addition (REVISED)

May 5, 2015

Page 2

Description	Unit	Quantity
Class 13 Excavation	CY	250
Sub-grade Preparation	SY	1,725
4" Sanitary Sewer Service, PVC	EA	8
Storm Sewer, RCP 15", CL 3	LF	75
Storm Sewer, RCP 18", CL 3	LF	112
Footing Drain Collector, 6"	LF	204
Footing Drain Cleanout, 6"	EA	2
Footing Drain Outlet and Connection, 6"	EA	2
Storm Sewer Service Stub, PVC, 1-1/2"	LF	290
Water main, Trenched, PVC, 8"	LF	290
Water Service Connection, Curb Stop & Box, 1"	EA	8
8" 45 Degree Bend	EA	2
Fire Hydrant Assembly (includes gate valve, boot, 6" pipe and fittings)	EA	1
Intake, SW502	EA	4
Manhole Adjustment, Major	EA	1
30" PCC Curb and Gutter	LF	790
Pavement, 8" HMA	SY	485
Pavement, 9.5" HMA	SY	1,060
Pavement Removal	SY	10
Seeding, Type 1 Lawn Mix	ACRE	1
Silt Fence-Install, Maint. & Removal	LF	300
Inlet Protection Device-Install, Maint. & Removal	EA	3
Stabilized Construction Entrance	EA	1

**COUNCIL ACTION FORM**

**SUBJECT:** HUNZIKER ANNEXATION AT 3535 S. 530<sup>TH</sup> AVENUE

**BACKGROUND:**

Hunziker Development Company LLC is proposing annexation of land, located south of the Ames corporate limits and west of S. 530<sup>th</sup> Avenue (University Boulevard). The proposed annexation includes six parcels of land. Five of these parcels are under the control of Hunziker Development Company LLC as consenting properties, and one is a non-consenting isolated property controlled by Holly Plagmann. The total land area of the requested annexation is 20.26 gross acres. (See *Attachment A-Annexation Plat, Attachment B-Location Map, Attachment D-Legal Descriptions of Parcels*).

Since the annexation request would create an island of unincorporated land, the non-consenting owner has been added to the territory as allowed by Code of Iowa, Section 368.7(a), where up to 20% of the area of an annexation may include non-consenting property owners. **As currently proposed, 97.88% of the total territory proposed for annexation is consenting and 2.12% is non-consenting.** A location map of the proposed annexation is included as *Attachment B*. It identifies the parcels owned by consenting owners as well as non-consenting owners.

**Land Use Policy:** The Land Use Policy Plan (LUPP) identifies these parcels as properties within the “Southwest II Allowable Growth Area” (See *Attachment C- LUPP & Ames Urban Fringe Map*). If annexed, the LUPP designation would be “Village/Suburban Residential”, allowing for a broad range of residential development types. Land is automatically zoned as “Agriculture” upon annexation. The developer intends to seek rezoning of the property to “F-PRD” (Planned Residence District) to consider a future multi-family development.

**Infrastructure:** The City does not plan to extend new infrastructure with this voluntary annexation. It is adopted City policy that, before development can occur, the developer must extend City infrastructure to the area. Capacity is available to allow for proper extension of utilities to the properties from adjacent locations.

Notably, the City has not identified this site as being within the Xenia Rural Water District territory. Staff has requested an agreement from the property owner that in the event there was a required buyout cost of rural water service that the property would be responsible for the cost. This is a standard requirement of the City of Ames for all annexations of land intended for development. **The consenting property owner has signed the agreement, described as the “Covenant and Agreement Pertaining to Water Service.”** The non-consenting Plagmann property is under no obligation to provide the same agreement.

**Non-Consenting Property:** State law allows for up to 20% of the property within a requested voluntary annexation to be non-consenting for the purpose of creating logical

and efficient boundaries or to eliminate islands. This is often referred to as the 80/20 rule. In this case the 80/20 rule is applied to avoid creating an island that is prohibited under state law. Non-consenting property owners are subject to the ordinances of the City, but they do not have any automatic changes to use of their property, such as removal of non-conforming uses or structures or connections to City water or sewer lines.

**The proposed voluntary annexation area includes one non-consenting property owner in order to avoid creating a jurisdictional island.** The areas denoted in this report represent an 80/20 calculation of acreage for the annexation based on the gross acreage of the properties. Upon City Council approval of an 80/20 annexation, state law requires that the state's City Development Board also conduct a hearing on the annexation and take action to approve the annexation before it can be finalized and recorded with the county.

<b>Consenting Owners:</b>	<b>Property Address/Legal Description</b>	<b>Gross Acres</b>
Hunziker Development Co.	3535 S. 530 <sup>th</sup> Avenue, Story County Parcel "B"	18.48
Hunziker Development Co.	No Address Assigned Parcel "C"	0.53
Hunziker Development Co.	3535 S. 530 <sup>th</sup> Avenue, Story County Parcel "G"	0.35
Hunziker Development Co.	No Address Assigned Parcel "M"	0.14
Hunziker Development Co.	No Address Assigned Parcel "N"	0.33
<b>Total Consenting:</b>		<b>19.83</b>
<b>Non-Consenting:</b> Holly Plagmann	No Address Assigned Section 16, Township 83, Range 24 SE, SE 50' of Railroad Right-of-Way West of Center Line	<b>0.43</b>
<b>Total Acres (Gross):</b>		<b>20.26</b>
<b>Total Acres (Roadway):</b>		<b>0.33</b>
<b>Total Acres (Net):</b>		<b>19.93</b>

**Outreach:** As part of the state-mandated process for annexations, city staff held a consultation with the Franklin Township Trustees and the Story County Supervisors on April 13, 2015. The Washington Township Clerk attended and did not indicate any issues or recommendations for altering the proposed annexation.

Staff has contacted the Holly Plagmann, owner of the non-consenting property, as part of the public hearing notice for the Planning and Zoning meeting. The applicant has informed the City that they have offered to purchase the non-consenting parcel; however, the owner, Ms. Plagmann, has no interest in selling at this time, and has not signed as consenting to the voluntary annexation.

**ALTERNATIVES:**

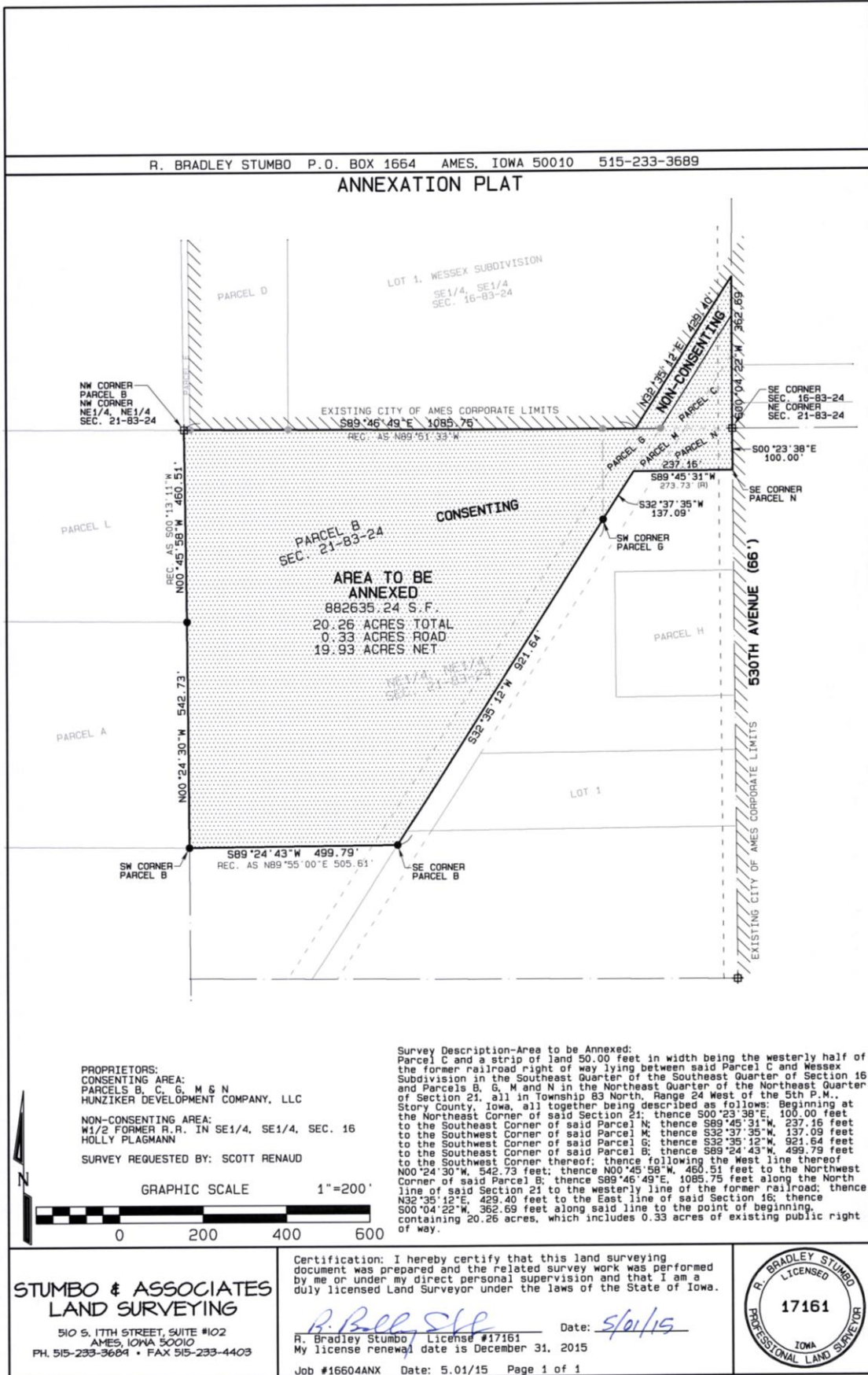
1. The City Council can accept the covenant for water service and annex 20.26 gross acres, generally located at 3535 S. 530<sup>th</sup> Avenue, all in Section 16 of Washington Township, Story County by finding that the proposed annexation is consistent with the Land Use Policy Plan and Urban Fringe Plan.
2. The City Council can annex a smaller area of land, consistent with state law and the City of Ames Land Use Policy Plan and Urban Fringe Plan.
3. The City Council can deny the request to annex the 20.26 gross acres, generally located at 3535 S. 530<sup>th</sup> Avenue, all in Section 16 of Washington Township, Story County by finding that the Land Use Policy Plan is not consistent with the Land Use Policy Plan and Urban Fringe Plan.

**CITY MANAGER'S RECOMMENDED ACTION:**

The proposed annexation is consistent with the LUPP in that it is part of the Southwest Growth Area intended for future City expansion. Utilities are generally available to serve the site. Based on the annexation efforts from last year for this same area, there does not appear to be a broader interest in annexation and staff does not believe waiting for additional interest would allow for a larger or more complete annexation to further the development of the this part of the Southwest Growth Area.

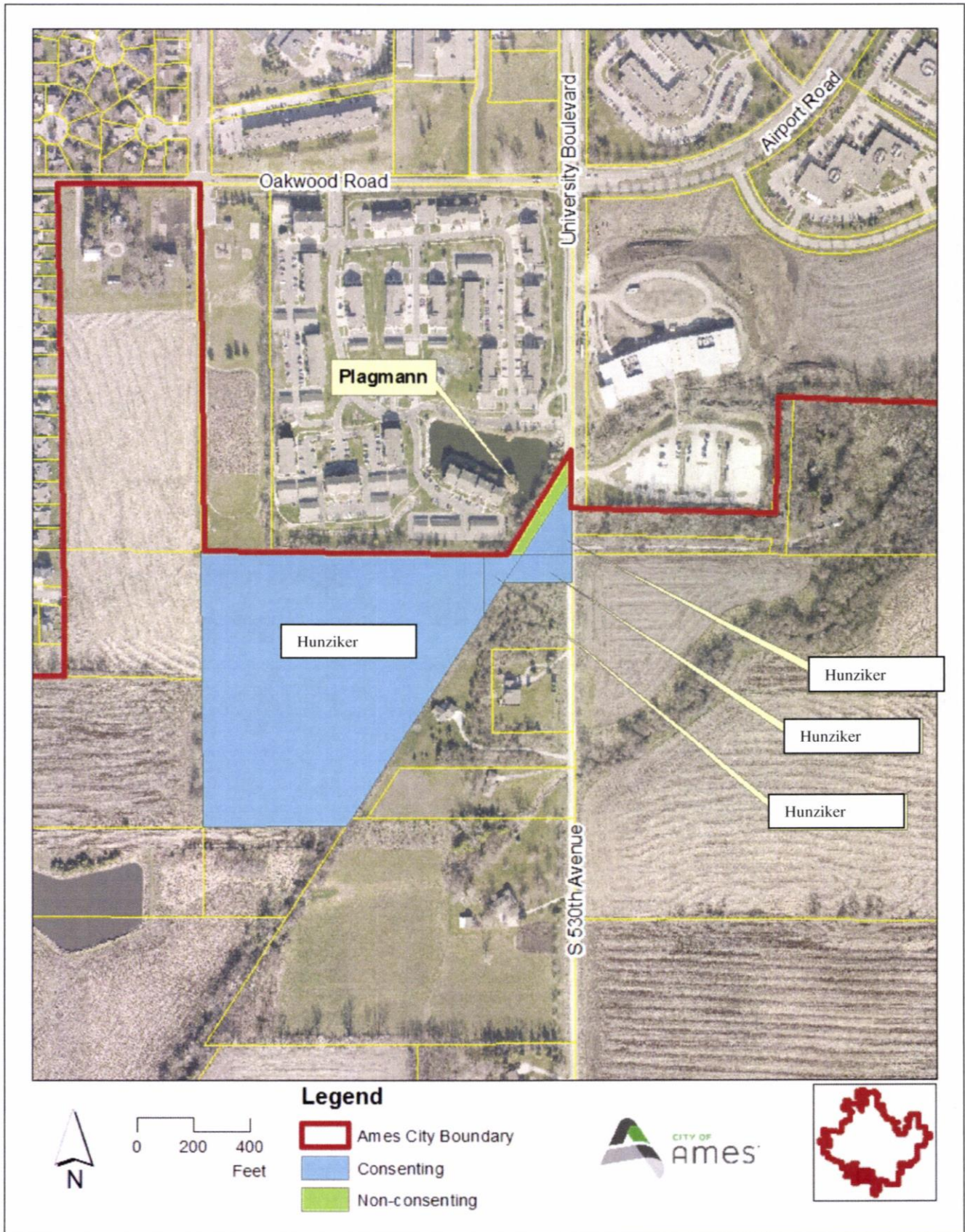
**Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1.** This would approve the annexation of 20.26 gross acres, generally located at 3535 S. 530<sup>th</sup> Avenue, all in Section 16 of Washington Township, Story County by finding that the proposed annexation is consistent with the Land Use Policy Plan and Urban Fringe Plan.

**ATTACHMENT A: ANNEXATION PLAT**

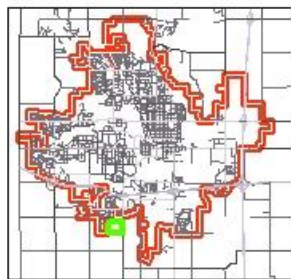
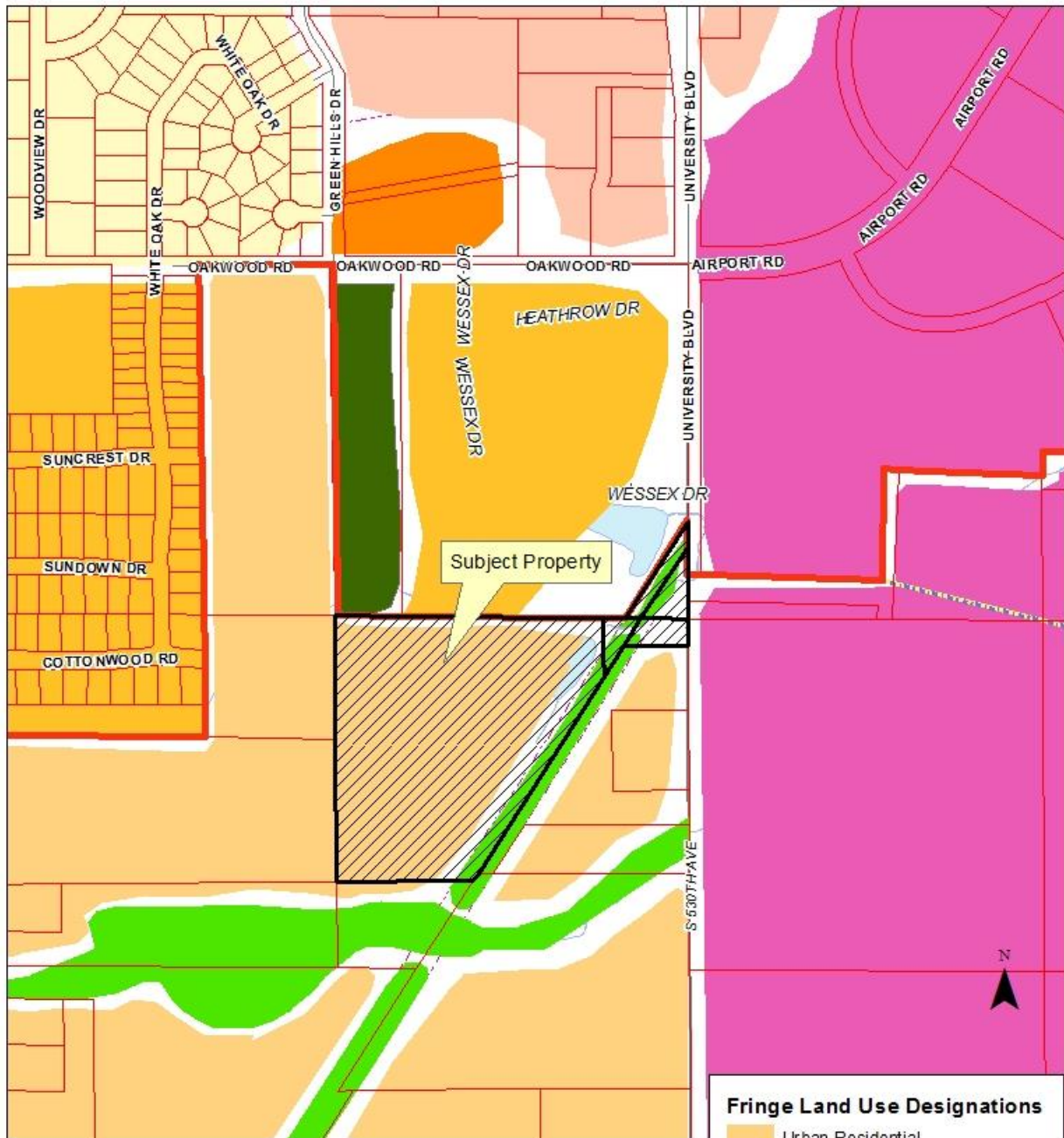




# ATTACHMENT B: LOCATION MAP & OWNERSHIP OF PARCELS



**ATTACHMENT C: LUPP & AMES URBAN FRINGE MAP**



**LUPP & AUF Map  
3535 S. 530th Avenue**

**Fringe Land Use Designations**

- Urban Residential
- Natural Areas

**City Land Use Designations**

- Low-Density Residential
- High-Density Residential
- Village/Suburban Residential
- Highway-Oriented Commercial
- Planned Industrial
- Parks and Open Space

## ATTACHMENT D: LEGAL DESCRIPTIONS OF PARCELS

### **Consenting:**

Parcel ID: 09-21-200-200

Owner: Hunziker Development Company LLC

Area: 18.61 acres

Address: 3535 530<sup>th</sup> Avenue

Legal: Parcel "B" of the Northeast  $\frac{1}{4}$  of Section 21, Township 83 North, Range 24 West of the 5<sup>th</sup> PM, as recorded in the office of the Story County Recorder in CFN Book 14 page 19 on July 15, 1996 as Instrument Number 96-07239 and Except Parcel "G" of the Northeast  $\frac{1}{4}$  of Section 21, Township 83 North, Range 24 West of the 5<sup>th</sup> PM, as described in a Plat of Survey recorded in the office of the Story County Recorder on Slide 271 page 4 on February 7, 2006 as Instrument Number 2006-00001651.

Parcel ID: 09-21-200-220

Owner: Hunziker Development Company LLC

Area: 0.35

Address: None

Legal: Parcel "G" of the Northeast  $\frac{1}{4}$  of Section 21, Township 83 North, Range 24 West of the 5<sup>th</sup> PM, as described in a Plat of Survey recorded in the office of the Story County Recorder on February 7, 2006 on Slide 271 page 4 of the Recorder's Plat Cabinet as Instrument Number 2006-00001651.

Parcel ID: 09-21-200-235

Owner: Hunziker Development Company LLC

Area: 0.48 acres

Address: None

Legal: Parcel "M" of the Northeast  $\frac{1}{4}$  of Section 21, Township 83 North, Range 24 West of the 5<sup>th</sup> PM, as described in a Plat of Survey recorded in the office of the Story County Recorder on February 7, 2006 on Slide 271 page 3 of the Recorder's Plat Cabinet as Instrument Number 2006-00001650.

And

Parcel "N" of the Northeast  $\frac{1}{4}$  of Section 21, Township 83 North, Range 24 West of the 5<sup>th</sup> PM, as described in a Plat of Survey recorded in the office of the Story County Recorder on February 7, 2006 on Slide 271 page 5 of the Recorder's Plat Cabinet as Instrument Number 2006-00001652.

Parcel ID: 09-16-480-305  
Owner: Hunziker Development Company LLC  
Area: 0.53 acres  
Address: None

Legal: Parcel "C" of the Southeast ¼ of the Southeast ¼ of Section 16, Township 83 North, Range 24 West of the 5<sup>th</sup> PM, as described in a Plat of Survey recorded in the office of the Story County Recorder on October 12, 1998 on Slide 4 page 1 of the Recorder's Plat Cabinet as Instrument Number 98-14136.

### **Non-Consenting**

Parcel ID: 09-16-480-260  
Owner: Holly Plagmann  
Area: 0.59 acres  
Address: None

Legal: That part of the Southeast ¼ of the Southeast ¼ of Section 16, Township 83 North, Range 24 West of the 5<sup>th</sup> PM, bounded as follows: On the Northeast by the East line of said Southeast ¼ of the Southeast ¼ of Section 16; On the Northwest by a line parallel with and distant 50 feet Northwesterly, measured at right angles, from the center line of the main track (now removed) of the Des Moines and Minnesota Railroad Company (now the Chicago and North Western Transportation Company), as said main track center line was originally located and established over and across said Section 16; On the Southwest by the South line of said Southeast ¼ of Section 16; And on the Southeast by said above described original main track center line, as described in a Deed recorded in the office of the Story County Recorder on February 8, 1991 as Instrument Number 05678.

**COUNCIL ACTION FORM**

**SUBJECT: ZONING ORDINANCE TEXT AMENDMENT TO EXCLUDE PARKING STRUCTURES FROM DEFINITION OF FLOOR AREA RATIO**

**BACKGROUND:**

The City Council reviewed options for considering changes to Floor Area Ratio (FAR) standards on April 14, 2015 and directed staff to draft a text amendment excluding parking structures from the definition of FAR. The proposed text amendment would apply city wide to all parking structures, not just to those within the HOC zoning district.

FAR is a zoning regulation (development standard) with two purposes. It can be used to limit the intensity of use of a site or to control the massing of the building. FAR can lead to a predictable building design and building size when lots are of the same general size in a zoning district, but the results will vary greatly when there is a large difference in lot sizes. Other related zonings standards to intensity and massing include maximum building coverage, minimum required setbacks, minimum landscaped/open space area, and maximum height limits.

The current relevant Zoning Ordinance terms are stated below.

Section 29.201-Definitions

(77) Floor Area, Gross means the sum of the gross horizontal area of floors of a building, including interior balconies and mezzanines. All horizontal dimensions are to be between the exterior faces of walls or from the center line of walls separating 2 buildings.

(78) Floor Area, Net means the total square foot area of all space within the outside line of a wall, including the total area of all floor levels, but excluding porches, garages, or unfinished space in a basement or cellar.

(79) Floor Area Ratio (FAR) means the amount of floor area in relation to the amount of lot area, determined by dividing the gross floor area of all buildings on a lot by the area of that lot.

The proposed text amendment is as follows with the underlined words:

(79) Floor Area Ratio (FAR) means the amount of floor area in relation to the amount of lot area, determined by dividing the gross floor area of all buildings on a lot by the area of that lot. Parking structures are excluded from the calculation of floor area ratio.

Ames applies FAR as a development standards in multiple zoning districts, as either a minimum or maximum.

<u>Zoning District</u>	<u>Max. 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

\*CSC and DSC zoning having a minimum FAR of 1.0 to ensure buildings match the historic pattern of the surroundings. An exception process exists to reduce minimum FAR in unique situations.

The 0.5 FAR allowed in the HOC zoning district would generally lead to one and two story buildings, even though taller buildings could be built under the HOC zoning. This is result of the parking ratio and amount of land needed for surface parking in relation to building floor area. A development standard with a 1.0 FAR would relate to more urban setting as it would require full use of site or multi-story buildings. FAR of 1.0 or greater is a common situation along Main Street or in parts of Campustown. Other examples of how FAR translates to building design with standards parking requirements include:

- 1-Story retail commercial development will be typically 0.2 to 0.25 FAR of a site with 100% surface parking.
- 2-Story retail commercial development at 0.5 FAR with primarily surface parking and some structured parking.
- 1-Story industrial/professional office building will be 0.3 FAR with 100% surface parking.
- 3 to 4-Story industrial/office building of 0.5 FAR with 100% surface parking.
- 5 to 7-Story office building of 0.7 FAR with a mix of parking structures and surface parking.

The result of changing the definition as proposed will be to generally incentive taller buildings on a site. The total usable floor area of site will still be controlled by the FAR limitations of the base zoning district and is not directly increased with the amendment. Excepting parking structures will make it easier for a developer to reach maximum floor area limits due to more flexibility in providing parking spaces to serve the intended use.

**With the exception to FAR, a parking structure will still be treated as a building and required to conform to other building standards of a zoning district.** This means setbacks, building coverage, height, open space, will apply to a parking structure

during site plan review. In situations with larger sites, building coverage will be the standard that is most likely to limit the overall size or footprint of all buildings on a site. The City also has additional specific development standards for Parking Decks in Section 29.406 (12) that will apply to new parking structures. This includes design standards for orientation of the parking decks, shielding of cars, and minimum setback requirements in CSC and DSC zoning districts.

The Planning and Zoning Commission reviewed the proposed text amendment at its May 6, 2015 meeting. The Commission recommended the Council adopt the proposed text amendment on a 5-0 vote.

**ALTERNATIVES:**

1. City Council can approve on first reading the text amendment to exclude parking structures from the definition of Floor Area Ratio.
2. The City Council can request additional information before approving the text amendment.
3. The City Council can deny the text amendment.

**CITY MANAGER'S RECOMMENDED ACTION:**

Staff previously developed options for alternative approaches to intensify development in the HOC zoning district at the April 14, 2015. These alternatives included allowing for a general exception process to exceed FAR limitations, an exemption for parking structures from all building development standards, or for planned commercial development for projects that are subject to a design review process. The proposed definitional change is most direct approach to dealing with the issue of promoting structured parking in support of development. It does not change the design requirements or site development plan review process. However, the text change will likely have limited utility in the near term as very few projects include parking structures.

Exempting Parking Structures from the definition does incentivize alternative development styles and probably a fuller use of a site through greater flexibility in providing required parking. Excluding parking structures does not fundamentally alter the intensity of use planned for the base zoning when considering that the amount of usable floor area does not change. **Therefore, it is the recommendation of the City Manager that the Council act in accordance with Alternative #1.**

ATTACHMENT A

March 9, 2015

Honorable Mayor & City Council  
City of Ames  
515 Clark Avenue  
Ames, Iowa 50010

**RE: Request to Amend the Code of Ordinance Definition of the Floor Area Ratio**

Honorable Mayor & City Council:

We are working on development of a Highway-Oriented Commercial (HOC) zoned property in Ames and as part of the project are contemplating the use of covered parking. However, if covered parking is used, then the amount of building development is *reduced* as the covered parking is measured as part of the Floor Area Ratio (FAR) for the project. For example; on a 200,000 square foot (s.f.) lot code would allow a 100,000 s.f. commercial building ( $100,000/200,000 = \text{FAR of } 0.50$ ). But, if the building had covered parking, then only a 50,000 square foot building could be constructed *as the 50,000 s.f. of covered parking would count against the FAR of 0.50*. It would seem to be in the best interest of the City to maximize the use of prime commercial lots and allow the full use of a site with covered parking. It is a more efficient use of land resources to promote the use of covered parking and provides more value per acre of building construction.

The pertinent portions of the FAR definitions are found in Code Section 29.201 Definitions as shown below:

**(77) Floor Area, Gross** means the sum of the gross horizontal area of floors of a building, including interior balconies and mezzanines. All horizontal dimensions are to be between the exterior faces of walls or from the center line of walls separating 2 buildings.

**(78) Floor Area, Net** means the total square foot area of all space within the outside line of a wall, including the total area of all floor levels, but excluding porches, garages, or unfinished space in a basement or cellar.

**(79) Floor Area Ratio (FAR)** means the amount of floor area in relation to the amount of lot area, determined by dividing the gross floor area of all buildings on a lot by the area of that lot.

We are not asking for a change to the HOC zoning's FAR limit of 0.50. We do request the definition of the Floor Area Ratio to be changed by changing the "gross floor area" to "net floor area" such that it reads:

**79) Floor Area Ratio (FAR)** means the amount of floor area in relation to the amount of lot area, determined by dividing the *net* floor area of all buildings on a lot by the area of that lot.

The City's definition of "net floor area" excludes garages from the calculations and would allow the project to move forward. This small (one word) change would allow for the full 100,000 s.f. of building to be constructed as detailed in the example above.

Our due diligence period for purchase of the property is by the end of April. We would like to have the Council move forward with the change expeditiously such that we can be assured the change will be in process before the end of our due diligence period. Thank you for your assistance. Please call me if you have any questions.

Sincerely,



Martin Stern  
Cell Phone (515)-779-7301

cc: Kelly Diekmann, Planning & Housing Director  
Steve Schainker, City Manager





**ORDINANCE NO.**

**AN ORDINANCE TO AMEND THE MUNICIPAL CODE OF THE CITY OF AMES, IOWA, BY REPEALING SEC. 29.201 (79) AND ENACTING A NEW SECTION 29.201(79) THEREOF, FOR THE PURPOSE OF EXCLUDING PARKING STRUCTURES FROM DEFINITION OF FLOOR AREA RATIO; REPEALING ANY AND ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT TO THE EXTENT OF SUCH CONFLICT AND ESTABLISHING AN EFFECTIVE DATE.**

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

Section One. The Municipal Code of the City of Ames, Iowa shall be and the same is hereby amended by repealing Section 29.201(79) and enacting a new Section 29.201(79) as follows:

**“Sec. 29.201. DEFINITIONS.**

...

(79) **Floor Area Ratio (FAR)** means the amount of floor area in relation to the amount of lot area, determined by dividing the gross floor area of all buildings on a lot by the area of that lot. Parking structures are excluded from the calculation of floor area ratio.”

...

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 ORDINANCE TEXT AMENDMENT TO ALLOW FOR A LINCOLN WAY MIXED USE OVERLAY ZONE**

**BACKGROUND:**

In February 2015 Hunziker Development Company LLC requested that City Council initiate a text amendment to allow for the construction of a mixed-use development project along West Lincoln Way on property in the Highway Oriented Commercial (HOC) zoning district. (See Attachment A) The applicant has a concept for development of the site which consists of a mixed commercial and residential development containing two separate three-story buildings, each containing first floor commercial space and apartment dwellings. This concept of mixed use is currently not allowed within HOC zoning.

City Council had previously directed as part of the Planning and Housing work plan to begin a review of the Land Use Policy Plan and specifically to do a comprehensive Lincoln Way corridor study. The Lincoln Way Corridor Study is intended to create a broad urban design plan recognizing Lincoln Way as signature element of the City's transportation network and its aesthetic character as it ties multiple neighborhoods and districts of the City together. The Study will have an assessment of the surrounding urban environment and attributes of Lincoln Way based upon multi-modal travel opportunities, streetscape design, and potential for strategic infill opportunities supportive of the Corridor. The study will focus on areas between Duff Avenue and South Dakota Avenue. The Planning Division work plan estimate for duration of the Corridor study is approximately 8 months and it is to begin in the fall of 2015. **When responding to the Hunziker request, Council directed this text amendment to precede the Corridor Study as a tool that could be refined once the study is completed in the Spring of 2016.**

**The proposed text amendment is to create a new zoning overlay district in the Zoning Ordinance, Chapter 29 of the Ames Municipal Code. The intent is to allow for a case-by-case review of a Major Site Development Plan with the rezoning to add mixed use to a site. Upon adoption of the ordinance, individual property owners would need to request a rezoning of property to add the mixed use overlay to the underlying base HOC zoning.** Upon completion of the Corridor Study, mixed use may be permitted by right as it is in Campustown with defined standards and design guidelines or continue to rely upon a case-by-case review as modeled in this ordinance.

**The Hunziker request centers upon allowing for apartment dwellings within the HOC zoning district.** HOC is an exclusive commercial district that currently does not allow for residential uses. Within the current HOC zone, permitted uses are focused on auto oriented office or retail trade uses, including restaurant, recreation, and entertainment. HOC zoning is the most common commercial zone in the City. With this

wide diversity of allowed uses and locations in the City, HOC has a larger range of interactions with residential and commercial uses than other zoning types in the City. In general, a broad allowance for housing would not further the City's general interests in commercial land use and developing residential neighborhoods because of this diversity. However, HOC zoning along Lincoln Way is a different context than many other areas because it is already an important part of areas with residential uses and has excellent transit access. Adding mixed use could be complementary to its surroundings and provide for strategic infill as supported by the LUPP. **The proposed overlay would add a dimension of use for household living in HOC exclusively along the central areas of the Lincoln Way Corridor, defined as from South Dakota Avenue to Duff Avenue. It would not allow for mixed use in other HOC zoned areas of the City.**

The purpose of the Mixed Use Overlay should be to create a balance between permitted commercial uses of the HOC base zone and the inclusion of a well designed multi-family residential development. **Staff believes continuing to emphasize commercial use as a priority in the overlay is important along Lincoln Way.** Commercial uses must be designed appropriately for it to be successful in a mixed use project. For example, the West Towne mixed use apartments along Mortenson are mixed use but the commercial uses are not as successful as hoped due in part to their design and orientation. Poor design and orientation along Lincoln Way would be detrimental to the Lincoln Way Corridor.

The Overlay is intended to supplement the base zone regulations of the HOC in order to preserve the existing commercial use pattern established within the corridor. Typically, the commercial uses within HOC are compatible with mixed use. Some concerns about the mixed use living environment are the types of commercial activities on the site and the hours or operations, noise, and odors. This would not appeal to everyone, but some people seek out the variety of activities and potential interactions with people in this environment. Concerns about the arrangement of uses can be considered during a major site plan review. Staff has proposed within the ordinance to limit the range of HOC uses that are more likely compatible with residential uses. Staff also believes this type of housing and living environment is marketable to not only students, but also to a more diverse young workforce and small households without children.

### **Proposed Text Amendments:**

The proposed ordinance with its full language is included as an attachment. The key provisions are a clear purpose of commercial use combined with residential, design standards for site orientation, building size and height standards, requirement for City Council approval of the project, and design principles to guide the commercial use of the site and the architectural design of the project. The use of design principles provides the opportunity to state the City's intent for development and still allows for some individual flexibility. Design standards are code standards that must be met by a project. **Staff advises Council that this approach is preferred for pilot projects and initiating efforts for mixed use, but cautions that it will require negotiation of some design elements and to have high expectations of projects and details to ensure the City approves a successful project.**

Staff reviewed the mixed-use ordinance concept with the Planning and Zoning Commission at the April 15<sup>th</sup> and May 6<sup>th</sup> P & Z meetings. Hunziker development provided input to the P&Z at both of these meetings as well. Staff discussed many of the design concerns of the ordinance and whether specific standards or general design principles are the appropriate approach to the Overlay. Based on that discussion, staff drafted the attached ordinance as a mix of some minimum expectations, including commercial frontage, maximum height, orientation of buildings, and floor area ratios with basic design principles. The expectation is the Major Site Plan review will develop most site specific details about design and layout.

One of the significant issues discussed with the Commission was defining commercial uses in the Overlay. The primary two options were to consider a standards based on lot frontage or on total lot area. The proposed requirement is a minimum expectation of 15% FAR for commercial uses without stating a density or apartment size standard. Staff believes the requirement for 15% FAR is generally in the lower range of commercial land utilization; however, it is more of a midpoint in Ames. Staff reviewed a variety of uses and locations for commercial developments in Ames to create a context for the standard. The general range of FAR for one-story developments was between 8% and 23%. These sites were relative modern commercial sites along Lincoln Way, Duff Avenue, and Stange Road between 0.7 acres and 4 acres. The uses that heavily relied upon parking, such as restaurants, medical office, and banks, would have much lower FAR than retail and office uses in this comparison.

Hunziker Development believed a lower FAR better fit their particular project site and preferred that 15% was not a mandatory standard. The Planning and Zoning Commission felt the 15% FAR was a good benchmark to work from, but felt it best as a general design principle to be reviewed on a case by case basis as part of the design and layout review of the Major Site Development Plan process. Staff has incorporated the 15% FAR as a Design Principle rather than as a standard.

For the amount of residential use on a site, staff has not indicated a density limit or desired unit type for the apartments. The controls on size and density will be the 3-story height limit and 100% FAR combined with parking requirements. The City's standard parking requirements for apartments based upon bedrooms will apply to development within the Mixed Use Overlay. There is not a lower parking standard as part of this ordinance. Staff also included a Design Principle that the parking provided on the site exceeds minimum retail and office parking to allow for more intensive commercial uses that include restaurant. This is meant to ensure that sites are not parked at the minimum commercial levels to maximize the amount of available parking for apartments.

The remaining discussion items focused on the design principles and elements of ensuring a successful commercial appearance and layout to a site. This included a minimum commercial height standard, minimum commercial floor area sizing, use of glazing along Lincoln Way, requirement of 75% of building frontage as commercial along Lincoln Way, and architectural design and materials standards.

The Planning and Zoning Commission voted with a vote of 5-1 to recommend that City Council adopt the proposed zoning text amendment to Chapter 29, Article 11 to allow

for the creation of a Lincoln Way Mixed Use Overlay district, with the exception that the minimum commercial FAR be moved from a standard to a design principle and that the language for minimum commercial frontage be revised to reference the front facade of the building(s), and that the commercial floor to ceiling height principle be clarified to allow for a tenant to drop the internal ceiling height for customization of the tenant space. Staff has incorporated all of the Commission's changes into the recommended ordinance.

### **ALTERNATIVES:**

1. The City Council can approve on first reading an ordinance to amend the City of Ames Zoning Ordinance Chapter 29, Article 11 to allow for the creation of a Lincoln Way Mixed Use Overlay District.
2. The City Council can approve alternative specific standards, definitions, or other criteria for the creation of a Lincoln Way Mixed Use Overlay District.
3. The City Council can modify the proposed text amendment based on general design principles rather than specific standards.
4. The City Council can deny the proposed zoning text amendment to Chapter 29 Article 11.
5. The City Council can request additional information before approving an ordinance on first reading.

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

Staff believes that the approach to create a framework of design principles with a case-by-case site review will reasonably address the Hunziker request and Council's interest to have a preliminary tool for mixed use development until the completion of the Lincoln Way Corridor Study. The attached ordinance is a combination of minimum standards intended to promote commercial development while allowing for additional multi-family housing types. The design principles are intended to allow for some diversity of design but to also have a framework for design review to make decisions on proposed Major Site Development Plans. **The Overlay will likely function as interim standards and process until such times as the Lincoln Way Corridor Study is complete in 2016.**

**Therefore, it is the recommendation of the City Manager that the City Council approve Alternative #1, thereby approving an amendment to Article 11 of the Zoning Code to allow for the creation of a Lincoln Way Mixed Use Overlay Zone as described above.**

# Attachment A

## Hunziker Development Letter

Date: Feb 27, 2015

To: Honorable Mayor and Ames city council

From: Chuck Winkleblack, Manager, Hunziker Development Company, LLC

RE: 3505 and 3515 West Lincoln Way

I have been working with Kelly Diekmann for some time on an exciting project for West Ames in the 3500 block. The land is currently zoned HOC (Highway oriented commercial). I am proposing a mixed use project for that area. Please see the attached rendering and preliminary site plan. West Ames could use a shot in the arm, this area was one of the most distressed areas in Ames prior to our company removing the old mobile home park.

The city is in the beginning stages of looking at the Lincoln Way corridor. I think this could be a great "pilot" project to help guide the actual future ordinance. There are two ways this can be accomplished.

The first way is to create an overlay district to allow the mixed use. Kelly and I have been talking about what that could potentially look like. Residential use is just not allowed in the HOC zoning without creating an overlay or text amendment.

The second option is to changing the zoning to RH which does allow up to 5,000 SF of commercial.

Although I don't care which method is used to achieve the goal, my preference would be to work within the commercial zoning. It could be used in other areas around town as a template for this kind of mixed use.

The two buildings that I am proposing are 7,500 SF on each floor. The main floor has to have one ADA accessible condo (it is required by code). The second and third floors will be two story condos. It is a new and different housing product that I believe will be well received in the community. The building will be high quality materials that will look good and stand the test of time. There is excess parking on site, hopefully this addresses some of the concerns about parking spilling out into the neighborhood. The buildings are in close proximity to Lincoln Way and as far away from the residential neighborhood. I am proposing 2 -3 story buildings, however standard HOC zoning allows for much higher buildings which potentially would have a much larger impact on the residential neighborhood to the North.

I respectfully request that you refer my request back to staff to work on a solution for my project and to create an overlay zone that can be used as a model for other parts of the community as well as the Lincoln Way corridor

Thanks in advance for your consideration

Chuck Winkleblack, Manager

## **Attachment B**

### Land Use Policy Plan

#### Related Goals and Objectives

**Goal No. 4.** It is the goal of Ames to create a greater sense of place and connectivity, physically and psychologically, in building a neighborhood and overall community identity and spirit. It is the further goal of the community to assure a more healthy, safe, and attractive environment.

Objectives. In achieving an integrated community and more desirable environment, Ames seeks the following objectives.

- 4.A. Ames seeks to establish more integrated and compact living/activity areas (i.e. neighborhoods, villages) wherein daily living requirements and amenities are provided in a readily identifiable and accessible area. Greater emphasis is placed on the pedestrian and related activities.
- 4.B. Ames seeks to physically connect existing and new residential and commercial areas through the association of related land uses and provision of an intermodal transportation system.
- 4.C. Ames seeks to psychologically connect the various living/activity areas through closer proximity of residential areas and supporting commercial uses, common design elements, and inclusion of community amenities such as parks and schools. The connections should promote community identity.

**Goal No. 5.** 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. It is a further goal of the community to link the timing of development with the installation of public infrastructure including utilities, multi-modal transportation system, parks and open space.

Objectives. In defining the growth pattern and timing of development, Ames seeks the following objectives.

- 5.C. Ames seeks the continuance of development in emerging and infill areas where there is existing public infrastructure and where capacity permits.

...

**Goal No. 6.** It is the goal of Ames to increase the supply of housing and to provide a wider range of housing choices.

Objectives. In increasing housing opportunities, Ames seeks the following objectives.

- 6.C. Ames seeks to establish higher densities in existing areas where residential intensification is designated with the further objective that there shall be use and appearance compatibility among existing and new development.

...



## Attachment C

(2) **Permitted Uses.** The uses permitted in the HOC Zone are set forth in Table 29.804(2) below:

**Table 29.804(2)  
Highway-Oriented Commercial (HOC) Zone Uses**

<b>USE CATEGORY</b>	<b>STATUS</b>	<b>APPROVAL REQUIRED</b>	<b>APPROVAL AUTHORITY</b>
<b>RESIDENTIAL USES</b>			
Group Living	N, except Transitional Living Facility	SP	ZBA
Household Living	N, except mini-storage warehouse facility (see Sec. 29.1308)	SP	ZBA
Short-term Lodgings	Y	SDP Minor	Staff
<b>OFFICE USES</b>			
	Y	SDP Minor	Staff
<b>TRADE USES</b>			
Retail Sales and Services - General (including printing, publishing, commercial art and reproduction)	Y	SDP Minor	Staff
Retail Trade - Automotive, etc.	Y	SDP Minor	Staff
Entertainment, Restaurant and Recreation Trade	Y	SDP Minor	Staff
Wholesale Trade	Y	SDP Minor	Staff
<b>INDUSTRIAL USES</b>			
Industrial Service	N, except mini-storage warehouse facility (see Sec. 29.1308(8)(a)(v))	SP	ZBA
<b>Small Production Facility</b>		<b>SP</b>	<b>ZBA</b>
<b>INSTITUTIONAL USES</b>			
Colleges and Universities	Y	SP	ZBA
Community Facilities	Y	SDP Minor	Staff
Social Service Providers	Y	SP	ZBA
Medical Centers	Y	SP	ZBA
Parks and Open Space	Y	SP	ZBA
Religious Institutions	Y	SP	ZBA
Schools	N	--	--
Funeral Facilities	Y	SP	ZBA
<b>TRANSPORTATION, COMMUNICATIONS AND UTILITY USES</b>			
Passenger Terminals	Y	SDP Minor	Staff
Basic Utilities	Y	SDP Major	City Council

<b>USE CATEGORY</b>	<b>STATUS</b>	<b>APPROVAL REQUIRED</b>	<b>APPROVAL AUTHORITY</b>
Commercial Parking	Y	SDP Minor	Staff
Radio and TV Broadcast Facilities	Y	SDP Minor	Staff
Personal Wireless Communication Facilities	Y	SP	ZBA
Rail Line and Utility Corridors	Y	SP	ZBA
Railroad Yards	N	--	--
<b>MISCELLANEOUS USES</b>			
Commercial Outdoor Recreation	Y	SDP Minor	Staff
Child Day Care Facilities	Y	SDP Minor	Staff
Detention Facilities	Y	SDP Minor	Staff
Major Event Entertainment	Y	SDP Minor	Staff
Vehicle Service Facilities	Y	SDP Minor	Staff
Adult Entertainment Business	Y	SDP Minor	Staff
Sports Practice Facility	Y	SDP Minor	Staff
Temporary Concrete and Asphalt Batch Plants - See Sections 29.1311 and 29.1503	Y	ZBA	SP

- Y = Yes: permitted as indicated by required approval.  
N = No: prohibited  
SP = Special Use Permit required: See Section 29.1503  
SDP Minor = Site Development Plan Minor: See Section 29.1502(3)  
SDP Major = Site Development Plan Major: See Section 29.1502(4)  
ZBA = Zoning Board of Adjustment

## Attachment D

### Major Site Development Plan Criteria 29.1502(4)

(vii) City Council Decision. After the transmittal of the recommendation from the Planning and Zoning Commission, the City Council shall consider the application at a public hearing conducted as part of a regularly scheduled meeting. Notification of the public hearing shall be made by mail and posting, in accordance with Sections 29.1500(2)(d)(i) and (iii) above. The City Council must approve, deny or modify the Major Site Development Plan approval application within 60 days of the public hearing.

(d) Design Standards. When acting upon an application for a major site plan approval, the City Council shall rely upon generally accepted site planning criteria and design standards. These criteria and standards are necessary to fulfill the intent of the Zoning Ordinance, the Land Use Policy Plan, and are the minimum necessary to safeguard the public health, safety, aesthetics, and general welfare. These criteria and standards include:

(i) The design of the proposed development shall make adequate provisions for surface and subsurface drainage to limit the rate of increased runoff of surface water to adjacent and down stream property;

(ii) The design of the proposed development shall make adequate provision for connection to water, sanitary sewer, electrical and other utility lines within the capacity limits of those utility lines;

(iii) The design of the proposed development shall make adequate provision for fire protection through building placement, acceptable location of flammable materials, and other measures to ensure fire safety;

(iv) The design of the proposed development shall not increase the danger of erosion, flooding, landslide, or other endangerment to adjoining and surrounding property;

(v) Natural topographic and landscape features of the site shall be incorporated into the development design;

(vi) The design of interior vehicle and pedestrian circulation shall provide for convenient flow of vehicles and movement of pedestrians and shall prevent hazards to adjacent streets or property;

(vii) The design of outdoor parking areas, storage yards, trash and dumpster areas, and other exterior features shall be adequately landscaped or screened to minimize potential nuisance and impairment to the use of adjoining property;

(viii) The proposed development shall limit entrances and exits upon adjacent streets in order to prevent congestion on adjacent and surrounding streets and in order to provide for safe and orderly vehicle movement;

(ix) Exterior lighting shall relate to the scale and location of the development in order to maintain adequate security, while preventing a nuisance or hardship to adjacent property or streets;

(x) The proposed development shall ensure that dust and other forms of air pollution, noise disturbances, odor, glare, and other nuisances will be limited to acceptable levels as prescribed in other applicable State and City regulations; and

(xi) Site coverage, building scale, setbacks, and open spaces shall be in proportion with the development property and with existing and planned development and structures, in adjacent and surrounding property.

**COUNCIL ACTION FORM**

**SUBJECT:** REVISION TO MAJOR SITE DEVELOPMENT PLAN FOR 2710-2810 BOBCAT DRIVE IN RINGGENBERG PARK SUBDIVISION 4<sup>TH</sup> ADDITION

**BACKGROUND:**

On October 14, 2014, the City Council approved a Major Site Development Plan for property located at the southwest corner of Cedar Lane and Oakwood Road. (See Attachment A Location Map) The approved Plan was for the construction of five 12-unit apartment buildings along a new private road, Bobcat Drive, which extends from Cedar Lane west and north to Oakwood Road. Subsequently, the City Council approved a subdivision dividing property such that the five buildings will be on separate lots, addressed as 2710 to 2810 Bobcat Drive. **At this time, a revision to the Major Site Development Plan is being submitted for approval to change the entrance of Bobcat Drive from Oakwood Road.** (See Attachment B Revised Major Site Development Plan)

On the approved plan, Bobcat Drive is divided into two 16-foot wide lanes with a 12-foot wide median in the center for a distance of 70 feet south from the right-of-way line of Oakwood Road and 30 feet north into the right-of-way. The median would have been planted with annual flowers and other plants. **The applicant proposes a change for this driveway segment to consist of a 26-foot wide pavement with no median, which is the same as the rest of Bobcat Drive to the south and east. The proposed change reflects how the driveway has already been constructed.** The landscape plan includes prairie grasses and forbs extending on both sides of this pavement. For ease of comparison, a diagram is included that shows both options (Attachment B). The applicant has provided more detailed drawings and images of the proposed change and explanation of the reasons for the revision, which accompany this report.

**The applicant states that this change was made for several reasons. It is intended to improve fire access. Also, the Bobcat Drive entrance was changed to reduce the impact on a large 100+ year-old bur oak tree near the drive to the west. Additionally, the reduced pavement width also reduces storm water runoff and construction cost.**

**City of Ames staff notes that the divided entrance with two 16-foot wide lanes was accepted by the Fire Department, before it was presented to the Planning and Zoning Commission and City Council, because Bobcat Drive also has access from Cedar Lane to the east that is 26 feet wide. Staff agrees that locating pavement outside of the drip line of the oak tree will reduce potential impacts.**

**While reduced paving will reduce storm water runoff, it is not significant in this case.**

**The change affects the appearance from the north approach to the site.** The divided drive with annual flowers will be different than a drive with prairie plantings on both sides. Throughout the various reviews of the Ringgenberg Park project, the neighborhood to the north has emphasized the importance of the appearance of the development along Oakwood Road. This is one of the reasons the plan includes perimeter tree plantings and landscaping and to plant them with the initial phase of apartment development.

In addition to the general development standards applicable to all development and the development standards of the Suburban Residential Medium Density zoning district, the zoning ordinance provides standards and criteria for approval of a Major Site Development Plan. (See Attachment C). **Staff has reviewed all of these standards and concludes that the proposed plan revision does not affect compliance with these standards, with the exception of determining consistency with Design Standard 7,** which states:

*The design of outdoor parking areas, storage yards, trash and dumpster areas, and other exterior features shall be adequately landscaped or screened to minimize potential nuisance and impairment to the use of adjoining property*

Generally, the City does not have enhanced driveway standards that are applied to project review. Project entrances are considered as part of the overall landscape design and site layout as can be interpreted from the above standard for general project conformance.

### **PLANNING AND ZONING COMMISSION RECOMMENDATION:**

At its meeting of May 6, 2015, without discussion or questions, the Planning and Zoning Commission recommended that City Council approve the proposed revision to the Major Site Development Plan for 2710-2810 Bobcat Drive in Ringgenberg Park Subdivision 4<sup>th</sup> Addition, by a vote of 5 to 0 and one abstention.

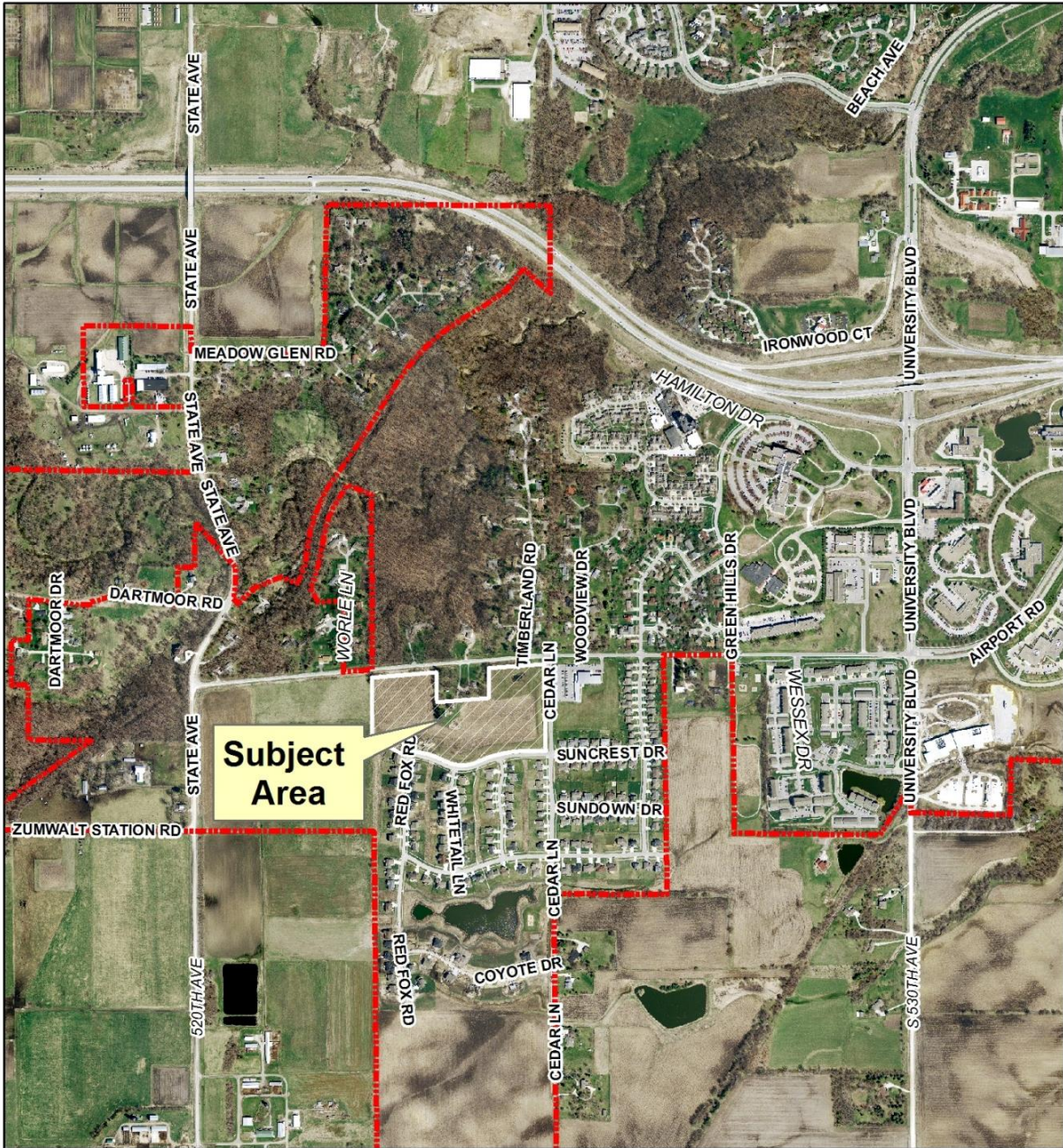
### **ALTERNATIVES:**

1. The City Council can approve the proposed revision to the Major Site Development Plan for 2710-2810 Bobcat Drive in Ringgenberg Park Subdivision 4<sup>th</sup> Addition.
2. The City Council can deny the proposed revision to the Major Site Development Plan for 2710-2810 Bobcat Drive in Ringgenberg Park Subdivision 4<sup>th</sup> Addition and require the installation of the decorative median
3. Action on this request can be postponed and referred back to City staff and/or the applicant for additional information.

**MANAGER'S RECOMMENDED ACTION:**

When City Council approved the Major Site Development Plan for development of the properties addressed as 2710-2810 Bobcat Drive, it determined that the Plan meets the minimum criteria and standards for approval listed in Ames *Municipal Code* Section 29.1502(c)(d). Staff concludes that, of these criteria and standards only Design Standard 7 is relevant to the proposed revision to that approved Plan. It can be concluded that the proposed revision to the entrance of Bobcat Road from Oakwood Road is not inconsistent with this Design Standard for a Major Site Development Plan. The change affects the driveway landscaping, but does alter the general enhanced perimeter landscaping. **Therefore, it is the City Manager's recommendation that the City Council adopt Alternative #1 to approve the proposed revision to the Major Site Development Plan for 2710-2810 Bobcat Drive in Ringgenberg Park Subdivision 4<sup>th</sup> Addition.**

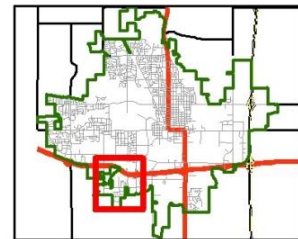
# Attachment A



## Location Map Ringgenberg Park Subdivision 4th Addition



AMES INCORPORATED LIMITS



## Attachment B



April 28, 2015

Jeff Benson, Planner  
Department of Planning & Housing  
515 Clark Avenue  
Ames, Iowa 50010

**RE: Ringgenberg RM Master Plan Changes - Bobcat Drive Change**  
FOX Ref. No. 5099-08a.323

Dear Jeff:

Attached is the revised Master Plan for the Ringgenberg Medium Density Lots 2 and 3. In addition to the Major Site Development Plan application you will find the following pages:

- REVISED Master Plan of the 4th Addition of the Ringgenberg Subdivision
- REVISED Landscape Plan of the 4th Addition of the Ringgenberg Subdivision
- Figure showing the extent of the change from a boulevard section to the simple intersection at the connection of Bobcat Drive to Oakwood Road

We revised the boulevard entry on Bobcat Drive off Oakwood Road after receiving commentary from the fire department during the review of the Quarry Estates subdivision that boulevard entries were discouraged because of issues with the fire truck access. In addition the change has additional benefits:

1. Less pavement is required for the entry. Less cost to reconstruct when Oakwood Road is reconstructed in the future. Less runoff generated by the project.
2. The entry is more "hidden" and less massive than the original entry.
3. The revised entry reduces the impact on a old bur oak tree that the developer is trying to preserve.

To lessen the impact of the project on the 100+ year old bur oak tree it was desirable to move the entry away from the tree as shown on the picture below.



---

The red line in the photo is the drip line for the tree that indicates the approximate limit of the tree's roots. The grading of the smaller drive lessens the impact of the paving on the roots of the trees. If the larger drive was used, then the grading would be into the tree roots an 20 additional feet. There is bike path planned to the south of the tree that will have some impact to the roots but this has been placed as far south as possible to minimize the trail impact. In addition the large overhanging branch would need to have been removed to prevent contact with trucks entering the site.

The landscaping for the project is as intensive as originally planned for the buffer to the neighborhood.

This comprises the change we have requested to the site. There are other minor changes to the site that do not warrant P & Z/Council review and approval. Thank you for your time and consideration.

Sincerely,

A handwritten signature in blue ink, appearing to read 'S. Renadd', with a stylized flourish extending to the right.

Scott Renadd, P.E.  
Project Manager

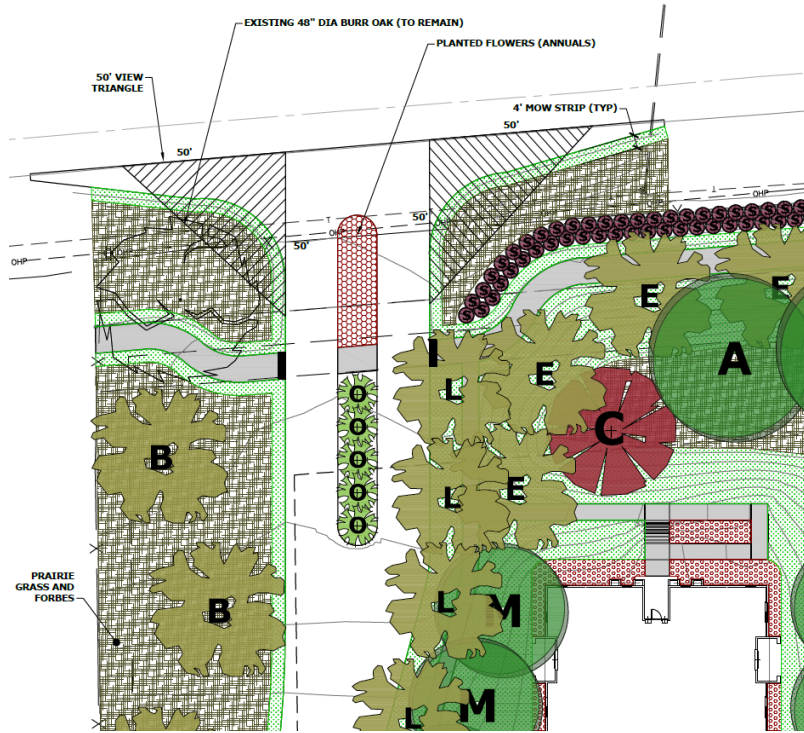
K:\proj\5000\5099-08A RM\323 Oakwood Drive Change\2015 04 28 master plan changes.docx

# Attachment B-1 PROPOSED MAJOR SITE DEVELOPMENT PLAN

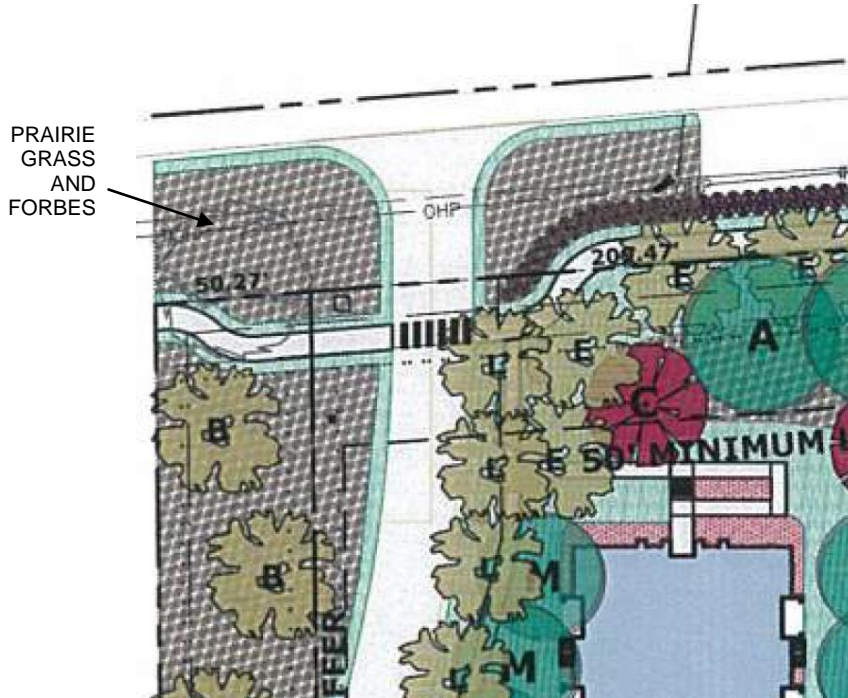


<p>L01</p> <p>DATE: _____</p> <p>BY: _____</p> <p>SCALE: _____</p>	<p><b>OVERALL LANDSCAPE PLAN</b>          SUNNYSIDE RD          RINGBERG SUBDIVISION          CEDAR LANE AND OAKWOOD RD          AMES, IOWA</p>	<p>FOX Engineering Associates, Inc.          414 South 17th Street, Suite 107          Ames, Iowa 50010          Phone: (515) 233-5000          FAX: (515) 233-0103</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>DATE</th> <th>REVISION</th> <th>BY</th> <th>DATE</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	DATE	REVISION	BY	DATE																
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**Attachment B-2**  
**PROPOSED MAJOR SITE DEVELOPMENT PLAN**  
**2710-2810 Bobcat Drive, Ringgenberg Park 4<sup>th</sup> Addition**



**Existing Approved Entrance on Oakwood**



**Proposed Revised Entrance on Oakwood**

**Attachment c**  
**Design Standards for Major Site Development Plans**  
(from Ames *Municipal Code* Section 29.1502(4)(d))

When acting upon an application for a Major Site Development Plan approval, the Planning and Zoning Commission and the City Council shall rely upon generally accepted site planning criteria and design standards. These criteria and standards are necessary to fulfill the intent of the Zoning Ordinance, the Land Use Policy Plan, and are the minimum necessary to safeguard the public health, safety, aesthetics, and general welfare.

1. The design of the proposed development shall make adequate provisions for surface and subsurface drainage to limit the rate of increased runoff of surface water to adjacent and downstream property.
2. The design of the proposed development shall make adequate provision for connection to water, sanitary sewer, electrical, and other utility lines within the capacity limits of those utility lines.
3. The design of the proposed development shall make adequate provision for fire protection through building placement, acceptable location of flammable materials, and other measures to ensure fire safety.
4. The design of the proposed development shall not increase the danger of erosion, flooding, landslide, or other endangerment to adjoining and surrounding property.
5. Natural topographic and landscape features of the site shall be incorporated into the development design.
6. The design of the interior vehicle and pedestrian circulation shall provide for convenient flow of vehicles and movement of pedestrians and shall prevent hazards to adjacent streets or property.
7. The design of outdoor parking areas, storage yards, trash and dumpster areas, and other exterior features shall be adequately landscaped or screened to minimize potential nuisance and impairment to the use of adjoining property.
8. The proposed development shall limit entrances and exits upon adjacent streets in order to prevent congestion on adjacent and surrounding streets and in order to provide for safe and orderly vehicle movement.
9. Exterior lighting shall relate to the scale and location of the development in order to maintain adequate security, while preventing a nuisance or hardship to adjacent property or streets.

10. The proposed development shall ensure that dust and other forms of air pollution, noise disturbances, odor, glare, and other nuisances will be limited to acceptable levels as prescribed in other applicable State and City regulations.
11. Site coverage, building scale, setbacks, and open spaces shall be in proportion with the development property and with existing and planned development and structures, in adjacent and surrounding property.

**COUNCIL ACTION FORM**

**SUBJECT: GRANT AVENUE (HYDE AVENUE) PAVEMENT IMPROVEMENTS**

**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 the 2014/15 CIP included paving of Grant Avenue.

The City will up-front the costs to design and install each of these improvements. Utility connection districts were established to recover the utility costs as developments are platted and as existing homesteads connect to these mains. The major work items for the water main and sanitary sewer were substantially completed during the fall/winter of 2014.

Street construction costs will be shared and recovered through a 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. **Auxiliary turning lanes in adjacent to specific developments will be the responsibility of the developer and have not been included in assessment project.**

**This project also has an alternate bid item for the installation of a new 23 stall parking lot on the northwest corner of Ada Hayden Heritage Park with access from Grant Avenue. These costs are independent of the roadway project and will be funded through the Park Development Reserve designated in the 2014/15 CIP and savings from completed projects.**

On May 6, 2015, bids for the project were received as follows:

<i><b>Bidder</b></i>	<i><b>Base Bid</b></i>	<i><b>Alternate Bid</b></i>	<i><b>Total</b></i>
Engineer's Roadway Estimate	\$ 2,364,702.00	\$70,821.00	\$2,435,523.00
Manatt's Inc	\$ 2,779,587.90	\$87,495.00	\$2,867,082.90
Godberson-Smith Construction	\$ 2,935,114.05	\$74,831.00	\$3,009,945.05

Civil Design Advantage prepared plans and specification for the project and the bid alternate. The funding and estimated expenses for the roadway project are shown below:

	<u>Funding</u>	<u>Expenses</u>
G.O. Bonds (City's share of roadway)	\$649,750	
G.O. Bonds (Abated by Developer assessments)	\$2,175,250	
Roadway Construction		\$2,779,587.90
Engineering/Administration (Est.)		\$514,223.76
	\$2,825,000	\$3,293,811.66

The Ada Hayden parking lot alternate bid was \$87,495. In addition, engineering costs were \$2,500 for a total project cost of \$89,995. FY 14/15 CIP included funding of \$84,000 for construction of this small parking lot. The additional \$5,995 will come from savings related to completed CIP projects (\$5,000 from Community Center lockers, and \$995 from a heating and air conditioning project at the Gateway administrative office and Park Maintenance facility).

**Development agreements call out the roadway costs are to be split as follows:**

	<u>Original Estimate</u>	<u>Bid</u>	<u>Difference</u>
<b>Construction</b>	\$2,364,702.00	\$2,779,587.90	\$414,885.90
<b>Engineering (Est)</b>	\$437,320.00	\$514,223.76	\$ 76,903.76
	\$2,802,022.00	\$3,293,811.66	\$491,789.66
<b>Rose Prairie (37%)</b>	\$1,036,748.14	\$1,218,710.31	\$181,962.17
<b>Hunziker (23%)</b>	\$644,465.06	\$757,576.68	\$113,111.62
<b>City of Ames (23%)</b>	\$644,465.06	\$757,576.68	\$113,111.62
<b>Quarry Estates (17%)</b>	\$476,343.74	\$559,947.98	\$83,604.24
	\$2,802,022.00	\$3,293,811.66	\$491,789.66

Since the low bid received for the paving of Grant Avenue was substantially greater than the amount original estimates and budget amounts, the City Council was asked on May 12, 2015 to delay the award of this bid until staff was able to obtain feedback from the other funding parties.

After reviewing this information with the parties, the developers agreed that delaying the project further provided no guarantee that the costs would be reduced and all recommended moving forward with the project in order to keep the schedule for construction completion this fall.

**ALTERNATIVES:**

1. Award the Grant Avenue (Hyde Avenue) Paving, including the bid alternate to construct the parking lot on the west side of Ada Hayden Park, to Manatt's Inc. of Brooklyn, Iowa, in the amount of \$2,867,082.90.

This action will approve the roadway construction project as well as the alternate for the paving of a small parking lot in the Ada Hayden Heritage Park adjacent to Grant Avenue.



2. Reject the bids as received and re-bid the project at a future time.

In discussing this alternative, there was a consensus among the engineers involved with project that there is a very low likelihood that additional savings would come from rebidding the project.

**MANAGER'S RECOMMENDED ACTION:**

By awarding the project, it will be able to be completed during the 2015 construction season and will allow for the developers to continue to move forward with their proposed developments in the area. In addition, another access will be provided to Ada Hayden Heritage Park.

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

**It is important to note that with the approval of this contract, an additional \$468,812 must be identified in order to finance this project. The City's share of this amount will be \$107,827. The remaining \$360,985 will be up-fronted with City funds and eventually repaid through special assessments against the three developments. In the coming weeks the staff will determine whether the \$468,812 should come from other bond supported project savings or from an increase in the amount of bonds to be issued this summer. Once a source is identified, the staff will bring this matter before the City Council for approval.**

**COUNCIL ACTION FORM**

**SUBJECT: SPECIALIZED HEAVY DUTY CLEANING SERVICES CONTRACT FOR POWER PLANT BOILERS**

**BACKGROUND:**

On April 14, 2015, City Council approved preliminary plans and specifications for the Specialized Heavy Duty Cleaning Services Contract for Power Plant Boilers. These units require regular professional maintenance and repair. This consists of emergency service, as well as regularly scheduled planned repairs. The repair of the boilers on these generation units requires professional trade crafts such as boilermakers, steam/pipe fitters, and millwrights, to list a few.

The boiler units operate under environmental conditions with high heat and high pressure. Due to the operational conditions and fuel burned, the internal surfaces of the boilers are often covered with hardened ash, molten glass, and other substances, which coat the internal boiler tubes and boiler walls. Because of the conditions resulting from burning Refuse Derived Fuel (RDF), a reducing atmosphere exists in portions of the boiler and there are chlorides present from burning plastics. As a result, parts of the boiler units such as the superheat tubes and boiler wall tubes would eventually fail due to tube wasting.

When tube failures occur, the City contracts with private firms who have the expertise to perform the emergency repairs needed to bring the unit back into operation. Prior to the professional crafts entering the boilers to carry out inspections and repairs, the surfaces must be cleaned of ash coating and debris. **This “heavier duty” cleaning process requires high-pressure water washing, grit blasting, or use of explosives to loosen and remove the materials. After loosening or breaking up these substances, they are removed from the boiler using the sluice system or by large industrial vacuums.**

This contract is to provide specialized heavy duty cleaning services for the period from July 1, 2015 through June 30, 2016. The contract includes a provision that would allow the City to renew the contract for up to four additional one-year terms.

Bid documents were issued to fifteen companies. 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 one plan room.

On May 13, 2015, a bid was received from one company as shown on the attached report.

**Electric Services staff has determined that additional time is needed to evaluate this bid to determine if it can meet the requirements of the contract.**

The approved FY2015/16 Power Plant operating budget includes \$175,000 for boiler cleaning services to be performed under this contract. Invoices will be based on contract rates for time and materials for services actually received.

**ALTERNATIVES:**

1. Accept report of bids and delay award for the Specialized Heavy Duty Cleaning Services Contract for Power Plant Boilers.
2. Award a contract to the single bid received.
3. Reject the bid and direct staff to rebid.

**MANAGER'S RECOMMENDED ACTION:**

This work is necessary to properly maintain Unit No. 7 and Unit No. 8 and to carry out emergency and scheduled repairs resulting from equipment failures. This contract allows the Power Plant to have reliable contractors available to perform these specialized cleaning services on very short notice in the event of an emergency repair. This contract also allows the Power Plant to control the costs of these services to the extent possible. **By choosing alternative No. 1, staff will have enough time to evaluate the bid received and recommend an award that best meets the needs of the City of Ames.**

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



**ITB 2015-165 SPECIALIZED HEAVY DUTY  
CLEANING SERVICES CONTRACT FOR POWER  
PLANT BID SUMMARY**

**Bodine Services of Clinton LLC  
Clinton, IA**

**GRIT BLASTING AND HYDRO BLASTING:**

DESCRIPTION	Hourly Rate (ST)	Hourly Rate (OT)	Hourly Rate (DT)
Superintendent	\$55.00	\$70.00	\$85.00
General Foreman			
Foreman / Driver	\$37.00	\$51.00	\$65.00
Journeyman			
Laborers	\$27.50	\$39.00	\$48.00
Standby: Safety Manager as requested	\$45.00	\$60.00	\$75.00

**Material Costs:** Cost Plus 10%

**Subsistence:** \* Per Diem charged only if manpower is deployed from branches outside of Iowa

Superintendent	\$85.00 per day per person
General Foreman	\$ _____ per day
Foreman	\$85.00 per day per person
Journeyman	\$95.00 per day per person
Laborers	\$85.00 per day per person
Standby	\$85.00 per day per person

**Travel and Mileage: Amount Per Mile**

Superintendent travel	\$55.00 per hour
Superintendent mileage	\$1.04 per mile
General foreman travel	\$ _____ per
General foreman mileage	\$ _____ per
Foreman travel / Driver	\$37.00 per hour
Foreman mileage	\$ .71 per mile
Journeyman travel (Detonation tech)	\$ .75 per mile
Journeyman mileage (Detonation tech)	\$ .75 per mile
Laborers travel	\$27.50 per hour
Laborers mileage	\$ .52 per mile
Standby travel	\$ _____ per
Standby mileage	\$ _____ per

**DETONATION BLASTING:**

DESCRIPTION	Daily Rate (ST)	Daily Rate (OT)	Daily Rate (DT)
Hours per day (10 hrs. or 12 hrs)	\$3,780.00	\$4,500.00	\$5,616.00
Number of crew members	3	3	3
Explosive Specialist	\$1,260.00	\$1,500.00	\$1,872.00
Explosive Foreman			
Foreman	(Above rates include all labor for a 12 hour shift conducting detonation services)		
Journeyman			
Operator			
Lancemen			
Drop charge (safe)			

**Subsistence:**

Superintendent	\$ _____ per day
General Foreman	\$ _____ per day
Foreman	\$ _____ per day
Journeyman	\$ _____ per day
Operator	\$ _____ per day
Lancemen	\$ _____ per day

**Travel and Mileage:**

Superintendent travel	\$ _____ per
Superintendent mileage	\$ _____ per
General foreman travel	\$ _____ per
General foreman mileage	\$ _____ per
Foreman travel	\$ _____ per
Foreman mileage	\$ _____ per
Journeyman travel	\$ _____ per
Journeyman mileage	\$ _____ per
Operator travel	\$ _____ per
Operator mileage	\$ _____ per
Lancemen travel	\$ _____ per
Lancemen mileage	\$ _____ per

**EQUIPMENT:**

DESCRIPTION (10 hour day)	Per Hour	Per Day
Grit blasting comp, grit pot, hoses	\$200.00	\$2,000.00
Hydro blast 20k pump and hoses	\$80.00	\$800.00
Hydro blast 10k pump and hoses (250 hp pump)	\$60.00	\$600.00
Hydro blast 10k plus auto head (525 hp hi-flow)	\$170.00	\$1,700.00
Hydro blast straight tips	\$2.00	\$20.00
Hydro blast spin tips (Barracuda Type)	\$15.00	\$150.00
Vacuum truck w/ operator	\$107.50	\$1,075.00
High pressure pumping service	\$145.00	\$1,450.00

**MISCELLANEOUS:**

DESCRIPTION	Bid Amount	Per U/M
Mobe and demobe mileage (foreman)	\$0.71	Mile
Mobe and demobe mileage (journeyman)		Mile
Mobe (personnel)	\$0.52	Mile
Mobe & demobe (vac truck) (includes drive)	\$2.03	Mile
Mobe & demobe (support vehicle)	\$0.80	Mile
Per Diem		Day
Explosive material	\$27.00	each shot
Blasting nozzles		each
6" plastic flex hose (ft)	\$1.25	each foot
300 hp pump	\$95.00	each hour
Pump		each
High pressure pumping services	listed above	service
Set-up		each
Grit media	\$150.00	each
Mobe & Demobe grit blast pot and hoses	\$1,400.00	each
Mobe & Demobe 1,600 cfm compressor	\$750.00	each

**Price Increase escalators for annual renewal terms (if applicable):**

Description	Increase
Labor Rates:	2% per year
Travel & Subsistence	2% per year
Equipment & Tools	2% per year

**COUNCIL ACTION FORM**

**SUBJECT: WPC RAW WATER PUMP STATION ELBOW REPLACEMENT**

**BACKGROUND:**

The City's Water Pollution Control Facility (WPCF) was constructed in 1989. The piping in the facility is original to the 1989 construction. On September 4, 2014, in the Raw Water Pump Station (RWPS), a 30" elbow pipe sprung a leak due to age and wear on the pipe. An emergency repair was made, but staff became concerned about the integrity of two other elbows in the same stretch of process piping.

On April 14, 2015 Council issued a Notice to Bidders to replace the elbows in the RWPS. Bids were opened for the project on May 14, 2015. Four bids were received and are summarized below:

Bidders	Total Project Bid Price
Eriksen Construction Co., Inc.	\$35,000
C. L. Carroll Co., Inc.	\$42,000
Story Construction Company	\$55,000
Woodruff Construction, LLC	\$126,500

The Engineer's Estimate for the project was \$82,000. An additional cost for pump rental will be paid directly by the City and are estimated at \$8,000. The FY 2014/15 operating budget includes \$16,000 to procure the elbows, and the FY 2015/16 WPC CIP includes \$74,000 for an outside contractor to install them. This contract includes the purchase of two elbows and their installation.

**ALTERNATIVES:**

1. Award the elbow replacement contract to Eriksen Construction Company of Blair, Nebraska in the amount of \$35,000.
2. Do not award a contract at this time.

**MANAGER'S RECOMMENDED ACTION:**

The Raw Water Pump Station is critical for the operation of the WPC Facility, and elbows of this size are not always readily available. Another pipe failure could shut down the plant and **result in environmental harm**. Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative Number 1 as described above.

**COUNCIL ACTION FORM**

**SUBJECT: 2014/15 DOWNTOWN STREET PAVEMENT IMPROVEMENTS  
 (5<sup>TH</sup> STREET – BURNETT AVENUE TO GRAND)**

**BACKGROUND:**

The annual Downtown Street Pavement Improvements program is for rehabilitation or reconstruction of streets within the downtown area. **The 2014/15 program location is 5<sup>th</sup> Street from Burnett Avenue to Grand Avenue.** The project includes removal and replacement of the existing pavement, storm sewer improvements, water quality improvements, and sanitary sewer improvements, as well as and a ribbon of colored sidewalk concrete to match the previously constructed areas of downtown.

City staff and the engineering consultant, Bolton & Menk, 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 2015. This project is being coordinated with recently awarded water quality grants received from the State (IDALS and SRF Sponsored Projects). Staff has also coordinated to avoid having street closures during the Midnight Madness Road Race.

On May 6, 2015, bids for the project were received as follows:

<i>Bidder</i>	<i>Bid Amount</i>
Engineer's estimate	\$1,152,380
Con-Struct	\$1,397,677

Funding available for this project summarized below:

	Revenue	Expenses
5th Street (Burnett to Grand)		\$ 1,397,677
General Obligation Bonds (FY14/15 CIP for Street)	\$ 900,000	
Sanitary Sewer Funds (13/14 Sanitary Sewer Rehab Program)	\$ 75,000	
Sanitary Sewer Funds (14/15 Sanitary Sewer Rehab Program)	\$ 64,500	
15/16 Storm Sewer Improvement Program	\$ 70,000	
Unused GO Bonds from 11/12 Asphalt Pavement Improvements (Ironwood)	\$ 75,000	
Unused GO Bond from 13/14 Downtown Pavement Improvements	\$ 111,671	
Engineering/Administration		\$ 140,000
	<u>\$ 1,296,171</u>	<u>\$ 1,537,677</u>

**At the May 12, 2015 meeting, City Council accepted the report of bids and approved the final plans and specifications. Staff has reviewed the bid and recommends rejecting the bid as received. Project alternatives will be explored and the project will be rebid at a future date. Alternatives could include adding an alternate asphalt pavement section in the bid and/or expanding the time frame to complete the project. Other alternatives may be discovered prior to rebidding of the project and will be evaluated for consideration. Staff has reached out to the Main Street Cultural District and there are no significant negative impacts to their activities by adjusting the contract as noted above.**

**ALTERNATIVES:**

1. Reject the bid as received and rebid the project at a future date.
2. Award the project bid to Con-Stuct of Ames, Iowa in the amount of \$1,397,677.

**MANAGER'S RECOMMENDED ACTION:**

This project represents City Council's continuing commitment to reinvest in downtown infrastructure. However, due to high bids, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, and thereby reject the bid as received. This action will allow staff time to re-evaluate the project and determine if there are alternatives that will reduce the cost of the project.

**COUNCIL ACTION FORM**

**SUBJECT: FINAL AMENDMENT TO FISCAL YEAR 2014/15 ADJUSTED BUDGET**

**BACKGROUND:**

The Code of Iowa requires that city spending by program not exceed Council approved budget amounts at any time during the year. To maintain compliance, the City of Ames monitors spending against the approved budget, and prepares amendments to the budget several times during the fiscal year. Last fall, for the first time, a fall amendment was prepared to carry over unspent project amounts from Fiscal Year 2013/14. The 2014/15 budget was amended again as part of the adoption process for the fiscal year 2015/16 budget in March. **A final spring amendment is done to adjust for any significant changes that have occurred since the March amendment.** This amendment typically is restricted to the early start of CIP projects approved for the following fiscal year, new grants that have been received and their associated project expenses, and any significant changes in CIP projects, operating expenses, or revenues.

**A summary is attached describing the revenue and expense changes by fund. The final fiscal year 2014/15 budget includes an increase in revenues of \$1,257,347 and an increase in expenses of \$2,336,393. Please note that much of the increase in expenditures is due to the early start of CIP projects budgeted for FY 15/16 and are not increases in planned costs.**

**ALTERNATIVES:**

1. Adopt a resolution amending the fiscal year 2014/15 budget by increasing revenues by \$1,257,347 and increasing expenses by \$2,336,393.
2. Refer this item back to staff for additional information or other adjustments to the amendments.

**MANAGER'S RECOMMENDED ACTION:**

Amending the FY 2014/15 budget will allow for the early start of several CIP projects approved for FY 2015/16. The amended budget will also better reflect new grant funded projects and significant changes in CIP projects and operations.

Therefore it is recommended that City Council approve Alternative No. 1, thereby adopting a resolution amending the fiscal year 2014/15 budget by increasing revenues by \$1,257,347 and increasing expenses by \$2,336,393.



**CITY OF AMES, IOWA**

**2014/2015  
FINAL AMENDMENT  
REPORT**

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# SUMMARY OF TOTAL REVENUES AND EXPENDITURES

## ALL FUNDS – REVENUE SUMMARY

	2013/14 Actuals	2014/15 Adopted	2014/15 Adjusted	2014/15 Final Amended	% Change From Adjusted
<b>Property Taxes</b>	25,209,338	25,543,129	25,543,129	25,543,129	0.0%
State Replacement Tax	-	524,239	524,239	524,239	0.0%
Utility Excise Tax	64,592	69,896	69,896	69,896	0.0%
Local Option Sales Tax	6,648,615	7,122,355	7,996,943	7,996,943	0.0%
Hotel/Motel Tax	1,832,470	1,650,000	1,750,000	1,750,000	0.0%
<b>Other Taxes</b>	8,545,677	9,366,490	10,341,078	10,341,078	0.0%
<b>Licenses &amp; Permits</b>	1,921,654	1,381,200	1,626,449	2,026,200	24.6%
Federal Grants	3,391,856	2,467,995	3,635,949	4,210,449	15.8%
State Road Use Tax	5,859,929	5,805,989	5,805,989	5,805,989	0.0%
Monies and Credits	17,819	17,818	17,818	17,818	0.0%
State Grants	11,873,573	36,151,229	36,492,760	36,892,760	1.1%
County Contributions	118,916	119,000	128,530	128,530	0.0%
Government Participation	4,938,209	5,391,034	5,829,252	5,829,252	0.0%
<b>Intergovernmental Revenue</b>	26,200,302	49,953,065	51,910,298	52,884,798	1.9%
Utility Charges	77,335,491	75,553,309	76,469,004	76,469,004	0.0%
Other Charges for Services	8,546,808	8,927,185	8,821,138	8,667,647	-1.7%
<b>Charges for Services</b>	85,882,299	84,480,494	85,290,142	85,136,651	-0.2%
<b>Fines, Forfeit, and Penalty</b>	800,552	798,000	814,840	789,840	-3.1%
Interest Revenue	1,245,830	709,882	805,200	805,200	0.0%
Other Uses of Money	995,050	958,898	967,654	996,859	3.0%
<b>Use of Money and Property</b>	2,240,880	1,668,780	1,772,854	1,802,059	1.7%
Proceeds from Bonds	-	32,840,000	9,840,000	9,840,000	0.0%
Other Miscellaneous Revenues	1,882,390	1,418,505	1,966,938	1,993,320	1.3%
<b>Miscellaneous Revenues</b>	1,882,390	34,258,505	11,806,938	11,833,320	0.2%
<b>Internal Services</b>	15,763,937	15,245,084	15,638,145	15,644,145	0.0%
<b>Total Before Transfers</b>	168,447,029	222,694,747	204,743,873	206,001,220	0.6%
Transfers	14,576,019	14,962,382	15,705,465	15,705,465	0.0%
<b>Total Revenues</b>	<b>183,023,048</b>	<b>237,657,129</b>	<b>220,449,338</b>	<b>221,706,685</b>	<b>0.6%</b>

## ALL FUNDS - EXPENDITURES

	2013/14 Actuals	2014/15 Adopted	2014/15 Adjusted	2014/15 Final Amended	% Change From Adjusted
<b>OPERATIONS</b>					
<b>Public Safety:</b>					
Law Enforcement	8,221,769	8,614,405	8,752,273	8,752,273	0.0%
Fire Safety	6,030,496	6,412,166	6,325,726	6,325,726	0.0%
Building Safety	1,197,591	1,385,906	1,345,482	1,345,482	0.0%
Traffic Control	914,846	928,044	977,442	977,442	0.0%
Animal Control	380,665	386,464	406,331	406,331	0.0%
Other Public Safety	739,827	734,500	746,500	746,500	0.0%
<b>Total Public Safety</b>	<b>17,485,194</b>	<b>18,461,485</b>	<b>18,553,754</b>	<b>18,553,754</b>	<b>0.0%</b>
<b>Utilities:</b>					
Resource Recovery	3,556,391	3,730,439	3,724,588	3,624,588	-2.7%
Water Operations	2,808,308	2,971,583	2,916,730	2,988,037	2.4%
Storm Sewer Maintenance	230,684	207,579	251,155	251,155	0.0%
Water Pollution Control	2,517,843	2,840,560	2,836,003	2,832,246	-0.1%
Electric Services	48,023,791	49,880,481	49,827,393	49,827,393	0.0%
Utility Support Services	4,261,018	4,268,403	4,431,998	4,444,366	0.3%
<b>Total Utilities</b>	<b>61,398,035</b>	<b>63,899,045</b>	<b>63,987,867</b>	<b>63,967,785</b>	<b>0.0%</b>
<b>Transportation:</b>					
Street System	3,448,508	3,646,002	3,814,596	3,814,596	0.0%
Public Parking	790,560	838,985	848,129	848,129	0.0%
Transit System	8,869,683	9,440,489	9,770,653	9,770,653	0.0%
Airport	145,399	123,068	132,710	132,710	0.0%
<b>Total Transportation</b>	<b>13,254,150</b>	<b>14,048,544</b>	<b>14,566,088</b>	<b>14,566,088</b>	<b>0.0%</b>
<b>Community Enrichment:</b>					
Parks and Recreation	3,771,085	3,991,646	4,094,529	4,128,338	0.8%
Library Services	3,493,706	3,891,464	3,952,621	3,952,621	0.0%
Human Services	1,060,788	1,155,850	1,159,563	1,159,563	0.0%
Art Services	161,104	181,401	206,948	206,948	0.0%
Cemetery	126,703	148,693	161,317	161,317	0.0%
Citywide Housing	32,477	42,898	46,827	46,827	0.0%
Community Dev. Block Grant	653,164	523,489	1,191,895	1,191,895	0.0%
Economic Development	235,619	231,291	221,573	221,573	0.0%
FEMA Disaster Activity	10,364	-	-	-	0.0%
Cable TV	124,595	124,991	142,250	142,250	0.0%
<b>Total Community Enrichment</b>	<b>9,669,605</b>	<b>10,291,723</b>	<b>11,177,523</b>	<b>11,211,332</b>	<b>0.3%</b>

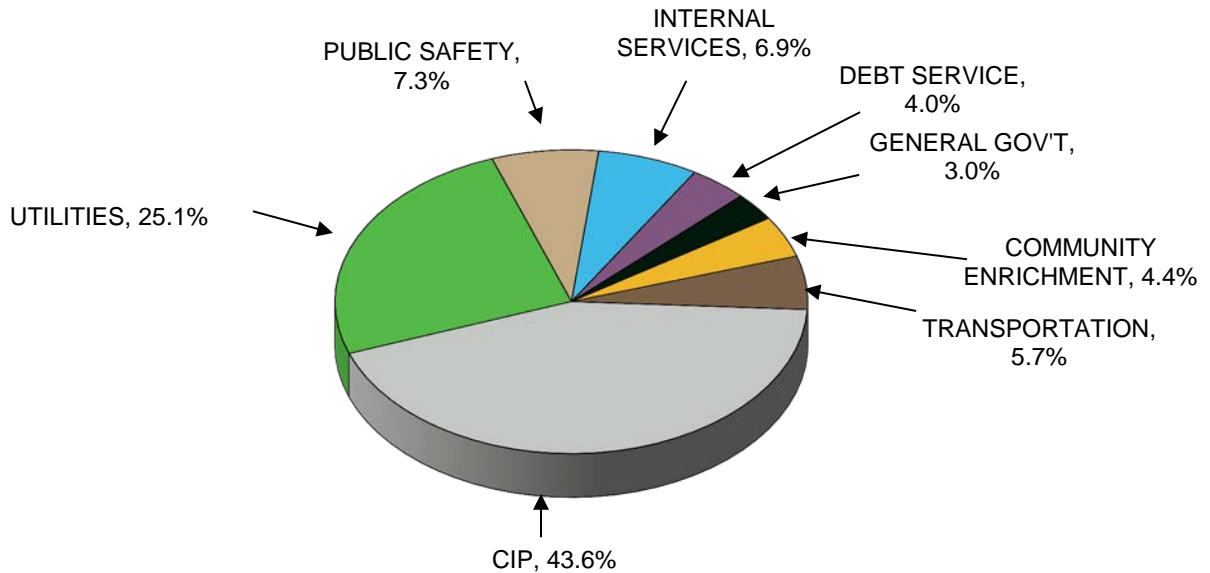
## ALL FUNDS – EXPENDITURES, continued

	2013/14 Actuals	2014/15 Adopted	2014/15 Adjusted	2014/15 Final Amended	% Change From Adjusted
<b>General Government:</b>					
City Council	301,209	342,770	371,316	371,316	0.0%
City Clerk	367,865	341,187	349,173	349,173	0.0%
City Manager	693,022	692,031	711,542	711,542	0.0%
Financial Services	1,647,606	1,719,344	1,748,205	1,748,205	0.0%
Administrative Services	1,833,060	1,992,693	2,635,814	2,635,814	0.0%
Public Works	1,050,030	1,204,946	1,208,085	1,208,085	0.0%
Facilities	511,608	535,809	572,494	578,494	1.1%
Merit Adjustment	-	174,111	-		
<b>Total General Government</b>	<b>6,404,400</b>	<b>7,002,891</b>	<b>7,596,629</b>	<b>7,602,629</b>	<b>0.1%</b>
<b>TOTAL OPERATIONS</b>	<b>108,211,384</b>	<b>113,703,688</b>	<b>115,881,861</b>	<b>115,901,588</b>	<b>0.0%</b>
<b>CIP</b>					
Public Safety CIP	1,213,245	717,175	4,050,741	4,072,236	0.5%
Utilities CIP	18,096,770	63,594,850	68,060,521	68,237,987	0.3%
Transportation CIP	12,513,019	15,220,170	26,706,578	28,578,827	7.0%
Community Enrichment CIP	12,055,872	1,276,500	7,200,074	7,200,074	0.0%
General Government CIP	745,848	50,000	2,658,301	2,758,301	3.8%
Internal Services CIP	11,667	122,500	134,241	134,241	0.0%
<b>TOTAL CIP</b>	<b>44,636,421</b>	<b>80,981,195</b>	<b>108,810,456</b>	<b>110,981,666</b>	<b>2.0%</b>
<b>DEBT SERVICE</b>					
General Obligation Bonds	10,082,600	9,800,973	9,743,158	9,743,158	0.0%
SRF Loan Payments	148,300	-	301,716	301,716	0.0%
Bond Costs	2,000	-	53,000	53,000	0.0%
<b>TOTAL DEBT SERVICE</b>	<b>10,232,900</b>	<b>9,800,973</b>	<b>10,097,874</b>	<b>10,097,874</b>	<b>0.0%</b>
<b>INTERNAL SERVICES</b>					
Fleet Services	3,593,491	4,071,485	4,689,221	4,759,440	1.5%
Information Technology	2,154,660	2,201,223	2,659,489	2,680,726	0.8%
Risk Management	2,116,398	2,349,903	2,301,047	2,355,047	2.4%
Health Insurance	7,380,865	7,613,656	7,652,072	7,652,072	0.0%
<b>TOTAL INTERNAL SERVICES</b>	<b>15,245,414</b>	<b>16,236,267</b>	<b>17,301,829</b>	<b>17,447,285</b>	<b>0.8%</b>
<b>TOTAL EXPENDITURES BEFORE TRANSFERS</b>	<b>178,326,119</b>	<b>220,722,123</b>	<b>252,092,020</b>	<b>254,428,413</b>	<b>0.9%</b>

## ALL FUNDS – EXPENDITURES, continued

	2013/14 Actuals	2014/15 Adopted	2014/15 Adjusted	2014/15 Final Amended	% Change From Adjusted
<b>TRANSFERS</b>					
Transfers	14,576,019	14,962,382	15,705,465	15,705,465	0.0%
Hotel/Motel Pass Thru	1,308,384	1,178,571	1,250,000	1,250,000	0.0%
<b>TOTAL TRANSFERS</b>	<b>15,884,403</b>	<b>16,140,953</b>	<b>16,955,465</b>	<b>16,955,465</b>	<b>0.0%</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>194,210,522</b>	<b>236,863,076</b>	<b>269,047,485</b>	<b>271,383,878</b>	<b>0.9%</b>

## WHERE THE MONEY IS SPENT... 2014/15 FINAL AMENDED BUDGET

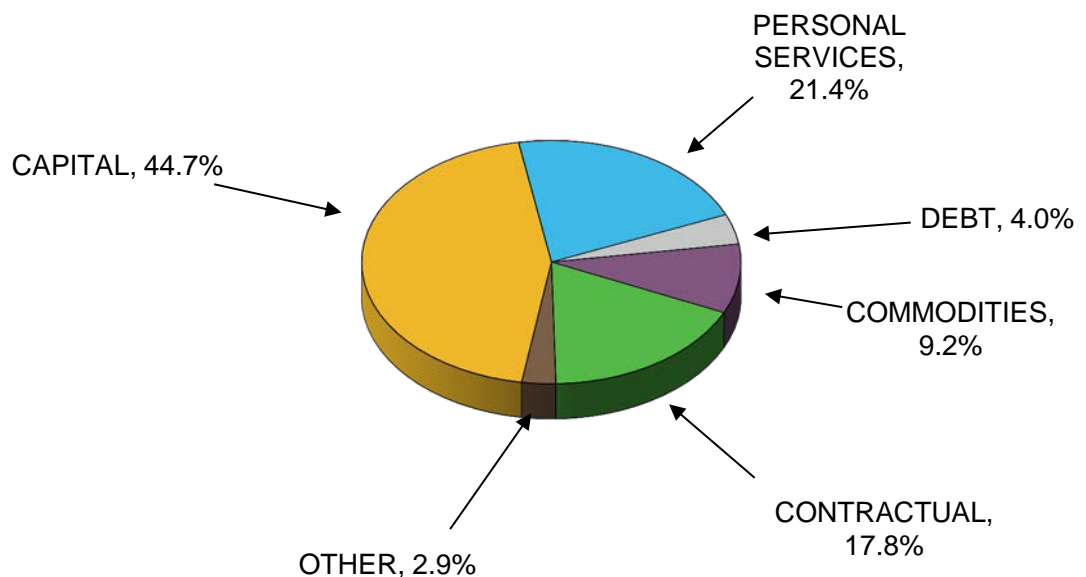


Excluding Transfers

## ALL FUNDS – EXPENDITURES BY CATEGORY

	2013/14 Actuals	2014/15 Adopted	2014/15 Adjusted	2014/15 Final Amended	% Change From Adjusted
Personal Services	51,784,508	54,627,441	54,342,129	54,356,796	0.0%
Contractual	49,315,824	42,985,607	45,166,915	45,177,042	0.0%
Commodities	21,526,851	24,393,680	23,603,869	23,588,579	-0.1%
Capital	38,514,059	81,949,246	111,544,992	113,817,881	2.0%
Debt Service	10,232,900	9,800,973	10,097,874	10,097,874	0.0%
Other (Refunds, Insurance Claims, etc.)	6,951,977	6,965,176	7,336,241	7,390,241	0.7%
<b>Total Expenditures Before Transfers</b>	<b>178,326,119</b>	<b>220,722,123</b>	<b>252,092,020</b>	<b>254,428,413</b>	<b>0.9%</b>
Transfers	15,884,403	16,140,953	16,955,465	16,955,465	0.0%
<b>Total Expenditures</b>	<b>194,210,522</b>	<b>236,863,076</b>	<b>269,047,485</b>	<b>271,383,878</b>	<b>0.9%</b>

## BREAKDOWN BY MAJOR EXPENSE CATEGORY 2014/15 FINAL AMENDED BUDGET

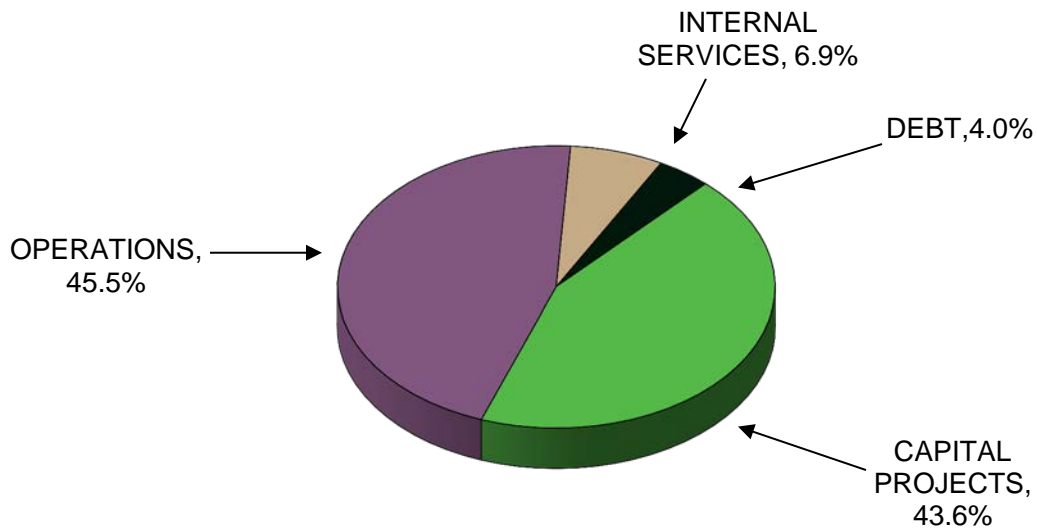


Excluding Transfers

## ALL FUNDS – EXPENDITURES BY TYPE

	2013/14 Actuals	2014/15 Adopted	2014/15 Adjusted	2014/15 Final Amended	% Change From Adjusted
Operations	108,211,384	113,703,688	115,881,861	115,901,588	0.0%
CIP	44,636,421	80,981,195	108,810,456	110,981,666	2.0%
Debt	10,232,900	9,800,973	10,097,874	10,097,874	0.0%
Internal Services	15,245,414	16,236,267	17,301,829	17,447,285	0.8%
<b>Total Expenditures Before Transfers</b>	<b>178,326,119</b>	<b>220,722,123</b>	<b>252,092,020</b>	<b>254,428,413</b>	<b>0.9%</b>
Transfers	15,884,403	16,140,953	16,955,465	16,955,465	0.0%
<b>Total Expenditures</b>	<b>194,210,522</b>	<b>236,863,076</b>	<b>269,047,485</b>	<b>271,383,878</b>	<b>0.9%</b>

### EXPENDITURES BY TYPE 2014/15 FINAL AMENDED BUDGET



Excluding Transfers



# SUMMARY OF PROGRAM EXPENDITURES

	2013/14 Actuals	2014/15 Adopted	2014/15 Adjusted	2014/15 Final Amended	% Change From Adjusted
<b>PUBLIC SAFETY:</b>					
Operations	17,485,194	18,461,485	18,553,754	18,553,754	0.0%
CIP	1,213,245	717,175	4,050,741	4,072,236	.05%
<b>Total Public Safety</b>	<b>18,698,439</b>	<b>19,178,660</b>	<b>22,604,495</b>	<b>22,625,990</b>	<b>0.1%</b>
<b>UTILITIES:</b>					
Operations	61,398,035	63,899,045	63,987,867	63,967,785	0.0%
CIP	18,096,770	63,594,850	68,060,521	68,237,987	0.3%
<b>Total Utilities</b>	<b>79,494,805</b>	<b>127,493,895</b>	<b>132,048,388</b>	<b>132,205,772</b>	<b>0.1%</b>
<b>TRANSPORTATION:</b>					
Operations	13,254,150	14,048,544	14,566,088	14,566,088	0.0%
CIP	12,513,019	15,220,170	26,706,578	28,578,827	7.0%
<b>Total Transportation</b>	<b>25,767,169</b>	<b>29,268,714</b>	<b>41,272,666</b>	<b>43,144,915</b>	<b>4.5%</b>
<b>COMMUNITY ENRICHMENT:</b>					
Operations	9,669,605	10,291,723	11,177,523	11,211,332	0.3%
CIP	12,055,872	1,276,500	7,200,074	7,200,074	0.0%
<b>Total Community Enrichment</b>	<b>21,725,477</b>	<b>11,568,223</b>	<b>18,377,597</b>	<b>18,411,406</b>	<b>0.2%</b>
<b>GENERAL GOVERNMENT:</b>					
Operations	6,404,400	7,002,891	7,596,629	7,602,629	0.1%
CIP	745,848	50,000	2,658,301	2,758,301	3.8%
<b>Total General Government</b>	<b>7,150,248</b>	<b>7,052,891</b>	<b>10,254,930</b>	<b>10,360,930</b>	<b>1.0%</b>
<b>DEBT SERVICE:</b>	10,232,900	9,800,973	10,097,874	10,097,874	0.0%
<b>INTERNAL SERVICES:</b>					
Operations	15,245,414	16,236,267	17,301,829	17,447,285	0.8%
CIP	11,667	122,500	134,241	134,241	0.0%
<b>Total Internal Services</b>	<b>15,257,081</b>	<b>16,358,767</b>	<b>17,436,070</b>	<b>17,581,526</b>	<b>0.8%</b>
<b>Total Expenditures Before Transfers</b>	<b>178,326,119</b>	<b>220,722,123</b>	<b>252,092,020</b>	<b>254,428,413</b>	<b>0.9%</b>
<b>Transfers</b>	<b>15,884,403</b>	<b>16,140,953</b>	<b>16,955,465</b>	<b>16,955,465</b>	<b>0.0%</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>194,210,522</b>	<b>236,863,076</b>	<b>269,047,485</b>	<b>271,383,878</b>	<b>0.9%</b>

## FINAL AMENDMENT CHANGES BY FUND

### General Fund

The General Fund's projected revenue has been increased by \$417,960 based on the following changes:

• Increased building permit revenue	\$ 399,751
• Reduced municipal infraction revenue	(25,000)
• Increased Parks and Recreation program revenue	21,386
• Increased Airport revenue (sale of farmland soil)	21,823
	<hr/>
	\$ 417,960

Various program expenses in Parks and Recreation were amended for a net increase in expenses of \$21,445. The net effect of the increases in revenues and expenses is a projected increase in the General Fund's balance of \$396,515.

### Community Development Block Grant Fund

Unspent funds of \$127,990 allocated to the purchase of property on 6<sup>th</sup> Street have been allocated to the purchase of property at 1228/1230 Stafford Avenue.

### Tax Increment Financing (TIF)

Expenses of \$926,100 have been added to the budget to cover early spending for the ISU Research Park project.

### Special Assessments Fund

The Woodview Drive Water and Sewer project was completed at a lower than budgeted cost, resulting in a \$100,435 reduction in budgeted expenses.

### Street Construction Fund

The Iowa State Research Park Phase III project budgeted in FY 2015/16 will begin early, with \$300,000 added to the Street Construction fund budget for RISE grant eligible expenses. RISE grant revenue of \$300,000 has also been added to Street Construction revenues.

Expenses of \$21,495 have also been added for a traffic study for the Bricktowne development. A matching offsetting revenue has also been included for the developer reimbursement from Dickson Jensen for the study.

## Airport Construction Fund

The Terminal Building project budgeted for FY 2015/16 is expected to begin early. Both revenues and expenses have been increased by \$450,000 for project expenses that will be reimbursed by the FAA.

## Bond Funds

Expenses for bond funded projects have been increased by \$196,149 based on budget changes for the following projects:



## Water Utility Fund

Expenses in the Water Utility Fund have been decreased by \$2,521 due to the following changes:



Savings of \$92,370 in the Toronto Area Water Main project were also shifted to the Water System Improvements program.

## Sewer Utility Fund

Expenses in the Sewer Utility Fund have been increased by \$2,111 due to the following changes:

## **Electric Utility Fund**

Total expenses have been increased by \$275,000 in the Electric Utility Fund to allow for the early start of two CIP projects budgeted in FY 2015/16. A total of \$150,000 is being added for the Feedwater Heater Tube Replacement project, and another \$125,000 for Cooling Tower Repairs. Funds of \$150,000 are also being shifted from the 69 kV Transmission Reconstruction project to Demand Side Management to cover higher than anticipated expenses in that program.

## **Storm Sewer Utility Fund**

A FEMA grant of \$124,500 has been added to the Storm Sewer Utility fund's revenues. This grant will be used to offset \$134,471 in expenses that have been added for the Squaw Creek Water Main Protection project. A grant has also been received from the Iowa Department of Agriculture and Land Stewardship for storm water improvements to be done in conjunction with the City Hall parking lot project. Both revenues and expenses have been adjusted by \$100,000 for the grant and related project expenses.

Expenses were also reduced by \$51,242 for several completed projects, resulting in a net increase of \$183,229 in expenses. The effect of these changes is an expected increase to the fund balance of \$41,271.

## **Ames/ISU Ice Arena**

Ice Arena revenues have been increased by \$10,892 to reflect increased admissions and equipment rental at the facility. Operating expenses have also been increased by \$12,364, for a net reduction in the Ice Arena's anticipated fund balance of \$1,472.

## **Resource Recovery**

Resource Recovery revenues have been decreased by \$173,000. Commercial accounts were reduced by \$50,000, over-the-scale revenue was decreased by \$8,500, and the sale of metals was reduced by \$115,000. Operating expenses in ferrous metals operations were reduced by \$100,000 as well, resulting in a net decrease of \$73,500 to Resource Recovery's anticipated fund balance.

## **Fleet Services**

Expenses in Fleet Services have been increased by \$6,000 to construct an office at the Fleet Maintenance Facility for the Public Works Operations Manager. A total of \$6,000 has also been added to Fleet Service revenues as the office construction will be reimbursed by Public Works through their building user fees. There is no net effect on Fleet Service's fund balance.

### **Fleet Reserve Funds**

Expenses in the Fleet Reserve Fund have been increased by \$70,219 for additional purchases of fleet equipment.

### **Technology Reserve Funds**

The use of Technology Reserve funds has been increased by \$21,237. Of this amount, \$5,077 is for additional computer purchases, and \$16,160 is for additions to the phone system related to the City Hall basement project.

### **Risk Management Fund**

The expense budget for liability claims in the Risk Management fund has been increased by \$54,000. Five large claims, where the City was responsible for deductible and legal fee payments, were settled this year. Four of these claims were from prior fiscal years.

**NOTICE OF PUBLIC HEARING  
AMENDMENT OF CURRENT CITY BUDGET**

Form 653.C1

The City Council of Ames in STORY County, Iowa  
will meet at City Hall, 515 Clark Avenue, Ames, IA  
at 6:00 PM on May 26, 2015  
*(hour)* *(Date)*

for the purpose of amending the current budget of the city for the fiscal year ending June 30, 2015  
*(year)*


by changing estimates of revenue and expenditure appropriations in the following programs for the reasons given. Additional detail is available at the city clerk's office showing revenues and expenditures by fund type and by activity.

		Total Budget as certified or last amended	Current Amendment	Total Budget after Current Amendment
<b>Revenues &amp; Other Financing Sources</b>				
Taxes Levied on Property	1	25,487,263	0	25,487,263
Less: Uncollected Property Taxes-Levy Year	2	0	0	0
<b>Net Current Property Taxes</b>	<b>3</b>	<b>25,487,263</b>	<b>0</b>	<b>25,487,263</b>
Delinquent Property Taxes	4	0	0	0
TIF Revenues	5	37,866	0	37,866
Other City Taxes	6	9,834,839	0	9,834,839
Licenses & Permits	7	1,626,449	399,751	2,026,200
Use of Money and Property	8	16,097,077	23,839	16,120,916
Intergovernmental	9	23,147,660	974,500	24,122,160
Charges for Services	10	262,213,775	-173,125	262,040,650
Special Assessments	11	386,599	0	386,599
Miscellaneous	12	2,905,159	26,382	2,931,541
Other Financing Sources	13	54,911,476	0	54,911,476
<b>Total Revenues and Other Sources</b>	<b>14</b>	<b>396,648,163</b>	<b>1,251,347</b>	<b>397,899,510</b>
<b>Expenditures &amp; Other Financing Uses</b>				
Public Safety	15	16,777,062	0	16,777,062
Public Works	16	5,850,040	0	5,850,040
Health and Social Services	17	1,159,563	0	1,159,563
Culture and Recreation	18	7,797,143	21,445	7,818,588
Community and Economic Development	19	3,979,058	0	3,979,058
General Government	20	2,679,168	0	2,679,168
Debt Service	21	9,743,158	0	9,743,158
Capital Projects	22	40,388,157	1,793,309	42,181,466
<b>Total Government Activities Expenditures</b>	<b>23</b>	<b>88,373,349</b>	<b>1,814,754</b>	<b>90,188,103</b>
Business Type / Enterprises	24	303,281,577	515,639	303,797,216
<b>Total Gov Activities &amp; Business Expenditures</b>	<b>25</b>	<b>391,654,926</b>	<b>2,330,393</b>	<b>393,985,319</b>
Transfers Out	26	15,588,214	117,251	15,705,465
<b>Total Expenditures/Transfers Out</b>	<b>27</b>	<b>407,243,140</b>	<b>2,447,644</b>	<b>409,690,784</b>
<b>Excess Revenues &amp; Other Sources Over (Under) Expenditures/Transfers Out for Fiscal Year</b>	<b>28</b>	<b>-10,594,977</b>	<b>-1,196,297</b>	<b>-11,791,274</b>
<b>#</b>				
Beginning Fund Balance July 1	30	590,939,135	0	590,939,135
<b>Ending Fund Balance June 30</b>	<b>31</b>	<b>580,344,158</b>	<b>-1,196,297</b>	<b>579,147,861</b>

Explanation of increases or decreases in revenue estimates, appropriations, or available cash:

Revenue estimates were adjusted to be more in line with actual amounts so far this year. Increases in expenditures are due to starting capital projects earlier than anticipated (mainly airport, TIF, and electric projects).

There will be no increase in tax levies to be paid in the current fiscal year named above related to the proposed budget amendment. Any increase in expenditures set out above will be met from the increased non-property tax revenues and cash balances not budgeted or considered in this current budget.

  
City Clerk/Finance Officer

**COUNCIL ACTION FORM**

**REQUEST: LAND USE POLICY PLAN AMENDMENT OF FUTURE LAND USE MAP FOR 5571 GRANT AVENUE (ROSE PRAIRIE)**

**BACKGROUND:**

On November 24, 2014, the City Council directed staff to initiate and Minor Map Amendment in regard to the request of William J. Ludwig (representing Diligent Rose Prairie) for a Land Use Policy Plan (LUPP) Map Amendment. On April 2, 2015, the Developer submitted an application for a Land Use Policy Plan (LUPP) Minor Map Amendment for the property at 5571 Grant Avenue. **The application is for a Village/Suburban Residential land use designation and an 8-acre commercial component for their 170 acre property located west of Grant Avenue and south of 190<sup>th</sup> Street.** The subject area is an undeveloped parcel west of Grant Avenue and Ada Hayden and south of 190<sup>th</sup> Street (see Attachment B).

The subject property was annexed in 2011. The property has no current LUPP land use designation, as it was annexed before the current policy that designates Urban Residential Fringe Plan lands as Village/Suburban Residential upon their annexation. A development agreement applies to the property regarding certain development parameters, including, but not limited to zoning of the property to FS-RL (Floating Suburban Residential Low Density), and participation in the cost of Grant Avenue improvements. **The proposed LUPP Amendment for the Commercial Node is not reflected in the development agreement and the development agreement would need to be amendment prior to considering rezoning for a commercial component. Additionally, the applicant intends to apply for a Planned Residential District (PRD) rezoning for the residential component that also differs from the development agreement. An amendment to the development agreement would also be necessary to move forward with future zoning of the property to PRD. However, this LUPP Amendment request can proceed without changes to the development agreement as it is not binding on the timing of zoning of the property as defined by the development agreement.**

The LUPP application identifies an intent to the develop the site with 579 dwelling units including single family detached, single family attached, multifamily housing units, and a commercial retail/office component on approximately 8 acres. The residential component of the development is proposed on approximately 132 acres of the 170 equating to a net density of 4.43 dwelling units per acre for the property. Development of the site will be subject to Conservation Subdivision Ordinance standards in additional to zoning regulations.

The Village/Suburban Residential designation is a category created with the 1997

adoption of the LUPP and intended for one of two types of development: the village concept or the suburban residential concept. Suburban residential developments are intended for 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 designation for Village/Suburban Residential is consistent with the LUPP for newly developing areas of the City.**

The Commercial Node request is a process required by the LUPP to consider adding neighborhood commercial development to new residential areas. Commercial Nodes are assigned to a general area and are to range in size from 2-5 acres, but not to exceed 10 acres. The node size is proportionate to population. The City has included a limited number of nodes for growth areas on the Future Land Use Map and provides criteria for considering additional nodes (See Addendum Pg. 5). **The LUPP describes siting of a node based upon its proximity to other commercial areas and for it to be located in concentrated population areas.** Generally, the City desires neighborhood services for concentrated population areas subject to criteria for their location and size of the area.

**The applicant's proposed location is situated on the north boundary of the City along 190<sup>th</sup> Street and the intersection with Grant Avenue. This is the edge of the Growth Area and there is no plan for the City to grow and expand across 190<sup>th</sup> Street. The North Growth Area at its southern limits is approximately 1 mile from the Fareway/Casey's commercial area and about 1.75 miles from the north boundary. Although the proposed node overlaps the service area of the existing commercial, the applicant believes the population justifies the request. The applicant's request is based upon the projected population of 2,300 people in the North Growth Area rather than its location within the City and its relationship to other areas.**

A full analysis of the LUPP Amendment is included in the attached addendum.

The property is currently zoned Agricultural. (See Attachment C) The PRD zoning intended for the property is allowed for under a Suburban Residential land use concept being requested by the applicant. However, PRD zoning does not specifically allow for the commercial development desired at the corner of 190<sup>th</sup> Street and Grant Avenue. The "CVCN" (Convenience Commercial Node) zoning district would be required to



address the proposed Commercial Node Designation for retail, restaurant, and office uses proposed for the development.

**Planning and Zoning Commission Recommendation.** The Planning and Zoning Commission considered the request at their meeting on May 6, 2015. The Commission discussed concerns focused around the proposed location of the commercial area on the edge of the community, as well as the proposed size of such commercial area. The After a discussion questioning any further expansion of the city north of 190<sup>th</sup> Street and the number of potential people in the vicinity of the proposed future commercial area, the Planning and Zoning Commission voted 6-0 to approve creating a Convenience Commercial Node and to designate the property at 5571 Grant Avenue as Village/Suburban Residential on the Future Land Use Map. Commission comments expressed concern about the size of the requested 8 acres and its integration into the area, but reserved these issues for discussion along with a zoning request.

### **ALTERNATIVES:**

1. The City Council can approve the amendment to the LUPP Future Land Use Map for Village/Suburban Residential only.

**The Council would choose this request if the Council determines that the requested Convenience Commercial Node does not comply with the criteria of the Land Use Policy Plan for the use or location of the proposed Convenience Commercial Node on the site.**

2. The City Council can approve an amendment to the LUPP Future Land Use Map to designate the property located at 5571 Grant Avenue, as Village/Suburban Residential with a Convenience Commercial Node located at the northeast corner of the site at Grant Avenue and 190<sup>th</sup> Street. (Planning and Zoning Commission Recommendation)
3. The City Council can refer this request back to staff or the applicant for more information.

### **CITY MANAGER'S RECOMENDATION:**

The applicant notes a lack of commercially designated area within the North Growth Area on the fringe of the city. This area of the community has not been planned within the LUPP for future commercial development. The LUPP establishes the criteria in which to designate future area for commercial development. The developer indicates that the residential development of Rose Prairie and surrounding neighborhoods is suitable for a future Convenience Commercial Node at the intersection of 190<sup>th</sup> Street and Grant Avenue due to the projected population in the North Growth Area.

While the Rose Prairie residential development of a Suburban Residential concept

within the Village/Suburban Residential land use designation complies with the policies of the LUPP, **staff has concerns regarding the location of the commercial component of the proposed development. Staff's principal concerns are related to locating commercial services on the edge of the City where no additional expansion of residential development is anticipated within the LUPP. The area north of the subject site is not part of the North Growth Area and the Ames Urban Fringe Plan identifies the area between Ames and Gilbert as agriculture/special study area making it unlikely to become an area of expansion.**

**Therefore, it is the recommendation of the City Manager that the City Council approve Alternative #1, which is to amend the LUPP Future Land Use Map to designation of the property located at 5571 Grant Avenue as Village/Suburban Residential without a Convenience Commercial Node.**

## ADDENDUM

On April 2, 2015, the Developer submitted an application for a Land Use Policy Plan (LUPP) Minor Map Amendment for the property at 5571 Grant Avenue. The applicant has also submitted an application for a rezoning request to Planned Residential District (PRD) for the Rose Prairie site, which will be processed subsequent to an approval of a the LUPP Map Amendment.

The application indicates the Rose Prairie development site is intended for development of up to 579 dwelling units including single family detached, single family attached and multiple family housing units as well as a commercial retail/office component on approximately eight acres. The residential component of the development is proposed on approximately 132 acres of the overall 170 acre site, equating to a potential net density of 4.43 dwelling units per acre for the property. The eight acre commercial site of the development is noted as potentially including a gas station/convenience store, 15,000 square feet of office space and 18,000 square feet of leasable area for retail and sit-down restaurant uses. See the concept development plan, Attachment D. The developer intends to subdivide the site into parcels, "sub-neighborhoods", that will be separated by a green belt park and lake, but connected by use of sidewalks and a trail system.

### Land Use Policy Plan

The concept of convenience nodes was originally developed back in 2004. The intent under this concept was to provide nodes of commercial development within the Village/Suburban Residential Land use designation in close proximity to, and for the convenience of, the immediate neighborhood, but in a manner and scale that would be compatible with the residential character of the surrounding neighborhood.

The LUPP describes, as it pertains to the expansion of commercial areas within the new lands area, the criteria for size, intensity, and location of a Convenience Commercial Node, for best locating nodes of commercial activity to ensure both compatibility and overall sustainability of each node. There is also need to ensure that uses within the node do not compete with or undermine the economic vitality of a village or other commercial areas within close proximity of the node, and that there is a demonstrated need for more commercial land so close to other designated commercial areas.

***Convenience Commercial Nodes.*** *Convenience scale commercial land uses in areas designated as Village/Suburban Residential in the New Lands Area shall be located in strategic locations. The following criteria shall be used to locate convenience scale commercial land uses:*

1. *Convenience Commercial Nodes should be located with distribution frequency of approximately one (1) mile in radius unless a more frequent distribution is determined appropriate under the locational criteria described for convenience commercial nodes.*

2. *The size of any one node should be between two (2) and five (5) acres, but not greater than ten (10) acres.*
3. *The building intensity within the node should be limited to 35,000 square feet in any given building and no more than 100,000 square feet total.*
4. *The node should be located adjacent to or within the center of the highest possible concentrations of population.*
5. *The node should be located on a major or minor thoroughfare.*

*The Convenience Commercial Node consists of a cluster of “neighborhood scale” commercial land uses appropriate for and accommodating to surrounding residential land uses. Higher standards apply to ensure that the land use relationship between the commercial activity and the adjacent residential land uses will be compatible. These standards include such items as building placement, signage, lighting, landscaping, screening, and building materials.*

Uses. *Uses within a Convenience Commercial Node should be commercial activities that are most compatible with residential land uses, serving convenience and localized neighborhood needs.*

*Pedestrian connections to adjacent neighborhoods should be used to reduce vehicular traffic. Floor area ratios should be maximized and shared parking is encouraged. The intent of the Convenience Commercial Node is to create a clustered, localized convenience shopping/entertainment environment involving one trip to two or more destinations within the node.*

Locations. *Three locations within the New Lands Area are identified for Convenience Commercial Nodes. Within the New Lands Area, each location represents a generalized area that meets minimum locational criteria within the Suburban/Village Residential land use designation. The locations are as follows:*

1. *Northwest Growth Corridor at the intersection of North Dakota Avenue and Union Pacific Railroad.*
2. *Southwest Growth Priority Area near the intersection of Lincoln Way and Boone County/Story County line.*
3. *Southwest Growth Priority area in the vicinity of the intersection of State Avenue and Oakwood Road.*

*Additionally, there are locational criteria to assure the compatibility, and overall sustainability of each Convenience Commercial Node location. The timing of development will determine what type of commercial land uses shall be located within the Village/Suburban Residential land use designation. The following are the standards that should be used to locate Convenience Commercial Node land uses in Village/Suburban Residential areas within the New Lands Area:*

1. *To assure clustering, minimize vehicular trips and traffic impact on adjacent neighborhoods, and assure residential compatibility, Convenience Commercial*

*Nodes should **not** be located within two (2) miles of an existing neighborhood commercial area, convenience commercial node, and/or village commercial center development.*

- 2. Convenience Commercial Nodes should not be located where there are more intense commercial activities (Community Commercial Node, Highway-Oriented Commercial, Regional Commercial, Downtown Service Center) that serve a higher commercial function and as a convenience commercial land use within the location criteria as stated above.*

### **Analysis:**

The Developer requesting the land use change, states in his application materials that currently no commercial areas are identified within the North Growth area of the LUPP. That the "land use policy plan identified just this objective: "Ames seeks to establish more integrated and compact living/activity areas (i.e., neighborhoods, villages) wherein daily living requirements and amenities are provided in a readily identifiable and accessible area. Greater emphasis is placed on the pedestrian and related experiences." Staff would agree that the North Growth Area of the community has not been planned at this point for commercial growth as it was not clear originally that this was a needed or desired use in the area.

The developer is interested in creating an 8-acre area for convenience/neighborhood commercial uses. The LUPP uses the previously noted text for designating commercial nodes on the Future Land Use Map within Village/Suburban Residential areas. The proposed area for the convenience commercial node meets some of the criteria, such as the land area, intended uses, building intensity and the location of the site on a major thoroughfare. The location of a Commercial Node in this area does not meet other criteria, such as distance from other commercial areas (commercial area at the intersection of Stange and Bloomington Road is 1 ¾ miles apart) and being located within the center of a high population concentration. When measuring the distance of the growth area from other commercial areas, not just the location of the proposed node, services are as close as 1 mile away from the south properties in the North Growth Area.

Staff believes that due to its physical separation from Stange/Bloomington it is not likely to undermine the viability of Stange/Bloomington, but does call into question the sustainability of a commercial node in the North Growth Area due to existing services in other areas. This leads to one of staff's greatest concerns with the proposed location at the planned northern limits of the City of 190<sup>th</sup> Street. **It would seem that this edge location would meet needs of the North Growth residents, but also rely upon pass-by traffic and rural residents in order to succeed due to only half of the 1 mile radius of the planned node area is planned for development.**

### **Location and Population**

The LUPP identifies location criteria for the development of a commercial node to assure clustering, sustainability, and compatibility with surrounding residential

neighborhoods. The LUPP states that the CVCN should not be located within 2 miles of an existing commercial area and should also be located within the center of the highest populated area.

The proposed location of the node is within approximately 9,000 feet (approx. 1.7 miles) of the CVCN Node located at the intersection of Stange and Bloomington Roads and approximately 12,000 feet (2.2 miles) from the community commercial area along Grand Avenue (Northern Lights Center). This is measured as traveled on roadways. As a radial distance described in the LUPP, the proposed node is even closer to these two areas. This potential location does not meet the intent of the LUPP for separation of convenience commercial nodes by 2 miles.

As part of the submitted application, a population table was also provided depicting the potential unit counts and population anticipated in the Rose Prairie Development and looking at the potential of the Quarry Estate Development and Hunziker Development. The applicant notes that with the potential for this development, as well as the developments of Quarry Estates and the future Hunziker property, this area of the community could see approximately 808 new residential units equating to 2,316 new residents (See Attachment E, Applicant Population Table). Staff would note that those numbers may be a bit overstated as the average household size based on the previous census citywide averages from 2010 and estimated values for 2013 are between 2.1 to 2.5 people per household. Staff generally applies an estimate of 3 persons per household on average for new residential single-family development that would be similar to the proposed suburban development of the North Growth Area. This area is planned for a mix of detached and attached housing. Staff projects the full buildout of the north growth area for all developable areas to be around 2,700 people.

#### Size and Intensity

The LUPP suggests a typical area of a node to be within 2 to 5 acres, but not exceeding 10 acres. With a proposed commercial area of 8 acres, the node is on the larger size of the intended range of a Convenience Commercial area but still within the maximum limit of the policy. Based upon the population projections, it appears six acres would more closely match with the expected population.

The LUPP also indicates criteria to limited Convenience Commercial notes to a maximum of 35,000 square feet in any given building and no more than 100,000 square feet total for the node. The proposal includes approximately 15,000 square feet of office space, 11,000 square feet of retail space and 6,500 square feet for a restaurant and outdoor dining space. Also included in the plan is the potential for a gas station and convenience store. The size of such space has not been supplied as part of the application. The proposed intensity of the buildings is not beyond the scope of a Convenience Commercial Node under the criteria of the LUPP.

**Capacity of Public Utilities.** In any proposed change to the Land Use Policy Plan Future Land Use Map, the City examines possible impacts to public utilities, such as storm sewer, sanitary sewer and water capacity, storm drainage. This review is based

on overall system capacities and staff finds that the capacities of storm sewer, sanitary sewer, and water are acceptable with the level of information that is now available.

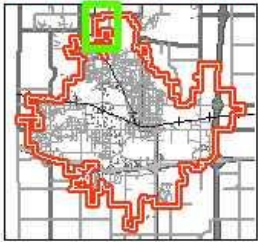
**Infrastructure.** City and developer have a pre-annexation agreement that, among other commitments, confirms the developers' contributions to City infrastructure costs. Installation of water and sanitary sewer mains serving the developments along Grant Avenue are underway and paving of Grant Avenue will be completed during the 2015 construction season. Developers have agreed to assume responsibility for any buy-out amount due to a rural water provider, as well as to pay prorated portions of the City's costs for installation of the water and sanitary sewer mains serving the area through utility connection districts.

**Transportation Impacts.** Based on a Traffic Study from 2008, which analyzed the North Growth Area and identified the Rose Prairie Development site as well as Quarry Estates and Hunziker properties, the Rose Prairie Development accounted for 140 single family detached residential units and 168 condo units for a total of 1,807 average daily trips for the site with no specific impact identified at the intersection of Grant Avenue and 190<sup>th</sup> Street. The study did not account for the proposed commercial area as the site was intended at that time for a strictly residential development type.

The trip generation analysis supplied by the applicant (Attachment F), which identifies approximately 33,000 square feet of commercial uses and a total of 687 residential units of varying types, indicates an increase in the average daily trips for the site from 1,807 in 2008 to 7,533 trips as proposed. In comparison with the previous traffic study, staff has concerns regarding potential offsite traffic impacts from development of the project in combination with the other pending developments in the area. **Staff will require a more in-depth traffic assessment that considers the project and cumulative effects of changes to traffic volumes in the project area be completed prior to any subsequent rezoning of the development parcels.** Any significant impacts identified by the traffic study may need mitigation per city standards and may be included in a development agreement as conditions of the subdivision and/or rezoning.

If the LUPP Amendment is approved by the City Council, the applicant will subsequently request approval to subdivide and rezone the properties to "PRD" (Planned Residential District) and "CVCN" (Convenience Commercial Node) for the purpose of constructing single family, single family attached, and multiple family housing as well as, incorporating a commercial component to the overall development area.

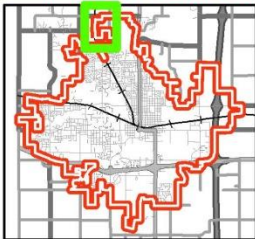
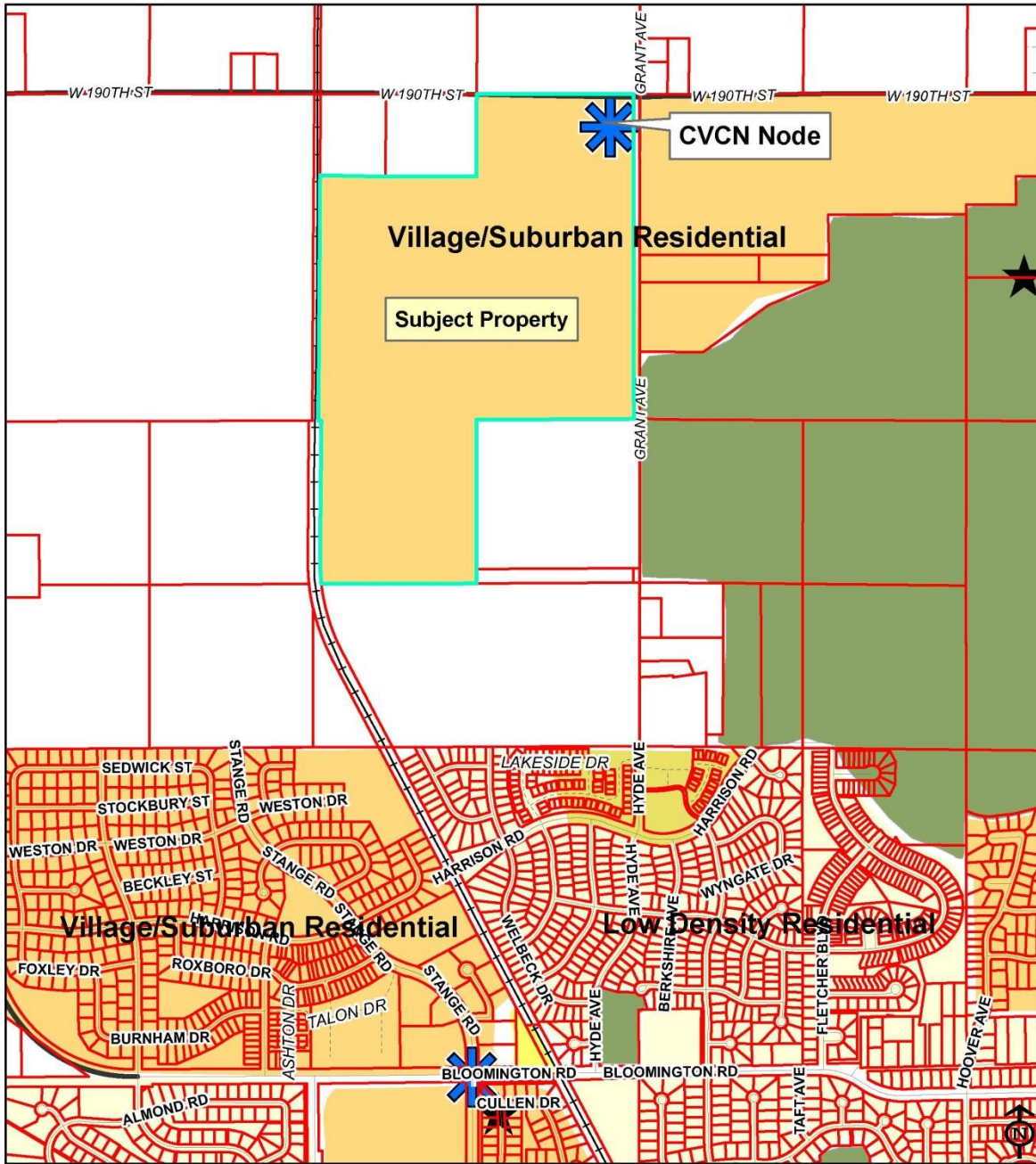
**ATTACHMENT A**  
**Location Map**



**Location Map**  
**5571 Grant Avenue**  
**Rose Prairie**

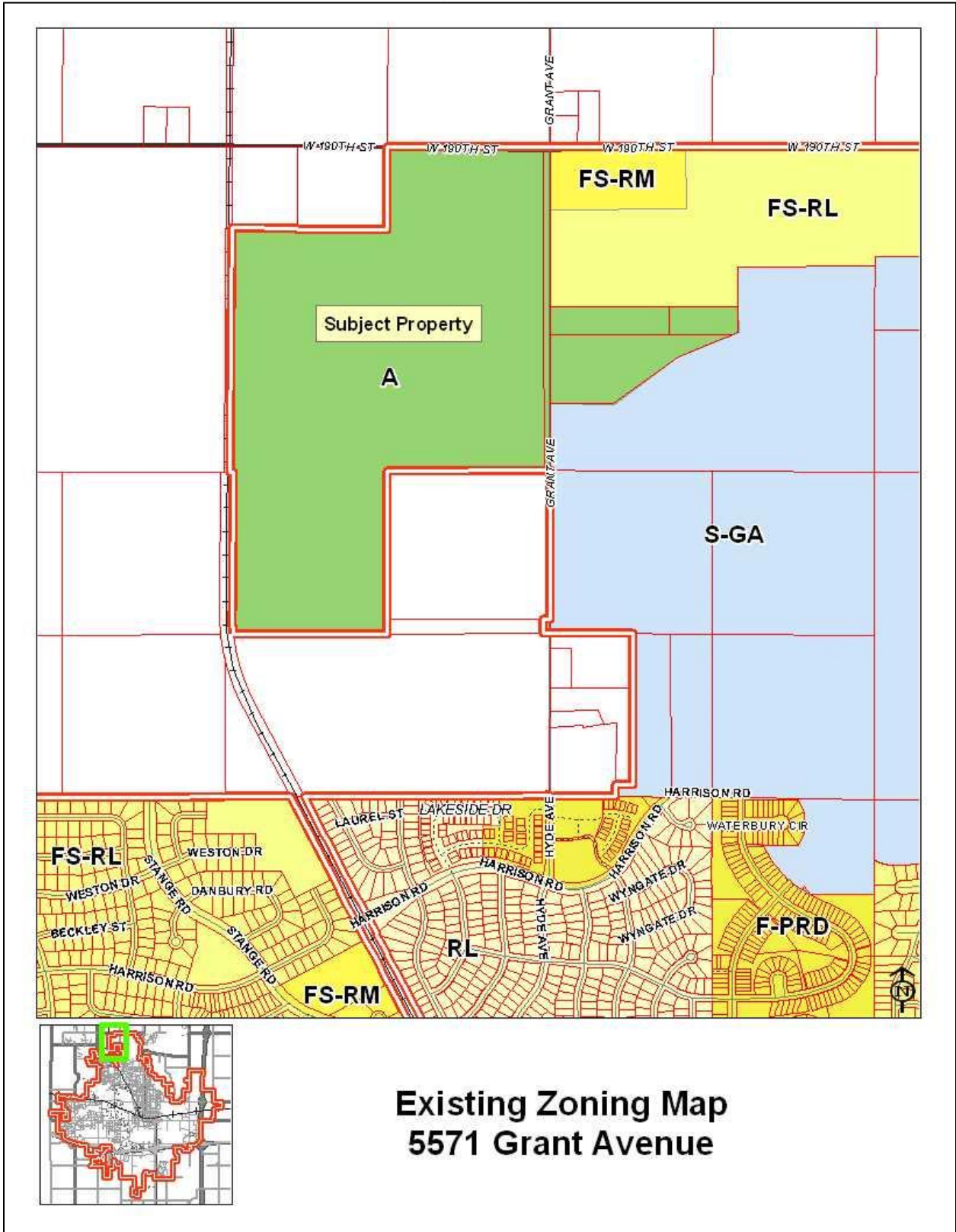


**ATTACHMENT B**  
**Proposed LUPP Map**

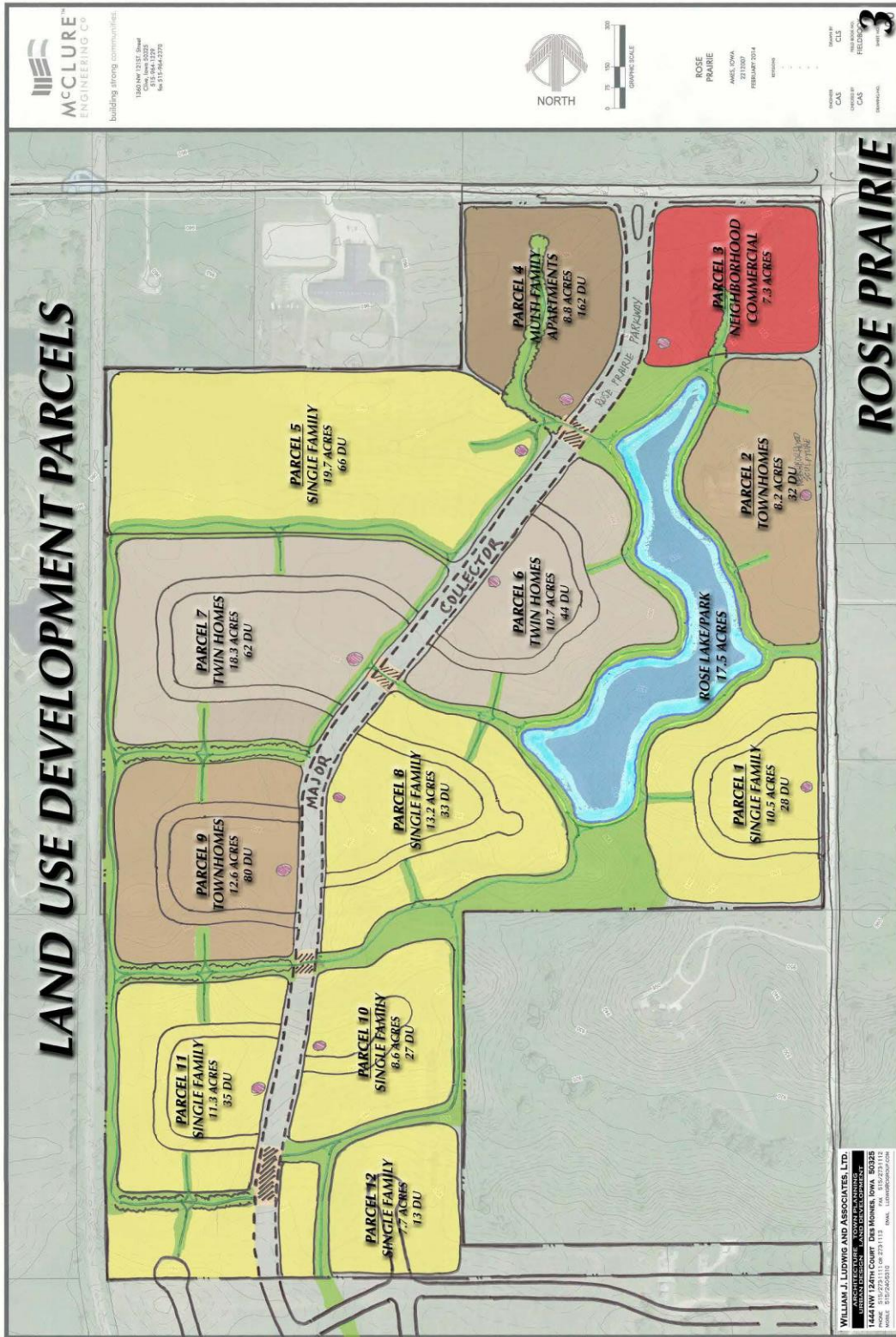


**Proposed LUPP Map**  
**5571 Grant Avenue**

**ATTACHMENT C**  
**Existing Zoning Map**



# ATTACHMENT D Concept Plan



**ATTACHMENT E  
APPLICANT POPULATION TABLE**

WILLIAM J. LUDWIG AND ASSOCIATES, LTD.

ARCHITECTURE TOWN PLANNING  
URBAN DESIGN LAND DEVELOPMENT

1444 NW 124TH COURT DES MOINES, IOWA 50325

REVISED 5/7/15

VILLAGE CENTER CVCN CONVENIENCE RETAIL

**POPULATION**

AMES COUNTRY CLUB & SURROUNDING PROJECTS

ROSE PRAIRIE

PARCEL #	LAND USE	AREA	HOMES	CHILDREN	PEOPLE/UNIT	# PEOPLE	DU/AC
PARCEL 1	Single family	10 AC	28	28 x 1.5 CH	3.0	84	2.8
PARCEL 2	Twin homes	7.5 AC	16 x 2	32 x 1.2 CH	3.0	96	4.3
PARCEL 3	Neighborhood commercial	8.0 AC	0	0	0	0	0
PARCEL 4	Multi family	9.0 AC	162	162 x 0.70 CH	2.0	324	18.0
PARCEL 5	Single family small lot	22.0 AC	22 x 3	66 x .75	2.75	182	3.0
PARCEL 6	Twin homes	10.0 AC	22 x 2	44 x 1.2 CH	3.0	132	4.4
PARCEL 7	Twin homes	18.3 AC	31 x 2	62 x 1.4 CH	3.0	186	3.4
PARCEL 8	Single family	11.2 AC	30	30 x 1.5 CH	3.0	90	2.7
PARCEL 9	Town homes	12.8 AC	20 x 4	80 X 1.75 CH	2.75	220	6.3
PARCEL 10	Single family	8.3 AC	27	27 x 1.75 CH	3.0	81	3.3
PARCEL 11	Single family	11.0 AC	35	35 x 1.75 CH	3.0	105	3.2
PARCEL 12	Single family	4.0 AC	13	13 x 1.75 CH	3.0	39	3.3
					TOTAL POPULATION	1539	4.43
<b>HUNZIKER</b>	Single family	139 lots, 5 years		139 x 1.5	x 3.0	<b>417</b>	
<b>FRIEDRICH</b>	Single family	120 lots, 5 years		120 x 1.5	x 3.0	<b>360</b>	
				TOTAL NEIGHBORHOOD POPULATION		<b>2,316</b>	
				<b>RECOMMENDED ≥ 2000 POPULATION FOR CVCN</b>			

NET  
DENSITY

# ATTACHMENT F

## APPLICANT TRIP GENERATION TABLE

March 2015

Trip Generation Table

Rose Prairie Development  
Ames, IA

Parcel	Rose Prairie Development		Dwelling Units	1000 sf Gross Leasable/ Floor Area	Fueling Positions	ADT		AM Peak			PM Peak						
	Code	Use				Avg Rate	Trips	Avg Rate	Enter	Exit	Avg Rate	Enter	Exit				
1	210	Single-Family Detached Housing	47			9.52	444	0.75	25%	9	75%	26	1.00	63%	29	37%	17
2	230	Residential Condominium	32			5.81	186	0.44	17%	2	83%	12	0.52	67%	11	33%	5
3a	710	General Office Building*		15.6		11.03	172	1.56	88%	21	12%	3	1.49	17%	4	83%	19
3a	820	Shopping Center		11.4		42.7	486	0.96	62%	7	38%	4	3.71	48%	20	52%	22
3b	945	Gasoline/Serv. Sta. w/ Conv. Market			8.0	162.78	1,302	10.16	50%	41	50%	41	13.51	50%	54	50%	54
3c	931	Quality Restaurant		6.5		89.95	585	0.81	50%	3	50%	3	7.49	67%	33	33%	16
4	220	Apartments	162			6.65	1,077	0.51	20%	17	80%	66	0.62	65%	65	35%	35
5	210	Single-Family Detached Housing	66			9.52	628	0.75	25%	12	75%	37	1.00	63%	42	37%	24
6	230	Residential Condominium	44			5.81	256	0.44	17%	3	83%	16	0.52	67%	15	33%	8
7	230	Residential Condominium	62			5.81	360	0.44	17%	5	83%	23	0.52	67%	22	33%	11
8	210	Single-Family Detached Housing	38			9.52	364	0.75	25%	7	75%	22	1.00	63%	24	37%	14
9	230	Residential Condominium	80			5.81	465	0.44	17%	6	83%	29	0.52	67%	28	33%	14
10	210	Single-Family Detached Housing	33			9.52	317	0.75	25%	6	75%	19	1.00	63%	21	37%	12
11	210	Single-Family Detached Housing	35			9.52	333	0.75	25%	7	75%	20	1.00	63%	22	37%	13
12	210	Single-Family Detached Housing	18			9.52	169	0.75	25%	3	75%	10	1.00	63%	11	37%	7
13	210	Single-Family Detached Housing	9			9.52	87	0.75	25%	2	75%	5	1.00	63%	6	37%	3
14	210	Single-Family Detached Housing	32			9.52	302	0.75	25%	6	75%	18	1.00	63%	20	37%	12
<b>Trip Ends</b>							<b>7,533</b>				<b>156</b>				<b>427</b>		<b>287</b>

\* Land Use 710 General Office Building - AM and PM peak hour of the adjacent street traffic were not available. AM and PM peak of the generator were used.

Parcel 1 and 2: Totals 630  
 Parcel 3: Totals 2,545  
 Parcel 4-14: Totals 4,358

41 23  
 111 111  
 276 153

**COUNCIL ACTION FORM**

**SUBJECT:** MINOR SUBDIVISION FINAL PLAT WOODBRIDGE SUBDIVISION  
PLAT 3

**BACKGROUND:**

Karin and Rand Sevde, property owners, are requesting approval of a Final Plat for a Minor Subdivision for the property located at 2013 Oakwood Road (*See Attachment A*). A Minor Subdivision allows for filing of a Final Plat with the need of a Preliminary Plat. This is permitted when the subdivision does not require installation of public infrastructure, with exceptions of sidewalks, and there are less than three lots created by the plat. The proposed Final Plat divides Lot 2 of Woodbridge Subdivision Plat 2 into two lots (Lot 1 and Outlot A) in the "HOC" (Highway Oriented Commercial) zoning district (*See Attachment B*). Full frontage improvements exist along University Boulevard. Oakwood Road is a rural street section that was not required to be improved at the time of the original subdivision, with the exception of a deferral agreement for sidewalks.

The applicant proposes to subdivide the existing Lot 2 of Woodbridge Subdivision Plat 2 into two lots. *Attachment B* shows the subject site with the division of property, as requested by the owner. A total of 2.36 acres are included in the plat. Lot 1 will be a developable lot of 1.56 acres and Outlot A is intended to be a private street that includes 0.80 acres. Outlot A will contain the existing private drive that serves the abutting five properties and 55 foot wide Private Access and Utility Easement. The proposed Lot 1 will not have direct access to University Boulevard or Oakwood Road and will continue to rely upon access from the proposed Outlot A

The original subdivision of the area created lots with frontage along University Boulevard and Oakwood Road. Access to each of the lots in the subdivision is restricted to one shared common access point from University Boulevard and Oakwood Road. Access from Oakwood Road was originally part of the lot area of the subject site and restricted as a private driveway with cross access easements to serve all of the lots. Access to University Boulevard was configured similarly with a private driveway and easements as part of individual lots. Each of the existing lots are addressed from University Boulevard as this the only recognized street serving each of the lots.

**The applicant proposes to create Outlot A, which is intended to consist of just the private street for the abutting five lots, covered by the entire 55' private access and public utility easement and therefore not a developable lot.** Typically under the Subdivision Code, a street would be placed in a separate lot and then when all public improvements were completed for the subdivision, the street lot would be dedicated to the City as public right-of-way for continued maintenance of the public street. The street

construction would be required to meet the City's minimum design and improvement standards before such street is accepted by the City. Requirements include minimum pavement specifications, sidewalks, etc. to meet city standards. In this case, the drive was originally built as a private driveway with an access easement on a private lot and did not meet the minimum street standards at the time of installation.

**Being the applicant is requesting that the drive be located in a separate lot and it does not meet City standards for a public street, staff would considered it a private street** However, the Subdivision Code is silent on the allowance of private streets or any minimum standards that should be associated with such streets. A private commercial street is a unique proposal in Ames as staff has not identified a similar existing situation where a common driveway is a separate outlot. The parking lots in Somerset are separate parcels and the closest example to this proposal. **The applicant does not propose for the City to take over maintenance of the Outlot A and it will continue to be the maintenance responsibility of the abutting property owners in accordance with the cross access and maintenance agreements that are in place for the current use of the driveway.**

Staff has considered the proposed Outlot in regards to "lot" requirements of the Subdivision Code rather than as a street improvement standard. Staff has made this determination of which standard to apply based upon each of the abutting properties meeting public street frontage requirements without Outlot A becoming a formal street to meet lot standards.

A sidewalk deferral agreement was enacted in 2004 with the original Woodbridge Subdivision and amended in 2008 which required that sidewalks be installed at such time as sidewalk connections were made to the site or when deemed necessary by the City. A financial security was required to secure the installation of such sidewalk at a later date. A total of \$8,162 is currently held in cash escrow by the City for the installation of sidewalk for the two existing lots that front on Oakwood Road (Lot 1 Woodbridge Subdivision and Lot 2 Woodbridge Subdivision, Plat 2).

**Staff has determined that the total security currently held in escrow is not sufficient to cover the total cost to install 4-foot wide sidewalks for the 583 lineal length of frontage required under the original sidewalk agreement.** Therefore, staff has requested that an amended agreement be signed with this Minor Subdivision for continued deferral of the sidewalk with an increase in the total security from \$8,162 to \$17,490 (\$9,328 additional) to allow for future sidewalks along the Oakwood Road frontage and required access ramps for crossing of the private street on Outlot A. Section 23.403(14) of the Municipal Code allows for City Council to grant deferment of sidewalks with financial security when installation is considered premature rather than installing sidewalks or bond for sidewalks at the time of the final plat.

Full utilities exist to serve this proposed new Lot 1. No new public improvements are needed at this time, if Council agrees to the continued deferral of the sidewalks with the amended sidewalk deferral agreement. As part of the City's roundabout project at the

intersection of Airport Road and University, the City may need to acquire easement rights for the southeast corner of Lot 1 in the future.

**ALTERNATIVES:**

1. The City Council can approve the Minor Final Plat for Woodbridge Subdivision Plat 3 and approve the waiver of requirements to install sidewalks and accept the First Amendment to the Supplemental Sidewalk Agreement with financial security to defer the installation of public sidewalk along Oakwood Road.
2. The City Council can deny the Final Plat for Woodbridge Subdivision Plat 3 if it finds that it does not comply with the applicable ordinances, standards or plans.
3. The City Council can refer this request back to staff for additional information.

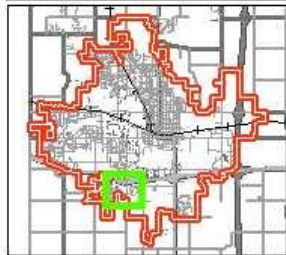
**MANAGER'S RECOMMENDED ACTION:**

The proposed Final Plat for Woodbridge Subdivision Plat 3 is consistent with the City's subdivision and zoning regulations, to other City ordinances and standards, to the City's Land Use Policy Plan, and to the City's other duly adopted plans subject to approval of the amended sidewalk agreement.

**Therefore, it is the recommendation of the City Manager that the City Council accept Alternative #1, thereby approving the Final Plat for Woodbridge Subdivision Plat 3 and the First Amendment to the Supplemental Sidewalk Agreement to defer the installation of sidewalks along Oakwood Road.**

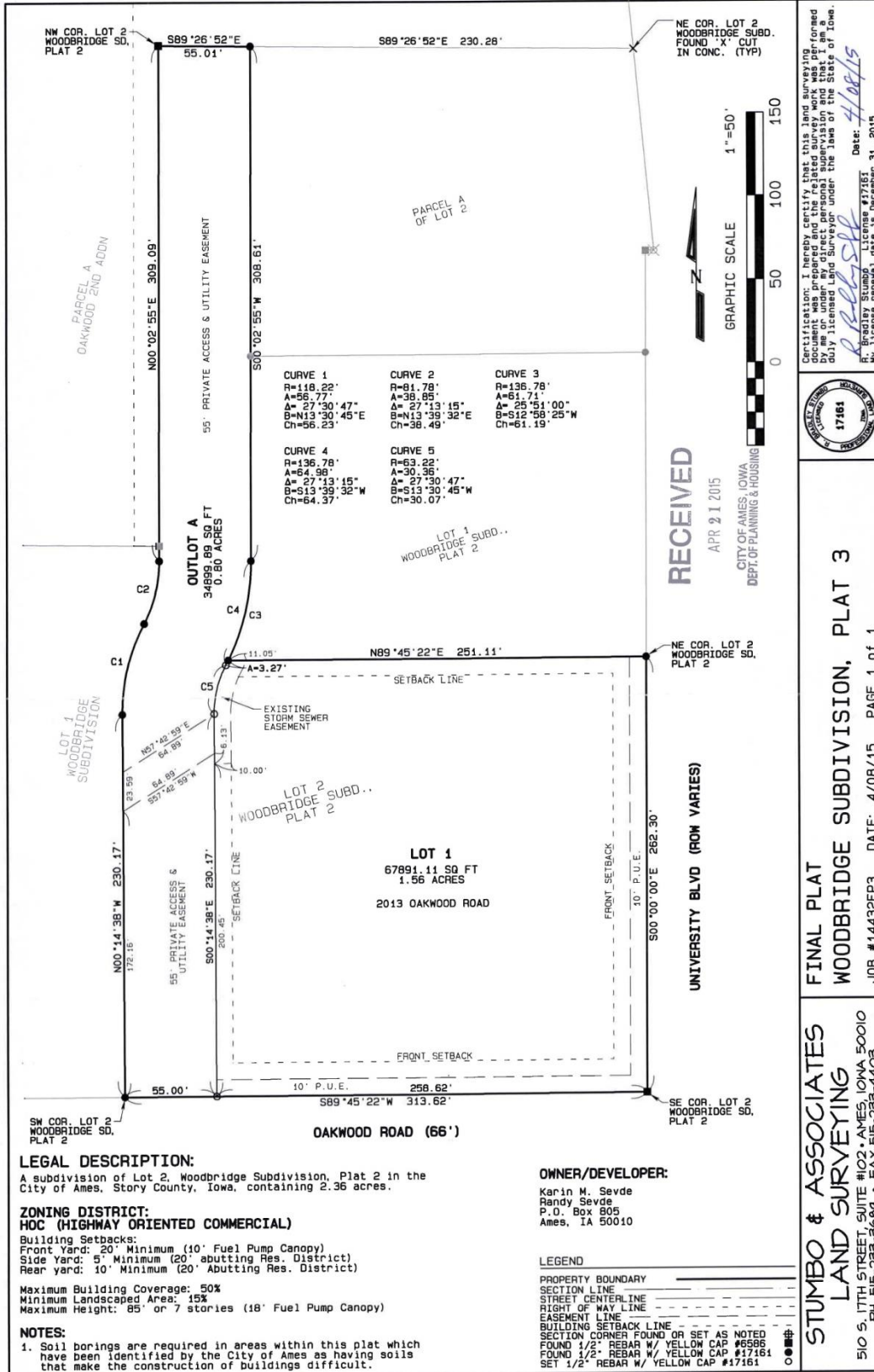


**ATTACHMENT A:  
LOCATION MAP**



**Location Map  
2635 University Boulevard**

# ATTACHMENT B PROPOSED SUBDIVISION



**LEGAL DESCRIPTION:**

A subdivision of Lot 2, Woodbridge Subdivision, Plat 2 in the City of Ames, Story County, Iowa, containing 2.36 acres.

**ZONING DISTRICT:  
HOC (HIGHWAY ORIENTED COMMERCIAL)**

Building Setbacks:  
Front Yard: 20' Minimum (10' Fuel Pump Canopy)  
Side Yard: 5' Minimum (20' abutting Res. District)  
Rear yard: 10' Minimum (20' Abutting Res. District)

Maximum Building Coverage: 50%  
Minimum Landscaped Area: 15%  
Maximum Height: 85' or 7 stories (18' Fuel Pump Canopy)

**NOTES:**

- Soil borings are required in areas within this plat which have been identified by the City of Ames as having soils that make the construction of buildings difficult.

**OWNER/DEVELOPER:**

Karin M. Sevede  
Randy Sevede  
P.O. Box 605  
Ames, IA 50010

**LEGEND**

PROPERTY BOUNDARY	---
SECTION LINE	---
STREET CENTERLINE	---
RIGHT OF WAY LINE	---
EASEMENT LINE	---
BUILDING SETBACK LINE	---
SECTION CORNER FOUND OR SET AS NOTED	○
FOUND 1/2" REBAR W/ YELLOW CAP #6586	○
FOUND 1/2" REBAR W/ YELLOW CAP #17161	○
SET 1/2" REBAR W/ YELLOW CAP #17161	○

**ATTACHMENT C**  
**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: LOW HEAD DAM SAFETY COST SHARE GRANT**

**BACKGROUND:**

In 1984, the City constructed a low-head dam in North River Valley Park. The sole function of this dam is to create a pool of water in the primary recharge location for the City's downtown well field during drought conditions. The process for the proposed modifications began in March, 2008 when the City Council received a letter from a representative of the Skunk River Paddlers outlining the inherent dangers of low-head dams. In 2009, City staff secured \$75,000 in funding from the Iowa Department of Natural Resources (DNR) to improve safety at the dam. At the time, City staff did not have a complete design concept that met all the necessary requirements, and the City did not formally enter into the grant agreement with the Iowa DNR at that time.

Since that time, City staff has continued to work with the DNR to try and resolve some of the outstanding design issues to move the project forward. Some of these issues included finding an engineer to sign and seal the planned modifications and meeting the "no rise" requirement for work taking place in the flood way. In 2008 when the project started, the City was one of the first to consider a modification of this nature and most of the modifications that had been done were out of state. City staff does not have the requisite expertise and was uncomfortable signing the engineering certification for the design.

Since that time, several low head dam modification projects have taken place in the state including Manchester, Elkader, Story City, Boone, and Charles City; and there are now engineering firms that will do this type of work. DNR worked to develop some alternatives so the "certificate of no rise" can be issued. An acceptable alternative has been identified that would remove a portion of the south wing wall of the dam and cut back the south bank of the river. This will still allow the dam to serve its primary function, and the modification has been agreed upon by the City.

The design has undergone several changes since 2008 which have improved safety, but also increased the cost of the project. The original concept was to place a small number of large boulders on the downstream apron of the dam, mitigating the deadly recirculation effect that low head dams can create. **The revised concept is now a rock arch rapids design that has been successful in other locations. This design will withstand high water events better, and also functions as a "fish ladder," allowing fish and other aquatic life to migrate upstream past the dam.**

In the fall of 2014, during discussions for meeting the certificate of no rise criteria, DNR staff suggested the City consider adding some additional recreational opportunities to

the new design. The additional features proposed would help improve bank access, increase shoreline fishing access, and provide a possible whitewater feature to the last weir of rock arch rapids. City staff met internally to discuss the options and then decided to approach the Parks and Recreation Commission to ask for additional input and funding for these types of features. Several members of the community representing various stakeholder groups attended the meeting and voiced their support of the project and the additional recreational features. The Commission was also in favor and supported approval of the additional funds in the FY 15/16 Capital Improvements Plan.

Current funding for the project is as follows:

Water Utility Fund - FY 13/14 CIP	\$75,000
Low Head Dam Safety Grant	\$75,000
Other Grant Funding (TBD-not secured)	\$35,000
In-Kind Donations	
Manatts of Ames (asphalt restoration)	\$ 8,000
Martin Marietta (rock donation)	\$32,000
Parks & Recreation - FY 15/16 CIP (LOST)	
Additional Recreation Features	\$40,000
<b>Total</b>	<b>\$265,000</b>

A preliminary estimate of the proposed cost for the project is as follows:

Construction (2012 Estimate)	\$183,000
Additional Recreation Features	\$ 35,000
Additional Concrete Wall Work	\$ 15,000
Engineering (dam + recreation features)	\$ 23,000
Contingency	\$ 10,000
<b>Total</b>	<b>\$265,000</b>

The engineering fee is still to be negotiated with the DNR, and they may cover some of these costs as part of their dam safety program. In recent years, staff has not pursued any additional grant opportunities because of the outstanding design related issues. Now that those are resolved, staff will again work with our stakeholders to look for additional grant opportunities to help offset the cost of the project. **The additional \$35,000 will be offset from saved engineering fees to the Iowa DNR, additional grant funds thru the low head dam safety grant program that Iowa DNR has indicated are available and could be applied to the project if need be, or thru securing additional outside grants or donations.**

The current proposed timeline for the project is as follows:

May 2015	Approve IDNR Grant Agreement
July 2015	Consultant Selection
August 2015	Public Input Meeting

Fall/Winter 2015  
Winter 2015 thru 2016

Finalize Design/Obtain permits  
Bidding and Construction

**Council should note that the grant agreement is back-dated by several years. Procedurally, the DNR has indicated that they need the original grant agreement to be executed. Once executed, the DNR and the City will extend the original milestone dates of the grant to better reflect the current timeline. Also, an amendment to the original grant will be developed by the DNR and the City that outlines more specifically some of the design requirements that the City will require in order to protect the integrity of the dam.** The amendment will outline a more specific delineation of responsibilities of both the City and the DNR, with the DNR leading the design through an outside consultant and the City handling the bidding and contracting for the project. The City will provide construction administration with the assistance of the DNR.

This project continues to be of high interest by several groups including the Skunk River Paddlers, Hawkeye Fly Fishing Association (HFFA), Story County Conservation, Prairie Rivers RC&D, Linda Manatt & Family, as well as other groups and interested citizens. City staff has continued to inform and engage in discussion with those interested in the project. Now that the project is slated to move forward, staff intends to host another public open house once a design consultant is on board. Staff then will meet with interested stakeholders at intervals in the design process to gather feedback on the design. Staff will also continue to meet with Parks and Recreation staff and the Commission to go over the impacts to North River Valley Park. These interested stakeholders have continued to express a desire to complete this project.

The driving concerns for the project continue to be recreation, fish passage, and water quality, but most importantly improving safety. The outcome of this project has the potential to create a unique and safe opportunity for the Ames community to enjoy the river.

#### **ALTERNATIVES:**

1. Approve a resolution to enter into the Iowa DNR Low Head Dam Safety Grant agreement in the amount of \$75,000.
2. Do not approve a resolution at this time and direct staff to find alternative funding sources.

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

As a result of the inherent danger of the City's low head dam in North River Valley Park, staff has continued to pursue a modification to the dam that will significantly reduce the downstream recirculation effect. Staff has reviewed and agreed upon a preliminary design concept that will both improve safety and provide improved fish passage, fishing access, and recreational opportunities for the Ames community, all while maintaining the integrity and intended purpose of the dam. Although the City has never promoted

recreation at the dam, staff understands the attraction and potential danger of activities which are undertaken by both experienced recreational enthusiasts and by those experiencing the river for the first time. **Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative Number 1, thereby approving a resolution to enter into the Iowa DNR Low Head Dam Safety Grant agreement in the amount of \$75,000.** Staff will continue to engage with vested stakeholders as the project moves into the design phase.

## Iowa Department of Natural Resources

### GRANT AGREEMENT- LOW-HEAD DAM SAFETY COST SHARE PROGRAM

**GRANTEE:** City of Ames Farms  
**PROJECT TITLE:** River Valley Park LHD Modifications  
**PROJECT CONTACT:** LYLE HAMMES 515-239-5150  
**GRANT AWARD:** \$ 75,000.00  
**DNR CONTACT/PHONE #:** Kathleen Moench 515-281-3013

1. **PARTIES/AUTHORITY.** The parties to this Grant Agreement are the Iowa Department of Natural Resources, an agency of the State of Iowa (the Department), and City of Ames (the grantee). The parties make this Grant Agreement under the authority of Chapter 30 of 571 Iowa Administrative Code and the Iowa General Assembly appropriation, House File 911 of the 81st General Assembly.
2. **PURPOSE.** The purpose of this Low-head Dam Safety Cost-share Agreement is to enable the Department to assist the grantee in the a low-head dam safety project in Iowa.
3. **GENERAL DESCRIPTION OF PROJECT.** This Grant Agreement is for the project described in the project proposal, except for the exemptions identified later in this provision, and summarized as the following:

Placement of boulders on the concrete apron of the River Valley Park low-head dam providing rapids and the break up of dangerous recirculation effects of the dam.

The project proposal, which was submitted by the grantee and which serves as the basis for this Grant Agreement, shall be incorporated by this reference and made part of this Grant Agreement.

Despite being included in the project proposal, the project shall not include, and the Department shall not pay for, the following: N/A

4. **GRANTS AND REIMBURSEMENTS.** The Department will provide the costs as described and agreed to in the project proposal up to a maximum amount of \$ 75,000.00.
  - a) The grantee may partner with other sponsoring organizations to provide additional project funds, and cost sharing funds may include local, private, federal or other state funds.
  - b) Up to 90% of the award may be advanced by the Department by submitting a signed letter requesting the advance along with the signed agreements to the following:

Budget & Finance Bureau, Kathleen Moench  
Iowa Department of Natural Resources  
E. 9th & Grand  
Des Moines, Iowa. 50319

The Department will pay the remaining 10% upon completion of the project, as determined solely by the Department.

- c) The grantee shall submit a report by **March 31, 2011** using the report form (Attachment A), describing the activities occurring to date to [watertrails@dnr.iowa.gov](mailto:watertrails@dnr.iowa.gov). The Department shall have the right to



review and observe, at any time, completed work or work in progress and may demand a status report of such at any time. The grantee shall upon reasonable notice allow the Department, or anyone designated by the Department, to inspect its books and records relating to invoicing and evaluates performance of this Grant Agreement.

d) The grantee shall submit the final project billing form (Attachment B) report within one month of completion of the project.

e) The Department shall pay all approved billing requests pursuant to Iowa Code section 8A.514 (2007) if, in its sole discretion, such payment is appropriate pursuant to this Grant Agreement. The Department may pay in less than sixty (60) days, as provided in Iowa Code section 8A.514. However, an election to pay in less than sixty (60) days shall not act as an implied waiver of Iowa Code section 8A.514.

5. **CERTIFICATION.** The grantee shall have plans for Medium and Large projects (any project with a request to the Department of more than \$20,001 per year) reviewed and certified by an engineer licensed in the state of Iowa, and shall submit such plans to the Department's Water Trails Coordinator before the Department will disburse any funds. Plans shall be sent to the Department's office at 502 E. 9th Street, Des Moines, IA 50319, Attention Water Trails Coordinator, or sent electronically to the Department's Water Trails Coordinator at [watertrails@dnr.iowa.gov](mailto:watertrails@dnr.iowa.gov).

6. **RESPONSIBILITIES.** The grantee shall perform all work necessary to complete the project as outlined in the project proposal. The grantee is solely responsible for project completion as outlined in the project proposal. The grantee will make a concerted effort to procure goods and services from Targeted Small Businesses (TSBs) listed at [www.iowai.org/iowa/dia/tsb/](http://www.iowai.org/iowa/dia/tsb/) during the performance of this Grant Agreement. The Department may provide assistance at the request of the grantee, or at the Director's recommendation. The grantee agrees to meet the requirements for construction permits from federal, state and local authorities before constructing their projects. Receipt of state funding does not eliminate the need for appropriate construction permits. The grantee, its employees, agents, and contractors shall comply with all applicable federal, state, and local laws, rules, ordinances, regulations and orders when performing the work under this Grant Agreement. Nothing in this Grant Agreement shall obligate the Department to or preclude the Department from making additional funds available to the grantee or its affiliates, including any maintenance costs.

7. **AMENDMENTS.** This Grant Agreement may be amended only by written agreement of the parties, which is signed by the Department Director, or designee, and an authorized party of the grantee. Requests for amendments shall be directed to [watertrails@dnr.state.ia.us](mailto:watertrails@dnr.state.ia.us).

8. **EFFECTIVE DATE/TERMINATION.** This Grant Agreement shall become effective when it has been signed and dated by the Department Director, or designee, and the grantee and shall terminate upon the completion of all work specified in the project proposal, or earlier upon mutual agreement of the parties hereto, as evidenced in writing, or, if the parties are unable to agree, by order of the district court in Polk County, Iowa. All work specified in the project proposal shall be completed by no later than **September 30, 2012**. The Department may terminate this Grant Agreement upon notice in the event the grantee fails to comply with any provision of this Grant Agreement.

9. **AVAILABILITY OF FUNDS:** If funds anticipated for the continued fulfillment of this agreement are at any time not forthcoming or insufficient, either through the failure of the State of Iowa to appropriate funds, or discontinuance or material alteration of the program under which funds were provided, then the Department shall have the right to terminate the agreement without penalty.

10. **INDEMNIFICATION; LIMITATION OF LIABILITY:** The grantee agrees to indemnify and hold harmless the State of Iowa and the Department, its officers, employees and agents appointed and elected and volunteers from any and all costs, expenses, losses, claims, damages, liabilities, settlements and judgments, including reasonable value of the time spent by the Attorney General's Office, and the costs and expenses and reasonable attorneys' fees of other counsel required to defend the State of Iowa or Department, related to or arising from the grantee's acts or omissions pursuant to this Grant Agreement.

Indemnification obligations of the grantee shall survive termination of this Grant Agreement. Nothing in this Agreement shall be construed to create joint or several liability of a party hereto for the acts, omissions or obligations of the other party.

11. **SIGNS:** In the event the project includes the installation of signs, the grantee agrees to the following:

a) The grantee shall place signs according to guidelines identified in the Iowa Water Trails Program Sign Manual (Manual) and shall monitor placement and condition of dam safety signs and the portage trail to ensure those signs continue to meet the guidelines identified in the Manual.

b) The grantee shall ensure signs erected pursuant to this agreement clearly read "Danger Dam" and are visible from a reasonable distance upstream, which may include clearing the line of sight from upstream of any visual obstructions.

c) The grantee shall replace signs as they become unreadable or are otherwise out of commission, whether due to weather, vandalism, accidents, or any other reason.

12. **PORTAGE TRAILS:** In the event the project includes the construction of a portage trail or the acquisition of land therefore, the grantee shall ensure that any portage trail built all or in part with these funds will be maintained in good condition and remain open to the public for a minimum of 20 years from the date this Grant Agreement is signed.

13. **EXECUTION:** By signing this Grant Agreement, the grantee agrees to the terms and conditions set forth in this agreement, failure to meet the terms and conditions of this grant agreement may be cause for repayment of all or part of the grant funds.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Patricia L. Boddy, Deputy Director  
Iowa Department of Natural Resources

\_\_\_\_\_  
Fed ID #

\_\_\_\_\_  
Grantee Signature

LHDP Grant #: 10-08

\_\_\_\_\_  
Print Name

**COUNCIL ACTION FORM**

**SUBJECT: YOUTH COLLABORATIVE PLANNING WORKSHOP**

**BACKGROUND:**

During its 2015 Goal-Setting Session, the City Council directed staff to plan a workshop regarding evidence-based youth collaborative planning. The City Council allocated \$20,000 in the FY 2015/16 budget to host this and another workshop regarding entrepreneurship. City staff has developed a framework for how the youth collaborative planning workshop might take place, and now requires specific direction to proceed.

**CONSULTING ORGANIZATION**

The City Council requested that this workshop include a consultant with experience in this field and representatives of another community that has gone through a similar process. After conducting research into this topic, City staff has approached an organization that specializes in this type of work, called the Forum for Youth Investment (FYI). This organization developed the Ready By 21 initiative, which is a widely used set of standards for communities to improve the likelihood of youth being prepared for college, work, and life. FYI has also facilitated planning processes in a variety of communities across the country to achieve different youth development goals.

FYI staff has proposed two options to share its expertise with the City Council. One option is to have an **in-person session** with an expert who can provide an overview of collective impact, including the mechanics of getting started, sustainability, and sharing examples of other communities that have undertaken similar efforts. This option would include planning calls, analysis, and follow-up with debriefing and recommendations for next steps. **FYI estimates this option to cost approximately \$6,000 in fees, plus travel expenses. This estimate does not include costs for representatives from another community to travel to Ames to discuss their experiences.**

The second option is for FYI to host a **webinar or video conference call** for the City Council, in which the same overview of collective impact, getting started, sustainability suggestions, and examples from other communities would be presented, but the preparatory and follow-up work would be less substantial. FYI would identify representatives from one or two communities that have already undertaken this type of planning process to participate in the webinar. **This option is estimated at approximately \$750, including arranging for the participation of outside community representatives.**

Based on the fact that the City Council's experience with this topic is in initial stages, FYI has recommended the webinar option. This option would allow the City Council to get a more basic understanding of what the collaborative planning process entails before committing to a course of action. FYI has suggested that having an in-person discussion is

generally more appropriate for a community that is further along in this process (i.e., the exact issues to be addressed and the partnering organizations are known).

### **EXAMPLE COMMUNITIES**

FYI has suggested several communities that might be able to provide representatives to discuss their experiences. These are:

- Muscatine, Iowa - Working for the past year to align local efforts for youth, following the successful model of collective impact to improve healthy eating and behaviors
- Pottawattamie County, Iowa - Mapping and inventorying the existing provider network to inform funding choices
- Columbus, Indiana - Working to better define cross-cutting outcomes that multiple sectors can engage in
- Alexandria, Virginia - Developed a children and youth well-being profile, and then created a community-wide youth master plan. Currently transitioning to the implementation phase.

The City Council may request that one or more of these communities participate in the workshop. If none of these is satisfactory, the Council may identify certain characteristics it would like the participating community(-ies) to have (e.g., college town, similar population, Midwestern), and request that other options be identified.

### **FORMAT**

City staff proposes that this be a roundtable discussion. The City Council has indicated interest in inviting the ASSET funders, the Ames School Board, organizations funded under the ASSET Youth and Children Services panel, the faith community, ISU Student Affairs representatives, and representatives from Mary Greeley Medical Center.

The discussion would open with a presentation by the youth planning experts, followed by remarks from the perspective of the other communit(ies) having gone through a similar planning process. This would be followed by City Council discussion.

### **ALTERNATIVES:**

1. Authorize staff to do the following:
  - a. Use funds from the City Council's FY 2015/16 workshop budget to retain the Forum for Youth Investment for a workshop regarding youth programming
  - b. Prepare for a webinar or video conference workshop regarding collaborative youth planning

- c. Request the participation of representatives from one or more of the communities suggested by the Forum for Youth Investment (**NOTE: The City Council is being asked to identify which communities should be pursued**)
2. Authorize staff to do the following:
    - a. Use funds from the City Council's FY 2015/16 workshop budget to retain the Forum for Youth Investment for a workshop regarding youth programming
    - b. Prepare for an in-person workshop discussion regarding collaborative youth planning
    - c. Request the participation of representatives from one or more of the communities suggested by the Forum for Youth Investment (**NOTE: The City Council is being asked to identify which communities should be pursued**)
  3. Direct staff to gather alternative proposals from other organizations that specialize in collaborative youth planning.

**MANAGER'S RECOMMENDED ACTION:**

The Forum for Youth Investment is a larger organization with experience assisting communities in collaborative planning processes. It can draw on a variety of examples to help the City Council better understand what such a process might look like in Ames. A web-based discussion would be an effective method to understand how this process works without a significant financial investment, thereby preserving funds to explore this topic further at a later date if desired. The City Council must identify which communities it would like to request the participation of, regardless of the discussion delivery method.

**It should be noted that under Alternative No. 2, City staff would have to gather further information regarding the costs to obtain in-person participation of representatives from another community. It should be noted that although the City Council's budget includes \$20,000 for this and the entrepreneur workshop, cost details for the entrepreneurship workshop have not yet been completed, and it is likely that bringing representatives from another community for an in-person discussion would increase costs further.**

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby authorizing staff to use funds from the City Council's FY 2015/16 workshop budget to retain the Forum for Youth Investment for a workshop regarding youth programming, prepare for a webinar or video conference workshop regarding collaborative youth planning, and request the participation of representatives from one or more of the communities suggested by the Forum for Youth Investment. **Under this alternative, the City Council is being asked to identify which communities should be pursued.**

## Staff Report

**OUTSIDE FUNDING REQUEST PROCESS**

May 26, 2015

**BACKGROUND:**

In 2011, the City Council directed City staff to develop a streamlined process to manage requests for funding from outside community organizations. These organizations provide services that do not fit with the ASSET or COTA processes. City staff developed a grant application process, which has been in use for the last four budget approval cycles.

In this process, applications are made available in the fall and are due by November 15<sup>th</sup>. Initial request amounts are reported to the City Council at the budget guidelines meeting in late November. In January, the requests are reviewed by a committee made of City staff and at least one community member. This committee recommends funding amounts and provides comments regarding the requests to the City Manager. The recommendations are then forwarded to the City Council for discussion at the Budget Wrap-Up meeting during the second week of February.

**ISSUES:**

This process has been successful in streamlining the receipt of requests and standardizing the information gathered from the organizations. However, its timing and process have yielded several issues. In each area, this process may benefit from using steps similar to the ASSET process. The issues are as follows:

**1. What Are The City Council's Priorities?**

Both the applicants and the review team conduct their work without any knowledge of the City Council's interests. The review team evaluates applications based on the previous set of services offered by that applicant, and based on three broad priorities approved by the City Council when establishing the program: 1) a program or activity that would otherwise be operated by the City at a greater cost; 2) requests that have a broad-based appeal to the community; and 3) requests that provide a unique benefit or service to the community. **Only when the City Council makes its final decisions does the public become aware of what the Council's priorities are.**

For the ASSET process, the City Council identifies its priorities in the summer, prior to the applicants developing their budgets. This allows applicants to understand what services the City is interested in purchasing and provides for more successful applications. **That same type of prioritization may help improve the process for outside funding requests.** However, the types of services purchased through the outside funding request process vary widely. The City purchases special events,

coordination activities, facilities for the public, and international delegation hosting, among others. It may be challenging to develop clear priority categories.

Issue 1- Options to Consider

**Option 1: Direct staff to prepare for a City Council discussion of outside funding priorities each summer prior to publishing the annual application.** City staff would analyze past applications and recommend priority categories.

**Option 2: Do not provide priorities in advance of receiving applications (status quo).** This option allows applicants to offer the services that they believe should be the priority for the City Council to fund.

**2. How Much Funding Should Be Made Available?**

Funding for the 2015/16 contracts is authorized at \$138,180. Over the past four years, the amounts authorized have outpaced the growth in the Local Option Sales Tax Fund, which is the source of revenue for this process:

Year	Authorized Funding	Avg. Annual Change	Avg. Annual LOST Fund Change
2015/16	\$138,180	8.2%	2.1%*
2014/15	\$167,000 (total) \$128,500 (excl. one-time requests)		
2013/14	\$128,200		
2012/13	\$111,000		

*\*using FY 2015/16 projected LOST revenue*

**Currently, the Review Team does not know how receptive the City Council might be to large request increases or to new services, because there has not been a discussion as to the City Council’s interest in the total funding amount allocated.** This process differs from the ASSET process, in which the City Council identifies an amount in advance that can be used towards the total program allocations. The ASSET model requires the volunteers to evaluate the tradeoffs between different programs to determine where City funds may be best spent.

Issue 2 - Options to Consider

**Option 1: Direct staff to ask the City Council for a maximum amount of funding that may be considered by the review team.** This discussion would take place at the budget guidelines session in November. The maximum amount of funding available could be adjusted based on the initial look at proposed services, the projected Local Option Sales Tax revenue, or other factors.

**Option 2: Do not provide advance guidance regarding the amount of funding allowed (status quo).** Under this option, the review team would have discretion

to determine the recommended funding amount without regard to the total amount recommended.

### **3. How Should Staff Pursue Contracts When Purchasing Less Than Applicant Request?**

In situations where the City Council approves funding in an amount equal to the applicant requests, developing the contract is a straightforward process of documenting what the applicants indicated their services would be and inserting the amount approved. Where the City Council approves less than the applicant request, however, City staff is left to identify what the City Council is interested in purchasing and at what cost.

ASSET services are purchased on a cost per unit basis. For example, the City might purchase 76 dental clinic visits for \$34.23 per visit through ASSET. If the City decides it wants to pay less in total for an ASSET service, the cost per unit remains the same and the number of units purchased decreases. The current outside funding request process makes it difficult to break requested services into units that can be purchased a la carte because outside funding requests are not always as service-focused as ASSET.

If the City Council establishes outside funding priorities, City staff would be able to focus contract discussion on purchasing those priorities. There may also be an opportunity to indicate on the application what services are the lowest priority if the full request is not funded. The application could be modified to gather details about the unit cost of each service, so the City may elect to not fund entire units based on the amount awarded by the City Council.

Issue 3 - Options to Consider (note that more than one option may be selected)

**Option 1: Direct staff to modify the application to focus more specifically on the unit cost of each activity.** This would disallow applicants from seeking City funds for items such as “overhead” or “administration” and would require that funds be tied to specific, tangible services for the public.

**Option 2: Direct staff to modify the application to ask the applicant to prioritize their own proposed services.** This would allow for a clearer understanding of the activities that the applicant would prefer to cut if full funding from the City was not received.

**Option 3: Do not direct staff to modify the application (status quo).** Under this option, in situations where the City Council approves less funding than the request, City Council has the option to provide guidance for services or costs that must be in the contract. It would be up to City staff and the applicant to negotiate the services based on what the applicant wants to provide and what City staff’s understanding is of the Council’s priorities.



## **STAFF COMMENTS:**

This outside funding request process, initiated by the City Council in 2011, has been helpful in consolidating the requests so they can be considered at one time. The City has had substantial success with the process employed by ASSET to allocate an even larger pool of money. ASSET funding is similar in that the organizations and services funded are very different. **The outside funding request process could benefit from borrowing some of the characteristics that have made ASSET successful to clarify the expectations both for applicants and the team that reviews applications prior to City Council review. These characteristics include the City Council identifying priorities in advance, the City Council identifying a maximum amount of funding in advance, and greater focus on a prioritized list of service-focused activities to aid in decision making.**

Therefore, City staff recommends that the City Council consider directing the following changes to be made to the outside funding request process:

### Issue 1: What are the City Council's priorities?

- **Option 1: Direct staff to prepare for a City Council discussion of outside funding priorities each summer prior to publishing the annual application.**

### Issue 2: How much funding should be made available?

- **Option 1: Direct staff to ask the City Council for a maximum amount of funding that may be considered by the review team.**

### Issue 3: How should staff pursue contracts when purchasing less than the applicant request?

- **Option 1: Direct staff to modify the application to focus more specifically on the unit cost of each activity.**

AND

- **Option 2: Direct staff to modify the application to ask the applicant to prioritize their own proposed services.**