

Staff Report

CAMPUS AND COMMUNITY COMMISSION

March 22, 2016

BACKGROUND:

On February 23, 2016 the City Council directed staff to work with Sam Schulte, the City Council's ex officio member, to prepare a report that would explain 1) how to create a Campus and Community Commission that he has suggested, and 2) what happened to the 28E Agreement concept that was suggested previously.

STUDENT AFFAIRS COMMISSION:

The City Council created the Student Affairs Commission by ordinance in 2008. (See Attachment I) The mission of this commission is to:

- 1) Provide a public forum to facilitate issues that uniquely affect students;
- 2) Offer an opinion/recommendation regarding issues under consideration by the Council that uniquely affect students; and
- 3) Subject to City Council approval, investigate issues that uniquely affect students which currently are not being considered by the Council.

As created, the commission is to have 15 members comprised as follows:

City Council Student Government Liaison (1)
 Student Government Representative (1)
 Inter-Residence Hall Association Designee (1)
 Greek Community Student Leader (1)*
 Off-Campus Student Leader (1)*
 International Student Council Designee (1)
 Off-Campus Students (2)*
 Chamber of Commerce/Young Professionals or Jaycees (1)*
 Campustown Business Owner (1)*
 Campustown Rental Property Owner (1)*
 Neighborhood Association Representatives (3)*
 Ames High School Student Council Designee (1)

*Appointed by the Mayor with approval of the City Council

On April 23, 2013, the City Council received a memo from Sawyer Baker, who served as the City Council's Ex Officio member at that time. (See Attachment II) Because the Commission's membership retention was low, membership turnover was high, and a quorum was difficult to achieve, Sawyer made the following recommendations:

- 1) Modifying commission membership by reducing it to 13 members and making it more equally representative of the community and students;
- 2) Allowing those who serve on the Commission because of their position the ability to appoint someone else to represent them if they are not interested in serving;
- 3) Giving more assignments/projects from the Council to the Commission to help maintain interest in their work; and
- 4) Allowing the Commission to meet at various locations throughout the community, and not just in City Hall.

28E AGREEMENT APPROACH:

In the summer of 2014, the Mayor and GSB President, Hillary Kletcher, met to discuss ways to improve the viability of the Student Affairs Commission. They agreed on a concept that would allow for topic-specific task forces to be established on an as needed basis to deal with student related issues.

On September 23, 2014, the City Council reviewed a staff report regarding this new concept and directed staff to develop a 28E Agreement with the ISU Student Government to implement this concept, while still retaining the Student Affairs Commission language in the City Code. In November 2014, the ISU legal staff questioned the ability of the Student Government to enter into a 28E Agreement with the City. Between November 2014 and February 2015 the Student Government worked with their advisors and City staff to create an agreement with the City that shed the components of a 28E Agreement. (See Attachment III)

In March 2015, the City Council's Ex Officio member, Lissa Villa, sent an email to Brian Phillips, who staffs the Student Affairs Commission. Lissa stated, "I am sensing growing preference from the Senate for One Community as opposed to this proposal. Thank you for this information. I will see what I can find out when Spring Break is over and students return to Ames."

In April 2015, Student Government transitioned to new members. Brian met with the incoming Student Government executives and indicated that the next step would be for them to explain to the City Council the direction they are interested in heading.

CAMPUS AND COMMUNITY COMMISSION:

On February 11, 2016, Sam Schulte and Trevin Ward, President of the Campustown Action Association, wrote a memo to the Council suggesting that the Student Affairs Commission be transformed into a new entity to “focus holistically on campus and community issues” to be known as the Campus and Community Commission. (See Attachment IV)

Examples that are cited as possible issues to be considered by this body include overnight parking, security cameras, pedestrian safety, Campustown urban revitalization criteria, and high density development. They suggest that each year the City Council, Student Government, Campustown Action Association, and ISU Administration submit “goals” to this new body for their review.

HOW TO ESTABLISH A CAMPUS AND COMMUNITY COMMISSION:

With the referral to the staff, the City Council inquired how this new body can be established. There are two options to accomplish this task. One is to pass an ordinance on three readings creating this body, as was done with the Student Affairs Commission. The other is to pass a resolution creating this new entity. The latter can be accomplished at a single City Council meeting, as was the case involving the Commission on the Arts and the Public Art Commission. As part of adopting this new entity, a logical additional action would be to approve on three readings an ordinance abolishing the Student Affairs Commission.

POLICY DIRECTION FROM THE CITY COUNCIL:

It is important that the Council consider the following two policy decisions before the City Attorney can prepare the necessary ordinance or resolution:

- What should be the charge of the new commission?
- What is the desired membership of the commission?

Charge:

In reviewing the suggested membership and examples of the projects suggested by Sam and Trevin, it appears that, as proposed, the new body primarily would focus geographically on the Campustown area. If the Council feels that the new body could or should be asked to become involved with issues outside of the Campustown area, a broader charge would be appropriate for the group. This policy decision will impact the membership of the body.

Membership:

Sam and Trevin have suggested a five- to seven-member committee comprised of representatives from the ISU Student Government, Campustown Action Association, ISU Administration, business community, and near-campus neighborhoods.

If the Council prefers a charge to the committee that is broader than Campustown, an alternative membership composition could include two representatives from the Student Government, one representative from the Campustown Action Association, one representative from the Main Street Cultural District, two representatives from the ISU administration, and two representatives from the neighborhood associations. Of course, the City Council might prefer some composition different from the two approaches reflected above.

Regardless of the ultimate charge to the committee or its membership, staff believes it is very important that the issues explored by this group receive the prior approval of the City Council. Since the new body will be a City commission and a City employee will provide staff support to this body, it is essential that the group spend time on projects that are priorities of the City Council. In addition, for some issues there might be another City commission that more appropriately should handle an issue. Therefore, going through the City Council for approval of assignments will assure there will not be confusion as to which commission has jurisdiction over a certain issue. This is the general rule followed for other commissions of the City.

NEXT STEPS:

Should the City Council wish to move ahead to establish a Campus and Community Commission, it is important to first give direction regarding the desired charge and membership of this new body. Secondly, it should be decided if the commission should be established by ordinance or by resolution. Once these decisions are made, the City Attorney can be directed to create the appropriate document that establishes this new body.

DIVISION II CITY CLERK

Sec. 2.26. CITY CLERK, APPOINTMENT, SUPERVISION, COMPENSATION, REMOVAL.

(1) The City Clerk shall be appointed by the City Manager, said appointment to be effective only upon confirmation by resolution of the City Council.

(2) The City Clerk shall maintain City records and perform other duties prescribed for the City Clerk by state or city law and perform such other tasks and duties as are specified from time to time by the City Manager.

(3) The work performance of the City Clerk shall be supervised and evaluated by the City Manager.

(4) The compensation, pay, and employment benefits of the City Clerk shall be determined by the City Manager.

(5) Upon recommendation of the City Manager, the City Clerk shall be subject to removal by the City Council. *[State Law Ref. Iowa Code Sec. 372.13(3)](Ord. No. 3494, Sec. 1, 7-28-98)*

(Ord. No. 2508, Sec. 2, 5-20-75) [State Law Ref. Iowa Code Sec. 372.13(6)]; [State Law Ref. Iowa Code Sec. 64.24]; [State Law Ref. Iowa Code Sec. 400.4]; [State Law Ref. Iowa Code Sec. 372.13(5)]

Sec. 2.27. RESERVED**Sec. 2.28. RESERVED****Sec. 2.29. RESERVED****Sec. 2.30. RESERVED****Sec. 2.31. STUDENT AFFAIRS COMMISSION ESTABLISHED.**

(1) There is established hereby the Student Affairs Commission for the City of Ames, Iowa. That Commission shall consist of sixteen members providing representation as follows, with all terms beginning September 1st of the year of appointment:

(1) City Council Student Liaison Member	1 year term
(1) Government of Student Body Representative	1 year term
(1) Inter-Residence Hall Association Designee	1 year term
(1) Greek Community Student Leader	
Appointed by the GSB	1 year term
(1) Off-Campus Student Leader	
Appointed by the GSB	1 year term
(1) International Student Council Designee	1 year term
(2) Off-Campus Students	
Appointed by the GSB	2 year term
(1) Young Professionals Association of	
Ames Chamber of Commerce OR Ames Jaycees	2 year term
(1) Campustown Business Owner	2 year term
(1) Rental Property Owner (in Campustown)	1 year term

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|---|-----------------|
| (3) Neighborhood Association Representatives | 2 year term |
| (1) High School Student Council Designee | 1 year term |
| (1) Ex-Officio Representative from ISU's Office
of Student Affairs | Indefinite term |

(Ord. No. 3929,10-23-07)

Sec. 2.32. CHARGE.

(1) The mission of the Student Affairs Commission is to provide a public forum to facilitate issues that primarily or uniquely affect students. It is expected that these interactions will result in improved collaboration between student and community constituencies.

(2) Subject to City Council request, the Student Affairs Commission will be asked to provide an opinion/recommendation regarding issues/policies under consideration by the Council that primarily or uniquely affect students.

From time to time, the Student Affairs Commission might want to provide an opinion/recommendation to the Council regarding a City issue/policy that primarily or uniquely affects students, but that is not under review by the City Council. Prior to investing staff and Student Affairs Commission member time to discuss said issues/policies, the Student Affairs Commission shall first obtain approval from the City Council.

Sec. 2.33. MEMBERSHIP SELECTION.

For all positions other than the City Council Student Liaison member, GSB Representative and Appointees, Inter-Residence Hall Association Designee, International Student Council Designee, and Ames High School Student Council Designee, the Mayor will appoint representatives with the approval of the City Council.

(Ord. No. 3929,10-23-07)

Sec. 2.34 MEETING LOCATION.

Student Affairs Commission meetings will be held in the City Council Chambers at City Hall to facilitate televising this official body for cable television. However, meetings might be held on the ISU campus or other locations to provide more convenient access for special public forums.

Sec. 2.35. MEETING RULES.

The Student Affairs Commission shall adopt such rules of procedure and conduct for its meetings and other activities as it shall, from time to time, deem useful and appropriate, within the limits of the charge stated in Section 2.32.

(Ord. No. 3876, 03-07-06)

memo

To: Mayor and City Council
 From: Sawyer Baker, 2012-2013 Ex-officio City Council Member
 CC: Brian Phillips, Management Analyst
 Alexandria Harvey, 2013-2014 Ex-officio City Council Member
 Hillary Kletscher, Vice President of GSB
 Date: 4/23/2013
 Re: State of the Student Affairs Commission: Report & Recommendations

During the January 19, 2013 goal setting session of the Ames City Council, it was suggested as part of the overarching goal of “Strengthen Our Community” and subsection “Enhance interactions between ISU students and permanent residents” that members of the Student Affairs Commission be asked for recommendations to revamp the commission. This topic became relevant as retention is low, turnover is high, and quorum is difficult to achieve on a commission comprised of changing student leaders and default members based off a current position they may hold. It is my strongest recommendation that the Student Affairs Commission continue as it serves great importance to the city and students alike; however, I would also recommend the following changes, or variation of. The subsequent sections are intended to be used to generate dialogue and report on discussions of reform already had by the Student Affairs Commission (SAC) on March 12, 2013.

Membership

Currently, as per ordinance, the SAC has 16 members (1 ex-officio/non-voting, 15 toward quorum):

(1)	City Council Student Liaison Member	1 year term
(1)	Government of Student Body President	1 year term
(1)	Inter-Residence Hall Association President	1 year term
(1)	Greek Community Student Leader	1 year term
(1)	Off-Campus Student Leader	1 year term
(1)	International Student Council President	1 year term
(2)	Off-Campus Students	2 year term

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(1)	Young Professionals Association of Ames Chamber of Commerce OR Ames Jaycees	2 year term
(1)	Campustown Business Owner	2 year term
(1)	Rental Property Owner (in Campustown)	1 year term
(3)	Neighborhood Association Representative	2 year term
(1)	High School Student Body President	1 year term
(1)	Ex-Officio Representative from ISU's Office of Student Affairs	Indefinite term

It was noted that this commission is rather large compared to other city boards and commissions. However, due to the nature of the SAC, it does need to have a diverse representation of all invested parties. I proposed the following composition as a starting point for discussion:

13 members total (2 of which are non-voting, 11 toward quorum)

(1)	City Council Student Liaison Member	1 year term
(1)	<i>Government of Student Body President (non-voting)</i>	1 year term
(1)	<i>Inter-Residence Hall Association President</i>	1 year term
(1)	Greek Community Student Leader	1 year term
(1)	Off-Campus Student Leader	1 year term
(1)	<i>International Student Council President</i>	1 year term
(1)	Young Professionals Association of Ames Chamber of Commerce OR Ames Jaycees	2 year term
(1)	Campustown Business Owner	2 year term
(1)	Rental Property Owner (in Campustown)	1 year term
(2)	Neighborhood Association Representative	2 year term
(1)	<i>High School Student Body President</i>	1 year term
(1)	Ex-Officio Representative from ISU's Office of Student Affairs (non-voting)	Indefinite term

Italicized: Default office or member acting on behalf of respective group as appointed by that office.

The rationale behind this composition includes the following:

- There would be a balance of (5) ISU students, (5) Ames Community Members, (1) Ames High School student, and (2) non-voting members-one of which was already non-voting and the other of which (GSB President) already appoints the chair of the commission and therefore would representing the same organization in their capacities.
- The italicized portion would make quorum easier to achieve as an officer serving by default through a position he or she holds would be able to

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- make the conscience decision of whether or not to personally serve on the commission or appoint someone on his or her behalf.
- It is noted that other members of the community can be brought in for guidance if circumstances warrant input not currently on the commission.

Membership Appointment

It is essential that appointments are made for vacancies on this commission in a timely fashion, but when dealing with the calendar year vs. school year appointments, it is not as efficient as would be desired. It would be the responsibility to the Government of the Student Body (customarily the Vice President) to appoint student members who are not “default” members. While this may continue, a more proactive approach needs to be taken to have positions filled quickly after a term completion. By extension, the Mayor would still appoint non-default community members as customary.

Moreover, it should be noted that there should be a formal mechanism in place for commission members who are regularly absent and how to proceed. With no formal action steps in place, seats remain “filled” but are “absent” at the same time. *Please see attached SAC Minutes from March 12, 2013 for a more detailed explanation*

General Comments from Outgoing Chair

Because I had the opportunity to sit on the SAC as a member prior to my term serving as Chair, I have had over 2 years of experience on this commission. The issues outlined in this memo are not unique to this past year and have occurred prior. Previously, the SAC would meet at a set time monthly, but quorum was difficult to achieve. Therefore, polling the entire membership for a common meeting time was used. While this was initially beneficial, quorum again became hard to establish. I send along no recommendation on which to proceed with.

Additionally, after reflection and discussion with SAC members, the very nature of the SAC may need to be reformed. Members feel like a “part” of an organization when meaningful discussions and tasks are completed. The establishing ordinance of the SAC states:

“Subject to City Council request, the Student Affairs Commission will be asked to provide an opinion/recommendation regarding issues/policies

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under consideration by the Council that primarily or uniquely affect students. From time to time, the Student Affairs Commission might want to provide an opinion/recommendation to the Council regarding a City issue/policy that primarily or uniquely affects students, but that is not under review by the City Council. Prior to investing staff and Student Affairs Commission member time to discuss said issues/policies, the Student Affairs Commission shall first obtain approval from the City Council (Section 2.32).”

While it seems that the SAC in the past has generated projects based on brainstorming and issues members see as important for students and community members alike, giving the SAC more specific tasks as well as allowance for generation of other projects may prove beneficial. This will have to be a fine balance. However, I was pleased to see direct goals/tasks given by the City Council to the SAC during the goal setting session. Additionally, ideas generated during the yearly joint meeting of the Government of the Student body and the City Council will provide starting points for more projects. These would be in addition to the standing projects the SAC takes part in.

Standing projects of the SAC normally include:

- Campustown Safety Walk
- Review and providing guidance to City Council on Fall Grant Applications

Meeting location was also discussed at the SAC. It was suggested that the SAC could have more joint meetings with other community and student organizations and/or have the location rotate from on-campus to city hall. While there was no noticeable consensus on this topic, it is worth noting.

Finally, it was my goal to provide a formal recommendation from the SAC to the City Council on revamping the SAC following the discussions of the March 12, 2013 meeting; however, quorum was not achieved. Therefore, in going forward, I would establish a strong base membership in order to achieve quorum to make formal changes, or have the City Council and City Manager’s office look into the issue and make necessary changes as deemed fit. Again, the suggestions outlined in this memo are only part of a greater variety of alternatives. I wish the Student Affairs Commission great success in the future and would be willing to provide more information and insight if requested.

A G R E E M E N T

ESTABLISHING JOINT TASK FORCES TO INVESTIGATE STUDENT AND COMMUNITY ISSUES

This Agreement is made by and between the City of Ames, Iowa (a municipal corporation organized and existing pursuant to the laws of the state of Iowa, hereinafter referred to as "City"), and the Iowa State University Government of the Student Body (a student organization representing the students of Iowa State University, hereinafter referred to as "GSB").

I. PURPOSE

WHEREAS, from time to time, issues arise in City policy and the community environment that primarily and uniquely affect the student population of Iowa State University; and

WHEREAS, student-related issues may arise from time to time that likewise affect Ames residents and others beyond the student community; and

WHEREAS, the parties recognize that when such issues or policies arise, for the benefit of the community as a whole, an open dialogue should occur between students and residents, and advice from such dialogues should be presented to elected community and student officials;

IT IS, THEREFORE, the purpose of this Agreement to establish procedures for the creation of task forces sponsored by the City and the GSB to address issues and policies of mutual interest.

II. NO ENTITY CREATED

No separate legal entity is established by this Agreement.

III. ADMINISTRATION

1. The Mayor of Ames or the GSB President can request that both parties meet to discuss any issue of mutual interest and determine whether a task force should be created. If a task force is determined to be in the interests of both parties, the Mayor and the GSB President shall identify the charge of that task force, as well as the key policy questions to be investigated.

2. Task forces shall be comprised of representatives from the student population appointed by the GSB President and members of the Ames community appointed by the Mayor. Task force membership shall be as large as necessary to address that task force's charge. Each task force shall be chaired by a member selected by mutual

agreement of the GSB President and the Mayor. The *ex officio* City Council Student Liaison shall assist in coordinating the work of the task forces and shall report the progress of the task forces to both the City Council and to the ~~Government of the Student Body~~ GSB. A member of City staff shall be assigned to each task force by the City Manager to provide advice and to ensure that task force activities comply with the terms of this Agreement.

3. Each task force may adopt such rules of procedure and conduct for its meetings and other activities as it shall deem useful and appropriate, within the limits of this Agreement and its charge. Task force meetings shall be open to the public and shall conform to the requirements of Chapter 21 of the Code of Iowa (Iowa Open Meetings Law). Meetings of each task force shall typically be held on the Iowa State University campus or at City Hall, but meetings may be held in alternative locations to provide more convenient access for special public forums.

4. Upon completion of its charge, each task force shall submit copies of its final report to the Ames City Council and the Government of the Student Body Senate. The Ames City Council and/or the GSB Senate may act on the final report through their powers according to law. If further investigation is desired by both the City Council and the GSB Senate, the task force shall reconvene and shall submit an addendum to the report. If no further questions remain, the task force shall dissolve.

5. By mutual agreement of the Mayor and GSB President, a task force may be dissolved prior to completing its charge, or its charge may be modified, or its membership may be increased, reduced, or otherwise modified.

IV. DURATION OF THE AGREEMENT

This Agreement shall be effective for a term of one year from its effective date. It is the intent of the parties to determine, prior to termination of this Agreement, whether the duration of this Agreement should be extended.

V. TERMINATION

This Agreement may be terminated at any time and for any reason by either party upon ~~written notice~~ ⁽³⁰⁾ to the other. Upon termination, any task forces created under this Agreement shall dissolve and each shall convey to the GSB Senate and the City Council any task force materials created as of the date of dissolution.

VI. EFFECTIVE DATE

This Agreement shall be effective upon the date both signatures have been affixed to this document.

IN WITNESS WHEREOF, the parties have caused this agreement to be executed as of the dates set forth below.

CITY OF AMES, IOWA

**IOWA STATE UNIVERSITY
GOVERNMENT OF THE STUDENT BODY**

By _____
Ann H. Campbell, Mayor

By _____
Hillary Kletscher, President

Attest _____
City Clerk

Attest _____
Office Manager

Date _____

Date _____

February 11, 2016

Dear Mayor Campbell and City Council,

Recently, a number of issues pertaining to students and the larger Ames community have come up for discussion. These include:

1. Overnight parking
2. Security cameras
3. Pedestrian safety
4. Campustown urban revitalization criteria
5. High density development

We, the Iowa State University Student Government (ISU SG) and Campustown Action Association (CAA), believe City Council would benefit from a broad, unified voice on these issues.

The dormant Student Affairs Commission (SAC) was conceived to provide perspectives on issues pertaining to students. We propose reconfiguring this commission to focus holistically on campus and community issues. This commission, to be known as the Campus and Community Board (CCB), will create relationships and a foundation ready to tackle challenges and opportunities we have yet to discover.

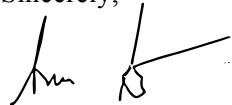
Recent discussions about overnight parking in Campustown highlight the need for the CCB. Though ISU SG and CAA met to discuss potential solutions to overnight weekend parking, progress was slow. We came to the table with very different opinions, and our means of communicating with City Council via separate letters was ineffective. The CCB would have facilitated quicker and more efficient discussion, and City Council would have received much clearer direction.

The difficulty of filling SAC positions has often been cited as a primary reason to leave this commission inactive, so we suggest that the CCB be comprised of fewer representatives from broader constituencies, perhaps 5 to 7 members rather than 15. This would include one or two representatives from ISU SG, CAA, ISU, members of the business community, and residents of near-campus neighborhoods. We offer to enthusiastically help in recruiting representatives to fill these positions. We know that many in the community care about these issues, and we have developed and maintained relationships with them. Further, since another shortcoming of the SAC seems to have been the lack of issues requiring attention at each meeting, we ask that City Council, ISU SG, and CAA submit goals to the CCB yearly to ensure an active and engaged commission.

In the past two years, intergovernmental discussions have focused on a 28E agreement between the City of Ames and ISU SG, which would permit the Mayor and ISU SG President to establish task forces. We believe that the CCB will be able to more rapidly and continuously offer feedback as needed. We envision that the CCB could initiate task forces if necessary, but that this should be reserved for issues of considerable magnitude or that will take time to address properly.

With the increase in ISU student enrollment and the dynamism this brings, we believe the time to jumpstart the CCB is now. We urge City Council to reconfigure the SAC to establish the new Campus and Community Board in order to nimbly navigate issues germane to the ISU campus and Ames community.

Sincerely,



Sam Schulte
Ex-Officio, Ames City Council



Trevin Ward
President, CAA Board of Directors