

**AGENDA**  
**REGULAR MEETING OF THE AMES CITY COUNCIL**  
**COUNCIL CHAMBERS - CITY HALL**  
**JUNE 9, 2015**

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

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

**PRESENTATION:**

1. Presentation of life-safety awards by Police Department

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

2. Motion approving payment of claims
3. Motion approving minutes of Regular Meeting of May 26, 2015, and Special Meeting of May 19, 2015
4. Motion approving certification of civil service applicants
5. Motion approving Report of Contract Change Orders for May 16-31, 2015
6. Motion approving renewal of the following Beer Permits, Wine Permits, and Liquor Licenses:
  - a. Class A Liquor w/ Outdoor Service – Green Hills Residents’ Association, 2200 Hamilton Drive #100
  - b. Class E Liquor, C Beer, and B Wine – AJ’s Liquor, 4518 Mortensen #109
  - c. Class E Liquor, C Beer, & B Wine – Kum & Go #200, 4510 Mortensen Road
  - d. Class E Liquor, C Beer, & B Wine – Kum & Go #214, 111 Duff Avenue
  - e. Class E Liquor, C Beer, & B Wine – Kum & Go #215, 4506 Lincoln Way
  - f. Class E Liquor, C Beer, & B Wine – Kum & Go #216, 203 Welch Avenue
  - g. Class E Liquor – MMDG Spirits, 126A Welch Avenue
  - h. Class C Liquor – Texas Roadhouse, 519 South Duff Avenue
  - i. Special Class C Liquor – Hickory Park, 1404 South Duff Avenue
7. Motion approving Ownership Change of Class C Liquor License for Fuji Japanese Steakhouse, 1614 South Kellogg Avenue, Ste. 101
8. Motion approving 5-day (June 24-June 28) Special Class C Liquor License for Global Reach Internet Productions at CPMI Event Center, 2321 North Loop Drive
9. Motion approving 5-day (June 13-June 17) Special Class C Liquor License for Olde Main at Reiman Gardens, 1407 University Boulevard
10. Motion approving 5-day (June 10-June 14) Special Class C Liquor License for Olde Main at Hansen Ag. Student Learning Center, Iowa State University Campus
11. Motion approving 5-day (June 13-June 17) Special Class C Liquor License for Burgie’s Coffee and Tea at ISU Alumni Center, 420 Beach Avenue
12. Motion approving 5-day (June 25-29) Special Class C Liquor License for Olde Main at Reiman Gardens, 1407 University Boulevard
13. Motion approving Ownership Change of Class C Liquor License for Red Lobster, 1100 Buckeye Avenue
14. 4<sup>th</sup> of July Activities:
  - a. Resolution approving closure of Clark Avenue between 5<sup>th</sup> Street and 6<sup>th</sup> Street from

- 5:00 p.m. on Friday, July 3, until conclusion of parade on July 4 for City Council Community Pancake Breakfast
- b. Motion approving blanket Temporary Obstruction Permit for MSCD from 8:00 a.m. to 2:00 p.m. on July 4
  - c. Resolution approving waiver of utility fees for use of outlets
  - d. Parade on Saturday, July 4:
    - i. Resolution approving closure of portions of Main Street, Northwestern Avenue, Fifth Street, Douglas Avenue, Burnett Avenue, Kellogg Avenue, Clark Avenue, Allan Drive, and Pearle Avenue from 6:00 a.m. until end of parade
    - ii. Resolution approving closure of Parking Lot MM, Depot Lots V and TT, and south half of Parking Lot M from 6:00 a.m. to 2:00 p.m.
15. Resolution adopting new and revised fees
  16. Resolution deaccessioning two pieces of artwork (sculptural pieces, concrete pad, and terra cotta inserts) located at Lincoln Way and Marshall Avenue and West Lincoln Way and South Oak Street
  17. Resolution approving 2015/16 Human Services Contract with Heart of Iowa Regional Transit Agency (HIRTA)
  18. Resolution approving 2015/16 contract with Ames Economic Development Commission for economic development services
  19. Resolution approving three-year contract with HIRTA for CyRide Dial-A-Ride Bus Service
  20. Resolution approving TSIP Agreement with Iowa Department of Transportation for West Lincoln Way Improvements (Lincoln Way/Franklin Avenue)
  21. Resolution canceling License Agreement between the City and Chicago & Northwestern Railway Company (currently known as the Union Pacific Railroad) for Electric Services
  22. Insurance Renewals:
    - a. Resolution approving one-year extension of agreement with Willis of Illinois for brokerage services
    - b. Resolution approving 2015/16 Annual Premium for Power and Municipal properties, brokered by Willis
    - c. Resolution approving coverage brokered by Holmes Murphy & Associates (with coverage provided by Midwest Employers Casualty Company) for Excess Workers Compensation Insurance
  23. Resolution approving closure of 100 block of Welch Avenue for installation of mechanical equipment at 2422 Lincoln Way
  24. Resolution awarding contract to Municipal Emergency Services, Inc., of Fremont, Nebraska, for Self-Contained Breathing Apparatuses in the amount of \$273,758
  25. Resolution awarding contract for Specialized Heavy-Duty Cleaning Services for Power Plant Boilers to Bodine Services of Clinton, LLC, of Clinton, Iowa, for hourly rates and unit prices bid, in an amount not to exceed \$175,000
  26. Underground Trenching for Electric Services:
    - a. Resolution approving renewal of primary contract with Ames Trenching & Excavating, Inc., of Ames, Iowa, in an amount not to exceed \$255,000
    - b. Resolution approving renewal of secondary contract with Communication Technologies of Des Moines, Iowa, in an amount not to exceed \$45,000
  27. Resolution approving renewal of contract with Itron, Inc., of Liberty Lake, Washington, for Water Meter and Related Accessories in an amount not to exceed \$500,000
  28. Resolution approving Change Order No. 4 to MSR of Minneapolis, Minnesota, for Library Renovation and Addition in the amount of \$15,302
  29. Resolution approving Change Order to Engineering Services Agreement with Howard R. Green, Inc., for Grand Avenue Extension Location and Environmental Studies in an amount not to exceed \$265,861.35
  30. Resolution approving Change Order No. 3 to Eriksen Construction of Blair, Nebraska, for WPC Digester Improvements Project for reduction of (\$77,572)

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

**PLANNING & HOUSING:**

31. Staff Report on proposed revisions to Campustown Urban Revitalization Area criteria

**PUBLIC WORKS:**

32. Staff Report pertaining to Un-Manned Aircraft Systems (UAS):
- a. Motion directing City Attorney to draft agreement with Hunziker & Associates authorizing it to operate small UAS for commercial use until December 31, 2015

**ADMINISTRATION:**

33. Staff Report on changes to process for considering outside funding requests

**HEARINGS:**

34. Hearing on Proposed 2015/16 Community Development Block Grant Annual Action Plan:
- a. Resolution approving Annual Action Plan projects
35. Hearing on 2014/15 Seal Coat Street Pavement Improvements:
- a. Resolution approving final plans and specifications and awarding contract to Manatt's, Inc., of Ames, Iowa, in the amount of \$749,019.84
36. Hearing on Turbine Generator Maintenance, Repair, and Related Services for Electric Services:
- a. Motion accepting report of bids

**ORDINANCE:**

37. First passage of ordinance revising Regular Council meeting time
38. Second passage of ordinance making a Zoning Text Amendment to exclude parking structures from the definition of Floor Area Ratio (FAR).
39. Second passage of ordinance making a Zoning Text Amendment to allow for a Lincoln Way Mixed-Use Overlay Zone
40. Third passage and adoption of ORDINANCE NO. 4218 revising Chapter 23 of the *Municipal Code* pertaining to subdivisions
41. Third passage of ORDINANCE NO. 4219 pertaining to child restraint systems

**COUNCIL COMMENTS:**

**ADJOURNMENT:**

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

**MINUTES OF THE AMES AREA METROPOLITAN PLANNING ORGANIZATION  
TRANSPORTATION POLICY (AAMPO) COMMITTEE MEETING AND  
REGULAR MEETING OF THE AMES CITY COUNCIL**

AMES, IOWA

MAY 26, 2015

**MINUTES OF THE AMES AREA METROPOLITAN PLANNING ORGANIZATION  
TRANSPORTATION POLICY COMMITTEE MEETING**

The Ames Area Metropolitan Planning Organization (AAMPO) Transportation Policy Committee meeting was called to order by Ames Mayor Ann Campbell at 6:00 p.m. on the 26th day of May, 2015, in the City Council Chambers in City Hall, 515 Clark Avenue, pursuant to law with the following additional voting members present: Gloria Betcher, City of Ames; Wayne Clinton, Story County; Amber Corrieri, City of Ames; Tim Gartin, City of Ames; Matthew Goodman, City of Ames; Chris Nelson, City of Ames; and Peter Orazem, City of Ames. Jonathan Popp, City of Gilbert; Chet Hollingshead, Boone County; and Hamad Abbas, Transit representative, were absent.

**DRAFT FY 2016-2019 TRANSPORTATION IMPROVEMENT PROGRAM (TIP):** Transportation Planner Tony Filippini advised that the Draft TIP provides for projects consisting of street improvements, CyRide improvements, and trail projects that have been included in the City of Ames 2015-2020 Capital Improvements Plan (CIP). The only new project added for Fiscal Year 2019 is programming Service Transportation Program (federal) funds for the next Long-Range Transportation Plan. According to Mr. Filippini, a public input session was held on April 30, 2015, to provide an opportunity for the public to discuss the FY 2016-2019 TIP with staff and provide comments. No revisions were requested by the public. The Draft TIP must be submitted to the Iowa Department of Transportation by June 15, 2015. It is available on line on the City's Web site.

Moved by Clinton, seconded by Betcher, approving the Draft FY 2016-2019 Transportation Improvement Program and setting July 14, 2015, as the date of public hearing.

Vote on Motion: 8-0. Motion declared carried unanimously.

**PROGRESS UPDATE ON 2040 LONG-RANGE TRANSPORTATION PLAN DEVELOPMENT (LRTP):** Public Works Traffic Engineer Damion Pregitzer introduced Jason Harvey, Project Manager from HDR, the firm hired to update the existing 2035 LRTP.

Mr. Harvey provided a progress report on the development of the 2040 Long-Range Transportation Plan. To date, the project team has completed several major project milestones: the Visioning and Issues Identification Process and the Alternatives Development Process. The Plan goals were reviewed by Mr. Harvey. Each goal has a set of performance objectives tied to it. Each of the objectives has project performance criteria. Once the Policy Committee approves the final list of performance measures and the list of candidate projects that will be evaluated by using them, HDR will go through each project and generate an aggregate system performance score (how much benefit the project will provide to the transportation system or how well the project promotes the goals of the Plan). The Project Performance Scoring matrix was shown to the Policy Committee. The third major milestone is currently in progress, which is the Alternatives Assessment/Public Review Period. In order to tie the national requirements together with the vision and goals of the Plan, HDR has developed specific performance measures that will be used to score and rank the candidate projects. That evaluation process will produce a prioritized list of projects that can then



be constrained by the available federal and local funding over the next 25 years. It also helps provide realistic expectations of how many improvements can be accomplished and when the community can expect those improvements to be built. Typically, the prioritized projects are grouped into short-term and long-term projects. Those that are not anticipated to meet funding constraints, but still have benefit to the transportation system, are called “illustrative” projects; those are the ones that could be built at a future date if additional funds are made available.

At the inquiry of Council Member Gartin, Mr. Harvey answered that staff anticipates to present a the Draft Final Plan for review and comment by the AAMPO in August 2015. Mr. Pregitzer added that staff is doing the best it can to capture comments from Iowa State University students. He noted that there will be a new on-line tool that will provide another opportunity for public comment.

The System Strategy Toolbox, including system expansion, system management, and demand management, was explained by Mr. Harvey. He also described some roadway candidate project types. According to Mr. Harvey, due to staff review and comments, one project has been added (the potential of turn lanes) and one has been retained (Project No. 6 - extension of University up to Stange).

Mr. Harvey said that the next steps would be to screen/prioritize alternatives, finalize the funding analysis, and develop the Draft Plan.

Story County Supervisor Clinton said it was important to bring up a couple of items, basically for clarification. He explained one of his concerns: Under Project 39A, it is stated as “committed.” He wanted it known that funding currently is the main issue; it is in the Story County’s five-year Plan. However, Gilbert has now been added to the AAMPO, so funding that would normally come through CIRTPA would not be available to be applied to the Grant Avenue project. Mr. Clinton believes that the AAMPO would have more options, e.g., to reclassify the road. He wants to ensure that the County engages in conversation with the City of Ames and the City of Gilbert in terms of the funding constraints that will be occurring and alternative funding sources. There are some real barriers in terms of using local dollars for this project. Mr. Clinton noted that the vision and goals are outstanding, and Story County is excited about the process. He pointed out that as the City of Ames improves, so does Story County. At the inquiry of Council Member Goodman, Supervisor Clinton explained where funds from the County’s TIF District had been used. It is not anticipated that TIF funds would be used for the Grant Avenue project.

#### **HEARING ON FY 2016 TRANSPORTATION PLANNING WORK PROGRAM (TPWP):**

Mr. Filippini explained the major elements of the 2016 Fiscal Work Program. It includes the general work of administering the MPO transportation activities, as well as public involvement, transit planning, committee support, and developing and maintaining the Transportation Improvement Program. The major element included the conclusion of the Long-Range Transportation Plan and the Orange Route Alternatives analysis.

According to Mr. Filippini, a public input session was held on April 30, 2015, and no revisions were requested. The Final TPWP must be submitted to the Iowa Department of Transportation by June 1, 2015.

Ms. Campbell opened the public hearing. No one came forward to speak, and the Mayor closed the hearing.

Moved by Gartin, seconded by Nelson, approving the Final FY 2016 TPWP.  
Vote on Motion: 8-0. Motion declared carried unanimously.

**HEARING ON AMENDMENT TO FY 2015-2019 FINAL PASSENGER TRANSPORTATION PLAN (PTP):** Transit Director Sheri Kyras stated that the Passenger Transportation Plan provides needs-based justification for identifying passenger transportation priorities and/or strategies. CyRide provides the staff on the AAMPO's behalf to work with the Story County Human Services Council and the Transportation Collaborative groups. Ms. Kyras explained the PTP Amendment. Local transportation providers, CyRide, and HIRTA have identified two additional projects to be funded with Enhanced Mobility for Seniors and Individuals with Disabilities (5310) funding. The bus project had been previously identified in the PTP to be funded through another source, but that has not materialized. The two additional projects are: Light-Duty Buses Replacement/Expansion and Van Expansion/Replacement. Both of the projects have been previously reviewed by the Story County Human Service Council as well as the Transportation Collaborative and were recommended to the AAMPO to be amended into the PTP.

The hearing was opened by Ms. Campbell. There was no one wishing to speak, and the hearing was closed.

Moved by Clinton, seconded by Betcher, to approve the amendment to the 2015 PTP.  
Vote on Motion: 8-0. Motion declared carried unanimously.

**ADJOURNMENT:** Moved by Goodman, seconded by Clinton, to adjourn the AAMPO Policy Committee meeting at 6:40 p.m.  
Vote on Motion: 8-0. Motion declared carried unanimously.

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

The Regular Meeting of the Ames City Council was called to order by Mayor Campbell at 6:46 p.m. on May 26, 2015, in the City Council Chambers in City Hall, 515 Clark Avenue. Present from the Ames City Council were Gloria Betcher, Amber Corrieri, Tim Gartin, Matthew Goodman, Chris Nelson, and Peter Orazem. *Ex officio* Member Sam Schulte was absent.

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

1. Motion approving payment of claims
2. Motion approving minutes of Regular Meeting of May 12, 2015, and Special Meeting of May 22, 2015
3. Motion approving Report of Contract Change Orders for May 1-15, 2015
4. Motion naming Council Member Peter Orazem as Acting Mayor for meeting to be held on June 9, 2015
5. Motion approving renewal of the following Beer Permits, Wine Permits, and Liquor Licenses:
  - a. Class B Liquor w/ Outdoor Service – Gateway Hotel & Conference, 2100 Green Hills Drive
  - b. Class C Liquor – Old Chicago, 1610 South Kellogg Avenue
  - c. Class C Liquor – Della Viti, 323 Main Street, #102

6. Motion approving 5-day (June 6-June 10) Special Class C Liquor License for Olde Main Brewing Company at ISU Alumni Center, 420 Beach Avenue
7. Motion approving 5-day (July 11-15) Class B Beer Permit and Outdoor Service Area in City Hall Parking Lot N for Midnight Madness
8. Motion approving Ownership Change of Class B Liquor License for Gateway Hotel and Conference Center, LLC, 2100 Green Hills Drive
9. Motion approving Encroachment Permit for brick to repair the exterior wall at 2402-2408 Lincoln Way, Gibbs Harris Partnership
10. Motion approving Encroachment Permit for a sign at 2810-2812 West Street, West Street Deli, Inc.
11. RESOLUTION NO. 15-316 approving 2015/16 Pay Plan
12. RESOLUTION NO. 15-317 approving 2015/16 Human Services (ASSET) annual contracts
13. RESOLUTION NO. 15-318 approving 2015/16 Outside Funding Request contracts
14. RESOLUTION NO. 15-319 approving 2015 updates to ASSET Policies and Procedures Manual
15. RESOLUTION NO. 15-320 approving renewal Agreement for 2015/16 safety training with Iowa Association of Municipal Utilities (IAMU) in an amount not to exceed \$127,600
16. RESOLUTION NO. 15-321 approving renewal of membership in Iowa Communities Assurance Pool (ICAP) in net cost of \$474,552
17. RESOLUTION NO. 15-322 approving temporary closure of 24<sup>th</sup> Street for 2014/15 CyRide Route Pavement Improvements Program
18. RESOLUTION NO. 15-323 approving preliminary plans and specifications for Airport Terminal Area Site Work; setting June 17, 2015, as bid due date and June 23, 2015, as date of public hearing
19. RESOLUTION NO. 15-324 approving sole-source purchase of Automated Traffic Data Collection software from Miovision Technologies, Inc., of Kitchener, Ontario, Canada
20. Squaw Creek Water Main Protection Project (Hazard Mitigation Grant Program - Flood Mitigation:
  - a. RESOLUTION NO. 15-325 approving Grant Agreement for Phase 1
  - b. RESOLUTION NO. 15-326 approving a Professional Services Agreement with Snyder & Associates, Inc., of Ankeny, Iowa, in an amount not to exceed \$99,500
21. RESOLUTION NO. 15-327 awarding contract to Fletcher-Reinhardt Co., of Cedar Rapids, Iowa, for Electric Meters, as needed, in accordance with unit prices
22. RESOLUTION NO. 15-328 awarding contract to ChemTreat, Inc., of Glen Allen, Virginia, for Chemical Treatment Program for the Power Plant in an amount not to exceed \$125,000
23. RESOLUTION NO. 15-329 awarding contract to DPC Industries, Inc., of Omaha, Nebraska, for purchase of Liquid Sodium Hypochlorite for Water Plant and Power Plant in the amount of \$0.735/gallon
24. RESOLUTION NO. 15-330 awarding contract to Graymont Western Lime, Inc., of West Bend, Wisconsin, for purchase of Pebble Lime for Water Plant in the amount of \$148/ton
25. Non-Asbestos Insulation and Related Services and Supplies for Power Plant:
  - a. RESOLUTION NO. 15-331 awarding contract renewal to Total Insulation Mechanical, Inc., of Story City, Iowa, for in an amount not-to-exceed \$125,000
  - b. RESOLUTION NO. 15-332 approving contract and bond
26. Asbestos Maintenance Services for Power Plant for FY 2015/16:
  - a. RESOLUTION NO. 15-333 renewing contract with ESA, Inc., of North Sioux City, South Dakota, in an amount not to exceed \$150,000
  - b. RESOLUTION NO. 15-334 approving contract and bond
27. RESOLUTION NO. 15-335 awarding contract to Manatt's, Inc., of Ames, Iowa, for Ada Hayden Heritage Park Asphalt Path Overlay in the amount of \$55,660

28. RESOLUTION NO. 15-336 approving contract and bond for ISU Research Park Phase III - Roadway Paving
29. Substation Electrical Materials:
  - a. RESOLUTION NO. 15-337 accepting completion of 69-kV Switches (Bid No. 1), Instrument Transformers (Bid No. 2), and Steel Structures (Bid No. 4)
30. RESOLUTION NO. 15-338 accepting partial completion of public improvements and reducing the security for South Fork, 6<sup>th</sup> Addition

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

**PUBLIC FORUM:** No one came forward to speak, and the Mayor closed Public Forum.

**HEARING ON ANNEXATION OF 3535 SOUTH 530<sup>th</sup> AVENUE:** Planning and Housing Director Kelly Diekmann advised that there was a change to the recommendation because staff does not yet have a signed Covenant. He said staff recommended that the hearing be held; however, the City Council would not take action on the annexation request. Mr. Diekmann advised that, as currently proposed, 97.88% of the total territory is consenting and 2.12% is non-consenting. The consenting property owner has not yet signed the Covenant and Agreement Pertaining to Water Service. The non-consenting property owner (Holly Plagmann) is under no obligation to provide the same Agreement.

Mr. Diekmann commented that the *Iowa Code* 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 (to eliminate islands). Also under *Iowa Code*, upon City Council approval of an “80/20 Annexation, the City Development Board also conducts a hearing on the annexation and takes action to approve the annexation before it can be finalized and recorded with the County.

According to Director Diekmann, staff had contacted Holly Plagmann, the non-consenting owner, as part of the public hearing notice for the Planning and Zoning meeting. The applicant had informed staff that he had offered to purchase the non-consenting parcel; however, Ms. Plagmann has no interest in selling at this time.

Mayor Campbell opened the public hearing. No one came forward to speak, and the hearing was closed.

No action was taken by the City Council. According to Director Diekmann, once the Covenant and Agreement Pertaining to Water Service has been signed and returned to staff, staff will then place the item back on a Council Agenda for approval of the annexation request.

**HEARING ON ZONING TEXT AMENDMENT TO EXCLUDE PARKING STRUCTURES FROM THE DEFINITION OF FLOOR AREA RATIO:** Director Diekmann pointed out that the City Council had reviewed options for considering changes to the Floor Area Ratio (FAR) standards on April 14, 2015, and directed staff to draft a text amendment to exclude parking structures from the definition of FAR.

It was noted by Director Diekmann that, 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. Setbacks, building coverage, height, and open space will apply to a parking structure.

The public hearing was opened by Mayor Campbell. She closed same after no one requested to speak.

Scott Renaud, FOX Engineering, told the Council that parking would be constructed at grade without fill for a proposed project; the building would be on top.

Moved by Corrieri, seconded by Orazem, to pass on first reading an ordinance a Zoning Text Amendment to exclude parking structures from the definition of Floor Area Ratio (FAR).

Council Member Goodman advised that he would not be supporting the motion. He acknowledged that it would result in a more efficient use of land; however, depending on the parking structure, it could mean a larger impediment to water flow during a flood event.

Roll Call Vote: 4-1-1. Voting aye: Betcher, Corrieri, Nelson, Orazem. Voting nay: Goodman. Abstaining due to a conflict of interest: Gartin. Motion declared carried.

**HEARING ON ZONING TEXT AMENDMENT TO ALLOW FOR A LINCOLN WAY MIXED-USE OVERLAY ZONE:** Director Diekmann said that no project was being recommended; this was only to create the option for a Mixed-Use Overlay Zone. He provided the history behind the proposed text amendment. In February 2015, Hunziker Development Company had requested that the 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. Council had previously directed, as part of the Planning and Housing Work Plan, to begin a review of the Land Use Policy Plan (LUPP), and specifically, to do a comprehensive Lincoln Way Corridor Study. When responding to the Hunziker request, the Council had directed that a Lincoln Way Mixed-Use Overlay Zone text amendment precede the Corridor Study as a tool that could be refined once the Study is completed in Spring 2016. The proposed text amendment is to create a new zoning overlay district in Chapter 29 of the *Municipal Code* (Zoning 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.

According to Mr. Diekmann, it would be a commercial-first zone - that will be the base of the project. He said that staff believes continuing to emphasize commercial use as a priority in the Overlay is important along Lincoln Way. Director Diekmann advised the Council that this approach is preferred for pilot projects and initiating efforts for mixed use, but cautioned that it will require negotiation of some design elements and to have high expectations of projects and details to ensure that the City approves a successful project.

Details of the discussion at the Planning and Zoning Commission meetings held on April 15 and May 6, 2015, were given by Mr. Diekmann. The Commission did vote 5-1 to recommend that the City Council adopt the proposed zoning text amendment 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. It was noted that staff had incorporated all of the Commission's changes into the recommended ordinance.

Mr. Diekmann noted the key features of the Overlay, which would be used as a commercial development tool. He noted that there is no change to the parking requirement; however, for commercial use, staff will be looking at the projects that come in for parking beyond the minimum expectation.

Council Member Nelson noted that the City had tried a similar concept; however, the buildings were later converted to all residential when it wasn't working to lease the first floor for commercial uses. He asked to know what sort of protections are going to be in place to ensure that doesn't continue to occur. Mr. Diekmann stated that the Major Site Development Plan would have to clearly show the parking and uses. If any of that was going to change, the Plan would have to come back to the Council for review.

Council Member Betcher asked about the meaning of Section 29.1113(5)(d), i.e., the mixed use building having to be oriented to Lincoln Way. Mr. Diekmann explained that the building has to be parallel to Lincoln Way; the commercial use has to be "front and center."

Council Member Nelson asked to know what the front setback is in the commercial zone. Mr. Diekmann answered that it is 20 feet.

Council Member Orazem asked if this would be applicable to HOC-zoned areas on Lincoln Way from Duff Avenue to South Dakota Avenue. Director Diekmann advised that the Overlay has to be requested.

Council Member Goodman noted that complaints about noise are often received when you mix commercial with residential. He is concerned about the noise leaking into existing single-family neighborhoods. Mr. Diekmann noted that a buffer would be required as a result of the City's landscaping requirements. The buildings would be parallel to Lincoln Way and the parking would be in the back. There would not be any parking permitted between the buildings and the street. The City is attempting to support the Lincoln Way Corridor while being sensitive to surrounding neighborhoods.

Council Member Betcher suggested having the buildings parallel to the street be added as a design principle.

The Mayor opened the public hearing.

Chuck Winkleblack, Hunziker & Associates, 105 S. 16<sup>th</sup> Street, Ames, said that he believed having the mixed-use overlay is a great pilot project. He noted that the only disagreement that they had with staff pertaining to the FAR. He also noted that there will be a lot of odd-shaped parcels. It is difficult for developers to develop those and maintain a consistent appearance. A mixed-use building with parking in the back is much more conducive to residential use.

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

Moved by Gartin, seconded by Corrieri, to pass on first reading an Zoning Ordinance text amendment to allow for the creation of a Lincoln Way Mixed-Use Overlay Zone.

Council Member Goodman asked how Mr. Gartin would feel about amending the motion to add the requirement that the buildings be parallel to Lincoln Way as a design principle. Council Member Gartin noted that there had been quite a bit of discussion on this. He asked Director Diekmann how this would affect the proposed Ordinance. Council Member Goodman said that he would be happy with just adding that as a preference.

City Attorney Judy Parks said that staff could just add a subsection under the *Design Principles* section to basically state that preference would be given to projects where the commercial area would be located parallel to Lincoln Way.

Moved by Gartin, seconded by Corrieri, to amend the motion to add a subsection under the *Design Principles* section to state that preference would be given for commercial areas to be located parallel to Lincoln Way.

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

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

**HEARING ON REVISION TO MAJOR SITE DEVELOPMENT PLAN (MSDP) FOR 2710-2810 BOBCAT DRIVE IN RINGGENBERG PARK SUBDIVISION, 4<sup>TH</sup> ADDITION:** Director Diekmann advised that the revision to the MSDP is to change the entrance of Bobcat Drive from Oakwood Road. The applicant proposed a change for the 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. According to the applicant, another reason for making the change is 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.

Mr. Diekmann noted 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 because Bobcat Drive also has access from Cedar Lane to the east that is 26 feet wide. He also advised that the Planning and Zoning Commission, at its meeting of May 6, 2015, had voted 5-0-1 to recommend approval of the proposed revision to the City Council.

Director Diekmann pointed out that the change affects the appearance from the north approach to the site. 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.

The Council was told that staff had reviewed the standards necessary for approval of a MSDP, and the proposed plan revision does not affect compliance with those standards with the exception of determining consistency with Design Standard 7 (...design of outdoor parking areas...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 a part of the overall landscape design and site layout.

Mayor Campbell opened the public hearing. After no one came forward to speak, the Mayor closed the hearing.

Moved by Nelson, seconded by Orazem, to adopt RESOLUTION NO. 15-340 approving the revision to the Major Site Development Plan for 2710-2810 Bobcat Drive in Ringgenberg Park Subdivision, 4<sup>th</sup> Addition. to change the entrance of Bobcat Drive from Oakwood Road.

Council Member Goodman noted that it is his preference to have the requirements followed that were committed to originally. He said he understands that there were good reasons to change this one, but again, the driveway had been constructed before the change to the Plan was approved by the Council. Council Member Betcher agreed and said that it did not make sense to approve the change retroactively. She wants applicants to have respect for the process; there are “no teeth” to the requirements that are in place. Ms. Betcher said that she had heard from the developer that outreach to the neighborhood had been done on this particular project.

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

**HEARING ON GRANT AVENUE (HYDE AVENUE) PAVEMENT IMPROVEMENTS (Continued from May 12, 2015):** Municipal Engineer Tracy Warner provided the background of this project. 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 since 2009. The City will up-front the costs to design and install each of the improvements. Utility connection districts were established to recover the utility costs as developments are platted and as existing homesteads connect to the 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, as confirmed by Annexation Agreements previously signed between the City and three developers (Rose Prairie, Quarry Estates, and Hunziker). Auxiliary turning lanes adjacent to specific developments will be the responsibility of the developer and have not been included in the assessment project. Ms. Warner noted that the 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. Those 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.

Ms. Warner advised that staff had reviewed the bids for the project that were received on May 6, 2015. Since the low bid for the paving of Grant Avenue was substantially greater than the amount originally estimated and budgeted, the City Council had been asked to continue the hearing and delay award until staff could obtain feedback from the other funding parties. After reviewing the 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.

City Manager Schainker noted that this was unusual in that staff is recommending that the Council approve the project before funding had been identified.

Mayor Campbell announced that the public hearing had been continued to this date from May 12, 2015. She asked if there was anyone wishing to speak on this issue. The Mayor closed the public hearing when there was no one wishing to speak.



Moved by Betcher, seconded by Orazem, to adopt RESOLUTION NO. 15-341 awarding a contract to Manatt's, Inc., of Brooklyn, Iowa, in the amount of \$2,867,082.90.

It was clarified that this would 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.

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

**HEARING ON SPECIALIZED HEAVY-DUTY CLEANING SERVICES FOR POWER PLANT BOILERS:** The Mayor opened the public hearing and closed same after no one came forward to speak.

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

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

**HEARING ON WATER POLLUTION CONTROL FACILITY RAW WATER PUMP STATION ELBOW REPLACEMENT:** The public hearing was opened by Mayor Campbell. She closed the hearing as no one asked to speak.

Moved by Goodman, seconded by Corrieri, to adopt RESOLUTION NO. 15-342 approving final plans and specifications and awarding a contract to Eriksen Construction Company of Blair, Nebraska, in the amount of \$35,000.

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

**HEARING ON 2014/15 DOWNTOWN PAVEMENT IMPROVEMENTS (5<sup>TH</sup> STREET - BURNETT AVENUE TO GRAND AVENUE) [Continued from May 12, 2015]:** Municipal Engineer Warner said that staff wanted the hearing continued to allow time to see if there were opportunities to pull back on this project, possibly redesign the project, and explore options.

Mayor Campbell noted that the hearing had been continued from May 12, 2015, and asked if there was anyone wishing to speak. No one came forward, and the Mayor closed the public hearing.

Moved by Corrieri, seconded by Betcher, to reject all bids.

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

**HEARING ON FINAL AMENDMENTS TO FISCAL YEAR 2014/15 BUDGET:** Finance Director Duane Pitcher stated that this is the Final Amendment for the 2014/15 Budget. It is done to adjust for any significant changes that have occurred since the March amendment.

The Mayor opened the public hearing. There being no one requesting to speak, the Mayor closed the hearing.

Moved by Betcher, seconded by Corrieri, to adopt RESOLUTION NO. 15-343 amending the current budget for Fiscal Year ending June 30, 2015.

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

**LAND USE POLICY PLAN MINOR MAP AMENDMENT FOR ROSE PRAIRIE:** Planning and Housing Director Kelly Diekmann showed the Council the proposed Land Use Policy Plan (LUPP) Map for 5571 Grant Avenue. He noted that the subject property was annexed in 2011. It has no current 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. Mr. Diekmann reported that the developers of Rose Prairie have requested a LUPP Map Amendment for the property at 5571 Grant Avenue for a Village/Suburban Residential land use designation and an eight-acre commercial node for the 170-acre property located west of Grant Avenue and south of 190<sup>th</sup> Street. Currently, the area is an undeveloped parcel west of Grant Avenue and Ada Hayden.

Director Diekmann advised that the requested designation for Village/Suburban Residential is consistent with the LUPP for newly developing areas of the City, and staff is in agreement that the area should be designed as Village/Suburban Residential. He reported that staff; however, does not agree that a commercial node should be added. According to Mr. Diekmann, 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 two to five 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. 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. 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. Mr. Diekmann pointed out that the City has no plans to expand across 190<sup>th</sup> Street. The north Growth Area at its southern limits is approximately one mile from the Fareway/Casey's commercial area and about 1.75 miles from the north boundary. Director Diekmann expressed the concerns of staff regarding the location of the commercial component of the proposed development. The 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.

Bill Ludwig, architect and urban planner, 14440 NW 144<sup>th</sup> Court, Des Moines, Iowa, spoke on how the City's LUPP had pointed them in the direction that he had requested. The developer believes that the population will be approximately 2,300 people in the North Growth Area. Mr. Ludwig believes that the residential development of Rose Prairie and surrounding neighborhoods can justify a Convenience Commercial Node at the intersection of 190<sup>th</sup> Street and Grant Avenue due to that projected population.

Chuck Winkleblack, 105 S. 16<sup>th</sup> Street, Ames, speaking as a property owner and developer, said that supportive of the concept being proposed by Mr. Ludwig.

Moved by Goodman, seconded by Orazem, to adopt RESOLUTION NO. 15-344 approving 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.

Council Member Gartin commented that he is the Council representative for the area in question and many of his constituents have talked to him about the lack of commercial uses in North Ames.

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

**MINOR SUBDIVISION FINAL PLAT FOR WOODBRIDGE SUBDIVISION, PLAT 3 (2013 OAKWOOD ROAD):** Moved by Goodman, seconded by Nelson, to adopt RESOLUTION NO. 15-339 approving the Minor Subdivision Final Plat for Woodbridge Subdivision, Plat 3 (2013 Oakwood Road).

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

**GRANT AGREEMENT WITH IOWA DEPARTMENT OF NATURAL RESOURCES (IDNR) FOR LOW-HEAD DAM SAFETY COST-SHARE PROGRAM:** Christina Murphy, Assistant Director of Water and Pollution Control, gave a project update on the Low-Head Dam Modifications in North River Valley Park. The presentation included information on the function and history of the Dam. She noted the dangers presented by low-head dams.

Ms. Murphy gave the chronological progress on the proposed modifications from 2009 to the present. Conceptual additional recreational features that could be considered were shown.

Current funding sources for the project were noted. Ms. Murphy stated that the grant funding is not yet secured.

The project's time line was explained by Ms. Murphy. It is hoped that the bidding and construction could occur at the end of FY 2015/16.

Moved by Nelson, seconded by Orazem, to adopt RESOLUTION NO. 15-345 approving the Grant Agreement with Iowa Department of Natural Resources for Low-Head Dam Safety Cost-Share Program for Water and Pollution Control.

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

**YOUTH COLLABORATIVE PROGRAMMING WORKSHOP:** Management Analyst Brian Phillips gave a brief report on a Youth Collaborative Programming Workshop. He explained that during its 2015 Goal-Setting Session, the City Council had directed that staff plan a workshop regarding evidence-based youth collaborative planning. The Council had allocated \$20,000 in the FY 2015/16 Budget to host that workshop and another workshop regarding entrepreneurship. City staff then developed a framework for how the youth collaborative planning workshop might take place. The Council had requested that the workshop include a consultant with experience in this field and representatives of another community that has gone through a similar process.

It was reported by Mr. Phillips that, 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). FYI has 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: (1) in-person session - at a cost of approximately \$6,000 plus travel expenses, but not including the cost of representatives from another community; or (2) a webinar or video conference call with the City Council - at a cost of approximately \$750, including arranging for the participation of outside community representatives.

At the inquiry of Council Member Corrieri, Mr. Phillips advised that there is a city who is currently in the implementation phase, i.e., Alexandria, Virginia. Ms. Corrieri said that she would prefer to work with multiple communities that are similar to Ames, e.g., population, University community, demographics.

Moved by Goodman, seconded by Betcher, to request staff to work with the organization called FYI to search out communities with similar population, University community, and demographics, and include at least one community that is well into the process.

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

Council Member Gartin asked to know the potential timeframe for this workshop. Mr. Phillips said that staff was hoping for July or August.

Mr. Gartin would like the City to reach out to potential stakeholders. The initial idea is to ask certain organizations to participate. Discussion ensued as to which stakeholders would be asked to participate and which would be asked to only observe. Council Member Goodman believed that Ames Community School District and ASSET funders should be asked to participate. Council Member Orazem said that he did not see any reason to limit participation.

Moved by Goodman, seconded by Orazem, to direct that all school districts in the city limits of Ames, ASSET funders, human service agencies that are funded by ASSET funders, and representatives from Mary Greeley Medical Center be invited to participate.

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

**PROCESS FOR OUTSIDE FUNDING REQUESTS:** Mayor Campbell announced that this item was going to be delayed until a future meeting.

**ORDINANCE REVISING CHAPTER 23 OF THE AMES MUNICIPAL CODE PERTAINING TO SUBDIVISIONS:** Moved by Betcher, seconded by Goodman, to pass on second 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 Goodman, seconded by Corrieri, to pass on second 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 Nelson, seconded by Goodman, to pass on third reading and adopt ORDINANCE NO. 4217 rezoning properties 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. Ordinance declared adopted unanimously, signed by the Mayor, and hereby made a portion of these Minutes.

**COUNCIL COMMENTS:** Moved by Corrieri, seconded by Goodman, to refer to staff the letter from the Ames Bicycle Coalition dated May 14, 2015, requesting assistance by City staff for application to the league of American Bicyclists for consideration as a Bicycle Friendly Community. Vote on Motion: 6-0. Motion declared carried unanimously.

Moved by Betcher, seconded by Goodman, in reference to the request from Main Street Cultural District Director Cindy Hicks pertaining to new Downtown lighting, requested staff to provide a memo to Council outlining the history of the lights. Vote on Motion: 6-0. Motion declared carried unanimously.

Moved by Goodman, seconded by Corrieri, to refer the staff's memo and information from the Story County Policy Council for placement on a future agenda a discussion of regulating e-cigarettes.

Council Member Gartin advised that Iowa State University was already moving ahead with this.

Council Member Orazem stated his opinion that such regulation was not under the City's purview.

Vote on Motion: 5-1. Voting aye: Betcher, Corrieri, Gartin, Goodman, Nelson. Voting nay: Orazem. Motion declared carried.

**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)(c), *Code of Iowa*, to discuss matters presently in litigation. Roll Call Vote: 6-0. Motion declared carried unanimously.

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

Moved by Gartin, seconded by Orazem, to direct staff to draft an agreement that is consistent with the Council's discussions in Closed Session. Vote on Motion: 6-0. Motion declared carried unanimously.

**ADJOURNMENT:** Moved by Gartin, seconded by Goodman, to adjourn the meeting at 10:45 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 19, 2015

The Ames City Council met in special session at 6:00 p.m. on the 19<sup>th</sup> day of May 2015, in the City Council Chambers in City Hall, 515 Clark Avenue, pursuant to law with Mayor Ann Campbell presiding and the following Council members present: Gloria Betcher, Amber Corrieri, Tim Gartin, Peter Orazem, Matthew Goodman, and Chris Nelson. *Ex officio* Member Sam Schulte was absent.

**CONTRACT AND BOND FOR ISU RESEARCH PARK PHASE III – WATER MAIN AND SANITARY SEWER CONSTRUCTION:** Moved by Goodman, seconded by Corrieri, to adopt RESOLUTION NO. 15-312 approving the contract and bond for ISU Research Park Phase III – Water Main and Sanitary Sewer Construction.

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

**CHANGE ORDER NO. 1 WITH BURNS & MCDONNELL OF CHESTERFIELD, MISSOURI, FOR FIRE RISK MITIGATION PROFESSIONAL SERVICES FOR ELECTRIC SERVICES DEPARTMENT:** Moved by Nelson, seconded by Betcher, to adopt RESOLUTION NO. 15-313 approving Change Order No. 1 with Burns & McDonnell in the not-to-exceed amount of \$17,500.

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

**CHANGE ORDER NO. 1 TO ESA, INC., FOR ASBESTOS MAINTENANCE SERVICES FOR POWER PLANT:** Moved by Betcher, seconded by Corrieri, to adopt RESOLUTION NO. 15-314 approving Change Order No. 1 to ESA, Inc. in the not-to-exceed amount of \$60,500.

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

**SANITARY SEWER SYSTEM EVALUATION UPDATE:** Tracy Warner, Municipal Engineer, gave a brief overview of the history of the 2008 Sanitary Sewer System Study. The SewerGEMS model was created, which is based on approximate as-built locations instead of survey-grade locations. After the 2008 study, it was recommended that more comprehensive Infiltration/ Inflow (I/I) studies be done to determine the impacts of I/I to system capacity.

Ms. Warner explained that the Sanitary Sewer System Evaluation (SSSE) is used to identify and eliminate sources of infiltration and inflow. Tools to assist in the SSSE include: the updated SewerGEMS model, Pipeline Assessment and Certification Program (PACP) standards, and permanent flow meters for long-term I/I reduction. Ms. Warner explained the data collection and engineering analysis, which included flow metering, manhole inspections, smoke testing, and a sewer model. She said that it took years to gather the data.

Ms. Warner presented a map of the sanitary sewer locations. According to Ms. Warner, the use of public outreach included: project website, public meetings, door hangers, and a smoke testing video.

Greg Roth, consultant with Veenstra & Kimm, presented a summary of the Ames Sanitary Sewer System. It included 4,000 manholes, 200 miles of pipe, six siphons, and nine railroad crossings.

Council Member Orazem asked how many of the 4,000 manholes were defective and needed attention. Mr. Roth replied that 78% (approximately 3,000 of the 4,000) had I/I issues. He also advised that 25% had structural damage.

The pipe rating system was explained by Mr. Roth. He said that each pipe was given a rating from 1 to 5 in accordance with the national standards. The projects/deficiencies that were assigned a rating of 4 (poor condition) or 5 (immediate need to repair) were pointed out. Mr. Roth stated that some basins can recapture significant capacity within the sewer by the removal of I/I. Basins 1, 2, 5, 6, and 11 are such basins with the project focuses being Basins 1 and 5.

According to Angie Kolz of WHKS, there is over \$25 million worth of structural improvements needed in the sanitary sewer system. Future Capital Improvements Plan (CIP) projects for the sanitary sewer system will be based on the results of this Evaluation. Work will include rehabilitation, such as the lining of existing mains or spray lining of existing structures, as well as complete removal and replacement of deteriorated structures and sanitary sewer mains. These projects are shown in the CIP beginning in 2014/15. Funding will come from the State Revolving Fund (SRF) in the amount of \$3,470,000 for each year with an annual increase of 5% for inflation. Repayment of the SRF loans will be from revenues generated in the Sanitary Sewer Fund.

Council Member Gartin asked if \$25 million worth of improvements was consistent for a community the size of Ames. Mr. Roth answered that studies had been conducted in similar communities, and this is typical.

The project prioritization was explained by Ms. Warner, who mentioned that a decision matrix/ risk analysis would be performed to prioritize which lines/ manholes and which areas were to be rehabilitated/ replaced first. The matrix involved two categories, 1) the likelihood of failure and 2) the consequence of failure. The prioritization process will allow staff to schedule the project priorities in the next CIP. The new model will allow staff to identify other areas of concern as specific new developments are proposed. This information might result in the denial of the new development, reprioritization of the City's sewer projects in the CIP to provide service to these developments, or the initiation of developer-financed improvements.

Council Member Gartin asked if Basin 1 and Basin 5 are appropriately wearing over time. Ms. Warner mentioned that Basins 1 and 5 are newer, but not brand new. Every structure is inspected, and it could be possible that only certain parts need attention, not the whole structure. The seals can freeze/ thaw, and 20 years is an appropriate time frame for wear.

Council Member Goodman asked if the pipes had structural integrity, and if it made any difference on materials where they are placed. According to Mr. Roth, it is not uncommon to see these issues, the pipes are in older parts of Ames and this is typical.

Council Member Betcher asked how ISU fits into this, since ISU connects to the City's sewer system. Ms. Warner stated that the majority of campus comes in through a meter because ISU has a sewer system that flows into the City's. The City does take a look at new dorms, capacity issues, etc., and takes that all into account.

Council Member Goodman asked if the City was near the limit in regards to general capacity of the mainline. Ms. Warner stated that the Land Use Policy Plan is taken into consideration and there is no concern yet.

City Manager, Steve Schainker, stated that the City has anticipated this, planned for this, and knows the sewer rates will go up. This will give the City a model it has never had before.

Council Member Orazem asked what would be the projected date that the manholes would be addressed. Eric Cowles, Civil Engineer, stated it would be late June/early July for Basin 1 and Basin 5, and eight to ten years for the 3,000 manholes. Since the manholes do not require the same attention, the City will address the manholes by like type to ensure the correct use of contractors.

**COUNCIL COMMENTS:** Moved by Orazem, seconded by Goodman, to refer the letter from the Ames Foundation dated May 14, 2015, regarding the idea of obtaining a retired fighter jet as a beautification project for the new airport terminal; specifically to get a memo from staff stating how that idea compares to other projects done by the City.

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

Mayor Campbell brought the Council Members' attention to the information from Ratnam Patel. Mr. Patel was requesting tax abatement for a hotel. There was no interest shown by the Council in referring the request to staff. The Mayor indicated that a letter would be sent to Mr. Patel to convey that information.

**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 Campbell, seconded by Goodman, to hold a Closed Session, as provided by Section 21.5(1)c, *Code of Iowa*, to discuss matters presently in litigation.

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

The Council convened in Closed Session at 7:04 p.m.

The meeting reconvened in Open Session at 8:38 p.m.

Moved by Gartin, seconded by Orazem, to instruct City staff to continue negotiations as discussed in Closed Session.

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

**ADDITIONAL COUNCIL COMMENTS:** Moved by Orazem, seconded by Gartin, to refer to staff for a memo the letter dated May 11, 2015, from Justin Dodge, on behalf of Hunziker &



Associates, requesting an agreement to conduct commercial drone activities within five nautical miles of the Airport.

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

**ADJOURNMENT:** Moved by Goodman to adjourn the meeting at 8:40 p.m.

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Diane R. Voss, City Clerk

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Ann H. Campbell, Mayor

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Heidi Petersen, Recording Secretary

**MINUTES OF THE AMES CIVIL SERVICE COMMISSION**

**AMES, IOWA**

**MAY 28, 2015**

The Ames Civil Service Commission convened in regular session at 8:15 a.m. on May 28, 2015, in the Council Chambers of City Hall, 515 Clark Avenue. Because it was impractical for the Commission members to be present in person, Commission Members Crum and Ricketts were brought into the meeting telephonically. Commission Member Pike was not in attendance. Acting Human Resources Director Bob Kindred attended the meeting.

**APPROVAL OF MINUTES:** Moved by Ricketts, seconded by Crum, to approve the minutes of the April 23, 2015, Civil Service Commission meeting as written.

Vote on Motion: 2-0. Motion declared carried unanimously.

**CERTIFICATION OF ENTRY-LEVEL APPLICANTS:** Moved by Crum, seconded by Ricketts, to certify the following individuals to the Ames City Council as entry-level applicants:

Electric Service Worker:	Greg Campbell	80
	Nathan Ihle	78
	Joby Brogden	75
Environmental Specialist:	Andrew Curtis	84
	Royce Riessen	82
	Dustin Albrecht	78
	Nichole Young	75
Power Plant Auxiliary Operator:	Mansour Manci	85
	Sean Boyce	83
	Bruce Muschick	83
	Josh Burns	79
	Nathan Ball	71
	Samuel Hapke	71

Vote on Motion: 2-0. Motion declared carried unanimously.

**COMMENTS:** The next regularly scheduled Civil Service Commission meeting was set for June 25, 2015, at 8:15 a.m.

**ADJOURNMENT:** The meeting adjourned at 8:17 a.m.

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Michael R. Crum, Chair

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Jill Ripperger, Recording Secretary



## REPORT OF CONTRACT CHANGE ORDERS

Period:	<input type="checkbox"/>	1 <sup>st</sup> – 15 <sup>th</sup>
	<input checked="" type="checkbox"/>	16 <sup>th</sup> – End of Month
Month & Year:	May 2015	
For City Council Date:	June 9, 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)
Electric Services	Ames Plant Area Substations Equipment Commissioning	2	\$152,435.00	L & S Electric Inc.	\$8,000.00	\$8,722.00	D. Kom	CB
			\$		\$	\$		
			\$		\$	\$		
			\$		\$	\$		
			\$		\$	\$		
			\$		\$	\$		

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Quality Programs  
Exceptional Service*

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

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

**DATE:** June 2, 2015

**SUBJECT:** Beer Permits & Liquor License Renewal Reference City Council Agenda  
June 9, 2015

The Council agenda for June 9, 2015, includes beer permits and liquor license renewals for:

- Class A Liquor with Outdoor Service – Green Hills Residents’ Assn, 2200 Hamilton Dr
- Class E Liquor, C Beer, and B Wine – AJ’s Liquor, 4518 Mortensen Rd #109
- Class E Liquor, C Beer, and B Wine – Kum & Go #200, 4510 Mortensen Rd
- Class E Liquor, C Beer, and B Wine – Kum & Go #214, 111 Duff Ave
- Class E Liquor, C Beer, and B Wine – Kum & Go #215, 4506 Lincoln Way
- Class E Liquor, C Beer, and B Wine – Kum & Go #216, 203 Welch Ave
- Class E Liquor – MMDC Spirits, 126A Welch Ave
- Class C Liquor – Texas Roadhouse, 519 S Duff Ave
- Special Class C Liquor – Hickory Park, 1404 S Duff Ave

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.

<b>Name of Applicant:</b> <u>Fuji Japanese Restaurant, Inc.</u>		
<b>Name of Business (DBA):</b> <u>Fuji Japanese Steakhouse</u>		
<b>Address of Premises:</b> <u>1614 S Kellogg Ave #101</u>		
<b>City</b> <u>Ames</u>	<b>County:</b> <u>Story</u>	<b>Zip:</b> <u>50010</u>
<b>Business</b> <u>(515) 232-8383</u>		
<b>Mailing</b> <u>1614 S Kellogg Ave #101</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>David Cheng</u>	
<b>Phone:</b> <u>(515) 232-8383</u>	<b>Email</b> <u>fujisteakhouse@hotmail.com</u>

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

**Term:**12 months

**Effective Date:** 12/01/2015

**Expiration Date:**

**Privileges:**

Class C Liquor License (LC) (Commercial)

**Status of Business**

<b>BusinessType:</b> <u>Privately Held Corporation</u>	
<b>Corporate ID Number:</b> <u>429407</u>	<b>Federal Employer ID</b> <u>45-3929925</u>

**Ownership**

**Zhong Lin**

**First Name:** Zhong

**Last Name:** Lin

**City:** Saginaw

**State:** Michigan

**Zip:** 48603

**Position:** Owner

**% of Ownership:** 100.00%

**U.S. Citizen:** No

**Insurance Company Information**

<b>Insurance Company:</b> <u>Scottsdale Insurance Company</u>	
<b>Policy Effective Date:</b> <u>12/01/2014</u>	<b>Policy Expiration</b> <u>12/01/2015</u>
<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>Global Reach Internet Productions</u>		
<b>Name of Business (DBA):</b> <u>Global Reach Internet Productions</u>		
<b>Address of Premises:</b> <u>CPMI Events Center, 2321 North Loop Drive</u>		
<b>City</b> <u>Ames</u>	<b>County:</b> <u>Story</u>	<b>Zip:</b> <u>50010</u>
<b>Business</b> <u>(515) 996-0996</u>		
<b>Mailing</b> <u>2321 North Loop Drive, Suite 101</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>Iacovos Zachariades</u>	
<b>Phone:</b> <u>(515) 996-0996</u>	<b>Email</b> <u>billing@globalreach.com</u>

**Classification** Special Class C Liquor License (BW) (Beer/Wine)
**Term:** 5 days
**Effective Date:** 06/24/2015
**Expiration Date:** 01/01/1900
**Privileges:**
Special Class C Liquor License (BW) (Beer/Wine)
**Status of Business**

<b>BusinessType:</b> <u>Limited Liability Company</u>	
<b>Corporate ID Number:</b> <u>185016463</u>	<b>Federal Employer ID</b> <u>421448233</u>

**Ownership**
**Iacovos Zachariades**

<b>First Name:</b> <u>Iacovos</u>	<b>Last Name:</b> <u>Zachariades</u>		
<b>City:</b> <u>Ankeny</u>	<b>State:</b> <u>Iowa</u>	<b>Zip:</b> <u>50021</u>	
<b>Position:</b> <u>President and CEO</u>			
<b>% of Ownership:</b> <u>95.00%</u>	<b>U.S. Citizen:</b> <u>No</u>		

**Insurance Company Information**

<b>Insurance Company:</b> <u>TRAVELERS INSURANCE</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>LJPS Inc.</u>		
<b>Name of Business (DBA):</b> <u>Olde Main Brewing Company</u>		
<b>Address of Premises:</b> <u>Reiman Gardens</u>		
<b>City</b> <u>Ames</u>	<b>County:</b> <u>Story</u>	<b>Zip:</b> <u>50011</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> <u>Matt Sinnwell</u>	
<b>Phone:</b> <u>(505) 400-5981</u>	<b>Email</b> <u>mattombc@gmail.com</u>

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

**Term:** 5 days

**Effective Date:** 06/13/2015

**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:** Ames                              **State:** Iowa                      **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>





**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>

<b>Name of Applicant:</b> <u>Gateway Expresse Inc</u>		
<b>Name of Business (DBA):</b> <u>Burgie's Coffee and Tea</u>		
<b>Address of Premises:</b> <u>420 Beach Ave</u>		
<b>City</b> <u>Ames</u>	<b>County:</b> <u>Iowa</u>	<b>Zip:</b> <u>50011</u>
<b>Business</b> <u>(515) 451-2658</u>		
<b>Mailing</b> <u>420 Beach Ave</u>		
<b>City</b> <u>Ames</u>	<b>State</b> <u>IA</u>	<b>Zip:</b> <u>50011</u>

**Contact Person**

<b>Name</b> <u>Alexis Olesen</u>	
<b>Phone:</b> <u>(515) 294-4625</u>	<b>Email</b> <u>aaolesen@iastate.edu</u>

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

**Term:** 5 days

**Effective Date:** 06/12/2015

**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>42-1448738</u>	<b>Federal Employer ID</b> <u>42-1448738</u>

**Ownership**

**Steve Burgason**

**First Name:** Steve

**Last Name:** Burgason

**City:** Ames

**State:** Iowa

**Zip:** 50014

**Position:** Owner

**% of Ownership:** 100.00%

**U.S. Citizen:** Yes

**Insurance Company Information**

<b>Insurance Company:</b> <u>Allied Insurance</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>



**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>

<b>Name of Applicant:</b> <u>Red Lobster Restaurants, LLC</u>		
<b>Name of Business (DBA):</b> <u>Red Lobster #0747</u>		
<b>Address of Premises:</b> <u>1100 Buckeye Avenue</u>		
<b>City</b> <u>Ames</u>	<b>County:</b> <u>Story</u>	<b>Zip:</b> <u>50010</u>
<b>Business</b> <u>(515) 232-2922</u>		
<b>Mailing</b> <u>ATTN: Licensing</u>		
<b>City</b> <u>Orlando</u>	<b>State</b> <u>FL</u>	<b>Zip:</b> <u>32869</u>

**Contact Person**

<b>Name</b> <u>Joyce Pantelemon</u>
<b>Phone:</b> <u>(407) 734-9652</u> <b>Email</b> <u>jpantelemon@redlobster.com</u>

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

**Term:** 12 months

**Effective Date:** 04/24/2015

**Expiration Date:**

**Privileges:**

Class C Liquor License (LC) (Commercial)

**Status of Business**

<b>BusinessType:</b> <u>Limited Liability Company</u>
<b>Corporate ID Number:</b> <u>475719</u> <b>Federal Employer ID</b> <u>46-5134308</u>

**Ownership**

**Horace G. Dawson III**

**First Name:** Horace G.      **Last Name:** Dawson III  
**City:** Maitland      **State:** Florida      **Zip:** 32751  
**Position:** Secretary  
**% of Ownership:** 0.00%      **U.S. Citizen:** Yes

**Red Lobster Management LLC**

**First Name:** Red Lobster      **Last Name:** Management LLC  
**City:** Orlando      **State:** Florida      **Zip:** 32801  
**Position:** Owner  
**% of Ownership:** 100.00%      **U.S. Citizen:** Yes

**Thomas Gathers**

**First Name:** Thomas      **Last Name:** Gathers  
**City:** Orlando      **State:** Florida      **Zip:** 32819  
**Position:** President  
**% of Ownership:** 0.00%      **U.S. Citizen:** Yes

**Douglas Wentz**

**First Name:** Douglas                      **Last Name:** Wentz  
**City:** Winter Park                      **State:** Florida                      **Zip:** 32789  
**Position:** VP and Treasurer  
**% of Ownership:** 0.00%                      **U.S. Citizen:** **Yes**

**Norma Rivera**

**First Name:** Norma                      **Last Name:** Rivera  
**City:** Windermere                      **State:** Florida                      **Zip:** 34786  
**Position:** Assistant Secretary  
**% of Ownership:** 0.00%                      **U.S. Citizen:** **Yes**

**Insurance Company Information**

<b>Insurance Company:</b> <u>ZURICH-AMERICAN INS COMPANY</u>	
<b>Policy Effective Date:</b> <u>07/28/2014</u>	<b>Policy Expiration</b> <u>07/28/2015</u>
<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>

**COUNCIL ACTION FORM**

**SUBJECT: REQUESTS FOR 4<sup>TH</sup> OF JULY ACTIVITIES**

**BACKGROUND:**

The annual Fourth of July celebration involves activities coordinated by two groups: City staff coordinates the City Council's free pancake breakfast outside City Hall, while the Main Street Cultural District (MSCD) coordinates the parade and related activities.

**PANCAKE BREAKFAST:**

The City Council Community Pancake Breakfast will be held again this year in front of City Hall on Saturday, July 4. Staff is requesting that Clark Avenue be closed from Fifth Street to Sixth Street from 5:00 p.m. on Friday, July 3 (for set-up) until the conclusion of the parade on July 4 to provide a seating area for people attending the breakfast. Because City Hall Lot N can only be accessed from the pancake feed area or the parade route, the closure of that lot is required on July 4th. The breakfast will start at 8:30 a.m. and conclude at about 10:30 a.m. This will allow participants to attend the parade, which is scheduled to start at 11:00 a.m.

**PARADE:**

MSCD is coordinating the community parade. Parade staging will take place on Northwestern Avenue between Wheatsfield Grocery and Main Street, on Allan Drive, on Pearle Avenue, in City Hall Parking Lots M and MM, and in City Depot Lot V. Although no Fourth of July festival will occur this year, the Bill Riley Talent Search will take place at the intersection of Main Street and Burnett Avenue.

To facilitate parade staging and movement, street closures will be needed from 6:00 a.m. until the end of the parade for the following streets:

- Main Street, from the Central Business District (CBD) Lot entrance to the Grand Avenue overpass, continuing on Northwestern Avenue to Sixth Street (Wheatsfield customers will be allowed access at Sixth Street)
- Allan Drive
- Pearle Avenue
- Fifth Street, from Grand Avenue to Duff Avenue
- Clark Avenue, from the south driveway of the CBD Lot to Sixth Street
- Burnett Avenue, from Main Street to Fifth Street
- Kellogg Avenue, from just south of Main Street to Fifth Street
- Douglas Avenue, from Main Street to Fifth Street

The following parking lot areas will also need to be closed for parade staging from 6:00 a.m. to approximately 2:00 p.m.:

- Lot MM, to the west of City Hall



- The south portion of Lot M, adjacent to the west door of City Hall (City vehicles and cars of City employees who are on duty will be parked in the north portion of the lot)
- Depot Lots V and TT

Because July 4<sup>th</sup> is a City holiday, there will be no lost parking meter revenue from these closures. A blanket Temporary Obstruction Permit for the MSCD will be required from 8:00 a.m. to 2:00 p.m. on July 4<sup>th</sup>. MSCD has requested access to City electrical outlets at the intersection of Main Street and Burnett Avenue for the parade announcer stand. Due to the small number of outlets used, City staff recommends waiving the \$1 per outlet per day fee.

Public Works staff will provide barricades as needed to close the streets and control access to the parking lots. MSCD will plan to have volunteers at each barricaded intersection, and the Police Department will have staff to assist at the busiest intersections. Organizers will be responsible for the replacement of any lost or damaged barricades.

### **ALTERNATIVES:**

1. Approve the requests for activities on July 4 as requested above, including street and parking lot closures, a blanket Temporary Obstruction Permit, use of City electrical outlets, and waiver of fees.
2. Request further information from event organizers
3. Do not approve the requests for the 4<sup>th</sup> of July activities.

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

The return of the 4<sup>th</sup> of July parade in 2004 provided a great opportunity to bring the citizens of Ames together to celebrate. With the addition of the City Council Community Pancake Breakfast, this event provides the City Council with a way to partner with the Main Street Cultural District to promote "one community" by supporting this worthwhile event.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby approving the requests for activities on July 4 as requested above, including street and parking lot closures, a blanket Temporary Obstruction Permit, use of City electrical outlets, and waiver of fees.



# SPECIAL EVENT APPLICATION

## SUMMARY OF EVENT

### DESCRIPTION

**Event Name** 4th of July Parade and Bill Riley Talent Show

**Description** The Bill Riley Talent Show will be held at Kellogg and Burnett from 9am to 11am. The parade celebrating Independence day will start at Clark and Main at 11am. It will proceed to Kellogg where it will turn left, the parade will turn left again on 6th street, and end at city hall.

- Event Category**
- Athletic/Recreation
  - Exhibits/Misc.
  - Festival/Celebration
  - Parade/Procession/March
  - Concert/Performance
  - Farmer/Outdoor Market
  - Other (please explain)

**Anticipated Attendance** Total 4,000 Per Day \_\_\_\_\_

### DATE/TIME

<b>Setup</b>	Date <u>7/4/15</u>	Time <u>6:00 am</u>	Day of Week <u>Saturday</u>
<b>Event Starts</b>	Date <u>7/4/15</u>	Time <u>9:00 am</u>	Day of Week <u>Saturday</u>
<b>Event Ends</b>	Date <u>7/4/15</u>	Time <u>12:30 pm</u>	Day of Week <u>Saturday</u>
<b>Teardown Complete</b>	Date <u>7/4/15</u>	Time <u>2:00 pm</u>	Day of Week <u>Saturday</u>

**Rain Date, if applicable** \_\_\_\_\_  
**Rain Location, if applicable** \_\_\_\_\_

## LOCATION

### Region

(Select one or more)

- Main Street Cultural District (Downtown)
- Campustown District
- Iowa State University Property
- City Parks
- Other (please explain)

**Please note** that events occurring in the Downtown, Campustown, in City parks, or on ISU property require prior approvals. A letter of support will be required from CAA if the event occurs in Campustown or from MSCD if the event occurs in Downtown. Please contact the appropriate office well in advance:

-  
Downtown - Main Street Cultural District: (515) 233-3472  
Campustown - Campustown Action Association: (515) 450-8771  
Iowa State University - Events Authorization Committee: (515) 294-1437

events@amesdowntown.org  
director@amescampustown.com  
eventauthorization@iastate.edu

## CONTACTS

### Host Organization

Main Street Cultural District

### Local Contact (Required)

*Must be present during event*

Name: Cindy Hicks

Address: 304 Main

Telephone: ( 515 ) 233-3472

Cell phone: ( 316 ) 871-0837

*Must be available by cell phone during event*

Email: director@amesdowntown.org

**At least ten business days prior to the event, Organizer must submit Emergency Contact List, including names and numbers of all coordinators, volunteers, and location assigned to each.**

### Yes No

Is this an annual event? How many years have you been holding this event? \_\_\_\_\_

Is this event open to the public?

Is your event being held in conjunction with another event (e.g. *Farmers' Market, 4th of July*, etc.)?

If yes, please list



CITY OF  
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# MEMO

**To:** Mayor and Ames City Council Members

**From:** Steven L. Schainker, City Manager

**Date:** June 5, 2015

**Subject:** June 9, 2015 City Council Meeting - Item 15

Each year the City Council is asked to approve a resolution that adopts new and revised fees that we charge for a variety of services to our customers. If you recall, the fees from this new schedule were highlighted during your budget deliberations in February. Therefore, the revenues that will be generated from these fees already have been built into the FY 2015/16 Operating Budget.

## RESOLUTION NO.

### A RESOLUTION ADOPTING NEW AND REVISED FEES FOR THE CITY OF AMES, IOWA

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

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Ames, Iowa, that fees shall be adopted as follows:

**SECTION ONE.** The following Building and Development Fees are hereby adopted or adjusted effective July 1, 2015, and codified as Appendix L:

#### Building Permit Fee Schedule

The value to be used in computing the building permit and building plan review fees shall be the total value of all construction work for which the permit is issued, as well as all finish work, painting, roofing, electrical, plumbing, heating and air conditioning, elevators, fire-extinguishing systems and any other permanent equipment. The building permit fee will be 60% of the amounts listed in the table below; however, the minimum building permit fee will be \$30.90.

<u>TOTAL VALUATION</u>	<u>AMOUNT OF FEE</u>
\$1.00 to \$500.00	\$30.90
\$501.00 to \$2,000.00	\$30.90 for the first \$500.00, plus \$3.15 for each additional \$100.00 or fraction thereof, to and including \$2,000.00.
\$2,001.00 to \$25,000.00	\$78.00 for the first \$2,000.00 plus \$14.40 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00.
\$25,001.00 to \$50,000.00	\$409.70 for the first \$25,000.00 plus \$10.40 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00.
\$50,001.00 to \$100,000.00	\$669.75 for the first \$50,000.00 plus \$7.20 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00.
\$100,001.00 to \$500,000.00	\$1,030.25 for the first \$100,000.00 plus \$5.80 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00.
\$500,001.00 to \$1,000,000.00	\$3,337.45 for the first \$500,000.00 plus \$4.90 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00

\$1,000,001.00 and up

\$5,783.70 for the first \$1,000,000 plus \$3.75  
for each additional \$1,000.00 or fraction thereof.

### **Plan Review Fee**

The Plan Review Fee shall be seventy (70) percent of the Building Permit Fee to cover costs to the city in reviewing plans for code compliance.

### **Additional Fees**

For each issuance of a Temporary Certificate of Occupancy	\$53.55
For Administrative Fee to cancel a permit	\$53.55
Minimum fee to investigate moving a building regardless of whether it is moved or not. (If move occurs also must pay actual city expenses)	\$107.10
For all reinspections after the first free one	\$53.55
To issue a foundation permit prior to issuance of the building permit	\$53.55
To issue a Certificate of Occupancy for a use change	\$53.55
Storm Water Lot Development Permits	\$200.00
Storm Water Management and/or Pollution Prevention Subdivision Plan Review	\$450.00
Grading Permit	\$250.00
Storm Water Pollution Prevention Site Plan Review (1 <sup>st</sup> year permit)	\$300.00
Each additional year site is active	\$200.00

### **Planning and Housing Fees**

Annexation (Clerk's Office)	\$200.00
LUPP Map Amendment (Major)	\$500.00
LUPP Map Amendment (Minor)	\$300.00
LUPP Text Change	\$300.00
Rezoning (Map Amendment)	\$300.00
Rezoning with Master Plan	\$550.00
Zoning Ordinance Text Amendment	\$200.00
PRD Developments	\$300.00
PRD Amendment (Major)	\$300.00
PRD Amendment (Minor)	\$150.00
Plats - Preliminary	\$500.00
Plats - Final	\$300.00
Plat of Survey	\$100.00
Plats - Rural Subdivisions	\$750.00
Major Site Development Plan	\$400.00
Minor Site Development Plan	\$200.00
Special Use Permits	\$ 150.00
Variances, regular	\$150.00
Other ZBA Decisions	\$75.00

Permitted Home Occupation	\$20.00
Special Home Occupation	\$100.00
RLP Plan Development and Amendment	\$300.00
Zoning Confirmation Letter	\$120.00
Urban Revitalization/Urban Renewal Area	\$150.00
UCC Filings	-0-
Flood Plain Development Permit	\$75.00

### **Rental Housing Inspection and Enforcement Fees**

(Revised by Res. 15-117, 3-01-15)

**A. Multi-family Dwellings.**

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

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

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

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

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

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

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

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

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

**SECTION TWO.** The following Public Safety - Police Fees are hereby adopted or adjusted effective July 1, 2015, and codified as Appendix M:

**POLICE DEPARTMENT FEES & CHARGES**

Accident, Verification of Loss and other	
Police Reports.....	\$3.00 per incident
Overtime Payback and Event/Escort Service (per hour).....	\$54.00
Community Safety Officer Event/Escort Service (per hour).....	\$20.00
False Alarm Fee – After three times .....	\$30.00
Process Service Fee.....	\$20.00
Service fee for Service of Warrant.....	\$20.00
Non-criminal fingerprinting fee.....	\$10.00
Booking Photo/Other Photo .....	\$3.00
Parking Collection Fee.....	\$5.00
Copying of Public Record.....	\$0.10 per page

Car/Booking/Other Video (VHS or Digital) or Audio Recordings shall be charged at actual cost. Actual cost shall be defined as the time spent on the specific recording plus the cost of the media.

**SECTION THREE.** The following Water and Pollution Control Fees are hereby adopted or adjusted effective July 1, 2015, and codified as Appendix Q:

**WATER AND POLLUTION CONTROL FEES & CHARGES**

**Water Division**

Bulk Water Service.....	\$0.77/100 gallons
-------------------------	--------------------

**Water Meter Division \***

	With Integral Radio	With Radio ERT
Meter & Setting Fees - Disc Style		
5/8" or 5/8 " x 3/4" disc. ....	\$310.00.....	\$300.00
3/4" disc. ....	\$330.00.....	\$320.00
1" disc .....	\$350.00 .....	\$340.00
1 1/2" disc .....	\$600.00 .....	\$590.00
Meter & Setting Fees - Ultrasonic Style		
1 1/2" .....		\$695.00
2" .....		\$805.00
Meter & Setting Fees - Magnetic Style		
2" .....		\$2,355.00
3" .....		\$2,910.00
4" .....		\$3,465.00
6" .....		\$4,780.00
Meter & Setting Fees - Turbo Style		
2" .....		\$1,505.00
3" .....		\$2,075.00
4" .....		\$2,940.00
6" .....		\$5,845.00



Meter & Setting Fees - Misc. Meters  
 Larger than 4" or alternative styles  
 - to be determined when ordered

Hydrant Meter\*\* ..... \$200.00

Frozen/damaged meter

Construction Meter ..... \$190.00

Meters 1-1/2" and larger ..... \$95 trip fee + repairs/replacement

Meters 1" and smaller ..... \$60.00 trip fee + Depreciated Value

Depreciated Value is a straight line depreciation of the Meter and Setting Fees above, based on length of time meter has been in service.

< 1 year .....	100%
< 2 years.....	90%
< 3 years.....	80%
< 4 years.....	70%
< 5 years.....	60%
< 6 years.....	50%
< 7 years.....	40%
< 8 years.....	30%
< 9 years.....	20%
<10 years.....	10%
>10 years.....	\$0

Unauthorized use of water..... \$172.00/occurrence

Unmetered use of water ..... \$2.26/day + \$15.02/month

Resetting fee for unauthorized meter removal..... \$60.00

Customer requested meter test fee ..... \$95.00

Service or meter disconnect or reconnect fee ..... \$ 60.00/trip

\* Meter setting fees above include two service trips (one to set the temporary/construction meter, and one to set the permanent meter). A fee of \$60.00 will be charged for additional trips due to unexposed or inoperable curb boxes, incomplete remote wire installations, or other circumstances where the meter installation cannot be completed.

\*\* Hydrant meter fees include the cost to install and remove the meter. Requests to move the meter to a new location will be charged one-half of the hydrant meter fee. Consumption will be billed at the "Irrigation and Yard Water" rate. For usage that covers more than 30 days, the block sizes will be adjusted accordingly.

**WPC Division**

Waste Hauler Fee - Ames locations\*

Domestic/Residential Waste..... \$45.00/load + \$32.76/100 gallons

Restaurant Grease Traps ..... \$45.00/load + \$26.38/100 gallons

Non-Domestic Waste..... \$45.00/load + unit rate to be determined

\* Non-Ames location surcharge ..... 15%

Unauthorized Sewer Use..... \$205.00/occurrence

Unmetered Sewer Use..... \$2.61/day + \$17.96/month

**High-Strength Surcharge Rates**

<u>Parameter</u>	<u>Surcharge Rate</u>
Oxygen Demand	
CBOD <sub>5</sub>	\$0.43/lb.
COD	\$0.16/lb.
Nitrogen	
NH <sub>3</sub> -N	\$1.51/lb.
TKN	\$0.98/lb.
Solids	
TSS	\$0.63/lb.
Fats, Oils, and Grease	
Oil and Grease	\$0.84/lb.

**Restaurant Surcharge**

Restaurant surcharge on sewer use for customers operating Food Service Establishments  
*(Ord. No. 4199, 11-25-14)* \$0.00/100 cubic ft

**Administrative Division**

Copies of Records *	
Black & White, 8 ½" x 11"	\$0.10/copy
Black & White, 11" x 17"	\$0.20/copy
Color, 8 ½" x 11"	\$0.20/copy
Color, 11" x 17"	\$0.40/copy

\* Plus staff time to prepare records (wages & benefits)

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

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

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

## Ames Public Arts Commission

### Request for Deaccession

**Item Identification Numbers:** 64-0001 and 65-0001



Lincoln Way and Marshall Ave.



West Lincoln Way and South Oak St.

**Name:** Untitled

**Artist:** David Dahlquist

**Locations:** Lincoln Way by the DOT CyRide stop and West Lincoln Way by the HyVee CyRide Stop

**Justification:** These pieces were originally installed in 2001, but have not weathered well since that time. The artist and City staff offer the following comments related to this situation:

- A relatively small budget was available to commission these pieces for CyRide.
- The installation was modified from the artist's original proposal for financial and practical reasons.
- The artist intended for the fiberglass inserts to be used as planters with seasonal arrangements coming out of the top. However, City staff did not feel that appropriate plantings could be maintained under these conditions.
- The inserts were then inverted to discourage their collecting trash.
- The artist intended for the pieces to have ground uplighting.
- The artist does not feel that the tile inlays installed adjacent to the vertical features should be left alone after the columns are removed.
- Collections Management committee members discussed this situation with the CyRide Director, who is supportive of the removals.

#### **Artist's Recommendations:**

David Dahlquist **RECOMMENDS DEACCESSIONING** the columns, removing and salvaging the metal surrounds and tile inlays, or demolishing the artwork in its entirety.

#### **Recommendation:**

On May 6, 2015, the Public Art Commission approved a recommendation to the City Council that the sculptural pieces, concrete pad and terracotta inserts be removed and destroyed. At the request of CyRide, the concrete slab at the west Lincoln Way location will be reinstalled to accommodate bus passengers. Funding is available from the 2014/15 Collections Management budget to cover costs associated with this removal.

# CONTRACT FOR HUMAN SERVICES

**THIS AGREEMENT**, made and entered into the 1st day of July, 2015, by and between the **CITY OF AMES, IOWA**, a municipal corporation organized and existing pursuant to the laws of the State of Iowa (hereinafter sometimes called "City") and **HIRTA** (a nonprofit corporation or governmental unit organized and existing pursuant to the laws of the State of Iowa and hereinafter called "Provider");

## WITNESSETH THAT:

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

**WHEREAS**, the purchase of these services constitutes a public purpose by **providing general transportation services to Ames residents within Story County with no eligibility requirements to receive service and all trips are open to the public;**

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

### I PURPOSE

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

### II SCOPE OF SERVICES

Provider shall provide the services and facilities to the City of Ames and its citizens as set out in the Provider's 2015/16 ASSET proposal, and service components provided in Attachment B. This description shall be made a part of this Agreement. The programs or services must conform to the standardized definitions used by the Analysis of Social Services Evaluation Team (ASSET), and unit costs must be consistent between all ASSET funders.

The cost per unit of service shall equal that proposed cost indicated in the Provider's ASSET Budget Forms. In the event that actual ASSET funds or other revenues differ from the Provider's request, the cost per unit shall remain as requested, but the number of units provided shall be adjusted.

The City will be contracting for services at the cost per unit indicated, not to exceed the



following amounts:

SERVICE	COST PER UNIT	AMOUNT
Transportation --One Way Trip --Ames	\$12.18	\$40,000
Transportation--One Way Trip --Iowa City	\$166.67	\$2,000

### III METHOD OF PAYMENT

A. All payments to be made by the City of Ames pursuant to this Agreement shall be made on a reimbursement basis for services provided in amounts not to exceed those outlined in Section II above.

B. The City will disburse payment monthly on requisition of Provider.

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

D. The maximum total amount payable by the City of Ames under this agreement is **\$42,000.00** as detailed in the SCOPE OF SERVICES (Section II of this contract), and no greater amount shall be paid.

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

### IV FINANCIAL ACCOUNTING AND ADMINISTRATION

A. All monies disbursed under this Agreement shall be accounted for by the accrual method of accounting or other generally accepted comprehensive basis.

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

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

E. All records shall be maintained in accordance with procedures and requirements

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

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

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

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

I. If Provider's annual budget is over \$100,000, within six months of the end of the Provider's fiscal year the Provider shall submit to the City an annual financial audit prepared by an independent certified public accounting firm and a copy of IRS Form 990. If Provider's annual budget is \$100,000 or less, within six months of the end of the Provider's fiscal year the Provider shall submit to the City a copy of IRS Form 990 and a balance sheet prepared externally and independently. Failure to submit documentation in accordance with this section shall result in withholding payments under this contract. If withheld, payments may resume when required documentation is delivered to the City and City staff has had a reasonable period to review it.

## V DURATION

This Agreement shall be in full force and effect from and after July 1, 2015, until June 30, 2016. The City Council may terminate this Agreement by giving written notice to the Provider at least sixty (60) days before the effective date of such termination. From and after the effective date of termination, no further disbursement under this Agreement shall be made by the City.

## VI DISCRIMINATION PROHIBITED

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

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

CITY OF AMES, IOWA

ATTEST:

BY \_\_\_\_\_  
Ann Campbell, Mayor

\_\_\_\_\_  
Diane Voss, City Clerk

HIRTA

Organization Address (please print):

BY Kim E Chapman  
Authorized Representative

HIRTA Public Transit  
2840 104th St. Urbandale

Print Name:

Phone Number:

Kim Chapman

515-309-9281



**COUNCIL ACTION FORM**

**SUBJECT: AMES ECONOMIC DEVELOPMENT COMMISSION 2015/16 FUNDING CONTRACT**

**BACKGROUND:**

The City's 2015/16 adopted budget includes funds for the Ames Economic Development Commission (AEDC) to conduct economic development activities on behalf of the City. An agreement has been prepared outlining the responsibilities of the AEDC in conducting this work.

This agreement provides \$150,000 to the AEDC in exchange for two main services: \$90,000 of this amount purchases business recruitment and marketing services, and the remaining \$60,000 continues funding the services of the City Business Development Coordinator, who provides guidance to prospective businesses and developers as they navigate the development process.

The agreement has been signed by the AEDC and returned for City Council consideration. The City Council should note that the City has a separate agreement with the AEDC for \$7,500 to fund a portion of the cost for the Buxton retail analysis in FY 2015/16. That agreement has already been approved by the City Council.

**ALTERNATIVES:**

1. Approve the attached Ames Economic Development Commission agreement for FY 2015/16.
2. Do not approve the Ames Economic Development Commission agreement for FY 2015/16.

**MANAGER'S RECOMMENDED ACTION:**

The City Council has allocated funds in the City Budget for FY 2015/16 for economic development activities. The City Council has historically contracted with AEDC to conduct these activities on behalf of the City.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby approving the attached Ames Economic Development Commission agreement for FY 2015/16.



# **CONTRACT FOR ECONOMIC DEVELOPMENT SERVICES**

**THIS AGREEMENT**, made and entered into the 1st day of July, 2015, by and between the **CITY OF AMES, IOWA**, a municipal corporation organized and existing pursuant to the laws of the State of Iowa (hereinafter called "City") and the Ames Economic Development Commission, an adjunct of the Ames Chamber of Commerce (hereinafter called the AEDC);

## **WITNESSETH THAT:**

**WHEREAS**, the City of Ames desires to purchase certain services from said organization in lieu of hiring additional permanent staff and expending additional City funds to accomplish these services;

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

### **I PURPOSE**

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

### **II SCOPE OF SERVICES**

A. In consideration for the payment of \$90,000 in accordance with Section III, the AEDC shall provide the following economic development related services to the City of Ames and its citizens during the term of this agreement:

1. The AEDC will serve as the lead contact for business representatives hoping to locate in Ames or to expand in our community. In this capacity the President of the AEDC will respond to information requests, coordinate the completion and submittal of state and local incentive applications, and show available industrial and commercial sites to prospects.
2. The AEDC will visit annually with all major companies to identify challenges and opportunities facing Ames businesses.
3. The AEDC will serve as the primary marketing entity for business recruitment to highlight Ames.

4. The AEDC will deploy an aggressive marketing campaign that will focus on targeted industries such as ag-biotechnology and advanced manufacturing businesses that do not overtax our infrastructure.
5. The AEDC will invest in significantly revising its marketing materials including website, brochures, and proposal packets to better reflect the image of Ames as a great place to do business.

B. In consideration for the payment of \$60,000 in accordance with Section III, the AEDC shall provide the following economic development marketing and liaison services related to the City of Ames and its citizens during the term of this agreement by maintaining a jointly funded Business Development & Marketing position to carry out the following duties and tasks:

1. Focus on the development of “small” or new businesses start-ups in the retail, commercial, and industrial sectors by: a) assisting with the recruitment and/or expansion of these types of businesses in the community; b) assisting entrepreneurs as they navigate through the various City, State, and Federal approval processes; and c) assisting entrepreneurs in obtaining the services available through the Small Business Development Center.
2. Serve as the City Economic Development Liaison, work closely with developers and clients that need assistance in working through the City of Ames approval processes. This will include periodic meetings with the City Manager to keep him apprised of progress related to serving in the Liaison capacity.
3. Provide input on communication pieces that will highlight the efforts of the AEDC and the City of Ames related to the positive developments in the community where the City and/or the AEDC have played an integral role.
4. Implement an aggressive marketing plan focused on targeted industries that dovetail with the competencies of Iowa State University related to food and nutrition technology, plant biotechnology, information technology, and animal science. These efforts should not be limited to the aforementioned, as the AEDC service territory includes site options for advanced manufacturing and distribution facilities.
5. Maintain frequent communication with stakeholders such as the Iowa Department of Economic Development, Alliant Energy, Iowa State University, and partners of the Ames-Des Moines Corridor.
6. Maintain, in conjunction with the President & CEO and Vice-President of Existing Industry, a current list of active projects via the AEDC’s internal project tracking system.
7. Maintain a current list of consultants and site selectors, with assistance from the Director of Member Services & Organizational Programming, for periodic mailings and contacts

in various markets so that the AEDC has a fresh list to choose from when visiting various locations around the U.S.

8. Review and analyze, with the President & CEO and Vice-President of Existing Industry, potential recipients of assistance from various economic development incentive offering entities.
9. Assist other AEDC/Ames Chamber of Commerce staff in responding to inquiries and working with economic development prospects, consultants, and supplier contacts, as needed.
10. Provide input into the overall plan of the AEDC and assist in its implementation where appropriate.
11. The position will be jointly supervised by the President and CEO of the Ames Economic Development Commission and the Ames City Manager. As such, perform work as assigned by the City Manager related to the liaison activities and the President and CEO of the AEDC related to marketing activities.
12. The position will be expected to periodically use a secondary office provided in the City Manager's office to better assure assimilation into the City of Ames organization.

### **III METHOD OF PAYMENT**

A. All payments to be made by the City of Ames pursuant to Section II.A of this Agreement shall be reimbursement for actual costs incurred by AEDC in providing services required by Section II.A above. Payments made by the City of Ames pursuant to Section II.B of this Agreement shall be made in advance of services provide per terms in section III B of this Agreement.

B. The City will disburse payments twice annually on requisitions of the AEDC in January and July of each year. Requisitions for services pursuant to Section II.A will be on a reimbursement basis and reflect cost for delivery of services for the prior six months. Requisitions for services pursuant to Section II.B will be one-half (\$30,000) of the City's annual contribution for the jointly funded position and paid in advance. If the jointly held position is vacant for more than 30 days, AEDC will provide the City with a pro-rata refund for the payment made in advance.

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

C. The maximum total amount payable by the City of Ames under this agreement is \$150,000 as detailed in the SCOPE OF SERVICES (Section II of this contract), and no greater amount shall be paid.

**IV**  
**FINANCIAL ACCOUNTING AND ADMINISTRATION**

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

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

C. All costs for which reimbursement is claimed shall be supported by documentation evidencing in proper detail the nature and propriety of the charges. All checks or other accounting documents pertaining in whole or in part to this Agreement shall be clearly identified as such and readily accessible for examination and audit by the City or its authorized representative.

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

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

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

**V**  
**REPRESENTATION ON THE BOARD OF DIRECTORS**

It is agreed that the City of Ames will be guaranteed three representatives on the AEDC Board of Directors (two City Council members appointed by the Mayor, and the City Manager). Furthermore, the City Manager will be guaranteed membership on the Executive Committee of the Board of Directors.

**VI  
SUMMARY REPORT**

The AEDC further agrees to provide the City of Ames a written report no later than June 15, 2016, summarizing the accomplishments of the activities promised in Section II.

**VII  
DURATION**

This Agreement shall be in full force and effect from and after July 1, 2015, until June 30, 2016.

**VIII  
DISCRIMINATION PROHIBITED**

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

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

**CITY OF AMES, IOWA**

**ATTEST:**

BY \_\_\_\_\_

\_\_\_\_\_

Ann Campbell, Mayor

Diane Voss, City Clerk

**AMES ECONOMIC DEVELOPMENT COMMISSION**

BY \_\_\_\_\_

Daniel A. Culhane, President/CEO

**COUNCIL ACTION FORM**

**SUBJECT: INTERGOVERNMENTAL AGREEMENT WITH HIRTA FOR CYRIDE DIAL-A-RIDE BUS SERVICE**

**BACKGROUND:**

Currently, CyRide has a three-year contract, with annual renewals, for the Heart of Iowa Regional Transit Authority (HIRTA) to provide door-to-door transportation for CyRide's disabled customers. The service provided is called Dial-A-Ride (DAR), and follows the requirements of the American's With Disabilities Act (ADA). This federal requirement states that a public transit system receiving federal funding is required to operate a "complementary," at least curb-to-curb, service for individuals not able to use the regular, fixed-route bus system. The HIRTA-CyRide contract for this service will expire on June 30, 2015.

Previous bids for service have resulted in no proposals received; therefore, CyRide has entered into a governmental agreement with HIRTA for the provision of Dial-A-Ride service. Without potential bidders for the service and the current contract expiring shortly, CyRide has two options for the provision of DAR service during the FY 2015-2016 budget year: 1) contract with HIRTA or 2) directly operate service. The annual estimated cost to contract with HIRTA is approximately \$202,000, based on anticipated ridership demand and a 4% rate increase from current year's rates. This increase is the same percentages as the last two years as detailed below.

Type of Rate	2014-2015 Rate	2015-2016 Rate	% Change
Per Trip Rate (weekdays)	\$13.04	\$13.56	4.0%
Hourly Rate (Weekday evenings and weekends)	\$43.87	\$45.62	4.0%

If CyRide directly operated service this next year, the cost is anticipated to be between \$500,000 and \$600,000 due to the need to purchase capital and CyRide's higher operational cost.

The proposed contract is the first year of a three year agreement with HIRTA. The terms of this contract are identical to the previous contract except for new term dates, the additional of new federal requirements, and corrected contract language.

The contract was also approved by the Transit Board of Trustees on April 30, 2015.

### **ALTERNATIVES:**

1. Approve a new three-year contract with Heart of Iowa Regional Transit Agency for the FY 2015-2016 budget year at approximately a 4% increase in rates.
2. Table action on the CyRide-HIRTA new contract to provide additional information to the Transit Board of Trustees, as requested.
3. Do not enter into a new contract for Dial-A-Ride service with HIRTA. This action will require CyRide to directly operate this service on July 1, 2015.

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

The provision of DAR service by HIRTA provides a win-win situation for both organizations. CyRide fulfills its federal transit obligations for complementary paratransit service at a lower cost than it could provide service. HIRTA is able to more efficiently provide service within the County by combining DAR and County trips and ultimately provide more service within the city/county. .

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby approving a contract for Dial-A-Ride services with the Heart of Iowa Regional Transit Agency.

ITEM # 20  
DATE: 06-09-15

**COUNCIL ACTION FORM**

**SUBJECT:** TRAFFIC SAFETY IMPROVEMENT PROGRAM GRANT FOR WEST LINCOLN WAY INTERSECTION IMPROVEMENTS (LINCOLN WAY AND FRANKLIN AVENUE)

**BACKGROUND:**

The 2015/16 Capital Improvements Plan under the West Lincoln Intersection Improvements program includes a project to construct left-turn lanes and installing new traffic signals at the Franklin Avenue/Lincoln Way intersection. A traffic impact study for the South Fork Subdivision justified these improvements. Turn lanes on Lincoln Way will mitigate left-turning, rear-end, and right-angle traffic accidents. Improvements will also support traffic coordination along Lincoln Way. An existing agreement requires the developer and the City to share equally in the construction cost (not the engineering service) of these improvements.

The City submitted a Traffic Safety Improvement Program (TSIP) grant application in 2014 to help cover up to \$500,000 of the cost of materials for this project. After reviewing the grant application, Iowa Department of Transportation officials have approved the request and submitted the funding agreement. This project is budgeted for land acquisition of \$125,000 from Road Use Tax funds. The engineering, construction and construction administration budget for this project is \$450,000 in G.O. Bonds, \$500,000 from Iowa DOT Traffic Safety Improvement Program (TSIP) funds, and approximately \$250,000 in Developer Funds. That brings the total project funding to \$1,325,000.

**ALTERNATIVES:**

1. Approve the TSIP agreement with the Iowa DOT in the amount of \$500,000.
2. Reject the agreement and fund the project locally.

**MANAGER'S RECOMMENDED ACTION:**

Approving the TSIP grant agreement will offset the amount of local funds needed for this project. Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1 as stated above.

Veenstra and Kimm consulting engineers have been hired to conduct the land acquisition and design. The land acquisition phase will take the remainder of 2015, and design will be finalized in February of 2016. At that time we will solicit bids for the project.



**COUNCIL ACTION FORM**

**SUBJECT: CANCELLATION OF AN INVALID “LICENSE AGREEMENT” BETWEEN THE CITY OF AMES AND THE CHICAGO & NORTHWESTERN RAILWAY COMPANY (CURRENTLY THE UNION PACIFIC RAILROAD)**

**BACKGROUND:**

In 1948, a license agreement between the City of Ames, Iowa, and the Chicago & Northwestern Railway Company was established to allow the City’s power plant “diesel” building to encroach or exist in close proximity to a spur track of Chicago & Northwestern (C&NW) Railway Company (currently d/b/a the Union Pacific Railroad (UPRR)). This spur track, which was to the north of the mainline tracks, served a coal unloading hopper for the City’s power plant. This spur track and the coal unloading hopper were removed from service circa 1979, so the encroachment of the building’s foundation wall on the spur track was relieved at that time.

This spring, in preparation for the demolition and the rebuilding of the cooling towers later this year, staff researched the license agreements that exist between the City and the railroad in the vicinity of the power plant, especially those that could affect the cooling tower work to be performed. This “diesel” building needs to be demolished to allow for demolition and construction access to Unit 8 cooling tower.

On April 23, 2015, staff requested the UPRR consider cancelling several invalid license agreements, including and most importantly, the aforementioned agreement. After several email exchanges between the City and the UPRR to clarify issues, on June 1, 2015, the City received an email from the UPRR stating that they had already cancelled this license agreement in their system back on October 31, 2012.

**ALTERNATIVES:**

1. The City Council should take action to officially cancel the license agreement (COA No. AGR 691 or UPRR Audit No. NWX1609) with Union Pacific Railroad.
2. Take no action.

**MANAGER'S RECOMMENDED ACTION:**

Maintaining a license agreement between the City and UPRR will require unnecessary coordination between the City and the railroad during the demolition of the diesel building. The original need for the license ceased to exist when the spur track was removed. Therefore, it is the recommendation of the City Manager that the

City Council approve Alternative #1, thereby cancelling the license agreement with Union Pacific Railroad.

**CHICAGO AND NORTH WESTERN**

**RAILWAY COMPANY**

(hereinafter called "Railway Company") hereby licenses **CITY OF ANNE, IOWA,**

(hereinafter called "Licensee") to construct, maintain and use, **a concrete building footing**

(hereinafter called "facility") upon the property of the Railway Company **at ANNE, IOWA,**

in the location and position, and in accordance with the specifications shown on the blue print dated

**APRIL 16, 1948,**..... hereto attached marked Exhibit **22**.....

and, by this reference, made a part hereof.

The foregoing license is given upon such express terms and conditions as are inserted below, as well as those contained upon the subsequent printed page, and should the Licensee at any time violate any of said terms or conditions, or use or attempt to use said facility for any other or different purpose than that above specified, then the Railway Company may, at its option, immediately revoke this license.

The foregoing license is subject to the following conditions:

First. The work of construction and maintenance shall be done and completed in good and workmanlike manner, at the sole expense of the said Licensee, and under the direction and supervision of the Chief Engineer of the Railway Company and to his satisfaction. Said work shall be done in such manner as in no way to interfere with the use of the property or tracks of the Railway Company, or the operation thereon of any engines, cars or trains, or to endanger the same.

Second. The said Licensee shall bear the cost of all protection which the Railway Company may require for its tracks or property during construction and maintenance hereby authorized and of all repairs, changes, additions or betterments to said Railway Company's tracks or property made necessary on account of same. If in the judgement of the Railway Company it shall be necessary to provide support for its tracks during the work of construction or maintenance the Railway Company will provide such support, and the entire cost thereof will be paid by the said Licensee promptly upon receipt of bill therefor.

Third. The said Licensee will give to the Chief Engineer of the Railway Company at least ten days' notice in writing before entering upon the right of way of the Railway Company for construction purposes, or for the purpose of making necessary repairs. The Railway Company reserves the right to judge of the necessity of repairs to said facility, and to require the Licensee to make such repairs upon ten days' notice in writing. In such case, said Licensee may enter upon said right of way without the ten days' notice above referred to, and shall proceed forthwith to make such repairs, and upon failure to do so within ten days, the Railway Company shall have the right to make said repairs and collect the entire cost thereof from the Licensee. The Railway Company reserves the right, in case in its opinion the safety of its tracks or property demands it, to make emergency repairs without notice to the Licensee and to collect the cost thereof from Licensee as herein provided.

Fourth. The Licensee assumes and agrees to pay for all loss or damage to property and injury to or death of persons, including costs and expenses incident thereto, arising, wholly or in part, from or in connection with the existence, construction, maintenance, repair, renewal, reconstruction, operation, use or removal of said facility or any defect therein or failure thereof, causing same or contributing thereto; and the Licensee shall forever indemnify the Railway Company against and save it harmless from all liability for any such loss, damage, injury and death, including all costs and expenses incident thereto.

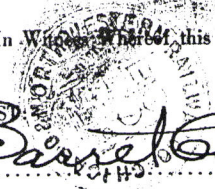
Fifth. The Railway Company reserves the right to use, occupy and enjoy its tracks, property and right of way, for such purpose, in such manner, and at such time as it shall desire, the same as if this instrument had not been executed by it. If any such use shall necessitate any change in the location or construction of said facility, or any part thereof, such change shall be made by the Licensee, at the expense of the Licensee, upon demand of the Railway Company, and the said Railway Company shall not be liable to the said Licensee on account thereof, or on account of any damage growing out of any use which the Railway Company may make of its said tracks, property and right of way.

Sixth. The Railway Company shall have the right at any time to revoke this license by giving thirty days' notice in writing to the Licensee and at the expiration of the time limited by said notice, or upon any other revocation of this license, the Licensee shall promptly, and in the manner directed by said Chief Engineer, remove all construction hereby authorized from the premises of the Railway Company and leave said premises in the same condition in which they were before the installation of the same. Upon default of the Licensee so to do, the Railway Company may remove the same and restore its premises, and the Licensee will promptly pay to the Railway Company the cost of so doing.

Seventh. The waiver of a breach of any of the terms or conditions hereof shall be limited to the act or acts constituting such breach, and shall never be construed as being a continuing or permanent waiver of any such terms or conditions, all of which shall be and remain in full force and effect as to future acts or happenings, notwithstanding any such waiver.

Eighth. This license is personal to said Licensee and is not assignable or transferable, without the written consent of the Railway Company being first obtained.

In Witness Whereof this instrument is executed this 5 day of June, 1948

ATTEST:  Barrett Conway Secretary By [Signature] Assistant to the President  
CHICAGO AND NORTH WESTERN RAILWAY COMPANY,

Pursuant to authority granted by resolution of the City Council of the City of Ames, Iowa, adopted May 24, 1948

The undersigned, the Licensee mentioned in the foregoing license, hereby accepts the same subject to the terms and conditions therein stated.  
ATTEST: [Signature] City Clerk. By W.D. Allen Mayor (Title) (Seal)

Lease Audit #NWX1609 was cancelled in our system on October 31, 2012.

Alissa Hackel  
Manager-Real Estate  
1400 Douglas Street  
Stop 1690  
Omaha, NE 68179  
ph: (402)544-8043  
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This correspondence is not intended as, and does not constitute, a binding agreement by any party, or an agreement by any party to enter into a binding agreement. A contract will not exist unless and until Union Pacific Railroad Company Management approval has been obtained and the parties have executed a formal Agreement, approved by their respective counsel, regarding the subject matter of the correspondence and containing all other essential terms of an agreed upon transaction which terms shall be subject to future negotiations by the parties at their sole discretion.

From: Brian Trower <btrower@city.ames.ia.us>  
To: "Justin K. Mahr" <jkmahr@up.com>, "Alissa M. Hackel" <AMHACKEL@UP.COM>  
Cc: Dell O Brown <DBrown@city.ames.ia.us>, Donald Kom <dkom@city.ames.ia.us>, Diane R Voss <DVoss@city.ames.ia.us>, "David W. Kollars" <DWKOLLARS@UP.COM>, Mark Lambert <MarkLambert@city.ames.ia.us>, Ron Unser <ruser@city.ames.ia.us>  
Date: 05/22/2015 04:02 PM  
Subject: Re: Proposal to Vacate (3) License Agreements Between the Chicago and North Western Railway Company and the City of Ames

Justin or Alissa:

Can I get a status of the progress to vacate the Building Encroachment agreement (covered by Audit # NWX1609)? The other two agreements (discussed in the email threads below) from the City's point of view are not time sensitive, but the one referencing this building is, because we need to demolish the building referenced in the agreement starting the last half of June (2015).

Please let me know.

Thank you.

Brian Trower

{In Archive} Re: Proposal to Vacate (3) License Agreements Between the Chicago and North Western Railway Company and the City of Ames



**COUNCIL ACTION FORM**

**SUBJECT: 2015/16 PROPERTY BROKER AND INSURANCE RENEWAL**

**BACKGROUND:**

Two components are involved in renewing the City's property insurance for the upcoming fiscal year. The first is extending the City's agreement with Willis of Illinois, Inc., for property insurance brokerage services. The second is accepting the actual renewal premium quotations for the City's property insurance program.

**Part One – Broker Contract One Year Extension**

Effective July 1, 2012, the City entered into a three year program with Willis of Illinois, Inc., for property insurance brokerage services. The contract included two extension options of one year each. The recommended 2015/16 contract renewal will be the first of the two optional one year extensions. The annual fee will be \$45,000, which has remained unchanged since 2012. Willis of Illinois has done an effective job providing brokerage, consulting and insurance placement services since the inception of the contract.

During Willis' original three year term, beginning with the FY 2012/13 renewal, the City made major risk management changes to its property insurance program.

The first major change was splitting the property insurance program into two parts, with one part covering power (Power Plant & Resource Recovery Plant) and related assets, and the other part covering all other municipal property. This enabled the City to consider insurance companies with coverages tailored to certain types of risks. The "Power" and related insurance was placed by Willis with Associated Electric and Gas Insurance Services (AEGIS), which specializes in utilities. The "Non-power" or "Municipal" facilities insurance was placed with Chubb Insurance Group with an insurance policy specifically designed for municipal properties. This approach enabled optimization of terms and pricing based on the insurer's specializations, versus placing insurance in a "one size fits all" program.

The second major change was the City's approach to financing the property risk, either through insurance or self-insurance. The question of "how much insurance is enough?" was addressed by the City Council in June 2012. Historically, it was determined to be prudent to purchase insurance limits equal to 100% of the total value of all property assets, even if the worst case loss scenario would never result in a claim equal to 100%?

As an alternative to insuring at 100% of value, the City Council determined it would use the widely accepted risk management technique known as Maximum Foreseeable Loss

(MFL) for quantifying a worst case scenario to finance or insure the City’s property risk. The City used a model of an EF5 tornado with a wide swath, touching down at or near the CyRide facility, traveling east and parallel with Lincoln Way, and not lifting up until it had reached the Public Works Maintenance Facility in east Ames. This MFL assumption is now used to calculate the Total Insured Value (TIV) included in the two part property insurance program.

Utilizing the MFL valuation approach, Electric Services advises that, in the event the Power Plant sustained a total loss, it would not be replaced in its current configuration. Therefore, the City’s TIV amount does not include a full Replacement Cost claim (\$311 million). Instead, the total loss (MFL) estimate used for the Power Plant is based on an Actual Cash Value (ACV) claim (\$124 million). This amount is estimated to be sufficient to replace the same megawatt capacity with a new natural gas generating plant. Other than the Power Plant, all other assets are insured at estimated replacement cost.

**Part Two – Insurance Renewal**

Besides approving the one year extension of Willis’ contract, Council is asked to consider renewal premium quotations for the two part insurance program. The quotation proposals from the expiring insurance companies, Chubb (Municipal) and AEGIS (Power related) is summarized in the table below:

<b>Summary of City of Ames Two Part Program Costs For “Municipal” &amp; “Power” Insurance</b>			
<b><i>Council Action</i></b> needed for Annual Premiums in Shaded Cells	<b>FY 2015/16 Proposed COMBINED ANNUAL PREMIUM</b>	<b>FY 2014/15 Proposed ANNUAL PREMIUM</b>	<b>Difference 2015/16 vs. 2014/15</b>
“Municipal” Properties (Chubb) including CyRide Buses on Premises Coverage	<b>\$117,858</b>	\$127,269	-7.4%
\$5.0M Excess Flood Layer covers flood zones and includes WPC, CyRide & Furman Aquatic. Insurer is RSUI since 2012.	<b>\$45,000</b>	\$50,000	-10%
“Power” Properties (AEGIS)	<b>\$481,283</b>	\$502,325	-5.1%
“Power” Terrorism \$200.0 Million limits: <b>TRIA</b> in 2015/16, versus <b>Lloyd’s</b> in 2014/15	<b>\$18,716</b>	\$46,171	-59.5%
<b>Total Insurance Premiums</b>	<b>\$662,857</b>	\$725,765	-8.67%

**Comment on TRIA (Terrorism Coverage)**

The City’s insurance costs were negatively impacted last year because Congress failed to authorize The Terrorism Risk Insurance Act (TRIA) until six months after the July 1 renewal. Because TRIA was renewed effective January 12, 2015, it was unnecessary to source terrorism coverage from Lloyd’s of London for the AEGIS part of the program.

TRIA government backed coverage, while shown on a separate line in the table to highlight the cost difference, will be included in the insurance policy issued by AEGIS at a significant cost reduction, from \$46,171 (Lloyds) to \$18,716 from AEGIS.

**TOTAL COST RECAP**

Property Insurance Program costs. (Approval requested)	FY 2015/16	FY 2014/15	Difference
Total Premiums from above Table	<b>\$662,857</b>	\$725,765	-8.67%
Annual Broker Fee (Willis 1-yr. extension)	<b>\$45,000</b>	\$45,000	--
<b>TOTAL COST of Premiums and Broker</b>	<b>\$707,857</b>	\$770,765	-8.17%
<b>APPROVED BUDGET</b>	<b>\$795,000</b>	\$769,851	

In addition to the \$662,857 for premiums noted in the above table, Willis’ annual brokerage fee is \$45,000. Therefore, total cost of the two part property insurance program described above is \$707,857, which is 8% less than the previous fiscal year total and 11% less than the approved 2015/16 budget amount of \$795,000. (See attachment A for a detailed breakdown that includes rates and insured values changes.)

**ALTERNATIVES**

1. Approve a) the one year extension of the Willis of Illinois broker contract in the amount of **\$45,000** and **b)** the proposed 2015/16 Annual Premium for "Power" and "Municipal" properties, brokered by Willis, of **\$662,857**, for a total cost of **\$707,857**.
2. Direct staff to seek other options for insuring the City's property.

**MANAGER'S RECOMMENDED ACTION:**

The proposed insurance renewal quotes obtained by the City's broker, Willis of Illinois, Inc., for the “Municipal” buildings from Chubb Group, for the Excess Flood insurance from RSUI, and for the “Power” and related facilities from AEGIS, as shown in the shaded cells in the above tables, provide appropriate coverage for the City’s property assets. The FY 2015/16 program is essentially the same as the expiring FY 2014/15 insurance coverages, except for the change in terrorism coverage, which is once again included in AEGIS’ insurance policy due to the federal renewal of TRIA.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby approving a) the one year extension of the Willis of Illinois broker contract in the amount of \$45,000 and b) the proposed 2015/16 Annual Premium for "Power" and "Municipal" property coverage, brokered by Willis, in the amount of \$662,857, for a total program cost of \$707,857.



**Attachment A – Details of Renewal Premium Quotes, Rates and Insured Values**

<b>2015/16 ‘Power’ Facilities</b> <b>Premium Renewal Pricing (AEGIS)</b> Same basic program as expiring, except terrorism is included in TRIA			
“Power” and Related Assets Coverage	FY2015/16 AEGIS	FY2014/15 AEGIS & Lloyds	Difference 2015/16 vs. 2014/15
Indexed Insured Values @ Replacement Cost	\$387,924,474	\$381,373,643	+1.7%
Amount of Coverage Purchased (MFL Basis; assumes Power Plant Total Loss @ ACV)	\$200,000,000	\$200,000,000	--
Account Rate	\$0.1241	\$0.1317	-5.8%
Power Related Premium, includes TRIA terrorism coverage, without Terrorism	\$481,283	\$502,325	-4.2%
Terrorism Coverage; 2014/15 from Lloyd’s and 2015/16 included in Policy under TRIA	\$18,716	\$46,171	
Total Power Related Premium, with Terrorism Coverage Cost Included	\$499,999	\$548,496	-8.8%

<b>2015/16 ‘Municipal’ Facilities</b> <b>Premium Renewal Pricing (Chubb Group &amp; RSUI)</b> Same basic program as expiring			
Chubb “Municipal” Assets Coverage	FY2015/16 CHUBB	FY2014/15 CHUBB	Difference 2015/16 vs. 2014/15
Indexed Insured Values @ Replacement Cost, including CyRide Buses on Premises	<b>\$154,824,237</b>	\$152,164,669	+1.7%
Excess Flood Limits, applies to WPC, CyRide, Furman Aquatic Center.	<b>\$5,000,000</b>	\$5,000,000	--
Chubb Premium	<b>\$117,858</b>	\$117,618	+0.2%
Library Builders Risk Premium (not renewed)	<b>\$0</b>	\$9,651	
Chubb Total	<b>\$117,858</b>	\$127,269	-7.4%
Chubb Rate	<b>.0761</b>	.0836	-9.0%
Excess Flood \$5.0 million Layer (RSUI)	<b>\$45,000</b>	\$50,000	-10%
<b>Total Municipal Property Premium</b>	<b>\$162,858</b>	\$177,269	-8.1%

**COUNCIL ACTION FORM**

**SUBJECT: EXCESS WORKERS COMPENSATION INSURANCE RENEWAL**

**BACKGROUND:**

The City began purchasing Excess Workers' Compensation Insurance coverage brokered by Holmes Murphy on July 1, 2010 to reduce the financial risk of catastrophic self-insured workers compensation claims. This coverage limits the City's financial exposure for self-insured workers compensation claims (including police and firefighter Chapter 411 injury disability claims) to a maximum dollar amount per individual claim. Beginning with the FY 2014/15 coverage approved last year by Council, this also includes an added layer of aggregate protection for multiple large claims exceeding a specified amount.

This coverage, which is provided by Midwest Employers Casualty Company (MWECC), will expire on June 30, 2015. MWECC provided a renewal quotation through Holmes Murphy for the same level of coverages. The cost is based on the City's estimated FY 2015/16 payroll (approximately \$39.63 million) times the insurer's rate of \$0.2375 per \$100. Together, the individual claim and aggregate layer coverages protect the City against unlimited financial exposure for both large individual claims and catastrophic events where there are multiple injuries.

**QUOTATION RECAP**

**Council approval is requested for the shaded column**

	<b>FY 2015-16</b>	<b>FY 2014-15</b>	
<b>Plan Feature</b>	<b>Self-insured and insured amounts</b>	<b>Self-insured and insured amounts</b>	<b>City and Insurer responsibility explained below:</b>
Self-insured per claim	<b>\$500,000</b>	<b>\$500,000</b>	City pays 100% of each claim up to \$500,000.
Insured Layer begins at this point:	<b>\$2,737,238</b>	<b>\$2,713,825</b>	MWECC pays an Aggregate Layer after the City has paid this amount.
Aggregate Layer	<b>\$2,000,000</b>	<b>\$2,000,000</b>	<u>Insurer</u> pays 100% of this Layer. City is responsible for <u>all</u> claims <u>after</u> MWECC has paid this amount.
<b>PREMIUM COST</b>	<b>\$94,124</b>	<b>\$88,652</b>	\$91,500 is the 2015/16 Budget.

Details of the proposed rates and payrolls are in shown in **Attachment A**.

Excess Workers Compensation rates are typically affected by past claims experience and national trends of overall claims experience and medical cost inflation. According to the underwriter, MWECC is pleased with the City's claims experience and stated that rates are impacted this year more by national medical and pharmaceutical cost trends than by the City's own claim experience. Although the cost is \$2,624 over the amount budgeted for this coverage, that overage can easily be covered by savings in the property insurance quotation for FY 2015/16.

**ALTERNATIVES:**

1. Accept the quote from Holmes Murphy & Associates, for coverage placed with Midwest Employers Casualty Company (MWECC), with the same coverage types and limits as expiring at a renewal premium of \$94,124.
2. Reject the quote from Homes Murphy and direct staff to search for other alternatives.
3. Decline to purchase Excess Workers Compensation Insurance and self-insure 100% of all employee injury claims that are incurred.

**MANAGER'S RECOMMENDED ACTION:**

The City has significant financial exposure for medical and long-term disability expenses from statutory 411 police and firefighter claims, as well as from other job classifications such as power plant workers and electric distribution employees. The individual claim and aggregate layer coverages will protect the City against unlimited financial exposure for large individual claims and for events that could cause multiple injuries.

Midwest Employers Casualty Company continues to provide acceptable excess workers compensation insurance that limit catastrophic injury claims costs for the City of Ames.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby approving the renewal of insurance coverage brokered by Holmes Murphy & Associates with coverage provided by Midwest Employers Casualty Company, maintaining the current retention of \$500,000 per Individual claim and an Aggregate Coverage Layer of \$2,000,000, for an annual premium of \$94,124.

**Attachment A**

**Recap of Historic Rates and Payrolls  
Excess Workers Compensation Insurance**

<b>FY</b>	<b>Annual Premium</b>	<b>Premium Change</b>	<b>Quoted Rate/ \$100 of Payroll</b>	<b>Rate Change</b>	<b>Payroll Estimate</b>	<b>Payroll Change</b>	<b>Insurer Name and Comment</b>
12/13	\$61,920		\$0.1780		<b>\$34,786,679</b>		Safety National, no Aggregate Coverage
13/14	\$75,663	+22.2%	\$0.2120	+19.1%	<b>\$35,689,975</b>	+2.6%	Safety National, no Aggregate Coverage
14/15	\$88,652	+17.2%	\$0.2304	+17.2%	<b>\$38,471,828</b>	+7.8%	MWECC, added Aggregate Coverage
<b>15/16</b>	<b>\$94,124</b>	<b>+6.2%</b>	<b>\$0.2375</b>	<b>+3.08%</b>	<b>\$39,625,980</b>	<b>+3.0%</b>	<b>MWECC, includes Aggregate Coverage</b>

ITEM # 23  
DATE: 06-9-15

**COUNCIL ACTION FORM**

**SUBJECT: STREET CLOSURE FOR INSTALLATION OF ROOFTOP MECHANICAL EQUIPMENT AT 2422 LINCOLN WAY**

**BACKGROUND:**

The property owner at 2422 Lincoln Way (Kingland Systems) is currently in the process of constructing a new building at the corner of Lincoln Way and Welch Avenue. The project has progressed to the stage at which they are ready to install the mechanical units onto the roof of the building. In order to do this ACI Mechanical, the subcontractor doing the work, will need to place a crane on the Welch Avenue side of the building to lift the units onto the roof. **This will close the 100 block of Welch Avenue for approximately a four hour period during a weekend day during the month of June.** A map of the area is shown in Attachment A.

*The Municipal Code* requires that City Council approve temporary closures of those streets that are classified as arterials or are active CyRide routes, which is the case with Welch Avenue (Brown Route).

As shown in the map the closure will block of the section of Welch Avenue just south of Lincoln Way to the entrance to Municipal Lot X. Staff has discussed the logistics of the closure with the Fire Department and CyRide. Due to the short duration of the closure, Fire is able to temporarily reroute trucks south onto Chamberlain Street. CyRide has requested that the closure occur on a Saturday as it will not conflict with any routes. Once a Saturday in June has been selected, staff will work with the contractor to send out public notices.

**ALTERNATIVES:**

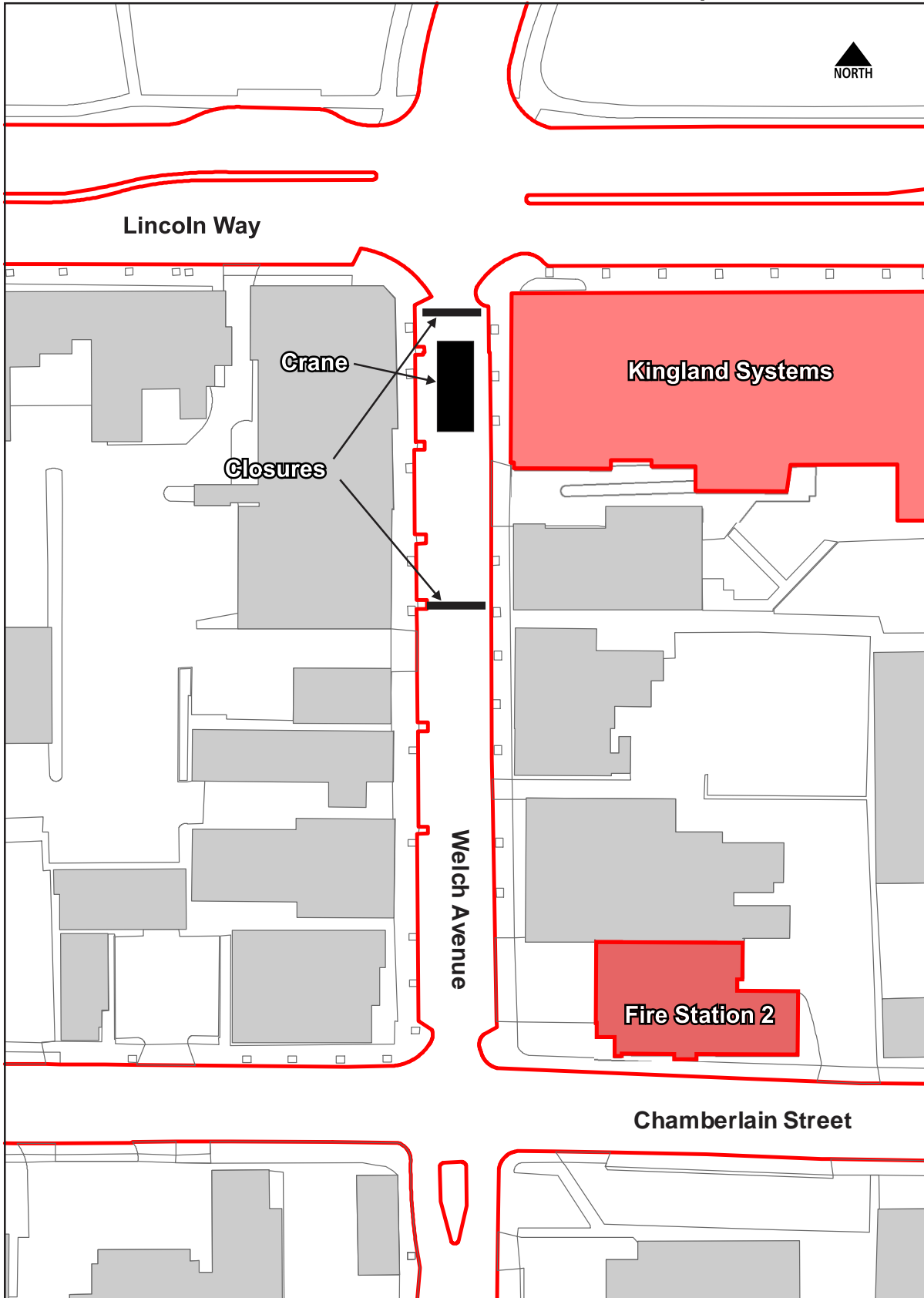
1. Delegate to staff the ability to close the 100 Block of Welch Avenue for a four hour period during a Saturday in the month of June for ACI Mechanical to install roof top mechanical units at 2422 Lincoln Way.
2. Direct staff to work with the contractor to determine exact alternate dates to conduct the mechanical unit installation.

**MANAGER'S RECOMMENDED ACTION:**

By granting the closure Welch Avenue for a four hour period in June, City Council would be facilitating the best possible coordination between the City and the property owner for this project, as well as providing the means to keep this major Campustown renovation project on schedule.

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

**Attachment A: Welch Avenue Closure Map**



**COUNCIL ACTION FORM**

**SUBJECT:**           **APPROVAL OF THE PURCHASE OF SELF-CONTAINED  
BREATHING APPARATUS FOR THE AMES FIRE  
DEPARTMENT**

**BACKGROUND:**

Self-contained breathing apparatus SCBA's are commonly recognized as the air pack worn by firefighters to enter hazardous environments such as structure fires or hazardous materials incidents. Currently the Fire Department is utilizing SCBAs that are approximately 15 years old, which is the designated maximum lifetime of the cylinders. In preparation for the replacement of these breathing apparatus, a total of \$290,350 was designated under a Capital Improvement Project. The approved 2014/15 operating budget for the Ames Fire Department includes \$145,175 for half of the SCBA's and the 2015/16 approved budget has the additional half of \$145,175 designated. This cost also includes hardware and software needed to support and maintain the equipment.

Two leading manufacturers of SCBA's were invited to demonstrate their respective SCBA's and to provide technical information to four members of the Ames Fire Department SCBA Team. Firefighters were allowed opportunities to "test" the SCBA's and provided valuable input to the Ames Fire evaluators. The team was able to narrow down the features and provided the summary of the evaluations to the City of Ames Finance Department, who then assisted Fire Department personnel with creating a bid proposal.

This bid is for the purchase of forty-one (SCBAs) and required accessories for the Fire Department. The bid documents call for partial equipment to be delivered prior to June 30, 2015 and the remaining items to be delivered after July 1, 2015.

The bid was divided into three categories: (1) bidding information and award form; (2) general requirements; and (3) specifications and requirements. Three submitted bids were received and subsequently evaluated by Fire and Finance Department personnel based on meeting the minimum requirements set forth in the bid, the base bid, the delivery time, ongoing costs, and any potential trade-in value.

**The following bids were received on June 2, 2015:**

<b><u>Bidder</u></b>	<b><u>Bid Amount</u></b>	<b><u>Salvage Value</u></b>
Ed M. Feld Equipment Co. of Carroll, IA	\$ 278,037	\$ 3,260
MES Municipal Emergency Services, Inc. Fremont, NE	\$ 273,758	\$ 0
Sandry Fire Supply LLC of DeWitt, IA	\$ 311,110.35	\$ 7,500



Staff have reviewed the three bids and concluded that two of the vendors—Ed M. Feld Equipment Co. and MES (Municipal Emergency Services, Inc.)—have met the bid's minimum requirements. Sandry Fire Supply LLC did not meet the minimum bid requirements due in part to non-NFPA compliant SCBAs (they are not anticipated to become NFPA compliant until later this year).

**ALTERNATIVES:**

1. Approve a contract with Municipal Emergency Services in an amount not to exceed \$273,758.
2. Approve a contract with Ed M. Feld Equipment Co. of Carroll, IA.
3. Direct staff to revise the RFP and go back out for bids.
4. Reject all bids and delay the replacement of the self contained breathing apparatus for the fire department.

**MANAGER'S RECOMMENDED ACTION:**

Currently the Fire Department is utilizing SCBAs that are approximately 15 years old, which is the designated maximum lifetime of the cylinders. The approved 2014/15 operating budget for the Ames Fire Department includes \$145,175 for half of the SCBA's, and the 2015/16 approved budget also has \$145,175 for a combined total of \$290,350.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby approving award of contract for the SCBA's to Municipal Emergency Services in the amount not to exceed \$273,758.

**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.**

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.

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.

Staff reviewed the bid submitted by Bodine Services of Clinton LLC, Clinton, IA, and concluded that it was acceptable.

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. Award the contract for the Specialized Heavy Duty Cleaning Services Contract for Power Plant Boilers to Bodine Services of Clinton LLC, Clinton, IA, for hourly rates and unit prices bid, in an amount not-to-exceed \$175,000.

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 bids and purchase specialized heavy duty cleaning services on an as-needed basis.

**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.

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: RENEWAL OF CONTRACT FOR ELECTRIC SERVICES  
UNDERGROUND TRENCHING CONTRACT**

**BACKGROUND:**

This contract consists of a contractor furnishing all equipment, tools, labor, and materials not supplied by Electric Services for excavating, trenching, directional boring, and backfilling for installation of conduits, ground sleeves, box pads, vaults, handholes, and other appurtenances. This consists of emergency service, as well as regularly planned repairs and services.

On February 24, 2015, City Council awarded the **primary contract** to Ames Trenching & Excavating, Ames, IA, in an amount not-to-exceed \$112,500 and the **secondary contract** to Communication Technologies, Des Moines, IA, in an amount not-to exceed \$37,500. Both contracts are for the Underground Trenching Contract to be furnished as requested from award date through June 30, 2015. Council may recall that the initial contract period was shortened to enable future renewals to coincide with the City's fiscal year.

Each contract has the option for the City to renew in one-year increments for up to four additional years. This option includes a rate provision which increases rates at fixed percentages above the previous fiscal year contracted rates at time of renewal. For the **primary contract** with Ames Trenching & Excavating the fixed rates for FY 2015/16 include labor and equipment & tools increases of 5%. For the **secondary contract** with Communication Technologies, LLC the fixed rates for FY 2015/16 include labor and equipment & tools increases of 3%. All increases are 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 total amount to be renewed for this contract will be a time and materials cost not to exceed \$300,000.** This amount is larger than the first year of the contract because the first year of the contract covered only a partial year. The approved FY 2015/16 operating budget for Underground System Improvements contains \$1,400,000. Trenching and excavation services are included in this amount. The trenching and excavation services covered by this contract would also be used for the relocation of Electric Services facilities to clear sites for Public Works roadway improvement projects. Funds have been designated in various CIP projects for those relocation activities.

**ALTERNATIVES:**

1. a. Approve the **primary contract** renewal with Ames Trenching & Excavating, Ames, IA, for the Underground Trenching Contract for Electric Services 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 in an amount not-to-exceed \$255,000.
- b. Approve the **secondary contract** renewal with Communication Technologies, Des Moines, IA, for the Underground Trenching Contract for Electric Services 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 in an amount not-to-exceed \$45,000.
2. Cancel the renewal of the primary and/or secondary contract(s) and instruct staff to rebids these services.
3. Cancel the renewal of the primary and/or secondary contract(s) and purchase underground trenching services on an as-needed basis.

**MANAGER'S RECOMMENDED ACTION:**

These services are necessary to provide trenching and excavation for new construction, maintenance, and emergency repair activities for Electric Services. These contracts will establish rates for service and provide for guaranteed availability, thereby setting in place known rates for service and helping to control costs.

Having two contractors under contract allows the City to assign work to the secondary contractor if the primary contractor is busy and is unable to meet required project deadlines. This should reduce delays to project schedules.

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

**COUNCIL ACTION FORM**

**SUBJECT: CONTRACT RENEWAL FOR WATER METERS AND RELATED ACCESSORIES**

**BACKGROUND:**

On February 10, 2015, Itron, Inc. was awarded a contract for the procurement of an Automatic Meter Reading (AMR) system which included hardware, software, meters, installation, and maintenance services. That contract also included up to four 12-month renewals, with the timing of each renewal to run with the City's fiscal years. Itron has provided firm unit pricing for FY15/16 with no price changes from the initial contract that was approved in February.

Based on anticipated quantities to be purchased during the upcoming fiscal year, the contract will be in an amount not to exceed \$500,000. Funding sources for the FY 15/16 contract include \$200,000 from the operating budget and \$300,000 from the Capital Improvement Plan funds designated for the AMR project. The adopted FY 15/16 budget for this project is as follows.

FY 15/16 Operating Budget	\$242,200
FY 15/16 CIP Budget	100,000
<u>FY 14/15 CIP Carryover (estimated)</u>	<u>275,000</u>
Total Available Budget	\$617,200

**ALTERNATIVES:**

1. Approve a contract renewal with Itron, Inc. of Liberty Lake, WA to furnish radio units, meters and related parts and services for the period of July 1, 2015, through June 30, 2016, at the unit costs quoted on May 28, 2015, in a total amount not to exceed \$500,000. Future annual renewals will require subsequent authorization by the City Council.
2. Do not renew the contract with Itron at this time. This would negatively impact the water meter replacement program and installation of meters for new construction, since the City can no longer purchase new meter registers that operate on the existing legacy meter reading system.

**MANAGER'S RECOMMENDED ACTION:**

The City has initiated a multi-year project to install an Automatic Meter Reading System using meter reading equipment and meters provided by Itron, Inc. Staff has reviewed the pricing from Itron, Inc., for FY 15/16 and has concluded that continuing with Itron is still in the City's best interests. **Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, approving the contract with Itron, Inc. to furnish radio units, meters and related parts and services for the period of July 1, 2015, through June 30, 2016.**





Electric / Gas / Water  
 Information collection, analysis and application

2111 N. Molter Rd.  
 Liberty Lake, WA 99019  
 fax: 866-787-6910  
[www.itron.com](http://www.itron.com)

**Pricing Summary for  
 City of Ames, IA**

May 28, 2015  
 BMR# 8046-15 Ver1 May

Item	Part Number	Description	Qty	Unit Price	Extended Price	Notes
<b>ERT's and Meters</b>						
1	ERW-1300-402	100W+, Encoder with Integral Connector & Antenna Connector	TBD	\$62.00	TBD	(1)
2	ERW-1300-313	100W-R+ ERT, Encoder Remote with 10 Inch Cable	TBD	\$62.00	TBD	(1)
3	CFG-0771-021	100W-R Mounting Kit for Remote Installations	TBD	\$2.50	TBD	
4	Meter	Badger RCDL M25 LL Disc Meter (NSF 61-G), 5/8" (1/2 X 7 1/2), Cast Iron Bottom, Less Connections, HRE, Cubic Feet, 8 Dial - (10 Gal / 1 Ft3 / .1 M3), Plastic Shroud / Plastic Lid (Black) Generic Connectivity, BMI Supplied, Pig-Tail (gel-cap), 10 ft Wire, UM1-0010-1909	TBD	\$84.00	TBD	
5	Meter	Badger RCDL M25 LL Disc Meter (NSF 61-G), 5/8" X 3/4-3/4 Bore (3/4 X 7 1/2), Cast Iron Bottom, Less Connections, HRE, Cubic Feet, 8 Dial - (10 Gal / 1 Ft3 / .1 M3), Plastic Shroud / Plastic Lid (Black) Generic Connectivity, BMI Supplied, Pig-Tail (gelcap), 10 ft Wire, UM1-0010-1910	TBD	\$84.00	TBD	
6	Meter	Badger RCDL M35 LL Disc Meter (NSF 61-G), 3/4" (3/4 X 9), Cast Iron Bottom, Less Connections, HRE, Cubic Feet, 8 Dial - (10 Gal / 1 Ft3 / .1 M3), Plastic Shroud / Plastic Lid (Black) Generic Connectivity, BMI Supplied, Pig-Tail (gel-cap), 10 ft Wire, UM1-0010-1911	TBD	\$106.00	TBD	
7	Meter	Badger RCDL M55 LL Disc Meter (NSF 61-G), 1" (1 X 10 3/4), Cast Iron Bottom, Less Connections, HRE, Cubic Feet, 8 Dial - (10 Gal / 1 Ft3 / .1 M3), Plastic Shroud / Plastic Lid (Black) Generic Connectivity, BMI Supplied, Pig-Tail (gel-cap), 10 ft Wire, UM1-0010-1912	TBD	\$137.00	TBD	
8	Meter	Badger RCDL M120 LL Disc Meter (NSF 61-G), 1 1/2", Elliptical Long Drilled, Less Connections, HRE, Cubic Feet, 8 Dial - (100 Gal / 10 Ft3 / 1 M3), Plastic Shroud / Plastic Lid (Black) Generic Connectivity, BMI Supplied, Pig-Tail (gel-cap), 10 ft Wire, UM1-0010-1913	TBD	\$308.00	TBD	
9	Meter	2x17" Elster AMCO evoQ4 AL2 Electromagnetic meter with 8-digit Sensus encoder module with 25' Itron ILC	TBD	\$1,383.00	TBD	(3)
10	Meter	3" Elster AMCO evoQ4 Electromagnetic meter with 8-digit Sensus encoder module with 25' Itron ILC	TBD	\$1,658.00	TBD	(3)
11	Meter	4" Elster AMCO evoQ4 Electromagnetic meter with 8-digit Sensus encoder module with 25' Itron ILC	TBD	\$1,887.00	TBD	(3)
12	Meter	6" Elster AMCO evoQ4 Electromagnetic meter with 8-digit Sensus encoder module with 25' Itron ILC	TBD	\$2,640.00	TBD	(3)



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[www.itron.com](http://www.itron.com)

**Pricing Summary for  
City of Ames, IA**

May 28, 2015  
BMR# 8046-15 Ver1 May

Item	Part Number	Description	Qty	Unit Price	Extended Price	Notes
<b>Alternate Meter Options</b>						
13	Meter	E-Series UltraSonic 316SS, 1 1/2", Elliptical Long Drilled, Less Connections, HRE-LCD Registration, Cubic Feet, Plastic Shroud / Plastic Lid (Gray) Generic Connectivity, BMI Supplied, Pig-Tail (gel-cap), 25 ft Wire, UM1-0010-2284	TBD	\$400.00	TBD	
14	Meter	Badger E-Series UltraSonic 316SS, 2", Elliptical Long Drilled, Less Connections, HRE-LCD Registration, Cubic Feet, Plastic Shroud / Plastic Lid (Gray) Generic Connectivity, BMI Supplied, Pig-Tail (gel-cap), 25 ft Wire, UM1-0010-1914	TBD	\$470.00	TBD	
15	Meter	Badger M5000 -Flanged Mag Meter, 2" (DN 50), Hard Rubber Liner, 150 lb Cast Steel Flanges, Meter Mounted Amplifier, 2 D Cell Batteries, Standard Lay Length, Alloy C Electrodes, 316SS Grounding Rings, Badger Certified Test, MG1-0000-3248	TBD	\$1,443.00	TBD	
16	Meter	Badger M5000 -Flanged Mag Meter, 3" (DN 80), Hard Rubber Liner, 150 lb Cast Steel Flanges, Meter Mounted Amplifier, 2 D Cell Batteries, Standard Lay Length, Alloy C Electrodes, 316SS Grounding Rings, Badger Certified Test, MG1-0000-3249	TBD	\$1,554.00	TBD	
17	Meter	Badger M5000 -Flanged Mag Meter, 4" (DN 100), Hard Rubber Liner, 150 lb Cast Steel Flanges, Meter Mounted Amplifier, 2 D Cell Batteries, Standard Lay Length, Alloy C Electrodes, 316SS Grounding Rings, Badger Certified Test, MG1-0000-3250	TBD	\$1,666.00	TBD	
18	Meter	Badger M5000 -Flanged Mag Meter, 6" (DN 150), Hard Rubber Liner, 150 lb Cast Steel Flanges, Meter Mounted Amplifier, 2 D Cell Batteries, Standard Lay Length, Alloy C Electrodes, 316SS Grounding Rings, Badger Certified Test, MG1-0000-2422	TBD	\$1,944.00	TBD	
19	Meter	Badger RCDL M25 LL Disc Meter (NSF 61-G), 5/8" (1/2 X 7 1/2), Cast Iron Bottom, Less Connections, ADE, Cubic Feet, 6 Dial - (10 Gal / 1 Ft3 / .1 M3), Plastic Shroud / Plastic Lid (Black) Itron 100W+ Series Endpoint, Programmed (ITRON Supplied), Remote, Factory Pre-Wired, 10 ft Wire, UM1-0010-1964	TBD	\$87.00	TBD	
20	Meter	Badger RCDL M25 LL Disc Meter (NSF 61-G), 5/8" X 3/4-3/4 Bore (3/4 X 7 1/2), Cast Iron Bottom, Less Connections, ADE, Cubic Feet, 6 Dial - (10 Gal / 1 Ft3 / .1 M3), Plastic Shroud / Plastic Lid (Black) Itron 100W+ Series Endpoint, Programmed (ITRON Supplied), Remote, Factory Pre-Wired, 10 ft Wire, UM1-0010-1965	TBD	\$87.00	TBD	
21	Meter	Badger RCDL M35 LL Disc Meter (NSF 61-G), 3/4" (3/4 X 9), Cast Iron Bottom, Less Connections, ADE, Cubic Feet, 6 Dial - (10 Gal / 1 Ft3 / .1 M3), Plastic Shroud / Plastic Lid (Black) Itron 100W+ Series Endpoint, Programmed (ITRON Supplied), Remote, Factory Pre-Wired, 10 ft Wire, UM1-0010-1971	TBD	\$109.00	TBD	
22a	Meter	Integral shroud/lid configuration includes HRE (8 Dial) and 100W+ ERT (without exposed wire, less meter) factory wired and tested, ready to retrofit to appropriate meter	TBD	\$123.50	TBD	
22b	Meter	HRE only (without meter or ERT) cubic feet, 8 dial, plastic shroud/plastic lid (black), generic connectivity, 5' wire with Itron in-line connector (connects to Pit ERT in 1a)	TBD	\$59.00	TBD	
23	Meter	Badger 5/8 Stainless Steel E-Series ADE Protocol / 10' Flying Lead	TBD	\$133.00	TBD	
24	Meter	Badger 5/8 X 3/4 Stainless Steel E-Series ADE Protocol / 10' Flying Lead	TBD	\$130.00	TBD	
25	Meter	Badger 3/4 X 9 Stainless Steel E-Series ADE Protocol / 10' Flying Lead	TBD	\$156.00	TBD	
26	Meter	Badger 1" Stainless Steel E-Series ADE Protocol / 10' Flying Lead	TBD	\$172.00	TBD	



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**Pricing Summary for  
City of Ames, IA**

May 28, 2015  
BMR# 8046-15 Ver1 May

Item	Part Number	Description	Qty	Unit Price	Extended Price	Notes
27	Meter	RCDL Turbo Series Meter LL, 2", Round with test plug, without integral strainer, less connections, HRE registration, cubic feet, 8 dial - 0.1 Ft3, plastic shroud/plastic lid (gray) generic connectivity, 10' Flying Lead	TBD	\$698.00	TBD	
28	Meter	RCDL Turbo Series Meter LL, 3", Round with test plug, without integral strainer, less connections, HRE registration, cubic feet, 8 dial - 0.1 Ft3, plastic shroud/plastic lid (gray) generic connectivity, 10' Flying Lead	TBD	\$820.00	TBD	
29	Meter	RCDL Turbo Series Meter LL, 4", Round with test plug, without integral strainer, less connections, HRE registration, cubic feet, 8 dial - 0.1 Ft3, plastic shroud/plastic lid (gray) generic connectivity, 10' Flying Lead	TBD	\$1,207.00	TBD	
30	Meter	RCDL Turbo Series Meter LL, 6", Round with test plug, without integral strainer, less connections, HRE registration, cubic feet, 8 dial - 1 Ft3, plastic shroud/plastic lid (gray) generic connectivity, 10' Flying Lead	TBD	\$2,878.00	TBD	
31	Meter	Badger RCDL M25 LL Disc Meter (NSF 61-G), 5/8" (1/2 X 7 1/2), Cast Iron Bottom, Less Connections, Integral shroud/lid configuration includes HRE (8 dial) and 100W+ ERT (without exposed wire) factory wired and tested.	TBD	\$159.00	TBD	
32	Meter	Badger RCDL M25 LL Disc Meter (NSF 61-G), 5/8" X 3/4-3/4 Bore (3/4 X 7 1/2), Cast Iron Bottom, Less Connections, Integral shroud/lid configuration includes HRE (8 dial) and 100W+ ERT (without exposed wire) factory wired and tested.	TBD	\$159.00	TBD	
33	Meter	Badger RCDL M35 LL Disc Meter (NSF 61-G), 3/4" (3/4 X 9), Cast Iron Bottom, Less Connections, Integral shroud/lid configuration includes HRE (8 dial) and 100W+ ERT (without exposed wire) factory wired and tested.	TBD	\$181.00	TBD	
34	Meter	Badger RCDL M55 LL Disc Meter (NSF 61-G), 1" (1 X 10 3/4), Cast Iron Bottom, Less Connections, Integral shroud/lid configuration includes HRE (8 dial) and 100W+ ERT (without exposed wire) factory wired and tested.	TBD	\$212.00	TBD	
35	Meter	Badger RCDL M120 LL Disc Meter (NSF 61-G), 1-1/2" Elliptical Long Drilled, Less Connections, Integral shroud/lid configuration includes HRE (8 dial) and 100W+ ERT (without exposed wire) factory wired and tested.	TBD	\$383.00	TBD	
36	Meter	Badger RCDL M25 LL Disc Meter (NSF 61-G), 5/8" (1/2 X 7 1/2), Cast Iron Bottom, Less Connections, Bare Meter	TBD	\$49.00	TBD	
37	Meter	Badger RCDL M25 LL Disc Meter (NSF 61-G), 5/8" X 3/4-3/4 Bore, (3/4 X 7 1/2) Cast Iron Bottom, Less Connections, Bare Meter	TBD	\$49.00	TBD	
38	Meter	Badger RCDL M35 LL Disc Meter (NSF 61-G), 3/4" (3/4 X 9) Cast Iron Bottom, Less Connections, Bare Meter	TBD	\$67.00	TBD	
39	Meter	Badger RCDL M55 LL Disc Meter (NSF 61-G), 1" (1 X 10 3/4) Cast Iron Bottom, Less Connections, Bare Meter	TBD	\$98.00	TBD	
40	Meter	Badger RCDL M120 LL Disc Meter (NSF 61-G), 1-1/2" Elliptical Long Drilled, Less Connections, Bare Meter	TBD	\$273.00	TBD	

**Notes and Assumptions**

- Full warranty is consistent with the warranty terms in the Agreement for the first 10 years from date of shipment.  
For warranty claims in years 11 through 15, Itron's sole obligation will be to provide Customer with a discount on replacement product equal to 50 percent of its then-current list price for the replacement product.  
For warranty claims in years 16 through 20, Itron's sole obligation will be to provide Customer with a discount on replacement product equal to 25 percent of its then-current list price for the replacement product.
- Cross reference with BMR# 6164-14 Ver8 Jan, 6164-14 Ver10 Feb, and BMR# 7578-15 Ver2 Mar.
- Elster - for meters with 8-digit Sensus encoder module with 30' bare cable, deduct \$20/meter.
- Elster Meter Freight is not included; FOB Ocala, FL.
- Badger Meter Freight - Prepay/no charge for shipments > \$15,000.00.
- Freight and taxes are not included. Prices are in US dollars. Prices are valid until June 30, 2016.

**COUNCIL ACTION FORM**

**SUBJECT: CHANGE ORDER NO. 4 WITH MSR FOR LIBRARY RENOVATION AND ADDITION ARCHITECTURAL CONTRACT**

**BACKGROUND:**

Phase II of the architectural contract for Ames Public Library Renovation and Addition was approved by the City Council on February 28, 2012. The original contract covered professional fees in the amount of \$1,487,325 plus an allowance for reimbursable expenses not to exceed \$40,000. Three contract changes have been approved to date. This request is before City Council now because the cumulative cost of all four change orders will exceed \$50,000.

Change Order No. 4 covers professional services charges for various design changes requested by the Library, including multiple door hardware revisions, the public art pad and associated lighting, under-shelf lighting, brick staining, additional way-finding and shelving signage, and extra power and data receptacles in numerous locations.

A summary of MSR's architectural contract to date appears below.

Original Contract Sum plus allowance for reimbursable expenses	\$1,527,325.00
Net changes authorized by Change Orders #1-3	\$39,526.50
Contract Sum after processing Change Order #3	\$1,566,851.50
Contract Sum increase by approval of Change Order #4	\$15,302.00
New Contract Sum including Change Order #4	\$1, 582,153.50

In recent months, the City Council has approved several change orders for the Library Renovation and Expansion Project contractors to carry out work called for by the design revisions listed above. The contract with MSR (formerly known as Meyer, Scherer & Rockcastle, Ltd.) needs to be updated to reflect the cost of the professional services provided, as well. **Change Order #4 is in response to MSR's request for an additional \$15,302 (\$11,590 for additional architectural services, \$1,697 for landscape architectural services, \$515 for lighting and wiring design services, and \$1,500 for engineering services). Funds are available in the Library's Renovation and Expansion Project budget.**

**ALTERNATIVES:**

1. Approve Change Order #4 with MSR of Minneapolis, Minnesota, for the Library Renovation and Addition in the amount of \$15,302.

2. Do not approve Change Order #4.

**MANAGER'S RECOMMENDED ACTION:**

The Library Board of Trustees was advised in May that this Change Order request was forthcoming. The Library Director and Construction Advisor have now reviewed the request and believe it is reasonable. Funds are available in the Library Renovation and Expansion Project Budget, which presently has an unencumbered balance of \$1,041,420.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby approving Change Order #4 to the contract for the Library Renovation and Addition with MSR of Minneapolis, Minnesota, in the amount of \$15,302.

**COUNCIL ACTION FORM**

**SUBJECT: GRAND AVENUE EXTENSION LOCATION AND ENVIRONMENTAL STUDIES – PROFESSIONAL SERVICES AGREEMENT CHANGE ORDER**

**BACKGROUND:**

In preparation for a future project to extend Grand Avenue from Squaw Creek Drive to South 16<sup>th</sup> Street and the realignment and extension of South 5<sup>th</sup> Street between South Duff Avenue and Grand Avenue, location and environmental studies must first be performed for this corridor, prior to transitioning into the sequential phases of project development outlined in the current Capital Improvements Plan (CIP).

The study area for this project consists of the extension of Grand Avenue and two intersection improvement areas, including S. 5<sup>th</sup> Street/S. Duff Avenue and at S. 16<sup>th</sup> Street and S. Duff Avenue. The location and environmental studies scope focuses on the completion of services and deliverables to provide project management assistance, development of a location study, and necessary National Environmental Policy Act (NEPA) documentation. A professional services agreement (PSA) for Grand Avenue Extension Location and Environmental Studies was executed for Phase 1 between the City of Ames and Howard R. Green of Johnston, Iowa on August 26, 2014 with the Iowa Department of Transportation (Iowa DOT) giving concurrence on September 2, 2014 in an amount not to exceed \$315,150.23.

**Due to the time line of this project and budgeting constraints for the Grand Avenue Extension, both phases could not be funded when the original contract was signed. Since that time, funding has been distributed over two fiscal years in the CIP to cover both of the needed phases. Therefore, it is now possible with this change order to proceed through the completion of the NEPA process.**

The project study area includes a large portion of the floodway and fringe areas, which has led to a goal to construct the proposed bridge and roadway at an elevation to prevent overtopping during high water events. Therefore, the project scope is complex and will be completed over the course of a 24 month period, which began in August 2014 and has an anticipated completion in August 2016.

Phase 1 deliverables are as follows:

- Draft Location Report, including the description and analysis of alternatives considered and exhibits, technical report files and appendices as have been completed for the development of alternatives (including cost estimates);

- Special Studies for inclusion in the environmental screening associated with the Location Study or NEPA documentation, including cultural resources investigations, wetlands, and threatened and endangered species habitat survey
- Documentation of Property Owner Meetings and a Public Information Meeting Summary

Phase 2 deliverables are as follows:

- Final Location Report, including the preferred alternative, with exhibits, technical report files and appendices
- Additional Special Studies for NEPA documentation as required, including a Phase I ESA, Section 4(F)/6(f) Evaluation, and noise analysis
- Additional Special Studies for NEPA documentation if warranted, including threatened and endangered bat mist netting
- Review Draft Environmental Assessment (EA)
- Signed EA
- Documentation of Property Owner Meetings and the EA Public Hearing Summary and Responses to Comments Received
- Review Draft Finding of No Significant Impact (FONSI) (if appropriate and Environmental Impact Study is determined not to be required)
- Signed FONSI

Phase 1 of this project is funded by \$300,000 in General Obligation (G.O.) Bonds and \$103,806 in Federal Demonstration Funds that are included in the 2013/14 CIP. Phase 2 of this project is funded by \$280,000 in G.O. Bonds in the 2015/16 CIP, bringing **total available funding to approximately \$683,806.**

**The change order is to increase the purchase order currently in place with Howard R. Green by \$265,861.35 for Phase 2 of this project, with the current funding showing to be authorized in the 2015/16 CIP.**

The remaining funds are allocated for a separate PSA providing Grant Writing/Funding Application Processing services for the Grand Avenue Extension with Howard R. Green of Cedar Rapids, Iowa in the amount of \$79,460. Additionally, any City staff time will be included as a project expense as well.

**ALTERNATIVES:**

1. Approve the engineering services agreement change order for the Grand Avenue Extension - Location and Environmental Studies with Howard R. Green, Inc. from Johnston, Iowa, in an amount not to exceed \$265,861.35.
2. Do not approve the change order at this time.

**MANAGER'S RECOMMENDED ACTION:**

The location and environmental studies are currently underway and by approving the change order for Phase 2, the project will continue with the proposed schedule to meet the anticipated completion date of August 2016.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby approving the engineering services agreement change order for the Grand Avenue Extension - Location and Environmental Studies with Howard R. Green, Inc. from Johnston, Iowa, in an amount not to exceed \$265,861.35.



**COUNCIL ACTION FORM**

**SUBJECT: CHANGE ORDER TO WPC DIGESTER IMPROVEMENT PROJECT**

**BACKGROUND:**

On September 9, 2014 the City Council awarded a construction contract to Eriksen Construction of Blair, NE for improvements to the digesters at the Water Pollution Control Facility (WPC).

As construction has progressed, several items have been identified that need to be addressed and would result in a change to the contract. Two previous changes have been authorized by the City Manager's Office in accordance with the City's Purchasing Policies, for a combined net increase of \$30,309.

An additional change order is now needed. Below is a breakdown of what is included in Change Order 3.

**Primary Digester 2 and Secondary Digester Interior Coatings**

As addressed in Change Order 2 (previously approved at the staff level), City staff has decided to not coat the interior walls below the low water elevation in each of the digesters. Change Order 2 included the credit from Primary Digester Number 1 (PD #1). Change Order 3 reflects the savings for Primary Digester Number 2 (PD #2) and the Secondary Digester (SD). The total **savings** to not coat below the low water elevation in Primary Digester 2 is \$9,992.00. The total **savings** to not coat below the low water elevation in Secondary Digester 1 is \$11,448.00.

**Secondary Digester Cover**

The contract called for Eriksen Construction to lift the Secondary Digester floating cover to allow for sandblasting and repainting of the interior wall. As discussed in the previous item, the contractor will only be repainting to the low water elevation. The contractor is able to paint to the low water elevation without lifting the cover. Since the digester cover will be resting on its lower supports and no longer lifted, there will be a 12-foot section of the wall that will not get sandblasted. This issue of not sandblasting the section of the wall has been discussed and it has been determined that the savings of not lifting the cover outweigh the need to sandblast and inspect this small section of wall. Staff will have the opportunity to address this area of the wall in the near future with other projects relating to the Secondary Digester cover. The total **savings** to not lift the Secondary Digester cover and not sandblast the section of wall is \$78,971.

Primary Digester 2 Roof Joint

Removal and replacement of the existing 4” joint material around the exterior of the Primary Digester 2 cover is required to repair water seepage into the tank. This repair must be completed before the interior coatings of the tank can proceed. The total **cost** to remove and replace the roof joint is \$22,839.

**The total cost for the change order is reduction of \$77,572.** The costs/savings for each of the items have been reviewed and staff feels that this is a reasonable price. Even though this change order is an overall reduction in the contract price, the City’s Purchasing Policy looks at the total magnitude of the change in contract amounts, both up and down. As a result, this change order requires Council’s approval. A copy of the change order is attached.

Original Contract Amount		\$1,615,750
Change Order 1		
Change in Valve Materials	(2,260)	
Concrete Repairs – PD #1	3,364	
Roof Joint Replacement – PD #1	34,517	
		\$35,621
Change Order 2		
Delete selected painting – PD #1	(5,312)	
		(\$5,312)
Change Order 3		
Delete selected painting – PD #2	(9,992)	
Delete selected painting – SD Interior	(11,448)	
Delete selected lifting – SD Cover	(78,971)	
Roof Joint Replacement – PD #2	22,839	
		(\$77,572)
Revised Contract Amount		\$1,568,487

ALTERNATIVES:

1. Approve Change Order Number Three in the amount of -\$77,572 to Eriksen Construction of Blair, NE.
2. Do not approve the change order at this time.

MANAGER'S RECOMMENDED ACTION:

The changes proposed are to improve the expected life and function of the digesters at the Water Pollution Control Facility. The consulting engineers, City staff, and Eriksen Construction have worked together to come up with reasonable, cost effective

recommendations. Rejecting the change order would result in impacts to the project that may affect the long term life of the digesters.

**Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative 1, thereby approving Change Order Number Three with Eriksen Construction in the amount of -\$77,572.**

# Change Order No. 3

Project: <b>Ames WPCF Digester Improvements</b>	Date of Contract: <b>September 16, 2014</b>
Owner: <b>City of Ames</b>	Owner's Contract No.:
Engineer: <b>FOX Engineering</b>	Engineer's Project No.: <b>2394-13A</b>
Contractor: <b>Eriksen Construction Co., Inc.</b>	Date of Issuance: <b>June 3, 2015</b>

**The Contract Documents are modified as follows upon execution of this Change Order:**

## **DESCRIPTIONS:**

- Item 1 Change Proposal Request #4. Costs required to remove 4" of the existing joint material around the exterior of the digester cover on Primary Digester Cover No. 2 and install an EMSeal DSM-DS Expansion Joint System. Add \$ 22,839.00.
- Item 2 Change Proposal Request #6. Credit to the Owner to not install the coatings in PD-2 on the walls from elevation 100.85 to 75.50 or on the base slab. City calculated a total of 8,540 square feet for the surface area at \$1.17 per square foot. Deduct (\$9992.00).
- Item 3 Change Proposal Request #7. Credit to the Owner to not install the coatings in SD-1 on the walls from elevations 94.25 to 75.50 or on the base slab. City calculated a total of 9,785 square feet for the surface area at \$1.17 per square foot. Deduct (\$11,448.00).
- Item 4 Change Proposal Request #8. Credit to the Owner to not jack the lid on SD-1 and leave the remaining coatings in place from elevation 83.42 to 94.25. Deduct (\$78,971.00).

Attachments 4 – CPR #4, 6, 7, 8

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**CHANGE IN CONTRACT PRICE:**

Original Contract Price:

\$1,615,750.00

 Increase  Decrease from previously approved Change Orders:

\$30,309.00

Contract Price prior to this Change Order:

\$1,646,059.00

 Increase  Decrease of this Change Order:

(\$77,572.00)

Contract Price incorporating this Change Order:

**\$1,568,487.00**

---

**CHANGE IN CONTRACT TIMES:**Original Contract  Working  Calendar  
Substantial completion: September 30, 2016  
Ready for final payment: NA Increase  Decrease from previously approved Change Orders:

Substantial completion (days): 14

Ready for final payment (days): NA

Contract Times prior to this Change Order:

Substantial completion: October 14, 2016

Ready for final payment: NA

 Increase  Decrease of this Change Order:

Substantial completion (days): NA

Ready for final payment (days): NA

Contract Times with all approved Change Orders:

Substantial completion: October 14, 2016

Ready for final payment: NA

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**RECOMMENDED:**By: Carla Schumacher  
Engineer (Authorized Signature)Date: 6/3/15**ACCEPTED:**By: \_\_\_\_\_  
Owner (Authorized Signature)

Date: \_\_\_\_\_

**ACCEPTED:**By: \_\_\_\_\_  
Contractor (Authorized Signature)

Date: \_\_\_\_\_

# Eriksen Construction Co., Inc.

2546 South Hwy. 30 - P.O. Box 610 - Blair, Nebraska 68008-0610 - 402 / 426-3119 - Fax 402 / 426-3150

## CONTRACT MODIFICATION COST SUMMARY

           Change Of Scope  
  X   Additional Work

Project: Ames Digester Impr. Date: 03/18/15  
 Request Made By: Eriksen Construction Job No.: 622

COR #4 represents the costs required to remove 4" of the existing joint material around the exterior of the digester cover on Primary Digester Cover No. 2 and install an EMSeal DSM-DS Expansion Joint System, if approved by Fox Engineering.

### Material & Equipment:

	Factor	Percentage	
Material Work Sheet			\$0.00
Equipment Work Sheet			\$ -
Expendables ( % of materials)	0	0.00%	\$ -
Sales Tax	0	0.00%	\$ -
Freight ( % of Materials & Equipment)	0	0.00%	\$ -
<b>Sub-Total Material &amp; Equipment</b>			<b>\$ -</b>

### Equipment Rental

	Hours	Rate	
Track Crane per hour	0	175.00	\$ -
Hydraulic Crane per hour	0	175.00	\$ -
Rubber Tire Loader per hour	0	120.00	\$ -
Track Loader per hour	0	120.00	\$ -
Dozer per hour	0	120.00	\$ -
Excavator per hour	0	165.00	\$ -
Backhoe / Small Trackhoe per hour	0	85.00	\$ -
Scissor Lift ( equipment only) per hour	0	40.00	\$ -
Skidsteer per hour	0	75.00	\$ -
Air Compressor / Hammer per hour	0	40.00	\$ -
Dump Truck per hour	0	80.00	\$ -
Pick-up per day	0	55.00	\$ -
Semi / Lowboy per hour	0	175.00	\$ -
Welder per hour	0	30.00	\$ -
Fuel Surcharge		0.00	\$ -
Small Tools		0.00	\$ -
Other		0.00	\$ -
<b>Sub-Total Equipment Rental</b>			<b>\$ -</b>

### Labor & Burden

	Hours	Rate	
Project Manager	2	100.00	\$ 200.00
Superintendent	0	75.00	\$ -
Crane Operator	0	62.50	\$ -
Dozer/Forklift Operator	0	60.00	\$ -
Skidloader/Loader Operator	0	56.60	\$ -
Carpenter	0	55.40	\$ -
Laborer	0	52.50	\$ -
<b>Sub-Total Direct Labor</b>			<b>\$ 200.00</b>

**Sub-Total Page 1 Of 3** **\$ 200.00**

# Eriksen Construction Co., Inc.

2546 South Hwy. 30 - P.O. Box 610 - Blair, Nebraska 68008-0610 - 402 / 426-3119 - Fax 402 / 426-3150

## CONTRACT MODIFICATION COST SUMMARY

**Sub-Total Brought Forward From Page 1 1 Of 3** **\$ 200.00**

Change Of Scope  
 Additional Work

Project: Ames Digester Impr. Date: 03/18/15

Request Made By: Eriksen Construction Job No.: 622

**Labor Adjustments:**

	Factor	Percentage		
Estimating	0	0.4%	\$	-
OSHA	0	0.6%	\$	-
Material Handling	0	0.43%	\$	-
Testing	0	0.35%	\$	-
Safety Program	0	0.35%	\$	-
Start-up	0	0.3%	\$	-
Punch List	0	0.3%	\$	-
Clean Up	0	0.31%	\$	-
Coordination	0	0.31%	\$	-
Schedule Revisions	0	0.63%	\$	-
Quality Control	0	0.04%	\$	-
Expediting	0	0.83%	\$	-
<b>Sub-Total Labor Adjustments</b>			<b>\$</b>	<b>-</b>

**Subcontractors**

Western Waterproofing Company

\$	20,520.00
\$	-
\$	-
\$	-
\$	-
\$	-
\$	-
\$	-
\$	-

**Sub-Total Subcontractors** **\$ 20,520.00**

**Project Expense:**

	Factor	Percentage		
Administration Travel & Subsistence			\$	-
Job Office Expense			\$	-
Permit & Inspection Cost			\$	-
Postage Cost			\$	-
Project Administration ( % of cost)	0	2.00%	\$	-
Storage Facilities			\$	-
Telephone Expense			\$	-
Temporary Utilities			\$	-
<b>Sub-Total Project Expense</b>			<b>\$</b>	<b>-</b>

**Sub-Total page 2 Of 3** **\$ 20,720.00**

# Eriksen Construction Co., Inc.

2546 South Hwy. 30 - P.O. Box 610 - Blair, Nebraska 68008-0610 - 402 / 426-3119 - Fax 402 / 426-3150

## CONTRACT MODIFICATION COST SUMMARY

Sub-Total Brought Forward From Page 2 2 Of 3 \$ 20,720.00

Change Of Scope  
 Additional Work

Project: Ames Digester Impr. Date: 03/18/15

Request Made By: Eriksen Construction Job No.: 622

### Modification Of Sub-Total Costs

Warranty	0.00%	\$ -
Interest On Delayed Rention	0.00%	\$ -
Extended Overhead (Project Extension)	0.00%	\$ -
Sub-Total Modifications		\$ -

Sub-Total Of Direct Project costs \$ -

Contractor's Fee on GC Work  of \$200.00 \$ 30.00

Sub-Total Of Total Costs \$ 20,750.00

Contractor's Fee on Sub Work  of \$20,520.00 \$1,641.60

Sub-Total \$ 22,391.60

Bond and Insurance  \$ 447.83

Total Amount This Modification \$ 22,839.00

This proposal may be withdrawn or modified if not accepted in (30) calendar days

Time extension required to base bid  calendar days

Submitted by: *Cathy Ackerson* 3/18/2015  
Eriksen Construction Co. Inc Date

Approved by: \_\_\_\_\_ Date



## PROPOSAL/CONTRACT

March 18, 2015

Concrete  
Restoration

Casey Ackerman  
Erikson Construction  
Blair, NE 68008-0610

Masonry  
Restoration

Stadium  
Restoration

WE (Western) HAVE PREPARED A PROPOSAL FOR: **Ames Waste Water Treatment Plant**

Balcony  
Restoration

**SCOPE OF WORK:** We propose to furnish and install all necessary labor, materials, equipment, supervision, and insurance, as shown on the enclosed sample certificate, to complete the following:

Plaza  
Restoration

**1. Mobilization**

Mobilization will consist of the time necessary to properly mobilize and demobilize the project. Also included is the time necessary for the proper supervision to manage the project and the necessary equipment and material to assist in the mobilization and supervision of the project.

EIFS  
Restoration

Historic  
Restoration

**BARRICADE RIBBON / BARRICADE FENCING:** Temporary barricades will be installed to close off the work area while performing our work. The pedestrian and vehicular barricading will be limited to orange or yellow barricade ribbons, as well as, the necessary signs to enclose our work area.

Wall Coating

Caulking &  
Sealants

**\$520.00**

Deck Coating

**2. Remove Existing Sealant and Replace with Emseal DSM-DS**

The existing sealant at the perimeter of digester tank #1, approximately 260 lineal feet ranging from minimum 1.25" to maximum 4.5", will be removed and metal tank and concrete edge will be prepped to receive new expansion material. At completion of preparation Emseal DSM-DS will be installed according to manufacturer's recommendations. An aerial lift will be used along with working from the lid. Clean-up will likely be needed inside the tank from falling debris. A 5-year labor and material warranty will be provided.

Planter  
Waterproofing

Below Grade

Stone  
Cleaning &  
Restoration

**\$24,500.00**

Tuckpointing

**3. Remove Existing Sealant and Replace with Emseal DSM-DS**

The existing sealant at the perimeter of digester tank #2, approximately 260 lineal feet ranging from minimum 1.5" to maximum 3.5", will be removed and metal tank and concrete edge will be prepped to receive new expansion material. At completion of preparation Emseal DSM-DS will be installed according to manufacturer's recommendations. An aerial lift will be used along with working from the lid. Clean-up will likely be needed inside the tank from falling debris. A 5-year labor and material warranty will be provided.

Epoxy  
Flooring

Cementitious  
Coating

Post Tendon  
Repair

**\$20,000.00**

Barrier  
Tendon  
Repair

Expansion  
Joint  
Restoration

**PROJECT SPECIFIC QUALIFICATIONS:**

Carbon Fiber

All concrete repair work, if required, will be \$75.00 per square foot.

Epoxy  
Injection

If tanks #1 and #2 are repaired at the same time, another mobilization fee will be required.

# Eriksen Construction Co., Inc.

2546 South Hwy. 30 • P.O. Box 610 • Blair, Nebraska 68008-0610 • 402-426-3119 • Fax 402-426-3150

**CHANGE PROPOSAL REQUEST  
NUMBER 006**

TO: **City of Ames**  
**56797 280th St**  
**Ames, IA 50010**

Attn: Neil Weiss

PHONE		DATE	
		05/15/15	
JOB NAME/ LOCATION			
Ames Digesters Improvements			
Ames, IA			
JOB NO.		JOB PHONE	
622		N/A	
EXISTING CONTRACT NO.			622-000
DATE OF EXISTING CONTRACT			09/16/14

We hereby propose to make the change(s) specified below:


**Credit to the Owner to not install the coatings in PD-2 on the walls from elevation  
100.85 to 75.50 or on the base slab.**

**DEDUCT \$ (9,992.00)**

**Total Additional Days Required for the Proposal Request: 0**

**WE AGREE** hereby to make the change(s) specified above at this price \$ (9,992.00)

**ACCEPTED**-The above price and specifications of this change proposal request are satisfactory and are hereby accepted. All work to be performed under same terms and conditions as specified in original contract unless otherwise stipulated.

<b>ERIKSEN CONSTRUCTION</b> DATE: 5/15/2015	<b>ENGINEER: FOX ENGINEERING</b> DATE: _____	<b>OWNER: CITY OF AMES</b> DATE: _____
PRINT: Casey Ackermann	PRINT: _____	PRINT: _____
SIGNATURE: 	SIGNATURE: _____	SIGNATURE: _____

# Eriksen Construction Co., Inc.

2546 South Hwy. 30 • P.O. Box 610 • Blair, Nebraska 68008-0610 • 402-426-3119 • Fax 402-426-3150

**CHANGE PROPOSAL REQUEST  
NUMBER 007**

TO: **City of Ames**  
**56797 280th St**  
**Ames, IA 50010**

**Attn: Neil Weiss**

PHONE		DATE	
		<b>05/15/15</b>	
JOB NAME/ LOCATION			
<b>Ames Digesters Improvements</b>			
<b>Ames, IA</b>			
JOB NO.		JOB PHONE	
<b>622</b>		N/A	
EXISTING CONTRACT NO.			<b>622-000</b>
DATE OF EXISTING CONTRACT			<b>09/16/14</b>

We hereby propose to make the change(s) specified below:

**Credit to the Owner to not install the coatings in SD-1 on the walls from elevation 94.25 to 75.50 or on the base slab.**

**DEDUCT \$ (11,448.00)**

**Total Additional Days Required for the Proposal Request: 0**

**WE AGREE** hereby to make the change(s) specified above at this price \$ (11,448.00)

**ACCEPTED**-The above price and specifications of this change proposal request are satisfactory and are hereby accepted. All work to be performed under same terms and conditions as specified in original contract unless otherwise stipulated.

<b>ERIKSEN CONSTRUCTION</b> DATE: <u>5/15/2015</u>	<b>ENGINEER: FOX ENGINEERING</b> DATE: _____	<b>OWNER: CITY OF AMES</b> DATE: _____
PRINT: <u>Casey Ackermann</u>	PRINT: _____	PRINT: _____
SIGNATURE: <u><i>Casey Ackermann</i></u>	SIGNATURE: _____	SIGNATURE: _____

# Eriksen Construction Co., Inc.

2546 South Hwy. 30 • P.O. Box 610 • Blair, Nebraska 68008-0610 • 402-426-3119 • Fax 402-426-3150

**CHANGE PROPOSAL REQUEST  
NUMBER 008**

TO: **City of Ames**  
56797 280th St  
Ames, IA 50010

Attn: Neil Weiss

PHONE		DATE	
		06/01/15	
JOB NAME/ LOCATION			
Ames Digesters Improvements			
Ames, IA			
JOB NO.		JOB PHONE	
622		N/A	
EXISTING CONTRACT NO.			622-000
DATE OF EXISTING CONTRACT			09/16/14

We hereby propose to make the change(s) specified below:

**Credit to the Owner to not jack the lid on SD-1 and leave the remaining coatings in place from elevation 83.42 to 94.25.**

**DEDUCT \$ (78,971.00)**

**WE AGREE** hereby to make the change(s) specified above at this price \$ (78,971.00)

**ACCEPTED**-The above price and specifications of this change proposal request are satisfactory and are hereby accepted. All work to be preformed under same terms and conditions as specified in original contract unless otherwise stipulated.

<b>ERIKSEN CONSTRUCTION</b> DATE: <u>6/1/2015</u>	<b>ENGINEER: FOX ENGINEERING</b> DATE: _____	<b>OWNER: CITY OF AMES</b> DATE: _____
PRINT: <u>Casey Ackermann</u>	PRINT: _____	PRINT: _____
SIGNATURE: <u><i>Casey Ackermann</i></u>	SIGNATURE: _____	SIGNATURE: _____



# Eriksen Construction Co., Inc.

2546 South Hwy. 30 - P.O. Box 610 - Blair, Nebraska 68008-0610 - 402 / 426-3119 - Fax 402 / 426-3150

## CONTRACT MODIFICATION COST SUMMARY

           Change Of Scope  
  X   Additional Work

Project: Ames Digester Impr. Date: 06/01/15  
 Request Made By: Eriksen Construction Job No.: 622

COR #8 represents a credit to the owner to not jack the lid in the secondary digester above an elevation of 94.25 and leave the existing coatings on the surface of the interior wall from elevation 83.42 to 94.25. The credit includes not sandblasting the surface and not jacking the digester cover. It was Eriksen's intention to install concrete platforms around the exterior of the secondary digester to provide a flat surface to jack the lid off the corbels.

### Material & Equipment:

	Factor	Percentage	
Material Work Sheet			(\$35,900.00)
Equipment Work Sheet			\$ -
Expendables ( % of materials)	0	0.00%	\$ -
Sales Tax	0	0.00%	\$ -
Freight ( % of Materials & Equipment)	0	0.00%	\$ -
<b>Sub-Total Material &amp; Equipment</b>			<b>\$ (35,900.00)</b>

### Equipment Rental

	Hours	Rate	
Track Crane per hour	0	175.00	\$ -
Hydraulic Crane per hour	-32	175.00	\$ (5,600.00)
Rubber Tire Loader per hour	0	120.00	\$ -
Track Loader per hour	0	120.00	\$ -
Dozer per hour	0	120.00	\$ -
Excavator per hour	0	165.00	\$ -
Backhoe / Small Trackhoe per hour	0	85.00	\$ -
Scissor Lift ( equipment only) per hour	0	40.00	\$ -
Skidsteer per hour	-16	75.00	\$ (1,200.00)
Air Compressor / Hammer per hour	0	40.00	\$ -
Dump Truck per hour	0	80.00	\$ -
Pick-up per day	0	55.00	\$ -
Semi / Lowboy per hour	0	175.00	\$ -
Welder per hour	0	30.00	\$ -
Fuel Surcharge		0.00	\$ -
Small Tools		0.00	\$ -
Concrete Pump per hour	-6	325.00	\$ (1,950.00)
<b>Sub-Total Equipment Rental</b>			<b>\$ (8,750.00)</b>

### Labor & Burden

	Hours	Rate	
Project Manager	-12	100.00	\$ (1,200.00)
Superintendent	-160	75.00	\$ (12,000.00)
Crane Operator	-32	60.00	\$ (1,920.00)
Dozer/Forklift Operator	0	60.00	\$ -
Skidloader/Loader Operator	-16	60.00	\$ (960.00)
Carpenter	0	50.00	\$ -
Laborer	-320	40.00	\$ (12,800.00)
			\$ -
<b>Sub-Total Direct Labor</b>			<b>\$ (28,880.00)</b>

**Sub-Total Page 1 Of 3** **\$ (73,530.00)**

# Eriksen Construction Co., Inc.

2546 South Hwy. 30 - P.O. Box 610 - Blair, Nebraska 68008-0610 - 402 / 426-3119 - Fax 402 / 426-3150

## CONTRACT MODIFICATION COST SUMMARY

**Sub-Total Brought Forward From Page 1 1 Of 3** **\$ (73,530.00)**

Change Of Scope  
 Additional Work

Project: Ames Digester Impr. Date: 06/01/15

Request Made By: Eriksen Construction Job No.: 622

**Labor Adjustments:**

	Factor	Percentage		
Estimating	0	0.4%	\$	-
OSHA	0	0.6%	\$	-
Material Handling	0	0.43%	\$	-
Testing	0	0.35%	\$	-
Safety Program	0	0.35%	\$	-
Start-up	0	0.3%	\$	-
Punch List	0	0.3%	\$	-
Clean Up	0	0.31%	\$	-
Coordination	0	0.31%	\$	-
Schedule Revisions	0	0.63%	\$	-
Quality Control	0	0.04%	\$	-
Expediting	0	0.83%	\$	-
<b>Sub-Total Labor Adjustments</b>			<b>\$</b>	<b>-</b>

**Subcontractors**

Mongan Painting - 2,720.50 SF Sandblasting @ \$2.00/SF

\$	(5,441.00)
\$	-
\$	-
\$	-
\$	-
\$	-
\$	-
\$	-
\$	-

**Sub-Total Subcontractors** **\$ (5,441.00)**

**Project Expense:**

	Factor	Percentage		
Administration Travel & Subsistence			\$	-
Job Office Expense			\$	-
Permit & Inspection Cost			\$	-
Postage Cost			\$	-
Project Administration ( % of cost)	0	2.00%	\$	-
Storage Facilities			\$	-
Telephone Expense			\$	-
Temporary Utilities			\$	-
<b>Sub-Total Project Expense</b>			<b>\$</b>	<b>-</b>

**Sub-Total page 2 Of 3** **\$ (78,971.00)**

# Eriksen Construction Co., Inc.

2546 South Hwy. 30 - P.O. Box 610 - Blair, Nebraska 68008-0610 - 402 / 426-3119 - Fax 402 / 426-3150

## CONTRACT MODIFICATION COST SUMMARY

Sub-Total Brought Forward From Page 2 2 Of 3 \$ (78,971.00)

Change Of Scope  
 Additional Work

Project: Ames Digester Impr. Date: 06/01/15

Request Made By: Eriksen Construction Job No.: 622

### Modification Of Sub-Total Costs

Warranty	0.00%	\$ -
Interest On Delayed Rention	0.00%	\$ -
Extended Overhead (Project Extension)	0.00%	\$ -
Sub-Total Modifications		\$ -

Sub-Total Of Direct Project costs \$ -

Contractor's Fee on GC Work  of \$0.00 \$ -

Sub-Total Of Total Costs \$ (78,971.00)

Contractor's Fee on Sub Work  of \$0.00 \$ -

Sub-Total \$ (78,971.00)

Bond and Insurance  \$ -

Total Amount This Modification \$ (78,971.00)

This proposal may be withdrawn or modified if not accepted in (30) calendar days

Time extension required to base bid  calendar days

Submitted by: *Cathy Ackerson* 6/1/2015  
Eriksen Construction Co. Inc Date

Approved by: \_\_\_\_\_ Date





## Staff Report

**REVISION TO CAMPUSTOWN URBAN REVITALIZATION CRITERIA**

June 9, 2015

**BACKGROUND:**

City Council has requested information concerning potential amendments to the Campustown Urban Revitalization Criteria. **Campustown Action Association (CAA) requested Council consider making an incentive in the Tax Abatement Criteria encouraging owners to lease commercial space in Campustown to non-formula retail businesses and to allow for Adaptive Reuse for buildings greater than 50 years in age.** (Attachment A) The request to incentivize non-formula retail would require the City to define a formula retail business for the purpose of deciding eligibility for property tax abatement in the Campustown area. The request to change the Adaptive Reuse criteria would change the current eligibility threshold from a building constructed prior to 1941 to a standard of any building 50 years or older.

**Formula Retail**

The CAA letter states that their proposal will encourage a mix of retail and restaurants in Campustown that includes both local small-scale businesses and regional/national businesses. This business mix supports CAA's goal of maintaining the district's distinctive character and complements its strategy of broadening the diversity of businesses in the district. While current redevelopment is increasing and improving the available retail space on Lincoln Way facing the Iowa State University campus, CAA's letter also supports providing opportunities for starting new small businesses.

**Formula-retail is generally described as a business with a certain number of stores that have a standardized array of services and goods, employee uniforms, architectural décor and façade appearance, trademarks, or other similar features that makes a business substantially identical to others.** Staff has identified 12 businesses that exist or are planned for Campustown that might meet the definition of a formula-retail business, if the established minimum threshold is two or more establishments. This would include Jimmy Johns, Copyworks, Subway, CVS, Starbucks, US Bank, Swift Stop, First National Bank, Dunkin' Donuts, Domino's, Insomnia Cookies, and Kum N Go.

Formula-retail businesses have been regulated through zoning standards in dozens of cities across the country. Zoning regulations may address the size, location, types of use, and the approval process. The most common reason for regulating formula-retail is to promote or protect "local character," commonly targeted to historic areas or areas with significant tourism. Zoning standards have withstood legal challenge when crafted in manner that does not conflict with the "Dormant Commerce Clause Doctrine" of U.S. Constitution that protects interstate commerce. **Therefore, it appears that since other cities have used a regulatory approach to manage formula-retail that creating an**

**incentive program for non-formula-retail businesses would also be legally acceptable.**

**COMMERCIAL TAX ABATEMENT IN CAMPUSTOWN:**

When designating Campustown as an Urban Revitalization Area and an Urban Renewal Area in 2001, the City Council found that economic development in Campustown is necessary and in the public interest of the residents of the City. It established tax abatement for certain types of improvements that increase the value of real estate by more than 5%. The area designated for tax abatement can be found as the shaded area in Attachment B.

The criteria for tax abatement eligibility are shown below. The criteria focus on enhancing the physical appearance of buildings for commercial and mixed use and include mandatory public safety enhancements for buildings with residential uses.

**In order for a project to be eligible for tax abatement, two criteria from the matrix must be met: one from the three columns within the box on the left side and one from the two columns within the box on the right side.**

**CAMPUSTOWN URBAN REVITALIZATION CRITERIA MATRIX**

PROJECT MUST MEET CRITERIA OF ONE OF THESE COLUMNS			<u>AND</u>	PROJECT MUST MEET CRITERIA OF ONE OF THESE COLUMNS	
<p><b><i>Slum and Blighted</i></b></p> <p>Properties where a majority of the assessed valuation of the properties has been determined to be <b>substantially</b> unsafe or to have an unsafe use by the City Council.</p>	<p><b><i>Parking</i></b></p> <p>A minimum of 70% of the total required parking is provided in a structure. If utilizing a parking deck, the restrictions in Chapter 29.406 12 of the Municipal Code must be adhered to.</p> <p><b>AND</b></p> <p><b><i>Mixed Use</i></b></p> <p>The first floor must be used for permitted commercial and retail uses as shown in Table 29.803(2) of the Municipal Code. The second floor must be used for either commercial or retail uses as shown in the Table 29.803(2) or for household living. All floors above the second floor must be used for household living.</p>	<p><b><i>Adaptive Reuse</i></b></p> <p>The building on the site was originally built before 1941.</p> <p><b>AND</b></p> <p>70% of the area of existing exterior walls of the structure will remain</p> <p><b>AND</b></p> <p>Historic materials and designs are preserved and/or restored.</p>	<p><b><i>Underrepresented</i></b></p> <p>Properties that are to include a business use where that actual sales of the business use is below the expected sales for the business use as determined by the City Council to be of benefit to the City (should be supported by a retail leakage study).</p>	<p><b><i>Design Standards</i></b></p> <p>Retail and office uses on the first floor adjacent to a public sidewalk must have direct access to the public sidewalk.</p> <p><b>AND</b></p> <p><b><i>Signage</i></b></p> <p>The signage design, scale, materials, and colors shall be in proportion to and consistent with the architecture of the building and support the business identity.</p> <p><b>AND</b></p>	<div style="border: 1px solid black; padding: 2px; text-align: center; width: fit-content; margin: 0 auto;"><b>OR</b></div> <p><b><i>Brick Material</i></b></p> <p>100% of the front and 80% of the three remaining sides of the structure shall be faced with clay brick for the first four stories. On stories five through seven any other building materials except vinyl will be allowed.</p> <p><b><i>Alternative Siding Material</i></b></p> <p>If historically significant - use and repair of historically appropriate siding material is permitted and must be maintained for the term of the selected tax abatement schedule.</p>
<b>ALL RESIDENTIAL USES SHALL ALSO MEET THE FOLLOWING CRITERIA OR EQUIVALENT AS APPROVED BY THE CITY COUNCIL</b>					
<ol style="list-style-type: none"> <li>1. Limit commercial space in the same building to the ground floor</li> <li>2. Provide separate entrances for commercial and residential uses</li> <li>3. Locate all residential entrances to be visible from the street and provide secure access control at each</li> <li>4. Prevent access from the exterior to the interior through doors that serve only as fire exits</li> <li>5. Prohibit public access to structured parking, using overhead door and secure access control</li> <li>6. Provide transparent glass windows into all stairwells</li> <li>7. Provide camera monitoring of all pedestrian and vehicle entrances and areas</li> </ol>			<ol style="list-style-type: none"> <li>8. Minimum widths of all exit routes: 48" for halls, 42" for doors, 60" between rails for stairs</li> <li>9. No balconies are permitted</li> <li>10. Provide for natural daylight requirements of applicable codes with exterior windows</li> <li>11. On facades facing any street use only fixed windows</li> <li>12. Design of all other windows to prevent passing of sphere larger than 4" diameter</li> <li>13. Prevent by physical means access to all roofs</li> <li>14. Where access is not required, provide security fencing controlling access to all areas between new or existing buildings</li> <li>15. Provide a minimum of four 100 w. metal halide light fixtures on each building façade: two at elevation between first and second floors and two at elevation between third and fourth floor</li> </ol>		

In addition, any residential uses included within a building must comply with the criteria in the third box located below the other two boxes.

Most of the projects that have received tax abatement in Campustown have met the criteria from the middle column in the box on the left side: "Parking and Mixed Use," and the criteria from the right column within the box on the right side: "Design Standards, Signs and Brick Material." The third box, at the bottom, was added in 2009 and all of the projects that have received tax abatement since then have met these criteria. The current criteria have served their purpose well in promoting redevelopment and improving the architectural character of buildings through design requirements compared to prior investments made in the area before the current standards were adopted.

### **OPTIONS:**

#### **Option 1 – Add criterion to left side (Slum Blight/Mixed Use/Adaptive Reuse)**

Leasing space to non-formula retail businesses could be added as a criterion in the box on the left side of the table. **If added here, it would no longer be necessary for a project to either redevelop property that is slum and blighted, to develop a mixed use project with structured parking, or make adaptive reuse of a building constructed before 1941.**

**Instead tax abatement could be provided for constructing a new building or making improvements to an existing building and then leasing space in that building to non-formula retail businesses. The remaining criteria would still apply for design standards or underrepresented businesses.** It should be emphasized that in order to qualify for tax abatement a project could not just lease space to a local business but would also have to increase the assessed value of the property by more than 5%.

Past tax abatement projects have been large, mixed-use projects, partly because of the cost of structured parking. While this would allow for large mixed use projects to continue, **this new option might provide a means for a smaller project to receive tax abatement, either new construction or renovation with non-formula retail on the ground floor and offices or a few residential units above.** Design requirements would still apply and residential use would still need to comply with criteria in the third box below.

#### **Option 2 – Add criterion to right side (Brick Material and Design Standards, Underrepresented business)**

Leasing to non-formula retail businesses could be added as a criterion in the box on the right side of the table. **If added here, it would no longer be necessary for a project to comply with design and material standards that go beyond the zoning requirements. In addition, it would not be necessary to lease to a business use that is underrepresented in the district** (although no one has ever applied under this criterion). Qualifying projects would still need to redevelop property that is slum and blighted, to develop a mixed use project with structured parking, or make adaptive reuse

of a building constructed before 1941. Residential use would still need to comply with criteria in the third box below.

**Under this option, the recent type of large, mixed use project could qualify for tax abatement by providing new retail space to local non-formula retail businesses.** The project would only need to meet the brick requirement in the zoning code, more brick on the exterior than any other material, and not the mandatory brick requirements on the first four floors.

### **Option 3 - Add new criterion as a fourth box (Mandatory Limit on Formula-Retail)**

This option would create a new box that it would make it mandatory to have some pre-determined amount of non-formula-retail in order to qualify for tax abatement. Neither of the first two options results in a mandatory requirement to make space available for independent non-formula businesses. **If Council is interested in ensuring space for non-formula businesses it would need to make it a prerequisite as is the case for residential development to include enhanced public safety standards.** This could apply to all or some of the commercial space in a project. This option would preserve the existing criteria for exterior finish and for mixed use with structured parking.

### **ISSUES FOR FURTHER ANALYSIS:**

#### **Issue 1 Define Formula Retail**

- Which characteristics define formula-retail (like merchandise, uniforms, signage, color scheme trademark, facade design, or other similar standardized features)?
- What types of businesses are subject to the definition (retail, restaurant, personal services, other)?
- What is the minimum number of similar establishments that establish the threshold for determining formula-retail?

#### **Issue 2 Determine The Minimum Leased Area That Would Qualify As Non-formula Retail**

- Should some or all of the commercial space be devoted to non-formula retail?
- Should compliance be measured by determining a minimum percentage of the total commercial space or by a minimum amount of commercial space?
- Should vacant, leased, or occupied commercial space qualify as non-formula retail?

### **Issue 3. Duration Of Non-formula Requirement**

Under the current Campustown Urban Revitalization Plan the property owner may establish tax abatement for a period of three, five or ten years, after which taxes are paid on the full property value. After the tax abatement has expired, the requirement to rent to non-formula business cannot be enforced. **This means, that in many cases, the restriction may only be in effect for 3 years. Council could consider changing the abatement schedule to ensure it is in effect for a longer period of time than three years.** This would change some of the economics of a project as initial developers are more likely to take the short 3-year schedule versus a long-term holder of the development may take the longer abatement.

#### **ADAPTIVE REUSE:**

CAA requests a change to the option in the right column of the left box in the abatement criteria. The Adaptive Reuse option is one of three choices to qualify for tax abatement. The other two are removal of slum and blight or to build a mixed use development with structured parking. The standard for Adaptive Reuse was added to the matrix in 2006. It requires a building to be built prior to 1941, preserve 70% of the external walls, and to incorporate historic design elements. To date, no project has taken advantage of this option. **The proposed change to a continuous 50 year standard is modeled after national standards of the minimum threshold to evaluate properties for historic significance.**

The current requirement for a building to be built prior to 1941 reflects the City's understanding of the historic context for the area. When the City established a sub-area plan for the area south of campus it included a historical assessment. The period of significance for the historical assessment drew a line at 1941 in recognition of a break in the timeline of substantial development in Campustown. Attachment B identifies the structures that were built prior to 1941. There has been no historical assessment of mid-century buildings for Campustown.

There were only a limited number of buildings that met that definition in 2006, and there are fewer now as some building have been demolished to redevelop into more intense uses. Based upon a review of the Ames Assessor records, there are 21 commercial buildings built before 1941 and an additional 11 buildings built between 1942 and 1975. The most concentrated group of pre-1941 buildings are the 2500 block of Lincoln Way. Some representative examples of 1960s buildings would be 111 Lynn (Lynn Tower), 206 Welch (TJ Galaxy) and 210 Welch (Post Office).

#### **NEXT STEPS:**

If Council desires to consider a formal amendment to the tax abatement eligibility criteria it must provide direction to staff on how to proceed with a preferred option. Once an amendment is drafted with precise language, a public hearing with the City Council must be held prior to amending the current Campustown Revitalization Plan.

It should be noted that projects that have already been determined to be consistent with the current tax abatement criteria will be unaffected by this amendment. Additionally, the two projects -The Foundry (Opus) and 2320 Lincoln Way (Gilbane)- that plan to apply for tax abatement have the option of seeking pre-approval prior to the effectiveness of the change. If they are pre-approved under the current criteria, the change would not affect those projects as well.

### **STAFF COMMENTS:**

With Options 1 and 2 there is no mandatory requirement to choose to rent to non-formula businesses. **Therefore, the same types of projects that have qualified in the past can continue to go forward without considering a change in leasing strategies.** However, if someone chooses to rent to non-formula businesses it would alter the types of projects that would be eligible and not necessarily result in a project meeting the other interests of redevelopment and design that exist today. **Staff believes that Option 2 of substituting leasing to non-formula businesses for reduction of the brick design requirements is an unequal tradeoff, especially if the business limitation is only for three years.**

Option 3 is a different approach that would require some amount of square footage of a commercial project to be available for non-formula businesses. The current initial development requirement choices would still apply. This means that the development pattern of mixed use and greater amounts of brick that may recently been built in Campustown would likely still continue.

A non-formula businesses restriction may indirectly affect rent costs by limiting the market of potential tenants. Often times chain businesses are willing and able to pay higher rents than other businesses making it more difficult for property owners to fill spaces at higher rent levels with a limited pool of smaller unproven businesses. While commercial spaces in recent mixed use projects have been a small percentage of the overall development, some redevelopments count on market rate rents to finance and develop the mixed use projects. **If commercial spaces could not be filled at market rent levels it could inhibit the viability of some redevelopment projects that intend to rely upon the commercial income as part of the development plan.**

The Adaptive Reuse standard is meant to provide some incentive to properties with historic buildings to maintain and update the structures without having to tear down and redevelop a site to get tax abatement. With the current language directed to buildings built prior to 1941, there is an historic context that acknowledges and supports these few building as likely to have historical significance. **By changing to the 50 year continuous standard, there are no criteria in place to discern if the building has historical significance or is just an older building.** Adopting the language may incentive smaller rehabilitation projects of mid-century buildings even if they are not truly historic. At some point there could begin to be conflict in policy of tax abatement between trying to protect a class of older buildings regardless of historic significance and other goals of intensifying and redeveloping property in Campustown for future needs.

**ATTACHMENT A:  
LETTER FROM CAMPUSTOWN ACTION ASSOCIATION**



campustown  
action  
association

December 3, 2014

Honorable Mayor Campbell and City Council  
Ames City Hall  
515 Clark Avenue  
Ames, IA 50010

RE: Changes to the Campustown Urban Revitalization Criteria Matrix

Dear Honorable Mayor Campbell and City Council,

As the Campustown Business District continues to evolve and change with redevelopment and new business, the Campustown Action Association (CAA) is working to ensure that the district maintains our distinctive character. Along with the Campustown Façade Grant Program to improve the appearance of our business district, CAA is working to safeguard that the character and feel of the business district retains its uniqueness with small-scale local businesses mixed in with regional and national retail and restaurants. **CAA is requesting that the Ames City Council consider amending the Campustown Urban Revitalization Criteria Matrix for tax abatement and adding a requirement to incentivize developers and property owners to lease to non-formula retail businesses.** A formula retail business, as defined by the City of Sonoma, California City Ordinance, has “standardized array of services and/or merchandise, employee uniforms, decor, facade design, signage, color scheme, trademark or service mark, name, or similar standardized features, which causes it to be substantially identical to ten or more other businesses in the U.S. at the time of application.”

Representatives of CAA have met individually with each City Council member as well as representatives of The Opus Group and Gilbane, Inc, the two developers currently working in Campustown that will be utilizing the Campustown Tax Abatement in their projects, to discuss the concept of incentivizing non-formula business. CAA wants to encourage new business in the District, and would ask for an exemption for new businesses that provide a missing service such as a grocery, large restaurant, or entertainment venue. The Campustown business district prides itself as a district that incubates small business; seven of our current or past businesses have expanded to a second location or service based on their Campustown operations, including Mayhem Comics and Games, Copyworks, The Fighting Burrito, and Kingland Systems. Campustown has also been the home to several businesses begun by ISU students either during their coursework or soon after graduation, including Portobello Road and AI Supplements. Part of the uniqueness of our district is the ethnic diversity in our business owners and the goods and services they provide. Current rental rates create a district with low barriers to start a business. Campustown Action Association is very excited and energized by the current and future development happening in the district, but feel that it is also very important to not force out current businesses or eliminate the ability to start new small businesses due to higher rents.





campustown  
action  
association

**Lastly, we also ask Council to consider amending the Adaptive Reuse criteria to state “The building on the site was originally built 50 years or more from the current date”,** which is the standard for being deemed historically significant by the Secretary of the Interior’s Standards for Rehabilitation. One of the unique aspects of Campustown is the varied ages of our properties, and incentivizing the rehabilitation of more recent past properties would help encourage more façade and interior improvements to our district. The different ages of our properties highlights the unique building stock in our district. Preserving more “recent” construction helps enhance the entire history of the Campustown area and the thousands of university students and Ames residents who spent and spend time here.

Thank you for your consideration of these requests and continued support of Campustown.

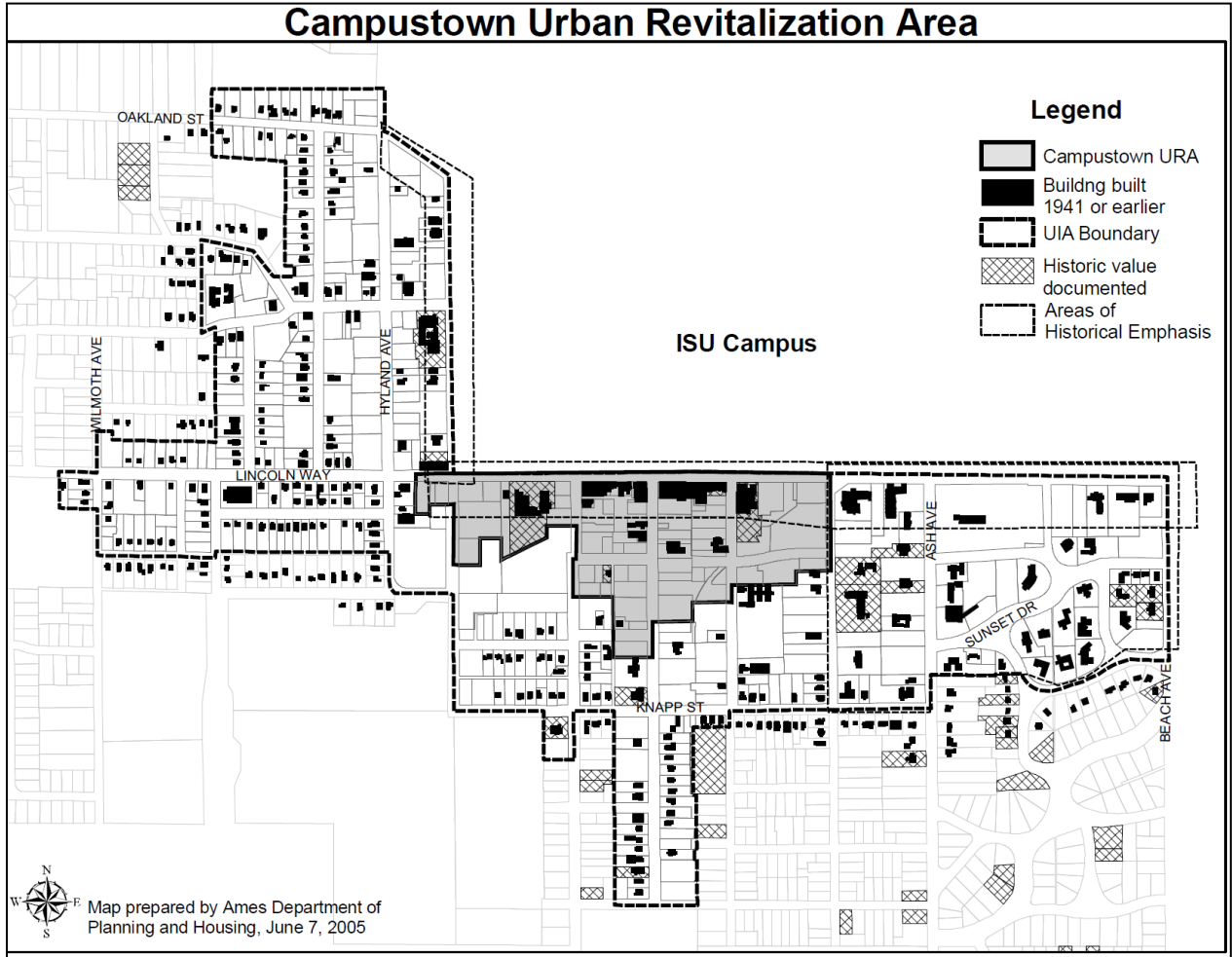
Sincerely,

Ryan Jeffrey  
Business Improvement Chair  
Arcadia Café

Richard Reynolds  
Board President  
ISU Memorial Union

Kim Hanna  
Director  
Campustown Action Association

**ATTACHMENT B:  
CAMPUSTOWN URBAN REVITALIZATION AREA**



**COUNCIL ACTION FORM**

**SUBJECT: AUTHORIZATION FOR HUNZIKER DEVELOPMENT TO OPERATE UNMANNED AIRCRAFT SYSTEMS (UAS) WITHIN AMES AIRSPACE**

**BACKGROUND:**

On May 19, 2015, the City Council referred a letter from Justin Dodge with Hunziker & Associates requesting an agreement with the City of Ames to allow commercial use (“Civil Operations”, Non-Governmental) of an Unmanned Aircraft Systems (UAS) within a five nautical mile radius of the Ames Municipal Airport. UAS is the general classification for a wide range of light remote controlled aircraft. In the case of Hunziker, it is seeking to use a small commercial drone.

At this time, commercial drone usage is entirely regulated by the Federal Aviation Administration (FAA). The size of the drone owned by Hunziker is defined by the FAA as a “Small UAS”, which is an unmanned aircraft less than 55 pounds. The FAA requires the operator of a small UAS to be certified and responsible for the following:

- Pass an initial aeronautical knowledge test at an FAA-approved knowledge testing center.
- Be vetted by the Transportation Security Administration.
- Obtain an unmanned aircraft operator certificate with a small UAS rating (like existing pilot airman certificates, never expires).
- Pass a recurrent aeronautical knowledge test every 24 months.
- Be at least 17 years old.
- Make available to the FAA, upon request, the small UAS for inspection or testing, and any associated documents/records required to be kept under the proposed rule.
- Report an accident to the FAA within 10 days of any operation that results in injury or property damage.
- Conduct a pre-flight inspection, to include specific aircraft and control station systems checks, to ensure the small UAS is safe for operation.

The FAA also has established a comprehensive list of operational limitations placed on those operators of small UAS once they have obtained their certification. The following list is a summary of the major provisions under the proposed rule-making (FAA Part 107):

- Unmanned aircraft must weigh less than 55 lbs. (25 kg).
- Visual line-of-sight (VLOS) only; the unmanned aircraft must remain within VLOS of the operator or visual observer.

- At all times the small unmanned aircraft must remain close enough to the operator for the operator to be capable of seeing the aircraft with vision unaided by any device other than corrective lenses.
- Small unmanned aircraft may not operate over any persons not directly involved in the operation.
- Daylight-only operations (official sunrise to official sunset, local time).
- Must yield right-of-way to other aircraft, manned or unmanned.
- May use visual observer (VO) but not required.
- First-person view camera cannot satisfy “see-and-avoid” requirement but can be used as long as requirement is satisfied in other ways.
- Maximum airspeed of 100 mph (87 knots).
- Maximum altitude of 500 feet above ground level.
- Minimum weather visibility of 3 miles from control station.
- No operations are allowed in Class A (18,000 feet & above) airspace.
- Operations in Class B, C, D and E airspace are allowed with the required Air Traffic Control (ATC) permission.
- Operations in Class G airspace are allowed without ATC permission
- No person may act as an operator or VO for more than one unmanned aircraft operation at one time.
- No careless or reckless operations.
- Requires pre-flight inspection by the operator.
- A person may not operate a small unmanned aircraft if he or she knows or has reason to know of any physical or mental condition that would interfere with the safe operation of a small UAS.
- Proposes a microUAS option that would allow operations in Class G airspace, over people not involved in the operation, provided the operator certifies he or she has the requisite aeronautical knowledge to perform the operation.

FAA rule-making for UAS is still in the very initial stages and, from a national perspective, the usage of drones has increased significantly as the technology become more and more affordable. In the case with Hunziker, the local FAA staff is looking to use this request as an opportunity to apply the rules in a real-world situation. City staff has also discussed this issue with Hunziker, and has worked together to place some additional notification requirements that are specific to the Ames area:

- Operator must carry handheld radio tuned into the Ames Common Traffic Advisory Frequency (CTAF) of 122.70 when operating within the five nautical mile ring.
- Any operations between 50 feet AGL and 200 feet AGL within the one to five nautical mile ring require contacting the FBO at least one hour prior to operations.
- Any operations within the one nautical mile ring of the airport would require FBO notification, City of Ames notification, at least one hour prior to operations, regardless of the altitude.

- Ability to conduct operations between surface and 50 feet Above Ground Level (AGL) without FBO or City notification within the one to five nautical mile ring from the airport.

It should be noted that under the FAA rules, an operator of any UAS (drone, etc.) cannot fly their aircraft over any property that they do not own (public or private), or until they have permission in writing from each property owner involved during a particular flight. Mr. Dodge also told staff that, as part of the certification process, Hunziker will have to keep a detailed flight log, including all flights or any “zero-entry” flights, and any damage that may have occurred while operating its drone. This log must be submitted to the FAA (Des Moines Office) every month.

This would be the first commercial drone usage in the Ames community, and like most communities nationally, Ames does not currently have an official policy related to the private use of small aircraft. However, as shown above, the FAA has established a strict set of regulations governing their use in order to protect the safety of the public and the efficient use of the nation’s airspace.

**The City of Ames could provide temporary approval to Hunziker to operate its drone under the existing FAA rules for a specified time period. This would provide City staff time to gather more information from national and local sources that would be used to establish a City policy governing UAS usage. However, if there is significant concern related to safety or privacy issues that are not adequately addressed, City Council could restrict all commercial UAS usage within the five nautical mile area of the airport. This would still allow, under FAA rules, a commercial operator to fly his/her UAS outside the five nautical mile area as long as the operator has authorization from any affected property owner.**

**ALTERNATIVES:**

1. Direct the City Attorney to draft an agreement with Hunziker authorizing it to operate a small UAS for commercial use within the five nautical mile ring of the Ames Municipal Airport until December 31, 2015.

This alternative will result in an agreement that will incorporate all FAA requirements mentioned above. As well as the additional notification requirements suggested by City staff. In addition, the agreement should stipulate that the City has the right to cancel the authorization at any time for any reason.

2. Direct the City Attorney to draft an agreement with Hunziker authorizing it to operate a small UAS for commercial use within the five nautical mile ring of the Ames Municipal Airport with no specific expiration date.
3. Delay approval of this request until staff has sufficient time to gather more information from national and local sources that could be used to establish a City policy governing UAS usage.

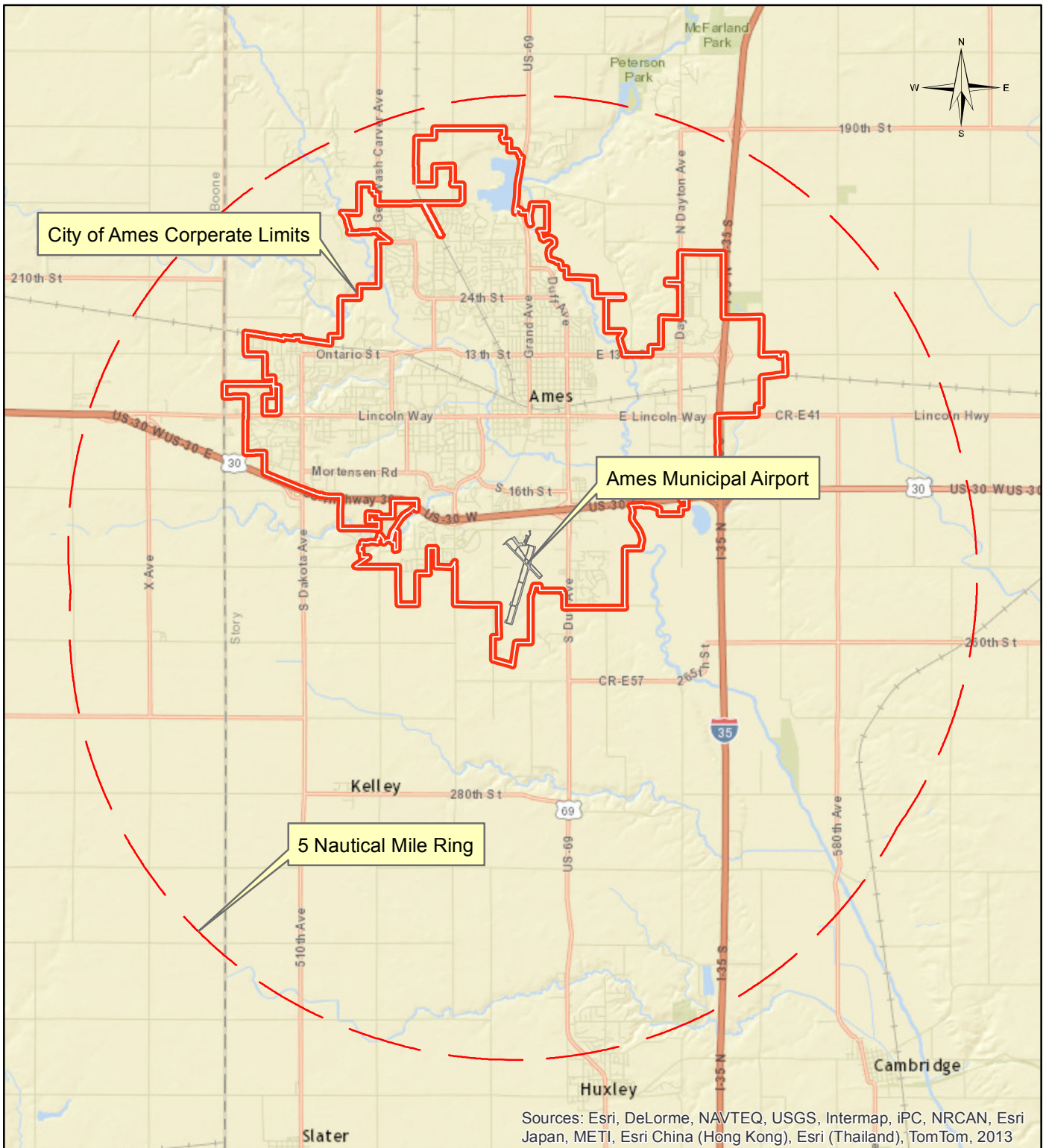
4. Deny Hunziker's request to operate a small UAS within the five nautical mile area around the Ames Municipal Airport.

**MANAGER'S RECOMMENDED ACTION:**

Hunziker has already purchased its drone and has been given authorization from the FAA. It has expressed to the City that it would like to begin operation of the drone as soon as possible. By providing temporary approval to Hunziker, it will be able to begin operating its drone and the City of Ames will have the opportunity to gain working knowledge of commercial drone usage within the community. Alternative #1 will also provide adequate time for staff to speak with other communities and aviation experts to draft a more specific policy for the City of Ames that will address the concerns related to this fast growing industry.

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

# Map of 5 Nautical Miles around the Ames Municipal Airport



1 in = 2 miles

0 1 2 4 Miles

DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION  
**CERTIFICATE OF WAIVER OR AUTHORIZATION**

ISSUED TO

Mr. Justin R. Dodge

105 South 16th Street  
Ames, IA 50010

This certificate is issued for the operations specifically described hereinafter. No person shall conduct any operation pursuant to the authority of this certificate except in accordance with the standard and special provisions contained in this certificate, and such other requirements of the Federal Aviation Regulations not specifically waived by this certificate.

**OPERATIONS AUTHORIZED**

Operation of DJI Phantom 2 Vision + Unmanned Aircraft Systems at or below 200 feet Above Ground Level (AGL) for the purpose of aerial data collection.

LIST OF WAIVED REGULATIONS BY SECTION AND TITLE

N/A

**STANDARD PROVISIONS**

1. A copy of the application made for this certificate shall be attached and become a part hereof.
2. This certificate shall be presented for inspection upon the request of any authorized representative of the Federal Aviation Administration, or of any State or municipal official charged with the duty of enforcing local laws or regulations.
3. The holder of this certificate shall be responsible for the strict observance of the terms and provisions contained herein.
4. This certificate is nontransferable.

Note-This certificate constitutes a waiver of those Federal rules or regulations specifically referred to above. It does not constitute a waiver of any State law or local ordinance.

**SPECIAL PROVISIONS**

Special Provisions are set forth and attached.

This certificate FAA-2015-0035-333E is effective from May 9, 2015 to May 31, 2017 and is subject to cancellation at any time upon notice by the Administrator or his/her authorized representative.

BY DIRECTION OF THE ADMINISTRATOR

/S/

FAA Headquarters, AJV-115  
(Region)

Jacqueline R. Jackson  
(Signature)

May 7, 2015  
(Date)

Manager, UAS Tactical Operations Section  
(Title)



## STANDARD PROVISIONS

### A. General.

1. The approval of this COA is effective only with an approved FAA Grant of Exemption.
2. A copy of the COA including the special limitations must be immediately available to all operational personnel at each operating location whenever UAS operations are being conducted.
3. This authorization may be canceled at any time by the Administrator, the person authorized to grant the authorization, or the representative designated to monitor a specific operation. As a general rule, this authorization may be canceled when it is no longer required, there is an abuse of its provisions, or when unforeseen safety factors develop. Failure to comply with the authorization is cause for cancellation. The operator will receive written notice of cancellation.

### B. Safety of Flight.

1. The operator or pilot in command (PIC) is responsible for halting or canceling activity in the COA area if, at any time, the safety of persons or property on the ground or in the air is in jeopardy, or if there is a failure to comply with the terms or conditions of this authorization.

#### **See-and-Avoid**

Unmanned aircraft have no on-board pilot to perform see-and-avoid responsibilities; therefore, when operating outside of active restricted and warning areas approved for aviation activities, provisions must be made to ensure an equivalent level of safety exists for unmanned operations consistent with 14 CFR Part 91 §91.111, §91.113 and §91.115.

a. The pilot in command (PIC) is responsible:

- To remain clear and give way to all manned aviation operations and activities at all times,
- For the safety of persons or property on the surface with respect to the UAS, and
- For compliance with CFR Parts 91.111, 91.113 and 91.115

b. UAS pilots will ensure there is a safe operating distance between aviation activities and unmanned aircraft (UA) at all times.

c. Visual observers must be used at all times and maintain instantaneous communication with the PIC.

d. The PIC is responsible to ensure visual observer(s) are:

- Able to see the UA and the surrounding airspace throughout the entire flight, and
  - Able to provide the PIC with the UA's flight path, and proximity to all aviation activities and other hazards (e.g., terrain, weather, structures) sufficiently for the PIC to exercise effective control of the UA to prevent the UA from creating a collision hazard.
- e. Visual observer(s) must be able to communicate clearly to the pilot any instructions required to remain clear of conflicting traffic.
2. Pilots are reminded to follow all federal regulations e.g. remain clear of all Temporary Flight Restrictions, as well as following the exemption granted for their operation.
  3. The operator or delegated representative must not operate in Prohibited Areas, Special Flight Rule Areas or, the Washington National Capital Region Flight Restricted Zone. Such areas are depicted on charts available at [http://www.faa.gov/air\\_traffic/flight\\_info/aeronav/](http://www.faa.gov/air_traffic/flight_info/aeronav/). Additionally, aircraft operators should beware of and avoid other areas identified in Notices to Airmen (NOTAMS) which restricts operations in proximity to Power Plants, Electric Substations, Dams, Wind Farms, Oil Refineries, Industrial Complexes, National Parks, The Disney Resorts, Stadiums, Emergency Services, the Washington DC Metro Flight Restricted Zone, Military or other Federal Facilities.
  4. All aircraft operated in accordance with this Certificate of Waiver/Authorization must be identified by serial number, registered in accordance with 14 CFR part 47, and have identification (N-Number) markings in accordance with 14 CFR part 45, Subpart C. Markings must be as large as practicable.

### C. Reporting Requirements

1. Documentation of all operations associated with UAS activities is required regardless of the airspace in which the UAS operates. NOTE: Negative (zero flights) reports are required.
2. The operator must submit the following information through <mailto:9-AJV-115-UASOrganization@faa.gov> on a monthly basis:
  - a. Name of Operator, Exemption number and Aircraft registration number
  - b. UAS type and model
  - c. All operating locations, to include location city/name and latitude/longitude
  - d. Number of flights (per location, per aircraft)
  - e. Total aircraft operational hours
  - f. Takeoff or Landing damage

g. Equipment malfunctions. Reportable malfunctions include, but are not limited to the following:

- (1) On-board flight control system
- (2) Navigation system
- (3) Powerplant failure in flight
- (4) Fuel system failure
- (5) Electrical system failure
- (6) Control station failure

3. The number and duration of lost link events (control, performance and health monitoring, or communications) per UA per flight.

**D. Notice to Airmen (NOTAM).**

A distant (D) NOTAM must be issued when unmanned aircraft operations are being conducted. This requirement may be accomplished:

- a. Through the operator's local base operations or NOTAM issuing authority, or
- b. By contacting the NOTAM Flight Service Station at 1-877-4-US-NTMS (1-877-487-6867) not more than 72 hours in advance, but not less than 24 hours prior to the operation, unless otherwise authorized as a special provision. The issuing agency will require the:
  - (1) Name and address of the pilot filing the NOTAM request
  - (2) Location, altitude, or operating area
  - (3) Time and nature of the activity.

**AIR TRAFFIC CONTROL SPECIAL PROVISIONS**

**A. Coordination Requirements.**

1. Operator filing and the issuance of required distance (D) NOTAM, will serve as advance ATC facility notification of UAS operations in an area.
2. Operator must cancel NOTAMs when UAS operations are completed or will not be conducted.
3. Coordination and deconfliction between Military Training Routes (MTRs) is the operator's responsibility. When identifying an operational area the operator must evaluate whether an MTR will be affected. In the event the UAS operational area overlaps (5 miles either side of centerline) an MTR, the operator will contact the scheduling agency 24 hours in advance to coordinate and deconflict. Approval from the scheduling agency is not required. Scheduling agencies are listed in the Area Planning AP/1B Military Planning Routes North and South America, if unable to gain

access to AP/1B contact the FAA at email address <mailto:9-AJV-115-UASOrganization@faa.gov> with the IR/VR routes affected and the FAA will provide the scheduling agency information. If prior coordination and deconfliction does not take place 24 hours in advance, the operator must remain clear of all MTRs.

**B. Communication Requirements.**

1. When operating in the vicinity of an airport without an operating control tower, announce your operations in accordance with the FAA Aeronautical Information Manual (AIM) 4-1-9 Traffic Advisory Practices at Airports without Operating Control Towers.

**C. Flight Planning Requirements.**

This COA will allow small UAS (55 pounds or less) operations during daytime VFR conditions under the following conditions and limitations:

- (1) At or below 200 feet AGL; and
- (2) Beyond the following distances from the airport reference point (ARP) of a public use airport, heliport, gliderport, or seaport listed in the Airport/Facility Directory, Alaska Supplement, or Pacific Chart Supplement of the U.S. Government Flight Information Publications.
  - a) 5 nautical miles (NM) from an airport having an operational control tower; or
  - b) 3 NM from an airport having a published instrument flight procedure, but not having an operational control tower; or
  - c) 2 NM from an airport not having a published instrument flight procedure or an operational control tower; or
  - d) 2 NM from a heliport, gliderport or seaport

**D. Emergency/Contingency Procedures.**

1. Lost Link/Lost Communications Procedures:
  - If the UAS loses communications or loses its GPS signal, the UA must return to a pre-determined location within the private or controlled-access property and land.
  - The PIC must abort the flight in the event of unpredicted obstacles or emergencies.
2. Any incident, accident, or flight operation that transgresses the lateral or vertical boundaries defined in this COA must be reported to the FAA via email at

<mailto:9-AJV-115-UASOrganization@faa.gov> within 24 hours. Accidents must be reported to the National Transportation Safety Board (NTSB) per instructions contained on the NTSB Web site: [www.nts.gov](http://www.nts.gov)

**AUTHORIZATION**

This Certificate of Waiver or Authorization does not, in itself, waive any Title 14 Code of Federal Regulations, nor any state law or local ordinance. Should the proposed operation conflict with any state law or local ordinance, or require permission of local authorities or property owners, it is the responsibility of the operator to resolve the matter. This COA does not authorize flight within Special Use airspace without approval from the scheduling agency. The operator is hereby authorized to operate the small Unmanned Aircraft System in the National Airspace System.

## 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.**

**COUNCIL ACTION FORM**

**SUBJECT: PUBLIC HEARING ON SUBMITTAL OF COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM 2015-2016 ANNUAL ACTION PLAN**

**BACKGROUND:**

One major requirement in receiving Community Development Block Grant (CDBG) funds is for the City to submit an Annual Action as part of its five-year Consolidated Plan to the federal Department of Housing and Urban Development (HUD). The City's current Consolidated Plan was approved by HUD for the period of July 1, 2014 through June 30, 2018. **The Annual Action Plan outlines program activities that will be undertaken from July 1, 2015 to June 30, 2016 to address or meet those goals and priorities outlined in the five-year Consolidated Plan.** The Annual Action Plan may address one or all of the goals and priorities of the identified housing and community development needs, it is not required to address all goals each year.

HUD regulations require that the Annual Action Plan be submitted for HUD's approval within 45 days before the beginning of the program fiscal year, which was May 17, 2015. **However, the City requested and received a time extension to submit the plan on or before June 12, 2015.** Additionally, the regulations also require that the Action Plan be published for 30 days to allow for citizen review of the proposed Annual Action Plan project(s) for the utilization of the funds.

City Council took input from public forums in February, and on March 3, 2015 approved the proposed 2015-16 Action Plan projects **as outlined in the attached Executive Summary (see attachment A).** The Plan was made available for public comment from May 6 through June 5, 2015. The City received one comment during this timeframe (see Attachment B). The one comment encouraged use of the funds to create additional affordable housing.

The City was notified by HUD that its 2015-16 CDBG allocation will be \$484,297, which is approximately \$3,900 less than the 2014-15 allocation. Of this annual allocation, approximately \$387,438 is available for programming. In addition to the annual allocation, Staff cautiously is anticipating a rollover balance of approximately \$700,000 and approximately \$132,063 of program income which result in an available balance of \$1,316,360 for the 2015-16 program year.

**Staff is recommending that the anticipated budget for 2015-16 of \$1,316,360 be allocated to the project activities outlined below.** Staff feels that the need to expand and improve the supply of affordable housing for low and moderate income households can best be accomplished through the implementation of the Acquisition/Reuse for Affordable Housing and the Housing Improvements Program. Therefore, Council will note that the largest percent of the anticipated budget (76%)

has been allocated to these two programs not including program administration.

Homebuyer Assistance Program	\$ 50,000
Neighborhood Housing Improvement Programs Single-Family Home Owners Rental Property Owners	\$100,000 \$100,000
Acquisition/Reuse Program for Affordable Housing	\$705,000
Operation and Repair Program for Existing Properties	\$68,502
Public Facilities Improvement Program for Non-Profits	\$100,000
Renter Affordability (Deposit & Transportation Assist)	\$70,000
2015-16 Program Administration	\$ 122,858
<b>Total</b>	<b>\$1,316,360</b>

**Based on past timeliness ratios, staff estimates that approximately \$532,063 (\$400,000 plus the \$132,063 of program income) will need to be spent by April 25, 2016 in order to meet the May 2, 2016 timeliness test.**

**The entire 2015-16 Annual Action Plan document is available on the City’s web page at: [www.cityofames.org/housing](http://www.cityofames.org/housing)**

**ALTERNATIVES:**

1. The City Council can approve the 2015-2016 Annual Action Plan in connection with the City’s Community Development Block Grant Program.
2. The City Council can modify, and then approve, the 2014-2015 Annual Action Plan.

**MANAGER'S RECOMMENDED ACTION:**

CDBG funds bring the City a unique opportunity to continue to use federal funding to address local community development priorities. In order to qualify for receipt of these funds over the next fiscal year, this document must be approved. To implement the plan, staff will rely upon some existing programs and continue those into the new year, but also new programs will need to be created to provide grants housing and public facility improvements. Staff will prioritize implementation in the following sequence: Acquisition/Reuse Program, Operations & Repair, Housing Improvement Rehabilitation, Homebuyer Assistance, Deposit and First Month’s Rent Assistance, and Public Facilities Improvements.

The recommended project activities are consistent with the public forum suggestions, the data sources identified in the Consolidate Plan, and the goals and priorities adopted of Consolidated Plan. Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative #1, thereby approving the submittal of

the 2015-16 Annual Action Plan Program and projects, and authorizing submittal of the plan to HUD by on or before June 12, 2015.

**ATTACHMENT A**



**PROPOSED  
CITY OF AMES**

**Community Development  
Block Grant Program (CDBG)**

**2015-2016**

**ANNUAL ACTION  
PLAN**

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## Executive Summary

### AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

#### 1. Introduction

The City of Ames Planning & Housing Department has prepared a Consolidated Housing and Community Development Plan for the years 2014 through 2018 that provides a strategic vision for the community. The Plan has been approved by HUD. The Executive Summary and other materials can be found on the U.S. Department of Housing and Urban Development web site at <http://www.hud.gov/>, and on the City of Ames web site at: <http://www.city.ames.org/housing>.

Please contact the City of Ames, Planning & Housing Department at (515) 239-5400 for additional information.

The process for development of the Plan included identifying priority needs, establishing goals to address the needs, and then identifying projects to achieve the goals. Priority needs were determined through analysis of data and an extensive public involvement process.

The goals set forth in the 2014-18 Strategic Plan and in the various Annual Action Plans will be in keeping with the overall mission of HUD's Community Planning and Development (CPD) Programs: Community Development Block Grants (CDBG).

The City of Ames has a long standing history of having as one of its primary missions to identify, address, and implement solutions and programs that serve the needs of the elderly, disabled, homeless, extremely low-income, low-income, and moderate-income, and families in its community. In identifying the needs, the City of Ames has continued to conduct and/or partner in commissioning reports and studies to collect data to assist in determining the needs and the actions that should be taken to address those needs.

Below you will find a Summary of the objectives and outcomes identified in the Plan and the activities that will be implemented in the 2015-16 program year to address these objectives and outcomes.

The rationale for determining the above priority objectives and outcomes are as follows:

- The proposed project activities are consistent with the 2014-18 Adopted Consolidated Plan goals and address the following two barriers that were outlined in the 2013 Impediments to Fair Housing Analysis Study 1) the "lack of available, decent rental units in affordable price ranges" and 2) the "cost of housing" for both renters and home buyers.

- The proposed project activities are consistent with the needs outlined in the Comprehensive Housing Affordability Strategy (CHAS) Data, American Community Survey (ACS) and Analysis to Impediments to Fair Housing Study (ASI) data for the City of Ames.
- The proposed implementation sequence for the project activities should help the City meet HUD's timely expenditure requirements.
- Funds will be used to contract for additional staff to accomplish the proposed project activities in FY 2015-16.
- All of the activities proposed would be of 100% benefit to low- and moderate-income persons.

Additionally, these objectives and outcomes will provided the most positive impacts on addressing the needs of homeless, extremely low-, low- and moderate-income households in the community and will be the area of focus anticipated for the Annual Action Plans over the next five (5) years in utilizing CDBG, and other local and/or state funds to address these objectives and outcomes. As the City of Ames approaches its third 5-year Consolidated Plan period, we have been very successful in implementing the program activities over the last ten years, which has led to having exceeded the 70% low- and moderate-income benefit expenditure threshold required by HUD.

## **2. Summarize the objectives and outcomes identified in the Plan**

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

As part of the 2014-18 Consolidated Planning process, the City of Ames's strategies toward serving the needs of homeless, extremely low-income, low-income, and moderate-income families and households are to continue to seek public input, to continue to invest resources both physical and financial, and to continue to implement programs that will address the community's priority needs. With community participation, the following Priority Goal Objectives and Outcomes were derived:

### **1. Goal: Utilize and leverage CDBG Funds for Low-and Moderate-Income Persons through private and public partnerships as follows:**

A1. Objective: To create, expand and maintain Affordable Housing for Homeless and Low-income persons

Outcomes:

- i. Increase the supply of affordable rental housing
- ii. Improve the quality of affordable rental housing
- iii. Increase the availability of affordable owner-occupied housing



- iv. Maintain the supply of affordable owner-occupied housing
- v. Provide temporary rental assistance
- vi. Increase the supply of mixed-use development
- vii. Expand and maintain the supply of emergency shelter and transitional housing

A2. Objective: To maintain the Community Development Services of the Community Outcomes:

- i. Continue provision of the Public Service Needs for homeless, special populations, and low-income households (utilities, rent, deposits, childcare, transportation, employment training, substance abuse, health services, legal services, other public service needs) and reduce duplication of services.
- ii. Continue provision of Public Facilities Needs for homeless, special populations and low-income households (senior centers, homeless facilities, child care centers, mental health facilities, neighborhood facilities, and other public facilities needs).
- iii. Continue provision of Public Infrastructure Needs in low-income census tracts (water, street, sidewalk improvements).

**2. Goal: Utilize and leverage CDBG Funds for NON-Low- and Moderate-Income Persons through private and public partnerships as follows:**

A1. Objective: Address Housing Needs in Non-Low- and Moderate-Income Census Tracts Outcomes:

- i. Integrate affordable and market rate residential developments
- ii. Remove blight and deteriorated housing to reuse into new housing
- iii. Support and address code enforcement of deteriorated housing
- iv. Remove blight and deteriorated housing in flood plain and other hazardous areas.

**3. Evaluation of past performance**

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects. The preparation of the 2014-18 Consolidated Plan and now the subsequent Annual Action Plans will represent the City's third 5-year period as an Entitlement Community. Based on reviews and monitoring by the HUD Area Field Office of the City's performance over the last ten years, the City has been very successful in not only meeting the regulatory and statutory requirement of the CBDG programs, but also more specifically the timely expenditures of funds within the required time period. Through the administration of the various housing, public service, public infrastructure, and public facility activities implemented, the City has achieved a 100% cumulative benefit to low- and moderate-income persons for

each of the three 5–year periods, which exceeds the regulatory standard of 70%. Additionally, as a result of a monitoring review by HUD, the City had no findings or concerns. This was noted to be extremely rare.

#### **4. Summary of Citizen Participation Process and consultation process**

Summary from citizen participation section of plan.

The City of Ames has a *Citizen Participation Plan* that details the public involvement process. The Plan is available at [www.cityofames.org/housing](http://www.cityofames.org/housing). Public participation is an on-going process, not only in preparation of the Consolidated or Action Plans, but as an on-going part of the City of Ames’s commitment to solicit community involvement and participation.

Prior to the required public hearings, the public is encouraged to participate in public forums each year to be educated about the program and to give input on the activities being proposed to address the needs of the community. For the 2015-16 program year, like previous years, human service agencies, neighborhood associations, non-profit housing providers, Section 8 participants, faith-based organizations, and other community groups and businesses receive direct mailings inviting them to attend these public forums. This is in addition to ads in the area free newspaper, press releases, Facebook postings, and Twitter announcements.

#### **5. Summary of public comments**

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

The 30-day public comment period will begin on Wednesday, May 6, 2015, and will end on Friday, June 5, 2015. Comments received will be reported after this timeframe.

#### **6. Summary of comments or views not accepted and the reasons for not accepting them**

To be completed after the public hearing with the Ames City Council on Tuesday, June 9, 2015.

#### **7. Summary**

Below is a summary of the **major areas** addressed in the Strategic Plan for the City of Ames based on the data from the 2006-2012 American Community Survey (ACS) data, the Comprehensive Housing Affordability Strategy (CHAS) data supplied by HUD, intensive public input, 2013 Impediments to Fair Housing Analysis Study, area human service agencies, ASSET, City Departments, the State of Iowa, and other market analyses and

influences.

### **Geographic Priorities**

The City of Ames will focus its CDBG resources from a city-wide approach. The majority of the determined benefit will be based on individual income eligibility, low- and moderate-income limited clientele benefit, and low- and moderate-area benefit (based on census tracts containing concentrations of 51% or more low- to moderate-income persons, as established by HUD).

### **Priority Needs**

The City of Ames has identified affordable housing, community development, homelessness, and public service as priority needs to address over the next five years. High priorities for fiscal year 2015- 16 will continue to include the development of affordable housing for renters and homeowners, the maintenance of affordable housing for homeowners and renters, public services, and public facility improvements for non-profit organizations.

### **Influence of Market Conditions**

The high cost and lack of available housing units and land continue to be the biggest influences of market conditions for the city of Ames.

### **Anticipated Resources**

The City of Ames anticipates the following financial resources for Fiscal Year 2015-16:

15-16 CDBG Allocation	\$ 484,297
14-15 Anticipated Program Rollover	700,000
15-16 Anticipated Program Income	<u>132,063</u>
Total 2015-16	\$1,316,360

2015-2018 CDBG Allocations      \$ 1,953,112\*

\*Anticipate receiving an average of \$488,278 over the remaining 4 years of the Consolidated Plan period.

## Projects

### AP-38 Projects Summary Project Summary Information

**Table 1 – Project Summary**

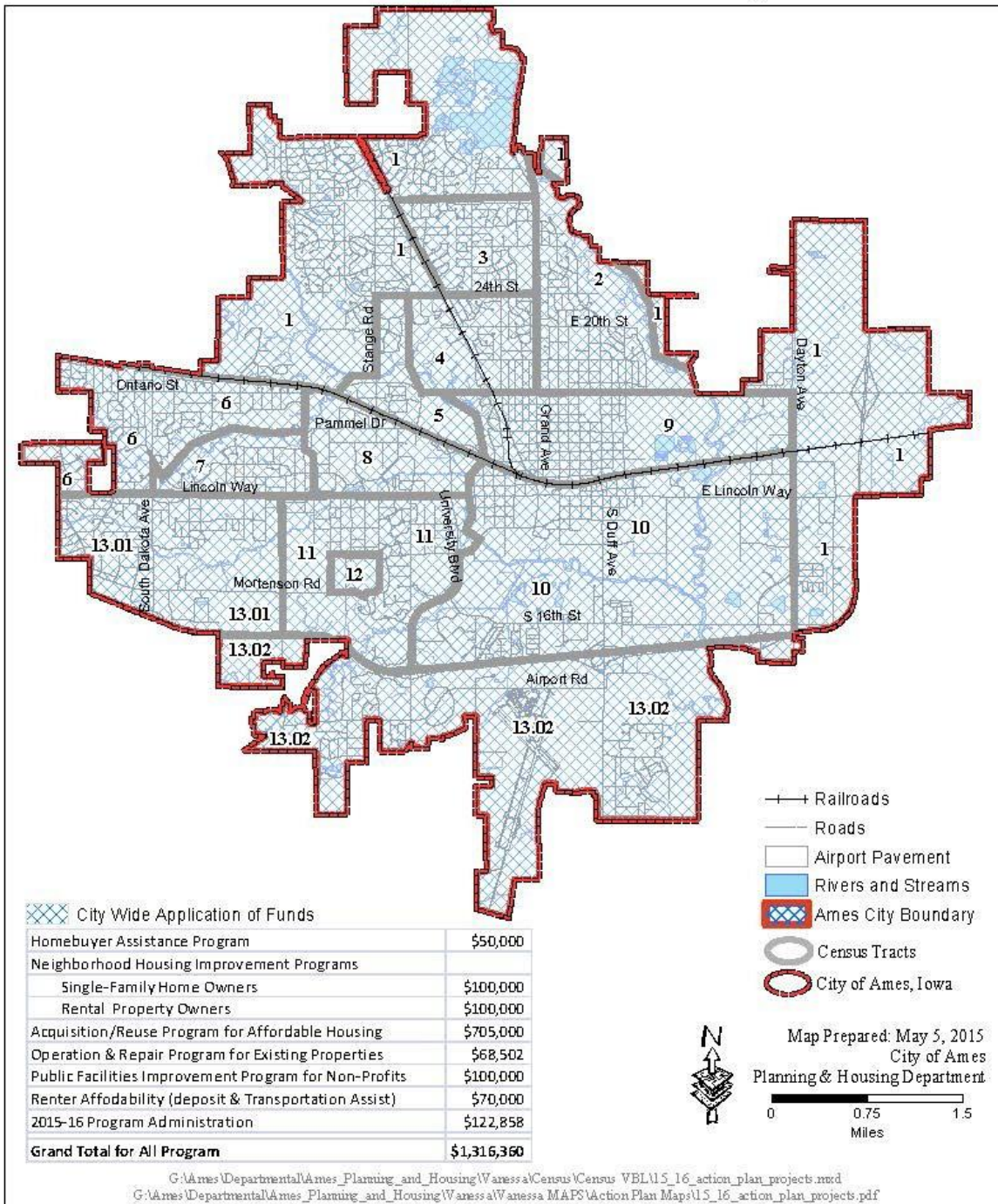
<b>1</b>	<b>Project Name</b>	Renter Affordability Program/Deposit and/or First Month Rent Assistance
	<b>Target Area</b>	CITY-WIDE
	<b>Goals Supported</b>	Create & expand Affordable Housing for LMI Persons Maintain Development Services in the Community Address Needs of Non-LMI Persons
	<b>Needs Addressed</b>	Renter Affordability Programs
	<b>Funding</b>	CDBG: \$60,000
	<b>Description</b>	Funds under this project will be used to provide Deposit and/or First month rent assistance to households with annual incomes at 50% or less of the area median income limits; this project is being carried over for 2015-16.
	<b>Target Date</b>	6/30/2016
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	We anticipate assisting approximately 20-25 households and/or families.
	<b>Location Description</b>	The assistance will be provided to eligible applicants within the city limits of Ames.
<b>Planned Activities</b>	The activities under this program provide one time funding to households and/or families with incomes at or below 50% of the Story County Median income limits to assist them with security deposits and/or first month's rent. The assistance may be expanded to include up to three months of rent assistance.	
<b>2</b>	<b>Project Name</b>	Renter Affordability Program/Transportation
	<b>Target Area</b>	CITY-WIDE
	<b>Goals Supported</b>	Maintain Development Services in the Community
	<b>Needs Addressed</b>	Affordable Rental Housing and Transportation Needs

	<b>Funding</b>	CDBG: \$10,000
	<b>Description</b>	Under this activity, funds will be used to assist households at 50% or less of the AMI with their transportation needs (fuel and/or bus vouchers). This project is being carried over into 2015-16
	<b>Target Date</b>	6/30/2016
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is anticipated that the program will assist approximately 15-20 households and/or families.
	<b>Location Description</b>	Program will be available to eligible applicants within the Ames city limits.
	<b>Planned Activities</b>	The activities under this program provide financial assistance to households and/or families with incomes at or below 50% of the Story County Median Income limits with assistance with their transportation needs through either fuel vouchers or bus passes.
<b>3</b>	<b>Project Name</b>	Neighborhood Sustainability Program/Acquisition and Reuse
	<b>Target Area</b>	CITY-WIDE
	<b>Goals Supported</b>	Create & expand Affordable Housing for LMI Persons
	<b>Needs Addressed</b>	Acquisition Reuse For Affordable Housing
	<b>Funding</b>	CDBG: \$705,650
	<b>Description</b>	Under this activity, funds will be used to: a. Purchase vacant in-fill lots for redevelopment into affordable housing; b. Purchase foreclosure properties for rehabilitation into affordable housing. The goal is to create, expand, and maintain Affordable Housing for homeless and low-income households. This project activity will continue for the 2015-16 program year.
	<b>Target Date</b>	6/30/2016
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Under this program, activity it is anticipated that approximately 5-12 households and/or families with incomes at or below 80% of the Story County median income limits may received assistance with affordable housing units purchased under this project activity.
	<b>Location Description</b>	The program will be implemented within the city limits of Ames.

	<b>Planned Activities</b>	Under the implementation of the Acquisition/Reuse for Affordable Housing, which will consist of the purchase of infill lots (vacant or with properties needing to be demolished), the purchase of foreclosure properties for rehabilitation, or the purchase of single-family or multi-family units that can be rehabilitated, it is anticipated that 2-4 properties will be acquired for reuse in either affordable rental or owner-occupied units for households at 80% or less of the Story County median income limits.
4	<b>Project Name</b>	Neighborhood Sustainability Program/OR
	<b>Target Area</b>	CITY-WIDE
	<b>Goals Supported</b>	Create & expand Affordable Housing for LMI Persons
	<b>Needs Addressed</b>	Operation & Repairs of Foreclosed Properties
	<b>Funding</b>	CDBG: \$67,439
	<b>Description</b>	Under this activity, funds will be used to repair properties that were purchased using CDBG funds to make them available for use for affordable housing for low- and moderate-income households.
	<b>Target Date</b>	6/30/2016
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Under this project, the number of families and/or households that will benefit from this program is 3-4; the beneficiary data will be reported under the Homebuyer Assistance Program or the Acquisition/Reuse Program.
	<b>Location Description</b>	The project activities will be within the city limits of Ames
	<b>Planned Activities</b>	Under this activity, properties purchased under Acquisition/Reuse Program will be rehabilitated and maintained until such time as an eligible home buyer or renter have been identified.

# Appendix I Proposed Action Plan Projects

## City of Ames 2015-16 CDBG Proposed Action Plan Projects



# ATTACHMENT B

Public input for CDBG annual Action Plan  
Jean Nicol Jahren  
to:vbakerlatimer@city.ames.ia.us  
05/08/2015 09:15 AM

Ms. Baker-Latimer,

I have served as a weekly front office volunteer for Good Neighbor Emergency Assistance for the past 12 years. What I have seen during this time is an increasing demand for low income housing in Ames. Many of the clients that I meet have Section 8 vouchers and are unable to find affordable housing in Ames in the four month time period once they have received these vouchers. In addition, I have spoken to people that have been long-term rental residents of Ames but due to decisions of their landlords they are having to move and are unable to afford housing in Ames if they can even find a place.

Please consider how Ames can best use these funds in increasing the amount of low-income housing available in Ames that is close to public transportation and schools.

Thank you for your time,

Jean Nicol Jahren  
1719 Grand Ave.  
Ames, IA  
515-233-0966

PS I also serve on the Board of Directors of the Emergency Residence Project and am a member of ERP's transitional housing committee



**COUNCIL ACTION FORM**

**SUBJECT: 2014/15 SEAL COAT STREET PAVEMENT IMPROVEMENTS  
 (DOUGLAS AVENUE, 17<sup>TH</sup> STREET, MAXWELL AVENUE, MELROSE  
 AVENUE, DURRELL CIRCLE)**

**BACKGROUND:**

This is an annual program for removal of accumulated seal coat from streets with asphalt surface. This program restores surface texture, corrects structural deficiencies, removes built-up seal coat, and prevents deterioration of various streets. This resurfacing process results in better riding surfaces, increased safety with improved surface texture, and increased life expectancy of streets. Built-up seal coat on streets causes excessive crown, which results in vehicles dragging at driveway entrances. Complete removal of this built-up seal coat allows for repair to curb and gutter and placement of 4" of asphalt surface.

The locations for seal coat removal and reconstruction in this program are Douglas Avenue (16<sup>th</sup> Street to O'Neil Drive), 17<sup>th</sup> Street (Douglas Avenue to cul-de-sac), Maxwell Avenue (East 13<sup>th</sup> Street to East 16<sup>th</sup> Street), Melrose Avenue (Hunziker Avenue to 24<sup>th</sup> Street) and Durrell Circle (Wilson Avenue to cul-de-sac). Work includes curb and gutter repair, pedestrian ramp reconstruction, sewer manhole replacement, storm sewer intake repair, removal of the existing street surface, and placement of new asphalt pavement.

On June 3, 2015, bids for the project were received as follows:

<i>Bidder</i>	<i>Bid Amount</i>
Engineer's estimate	\$764,372.50
Manatt's, Inc.	\$749,019.84

Overall projected expenses for all program locations are as follows:

	<u>Expenses</u>
<b>Douglas Ave, 17<sup>th</sup> St, Maxwell Ave, Melrose Ave, Durrell Cir</b>	<b>\$749,019.84</b>
Engineering and Contract Admin (estimated)	\$112,353.00
<b>Total</b>	<b>\$861,372.84</b>

The program is shown in the 2014/15 Capital Improvements Plan with \$650,000 from Road Use Tax funds. Additionally, \$383,528 in project savings from the 2012/13

Asphalt/Seal Coat Street Pavement Improvements program Road Use Tax funds will be utilized for this project, bringing **total program funding to \$1,033,528.**

**ALTERNATIVES:**

1. a. Accept the report of bids for the 2014/15 Seal Coat Street Pavement Improvements (Douglas Avenue, 17<sup>th</sup> Street, Maxwell Avenue, Melrose Avenue, Durrell Circle).
  - b. Approve final plans and specifications for the 2014/15 Seal Coat Street Pavement Improvements (Douglas Avenue, 17<sup>th</sup> Street, Maxwell Avenue, Melrose Avenue, Durrell Circle).
  - c. Award the 2014/15 Seal Coat Street Pavement Improvements (Douglas Avenue, 17<sup>th</sup> Street, Maxwell Avenue, Melrose Avenue, Durrell Circle) to **Manatt's, Inc. of Ames, Iowa**, in the amount of **\$749,019.84**
2. Do not proceed with this project at this time.

**MANAGER'S RECOMMENDED ACTION:**

By approving these plans and specifications, it will be possible to improve these sections of deteriorated pavement for our citizens.

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

**COUNCIL ACTION FORM**

**SUBJECT: TURBINE GENERATOR MAINTENANCE, REPAIR AND RELATED SERVICES CONTRACT**

**BACKGROUND:**

On April 28, 2015, City Council approved preliminary plans and specifications for the Turbine Generator Maintenance, Repair and Related Services Contract. This contract is for a contractor to provide turbine maintenance services to the two steam turbine generators at the Power Plant on an as-needed basis. Applicable work on this contract would include bearing replacement and hydrogen leaks.

**This contract is to provide turbine generator maintenance 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 sixteen 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 27, 2015, bids were received from three companies as shown on the attached report.

**Electric Services staff has determined that additional time is needed to evaluate each of the remaining bids to determine which one can perform the Turbine Maintenance contract at the lowest overall price.**

Funding in the amount of \$110,000 is available from the approved FY2015/16 Power Plant operating budget. Invoices will be based on contract rates for time and materials for services that are actually received.


**ALTERNATIVES:**

1. Accept report of bids and delay award for the Turbine Generator Maintenance, Repair and Related Services Contract.
2. Award a contract to the apparent low bid.
3. Reject all bids and direct staff to rebid.

**MANAGER'S RECOMMENDED ACTION:**

This work is necessary to ensure that a qualified professional firm will respond to both scheduled and emergency needs for turbine maintenance, and will also control costs by having established billing rates. **By choosing alternative No. 1, staff will have enough time to evaluate each bid 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 2015-210 Turbine Generator Maintenance, Repair and Related Services Contract Bid Summary								
	HPI Houston, TX			Mechanical Dynamics & Analysis, Ltd. Latham, NY			Reliable Turbine Service, Inc. Sullivan, MO		
DESCRIPTION	Hourly Rate (ST)	Hourly Rate (OT)	Hourly Rate (DT)	Hourly Rate (ST)	Hourly Rate (OT)	Hourly Rate (DT)	Hourly Rate (ST)	Hourly Rate (OT)	Hourly Rate (DT)
Superintendent:				\$120.50	\$180.75	\$180.75			
Technical Director	\$105.00	\$157.50	\$210.00						
Project Manager	\$90.00	\$135.00	\$180.00				\$150.00	\$225.00	\$300.00
Supervisor:	\$68.30	\$102.45	\$136.60				\$80.00	\$120.00	\$160.00
Foreman:	\$53.00	\$79.50	\$106.00	\$59.00	\$88.50	\$88.60			
Millwright Working Foreman							\$55.00	\$82.50	\$110.00
Millwright "A"							\$51.00	\$76.50	\$102.00
Millwright "B"							\$47.00	\$70.50	\$94.00
Lead Repair Technician:							\$91.00	\$114.00	\$142.00
Repair Technician:							\$88.00	\$110.00	\$140.00
Turbine Mechanic	\$45.00	\$67.50	\$90.00	\$52.00	\$78.00	\$78.00			
Subsistence:	\$175.00 per day								
Superintendent Travel Time:				S.T. capped at 8 hrs max each way					
Superintendent Travel Expenses:				Cost + 10%					
Superintendent Per Diem (7-day per week basis):				\$250.00 per day					
Craft Travel Expenses				\$550.00 each way					
Craft Per Diem (7-day week basis)				\$152.00 per day					
Mechanic Travel:	\$ .60 per mile								
Supervision Travel:	\$ .75 per mile								
Supervision Travel:	\$ straight time rate per hour								
Tool Transportation / Shipping and Freight				Cost + 17%					
Material Costs:	Cost + 15%			Cost + 17%			Cost + 15%		
Purchased / Subcontracted Parts and Services				Cost + 17%					
Consumables Costs	\$1.50/man hour								
Field Engineer, Technical Field Adviser, Generator Specialist				\$225.00 (ST)	\$337.50 (DT)				
PM, Steampath Engineering Supervision				\$245.00 (ST)	\$368.00 (DT)				
Eng. Consultant, Specialty Field Engineer				\$306.00 (ST)	\$459.00 (DT)				
Principal Engineer				\$350.00 (ST)	\$525.00 (DT)				
Steampath Spec., Lead Seal Technician, CAD Designer, Reverse Engineering Technician				\$184.00 (ST)	\$276.00 (DT)				
Steampath Work Leader				\$162.00 (ST)	\$243.00 (DT)				
Steampath Technician				\$142.00 (ST)	\$355.00 (DT)				
Generator Technician				\$178.00 (ST)	\$267.00 (DT)				
Turbine Tool Container (Major Inspection Kit)				\$1,150.00 (Daily)	\$6,900.00 (Weekly)				
Turbine Tool Container (Minor Inspection Kit)				\$550.00 (Daily)	\$3,300.00 (Weekly)				
Purchased/Subcontracted Parts and Services				Cost + 17%					
Steampath Consumables				\$12.00/person/hour					



	HPI Houston, TX	Mechanical Dynamics & Analysis, Ltd. Latham, NY		Reliable Turbine Service, Inc. Sullivan, MO	
Turbobalancer		\$280.00 (Daily)	\$1,680.00 (Weekly)		
Per Diem		\$250.00/person			
Travel Expenses		Cost + 10%			
Personal Vehicle (to and from worksite)		IRS Standard Rate + 10%			
Turbine Tool Unit	\$400/day				
Various rental equip. or items required	Cost + 15%				
Subcontractors	Cost + 15%				
Tool Transportation costs	Cost + 15%				
Parts and component acquisition	Cost + 15%				
Local truck use (1 per shift)	\$75.00/day				
Daily vehicle mileage (40/miles/day/truck)	\$.75/mile				
Project Manager (Substance & Travel Expenses)				\$245.00 (substance)	Cost Plus 15% (Travel each way) \$ .65 (Mileage per mile)
Craft Labor Supervisor (Substance & Travel Expenses)				\$160.00 (substance)	\$1,200.00 (Travel each way) N/A
Millwright Working Foreman (Substance & Travel Expenses)				\$160.00 (substance)	\$1,200.00 (Travel each way) N/A
Millwright "A" (Substance & Travel Expenses)				\$160.00 (substance)	\$1,200.00 (Travel each way) N/A
Millwright "B" (Substance & Travel Expenses)				\$160.00 (substance)	\$1,200.00 (Travel each way) N/A
Lead Repair Technician (Substance & Travel Expenses)				\$245.00 (substance)	Cost Plus 15% (Travel each way) \$ .65 (Mileage per mile)
Repair Technician (Substance & Travel Expenses)				\$245.00 (substance)	Cost Plus 15% (Travel each way) \$ .65 (Mileage per mile)
<b>Proposed Price Increase for Renewal Periods:</b>					
Labor Rates:	1% per year	3% per year		2% per year	
Travel & Subsistence:	1% per year	3% per year		2% per year	



# MEMO

## Legal Department

**To:** Mayor Campbell and Members of the City Council

**From:** Judy Parks, City Attorney

**Date:** June 4, 2015

**Subject:** Council meeting time ordinance revision

You may recall that the start time for your regular meetings was recently discussed and the Council acted to move the time up from 7:00 p.m. to 6:00 p.m. This new start time has been experienced now for a couple of meetings and seems to be working well.

The 7:00 p.m. start time for regular meetings of the Council is actually codified in the Municipal Code at Section 2.14. That section authorizes the Council to set alternative meeting times at a prior meeting, which you have done in moving the meetings to 6:00 p.m.. However, since the new time is being implemented on an on-going basis, it is appropriate to revise the code section accordingly to reflect this.

A proposed ordinance to adopt the meeting time change is before you for first reading and I would request your favorable consideration of it.

**ORDINANCE NO.**

**AN ORDINANCE TO AMEND THE MUNICIPAL CODE OF THE CITY OF AMES, IOWA, BY REPEALING CHAPTER 2, SECTION 2.14 AND ENACTING A NEW CHAPTER 2, SECTION 2.14 THEREOF, FOR THE PURPOSE OF CHANGING THE START TIME OF CITY COUNCIL MEETINGS; REPEALING ANY AND ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT TO THE EXTENT OF SUCH CONFLICT; AND ESTABLISHING AN EFFECTIVE DATE.**

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

Section One. The Municipal Code of the City of Ames, Iowa shall be and the same is hereby amended by enacting a new Section 2.14 as follows:

**“Sec. 2.14. REGULAR MEETINGS.**

Regular meetings of the city council will be held on the second and fourth Tuesdays of each month at 6:00 p.m. except when the council shall, by motion at a prior meeting, set an alternative date or time, or cancel a meeting, or decide to hold additional meetings during a month; or when in the discretion of the Mayor, in consultation with the City Manager, it is determined that an additional meeting is needed, or when an alternative start time for a scheduled meeting is necessary, to accommodate the agenda.”

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





CITY OF  
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*Caring People ♦ Quality Programs ♦ Exceptional Service*

# MEMO

**To:** Mayor and Ames City Council Members

**From:** Steven L. Schainker, City Manager

**Date:** June 5, 2015

**Subject:** June 9, 2015 City Council Meeting Agenda - Item 39

At the May 26th meeting, the City Council approved on first reading an ordinance regarding a Lincoln Way Mixed Use Overlay. At that meeting, the City Council passed a motion by a 6 to 0 vote, "to add a subsection under the *Design Principles* section to state that preference would be given for commercial areas to be located parallel to Lincoln Way." You will note that the ordinance that is before you for second reading includes in Section 29.1113(6)(b) this provision.

**ORDINANCE NO.**

**AN ORDINANCE TO AMEND THE MUNICIPAL CODE OF THE CITY OF AMES, IOWA, BY REPEALING SECTION 29.1100 (1) AND ENACTING A NEW SECTION 29.1100 (1), (2)(K) AND SECTION 29.1113 THEREOF, FOR THE PURPOSE OF ALLOWING FOR A LINCOLN WAY MIXED USE OVERLAY ZONE; REPEALING ANY AND ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT TO THE EXTENT OF SUCH CONFLICT; AND ESTABLISHING AN EFFECTIVE DATE.**

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

Section One. The Municipal Code of the City of Ames, Iowa shall be and the same is hereby amended by enacting new Sections 29.1100(1), (2)(k) and Section 29.1113 as follows:

**“Section 29.1100. OVERLAY ZONES:**

(1) **Purpose.** Each of these Overlay Zones is intended to supplement one or more established Base Zones, in order to conserve the single-family residential character of certain areas of the City; preserve the historical resources of the City; protect the environment; establish distinctive entries to the City; reflect the unique development and parking needs of areas impacted by proximity to Iowa State University; and establish Lincoln Way as a multi-modal transportation corridor while allowing for a mixed commercial/residential use type.

(2) **Establishment.**

...

(k) **“O-LMU” Lincoln Way Mixed Use Overlay**

...

**Section 29.1113. LINCOLN WAY MIXED USE OVERLAY DISTRICT.**

(1) **Purpose.** The intent is to allow for multi-family housing that may not be accommodated in other zones and to promote Lincoln Way as a commercial destination along a multi-modal transportation corridor. The Lincoln Way Mixed Use Overlay supplements the base zone regulations of areas along the Lincoln Way corridor zoned Highway Oriented Commercial “HOC” between Duff Avenue and South Dakota Avenue by allowing for a mixed commercial/residential use option. This Overlay preserves the primary use of the corridor for commercial uses while allowing for another housing option for the City of Ames residents and promotes high quality architectural design and compatibility with the City’s desired enhancement of the character for Lincoln Way.

(2) **Permitted Uses.** Subject to the requirements of Sec. 29.1502 for Site Development Plan Review, and in accordance with the requirements of this Sec. 29.1113 and the Zone Development Standards of the HOC base zone, Apartment Dwellings may be permitted in combination with HOC permitted uses classified as Office Uses; Retail Sales and Services Uses; Entertainment, Restaurant, and Recreation; and miscellaneous use of childcare. Stand alone Apartment buildings are not a permitted use in the Overlay Zone.

(3) **Site Development Plan Review.** All mixed use projects, in combination with a zoning application for the establishment of the Mixed Use Overlay, shall apply for a Major Site Development Plan review per Section 29.1502.

- (4) **Distinction Between Design Standards and Design Principles.** The Design Standards are mandatory requirements set forth to meet the purpose of the Overlay. Design Principles are intended to guide the design components of a mixed use project and act as a framework to consider the project's consistency with the Overlay's purpose for commercial use and promoting high quality design features and architecture. In some instances, development may be required to exceed the minimum standards and principles as part of the Major Site Development Plan review.
- (5) **Design Standards.** The following design standards are the minimum requirements necessary to implement a mixed use project in the Overlay.
- (a) **Building Height.** Buildings within the overlay district shall not exceed three-stories and shall not exceed 42 feet.
  - (b) **Floor Area Ratio.** The maximum ratio for a project within the overlay shall not exceed a 1.0 floor area ratio.
  - (c) **Minimum Commercial Area of the Building(s).** A minimum of 75% of the lineal length of the front facade of all buildings, as visible from Lincoln Way, shall be commercial uses.
  - (d) **Orientation and Front Yard Setback Encroachment.** Mixed use buildings shall be oriented to Lincoln Way with a visual connection of commercial store fronts to the street. A front yard setback encroachment of 10 feet may be permitted for pedestrian oriented design features of architectural projections, arcades, patios, etc.
  - (e) **Parking.** No parking shall be permitted between the buildings and the street. Parking requirements must be consistent with Article 4 of Chapter 29.
  - (f) **Sidewalks.** Sidewalks shall be required from the commercial entrance(s) of each building to the public right of way. Sidewalks shall also be provided for the connection of multiple buildings when more than one structure is constructed on a site.
  - (g) **Floor to Ceiling Height.** Ground floor uses shall have a high floor to ceiling height, generally of a minimum of 12 feet measured from top of commercial floor to the bottom of the next floor structure.
- (6) **Design Principles.** The following design principles shall be guidelines relied upon when considering the site and architectural design components of a mixed use overlay project:
- (a) Building design should recognize site patterns and help define entries to the interior of the site, commercial spaces, residential building entrances, and public spaces. The project design shall embrace pedestrian friendly design principles recognizing Lincoln Way as multi-modal transportation corridor. Designs that allow for and promote active outdoor space for commercial uses are desirable.
  - (b) Preference will be for commercial areas to be located parallel to Lincoln Way.
  - (c) Use architectural styles that promote a commercial appearance to a development with strong visual connection to Lincoln Way. Commercial storefronts shall have a high percentage of glazing.
  - (d) The architectural design shall utilize a variety of forms to create diverse elevations. Residential units, office and commercial/retail spaces shall overlook the street and

interior areas. Buildings should include green building techniques minimizing sun impacts of heat gain and glare for south facing windows.

- (e) The materials used in design of the buildings should utilize quality materials that include a mix of clay brick /masonry and contemporary uses of woods and metals as materials to accentuate and create interest on the building. The principle cladding materials of buildings as viewed from the street and commercial entrances shall be clay brick or stone materials.
- (f) The use of color, textures, and/or patterns should be used to accentuate the quality of the architectural design and materials of the building.
- (g) The layout of commercial floor area on the ground floor shall define the design of the overall building rather than maximizing residential density.
- (h) The commercial Floor Area Ratio for the property should meet a minimum 0.15 floor area for the site.
- (i) Commercial area design should account for customary dimensions and needs for a variety of retail, restaurant, and office uses. Generally, a minimum of 50 feet of depth and a maximum of 100 feet of depth is appropriate for 1<sup>st</sup> floor “inline” type commercial space.
- (j) Residential unit access should be separate from commercial tenant access.
- (k) Locate residential access in clearly identifiable and well lit locations.
- (l) Parking should be provided in excess of minimum retail parking rates to provide a variety of commercial tenant options, including restaurant uses with higher parking rates, rather than maximizing parking areas for apartment units. Encourage developments to incorporate prominent bike parking.

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